

Classroom Emergency Preparedness and Response Information

Course: _____

Instructor: _____

Building/Room Number : _____

To Report an Emergency or Suspicious Activity:

ON-Campus – dial TSUPD at 615-963-5171
If using campus phone – only dial 5171

OFF-campus – dial 911
If using campus phone – dial 9-911

Fire

- Activate the fire alarm.
- Evacuate the building immediately.
 - Close doors behind you, but do NOT lock doors.
 - Do NOT use elevators.
 - Assist any individuals, as needed.
- Call TSUPD when safe to do so.
- Gather at Assembly Point.
- Do NOT return to an evacuated building, unless told to do so by a TSU official.

NOTE: If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If there is no window, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location.

Nearest Emergency Exits: _____

Assembly Point(s): _____

Shelter in Place

Although rare, TSU may issue a shelter in place notice from time to time (e.g., severe weather, hazardous materials release, etc.). If notified, be prepared with the following information:

- Move to an interior room with the fewest windows.
 - If the room has windows, they should be closed and locked and everyone should be as far away from any glass or dangerous items as possible.
- Try to protect yourself near sturdy objects or interior walls.
- Stay informed by monitoring official TSU channels (e.g., Tiger Alerts, website, social

media).

- Do NOT leave your shelter until told to do so by a TSU official.

In case of a tornado, the identified shelter location is: _____

Active Aggressor

If there is a reason to believe a potentially violent person is nearby, stay as calm as possible. The priority will be to ensure your own safety. In the event of an active aggressor situation, TSU suggests “Run, Hide, Fight”. Depending on the specific circumstance, you may consider the following in order:

- Run:** Get to the safest exit as quickly as possible. Be mindful of police response.
- Hide:** Lock/barricade doors, turn off lights, stay out of view, silence your phone.
- Fight:** Only as a last case scenario if your life is in imminent danger. Try to incapacitate the aggressor by utilizing improvised weapons and working as a team.

Medical Emergency

In case of injury or illness, call TSUPD immediately or when safe to do so. Follow any prompts or be prepared to do the following.

- Keep the victim as still and as comfortable as possible.
 - Do NOT move them unless their life is in immediate danger.
- If needed, control serious bleeding using direct pressure.
 - The nearest first aid kit is: _____
- If needed, check their breathing, and give artificial respiration.
 - The nearest AED is located: _____
- Look for a possible medical ID (e.g., bracelet, necklace, keychain, etc.).
- Stay with the victim until medical personnel arrive and then follow all given instructions.

Emergency Alerts

TSU can provide emergency notifications by email, text message, voice call, outdoor warning sirens, social media and/or the University webpage. In emergencies, be aware of the various ways information may be communicated. If you receive a notification during class, please share the notification immediately.



Office of
**EMERGENCY
MANAGEMENT**

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Phone: (615) 963-1489

Website:

www.tnstate.edu/emergency