

Faculty Emergency Response Information

Reviewed 2019

This folder contains high priority faculty emergency response information; i.e. initial response guidance for emergencies involving key faculty participation. Enclosed are:

- Emergency and Safety Information Poster
- Emergency Gathering Area Plan
- Classroom Emergency Person Accountability Forms – *Write names of enrolled students on this form on day 1 of the semester for each of your classes and labs. On day 11 update the forms with any changes.*

Faculty should brief students about university emergency response procedures the first class day of each semester as follows:

Emergency Preparedness and Response Procedures

- Advise that university emergency preparedness and response information is posted via the university homepage link at www.pugetsound.edu/emergency/.
- Highly encourage students to watch the training video (“Shots Fired on Campus”), which also is posted on the Quick Guide to Incident Response navigation bar at <http://www.pugetsound.edu/emergency/quick-guide/>.

Building Evacuation/Earthquake

- Identify the designated gathering area for the building in which you are teaching. Instruct students to meet and contact you there if building evacuation occurs; e.g. earthquake, fire alarm, power outage, or other evacuation need.
- If an earthquake occurs, occupants should seek initial shelter under desks or tables (where feasible). After shaking concludes, escort the class to your building’s gathering area and immediately complete a Classroom Emergency Person Accountability Form for your class or lab. Be prepared to provide the completed form to emergency response staff. Wait for instructions from university emergency response staff at the designated gathering area.
- Do not return to the building or classroom until cleared to do so. This includes fire alarm activations.

Lockdown/Shelter in Place

- *Shelter in Place* by immediately locking the classroom or lab door(s), securing windows, closing window coverings, and turning off room lights. (Security staff will lock exterior academic building doors). Room occupants should stay low to the floor, spread apart as much as possible, away from doors and windows, and as close to interior hallway walls as possible. Remain quiet and wait for directions from police or Security staff. Place cell phones on vibrate so you can receive emergency messages quietly.
- If outside and unable to access a building because of a lockdown, leave the area quickly and seek safety/shelter off campus. Do not return to campus until it is communicated the situation has been resolved.
- If you and/or others are in the immediate vicinity of a violent or threatening circumstance, consider run, hide, fight options in the Violent Act or Threat section of the Emergency and Safety Information poster.