

## EOC First 5 Minute Instructions for Incident Commander

### Page the EOC

Send a text message to [619-304-0233](tel:619-304-0233): "Cuyamaca EOC is activating. Please grab your materials and head to \_\_\_\_\_." Or call [619-4304-0233](tel:619-4304-0233) and follow the prompts. Automatic message will be sent: "EOC is being activated, call President's office for further information at x4221."

### Establish positive contact with a PIO

- Christianne Penunuri - 619-820-0960
- Anne Krueger Districtwide - 619-252-2295

### Establish positive contact with CAPS

- Nicole Conklin - 607-429-9620
- CAPS inside line- x7495 or x7667

### Establish positive contact with law - 911 (if no contact by CAPS)

### Notify the chancellor's office during daytime hours:

- Daytime call Michael Williamson 619-644-7570 (if necessary)
- Night or as a second call try Anne Krueger

### Instruct PIO to craft a message to send via emergency notification channels.

- Use Communications Plan

### Instruct Building Marshal Manager to contact building marshals to provide them with instructions and/or information.

- Send an SMS message to 619-304-0052.
- Call:
  - Kimberly Giosia - 619-212-3907
  - Bill Ottinger - 619-920-9904

### Using the EOC staff, follow the appropriate annex instructions.

#### Key Points of Contact to update at all times:

President's Office Admin Assistants

Switchboard Dial 0

Building Marshals

Dean's Offices