

# Getting to Know Your Classroom: EMERGENCY CHECKLIST

During an emergency, many students will look to you for guidance. While it is not your legal responsibility to provide emergency instructions, it is still best to be prepared.

## SECURING THE SPACE DURING A LOCKDOWN

- Practice locking each door (they may each operate differently).
- Make a plan and practice locking doors quickly— can TAs or specific students help?
- Consider how you and others might hide in the classroom.

## EVACUATING THE SPACE

- Practice exiting each door in the classroom to have a clear idea of where the door leads and where the nearest building exits are located.
- Consider how you will direct students in an emergency.

## PREPARING FOR DIFFERENT EMERGENCY SITUATIONS

- Identify the location of the closest emergency equipment - fire extinguishers, automated external defibrillators (AED).
- For tornados or shelter-in-place situations, locate the closest interior hallway or room(s) without windows—your class may already be in one—that will accommodate your class.
- Plan for other possible disruptions (e.g., medical emergencies, disruptive individual), keep a cell phone handy.

## RESOURCES

- Learn about the different classroom locks.
- Visit [carolinaready.unc.edu](https://carolinaready.unc.edu) for training and other resources.
- Show the Run, Hide, Fight/Defend video and read the instructor emergency preparedness script.
- Review the University's Emergency Action Plan.
- Download the Carolina Ready Safety App and ensure push notifications are on.

Scan for More Classroom  
Preparedness Resources



Developed in partnership with faculty in the Office of Undergraduate Education and Campus Safety.