

CLASSROOM EMERGENCY PROCEDURES FOR FACULTY

The faculty member is usually seen as an authority figure for the student, and can influence how the student responds in an emergency. Remaining calm and providing clear directions will have a calming effect on the students. Knowledge of the emergency evacuation procedures will enable the faculty member to promote orderly and safe evacuations.

Faculty is expected to: (This information is contained in the Campus Emergency Information Station located in your work area or building)

- Provide his/her classes/audience with general information relating to emergency evacuation procedures. This information should be shared during the first week of class or at the start of a seminar.
- Know how to report an emergency from the classroom being used.
- Assure that known persons in need of assistance, i.e., person(s) physical impairments, etc. have the information they need. The faculty member should be familiar with the procedures for individuals with mobility impairments and be able to direct visitors with different needs.
- Take responsible charge of the classroom and follow emergency procedures for all building alarms and emergencies.

1. Emergency Response Guidebook

The Seminary's *Emergency Response Guidebook* for personnel will be used in case of an emergency. It covers events such as fire, power outage, bomb threat, severe weather etc. (Please refer to the Campus Emergency Information Station located in your work area or building.)

2. Evacuation Routes

The Seminary has posted floor plans in each Academic Building (Kerr, Library and Academic Center) classrooms, hallways and stairways showing specific building evacuation routes.

3. Evacuation Assembly Areas (EAA)

After the class leaves the alarmed building or area, it is important for the class to proceed away from the building where the emergency is occurring. Additionally, please instruct the students not to interfere with responding emergency services or place themselves at risk of injury from the emergency. Once the evacuated group of faculty, staff, and students have reached their designated Evacuation Assembly Area (EAA) faculty should take a head count of his/her group. The faculty member should report to Campus Safety or other emergency personnel at the Evacuation Assembly Area if someone from their class has not evacuated the building.

Please refer to the Campus Emergency Information Station located in your work area or building for your designated Evacuation Assembly Area (EAA).