

## Building Emergency Plan for **Wellman Hall BEP**

### Contact Persons For This Plan

	Name	Email	Work Phone
<b>Primary</b>	JONATHAN RENNELLA	rennella@berkeley.edu	5106644881
<b>Alternate</b>	EDDIE CAZAREZ	ecazarez@berkeley.edu	5106432606

### Emergency Assembly Areas Post-Evacuation

Primary	Alternate	Designated Waiting Area(s) If In Need Of Assistance To Evacuate
Lawn area between University Drive and Strawberry Creek.	As determined by staff	As posted

### Occupants With Emergency Roles

Name	Emergency Role	Home Workgroup
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Plan Status	
<b>Current Plan Status</b>	Plan Updated
<b>Date This Status Became Current</b>	Oct 24, 2018
<b>Next Annual Review Due By</b>	Mar 30, 2019

**A. Purpose Of The Emergency Action Plan**

A Building Emergency Plan (BEP) is required for each occupied UC Berkeley building. The plan is considered part of every building's basic health and safety responsibility. BEP's contain information for a variety of emergency situations, including medical emergencies, power outages, hazardous material spills, fires, bomb threats, civil disturbances, and earthquakes.

It is important for staff to read and understand their work site(s)'s BEP before an emergency occurs. Managers should share safety information with faculty, staff, and students, brief all new personnel as they join the department, and keep copies of the BEP in accessible locations. The BEP must be made available to all occupants upon request. Building Coordinators (BC) are responsible for the annual BEP review and update.

**B. Buildings Covered (in Whole or Part)**

Building Name	Address Line 1	Address Line 2	Building Coordinator (or Equiv)	Alternate Bldg Coordinator (or Equiv)	Comment
WELLMAN HALL					

**C. Specific Work Area (Within the Above Buildings) Covered By This Plan**

<b>Work Area Covered By This Plan</b>	Wellman Hall
<b>Additional Description of Work Area</b>	
<b>Location Tag</b>	Core Campus
<b>Other Location Tag</b>	EMA 5 - Strawberry Creek
<b>Animal Facilities In This Work Area?</b>	No
<b>Animal Facilities Location/Details</b>	

**D. Instructions For Reporting Emergencies**

Employees shall report any fire or other emergency situation to the UC Berkeley Police Department (UCPD) by dialing **911** on any campus phone or **510-642-3333** via cell.

**Important Phone Numbers**

The following phone numbers can be posted in the work place for easy reference.

Campus telephone numbers for life-threatening emergencies

From Landlines: 911

Via Cell: (510) 642-3333

Telephone number for non-life threatening emergencies

UCPD (non-emergency line): (510) 642-6760

EH&S (510) 642-3073

Facilities Services (510) 642-1032

Custodial Services (510) 642-6515

**Where to Get Information During a Large-Scale Emergency:**

- Campus Nixle messages via email and text (sign-up warnme.berkeley.edu)

#### D. Instructions For Reporting Emergencies

- |  |  |
|--|--|
| • Campus emergency information line        | 1-800-705-9998                         |
| • Campus website or emergency web site     | berkeley.edu or emergency.berkeley.edu |
| • Campus radio station                     | KALX 90.7 FM                           |
| • Local Radio Stations                     | KCBS 740 AM, KGO 810 AM                |
| • City of Berkeley emergency radio station | 1610 AM                                |
| • Campus managed Social Media              | @UCBerkeley.edu or                     |
| facebook.com/UCBerkeley                    |  |

#### E. Instructions For Evacuation

State law requires occupants to evacuate to a safe location when the fire alarm sounds, or when ordered to do so by emergency response personnel or a campus issued message. Occupants should be familiar with two evacuation routes from their work site location.

##### ***When Evacuating:***

- If safe, gather personal belongings and go bag.
- Stay calm; walk, don't run
- Never use elevators
- Proceed to the designated EAA and report to your department's roll taker.
- Wait for any instructions from emergency responders or the Building Coordinator.
- Do not re-enter until allowed by emergency personnel.

##### **Emergency Assembly Area**

The Emergency Assembly Area (EAA) for a campus building is noted on the Emergency Procedures signs posted by exits and stairways. EAAs are open areas located a safe distance from a building. EAAs should not be confused with Designated Waiting Areas (DWA), which are located within buildings for those who need assistance evacuating.

During a large-scale evacuation, your building's EAA may not be available; follow directions of emergency personnel to a safe alternate location.

