Emergency Evacuation Operations Plan

Power Plant

2019



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

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

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

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

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

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Section 1

Purpose, Scope, and Emergency Resources

Purpose

The purpose of this plan is to establish procedures and duties, to promote planning, and to establish staff training for fire, earthquake, bomb threats, chemical spill, and other emergency evacuations as required by Chapter 4 of the Seattle Fire Code, the Washington Administrative Code (WAC 296-24-567), and the UW All-Hazards Emergency Management Plan.

Scope

This plan applies to all occupants in the **Power Plant**.

Coordination with Other Emergency Plans

An EEOP is a key component of Departmental Health and Safety Plans and University disaster planning. The EEOP must be coordinated with the following emergency/safety plans: **Power Plant Safety & Emergency Procedures.**

- 1. The UW All-Hazards Emergency Management Plan: The EMP provides the management structure, key responsibilities, emergency assignments, and general procedures to follow during and immediately after an emergency. It provides a temporary crisis management structure, which provides for the immediate focus of management on response operations and the early transition to recovery operations. The EMP includes procedures for communicating with the UW Emergency Operations Center as well as the management structure of the Incident Command System.
- 2. Other Departmental Emergency Response Plans: This departmental plan has been coordinated as necessary with other departmental plans in the building as follows: Power Plant Safety & Emergency Procedures.

Coordination with Departmental Health and Safety Plans

The EEOP reflects the university's emergency response procedures and programs and satisfies an element of the Departmental Health and Safety Plan required by the Department of Labor and Industries (WAC 296-24-567).

University Emergency Resources and Contacts

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

Emergency Communications

1. Telephones: The campus telephone system will be used to the extent possible. In case of system failure or a power failure, campus phones will not function. An alternative in some buildings is the emergency single line phones, which could function in a power outage. These phones, part of the UW's Emergency Communications System (ECS), are strategically

located in nearly 200 locations throughout campus. **Power Plant personnel will serve as messengers if phone communication is not an option**.

2. Fire Alarm System: None

Employee Orientation

New employees must be informed of the EEOP as part of their new employee safety orientation. This initial plan and all significant revisions to the plan should be routed to all personnel. The faculty and staff should be reminded of the plan as necessary and encouraged to discuss the plan with their research groups, students, and visitors. To assure the safety of all building occupants, the Evacuation Director and Evacuation Wardens will work together to assure all departmental employees are aware of the plan, and that students and visitors are also oriented as indicated in Section 2.

Evacuation Drills

Evacuation drills will be scheduled, conducted, and recorded by the Evacuation Director. Procedures for planning, scheduling, conducting, evaluating, recording, and reporting evacuation drills are outlined in Appendices E, F, and G.

Emergency Resource	Contact Information	Purpose & Responsibilities
UW Police Department (UWPD) 3939 15th Ave. NE	Emergency Assistance: From a UW phone, Dial 9-1-1. Non-Emergency Assistance: 206-685-8973	UWPD maintains an Emergency Communications Center 24 hours a day, 7 days a week. Call UWPD for emergencies of any kind, including but not limited to fire, medical emergency, or hazardous material spills or release.
Environmental Health and Safety (EH&S) 201 Hall Health Center	Call 206-543-0462. After normal business hours, EH&S may be reached through the UWPD using the EH&S Duty Officer system.	EH&S maintains guidelines and provides training, consultation and support for building emergencies. EH&S is also available to provide consultation and support for hazardous material spills and releases, temporary controls, and other general information to the Seattle Fire Department (SFD), UWPD, and UW departments.
UW Facilities (FOMS & ATC-20)	Routine and emergency services (essential services are covered 24 hours a day) may be obtained by calling: 206-685-1411 or through UWPD.	UW Facilities maintains a 24 hours a day, 7 days a week response unit called "FOMS" or "Unit 2." The FOMS respond automatically to all fire alarms, and other emergencies to provide support for the UWPD and SFD. This support includes, but is not limited to, the operating/resetting of the fire alarm system; operating the heating, ventilation, and air-conditioning systems (HVAC); and the shutdown of steam, water, electrical, and other utilities. Also provides ATC-20 teams for rapid structural assessments of buildings following earthquakes.
UW Office of Emergency Management (UWEM)	Call 206-897-8000 during normal business hours.	UWEM staff is available during normal business hours to provide general disaster planning guidance and training resources to faculty and staff. UWEM maintains and coordinates all EOC activities and campus-wide disaster drills and recovery efforts.

Table 1: University Emergency Resources and Contacts

Report all emergencies to the UWPD immediately.

Emergency Resource	Contact Information	Purpose & Responsibilities
UW Emergency Operations Center (EOC)	The primary EOC is located in UW Tower, 4333 Brooklyn Ave NE, Room C- 140. The secondary EOC location is Lander Hall, Room L-135. Call UW 9-1-1	For a major local or regional emergency, the UW President or his/her designee may request activation of the University's Emergency Operations Center (EOC). EOC staff will decide on the use of available resources and communicate with outside agencies and authorities. Information on missing persons, building emergencies, first aid, and other needs during a large-scale emergency must be provided to the EOC by using campus telephone systems, computer, (See Emergency Communications in Section 1) or by runner if the telephone systems fail.
KOMO 1000 AM	On the radio at AM 1000 and/or call UW 206-897- 4636	The Official Area Broadcast Station in case of major disaster or University "suspended operations." Tune into this station for information.

Table 1: University Emergency Resources and Contacts cont.

Report all emergencies to the UWPD immediately.

Building Evacuation: UW Personnel Duties and Responsibilities

An effective emergency evacuation and subsequent response requires the coordination of many occupants in a building. All building occupants, including employees, faculty, staff, and students, need to be aware of their roles and responsibilities in case of an emergency. This section outlines specific responsibilities for employees, faculty, and staff, as well as the Evacuation Director and Evacuation Wardens.

Responsibilities of UW Departments and Staff

Employees, Faculty, and Staff are responsible for:

- 1. Being familiar with and following EEOP procedures when required
- 2. Participating in drills and training as required
- 3. Orienting students with a brief overview of emergency evacuation procedures on the first day of class to assure that:
 - They are aware that evacuation is required when the alarm system is activated.
 - They know where the nearest exits are located (see Appendix K, and building plans in Appendix C).
- 4. Informing and assisting visitors unfamiliar with building procedures as appropriate prior to and during an emergency evacuation

Responsibilities of the Evacuation Director and Evacuation Wardens

The Evacuation Director, Evacuation Wardens, and their alternates are employees and occupants of the building and have either volunteered or been appointed to serve in these positions. They receive special training and the authority for their role in employee safety.

Evacuation Director Responsibilities and Control

- 1. The Evacuation Director acts as the liaison with the responding emergency service, EH&S, and others in the event of a building emergency. In their absence, the alternates are responsible for carrying out the requirements. If an emergency happens when these members of the department are not available, the most senior employee will have decision-making authority. A contact person, appointed by the advisor of each research group, is responsible for laboratories and work areas (See Appendices A and B). Any possible problem areas should be reported to responding emergency personnel.
- 2. For a community wide event (Level III), the Evacuation Director or an alternate will establish contact with their Unit Response Center if their department/building has one. Otherwise contact the UW Emergency Operations Center (EOC) directly. The first location for the EOC at the UW Tower 4333 Brooklyn Room C-140. The secondary location is in room L-135 at Lander Hall. Contact will be established by normal phone system (9-1-1), single line phones or runners.
- 3. Refer to Checklist 1 on the following page for a detailed list of the Evacuation Director duties and responsibilities.

