Emergency Procedures in the Classroom:

Do You Know What to Do?
Presentation Outline

- Review of potential scenarios
- UC/Clermont College Policies & Procedures
- What to Do
- Q&A
Possible Emergency Scenarios

- Fire/Building Evacuation
- Disruptive Student Conduct
- Medical Emergency
- Criminal Act
- Inclement Weather
- Psychiatric Emergency
Student in a particular program was very agitated during class. Student was verbally abusive towards themselves and others in the class, including the instructor. Instructor did not call security so the situation spilled over into the parking lot where the student acknowledged suicidal thoughts.
Student had a seizure in class. Instructor didn’t know what to do. Security notified late.
UC/Clermont Policies & Procedures

- Emergency Procedures Brochure
- Role of Public Safety Office

J.Radt/10-24-06
What to Do?

- In the event of any classroom emergency, notify security ASAP. If during regular hours (7:30-7:00), call the front desk at 4-5200 for the fastest response. If you cannot reach someone, dial 911.
- After hours, notify the UC Police dispatch at 6-1111. They will notify our security officers.
What to Do – Fire/Evacuation

- Ensure that all students are physically capable of evacuating the building in a safe manner.
- Remember that there may be persons who have invisible disabilities or have not disclosed their disability.
- Be familiar with the areas of rescue assistance (UC Clermont brochure)
- Remain with a person in the rescue area until relieved by police or fire personnel. If the situation becomes life-threatening, vacate the building and notify the authorities ASAP. It becomes more difficult to rescue two people.
- Meet at the designated gathering point.

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What to Do – Disruptive Student

- Politely ask the student to stop the disruptive behavior.
- Offer the student the opportunity to leave the classroom.
- Have another student page Security before the situation begins to escalate.
- If the student leaves the classroom, notify Security with the details of the incident.
What to Do - Medical

- Contact Security at 4-5200 or call 911.
- Provide as much information as possible to the dispatcher.
- Unless it is a life-threatening situation, do not move the injured individual.
- Do not provide CPR or other first-aid unless you have been trained to do so.
- Security or other Clermont staff will meet the ambulance and direct them to the injured individual.

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What to Do - Medical

- If the student is having a seizure, assist the student to a safe place and remove all objects in their path. Place a soft object like a sweatshirt under their head if possible.
- Notify security who can page 911 faster.
- Do not hold their tongue or otherwise interfere with the seizure.
What to Do – Criminal Act

- Close the classroom door and lock it.
- Notify Security and call 911.
- Move away from the door.
- Create a barrier between the door and the people inside.
- Wait inside the classroom until the all-clear is given by the authorities.
What to Do – Inclement Weather

- If classes are cancelled while students are still on campus, ensure that everyone in the class has transportation home.
- If there are students who are waiting for someone to pick them up, security will remain on campus until they have been transported.
What to Do - Psychiatric

- Remain calm.
- Have another person in the room quietly page Security.
- Reassure the student that you are there to help them.
Not all students choose to disclose and most students on campus have invisible disabilities.

Students with conditions they consider “stable” can have flare-ups with the stress of beginning classes.

Review emergency procedures when you review your syllabus at the beginning of each quarter.

Tell students that if they would require assistance during an emergency, they should contact you to make an emergency plan.
Role of Disability Services Office

- Work with student to identify with instructors.
- Educate students about the steps to take in the event of an emergency.
- Provide consultation when needed.
Wish List

- Comprehensive campus policy on emergency procedures that address different types of situations.
- Emergency Response Team