

Checklist 3: Faculty/Lecturer/TAs Duties and Responsibilities

| Subject Area | Duties/Responsibilities | |
|--|--|--------------------------|
| <i>Administrative/ Preparation</i> | Provide classroom or audience with general information relating to emergency procedures. This information should be shared during the first week of class or at the start of a seminar. Note the posted information for “Classroom Emergency Procedures/Checklist” (See Appendix K). | <input type="checkbox"/> |
| | Know how to report an emergency from the classroom being used. | <input type="checkbox"/> |
| | Assure that persons with disabilities have the information they need. The instructor should be familiar with the student’s plan and also be able to direct visitors with disabilities. | <input type="checkbox"/> |
| <i>Emergency Evacuation</i> | Take responsible charge of the classroom and follow emergency procedures for all building alarms and emergencies. | <input type="checkbox"/> |

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