UC**RIVERSIDE** | Environmental Health & Safety

BSEC/BES

Emergency Staff

Checklist

Prepare

Before an emergency

	Task	Resource
☐	1. Confirm there is **one BES for each floor** of building	
☐	2. Participate in **evacuation exercises** annually	
☐	3. Work with Safety Partners to develop **Building Emergency Plans**	*Building Emergency Plan* (template)
☐	4. Identify items that need **special attention**	*Special Collections Declaration Form*
☐	5. Conduct an **inspection** of your building (look for the three E's) *Clear Exits, Inspect fire Extinguishers, and Prepare for an Earthquake*	
☐	6. Be familiar with **equipment & supplies** issued by EH&S	*Toolkit (red backpack, yellow vest "BSEC", radio, and forms)*
☐	7. Use **radio** during an emergency	
☐	8. Refer to **campus plans** for responding, and recovering from, an emergency	*Emergency Operations Plan* (EOP) *Emergency Action Plan* (EAP)

Respond, Recover, and Mitigate

Building Supervisor for Emergency Conditions (BSEC)

	Task	Resource
☐	1. **Notify UCPD** in the event of an emergency (fire, medical aid, utility outage, or suspicious person)	*Dial 9-1-1 from campus phone or (951) 827-5222 from mobile phone*
☐	2. **Evacuate self** directly to the Emergency Assembly Area	
☐	3. Establish a **command post**	
☐	4. Coordinate a "sign-in" **roster**	*Building Evacuation Roster (template)*
☐	5. Monitor conditions and compile status reports	*Building Utilities Status Form*
☐	6. Arrange for **support** to emergency responders	
☐	7. **Limit access** to building	
☐	8. Send a **runner** to communicate reports and messages	
☐	9. Report to the **Incident Commander** (or Emergency Operations Center)	*Incident Command System (ICS) training*
☐	10. Provide documentation and **participate** in meetings (post-emergency)	

Building Emergency Staff (BES)

	Task	Resource
☐	1. **Evacuate people** to the Emergency Assembly Area (EAA)	*Emergency Assembly Area (EAA) locations*
☐	2. Conduct a **damage assessment**	*Building Damage Assessment Form*
☐	3. **Report** to the BSEC	

For more information, refer to http://ehs.ucr.edu/emergency