

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

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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.