

UNIVERSITY WEST 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
Laura Smith, HR	South 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 South 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.
Suzanne Clodfelter, CNL	Alternate	
Denise Prescott, HR	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 South 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.
Lydia Huber, BS	Alternate	
Sharon Long, RO	First Floor Monitor	Check office suites and student lounge in the West new addition. Make sure all doors are closed. Report directly to the South Grounds Captain, as appropriate, all secure or any problems on your floor.
LaShelle Williams, RO	Alternate	
Judy Lucas, OAR	First Floor Monitor	Check all restrooms on East side of building (knock on door, call out and enter to check for occupants), offices, classrooms to ensure evacuation. Make sure all doors are closed. Report directly to South Grounds Captain, as appropriate, all secure or any problems on your floor.
Mary Densman, OAR	Alternate	
Diana Pennington, OFA	First Floor Monitor	Check all restrooms on West side of building (knock on door, call out and enter to check for occupants), offices, classrooms to ensure evacuation. Make sure all doors are closed. Report directly to West Grounds Captain, as appropriate, all secure or any problems on your floor.
Ruby Dean, OFA	Alternate	
Kathy Walton, Provost	Second Floor Monitor	Check all restrooms on East side of building (knock on door, call out and enter to check for occupants), offices, classrooms to ensure evacuation. Make sure all doors are closed. Report directly to South Grounds Captain, as appropriate, all secure or any problems on your floor.
DeeDee Canion, Provost	Alternate	
Zoeann Byerly, ISS	Second Floor Monitor	Check all faculty offices in the West addition. Second monitor will check faculty offices on the northeast side of the building to ensure evacuation. Make sure all doors are closed. Report directly to South Grounds Captain, as appropriate, all secure or any problems on your floor.
Patrick McCormick, ISS	Second Floor Monitor	

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Dyana Hons, Education	Second Floor Monitor	Check all restrooms on West side of building (knock on door, call out and enter to check for occupants), offices, faculty offices on the northeast side and classrooms to ensure evacuation. Make sure all doors are closed. Report directly to West Grounds Captain, as appropriate, all secure or any
Iris Tam, Arts & Sciences	Alternate	
Tamye Crockett, Finance	Perimeter Control, North	Prohibit re-entry of non-essential personnel (students, public, employees) until all clear given.
Debbie Jozwiak, Finance	Alternate	
Robin Cadle, SSRO	Perimeter Control, South	Prohibit re-entry of non-essential personnel (students, public, employees) until all clear given.
Trudy Wortham, OAR	Alternate	
Yolanda Gonzalez, Recr	Perimeter Control, East	Prohibit re-entry of non-essential personnel (students, public, employees) until all clear given.
Faye Landry, Recr	Alternate	
Lois Lemke, BS	Perimeter Control, West	Prohibit re-entry of non-essential personnel (students, public, employees) until all clear given.
Cathy Nelson, BS	Alternate	
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	<p>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.</p>	