

Emergency Evacuation and Operations Plan (EEOP)

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Introduction

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

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

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

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

Considerable effort has gone into trying to make this plan concise, clear, easy to use, and easy to implement. If we can be of further assistance, please contact me at (253) 692-4425.

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Instructions

This EEOP is a model plan that requires certain sections be completed by each department in order to individualize the plan for their building. The following instructions provide a list of items that need to be finished for this plan to be completed. EH&S also recommends that each department include a letter from their Department Chair approving adoption of this plan. In addition, it is important that Evacuation Directors and Evacuation Wardens read through this document in order to become familiar with its contents, requirements, and procedures.

1. If you have multiple buildings in your department or college, you may develop a single EEOP to cover these multiple facilities. In this case, include building specific information for each of your facilities in Appendices A through D.
2. **Cover Page:** *Insert name of Building on cover page.*
3. **Section 1:**
 - Purpose: Tacoma Campus.
 - Scope: *Complete this section with department/building specific information.*
 - Coordination with Other Emergency Plans: University of Washington Tacoma Campus Emergency Management Plan. (UWT-CEMP)
 - Coordination with Departmental Health and Safety Plans: *List other departmental health and safety plans.*
 - Emergency Communications: Identify additional backup phone service. Include other monitored communication systems such as alarm equipment, radios, cell phones etc.
4. **Section 2:**
 - Responsibilities of the Evacuation Building Wardens: *Italicized text should be read and considered before selection of Evacuation Building Wardens. Delete this text after it has been read.*
5. **Appendix A:** *Completely fill in.*
6. **Appendix B:** *Completely fill in or note if Appendix B is not applicable.*
7. **Appendix C:** Completely fill in. Prepare floor plans and maps showing evacuation routes, areas of safe refuge for persons with disabilities, locations of Evacuation Assembly Points (look at the evacuation maps posted in your buildings for location of your EAPs), and mass assembly areas (see Appendix O for campus map of mass assembly areas). Include as part of plan in appendix C.

8. **Appendix D:** *If you have persons with disabilities, work with them to develop emergency evacuation plans. This Appendix includes a blank form to help develop an evacuation plan, as well as detailed guidance for emergency evacuation for persons with disabilities.*
9. **Appendix P:** *Only applies to high-rise buildings. If your building is not listed in Appendix P, you may delete it from your plan. If your building is listed in this Appendix, contact EH&S for assistance with developing your high-rise specific evacuation plans.*

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Section 1

Purpose, Scope, and Emergency Resources

Purpose

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

Scope

This plan applies to all occupants in the University of Washington Tacoma campus buildings and grounds that are owned and leased properties. See appendix map.

Coordination with Other Emergency Plans

An EEOP is a key component of Departmental Health and Safety Plans and University disaster planning. The EEOP must be coordinated with the following emergency/safety plans.

1. **University of Washington Tacoma Campus Emergency Management Plan (UWT-CEMP)** – The UWT-CEMP provides the management structure, key responsibilities, emergency assignments, and general procedures to follow during and immediately after an emergency. It provides a temporary crisis management structure, which provides for the immediate focus of management on response operations and the early transition to recovery operations. The UWT-CEMP includes procedures for both communicating with the UW Emergency Operations Center and the management structure of the Incident Command System.
2. **Other Departmental Emergency Response Plans:** This departmental plan has been coordinated as necessary with other departmental plans in the building as follows:

Coordination with Departmental Health and Safety Plans

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

University Emergency Resources and Contacts

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

Emergency Communications

- 1. Telephones:** The campus telephone system will be used to activate the phone the best extent possible. In case of system failure or a power failure, campus phones will not function. An alternative in some buildings is the emergency single, land line phones, which can function in a power outage in most cases. These phones, part of the UW's Emergency Communications System (ECS), are strategically located throughout campus.
- 2. Emergency Blue Phones/Call Boxes** – Emergency blue phone towers are located by: the Mattress Factory Building off of 21st street; the pay station box in the Cragle Parking Lot; the pay station box in the WT31 lot and by the flagpole next to the 19th and Commerce Street entrance of the GWP Building. Also, on the Prairie Line trail in front of the JOY and Snoqualmie Library buildings. There is emergency call box outside of the Dougan 180 entrance and one on each floor of the Court 17 parking garage by each floor of the stairwell, TLB, one on each level of the JOY building and one on the ground floor and 1st floor of WPH building. The phone towers located at GWP Building, Cragle Lot, Dougan 180, TLB parking lot can broadcast alert messages in public assembly areas.
- 3. UW Tacoma Alert System** – UW Tacoma has a system to immediately notify students, staff, and faculty about any emergency that affects normal campus operations with text messages sent to the cell phone and email of those who sign up for the service. Notices will simultaneously be posted on the UWT home web page. In addition to emergency or crisis situations, the system will provide information about suspensions or delays in campus operations due to inclement weather.
- 4. Fire Alarm System** - The building fire alarm system is continuously monitored for alarm by a contracted service and, in a backup capacity, by the Campus Safety Department. All alarms result in an automatic response by the Tacoma Fire Department, the Campus Safety Department and Facilities Services.

Employee Orientation

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

Evacuation Drills

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

Table 1: University Emergency Resources and Contacts

Emergency Resource	Contact Information	Purpose & Responsibilities
UW Tacoma Campus Safety & Security Department	1721 Jefferson Avenue, Dougan Building, Room 180 Immediate Emergency Assistance Dial 9-1-1. Non-Emergency Assistance (253) 692-4416	The Campus Safety department is on call 24 hours a day, 7 days a week. Call for an emergency of any kind, including, but not limited to: fire, medical emergency, hazardous material spills or release of hazardous materials.
Environmental Health and Safety (EH&S) Seattle Campus	Call 206-543-0462. After normal business hours, EH&S may be reached through the UWPD using the EH&S Duty Officer system.	EH&S maintains guidelines and provides training, consultation and support for building emergencies. EH&S is also available to provide consultation and support for hazardous material spills and releases, temporary controls, and other general information to the Tacoma Fire Department (TFD), Tacoma Police Department (TPD) and all UW Tacoma departments.
Tacoma Police Department	3701 S. Pine St. Tacoma 98409 Immediate Emergency Assistance Dial 9-1-1. Non-Emergency Assistance (253) 591-5950 or (253) 798-4721.	Maintains an emergency Communications Center 24 hours a day, 7 days a week. Call TPD for emergencies of any kind, including but not limited to fire, medical emergency, or hazardous material spills or release.
UW Office of Emergency Management	Call 206-897-8000 during normal business hours.	UWEM staff is available during normal business hours to provide general disaster planning guidance and training resources to faculty

(UWEM)		and staff. UWEM maintains and coordinates all EOC activities and campus-wide disaster drills and recovery efforts.
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Table 1: University Emergency Resources and Contacts cont.

