Emergency Evacuation Operations Plan

Population Health Building

Building Services Area D

2022

W UNIVERSITY *of* WASHINGTON

Introduction

Environmental Health and Safety (EH&S) developed this model Emergency Evacuation and Operations Plan (EEOP) to assist departments in preparing for building emergencies as expected and required by University policy, the Seattle Fire Code, and the Washington Administrative Code (WAC). This plan is intended for use by multiple departments and may be completed as a departmental or building evacuation plan. For buildings which are taller than four stories (High Rise Buildings), refer to additional requirements in Appendix P.

It is expected that departments will customize and complete this plan to meet their specific needs, operations, and locations. Departments and/or colleges with multiple buildings may develop a single plan for their facilities, as long as building specific information for each facility is included in Appendices A through D.

Review and dialog among multiple departments within a single building and/or individual fire zones must be part of the process of completing a building specific EEOP. Staff from EH&S are available to provide technical assistance, including reviewing a final draft of your EEOP.

The model EEOP was written to complement and supplement the University of Washington All-Hazards Emergency Management Plan (EMP) for campus operations during large scale or campus-wide emergencies. A copy of the UW EMP should be maintained in your department. Copies of the campus plan are available from the Office of Emergency Management and online at their website. Reviewing the campus EMP may be helpful while completing the attached EEOP. See Appendix J for more details.

Considerable effort has gone into trying to make this plan concise, clear, easy to use, and easy to implement. If we can be of further assistance, please contact me at (206) 616-5519.

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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 staff training for the staff of Building Services Area D 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 All-Hazards Emergency Management Plan.

Scope

This plan applies to Population Health Building BSD Area D employees.

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. **The UW All-Hazards Emergency Management Plan**: The EMP 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 EMP 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. Population Health Building personnel will serve as messengers if phone communication is not an option.
2. **Fire Alarm System**: The building fire alarm system is continuously monitored for alarm by a contracted service and, in a backup capacity, by the UWPD Communication Center. All

alarms result in an automatic response by Seattle Fire Department, UWPD, and UW Facilities' 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
UW Police Department (UWPD) 3939 15th Ave. NE	Emergency Assistance: From a UW phone, Dial 9-1-1. Non-Emergency Assistance: 206-685-8973	UWPD maintains an Emergency Communications Center 24 hours a day, 7 days a week. Call UWPD for emergencies of any kind, including but not limited to fire, medical emergency, or hazardous material spills or release.
Environmental Health and Safety (EH&S) 201 Hall Health Center	Call 206-543-0462. 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.
UW Facilities (FOMS & ATC-20)	Routine and emergency services (essential services are covered 24 hours a day) may be obtained by calling: 206-685-1411 or through UWPD.	UW Facilities 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.
UW Office of Emergency Management (UWEM)	Call 206-897-8000 during normal business hours.	UWEM staff is available during normal business hours to provide general disaster planning guidance and training resources to faculty and staff. UWEM maintains and coordinates all EOC activities and campus-wide disaster drills and recovery efforts.

Report all emergencies to the UWPD immediately.

Table 1: University Emergency Resources and Contacts cont.

Emergency Resource	Contact Information	Purpose & Responsibilities
UW Emergency Operations Center (EOC)	The primary EOC is located in UW Tower, 4333 Brooklyn Ave NE, Room C-140. The secondary EOC location is Lander Hall, Room L-135. Call UW 9-1-1	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 a 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.
KOMO 1000 AM	On the radio at AM 1000 and/or call UW 206-897-4636	The Official Area Broadcast Station in case of major disaster or University "suspended operations." Tune into this station for information.

Report all emergencies to the UWPD immediately.

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, 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 students with a brief overview of emergency evacuation procedures on the first day of class to assure that:

   - They are aware that evacuation is required when the alarm system is activated.

   - They know where the nearest exits are located (see Appendix K, and building plans in Appendix C).

4. Informing and assisting visitors unfamiliar with building procedures as appropriate prior to and during an emergency evacuation

Responsibilities of the Evacuation Director and Evacuation Wardens

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.

Evacuation Director Responsibilities and Control

1. The Evacuation Director acts as the liaison with the responding emergency service, EH&S, and others in the event of a building emergency. 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.

2. 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 at the UW Tower 4333 Brooklyn Room C-140. 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.

3. Refer to Checklist 1 on the following page for a detailed list of the Evacuation Director duties and responsibilities.

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's duties and procedures during emergency evacuations.

