**Faculty Preparedness in the Classroom**

**Instructor Script for Class Presentation**

*Please read or paraphrase this presentation for each of your classes at the beginning of each semester:*

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

Though unlikely, there is always a possibility that there might be some type of emergency during the semester. Emergencies come in many different forms—weather, medical, fire and ones involving people 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.

**If there is an emergency:**

**If there is an emergency, I will stop teaching right away.** When it is safe to do so, we will call 9-1-1 and identify our building and room number, as well as the issue.

There are some areas on campus, such as indoors, where you can’t hear the siren. The first warning of an emergency may come to our attention via a messenger at the classroom door or through a personal electronic device.

If you see or experience something unusual or concerning – before, during or after class – that may lead to an emergency, please let me or another faculty member/administrator know as soon as possible. Alert me even if you have only an inkling that something may not be right.

**It is very important that you make me aware.**

In a weather emergency, you may not be able to hear the emergency siren if you are inside of a building. If you are inside, move to an interior room on the lowest floor, and stay away from windows.

In a medical/mental health emergency, please make space for first responders to do their work. UNC Police, Fire Department and EMS respond to all medical calls on campus.

In the case of fire, do not attempt to carry anything in your hands. Exit quickly in as orderly a way as possible. Help others as much as possible.

In a situation in which one or more people intend to do harm, assess the situation and make a decision. Unfortunately, there may not be a clear “right” answer. However, your circumstances may make one of these actions the only viable option to protect yourself.

Updated 9/10/2021
Instructor Script for Class Presentation Cont’d

**RUN:** Have an escape route and plan in mind, leave your belongings behind, keep your hands visible, exit the building as quickly and safely as possible, distancing yourself from the threat, and follow law enforcement’s direction.

**HIDE:** If you cannot safely evacuate your building or are unsure of the location of the threat, secure your room, classroom or office, creating as many barriers between you and the threat. If you are caught outside, seek shelter inside the nearest building, and secure an interior space. Take the following actions: Lock or secure doors, turn off lights, move into concealed areas of the room away from doors and windows, silence your mobile devices and remain calm and quiet.

**FIGHT:** Use this as a last resort if your life is in imminent danger. If there are no other options to safely escape and you are confronted by the intruder, attempt to disrupt or incapacitate the intruder using all available resources (e.g., acting aggressively, yelling, throwing items, improvising weapons).

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. Keep going until you know that you are out of danger.

*Here is what you need to do next:*

Take the time you need to identify the different entrances and exits in this room and this building. [POINT TO EACH EXIT IN THE ROOM.] 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 you are aware.

I know this is a lot to digest. Does anyone have any questions before we go back to our work? I will do my best to answer your questions. [RESPOND TO QUESTIONS.]

Be better prepared for UNC-specific safety procedures by visiting carolinaready.unc.edu

[END OF SCRIPT]

**Important Contacts**  *TIP: save these in your phone for easy access!*

**EMERGENCIES, ANYWHERE:** CALL 911

Building Issues: (919) 962-3456
Hazing Hotline: (919) 962-8298
Inclement Weather (recording): (919) 843-1234
Dean of Students: (919) 966-4042
Safe Walk: (919) 962-7233

Counseling and Psychological Services: (919) 966-3658
Sexual Assault Resource Agency: (919) 962-8305
Title IX Office: (919) 966-3576
UNC Police, Non-Emergency Only: (919) 962-8100
Accessibility Resources and Service: arc@unc.edu
Social Media: @AlertCarolina | @UNC_Ready | @UNCPolice

Prepared by faculty and administrators in the UNC College of Arts and Sciences and offices of Campus Safety and Risk Management, Counseling and Psychological Services, and Dean of Students.