UW Facilities FIRE SAFETY AND EVACUATION PLAN and other emergency responses

West Campus Utility Plant (WCUP)

3900 University Way NE Seattle, WA 98105

Ryan Trickett

1/31/25

Street addresses for UW buildings can be found at https://depts.washington.edu/ceogis/Public/Buildings/.

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REVISIONS TO THIS SPECIFIC BUILDING FSEP

Date	Revision	Notes
Sept 2022	Rev 0	Building FSEP/EEOP first created
Aug 2023	Rev 1	Added location of first aid and AED's
January 2025	Rev 2	Updating/converting to new UWF FSEP template. Adding information from "WCUP EEOP Complete and Combined"

UW FACILITIES FSEP TEMPLATE REVISIONS

Date	Revision	Notes
5/2024	Original document	This template is a modified version of the EH&S Fire Safety and Evacuation Plan template, revision 6.
7/2024	UWF Specified Disinfectant use	Page 16 Spill response
7/2024	Remote worker	Page 6, item 7, responsibility of remote worker

SECTION 1: GENERAL INFORMATION

PURPOSE

The purpose of the Fire Safety and Evacuation Plan (FSEP) is to establish procedures required by Chapter 4 of the Seattle Fire Code for emergency planning and preparedness and Washington Administrative Code (WAC) 296-800-31075, procedures for sounding emergency alarms.

This FSEP Template is provided to UWF units to document how occupants of a building will be notified in an emergency, establish evacuation procedures and routes, provide support for persons with disabilities, and account for occupants. The template is designed to help units identify critical equipment that could pose a serious hazard to first responders, or present significant property loss risk if left in operation without an attendee, which can be provided to emergency responders for a safe and effective response.

In response to the COVID-19 pandemic, this plan integrates face covering and physical distancing preparedness with emergency evacuation procedures. The COVID-19 response considerations will also be applicable to any future communicable disease events with similar modes of transmission.

UW West Campus Utility Plant

Emergency Contacts

If this is a life-threatening emergency:

Call 911

You are located at:

UW Seattle Campus – West Campus Utility Plant

3900 University Way NE, Zip Code 98105

NE corner of University Way NE and NE Pacific St

Critical system alarm or other non-life threatening emergency:

UW Power Plant Control Room
206-685-1485

If no response is received or additional support is required, continue calling:

Raymond Shell, WCUP Lead
619-517-0212

Ryan Trickett, WCUP & Campus Utilities Manager
206-940-1205

Mark Kirschenbaum, Asst. Director Campus Utilities & Energy
206-396-5570

David Woodson, Executive Director Campus Utilities & Energy
206-669-3778

Notification to WCUP Customers: email wcupalert@uw.edu

SECTION 2: RESPONSIBILITIES AND DUTIES

An effective Fire Safety and Evacuation Plan ("this plan") requires the coordination of many occupants in a building. All building occupants, including faculty and other academic personnel, staff, students, and patients need to be aware of their roles and responsibilities in case of an emergency.

This section outlines specific responsibilities for University personnel, students, as well as the evacuation director and wardens. Visitors should also be instructed on proper response to alarms and the requirement to evacuate.

RESPONSIBILITIES OF STUDENTS

- Be familiar with building emergency procedures and act in the event of an emergency. See Sections 3 and 4.
- Respond to building alarms and promptly evacuate.
- Follow directions of instructors, evacuation wardens, police and fire representatives.
- Wear a face covering when inside a building and continue to wear it outside in designated evacuation area.

RESPONSIBILITIES OF STAFF, FACULTY AND OTHER PERSONNEL

1. Be familiar with building emergency procedures and act in the event of an emergency. Refer to Sections 3 and 4 of this plan.
2. Participate in drills and training as required.
3. Inform and assist visitors unfamiliar with building procedures as appropriate prior to and during an emergency.
4. Supervisors orient new employees of this plan upon hire.
5. Be familiar with guidelines herein to evacuate, take refuge, or stay in place if you are a person with mobility disabilities (refer to Section 5).
6. During a communicable disease outbreak, wear a face covering when inside a building and continue to wear it outside in designated evacuation area.
7. If working remotely during a major event (earthquake, city or statewide power outage, etc.), report your status to your supervisor as soon as possible by the agreed upon method and depending on the type of emergency, which may include phone call, text, email, sending a runner with the names of employees that need to be accounted for, etc.

RESPONSIBILITIES FOR LABORATORY AND OTHER LOCATIONS WITH HAZARDOUS MATERIALS

- Be familiar with building emergency procedures and act in the event of an emergency. See Sections 3 and 4.
- If the emergency is in or near your research area, report directly to incident command (usually Seattle Fire Department) about hazardous materials and activities in the space. This will help ensure the safety of emergency responders and the resumption of normal operations as soon as possible.
- Wear a face covering when inside a building and continue to wear it outside in designated evacuation area. It is assumed employees away from their workstation during communicable disease restrictions will be wearing their face covering.

RESPONSIBILITIES OF CLASSROOM TRAINERS AND INSTRUCTORS

1. Be familiar with building and emergency procedures and be prepared to provide direction to students attending your class in the event of an emergency.
2. Orient students with a brief overview of emergency evacuation procedures on the first day of class to:
    a. Provide general information relating to emergency procedures, including locations of first aid kits, AEDs and fire extinguishers (Appendix C)
    b. Inform students that evacuation is required when the alarm system is activated.
    c. Inform students of the location of the nearest exits, and where to assemble outside.
3. Take responsible charge of the classroom during building emergencies and alarms.
4. Report an emergency by activating the alarm systems and calling 9-1-1.
5. Be familiar with evacuation options for persons with disabilities.
6. During a communicable disease outbreak, wear a face covering when inside a building and continue to wear it outside in designated evacuation area.

RESPONSIBILITIES OF EVACUATION DIRECTOR AND EVACUATION WARDENS

The evacuation director and evacuation wardens (and their alternates) who have been appointed (or have volunteered) to serve in these positions are both employed by the University and are building occupants. They receive special training from the Environmental Health & Safety Department (EH&S) to serve in their role. Additional information is available in Section 6.

EVACUATION DIRECTOR RESPONSIBILITIES

The evacuation director is the administrative lead for this plan and acts as the liaison with the responding emergency services in the event of a building emergency. If an emergency occurs

when the evacuation director or their alternate is not available, an evacuation warden or a senior employee may serve as liaison.

Evacuation Directors: please check this website to assure it lists the most recent version of your FSEP. If you need to update the web version, contact your unit or department safety staff person or UWF Safety. Be sure to print a copy of this document and keep it with your emergency supplies and employee roster used for accounting for employees at the Evacuation Assembly Point (EAP).

EVACUATION DIRECTOR DUTIES

1. Administrative
    a. Prepare, maintain and distribute the Fire Safety and Evacuation Plan (FSEP) to building occupants.
    b. Work with management in all departments occupying the building to include the FSEP in new employee orientation.
    c. Call periodic meetings with evacuation wardens to review and update the FSEP.
    d. Distribute the FSEP annually to all building occupants (those with assigned workstations) and highlight any changes to the document.
    e. Be familiar with duties and emergency procedures.
2. Training
    a. Evacuation Warden Training (Required): Complete the EH&S Evacuation Warden Training course at http://ehs.washington.edu/training.
    b. Fire Extinguisher Training (Not required): Optional online and hands-on training courses on the use of portable fire extinguishers are available at http://ehs.washington.edu/training.
3. Preparation Guidelines
    a. Be familiar with the FSEP and all relevant emergency procedures. Coordinate with building/department administrators responsible for employee, student and visitor health and safety to ensure all units occupying the building are addressed in this plan.
    b. Assist with the development of emergency procedures for persons with disabilities. Refer to guidelines contained in Section 5.
4. Oversee Evacuation Wardens
    a. Solicit volunteers or request that units/departments solicit volunteer evacuation wardens and alternates for all areas of the building. One way to ensure all areas have adequate coverage is to print out floor maps through the University of Washington Space Viewer application (maps.uw.edu/gis/home, NetID required).

b. Ensure wardens have attended EH&S Evacuation Warden Training course and know what their duties are in case of an emergency.

c. Ensure wardens are familiar with any existing UW face covering and physical distancing requirements or guidelines.

5. Planned Evacuation Drills

a. Serve as liaison between building occupants, the building coordinator and EH&S for evacuation drills. EH&S is responsible for scheduling planned drills and will activate the fire alarm.

b. Critique the drill and complete the Drill Report Form, noting any problems or issues.

c. Download the Drill Report Form on the EH&S website.

d. Return completed forms to EH&S Building & Fire Safety (BFS), Box 354400 or email to evacdril@uw.edu.

6. Building Emergency Evacuation

a. Wear a face covering (when required), evacuate and report to the evacuation assembly point and act as a building occupant liaison with responding emergency services.

b. Receive status reports from area evacuation wardens.

c. Identify yourself and communicate your role to incident command (usually the Seattle Fire Department on the Seattle campus) and provide any relevant information you may have about the status of the emergency.

d. Offer a hard copy of this plan and attachments to emergency services. Ask if they need any information about the building and help facilitate information sharing between occupants and emergency services.

e. Communicate with Environmental Health & Safety, UW Facilities (on the Seattle campus), personnel who work in the affected space and others who may have information.

f. If necessary or requested by incident command, assign evacuation wardens or other personnel as needed to be stationed by all entrances to prevent unsuspecting personnel from reentering the building.

g. When the fire department has communicated “ALL CLEAR,” announce that occupants may re-enter the building. Do not allow re-entry if the alarm is silenced without confirmation of an all clear from emergency services.

h. Coordinate with evacuation wardens to allow for a controlled reentry of building occupants to minimize crowding and ensure physical distancing (when required).

EVACUATION WARDEN DUTIES

1. Training

a. Evacuation Warden Training (**Required**): Complete the EH&S Evacuation Warden Training course.

b. Participate in meetings with your evacuation director regarding your FSEP.

c. Fire Extinguisher Training (**Not required**): Optional online and hands-on training courses on the use of portable fire extinguishers are available at ehs.washington.edu/training.

2. Preparation guidelines

a. Be familiar with the FSEP and all relevant emergency procedures.

b. Familiarize yourself with building exits and locations that are likely to have visitors or persons with disabilities who may need some assistance during a building emergency.

c. Be aware of persons with mobility disabilities and their evacuation plan.

d. Be familiar with your building alarm system and building safety features (general awareness) so that you may accurately interpret alarms.

e. Become familiar with operations in your area that may require additional time to shut down and require occupant actions which would delay their exiting.

f. Participate in evacuation drills as requested by the evacuation director.

i. Inform persons with acknowledged mobility disabilities about the guidelines for evacuation (refer to Section 5). Contact EH&S for assistance.

j. Be prepared to communicate to occupants outside of the building to keep them moving to the evacuation assembly point and to not obstruct roads or emergency responders.

k. During a communicable disease outbreak, be prepared to communicate to occupants of the building to keep proper physical distancing between all other people at the evacuation assembly point and while reoccupying the building.

