



FIRST CLASS MEETING EMERGENCY PROTOCOL ANNOUNCEMENTS

The following should be completed before and during the first class meeting.

Before class starts

- 1) Take time to identify the evacuation plan for your classroom.
- 2) Walk out to the evacuation site and decide where you will lead your class during an evacuation. Make sure it is clear of hazards (items that can fall, etc.)
- 3) Identify the nearest fire extinguisher to your classroom.
- 4) Select a method for taking roll every class (buddy system, sign-in sheet, verbal roll call, etc.)
- 5) Visualize what you will do with your class during a fire, earthquake, active shooter event, etc.

First day of class

- 1) Discuss with class that the first priority during a crisis situation is safety. RCCD takes all emergencies and emergency drills seriously and so should students and employees.
- 2) Discuss and establish your method of taking roll. Let students know that it is critical to do this so you can account for them during an emergency.
- 3) Discuss the evacuation plan with the class.
- 4) Identify a back-up person to lead the group safely to the evacuation site, if you are not able to do so.
- 5) Discuss the protocols for an earthquake (drop, duck and cover). Let students know that if they can't get under their desk, to take a book or other hard object to protect their neck and head.
- 6) Discuss objects in the classroom that may be hazardous during an earthquake, which students should avoid (chemicals, large cabinets, Televisions mounted on ceilings, etc.)
- 7) Discuss protocols for a fire – informing the students of where the nearest fire extinguisher can be found.
- 8) Discuss protocols for an active shooter event. Let students know what they should do, what you will do. Have them identify things they can use to barricade the doors, and objects they might be able to use to defend themselves.
- 9) As an instructor, observe the class to see if there are individuals who may need extra assistance during a crisis situation. If you identify individual(s) meet with them after class to discuss what they would like in terms of assistance during a crisis situation. Comply with their wishes (for example, if they would like someone assigned to assist them during an event, make sure it is someone they are comfortable with – meet with this individual and the person needing assistance during the next class session to outline a plan for different events.)



FIRST CLASS MEETING EMERGENCY PROTOCOL ANNOUNCEMENT CHECK LIST

Discuss the following with students on the first day of class

- Safety first!
- Method of taking attendance for accountability during an emergency
- Evacuation plan
- Volunteer to lead group to evacuation plan if you are unable to
- Earthquake protocols
- Hazards in the classroom
- Fire protocols – nearest fire extinguisher
- Active Shooter protocols
- Ask any individuals who may have special needs to see you privately if they would like assistance during an emergency.

Further explanation on other side of this page.