

SAN DIEGO MIRAMAR COLLEGE

**EVENING ADMINISTRATOR
INFORMATION & PROCEDURES**

SPRING 2022

EMERGENCY OR SITUATIONS OF SERIOUS CONCERN

EMPLOYEE REPORTING PROTOCOL

FIRST STEP COMMUNICATION

CALL

(Provide summary of incident, name of individuals Involved, CSID, email address, phone numbers, Descriptions and locations of individuals, letters or Evidence.)

COLLEGE POLICE DISPATCH

(619)-388-6405

SECOND STEP COMMUNICATION

SEND E-MAIL TO:

(Provide summary of situation)

President Wes Lundburg
wlundburg@sdccd.edu

VP Administration, Brett Bell
bbell@sdccd.edu

VP Student Services, Adrian Gonzales
agonzales@sdccd.edu

VP Instruction, Michael Odu
modu@sdccd.edu

THIRD STEP COMMUNICATION

SEND E-MAIL TO:

(Let them know you have reported the situation and share Information as needed.)

All Deans* (dlformiramardeans@sdccd.edu)

***For all student-related issues the Dean of Student Affairs, Cheryl Barnard must receive communication for follow up purposes.**

EVENING ADMINISTRATOR DUTIES AND PROCEDURES

This guide contains information that evening administrators will find useful in carrying out their duties. The following is not totally comprehensive. It covers many situations, but there will be other less common incidents that may also require an administrator's intervention.

Standard Procedures:

- Report to the Vice President of Instruction's Office in Room N-203 by 4:00 PM to pick up campus keys. Until 7:00 PM, you need to remain on campus, either in your office or another campus location. Please inform the Evening Assistant in the VPI's office of your location.
- After 7:00 PM, you are "on-call" until 10:00 PM and the point of contact. Contact the appropriate area depending on the nature of the issue.
- A master set of campus keys are located in the lock box on the wall in the workroom of N-203 to be given to you by VPI staff. The keys must be returned by 7:00 pm to VPI staff.
- There is an Evening Assistant in N-203 on duty until 7:00 pm and can be reached at (619) 388-7350.
- The Evening Administrator's cell phone (**619-301-1348**) is kept in the VPI office. It's recommended to have that number call-forwarded to your own cell phone. If you use the Evening Administrator's cell phone, remember to return it before you leave campus for the night.

Among your responsibilities:

- Unlocking/locking classrooms for faculty who have forgotten keys/codes or students leaving belongings in a classroom.
- Manage class cancellations and/or notices to students with assistance from the VPI support staff between 5:00 PM – 7:00 PM
 - a) If there is no instructor for a class, then the evening administrator will work with VPI staff to locate and obtain the status of the instructor and communicate to the students.
 - b) Instructors may also call in sick. In this case, the evening administrator would inform any students present that class is canceled and convey any assignments or messages from the instructor.
- Classroom and student management (e.g. asking all students to leave a classroom while a medical emergency is addressed.)
- Identifying oneself, notifying and/or offering assistance to college police in case of an emergency or unusual occurrences, such as:
 - Power outages
 - Fires / Fire Alarms
 - Flooding
 - Medical Injuries
 - Criminal Activity
 - Classroom Disruptions
 - Apparent Mental Health Situations
 - Any other unusual occurrences
 - **When in doubt, call College Police Dispatch (619) 388-6405 and follow the Employee Reporting Protocol!**

REVISE FEBRUARY 2022

- For disciplinary matters forwarded to the Evening Administrator, ensure that the Dean of Student Affairs (**Cheryl Barnard**) is notified by the following day.
- Ensuring the President or a Vice President is contacted regarding emergencies or unusual occurrences. See Employee Reporting Protocol Page.
- To Contact Facilities after 7:00 pm
 - Call Dispatch (619) 388-6405 and request to relay a message to Miguel Contreras (Miramar Facilities).

FACILITIES NIGHT CREW LEAD

NAME	DEPARTMENT	CONTACT
Miguel Contreras	Facilities Crew Lead	See previous page for directions

SERVICES

SERVICE	WORK PHONE	SERVICE	WORK PHONE
College Police	(619) 388-7353	Stockroom	(619) 388-7445
Custodial/Pager	-	Reprographics	(619) 388-7875
After Hours Facilities (Dispatch)	(619) 388-6405	Health Center	(619) 388-7881
		Facilities	(619) 388-7823
Library	(619) 388-7310	AV	(619) 388-7317

EVENING DUTY CELL PHONE

(619) 301-1348

For questions or help, please call the evening assistant in the Office of Instruction at x7350.