

UNIVERSITY OF WASHINGTON

Department of Mathematics

Padelford Hall

(A High Rise Building)

Emergency Evacuation and Operations Plan
(EEOP)

Revised: 22 January 2009

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Introduction

The Padelford Emergency Evacuation and Operation Plan (EEOP), was written to correlate with the larger University of Washington Emergency Operation Plan developed in June 1994. A copy of the University wide EEOP is included in the Safety Plan at the front desk in C-138.

This plan represents a joint effort of the Mathematics Department Safety committee.

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PADELFORD HALL

High-rise Emergency Evacuation and Operations Plan (EEOP)

A. PURPOSE

The purpose of this plan is to establish procedures and duties, to promote planning, and to establish training for the staff of the Mathematics Department in case of fire and other emergency evacuations as required by Article 193 of the Seattle Fire Code, the Washington Administrative Code (WAC 296-24-567), and the UW Emergency Operations Plan (See Appendix).

B. SCOPE

This high-rise EEOP plan applies to all occupants of Padelford Hall regardless of their department or organization affiliation.

C. COORDINATION WITH OTHER EMERGENCY PLANS

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

1. UW Emergency Operations Plan

This high-rise EEOP outlines procedures and duties for obtaining information, communicating with the UW Emergency Operation Center (see section E.4), responding to non-fire building emergencies, and other contingencies that are consistent with the University of Washington's Emergency Operations Plan for large scale or campus-wide emergencies.

2. Departmental Emergency Operations Plan

The Mathematics Department will review its department-specific Emergency Operations Plan to verify that it is consistent with this evacuation and operations plan if it is determined that this single plan is not adequate for the department.

D. COORDINATION WITH DEPARTMENTAL HEALTH AND SAFETY PLAN

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

E. UNIVERSITY EMERGENCY RESOURCES AND CONTACTS

1. UW Police Department

The University of Washington Police Department (UWPD), at 1117 NE Boat Street in the Bryant Building, maintains an emergency Communications Center 24 hours a day, 7 days a week. To report an emergency of any kind, including but not limited to fire, medical emergency, or hazardous material spills or release, dial **911** from any telephone.

2. Environmental Health and Safety

Environmental Health and Safety (EH&S) is available to provide consultation and support for hazardous material spills and releases, temporary controls, and other general information to the Seattle Fire Department (SFD), UWPD, and UW departments during normal business hours, 8:00 a.m. to 5:00 p.m. Monday through Friday. After normal business hours, EH&S may be reached through the UWPD using the EH&S Duty Officer system.

3. Facilities Services

Facilities Services' Plant Operations division maintains a 24 hours a day, 7 days a week response unit called the Facility Operations Maintenance Specialists (FOMS). The FOMS respond automatically to all fire alarms, and other emergencies to provide support for the UWPD and SFD. This support includes, but is not limited to, the operating/resetting of the fire alarm system; operating the heating, ventilation, and air-conditioning systems (HVAC); and the shutdown of steam, water, electrical, and other utilities. FOMS support may be requested through the UWPD.

4. UW Emergency Operation Center

For a major local or regional emergency, the UW President may request activation of the University's Emergency Operation Center (EOC). The location of the EOC is Room 111 of the Bryant Building on 1117 N.E. Boat Street. 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 must be provided to the EOC through the UWPD by using campus telephone systems (See F. University Emergency Resources and Contacts) or by runner if the telephone systems fail. The secondary EOC location is the Physical Plant Communications Center located in the Plant Operations building on Jefferson Road.

5. KIRO AM #710 – Official Emergency Broadcast Station

KIRO AM 710 KHz is the official area broadcast station in case of major disaster or University closing. Tune into this station for information.

F. EMERGENCY COMMUNICATIONS

1. Telephone

The campus telephone system will be used to the extent possible. In case of system failure or a power failure, campus phones will not function. If a multi-line phone does not work, try a single line phone before looking for alternatives. Alternatives in Padelford Hall are the emergency single-line phones in the elevators, which could function in a power failure or outage. Padelford Hall personnel will serve as messengers if phone communication is not an option.

2. Monitored Systems

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

G. DEPARTMENT & STAFF RESPONSIBILITIES

1. Employees, Faculty, & Staff are responsible for:

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

<p>When the fire alarm sounds, begin immediate evacuation according to the plan.</p>

2. Special Positions

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

3. Fire Safety Director Responsibility and Control

- a. The Fire Safety Director acts as the liaison with the responding emergency service, EH&S and others if a building emergency occurs. In their absence the alternates are responsible for carrying out the requirements.
- b. For a community-wide event (Level III), the Fire Safety Director or an alternate will establish contact with the UW Emergency Operations Center (EOC). The first location for the EOC is Room 111 of the University of Washington Police Department at 1117 N.E. Boat Street. The secondary location is the Physical Plant Communications Center in the

Plant Operations building on Jefferson Road. Contact will be established by normal phone system (911), single line phones or runners.

4. Fire Safety Director and Alternates' Duties

- a. Prepare and maintain the building Emergency Evacuation and Operations Plan (EEOP).
 - i. A copy of the completed plan should be available in all units' reference stations and will be sent to EH&S for forwarding to the Seattle Fire Department
 - ii. If there are significant changes in a plan revision, a copy of the original document and the update will be sent to EH&S for forwarding to the Seattle Fire Department.
- b. Coordinate with department safety committees responsible for employee, student, and visitor health and safety.
- c. Assign floor wardens (and alternates) for all areas of the building and insure that they know what their duties are in case of an evacuation. Floor warden orientation is required when there are changes of personnel. See Appendix A for a current list of floor wardens and alternates.
- d. Attend the "High-Rise Building and Life Safety" program provided by the Seattle Fire Department. New Fire Safety Directors and alternates may register for this class by phoning 386-1335, and should notify the EH&S Training Section at 543-7201 when training has been completed.
- e. Assure classroom instructors inform students about emergency procedures, exit routes, and assembly points on the first date of class.
- f. Schedule "Floor Warden Training" for assigned personnel.
- g. Schedule, conduct, and record fire drills as required by the Seattle Fire Code and WAC 296-24. (See Appendix F).
- h. Review the emergency plan at least annually and confirm that it is current.
- i. Assure emergency services UWPD, FOMS, SFD, and EH&S are notified for all building emergencies as appropriate.
- j. During a fire alarm, report to assembly point (1) and act as a liaison with responding emergency services and do the following:
 - Receive status reports from area floor wardens.
 - Provide information about the building layout, systems, processes, and special hazards to Facility Services, SFD, UWPD, and other emergency personnel.
 - Help the Facility Services Personnel (FOMS), and the Seattle Fire Department in the operation of the Fire Alarm Panel if required.
 - Coordinate with key building administrators on building occupation and operation issues.
- k. Assign Floor Wardens or other assigned personnel, as needed, to be stationed by all other building entrances to prevent unsuspecting personnel from reentering the building. When the fire or police department give the 'all clear' signal, the Fire Safety Director notifies the floor wardens that the occupants may reenter the building.

