



CLASSROOM EMERGENCY PREPAREDNESS

Instructional & Supervisory Staff *Campus Culture of Preparedness* Training

August 2025

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Students look to faculty as “Leaders in the Classroom”, and therefore it is important that all instructional staff as well as supervisors are familiar with the campus emergency response procedures. This training document provides basic emergency preparedness information and required resources for faculty and supervisors to review, understand, and carry out their important role as leaders during an emergency.

As a continuation to our institution’s commitment in ***Creating and Sustaining a Campus Culture of Preparedness*** as well as in an effort to meet the requirements of the Michigan Fire Prevention Code requiring that all post-secondary instructional and dormitory staff be trained in fire drill procedures before the beginning of each academic year, UM-Flint leadership is asking that ***all faculty and supervisory staff*** review and become thoroughly familiar with our campus emergency procedures. As a faculty member and supervisory staff, it is important that in your role you can ensure that students in your class(es) and laboratories as well as employees working under your supervision understand what to do in the event of an emergency.

Most **emergency situations can be broken into a few categories** requiring these general types of responses:

- 1- EVACUATION - Quickly, calmly evacuate the immediate area, leave the building and proceed to the designated assembly area.
- 2- SEEK SHELTER - Quickly, calmly proceed to the nearest designated shelter area, normally the lowest levels of the building, away from windows, glass, or large spanning ceiling/open spaces.
- 3- RUN, HIDE (SECURE IN PLACE), FIGHT – If an escape path is accessible, run. If not, quickly, quietly, calmly secure yourself in an area that can be locked or barricaded from the inside against an intruder. Silence your cell phone. Prepare to defend yourself, if needed.
- 4- ACCIDENTS & INJURIES - Call the Department of Public Safety (DPS) if you or someone has been injured or require medical attention.

Individuals with Disabilities

UM-Flint encourages the use of the “Buddy System”. Emergency responders as well as individuals evacuating an area or building use the buddy system in all emergency incidents.

Below are detailed instructions for Faculty & Supervisors related to specific emergency situations.

FIRE – Evacuate Building

- Activate the nearest fire alarm.
- Proceed to the nearest exit, immediately exit the building, closing doors behind you.
- Continue to evacuate even if/when the alarm shuts off.
- Use stairs. Do not use elevators.



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- Gather in groups of 3-4 using the “buddy system” and assist persons with disabilities/special needs, if able to do so.
- Do not linger in front of building entrances. Proceed to the assembly area away from the building.
- Attempt to identify and report missing persons to your instructor or supervisor who will notify DPS.
- Stay clear of the emergency scene. Do not return to the building until DPS issues the “All Clear.”
- If you are unable to evacuate the building during an emergency due to fire or building damage, call Public Safety at 810-762-3333 from any phone and inform the DPS Dispatcher of your location and status.

TORNADO & SEVERE WEATHER - *Shelter in designated areas in the lowest levels of building*

- Seek shelter immediately. Promptly walk to the designated shelter area located in the basement or lower levels of the building such as interior spaces (hallway, basement, restroom) away from windows and glass.
- If you are in First Street Residence Hall, move promptly to the Murchie Science Building for shelter
- Assist persons with disabilities/special needs, if able to do so.
- If time permits, take a flashlight and phone.
- If no basement is available, seek shelter under a sturdy workbench or heavy furniture (i.e. table or desk) or in the nearest restroom.
- When outdoors, move away from the tornado path at a right angle.
- If there is no time to escape, lie flat in the nearest depression (e.g., ditch or ravine), away from buildings.
- Crouch near the floor or under heavy, well supported objects and cover the back of your head.
- Track weather and receive updates using your favorite weather app. Monitor and wait for “All Clear”.

MEDICAL EMERGENCY – *Immediately notify DPS, Administer First Aid & CPR*

- Immediately call DPS at 810-762-3333 from any phone.
- Administer CPR / first aid, if trained.
- Go outside or direct someone to go and assist with guiding first responders to patient location.



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ACTIVE AGGRESSOR/SHOOTER or INTRUDER – *Run, Hide (Secure in Place), Fight*

Run

- If there is an accessible escape path, attempt to evacuate the premises.
- Leave your belongings.
- Encourage others to leave but don't slow down to escape.
- Prevent others from walking into the danger zone.
- As soon as possible, call DPS at 810-762-3333 from any phone when it is safe to do so.

Hide

- Find a place where the aggressor/shooter is less likely to find you.
- Lock the door, if so equipped.
- Barricade/Secure the door with belts, chairs, desks or any other available materials.
- Stay behind solid objects away from the door.
- Minimize noise that may draw attention to your location. Turn off lights, computers and radios. Silence cell phones.
- Develop a plan in case the aggressor/shooter gets in.
- After the incident, follow law enforcement directions.

Fight

- You are not required by the University to take action.
- Fight only as a last resort.
- Do not leave a safe location to confront the aggressor/shooter.
- Gather items that can be used as weapons such as books, laptop, trash can, bags, purses, keys, etc.
- Remember there is strength in numbers.
- Goal – Distract, Disorient, Disarm.
- Commit to take the aggressor/shooter down - Fight to survive.
- Never pick up the weapon.
- After the incident, follow law enforcement directions.

