

Emergency Evacuation and Operations Plan

Plant Services Building 4515 25th Avenue NE

Customer Care Team (Shop 81)
Facilities Construction (Shops 52, 53, 54, 55, 56)
Maintenance & Construction Administration
F.S. & G.S. Services
Moving & Surplus
Northeast Zone (Shops 15, 41)
Outside Zone (Shops 18, 10)
Preventive Maintenance
Regulated Materials
UW Facilities Stores
UW Facilities Training Center
UW Shuttles

Steve Snyder, Evacuation Director

*Adopted May 2019
Revised March 2019*

Introduction

This Emergency Evacuation and Operations Plan (EEOP) for the Plant Services Building (PSB) has been developed to complement and supplement the University of Washington's Comprehensive Emergency Management Plan (CEMP) for campus operations during large scale or campus-wide emergencies. It addresses the specific needs and circumstances of the PSB and provides concise, clear, easy-to-use instruction and instruction for the evacuation of employees and visitors and guidance to retain business continuity. A printed copy of this EEOP is available at Maintenance & Construction's Northeast Zone's administrative office in Room 256 and at the Director of Maintenance & Construction office in Room 204.

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:

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Section 1

Purpose, Scope, and Emergency Resources

Purpose

The purpose of this plan is to establish procedures and duties, promote planning, and ensure 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 University's Administrative Policy Statements (APS) and CEMP. The EEOP incorporates procedures that would constitute a Fire Safety and Evacuation Plan (FSEP) for the Plant Services Building.

Scope

This plan applies to all occupants in the Plant Services Building.

University Emergency Resources and Contacts

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

Emergency Communications



The PSB is equipped with a **monitored fire alarm system** whose audible tone is a **solid tone** and is designed for a **complete building evacuation**.

All alarms trigger an automatic response by the Seattle Fire Department, UWPD, and UW Facilities' FOMS unit. Other modes of emergency communication are below:

- 1. Plant Services Building Walkie-talkies (two-way radios):** The PSB has three walkie-talkies for emergency communications: two located across Room 256B in the Northeast Zone administrative offices and one in Room 204, FS Customer Care Team.
- 2. Emergency LED Notification Signs:** As part of the UW Indoor Alert System, the PSB has scrolling LED reader boards (which broadcast emergency information in the event of a natural disaster, civil unrest, terrorism, or other public safety threats) are found in the Northeast Zone administrative office

(Room 256) and above the M&C administrative/Customer Care Team office door (Room 204).

3. **UW Alert:** The UW's communication program to "disseminate official information via email, text messages, telephones, loudspeakers, website banners and other means to keep the campus community informed during emergencies and situations that might disrupt normal operations." Sign up is required for UW Facilities' employees. UW Alerts are posted on Facebook (<https://www.facebook.com/UWAlert/>), Twitter (@uwalert), and at the UW Alert Blog (<https://emergency.uw.edu/>)
4. **UW Outdoor Alert:** The most common emergency phones are the blue towers. These phones can also broadcast emergency messages on campus. Other phones are brown are not equipped with the public loudspeaker.
5. **Other Emergency Outdoor Phones:** Other emergency phones are available to the public. Most of these phones are located in campus parking garages and are set up to automatically dial the University police.

Employee Orientation

New employees who work within the Plant Services Building must be informed of the EEOP as part of their new employee safety orientation. This plan should be routed to all personnel. Staff should be reminded of the plan's necessity and encouraged to discuss the plan with each other and visitors. To assure the safety of all building occupants, the Evacuation Director and Evacuation Wardens will work together to assure all are aware of the plan, and that 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 Sections 6, 7, and Appendix C.

Table 1: University Emergency Resources and Contacts

Resource	Contact Info	Purpose & Responsibilities
UW Police Department (UWPD) 3939 15 th Avenue NE	Emergency Assistance: From a UW phone, 911 . Non-emergency: (206) 685-UWPD (8973)	Report all emergencies to UWPD, including fire, medical, or hazardous material spills or release.
Environmental Health & Safety (EH&S) 201 Health Hall Center	(206) 543-7262 After hours, reach through UWPD.	Provides training, consultation, and support for building emergencies, hazardous materials spills and releases, temporary controls, and other general information to the SFD, UWPD, and other UW departments.
UW Emergency Management (UWEM)	(206) 765-7192	Provides disaster planning guidance and training resources to faculty and staff; maintains and coordinates all UW Emergency Operations Center (EOC) activities, campus-wide disaster drills, and recovery.
UW Emergency Operations Center (EOC) <u>Primary</u> UW Tower, 4333 Brooklyn Avenue NE, Room C-140 <u>Secondary</u> Lander Hall, 1201 NE Campus Parkway, Room L-135	Reach through UWPD, 911 .	Upon activation, decides the use of resources and communicates with external agencies and authorities. Information on missing persons, building emergencies, first aid, and other needs during a large-scale emergency must be relayed to the EOC.

UW Medical Center (UWMC) 1959 NE Pacific St	(206) 598-3300 TTY: 711	
Harborview Medical Center (HMC) 325 Ninth Ave	(206) 744-3000 TTY: 711	
Washington State Poison Center 155 NE 100 th St, #100	(800) 222-1222 TTY: 711	24 hours-a-day, 7 days-a-week, toll-free and confidential poison advice.
King County Emergency Medical Services Community CPR / PAD Program Manager	(206) 263-8317	Any use of AED to a patient regardless of whether a shock was delivered must be reported to this authority.
Seattle Fire Department (SFD) 301 2 nd Ave S	(206) 386-1400	Emergency medical service, first and rescue response and first prevention.
KOMO 1000 AM	Radio AM 1000 or online at: http://komonews.com/live/komo-4-newsradio	Official area broadcast station in case of major disaster or University "suspected operations."

Emergency Plant Services Building Contacts

After notifying UWPD, below are the key personnel to contact in case of an emergency evacuation at the Plant Services Building:

	Name	Office Number	Mobile Number
Building Coordinator	Steve Snyder	(206) 221-2884	(206) 910-4267
Evacuation Director	Darrell Frost	(206) 685-1468	(425) 985-5808
Evacuation Director Back-up (Day)	Steve Snyder	(206) 221-2884	(206) 910-4267
Evacuation Director (Night)	Theo Schmitz	(206) 616-8172	(206) 661-2548
Evacuation Director Back-up (Night)	Eric Yerxa	(206) 685-8841	(206) 396-1271

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 as well as the Evacuation Director and Evacuation Wardens.

Responsibilities of UW Departments and Staff

Employees, Faculty, and Staff are responsible for:

1. Being familiar with and following EOP procedures as required
2. Participating in drills and training as required
3. Informing and assisting visitors unfamiliar with building procedures as appropriate prior to and during an emergency evacuation
4. Orienting new employees of this plan upon hire
5. Completing and maintaining evacuation exemption procedures for qualified medical procedures

Responsibilities for Locations with Hazardous Materials

1. Be familiar with building emergency procedures and act in the event of an emergency.
2. If the emergency is in or near your research area, report directly to incident command (usually Seattle Fire Department) about hazardous materials and activities in the space. This will help ensure the safety of emergency responders and to resume to normal operations as soon as possible.

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 the UW Emergency Operations Center (EOC) directly. The first location for the EOC is at the UW Tower, 4333 Brooklyn Avenue NE, Room C-140. The secondary location is in room L-135 at Lander Hall, 1201 NE Campus Parkway. Contact will be established by normal phone system (9-1-1), single line phones, or runners.
3. Refer to Checklist 1 on the following page for a detailed list of the Evacuation Director duties and responsibilities.

Evacuation Warden Duties and Responsibilities

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

Checklist 1: Evacuation Director Duties and Responsibilities

Subject Area	Duties / Responsibilities	
Administrative	Prepare and maintain the building EEOP.	<input type="checkbox"/>
	Keep a copy of the complete 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 emergency procedures for special needs populations are developed.	<input type="checkbox"/>
	Ensure that new and temporary 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 they know that 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 is 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"/>
Trainings and Drills	Schedule, conduct, and record evacuation drills as required by the Seattle Fire Code and WAC 296-24 (See Sections 6, 7 and Appendix C).	<input type="checkbox"/>
Emergency Evacuation	Ensure that emergency services, UWPD, 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"/>
	Help Facilities Operations Maintenance Specialists (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 UWPD signals "ALL CLEAR," the Evacuation Director notifies the Evacuation Wardens that the occupants may reenter the building.	<input type="checkbox"/>

Evacuation Director Checklist

Name:	Darrell Frost	Date:	
Building:	Plant Services Building	Time:	
Location within building (floor, wing, room):			
Type of incident (manual pull, smoke, sprinkler, etc.):			
Evacuated Floors:			
Evacuation Assembly Points (EAPs):		West of Parking Lot N-26, East of Parking Lot N-26, Key Bank Parking Lot	
Secondary EAP:		Parking Lot N-25	

Evacuation Tasks

1. Collect hat, phone, walkie-talkie, clipboard, and personal belongings.
2. Report to the main building entrance.
3. Tell those evacuating and anyone trying to reenter the building to go to the EAP. If the primary EAP is unavailable, direct everyone to the secondary EAP.
4. Collect known information about the incident from individuals evacuating the building (fire, smoke, persons in the building, etc.)
5. Ask 1st Evacuation Warden for known information about the incident.
6. Report known information to emergency personnel.
7. Stay at the front of the building for further direction from emergency personnel.

