



THE UNIVERSITY OF ARIZONA

UA TECH PARK

EMERGENCY COMMUNICATION PLAN FOR
THE UA TECH PARK

October 1, 2013
Campus Research Corporation
9070 South Rita Road, Suite 1750
Tucson, AZ 85747

Version #4

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SECTION 1 - PURPOSE OF PLAN AND RESPONSIBILITIES

The overall purpose of this plan is to provide concise, accurate and timely communication to our constituents in the event of an emergency.

This is a comprehensive document that establishes an organizational and conceptual plan so that all parties know what their responsibilities are.

DEFINITION: For the purposes of this document, an **emergency** is defined as any situation creating imminent danger to:

1. Lives or health;
2. Public and/or private property; or,
3. The ability of the UA Tech Park to carry out reasonably normal operations.

OBJECTIVES:

- To provide accurate, factual and timely information to management, tenants, the University and the public.
- To ensure that the messages delivered during an emergency are consistent with the values and mission of the University and the UA Tech Park.
- To ensure that official communications from the UA Tech Park are uninterrupted, regardless of the circumstances.
- To provide an emergency response communications outline for use by UA Tech Park management.

EMERGENCY COMMUNICATIONS TEAM:

- Key UA Tech Park Management
 - Ken Marcus, Director of The UA Tech Park
 - Bruce Wright, Associate VP for Tech Parks Arizona
 - Jessa Turner, Senior Manager for Communications
 - Patrick Murphy, Facilities and Construction Manager
- Key UA Tech Park Contacts
 - Managing Operator
 - Contract Operator
 - Major Subtenants

EMERGENCY COMMUNICATION PROCEDURES:

In an emergency situation it is important to provide timely and accurate information to the UA Tech Park community and The University. The UA Tech Park is partially “within the city limits of Tucson” and partially “outside the city limits of Tucson” therefore it is not possible to ensure every person in the UA Tech Park is informed of a situation in a timely manner. However, the following procedures have been established to provide the most timely and accurate information available.

INFORMATION DISSEMINATION:

In an emergency there may be internal and external audiences that need to receive and disseminate information and instructions regarding the emergency.

- **Internal audiences include:**
 - OURP Staff
 - Tenants
 - Employees
 - University of Arizona
 - Arizona Board of Regents (ABOR)
 - Campus Research Corporation Board
 - Managing Operator
 - Families
- **External audiences include:**
 - General Public
 - Tucson Community

INFORMATION DISSEMINATION TOOLS:

There are multiple ways information can be communicated to various audiences during a multitude of emergencies. The Management Team will determine which forms of communications will be used for which audiences under each circumstance. Circumstances, for each emergency, are unique and will require flexibility and creativity in an emergency.

- Direct Communication
- Emails
- Text Messages
- Telephone Calls
 - Land Lines
 - Cell Phones
- Website
- Social Media
 - Facebook
 - Twitter
- Two-Way Radio
- Media
 - Radio
 - TV
 - Internet
 - Print
- Other forms of communication if electricity is not available
 - Flier
 - Bulletin Boards
 - Information Desks
 - Public Address System, if available

INCIDENT COMMAND CENTERS (ICC):

