FLORIDA ATLANTIC UNIVERSITY
Schmidt College of Medicine

Protocol for Emergencies at COM

Faculty, staff, and students should call or text the following individuals to report an emergency as follows:

Call Order	Name	Title	Phone
First Contact	Jeff Clark	Associate Executive Director, Health Information Technology and Building Operations	cell: 561-255-9858 tel: 561-297-2322
If no answer, Second Contact	John Gabrielsen	Coordinator of Anatomical Programs	tel: 561-297-0706

For planned or unplanned major outages or shutdowns, FAU Facilities will notify the Associate Executive Director, Health Information Technology and Building Operations (Jeff Clark). Examples include Chiller Plant, HVAC or electrical issues.

Both the Associate Executive Director, Health Information Technology and Building Operations and the Coordinator for Anatomical Programs will monitor storm warnings at all times.

In case of a confirmed emergency, the Associate Executive Director, Health Information Technology and Building Operations (or Coordinator for Anatomical Programs or SAD for Financial and Administrative Operations) will notify FAU Facilities and engage the appropriate people on the list below depending on areas/functions affected.

Topic	Key Leader	Alternate
Overall critical decisions	Lewis S. Nelson, M.D., M.B.A.	
UME and Student Affairs activities	Jennifer Caceres, M.D. / Mavis Brown, M.B.A.	Suzanne Bertollo, M.D. / Joanna Duran
GME related activities	Lisa Clayton, D.O., M.B.S.	Venus Davis-Wallace
Research related activities	Patrick Grant, Ph.D.	Jeff Clark
Graduate Education activities	Mark Kantorow, Ph.D.	Bridget Smith, M.Ed., Ph.D.
Animal related activities	Idris El-Amin DVM, DACLAM	Carrie List
Facilities and operational activities	Jeff Clark	
Clinical activities	Michael Dobbs, M.D., M.H.C.M.	
Information Technology	Jeff Clark	Brian Brown

The leaders identified above will put in action the appropriate measures and communicate back to the Associate Executive Director, Health Information Technology and Building Operations and SAD for Financial and Administrative Operations to ensure coordinated efforts and communication across the college.

For crime-related issues on campus, faculty, staff, and students should first call the Police department (9-1-1), and then notify their supervisor and the Associate Executive Director, Health Information Technology and Building Operations.