

# MISSION COLLEGE

## Facilities/Safety Committee

### Protocol to have Classroom Doors Opened

Assumption: Not all doors are unlocked prior to class meetings.

The lists below are prioritized; that is, try (a) first, then (b), etc.

1. For Monday - Friday, 8:00am to 5:00pm:
  - a. Check with Division Administrative Specialist
    - Business Technology and Kinesiology (408-855-5211)
    - CTE (408-855-5201)
    - Health Occupations (408-855-5374)
    - Humanities, Social Sciences & Art (408-855-5152)
    - Instruction (408-855-5380)
    - Language Arts and Library (408-855-5219)
    - Math, Science and Engineering (408-855-5295)
    - Student Services (408-855-5196)
  - b. Office of Instruction (SEC 331; 408-855-5180)
  - c. VP of Administrative Services (SEC 335, 408-855-5232)
  - d. Contact District Facilities (Katrina) 408-741-4121
2. For Monday - Friday, 5:00pm to 10:00pm:
  - a. Evening/Weekend Administrator at 408-590-2657
  - b. County Communications at 408-299-2311
3. Saturday, 8:00am to 4:00pm:
  - a. Contact Evening/Weekend Administrator at 408-590-2657
  - b. County Communications at 408-299-2311
4. Saturday, after 4:00pm:
  - a. County Communications at 408-299-2311
5. Sunday, 7:30am to 4:00pm:
  - a. County Communications at 408-299-2311
6. Sunday Special Events
  - a. Special Events Coordinator at 408-590-2657