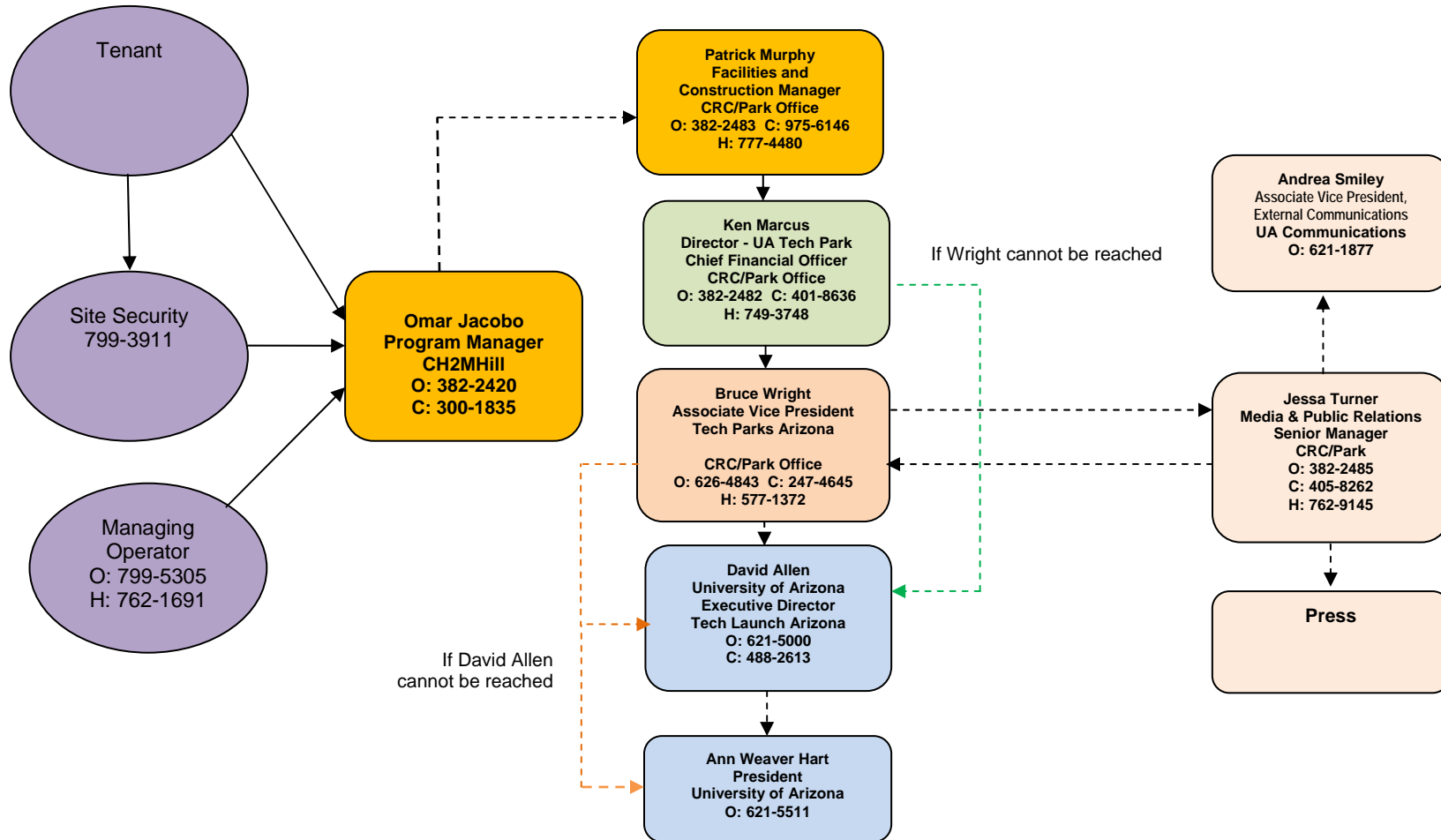
- Primary On-site Location: Building 9070, Suite 1750, Conference Room
- Secondary On-site Location: Building 9040, Suite 1212 , AzCI Video Conference Room
- Primary Off-site Location: UA ICC El Portal, Saguaro Room 501 N. Highland, Tucson, AZ 85721
- Secondary Off-site Location: University Facilities Annex Building, 220 W 6th St., Tucson, AZ 85701

INCIDENT COMMAND CENTERS (ICC) FACILITY REQUIREMENTS:

