

# CLASSROOM EMERGENCY PROCEDURES FOR UW FACULTY

## STATEMENT OF POLICY & RESPONSIBILITIES

*University Handbook, Volume 4, Part VI, Chapter 4, Section I*

*“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.”*

## INSTRUCTOR’S RESPONSIBILITIES

Provide class with general information relating to emergency procedures. Information should be shared during the first week of class. Understand how to report an emergency from the classroom or meeting space being used. Inform persons with disabilities of evacuation procedures and floor areas of refuge. Advise persons with disabilities to speak with the floor Building Evacuation Warden regarding assistance during an emergency. Take responsible charge of the classroom and follow emergency procedures for all building emergencies, including fire drills.

## ADDITIONAL INFORMATION

Faculty, instructors, and teaching assistants are authority figures in the classroom setting and will influence student responses during an emergency. Calm, collected, and clear instructions and directions by the instructor will have a calming effect on students, and will better facilitate an orderly evacuation when necessary.

Under no circumstances should an instructor unilaterally decide to ignore a fire alarm, fire drill, or a request for evacuation in order to continue teaching without interruption.

Instructors should adjourn class and direct students to the closest stairwell for prompt evacuation to the evacuation assembly point (EAP) where instructors will be required to report on whether any students are missing, or are known to have remained in the building due to a disability or injury.

Instructors are not responsible for determining whether a student is disabled, however students which self-identify themselves as disabled to the instructor must receive adequate assistance from instructors in the event of a building emergency.

In the event of an earthquake, building occupants should immediately seek protection from falling objects by moving under a sturdy desk, a doorway, or near where two walls intersect. Once the earthquake has stopped instructors should inform students that the building will be evacuated and that any personal belongings should be brought out with them.

If the power goes out instructors should advise students to remain seated until the power returns. If the power is not restored within ~5 minutes the instructor may choose to evacuate the building.

Instructors should retain a class roster at all times. A roster is critical in accounting for students during an evacuation emergency.

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*For additional information please refer to the Emergency Evacuation & Operations Plan for your department or unit.*