

# Classroom Emergency/Safety Procedures Student Handout

In order to ensure your safety, please review the following material very carefully.

## Safety/Emergency Information

- Location of nearest fire extinguisher and pull station
- Location of the nearest exit(s)
- At least two emergency exit routes out of building and assembly location
- Location of severe weather shelter space for building
- Location of nearest Automatic External Defibrillator (AED) and first aid kit
- Personal Protective Equipment (PPE) needed for class if required
- Safety shower/eye wash station if applicable
- Sign up for Alamo Alerts in ACES

## Door Lock Devices

- For your safety, new door lock devices have been installed in all classrooms for use during a Lockdown event. Practice using the new safety door locks.

## Lockdown/Active Shooter

- Remember, **RUN, HIDE, FIGHT!**
- **RUN:** Escape the building or area if safe to do so
- **HIDE:** If you cannot get out of the building, identify the best place to hide (away from windows)
- Lock/Barricade the doors/windows
- Turn off lights
- Stay quiet and silence your cellphone
- Stay in place until "All Clear" is issued or police remove you from your location
- **FIGHT:** If the aggressor enters your room, FIGHT!
- Do not open doors for anyone



## Evacuation/Fire

- In the event of a fire, evacuate the building and proceed to the assembly area
- If the Fire Alarm has not already been activated, pull the alarm at nearest pull station
- DO NOT use the elevators
- Follow ACPD and Building Action Team (BAT) instructions
- DO NOT return to the building until All Clear is issued

## Shelter in Place/Severe Weather (Tornado)

- Move to the interior hallways or rooms of the building on lowest floor possible
- Stay away from all windows and doors
- Await further directions from ACPD or Building Action Team (BAT) member

## Medical Emergencies

- Please remain calm and contact Alamo College Police Department or call 911
- Provide any assistance you are qualified to perform



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