Dear Instructor or Presenter:

Welcome to the Reichardt Building! Please read the following to your class or group on the first day of instruction or meeting.

- The elevator and rest rooms are located on each floor in the center of the building.

- If the fire alarm is ringing, you MUST leave the building. Gather your personal belongings and calmly leave the building by the closest exit. Do not use the elevator. Assist others as necessary. If someone refuses assistance, leave them alone. Any individual needing assistance due to a physical or mental difficulty should identify themselves to authorities so that their location can be reported to emergency responders who will then provide the necessary assistance. UAF students working with the Disability Services office are encouraged to review information regarding evacuation procedures with the Director of Disability Services and request to have the need noted in their letter of accommodation from the Disability Services office. (Instructors, be sure to take the class roster with you).

- Once out of the building please gather in one of two locations: a) on the north side of the building gather in the back parking lot by the blue light/emergency telephone; or b) on the south (mountain) side of the building, cross the street and gather at the bench. Instructors and presenters should be prepared to take roll.

- You may reenter the building when told to do so by emergency personnel. The fire alarm stopping is NOT the all clear signal; it is when an emergency responder gives verbal permission to reenter the building.

- In the event of other emergencies listen to instructions of emergency personnel.

For further information or assistance contact the department safety officer or the dean’s office staff at x7608.

Revised 2/12/10