I. THE POLICY

Re: BERKELEY CAMPUS POLICY ON BUILDING COORDINATORS

Policy Statement

The University of California at Berkeley is committed to supporting the welfare of its students, faculty, staff and visitors. Preparing a campus Emergency Operations Plan and allocating resources to respond to possible emergencies / disasters is one way in which the campus offers this support. The plan is fashioned in accordance with appropriate laws, regulations and policies that govern emergency / disaster preparedness and reflects the best and most current thinking in this area.

The Chancellor has assigned responsibility for emergency / disaster planning and implementation to the campus Vice Chancellors and Provosts, who will act through their department / unit management (Deans, Directors, Chairs, and Administrative Officers).

The Role of Building Coordinators

Each Building Coordinator is responsible for developing a Building Emergency Plan and building evacuation plans, and designating an Emergency Assembly Area in advance. Developed under the guidance of the Building Coordinator, the Building Emergency Plan is a building-specific operational guide outlining emergency operations and responsibilities. Building Emergency Plans are activated in the event of an emergency, allowing Building Coordinators to safely evacuate personnel to their designated evacuation areas. The Building Coordinator also provides information about the status of his/her building and occupants to the EMA Coordinator and/or the field Incident Commander. The BC can also relay information from the EMA Coordinator to his/her building occupants (about the status of the campus, location of care and shelter facilities, how to obtain medical aid, etc.).

The Office of Emergency Preparedness & Homeland Security is responsible for the coordination of the BC program and will provide assistance to BCs.

Structure

Every building housing Berkeley campus students, faculty and staff will have a Building Coordinator appointed to act as a liaison between the Building Committee and the occupants on issues of emergency preparedness. At the request of the Chancellor, Building Committees are formed initially by senior academic and / or administrative managers (or their representatives), in a building. All departments / units in the building should be represented on the Building Committee. For the purpose of appointing a BC, the Building Committee may need to be temporarily augmented by department heads who may be located in other buildings, but have management responsibility for occupants in the facility in questions. Members of the
Committee act as liaison between the BC and the departments / units they represent. In multi-occupant facilities, the BC will be appointed by one of the following methods:

1. The largest unit, per assigned square feet (ASF), may volunteer a person with the approval of the Building Committee. If this unit stores or uses hazardous materials and / or engages in hazardous operations a person knowledgeable in these areas should be chosen.

2. Each unit will rotate the responsibility every two years, without prejudice to the reappointment of past BCs.

Selection

The BC should be selected from the Personnel Policy for Staff Members (PPSM) program or an equivalent classification level, or the highest personnel level available in the facility. He or she should assume the responsibilities of the Coordinator in addition to other assigned duties. Due consideration must be given to ensure equal opportunity. Where applicable under policy, the campus supports the use of release time or the provision of compensatory time for BCs in the performance of duties beyond scheduled work hours.

Classification

Departments / units should review the position held by an employee assigned Building Coordinator responsibilities if it is believed these duties could cause the position to be reclassified. If classification changes are due to Building Coordinators duties, it will revert when those duties are reassigned to another individual. The Office of Emergency Preparedness is willing to offer advice to Building Committees when there are difficulties in the appointment of a BC.

Evaluation

BCs are evaluated by their home departments with respect to their duties based on the position description (see Attachment No. 1) and with input from the Building Committee. The Office of Emergency Preparedness will provide a performance checklist guide for supervisors to use in the evaluation process (see Attachment No. 2).

Building Coordinator Advisory Council

An advisory council of BCs will be established to advise the Emergency Preparedness Officer regarding changes in emergency procedures which affect the BCs’ role. The council will represent the diverse facility use and building types on the campus (including rental and spectator facilities), and will not exceed ten BCs in number.