

Section A: STUDENT INFORMATION

2009-2010 Student Events Calendar

Autumn Quarter 2009	
September 21-24	Class of 2013 Orientation Events
September 25-26	Pack Forest Retreat
September 28	Medicinal Chemistry Qualifying Exam, 9:30am in Room T625
September 28	Welcome to the Profession Ceremony 2:00pm in Hogness Auditorium
September 30	Autumn Quarter classes begin
October 6	Last day to drop, add, or change courses on MyUW without incurring a \$20 fee
October 7-9	AMCP Educational Conference, San Antonio, TX
October 16	Autumn Quarter Tuition Due
October 16-18	APhA-ASP Mid Regional Meeting in Portland, OR
October 17-21	National Community Pharmacists Association Convention (NCPA) in New Orleans, LA
October 18-21	ACCP Annual Meeting in Anaheim, CA
October 28	UWSOP Career Day in South Campus Center
November 6	Registration for Winter Quarter 2010 begins
November 6-7	WSPA Annual Meeting in Tulalip, WA
November 11	HOLIDAY – Veterans Day
November 18-21	ASCP Annual Meeting in Anaheim, CA
November 26-27	HOLIDAY – Thanksgiving Break
December 6-10	ASHP Midyear Clinical Meeting in Las Vegas, NV
December 11	Last day of instruction
December 14-18	Final Exam Week
Winter Quarter 2010	
January 4	Winter Quarter 2010 classes begin
January 8	Last day to drop, add, or change courses on MyUW without being assessed a \$20 fee
January 18	HOLIDAY – Martin Luther King Jr. Birthday
January 22	Winter Quarter Tuition due
February 15	HOLIDAY – President's Day
February 19	Registration for Spring Quarter 2010 begins
February 26-28	WSPA Mid-Winter Ski and CE Seminar TBA
March 12	Last day of instruction
March 12-15	APhA Annual Meeting, Washington, D.C
March 15-19	Final Exam Week
Spring Quarter 2010	
Spring Qtr. TBA	Katterman Lecture
March 29	Spring Quarter 2010 classes begin
April 2	Last day to drop, add, or change courses on MyUW without being assessed a \$20 fee
April 7-10	AMCP Annual Meeting, San Diego
April 16	Spring Quarter Tuition due
April 19	Registration for Summer Quarter 2010 begins
TBA	Registration for Autumn Quarter 2011 begins
April 23-27	ACCP Spring Research and Practice Forum, Charlotte, NC
May 26-28	ASCP Midyear Conference in Phoenix, AZ

May 31	HOLIDAY – Memorial Day
June 3-6	2010 Northwest Pharmacy Convention Coeur d'Alene, ID
June 4	Last day of instruction
June 6-9	ASHP Summer Meeting in Tampa, FL
June 7-11	Final Examinations
June 11	School of Pharmacy Graduate Recognition Ceremony
June 12	UW Commencement Ceremony
Summer Quarter 2010	
June 21	Full Term and A Term classes begin
July 5	HOLIDAY – Independence Day
July 10-14	AACP Annual Meeting in Seattle, WA
July 21	Term A classes end
July 22	Term B classes begin
August 20	Full Term and B term classes end

AACP - American Association of Colleges of Pharmacy
 ACCP - American College of Clinical Pharmacy
 AMCP - Academy of Managed Care Pharmacy
 APhA - American Pharmacists Association
 ASCP - American Society of Consultant Pharmacists
 ASP - Academy of Student Pharmacists

ASHP - American Society of Health-System Pharmacists
 NCPA - National Community Pharmacists Association
 UPPOW - Unified Professional Pharmacy Organizations of Washington
 WSPA - Washington State Pharmacy Association

The UW Academic Calendar is located: <http://www.washington.edu/students/reg/0910cal.html#Q3>.

