

Emergency Evacuation Operations Plan

UW Facilities Administration Building

May 2019

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 (UWEMJ) 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 us 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 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 all occupants in the UW Facilities Administration Building (UWF Admin Building) as follows:

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 (EMP): 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 (EOC) as well as the management structure of the Incident Command System (ICS).
2. Other Departmental Emergency Response Plans: This departmental plan has been coordinated as necessary with other departmental plans in the building as follows:

Capital Projects Office (CPO) EEOP – The CPO personnel located in the Design Services area on the ground floor of UWF Admin Building are included on the UWF Admin Building headcount checklists and will be expected to evacuate the UWF Admin Building and follow the instructions of the Evacuation Director and Wardens in the event of an actual emergency or a drill.

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). See Appendix Q, page 67, for the UWF Admin Building Health & Safety Plan.

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. UWF Admin Building personnel will serve as messengers if phone communication is not an option.

The UWF Admin Building is equipped with an emergency back-up phone that does not require power to operate. This phone is located in the UWF Admin Building Discovery Room (large conference room) just inside the main entrance. Within the conference room the phone is located on the south wall in the upper left cabinet, indicated by a picture of a red phone on the door. The plug for the emergency phone is on the east wall, also indicated by a picture of a red phone, and the instructions for use are located on the south wall cabinet counter in a red three-ring binder.

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) Bryant Building 1117 NE Boat Street	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 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 24 hours a day, 7 days a week response unit called "FOMS" or "Unit 2." The FOMS unit responds 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 continued

Emergency Resource	Contact Information	Purpose & Responsibilities
UW Emergency Operations Center (EOC)	<p>The primary EOC is located in UW Tower, 4333 Brooklyn Ave. NE, Room C-140</p> <p>The secondary EOC location is Poplar Hall, Room 106 Call UW 9-1-1</p> <p>EOC Switchboard 206-897-8800</p>	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 responsibilities:

1. Be familiar with and following EEOP procedures when required
2. Participate in drills and training as required
3. Orient 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 building floor plans in Appendix C)
4. Inform and assist 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 (URC) 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 106 at Poplar Hall. Contact will be established by normal phone system (9-1-1), single-line phones or runners.
3. Refer to Checklist 1 on page 10 for a detailed list of the Evacuation Director's 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.

Responsibilities of Faculty, Lecturers, and Teaching Assistants

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

Checklist 1: Evacuation Director Duties and Responsibilities

Subject Area	Duties / Responsibilities	
Administrative	Prepare and maintain the building EEOP.	<input type="checkbox"/>
	Keep a copy of the completed EEOP in all department reference stations.	<input type="checkbox"/>
	Review the EEOP at least annually and confirm that it is current.	<input type="checkbox"/>
Pre-Emergency Coordination	Coordinate with building/department administrators responsible for employee, student, and visitor health and safety.	<input type="checkbox"/>
	Ensure that public event staff are assigned duties and receive required training for events with occupancy of 50 or greater (see Appendix G).	<input type="checkbox"/>
	Ensure that classroom instructors inform students about emergency procedures, exit routes, and assembly points on the first day of class.	<input type="checkbox"/>
	Ensure that emergency procedures for special needs populations are developed.	<input type="checkbox"/>
	Ensure that new and temporary employees, including student employees, are informed about emergency procedures outlined in the EEOP during new employee safety orientation.	<input type="checkbox"/>
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.	<input type="checkbox"/>
	Evacuation Warden orientation is required when there are personnel changes.	<input type="checkbox"/>
	A current list of Evacuation Wardens and alternates is to be maintained in the building's EEOP (see Appendix A).	<input type="checkbox"/>
	Schedule "Evacuation Warden Training" for assigned personnel. Contact the EH&S Training Office.	<input type="checkbox"/>
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).	<input type="checkbox"/>
Emergency Evacuation	Ensure that emergency services, UWPDP, FOMS, SFD, and EH&S are notified for all building emergencies as appropriate.	<input type="checkbox"/>
	During a building evacuation, report to the evacuation assembly point and act as a liaison with responding emergency services.	<input type="checkbox"/>
	Receive status reports from area evacuation wardens.	<input type="checkbox"/>
	Provide information about the building layout, systems, processes, and special hazards to Facility Services, SFD, UWPDP, and other emergency personnel.	<input type="checkbox"/>
	Help the Facility Services personnel (FOMS), and the SFD in the operation of the fire alarm panel if required.	<input type="checkbox"/>
	Coordinate with building administrators on occupancy and operation issues.	<input type="checkbox"/>
	Assign Evacuation Wardens or other personnel, as needed, to be stationed by all entrances to prevent unsuspecting personnel from reentering the building.	<input type="checkbox"/>
	When SFD or UWPDP signals "ALL CLEAR," the Evacuation Director notifies the Evacuation Wardens that the occupants may reenter the building.	<input type="checkbox"/>

Evacuation Director Checklist

Name: _____ Date: _____

Building: UWF Admin Building Time: _____ am/pm

Incident Location (floor, wing, room): _____

Type of incident (manual pull, smoke): _____

Evacuated Floors: _____

Evacuation Assembly Point (EAP): N-22 parking lot-North of the HUB

Secondary EAP: HUB Lawn

Evacuation Tasks

1. Collect hat, phone, clipboard, and personal belongings.
2. Report to the building entrance.
3. Tell those evacuating and anyone trying to re-enter 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 all evacuation warden(s) 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
Alternate Evacuation Director, – to EAP (They should have a phone, hat, whistle, and clipboard, first-aid kit)	
1 st Evacuation Warden – east door to prevent personnel from re-entering the building (after floor sweep)	
2 nd Evacuation Warden – south door to prevent personnel from re-entering building (after floor sweep)	
Known Info (fire, smoke, persons in building, etc.)	Provided by

After the All-Clear Signal

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

Important Phone Numbers and Contact Information

Building Coordinator:	Goldie Pontrelli:	work 206-221-4346
Evacuation Director:	Goldie Pontrelli:	work 206-221-4346
Alt. Evacuation Director:	Clayton Brainerd:	work 206-685-5667
1 st Evacuation Warden:	Tracey Mosier:	work 206-685-8262
2 nd Evacuation Warden:	Suzi Henriot:	work 206-685-3235
3 rd Evacuation Warden:	Eric Krownbell:	work 206-685-6024
4 th Evacuation Warden:	Chris Pennington:	work 206-685-4052

