

# Emergency Evacuation Operations Plan

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Johnson Hall

2015

The logo for the University of Washington, featuring a stylized purple 'W' followed by the text 'UNIVERSITY of WASHINGTON' in a serif font.

**W** UNIVERSITY *of* WASHINGTON

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**UNIVERSITY OF WASHINGTON**  
**Emergency Evacuation and Operations Plan**  
**(EEOP) for Johnson Hall**

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**Section 1**

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**Purpose, Scope, and Emergency Resources**

**A. PURPOSE**

The purpose of this plan is to establish procedures and duties, to promote planning, and to establish training for the staff and faculty of Earth & Space Sciences Department in case of fire, earthquake, bomb threats, chemical spills, and other emergency evacuations as required by Article 193 of the Seattle Fire Code, the Washington Administrative Code (WAC 296-24-567), and the UW Emergency Operations Plan. A copy of the University wide EEOP is included at the reference station in JHN 070.

**B. SCOPE**

This EEOP plan applies to the Earth & Space Sciences Department, located for the most part in Johnson Hall. The Earth and Space Sciences personnel housed in the Atmospheric Sciences-Geophysics Building and Oceanography are expected to be familiar with the EEOP's for their building as it pertains to their operations.

The Biology Department occupants in Johnson Hall should review their department-specific EEOP to verify that it is consistent with this evacuation and operations plan if it is determined that this single plan is not adequate in itself for their needs.

**C. COORDINATION WITH OTHER EMERGENCY PLANS**

A building's evacuation and operation plan is a key component in department safety plans and University disaster planning and must be coordinated with these other emergency/safety plans.

**UW Emergency Operations Plan**

This EEOP outlines procedures and duties for obtaining information, communicating with the UW Emergency Operation Center (see section E4), responding to non-fire building emergencies, and other contingencies that are consistent with the University of Washington's Emergency Operations Plan for large scale or campus-wide emergencies.

**D. COORDINATION WITH DEPARTMENTAL HEALTH AND SAFETY PLANS**

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

**E. UNIVERSITY EMERGENCY RESOURCES AND CONTACTS**

## University Emergency Resources and Contacts

Emergency Resource	Contact Information	Purpose & Responsibilities
<p>UW Police Department (UWPD) Bryant Building 1117 NE Boat Street</p>	<p>Emergency Assistance: From a UW phone, Dial 9-1-1.</p> <p>Non-Emergency Assistance: 206-685-8973</p>	<p>UWPD maintains an Emergency Communications Center 24 hours a day, 7 days a week. Call UWPD for emergencies of any kind, including but not limited to fire, medical emergency, or hazardous material spills or release.</p>
<p>Environmental Health and Safety (EH&amp;S) 201 Hall Health Center</p>	<p>Call 206-543-0462. After normal business hours, EH&amp;S may be reached through the UWPD using the EH&amp;S Duty Officer system.</p>	<p>EH&amp;S maintains guidelines and provides training, consultation and support for building emergencies. EH&amp;S is also available to provide consultation and support for hazardous material spills and releases, temporary controls, and other general information to the Seattle Fire Department (SFD), UWPD, and UW departments.</p>
<p>Facilities Services (FOMS &amp; ATC-20)</p>	<p>Routine and emergency services (essential services are covered 24 hours a day) may be obtained by calling: 206-685-1411 or through UWPD.</p>	<p>Facilities Services maintains a 24 hours a day, 7 days a week response unit called "FOMS" or "Unit 2." The FOMS respond automatically to all fire alarms, and other emergencies to provide support for the UWPD and SFD. This support includes, but is not limited to, the operating/resetting of the fire alarm system; operating the heating, ventilation, and air-conditioning systems (HVAC); and the shutdown of steam, water, electrical, and other utilities. Also provides ATC-20 teams for rapid structural assessments of buildings following earthquakes.</p>
<p>UW Office of Emergency Management (UWEM)</p>	<p>Call 206-897-8000 during normal business hours.</p>	<p>UWEM staff is available during normal business hours to provide general disaster planning guidance and training resources to faculty and staff. UWEM maintains and coordinates all EOC activities and campus-wide disaster drills and recovery efforts.</p>

**Report all emergencies to the UWPD immediately.**

Emergency Resource	Contact Information	Purpose & Responsibilities
UW Emergency Operations Center (EOC)	The primary EOC is located in UW Tower, 4333 Brooklyn Ave NE, Room C-140. The secondary EOC location is Poplar Hall, Rooms 105 & 106	For a major local or regional emergency, the UW President or his/her designee may request activation of the University's Emergency Operations Center (EOC). EOC staff will decide on the use of available resources and communicate with outside agencies and authorities. Information on missing persons, building emergencies, first aid, and other needs during a large-scale emergency must be provided to the EOC by using campus telephone systems, computer, (See Emergency Communications in Section 1) or by runner if the telephone systems fail.
KOMO 1000 AM	On the radio at AM 1000 and/or call UW 206-897-4636	The Official Area Broadcast Station in case of major disaster or University "suspended operations." Tune into this station for information.

## F. EMERGENCY COMMUNICATIONS

### 1. Telephones

The campus telephone system will be used to the extent possible. In case of system failure or a power failure, campus phones will not function. If a multi-line phone does not work, try a single-line phone before looking for alternatives. Personal cellular phones may also still function, depending on the circumstances. Building personnel will serve as messengers if phone communication is not an option.

### 2. Monitored Systems / Fire Alarm

The building fire alarm system is continuously monitored for alarm by a contracted service and, in a backup capacity, by the UW Police Department's Communication Center. All alarms result in an automatic response by Seattle Fire Department, UW Police, and Facility Services' FOMS unit. As per UWPD, if there is an emergency besides fire and it is difficult to access a phone, the fire alarm system can be activated to summon medical aid or other assistance.

## G. EMPLOYEE ORIENTATION

New employees must be informed of the EEOP as part of their New Employee Safety Orientation. This initial plan and all significant revisions to the plan should be routed to all personnel. The faculty and staff should be familiar with the EEOP and are encouraged to discuss the plan with their research groups, students, and visitors. To assure the safety of all building occupants, the Fire Safety Director and Floor Wardens will work together to ensure all departmental employees are aware of the plan, and that students and visitors are also informed.

## H. FIRE EXIT DRILLS

Evacuation drills will be scheduled, conducted, and recorded by the Fire Safety Director.

## Section 2

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### Building Evacuation: UW Personnel Duties and Responsibilities

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

#### A. DEPARTMENT AND STAFF RESPONSIBILITIES

1. Employees, Faculty, and Staff are responsible for:
  - a. Being familiar with and following EEOP procedures when required.
  - b. Participating in drills and training as required.
  - c. Informing students and visitors of procedures to be followed in case of a building alarm or emergency. **Students should have a brief orientation on the first day of class to assure that they are aware that evacuation is required when the alarm system is activated, and that they know where the nearest exits are located.** Visitors unfamiliar with building procedures should be informed and assisted as appropriate.

#### 2. Special Positions

The Evacuation Director, Fire Safety Director, Floor Wardens, and their alternates are UW employees or occupants of Johnson Hall and have volunteered to serve in these positions. See Appendix A for listing.

##### a. *Fire Safety Director Responsibility and Control*

- i. The Fire Safety Director acts as the liaison with the responding emergency service, EH&S and others if a building emergency occurs. In their absence the alternates are responsible for carrying out the requirements. If an emergency happens when these members of the department are not available, the Chair of the Department of Earth & Space Sciences will coordinate emergency response.
- ii. A contact person, appointed by the advisor of each research group, is responsible for laboratories and work areas (See Appendixes A and B). Any possible problem areas should be reported to responding emergency personnel.
- iii. For a community-wide event (Level III), the Fire Safety Director or an alternate will establish contact with the UW Emergency Operations Center (EOC). Contact will be established by normal phone system (911), single line phones or runners.

##### b. *Fire Safety Director and Alternates' Duties*

- i. Prepare and annually maintain the building Emergency Evacuation and Operations Plan (EEOP). A copy of the completed plan should be available in the Earth & Space Sciences main office 070 Johnson Hall. Coordinate with the Earth & Space Sciences Safety Committee, responsible for employee, student,

- and visitor health and safety.
- ii. Assign floor wardens (and alternates) for all areas of the building and ensure that they know what their duties are in case of an evacuation. Floor warden orientation is required when there are changes of personnel. Schedule “Floor Warden Training” for assigned personnel. See Appendix A for a current list of floor wardens and alternates.
  - iii. Ensure that classroom instructors inform students about emergency procedures, exits routes, and assembly points on the first day of class.
  - iv. Schedule, conduct, and record fire drills as required by the Seattle Fire Code and WAC 296-24.
  - v. Review the emergency plan at least annually and confirm that it is current.
  - vi. Ensure that emergency services, UWPD, FOMS, SFD, and EH&S, are notified for all building emergencies as appropriate.
  - vii. During a fire alarm, report to the northwest corner of Drumheller Fountain assembly point and act as a liaison with responding emergency services and do the following:
    1. Receive status reports from area floor wardens.
    2. Provide information about the building layout, systems, processes, and special hazards to Facility Services, SFD, UWPD, and other emergency personnel.
    3. Help the Facility Services Personnel (FOMS), and the Seattle Fire Department in the operation of the Fire Alarm Panel if required.
    4. Coordinate with key building administrators on building occupation and operation issues
    5. Assign Floor Wardens or other assigned personnel, as needed, to be stationed by all other building entrances to prevent unsuspecting personnel from reentering the building. When the fire or police department give the ‘all clear’ signal, the Fire Safety Director notifies the floor wardens that the occupants may reenter the building.

c. *Duties of Floor Wardens (Overview. See Checklist 2 for further details)*

- i. Be familiar with the “Emergency Evacuation and Operations Plan” (EEOP). It contains the function and activities of building staff during many emergencies, how these activities are to mesh with responding emergency personnel, information on the building and its emergency protection systems, emergency equipment testing procedures, and a list of all the floor wardens in your building.
- ii. Distribute copies of appropriate sections of the completed plan to all people in your area of responsibility.
- iii. Know where persons with disabilities are located in your area and what their alarm response will be (See Appendix G). Know the ‘areas of refuge’ in your section or individual rooms that may be used by persons with mobility disabilities during a fire alarm.
- iv. Coordinate with the other Floor Wardens on your floor to work together and avoid duplication of tasks.
- v. Walk over your primary and secondary evacuation routes at least once to familiarize yourself with emergency exits and routes to the reassembly area.
- vi. Attend training sessions and meetings to review procedures and duties.
- vii. Know where hazardous conditions or situations in your area may exist. Know the location of flammable, radioactive and other hazardous materials.

