

Faculty Emergency Guide

Emergency Information for Faculty Members in the Classroom



LOYOLA UNIVERSITY MARYLAND

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The importance of emergency preparedness extends into the classroom. Students, even in higher education settings, look to the instructor for guidance and definitive action during an emergency. Faculty should take a few minutes at the start of each semester to familiarize their students with basic evacuation and emergency procedures. The following information is intended to serve as a quick reference during emergencies. More information can be found on the [Emergency Preparedness website](#).

How can I be better prepared for an emergency?

- Provide leadership if an emergency arises and follow emergency procedures for all building alarms and emergencies.
- Clearly cover the basic emergency procedures for the class during the first week of class (10 minutes of pre-planning can save lives).
- Know how to report an emergency from the classroom.
- Communicate the evacuation route and rally point outside the building in case of evacuation.
- Ask students if they have emergency training (CPR, first aid, etc.) Be prepared to call on them in an emergency.
- Evacuate the classroom if a medical emergency occurs to allow emergency responders' access to the patient.
- Persons with disabilities, who self-identify, should be able to provide information on special assistance needs if an emergency occurs. Persons with disabilities may need assistance leaving the building during an evacuation.
- Prepare to alter class schedules, extend classes, and/or use distance learning capabilities. Refer to the Academic Continuity section of this document.

How do I report an emergency?

- Dial 410-617-5911 to reach Loyola Public Safety directly in the event of an emergency. Program this number into your cell phone.
- State the nature of the emergency and remain on the line to answer the operator's questions and provide details about the emergency.

What should I carry with me to class?

- Class roster, cell phone, list of important telephone numbers (i.e. emergency contacts, leadership, or lab managers)

How do I evacuate the classroom?

Know the evacuation routes for your classroom. Evacuation routes are posted on building walls throughout the hallways. Ensure that your class knows the location of the designated rally point. This information can also be found in the **General Campus Evacuation Guide and Rally Point Maps** located on the [Emergency Evacuation page](#) of our website.

While evacuating the building:

- Use the nearest available exit, away from hazard.
- Look for illuminated EXIT signs in larger classrooms to determine primary and secondary exits.
- Take only essential items, do not delay in evacuating.
- Do NOT use elevators.
- As your class evacuates, ensure that everyone is leaving the building.
- All fire alarms require mandatory evacuation.

After evacuating the building:

- Proceed to your designated rally point.
- Account for students, faculty and staff under your guidance and relay this information to Campus Police at the rally point.
- Do not re-enter building until directed to by Campus Police.

Where can I find information on the specific locks in my classroom?

There are several different types of locking hardware throughout our campuses. See how to secure all offices and classrooms on our [Campus Locks page](#) located on the Public Safety website.

What about a person with a disability?

Persons with disabilities, who self-identify, should be able to provide information on special assistance needs if an emergency occurs. Always ask a person with a disability how you can help before providing assistance leaving the building during an evacuation. Three options are available to evacuate a person with a mobility impairment:

- Horizontal evacuation to the outside. Evacuation without using stairs.
- Stairway evacuation by assisting the person to walk.
- Assist the individual to the nearest stairwell landing. Stairwells have at least a one hour fire rating. Instruct the individual to stay in place while you exit the building and notify emergency personnel of the individual's location.

For more information, refer to the [Evacuations for Persons with Disabilities page](#) of our website.

What if there is an act of violence or an active assailant? RUN / HIDE / FIGHT

- If it is safe to exit the building, do so and get as far away from the building as possible. Dial 410-617-5911 to reach Loyola Public Safety directly from a cell phone.
- If it is not safe to exit the building, secure the classroom by locking the doors. All classrooms on campus have lockable doors.
- Block the door with desks, chairs, or tables or other heavy objects and turn off lights.
- Move people away from windows and get behind items that protect them (desk, chairs, tables, etc). Silence all cell phones.
- If there are no other options, commit to fighting the assailant.
- Treat the injured using basic first aid (apply pressure to wounds and elevate bleeding arms or legs).

For more information, refer to the [Active Assailant page](#) of our website.

Shelter-in-Place

Shelter-in-place response may be necessary during a hazardous material (HAZMAT) incident or tornado event. The response to these events are generally the same:

- If outdoors or in a car, move to a sturdy structure as quickly as possible.
- Stay away from exterior doors and windows, if possible.
- Move to the most central part of the building you are in.
- Put as many walls between you and the exterior as possible.
- Do NOT open windows.
- If safe to do so, close doors as you leave an area.

Tornado Specific

- On the lowest level possible, move to the innermost part of building (e.g. hallways, basements, restrooms).
- Get under sturdy furniture or along an interior wall, if possible.
- Avoid exterior walls and corners
- Use your arms and hands to protect your head and neck.

HAZMAT Specific

- On the highest level possible, move into a room with a door and no windows, if possible.
- Shut off HVAC, if possible.
- Stop the flow of air around doors and vents using clothing, towels, or plastic and tape.
- Remain in place until an All-Clear is issued.
- If possible, call 410-617-5911 to notify Campus Police of your location.

Loyola Emergency Notification System (Greyhound Alerts)

The Greyhound Alerts system (LENS) utilizes text messages, emails, desktop displays, digital signage, alert tones, and voice instructions to relay important information regarding emergency situations to the campus community. Students, faculty and staff are strongly encouraged to register in order to receive Greyhound Alerts via text messages and emails. For further information regarding all of the components of the Greyhound Alerts (LENS) system, visit [Loyola's Greyhound Alerts webpage](#) located on the Public Safety website.

Academic Continuity

Maintaining academic continuity in the aftermath of an emergency is essential for the University. Each instructor, committee chair, supervisor, or key person should have a plan. Instructors should publish their general policy on their syllabus. During such an emergency, each instructor can establish communication with class members, and if the closure is going to be long, construct alternative ways (e.g. online discussions, video links, and readings, assignments) to achieve learning objectives of the course. For more information and resources regarding academic continuity, refer to the [Academic and Instructional Continuity page](#) located on our website.

Off-Campus Emergency Procedures

It is important for faculty to consider emergency procedures when leading off-campus programs and/or activities. In preparation, faculty should:

- Take reasonable steps to prepare for potential emergency situations by reviewing the information in the Faculty Emergency Guide and on the Loyola [Emergency Preparedness website](#).
- Become familiar with the following:
 - Off-campus facility's emergency procedures and contacts
 - Emergency number for law enforcement
 - Emergency exits
 - Nearest fire extinguisher and pull-station locations
 - Rally points
- Provide Campus Police with off-campus schedule, including:
 - Group leader contact information
 - Off-campus facility emergency contact information
 - List of students
 - Location(s)
 - Off-campus activities
- Perform a safety review at the beginning of the class or activity

In the event of an emergency that occurs off-campus, faculty should:

- Follow facility emergency procedures and call (911) if needed
- Seek appropriate medical care for affected participants
- Notify Campus Police of situation (410-617-5911)
- Account for all participants

In the event of a regional emergency that has not affected the participants of off-campus programs, faculty should notify Campus Police and the off-campus facility's emergency contacts that all participants are safe.