Assignment	Name
1 st Evacuation Warden – assign to EAP	
2 nd Evacuation Warden – assign to front entrance to help Evacuation Director maintain communication with EAP	
3 rd Evacuation Warden – assign to door, directing all to EAP	
4 th Evacuation Warden – assign to door, directing all to EAP	
All other Evacuation Wardens assign to EAP	

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

After the All-Clear Signal

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

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

Subject Area	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, including what are their Areas of Refuge. The Areas of Refuge may be identified on your evacuation plans found in Quick Reference section. If you have a staff member with a mobility disability and cannot find an area of refuge, contact EH&S Fire Safety.	<input type="checkbox"/>
	Coordinate with the other Evacuation Wardens on your floor and 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 EAPs.	<input type="checkbox"/>
	Know where hazardous conditions or situations in your area may exist. Know the location of flammable, radioactive, and other hazardous materials, as well as chemical and/or biological spill cleanup kits.	<input type="checkbox"/>
	Know where the phones and pull stations are and know HOW to turn off 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.	<input type="checkbox"/>
	Become familiar with the location and operation of emergency equipment, including fire extinguishers, first aids kits, spill cleanup kits, and disaster supply kits.	<input type="checkbox"/>
Training and Drills	Attend training sessions and meetings to review procedures and duties if necessary. EH&S and SFD offer Evacuation Warden training sessions regularly.	
	Participate in evacuation drills as requested by the 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 assemble. Do not go to the roof unless it is the only way out.	<input type="checkbox"/>
	As you go, make sure hazardous equipment is shut off, doors are closed and no one is left behind.	<input type="checkbox"/>
	Inform visitors unfamiliar with the EEOP that they must evacuate.	<input type="checkbox"/>
	Station helpers in front of elevators to make sure no one attempts to use them.	<input type="checkbox"/>
At the EAP	Conduct a headcount by using the check list to account for all occupants in your area of responsibility.	<input type="checkbox"/>
	Immediately report to the Evacuation Director any missing persons and their last known location.	<input type="checkbox"/>
Special Items	If a stairway is full of smoke, go to another stairway.	<input type="checkbox"/>
	If there is smoke in a hall, stay low, cover your mouth with a damp cloth, visualize where the exits are, stay close to each other to and use the wall to guide you to avoid confusion.	<input type="checkbox"/>
	If there is no smoke, you may have trouble getting people to evacuate. Be assertive, positive, and insistent.	<input type="checkbox"/>
	Do not allow the stairway doors or other exit doors to be blocked or 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 unfamiliar with the building.	<input type="checkbox"/>

SILENCING OF THE ALARM IS NOT TO BE CONSIDERED AN ALL-CLEAR SIGNAL!

Evacuation Warden Checklist

Name:		Date:	
Building:	Plant Services Building	Time:	
Location within building (floor, wing, room):			
Type of incident (manual pull, smoke, sprinkler, etc.):			
Evacuated Floors:			
Evacuation Assembly Point (EAP):			
Secondary EAP:			

Evacuation Tasks

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

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

After the All-Clear Signal

1. Allow occupants to reenter the building.
2. Assist staff with disabilities back to their rooms.
3. Report to the Evacuation Director for a de-briefing.

Section 3

Evacuation Procedures

These procedures focus on evacuation of occupants as a result of a fire or other building emergency.

1. Assume all alarms are real unless an announcement has been made just prior to the alarm.
2. Begin immediate evacuation of the building or area as outlined in this EEOP.
3. Take your keys and valuables and close doors behind you as you exit.
4. Evacuate via the nearest stairwell or grade level exit. Do not prop doors open; doors must remain closed to keep prevent smoke migration in the event of a fire. Do not take elevators or go to the roof.
5. Go to your pre-determined Evacuation Assembly Point (EAP), typically outdoors a safe distance from the building and out of the way of emergency services. See Appendix B for specifics.
6. Persons with disabilities who are unable to evacuate will follow their personal plan to take refuge or report to an area of evacuation assistance (see Section 5).

Section 4

Specific Emergency Procedures

Procedure 1: Fire Alarms, Fire Emergencies and Explosions



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

Procedures for Occupants

- When an alarm sounds on your floor or area, begin immediate evacuation following your floor plan (see Appendix B). Close doors behind you. If a fire is identified but no fire alarm has been sounded, yell “FIRE! GET OUT!” to inform other occupants.
- If you discover a fire, activate the nearest pull station and call 9-1-1. Then you may attempt to put it out if it is small (no larger than a wastebasket) and you have called for HELP. If the fire is too large or you are uncomfortable or unfamiliar with the proper use of a fire extinguisher, simply close the door and evacuate.
- If the fire alarm does not work, call 9-1-1 and notify occupants verbally of the emergency and the need to evacuate. Evacuation Wardens or another responsible party needs to confirm that all occupants are notified.
- If you are on fire, STOP – DROP – ROLL. If another person is on fire, yell “STOP – DROP – ROLL.”
- Evacuate via the nearest stairwell or grade level exit. Do not block exit doors or wedge them in an open position. The doors must remain closed to keep smoke out and maintain safety for evacuation and fire personnel. Leaving doors open makes the stairwells dangerous and unusable. Persons with physical disabilities have several options (see Section 5).
- Go to your pre-determined EAP as outlined in Appendix B. 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 or fire, stay low, cover your mouth with a wet cloth, stay near a window, open it but do not break it, wave or 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 B). If you have helpers, station them in front of the elevator to make sure no one attempts to use it.
- Do not go to the roof unless it is the only way out; there is often too many obstructions for a helicopter rescue. If a stairway is full of smoke go to another stairway.
- At the EAP, conduct a headcount by using a checklist (see Appendix D) to account for all occupants in your area of responsibility. Immediately report to the Evacuation Director any missing persons on your list and their last known location.
- Do not allow the stairway doors and other exit doors to be blocked or wedged open. Leaving stairway doors blocked or held open makes the stairwells dangerous and unusable.
- Special attention needs to be given to any persons with disabilities, in particular those who are visitors and unfamiliar with the building. A process is necessary to insure they are notified and accounted for.

Procedure 2: Earthquakes

During All Earthquakes

Inside a Building

- Take cover immediately under a desk, table, or chair, in a corner away from windows, along a wall in a hallway, or in a structurally strong location such as a hall by a pillar.
- Watch for falling objects such as light fixtures, bookcases, cabinets, shelves, and other furniture that might slide or topple. Stay away from windows. Do not run outside.
- Do not dash for exits since they may be damaged and the building's exterior brick, tile, and decorations may be falling off.
- Do not use the elevators.

Outside a Building

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

After a Major Earthquake

Evacuation Wardens shall:

- Check for injuries to personnel in your area. Do not attempt to move seriously injured persons unless they are in immediate danger. Render first aid assistance if required.
- Check for fires or fire hazards, spills of flammable or combustible liquids, or leaks of flammable gases. These activities must not significantly delay departure from the building or put the Evacuation Warden in danger.
- Turn off ignition and heat sources if properly trained and it is safe to do so.
- Exit the building, if possible, and go to the EAP to report on injuries, damages, and potentially hazardous conditions. Take emergency/first-aid kit and personal belongings. Account for persons in your area of responsibility. Mass assembly areas may be used in the event of a major earthquake and/or if the EOC is activated (Emergency Level 2 or 3 – refer to CEMP). See Appendix M for a map of mass assembly areas on UW Seattle Campus.
- Do not reenter until the building has been declared safe by trained emergency personnel (SFD or the ATC-20 assessment teams).
- Use the telephone system only for urgent matters. Call or send a runner to the EOC to notify them of any needed assistance and emergencies that may exist.

Use handheld radios or Ham radio services if telephone services are not available.

- Expect aftershocks.

After a Minor Earthquake

- Restore calm.
- Examine your area for damage. Evacuation Directors may use the checklist in Appendix M to help assess if the building should be occupied, evacuated, and/or re-entered.
- Look for:
 - Damaged, leaking or ruptured utility lines (gas, water, electrical, telephone, computer network)
 - Toppled furnishings or equipment
 - Spilled hazardous materials
 - Damaged building components such as ceilings, walls, beams, columns, doors
- Evacuate the building if damage is found or the power is out. Report evacuation to UWPD or SFD. Do not reenter until the building has been declared safe by trained emergency personnel.

Procedure 3: Hazardous Material Spills

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

If the spill caused serious injury or exposure, call 911 from any phone or location. 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 Hall Health Center at (206) 685-1011.

The UW Police will notify the Seattle Fire Department who will respond to stabilize and contain the chemical spill, often leaving behind hazardous waste and contaminated equipment. If the hazardous waste is not properly cleaned up and packaged by the Seattle Fire Department, do not reoccupy the area. Contact Environmental Health & Safety at (206) 685-5835 for assistance.

Note that packaged waste must be handled according to chemical waste management policies and guidelines established in Section 3 of the Laboratory Safety Manual. Please contact the EH&S Environmental Programs Office at (206) 685-5835 for assistance.

Procedure 4: Bomb Threats

Threat Recipients

- University personnel receiving telephoned threats should attempt to get the exact location where the bomb has been planted, or is going to be planted.
- Attempt to get as much information as possible about the caller, for example, male or female, accent, etc. (use the Bomb Threat Checklist on following page).
- Listen for any background noise that may indicate the location of the caller.
- The checklist on the next page lists information that can aid in locating a bomb. Complete the checklist as soon as possible after receiving a threatening call and report it immediately to the University Police Department at 9-1-1 from a UW landline 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

If the voice is familiar, whom did it sound like?	
Were there any background noises?	

Information Summary of a Telephoned Threat	
Exact time and date of call:	
Phone number received at:	
Person who received the call:	<i>(Insert full name and contact information)</i>

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:<ul style="list-style-type: none">• has misspelled words• is addressed to a title but not a person• has 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

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

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, and enabled Medical ID app on the person's iPhone requiring help.
2. **Have someone call 9-1-1.** If you are alone, yell as loudly as possible for help. If you are unable to summon help, you have to call 9-1-1 first, and then return and assist the person to the best of your ability.
3. **When calling 911,** give the operator as much information as possible, i.e. type of emergency, what help is needed, exact address, building name, room number, telephone number, information from Medic Alert bracelet/necklace, Medical ID app, and victim information. Don't hang up until you are told to do so by the 911 operator.
4. **Do not move the victim.**

Procedure 8: Civil Demonstrations

1. Should a demonstration cause a disruption to businesses on our campus, contact the UWPD at 9-1-1 or the UWPD's special events coordinator at (206) 685-8973 or UWPDscheduling@uw.edu.
2. In the unlikely event that a demonstration becomes destructive, get away from the area of potential harm and call 9-1-1. The building coordinator should lock all entrances and admit only persons with authorization to enter.

Section 5

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 Environmental Health & Safety about evacuation plans for buildings.

