SAFETY AND SECURITY

- Security Officer Guidelines
- Security Staff Recommendations
- Crowd Control Plan
- Safety Plan
- Emergency Preparedness

Interscholastic Athletics Security Staffing Recommendations

- Please adhere to the following guideline recommendations when scheduling Security for athletic and extracurricular events.
 - Each school is responsible for submitting a security plan for each event.
- CMSD Security Officer and CMSD Police must submit payroll sheets directly to the Division of Safety and Security, with in 24 hours of conclusion of the event.

	•				
Event	CMSD	CMSD Police	CMSD Metal Detectors	Funding	Notes
Football (<u>Home</u> Independent Games)	4	2 per site	2	Central	Schools are responsible for setting up security
Football (Senate Games)	2 each school	Athletics	l each school	Central	The Athletics Department will assign CMSD Police
Football (JV)	l each school			Central	Schools are responsible for setting up security
Volleyball	l each school			Central	Schools are responsible for setting up security
Cross Country	Athletics			Central	The Athletics Department will assign Security as needed
Soccer	l each school		•	Central	Schools are responsible for setting up security
Boys Basketball	2 each school	. 2 per site	l each school	Central	Schools are responsible for setting up security. For each additional 100 spectators over 250 add 1 CMSD Police & 1 CMSD
Girls Basketball	l each school	l per site	l each school	Central	Schools are responsible for setting up security. For each additional 100 spectators over 250 add 1 CMSD Police & 1 CMSD
Wrestling	l per site	0	Athletics	Central	The Athletics Department will assign Security as needed
Swimming	Athletics			Central	The Athletics Department will assign Security as needed
Bowling	Athletics			Central	The Athletics Department will assign Security as needed
Golf	Athletics			Central	The Athletics Department will assign Security as needed
Track	Athletics			Central	The Athletics Department will assign Security as needed
Baseball/Softball	Athletics			Central	The Athletics Department will assign Security as needed

Cleveland Metropolitan School District Interscholastic Athletics & Student Activities Office

CROWD CONTROL PLANNING

Although there are no magical secrets to crowd control, the following ten important suggestions need to be emphasized by administrators, and event managers, in crowd control.

- 1) Establish written behavioral standards and expectations for coaches, players, students, cheerleaders, spectators, and management personnel. Communicate them in a variety of ways, expect them to be followed, and do something when they aren't.
- 2) Establish/communicate policies and emergency procedures regarding:
 a) fire; b) drinking and possession of alcoholic beverages; c)
 possession, use, or sale of drugs; d) medical emergencies; e) lost and
 found articles; f) bringing foods, beverages, personal electronic devices to
 the event; g) bomb threats; h) alternatives in case of
 score clocks, lighting, or other facility failures; and i) transportation
 problems.
- Identify supervisors, and ushers, by use of jackets, arm bands, or badges, and expect them to be active and visible to discourage problems.
- 4) Expect/encourage management personnel, supervisors, and security people to avoid becoming too involved in watching the event and to be observant, active, and consistent in applying rules and procedures.
- 5) Be consistent in applying policies and rule; be supportive of your management and supervisory personnel.
- 6) Avoid seating bands, or spectators, near the visiting team bench and the visiting team spectator seating area.

Crowd Control Planning-Pg. 2

7) When someone is behaving in an undesirable way, or violating rules of good citizenship, do something about it. Actions speak louder than words. Inaction allows the establishment of undesirable examples and habits that can mushroom and lead to more serious problems, and result in negative learning.

- 8) Have admissions, ticket sales, and parking lot personnel observe, and screen, people for possession of alcoholic beverages, intoxication, and abnormal, or suspicious, behavior. Alert crowd control supervisors to observe behavior and whereabouts of potentially problem people.
- 9) Supervise the rest rooms.
- 10) Establish precise job descriptions, expectations, and authority of all working personnel and inform them of all rules, regulations, and emergency procedures.



Five Action Steps You Must Take With Every Fire Incident.

