# University of Louisville

## EMERGENCY GUIDE

For emergencies, call 911

### GENERAL INFORMATION

1. Be familiar with the Building Emergency Action Plan for each building where you teach or conduct research.

2. Provide your classes with general information about emergency procedures. The beginning of each semester is an ideal time to discuss emergency procedures. Adding emergency information to your syllabus is also very effective.

3. Know how to report an emergency from the classroom, laboratory or your office.

4. Take charge of the students in your classroom or laboratory.

5. Follow the appropriate procedures for all building alarms or incident alerts.

6. Ensure that students with disabilities or special needs have the information and assistance they may require during an emergency.

7. Sign up for the university’s emergency text messaging at www.louisville.edu/alerts

### ACTIVE SHOOTER

*If you hear gunfire or see a person with a gun, take immediate steps to protect your students and yourself.*

1. **STOP CLASS**

2. If you are near an exterior exit, try to escape from the building.

3. If you are in an office or classroom, immediately close the door and lock it if possible. Use desks and chairs to block the doorway.

4. Stay away from windows and out of view. Turn off the lights. Hide behind heavy furniture or anything that will hide your location and protect you from bullets.

5. If a phone is available, call 911.

6. If you are in an open area, find a room to hide in.

7. If the gunman approaches you, your actions will depend solely on your judgment and capabilities. No strategy is 100% effective.

### BUILDING EVACUATION

*In the event of a fire or other emergency that requires evacuation, take immediate action that includes accounting for everyone who was in the building.*

1. **STOP CLASS**

2. Instruct students to collect their personal belongings and follow you.

3. Immediately evacuate the building using your pre-planned evacuation routes. If you do not know your route, select a path to get out of the building quickly.

4. Do not use elevators.

5. If you are able to assist mobility-impaired individuals, do so. If not, immediately call Public Safety at 911.

6. If the cause of the evacuation was a fire, do not attempt to extinguish the fire yourself.

7. Once out of the building, gather at the pre-planned assembly area.

8. Do not re-enter the building for any reason.

### TORNADO

*Tornado warnings require you to stay inside a building to protect your students and yourself.*

1. **STOP CLASS**

2. Instruct your students to stay in the building due to the emergency. Going outside poses a risk of injury or death.

3. Move to the lowest floor of the building. Select an interior room without windows and avoid rooms with mechanical equipment like fume hoods or other ventilation equipment. This room should be designated in your building’s Emergency Action Plan.

4. If possible, find a room with a landline telephone as cell phone networks may be overwhelmed.

5. Listen to the radio or television and monitor e-mail and the UofL web page until you are told all is safe or to evacuate.

For more information, contact the Department of Environmental Health and Safety at 852.6670.