

**POSITION DESCRIPTION: SAFETY OFFICER  
(ICS-204 Form)**

<b>Position:</b> Safety Officer	<b>Section:</b> Command
<b>Position Supervisor (include Contact Information):</b> Unified Command	
<b>Work Location:</b> virtual	
<b>Shifts:</b> 12 hour shifts matching operational periods	
<b>Unit Overview:</b> The Safety Officer/team is responsible for providing safety guidance to all City ECC and County EOC responders, and City and County shelter staff and volunteers during a severe weather emergency response.	
<b>QUALIFICATIONS:</b> <ol style="list-style-type: none"><li>1. Must already serve as a Risk Management or Safety professional in a City bureau or County department.</li><li>2. Helpful to have credentials, certifications, or licenses as a safety professional.</li><li>3. Helpful to have background or training working in shelter environments.</li></ol>	
<b>Required Training:</b> <ol style="list-style-type: none"><li>1. Watch the Multnomah County <a href="#">Disaster Resource Center Staff training videos</a>. These 18 videos cover topics such as "Trauma Informed Care", "Cultural Considerations" and "Behavioral Health".</li><li>2. Review all field staff ICS 204s.</li></ol>	
<b>Recommended Training:</b> <ol style="list-style-type: none"><li>3. <a href="#">Online naloxone training</a></li><li>4. Refer to the <a href="#">Emergency Operations Center Worker Information</a> as someone working in an emergency operation.</li><li>5. <a href="#">COVID-19 guidance for Shelter Settings</a></li></ol>	
<b>General Position Duties:</b> <ol style="list-style-type: none"><li>1. Follow up on all reports of all responder accidents, injuries, illnesses, and close calls or near misses in a timely manner.</li><li>2. Review and update Safety Messages in all draft ICS 204s as needed before they are given to Command for final approval.</li><li>3. Address ECC/EOC responder and shelter staff/volunteer concerns, comments and suggestions for safety-related matters in a timely manner.</li><li>4. Support ECC/EOC responder and shelter staff/volunteer emotional and psychological health. Work with County ESF-6 and ESF-8 leads to ensure staff receive appropriate messaging for each audience (City staff, County staff, NET, other volunteer).</li><li>5. Lead shelter site Environmental Health and Risk Management walkthroughs after opening, and take lead on all follow up actions.</li><li>6. Review and update safety plans for EOC/ECC worksites as needed, and lead follow up actions.</li></ol>	

7. Support City bureau safety efforts with technical and organizational assistance and review of site-specific Safety and Medical Plans.
8. Coordinate safety planning efforts with City and Multnomah County stakeholders.

**Ethics & Philosophy:**

1. Responsible for utilizing Multnomah County [Equity Lens](#) when planning, developing or evaluating a policy, program or decision for all operations and activities.
2. Be patient, kind, and a good listener.
3. Create welcoming spaces and interrupt oppression.
  - a. Ensure the identity of the individual has no effect on the services we provide
4. Use supportive, person first language and body language. Please be mindful of how your behavior can escalate or de-escalate any situation. Individuals staying in the shelter should be referred to as **guests**.
5. Use compassion, acceptance, and mutual respect.
6. Carry out the Vision, Mission, Values and Goals of Multnomah County - View [here](#)
7. Use Assertive Engagement approach in working with guests and other staff - More information [here](#)
8. Deliver services in a Culturally Responsive and/or Culturally Specific manner - Multnomah County guidance found [here](#).

**Resources Assigned:**

City Shift A: Chris Woo

City Shift B:

County Shift A:

County Shift B:

Pool:

**Prepared By:** Katy Wolf, ECC Operations Chief & Chris Woo, Safety Officer

**Date:** 11/3/21

**Approved By:**

**Date:**