

Classroom Emergency Preparedness Script

[Instructor: Read or paraphrase]

Before we go on with our class, I want to talk about something very serious.

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 12th grade students prepare in advance for emergency situations.

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

I would like to take a few moments to talk about actions to 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 [*state the room and building in which the class is meeting*].
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.

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 have just 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.
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.

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:
 - 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.
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. *[Point to each exit in the room.]*

I know this is a lot to digest. Does anyone have any questions before we go back to our regular activities learning together? I will do my best to address your questions.

[end of script]

Instructor Follow-Up

Please complete this brief feedback form after you have presented the material to class to let us know (a) any comments you have about the script, (b) questions that you or you students have, and/or (c) additional steps we can take to improve these instructions. If you want a response to a question or issue, let us know so we can respond before your next class session. Use either of the links below.

[emergency script feedback survey](#)

or

<https://tinyurl.com/script-feedback-survey>

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