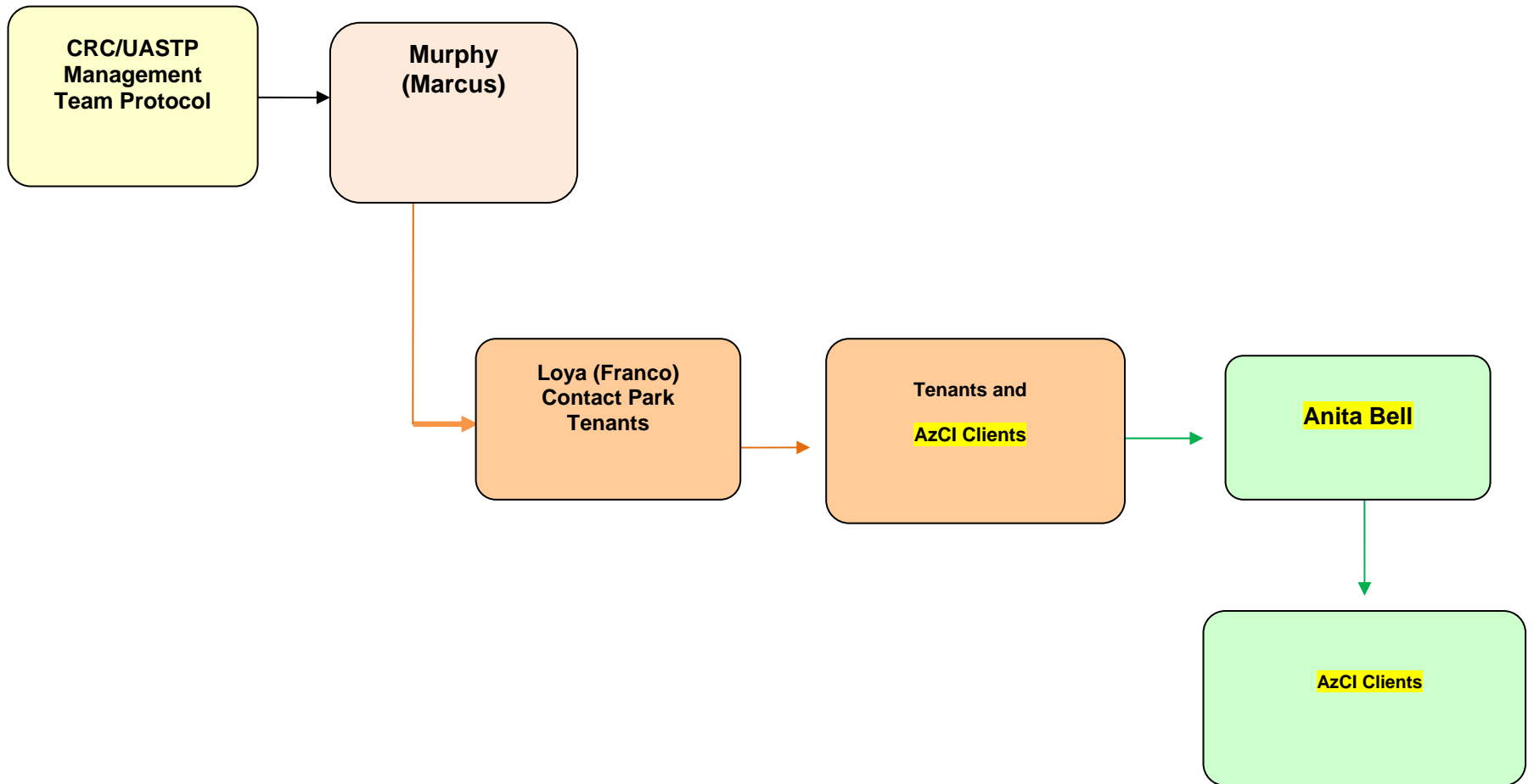
During a long term crisis or emergency the ICC will have specific requirements in order to keep the ICC open and operational. Key Management and Staff will have responsibility to make sure these capabilities are available in the event of an emergency.

- Emergency Power
- Emergency Lighting and Building Systems
- Emergency Communications Lines
- Computers
- Televisions
- Telecom Capabilities
- Duplicate Devices and Back up
- Security
 - Facility or Room
 - Locks and Access
- Food
- Water

SECTION 2 – EMERGENCY COMMUNICATION TREE



SECTION 2 – EMERGENCY COMMUNICATION TREE



SECTION 3 – EMERGENCY COMMUNICATION RESPONSE KEY CONTACTS

EMERGENCY COMMUNICATION RESPONSE KEY CONTACTS:

- **Wallet Size Key Phone Number Cards**



**In Project Emergencies call UA Tech Park Security 799-3911
Outside the Project dial 911**

FACILITIES

- **Hazardous Materials (HazMat) Response Team Inside the Project for the Outside of the Buildings: NGKF (Non-emergency # 799-6666)**
- **Hazardous Materials (HazMat) Response Outside of the Project and Inside the Project for the Inside of the buildings: CH2MHill (Non-emergency # 388-0132 or 548-3533)
CH2MHill Facilities Services Call Center Non-emergency number: 1-877-435-4198**
- **UA Tech Park Security (Non-emergency number: 799-6666)
Jim Willoby, Security Manager (799-7009)**

SAFETY

- **Site Safety (Outside the Buildings) Sue Downing (799-7817 Cell: 449-7506)**

Crisis Notification is required for:

- An event involving loss of life (employee or non-employee).
- An event involving release to the environment or threat to public safety.
- An event that results in regulatory compliance agencies at the scene.
- An event which attracts/is likely to attract news media inquiries after the event.
- An event involving the loss of property.

Levels of Emergency Response at the UA Tech Park.