Checklist 1: Evacuation Director Duties and Responsibilities

Subject Area	Duties / Responsibilities	
Administrative	Prepare and maintain the building EEOP.	☐
	Keep a copy of the completed EEOP in all department reference stations.	☐
	Review the EEOP at least annually and confirm that it is current.	☐
Pre-Emergency Coordination	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 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.	☐
	Ensure that new and temporary employees, including student employees, are informed about emergency procedures outlined in the EEOP during new employee safety orientation.	☐
Evacuation Wardens	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 personnel changes.	☐
	A current list of Evacuation Wardens and alternates is to be maintained in the building's EEOP (see Appendix A).	☐
	Schedule "Evacuation Warden Training" for assigned personnel. Contact the EH&S Training Office.	☐
Training and Drills	Schedule, conduct, and record evacuation drills as required by the Seattle Fire Code and WAC 296-24 (see Appendices E, F, and G).	☐
Emergency Evacuation	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 Facility Services, SFD, UWPD, and other emergency personnel.	☐
	Help the Facility Services Personnel (FOMS), and the SFD in the operation of the Fire Alarm Panel if required.	☐
	Coordinate with building administrators on occupancy and operation issues.	☐
	Assign Evacuation Wardens or other personnel, as needed, to be stationed by all 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.	☐

Evacuation Director Checklist

Name: _____ Date: _____

Building: __Population Health Building BSD Area D__ Time: _____ am/pm

Location within building (floor, wing, room): _____

Type of incident (manual pull, smoke, sprinkler): _____

Evacuated Floors: _____

Primary EAP: EAP 62 – Plaza between Physics and Astronomy Tower

Secondary EAP: EAP 37 – Near George Washington Statue

Evacuation Tasks

1. Collect hat, phone, clipboard, and personal belongings.
2. Report to the building entrance.
3. Tell those evacuating and anyone trying to reenter the building to go to the primary EAP. If the primary EAP is unavailable, send everyone to the secondary evacuation assembly point.
4. Collect known information about the incident from individuals evacuating the building (fire, smoke, persons in building, etc.).
5. Ask 1st evacuation warden for known information about the incident.
6. Report known information to emergency personnel (approximately 10 min. after incident).
7. Stay at the front of building for further direction from emergency personnel.

Assignment	Name
1st Evacuation Warden – assign to EAP (They should have a phone, hat, whistle, and clipboard.)	
2nd Evacuation Warden – assign to front entrance to help Evacuation Director maintain communication with EAP	
3rd Evacuation Warden – assign to door, directing all to EAP	
4th Evacuation Warden – assign to door, directing all to EAP	
All other Evacuation Wardens assign to EAP	

Known Info (fire, smoke, persons in building, etc.)	Provided by

After the All-Clear Signal

1. Call 1st Evacuation Warden at the EAP to allow the staff to return and reenter the building.
2. Assign an Evacuation Warden to assist staff with disabilities back to their rooms.
3. De-brief all Evacuation Wardens (collect facts) to write-up a report and submit to EH&S.

Important Phone Numbers and Contact Information

Building Coordinator:

Evacuation Director:

Evacuation Director Back-up:

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

Subject	Duties / Responsibilities	
Administrative	Be familiar with the EEOP. It contains: • The function and activities of building staff during emergencies • How to coordinate with responding emergency personnel • Information on the building and its emergency protection systems • Emergency equipment testing procedures • A list of all the evacuation wardens in your building	☐
	Distribute copies of the completed EEOP, or appropriate sections of it, to all people in your area of responsibility.	☐
Pre-Emergency Coordination	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 206-616-5519	☐
	Coordinate with the other Evacuation Wardens on your floor to work together and avoid duplication of tasks.	☐
	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).	☐
	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.	☐
	Know where the phones and pull stations are and know HOW to turn on an alarm.	☐
	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.	☐
	Become familiar with the location and operation of emergency equipment, including fire extinguishers, first aid kits, spill cleanup kits, and disaster supply kits.	☐
Training	Attend training sessions and meetings to review procedures and duties, if necessary. EH&S and SFD offer Evacuation Warden training sessions regularly.	☐
	Participate in evacuation drills as requested by Evacuation Director.	☐

Checklist 2b: Evacuation Warden Emergency Evacuation Duties

Subject	Duties / Responsibilities	
Building Evacuation	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.	☐
	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 a stairway is full of smoke go to another stairway.	☐
	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 assertive, positive and insistent.	☐
	Students and visitors who may not be familiar with this plan must be informed of the requirement to evacuate.	☐
	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; often, there are too many obstructions for a helicopter rescue.	☐
At the EAP	Conduct a headcount by using the checklist in Appendix I 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.	☐
Special Items	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.	☐
	Special attention needs to be given to all 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.	☐

Note: Silencing of the alarm is <u>NOT</u> to be considered an all-clear signal!

Evacuation Warden Checklist

Name: _____   Date: _____

Building: Population Health Building BSD Area D   Time: _____ am/pm

Location within building (floor, wing, room): _____

Type of incident (manual pull, smoke, sprinkler): _____

Evacuated Floors: _____

Primary EAP: EAP 62 – Plaza between Physics and Astronomy Tower

Secondary EAP: EAP 37 – Near George Washington Statue

Evacuation Tasks

1. Collect hat, phone, clipboard, and personal belongings.
2. Check in with the Evacuation Director at a predetermined location (lobby, etc.).
3. Report to the Evacuation Assembly Point (EAP).
4. Collect known information about the incident from individuals at the EAP (fire, smoke, persons in building, etc.).
5. Report the collected information to the Evacuation Director via mobile phone or runner.
6. Keep all staff, visitors, and others away from the building. Do not allow reentry.
7. Await further instruction from the Evacuation Director.