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

5. Duties of the Floor Warden

- a. Be familiar with the “Emergency Evacuation and Operations Plan” (EEOP). It contains the function and activities of building staff during many emergencies, how these activities are to mesh with responding emergency personnel, information on the building and its emergency protection systems, emergency equipment testing procedures, and a list of all the floor wardens in the building.
- b. Distribute copies of appropriate sections of the completed plan to all people in your area of responsibility.
- c. Know where persons with disabilities are located in your area and what their alarm response will be (See Appendix D). Know the ‘areas of refuge’ in your section or individual rooms that may be used by persons with mobility disabilities during a fire alarm.
- d. Coordinate with the other Floor Wardens on your floor to work together and avoid duplication of tasks.
- e. Walk over your primary and secondary evacuation routes at least once to familiarize yourself with emergency exits and routes to the re-assembly area.
- f. Attend training sessions and meetings to review procedures and duties.
- g. Know where hazardous conditions or situations in your area may exist. Know the location of flammable, radioactive and other hazardous materials.
- h. Know where the single line phones and pull stations are and how to turn in an alarm.
- i. Know how the alarm system responds; Appendix N shows the alarm sequence for Padelford Hall.

H. EMERGENCY PROCEDURES

1. Fire – Procedures for Occupants

- a. **When an alarm sounds on your floor, begin immediate evacuation.** Only those floors that are in alarm need to evacuate. If the incident is significant, additional floors will require evacuation. Close doors behind you.

REMEMBER THAT HAZARDOUS EQUIPMENT AND PROCESSES SHOULD BE SHUT DOWN UNLESS DOING SO PRESENTS A GREATER HAZARD. CLOSE DOORS BEFORE LEAVING.

- b. **If you discover a fire, activate the nearest pull station and call 911.** Then you may attempt to put it out if it is small (no larger than a waste basket). If the fire is too large or you are uncomfortable or unfamiliar with the proper use of a fire extinguisher, simply close the door and evacuate.

- c. **If the fire alarm does not work, call 911 and notify occupants verbally** of the emergency and the need to evacuate. Floor Wardens or another responsible party needs to confirm that all occupants are notified.
- d. **Evacuate via the nearest stairwell.**
Do not block exit doors in an open position. The stairwells are pressurized to keep smoke out and keep them safe for evacuation and fire personnel. Leaving doors open makes the stairwells dangerous and unusable. Persons with physical difficulties have several options for evacuation (See Appendix D).

DO NOT USE THE ELEVATORS

WHEN AN ALARM IS SOUNDED THE ELEVATORS WILL BE AUTOMATICALLY
RECALLED TO A PRE-DETERMINED FLOOR FOR USE BY THE FIRE
DEPARTMENT PERSONNEL.

- e. **Go to your predetermined assembly point** as outlined in Appendix B.
- f. At the assembly point, **account for personnel** and report to the Floor Wardens if any occupants are unaccounted for and may be trapped. Floor Wardens will report to the Fire Safety Director.
- g. **If you are trapped** by smoke, stay low, cover your mouth with wet cloth, stay near a window, open it but do not break it, hang something out the window to let fire personnel know you are there and put something in cracks around the door, phone 911 if possible.

2. Fire – Procedures for Floor Wardens

- Begin at the farthest point in your area and assure that the occupants ahead of you have evacuated. Conduct a quick search and make sure hazardous equipment is shut off, doors are closed and no one is left behind; this search should take 2 – 3 minutes. If there is smoke in the hall, stay low, cover your mouth with a damp cloth or handkerchief, visualize where the exits are, stay close to and use the wall to guide you so you do not become confused. If there is no smoke, you may have trouble getting people to evacuate so be strong, positive and insistent. Students and visitors who may not be familiar with this plan must be informed of the requirement to evacuate.
- Direct occupants to reassemble at the designated assembly point (See Appendix B). If you have helpers, station them in front of the elevator to make sure no one attempts to use it. If the stair is full of smoke go to another stair.
- Do not allow the stairway doors and other exit doors to be blocked open. Leaving stairway doors blocked or held open allows smoke to enter the stairwells and makes them dangerous and unusable.
- Special attention needs to be given to any persons with disabilities, in particular those who are visitors and unfamiliar with the building. Floor wardens are responsible to report the location of all mobility impaired persons stranded in their area of

responsibility to the Fire Safety Director or Seattle Fire Department personnel. See Appendix D for further details.

3. Bomb Threats

University personnel receiving telephoned threats should attempt to get the exact location where the bomb has been planted, or is going to be planted. Also, attempt to get as much information as possible about the caller, for example, male or female, accent, etc. Listen for any background noise that may indicate the location of the caller. The checklist below shows the information that can aid in locating a bomb. Complete the check list as soon as possible after receiving a threatening call and report it immediately to the University Police Department at 911 (TDD 543-3323). Bomb threats received through the mail or by other means are also to be reported immediately to the University Police Department.

Exact time of call _____

Exact words of caller _____

QUESTIONS TO ASK

1. When is the bomb going to explode? _____
2. Where is the bomb? _____
3. What does it look like? _____
4. What kind of bomb is it? _____
5. What will cause it to explode? _____
6. Did you place the bomb? _____
7. Why? _____
8. Where are you calling from? _____
9. What is your address? _____
10. What is your name? _____

CALLER'S VOICE (circle)	Male	Female		
Calm	Disguised	Nasal	Angry	Broken
Stutter	Slow	Sincere	Lisp	Rapid
Giggling	Deep	Crying	Squeaky	Excited
Stressed	Accent	Loud	Slurred	Normal

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

Were there any background noises? _____

Person receiving call _____

Date _____ telephone number call received at: _____

REPORT CALLS IMMEDIATELY TO: UWPD AT 911 OR 543-9331

4. Earthquakes

- a. If indoors, watch for falling objects such as light fixtures, bookcases, cabinets, shelves, and other furniture that might slide or topple. Stay away from windows. If in danger, get under a desk, into a corner away from windows, or into a structurally strong location such as a hall by a pillar. Do not run outside.

DROP, COVER, AND HOLD

- b. Do not dash for exits since they may be damaged and the building's exterior brick, tile, and decorations may be falling off.
- c. Do not use the elevators.
- d. When the shaking stops, check for injuries to personnel in your area. Do not attempt to move seriously injured persons unless they are in immediate danger. Render first aid assistance if required. (See Appendix G for First-Aid Plan Guidelines.)
- e. Check for fires or fire hazards – spills of flammable or combustible liquids, or leaks of flammable gases.
- f. Turn off ignition and heat sources if it is safe to do so.
- g. Exit the building, if possible, and go to the nearest assembly point to report injuries, damages, and potentially hazardous conditions. Call or send a runner to the Emergency Operations Center to communicate any needed assistance and emergencies that may exist. Once you have exited the building do not reenter until the building has been declared safe by trained emergency personnel.
- h. Use the telephone system only for urgent matters.
- i. Personnel should know the location of first aid kits, fire alarms, and extinguishers. The names of employees with current first aid skills are available to all departmental personnel (Appendix A). Floor Wardens are responsible for walking through their assigned areas, assisting in evacuations, and reporting to the emergency assembly point. These activities must not significantly delay departure from the building or put the Floor Warden in danger.

