

# UC Berkeley

## Classroom Emergency Preparedness



### Important Contacts

- **Emergency:** Dial or text 911
- **UC Berkeley Police:** 510-642-3333
- **Office of Environmental Health & Safety (EH&S):** 510-642-3073 (ehs@berkeley.edu)

### Important Websites

- [UC Berkeley Guidance on Instructor Emergency Preparedness](#)
- [UC Berkeley Office of Emergency Management](#)
- [UC Berkeley Support Portal \(Supportal\)](#)

## What to Do in These Emergency Situations

### Before Instruction Begins

- Sign up for [WarnMe](#) notifications
- Review campus [guidance for instructors](#)
- Add emergency phone numbers to your contacts

### If You Hear Campus Warning Sirens

- **Shelter:** Go and stay inside
- **Shut:** Shut all doors and windows
- **Listen:** Stay tuned for information via *WarnMe*

### Earthquake

- **Drop:** DROP to the ground.
- **Cover:** Get under a sturdy table or other piece of furniture. Stay away from windows.
- **Hold On:** HOLD ON until the shaking stops.

### Fire

- **Dial 911:** Request Fire assistance.
- **Pull Fire Alarm:** Be sure to pull both the tamper cover alarm and the fire alarm lever.

### Active Shooter

- **Run:** If you can safely evacuate yourself, do so quickly in a zig-zag pattern.
- **Hide:** If you can't safely evacuate, lock doors, barricade entryways, turn off lights and electronics, silence devices (you can still text 911) and seek cover.
- **Fight:** Use every means available to distract and incapacitate the shooter/attacker
- **Call or Text 911,** and monitor your silenced devices for [UC Berkeley WarnMe alerts](#)

### Bomb Threat or Suspicious Package

- Do NOT touch a suspicious package.
- Leave the area, close doors, and warn others to avoid the area.
- Call 911 or UC Berkeley Police

### Significant Behavioral Disruptions

If the disruption poses a **direct or imminent threat** to health, life, or safety, **call 911**.

#### Otherwise:

- Remain calm, do not physically engage with disruptors, and pause teaching.
- **If the disruptors are not your students:** Calmly tell them to leave immediately as classrooms are not open to the public. They are trespassing and may be subject to arrest. If they do not leave, UCPD will be called.
- **If the disruptors are students in the class:** Calmly explain their conduct is not acceptable and they are not allowed to disrupt the class. Consider inviting the students to talk to you after the class is over. If disruption continues, inform the students that they will be reported to the Student Conduct Office.
- **If disruptions continue,** consider dismissing your class, and contact UCPD or dial 911.

### Hazardous Air Quality

- **AQI is below 150:** No action needed
- **AQI is above 150:** Find AQI-specific guidelines on the [UC AQI Decision-Making Matrix](#).

### Excessive Heat or Cold

- **If classroom temperatures reach or exceed 82°F for more than 15 minutes:** Ensure access to cool drinking water and a cool-down area below 82°F. If the room temperature reaches or exceeds 87°F for more than 15 minutes: Consider canceling or restructuring the class. Contact EH&S.
- **If the classroom temperature is less than 60°F:** Dress accordingly to keep warm. Avoid the use of portable space heaters (fire hazard). Consider cancelling or restructuring class. Contact EH&S.

*Prepared by the Division of Undergraduate Education.*

*Please send comments or corrections to [vpue@berkeley.edu](mailto:vpue@berkeley.edu). 1/14/2025*