Emergency Resource	Contact Information	Purpose & Responsibilities
UW Emergency Operations Center (EOC)	The primary EOC is located in UW Tower, 4333 Brooklyn Ave NE, Room C-140. The secondary EOC location is Lander Hall, Room L-135. Call UW 9-1-1	For a major local or regional emergency, the UW President or his/her designee may request activation of the University's Emergency Operations Center (EOC). EOC staff will decide on the use of available resources and communicate with outside agencies and authorities. Information on missing persons, building emergencies, first aid, and other needs during a large-scale emergency must be provided to the EOC by using campus telephone systems, computer, (See Emergency Communications in Section 1) or by runner if the telephone systems fail.
UW Tacoma Emergency Operation Center (EOC)	The Primary Tacoma Campus EOC is located in room MAT 004 of the Mattress Factory Building on 1953 C Street. The secondary EOC location is in room DOU180 in the Dougan Building on 1721-25 S. Jefferson Avenue.	For a major local or regional emergency, the UW Tacoma Chancellor, 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 large scale emergencies 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	The Official Area Broadcast Station in case of major disaster or University "suspended operations". Tune into this station for information.

Note: EH&S and UWEM are not emergency response units. Report all emergencies to the Campus Safety & Security Department

Section 2

Building Evacuation: UWT Personnel Duties and Responsibilities

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

Responsibilities of UW Tacoma Departments and Staff

Employees, Faculty, and Staff are responsible for:

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

When the fire alarm sounds, begin immediate evacuation according to the plan.

RESPONSIBILITIES OF EVACUATION BUILDING WARDENS/FLOOR WARDENS

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

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

Evacuation Building Wardens Responsibilities and Control

1. A. The Evacuation Building Wardens act as the liaison with the responding emergency service, EH&S and others if a building emergency occur. In their absence the alternates are responsible for carrying out the requirements. If an emergency happens when these members of the department are not available, the most senior member will have the decision-making authority. A contact person, appointed by the advisor of each research group, is responsible for laboratories and work areas. (See appendix A and B) Any possible problem areas should be reported to responding emergency personnel.

B. Refer to checklist 1 on the following page for a detailed list of the Evacuation Building Wardens duties and responsibilities.

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

Responsibilities of Faculty, Lecturers, and Teaching Assistants

Checklist 3 lists the responsibilities and duties of faculty, lecturers, and TAs (also see Appendix K).

Checklist 1: Evacuation Building Wardens Duties and Responsibilities

Subject Area	Duties / Responsibilities	
Administrative	Prepare and maintain the building EEOP. EH&S can help with technical questions.	<input type="checkbox"/>
	Keep a copy of the completed EEOP in all department reference stations.	<input type="checkbox"/>
	Review the EEOP at least annually and confirm that it is current.	<input type="checkbox"/>
Pre-Emergency Coordination	Coordinate with building/department administrators responsible for employee, student, and visitor health and safety.	<input type="checkbox"/>
	Ensure that public event staff are assigned duties and receive required training for events with occupancy of 50 or greater (see Appendix G).	<input type="checkbox"/>
	Ensure that classroom instructors inform students about emergency procedures, exit routes, and assembly points on the first day of class.	<input type="checkbox"/>
	Ensure that emergency procedures for special needs populations are developed.	<input type="checkbox"/>
	Ensure that new and temporary employees, including student employees, are informed about emergency procedures outlined in the EEOP during new employee safety orientation.	<input type="checkbox"/>
Evacuation Wardens	Assign Evacuation Wardens (and alternates) for all areas of the building and ensure that they know what their duties are in case of an evacuation.	<input type="checkbox"/>
	Evacuation Warden orientation is required when there are personnel changes.	<input type="checkbox"/>
	A current list of Evacuation Building Wardens/Floor Wardens and alternates is to be maintained in the building's EEOP (see Appendix A).	<input type="checkbox"/>
	Schedule "Evacuation Warden Training" for assigned personnel. Contact the EH&S Training Office.	<input type="checkbox"/>

Training and Drills	Schedule, conduct, and record evacuation drills as required by the International Fire Code and WAC 296-24 (see Appendices E, F, and G).	<input type="checkbox"/>
Emergency Evacuation	Ensure that emergency services, TPD, TFD, and EH&S are notified for all building emergencies as appropriate.	<input type="checkbox"/>
	During a building evacuation, report to the evacuation assembly point and act as a liaison with responding emergency services.	<input type="checkbox"/>
	Receive status reports from area evacuation wardens.	<input type="checkbox"/>
	Provide information about the building layout, systems, processes, and special hazards to Facility Services, TFD, TPD, and other emergency personnel.	<input type="checkbox"/>
	Help the Facility Services Personnel, and the TFD in the operation of the Fire Alarm Panel if required.	<input type="checkbox"/>
	Coordinate with building administrators on occupancy and operation issues.	<input type="checkbox"/>
	Assign Floor Wardens or other personnel, as needed, to be stationed by all entrances to prevent unsuspecting personnel from reentering the building.	<input type="checkbox"/>
	When TFD or UWT Campus Safety & Security signals "ALL CLEAR," the Evacuation Building Warden notifies the Floor Wardens that the occupants may reenter the building.	<input type="checkbox"/>

Evacuation Building 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. Report to the building entrance.
3. Tell those evacuating and anyone trying to reenter the building to go to the primary EAP. If the primary EAP is unavailable, send everyone to the secondary evacuation assembly point.
4. Collect known information about the incident from individuals evacuating the building (fire, smoke, persons in building, etc.).
5. Ask 1st evacuation warden for known information about the incident.
6. Report known information to emergency personnel (approximately 10 min. after incident).
7. Stay at the front of building for further direction from emergency personnel.

