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 cannot 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 your 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.uw.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.

UW Tacoma Emergency Procedures

How to Report an Emergency on Campus Safety/Police/Fire

- Medical/Police Call 9-1-1
- Hazardous Material Spill Call 9-1-1
- Facility or Utility Failure Call 253-692-5700 or 9-1-1 in an emergency
- Fire Activate Nearest Fire Alarm Pull Station and 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.)

Classroom Emergency Procedures/Checklist

What Emergency Preparedness materials should I have with me in class?

- Class Roster
- Campus Map
- Important telephone numbers (in addition to Emergency numbers)
  - Campus Safety & Security 253-692-4416 or 253-692-4888
  - Facilities Services 253-692-5700
  - Program Administrator
  - Other

Sign up for UW Alert!

- In case of emergency, receive timely text-message updates on your cell phone
- Signup at http://www.tacoma.uw.edu/alert
### 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 Warden

Notify the building Evacuation Warden about any missing students and their last known location in the building. After exiting and accounting for students, the building Evacuation Warden 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.

### Active Shooter/Violent Intruder


**Run**

- Know your surroundings – have an escape route and plan in mind
- Run immediately - leave your belongings behind
- Evacuate regardless of whether others agree to follow.
- Once you are safe call 911 to alert police

**Hide**

- If you can’t escape, hide in an area out of the shooter’s view.
- Lock the door or barricade the entry to your hiding place.
- Silence cell phone (including the vibrate mode) and remain quiet.
- Take cover behind furniture or fixtures away from doors or windows.
- Get ready to evacuate or fight if the shooter enters your hiding place.

**Fight**

- Fight as a last resort and only when your life is in imminent danger
- Be very aggressive, yell, throw things
- Use items around you as weapons to fight
- Attempt to incapacitate the shooter

Visit the Campus Safety Web site for additional emergency information: [www.tacoma.uw.edu/security](http://www.tacoma.uw.edu/security)

Updated: 9/6/2018
Evacuation Routes/Assembly Points

HEART DEFIBRILLATORS
Cherry Parke: 1st floor, in hallway between 102A-133B
Douglas: 180, inside Campus Safety and Security Office
GMP: outside GMP 320
Snoqualmie: 1st floor at Service desk
Mattress Factory: 1st floor at ASUN office
Prickett: 2nd floor at reception desk
Science: 2nd floor in faculty suite next to rm. 228
Walsh Gardner (WG): 108, in Student Computer Lab
West Coast Grocery (WCG): 102, in Diversity Resource Center
University Y Student Center (UWSY): at front desk

EMERGENCY PHONES
Blue emergency phones are located inside and outside buildings on campus.
LOCATIONS: Commute at Central Staircase, Eagle parking lot, William W. Phillips Hall, Joy Building, Court 17 parking garage, Douglas 110 (Campus Safety and Security office), Togo parking lot, University Y Student Center, Prairie Line Trail.

EMERGENCY EVACUATION ROUTES
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 nearest assembly point.

BUILDING ADDRESSES
ADMC  Academic Building (GWCPWC)  1754 Pacific
BB  Birmingham Block  1746 Pacific
BHS  Birmingham-Hay & Seed Building  1740 Pacific
CA  Carlton Center  1551 Broadway
CP  Cherry Parke Building  1922 Pacific
CT  Court 17 Apartments  1717 Market
DOU  Douglas Building  1721 Jefferson
GMP  Garrison woodcraft Pratt Building  1754 Pacific
JOY  Russell T. Joy Building  1718 Pacific
KEY  Keystone Building  1754 Commerce
LBI  Laborers Hall  1742 Market
MAT  Mattress Factory  1953 C Street
MDS  McDonald Smith Building  1932 Pacific
PNK  Pinkerton Building  1702 Broadway
SCI  Science Building  1745 Jefferson
SNO  Snoqualmie Building  1902 Commerce
TLC  Togo Library Building  1907 Jefferson
TPS  Tacoma Paper & Stationery Building  1735 Jefferson
UWSY  University Y Student Center  1710 Market
WG  Walsh Gardner Building  1908 Pacific
WCG  West Coast Grocery Building  1732 Pacific
WT  Whitney Building  1901 Fawcett
WP  William W. Phillips Hall  1918 Pacific

EMERGENCY CONTACTS
Police/Fire: 9-1-1
Campus Safety and Security: 253-692-4888
Facilities Services: 253-692-5700

Emergency Info Line: 253-393-INFO (4636)
SAFE Campus: 253-692-SAFE (7233)
Student of Concern: 253-692-4801
Campus Safety Escort: 253-692-4416

tacoma.uw.edu
253-692-4400 or 800-736-7750