

# Student Safety, Policies and Expectations

UW STARTALK 2024 - Magnificent St. Petersburg



# Safety

## If urgent:

- **In any emergency situation, call 911 immediately.**

If you are ever concerned about your, or others' safety, do not hesitate to:

## If not urgent:

- **Contact Safe Campus** to anonymously discuss safety and well-being concerns for yourself or others.

206-685-7233 | <https://www.washington.edu/safecampus/>

- **Contact the Bellingham Police Department** (360) 778-8800 or the **UW Police Department** 206-685-8973 (for non-emergencies)
- **Speak with one of your instructors** or email [startalk-bham@uw.edu](mailto:startalk-bham@uw.edu) (for non-urgent questions/concerns).

If, for any reason, you would prefer to speak with someone other than the instructors or UW STARTALK team, please contact Safe Campus, or 911 if it is urgent.

# Accessibility

**Your experience in the program is important to us at the University of Washington.**

If you have a temporary health condition or permanent disability that requires accommodations (conditions include but not limited to; mental health, attention-related, learning, vision, hearing, physical or health impacts), you are welcome to contact us at [startalk-bham@uw.edu](mailto:startalk-bham@uw.edu). The University offers resources and coordinates reasonable accommodations for students with disabilities and/or temporary health conditions. It is the policy and practice of the University of Washington to create inclusive and accessible learning environments consistent with federal and state law. If you have information to share about your needs, please contact us asap.

# The UW Student Code of Conduct

The goal of our program is to create a **safe, fun, and enriching** environment. All students are required to follow the code of conduct. Violating the code may result in removal from the STARTALK program.

The full code is linked below, but the next few slides will contain some especially important guidelines to review:

- Student Conduct Code:

<https://www.washington.edu/cssc/for-students/student-code-of-conduct/>

- Washington Administrative Code:

<http://www.washington.edu/admin/rules/policies/WAC/478-121TOC.html>

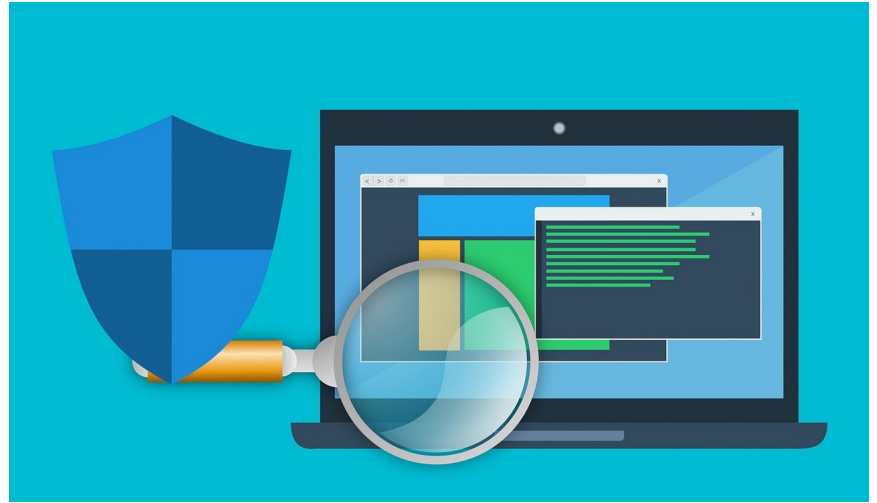
Treat everyone with respect.

Do not abuse or harass any individuals, including students, staff and faculty.

Any sexually inappropriate or bigoted language/behavior will not be tolerated.

## **The UW Student Code of Conduct**

Do not use any UW computer resources in any unauthorized manner, including but not limited to violating copyright laws, harassment, or impersonating another individual.



<https://pixabay.com/illustrations/scan-computer-data-antivirus-3924343/>

## The UW Student Code of Conduct

## Do not engage in any form of academic misconduct:

<https://apps.leg.wa.gov/WAC/default.aspx?cite=478-121-107>

"Academic misconduct includes:

- (1) "Cheating"
- (2) "Falsification," which is the intentional use or submission of falsified data, records, or other information including, but not limited to, records of internship or practicum experiences or attendance at any required event(s), or scholarly research.
- (3) "Plagiarism," which is the submission or presentation of someone else's words, composition, research, or expressed ideas, whether published or unpublished, without attribution.
- (4) Unauthorized collaboration.
- (5) Engaging in behavior specifically prohibited by an instructor in the course of class instruction or in a course syllabus.
- (6) Multiple submissions of the same work in separate courses without the express permission of the instructor(s).
- (7) Taking deliberate action to destroy or damage another's academic work in order to gain an advantage for oneself or another.
- (8) The recording of instructional content without the express permission of the instructor(s), unless approved as a disability accommodation, and/or the dissemination or use of such unauthorized records."

# The UW Student Code of Conduct

Possession or use of firearms, explosives, dangerous chemicals, or other dangerous weapons, in addition to prohibited drugs and alcohol, is explicitly forbidden. Law enforcement will be immediately called if a violation of this occurs.



<https://pixabay.com/vectors/sign-caution-warning-danger-safety-304093/>

## **The UW Student Code of Conduct**



# **The Community Standards & Student Conduct Office**

You may reach the Community Standards & Student Conduct Office between 9:00am – 4:00pm by phone at 206-685-6194.

Staff emails can be found on the university website. All other inquiries should be directed to [cssc@uw.edu](mailto:cssc@uw.edu).

# Fire Safety and Evacuation Plans

The evacuation procedures below are intended for building occupants to follow when there is a fire or other building emergency that requires evacuation.

- Assume all alarms are real unless an announcement has been made just prior to the alarm.
- During a communicable disease outbreak, put on a face covering (when required) when the alarm sounds.
- Begin immediate evacuation of the building or area as outlined in Section 4 Emergency Procedures.
- Take your keys and valuables.
- Close doors behind you as you exit. Do not prop doors open; doors must remain closed to prevent smoke migration in the event of a fire.
- Evacuate via the nearest stairwell or grade/ground level exit. Do not use an elevator. Do not go to the roof.
- Go to your pre-determined evacuation assembly point, typically outdoors at a safe distance from the building and out of the way of emergency services. Note: Some high-rise buildings have indoor evacuation assembly point. Refer to Section 7 for specifics.
- Persons with disabilities who are unable to evacuate will follow their personal plan to take refuge or report to an area of evacuation assistance (refer to section 5).
- Occupants should go to the nearest exit when the alarm sounds. If access to the nearest exit is obstructed, an alternate exit should be taken.
- Building evacuation maps are posted inside many University and other educational buildings to provide key evacuation route information in an emergency. Review the nearest evacuation map to the location where you will spend time in preparation for a building emergency.

# Emergency Procedures

All fire alarm activations should be taken seriously. Building occupants must evacuate when the alarm sounds. Never assume it is a false alarm.

## Fire/Explosion

- If something is on fire, use the nearest pull station to activate the fire alarm.
- If safe, tell a program staff member/instructor.
- Have an evacuation route planned
- If trapped by smoke or fire; stay low and try to cover your mouth with a wet cloth.
- Find a room where you can seal the cracks under the door and call 9-1-1
- If near a window, open but do not break it. Wave or hang something outside to alert fire personnel.
- If your clothes catch fire; STOP, DROP and ROLL to smother the flames.

## All Fire Alarms

- If you hear the fire alarm, evacuate the building or area. Close all doors as you go.
- Wear face covering if under communicable disease restrictions.
- Do not use elevators. Evacuate by using the nearest stairwell.
- Go to your evacuation assembly point. Refer to the evacuation map posted on each floor of the building if you do not know the location of your evacuation assembly point.
- Maintain physical distancing at the evacuation assembly point if required under communicable disease restrictions.
- Report to a program staff member/instructor.
- Do not re-enter the building until authorized by emergency personnel.

## If a fire occurs in a building without a fire alarm

- Call out “FIRE – GET OUT” loudly, using your voice to inform other occupants.
- Call 9-1-1 and report the building name, address and specifics of the emergency.
- Follow the general procedures listed above.

# Emergency Procedures (Continued)

Building emergency procedures for a variety of emergencies are located on the EH&S website at [www.ehs.washington.edu/fire-life/building-emergency-procedures-and-resources](http://www.ehs.washington.edu/fire-life/building-emergency-procedures-and-resources).

## **Emergency Evacuation for Persons with Disabilities**

This section provides a general guideline of evacuation procedures for persons who may have difficulty exiting during building evacuations. Personnel, students, and visitors with disabilities are expected to consider their evacuation options in advance to determine their best response to a building emergency. Assistance is available through UW Environmental Health & Safety (EH&S), the Disability Services Office (for personnel) and Disability Resources for Students.

Persons with mobility disabilities are encouraged to:

- Consider evacuation options for each building they occupy.
- Identify a volunteer who will be responsible to communicate with emergency services on their behalf during a building emergency.
- Document their evacuation plans and provide them to the building evacuation director who will inform evacuation wardens and retain it for reference. A template is available for download at [www.ehs.washington.edu](http://www.ehs.washington.edu).
- Keep a face covering on their person at all times if required under communicable disease restrictions.

# Evacuation Options

- Persons with disabilities have five evacuation options listed in order of safety. This information is primarily to address evacuation for persons with mobility disabilities.
- Exit the building (safest option): Use accessible routes to exit the building if the route appears safe. Note that the accessible route may not always be the nearest exit.
- Move to a safer part of the building: In large buildings and multi-wing complexes, such as the Health Sciences Building on the Seattle campus, you may be able to evacuate horizontally to an unaffected wing or area where the alarm is not sounding.
- Move to an Area of Refuge (for the UW Seattle Campus, Denny Hall, this is Denny Yard (to the south of the main front steps) [<https://maps.app.goo.gl/iz49WjmAKBqGXu83A>])
- Stay in place (least safe option): It may be appropriate for an individual who is unable to exit the building to stay in place in the following areas:
  - A building stairwell that has a large landing; wait near the exit stairwell until everyone has evacuated the floor and traffic has cleared before entering the stairwell.
  - Enclosed elevator lobbies
  - Fire-rated exit corridors, especially when close to an exit.
  - An enclosed room with an exterior window, a telephone, and a solid or fire resistant door; with this option, you may keep in contact with emergency services by dialing 9-1-1 and reporting your location directly. Emergency services will relay this location to on-site emergency personnel who will determine the need for evacuation.
- Elevators can be unsafe to use in an emergency and in most buildings they are automatically recalled to the ground floor. Emergency personnel have special keys to override the elevator functions and can use them to assist with evacuation.

# Evacuation Options (Continued)

## Emergency Procedures

- Persons with mobility disabilities should evacuate (if able), report to an area of refuge (if available), or stay in place in the event of an emergency requiring evacuation or when the building alarm system is activated.
- If reporting to an area of refuge or staying in place, contact emergency services by calling 9-1-1 and inform them of your plans.
- Volunteers may assist persons with disabilities reach an area of refuge but should evacuate and go to the evacuation assembly point and report to emergency services the location and status of the person with disabilities.
- During a communicable disease outbreak, a person who is assisting another person may be required to have a higher level of personal protective equipment (PPE) due to the time spent in close contact with another person. If this is part of the disabled individual's evacuation plan, an evacuation kit with goggles and surgical masks should be provided for both the disabled person and their helper in the event of an evacuation during a communicable disease outbreak.