

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, Secondary; Extension 2344

Area I

Kim Moss (A34), Primary; Extension 3436

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