

Classrooms and Teaching Laboratories Emergency Procedures for Faculty, Lecturers, and Teaching Assistants

Instructor's Responsibility

“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.”

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)

Consistent with this order, instructors must:

1. Provide his or her class or audience with general information relating to emergency procedures. This information should be shared during the first week of class or at the start of a seminar.
2. Know how to report an emergency from the classroom being used.
3. Assure that persons with disabilities have the information they need. The instructor should be familiar with the disabled student's plan and be able to direct visitors with disabilities.
4. Take responsible charge of the classroom and follow emergency procedures for all building alarms and emergencies.

As an instructor, what do I need to know about Emergency Preparedness?

The *instructor* is an authoritative figure for the student, either consciously or subconsciously, and can influence how the student responds in an emergency. Calm, collected, and clear directions by the instructor will have a calming effect on the students. In order for the instructor to exhibit this controlled personae he or she must be prepared for emergencies.

1. **Emergency Evacuation and Operations Plans (EEOP)**
Every University department and unit should have a written Emergency Plan covering specific procedures for their facility and employees. These plans will cover events such as: fire, earthquake, power outage, bomb threat, hazardous material spills, severe weather, etc. Instructors will find it helpful to review the plans for the buildings in which they teach to see if the plans differ from the general information provided here.
2. **Evacuation Routes**
The University is in the process of posting floor plans on building walls showing evacuation routes. Check your classroom(s) to see if the plans are posted. If you have trouble finding copies of the floor

plan, call EH&S Fire Safety at (206) 543-0465 or (206) 616-3778.

3. Emergency Assembly Points

After the class leaves the alarmed building or area, it is important for them to go to a pre-determined area where the presence of persons can be documented. This “safe area” will be a designated Emergency Assembly Point where the class will not interfere with responding emergency services nor place themselves at risk of injury from the emergency. Evacuation routes in most University buildings lead the occupants out the building. However, in some high-rise buildings the evacuation routes may lead occupants horizontally into another wing or down a couple of floors below the source of the alarm. These high-rise buildings may have Emergency Assembly Points for both inside and outside the building.

Look on the building evacuation route floor plans for the designated Emergency Assembly Points.

Accounting for all students can be very difficult, particularly with a large class. However, an attempt must be made. For example, it might be possible for the instructor to: wait until all the students have left the room/lab, use the class roster, use a head count, or have students see if the students seated next to them are at the assembly point. You must also account for persons with disabilities. (See below)

4. Evacuation for persons with Disabilities

If there is a person with a disability in the class, the instructor must be knowledgeable of their response plan and who may be assisting them. 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

Elevators cannot be used during an emergency evacuation!

See the *Campus Health and Safety Emergency Evacuation for Persons With Disabilities* for additional information. Copies of the brochure (attached) are available from EH&S Fire Safety at (206) 543-0465.

5. Reporting To Fire Safety Director

After exiting and accounting for students, the building Fire Safety Director will notify emergency personnel of persons missing or trapped or persons with disabilities that are waiting assistance in areas of refuge.

6. Fire Alarms

Fire alarms will be a sound of a slow WHOOP or a HORN and may include strobe lights for people with hearing disabilities. When the alarm sounds, everyone must exit the alarmed area according to the evacuation plan.

Everyone Must Evacuate Immediately!

- Procedures that may be hazardous if left unattended should be shut down.
- Verify that everyone leaves and that all the doors are closed. Closed doors significantly reduce fire and smoke damage.

7. Earthquakes

Most of the injuries that occur during earthquakes are caused by interior items falling on the building occupants, such as books, shelves, light fixtures, ceiling tiles and office equipment. Consequently, 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 Emergency Assembly Point. Caution them to watch for brick and other exterior building materials that may have been knocked loose by the earthquake.

Procedures that may be hazardous if left unattended should be shut down.

8. What To Expect In A Power Outage

The University campus power system is served by the Campus Power Plant with back-up from City Light and, over time, has proven to be fairly reliable, even during major windstorms. Many campus buildings are provided with emergency or standby power from the campus power plant's emergency generators. This system is automatic and should be operational within 60 seconds. Consequently, if the power does go out during class, have the 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 (~ 5 minutes) then evacuate the classroom or laboratory. Evacuation should take advantage of available lighting unless the building is in alarm, then use the same evacuation procedures as during a fire. Caution 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.

9. How To Report An Emergency

Check each classroom, lecture hall, or laboratory for the nearest working telephone, the nearest life safety (fire) alarm pull station, and the nearest fire extinguisher.

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| a. | Fire | Activate Fire Alarm Pull Station, |
| | and if possible - | Call 9-911 |
| b. | Health/Police - | Call 9-911 |
| c. | Hazardous Material Spill - | Call 9-911 |
| d. | Facility or Utility Failure - | Call 5-1411 |

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

- Roster
- Important telephone numbers (in addition to Emergency numbers)

| | |
|------------------------------------|-------|
| Department Administrator / Manager | _____ |
| Classroom Services | _____ |
| Student Services | _____ |
| Others as appropriate | _____ |

Classroom Emergency Procedures

1. When you hear the **fire alarm...**
 - Everyone should calmly collect their coats and books and exit the classroom, lecture hall, or laboratory. Please turn off the gas supplies in laboratories.
 - Leave the room/lab and go the nearest building exit. Know the location of alternate exits.
 - * **The elevators cannot be used during a fire alarm!**
 - Go to the Emergency Assembly Point (see the posted floor plan in the exit corridors).
Exception: Persons with disabilities may choose to remain in place or report to an area of refuge. See the University brochure, *Campus Health and Safety, Emergency Evacuation for Persons With Disabilities*.
2. When there is a **power outage...**
 - Everyone should stay in their seat to see if the outage is temporary and to let their eyes adjust to the lower light level.
 - If the outage appears to be long term, everyone should calmly collect their materials and carefully exit the building.
3. If there is an **earthquake...**
 - **Drop and Cover** your head for protection from material that might fall from the ceiling or walls.
 - After the shaking stops, calmly evacuate the building and standby for further directions from University officials.