



**Experimental Education Unit**

**Emergency Evacuation and Operations Plan  
(EEOP)**

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Facility Safety Office  
Environmental Health and Safety  
University of Washington  
Box 354400  
Seattle, WA. 98195-4400  
Phone: (206) 543-0465  
Fax: (206) 616-3360



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## SECTION 1

### Purpose, Scope, and Emergency Resources

#### PURPOSE

The purpose of this plan is to establish procedures and duties, to promote planning, and to establish training for the staff of *Experimental Education Unit* for fire, earthquake, bomb threats, chemical spill, and other emergency evacuations as required by Chapter 4 of the Seattle Fire Code, the Washington Administrative Code (WAC 296-24-567), and the UW Emergency Response Management Plan.

#### SCOPE

This plan applies to all occupants in the Experimental Education Unit

#### COORDINATION WITH OTHER EMERGENCY PLANS

An EEOP is a key component of Departmental Health and Safety Plans and University disaster planning. The EEOP must be coordinated with the following emergency/safety plans.

1. **UW Emergency Response Management Plan** – The ERMP provides the management structure, key responsibilities, emergency assignments, and general procedures to follow during and immediately after an emergency. It provides a temporary crisis management structure, which provides for the immediate focus of management on response operations and the early transition to recovery operations. The ERMP includes procedures for communicating with the UW Emergency Operations Center as well as the management structure of the Incident Command System.

#### COORDINATION WITH DEPARTMENTAL HEALTH AND SAFETY PLANS

The EEOP reflects the University's emergency response procedures and programs and satisfies an element of the Departmental Health and Safety Plan required by the Department of Labor and Industries (WAC 296-24-567).

#### UNIVERSITY EMERGENCY RESOURCES AND CONTACTS

Table 1 summarizes the UW's emergency resources, contact information, and responsibilities of each emergency resource.

#### EMERGENCY COMMUNICATIONS

1. **Telephones** - The campus telephone system will be used to the extent possible. In case of system failure or a power failure, campus phones will not function. An alternative in some buildings is the

emergency single-line phones, which could function in a power outage. These phones, part of the UW's Emergency Communications System (ECS), are strategically located in nearly 200 locations throughout campus. EEU personnel will serve as messengers if phone communication is not an option.

- *No payphone is located in EEU building.*
- *Staff personal cell phones may be used if campus phones do not function.*
- *EEU can use a mobile communication radio system to communicate within building as needed.*

2. **Fire Alarm System** - The building fire alarm system is continuously monitored for alarm by a contracted service and, in a back up capacity, by the UWPD Communication Center. All alarms result in an automatic response by Seattle Fire Department, UWPD, and Facilities Services' FOMS unit.

## **EMPLOYEE ORIENTATION**

New employees must be informed of the EEOP as part of their new employee safety orientation. This initial plan and all significant revisions to the plan should be routed to all personnel. The faculty and staff should be reminded of the plan as necessary and encouraged to discuss the plan with their research groups, students, and visitors. To assure the safety of all building occupants, the Evacuation Director and Evacuation Wardens will work together to assure all departmental employees are aware of the plan, and that students and visitors are also oriented as indicated in Section 2.

## **EVACUATION DRILLS**

Evacuation drills will be scheduled, conducted, and recorded by the Evacuation Director. Procedures for planning, scheduling, conducting, evaluating, recording, and reporting evacuation drills are outlined in Appendices E, F, and G.

**Table 1: University Emergency Resources and Contacts**

Emergency Resource	Contact Information	Purpose & Responsibilities
<i>UW Police Department (UWPD)</i>	1117 NE Boat Street in the Bryant Building.  Immediate Emergency Assistance Dial 9-1-1.  Non Emergency Assistance 206-543-9331	Maintains an emergency Communications Center 24 hours a day, 7 days a week. Call UWPD for emergency of any kind, including but not limited to fire, medical emergency, or hazardous material spills or release.
<i>Environmental Health and Safety (EH&amp;S)</i>	Call (206) 543-0465 during normal business hours. After normal business hours, EH&S may be reached through the UWPD using the EH&S Duty Officer system.	EH&S maintains guidelines and provides training, consultation and support for building emergencies. EH&S is also available to provide consultation and support for hazardous material spills and releases, temporary controls, and other general information to the Seattle Fire Department (SFD), UWPD, and UW departments.
<i>Facilities Services (FOMS &amp; ATC-20)</i>	Routine and emergency services (essential services are covered 24 hours a day) may be obtained by calling: 206-685-1411 or through UWPD.	Facilities Services’ Plant Operations division maintains a 24 hours a day, 7 days a week response unit called “FOMS” or “Unit 2”. The FOMS respond automatically to all fire alarms, and other emergencies to provide support for the UWPD and SFD. This support includes, but is not limited to, the operating/resetting of the fire alarm system; operating the heating, ventilation, and air-conditioning systems (HVAC); and the shutdown of steam, water, electrical, and other utilities. Also provides ATC-20 teams for rapid structural assessments of buildings following earthquakes.
<i>UW Office of Emergency Management (OEM)</i>	Call (206) 897-8000 during normal business hours.	OEM staff is available during normal business hours to provide general disaster planning guidance and training resources to faculty and staff. OEM maintains and coordinates all EOC activities and campus-wide disaster drills and recovery efforts.
<i>UW Emergency Operations Center (EOC)</i>	The primary EOC is located in Room 111 of the Bryant Building on 1117 N.E. Boat Street. The secondary EOC location is Lander Hall, Room L-135.	For a major local or regional emergency, the UW President or his/her designee may request activation of the University’s Emergency Operations Center (EOC). EOC staff will decide on the use of available resources and communicate with outside agencies and authorities. Information on missing persons, building emergencies, first aid, and other needs during large-scale emergency must be provided to the EOC by using campus telephone systems, computer, (See Emergency Communications in Section 1) or by runner if the telephone systems fail.
<i>KIRO AM #710</i>	On the radio at AM 710	The Official Area Broadcast Station in case of major disaster or University “suspended operations.” Tune into this station for information.

**Table 1: University Emergency Resources and Contacts**

**Note: EH&S and OEM are not emergency response units. Report all emergencies to the UWPD.**

## SECTION 2

### Building Evacuation

#### UW Personnel Duties and Responsibilities

An effective emergency evacuation and subsequent response requires the coordination of many occupants in a building. All building occupants, including employees, faculty, staff, and students, need to be aware of their roles and responsibilities in case of an emergency. This section outlines specific responsibilities for employees, faculty, and staff, as well as the Evacuation Director and Evacuation Wardens.

#### RESPONSIBILITIES OF UW DEPARTMENTS AND STAFF

**Employees, Faculty, & Staff** - Employees, faculty, and staff are responsible for:

1. Being familiar with and following EEOP procedures when required.
2. Participating in drills and training as required.
3. Orienting new employees with a brief overview of emergency evacuation procedures during staff orientation to assure that:
  - a. They are aware that evacuation is required when the alarm system is activated and
  - b. They know where the nearest exits are located (*see Appendix K*).
4. Informing and assisting visitors unfamiliar with building procedures as appropriate prior to and during an emergency evacuation.

**When the fire alarm sounds, begin immediate evacuation according to the plan.**

#### RESPONSIBILITIES OF EVACUATION DIRECTOR/EVACUATION WARDENS

**Special Positions** – The Evacuation Director, Evacuation Wardens, and their alternates are employees and occupants of the building and have either volunteered or been appointed to serve in these positions. They receive special training and the authority for their role in employee safety.

**1. Evacuation Director Responsibilities and Control**

- a. The Evacuation Director acts as the liaison with the responding emergency service, EH&S and others if a building emergency occurs. In their absence, the alternates are responsible for carrying out the requirements. If an emergency happens when these members of the department are not available, the most senior employee will have decision-making authority. A contact person, appointed by the advisor of each research group, is responsible for laboratories and work areas (See Appendices A and B). Any possible problem areas should be reported to responding emergency personnel.
- b. For a community-wide event (Level III), the Evacuation Director or an alternate will establish contact with their Unit Response Center if their department/building has one. Otherwise contact the UW Emergency Operations Center (EOC) directly. The first location for the EOC is Room 111 of the University of Washington Police Department at 1117 N.E. Boat Street. The secondary location is in room L-135 at Lander Hall. Contact will be established by normal phone system (9-1-1), single line phones or runners.
- c. Refer to Checklist 1 on the following page for a detailed list of the Evacuation Director duties and responsibilities.

- 2. Evacuation Warden Duties and Responsibilities** – Checklists 2a and 2b list the responsibilities and duties of the Evacuation Wardens. Checklist 2a is for pre-evacuation planning and training. Checklist 2b lists the Evacuation Warden duties and procedures during emergency evacuations.

**RESPONSIBILITIES OF FACULTY/LECTURERS/TAs**

Checklist 3 lists the responsibilities and duties of faculty, lecturers, and TAs (also see Appendix K).

