Annex G

SLCC Campus Emergency Response Team 2018

Site Administrators

The site administrator is the authorized representative of the college president for their campus.

Before an Incident:

- Act as the Point-of-Contact (POC) for the Emergency Coordination Center
- Be the Incident Commander (IC)/ECC Director (or delegate it) if you have an Emergency Coordination Center identified
- Attend and complete planning, training, and exercises.
- Assign other staff roles in the ICS Structure as needed
- **CERT (Community Emergency Response Team) trained**
- Establish an administrative direction during times of emergency until the Department of Public Safety or local police agencies arrive and assume responsibility.
- Provide administrative support and direction to Emergency Assembly Point Coordinators, Building Marshals, and CERT Teams before and during emergency situations and events.
- Be familiar with the SLCC Emergency Operations Plan and its Annexes

During an Incident:

- Assume command role for incidents on your assigned campus
- The Building Marshals will report to the Emergency Assembly Point (EAP) Coordinators of the status of their building, staff, faculty and students; the EAP Coordinator will report information to the Site Administrator
- Secure communications and report to the Taylorsville Redwood Emergency Coordination Center (ECC)
- When the accounting for personnel and status of campus (life safety/property/environment) is reported by the EAP, ensure the information is relayed to the Taylorsville Redwood ECC
- Make critical administrative decisions until additional support can be provided
- Upon activation during an emergency situation, you are authorized to initiate and continue actions to carry out emergency support functions.

Site Administrator	Name	Work Phone	Cell Phone	Email
Primary				
Secondary				

Preferred Training:
   CERT (ALL Sections)
   ICS 100.HE
   IS 700
   IS 200
   IS 800
   ICS 300
   ICS 400

Optional Training:
   HAM Licensed
   CPR First Aid
   ACT20

Emergency Assembly Point (EAP) Coordinator

Facilities Management District Staff

EAP Coordinators play a vital role by helping gather all evacuees at the Emergency Assembly Point during an event. They work with Building Marshals and floor leaders to account for all personnel and students. They coordinate strike team assignments. As well as coordinate communication with the ECC. They work under the direction of the Site Admin and Emergency Management.

Before an Incident:

- Act as the Point-of-Contact (POC) for EM programs related to Emergency Assembly Points (EAPs)
- Attend / complete planning, training and exercises.
- **Be CERT (Community Emergency Response Team) trained.**
- Be familiar with the SLCC Emergency Operations Plan and its Annexes

During an Incident:

- Assume coordination role at designated EAP for strike team assignments
- Establish lines of communication with Building Marshals, Site Administrator, Emergency Management Team, and the Emergency Coordination Center.
- Receive a briefing from each Building Marshal as to the status of their building, staff, faculty, and students
- Report on conditions to the Site Administrator
- Coordinate command and control for EAP role with the Site Administrator and/or ECC Director

EAP Coordinator	Name	Work Phone	Cell Phone	Email
Primary				
Secondary				
Tertiary				

Preferred Training:

    EAP Coordinator Orientation

    CERT (ALL Sections)

    ICS 100.HE

    IS 700

Optional Training:

HAM Licensed

CPR First Aid

ACT20

Building Marshals

Building Marshals have responsibility for the orderly evacuation of their building should the need arise and the accounting of personnel. They coordinate with the floor/area leaders to ensure that the building is clear and report to the EAP coordinator. They then secure the building.

