

EvCC Emergency Management Plan

ANNEX #09 – Faculty Reference

1. INTRODUCTION

The Everett Community College (EvCC) holds in high regard the health and safety of faculty, staff, students and visitors. It is the policy of the EvCC to provide a loss-control program that protects employees from occupational injuries and illnesses, protects EvCC property from loss and damage and protects the environment.

The purpose of this annex is to provide faculty and educational assistants with guidelines that identify their role in emergency preparedness and response.

2. INSTRUCTOR GUIDELINES

A. Faculty guidelines generally include:

1. Faculty may provide his or her class or audience with general information relating to emergency procedures. When feasible, this information should be shared during the first week of class or at the start of a seminar (syllabus). Please note the posted “Classroom Emergency Procedures.”
 2. Information regarding how to report an emergency from the classroom being used.
 3. Guidelines to assure that persons with disabilities have the information they need. When appropriate, the instructor should be familiar with the student’s plan and be able to direct visitor with disabilities.
 4. Take responsible charge of the classroom and follow emergency procedures for all building alarms and emergencies.
- B. Faculty and instructional assistants should be prepared to take charge of the classroom and follow emergency procedures for all building alarms and emergencies.
- C. Faculty and instructional assistants will support and participate in EvCC emergency preparedness exercises.

EvCC Emergency Management Plan
ANNEX #09 – Faculty Reference

3. CLASSROOM EMERGENCY MANAGEMENT EXERCISES

A. Functional Exercises (Evacuations, Lockdowns)

1. Security will periodically coordinate functional exercises that will require an evacuation or room lockdown.
2. When feasible the instructor will be provided a minimum of 7 calendar days notice prior to the day of the exercise.
3. Every attempt will be made to avoid dates and times that will interfere with critical classroom activities such as finals.

4. CLASSROOM REFERENCE MATERIALS

A. All class rooms will have, at a minimum, the following emergency management reference materials:

1. Poster – emergency guidelines
2. Poster – emergency information
 - a. Classroom number
 - b. Classroom phone number
 - c. Emergency refuge area on classroom floor
 - d. Evacuation assembly area
 - e. Location – closest AED
 - f. Location – closest fire extinguisher
 - g. Emergency Contact Numbers
3. Emergency Procedures Handbook (flip charts)
4. Evacuation Map

B. In addition to the minimum resources identified above some of the classrooms may be equipped with the following:

1. Shelter buckets

EvCC Emergency Management Plan

ANNEX #09 – Faculty Reference

Table 9-A Faculty Emergency Management Guidelines

The “Instructor” is an authoritative figure for the student, either consciously or subconsciously, and can influence how the student responds in an emergency. Calm, collected and clear directions by the instructor will have a calming effect on the students. In order for the instructor to exhibit this controlled personae he or she must be prepared for emergencies. Instructors will find it helpful to review the plans for the buildings in which they teach.

These guidelines are provided to address classroom specific procedures as a supplement to the EvCC Campus Emergency Procedures Manual.

1 Evacuation Routes	Unless unusual conditions dictate otherwise, the best evacuation route is the nearest stairway and out the nearest exit. Do not use the elevators.
2 Emergency Assembly Points	After the class leaves the alarmed building or area, it is important for them to go to a pre-determined area where the presence of persons can be ensured. This “safe area” will be a designated Emergency Assembly Point where the class will not interfere with responding emergency services nor place themselves at risk of injury from the emergency.
3 Accountability	Accounting for all students can be very difficult, particularly with a large class. However, an attempt must be made. For example, it might be possible for the instructor to: wait until all the students have left the room/lab, use the class roster, use a head count or have students see if the students seated next to them are at the assembly point. You must also account for persons with disabilities
4 Evacuation for Persons with Disabilities	<p>If there is a person with a disability in the class, the instructor must be knowledgeable of their response and who may be assisting them. Four options are available to persons with disabilities:</p> <p>Horizontal Evacuation to outside or another building, if available.</p> <p>Stairway Evacuation.</p> <p>Stay in Place unless danger is imminent.</p> <p>Area of Refuge if available.</p> <p>Elevators cannot be used during an emergency evacuation!</p>
5 Reporting to Building Emergency Coordinators	After exiting and accounting for students, the Building Emergency Coordinator (Building captains & Floor Wardens) will notify emergency personnel of persons missing or trapped or persons with disabilities that are waiting assistance in areas of refuge.

EvCC Emergency Management Plan
ANNEX #09 – Faculty Reference

<p>6 Fire Alarms</p>	<p>Fire alarms will sound and will include strobe lights for people with hearing disabilities. When the alarm sounds, everyone must exit the alarmed area according to the evacuation plan. Everyone Must Evacuate Immediately!</p> <p>Procedures that may be hazardous if left unattended should be shut down.</p> <p>Verify that everyone leaves and that all the doors are closed. Closed doors significantly reduce fire and smoke damage.</p>
<p>7 Earthquakes</p>	<p>Most injuries that occur during earthquakes are caused by interior items falling on the building occupants, such as books, shelves, light fixtures, ceiling tiles and office equipment. Consequently, the first thing to do during an earthquake is to have everyone drop to the floor, cover their head, and hold that position. After the shaking stops, and if there is building damage, tell the class to collect their possessions calmly and evacuate the building to the Emergency Assembly Point. Caution them to watch for brick and other exterior building materials that may have been knocked loose by the earthquake.</p> <p>Procedures that may be hazardous if left unattended should be shut down.</p>
<p>8 Power Outage</p>	<p>If the power does not return in a reasonable length of time (~ 5 minutes) then evacuate the classroom or laboratory. Evacuation should take advantage of available lighting unless the building is in alarm, and then use the same evacuation procedures as during a fire. Caution students that there is no rush and they should take their time exiting the building. Emergency lighting may or may not be functioning in the room, hallway or stairways.</p>
<p>9 Reporting an Emergency</p>	<p>Check each classroom, lecture hall or laboratory for the nearest working telephone, the nearest life safety (fire) alarm pull station and the nearest fire extinguisher.</p> <p>If an emergency call 911 first and then call EvCC Campus Security at 9998.</p> <p>You must notify security of all emergencies and hazardous materials spills.</p>