

**EMERGENCY SITUATION PHONE/RUNNER TREE Please  
Call either Kathy Deahl -or- Maintenance/Security  
(\*Indicates location of office) Revised 9/2014**

**President OR Kathy Deahl  
X6201  
\*TAB 112 – Presidents Office**

**Maintenance/Security  
X6600/6605  
\*McManaman Bldg**

**Doug Maughan  
X6262 \*TAB 251A  
AND  
Kimberlee LaPray  
X6299 \*TAB212**

**Charmaine  
West  
X6261 \*TAB  
Information Desk**

**Judy Heatwole  
X6269  
\*TAB 123 – HR Dept,  
1<sup>st</sup> Floor TAB  
Horseshoe**

**HSHS – x 6700  
Herrett – x 6655  
Dorms – x6575/6577  
Art Complex – x3760/3762  
Child Care – x6645/3762  
Expo – x6619/6620  
Baseball Clubhouse – x6650**

**Amy Barker  
X6800  
\*Shields 111  
1<sup>st</sup> and 2<sup>nd</sup> Floors  
Shields Building**

**Renee Turner  
X6282  
\*TAB 250  
2<sup>nd</sup> Floor Horseshoe  
Meeting Rooms**

**Erin Nunnelley  
X6250  
\*TAB Matrix 149  
1<sup>st</sup> Floor SUB  
Taylor Matrix  
Eagles Nest, Hallway and  
Student Information Desk**

**Sandra Bosteder  
X6850  
\*Hepworth 149  
Hepworth Bldg**

**BSU  
ISU  
U of I  
Hepworth 144  
736-2101**

**Terry Woodland  
X6241  
\*TAB 203  
All 2<sup>nd</sup> Floor East Hall  
Community Ed  
ITS  
Food Service**

**Jayme Ketterling  
X6550/6552  
\*TAB  
Book Store  
Bookstore  
Golden Grind  
Coffeehouse**

**Svetlana Schuckert  
X6788  
\*Art Complex 103  
\*Fine Arts 97  
Sue Miller x6769  
\*Fine Arts 136  
Fine Arts Bldg**

**Marjorie Bernier  
X6301  
\*Canyon 105  
1<sup>st</sup> Floor**

**Don Hall  
X6339  
\*Canyon 206  
2<sup>nd</sup> Floor Canyon**

**Jasmine Lopez  
X6221  
\*SUB 235  
Student Activities  
All 2<sup>nd</sup> Floor SUB**

**Kathy Deahl  
X6201  
Taylor 112  
President's  
Office  
OR Security  
X6605  
Maintenance  
Bldg**

**Ann Keane  
X6530  
\*GRM/ADC 200  
2<sup>nd</sup> Floor GRM**

**Jamie Reid  
X6310  
ATIC**

**Lauri Logan  
X6300  
Desert 104E  
Desert Building**

**Angel Jewell  
736-2123/2122  
\*Office on Aging 104**

**Kris Haney  
X6527  
\*GRM/ADC 227  
2<sup>nd</sup> Floor GRM**

**Bryan Matsuoka  
X6540  
\*Evergreen C77  
Evergreen C-Wing  
Evergreen Atrium**

**Ansina Durham  
X6500  
\*GRM/Library 100  
1<sup>st</sup> Floor GRM**

- Kathy Deahl, Charmaine West or  
Designee to call as appropriate:**
- Early Childhood Preschool Lab x6884
  - Boys & Girls Club 736-7011
  - Quality Assurance Lab 732-5325/5326
  - South Central Health Dist. 734-5900
  - Northview & Eagleview Apartments 733-0740
  - Blaine County Ctr x6462 OR 788-2033
  - Mini-Cassia Ctr x6460 OR 678-1400
  - North Side Ctr x6461 OR 934-8678
  - Fish Hatchery 733-3972
  - Refugee Center 736-2166
  - SIEDO 324-7408
  - Trans IV 736-2133
  - Head Start 736-0741

**Dawn Wendland  
Naysa Shepherd  
X6400/6401  
\*Evergreen A40  
Evergreen  
A-Wings**

**Ginger Nukaya  
Ann Rolfes  
X6486/6475  
\*Gym 217  
All Floors Gym**

**U of I – 736-3600  
\*Evergreen B-44  
ISU – 736-3069  
\*Evergreen B40**

# EMERGENCY SITUATION PHONE/RUNNER TREE PROCEDURES

*Please make sure that everyone in your office (other staff members, workstudy students, etc.) is familiar with the phone/runner tree.*

- The tree **ALWAYS** starts from the President's office. If someone cannot be reached in the President's Office, then **CALL SECURITY**.
- **Call Kathy Deahl, x6201, or Security, X6600 or X6605**, if you have a concern and think might need the telephone tree. They make the **decision to implement** and create the **message to be routed**. Kathy or Security will then call the first persons on the tree. (The tree goes in two directions and will meet in the middle, with that person getting two calls. That person then calls Kathy or Security to complete the tree.)
- You will be given a very specific message. **WRITE IT DOWN**.
- Call the next person(s) on the tree and say, "I am \_\_\_\_\_, from the **calling tree. This is an emergency message!**" Then restate the exact message. Have them repeat the message back to you for clarification. Use the space below to write in the message.

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Time: \_\_\_\_\_

- **Send a runner** with a written message, if the phone lines are down.
- If you **CANNOT** reach the next person on the tree, **go to the next person on the tree** to keep message going; then **GO BACK** to the unreachable building and try to reach someone, or send a runner with a message. If you cannot reach someone in that building, let Security know.
- Call **ALL** the people you are responsible for on the tree. After contacting the next person on the tree, it is your responsibility to **notify all occupants in your building**.
- If you reach someone who is not familiar with the phone tree concept, give that person instructions for their building and then **YOU** call the next person on the tree.
- The person unfamiliar with the routine need only give the message to other persons within that building.
- Last person on the tree (the one who receives calls from both directions) will let Kathy OR Security know when the tree is complete.
- **Special Notes:**
  - If the situation is happening in a particular building, it may be that you cannot contact anyone in that building. Don't run to that building in situations that are dangerous. Security will be dealing with that situation. Go on to the next building.
  - Should there be an evacuation of buildings, Security or emergency personnel will let people know when they can return to the buildings or to their regular activities.