Evacuation Warden Duties and Responsibilities

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

Subject Area	Duties / Responsibilities	
Administrative	Prepare and maintain the building EEOP.	
	Keep a copy of the completed EEOP in all department reference stations.	
	Review the EEOP at least annually and confirm that it is current.	
	Coordinate with building/department administrators responsible for employee, student, and visitor health and safety.	
	Ensure that public event staff are assigned duties and receive required training for events with occupancy of 50 or greater (see Appendix G).	
Pre-Emergency Coordination	Ensure that classroom instructors inform students about emergency procedures, exit routes, and assembly points on the first day of class.	
	Ensure that emergency procedures for special needs populations are developed.	
	Ensure that new and temporary employees, including student employees, are informed about emergency procedures outlined in the EEOP during new employee safety orientation.	
	Assign Evacuation Wardens (and alternates) for all areas of the building and ensure that they know what their duties are in case of an evacuation.	
Evequation	Evacuation Warden orientation is required when there are personnel changes.	
Wardens	A current list of Evacuation Wardens and alternates is to be maintained in the building's EEOP (see Appendix A).	
	Schedule "Evacuation Warden Training" for assigned personnel. Contact the EH&S Training Office.	
Training and Drills	Schedule, conduct, and record evacuation drills as required by the Seattle Fire Code and WAC 296-24 (see Appendices E, F, and G).	
	Ensure that emergency services, UWPD, FOMS, SFD, and EH&S are notified for all building emergencies as appropriate.	
	During a building evacuation, report to the evacuation assembly point and act as a liaison with responding emergency services.	
	Receive status reports from area evacuation wardens.	
Emergency	Provide information about the building layout, systems, processes, and special hazards to Facility Services, SFD, UWPD, and other emergency personnel.	
Evacuation	Help the Facility Services Personnel (FOMS), and the SFD in the operation of the Fire Alarm Panel if required.	
	Coordinate with building administrators on occupancy and operation issues.	
	Assign Evacuation Wardens or other personnel, as needed, to be stationed by all entrances to prevent unsuspecting personnel from reentering the building.	
	When SFD or UWPD signals "ALL CLEAR," the Evacuation Director notifies the Evacuation Wardens that the occupants may reenter the building.	

Checklist 1: Evacuation Director Duties and Responsibilities

Evacuation Director Checklist

Name:			Date:		_
Building:	Power Plant		Time:		am/pm
Location within building (floor, wing, room):					
Type of inc	cident (manual pull, smok	ke, sprinkler):			
Evacuated	Floors:				
Evacuation	Assembly Point (EAP):	Intersection of	of Jeffers	on Rd. and Mason Rd.	
Secondary	EAP:	Intersection of	of Jeffers	on Rd. and Stevens Way	

Evacuation Tasks

- 1. Collect hat, phone, clipboard, and personal belongings.
- 2. Report to the building entrance.
- 3. Tell those evacuating and anyone trying to reenter the building to go to the primary EAP. If the primary EAP is unavailable, send everyone to the secondary evacuation assembly point.
- 4. Collect known information about the incident from individuals evacuating the building (fire, smoke, persons in building, etc.).
- 5. Ask 1st evacuation warden for known information about the incident.
- 6. Report known information to emergency personnel (approximately10 min. after incident).
- 7. Stay at the front of building for further direction from emergency personnel.

Assignment	Name
1 st Evacuation Warden – assign to EAP (They should have a phone, hat, whistle, and clipboard.)	
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 1st Evacuation Warden at the EAP to allow the staff to return and reenter the building.
- 2. Assign an Evacuation Warden to assist staff with disabilities back to their rooms.
- 3. De-brief all Evacuation Wardens (collect facts) to write-up a report and submit to EH&S.

Mark Kirschenbaum	206-616-8498 or 206-396-5570
Mark Kirschenbaum	206-616-8498 or 206-396-5570
Ron Frees	206-685-1421
Alan Horne	206-685-1485
Dan Stiles	206-685-1485
Cuong Dinh	206-685-1485
Brian Gallagher	206-685-1485
Scott Gehrett	206-685-1485
John Chapman	206-543-3860
Jeff Seidel	206-221-4312
	Mark KirschenbaumMark KirschenbaumRon FreesAlan HorneDan StilesCuong DinhBrian GallagherScott GehrettJohn ChapmanJeff Seidel

Important Phone Numbers and Contact Information

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

Subject	Duties / Responsibilities	
Administrative	 Be familiar with the EEOP. It contains: The function and activities of building staff during emergencies How to coordinate with responding emergency personnel Information on the building and its emergency protection systems Emergency equipment testing procedures A list of all the evacuation wardens in your building 	
	Distribute copies of the completed EEOP, or appropriate sections of it, to all people in your area of responsibility.	
	Know where persons with disabilities are located in your area and what their alarm response will be (See Appendix D). Areas of Refuge or individual rooms may be used by persons with mobility disabilities during a fire alarm. The Areas of Refuge may be identified on your evacuation plans found in Appendix C. If you have a staff member with a mobility disability and cannot find an area of refuge on your floor plan, contact EH&S Fire Safety at 206-616-5519	
	Coordinate with the other Evacuation Wardens on your floor to work together and avoid duplication of tasks.	
Pre-Emergency	Walk over your primary and secondary evacuation routes at least once to familiarize yourself with emergency exits and routes to the Evacuation Assembly Points (EAPs).	
Coordination	Know where hazardous conditions or situations in your area may exist. Know the location of flammable, radioactive and other hazardous materials, as well as chemical and/or biological spill cleanup kits.	
	Know where the phones and pull stations are and know HOW to turn on an alarm.	
	Know how the alarm system responds. For most buildings, the alarm sounds throughout the building and all occupants, except persons with physical disabilities, must evacuate. High-rise buildings may only alarm in certain floors or areas.	
	Become familiar with the location and operation of emergency equipment, including fire extinguishers, first aid kits, spill cleanup kits, and disaster supply kits.	
Training	Attend training sessions and meetings to review procedures and duties, if necessary. EH&S and SFD offer Evacuation Warden training sessions regularly.	
	Participate in evacuation drills as requested by Evacuation Director.	

Subject	Duties / Responsibilities	
	Begin at the farthest reach of your area and assure that the occupants ahead of you have evacuated. Direct occupants to the exits and tell them where to reassemble.	
	Conduct a quick search as you go to make sure hazardous equipment is shut off, doors are closed and no one is left behind.	
	If a stairway is full of smoke go to another stairway.	
Building	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.	
Evacuation	If there is no smoke, you may have trouble getting people to evacuate. Be assertive, positive and insistent.	
	Students and visitors who may not be familiar with this plan must be informed of the requirement to evacuate.	
	If you have helpers, station them in front of the elevator to make sure no one attempts to use it.	
	Do not go to the roof unless it is the only way out; often, there are too many obstructions for a helicopter rescue.	
	Conduct a headcount by using the checklist in Appendix I to account for all occupants in your area of responsibility.	
At the EAP	Immediately report to the Evacuation Director any missing persons on your list and their last known location.	
Special Items	Do not allow the stairway doors and other exit doors to be blocked/wedged open. Leaving stairway doors blocked or held open makes the stairwells dangerous and unusable.	
	Special attention needs to be given to all persons with disabilities, in particular those who are visitors and unfamiliar with the building. A process is necessary to insure they are notified and accounted for. See Appendix D for further details.	

Checklist 2b: Evacuation Warden Emergency Evacuation Duties

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

Evacuation Warden Checklist

Name:		Date:	-
Building: Power Plant		Time:	am/pm
Location within building (floor, wing	g, room):		
Type of incident (manual pull, smok	æ, sprinkler):		
Evacuated Floors:			
Evacuation Assembly Point (EAP):	Intersection	of Jefferson Rd. and Mason Rd.	
Secondary EAP:	Intersection	of Jefferson Rd. and Stevens Way	
Evacuation Tacks			

Evacuation Tasks

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

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

After the All-Clear Signal

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

Notes

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

Subject Area	Duties / Responsibilities					
Administrative (Provide classroom or audience with general information relating to emergency procedures. This information should be shared during the first week of class or at the start of a seminar. Note the posted information for "Classroom Emergency Procedures/Checklist" (See Appendix K).					
Preparation	Know how to report an emergency from the classroom being used.					
	Assure that persons with disabilities have the information they need. The instructor should be familiar with the student's plan and also be able to direct visitors with disabilities.					
Emergency Evacuation	Take responsible charge of the classroom and follow emergency procedures for all building alarms and emergencies.					

