

### Responsibilities of Residential Living Coordinators and Resident Assistants (staff)

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The names and telephone numbers of the monitors should be filed with University Police.

The general duties of the monitors during an emergency include:

- When the fire alarm sounds, the Resident Assistant should try to identify as quickly as possible the type of emergency and communicate this information quickly to University Police and the Residential Living Coordinators, to determine the appropriate evacuation orders.
- The RA should alert all persons on the floor of the emergency.
- The RA should maintain a roster for each assigned floor and identify any persons with disabilities who will need assistance in evacuating the building.
- If evacuation is necessary, the RA should report to the RLC and stand by for information. Once evacuated, the RA should attempt to account for residents on their wing/floor.
- If a special hazard exists on an assigned floor inform the responding University Police officer or fire official of the hazard and any other pertinent information.
- The RA should inform all building residents where to assemble after the evacuation from the building and advise them to remain at this location and await further instructions.
- The RLC should assist University Police in communicating with RAs and building occupants.

Note: Additional details for RAs and building emergency coordinators are in Appendix D.