## Checklist 1: Evacuation Director Duties and Responsibilities

Subject Area	Duties/Responsibilities	□
<i>Administrative</i>	Prepare and maintain the building Emergency Evacuation and Operations Plan (EEOP). EH&S can help with technical questions.	□
	Keep a copy of the completed EEOP in all department reference stations.	□
	Review the EEOP at least annually and confirm that it is current.	□
<i>Pre-Emergency Coordination</i>	Coordinate with building/department administrators responsible for employee, student, and visitor health and safety.	□
	Ensure that public event staff are assigned duties and receive required training for events with an occupancy of 50 or greater (see Appendix G).	□
	Ensure that classroom instructors inform students about emergency procedures, exit routes, and assembly points on the first day of class.	□
	Ensure that emergency procedures for special needs populations are developed.	□
<i>Evacuation Wardens*</i>	Ensure that new and temporary employees, including student employees, are informed about emergency procedures outlined in EEOP during new employee safety orientation.	□
	Assign Evacuation Wardens (and alternates) for all areas of the building and ensure that they know what their duties are in case of an evacuation.	□
	Evacuation Warden orientation is required when there are changes of personnel.	□
	A current list of Evacuation Wardens and alternates is to be maintained in the building's EEOP (see Appendix A).	□
<i>Training/Drills</i>	Schedule "Evacuation Warden Training" for assigned personnel. Contact the EH&S Training Section.	□
	Schedule, conduct, and record evacuation drills as required by the Seattle Fire Code and WAC 296-24 (see Appendices E, F, and G).	□
<i>Emergency/Evacuation</i>	Ensure that emergency services, UWPD, FOMS, SFD, and EH&S are notified for all building emergencies as appropriate.	□
	During a building evacuation, report to the evacuation assembly point and act as a liaison with responding emergency services.	□
	Receive status reports from area evacuation wardens	□
	Provide information about the building layout, systems, processes, and special hazards to Campus Engineering, SFD, UWPD, and other emergency personnel	□
	Help the Campus Engineering Personnel (FOMS), and the Seattle Fire Department in the operation of the Fire Alarm Panel if required	□
	Coordinate with key building administrators on building occupation and operation issues	□
	Assign Evacuation Wardens or other assigned personnel, as needed, to be stationed by all other building entrances to prevent unsuspecting personnel from reentering the building.	□
When SFD or UWPD signals "ALL CLEAR," the Evacuation Director notifies the Evacuation Wardens that the occupants may reenter the building.	□	

**Checklist 1 Evacuation Director Duties and Responsibilities**

## Checklist 2a: Evacuation Warden Pre-Evacuation Planning and Coordination

Subject	Duties/Responsibilities	
<i>Administrative</i>	Be familiar with the "Emergency Evacuation and Operations Plan" (EEOP). It contains: <ul style="list-style-type: none"> <li>▪ the function and activities of building staff during many emergencies</li> <li>▪ how these activities are to mesh with responding emergency personnel</li> <li>▪ information on the building and its emergency protection systems</li> <li>▪ emergency equipment testing procedures</li> <li>▪ a list of all the evacuation wardens in your building.</li> </ul>	<input type="checkbox"/>
	Distribute copies of the completed EEOP, or appropriate sections of it, to all people in your area of responsibility.	<input type="checkbox"/>
<i>Pre-Emergency Coordination</i>	Know where persons with disabilities are located in your area and what their alarm response will be (See Appendix D). Areas of Refuge or individual rooms may be used by persons with mobility disabilities during a fire alarm. The Areas of Refuge may be identified on your evacuation plans found in Appendix C. If you have a staff member with a mobility disability and cannot find an area of refuge on your floor plan, contact EH&S Fire Safety at (206) 543-0465.	<input type="checkbox"/>
	Coordinate with the other Evacuation Wardens on your floor to work together and avoid duplication of tasks.	<input type="checkbox"/>
	Walk over your primary and secondary evacuation routes at least once to familiarize yourself with emergency exits and routes to the Evacuation Assembly Points (EAPs).	<input type="checkbox"/>
	Know where hazardous conditions or situations in your area may exist. Know the location of flammable, radioactive and other hazardous materials, as well as chemical and/or biological spill cleanup kits	<input type="checkbox"/>
	Know where the phones and pull stations are and know HOW to turn in an alarm.	<input type="checkbox"/>
	Know how the alarm system responds. For most buildings, the alarm sounds throughout the building and all occupants, except persons with physical disabilities, must evacuate. High-rise buildings may only alarm in certain floors or areas.	<input type="checkbox"/>
	Become familiar with the location and operation of emergency equipment, including fire extinguishers, first aid kits, spill cleanup kits, and disaster supply kits.	<input type="checkbox"/>
<i>Training</i>	Attend training sessions and meetings to review procedures and duties, if necessary. EH&S and SFD offer Evacuation Warden training sessions regularly.	<input type="checkbox"/>
	Participate in evacuation drills as requested by Evacuation Director.	<input type="checkbox"/>

**Checklist 2a: Evacuation Warden Pre-Evacuation Planning and Coordination**

## Checklist 2b: Evacuation Warden Emergency Evacuation Duties

Subject Area	Duties/Responsibilities	
<i>Building Evacuation</i>	Begin at the farthest reach of your area and assure that the occupants ahead of you have evacuated. Direct occupants to the exits and tell them where to reassemble	<input type="checkbox"/>
	Conduct a quick search as you go to make sure hazardous equipment is shut off, doors are closed and no one is left behind.	<input type="checkbox"/>
	If a stairway is full of smoke go to another stairway.	<input type="checkbox"/>
	If there is smoke in the hall, stay low, cover your mouth with a damp cloth or handkerchief, visualize where the exits are, stay close to and use the wall to guide you so you do not become confused.	<input type="checkbox"/>
	If there is no smoke, you may have trouble getting people to evacuate. Be assertive, positive and insistent.	<input type="checkbox"/>
	Students and visitors who may not be familiar with this plan must be informed of the requirement to evacuate	<input type="checkbox"/>
	If you have helpers, station them in front of the elevator to make sure no one attempts to use it.	<input type="checkbox"/>
	Do not go to the roof unless it is the only way out; there is often too many obstructions for a helicopter rescue.	<input type="checkbox"/>
<i>At the EAP</i>	Conduct a headcount by using the checklist in Appendix I to account for all occupants in your area of responsibility.	<input type="checkbox"/>
	Immediately report to the Evacuation Director any missing persons on your list and their last known location.	<input type="checkbox"/>
<i>Special Items</i>	Do not allow the stairway doors and other exit doors to be blocked/wedged open. Leaving stairway doors blocked or held open makes the stairwells dangerous and unusable.	<input type="checkbox"/>
	Special attention needs to be given to any persons with disabilities, in particular those who are visitors and unfamiliar with the building. A process is necessary to insure they are notified and accounted for. See Appendix D for further details.	<input type="checkbox"/>

### Checklist 2b: Evacuation Warden Emergency Evacuation Duties

**Silencing of the alarm is not considered an all-clear signal!**

### Checklist 3: Head Teacher Duties and Responsibilities

Subject Area	Duties/Responsibilities	
<i>Administrative/ Preparation</i>	Provide classroom staff with general information relating to emergency procedures. This information should be shared during staff orientation. Note the posted information for “Classroom Emergency Procedures/Checklist” (See Appendix K).	<input type="checkbox"/>
	Know how to report an emergency from the classroom being used.	<input type="checkbox"/>
	Assure that persons with disabilities have the information they need. The head teacher should be familiar with the student’s plan and also be able to direct visitors with disabilities.	<input type="checkbox"/>
<i>Emergency Evacuation</i>	Take responsible charge of the classroom and follow emergency procedures for all building alarms and emergencies.	<input type="checkbox"/>

**Checklist 3: Head Teacher Duties and Responsibilities**

## SECTION 3

### SPECIFIC EMERGENCY PROCEDURES

#### **PROCEDURE 3A: FIRE EMERGENCIES/BUILDING FIRE ALARMS**

##### **1. Procedures for Occupants**

- a. **When an alarm sounds on your floor or area, begin immediate evacuation** following your plan (See Appendix C, Building Evacuation Plan). Close doors behind you.
- b. **If you discover a fire, activate the nearest pull station and call 9-1-1.** Then you may attempt to put it out if it is small (no larger than a wastebasket) and you have called for HELP. If the fire is too large or you are uncomfortable or unfamiliar with the proper use of a fire extinguisher, simply close the door and evacuate.
- c. **If the fire alarm does not work, call 9-1-1 and notify occupants verbally** of the emergency and the need to evacuate. Evacuation Wardens or another responsible party needs to confirm that all occupants are notified.

<b>Remember that hazardous equipment and processes should be shut down unless doing so presents a greater hazard. Close doors before leaving.</b>
---

- d. **If you are on fire, STOP---DROP---ROLL. If another person is on fire, yell---STOP---DROP--ROLL.**
- e. **Evacuate via the nearest stairwell or grade level exit.** Do not block/wedge exit doors in an open position. The doors must remain closed to keep smoke out and keep them safe for evacuation and fire personnel. Leaving doors open makes the stairwells dangerous and unusable. Persons with physical disabilities have several options (See Appendix D).

<b>DO NOT USE THE ELEVATORS!</b>
----------------------------------

<b>When an alarm is sounded many of the elevators will be automatically recalled to a pre-determined floor and shut-off.</b>
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- f. **Go to your pre-determined Evacuation Assembly Point (EAP)** as outlined in Appendix C. You may have two or more EAP's depending on the size of the building. Immediately report to your designated Evacuation Warden so that you have been accounted for by the Warden. Evacuation Wardens will report to the Evacuation Director.

- g. **If you are trapped** by smoke, stay low, cover your mouth with wet cloth, stay near a window, open it but do not break it, hang something out the window to let fire personnel know you are there and put something in cracks around the door, phone 9-1-1 if possible.

## 2. Special Instructions for Evacuation Wardens (see Section 2 for Evacuation Warden Checklist)

- a. **Begin at the farthest reach of your area and assure that the occupants ahead of you have evacuated.** Conduct a quick search as you go to make sure hazardous equipment is shut off, doors are closed and no one is left behind. If there is smoke in the hall, stay low, cover your mouth with a damp cloth or handkerchief, visualize where the exits are, stay close to and use the wall to guide you so you do not become confused. If there is no smoke, you may have trouble getting people to evacuate. Be strong, positive and insistent. Students and visitors who may not be familiar with this plan must be informed of the requirement to evacuate.
- b. **Direct occupants to the exits and tell them where to reassemble** (See Appendix C). If you have helpers, station them in front of the elevator to make sure no one attempts to use it. Do not go to the roof unless it is the only way out; there is often too many obstructions for a helicopter rescue. If a stairway is full of smoke go to another stairway.
- c. **At the Evacuation Assembly Point (EAP)**, conduct a headcount by using a checklist to account for all occupants in your area of responsibility. Immediately report to the Evacuation Director any missing persons on your list and their last known location.
- d. **Do not allow the stairway doors and other exit doors to be blocked/wedged open.** Leaving stairway doors blocked or held open makes the stairwells dangerous and unusable.
- e. **Special attention needs to be given to any persons with disabilities**, in particular those who are visitors and unfamiliar with the building. A process is necessary to insure they are notified and accounted for. See Appendix D for further details.

## ***PROCEDURE 3B: EARTHQUAKES***

### **1. During ALL Earthquakes (all occupants)**

#### **a. *Inside a Building.***

- **Take cover immediately** under a desk, table, or chair, in a corner away from windows, along a wall in a hallway, or in a structurally strong location such as a hall by a pillar.

