

Safety Officer**Position Log**

Incident Name		Date Prepared	
Name		Contact #	
Shift Start		Shift End	Op Period

Functional Checklist

Organization	Management Section (Command Staff)
Primary	Human Resources Safety Manager
Potential Alternate(s)	
Supervisor	EOC Manager
Overview	<ul style="list-style-type: none">● Prepare the Safety and Health Plan as required● Identify and cause correction of occupational safety and health hazards● Continuously monitor workers for exposure to safety or health hazardous conditions● Review the EOC Action Plan and Incident Action Plans for safety implications● Participate in Planning Meetings● Review and approve the medical plan
Description	The function of the Safety Officer is to develop and recommend measures for assuring personnel safety, and to monitor and/or anticipate hazardous and unsafe situations.
Responsibilities	<ol style="list-style-type: none">1. Ensure that all buildings and other facilities used in support of the Morongo EOC are in a safe operating condition.2. Monitor operational procedures and activities in the EOC to ensure they are being conducted in safe manner considering the existing situation and conditions.3. Stop or modify all unsafe operations outside the scope of the EOC Action Plan, notifying the EOC Manager of actions taken.
Forms and Job Aids	<input type="radio"/> Safety checklists
Checklist - Activation Phase	<ul style="list-style-type: none"><input type="radio"/> Upon arrival at the EOC check in at the designated check in location.<input type="radio"/> Identify yourself as the Safety Officer (Red Vest).<input type="radio"/> Check in with the EOC Manager and receive a brief.<input type="radio"/> Check in with other Command and General Staff to identify any safety issues.

Safety Officer

Checklist - Operational Phase	<ul style="list-style-type: none"> ○ Establish and maintain a position log that chronologically describes your actions taken during your shift. ○ Keep the EOC Manager advised of all safety matters and concerns that may require policy direction or immediate corrective actions. ○ Provide support to the Operations Section in coordinating for appropriate Safety Officer's at Incident Command Posts. ○ Tour the entire EOC facility and evaluate conditions; advise the EOC Manager of any conditions and actions which might result endanger worker safety, (unsafe layout or equipment set-up, etc.) ○ Study the EOC facility and document the locations of all fire extinguishers, emergency pull stations, and evacuation routes and exits. ○ Be familiar with particularly hazardous conditions in the facility; take action when necessary. ○ Prepare and present safety briefings for the Command and General Staff at appropriate meetings. ○ If the event which caused activation was an earthquake, provide guidance regarding actions to be taken in preparation for aftershocks. ○ Ensure that the EOC facility is free from any environmental threats - e.g., radiation exposure, air purity, water quality, etc. ○ Coordinate with the Finance/Administration Section and the Legal Officer in preparing any personnel injury claims or records necessary for proper case evaluation and closure.
Checklist - Demobilization Phase	<ul style="list-style-type: none"> ○ Deactivate your assigned position and close out logs when authorized by the EOC Manager. ○ Deactivate your assigned position and close out logs when authorized by the EOC Manager. ○ Complete all required forms, reports, and other documentation. Submit all forms and records to the Planning Section. ○ Be prepared to provide input to the hot wash and after action report. ○ If another person is relieving you, ensure you conduct shift change briefings in detail, ensuring that in-progress activities are identified and follow-up requirements are known. ○ Clean around your work area before you leave. ○ Leave your contact information.
Checklist - Recovery Phase	<ul style="list-style-type: none"> ○ Work with any Morongo ESFs coordinating recovery efforts and through the Recovery Annex to the Emergency Operations Plan.