School of Pharmacy Events & Information Updates

Student Google Calendar

Starting Fall 2009, the ASP office will be implementing a new updated version of the Student Events Google calendar. All PharmD students will now have access to the calendar to post events/meetings. All events/meetings posted on the calendar must be school appropriate activities (i.e. no personal parties or events). The Student Events calendar can be found on the following website: <http://www.pharmacy.washington.edu/students/calendar.html>

If you would like to post an event/meeting on the Student Event's Google calendar, here are the following steps:

- 1) Visit the Google website: <http://www.google.com/>
- 2) Sign in using the following username and password.
 - Username: sopstudentcalendar@gmail.com
- 3) Click on the "more" option on the top of the webpage and select from the drop-down menu "Calendar".
- 4) Find the date you want to post your event on, click on the appropriate time, fill out the logistical information and click save.
- 5) When posting an event, the ASP office requires the following information submitted in the description section of the posting:
 - your full name and organization (if applicable)
 - date you posted the event
 - your email address

Please note the following protocol:

- Students cannot cancel any other person/organization's event on the Google Student Event Calendar.

- If there is a double booking, both parties must notify each other of the double booking. Events can be double booked as long as both parties have been contacted.
- Please remember that all PharmD students, staff and faculty will have access to this calendar so please make sure your postings are respectful and academically appropriate.
- If you have an issue or problem posting events on the calendar, please contact Vanessa Barone, veb@u.washington.edu. **DO NOT EMAIL** sopstudentcalendar@gmail.com, this email address will not be checked for messages.

Twitter

The ASP Office will be using the website Twitter this year as a new way to communicate to the student body. The use of twitter is not required and is totally voluntary. All students are still required to view all timely emails from the ASP office. If you would like to sign up for Twitter, please visit the following website: www.twitter.com and create an account. Our name on twitter is “sopasp”.

Student Information Updates

Policy on Updating Student Information:

Students are responsible for updating directory information (e.g., e-mail address, current address, telephone, emergency contacts, and authorization to release information) through:

- UW Office of the Registrar online at <http://myuw.washington.edu/> using your UW NetID or by phone at (206) 543-3868, 24 hours a day.
- School of Pharmacy’s Office of Academic and Student Programs by emailing veb@u.washington.edu or calling (206) 543-6100.

It is important that directory information be kept current, as important messages from the School and University are sent to students based on what is listed in these records.

Emergency Contacts: Although it is not required, we suggest that you consider listing an emergency contact with the Registrar’s Office.

Student Directory Information

Although this office does not provide a student directory, e-mail and telephone numbers are available through the UW website (<http://www.washington.edu/home/peopledir>) provided the student authorizes release of directory information to the public. *This policy is enforced to protect the privacy of all students not wishing their information released.*

Personal Release

In order to publish your name and/or picture in any School of Pharmacy related publications, including class composite pictures or the graduate recognition ceremony program, the School requires a signed Personal Release form. If you do not wish to authorize the use of your name and/or picture you may indicate this on the form. **Regardless of the authorization of release preference, all students are required to complete the Personal Release form and submit it to our office.**

Computer Policy

While the School does not require incoming students to purchase computers, we encourage you to have one for your personal use. The successful completion of the program will require that you have routine and full access to a computer and the ability to use web browsers to download and read handouts, course-related documents and interactive modules that are posted on websites. During your course of study, you

will need to read and post electronic messages several times per week to complete assignments. In addition you will be required to print most assignments and syllabi. Students may request financial assistance to purchase a computer by contacting the UW Office of Student Financial Aid.

