

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 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>

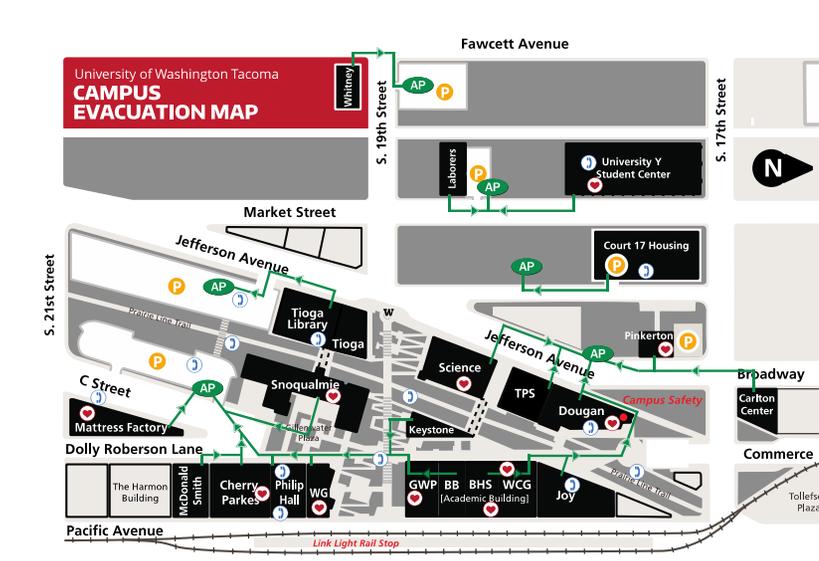
Emergency Response Procedures Information for Faculty

Evacuation Assembly Points (EAPs)	<p>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.</p> <p>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:</p> <ul style="list-style-type: none"> • 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. <p>You must also account for persons with disabilities.</p>
Evacuation for Persons with Disabilities	<p>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:</p> <ul style="list-style-type: none"> • 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	<p>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.</p>
Fire Alarms	<p>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.</p>
Earthquakes	<p>The first thing to do during an earthquake is to have everyone drop to the floor, cover their head, and hold that position.</p> <p>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.</p>
Power Outages	<p>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.</p> <p>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.</p>
Active Shooter/Violent Intruder	<p>Run ,Hide, Fight Option: http://www.tacoma.uw.edu/campus-safety/active-shooter-emergency-guide</p> <p>Run</p> <ul style="list-style-type: none"> • 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 <p>Hide</p> <ul style="list-style-type: none"> • 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. <p>Fight</p> <ul style="list-style-type: none"> • 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

Updated: 9/6/2018

Evacuation Routes/Assembly Points



EMERGENCY CONTACTS

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

Emergency Info Line: 253-383-INFO (4636)
 SAFE Campus: 253-692-SAFE (7233)
 Student of Concern: 253-692-4801
 Campus Safety Escort: 253-692-4416

HEART DEFIBRILLATORS

- Cherry Parkes: 1st floor, in Hallway between 102A-133B
- Dougan 180: inside Campus Safety and Security Office
- GWP: outside GWP 320
- Snoqualmie: 1st floor at Service desk
- Mattress Factory 107: inside ASUWT office
- Pinkerton: 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 (UWY): at front desk

EMERGENCY PHONES

Blue emergency phones are located inside and outside buildings on campus.

LOCATIONS: Commerce at Central Staircase, Cragle parking lot, William W. Philip Hall, Joy Building, Court 17 parking garage, Dougan 180 (Campus Safety and Security office), Tioga 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 proper **assembly point** (AP).

BUILDING ADDRESSES

ADMC	Academic Building (GWP-WCG)	1754 Pacific
BB	Birmingham Block	1746 Pacific
BHS	Birmingham Hay & Seed Building	1740 Pacific
CAR	Carlton Center	1551 Broadway
CP	Cherry Parkes Building	1922 Pacific
C17	Court 17 Apartments	1717 Market
DOU	Dougan Building	1721 Jefferson
GWP	Garretson Woodruff Pratt Building	1754 Pacific
JOY	Russell T. Joy Building	1718 Pacific

KEY	Keystone Building	1754 Commerce
LBH	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
TLB	Tioga Library Building	1907 Jefferson
TPS	Tacoma Paper & Stationery Building	1735 Jefferson
UWY	University Y Student Center	1710 Market

WG	Walsh Gardner Building	1908 Pacific
WCG	West Coast Grocery Building	1732 Pacific
WHT	Whitney Building	1901 Fawcett
WPH	William W. Philip Hall	1918 Pacific

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