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