UW Tacoma Classroom Emergency Procedures for Faculty

Instructor’s Responsibility  Ref: "University Handbook", Vol. 4; Part VI; Chapter 4, University Safety Programs; Section 1, Statement of Policy and Responsibilities (Executive Order No. 55 of the President, last revision April 1994).

“Because of the personal nature of safety performance, everyone with supervisory responsibility will be expected to directly participate in the supervision of programs to assure that safe working conditions are maintained. Faculty and staff shall be directly responsible for their own safety, for the safety of students and employees under their supervision; and for the safety of their fellow employees. This responsibility can neither be transferred nor delegated. Supervisors shall provide training for accident prevention as necessary, for those working under their direction.”

Consistent with this order, an instructor must:
- Provide his or her class with general information relating to emergency procedures during the first week of class. Reference the Campus Safety Web site that hosts emergency information (www.tacoma.washington.edu/security/).
- Know how and to whom the instructor should report emergencies from the classroom being used.
- Assure that persons with disabilities have the information they need. The instructor should announce at the beginning of the term the instructor's availability to discuss with students who have mobility challenges (e.g., blindness, wheelchair use, crutches, etc.) how the student would like to be assisted during an emergency. Each student may have a differing health condition that requires an individualized plan of assistance. Ensure that students who cannot use stairs are familiar with “areas of refuge” and how these areas are used in an emergency. Please note that some disabilities make lifting and carrying a person potentially dangerous to the person without first being properly trained in medical transfer techniques.
- Take charge of the classroom and follow emergency procedures for all building alarms and emergencies.
- If handing a class over to a guest speaker, inform the guest speaker of emergency procedures and expectations.

Emergency Evacuation Information for Faculty

| Evacuation Assembly Points (EAPs) | Each building has designated EAPs. After the class leaves the alarmed building or area, it is important for them to go to the EAP where the presence of persons can be documented. At the EAP, the class will not interfere with responding emergency services nor place themselves at risk of injury from the emergency. Accounting for all students can be very difficult, particularly with a large class. However, an attempt must be made. After all the students have left the room/lab, instructors can:  
  - Use the class roster,  
  - Use a head count, or  
  - Ask students about the students seated next to them in the classroom to see if they are at the assembly point. You must also account for persons with disabilities. |
| Evacuation for Persons with Disabilities | If there is a person with a disability in the class, the instructor must be knowledgeable of the student's planned response and who may be assisting the student. Four options are available to persons with disabilities:  
  - Horizontal Evacuation to outside or another building, if available.  
  - Stairway Evacuation.  
  - Stay in Place unless danger is imminent.  
  - Area of Refuge if available. |
| Reporting to Evacuation Director | Notify the building Evacuation Director about any missing students and their last known location in the building. After exiting and accounting for students, the building Evacuation Director will notify emergency personnel of persons missing or trapped or persons with disabilities that are waiting for assistance in areas of refuge. |
| Fire Alarms | When a fire alarm sounds, everyone must exit the alarmed area according to the evacuation plan. Procedures that may be hazardous if left unattended should be shut down. Verify that everyone leaves and that all doors are closed. Closed doors significantly reduce fire and smoke damage. |
| Earthquakes | The first thing to do during an earthquake is to have everyone drop to the floor, cover their head, and hold that position. After the shaking stops and if there is building damage, tell the class to collect their possessions calmly and evacuate the building to the Evacuation Assembly Point. Caution them to watch for brick and other exterior building materials that may have been knocked loose by the earthquake. |
| Power Outages | If power goes out during class, have people stay in their seats for a little while and wait for the power to return. If the power does not return in a reasonable length of time, then evacuate the classroom or lab. Evacuation should take advantage of available lighting unless the building is in alarm, then use the same evacuation procedures as during a fire. Caution the students that there is no rush and they should take their time exiting the building. Emergency lighting may or may not be functioning in the room, hallway, or stairways. |

Visit the Campus Safety Web site for additional information: www.tacoma.washington.edu/security/  
Updated: 8/14/08
UW Tacoma Emergency Procedures

How to Report an Emergency

Fire
Activate Nearest Fire Alarm Pull Station
And if possible Call 9-1-1
(If there is a fire smaller than a trash can and you have been trained to use a fire extinguisher, use the nearest fire extinguisher to put out the fire.)

Medical/Police Call 9-1-1
Hazardous Material Spill Call 9-1-1
Facility or Utility Failure Call 692-5700 or 9-1-1 in an emergency

Classroom Emergency Procedures/Checklist

✓ Sign up for UW Alert!
  • In case of emergency, receive timely text-message updates on your cell phone
  • Signup at http://www.washington.edu/alert
✓ What Emergency Preparedness materials should I have with me in class?
  • Class Roster
  • Important telephone numbers (in addition to Emergency numbers)
    Campus Safety 692-4416 or 692-4888
    Facilities 692-5700
    Program Administrator _____________________
    Other _____________________
✓ When you hear the fire alarm...
  • Everyone must evacuate immediately! Everyone should calmly collect their coats and books and exit the classroom or lab. Please turn off the gas supplies in laboratories.
  • Verify that everyone leaves and that all the doors are closed reducing fire and smoke damage.
  • Leave the room/lab and go the nearest building exit. Know the location of alternate exits.
  • Elevators cannot be used during an emergency evacuation!
  • Go to the appropriate Evacuation Assembly Point. Exception: Persons with disabilities may choose to remain in place or report to an area of refuge.
  • Account for students by using class roster. Notify the building Evacuation Director about any missing students and their last known location in the building.
✓ When there is a power outage...
  • Have everyone stay in their seat as the outage may be temporary and to let their eyes adjust to the lower light level.
  • If the outage appears to be long term, everyone should calmly collect their materials and carefully exit the building.
✓ If there is an earthquake...
  • Everyone DROPS to the floor, COVERS their head, and HOLDS that position.
  • After the shaking stops, calmly evacuate the building to Evacuation Assembly Point.
  • Know at least one alternate route to exit the building and how to reach an Evacuation Assembly Point.

Supplemental Information

Visit the Campus Safety Web site for additional information: www.tacoma.washington.edu/security/

The University has a campus-wide Emergency Evacuation and Operations Plan. Every University department and unit should have a written Emergency Evacuation and Operations Plan covering specific procedures for their building and employees. These plans will cover events such as: fire, earthquake, power outage, bomb threat, hazardous material spills, severe weather, etc. Review the plans for the buildings in which one teaches for specific information on emergency procedures. NOTE: An instructor is capable of influencing students during an emergency. Be prepared with correct information and remain calm and collected while issuing clear directions to students in the event of an emergency. Each building is assigned an Evacuation Director, who is responsible for the safety and security of a specific building. In an emergency, the individual can be identified by the orange safety vest and green safety cap and will be near an entrance to a building. Additionally, each building has assigned Evacuation Wardens, who help inform occupants of and evacuate buildings in emergency conditions. Campus Safety and emergency personnel may also be available and in the vicinity for any emergency and will issue additional directions to maintain safe conditions.

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Evacuation routes shown to the assembly points are ONLY to indicate to which assembly point occupants of each building should go. **Always take the safest route (depending on the circumstances) to the proper assembly point.**