


TO: All Faculty, West Lafayette Campus

FROM: W. Randy Woodson, Provost 

DATE: January 7, 2009

RE: *Updated Best Practices in Case of Campus Emergency*

The best practices website developed for all faculty and teaching assistants to use in educating students about handling emergencies has been updated. In the past, most Purdue emergencies have consisted of tornado warnings and snow emergencies, but it is equally important to prepare for other types of emergencies that might necessitate building evacuation or shelter-in-place in the building or classroom. We have added materials to cover some of the other types of emergencies you and your students may face.

The website is found at <http://www.itap.purdue.edu/ilt/faculty>. On this website, you will find suggestions to incorporate into your classroom instruction for each course you teach. Here are some highlights:

- 1) You are strongly encouraged to add a **Syllabus Boilerplate**, that is, an advisory paragraph to your syllabus as an alert to students that, if an emergency necessitates it, some unplanned changes *could* result in your course.
- 2) All classes should be instructed about **PurdueAlert** and understand the signals for an emergency and the appropriate response to each signal, including where each class or section should go in case of emergency evacuation.
- 3) Encourage your students to sign up for emergency alerts. Those not already signed up can go to the Purdue home web page for easy sign up.
- 4) Visit Section 4, **Classroom Safety Resource Materials**, of the website to find Purdue policy on class dismissal in the event of an emergency.
- 5) Because the college age demographic is the *only* group of the population with fire related deaths on the *increase*, the website contains a link to materials on fire prevention and safety, teaching safety in the classroom or laboratory, as well as in residences, so students and faculty will know what to do for better chances of survival.
- 6) Although the risk of an **active shooter** on campus is far lower than most other types of emergencies, if an incident occurs, the costs and the trauma are high. The website can be useful in helping you and your students make a plan to shelter-in-place and protect yourselves.
- 7) Use the **checklist** tool in Section 3 to determine what safety and emergency measures to cover in your classroom for assembling the information into a single document for your classroom use. Its purpose is not to serve as a handout for students, but as a tool for your own preparation for the appropriate instruction needed to prepare your students should an emergency arise. (This instruction may vary somewhat by the nature and location of the course.)

Please incorporate the appropriate materials from the website into your course with your normal “first week” class information and with the usual safety instructions that would normally be included in laboratory instruction. When you have the opportunity during the semester, reinforce the previous instruction, particularly with respect to PurdueAlert.

If you need advice on instructing your classes on any of these topics, please contact any of the following:

- PurdueAlert/Emergency Posters: Ron Wright, Director University Emergency Preparedness, 4-0446
- Lab Safety Procedures: Your “local” safety committee or Jim Schweitzer, Director, Radiological & Environmental Management, 4-2350
- Active Shooter: Purdue Police Chief John Cox, 6-8351
- Fire Safety & Prevention: Purdue Fire Lt. John Guerra, Fire Prevention Specialist, 4-0958
- Classroom Checklist/Guidelines/Purdue Policy on dismissal: Holly Schrank, 4-9851 or 743-0952
- Influenza Mitigation: James Westman, Director, PUSH or Sarah Sayger, M.D., PUSH , 4-1720
- Building Deputy: Building deputy contact list is available at:
http://www.purdue.edu/physicalfacilities/Buildings_Grounds/Building_Deputy_List.pdf