Web Site Contacts

<i>UW SCHOOL OF PHARMACY STUDENT ORGANIZATIONS</i>	
Academy of Managed Care Pharmacy (AMCP)	http://www.students.washington.edu/uwamcp/
American Society of Consultant Pharmacists (ASCP)	http://students.washington.edu/ascpuw/
Kappa Psi	http://students.washington.edu/kappapsi
Lambda Kappa Sigma	http://staff.washington.edu/jeandinh/lks/
Phi Lambda Sigma	http://students.washington.edu/plsuw/
Rho Chi	http://students.washington.edu/rhochi/
Unified Professional Pharmacy Organizations of Washington (UPPOW)	http://www.students.washington.edu/uppow/

<i>UW RESOURCES</i>	
Academic Calendar	http://www.washington.edu/students/reg/calendar.html
Computing and Networking	http://www.washington.edu/computing/
Student Guide: (MyUW, Time Schedule, Tuition, UW Course Catalog, etc.)	http://www.washington.edu/students/
University Bookstore	http://www.bookstore.washington.edu
University of Washington Faculty/Staff/Student Directory	http://www.washington.edu/home/peopledir/

<i>PROFESSIONAL ORGANIZATIONS</i>	
American Association of Colleges of Pharmacy (AACCP)	http://www.aacp.org/
American College of Clinical Pharmacy (ACCP)	http://www.accp.com/
Academy of Managed Care Pharmacy (AMCP)	http://www.amcp.org
American Pharmacists Association (APhA)	http://www.aphanet.org/
American Society of Consultant Pharmacists (ASCP)	http://www.ascp.com/
American Society of Health-System Pharmacists (ASHP)	http://www.ashp.org/
National Community Pharmacists Association (NCPA)	http://www.ncpanet.org/
Washington State Pharmacy Association (WSPA)	http://www.wsparx.org/
Washington State Board of Pharmacy	http://www.doh.wa.gov/hsqa/professions/Pharmacy/default.htm
Accreditation Council for Pharmacy Education	http://www.acpe-accredit.org

<i>ADDITIONAL RESOURCES</i>	
Pharmacy Resources Network – Drug Information	http://uw.prnrx.org/
Practicum Information	http://depts.washington.edu/pharmopp/
School of Pharmacy Home Page	http://www.pharmacy.washington.edu
Student Events Calendar (UWSOP)	http://www.pharmacy.washington.edu/students/calendar.html
Student Handbook	http://depts.washington.edu/pha/students/info.html

UW Policies and Procedures

Policy on Special Accommodations

The University, through the Disability Resources for Students Office, arranges academic accommodations for enrolled students. Services must be arranged in advance and require documentation of the disability, verifying the need for such accommodation or service. Technical and adaptive equipment is available through both the Disability Resources for Students Office and Desktop Computing Services. Additional information is available by calling (206) 543-8924 or (206) 543-8925 (Voice/TTY).

UW Release of Student Directory Information

The Family Educational Rights and Privacy Act (FERPA) of 1974 protects the privacy of your education records. However, the following information is considered public or directory information and may be released to anyone unless you inform the Office of the Registrar that you do not wish any information released:

- name
- telephone number
- e-mail address
- major field of studies
- dates of attendance
- degrees and awards received
- full or part-time enrollment status
- educational institutions attended
- for athletes: date-of-birth, weight & height

If you do not wish to authorize directory release and do not want your directory information to appear in the published or electronic Student Directory, you may restrict access through [MyUW](#). You may also call the address change service at (206) 543-3868 to restrict access to this information. No information will be released on students who have restricted release of directory information, including degrees awarded and dates of attendance.

Disclosure of Student Records (FERPA)

As a general rule the University will not release a student's education records to a third party without written consent of the student. The complete University policy on student education records and the location of such records may be found in the Washington Administrative Code under WAC 478-140. Manuals containing the Code are available at Reference Stations on campus. The policy covers such items as accessibility, review and expunging of inaccurate records, and costs to be charged for copies of student records. Information release forms for tuition account information only may be obtained from the Student Accounts Office, 129 Schmitz.

