

Building Emergency Coordinator Program

The

Lee College Building Emergency Coordinator (BEC) Program was established to support the college's Emergency and Safety Operations Office and Campus Security efforts to increase building occupants' ability to prepare for and respond to emergencies across all campuses. Emergencies may include, but are not limited to: fire, tornado, hurricane, active threat, bomb threat, severe weather, and hazardous chemical spill.

Lee College is home to four campus locations, 37 buildings, 705,000 square feet, and approximately 9,600 students, staff members, and faculty members. The challenge of being everywhere at once is mitigated by having designated persons in place to assist before, during, and after emergencies and providing situational awareness to Emergency and Safety Operations and Campus Security.

The BEC program is staffed by Lee College employees who volunteer to be responsible for working with other building occupants to develop a tailored emergency response plan for their specific building, as well as assisting with training and emergency drills for their respective buildings.

Incidents can happen at any time! Everyone should be prepared! Employees know their buildings better than anyone!

If you are a Lee College employee interested in volunteering as a BEC for your building and/or floor — or if you have questions about the program — please contact Wanda Alfred, Safety Specialist, at walfred@lee.edu or safety@lee.edu.

Building Emergency Coordinator Frequently Asked Questions (FAQ)

What is the BEC Program?

The Lee College BEC Program, like other colleges that adhere to security best practices, is primarily an emergency response component that emphasizes effective communication with the goal of mitigating damages and possibly saving lives during an emergency on campus. The BEC Program is an important additional layer of security that the Lee College Emergency and Safety Operations depends on to be in every building on our campus.

The BEC Program highlights the benefits of having a building-specific emergency response plan as well as delivering appropriate and consistent messaging between first responders and our students, staff, and guests during a crisis.

What is a BEC?

BEC is the industry-recognized acronym for Building Emergency Coordinator (BEC). A BEC is a Lee College employee who volunteers to help with emergency planning and is trained to respond to emergencies and life-threatening events that may occur in their

building and across campus. BECs act as the eyes and ears of the campus building and are trained to recognize and respond to an emergency in their buildings and on our campus.

How is a BEC selected?

A BEC is typically an employee who works in the building during regular business hours, has a general understanding of building operations, and has demonstrated an interest in maintaining the safety and well-being of the building's occupants.

Employees can express their interest in volunteering as a BEC by submitting a request, with approval from their supervisor, to the Emergency and Safety Operations Office at Safety@Lee.Edu. Emergency and Safety Operations staff will select the appropriate candidates. More than 30 volunteers are needed to do these jobs!

What are the BEC's Responsibilities?

Before a crisis:

- Know the safety equipment for the building and maintain building safety awareness
- Meet with other BECs and building occupants to develop a Building Emergency Response Plan (BERP) for their specific building
- Practice the Building Emergency Response Plan for the building

During a crisis:

- As long as it is safe to do so, don your vest and execute your assignment
- Lead building evacuation and account for building occupants
- Communicate with the other BECs, Security, and Emergency & Safety Operations
- Act as Incident Command until Security and first responders arrive

What is a Building Emergency Response Plan (BERP)?

Lee College Emergency and Safety Operations offers a Building Emergency Response Plan (BERP) template to create a plan for building-specific responses to active shooter, fire, hazardous materials spill or release, gas leak, severe weather/tornado, medical emergency, bomb threat/suspicious package, campus closure building preparedness, annual drills, and annual building threat & risk assessment.

What are the training requirements for BECs?

BECs MUST complete the following training courses:

- FEMA IS-100.c Introduction to the Incident Command System, ICS 100 (2 hours)
- FEMA IS-700.b An Introduction to the National Incident Management System (3.5 hours)
- BEC ICS training
- CPR/First-Aid/AED certification
- Fire Extinguisher
- Evacuation Chair training

- Naloxone (Narcan) training
- Stop-the-Bleed Kit/Tourniquet training

Lee College offers training (e.g., CPR/First-Aid/AED, Bleed Control, and Incident Command System) throughout the year. Training opportunities will be announced via email to the BECs.

What equipment is issued to the BECs?

- A red BEC safety vest
- A whistle or megaphone for building without a fire alarm system
- Weatherproof notebook and pen
- Shelter-in-place go-bag/supplies

BEC Guide

[Building Emergency Coordinator Guide \(PDF\)](#)

Building Emergency Response Plan Template

[Building Emergency Response Plan Template \(PDF\)](#)

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