I. EMPLOYEE ORIENTATION

New employees must be informed of the EOP 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 Fire Safety Director and Floor 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 G.5.

J. FIRE EXIT DRILLS

Evacuation drills will be scheduled, conducted, and recorded by the Fire & Emergency Safety Director. Procedures for planning, scheduling, conducting, critiquing, recording, and reporting fire drills are outlined in Appendix F.

**Appendix A
Responsible Individuals**

See the section entitled “Department and Staff Responsibilities” for further details

A. FIRE & EMERGENCY SAFETY DIRECTOR AND ALTERNATES

1. Fire & Emergency Safety Director for Padelford Hall

Name: Susan Williams

Title: Administrator, English

Physical location (room number): A-101

Phone number: (206) 685-2673

E-mail address: saw@u.washington.edu

2. Alternates for the Fire & Emergency Safety Director

Name:

Title:

Physical location (room number):

Phone number:

E-mail address:

B. SAFETY EVACUATION FLOOR WARDENS

Each floor has several wardens to assure coverage. Each floor warden will have a clipboard, whistle and distinguishing clothing (cap or vest). Primary wardens will be responsible for routinely notifying occupants in their areas of safety procedures and providing special orientation to new occupants.

	A-Wing	B-Wing	C-Wing
FLOOR PL (-2)	English UG Advising	English, Linguistics, CSSS TA/RA offices	Math TA's
	Linda Ahern (lahern@u)		Steve Sheetz (sbsheetz@math.washington.edu)
	Jen Gonyer-Donohue (jengd@u)		
	Bridget Norquist (bridget@u)		
	Kimberly Swayze (swayze@u)		
	Melissa Wensel (wensel@u)		
FLOOR LL (-1)	English Writing Programs	English Writing Center & Creative Writing & TA's	CSSS (Statistics) & Math
	Diana Borrow (dborrow@u)	Louisa Peck (peckl@u)	Nick Ganoulis (nganouli@u)
	Karla Tofte (ktofte@u)	Judy Leroux (jleroux@u)	Kevin Loranger (kevinlor@math.washington.edu)
FLOOR ONE	English (main administrative office & Grad Advising)	CHID & WOMEN STUDIES	Spanish, Portuguese & Math
	Susan Williams (saw@u)	Amy Peoloff (apeloff@u)	Britt Ashley (britt@math.washington.edu)

Padelford Hall

	Carolyn Busch (buschc@u)	Cynthia Anderson (chid@u)	Michael Munz (munz@math.washington.edu)
	Martha Mestl (mestl@u)		
	Karla Tofte (tofte@u)	Carol Langdon (clangdon@u) Women Studies	
	Annee Fisher (af5@u)	Elain Haig-Widner	
		David Miles (dmiles@u)	David Miles (dmiles@u)
		Gabi Pirralho (pirrag@u)	Gabi Pirralho (pirrag@u)
		Lani Phillips (lanip@u)	Lani Phillips (lanip@u)
FLOOR TWO	Linguistics	French & Italian	French & Italian
	Mike Furr (furr@u)	Jennifer Keene (jkeene@u)	Jennifer Keene (jkeene@u)
		Sabrina Tatta (sabri@u)	Sabrina Tatta (sabri@u)
		Statistics	
		Cheryl Bissett (cheryl@ stat)	
FLOOR THREE	English computer support & faculty offices	Statistics	Math Library
	Rob Weller (weller@u)	Vickie Graybeal (graybeal@u)	Sandra Martin (skmartin@u)
		Ellen Reynolds (ellen@stat)	Martha Tucker (mtucker@u)
FLOOR FOUR	English faculty offices	English faculty offices	CLIT
	Ellen Palms (epalms@u)	Ellen Palms (epalms@u)	Yuko Mera (ymera@u)
FLOOR FIVE	English faculty offices	American Ethnic Stud. & American Indian Stud.	COMPARATIVE LIT
	Angelica Hernandez (acordero@u)	Dalia Correa (correa@u)	Marcia Feinstein-Tobey (maf@u)
CPR & FIRST AID CERTIFIED	CPR certified	First Aid certified	
	Brooke Miller, Math	Brooke Miller, Math	
	Britt Ashley, Math	Britt Ashley, Math	
	Steve Sheetz, Math	Steve Sheetz, Math	
	Susan Williams, English	Susan Williams, English	
	Tim Cahil, CHID		

Appendix B
Building Evacuation Plans

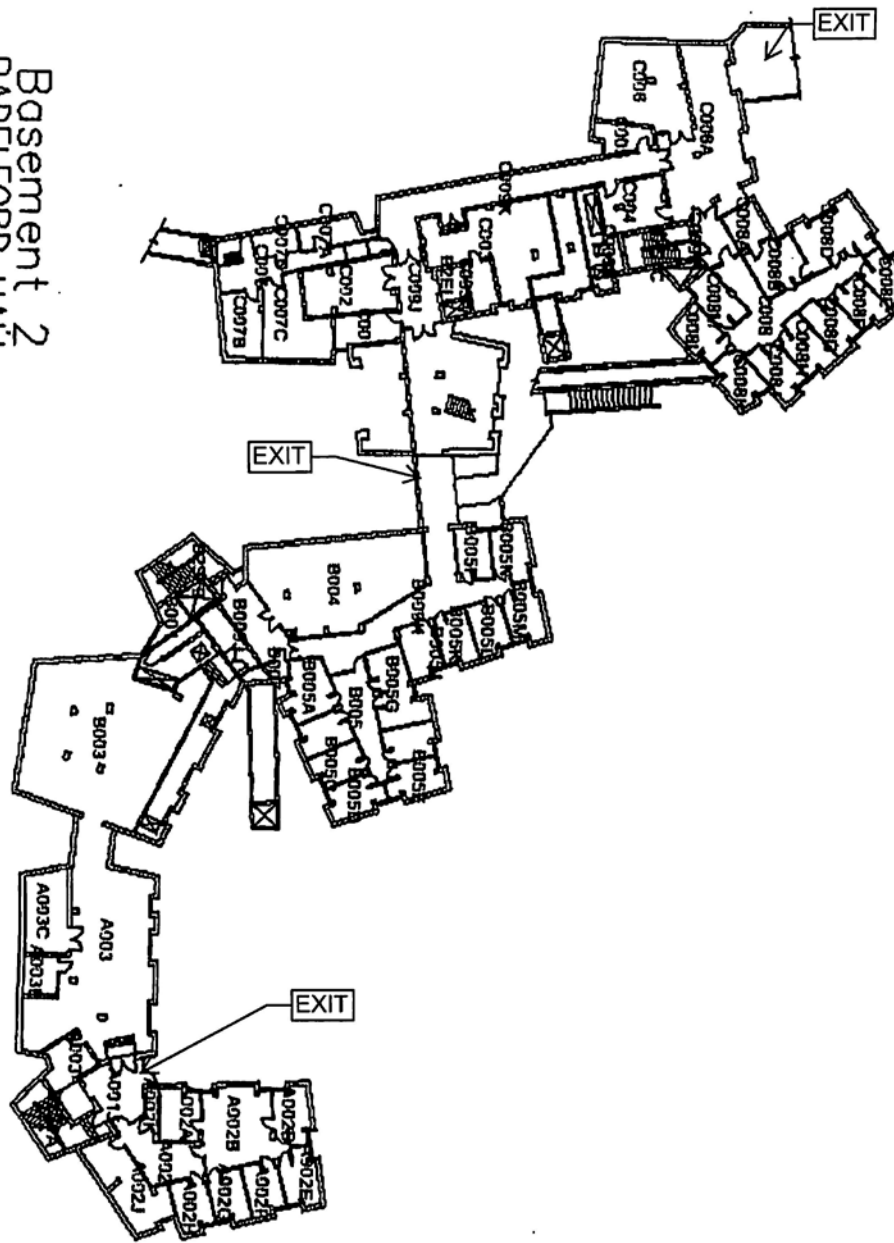
A. Evacuation Plans:

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, the alternate exit should be taken.

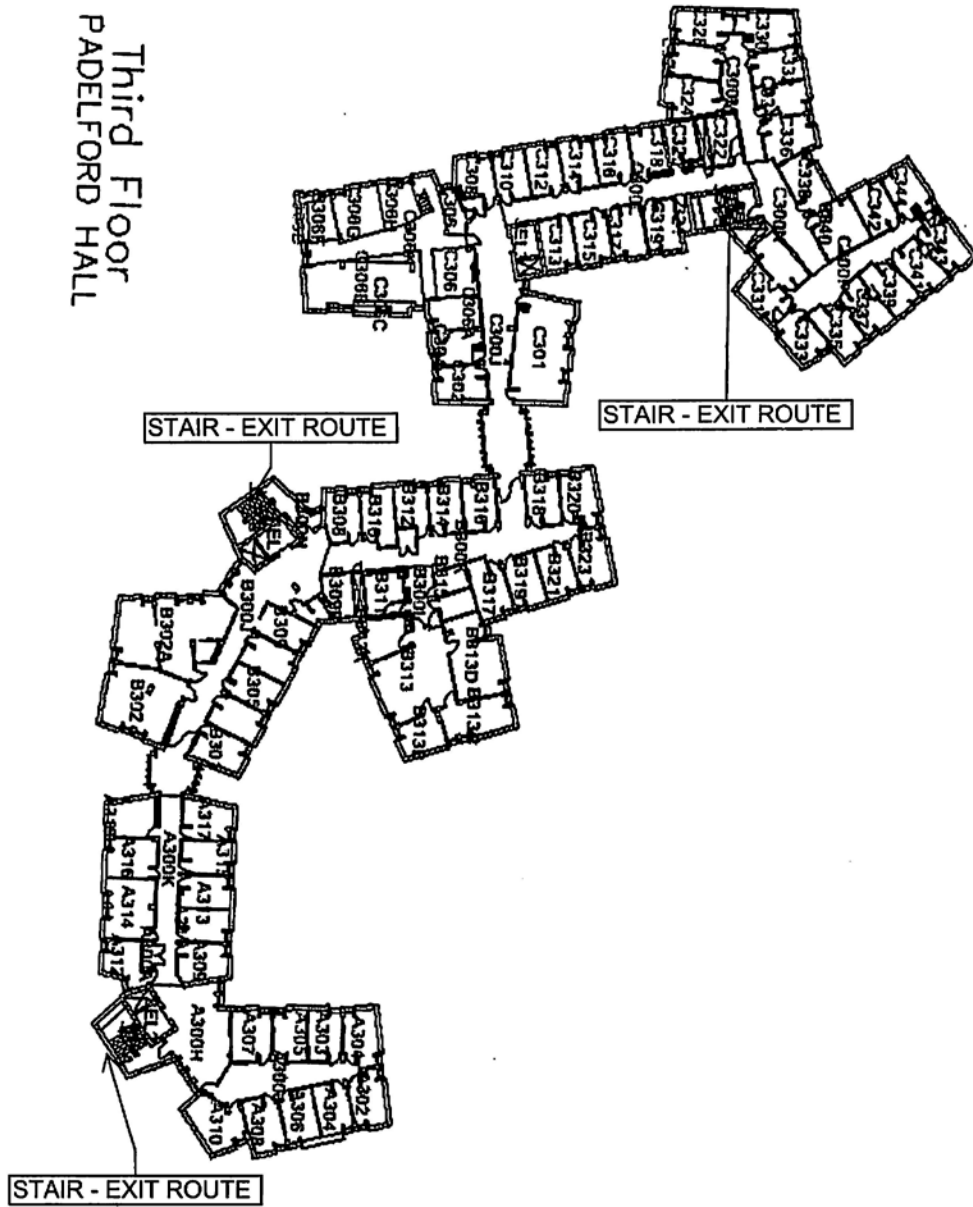
B. Assembly Points:

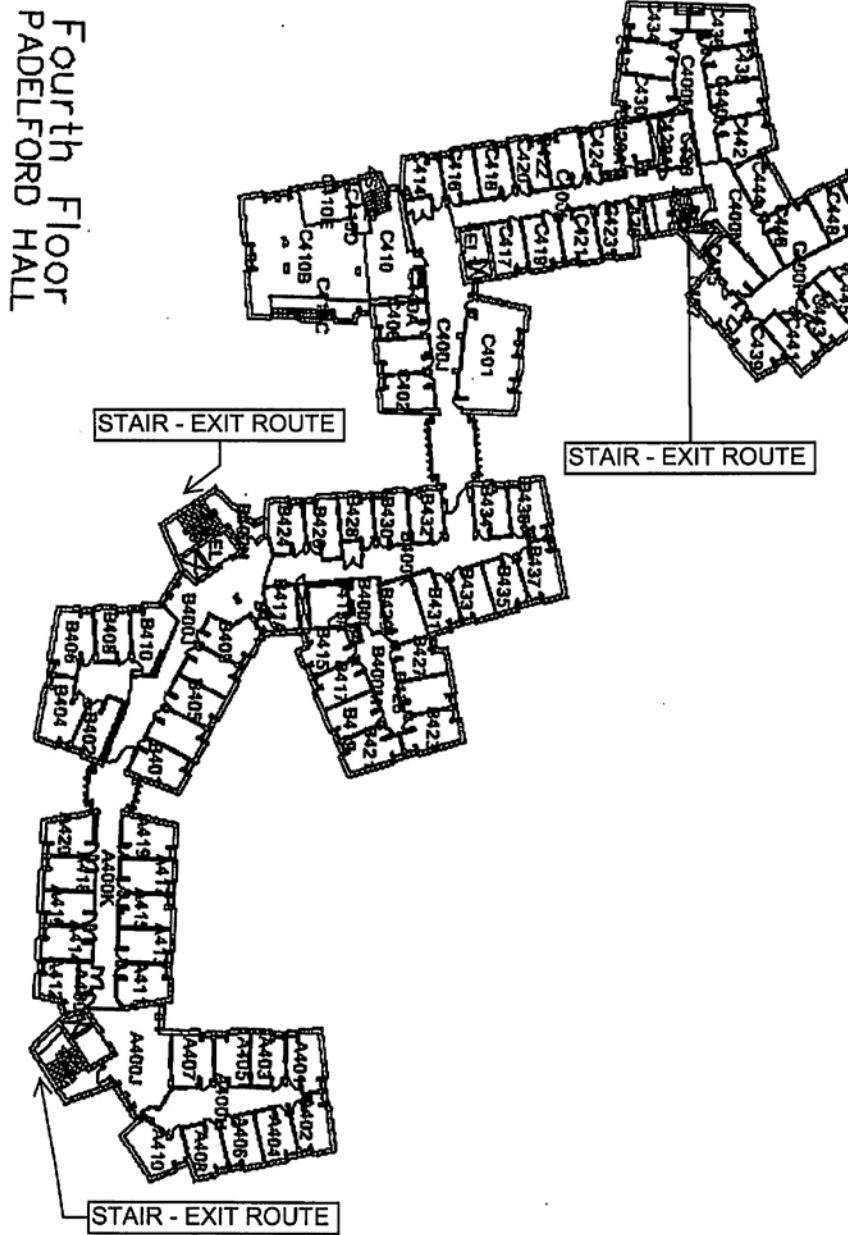
The primary assembly point for Padelford Hall is the HUB parking lot (N22). The secondary assembly point is the area across Pend Orielle from the C-Wing of Padelford Hall.