Staff with Disabilities

Name	Room	Area of Refuge

Notes

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

Subject	Duties / Responsibilities	
Administrative	Be familiar with the EEOP, it contains: <ul style="list-style-type: none"> • 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 	<input type="checkbox"/>
	Distribute copies of the completed EEOP, or appropriate sections of it, to all people in your area of responsibility.	<input type="checkbox"/>
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.	<input type="checkbox"/>
	Coordinate with the other Evacuation Wardens on your floor to work together and avoid duplication of tasks.	<input type="checkbox"/>
	Walk over your primary and secondary evacuation routes at least once to familiarize yourself with emergency exits and routes to the Evacuation Assembly Points (EAPs).	<input type="checkbox"/>
	Know where hazardous conditions or situations in your area may exist. Know the location of flammable, radioactive and other hazardous materials, as well as chemical and/or biological spill clean-up kits.	<input type="checkbox"/>
	Know where the phones and pull stations are and know how to turn on an alarm.	<input type="checkbox"/>
	Know how the alarm system responds. For most buildings, the alarm sounds throughout the building and all occupants, except persons with physical disabilities, must evacuate. High-rise buildings may only alarm in certain floors or areas.	<input type="checkbox"/>
	Become familiar with the location and operation of emergency equipment, including fire extinguishers, first aid kits, spill clean-up kits, and disaster supply kits.	<input type="checkbox"/>
Training	Attend training sessions and meetings to review procedures and duties, if necessary. EH&S and SFD offer Evacuation Warden training sessions regularly.	<input type="checkbox"/>
	Participate in evacuation drills as requested by Evacuation Director.	<input type="checkbox"/>

Checklist 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.	<input type="checkbox"/>
	Conduct a quick search as you go to make sure hazardous equipment is shut off, doors are closed and no one is left behind.	<input type="checkbox"/>
	If a stairway is full of smoke go to another stairway.	<input type="checkbox"/>
	If there is smoke in the hall, stay low, cover your mouth with a damp cloth or handkerchief, visualize where the exits are, stay close to and use the wall to guide you so you do not become confused.	<input type="checkbox"/>
	If there is no smoke, you may have trouble getting people to evacuate. Be assertive, positive and insistent.	<input type="checkbox"/>
	Students and visitors who may not be familiar with this plan must be informed of the requirement to evacuate.	<input type="checkbox"/>
	If you have helpers, station them in front of the elevator to make sure no one attempts to use it.	<input type="checkbox"/>
	Do not go to the roof unless it is the only way out; often, there are too many obstructions for a helicopter rescue.	<input type="checkbox"/>
At the EAP	Conduct a headcount by using the checklist in Appendix I to account for all occupants in your area of responsibility.	<input type="checkbox"/>
	Immediately report to the Evacuation Director any missing persons on your list (via phone or runner) and their last known location.	<input type="checkbox"/>
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.	<input type="checkbox"/>
	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.	<input type="checkbox"/>

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

Evacuation Warden Checklist

Name: _____ Date: _____

Building: UWF Admin Building Time: _____ am/pm

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

Type of incident (manual pull, smoke): _____

Evacuated Floors: _____

Evacuation Assembly Point (EAP): Parking lot N-22 north of the HUB

Secondary EAP: HUB Lawn

Evacuation Tasks

1. Collect hat, phone, clipboard, and personal belongings.
2. After making your building sweep, check in with the Evacuation Director at the main entry door to UWF Admin Building.
3. Report to the Evacuation Assembly Point or appointed location.
4. Collect known information about the incident from individuals at the EAP or as they exit the building (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 re-entry.
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 re-enter the building.
2. Report to the Evacuation Director in the UWF Admin Building Discovery Room 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).	<input type="checkbox"/>
	Know how to report an emergency from the classroom being used.	<input type="checkbox"/>
	Assure that persons with disabilities have the information they need. The instructor should be familiar with the student’s plan and also be able to direct visitors with disabilities.	<input type="checkbox"/>
Emergency Evacuation	Take responsible charge of the classroom and follow emergency procedures for all building alarms and emergencies.	<input type="checkbox"/>

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. You may attempt to put the fire out if you have called for help/pulled fire alarm and if it is a small fire (no larger than a wastebasket). If the fire is too large or you are uncomfortable or unfamiliar with the proper use of a fire extinguisher, simply close the door, evacuate, and call 9-1-1.
- 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 need 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).
- 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. See Appendix D for further details.

Procedure 2: Earthquakes

During All Earthquakes

Inside a Building

- **Drop – Cover – Hold.** 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. DO NOT USE DOORWAYS.
- **Watch for falling objects** (light fixtures, shelves) and office furniture that might slide or topple. Stay away from windows. Do not run outside.
- **Do not dash for exits** since they may be damaged and the building's exterior brick, tile, and decorations may be falling off.

Outside a Building

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

After a Major Earthquake

Evacuation Director/Wardens shall:

- Inspect exits for safe egress of building occupants. Evacuation Wardens will go to appointed locations, an announcement by the Evacuation Director will be made that all occupants that are able to may exit building and report to the EAP.
- 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.
- Check for injuries to personnel that were unable to evacuate due to injury. 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 Director in danger.
- Turn off ignition and heat sources if properly trained and it is safe to do so.
- Exit the building, if possible, and remain at main entrance to the UWF Admin Building to report on injuries, damages, and potentially hazardous conditions to arriving emergency personnel or to the EOC.
- Do not re-enter until the building has been declared safe by trained emergency personnel (SFD or the ATC-20 assessment teams).

- Use the telephone system only for urgent matters. Call or send a runner to the EOC or URC to notify them of any needed assistance and emergencies that may exist. Use cell phones 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 re-enter until the building has been declared safe by trained emergency personnel (SFD or the ATC-20 assessment teams).
- 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 clean-up procedures as outlined in “Laboratory Standard Operating Procedures”. If the SOP or chemical spill clean-up 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 9-1-1 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 9-1-1 from any phone or location (3000 if 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 re-occupy the area. Contact EH&S 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 UWPD 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?

Male

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 9-1-1 or (206) 543-9331

Procedure 5: Suspicious Packages and Mail

A suspicious letter may have...	A suspicious package may have...
<ol style="list-style-type: none">1. No Return Address2. Restrictive markings, such as "PERSONAL"3. It is sealed with tape4. The address has:<ul style="list-style-type: none">• misspelled words• is addressed to a title but not a person• an incorrect title• is badly typed or handwritten	<ol style="list-style-type: none">1. Oily stains, discolorations, or crystallizations on the wrapper2. Stranger odor3. Excessive tape4. Is rigid or bulky5. Lopsided or uneven6. 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 it as suspect
5. Evacuate the area and call 9-1-1 from a safe location

If you suspect the mail may contain...

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

If the letter or package has already been opened and a powder or other substance has spilled from 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, call 9-1-1 first, and then return and assist the person to the best of your ability (see below).
3. **When calling 9-1-1,** 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 9-1-1 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

Employee Class History

Tuesday, May 14, 2019, 1:03 PM

Department = 83 PR; Date of Class From 05/14/2017 - 05/14/2019; Passed; Course Title Equal To First Aid & CPR

Employee: BUSHNELL, JAMES
Facility: PARTNER RESOURCES
Job Title: PROGRAM OPS SPECIALIST (PR)
Department: 83 PR

Course	Required	Version	Status	Grade	CEU	Date Class	Retraining Date
First Aid & CPR	√	Rev. 2	Pass			12/4/2018	12/4/2020

Total CEUs: 0.00

Employee: PENNINGTON, CHRISTINA
Facility: PARTNER RESOURCES
Job Title: SAFETY ANALYST
Department: 83 PR

Course	Required	Version	Status	Grade	CEU	Date Class	Retraining Date
First Aid & CPR			Pass			5/16/2017	
First Aid & CPR		Rev. 2	Pass			4/23/2019	

Total CEUs: 0.00

Employee: STOVER, DANIEL
Facility: PARTNER RESOURCES
Job Title: PROGRAM OPS ANALYST
Department: 83 PR

Course	Required	Version	Status	Grade	CEU	Date Class	Retraining Date
First Aid & CPR		Rev. 2	Pass			3/20/2018	

Total CEUs: 0.00

UW First-Aid Plan Guidelines

N. Policy

UW Facilities (UW Facilities) personnel located in the UW Facilities Administrative Building (UWF Admin Building) are able to contact first-aid and CPR trained personnel by dialing 9-1-1 from any campus phone for the UW Police Department (UWPD).

