

Classroom Emergency Procedures

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

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

Contact	Phone Number
Emergency – fire/health/police	9-1-1 (pull fire alarm to evacuate building)
Facility or utility failure	206 685 1411 (or 9-1-1 in an emergency)
Administrator (Dan Dembiczak)	206 616 1667
Building Coord. (Sean Yeung)	206 543 2547 // 206 265 3043 (cell)
Classroom Tech & Events	206 543 9900
Student Disability Resources	206 543 8924

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 (Rainier Vista). 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 (Rainier Vista). 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 or in the departmental EEOP.