Basement 2
PADEL FORD HALL

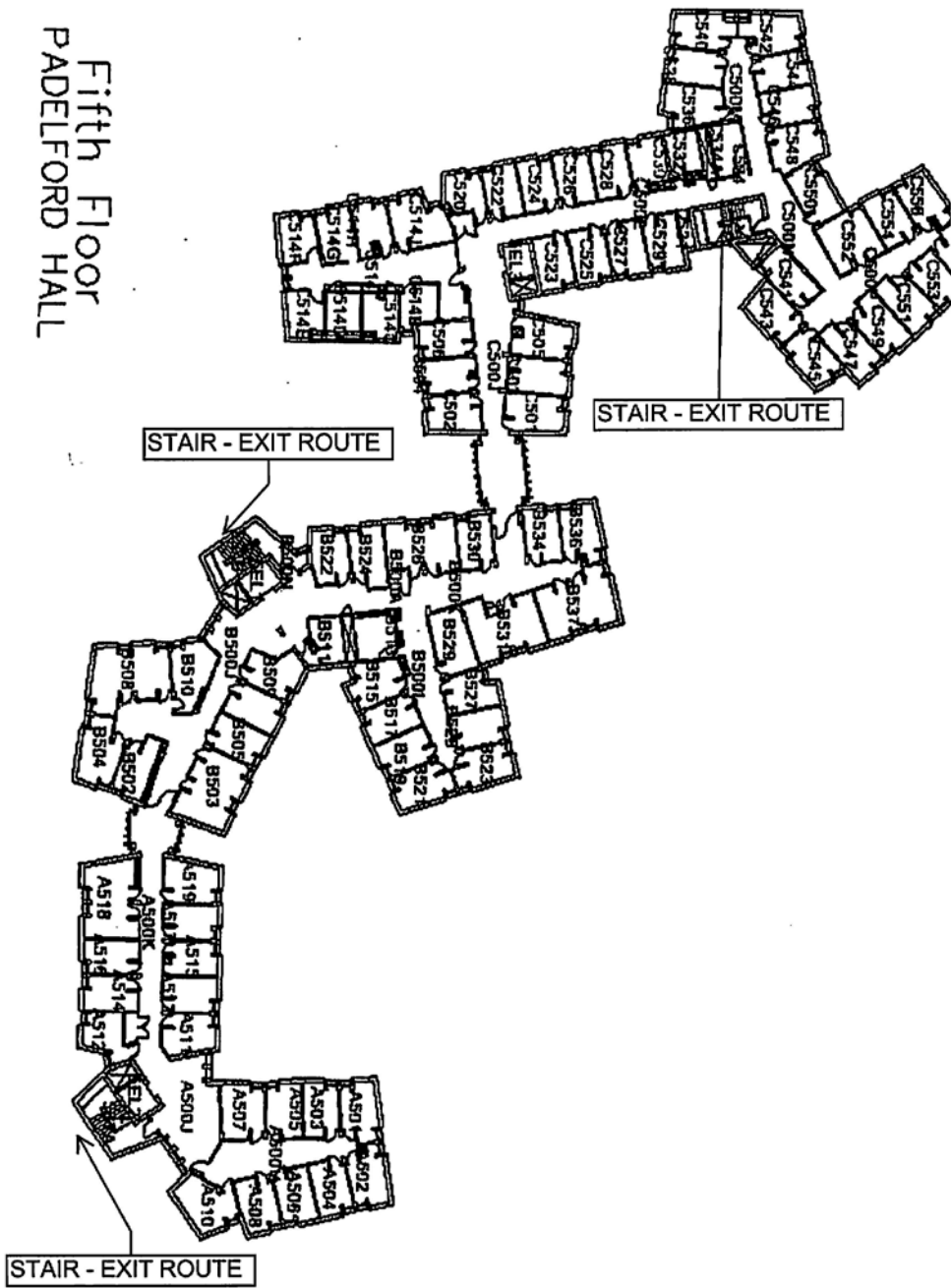


Third Floor
PADELFORD HALL





Fifth Floor
PADEL FORD HALL



Appendix C
Operation of the Fire Alarm Panel

A. Automatic Fire Reporting Systems

- Sprinkler Systems
- Local Heat Detectors
- Local Smoke Detectors

B. Manual Fire Reporting Systems

- Manual Pull Stations

C. Operating System Voice Package

The following is the operating procedure for the person(s) responsible to operate the voice package of the Fire Alarm System.

DO NOT SILENCE THE SPEAKERS UNTIL TOLD TO DO SO BY THE FIRE DEPARTMENT.

Instructions for operating the building system are located in Fire Safety Director's EEOP.

D. Control Panel Locations

The location of the Fire Alarm Panel in Padelford is in the C-wing outside room C-104 (Spanish and Portuguese Studies).

Appendix D

Emergency Evacuation for Persons With Disabilities

General

This appendix provides a general guideline of evacuation procedures for persons with disabilities, which would make exiting difficult, during fire and other building emergencies. 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.

Persons with limited mobility should:

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

Most UW buildings have accessible exits at the ground level floor that can be used during an emergency. In Padelford Hall people can move into the unaffected wings of the building rather than exiting. However, in most UW 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, as they are in Padelford.

