Evans School Emergency Operations Plan

GENERAL INFORMATION

1. Location

The Evans School of Public Policy & Governance is located in Parrington Hall at the University of Washington Seattle Campus. The street address to be used for emergencies only is 4105 George Washington Lane NE. The information provided in this Emergency Operations Plan is specific to the Parrington Hall building.

2. Emergency Services

In the event of any emergency, dial 911 (TDD 543-3323) from any campus phone to be connected with the University Police operator. Tell the operator the nature of the emergency and its location. Parrington Hall is located at 4105 George Washington Lane NE, Seattle, WA 98105 (building, floor and room number) and your name. Do not leave the phone until (1) your call has been acknowledged, (2) you have answered any questions posed by the operator, and (3) you have received any instructions the operator may have for you. If you call from a cell phone, you will need to tell the operator that you are on the UW campus and need to be connected to the University Police operator.

3. Responsibilities of Occupants During an Emergency

During an emergency in any University of Washington building, all occupants are responsible for immediate and orderly evacuation by way of the nearest exit, closing doors behind them. Occupants are required to follow instructions of emergency personnel including the Evans School’s emergency floor wardens. The Evacuation Director is the person who will be the liaison between emergency responders and building occupants. Once outside the building, occupants should move to the designated assembly points and remain outside until UW officials (UW Police, Environmental Health & Safety, or Physical Plant) or the Seattle Fire Department personnel give an all clear for the building.

EMERGENCY PROCEDURES

1. For Building Evacuation

Emergency exit floor plans are located at the end of this document. These emergency exit floor plans not only indicate the exit routes, but also the location of fire pulls, fire extinguishers, first aid kits, and Reference Stations. Emergency exit floor plans are posted at the following locations:

   - First Floor: Next to restrooms and the elevator
   - Second Floor: Near 226 and the elevator
   - Third Floor: Near 324 and the elevator
   - Fourth Floor: Near west back stairwell and the elevator
Emergency Floor Wardens. Floor Wardens are responsible for walking through their assigned areas; assuring that all personnel have left; assisting identified persons with disabilities to the Areas of Evacuation Assistance (these are located on the landings of the West and East stairwells); and reporting to the Evacuation Assembly Point (EAP) for the building (the green lawn area NW of Parrington; this is the green area between Parrington Hall and the Law School). These activities must not significantly delay departure from the building or put the Floor Wardens in danger (a list of Parrington Hall Floor Wardens is below).

After Evacuation. Anyone evacuating from the building assembles in the green lawn area NW of Parrington. This is the green area between Parrington Hall and the Law School. This is known as the Evacuation Assembly Point (EAP). After evacuating, everyone needs to check in with their supervisor and/or the designated emergency floor wardens for their floor. No one may re-enter the building until emergency personnel have declared the building safe for occupancy.

Assisting Persons with Disabilities

Employees with mobility impairments or other disabilities who have identified themselves as needing assistance during evacuation must be informed of the location of Areas of Evacuation Assistance in the building. Areas of Evacuation Assistance are on the landings of the West and East stairwells. New employees who are blind or have vision impairments must be instructed on evacuation routes to take during an emergency. Floor wardens shall maintain a list of employees with disabilities on their floor who may require assistance during evacuation.

During emergency evacuation, persons with disabilities should inform their floor warden and/or supervisor if they need assistance. Supervisors are then required to take the following action:

- Floor wardens clear every room and provide assistance to the hearing or seeing impaired.
- Floor wardens are responsible to assist persons with disabilities to the Area of Evacuation Assistance and are to remain with them until responding emergency personnel arrive to assist with evacuation or until the building is declared safe to re-enter; there are two floor wardens per floor to assist.

All employees, including employees with disabilities, must be informed of the following actions if they are trapped in the building or unable to go to the Area of Evacuation Assistance:

- Call 911 (TDD 543-3323) if a phone is available and report your location and situation.
- Go to a window, if available, and signal emergency personnel by waving, or hanging or taping a large sign in the window. Opening the window for fresh air is OK but do not break the window as smoke may enter through the broken window.
- If smoke is present, stay low; cover your face with a cloth (damp if possible) and place fabric (cloth, coat, towels, etc.) around door cracks to keep smoke out.

2. For Fire

Call for Help. In case of fire, the fire alarms, located at all exits, should be pulled first, or if another person is available, have them pull the fire alarm while you phone in the incident. Campus phone system – dial 911 (TDD 543-3323).

Evacuate. When an alarm sounds on your floor, begin immediate evacuation.
Do Not Use Elevators. Elevators are not available and may not be safe for evacuation purposes. When the alarm sounds, the elevators will be automatically recalled to a predetermined floor and shut off.

As You Leave. Close doors behind you (leaving unlocked if possible). Exercise good judgment!

3. For Earthquakes

During an Earthquake:

Remain Calm. Think through the consequences of any action you take. Try to remain calm and reassure others. If indoors, stay indoors.

DUCK-COVER-HOLD. During an earthquake most casualties result from falling objects and debris. Move away from windows or turn your back to windows. Seek protection under a desk, workstation, or table or in a nearby corner of a room or in a hallway if possible. Hold onto the desk or table and move with it. Stay clear of any carts, cabinets or equipment on wheels, as they present the possibility of a crushing injury. Watch out for falling plaster, suspended ceiling and hanging light fixtures. Watch out for bookcases, file cabinets, shelves and all that are on shelves, which might slide or topple.

