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Unit Review Leader: Frank Taylor
Unit Name: Campus Manager

1.

What improvements have been planned/implemented:

- Establish and maintain a safe campus environment by creating a Riverside Campus Emergency Evacuation Standard Operating Procedures Manual

2.

How did you decide that these improvements would benefit your unit or what weakness is the unit trying to improve:

- The decision was made because of the ongoing issues and conditions that are occurring on a regular basis throughout the world and nation (i.e., Virginia Tech or severe weather conditions like tornadoes and severe storms). Therefore, I want to increase the awareness, training, and skills of faculty and staff regarding campus emergency evacuations (fire, severe weather conditions, hazardous spills, bomb threats, armed subjects, biological/chemical threats, disruptive individuals). And, to ensure that in case of any type of emergency, the proper actions would be carried out.

- Lack of a plan or preparation could lead to major injuries or possible fatalities on campus.

- Trying to improve the overall time it takes to perform a campus emergency evacuation

3.

Measures: what measures are going to be used to determine if the improvements were successful.

- The number of faculty and staff responding to my request to be either a volunteer or an assigned person as identified by department to take on the responsibility of being an emergency evacuation coordinator or rescue assistance staff to help cover campus facility areas during an emergency evacuation.

3a. Baseline data: the data used to determine improvements were needed

- Response time of campus emergency evacuation drills
- Number of faculty and staff attending the emergency evacuation training

3b. Target goals: the data that shows your improvements have achieved your goals

Target Number of Coordinators is 100

Current Number of Riverside Campus Coordinators are 88

3c. Current data: where you are currently in reaching your target

Evacuation Training attendance 2010 was 31
Evacuation Training attendance 2012 was 38

Narrative:

The Riverside Campus emergency evacuations have improved each semester because of the emphasis placed on campus emergency evacuations. I have assigned a staff person in my office to assist me in this process. His responsibility is to be the lead of the campus emergency evacuation coordinators and rescue assistance staff. He will handle all campus emergency evacuation communications and training. This structure has improved our campus procedures because of the individual amount of time focused on this area so the emergency evacuations are better coordinated and everyone who are coordinators and rescue assistance staff will have a better understanding of coverage zones and responsibilities as described in the procedures manual. Also, it ensures that everyone will have the proper equipment when needed to carry out the emergency evacuation and the hands-on follow up needed to ensure that all equipment is being kept in their individual working areas and is properly working. We have training sessions each semester and we conduct a practice walk-through drill to make sure that the campus emergency evacuations run efficiently and smoothly from all campus facilities. The campus will continuously emphasize the importance of campus emergency evacuations by ongoing communication, training, and practice drills to reach targeted goal of establishing and maintain a safe campus environment at the Riverside Campus.