INSTRUCTOR EMERGENCY PROCEDURE GUIDE - Please Review

Remain CALM: Follow Procedures and Directions
(more emergency information at https://www.scu.edu/emergency/)

As an Instructor, you are the leader in the classroom and your students will likely look to you for guidance in an emergency. Below is the summary information to be reviewed with your class at the start of each quarter.

1. **Review the EMERGENCY PROCEDURES POSTER in your classroom with your students**

2. **BUILDING EVACUATION DURING CLASSROOM INSTRUCTION:**
   - Instruct your students to evacuate to the Emergency Assembly Point for this building indicated on poster in classroom
   - Sweep and clear the classroom before leaving
     - *If applicable - shut down hazardous operations before leaving…if it is safe to do so*
   - Meet your students at the Emergency Assembly Point

3. **LOCK DOWN:**
   - Quickly check halls and get students into classrooms (Building Evacuation Leads and Staff should assist)
   - Keep all students in the classroom until the emergency is resolved or until directed to evacuate by emergency responders
   - In some instances, classes may continue to be held while a lockdown is in effect

4. **MEDICAL EMERGENCIES:**
   - If an injured or ill person is not ambulatory, do not move them.
   - Call Campus Safety (ext 4444 or 408-554-4444) or 9-1-1 for immediate medical attention.

*More emergency information is available at: scu.edu/emergency*

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