



## LACCD EMERGENCY OPERATIONS CENTER SAFETY ADVISORY

### SAFETY OFFICER'S ROLE & RESPONSIBILITIES FOR INCIDENT COMMAND CENTERS DURING THE COVID-19 PUBLIC HEALTH PANDEMIC

July 17, 2020

---

#### SAFETY OFFICER FOR THE COLLEGE INCIDENT COMMAND CENTER

The Safety Officer's responsibilities are based on the basic concepts as outlined under FEMA's National Incident Management System / Incident Command System (NIMS/ICS) [ICS 100 Training](#), specifically that a Safety Officer "monitors incident operations and advises the Incident Commander on all matters relating to safety, including the health and safety of incident management personnel."

For the Incident Command Centers (ICCs) at the nine LACCD colleges, the ICC Safety Officer works in collaboration with the LACCD Emergency Operations Center Safety Officer and the ICC Incident Commander to ensure the on-campus safety of all Faculty, Students, Staff and Visitors, including the testing and contact tracing efforts related to the COVID-19 public health emergency. As necessary, additional staff can be added to assist the ICC Safety Officer for specific tasks as approved by the ICC Incident Commander.

Other duties and responsibilities that the Safety Officer fulfills to support the college includes:

- Provide recommendations that Personal Protection Equipment (PPE) is available and used to comply with safety mandates

- In coordination with the LACCD Emergency Operations Center and the College President, ensure that COVID-19 reports are documented and contact tracing is conducted to comply with Los Angeles County Department of Public Health (LACDPH) and LACCD guidance and protocols

- Ensure compliance by LACCD personnel, students and visitors with the LACCD EOC [Safety Advisories](#)

- Respond to inquiries related to safety issues/complaints

- Coordinate with appropriate personnel to ensure (i) (5) (s) 2.998 (s) 11.005 (l) - 404 (co) 12.998 (m) 7097 (aq) 0 6