

Faculty Emergency Guide

Emergency Information for Faculty Members in the Classroom

The importance of emergency preparedness extends into the classroom. Students, even in higher education settings, look to the instructor for guidance and definitive action during an emergency. Faculty should take a few minutes at the start of each semester to familiarize their students with basic evacuation and emergency procedures.

The following information is intended to serve as a quick reference during emergencies. More information can be found on the *Staying Safe on Campus* page at www.etsu.edu/safety.

What are my responsibilities as the instructor?

- Clearly cover the basic emergency procedures for the class during the first week of class (10 minutes of pre-planning can save lives).
- Know how to report an emergency from the classroom.
- Communicate the evacuation route and assembly area outside the building in case of evacuation.
- Ask students if they have emergency training (CPR, first aid, etc.) Be prepared to call on them in an emergency.
- Evacuate the classroom if a medical emergency occurs to allow emergency responders to access the victim.
- Persons with disabilities, who self-identify, should be able to provide information on special assistance needs if an emergency occurs. Persons with disabilities may need assistance leaving the building during an evacuation.
- Provide leadership if an emergency arises and follow emergency procedures for all building alarms and emergencies.

How do I report an emergency?

- Dial 911 (Dial 423-439-4480 to reach ETSU Public Safety directly. Program this number into your cell phone).
- Stating the nature of the emergency.
- Remaining on the line until the operator hangs up.

What should I carry with me to class?

- Class roster
- Cell phone
- List of important telephone numbers (i.e. department leadership, supervisors, or lab managers, if applicable)

How do I evacuate the classroom?

Know the evacuation routes for your classroom. Evacuation routes are posted on building walls throughout the hallways. Ensure that your class knows the location of the designated assembly area. This information can be found on the emergency procedure plaques posted at the main building entrance or in high traffic areas of your building.

- Use the nearest available exit, away from hazard.
- Look for illuminated EXIT signs in larger classrooms to determine primary and secondary exits.
- Take only essential items, do not delay in evacuating.
- Do NOT use elevators.
- As your class evacuates, ensure that everyone is leaving the building.
- All fire alarms require mandatory evacuation.

After evacuating the building:

- Proceed to your designated assembly area.
- Account for students, faculty and/or staff under your area of responsibility and relay this information to building coordinators at the assembly area.
- Do not re-enter building until directed to by safety personnel.

What about a person with a disability?

Persons with disabilities, who self-identify, should be able to provide information on special assistance needs if an emergency occurs. Persons with disabilities may need assistance leaving the building during an evacuation. Always ask a person with a disability how you can help before giving assistance. Ask how he/she can best be assisted or moved and whether there are any special considerations that you should be aware of. Three options are available to evacuate a person with a mobility impairment.

- Horizontal evacuation to the outside. Evacuation without using stairs.
- Stairway evacuation by assisting the person to walk.
- Assist the individual to the nearest stairwell landing. Stairwells have at least a one hour fire rating. Instruct the individual to stay in place while you exit the building and notify emergency personnel of the individual's location.

What if there is an act of violence or an active shooter? RUN / HIDE / FIGHT

- If it is safe to exit the building, do so and get as far away from the building as possible. Dial 911 or 423-439-4480 (Public Safety) from a cell phone.
- If it is not safe to exit the building, secure the classroom by locking the doors.
- Block the door with desks, chairs, or tables or other heavy objects.
- Move people away from windows and get behind items that protect them (desk, chairs, tables, etc.) Silence all cell phones.
- If there are no other options, commit to fighting the assailant.
- Treat the injured using basic first aid (apply pressure to wounds and elevate bleeding arms or legs).

Shelter-in-Place

Shelter-in-place response may be necessary during a hazardous material (HAZMAT) incident or tornado event. The response to these events are generally the same with differences noted below.

- If outdoors or in a car, move to a sturdy structure as quickly as possible.
- Stay away from exterior doors and windows, if possible.
- Move to the most central part of the building you are in.
 - Put as many walls between you and the exterior as possible.
- Do NOT open windows.
- If safe to do so, close doors as you leave an area.

Tornado Specific

- On the lowest level possible, move to the innermost part of building (e.g. hallways, basements, restrooms).
- Get under sturdy furniture or along an interior wall, if possible.
- Avoid exterior walls and corners
- Use your arms and hands to protect your head and neck.