#### **SPECIFIC ROLES**

##### ***Building Coordinator (BC)***

###### Key Responsibilities

- Gather information to report to Emergency Management Area (EMA) and Emergency Operations Center (EOC)
- Status of occupants
- Hazards
- Status of utilities
- Communicate information from EMA/EOC to building occupants
- Prevent re-entry until structural assessment

###### Tasks During Evacuation

- Prevent re-entry
- Place white signs (closed pending inspection) on doors
- Lock doors if safe and possible
- Evaluate overall status
- Coordinate with first responders
- Gather information from Roll Takers & Floor Wardens
- Report requested information to EMA
- Share information from EMA/EOC with building occupants

##### ***Alternate Building Coordinator***

## **E. Instructions For Evacuation**

### Key Responsibilities

- Act as primary BC in BC's absence
- Assist BC during building evacuation

### Tasks During Evacuation

- Help compile information
- Assist with radio communication

### **Floor Warden**

#### Key Responsibilities

- Encourage occupants to evacuate
- Visually evaluate assigned area
- Provide reasonable assurance that occupants have left the building

#### Tasks During Evacuation

- Walk assigned area
- Vocally encourage evacuation
- Visually evaluate assigned area
- Direct people to calmly proceed to exits
- Open doors & loudly encourage evacuation
- Provide reasonable assistance only if requested
- Usher building occupants to Emergency Assembly Area (EAA)
- Report information to BC in EAA
- Assist BC as requested

### **Roll Taker**

#### Key Responsibilities

- Account for all staff in EAA
- Communicate occupant status to BC

#### Tasks During Evacuation

- Conduct roll call in EAA
- Identify any unaccounted for occupants
- Ask managers for assistance in locating missing staff (call/text/check calendar).
- Coordinate with Floor Wardens
- Report total numbers to BC
- Assist BC as requested

## **Disability Evacuation Procedures**

During an emergency evacuation, individuals with mobility impairments should relocate to the Designated Waiting Area (DWA). DWA locations are shown on building evacuation floor plans posted near building elevators and most stairwells.

Persons who cannot self-evacuate should follow the instructions on the DWA signage located at each DWA. The signage includes rescue information to report to first responders.

If a DWA cannot be reached, individuals with mobility impairments should find a room with an exterior window and call 911.

An emergency evacuation chair to assist in carrying a person with mobility impairment up or down stairs is available in most buildings if multiple floors lack ground level access. They are stored in marked cabinets. Persons with mobility impairments may request a universal key to the cabinets. If a cabinet key is not available during emergency evacuation, the lock on the cabinet may be broken to access the evacuation chair inside.

Instructions on how to use the emergency evacuation chair are posted on the inside of the cabinet door. Only in life threatening situation should occupants carry in an individual in an evacuation chair. At

### E. Instructions For Evacuation

all other times only trained emergency responders should carry someone.

Photographs demonstrating evacuation chair use, as well as a demonstration video, are available online at [HTTP://ACCESS-GUIDE.BERKELEY.EDU/SAFETY-GUIDE/](http://ACCESS-GUIDE.BERKELEY.EDU/SAFETY-GUIDE/).

**Step 1:** Open folded chair (like opening a folded lawn chair).

**Step 2:** Make sure that latches at the rear of the chair are secure.

**Step 3:** Secure passenger in chair with seat belt.

**Step 4:** If person with disability cannot control movement of limbs (e.g., arms, legs,) then use straps to secure limbs to chair before moving person.

**Step 5:** When a person is being carried either up or down stairs, make sure the person being carried is always facing up (not down) the stairs.

**Step 6:** Once on the final level surface, set chair down and push chair out of building in a posture similar to pushing a wheelbarrow (the legs of the evacuation chair have wheels).

Before assisting an individual with disabilities, ask if and how best to assist.

