Appendix K

Emergency Procedures for Faculty, Lecturers, and Teaching Assistants

Supervisory Responsibilities

“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 of Washington. Executive Order No. 55. UH Volume 4, Part VI, Chapter 4, Section 1, n.d. Web.

Consistent with this order, instructors must:

- 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. Please note the posted information for, “Classroom Emergency Procedures and Checklist” at the end of this appendix.
- Know how to report an emergency from the classroom being used.
- Assure that persons with disabilities have the information they need. The instructor should be familiar with the student’s plan and be able to direct visitors with disabilities.
- Take responsible charge of the classroom and follow emergency procedures for all building alarms and emergencies.

Supplemental Information

Every University department and unit should have a written Emergency Evacuation and Operations 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.

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.
How to Report an Emergency

Use the nearest fire alarm pull station. If possible, call 9-1-1 from any telephone. All active fire and explosion emergencies must be reported immediately regardless of size and nature by phoning 911 and/or activating the fire alarm system.

**To comply with regulation and UW Policy, all incidents, including minor fires that self-extinguish and those that do not require emergency assistance or evacuation, must be reported to EH&S within 24 hours. EH&S investigates all fires to determine their cause, provide consultation, and to document the incident for reporting purposes.** Please call Darren Branum, EH&S Fire and Life Safety Specialist, at 206-616-5519, or email dlbranum@uw.edu to report a fire or explosion to EH&S.

<table>
<thead>
<tr>
<th>Emergency Type</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire</td>
<td>Activate nearest fire alarm pull station,</td>
</tr>
<tr>
<td></td>
<td>Call 9-1-1</td>
</tr>
<tr>
<td>Police</td>
<td>Call 9-1-1</td>
</tr>
<tr>
<td>Hazardous Material Spill</td>
<td>Call 9-1-1</td>
</tr>
</tbody>
</table>

Emergency Information for Faculty, Lecturers and TAs

Refer to the Classroom Emergency Procedures at the end of this appendix for additional information.

**Evacuation Routes**

Floor plans that show evacuation routes are posted on building walls throughout the campus. If you have trouble finding a posted floor plan, call Building and Fire Safety at (206) 616-5519.

Evacuation routes in most University buildings lead the occupants out of the building. However, in some high-rise buildings (see Appendix P) 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 Evacuation Assembly Points for both inside and outside the building.

**Evacuation Assembly Points (EAPs)**

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

Each building has designated EAPs. After the class leaves the alarmed building or area, it is important for them to go to the EAP where the presence of persons can be documented. At the EAP, the class will not interfere with responding emergency services nor place themselves at risk of injury from the emergency.

Accounting for all students can be very difficult, particularly with a large class. However, an attempt must be made. After all the students have left the room/lab, instructors can:

- Use the class roster
- Use a head count
- Ask students about the students seated next to them in the classroom to see if they are at the assembly point.

You must also account for persons with disabilities (See Appendix D).
Evacuation for Persons with Disabilities

If there is a person with a disability in the class, the instructor must be knowledgeable of their response 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

Reporting to the Evacuation Director

Notify the building Evacuation Director about any missing students and their last known location in the building. After exiting and accounting for students, the building Evacuation Director will notify emergency personnel of persons missing or trapped or persons with disabilities that are waiting assistance in areas of refuge.

Fire Alarms

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

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

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.

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 Evacuation Assembly Point. Caution them to watch for brick and other exterior building materials that may have been knocked loose by the earthquake.

Power Outages

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.

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, and then use the same evacuation procedures as during a fire.

Caution the 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.
Classroom Emergency Procedures

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

- Class roster
- Important telephone numbers (in addition to emergency numbers)

<table>
<thead>
<tr>
<th>Contact</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept. Administrator</td>
<td>DJ Miller, 206-685-3465</td>
</tr>
<tr>
<td>Office Manager</td>
<td>Cassie Atkinson-Edwards, 206-221-1666</td>
</tr>
<tr>
<td>Classroom Services</td>
<td>206-543-9900</td>
</tr>
<tr>
<td>Student Services</td>
<td>Gian Bruno, 206-543-1798</td>
</tr>
<tr>
<td></td>
<td>Stephanie White, 206-221-6230</td>
</tr>
<tr>
<td>Emergency Facilities</td>
<td>206-685-1411 (elevator malfunctioning, lights out entrance doors locked during operating hours, plumbing issues)</td>
</tr>
</tbody>
</table>

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.
- Verify that everyone leaves and that all the doors are closed. Closed doors significantly reduce fire and smoke damage.
- Leave the room/lab and go the nearest building exit. Know the location of alternate exits.
- Go to the Evacuation 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”.
- Account for students by using class roster. Notify the building Evacuation Director about any missing students and their last known location in the building.

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.

If there is an earthquake...

- Everyone DROPS to the floor, COVERS their head, and HOLDS that position.
- After the shaking stops, calmly evacuate the building to Evacuation Assembly Point. Evacuation floor plans are posted on walls for reference.

Note: Additional information on emergency procedures, evacuation routes, and floor plans can be found posted on the walls.
### Checklist 3: Faculty/Lecturer/TAs Duties and Responsibilities

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>Duties/Responsibilities</th>
<th>Complete?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Administrative/Preparation</strong></td>
<td>Provide classroom 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. Note the posted information for “Classroom Emergency Procedures/Checklist” (See Appendix K).</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Know how to report an emergency from the classroom being used.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Assure that persons with disabilities have the information they need. The instructor should be familiar with the student’s plan and also be able to direct visitors with disabilities.</td>
<td></td>
</tr>
<tr>
<td><strong>Emergency Evacuation</strong></td>
<td>Take responsible charge of the classroom and follow emergency procedures for all building alarms and emergencies.</td>
<td></td>
</tr>
</tbody>
</table>
The Evacuation Assembly Point for Sieg Hall is on the HUB Lawn (★). When the building is being evacuated, please proceed in an orderly fashion to the nearest exit and make your way to the HUB Lawn. Once there, check in with your Floor Warden or Evacuation Director to let them know you have evacuated safely and inform them of any missing students or coworkers. If you are aware of anyone trapped in the building, tell the Evacuation Director the name and last known location of the person(s) immediately.