

Use this guide to help you become better prepared to provide guidance for your students in an emergency. If you have any questions, please contact the Office of Emergency Management at <https://www.atu.edu/emergency/contactus.php>

### **What is my role as an instructor during an emergency?**

Even in a university environment, students look to the person at the front of the class for leadership, anticipating that the instructor will know what to do.



- Know how to report an emergency from your classroom or lab. Save the phone number for ATU Public Safety in your cell phone (479-968-0222).
- Cover basic emergency preparedness during the first week of class. Contact the Office of Emergency Management if you need assistance or resources: <https://www.atu.edu/emergency/>
- Provide leadership if any emergency occurs; lead by example and follow emergency procedures.

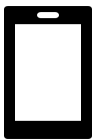
### **How do I report an emergency?**

Make sure you are in a safe location and call 9-1-1. Public Safety will be notified through dispatch the same as other first responder agencies would.



- Tell the dispatcher exactly where you are, including building name and room number
- Give your full name and telephone number
- Describe the nature of the emergency clearly and accurately
- Do not hang up unless your safety is threatened or you are told to do so
- If possible have someone watch for arrival of emergency personnel and direct them
- After emergency personnel arrive, stay out of the way and follow all directives given

### **How do I stay informed of ATU Emergencies?**

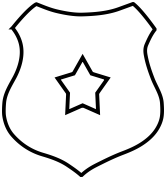


ATU Alert is the official emergency notification system for the Arkansas Tech University.

- Make sure you are signed up for ATU Alerts
- Where to find detailed information during an emergency

### What do I do if an active shooter is reported?

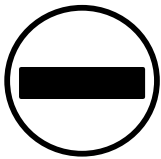
If an active shooter or person with a weapon is reported in your vicinity, you may need to shelter-in-place if you cannot avoid the area. **AVOID-DENY-DEFEND**



- Avoid: if possible, exit the building immediately and dial 9-1-1
- Deny: if you cannot exit, clear the hallway quickly. Remain behind closed doors in a locked or barricaded room, if possible, and stay away from interior windows. Use desks, chairs, or tables to barricade the door if it cannot lock
- Defend: do not attempt to confront or apprehend the shooter, unless it is a last resort

### What do I do for a Shelter-in-Place directive?

Shelter-in-Place events are usually weather-related emergencies but could also be issued due to hazardous material releases.



- Notify your class and others around you of the Shelter-in-Place directive
- In the event of a Tornado Warning, seek shelter indoors in an interior room away from windows, and on the lowest floor possible
- Remain calm and await further instruction from ATU Alert or check the website <https://www.atu.edu/emergency/>
- Remain in your safe space until the warning has expired, or an “All Clear” is issued

### How do I evacuate the class?

Fire alarms and extinguishers are located in building hallways, usually near stairwells or exits.



- Know two (2) evacuation routes for your room. Look for illuminated EXIT signs to determine primary and secondary exits
- Remember, all fire alarms are mandatory evacuations. If a fire alarm sounds, stop what you're doing and evacuate your class out of the building
- Do not use elevators unless authorized to do so by an emergency personnel
- As you leave, close all doors behind you
- As your class is evacuating, encourage all persons to leave the building—do not wait for those who refuse to leave. Inform emergency personnel of the location of those that are still in the building. Try to keep your class together. Move at least 50 feet away from the building to provide easy access to emergency personnel
- If unable to exit the building, go to the nearest exit stairwell or safe area of refuge and dial 9-1-1 to report your location

### Where to find additional emergency resources and information?

You can go to the Office of Emergency Management's webpage for Emergency Procedures.



- Emergency Procedures website: <https://www.atu.edu/emergency/>
- Contact the Office of Emergency Management in case you have further questions or need assistance with your planning and preparedness.