3. During a building emergency evacuation
    a. Check your area for visitors and others who may need assistance responding to the emergency. Students and visitors and other transient occupants who may not be familiar with how to evacuate should be informed of the location of the nearest exit. Direct occupants to the exits and tell them where to assemble outside.
    b. Direct persons with disabilities to follow their individual plan. If they don't have one, direct them to an area of refuge.
    c. Optional: Sweep your area by walking, calling out, knocking on doors and closing doors if possible as you exit the building. Encourage others to respond promptly. Be assertive when communicating the need to evacuate. If conducted, the sweep should not take longer than 2 minutes so that you will exit the building within 3 minutes.
    d. As a general rule, evacuation wardens should **not** fight fire with fire extinguishers or otherwise. Their primary role is to encourage occupants to move towards exits quickly and to communicate with the evacuation director at the evacuation assembly point.
    e. Exit the building and communicate with exiting occupants where to assemble outside. If fire or smoke is observed, wardens must discontinue their activities and evacuate immediately before the space becomes untenable.
    f. During a communicable disease outbreak, wear appropriate face covering.
4. At the evacuation assembly point
    a. Once outside, assertively direct people to the evacuation assembly point so they don't obstruct traffic or emergency responders. Remain at least 30 feet from the affected building.
    b. If you (or anyone from your area) have specific information about the nature or location of the emergency, immediately report the information to the evacuation director (via mobile phone or runner) who will relay the information to first responders at the incident command location.
    c. Account for all personnel as best you can. Attempt to identify persons who may have remained behind or were unable to evacuate. This is especially important if the building emergency is known and the persons unaccounted for work in or near the affected area. Confer with supervisors and co-workers and use any available lists or floor plans.
    d. Immediately report to the **evacuation director** any missing persons who you believe, or have reason to believe, may be in the building or in jeopardy.
    e. During a communicable disease outbreak, monitor for and communicate to building occupants regarding the use of face coverings and physical distancing (when required).

f. When notified by the evacuation director, help communicate the “All Clear” message so the building may be reoccupied. Don’t reoccupy in response to the alarm being silenced; await a definitive message.

g. Coordinate with other evacuation wardens and the evacuation director to allow for a controlled reentry of building occupants.

h. During a communicable disease outbreak , monitor and ensure building occupants wear their face coverings and maintain physical distancing (when required) while reentering the building.

i. After the emergency event is over and the building occupants have re-entered, report to the Evacuation Director at the agreed location for debriefing.

SECTION 3: EVACUATION PROCEDURES

FACILITY SPECIFIC PROCEDURES

WCUP is not a publicly accessible building and its primary purpose is providing critical year-round chilling and emergency power to portions of the UW Seattle Campus. The facility is operated and staffed by UW Facilities: Campus Utilities (a division of CEUO). It houses industrial equipment to produce the chilling and emergency power, with single shift maintenance personnel. It has a limited fire protection and fire alarm system (only in the basement).

Due to the nature of its operations, the WCUP will handle evacuations similar to the UW Power Plant. On-site personnel will weigh the risk associated with an emergency and whether it warrants evacuation vs. assuring the continued operations of the facility.

All personnel are on-site are First Aid CPR and fire extinguisher hands-on training. The facilities' standard operating procedures includes robust on-site '1st Day/1st Hour' safety orientation for all personnel (including contractors) that are on-site. This training covers all hazards of the facility as well as emergency response and evacuation requirements.

GENERAL PROCEDURES

The evacuation procedures below are intended for building occupants to follow when there is a fire or other building emergency that requires evacuation.

1. Assume all alarms are real unless an announcement has been made just prior to the alarm.
2. During a communicable disease outbreak, put on a face covering (when required) when the alarm sounds.
3. Begin immediate evacuation of the building or area as outlined in Section 4 Emergency Procedures.
4. Take your keys and valuables.
5. Close doors behind you as you exit. Do not prop doors open; doors must remain closed to prevent smoke migration in the event of a fire.
6. Evacuate via the nearest stairwell or grade/ground level exit. Do not use an elevator. Do not go to the roof.
7. Go to your pre-determined evacuation assembly point, typically outdoors at a safe distance from the building and out of the way of emergency services. Note: Some high-rise buildings have indoor evacuation assembly points. Refer to Section 7 for specifics.

8. Persons with disabilities who are unable to evacuate will follow their personal plan to take refuge or report to an area of evacuation assistance (refer to section 5).

EVACUATION ROUTE MAPS

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.

Building evacuation maps are posted inside many University buildings to provide key evacuation route information in an emergency. Review the nearest evacuation map to the location where you will spend time in preparation for a building emergency.

Due to the sensitive and confidential nature of the facility, evacuation maps are retained on-site only and not included in this electronic plan.

SECTION 4: EMERGENCY PROCEDURES

Per facility-specific procedures above, on-site staff will evaluate the need to evacuate.

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

FIRE/EXPLOSION

- If something is on fire, use the **nearest pull station** to **activate the fire alarm.**
- **Call 9-1-1* (or TDD** 206-543-3323). Communicate the details you know.
- **Use a fire extinguisher for small fires only.** Before you fight a fire, make sure that you:
    - Have **called 9-1-1** or pulled the fire alarm
    - Have been **trained** to use an extinguisher
    - Have an **evacuation route** planned
- If trapped by smoke or fire, **stay low** and try to **cover your mouth** with a wet cloth.
    - **Find a room** where you can **seal the cracks under the door** and **call 9-1-1**
    - If **near a window**, open but do ***not*** **break** it. **Wave or hang something outside** to alert fire personnel.
- If your clothes catch fire, **STOP, DROP and ROLL** to smother the flames.

* If calling '911' from a cell phone, the call will go to WA State Patrol 911 who can route your call to the proper agency (local police, fire, poison control, etc.) and/or let dispatcher know you are calling from UW and they can route you to UWPD. If calling from a campus landline, 911 routes to UWPD dispatch.

ALL FIRE ALARMS

- If you hear the fire alarm, **evacuate the building or area**. Close all doors as you go.
- Wear face covering if under communicable disease restrictions.
- **Do not use elevators.** Evacuate by using the **nearest stairwell**.
- **Go to your evacuation assembly point**. Refer to the evacuation map posted on each floor of the building if you do not know the location of your evacuation assembly point.
- Maintain physical distancing at the evacuation assembly point if required under communicable disease restrictions.

- **Report to the evacuation director** (preferred) or evacuation warden.
- **Do not re-enter the building** until authorized by emergency personnel.

If a fire occurs in a building without a fire alarm

- **Call out "FIRE – GET OUT"** loudly, using your voice **to inform other occupants**.
- **Call 9-1-1 (or TDD** 206-543-3323) and report the building name, address and specifics of the emergency.
- **Follow the general procedures listed above**.

REPORTING A FIRE

Report all unintended fires, including unintended open flames and smoke without a visible flame, to EH&S at uwfire@uw.edu or (206) 685-0341. Visit the Fire Safety and Prevention page for more information on reporting fires.

EARTHQUAKES

The danger and risks of earthquakes can be reduced if people know what actions to take before, during and after an earthquake.

The University provides the following instructions to help UW personnel, students and visitors prepare for responding to an emergency on the Seattle campus. University units and departments can modify these instructions for their specific location(s) and add them to their Fire Safety and Evacuation Plans.

IF YOU ARE INSIDE A BUILDING

- **Drop, cover and hold**
  - Under a desk, table or chair
  - In a corner or along the wall in a hallway away from windows
  - Near structurally strong locations such as a hall by a pillar
- **Do *not* use the elevators**
- **Watch for falling objects** such as light fixtures, bookcases, cabinets, shelves, and other furniture that might slide or topple.
- **Stay away from windows**
- **Do *not* run outside.** Exits may be damaged and the building's exterior brick, tile and decorations may be falling off. Be cautious; maintain awareness of your surroundings**.**

IF YOU ARE OUTSIDE A BUILDING

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

AFTER A MAJOR EARTHQUAKE (MAGNITUDE 7.0 AND ABOVE)

- **Check for injuries to people in your area.** Do not attempt to move seriously injured persons unless they are in immediate danger. **Provide first aid** (if you are qualified).
- **Call 9-1-1** (or TDD 206-543-3323). Emergency services may not be able to respond for up to 72 hours.
- **Avoid areas of** hazardous material spills, gas leaks, fires and fallen objects.
- **Turn off ignition and heat sources** if it is safe to do so.
- **Exit the building** if structurally damaged, taking emergency/first-aid kit and personal belongings. Go to your evacuation assembly point. Report building damages and potentially hazardous conditions using the Post-Earthquake Checklist (Appendix F).
- **Do not re-enter a damaged building** until it has been declared safe by the University's Seismic building inspections (ATC)-20 teams or other trained professionals.
- **Expect aftershocks** (i.e., smaller earthquakes that follow a larger one)**.**

AFTER A MINOR EARTHQUAKE (BELOW 7.0 MAGNITUDE)

- **Restore calm** to those around you, if possible.
- **Examine your area for damage**. Staff members may use the Post-Earthquake Checklist (Appendix F) to make an *initial* assessment as to whether the building should remain occupied.
- **If obvious structural damage is identified**, evacuate the building and report observations to UW Police Department by calling 9-1-1.
- **Do not re-enter** buildings with structural damage until the building has been declared safe by the University's seismic building inspection (ATC-20) team or other trained professionals.
    - NOTE: Certain buildings will be evacuated for ALL earthquakes because of the potential damage of asbestos-containing building materials.
- **Check for chemical spills**. For small isolated spills, use spill cleanup procedures as outlined in EH&S's Spill Response poster. If a chemical spill cleanup kit is not available, then evacuate the area and notify EH&S (206-543-0467 during business hours) or UWPD (206-685-UWPD after hours) to reach the EH&S staff on call. For larger spills, pull the fire alarm, evacuate the building and notify 9-1-1 (or TDD 206-543-3323) and EH&S.

LABORATORIES

— Review your Laboratory Safety Manual for specific earthquake procedures
— All fire alarm activations should be taken seriously. Never assume it's a false alarm. Building occupants must evacuate when the alarm sounds.

HAZARDOUS MATERIAL SPILL OR RELEASE

A hazardous material spill is an uncontrolled release of a substance that is potentially hazardous to humans, animals and/or the environment. University personnel and students working with hazardous materials, including chemicals, biological agents and radiological materials, should be prepared to respond in the event a spill or release occurs.

The University provides the following instructions to help UW personnel, students and visitors prepare for responding to an emergency on the Seattle campus. University units and departments can modify these instructions for their specific location(s) and add them to their Fire Safety and Evacuation Plans.

EMERGENCY SPILLS OR RELEASES

If you cause or witness a hazardous material spill that endangers people or may lead to a fire, follow these emergency procedures:

- **Activate the fire alarm system.** Pull the nearest fire alarm to evacuate the building.
- **Call 9-1-1** (or TDD 206-543-3323) as soon as you are safe. **Report any details** you know about the spill:
    - **Location**
    - **Material and physical state** (e.g., liquid, powder)
    - **Quantity** spilled
    - Any known hazardous characteristics
- **Provide information** such as the **safety data sheet (SDS)** or a **chemical inventory** to the fire department once they arrive. The fire department will stabilize the spill but might not clean it up.
- **Follow the instructions on the Spill Response Poster** for biological, chemical and radiological releases (see page 17).
- **Follow the instructions on the Exposure Response Poster** if an exposure to hazardous materials has occurred (see page 18).
- After the incident, **schedule an exposure assessment** through the **UW Employee Health Center** (206-685-1026) or your personal healthcare physician.
- **Submit an incident report** to the University's **Online Accident Reporting System** (**OARS**).

- **Contact the Environmental Health & Safety Spill Line** at 206-543-0467 for assistance with contacting a spill cleanup contractor who will clean up and safely package the hazardous waste.
- **For regulated building material spills/disturbances, contact Regulated Materials Office at 206-685-3357 or uwrmo@uw.edu**

NON-EMERGENCY SPILLS

If the spill is contained and not endangering persons or property, it may be possible to clean it up yourself. Call the EH&S spill line at 206-543-0467 for advice during business hours (Monday through Friday, 8 a.m. to 5 p.m.). After business hours, call the UW Police Department non-emergency phone number at 206-685-UWPD.

Visit the Spills webpage on the EH&S website for more information.

SPILL RESPONSE POSTER

The most recent version of the **Spill Response Poster** is available on the Environmental Health & Safety website. **Note**: UW Facilities uses Ecolab disinfectants for biohazardous spills. Use per manufacturer's instructions.

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SPILL RESPONSE

CALL 911 FOR ANY LIFE THREATENING EMERGENCY

IF EXPOSED, FOLLOW THE EXPOSURE RESPONSE POSTER

S.W.I.M. FOR ALL SPILLS

S: **Stop** the spill. Cover with absorbent material.

W: **Warn** others. Alert people in the immediate area of the spill.

I: **Isolate** the spill and secure the area. Close doors if possible.

M: **Minimize** your exposure by wearing PPE and avoiding contact, inhalation or ingestion. Vacate the area if necessary. Wash hands after handling spill materials.

RADIOLOGICAL SPILLS

- Utilize time, distance and shielding to prevent exposure.
- Cover with absorbent material.
- Wear gloves and use tongs/scoop to collect contaminated material as radioactive waste.

- Call UW Radiation Safety at **206.543.0463**. If office closed, **call 911**.
- Notify your supervisor.

CHEMICAL SPILLS

- *If exposed, use the eye wash or safety shower for 15 minutes.*
- **Large spills:** Pull the fire alarm and evacuate. EH&S can arrange for hazardous spill cleanup at the lab's expense.
- **Small spills:** Trained personnel familiar with the chemical should use the lab's spill kit.
- Staff must protect themselves from skin, eye and respiratory hazards by using personal protective equipment (PPE) during cleanup.

EH&S chemical spill assistance is available 24/7:

- During business hours (Monday-Friday 8 a.m. to 5 p.m.), call **206.543.0467**.
- After business hours, call **206.685.UWPD (8973)** to reach EH&S staff on call.

BIOHAZARDOUS SPILLS

- Cover the spill with paper towels or absorbent material.
- Pour freshly prepared 10% bleach around the spill and allow to flow into spill.
- After 30 minutes of contact time, wipe up and dispose of as biohazard waste.
- Repeat procedure.

If spill contains recombinant nucleic acids, notify EH&S Biosafety as soon as possible at **206.221.7770**.

Report all spills within 24 hours via UW OARS: https://oars.ehs.washington.edu

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EXPOSURE RESPONSE POSTER

The most recent version of the **Exposure Response Poster** is available on the Environmental Health & Safety website.

ENVIRONMENTAL HEALTH & SAFETY
UNIVERSITY of WASHINGTON

EXPOSURE RESPONSE

for biological, chemical, or radiological exposures

CALL 911 FOR ANY LIFE THREATENING EMERGENCY

1. PERFORM FIRST AID

Needlestick, puncture or sharps injury, or animal bite/scratch	Wash thoroughly for 15 minutes with warm water and sudsing soap.
Eye exposure	Use emergency station to flush eyes for 15 minutes while holding eyes open.
Skin exposure	• **Radioactive:** Survey skin and wash until the count rate cannot be reduced further. Stop if skin becomes irritated. • **Chemical:** Wash with tepid water for 15 minutes. • **Hydrofluoric acid:** Wash for 5 minutes, then apply calcium gluconate gel to skin. • **Biological:** Wash with sudsing soap and water for 15 minutes.
Inhalation or ingestion	• Move out of the contaminated area and seek fresh air. • Do not induce vomiting unless instructed to do so. • **Radioactive:** Blow nose into clean tissue and survey for contamination.

2. GET MEDICAL HELP

For radiological exposure or emergency:	• Call Radiation Safety at **206-543-0463**. • Call 911 if office closed. • Provide the radionuclide, estimated amount and time since exposure.
For chemical exposure or emergency:	• Call **911** and follow the instructions given. • Provide the chemical name, concentration, time since exposure and Safety Data Sheet (SDS).
For biological and all other exposures:	• Call the Employee Health Center at **206-685-1026**. • Harborview sites call **206-744-3081**. • If closed, call **911** and follow the instructions given.
For all exposures:	• Notify your supervisor. • Secure the area before leaving.

3. REPORT THE INCIDENT

For hospitalization, fatality, or recombinant nucleic acid exposure:	Notify EH&S immediately after performing first aid and getting medical help: • Call the EH&S main phone line at **206-543-7262.** • If closed, call **206-685-UWPD(8973)** to reach EH&S staff on call.
All incidents and near misses:	Submit a report via the UW Online Accident Report (OARS) within 24 hours at **https://oars.ehs.washington.edu**.

September 2019 www.ehs.washington.edu

BOMB THREATS AND SUSPICIOUS MAIL

Report any threatening phone calls, mailed threats

or suspicious packages immediately to police.

The University provides the following instructions to help UW personnel, students and visitors prepare for responding to an emergency on the Seattle campus. University units and departments can modify these instructions for their specific location(s) and add them to their Fire Safety and Evacuation Plans.

BOMB THREATS

- **Get as much information as possible (see Appendix E).**
  - Attempt to **learn the location where the bomb** is now or is going to be planted.
  - Try to **listen** for **information** about the caller.
  - **Listen for gender, accent and any other details.**
  - **Note any background noise** that may indicate the location of the caller.
  - Write down the **time of the call, phone number** where it came in and **who took the call.**
  - Make **note** of the **phone number** used to call you **if your phone has caller identification**.
- **Report the threat to police.**
  - **Call 9-1-1** (or TDD 206-543-3323) and report the threat and details to police.
  - **Follow instruction** provided by police.
  - **Report** the call **to your supervisor.**

SUSPICIOUS PACKAGES AND MAIL

Look for these signs:
1. No return address 2. Restrictive markings, such as "PERSONAL" or "Confidential" 3. It is sealed with tape, especially if excessive amount**.** 4. The address: • has misspelled words • is addressed to a title, not a person • has an incorrect title • is badly typed or handwritten

A suspicious package may have:
1. Oily stains, discolorations or crystallizations on the wrapper 2. Strange odor 3. Excessive tape 4. Is rigid or bulky 5. Lopsided or uneven 6. The weight is odd for its size

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

If you find a suspicious package or letter:

1. Do not handle. Do not shake or bump
2. Isolate it immediately
3. Don't open, smell, touch, or taste
4. Treat it as suspect
5. Evacuate the area and **call 9-1-1** (or TDD 206-543-3323) from a safe location
6. Report the suspicious package to your supervisor

If you suspect the mail may contain…

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

If the letter or package has already been opened and a powder or other substance has spilled from it, **DO NOT CLEAN IT UP**. Leave it where it is, evacuate the area, wash your hands with soap and water and call 9-1-1 (or TDD 206-543-3323).

MEDICAL EMERGENCIES

Heart attack, choking, bleeding, poisoning, and burns, as well as other serious medical conditions, can happen anywhere. Prompt action and clear communication are vital when providing help.

The University provides the following instructions to help UW personnel, students and visitors prepare for responding to an emergency on the Seattle campus. University units and departments can modify these instructions for their specific location(s) and add them to their Fire Safety and Evacuation Plans.

Refer to a First Aid and CPR guide provided from UW Facilities approved training. 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.

First aid/CPR training and certification are required for some UW Facilities employees. UW Facilities encourages all interested personnel who desire training to be trained in first aid/CPR procedures.

In the event of a sudden medical emergency

- **Stay calm.**
- **Assess the person.** Look on wrist, ankle or around neck for a medic alert bracelet or necklace.
- **Call 9-1-1** (or TDD 206-543-3323) **or have someone else do it**.
  - If you are alone, yell loudly for help.
  - If you are unable to summon help, call 9-1-1 *first* before assisting the person.
  - When calling 9-1-1 from a **landline** inside a Seattle campus building, the call will be routed directly to the UW Police Department. If you are using a **cellphone** to call 9-1-1, tell the operator you are at the University of Washington.
  - Give the operator as much information as possible, including:
    - Type of emergency
    - What help is needed
    - Exact address or building name
    - Room number or area
    - Your telephone number
    - Any information from medic alert bracelet or necklace
    - Victim information such as age and symptoms
    - **Don't hang up** until you are told to do so by the 9-1-1 operator.
  - **Do not move the victim** unless absolutely necessary. In many cases, moving the victim may cause additional trauma.
  - **Administer first aid or CPR** if you are qualified and current with your training.
  - **Follow universal precautions**. Treat all blood and body fluids as if they were known to be infectious for HIV, HBV, or other bloodborne pathogens.
  - **Look for an emergency contact phone number**. The contact number may be on the person's cellphone.
  - **Notify your supervisor of the event**.
  - **Report the incident**. Submit a report using the **Online Accident Reporting System** (**OARS**).

DEMONSTRATIONS / PROTESTS

Demonstrations and protests are common at universities. Most are peaceful attempts to raise awareness of a particular issue. Occasionally demonstrations may begin peacefully and then turn violent, resulting in property damage and personal injury.

The University provides the following instructions to help UW personnel, students and visitors prepare for responding to an emergency on the Seattle campus. University units and departments can modify these instructions for their specific location(s) and add them to their Fire Safety and Evacuation Plans.

Below are some guidelines on how to respond and react to demonstrations.

Interacting with demonstrators

- **Do not provoke**, obstruct, or get into verbal altercations with the demonstrators.
- **Move away from potentially dangerous areas** if a demonstration is becoming violent.

Maintaining security

- When you leave your office or lab always **close and lock doors.**
- **Do not allow others to follow you** into secured areas.
- **If necessary, have the building coordinator/facility manager secure your building or area:**
    - Lock exterior doors.
    - Reprogram your campus automated access management system (CAAMS).
- For scheduled demonstrations on the Seattle campus, **contact University Police Department** (206-685-8973) if you feel you will need **additional security.**

When to call 9-1-1 (or TDD 206-543-3323):

- If there is a **disruption to teaching, research, or work**
- If demonstrators **obstruct sidewalks or doorways**
- If you feel **threatened or passers-by are being harassed**
- If you **see suspicious, criminal or destructive activity**
- If **violence appears imminent or has erupted**

CRITICAL EQUIPMENT SHUTDOWNS

Due to the sensitive and confidential nature of the facility, critical equipment shutdown procedures are retained on-site only and not included in this electronic plan.

1. Critical equipment is defined as equipment that could pose a serious hazard to first responders, or present significant property loss risk if left in operation without an attendee. This does not include loss of research information or quality. Wardens should recognize that personnel attending critical equipment may not be able to immediately evacuate. It is a best practice to provide this information and may not apply in many buildings. Contact EH&S for assistance**.**

2. List all equipment to be shutdown, if necessary. *See Appendix B*

ACTIVE SHOOTER

"Active shooter" refers to anyone armed and shooting at civilians, police or into an area where persons could be struck by random fire. As soon as it is safe, notify the police department.

The University provides the following instructions to help UW personnel, students and visitors prepare for responding to an emergency on the Seattle campus. University units and departments can modify these instructions for their specific location(s) and add them to their Fire Safety and Evacuation Plans.

IN A CLASSROOM, RESIDENCE HALL OR OFFICE

- **STAY THERE.** If you are in a safe place, stay put.
- **Secure the door.** If the door has no lock and the door opens in, use heavy furniture to barricade the door.
- **Cover windows.** If the door has a window, cover it if you can. Depending on the shooter's location, consider exiting through windows. Have someone watch the door as you get as many out the windows (ground floor) as calmly and quietly as possible.
- **Stay low.** If you can't exit through the windows, get out of sight from the door and stay low and quiet.
- **Silence cell phones** and other electronic devices.
- If no police units are on scene**, move away from the shooter.** Find safe cover and wait for the police to arrive.
- **When officers arrive** on scene, **move toward any law enforcement** personnel or a police vehicle when it's safe. Keep your hands visible to police at all times**.**
- **Follow** all police directions exactly.