- viii. Know where the pull stations are and how to turn in an alarm.
- ix. Know how the alarm system responds.



## Checklist 2: Floor Warden Pre-evacuation Planning and Coordination

Subject	Duties / Responsibilities	
Administrative	Be familiar with the EEOP. It contains: <ul style="list-style-type: none"> <li>• The function and activities of building staff during emergencies</li> <li>• How to coordinate with responding emergency personnel</li> <li>• Information on the building and its emergency protection systems</li> <li>• Emergency equipment testing procedures</li> <li>• A list of all the evacuation wardens in your building</li> </ul>	<input type="checkbox"/>
	Distribute copies of the completed EEOP, or appropriate sections of it, to all people in your area of responsibility.	<input type="checkbox"/>
Pre-Emergency Coordination	Know where persons with disabilities are located in your area and what their alarm response will be (See Appendix D). Areas of Refuge or individual rooms may be used by persons with mobility disabilities during a fire alarm. The Areas of Refuge may be identified on your evacuation plans found in Appendix C. If you have a staff member with a mobility disability and cannot find an area of refuge on your floor plan, contact EH&S Fire Safety at 206-616-5519	<input type="checkbox"/>
	Coordinate with the other Evacuation Wardens on your floor to work together and avoid duplication of tasks.	<input type="checkbox"/>
	Walk over your primary and secondary evacuation routes at least once to familiarize yourself with emergency exits and routes to the Evacuation Assembly Points (EAPs).	<input type="checkbox"/>
	Know where hazardous conditions or situations in your area may exist. Know the location of flammable, radioactive and other hazardous materials, as well as chemical and/or biological spill cleanup kits.	<input type="checkbox"/>
	Know where the phones and pull stations are and know HOW to turn on an alarm.	<input type="checkbox"/>
	Know how the alarm system responds. For most buildings, the alarm sounds throughout the building and all occupants, except persons with physical disabilities, must evacuate. High-rise buildings may only alarm in certain floors or areas.	<input type="checkbox"/>
	Become familiar with the location and operation of emergency equipment, including fire extinguishers, first aid kits, spill cleanup kits, and disaster supply kits.	<input type="checkbox"/>
Training	Attend training sessions and meetings to review procedures and duties, if necessary. EH&S and SFD offer Evacuation Warden training sessions regularly.	<input type="checkbox"/>
	Participate in evacuation drills as requested by Evacuation Director.	<input type="checkbox"/>

## Checklist 2: Floor Warden Emergency Evacuation Duties

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

**Note: Silencing of the alarm is NOT to be considered an all-clear signal!**

## Floor Warden Checklist

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Building: \_\_\_\_\_ Time: \_\_\_\_\_ am/pm  
Location within building (floor, wing, room): \_\_\_\_\_  
Type of incident (manual pull, smoke, sprinkler): \_\_\_\_\_  
Evacuated Floors: \_\_\_\_\_  
Evacuation Assembly Point (EAP): \_\_\_\_\_  
Secondary EAP: \_\_\_\_\_

### Evacuation Tasks

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

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

### After the All-Clear Signal

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

Notes

d. Faculty, Lecturers, and TAs responsibilities

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

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

# Section 3

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## Specific Emergency Procedures

### Procedure 1: Fire Emergencies and Building Fire Alarms

#### Fire Procedures for Occupants

1. When an alarm sounds on your floor, begin immediate evacuation. Close doors behind you.
2. If you discover a fire, activate the nearest pull station and call 911. Then you may attempt to put it out if it is small (no larger than a waste basket). If the fire is too large or you are uncomfortable or unfamiliar with the proper use of a fire extinguisher, simply close the door and evacuate.
3. If the fire alarm does not work, call 911 and notify occupants verbally of the emergency and the need to evacuate. Floor Wardens or another responsible party needs to confirm that all occupants are notified.
4. If you are on fire, STOP – DROP – ROLL. If another person is on fire, yell “STOP – DROP – ROLL.”
5. Evacuate via the nearest stairwell or grade level exit.
6. Do not block exit doors in an open position. The stairwells are pressurized to keep smoke out and keep them safe for evacuation and fire personnel. Leaving doors open makes the stairwells dangerous and unusable. Persons with physical disabilities have several options for evacuation (See Appendix G).
7. Go to your predetermined assembly point as outlined in Appendix C.
8. At the assembly point, account for personnel and report to the Floor Wardens if any occupants are unaccounted for and may be trapped. Floor Wardens will report to the Fire Safety Director.
9. If you are trapped by smoke, stay low, cover your mouth with wet cloth, stay near a window, open it but do not break it, hang something out the window to let fire personnel know you are there and put something in cracks around the door, phone 911 if possible.

\*\*Remember that hazardous equipment and processes should be shut down unless doing so presents a greater hazard. Close doors before leaving. DO NOT USE THE ELEVATORS. When an alarm is sounded, the elevators will be automatically recalled to a pre-determined floor for use by the fire department personnel. \*\*

## Fire Procedures for Floor Wardens

1. When the alarm sounds, take your cap, whistle, and clipboard, and go to your assigned area. Begin at the farthest point in your area and assure that the occupants ahead of you have evacuated. Conduct a quick search and make sure hazardous equipment is shut off, doors are closed and no one is left behind. This search should take two to three minutes. If there is smoke in the hall, stay low, cover your mouth with a damp cloth or handkerchief, visualize where the exits are, stay close to and use the wall to guide you so you do not become confused. If there is no smoke, you may have trouble getting people to evacuate so be strong, positive and insistent. Students and visitors who may not be familiar with this plan must be informed of the requirement to evacuate.
2. Direct occupants to reassemble at the designated assembly point. If you have helpers, station them in front of the elevator to make sure no one attempts to use it. If the stair is full of smoke go to another stair.
3. Do not allow the stairway doors and other exit doors to be blocked open. Leaving stairway doors blocked or held open allows smoke to enter the stairwells and makes them dangerous and unusable.
4. Special attention needs to be given to any persons with disabilities, in particular those who are visitors and unfamiliar with the building. Floor wardens are responsible to report the location of all mobility impaired persons stranded in their area of responsibility to the Fire Safety Director or Seattle Fire Department personnel.
5. Stay near exit door to prevent re-entry into the building until the all-clear signal is given by the SFD

**\*\*Silencing of the alarm is not considered an all clear signal! \*\***

## Procedure 2: Earthquakes

### During All Earthquakes

#### A. Inside a building

1. If indoors, watch for falling objects such as light fixtures, bookcases, cabinets, shelves, large mounted rock slabs, and other furniture that might slide or topple. Stay away from windows. Get under a table or desk, into a corner away from windows, or into a structurally strong location such as a hall by a pillar. Do not run outside. \*\*Remember: Drop, Cover, and Hold\*
2. Do not dash for exits since they may be damaged and the building's exterior brick, tile, and decorations may be falling off.
3. Do not use the elevators.
4. When the shaking stops, check for injuries to personnel in your area. Do not attempt to move seriously injured persons unless they are in immediate danger.
5. Render first aid assistance if required.
6. Check for fires or fire hazards — spills of flammable or combustible liquids, or leaks of flammable gases.
7. Turn off ignition and heat sources if properly trained and it is safe to do so.
8. Shut off all gas sources if properly trained and safe to do so.
9. Exit the building, if possible, taking emergency/first-aid kit and personal belongings, and go to the nearest assembly point to report injuries, damages, and potentially hazardous conditions. Call or send a runner to the Emergency Operations Center to communicate any needed assistance and emergencies that may exist. Once you have exited the building, do not reenter until the building has been declared safe by trained emergency personnel.
10. Use the telephone system only for urgent matters.
11. Personnel should know the location of first aid kits, fire alarms, and extinguishers. All ESS employees, as well as all grad students are expected to maintain current first aid certification, retraining every two years.
12. Floor Wardens are responsible for walking through their assigned areas, assisting in evacuations, and reporting to the emergency assembly point. These activities must not significantly delay evacuation from the building or put the Floor Warden in danger.

## B. Outside a Building

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

### After a Major Earthquake

1. Do not reenter until the building has been declared safe by trained emergency personnel (Seattle Fire Department or the ATC-20 assessment teams).
2. Expect Aftershocks.
3. Evacuation Wardens who are also CERT team members must fulfill their evacuation warden duties first before joining the CERT team response.

### After a Minor Earthquake

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



### Procedure 3: Hazardous Material Spills

Spills that do not endanger workers in the immediate area may be cleaned up by laboratory personnel who have been trained by their PI or lab supervisor and are properly equipped to handle the situation. Chemical spill guidelines should be established by the PI or lab supervisor and should take into consideration the following:

- a. The hazards of the chemical(s) involved
- b. The amount of the chemical(s) spilled
- c. The possible spill locations
- d. Availability of a spill cleanup materials or kits\*

\* (See Section III.B.7 of the Laboratory Safety Manual for help in assembling a spill cleanup kit.)

