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## APPENDIX A

### **Emergency Call List (key personnel)**

The Emergency Call List is located at the EOC, Security Office, Switchboard and Evening Duty Administrative Office.

Personnel who will report to the EOC, if activated, are as follows:

- President
- VP of Student Personnel Services
- Dean of Student Services
- VP of Business Services and Administration?
- VP of Academic Affairs
- Dean of Instruction
- Campus Safety Director
- Assistant Supervisor of Grounds
- Assistant Maintenance Supervisor

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## APPENDIX B

### BUILDING MONITORS

Building Monitors are responsible for coordinating the following within their assigned building (s).

1. Assumes the responsibility for the overall safety of people in their building
2. Determines the status of individuals in the building (number present, number injured, and number disabled)
3. Informs Plan Director of the status of the people in the building and, if required, sounds the building's fire alarm system
4. Coordinates the orderly evacuation of the building. People are to be evacuated to "Staging Areas", as designated on the campus maps and stay in the assigned staging areas.
5. Establishes and supervises the initial first aid until campus emergency response personnel or an outside medical team arrives. Emergency first aid kits are available for this use.
6. Continues to keep the EOC apprised of the status and needs of his/her building and people.

*In evacuation, first priority should be given to persons with disabilities. Any disabled person requiring assistance for evacuation will be identified to the EOC so that a college vehicle can be sent to assist the individual.*

*Extreme caution should be observed when moving the injured. Resource office personnel will assist the Building Monitor in removing the injured from the building and in removing trapped victims.*

#### **Evenings**

During evening hours and on Saturdays, the Duty Administrator shall be responsible for disaster and emergency procedures, and for directing the Emergency Operations Center. The senior manager on duty in the Office of Instruction shall be responsible for instructional areas. He or she shall designate other members of the management and the faculty and staff to assist him or her in the evacuation of buildings and in carrying out other procedures to safeguard students, faculty and staff. Campus Safety Personnel will be dispatched to these locations. "Special Staging Areas" may be designated in addition to the areas stipulated on the campus map.

Campus Safety will assume responsibilities when the college is not in session and administrators are not present. The officer (s) on duty are authorized to call for police assistance in matters of severe emergencies.