

*UMass is committed to protecting the safety and security of its community members. As a faculty member, you play an important role in the implementation and effectiveness of this guidance in your classroom if a shelter-in-place alert is issued on campus.*

## Shelter-in-Place

- Immediately seek shelter inside the closest sturdy building. If already indoors, remain in place until directed by UMass Police/UMass Alerts. Resist temptation to go outside until given the "All Clear" signal.
- Remain calm. Most often the emergency is weather related or a hazard outside. UMass Alerts will provide the nature of emergency to you.
- Students/Faculty members who are conducting class or laboratory session should remain in their room unless it is unsafe to do so.
- If the threat is an armed individual and there is no means to lock the door, barricade the door using desks, books shelves, or other heavy objects. Turn off the lights, silence your cellphones and stay quiet.
- If the emergency is for a hazmat situation, close all doors and windows, if possible turn off air conditioning or heating units and wait for further instruction. Stay away from windows and doors or any unsecured objects that may fall.
- Unless you can escape the location where an armed individual is, DO NOT leave until the "All Clear" signal is received from emergency personnel. The University will disseminate information as soon as it is available through the use of the emergency notification systems such as; UMass Alerts, broadcast email, UMass.edu homepage and Outdoor Warning Sirens.

**UMass Amherst Alerts is the campus's primary emergency notification system to alert the UMass Amherst community of any emergency preparedness or incident-related information. Texts, e-mails, and outdoor warning system sirens will provide urgent campus information directly to you. To sign up, please visit [www.umass.edu/emergency](http://www.umass.edu/emergency)**

## Faculty members should:

- If a Shelter-in-Place order is given, all activity ceases, including classes and lab activities. If a scheduled class time has not occurred, that class is postponed until further information is provided on when the campus is back to normal operations. Resist temptation to go outside or continue activities until given the "All Clear" signal.
- Be prepared to provide guidance for anyone in your classroom, lab or immediate area, use UMass Alert information to determine the safest action to take for your situation.
- Be aware of your surroundings. Know your room and floor layouts. Know where building exits are located. Know alternate routes to reach each exit.
- Be flexible, adapt to the situation when involved in an incident.
- Provide your classes with general information about evacuation and shelter-in-place movements at the start of each semester when reviewing your course syllabus.
- Know how to report an incident from the classroom(s) you use. (Have UMass Police Department programmed in your cellphone: 413-545-3111).
- Ensure that students with disabilities have the assistance they may require during an incident.
- Make sure you are signed up for UMass Amherst Alerts to receive emergency text messages [www.umass.edu/emergency](http://www.umass.edu/emergency).

### Note:

**911 calls made on your cell phone will be answered by the Massachusetts State Police. It is Recommended that you have UMass Police programed in your phone at 413-545-3111**

***Remember, always use common sense. There are exceptions to all guidance and prescribed directions.***