

EMERGENCY PROCEDURES NOTICE TO STUDENTS

FACULTY provide a valuable leadership element to working with students in an emergency. In the event of an emergency, please adhere to the following guidelines:

BEFORE AN EMERGENCY OCCURS...

1. Know the building marshals and floor captains for your building location.
2. Know the safe evacuation area for the building where your class is located and the best route to use to get there.
3. Always carry a flashlight and a class roster.

WHEN AN EMERGENCY OCCURS...

1. Keep calm. Don't run or panic. Evacuation is not always the safest course of action. Please keep your students in the classroom until directed to evacuate by emergency personnel unless the situation occurring is such that remaining in the building jeopardizes you and your students.
2. If you are advised to exit the building, advise your students of the need to evacuate and direct them to take their belongings with them, use the nearest exit and move to your designated safe evacuation area to reconvene so you can take roll. Account for your students before and after you evacuate. Provide roll information to emergency personnel at the evacuation site. NEVER use elevators for evacuation.
3. If any of your students are injured, take them with you in an evacuation only if moving them will not cause further injury. If you must leave an injured student behind, try to protect the student from anything that might injure them such as items falling or glass breaking, etc. Post a large visible sign on the outside of the door indicating that the student is there. Once you have reached the safe evacuation area and have accounted for your students, provide emergency personnel (building marshal) with information about the injured student (location, type of injury, name of student, etc.) so that a search and rescue operation can be conducted to recover the student. Minor injuries can be treated by emergency personnel at the safe evacuation site.
4. Do not re-enter buildings until informed it is safe to do so by a Building Marshal or other emergency personnel.
5. If you are directed to evacuate the campus, please follow the evacuation route provided to you by emergency personnel and advise students to the same. Evacuation routes may be adjusted depending on the emergency situation.

FACULTY: Thank you for reading this information to your students during the first week of classes.

EMERGENCY CALLS

DIAL 9-1-1

Always dial 9-1-1 direct from any campus phone