Evacuation Options

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

- **Horizontal evacuation:** using building exits to the outside ground level or going into unaffected wings of multi-building complexes.
- **Stairway evacuation:** using steps to reach ground level exits from the building.
- **Stay in Place:** unless danger is imminent, remaining in a room with an exterior window, a telephone, and a solid or fire resistant door. With this approach, the person may keep in contact with emergency services by dialing 911 and reporting his or her location directly. Emergency services will immediately relay this location to on-site emergency personnel, who will determine the necessity for evacuation. Phone lines are expected to remain in service during most building emergencies. If the phone lines fail, the individual can signal from the window by waving a cloth or other visible object.

The Stay in Place approach may be more appropriate for sprinkler protected buildings or buildings where an "area of refuge" is not nearby or available. It may also be more appropriate for an occupant who is alone when the alarm sounds. A "solid" or fire resistant door can be identified by a fire label on the jam and frame. Non-labeled 1¾ inch thick solid core wood doors hung on a metal frame also offer good fire resistance.

- **Area of refuge:** with an evacuation assistant, going to an area of refuge away from obvious danger. The evacuation assistant 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.

Usually, the safest areas of refuge are pressurized stair enclosures common to high-rise buildings, and open air exit balconies. Other possible areas of refuge include: fire rated corridors or vestibules adjacent to exit stairs, and pressurized elevator lobbies. Many campus buildings feature fire rated corridor construction that may offer safe refuge. Taking a position in a rated corridor next to the stair is a good alternative to a small stair landing crowded with the other building occupants using the stairway. For assistance in identifying areas of refuge, call EH&S, Fire Safety at 543-0465.

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 Seattle Fire Department (SFD). The SFD will tell the individual their decision or relay the information via the University of Washington Police Department (UWPD).

Disability Guidelines

Prior planning and practicing of emergency evacuation routes are important in assuring a safe evacuation.

Mobility Impaired – Wheelchair

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

If the 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 (SFD). Only in situations of extreme danger should untrained people attempt to evacuate wheelchair users. Moving a wheelchair down stairs is never safe.

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 [543-6450 (Voice); 543-6452 (TTY); 685-3885 (FAX); access@u.washington.edu (e-mail)].

Visually Impaired

Most people with a visual impairment will be familiar with their immediate surroundings and frequently traveled routes. Since the emergency evacuation route is likely different from the commonly traveled route, persons who are visually impaired may need assistance in evacuating. The assistant should offer their elbow to the individual with a visual impairment and guide him or her through the evacuation route. During the evacuation the assistant should communicate as necessary to assure safe evacuation.

Resources

The information provided in this appendix is also available in a brochure titled, *Campus Health and Safety Emergency Evacuation for Persons With Disabilities*. These guidelines are designed to complement the University Emergency Plan – Departmental Planning Guide, and to provide general information and promote planning. If you have any questions or would like copies of the brochure, call Environmental Health & Safety, Fire Safety Section at 543-0465, or the Disabled Student Services Office at 543-8924 (V/TDD).

This brochure can be made available in alternate formats for persons with disabilities. Please contact the Disability Services Office with any requests at least 10 days in advance. 543-6450 (Voice); 543-6452 (TTY); 685-3885 (FAX); access@u.washington.edu (e-mail).

Appendix E
Procedure for Planning and Scheduling Fire Drills

A. Preparation

1. The Fire Safety Director will meet with the Floor Wardens to:
 - a) Review procedures, duties, evacuation routes as outlined in the plan.
 - b) Determine who will participate in the drill.
 - c) Confirm participants are familiar with the plan.
 - d) Establish a date and time for drill that is convenient but assures appropriate participation.
2. Notification and Technical Assistance
 - a) Call Physical Plant's Signal Shop's Supervisors at 685-2758 to arrange for a technician to activate the alarm system and reset it after the drill.
 - b) Notify UWPD of the time and date of the drill.
 - c) For assistance in conducting and critiquing the drill, notify EH&S Fire Safety at least one week in advance at 543-0465 (optional).
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.

B. Day Before Drill

1. Prepare any special props for the drill (optional)
 - a) Cardboard flames or balloon for location of fire
 - b) Cardboard smoke barriers to indicate blocked corridors and/or stairways
2. Confirm responsibility roles with players
 - a) Building staff (Fire Safety director and floor wardens)
 - b) Plant Operations – to activate the alarm system.
 - c) EH&S Fire Safety or other third party observer (optional).

Appendix F

High Rise Building Procedures for Conducting, Critiquing and Recording Fire Drills

A. Conducting the Fire Drill

1. Participation

Seattle Fire Code, Article 193, requires that high-rise facilities have fire drills or related activity at least every quarter (not to exceed 120 days). To meet this requirement, University high-rise buildings will do the following:

- a. Every quarter the building fire safety director, his or her alternates, and floor wardens will meet to conduct an exercise or to review their procedures and duties.
- b. Annually, the Fire Safety Director will conduct a fire 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.

2. 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 Plant Operations personnel upon request of the Fire Safety Director. 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 (See H.1 and Appendix C). Occupants on floors located more than three levels above grade should not enter the stair as part of the drill. They should go to the area adjacent the nearest stair door and congregate until the Floor Warden has completed his or her sweep of the floor. The Floor Warden should then inform occupants where to go in case of real alarm.
- d. Floor Wardens must report to their area of responsibility.

B. Critiquing the Drill

The following should be verified by the floor wardens and fire safety director:

- 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 Fire Safety Director.
- 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 outside assembly point where applicable.
- Occupants who exited did not reenter prematurely.

C. Recording the Drill

- The Fire Safety Director will summarize critique comments and initiate appropriate follow-up for items that need improvement.
- The Fire Safety Director will complete and distribute the Fire Drill Report Form (attached). The Fire Drill Report Form can be found at <http://www.ehs.washington.edu/forms/fso/firedrillreport.pdf>

Appendix G

UW First-Aid Plan Guidelines

1. Policy

In compliance with the Washington Industrial Safety and Health Act (WISHA) under WAC 296-800-150, "First-Aid," the University must make sure that first-aid trained personnel are available to provide quick and effective first-aid.

2. Scope

This policy applies to all locations including the Seattle, Bothell and Tacoma campuses, all other University owned property, University leased space, and temporary field locations and field trips that are under the control of University operations and staff.

In general, employees identified as first-aid trained for the purposes of meeting this requirement do so as a collateral duty in that providing first-aid or other medical assistance is not their primary job assignment.

3. UW Responsibility

It is University policy, as required by the University Handbook, Volume Four, Part VI, Chapter 4, Page 59, University Safety Programs, that each dean, director, department chair, and supervisor is responsible for the health and safety performance in their respective units. This responsibility can neither be transferred nor delegated.

a. Employing Unit

Employing units are responsible for meeting the first aid requirements including assuring the availability of first-aid certified employees (see Appendix A for a list of first-aid certified employees) and making sure first-aid supplies appropriate to the work area are maintained and accessible to all employees. Each organizational unit shall determine the best method for meeting the first-aid requirements for their area(s) from the options and guidelines below. In addition, each unit must document their first-aid plan in the appropriate unit health and safety plan.

b. Environmental Health and Safety (EH&S)

EH&S interprets the first-aid requirements for the University and serves as a liaison with the Department of Labor and Industries relating to, among other things, first-aid requirements. In addition, EH&S assures compliance with the first-aid regulations through program oversight and provision of services to assist in compliance.

c. UW Police Department (UWPD)

University Police are first-aid certified and provide first-class response on the Seattle campus – dial 911.

