

ITS Emergency Employee Accountability Roles and Responsibilities						
Role	Responsibility	Building	Primary	Backup	2nd Backup	Meeting Place
ITS Employee	Follow evacuation instructions and/or duress instructions. During regional disasters contact manager or (459-HELP)(press 2,6) or ITSDOC@ucsc.edu with work status and return to work date.	All	NA	NA		
ITS Manager/Supervisor	Know where your people are located. Track vacation and out of office information. Ensure your staff knows and has access to your office/cell/home numbers. During a regional disaster, notify ITS DOC Logistics Chief of any employees that will not be able to return to work (Linda Rosewood; BU: Greg Gaither, Lisa Gardner).	All	NA	NA		
Support Center: 459-HELP	Forward employee provided information to employee manager and Logistics Chief (Linda Rosewood; BU: Greg Gaither, Lisa Gardner) when received or as negotiated for the incident.	All				
ITS Unit Coordinator	Maintain a list of employees in your unit-building. During an evacuation or duress: Report to assembly area. Take roll call of employees for your unit and capture names of any 'guests'. Work with managers to determine if any missing people are still in the building and report to on site emergency personnel. Report summary to ITS Building Monitor.	Kerr - 00 Support Center (Ground Floor)	Lisa Gustafson	Bob Ridder		Lawn area closest to Library trail just beyond the circle.
		Kerr - 00 CRM (Ground Floor)	Peter McMillan	Bomi Patel		Lawn area closest to Library trail just beyond the circle.
		Kerr - 00 ITG (Ground Floor)	Sheryl Martin-Schultz	Josh Brandt		Lawn area closest to Library trail just beyond the circle.
		Kerr - 01 ITG (1st Floor)	Gary Gyorkos	Elwood Bredell		Lawn area closest to Library trail just beyond the circle.
		Kerr - 02 VC IT/ITG (2nd Floor)	Carol Geortner	Jim Phillips		Lawn area closest to Library trail just beyond the circle.
		Kerr - 03 AIS (3rd Floor)	Carol Geortner	Jim Phillips		Lawn area closest to Library trail just beyond the circle.
		Delaware - A/PM- AIS	Peggy Kelly	Matt Stout		Patio near Antonelli's Pond
		Delaware - A/PM - Architecture	Lisa Gardner	Eric Goodman		Front lawn area near Antonelli's Pond
		Delaware - A/PM - HR/FIS	John Guertin	Rich Apple		Front lawn area near Antonelli's Pond
		Delaware - A/PM - Dept: Web, DataM, AcadD	Stephen Pavlick	Tuan Tran		Front lawn area near Antonelli's Pond
		Delaware - A/PM - Dept: Student Affairs	Phil Waugh	Laurie Carnahan		Back left parking lot near Delaware Avenue & Natural Bridges Drive
		Delaware - A/PM - PM + VC IT	David Turner	Teresa Silva		Back left parking lot near Delaware Avenue & Natural Bridges Drive
		Delaware - CSS - Service Mgmt & Security	Hillary Hamm	Dan Simpkins		Back left parking lot near Delaware Avenue & Natural Bridges Drive
		Delaware - CSS - Support Center	Jim Fox	Michael Lallemand		Back left parking lot near Delaware Avenue & Natural Bridges Drive
		Delaware - Budget & RM	Magge McCue	Laura Pendergast		Back left parking lot near Delaware Avenue & Natural Bridges Drive
		Comms: Budget & RM	Jackie Davis	Sharon Tolaio		Street side of the building in the Redwood grove.
		Comms: Core Tech Basement/VC IT	Nick Badagliacca	Kishka Bluspiro		Street side of the building in the Redwood grove.
		Comms: Core Tech 1st/Trailers	Eric Keisler	Gary Moro		Street side of the building in the Redwood grove.
		Comms: Core Tech Trailers	Geoff Smith	Marcy Schmidt		Street side of the building in the Redwood grove.
ITS Building Monitor	Maintain list of Unit Coordinators. Possess roster of ITS employees in your building (from monthly ITS Phone list). During an evacuation or duress: Obtain status of all ITS employees in your building from ITS Unit Coordinators. Report status to ITS DOC Logistics Chief (Linda Rosewood; BU: Greg Gaither, Lisa Gardner).	Kerr - Building Monitor	Jim Phillips	Lisa Gustafson		Lawn area closest to Library trail just beyond the circle.
		Comm - Building Monitor	Doug Hartline	Jackie Davis	Sharon Tolaio	Street side of the building in the Redwood grove.
		Delaware - Building Monitor	Mark Cianca	Laurie Swan	Marian Sherrin	Back left parking lot near Delaware Avenue & Natural Bridges Drive
Combined role for small population buildings (Unit&Bldg)	Possess roster of ITS employees in your building (from monthly ITS phone list). During an evacuation or duress: Obtain status of all ITS employees in your building. Report status to ITS DOC Logistics Chief (Linda Rosewood; BU: Greg Gaither, Lisa Gardner).	Humanities (9)	Andrea Hesse	Mike Edmonds	Amy Hyler-Essig	Loading area in front of the dumpsters.
		Baskin Engineering (9)	Josh Homan	Lynne Sheehan	Terry Figel	Middle of the oak grove between BE and the parking structure.
		McHenry Library (6)	Eric Mitchell	Frank Dang		
		Engineering 2 (5)	Naomi Gunther	Jim Warner		
		Porter & Porter Academic (4)	Scotty Brookie	Dung Wong		
		Earth & Marine Sciences (3)	Aaron Hicks	Gretchen Zwart		Plaza between Nat Sci II and E&MS (Stephen Hauskins DL Mgr)
		UC Extension Cupertino(5)	Therese Ammiro	Dave Van Unen	Dave Klein	
Employees in single population buildings	Call the Division Liason (CRM) or Manager (Support Center)	All other buildings (populations 1-2):	Divisional Liasons or Manager (Support Cntr)	831-459-HELP (press 2,6)	<a href="mailto:help@ucsc.edu">help@ucsc.edu</a>	With your client's division
Logistics Chief	Maintain list of Building Coordinators. Possess roster of ITS employees (from monthly ITS phone list). During a regional disaster or evacuation: Obtain status of all ITS employees from ITS Building Monitors, ITS Managers/Supervisors, and Support Center (459-HELP).	All	Linda Rosewood	Greg Gaither	Lisa Gardner	