

# Faculty Guidance for Incident Response

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Baylor University is committed to protecting the welfare of its community members and safeguarding our vital interest – reputation, research, and property. For this reason Baylor 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.

## Do:

- Be aware of your surroundings
- Act quickly
- Take charge of students

## Don't:

- “Tunnel Vision” during an incident
- Allow denial to slow your response
- Allow confusion

## Faculty Should:

- Take charge of students in your classroom and follow appropriate procedures for all building alarms or emergency alerts.
  - During an incident be prepared to act as a liaison between emergency responders and students in attendance.
- Be aware of your surroundings:
  - Know your room and floor layouts,
  - Know alternate routes to reach exits,
  - Know where you can shelter-in-place and your building's [Evacuation Assembly Point\(s\)](#).
- Be flexible, adapt to the situation when involved in an incident.
- Provide your class with general information about shelter-in-place and evacuation movement 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 student with disabilities have the assistance they may need, or know what to do during an incident.
- Sign up for Baylor Alert to receive emergency alerts via phone, email or text messages.

## NOTICE:

The Outdoor / Indoor notification systems are tested the 1<sup>st</sup> Friday of every month between 2:15 and 2:30 PM.

## Report It!

[www.baylor.edu/reportit](http://www.baylor.edu/reportit) is a resource for faculty and staff in identifying students in difficulty and knowing where to refer students for help when they need it.

## For Emergency Assistance

### Call Baylor Police:

254-710-2222

Baylor Police:

[www.baylor.edu/baylor\\_police](http://www.baylor.edu/baylor_police)

Emergency Planning and Preparedness:

[www.baylor.edu/emergency](http://www.baylor.edu/emergency)



## Evacuation

- Always evacuate if the fire alarm sounds.
- Close office/classroom doors and turn off lights and computers.
- Use designated corridors and fire exit stair that lead to ground level.
- Leave the building in an orderly manner.
- Do not use elevators.
- Assemble at the pre-designated [Evacuation Assembly Point\(s\)](#) (EAPs).
  - EAPs will be used to provide occupants with information regarding the status of the building.
  - 'All Clear' announcements will be made at the EAPs.
- Report any individuals left in the building to personnel.
- Follow instruction of emergency personnel.
- Do not re-enter the building until an "All Clear" announcement is given by emergency personnel.

## Shelter-In-Place

- If you are inside, remain in the facility.
- If you are outdoors, quickly proceed into the closest building, or follow instructions from emergency personnel on the scene.
- Locate a room to shelter inside. It should be:
  - An interior room,
  - The lowest level, and
  - Without windows or with the least number of windows. If there is a large group of people inside a particular building, several rooms maybe necessary.
- Turn on a radio or TV and listen for emergency communication or further instructions.
- Take refuge until an evacuation can be safely initiated or an "all clear" is given.

## Tips on Securing a Building/Classroom

- The main exterior level of you building may be unable to quickly be secured; therefore, you should be prepared to secure the next interior level such as an office suite, classroom, or other space.
  - Utilize the locking device to secure the space; if the space can't be locked, try to barricade or block the door with heavy furniture or objects.
  - Turn off the lights and all noise producing devices.
  - Try to stay silent.
  - Spread out.
  - Call Baylor Police 254-710-2222 if you can do so without alerting the intruder.



# BAYLORALERT!

## EMERGENCY NOTIFICATION SYSTEM

In the event of any emergency situation, you may be notified and/or able to obtain information through the following methods, depending on the emergency:

- a. Text message to your cell phone (automatically opted in)
- b. Audio message to a cell phone or other telephone
- c. Email notification to your Baylor email account
- d. Outdoor mass notification system
- e. Indoor voice evacuation system
- f. Recorded information on the University's Information Hotline 254-710-4411
- g. Designated websites:  
[www.baylor.edu/emergency](http://www.baylor.edu/emergency),  
[www.twitter.com/bayloralert](http://www.twitter.com/bayloralert)
- h. 1-800-BAYLORU
- i. Local News Media

Review your contact information in [Bearweb](#) by clicking on "view & update cell phone information" and "update addresses and phones."

If you receive a Baylor Alert, please share the information immediately.

### WHEN CONTACTING BAYLOR POLICE

- Identify yourself by giving your names, address, location and the phone number from where you are calling and can be contacted.
- Briefly describe the problem or emergency.
- Unless directed otherwise, remain on the line at or near the location of the incident.
- If you are not sure whom to call, dial 254.710.2222. A University Police dispatcher will assist you.