

FACULTY EMERGENCY PREPAREDNESS



Office of
Emergency Management
Division of Administration
& Finance

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 www.uh.edu/emergency-management/about-oem/contact

Be sure to include the Emergency Preparedness Syllabus Insert with your classroom syllabus to students

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 UHPD in your cell phone (713-743-3333).
- Cover basic emergency preparedness during the first week of class. Use the Emergency Preparedness Syllabus Insert. Contact the Office of Emergency Management if you need assistance or resources: www.uh.edu/oem
- Sign up to receive UH ALERTs to your cell phone via text message in PASS. Remind students to update their emergency contact information in MyUH to receive UH ALERTs.
- Know how to report any emergency from your classroom or lab
- Provide leadership if an 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 UHPD at 713-743-3333 or dial 9-1-1



- 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 UH Emergencies?

UH ALERT is the official emergency notification system for the University of Houston. The most direct way to receive emergency information is through text messages to your cell phone, but you must be signed up in PASS to receive these notifications.



- Make sure you're signed up to receive UH ALERTs, you can find out more info on how at <http://alerts.uh.edu/update-contact-information/employee-contact-updates/>
- The UH ALERT Website is www.uh.edu/emergency where detailed information during an emergency will be displayed

UNIVERSITY of HOUSTON
UH ALERT

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 call 713-743-3333 to reach UH Police, or 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 UH ALERT or check www.uh.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, & extinguishers are located in building hallways, usually near stairwells or exits.

- Know two 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 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 call UH Police at 713-743-3333 or 911 to report your location

Where can I find additional emergency resources and information?



You can go to the Office of Emergency Management’s webpage for Faculty Preparedness.

- Faculty Preparedness website: <http://www.uh.edu/emergency-management/planning-and-response/faculty-preparedness/>
- Contact the [Office of Emergency Management](#) in case you have further questions or need assistance with your planning and preparedness