** In every instance of a fire these five action steps must be taken no matter how small or large the fire incident may be that has occurred in a Cleveland Metropolitan School building**.

- → Examples of combustibles / fire incidents that must be reported immediately:
 - o Firecrackers, lit matches, lighters, paper towels etc...
 - o Trash cans, dumpsters,, rest rooms, storage closets, structural fires etc....
- 1. Always call 911 (Cleveland Fire Dept) <u>IMMEDIATELY</u> for any and <u>ALL</u> instances of fire in the building to report a fire and give proper notification as part of (401.3 Emergency forces notification)
 - a. Provide important details including: type of fire or combustible used location, and the extent what is burning, and possible breaks in gas or electrical line or other special hazards etc...
- 2. Always call CMSD Radio Dispatch to report the incident to the Division of Safety and Security (216-838-0420) and for additional assistance.
- 3. Always establish a contact person for responding emergency responders to gain additional information regarding the building specifics, hazardous material location, gas and electric shut-off locations etc....
- 4. Follow the evacuation procedures as prescribed by the District's Emergency Crisis Plan.
 - a. Students will walk out of the designated exit in a quiet orderly manner. Teachers should check the classroom and be the last individual to leave.
 - b. The classroom windows should be closed. The classroom doors should also be closed, but NOT locked, by the last person to leave the room.
 - c. Students not in the classroom when the alarm sounds, report to their teacher's designated area outside the building. Designated staff will assure that all children are out of the building, checking areas such as restrooms, locker rooms, etc.
 - d. Teachers will take class list of students. The designated secretary will take the student records and sign-out and attendance sheets.
 - e. The fire drill plan for evacuating the building is posted in each classroom throughout they year.

5. Always communicate with staff, students and CMSD Radio Dispatch when the <u>ALL</u> <u>CLEAR</u> status is issued regarding the end of fire or emergency incident to allow for a safe return inside the building

REPORTING CALENDAR FOR DRILL FREQUENCY

Each school in the Cleveland Metropolitan School District is required to conduct a number of fire and emergency preparedness drills throughout the academic year. The Division of Safety and Security would like for each Principal or designee to fax a copy of the drill frequency report that is included in this packet and is used to track ALL drills that have been conducted for the year (FIRE, LOCKDOWN, AND TORNADO).

Please fax this information to the attention of Terry Muff, @ 216-432-4920. This document should be faxed on or before the following calendar days. All schools submitting frequency reports will be counted for review and state compliance. Frequency reports on emergency activity should be log and also kept on location and made available to the proper authorities upon request.

Reporting Dates:

- →OCTOBER 30TH
- → DECEMBER 30TH
- → MARCH 30TH
- → MAY 30TH

CLEVELAND METROPOLITAN SCHOOL DISTRICT SAFETY PLAN SUMMARY SIGN-OFF SHEET

Table Service Service	DATE COMPLETED://	 · . ·
DIVISION	PRINCIPAL SIGNATURE:	
SCHOOL OCTRICAL OTAMASE SECURITY	CUSTODIAN SIGNATURE:	
	WITNESS:	

PLEASE RETURN TO THE DIVISION OF SAFETY AND SECURITY.

THANK YOU.

