EMERGENCY INFORMATION FOR FACULTY AND INSTRUCTORS IN THE CLASSROOM

Emergency Posters and Evacuation Maps are posted in classrooms.

INSTRUCTOR RESPONSIBILITIES

- Carry a class roster with you to each class session.
- Identify and escort your students to the appropriate evacuation zone using the evacuation route during an emergency.
- Use the class roster to account for evacuated students.
- Report any injured or staged students remaining inside and any students of unknown status to a first responder or building marshal.
- During a campus lockdown event, lead the class in RUN.HIDE.FIGHT protocols which may include running out of the classroom or building, locking the classroom door(s) and silencing phones, or defending your lives.

REPORTING AND EMERGENCY

- **Call 9-1-1**
- State the nature of the emergency.
- Remaining on the line until the dispatcher hangs up.
- Activate the Desktop Panic Alert! Desktop Panic Alerts are on all campus classroom instructor stations/computers.

SUPPLIES TO BRING TO CLASS

- Class roster
- Charged cell phone, charging cable (in case of power outage or prolonged lockdown)
- List of important telephone numbers (i.e. dept. leadership, supervisors, or lab managers, if applicable)

EVACUATIONS

- Familiarize yourself with the evacuation route and evacuation zone for each class location.
- Look for illuminated EXIT signs in larger classrooms to determine primary and secondary exits.
- Escort students to the evacuation zone and account for students using the class roster.
- Instruct students to remain at the zone until the official “All Clear” is given.
- **All fire alarms are mandatory evacuations.**

STUDENTS WITH MOBILITY RESTRICTIONS

- Review individual evacuation plans for students who have created them.
- Stage students with mobility limitations in a Temporary Rescue Area (usually stairwell landings).
- Notify the evacuation zone Building Marshal or a First Responder of the student staged in the TRA.

ACTIONS FOR AN ACTIVE SHOOTER

- Dial 9-1-1
- Activate the Desktop panic alert! on the classroom workstation.
- Secure the classroom by locking the door(s).
- Silence all cell phones and close any windows and blinds.
- Hide in a classroom location that is out of any line of sight.
- Treat any injured using basic first aid.
- Follow commands/direction of emergency responders.