Building Emergency Plan (BEP) Quick Guide 2014

Annual Update

On an annual basis Building Coordinators are asked to update their Building Emergency Plan. Although all information contained in the BEP should be reviewed, the following sections of the plan are critical and must be completed during the annual update period.

Building Contacts Tab

In order to access the BEP website, you must currently be listed as either a Primary or Alternate Building Coordinator. If you do not have access, contact the Office of Emergency Management at OEM@berkeley.edu.

General Information

1. Go to https://jwas.ehs.berkeley.edu/opbep/ and click Go (Diagram 1)
2. You must Cal Net authenticate
3. Select your building from the drop down menu, select View and Update (Building Coordinators ONLY) under Building Profile, and click Go (Diagram 2)
4. If UC Berkeley employees work within your building, select Yes. (Diagram 3)

Building Coordinator Contact Information

5. To replace a Primary Building Coordinator, click on Replace Building Coordinator (Diagram 3A)
6. To add an Alternate Building Coordinator, click on Add Alternate Building Coordinator (Diagram 3B)
7. Enter the last name of the person you wish to add, click Search (Diagram 4)
8. Select the person and click Submit (Diagram 5)
   a. To make additional changes repeat steps 3 – 5 above
   b. Click Save and Continue to continue editing the BEP
   c. Click Save and Complete Later if no other changes are needed (Diagram 6)
9. The new Building Coordinator(s) can now access the BEP site to make changes to the Building Emergency Plan

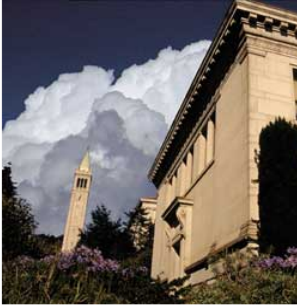# Building Emergency Plan (BEP) Quick Guide 2014

Diagram 1

EH&S Building and Department Online Information

EH&S Home | OEP Home | UC Berkeley Home

To begin viewing or updating your building information or department, click on "GO":

GO

Welcome!

Welcome to the EH&S Building an

Many resources are available within UC Berke with CalNet identification can learn about thes

Once you log on, select your building to revie emergency procedures specific to your buildi Department Safety Coordinator (DSC) and e

Diagram 2

EH&S Building and Department Online Information

EH&S Home | OEP Home | UC Berkeley Home

Building/Department Search Page

Choose a Building

Pick a building to view or update:
12301 Wilshire Boulevard ▼

And then *choose* what action you would like to take:

Building Profile
⦿ View and Update (Building Coordinators ONLY)
Building Emergency Plan (BEP)
○ View BEP
○ Download BEP in PDF Format

Go

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Diagram 3

General Information
Building Name   12301 Wilshire Boulevard
Do UC Berkeley employees work in this   ⦿ Yes
building?   ○ No

Building Coordinator Contact Information
Replace Building Coordinator   **A**
Remove Building Coordinator

Alternate Building Coordinator(s)
The following people are alternate building coordinators in 12301 Wilshire Boulevard.

Name	Building	Department	Campus Phone	Cell Phone

Add Alternate Building Coordinator   **B**

Building Emergency Assembly Area (EAA) Location:
Describe briefly where the assembly area is located

EAA Location

Building Emergency Management Area (EMA) Location:
Call EH&S at 642-3073, OEP at 642-9036, or look at the campus map on the inside back pa

EMA Location   North Gate ▼

Save and Continue

Save and Complete Later

Diagram 4

rmation | Critical Operations | Medical Services | Telephone Numbers | Prepared By | Evacuation Di

for 12301 Wilshire Boulevard

Search by Last Name

Last Name   Ruiz   **Search**

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Diagram 5

⦿ Ruiz, John - John.Ruiz@berkeley.edu
○ Ruiz, Judah - judahbenruiz@gmail.com
○ Ruiz, Kristina - kcreyes@berkeley.edu
○ RUIZ, Kyle Eric - HOGWARTSSCHOLAR@SBCGLOBAL.NET
○ Ruiz, Lizbeth - 900083@HELIXCHARTER.NET
○ RUIZ, LYNDA RUBY - LYNDA.RUIZ01@YAHOO.COM
○ Ruiz, Marco Esteban - meruiz@berkeley.edu
○ Ruiz, Maria Elena - MANAESUNO@YAHOO.COM
○ RUIZ, Maria Ofelia - moruiz@berkeley.edu
○ Ruiz, Maritza - maritzaruiz@berkeley.edu
○ Ruiz, Melanie - mel.annie.ruiz@gmail.com
○ Ruiz, Molly - mcruiz1311@gmail.com
○ Ruiz, Monica - mruiz_1860@berkeley.edu
○ RUIZ, NANCY M - nancymag@berkeley.edu
○ RUIZ, NATALI ALEXANDRA - natalieruiz@berkeley.edu
○ RUIZ, NICOLE - NICOLERUIZ25@GMAIL.COM
○ RUIZ, OLIVIA VANESSA - VANESSARUIZ3@GMAIL.COM
○ RUIZ, OSCAR ULISES - OSCARRUIZB@HOTMAIL.COM
○ Ruiz, Ramon - alejandro@berkeley.edu
○ RUIZ, REINERE JUDE JACIINTO - REINEREJUDERUIZ@YAHOO.COM
○ RUIZ, Roberto Miguel - rm.ruiz@yahoo.com
○ Ruiz, Ruben - RUBENRUIZJR@SBCGLOBAL.NET
○ Ruiz, Sabrina - sbruiz@berkeley.edu
○ RUIZ, STEVEN NOEL - SRUIZ602214@GMAIL.COM
○ RUIZ, Victoria Estela - vestelaruiz@hotmail.com
○ Ruiz-de-Velasco, Jorge - jvelasco@law.berkeley.edu
○ Ruiz-Plascencia, Luis - luisruiz@haas.berkeley.edu
○ Ruiz-Prunchak, Erin - erin@kalx.berkeley.edu
○ ZAMORA RUIZ, Maria Dolores - md_zamora@hotmail.com

