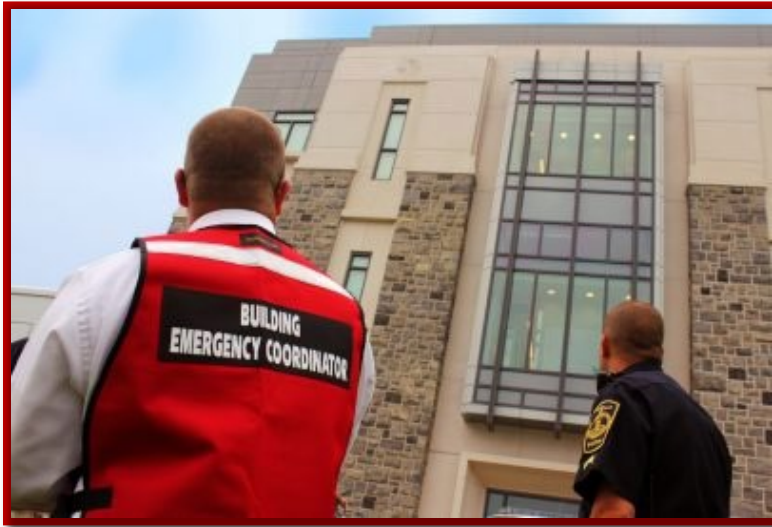




Building Emergency Coordinator (BEC) Program Guide



BUILDING EMERGENCY COORDINATOR (BEC) PROGRAM

The Lee College Building Emergency Coordinator (BEC) Program was established to support the college's Emergency and Safety Operations Office and Campus Security efforts to increase building occupants' ability to prepare for and respond to emergencies across all campuses. Emergencies may include, but are not limited to: fire, tornado, hurricane, active threat, bomb threat, severe weather, and hazardous chemical spill.

Lee College is home to four campus locations, 37 buildings, 705,000 square feet, and approximately 9,600 students, staff, and faculty. The challenge of being everywhere at once is mitigated by having designated persons in place to assist before, during, and after emergencies and providing situational awareness to Emergency and Safety Operations and Campus Security.

The BEC program is staffed by Lee College employees who volunteer to be responsible for working with other building occupants to develop a tailored emergency response plan for their specific building, as well as assisting with training and emergency drills for their respective buildings.

Incidents can happen at any time! Everyone should be prepared! Employees know their buildings better than anyone!

If you are a Lee College employee interested in volunteering as a BEC for your building and/or floor—or if you have questions about the program—please contact Wanda Alfred, Safety Specialist, at walfred@lee.edu or safety@lee.edu.



Building Emergency Coordinator (BEC) Program Guide

BUILDING EMERGENCY COORDINATOR (BEC)

BEC is the industry-recognized acronym for Building Emergency Coordinator (BEC). A BEC is a Lee College employee who volunteers to help with emergency planning and is trained to respond to emergencies and life-threatening events that may occur in their building and across campus. A BEC is typically an employee who works in the building during regular business hours, has a general understanding of building operations, and has demonstrated an interest in maintaining the safety and well-being of the building's occupants.

At a minimum, there should be one BEC assigned per building per floor. Alternate BECs are also welcome. A primary BEC will be assigned in a building with multiple floors, or if there are alternates. The primary BEC is responsible for developing a tailored Building Emergency Response Plan (BERP) using a standardized template, with support from other building BECs, building occupants, and Emergency & Safety Operations. The BERP provides essential guidance for building occupants in response to potential incidents.

BECs also serve as a point of contact to relay safety-related information to Lee College Emergency and Safety Operations and Campus Security.

BEC SELECTION PROCESS

Employees can express their interest in volunteering as a BEC by submitting a request, with approval from their supervisor, to the Emergency and Safety Operations Office at Safety@Lee.Edu. Emergency and Safety Operations staff will select the appropriate candidates. There are 30 + volunteers needed to do these jobs!

BEC RESPONSIBILITIES

Before an Emergency or Incident:

- ☐ Be knowledgeable in the following items:
 - Your co-workers and your building floor
 - How to lead yourself and co-workers if you need to evacuate or shelter-in-place
 - Where are all the exits in your office space, building, or floor
 - Where the fire panel and pull stations are located in your office space, building, or floor
 - Where the fire extinguishers are located in your office space, building, or floor, and when to use them and when to evacuate
 - Where the stairwells, areas of refuge, and evacuation chairs are located in your office space, building, or floor
 - Where your “specific” evacuation assembly point is located outside your building



Building Emergency Coordinator (BEC) Program Guide

- Build a text group of your coworkers to account for everyone who may be evacuating
- ☐ Meet with other BECs and concerned building occupants to discuss and develop a tailored Building Emergency Response Plan utilizing the plan template.
- ☐ Schedule two annual drills to practice the Building Emergency Response Plan.
- ☐ Maintain building awareness and report safety concerns/hazards to the Emergency and Safety Operations Office.
- ☐ Assist the Emergency and Safety Operations Office with Building Risk Assessments and Safety audits.

