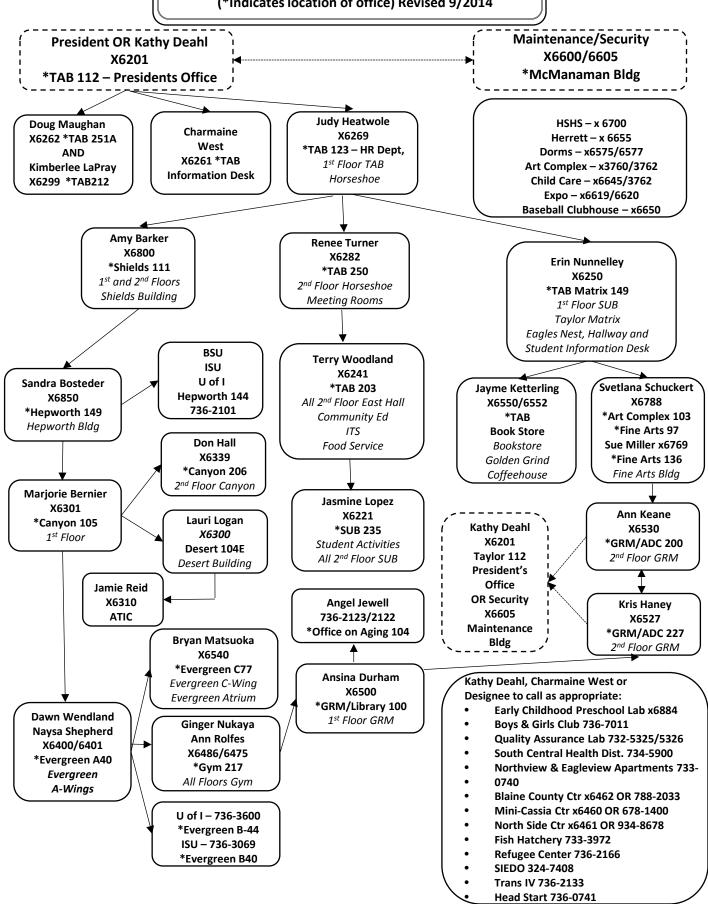
EMERGENCY SITUATION PHONE/RUNNER TREE Please Call either Kathy Deahl -or- Maintenance/Security (*Indicates location of office) Revised 9/2014



EMERGENCY SITUATION PHONE/RUNNER TREE PROCEDURES

Please make sure that everyone in your office (other staff members, workstudy students, etc.) is familiar with the phone/runner tree.

- The tree <u>ALWAYS</u> starts from the President's office. If someone cannot be reached in the President's Office, then <u>CALL SECURITY</u>.
- Call Kathy Deahl, x6201, or Security, X6600 or X6605, if you have a concern and think might need
 the telephone tree. They make the <u>decision to implement</u> and create the <u>message to be routed</u>.
 Kathy or Security will then call the first persons on the tree. (The tree goes in two directions and will
 meet in the middle, with that person getting two calls. That person then calls Kathy or Security to
 complete the tree.)

_	Time:	Time:	
•	Call the next person(s) on the tree and say, "I am calling tree. This is an emergency message!" Then restate the exact message. If the message back to you for clarification. Use the space below to write in the message	, from the lave them repeat	
•	You will be given a very specific message. WRITE IT DOWN.		

- Send a runner with a written message, if the phone lines are down.
- If you CANNOT reach the next person on the tree, go to the next person on the tree to keep message going; then GO BACK to the unreachable building and try to reach someone, or send a runner with a message. If you cannot reach someone in that building, let Security know.
- Call ALL the people you are responsible for on the tree. After contacting the next person on the tree, it is
 your responsibility to notify all occupants in your building.
- If you reach someone who is not familiar with the phone tree concept, give that person instructions for their building and then YOU call the next person on the tree.
- The person unfamiliar with the routine need only give the message to other persons within that building.
- Last person on the tree (the one who receives calls from both directions) will let Kathy OR Security know when the tree is complete.

Special Notes:

- If the situation is happening in a particular building, it may be that you cannot contact anyone in that building. Don't run to that building in situations that are dangerous. Security will be dealing with that situation. Go on to the next building.
- Should there be an evacuation of buildings, Security or emergency personnel will let people know when they can return to the buildings or to their regular activities.
- Revised 09/28/10