Known Info (fire, smoke, persons in building, etc.)	Provided by

After the All-Clear Signal

1. Allow occupants to reenter the building.
2. Report to the Evacuation Director at the front of the building for de-briefing.

Notes

Checklist 3: Duties and Responsibilities of Faculty, Lecturers, and TAs

Subject Area	Duties / Responsibilities	
Administrative/ Preparation	Provide classroom 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. Note the posted information for "Classroom Emergency Procedures/Checklist" (See Appendix K).	☐
	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 also be able to direct visitors with disabilities.	☐
Emergency Evacuation	Take responsible charge of the classroom and follow emergency procedures for all building alarms and emergencies.	☐

Section 3

Specific Emergency Procedures

Procedure 1: Fire Emergencies and Building Fire Alarms

Procedures for Occupants

- When an alarm sounds on your floor or area, begin immediate evacuation following your floor plan (see Appendix C). Close doors behind you.

- 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.

- 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.

- If you are on fire, STOP – DROP – ROLL. If another person is on fire, yell "STOP – DROP – ROLL."

- Evacuate via the nearest stairwell or grade level exit. Do not block exit doors or wedge them in an open position. The doors must remain closed to keep smoke out and maintain safety for evacuation and fire personnel. Leaving doors open makes the stairwells dangerous and unusable. Persons with physical disabilities have several options (see Appendix D).

- 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 an Evacuation Warden so that he or she can accurately track which occupants were able to evacuate. Evacuation Wardens will report to the Evacuation Director.

- If you are trapped by smoke, stay low, cover your mouth with a 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 the cracks around the door, phone 9-1-1 if possible.

Special Instructions for Evacuation Wardens

- See Section 2 for the Evacuation Warden Checklist.

- 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.

- 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.

- At the Evacuation Assembly Point (EAP), conduct a headcount by using a checklist (see Appendix I) 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.

- Do not allow the stairway doors and other exit doors to be blocked or wedged open. Leaving stairway doors blocked or held open makes the stairwells dangerous and unusable.

- 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 2: Earthquakes

During All Earthquakes

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.

- Watch for falling objects such as light fixtures, bookcases, cabinets, shelves, and other furniture that might slide or topple. Stay away from windows. Do no 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.

Outside a Building

- Remain outside

- Stay clear of electrical wires, poles, trees, or anything that might fall.

After a Major Earthquake

Evacuation Wardens shall:

- 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.

- 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.

- Turn off ignition and heat sources if properly trained and it is safe to do so.

- 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/or if the EOC is activated (Emergency Level 2 or 3 – refer to EMP). See Appendix O for a map of mass assembly areas on UW Seattle Campus.

- Do not reenter until the building has been declared safe by trained emergency personnel (Seattle Fire Department or the ATC-20 assessment teams).

- 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.

- Expect Aftershocks.

- Evacuation Wardens who are also CERT team members must fulfill their evacuation warden duties first before joining the CERT team response.

After a Minor Earthquake

- Restore calm.

- Examine your area for damage. Evacuation Directors may use the 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

- 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.

- 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).

- Laboratories: Check for chemical spills. For small isolated spills, use spill cleanup procedures as outlined in "Laboratory Standard Operating Procedures". If the 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 3: Hazardous Material Spills

If the chemical spill endangers other people outside your workspace or might cause a fire, pull the nearest fire alarm to initiate evacuation and call the local fire department. Call 911 as soon as you are safe to let emergency personnel know what happened. Stay available to help emergency personnel.

If the spill caused serious injury or exposure, call 911 from any phone or location (except call 3000 at Harborview Medical Center.) For chemical exposure, use the eye wash or safety shower for 15 minutes, removing all clothing that is contaminated with the chemical.

If you have been exposed to a spill and are not sure whether or not you should seek medical attention, you should request an exposure assessment. Call the Employee Hall Health Clinic at 206-685-1026. If you are at Harborview Medical Center, call 206-744-3081.

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) 685-5835 for assistance.

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) 685-5835 for assistance.

Procedure 4: Bomb Threats

Threat Recipients

- University personnel receiving telephoned threats should attempt to get the exact location where the bomb has been planted, or is going to be planted.

- Attempt to get as much information as possible about the caller, for example, male or female, accent, etc. (use the Bomb Threat Checklist).

- Listen for any background noise that may indicate the location of the caller.

- 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), from a UW hardline telephone.

- Bomb threats received through the mail or by other means are also to be reported immediately to the UWPD.