DO NOT RUN OUTSIDE! If in a crowded auditorium or dining area, move to the sidewalls away from the windows. If you must leave the building, choose your exit as carefully as possible.

Do Not Use Elevators.

After an Earthquake:

Check for Injuries. Check for injuries to persons in your area. Do not attempt to move seriously injured persons unless they are in immediate danger of further injury. Render first aid assistance if required and you have appropriate training. Report injuries to your emergency floor warden.

Check for Fire/Hazards. Check for fires or fire hazards – spills of flammable or combustible liquids or leaks of flammable gases. Report any fires or other hazards to your emergency floor warden.

Exit the Building. Exit the building, if possible, and go to the designated emergency EAP for the building/floor (the green lawn area NW of Parrington; this is the green area between Parrington Hall and the Law School). An Evans School emergency floor warden may call or go to the Emergency Operations Center at the UW Police Department, 1117 NE Boat Street, Bryant Bldg. to notify them of any needed assistance and emergencies that may exist. Use the telephone system only for urgent matters. Once you have exited the building do not re-enter until trained emergency personnel have declared the building safe.

Emergency Floor Wardens. Emergency floor wardens are responsible for walking through their assigned areas; assuring that all personnel have left; assisting identified persons with
disabilities to the Areas of Evacuation Assistance and notifying emergency personnel that those individuals with disabilities are in need of assistance; and reporting to the EAP.

4. **For an Active Shooter Situation**

**In a classroom or office**
- If you are in a classroom 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, consider exiting through windows. Have someone watch the door as you get as many out the windows (ground floor) as calmly and quietly as possible.
- 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. Silence cell phones and other electronic devices.
- If no police units are on scene, move well away from the shooter and find safe cover positions and wait for the police to arrive.
- When officers arrive on scene, you should attempt to move toward any law enforcement personnel or police vehicle when safe to do so while keeping your hands visible to police. Follow the directions of the police.
- Do not leave the area entirely; you may have valuable information regarding the suspect or incident that responding police officers will need. Once in a safe place, stay there.

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

**In large rooms or auditoriums**
- If in a large room or auditorium and the shooter is not present, move out external exits and toward any law enforcement personnel or police vehicle keeping your hands visible to police. Do what the police tell you!

**Trapped with the shooter**
- If you are trapped in a room with the shooter, do not do anything to provoke the shooter. If no shooting is occurring, do what the shooter says and do not move suddenly.
- If the shooter starts shooting, take decisive action: (1) **freeze**: stay still and hope they do not shoot you, (2) **flee**: run for an exit while zigzagging (if appropriate), or (3) **fight**: attack the shooter. Attacking the shooter is very dangerous, but may be less dangerous than doing nothing in some cases. A moving target is 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 (freezing, fleeing or fighting) may result in a bad outcome.

**Open Spaces**
- Stay alert and look for cover, such as brick walls, large trees, retaining walls, parked vehicles or any other object that may stop gunfire rounds from penetrating.
5. **For 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 (e.g. male or female, accent, etc). Listen for any background noise that may indicate the location of the caller. The checklist at the end of this section shows the 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 UW 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 UW Police Department.

**Bomb Threat Call Checklist**

Date: _______________________  Time of Call: _______________________

Call Received By: ______________________  Phone Number: ___________

Record the exact language of the threat: ___________________________________
____________________________________________________________________
___________________________________________________________________

Keep Caller on the phone. *Ask:* **WHEN** is it set to go off? _________________

**WHERE** is it? ____________________________________________________

**WHY** are you doing this? _________________________________________

**WHO** are you? _________________________________________________

Voice on the phone:

Man ______  Woman ______  Child _____  Age ______

Intoxicated _______  Accent _______  Speech Impediment __________

Other ___________________________________________________________

Background Noise:

Music _____  Children ______  Airplane ______  Talk ______

Traffic _____  Typing _________  Machines ______  Other_______
Emergency Evacuation: Floor Monitor Assignments
Emergency Operations Plan
Parrington Hall Building

In the event of an emergency—whether fire, police, or medical—call 911 from any campus phone.

Emergency Floor Wardens*

Evacuation Director: John Brow
Backup Evacuation Director: Kelly Campbell

Basement
Kole Kantner

First Floor
Ian Gonzales
Kole Kantner

Second Floor
Sara Basque
Kelly Campbell

Third Floor
Kit Curtis
Amanda Thomas

Fourth Floor
Pierre Biscaye
Bely Luu

*Floor wardens may be wearing bright hats to identify themselves.
Assembly Area: North Lawn

Basement

□ B08

- Fire Extinguisher
- Fire Alarm
- Accessibility
- Female Restroom
- Male Restroom
- Exit
Parrington Hall
Floor Warden checklist and information sheet

Assembly Area: North Lawn

- Fire Extinguisher
- Fire Alarm
- Accessibility
- Female Restroom
- Male Restroom
- Exit

First Floor
Assembly Area: North Lawn

Third Floor

- Fire Extinguisher
- Fire Alarm
- Accessibility
- Female Restroom
- Male Restroom
- Exit

2016-03-14 • Floor Warden Checklist • rev. 1.3
Parrington Hall
Floor Warden checklist and information sheet
As you enter the building, please check off the following items:

- Fire Extinguisher
- Fire Alarm
- Accessibility
- Female Restroom
- Male Restroom
- Exit

Assembly Area: North Lawn

Fourth Floor