

## Before an Emergency, You Should:

**Know 2 exit routes** from the classrooms in which you are teaching. Point out the exit locations to your students. (Floor plans are on the Construction and Planning website)

**Keep the following materials** with you in every class:

- Class roster.
- Department Administrator or Manager's phone number.
- Other phone numbers for your unit.

**Review emergency information** for evacuation and general emergency procedures with your students on the first class meeting of each term, if possible.

### REPORTING EMERGENCIES

To report an emergency, call the following numbers: (no need to dial 5 before 911)

**Cheney Fire Department..... 911**  
**Emergency Medical Aid..... 911**  
**University Police..... 911 or 359-7676**  
**Environmental Health & Safety (EH&S)..... 359-6496 or 509-559-2031**

**Building Facility Emergencies..... 359-2245**

*Only during normal business hours*

➤ *After hours call University Police*

### Building Evacuation

Building evacuation takes place when an emergency requires all occupants to immediately leave the building.

- Evacuation is generally signaled by the building interior fire alarm system.
- If the alarm sounds or you are instructed to exit, provide calm, clear instructions for your students, influencing them to stay calm.
- Ensure gas supplies are shut off if present in the instructional space.
- Instruct students to gather coats and books and exit slowly.
- Notify your students where their assembly point is and meet them there. Listen for announcements and determine if class will commence again or is done for the period. Do not go back into the building unless the all clear is given by emergency response personnel.

**Exception:** Persons with disabilities may choose to remain or report to an area of refuge. Refer below for information and the Human Resources web site for the document, “*Emergency Evacuation for Persons with Disabilities*” <https://inside.ewu.edu/ehs/brochures/>.

If someone is left behind it is your responsibility to notify emergency responders of the person's location and condition immediately upon evacuation.

Accounting for all students can be very difficult, especially with a large class. However, an attempt must be made. As an instructor, you should be the last to leave to confirm that all students have left the room or laboratory. Close the door behind you and proceed to your assembly point.

See EH&S Brochure “Emergency Evacuation and Fire Drills”. <https://inside.ewu.edu/ehs/brochures/>

---

### **BUILDING EVACUATION FOR PERSONS WITH DISABILITIES**

If you have a person with a known disability in your class, you should be knowledgeable about their personal response plan and who may be assisting them.

- See the EH&S web site for the document, “*Emergency Evacuation for Persons with Disabilities.*”
- There are 4 options for evacuation available to persons with disabilities:
  - Horizontal evacuation to the outside or to another building.
  - Stairway evacuation: horizontal evacuation to the inside of a closed stairwell on the upper floors of a building.
  - Stay in Place unless danger is imminent.
  - Area of Refuge, if available in the building.

### **Power Outages**

Power outages occur due to adverse weather conditions. Many campus buildings are equipped with emergency power generators, which come on automatically but power very few items and only for a very limited time. Some exit lighting may be available.

- Instruct everyone to remain in their seats to see if the outage is temporary and to let their eyes adjust to a lower light level.
- If the outage appears long-term, instruct students to gather coats and books and exit slowly.
  - If your classroom is completely dark (no emergency lighting) contact EH&S immediately and fill out the Incident Report Form <https://inside.ewu.edu/ehs/incident-reporting/> after evacuation.

### **Fire Alarms**

Fire alarms sound a slow whoop, a horn or a voice broadcasting an evacuation message. In most buildings, alarms include strobe lights for persons with hearing disabilities.

- **Instruct everyone to evacuate immediately.**
- Procedures that may be hazardous if left unattended should be shut down.
- Verify that everyone leaves.
- Verify that all doors and windows are closed. (Closing doors significantly reduces fire and smoke damage and can save lives.)
- Never use an elevator during a fire.

### **Student’s Behavior Safety Concerns**

If you have concerns about an individual’s behavior as it relates to safety or well-being, contact the Dean of Students (359-2292) for assistance. Please see <https://inside.ewu.edu/caps/suicide-prevention/> for additional information. For disruptive behavior, contact campus police.

**Shooting Incidents** see <https://inside.ewu.edu/police/emergency-response-procedures/>