Checklist 4: Bomb Threat Checklist

Questions to Ask Caller

When will the bomb explode? _____

Where is the bomb? _____

What does it look like? _____

What kind of bomb is it? _____

What will cause it to explode? _____

Did you place the bomb? _____

Why? _____

What is your name? _____

Where are you calling from? _____

What is your address? _____

Exact Words of Caller:

_____

_____

_____

Describe the Caller's Voice (Circle all that apply)

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

Additional Information

Was the caller male or female? _____

If the voice is familiar, whom did it sound like? _____

Were there any background noises? _____

Information Summary of a Telephoned Threat	
Exact time of call:	
Date received:	
Phone number received at:	
Person who received the call:	(*Insert full name and contact information*)

Report all bomb threats immediately to UWPD at 911 or (206) 543-9331

Procedure 5: Suspicious Packages and Mail

A suspicious letter may have…	**A suspicious package 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
	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://about.usps.com/posters/pos84.pdf

If you find a suspicious package or letter:

1. Handle with care – do not shake or bump
2. Isolate it immediately
3. Don't open, smell, touch, or taste
4. Treat is 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 it, **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 6: Anthrax Threat

Background

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.

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.

In the event of a suspected anthrax attack, follow the instructions below.

Instructions

1. **Follow Procedure 5 for suspicious letters and packages**
   - DO NOT open the package
   - Call 9-1-1 to request police and fire
   - If a powder or other substance spills out of the letter/package, **DO NOT CLEAN IT UP**
   - Evacuate the immediate area, and keep others away
   - Immediately wash your hands with soap and water
   - Ensure that all persons who have handled the letter or package wash their hands
   - Wait for the police and fire personnel to arrive
   - 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

2. **Police and fire personnel will:**
   - Secure the area and the suspicious letter or package
   - Assess and determine whether a credible threat exists
   - Contact appropriate public health and other response officials
   - Decontaminate people and their clothing as appropriate

3. **Persons with probable or known exposure:**
   - Will be directed to seek immediate medical attention
   - Will be monitored by local public health to ensure appropriate treatment and follow-up

4. **People without known exposure:**
   - Should be assured that infection without known exposure is rare
   - Should seek medical care for further concerns following the incident
   - Should understand that there are not routine screening tests available to detect Anthrax infection in persons without known exposure to Anthrax spores

5. **After the Spill of a Powder or Other Substances**
   - 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.
   - If police and fire personnel deem that there is no credible threat:
     — Clean up should be performed by following established protocols for cleaning spills
     — Facilities without protocol should use a 1:10 solution of household bleach in water
     — Powders should be wetted before disturbing them during clean-up

Procedure 7: Medical Emergencies

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.

EH&S recommends First Aid/CPR training for a handful of building volunteers to assist with medical emergencies associated with building evacuation and emergencies.

In the Event of a Medical Emergency

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.**

Procedure 8: Civil Demonstrations

1. The Use of University Facilities (UUF) division may be notified of an upcoming campus demonstration. In turn, the UWPD Special Operations Lieutenant will then be notified via e-mail or at (206-685-2550). Advanced planning of a campus demonstration can minimize disruption to normal campus 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 Operations Lieutenant at 206-685-2550.

2. In the unlikely event that a demonstration becomes destructive, get away from the area of potential harm and call 9-1-1. Have the building coordinator lock the main entrance. This will admit only persons with proper authorization to enter by swiping an employee access card.

Appendix A

Responsible Individuals and First Aid Resources

Appendix C

Building Evacuation Plan

Evacuation Assembly Points

The Evacuation Assembly Point (EAP) should be an open area away from the building and out of the way of responding emergency personnel. Establish primary 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. Some EAPs may be unsuitable for assembly following an earthquake event.

The primary and secondary Evacuation Assembly Points (EAPs) for **Population Health Building** are:

Primary EAP:	EAP 62 – Plaza between Physics and Astronomy Tower
Secondary EAP:	EAP 37 – Near George Washington Statue

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.

Note: Evacuation drills are necessary to refine the evacuation procedure.

Areas of Safe Refuge

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).

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.

Evacuation Plans

The attached 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, an alternate exit should be taken.

Insert your floor and building evacuation diagrams in the following pages. An example evacuation plan is provided for your reference.