Under the provisions of the Family Educational Rights and Privacy Act (FERPA), you have the right to:

1. inspect and review information contained in your education records,

2. challenge the contents of your education records,
3. request a hearing if the outcome of the challenge is unsatisfactory,
4. submit an explanatory statement for inclusion in the education record if the outcome of the hearing is unsatisfactory,
5. prevent disclosure with certain exceptions of personally identifiable information,
6. secure a copy of the institution policy, and
7. file complaints with the Department of Education concerning alleged failures by institutions to comply with the Act. Written complaints should be directed to FERPA, Department of Education, Room 4074, Switzer Building, Washington D.C. 20202.

Academic files are located in the Office of Academic and Student Programs, H-362. Students may have access to their own file during normal business hours, 8-5, Monday through Friday. The office will be open during breaks and operates during normal business hours with the exception of national holidays.

Tuition Obligations/Schedule Changes

When you register for courses at the University of Washington, you are obligated to pay the associated tuition and related fees for those classes unless you officially drop your classes by the end of the first week of the quarter. You are billed tuition based on the number of credit hours, including audit courses that you are registered for at the beginning of the quarter.

Schedule changes become effective the date they are received and processed in the Registration Office, or in an academic department.

Class Drop Policies

- Students who drop classes by the 7th calendar day of the quarter receive full credit for any reduction in tuition due to the drop.
- Students who drop classes between the 8th & 30th calendar days* of the quarter receive a refund of one-half of the tuition reduction associated with the drop. This is an addition to the \$20 Late Change of Registration Fee.
- Students who drop classes after the 30th calendar day* of the quarter receive no reduction in tuition and will also be charged a \$20 Late Change of Registration Fee.

* 21st calendar day in Summer Quarter.

The Tuition Forfeiture and Refund Schedule can be found online at:
http://www.washington.edu/students/sfs/sao/tuition/t_withdraw.html

Policy on Equal Opportunity

The University of Washington, as a standing policy, does not discriminate on the basis of race, color, creed, religion, national origin, sex, sexual orientation, age, marital status, disability, or status as a disabled veteran or Vietnam era veteran. Any discriminatory action can be a cause for disciplinary action. This policy applies to all University programs and facilities including, but not limited to, admissions, educational programs, employment, and patient and hospital services. Such discrimination is prohibited by Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, Age Discrimination in Employment Act Amendments of 1978, Vietnam Era Veteran's Readjustment Assistance Act of 1974, other federal and state statutes and regulations, and University policy. Coordination of the compliance efforts of the University of Washington with respect to all of these laws and regulations is under the direction of the

Equal Employment Officer: Prudence Miles, Director, Office of Equal Opportunity and Affirmative Action, Direct Line: (206) 543-1830.

Policy on Sexual Harassment

Sex discrimination in the form of sexual harassment, defined as the use of one's authority or power, either explicitly or implicitly, to coerce another into unwanted sexual relations or to punish another for his or her refusal, or as the creation by a member of the University community of an intimidating, hostile or offensive working or educational environment through verbal or physical conduct of a sexual nature, shall be a violation of the University's human rights policy. (University Handbook, Vol. IV, p.44).

The University of Washington policy prohibits all forms of sexual harassment. The University will carry out a thorough investigation, protecting the rights of both the person complaining and the alleged harasser.

The University has been very successful in resolving sexual harassment complaints. If you believe you are being harassed, seek help, the earlier the better. The University has designated special people to help you. Call the University Ombudsman and Ombudsman for Sexual Harassment at (206) 543-0283 or 543-6028, or the University Complaint Investigation and Resolution Office at (206) 616-2028.

UW Suspended Operations/Inclement Weather Policy

Compiled from the University of Washington Operations Manual: In the event of an emergency situation adversely affecting University operations, public health, or the well being and safety of students, faculty or staff employees, the President or his designee may declare a temporary suspension of any or all operations of the institution. Emergency situations which might affect such a suspension decision include, but are not limited to: severe weather conditions, natural disaster, fire or related hazard, and mechanical or equipment failure.