IN HALLWAYS OR CORRIDORS

Get to a nearby room and secure it. Unless you are close to an exit, do not attempt to run through a hallway, you may encounter the shooter**.**

IN LARGE ROOMS OR AUDITORIUMS

If remote from the shooter, exit the building and move toward any law enforcement personnel or a police vehicle. Keep your hands visible to police.

OPEN SPACES

Stay alert and look for cover, such as brick walls, large trees, retaining walls, parked vehicles or any other object that may stop gunfire rounds.

TRAPPED WITH THE SHOOTER

- **Do not provoke the shooter.** If no shooting is happening, do what the shooter says and do not move suddenly.
- **If the shooter starts shooting, try taking one of these decisive actions:**
  - **Freeze** and **stay very still**
  - **Run for an exit** while zigzagging. A moving target is harder to hit than a stationary one
  - **Attack the shooter. This is very dangerous,** but it may be less dangerous than doing nothing. The last thing the shooter will expect is to be attacked by an unarmed person.

More information: https://police.uw.edu/active-shooter-guide/

WORKPLACE VIOLENCE

Refer to the **Workplace Violence page** on the UW Human Resources website.

POWER OUTAGES

The University provides the following instructions to help UW personnel, students and visitors prepare for responding to an emergency on the Seattle campus. University units and departments can modify these instructions for their specific location(s) and add them to their Fire Safety and Evacuation Plans.

In a power outage, facility personnel will stay and assess the situation and assure that emergency generators are online and providing power to the facility and the campus buildings served.

WHEN THE POWER GOES OUT

Visitwashington.edu/safety/alert, tune to KOMO 1000 AM, or call UW 206-547-INFO to get information about the situation. If conditions seem dangerous, evacuate the area and assist others to evacuate as needed. Do not re-enter a building until authorities have determined it safe to do so.

EMERGENCY LIGHTING

- Many buildings are equipped with emergency lighting systems that provide **minimal light for exiting**, not routine work. **Evacuate buildings** while these systems are still operating.
- Emergency **pathway lighting** is only designed to last about **90 minutes.**

- Some buildings on the Seattle campus may have emergency lighting for up to **eight hours** but **many have no emergency power at all.**

GENERAL PROCEDURES FOR ACADEMIC BUILDINGS

- **Assess** the extent of the outage in your area.
- **Remain calm**; provide assistance to others if necessary. Help co-workers in darkened work areas move to safe and lighted locations.
- **Exits** may be indicated by lighted signs if the emergency power is operating.
- **Report** the outage to your facility manager. On the UW Seattle campus, call **206-685-1411.**
- **Open blinds** for additional light.
- **Open windows** for improved ventilation, if needed.
- If possible, **shut off power** to machinery and equipment that could restart while unattended.
- **Don't use candles,** lanterns, charcoal, grills or anything that uses fuel inside a building.
- Don't bring **emergency generators** indoors or near building doors or windows.
- If you are **trapped in an elevator on the Seattle campus,** use the emergency call panel inside the elevator to call for help. Use your cellphone to call UW Facilities at 206-685-0200 if the emergency call panel is not working.
- **Evacuate** if the power is anticipated to be out for an extended period of time and work conditions are not safe or exit pathways are not lighted.

PROCEDURES FOR LABORATORIES, SHOPS, AND LOCATIONS WITH POTENTIALLY HAZARDOUS MATERIALS OR CONDITIONS

- **Shut down equipment** and preserve important work.
- Promptly **evacuate** areas with hazardous materials and equipment.
- If possible, cap any **open containers** of hazardous materials.
- Close sashes on **fume hoods** and **biological safety cabinets**.
- **Secure** any hazardous materials in transport.
- **Keep refrigerators and freezers closed** throughout the outage. If necessary, implement backup procedures such as obtaining dry ice for refrigerators.
- **When power is restored, assess** your area for potentially hazardous situations, such as devices left "on." Also do this if power is restored when the facility would normally not be occupied.

- **Review the UW Laboratory Safety Manual, Section 9,** for additional information.

PROCEDURES FOR ON-CAMPUS RESIDENTIAL BUILDINGS

Follow the procedures above and following instructions from UW Housing & Food Services (HFS).

Responses to types of power outages

The classification of unplanned power outages depends on several factors (expected duration of outage, time of day, time of year, etc.). In general, unplanned power outages can be broken down in terms of severity and probable emergency actions, as follows:

- Minor impacts to individual rooms or small buildings, for periods usually not exceeding 1 day
    - Emergency actions typically include the temporary relocation of directly affected personnel (as necessary) until repairs can be made by facilities management.
- Impacts to a small number of buildings for periods exceeding 1 day, or where the outage impairs life safety or heating system needs
    - Assuming the needs of displaced or impacted personnel can be met on campus, emergency actions typically include the temporary relocation of students in affected buildings to other on-campus facilities, and employees being given alternative work assignments or sent home until repairs can be made by facilities management.
- Multi-day or multi-building impacts, where the outage impairs life safety or heating system needs
    - Assuming the needs of displaced or impacted personnel cannot be met on campus, emergency actions typically include the temporary relocation of students in affected buildings to other off-campus facilities, and employees being given alternative work assignments or sent home until repairs can be made by facilities management or the utility supply vendor.

ELEVATOR FAILURE

There are no elevators in the facility.

Elevators are one of the safest forms of transportation; however, it is important to be prepared to help ensure passenger safety in the event an elevator stops working.

The University provides the following instructions to help UW personnel, students and visitors prepare for responding to an emergency on the Seattle campus. University units and departments can modify these instructions for their specific location(s) and add them to their Fire Safety and Evacuation Plans.

If there is a fire or power outage

- **Never use an elevator if a fire alarm has been activated**.
- Most elevators will automatically go to a **designated floor.**
- Elevators are likely to be **out of service** in the event of a power failure.
- **Emergency lighting will come on** inside an elevator if there is a power failure.

If YOU ARE trapped in an elevator

- **Do not panic.** There is plenty of air in the elevator.
- **Don't pry open closed doors** to attempt to climb out.
- **Push the "bell" or "alarm" button** to alert people outside that there is a problem.
- Use the **emergency call panel** inside the elevator to call for help.
    - Use your cellphone to **call UW Facilities at 206-685-0200** if the emergency call panel is not working. If your signal is weak, **text a friend** and ask them to call UW Facilities.
- Call 9-1-1 (or TDD 206-543-3323) *in case of fire or medical emergency only*.

If YOU ARE HELPING others trapped in an elevator

- **Listen** for a bell or alarm sound, or voices in the elevator. If you can communicate with the trapped individual(s), find out their condition.
- Call 206**-**685 0200 to reach UW Facilities **24 hours a day**.
- Reassure the people who are trapped that help is on the way.
- Call 9-1-1 *in case of fire or medical emergency only*.

If an elevator has stopped working AND no passengers are inside

- **Notify the building coordinator** or call UW Facilities at 206-685-0200.
    - Provide the location and details of the issue.
    - Let them know if the elevator outage is preventing individuals with limited mobility from exiting the building.
- Call 9-1-1 *in case of fire or medical emergency only*.

PLUMBING PROBLEMS AND FLOODING

Adverse weather or broken pipes can lead to leaks, floods and other plumbing problems. Serious water damage to University buildings not only disrupts research and campus operations but also can lead to mold and mildew problems.

FLOODING

- In **non-emergency** situations, **notify the building coordinator** or call Facilities at 206-685-1411.
- **ALWAYS** check all doors for warning signs before entering effected areas, even if the door is propped open.
- **Confirm** you are authorized by the occupying department to enter the space.
- If you can **safely** find the flooding source, **shut off the flow of water**.
- **Standing water,** if near a source of electricity, can pose an **electrocution hazard**.
    - **Stop using electrical equipment immediately.**
    - **Turn the equipment off**, but only if you can do it **safely**.
    - **Evacuate and call 911**
- If **chemical or biological hazards** are involved or suspected, **contact EH&S** at 206-543-7262.

— If **asbestos-containing material** (or any regulated material) is damaged, contact Facilities Services at 206-685-1411.

STRONG ODORS

NATURAL GAS

Natural gas is flammable and leaks can lead to fire and explosion. Natural gas has a compound added to it that smells a little like rotten eggs. This allows you to smell leaking gas when it's at very low concentrations. All natural gas odors should be treated seriously and need to be reported.

IF YOU SMELL NATURAL GAS:

— Turn off all sources of ignition (open flames, electrical equipment).

— Check laboratory gas outlets for open valves and local gas tubing for leaks.

— Call 911 to investigate building systems and equipment for leaks.

STRONG, WIDESPREAD AND/OR QUICKLY WORSENING NATURAL GAS ODOR:

— Evacuate the area turning off all sources of ignition (open flames, electrical equipment) as you exit.

- Close local and emergency valves if present. Close all gas outlets and the emergency gas valve for your floor, laboratory, or area if one exists.
- Activate fire alarm. If the building is equipped with a fire alarm system, activate the alarm at a pull station.
- Stay out. Do not return to an evacuated building unless told to do so by the on-scene authority (fire department, police department or other personnel).

OTHER STRONG ODORS

- Investigate if the source is just in your area. If not, check the hallway and adjacent laboratories to determine if the odor is widespread.
- Confer with EH&S at 206-543-7262 if you experience symptoms or illness.
- Take action if the source is obvious and something can be done without putting anyone at risk. For example, eliminate or control the odor by moving a benchtop procedure to a fume hood.
- Contact Capital Planning and Development at 206-543-5200 if the odor clearly originates from a major construction site (e.g., diesel fumes, dust, asphalt, or roofing).
- Contact EH&S at 206-543-7262 for tobacco smoke odors.

WATER SERVICE INTERRUPTED

Notify your building coordinator or call Facilities at 206-685-1411.

OTHER EMERGENCY PROCEDURES

Building emergency procedures for a variety of emergencies are located on the EH&S website.

SECTION 5: EMERGENCY EVACUATION FOR PERSONS WITH DISABILITIES

This section provides a general guideline of evacuation procedures for persons who may have difficulty exiting during building evacuations. Personnel, students and visitors with disabilities are expected to consider their evacuation options in advance to determine their best response to a building emergency. Assistance is available through UW Environmental Health & Safety (EH&S), the Disability Services Office (for personnel) and Disability Resources for Students.

PLANNING

Persons with mobility disabilities are encouraged to:

1. Consider evacuation options for each building they occupy.
2. Identify a volunteer who will be responsible for communicating with emergency services on their behalf during a building emergency.
3. Document their evacuation plans and provide them to the building evacuation director who will inform evacuation wardens and retain it for reference. A template is available for download at the EH&S website.
4. Keep a face covering on their person at all times if required under communicable disease restrictions.

EVACUATION OPTIONS

Persons with disabilities have five evacuation options, listed below in order of safety. This information is primarily to address evacuation for persons with mobility disabilities.

1. **Exit the building (safest option):** Use accessible routes to exit the building if the route appears safe. Note that the accessible route may not always be via the nearest exit.
2. **Move to a safer part of the building:** In large buildings and multi-wing complexes, such as the Health Sciences Building on the Seattle campus, you may be able to evacuate horizontally to an unaffected wing or area where the alarm is not sounding.
3. **Move to an area of refuge:** An area of refuge is a designated area inside a building that is equipped with two-way communications with the UW Police Department and where you can safely remain in place during a building evacuation. Check the evacuation map posted in each building or call EH&S at 206-616-5530 to locate an Area of Refuge.
4. **Use an assisted evacuation device:** An assisted evacuation device, such as a specially designed chair, can be used by trained personnel to evacuate people with mobility disabilities.

