

Emergency Preparedness Information for Instructors

Classroom Safety

Discuss classroom and personal safety, review the emergency exits and know two ways out, and stress the importance of quick action while staying calm. Remember, [You are the help until help arrives](#).

See Something, Say Something: Report an Emergency or Suspicious Activity

Call 911 from a campus phone; or 607-255-1111 from a cell phone.

Emergency Alert Notification (CornellALERT)

If a **CornellALERT** is received during class, immediately share (and ask students to share) the information with the rest of the class and follow the instructions provided.

Evacuation (e.g., fire alarm, facility-related emergencies)

Quickly gather personal belongings (keys, cell phone, backpack, University ID, etc.), if within reach, leave lights on, close doors and windows, and proceed to the nearest exit with students. Do not use the elevator. Remain with students until authorized by emergency responders to leave or return to your classroom.

Medical Emergency

Stop class and call 911 from a campus phone or 607-255-1111 from a cell phone. Only move the victim if there is a threat to your safety. Provide first aid, if trained, and reassure the person that help is on the way. Instruct another student to go outside and flag down emergency responders.

Active Killer/Violence in Progress

In the unlikely event of an attacker on campus, quickly determine if you should run, hide, or fight.

- **Run:** Rapidly decide on an escape route. If the class can get out of the building safely and avoid the assailant, run out and away as fast as you can; grab your cell phone and leave other belongings. Call 911 (state you are at Cornell University) when safe to do so. Keep hands visible and empty if you encounter police.
- **Hide:** Hide and barricade if you cannot escape. Lock and barricade doors with heavy objects, turn off lights, silence cell phones (including the vibrate setting), and remain quiet until help arrives.
- **Fight:** Fight back when presented with no other options. Collect objects (e.g., keys, books, chairs, fire extinguisher) to throw and distract, and/or incapacitate, and act with intent, speed, and aggression toward the attacker.

While waiting for professional responders, and if safe to do so, care for individuals with life-threatening injuries such as uncontrolled bleeding (see "[Stop the Bleed](#)", and [Save a Life](#) for more information).

Shelter in Place (e.g., severe weather, hazardous materials incident)

Guide students to an interior room on the lowest level with the fewest windows, and close and lock the windows. If no interior room is available, move to the lowest interior stairwell. Make yourself comfortable and look after one another. Monitor [emergency.cornell.edu](#) and **CornellALERT** for incident updates.

Additional Information

Find additional information about emergency preparedness and response in the Emergency Action Guide, located at [emergency.cornell.edu](#). To receive text or voice emergency alerts on your phone, sign up at [emergency.cornell.edu/alert/](#). Be mindful of academic, physical, and emotional [indicators of distress](#) in students; consult [Caring Community](#) and [Cornell Health](#) resources for guidance.