

## Classroom Emergency Procedures Guidelines

The purpose of this guideline is to briefly outline emergency procedures that faculty, graduate students, teaching assistants and staff should review with class attendees during the first class meeting.

Identify and point out the locations of:

- Exits;
- Fire extinguisher(s);
- Pull stations (primarily near exits);
- Telephone(s);
- Electrical breaker panels and emergency on/off switches (if applicable);
- Emergency eyewash stations and safety shower (if applicable);
- Designated emergency gathering point; \*
- Emergency Procedures Flip Chart.\*\*

If you discover a fire:

- Sound the alarm manually if it has not already been activated;
- Call 911 or ensure someone calls 911 if you choose to fight the fire; 911 calls from cellular telephones will connect with the Phoenix dispatch center. Under these circumstances let the dispatcher know which ASU campus you are calling from;
- Use the nearest fire extinguisher if you are trained and competent in the use of an extinguisher and if the fire can be controlled or extinguished with this method. If you choose to fight the fire, do so without putting yourself or anyone else at risk, and keep yourself between the exit and the fire.

The activation of a pull station should be followed with a call to 911 from a safe location. Any emergency warrants a call to 911, even if you think another person may have called. Specify whether you need police, medical or fire assistance.

When calling 911 have the following information available:

- Building name and address or closest mall intersection;
- Room number;
- Type of emergency, e.g., injury, chemical release, or fire.

If the fire alarm sounds:

- Stop what you are doing;
- Secure any dangerous activity;
- Assist persons with special exiting needs;
- Leave the building immediately by the nearest and safest exit; do not use the elevators;
- Do not re-enter the building if the alarm stops; wait until the "All Clear" has been given by the local fire department or campus police services.

If the emergency involves an unconscious or injured person:

- Ensure there is no danger to yourself or the victim;
- Do not move the victim unless their life is endangered by staying in the current location;
- Call 911 and remain with victim until help arrives.

Report the events of the emergency to your supervisor or department head as soon as you can do so safely.

\*A designated emergency gathering point is a predetermined location that is a safe distance from the building. Be prepared to relocate if wind direction or fire location presents problems.

\*\*Emergency Procedures Flip Charts are available from the ASU Department of Public Safety Main (480) 965-3456, East (480) 727-3456, and West (602) 543-3456. Please review the flip chart upon receipt for ease of use in case of an emergency.

For additional information, contact ASU Environmental Health & Safety at (480) 965-1823 or at [EHS@asu.edu](mailto:EHS@asu.edu).