A list of persons located in the UWF Admin Building that are trained in first-aid and CPR is listed below and a second list is kept in the first-aid kits (see section 3.a below for location of first-aid kits):

Persons in the UWF Admin Building that are trained in first-aid and CPR may be contacted as below:

Clayton Brainerd	Tracey Mosier	Chris Pennington
Room 108A	Room 109	Room 114N
206-685-5667	206-685-8262	206-685-4052

O. Scope

This policy applies to the UWF Admin Building under the control of UW Facilities.

Employees identified as first-aid or CPR trained, perform this duty as a collateral duty in that providing first-aid or other medical assistance is not their primary job assignment.

P. UW Responsibility

Each supervisor is responsible for the health and safety performance in their respective units. This responsibility can neither be transferred nor delegated.

a. **Employing Unit**

UW Facilities is responsible for providing first-aid certified employees and supplies as required by APS 10.5. First-aid supplies are located behind the receptionist in the lobby of the UWF Admin Building in the top drawer of the cabinet and also in the UWF Admin Building copy room in the bottom drawer of the mail center. First-aid supplies will be reviewed and ordered by the UWF Admin Building receptionist on an annual basis.

b. **Purchasing and Stores**

Appropriate first-aid supplies are stocked at University Stores for purchase to replenish kits.

c. **Environmental Health and Safety (EHS)**

UW Facilities works with EH&S to ensure compliance with the first-aid regulations through program oversight and provision of services to assist in compliance.

d. **UW Police Department (UWPD)**

The University Police are first-aid certified and provide first-aid response on the Seattle campus and may be contacted by dialing 9-1-1 from any campus phone.

Q. General First-Aid Response Plan

The following applies to all University work areas:

- a. University work locations are served by municipal or county enhanced 9-1-1 Emergency Medical Services. Where there might be exceptions, such as field trips or remote research field stations, the first-aid response plan for the unit or activity requires more rigorous first-aid coverage and emergency planning.
- b. University policy requires that emergency access phone numbers be posted on all telephones.
- c. First-aid trained employees are identified in the employing unit Health and Safety Plan, which supervisors must review with new employees. Units are required to identify first-aid certified employees including contact information, phone number and location, on or near first-aid kits. In some locations first-aid certified employees may be shared between units in order to provide adequate coverage during absences.

R. Individual Unit First-Aid Plans

The UWF Admin Building Evacuation Wardens and their back-ups will be trained in both first-aid and CPR, providing medical assistance as necessary within the building.

An annual review of the UWF Admin Building Emergency Evacuation and Operations Plan (EEOP) by the UW Facilities Emergency Planning Team, include updating all first-aid and CPR training as required.

S. How to Obtain First-Aid Training

- a. EH&S schedules first-aid classes at least once each month, please see a list of classes and schedules at the following web site:
<http://www.ehs.washington.edu/psotrain/index.shtm>
Course fees apply.
- b. First-aid training provided by EH&S covers the following required subjects:
 - Role and responsibilities of the first-aid provider
 - Assessing a scene
 - Performing an initial and ongoing assessment of an injured or ill person
 - Scene safety
 - Body substance isolation/blood borne pathogens
 - Performing an emergency move
 - Placing an ill person in the recovery position
 - Opening and maintaining an airway
 - Providing rescue breathing
 - Managing an obstructed airway
 - Performing adult/one-rescuer CPR
 - Recognizing the warning signs and symptoms of medical problems
 - Recognizing and caring for an injured or ill person with decreased levels of responsiveness
 - Controlling external bleeding and recognizing internal bleeding
 - Recognizing and caring for victims of shock

- Recognizing and stabilizing spinal injury
 - Recognizing and manually stabilizing suspected skeletal injuries
 - Knowledge of voluntary provisions of first-aid, consent and confidentiality
- c. First-aid training acquired through other approved providers must be documented within the employing unit.
- d. First-aid training must be repeated every two years to maintain a valid first-aid certificate.

N. Documentation of First-Aid Training

Each employee listed below has completed a sponsored first-aid course either from EH&S or another qualified agency, such as Red Cross:

Name

Clayton Brainerd
Tracey Mosier
Chris Pennington

O. First-Aid Supplies

- a. First-aid supplies are readily available to all employees, stored in clean, clearly marked, portable containers.
- b. Information regarding the name, location and phone number(s) of first-aid/CPR certified employees is on the first-aid kit.
- c. A red “first-aid kit/supplies” sign is on the cabinet drawers where first-aid kits and supplies are located.
- d. The exact locations of first-aid supplies are included in the unit Health and Safety Plan.
- e. The UWF Admin Building receptionist is the individual responsible for maintaining first-aid supplies, including stocking and checking expiration dates.

P. Good Samaritan Act

Employees who obtain first-aid training to comply with this regulation do so as a collateral duty and not as a primary job assignment. Employees who may render first-aid to another employee in the work place are covered by the Good Samaritan Statute (RCW 4.24.300) which states in part:

“Any person who in good faith and not for compensation renders emergency care at the scene of an emergency or who participates in transporting, not for compensation, there from an injured person or persons for emergency medical treatment shall not be liable for civil damages resulting from any act or omission in the rendering of such emergency care or in transporting such persons, other than acts or omissions constituting negligence or willful or wanton misconduct.”

10. Bloodborne Pathogens

- a. University employees who are first-aid trained as a collateral job duty are not required to have annual blood borne pathogen training nor are they required to be offered a Hepatitis B immunization.
- b. In the event that a University employee is exposed to human blood or body fluids during the administration of first-aid or any other activity in the work place, the employee should notify their supervisor immediately so that they can be referred to the appropriate employee health clinic for post exposure follow-up. In addition, a UW incident/injury/illness report must be completed. More information on incident reporting can be found at:
<http://www.ehs.washington.edu/ohsoars/index.shtm>
- c. Employees who render first-aid or other medical assistance as a primary job duty are required to be included in the UW Blood borne Pathogen Program and are required to have annual training and to be offered a Hepatitis B immunization.
- d. The first-aid training scheduled by EHS includes instruction in universal precautions for protection against blood borne pathogens while administering first-aid.

11. Additional Information

Questions regarding First-Aid should be directed to EHS at 206-543-7388 or e-mail ehsdept@u.washington.edu. Specific web pages have been developed at <http://www.ehs.washington.edu/psotrain/index.shtm> to assist operational units in meeting training responsibilities for First-Aid including recommended contents of a first-aid kit at: <http://www.ehs.washington.edu/ohshsplans/firstaidkit.shtm>

Appendix B

Unusually Hazardous Locations and Key Laboratory Personnel

The UWF Admin Building has no unusually hazardous locations or key laboratory personnel. This section does not apply.