### **Drop, Cover, and Hold**

- **Watch for falling objects** such as light fixtures, bookcases, cabinets, shelves, and other furniture that might slide or topple. Stay away from windows. Do not run outside.
- **Do not dash for exits** since they may be damaged and the building's exterior brick, tile, and decorations may be falling off.
- **Do not use the elevators.**

#### **b. *Outside a Building.***

- **Remain outside**, preferably in a vehicle.
- **Stay clear** of electrical wires, poles, trees, or anything that might fall.

### **2. After a MAJOR Earthquake (*violent shaking motion*). Evacuation Wardens shall:**

- #### **a. Check for injuries to personnel in your area.** Do not attempt to move seriously injured persons unless they are in immediate danger. Render first aid assistance if required.

**Be familiar with the location of first aid kits, fire alarms, and extinguishers, as well as personnel with first aid skills.**

- #### **b. Check for fires or fire hazards,** spills of flammable or combustible liquids, or leaks of flammable gases. These activities must not significantly delay departure from the building or put the Evacuation Warden in danger.
- #### **c. Turn off ignition and heat sources** if properly trained and it is safe to do so.
- #### **d. Shut off all gas sources** if trained to do so.
- #### **e. Exit the building,** if possible, and go to the EAP to report on injuries, damages, and potentially hazardous conditions. Take emergency/first aid kit and personal belongings. Account for persons

in your area of responsibility. Mass assembly areas may be used in the event of a major earthquake and the EOC is activated (Emergency Level 2 or 3 – refer to ERMP).

- f. **Do not reenter until the building has been declared safe** by trained emergency personnel (Seattle Fire Department or ATC-20 assessment teams).
- g. **Use the telephone system only for urgent matters.** Call or send a runner to the Emergency Operations Center or Unit Response Center to notify them of any needed assistance and emergencies that may exist. Use handheld radios or Ham radio services if telephone services are not available.
- h. **Expect Aftershocks.**
- i. **Evacuation Wardens who are also CERT team members** must fulfill their evacuation warden duties first before joining CERT team response.

### 3. After a Minor Earthquake (*brief rolling motion*)

- a. **Restore calm.**
- b. **Examine your area for damage. Evacuation Directors may use checklist in Appendix M to help assess if the building should be occupied, evacuated, and/or re-entered.** Look for
  - Damaged, leaking or ruptured utility lines (gas, water, electrical, telephone, computer network)
  - Toppled furnishings or equipment
  - Spilled hazardous materials
  - Damaged building components such as ceilings, walls, beams, columns, doors
- c. **Evacuate the building** if damage is found or the power is out. Report evacuation to UWPD or SFD. Do not reenter until the building has been declared safe by trained emergency personnel.
- d. **Asbestos-containing Materials.** Certain buildings will be evacuated for ALL earthquakes because of the potential damage of asbestos-containing building materials. See the list of buildings in Appendix M.
- e. **Laboratories:** Check for chemical spills. For small isolated spills, use spill cleanup procedures as outlined in Laboratory Standard Operating Procedures. If SOP or chemical spill cleanup kit is not available, then evacuate lab and notify authorities. For larger spills, evacuate building and notify authorities. **See UW Laboratory Safety Manual for earthquake procedures specific to laboratories.**

## ***PROCEDURE 3C: HAZARDOUS MATERIAL SPILLS/RELEASE***

### **1. Localized/Small Spills**

- a. Spills that do not endanger workers in the immediate area may be cleaned up by personnel who have been trained by their supervisor, PI or lab manager and are properly equipped to handle the situation.
- b. Hazardous materials spill guidelines should be established by the supervisor, PI or lab manager after reviewing MSDS information on MYCHEM or hard copies of MSDSs kept on site. These procedures need to be included in the lab specific Standard Operating Procedures.
- c. Spill cleanup guidelines for small localized spills should take into consideration the following:
  - The hazards of the hazardous material(s) involved.
  - The amount of the hazardous material(s) spilled.
  - The possible spill locations.
  - Availability of spill clean up materials or kits.\*

\* (See Section 4 of the UW Laboratory Safety Manual for help in assembling a chemical spill clean up kit. See the EH&S website for other clean up kits.)

### **2. Large Spills.** If the spill is large, the hazardous material is not easily identified, or if the material is extremely hazardous, then:

- a. **Evacuate all personnel** from the area.
- b. **Contact:**
  - Main Campus UW Police - Dial 9-1-1
  - Harborview - Dial 3000
  - UW Medical Center - Dial 9-1-1
- c. When **placing an emergency call:**
  - Give your name.
  - Give your location (room and building).
  - Give the phone number you are using.
  - Describe the emergency/injuries.
  - If possible, remain in vicinity, away from danger, to assist emergency responders.
- d. The **UW Police will notify the Seattle Fire Department** who will respond to stabilize and contain the chemical spill, often leaving behind hazardous waste and contaminated equipment. If the hazardous waste is not properly cleaned up and packaged by the Seattle Fire Department, do not reoccupy the area. Contact Environmental Health & Safety at (206) 616-5835 for assistance.
- e. Note that packaged waste must be handled according to chemical waste management policies and guidelines established in Section 3 of the Laboratory Safety Manual. Please Contact the EH&S Environmental Programs Office at (206) 616-5835 for assistance.

## ***PROCEDURE 3D: BOMB THREATS***

1. University personnel receiving telephoned threats should **attempt to get the exact location where the bomb has been planted**, or is going to be planted.
2. Attempt to **get as much information as possible about the caller**, for example, male or female, accent, etc. (use **Bomb Threat checklist** on following page).
3. **Listen for any background noise** that may indicate the location of the caller.
4. The checklist on the next page lists information that can aid in locating a bomb. **Complete the checklist as soon as possible** after receiving a threatening call and report it immediately to the University Police Department at 9-1-1 (TDD 206-543-3323).
5. **Bomb threats received through the mail** or by other means are also to be reported immediately to the University Police Department.

### BOMB THREAT CHECKLIST

Exact time of call \_\_\_\_\_

Exact words of caller \_\_\_\_\_

QUESTIONS TO ASK

1. When is the bomb going to explode? \_\_\_\_\_
2. Where is the bomb? \_\_\_\_\_
3. What does it look like? \_\_\_\_\_
4. What kind of bomb is it? \_\_\_\_\_
5. What will cause it to explode? \_\_\_\_\_
6. Did you place the bomb? \_\_\_\_\_
7. Why? \_\_\_\_\_
8. Where are you calling from? \_\_\_\_\_
9. What is your address? \_\_\_\_\_
10. What is your name? \_\_\_\_\_

CALLER'S VOICE (circle)    Male    Female

Calm	Disguised	Nasal	Angry	Broken
Stutter	Slow	Sincere	Lisp	Rapid
Giggling	Deep	Crying	Squeaky	Excited
Stressed	Accent	Loud	Slurred	Normal

If voice is familiar, whom did it sound like? \_\_\_\_\_

Were there any background noises? \_\_\_\_\_

Person receiving call: \_\_\_\_\_

Date: \_\_\_\_\_ Telephone number call received at: \_\_\_\_\_

REPORT CALLS IMMEDIATELY TO: UWPD AT 9-1-1 or (206) 543-9331

#### Checklist 4: Bomb Threat Checklist

## ***PROCEDURE 3E: SUSPICIOUS PACKAGES AND MAIL***

A suspicious **LETTER** may have:

1. No Return Address
2. Restrictive markings, such as **PERSONAL!**
3. It is sealed with tape
4. The address has:
  - misspelled words
  - is addressed to a title but not a person
  - an incorrect title
  - is badly typed or handwritten

A suspicious **PACKAGE** may also have:

1. Oily stains, discolorations, or crystallizations on the wrapper
2. Stranger odor
3. Excessive tape
4. Is rigid or bulky
5. Lopsided or uneven
6. The weight is odd for its size

(**Reference:** US Postal Service Poster – <http://www.usps.com/cpim/ftp/posters/pos84.pdf>)

### **If you find a SUSPICIOUS PACKAGE/LETTER:**

1. **Handle with care.** Do not shake or bump.
2. Isolate it immediately
3. Don't open, smell, touch, or taste
4. Treat it as suspect
5. **Evacuate the area and call 9-1-1 from a safe location**

### **If you suspect the mail may contain:**

1. **A bomb or explosive:**
  - Evacuate immediately
  - **Call 9-1-1 from a safe location**
2. **A radiological threat:**
  - Limit exposure – do not handle
  - Evacuate area
  - Shield yourself from object
  - **Call 9-1-1 from a safe location**
3. **A biological or chemical threat:**
  - Isolate – Do not handle
  - Evacuate Immediate Area
  - Wash your hands with soap and warm water
  - **Call 9-1-1 from a safety location**

If the **LETTER OR PACKAGE** has already been opened, and a powder or other substance has spilled from the package or letter, **DO NOT CLEAN IT UP.** Leave it where it is, evacuate the area, wash your hands with soap and water, and call 9-1-1 from any Campus phone.

Due to occasional anthrax threats in the United States, the Washington State Health Department and Center for Disease Control have issued guidelines to follow if you suspect a letter could contain dangerous substances. The guidelines sent out by these agencies are in the following section.

## ***PROCEDURE 3F: ANTHRAX THREAT***

1. **Anthrax is a rare disease caused by bacteria**, which is capable of forming spores that can survive in the environment for long periods of time. In an intentional exposure, such as a bioterrorism event, breathing in the spores is the most likely route of exposure that might lead to a serious infection.
2. **Inhalation anthrax (through the lungs) is the most serious type of anthrax.** It is caused by inhaling anthrax bacteria into the lungs. Initial symptoms may resemble those of flu or a common cold, such as fever, cough, headache, chills, weakness, difficulty breathing, and chest discomfort. After several days, the symptoms may progress to severe breathing problems and shock. This type of anthrax infection is often fatal if not treated promptly.
3. **Follow Procedure 3E for Suspicious Letters and Packages. Specifically:**
  - a. DO NOT open the package
  - b. Call 9-1-1 to request police and fire
  - c. If the package has already been opened, and a powder or another substance spills out, DO NOT clean it up
  - d. Keep others away from the area
  - e. Evacuate the immediate area
  - f. Immediately wash your hands with soap and water
  - g. Ensure that all persons who have handled the letter/package wash their hands
  - h. Wait for the police and fire personnel to arrive
  - i. Start a list of names and telephone numbers for all persons who have handled the letter and who were in the immediate area when the letter/package was opened
4. **Police and fire personnel will:**
  - a. Secure the area
  - b. Assess and determine whether a credible threat exists
  - c. Secure the letter/package
  - d. Contact appropriate public health and other response officials
  - e. Decontaminate people and their clothing as appropriate
5. **Persons with Probable or Known Exposure:**
  - a. Will be directed to seek immediate medical attention
  - b. Will be monitored by local public health to ensure appropriate treatment and follow-up
6. **People without a known exposure:**
  - a. Should be assured that infection without known exposure is rare
  - b. Should seek medical care for further concerns following the incident
  - c. Should understand that there are not routine screening tests available to detect Anthrax infection in persons without known exposure to Anthrax spores
7. **Clean-up After the Spill of a Powder or Other Substances**

- a. **If police and fire deem that there is no credible threat:**
  - Clean up by custodial personnel should be accomplished by following established protocols for cleaning spills
  - Facilities without protocol should use a 1:10 solution of household bleach in water
  - Wetting powders before disturbing them during clean-up
- b. **If police and fire deem there is a credible threat,** they will determine who will clean the affected area before personnel will be allowed to return.

