

## Handling Emergency Situations

Suggested procedures for faculty to assist with campus safety:

1. Inform your students that you will take charge of the room in the event of an emergency and that they should listen to your directions for their safety. If the order is given to evacuate, “shelter-in-place,” or “secure-in-place;” you **MUST** follow that order in the classroom.
2. Review evacuation and shelter-in-place maps located in all building hallways.
3. Develop a plan for how you might secure-in-place, if needed.
4. Know your exits and be familiar with your surroundings.
5. Review posted classroom emergency guideline sheets.
6. Keep informed of local weather or emergency conditions; and what severe weather sirens sound like.
7. Pay close attention to actions of your students or visitors that cause you alarm and report them to the MSU Police, Office of the Provost or the Behavioral Threat Assessment Team (btat.msu.edu).
8. Include the following as a syllabus insert or provide it to your students. Review it with them during your first class period of the semester.

“In the event of an emergency arising within the [*classroom/lab*], the [*Professor, Teaching Assistant (TA), graduate student, instructor, Facilitator*] will notify you of what actions that may be required to ensure your safety. It is the responsibility of each student to understand the evacuation, “shelter-in-place,” and “secure-in-place” guidelines posted in each facility and to act in a safe manner. You are allowed to maintain cellular devices in a silent mode during this course, in order to receive emergency SMS text, phone or email messages distributed by the university. When anyone receives such a notification or observes an emergency situation, they should immediately bring it to the attention of the [*Professor, Teaching Assistant (TA), graduate student, instructor, Facilitator*] in a way that causes the least disruption. If an evacuation is ordered, please ensure that you do it in a safe manner and facilitate those around you that may not otherwise be able to safely leave. When these orders are given, you do have the right as a member of this community to follow that order. Also, if a shelter-in-place or secure-in-place is ordered, please seek areas of refuge that are safe depending on the emergency encountered and provide assistance if it is advisable to do so.”

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