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.

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