

INFORMATION FOR INSTRUCTORS/TEACHING ASSISTANTS
DEPARTMENT OF MATHEMATICS
3/31/2011

*In case of emergency, TAs and instructors may be notified in person by floor coordinators, by the sound of a fire alarm, by the sound of the tornado siren, or by the campus emergency contact system. TAs and instructors are NOT expected to place themselves in danger during a fire or other emergency for the purpose of exercising these duties. Thus, the assignment of these duties is based on the Good Samaritan principle of performing them so long as doing so does not place the TA or instructor at greater risk to their personal safety.

Duties and responsibilities are as follows:

1. _____ In preparation for such an event, know where the closest exits are located. They are posted within the classroom.
2. _____ Share emergency procedures with the students on the first day of class
 - a. Location of exits
 - b. Instruct not to use elevators during a fire
 - c. Provide location of gathering point (near Alma Mater statue)
 - d. Location of tornado shelter (first floor, east hall)
3. _____ During an event, announce the evacuation to the class
4. _____ Provide clear instruction as to the designated evacuation route and the gathering point (near the Alma Mater statue)
5. _____ If possible count the number of students presently in the class so that an accurate count can be made at the rally point
6. _____ Note any persons with disabilities and assist them with evacuation so long as doing so does not place the person with disability at risk of greater injury. The person with disability is the person to determine the amount of assistance they require. Recognize that the person with disability may elect to remain in the facility at a point of refuge or rescue assistance to await professional assistance from the emergency responders. If this occurs, assist the person if necessary to the point of refuge or rescue assistance and once the class has safely evacuated, notify the emergency responders of the location of the person with disability.
7. _____ Assist a designated floor coordinator if necessary to assure that other department personnel are safely evacuated. This could include checking commons areas, restrooms, etc.
8. _____ Once at the designated gathering (rally) point, account for the number of students that were in the class
9. _____ Report to the incident command site on the status of the evacuation to include persons who may be missing, the location of persons with disabilities, and/or to answer questions with regards to the nature of the emergency.