**Statement for Voluntary Inclusion on Course Syllabus**

Incorporating information about emergency procedures into course syllabi is strongly encouraged by EHS but remains voluntary at this time. The following statement has been drafted for use by faculty members who are interested in including this information:

Emergency Procedures:

Faculty, staff, and students may need to evacuate campus buildings for several reasons (fire or alarm activation, discovery of a suspicious object, etc.). The following points provide guidance on emergency evacuations:

· Be familiar with evacuation maps posted within the building. Know the location of at least two exits and the corresponding evacuation routes from the classroom.

· Exit the building as quickly and calmly as possible using the nearest safe exit if prompted to do so. Do not use any elevators.

· Move to the building’s “Designated Meeting Site”, or another safe location outside the building.

· Do not re-enter the building until you have been instructed to do so by public safety officials. Silencing of alarms does not necessarily mean that the emergency is over.

· You are strongly encouraged to watch the “StaySAFE” video located at <http://StaySAFE.psu.edu>

Any student who may require assistance when evacuating the building should notify the instructor so that arrangements can be made to ensure their safety during an emergency.

