Emergency instructions for all instructors of mathematics courses.

INFORMATION YOU NEED TO KNOW IN CASE OF EMERGENCY
*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 or the need to stay 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. Floor coordinators in Altgeld Hall are Jonathan Manton, Sandee Moore, Kay Daly, and Jane Bergman with Wendy Harris as the overall coordinator.
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.
INSTRUCTORS: PRESENT TO YOUR CLASS ON DAY ONE IN SOME FORM. You may duplicate the page which follows and attach to your syllabus if desired.

In case of fire:

1. Determine evacuation routes in advance.
2. Calmly walk to the exit, following these routes.
3. Gather at a safe distance from the building so that it can be checked that everyone is out.
4. If you cannot exit, close the door, open the window, and signal firefighters.

In case of tornado:

1. We MUST go to the lowest level of the building, to the east corridor if possible.
2. Shut doors of the classrooms near you in the basement.
3. DO NOT return to class or leave the building until you have been told by staff that it is safe.

In case of active threat:

1. Call 9-1-1 as soon as it is safe to do so.
2. Evacuate the area by a safe route if possible, or seek safe refuge.
3. If you must stay here, close the doors and windows and set up a barricade to the door and any ground level windows.
4. Do not attempt to make contact (verbal or physical) with the individual responsible for the threat unless no other option is available.
5. Keep a solid object between you and the threat at all times.
6. Plan for the worst: locate objects to use as weapons or develop a plan as a group for how to combat the attacker. But, only you, as an individual, can decide if you want to engage the attacker.
7. DO NOT open the door for anyone but the Police.
8. DO NOT approach police officers as they attempt to locate and neutralize the threat.

For Instructors who teach in Altgeld Hall: Evacuation routes are clearly posted in each classroom. Show these to your students. Follow the indicated routes.