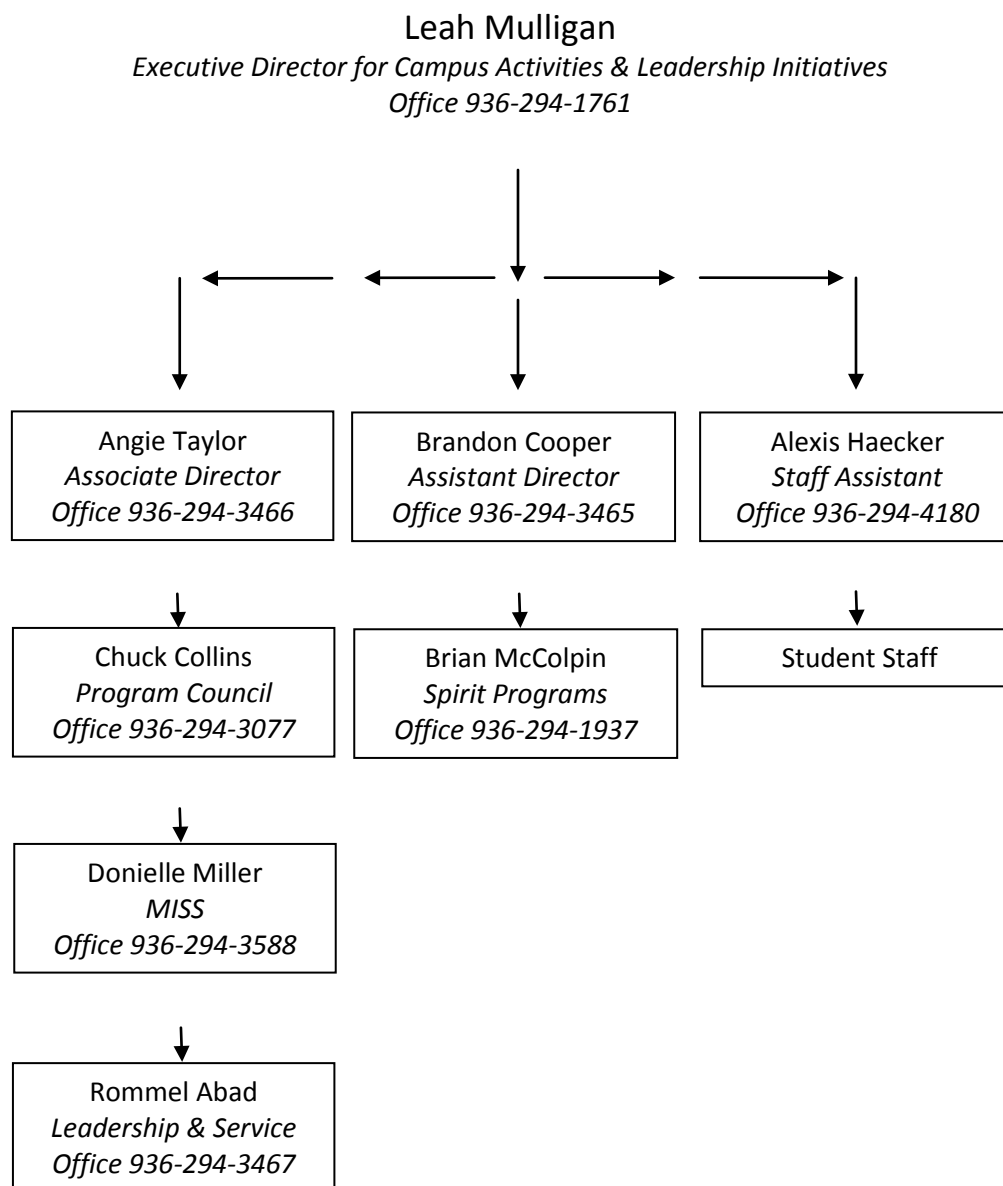




EMERGENCY CALL TREE



OFFICE PROCEDURES FOR SHELTERING

- Lock all exterior doors to office suite (LSC 328 and LSC 324)
- All professional and student staff should retreat to LSC 328Q (“media room” in service hallway)
- Lock door to 328Q
- Wait for further instructions from emergency call tree

LOCATION OF EMERGENCY EQUIPMENT (accessible by departmental employees)

- *Fire extinguishers* – located in main entrance of LSC 328 and service hallway, located in main hallway outside LSC 326 (Student Government Association)
- *AED Defibrillator* – located in LSC Ballroom lobby, LSC Paw Print and LSC Information desk
- *Medical First Aid Kit* – located in LSC 328K (Staff Assistant III’s office), located in departmental kitchen in cabinet under the microwave

REVIEW

This policy shall be reviewed every six months. Staff questions/comments (in regards to procedures and locations) should be immediately directed to *Executive Director for Campus Activities & Leadership Initiatives* and kept on file for review. Review committee shall consist of the following people:

Executive Director for Campus Activities & Leadership Initiatives
Assistant Director of Student Activities
Program Council Coordinator

Any policy changes shall be provided to Student Activities employees within one (1) day of review.