## ***PROCEDURE 3G: MEDICAL EMERGENCIES***

1. **Stay calm. Assess the situation.** Look for a Medic Alert bracelet or necklace on the person requiring help.
2. **Have someone call 9-1-1.** If you are alone, yell as loudly as possible for help. If you are unable to summon help, you have to call 9-1-1 first, and then return and assist the person to the best of your ability (see below).
3. **When calling 911, give the operator as much information as possible,** i.e. type of emergency, what help is needed, exact address, building name, room number, telephone number, information from Medic bracelet or necklace, and victim information. Don't hang up until you are told to do so by the 911 operator.
4. **Do not move the victim.**
  - a. **If the victim is unconscious:**
    - **CALL:** Check the victim for unresponsiveness. If there is no response, **Call 9-1-1** and THEN return to the victim. In most locations the emergency dispatcher can assist you with CPR instructions.
    - **BLOW:** Tilt the head back and listen for breathing. If not breathing normally, pinch nose and cover the mouth with yours and blow until you see the chest rise. Give 2 breaths. Each breath should take 1 second.
    - **PUMP:** If the victim is still not breathing normally, coughing or moving, begin chest compressions. Push down on the chest 1 1/2 to 2 inches 30 times right between the nipples. Pump at the rate of 100/minute, faster than once per second.
    - **CONTINUE WITH 2 BREATHS AND 30 PUMPS UNTIL HELP ARRIVES**  
NOTE: This ratio is the same for one-person & two-person CPR. In two-person CPR the person pumping the chest stops while the other gives mouth-to-mouth breathing.
  - b. **If the victim is choking:**
    - Make sure they are coughing and getting air.
    - If the victim cannot speak or cough, and you think something maybe lodged in their throat, from behind, slip your arms around the victim's waist. Make a fist with one hand and grasp with the other hand. Place your fist right above the navel area. Press into the abdomen with quick upward thrust. Repeat until the object is removed, or the victim starts breathing or coughing.
  - c. **If the victim is bleeding:**
    - Use rubber gloves (contained in the first aid kit) and apply pressure to the area.
    - If possible, elevate bleeding area above level of the heart.
5. **There is a First Aid and CPR guide located in all first aid kits.** These guides give detailed steps in the event of a heart attack, CPR and infant CPR, choking, bleeding, poisoning, and burns, as well as other injuries.
6. **EH&S recommends First Aid/CPR training** for a handful of building volunteers to assist with medical emergencies associated with building evacuation and emergencies.

### ***PROCEDURE 3H: CIVIL DEMONSTRATIONS***

1. Most demonstrations must be pre-approved through the UWPD Special Events Sergeant at (206-685-5258). With advanced planning there should not be disturbance or disruption to the normal campus schedule or activities. Should you find that a demonstration is causing a disruption to classes or businesses on our campus, contact the UWPD at 9-1-1 or the Special Events Sergeant at 206-685-5258.
2. In the unlikely event that a demonstration becomes destructive, get away from the area of potential harm and call 9-1-1.

## Appendix A

### Responsible Individuals

#### A. EVACUATION DIRECTOR AND ALTERNATES

1. Evacuation Director for *Experimental Education Unit*

*Name : Chris Matsumoto*  
*Title: Assistant Principal*  
*Physical location (room number): CD 171*  
*Phone number: 206-221-3868*  
*E-mail address: chris.mats@gmail.com*

2. Alternates for the Evacuation Director

*Name: Jim Cornwall*  
*Title: Fiscal Specialist Supervisor*  
*Physical locations (room number): CD 170*  
*Phone numbers: 206-221-4483*  
*E-mail address: cornwall@u.washington.edu*

#### B. EVACUATION WARDENS

*CD 101*  
*Zee Yilma*  
*206-221-3909*

*CD 116*  
*Susan Ramage*  
*206-221-3364*

*CD 163*  
*Jennifer Annable*  
*206-2214316*

#### C. FIRST AID CONTACTS

*Name: Chris Matsumoto*  
*Room number: CD 171*  
*Phone number: 206-22-3868*

*Name: Susan Ramage*  
*Room number: CD 116*  
*Phone number: 206-221-3364*

## **Appendix B (Optional)**

### **Unusually Hazardous Locations and Key Laboratory Personnel**

No areas of the Experimental Education Unit have been identified as unusually hazardous locations.

## Appendix C

### Building Evacuation Plan

*The evacuation plan should be used as a guide in developing evacuation procedures for all building occupants. Prepare and include detailed maps which show locations of Evacuation Assembly Points, mass assembly areas, and evacuation routes. These maps should be available for review by employees and posted at various locations. Many buildings are posted with general building evacuation plans already. Contact EH&S's Facility Safety Office at (206) 543-0465 for building evacuation floor plans or assistance in identifying assembly points.*

***Fire and evacuation drills are necessary to refine the evacuation procedure.***

#### A. EVACUATION PLANS

The posted floor plans identify exits and exit routes for the building. Occupants should go to the nearest exit when the alarm sounds. If access to the nearest exit is obstructed, the alternate exit should be taken.

#### B. EVACUATION ASSEMBLY POINTS/AREAS OF SAFE REFUGE

*The primary and secondary Evacuation Assembly Points (EAPs) for this building are:*

*Primary: East Lawn and Columbia Road*

*Secondary: Between EEU and CHDD buildings*

Building occupants will assemble at the primary EAP following a building evacuation. If the Evacuation Director finds the primary EAP unsuitable, then evacuees will be moved to the secondary EAP. Areas of Safe Refuge should be established inside the building for persons with disabilities or for buildings with more than four levels. Indicate each floor's designated EAPs and Areas of Safe Refuge on each emergency evacuation floor plan.

##### 1. Evacuation Assembly Points (*outside building*)

The Evacuation Assembly Point (s) should be an open area away from the building and out of the way of responding emergency personnel. Establish primary EAPs and secondary EAPs in case the primary cannot be occupied during or after an evacuation. A separate EAP may be necessary for earthquake evacuation. Occupants meet after evacuation so that they may be accounted for or lend assistance as needed. There may be more than one assembly point depending on the size of the building and the location of the exits. Note: Some EAPs may be unsuitable for assembly following an earthquake event.

##### 2. Areas of Safe Refuge (*inside building*)

- a. Occupants should have an Area of Safe Refuge (inside the building) four floors below their floor of origin if the building is designed for partial evacuation (i.e., only fire floor and floor above alarm).

- b. Establish Areas of Safe Refuge for persons with disabilities. Maintain a list of these locations that will be used by persons with disabilities, a system to account for persons with disabilities, and means to communicate with persons taking refuge in these areas. See Appendix D for further information.

## Appendix D

# Emergency Evacuation for Persons with Disabilities

### General

This appendix provides a general guideline of evacuation procedures for persons with disabilities, which would make exiting difficult, during fire and other building evacuations. Faculty, staff, students and visitors with disabilities must develop their own facilities' evacuation plans and identify their primary and secondary evacuation routes from each building they use.

- Be familiar with evacuation options.
- Seek evacuation assistants who are willing to assist in case of an emergency.
- Ask supervisors, instructors, Disabled Student Services, or Environmental Health & Safety about evacuation plans for buildings.

Most UW buildings have accessible exits at the ground level floor that can be used during an emergency. In buildings like the Health Sciences Center or Padelford Hall, people can move into the unaffected wings of the building rather than exiting. However, in most UW buildings people will need to use stairways to reach building exits. Elevators cannot be used because they have been shown to be unsafe to use in an emergency and in some buildings they are automatically recalled to the ground floor.

Evacuation Directors and Evacuation Wardens need to *pre-identify* staff, faculty, and students with disabilities and where they are located. Determine their Areas of Refuge and how they will evacuate from the building.

### Evacuation Options

Persons without disabilities must evacuate to the nearest exit. Persons with disabilities have four basic evacuation options.

- **Horizontal** evacuation: using building exits to the outside ground level or going into unaffected wings of multi-building complexes.
- **Stairway** evacuation: using steps to reach ground level exits from the building.
- **Stay in Place:** unless danger is imminent, remaining in a room with an exterior window, a telephone, and a solid or fire-resistant door. With this approach, the person may keep in contact with emergency services by dialing 9-1-1 and reporting his or her location directly. Emergency services will immediately relay this location to on-site emergency personnel, who will determine the necessity for evacuation. Phone lines are expected to remain in service during most building emergencies. If the phone lines fail, the individual can signal from the window by waving a cloth or other visible object.
- The Stay in Place approach may be more appropriate for sprinkler protected buildings or buildings where an “area of refuge” is not nearby or available. It may also be more appropriate for an occupant who is alone when the alarm sounds. A “solid” or fire-resistant door can be identified by a fire label

on the jam and frame. Non-labeled 1 3/4 inch thick solid core wood doors hung on a metal frame also offer good fire resistance.

- **Area of Refuge:** with an evacuation assistant, going to an area of refuge away from obvious danger. The evacuation assistant will then go to the building evacuation assembly point and notify the on-site emergency personnel of the location of the person with a disability. Emergency personnel will determine if further evacuation is necessary.

Usually, the safest areas of refuge are pressurized stair enclosures common to high-rise buildings, and open-air exit balconies. Other possible areas of refuge include: fire rated corridors or vestibules adjacent to exit stairs, and pressurized elevator lobbies. Many campus buildings feature fire rated corridor construction that may offer safe refuge. Taking a position in a rated corridor next to the stair is a good alternative to a small stair landing crowded with the other building occupants using the stairway. For assistance in identifying Areas of Refuge, call EH&S, Facility Safety Office at (206) 543-0465.