<b>Evacuation Route</b>	<b>Primary:</b> nearest exit as posted
	<b>Secondary:</b>
<b>Emergency Assembly Area</b>	<b>Primary:</b> Lawn area between University Drive and Strawberry Creek.
	<b>Secondary:</b> As determined by staff
<b>Designated Waiting Area(s)</b>	As posted

### F. Instructions For Sheltering In Place

In some cases, it may be safer to “shelter-in-place” than to evacuate. If a shelter-in-place order is given, building occupants should follow the following procedures:

**Choose a room**

- Small, interior room, with no or few windows
- Exterior doors and windows close completely and can be locked
- A hard-wired telephone is ideal

**Secure the room**

- Lock all available doors
- Turn off all fans, heating and air conditioning systems.
- Block vents and openings with tape, plastic bags or clothing. Create a barrier between occupants and any hazardous contaminate.
- Don't inhale fumes; cover mouth with mask or cloth

**Gather information**

- Listen to KALX 90.7 FM for updates on the situation and the 'all-clear' message
- Listen and watch for air quality reports
- Be prepared to leave at a moment's notice

**What to Do When You Hear Campus Warning Sirens**

The campus emergency sirens are used to alert you to shelter indoors. Sirens are tested at noon on the first Wednesday of each month. If the sirens are heard at any other time:

**SHELTER:** Stay or go inside an office, a nearby building, or car.

**SHUT:** Shut doors and windows. Building ventilation systems should be shut off if possible.

**LISTEN:** Listen to KALX 90.7 FM, visit Berkeley.edu or call 800-705-9998 for updates.

### G. Instructions For Securing In Place

## G. Instructions For Securing In Place

There may be situations when a location should be secured to prevent entry. This will usually be due to the possible presence of a violent intruder. If a secure-in-place or lockdown order is given employees should follow these procedures to ensure their safety.

### Choose a room

- No or few windows
- Exterior doors and windows close completely and can be locked
- A hard-wired telephone is ideal

### Secure the room

- Lock and block doors
- Close window shades, turn off lights
- Stay low and away from doors and windows

### Additional Notes

- Silence cell phones
- Do not congregate in one portion of the room
- Hide under desks or behind furniture
- When first responders arrive, follow instructions and keep hands visible. Avoid yelling and pointing.

Additional information and training on Targeted Violence is available through UCPD.

## H. Procedures For Specific Scenarios

### MEDICAL EMERGENCY

- Contact 911 (510-642-3333 via a cell near campus) for any life threatening injuries.
- If you witness an injury or medical emergency in the workplace, immediately assist the injured if it is safe for you to do so. Call 911 as soon as possible from a safe location.

### FIRE

#### **Building Fire**

A building occupant is required by law to evacuate the building when the fire alarm sounds. Evacuate, then report.

- If you become aware of a fire or hear a fire alarm:
- Use the closest exit or stairway, and, if safe, help family members or co-workers in distress
- Never use elevators
- Feel door handles with the back of your hand; if they are warm, find a different exit
- If there are no other exits, use clothing to prevent smoke from entering through the bottom of the door
- Stay low if you see smoke
- If you are properly trained and your exit is safe and clear, use a portable fire extinguisher
- Don't re-enter until allowed by emergency personnel
- If you can't exit the building, call 911 (510-642-3333 via cell near campus) for assistance
- Seek shelter in your building's Designated Waiting Area
- Pull the fire alarm as you exit the building

#### **Wildfire**

If there is a wildfire near campus, be prepared to leave at a moment notice. Monitor air quality updates via Berkeley.edu and KALX 90.7 FM. If sheltering in place, close all doors and windows.

### EARTHQUAKE

#### **During an Earthquake**

The Hayward Fault runs directly under the east side of our campus. Earthquake preparedness is a necessity of being part of the Cal community.

## H. Procedures For Specific Scenarios

### If You Are Indoors:

- DROP to the floor immediately
- Take COVER under sturdy furniture, or near an interior wall, and protect your head
- HOLD ON until the shaking stops

### If You Are Outdoors:

- Move away from buildings, power lines, and trees
- DROP, COVER, and HOLD ON
- Use arms to cover head from falling debris
- If driving, pull over in a clear area

### Other Tips:

- Stay away from windows
- Stay away from things that can fall on you
- Don't run outside, or to another location to get under a table
- Don't stand in a doorway (it's not safe for shelter)
- Don't use elevators

### After the Earthquake

- When the shaking stops, exit the building and go to an EAA or open space
- If safe, before evacuating, stabilize any laboratory procedure that could lead to further danger. (Example: turn off Bunsen burners or electrical equipment.)
- Check for injuries
- Account for friends and colleagues
- Avoid tying up phones lines for non life-threatening emergencies
- Visit [berkeley.edu](http://berkeley.edu), listen to [KALX 90.7 FM](http://KALX 90.7 FM), or call [800-705-9998](http://800-705-9998) for updates
- Be prepared for aftershocks and falling debris
- Do not re-enter buildings until allowed by emergency personnel
- Stay calm and reassure others

