

EOC First 5 Minute Instructions for Incident Commander

- Page the EOC**
 - Send a text message to [619-432-4362](tel:619-432-4362): "Grossmont EOC is activating. Please grab your materials and head to _____." Or call [619-432-4362](tel:619-432-4362) and follow the prompts. Automatic message will be sent: "EOC is being activated, call Presidents office for further information at x7101."
- Establish positive contact with a PIO**
 - Lorena Ruggero Grossmont - 619-309-5179
 - Anne Krueger Districtwide - 619-252-2295
- Establish positive contact with CAPS**
 - Nicole Conklin - 607-429-9620 (cell)
 - CAPS inside line- x7495
- Establish positive contact with law - 911 (if no contact by CAPS)**
- Notify the chancellor's office if 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 [619-432-4020](tel:619-432-4020).
 - Call:
 - Jeff Lehman - 619-200-2310 (cell)
 - Agustin Albarran - 619-892-0450 (cell)
- **Using the EOC staff, follow the appropriate annex instructions.**

Key Points of Contact to update at all times:

Absence Reporting Hotline 619-668-1717

President's Office Admin Assistants

Switchboard Dial 0 OR Genie Montoya x7620

Building Marshals