



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 the college is configured to comply with social distancing requirements, including, but not limited to, labs, classrooms, lecture halls and office spaces
- Provide recommendations for plans to safely reopen buildings regarding cleaning and disinfection, ventilation, water systems and other key facility components, as applicable
- Work with DSPS for special accommodations requests by vulnerable populations
- Provide recommendations on campus-wide cleaning and disinfection efforts to comply with LACCD and LACDPH protocols
- Provide recommendations to promote hand and respiratory hygiene on campus
- Collaborate with the College President, the ICC and the EOC regarding COVID-19 tests; notification of results; manage screening protocols and temperature checks, if required
- Collaborate with the College President, ICC and EOC to regarding develop testing frequency and protocols for group testing, if required
- Develop and coordinate strategies for the closing, cleaning and disinfection of exposed areas and appropriate notification to occupants of such areas as necessary
- Provide recommendations to the College President for requests for extracurricular programs and which activities will be allowed with social distancing criteria and analysis of COVID-19 risk transmission
- Review and provide recommendations for training and information to faculty, staff, students and visitors on proper use of PPE; adherence to LACCD Safety Advisories; LACDPH orders and other state and federal guidance for COVID-19 safety