



# Rancho Los Amigos National Rehabilitation Center

## INFORMATION MANAGEMENT SERVICES POLICY AND PROCEDURE

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**SUBJECT: BUILDING EMERGENCY COORDINATOR**

**Policy No.:** 508  
**Supersedes:** 9/15/08  
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**Page:** 1 of 1

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### **I. PURPOSE:**

The delineation of duties of the Building Emergency Coordinator (BEC) is described within the Rancho Los Amigos Safety Manual. Employees and designated BECs shall understand and adhere to the duties of the BEC.

### **II. POLICY:**

The duties and responsibilities of the BEC are fully described in the Safety Manual which includes sections on Fire/Life Safety, Emergency Preparedness, Safety/Injury & Illness Prevention Program and Hazardous Materials/Medical Waste.

The manual is located within the department in building 100, room 012 (basement) and the Support Services Annex, suite 2185. The manuals are maintained by BECs.