



TOOELE TECHNICAL COLLEGE

Substitute Instructor Orientation

NOTE: Substitutes must complete hiring paperwork which includes obtaining FERPA certificate
(May 6, 2016, revised June 9, 2016)

Substitute's Name _____ Faculty Substituting for _____

Program _____ Start Date _____

My signature below indicates that, *prior** to substituting for the Tooele Technical College, program faculty and I have reviewed *and I understand the following items* that relate to this program:

SAFETY:

- Standard Response Protocol
- Accident procedures
- Fire procedures
- Hazard procedures
- Active shooter
- Earthquake
- Suspicious package
- First aid kit
- Fire extinguisher
- Exits
- School closures
- AED locations
- Gathering place and color cards
- Crisis App. (if smart phone user)
- Posted safety sheet & incident report

OTHER:

- Role/Responsibilities
- Student's Frequently Asked Question Sheet (FAQ)
- Confidentiality
- Hourly Worksheet (Time Card)
- Schedule (Lunch/Breaks)
- Introduced to a 'buddy'
- Room/Shop/Office Access
- Set up and Shut down
- Parking

Substitute's Printed Name _____ Signature _____ Date Orientation was completed* _____

Signature of faculty providing orientation _____ Date _____



Post by nearest phone in your program area. Ensure substitutes know this information.

Employees are responsible for personal safety and the safety of those they supervise. Employees are required to immediately report/resolve any health, safety, or security concerns to their supervisor. Substitutes report directly to the facilities manager at 435.248.1820 or 911. Call 911 if facilities manager is not available.

Accident: (Do not transport students)

- **Emergency: Call 911**
- Non-life threatening accident: Call 435.248.1820 (Facilities Manager)
- Blood spills – Call 435.248.1820. Stay clear; if contact is made with blood wash skin with soap and water and eyes/nose/mouth with copious amounts of water.
- Document incident on the report attached

Fire: Pull the alarm and evacuate building; everyone meets at the flag pole; take roll; display appropriately colored card.

Hazard: Suspicious or disturbing behaviors by students or others, or observed hazards such as leaks, smells, or spills. Call 435.248.1820 (Do not attempt to clean up). Call 911 for major problems that could be life threatening (such as a student with a weapon).

Active Shooter:

- Get out and call 911
- If you can't get out, lock/hide out; If found fight
- Follow police instructions; keep hands visible

Earthquake: Take cover and wait 2 minutes after tremors stop then evacuate to flag pole.

Suspicious Package: Stay clear; keep cell phones away; Call 435.248.1820

First Aid Kits: Provided in the classroom for minor injuries.

School Closures: Notification takes place using Crisis Manager App. Ensure this is uploaded on your phone if possible.