Sample Syllabus Language for Emergency Preparedness

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Emergency Preparedness: In the event of an emergency arising on campus, the Oakland University Police Department (OUPD) will notify the campus community via the emergency notification system. The instructor of your class is not responsible for your personal safety, so therefore it is the responsibility of each student to understand the evacuation and “lockdown” guidelines to follow when an emergency is declared. These simple steps are a good place to start:

* OU uses an emergency notification system through text, email, and landline. These notifications include campus closures, evacuations, lockdowns and other emergencies. Register for these notifications at oakland.edu/uts/emergencynotification.
* Based on the class cellphone policy, ensure that one cellphone is on in order to receive and share emergency notifications with the instructor in class.
* If an emergency arises on campus, call the OUPD at (248) 370-3331. Save this number in your phone, and put it in an easy-to-find spot in your contacts.
* Review protocol for evacuation, lockdown, and other emergencies via the classroom’s red books (hanging on the wall) and oupolice.com/emergencies.
* Review with the instructor and class what to do in an emergency (evacuation, lockdown, snow emergency).

**Violence/Active Shooter:**

If an active shooter is in your vicinity, call the OUPD at (248) 370-3331 or 911 when it is safe to do so and provide information, including the location and number of shooter(s), description of shooter(s), weapons used and number of potential victims. Consider these three options:

**RUN:** If there is an accessible escape path, attempt to leave the premises

* Have an escape route and plan in mind; leave your belongings behind; follow instructions of police officers

**Hide:** If running is not possible, find a place to hide where the active shooter is less likely to find you

* Hide in an area out of the shooter’s view; provide protection; lock the doors; block entry into your hiding place; silence your phone, close window blinds if available, wait for law enforcement to send an “all clear” message.

**Fight:** As a last resort and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the shooter by:

* Acting as aggressively as possible against her/him; yelling; throwing items and improvising weapons; and commit to your actions