

**OREGON MILITARY DEPARTMENT**  
**JOINT FORCES HEADQUARTERS**  
July 1, 2009

**TAB A**  
**EMERGENCY COORDIATOR ROLES & DUTIES**

**Site Emergency Coordinator**

Site Emergency Coordinator (SEC) leads and coordinates all who have a role in an emergency. The SEC:

1. Does planning with facilities, the Safety Committee and the Salem Fire Department.
2. Keeps plans up to date and arranges annual drills.
3. Ensures that managers appoint a sufficient number of ECs and back-ups.
4. Trains the ECs. Helps uniform and equip ECs.
5. Assure that occupants in need of assistance know to ask for it and to plan for it with the appropriate EC.
6. With the facilities person, meets the local responders at the scene in an emergency. The SEC informs them of any people still in the building or in need of medical attention, and provides floor plans and current building information. The SEC is the main link between the ECs, the COT and the emergency responders.

**Evacuation Coordinators**

Evacuation Coordinators (ECs) direct evacuations and account for people. Managers appoint ECs. Emergency evacuations rely on ECs knowing their building and the plans well. They tell the people in their work area where to go and what to do. ECs propose evacuation details for their area, including specific plans for any individuals requesting assistance. EC area plans integrate into the building plan. To do this, ECs must know the exits, hazards, and safe areas of the building. ECs orient their coworkers to the plan. They make the written plan and this guide available to them. They alert the SEC to plan revision needs.

In an emergency, ECs guide and direct people out of the building to assembly areas and check to make sure all have left. They account for their people once they reach the assembly area. They report injured or missing and other important information to the SEC at the instruction area. If a route or assembly area is unsafe, ECs direct their people to back-up areas. ECs communicate between their group, the SEC and authorities. If the SEC or alternate is not on scene, any EC needs to be ready to do the SEC tasks until the SEC arrives.

In an emergency, ECs will not do anything that impairs their ability to direct the evacuation and assembly. This means that, unless their primary duties are completed, they will not render first aid or physical assistance to evacuees. They are not expected or authorized to take any uncommon personal risk or perform professional emergency services.

Any employee may volunteer or be asked to be an evacuation coordinator. Management and the SEC must assure the following:

1. ECs must be employees who are physically able to walk, stand, crawl and climb about and direct people even when fallen material may litter the route. They must be people who are normally at the work site rather than in the field or away from the site.
2. Provide at least one EC for each area with 25 employees, at least two ECs per floor. Exceptions may be made for unique structural needs. Name and train an alternate EC to back-up each EC.
3. ECs will need time for about 8 to 16 hours of training, coordination meetings and drills each year. They cannot be given any other emergency duties that would interfere with EC duties.
4. ECs must be appointed in writing in the plan, in job descriptions, or elsewhere.

## Basic Emergency Duties of Evacuation Coordinators (ECs)

### Prior to evacuation:

1. Put on vests
2. Tell people to take small personal necessities, medicine, keys, glasses, purses, etc.
3. Look if adjacent area is evacuating. If not, send alternate to evacuate.
4. Have EAs help assigned evacuees.
5. First EC: Check if route is clear.
6. Second EC: Sweep area for missed people. Start farthest away and work towards exit.
7. In **FIRE**, feel closed doors before opening. If warm, do not open.
8. Close doors as you leave in potential fire situations, but **NOT** in bomb threats or explosions.

### After evacuation:

1. Guide evacuees to assembly area
2. Account for evacuees on roster, including visitors. (Train employees to report to EC first upon arrival).
3. On roster form, note people still in building, where, and why.
4. Write down any critical info given and who reported it, e.g., location of someone or something.
5. Send a pair of messengers with roster form to SEC at instruction area.
6. Stand by with your people for reentry or release.