For false or needless alarms or an isolated and contained fire, a person with a disability may not have to evacuate. The decision to evacuate will be made by the Seattle Fire Department (SFD). The SFD will tell the individual their decision or relay the information via the University of Washington Police Department (UWPD).

## **Disability Guidelines**

Prior planning and practicing of emergency evacuation routes are important in assuring a safe evacuation.

### **Mobility Impaired - Wheelchair**

Persons using wheelchairs should stay in place, or move to an area of refuge with their assistant when the alarm sounds. The evacuation assistant should then proceed to the evacuation assembly point outside the building and tell SFD or UWPD the location of the person with a disability. If the person with a disability is alone, he/she should phone emergency services at 9-1-1 with their present location and the area of refuge they are headed too.

If the stair landing is chosen as the area of refuge, please note that many campus buildings have relatively small stair landings, and wheelchair users are advised to wait until the heavy traffic has passed before entering the stairway.

Stairway evacuation of wheelchair users should be conducted by trained professionals (SFD). Only in situations of extreme danger should untrained people attempt to evacuate wheelchair users. Moving a wheelchair down stairs is never safe.

### **Mobility Impaired - Non-Wheelchair**

Persons with mobility impairments, who are able to walk independently, may be able to negotiate stairs in an emergency with minor assistance. If danger is imminent, the individual should wait until the heavy traffic has cleared before attempting the stairs. If there is no immediate danger (detectable smoke, fire, or unusual odor), the person with a disability may choose to stay in the building, using the other options, until the emergency personnel arrive and determine if evacuation is necessary.

### **Hearing Impaired**

Some buildings on campus are equipped with fire alarm strobe lights; however, many are not. Persons with hearing impairments may not hear audio emergency alarms and will need to be alerted of emergency situations. Emergency instructions can be given by writing a short explicit note to evacuate.

Reasonable accommodations for persons with hearing impairments may be met by modifying the building fire alarm system, particularly for occupants who spend most of their day in one location. Persons needing such accommodation should contact Disability Services Office.

### **Visually Impaired**

Most people with a visual impairment will be familiar with their immediate surroundings and frequently traveled routes. Since the emergency evacuation route is likely different from the commonly traveled route, persons who are visually impaired may need assistance in evacuating. The assistant should offer their elbow to the individual with a visual impairment and guide him or her through the evacuation route. During the evacuation the assistant should communicate as necessary to assure safe evacuation.

## Appendix E

### Procedures for Planning and Scheduling Evacuation Drills

#### A. PREPARATION

##### 1. Meet with Evacuation Director and Evacuation Wardens to:

- a. Review procedures, duties, evacuation routes as outlined in the plan.
- b. Determine who will participate in the drill.
- c. Confirm participants are familiar with the plan.
- d. Establish a date and time for drill that is convenient but assures appropriate participation.

##### 2. Notification and Technical Assistance

- a. Call Facilities Services Signal Shop's Supervisors at (206) 685-1411 to arrange for a technician to activate the alarm system and reset it after the drill.
- b. Notify UWPD of the time and date of the drill.
- c. For assistance in conducting and evaluating the drill, notify EH&S Facility Safety Office at least one week in advance at (206) 543-0465 (optional).

##### 3. Publicize Drill Event to Building Occupants

Approximately three days before the drill post notices in conspicuous locations informing all occupants of the time and date of the drill. Notification via e-mail and other means is also encouraged.

#### B. DAY BEFORE DRILL

##### 1. Prepare any Special Props for the Drill (optional)

- a. Cardboard flames or balloon for location of fire.
- b. Cardboard smoke barriers to indicate blocked corridors and/or stairways.

##### 2. Confirm Responsibility Roles with Players

- a. Building staff (Evacuation Director and Evacuation Wardens).
- b. Plant Operations - to activate the alarm system.
- c. EH&S Facility Safety Office or other third party observer (optional).

## Appendix F

# Procedures for Conducting, Evaluating and Recording Evacuation Drills

### A. CONDUCTING THE EVACUATION DRILL

#### 1. Participation

The Washington Administrative Code 296-24-567 requires that all employees train a sufficient number of persons to assist in safe and orderly emergency evacuation of employees. To meet this requirement and satisfy public safety for all faculty, staff, students, and visitors, University buildings must conduct a fire drill that will include the participation of all the building occupants. It is recommended that the annual drill be conducted during Autumn Quarter to orient new faculty, staff and students.

#### 2. Alarm Activation and Evacuation

- a. Special props, if used, should be installed just prior to activating the alarm.
- b. A building wide alarm will be initiated by Plant Operations personnel upon request of the Evacuation Director. An “all call” announcement indicating that this is a drill will be made prior to activation of the speakers and strobes as follows:

“A building wide fire drill will commence in the next few minutes. This is only a drill but it requires full participation. If you are unfamiliar with fire drill procedures, please ask your colleague or other building occupant”.

- c. Evacuation of all occupants should follow in accordance with established procedures (See Section H and Appendix C).
- d. Evacuation Wardens must report to their area of responsibility.

### B. EVALUATING THE DRILL

The following should be verified by the Evacuation Wardens and Evacuation Director:

- Evacuation Wardens responded to assigned floor or area and performed assigned duties.
- Staff could hear clearly and respond to the alarm and any additional instructions.
- Evacuation Wardens accounted for missing occupants, guided occupants to safety, completed floor checks and reported to the Evacuation Director.
- Persons with disabilities were accounted for and helped.
- No one attempted to use elevators for evacuation.
- Occupants reported to nearest stair or exit and proceeded to an evacuation assembly point where applicable.
- Occupants who exited did not reenter prematurely.

### **C. RECORDING THE DRILL**

- The Evacuation Director will summarize evaluation comments and initiate appropriate follow-up for items that need improvement.
- The Evacuation Director will complete and distribute the Fire Drill Report Form (attached).

## **Appendix G**

# **Assembly Occupancies Procedures for Conducting, Evaluating and Recording Evacuation Drills**

### **A. CONDUCTING THE FIRE DRILL**

#### **1. Participation**

Section 405.2 of the Seattle Fire Code requires employees (event staff) of public assemblies with an occupancy of 50 or greater participate in fire drills or related activity at least every quarter (not to exceed 120 days). Patrons are not required to attend or participate. To meet this requirement assembly occupancies will:

- a. Every quarter or prior to the event for athletic and other seasonal events, the building Evacuation Director, or appointee, will meet with event staff to conduct a drill or exercise to review employee procedures and duties.
- b. A drill, exercise, or orientation will be performed whenever there is a change in staff, building/exit configuration, or other substantive change.

#### **2. Set up and Alarm Activation**

- a. Special props, if used, should be installed just prior to performing the drill.
- b. An assembly drill may be performed at the same time as a comprehensive building fire drill, or independently. If conducted as part of a larger building drill using the fire alarm system, Plant Operations personnel must first bypass the fire alarm panel so the Fire Department doesn't respond to an activated alarm system. If the drill is performed independently, activation of the alarm system may not be possible without disrupting the balance of the building. In this case the audible alarm may be simulated.
- c. Staff, ushers, stagehands and other associated staff should report to their area of responsibility. Requesting a small number of other persons to simulate patrons may be helpful in making the drill more realistic.

#### **3. Evacuation Procedures**

The following procedures should be simulated as practical for fire drills:

- a. As the alarm sounds, or upon instruction, begin evacuation. Staff, ushers, and stagehands should promptly assist patrons and players from the facility in a safe and orderly fashion.
- b. Keep people moving calmly, yet quickly. No one should be allowed to run. Assist those individuals with special needs.

- c. Use all exits. Prop exterior exit doors open to help facilitate evacuation. Outdoor lighting will encourage and help speed the evacuation of patrons.
- d. Keep patrons informed of the situation. Have a prepared evacuation message to help convey appropriate evacuation instruction and take pressure off staff.
- e. Instruct people to move away from the building to a predetermined evacuation assembly point.
- f. Prevent people from re-entering the building. (Patrons may re-enter the building only after the building has been declared safe by the Fire Department). **Silencing the alarm should not be considered an all-clear signal.**
- g. Meet the fire department. The building emergency coordinator or event designee should meet the arriving fire department to inform them of the situation and assist them as needed.
- h. Account for personnel as practical and identify a single location for patrons who have become separated from their parties to reunite.

## **B. EVALUATING THE DRILL**

The following should be considered in evaluating the drill:

- Did staff know the layout of the building?
- Did staff respond promptly as outlined above?
- Were all exits used?
- Is staff familiar with how to activate the fire alarm system?
- Is staff familiar with the evacuation procedures specific to this facility?
- Were all occupants accounted for?
- Is staff familiar with how to notify emergency services?
- Was a prepared evacuation statement read or available?
- Was the alarm audible?

## **C. RECORDING THE DRILL**

The Evacuation Director will complete and distribute the Fire Drill Report Form (Appendix H), record performance using evaluation questions above and on the form, and initiate appropriate follow-up for items which need improvement.

## **Appendix H**

# **Fire Drill Report Form**

Use the UoW 1213 form. A hard copy is available from the EH&S Facility Safety Office at (206) 543-0465.

An electronic copy of the UoW 1213 form is available at the EH&S website:

**<http://www.ehs.washington.edu/forms/fso/firedrillreport.pdf>**

## Appendix I Evacuation Warden Headcount Checklist

**Building/EAP Location:** \_\_\_\_\_ **Evacuation Warden Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

NAME OF EMPLOYEE/VISITOR	PRESENT	ABSENT	IN FIELD	INJURED	MISSING	LAST KNOWN LOCATION	EMERGENCY ASSIGNMENT
Name:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Name:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Name:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Name:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Name:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Name:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Name:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Name:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
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Name:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Name:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Name:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Name:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

**Checklist 5: Evacuation Warden Headcount Checklist**

## Appendix J

### About the UW Emergency Response Management Plan (ERMP)

In June of 2005, the University of Washington published a revised comprehensive ERMP for campus operation during large scale or campus-wide emergencies. Copies of the ERMP are available at the Emergency Management website ([www.washington.edu/emergency/ep](http://www.washington.edu/emergency/ep)). The following is a summary of the ERMP.

