Staff Roles and Responsibilities

University Police

Campus Police will be in charge of the total emergency response operation, in conjunction with Framingham Police, Framingham Fire, and Emergency Medical Services. They will:

- Coordinate communication and activities of outside agencies.
- Coordinate communication with Local Police, Local Fire, and Local Emergency Medical Service.
- Designate off-site evacuation location, in the event the University population needs to evacuate the grounds.
- Establish a command post.
- Refer all media questions to Public Affairs.
- Coordinate needed assistance from the Facilities Department.
- Coordinate needed assistance from Residence Life.
- Coordinate needed assistance from Health Services Department.

Health Services

Health Services will be notified immediately when a medical emergency is recognized at the University. They will:

- Triage injured students and staff.
- Carry an emergency bag, cell phone, and personal keys.
- Administer first aid and provide clinical intervention. Coordinate the appropriate medical response until EMS arrives.

Facilities/Maintenance

Facilities will:
• Survey and report damage to the President of the University.

• Control main shut-off for gas, water, and electricity and ascertain that no hazard results from broken gas or water mains or fallen electrical lines.

• Be responsible for the safety factors of the physical building during an emergency.

• Report structural defects to the University President/designee.

**Faculty/Staff**

Faculty and staff will:

• Acquire emergency aid for students.

• Be responsible for supervision of students in their charge.

• Carry car keys and class list in the event of evacuation.

• Escort students under their direction to designated evacuation areas.