

# FACULTY EMERGENCY INSTRUCTIONS

## **During an Earthquake:**

- DROP to the floor;
- COVER your body by moving under a desk or table;
- HOLD that position until the earthquake subsides.

## **After earthquake/Non-violent Emergencies:**

1. INSTRUCT your students to meet you at the designated assembly point outside the building. (If you are disabled or have disabled students in class, refer to instructions in Emergency Procedures Manual at <http://www.plu.edu/~safety/emergency-preparedness/home.html>)
2. EVACUATE everyone from your classroom.
  - Be the last one to leave
  - Close the door behind you. DO NOT lock the door.
3. MEET your class at the designated assembly point outside.
4. Once outside, COLLECT information.
  - NOTE students from your class who are Present, Absent & Accounted For, or Absent & Unaccounted For (Missing). Some ideas for doing this effectively are:
    - Use your emergency class roster to take roll,
    - Make a list on whatever paper is available,
    - Have students write their name and class on a piece of paper for you.
  - LIST any injuries or emergency conditions that are obvious.
  - GIVE information to the Emergency Building Coordinator who will be in a green vest and/or holding an orange sign.
6. For your safety, REMAIN at the building assembly point until the Emergency Building Coordinator or Campus Safety gives further directions.

## **Violent or Outside Threat:**

1. REMAIN inside.
2. LOCK doors/windows.
3. HIDE.
4. If something dangerous is in the outside air, move to the highest floor in the center of the building.