

April 8, 2013

## Job Description for Mutual 19-B Emergency Assistants

### 1. Lead Emergency Assistant for Each Building:

- a. Responsible for ensuring that each floor of the building has a Floor Assistant; recruiting new Assistants whenever existing Floor Assistant is no longer available; and provides orientation to new Assistants.
- b. Keeps the list of Lead and Floor Assistants current and displayed on the Building Bulletin Board.
- c. Maintains supply of Plan documents, red signal lights and magnetic emergency procedure summaries and distributes them to Floor Assistants as needed.
- d. Receives information about new residents from Building Rep and conveys that information and material to the appropriate Floor Assistant so that the Floor Assistant can orient new residents. (See 2b)
- e. Assumes lead role at the time of an emergency evacuation, if available. Otherwise, one of the Floor Assistants will assume that role. Lead person will count the building residents who evacuated and assembled at the appropriate location for that building, after ensuring/reminding residents where they are to assemble. Assures that 911 and the Main Gate are called. Lead person will advise Emergency Personnel where persons who were unable to evacuate and who need help are located. Lead person will receive any information from Floor Assistants about any special concerns and about residents who have left the evacuation assembly area.
- f. With Building Rep and Floor Assistants receives and maintains emergency contact information for each resident.
- g. Periodically posts reminder to update File of Life data on building bulletin board.
- h. Provides input to the Leisure World Emergency Preparedness Advisory Committee when appropriate.

## 2. Floor Emergency Assistant

- a. Assembles and keeps current lists of all persons on their floor, their emergency contact information and whether anyone on the floor needs assistance to evacuate in the event of an emergency. A list of this information should also be kept in the Assistant's car for easy access in the event of evacuation.
- b. Receives information about new residents on their floor from the Lead Building Assistant. Advises new residents of Mutual Emergency Plan; provides them with a copy of the Mutual and Leisure World Plan; provides emergency light and magnetized summary of emergency plan to be placed on the inside of unit entry door.
- c. Assists Floor Residents to develop a "Buddy" arrangement so that someone on the floor knows if you are going to be away (vacation, hospital, etc.) and can convey that information to Assistant in the event of an emergency in the building.
- d. Is aware of any person who will be remaining with a resident who needs help to evacuate.
- e. Provides floor information to Lead Assistant or person who assumes lead in the event of an evacuation. Assumes lead during emergency event if necessary (See description of lead role under Paragraph 1e above describing Lead Assistant's list of responsibilities).
- f. When orienting new residents on the floor, the Floor Assistant should obtain emergency contact information and encourage new residents to provide a key to the Main Gate, complete a "File of Life" and place it on the refrigerator, and consider arranging for a "Lifeline Emergency Response" if they live alone. (Contact for Lifeline is Phyllis Palmer at the MedStar Leisure World Medical Center 301-598-1329).
- g. Check the functioning of the emergency lights in the halls and stairwells on your floor at least once a month. Check lights by pressing the button on the bottom of the fixture. If the lights do not go on when you press the button, alert the Building Rep who will report the failure to Jessie Maselka (301-598-1369). Fire alarms are regularly checked by a contract company.
- h. Advise Lead Assistant for the building if you can no longer serve as Floor Assistant.