

# Faculty Preparedness in the Classroom



During an emergency, many students will look to you for guidance. Use this Information to help you become better prepared and manage classroom and campus emergencies.

## Instructor Role During an Emergency

Students look to the person at the front of the class for leadership, anticipating that the instructor will know what to do if an emergency occurs. Here's how you can help:

- Share basic emergency preparedness procedures during the first week of class.
- Remind students to update their emergency contact information in [MyUW](#) and to **opt in** to [UW Alert](#) emergency text messages.
- Know how to report any emergency from your classroom or lab.
- Individuals with disabilities – who self-identify – should be able to provide information on special assistance needs if an emergency occurs. They may need help leaving a building during an evacuation.
- Provide leadership if an emergency occurs; lead by example and follow emergency procedures.

## How To Report an Emergency

- Dial 9-1-1 from your cell phone, or 9-9-1-1 from a campus landline.
- Tell the dispatcher your exact address.
- Describe the nature of the emergency.
- Remain calm and do not hang up.
- If possible, have someone meet emergency personnel outside the building.

## Medical Emergencies During Class Time

Provide plenty of space for the victim(s) and emergency personnel.

- Call 9-1-1
- Send someone to escort emergency medical personnel to the classroom.
- Unless they are in immediate danger, do not move the victim(s) until emergency personnel arrive.
- If properly trained, give appropriate first aid and/or CPR until emergency personnel arrive.
- Never transport students to the hospital in personal or work vehicles – wait for ambulance arrival.

## Evacuating a Class

Building evacuation routes are posted in building hallways.

- Be familiar with two building evacuation routes for your classroom. Look for illuminated EXIT signs to determine your primary and secondary routes.
- **Remember, all fire alarms are mandatory evacuations.** Do not use elevators.
- As your class is evacuating, encourage everyone to leave the building but do not wait for those who refuse to leave. Try to keep your class together. Move away from the building to the building evacuation assembly area.
- [Primary assembly points](#) are marked with signage located in classrooms and hallway areas for each campus buildings. During certain emergencies such as an earthquake secondary assembly points may be further away from buildings.

# SAMPLE Instructor Script for Class Presentation

Please consider sharing this information (or paraphrasing) in each of your classes at the beginning of each semester.

Before we go on with our class, I want to talk about something very serious.

Though unlikely, there is always a possibility that there might be some type of emergency during the semester. Emergencies come in different forms – weather, medical, fire and ones involving people intending to do harm.

I would like to take a few moments to talk about actions to take in the event of an emergency in our classroom setting.

## If there is an emergency:

If there is an emergency, I will stop teaching right away. When it is safe to do so, we will call 9-1-1 and identify our building and room number, as well as the issue.

The first warning of an emergency may come to our attention through a personal electronic device, a speaker announcement, or a messenger at the classroom door.

In case of a fire alarm, exit quickly and as orderly as possible.

We also must **plan** for any active threat situations, **evaluate** the situation and make a decision on how to **respond**. There may not be a clear “right” answer. You will need to act quickly and choose to run, hide or fight.

**RUN:** Escaping the danger is the best option if you can. Have an escape route and plan in mind. Leave your belongings behind and get out and as far away as quickly and quietly as possible.

**HIDE:** If you cannot safely evacuate or are unsure of the location of the threat, do your best to secure the space you are in and create barriers between you and the threat. Secure doors, turn off lights, silence electronic devices and move away from windows and doors.

**FIGHT:** When you can't run or hide, attempt to disrupt the attack or stop the attacker. Work with others to ambush the attacker with makeshift weapons, such as chairs, fire extinguishers, scissors or books.

If you need to exit the building or are unable to find safety inside a building, go as far away as possible while still staying safe. Keep going until you know you are out of danger. If it is not safe to evacuate, take cover behind a building, car or other large object.

## Here is what you do next:

Take the time to identify different entrances and exits in this room and building [Point to exit doors in each space]. There are many ways in and out of the building. The next time you come to class, think about possible routes. Try different routes each day so you are aware.

**If you have safety concerns about yourself or others, in urgent or dangerous situations, please call 911.**

Support and guidance is also available from the UW's SafeCampus program. Someone might share with you that they're struggling or worried about their own safety, or you might become concerned for someone else.

You can call SafeCampus to anonymously discuss safety and well-being concerns for yourself or others. The SafeCampus phone number is 206-685-7233.

**(NOTE: Free SafeCampus promotional materials are available at [Washington.edu/SafeCampus](https://www.washington.edu/safecampus))**

Thank you for listening to this important information. If you'd like more information about safety resources, visit our Campus Safety website at <https://www.tacoma.uw.edu/fa/safety>.

## Classroom Preparedness Checklist

- ☐ **Locate the Emergency Procedures poster.**
- ☐ **Locate the nearest fire extinguisher.**
- ☐ **Identify the location of the building's AED.**
- ☐ **Locate the evacuation assembly point.**
- ☐ **Consider how you will direct students in an emergency.**
- ☐ **Consider how you can secure the classroom space.**
- ☐ **UW Alert blog: [Alert.UW.edu](https://www.washington.edu/alert)**

**253-692-4416**

- **Emergency: 911 (9-911 from campus landline)**