Level 5 A minor department or building incident that can be resolved by the responding service unit (eg., such as a broken water pipe).

Level 4 A department or building incident that can be resolved with existing Tech Park resources or limited outside help. Is usually a one-dimensional event that has limited duration and little effect on the Tech Park beyond those using the space/building in which it occurred (eg., minor chemical or fuel oil spills, building loss of heat or electricity for several hours).

Level 3 Emergencies that are primarily people-focused, rather than infrastructure-focused. (Examples may include assaults, sexual assaults, building/office occupation, civil disobedience, hate crimes, or bomb threats).

Level 2 A major emergency that affects a sizable portion of the Tech Park and/or outside community. Level 2 emergencies may be single or multihazard situations and often require considerable coordination both within and outside the Tech Park. They also include imminent events on site or in the general community that may develop into a major Tech Park or University crisis or full disaster (eg., heating plant failure, extended power outage, severe storms, major fire, or contagious disease outbreak)

Level 1 A catastrophic emergency event involving the entire site and/or surrounding community. Immediate resolution of the disaster, which is usually multi-hazard, is beyond the emergency response capabilities of campus and local resources (e.g., bioterrorism, nuclear disaster, earthquake or severe flooding which could require state and federal assistance).

Name	Office	Cell	Home	E-Mail
Bell, Anita	382-3261	270-7709	886-4350	anitab@azinnovation.com
Franco, Bernadette	382-2481	444-9229	444-9229	bfranco@uatechpark.org
Gilbert, Molly	382-2486	275-6467	731-0100	mgilbert@uatechpark.org
Grabo, John	382-2487	906-4718	751-9435	jdgrabo@uatechpark.org
Kleine, Craig	626-4442	955-1655	955-1655	kleinecr@uatechpark.org
Loya, Peter	382-2484	548-5679	548-5679	peter@uatechpark.org
Marcus, Ken	382-2482	401-8636	749-3748	kmarcus@uatechpark.org
Murphy, Patrick	382-2483	975-6146	777-4480	pmurphy@uatechpark.org
Turner, Jessa	382-2485	405-8262	762-9145	jblturner@uatechpark.org
Weingart, Jim	382-2488	271-3801	271-3801	jweingart@uatechpark.org

Wright, Bruce	626-4843	247-4645	577-1372	wrightb@u.arizona.edu
CH2MHill:				
Easton, Ty	382-2421	548-3533	548-3533	ty.easton@ch2m.com
Jacobo, Omar	382-2420	300-1835	300-1835	omar.jacobo@ch2m.com
Rico, Mark	382-2432	388-0132	777-8720	mark.rico@ch2m.com

IBM Program Manager - Contract Manager:

Carroll, Jeff	799-4187	204-6220	204-6220	jjcar@us.ibm.com
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Security	799-3911	N/A	N/A	uastpprotection@aol.com
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Version 17 Updated October 1, 2013

Codes

10-1 Receiving Poorly	10-19 Return Enroute to Office
10-2 Receiving Loud and Clear	10-20 Location
10-3 Switch To _____	10-21 Telephone
10-4 Acknowledgement	10-22 Cancel
10-5 Relay	10-49 Enroute To _____
10-6 Stand By / Standing By	10-87 Meet With _____
10-7 Out of Service	10-97 On-Scene
10-8 In Service	10-98 Completed Last Assignment
10-9 Repeat Last Transmission	

Codes

Code 1 At Your Convenience	Code 24 Disaster Recovery Team
Code 2 Urgent	Code 30 Fire System Impairment
Code 3 Emergency	Code 31 Officer Needs Help!!!
Code 4 No Further Assistance	Code 33 Fire Alarm
Code 5 Situation Terminated	Code 40 Major Utility Outage
Code 10 Bomb Threat	Code 44 Water Leak
Code 11 Chem Spill: (FF&PS)	Code 55 Medical Emergency
Code 11 Chem Spill: (CH2M Hill)	Code 66 Chem Spill: (GEMS)
Code 20 Armed Threat	Code 77 Confined Space Emergency
Code 22 Crisis Situation	Code 99 ECT