During an Emergency or Incident:

- ☐ **As long as it is safe**, don your vest and execute the Building Emergency Response Plan.
Do not put yourself or others in danger!
- ☐ Assume Incident Command and communicate with the other BECs within the facility.
- ☐ Account for building occupants during fire evacuations.
- ☐ Provide important information to Campus Security, Emergency and Safety Operations staff, and first responders for situational awareness.

BUILDING EMERGENCY RESPONSE PLAN (BERP)

Lee College Emergency and Safety Operations provides a *Building Emergency Response Plan (BERP) template* to help create tailored building emergency response plans. The template covers each building's unique emergency preparedness and responses for:

- Active Shooter - "Lockdown"
- Fire "Evacuate"
- Hazardous Materials Spill or Release - "Shelter-in-Place" or "Evacuate"
- Gas Leak - "Evacuate"
- Severe Weather/Tornado - "Shelter-in-Place"
- Medical Emergency
- Bomb Threat/Suspicious Package – "Shelter-in-Place" or "Evacuate"
- Campus Closure Building Preparedness
- Annual Drills
- Annual Building Threat & Risk Assessment

Please review the Emergency Response Procedures Guidelines at <https://www.lee.edu/hr/files/emergency-response-plan.pdf> (Print a hard copy of the plan to have on hand)



Building Emergency Coordinator (BEC) Program Guide

BEC TRAINING REQUIREMENTS

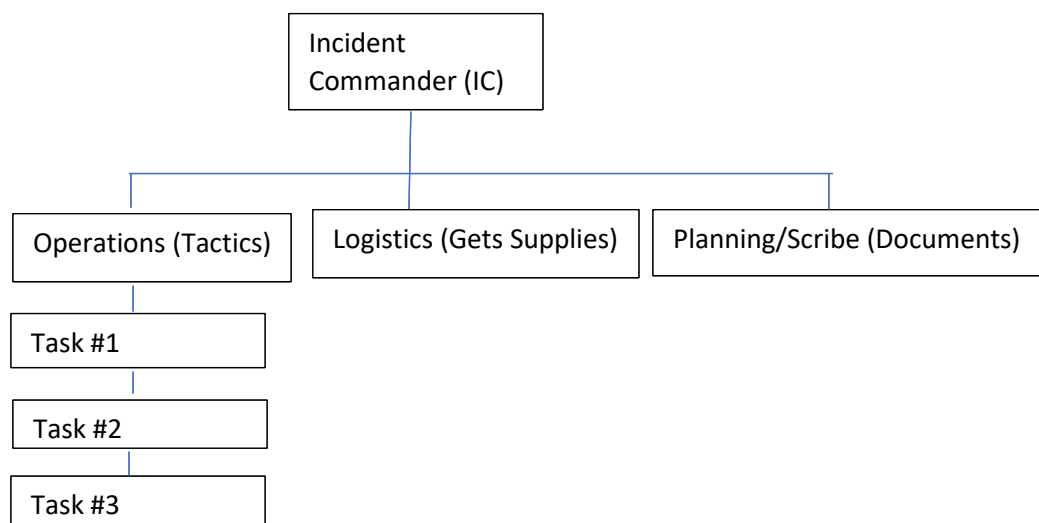
BECs MUST complete the following training courses:

- ☐ FEMA IS-100.c Introduction to the Incident Command System, ICS 100 (2 hours)
- ☐ FEMA IS-700.b An Introduction to the National Incident Management System (3.5 hours)
- ☐ BEC ICS training
- ☐ CPR/First-Aid/AED certification
- ☐ Fire Extinguisher
- ☐ Evacuation Chair training
- ☐ Naloxone (Narcan) training
- ☐ Stop-the-Bleed Kit/Tourniquet training

Lee College offers training (i.e., CPR/First-Aid/AED, Bleed Control, and Incident Command System) each semester and at Fall/Spring Convocation. Training opportunities will be announced via email to the BECs.

INCIDENT COMMAND SYSTEM (ICS)

The Incident Command System (ICS) provides safety, clear leadership, and organizational structure to improve the effectiveness of rescue efforts. ICS is established by the first person on the scene, who acts as the Incident Commander. BECs will act as the initial Incident Commander. During an incident, BECs may delegate responsibilities to others, establishing an Operations section. When Campus Security or first responders arrive, Incident Command will be transferred to them, and BECs may be relieved or assigned another task.





Building Emergency Coordinator (BEC) Program Guide

BEC SAFETY EQUIPMENT

- A red BEC safety vest
- A whistle or megaphone for building without a fire alarm system
- Weatherproof notebook and pen
- Shelter-in-Place Go-Bag/Supplies