

CUSP
Classroom Emergency Procedures/Checklist

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

- Roster
- Important telephone numbers (in addition to Emergency numbers)
Department Administrator/Manager 425-352-3427 – Annie Brelsford
Classroom Services 425-352-3213
Student Services 425-352-5000

2. 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.

Everyone Must Evacuate Immediately!

- 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 to the nearest building exit. Know the location of alternate exits.

The elevators cannot be used during an emergency evacuation!

- 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.

3. 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.

4. 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.

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