

Job Action Sheet
Emergency Director

Date Issued: October 2006
Date Revised: 10/10/2006

Emergency Director: Director of Safety, Environmental Affairs, and Radiation Safety
Reports To: Emergency Incident Commander
Section Planning Officer's Telephone Number: Office: 773-702-9999; cell phone: 773-320-9478.

Mission: Organize and direct all aspects of the emergency operations section. Ensure the distribution of critical information/data. Compile scenario/resource projections from EMT and effect long range planning. Document and distribute facility Action Plan. Function as incident contact person for representatives from other agencies.

Immediate

The Emergency Director is responsible for the following:

1. Reading this entire Job Action sheet and reviewing organizational chart on back;
2. Putting on position identification vest;
3. Obtaining a briefing from Emergency Incident Commander;
4. Reporting to the EIC regarding the extent of pandemic;
5. Recommending to the EIC:
 - a. Goals for immediate mitigation;
 - b. Closing of campus areas threatened by an incident;
6. At the direction of the EIC:
 - a. Assigning personnel to mitigate the impact;
 - b. Implementing University policy regarding response to an
 1. incident including interface with public or private
 2. authorities, insurance companies, regulatory bodies, or
 3. other groups;
 - c. Assigning sheltering space in any University facility;
 - d. Assigning classrooms and setting of schedules for displaced Units;
7. Updating the EIC and the Policy Group on the status of the emergency;
8. Managing the Emergency Operations Center (EOC);
9. Confering with Public Information Officer to establish areas for media personnel;
10. Activating and communicating with the Watch Teams;
11. Ensuring that all respondents are documenting observations and actions taken;
12. Collecting all reports at the end of emergency and creates a summary of the content for distribution to the Emergency Management Team;
13. Scheduling and conducting an incident critique;
14. Reviewing county and municipal emergency organizational charts to determine Job Action Sheet appropriate contacts and message routing;
15. Obtaining information to provide the University emergency communication network, municipal EOC and/or county EOC as appropriate, upon request;

16. The following information should be gathered for relay:

Emergency Management Plan

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Appendices

- Any current or anticipated shortage of personnel, supplies, etc.
- Current condition of University structure and utilities (overall status).
- If necessary, the number of patients to be transferred by wheelchair or stretcher to

Job Action Sheet
Emergency Manager
(On-Call Safety Officer)

Date Issued: 10/10/2006
Date Revised: 10/10/2006

Emergency Manager: On-Call Safety Officer

Reports To: Emergency Director

Emergency Managers Telephone Number: From in-house telephone call 123 or if calling from a telephone outside the University's system call: 773-702-8181, and request that the Police Department Dispatcher contact the On-Call Safety Officer.

Mission: Serve as Safety and Environmental Affairs On-Site Incident Commander.

The Emergency Manager (EM) is responsible for:

1. replying to the on-call page by contacting the University Police Department dispatcher;
2. assessing the situation promptly, by calling the Infection Control Program. Please refer to the Safety Officers on-call book for the relevant contact information;
3. notifying the ED of an incident and providing periodic status report;
4. responding to the scene and facilitating appropriate immediate action as directed by the Infection Control Program, SCC, or UCOM to control and remedy the pandemic;
5. reading this entire Job Action sheet and review organizational chart on back;
6. putting on position identification vest;
7. obtaining a briefing from Emergency Incident Commander;
8. initiating contact with fire and police agencies through the Liaison Officer, when necessary.
9. advising the Emergency Director immediately of any unsafe or hazardous conditions.
10. serving as the On-Site Incident Commander by implementing the directives of the EIC in the field as directed by the ED; and
11. establishing routine briefings with Emergency Incident Commander.