



CLASSROOM EVACUATIONS

These guidelines 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 must become familiar with the building emergency procedures before an emergency occurs to prepare students or attendees to respond quickly and safely during a building or campus emergency.

BEFORE THE CLASS OR EVENT

Instructors/facilitators must take these steps to prepare for a building emergency:

- Find the nearest **evacuation map**, typically posted on each floor.
 - Note **exit routes**.
 - Note the **evacuation assembly area** (the location where people gather after evacuating).
 - Note if the building has an **area of refuge** or **evacuation waiting area** (a location inside the building where a person can remain during an emergency if they are unable to evacuate).
- **Sign up for [UW Alerts](#).**

DAY 1 OF THE CLASS OR EVENT

Instructors/facilitators must **read the following script** on the first day of in-person instruction:

"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.

Contact EH&S at 206.685.0341 for evacuation planning and guidance for buildings without a fire alarm system.

Once you have left the room, look to your left and right to find the nearest EXIT sign; exit signs are green. Follow signs to the nearest exit. **Do not use elevators.**

If you are unable to exit the building, the nearest area of refuge or evacuation waiting area is [*noted on the evacuation map*].

After exiting the building, gather at the evacuation assembly point located at [*noted on the evacuation map*]. Wait at the evacuation assembly point until you hear the 'all clear' announcement, after which you may re-enter the building.

To prepare for an emergency evacuation or fire drill, check the nearest evacuation map and sign up for UW Alerts at uw.edu/safety/alert. Students with disabilities may contact [Disability Resources for Students](mailto:uwdrs@uw.edu) at uwdrs@uw.edu or 206.543.8924 to discuss emergency evacuation planning."

DURING AN EMERGENCY

If an emergency occurs that requires evacuation:

- Direct students/attendees to **respond and follow emergency procedures** for all building alarms and emergencies.
- Note any individual(s) with disabilities and/or conditions that may prevent evacuation, which may not be apparent and can include temporary conditions. Notify emergency responders of the location of any individual who was not able to evacuate.
- Check the [UWAlert Blog](#) for information.