

CUPPA Emergency Phone Tree (May 2007)

In case of an emergency in CUPPA Hall and/or Art and Design Hall, the Dean’s office will initiate this emergency phone tree to quickly inform building occupants of the emergency situation and course of action. This tree is NOT for use in cases in which the emergency alarm is sounding. In such cases, occupants are to evacuate the building.

How to use the Emergency Phone Tree

1. The Dean’s office initiates the phone tree, passing on information regarding the emergency situation and the course of action.
2. Each unit, upon receiving a call that the emergency phone tree has been initiated, should call the first phone number listed for the next unit on the diagram and pass on any information received from the previous unit. If no answer is received at the first number, try the next number(s) listed.
3. If no answer is obtained at any of the phone numbers, call the following department and notify the Dean’s office of the unit that was not reached.
4. Unit contacts should then disseminate the emergency information among the coworkers in their unit.

