CHECKLIST FOR CLASSROOM SAFETY & EMERGENCY INFORMATION

This checklist is intended to be used in conjunction with the Purdue University procedures referenced on the Campus Safety Resource Materials document on this site. The checklist will help you determine what information you need to review with your students for a specific classroom. The resource materials will provide you links to the appropriate procedures and policies. The building deputy for the classroom’s location will be an important resource. For many departments the Safety Committee will be a resource.

Overview

There are three broad areas of safety and emergency response instruction that apply to classrooms.

a. Classroom safety procedures (use of chemicals, lab equipment, in class injuries or medical emergencies, etc.)

b. Building evacuation reasons and procedures (in case of fire, e.g.)

c. Shelter-in place reasons and procedures (hazardous weather, HAZMAT alert, campus violence, e.g.)

Building and Classroom Specific Information

Name of Building_______ Room Number __________
Person preparing this information: ____________________

Building Deputy Contact:

<table>
<thead>
<tr>
<th>Building</th>
<th>Deputy Name</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office</td>
<td></td>
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</table>

Email: __________________________@purdue.edu
Phone: __________________________ Pager ____________________

Request a copy of the Building Emergency Plan (BEP) from the Building Deputy or online from the Campus Emergency Preparedness Website.

Classroom Description

What floor of building? _____ Classroom capacity: _______

Is this classroom mainly: Lecture ____
Lab ____
Other: (describe) _____

Location of restrooms
Women: _______
Men _______

1. **CLASSROOM SAFETY**

Check any of the following that apply to your classroom:

- Eye wash
- Fume hoods
- Fire extinguisher in room
- Chemicals
- Biological samples
- Radiation
- Mercury (in thermometers, equipment, etc)
- Other hazardous materials

Does this classroom have any of the following that would need to be shut down in an emergency?

- Equipment
- Lab procedures or experiments in process
- Any safety devices (e.g. fume hoods, burners)

(If any of the above apply, consult the online documents and/or your departmental safety committee regarding appropriate student training for specialty classrooms. You will find a list of them with links at [http://www.purdue.edu/ehps/emergency_preparedness](http://www.purdue.edu/ehps/emergency_preparedness). Look for “Classroom Safety under the Resource tab”)

All classrooms are possible locations for:

- **X** Medical emergency requiring medical assistance (Call 911)
- **X** Minor injuries which may not require immediate medical help but result in loss of any body fluid such as blood (requires REM assistance) (Call Building Deputy)

For information on handling classroom injuries or medical emergencies see the “Classroom Safety Resources Materials” document at [http://www.purdue.edu/ehps/emergency_preparedness](http://www.purdue.edu/ehps/emergency_preparedness) for a link to the campus Emergency Procedures Guide
2. BUILDING EMERGENCY EVACUATION

It is vital that students know the appropriate exit routes in case of an emergency evacuation. Each professor should include this information in classroom instruction early in the semester.

Purdue policy is that all classes are to be suspended immediately and the building evacuated in the event of a fire alarm.

Evacuation route for your classroom

Is there a building map in the classroom to show evacuation routes? (These should be posted in your classroom, if not, obtain the information from the building deputy and provide it to your students.)

☐ Yes it is posted
☐ No (If no, contact building deputy for the information)

Evacuation Assembly Area (EAA)

You need to designate a location for your class to assemble immediately after evacuation so you can check on their safe exit and receive further instructions from first responders or the building deputy. If that initial assembly area is unavailable, what will be your alternate location for assembly? Review these assembly locations with your students.

First choice: _______________________________________
Alternate: _______________________________________

Evacuation for Access & Functional Needs Populations

Will any occupant of your classroom need special assistance to exit?

☐ No
☐ Yes. Please describe here.

How will you provide that assistance? (If you and/or your students are unable to provide assistance, it will be important to be able to provide the location and nature of assistance needed to emergency responders and to the building deputy in the event of an evacuation.)
3. SHELTER-IN-PLACE

When activated, the Purdue Alert sirens may be warning of:
1. Tornado Warning
2. Release of hazardous materials into the outside air
3. Civil disturbance or violence in your building, such as a shooting.

<table>
<thead>
<tr>
<th>EMERGENCY</th>
<th>EMERGENCY ASSEMBLY AREA (EAA)—SHELTER IN PLACE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weather-Related—Tornado Warning</td>
<td>Basement corridors, basement offices, basement restrooms. Or the lowest level of the building (stay away from windows and doors)</td>
</tr>
<tr>
<td>HAZMAT</td>
<td>Remain or find an unaffected office or work area and close windows and doors.</td>
</tr>
<tr>
<td>Civil Disturbance—active shooter</td>
<td>Seek a safe location, preferable a room without windows that can be locked or secured by barriers.</td>
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</tbody>
</table>

a) **Hazardous weather shelter** (aka “tornado shelter”)

All classes are to be suspended immediately in the event of a tornado warning, and all occupants are to move to the designated tornado shelter area. Students should be instructed to NOT leave the building until first responders provide an all-clear signal. See the Campus Safety Resource Materials document for a link to the campus tornado policy. See the Building Deputy for the location of the tornado shelter in the building where the classroom is located.

The suggested shelter location for this building for hazardous weather is located on

What floor? __________________
What area on that floor? ____________________________________________

b) **Classroom shelter** (See Building Deputy’s Building Emergency Plan to determine if your classroom can or should be used as a shelter, not all classrooms are appropriate for this purpose.)

The tornado shelter should be used as an initial shelter in uncertain situations when it is not clear why the sirens are sounding. Once the emergency is clear, a move to a different location may be needed.

The Classroom Safety Resource Materials sheet offers a link to more information what to do if classroom sheltering becomes necessary.

Safe areas to shelter within this classroom are:

Alternative location in building: