

Facilities Services Introduction to Emergency Planning and Coordination at the UW



Facilities Services Role

Where do you fit into the big picture?

- FS employees are considered first responders in the case of a disaster on campus
- In the event of a large scale event such as a major earthquake resources and support from the City of Seattle will be limited
- FS employees need to be trained and prepared to respond in order to support the overall recovery mission of the University of Washington

Emergency Planning & Coordination Pyramid

All-Hazards
Emergency
Management Plan
(University Wide)

Unit Response
Center (URC)
(division)

Emergency Evacuation &
Operations Plan (EEOP)
(building)

Business Academic & Research Continuity
(BARC)
(unit/department)

Personal Preparedness
(individuals/employees)

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Personal Preparedness

- People are the foundation to our success
- A plan does not function without the people
- Do you have a 72hr kit in at work, in your car and at home?
- Who depends on you? Will your family be ok if you cannot get home for several days?
- Sign up for Personal Preparedness training
Contact Siri McLean at sirim@uw.edu or 206.897.8081

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Business Academic & Research Continuity (BARC)

- BARC helps your department be prepared to function after a disaster through the use of *Husky Ready*
- What is your department's primary mission to the UW Community?
 - What are core processes that support that mission?
 - What are critical resources (people, information, equipment, facilities) needed to support these processes?
- What interdependencies exist between you and the rest of the world?
 - Who do you rely on and who relies on you?
- To learn more about using Husky Ready contact Scott Preston at scottpre@uw.edu or 206.897.1882

Emergency Evacuation & Operations Plan

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Emergency Evacuation & Operations Plan (EEOP)

- Building Specific Plan
- Purpose: establish procedures and duties, promote planning and conduct training for staff in each building as required by Seattle Fire Code and the UW All-Hazards Emergency Management Plan



EEOP Table of Contents

- Section 1: Purpose, Scope, and Emergency Resources
- Section 2: Building Evacuation, Duties & Responsibilities
- Section 3: Specific Emergency Procedures
- Section 4: Appendices
- Section 5: Checklists, Forms, Floor Plans & Maps

EEOP Next Steps

- Each Facilities Services shop location on campus has an EEOP complete with Evacuation Directors and Wardens trained and ready to respond
- Schedule an earthquake or fire drill every six months
- Every building occupant must have the opportunity to practice these drills so when a real event happens, they will be ready

Fire Drills

- All fire drills need to be coordinated with EH&S and the FS Alarms Shop in advance
- Contact Darren Branum with EH&S at dlbranum@uw.edu or 206.616.5519

AND

- Contact Don Hulse with the FS Fire Shop at dhulse@uw.edu or 206.685.1471



Earthquake Drills

- All earthquake drills need to be coordinated with EH&S in advance
- Must include a *Drop, Cover & Hold* segment before evacuating the building
- Always remember when evacuating a building to take all your personal belongings with you as it may be hours or days before it is safe to re-enter your building
- Contact Darren Branum with EH&S at dlbranum@uw.edu or 206.616.5519



EEOP Yearly Update

- Every EEOP should be reviewed once a year
- Employee roster pages and employee first-aid training dates need to be maintained
- A log of drills conducted throughout the year and post drill reports should be reviewed with the evacuation team
- Evacuation Training with EH&S is required every year for Evacuation Directors and Wardens



