

Department of Chemistry Emergency Response Team

Chemistry Incident Commander Responsibilities (Janis Louie):

- Participate in unified command as Chemistry Incident Commander.
- Coordinate with University IC and/or emergency response personnel.
- Establish a command post (Assembly Area E).
- Assign other Bldg. Emergency Response Coordinators roles as necessary.
- Coordinate with Assembly Area Leaders (Scott Anderson, Caroline Saouma, David Thomas, Beth Buck-Koehntop) through the Chemistry Incident Command Liaison (Holly Sebahar).
- Provide support information, equipment, personnel, as required by ERT responders.
- Maintain ERT kit.
- Attend and/or complete all ERT training classes or events.

Required Equipment Set:

- | | | |
|----------------------------|-----------------|------------------|
| - Radio | - Whistle | - Safety Glasses |
| - Building Floor plans set | - First Aid Kit | - ID Vest |
| - Pad & Pencil | - Flashlight | -Light Sticks |
| - Hard Hat | - Duct Tape | |

Assembly Area Leaders Responsibilities (Scott Anderson, Caroline Saouma, David Thomas, Beth Buck-Koehntop):

- Respond to all incidents as notified.
- Familiar with all egress points in assigned building.
- Exit building under alarm immediately.
- Establish a fire line with barrier tape, as dictated by the incident or IC.
- **Direct** evacuating **people to go** behind the fire line at **designated Assembly Area**.
- Direct people to other assembly points or EAP's as dictated by the incident or IC.
- Answer any questions from evacuees.
- Coordinate with Floor/Area Leaders; **check off areas on Assembly Area lists** as evacuated or not.
- Maintain ERT kit.
- Attend and/or complete all ERT training classes or events.

Required Equipment Set:

- | | | |
|----------------------------|-----------------|---------------------------|
| - Radio | - Whistle | - Safety Glasses |
| - Building Floor plans set | - First Aid Kit | - ID Vest |
| - Pad & Pencil | - Flashlight | -Light Sticks |
| - Hard Hat | - Duct Tape | -“Fire Line” Barrier Tape |

Floor/Area Leader Responsibilities (PIs/safety officers, Head staff, etc.):

- Respond to all incidents as notified.
- Familiar with all egress points on assigned floor(s)/area(s).
- Aware of any special needs of floor/area occupants.
- **Sweep floor(s)/area(s) during an event to ensure everyone is out.**
- Direct people out the nearest exits.
- Take note of people not evacuating – location, name, etc.
- Answer any questions floor/area occupants.
- **Report area status to Assembly Area Leaders.**
- Attend and/or complete all ERT training classes or events.
- Maintain ERT kit.

Required Equipment Set:

- | | | |
|----------------------------|-----------------|---------------------------|
| - Radio | - Whistle | - Safety Glasses |
| - Building Floor plans set | - First Aid Kit | - ID Vest |
| - Pad & Pencil | - Flashlight | -Light Sticks |
| - Hard Hat | - Duct Tape | -Floor/Area cleared signs |