

Sample Classroom Announcement

(This announcement needs to be made at the first class meeting of each semester.)

“If you hear the Fire/Evacuation alarm sound (Description) you are to immediately evacuate this room. (In the case of laboratories or shops: extinguish flames and shut off equipment if this can be done swiftly.)

Your primary evacuation route is _____. If that route is unusable your secondary route is _____. You are to quietly and swiftly evacuate to the following rally point (_____) and await further instructions. DO NOT reenter the building until it is declared safe by the authorities. If any of you need accommodations to safely evacuate or detect the alarm, please see me after class or contact me by phone or email. My phone number is _____, my email is _____.”

If YOU detect a fire or fire related emergency you are to:

- Verbally warn others
- Pull the Fire Alarm station. (Indicate where they can be found in this building)
- Call 911 from a safe place and inform the dispatcher of the situation.
- Meet the emergency responders and other assistance and information.

NOTES for the Instructor:

- Since in many circumstances accounting for the members of your class is difficult at best, we suggest that you ensure that everyone has left before you evacuate the classroom. If someone in your area was unable to evacuate then you need to immediately inform the emergency responders (Police and Fire).
- When assisting an individual who needs an accommodation only ask what accommodation is needed, do not ask for details of the person’s disability.
- Coordinator of services for students with disabilities can help arrange accommodations. A plan for aiding the disabled to evacuate is available from Safety & Environmental Management.