

UNCG Classroom Emergency Preparedness Script

Instructor Considerations

As you review this script, you may want to consider your specific classroom policies and teaching environment. For example, how you will receive emergency notification messages and communicate during an emergency.

Instructor 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 those involving people intending to do harm. As you probably know from experience, pre-K through 12th grade students prepare in advance for emergencies.

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

I want 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 and 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 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 imperative that I am aware. Even though our campus has an emergency notification system, there are some areas on campus where you may not receive emergency notification system messages (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 wrong.
4. **In a weather emergency**, if you are inside, move to an interior room on the lowest floor and stay away from windows. If you are outside, seek shelter in a nearby building.

5. **In a medical/mental health emergency**, please make space for first responders to do their work. UNCG 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 – as orderly 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 the doors. Silence your mobile devices.
 - c. **FIGHT**: Use as a last resort if your life is in imminent danger.

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.

8. If you are a trained professional in emergency procedures, I encourage you to assist when able to do so.
9. **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 returning to our regular activities? I will do my best to address your questions.

[end of script]

Instructor Follow-Up

After presenting this script to your class, please complete this brief [feedback form](#) to let us know any comments you have about the script, questions that you or your students have, and 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.

Additional campus safety resources and information are available on our [Spartan Safe website](#).