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 this building are:

Primary EAP:	<u>N-22 parking lot located north of the HUB</u>
Secondary EAP:	<u>HUB Lawn</u>

Building occupants will assemble at the primary EAP following a building evacuation. If the Evacuation Director/Alternate 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).

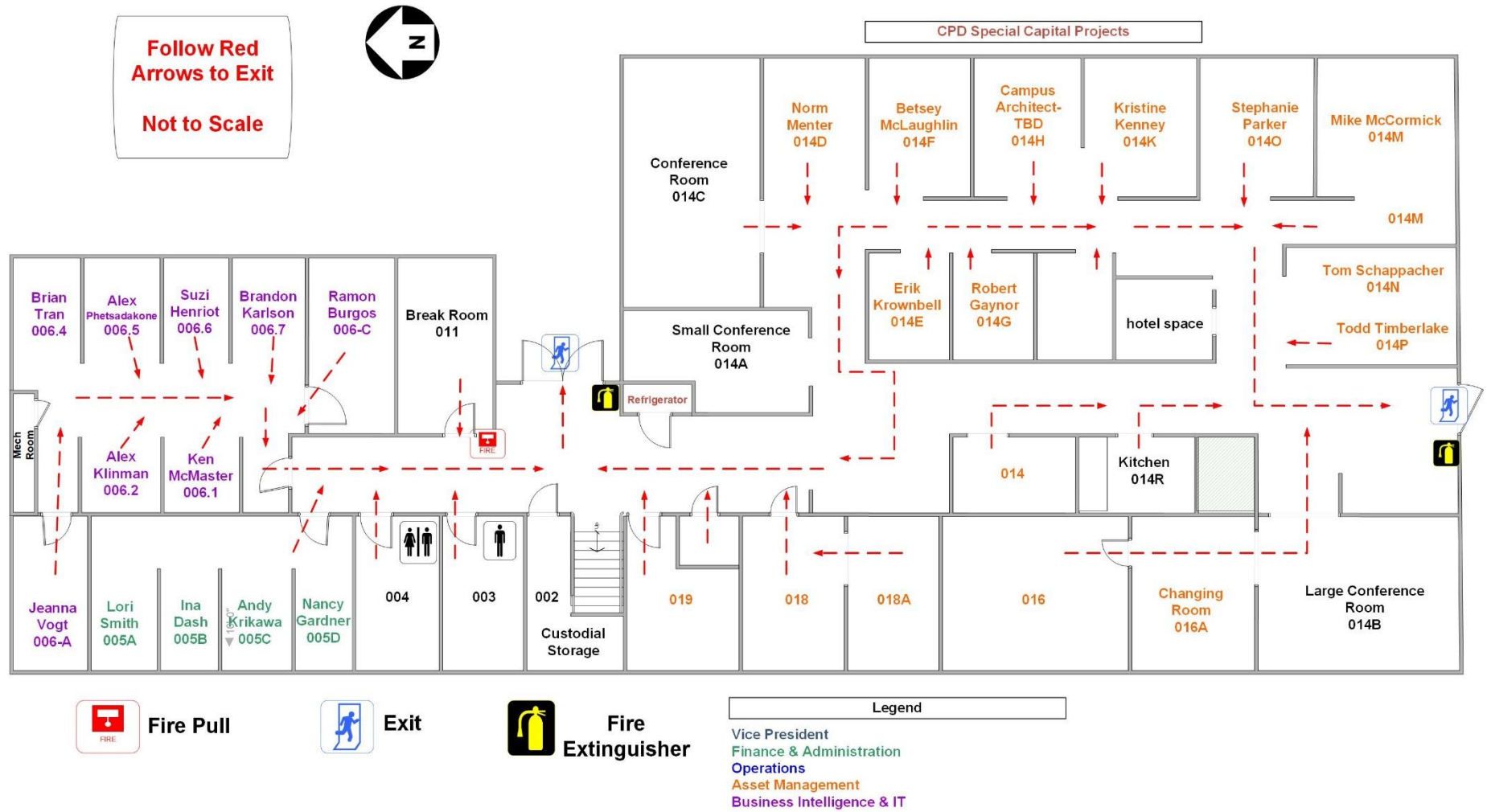
Establish areas of safe refuge for persons with disabilities. Maintain a list of these locations that will be used by persons with disabilities, a system to account for persons with disabilities, and means to communicate with persons taking refuge in these areas. See Appendix D for further information.

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.

