Workplace Emergency Preparedness Script

Supervisor Considerations
As you review this script, you may want to consider your specific department or business unit’s operations and work environment. For example, how you will receive emergency notification messages and communicate during an emergency situation.

Supervisor Script
[Supervisor: Read or paraphrase]

Before we go on with our daily tasks, I want to talk about something very serious.

Though very unlikely, there is always a possibility that there might be some type of emergency during the workday. Emergencies come in many different forms, including weather, medical, fire, and ones involving people who are intending to do harm. As staff members, you need to think in advance about emergency situations.

I would like to take a few moments to talk about actions to take in the event of an emergency in our work area.

1. If there is an emergency, when it is safe to do so, call 9-1-1 and identify your exact location as well as the issue.

2. Even though our campus has an emergency notification system, there are some areas on campus where you may not receive emergency notification system messages (e.g., indoors). The first warning of an emergency may come to our attention via a messenger or through a personal electronic device.

3. If you ever see or experience something unusual or concerning that may lead to an emergency, please let University Police know as soon as possible. I prefer that you let the police know even if you have just an inkling that something is not right.

4. In a weather emergency, if you are inside, move to an interior room on the lowest floor and stay away from windows. If you are outside, seek shelter in a nearby building.

5. In a medical/mental health emergency, please make space for first responders to do their work. UNCG Police, the fire department, and EMS respond to all medical calls on campus.

6. In the case of fire, gather your personal items within reach and exit quickly – in as orderly a way as possible. Help others as much as possible.

7. In a situation in which someone intends to do harm, assess the situation and make a decision. Unfortunately, there may not be a clear “right” answer. However, one of the following actions should be taken, listed in priority of consideration:
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a. **RUN:** Have an escape route and plan in mind, leave your belongings behind, keep your hands visible and follow law enforcement's direction.

b. **HIDE:** Hide in an area out of the threat’s view, block entry to your hiding place and if possible lock doors. Silence your mobile devices.

c. **FIGHT:** Use as a last resort if your life is in imminent danger.

8. If you need to exit the building in an emergency, seek cover behind buildings, cars, and other solid structures – go as far away as possible while still staying safe. Just keep on going and going until you know that you are out of danger’s way.

9. If you are a trained professional in emergency procedures, I encourage you to assist when able to do so.

10. **Here’s what to do next.** Take the time to identify the different exits in your work area. There are many ways in and out. The next time you come into work, think about possible routes; try different routes so that you are aware.

I know this is a lot to digest. Does anyone have any questions? I will do my best to address your questions.

[end of script]

**Supervisor Follow-Up**

Please complete this brief feedback form after you have presented the material to your staff to let us know (a) any comments you have about the script, (b) questions that you or your staff have, and/or (c) additional steps we can take to improve these instructions. If you want a response to a question or issue, let us know so we can respond in a timely manner. Use either of the links below.

Emergency Preparedness Script Feedback

or

https://veoci.com/veoci/p/form/yrqveuyp6kbw

Additional campus safety resources and information are available at https://emg.uncg.edu.