

Facilities Ancillary Services Best Practice

Mass Notification Approvers and Operators

INTRODUCTION (Purpose and Importance):

The purpose of this best practice is to provide information on the process to maintain and use confidential contact lists for both those individuals that have authority to authorize mass notifications and those trained to operate the VIU mass notification systems. To be used in conjunction with the Emergency Mass Notification System operating best practice.

Ownership

- The two lists will be maintained by the office of the Executive Director of Facilities and Ancillary Services. Updates will be at least annually or when changes need to be communicated.

Confidentiality

- These lists will only be shared with the members of the Approving and the Operator Groups. Publication, sharing and/or dissemination of this information for purposes other than emergency mass notification needs will not be tolerated.

Mass Notification Approver **CONFIDENTIAL** 24 hour contact information

(To be used by Mass Notification Operators when a mass notification message is required)

	Approvers	Regular Hours	After Hours		
		Work Phone	Cell Phone	Home Phone	Email (when all else fails)
1	Alan Cumbers	250-740-8505	250-618-2186	778-441-3539	
2	Tori Klassen	250-740-6150	604-563-1024		
3	Richard Lewis	250-740-6508	250-618-7703	250-245-2977	
4	Trevor Davis	250-740-6219	250-619-1151	250-729-0679	
5	Shelley Legin	250-740-6231	250-667-2122		
6	David Witty	250-740-6104	250-618-9194	250-591-7997	
7	Marie Armstrong	250-740-6564	250-618-2327	250-619-9228	
8	Carrie Chassels	250-740-6570	250-618-2278		
9	Steve Lane	250-740-6558	250-619-9049	250-756-1217	
10	Janine Reed	250-740-6435	250-619-1650	250-585-7219	
11	Ralph Nilson	250-740-6102	250-619-2449	250-756-2725	
12	TBD				

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Mass Notification Trained System Operator confidential 24 hour contact information

(To be used by Mass Notification Approvers when a mass notification message is required)

	Operators	Regular Hours	After Hours		
		Work Phone	Cell Phone	Home Phone	Email
1	Alan Cumbers		250-618-2186	778-441-3539	
2	Richard Lewis	250-740-6508	250-618-7703	250-245-2977	
3	Janina Stajic	250-740-6288	250-618-2360	250-247-7625	
4	Campus Security	250-740-6512	250-618-1384	250-753-3812	
5	Tracey Terepocki	250-740-6562	250-714-9831	250-618-7852	
6	Daryl Amos	250-740-6547	250-668-0840		
7	Burke Gulbranson	250-740-6504	250-667-5813		
8	Michael Carpenter	250-753-3245			
9	Monica Tysowski	250-740-6344			
10	Erin Bascom	250-740-6282	250-667-3250		
11	Mark Egan	250-740-6280	250-618-5244		
12	Kim Sharpe	250-740-6281	250-954-8282		
13	Drew Taylor	250-740-6539	250-751-3874	250-616-6506	
14	Craig Hanson	250-740-6506	250-619-6751		
15	Carol Desilets	250-740-6303	250-246-6402	250-741-0825	
16	Shari Bishop Bowes	250-740-6443	250-618-1535	250-591-4697	
17	Don Noakes	250-740-6360	250-618-1915	778-441-4783	
18	Carol Stuart	250-740-6558			
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More information found at the Alfresco shared site for Mass Notification Operators

<https://share.viu.ca/share/>

Created by: Alan Cumbers, Executive Director Facilities and Ancillary Services

Last Revised by: A. Cumbers, April 27, 2017