### If Trapped Under Debris

- Signal for help; do not yell because you may inhale dust
- Tap on a metal object, use a whistle or other noise maker to get attention
- Do not light a match due to potential gas leaks; use a cell phone's flashlight if available

### DEMONSTRATION

- Most demonstrations are peaceful. If one is conducted near or in your building, carry on business as usual. Avoid provoking or obstructing demonstrators. Should a disturbance occur, call UCPD for assistance.
- If protestors enter your building, let them. Try to carry on business as usual. If the noise becomes too great, or the crowd too large, close and lock your office doors and/or windows.
- Do not close your buildings unless the UCPD advises you to do so. If it becomes necessary to evacuate, follow instructions and report to the building's EAA for further instructions.

### CRIMINAL OR VIOLENT BEHAVIOR

UC Berkeley is committed to promoting and maintaining a safe environment for its employees. Threatening, intimidating, or violent behavior will not be tolerated in the UC Berkeley workplace.

Assist in making the work place a safe place by being alert to suspicious situations or persons and reporting them to UCPD.

If you are the victim of, are involved in, or a witness to any violation of the law such as assault, robbery, theft, overt sexual behavior, etc. call UCPD as soon as possible.

### **Recognizing & Reporting Workplace Violence**

- Workplace violence can start as small incidents like negative remarks and inappropriate behavior, but can then escalate to physical or psychological violence.
- Violence includes any form of intimidation, bullying, stalking, threats, physical attacks,

## H. Procedures For Specific Scenarios

domestic violence, and property damage.

- Support UC Berkeley's zero-tolerance policy towards workplace violence by immediately reporting concerning behavior to your supervisor, preferably in writing, and also to UCPD and CSS- Human Resources. Remember to report all instances of violence, no matter how minor.

### **Confronting a Potentially Violent Person**

- Be composed, don't hurry, and don't raise your voice
- Be empathetic and show your concern, and do not joke or be sarcastic
- Ask the person to sit down (sitting is a less aggressive position)
- Offer positive outcome statements, such as "We'll work on getting this resolved"
- Offer positive feedback for continuing discussions, "I'm glad you're telling me how you feel"
- Remain out of arm's reach and do not touch the person
- Limit eye contact

### **BOMB THREAT**

*If you receive a bomb threat (via the telephone):*

- Signal for someone to call 911 while you continue speaking with the caller.
- Keep the caller on the phone as long as possible. Ask questions
- Do not pull the fire alarm or use cell phones as they may detonate the bomb.
- Stay calm and keep your voice calm.
- Take notes. Pay attention to details. Note the date and time.

*Listen to the caller's voice and note:*

- Speech patterns (accent, tone)
- Emotional state (angry, agitated, calm, etc.)
- Background noise (traffic, people talking and accents, music and type, etc.)
- Age and gender

Relay the information to the Police. Follow the Police's instructions.

If you are told by emergency responders to evacuate the building, evacuate immediately. Do not handle any suspicious items found.

### **SUSPICIOUS PACKAGE**

A suspicious-looking box, package, object, or container in or near a work area may be a bomb or explosive material. When identifying a suspicious package look for odd marking, too much postage, no return address, heaviness, excessive tape or string, visible wires, oily or discolored wrappings, strange odors and powdery substances.

### **Never Handle a Suspicious Package**

- Don't interact with the package in any way
- Leave the area, close doors, and warn others to avoid the area
- Call 911 (510-642-3333 via cell near campus)
- Wash exposed skin with soap and water

If evacuated due to a bomb threat remain calm, leave doors open and lights on. Do not activate building's fire alarm.

### **EXPLOSION**

*If there is an explosion:*

- Take cover under sturdy furniture to protect against falling glass and debris.
- Call 911 (510-642-3333 via a cell phone near campus).
- If injured, seek medical care immediately
- Move away from the hazard site to a safe location. Never use elevators.
- Do not re-enter until allowed by emergency personnel

### **HAZARDOUS MATERIAL RELEASE**

## H. Procedures For Specific Scenarios

If a life-threatening hazard is released, evacuate the area and call 911.

*To report a non life-threatening hazardous release on campus:*

- During business hours contact the Office of Environment, Health & Safety (510-642-3073)
- After hours: 911 (510-642-3333 via cell)

*Do not attempt to clean up or identify the substances unless:*

- You have documented training on spill clean-up procedures
- Familiar with the hazards of the substance.