FAX 216-432-4920

CLEVELAND METROPOLITAN SCHOOL DISTRICT SAFETY PLAN SUMMARY



School:		School Year:			
Phone #:	Principal:	Hotline#	; !		
,					
FIRE/HAZARDOUS MATER MEDICAL EMERGENCY (EI CLEVELAND POLICE: SAFETY AND SECURITY (S SAFETY AND SECURITY (F CHILDREN SERVICES PSYCHOLOGICAL SERVIC TRANSPORTATION: MOBILE CRISIS: POISION CONTROL FIRE PREVENTION	MS): (9) 911 (CALL SE serious matters): non-emergency):	and SECURITY: and SECURITY:	(9) 838-7777 (9) 838-7777 (9) 838-7777 (9) 838-7777 (9) 838-0420 (9) 696-KIDS (9) 838-2273 (9) 634-7040 (9) 623-6888 (9) 231-4455 (9) 664-6664		
STUDENT ENROLLMEN			FF		
REG. SUPERINTENDENT	:	PHONE:_			
G	ENERAL EMERGE	NCY INFORMATIO	N		
FIRST AID FACILITY: _			ROOM #		
EVACUATION STAGING AREA (500 feet from school):					
OFFSITE LOCATION FOR EVACUATION and /or BUS STAGING: ADDRESS PHONE ENTRANCE HOLDING AREA CAPACITY					
BUS LAYOVER LOCATION:					
ROOM FOR COMMAND (Must have telepho			OM #		
	(Must have telephone and large enough for at least 12 or more people (e.g., Conference Room)) LOCATION OF STORED HAZARDOUS MATERIALS:				
LISTING OF HAZARDOU					
_·					

GENERAL EMERGENCY INFORMATION

LOCATION OF MATERIA	AL SAFETY DA	TA SHEETS:				
LOCATION OF HAZARDOUS EQUIPMENT (i.e. snow blowers, lawn mowers, etc)						
LOCATION OF MAIN EL	ECTRICAL CUT	TOFF:				
ELECTRIC COMPANY:		PI	HONE:			
LOCATION OF MAIN GAS CUTOFF:						
SAFE AREA/ROOM IN SC 2) WEATHER:						
ROOM FOR DISRUPTIVE	STUDENTS/IN	SCHOOL SUSPENSION: _				
CLASSROOM NUMBERS						
NUMBER OF FLOORS IN	BUILDING					
TOTAL NUMBER OF DOO	DRS/POINTS OF	'ENTRV				
*PLEASE NOTE: IT IS NO LETTER INSIDE & OUT A	W A REQUIRE		BE IDENTIFIED WITH			
ENTRY POINT LOCATION	ENTRY ID (A,B,C ETC)	ENTRY POINT LOCATION	ENTRY ID (A,B,C ETC)			
1.		11				
2.		12				
4	-	13 .				
5		14				
6		15				
7		16				
8		17	·			
9 .		18				
10		20				
LIST ANY IMPORTANT A ACCESSIBLE ROOFS, UN	DDITIONAL BU	JILDING FEATURES (1.E S	UB BASEMENTS,			

CLEVELAND POLICE	DISTRICT:	PHONE:				
COMMANDER:						
NEAREST HOSPITAL:ADDRESS						
EMERGENCY ROOM PHONE NUMBER:						
	ningaying gang	ayəliye (o)rayız ve (o)				
PRIMARY FIRE EVAC	UATION NOTIFICATIO	N DEVICE:				
SECONDARY FIRE EV						
FIRE EXTINGUISHER LOCATIONS & DATE INSPECTED:						
FLOOR/ NEAREST						
ROOM	DATE INSPECTED	FLOOR/NEAREST ROOM	DATE INSPECTED			
1.		7.				
2.		8.				
3.		9.				
4.		10				
5.		11.				
6.		12.				
NUMBER OF PULL STATIONS:						
Nomber of Lond of	allono.					
LOCATION OF PULL S	STATIONS:					
FLOOR LOCATION N	JEAREST ROOM #	FLOOR LOCATION	NEAREST ROOM#			
	CEMICEST ROOM #		HEAREST ROOM #			
1.		8.				
2.		9 .	discount of the same of the sa			
3.		10.				
4.		11.				
5.		12.				
6.		13.	A CONTRACTOR OF THE PROPERTY O			
7.		14.	A STATE OF THE PROPERTY OF THE			
LOCATION OF FIRST	AID KITS (PORTABLE, A	AND STATIONARY).				
LOCATION OF FIRST AID KITS (PORTABLE AND STATIONARY):						
LOCATION OF AED(S) (DEFRIBULATOR):						

Page 3 of 12 Developed June 20, 2006

Confidential

Div. Of Safety & Security Revised August 6, 2008TM

CFD VEHICLE ACCESS ROUTE (FIRE I	LANE):
PRIMARY EVACUATION ROUTE:	
SECONDARY EVACUATION ROUTE: _	
	·
NEAREST FIRE HYDRANT LOCATION:	
SPECIAL FIRE CONTROL DEVICES: (e.	g. kitchen, computer room)
LOCATION	TYPE OF DEVICE (e.g. halon, dry chemical)
MISCELLANEOUS	S EMERGENCY INFORMATION numbers, special concerns, etc.)