Unit Response Center

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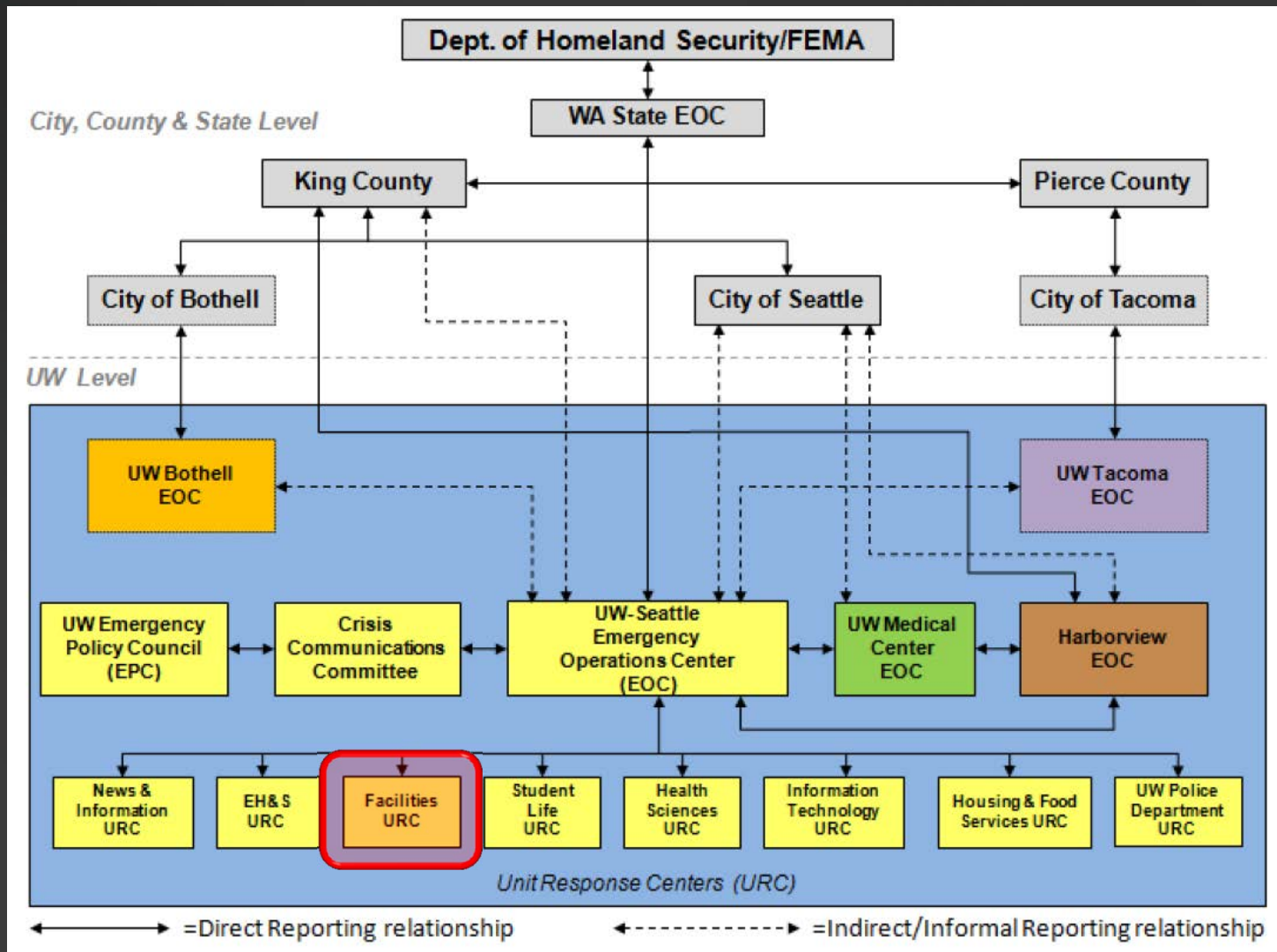
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Unit Response Center (URC)



Unit Response Center (URC)

- Coordinates the response and recovery activities of all FS departments
- Currently located in the FS Admin Building (future URC in the new FS Training Center)
- When activated, the role of the FS URC is to coordinate with the UW Emergency Operations Center (EOC). Update campus status, allocate resources and respond as needed.

FS Department URC Locations

- FS Admin Building (FABS, ORR)
- Power Plant (CE&O)
- Plant Operations (CE&O)
- Plant Services (M&A)
- University Transportation Center (TS)
- Transportation Services – Fleet Services (TS)
- Northlake Building (BSD)

All-Hazards Emergency Management Plan

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UW All-Hazards Emergency Management Plan