#### Introduction

The ERMP provides guidelines for the management of the immediate actions and operations required to respond to an emergency or disaster. The overall priorities of the University during a disaster are the protection of lives, live assets, valuable research processes, property, the community, and the environment. The overall objective is to respond to emergency conditions and manage the process of restoring University academic and research programs and services. This plan represents the Campus Emergency Management Plan, which encompasses the facilities, services and the administration of the UW Seattle campus.

#### Purpose of the Plan

This plan provides the management structure, key responsibilities, emergency assignments, and general procedures to follow during and immediately after an emergency. The University has established this plan to address the immediate requirements for a major disaster or emergency in which normal operations are interrupted and special measures must be taken to:

- Save and protect the lives of students, patients, employees, and the public.
- Manage immediate communications and information regarding emergency response operations and campus safety.
- Provide essential services and operations.
- Provide and analyze information to support decision-making and action plans.
- Manage University resources effectively in the emergency response.
- Ensure University-wide compliance with federal National Incident Management principles and requirements.

This plan does not supersede or replace the procedures for safety, hazardous materials response, or other procedures that are already in place at the University. It supplements those procedures with a temporary crisis management structure, which provides for the immediate focus of management on response operations and the early transition to recovery operations.

It is important to point out that this ERMP does not cover specific departmental operations, even for those departments assigned emergency response functions. All departments must establish their own emergency operations plan that considers their specific needs and how they will interface with the UW ERMP.

## **Appendix K**

# **Classroom Emergency Procedures for Head Teachers**

### **Instructor's Responsibility**

*“Because of the personal nature of safety performance, everyone with supervisory responsibility will be expected to directly participate in the supervision of programs to assure that safe working conditions are maintained. Faculty and staff shall be directly responsible for their own safety, for the safety of students and employees under their supervision; and for the safety of their fellow employees. This responsibility can neither be transferred nor delegated. Supervisors shall provide training for accident prevention as necessary, for those working under their direction.”*

Ref: "University Handbook", Vol. 4; Part VI; Chapter 4, University Safety Programs; Section 1, Statement of Policy and Responsibilities (Executive Order No. 55 of the President, last revision April 1994).

Consistent with this order, instructors must:

- Provide his or her class or audience with general information relating to emergency procedures. This information should be shared during the first week of class or at the start of a seminar. Please note the posted information for “Classroom Emergency Procedures/Checklist” at the end of this Appendix.
- Know how to report an emergency from the classroom being used.
- Assure that persons with disabilities have the information they need. The instructor should be familiar with the student's plan and be able to direct visitors with disabilities.
- Take responsible charge of the classroom and follow emergency procedures for all building alarms and emergencies.

### **Supplemental Information**

Every University department and unit should have a written Emergency Evacuation and Operations Plan covering specific procedures for their facility and employees. These plans will cover events such as: fire, earthquake, power outage, bomb threat, hazardous material spills, severe weather, etc. Instructors will find it helpful to review the plans for the buildings in which they teach to see if the plans differ from the general information provided here.

The “Instructor” is an authoritative figure for the student, either consciously or subconsciously, and can influence how the student responds in an emergency. Calm, collected, and clear directions by the instructor will have a calming effect on the students. In order for the instructor to exhibit this controlled personae he or she must be prepared for emergencies.

### How to Report an Emergency

Use the nearest fire alarm pull station. If possible, call 9-1-1 from any telephone. If there is a fire smaller than a trash can and you have been trained to use a fire extinguisher, use the nearest fire extinguisher to put out the fire.

Fire	<b>Activate Fire Alarm Pull Station</b>
And if possible	<b>Call 9-1-1</b>
Health/Police	<b>Call 9-1-1</b>
Hazardous Material Spill	<b>Call 9-1-1</b>
Facility or Utility Failure	<b>Call 5-1411 or 9-1-1 in an emergency</b>

### Emergency Evacuation Procedures

See Table K-1, *General Emergency Evacuation Information for EEU classroom staff*, which provides a general summary of emergency evacuation information for instructors.

Refer to the end of this Appendix for *Classroom Emergency Procedures/Checklist* for more specific emergency evacuation procedures.

**Table K-1. General Emergency Evacuation Information for EEU Faculty and Staff**

<b>EVACUATION ROUTES</b>	Floor plans that show evacuation routes are posted on building walls throughout the campus. If you have trouble finding a posted floor plan, contact the EH&S Facility Safety Office at (206) 543-0465.
	Evacuation routes in most University buildings lead the occupants out the building. However, in some high-rise buildings (see Appendix N of EEOP) the evacuation routes may lead occupants horizontally into another wing or down a couple of floors below the source of the alarm. These high-rise buildings may have Evacuation Assembly Points for both inside and outside the building.
<b>EVACUATION ASSEMBLY POINTS (EAPs)</b>  <i>Look on the building evacuation route floor plans for the designated Evacuation Assembly Points.</i>	Each building has designated EAPs. After the class leaves the alarmed building or area, it is important for them to go to the EAP where the presence of persons can be documented. At the EAP, the class will not interfere with responding emergency services nor place themselves at risk of injury from the emergency.
	Accounting for all students can be very difficult, particularly with a large class. However, an attempt must be made. After all the students have left the room/lab, instructors can: <ul style="list-style-type: none"> <li>▪ use the class roster,</li> <li>▪ use a head count, or</li> <li>▪ ask students about the students seated next to them in the classroom to see if they are at the assembly point.</li> </ul> You must also account for persons with disabilities (See Appendix D).
<b>EVACUATION FOR PERSONS WITH DISABILITIES</b>	If there is a person with a disability in the class, the instructor must be knowledgeable of their response and who may be assisting them. Four options are available to persons with disabilities: <ul style="list-style-type: none"> <li>▪ <b>Horizontal Evacuation</b> to outside or another building, if available.</li> <li>▪ <b>Stairway Evacuation.</b></li> <li>▪ <b>Stay in Place</b> unless danger is imminent.</li> <li>▪ <b>Area of Refuge</b> if available.</li> </ul>
<b>REPORTING TO EVACUATION DIRECTOR</b>	Notify the building Evacuation Director about any missing students and their last known location in the building. After exiting and accounting for students, the building Evacuation Director will notify emergency personnel of persons missing or trapped or persons with disabilities that are waiting assistance in areas of refuge.
<b>FIRE ALARMS</b>	Fire alarms will sound a slow WHOOP and include strobe lights for people with hearing disabilities. When the alarm sounds, everyone must exit the alarmed area according to the evacuation plan.
	Procedures that may be hazardous if left unattended should be shut down.
	Verify that everyone leaves and that all the doors are closed. Closed doors significantly reduce fire and smoke damage.
<b>EARTHQUAKES</b>	Most of the injuries that occur during earthquakes are caused by interior items falling on the building occupants, such as books, shelves, light fixtures, ceiling tiles and office equipment.
	The first thing to do during an earthquake is to have everyone <b>drop</b> to the floor, <b>cover</b> their head, and <b>hold that position.</b>

	After the shaking stops and if there is building damage, tell the class to collect their possessions calmly and evacuate the building to the Evacuation Assembly Point. Caution them to watch for brick and other exterior building materials that may have been knocked loose by the earthquake.
<b>POWER OUTAGES</b>	The University campus power system is served by the Campus Power Plant with back up from City Light and, over time, has proven to be fairly reliable, even during major windstorms. Many campus buildings are provided with emergency or standby power from the campus power plant's emergency generators. This system is automatic and should be operational within 60 seconds.
	If the power does go out during class, have the people stay in their seats for a little while and wait for the power to return. If the power does not return in a reasonable length of time (~ 5 minutes) then evacuate the classroom or laboratory. Evacuation should take advantage of available lighting unless the building is in alarm, then use the same evacuation procedures as during a fire.
	Caution the students that there is no rush and they should take their time exiting the building. Emergency lighting may or may not be functioning in the room, hallway, or stairways.

**Table 2: General Emergency Evacuation Information for EEU Faculty and Staff**

## Classroom Emergency Procedures/Checklist

1. What Emergency Preparedness materials should I have with me at class?

- Roster
- Important telephone numbers (in addition to Emergency numbers)  
Department Administrator/Manager \_\_\_\_\_  
Other - as appropriate \_\_\_\_\_

2. When you hear the **fire alarm**...

- Everyone should calmly collect their coats and books and exit the classroom, lecture hall, or laboratory. Please turn off the gas supplies in laboratories.

**Everyone Must Evacuate Immediately!**

- Verify that everyone leaves and that all the doors are closed. Closed doors significantly reduce fire and smoke damage.
- Leave the room/lab and go the nearest building exit. Know the location of alternate exits.

**The elevators cannot be used during an emergency evacuation!**

- Go to the Evacuation Assembly Point (See the posted floor plan in the exit corridors). Exception: Persons with disabilities may choose to remain in place or report to an area of refuge. See the University brochure, *Campus Health and Safety, Emergency Evacuation for Persons with Disabilities*.
- Account for students by using class roster. Notify the building Evacuation Director about any missing students and their last known location in the building.

3. When there is a **power outage**...

- Everyone should stay in their seat to see if the outage is temporary and to let their eyes adjust to the lower light level.
- If the outage appears to be long term, everyone should calmly collect their materials and carefully exit the building.

4. If there is an **earthquake**...

- Everyone **DROPS** to the floor, **COVERS** their head, and **HOLDS that position**.
- After the shaking stops, calmly evacuate the building to Evacuation Assembly Point. Evacuation floor plans are posted on walls for reference.

**Procedures that may be hazardous if left unattended should be shut down.**

Note: Additional information on emergency procedures, evacuation routes, and floor plans can be found posted on walls

## Appendix L

### University of Washington

# EMERGENCY EVACUATION AND PLANNING CHECKLIST

## Instructions

This emergency evacuation and planning checklist is provided by EH&S for Evacuation Directors and Evacuation Wardens to assess the readiness of their buildings for emergency evacuations. This checklist focuses on practices and procedures as outlined in the model EEOP. **It is recommended that Evacuation Directors complete this checklist annually.**

This checklist is composed of Part I and Part II. Part I contains a list of questions only. Part II contains the same list of questions, but also includes references and links to resources to assist Evacuation Directors and Wardens identify the necessary corrective actions to comply with EEOP procedures.

