



To: Safety Team Members

From: Jose Melchor, Assistant Director

Date: November 9, 2016

Reference: **Safety Team Member – Role and Responsibility**

A “Safety Team” member can be a Unit Safety Officer, Safety Committee Member or an employee who is willing to assist with safety related issues. The Safety Team Member is identified by wearing a bright Orange “Safety” Vest during evacuation events.

The Safety Team member provides direction and assistance to staff, patients, and visitors during fire alarms, bomb threats, chemical spills, or hostage situations, basically whenever a building needs to be evacuated. They may also provide crowd control while outside during an evacuation event.

Safety Team Member Assignments & Duties

Please review the attached building maps and become familiar with the location or exit door you have been assigned to assist with during an evacuation. Your duties will be to;

1. Encourage everyone to WALK and not run.
2. Encourage people to use the hand rails when using stairs.
3. Direct faculty, staff, students and visitors to their assigned Assembly Areas.
4. Assist those evacuating, maintain order while exiting and in the Assembly Area. Look for the following:
5. No sitting on parked cars.
6. Watch for and provide assistance to faculty, staff, students and visitors who may need special assistance while outside.
7. Encourage faculty, staff, students, and visitors NOT to pull out of parking space while evacuees are in the parking lot.
8. Assure that no one re-enters the building once they have evacuated.
9. Alert TT Police when you have been told that staff stayed in a “Holding Area”. Provide the location and the amount of people that are in the holding area.
10. Assist people to re-enter the building once the whistle has been blown by TT Police, indicating re-entry to the building is safe.

Call Safety Services at 215-4820, if you have any questions or concerns. I thank you for supporting our endeavor; to create a safe workplace environment for all.