



## Evacuating a building

Some emergencies, such as a fire or an earthquake, require that we leave the building. While this seems like a simple thing to do, we can easily become overwhelmed during an emergency. That is why it is critical that you know your building's evacuation procedure and your assembly areas.

Take time to know your building's Fire Safety & Evacuation Plan (FSEP). Find out who your Evacuation Warden is. Explore the posted Safety & Emergency Procedures charts for basic information on building evacuation. Remember to take your keys, coat, and other critical personal belongings. You may not be able to get back into the building right away.

Find your FSEP at: <https://facilities.uw.edu/partner-resources/safety/emergency-evacuation-operation-plans>

## Be prepared for emergencies

Emergencies always catch us off guard. But we can be ready. Here's what you need to know to respond in the moment.

Always call 911 during an emergency. And remember to ask to be connected to UW Police if you are on campus. UW Police can usually respond faster on campus.

Take time to remind yourself where fire extinguishers, first aid kits, emergency exits, and other safety gear is located. Review emergency procedures, including the location and operation of alarms.

Best practice is to be prepared to be self-sufficient for a minimum of 72 hours after a major emergency. Basic services such as electricity, water, gas, telecommunications may not be accessible for days, weeks, or longer. A key element of personal preparedness is having a disaster kit in your home, car, and office.

Learn more about **Personal Preparedness** by taking this required course:

<https://uw.bridgeapp.com/learner/courses/65ba7a8b/enroll>

Explore the information and resources offered by Emergency Management:

<http://emergency.uw.edu/>

And sign up for UW Alerts:

<http://www.washington.edu/safety/alert/>

UW SafeCampus has additional resources available:

<https://www.washington.edu/safecampus/>



# MMT

April 2026

Monthly Meeting Topics

*Important information you need to know*



## PPE is for everyone

Always wear the Personal Protective Equipment (PPE) appropriate for the activity you are doing. This is a very important part of working safely.

Supervisors and anyone who assigns work are responsible for assessing the work place and all tasks for hazards using the Hazard Review Checklist, Job Hazard Analysis, or other hazard identification tools and require the use of the appropriate PPE. Employees are responsible for using the PPE that has been assigned, and for identifying unforeseen changes in work that require re-evaluation.

We are all responsible for ensuring our colleagues are wearing the right PPE when we see them doing their work. We encourage everyone to stop unsafe work whenever you see it using the **Stop Work** or the **Husky Pause** card.

Learn more about PPE at:

<https://www.ehs.washington.edu/workplace/personal-protective-equipment-ppe>



## Wildfire Smoke

Labor and Industries (L&I) has adopted a rule to protect workers who are exposed to wildfire smoke on the job. The rule provides protection for personnel working outdoors who may be reasonably expected to be exposed to wildfire smoke. These workers must be trained if they will continue to work outside during wildfire smoke events with an AQI of 72 or higher.

Learn more at: <https://www.ehs.washington.edu/environmental/wildfire-smoke>

## Fall Protection Reminder!

To access a roof that has a fall hazard all UWF employees must be current for Fall Protection Training and have a Fall Protection workplan, even if using the exemption for inspections. Please see the UW Fall Protection manual for the exemption criteria and note that exemptions are not allowed if fall protection systems are present.

Fall Protection Manual:

<https://www.ehs.washington.edu/system/files/resources/fall-protection-program-manual.pdf>

Fall Protection Work Plan Requirements Table:

<https://www.ehs.washington.edu/system/files/resources/fall-protection-work-plan-requirements-table.pdf>



## Supervisor Job Aid

*UWF Leadership requires you to cover all relevant topics with your employees.*

*Talking points and notes to help you lead this discussion with your team. Please print & post or hand out the other attached document labeled 'Flyer'. Use this as your guide for the following topics.*



Do not forget to start your team meetings off with a **Safety Moment**. What's a Safety Moment? It's an opportunity to talk about safety—something that went right, or something we could be doing better, or a hazard to watch out for. Anything to get your team thinking and talking about safety.

## Building Evacuation & Assembly Areas

- Identify your Evacuation Warden.
- Review and discuss your building's FSEP with your staff. Take extra time to plan and document special evacuation needs and plans with any staff who have disabilities.
- Ensure you and your staff know your primary and secondary assembly areas.
- In the event of an evacuation, you must account for all of your employees.
- Review the emergency check-in procedures for staff who may be working on other parts of campus. As the supervisor, you must also be able to indicate which employees are on leave.
- Remind your staff to take critical personal belongings, such as coats, keys, phones. They may not be able to get back into the building to retrieve them.

## Preparing for Emergencies

- Ensure all your employees have taken Intro to Personal Preparedness: <https://uw.bridgeapp.com/learner/courses/65ba7a8b/enroll>
- Identify those on your staff who have been trained in First Aid/CPR and make sure your team knows who they are. UW Facilities strongly encourages you and your team to take First Aid/CPR, and/or the related Stop the Bleed course. Reach out to the Training Center to schedule.
- Ensure all of your team is signed up for UW Alerts: <http://www.washington.edu/safety/alert/>
- As a supervisor, make sure your area is stocked with supplies for employees who must stay on campus during an emergency.

## Personal Protective Equipment

- As a supervisor or person assigning work, you are responsible to identify and assess the PPE needs of your shop/area employees. If you need help, reach out to your Department Safety

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Staff.

- Hazards may include noise, chemicals, falls, dust, flying particles, slipping, repetitive motion, etc. PPE for these hazards may include earplugs and muffs, gloves, respirators, and non-slip footwear. Reach out to your department Safety staff if you have questions or need help.
- It is your responsibility to provide and make available all required PPE.
- You must ensure all employees wear the appropriate PPE as required.
- You must conduct supervisor site visits regularly to ensure that PPE is being worn.

## **Wildfire Smoke**

- Washington State Department of Labor and Industries (L&I) adopted a permanent rule to protect workers who are exposed to wildfire smoke on the job. The rule provides protection for personnel working outdoors who may be reasonably expected to be exposed to wildfire smoke.
- Make sure your department or shop has a Wildfire Smoke Response Plan before the AQI reaches 72. Use this template: <https://www.ehs.washington.edu/resource/wildfire-smoke-response-plan-template-1423>
- Employees who work outside and may be exposed to:
  - Air Quality Index (AQI) of 72 or greater must take the Wildfire Smoke Training course and be provided respiratory protection for voluntary use.
  - At AQI Action Levels of 101, 351, and 849, other Exposure Controls need to be implemented. You must be in compliance with the requirements at each AQI threshold. You can find the Exposure Controls requirements here: <https://www.ehs.washington.edu/environmental/wildfire-smoke>
- The AQI can be found at <https://www.airnow.gov/?city=Seattle&state=WA&country=USA>
- Refer to the Wildfire Smoke webpage for more information and helpful links: <https://www.ehs.washington.edu/environmental/wildfire-smoke>
- Be sure to provide respiratory protection to employees upon request.

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- See also the Fall Protection Work Plan Requirements Table:

<https://www.ehs.washington.edu/system/files/resources/fall-protection-work-plan-requirements-table.pdf>

Contact your Partner Resources if you have any questions or concerns.

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