EMERGENCY PROTOCOL: English Department

DATE: 25 February 2014

(1) **Items/Articles of Value** (what and who will secure)
    1. NA

(2) **Action/ Protocol to be followed** (list items by priority)
    1. NA

(3) **Accounting of Personnel** (who reports to whom & how)
    1. Lecturers report to the Writing Program Director
    2. Tenured/tenure-track faculty report to the Associate Chair
    3. The Writing Program Director, the Associate Chair, and the Department Administrative Assistant all report to the Department Chair

(4) **Predetermined Gathering Places**
    Building Evacuation
- Upper quad lawn

    Campus Evacuation
- The Grind

(5) **Line of Responsibility**
    1. Department Chair
    2. Associate Chair
    3. Writing Program Director

(6) **Emergency Essential Personnel** (should be noted on job description)
    1. Department Administrative Assistant

(7) **Phone Tree** (Maintained by whom and located where)
    Maintained by the Department Administrative Assistant and in the Department lockbox

1. Department Chair contacts the Administrative Assistant, the Associate Chair, and the Writing Program Director

2. The Associate Chair contacts the program subcommittee chairs

3. The program subcommittee chairs contact the members of their subcommittees

4. The Writing Program Director contacts the lecturers

5. The Administrative Assistant contacts the adjuncts