If the spill is large, if the chemical is not easily identified, or if the chemical is extremely hazardous:

- a. Evacuate all personnel from the area.
- b. Report to Main Campus UW Police, 911
- c. When placing an emergency call:
  - a. Give your name.
  - b. Give your location (room and building).
  - c. Give the phone number you are using.
  - d. Describe the emergency and any injuries.
  - e. If possible, remain in the vicinity, away from danger, to assist emergency responders. The UW Police will notify the Seattle Fire Department who will respond to stabilize and contain the chemical spill, often leaving behind hazardous waste and contaminated equipment. If the hazardous waste is not properly cleaned up and packaged by the Seattle Fire Department, do not reoccupy the area. Contact Environmental Health & Safety Chemical Spill Advice at 206-543-0467 for assistance. Please note that packaged waste must be handled according to policies and guidelines established in the UW Hazardous Waste Management Guide (Part II of the Laboratory Safety Manual). Please Contact the EH&S Chemical Waste Group at 206-616-5835 for assistance.

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

## Procedure 4: Bomb Threats

### Threat Recipients

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

## Checklist 4: Bomb Threat Checklist

### Questions to Ask Caller

- When will the bomb explode? \_\_\_\_\_
- Where is the bomb? \_\_\_\_\_
- What does it look like? \_\_\_\_\_
- What kind of bomb is it? \_\_\_\_\_
- What will cause it to explode? \_\_\_\_\_
- Did you place the bomb? \_\_\_\_\_
- Why? \_\_\_\_\_
- What is your name? \_\_\_\_\_
- Where are you calling from? \_\_\_\_\_
- What is your address? \_\_\_\_\_

### Exact Words of Caller:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Describe the Caller's Voice (Circle all that apply)

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

### Additional Information

- 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:	
Phone number received at:	
Person who received the call:	<i>(Insert full name and contact information)</i>

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

## Procedure 5: Suspicious Packages and Mail

A suspicious letter may have...	A suspicious package may have...
<ol style="list-style-type: none"><li>1. No Return Address</li><li>2. Restrictive markings, such as "PERSONAL!"</li><li>3. It is sealed with tape</li><li>4. The address has:<ul style="list-style-type: none"><li>• misspelled words</li><li>• is addressed to a title but not a person</li><li>• an incorrect title</li><li>• is badly typed or handwritten</li></ul></li></ol>	<ol style="list-style-type: none"><li>1. Oily stains, discolorations, or crystallizations on the wrapper</li><li>2. Stranger odor</li><li>3. Excessive tape</li><li>4. Is rigid or bulky</li><li>5. Lopsided or uneven</li><li>6. The weight is odd for its size</li></ol>

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

### If you find a suspicious package or letter:

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

### If you suspect the mail may contain...

1. **A bomb or explosive**
  - a. Evacuate immediately
  - b. Call 9-1-1 from a safe location
2. **A radiological threat**
  - a. Limit exposure – do not handle
  - b. Evacuate area
  - c. Shield yourself from object
  - d. Call 9-1-1 from a safe location
3. **A biological or chemical threat**
  - a. Isolate – do not handle
  - b. Evacuate Immediate Area
  - c. Wash your hands with soap and warm water
  - d. Call 9-1-1 from a safety location

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

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

## Procedure 6: Anthrax Threat

### Background

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

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

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

### Instructions

- 1. Follow Procedure 5 for suspicious letters and packages**
  - a. DO NOT open the package
  - b. Call 9-1-1 to request police and fire
  - c. If a powder or other substance spills out of the letter/package, **DO NOT CLEAN IT UP**
  - d. Evacuate the immediate area, and keep others away
  - e. Immediately wash your hands with soap and water
  - f. Ensure that all persons who have handled the letter or package wash their hands
  - g. Wait for the police and fire personnel to arrive
  - h. Start a list of names and telephone numbers for all persons who have handled the letter and who were in the immediate area when the letter/package was opened
- 2. Police and fire personnel will:**
  - a. Secure the area and the suspicious letter or package
  - b. Assess and determine whether a credible threat exists
  - c. Contact appropriate public health and other response officials
  - d. Decontaminate people and their clothing as appropriate
- 3. Persons with probable or known exposure:**
  - a. Will be directed to seek immediate medical attention
  - b. Will be monitored by local public health to ensure appropriate treatment and follow-up
- 4. People without known exposure:**
  - a. Should be assured that infection without known exposure is rare
  - b. Should seek medical care for further concerns following the incident
  - c. Should understand that there are not routine screening tests available to detect Anthrax infection in persons without known exposure to Anthrax spores
- 5. After the Spill of a Powder or Other Substances**
  - a. If police and fire deem there is a credible threat, they will determine who will clean the affected area before personnel will be allowed to return.
  - b. If police and fire personnel deem that there is no credible threat:
  - c. Clean up should be performed by following established protocols for cleaning spills

- i. Facilities without protocol should use a 1:10 solution of household bleach in water
- ii. Powders should be wetted before disturbing them during clean-up

## Procedure 7: Medical Emergencies

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

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

### In the Event of a Medical Emergency

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

## Procedure 8: Civil Demonstrations

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

## Appendix A

### Responsible Individuals and First Aid Resources

#### *Evacuation Director and Fire Safety Director*

Evacuation Director	Fire Safety Director
Full Name: Bruce Nelson	Full Name: Dave McDougall
Title: Chair and Professor	Title: Building Coordinator
Physical Location (Room or Office No.): JHN 070K	Physical Location (Room or Office No.): JHN 051
Phone Number: 206-221-4837	Phone Number: 206-543-9633
E-mail Address: <a href="mailto:bnelson@uw.edu">bnelson@uw.edu</a>	E-mail Address: <a href="mailto:mcdougal@uw.edu">mcdougal@uw.edu</a>

#### *Floor Wardens and Alternates*

Floor Warden #1	Alternate Floor Warden #1
Full Name: Sue Bernhardt	Full Name:
Title: Administrator	Title:
Designated Floor: Zero floor, South Wing	Designated Floor: Zero floor, South Wing
Designated Door: Doors 13A-B	Designated Door: Doors 13A-B
Location of Door: Near JHN 075	Location of Door: Near JHN 075
Physical Location (Room or Office No.): JHN 070A	Physical Location (Room or Office No.):
Phone Number: 206-543-0384	Phone Number:
E-mail Address: <a href="mailto:suejoi@uw.edu">suejoi@uw.edu</a>	E-mail Address:

Floor Warden #2	Alternate Floor Warden #2
Full Name: Ed Mulligan	Full Name:
Title: Senior Computer Specialist	Title:
Designated Floor: Zero Floor, North Wing	Designated Floor: Zero Floor, North Wing
Designated Door: Doors 9-10, 7,8	Designated Door: Doors 9-10, 7,8
Location of Door: Landing near JHN 102	Location of Door: Landing near JHN 102
Physical Location (Room or Office No.): JHN 041	Physical Location (Room or Office No.):
Phone Number: 206-543-0941	Phone Number:
E-mail Address: <a href="mailto:mulligan@uw.edu">mulligan@uw.edu</a>	E-mail Address:



<b>Floor Warden #3</b>	<b>Alternate Floor Warden #3</b>
Full Name: Mike Harrell	Full Name:
Title: Scientific Instructional Designer	Title:
Designated Floor: 1 <sup>st</sup> floor, North Wing	Designated Floor: 1 <sup>st</sup> floor, North Wing
Designated Door: Doors 1-2-3	Designated Door: Doors 1-2-3
Location of Door: Near JHN 102 North end	Location of Door: Near JHN 102 North end
Physical Location (Room or Office No.)	Physical Location (Room or Office No.):
Phone Number:206-543-0367	Phone Number:
E-mail Address: mdh666@uw.edu	E-mail Address:
<b>Floor Warden #4</b>	<b>Alternate Floor Warden #4</b>
Full Name: April Huff	Full Name:
Title: Program Manager	Title:
Designated Floor: 1 <sup>st</sup> Floor, South Wing	Designated Floor: 1 <sup>st</sup> Floor, South Wing
Designated Door: Doors 11A-B	Designated Door: Doors 11A-B
Location of Door: Near join of wings	Location of Door: Near join of wings
Physical Location (Room or Office No.): JHN 151	Physical Location (Room or Office No.):
Phone Number: 206-543-0213	Phone Number:
E-mail Address: alhuff@uw.edu	E-mail Address:
<b>Floor Warden #5</b>	<b>Alternate Floor Warden #5</b>
Full Name: Valerie Soza	Full Name:
Title:	Title:
Designated Floor: 2 <sup>nd</sup> Floor, North Wing	Designated Floor: 2 <sup>nd</sup> Floor, North Wing
Designated Door:	Designated Door:
Location of Door:	Location of Door:
Physical Location (Room or Office No.): JHN 202A	Physical Location (Room or Office No.):
Phone Number: 206-543-6790	Phone Number:
E-mail Address: vsoza@uw.edu	E-mail Address:
<b>Floor Warden #6</b>	<b>Alternate Floor Warden #6</b>
Full Name: Michael McCarthy	Full Name:
Title: Research Associate Professor	Title:
Designated Floor: 2 <sup>nd</sup> Floor South Wing	Designated Floor: 2 <sup>nd</sup> Floor South Wing
Designated Door:	Designated Door:
Location of Door:	Location of Door:
Physical Location (Room or Office No.): JHN 261	Physical Location (Room or Office No.):
Phone Number: 206-685-2543	Phone Number:
E-mail Address: mccarthy@uw.edu	E-mail Address:

<i>Floor Warden #7</i>	<i>Alternate Floor Warden #7</i>
<i>Full Name:</i>	<i>Full Name:</i>
<i>Title:</i>	<i>Title:</i>
<i>Designated Floor: 3<sup>rd</sup> Floor North Wing</i>	<i>Designated Floor: 3<sup>rd</sup> Floor North Wing</i>
<i>Designated Door:</i>	<i>Designated Door:</i>
<i>Location of Door:</i>	<i>Location of Door:</i>
<i>Physical Location (Room or Office No.):</i>	<i>Physical Location (Room or Office No.):</i>
<i>Phone Number:</i>	<i>Phone Number:</i>
<i>E-mail Address:</i>	<i>E-mail Address:</i>
<i>Floor Warden #8</i>	<i>Alternate Floor Warden #8</i>
<i>Full Name: Nathan Briley</i>	<i>Full Name:</i>
<i>Title: Senior Computer Specialist</i>	<i>Title:</i>
<i>Designated Floor: 3<sup>rd</sup> Floor South Wing</i>	<i>Designated Floor: 3<sup>rd</sup> Floor South Wing</i>
<i>Designated Door: Doors 15 A-B</i>	<i>Designated Door: Doors 15 A-B</i>
<i>Location of Door: Near JHN 045</i>	<i>Location of Door: Near JHN 045</i>
<i>Physical Location (Room or Office No.): JHN 045</i>	<i>Physical Location (Room or Office No.):</i>
<i>Phone Number: 206-685-3398</i>	<i>Phone Number:</i>
<i>E-mail Address: nab8@uw.edu</i>	<i>E-mail Address:</i>
<i>Floor Warden #9</i>	<i>Alternate Floor Warden #9</i>
<i>Full Name: Scott Kuehner</i>	<i>Full Name:</i>
<i>Title: Research Scientist/Engineer</i>	<i>Title:</i>
<i>Designated Floor: 4<sup>th</sup> Floor</i>	<i>Designated Floor: 4<sup>th</sup> Floor</i>
<i>Designated Door: Doors 17-18-19</i>	<i>Designated Door: Doors 17-18-19</i>
<i>Location of Door: Near Elevators</i>	<i>Location of Door: Near Elevators</i>
<i>Physical Location (Room or Office No.): JHN 425</i>	<i>Physical Location (Room or Office No.):</i>
<i>Phone Number: 206-543-8393</i>	<i>Phone Number:</i>
<i>E-mail Address: kuehner@uw.edu</i>	<i>E-mail Address:</i>

## ***First Aid Contacts***

List all personnel with qualifications in First Aid and CPR, and summarize their training history.

<b>First Aid Contact</b>	<b>Training History</b>
<i>Full Name:</i> Michael McCarthy <i>Physical Location (Room or Office No.):</i> JHN 261 <i>Phone Number:</i> <i>E-mail Address:</i> mccarthy@uw.edu	<i>Type of training received and expiration dates:</i> Emergency Care Basic Life Support - expires Sep 2015 and will renew through 2016.
<i>Full Name:</i> Hope Sisley <i>Physical Location (Room or Office No.):</i> <i>Phone Number:</i> <i>E-mail Address:</i> vortagal@u.washington.edu	<i>Type of training received and expiration dates:</i> First Aid / CPR – Expires September 2016
<i>Full Name:</i> Dave McDougall <i>Physical Location (Room or Office No.):</i> JHN 047 <i>Phone Number:</i> 206-543-9633 <i>E-mail Address:</i> mcdougal@uw.edu	<i>Type of training received and expiration dates:</i> Basic First Aid/CPR – recertification in Fall 2015
<i>Full Name:</i> Dorothy Metcalf-Lindenberger <i>Physical Location (Room or Office No.):</i> JHN 429 <i>Phone Number:</i> 281-229-1335 <i>E-mail Address:</i>	<i>Type of training received and expiration dates:</i> First Aid / CPR – expires September 2016
<i>Full Name:</i> <i>Physical Location (Room or Office No.):</i> <i>Phone Number:</i> <i>E-mail Address:</i>	<i>Type of training received and expiration dates:</i>
<i>Full Name:</i> <i>Physical Location (Room or Office No.):</i> <i>Phone Number:</i> <i>E-mail Address:</i>	<i>Type of training received and expiration dates:</i>
<i>Full Name:</i> <i>Physical Location (Room or Office No.):</i> <i>Phone Number:</i> <i>E-mail Address:</i>	<i>Type of training received and expiration dates:</i>

## Appendix B Hazardous Locations and Laboratory Contacts

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

Room	Lab Title	Hazards	Investigators/Contacts	Phone
ATG 36	Wet Chemical Extraction of Soils		Ron Sletten	543-0571
ATG 40, 44			Kathy Troost	543-6058
JHN 202A	Hall Lab Biology	Flammable Liquids, class 1A, 1B, 1C. Highly toxic. Biohazard, Radioactive Materials	Dale Lindsley Ben Hall Sam Wasser	543-6740 543-1099 543-1669
JHN 203B	Center for Conservation Biology	Flammable Liquids, class 1A, 1B, 1C. Highly toxic. Biohazard, Radioactive Materials	Samuel Wasser Ben Hall	543-1669 543-1099
JHN 211	Center for Conservation Biology	Radioactive Materials, WN-C001-1	Samuel Wasser	543-1669
JHN 217	Plant Growth Lab	Chemical hazard, toxic, flammable	Elizabeth Van Volkenburgh	543-1986
JHN 221	Leopold Lab Biology	Toxic gas, compressed gas, unstable, reactive Class 3	Estella Leopold	685-1151 685-1960
JHN 222	High Pressure Mineral Physics	Compressed gas, lasers	Evan Abramson, Michael Brown	616-4388 685-1890
JHN 224	Prep Room	Compressed gas	Evan Abramson, Michael Brown	616-4388 685-1890
JHN 226	Planetary Sciences	Chemicals, flammable, Class 1B, 1C, toxic, compressed gas, high voltage	David Catling	543-8653
JHN 227	Culture Media Room	Cryogenic liquids, nitrogen	Robert Goff, Alex Hansen	685-3787 543-8358
JHN	Advanced	Flammable gas,	Robert Winglee, Erika	685-8160

275A	Propulsion	liquefied, Flammable liquids, Class 1B, 1C, compressed gas	Harnett	543-0212
JHN 302A	Stable Isotope	Cryogenic inert liquid, Flammable liquids, Class 1B, 1C, Highly toxic, oxidizer gas, compressed gas,	Eric Steig, Roger Buick	543-6327 543-1913
JHN 302B	Hydrofluoric	Chemical hazard, highly toxic	Eric Steig, Roger Buick	543-6327 543-1913
JHN 303B	Bio/Geo Chem	Chemical hazards, Flammable gas, Flammable liquids, combination class 1B, 1C, Highly toxic, compressed gas	Roger Buick	543-6327
JHN 305A	Environmental Geochemistry	Chemical hazard, compressed gas	Ron Sletten	543-0571
JHN 375A	Aeronomy and Optics	High Voltage	Michael McCarthy	543-9055 543-7277
JHN 402B	Isotopic Geochemistry	Radioactive materials	Bruce Nelson	543-9187
JHN 403B	Isotopic Geochemistry	Chemical hazards, highly toxic	Bruce Nelson	543-9187
JHN 403C	Isotopic Geochemistry	Chemical hazards, highly toxic, Radioactive materials	Bruce Nelson	543-9187
JHN 403D	Isotopic Geochemistry	Chemical hazards, highly toxic, Radioactive materials	Bruce Nelson	543-9187
JHN 403E	Isotopic Geochemistry	Radioactive materials, cryogenic inert liquid, oxidizer Class 2, 4	Bruce Nelson	543-9187
JHN 411	Cosmogenic Nuclide	Chemical hazard, highly toxic	John Stone	221-6383 (lab) 221-6332
JHN 413	Cosmogenic Nuclide	Chemical hazard, Oxidizer Class 4	John Stone	221-6383 (lab) 221-6332

JHN 417	Cosmogenic Nuclide	Chemical hazard, pyrophoric	John Stone	221-6383( lab) 221-6332
JHN 418	Geomicrobiology	Flammable gas, Flammable liquids, Class 1B, 1C	Drew Gorman-Lewis	616-4904 543-3541
JHN 422	Petrology	Chemical hazard, highly toxic	Drew Gorman-Lewis Fangzhen Teng	221-6383(lab)
JHN 424B	Microprobe Room	Chemical hazard, flammable gas (gaseous) compressed gas	Scott Kuehner	543-8393

## Appendix C Building Evacuation Plans

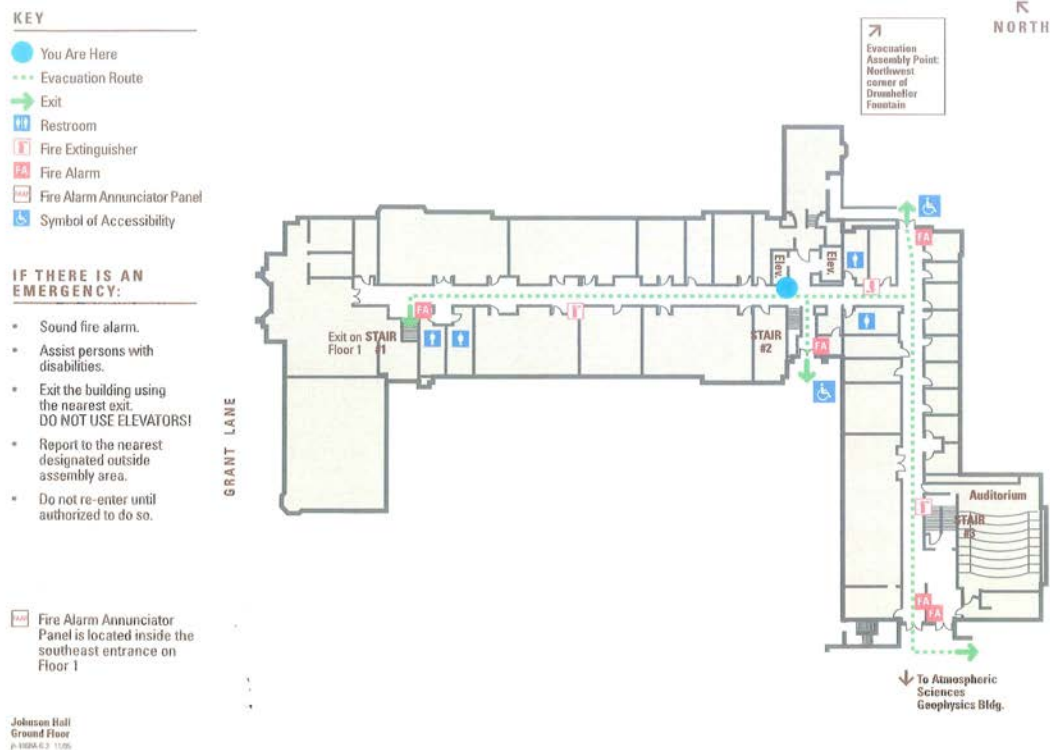
### Evacuation Plans

The attached floor plans identify exits and exit routes for the building. The floor plans are also on the walls near the stairwells and exits.