IMPORTANT

FIRE & EMERGENCY INFORMATION

EVACUATION / STAGING-FORM 1 INFORMATION FORM

School:	School Type:	
Phone#:	Principal:	
Hotline#	Enrollment:	
	NG AREA (500 feet from school):	
ADDRESSPHONE	FOR EVACUATION and /or BUS STAGING:	
HOLDING AREA / RO	ом	
NEAREST CROSS SEC	TION OF STAGING LOCATION:	
SECONDARY EVACUA		
BUS LAYOVER LOCAT		
	DISTRICT:	٠
PHONE:		
COMMANDER:		

EVACUATION FORM RETURN TO: FAX 216-432-4920

PRINTED: 7/10/2014 ISSUED: AUG 2008

FIRE & EMERGENCY REPORTING OHIO REVISED CODES AND INFORMATION

3737.73 Prohibition against failure to instruct pupils in fire drills and tornado safety precautions.

- (A) No principal or person in charge of a public or private school or educational institution having an average daily attendance of twenty or more pupils, and no person in charge of any children's home or orphanage housing twenty or more minor persons, shall willfully neglect to instruct and train such children by means of drills or rapid dismissals, so that such children in a sudden emergency may leave the building in the shortest possible time without confusion. The principal or person in charge of a school or educational institution shall conduct drills or rapid dismissals at least nine times during the school year, which shall be at the times and frequency prescribed in rules adopted by the fire marshal. However, no drill or rapid dismissal under this division need be conducted in any month that a school safety drill required under division (D) of this section is conducted as long as a total of nine drills or rapid dismissals under this division are conducted in the school year. The principal or person in charge of a children's home or orphanage shall conduct drills or rapid dismissals at least once each month while the home is in operation. In the case of schools, no principal or person in charge of a school shall willfully neglect to keep the doors and exits of such building unlocked during school hours. The fire marshal may order the immediate installation of necessary fire gongs or signals in such schools, institutions, or children's homes and enforce this division and divisions (B) and (C)(3) of this section.
- (B) In conjunction with the drills or rapid dismissals required by division (A) of this section, principals or persons in charge of public or private primary and secondary schools, or educational institutions, shall instruct pupils in safety precautions to be taken in case of a tornado alert or warning. Such principals or persons in charge of such schools or institutions shall designate, in accordance with standards prescribed by the fire marshal, appropriate locations to be used to shelter pupils in case of a tornado, tornado alert, or warning.
- (C)(1) The fire marshal or the fire marshal's designee shall annually inspect each school, institution, home, or orphanage subject to division (A) of this section to determine compliance with that division, and each school or institution subject to division (B) of this section to ascertain whether the locations comply with the standards prescribed under that division. Nothing in this section shall require a school or institution to construct or improve a facility or location for use as a shelter area.
- (2) The fire marshal or the fire marshal's designee shall issue a warning to any person found in violation of division (A) or (B) of this section. The warning shall indicate the specific violation and a date by which such violation shall be corrected.
- (3) No person shall fail to correct violations by the date indicated on a warning issued under division (C)(2) of this section.
- (D)(1) On or before April 1, 2007, and on or before each first day of December thereafter, the principal or person in charge of each public or private school or educational institution shall conduct a school safety drill to provide pupils with instruction in the procedures to follow in situations where pupils must be secured in the school building, such as a threat to the school involving an act of terrorism; a person possessing a deadly reapon or dangerous ordnance, as defined in section 2923.11 of the Revised Code, on school property; or other act of violence.

