

EMERGENCY PREPAREDNESS

Checklist for faculty and instructors



- ☐ To receive emergency alerts, make sure your current mobile phone information has been entered into the SUNY Cortland Alert System. This is typically the fastest, most efficient way to learn of a campus closure or emergency. (if cellphones are not permitted in your classroom, consider how students in your class might be notified of a campus emergency)
 - Visit cortland.edu/emergency for more information.
- ☐ Consider receiving other alerts for severe weather, traffic disruptions or local emergencies from other sources such as Hyper-Reach and NY-Alert.
 - Visit cortland.edu/emergency for more information.
- ☐ At the start of the semester, inform your students how you plan to reach them if your class is canceled. If you plan to use an email list, it is recommended to test it to confirm email addresses.
- ☐ For academic continuity, consider options available for creating an online presence for your classes.
 - Contact Campus Technology Services for available tools and resources.
- ☐ The start of the semester is also a good time to note your room number, the location of landline telephones within the classroom, AED cabinets, emergency exits, areas of refuge and for stressing the importance of safety and exiting the building during fire alarms.
 - Visit cortland.edu/emergency for more information.
- ☐ Become familiar with the Campus Emergency Preparedness & Response Guide and encourage your students to do the same. The guide can be found by visiting cortland.edu/emergency and will provide action guidelines for various incidents such as:
 - Active Shooters
 - Bomb Threats
 - Weather Emergencies
 - Evacuations and Sheltering
 - Personal Preparedness
 - Hazardous Materials
 - Fires/explosions
 - Emergency notifications
 - Utility failures
- ☐ For rooms you instruct in, think of how you might respond if an emergency were to take place. What would you do? How would you react? Where would you go? What would you tell your students? Planning ahead of time is better than planning in the moment.
- ☐ Consider the unique needs of your class, do you have any students who may require assistance evacuating during an emergency? If so, do you have a plan in place to assist them?
- ☐ Familiarize yourself with the resources offered by the university including the Employee Assistance Program, Counseling Center, Care and Support Team, Institutional Equity and Inclusion Office, Title IX Office, Multicultural Life and Diversity Office, Student Conduct Office, and Student Health Service
 - See the Offices and Departments A-Z list at cortland.edu/offices.
- ☐ If you teach or conduct research in campus laboratories, consult the university's Chemical Hygiene Plan.
 - Go to cortland.edu/ehs and navigate to Programs, Policies and Procedures and select the document.