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.
   - 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.

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.