

## *Mission College Emergency Service Bulletin*

To: Mission College Faculty Members & Associate Faculty Members

From: Frank Ramos, Director of Emergency Services, Ext # 5145

Date: October 3, 2007

Subject: Evacuation Instructions

**When you hear a fire alarm sounding and/or are instructed by telephone, a Mission College Emergency Response Team member or a District Police Officer:**

1. Stop whatever you're doing in class.
2. Gather all your belongings, especially your class rosters & roll sheets.
3. Instruct your students to pick up all their belongings, stay together as a group, proceed immediately out the nearest stairway (do not use the elevators) toward a designated assembly area (do not block access roads) and then wait for your next instructions.
4. Make a quick scan of your classroom to ensure everyone has exited the room.
5. Leave the building immediately. As you proceed towards the assembly area and you notice students nearby direct them away from the building and to the designated assembly area.
6. At the assembly area gather your students together, **take roll**, accounting for your students and any other students who followed you to the assembly area and **wait for instructions** from an Emergency Response Team member or district police officer.
7. Keep your students together. Reassure your students; remember they are looking to you for guidance.
8. Tell your students **not** to leave the area unless instructed to do so.
9. Do not allow your students to return to the evacuated building until you receive an all clear from a Mission College Emergency Response Team member or District Police Officer.
10. Report any issues, concerns, problems to a Mission College Emergency Response Team member.
11. Disabled students who cannot evacuate themselves must be led to a visually safe location near an exit (stairs, etc...) they are to be left there. You must report the student's location to a Mission College Emergency Response Team member or District Police Officer.

When an alarm sounds, **the need to evacuate students in a safe, orderly, and timely manner** from your classrooms is essential. Following these simple but important instructions will ensure everyone's safety.

*The Safety of our Students depends on US!*