### Assembly Points

There is one assembly points during any type of evacuation of Johnson Hall:

- 1) The northwest corner of Drumheller Fountain.



**KEY**

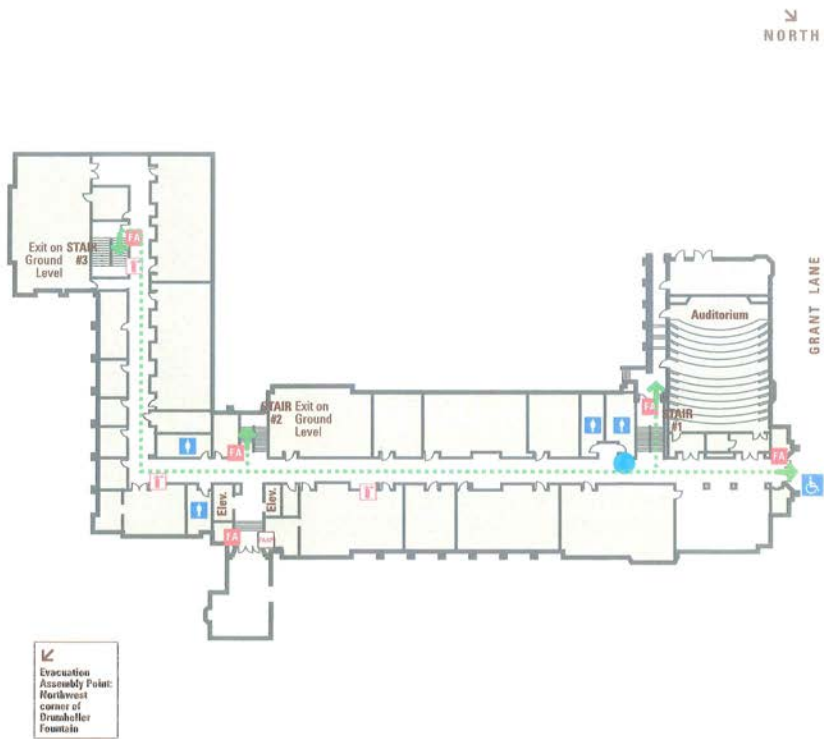
- You Are Here
- Evacuation Route
- ➔ Exit
- R Restroom
- F Fire Extinguisher
- A Fire Alarm
- A Fire Alarm Annunciator Panel
- ♿ Symbol of Accessibility

**IF THERE IS AN EMERGENCY:**

- Sound fire alarm.
- Assist persons with disabilities.
- Exit the building using the nearest exit. **DO NOT USE ELEVATORS!**
- Report to the nearest designated outside assembly area.
- Do not re-enter until authorized to do so.

A Fire Alarm Annunciator Panel is located inside the southeast entrance on Floor 1

Johnson Hall  
Floor 1  
p. 1000A-01.7 11/06



**KEY**

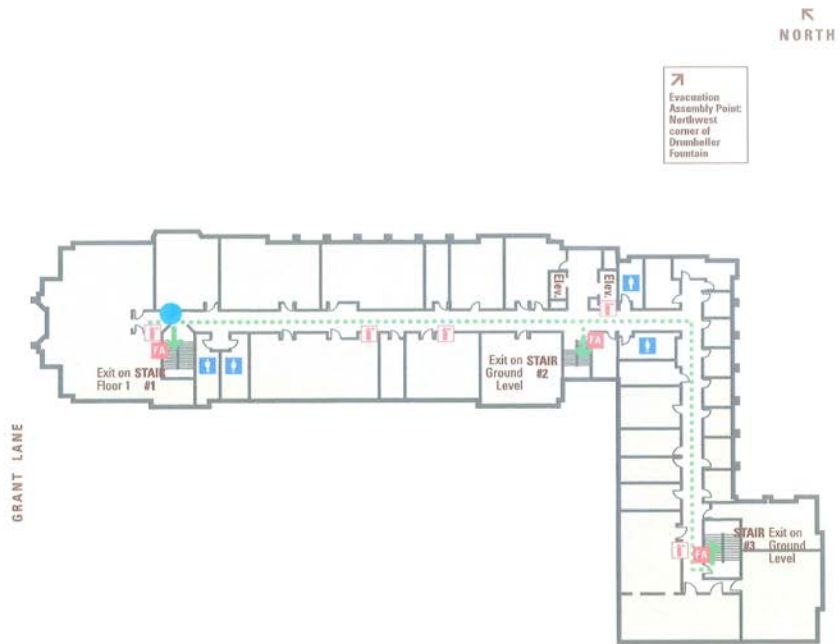
- You Are Here
- Evacuation Route
- ➔ Exit
- R Restroom
- F Fire Extinguisher
- A Fire Alarm
- A Fire Alarm Annunciator Panel
- ♿ Symbol of Accessibility

**IF THERE IS AN EMERGENCY:**

- Sound fire alarm.
- Assist persons with disabilities.
- Exit the building using the nearest exit. **DO NOT USE ELEVATORS!**
- Report to the nearest designated outside assembly area.
- Do not re-enter until authorized to do so.

A Fire Alarm Annunciator Panel is located inside the southeast entrance on Floor 1

Johnson Hall  
Floor 2  
p. 1000A-02.1 11/06





**KEY**

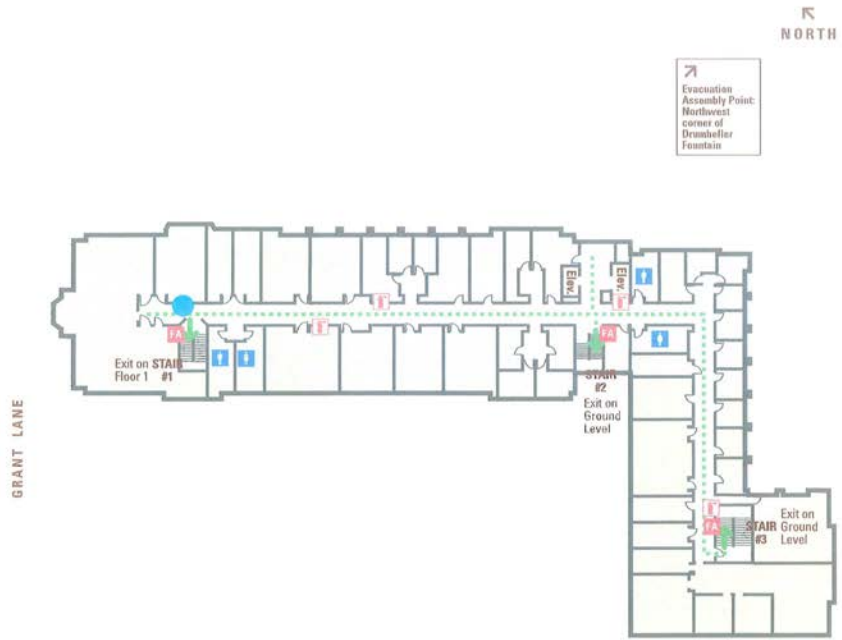
-  You Are Here
-  Evacuation Route
-  Exit
-  Restroom
-  Fire Extinguisher
-  Fire Alarm
-  Fire Alarm Annunciator Panel
-  Symbol of Accessibility

**IF THERE IS AN EMERGENCY:**

- Sound fire alarm.
- Assist persons with disabilities.
- Exit the building using the nearest exit. **DO NOT USE ELEVATORS!**
- Report to the nearest designated outside assembly area.
- Do not re-enter until authorized to do so.

 Fire Alarm Annunciator Panel is located inside the southeast entrance on Floor 1

Johnson Hall  
Floor 3  
JN-100A-013 11/06




**KEY**

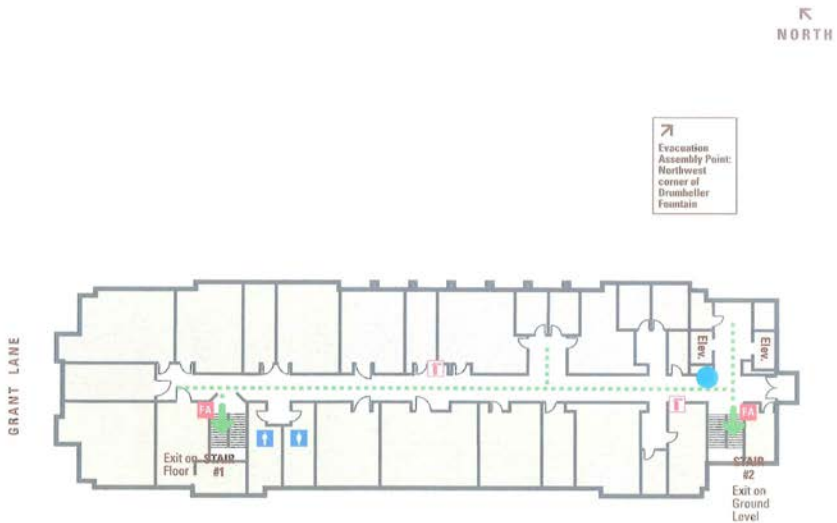
-  You Are Here
-  Evacuation Route
-  Exit
-  Restroom
-  Fire Extinguisher
-  Fire Alarm
-  Fire Alarm Annunciator Panel
-  Symbol of Accessibility

**IF THERE IS AN EMERGENCY:**

- Sound fire alarm.
- Assist persons with disabilities.
- Exit the building using the nearest exit. **DO NOT USE ELEVATORS!**
- Report to the nearest designated outside assembly area.
- Do not re-enter until authorized to do so.

 Fire Alarm Annunciator Panel is located inside the southeast entrance on Floor 1

Johnson Hall  
Floor 4  
JN-100A-012 11/06



# Appendix D

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## Emergency Evacuation for Persons with Disabilities

### Background

This appendix provides a general guideline of evacuation procedures for persons whose disabilities could make exiting difficult during building evacuations. Faculty, staff, students and visitors with disabilities must develop their own facilities' evacuation plans and identify their primary and secondary evacuation routes from each building they use.

### Points of Emphasis

- Be familiar with evacuation options.
- Seek evacuation assistants who are willing to assist in case of an emergency.
- Ask supervisors, instructors, Disability Resources for Students, Disability Services Office, or Environmental Health & Safety about evacuation plans for buildings.

Johnson Hall has accessible exits on the ground floor at the north end of the north wing (near room 011), near the join of the two wings on the west side (near room 030), and at the south end of the north wing on the east side (near room 045). One may also exit Johnson and enter the ATG building near room 075. Johnson has a single accessible exit on the first floor at the north end of the north wing (near room 102). Elevators cannot be used because they have been shown to be unsafe to use in an emergency and in some buildings they are automatically recalled to the ground floor.

The Evacuation Director, Fire Safety Director, and Floor Wardens need to pre-identify staff, faculty, and students with disabilities and their locations. Determine their evacuation options, identify Areas of Refuge, coordinate obtaining an Assisted Evacuation Device (as needed – see below), and determine how they will evacuate from the building.

Individuals are also encouraged to sign up for UW Alerts on the UWEM website. UW Alerts will broadcast information electronically during crises or emergencies that may disrupt routine UW campus operations.

### *Evacuation Options for Persons with Disabilities*

Persons without disabilities must evacuate to the nearest exit. Persons with disabilities have five basic evacuation options.

1. **Horizontal evacuation:** Use building exits to the outside ground level or go into unaffected wings of multi-building complexes.
2. **Stairway evacuation:** Use steps to reach ground level exits from the building.
3. **Stay in Place:** Unless danger is imminent, remain in a room with an exterior window, a telephone, and a solid or fire-resistant door. With this approach, the person may keep in contact with emergency services by dialing 911 and reporting his or her location directly.

Emergency services will immediately relay this location to on-site emergency personnel, who will determine the necessity for evacuation. Phone lines are expected to remain in service during most building emergencies. If the phone lines fail, the individual can signal from the window by waving a cloth or other visible object.

The Stay in Place approach may be more appropriate for sprinkler protected buildings or buildings where an “area of refuge” is not nearby or available. It may also be more appropriate for an occupant who is alone when the alarm sounds. A “solid” or fire resistant door can be identified by a fire label on the jam and frame. Non-labeled 1 ¾ inch thick solid core wood doors hung on a metal frame also offer good fire resistance.

4. **Area of Refuge:** With an evacuation assistant, move to an area of refuge away from obvious danger. The evacuation assistant(s) will then go to the building evacuation assembly point and notify the on-site emergency personnel of the location of the person with a disability. Emergency personnel will determine if further evacuation is necessary.
5. **Assisted Evacuation Device:** In the event of a major earthquake or other campus-wide event that would prevent first responders from responding quickly, an assisted evacuation device such as a chair, can be used by trained personnel to evacuate mobility disabled persons.

## ***Disability Guidelines***

Prior planning and practicing of emergency evacuation routes are important in assuring a safe evacuation. In addition, helpers and others who may assist those with disabilities are reminded to always ask someone with a disability how you can help before attempting any rescue technique or giving assistance. Ask how he or she can best be assisted or moved.

### **Mobility Impaired: Wheelchair**

Persons using wheelchairs should stay in place, or move to an area of refuge with their assistant when the alarm sounds. The evacuation assistant should then proceed to the evacuation assembly point outside the building and tell SFD or UWPD the location of the person with a disability. If the person with a disability is alone, he/she should phone emergency services at 911 with their present location and the area of refuge they are headed to.

If a stair landing is chosen as the area of refuge, please note that many campus buildings have relatively small stair landings, and wheelchair users are advised to wait until the heavy traffic has passed before entering the stairway.

Stairway evacuation of wheelchair users should be conducted by trained professionals (Fire & EMS). Only in situations of extreme danger should untrained people attempt to evacuate wheelchair users. Moving a wheelchair down stairs is never safe.

Evacuation devices such as evacuation chairs may be used when first responders are unavailable. This could occur following a campus-wide emergency such as an earthquake or weapons of mass destruction (WMD) event. The following requirements must be met when using evacuation devices:

- Contact EH&S at 206-616-5519 to identify an appropriate device and determine where to store or place the device. In general, this will apply to departments with a mobility impaired employee whose primary work location is above the ground floor.
- Assign a primary and secondary user of the evacuation device.
- Each user must be a trained Evacuation Warden who has attended the Evacuation Warden training class offered by EH&S.
- Train each user on the proper operation and use of the evacuation device. Coordinate this training with EH&S Building and Fire Safety (206-616-5519).
- Update and document this training annually.
- Install the evacuation device in a location where it cannot impede egress of others from the building. The device will be used only by the assigned users and only when first responders are unavailable to assist a mobility impaired person to evacuate.
- Evacuation devices will be available for use by specially trained Evacuation Wardens only.
- Update the building's Emergency Evacuation and Operations Plan by describing the standard operating procedures for the evacuation device.

### **Mobility Impaired – Non Wheelchair**

- Persons with mobility impairments, who are able to walk independently may be able to negotiate stairs in an emergency with minor assistance. If danger is imminent, the individual should wait until the heavy traffic has cleared before attempting the stairs. If there is no immediate danger (detectable smoke, fire, or unusual odor), the person with a disability may choose to stay in the building, using the other options, until the emergency personnel arrive and determine if evacuation is necessary.

### **Hearing Impaired**

- Johnson Hall is equipped with emergency alarms and strobe lights. Persons with hearing impairments may not hear audio emergency alarms and may need to be alerted of emergency situations. Emergency instructions can be given by writing a short explicit note to evacuate.

### **Visually Impaired**

- Most people with a visual impairment will be familiar with their immediate surroundings and frequently traveled routes. Since the emergency evacuation route is likely different from the commonly traveled route, persons who are visually impaired may need assistance in evacuating.

The assistant should offer their elbow to the individual with a visual impairment and guide him or her through the evacuation route. During the evacuation the assistant should communicate as necessary to assure safe evacuation.

### **Resources**

- The information provided in this appendix is also available in a brochure titled, *Campus Health and Safety Emergency Evacuation for Persons With Disabilities*. These guidelines are designed to complement the University Emergency Plan – Departmental Planning Guide, and to provide general information and promote planning. If you have any questions or would like copies of the brochure, call Environmental Health & Safety, Fire Safety Section at 543-0465, or the Disabled Student Services Office at 543-8924 (V/TDD). This brochure can be made available in alternate formats for persons with disabilities. Please contact the Disability Services Office with any requests at least 10 days in advance. 543-6450 (Voice); 543-6452 (tty); 685-3885 (FAX); [access@u.washington.edu](mailto:access@u.washington.edu) (email).

## Evacuation Plan for Persons with Disabilities

Personal Information							
Name	Location			Phone			
Supervisor name	Phone			Cell Phone			
Emergency contact name	Phone			Alt. Phone			
Type of Disability							
Mobility <input type="checkbox"/>	Blind <input type="checkbox"/>						
Deaf/hard of hearing <input type="checkbox"/>							
Service animal user <input type="checkbox"/>	Other: <i>Describe Here</i> <input type="checkbox"/>						
Limitations and information emergency personnel should be aware of (including medication)							
Evacuation Plan (make one for each building that you occupy)							
Building name	Time of day generally in building						
Days generally in building	Sun <input type="checkbox"/>	Mon <input type="checkbox"/>	Tue <input type="checkbox"/>	Wed <input type="checkbox"/>	Thu <input type="checkbox"/>	Fri <input type="checkbox"/>	Sat <input type="checkbox"/>
Date completed: (mm/dd/yyyy)							
Effective dates:							

Key Personnel to Contact for Assistance in Developing Your Evacuation Plan		
Name	Title	Phone
Designated Buddies		
Buddy #1 Name:	Address/Office:	Phone:
Buddy #2 Name:	Address/Office:	Phone:
Evacuation Plan (Describe plan for evacuation. Include location for Stay in Place or Area of Refuge):		
Primary Evacuation Route (include Evacuation Assembly Point):		
Secondary Evacuation Route (if primary route becomes inaccessible during emergency):		
Assistance Instructions (Such as medical, equipment, communication and carry instructions):		

# Appendix E

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## Procedures for Planning and Scheduling Evacuation Drills

### *Preparation for an Evacuation Drill*

#### **1. Meet with Evacuation Director and Evacuation Wardens**

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

#### **2. Notification and Technical Assistance**

- Call Facilities Services Signal Shop at (206) 685-1471 or (206) 685-1409 to arrange for a technician to activate the alarm system and reset it after the drill
- Notify UWPD of the time and date of the drill
- For assistance in conducting and evaluating the drill, notify EH&S Building and Fire Safety Office at least one week in advance at (206) 616-5519

#### **3. Publicize Drill Event to Building Occupants**

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

### *The Day Before a Drill*

#### **1. Prepare any Special Props for the Drill (optional):**

- Cardboard flames or balloon for location of fire
- Cardboard smoke barriers to indicate blocked corridors and/or stairways

#### **2. Confirm Responsibility Roles with Players:**

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



## Appendix F

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### Conducting, Evaluating and Recording Evacuation Drills

#### *Conducting an Evacuation Drill*

##### **Participation**

Chapter 4 of the Seattle Fire Code along with The Washington Administrative Code (WAC) 296-24-567 requires that all employees train a sufficient number of persons to assist in safe and orderly emergency evacuation of employees. To meet this requirement and satisfy public safety for all students, faculty, staff, and visitors, University buildings must conduct a Evacuation Drill that will include the participation of all the building occupants. It is recommended that the annual drill be conducted during Autumn Quarter to orient new faculty, staff and students.