Specific Emergency Procedures

Procedure 1: Fire Emergencies and Building Fire Alarms

Procedures for Occupants

- When an alarm sounds on your floor or area, begin immediate evacuation following your floor plan (see Appendix C). Close doors behind you.
- If you discover a fire, activate the nearest pull station and call 9-1-1. Then you may attempt to put it out if it is small (no larger than a wastebasket) and you have called for HELP. If the fire is too large or you are uncomfortable or unfamiliar with the proper use of a fire extinguisher, simply close the door and evacuate.
- If the fire alarm does not work, call 9-1-1 and notify occupants verbally of the emergency and the need to evacuate. Evacuation Wardens or another responsible party needs to confirm that all occupants are notified.
- If you are on fire, STOP DROP ROLL. If another person is on fire, yell "STOP DROP ROLL."
- Evacuate via the nearest stairwell or grade level exit. Do not block exit doors or wedge them in an open position. The doors must remain closed to keep smoke out and maintain safety for evacuation and fire personnel. Leaving doors open makes the stairwells dangerous and unusable. Persons with physical disabilities have several options (see Appendix D).
- Go to your pre-determined Evacuation Assembly Point (EAP) as outlined in Appendix C. You may have two or more EAP's depending on the size of the building. Immediately report to an Evacuation Warden so that he or she can accurately track which occupants were able to evacuate. Evacuation Wardens will report to the Evacuation Director.
- If you are trapped by smoke, stay low, cover your mouth with a wet cloth, stay near a window, open it but do not break it, hang something out the window to let fire personnel know you are there and put something in the cracks around the door, phone 9-1-1 if possible.

Special Instructions for Evacuation Wardens

- See Section 2 for the Evacuation Warden Checklist.
- Begin at the farthest reach of your area and assure that the occupants ahead of you have evacuated. Conduct a quick search as you go to make sure hazardous equipment is shut off, doors are closed and no one is left behind. If there is smoke in the hall, stay low, cover your mouth with a damp cloth or handkerchief, visualize where the exits are, stay close to and use the wall to guide you so you do not become confused. If there is no smoke, you may have trouble getting people to evacuate. Be strong, positive and insistent. Students and visitors who may not be familiar with this plan must be informed of the requirement to evacuate.
- Direct occupants to the exits and tell them where to reassemble (see Appendix C). If you have helpers, station them in front of the elevator to make sure no one attempts to use it.

- Do not go to the roof unless it is the only way out; there is often too many obstructions for a helicopter rescue. If a stairway is full of smoke go to another stairway.
- At the Evacuation Assembly Point (EAP), conduct a headcount by using a checklist (see Appendix I) to account for all occupants in your area of responsibility. Immediately report to the Evacuation Director any missing persons on your list and their last known location.
- Do not allow the stairway doors and other exit doors to be blocked or wedged open. Leaving stairway doors blocked or held open makes the stairwells dangerous and unusable.
- Special attention needs to be given to any persons with disabilities, in particular those who are visitors and unfamiliar with the building. A process is necessary to insure they are notified and accounted for. See Appendix D for further details.

Procedure 2: Earthquakes

During All Earthquakes

Inside a Building

- Take cover immediately under a desk, table, or chair, in a corner away from windows, along a wall in a hallway, or in a structurally strong location such as a hall by a pillar.
- Watch for falling objects such as light fixtures, bookcases, cabinets, shelves, and other furniture that might slide or topple. Stay away from windows. Do no run outside.
- Do not dash for exits since they may be damaged and the building's exterior brick, tile, and decorations may be falling off.
- Do not use the elevators.

Outside a Building

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

After a Major Earthquake

Evacuation Wardens shall:

- Check for injuries to personnel in your area. Do not attempt to move seriously injured persons unless they are in immediate danger. Render first aid assistance if required.
- Check for fires or fire hazards, spills of flammable or combustible liquids, or leaks of flammable gases. These activities must not significantly delay departure from the building or put the Evacuation Warden in danger.
- Turn off ignition and heat sources if properly trained and it is safe to do so.
- Exit the building, if possible, and go to the EAP to report on injuries, damages, and potentially hazardous conditions. Take emergency/first-aid kit and personal belongings. Account for persons in your area of responsibility. Mass assembly areas may be used in the event of a major earthquake and/or if the EOC is activated (Emergency Level 2 or 3 refer to EMP). See Appendix O for a map of mass assembly areas on UW Seattle Campus.
- Do not reenter until the building has been declared safe by trained emergency personnel (Seattle Fire Department or the ATC-20 assessment teams).
- Use the telephone system only for urgent matters. Call or send a runner to the Emergency Operations Center or Unit Response Center to notify them of any needed assistance and emergencies that may exist. Use handheld radios or Ham radio services if telephone services are not available.
- Expect Aftershocks.
- Evacuation Wardens who are also CERT team members must fulfill their evacuation warden duties first before joining the CERT team response.

After a Minor Earthquake

- Restore calm.
- Examine your area for damage. Evacuation Directors may use the checklist in Appendix M to help assess if the building should be occupied, evacuated, and/or re-entered.
- Look for:
 - Damaged, leaking or ruptured utility lines (gas, water, electrical, telephone, computer network)
 - Toppled furnishings or equipment
 - Spilled hazardous materials
 - Damaged building components such as ceilings, walls, beams, columns, doors
- Evacuate the building if damage is found or the power is out. Report evacuation to UWPD or SFD. Do not reenter until the building has been declared safe by trained emergency personnel.
- Asbestos containing materials. Certain buildings will be evacuated for ALL earthquakes because of the potential damage of asbestos-containing building materials (see the list of buildings in Appendix M).
- Laboratories: Check for chemical spills. For small isolated spills, use spill cleanup procedures as outlined in "Laboratory Standard Operating Procedures". If the SOP or chemical spill cleanup kit is not available, then evacuate lab and notify authorities. For larger spills, evacuate building and notify authorities. See UW Laboratory Safety Manual for earthquake procedures specific to laboratories.

Procedure 3: Hazardous Material Spills

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

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

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

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

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

Procedure 4: Bomb Threats

Threat Recipients

- University personnel receiving telephoned threats should attempt to get the exact location where the bomb has been planted, or is going to be planted.
- Attempt to get as much information as possible about the caller, for example, male or female, accent, etc. (use the Bomb Threat Checklist).
- Listen for any background noise that may indicate the location of the caller.
- The checklist on the next page lists information that can aid in locating a bomb. Complete the checklist as soon as possible after receiving a threatening call and report it immediately to the University Police Department at 9-1-1 (TDD 206-543-3323), from a UW hardline telephone.
- Bomb threats received through the mail or by other means are also to be reported immediately to the UWPD.

Checklist 4: Bomb Threat Checklist

Questions to Ask Ca	aller			
When will the bomb	explode?			
Where is the bomb?	-			
What does it look lik	e?			
What kind of bomb i	s it?			
What will cause it to	explode?			
Did you place the bo	mb?			
Why?				
What is your name?				
Where are you callin	g from?			
What is your address	s?			
Event Words of Call	lon.			
Describe the Caller Male	's Voice (Circle all t Female	that apply)	A	Dualizati
Callin	Disguiseu	Nasai	Angry	Broken
Giggling	Deen	Crying	Lisp Squeaky	rapiu Fycited
Stressed	Accent	Loud	Slurred	Normal
Additional Informa	ition			
Was the caller male of	or female?			
If the voice is familia	r. whom did it soun	d like?		
Were there any back	ground noises?			
Information Summ	ary of a Telephone	ed Threat		
Exact time of call:				
Date received:				

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

(Insert full name and contact information)

Phone number received at:

Person who received the call:

Procedure 5: Suspicious Packages and Mail

A suspicious letter may have...

- 1. No Return Address
- 2. Restrictive markings, such as "PERSONAL!"
- 3. It is sealed with tape
- 4. The address has:
 - misspelled words
 - is addressed to a title but not a person
 - an incorrect title
 - is badly typed or handwritten

A suspicious package may have...