Most UW buildings have accessible exits at the ground level floor that can be used during an emergency. However, most people will still 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 will pre-identify persons with disabilities and their locations to determine their evacuation options, coordinate obtaining an Assisted Evacuation Device (as needed – see below), and determine how they will evacuate from the building.

Evacuation Options for Persons with Disabilities

Persons without disabilities must evacuate to the nearest exit. Persons with disabilities have 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 911 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 (For buildings with more than four floors):** With an evacuation assistant, move to an area of refuge away from obvious danger. The evacuation assistant(s) will then go to the building evacuation assembly point and notify the on-site emergency personnel of the location of the person with a disability. Emergency personnel will determine if further evacuation is necessary.
- **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 you can help before attempting any rescue technique or giving assistance. Ask how he or she can best be assisted or moved.

Mobility Impaired: Wheelchair

Persons using wheelchairs should stay in place, or move to an area of refuge with their assistant when the alarm sounds. The evacuation assistant should then proceed to the evacuation assembly point outside the building and tell SFD or UWPD the location of the person with a disability. If the person with a disability is alone, he/she should phone emergency services at 911 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 Department & 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) 543-7262 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 at (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			Mobile Phone			
Emergency contact name	Phone			Alt. Phone			
Type of Disability							
Mobility	<input type="checkbox"/>			Blind <input type="checkbox"/> Other: <i>Describe Here</i> <input type="checkbox"/>			
Deaf/hard of hearing	<input type="checkbox"/>						
Service animal user	<input type="checkbox"/>						
Limitations and information emergency personnel should be aware of (including medication)							
Evacuation Plan (make one for each building that you occupy)							
Building name	Time of day generally in building						
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):		

Section 6

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 Fire Alarm Shop at (206) 685-1409 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's Fire Prevention Coordinator Diana Zumba at least one week in advance at (206) 616-5530 or cochrdd@uw.edu

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)
- Fire Alarm Shop - to activate the alarm system

Section 7

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.

Appendix A

Evacuation Directors & Wardens

Evacuation Directors

Evacuation Director	Alternate Evacuation Director
Darrell Frost	Steve Snyder
Interim Director, Maintenance & Construction	Zone Manager, Northeast Zone
Office:	Office: 256
Office: (206) 221-6501 Mobile: (206) 425-6750	Office: (206) 221-2884 Mobile: (206) 910-4267
	srsnyder@uw.edu

Evening Evacuation Director	Alternate Evening Evacuation Director
Theo Schmitz	Eric Yerxa
Maintenance Supervisor II, Facilities Construction	Maintenance Supervisor II, Shop 41
Office: 217A	Office: 236
Office: (206) 685-8806 Mobile: (206) 661-2548	Office: (206) 685-8841 Mobile: (206) 396-1271
ts37@uw.edu	yerxae@uw.edu

Evacuation Wardens for First Floor

Evacuation Warden #1	Evacuation Warden #2
Jack Nolan	Page Russell
Program Operations Manager, FS Stores	Training & Recruitment Manager
Office: Materials Management Office	Office: FS Training Center
Office: (206) 221-5548 Mobile: (206) 724-8970	(206) 616-5657
jnolan@uw.edu	peidj@uw.edu

Evacuation Warden #3	Evacuation Warden #4
Cynthia Conroy	Dan Schwert
Program Coordinator, UW Shuttles	Industrial Hygienist 2, Regulated Material Management
Office: 152	
Office: (206) 543-2940	(206) 491-6076 (206) 685-1543
cconroy@uw.edu	schwertd@uw.edu

Evacuation Warden #5
Brad Meeker
Supervisor – Auctions & Operations, Moving & Surplus
UWF Surplus
Office: (206) 543-3948
bmeeker2@uw.edu

Evacuation Wardens for Second Floor

Evacuation Warden #1	Evacuation Warden #2
Tim Chapman	Lance Karvonen
Program Support Supervisor II, Facilities Construction	Maintenance Supervisor II, Shop 15
Office: 231F	Office: 256B
Office: (206) 685-8890	Office: (206) 543-8411 Mobile: (206) 255-8940
ttchpmn@uw.edu	karvone@uw.edu

Evacuation Warden #3	Evacuation Warden #4
Theo Schmitz	
Maintenance Supervisor II, Facilities Construction	Maintenance Supervisor II, Building Envelope
Office: 217A	Office: 203D
Office: (206) 616-8172 Mobile: (206) 661-2548	Office: (206) 221-4903 Mobile: (206) 484-3428
ts37@uw.edu	

Evacuation Warden #5	Evacuation Warden #6
John Eckhouse	Saeid Rastegar
Maintenance Supervisor II, Shop 56	Manager, Regulated Materials
Office:	Office: Regulated Materials Trailer
Office: (206) 685-1578 Mobile: (425) 773-1681	Office: (206) 543-5746 Mobile: (206) 910-5781
jkhouse@uw.edu	rastegar@uw.edu

Evacuation Warden #7	Evacuation Warden #8
Leigh Kiernan	Ken Rogers
Program Coordinator, Customer Care Team	Maintenance Supervisor II, Shop 10
Office: 204	Office: 254C
Office: (206) 685-1900	Office: (206) 685-1451 Mobile: (206) 255-3592
lkeirnan@uw.edu	kr Rogers@uw.edu
Evacuation Warden #9	
Eric Yerxa	
Maintenance Supervisor II, Shop 41	
Office: 236	
Office: (206) 685-8841 Mobile: (206) 396-1271	
yerxae@uw.edu	

Appendix B

Building Evacuation Plan

Evacuation Assembly Points

Building occupants will assemble at their respective primary EAP following a building evacuation. If the Evacuation Director or Warden finds the primary EAP unsuitable, then evacuees will move to their secondary EAP.



West of Parking Lot N-26 (Along Burke-Gilman)

Primary EAP for:
Building Envelope
Facilities Construction
M&C Administration
Customer Care Team
Northeast Zone
Preventive Maintenance
Regulated Materials Admin

East of Parking Lot N-26 (Along 25th Avenue NE)

Primary EAP for:
UW Facilities Training Center
UW Facilities Stores
Regulated Materials Industrial Hygienists
F.S. & G.S. Services
Moving & Surplus

Parking Lot N-25 (south of Pend Oreille Road NE)

Secondary EAP for all departments

Key Bank Parking Lot

Primary EAP for UW Shuttles

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.

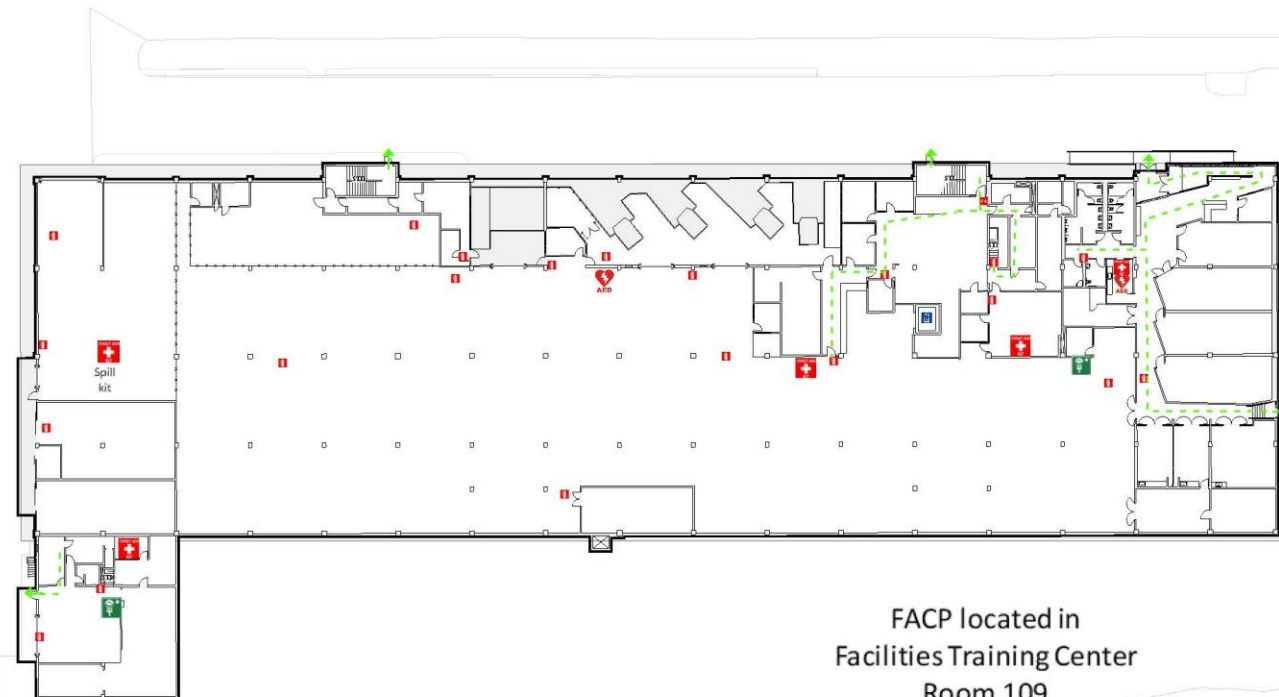
The floor plans also note the locations of fire alarms, fire alarm control panels, fire extinguishers, spills kits, Material Safety Data Sheets (MSDS), first aid kits, emergency showers and eye washing stations.



KEY

-  You Are Here
-  Evacuation Route
-  Exits
-  Fire Extinguisher
-  Fire Alarm Pull Station
-  Restrooms
-  Elevators
-  Eye wash station
-  Emergency shower
-  Defibrillator

Evacuation Assembly Point



FACP located in
Facilities Training Center
Room 109



ENVIRONMENTAL HEALTH & SAFETY
UNIVERSITY of WASHINGTON
<http://www.ehs.washington.edu>

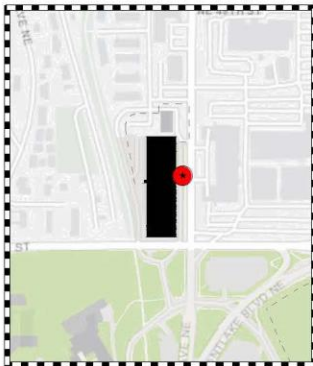
MapFloorID: 1145_01_500
Date Printed: 7/3/2018



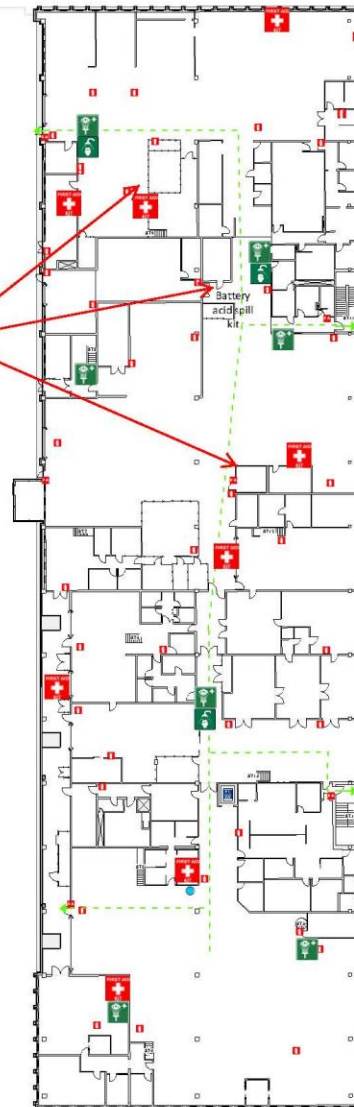
KEY

-  You Are Here
-  Evacuation Route
-  Exits
-  Fire Extinguisher
-  Fire Alarm Pull Station
-  Restrooms
-  Elevators
-  Eye wash station
-  Emergency shower

Evacuation Assembly Point



MSDS
Storage
Locations



ENVIRONMENTAL HEALTH & SAFETY
UNIVERSITY OF WASHINGTON
<http://www.ehs.washington.edu>

MapFlowID: 1148_02_503
Date Printed: 7/3/2018

Appendix C

Evacuation Drill Report Form

To record an evacuation drill, please use the UW 1213 Fire Drill Report. The next page features a copy of the form that may be printed and filled out by hand. To request a hard copy of the form from EH&S, please contact Fire Prevention Coordinator Diana Zumba at (206) 616-5530 or cochrd@uw.edu

An electronic copy of the Fire Drill Report is available at the EH&S website. The electronic version of the form may be filled out on your computer.

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



UNIVERSITY OF WASHINGTON
FIRE DRILL REPORT
ENVIRONMENTAL HEALTH AND SAFETY

Date/Time of Drill

Building Name/Address

Evacuation Director

IMPORTANT

Do not activate the alarm on your own!
Fire drill alarm activation must be done by Environmental Health & Safety or Facilities Services.

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 personnel | <input type="checkbox"/> NA | <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 |

Observations (Includes notes that will help improve response, performance, and management of future evacuation drills)

FORM COMPLETED BY

Evacuation Director or Building Administrator/Coordinator or designated employee

Appendix D

Evacuation Warden Headcount Checklist

Evacuation Warden(s):		Jack Nolan / Joseph O'Connor (alternate)					
Building Name:		Plant Services Building		Emergency Assembly Point:		East of Parking Lot N-26	
Building Street Address:		4515 25th Avenue NE		Time & Date:			
Employee / Visitor	Present	Absent	Off-Site	Missing	Injured	Last Known Location	Emergency Assignment
Shop 82 FS Stores							
Aleksondra Jordan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Art Magalona	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Brian Anderson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Carolyn Drebert	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Casey Schoolcraft	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Edwin Ruffner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Jack Nolan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Jerry Anderson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Joseph O'Connor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Mike Grumm-Albert	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Ren Galier	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Teresa Seyfried	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Evacuation Warden Headcount Checklist

Evacuation Warden(s):		Brad Meeker / Jeanel Cassidy (alternate)					
Building Name:		Plant Services Building		Emergency Assembly Point:		East of Parking Lot N-26	
Building Street Address:		4515 25th Avenue NE		Time & Date:			
Employee / Visitor	Present	Absent	Off-Site	Missing	Injured	Last Known Location	Emergency Assignment
<i>Moving & Surplus</i>							
Ben Lloyd	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Brad Meeker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Catherine Scheid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Cedar Smith	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Eric Siu	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Eric Wahl	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Jeanel Cassidy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Jerry Wagner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Linda Brand	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Mike Morris	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Neil MacLeod	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Nolan Carroll	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Shawn McCann	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Suzanne LeMere	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
*Temp, hourly staff as listed on daily report				<input type="checkbox"/>	<input type="checkbox"/>		
**Student staff as listed on daily report				<input type="checkbox"/>	<input type="checkbox"/>		

Evacuation Warden Headcount Checklist

Evacuation Warden(s):	Tim Chapman & John Eckhouse/						
Building Name:	Plant Services Building	Emergency Assembly Point:		West of Parking Lot N-26			
Building Street Address:	4515 25th Avenue NE	Time & Date:					
Employee / Visitor	Present	Absent	Off-Site	Missing	Injured	Last Known Location	Emergency Assignment
<i>52 Admin, 54 Painters, Masons, Floorlayers, Carpenters, Sign Shop, Sheet Metal, 55 Electricians</i>							
Al Sherman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Amanda Grace	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Brad McOuat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Bruce Amundson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Dan Dowd	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Dan Wells	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Darcy Beasler	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
David Horne	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Dean Clark	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Edwin James	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Eric Johnson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Jaime Pabst	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Jerry Fog	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Jim McRae	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Joe Bergner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
John Eckhouse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
John Ritzenthaler	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
John Spallone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Justin Wright	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Karen Sakahara	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Kim Miner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Larry Mancinelli	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Mike Abbott	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Ramsey Fernandez-Sierra	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Rich Dierck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Rick Herrick	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Robert Melapioni	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Employee / Visitor	Present	Absent	Off-Site	Missing	Injured	Last Known Location	Emergency Assignment
Rod Hall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Saeid Rastegar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Tim Chapman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Tom Morse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Trevor Baker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Troy Braxton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Evacuation Warden Headcount Checklist

Evacuation Warden(s):	Page Russell / Dan Stover (alternate)						
Building Name:	Plant Services Building		Emergency Assembly Point:		East of Parking Lot N-26		
Building Street Address:	4515 25th Avenue NE		Time & Date:				
Employee / Visitor	Present	Absent	Off-Site	Missing	Injured	Last Known Location	Emergency Assignment
<i>Facilities Training Center</i>							
Dan Stover	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Page Russell	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Evacuation Warden Headcount Checklist

Evacuation Warden(s):	Saeid Rastegar						
Building Name:	Plant Services Building		Emergency Assembly Point:		West of Parking Lot N-26		
Building Street Address:	4515 25th Avenue NE		Time & Date:				
Employee / Visitor	Present	Absent	Off-Site	Missing	Injured	Last Known Location	Emergency Assignment
<i>32 Regulated Materials (Trailer)</i>							
Amanda Grace	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Saeid Rastegar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Evacuation Warden Headcount Checklist

Evacuation Warden(s):	Theo Schmitz / Jen Greeley (alternate)						
Building Name:	Plant Services Building		Emergency Assembly Point:		West of Parking Lot N-26		
Building Street Address:	4515 25th Avenue NE		Time & Date:				
Employee / Visitor	Present	Absent	Off-Site	Missing	Injured	Last Known Location	Emergency Assignment
<i>Shop 53</i>							
Andre Lopes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Chris Severns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Colleen McCumber	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Dan Lindsey	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
George Venema	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Jacob Brown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Jen Greeley	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Karl Huffman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Nick Davison	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Simon Burtner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Theo Schmitz	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Evacuation Warden Headcount Checklist

Evacuation Warden(s):	Lori Garvey (alternate)						
Building Name:	Plant Services Building		Emergency Assembly Point:		West of Parking Lot N-26		
Building Street Address:	4515 25th Avenue NE		Time & Date:				
Employee / Visitor	Present	Absent	Off-Site	Missing	Injured	Last Known Location	Emergency Assignment
<i>Shops 18, 32 Preventive Maintenance, 54 Finish Carpenters, 52 Project Managers, 15 Windows</i>							
Andrew Schlais	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Chuck White	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Dave Patterson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
David Paul	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Ed McKinley	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Ellen Oxley	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
George Guadiz	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Gerry Gelderman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Jeff Eckhardt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Jim Pebles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Ken Clark	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Ken Wick	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Krista Lessner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Lori Garvey	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Mario del Cid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Mark Leamer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Mark Pekarek	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Morgan Holtz	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Ryan Gutzwiler	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Stephen Valentine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Warren Phillips	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Evacuation Warden Headcount Checklist

Evacuation Warden(s):	Leigh Kiernan (Interim Evacuation Warden)						
Building Name:	Plant Services Building		Emergency Assembly Point:		West of Parking Lot N-26		
Building Street Address:	4515 25th Avenue NE		Time & Date:				
Employee / Visitor	Present	Absent	Off-Site	Missing	Injured	Last Known Location	Emergency Assignment
<i>32 Director's Office, 81 Customer Care Team</i>							
Darrell Frost	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Don Skaggs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Jennifer Connors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Jodi Van Matre	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Joe Grojean	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Leigh Kiernan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Rini Noerwita	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Tiffany Hu	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Trevor Reite	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Evacuation Warden Headcount Checklist

Evacuation Warden(s):	Lance Karvonen & Ken Rogers (alternate) / Uma Dutt & Erik Brihagen						
Building Name:	Plant Services Building			Emergency Assembly Point:	West of Parking Lot N-26		
Building Street Address:	4515 25th Avenue NE			Time & Date:			
Employee / Visitor	Present	Absent	Off-Site	Missing	Injured	Last Known Location	Emergency Assignment
<i>Shops 10 & 15</i>							
Charles Thompson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Dale Buckenberger	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Daniel Lee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Dean Mussio	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Devin Rose	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Don Satko	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Eric Martin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Erik Brihagen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Gerry Regan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Henri Richardson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Jeff Belsky	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Jeff Hnilo	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Jenn Kasony	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Jim Turner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Joe Cox	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Kelly Murtha	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Ken Rogers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Kraig Sandberg	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Lance Karvonen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Michael Crain	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Michael Horm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Mike Rogers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Nicholas Balboni	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Parris Bland	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Paula Lukaszek	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Peter Bakkedahl	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Raymond Campbell	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Rick Parfitt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Employee / Visitor	Present	Absent	Off-Site	Missing	Injured	Last Known Location	Emergency Assignment
Rob Kessler	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Scott Rose	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Sean Beattie	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Stan Guzik	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Steve Snyder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Sterling Luke	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Tim Kenny	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Todd Winkler	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Treve Haist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Uma Dutt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Evacuation Warden Headcount Checklist

Evacuation Warden(s):	Eric Yerxa / Richard Chapman (alternate)						
Building Name:	Plant Services Building		Emergency Assembly Point:		West of Parking Lot N-26		
Building Street Address:	4515 25th Avenue NE		Time & Date:				
Employee / Visitor	Present	Absent	Off-Site	Missing	Injured	Last Known Location	Emergency Assignment
<i>Shop 41</i>							
Andre Menezes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Cary Otaki	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Challase Hitch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Dan Hansen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Denis Basic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Eric Yerxa	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
James Rossi	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Jay Alejandro	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Justin Mansfield	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Kao Saetern	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Kyle Smith	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Richard Chapman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Robert Gentry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Sean Thurman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Steven McMillen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Todd Rollins	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Tyler Grimshaw	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Virgilio Hernandez	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Evacuation Warden Headcount Checklist

Evacuation Warden(s):		Dan Schwert / Russell Browne (alternate)					
Building Name:		Plant Services Building		Emergency Assembly Point:		East of Parking Lot N-26	
Building Street Address:		4515 25th Avenue NE		Time & Date:			
Employee / Visitor	Present	Absent	Off-Site	Missing	Injured	Last Known Location	Emergency Assignment
<i>Regulated Materials, F.S. & G.S. Services</i>							
Andrew Wong	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Colby Williams	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Dan Schwert	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
James Parsley	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Russell Browne	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Evacuation Warden Headcount Checklist

Evacuation Warden(s):	Cynthia Conroy / Dan Robertson (alternate)						
Building Name:	Plant Services Building		Emergency Assembly Point:		Fleet Services Parking Lot		
Building Street Address:	4515 25th Avenue NE		Time & Date:				
Employee / Visitor	Present	Absent	Off-Site	Missing	Injured	Last Known Location	Emergency Assignment
<i>UW Shuttles, TS Maintenance</i>							
Abel Mender	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Adrian Studdiford	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Alex Ianev	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Alif Asefa	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Bayou Gizaw	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Bonnie Meneese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Byron Chapman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Carla Gifford	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Cynthia Conroy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Cynthia Peterson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Dan Robertson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Darryl Morris	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Dennis Donohoue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Emilio Malla	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Erick Rostad	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Gersom Tesfaye	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Geryna Savage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Greg Robin Smith	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Jason Lei	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Jean Santos	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
JoAnne Kuykendall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Joles Tahara	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Jon Massey	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Juan Cortez	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Keith Samuels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Kiel Benson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Kit Williamson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Employee / Visitor	Present	Absent	Off-Site	Missing	Injured	Last Known Location	Emergency Assignment
Lito Ablang	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Lynette Bibbee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Mark Berkey	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Philip Muschett	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Randall Lowe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Rick Libsack	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Robert Sweeney	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Simon Yu	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Ted Colfax	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Ted Yates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Tom Gobich	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Yohannes Mender	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Yonas Bezbh	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Appendix E

Emergency Evacuation and Planning Checklist

Instructions

This emergency evacuation and planning checklist assesses the readiness of a building for emergency evacuations. This checklist focuses on practices and procedures as outlined in the model EEOP by EH&S. **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 EH&S's Fire Prevention Coordinator Diana Zumba at (206) 616-5530 or cochrd@uw.edu.

This form was designed to help ensure compliance with Seattle Fire Department, International Fire Code, the Washington Industrial Safety and Health Act of 1973 (WISHA), the Division of Occupational Safety and Health (DOSH) of Washington state, and other codes and regulations.

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

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

Emergency Evacuation and Planning Checklist: Part 1

Building:	Plant Services Building	Evacuation Director:	
Date:		Evacuation Wardens:	

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 type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
2	Do you have an up-to-date written EEOP?	Yes <input 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 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 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 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 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 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 EAP(s)?	Yes <input 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 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 type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>

11	Are chemical spill kits available for each shop that contains chemicals or chemical products?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
12	Do Evacuation Wardens follow an established procedure to conduct a head count of evacuated building personnel at the EAPs?	Yes <input 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 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)?	Yes <input 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 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:

Emergency Evacuation and Planning Checklist: Part 2

Written Policies and Procedures

1. Do you have an up-to-date written Departmental Health and Safety Plan? Do your employees know about this plan, where to find it, and how to use it?

Corrective Action: Develop a written Departmental Health and Safety Plan using the Sample Health and Safety Plan available from the EH&S website.

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

Completion Date:

2. Do you have an up-to-date written Emergency Evacuation and Operations Plan or Fire Safety & Evacuation (FSEP)?

Corrective Action: Develop a written EEOP or FSEP for your building using the sample model plan for low-rise buildings at the EH&S website.

Online: <http://ehs.washington.edu/fsobuilding/index.shtm>

Completion Date:

Employee and Visitor Training

3. Have the Evacuation Director and Evacuation Wardens attended UW emergency evacuation training?

Corrective Action: Register Evacuation Directors and Evacuation Wardens to attend the *Floor Warden/Building Evacuation Training* course offered by EH&S. Additional training, such as first aid/CPR certification and earthquake/disaster preparedness should occur as needed.

Online: <http://www.ehs.washington.edu/psotrain/corsdesc.shtm>

Completion Date:

4. Are fire and emergency evacuation drills done on a regular basis to keep employee, faculty, and staff aware of EEOP and emergency procedures?

Corrective Action: Conduct annual fire and evacuation drills in general office and classroom buildings, and quarterly in healthcare facilities following the Evacuation Drill requirements at EH&S website. Use the Evacuation Drill Report form at the EH&S website to document the effectiveness of the drill.

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

Completion Date:

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

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

Online:

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

Completion Date:

Evacuation Warden Responsibilities

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

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

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

Completion Date:

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

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

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

Completion Date:

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

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

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

Completion Date:

Fire Extinguishers / Disaster Supply / Emergency Kits

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

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

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

Completion Date:

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

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

Online: <http://www.ehs.washington.edu/ohshsplans/firstaidkit.shtm>

Completion Date:

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

Corrective Action: Obtain chemical spill kits if needed. Familiarize Evacuation Wardens with location of kits.

Online: <https://www.ehs.washington.edu/epo/spills/chemspills.shtm>
<http://www.ehs.washington.edu/ohshsplans/firstaidkit.shtm>

Completion Date:

Evacuation Procedures

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

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

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

Completion Date:

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

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

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

Completion Date:

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

Corrective Action: Maintain a list of employees who have first aid/CPR training and their locations in the building.

Online: <http://www.ehs.washington.edu/fsoemerprep/index.shtm>
<https://www.washington.edu/emergency/cert-starting-team>

Completion Date:

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

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

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

Completion Date:

Appendix F

Evacuation Director Post-Earthquake Checklist

Buildings with Special Considerations

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

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

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

1. The following buildings have a moderate amount of asbestos-containing materials that, depending upon the severity of the earthquake, could become loose and present an exposure to occupants.

Asbestos-containing Materials		
Balmer Hall	Magnuson HSB – BB	Pack Forest
Communications Building	Magnuson HSB – T-	Schmitz Hall
Friday Harbor Shaw Beach	McCarty Hall	Student Union
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:

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

Evacuation Director Post-Earthquake Checklist

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

If the evacuation director checks YES on one of the items on the checklist that does not list an **(Evacuate)** notation, then the evacuation of the building is at the discretion of the Evacuation Director. Consider if the observed conditions represent a safety or health risk to workers or visitors to the building. Also report any hazardous materials spills/leaks and utility line damage to 911.

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

Building Name:	Plant Services Building	Date:	
Evacuation Director:	Jon Parkin	Time:	
Evac. Director E-mail:	jtparkin@uw.edu	Phone:	(206) 221-6501

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 type="checkbox"/>
Is the elevator stuck between floors? (Evacuate)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input 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 EOC or Unite URC. Post a completed copy near the main entrance(s) for emergency response personnel to reference.

Appendix G

MyChem Location Contacts Report

The MyChem Location Contacts Report from MyChem is appended to this plan to provide a list of responsible parties and contact information for shops and other areas that store and use chemicals and compressed gases.

Room	Contacts	Role	Work / Home Phone	#Chem Inv	Last Reviewed	Reviewed By	Access Level
106	GENE WOODARD	Responsible Person	206-543-7831	12	1-10-2017	PENNC23	Dept View
	JOHN M. BILLEN	AREA	206-616-1996 / 425-789-1592				Room Update
	MICHAEL NGUYEN	AREA	206-685-1501 / 253-946-4228				Room View
	SATTIA SEAR	AREA	206-685-1502 / 206-391-2970				Room Update
	SCOTT SPENCER	AREA	206-685-3204 / 206-524-2341				Room Update
114A	GENE WOODARD	Responsible Person	206-543-7831	12	1-10-2017	PENNC23	Dept View
	JOHN M. BILLEN	AREA	206-616-1996 / 425-789-1592				Room Update
	MICHAEL NGUYEN	AREA	206-685-1501 / 253-946-4228				Room View
	SATTIA SEAR	AREA	206-685-1502 / 206-391-2970				Room Update
	SCOTT SPENCER	AREA	206-685-3204 / 206-524-2341				Room Update
121	JOHN T. NOLAN	Responsible Person	206-221-5548	230	9-21-2017	PENNC23	Room Update
	MICHAEL GRUMM-ALBERT	AREA	206-409-0502 / 206-484-3574				Room Update
	YOONJEONG KIM	AREA	206-384-9405				Room Update
	MARK LEIDER	AREA	206-685-0982				Room Update