Population Health Building
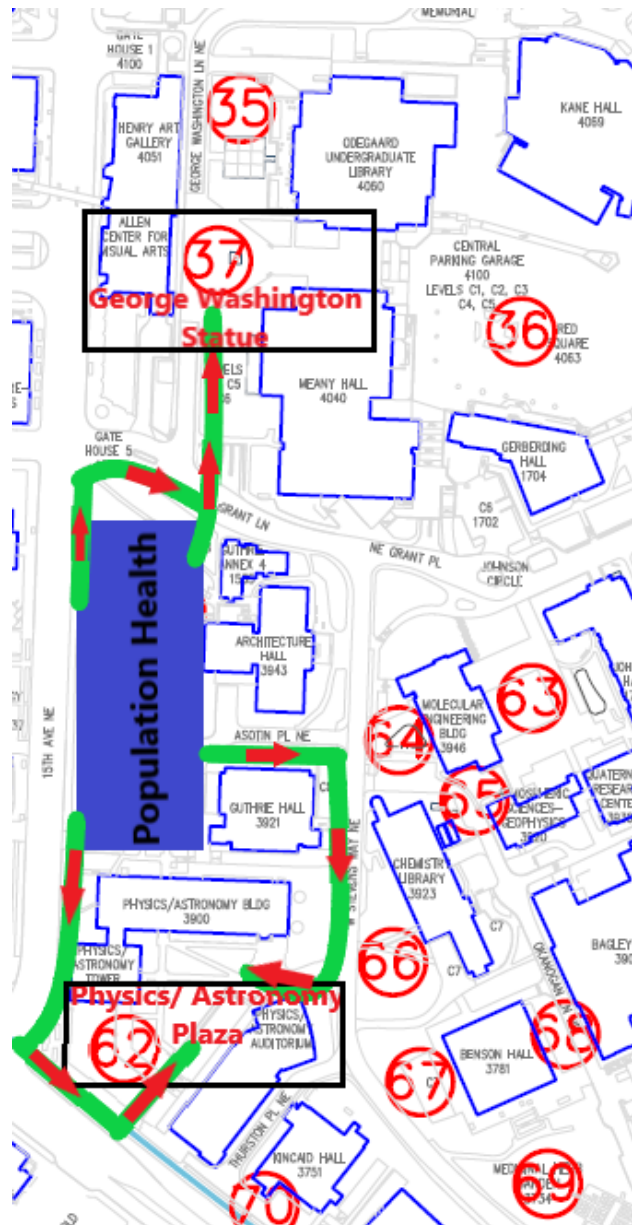
Appendix E

Procedures for Planning and Scheduling Evacuation Drills

Preparation for an Evacuation Drill

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

2. **Notification and Technical Assistance**
   - Call UW Facilities Signal Shop's Supervisors at (206) 685-1411 to arrange for a technician to activate the alarm system and reset it after the drill
   - Notify UWPD of the time and date of the drill
   - For assistance in conducting and evaluating the drill, notify EH&S Building and Fire Safety Office at least one week in advance at (206) 616-5519

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.

The Day Before a Drill

1. **Prepare any Special Props for the Drill (optional):**
   - Cardboard flames or balloon for location of fire
   - Cardboard smoke barriers to indicate blocked corridors and/or stairways

2. **Confirm Responsibility Roles with Players:**
   - Building staff (Evacuation Director and Evacuation Wardens)
   - Plant Operations - to activate the alarm system

Appendix F

Conducting, Evaluating and Recording Evacuation Drills

Conducting an Evacuation Drill

Participation

Chapter 4 of the Seattle Fire Code along with The Washington Administrative Code (WAC) 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 students, faculty, staff, and visitors, University buildings must conduct an Evacuation 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.

Evaluating and Recording an Evacuation 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 Evacuation Drill Report Form (attached).

Appendix G

Evacuation Drills and Crowd Management for Public Assemblies

Conducting the Evacuation Drill

Participation

Chapter 4, Section 405.2 of the Seattle Fire Code requires employees (event staff) of public assemblies to participate in Evacuation Drills every quarter (not to exceed 120 days). Patrons are not required to attend or participate. To meet this requirement assembly occupancies will:

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

Evaluating and Recording an Evacuation 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 Evacuation Drill Report Form (attached).

Crowd Management

Trained Crowd Managers shall be provided for facilities or events where more than 1,000 persons congregate. The minimum number of crowd managers shall be established at a ratio of one crowd manger to every 250 persons.

Duties of crowd managers include but are not limited to the flowing:
- Walking the rooms or areas and confirm that the exit paths are staying clear.

- Make an emergency announcement with specific evacuation instructions if need be.

- Not allowing people to congregate around or block any exits.

- Assure all marked exits remain unlocked and unobstructed at all times.

- Looking for situations that could lead to challenges in the event of an emergency evacuation.

- Maintain all fire lanes, fire hydrants, and fire department connections free from vehicles and obstructions.

- Make sure that the adequate number of trained staff on-duty for the number of occupants.

Appendix H

Evacuation Drill Report Form

To record an Evacuation Drill, please use the UW 1213 form. The next page features a copy of the form that may be printed and filled out by hand. To request a hard copy of the form from Building and Fire Safety, please call(206) 616-5519.

An electronic copy of the UW 1213 form is available at the hyperlink below. The electronic version of the form may be filled out on your computer.

Once the form has been completed, please send it to Building and Fire Safety at UW Box #354400. Building and Fire Safety strongly recommends saving an electronic copy of the completed form for your records. If the form is filled out by hand, scan the document and save it in a reliable file format.

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

UNIVERSITY OF WASHINGTON
FIRE DRILL REPORT
ENVIRONMENTAL HEALTH AND SAFETY

Date of Drill

Building Name

Facility Services Building No.

☐ High-Rise   ☐ Residential   ☐ Assembly   ☐ Day Care   ☐ Low-Rise   ☐ Other

Address

Evacuation Director or Building Administrator/Coordinator

IMPORTANT
Verify that all procedures for preparing and conducting fire drills have been completed. Do not activate the alarm on your own! Fire Drill alarm activation must be done by Facilities Services.