Assignment	Name
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1 st Evacuation Warden – assign to EAP (They should have a phone, hat, whistle, and clipboard.)	
2 nd Evacuation Warden – assign to front entrance to help Evacuation Director maintain communication with EAP	
3 rd Evacuation Warden – assign to door, directing all to EAP	
4 th Evacuation Warden – assign to door, directing all to EAP	
All other Evacuation Wardens assign to EAP	

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

After the All-Clear Signal

1. Call 1st Evacuation Warden at the EAP to allow the staff to return and reenter the building.
2. Assign an Evacuation Warden to assist staff with disabilities back to their rooms.
3. De-brief all Evacuation Wardens (collect facts) to write-up a report and submit to EH&S.

Important Phone Numbers and Contact Information

Building Coordinator: [Insert Name Here] (xxx) xxx-xxxx

Evacuation Director: [Insert Name Here] (xxx) xxx-xxxx

Evacuation Director Back-up: [Insert Name Here] (xxx) xxx-xxxx

1st Floor Warden: [Insert Name Here] (xxx) xxx-xxxx

2nd Floor Warden: [Insert Name Here] (xxx) xxx-xxxx

3rd Floor Warden: [Insert Name Here] (xxx) xxx-xxxx

Administrator #1: [Insert Name Here] (xxx) xxx-xxxx

Administrator #1: [Insert Name Here] (xxx) xxx-xxxx

Administrator #1: [Insert Name Here] (xxx) xxx-xxxx

Staff with Disabilities

Name	Room	Area of Refuge

Notes

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

Subject	Duties / Responsibilities	
Administrative	Be familiar with the EEOP. It contains: <ul style="list-style-type: none"> • The function and activities of building staff during emergencies • How these activities are to mesh with responding emergency personnel • Information on the building and its emergency protection systems • Emergency equipment testing procedures • A list of all the evacuation building wardens, floor wardens and alternates in your building 	<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 fire alarm 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.	<input type="checkbox"/>
	Participate in evacuation drills as requested by Campus Safety & Security department and EH & S department.	<input type="checkbox"/>

Checklist 2b: Evacuation 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 Building Wardens 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!

Evacuation 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 Building Warden at the front of the building for de-briefing.

Notes

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

Subject Area	Duties / Responsibilities	
Administrative/ 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

Specific Emergency Procedures

Procedure 3A: Fire Emergencies and Building Fire Alarms

Procedures for Occupants

- When a Fire alarm sounds on your floor or area, begin immediate evacuation following your floor plan (see Appendix C). Close doors behind you.
- If you discover a fire, activate the nearest pull station and call 9-1-1. Then you may attempt to put it out if it is small (no larger than a wastebasket) and you have called for HELP. If the fire is too large or you are uncomfortable or unfamiliar with the proper use of a fire extinguisher, simply close the door and evacuate.
- If the fire alarm does not work, call 9-1-1 and notify occupants verbally of the emergency and the need to evacuate. Evacuation Wardens or another responsible party needs to confirm that all occupants are notified.

Remember that hazardous equipment and processes should be shut down unless doing so presents a greater hazard. Close doors before leaving.

- If you are on fire, STOP – DROP – ROLL. If another person is on fire, yell “STOP – DROP – ROLL.”
- Evacuate via the nearest stairwell or grade level exit. Do not block exit doors or wedge them in an open position. The doors must remain closed to keep smoke out and maintain safety for evacuation and fire personnel. Leaving doors open makes the stairwells dangerous and unusable. Persons with physical disabilities have several options (see Appendix D).

DO NOT USE THE ELEVATORS!

When an alarm is sounded many of the elevators will be automatically recalled to a pre-determined floor and shut-off.

- Go to your pre-determined Evacuation Assembly Point (EAP) as outlined in Appendix C. You may have two or more EAP's depending on the size of the building. Immediately report to an Evacuation Building Warden so that he or she can accurately track which occupants were able to evacuate. Evacuation Wardens will report to the Campus Safety Department.
- If you are trapped by smoke, stay low, cover your mouth with a wet cloth, stay near a window, open it but do not break it, hang something out the window to let fire personnel know you are there and put something in the cracks around the door, phone 9-1-1 if possible.

Special Instructions for Evacuation Wardens

- See Section 2 for the Evacuation Building Warden Checklist.

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

Procedure 3B: Earthquakes

During All Earthquakes (All Occupants)

Inside a Building

- Take cover immediately under a desk, table, or chair, in a corner away from windows, along a wall in a hallway, or in a structurally strong location such as a hall by a pillar.

Drop, Cover, and Hold

- Watch for falling objects such as light fixtures, bookcases, cabinets, shelves, and other furniture that might slide or topple. Stay away from windows. Do not run outside.
- Do not dash for exits since they may be damaged and the building's exterior brick, tile, and decorations may be falling off.
- Do not use the elevators.

Outside a Building

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

After a Major Earthquake (Violent shaking motion)

Evacuation Wardens shall:

- Check for injuries to personnel in your area. Do not attempt to move seriously injured persons unless they are in immediate danger. Render first aid assistance if required.

Be familiar with the location of first aid kits, fire alarms, and extinguishers, as well as personnel with first aid skills.

- Check for fires or fire hazards, spills of flammable or combustible liquids, or leaks of flammable gases. These activities must not significantly delay departure from the building or put the Evacuation Warden in danger.
- Turn off ignition and heat sources if properly trained and it is safe to do so.
- Exit the building, if possible, and go to the EAP to report on injuries, damages, and potentially hazardous conditions. Take emergency/first-aid kit and personal belongings. Account for persons in your area of responsibility. Mass assembly areas may be used in the event of a major earthquake and/or if the EOC is activated (Emergency Level 2 or 3 – refer to UWT-CEMP).
- Do not reenter until the building has been declared safe by trained emergency personnel (Tacoma Fire Department or the ATC-20 assessment teams).
- Use the telephone system only for urgent matters. Call (or send a runner) to the Emergency Operations Center or Unit Response Center to notify them of any needed assistance and emergencies that may exist. Use handheld radios or Ham radio services if telephone services are not available.

- Expect Aftershocks.
- Evacuation Wardens who are also CERT team members must fulfill their evacuation warden duties first before joining the CERT team response.

