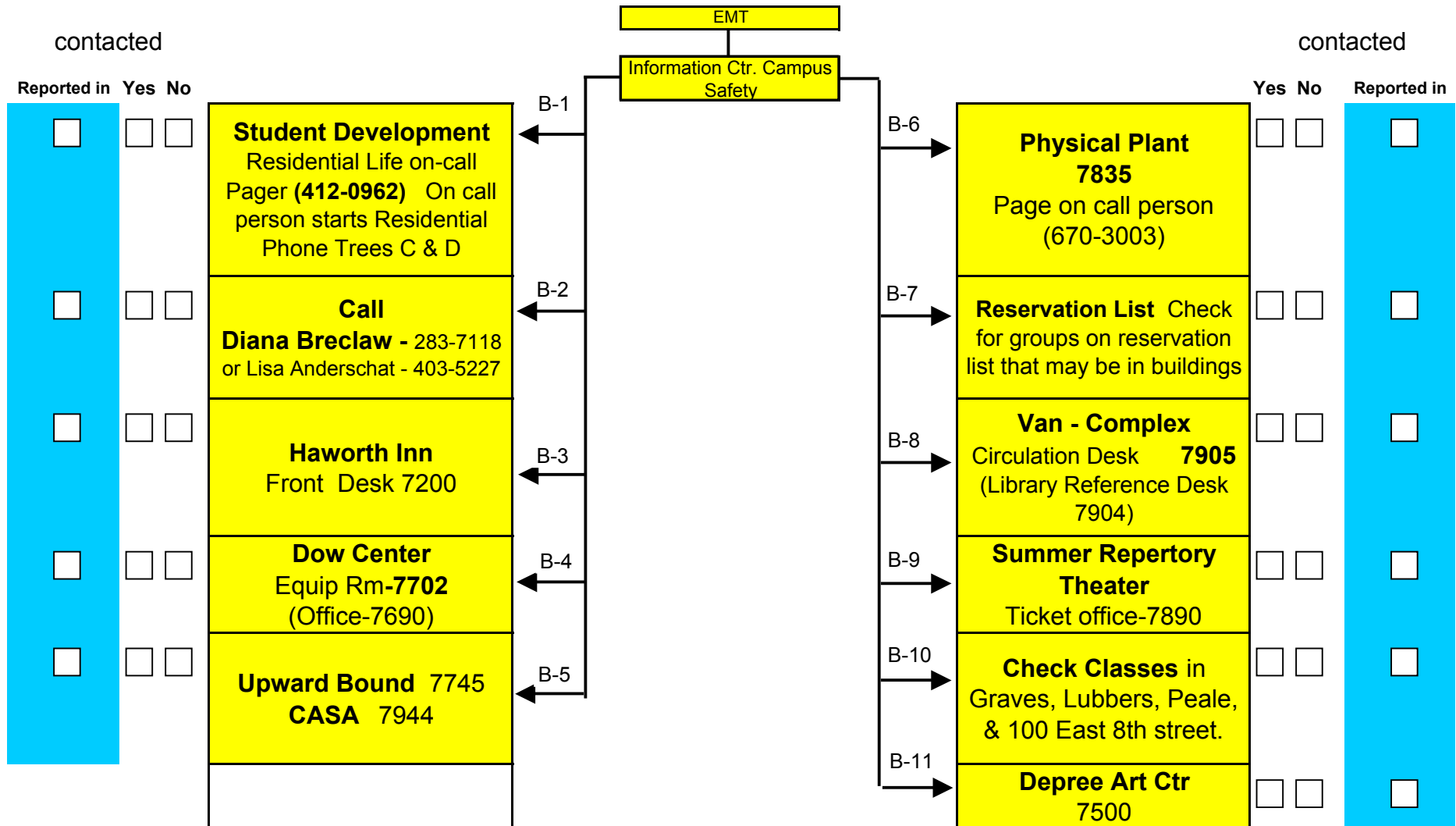


Campus Emergency After 5PM Phone Tree B



The Emergency Phone Tree is to be used to notify faculty/staff/students of an emergency situation. The Phone Tree will be initiated by the Emergency Management Team (EMT) in the event of an emergency. The Information Center will make the initial twelve contacts. Once your building is contacted you should contact the buildings located on your individual phone trees. Each building should have an emergency phone tree that can contact everyone with-in their respective building. (Example; Public Relations will activate the Dewitt Phone Tree for everyone in Dewitt) If for some reason the caller cannot get a hold of the contact at the listed number leave a message on the answering machine and call the next number on the list. **Once the calls are completed under your section call Public Safety back at X7770 to let them know your contacts have/haven't been contacted.**

Any Corrections or additions should be forwarded to the Occupational Health and Fire Safety Office at 178 East 11th Street or call X7999.