Ground Floor



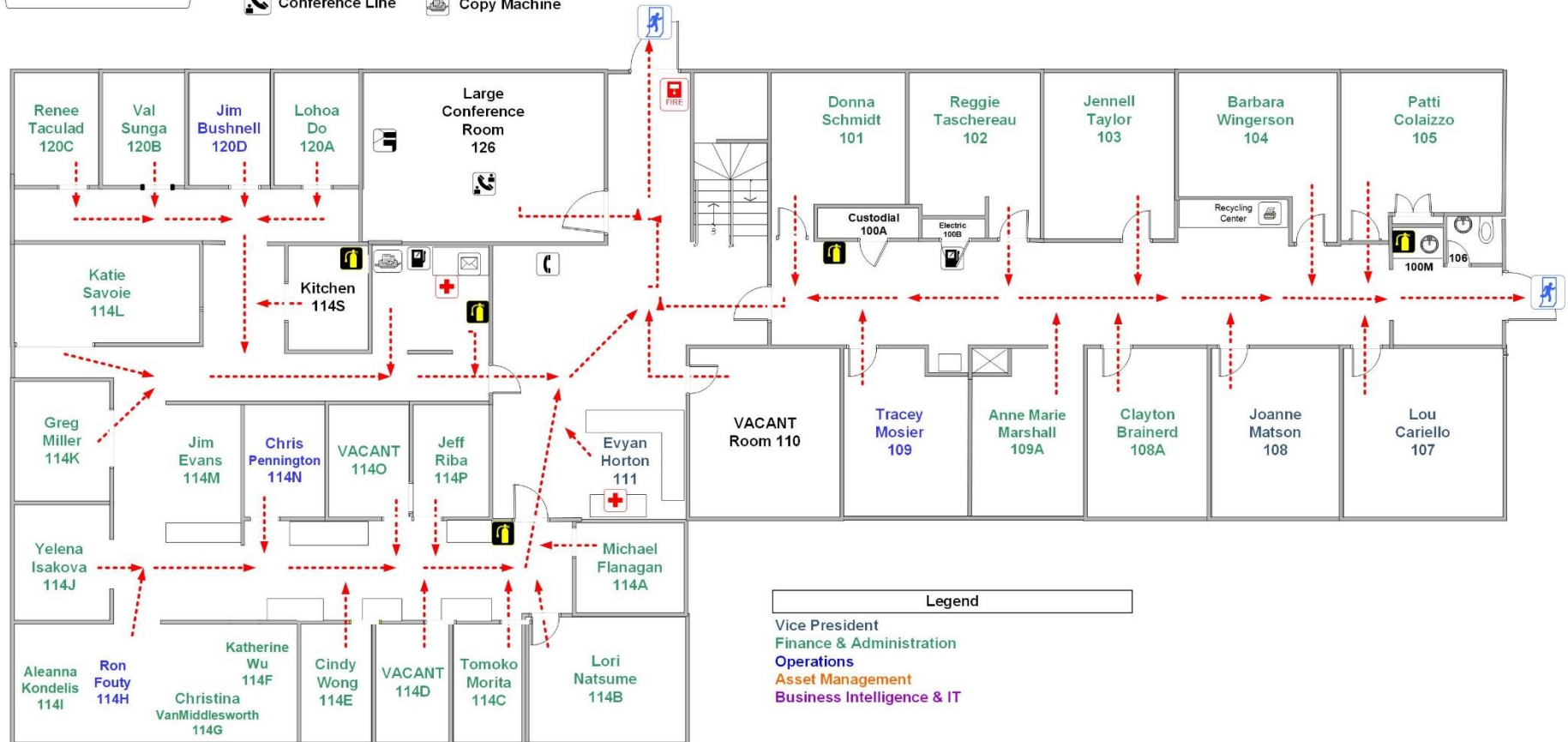
First Floor



Follow Red Arrows to Exit

Not to Scale

- | | | | |
|-------------------|------------------|---------------|-----------------|
| Exit | Electrical Panel | Projector | Fire Alarm Pull |
| Fire Extinguisher | Mail | First Aid Kit | |
| Printer | Womens Restroom | Copy Machine | |
| Telephone | | | |
| Conference Line | | | |





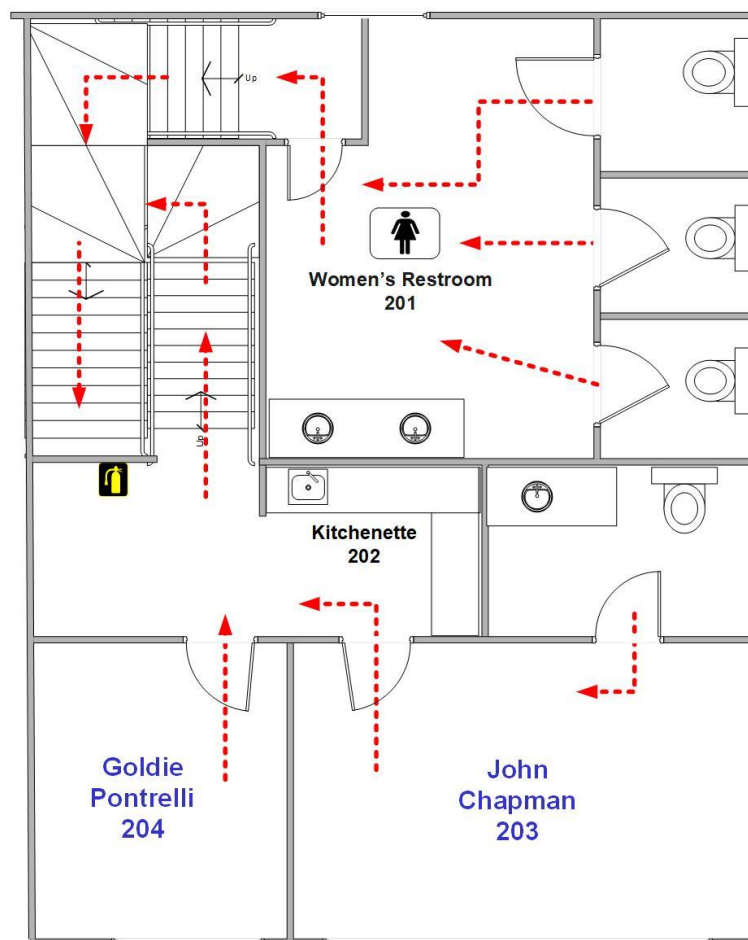
Second Floor



Fire Extinguisher

**Follow Red
Arrows to Exit**

Not to Scale



Appendix D

Emergency Evacuation for Persons with Disabilities

Background

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

Points of Emphasis

- Be familiar with evacuation options.
- Seek evacuation assistants who are willing to assist in case of an emergency.
- Ask supervisors, instructors, Disability Resources for Students, Disability Services Office, or EH&S about evacuation plans for buildings.

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

Evacuation Directors and Evacuation Wardens need to pre-identify staff, faculty, and students with disabilities and their locations. Determine their evacuation options, identify Areas of Refuge, coordinate obtaining an Assisted Evacuation Device (as needed – see *Evacuation Options for Persons with Disabilities*), and determine how they will evacuate from the building.

Individuals are also encouraged to sign up for UW Alerts on the UWEM website. UW Alerts will broadcast information electronically during crises or emergencies that may disrupt routine UW campus operations.

Evacuation Options for Persons with Disabilities

Persons without disabilities must evacuate to the nearest exit. Persons with disabilities have 5 (five) basic evacuation options.

- **Horizontal evacuation:** Use building exits to the outside ground level or go into unaffected wings of multi-building complexes.
- **Stairway evacuation:** Use steps to reach ground-level exits from the building.
- **Stay in Place:** Unless danger is imminent, remain in a room with an exterior window, a telephone, and a solid or fire-resistant door. With this approach, the person may keep in contact with emergency services by dialing 9-1-1 and reporting his or her location directly. Emergency services will immediately relay this location to on-site emergency personnel, who will determine the necessity for evacuation. Phone lines are expected to remain in service during most building emergencies. If the phone lines fail, the individual can signal from the window by waving a cloth or other visible object.

- **Area of Refuge:** With an evacuation assistant, move to an area of refuge away from obvious danger. The evacuation assistant(s) will then go to the building EAP and notify the on-site emergency personnel of the location of the person with a disability. Emergency personnel will determine if further evacuation is necessary.
- **Assisted Evacuation Device:** In the event of a major earthquake or other campus-wide event that would prevent first responders from responding quickly, an assisted evacuation device such as a chair, can be used by trained personnel to evacuate mobility disabled persons.

Disability Guidelines

Prior planning and practicing of emergency evacuation routes are important in assuring a safe evacuation. In addition, helpers and others who may assist those with disabilities are reminded to always ask someone with a disability how he or she can best be assisted or moved before attempting any rescue technique or giving assistance.

Mobility Impaired: Wheelchair

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

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

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

Evacuation devices such as evacuation chairs may be used when first responders are unavailable. This could occur following a campus-wide emergency such as an earthquake or weapons of mass destruction (WMD) event. The following requirements must be met when using evacuation devices:

- Contact EH&S at (206) 616-5519 to identify an appropriate device and determine where to store or place the device. In general, this will apply to departments with a mobility impaired employee whose primary work location is above the ground floor.
- Assign a primary and secondary user of the evacuation device.
- Each user must be a trained Evacuation Warden who has attended the Evacuation Warden training class offered by EH&S.
- Train each user on the proper operation and use of the evacuation device. Coordinate this training with EH&S Building and Fire Safety (206) 616-5519.
- Update and document this training annually.
- Install the evacuation device in a location where it cannot impede egress of others from the building. The device will be used only by the assigned users and only when first responders are unavailable to assist a mobility impaired person to evacuate.
- Evacuation devices will be available for use by specially trained Evacuation Wardens only.
- Update the building's EEOP by describing the standard operating procedures for the evacuation device.

