


EMERGENCY PREPAREDNESS & RESPONSE INFORMATION

FOR THE CLASSROOM

Students, even in the university environment, look to the person at the front of the class as the person in charge (leader). Whether the class is five students or several hundred, students expect the instructor to have answers and a clear plan when an incident, emergency, or event occurs in or out of the classroom.


FIRST CLASS MEETING OF THE SEMESTER: KNOW YOUR RESPONSIBILITIES AS THE INSTRUCTOR

- Clearly **cover the basic emergency procedures** for the class **during the first week of class** (10 minutes of pre-planning can save lives).
- Where are the closest exits to your classroom? Do NOT use the elevators in an emergency.
- Where is the closest “[evacuation zone](#)” to your classroom?
- Demonstrate how to lock the door/close the window. Note: some classrooms lockdown remotely by UPD.
- Determine whether you have students/staff who will require assistance during an emergency because of physical limitations; prepare ahead of time by consulting the [campus emergency procedures](#) for info on how to assist these individuals.
- Locate panic button on the computer. 
- Enter UPD’s phone number (760-750-4567 non-emergency; 911 emergency) into your cell phone and ask students to do so, as well.
- **Show your class the Active Shooter video produced by CSUSM Emergency Management – [THE VIDEO IS FOUND AT THIS LINK](#) (8:00)**
- Most importantly: Provide leadership if an emergency arises and follow emergency procedures for all building alarms and emergency notifications.

SUGGESTIONS ON WHAT I SHOULD CARRY WITH ME TO CLASS:

- Class roster preferably with contact emails and contact numbers.
- Charged cell phone, external charger and charging cable (in case of power outage or prolonged lockdown).
- List of important telephone numbers or add them to your phone contacts (i.e. dept. leadership, supervisors, or lab managers, etc. if applicable).

HOW DO I REPORT AN EMERGENCY?

- Activate the Desktop Panic Alert! Desktop Panic Alerts are on all campus classroom instructor stations/computers OR 
- Dial 9-1-1 from any campus phone or cell phone. Always call 911 in a medical emergency to speed the response of emergency personnel.
- State that you are at CSUSM, the nature of the emergency, and remain on the line until the dispatcher clears the call.

HOW DO I EVACUATE THE CLASSROOM?

- Ensure that everyone leaves the building and evacuates to the nearest [evacuation zone \(on map\)](#) or at minimum 150 ft. away from the building.
- Do not let students re-enter the building once evacuated until cleared by emergency personnel.
- Look for illuminated EXIT signs in larger classrooms to determine primary and secondary exits.
- In case of earthquake or fire, DO NOT USE ELEVATORS.
- All fire alarms are mandatory evacuations. Familiarize yourself with fire extinguisher and [AED locations](#); training on both pieces of emergency equipment is available through [Safety, Health & Sustainability](#):

HOW DO I EVACUATE A PERSON WITH A DISABILITY (MOBILLY IMPAIRMENT)?

- Stay in place unless danger is imminent. Report the location of the person once outside.
- Evacuate without stairs, if possible. If stairs are necessary, evacuate by assisting the person to walk or be carried.
- If danger is imminent, move the disabled person to a safe stairwell, go down and advise emergency responders of the situation.

WHAT IF THERE IS VIOLENCE OR AN ACTIVE THREAT?

- Activate the “Desktop Panic Alert!” on the classroom instructor stations/computers.
- Dial 9-1-1 from any campus phone or cell phone.
- Secure the classroom by locking the doors, all classroom doors on campus are lockdown capable.
- Silence (do not put on vibrate) all cell phones, close the windows and blinds.
- Move people away from windows and doors, hide behind items that may protect them (desks, chairs, tables).
- If the active threat makes it into your classroom, use whatever means available to defend yourself and others (pencils, books, chairs, and fire extinguishers).
- Treat the injured using basic first aid (apply pressure to wounds and elevate arms or legs for bleeding). All [AED cabinets](#) on campus are equipped with Stop the Bleed kits.
- Always follow commands/direction of emergency responders.

MENTAL/PHYSICAL HEALTH EMERGENCY

- **Mental Health Emergency.**
 - If there is a concern that a student may engage in violent behavior, toward self or others, and the **threat appears to be imminent**, contact University Police immediately by dialing 911.
 - If possible, stop the class/send them on a break in order to allow you to contact UPD.
 - If you have access to the panic button on the classroom computer, you can press this instead of calling with your phone. Be aware that if the projector is on you will project a notification that your message was sent.
 - If you are teaching a late class, holding office hours in the evening, or you receive email or electronic correspondence that makes you concerned about students’ or your immediate safety, please contact University Police immediately.
- **Physical Health Emergency.**
 - University Police Officers are the only first responders available on campus and should be called when there is a physical health/medical emergency by dialing 911.
 - UPD will be the first contact and will assess what needs to occur (medical treatment, mental health hold, etc.) to ensure the safety of the student and those in the vicinity.

SITUATIONAL AWARENESS

When on campus or out in the community, you always need to be “situationally aware” – note exits and alternative routes when in the various locations, including classrooms and offices. Periodically take a different way to classrooms/meetings so you are well aware of alternative routes.

ADDITIONAL RESOURCES

- **Campus emergency procedures:** <https://www.csusm.edu/em/procedures/index.html>
- **Campus evacuation procedures:** <https://www.csusm.edu/em/procedures/evacuation.html>
- **Cougar Cares Network:** <https://www.csusm.edu/ccn/index.html>
- **Dean of Students Office:** <https://www.csusm.edu/dos/index.html>