

EMERGENCY ACTION PLAN

4. SPECIFIC EXPECTATIONS FOR DEPARTMENTS AND STAFF

The following guidance is set forth for all Three Rivers Community College Faculty, Staff and Employees.

• **Faculty, Staff and Employees**

- Are familiar with and follow the Emergency Action Plan.
- Participate in drills and training sessions as required.
- Walk through primary and secondary evacuation routes at least once to become familiar with emergency exits.
- Know where hazardous conditions or situations in the area may exist.
- Know the location of flammable, or other hazardous materials.
- Know where the fire alarm pull stations are located and know how to activate the alarm.
- Be familiar with the building alarms and how to respond accordingly.
- Be familiar with the Emergency Hot Line number, extension 55555 to contact the Security Desk to request emergency medical assistance.
 - TRCC has a limited number of volunteer Emergency Medical Technicians (EMTs) available to render assistance in a medical emergency pending arrival of an ambulance and EMTs. Security will contact TRCC volunteer EMTs by radio and / or phone to request assistance; and request ambulance assistance if necessary via 911 if not already done by the reporting faculty, staff or employee.
 - A first aid kit and oxygen is located at the Security Desk as well as one of the two Automated External Defibrillators (the second located on the D Wing wall between the Cafeteria and Purchasing); and those items will be dispatched to the scene by Security upon notification of a medical emergency.
- Orient and inform students and visitors of procedures to be followed in case of a building alarm or emergency.
- Students should have a brief orientation on the first day of class. This orientation shall assure that they are aware that evacuation is required when the fire alarm system is activated and that they know where the nearest designated evacuation exits are located.
- Visitors unfamiliar with building procedures should be informed and assisted as appropriate.

• **Instructors**

- Provides class or audience with general information relating to emergency procedures.
 - This information should be shared the first week of class or at the start of a seminar.

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- Knows how to report an emergency from the classroom being used. Most, if not all, classrooms have a phone at the podium; if this is not the case in a particular room you should know where the nearest accessible phone is located.
 - Assures that persons with disabilities have the information they need.
 - The instructor should be able to direct students and visitors with disabilities as detailed in the Fire and Evacuation Plan, Section 14 of the EAP.
 - Takes charge of the classroom and follow emergency procedures for all building alarms and emergencies.
- **Director of Facilities**
 - Acts as a liaison with the responding emergency service personnel and others if a building emergency occurs to direct and facility entrance to the affected building area in concert with the Dean of Administration and the President or her designee.
 - In the absence of the Director of Facilities, the most senior skilled maintenance personnel will coordinate the above assistance to responding emergency service personnel.
 - Coordinates and conducts fire drills in conjunction with the Dean of Administration.
 - Assures that the appropriate College personnel are notified of all building emergencies when necessary.
 - **Dean of Administration**
 - In conjunction with the Director of Facilities, schedules employee safety and security training.
 - Review the Emergency Action Plan (EAP) on a continuous basis and at least annually confirm that the contents are accurate and current.
 - Will revise and post revisions to the EAP as needed.