The procedures for completing this form are as follows:

1. The Evacuation Director should complete this checklist with assistance from Evacuation Wardens as needed.
2. Maintain a copy of the completed checklist with the building EEOP.
3. Share the completed form with the Evacuation Wardens and other stakeholders in the building for emergency evacuations.
4. Correct each identified deficiency as soon as possible and document corrections on the original form.
5. If you need assistance correcting conditions identified in the checklist, or have any questions or concerns about fire and life safety, whether they pertain to this inspection or not, contact the Facility Safety Office of Environment Health & Safety at (206) 543-0465.

This form was designed to help ensure compliance with Seattle Fire Department, International Fire Code, WISHA, and other codes and regulations. **This form is *not a comprehensive checklist* otherwise available from [EH&S](#) and should not be considered a substitute for a comprehensive survey or audit of regulatory requirements and code compliance.**

**UNIVERSITY OF WASHINGTON**

**EMERGENCY EVACUATION AND PLANNING CHECKLIST (Part I)**

Building: \_\_\_\_\_ Date: \_\_\_\_\_  
 Evacuation Director: \_\_\_\_\_ Evacuation Warden: \_\_\_\_\_  
 Director Phone/E-mail: \_\_\_\_\_ Warden Phone/E-mail: \_\_\_\_\_

**Please check the boxes indicating Yes (satisfactory), No (See Part II for Corrective Actions and Web Links for additional information), or N/A (not applicable).**

1. Do you have an up-to-date written Departmental Health and Safety Plan? Do your employees know about this plan, where to find it, and how to use it?	1 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
2. Do you have an up-to-date written Emergency Evacuation and Operations Plan (EEOP)?	2 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
3. Have the Evacuation Director and Evacuation Wardens attended UW emergency evacuation training?	3 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
4. Are fire and emergency evacuation drills done on a regular basis to keep employees, faculty, and staff aware of EEOP and emergency procedures?	4 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
5. Are new, temporary, and student employees informed about emergency procedures in the EEOP during the new employee safety orientation?	5 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
6. Are Evacuation Wardens familiar with the EEOP and building specific information such as escape routes, assembly points, areas of safe refuge for persons with disabilities, and how the alarm system responds?	6 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
7. Are Evacuation Wardens familiar with procedures in various types of emergencies: earthquake, fire, chemical release, bomb threat?	7 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
8. Do Evacuation Wardens and people in their areas of responsibility know the location of primary and secondary Evacuation Assembly Point(s)?	8 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
9. Do Evacuation Wardens know the locations and types of fire extinguishers in the building?	9 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
10. Are there adequate disaster supply kits and first aid kits in the building? Are Evacuation Wardens familiar with their location?	10 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
11. Are chemical spill kits available for each lab, shop or clinical area that contains chemicals or chemical products?	11 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
12. Do Evacuation Wardens follow an established procedure to conduct a head count of evacuated building personnel at the EAP?	12 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
13. Do Evacuation Wardens know the procedures to account for persons with disabilities, visitors, and people unfamiliar with the building?	13 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
14. Do Evacuation Wardens know the location of employees in the building who have basic emergency skills (first aid, CPR, CERT)?	14 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
15. Do Evacuation Wardens know the proper procedures for re-entering a building after different types of evacuations?	15 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

**Checklist 6: Emergency Evacuation and Planning Checklist Pt I**

**OTHER FIRE/LIFE SAFETY HAZARDS**

List any other hazardous conditions in need of correction that are not covered on this emergency evacuation checklist. Assign and document correction of each hazardous condition or concern.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**OTHER COMMENTS**

The space provided below can be used to comment on any conditions described in the above questions.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Signature of Evacuation Director: \_\_\_\_\_

## EMERGENCY EVACUATION AND PLANNING CHECKLIST (Part II)

### References and Links to Resources

<b>WRITTEN POLICIES AND PROCEDURES</b>
<p><b>1.</b> Do you have an up-to-date written Departmental Health and Safety Plan? Do your employees know about this plan, where to find it, and how to use it?</p> <p><b>Corrective Action:</b> Develop a written Departmental Health and Safety Plan using the Sample Health and Safety Plan available from the EH&amp;S website.</p> <p><b>Online:</b> <a href="http://www.ehs.washington.edu/ohshsplans/index.shtm">http://www.ehs.washington.edu/ohshsplans/index.shtm</a></p> <p><b>Completion Date:</b></p>
<p><b>2.</b> Do you have an up-to-date written Emergency Evacuation and Operations Plan (EEOP)?</p> <p><b>Corrective Action:</b> Develop a written EEOP for your building using the sample model plan for low-rise buildings at the EH&amp;S website.</p> <p><b>Online:</b> <a href="http://www.ehs.washington.edu/fsoemerprep/modevacplans.shtm">http://www.ehs.washington.edu/fsoemerprep/modevacplans.shtm</a></p> <p><b>Completion Date:</b></p>
<b>EMPLOYEE AND VISITOR TRAINING</b>
<p><b>3.</b> Have the Evacuation Director and Evacuation Wardens attended UW emergency evacuation training?</p> <p><b>Corrective Action:</b> Register Evacuation Directors and Evacuation Wardens to attend the <i>Floor Warden/Building Evacuation Training</i> course offered by EH&amp;S. Additional training, such as first aid/CPR certification and earthquake/disaster preparedness, should occur as needed.</p> <p><b>Online:</b> <a href="http://www.ehs.washington.edu/psotrain/corsdesc.shtm">http://www.ehs.washington.edu/psotrain/corsdesc.shtm</a></p> <p><b>Completion Date:</b></p>
<p><b>4.</b> Are fire and emergency evacuation drills done on a regular basis to keep employee, faculty, and staff aware of EEOP and emergency procedures?</p> <p><b>Corrective Action:</b> Conduct annual fire and evacuation drills in general office and classroom buildings, and quarterly in healthcare facilities following the fire drill requirements at EH&amp;S website. Use the Fire Drill Report form at the EH&amp;S website to document the effectiveness of the drill.</p> <p><b>Online:</b> <a href="http://www.ehs.washington.edu/fsoemerprep/fireexitrequirements.shtm">http://www.ehs.washington.edu/fsoemerprep/fireexitrequirements.shtm</a> <a href="http://www.ehs.washington.edu/forms/fso/firedrillreport.pdf">http://www.ehs.washington.edu/forms/fso/firedrillreport.pdf</a></p> <p><b>Completion Date:</b></p>

5. Are new, temporary, and student employees informed about emergency procedures in the EEOP during the new employee safety orientation?

**Corrective Action:** During new employee safety orientation, inform employees, including temporary staff and student employees, about the emergency evacuation procedures contained in the EEOP.

**Online:** <http://www.ehs.washington.edu/forms/psa/NewEmployeeSafetyOrientation.pdf>

**Completion Date:**

## EVACUATION WARDEN RESPONSIBILITIES

6. Are Evacuation Wardens familiar with the EEOP and building specific information such as escape routes, assembly points, areas of safe refuge for persons with disabilities, and how the alarm system responds?

**Corrective Action:** Evacuation Wardens should review the building EEOP at least annually. Be familiar with the function and activities of building staff during many types of emergencies, escape routes, areas of safe refuge for persons with disabilities, and assembly points. Be familiar with how the fire alarm system responds when initiated.

**Online:** <http://www.ehs.washington.edu/fsoemerprep/evacwardduties.shtm>

**Completion Date:**

7. Are Evacuation Wardens familiar with procedures in various types of emergencies: earthquake, fire, chemical release, bomb threat?

**Corrective Action:** Evacuation Wardens must be familiar with emergency and evacuation procedures for various types of emergencies, including basic sheltering in place, and share this information with employees in their area of responsibility. Review relevant sections of EEOP and conduct periodic drills with each type of major emergency.

**Online:** <http://www.ehs.washington.edu/fsoemerprep/emergproc.shtm>

**Completion Date:**

8. Do Evacuation Wardens and people in their areas of responsibility know the location of primary and secondary Evacuation Assembly Point(s)?

**Corrective Action:** Evacuation Wardens need to know the location of primary and secondary EAP(s) and share this information with employees in their area of responsibility.

**Online:** <http://www.ehs.washington.edu/fsoemerprep/evacinfo.shtm>

**Completion Date:**

## DISASTER SUPPLY/EMERGENCY KITS

9. Do Evacuation Wardens know the locations and types of fire extinguishers in the building?

**Corrective Action:** Evacuation Wardens should familiarize themselves with the location and types of fire extinguishers in the building. Locate these on evacuation floor plans in the EEOP. Take EH&S training class on fire extinguisher use as necessary.

**Online:** <http://www.ehs.washington.edu/fsofire/fireextinguishers.shtm>

**Completion Date:**

**10.** Are there adequate disaster supply kits and first aid kits in the building? Are Evacuation Wardens familiar with their location?

**Corrective Action:** Obtain disaster supplies sufficient for building occupants to use for at least five days. Obtain first aid kits and strategically place throughout the building. Both are available from University Stores. If an Automated External Defibrillator (AED) is located in the building, Evacuation Wardens should know their location.

**Online:** <http://www.washington.edu/admin/purchstores/stores/disaster/index.html>  
<http://www.ehs.washington.edu/ohshsplans/firstaidkit.shtm>

**Completion Date:**

**11.** Are chemical spill kits available for each lab, shop or clinical area that contains chemicals or chemical products?

**Corrective Action:** Obtain chemical spill kits if needed. These are available from University Stores. Familiarize Evacuation Wardens with location of kits.

**Online:** <http://www.washington.edu/admin/purchstores/stores/disaster/index.html>  
<http://www.ehs.washington.edu/ohshsplans/firstaidkit.shtm>

**Completion Date:**

## **EVACUATION PROCEDURES**

**12.** Do Evacuation Wardens follow an established procedure to conduct a head count of evacuated building personnel at the EAP?

**Corrective Action:** Train Evacuation Wardens to follow a set procedure for ensuring occupants have left their area and use a checklist of names at the EAP to account for the occupants in their area of responsibility. The Evacuation Director and emergency responders need to be notified immediately about any missing personnel.

**Online:** <http://www.ehs.washington.edu/fsoemerprep/evacwardduties.shtm>

**Completion Date:**

**13.** Do Evacuation Wardens know the procedures to account for persons with disabilities, visitors, and people unfamiliar with the building?

**Corrective Action:** Establish written procedures for Evacuation Wardens to account for persons with disabilities, special needs individuals, and building visitors after evacuation. Develop evacuation options as outlined in Appendix D of the model EEOP and as described at the EH&S website indicated below.