After a Minor Earthquake (Brief rolling motion)

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

Procedure 3C: Hazardous Material Spills

1) Localized/Small Spills

- 2) Spills that do not endanger workers in the immediate area may be cleaned up by personnel who have been trained by their supervisor, PI or lab manager and are properly equipped to handle the situation.
- 3) Hazardous materials spill guidelines should be established by the supervisor, PI or lab manager after reviewing MSDS information on MYCHEM or hard copies of MSDSs kept on site. These procedures need to be included in the lab specific Standard Operating Procedures.
- 4) Spill cleanup guidelines for small localized spills should take into consideration the following:
 - ☐ Hazards of the hazardous material(s) involved
 - ☐ Amount of the hazardous material(s) spilled
 - ☐ Possible spill locations
 - ☐ Availability of spill cleanup materials or kits*

*(See Section 4 of the UW Laboratory Safety Manual for help in assembling a chemical spill cleanup kit, See the EH&S website for other clean up kits.)

Large Spills If the spill is large, the hazardous material is not easily identified, or if the material is extremely hazardous, then:

Evacuate all personnel from the area.

Contact:

- ☐ Contact Campus Safety & Security at 2-4888
- ☐ Dial 911
- ☐ Tacoma Police/Fire

When **placing an emergency call**:

- ☐ Give your name.
- ☐ Give your location (room and building).
- ☐ Give the phone number you are using.
- ☐ Describe the emergency/injuries.
- ☐ If possible, remain in vicinity, away from danger, to assist emergency responders.

The **UW Tacoma Campus Safety & Security Department** will notify the **Tacoma 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 Tacoma Fire Department, do not reoccupy the area. Contact Environmental Health & Safety at (206) 685-5835 for assistance.

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

Procedure 3D: Bomb Threats

Threat Recipients

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

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 Tacoma Police Department at 911

Procedure 3E: Suspicious Packages and Mail

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

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

If you find a suspicious package or letter:

1. 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

- Evacuate immediately
- Call 9-1-1 from a safe location

2. A radiological threat

- Limit exposure – do not handle
- Evacuate area
- Shield yourself from object
- Call 9-1-1 from a safe location

3. A biological or chemical threat

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

If the letter or package has already been opened and a powder or other substance has spilled from it, **DO NOT CLEAN IT**. 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 3F: Anthrax Threat

Background

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

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

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

Instructions

1. Follow Procedure 3E for suspicious letters and packages

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

2. Police and fire personnel will:

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

3. Persons with probable or known exposure:

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

4. People without known exposure:

- Should be assured that infection without known exposure is rare
- Should seek medical care for further concerns following the incident
- Should understand that there are no routine screening tests available to detect Anthrax infection in persons without known exposure to Anthrax spores

5. After the Spill of a Powder or Other Substances

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

Procedure 3G: 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 3H: Civil Demonstrations

1. Most demonstrations that occur on campus must be pre-approved through the UUF committee. With advanced planning there should not be disturbances or disruptions to the normal campus schedule or activities. If you find that a demonstration is causing a disruption to classes or businesses on our campus, contact Tacoma Police Department at 9-1-1 or the Campus Safety and Security department.
2. In the unlikely event that a demonstration becomes destructive, get away from the area of potential harm and call 9-1-1.

Procedure 3H: Active Shooter /Violent Intruder

The information below provides guidelines for acts of violence on campus. However, every incident varies, making it impossible to provide an absolute answer for every situation. In the event of an active shooter incident or imminent threat, you should run, hide or fight. Understand that each situation will be different.

Run

- Know your surroundings – have escape route and plan in mind
- Run immediately - leave your belongings behind
- Evacuate regardless of whether others agree to follow
- Help others escape, if possible
- Do not attempt to move injured people
- Prevent others from entering area where the active shooter may be
- Keep your hands visible
- Call 911 when you are safe

Hide

- If you can't escape, hide in an area out of the shooter's view
- Lock the door or block the entry to your hiding place
- Silence cell phone (including the vibrate mode) and remain quiet
- Take cover behind furniture or fixtures away from doors or windows

Fight

- Fight as a last resort and only when your life is in imminent danger
- Use items around you as weapons to fight
- Attempt to incapacitate the shooter

Appendix A

Responsible Individuals and First Aid Resources

Evacuation Building Warden and Alternates

Evacuation Building Warden	Alternate Evacuation Building Warden
<i>Full Name</i>	<i>Full Name</i>
<i>Title</i>	<i>Title</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>

Evacuation Floor Wardens and Alternates

Evacuation Floor Warden #1	Alternate Evacuation Floor Warden #1
<i>Full Name</i>	<i>Full Name</i>
<i>Title</i>	<i>Title</i>
<i>Designated floor or area</i>	<i>Designated floor or area</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>

Evacuation Floor Warden #2	Alternate Floor Evacuation Warden #2
<i>Full Name</i>	<i>Full Name</i>
<i>Title</i>	<i>Title</i>
<i>Designated floor or area</i>	<i>Designated floor or area</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>

Evacuation Floor Warden #3	Alternate Evacuation Floor Warden #3
<i>Full Name</i>	<i>Full Name</i>
<i>Title</i>	<i>Title</i>
<i>Designated floor or area</i>	<i>Designated floor or area</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>

First Aid Contacts

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

First Aid Contact	Training History
Full Name	Type of training received and expiration dates
Physical Location (Room or Office No.)	
Phone Number	
E-mail Address	
Full Name	Type of training received and expiration dates
Physical Location (Room or Office No.)	
Phone Number	
E-mail Address	
Full Name	Type of training received and expiration dates
Physical Location (Room or Office No.)	
Phone Number	
E-mail Address	
Full Name	Type of training received and expiration dates
Physical Location (Room or Office No.)	
Phone Number	
E-mail Address	
Full Name	Type of training received and expiration dates
Physical Location (Room or Office No.)	
Phone Number	
E-mail Address	
Full Name	Type of training received and expiration dates
Physical Location (Room or Office No.)	
Phone Number	
E-mail Address	
Full Name	Type of training received and expiration dates
Physical Location (Room or Office No.)	
Phone Number	
E-mail Address	
Full Name	Type of training received and expiration dates
Physical Location (Room or Office No.)	
Phone Number	
E-mail Address	

UW First Aid Plan Guidelines

For University of Washington First-Aid Plan Guidelines please go to the following web page and download the template.

The template will need to be populated with your department/building specific information and incorporated within your EEOP.

<http://www.ehs.washington.edu/ohshsplans/firstaidplan.pdf>

Appendix B

Unusually Hazardous Locations and Key Laboratory Personnel

Background

This appendix is for buildings with unusually hazardous locations and the laboratory personnel responsible for the stewardship of those locations. Complete this appendix only if your building contains areas that pose a potentially serious hazard.

