

## CLASSROOM EMERGENCY PROCEDURES

### EMERGENCY TELEPHONE NUMBERS Fire, Medical, Police Emergencies

#### Rocklin Campus

Rocklin Police, Fire, Rescue – Dial 911

#### Nevada County Campus

Grass Valley Police, Fire, Rescue – Dial 911

#### Roseville Gateway

Roseville Police, Fire, Rescue – Dial 911

#### Truckee Center

Truckee Police, Fire, Rescue – Dial 911

### IN THE EVENT OF A FIRE:

- 1) If a fire or smoke are present, pull the nearest fire alarm.
- 2) Anytime you hear a fire alarm in the building – immediately start evacuation procedures.
- 3) Instruct students to gather personal belongings.
- 4) Gather attendance records.
- 5) Using the evacuation routes available, proceed with class to the established gathering point in the opposite direction of smoke or fire.
- 6) Wait with class at the gathering point until given further instructions by the appropriate emergency personnel.
- 7) DO NOT RE-ENTER THE BUILDING until instructed to do so.

### IN THE EVENT OF A COMMAND TO EVACUATE:

- 1) Instruct students to gather personal belongings.
- 2) Gather attendance records.
- 3) Proceed with class to the established gathering point.
- 4) Report to the emergency staff assigned to supervise the gathering point.
- 5) Wait with class at the gathering point until given further instructions by the appropriate emergency personnel.

### IN THE EVENT OF A COMMAND TO “LOCK DOWN”:

- 1) Close all doors and lock, if possible.
- 2) Close all blinds and drapes.
- 3) Turn off any unnecessary equipment.
- 4) Keep everyone away from all windows.
- 5) Instruct students to remain as quiet as possible.
- 6) Do not allow anyone to leave until notified by emergency personnel.
- 7) Ask students to turn cell phones off to free up frequencies for emergency personnel.

### IN THE EVENT OF A COMMAND TO CREATE “SHELTER IN PLACE”:

- 1) Follow all steps identified for lock down.
- 2) Ensure that all ventilation is either closed or shut down.