(2)(a) The principal or person in charge of each public or private school or educational institution shall provide to the police chief or other similar chief law enforcement officer of the municipal corporation, township, or township police district in which the school or institution is located, or, in absence of any such person, the county sheriff of the county in which the school or institution is located advance written notice of each school safety drill required under division (D)(1) of this section and shall keep a written record of the

(3737.73) continued

date and time of each drill conducted. The advance notice shall be provided not later than seventy-two hours prior to the date the drill will be conducted and shall include the date and time the drill will be conducted and the address of the school or educational institution. The notice shall be provided by mail, facsimile, or electronic submission.

- (b) Not later than April 5, 2007, and not later than the fifth day of December each year thereafter, the principal or person in charge of each public or private school or educational institution shall provide written certification by mail of the date and time each school safety drill required under division (D)(1) of this section was conducted to the police chief or other similar chief law enforcement officer of the municipal corporation, township, or township police district in which the school or institution is located, or, in the absence of any such person, the county sheriff of the county in which the school or institution is located. If such certification is not provided, the principal or person in charge of the school or institution shall be considered to have failed to conduct the drill and shall be subject to division (D)(4) of this section.
- (3) The principal or person in charge of each public or private school or educational institution shall hold annual training sessions for employees of the school or institution regarding the conduct of school safety drills.
- (4) The police chief or other similar chief law enforcement officer of a municipal corporation, township, or township police district, or, in the absence of any such person, the county sheriff shall issue a warning to any person found in violation of division (D)(1) of this section. Each warning issued for a violation of division (D)(1) of this section shall require the principal or person in charge of the school or institution to correct the violation by conducting the school safety drill not later than the thirtieth day after the date the warning is issued. The violation shall not be considered corrected unless, not later than forty days after the date the warning is issued, the principal or person in charge of the school or institution provides written certification of the date and time the drill was conducted to the police chief or other similar chief law enforcement officer or county sheriff who issued the warning.
- (5) No person shall fail to correct violations by the date indicated on a warning issued under division (D)(4) of this section.

Effective Date: 07-01-1979; 09-28-2006

3737.99 Penalty.

- (A) Whoever violates section 3737.28 of the Revised Code may be summarily punished, by the officer concerned, by a fine of not more than one hundred dollars or commitment to the county jail until that person is willing to comply with the order of such officer.
- (B) Except as a violation of section 2923.17 of the Revised Code involves subject matter covered by the state fire code and except as such a violation is covered by division (G) of this section, whoever violates division (A) of section 3737.51 of the Revised Code is guilty of a misdemeanor of the first degree.
- (C) Whoever violates section 3737.61 of the Revised Code is guilty of a minor misdemeanor.
- (D) Whoever violates section 3737.62 or 3737.64 of the Revised Code is guilty of a misdemeanor of the fourth degree.
- (E) Whoever violates section 3737.63 or division (A) or (B) of section 3737.65 of the Revised Code is guilty of a misdemeanor of the third degree.
- (F) Whoever violates division (C)(3) or (D)(5) of section 3737.73 of the Revised Code shall be fined one thousand dollars.
- (G) Whoever violates section 3737.66 of the Revised Code is guilty of a misdemeanor of the first degree.
- (H) Whoever knowingly violates division (C) of section 3737.882 of the Revised Code is guilty of an unclassified felony and shall be fined not more than twenty-five thousand dollars or imprisoned for not more than fourteen months, or both. Whoever recklessly violates division (C) of section 3737.882 of the Revised Code is guilty of a misdemeanor of the first degree.
- (I) Whoever knowingly violates division (F)(1), (2), or (3) of section 3737.881 or section 3737.93 of the Revised Code is guilty of a misdemeanor of the fourth degree.
- (J) Whoever knowingly violates division (B) or (C) of section 3737.91 of the Revised Code is guilty of a misdemeanor of the second degree.