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

Instructions

List unusually hazardous locations and who the Principal Investigator and lab contacts are for each location and their contact information. Make a floor plan showing these locations and have this available for first responders (Campus Safety & Security, TFD and TPD).

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

Hazardous Locations and Laboratory Personnel

Room	Hazards	P.I.	Lab Contact

Date updated: mm/dd/yyyy

Appendix C

Building Evacuation Plan

Evacuation Assembly Points

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

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

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

Primary EAP: _____

Secondary EAP: _____

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

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

Areas of Safe Refuge

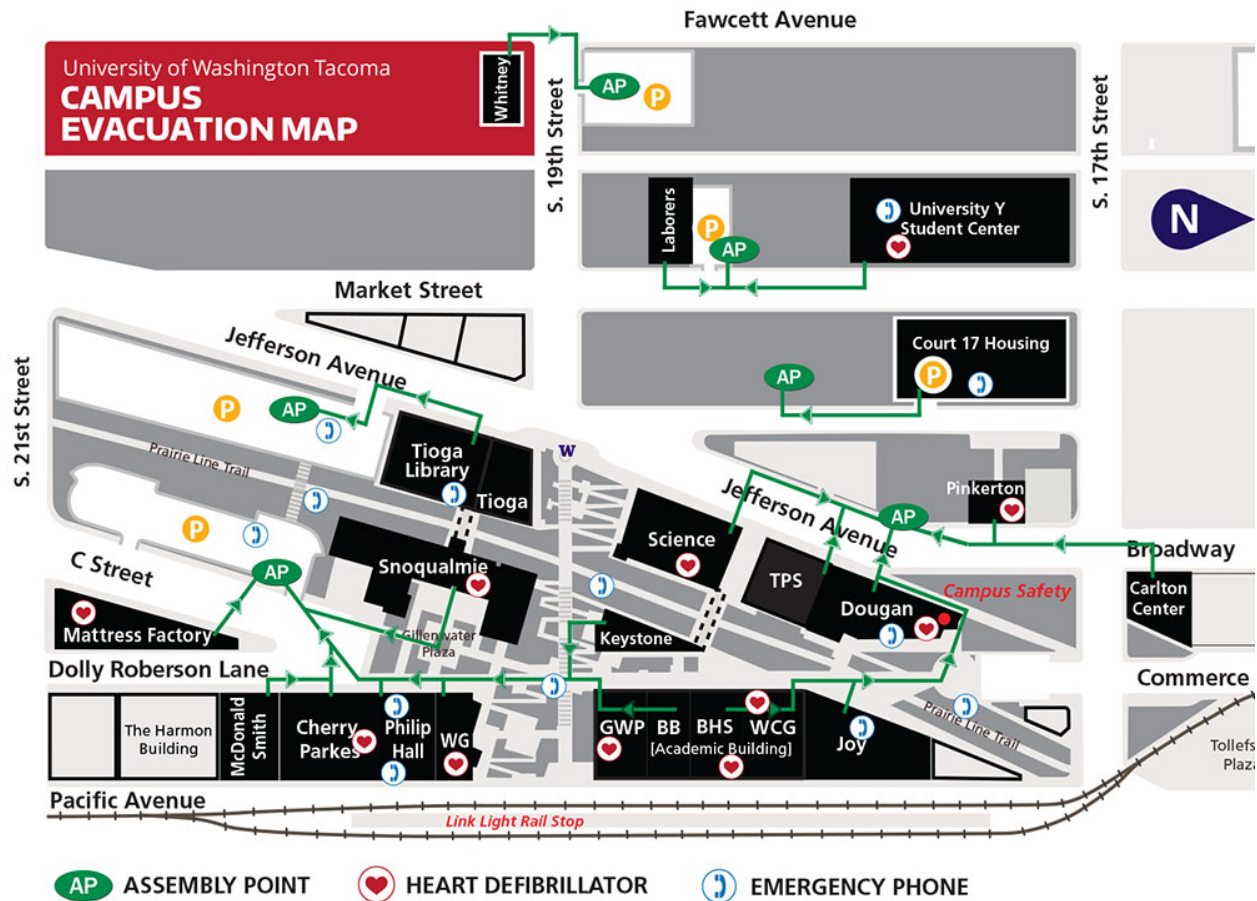
Occupants should have an Area of Safe Refuge (inside the building) four floors below their floor of origin if the building is designed for partial evacuation (i.e., only fire floor and floor above alarm).

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

Evacuation Plans

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

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



Appendix D

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.

Most UWT buildings have accessible exits at the ground level floor that can be used during an emergency. People can move into the unaffected wings of the building rather than exiting. However, in most UWT buildings people will need to use stairways to reach building exits. 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.

Evacuation Building 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.

- **Horizontal evacuation:** Use building exits to the outside ground level or go into unaffected wings of multi-building complexes.
- **Stairway evacuation:** Use steps to reach ground level exits from the building.
- **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.
- **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.

For false or needless alarms or an isolated and contained fire, a person with a disability may not have to evacuate. The decision to evacuate will be made by the Tacoma Fire Department (TFD). The TFD will tell the individual their decision or relay the information via the Campus Safety & Security Department.

- **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 Campus Safety and the Tacoma Fire Department 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

Some buildings on campus are equipped with fire alarm strobe lights; however, many are not. Persons with hearing impairments may not hear audio emergency alarms and will need to be alerted of emergency situations. Emergency instructions can be given by writing a short explicit note to evacuate. Reasonable accommodations for persons with hearing impairments may be met by modifying the building fire alarm system, particularly for occupants who spend most of their day in one location. Persons needing such accommodation should contact Disability Services Office.

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.

Speech Impaired

People with speech impairments can hear standard alarms and voice announcements, and they can see visual indicators that warn of danger and the need to evacuate. Therefore, no special accommodations or additional planning is needed for speech impaired persons.

Cognitively Impaired

People with cognitive impairments can hear standard alarms and see visual indicators of the need to evacuate. However, the ability to recognize, understand, and respond appropriately to fire alarms and other emergency notification systems, as well as the ability to locate exits in an emergency should be evaluated. Plans for assistance may need to be developed by the department.

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

Procedures for Planning and Scheduling Evacuation Drills

Preparation for an Evacuation Drill

1. Meet with Evacuation Building Wardens 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 at (253) 692-5700 to arrange for a technician to activate the alarm system and reset it after the drill
- Campus Safety & Security will notify the Chancellors Office 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 Building Wardens and Evacuation Wardens)
- Facilities - to activate the alarm system
- EH&S Building and Fire Safety Office or other third party observer (optional).

