**Headquarters Employee Pod Safety Designees**

***Allied Health***

Kathy Monroe Primary; Extension 2312

Chris Cobian Secondary; Extension 2125

***Human Resources***

Teresa Noll Primary; Extension 2231

Kristy Steele 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***

Jennifer Barrett Primary; Extension 2111

Anna Crawford Secondary; Extension 2105

***Professional Studies and University Transfer***

Kelly Shurnitski Primary; Extension 2320

***Workforce***

Taylor Reneau Primary; Extension 2412

Anne Myers Secondary; Extension 2410

***Nursing***

Blythe Burner Primary; Extension 2367

Carol Spessert Secondary; Extension 2363

**Tech Center Employee Safety Designees**

***Main Building (Area NP)***

Duane Roberson Primary; Extension 24206

David Teets Secondary; Extension 3412

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

Joseph Holiday Primary; Extension 3442

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)

1. Do not allow any teammates to re-enter the building until ordered to do so by an authorized individual
2. 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 the person, safely and rapidly.

1. For all other occupants, if you encounter someone who needs assistance during as 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.

1. Should you know that you would require assistance during an emergency you should report that information

to the Security Off, Main Campus, as soon as possible.

1. The following designated personnel are responsible for providing aid to the physically challenged in the event

 of an emergency.

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

***Main Campus:***

First Floor

Mike Byers IT, Extension 2241

Brandon Michael, Culinary, Extension 2264

Second Floor

Chris Baer, PSUT, Extension 3220

Josh Ryder, PSUT, Extension 2338

Third Floor

Colin Graham, Allied Health, Extension 2309

***Tech Center:***

Duane Roberson, EDET, Extension 2406

Matthew Collis, Mechatronic, Extension 3410

Updated: 11/14/2022