Checklist for New Building Safety and Security Representatives

Welcome to the University of Georgia (UGA) Building Safety and Security Representative (BSSR) Program administered by the UGA Office of Emergency Preparedness (OEP). You have been designated by one of the Administrators in your building to be a Primary or Backup BSSR because of your leadership skills and/or responsible nature. To make the BSSR program and important actions that you need to complete easier to understand, OEP has provided a step-by-step checklist of action items listed below.

Please contact OEP should you have any questions, if you need to set up a site visit or meeting, or if you need additional training. The UGA BSSR policy, as well as all related BSSR links listed below, may be found on the OEP website www.prepare.uga.edu/EE/BSSRs.

☐ Register as a Primary or Backup BSSR on the OEP website at www.prepare.uga.edu/EE/BSSRs using your UGA MyID. If you are no longer a BSSR for a building, it is important to use the link above to remove your name from that building’s BSSR list. Your replacement must register as a BSSR since the registration uses each individual’s unique UGA MyID. There can be multiple backup BSSRs for each building.

☐ Be sure to check that your BSSR emergency contact information is current by periodically checking the “Update BSSR Information” link at https://emer.prepare.uga.edu/osepforms/rep_login.cfm.

☐ Check the UGA Alert website, www.ugaalert.uga.edu, and verify that your emergency contact information is accurate and current.

☐ Check the OEP website, www.prepare.uga.edu, for upcoming training dates and BSSR Lunch & Learn Training Series. If you work at an off campus location, contact OEP for orientation instructions.

☐ Complete the online National Incident Management System (NIMS) training classes available through FEMA. BSSRs should take ICS-100.HE, Introduction to Incident Command and IS-700.a, National Incident Management System (NIMS), An Introduction. Each training certificate should be sent to OEP at prepare@uga.edu. OEP maintains the training records for BSSRs which includes NIMS and orientation training.


☐ Confirm that a MyBEAP has been completed for your building. If not, organize a Building Safety Team (BST) to begin working on the Building Emergency Action Plan (BEAP). BSSRs should utilize the MyBEAP On-Line Plan Generator by logging into https://emer.prepare.uga.edu/osepforms/beap_overview.cfm to create a BEAP. Once all sections of the MyBEAP have a completed status, the BSSRs will receive an email notifying them that their BEAP has been reviewed by OEP. If there are changes to the BEAP after OEP’s review, an email will be generated to alert BSSRs of the change.
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☐ Develop a notification protocol to announce building emergencies to faculty, staff and students if one does not exist for your building. Protocols should address how to notify people in your building with disabilities.

☐ Make sure that key decision makers in the building are trained on the building emergency plan, including making them aware of any people in the building with disabilities requiring additional assistance.

☐ Download UGA Alert Desktop Software for computers in your building and/or department. Go to http://sitesoft.uga.edu/ to download the Desktop Software - you may need assistance or permission from your departmental IT professional.

☐ Schedule drills for your building and meet regularly with the BST to discuss safety, security and emergency planning issues, including how to provide people with disabilities equal access to safe egress. Contact OEP to assist.

☐ Annually offer Emergency Evacuation Referral Forms from OEP to any building occupants with disabilities. Also, request any Personal Emergency Evacuation plans from OEP for your building’s occupants with disabilities.

☐ Severe Weather Shelter Signs, classroom emergency posters and podium cards, and emergency response guidebooks are free resources available from OEP for your building. These resources are designed to help convey your building emergency plans to faculty, staff and students. Contact OEP for more information, prepare@uga.edu.

☐ Coordinate with the Department Business Continuity Planning (BCP) members in your building. BCP members develop departmental plans similar to the MyBEAP. Although these plans are departmental specific and may include more than one building, they may need your knowledge of the building emergency plans to complete their BCP. For more information on Business Continuity Planning, visit www.prepare.uga.edu/EE/Emergency_Plans.

☐ Contact OEP if you need assistance with emergency planning, training or conducting drills. All links referenced in this document are also available from the BSSR link on OEP’s website, www.prepare.uga.edu.

Thank you for your participation in the BSSR program.