As a general policy, the University will limit any suspension to those operations most directly affected by the emergency so as to minimize disruption of regular teaching, research, and public service programs. A number of organizations providing essential services including University Medical Centers, University Libraries, Physical Plant, Residence Halls, and University Police normally will be excluded from any temporary suspension decision. Vice Presidents, Deans, and other senior officers will identify those units and employees within their organizations responsible to provide such essential services. In turn, the Office of Staff Personnel will advise employee organizations of such designated units and employee groups.

Any decision to suspend operations temporarily will be declared by the Office of the President in consultation with senior University officers, and when appropriate, with state or federal officials. To the degree practical under the circumstances, notice of a suspension decision will be communicated by the Office of the President to the Vice Presidents and Deans for subsequent notification to employees within their units. Other suspension announcements will be made by the Office of Information Services to radio, television, and newspaper media. To the degree practical, such announcements will include basic information regarding the nature of the emergency, applicability to facilities, units and/or employees, and anticipated duration of the suspension. Thus, students wondering about possible UW closure should monitor major radio and TV stations (such as KIRO, KOMO, KING) for information. You may also call 547-INFO, 206-UWS-INFO (206-897-4636) and toll-free 1-866-897-4636 or consult the UW webpage at www.washington.edu.

Inclement Weather

The University's normal policy is to remain open during inclement weather. Thus, employees are responsible to have alternative transportation plans in the event of snow or other severe weather conditions. When such weather conditions occur, one of the following decisions will be made by the Office of the President:

- 1) The University will remain open and operating on a regular schedule, except as expressly announced to the contrary (e.g., conditions may warrant the suspension or cancellations of evening classes or scheduled public events even though the University otherwise remains open).
- 2) Most University operations will be temporarily suspended. No classes will be held, administrative offices will be closed, and, except as expressly announced to the contrary, all scheduled public events will be cancelled. The University of Washington Medical Center, Harborview Medical Center, and other essential services (e.g. University Libraries, Physical Plant, University Police, and the Residence Halls) will remain open, but may operate on a restricted schedule or restricted scope of activities.

UW Emergency Management

The UW Office of Emergency Management (OEM) is an office within Business Services that is responsible for developing and implementing programs and projects in emergency planning, training, response, and recovery. Their mission is to promote campus disaster planning, mitigation, response and recovery. Included in this site are guidelines for what to do in case of various emergencies or disasters. The kinds of emergencies that can happen on our campus include earthquakes, storms, fires, hazardous materials incidents, terrorism and extreme heat. Please refer to the website for more information, <http://www.washington.edu/admin/business/oem/>

Fire

A major fire occurring on the University campus could involve areas where multiple-occupancy residences and/or facilities are clustered closely together, increasing the possibility of rapid spread of a structural fire. The causes of fires usually involve one of the following:

- Criminal acts (arson)
- Building and Residential accidents (faulty insulation or connections, improper use of electrical appliances, grease fires, smoking in bed, baseboard heaters)
- Industrial accidents (hazardous materials incidents, explosions, transportation accidents)

Before

- Plan and Practice an escape route.
- Post emergency numbers near telephones.
- Get training from EH&S on using fire extinguishers (<http://www.ehs.washington.edu/psotrain/corsdesc.shtm>)
- Do not store combustible materials in closed areas or near a heat source.
- Extension cords can be dangerous. Never run them under carpets, or anywhere they can be pinched under or behind furniture. Avoid overloading electrical sockets and plugging extension cords together.
- Keep all electrical appliances away from anything that can catch fire. Remember to always turn them off at the end of the day.
- Pay attention to housekeeping issues. Do not clutter exits, stairways, and storage areas with waste paper, empty boxes, and other fire hazards.