**Online:** <http://www.ehs.washington.edu/fsoemerprep/assemblyoccevac.shtm>  
<http://www.ehs.washington.edu/fsoemerprep/firesafetydirectorresp.shtm>  
<http://www.ehs.washington.edu/fsoemerprep/disableddevacguide.shtm>

**Completion Date:**

**14.** Do Evacuation Wardens know the location of employees in the building who have basic emergency skills (first aid, CPR, CERT)?

**Corrective Action:** Maintain a list of employees who have first aid/CPR training and their locations in the building. If your building has a CERT team, know who is on the team and their location in the building.

**Online:** <http://www.ehs.washington.edu/fsoemerprep/index.shtm>

[http://www.washington.edu/admin/business/oem/cert/buildings\\_teams.html](http://www.washington.edu/admin/business/oem/cert/buildings_teams.html)

**Completion Date:**

**15.** Do Evacuation Wardens know the procedures for re-entering a building after different types of evacuations?

**Corrective Action:** Familiarize Evacuation Directors and Evacuation Wardens with proper re-entry procedures. An evacuated building may be re-entered only after an "ALL CLEAR" determination is made by the Seattle Fire Department or the UW Police Department.

**Online:** <http://www.ehs.washington.edu/fsoemerprep/emergproc.shtm>

**Completion Date:**

**Checklist 7: Emergency Evacuation and Planning Checklist Pt II**

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## Appendix M

### Evacuation Director Post Earthquake Checklist Following a Mild Earthquake (Gentle Rolling Motion)

After a mild earthquake (gentle rolling motion), the Evacuation Director may use the attached checklist as a guide to determine if a building should be (1) evacuated, and (2), if evacuated, if the building can be re-occupied without receiving an all-clear signal from the Seattle Fire Department and/or the campus ATC-20 teams.

At all times, the safety of building occupants is paramount. This checklist is primarily used for general guidance in decision-making. However, if Evacuation Directors observe ANY conditions in their building that they suspect are unsafe or that they are uncertain about, then the building should not be reoccupied until the SFD and/or ATC-20 teams have given permission to re-enter the building. Always err on the side of safety. Be aware that strong aftershocks can occur as well, which should be considered before re-occupying a building.

\*\*\*\*\*

***EXCLUSIONS: After ANY seismic event, the buildings listed below in Sections A and B will ALWAYS be evacuated and await re-entry until permission to re-enter is given by Seattle Fire Department, ATC-20 earthquake inspection teams, and/or the EOC.***

***This checklist will not be used in the buildings listed below.***

\*\*\*\*\*

A. The following buildings have asbestos-containing materials in public areas (i.e., fireproofing above ceilings or plaster materials on walls/ceilings) that could become loose (**EVACUATE! Do not use checklist**):

Balmer Hall	Magnuson HSB - T-Wing	Pack Forest
Communications Building	Materials Test Lab	Playhouse Theater
Friday Harbor Shaw Beach House	McCarty Hall	Schmitz Hall
Kincaid Hall	More Hall	Student Union Building (HUB)
Magnuson HSB - BB-Tower		

These buildings will not be re-occupied until an asbestos consultant has surveyed the buildings and determined that they are safe to re-enter. The EOC will notify a building representative when this determination is completed.

B. In 1991, the *Earthquake Readiness Advisory Committee* (ERAC) evaluated buildings on campus for damage potential in a major earthquake. The following buildings are excluded from using this checklist because of higher potential for damage or greater life safety risk (**EVACUATE! Do not use checklist**):

Anderson Hall	Hanse Hall	Pavilion Pool - Men's
Art Building	Hutchinson Hall	Plant Operations Building
Canoe House	Lewis Hall	Roberts Hall
Chemistry Library Building	Marine Sciences	Raitt Hall
Clark Hall	Miller Hall	Savery Hall
Denny Hall	Music Building	Smith Hall
Faculty Center	Observatory	Student Union Building (HUB)
Gowen Hall		

## Evacuation Director Post Earthquake Checklist

### Following a *Mild* Earthquake (Gentle Rolling Motion)

Complete this checklist following a *mild* earthquake. Evacuation Directors should use extreme caution and care when surveying their building. If the answer is YES for those items which list **(EVACUATION)**, then evacuate the building (unless conditions outside the building are too hazardous for evacuation and assembly). Notify UWPD at 9-1-1 (or by runner if the telephone system is not working) to report the building evacuation and the reason(s) for the evacuation. The building will remain evacuated until ATC-20 structural assessment teams and/or Seattle Fire Department has cleared the building for re-entry.

If the evacuation director checks YES on one of the items on the checklist that does not list an **(EVACUATION)** notation, then the evacuation of the building is at the discretion of the Evacuation Director. Consider if the observed conditions represent a safety or health risk to workers, students, or visitors to the building. Also report any hazardous materials spills/leaks and utility line damage to 9-1-1.

*Whether the building is evacuated or re-entered, deliver a copy of this completed checklist to either the Unit Response Center or the EOC. Post a completed copy near the main entrance(s) for emergency response personnel to reference.*

Building Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Evacuation Director: \_\_\_\_\_ Director Phone/E-mail: \_\_\_\_\_

UTILITIES	
1. Is the power out? <b>(EVACUATE)</b>	1 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
2. Are there any damaged, leaking or ruptured utilities? <b>(EVACUATE)</b>	2 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
3. Do you smell natural gas or hear a hissing noise from a gas leak? <b>(EVACUATE)</b>	3 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
4. Are there any light fixtures that are hanging loose from the ceilings, fallen on the floor, or any exposed wires? <b>(EVACUATE)</b>	4 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
5. Is there evidence of leaking or ruptured water lines, such as water leaking from ceilings, floors, or walls? <b>(EVACUATE)</b>	5 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
6. Are there damaged steam pipes or radiators? Is there visible steam leaking from these sources? <b>(EVACUATE)</b>	6 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
7. Are there exposed, damaged, frayed, or broken electrical cords, electrical wire/cable, or cable conduit? <b>(EVACUATE)</b>	7 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

8. Are there damaged sinks, toilets, piping or other plumbing <b>(EVACUATE if water is leaking or running uncontrolled)</b> ?	8 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
9. Is hot water heater(s) detached or leaking <b>(EVACUATE if gas water heater)</b> ?	9 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
10. Are telephones and/or computer network out of order?	10 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>MECHANICAL/ELECTRICAL EQUIPMENT</b>	
11. Is there damaged air handling equipment such as fans, fan motors, or ductwork? <b>(EVACUATE)</b>	11 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
12. Are there damaged electrical panels, circuit breakers, or leaking transformers?	12 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
13. Are elevator doors stuck in a closed or partially open position <b>(EVACUATE)</b> ?	13 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
14. Is the elevator stuck between floors? <b>(EVACUATE)</b>	14 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
15. Have any appliances such as refrigerators and freezers toppled over?	15 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>HAZARDOUS MATERIALS/CONDITIONS</b>	
16. Are there fires in the building too large to be contained by a trained and competent person with a fire extinguisher (larger than a wastebasket)? <b>(EVACUATE)</b>	16 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
17. Have hazardous chemicals or other hazardous materials leaked or spilled, and is the spill larger than can be cleaned up with a chemical/biological spill kit by competent and trained personnel? <b>(EVACUATE)</b>	17 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
18. Are there any damaged or leaking compressed gas cylinders, high pressure vessels, or storage tanks? <b>(EVACUATE)</b>	18 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
19. Have numerous bookcases, filing cabinets, computer monitors, and other building furnishings toppled over? Are they blocking emergency exits? <b>(EVACUATE)</b>	19 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
20. Is there damaged pipe insulation or fireproofing that are labeled or known to be asbestos-containing? <b>(EVACUATE)</b>	20 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>WALLS, FLOORS, CEILINGS, WINDOWS</b>	
21. Are there uneven floors, buckled carpets, or broken tile/vinyl flooring? <b>(EVACUATE)</b>	21 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

22. Do any walls, support columns, or beams appear bent, twisted, sagging or leaning? <b>(EVACUATE)</b>	22 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
23. Are there severe cracks in the walls? <b>(EVACUATE)</b>	23 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
24. Are there any doors or windows difficult to open or close? <b>(EVACUATE)</b>	24 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
25. Is the suspended ceiling framework bent, twisted, or fallen? <b>(EVACUATE)</b>	25 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
26. Is there damage to stairs, stairwells, or handrails?	26 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
27. Are there displaced or fallen ceiling tiles?	27 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
28. Are there damaged or broken windows and/or window frames?	28 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>BUILDING FAÇADE/OUTDOORS</b>	
29. Are any outside building components (brick, mortar, stonework, chimneys) cracked or broken? Are there chunks of debris on the ground near the base of the building? ( <i>Caution: avoid debris as EVAC occurs and while waiting for all clear.</i> )	29 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
30. Are there downed trees, power poles, electrical wires outside the building? ( <i>Caution: If evacuating building, avoid debris and wires as EVAC occurs and while waiting for all clear.</i> )	30 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

**Checklist 8: Evacuation Director Post Earthquake Checklist**

**Deliver a copy of this completed checklist to either the Unit Response Center or the EOC. Post a completed copy near the main entrance(s) for emergency response personnel to reference.**



## Appendix O

### Acronym List

<b>ATC-20</b> .....	Applied Technology Council (Rapid Assessment Teams for Earthquakes)
<b>CERT</b> .....	Campus Emergency Response Team
<b>EAP</b> .....	Evacuation Assembly Point
<b>ECS</b> .....	Emergency Communication System
<b>EEOP</b> .....	Emergency Evacuation and Operations Plan
<b>EH&amp;S</b> .....	Environmental Health and Safety Department
<b>EOC</b> .....	Emergency Operations Center
<b>ERMP</b> .....	Emergency Response Management Plan
<b>FOMS</b> .....	Facility Operations Maintenance Specialist
<b>HVAC</b> .....	Heating, Ventilation, and Air-Conditioning
<b>ICS</b> .....	Incident Command System
<b>MSDS</b> .....	Material Safety Data Sheet
<b>MyChem</b> .....	EH&S Online Chemical Inventory Management System
<b>OEM</b> .....	Office of Emergency Management
<b>SFD</b> .....	Seattle Fire Department
<b>SOP</b> .....	Standard Operating Procedure
<b>UW</b> .....	University of Washington
<b>UWPD</b> .....	University of Washington Police Department
<b>WAC</b> .....	Washington Administrative Code