- 1. Oily stains, discolorations, or crystallizations on the wrapper
- 2. Stranger odor
- 3. Excessive tape
- 4. Is rigid or bulky
- 5. Lopsided or uneven
- 6. The weight is odd for its size

Reference: US Postal Service Poster – <u>http://about.usps.com/posters/pos84.pdf</u>

If you find a suspicious package or letter:

- 1. Handle with care do not shake or bump
- 2. Isolate it immediately
- 3. Don't open, smell, touch, or taste
- 4. Treat is as suspect
- **5.** Evacuate the area and call 9-1-1 from a safe location

If you suspect the mail may contain...

- 1. A bomb or explosive
 - Evacuate immediately
 - Call 9-1-1 from a safe location
- 2. A radiological threat
 - Limit exposure do not handle
 - Evacuate area
 - Shield yourself from object
 - Call 9-1-1 from a safe location

3. A biological or chemical threat

- Isolate do not handle
- Evacuate Immediate Area
- Wash your hands with soap and warm water
- Call 9-1-1 from a safety location

If the letter or package has already been opened and a powder or other substance has spilled from the it, **DO NOT CLEAN IT UP**. Leave it where it is, evacuate the area, wash your hands with soap and water, and call 9-1-1 from any campus phone.

Due to occasional anthrax threats in the United States, the Washington State Health Department and Center for Disease Control have issued guidelines to follow if you suspect a letter could contain dangerous substances. The guidelines sent out by these agencies are in the following section.

Procedure 6: Anthrax Threat

Background

Anthrax is a rare disease caused by bacteria, which is capable of forming spores that can survive in the environment for long periods of time. In an intentional exposure, such as a bioterrorism event, breathing in the spores is the most likely route of exposure that might lead to a serious infection.

Inhalation anthrax (through the lungs) is the most serious type of anthrax. It is caused by inhaling anthrax bacteria into the lungs. Initial symptoms may resemble those of flu or a common cold, such as fever, cough, headache, chills, weakness, difficulty breathing, and chest discomfort. After several days, the symptoms may progress to severe breathing problems and shock. This type of anthrax infection is often fatal if not treated promptly.

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

Instructions

1. Follow Procedure 5 for suspicious letters and packages

- DO NOT open the package
- Call 9-1-1 to request police and fire
- If a powder or other substance spills out of the letter/package, **DO NOT CLEAN IT UP**
- Evacuate the immediate area, and keep others away
- Immediately wash your hands with soap and water
- Ensure that all persons who have handled the letter or package wash their hands
- Wait for the police and fire personnel to arrive
- Start a list of names and telephone numbers for all persons who have handled the letter and who were in the immediate area when the letter/package was opened

2. Police and fire personnel will:

- Secure the area and the suspicious letter or package
- Assess and determine whether a credible threat exists
- Contact appropriate public health and other response officials
- Decontaminate people and their clothing as appropriate

3. Persons with probable or known exposure:

- Will be directed to seek immediate medical attention
- Will be monitored by local public health to ensure appropriate treatment and follow-up

4. People without known exposure:

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

5. After the Spill of a Powder or Other Substances

- If police and fire deem there is a credible threat, they will determine who will clean the affected area before personnel will be allowed to return.
- If police and fire personnel deem that there is no credible threat:
 - Clean up should be performed by following established protocols for cleaning spills
 - Facilities without protocol should use a 1:10 solution of household bleach in water
 - Powders should be wetted before disturbing them during clean-up

Procedure 7: Medical Emergencies

There is a First Aid and CPR guide located in all first aid kits. These guides give detailed steps in the event of a heart attack, CPR and infant CPR, choking, bleeding, poisoning, and burns, as well as other injuries.

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

In the Event of a Medical Emergency

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

Procedure 8: Civil Demonstrations

- 1. The Use of University Facilities (UUF) division may be notified of an upcoming campus demonstration. In turn, the UWPD Special Operations Lieutenant will then be notified via e-mail or at (206-685-2550). Advanced planning of a campus demonstration can minimize disruption to normal campus activities. Should you find that a demonstration is causing a disruption to classes or businesses on our campus, contact the UWPD at 9-1-1 or the Special Operations Lieutenant at 206-685-2550.
- 2. In the unlikely event that a demonstration becomes destructive, get away from the area of potential harm and call 9-1-1. Have the building coordinator lock the main entrance. This will admit only persons with proper authorization to enter by swiping an employee access card.

Appendix A

Responsible Individuals and First Aid Resources

First Aid Contacts

All Power Plant employees are trained in First Aid and CPR

First Aid kits are located in the Power Plant Control Room and Steamfitter Shop.

Tuesday, May 21, 2019, 2:36 PM

Department = 50 POWER PLANT; Date of Class From 05/21/2017 - 05/21/2019; Completed OR Passed; Course Title Equal To First Aid & CPR

Employee:BRAGDON, DANIELFacility:CAMPUS UTILITIES & OPERATIONSJob Title:POWER PLANT MECHANIC

Department: 50 POWER PLANT

Course	Required	Version	Status	Grade	CEU	Date Class	Retraining Date
First Aid & CPR	\checkmark	Rev. 2	Pass			4/23/2019	4/23/2021

Total CEUs: 0.00

Employee:BRETT, KEITHFacility:CAMPUS UTILITIES & OPERATIONSJob Title:POWER PLANT OPERATING ENG 2Department:50 POWER PLANT

Course	Required	Version	Status	Grade	CEU	Date Class	Retraining Date
First Aid & CPR	\checkmark	Rev. 2	Pass			7/17/2018	7/17/2020

Total CEUs: 0.00

Employee: CHIZEK, CHRISTOPHER

Facility: CAMPUS UTILITIES & OPERATIONS

Job Title: CONTROL TECH (POWER PLANT)

Department: 50 POWER PLANT

Course	Required	Version	Status	Grade	CEU	Date Class	Retraining Date
First Aid & CPR	\checkmark	Rev. 2	Pass			3/21/2018	3/21/2020

Total CEUs: 0.00

Employee: CONRAD, DOUGLAS

Facility: CAMPUS UTILITIES & OPERATIONS

Job Title: POWER PLANT OPERATING ENG LEAD

Department: 50 POWER PLANT

Course	Required	Version	Status	Grade	CEU	Date Class	Retraining Date
First Aid & CPR	\checkmark		Pass			3/12/2019	3/12/2021

Total CEUs: 0.00

Employee: CRISTOBAL, DENNIS

Facility: CAMPUS UTILITIES & OPERATIONS

Job Title: UTILITY WORKER 2 (POWER PLANT)

Department: 50 POWER PLANT

Course	Required	Version	Status	Grade	CEU	Date Class	Retraining Date
First Aid & CPR	\checkmark		Pass			11/13/2017	

Tuesday, May 21, 2019, 2:36 PM

Department = 50 POWER PLANT; Date of Class From 05/21/2017 - 05/21/2019; Completed OR Passed; Course Title Equal To First Aid & CPR Total CEUs: 0.00

Employee:DINH, CUONGFacility:CAMPUS UTILITIES & OPERATIONSJob Title:POWER PLANT OPERATING ENG 1Department:50 POWER PLANT

Course	Required	Version	Status	Grade	CEU	Date Class	Retraining Date
First Aid & CPR	\checkmark	Rev. 2	Pass			5/25/2018	
First Aid & CPR		Rev. 2	Pass			7/17/2018	7/17/2020

Total CEUs: 0.00

Employee:EASTON, MARKFacility:CAMPUS UTILITIES & OPERATIONSJob Title:POWER PLANT OPERATING ENG LEADDepartment:50 POWER PLANT

Course	Required	Version	Status	Grade	CEU	Date Class	Retraining Date
First Aid & CPR	\checkmark		Pass			7/18/2017	7/18/2019

Total CEUs: 0.00

Employee:ESTES, JOSHUAFacility:CAMPUS UTILITIES & OPERATIONSJob Title:POWER PLANT OPERATING ENG 2Department:50 POWER PLANT

Course	Required	Version	Status	Grade	CEU	Date Class	Retraining Date
First Aid & CPR	\checkmark		Pass			9/11/2017	9/11/2019

Total CEUs: 0.00

Employee: FREES, RONALD

Facility: CAMPUS UTILITIES & OPERATIONS

Job Title: MANAGER OF PROG OPS (POWER PLANT)

Department: 50 POWER PLANT

Course	Required	Version	Status	Grade	CEU	Date Class	Retraining Date
First Aid & CPR	\checkmark	Rev. 2	Pass			9/4/2018	9/4/2020

Total CEUs: 0.00

Employee:GOETSCHIUS, BRIANFacility:CAMPUS UTILITIES & OPERATIONSJob Title:POWER PLANT OPERATING ENG 2 (CHEMIST)

Tuesday, May 21, 2019, 2:36 PM

Department = 50 POWER PLANT; Date of Class From 05/21/2017 - 05/21/2019; Completed OR Passed; Course Title Equal To First Aid & CPR

Employee: GOETSCHIUS, BRIAN (Continued)

Facility: CAMPUS UTILITIES & OPERATIONS

Job Title: POWER PLANT OPERATING ENG 2 (CHEMIST)

Department: 50 POWER PLANT

Course	Required	Version	Status	Grade	CEU	Date Class	Retraining Date
First Aid & CPR		Rev. 2	Pass			8/14/2018	8/14/2020

Total CEUs: 0.00

Employee:HILTON, MICHAELFacility:CAMPUS UTILITIES & OPERATIONSJob Title:ELECTRICIAN (POWER PLANT)Department:50 POWER PLANT

Course	Required	Version	Status	Grade	CEU	Date Class	Retraining Date
First Aid & CPR	\checkmark		Pass			9/11/2017	9/11/2019

Total CEUs: 0.00

Employee: HOFFMAN, STEVEN

Facility: CAMPUS UTILITIES & OPERATIONS

Job Title: PLUMBER/PIPE/STEAM (SHOP 50)

Department: 50 POWER PLANT

Course	Required	Version	Status	Grade	CEU	Date Class	Retraining Date
First Aid & CPR	\checkmark	Rev. 2	Pass			5/25/2018	5/25/2020

Total CEUs: 0.00

Employee:HOLMES, RILEYFacility:CAMPUS UTILITIES & OPERATIONSJob Title:POWER PLANT OPERATING ENG 1DescriptionDOWER PLANT

Department: 50 POWER PLANT

Course	Required	Version	Status	Grade	CEU	Date Class	Retraining Date
First Aid & CPR	\checkmark	Rev. 2	Pass			8/14/2018	8/14/2020

Total CEUs: 0.00

Employee: HORNE, ALAN

Facility: CAMPUS UTILITIES & OPERATIONS

Job Title: POWER PLANT MECHANIC LEAD

Department: 50 POWER PLANT

Course	Required	Version	Status	Grade	CEU	Date Class	Retraining Date
First Aid & CPR	\checkmark		Pass			8/8/2017	8/8/2019

Tuesday, May 21, 2019, 2:36 PM

Department = 50 POWER PLANT; Date of Class From 05/21/2017 - 05/21/2019; Completed OR Passed; Course Title Equal To First Aid & CPR Total CEUs: 0.00

Employee:JOHNSON, JERRYFacility:CAMPUS UTILITIES & OPERATIONSJob Title:POWER PLANT MECHANIC TRAINERDepartment:50 POWER PLANT

Course	Required	Version	Status	Grade	CEU	Date Class	Retraining Date
First Aid & CPR	\checkmark		Pass			9/11/2017	9/11/2019

Total CEUs: 0.00

Employee:JONES, JUSTINFacility:CAMPUS UTILITIES & OPERATIONSJob Title:POWER PLANT OPERATING ENG 2Department:50 POWER PLANT

Course	Required	Version	Status	Grade	CEU	Date Class	Retraining Date
First Aid & CPR	\checkmark	Rev. 2	Pass			5/25/2018	5/25/2020

Total CEUs: 0.00

Employee:KOLESNIK, VLADIMIRFacility:CAMPUS UTILITIES & OPERATIONSJob Title:POWER PLANT OPERATING ENG 2Department:50 POWER PLANT

Course	Required	Version	Status	Grade	CEU	Date Class	Retraining Date
First Aid & CPR			Pass			7/18/2017	7/18/2019

Total CEUs: 0.00

Employee:MASSIE, RAYMONDFacility:CAMPUS UTILITIES & OPERATIONSJob Title:POWER PLANT MECHANICDepartment:50 POWER PLANT

Course	Required	Version	Status	Grade	CEU	Date Class	Retraining Date
First Aid & CPR	\checkmark	Rev. 2	Pass			3/21/2018	3/21/2020

Total CEUs: 0.00

Employee:PALOMARES, ALEXFacility:CAMPUS UTILITIES & OPERATIONSJob Title:CONTROL TECH (POWER PLANT)Department:50 POWER PLANT

Course Required Version Status Grad	Grade CEU	Date Class	Retraining Date
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Tuesday, May 21, 2019, 2:36 PM

Department = 50 POWER PLANT; Date of Class From 05/21/2017 - 05/21/2019; Completed OR Passed; Course Title Equal To First Aid & CPR

Employee:PALOMARES, ALEX (Continued)Facility:CAMPUS UTILITIES & OPERATIONSJob Title:CONTROL TECH (POWER PLANT)DependenceDependenceDependenceDependence

Department: 50 POWER PLANT

Course	Required	Version	Status	Grade	CEU	Date Class	Retraining Date
First Aid & CPR	\checkmark	Rev. 2	Pass			3/21/2018	3/21/2020

Total CEUs: 0.00

Employee:SHELL, RAYMONDFacility:CAMPUS UTILITIES & OPERATIONSJob Title:POWER PLANT MECHANIC TRAINERDepartment:50 POWER PLANT

Course	Required	Version	Status	Grade	CEU	Date Class	Retraining Date
First Aid & CPR	\checkmark	Rev. 2	Pass			5/25/2018	5/25/2020

Total CEUs: 0.00

Employee: STILES, DANIEL

Facility: CAMPUS UTILITIES & OPERATIONS

Job Title: POWER PLANT OPERATING ENG LEAD

Department: 50 POWER PLANT

Course	Required	Version	Status	Grade	CEU	Date Class	Retraining Date
First Aid & CPR	\checkmark	Rev. 2	Pass			8/14/2018	8/14/2020

Total CEUs: 0.00

Employee: WILSON, MICHAEL

Facility: CAMPUS UTILITIES & OPERATIONS

Job Title: POWER PLANT OPERATING ENG 1

Department: 50 POWER PLANT

Course	Required	Version	Status	Grade	CEU	Date Class	Retraining Date
First Aid & CPR	\checkmark	Rev. 2	Pass			5/25/2018	5/25/2020

Total CEUs: 0.00

Unusually Hazardous Locations and Key Laboratory Personnel

Background

The following areas have been identified as unusually hazardous locations. The first responsibility in case of an emergency is getting to safety. If time permits, it is recommended that all hazardous processes, gas, and power in these areas be shut down by the operator before evacuating the building.

Instructions

List unusually hazardous locations and who the Principal Investigator and lab contacts are for each location and their contact information. Make a floor plan showing these locations and have this available for first responders (SFD and UWPD).

Examples of locations may include flammable liquid storage rooms, compressed gas storage areas, Biological Safety Level 3 labs, hazardous waste rooms, animal areas, and similar spaces.

Room	Hazards	P.I.	Lab Contact
Power Plant	High pressure high temperature steam piping	Mark Kirschenbaum	Power Plant Operation Engineer Lead
Power Plant	High temperature water piping	Mark Kirschenbaum	Power Plant Operation Engineer Lead
Power Plant	Natural gas and fuel oil piping	Mark Kirschenbaum	Power Plant Operation Engineer Lead
Power Plant	High voltage switch gear machinery	Mark Kirschenbaum	Power Plant Operation Engineer Lead

Hazardous Locations and Laboratory Personnel

Date updated: 06/18/2015

Appendix C

Building Evacuation Plan

Evacuation Assembly Points

The Evacuation Assembly Point (EAP) should be an open area away from the building and out of the way of responding emergency personnel. Establish primary and secondary EAPs in case the primary cannot be occupied during or after an evacuation. A separate EAP may be necessary for earthquake evacuation.

