

# Emergency Contact and Safety Coordinator Responsibilities

## Emergency Contact (Primary and Backup) Responsibilities

### During regular business hours (8am-5pm, M-F):

- If an alarm occurs in your area, help ensure that everyone in the area is evacuating.
- If an alarm occurs in another area of the building, help make sure people do not cross into the alarmed area (i.e., people do not go through the doors that have automatically closed).
- With your safety coordinator, find out as much as you can about the alarm, without endangering yourself. Priority should be evacuation over investigation.
- After exiting the building, find the incident command center and/or fire truck. Trucks should come to either the driveway between ECCE and ITLL or the west entrance of the Engineering Center. Meet there to help as needed. (See next two items.)
- Work with the incident commander (designated leader, usually the Boulder Fire Dept.) to assist as needed. This may include duties such as describing lab contents (chemicals, experiments) and securing entrances so that no one enters the building.
- Stay at the incident command location until the alarm is resolved and the building is reopened, unless otherwise instructed. If one or more areas need to remain closed, you and your safety coordinator may be asked to assess any special needs of your area (ex., if the A/C is out in an area, what impact it could have on experiments that are underway).

### Outside regular business hours (Evenings, weekends, holidays):

Your contact numbers (home, cell) have been given to the key contacts in FACMAN and the Campus Police. They are instructed to call the primary contact first, and then the backup contact, if an alarm occurs in your area and assistance is needed to assess the problem. You may be able to help over the phone, or you may need to come to campus. You may need to contact your safety coordinator, so please have that person's contact information.

## Safety Coordinator Responsibilities

If an alarm occurs during regular business hours, safety coordinators should provide the same support and assistance as listed above for the emergency contacts.

In addition to the actions and support during an alarm, safety coordinators are responsible for all the physical space assigned to your department or program, including all offices, labs, department-managed classrooms, storage areas, and hallways which provide access to your labs/offices/classrooms. Specific responsibilities include:

- ensuring all labs have and are following safety procedures,
- ensuring appropriate safety training is provided to all lab users,
- keeping lab contact information accurate,
- keeping hallways clear and removing items abandoned in hallways,
- addressing all issues identified during a fire/safety inspection, and
- assisting the Engineering Center Building Proctor and/or Assistant Dean for Administration in resolving any safety-related issues.

**EMERGENCY CONTACTS AND SAFETY COORDINATORS**  
**Updated June 12, 2008**

|   | <b>Emergency Contact--<br/>Primary</b> | <b>Emergency Contact—<br/>Backup</b> | <b>Space Covered by<br/>Emergency Contacts</b>                      | <b>Safety Coordinator</b>         |
|---|--|--------------------------------------|---|-----------------------------------|
| <b>College of<br/>Engineering and<br/>Applied Science</b> | <b>JoAnn<br/>Zelasko</b>               | <b>Rhonda<br/>Maldonado</b>          | <b>All space in the<br/>Engineering Center<br/>and DLC<br/>ECAD</b> | JoAnn Zelasko (ECAD<br>and lobby) |
| ITL Program   | Mike Elliot                            | Janet Bensko                         | ITLL Building   | Tim May                           |
| Aerospace<br>Engineering Sciences                         | Matt Rhode                             | Patti<br>Gassaway                    | All space in ECAE   | Trudy Schwartz                    |
| Chemical & Biological<br>Engineering                      | John Falconer                          | John<br>Falconer                     | All space in ECCH   | Araceli Warren                    |
| Civil, Environmental &<br>Architectural<br>Engineering    | JoAnn<br>Silverstein                   | Cyndi<br>Alvarado                    | All space in ECCE   | Tom Bowen                         |
| Computer Science  | Stephanie<br>Morris                    | Chris Schenk                         | All space in ECCS   | Cai/Stephanie Morris              |
| Electrical &<br>Computing<br>Engineering                  | Wayne<br>Gardner                       | Vince<br>Heuring                     | All space in ECEE   | Wayne Gardner                     |
| Mechanical<br>Engineering                                 | Greg Potts                             | Marty Dunn                           | All space in ECME   | Greg Potts                        |
| CO Space Grant<br>Consortium                              | Chris Koehler                          | Bernadette<br>Garcia                 | 2nd floor of DLC  | Brian Sanders                     |
| Applied Math  | Jim Curry                              | Anne<br>Dougherty                    | APPM assigned space   | Marcia Flynt                      |
| CAETE   | Mario Vidalon                          | Robin<br>McClanahan                  | CAETE assigned<br>space   | Mario Vidalon                     |
| Interdisciplinary<br>Telecommunications                   | Jose Santos                            |                                      |   | Jose Santos                       |
| Engineering<br>Management Program                         | Bonnee Basso                           |                                      |   | Bonnee Basso                      |