5. **Stay in place (least safe option):** It may be appropriate for an individual who is unable to exit the building to stay in place in the following areas:
    - A **building stairwell** that has a large landing. Wait near the exit stairwell until everyone has evacuated the floor and traffic has cleared before entering the stairwell.
    - **Enclosed elevator lobbies**
    - **Fire-rated exit corridors**, especially when close to an exit.
    - **An enclosed room with an exterior window, a telephone and a solid or fire resistant door**. With this option, you may keep in contact with emergency services by dialing 9-1-1 and reporting your location directly. Emergency services will relay this location to on-site emergency personnel who will determine the need for evacuation.

Elevators can be unsafe to use in an emergency and in most buildings they are automatically recalled to the ground floor. Emergency personnel have special keys to override the elevator functions and can use them to assist with evacuation.

EMERGENCY PROCEDURES

1. Persons with mobility disabilities should evacuate (if able), report to an area of refuge (if available), or stay in place in the event of an emergency requiring evacuation or when the building alarm system is activated.
2. If reporting to an area of refuge or staying in place, contact emergency services by calling 9-1-1 and inform them of your plans.
3. Volunteers may assist persons with disabilities reach an area of refuge but should evacuate and go to the evacuation assembly point and report to emergency services the location and status of the person with disabilities.
4. During a communicable disease outbreak, a person who is assisting another person may be required to have a higher level of personal protective equipment (PPE) due to the time spent in close contact with another person. If this is part of the disabled individual's evacuation plan, an evacuation kit with goggles and surgical masks should be provided for both the disabled person and their helper to be used in the event of an evacuation during a communicable disease outbreak.
5. The evacuation director should provide any relevant information to emergency services.

OTHER DISABILITIES

Persons with visual, hearing, cognitive or other disabilities are encouraged to consult with and seek accommodation through the Disability Services Office (for personnel) or Disability Resources for Students.

Areas of refuge and/or evacuation waiting areas

Location	Description
1st Floor Control Room	On the east side of the 1st floor, facility control room is the assembly point for anyone with disability or other concerns prior to evacuating

SECTION 6: BUILDING-SPECIFIC INFORMATION OF EMERGENCY COMMUNICATIONS

The following is used to describe the method used to notify first responders of an emergency within our building.

- ☒ Our building is equipped with a **monitored** fire alarm system. In the event of a fire alarm activation, signals are sent to the UW Police Department and a central monitoring station that notifies the Seattle Fire Department. Evacuate and call 9-1-1 (or TDD 206-543-3323) to report specific information about the emergency.
- ☐ Our building is equipped with a fire alarm system that is **not monitored**. Call 9-1-1 (or TDD 206-543-3323).
- ☐ Our building is **not** equipped with a fire alarm system. Call 9-1-1 (or TDD 206-543-3323).

****WCUP is not a publicly accessible building. It houses industrial equipment to produce chilling and emergency power, with single shift maintenance personnel. As a result, it is equipped with only a basement level fire protection system (to protect the egress route) and no building-wide system. As a result, the facility is equipped only with a Fire Sprinkler Supervisory Control panel and a single smoke detector above the panel. This panel is equipped with an emergency pull station and the panel is monitored by 911. Emergencies within the basement, the pull station can be used. Otherwise, on all other floors, on-site personnel must call 911.****

The fire alarm system notification **audible** tone is (refer to the FSEP instructions) a:

- ☒ Slow whoop
- ☐ Temporal 3
- ☐ Solid tone
- ☐ NA, no fire alarm

The fire alarm system **visual** notification is:

☒ **Strobe**

SECTION 7: EVACUATION METHODS & ASSEMBLY LOCATIONS

BUILDING EVACUATION

The building fire alarm system is designed for:

☐ **No Fire Alarm.** There is no fire alarm system. The entire building evacuates for fire and other emergencies as outlined in the building emergency procedures.

☐ **Complete Building Evacuation**. All occupants evacuate to exterior of building for fire and other emergencies as outlined in the building emergency procedures.

☒ **Partial and/or Phased Evacuation.** Occupants of alarmed areas may evacuate to an indoor evacuation assembly point, typically at a location several floors below the alarmed and affected area and separate from fire fighter staging areas (common to high rise buildings). Occupants are instructed to exit down the stairwell onto a predetermined floor where the alarm is not sounding. Some occupants near grade level may evacuate to the exterior. A subsequent alarm may require additional evacuations if deemed necessary by the fire service.

WCUP provides critical chilling and emergency power to critical portions of the campus. The facility must remain operational at all times. As a result, personnel may not evacuate (or fully evacuate) depending on the nature of the emergency.

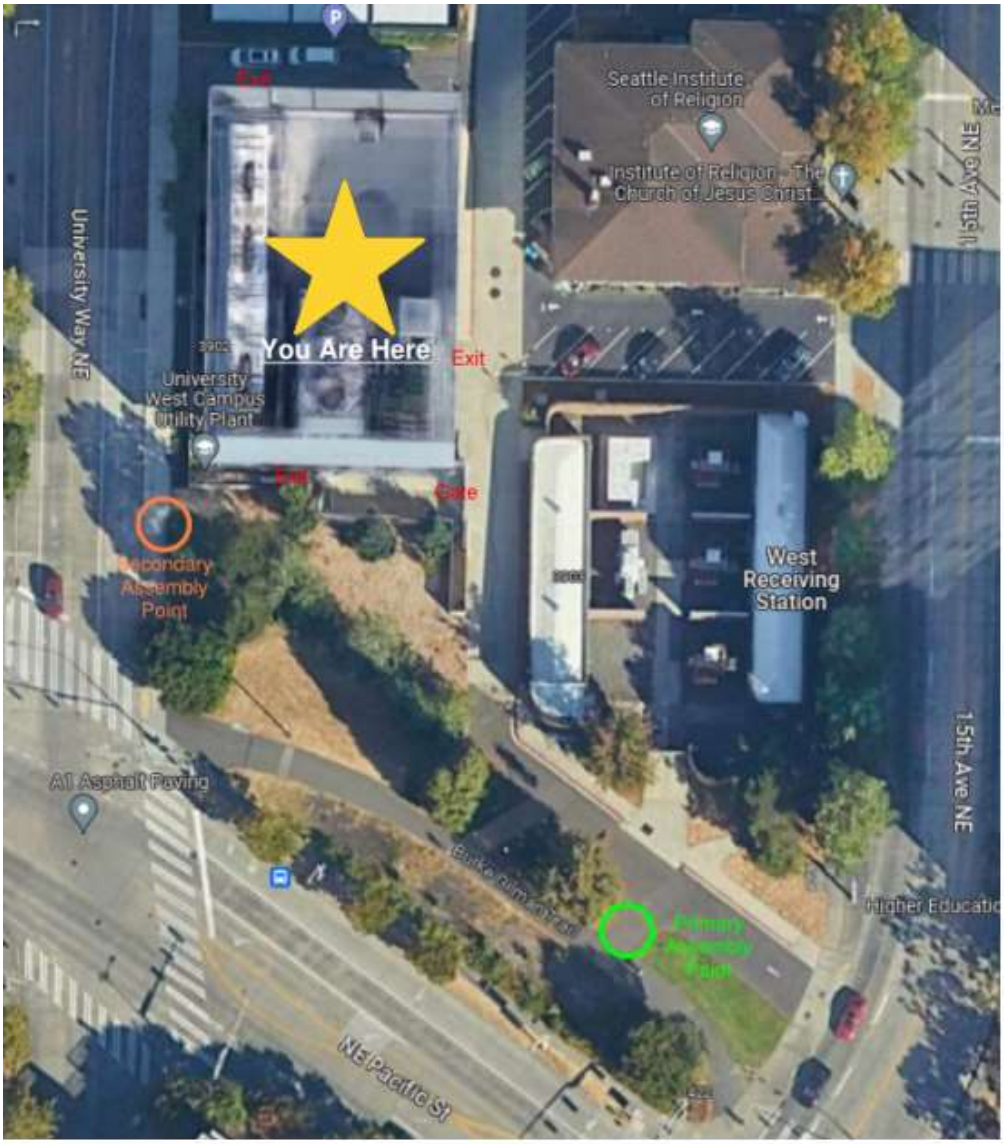
[*Refer to FSEP instructions. If partial or phased evacuation applies, a specific plan should be described here either using a narrative or in tabular form to replace or edit the paragraph above. Contact EH&S for assistance.]*

OUTDOOR EVACUATION ASSEMBLY POINT (EAP)

The Evacuation Assembly Point (EAP) should be an open area at least 30 feet away from the building and out of the way of responding emergency personnel. 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. List the EAP locations and indicate which areas of the building are to report to which area. [*A map of available EAPs can be found on the EH&S website at www.ehs.washington.edu/system/files/resources/eapmap.pdf.] Also refer to the list for UW Mass Assembly Areas and Map*

EAP Location	Serves those exiting from:
Primary: Immediately South of West Receiving Station (NW corner of 15th Ave NE and NE Pacific St)	All floors/areas
Secondary: Immediately south of WCUP, on University Way (NE corner of University Way NE and NE Pacific St)	All floors/areas



SECTION 8 - EVACUATION DIRECTOR AND WARDENS

Last Updated (date): __1/27/25_____

[Assign wardens so that their area may be swept for occupants while walking, calling out, and knocking on doors, and exiting within three minutes. In some buildings, this will require multiple wardens per floor or area. Alternate wardens are encouraged for each area. Refer to FSEP instructions for examples; provide additional sheets as needed.]

		Evacuation Director Name		
All	All	Primary: Ryan Trickett	trickrya@uw.edu	206-940-1205
		Alternate: Raymond Shell	Shellr4@uw.edu	619-517-0212

Floor	Assigned Area	Evacuation Warden Name	Email	Cell Phone
All	All	Primary: Raymond Shell	shellr4@uw.edu	619-517-0212
		Alternate: Michael Wilson	Wilsonm3@uw.edu	209-681-9424

APPENDIX A: MYCHEM CONTACTS REPORTS

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

The Inventory Contacts Report found in MyChem can provide specific contact information to emergency responders. Additionally, the contact information should match what is on the MyChem Caution Sign on the entrance(s) to each room where chemicals/compressed gases are stored. Those who are already designated as Responsible Persons for their shop's chemical inventory in MyChem are the only ones that have full access to their specific shop's chemical inventories.

From the MyChem main menu, select Report and in the drop-down menu, select Inventory Contacts or Contacts and Users. Fill in Department field.

> UWF Shops are listed in MyChem under the Department field as "UWF-unit & shop number". For example, UWF-ARCF Shop 26, UWF-BSD Shop 89, UWF-CEUO Shop 50, UWF-MC Shop 10, UWF-TS Shop 86, etc.

Select 'PDF Report' or 'CSV File' (for an editable spreadsheet format). The report will pop up in a new window/tab.

If you do not have access to the MyChem inventory for your shop, contact Chris Pennington (UW Facilities MyChem administrator) at pennc23@uw.edu or 206-685-4052.

If you need help with MyChem or the report, you may contact Chris Pennington or contact EH&S at 206-616-4046 or mychem@uw.edu.

