



Building Emergency Response Coordinator (BERC) Position Description

Program Overview:

The San Francisco State University BERC Program is a critical component of the University Emergency Preparedness, Operations, and Recovery Plan. Building Emergency Response Coordinators (BERCs) are campus employees who work in regularly occupied campus buildings and volunteer to perform essential activities for the purpose of minimizing injury to campus faculty, staff, and students in the event of an emergency.

The Office of Emergency Services (OES) is responsible for the overall coordination of the BERC Program, including responsibility for recruiting volunteers campus-wide to fill gaps in building coverage. OES provides supplies and training to every BERC on campus.

BERCs are primarily responsible for four key actions during an emergency:

1. Assist in building evacuations and guide building occupants to their designated evacuation areas
2. Secure all building entrances and restrict re-entry until it is deemed safe by first responders
3. Report any pertinent information to first responders once they arrive
4. Serve as points of contact for EOC (Emergency Operations Center) during emergency activations

BERCs are also responsible for ongoing work throughout the year to prepare the building and its occupants for emergency response. For example, in compliance with CSU Executive order No. 1056, BERCs must coordinate and facilitate evacuation drills once per year.

Job Duties may include:

- Recruitment of building evacuation team members, such as:
 - Floor Wardens/Marshals
 - Building-specific role(s)
- Coordination and facilitation of evacuation drills once per year, including:
 - Prep meeting with building evacuation team
 - Debrief meeting and evaluation(s)
 - Submission of BERC Evacuation Evaluation Report to Office of Emergency Services and Fire/Life Safety Manager
- Ensuring building evacuation team is trained and prepared, raising additional training needs to OES or EHS as appropriate (evacuation chairs, fire extinguishers, First Aid, etc.)
- Familiarity with each fire exit and possible exit routes
- Ensuring all radios are charged, maintained, and distributed appropriately (if applicable)
- Managing and maintaining all BERC issued emergency equipment
 - Safety vests
 - Hard hats
 - Red emergency backpacks
 - Other evacuation/emergency supplies

- Identification of issues with elevators and fire doors, particularly during/after an emergency, and coordination with Building Coordinator for work orders as needed
- Knowledge of locations of all emergency equipment in the building (e.g. fire extinguishers, pull stations, automated external defibrillators (AEDs), and Evacuation Chairs)
- Maintaining inventory list of all emergency supplies in their respective building and ensure all supplies are checked once per semester and restocked as necessary
- Conducting biannual hazard assessments with OES and EHS as required by those departments
- Attending monthly Campus Safety Committee Meetings, disseminating information to building staff and evacuation team members as appropriate
- Communicating with building personnel as needed during an emergency
- Communicating with EOC as needed during an emergency
- Conducting annual safety walkthroughs of building(s) in collaboration with Building Coordinator, EHS and/or OES as appropriate

BERC Requirements:

- Participate in initial BERC training with OES and EHS, to include:
 - Fire extinguisher
 - Evacuation chair
 - First Aid / CPR / AED
 - Emergency Procedures Overview
 - Radio/Communications
 - Active Threat Training
- Participate in annual refresher training for each subsequent year
- Participate in and provide support for Great Shakeout activities
- Work on campus a minimum of 3 days a week
 - The BERC Lead must identify a backup BERC for the days they are not on campus. The BERC Lead must ensure that the backup BERC has been trained and has the resources needed to step in