

		Environmental Health & Safety
		Main Office, Wyoming Hall Room 102 Phone: (307) 766-3277 Fax: (307)766-6116
		Regulated Materials Management Center Phone: (307)766-3696 Fax: (307)766-3699
		Web: www.uwyo.edu/ehs email: uwehs@uwyo.edu

Responsibilities or Role Differences between Building Emergency Coordinators, BECs and Departmental Safety Coordinators, DSCs

Building Emergency Coordinators, BECs	Departmental Safety Coordinators, DSCs
Serve as key contact for their building during an emergency	Actively promoting safety within the department, serving directly under the Department Head or Director
Ensure disabled occupants are considered during pre-planning	Distribution of safety information, including forwarding of emails and posting of information from the Department of Environmental Health and Safety (EHS)
Maintain lists in Appendix A: 1) building occupants and 2) employees requiring assistance	Assisting with reporting of departmental safety hazards to EHS and participating, as needed, in resolution of hazards. Work with EHS staff on injury follow-up and accident prevention, as needed
Upon request, provide copies of this plan to employees or regulatory agency personnel	Serving on the unit (department, college, division) safety committee. EHS staff is available to assist with the development or coordination of unit safety committees, as needed
In the event of a fire or other emergency, relay applicable information to University Police, Environmental Health and Safety or other emergency personnel	Attending periodic (annual and as needed) safety coordinator in-services provided by EHS
In the case of an evacuation, once out of the building, obtain reports from each Work Area Emergency Coordinator or other departmental representative to determine if anyone remains in the building. Provide verbal report to University Police, Environmental Health and Safety or emergency responders	Coordinate hazard assessments
Attempt to keep building occupants from re-entering the building, until advised by emergency personnel that re-entry is allowed	
Request department heads, chairs, directors, deans, or other administrators to designate a work area emergency coordinator for each work area under his or her directive	
Once emergency response personnel have been notified and immediate needs are addressed, the supervising University officer (VP, Dean, and Director) should be notified that the incident is happening (or has happened)	

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BEAP Responsibilities or Roles

Work Area Emergency Coordinator
Ensure work area (campus unit) building occupant lists are updated
Forward updated list to Building Emergency Coordinator
Assist Building Emergency Coordinator as needed
Professors and Instructors
Review nearest and alternate emergency exits, and designated assembly area prior to the first meeting of each class, each semester
In classrooms and labs, the instructor should be the last one out of the room to ensure all students have left
Report to Building Emergency Coordinator or Work Area Emergency Coordinator to confirm whether all students have left their classroom or lab
All Building Occupants
Building occupants shall take the required emergency action (e.g., evacuate or seek shelter in a secure place)
Prior to an emergency, all building occupants should take the step of advance planning to learn where the exits are located in any building they frequent
It is the responsibility of all building occupants to follow the directions stated in the Building Emergency Action Plan