

## DukeALERT: Emergency Procedures for the Classroom

### Why are you receiving this?

As an instructor, we want you to be prepared to support your students in the event of an emergency while you are in the classroom. Here are three simple steps we ask you to take at the beginning of each semester:

1. Review the script below.
2. Identify all classroom/lab exits and options for securing the room.
3. Share the script below with your students.

### Instructor Script [Read or paraphrase]

Before we begin class, I want to talk about something very serious.

Though very unlikely, there is always a possibility that there might be some type of emergency while we are in this classroom this semester. Emergencies come in many different forms, including weather, medical, fire, and people who are intending to do harm.

I would like to take a few moments to talk about actions to take in the event of an emergency in our classroom.

In most cases you will receive a DukeALERT notification by email and text if there is an emergency situation on campus, and you may also hear the outdoor sirens.

If you see that I am not aware of an emergency situation at any point during our class – before, during or after class, please stop me and do what you can to make me aware. It is very important that I am aware.

There could also be dangerous activity in the immediate vicinity that Duke Police are not yet aware of. In that event, please make me aware and call 911 or use the LiveSafe Mobile app to notify emergency responders.

- **Weather**: in the event of severe weather such as a tornado, we will seek shelter in an interior room without glass on the lowest floor of this building.
- **Fire/Hazardous Materials**: In the case of fire or a hazardous material spill, you should gather your personal items within reach and exit quickly. Help others as much as possible. Once you are safe, call 911 or use the LiveSafe Mobile app to notify emergency responders.
- **Armed/Dangerous Person**: In the event of an armed or dangerous person on campus, you will need to assess your best option based on the circumstances. Unfortunately, there may not be a clear “right” answer. However, one of the following actions should be taken, listed in priority of consideration:
  - **Run**: Find the best escape route, leave your belongings behind, and keep your hands visible.

- **Hide:** Hide in an area out of the individual's view, block entry to your hiding place and lock the doors, if possible.
- **Fight:** As a last resort and only when your life is in imminent danger, attempt to incapacitate the individual. Be physical and aggressive. Use anything available around you to attack and throw things if possible.

Take the time you need to identify the different exits in this room and our building. There are many ways in and out of this building. The next time you come to class, think about possible routes; try different routes so that you are aware. [Point to each exit in the room.]

I know this is a lot to digest. Does anyone have any questions before we go back to our regular activities? I will do my best to address your questions.

There is also additional information about Duke's emergency management plans and what to do in the event of an emergency at [emergency.duke.edu](http://emergency.duke.edu). Thank you.