**Purpose:**

To have key personnel of each floor to work directly with the Emergency Team to serve as a point of communication to the occupants of the floor and to assist during emergencies that may impact the occupants of your floor.

**What is my commitment?**

1. Reading and sharing the information provided to you with your floor occupants (generally no more than 1x per month)
2. Actively participating during various drills (no more than 1x per semester for no more than 30 minutes).
3. Participating in Floor Liaison meeting/training (no more than 1x per semester for 1.5 hours)
4. Time required to review floor plans, etc. as noted below

**So what does that mean?**

1. You are the primary point of contact for getting safety and emergency response educational information out to your floor occupants. Emergency Management (EM) will provide periodic informational flyers, etc. that we would ask you to share with your floor occupants either hardcopy or digital
2. Know floor locations of pull stations, AED’s, fire extinguishers, locked doors
3. Know your floor plan, identify evacuation routes and meeting point – make sure the meeting point is communicated to your floor occupants
4. Identify shelter location for weather. Think this through and if you need help identifying an appropriate location in your building contact EM at eprepare@uccs.edu
5. Assist new floor occupants with making sure they sign up for [UCCSAlerts](http://alerts.uccs.edu/?page_id=42) <http://alerts.uccs.edu/?page_id=42>

**During an emergency you will be asked to assist with accountability**

1. Give key info to emergency responders
	1. Is anyone in a wheelchair on your floor
	2. Is anyone injured or refusing to leave the area
2. To assist with this we recommend having a contact sheet for your floor occupants. Keep this in your blue bag or other location which you can grab on your way out of the building. You can also have it in a digital location

**What is the purpose of the Back pack?**

Each floor liaison will be provided with a blue backpack and hopefully a red “stop the bleed” kit.

1. Identification - This way we can identify the FC a little easier if needed. There is also a high visibility/reflective vest in the back pack – which will help us to quickly identify you.
2. Emergency supplies
3. Stop the Bleed - During mass casualty events the ability to be able to stop someone from bleeding can make a life/death difference. Public Safety in conjunction with the Student Health Center are rolling out the “stop the bleed’ campaign across campus. This is basically some equipment and training associated with trauma medical treatment during an active harmer incident. We will be getting equipment and training as budgets allow.

**Main point:**

 Try to get in the habit of grabbing the bag in exercises or real emergencies

**Most Important thing to remember:**

 Never put yourself in harm’s way