



FACULTY GUIDANCE FOR INCIDENT RESPONSE

Do:

- Be aware of your surroundings
- Act Quickly
- Take Charge of Students

Don't:

- "Tunnel Vision" during incident
- Allow Denial to Slow Your Response
- Allow Confusion

SHELTER-IN-PLACE

(Hostile Intruder, External Hazardous Materials Release)

- Remain calm.
- If it is possible to flee the area safely and avoid danger, do so.
- Notify anyone you encounter to exit the building immediately. Evacuate to a safe area away from the danger and take protective cover. Stay there until help arrives.
- Call UNL Police Department or 9-1-1 with your location if possible.
- If you cannot get through by phone and have text message capability, text University Police at 69050. Enter the letters UNLPD, then type your message. Dispatch will receive and respond to the message.
- If flight is impossible, secure yourself in your space. Barricade doors and block windows. Turn off all the lights, close blinds and close and lock all windows and lock and barricade all doors.
- Seek protective cover for yourself and any others (concrete walls, thick desks, filing cabinets may protect you from bullets).
- Keep calm, quiet and out of sight.
- Active shooter, silence cell phones (mute or turn off cell phone ringer). Consider turning off radios and computer monitors.
- Do not answer the door. If you do not recognize the voice that is giving instructions, do not change your status (stay put). Unknown or unfamiliar voices may be false and designed to give false assurances.
- Place signs in exterior windows to identify the location of injured persons.
- Do Not Approach Emergency Responders—let them come to you.
- Remain where you are until you receive further instruction by a first responder or authorized known voice.

EVACUATION

(Fire, External Hazardous Materials Release)

- Always evacuate if the fire alarm sounds.
- In the event of an evacuation, gather your personal belongings quickly (purse, keys, cell phone, NCard, etc.) and proceed to the nearest exit.
- Do not use the elevator.
- Move away from the problem, use alternative exits.
- Help those who need assistance moving.
- Be ready to be guided by additional instructions.

ASSEMBLY AREAS

Primary Outdoor: _____

Secondary Outdoor: _____

Primary Indoor: _____

Secondary Indoor: _____



<http://police.unl.edu>

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Dial 2 for Blue 402.472.2222



FACULTY GUIDANCE FOR INCIDENT RESPONSE

UNL is committed to protecting the welfare of its community members and safeguarding our vital interests—reputation, research and property. For this reason, UNL has established guidance 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 in a different
University location call

Emergency Planning and
Preparedness:
<http://emergency.unl.edu/>

Faculty members should:

- Take charge of students in your classroom and follow appropriate procedures for all building alarms or incident alerts.
- Be aware of your surroundings. Know your room and floor layouts. Know where building exits are located. Know alternate routes to reach exits. Know where you can shelter-in-place.
- Be flexible, adapt to the situation when involved in an incident.
- Provide your classes with general information about evacuation and shelter-in-place movements at the start of each semester when reviewing your course syllabus.
- Know how to report an incident from the classroom(s) you use.
- Assure that students with disabilities have the assistance they may require during an incident.
- Sign up for the UNL Alert to receive incident alerts via telephone, e-mail, or text messages.



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