

UNIVERSITY CENTER EMERGENCY EVACUATION ASSIGNMENTS

Revised May 2004

STAFF	EMERGENCY TITLE	RESPONSIBILITY
Greg Fanelli, Business Srv	Safety Officer	Liaison with Emergency Personnel - Fire - Police - EMS * *See NOTE below* *
Susie Motal, Business Srv	Alternate	Liaison with Emergency Personnel - Fire - Police - EMS * *See NOTE below* *
Charles Boldt	Facility Services	Campus assessment and recovery - Reports status to Safety Officer
John Mead, Alternate	Facility Services	Campus assessment and recovery - Reports status to Safety Officer
Carole Oliphant, OUA	West Entrance Grounds Captain	Check with each supervisor to verify all departments are accounted for. Stay assembled with group until all clear given by emergency personnel or Safety Officer. If either West or East captain is not available then remaining captain monitors both entrances. Role reports any problems (such as unattended personnel, injured, disabled in stairwells) to emergency personnel and Safety Officer.
Ashley Walyuchow, OUA	Alternate	
Jennifer Price, OUA	East Entrance Grounds Captain	Check with each supervisor to verify all departments are accounted for. Stay assembled with group until all clear given by emergency personnel or Safety Officer. If either West or East captain is not available then remaining captain monitors both entrances. Role reports any problems (such as unattended personnel, injured, disabled in stairwells) to emergency personnel and Safety Officer.
Natalie Burge, OUA	Alternate	
Linda Caballero, Switchboard	First Floor Monitor	Check all restrooms, offices, classrooms to ensure evacuation. Make sure all doors are closed. Report directly to East or West Grounds Captain, as appropriate all secure or any problems on your floor.
Sandra Heinold, Academic Ctr	First Floor Monitor	Check all restrooms, offices, classrooms to ensure evacuation. Make sure all doors are closed. Report directly to East or West Grounds Captain, as appropriate all secure or any problems on your floor.
Randy Faulk, IT	Second Floor Monitor	Check all restrooms, offices, classrooms to ensure evacuation. Make sure all doors are closed. Report directly to East or West Grounds Captain, as appropriate all secure or any problems on your floor.
Christina Lopez, IT	Second Floor Monitor	Check all restrooms, offices, classrooms to ensure evacuation. Make sure all doors are closed. Report directly to East or West Grounds Captain, as appropriate all secure or any problems on your floor.
Brittany Hollas, OUA	Third Floor Monitor	Check all restrooms, offices, classrooms to ensure evacuation. Make sure all doors are closed. Exit the east or west entrance and report to Grounds Captain all secure or any problems on your floor.

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Michael Guion, Media Lib	Third Floor Monitor	Check all restrooms, offices, classrooms to ensure evacuation. Make sure all doors are closed. Exit the east or west entrance and report to Grounds Captain all secure or any problems on your floor.
Leonard Buckner, Facilities	Perimeter Control, North	Prohibit re-entry of non-essential personnel (students, public, employees) until all clear given.
Summer Leibensperger, AC	Perimeter Control, East	Prohibit re-entry of non-essential personnel (students, public, employees) until all clear given.
Matt Alexander, IT	Perimeter Control, South	Prohibit re-entry of non-essential personnel (students, public, employees) until all clear given.
James Garcia, IT	Perimeter Control, West	Prohibit re-entry of non-essential personnel (students, public, employees) until all clear given.
Vangie Moceros, IT	Perimeter Control, East Alternate	Check entrance to make sure it is manned, if not covered take over the Perimeter control for that entrance.
Amalia Chavez, IT	Perimeter Control, West Alternate	Check entrance to make sure it is manned, if not covered take over the Perimeter control for that entrance.
Gwen McDonald, Facilities	Perimeter Control, North & South Alternate	Check entrance to make sure it is manned, if not covered take over the Perimeter control for that entrance.
EVACUATION PROCEDURES		
<p><u>Employees and Students:</u> When the building alarm system is sounded, stop what you are doing, pickup any personal belongings and evacuate according to the evacuation plan posted in your departmental area. The last person leaving should close, but not lock the door. If your designated exit is blocked, use the nearest alternate exit. If you are working in an area away from your regular work station, follow the evacuation route posted in that area. Do not use the elevator during an emergency. Elevators are reserved for use by emergency personnel. Once at the designated area, stay there until further notice. Do not re-enter the building until the all clear is given.</p>		
<p><u>Department Supervisor:</u> The supervisor in charge at the time of the emergency is responsible for ensuring that all people assigned to that department are accounted for and then for reporting this information to the Grounds Captain. The Captain will be wearing an orange safety vest and will be waiting at the evacuation area for a report from each supervisor.</p>		
<p><u>Faculty Who Are Teaching Classes:</u> If you have a class in session at the time of the emergency, tell the students to evacuate according to the designated evacuation route posted in the classroom. You should be last one to leave, making sure everyone has left the classroom, and closing but not locking the door as you leave. Upon reaching the designated gathering area, account for all your students and then report this information to the Grounds Captain. The Captain will be wearing an orange vest and will be waiting at the evacuation area for a report. Do not dismiss your students until you have accounted for them.</p>		
NOTE	Any fire causing death, injury or significant property damage must be reported to the State Fire Marshall at 512.305.7900. A decision will be made by the State Fire Marshall if an investigation is necessary. No clearing of fire damaged property is to occur until such decision has been made. Re: State Fire Marshall letter of 3/16/2004.	