### **Sheltering from Hazardous Material Spill:**

If there are hazardous materials in the air or a chemical spill has occurred outdoors shelter-in-place to avoid being exposed.

- Go inside a safe building
- Seek shelter on higher floors
- Close all doors and windows and go to an interior room
- Don't inhale fumes; cover mouth with mask or cloth
- Block vents and openings with tape, plastic bags, and clothing
- Visit [berkeley.edu](http://berkeley.edu), listen to KALX 90.7 FM, or call 800-705-9998 for updates
- Call 911 (510-642-3333 via cell) if you become ill from exposure

### **If exposed:**

- Remove any clothes exposed to the chemical
- Immediately wash exposed skin for 15 minutes with cool water; use a safety shower or eyewash station if available
- If you feel sick, seek medical care immediately

### **UTILITY FAILURE**

- Notify Facilities Service 24 hour line (510-642-1032) if necessary. If in a leased space, contact the building owner.
- Evacuate the building if the fire alarm sounds and/or upon instruction by response personnel. Proceed to the EAA.
- If you are evacuated from a campus building, do not re-enter until allowed by emergency personnel

### **Stopping Activities During a Campus Outage**

During an outage on campus, your building may become unsafe, so be prepared to stop what you're doing until utilities are back on. Many life safety systems such as alarms, sprinklers, emergency lighting, and fume hoods may not work, particularly during a prolonged outage. Cease using electrical equipment, evacuate the building if necessary, and proceed to the EAA and report to your departmental roll taker or Building Coordinator.

### **Power Outage**

- Fume hoods do not operate during a power outage and many laboratories should not be used until ventilation is properly restored. For more information, refer to the EH&S Fact Sheet #16, "Be Prepared for Power Failures."
- Unplug and turn all electronics to avoid damage if the power surges when it returns.
- Avoid downed power lines
- If dependent on electric life-sustaining equipment, switch to an alternate power source or relocate.
- Prevent carbon monoxide poisoning; do not use a grill, camp stove, or generator indoors.

### **Elevator failure**

If you are trapped in an elevator, use the emergency telephone inside the elevator to call for assistance or press the elevator alarm inside the elevator to signal for help. You may also call 911 (510-642-3333 from a cell phone). Do not use elevators during emergency evacuations or utility outages.

### **Flood or plumbing failure**

- Cease using electrical equipment.

**H. Procedures For Specific Scenarios**

- Avoid contact with the water.

**Steam line failure**

- Cease using electrical equipment.
- Avoid live steam. Serious burns can result.
- Consider evacuating the area or building.

**Gas smell**

- If you smell natural gas:
- Cease all operations immediately.
- Do not operate light switches.
- Evacuate as soon as possible.
- Call 911

**Ventilation problem**

- If you smell odors coming from the ventilation system:
- Immediately notify Facilities Services and EH&S. If in leased space, notify the building owner or contact person.
- If necessary, cease all operations immediately.
- If necessary, evacuate the building and proceed to the EAA.
- If smoke is present, pull the fire alarm. Call 911 from a safe location.

**I. Occupants With Special Duties During Emergencies**

Name	Department	Organizer Duties	Duties Pre-Evacuation	Duties Post-Evacuation	Rescue Or Medical Duties
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**J. Potential Fire Hazards In This Work Area**

Fire Hazard	Location(s)	Details	Person(s) Responsible For Controlling Accumulation
Combustible Material (e.g. paper, cardboard, wood, etc.)			
Flammable/Combustible Gases			
Flammable/Combustible Liquids			
Flammable/Combustible Solids			

**K. Potential Ignition Sources In This Work Area**

Ignition Source	Location(s)	Details
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**L. Fire Protection Equipment In This Work Area**

Type	Location(s)	Details	Person(s) Responsible For Maintenance Of Fire Protection Equipment
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**M. Other Important Information**

**M. Other Important Information**

This building does not have a Building Safety Committee. It operates under the guidance of the College of Natural Resources (CNR) Safety Committee.