• **Tenant Emergency Contact List**

Occupant/Location/Activity	Working Hours Contact	PHONE (O) Office (C) Cell (P) Pager	After Hours Contact	Phone (O) Office (C) Cellular (P) Pager
Arizona Center for Innovation; Bldg. 9040 Administration	Anita Bell Ken Marcus	(O) 382-3261 (O) 382-2482 (C) 401-8636	See Listing for CH2MHill Ken Marcus	(C) 401-8636
Arizona Technology Council; Bldg. 9040	Justin Williams Alex Rodriguez	(C) 520-270-0241 (O) 275-0519	Justin Williams	(C) 520-270-0241 (H) 322-9806
AudioEye Communications.; Bldg 9070 Suite # 1450	Nathan Bradley Debbie Hughes	(O) 866-331-5324 (O) 663-0007	Nathan Bradley Debbie Hughes	(C) 663-5885 (C) 429-9043
BASF; Bldg. 9030 Suite 324	Noah Oliver Jack Bender	(C) 305-6580 (O) 629-3210	Noah Oliver Jack Bender	(C) 305-6580 (H) 269-0045
Campus Research Corporation; Bldg. 9070 Suite 1750 Administrative Offices	Patrick Murphy Ken Marcus Bernadette Franco	(O) 382-2483 (C) 975-6146 (O) 382-2482 (C) 401-8636 (O) 382-2481 (C) 444-9229	Patrick Murphy Ken Marcus	(H) 777-4480 (C) 975-6146 (O) 382-2482 (C) 401-8636
CH2MHill; Bldg. 9040 Suite 1112 Building Maintenance	Omar Jacobo Mark Rico Joe Turner Jorge Robles Ty Easton Paul Pennington	(O) 382-2420 (C) 300-1835 (O) 382-2432 (C) 388-0132 (O) 382-2422 (C) 829-8130 (O) 382-2426 (C) 358-5551 (O) 382-2421 (C) 548-3533 (O) 382-2423 (C) 820-3979	Omar Jacobo Mark Rico	(C) 300-1835 (H) 777-8720 (C) 388-0132
Citigroup; Bldgs. 9060 and 9072 Call Center and Administration	Security Desk	662-7701	Security Desk	662-7701
Computer Task Group; Bldg. 9040 Suite 2360	Patricia Oxenholm Taru Green	(O) 716-887-7390 (C) 520-404-7881	Patricia Oxenholm	(C) 716-553-7136 (C) 520-404-7881
Darling Geomatics ; Bldg. 9040 Suite #2350 Mining Surveys	Jim Kasierski Mary Darling Rich Darling	(O) 298-2725 (C) 954-2255 (O) 298-2725 (C) 954-4050 (O) 298-2725 (C) 954-4040	Jim Kasierski Brian McCluer Mary Darling Rich Darling	(H) 232-3825 (C) 954-2255 (H) 928-607-3489 (C) 954-1664 (H) 455-5596 (C) 954-4050 (H) 455-5596 (C) 954-4040
Dilas Diode Laser; Bldg. 9070 Suite 1500 Diode Laser Manufacturer	David Merchen Dean Stapleton Steve Patterson	(O) 282-5985 (O) 282-5976 (C) 405-9599 (O) 282-5940	David Merchen Dean Stapleton Steve Patterson	(O) 282-5985 (H) 762-5584 (C) 405-9599 (C) 302-7055
DMetrix, Inc; Bldg. 9030 Suite 389	Joe Zhou	(O) 722-9510	Joe Zhou	(C) 668-0998
DRS Technologies; Bldg. 9070 Suite 3150 Bldg. 9018	Dave Breitkreitz Derrick Phillips	(C) 240-2471 (C) 419-4840	Dave Breitkreitz Derrick Phillips	(C) 240-2471 (C) 419-4840
Eurest; Bldg. 9040 Cafeteria and Food Services	George Carver	(O) 382-3242	George Carver See Listing for CH2MHill	(C) 237-5516 (H) 885-6505
Fluor (F&PS) Bldgs. 9016, 9032 Maintenance Services	Debbie Sims Chris Bush Tracy Rios John Scheidt	(O) 799-2565 (P) 446-0798 (C) 404-3254 (P) 446-4628 (O) 799-2751 (P) 977-2568 (O) 799-4976 (P) 531-9672 (C) 248-9855	Chris Bush Tracy Rios John Scheidt	(C) 404-3254 (P) 446-4628 (C) 799-2751 (C) 977-2568 (P) 531-9672 (C) 248-9855
Hazmat response all days and times	Site Security John Scheidt Danny Castillo	799-6666 (Code 11 alert) (P) 531-9672 (C) 248-9855 (O) 799-4976 (P) 446-7852	Site Security John Scheidt Danny Castillo	799-6666 (Code 11 alert) (P) 531-9672 (C) 248-9855 (O) 799-4976 (P) 446-7852
IBM; Bldgs. 9062, 9032, 9042, 9016, and 9022 1 st floor East Computer Systems and Storage Devices Includes: Fluor Facility & Plant Services Facilities Maintenance Contractor Barbara Ricca-Chemical & Environmental Emergencies only David McWilliams-Maintenance, Utility Emergency only	IBM Security Barbara Ricca David McWilliams	799-5555 or radio (O) 799-4433 (P) 1-800-946-4646 then enter 713486 (O) 799-5490	IBM Security Barbara Ricca David McWilliams	799-5555 or radio (H) 749-0870 (H) 290-5977 (C) 1-800-946-4646 then enter 4460766
MSDx, Inc.; Bldg. 9030 West	Marie Wesselhoft	(O) 382-3283	Marie Wesselhoft	(H) 907-3267

