



CLASSROOM EVACUATIONS

These guidelines are 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.

INTRODUCTION

Classroom leaders play an important role and can influence how the students or attendees respond to a building or campus emergency. They must be familiar with the building emergency procedures and inform attendees so they are prepared.

INSTRUCTOR RESPONSIBILITIES

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 typically posted on each floor.
- Provide leadership and direct students and/or 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.
- **Sign up for UW Alerts** and encourage students to do so as well. Be familiar with [UWAlert Blog](#) and campus mass notification systems.

SCRIPT

FOR BUILDINGS WITH A FIRE ALARM SYSTEM:

"If there is fire or other building emergency requiring evacuation, you will hear the fire alarm system activate. 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 route 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 re-enter."

FOR BUILDINGS WITHOUT A FIRE ALARM SYSTEM:

"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 route 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 Alert Blog for specific procedures."

Please contact EH&S at 206.543.7262 for more information about classroom emergency procedures.