

Emergency Procedures for Faculty, Lecturers, and Teaching Assistants

Instructor's Responsibilities:

- Provide his or her class or audience with general information relating to emergency 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 persons with disabilities have the information they need. The instructor should be familiar with the disabled student's plan and be able to direct visitors with disabilities.
- Take responsible charge of the classroom and follow emergency procedures for all building alarms and emergencies.

As an instructor, what do I need to know about Emergency Preparedness?

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.

Emergency Evacuation Plans

Every university department and unit should have a written Emergency Action Plan covering specific procedures for their facility and employees. These plans should cover events such as: fire, earthquake, power outage, bomb threat, hazardous material spills, severe weather, etc.

Evacuation Routes

Evacuation floor plans are posted on building walls at main entrances. Use these plans to identify a primary and alternate evacuation route from your classroom. You should also look for EXIT signs, which will be visible in hallways and above doors in larger classrooms, to identify a primary and secondary exit route from your classroom.

Emergency Assembly Points

After the class leaves the building or area in response to an alarm, it is important for them to go to a pre-determined area where you can account for all persons in your class. Identify this area while determining your evacuation routes, and be sure to communicate the location of the assembly point to your class.

Accounting for Students

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. (See below)

Evacuation for persons with Disabilities

If there is a person with a disability in the class, the instructor must be knowledgeable of their response plan and who may be assisting them. Four options are available to persons with disabilities:

- Horizontal evacuation to the outside or another building, if available.
- Stairway evacuation.
- Stay in place unless danger is imminent.

- Area of refuge, if available.

Elevators cannot be used during an emergency evacuation!

Contact Environmental, Health and Safety Services for additional information (231-9068).

Reporting

After exiting and accounting for students, notify emergency personnel immediately if persons are missing or trapped or if persons with disabilities are waiting for assistance in areas of refuge.

Fire Alarms

Fire alarms will be a sound of a slow WHOOP or a HORN and may include strobe lights for people with hearing disabilities. In buildings without a fire alarm system, departments in the building may sound the alarm by shouting 'fire' or by using air horns or similar means. When the alarm sounds, exit the building immediately. Procedures that may be hazardous if left unattended should be shut down, if you can do so safely, before leaving. Verify that everyone leaves and that all doors are closed, but not locked. Closed doors significantly reduce the spread of smoke and fire.

Earthquakes/Explosions

Most of the injuries that occur during earthquakes or explosions are caused by interior items falling on building occupants, such as books, shelves, light fixtures, ceiling tiles and office equipment. Consequently, the first thing to do during such an event is to have everyone drop to the floor, cover their head, and hold that position. After the shaking or explosion 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 or explosion. Procedures that may be hazardous if left unattended should be shut down.

What To Expect In A Power Outage

Most campus buildings are provided with emergency lights, though these lights are typically only located in hallways and exit stairs. The lights should be operational within 60 seconds following a power outage. Consequently, if the power does go out during class, have people stay in their seats for a little while and wait for either the power to return or the emergency lights to turn on. If the power does not return in a reasonable length of time (~ 5 minutes) then evacuate the classroom or laboratory. Caution students that there is no rush and they should take their time exiting the building.

Workplace Violence or Active Shootings

In the event of workplace violence or active shooting, the instructor is responsible for assuring that the following measures are employed:

- Call Virginia Tech Police and report the incident (provide as much detail as you can about the location, number of people/injured/assailants, description of the assailant, etc.)
- Secure the immediate area (e.g. classroom, bathroom, office)
 - Lock the door if you can
 - Block the door using whatever is available (e.g. desks, file cabinets, books, other furniture, etc.)
 - If the assailant/shooter enters your room and leaves, lock/barricade the door behind him or her
 - If safe, allow others to seek refuge with you.
- Treat the injured (e.g. basic first aid, apply pressure and elevate for bleeding, etc.)

- Position people out of sight and behind items that might offer additional protection (e.g. walls, desks, file cabinets, etc.)
- Close the blinds; block the windows; silence cell phones; turn off radios and computer monitors (if necessary).
- If you can, place signs in exterior windows to identify the location of injured persons
- Do not attempt to rescue people or un-secure the area if it poses a risk to the individuals inside.
- If you are in an unsecured area, find a safe area and seek protection.
- Stay calm and reassure others that you and the police are working to protect them.
- Cooperate with law enforcement personnel and make sure that everyone follows their orders.
- Be supportive. The victim(s), witnesses and other employees may need access to critical incident debriefing or counseling. Contact Personnel Services or the Dean of Students for guidance or assistance as needed.

All faculty and staff are encouraged to review the Workplace Violence Prevention resources available at <http://www.hr.vt.edu/employeescorner/workplaceviolence/> .

How To Report An Emergency

Check your classroom, lecture hall, or laboratory for the nearest working telephone, the nearest fire alarm pull station, and the nearest fire extinguisher.

If there is a:

Fire

Medical/Police Emergency

Hazardous Material Spill

Facility or Utility Failure

Then:

Activate the Fire Alarm Pull Station as you exit the building, and if possible call 911

Call 911

Call 911

Call 231-4300

What Emergency Preparedness materials should I have with me at class?

- Required – class roster
- Important telephone numbers (Department Administrator, Classroom Services, others as appropriate).

Classroom Emergency Procedures

When you hear the fire alarm...

- Everyone should calmly collect their coats and books and exit the classroom, lecture hall, or laboratory. Please turn off the gas supplies in laboratories.
- Leave the room/lab and go the nearest building exit. Know the location of alternate exits.
- **The elevators cannot be used during a fire alarm!**
- Go to the Emergency Assembly Point designated by your instructor.
Exception: Persons with disabilities may choose to remain in place or report to an area of refuge.

When there is a power outage...

- Everyone should stay in their seat to see if the outage is temporary and to let their eyes adjust to the lower light level.
- If the outage appears to be long term, everyone should calmly collect their materials and carefully exit the building.

If there is an earthquake or explosion...

- Drop and cover your head for protection from material that might fall from the ceiling or walls.
- After the shaking stops, calmly evacuate the building and standby for further directions from University officials.

Workplace violence...

- If the activities are occurring outside the classroom: seek to secure the entrances to the classroom; call 911 and report the emergency; stay away from windows; turn off lights and attempt to find shelter within the room.
- If workplace violence is occurring within the classroom, follow the lead of your instructor.

In the event of an undefined emergency (terrorist incident, regional hazmat incident, etc)

- Remain calm.
- Remain in place unless there is a readily apparent reason to leave the building (i.e. the building is on fire).
- Await instructions from police, fire or university officials on how to proceed.
- Prepare to evacuate the building if it becomes necessary.

Important Emergency Numbers

Emergencies (Police, Fire, Rescue):

Police (Non-emergency)

Schiffert Health Center:

Physical Plant Customer Service:

911

540-231-6411

540-231-5996

540-231-4300