4. General First-Aid Plan

a. The University provides these First-Aid Guidelines to accommodate the wide variety of work types, locations, and environments shared by the University's approximately 25,000 employees. Employing unit can consult these guidelines to determine if they are required

to have first-aid certified employees and how many, and to determine what first-aid supplies they should stock and how to obtain them.

- b. The majority of University employees work in typical administrative office environments with large numbers also working in laboratories, medical/clinical settings, skilled trades and shops, grounds maintenance, custodial services, and food services. While the plan addresses the differing needs of these work environments for first-aid response, it also takes into consideration the common elements shared by University work area. The following applies to all University work areas:

- University work locations are served by municipal or county enhanced 911 Emergency Medical Services. Where there might be exceptions, such as field trips or remote research field stations, the first-aid response plan for the unit or activity requires more rigorous first-aid coverage and emergency planning.
- University policy requires that emergency access phone numbers be posted on all telephones.
- First-aid trained employees are identified in the employing unit Health and Safety Plan (see Appendix A), which supervisors must review with new employees. Units are required to identify first-aid certified employees including contact information, phone number and location, on or near first-aid kits. In some locations first-aid certified employees may be shared between units in order to provide adequate coverage during absences.

5. Individual Unit First-Aid Plan

Employing units must choose from the following options for meeting the first-aid training requirements to determine the method that best suits their work environment. Units are required to document how first-aid requirements will be met in their unit health and safety plan.

Option 1. Any Work Environment

Compliance may be achieved for any type of work environment if each supervisor (or their designee) is trained and certified in first-aid. It is strongly recommended that an alternative person also be trained and certified in first-aid to assure coverage during absences.

Option 2. Office Environments (Academic, Administrative or Service Unit Offices, etc.)

Office work environments can comply with the first-aid training requirement by having at least one first-aid certified employee per floor of each building or wing where they have offices or in another defined work area. For example, a large suite of offices may have one first-aid trained employee for the suite and rely on a first-aid trained employee in another area or on another floor to serve as a back up first-aid responder. One method for providing adequate coverage is to have Floor Wardens be first-aid trained.

As an option, at the Seattle campus, office work environments may choose to rely on the UW Police for first-aid response instead of maintaining first-aid trained employees in their own unit. In office areas here this option is used, all employees must be informed that the UW Police are primary first-aid responders for the unit and be trained in how to summon assistance.

Option 3. Laboratories (Research, Clinical, Teaching, etc.)

Work environments that are primarily laboratory facilities are required to have at least one first-aid certified employee present at all times where employees are working. This can be achieved by having at least two first-aid certified individuals per floor, building, wing or other defined work area, such as a center or institute or suite of laboratories, etc. Another method to achieve compliance is to have building floor wardens be first-aid certified.

Option 4. Medical/Clinical Environments

At the UW Medical Center and Harborview Medical Center, first-aid and emergency medical response are available to employees from resident medical staff through the hospital paging system. In areas where health care staff are not available or do not respond to employee injuries or illness, first-aid certified staff must be available. One first-aid certified employee on each floor or a building, wing or other defined work area is adequate coverage if provisions are made for back up from first-aid trained employees in adjacent areas.

Option 5. Shops and Trades/Warehouse Operations

In order to assure that first-aid certified employees are available at all times employees are present, each shop and warehouse location must have at least one first-aid certified employee on each shift in each work area. This will likely require having two trained in order to assure the minimum are present during absences and vacancies.

Option 6. Dispersed Work Crews

Dispersed work crews in campus areas must have a first-aid certified employee present at the work site.

Option 7. Working Alone

Employees who work alone (e.g., Custodial Services, parking kiosks) must know how to summon a first-aid certified employee and supervisors/leads must know the location of all staff working alone and check on them periodically.

Option 8. Remote Locations (Research Field Stations, Field Trips, Diving)

When University employees are stationed in remote locations such as research field stations or on field trips that are not served by a local jurisdiction emergency medical service, there must be at least two employees on-site at all times who have advanced first-aid training. Arrangements for advanced first-aid training can be made through EH&S at 206-543-7201.

In addition, when University employees are assigned to work at remote field locations or field trips, the employing unit must have a written emergency plan for each field station or field trip. The emergency plan must include emergency phone numbers, communications capabilities, provisions for transportation of injured or ill, and location of nearest medical facilities.

Option 9. Other

If an employing unit has a work environment(s) not addressed in this plan, or has a complex mix of work environments or locations, EH&S will assist in the development of a unit specific first-aid response plan that will be documented in the unit's Health and Safety Plan.

6. How to Obtain Training

- a. EH&S schedules first-aid classes at least once each month. The first aid training schedules are distributed widely on campus and published on the EH&S web site. EH&S can also assist departments in obtaining advanced first-aid training, if needed. Course fees apply.
- b. First-aid training provided by EH&S covers the following required subjects:
 - Role and responsibilities of the first-aid provider
 - Assessing a scene
 - Performing an initial and ongoing assessment of an injured or ill person
 - Scene safety
 - Body substance isolation/bloodborne pathogens
 - Performing an emergency move
 - Placing an ill person in the recovery position
 - Opening and maintaining an airway
 - Providing rescue breathing
 - Managing an obstructed airway
 - Performing adult/one-rescuer CPR
 - Recognizing the warning signs and symptoms of medical problems
 - Recognizing and caring for an injured or ill person with decreased levels of responsiveness
 - Controlling external bleeding and recognizing internal bleeding
 - Recognizing and caring for victims of shock
 - Recognizing and stabilizing spinal injury
 - Recognizing and manually stabilizing suspected skeletal injuries
 - Knowledge of voluntary provisions of first aid, consent and confidentiality
- c. First-aid training acquired through other approved providers must be documented within the employing unit.
- d. First-aid training must be repeated every two years to maintain a valid first-aid certificate.

7. Documentation

Each employee who completes the EH&S sponsored first-aid course will receive a first-aid card which serves as documentation. Each unit Health and Safety Plan shall identify first-aid certified employees. In addition, Environmental Health and Safety maintains training records for all EH&S sponsored courses and can arrange for replacement of lost first-aid cards.

8. First Aid Supplies

- a. First-aid supplies must be readily available to all employees, stored in clean, clearly marked, portable containers. Environmental Health and Safety has developed a list of

first-aid supplies and kits suitable for University work places:
<http://www.ehs.washington.edu/ohshsplans/firstaidkit.shtm>

- b. Post name, location and phone number of first-aid certified employees on first-aid kit or where first-aid supplies are stored.
- c. Post a “first-aid kit/supplies” sign near the location of first-aid kits and supplies.
- d. Indicate exact locations of first-aid supplies in unit Health and Safety Plan.
- e. Identify the individuals responsible for maintaining first-aid supplies, including stocking and check expiration dates, in unit Health and Safety Plan.