	KEN LINDEMANN	AREA	206-685-3567				Room Update
	JEN LOCKETT	AREA	206-390-0972				Room Update
	NEIL MACLEOD	AREA	206-384-6940				Room Update
	JOSEPH M. O'CONNOR	AREA	206-390-6678				Room Update
	CASEY SCHOOLCRAFT	AREA	206-685-1726				Room Update
	NATALIA SERGEEV SLOBO	AREA	206-390-5823				Room Update
	KEITH SUTTON	AREA	206-685-1808				Room Update
122	MICHAEL K MORRIS	Responsible Person	206-685-2797	16	8-24-2017	PENNC23	None
	MICHAEL GRUMM-ALBERT	AREA	206-409-0502 / 206-484-3574				Room Update
	YOONJEONG KIM	AREA	206-384-9405				Room Update
	MARK LEIDER	AREA	206-685-0982				Room Update
	KEN LINDEMANN	AREA	206-685-3567				Room Update
	JEN LOCKETT	AREA	206-390-0972				Room Update
	NEIL MACLEOD	AREA	206-384-6940				Room Update
	JOSEPH M. O'CONNOR	AREA	206-390-6678				Room Update
	CASEY SCHOOLCRAFT	AREA	206-685-1726				Room Update
	NATALIA SERGEEV SLOBO	AREA	206-390-5823				Room Update
	KEITH SUTTON	AREA	206-685-1808				Room Update
	GENE WOODARD	Responsible Person	206-543-7831	12	1-10-2017	PENNC23	Dept View
	JOHN M. BILLEN	AREA	206-616-1996 / 425-789-1592				Room Update

	MICHAEL NGUYEN	AREA	206-685-1501 / 253-946-4228				Room View
	SATTIA SEAR	AREA	206-685-1502 / 206-391-2970				Room Update
	SCOTT SPENCER	AREA	206-685-3204 / 206-524-2341				Room Update
144	JOHN T. NOLAN	Responsible Person	206-221-5548	32	5-3-2017	JOC3	Room Update
	MICHAEL GRUMM-ALBERT	AREA	206-409-0502 / 206-484-3574				Room Update
	YOONJEONG KIM	AREA	206-384-9405				Room Update
	MARK LEIDER	AREA	206-685-0982				Room Update
	KEN LINDEMANN	AREA	206-685-3567				Room Update
	JEN LOCKETT	AREA	206-390-0972				Room Update
	NEIL MACLEOD	AREA	206-384-6940				Room Update
	JOSEPH M. O'CONNOR	AREA	206-390-6678				Room Update
	CASEY SCHOOLCRAFT	AREA	206-685-1726				Room Update
	NATALIA SERGEEV SLOBO	AREA	206-390-5823				Room Update
	KEITH SUTTON	AREA	206-685-1808				Room Update
150	JOHN T. NOLAN	Responsible Person	206-221-5548	0	9-24-2015	JEFFJORG	Room Update
	MICHAEL GRUMM-ALBERT	AREA	206-409-0502 / 206-484-3574				Room Update
	YOONJEONG KIM	AREA	206-384-9405				Room Update
	MARK LEIDER	AREA	206-685-0982				Room Update
	KEN LINDEMANN	AREA	206-685-3567				Room Update
	JEN LOCKETT	AREA	206-390-0972				Room Update

	NEIL MACLEOD	AREA	206-384-6940				Room Update
	JOSEPH M. O'CONNOR	AREA	206-390-6678				Room Update
	CASEY SCHOOLCRAFT	AREA	206-685-1726				Room Update
	NATALIA SERGEEV SLOBO	AREA	206-390-5823				Room Update
	KEITH SUTTON	AREA	206-685-1808				Room Update
156	JON B MASSEY	Responsible Person	206-685-2955	10	6/13/2016	PENNC23	None
157	JOHN T. NOLAN	Responsible Person	206-221-5548	0	6-5-2013	bfougier	Room Update
	MICHAEL GRUMM-ALBERT	AREA	206-409-0502 / 206-484-3574				Room Update
	YOONJEONG KIM	AREA	206-384-9405				Room Update
	MARK LEIDER	AREA	206-685-0982				Room Update
	KEN LINDEMANN	AREA	206-685-3567				Room Update
	JEN LOCKETT	AREA	206-390-0972				Room Update
	NEIL MACLEOD	AREA	206-384-6940				Room Update
	JOSEPH M. O'CONNOR	AREA	206-390-6678				Room Update
	CASEY SCHOOLCRAFT	AREA	206-685-1726				Room Update
	NATALIA SERGEEV SLOBO	AREA	206-390-5823				Room Update
	KEITH SUTTON	AREA	206-685-1808				Room Update
158	JOHN T. NOLAN	Responsible Person	206-221-5548	2	9-27-2016	JNOLAN	Room Update
	MICHAEL GRUMM-ALBERT	AREA	206-409-0502 / 206-484-3574				Room Update
	YOONJEONG KIM	AREA	206-384-9405				Room Update

	MARK LEIDER	AREA	206-685-0982				Room Update
	KEN LINDEMANN	AREA	206-685-3567				Room Update
	JEN LOCKETT	AREA	206-390-0972				Room Update
	NEIL MACLEOD	AREA	206-384-6940				Room Update
	JOSEPH M. O'CONNOR	AREA	206-390-6678				Room Update
	CASEY SCHOOLCRAFT	AREA	206-685-1726				Room Update
	NATALIA SERGEEV SLOBO	AREA	206-390-5823				Room Update
	KEITH SUTTON	AREA	206-685-1808				Room Update
203	ED MCKINLEY	Responsible Person	206-685-1489	182	4-6-2017	PENNC23	Room Update
203B	RICHARD M. DIERCK	Responsible	206-543-8411	18	12-21-2016	PENNC23	Room Update
	JAMES V TURNER	AREA	206-685-7831				Room Update
203F	ED MCKINLEY	Responsible Person	206-685-1489	0			Room Update
205	JACKIE E. HARRIS	Responsible Person	206-221-4903	27	11-14-2016	PENNC23	Room Update
	RUTH E. GRASSIE	AREA	206-221-7620				Room Update
205A	JACKIE E. HARRIS	Responsible Person	206-221-4903	0			Room Update
208	BARBARA M CLOUSE	Responsible Person	206-661-6504	119	6-20-2017	PENNC23	Room Update
	JIM BALS	AREA	206-685-8806 / 206-685-8806				Room Update
213	GENE WOODARD	Responsible Person	206-543-7831	12	1-10-2017	PENNC23	Dept View
	JOHN M. BILLEN	AREA	206-616-1996 / 425-789-1592				Room Update
	MICHAEL NGUYEN	AREA	206-685-1501 / 253-946-4228				Room View

	SATTIA SEAR	AREA	206-685-1502 / 206-391-2970				Room Update
	SCOTT SPENCER	AREA	206-685-3204 / 206-524-2341				Room Update
216	BARBARA M CLOUSE	Responsible Person	206-661-6504	83	7-20-2017	PENNC23	Room Update
	JIM BALS	AREA	206-685-8806 / 206-685-8806				Room Update
216A	THEODORE SCHMITZ	Responsible Person	206-661-2548	69	4-11-2017	PENNC23	Room View
	BARBARA M CLOUSE	AREA	206-661-6504				Room Update
216B	BARBARA M CLOUSE	Responsible Person	206-661-6504	177	7-13-2017	PENNC23	Room Update
	JIM BALS	AREA	206-685-8806 / 206-685-8806				Room Update
216C	BARBARA M CLOUSE	Responsible Person	206-661-6504	11	7-13-2017	PENNC23	Room Update
	JIM BALS	AREA	206-685-8806 / 206-685-8806				Room Update
216D	BARBARA M CLOUSE	Responsible Person	206-661-6504	0	4-29-2016	PENNC23	Room Update
	JIM BALS	AREA	206-685-8806 / 206-685-8806				Room Update
216E	JOHN T. NOLAN	Responsible Person	206-221-5548	54	7-28-2017	PENNC23	Room Update
	MICHAEL GRUMM-ALBERT	AREA	206-409-0502 / 206-484-3574				Room Update
	YOONJEONG KIM	AREA	206-384-9405				Room Update
	MARK LEIDER	AREA	206-685-0982				Room Update
	KEN LINDEMANN	AREA	206-685-3567				Room Update
	JEN LOCKETT	AREA	206-390-0972				Room Update
	NEIL MACLEOD	AREA	206-384-6940				Room Update
	JOSEPH M. O'CONNOR	AREA	206-390-6678				Room Update

	CASEY SCHOOLCRAFT	AREA	206-685-1726				Room Update
	NATALIA SERGEEV SLOBO	AREA	206-390-5823				Room Update
	KEITH SUTTON	AREA	206-685-1808				Room Update
218A	JOHN F. ECKHOUSE	Responsible Person	206-685-1578	22	3-27-2017	PENNC23	Room Update
218B	JOHN F. ECKHOUSE	Responsible Person	206-685-1578	10	3-28-2017	PENNC23	Room Update
	CHRISTINA R. PENNINGTON	AREA	206-685-4052 / 206-948-7273				DB Staff
222	ERIC YERXA	Responsible Person	206-221-2672 / 206-396-1271	3	1-31-2017	PENNC23	Room Update
225	JEFFREY J. KOPEC	Responsible Person	206-616-5028 / 206-465-5339	60	6-23-2017	PENNC23	Room Update
226	JEFFREY J. KOPEC	Responsible Person	206-616-5028 / 206-465-5339	60	6-2-2017	PENNC23	Room Update
229	JEFFREY J. KOPEC	Responsible Person	206-616-5028 / 206-465-5339	38	5-12-2017	PENNC23	Room Update
231	JOHN F. ECKHOUSE	Responsible Person	206-685-1578	77	3-27-2017	PENNC23	Room Update
231CAGE	JEFFREY J. KOPEC	Responsible Person	206-616-5028 / 206-465-5339	8	4-13-2017	PENNC23	Room Update
231D	JOHN F. ECKHOUSE	Responsible Person	206-685-1578	4	5-12-2017	PENNC23	Room Update
231E	JEFFREY J. KOPEC	Responsible Person	206-616-5028 / 206-465-5339	0	5-12-2017	PENNC23	Room Update
231G	JOHN J. CARROLL	Responsible Person	206-685-1445	62	9-5-2017	PENNC23	Room Update
	ROBIN M. SHOEMAKE	AREA	206-221-7820				Room View
233	JOHN F. ECKHOUSE	Responsible Person	206-685-1578	88	5-4-2017	COCHRD	Room Update
236	ERIC YERXA	Responsible Person	206-221-2672 / 206-396-1271	3	1-31-2017	PENNC23	Room Update
237A	THEODORE SCHMITZ	Responsible Person	206-661-2548	36	8-4-2017	PENNC23	Room View
238REDCA	ERIC YERXA	Responsible Person	206-221-2672 / 206-396-1271	6	1-31-2017	PENNC23	Room Update
240	GENE WOODARD	Responsible Person	206-543-7831	12	1-10-2017	PENNC23	Dept View

