• Be familiar with the Building Emergency Action Plan for each building where you teach or conduct research.
• 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.
• Know how to report an emergency from the classroom, laboratory or your office.
• Take charge of the students in your classroom or laboratory.
• Follow the appropriate procedures for all building alarms or incident alerts.
• Ensure that students with disabilities or special needs have the information and assistance they may require during an emergency.
• Sign up for the university’s emergency text messaging at www.louisville.edu/alerts

To Report an Emergency:
Call the University Police at 852-6111 or 911

For More Information:
Call the Department of Environmental Health and Safety at 852-6670

UofL Alert
Be informed of campus emergencies! Sign up for UofL Alert by selecting the “Stay Connected” icon at www.louisville.edu

The University of Louisville is committed to protecting the welfare of its community members and safeguarding the property and vital interests of the university. To meet this commitment, the university has established individual Building Emergency Action Plans as well as a comprehensive Emergency Operations Plan. As a faculty member, you play an important role in the implementation and effectiveness of these plans.
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.

Active Shooter

If an armed person enters the building or you hear gunfire, take immediate steps to protect your students and yourself.

1. **STOP CLASS**
2. If you are in an office or a classroom, immediately close the door and lock it if it has a lock. If it does not have a lock, use desks and chairs to block the doorway.
3. Stay away from windows and out of view. Take a position behind heavy furniture, a counter or anything that will hide your location and provide some cover. Stay hidden until the police arrive.
4. If a phone is available call 852-6111 or 911.
5. If you are in an open area find a suitable room that might offer protection.
6. If you are unable to get into a secured area and the gunman approaches you, your actions will depend solely on your judgment and capability. No strategy is 100 percent 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 preplanned 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 852-6111 or 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.