Device Activated (location) | Time Initiated | Time Completed

Areas Alarmed

Evacuation Wardens/Staff reported to assigned areas and performed duties.
☐ YES
☐ NO   If NO, Which floors or areas did not: _____

Evacuation Wardens/Staff reported the following to the Evacuation Director or Building Administrator/Coordinator:

1. Occupants/staff exited using the nearest exit		☐ YES	☐ NO
2. Occupants/staff responded and reported to Evacuation Assembly Point		☐ YES	☐ NO
3. Persons with disabilities are accounted for	☐ NA	☐ YES	☐ NO
4. Visitors and students were properly directed	☐ NA	☐ YES	☐ NO
5. Accounted for missing or trapped personnel		☐ YES	☐ NO
6. The alarm was audible throughout the area		☐ YES	☐ NO
7. No premature reentry		☐ YES	☐ NO

Comments on all NO marks. Include additional remarks about the drill.

SIGNATURES

Drill conducted by:

_____
Evacuation Director or Building Administrator/Coordinator or designated employee

Drill witnessed by:

_____
Seattle Fire Department Representative (optional)

_____
Environmental Health and Safety (optional)

Send copy to EH&S Fire Safety, Box 354400

Appendix I

Evacuation Warden Headcount Checklist

Building Name: ___Population Health Building___   Assembly Point: ___EAP 62 – Plaza between Physics and Astronomy Tower___

Evacuation Warden: ___Christine Lucier___   Time and Date: _____

Employees / Visitors	Present	Absent	In Field	Injured	Missing	Last Known Location	Emergency Assignment
BAKKEDAHL, PETER	☐	☐	☐	☐	☐		
BALE, ROBERT	☐	☐	☐	☐	☐		
BRANTLEY, AARON	☐	☐	☐	☐	☐		
CERATTO, GEORGE	☐	☐	☐	☐	☐		
CHONG, HYUN	☐	☐	☐	☐	☐		
CONSTANTINO, VIRGILIO	☐	☐	☐	☐	☐		
DESSU, MIHRET	☐	☐	☐	☐	☐		
GARCIA, FRANCIS	☐	☐	☐	☐	☐		
GEBRESELASSIE, AMLESET	☐	☐	☐	☐	☐		
GEBREYESUS, ZEWDI	☐	☐	☐	☐	☐		
GHEBRAY, WEINI	☐	☐	☐	☐	☐		
GOO, BONG	☐	☐	☐	☐	☐		
HAMMOND, SHIRLEY	☐	☐	☐	☐	☐		
HUR, BEN	☐	☐	☐	☐	☐		
LEE, JAE	☐	☐	☐	☐	☐		
LEE, KYE	☐	☐	☐	☐	☐		
LEE, MEE	☐	☐	☐	☐	☐		
MAR-NICHOLSON, ALEC	☐	☐	☐	☐	☐		

Evacuation Warden Headcount Checklist cont.

Employees / Visitors	Present	Absent	In Field	Injured	Missing	Last Known Location	Emergency Assignment
MELLESE, ABERU	☐	☐	☐	☐	☐		
MOON, BYUNG	☐	☐	☐	☐	☐		
NEGUESE, HIDAT	☐	☐	☐	☐	☐		
OFFRIL, RUZZELLE	☐	☐	☐	☐	☐		
OLLERO, MARIO	☐	☐	☐	☐	☐		
PAUL, KRISTINE	☐	☐	☐	☐	☐		
PERE, ANILA	☐	☐	☐	☐	☐		
SEAN, PEREZ	☐	☐	☐	☐	☐		
RAMOS, ANASTACIA	☐	☐	☐	☐	☐		
RAPISURA, FLORDELIZA	☐	☐	☐	☐	☐		
SAECHAO, FAM	☐	☐	☐	☐	☐		
SAECHAO, NAITA	☐	☐	☐	☐	☐		
TEKLE, LEMLEM	☐	☐	☐	☐	☐		
TEKLEHAIMANOT, AMARESH	☐	☐	☐	☐	☐		
TEKLEZG, ALGANESH	☐	☐	☐	☐	☐		
TESFAI, ELSA	☐	☐	☐	☐	☐		
TEWOLDEMEDHIN, WAHAZIT	☐	☐	☐	☐	☐		
THOMPSON, THERESA	☐	☐	☐	☐	☐		
VELASCO, ELIZABETH	☐	☐	☐	☐	☐		
WARDE, HIWAT	☐	☐	☐	☐	☐		
YOUNG, ROBERT	☐	☐	☐	☐	☐		

Appendix J

About the UW All-Hazards Emergency Management Plan (EMP)

Background

In June of 2005, the University of Washington published a revised comprehensive Emergency Management Plan (EMP) for campus operation during large scale or campus-wide emergencies. Copies of the EMP are available at the Emergency Management website below:

http://www.washington.edu/emergency/ep

The following is a summary of the EMP.

The UW All-Hazards Emergency Management Plan

The EMP 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 Emergency Management 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 EMP 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 EMP.

Appendix L

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 two parts. Part 1 contains a list of questions only. Part 2 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:

- The Evacuation Director should complete this checklist with assistance from Evacuation Wardens as needed.
- Maintain a copy of the completed checklist with the building EEOP.
- Share the completed form with the Evacuation Wardens and other stakeholders in the building for emergency evacuations.
- Correct each identified deficiency as soon as possible and document corrections on the original form.

