

EMERGENCY PREPAREDNESS CLASSROOM INFORMATION

While college students may be considered adults capable of making decisions for their own safety, they will naturally look for leadership from classroom instructors when faced with an emergency. Educators can be key role models in helping students become responsible citizens. Research clearly demonstrates that preparedness and being familiar with our surroundings—like mentally reviewing response actions, knowing the location of the nearest exits, and identifying shelter areas—significantly improves your ability to survive an emergency. Through a whole community effort, all Vols can [Be Ready](#). Please review this information at the beginning of each semester with your class!

Course:	Building:	Room Number:
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Important Numbers

Emergency Call 911	UTPD Emergency 865-974-3111	VolAware Student Hotline 865-974-HELP (4357)	Distressed Employee Hotline 865-946-CARE (2273)
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EVACUATION: For a fire, evacuate immediately. If you attempt to verify signs of fire, it may be too late to evacuate safely! If you have a student with a functional need, have an individual plan in place before an emergency occurs. Direct students to the designated assembly area for accountability.

Our Primary Nearest Exit:

Our Secondary Nearest Exit:

FIRE – Get Out!

- Never ignore an alarm!
- Grab purse/wallet/keys.
- Close the classroom door on the way out.
- Exit the building using the stairs.
- Account for all students.
- Do not re-enter the building until permitted.



LAB EMERGENCY – Get Out and Close the Door!

- Never ignore an alarm!
- Grab purse/wallet/keys.
- Close the classroom door on the way out.
- Exit the building using the stairs.
- Account for all students.
- Do not re-enter the building until permitted.



STAY PUT: For a tornado warning, proceed to a designated shelter area or to an interior room on a lower floor. Remain in the shelter until you receive an "All Clear" message from UT Alert. For severe thunderstorms, campus operations will continue, but faculty should cancel or postpone outdoor activities and make allowances so students can avoid moving outdoors during dangerous weather. For a chemical accident outdoors, go to the floors above ground level and in interior rooms. Sheltering may last several hours. Remain there until you are directed to evacuate, or you are guided by emergency responders.

Severe Weather Shelter:

TORNADOES AND SEVERE WEATHER – SHELTER!

- Go to a designated shelter area or take shelter in a lower part of the building.
- Remain in shelter area until UT Alert "All Clear" is issued.
- [Severe Weather Guidance Can Be Found Here](#)



Outside Chemical Shelter:

CHEMICAL ACCIDENT OUTSIDE – Shelter Above Ground Level!

- Be prepared to evacuate, if directed.
- Close all windows and doors.
- Seal room with towels, plastic, and tape.
- Turn off ventilation system.
- Follow direction from first responders on-scene.



ACTIVE SHOOTER: The UT Alert system will be activated immediately upon notification, but the information provided will initially be limited. The alert will provide the last known location of the threat, but the shooter might have moved.

ACTIVE SHOOTER - Decide!

- **RUN:** If you have personal knowledge of the assailant's location and you have a clear exit.
- **HIDE:** In most cases, the best action is to barricade to avoid exposing yourself to the threat.
- Consider methods to lock/barricade in advance.
- Lock and barricade doors, seek cover, and avoid signs that the room is occupied.
- **FIGHT:** As a last resort, incapacitate the shooter with superior numbers of people and aggression.
- [To request Active Shooter training for your department, follow this link.](#)



OFFICE OF
EMERGENCY MANAGEMENT

Visit prepare.utk.edu for more detailed information.

Contact the Office of Emergency Management
at 865-974-9347 for assistance or training.