

**FACILITY OPERATING PROCEDURE
V. J. and ANGELA SKUTT STUDENT CENTER**

SECTION Building Services			NO. 4.3		
ISSUED February 20, 1991	REV. September 10, 2002	REV. February, 2003	REV. February 2006	REV. December 2007	REV. March 2008
POLICY Security Breaches/Emergencies			PAGE 1 OF 1		

PURPOSE: To establish a priority listing of contacts for emergency or security breaches when the Skutt Student Center is closed.

SOURCE: Skutt Student Center Administration

POLICY: In case of an emergency or breach of security when the Skutt Student Center is closed, the first person listed below should be contacted. If the first person cannot be reached, the second should be contacted, etc.

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| 1) | Public Safety | 280-2104 (non-emergency)
280-2911 (emergency) |
| 2) | Eric Yarwood, Associate Director | 960-1006 cell phone |
| 3) | Jana Ammon, Assistant Director | 689-6554 cell phone |
| 4) | Tanya Winegard
Assistant VP for Student Services | 573-1284 home phone
699-9318 cell phone |
| 5) | Dr. John C. Cernech
Vice President for Student Services | 894-0247 home phone |

Signature/Date
Skutt Student Center Advisory Board Member

Signature/Date
Vice President for Student Services or
Designated Representative