Before an Incident:

- Act as the Point-of-Contact (POC) for EM programs for their building
- Attend / complete planning, training and exercises
- Assign other staff roles as necessary (e.g. Floor Captain/Area Captain).
- Maintain information, procedures, and assigned emergency response supplies.
- Receive and maintain building occupancy lists.
- **CERT (Community Emergency Response Team) trained**
- Report to the Site Administrator on a quarterly basis
- Be familiar with the SLCC Emergency Operations Plan and its Annexes

During an Incident:

- Assume command role for incidents in assigned building
- Establish lines of communication with Floor leaders and Emergency Assembly Point Coordinators.
- Coordinate with Floor/Area Captains for your particular building
- Account for all personnel
- Ensure building entry points are secured once cleared by Floor Leaders
- Secure Building
- Report status of building, staff, faculty/students to the EAP Coordinator and First Responders
- If safe to do so, stay with your building to provide building access or restriction until otherwise assigned
- Wear your PPE at all times when you are performing this function

Building Marshal Role	Name	Work Phone	Cell Phone	Email
Primary				
Secondary				
Tertiary				

Preferred Training:

Building Marshal Orientation
CERT (ALL Sections)
ICS 100.HE
IS 700

Optional Training:

HAM Licensed
CPR First Aid
ACT20

Floor / Area Captain(s)

Floor / Area Captains work under the direction of the Building Marshal (BM). They coordinate with the BM to ensure that everyone from their assigned area are evacuated if necessary.

Before an Incident:

- Act as Floor/Area Captain and coordinate with Building Marshal
- Attend/complete planning, training and exercises
- Be familiar with all egress points in assigned building(s)
- Be aware of any special needs of floor occupants; Maintain information, procedures, emergency supplies kit.
- Maintain occupancy list for assigned area
- Be familiar with the SLCC Emergency Operations Plan and its Annexes

During an Incident:

- Respond to all incidents as notified
- Exit building under alarm immediately
- Direct people to assembly points or EAPs as dictated by the Building Marshal; Walk floor(s) during an event to ensure everyone is out
- Direct people out the nearest exits
- Take note of people not evacuating and their location, name, etc.
- Coordinate with Building Marshal to secure building entry points once they have been cleared
- Answer any questions from floor occupants
- Stay with your Building Marshal after evacuation unless otherwise assigned

Name	Floor / Area	Work Phone	Cell Phone	Email

Preferred Training:

Floor/Area Captain Orientation
CERT (SAR Unit, Disaster Medical Unit)
ICS 100.HE
IS 700

Optional Training:

HAM Licensed
CPR First Aid
ACT20
CERT (ALL Sections)

Disaster Medical / Triage Team

This team is specifically dedicated to the medical response in a disaster or other emergency. Members of this team will receive CERT Disaster Medical training and will provide the functions of Triage and First Aid as assigned.

Before an Incident:
- Receive CERT (Community Emergency Response Team) Disaster/Medical/Triage Training
- CPR/First Aid Training recommended
- CERT (Community Emergency Response Team) Units 3,4,7
- Be familiar with the SLCC Emergency Operations Plan and its Annexes

During an Incident:
- Respond to all incidents as notified
- Exit building under alarm immediately
- Assist to direct people to assembly points or EAPs as dictated by the Building Marshal and Floor/Area Captain;
- Direct people out the nearest exits
- Report to your assigned Emergency Assembly Point
- Assist with medical triage and treatment under direction of the Disaster Medical/Triage Team Leader
- Report to the EAP Coordinator

Name	EAP Area	Work Phone	Cell Phone	Email

Preferred Training:
    CERT (Disaster Medical Operations)
    ICS 100.HE
    IS 700

Optional Training:
    CPR First Aid

Light Search and Rescue Team

This team provides initial light search and rescue operations during a disaster. Assists in clearing buildings and moving victims.

Before an Incident:

- **Receive CERT (Community Emergency Response Team) training**
- Be familiar with the SLCC Emergency Operations Plan and its Annexes
- Attend any training refreshers requested
- Make sure you have your PPE organized and ready to go. Wear it at all times when you are performing this function

During an Incident:

- Respond to all incidents as notified
- Exit building under alarm immediately
- Assist to direct people to assembly points or EAPs as dictated by the Building Marshal and Floor/Area Captain
- Direct people out the nearest exits
- Report to your assigned Emergency Assembly Point
- Request a briefing from the Building Marshal as to any issues or staff/faculty/students left behind or missing
- Do a quick assessment/perimeter check of the building for safety
- Rally with the Damage Assessment Team to determine if Search and Rescue is safe enough for entry into the building
- Report to the EAP Coordinator

