

Faculty Preparedness in the Classroom

What is the role of an instructor during an emergency?

- **Students look to instructors for guidance** during emergencies—your leadership matters.
- **Review basic emergency procedures** with your class during the first week; a few minutes of prep can save lives.
- **Know how to report emergencies** from your location and lead by example if one occurs.

How do I report an emergency?

- **Call 216.368.3333** from a cell or campus phone and stay calm—your actions influence others.
- **Provide key details:** your exact location (address, building name, room number), full name, call-back number, and a clear description of the emergency.
- **Stay on the line** and, if possible, have someone meet emergency personnel outside the building.

What if there is a medical emergency during class time?

- Call 216-368-3333. Send someone to escort emergency medical personnel to the scene.
- Unless they are in immediate danger, do not move any victims until emergency personnel arrive.
- Provide plenty of space for the victim and emergency personnel.
- Know where the AED is in your building. If properly trained, give appropriate first aid and/or CPR until emergency personnel arrive.

What do I do if a lockdown is issued for an active threat?

- Buildings are now in lockdown, which means no one can enter any non-residential buildings, even with a keycard.
- If you're indoors, stay where you are but lock and barricade all doors. If you're outdoors, move quickly to a location off campus.
- If you're in the building with an active aggressor, follow the run. hide. fight. protocol: leaving the situation if possible but, if not, hiding from the aggressor or, as a last resort, fighting.

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Be prepared for emergencies before they happen



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How do I shelter-in-place?

Shelter-in-place alerts are issued when law enforcement believes there is a serious or imminent threat to the campus community that requires action to be taken.

If a shelter in place alert is issued,

- › If you're indoors, you do not need to take further action at this point, other than staying alert.
- › If you're outdoors, find a safe location
- › but know that buildings are now card-only access, which means if your ID doesn't grant you access to a specific building, you cannot enter.
- › **DO NOT** leave your location until the "All Clear" message is received.

Severe Weather/Tornado Warnings

During a tornado, seek shelter on the lowest level possible. If warranted, consider crouching near the floor and seeking additional shelter under a sturdy desk or table, or cover your head with your hands.

WATCH: Be Prepared! Conditions are favorable and tornadoes are possible. Closely monitor the situation in case conditions worsen.

WARNING: Take Action! A tornado has been sighted or indicated by weather radar. There is imminent danger to life and property. Listen closely to instructions provided by CWRU Alerts, weather radios, emergency officials, and other alert mechanisms. Seek shelter immediately.

What if there is a disruption in my class?

- › Address the behavior calmly, but directly. Alert those involved that this action is keeping the class from continuing. Ask individuals involved to cease activity or leave the classroom. If the disruption does not end or you do not feel comfortable confronting the person, call CWRU Police.

How do I evacuate the class?

- › **Know two evacuation routes** from your classroom—check hallway signs and illuminated EXIT signs.
- › **All fire alarms require evacuation**—do not use elevators.
- › **Encourage everyone to leave;** inform responders of anyone remaining, stay with your class, and move at least 50 feet to the assembly area.

How do I assist a student with a disability?

If you have questions about student special assistance, contact Disability Resources. Individuals with disabilities often face unique needs and challenges when preparing for emergencies. **Note:** The person with the disability is the best authority on how to be moved. Visit [case.edu/publicsafety/safety-programs/cwru-ready/take action](https://case.edu/publicsafety/safety-programs/cwru-ready/take-action) to learn more.

UMC_5602-05_2024

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