Below is an Inventory Report by Chemical Name, Hazard

West Campus Utility Plant
Ryan D Trickett
206-616-7208
1/31/25

University of Washington - MyChem
Inventory Report by Chemical Name, Hazard
For: W CAMPUS UTIL PLANT
1/31/2025 11:06:01 AM

Facility and Room	Responsible Person	Work Phone	Emergency Phone	Last Review Date	Chemical Name	Hazard Description	Last Modified	Chemical ID	Chemical Amount	Unit	Chemical Exchange?	Container Type	EPA Pressure Code	EPA Temperature Code	CAS	Catalog Number	Comments
W CAMPUS UTIL PLANT, Room 101	RYAN D TRICKETT	206-616-7208		09/26/2023	**3-IN-ONE PROFESSIONAL GRADE PNEUMATIC TOOL OIL**	Fire Class: No identified hazard at this time | GHS Categories: No identified hazards at this time (No Data Available)	10/13/2023	2769960	4	fl	No	Plastic bottles or jugs	Ambient pressure	Ambient temperature			NEW SDS 2023
					AEROKROIL	Fire Class: Other Health Hazards - Including Carcinogens; Irritant; Aerosol Level 2 | GHS Categories:	09/26/2023	705023	20	fl	No	Can	Greater than ambient pressure	Ambient temperature			SDS 677
					BACTICIDE 45B	Fire Class: Corrosive; Toxic; Sensitizer | GHS Categories: Acute toxicity (Category 2; Inh); Acute toxicity (Category 3; Oral); Respiratory sensitization (Category 1); Serious eye damage/eye irritation (Category 1); Skin corrosion/irritation (Category 1); Skin sensitization (Category 1); Specific target organ toxicity - single exposure (Category 3; Respiratory irritation)	10/18/2023	2769973	1	gl	No	Tank inside building	Ambient pressure	Ambient temperature		0684	70 gallon tank currently empty NEW SDS 2023
					BROMIDE PLUS	Fire Class: Irritant | GHS Categories: Acute aquatic toxicity (Category 1); Acute toxicity (Category 3; Derm); Acute toxicity (Category 3; Oral); Serious eye damage/eye irritation (Category 2A); Skin corrosion/irritation (Category 3)	10/18/2023	2636028	350	gl	No	Tank inside building	Ambient pressure	Ambient temperature			
					CHEM-AQUA 31185	Fire Class: Corrosive | GHS Categories: Corrosive to metals (Category 1); Serious eye damage/eye irritation (Category 1); Skin corrosion/irritation (Category 1)	10/18/2023	2769971	120	gl	No	Tank inside building	Ambient pressure	Ambient temperature		3C33	closed loop system NEW SDS 2023
					CHEM-AQUA 34170	Fire Class: Corrosive | GHS Categories: Corrosive to metals (Category 1); Serious eye damage/eye irritation (Category 1); Skin corrosion/irritation (Category 1)	10/18/2023	2769974	70	gl	No	Tank inside building	Ambient pressure	Ambient temperature		3C02	NEW SDS 2023
					CHEM-AQUA 40215	Fire Class: Corrosive; Sensitizer | GHS Categories: Corrosive to metals (Category 1); Serious eye damage/eye irritation (Category 1); Skin corrosion/irritation (Category 1); Skin sensitization (Category 1)	10/18/2023	2769975	70	gl	No	Tank inside building	Ambient pressure	Ambient temperature		C668	as of 10.16.2023 per Raymond: (replacing the bacticide 45b) and I believe we will be adding a second 120gallon..
					CHEM-AQUA CA 53950	Fire Class: Irritant | GHS Categories: Skin corrosion/irritation (Category 2); Serious eye damage/eye irritation (Category 2)	10/19/2023	2769980	70	gl	No	Tank inside building	Ambient pressure	Ambient temperature		C250	NEW SDS 2023
					CHEM-AQUA MB-38	Fire Class: Corrosive | GHS Categories: Corrosive to metals (Category 1); Serious eye damage/eye irritation (Category 1); Skin corrosion/irritation (Category 1)	10/18/2023	2769972	375	gl	No	Above ground tank	Ambient pressure	Ambient temperature		C517	per Raymond: Mb-38 (the already existing 375gal exterior bleach tank) NEW SDS 2023
					CLEAN STOP BRAKE AND WHEEL BEARING CLEANER	Fire Class: Flammable Liquid, Class IB | GHS Categories: Flammable liquids (Category 2)	10/13/2023	2636202	13	fl	No	Can	Greater than ambient pressure	Ambient temperature			SDS 417
					DAP PRESTO PATCH (DRY MIX)	Fire Class: Other Health Hazards - Including Carcinogens | GHS Categories: Acute toxicity (Category 4; Inh); Carcinogenicity (Category 1A; Inh)	10/13/2023	2276134	128	oz	No	Plastic bottles or jugs	Ambient pressure	Ambient temperature		58505	1 gallon container

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Facility and Room	Responsible Person	Work Phone	Emergency Phone	Last Review Date	Chemical Name	Hazard Description	Last Modified	Chemical ID	Chemical Amount	Unit	Chemical Exchange?	Container Type	EPA Pressure Code	EPA Temperature Code	CAS	Catalog Number	Comments
W CAMPUS UTIL PLANT, Room 101	RYAN D TRICKETT	206-616-7208		09/26/2023													
					DYLEK NF AEROSOL	Fire Class: Other Health Hazards - Including Carcinogens; Irritant; Aerosol Level 2 | GHS Categories:	09/26/2023	1016362	18	fl	No	Can	Greater than ambient pressure	Ambient temperature		5203	SDS 328
					FLEX SHOT WHITE THICK RUBBER ADHESIVE SEALANT	Fire Class: Corrosive; Irritant; Aerosol Level 2 | GHS Categories: Flammable aerosols (Category 2); Gases under pressure (Liquefied gas); Skin corrosion/irritation (Category 2); Serious eye damage/eye irritation (Category 2)	10/13/2023	2769959	32	fl	No	Can	Greater than ambient pressure	Ambient temperature			NEW SDS 2023
					GORBEL SP.12.OZ.BLU BLUE ENAMEL	Fire Class: Other Health Hazards - Including Carcinogens; Irritant; Aerosol Level 3 | GHS Categories: Acute toxicity (Category 4; Derm); Acute toxicity (Category 4; Inh); Aspiration hazard (Category 1); Carcinogenicity (Category 1A; Unspecified); Serious eye damage/eye irritation (Category 2A); Flammable aerosols (Category 1); Gases under pressure (Compressed gas); Skin corrosion/irritation (Category 2); Specific target organ toxicity - repeated exposure (Category 2; Unspecified); Specific target organ toxicity - single exposure (Category 3; Respiratory irritation)	09/26/2023	2765768	12	fl	No	Can	Greater than ambient pressure	Ambient temperature		33A137N12	NEW SDS 2021
					HARD HAT PRIMER GRAY, V2182	Fire Class: Other Health Hazards - Including Carcinogens; Irritant; Aerosol Level 2 | GHS Categories:	09/26/2023	1308270	15	fl	No	Can	Greater than ambient pressure	Ambient temperature			SDS 900
					HARD HAT SEMI-GLOSS WHITE - 209567	Fire Class: Other Health Hazards - Including Carcinogens; Irritant; Aerosol Level 3 | GHS Categories:	10/06/2023	1944852	30	fl	No	Can	Greater than ambient pressure	Ambient temperature		209567	
					HIGH PERFORMANCE PROTECTIVE ENAMEL REGAL RED 7765	Fire Class: Combustible Liquid, Class II; Sensitizer; Other Health Hazards - Including Carcinogens | GHS Categories: Carcinogenicity (Category 1B; Unspecified); Flammable liquids (Category 3); Germ cell mutagenicity (Category 1B); Skin sensitization (Category 1); Specific target organ toxicity - repeated exposure (Category 1; Unspecified)	09/26/2023	2765394	1	gl	No	Can	Ambient pressure	Ambient temperature		7765	Oil-based
					INDUSTRIAL CHOICE #1679 GLOSS BLACK	Fire Class: | GHS Categories:	09/26/2023	2289649	12	fl	No	Can	Greater than ambient pressure	Ambient temperature		1679830	SDS 874
					INDUSTRIAL CHOICE AEROSOL COLD GALVANIZING COMPOUND	Fire Class: Other Health Hazards - Including Carcinogens; Aerosol Level 2 | GHS Categories:	09/26/2023	1308347	20	fl	No	Can	Greater than ambient pressure	Ambient temperature		1685830	SDS 869 #7585
							09/26/2023	1308347	14	fl	No	Can	Greater than ambient pressure	Ambient temperature		1685830	1685-838 MSDS 342
					INDUSTRIAL ENAMEL BLACK	Fire Class: Combustible Liquid, Class II; Sensitizer; Other Health Hazards - Including Carcinogens | GHS Categories: Carcinogenicity (Category 2; Unspecified); Flammable liquids (Category 3); Reproductive toxicity (Category 2; Suspected of damaging fertility or the unborn child.); Skin sensitization (Category 1); Specific target organ toxicity - repeated exposure (Category 1; Inh); Specific target organ toxicity - repeated exposure (Category 2; Unspecified); Specific target organ toxicity - single exposure (Category 3; Respiratory irritation); Hazard Not Otherwise Classified (No Data Available)	09/26/2023	2636572	1	gl	No	Can	Ambient pressure	Ambient temperature		617-0203	SDS 901 B54B11
					INDUSTRIAL ENAMEL WHITE B54W101	Fire Class: Other Health Hazards - Including Carcinogens; Irritant | GHS Categories:	09/26/2023	1420696	1	gl	No	Can	Ambient pressure	Ambient temperature		B54W101	7907-999..

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W CAMPUS UTIL PLANT, Room 101	RYAN D TRICKETT	206-616-7208		09/26/2023	**KEM KROMIK UNIVERSAL METAL PRIMER GRAY B50AZ6**	Fire Class: Flammable Liquid, Class IC; Corrosive; Sensitizer; Other Health Hazards - Including Carcinogens; Irritant | GHS Categories: Aspiration hazard (Category 1); Carcinogenicity (Category 1A; Unspecified); Serious eye damage/eye irritation (Category 2A); Flammable liquids (Category 3); Skin corrosion/irritation (Category 2); Specific target organ toxicity - repeated exposure (Category 1; Inh); Specific target organ toxicity - single exposure (Category 3; Respiratory irritation)	09/26/2023	2765762	1	gl	No	Can	Ambient pressure	Ambient temperature		B50AZ6	SDS 950 NEW SDS 2021 -CP
					LIQUID NAILS PROF HEAVY DUTY CONSTRUCTION ADHESIVE LNP-903	Fire Class: Other Health Hazards - Including Carcinogens | GHS Categories: Carcinogenicity (Category 1A; Unspecified)	10/06/2023	2292637	14	fl	No	Other	Ambient pressure	Ambient temperature		00407703	
					LOCTITE LB 8008 C5-A KNOWN AS C5-A COPPER BASED ANTI-SEIZE	Fire Class: Corrosive; Sensitizer; Irritant | GHS Categories: Serious eye damage/eye irritation (Category 1); Skin corrosion/irritation (Category 2); Skin sensitization (Category 1)	10/06/2023	2634113	16	fl	No	Plastic bottles or jugs	Ambient pressure	Ambient temperature		51144	
					LOCTITE LB 8150 SILVER GRADE ANTI-SIEZE	Fire Class: Corrosive; Irritant | GHS Categories: Serious eye damage/eye irritation (Category 1); Skin corrosion/irritation (Category 2)	10/06/2023	2765764	4	fl	No	Plastic bottles or jugs	Ambient pressure	Ambient temperature		1999141	NEW SDS 2021
					LOCTITE LB8008 C5-A COPPER ANTI-SIEZE	Fire Class: Corrosive; Sensitizer; Irritant | GHS Categories: Serious eye damage/eye irritation (Category 1); Skin corrosion/irritation (Category 2); Skin sensitization (Category 1)	10/06/2023	2634113	32	fl	No	Plastic bottles or jugs	Ambient pressure	Ambient temperature		51144	
					LPS FORCE 842 DRY MOLY LUBRICANT	Fire Class: Other Health Hazards - Including Carcinogens; Aerosol Level 3 | GHS Categories:	10/06/2023	1332156	33	fl	No	Can	Greater than ambient pressure	Ambient temperature		02516	#02516
					LYSOL BRAND DISINFECTANT DEODORIZING CLEANER, FRESH SCENT (LIQUID)	Fire Class: Irritant | GHS Categories:	10/06/2023	2284201	19	fl	No	Can	Greater than ambient pressure	Ambient temperature		19200-02262	
					MARLEY GEARLUBE SYN ISO 150	Fire Class: No identified hazard at this time | GHS Categories:	10/14/2023	2287931	5	gl	No	Plastic bottles or jugs	Ambient pressure	Ambient temperature		A76773M	red container
					MOBIL RARUS 427	Fire Class: No identified hazard at this time | GHS Categories:	10/11/2023	235401	2	qt	No	Plastic bottles or jugs	Ambient pressure	Ambient temperature			
					PRECISION COLOR AEROSOLS	Fire Class: Flammable Liquid, Class IB; Other Health Hazards - Including Carcinogens | GHS Categories:	10/06/2023	1789321	132	fl	No	Can	Greater than ambient pressure	Ambient temperature			2 X Powder Gray + 9 X Caribbean Blue SDS 951
					PRECISION COLOR CARIBBEAN BLUE ENAMEL	Fire Class: Other Health Hazards - Including Carcinogens; Irritant; Aerosol Level 3 | GHS Categories: Acute aquatic toxicity (Category 1); Carcinogenicity (Category 2; Unspecified); Chronic aquatic toxicity (Category 3); Serious eye damage/eye irritation (Category 2A); Flammable aerosols (Category 1); Gases under pressure (Liquefied gas); Skin corrosion/irritation (Category 2); Specific target organ toxicity - repeated exposure (Category 1; Unspecified); Specific target organ toxicity - single exposure (Category 3; Respiratory irritation)	10/13/2023	2765369	2	gl	No	Can	Ambient pressure	Ambient temperature		013 01835 000	'EF Air-Dry Touchup' 013-0184..