Name	EAP Area	Work Phone	Cell Phone	Email

Preferred Training:

    CERT (All Units)

    ICS 100.HE

    IS 700

Optional Training:

    CPR First Aid

    ACT20

Damage Assessment Team

During a disaster, building damage must be assessed. However, state and local building inspectors will be overwhelmed by the number of buildings to be assessed. The Damage Assessment Team will conduct initial damage assessments and determine if a building is safe to occupy until a building inspector can arrive. They will adhere to the training received at ACT 20.

Before an Incident:
- Receive CERT (Community Emergency Response Team) Training Units 1, 5, 6
- Complete ATC 20 Training
- Be familiar with the SLCC Emergency Operations Plan and its Annexes

During an Incident:
- Respond to all incidents as notified
- Exit building under alarm immediately
- Assist to direct people to assembly points or EAPs as dictated by the Building Marshal and Floor/Area Captain;
- Direct people out the nearest exits
- Report to your assigned Emergency Assembly Point
- Rally with the Search and Rescue Team to determine outside and inside damage assessment
- Report to the EAP Coordinator

Name	EAP Area	Work Phone	Cell Phone	Email

Preferred Training:
General Safety Awareness
ACT20
ICS 100.HE
IS 700

Optional Training:
CERT Light SAR

HAM/Communications Team

This team will consist of all HAM Operators. During an event, this critical team may be the only line of communication available between campus sites. At least one HAM operator will be assigned to each EAP and the ECC.

Before an Incident:
- Be a certified HAM
- CERT (Community Emergency Response Team) Units 1, 6
- Be familiar with the SLCC Emergency Operations Plan and its Annexes
- Prepare your equipment so it is ready to be used when the need arises

During an Incident:
- Respond to all incidents as notified
- Exit building under alarm immediately
- Assist to direct people to assembly points or EAPs as dictated by the Building Marshal and Floor/Area Captain
- Direct people out the nearest exits
- Report to your assigned Emergency Assembly Point
- Assist the EAP Coordinator with communications with the Emergency Coordination Center
- Report to the EAP Coordinator

Name	EAP Area/Campus	Work Phone	Cell Phone	Email

Preferred Training:
    HAM Licensed
    ICS 100.HE
    IS 700
    Monthly Net Participation

Optional Training:
    CERT

Disaster Psychology/Employee Assistance Program/Counseling Services

This team provides initial psychological first aid for victims and responders.

Before an Incident:
- Receive CERT (Community Emergency Response Team) Units 1,7,8
- CPR/First Aid Training recommended
- Be familiar with the SLCC Operations Plan and its Annexes

During an Incident:
- Respond to all incidents as notified
- Exit building under alarm immediately
- Assist to direct people to assembly points or EAPs as dictated by the Building Marshal and Floor/Area Captain;
- Direct people out the nearest exits
- Report to your assigned Emergency Assembly Point
- Assist with psychological first aid
- Attend to any specific needs of staff, faculty or students in regard to emotional or mental support
- Report to the Medical Triage and Treatment Team Lead and the EAP Coordinator

Name	EAP Area	Work Phone	Cell Phone	Email

Preferred Training:
  CERT Disaster Psychology
  ICS 100.HE
  IS 700

Optional Training:
  CERT (All Units)

EAP Campus	EAP Location	EAP Coordinator Name	Cell Number	Email Address

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Incident Command / ECC Director
    │
Operations Group Supervisor
    │
Site Administrator
    ├─────────────────────────────────┐
Building Marshal          Emergency Assembly Point Coordinator
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Floor / Area Leaders   Disaster      Damage       Communications  Light Search   Disaster
                       Medical /     Assessment   Team (HAM)      & Rescue Team  Psycology
                       Triage Team   Team                                        Team
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