

## **Building Managers**

The Building Manager (BM) is the main point of contact (POC) for building occupants. The individual is knowledgeable in the research and other functions of the staff occupying space in the building and is able to advise building occupants regarding how they can obtain Operations services needed to support their work. Building Managers are appointed by the Division Director whose Division occupies the most space in a building, and may be either a Division employee or a matrixed staff person. Building Managers work closely with Facilities Area Managers to resolve safety and infrastructure issues at their buildings. The Deputy Building Manager assists the Building Manager, and acts as a back-up in the event a Building Manager is not present or is unavailable at the Lab.

Facilities Division maintains the Building Manager program. The responsibilities of a Building Manager are:

- Notify building occupants in a timely manner of upcoming scheduled or urgent activities in their building(s).
- POC for advance notice of Facilities work that will take place at a location that is NOT listed as a space to be 'released', i.e. common areas.
- Serve as a Division POC, including after-hours, to assist with impacts assessments for the labs and support areas in their buildings should damage reports demonstrate the need.
- Notify Security and Emergency Services of non-life threatening emergencies by calling 510-486-6999 (Blackberry Gate) or x911 (for life-threatening emergencies).
- Support and assist Building Emergency Team (BET) and professional responders with building safety efforts during an emergency.
- Walk the building on a regular basis to know the condition of building hazards—tripping, housekeeping, audible alarms, exit pathways, water leaks, egress, etc.
- Take action to directly mitigate or inform appropriate staff in order to resolve building hazards.
- Provide escort for compliance inspections.
- Provide customer feedback on custodial services performance against schedule of services.

During the COVID-19 pandemic, Building Managers and Assistant Building Managers play an important role in maintaining COVID-19 related signage and sanitation supplies for their buildings. They assist in assuring that buildings are prepared for safe return of employees and resumption of operations.

## **Building Emergency Teams**

The Building Emergency Team (BET) program is an integral part of LBNL's Emergency Response Organization (ERO) and supports the Emergency Management Program with emergency planning and preparedness activities and provides support for life safety initiatives. The purpose and duties of Building Emergency Teams are described in the **Building Emergency Team Program Plan** EM-Plan-014 and associated guidance documents, including:

- EM-JAID-038 Radio Operation
- EM-JAID-043 Bullhorn Operation
- EM-JAID-044 BET Evacuation Guidelines
- EM-JAID-045 BET Shelter in Place Guidance
- EM-JAID-046 BET Lockdown Directions
- EM-JAID-050 Crowd Control
- EM-JAID-054 BET Relocation Area Guidance

These documents are found in the **BET Folder** shared with BET members through Google Drive.

BETs are identified for each ATAP building or building complex and provide the following services:

- Contribute to the development of their Building Emergency Plan.
- Conduct drills.
- Test emergency equipment.
- Assist with the implementation of protective actions.
- Conduct personnel accountability.
- Provide crowd control at the Emergency Assembly Area.
- Communicate with Protective Services personnel during an emergency.
- Assist Facilities Emergency Management with planning and preparedness activities.

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.

It is recommended that each ATAP Building Emergency Team Leader arrange for their team to participate in at least one hands-on exercise per year (in addition to the annual LBNL earthquake drill).

Security and Emergency Services Division maintains Work Planning and Control Activities for each Building Emergency Team. All BET personnel must complete **PSD0154 Building Emergency Team Training**. EHS0116 First Aid and EHS0123 Adult CPR are recommended.

In addition to the Building Emergency Teams, LBNL maintains other specialized emergency response teams. ATAP personnel who are interested in participating in these

teams should contact Security and Emergency Services Division for further information and obtain their supervisor's approval:

- Community Emergency Response Team (CERT)
- Medical Emergency Response Team (MERT)
- Emergency Operations Center (EOC) Team
- Emergency Communications (radio) Team

During the COVID-19 pandemic, Building Managers, Assistant Building Managers, Building Emergency Teams, and members of other specialized emergency response teams may not always be present on site. It is important that all personnel working on site are aware of how to report and respond to emergencies, by completing PSD-0135 Emergency Management General Awareness training:

[https://training.lbl.gov/ehs/training/webcourses/PSD0135/story\\_html5.html](https://training.lbl.gov/ehs/training/webcourses/PSD0135/story_html5.html)