Occupant/Location/Activity	Working Hours Contact	PHONE (O) Office (C) Cell (P) Pager	After Hours Contact	Phone (O) Office (C) Cellular (P) Pager
Newark Grubb Knight Frank; Bldgs 9008, 9012, 9014, 9018 and 9102 Contract Manager Ed Ogilvie – Hazmat Issues Sue Downing – Safety Issues	Richard Chase Andrew Reguindin Ed Ogilvie Sue Downing	(O) 799-7810 (C) 780-1091 (O) 799-7803 (C) 333-9883 (O) 799-7815 (P) 446-0164 (C) 250-0789 Or Contact the on-duty HazMat Responder. List is at Site Security – 799-6666 (O) 799-7817 (C) 449-7506	Richard Chase Andrew Reguindin Ed Ogilvie Sue Downing	(C) 780-1091 (C) 333-9883 (H) 531-9066 (C) 250-0789 or Contact the on-duty HazMat Responder. List is at Site Security – 799-6666 (C) 449-7506
NP Photonics, Bldg.9030 West, Fiber Optics	Jeff Johnston		Jeff Johnston	(C) 203-4016 (H) 321-0382
Tech Parks Arizona Bldg. 9070 Suite 1750	See Campus Research Corporation Listing for Information		See Campus Research Corporation Listing for Information	
Optum Rx/United Health Group Bldg. 9040	Tom Ferguson	(C) 490-7610	Tom Ferguson	(C) 490-7610
Oracle; Bldg. 9070 Suite 1950 On line Media	Mike Gunning Paula Neale	(O) 574-4036 (C) 429-1661 (C) 312-651-8935	Mike Gunning Paula Neale	(H) 529-5711 (C) 429-1661 (C) 312-651-8935
Raytheon Missile Systems; Bldg. 9020, 9022, 9024, 9030 Tactical Missile System Development Bruce W. Hodges (Site Manager, Facility Management. & Real Estate)	Raytheon Security Bruce Hodges Bill Morczynski Rob Elliot Rich Padilla Harry Schulte	663-9460 or thru Emergency radio at UASTP Security (O) 663-9034 (C) 349-3281 bwhodges@raytheon.com (O) 663-7596 (C) 850-0709 wemorczynski@raytheon.com (O) 794-4412 (C) 891-4530 elliott@raytheon.com (O) 794-9896 (C) 245-5311 rapadilla@raytheon.com (O) 663-8025 (C) 349-1253 hschulte@raytheon.com	Raytheon Security	663-9460 or thru Emergency radio at UASTP Security or plant production main site @ 794-8313
U of A South; Bldg. 9040 Suite 2260	Jim Shockey Chuck Smith	(C) 275-7332 (C) 227-9770	Jim Shockey	(C) 275-7332 (H) 297-7813

