

Getting to Know Your Classroom: EMERGENCY CHECKLIST

During an emergency, many students will look to you for guidance. While it is not your legal responsibility to provide emergency instructions, it is still best to be prepared.

SECURING THE SPACE DURING A LOCKDOWN

- Practice locking each door (they may operate differently).
- Make a plan and practice locking doors quickly—can TAs or students help?
- Consider how you and others might hide in the classroom.

EVACUATING THE SPACE

- Practice exiting each door in the classroom to have a clear idea of where the door leads and where the nearest building exits are located.
- Consider how you will direct students in an emergency.

PREPARING FOR DIFFERENT EMERGENCY SITUATIONS

- Identify the location of the closest emergency equipment—fire extinguishers, automated external defibrillators (AED).
- For tornadoes or shelter in place situations, locate the closest interior hallway or room without windows—your class may already be in one—that will accommodate your class.
- Plan for other possible disruptions (e.g., medical emergencies, disruptive individual), keep a cell phone handy.

RESOURCES

- Learn more about the different classroom locks.
- Visit case.edu/publicsafety/safety-programs/cwru-ready for training and other resources.
- Show the Run, Hide, Fight video.
- View your Building's Emergency Action Plan at case.edu/publicsafety/services/building-emergency-action-plans.
- Download the Spartan Safe App.

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Be prepared for emergencies before they happen