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 Building and Fire Safety Office of Environment Health & Safety at (206) 616-5519.

This form was designed to help ensure compliance with Seattle Fire Department, International Fire Code, WISHA, and other codes and regulations.

Note: This form is not a substitute for a comprehensive survey or audit of regulatory requirements and code compliance. To obtain a self-audit checklist, visit the Environmental Health and Safety website at the address below:

http://www.ehs.washington.edu/fsosurveys/checklists.shtm

Emergency Evacuation and Planning Checklist: Part 1

Building: __Population Health Area D__   Evacuation Director: _____

Date: _____   Evacuation Warden: _____

Please answer each of the following questions by selecting the appropriate checkbox. If the answer to any of the following questions is "No," please see the corresponding question in Part 2 for corrective actions and websites with additional information.

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

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 the correction of each hazardous condition or concern.

1	
2	
3	
4	
5	

Other Comments

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

Date:

Emergency Evacuation and Planning Checklist: Part 2

Written Policies and Procedures
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? **Corrective Action:** Develop a written Departmental Health and Safety Plan using the Sample Health and Safety Plan available from the EH&S website. **Online:** http://www.ehs.washington.edu/ohshsplans/index.shtm **Completion Date:**
2. Do you have an up-to-date written Emergency Evacuation and Operations Plan (EEOP)? **Corrective Action:** Develop a written EEOP for your building using the sample model plan for low-rise buildings at the EH&S website. **Online:** http://www.ehs.washington.edu/fsoemerprep/evacplan.shtm **Completion Date:**

Employee and Visitor Training
3. Have the Evacuation Director and Evacuation Wardens attended UW emergency evacuation training? **Corrective Action:** Register Evacuation Directors and Evacuation Wardens to attend the *Floor Warden/Building Evacuation Training* course offered by EH&S. Additional training, such as first aid/CPR certification and earthquake/disaster preparedness should occur as needed. **Online:** http://www.ehs.washington.edu/psotrain/corsdesc.shtm **Completion Date:**
4. Are fire and emergency evacuation drills done on a regular basis to keep employee, faculty, and staff aware of EEOP and emergency procedures? **Corrective Action:** Conduct annual fire and evacuation drills in general office and classroom buildings, and quarterly in healthcare facilities following the Evacuation Drill requirements at EH&S website. Use the Evacuation Drill Report form at the EH&S website to document the effectiveness of the drill. **Online:** http://www.ehs.washington.edu/fsoemerprep/fireexitrequirements.shtm   http://www.ehs.washington.edu/forms/fso/firedrillreport.pdf **Completion Date:**
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/pso/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:

Fire Extinguishers / 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. If an Automated External Defibrillator (AED) is located in the building, Evacuation Wardens should know their location. **Online:** 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. Familiarize Evacuation Wardens with location of kits. **Online:** https://www.ehs.washington.edu/epo/spills/chemspills.shtm   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/disabledevacguide.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
https://www.washington.edu/emergency/cert-starting-team

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:

Appendix M

Evacuation Director Post-Earthquake Checklist

Buildings with Special Considerations

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.

Note: The buildings listed below in Sections 1 and 2 require special consideration and it may be appropriate to evacuate and await re-entry until the buildings are evaluated by Environmental Health & Safety, a qualified asbestos consultant, or ATC-20 earthquake inspection teams.

1. The following buildings have a moderate amount of asbestos-containing materials (i.e., fireproofing above ceilings or plaster materials on walls/ceilings) that, depending upon the severity of the earthquake, could become loose and present an exposure to occupants. A building specific re-entry plan developed by a qualified asbestos consultant is advised.

Asbestos-containing Materials		
Balmer Hall	Magnuson HSB – BB Tower	Pack Forest
Communications Building	Magnuson HSB – T-Wing	Schmitz Hall
Friday Harbor Shaw Beach House	McCarty Hall	Student Union Building
Kincaid Hall	More Hall	Utility Tunnels

2. In 1991, the Earthquake Readiness Advisory Committee (ERAC) evaluated buildings on campus for damage potential in a major earthquake. The following buildings should be evacuated and not re-entered until evaluated by ACT-20 earthquake inspection teams because of higher potential for damage or greater life safety risk:

Post-earthquake Structural Risk		
Anderson Hall	Gowen Hall	Pavilion Pool – Men's
Art Building	Hutchinson Hall	Plant Operations Building
Canoe House	Lewis Hall	Raitt Hall
Chemistry Library Building	Miller Hall	Smith Hall
Denny Hall	Music Building	
Faculty Center (UW Club)	Observatory	

Evacuation Director Post-earthquake Checklist

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 (**Evacuate**), 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 (**Evacuate**) 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:	Population Health Building BSD Area D	Date:	
Evacuation Director:		Time:	
Evac. Director E-mail:		Phone:	

