

EMERGENCY

DO
YOU
KNOW
WHAT
TO
DO
?



EMERGENCY MANAGEMENT

prepare.utk.edu
865-974-3061



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ACULTY PLAY AN IMPORTANT LEADERSHIP ROLE in responding to emergencies. Knowing the best responses to probable threats is critical to not only protecting lives but to minimize an emergency's impact on academic operations.

Do you know what to do? Review the complete Faculty Emergency Guide at prepare.utk.edu/emergency-management/faculty-guide.

Sign up for UT Alert, monitor email, and check the university homepage (utk.edu) for additional information when UT Alert is activated. To receive notification in the classroom, download the Alertus Client to your laptop or classroom computer at tiny.utk.edu/alertus.

If the UT Alert notification system has been activated, a follow up "all clear" message will be sent when the threat has passed and regular operations are resuming.

Below are a few tips to remember in the event of an emergency.

PREPARING FOR EMERGENCIES

- Identify all entrances and exits of your classrooms
- Locate nearby Campus Blue Phones
- Identify exits to outside the building
- Be familiar with building signage in locating evacuation assembly areas and shelter areas
- Review emergency instructions in your syllabus
- Plan for students needing evacuation assistance
- Review the inclement weather policy to adjust class schedules disrupted by an incident safety.utk.edu

RESPONSES TO EMERGENCIES

There are two basic responses to an emergency: shelter and evacuate.

1

SHELTER

TORNADO



For a tornado warning impacting classes, proceed to a designated shelter area or to a lower floor in the building and in interior rooms (away from windows). If a lab has begun, take appropriate actions to ensure it is safe to leave the lab before sheltering.

SEVERE WEATHER



For severe thunderstorms the university will generally not activate UT Alert, but faculty should cancel or postpone outdoor activities and make allowances for a student's decision to avoid moving outdoors during dangerous weather.

ACTIVE SHOOTER



The UT Alert system will be activated immediately upon notification, but the information provided may initially be limited or outdated.

Remember your choices RUN, HIDE, FIGHT

- RUN: If you have personal knowledge of the assailant's location and you have a clear exit.
- HIDE: In most cases you should shelter/barricade to avoid exposing yourself to the threat. Lock and barricade doors, seek cover, and avoid signs that the room is occupied.
- FIGHT: As a last resort, only if your life is in danger and you can neither run nor hide, incapacitate the shooter with superior numbers and aggression.

CHEMICAL ACCIDENT



- Shelter and limit outside air from entering your location.
- Only evacuate if directed by emergency personnel to avoid exposure to the hazard.

2

EVACUATE

FIRE



- Never ignore an alarm. Evacuate your class to a designated assembly area.
- Direct your class to take keys, coats, wallets, and critical items.
- Close the door on the way out.
- Do not re-enter the building until cleared.

LAB EMERGENCY



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

BOMB THREAT



Evacuation for bomb threats is not automatic. Law enforcement will evaluate the threat to determine the best response.

- If you receive the call, follow the guidance provided at prepare.utk.edu/ep/bomb-threat.
- Do not touch any suspicious objects that you may see. Report the location to responders.
- Follow the instructions of emergency personnel.
- Do not re-enter the building unless given permission by the fire department or police.

If you have any questions, visit prepare.utk.edu or call the Office of Emergency Management at 865-974-3061.