

Classroom Emergency Preparedness Script

---Instructor: Read or paraphrase---

As we begin class, I want review some very important information about your safety.

Though unlikely, there is an ever present possibility an emergency may occur during our time together.

Emergencies come in many different forms - include medical emergencies, fires, weather, and in some cases involve situations where a person(s) wishes to inflict harm. As college students, you need to think in advance about emergency situations and how you will react.

Let's take a few moments to talk about actions to take in the event of an emergency in our classroom.

1. If there is an emergency, I will stop instruction. When it is safe to do so, 9-1-1 or University Police shall be called (262-8000). Be prepared to identify our exact room and building, and clearly summarize the emergency situation.
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.

The first warning of an emergency may come to our attention via a text message, a phone call, or some other method of notification. In some cases, we may be the first to know of the emergency.

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 have just a slight concern something is wrong.
4. **In the event of a medical emergency**, 9-1-1 or AppState Police should be notified immediately. Please make space for first responders to do their work. AppState Police, the Fire Department, and EMS will respond to all medical calls on campus.
5. **In the case of a fire or fire alarm**, exit the building quickly and in an orderly manner. Help others as able and as safe to do so. Move away from the building once outside. Do not re-enter the building until directed to do so by emergency personnel.

This is not intended to serve as an all-inclusive guide of emergency action steps. For additional information, visit emergency.appstate.edu or contact the Office of Environmental Health, Safety, and Emergency Management.

Questions - Contact Environmental Health, Safety, and Emergency Management (safety@appstate.edu)



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6. In a situation in which **someone intends to do harm**, assess the situation and make a decision based on the information you have available. Unfortunately, there may not always be a clear “right” answer. The following actions should be considered and have been listed in priority order:
 - a. **RUN**: Have an escape route and plan in mind, leave your belongings behind, keep your hands visible and follow law enforcement’s direction.
 - b. **HIDE**: Hide in an area out of the threat’s view, block entry to your hiding place and if possible lock doors, silence your mobile devices and/or pagers.
 - c. **FIGHT**: Use as a last resort if your life is in imminent danger. Be prepared to take any action necessary to protect your life.
7. If you need to exit the building in an emergency, seek a safe location away from the building. Keep moving until you know that you are out of danger’s way.
8. If you are a trained professional in emergency procedures, I encourage you to assist when able to do so.
9. **Finally, here are some additional steps you can take now.** Take the time you need to identify the different exits in this room and our building. The next time you come to class, think about possible routes; try different routes so that you are aware. Review the university’s emergency webpage at emergency.appstate.edu. And make sure you register for campus emergency alerts if you have not already done so.

I know this is a lot to digest. Does anyone have any questions? I will do my best to address your questions or find the answers.

---End of Script---

Instructor Follow-Up

Please complete the brief survey below to let us know (a) any comments you have about the script, (b) questions that you or your students have, and/or (c) additional steps we can take to improve these instructions.

Click: [Emergency Script Feedback Survey](https://survey.appstate.edu/emergency-script-feedback)

-or-

Type in Browser: <https://goo.gl/forms/YcBs8VeeBZIN6U253>

Additional campus safety resources and information are available at <https://emergency.appstate.edu>.

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