#### *Evaluating and Recording an Evacuation Drill*

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

# Appendix G

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## Evacuation Drills and Crowd Management for Public Assemblies

### *Conducting the Evacuation Drill*

#### **Participation**

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

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

### *Evaluating and Recording an Evacuation Drill*

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

#### **Crowd Management**

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

#### **Duties of crowd managers include but are not limited to the following:**

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

## Appendix H

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### *Evacuation Drill Report Form*

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

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

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

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

# Appendix I

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

### Background

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

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

The following is a summary of the EMP.

### *The UW All-Hazards Emergency Management Plan*

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

### *Purpose of the Emergency Management Plan*

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

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

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

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

# Appendix J

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## Emergency Procedures for Faculty, Lecturers, and Teaching Assistants

### *Supervisory Responsibilities*

“Because of the personal nature of safety performance, everyone with supervisory responsibility will be expected to directly participate in the supervision of programs to assure that safe working conditions are maintained. Faculty and staff shall be directly responsible for their own safety, for the safety of students and employees under their supervision and for the safety of their fellow employees. This responsibility can neither be transferred nor delegated. Supervisors shall provide training for accident prevention as necessary, for those working under their direction.”

Ref: University of Washington. *Executive Order No. 55*. UH Volume 4, Part VI, Chapter 4, Section 1, n.d. Web.

#### **Consistent with this order, instructors must:**

- Provide his or her class or audience with general information relating to emergency procedures. This information should be shared during the first week of class or at the start of a seminar. Please note the posted information for, “Classroom Emergency Procedures and Checklist” at the end of this appendix.
- Know how to report an emergency from the classroom being used.
- Assure that persons with disabilities have the information they need. The instructor should be familiar with the student’s plan and be able to direct visitors with disabilities.
- Take responsible charge of the classroom and follow emergency procedures for all building alarms and emergencies.

#### **Supplemental Information**

Every University department and unit should have a written Emergency Evacuation and Operations Plan covering specific procedures for their facility and employees. These plans will cover events such as: fire, earthquake, power outage, bomb threat, hazardous material spills, severe weather, etc. Instructors will find it helpful to review the plans for the buildings in which they teach to see if the plans differ from the general information provided here.

The “Instructor” is an authoritative figure for the student, either consciously or subconsciously, and can influence how the student responds in an emergency. Calm, collected, and clear directions by the instructor will have a calming effect on the students. In order for the instructor to exhibit this controlled personae he or she must be prepared for emergencies.

## ***How to Report an Emergency***

Use the nearest fire alarm pull station. If possible, call 9-1-1 from any telephone. All active fire and explosion emergencies must be reported immediately regardless of size and nature by phoning 911 and/or activating the fire alarm system.

To comply with regulation and UW Policy, all incidents, including minor fires that self-extinguish and those that do not require emergency assistance or evacuation, must be reported to EH&S within 24 hours. EH&S investigates all fires to determine their cause, provide consultation, and to document the incident for reporting purposes.

Please call EH&S Fire and Life Safety at (206) 543-0465, or email [uwfire@uw.edu](mailto:uwfire@uw.edu) to report a fire or explosion to EH&S.

Emergency Type	Response
Fire	Activate nearest fire alarm pull station, Call 9-1-1
Police	Call 9-1-1
Hazardous Material Spill	Call 9-1-1

## ***Emergency Information for Faculty, Lecturers and TAs***

Refer to the Classroom Emergency Procedures at the end of this appendix for additional information.

### **Evacuation Routes**

Floor plans that show evacuation routes are posted on building walls throughout the campus. If you have trouble finding a posted floor plan, call Building and Fire Safety at (206) 616-5519.

Evacuation routes in most University buildings lead the occupants out of the building. However, in some high-rise buildings (see Appendix P) the evacuation routes may lead occupants horizontally into another wing or down a couple of floors below the source of the alarm. These high-rise buildings may have Evacuation Assembly Points for both inside and outside the building.

### **Evacuation Assembly Points (EAPs)**

Look on the building Emergency Evacuation floor plans for the designated Evacuation Assembly Points.

Each building has designated EAPs. After the class leaves the alarmed building or area, it is important for them to go to the EAP where the presence of persons can be documented. At the EAP, the class will not interfere with responding emergency services nor place themselves at risk of injury from the emergency.

Accounting for all students can be very difficult, particularly with a large class. However, an attempt must be made. After all the students have left the room/lab, instructors can:

- Use the class roster
- Use a head count
- Ask students about the students seated next to them in the classroom to see if they are at the assembly point.

You must also account for persons with disabilities (See Appendix D).

## Evacuation for Persons with Disabilities

If there is a person with a disability in the class, the instructor must be knowledgeable of their response and who may be assisting them. Four options are available to persons with disabilities:

- Horizontal Evacuation to outside or another building, if available
- Stairway Evacuation
- Stay in Place unless danger is imminent
- Area of Refuge if available

## Reporting to the Evacuation Director

Notify the building Evacuation Director about any missing students and their last known location in the building. After exiting and accounting for students, the building Evacuation Director will notify emergency personnel of persons missing or trapped or persons with disabilities that are waiting assistance in areas of refuge.

## Fire Alarms

Fire alarms will sound a slow WHOOP and include strobe lights for people with hearing disabilities. When the alarm sounds, everyone must exit the alarmed area according to the evacuation plan.

- Procedures that may be hazardous if left unattended should be shut down prior to evacuation.
- Verify that everyone leaves and that all the doors are closed. Closed doors significantly reduce fire and smoke damage.

## Earthquakes

Most of the injuries that occur during earthquakes are caused by interior items falling on the building occupants, such as books, shelves, light fixtures, ceiling tiles and office equipment.

The first thing to do during an earthquake is to have everyone **drop** to the floor, **cover** their head, and **hold that position**.

After the shaking stops and if there is building damage, tell the class to collect their possessions calmly and evacuate the building to the Evacuation Assembly Point. Caution them to watch for brick and other exterior building materials that may have been knocked loose by the earthquake.

## Power Outages

The University campus power system is served by the Campus Power Plant with back up from City Light and, over time, has proven to be fairly reliable, even during major windstorms. Many campus buildings are provided with emergency or standby power from the campus power plant's emergency generators. This system is automatic and should be operational within 60 seconds.

If the power does go out during class, have the people stay in their seats for a little while and wait for the power to return. If the power does not return in a reasonable length of time (~ 5 minutes) then evacuate the classroom or laboratory. Evacuation should take advantage of available lighting unless the building is in alarm, and then use the same evacuation procedures as during a fire.

Caution the students that there is no rush and they should take their time exiting the building. Emergency lighting may or may not be functioning in the room, hallway, or stairways.

## Classroom Emergency Procedures

### What Emergency Preparedness materials should I have with me at class?

- Class roster
- Important telephone numbers (in addition to emergency numbers)

Contact	Phone Number
Dept. Administrator/Manager	<i>(List phone number here)</i>
Classroom Services	<i>(List phone number here)</i>
Student Services	<i>(List phone number here)</i>
Other:	<i>(List phone number here)</i>

### When you hear the fire alarm...

- Everyone should calmly collect their coats and books and exit the classroom, lecture hall, or laboratory. Please turn off the gas supplies in laboratories.
- Verify that everyone leaves and that all the doors are closed. Closed doors significantly reduce fire and smoke damage.
- Leave the room/lab and go the nearest building exit. Know the location of alternate exits.
- Go to the Evacuation Assembly Point (See the posted floor plan in the exit corridors). Exception: Persons with disabilities may choose to remain in place or report to an area of refuge. See the University brochure, "Campus Health and Safety, Emergency Evacuation for Persons with Disabilities".
- Account for students by using class roster. Notify the building Evacuation Director about any missing students and their last known location in the building.

### When there is a power outage...

- Everyone should stay in their seat to see if the outage is temporary and to let their eyes adjust to the lower light level.
- If the outage appears to be long term, everyone should calmly collect their materials and carefully exit the building.

### If there is an earthquake...

- Everyone **DROPS** to the floor, **COVERS** their head, and **HOLDS** that position.
- After the shaking stops, calmly evacuate the building to Evacuation Assembly Point. Evacuation floor plans are posted on walls for reference.

**Note:** Additional information on emergency procedures, evacuation routes, and floor plans can be found posted on the walls.



# Appendix K

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## Emergency Evacuation and Planning Checklist

### Instructions

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

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

The procedures for completing this form are as follows:

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

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

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

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

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

## Emergency Evacuation and Planning Checklist: Part 1

Building: \_\_\_\_\_ Evacuation Director: \_\_\_\_\_

Date: \_\_\_\_\_ Floor Warden: \_\_\_\_\_

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

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

### Other Fire / Life Safety Hazards

List any other hazardous conditions in need of correction that are not covered on this emergency

evacuation checklist. Assign and document the correction of each hazardous condition or concern.