• **Key Vendor Emergency Contact List**

Company	Last Name	First Name	Title	Address	City, State Zip	Phone	Fax	Cell	Email	Notes
Beach Fleischman	Eric	Maneval	Senior Manager Acct. & Assurance	1985 E. River Rd., #201	Tucson, AZ 85718	520-321-4600	520-321-4040		emaneval@beachfleischman.com	
Beach Fleischman	David	Iaconis	PC COO of Acct. & Assurance	1985 E. River Rd., #201	Tucson, AZ 85718	520-321-4600	520-321-4040		diaconis@beachfleischman.com	
Beach Fleischman	Kelly	Meltzer	Senior Manager, Tax	1985 E. River Rd., #201	Tucson, AZ 85718	520-321-4600	520-321-4040		kmeltzer@beachfleischman.com	
Canteen Vending	Martinez	Jose				520-327-6888				
Crest Insurance	Chris	Gordon				520-784-7651 ext. 151		520-400-6120		
Faulk Electric	Helenski	Dennis				294-1683		520-631-0412	dennis@faulkelectric.com	Who you call for escorts into 9030 Raytheon comm rooms
Haralson, Miller, Pitt, Feldman, & McAnally, P.L.C.	Griffin	Patrick	Attorney	One South Church Ave, Ste 900	Tucson, AZ 85701	520-792-3836	520-624-5080		patgriffin@hmpmlaw.com	
Highton Company, LLC	Highton	Julie		2625 E. Fort Lowell Rd	Tucson, AZ 85716	520-407-1344 ext.201			julie@hightoncompany.com	
Highton Company, LLC	Highton	Gary		2625 E. Fort Lowell Rd	Tucson, AZ 85716	520-407-1344 ext.202				
Kimley-Horn & Assoc.	Altherr	Scott		2210 E Fort Lowell, #200	Tucson, AZ 85719	520-352-8652		520-904-8938	scottaltherr@kimley-horn.com	
PICOR	Douglas	Peter	Broker		Tucson, AZ 85712	520-546-2711	520-546-2766	520-906-4200	pdouglas@picor.com	
Oracle	Mike	Gunning				520-918-6670		520-313-8332	mgunning@pillardata.com	
Pima County Addressing						520-724-9512			addressing@pima.gov	http://pimaxpress.com/Building/default.htm for new tenant Addressing Certificate for getting mailbox set up
Post Office-Rincon branch						520-296-1279	520-722-9286			Have to physically visit post office with Addressing Certificate for new tenant's mailbox, also may need to call if tenant is having issues with mail
W.E. O'Neil	Heald	Brian				520-792-0734	520-792-0958			
The Planning Center	Masque	Maria	Senior Project Manger Senior Planner	110 S. Church, Ste 6320	Tucson, AZ 85701	520-623-6146	520-622-1950		mmasque@azplanningcenter.com	
Westland Resources	Tress	Jim		4001 E. Paradise Falls Dr.	Tucson, AZ 85712	520-206-9585				

Information Sytems Emergency Contacts	Last Name	First Name	Title	Address	City, State Zip	Phone	Fax	Cell	Email	Notes
Arizona Cine	Oliver, Jr	Lee				520-623-8268		520-906-6802	leejr@azcine.com	Who you call for AV rental equipment, Cii uses them for their townhalls
Campus Research Corporation	Kleine	Craig	Information Technology Support Analyst, Senior			520-626-4442		520-955-1655	kleinecr@email.arizona.edu kleinecr@uatechpark.org	
BLS Communications	Laux	Kathy	Account Rep			1-800-452-5211		602-385-5209	klaux@ebls.biz	PBX & Programming problems - Cox Phones
"	Henry	Tod	President			602-385-7890		602-818-1838	todd@ebls.biz	
Copper State Communications	Miller	Ian				520-795-1877			imiller@copper-state.com	PBX Programming
Cox - Cable TV, Internet & Telephone Provider	Nevels	Dan				520-867-7426		520-955-0027	dan.nevels@cox.com	
"	Weber	Steve				520-629-8518			steve.weber@cox.com	
Dell - Server Hardware & Accessories	Hennes	John	Account Manager			515-513-1719			john_hennes@dell.com	
Tally - Telephone Accounting			Tech Support			973-360-2300			tech@trvsys.com	Serial # USU9R-1106-068
Silverado Technologies - Internet	Beckett	Holly				520-903-1580			hbeckett@silveradotech.com service@silveradotech.com	Contact if Internet goes down. Network support for Cox Internet Tech email
Siemens - Air Handling Sylems	Jerger	Ken				602-567-2200		602-284-4414	kenn.jerger@siemens.com	
UITS - UA Internet, Phones & Hardware	Norin	Michelle	CIO/Executive Director			520-621-5972			norin@arizona.edu	
"			MAIN Number			520-626-8324				
"			HELP Desk			520-621-4357				
"	Gallerer	Bob	IT Project Manager			520-626-2167			robertg@email.arizona.edu	
"	Johnson	Ken	Comm. Network Analyst Senior			520-626-8386			kenj@email.arizona.edu	
"	Moody	Walter	Staff Engineer			520-621-6975			switchroom@email.arizona.edu	
Information Security Office, UA Century Link	Bates	Cathy	University Information Security Officer			520-626-2399			cbates@email.arizona.edu	Security Breaches / assistance 24-Hour Repair & Tech Support

