

UNIVERSITY OF TOLEDO HEALTH SCIENCE CAMPUS

SUBJECT: APPOINTMENT OF BUILDING COORDINATORS
FOR EMERGENCY PLANNING

Procedure No: S-08-027

PROCEDURE STATEMENT

Each building on the Health Science Campus will have a designated Building Coordinator.

PURPOSE OF PROCEDURE

Recognizing the need to prepare for and quickly respond to emergencies affecting Health Science Campus operations (such as natural disasters, weather alerts, utility failures) or requiring evacuation of facilities, Building Coordinators have been appointed.

PROCEDURE

The individuals listed below are recognized as Building Coordinators for the facilities listed. Their specific duties and responsibilities are identified in individual Safety & Health Committee policies. However, their role is generally to facilitate effectively informing occupants of their building of the nature of emergencies and implementing emergency plans within their respective building as set forth by safety policies. In their absence Building Coordinators will name designates.

<u>BUILDING COORDINATORS</u>	<u>PAGER</u>	<u>UTMC</u>	<u>HOME PHONE</u>
<u>Block Health Sciences Building:</u>			
Karen Edwards Assistant to the Chairman Department of Physiology & Pharmacology	None	4144	419-872-2746
<u>Health Education Building:</u>			
Phillip Robinson, D.V.M. Director, Laboratory Animal Resources	None	4310	419-720-6628
Merle Heineke Associate Director Division of Laboratory Animal Resources (DLAR)	None	4316	419-826-2970
<u>Mulford Library Building:</u>			
Marlene Porter Director of the HSC Mulford Library	None	4220	419-878-4408 (cell) 419-276-9089
<u>Dowling Hall:</u>			
Carolyn Stillwill Technical Coordinator, Quality Management	None	3665	419-533-2083
<u>Hospital, Kobacker Center, Rehabilitation Hospital, Ruppert Health Center:</u>			
Administrative Coordinator 3:00PM-7:00AM, and on weekends/holidays 7:00AM-3:00PM – Nursing Office 5PM-8:30AM, Monday thru Friday	419-218-4260	5003 5003	None/N-A
Vicki Geha	419-218-4137	5454	419-385-4069
Mark Chastang		3407	**
Norma Tomlinson	419-218-3907	3413	**
Marge McFadden	419-218-4487	4977	**

** Go through HSC telephone operator (x4000) to reach On-Call Hospital Administrators

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 For Emergency Planning
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Dana Center:

4090

Glendale Medical Center:

Rebecca Rynn 5640 419-893-3425

Medicine/Gerontology

Lonnie Ahl (alternate) 5611 419-874-5069

Educare Center:

Caryn Vetter

Director, Early Learning Center None 419-381-7350 419-474-8707

Facility Support Building:

Doug Collins cellphone 3878 419-882-4700

Manager, Buildings & Grounds 419-260-8455

Collier Nursing/Allied Health Building

Gail Kerrigan

Administrative Assistant, College of Nursing None 5888 419-841-4820

Janet Kania (alternate)

Administrative Secretary, College of Nursing None 5858 419-893-4354

Center for Creative Instruction

Sherry Andrews

Associate Director, CCI 419-290-9942 (cell) 7466 419-382-1250

Ted Ronau (alternate) 419-350-5069 (cell) 7461

Source: Safety & Health Committee

Effective Date: 9/13/93

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4/10/02

10/31/03

2/3/05

12/18/07