Appendix F

Conducting, Evaluating and Recording Evacuation Drills

Conducting an Evacuation Drill

Participation

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 an 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.

Appendix G

Evacuation Drills and Crowd Management for Public Assemblies

Conducting the Evacuation Drill

Participation

A. Alarm Activation and Evacuation

- a. Special props, if used, should be installed just prior to activating the alarm.
- b. A building wide alarm will be initiated by Facilities personnel upon request of the Campus Safety & Security Department. An “all call” announcement indicating that this is a drill will be made prior to activation of the speakers and strobes as follows: “A building wide fire drill will commence in the next few minutes. This is only a drill but it requires full participation. If you are unfamiliar with fire drill procedures, please ask your colleague or other building occupant”.
- c. Evacuation of all occupants should follow in accordance with established procedures.
- d. Evacuation Building Wardens and Floor Wardens must report to their area of responsibility.

Evaluating and Recording an Evacuation Drill

EVALUATING THE DRILL

The following should be verified by the Evacuation Building Wardens and Campus Safety & Security:

- Floor Wardens responded to assigned floor or area and performed assigned duties.
- Staff could hear clearly and respond to the alarm and any additional instructions.
- Floor Wardens accounted for missing occupants, guided occupants to safety, completed floor checks and reported to the Evacuation Building Wardens.
- Persons with disabilities were accounted for and helped.

- No one attempted to use elevators for evacuation.
- Occupants reported to nearest stair or exit and proceeded to an evacuation assembly point where applicable.
- Occupants who exited did not reenter prematurely

RECORDING THE DRILL

- The Evacuation Building Wardens will summarize evaluation comments and initiate an appropriate follow-up for items that need improvement.
- The Evacuation Building Wardens will complete and distribute the Fire 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

Evacuation Drill Report Form

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

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

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

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



UNIVERSITY OF WASHINGTON
FIRE DRILL REPORT
ENVIRONMENTAL HEALTH AND SAFETY

Date of Drill

Building Name

Facility Services Building No.

☐ High-Rise ☐ Residential ☐ Assembly ☐ Day Care ☐ Low-Rise ☐ Other

Address

Evacuation Director or Building Administrator/Coordinator

IMPORTANT

Verify that all procedures for preparing and conducting fire drills have been completed. Do not activate the alarm on your own! Fire Drill alarm activation must be done by Facilities Services.

Device Activated (location)

Time Initiated

Time Completed

Areas Alarmed

Evacuation Wardens/Staff reported to assigned areas and performed duties.

☐ YES

☐ NO

If NO, Which floors or areas did not:

Evacuation Wardens/Staff reported the following to the Evacuation Director or Building Administrator/Coordinator:

- | | | |
|--|--|-----------------------------|
| 1. Occupants/staff exited using the nearest exit | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. Occupants/staff responded and reported to Evacuation Assembly Point | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. Persons with disabilities are accounted for | <input type="checkbox"/> NA <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. Visitors and students were properly directed | <input type="checkbox"/> NA <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 5. Accounted for missing or trapped personnel | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 6. The alarm was audible throughout the area | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 7. No premature reentry | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

Comments on all NO marks. Include additional remarks about the drill.

SIGNATURES

Drill conducted by:

Evacuation Director or Building Administrator/Coordinator or designated employee

Drill witnessed by:

Seattle Fire Department Representative (optional)

Environmental Health and Safety (optional)

Appendix I

Evacuation Warden Headcount Checklist

Building Name: _____ Assembly Point: _____

Evacuation Warden: _____ Time and Date: _____

Employees / Visitors	Present	Absent	In Field	Injured	Missing	Last Known Location	Emergency Assignment
Name:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Name:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Name:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Name:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Name:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Name:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Name:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Name:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Name:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Name:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Name:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Name:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Name:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Name:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Name:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Name:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Name:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Name:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Evacuation Warden Headcount Checklist continued

Page 2 of 2

[illegible]

Appendix J

About the UW Tacoma Emergency Management Plan (UWT-CEMP)

Background

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

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

The following is a summary of the EMP.

The UW Tacoma All-Hazards Emergency Management Plan

The UWT-CEMP 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 Tacoma 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 UWT-CEMP.

Appendix K

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 Handbook", Vol. 4; Part VI; Chapter 4, University Safety Programs; Section 1, Statement of Policy and Responsibilities (Executive Order No. 55 of the President, last revision April 1994).

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 Dave Leonard, Director EH&S, at 206-498-0326, or email dlbranum@uw.edu to report a fire or explosion to EH&S.

Incident Type	Agency /Department	Response
Fire	Tacoma Fire	Activate nearest fire alarm pull station and call 9-1-1
Crime in Progress	Tacoma Police	Call 9-1-1
Medical Emergency	Tacoma Fire/ Campus Safety & Security	Call 9-11
Hazardous Material Release/Spill	Tacoma Fire	Call 9-1-1
Suspicious Behavior	Campus Safety & Security	253-692-4416
Facility or Utility Failure	Facilities	253-692-5700

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 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 Building Wardens about any missing students and their last known location in the building. After exiting and accounting for students, the building Evacuation Building Wardens 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 Tacoma 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.

Active Violence

The information below provides guidelines for acts of violence on campus. However, every incident varies, making it impossible to provide an absolute answer for every situation. In the event of an active shooter incident or **imminent threat**, you should run, hide or fight. Understand that each situation will be different.

Run

- Know your surroundings – have escape route and plan in mind
- Run immediately - leave your belongings behind
- Evacuate regardless of whether others agree to follow
- Help others escape, if possible
- Do not attempt to move injured people
- Prevent others from entering area where the active shooter may be
- Keep your hands visible
- Call 911 when you are safe

Hide

- If you can't escape, hide in an area out of the shooter's view
- Lock the door or block the entry to your hiding place
- Silence cell phone (including the vibrate mode) and remain quiet
- Take cover behind furniture or fixtures away from doors or windows

Fight

- Fight as a last resort and only when your life is in imminent danger
- Use items around you as weapons to fight
- Attempt to incapacitate the shooter

In a classroom, residence hall or office

- If you are in a classroom, residence hall room or office, **STAY THERE**. Secure the door.
- If the door has no lock and the door opens in, a heavy door wedge should be kept on hand and driven in as hard as you can, or use heavy furniture to barricade the door.
- If the door has a window, cover it if you can. Depending on the shooter's location, consideration may also be made to exit through windows. Have someone watch the door as you get as many students out the windows (ground floor) as calmly and quietly as possible.