Effective Date: 07-01-1996; 09-28-2006

PROCESS FOR EVACUATION ACCOUNTABILITY

STUDENTS

- 1. Know the primary and secondary evacuation routes from your location in the building.
- 2. Follow the lead of the teacher (or person in charge) upon evacuating the building.
- 3. Stay in an orderly line and remain as quiet as possible when evacuation is taking place.
- 4. Stop at your designated evacuation location and remain orderly and quiet.
- 5. Stay with the group with which you evacuated even if it is not your class.

TEACHERS

- 1. Bring a red and green card with you.
 - a. Hold up the GREEN card if all students with whom you left the building are standing at the evacuation site.
 - b. Hold up the RED card if you have more than or less than the number of students with whom you left the building.
- 2. You must enter the building with the number of students with whom you left. (ie. If you leave with 20 you must enter with 20)
- 3. The principal or designee will monitor the cards and determine which students have not followed the proper evacuation procedures.
- 4. All students and personnel must be accounted for.

Cleveland Metropolitan School District Interscholastic Athletics & Student Activities Office

SAFETY AND SECURITY PLAN FOR ATHLETIC EVENTS

SCHOOL:
TYPE OF CONTEST:
LOCATION OF CONTEST:
CONTEST DATE(S):
PERSONNEL TO BE ASSIGNED:
GATE TICKET SELLER(S):
TICKET TAKER(S):
GAME PERSONNEL
SCORER:
TIMER:
ANNOUNCER:
ADMINISTRATOR(S) ASSIGNED:
FACULTY/STAFF VOLUNTEERS:
DOCTOR/NURSE ON DUTY:
SECURITY TO BE ASSIGNED:
SCHOOL SECURITY OFFICERS AND LOCATION:

FACULTY/STAFF AS PAID SECURITY AND LOCATION:
POLICE AND LOCATION:
TRANSPORTATION SERVICE TYPE OF TRANSPORTATION (BUS, VAN, AUTO, ETC.)
HOME:
VISITOR:
LOCATION OF PARKING VEHICLES:
HOME:
VISITOR:
ROUTING OF TRANSPORTATION:
BEFORE CONTEST:
AFTER CONTEST:

(

MONITORING PROCEDURES/UNIQUE BUILDING CIRCUMSTANCES:	٠
· · · · · · · · · · · · · · · · · · ·	
USE OF TWO-WAY RADIO:YESNO	
IF "YES", LIST WHO:	
USE OF EMERGENCY PHONE NUMBERS:	
SAFETY AND SECURITY HEADQUARTERS:	
DISTRICT POLICE: DISTRICT #:	
PHONE #:	
EMS:	
FIRE:	
HOSPITAL: NAME:	
PHONE #:	
DATE OF SPORTSMANSHIP ASSEMBLIES:	
FALL: WINTER: SPRING:	

FIRE & GENERAL SAFETY
PRACTICES
LT. TAMMY TARLETON
216-214-9402

- KNOW WHERE YOUR EXTINGUISHERS ARE LOCATED- STAIRWELLS AND OFFICES
- READ BECOME FAMILIAR WITH USING AN EXTINGUISHER
- CHECK DATES FOR SERVICE NEEDED ON EXTINGUISHERS

- WHERE ARE YOUR FIRST AID KITS?
- SAFETY TEAM MEMBERS MAKE SURE THE KITS ARE STOCKED APPROPRIATELY
- WHERE ARE YOUR DEFRIBULATORS?
- CAPTAINS CHECK TO MAKE SURE THE BATTERIES ARE CHARGED!
- TAKE DRILLS SERIOUS!!
- NOTIFY SECURITY AND/OR CALL CFD

- EVERYONE EXITS THE SIDE AND REAR DOORS(EMPLOYEE DOOR)-NOBODY EXITS THE FRONT DOORS FOR DRILL (REVERSE THE PLAN IF THREAT IS IN THE REAR)
- EVACUATION SITE?
- ADDRESS, EXACT LOATION IN BUILDING, PHONE NUMBER, CONTACT PERSON
- HAS TRANSPORTATION BEEN NOTIFIED? HOW MANY BUSES WILL BE NEEDED FOR **EVACUATION?**