Utilities	
Is the power out? (**Evacuate**)	Yes ☐, No ☐, N/A ☐
Are there any damaged, leaking or ruptured utilities? (**Evacuate**)	Yes ☐, No ☐, N/A ☐
Do you smell natural gas or hear a hissing noise from a gas leak? (**Evacuate**)	Yes ☐, No ☐, N/A ☐
Are there any light fixtures that are hanging loose from the ceilings, fallen on the floor, or any exposed wires? (**Evacuate**)	Yes ☐, No ☐, N/A ☐
Is there evidence of leaking or ruptured water lines, such as water leaking from ceilings, floors, or walls? (**Evacuate**)	Yes ☐, No ☐, N/A ☐
Are there damaged steam pipes or radiators? Is there visible steam leaking from these sources? (**Evacuate**)	Yes ☐, No ☐, N/A ☐
Are there exposed, damaged, frayed, or broken electrical cords, electrical wire/cable, or cable conduit? (**Evacuate**)	Yes ☐, No ☐, N/A ☐
Are there damaged sinks, toilets, piping or other plumbing? (**Evacuate** if water is leaking or running uncontrolled)	Yes ☐, No ☐, N/A ☐
Is hot water heater(s) detached or leaking? (**Evacuate** if the water heater is gas-fired)	Yes ☐, No ☐, N/A ☐
Are telephones and/or computer network out of order?	Yes ☐, No ☐, N/A ☐

Mechanical / Electrical Equipment	
Is there damaged air handling equipment such as fans, fan motors, or ductwork? (**Evacuate**)	Yes ☐, No ☐, N/A ☐
Are there damaged electrical panels, circuit breakers, or leaking transformers?	Yes ☐, No ☐, N/A ☐
Are elevator doors stuck in a closed or partially open position? (**Evacuate**)	Yes ☐, No ☐, N/A ☐
Is the elevator stuck between floors? (**Evacuate**)	Yes ☐, No ☐, N/A ☐
Have any appliances such as refrigerators and freezers toppled over?	Yes ☐, No ☐, N/A ☐

Hazardous Materials / Conditions	
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)? (**Evacuate**)	Yes ☐, No ☐, N/A ☐
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? (**Evacuate**)	Yes ☐, No ☐, N/A ☐
Are there any damaged or leaking compressed gas cylinders, high pressure vessels, or storage tanks? (**Evacuate**)	Yes ☐, No ☐, N/A ☐
Have numerous bookcases, filing cabinets, computer monitors, and other building furnishings toppled over? Are they blocking emergency exits? (**Evacuate**)	Yes ☐, No ☐, N/A ☐
Is there damaged pipe insulation or fireproofing that are labeled or known to be asbestos-containing? (**Evacuate**)	Yes ☐, No ☐, N/A ☐

Walls, Floors, Ceilings, and Windows	
Are there uneven floors, buckled carpets, or broken tile/vinyl flooring? (**Evacuate**)	Yes ☐, No ☐, N/A ☐
Do any walls, support columns, or beams appear bent, twisted, sagging or leaning? (**Evacuate**)	Yes ☐, No ☐, N/A ☐
Are there severe cracks in the walls? (**Evacuate**)	Yes ☐, No ☐, N/A ☐
Are there any doors or windows difficult to open or close? (**Evacuate**)	Yes ☐, No ☐, N/A ☐
Is the suspended ceiling framework bent, twisted, or fallen? (**Evacuate**)	Yes ☐, No ☐, N/A ☐
Is there damage to stairs, stairwells, or handrails?	Yes ☐, No ☐, N/A ☐
Are there displaced or fallen ceiling tiles?	Yes ☐, No ☐, N/A ☐
Are there damaged or broken windows and/or window frames?	Yes ☐, No ☐, N/A ☐

Building Façade / Outdoors	
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?	Yes ☐, No ☐ N/A ☐
Are there downed trees, power poles, and electrical wires outside the building?	Yes ☐ No ☐ N/A ☐

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Appendix N

List of Acronyms

ATC-20.........Applied Technology Council (Rapid Assessment Teams for Earthquakes)

CERT ....Campus Emergency Response Team

EAP ....Evacuation Assembly Point

ECS...Emergency Communication System

EEOP ....Emergency Evacuation and Operations Plan

EH&S...Environmental Health and Safety Department

EOC ....Emergency Operations Center

EMP ....All-Hazards Emergency Management Plan

FOMS ....Facility Operations Maintenance Specialist

HVAC... Heating, Ventilation, and Air-Conditioning

ICS ....Incident Command System

MSDS..Material Safety Data Sheet

MyChem...EH&S Online Chemical Inventory Management System

OEM... Office of Emergency Management

SFD...Seattle Fire Department

SOP .... Standard Operating Procedure

UW .... University of Washington

UWPD... University of Washington Police Department

WAC..Washington Administrative Code

Appendix O

Current UW Mass Assembly Areas

UW Campus Mass Assembly Areas

1. ARCHERY RANGE
2. CAMPUS GREEN
3. DENNY YARD
4. DENNY FIELD
5. FISHERIES LAWN
6. HUB YARD
7. RAINIER VISTA
8. SOUTH OF STADIUM

UW CERT Teams & Disaster Supplies

CERT Team Locations

S Disaster Supplies