The University of Michigan-Flint

Emergency-Preparedness in the Classroom:
Points to Review with Your Students at Your First Class

- **DPS Phone #: 810-762-3333**  Urge each student to program into his or her cellphone Public Safety’s phone number: 810-762-3333. [This number provides the fastest way to summon assistance in an emergency. “911” calls made from cellphones have to be transferred from non-UM-Flint locations to our DPS dispatcher, wasting precious time.]

- **Room, Floor & Building**  Ask students to memorize the classroom room-number, floor & building name. [The first question an emergency dispatcher will ask is: “Where are you?” That simple information, in a stressful situation, can be hard to remember.]

- **Emergency Routes**  Point out the “Emergency Guidelines” posted in each classroom, and briefly review location of room exits, routes to building exits, location of shelter areas, and the nearest fire alarms and fire extinguishers [to reinforce that this sort of awareness is important, consider making alarm & extinguisher locations an extra-credit question on a quiz]

- **CPR Expertise**  Ask if any students have had CPR/AED training. Assure them that, should an emergency situation arise in the classroom, the University encourages them to step forward and give assistance until help arrives.

- **Students with Disabilities**  Invite anyone who thinks they might need special assistance in an emergency situation to inform you of that need privately after class. Assure them that, should trouble arise, you will see that they are not left to fend for themselves and will partner them with a fellow-student who can help them exit the building safely.

- **Follow Directions**  Note that, should an emergency situation arise, everyone will follow the directions issued by authorized University personnel or by standing emergency policy.

- **Drills**  Note that, during the term, the University might issue an emergency-preparedness “pop quiz” in the form of a fire or tornado drill. Review the location of shelter areas and exits.

- **Emergency Alert System**  Encourage students to sign up for the UM Emergency Alert System so that they can receive emergency text/phone messages. They can sign up online at: www.umflint.edu/emergency/.

Should an emergency situation arise in the classroom, **students will look to you for leadership.** Remember that you will have four basic options. Choose the one that best fits the circumstances:

1. **Call,** or send someone for help.
2. **Wait** for help (e.g., “secure-in-place” in your classroom/lab in an active-shooter situation).
3. **Move** to another location in the building (e.g., move to a designated shelter area).
4. **Evacuate** the building.