



The University of Texas at Austin

Moody College of Communication

Just a few reminders if you have an emergency during class, or any other time during the semester. If you have a TA in your class, please make sure they have this information as well:

ALARMS:

- We take every building alarm seriously. Please make sure you do, too.
- When you hear an alarm, follow the verbal instructions (if any) and leave the building immediately. If you are physically capable, use the stairs, not the elevators. Spread the word and assist others if needed.
- If you or others need physical assistance exiting the building, proceed to the nearest stairwell. You can safely seek shelter in the stairwell on the floor you are on. When Emergency Responders arrive, they will help you down the stairs and out of the building. The stairwells are intended to serve as a refuge until help arrives.
- CMA, CMB, and HSM occupants, proceed immediately to the assembly area located in the Littlefield Carriage House parking lot. This is south (towards the tower) of CMA and immediately across 25th Street.
- BMC's assembly area is the parking lot located on the north side of Kinsolving Dorm.
- Do not congregate near the entrance of the building. Keep clear of the streets and sidewalks surrounding the building. This allows access for Emergency Responders, their equipment, and vehicles.
- During a building evacuation, Floor Managers and Deputy Floor Managers have been assigned to each floor. The Floor Managers are there to alert every one of the evacuation, close all the doors to prevent/slow the spread of fire and smoke, and to provide any assistance in exiting the building. The Floor Managers will meet with the Building Manager and Fire Marshal to report their designated floor has been evacuated, or if assistance is needed evacuating anyone from a refuge (stairwell). The designated Floor Managers and Deputy Floor Managers are listed in the attachment.

CAMPUS/BUILDING POWER OUTAGES:

- In the event of a power outage, please do not cancel your class but please do inform the Dean's Office of the outage at (512) 475-9151. Most power outages are resolved quickly. Only the Dean can cancel classes for situations like this.

STUDENT EMERGENCIES:

- If a student becomes violent or agitated, **call 911 immediately** before you do anything else. Do not try to handle an agitated person by yourself.
- If a student has a medical emergency or is in obvious physical distress provide first aid, call for help to assist, and **call 911 immediately**.
- Note that there is an Emergency Call Box, an Automatic External Defibrillator (AED), and a Bleeding Control Kit located in the lobby of each building near the Celebrated Entrance.
- **AFTER** you've called 911 and taken the necessary action listed above, contact the Dean's Office at (512) 475-9151.

BUILDING AND FLOOR MANAGERS AND DEPUTY MANAGERS:

- If you have any questions or concerns, please contact the Building Manager, Herb Woerndell, at (512) 475-7920 or email at herb.woerndell@austin.utexas.edu.

BMC Floor	Primary	Email	Location	Secondary	Email	Location
1	Todd Callahan	tcallahan@kut.org	BMC 1.332	Hawk T Mendenhall	hmendenhall@kut.org	BMC 1.330
2	Leece Naxera	leece.naxera@austin.utexas.edu	BMC 2.606	Sarah Hernandez	sarahmhernandez@austin.utexas.edu	BMC 2.608D
2	Bob Cross	bjcross@kut.org	BMC 2.108B	Lisa Hughes	lhughes@kut.org	BMC 2.108
3	Clare M Boyle	clare.boyle@austin.utexas.edu	BMC 3.342	Teresa Mioli	teresa.mioli@utexas.edu	BMC 3.212
4	Katherine M Yerger	kat.yerger@austin.utexas.edu	BMC 4.338	Ronda Barnett	ronda.barnett@austin.utexas.edu	BMC 4.362
5	Herb Woerndell	herb.woerndell@austin.utexas.edu	BMC 5.104	Jeffrey Fromme	jeff.fromme@austin.utexas.edu	BMC 5.104

CMA Floor	Primary	Email	Location	Secondary	Email	Location
2	Jessica Franco	jfranco@austin.utexas.edu	CMA 2.240	Amanda Zappler	austinears@aol.com	CMA A4.134
3	Scott Calhoun	scott.calhoun@austin.utexas.edu	CMA 3.104A	Mark A Rogers	mark.rogers@austin.utexas.edu	CMA 3.104
4	Carmen M Hoffman	carmenhoffman@austin.utexas.edu	CMA 4.114AA	Liesbeth E Demaer	liesbeth@austin.utexas.edu	CMA 4.106
5	Bert R Herigstad	bert.herigstad@austin.utexas.edu	CMA 6.120	Lee Sparks	lee.sparks@austin.utexas.edu	CMA 6.168
6	Bert R Herigstad	bert.herigstad@austin.utexas.edu	CMA 6.120	Lee Sparks	lee.sparks@austin.utexas.edu	CMA 6.168
7	Jennifer L Betancourt	jenbet@austin.utexas.edu	CMA 7.112	Lisa Moseley	lmoseley@austin.utexas.edu	CMA a7.114

CMB Floor	Primary	Email	Location	Secondary	Email	Location
1	Jacie McHaney	jacie.mchaney@utexas.edu	CMB 1.110	Stephanie Grasso	smgrasso@utexas.edu	CMB 1.110C
2	Elizabeth H Hampton	elizabeth.hampton@austin.utexas.edu	CMB 2.200	Amanda Moore	amoore@kru.org	CMB 2.114
3	Lorin Garabedian	lorin.garabedian@austin.utexas.edu	CMB B3.120	Melody Avant	mavant@austin.utexas.edu	CMB 3.222
3	Melanie Blackman	mblackman@kru.org	CMB 3rd FL	JJ Weber	jweber@kru.org	CMB 3.142B
4	Carmen M Hoffman	carmenhoffman@austin.utexas.edu	CMA 4.114AA	Liesbeth E Demaer	liesbeth@austin.utexas.edu	CMA 4.106
5	Mechanical Rooms	Not Occupied				
6	Melanie Blackman	mblackman@kru.org	CMB 3.318	Sharon Cullen	scullen@kru.org	CMB 6.102B
7	Chris Ostertag	costertag@kru.org	CMB 7.110	Ted O'Brien	tobrien@kru.org	CMB 7.110
8	Joe Gutierrez	jgutierrez@kru.org	CMB 8.100	Richard Mall	rmall@kru.org	CMB 7.110

HSM Floor	Primary	Email	Location	Secondary	Email	Location
2	Peter S Chen	peterschen@utexas.edu	HSM 2nd FL	Lauren H Castro	lauren.castro@austin.utexas.edu	C2.102D
3	Frank R Serpas	serpas@austin.utexas.edu	HSM 3.304			
4	Robert A Zimmer	robert.zimmer@utexas.edu	HSM 4.108			