WHAT TO DO IN CASE OF AN
EMERGENCY

Faculty play an important leadership role in responding to emergencies. Knowing the best responses to probable threats is critical both to protecting lives and minimizing an emergency's impact on academic operations.

DO YOU KNOW WHAT TO DO?

Sign up for UTC-ALERT at **utc.edu/alert**, monitor email and check **utc.edu** for additional information when a UTC-ALERT is issued. You can receive notification in the classroom via the **Alertus Client** downloaded to your UTC-owned laptop or classroom computer.

If the UTC-ALERT notification system has been activated, a follow up "all clear" message will be sent when the threat has passed and regular operations are resuming.

Learn more about campus safety resources at **utc.edu/safety-resources**.

PREPARING FOR EMERGENCIES

+ Identify all entrances and exits of your classrooms
+ Locate nearby Campus Blue Phones
+ Identify exits to outside the building
+ Review emergency instructions in your course syllabus
+ Plan for students who will need evacuation assistance
+ Review the inclement weather policy at **utc.edu/weather** to adjust class schedules disrupted by an incident

RESPONDING TO EMERGENCIES
There are two basic responses to an emergency:
+ Shelter
+ Evacuate

RESPONSE: SHELTER

TORNADO

For a tornado warning impacting classes, proceed to a lower floor in the building and in interior rooms (away from windows). If a lab has begun, take appropriate actions to ensure it is safe to leave the lab before sheltering.

SEVERE WEATHER

For severe thunderstorms the University does not usually issue a UTC-ALERT, but faculty should cancel or postpone outdoor activities and provide appropriate flexibility for a student's decision to avoid moving outdoors during dangerous weather.

ACTIVE SHOOTER

The UTC-ALERT system will be activated immediately upon notification, but the information provided may initially be limited.

Remember your choices: RUN, HIDE, FIGHT

+ RUN: If you have personal knowledge of the assailant's location and you have a clear exit.
+ HIDE: In most cases you should shelter/ barricade to hide yourself from the threat. Lock and barricade doors, seek cover and avoid giving the appearance that the room is occupied.
+ FIGHT: As a last resort, only if your life is in danger and you can neither run nor hide, incapacitate the shooter with superior numbers and aggression.

View guidelines at **utc.edu/active-shooter**.

CHEMICAL ACCIDENT

+ Shelter and limit outside air from entering your location.
+ Evacuate only if directed by emergency personnel to avoid exposure to the hazard.

RESPONSE: EVACUATE

FIRE

+ Never ignore an alarm. Evacuate your class to an outside location.
+ Direct your class to take keys, coats, wallets and critical items.
+ Close the door on the way out.
+ Do not re-enter the building until cleared by emergency personnel.

LAB EMERGENCY

+ If safe to do so, contain the spill.
+ Secure the area. Close and lock doors.
+ Evacuate your class to an outside area.
+ Call UTC PD after evacuating.

BOMB THREAT

Evacuation for bomb threats is not automatic. Law enforcement will evaluate the threat to determine the best response. If you receive a call with a bomb threat, follow guidance at **utc.edu/bomb-threat**.

+ Do not touch any suspicious objects or move them in any way. Report the location to responders.
+ Follow the instructions of emergency personnel.
+ Do not re-enter the building unless given permission by the fire department or police.

For questions, contact the Office of Emergency Services at 423-425-5741 during business hours, 423-425-4357 after hours or **utc.edu/emergency**.

THE UNIVERSITY OF TENNESSEE CHATTANOOGA
Emergency Services

423-425-4357 | safety@utc.edu