

provides message and contacts Control Center to send via Everbridge*.

Message sent to: - Building & Infrastructure Group - Building Occupants Operations & Service Center to send via Everbridge*.

Message sent to: - Building & Infrastructure Group - Building Occupants

> Requestor should forward approved message to Control Center to send via Everbridge.

Message sent to: - Building & Infrastructure Group - Building Occupants** CPO Communications team <u>will send message via Everbridge</u>.

Message sent to: - Building & Infrastructure Group - Building Occupants

* If an entire building or multiple buildings are impacted (emergencies only) manager or supervisor should also contact Emergency Management to being incident command coordination.

** If HER House (191 Bay State Road) or Fisk House (193 Bay State Road) is impacted, the manager or supervisor should email the following individuals:

- Danielle Staub Sopko dmstaub@bu.edu
- Steven Singer ssinger@bu.edu
- David Zamojski zamojski@bu.edu
- Jason Grochowalski jgroch@bu.edu