

Faculty Preparedness in the Classroom

Faculty Roles & Responsibilities During an Emergency

Students, even in the University environment, may look to the person at the front of the class for leadership, anticipating the instructor will know what to do when an emergency occurs.

You can provide this leadership in an emergency by doing the following:

- Clearly cover basic emergency preparedness techniques during your first class time together.
- Remind students to update their emergency contact information in Banner, and register their cell phone to receive RamALERT emergency notification text messages.
- Know how to report an emergency from your classroom, office, or workspace.
- Individuals who self-identify with disabilities may need help leaving the building during an evacuation. Anticipate that those individuals will communicate what they need.
- 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 2-9-1-1 from a campus desk phone when you need Law Enforcement, Fire Department, or Emergency Medical Services. Remain calm, your actions influence others.

- Tell the dispatcher your exact location on campus – building, room number, and floor level.
- Clearly describe the nature of the emergency to the dispatcher.
- Remain calm while help arrives.

What about medical emergencies?

Dial 911 from your cell phone, or 2-9-1-1 from a campus desk phone. If possible, send someone to escort emergency medical services (EMS) personnel to the scene.

- Unless they are in immediate danger, do not move any individuals until emergency personnel arrive.
- If properly trained, give appropriate first aid and/or CPR until emergency personnel arrive.

What should I carry with me to class?

In addition to your class or lecture materials, you should also bring:

- A charged cell phone. Make sure you have registered your cell phone to receive RamALERT messages and ensure you can see and hear notifications sent to your phone.
- A list of important numbers to call if you need assistance during a non-emergency (i.e. department leadership, lab supervisor, building coordinator, etc.)

What if there is a disruption in my class?

Address the behavior calmly, but directly. Alert those involved that their actions are keeping the class from continuing.

- Ask individuals involved to cease activity or leave the classroom. Consider ending the class for the day – as long as there is no imminent threat to a student.
- If the disruption does not end or it escalates, or if you do not feel comfortable confronting the person, call WSSU Police and Public Safety.

A lockdown was issued for campus, what do I do?

You may not know the exact danger during a lockdown, as information may not be readily available or fully accurate to distribute.

- Stop active instruction. Remain calm and remind your class to remain calm as well.
- Stay indoors and secure your classroom by closing and locking classroom doors. Close the blinds and turn off the lights.
- Follow any instructions given to you by law enforcement officers. Instructions may be sent out via RamALERT.
- Wait for an “all clear” message or further instructions from law enforcement or emergency personnel.

continued





How do I shelter-in-place?

Sheltering-in-place directives are usually given during weather-related emergencies, such as tornado warnings. When it is necessary to shelter-in-place, you will be safest by moving inside to a building that protects you from danger.

An appropriate shelter area capable of providing protection from severe weather should be:

- Located in an interior room of a hardened structure (e.g. classroom hallway, bathroom, classroom, or office). Seek shelter in a hardened structure if you are in a modular, prefabricated, or temporary structure. Avoid large free-standing expanses such as auditoriums or gymnasiums.
- Free from exterior windows and large 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 to visibly see a hazard (such as a tornado) to seek shelter or react.
- Proceed to the closest interior hallway, stairway, or room without windows – your class may already be in one – that will accommodate your class.
- Await further instructions or an “All Clear” made via RamALERT or emergency personnel.

How do I evacuate my class?

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

- Familiarize yourself with 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 people to leave the building, but do not wait for them. Inform emergency personnel of any location of those that are still in the building.
- Try to keep your class together. Move at least 50 feet away from the building.
- You may be given instructions on where to gather after evacuating the building. Follow those instructions.

Important Contacts & Resources

Emergencies: CALL 9-1-1

WSSU Police, Emergency: 336-750-2911

WSSU Police, Non-Emergency: 336-750-2900

Dean of Students On-Call: 336-750-3390

Counseling Services: 226-750-3270

Title IX Office: 336-750-8758

Accessibility Resources: dds@wssu.edu

Office of Emergency Management: oem@wssu.edu



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