- If the windows do not open or you cannot break them or you are not on a ground floor, get out of sight from the door and stay low and quiet.
- If no police units are on scene, move well away from the incident and find safe cover positions and wait for the police to arrive.
- When officers arrive on scene, community members should attempt to move toward any police vehicle when safe to do so, while keeping their hands on top of their head. Follow the directions of the police.
- Do not leave the area entirely; you may have information that responding police officers will need. Once in a safe place, stay put.

In hallways or corridors

- If in the hallways, get in a room and secure it. Unless you are close to an exit, do not run through a long hallway to get to an exit as you may encounter the shooter.

In large rooms or auditoriums

- If in a gym or theater area and the shooter is not present, move to and out external exits and move toward any police unit keeping your hands on your head. Do what the police tell you!

Trapped with the shooter

- If you are trapped, do not do anything to provoke the shooter. If no shooting is occurring, do what the shooter says and do not move suddenly. Only you can draw the line on what you will or will not do to preserve your life and the lives of others.
- If the shooter does start shooting people, you need to make a choice (at this point it is your choice): (1) stay still and hope they do not shoot you, (2) run for an exit while zigzagging, or (3) attack the shooter. Attacking the shooter is very dangerous, but certainly no more so than doing nothing in some cases. A moving target is much harder to hit than a stationary one and the last thing the shooter will expect is to be attacked by an unarmed person. Any option chosen may still result in a negative consequence.
- This is not a recommendation to attack the shooter but rather a choice to fight when there is no other option.

Open Spaces

Stay alert and look for appropriate cover locations. Brick walls, large trees, retaining walls, parked vehicles or any other object that may stop firearm ammunition penetrations may be used as cover.

Shelter-in-Place

The purpose of the Shelter-in-Place plan is to safeguard occupants during an emergency occurring outside of a building. "Shelter-in-place" is defined as selecting a room or area, preferably away from windows, in the event of an emergency that requires individuals to take refuge indoors and not evacuate a building to an assigned evacuation assembly point. Examples of an emergency to shelter in place could include but are not limited to; earthquake, chemical spill, volcanic eruption-ash fall or civil disturbance.

During business hours, staff members are expected to shelter-in-place at their workstation, in their office or in their office area. Staff members are strongly encouraged to keep an emergency supply kit at their workstation and utilize it, if necessary during a Shelter-in-Place emergency.

Staff members that are separated from their “home” work location should shelter-in-place in the closest room or area with a closable door. Residential occupants (students living on-campus in apartments) should take shelter in their room or apartment. A building and its occupants will be notified of their Shelter-in-Place status through at least one tier of the university’s tiered notification system:

- 1) University of Washington Tacoma Alert System- (text and or email)
- 2) Building’s speaker system.

Personal or work appointed cellular telephones should be accessible during a Shelter-in-Place emergency. Elevator and elevator vestibule phones (i.e. ring down phones) should be used for two-way communication if cellular telephones are not available.

Once a building receives the status of “Shelter-in-Place” specific procedures may include:

- Closing and locking exterior doors and windows. Exterior doors may be locked remotely from a source outside of the building actively sheltering-in-place.
- Identifying persons with disabilities and communicating with them that the building is “sheltering-in-place”.
- Ceasing all business operations and informing customers and guests that the building is “sheltering-in-place”. This would include providing for the safety of current customers and guests by asking them to not leave the building.

Once a year a Shelter-in-Place drill should be conducted to ensure occupants know what to do and where to go during an emergency. Persons (i.e. identified personnel or Evacuation Directors / Wardens) responsible for performing duties during the drill will be provided with training prior to the drill.

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.

Everyone Must Evacuate Immediately!
--

- 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.

The elevators cannot be used during an emergency evacuation!

- 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 Evacuation Building Warden 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.

Items that may be hazardous if left unattended should be shut down.

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

Appendix L

Emergency Evacuation and Planning Checklist

Instructions

This emergency evacuation and planning checklist is provided by EH&S for Evacuation Building Wardens 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 Building Wardens 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 Building Wardens and Wardens identify the necessary corrective actions to comply with EEOP procedures.

The procedures for completing this form are as follows:

- The Evacuation Building Wardens 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 Tacoma 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: _____ Evacuation Warden: _____

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

1	Do you have an up-to-date written Departmental Health and Safety Plan? Do your employees know about this plan, where to find it, and how to use it?	Yes <input type="checkbox"/> , No <input type="checkbox"/> , N/A <input type="checkbox"/>
2	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"/>
3	Have the Evacuation Building Wardens and Evacuation Wardens attended UW emergency evacuation training?	Yes <input type="checkbox"/> , No <input type="checkbox"/> , N/A <input type="checkbox"/>
4	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"/>
5	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"/>
6	Are Evacuation Wardens familiar with the EEOP and building specific information such as escape routes, assembly points, areas of safe refuge for persons with disabilities, and how the alarm system responds?	Yes <input type="checkbox"/> , No <input type="checkbox"/> , N/A <input type="checkbox"/>

7	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"/>
8	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"/>
9	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"/>
10	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"/>
11	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"/>
12	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"/>
13	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"/>
14	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"/>
15	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