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W CAMPUS UTIL PLANT, Room 101	RYAN D TRICKETT	206-616-7208		09/26/2023													
					PREMALUBE XTREME GREEN #2	Fire Class: Combustible Liquid, Class IIIB | GHS Categories:	10/06/2023	2287511	154	fl	No	Other	Ambient pressure	Ambient temperature		325J	MSDS 267
					PROSELECT PIPE JOINT LUBRICANT	Fire Class: Irritant | GHS Categories: Serious eye damage/eye irritation (Category 2B); Skin corrosion/irritation (Category 3)	10/14/2023	2769961	32	fl	No	Plastic bottles or jugs	Ambient pressure	Ambient temperature		PSLUBXL1Q	NEW SDS 2023 SDS 679
					RECTORSEAL TRU-BLU #31431	Fire Class: Irritant | GHS Categories:	10/06/2023	1418877	8	fl	No	Plastic bottles or jugs	Ambient pressure	Ambient temperature		31300	Thread Sealer
					RTV RED SILICONE SENSOR-SAFE HI-TEMP GASKET MAKER UNITED STATES	Fire Class: Other Health Hazards - Including Carcinogens; Aerosol Level 2 | GHS Categories:	10/06/2023	1354298	6.42	fl	No	Can	Greater than ambient pressure	Ambient temperature		37529	SDS 367 "SI 595" Part # 40465
					RUST TOUGH RUST PREVENTATIVE ENAMEL (OSHA BLUE) K00249007	Fire Class: Sensitizer; Other Health Hazards - Including Carcinogens; Irritant; Aerosol Level 3 | GHS Categories: Aspiration hazard (Category 1); Carcinogenicity (Category 2; Unspecified); Serious eye damage/eye irritation (Category 2A); Flammable aerosols (Category 1); Gases under pressure (Compressed gas); Reproductive toxicity (Category 2; Suspected of damaging fertility or the unborn child.); Skin corrosion/irritation (Category 2); Skin sensitization (Category 1); Specific target organ toxicity - repeated exposure (Category 2; Unspecified); Specific target organ toxicity - si..	10/06/2023	2765763	15	fl	No	Can	Greater than ambient pressure	Ambient temperature		K00249007	NEW SDS 2021
					RYDLIME	Fire Class: Irritant | GHS Categories:	10/06/2023	2765770	5	gl	No	Plastic bottles or jugs	Ambient pressure	Ambient temperature			NEW SDS 2021
					SAFE TEX HIGH PERFORMANCE EPOXY PART B	Fire Class: Flammable Liquid, Class IC; Sensitizer; Other Health Hazards - Including Carcinogens; Irritant | GHS Categories: Carcinogenicity (Category 1B; Unspecified); Serious eye damage/eye irritation (Category 2A); Flammable liquids (Category 3); Germ cell mutagenicity (Category 1B); Skin corrosion/irritation (Category 2); Skin sensitization (Category 1)	10/12/2023	2275814	1	gl	No	Can	Ambient pressure	Ambient temperature		91XXXXX	updated SDS 2023
							10/12/2023	2275814	0.74	pt	No	Can	Ambient pressure	Ambient temperature		91XXXXX	updated SDS 2023
					SAND	Fire Class: No identified hazard at this time | GHS Categories: No identified hazards at this time (No Data Available)	10/11/2023	1393001	450	lb	No	Bag	Ambient pressure	Ambient temperature	14808-60-7	274739	
					SLIDE HI-TEMP 1800 MOLD RELEASE	Fire Class: Irritant; Aerosol Level 3 | GHS Categories: Flammable aerosols (Category 1); Gases under pressure (Compressed gas); Serious eye damage/eye irritation (Category 2)	10/13/2023	2769953	12	fl	No	Can	Greater than ambient pressure	Ambient temperature			NEW SDS 2023
					SULFURIC ACID STANDARD SOLUTION 0.020N 0.1%	Fire Class: Irritant | GHS Categories:	10/06/2023	395533	100	ml	No	Plastic bottles or jugs	Ambient pressure	Ambient temperature	7664-93-9	20342	2038-32 MSDS 123

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W CAMPUS UTIL PLANT, Room 101	RYAN D TRICKETT	206-616-7208		09/26/2023													
					TAP MAGIC CUTTING FLUID	Fire Class: Other Health Hazards - Including Carcinogens; Irritant | GHS Categories: Acute toxicity (Category 4; Inh); Skin corrosion/irritation (Category 2)	10/06/2023	1204985	16	fl	No	Plastic bottles or jugs	Ambient pressure	Ambient temperature	71-55-6		SDS 223
					TEKUSOLV AEROSOL	Fire Class: Sensitizer; Other Health Hazards - Including Carcinogens; Irritant; Aerosol Level 3 | GHS Categories:	10/06/2023	1349626	11	fl	No	Can	Greater than ambient pressure	Ambient temperature		5491	SDS 107
					ULTRA COOLANT - SYNTHETIC COOLANT FOR USE IN INGERSOLL RAND ROTARY AIR	Fire Class: No identified hazard at this time | GHS Categories:	10/06/2023	1943894	1	qt	No	Plastic bottles or jugs	Ambient pressure	Ambient temperature			
					WD-40 AEROSOL	Fire Class: Other Health Hazards - Including Carcinogens; Irritant; Aerosol Level 3 | GHS Categories: Aspiration hazard (Category 1); Flammable aerosols (Category 1); Gases under pressure (Compressed gas); Specific target organ toxicity - single exposure (Category 3; Respiratory irritation)	10/06/2023	1205294	48	fl	No	Can	Greater than ambient pressure	Ambient temperature		42110	MSDS 503
					WELD-ON 711 PIPE CEMENT	Fire Class: Flammable Liquid, Class IB; Toxic; Other Health Hazards - Including Carcinogens; Irritant | GHS Categories:	10/06/2023	2283181	8	fl	No	Can	Ambient pressure	Ambient temperature			Gray
					WELD-ON P-70 LOW VOC PRIMER FOR PVC AND CPVC PLASTIC PIPE	Fire Class: Flammable Liquid, Class IB; Other Health Hazards - Including Carcinogens; Irritant | GHS Categories:	10/06/2023	1943777	8	fl	No	Can	Ambient pressure	Ambient temperature		10221	Clear
					YORK PURE OIL FORMULATION L	Fire Class: No identified hazard at this time | GHS Categories: No identified hazards at this time (No Data Available)	10/13/2023	2764506	2	gl	No	Can	Ambient pressure	Ambient temperature		011005920 00	
					ZINSSER PERMA-WHITE MOLD & MILDEW-PROOF INTERIOR PAINT, SEMIGLOSS, WHITE, TINTABLE 2761	Fire Class: No identified hazard at this time | GHS Categories: No identified hazards at this time (No Data Available)	10/06/2023	2765093	32	fl	No	Can	Ambient pressure	Ambient temperature		2761	Eggshell
W CAMPUS UTIL PLANT, Room B01	RYAN D TRICKETT	206-616-7208		10/26/2023	**AEROKROIL**	Fire Class: Other Health Hazards - Including Carcinogens; Irritant; Aerosol Level 2 | GHS Categories:	09/25/2023	705023	20	fl	No	Can	Greater than ambient pressure	Ambient temperature			SDS 677
					CIMTAP PASTE TAPPING COMPOUND	Fire Class: Irritant | GHS Categories: Serious eye damage/eye irritation (Category 2A)	09/26/2023	2769731	16	fl	No	Plastic bottles or jugs	Ambient pressure	Ambient temperature			NEW SDS 2023
					DTM ACRYLIC SEMI-GLOSS ULTRADEEP BASE B66T1154	Fire Class: Other Health Hazards - Including Carcinogens | GHS Categories: Carcinogenicity (Category 1A; Unspecified)	09/25/2023	2769716	1	gl	No	Can	Ambient pressure	Ambient temperature		6508-27280	NEW SDS 2023

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W CAMPUS UTIL PLANT, Room B01	RYAN D TRICKETT	206-616-7208		10/26/2023	**DYLEK NF AEROSOL**	Fire Class: Other Health Hazards - Including Carcinogens; Irritant; Aerosol Level 2 | GHS Categories:	09/25/2023	1016362	36	fl	No	Can	Greater than ambient pressure	Ambient temperature		5203	SDS 328
					ECOLOGIC W/B EPOXY SATIN "B" ACTIVATOR	Fire Class: | GHS Categories:	09/25/2023	1946342	756	ml	No	Can	Ambient pressure	Ambient temperature		70505(B)	70504B Curing Agent 0.2 gal
					ECOLOGIC W/B EPOXY WHITE "A" BASE	Fire Class: | GHS Categories:	09/25/2023	1946341	1	gl	No	Can	Ambient pressure	Ambient temperature		70503(A)	70504A SDS 531
					HARD HAT SEMI-GLOSS WHITE - 209567	Fire Class: Other Health Hazards - Including Carcinogens; Irritant; Aerosol Level 3 | GHS Categories:	09/25/2023	1944852	30	fl	No	Can	Greater than ambient pressure	Ambient temperature		209567	
					LOCTITE LB 8150 SILVER GRADE ANTI-SIEZE	Fire Class: Corrosive; Irritant | GHS Categories: Serious eye damage/eye irritation (Category 1); Skin corrosion/irritation (Category 2)	09/25/2023	2765764	8	fl	No	Plastic bottles or jugs	Ambient pressure	Ambient temperature		1999141	199012
					MOBIL GREASE 28	Fire Class: No identified hazard at this time | GHS Categories: No identified hazards at this time (No Data Available)	09/25/2023	2638694	197.4	fl	No	Plastic bottles or jugs	Ambient pressure	Ambient temperature		15-171-370-002	NGL2 Grease Box of 12 + 2 ea
					NOKORODE REGULAR PASTE FLUX	Fire Class: Irritant | GHS Categories:	09/25/2023	1207450	16	fl	No	Plastic bottles or jugs	Ambient pressure	Ambient temperature			
					PRO-CRYL UNIVERSAL ACRYLIC PRIMER MEDIUM GRAY B66A1320	Fire Class: Sensitizer; Other Health Hazards - Including Carcinogens; Irritant | GHS Categories: Carcinogenicity (Category 1A; Unspecified); Serious eye damage/eye irritation (Category 2A); Skin corrosion/irritation (Category 2); Skin sensitization (Category 1)	09/25/2023	2765772	1	gl	No	Can	Ambient pressure	Ambient temperature			NEW SDS 2021 6509-784..
					RECTORSEAL T PLUS 2 - PIPE THREAD SEALANT	Fire Class: Irritant | GHS Categories: No identified hazards at this time (No Data Available)	09/25/2023	589925	1	lb	No	Plastic bottles or jugs	Ambient pressure	Ambient temperature		23001	16 oz
									8	oz	No	Plastic bottles or jugs	Ambient pressure	Ambient temperature		23001	
					RESILIENCE EXT LATEX GLOSS ULTRADEEP BASE K44T54	Fire Class: Other Health Hazards - Including Carcinogens | GHS Categories: Carcinogenicity (Category 1A; Unspecified)	09/25/2023	2765771	2	gl	No	Can	Ambient pressure	Ambient temperature		6500-47400	NEW SDS 2021 6500-474..