	JOHN M. BILLEN	AREA	206-616-1996 / 425-789-1592				Room Update
	MICHAEL NGUYEN	AREA	206-685-1501 / 253-946-4228				Room View
	SATTIA SEAR	AREA	206-685-1502 / 206-391-2970				Room Update
	SCOTT SPENCER	AREA	206-685-3204 / 206-524-2341				Room Update
247	KEN ROGERS	Responsible Person	206-685-1451	164	5-4-2017	COCHRD	None
	GLENN E. BRIHAGEN	AREA	206-685-1493				Room Update
	STERLING J. LUKE	AREA	206-255-5487 / 206-285-3717				Room Update
247A	KEN ROGERS	Responsible Person	206-685-1451	28	10-11-2016	PENNC23	None
	GLENN E. BRIHAGEN	AREA	206-685-1493				Room Update
247CAGE	KEN ROGERS	Responsible Person	206-685-1451	18	5-4-2017	COCHRD	None
	GLENN E. BRIHAGEN	AREA	206-685-1493				Room Update
251	RICHARD M. DIERCK	Responsible Person	206-221-2884	145	5-4-2017	COCHRD	Room Update
	JAMES V TURNER	AREA	206-685-7831				Room Update
251C	RICHARD M. DIERCK	Responsible Person	206-221-2884	2	5-4-2017	COCHRD	Room Update
	JAMES V TURNER	AREA	206-685-7831				Room Update
251D	RICHARD M. DIERCK	Responsible Person	206-221-2884	54	7-24-2017	COCHRD	Room Update
	JAMES V TURNER	AREA	206-685-7831				Room Update
251E	RICHARD M. DIERCK	Responsible Person	206-221-2884	120	7-24-2017	COCHRD	Room Update
	JAMES V TURNER	AREA	206-685-7831				Room Update
251WELDI	RICHARD M. DIERCK	Responsible Person	206-221-2884	34	5-4-2017	COCHRD	Room Update

	JAMES V TURNER	AREA	206-685-7831				Room Update
253	KEN ROGERS	Responsible Person	206-685-1451	64	10-19-2016	PENNC23	None
	GLENN E. BRIHAGEN	AREA	206-685-1493				Room Update
253CAGE	KEN ROGERS	Responsible Person	206-685-1451	18	10-7-2016	PENNC23	None
	GLENN E. BRIHAGEN	AREA	206-685-1493				Room Update
253UPSTR	KEN ROGERS	Responsible Person	206-685-1451	12	10-19-2016	PENNC23	None
	GLENN E. BRIHAGEN	AREA	206-685-1493				Room Update
255	RICHARD M. DIERCK	Responsible Person	206-221-2884	14	5-4-2017	COCHRD	Room Update
	JAMES V TURNER	AREA	206-685-7831				Room Update
CONNEX	JEFFREY J. KOPEC	Responsible Person	206-616-5028 / 206-465-5339	10	5-26-2017	PENNC23	Room Update
LDOCK W	JACKIE E. HARRIS	Responsible Person	206-221-4903	21	11-4-2016	PENNC23	Room Update
	RUTH E. GRASSIE	AREA	206-221-7620				Room Update
NORTH CA PSBX	JON B MASSEY	Responsible Person	206-685-2955	7	6-13-2016	PENNC23	None
	GEORGE J. DONEGAN	AREA	206-685-4418 / 206-				Room Update
	LOUIS J EKLER	AREA	206-685-1564				Room View
	CHERRY DENISE GILBERT	AREA	206-543-9491				Room View
	JOLIE-ANN TAHARA	AREA	206-543-1958				Room Update
STLTIFT	RICHARD M. DIERCK	Responsible Person	206-221-2884	16	1-6-2017	PENNC23	Room Update
	JAMES V TURNER	AREA	206-685-7831				Room Update
TOP CONN	JACKIE E. HARRIS	Responsible Person	206-221-4903	16	11-4-2016	PENNC23	Room Update
	RUTH E. GRASSIE	AREA	206-221-7620				Room Update

TRUCK212	JACKIE E. HARRIS	Responsible	206-221-4903	2	11-4-2016	PENNC23	Room Update
	RUTH E. GRASSIE	AREA	206-221-7620				Room Update
TRUCK278	JEFFREY J. KOPEC	Responsible Person	206-616-5028 / 206-465-5339	2	4-28-2017	PENNC23	Room Update
VAN024	RICHARD M. DIERCK	Responsible Person	206-221-2884	2	1-6-2017	PENNC23	Room Update
	JAMES V TURNER	AREA	206-685-7831				Room Update
VAN083	THEODORE SCHMITZ	Responsible Person	206-661-2548	18	4-7-2017	PENNC23	Room View
VAN086	RICHARD M. DIERCK	Responsible Person	206-221-2884	3	1-6-2017	PENNC23	Room Update
	JAMES V TURNER	AREA	206-685-7831				Room Update
VAN096	RICHARD M. DIERCK	Responsible Person	206-221-2884	13	1-6-2017	PENNC23	Room Update
	JAMES V TURNER	AREA	206-685-7831				Room Update
VAN213	JEFFREY J. KOPEC	Responsible Person	206-616-5028 / 206-465-5339	3	6-2-2017	PENNC23	Room Update
VAN239	JEFFREY J. KOPEC	Responsible Person	206-616-5028 / 206-465-5339	2	4-28-2017	PENNC23	Room Update
VAN240	JOHN F. ECKHOUSE	Responsible Person	206-685-1578	1	3-15-2017	PENNC23	Room Update
VAN269	JOHN F. ECKHOUSE	Responsible Person	206-685-1578	1	5-26-2017	PENNC23	Room Update
VAN282	RICHARD M. DIERCK	Responsible Person	206-221-2884	13	5-4-2017	COCHRD	Room Update
	JAMES V TURNER	AREA	206-685-7831				Room Update
VAN286	JEFFREY J. KOPEC	Responsible Person	206-616-5028 / 206-465-5339	3	6-8-2017	PENNC23	Room Update
VAN303	RICHARD M. DIERCK	Responsible Person	206-221-2884	7	1-6-2017	PENNC23	Room Update
	JAMES V TURNER	AREA	206-685-7831				Room Update
VAN307	JOHN F. ECKHOUSE	Responsible Person	206-685-1578	1	5-26-2017	PENNC23	Room Update

VAN309	JEFFREY J. KOPEC	Responsible Person	206-616-5028 / 206-465-5339	16	5-8-2017	PENNC23	Room Update
VAN378	JEFFREY J. KOPEC	Responsible Person	206-616-5028 / 206-465-5339	6	6-8-2017	PENNC23	Room Update
VAN381	JEFFREY J. KOPEC	Responsible Person	206-616-5028 / 206-465-5339	14	5-12-2017	PENNC23	Room Update
VAN384	JEFFREY J. KOPEC	Responsible Person	206-616-5028 / 206-465-5339	14	6-6-2017	PENNC23	Room Update
VAN388	THEODORE SCHMITZ	Responsible Person	206-661-2548	16	4-10-2017	PENNC23	Room View
VAN396	RICHARD M. DIERCK	Responsible Person	206-221-2884	10	1-6-2017	PENNC23	Room Update
	JAMES V TURNER	AREA	206-685-7831				Room Update
VAN403	RICHARD M. DIERCK	Responsible Person	206-221-2884	21	1-6-2017	PENNC23	Room Update
	JAMES V TURNER	AREA	206-685-7831				Room Update
VAN411	RICHARD M. DIERCK	Responsible Person	206-221-2884	13	1-6-2017	PENNC23	Room Update
	JAMES V TURNER	AREA	206-685-7831				Room Update
VAN415	JEFFREY J. KOPEC	Responsible Person	206-616-5028 / 206-465-5339	22	5-26-2017	PENNC23	Room Update
VAN416	THEODORE SCHMITZ	Responsible Person	206-661-2548	20	4-10-2017	PENNC23	Room View
VAN421	JOHN F. ECKHOUSE	Responsible Person	206-685-1578	1	5-26-2017	PENNC23	Room Update
VAN423	JOHN F. ECKHOUSE	Responsible Person	206-685-1578	36	3-14-2017	PENNC23	Room Update
VAN424	JEFFREY J. KOPEC	Responsible Person	206-616-5028 / 206-465-5339	29	6-2-2017	PENNC23	Room Update
VAN425	JEFFREY J. KOPEC	Responsible Person	206-616-5028 / 206-465-5339	30	6-2-2017	PENNC23	Room Update
VAN428	JEFFREY J. KOPEC	Responsible Person	206-616-5028 / 206-465-5339	12	6-2-2017	PENNC23	Room Update
VAN431	JEFFREY J. KOPEC	Responsible Person	206-616-5028 / 206-465-5339	18	5-26-2017	PENNC23	Room Update
VAN438	JEFFREY J. KOPEC	Responsible Person	206-616-5028 / 206-465-5339	11	4-28-2017	PENNC23	Room Update

