4.1 Residence Life & Housing Staff

In the event of a major emergency involving the residence halls, the following contacts should be made within Suffolk University personnel:

The Residence Life & Housing staff member should contact the Suffolk University Police Department (SUPD) at (617) 573-8111 to report any emergencies. Although SUPD may contact either the Resident Director on Call or Administrator on Call, the RLH staff member should do so if warranted. SUPD will contact the Emergency Manager who will contact members of the Incident Support Team.

The ***Director of Residence Life & Housing*** is responsible for interfacing with the Assistant and Associate Directors of Residence Life & Housing. The Director of Residence Life & Housing ensures, in a quick and prudent manner, that all students are accounted for and that any students with disabilities or physical impairments are assisted.

The ***Assistant and Associate Directors of Residence Life & Housing*** are responsible for interfacing with the Resident Directors, Graduate Resident Directors, Resident Assistants, and Conference Assistants.

The ***Residence Directors, Graduate Resident Directors, Residence Assistants,*** and ***Summer Conference Assistants*** are responsible for accounting for all individuals within their respective areas, following an evacuation. The Resident Assistants report any individuals that are unaccounted for following an evacuation to the Residence Director.

The ***Residence Director on Call (RDOC)*** is a professional or graduate staff member of Residence Life & Housing who is available during evening and weekend hours to support the Residence Life & Housing staff, including during and after an emergency. The RDOC carries a designated cell phone.

The ***Administrator on Call (AOC)*** is a professional staff member of Residence Life & Housing who is available during evening and weekend hours to support the Residence Life & Housing staff, including during and after an emergency. The AOC carries a designated cell phone.

All Residence Life & Housing staff will undergo an annual training prior to the start of the academic year on their roles in the Suffolk Emergency Plan. The staff will inform all residents in the residence halls of the emergency procedures noted in the Student Handbook and Code of Conduct, and on other websites as applicable.

Reviewed by	Date
Incident Support Team	8/19/2015