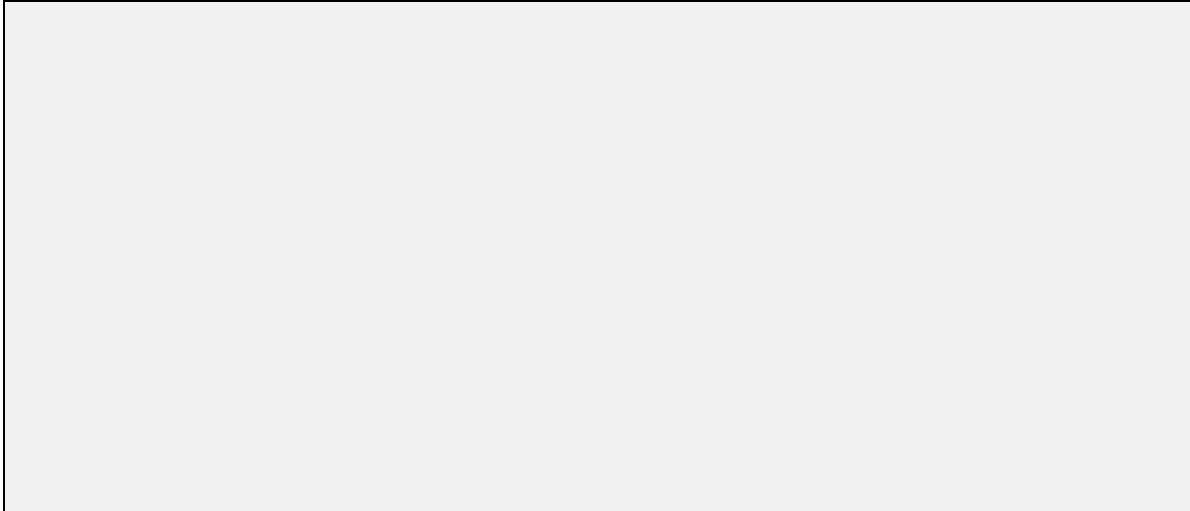
List any other hazardous conditions in need of correction that are not covered on this emergency evacuation checklist. Assign and document the correction of each hazardous condition or concern.

1	
2	
3	
4	
5	

Other Comments

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

Date:



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 Building Wardens and Floor Wardens attended the UW Tacoma emergency evacuation training?

Corrective Action: Register Evacuation Building Wardens and Floor 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/pso/NewEmployeeSafetyOrientation.pdf>

Completion Date:

Evacuation Warden Responsibilities

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

Corrective Action: Evacuation Building Wardens and Floor 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 Building Wardens, Floor Wardens and people in their areas of responsibility know the location of primary and secondary Evacuation Assembly Point(s)?

Corrective Action: Evacuation Building Wardens and Floor 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 Building Wardens and Floor Wardens know the locations and types of fire extinguishers in the building?

Corrective Action: All 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 Building Wardens and Floor 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 Building Wardens and Floor 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 Building Wardens and Floor Wardens follow an established procedure to conduct a head count of evacuated building personnel at the EAP?

Corrective Action: Train all 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 Building Wardens 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 Building Wardens know the procedures to account for persons with disabilities, visitors, and people unfamiliar with the building?

Corrective Action: Establish written procedures for Evacuation Building 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/disableddevacguide.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 all Wardens with proper re-entry procedures. An evacuated building may be re-entered only after an "ALL CLEAR" determination is made by the Tacoma Fire Department or the UW Tacoma Campus Safety & Security.

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

Completion Date:

Appendix M

Evacuation Building Warden Post-Earthquake Checklist

Buildings with Special Considerations

After a mild earthquake (gentle rolling motion), the Evacuation Building Warden 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 Tacoma 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 any Wardens 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 TFD 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.

Evacuation Building Warden Post-earthquake Checklist

(Gentle Rolling Motion)

Complete this checklist following a mild earthquake. Evacuation Building Wardens 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 Campus Safety & Security at 2-4416 (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 Tacoma Fire Department has cleared the building for re-entry.

If the evacuation building warden 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 Building Warden. 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:	_____

Utilities	
Is the power out? (Evacuate)	Yes <input type="checkbox"/> , No <input type="checkbox"/> , N/A <input type="checkbox"/>
Are there any damaged, leaking or ruptured utilities? (Evacuate)	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? (Evacuate)	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? (Evacuate)	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? (Evacuate)	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? (Evacuate)	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? (Evacuate)	Yes <input type="checkbox"/> , No <input type="checkbox"/> , N/A <input type="checkbox"/>
Are there damaged sinks, toilets, piping or other plumbing? (Evacuate if water is leaking or running uncontrolled)	Yes <input type="checkbox"/> , No <input type="checkbox"/> , N/A <input type="checkbox"/>
Is hot water heater(s) detached or leaking? (Evacuate if the water heater is gas-fired)	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"/>

Mechanical / Electrical Equipment	
Is there damaged air handling equipment such as fans, fan motors, or ductwork? (Evacuate)	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? (Evacuate)	Yes <input type="checkbox"/> , No <input type="checkbox"/> , N/A <input type="checkbox"/>
Is the elevator stuck between floors? (Evacuate)	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"/>

Hazardous Materials / Conditions	
Are there fires in the building too large to be contained by a trained and competent person with a fire extinguisher (larger than a wastebasket)? (Evacuate)	Yes <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? (Evacuate)	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? (Evacuate)	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? (Evacuate)	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? (Evacuate)	Yes <input type="checkbox"/> , No <input type="checkbox"/> , N/A <input type="checkbox"/>

Walls, Floors, Ceilings, and Windows	
Are there uneven floors, buckled carpets, or broken tile/vinyl flooring? (Evacuate)	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? (Evacuate)	Yes <input type="checkbox"/> , No <input type="checkbox"/> , N/A <input type="checkbox"/>
Are there severe cracks in the walls? (Evacuate)	Yes <input type="checkbox"/> , No <input type="checkbox"/> , N/A <input type="checkbox"/>
Are there any doors or windows difficult to open or close? (Evacuate)	Yes <input type="checkbox"/> , No <input type="checkbox"/> , N/A <input type="checkbox"/>
Is the suspended ceiling framework bent, twisted, or fallen? (Evacuate)	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"/>

Building Façade / Outdoors	
Are any outside building components (brick, mortar, stonework, chimneys) cracked or broken? Are there chunks of debris on the ground near the base of the building?	Yes <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 N

List of Acronyms

ATC-20Applied Technology Council (Rapid Assessment Teams for Earthquakes)
CERT Campus Emergency Response Team
EAPEvacuation Assembly Point
ECSEmergency Communication System
EEOPEmergency Evacuation and Operations Plan
EH&SEnvironmental Health and Safety Department
EMPAll-Hazards Emergency Management Plan
EOCEmergency Operations Center
FOMS Facility Operations Maintenance Specialist
HVAC Heating, Ventilation, and Air-Conditioning
ICS Incident Command System
MSDSMaterial Safety Data Sheet
MyChem EH&S Online Chemical Inventory Management System
OEMOffice of Emergency Management
SOPStandard Operating Procedure
TFD Tacoma Fire Department
TPDTacoma Police Department
UWTUniversity of Washington Tacoma
UWT-CEMPUniversity of Washington Tacoma Emergency Management Plan
WAC Washington Administrative Code

Appendix O

Current UWT Mass Assembly Areas

