

EMERGENCY PREPAREDNESS CLASSROOM INFORMATION

Students are considered adults capable of making decisions for their own safety; however, they will naturally look for leadership from an authority if faced with an emergency. You can be an important role model in helping them become responsible citizens. **Review this information at the beginning of each semester with your class!** Research clearly demonstrates that being familiar with one's surroundings, like knowing the location of nearest exits and shelter areas and mentally reviewing response actions, significantly improves your ability to survive an emergency.

| | | |
|---------|-----------|--------------|
| Course: | Building: | Room Number: |
|---------|-----------|--------------|

IMPORTANT NUMBERS

| | | | |
|------------------------------|---------------------------------------|--|--|
| Emergency Call 911 | UTPD Emergency 865-974-3111 | VolAware Student Hotline 865-974-HELP (4357) | Distressed Employees Hotline 865-946-CARE (2273) |
|------------------------------|---------------------------------------|--|--|

EVACUATION: For a fire, evacuate immediately. If you attempt to verify signs of fire, it may be too late to evacuate safely! If you have a student with a functional need, have an individual plan in place before an emergency occurs. Direct students to the designated assembly area for accountability.

Designated Building Assembly Areas: #1 _____ #2 _____

FIRE

- Never ignore an alarm!
- Grab purse/wallet/keys.
- Close the classroom door on the way out.
- Exit the building, using the stairs, to assembly area.
- Account for students.
- Do not re-enter the building until permitted.



LAB EMERGENCY

- If safe to do so, contain the spill.
- Secure the area. Close and lock doors, post warning signs.
- Evacuate your class to a designated assembly area.



SHELTER: For a tornado warning, proceed to a designated shelter area or to an interior room on a lower floor. Remain in the shelter until you receive an "All Clear" message from UT Alert." For severe thunderstorms, campus operations will continue, but faculty should cancel or postpone outdoor activities and make allowances for students who avoid moving outdoors during dangerous weather. For a chemical accident outdoors, go to the floors above ground level and in interior rooms. Sheltering may last several hours. Remain there until you are directed to evacuate or you are released by emergency responders.

Severe Weather Shelter: _____ **Outside Chemical Accident Shelter:** _____

TORNADOES AND SEVERE WEATHER

- Go to designated shelter area or take shelter in a lower part of the building in interior rooms.
- Remain in shelter area until UT Alert "All Clear" is issued.



CHEMICAL ACCIDENT OUTSIDE

- Be prepared to evacuate, if directed.
- Close all windows and doors.
- Seal room with towels, plastic, and tape.
- Turn off ventilation systems.



ACTIVE SHOOTER: The UT Alert system will be activated immediately upon notification, but the information provided will initially be limited. The alert will provide the last-known location of the threat, but the shooter might have moved.

ACTIVE SHOOTER

- **RUN** If you have personal knowledge of the assailant's location and you have a clear exit.
- **HIDE** In most cases, the best action is to barricade to avoid exposing yourself to the threat. Lock and barricade doors, seek cover, and avoid signs that the room is occupied. Consider methods to lock/barricade in advance.
- **FIGHT** As a last resort, incapacitate the shooter with superior numbers of people and aggression.



OFFICE OF
EMERGENCY MANAGEMENT

Visit safety.utk.edu for more
detailed information.

Contact the Office of Emergency Management
865-974-3061 for assistance or training.