

Emergency Procedures for Faculty, Lecturers, and Teaching Assistants

Purpose:

This guideline is to help ensure classroom instructors and conference/seminar facilitators effectively inform students and attendees what to do in the event of an emergency.

Instruction:

Classroom instructor and conference/seminar facilitators 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 inform attendees so they are prepared. **Instructors must:**

- During the first day of class or at the start of a conference/seminar, provide the class or audience with [building emergency procedures](#). The script below may be used for this purpose.
- Be familiar with [exits and exit routes](#) for the building. Information is typically posted on every floor.
- Act and direct students/attendees to respond and follow emergency procedures for all building alarms and emergencies.
- Be aware of evacuation options for persons with disabilities who may not be able to evacuate using stairs.
- Be familiar with [UW Crisis Communication Plan](#) and campus mass notification systems.

Script for informing students/audience what to do in an emergency:

The information in brackets is either apparent or available [here](#) for every UW Seattle building.

IF BUILDING HAS FIRE ALARM SYSTEM

If there is fire or other building emergency requiring evacuation, you will hear a {select one...slow whoop/temporal tone/ klaxon horn tone}. 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 rout 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.

IF BUILDING DOES NOT HAVE A FIRE ALARM

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 rout 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.