

## EMERGENCY PROCEDURES FOR FACULTY AND INSTRUCTIONAL SUPPORT STAFF

Faculty and instructional staff members are responsible for the safety and well-being of students during scheduled instructional activities. **It is expected that each semester, faculty will notify their students of Sierra College emergency procedures both verbally and in the course syllabus. (HAND OUT PAGE 2 OF THIS DOCUMENT)**

**IF AN EMERGENCY OCCURS IN THE IMMEDIATE AREA, FACULTY SHOULD CALL FOR HELP.**

### **Fire, Medical, Police Emergencies**

#### **Rocklin Campus**

**Campus Police – Extension 1111** from campus phones, or **(916) 781-0570** or  
**Rocklin Police, Fire, Rescue – Dial 911**

#### **Nevada County Campus**

**Campus Police – Extension 1111** from campus phones, or **(916) 781-0570** or  
**Grass Valley Police, Fire, Rescue – Dial 911**

#### **Roseville Gateway**

**Roseville Police, Fire, Rescue – Dial 911**

#### **Truckee Center**

**Truckee Police, Fire, Rescue – Dial 911**

In the event of a campus emergency, lines of authority may change. Staff will be expected to follow the direction of those who have been placed in charge of specific functions relating to the emergency. Staff will be contacted as appropriate regarding the situation and given instructions on further actions needed.

### **IMPORTANCE OF ATTENDANCE DOCUMENTATION**

In the event of an emergency, it is vital to be able to account for the whereabouts of all students, faculty, and staff. Faculty who take attendance should keep rosters with them and turn them over to the appropriate authority upon demand. Faculty who do not regularly take attendance should work with students to develop some method of accounting for all of the students in the section.

### **PRIOR TO YOUR FIRST CLASS MEETING:**

- Read over your Emergency Procedures and the Classroom Emergency Procedures documentation. Contact the division office if you have any questions. Know what to do in the case of:
  - Medical Emergencies
  - Evacuation/Fire
  - Bomb Threat
  - Lock down/Shelter in Place
- Know your classroom and building. Be sure to check out:
  - Evacuation routes/meeting points
  - Where the fire extinguishers/fire hoses are located
  - Where the first aid kit(s) are located
  - Where the campus emergency phones are located

### **FIRST CLASS MEETING:**

- Review with your students where the emergency exits are, and if possible, walk with students to your building evacuation gathering point(s).
- Identify people with disabilities in the building and know what actions need to be taken in case of an emergency, including provision for service animals
- Cover locations of nearest emergency phone(s)
- Notify students that if more than one building is being evacuated the primary gathering points are:
  - ROCKLIN - THEATER, with the GYM as the backup location if the theatre is not available.
  - NCC – CAFETERIA, with M101 as the backup location if the cafeteria is not available
  - GATEWAY, TRUCKEE – main parking lot
- Review the actions to be taken in the event of an evacuation, lockdown or shelter in place.
- Notify students that backpacks and other personal belongings are to be kept with them at all times. **Do not disturb a suspicious object.** Backpacks left unattended pose a risk and may be confiscated or destroyed.

## CLASSROOM EMERGENCY PROCEDURES

### Fire, Medical, Police Emergencies

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**Rocklin Police, Fire, Rescue – Dial 911**

#### Nevada County Campus

**Campus Police – Extension 1111** from campus phones, or **(916) 781-0570** or  
**Grass Valley Police, Fire, Rescue – Dial 911**

#### Roseville Gateway

**Roseville Police, Fire, Rescue – Dial 911**

#### Truckee Center

**Truckee Police, Fire, Rescue – Dial 911**

### IN THE EVENT OF A FIRE:

- 1) If a fire or smoke are present, pull the nearest fire alarm.
- 2) Anytime you hear a fire alarm in the building – immediately start evacuation procedures.
- 3) Instruct students to gather personal belongings.
- 4) Gather attendance records.
- 5) Using the evacuation routes available, proceed with class to the established gathering point in the opposite direction of smoke or fire.
- 6) Wait with class at the gathering point until given further instructions by the appropriate emergency personnel.
- 7) DO NOT RE-ENTER THE BUILDING until instructed to do so.

### IN THE EVENT OF A COMMAND TO EVACUATE:

- 1) Instruct students to gather personal belongings.
- 2) Gather attendance records.
- 3) Proceed with class to the established gathering point.
- 4) Report to the emergency staff assigned to supervise the gathering point.
- 5) Wait with class at the gathering point until given further instructions by the appropriate emergency personnel.

### IN THE EVENT OF A COMMAND TO “LOCK DOWN”:

- 1) Close all doors and lock, if possible.
- 2) Close all blinds and drapes.
- 3) Turn off any unnecessary equipment.
- 4) Keep everyone away from all windows.
- 5) Instruct students to remain as quiet as possible.
- 6) Do not allow anyone to leave until notified by emergency personnel.
- 7) Ask students to turn cell phones off to free up frequencies for emergency personnel.

### IN THE EVENT OF A COMMAND TO CREATE “SHELTER IN PLACE”:

- 1) Follow all steps identified for lock down.
- 2) Ensure that all ventilation is either closed or shut down.

**PLEASE REPORT ANY SPECIAL CIRCUMSTANCES OR LIMITATIONS THAT MAY INTERFERE WITH YOUR ABILITY TO EVACUATE IN AN EMERGENCY.**