Evacuation Plan for Persons with Disabilities

Personal Information							
Name	Location			Phone			
Supervisor name	Phone			Cell Phone			
Emergency contact name	Phone			Alt. Phone			
Type of Disability							
Mobility <input type="checkbox"/>	Blind <input type="checkbox"/>						
Deaf/hard of hearing <input type="checkbox"/>							
Service animal user <input type="checkbox"/>	Other: <i>Describe Here</i> <input type="checkbox"/>						
Limitations and information emergency personnel should be aware of [including medication(s)]							
Evacuation Plan (make one for each building that you occupy)							
Time of day generally in building:	Building name:						
Days generally in building	Sun <input type="checkbox"/>	Mon <input type="checkbox"/>	Tue <input type="checkbox"/>	Wed <input type="checkbox"/>	Thu <input type="checkbox"/>	Fri <input type="checkbox"/>	Sat <input type="checkbox"/>
Date completed: (mm/dd/yyyy)							
Effective dates:							

Key Personnel to Contact for Assistance in Developing Your Evacuation Plan		
Name	Title	Phone
Designated Buddies		
Buddy #1 Name:	Address/Office:	Phone:
Buddy #2 Name:	Address/Office:	Phone:
Evacuation Plan (Describe plan for evacuation. Include location for Stay in Place or Area of Refuge):		
Primary Evacuation Route (include Evacuation Assembly Point):		
Secondary Evacuation Route (if primary route becomes inaccessible during emergency):		
Assistance Instructions (Such as medical, equipment, communication and carry instructions):		

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 at (206) 685-1471 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)
- UW Facilities Signal Shop – 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 (see Appendix H example on page 49).

Appendix G

Evacuation Drills and Crowd Management for Public Assemblies

The UW Facilities Administration Building houses less than 50 (fifty) employees and does not fall under this designation. This does not apply to the UWF Admin Building.

Appendix H

Evacuation Drill Report Form

To record an Evacuation Drill, please use the UoW 1213 form. The next page features an example 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 UoW 1213 form is available at the hyperlink below. The electronic version of the form may be filled out on your computer.

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

Once the form has been completed, please send it to:

Building and Fire Safety
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.



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 | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. Occupants/staff responded and reported to Evacuation Assembly Point | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. Persons with disabilities are accounted for | <input type="checkbox"/> NA | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 4. Visitors and students were properly directed | <input type="checkbox"/> NA | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 5. Accounted for missing or trapped personnel | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 6. The alarm was audible throughout the area | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 7. No premature reentry | <input type="checkbox"/> YES | <input type="checkbox"/> 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)

Appendix I

Evacuation Warden Headcount Checklist

Building Name: UWF Admin Building Assembly Point: N-22 parking lot north of HUB
 Evacuation Warden: _____ Time and Date: _____

Page 1 of 4

Employees / Visitors	Present	Absent	In Field	Injured	Missing	Last Known Location	Emergency Assignment
Aleanna Kondelis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Alex Phetsadakone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Andy Cusillas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Andy Krikawa	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Anna Daeuble	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Anne Marie Marshall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Barbara Wingerson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Betsey McLaughlin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Blair Kaufer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Brandon Karlson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Brian Tran	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Chris Pennington	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Christina VanMiddlesworth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Cindy Wong	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Clayton Brainerd	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Donna Schmidt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Erik Krownbell	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Evacuation Warden Headcount Checklist continued

Page 2 of 4

Employees / Visitors	Present	Absent	In Field	Injured	Missing	Last Known Location	Emergency Assignment
Goldie Pontrelli	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Greg Miller	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Ina Dash	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
James Evans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Jeanna Vogt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Jeff Riba	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Jennell Taylor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Jim Bushnell	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Joanne Matson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
John Chapman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Katherine Wu	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Katie Savoie	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Ken McMaster	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Kristine Kenney	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Lohoa Do	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Lori Natsume	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Lori Smith	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Lou Cariello	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Michael Flanagan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Mike McCormick	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Evacuation Warden Headcount Checklist continued

Page 3 of 4

Employees / Visitors	Present	Absent	In Field	Injured	Missing	Last Known Location	Emergency Assignment
Nancy Gardner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Norm Menter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Patti Colaizzo	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Ramon Burgos	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Reggie Taschereau	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Regi Hampton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Renee Taculad	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Robert Gaynor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Ron Fouty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Stephanie Parker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Suzi Henriot	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Todd Timberlake	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Tom Schappacher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Tomoko Morita	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Tracey Mosier	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Val Sunga	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Yelena Isakova	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Evacuation Warden Headcount Checklist continued

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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 (NIM) 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 K

Emergency Procedures for Faculty, Lecturers, and Teaching Assistants

The UWF Admin Building does not house faculty, lecturers, teaching assistants or classroom settings. This procedure does not apply.

Appendix L

Emergency Evacuation and Planning

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 EH&S 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 EH&S website at the address below:

<http://www.ehs.washington.edu/fsosurveys/checklists.shtml>

Emergency Evacuation and Planning Checklist: Part 1

Building: UWF Admin Building Evacuation Director: Goldie Pontrelli

Date: 09/18/18 Evacuation Warden: Clayton Brainerd

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

15	Do Evacuation Wardens know the proper procedures for re-entering a building after different types of evacuations?	Yes <input checked="" type="checkbox"/> , No <input type="checkbox"/> , N/A <input type="checkbox"/>
-----------	---	--

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:
<div></div>

Emergency Evacuation and Planning Checklist: Part 2

Written Policies and Procedures	
1.	<p>Do you have an up-to-date written Departmental Health and Safety Plan? Do your employees know about this plan, where to find it, and how to use it?</p> <p>Corrective Action: Develop a written Departmental Health and Safety Plan using the Sample Health and Safety Plan available from the EH&S website.</p> <p>Online: http://www.ehs.washington.edu/ohshsplans/index.shtm</p> <p>Completion Date: 04/2011</p>
2.	<p>Do you have an up-to-date written Emergency Evacuation and Operations Plan (EEOP)?</p> <p>Corrective Action: Develop a written EEOP for your building using the sample model plan for low-rise buildings at the EH&S website.</p> <p>Online: http://www.ehs.washington.edu/fsoemerprep/evacplan.shtm</p> <p>Completion Date: 12/2012</p>
Employee and Visitor Training	
3.	<p>Have the Evacuation Director and Evacuation Wardens attended UW emergency evacuation training?</p> <p>Corrective Action: Register Evacuation Directors and Evacuation Wardens to attend the <i>Floor Warden/Building Evacuation Training</i> course offered by EH&S. Additional training, such as first aid/CPR certification and earthquake/disaster preparedness should occur as needed.</p> <p>Online: http://www.ehs.washington.edu/psotrain/corsdesc.shtm</p> <p>Completion Date: Director 06/14/2012 Warden(s) 04/18/2012</p>
4.	<p>Are fire and emergency evacuation drills done on a regular basis to keep employee, faculty, and staff aware of EEOP and emergency procedures?</p> <p>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.</p> <p>Online: http://www.ehs.washington.edu/fsoemerprep/fireexitrequirements.shtm http://www.ehs.washington.edu/forms/fso/firedrillreport.pdf</p> <p>Completion Date: 11/2012</p>
5.	<p>Are new, temporary, and student employees informed about emergency procedures in the EEOP during the new employee safety orientation?</p> <p>Corrective Action: During new employee safety orientation, inform employees, including temporary staff and student employees, about the emergency evacuation procedures contained in the EEOP.</p> <p>Online: http://www.ehs.washington.edu/forms/psa/NewEmployeeSafetyOrientation.pdf</p> <p>Completion Date: Various dates of hire</p>

