

St. Mark's School of Texas

2018-2019 Building Monitor Assignments

Tornado Drills and Building Evacuations

Two monitors have been assigned to each building/area to assure coverage. You may check with each other and have one call the command center to report in for both, or you may each call in separately.

Monitors are responsible for specific duties during Tornado Drills. Your assigned building and Command Center extension number to call are on the following pages.

Monitor Responsibilities during Tornado Drills

In your assigned area, assist and assure that everyone has taken shelter sitting with backs to inside walls away from windows, with heads between knees and hands clasped over heads. Getting under a sturdy piece of furniture is also good. Tornado shelter areas are listed on the following pages. If an area is overcrowded, please try to move students to other, less crowded, safe spaces in the same building.

After you ensure that everyone has taken shelter, call the Command Center using your assigned extension number. Continue to call if the line is busy and do not leave a message. Key administrators will be at the Command Center located in the Maintenance Annex.

Note: If you are on the 2nd floor, clear the floor and move to the 1st floor before calling Command Center.

Tornado Shelter Areas

Listed alphabetically

Location	Monitors	Shelter Area- Always on 1 st Floor		Call Command Center Extension
Alumni Commons, Student Center	Marshall Garrett & Howard Stewart	Servery, Restrooms, Mullen locker room, Spencer gym tunnel		X 8297
Athletic Fields	Security	West Side:	Physical Science Center or Lower School shelters	X 8297
	Dwight Phillips & Bart Epperson	East Side:	Hicks Athletic Center or Mullen Fitness Center shelters	
		*If shelter is too far; get in a ditch or depression and lie down.		
Centennial Hall (Move to 1 st Floor)	Paul Mlakar & Lisa Brandenburg (1 st)	1 st Floor Hallways away from glass		X 8297
	Michael Morris & John Perryman (2 nd)	<u>2nd Floor Monitors</u> - Clear 2 nd floor before moving to 1 st Floor & calling command center		
Central Plant	David Mitchell & Duane Barnhart	Remain in place		X 8297
Chapel	Glenn Stroh	Spencer gym tunnel, Mullen locker room, Commons restrooms		X 8297
Decherd Center & Fine Arts Wing:	Marion Gloriosio & Julie Doerge	Performance Hall:	Decherd classroom, stage right & left	X 8297
		Drama:	Prop room, restrooms	
		Art:	Decherd lobby restrooms, Decherd Hall stage areas left & right	
	Tim Hicks & Jacque Gavin	Band:	Prop and storage rooms	X 8297
		Orchestra/ Piano:	Storage rooms	
		Choir Loft Room:	North & south stairways	
Green Library, South & North Wings (Move to 1 st Floor)	Kurt Tholking & Cinda Thoma	Library:	1 st Floor of South Wing. Exit library through front library door and enter South Wing from rear door.	X 8297
		South Wing:	1 st Floor Hallway	
			2 nd Floor move to 1 st floor of South Wing through library, down stairs, exit through front library door, and enter back door of South Wing. If weather permitting and safe, evacuate through staircase in front of building and enter 1 st floor.	
	Teresa Katsulos & Rick Cerovsky	North Wing:	1 st Floor Hallway	X 8297
			2 nd Floor move to 1 st floor of North Wing through library, down stairs, exit library through north door by restroom, and enter back door of North Wing. If weather permitting and safe, evacuate through staircase in front of building and enter 1 st floor.	
Hicks Athletic Center & East Athletic Fields	Dwight Phillips & Bart Epperson	Hicks Athletic Center:	Locker rooms, Hallways away from glass	X 8297
		East Athletic Fields:	Hicks Athletic Center or Mullen Fitness Center shelters	
Hoffman Center (Move to 1 st Floor)	Veronica Pulido & Ray Westbrook (1 st)	1 st Floor Hallways away from glass		X 8297
	Marsha McFarland & Nancy Marmion (2 nd)	<u>2nd Floor Monitors</u> - Clear 2 nd floor before moving to 1 st Floor & calling command center		

Tornado Shelter Areas

Listed alphabetically

Location	Monitors	Shelter Area- Always on 1 st Floor		Call Command Center at Extension
Lower School	Sherri Darver & Kathy Mallick	1 st Grade:	Lower School Library Office	X 8262
		2 nd Grade:	Second grade office area & restrooms	
		3 rd Grade:	Third grade office area & restrooms nearest the library	
		4 th Grade:	Clinic Treatment Room & restrooms nearest the library	
		Library:	Library office	
		Art, Drama, & Music:	Go to assigned homeroom shelter	
		Decherd Classroom:	Remain in classroom	
		Playground:	Go to assigned homeroom shelter	
Maintenance Annex	David Mitchell & Duane Barnhart	Interior rooms without windows, Restrooms		X 8262
Mullen Fitness Center (Move to 1 st Floor)	Josh Friesen & Mark Sullivan	1 st Floor Locker room, Restrooms, Hallways away from glass		X 8262
Nearburg Hall (Move to 1 st Floor)	Jim Windlinger & John Frost	1 st Floor Storerooms, Restrooms, Hallways away from glass		X 8262
Spencer Gym and Pool	Reyno Arredondo & Mihai Oprea	Gym tunnel, Locker rooms, Restrooms		X 8262
Science Temporary Classrooms (Move out of Space)	Mark Adame & Bonnie Flint	1 st Floor McDermott Green or 1 st Floor Centennial Hall Hallways away from glass		X8262
McDermott Green Physical Science Center (Move to 1 st Floor)	Paul Hoehn & John Mead	1 st Floor Classrooms, Offices, & Other rooms without windows, Hallways away from glass, Science Lecture Hall		X 8262
Student Store	Nancy Goldberg & Susan Wise	Storeroom		X 8262
Tennis Center		Maintenance Annex shelter areas		X 8262
		*If shelter is too far; get in a ditch or depression and lie down.		