Occupants meet after evacuation so that they may be accounted for or lend assistance as needed. There may be more than one assembly point depending on the size of the building and the location of the exits. Some EAPs may be unsuitable for assembly following an earthquake event.

The primary and secondary Evacuation Assembly Points (EAPs) for this building are:

Primary EAP:	Intersection of Jefferson Rd. and Mason Rd.
Secondary EAP:	Intersection of Jefferson Rd. and Stevens Way

Building occupants will assemble at the primary EAP following a building evacuation. If the Evacuation Director finds the primary EAP unsuitable, then evacuees will be moved to the secondary EAP. Areas of Safe Refuge should be established inside the building for persons with disabilities or for buildings with more than four levels. Indicate each floor's designated EAPs and Areas of Safe Refuge on each emergency evacuation floor plan.

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

Areas of Safe Refuge

Occupants should have an Area of Safe Refuge (inside the building) four floors below their floor of origin if the building is designed for partial evacuation (i.e., only fire floor and floor above alarm).

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

Evacuation Plans

The attached floor plans identify exits and exit routes for the building. Occupants should go to the nearest exit when the alarm sounds. If access to the nearest exit is obstructed, an alternate exit should be taken.

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

Power Plant Egress Floor Plan Drawings

Procedures for Planning and Scheduling Evacuation Drills

Preparation for an Evacuation Drill

1. Meet with Evacuation Director and Evacuation Wardens

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

2. Notification and Technical Assistance

- Call UW Facilities Signal Shop at (206) 685-1471 or (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 Building and Fire Safety Office at least one week in advance at(206) 616-5519

3. Publicize Drill Event to Building Occupants

- Approximately three days before the drill post notices in conspicuous locations informing all occupants of the time and date of the drill.
- Notification via e-mail and other means is also encouraged.

The Day Before a Drill

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

2. Confirm Responsibility Roles with Players:

- Building staff (Evacuation Director and Evacuation Wardens)
- UW Facilities Signal Shop to activate the alarm system

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 a Evacuation Drill that will include the participation of all the building occupants. It is recommended that the annual drill be conducted during Autumn Quarter to orient new faculty, staff and students.

Evaluating and Recording an Evacuation Drill

- The Evacuation Director will summarize evaluation comments and initiate appropriate follow-up for items that need improvement.
- The Evacuation Director will complete and distribute the Evacuation Drill Report Form (attached).

Appendix G

Evacuation Drills and Crowd Management for Public Assemblies

Conducting the Evacuation Drill

Participation

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

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

Evaluating and Recording an Evacuation Drill

- The Evacuation Director will summarize evaluation comments and initiate appropriate follow-up for items that need improvement.
- The Evacuation Director will complete and distribute the Evacuation Drill Report Form (attached).

Crowd Management

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

Duties of crowd managers include but are not limited to the flowing:

- Walking the rooms or areas and confirm that the exit paths are staying clear.
- Make an emergency announcement with specific evacuation instructions if need be.
- Not allowing people to congregate around or block any exits.
- Assure all marked exits remain unlocked and unobstructed at all times.
- Looking for situations that could lead to challenges in the event of an emergency evacuation.
- Maintain all fire lanes, fire hydrants, and fire department connections free from vehicles and obstructions.
- Make sure that the adequate number of trained staff on-duty for the number of occupants.

Appendix H

Evacuation Drill Report Form

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

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

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

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

UNIVERSITY OF WASHINGTON FIRE DRILL REPORT ENVIRONMENTAL HEALTH AND SAFETY		Da	ate of Drill	
Building Name		Fa	cility Services Building No.	
☐ High-Rise ☐ Residential ☐ Assembly ☐ Day Care	Low-Rise Other			
Address				
Evacuation Director or Building Administrator/Coordinator				
IMPO Verify that all procedures for preparing and conductin alarm on your own! Fire Drill alarm activation must b	RTANT ng fire drills have been be done by Facilities Se	complete ervices.	ed. Do not activate the	
Device Activated (location)	Time Initiated	Tin	ne Completed	
Areas Alarmed				
Evacuation Wardens/Staff reported to YES assigned areas and performed duties. INO If NO, V	Which floors or areas did not	:		
Evacuation Wardens/Staff reported the following to the Evacuatio	n Director or Building Adn	ministrator/	Coordinator:	
1. Occupants/staff exited using the nearest exit		YES	□ NO	
2. Occupants/staff responded and reported to Evacuation A	Assembly Point	□ YES	□ NO	
3. Persons with disabilities are accounted for	🗆 NA	YES	□ NO	
4. Visitors and students were properly directed	🗆 NA	🗌 YES	🗆 NO	
5. Accounted for missing or trapped personnel		VES	□ NO	
6. The alarm was audible throughout the area		□ YES	🗆 NO	
7. No premature reentry		YES	□ NO	
Comments on all NO marks. Include additional remarks about the drill.				
SIGNATURES				
Drill conducted by:				
Evacuation Director or Building Administrator/Coordinator or designated employee Drill witnessed by:				
Seattle Fire Department Representative (optional)				
Environmental Health and Safety (optional)				
Send copy to EH&S F	The Satery, Box 354400			

Appendix I

Evacuation Warden Headcount Checklist

Building Name: **Po**

Power Plant

Assembly Point:

 Evacuation Warden:
 Time and Date:

Employees / Visitors	Present	Absent	In Field	Injured	Missing	Last Known Location	Emergency Assignment
Argo, Claude							
Bragdon, Daniel							
Brett, Keith							
Chizek, Christopher							
Conrad, Douglas							
Cristobal, Dennis							
Dinh, Cuong							
Easton, Mark							
Estes, Joshua							
Frees, Ron							
Gallagher, Brian							
Gehrett, Scott							
Goetschius, Brian							
Hilton, Mike							
Holmes, Riley							
Horne, Alan							

Evacuation Warden Headcount Checklist cont.

Employees / Visitors	Present	Absent	In Field	Injured	Missing	Last Known Location	Emergency Assignment
Johnson, Jerry							
Jones, Justin							
Kirschenbaum, Mark							
Kolesnik, Vladimir							
Massie, Ray							
Palomares, Alex							
Shell, Raymond							
Stiles, Dan							
Valverde, Christopher							
Wilson, Michael							
Zett, Gary							
Zimmer, Briana							

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

Background

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

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

The following is a summary of the EMP.

The UW All-Hazards Emergency Management Plan

The EMP provides guidelines for the management of the immediate actions and operations required to respond to an emergency or disaster. The overall priorities of the University during a disaster are the protection of lives, live assets, valuable research processes, property, the community, and the environment. The overall objective is to respond to emergency conditions and manage the process of restoring University academic and research programs and services. This plan represents the Campus Emergency Management Plan, which encompasses the facilities, services and the administration of the UW Seattle campus.

Purpose of the Emergency Management Plan

This plan provides the management structure, key responsibilities, emergency assignments, and general procedures to follow during and immediately after an emergency. The University has established this plan to address the immediate requirements for a major disaster or emergency in which normal operations are interrupted and special measures must be taken to:

- Save and protect the lives of students, patients, employees, and the public.
- Manage immediate communications and information regarding emergency response operations and campus safety.
- Provide essential services and operations.
- Provide and analyze information to support decision-making and action plans.
- Manage University resources effectively in the emergency response.
- Ensure University-wide compliance with federal National Incident Management principles and requirements.

This plan does not supersede or replace the procedures for safety, hazardous materials response, or other procedures that are already in place at the University. It supplements those procedures with a temporary crisis management structure, which provides for the immediate focus of management on response operations and the early transition to recovery operations.

It is important to point out that this EMP does not cover specific departmental operations, even for those departments assigned emergency response functions. All departments must establish their own emergency operations plan that considers their specific needs and how they will interface with the UW EMP.