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: 12/2012

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: 12/2012

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: 12/2012

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: 12/2012

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: 12/2012

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: N/A

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: 12/2012

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

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

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

Completion Date: 12/2012

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: 12/2012

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: 12/2012

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, the building cannot 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 re-occupied 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 EH&S, 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 Bldg.
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 SFD 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 (URC) or the EOC. Post a completed copy near the main entrance(s) for emergency response personnel to reference.

Building Name:	UWF Admin Building	Date:	
Evacuation Director:	Goldie Pontrelli	Time:	
Evacuation Director E-mail:	gpontrel@uw.edu	Phone:	

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

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

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

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

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 <input type="checkbox"/> , No <input type="checkbox"/> , N/A <input type="checkbox"/>
Are there downed trees, power poles, and electrical wires outside the building?	Yes <input type="checkbox"/> , No <input type="checkbox"/> , N/A <input type="checkbox"/>

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

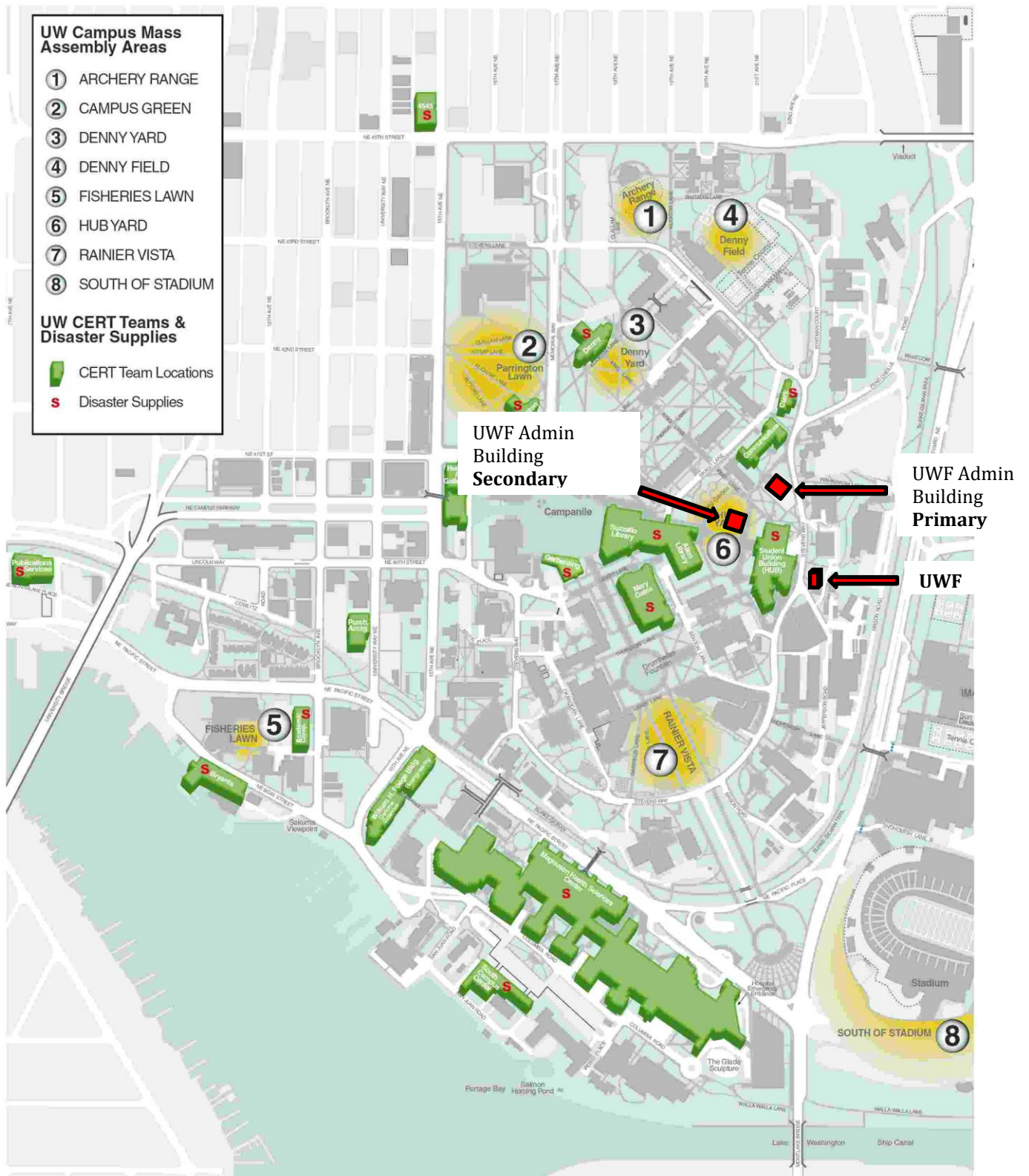
Appendix N

List of Acronyms

ATC-20	Applied Technology Council (Rapid Assessment Teams for Earthquakes)
CERT	Campus Emergency Response Team
CPO	Capital Projects Office
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
ERAC	Earthquake Readiness Advisory Committee
UWF Admin Building	UW Facilities Administration Building
FOMS or Unit 2	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
NIM	National Incident Management
OEM	Office of Emergency Management
SFD	Seattle Fire Department
SOP	Standard Operating Procedure
URC	Unit Response Center
UUF	Use of University Facilities
UW	University of Washington
UWEM	Office of Emergency Management
UWPD	University of Washington Police Department
WAC	Washington Administrative Code
WMD	Weapons of Mass Destruction

Appendix O

Current UW Mass Assembly Areas



Appendix P

Additional Requirements for High-Rise Buildings

The UWF Admin Building is not a high-rise building. This procedure does not apply.

