

EMERGENCY ACTION PLAN

**3. GENERAL EXPECTATIONS FOR DEPARTMENTS AND STAFF**

**REPORT ALL EMERGENCIES IMMEDIATELY:** All Faculty and Staff members should familiarize themselves with Section 2 of this plan and follow the procedures set forth in that section on reporting college emergencies.

A comprehensive fire and evacuation plan is set forth in Section 14 of this Emergency Action Plan. In the event a fire is discovered in an area it is essential that you: (1) Activate the manual pull station building alarm; (2) If possible, Dial 911 from one of the Emergency phones located throughout the building; and unless faced with no alternative, avoid the use of cell phones to call 911 as the routing of cell phone calls could delay emergency response to the TRCC campus; and (3) Use Emergency phones to notify TRCC Security of the nature and location of the fire or emergency on the Emergency Hot Line, extension 55555.

**PLAN AHEAD...A SEPERATE PLAN FOR EACH WORK LOCATION:** Do not let an emergency surprise you. Surprise and your own fears about a possible emergency situation are your worst enemies. Plan ahead for what you need to do if an emergency happens. If your job requires you to work in different locations, different classrooms, etc. make sure you make a plan for each of these locations. A plan does not have to be elaborate. Just a few basic ideas of what you might do in that location in each type of an emergency. Who should you call? Where are the nearest phones? Try to locate two or three phones that would be available at the times you need them. Do you have the emergency phone numbers with you or posted nearby? Who are you responsible for in your work area and what will you do to help these people? How should you get out of the building from where you are? Once you have thought about these questions, and discussed them with others if you need more information, you will find you are more comfortable with the situation. You will find that you are better prepared and capable of responding to an emergency than you ever suspected.

**CALL FOR ASSISTANCE...KNOW WHOM TO CALL AND HOW:** Throughout this guide communication is stressed as the major tool for emergency response. No one is expected to be an expert in handling every type of emergency, but everyone is expected to know who and how to call to obtain this assistance. Appendix A to this guide contains a listing of College numbers to call in an emergency. If you cannot reach anyone at these numbers, do not hesitate to call 911.

**REMAIN AS CALM AS POSSIBLE...SET AN EXAMPLE FOR OTHERS:** Remember that **PANIC** in any situation can be a disease that spreads uncontrollably. On the other hand, a calm manner by the individual in charge is one of the most effective tools possible for handling an emergency situation and will instill calm in others.

**PROVIDE GUIDANCE AND ASSISTANCE TO EVERYONE UNDER YOUR SUPERVISION:** This may sound like a fairly straightforward requirement, but it may prove to be somewhat confusing in an emergency situation. In thinking about their personal plans for

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emergency response discussed previously, everyone should also think about just who might fall under their responsibility during an actual emergency: students in your classroom; office mates; physically challenged or otherwise handicapped individuals requiring assistance who may be with you or that you may encounter during an emergency; other employees and students in your general work area, when the person normally in charge during an emergency is unavailable or incapable of taking charge. The best thing to do in building your response plans is to assume you may need to help all of these possible candidates and then plan accordingly.

**ASSIST IN ANY OTHER WAY YOU ARE ABLE:** In case of any emergency, all College personnel, including faculty, staff, and student workers, are asked to assist in any manner they are able. Everyone is first asked to provide assistance and guidance for persons under their direct supervision and to insure that all students and staff are safely evacuated from the building or moved away from any potential danger. In the event the fire alarm is activated, follow the procedures in the Fire and Evacuation Plan (Section 14 of the EAP); and obey the directions given by the College Fire Wardens. Employees should remove themselves from any potential danger, or if the situation presents itself, offer to provide assistance to the extent they are able. This offer may either take the form of a direct response to an emergency, such as someone with medical training offering to assist in a medical emergency, or individuals may inform Security of their qualifications and willingness to assist as needed.