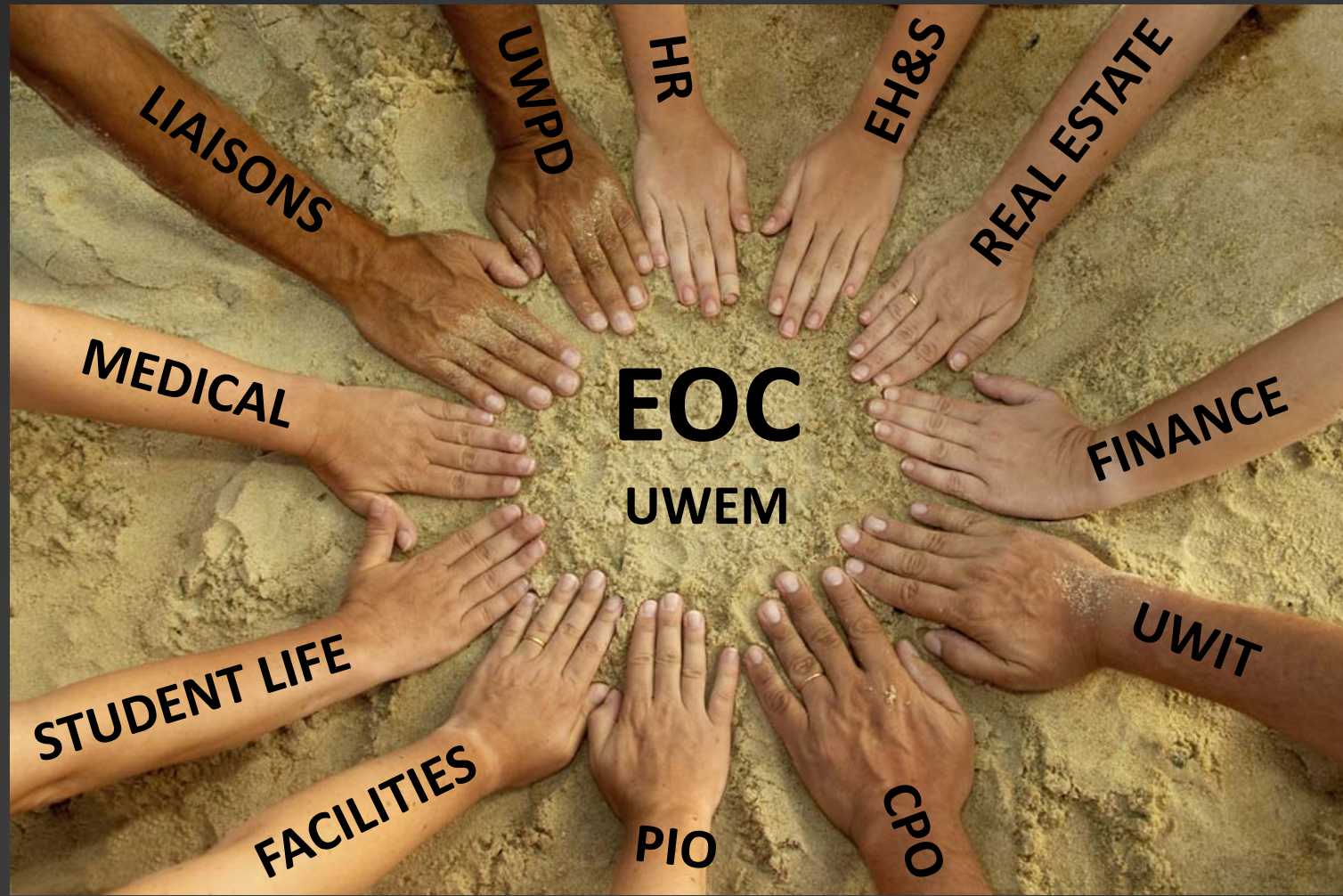
- Developed by the Emergency Management Planning Committee (EMPC)
- Maintained by UW Emergency Management
- Provides the management structure, key responsibilities, emergency assignments, and general procedures to follow during and immediately after an emergency
- Priorities: protect lives, property and the environment

Emergency Operations Center (EOC)



- A designated facility where officials meet face to face to coordinate a jurisdiction's overall disaster response and recovery efforts in support of field operations.

COORDINATION



Emergency Operations Center

- A physical location (UW Tower, C-140)
- Staffed with personnel trained for and authorized to represent their department or unit
- Equipped with tools for communicating with the incident site and obtaining resources
- Activated to support on-scene response during and escalating incident
- Main EOC switchboard when activated
206.897.8800

Resources to Help You

Darren Branum
Fire Prevention Specialist
Environmental Health & Safety

Phone: (206) 616-5519
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<http://www.ehs.washington.edu>

Siri-Elizabeth McLean
Plans & Training Manager
UW Emergency Management

Phone: (206) 897-8081
sirim@uw.edu
www.huskyem.org



Environmental Health and Safety
UNIVERSITY OF WASHINGTON



Thank You!