Appendix Q

UW Facilities Health and Safety Plan

Accident Prevention Program

Scope

The following departments are covered by this plan:

Building Services

Northlake Building
Plant Services

Campus Utilities & Operations

Plant Operations Building
UW Tower
Power Plant
Plant Operations Annex 4
Plant Operations Annex 6

Emergency Management

UW Tower, Room C-140

UW Facilities Administration

UW Facilities Administration Building

UW Facilities Training Center

Plant Services Building

Maintenance & Construction

Plant Services Building
Health Science Building, D-116
Health Science Building, F-104
3902 Cowlitz NE
Plant Services Annex 7

Transportation Services

1320 NE CAMPUS PKWY

UW Facilities is headed by the Associate Vice President for UW Facilities, who reports to the Senior Vice President for Finance & UW Facilities. Organization charts for UW Facilities and its' Departments are maintained on the UW Facilities web site: <https://www.washington.edu/facilities/>

Health & Safety Policy

It is the policy of the University of Washington to create and maintain a safe and healthful workplace free from recognized hazards that may cause harm to faculty, employees, students, patients, and visitors. This policy is consistent with the University-wide Health and Safety Policy, APS 10.3, and applicable Washington Industrial Safety and Health Act (WISHA) regulations (WAC 296-24, 296-62 and 296-800).

Responsibilities

Responsibility for safety programs and safety performance lies with each Dean, Director, Chairperson, and Supervisor. Everyone with supervisory responsibility is expected to participate directly in assuring that safe working conditions are maintained, and that required health and safety training is up to date for employees.

Each University employee is required to comply with occupational safety and health regulations, with departmental policies, and procedures that apply to their own actions and conduct on the job, and to report accidents, injuries, and unsafe conditions to his or her supervisor (APS 10.3.2).

Safety Coordinator

Tracey Mosier, Safety Manager, is the “Safety Coordinator” for UW Facilities and works with the Directors and administrative staff in UW Facilities departments to plan and implement worker safety and health programs.

An annual review of worker safety and health plan will be undertaken by the “Safety Coordinator”.

Steps to Assure Employee Health & Safety

Unit/Shop Meetings

Most units within UW Facilities departments cover safety matters at least monthly at general staff meetings or at specific shop/unit meetings. The official attendance record for the monthly Safety Team meeting also includes a check-off for each unit's meeting. Attendance at unit meetings and topics covered are recorded on the Facilities Service "Shop/Unit Meeting Record" form, in meeting minutes, and other regular records.

Safety Bulletin Boards

UW Facilities safety bulletin boards are used for posting WISHA posters, safety notices, safety newsletters, safety team minutes, safety committee minutes, training schedules, safety posters, accident statistics, and other safety education material. Safety bulletin boards are located where all employees can see them (WAC 296-800-190).

Building Services

Area A: Clock Station at Northlake Building, Loading Dock

Area B: D-109, right outside Clock Station D-107 in the Health Sciences Building

Area C: Room M-6 of Fisheries Center

Area T: Outer room near Clock Station in basement of University Tower, near elevator

Campus Utilities & Operations

Plant Operations Building, across from Room 103

UW Tower, Room 117

Emergency Management

UW Tower, Room C-140

UW Facilities Administration

UW Facilities Administration Building copy room

UW Facilities Training Center

Plant Services Building

Maintenance & Construction

Plant Services Building, Main Corridor

Health Science Building, D-116

Health Science Building, F-104

3902 Cowlitz NE, west side of shop area

Plant Services Annex 7, outside Room 204

Transportation Services

1320 NE CAMPUS PKWY

New Employee Safety Orientation

All new employees, including permanent, temporary, or part-time employees receive the following instruction:

1. Reporting procedures for fire, police, or medical emergencies;
2. Evacuation procedures during an emergency;
3. The locations of fire alarm pull-stations and fire extinguishers (employees should not attempt to use a fire extinguisher unless trained to do so);
4. Procedures for reporting all accidents and incidents to their supervisors and completing an online report using OARS;
5. Procedures for reporting unsafe conditions or acts to their supervisors and, when possible, taking action to correct unsafe conditions (removing a tripping hazard, removing unsafe equipment from service, etc.);
6. The location of first-aid kits and identification of first-aid certified employees;
7. Description of UW and departmental Hazard Communication Program for chemical hazards to which they may be exposed. Chemical labeling requirements, notification that additional training will be provided, if needed, covering health effects of hazardous chemicals and how to work with chemicals safely;
8. Identification and explanation of all warning signs and labels used in their work area;
9. Instruction, use and proper care of any personal protective equipment (PPE) they are required to use;
10. Description of safety training they will be required to attend for their job. This includes General Asbestos Awareness Training which is mandatory for all employees.

New Employee Safety Orientation is provided at the unit level for UW Facilities personnel. A checklist is available at:

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

Emergency Evacuation and Operations Plan

All University departments develop an Emergency Evacuation and Operations Plan (EEOP) which contains procedures for emergency evacuation and for responding to fires, bomb threats, chemical spills, earthquakes, etc. Evacuation plans for UW Facilities units contain building floor plans, safety equipment, and exit pathways; evacuation procedures; identify evacuation assembly point(s); describe methods of accounting for staff, students, and visitors; and identify areas of refuge for occupants with mobility impairment. All of the departmental staff is trained in the departments' Emergency Plans. If an employee moves to a new location, the above mentioned information must be reviewed for the new worksite.

Departmental personnel will make sure that all doors, exit pathways, and stairs are kept clear of all obstructions that could impede safe exiting. Fire separation doors, particularly stairway doors, shall not be blocked or wedged open.

If the fire alarm is activated, all affected employees shall immediately leave the alarmed area closing doors behind them.

NEVER USE THE ELEVATOR DURING AN ALARM

UW Facilities personnel are assigned to multiple buildings and may work in any building on campus. UW Facilities personnel are instructed to report to their supervisor or work unit in a disaster after checking in with building evacuation warden. Departmental emergency plans and building evacuation plans are located in administrative offices and evacuation floor plans are posted on each floor of UW buildings.

Building Services

Northlake Building
Plant Services Building
1137 NE Boat Street

Campus Utilities & Operations

Plant Operations Annex 6
Plant Operations Building

Emergency Management

UW Tower, Room C-140

UW Facilities Administration

UW Facilities Administration Building

UW Facilities Training Center

Plant Services Building

Transportation Services

1320 NE Campus Parkway

Maintenance & Construction

Plant Services Building
Health Sciences Building, D-116
3902 Cowlitz Road
Plant Services Annex 7

Departmental emergency plans and building evacuation plans are reviewed with all employees at least annually (Ref. UW Facilities Monthly Meeting Topics).

Safety Committees

Safety Committees, as required by Washington State Regulations (WAC 296-800-130), are an advisory group of management appointed and employee elected representatives who help determine unsafe conditions and methods of work, suggest corrective measures, and obtain the participation of all personnel.

Organizational Health & Safety Committees

Employees are represented on the University's Organizational Health & Safety Committees either by department members or by organizational members who represent all departments in the organizational unit.

UW Facilities is represented on the Finance & Facilities Organizational Safety Committee by an elected member and the UW Facilities Safety Manager.

University-wide Safety Committee

The University-wide Safety Committee has been established to provide campus-wide consistency and oversight. This committee is composed of members of the twelve organizational committees.

UW Facilities Safety Team

All UW Facilities personnel are represented by unit safety representatives on the UW Facilities Safety Team that meets monthly. Safety Representatives raise safety questions and concerns from the represented group and, in turn, share information from the Safety Team back to the represented group. The Safety Team also provides another route for employees to report health and safety concerns, although employees are expected to try to resolve these concerns with their supervisors first.

Date updated: 02-03-15