## Appendices

Appendix 1: Alarm Systems	
<b>Details Of Building Fire Alarm System</b>	Audible fire horns throughout the building. Manual pull devices at every exit on every floor.
<b>Other Employee Alarm Systems In Building</b>	Elevator Alarm;Automatic Fire/Smoke;Manual Pull Alarm
<b>Details Of Other Employee Alarm Systems</b>	

Appendix 2: Org Units That Have Staff In This Work Area
College of Natural Resources

Appendix 3: Housekeeping Procedures (to control accumulation of flammable and combustible waste materials)
<p>The following housekeeping procedures are practiced to control accumulation of flammable and combustible waste materials:</p> <p><b>Paper, Cardboard and Plastic:</b> Waste paper receptacles are emptied regularly into dumpsters, and dumpsters are emptied regularly.</p> <p><b>Electrical:</b> Periodic inspections of outlets, electrical cords, multi-strips, cubicles and work areas.</p> <p><b>Electrical Tools:</b> Employees using tools are trained to inspect those tools.</p> <p><b>Flammable/Combustible Liquids:</b> Liquids are stored in approved flammable storage cabinets or away from sources of combustion, oxidizing chemicals, or other materials that could increase the fire hazard.</p> <p><b>Flammable/Combustible Gases:</b> Gas cylinders are stored in approved racks and transported on approved carts. Equipment using flammable/combustible gases is inspected regularly by trained personnel.</p> <p><b>Plant Material:</b> Plant material (especially dry material) shall be separated from any and all sources of ignition or other flammable material.</p> <p><b>Animal Feed:</b> Animal feed shall be kept separate from any and all sources of ignition or other flammable material. Procedures for storing animal feed are specified in the Office of Animal Care's Guide For The Care of Large And Small Animals.</p>

Appendix 4: Maintenance Progam (for fire alarm & fire protection equipment)
<p><b>Fire Extinguisher Inspection and Recharging:</b> All extinguishers are inspected annually and recharged as needed by a certified professional (Acme Extinguisher Co., Inc)</p> <p><b>Fire Alarm Systems:</b> Fire alarm systems are inspected and tested annually by the Campus Alarm Technicians.</p> <p><b>Fire Hoses for Occupant Use:</b> Fire hoses are tested every three years by Facility Services.</p>

#### Appendix 4: Maintenance Program

(for fire alarm & fire protection equipment)

**Fire Sprinkler Systems:** Fire sprinkler systems are inspected and tested by a certified professional.

**Fire Suppression Systems:** Fire suppression systems are maintained as follows:

- (a) Kitchen range hood systems are inspected and recharged every six months by a certified professional (Acme Extinguisher Co., Inc.)
- (b) Computer room suppression systems are inspected and recharged by a certified professional.

**Welding and Shop Equipment:** Welding equipment and other shop equipment that could be a source of ignition is inspected for safety at each use by trained operators.

#### Appendix 5: Training Requirements

OSHA regulations require training on the BEP for those with specific emergency duties. The Department Safety Coordinator (DSC) or designee is responsible for training the department employees on the BEP and keeping training records. It is the responsibility of the occupant to become familiar with the BEP and the evacuation routes and Emergency Assembly Areas (EAA). Emergency procedures and evacuation information should be visibly posted on each floor of the building.

Annual "Hazardous Materials Spill Response" training is required for any employee that handles hazardous materials. This training is available online at the UCB Learning Center through the Blu portal (<http://blu.berkeley.edu>). Employees who cannot access the Blu portal can complete the training on the EH&S website (<http://ehs.berkeley.edu/trainnonemploy.html>).

#### People with Specific Roles

Before implementing the BEP, the Building Coordinator shall designate and train a sufficient number of persons to assist in the safe and orderly building evacuation, including alternate BCs, roll takers, and floor wardens. The BC is responsible for informing individuals of their specific evacuation responsibilities as identified in the BEP. Additional training is required by OSHA when the plan changes or an employee's responsibilities covered in the plan change.

#### Drills

Annual building evacuation drills are required for campus residence halls, high rise buildings, childcare buildings, and healthcare buildings. Evacuation drills are optional for all other campus buildings. All evacuation drills are coordinated with the campus Fire Prevention Division within EH&S. The BC is responsible for coordinating with Fire Prevention for drill planning and documentation.

#### Appendix 6: Record-Keeping Requirements

A complete hard copy of the plan should be kept in the workplace and made available for review to any employee, student, occupant, or guest. As updates are made to the plan, hardcopies should be updated to include the changes.

#### Appendix 7: Contact Persons For This Plan

	Name	Email	Work Phone	Cell Phone
Primary	JONATHAN RENNELLA	<a href="mailto:rennella@berkeley.edu">rennella@berkeley.edu</a>	5106644881	
Alternate	EDDIE CAZAREZ	<a href="mailto:ecazarez@berkeley.edu">ecazarez@berkeley.edu</a>	5106432606	

