

Classroom Emergency Preparedness

Whether your class is in-person, remote, or hybrid, it's still important for me to share this document with you as it has important information for any other classes you might take on campus this semester (or any time in the future) as well as any in-person meetings you might attend outside of class. Additionally, many of you might be living or studying on or near campus. Finally, even during remote online class sessions, many of these protocols still apply. If you're experiencing an emergency, inform us if possible, but **first and foremost, attend to your own safety, even if that means disrupting our class session and/or leaving abruptly.**

Though very unlikely, there is always a possibility that there might be some type of emergency during the semester that we have together. Emergencies come in many different forms, including weather, medical, fire, and ones involving people who are intending to do harm. As you probably know from your own experience, pre-K through twelfth-grade students prepare in advance for emergency situations.

As college students, you also need to think in advance about emergency situations.

This document explains actions you should take in the event of an emergency in our classroom setting.

1. If there is an emergency, I will stop teaching. When it is safe to do so, call 9-1-1 and identify our exact room and building as well as the issue. (You should always be cognizant of your specific location in case of an emergency.)
2. If you see that I am not aware of an emergency situation at any point during our class—before, during, or after class—please stop me and do what you can to make me aware. It is very important that I am aware of the situation.

Even though our campus has a siren system, there are some areas on campus where you can't hear the siren (e.g., indoors). The first warning of an emergency may come to our attention via a messenger at the classroom door or through a personal electronic device.

3. If you ever see or experience something unusual or concerning that may lead to an emergency, please let me or another faculty member/administrator know as soon as possible. I prefer that you let me know even if you just have an inkling that something is not right.
4. **In a weather emergency**, you may or may not hear the siren. If you are inside, move to an interior room on the lowest floor, and stay away from windows. Do not use the elevators.
5. **In a medical/mental health emergency**, please make space for first responders to do their work. UNC Police, the Fire Department, and EMS respond to all medical calls on campus.
6. **In the case of fire**, gather your personal items within reach and exit quickly—in as orderly a way as possible. Help others as much as possible. Do not use the elevators.
7. In a situation in which **someone intends to do harm**, assess the situation and make a

decision. Unfortunately, there may not be a clear “right” answer. However, one of the following actions should be taken, listed in priority of consideration:

- **RUN:** Have an escape route and plan in mind, leave your belongings behind, keep your hands visible, and follow law enforcement’s direction.
 - **HIDE:** Hide in an area out of the threat’s view, block entry to your hiding place, and—if possible—lock doors and silence your mobile devices or other similar personal devices.
 - **FIGHT:** Use as a last resort if your life is in imminent danger.
8. 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. Just keep on going and going until you know that you are out of danger’s way.
 9. If you are a trained professional in emergency procedures, I encourage you to assist when able to do so.
 10. **Here’s what to do next.** Take the time you need to identify the different exits in this room and our building. 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 that you are aware. You should go through this process for every class you take or other similar meetings, events, etc. Always be aware of all of your options for an exit.

I know this is a lot to digest. If you have any further questions, please reach out to me. I will do my best to address your questions and concerns.

Additional campus safety resources and information are available at:
<https://police.unc.edu/carolinasafe>.

In the event of an emergency on campus, please call 9-1-1. In a non-emergency, contact UNC Police at 919-962-8100.

I also strongly encourage you to register for Alert Carolina so you can receive updates both via email and on all of your devices (<https://alertcarolina.unc.edu/register/>) and to download the University’s emergency safety app, the Carolina Ready Safety App (<https://campussafety.unc.edu/safetyapp/>).

Additionally, for the safety of our campus and local community, it’s vital that all students, faculty, and staff stay informed regarding UNC’s Community Standards regarding COVID-19 and abide by those standards. Visit the Carolina Together website at <https://carolinatogether.unc.edu>.

This document was amended in July 2018 and has since been updated (as of May 2021) from a script originally prepared by a group of faculty and administrators in the College (Hogan, Sathy, Shemer, Cohen, Panter) and from multiple campus offices: Offices of Campus Safety and Risk Management (Kemp), the Dean of Students (Rieckenberg), and Counseling and Psychological Services (Windle), Version: 2-16-18.