

## SMALL BUSINESS DEVELOPMENT CENTER SUPERVISOR EVACUATION ROSTER

*Revised May 2004*

**Instructions:** During a drill or an actual emergency this roster will assist you in accounting for staff in your department. Account for all people (*all full time and part-time employees working at this time*), meet in your gathering point and wait for an emergency monitor to check off your department for accountability. (*We want to make sure all your employees are accounted for and no one is trapped inside the building.*)

DEPARTMENT	EMPLOYEE NAME	ROOM #	JOB STATUS Full Time or Part Time	Check off Column
<u>Small Bus. Development Center</u>				
<b>Supervisor</b>	Parks, Carole	Suite 101	Full Time	
<b>Associate Director</b>	Samford, Mike	Suite 101	Full Time	
<b>Sr. Business Development Specialist</b>	Calhoun, Powell	Suite 101	Full Time	
<b>Sr. Business Development Specialist</b>	Mudd, Keith	Suite 102	Full Time	
<b>Business Development Specialist</b>	Heather Day	Suite 103	Full Time	
<b>Administrative Assistant</b>	Donna Castor	Suite 104	Full Time	
<b>Student Worker</b>	Angela Gonzales	Suite 106	Full Time	
<b>Student Worker</b>	Elizabeth Hughling	Suite 107	Full Time	