

## Protocol for Emergencies at the College of Medicine

Faculty, staff, and students should **call or text** the following individuals to report an emergency as follows:

Call Order	Name	Title	Phone
First Contact	Debra Bradley	Assistant Director of COM Facilities	cell: 561-926-1889 tel: 561-297-2503
If no answer, Second Contact	Sandra Albrecht	Coordinator for Anatomical Programs	cell: 561-716-0996 tel: 561-297-0706
If still no answer, Third Contact	Elaine Van der Put	Senior Associate Dean (SAD) for Administration	cell: 561-245-0826 tel: 561-297-4974

For planned or unplanned major outages or shutdowns, the Assistant Director of COM Facilities (Debra Bradley) will be notified by FAU Facilities. Examples include Chiller Plant, HVAC or electrical issues.

Both the Assistant Director of COM Facilities and the Coordinator for Anatomical Programs will monitor storm warnings at all times.

In case of a confirmed emergency, the Assistant Director of COM Facilities (or Coordinator for Anatomical Programs or SAD for Administration) will notify FAU Facilities and engage the appropriate people on the list below depending on areas/functions affected.

Topic	Key Leader	Alternate
Overall critical decisions	Dean Phillip Boiselle	Acting Dean
UME and Student Affairs activities	Sarah Wood/Mavis Brown	Stuart Markowitz/Deborah Louda
GME related activities	Lee Learman	Roger Smith/Thomas Genuit
Research related activities	Janet Robishaw	Debra Bradley
Graduate Education activities	Janet Robishaw	Marc Kantorow
Animal related activities	Sylvia Gografe	Carrie List
Facilities and operational activities	Elaine Van der Put	Debra Bradley
Clinical activities	James Galvin	Martin Strassnig
Information Technology	Gabriel Eszterhas	Jeffrey Clark

The leaders identified above will put in action the appropriate measures and communicate back to the Assistant Director of COM Facilities and SAD for Administration to ensure coordinated efforts and communication across the college.

For crime related issues on campus, faculty, staff, and students should first call the Police Department (9-1-1), then notify their supervisor and the Assistant Director of COM Facilities.