

Preparedness in the Classroom

Use this guide to help you become better prepared to provide guidance to your students and manage classroom emergencies.

Students look to the person at the front of the class for leadership, anticipating that you will know what to do if an emergency occurs. Reviewing and utilizing emergency preparedness in the classroom resource is to help you manage classroom emergencies.

What is the role of an instructor during an emergency?

Students, even in the university environment, 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.

- Clearly cover basic emergency preparedness techniques during the first week – 10 minutes of pre-planning can save lives.
- Remind students to update their emergency contact information.
- 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 the building during an evacuation.
- Provide leadership if an emergency occurs; lead by example and follow emergency procedures.

How do I report an emergency?

Dial 911 from your cell phone or campus phone when you need Police, Fire, or Emergency Medical Services. Remain calm – your actions influence others.

- Tell the dispatcher your exact location (Address / Building Name / Room Number)
- Give your full name and the telephone number from which you are calling, in case you are disconnected.
- Describe the nature of the emergency (describe clearly and accurately).
- Remain calm and do not hang up as additional information may be needed. If possible, have someone meet emergency personnel outside of the building.

What should I carry with me to class?

In addition to your daily class materials, you should also include:

- A charged cell phone.
- A list of important telephone numbers (i.e. department leadership, lab supervisors if applicable, etc.).

What if there is a medical emergency during class time?

Provide plenty of space for the victim and emergency personnel.

- Call FSU Police and Public Safety at (910) 672- 1911. Send someone to escort emergency medical personnel to the scene.
- Unless they are in immediate danger, do not move any victims until emergency personnel arrive.
- If properly trained, give appropriate first aid and/or CPR until emergency personnel arrive.

What if there is a disruption in my class?

- Address the behavior calmly, but directly. Alert those involved that this action is keeping the class from continuing.
- Ask individuals involved to cease activity or leave the classroom.
- If the disruption does not end or you do not feel comfortable confronting the person, call campus police at (910) 672-1775 (non-emergency)

How do I secure-in-place?

If you are unable to evacuate, or you don't know where the danger is, you will be safest by placing a locked door or other barricade between you and the associated violence or danger.

- Remain calm and remind your class to stay calm as well!
- Secure inside a classroom/office (ideally behind a locked door with limited glass exposure).
- Close blinds and turn off the lights. Barricade the door if you have time.
- Stay low to the ground until the situation has ended.
- Stay indoors and wait for the "All Clear" from Fayetteville State University Police and Public Safety (**FSU loudspeaker**) before resuming normal activity.
- If a physical description of the subject was given in the secure-in-place alert, consider similarities such as age, race, clothing description, height, weight, sex, and hair and eye color.

If the decision is made to let a person in, consider the following:

- Have the person leave anything he or she is carrying (a backpack, laptop case, package, etc.) on the ground, outside of the secure area.
- Have the subject lift up their coat, and/or jacket until the waistline is visible and rotate 360 degrees to see if he or she is concealing a weapon.

What if someone wants to enter a secure area?

If there is any doubt about the safety of the individuals inside the room or building, the area needs to remain secure. Allowing someone to enter a secure location may endanger you and others. Use good judgement!

If there are individuals outside the secured door who wish to get in, several factors should be considered to determine if it is safe:

- Can you see the area outside the door to determine that someone is not lying in wait? Is it a trap?

Remember, always use common sense. There are exceptions to all guidance and prescribed directions.

How do I shelter-in-place?

Shelter-in-place events are usually weather-related emergencies, such as a tornado. When it is necessary to shelter-inplace, you will be safest by moving inside to a building space that protects you from danger.

An appropriate shelter area capable of providing protection from severe weather should have the following characteristics:

- Located in an interior room of hardened structure (e.g. conference room, classroom hallway, bathroom, or office). Seek shelter in a hardened structure if you are located in a modular, prefabricated, or temporary structure. Avoid large free-standing expanses such as auditoriums and gymnasiums.
- Be free of exterior windows and other glass structures.
- Be at the lowest level possible in the building.

Take Action!

- Remain calm and remind your class to stay calm as well!
- DO NOT wait until you physically see a tornado or severe weather event to react.
- Proceed to the closest interior hallway or room(s) without windows—your class may already be in one—that will accommodate your class. If possible, shelter at the lowest level of the building.
- DO NOT lock doors behind you as others may also need to shelter-in-place.
- Await further instruction from emergency personnel.
- DO NOT leave until an “All Clear” is received.

How do I shelter-in-place? (continued)

During a tornado, seek shelter on the lowest level possible. If warranted, consider crouching near the door and seeking additional shelter under a sturdy desk or table, or cover your head with your hands.

Tornado Definition

- **WATCH:** Be Prepared! Conditions are favorable and tornados are possible. Closely monitor the situation in case conditions worsen.
- **WARNING:** Take Action! A tornado has been sighted or indicated by weather radar. There is imminent danger to life and property. Listen closely to instructions provided by weather radios, emergency officials, and other alert mechanisms. Seek shelter immediately.