9. Good Samaritan Act

Employees who obtain first-aid training to comply with this regulation do so as a collateral duty and not as a primary job assignment. Employees who may render first-aid to another employee in the work place are covered by the Good Samaritan Statute (RCW 4.24.300) which states in part: *Any person who in good faith and not for compensation renders emergency care at the scene of an emergency or who participates in transporting, not for compensation, there from an injured person or persons for emergency medical treatment shall not be liable for civil damages, resulting from any act or omission in the rendering of such emergency care or in transporting such persons, other than acts or omissions constituting negligence or willful or wanton misconduct.*

10. Bloodborne Pathogens

- a. University employees who are first-aid trained as a collateral job duty are not required to have annual bloodborne pathogen training nor are they required to be offered a Hepatitis B immunization.
- b. In the event that a University employee is exposed to human blood or body fluids during the administration of first-aid or any other activity in the work place, the employee should notify their supervisor immediately so that they can be referred to the appropriate employee health clinic for post exposure follow-up. In addition, a UW Incident/Injury/Illness report must be completed. More information on incident reporting can be found at: <http://www.ehs.washington.edu/ohs/oars/index.shtm>
- c. Employees who render first-aid or other medical assistance as a primary job duty are required to be included in the UW Bloodborne Pathogen Program and are required to have annual training and to be offered a Hepatitis B immunization.
- d. The first-aid training scheduled by EH&S includes instruction in universal precautions for protection against bloodborne pathogens while administering first-aid.

11. Additional Information

Questions regarding First-Aid should be directed to EH&S at 206-543-7388 or e-mail ehsdept@u.washington.edu. Specific web pages have been developed at <http://www.ehs.washington.edu/psotrain/index.shtm> to assist operational units in meeting training responsibilities for First-Aid including recommended contents of a first-aid kit at: <http://www.ehs.washington.edu/ohshsplans/firstaidkit.shtm>.

**Appendix H
Office Safety Inspection Checklist**

Building:	Inspector:
Room Number:	Date Inspected:
Department/Unit	Supervisor:

(Check if completed)

		COMMENTS	CORRECTION DATE
ADMINISTRATIVE			
1.	Is the departmental Health and Safety Plan in a location known and accessible to all employees?		
2.	Is there a Safety Corner/Bulletin Board established with the following displayed (in terminology and language understood by the employees)?		
	•WISHA Posters (available from EH&S, 543-7262)		
	•The Emergency Phone Number poster		
	•Other health and safety material/information		
3.	Are training records maintained and available for review by employees, EH&S, and outside agencies?		
4.	Are departmental safety inspection reports and corrections maintained and available for review by employees, EH&S, and outside agencies?		
5.	Are Material Safety Data Sheets (MSDSs) and an inventory sheet of all office products used in the workplace on file and accessible to employees?		
6.	Does the departmental Emergency Operations Plan include a floor plan/map of the department, including emergency evacuation site, procedures, and routes? Are employees/students instructed in emergency procedures (i.e., location of exits, location and use of fire extinguishers)?		
GENERAL SAFETY CONCERNS			
1.	Are the exits (doorways), exit aisles, or corridors free of obstacles and combustible storage?		
2.	Are the fire doors closed securely at all times?		
3.	Are light fixtures working and are diffusers installed?		
4.	Have all loose rugs or mats been secured or removed?		
5.	Have missing or loose ceiling tiles been repaired?		
ELECTRICAL CORDS AND OUTLETS			
1.	Are extension cords, multiple outlet strips, or cube taps plugged directly into a wall outlet?		
2.	Are extension cords at a minimum 15 gauge (heavy-duty) and servicing only one appliance or fixture?		
3.	Are cords in good condition without splices, deterioration, taping, damage, or being sharply bent or pinched?		

		COMMENTS	CORRECTION DATE
4.	Are employees instructed not to use extension cords in place of permanent wiring?		
	•Are extension cords prevented from running through walls, ceilings, or doors?		
5.	Are extension cords grounded when servicing a grounded appliance or fixture?		
6.	Are cord guards provided across an aisle or other passageway?		
7.	Does the multiple outlet strip have a circuit breaker?		
8.	Are multiple outlet strip cords 6' or under?		
9.	Is clear access (36" clearance) provided to electrical panels?		
10.	Are electrical cover plates provided on all electrical switches or outlets?		
HEATERS AND FANS			
1.	Do all heaters have a working tipover switch?		
2.	Are combustibles kept 24" from all sides and tops of heaters?		
3.	Are fine finger guards provided on fans?		
4.	Are all electric space heaters plugged directly into the wall?		
5.	Are all fans below head level or secured?		
SEISMIC BRACING AND EARTHQUAKE PREPAREDNESS			
1.	Are furnishings more than four feet high braced? (This includes file cabinets, bookcases, desk hutches, etc.)		
2.	Is all shelving secured?		
3.	Are projection screens, maps, blackboards, etc., fastened with a closed hook system or bolted to walls?		
4.	Is overhead storage of heavy items or plants prevented?		
5.	Are hanging planters or other objects prohibited?		

**Appendix I
UW Employee Safety Training Requirements**

SUBJECT	TRAINING BY	TRAINING FOR	REQUIRED BY	FREQUENCY	EHStitle
Accident Prevention Program (Department Health and Safety Plan)	Employing Dept.	All employees	WISHA 296-800-140/UW APS 10.3.3	Prior to job assignment	
Emergency Action Plan	Employing Dept.	All new employees must be trained on their building/ department Emergency Operations Plan	WISHA 296-24-567	Initial Assignment/ when equipment changes	
Emergency Action Plan	Employing Dept. and EH&S	All employees volunteering or assigned Floor Warden responsibility for emergency evacuations	WISHA 296-24-567/Seattle Fire Code/UofW Policy	Initial Assignment/ when procedures or worksite changes	Floor Warden/Evacuation Training
Fire Extinguisher	EH&S	All employees expected to use fire extinguishers	WISHA 296-800-30025	Initial Assignment/ Annual	Fire Extinguisher Hands-On Training
Fire Hazard – High Rise	Seattle Fire Dept. and EH&S	Operations staff in high rise buildings	Seattle Fire Code – Article 93	Initial Assignment	Floor Warden and Evacuation Training
Fire Prevention	Employing Dept. and EH&S	All employees on fire hazards and prevention	WISHA 296-24-567	Initial Assignment/ When work place fire hazards change	Laboratory Fire Safety
First Aid/CPR	EH&S Contractor	Supervisors, field employees	WISHA 296-800-150/ UW APS 10.5	Every two years	First Aid and CPR Certification
Hazard Communication/ Worker Right to Know	Employing Dept. (EH&S provides Dept. Train-the-Trainer training)	All new employees must be informed about the UW Hazard Communication Program. Employees exposed to hazardous chemicals must receive training.	WISHA 296-62-05415	Initial Assignment/ new products or procedures	HazCom Train-the-Trainer; HazCom TTT Review, Hazard Communication Training
New Employee Safety Orientation (Accident Prevention Program)	Employing Dept.	All new employees	WISHA 296-24-040/ UW APS 10.3	Initial Assignment/ when procedures change	