



Know Your Classroom: Emergency Preparedness Checklist

Students, even in the University environment, may look to the person at the front of the class for leadership, anticipating the instructor will know what to do when an emergency occurs. You can provide that leadership by familiarizing yourself with your classroom.

Securing the Space During a Lockdown:

- Practice locking your classroom door. Doors may lock differently in campus buildings.
- Make a plan - can you close and lock your classroom doors quickly?
- Consider places in your classroom where you may be able to hide.

Evacuating Your Classroom:

- Practice exiting each door in the classroom. Consider and learn where each door leads, and where the closest building exits are located.
- Learn where the nearest stairwells are located, and practice using them instead of an elevator.
- Consider how you will direct students during an emergency. *Can you enlist the help of others if necessary?*

Preparing for Different Emergency Situations

- Identify the closest emergency equipment such as: Automatic External Defibrillators (AED's), Evacuation Chairs, Bleeding Control Kits, Fire Alarm Pull Stations, and Fire Extinguishers.
- For severe weather or other shelter-in-place situations, locate the closest interior hallway or room without windows that can accommodate your class. Keep in mind, your class may already be in one.
- Plan ahead for other possible disruptions (e.g., medical emergencies, disruptive individual) and be prepared to notify WSSU Police and Public Safety at 750-2911 or 9-1-1.

More Resources:

- Visit www.wssu.edu/OEM for more resources and training.
- Download the **Rave Guardian** application and ensure push notifications are on.
- Make sure to save important University contact numbers for quick access, if needed.
- Include an emergency preparedness and response portion in your course syllabus.
- Familiarize yourself with **WeatherSTEM**, our on-campus weather station.