During

- Sound the alarm to notify your co-workers, no matter how small the fire

- Call 911
- Get out as quickly and as safely as possible.
- Close doors in each room after escaping to delay the spread of the fire.
- Use the stairs to escape. Do not use elevators.
- When evacuating, stay low to the ground. If possible, cover mouth with a cloth to avoid inhaling smoke and gases.
- Once outside, go to your department Evacuation Assembly Point, tell your supervisor or department floor warden that you are out of the building and report injured or trapped persons and any signs of building damage you observed.

If you are unable to leave the building, you should create an area of refuge:

- Seal the room. Use wet cloth to stuff around cracks in doors and seal up vents to protect against smoke.
- Do not break windows. Flames and smoke can come back in from the outside. If you need air, open the window a crack.
- Stay low under smoke. The freshest air is near the floor. Keep a wet cloth over your nose and mouth, breath through your nose only.
- Signal for help. Use the telephone, or hang something in the window.

After

- Give first aid where appropriate. Seriously injured or burned victims should be transported to professional medical help immediately.
- Stay out of damage buildings. Return to building when local fire authorities say it is safe.
- Look for structural damage.
- Discard food that has been exposed to heat, smoke, or soot.
- Don't discard damaged goods until after an inventory has been taken. Save receipts for money relating to fire loss.

Additional Information

- UW Environmental Health and Safety Department/Facility Safety Office: <http://www.ehs.washington.edu/fsofire/index.shtm>
- Federal Emergency Management Agency: <http://www.fema.gov/plan/index.shtm>
- American Red Cross: http://www.redcross.org/services/disaster/0,1082,0_584_,00.html
- U.S. Fire Administration: <http://www.usfa.fema.gov/>
- Seattle Fire Department: <http://www.seattle.gov/fire/>

Keeping Updated

- UW Information Line (recorded message) 206-UWS-INFO, Toll Free: 1-866-897-INFO
- "Red Alerts" on UW Home page www.washington.edu
- Your supervisor, department/college administrator or building coordinator
- KIRO 710 AM (Emergency Alert System)

Earthquake

The Puget Sound region is seismically active, with hundreds of earthquakes occurring every year. Most of these earthquakes are so small they can only be detected by sensitive instruments. However, damaging earthquakes have occurred in this region during the past 130 years. The danger and risks of earthquakes can be reduced if people know what actions to take before, during and after an earthquake.

Before

- Make sure shelves are secure and designed with latching doors or raised edges to prevent objects from falling.
- Top-heavy furniture and equipment must be bolted to walls or floor. (Physical Plant can assist with these measures.)
- Store breakables and heavy objects on lower shelves. Overhead lights, heavy artwork, and mirrors need to be anchored (by Physical Plant).
- Store flammable liquids in flammable liquids storage cabinets.

During

- If **INDOORS**, stay indoors. Move away from windows that may break and furniture or large objects that could fall over. Take cover under a table, bench or desk and hold on, or go to an interior wall or hallway. Expect fire alarm and sprinkler systems to activate.
- If you're in a **CROWDED ROOM OR PUBLIC PLACE**, do not rush for exits. If outdoors, stay outdoors. Move to an open area away from trees, buildings, utility poles and lines, or signs.
- If in a **VEHICLE**, pull to the side of the road as quickly as possible, but keep away from overhead hazards such as trees, buildings, utility poles and lines, signs, and bridges. Stay in the vehicle until the shaking stops.
- If you're in a **THEATER OR STADIUM**, stay in your seat or get under it if possible, and protect your head with your arms. Do not try to leave until the shaking is over.

After

- Only after the shaking stops, evacuate cautiously, taking your keys, wallet, purse, coat, and any emergency supplies.
- On your way out, look for signs of building damage or for persons who are injured or trapped. Watch for falling objects as you leave the building.
- Go to your department Evacuation Assembly Point, tell your supervisor or department floor warden that you are out of the building and report injured or trapped persons and any signs of building damage you observed.
- Turn on a battery-powered or vehicle radio if available for information.
- If possible, do not use the phone for local calls, except emergencies, during the first 15-30 minutes after the earthquake. Overloading the phone system with calls may delay the delivery of emergency assistance.

