

# EVACUATION TOPICS

## CLASSROOMS & LECTURE HALLS EMERGENCY PROCEDURES

### INTRODUCTION

These guidelines are intended to help ensure faculty, lecturers, teaching assistants and conference/seminar facilitators effectively inform students and attendees what to do in the event of an emergency.

Classroom leaders play an important role and can influence how the students or attendees respond to a building or campus emergency. Instructors must be familiar with the building emergency procedures and prepare attendees for an emergency.

### INSTRUCTION

At a minimum, instructors must perform the following actions:

- During the first day of class or at the start of a conference/seminar, read the script provided herein and refer the class or audience to building emergency procedures on the EH&S web site.
- Be familiar with exits and exit routes for the building. This information can be found on the Evacuation Signs that are typically posted on every floor.
- Provide leadership and direct students/attendees to respond and follow emergency procedures for all building alarms and emergencies.
- Be aware of evacuation options for people with disabilities who may not be able to evacuate using stairs.
- Be familiar with [UW Crisis Communication Plan](#) and campus mass notification systems.

### SCRIPT

#### **BUILDINGS WITH A FIRE ALARM SYSTEM:**

"If there is fire or other building emergency requiring evacuation, you will hear the fire alarm system activate. Upon hearing the alarm, please exit the room through [identify all exit doors serving the room]. Assume all alarm activations are real and respond promptly. Once you have left the room, look to your left and right to find the nearest illuminated EXIT sign; they are green. You will follow them to the nearest exit. DO NOT USE ELEVATORS. Once you have exited the building, the evacuation assembly point for this building is [see building exit route signs posted in building hallway for this information]. Please wait at the evacuation assembly point until the 'all clear' has been given, after which you may re-enter."

#### **BUILDINGS WITHOUT A FIRE ALARM SYSTEM:**

"If there is fire or other building emergency requiring evacuation please exit the room through [identify all exit doors serving the room]. Once you have left the room, look to your left and right to find the nearest illuminated EXIT sign; they are green. You will follow them to the nearest exit. DO NOT USE ELEVATORS. Once you have exited the building, the evacuation assembly point for this building is [see building exit route signs posted in building hallway for this information]. Please wait at the evacuation assembly point until the "all clear" has been given, after which you may return. For other building emergency procedures please refer to the UW Safety Portal for specific procedures."



**For questions about Classroom Emergency Procedures, contact EH&S at 206.543.7262.**