VAN445	JEFFREY J. KOPEC	Responsible Person	206-616-5028 / 206-465-5339	13	4-28-2017	PENNC23	Room Update
VAN449	THEODORE SCHMITZ	Responsible Person	206-661-2548	3	4-6-2017	PENNC23	Room View
VAN461	RICHARD M. DIERCK	Responsible Person	206-221-2884	11	1-6-2017	PENNC23	Room Update
	JAMES V TURNER	AREA	206-685-7831				Room Update
VAN470	THEODORE SCHMITZ	Responsible Person	206-661-2548	6	4-10-2017	PENNC23	Room Update
VAN471	JEFFREY J. KOPEC	Responsible Person	206-616-5028 / 206-465-5339	6	5-26-2017	PENNC23	Room Update
VAN473	JEFFREY J. KOPEC	Responsible Person	206-616-5028 / 206-465-5339	15	6-6-2017	PENNC23	Room Update
VAN478	THEODORE SCHMITZ	Responsible Person	206-661-2548	3	4-6-2017	PENNC23	Room Update
VAN483	JEFFREY J. KOPEC	Responsible	206-616-5028 / 206-465-5339	7	4-28-2017	PENNC23	Room Update
VAN631	JEFFREY J. KOPEC	Responsible Person	206-616-5028 / 206-465-5339	1	4-28-2017	PENNC23	Room Update
VAN672	JEFFREY J. KOPEC	Responsible Person	206-616-5028 / 206-465-5339	1	6-8-2017	PENNC23	Room Update
VAN674	RICHARD M. DIERCK	Responsible Person	206-221-2884	1	1-9-2017	PENNC23	Room Update
	JAMES V TURNER	AREA	206-685-7831				Room Update
VAN688	JEFFREY J. KOPEC	Responsible Person	206-616-5028 / 206-465-5339	1	6-8-2017	PENNC23	Room Update
VAN859	JEFFREY J. KOPEC	Responsible Person	206-616-5028 / 206-465-5339	12	6-6-2017	PENNC23	Room Update
VAN873	JEFFREY J. KOPEC	Responsible Person	206-616-5028 / 206-465-5339	18	6-6-2017	PENNC23	Room Update
VAN920	RICHARD M. DIERCK	Responsible Person	206-221-2884	9	1-9-2017	PENNC23	Room Update
	JAMES V TURNER	AREA	206-685-7831				Room Update
VAN928	RICHARD M. DIERCK	Responsible Person	206-221-2884	28	1-9-2017	PENNC23	Room Update
	JAMES V TURNER	AREA	206-685-7831				Room Update

VEH14001	ERIC YERXA	Responsible Person	206-221-2672 / 206-396-1271	1	1-31-2017	PENNC23	Room Update
VEH14003	RICHARD M. DIERCK	Responsible Person	206-221-2884	8	1-9-2017	PENNC23	Room Update
	JAMES V TURNER	AREA	206-685-7831				Room Update
VEH15000	ERIC YERXA	Responsible Person	206-221-2672 / 206-396-1271	0			Room Update
VEH291	JACKIE E. HARRIS	Responsible Person	206-221-4903	1	11-4-2016	PENNC23	Room Update
	RUTH E. GRASSIE	AREA	206-221-7620				Room Update
VEH310	RICHARD M. DIERCK	Responsible Person	206-221-2884	26	1-9-2017	PENNC23	Room Update
	JAMES V TURNER	AREA	206-685-7831				Room Update
VEH407	JACKIE E. HARRIS	Responsible Person	206-221-4903	19	7-24-2017	COCHRD	Room Update
	RUTH E. GRASSIE	AREA	206-221-7620				Room Update
VEH409	JACKIE E. HARRIS	Responsible Person	206-221-4903	16	7-24-2017	COCHRD	Room Update
	RUTH E. GRASSIE	AREA	206-221-7620				Room Update
VEH433	JACKIE E. HARRIS	Responsible Person	206-221-4903	13	7-24-2017	COCHRD	Room Update
	RUTH E. GRASSIE	AREA	206-221-7620				Room Update
VEH439	RICHARD M. DIERCK	Responsible	206-221-2884	20	1-9-2017	PENNC23	Room Update
	JAMES V TURNER	AREA	206-685-7831				Room Update
VEH444	RICHARD M. DIERCK	Responsible Person	206-221-2884	3	1-9-2017	PENNC23	Room Update
	JAMES V TURNER	AREA	206-685-7831				Room Update
VEH447	JACKIE E. HARRIS	Responsible Person	206-221-4903	9	11-4-2016	PENNC23	Room Update
	RUTH E. GRASSIE	AREA	206-221-7620				Room Update

VEH701	JACKIE E. HARRIS	Responsible Person	206-221-4903	5	11-4-2016	PENNC23	Room Update
	RUTH E. GRASSIE	AREA	206-221-7620				Room Update
VEH949	RICHARD M. DIERCK	Responsible Person	206-221-2884	0	1-9-2017	PENNC23	Room Update
	JAMES V TURNER	AREA	206-685-7831				Room Update
VEH970	RICHARD M. DIERCK	Responsible Person	206-221-2884	6	1-9-2017	PENNC23	Room Update
	JAMES V TURNER	AREA	206-685-7831				Room Update
YELLOW C	JACKIE E. HARRIS	Responsible Person	206-221-4903	2	11-4-2016	PENNC23	Room Update
	RUTH E. GRASSIE	AREA	206-221-7620				Room Update

Appendix H

Critical Equipment Shutdown

There is no critical equipment in the Plant Services Building which requires shutdown in the event of an emergency evacuation. Should a shutdown be required as determined by emergency personnel after an evacuation, contact either Building Coordinators noted on page 9 of this plan.

Should circumstances change whereby equipment—which could pose a serious hazard to first responders, or present significant property loss risk if left in operation without an attendee—would need to be shut down in the event of an emergency evacuation, use the below list to document shutdown procedures.

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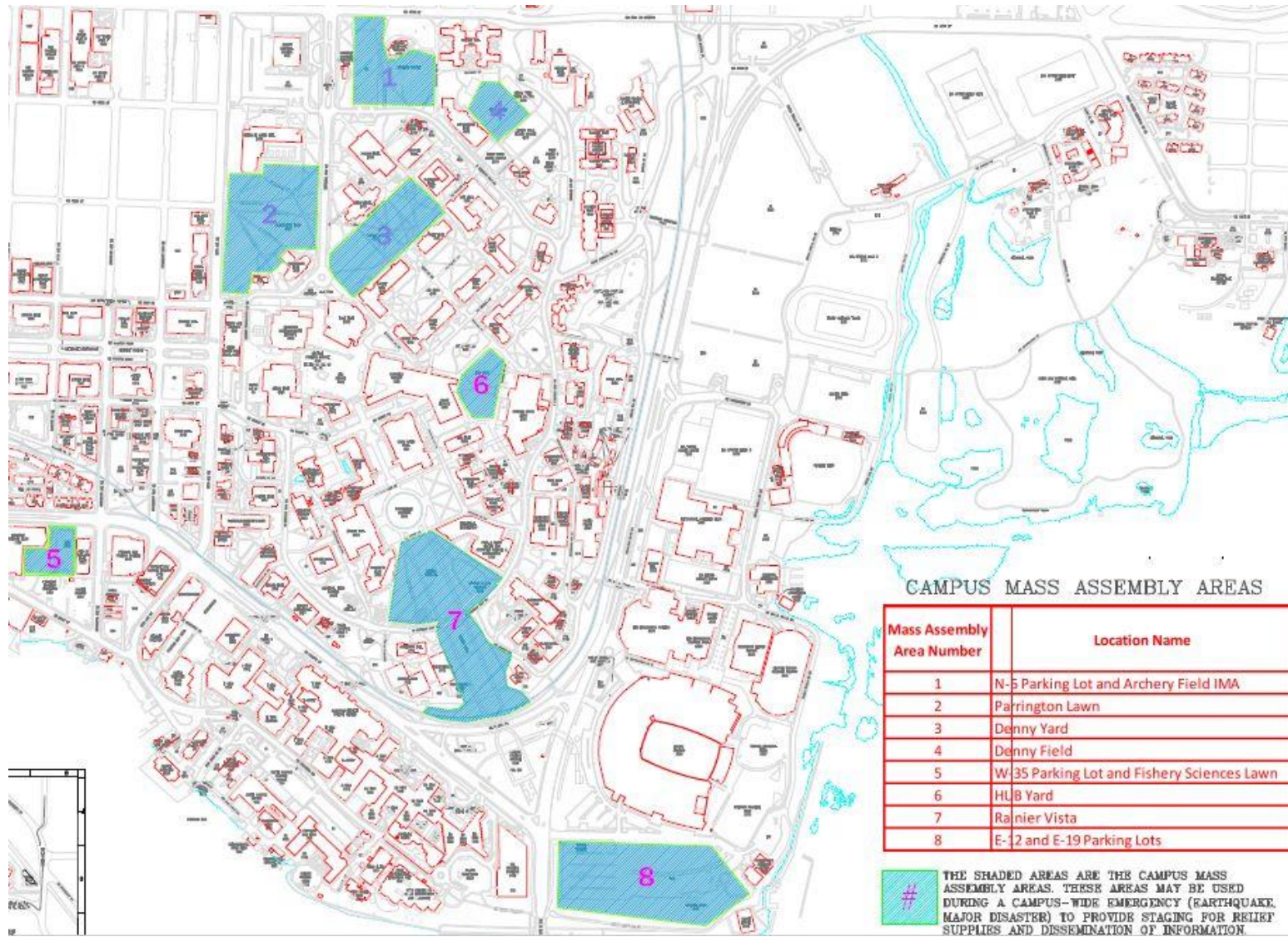
Appendix I

List of Acronyms

ATC-20	Applied Technology Council
CEMP	Comprehensive Emergency Management Plan
DOSH	Division of Occupational Safety and Health
EAP	Evacuation Assembly Point
EEOP	Emergency Evacuation and Operations Plan
EH&S	Environmental Health and Safety Department
EOC	Emergency Operations Center
MC	Maintenance & Construction
FOMS	Facilities Operations Maintenance Specialist
FSEP	Fire Safety and Evacuation Plan
MSDS	Material Safety Data Sheet
SFD	Seattle Fire Department
UW	University of Washington
UWPD	University of Washington Police Department
WAC	Washington Administrative Code
WISHA	Washington Industrial Safety and Health Act (of 1973)

Appendix J

Current UW Mass Assembly Areas



Appendix K

Plant Services Building EEOP Version History

Current framework adopted:	05/20/2019
Previous versions:	10/20/2017