



INSTRUCTOR EMERGENCY PROCEDURE GUIDE

PLEASE FOLLOW PROCEDURES AND DIRECTIONS FROM CAMPUS SAFETY SERVICES, POLICE, OR FIRE

As an instructor, you are the leader in the classroom and your students will likely look to you for guidance during an emergency. Below is a summary of information to review with your class at the beginning of each term.

1. Review the EMERGENCY PROCEDURE POSTER IN YOUR CLASSROOM WITH YOUR STUDENTS

2. BUILDING EVACUATION DURING CLASS INSTRUCTION

- a. Instruct your students to evacuate to the designated Emergency Assembly Point for this building, located at:
- b. The instructor should be the last to leave. If applicable, and safe to do so, shut down hazardous operations.
- c. Meet your students at the Emergency Assembly Point.

3. LOCKDOWN

- a. Keep students in the classroom, initiating the lockdown alarm on the door(s) if equipped, and barricade / secure all doors and windows.
- b. Do not leave the classroom until the all clear is given OR directed to evacuate by first responders.

4. MEDICAL EMERGENCIES

- a. Call or Text 911, then call Campus Safety Emergency Services at (408) 554-4444.
- a. Retrieve the closest Automated External Defibrillator (AED) and Bleeding Control Kit.
- c. If the person cannot walk, do not attempt to move them unless danger is present.

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EMERGENCY
RESOURCES**

