

Faculty should be prepared for emergencies while teaching!

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

Keep the following materials with you in every class:

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

Review emergency information for evacuation and general emergency procedures with your students during the first class, 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 509-359-7676

Environmental Health & Safety (EH&S)509-359-6455 or 509-359-2788 or 509-359-6697

Building Facility Emergencies.....509-359-2245

Only during normal business hours, after hours call University Police.

BUILDING EVACUATION

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

- Evacuation is generally signaled by the building's interior fire alarm system. (Fire alarms may consist of loud buzzing or beeping, a voice which gives an evacuation message, and/or strobe lights.)
- If the alarm sounds or you are instructed to exit, provide calm, clear instructions for your students to prevent panic.
- Ensure gas supplies are shut off if present in the instructional space. In lab classes, close fume hood sashes.
- Instruct students to gather coats and books and exit slowly.
- Remind students not to use elevators for evacuation.
- Notify your students where the assembly point is.
 - Make sure the assembly point ~100 feet away from the building.
- Do not go back into the building until emergency response personnel tell you it is safe to do so.

Exception: Persons with disabilities may choose to remain or report to an area of refuge. Some information is provided below for evacuations involving persons with disabilities. The EH&S brochure "[Emergency Evacuation for Persons with Disabilities](#)" provides more in-depth coverage of this topic.

If someone cannot evacuate, it is your responsibility to notify emergency responders of the person's location and condition as soon as you leave the building.

Accounting for all students can be very difficult, especially with a large class. However, an attempt must be made. As the instructor, you should be the last person out the door. Close the door behind you and proceed to your assembly point. See EH&S Brochure "[*Emergency Evacuation and Fire Drills*](#)" for more information.

BUILDING EVACUATION FOR PERSONS WITH DISABILITIES

If you have a person with a known disability in your class, you should discuss their personal response plan and who may be assisting them prior to an emergency.

- See the EH&S website for the brochure, "[*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 may occur during classes. Many campus buildings are equipped with emergency power generators, which come on automatically. These power a few items for a limited time. Exit lighting may become dimly illuminated or may not be present in your classroom.

- 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 the 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 the Counseling and Wellness Services website at <https://inside.ewu.edu/caps/> for additional information. For disruptive behavior, contact campus police.

Campus Police Emergency Information see <https://inside.ewu.edu/police/emergency-information/>

Associated Documents

[EWU Campus Police](#)

[EWU Counseling and Wellness Services \(CAPS\) Program](#)

[EWU EH&S Brochure – Emergency Evacuation and Fire Drills](#)

[EWU EH&S Brochure – Emergency Evacuation for Persons with Disabilities](#)

[EWU EH&S Incident Report Form](#)

Rev	Affected Page	Change Descriptions
0	All	Release 9/20/2010
1	All	Reformat, Remove Links 4/15/2014
2	All	Update to New Format 4/24/2017
3	All	Reviewed all 4/9/2025