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.

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.

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

Online: http://emergency.unl.edu
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

TORONADO 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

EMERGENCY.UNL.EDU
EMERGENCY 911 • UNL POLICE 402-472-2222