

## **Headquarters Employee Pod Safety Designees**

### ***Allied Health***

Dawn Houck	Primary; Extension 2300
Sue Reneker	Secondary; Extension 2302

### ***Human Resources***

Teresa Noll	Primary; Extension 2231
Margaret Stone	Secondary; Extension 2234

### ***IT***

Audra Drake	Primary; Extension 2239
Mike Byers	Secondary; Extension 2237

### ***Executive Offices***

Ann Paull	Primary; Extension 2126
Elizabeth Jones	Secondary; Extension 2215

### ***Enrollment Management***

Christa Banks	Primary; Extension 2106
Jennifer Barrett-Smith	Secondary; Extension 2111

### ***Professional Studies & University Transfer***

Kelly Shurnitski	Primary; Extension 2320
Amanda Carrell	Secondary; Extension 2349

### ***Workforce***

Taylor Reneau	Primary; Extension 2412
Anne Myers	Secondary; Extension 2410

### ***Nursing***

Blythe Burner            Primary; Extension: 2367  
Chris Cobian            Secondary; Extension: 2125

### **Tech Center Employee Safety Designees**

#### ***Main Building***

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

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

Elizabeth Spring, Primary; Extension 3421  
Rebecca Moore, Tertiary; Extension 2344

#### ***Area I***

Kathy Cox (A25), Primary; Extension 2324

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

1.        Ensure pod/area is all clear, and all personnel have evacuated.
2.        Close and lock pod/area doors upon exiting.
3.        Take employee headcount/roll call once at the designated evacuation emergency area.
4.        Report any employees unaccounted for to Security immediately (this is critical in a fire or bomb-related emergency, as Security must pass descriptions of missing employees, as well as their likely location in the building, to Fire and other relevant first responders).
5.        Do not allow any teammates to re-enter the building until ordered to do so by an authorized individual.
6.        Do not allow any employee to leave your team's designated area via their vehicle.

### **FOR THOSE PERSONS WHO REQUIRE ASSISTANCE DURING AN EMERGENCY EVACUATION**

1.        In the event of an emergency when there are occupants in the building who will need special assistance in evacuating the building, taking shelter, taking cover, or any other action, the below individuals have been designated to respond to these persons safely and rapidly

2. For all other occupants, If you encounter someone who needs assistance during an emergency you should attempt to assist the individual, if it is possible to do so without jeopardizing the personal safety or health of yourself or the person needing assistance.
3. Should you know that you would require assistance during an emergency you should report that information to the Security Office, Main Campus, as soon as possible.
4. The following designated personnel are responsible for providing assistance to the physically challenged in the event of an emergency.

#### **Assistants to the Physically Challenged:**

##### ***Main Campus:***

###### First Floor

Mike Byers, IT, Extension 2241

Jacob Scott, IT, Extension 2236

###### Second Floor

Chris Baer, PSUT, Extension 3220

Josh Ryder, PSUT, Extension 2338

###### Third Floor

Jack Tensley, Allied Health, Extension 2303

Ethel Myers, Allied Health, Extension 2310

##### ***Tech Center:***

Duane Roberson, (Pole Climbing Room), Extension 2406

Matthew Collis, (Mechatronic Department), Extension 3410

Updated: 8/5/2021