Emergency Evacuation and Planning Checklist

Instructions

This emergency evacuation and planning checklist is provided by EH&S for Evacuation Directors and Evacuation Wardens to assess the readiness of their buildings for emergency evacuations. This checklist focuses on practices and procedures as outlined in the model EEOP. It is recommended that Evacuation Directors complete this checklist annually.

This checklist is composed of two parts. Part 1 contains a list of questions only. Part 2 contains the same list of questions, but also includes references and links to resources to assist Evacuation Directors and Wardens identify the necessary corrective actions to comply with EEOP procedures.

The procedures for completing this form are as follows:

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

If you need assistance correcting conditions identified in the checklist, or have any questions or concerns about fire and life safety, whether they pertain to this inspection or not, contact the Building and Fire Safety Office of Environment Health & Safety at (206) 616-5519.

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

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

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

Emergency Evacuation and Planning Checklist: Part 1

 Building:
 Power Plant
 Evacuation Director:

 Date:
 Evacuation Warden:

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

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

Other Fire / Life Safety Hazards

List any other hazardous conditions in need of correction that are not covered on this emergency evacuation checklist. Assign and document the correction of each hazardous condition or concern.

1	
2	
3	
4	
5	

Other Comments

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

ate:	

Emergency Evacuation and Planning Checklist: Part 2

W	ritten Policies and Procedures
1.	Do you have an up-to-date written Departmental Health and Safety Plan? Do your employees know about this plan, where to find it, and how to use it? Corrective Action: Develop a written Departmental Health and Safety Plan using the Sample Health and Safety Plan available from the EH&S website. Online: http://www.ehs.washington.edu/ohshsplans/index.shtm Completion Date:
2.	Do you have an up-to-date written Emergency Evacuation and Operations Plan (EEOP)? Corrective Action: Develop a written EEOP for your building using the sample model plan for low-rise buildings at the EH&S website. Online: http://www.ehs.washington.edu/fsoemerprep/evacplan.shtm Completion Date:
En	ployee 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 <i>Floor Warden/Building Evacuation Training</i> course offered by EH&S. Additional training, such as first aid/CPR certification and earthquake/disaster preparedness should occur as needed. Online: http://www.ehs.washington.edu/psotrain/corsdesc.shtm Completion Date:
4.	Are fire and emergency evacuation drills done on a regular basis to keep employee, faculty, and staff aware of EEOP and emergency procedures? Corrective Action: Conduct annual fire and evacuation drills in general office and classroom buildings, and quarterly in healthcare facilities following the Evacuation Drill requirements at EH&S website. Use the Evacuation Drill Report form at the EH&S website to document the effectiveness of the drill. Online: http://www.ehs.washington.edu/fsoemerprep/fireexitrequirements.shtm http://www.ehs.washington.edu/forms/fso/firedrillreport.pdf Completion Date:
5.	Are new, temporary, and student employees informed about emergency procedures in the EEOP during the new employee safety orientation? Corrective Action: During new employee safety orientation, inform employees, including temporary staff and student employees, about the emergency evacuation procedures contained in the EEOP. Online: http://www.ehs.washington.edu/forms/pso/NewEmployeeSafetyOrientation.pdf Completion Date:

Evacuation Warden Responsibilities

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

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

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

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

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

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

Evacuation Procedures
12. Do Evacuation Wardens follow an established procedure to conduct a head count of evacuated building personnel at the EAP?
Corrective Action: Train Evacuation Wardens to follow a set procedure for ensuring occupants have left their area and use a checklist of names at the EAP to account for the occupants in their area of responsibility. The Evacuation Director and emergency responders need to be notified immediately about any missing personnel.
Online: http://www.ehs.washington.edu/fsoemerprep/evacwardduties.shtm
Completion Date:
13. Do Evacuation Wardens know the procedures to account for persons with disabilities, visitors, and people unfamiliar with the building?
Corrective Action: Establish written procedures for Evacuation Wardens to account for persons with disabilities, special needs individuals, and building visitors after evacuation. Develop evacuation options as outlined in Appendix D of the model EEOP and as described at the EH&S website indicated below.
Online: http://www.ehs.washington.edu/fsoemerprep/assemblyoccevac.shtm
http://www.ehs.washington.edu/fsoemerprep/firesafetydirectorresp.shtm
http://www.ehs.washington.edu/fsoemerprep/disabledevacguide.shtm
Completion Date:
14. Do Evacuation Wardens know the location of employees in the building who have basic emergency skills (first aid, CPR, CERT)?
Corrective Action: Maintain a list of employees who have first aid/CPR training and their locations in the building. If your building has a CERT team, know who is on the team and their location in the building.
Online: <u>http://www.ehs.washington.edu/fsoemerprep/index.shtm</u>
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: <u>http://www.ehs.washington.edu/fsoemerprep/emergproc.shtm</u>
Completion Date:

Evacuation Director Post-Earthquake Checklist

Buildings with Special Considerations

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

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

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

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

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

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

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

Evacuation Director Post-earthquake Checklist

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

If the evacuation director checks YES on one of the items on the checklist that does not list an (**Evacuate**) notation, then the evacuation of the building is at the discretion of the Evacuation Director. Consider if the observed conditions represent a safety or health risk to workers, students, or visitors to the building. Also report any hazardous materials spills/leaks and utility line damage to 9-1-1.

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

Building Name:	Power Plant	Date:
Evacuation Director:		Time:
Evac. Director E-		
mail:		Phone:

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

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

Hazardous Materials / Conditions	
Are there fires in the building too large to be contained by a trained and competent person with a fire extinguisher (larger than a wastebasket)? (Evacuate)	Yes □, No □, N/A □
Have hazardous chemicals or other hazardous materials leaked or spilled, and is the spill larger than can be cleaned up with a chemical/biological spill kit by competent and trained personnel? (Evacuate)	Yes □, No □, N/A □
Are there any damaged or leaking compressed gas cylinders, high pressure vessels, or storage tanks? (Evacuate)	Yes □, No □, N/A □
Have numerous bookcases, filing cabinets, computer monitors, and other building furnishings toppled over? Are they blocking emergency exits? (Evacuate)	Yes □, No □, N/A □
Is there damaged pipe insulation or fireproofing that are labeled or known to be asbestos-containing? (Evacuate)	Yes □, No □, N/A □

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

Building Façade / Outdoors	
Are any outside building components (brick, mortar, stonework, chimneys) cracked or broken? Are there chunks of debris on the ground near the base of the building?	Yes □, No □, N/A □
Are there downed trees, power poles, and electrical wires outside the building?	Yes 🗆 No 🗆 N/A 🗆

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

Appendix N

List of Acronyms

ATC-20 Applied Technol	logy Council (Rapid Assessment Teams for Earthquakes)
CERT	Campus Emergency Response Team
ЕАР	Evacuation Assembly Point
ECS	Emergency Communication System
EEOP	Emergency Evacuation and Operations Plan
EH&S	Environmental Health and Safety Department
EOC	Emergency Operations Center
ЕМР	All-Hazards Emergency Management Plan
FOMS	Facility Operations Maintenance Specialist
HVAC	Heating, Ventilation, and Air-Conditioning
ICS	Incident Command System
MSDS	Material Safety Data Sheet
MyChem	EH&S Online Chemical Inventory Management System
0EM	Office of Emergency Management
SFD	Seattle Fire Department
SOP	Standard Operating Procedure
UW	University of Washington
UWPD	University of Washington Police Department
WAC	Washington Administrative Code

Appendix O



Current UW Mass Assembly Areas

Appendix Q

Power Plant Health and Safety Plan

Date updated: 10/28/2011

A. INTRODUCTION:

1. Scope:

The policies and procedures described here apply to all operating units and address sitespecific safety issues, if applicable.

2. Health and Safety Policy:

This Accident Prevention Program, or Health and Safety Plan, shares the commitment of the University of Washington to provide a "safe and healthful environment for all individuals associated with the institution, including faculty, staff employees, hospital patients, and visitors" (<u>University Handbook</u> Vol. IV, Part VI, Chapter 4). It follows UW policy set in the <u>Administrative Policy Statements</u> (APS) 10.3, and is consistent with requirements in the Washington State Industrial Safety and Health Act (WISHA) (WAC 296-24, 296-62 and 296-800) which is administered by the Department of Labor and Industries (L&I).