Submit

Diagram 6

Name   John Ruiz
Building
Department   Environment, Health & Safety
Campus Phone   +1 510 642-9036
Cell Phone   +1 510 812-0096
Campus Fax   +1 510 643-7595
Email   John.Ruiz@berkeley.edu

Replace Building Coordinator
Remove Building Coordinator

Alternate Building Coordinator(s)
The following people are alternate building coordinators in 12301 Wilshire Boulevard.

Name	Building	Department	Campus Phone	Cell Phone	Campus F
John Ruiz	12301 Wilshire Boulevard	Environment, Health & Safety	+1 510 642-9036	+1 510 812-0096	+1 510

Add Alternate Building Coordinator

Building Emergency Assembly Area (EAA) Location:
Describe briefly where the assembly area is located

EAA Location

Building Emergency Management Area (EMA) Location:
Call EH&S at 642-3073, OEP at 642-9036, or look at the campus map on the inside back page of the campus

EMA Location   North Gate ▼

Save and Continue

Save and Complete Later

Building Emergency Assembly Area (EAA) Location

10. Enter the location where building occupants will go in the event of a building evacuation (Diagram 7)

    a. Click Save and Continue to continue editing the BEP

    b. Click Save and Complete Later if no other changes are needed

Emergency Management Area (EMA) Location

11. Select the EMA location for your building based on the map in Attachment A

    • Click Save and Continue to continue editing the BEP

    • Click Save and Complete Later if no other changes are needed

<p style="text-align:center"><strong style="color:red">Diagram 7</p>

Building Emergency Assembly Area (EAA) Location:
Describe briefly where the assembly area is located

EAA Location

Building Emergency Management Area (EMA) Location:
Call EH&S at 642-3073, OEP at 642-9036, or look at the campus map on the inside back page of the campus telephone directory.

EMA Location   North Gate ▾

[Save and Continue] ❓

[Save and Complete Later] ❓

Safety Contacts Tab

Department Contacts

1. Select the departments that are located in your building from the drop down menu and click Add Department (Diagram 8)

Building Safety Committee

2. Click Add Building Safety Committee Member
3. Enter the last name of the person you wish to add, click Search
4. Select the person and click Submit
   - To add additional safety committee members repeat steps 2 – 4 above
   - Click Save and Continue to continue editing the BEP
   - Click Save and Complete Later" if no other changes are needed

Roll Takers & Floor Monitors

5. Click Add Roll Taker or Add Floor Monitor
6. Enter the last name of the person you wish to add, click Search
7. Select the person and click Submit
   - To add additional roll takers or floor monitors repeat steps 5 – 7 above
   - Click Save and Continue to continue editing the BEP
   - Click Save and Complete Later if no other changes are needed

Diagram 8

Safety Contacts and Emergency Information - 12301 Wilshire Boulevard

Departments
List of all the departments in 12301 Wilshire Boulevard

Department	DSC Name	Campus Phone	Cell Phone	Campus Fax	Email	

To add a department, first select a department from the following list and then click "Add Department".

Academic Achievement Programs ▼	Add Department ←

Building Safety Committee
A Building Safety Committee is not required by regulation but is recommended for large buildings with multiple department occupants. If your building has a Building Safety Committee, please list the members of the committee below. If you leave this section blank, the section will not appear in your online Building Emergency Plan.

Name	Department	Campus Phone	Cell Phone	Campus Fax	Email	

Add Building Safety Committee Member ←

Roll Takers ❓

Name	Department	Campus Phone	Cell Phone	Campus Fax	Email	

Add Roll Taker ←

Floor Monitors ❓

Name	Department	Campus Phone	Cell Phone	Campus Fax	Email	

Add Floor Monitor ←

Audible and Visible Alarms
Briefly describe the audible and visible alarms in your building. Most buildings have only two alarms, the fire and elevator alarms. Some buildings with laboratories, special operations, and/or special equipment may have more alarms.

Name	Description

You may select alarm from the following list or you may choose to manually enter the information.

Select One... ▼

Name [   ]

Description [   ]

Add Alarm

Save and Go Back ❓
Save and Continue ❓
Save and Complete Later ❓

Prepared by Tab

Prepared By

1. Review the "Prepared By" name (Diagram 9)
   - If someone else prepared the most recent BEP update, select the new preparer's name from the dropdown menu and click Change
   - If the same person prepared the most recent update, click Save and Continue to continue editing the BEP or select Save and Complete Later if no other changes are needed

Diagram 9

Evacuation Diagram Tab

Evacuation Diagram

1. See Attachment B for tips on creating an evacuation diagram (Diagram 10)
2. To upload a new evacuation diagram, click on Choose File
3. Find the file you wish to upload and click Open
4. Click Submit

   - Click Save and Continue to continue editing the BEP
   - Click Save and Complete Later if no other changes are needed

Diagram 10

Review and Submit Data Tab

Review and Submit Data

1. Once all updates have been completed, it is important to review the information before submitting changes. *The BEP update must be submitted and not just saved.*
2. Review the BEP information on the Review and Submit Data tab
3. If all the information is correct click Submit

   - Click Save and Go Back to continue editing the BEP
   - Click Save and Complete Later if no other changes are needed at this time