

General Emergency Procedures & Responsibilities for Faculty Members

During any emergency situations faculty members are expected to take appropriate actions to ensure the safety of students under their supervision. Further, faculty members are expected to attempt to control and ensure the safety of any students within a reasonable area under their influence.

General Emergency Procedures:

Evacuation:

Guidance to the Individual

1. Calmly and quietly walk to the nearest exit.
2. Do not use elevators.
3. Follow instructions of emergency personnel, i.e. policemen or firemen.

Guidance to Faculty

1. Calmly but firmly direct students to the nearest exit. Do not let them remain in the building behind you as you calmly walk to the nearest exit.
2. Do not allow students to use elevators. Calmly and firmly direct them to use stairways to exit the building.
3. Report to emergency personnel as they arrive and inform them of any students that you suspect may still be in the building. Also advise them of any emergency conditions or problems that you observed as you exited the building.
4. Continue to calmly assist in moving students to a safe distance from the building as you move away yourself. Attempt to prevent any students from returning to the building until emergency personnel have advised you that it is safe to do so.

Fire:

Guidance to the Individual

1. If it is safe to do so, activate the closest fire alarm.
2. Evacuate to the designated evacuation area.
3. Call 9-911 and report the location and nature of the fire.

Guidance to Faculty

1. Upon discovery of a fire or identification of a fire alarm ensure that students evacuate the building immediately. Follow the guidance provided under the heading "Evacuation" above.
2. As you leave the building ensure that the closest fire alarm that is safely accessible is activated.
3. After you have exited the building call 9-911 on the nearest available cellular phone to ensure that the fire has been reported.

Flood:

Guidance to the Individual

1. Do not enter any flooded area. i.e., basement, first floor, vaulted area, etc.
2. Minor Flooding: Call the Physical Plant and report the location and nature of the leak.

Guidance to Faculty

1. Prevent students from entering flooded areas, drowning hazards may not seem to be a heavy threat but even small amounts of water present fall hazards and electrocution hazards.
2. Notify your Department Business Manager or the Dean's Office of any leaks or flooded areas that are discovered in the building.

Medical Emergencies:

Guidance to the Individual

1. Dial 9-911 and report the nature of the illness or injury and the location of the emergency.
2. Stay with the victim until help arrives if there is no immediate danger to yourself.

Guidance to Faculty

1. If you come upon or are witness to a medical emergency, ensure that someone calls 9-911 and reports the incident immediately.
2. While rendering immediate aid ***within the limit of your personal training and experience***, ensure that your Department Chairperson and the Dean's Office are notified of the situation.
3. Do not move the victim nor administer any medication to the victim. Ensure that air passages are clear and attempt to slow down any apparent bleeding by direct pressure but do not disrobe the victim to examine or treat injuries.
4. Stay with the victim and protect them from well meaning but untrained treatment from other students.
5. Upon arrival of emergency personnel, Police, Firemen, emergency medical personnel inform them of all observed symptoms and then stand by to offer assistance as requested. Keep onlookers moving to prevent interference with emergency personnel.

Tornado or Other Weather Threat Alarms

Guidance to the Individual

1. Take cover at the lowest level of the building. If an underground shelter is not available, move to an interior room or hallway on the lowest floor and get under a sturdy piece of furniture. Avoid places with wide-span roofs such as auditoriums, cafeterias or large hallways.
2. Stay away from windows.

3. If outdoors take cover, if possible, inside a building. If shelter is not available or there is no time to get indoors, lie in a ditch or low lying area or crouch near a strong building
4. After the tornado passes, remain alert for signs of additional tornados and or flash/flooding.

Guidance to Faculty

1. Calmly but firmly direct students to move to the lowest level of the building. In most cases this should be the basement Do not let them remain in the classroom.
2. Do not allow students to use elevators. Calmly and firmly direct them to use stairways to the basement.
3. Report to emergency personnel as they arrive and inform them of any students that you have moved to the basement. Inform them of any injured persons or emergency situations in the building.
4. Continue to calmly assist in moving students to move to the basement as you move there yourself. Attempt to prevent any students from leaving the basement and returning to the classroom until emergency personnel, the Dean's Office or your Department Chair have advised you that it is safe to do so.

Violence on Campus

Guidance to the Individual

1. Report any suspicious behavior or threats of any sort to your supervisor or instructor as soon as possible.
2. Do not attempt to resolve violent outbursts or outrageous acts of behavior yourself. Report such incidents to your supervisor or instructor as soon as possible. If violent activities are occurring immediately call 9-911 and report them to emergency personnel.
3. At the scene of any violent incident, attempt to move to a secure area as soon as possible and follow the instructions of the emergency personnel who respond to the incident.

Guidance to Faculty

1. Report any suspicious behavior or threatening activities to your Department Chairperson and/or the Dean's Office as soon as possible.
2. Do not attempt to confront a violent or out of control individual personally unless they enter your classroom. If a person acting in a violent, disruptive, or suspicious manner does enter your classroom you may:
 - a. Ask the person to stop what he or she is doing.
 - b. Ask the person to leave the classroom.
 - c. End your class early and allow your students to leave the classroom.
 - d. Call 9-911, or ask one of your students to do so, to ask for assistance.
3. If you perceive or receive notification of a violent occurrence on campus or within this building you may:
 - a. Lock and barricade the classroom door immediately.
 - b. Block any door windows.
 - c. Turn off the lights in the classroom.

- d. Secure your students and yourself in a corner of the room away from the door.
- e. Notify the Dean's Office, Department Chair Person, or Emergency authorities of your location and the number of students under your supervision. You may use available cellular phones or use the classroom computer to enter your e-mail account to send a message to accomplish this.
- f. Wait for further instruction from emergency personnel.