Additional Information

- Affirmation of "Drop, Cover, and Hold On" in an Earthquake at: http://www.fema.gov/hazard/earthquake/eq_during.shtm
- Your department Health and Safety/Emergency Plan available from your supervisor.
- Environmental Health and Safety website: <http://www.ehs.washington.edu/training/corsdesc.htm#EarthquakePre>
- Washington State Emergency Management website: <http://emd.wa.gov/3-pet/pal/log/resources/e-resources.htm#Earthquake%20Information>
- American Red Cross: http://www.redcross.org/services/0,1103,0_313_00.html
- Federal Emergency Management: <http://www.fema.gov>
- Department of Homeland Security: <http://www.ready.gov/>

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Hazardous Material Incident

The users of hazardous materials at the University have historically had a good safety record. Sound safety programs, a controlled environment allowing ready access to the general site and the product, good equipment, a tested quick response capability and well-drilled personnel have contributed to this excellent record. However, incidents can occur in even the safest environment and an absence or breakdown of any of the above safeguards could result in a major emergency. User incidents may result from equipment failure, human error, failure to follow established procedures, natural disaster, or sabotage.

During

If at the Scene of an Accident

- If you see an accident, call 9-1-1 or the local fire department to report the nature and location of the accident as soon as possible.
- Move away from the accident scene and help keep others away.
- Do not walk into or touch any of the spilled substance. Try not to inhale gases, fumes and smoke. If possible, cover mouth with a cloth while leaving the area.
- Stay away from accident victims until the hazardous material has been identified.
- Try to stay upstream, uphill and upwind of the accident.

How you may be notified of a major Haz Mat incident

In the event of a major chemical emergency, you will be notified by the authorities. To get your attention, a siren could sound, you may be called by telephone, or emergency personnel may drive by and give instructions over a loudspeaker. Officials could even come to your door.

Listen carefully to radio or television emergency alert stations (EAS), and strictly follow instructions.

You will be told:

- The type of health hazard
- The area affected
- How to protect yourself
- Evacuation routes (if necessary)
- Shelter locations
- Type and location of medical facilities
- And the phone numbers to call if you need extra help.

Do not call the telephone company, and do not call EMS, 9-1-1, or the operator for information. Dial these numbers only for a possible life-threatening emergency.

Shelter-in-place

- You can provide a minimal amount of protection to your breathing by covering your mouth and nose with a damp cloth.
- Close all windows
- Turn off all fans, heating and air conditioning systems
- Go to an above-ground room (not the basement) with the fewest windows and doors.

- Wet some towels and jam them in the crack under the doors.
- Stay in the room and listen to your radio until you are told all is safe or you are told to evacuate.

Evacuation

Authorities may decide to evacuate an area for your protection. Again, it is important to stay calm, listen carefully and follow all instructions.

If you are told to evacuate, listen to your radio to make sure the evacuation order applies to you and to understand if you are to evacuate immediately or if you have time to pack some essentials. Do not use your telephone.

If you are told to evacuate immediately:

- Take your personal belongings and medications
- Close and lock your windows
- Shut off all vents
- Lock the door
- Move quickly and calmly

After

- Return to building only when authorities say it is safe.
- Follow local instructions concerning the safety of food and water.
- Clean up and dispose of residue carefully. Follow instructions from emergency officials concerning clean-up methods.

Additional Information

- UW Environmental Health and Safety: <http://www.ehs.washington.edu/>
- Washington Department of Health: <http://www.doh.wa.gov/>
- Centers for Disease Control and Prevention: <http://www.bt.cdc.gov/>

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Campus Safety

Safe Campus Policies, Procedures and Resources

- Violence Prevention and Warning Signs
- Safety in the Classroom
- Resources for Supervisors, Faculty and Students
- <http://www.washington.edu/safecampus/students.html>