1	
2	
3	
4	
5	

**Other Comments**

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

<b>Date:</b>

## Emergency Evacuation and Planning Checklist: Part 2

### Written Policies and Procedures

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

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

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

**Completion Date:**

2. Do you have an up-to-date written Emergency Evacuation and Operations Plan (EEOP)?

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

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

**Completion Date:**

### Employee and Visitor Training

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

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

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

**Completion Date:**

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

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

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

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

**Completion Date:**

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

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

**Online:** <http://www.ehs.washington.edu/forms/ps0/NewEmployeeSafetyOrientation.pdf>

**Completion Date:**

### Evacuation Warden Responsibilities

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

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

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

**Completion Date:**

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

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

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

**Completion Date:**

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

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

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

**Completion Date:**

## Fire Extinguishers / Disaster Supply / Emergency Kits

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

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

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

**Completion Date:**

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

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

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

**Completion Date:**

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

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

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

**Completion Date:**

## Evacuation Procedures

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

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

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

**Completion Date:**

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

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

**Online:** <http://www.ehs.washington.edu/fsoemerprep/assemblyoccevac.shtm>  
<http://www.ehs.washington.edu/fsoemerprep/firesafetydirectorresp.shtm>  
<http://www.ehs.washington.edu/fsoemerprep/disabled evacguide.shtm>

**Completion Date:**

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

**Corrective Action:** Maintain a list of employees who have first aid/CPR training and their locations in the building. If your building has a CERT team, know who is on the team and their location in the building.

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

**Completion Date:**

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

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

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

**Completion Date:**

# Appendix L

## Evacuation Director Post-Earthquake Checklist

### ***Buildings with Special Considerations***

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

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

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

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

<b>Asbestos-containing Materials</b>		
Balmer Hall	Magnuson HSB – BB Tower	Pack Forest
Communications Building	Magnuson HSB – T-Wing	Schmitz Hall
Friday Harbor Shaw Beach House	McCarty Hall	Utility Tunnels
Kincaid Hall	More Hall	

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

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



## Evacuation Director Post-earthquake Checklist

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

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

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

Building Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Evacuation Director: \_\_\_\_\_ Time: \_\_\_\_\_  
 Evac. Director E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Are telephones and/or computer network out of order?	Yes <input type="checkbox"/> , No <input type="checkbox"/> , N/A <input type="checkbox"/>
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<b>Mechanical / Electrical Equipment</b>	
Is there damaged air handling equipment such as fans, fan motors, or ductwork? ( <b>Evacuate</b> )	Yes <input type="checkbox"/> , No <input type="checkbox"/> , N/A <input type="checkbox"/>
Are there damaged electrical panels, circuit breakers, or leaking transformers?	Yes <input type="checkbox"/> , No <input type="checkbox"/> , N/A <input type="checkbox"/>
Are elevator doors stuck in a closed or partially open position? ( <b>Evacuate</b> )	Yes <input type="checkbox"/> , No <input type="checkbox"/> , N/A <input type="checkbox"/>
Is the elevator stuck between floors? ( <b>Evacuate</b> )	Yes <input type="checkbox"/> , No <input type="checkbox"/> , N/A <input type="checkbox"/>
Have any appliances such as refrigerators and freezers toppled over?	Yes <input type="checkbox"/> , No <input type="checkbox"/> , N/A <input type="checkbox"/>

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

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

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

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

# Appendix M

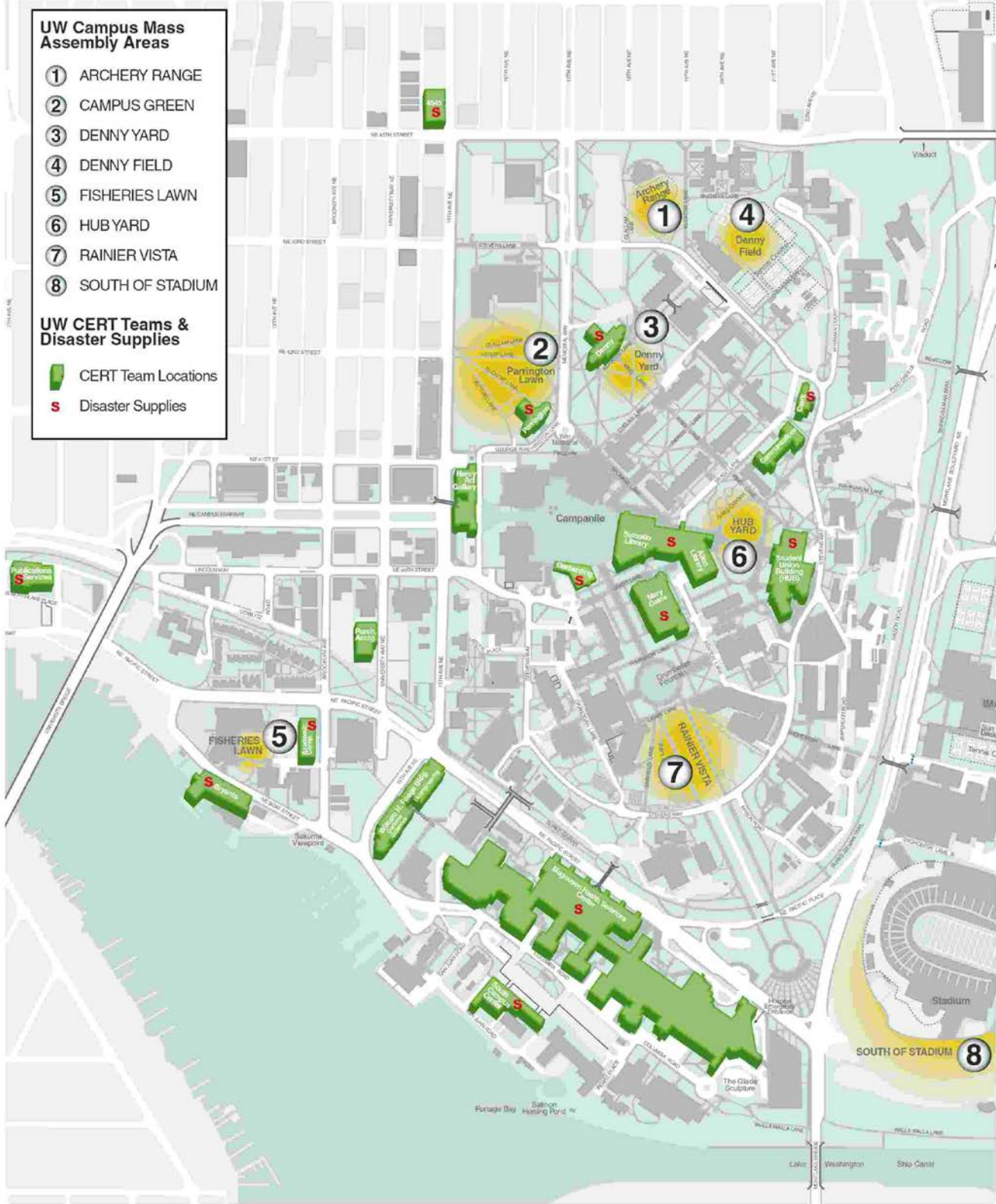
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## List of Acronyms

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

# Appendix N

## Current UW Mass Assembly Areas



# Appendix O

## Additional Requirements for High-Rise Buildings

There are a number of additional requirements that may apply for high-rise buildings. On the UW campus, the additional requirements of this appendix apply to the following high-rise buildings:

High-rise Buildings		
Atmospheric Science and Geophysics	Health Sciences K Wing	Physics/Astronomy Building
Condon Hall	UW Tower	UW Medical Center
Haggett Hall	McMahon Hall	
Health Sciences BB, RR, and AA	Padelford Hall	

### *High-rise Evacuation Plans*

The Seattle Fire Department requires the development of a printed document that serves as an important resource for building staff and firefighters. Much of the information is already included in this plan. Examples of other information that needs to be addressed include:

- Evacuation specific to high-rise
- Responsibility and Control
- Specific Information about the building that is important for firefighting (fire pumps, emergency power generators, HVAC control, public address systems, etc.)
- High Value Areas
- Post Fire Operations
- Floor Plans
- Utility Information

Other useful information may be found at the following SFD web site:

<http://www.seattle.gov/fire/pubEd/highrise/highrise.htm>

In addition, Unit 2 (FOMS) in Facilities Services and the UWPD play key roles in supporting the fire department in some of the topics listed above.

Please confer with EH&S to assist in the development and assembly of this additional information.

### *Evacuation Planning and Drills*

Seattle Fire Code, Chapter 4, Client Assistance Memo (CAM) 5051 Fire Safety and Evacuation Plans, 5963 High Rise Emergency Evacuation Drills, 5982 High Rise Fire Emergency Planning Requirements require that high-rise facilities have Evacuation Drills or related activity at least annually. EH&S should be consulted to help plan your drill. The Seattle Fire Department provides very helpful information which may be found at:

<http://www.seattle.gov/fire/FMO/firecode/CAM/5051CAM%20Evac%20Plans.pdf>

<http://www.seattle.gov/fire/FMO/firecode/CAM/5963CAM%20Hirise%20Drills.pdf>

<http://www.seattle.gov/fire/FMO/firecode/CAM/5982CAM%20Hirise%20Planning%20Req.pdf>

In addition to the outside assembly point, inside assembly points may be required for a high-rise building.

Interior assembly is intended to provide a safe area of refuge in very tall buildings where it is impractical to travel down stairs to grade. For buildings less than about eight stories in height, it may not be necessary to identify an inside assembly point in your building. Evacuating to the exterior is always an acceptable option.

For taller high-rise buildings, the inside assembly point should, as a guideline, be the floor level that is four floors below the floor evacuated, or in an adjacent wing on the same floor that is separated by fire resistant construction and determined to be a safe area of refuge by EH&S and the Seattle Fire Department. Please work with EH&S to help identify inside assembly points.

### ***Special Instructions for Evacuation Wardens***

During evacuation, direct occupants to the stairwells and tell them where to reassemble. In high-rise buildings, this is often four floors below the fire floor (see guidelines above and Appendix C). If you have helpers, station them in front of the elevator to make sure no one attempts to use it. Do not go to the roof unless all other exits are blocked and it is the only way out. Helicopter rescue is usually impossible. If the stair is full of smoke, go to another stair.

### ***High-rise Procedures for Occupants***

Go to your predetermined assembly point as outlined in Appendix C.

In a high-rise building, you may have two predetermined assembly points, one inside and the other outside. Which assembly point you use will be based on the number of floors above grade and the number of floors in alarm. Depending on the size of the building there may even be more than one outside assembly point.