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W CAMPUS UTIL PLANT, Room B01	RYAN D TRICKETT	206-616-7208		10/26/2023	**RIDGID DARK THREAD CUTTING OIL**	Fire Class: Combustible Liquid, Class IIIB; Irritant | GHS Categories:	09/25/2023	570203	1	gl	No	Plastic bottles or jugs	Ambient pressure	Ambient temperature		70830	MSDS 199
					SIMPLE GREEN ALL PURPOSE CLEANER	Fire Class: No identified hazard at this time | GHS Categories:	09/25/2023	1419611	1	qt	No	Plastic bottles or jugs	Ambient pressure	Ambient temperature			
					VICTAULIC LUBRICANT	Fire Class: No identified hazard at this time | GHS Categories:	09/25/2023	1943798	32	fl	No	Plastic bottles or jugs	Ambient pressure	Ambient temperature			
					WD-40 AEROSOL	Fire Class: Other Health Hazards - Including Carcinogens; Irritant; Aerosol Level 3 | GHS Categories: Aspiration hazard (Category 1); Flammable aerosols (Category 1); Gases under pressure (Compressed gas); Specific target organ toxicity - single exposure (Category 3; Respiratory irritation)	09/25/2023	1205294	72	fl	No	Can	Greater than ambient pressure	Ambient temperature		42110	
					WORTHINGTON PROPANE BLUE HAND TORCH 14.1 OZ UPC 014045101820	Fire Class: Flammable Gas (Liquefied) | GHS Categories:	09/25/2023	1940652	28.2	fl	No	Cylinder	Greater than ambient pressure	Ambient temperature		274654	
W CAMPUS UTIL PLANT, Room FUEL TANK	RYAN D TRICKETT	206-616-7208		09/20/2023	**FUEL OIL #2**	Fire Class: Combustible Liquid, Class IIIA; Other Health Hazards - Including Carcinogens; Irritant | GHS Categories:	09/15/2023	673142	30,000	gl	No	Below ground tank	Ambient pressure	Ambient temperature			SDS 174
W CAMPUS UTIL PLANT, Room ROOF	RYAN D TRICKETT	206-616-7208		09/20/2023	**FUEL OIL #2**	Fire Class: Combustible Liquid, Class IIIA; Other Health Hazards - Including Carcinogens; Irritant | GHS Categories:	09/15/2023	673142	2,000	gl	No	Above ground tank	Ambient pressure	Ambient temperature			To the left of door. SDS 174 DIESEL

APPENDIX B: CRITICAL EQUIPMENT SHUTDOWN

Critical equipment could pose a serious hazard to first responders, or present significant property loss risk if left in operation without an attendee.

Equipment	Location	Contact name, phone	Shutdown procedure
Chillers 1-4 (with 10,855 lbs of R134A)	**1st Floor**	**PP Control Room: 206-685-1485 Ryan Trickett: 206-940-1205 Raymond Shell: 619-517-0212**	**Chillers will shut down automatically via Refrigerant Monitoring System and system purge will automatically ventilate refrigerant.**
Diesel-Electric Generators	**Roof**	**PP Control Room: 206-685-1485 Ryan Trickett: 206-940-1205 Raymond Shell: 619-517-0212**	**Running generators and on-site diesel fuel presents hazards. Generators are to remain running to provide required emergency power.**

APPENDIX C: LIST OF FIRST AID KIT LOCATIONS

List the locations of all shop First Aid kits. If all shop vehicles contain first aid kits, write 'all vehicles' as a location in your shop first aid kit listed. Other aid equipment to list the locations for include AEDs and Severe Bleed kits (to be used only by specifically trained employees).

Location	First Aid Kit	AED	Severe Bleed Kit
Outside first floor control room	**Yes**	**Yes**	**No**

APPENDIX D: ADDITIONAL CONSIDERATIONS

This section includes any additional documentation such as evacuation exemptions and any other information that could be considered critical information during a building emergency.

Per comments in previous sections, staff will not typically evacuate and will evaluate the emergency due to the nature of this facility.

Examples of items you may want to include in this section:
• Evacuation exemptions. For more information see https://www.ehs.washington.edu/system/files/resources/Evacuation_Exemption_Focus_Sheet.pdf
• Completed evacuation plan for persons with disabilities. A form can be found at https://www.ehs.washington.edu/resource/evacuation-plan-individuals-disabilities-595

APPENDIX E: BOMB THREAT CHECKLIST

Report all bomb threats immediately to UWPD at 9-1-1 (TDD 206-543-3323) _____

Questions to Ask Caller

When will the bomb explode? _____

Where is the bomb? _____

What does it look like? _____

What kind of bomb is it? _____

What will cause it to explode? _____

Did you place the bomb? _____

Why? _____

What is your name? _____

Where are you calling from? _____

What is your address? _____

Exact words of caller:

_____

_____

_____

Describe the caller's voice (Circle all that apply)

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

Additional Information

Was the caller male or female?

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

Were there any background noises?

Information summary of a telephoned threat	
Exact time of call:	
Date received and phone number displayed (caller ID):	
Phone number received at:	
Person who received the call:	(*Insert full name and contact information*)

APPENDIX F: POST-EARTHQUAKE CHECKLIST

The purpose of this form is to provide evacuation directors, building coordinators, or other responsible persons a tool to determine if a University building may (or may not) remain occupied following an earthquake when structural assessment experts (ATC-20) are not available. This checklist also serves as a reporting tool to help direct damage assessment teams. Responsible persons should keep hardcopies available or bookmark the link to this form.

The decision to evacuate should be based on the level of damage to the structure. Minor and moderate earthquakes (magnitude 3.0 to 5.9) generally do *not* require building evacuation. After a major earthquake (magnitude 6.0 to 7.9), it may be necessary for UW personnel and students to shelter in place in University buildings until it is safe to travel.

INSTRUCTIONS

1. **Complete Checklist 1 after an earthquake at or above magnitude 3.0.**
   a. If you mark "yes" to any condition, evacuate the building. Record any safety issue(s) you notice as you exit the building.
   b. If you do *not* mark "yes" to any condition on Checklist 1, it is *not* necessary to evacuate the building. Go to step 2.

2. If no conditions warrant immediate building evacuation, **complete Checklist 2 to identify reportable safety conditions.**
   a. Isolate areas that present a hazard; post warning signs to warn occupants.
   b. The evacuation director, building coordinator or other responsible person should complete two copies of this checklist. Deliver one copy to your campus Emergency Operations Center (via runner if necessary) and provide the second copy to the ATC-20 representative when they arrive.

      Seattle campus Emergency Operations Center (UW Tower Suite C-140)
      Phone/Fax/Email: 206-897-8000/206-897-8001/disaster@uw.edu

      UW Bothell Emergency Management Contact
      Phone/Email: 425-352-5359/uwb-safety@uw.edu

      UW Tacoma Emergency Management Contact
      Phone/Email: 253-692-4416/uwtsafe@uw.edu

3. It may be necessary to conduct another evaluation following aftershocks.

Evacuated buildings must remain evacuated until the ATC-20 structural assessment team or local fire department has determined the building is safe for re-entry.

Respond to emerging building emergencies using procedures found on the EH&S website.

SHELTERING IN PLACE

Some buildings are good candidates for sheltering in place, but others are not. For example, a building without power and ventilation may not be a good candidate for sheltering in place.

Building name: _____ Date: _____

Completed by: _____ Time: _____

Email address: _____ Phone: _____

CHECKLIST 1: IMMEDIATE EVACUATION

Evacuate the entire building immediately if you check "yes" to any of the following conditions. Report life safety emergencies by calling 9-1-1.

Condition	Yes	No	N/A
Walls, support columns or beams are cracked, bent, twisted, sagging or leaning.	☐	☐	☐
Uneven floors, major cracks or obvious structural damage.	☐	☐	☐
Severely damaged ceilings, falling light fixtures, HVAC diffusers or other ceiling equipment.	☐	☐	☐
Damaged electrical panels, circuits or exposed electrical wire or components.	☐	☐	☐
Flooding from broken or damaged pipe and plumbing systems that affect multiple spaces, not contained and anticipated to get worse.	☐	☐	☐
Strong and persistent natural gas odor or hissing noise from what might be a gas leak.	☐	☐	☐
Uncontained chemicals or other hazardous materials spill that could present a health exposure, chemical reaction, fire, explosion or other adverse outcome.	☐	☐	☐
Damaged or leaking compressed gas cylinders, pressure vessels or hazardous materials storage tanks.	☐	☐	☐
Equipment and furnishings toppled over blocking one or more required exits.	☐	☐	☐
Severely damaged fireproofing that is known to contain asbestos, affecting habitable space.	☐	☐	☐
Damage to stairs, stairwells, or exit ways, including doors that will not easily open.	☐	☐	☐
Containment failure of hazardous spaces and processes that could present a health exposure to occupants immediately or after a period of time. Note: Ventilation failure in laboratory space with significant chemical inventory and active processes when there is no emergency power, for example, may require evacuation.	☐	☐	☐

Notes:

CHECKLIST 2: REPORTABLE CONDITIONS

These conditions may not require building evacuation; however, they should be reported. Post "DANGER – DO NOT ENTER" signs at access points to area(s) with unsafe conditions and advise building occupants to avoid the area(s).

Condition	Yes	No	N/A
Elevator stuck between floors or doors stuck closed or partly open	☐	☐	☐
Displaced or fallen ceiling tiles (avoid occupancy of these spaces)	☐	☐	☐
Equipment, furnishings, supplies spilled or toppled over (but exits are accessible)	☐	☐	☐
Broken/damaged windows, skylights or other building glass	☐	☐	☐
Minor and other cosmetic cracks in walls, floors and partitions	☐	☐	☐
Lack of water, power, steam, data and other utilities	☐	☐	☐
Minor water leaks and localized but contained flooding	☐	☐	☐
Doors or windows difficult to open or close	☐	☐	☐
Obvious exterior damage with bricks, mortars, stonework, chimneys	☐	☐	☐
Contained hazardous material spill/release that does not present health or fire hazard	☐	☐	☐

Notes:

Useful Resources:

- Earthquake Planning for Chemical Storage Areas Focus Sheet includes special considerations for these spaces.