

Faculty Sample Safety Presentation Script

This sample discussion script may be used to help start a conversation on the first day of your class about what you will do to help guide them if an emergency arises. You can use this script along with the Classroom Emergency Checklist. You can also use or adjust this content for your specific classroom needs.

Before we go on with our class, let's talk about emergencies and how we will manage them. Though these are unlikely, there is always a possibility that there might be some type of emergency during the semester such as severe weather, a medical emergency, fire or even active aggressors that may intend to harm others.

1. Let's review the actions we will take in the event of an emergency:
 - a. If there is an emergency, such as a tornado or medical incident, I will stop teaching right away.
 - b. When it is safe to do so, we will call 9-1-1 and identify our building and room number, as well as the type of emergency.
 - c. The first notice of an emergency may come to our attention via AppState-ALERTs to our phones or university desktop computers. If you have not registered for AppState-ALERTs, please consider doing that now. Visit emergency.appstate.edu/appstate-alert and follow the instructions.
 - d. 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.
 - e. Alert me even if you think that something may not be right. It is very important that you make me aware, even if you are unsure.
 - f. In a weather emergency, such as a tornado, you may not be able to hear campus siren warning systems if you are inside of a building. If this weather emergency is occurring, we will move to the interior and lower areas of the building, away from windows.
 - g. In a medical/mental health emergency, please make space for first responders to do their work. App State Police and Mountaineer Medics will be dispatched to all medical calls on campus.
 - h. If there is a fire, do not attempt to carry anything in your hands. Exit quickly and follow posted exit signs, but in an orderly way as soon as possible. Help others as much as possible.
 - i. In an active aggressor situation, the assailant has intentions to harm you and others. You must make a decision for your own safety. You may decide that you

need to run, hide or fight an assailant. Unfortunately, there may not be a clear “right” answer.

- i. RUN: Have an escape route in mind. Leave your belongings, keep your empty hands visible, exit the building as quickly and safely as possible and follow all law enforcement directions.
 - 1. Seek cover behind buildings, cars and other solid structures – go as far away as possible while still staying safe.
 - 2. Keep going until you know that you are out of danger.
 - ii. HIDE: If we cannot safely evacuate the building or are unsure of the location of the threat, we will secure this room together. If you are caught outside, seek shelter inside the nearest building, and find an interior space with a door you can lock behind you. We will take the following actions in this room:
 - 1. Lock doors, turn off lights, move into concealed areas of the room away from doors and windows, and silence mobile devices (including vibration mode). We will try to remain calm and quiet.
 - iii. 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 an assailant, attempt to disrupt the intruder using all available resources (e.g., acting aggressively, yelling, throwing items, improvising weapons).
- j. 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.] The next time you come to class, think about possible routes.

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.] Learn more about preparing for emergencies at emergency.appstate.edu and visit appcares.appstate.edu to learn more about the emergency and support resources on campus that are available to everyone on campus.