BOMB THREAT – *Do Not Touch and immediately notify DPS*

If you receive or discover a suspicious package or foreign object:

- Do not touch or handle, tamper with or move the suspicious object.
- Immediately call DPS at 810-762-3333 from any telephone and clear the area.



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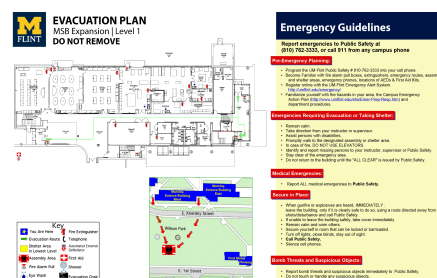
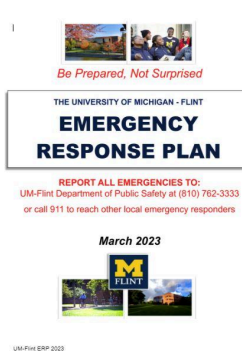
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HAZMAT SPILL - *Secure & leave area, protect drains, alert others, notify DPS*

- Only clean up a spill if you know what it is and are familiar with the hazards. Otherwise contact your lab supervisor/instructor, DPS or Environment, Health & Safety (EHS).
- Alert people in the immediate area.
- Wear personal protective equipment, including safety goggles, gloves and long-sleeve lab coats.
- Avoid breathing vapors.
- Confine spill to small area.
- Protect nearby drains. Do not wash spilled material or debris down the drain.
- Use appropriate kit to neutralize and absorb inorganic acids and bases.
- For other chemicals, use appropriate kit or absorb spill with vermiculite, dry sand, or diatomaceous earth.
- Collect residue, place in container and contact EHS to arrange proper disposal of chemical waste according to university requirements.

BE PREPARED -Review Campus Resources before an Emergency occurs!

The University has developed several detailed and informative emergency preparedness resources that are posted and readily available across the campus as well as viewable, downloadable from the EHS and DPS websites. As part of faculty and supervisors' leadership role and responsibility in *Creating and Sustaining a Campus Culture of Preparedness* in their classroom and work areas, it is essential that you take time to review these important resources.



SIGN UP – UM-FLINT Emergency Alert System.

UM-Flint has an Emergency Alert System designed to notify the campus community of a major emergency or campus closing. This Emergency Alert is part of many communication methods that the DPS and University Marketing and Communications (MAC) use during campus emergencies. Other methods include the public address system, building emergency alarms, campus email, social media, and local news media. In order to receive these urgent notification alert messages, you are encouraged to register for up to three devices, such as text message devices, cell phones or other phones. Registration is available by logging on and entering your emergency contact information



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[here](#). If you have already signed up, it is a good idea to check that your contact information is still accurate.

Additional emergency preparedness efforts include public health activities. UM-Flint EHS monitors and engages with our institutional and community public health partners regarding respiratory viruses, including influenza, COVID-19, respiratory syncytial virus and other community health-related issues. The university encourages all faculty, staff and students to remain informed and mindful of keeping our campus community healthy and safe. The Centers for Disease Control and Prevention, the Michigan Department of Health and Human Services (MDHHS), and Genesee County Health Department (GCHD) provides valuable and relevant public health information on a wide variety of respiratory illnesses and prevention. Links to this type of public health information can be found at the : [UM-Flint EHS website](#).

Annual Emergency Drills and Exercises. DPS conducts multiple evacuation and sheltering drills in University buildings during the academic year. Both EHS and DPS are available to meet with individual units to discuss emergency planning, assist in designing department specific drills, or discuss any other related environment, health safety and training issues.

Below is an Excerpt from the UM-Flint Emergency Response Plan (ERP)

Faculty and supervisors are responsible for notifying others in their immediate area to evacuate the building, move to the closest protective shelter, secure in place/lockdown, and assist with the implementation of emergency response activities. They possess knowledge and understanding of the layout and operation of their specific department, classroom/laboratory or work area. Faculty and supervisors should report work areas and classrooms where the Emergency Guidelines Poster and Evacuation Maps are missing or damaged. They should also report unsafe situations that may exist to the Facilities & Operations (F&O), DPS and EHS.

1. *Be familiar with the specific building evacuation procedures, assembly areas and shelters.*
2. *Review these key emergency preparedness points with students and staff.*
3. *Notify persons within their area of the need to shelter, evacuate, secure in place/lockdown, etc.*
4. *Encourage the use of the buddy system when evacuating, moving to a shelter or securing in place.*
5. *Be aware of persons with functional needs.*
6. *Coordinate shut-down and start-up procedures with the appropriate personnel, **only if it can be done without risk or imminent physical harm**. Examples include shutting down lab experiments, locking/securing cash or other valuables, securing hazardous areas, e.g. chemical storage rooms.*
7. *Account for persons to the greatest extent possible at the shelter or evacuation assembly areas and identify individuals who have not been accounted for to first responders.*
8. *Assist with response and recovery if called upon to do so by the IC or Crisis Management Team (CMT).*
9. *Issue further instructions and updates to individuals in their respective areas as necessary and relay information back to the Emergency Coordinator(s) and DPS."*

Emergency Preparedness Planning as well as Campus Security Information and Training resources can be found by visiting the [DPS website](#) and the [EHS website](#).