

# Emergency Information for Faculty and Instructors 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 and instructors who take a few minutes at the start of each semester to familiarize their students with basic evacuation and emergency procedures will find a peace of mind that they and their students are better prepared for an emergency.

Faculty and instructors are presented with a unique challenge in emergency planning as they travel between buildings and classrooms delivering lectures and guiding lab activities. The following information is intended to serve as a quick reference during emergencies.

Students, even in the university environment, look to the person at the front of the class as the leader of the group. Even in classes as small as 5 individuals, students expect the instructor to have answers and a clear plan when an emergency occurs.

## What should I do as the instructor?

- a. Clearly cover the basic emergency procedures for the class during the first week of class (10 minutes of pre-planning can save lives)
- b. Know how to report an emergency from the classroom
- c. Communicate the evacuation route and assembly area outside the building in case of emergency.
- d. Ask students if they have emergency training such as CPR or first aid and be prepared to call on them in an emergency
- e. Evacuate the classroom if a medical emergency occurs to allow emergency responders to access the victim
- f. 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
- g. Most importantly: Provide leadership if an emergency arises and follow emergency procedures for all building alarms and emergencies

## How do I report an Emergency?

- a. Dial 423-439-4480. (Program this number into your cell phone)
- b. State the nature of emergency
- c. Remain on the line until the operator hangs up

## What should I carry with me to class?

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

### How do I evacuate the classroom?

Use the nearest available exit. Evacuation routes are posted on building walls throughout the hallways. Know the evacuation routes for your classroom. Look for illuminated EXIT signs in larger classrooms to determine primary and secondary Exits. All fire alarms require mandatory evacuation.

### Where do I go after evacuation?

As your class is evacuating the classroom, ensure that everyone is leaving the building. Outside assembly areas have been designated for all academic buildings and are posted on the emergency procedures posted at the main building entrances. Familiarize yourself with these procedures. Ensure that your class knows the location and use it to account for students during an evacuation.

### What about a person with a disability?

Three options are available to evacuate a person with a mobility impairment.

- a. Horizontal evacuation to the outside. Evacuation without using stairs.
- b. Stairway evacuation by assisting the person to walk.
- c. 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 violence or an active shooter? Run / Hide / Fight

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