

## 4.8.2 Departmental Responsibilities

### Suffolk University Police

- Provide access to the alternate locations if necessary
- Notify the Residence Life & Housing Office or the Administrator on Call of the need to move the residents to an alternate facility

### Residence Life & Housing

- Provide instruction and familiarization in evacuation and designated alternative facilities procedures as part of mandatory residence hall floor meetings
- Maintain current residents lists by floor and have them available for RA staff use in taking a head count and determining status of residents
- Provide other services to students as the situation may mandate

### Facilities Management

- Allow janitorial and other staff to assist University Police and Residence Life & Housing personnel in fulfilling their responsibilities in providing an alternative facility

### Office of Risk Management

- Contact University insurance carriers
- The Emergency Manager will notify the Incident Support Team as necessary
- Assist in determining alternate facilities for students and staff

### Notifications

- The Emergency Manager will be responsible for notifying the Vice President/Treasurer of the time residents are moved into alternative facilities
- The Director of Residence Life & Housing, or their designee, will be responsible for notifying the Dean of Students at the time residents are moved into alternative facilities