

Last Updated: _____

Responsibilities of the Safety Contact

_____ is the Safety Contact responsible for the planning, evaluation, and execution of the Building Evacuation protocol and should perform the following duties:

1. Conduct annual evacuation drills for department or unit. (Know the location of all fire extinguishers, pull alarms, and first aid kits. Be sure evacuation routes are posted and walkways remain clear at all times.)
2. When an alarm has been sounded, systematically check all areas to assure they have been evacuated.
3. Post helpers along the evacuation route to guide others to the building assembly area.
4. Assist differently-abled persons to evacuate safely.
5. Work to keep employees calm and informed.
6. If ordered by the on-scene incident commander, move all personnel to the zone assembly area.
7. If ordered by the on-scene incident commander, inform personnel when it is safe to re-enter buildings. After a major earthquake, persons may not re-enter their building until cleared by a qualified building inspector.

If the DSC is not available, the alternate Safety Contact, _____, or supervisors are responsible for reporting directly to the on-scene incident commander and for the duties noted above.