HAZMAT Specific

- On the highest level possible, move into a room with a door and no windows, if possible.
- Shut off HVAC, if possible.
- Stop the flow of air around doors and vents using clothing, towels, or plastic and tape.
- Remain in place until an All-Clear is issued.
- If possible, call 9-1-1 to notify officials of your location.

GoldAlert

Students, faculty and staff are strongly encouraged to register for GoldAlert, ETSU's emergency communications system.

- Visit ETSU Homepage, select *Safety* at the top of the screen, and select *Enroll* under GoldAlert heading to register.

Inclement Weather

ETSU's Inclement Weather Policy (PPP-28) is attached as an appendix to this guide. Students, faculty and staff should familiarize themselves with this policy and understand their responsibilities as it relates to University closures and inclement weather. For more information, please visit the Office of Human Resources, www.etsu.edu/humanres/.

Appendix:**East Tennessee State University PPP-28 Inclement Weather Policy**

East Tennessee State University will generally remain open during periods of inclement weather. The President (or appointed representative) may officially close or suspend selected activities of the University because of extreme weather conditions. When a decision to close is reached, the notice will be posted on GoldAlert, the University's main web page www.etsu.edu, and campus and local radio and TV stations will be notified. This policy applies to the main campus as well as both Kingsport Centers and the Nave Center in Elizabethton. Classes at the Sevierville campus follow the weather delays and closings of the Walters State Sevierville campus.

Asynchronous online courses are not affected by university schedule changes due to inclement weather. The instructor in an online course is responsible for any modifications in course deadlines, assignments, or other requirements in an online course. Students should contact their instructor for guidance in these situations.

Synchronous online courses (Wimba and ITV Streaming Sections) follow the announced schedule changes due to inclement weather.

If the University is officially closed, certain essential activities such as campus dining, facilities management and public safety will continue to operate. When the University is officially closed, its policy of Days of Administrative Closing will apply for staff exempt and staff nonexempt employees. In the event of inclement weather when the University remains open, all faculty, administrators and staff will be expected to make every reasonable effort to maintain their regular work schedules, but are advised to avoid undue risks in traveling. Employees who anticipate arriving late or not arriving at work at all should notify their immediate supervisors. Employees have the option of charging their time off to annual leave or leave without pay, or with approval they may make up their lost work hours.

In the event of a delayed opening, the President (or appointed representative) will determine a specific time of opening and that information will be distributed to the campus community through GoldAlert, the home page of www.etsu.edu, and the local media. All staff are expected to report to their specific work location by the set opening time.

Students are expected to report to their regularly scheduled class only if there are 30 or more minutes remaining in the session. For example, if a delayed opening is set for 10 a.m. students who have classes from 9:45 a.m. to 11:05 a.m. should report to that class at 10 a.m. Students who have classes from 9:20 a.m. to 10:15 a.m. should not report to class. In a delayed opening, all classes scheduled prior to the set time of opening and those that have less than 30 minutes remaining after the set opening time are cancelled for the day.

If the university closes early, all instruction concludes at the designated time and should not extend beyond that time.

Students will be responsible for any academic work they miss due to absences caused by severe weather conditions. It is the individual student's responsibility to take the initiative to make up any missed work, and it is the instructor's responsibility to provide a reasonable opportunity for students to complete assignments or exams missed due to such absences. Faculty members have discretion in determining whether an additional session will be added for the class or if additional work is assigned due to the closure or delayed opening.

- * University School follows the Johnson City School System schedule as it relates to inclement weather unless the Johnson City School System is not in session. When that occurs, University School follows ETSU's class schedule. Little Bucs child care follows ETSU class schedule changes. The ETSU Child Study Center follows the ETSU administrative offices schedule with the following exception: If ETSU administrative offices must report to work after 8:00 a.m. or any delay up to 10:00 a.m. the Child Study Center opens at 10:00 a.m.
- * Off-campus sites and cohort programs meeting in school or community college facilities will follow the inclement weather policies of the local school system or community college in which the class is held.
- * ETSU medical, nursing, and other health sciences center clinics will work directly with affected students regarding their responsibilities during periods of inclement weather.