3. Responsibility:

The Dean, Director, Chairs and Supervisors are responsible for maintaining safe work practices in their respective units, including required health and safety training. We understand that it is University policy that this responsibility can neither be transferred nor delegated (<u>University Handbook</u>, Vol. IV, Part VI, Chapter 4, Section 1.A).

Our department requires all employees to comply with health and safety regulations, with departmental policies and procedures that apply to their own conduct on the job, and to report accidents, injuries, and unsafe conditions to their supervisor.

4. Safety Coordinator:

We have chosen one individual to serve as a Safety Coordinator for our department (see "Back Page"). This person has been given adequate authority to carry out the following responsibilities:

- Promoting this Health & Safety Plan in our organization
- Updating this Plan, at least annually, with management approval
- Scheduling employee safety training as requested by supervisors
- Coordinating with Environmental Health & Safety
- Provide assistance to supervisors and employees as needed to resolve safety complaints
- Keeping safety bulletin boards current
- Maintaining our organization's safety records
- Keeping the department head aware of current safety concerns.

B. FUNDAMENTALS: 8 KEYS

1. New Employee Health and Safety Orientation:

All our new employees, including those that are permanent, temporary, or part-time, must receive instruction for the following:

- a. Reporting procedures for fire, police, or medical emergencies;
- b. Evacuation procedures during an emergency;
- c. Location of fire alarm pull-stations and fire extinguishers; Employees using fire extinguishers must have previously received training;
- d. Procedures for reporting all accidents and incidents to their supervisors and completing a written online report using OARS;
- e. Procedures for reporting unsafe conditions or acts to their supervisors, and, when possible, taking action to correct unsafe conditions;
- f. Exact location of first-aid kits and identification of first-aid certified employees;
- g. Description of UW and departmental Hazard Communication Program for chemical hazards to which they may be exposed;
- h. Identification and explanation of all warning signs and labels used in their work area;
- i. Use and care of any personal protective equipment they are required to use;
- j. Description of safety training they will be required to attend for their job. This includes General Asbestos Awareness Training which is mandatory for all employees.

2. Emergency Evacuation and Operations Plan (EEOP):

All University employing units must develop procedures for evacuation in an emergency and for response to fires, bomb threats, chemical spills, earthquakes, etc. We have attached our EEOP to this document.

The Power Plant EEOP contains:

- a. Building floor plans that show exit pathways;
- b. Evacuation procedures;
- c. Evacuation assembly point(s);
- d. Methods for accounting for staff, students, visitors;

All department staff must be trained in the EEOP. If an employee moves to a new location, the EEOP must be reviewed for the new work-site.

3. Accidents:

a. Medical Emergencies:

All medical emergencies must be reported to the nearest Emergency Medical Services (EMS) by calling 911.

b. Report form to supervisor and EH&S:

All accidents *and near misses* must be reported to the employee's supervisor and EH&S as soon as possible. Near misses are valuable opportunities to correct unsafe situations, which under slightly different circumstances, would result in serious injury. A report may be filled out by the employee, the supervisor, or both using the

Online Accident Reporting System (OARS) at: <u>http://www.ehs.washington.edu/ohsoars/index.shtm</u>.

c. Investigation:

All accidents and near accidents must be investigated by the supervisor who then summarizes the details and corrective measures in the above report. EH&S and the department's organizational safety committee review the report. Assistance from EH&S is available by calling 206.543.7388.

4. First Aid Kits and CPR Given:

Quick and effective first-aid for an injured University employee results from the availability of strategically located first-aid kits and first-aid/CPR certified individuals whenever department staff are working. Adequate employee *access* to these resources is addressed in this section.

a. Department First Aid

Consistent with the UW First Aid Response Plan (APS 10.5), certified first-aid and CPR assistance is available to department employees.

Note: All Power Plant and Shop 43 employees are trained for First Aid and CPR.

b. First Aid Kits

Locations and sizes of first-aid kits in our department are listed below. First-Aid Kits are inspected periodically so they can be restocked <u>before</u> running out of an item.

First Aid kits are located in the Power Plant Control Room and the Steamfitter Shop.

5. Safety Problems: Reporting and Resolving:

Employees are encouraged to report safety concerns to their supervisor. If employees do not feel they can do this, or have done so and do not feel the problem has been resolved, they may discuss the situation directly with their safety coordinator or safety committee representative. Assistance from EH&S is available, if needed, to resolve a problem. Safety problems may be reported online using OARS as you do for accidents/incidents.

6. Safety Meetings: Supervisor Leadership

Supervisors can promote health and safety in formal safety meetings or in regular staff meetings, but either way, discussion of safety issues needs to be documented. Formal safety meetings are held once a month by the Power Plant Manager and the elected Shop Safety Representative. Meeting minutes are maintained by the supervisor and Safety Rep.

7. Health & Safety Committee Participation:

Health & Safety Committees at three organizational levels help determine unsafe conditions and procedures, suggest corrective measures, and obtain the participation of all UW personnel. At the Organizational and University-Wide levels, fifty percent (or more) of the representatives are elected by employees and fifty percent (or less) are appointed by management. Safety issues may originate at any level. Health & Safety Committees are required by Washington State regulation (WAC 296-800-14005). A listing of committees and current members may be found at the EH&S web-site: www.ehs.washington.edu (click on Safety Committees).

a. Departmental Health and Safety Teams

Departmental Health & Safety Teams deal with "front line" issues. Large departments may especially benefit from this centralized approach to health and safety issues. In addition to providing a pathway for communication between different sections, teams involve employees in the process of identifying and resolving safety issues.

The Power Plant does not have a formal health and safety team. Instead, health and safety issues are discussed in staff meetings (see section B.6) and as part of our Organizational Health & Safety Committee.

b. Organizational Health and Safety Committees

The University is divided into eleven organizational groupings, each one represented by an *Organizational Health and Safety Committee*. This committee deals with issues the members may have in common but can handle more effectively together. Each elected member represents all units of that organizational group, including his/her own.

Our department is represented on the Group #2 Organizational Health & Safety Committee.

The **Group #2** Committee reports to the following executive Charles Kennedy, who is represented on the Committee by Tracey Mosier.

c. University-wide Health and Safety Committee

In addition, to provide consistency and oversight, a *University-wide Health and Safety Committee* has been established. Its members come from the official organizational committees. Safety issues referred to this level are relevant to the entire University community. The member(s) who currently represent us from the Group # ____ Organizational Health & Safety Committee are listed on the "Back Page" of this document.

8. Safety Bulletin Boards

Our departmental safety bulletin boards are used for posting DOSH (formerly WISHA) posters, safety notices and safety newsletters. Safety committee minutes, training schedules, safety posters, accident statistics, and other safety education material may also be posted. They are located in hallway of the Campus Operations Building where all employees, students, and visitors can see them (WAC 296-800-19005) and at all University reference stations.

C. ACCIDENT/ILLNESS PREVENTION: 6 KEYS:

1. Identification of hazards:

This is the foundation for our Accident Prevention Program. The boxes we have checked in the following chart, *"Typical WorkSite Safety Issues To Address,"* indicate health and safety concerns present in our own department.

- We consulted knowledgeable staff to identify possible hazards.
- We reviewed records of past injuries to understand their causes.
- We developed Laboratory Safety Manuals for our laboratories (including Chemical Hygiene Plans) if required.
- We visited all work areas, and examined processes from beginning to end in order to record possible hazardous situations.
- We developed inspection checklists (see section C.3 below).
- We applied recommendations from inspectors outside our department, such as EH&S.
- We consulted the Washington Administrative Code (WAC) Chapters 296-24, 296-62 and 296-800 for General Safety and Health Standards and Occupational Health Standards established by the State Department of Labor and Industries (L&I), as well as the University of Washington <u>Administrative Policy Statements</u> (APS), 10.3.
- We performed Job Hazard Analyses (JHA)