How do I evacuate the class?

Evacuation routes are posted in building hallways, usually near stairwells or exits.

- Know two evacuation routes for your classroom. Look for illuminated EXIT signs to determine primary and secondary routes.
- Remember, all fire alarms are mandatory evacuations. Do not use elevators.
- As your class is evacuating, encourage all persons to leave the building – do not wait for those who refuse to leave. Inform emergency personnel of the location of those that are still in the building. Try to keep your class together. Move at least 50 feet away from the building to the building assembly area.

How do I assist a student with a disability?

If you have questions about student special assistance, contact The Counseling & Personal Development Center (910) 672-1222

- Ask students to self-identify in confidence if they will require additional assistance during an emergency. Contact The Counseling & Personal Development Center guidelines for Individuals with disabilities.
- Remember: Ask how you can help before giving assistance. You may offer help but let the person explain what help is needed; respect that the person with the disability has authority on their needs.
- Communicate the type of emergency to the individual and, depending on the type of disability:
 1. **Auditory:** communicate by writing a note, hand gestures, or by using another method to convey the message.
 2. **Visual:** describe the nature of the situation and offer to act as an evacuation assistant by offering your elbow and escort them to a safe location.
 3. **Mobility:** Individuals should stay in place or move to an area of refuge with a self-identified evacuation assistant. The individual with a disability should call 911 to provide their location while the self-identified evacuation assistant should then proceed to the evacuation assembly point outside the building and tell the arriving emergency personnel the individual’s location as soon as reasonably possible.
- If you act as an evacuation assistant there is no expectation that you remain with the individual you assisted.

Instructor Script for Class Presentation

Please read or paraphrase this presentation for 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 many different forms– weather, medical, fire and ones involving people intending to do harm. As you probably know from your own experience, pre-K through 12th-grade students prepare in advance for emergency situations. As college students (or campers), you too need to think in advance about emergency situations. 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.

There are some areas on campus, such as indoors, where you can't hear the siren. The first warning of an emergency may come to our attention via a messenger at the classroom door or through a personal electronic device. If you see or experience something unusual or concerning – before, during or after class – that may lead to an emergency, please let me or another faculty member/administrator know as soon as possible. Alert me even if you have only an inkling that something may not be right.

It is very important that you make me aware.

In a weather emergency, you may not be able to hear the emergency siren if you are inside of a building. If you are inside, move to an interior room on the lowest floor, and stay away from windows.

In a medical/mental health emergency, please make space for first responders to do their work. FSU Police, Fire Department and EMS respond to all medical calls on campus.

In the case of fire, do not attempt to carry anything in your hands. Exit quickly in as orderly a way as possible. Help others as much as possible.

In a situation in which one or more people intend to do harm, assess the situation, and make a decision. Unfortunately, there may not be a clear “right” answer. However, your circumstances may make one of these actions the only viable option to protect yourself.

RUN: Have an escape route and plan in mind, leave your belongings behind, keep your hands visible, exit the building as quickly and safely as possible, distancing yourself from the threat, and follow law enforcement's direction.

HIDE: If you cannot safely evacuate your building or are unsure of the location of the threat, secure your room, classroom or office, creating as many barriers between you and the threat. If you are caught outside, seek shelter inside the nearest building, and secure an interior space. Take the following actions: Lock or secure doors, turn off lights, move into concealed areas of the room away from doors and windows, silence your mobile devices and remain calm and quiet.

FIGHT: Use this as a last resort if your life is in imminent danger. If there are no other options to safely escape and you are confronted by the intruder, attempt to disrupt or incapacitate the intruder using all available resources (e.g., acting aggressively, yelling, throwing items, improvising weapons).

If you need to exit the building in an emergency, seek cover behind buildings, cars and other solid structures – go as far away as possible while still staying safe. Keep going until you know that you are out of danger.

Here is what you need to do next:

Take the time you need to identify the different entrances and exits in this room and this building. [POINT TO EACH EXIT IN THE ROOM.] There are many ways in and out of this building. The next time you come to class, think about possible routes. Try different routes so you are aware.

I know this is a lot to digest. Does anyone have any questions before we go back to our work? I will do my best to answer your questions. [RESPOND TO QUESTIONS.]

[END OF SCRIPT]

Important Contacts and Resources *TIP: save these in your phone for easy access!*

EMERGENCIES, ANYWHERE: CALL 911

FSU Police and Public Safety: (910) 672-1911

FSU Police, Non-Emergency Only: (910) 672-1775

Title IX Office: (910) 672-2325

Counseling & Personal Development Center (910) 672-1222

Victim Assistance Program (910) 672-2486

Student Conduct Office (910) 672-1788

Student Affairs (910) 672-1201

Protection of Minors on Campus (910) 672-1043

Counseling and Psychological Services: (910) 672-1222

Student Health Services (910) 672-1259 (Medical Assistance)

Building Issues: (910) 672-2411

Risk and Compliance (910) 672-1041

Ready.gov: [ready.gov](https://www.ready.gov)