

APPENDIX H

DEL MAR COLLEGE SAFETY INSTRUCTIONS

The following information should be verbally given to **all students** (day or evening classes) by instructor. This information should be given at the beginning of the first week in each semester.

“In compliance with the College’s Safety Program, I must give you the following information: In the event of fire or other emergency, you should cautiously exit the classroom/building through nearest exit(s).” (If applicable:)

“In the event of fire, elevators should **not** be used.”

It is the instructor’s responsibility to insure that assistance is given to those students who need help in exiting the classroom/building. Identify and explain the operation of any emergency equipment in the room such as eye wash, first aid kit, oxygen, etc. Tell students where fire alarms and fire extinguishers are located. Inform students about the hazardous materials, equipment, tools, etc. in use in the classroom. Explain what to do in the event of an accident. Give instructions on the proper use of safety equipment. If emergency services are needed, use the nearest telephone to call police, ambulance, fire fighters, etc.

Dial 1199 when using campus telephone.

Dial 911 when using pay telephone.