

CLASSROOM EVACUATION INSTRUCTIONS: INSTRUCTOR RESPONSIBILITIES



The AODA (*Accessibility for Ontarians with Disabilities Act*) requires the University to inform our students, employees and members of the public about its emergency and evacuation procedures.

As an instructor, what are my responsibilities?

Instructors are responsible to evacuate the classroom and have students exit the building as quickly and safely as possible. Please note, should the Instructor require assistance in evacuation, they are to execute their Personal Exit Plan in coordination with their duties below.

General Responsibilities:

At the beginning of each new semester or course, Instructors shall:

- review evacuation routes from your classroom and the location of stairwells;
- ensure that all aisle ways and exits from the classroom are kept clear during lectures;
- advise students of the following:
 - copies of classroom evacuation instructions are posted inside the classrooms and accessible copies are available online at www.uwindsor.ca/emergency;
 - elevators cannot be used during an evacuation; and
 - during an evacuation, students must follow instructions from the staff fire wardens who wear orange vests.

If students require assistance to evacuate the building, they are asked in advance of an evacuation:

- to inform the Instructor of their need for a Personal Exit Plan;
- to ensure they have registered with UWindsor Alert at www.uwindsor.ca/alert; and
- to identify a “buddy” to assist with their Personal Exit Plan.

In an emergency:

- If students require assistance to evacuate, they must self-identify to the instructor, whether or not they have previously done so;
- If students are unable to exit a building for any reason during an evacuation, they are to call Campus Community Police at ext. 911 (or 519-253-3000 ext. 4444 from a mobile phone).

Any questions regarding Personal Exit Plans for students requiring assistance in evacuation can be referred to the Campus Community Police Emergency Response Coordinator, Student Accessibility

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Services, or Office of Human Rights, Equity and Accessibility. Please refer to the ***Emergency Procedures for Persons Requiring Assistance in Evacuation*** document at:

www.uwindsor.ca/safety/firesafety

When the fire alarm sounds, Instructors shall:

- a) Direct students to vacate the building in a calm, orderly fashion leaving through the nearest exit and to assemble away from the building;
- b) Should a student within your class require assistance, please attempt to recruit volunteer help. If this is not possible, please notify emergency personnel of the location of the student(s) through:
 - Building Fire Evacuation Committee members identified in orange vests (if present)
 - extension 9-1-1 (internal Campus Community Police dispatch via campus phone) or 911 from a mobile phone (external service);
- c) Ensure classroom occupants have moved to safe area away from the building;
- d) During an alarm after-hours, ensure appropriate emergency services have been notified (Campus Community Police at ext. 911 or Windsor Fire at 9-1-1 from a mobile phone). Provide the location of fire, your name and answer any questions asked by the dispatcher.

When emergency services arrive, Instructors shall:

- Provide any known information on the evacuation status, nature of the emergency, any injured occupants or persons requiring assistance, or location of anyone in the building who refused to evacuate.
- Wait for further instruction from Windsor Fire & Rescue Services and/or Campus Community Police. A designated meeting area may be determined by emergency responders in the event of an extended and/or after-hours evacuation.
- **DO NOT** let classroom occupants back into the building until Windsor Fire and/or Campus Community Police declares it safe to do so.