



EMERGENCY
MANAGEMENT

BUILDING SAFETY COORDINATOR PROGRAM

PROGRAM OVERVIEW



The UC Merced Building Safety Coordinator Program is a critical component of the Emergency Management program. Building Safety Coordinators are campus employees who work in regularly occupied campus buildings and volunteer to perform essential activities for the purpose of minimizing injury to campus students, faculty and staff in the event of an emergency.

The immediate actions of BSCs can reduce the number and severity of injuries, instill calm and order in the midst of crisis and lessen the burden on first responders.

PROGRAM OBJECTIVES & OUTCOMES

Objectives

- Strengthen building-level preparedness and situational awareness.
- Establish consistent safety practices across campus facilities.
- Promote culture of shared responsibility for safety and emergency preparedness.

Outcomes

- Safe and coordinated evacuation, shelter-in-place, and occupant accountability during incidents.
- Improved coordination and communication between building occupants and first responders.

GOVERNANCE & OVERSIGHT

Program Authority & Management: UC Merced Office of Emergency Management

- Day-to-day administration and program maintenance.

Campus Safety Partners



IMPORTANT!
You are NOT
responsible for
active search and
rescue or building
remediation.

BSC Roles & Responsibilities

Building Safety Coordinator

- Responsible for obtaining evacuation status in terms of assistance needed, building status, or any critical information needs.
- Immediately station themselves at the evacuation assembly area to obtain building status from the ABSCs.
- Report evacuation status information to UC Merced Police Department or First Responder on scene.

Assistant Building Safety Coordinator

- Responsible for orderly evacuation of building occupants.
- Direct occupants to proper exits and redirect occupants to secondary exits as necessary.
- Makes quick checks of rooms and reports any assistance needs to the BSC upon arrival to the assembly area.
- Takes roll call and accountability for building occupants in their building.

BSC Roles & Responsibilities

Before

- Participate in required training and refresher courses.
- Maintain up-to-date Building Emergency Action Plans.
- Identify individuals who may need assistance during emergencies.
- Promote preparedness messaging within the building.

During

- Implement building-specific emergency procedures.
- Communicate situational information to first responders.
- Assist occupants with evacuation routes, area of refuge, and emergency assembly areas.
- Support use of emergency equipment such as evacuation chairs or fire extinguishers if trained and conditions allow.

After

- Participate in situation reporting.
- Support re-entry coordination when authorized by a first responder or building official.

The most critical role of a BSC is COMMUNICATION.

ELIGIBILITY CRITERIA



Building Safety Coordinators (BSCs) may be designated from among staff, faculty, or assigned building personnel who regularly work in an occupied building. Eligible individuals should:

- Be familiar with their assigned building's layout, occupancy, and primary functions.
- Be able to serve as a point of contact during emergencies or drills
- Be willing to participate in required training and exercises.
- Have the ability to communicate clearly with building occupants, campus and community partners.
- Possess the physical and situational capability to support evacuation or shelter-in-place activities, as appropriate to this role.

APPOINTMENT & TERM LENGTH



Appointment & Designation Process

- BSCs are identified by leadership, building managers, or supervisors in coordination with Emergency Management (EM).
- Designations are submitted to Emergency Management for confirmation, training, and inclusion in the official BSC roster.
- Emergency Management provides orientation, role expectations, and required training upon designation.

Term Length

- BSC appointments are generally ongoing and tied to an individual's role or assignment within the building.
- Departments should notify Emergency Management of staffing changes to support timely reassignment.

TRAINING & CERTIFICATION



Required

- BSC Orientation
- Emergency Procedures & Building-Specific Training
- Basic ICS 100

Optional/ Advanced

- Evacuation Chair Training
- Fire Extinguisher Training

BUILDING EMERGENCY PLANNING

Building Emergency Action Plans (BEAPs)

The Building Emergency Action Plan (BEAP) is a plan designed to assist building occupants with their emergency planning and response efforts. The BEAP includes but is not limited to:

- Building specific emergency communications procedures
- Evacuation/shelter-in-place/earthquake procedures
- Identification of Building Safety Coordinators
- Emergency Contact Lists

Building Emergency Actions Plans can be found on the emergency.ucmerced.edu site.

Accessible Evacuation Considerations

BSCs play a key role in supporting accessible evacuation planning and awareness ensuring inclusive safety practices for all occupants. This includes:

- Maintaining familiarity with the location and purpose of Areas of Refuge.
- Supporting occupants who may need assistance during evacuations.
- Promoting awareness of evacuation chairs and their proper use
- Referring people with Access and Functional Needs to Accessibility Resources to develop an [Individualized Evacuation Plan](#).

Communication & Coordination



Emergency Communications

- UC Merced Police Dispatch Center:
 - Emergency: 9-1-1
 - Non-Emergency: 228-2677 (CATCOPS)
- UCM Alert (emergency notification system)
- Bobcat Safety App

Incident Coordination

- Support awareness and use of campus notification tools, including UCM Alert and the Bobcat Safety App, and reinforce official message during incidents.
- Communicate clearly and calmly with building occupants, share verified information only
- Coordinate with first responders and facilities personnel to share building specific information and support response actions.

DRILLS AND EXERCISES



Evacuation Drills

- Support annual or periodic evacuation drills to reinforce building procedures, evacuation routes, and occupant awareness.

Campus-wide Exercises

- Participate in campus-wide preparedness activities (e.g., ShakeOut) to align building-level actions with broader campus response efforts.

DRILL AND EXERCISE CHECKLIST

Before

- ☐ Confirm drill/exercise date, time, location with EM
- ☐ Review BEAP
- ☐ Verify evacuation routes, assembly areas, and signage
- ☐ Identify areas of refuge and accessible evacuation considerations
- ☐ Confirm BSC coverage
- ☐ Prepare roll sheets or special equipment shut down procedures

During

- ☐ Observe occupant response and general awareness
- ☐ Reinforce primary and secondary evacuation routes
- ☐ Monitor Areas of Refuge and accessibility
- ☐ Support accountability at assembly areas (roll call)
- ☐ Note communication issues, bottlenecks, or safety concerns.
- ☐ Coordinate with first responders and EM personnel

After

- ☐ Confirm drill completion with EM
- ☐ Assist with re-entry coordination when authorized
- ☐ Identify gaps in procedures, training, or signage
- ☐ Submit feedback or notes to EM

BSC EQUIPMENT



- **Backpack**
 - Surgical Mask
 - N95 Respirator (volunteer use)
 - Rain Poncho
 - Clipboard
 - Gloves
 - Hat
 - Caution Tape
 - Glow Stick
- **Red High Visibility Vest**
- **Neon High Visibility Hat**



**EMERGENCY PREPAREDNESS IS A
SHARED RESPONSIBILITY ACROSS
THE UC MERCED COMMUNITY.**

CONTACT US



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