
Emergency Job Tasks

Hazardous Materials Incident

Specific tasks shall be assigned to staff members during an emergency based on the following criteria:

1. Administrator/Incident Commander
 - a. Contact 911 and Emergency Management Director.
 - b. Activate Recall Roster and alert management staff to report to the Incident Command Post.
 - c. Instruct all staff members.
 - d. Upon arrival of authorities, establish contact with the officer in charge and relay all relevant information regarding the situation.
 - e. Shall be responsible for making the decision regarding evacuation, which would be activated via Evacuation Emergency Procedures.
 - f. Ensure all staff members are accounted for and safe.
2. Management Staff of All Departments
 - a. Report to the Incident Command Post.
 - b. Instruct staff members to keep windows and doors closed.
 - c. Instruct staff members, residents, and visitors to remain in the facility until further notice from the local authorities. Again, keep doors CLOSED.
 - d. Remain calm to not upset the residents.
 - e. Be prepared to activate Evacuation Procedures.
3. Maintenance
 - a. Report to the Incident Command Post.
 - b. Shut off all air conditioning.
 - c. Instruct staff members to keep windows and doors closed.
 - d. Instruct staff members, residents, and visitors to remain in the facility until further notice from the local authorities. Again, keep doors CLOSED.
 - e. Remain calm to not upset the residents.
 - f. Be prepared to activate Evacuation Procedures.
4. Staff Members of All Departments
 - a. Shut windows and doors.
 - b. Ensure residents and visitors remain in the facility until further notice from the local authorities. Again, keep doors CLOSED.
 - c. Remain calm to not upset the residents.
 - b. Be prepared to activate Evacuation Procedures.