

# FACULTY GUIDANCE FOR INCIDENT RESPONSE

The University of Nebraska – Lincoln is committed to protecting the welfare of its community members and safeguarding our vital interests – reputation, research and property. For this reason, this guidance has been established for incident planning, response, and recovery. As a faculty member, you play an important role in the implementation and effectiveness of this guidance in your classroom.



## Call University Police:

2-2222  
From Campus Phone

402-472-2222  
From Cell Phone

911  
If the line is unavailable or  
you are off City or East  
Campus

## For Emergency Planning Assistance:

Email:  
[preparedness@unl.edu](mailto:preparedness@unl.edu)

Online:  
<http://emergency.unl.edu>

## Faculty Members should:

- Provide your classes with general information about emergency procedures at the start of each semester with the review of your course syllabus.
- Take charge of students in your classroom and follow appropriate procedures for all building alarms or incident alerts.
- Be aware of your surroundings and know your room and floor layouts. Be familiar where building exits are located – including alternate routes. Know where to hide or shelter.
- Be flexible, adapt to the situation when there is an emergency.
- Know how to report an incident from the classroom(s) you use.
- Make sure that students with disabilities have the assistance they may require.
- Sign-up for UNL Alerts to receive email and text messages.

**EMERGENCY.UNL.EDU**  
**UNIVERSITY POLICE 402-472-2222 OR 911**



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UNIVERSITY OF NEBRASKA-LINCOLN

# EMERGENCY PROCEDURES

**REPORT ALL EMERGENCIES:**

**UNL POLICE 402-472-2222 OR 911**



## **SMOKE OR FIRE ALARM**

### **EVACUATE**

- Pull nearest fire alarm
- Use the nearest exit
- Do not use elevators
- Take belongings if near
- Move to safe distance
- Re-enter only if directed



## **TORNADO WARNING**

### **SHELTER**

- Lowest level
- Interior space:  
Hallway, Basement, Restroom
- Get low
- Cover back of head
- Monitor news
- Stay in shelter until  
warning expires



## **SHOOTING OR VIOLENCE**

### **RUN, HIDE, FIGHT**

- **RUN** – if you know where the danger is and it is safe to go
- **HIDE** – if unsafe to escape, in a secure place
- **FIGHT** – if hiding is not an option, fight as if your life depends on it



**GAS LEAK:** Follow instructions to **EVACUATE** or **SHELTER**

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**EMERGENCY 911 • UNL POLICE 402-472-2222**

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