

REMINDER: Evening Class Emergencies

Each semester we ask one faculty member who is teaching in the evening to be the lead person responsible in case of an emergency after the staff has left for the day. This person is responsible for assessing the nature of the emergency and making the initial decision about the appropriate response. Of course, each faculty member is responsible for the safety of her or his own class.

When a fire alarm or siren goes off, you must first determine if the threat is inside the building or outside. If it is a fire alarm, most likely the threat is inside, and you need to evacuate the building as quickly as possible. In such cases, exit through the main entrance to the building and move away from the building far enough that we do not interfere with emergency vehicles as they arrive. If the threat is outside the building, such as a tornado warning, move students to a safe place in the lower level of the building away from glass windows. We encourage all faculty to sign up to receive text messages via cell phone regarding emergency situations on campus. You can do so at <http://www.utexas.edu/emergency/>.

The lead person is responsible for securing the building. In the event of an evacuation, as quickly and safely as possible they should search the entire building, including restrooms, to make sure no one is left in the building. When they exit the building, they notify emergency personnel on the scene that the building has been searched and that, to the best of their knowledge, it is clear. If the threat is outside, keep everyone inside and lock down the building. Ask other faculty to monitor each of the entrances to the building to make sure students do not leave.

In the event of an emergency after the building is cleared and you are secure, please email Desiree Pacheco a summary of the events at desiree.pacheco@austin.utexas.edu

The following faculty will be the lead faculty for each night in the Summer 2022 semester:

Monday: Renee Gaitan

Tuesday: Mary Beer

Wednesday: Tammy Linseisen

Thursday: Patricia Cody

Friday: