

Building Managers

Roles and responsibilities of Building Managers and Assistant Building Managers are contained in the **Building Manager Position Description** and **RPM Building Management Policy and Procedures for Facilities Coordination**. Facilities Division will maintain a Training Group in the Berkeley Lab Training database to place the required training for Building Managers on their Training Profiles.

Building Emergency Teams

Roles and responsibilities for Building Emergency Team (BET) leaders and team members are contained in the **Emergency Planning and Implementing Procedure Checklist – Building Emergency Team**. ATAP Building Emergency Teams should ensure everyone in their assigned area is familiar with basic emergency procedures and prepared to respond appropriately when there is no Building Emergency Team Member in their work area. Each ATAP Building Emergency Team Leader should ensure that their team participates in at least one hands-on exercise per year (in addition to the annual LBNL earthquake drill). Each Building Emergency Team should open and review the contents of their Rescue Box and an Emergency Trauma Kit at least annually. (The contents could be displayed to building occupants while they are waiting to reenter buildings during evacuation drills.)

Protective Services Department will maintain a Training Group in the Berkeley Lab Training database to place the required training for Building Emergency Team members on their Training Profiles. All BET personnel must receive training in:

- **First Aid Safety (EHS 116)**,
- **EHS0520 Fire Extinguisher Training**, (and **EHS0531 Fire Extinguisher Safety Refresher**),
- EHS0522 Fire Extinguisher Practical, and
- **EHS0154 Building Emergency Team**.

It is recommended (but not required) that they also receive training in:

- EHS0123 Adult CPR,
- **All-Hazards Awareness (EHS 135)**, and
- EHS0155 Building Emergency Team Seminars.
- Community Emergency Response Team (CERT).