

## **Tech Center Employee Safety Designees**

### **Main Building**

Duane Roberson (Pole Room) Primary; Extension: 2406  
David Teets (A13) Alternate; Extension: 3412

### **East Annex (Area G/H) and Bookstore/Student Success Center**

Paul Emanuel (A21) Primary; Extension: 3420  
Elizabeth Spring, Alternate; Extension: 3421

### **Area I (Old Shockey Building)**

Billie Unger (A25), Primary; Extension: 2341  
Rebecca Moore (A27), Alternate; Extension: 2344

### **Safety Designee Evacuation Responsibilities:**

**SAFETY DESIGNEES WILL BE PRIMARILY RESPONSIBLE FOR ENSURING THAT EVERYONE WITHIN THEIR DESIGNATED BUILDINGS REPORT TO THE SPECIFIED ASSEMBLY AREAS.**

After the fire alarm has sounded, you should CALMLY but quickly round the building and inform all occupants to evacuate. Upon ensuring a room or office is clear of any persons, turn off the lights and shut the door. This will assist Security personnel and first responders with their initial sweep of that space. During drills it is an indication to Security that the room is clear. Do not stop to gather personal items – a fire alarm is going off, safety should be your only priority. If you are teaching, ensure you have taken attendance, or a head count at the beginning of class so you will know how many people should be in your group. It is also recommended to have a general awareness as to who is in the building in order to gauge an approximate headcount.

Evacuate the premises, using the nearest available exit.

Upon exiting the building, proceed to your designated assembly area. Security will round the buildings to ensure everyone has evacuated. While Security is performing the “all clear” rounding, perform a head count, roll call, or whatever method you prefer to take attendance. If there is an individual unaccounted for, note the last position this individual was seen while in the building and other vital information and relate this data to Security and/or first responders. At any given time during the evacuation, safety designees may be asked if all individuals within their building are accounted for and have been identified.

Once security has given the all clear, instruct and assist the procession back into the building in an organized and safe manner. If teaching ensure you take roll again when you arrive back in your class.