• **Key University Contact List**

UofA / UA TechPark Contacts	Last Name	First Name	Title	Address	City, State Zip	Phone	Fax	Cell	Email	Notes
UITS						(520) 621-2248				
University of Arizona (Risk Management)	Holland	Steve	Director of Risk Management and Safety			(520) 621-1556	(520) 621-3706		sholland@email.arizona.edu	
University of Arizona (Risk Management)	Wagner	Herb	Associate Director of Risk Management and Safety			(520) 621-7691	(520) 621-3706		hwagner@email.arizona.edu	
UAPD	Daykin	Anthony	Chief of Police			520-626-6545 520-621-7539		520-247-1981	daykin@uapd.arizona.edu	
University of Arizona (UAPD)	Seastone	Brian	Emergency Preparedness, Commander			(520) 621-3507	(520) 626-6545	520-907-9386	seastone@uapd.arizona.edu	
University of Arizona/President	Hart	Ann Weaver	U of A President			(520) 621-5511	(520) 621-9323			
University of Arizona	Allen	David	Executive Director Tech Launch Arizona	220 W 6th ST., University Services Annex, 4th floor	Tucson, AZ 85721	(520) 621-5000		(520) 488-2613		
University of Arizona	Smiley	Andrea	Associate Vice President, External Communications			(520) 621-1877			acsmiley@email.arizona.edu	
UA South	Shockey	Jim	Executive Office			(520) 626-2422 ext12173	(520) 458-5823		jshockey@email.arizona.edu	
UA Tech Park	Marcus	Ken	Director/CFO			(520) 382-2482	(520) 382-2499	(520) 401-8636	kmarcus@uatechpark.org	

Emergency Numbers (CERT)	Last Name	First Name	Title	Address	City, State Zip	Phone	Fax	Cell	Email	Notes
UAPD University of Arizona Police Dept.						520-621-8273				
UAPD	Daykin	Anthony	Chief of Police			520-626-6545 520-621-7539		520-247-1981	daykin@uapd.arizona.edu	
UAPD	Seastone	Brian	Emergency Preparedness, Commander			520-621-3507	(520) 626-6545	520-907-9386	seastone@uapd.arizona.edu	
CERT Chair	Vito	Melissa	VP Student Affairs/ CRC Board			520-621-3766 520-621-0963		520-370-5571	mmvito@u.arizona.edu	
Risk Management & Safety						520-621-1790				
Radiation Control Office						520-626-6850				
Arizona Institutional Biosafety Committee						520-621-5279				
Campus Health Service						520-621-6490				
Facilities Management						520-621-3000				
Arizona Poison & Drug Info. Center						800-222-1222				
Recorded Updates during campus emergencies						520-626-1222 800-362-0101				



THE UNIVERSITY OF ARIZONA

UA TECH PARK

UA Tech Park Major Tenant Emergency Communication Team (ECT)

UA/Campus Research Corp. (CRC) Leads the Major Tenant ECT process below:

1. UA/CRC/Managing Operator(MO)/Major Tenants (Raytheon, IBM, Citi and Optum RX) will have at least two lead points of contact.
2. UA/MO will evaluate/discuss to determine if the incident requires activation of UA Tech Park Major Tenant ECT (ie: widespread, operational disruptive event, imminent life safety event).
3. If activation is required, SOC and others for outside the Project are called
 - a. IF “On The Project” - MO will evaluate and call SOC to issue Code 99 accordingly.
 - b. IF “Off The Project” - CRC will evaluate, call outside Project entities as required, confer with MO, if it impacts “The Project” and Code 99 would be issued accordingly.
4. **Activate** SOC Code 99 to initiate ECT and open phone conference line.
 - a. Special Code: 99 page will also include ECT “**only**” conference call number and code:
Toll number: **1-719-457-0816 (must use if international)**
Toll free: **1-866-244-8528 (includes Canada)**
Host passcode (CRC is the Host): **7358526#**
Participant passcode: **735852#**
 - b. ECT member assembly and discussion
 - c. Collection and dissemination of event information
 - d. Strategy and action item(s) development
 - e. Implementation of tactical plan
5. Formal Close Out Once incident is determined to be completed– **Deactivate**
6. Follow Up – **Awareness, Improvements & Disseminate. Public statement to ECT if required.**