



## Quick Emergency Action Guide for Faculty

Important Information for  
Georgia State University Faculty

Tel: 404-413-0783

- Be familiar with the Building Emergency Action Plan for each building where you teach or conduct research.

- Provide your classes with general information about emergency procedures.

- The beginning of each semester is an ideal time to discuss emergency procedures.

- Adding emergency information to your syllabus is also very effective.

- Know how to report an emergency from the classroom, laboratory or your office.

- Take charge of the students in your classroom or laboratory.

- Follow the appropriate procedures for all building alarms or incident alerts.

- Ensure that students with disabilities or special needs have the information and assistance they may require during an emergency.

- Sign up for the university's emergency text messaging at [www.gsu.edu/pantheralert](http://www.gsu.edu/pantheralert)

*Georgia State University is committed to protecting the welfare of its community members and safeguarding the property and vital interests of the university. To meet this commitment, the university has established*

*The Office of Emergency Management as well as a comprehensive Emergency Operations Plans. As a faculty member, you play an important role in the implementation and effectiveness of these plans.*

### TO REPORT AN EMERGENCY:

Call the University Police at 404-413-3333

### TO RECEIVE INFORMATION DURING AN EMERGENCY:

- Sign up to receive alerts and texts on your personal cell phone at [www.gsu.edu/pantheralert](http://www.gsu.edu/pantheralert)
- During an emergency, go to [www.gsu.edu](http://www.gsu.edu) to find further details of the event.
- Listen to instructions on the Indoor and Outdoor Public Address Speaker Systems

### TO RECEIVE PREPAREDNESS TRAINING:

- Email [eoc@gsu.edu](mailto:eoc@gsu.edu) with the subject "Training Request" and describe the training you desire and someone will contact you to coordinate the training event.
- Sign up to participate in the Building Emergency Coordinator Program (to learn more visit [www.gsu.edu/oem/32947.html](http://www.gsu.edu/oem/32947.html))
- On-going available training courses are listed at: [www.gsu.edu/oem/35300.html](http://www.gsu.edu/oem/35300.html)

### TO OBTAIN COPIES OF EMERGENCY PLANS AND POINTS OF CONTACT FOR YOUR BUILDING:

- Email [eoc@gsu.edu](mailto:eoc@gsu.edu) with the subject "Building ERT and Plan" and list your building name.

Georgia state university  
police department  
office of emergency management

15 Edgewood Avenue  
Atlanta, Georgia 30303

website: [www.gsu.edu/oem](http://www.gsu.edu/oem)

Phone: 404-413-0783  
Fax: 404-413-3231  
Emergency Management: [ksumas1@gsu.edu](mailto:ksumas1@gsu.edu)  
Fire Safety: [jmcwhorter@gsu.edu](mailto:jmcwhorter@gsu.edu)



## Tornado

***Tornado warnings require you to stay inside a building to protect your students and yourself.***

1. Stop Class
2. Instruct your students to stay in the building due to the emergency. Going outside poses a risk of injury or death.
3. Move to the lowest floor of the building. Select an interior room or stairwell without windows and avoid rooms with mechanical equipment like fume hoods or other ventilation equipment, exterior windows or doors. Do not use the elevator
4. If possible, find a room with a landline telephone as cell phone networks may be overwhelmed.
5. Listen to the radio or television and monitor e-mail and the GSU web page ([www.gsu.edu](http://www.gsu.edu)), indoor and outdoor public address systems until you are told all is safe or to evacuate.

\*To learn where the safest areas to shelter are located in your building, contact the Office of Emergency Management at 404-413-0783.



## If you hear gunfire

***If an armed person enters the building or you hear gunfire, take immediate steps to protect your students and yourself.***

1. Stop Class
2. If you are in an office or a classroom, immediately close the door and lock it if it has a lock. If it does not have a lock, use desks and chairs to block the doorway.
3. Stay away from windows and out of view. Take a position behind heavy furniture, a counter or anything that will hide your location and provide some cover. Stay hidden until the police arrive.
4. If there are injuries or you have a description or location of the shooter or shooting and a phone is available call 404-413-3333.
5. If you are in an open area find a suitable room that might offer protection.
6. If you are unable to get into a secured area and the gunman approaches you, your actions will depend solely on your judgment and capability. No strategy is 100 percent effective, but have a plan and DO something.

\* To request specific training on how to respond to an Active Shooter, please contact GSUPD or Office of Emergency Management at [eoc@gsu.edu](mailto:eoc@gsu.edu) or 404-413-0783.

## Building Evacuation

***In the event of a fire or other emergency that requires evacuation, take immediate action and provide guidance to your students.***

1. Stop Class
  2. Instruct students to collect their personal belongings and follow you.
  3. Immediately evacuate the building using the established and posted evacuation routes. If you do not know your route, select a path to get out of the building quickly.
  4. Do not use elevators.
  5. If you are able to assist mobility-impaired individuals, do so immediately call GSUPD at 404-413-3333.
  6. If the cause of the evacuation was a fire, do not attempt to extinguish the fire yourself unless you have received Fire Extinguisher Training and can safely extinguish the flame.
  7. Once out of the building, gather at the pre-planned assembly area (across and away from the building).
  8. Do not re-enter the building for any reason.
- . Follow the instructions of GSUPD, Fire Department and Building Emergency Coordinators.

