

STAFF

Staff personnel are usually responsible for themselves and should take the following measures before a drill or emergency:

1. Review the evacuation plans posted in their building.
2. Identify the quickest emergency escape route.
3. Identify a secondary route in case the primary one is inaccessible.
4. Identify a safe meeting location outside and away from the building. Make sure that all staff members are accounted for.

When the safety drill sounds staff personnel should:

1. Immediately leave the building.
2. Assemble in the predetermined location.
3. Notify supervisor/department head.
4. Supervisor will conduct a head count to ensure that no one is left in the building.
5. Notify Senior/Alternate Building Coordinators of personnel status.
6. Do not re-enter the building until clearance has been given by Safety personnel.

FACULTY

Faculty is responsible for the safety of students in their class and should take the following measures before a drill or emergency.

1. Review the evacuation plans posted in their building.
2. Identify the quickest emergency escape route.
3. Identify a secondary route in case the primary one is inaccessible.
4. Identify a safe meeting location outside and away from the building. Make sure that all students are accounted for.
5. Review this information with the class.

When the safety drill sounds faculty should:

1. Take the class roster and immediately guide student's safely out of the building.
2. Assemble the students at the predetermined accountability site.
3. Account for students using the class roster.
4. Report student's status to Senior/Alternate Building Coordinators.
5. Do not re-enter the building until clearance has been given by Safety personnel.