- NOTIFICATION ARE (currently): * use props*
 BULLHORNS, TWO WAY RADIO'S,
 WHISTLES, THE FRONT DOOR BELL (3
 RINGS REPEATEDLY, SEVERAL
 CYCLES)*ALERT SYSTEM ON DESK
 PHONES PENDING ALONG WITH IVR
 MESSAGES AND ALERTS ON MONITORS IN
 OUR CORRIDORS THE METHODS FOR EMERGENCY
- KNOW WHO YOUR SAFETY TEAM MEMBERS

KNOWY YOUR EVACUATION

- WHICH STAIRWELL DO YOU USE? MOVE QUICK TO THE NEAREST EXIT
 - DO NOT ATTEMPT TO USE ELEVATORS
- STAY TO THE RIGHT IN STAIRWELL IF MOVING QUICKLY IS A CHALLENGE
- BECOME FAMILIAR WITH AND ORGANIZE THE EMERGENCY EQUIPMENT IN ONE LOCATION I.E. FLASHLIGHTS, RADIO'S, SIGNS, SAFETY JACKETS.
- BE AWARE OF DISABLED CO-WORKERS-BE PREPARED TO ASSIST THEM.

- DESIGN A SAFETY PLAN FOR YOUR FAMILY/HOME
- MAKE COPIES OF IMPORTANT DOCUMENTS
- FLASHLIGHT(S), RADIO WITH BATTERIES, BLANKETS, AND A CHANGE OF CLOTHES, EXTRA KEYS AND KEEP IN A DESIGNATED PLACE GATHER MEDICATION, CAN FOOD, WATER,
- **EMERGENCIES & WHEN/HOW TO EVACUATE** HOUSEHOLD KNOWS WHAT TO DO FOR MAKE SURE EACH MEMBER OF YOUR
- DESIGNATE A PLACE TO MEET UP FOLLOWING AN **EVACUATION**



- AVOID SMOKING IN NON DESIGNATED AREAS
 - PAY ATTENTION TO ODORS OR SMOKE
- REMEMBER- EXTINGUISHERS CANNOT BE USED ON GAS, GREASE, OR ELECTRICAL FIRES

Floor Captains

- Donald McLeroyCustodianFacilitiesBasement574-8101Johnny TorressLaborerPurchasingBasement574-8104
- ST FLOOR Captain North Co-CaptainNorthElaine AaronCaptainFACESouth858-117Co-Captain South
- 2ND FLOOR Phillip Cole CaptainLawNorthCo-CaptainLawNorth574-8323LaChanze WalkerCaptainAthleticsSouth574-8466Ja'Tuan GreenCo-CaptainAthleticsSouth574-
- CaptainNorthLisa MatthewsCaptainCEOSouth574-8688Shirrell GreeneCo-3RD FLOOR Minnie ConnerCaptainSuperintendentNorth574-8070Co-Saptain CEOSouth 574-8215
- **4TH FLOOR** Captain BudgetsNorthCo- CaptainNorthCrystal MonkCaptainPayrollSouth774-7682Benjamin SteeleCo-CaptainPayrollSouth574-8549Edith BrittCo-CaptainAccountingSouth574-8234
- CaptainHRNorth574-8273Jolene MalcolmCaptainFacilitiesSouth574-4963Peter 5TH FLOOR Robin AndrewsCaptainHRNorth574-8252Melissa ColemanCo-NunschCo-CaptainFacilitiesSouth574-8223
- **6TH FLOOR** Jessica BuehnerCaptainCAONorth574-8540Co-CaptainNorthCynthia FisherCaptainCAOSouth574-7157Co-CaptainSouth
- **CEO'S PERSONAL SECURITY**
- Frederick McFarland 216-210-6705