Evans School Emergency Operations Plan

GENERAL INFORMATION

1. Location

The Evans School of Public Affairs is located in Building Parrington Hall at the University of Washington Seattle Campus. The street address to be used for emergencies only is 4105 Memorial Way NE. The information provided in this Emergency Evacuation and Operations Plan is specific to the Parrington Hall building.

2. Emergency Services

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 4100 15th Ave 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.

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 floor wardens. 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 section. 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: Room 109 and the elevator
- Second Floor: Room 208 (Copier Room) and the elevator
- Third Floor: Room 324 and the elevator
- Fourth Floor: Main Hallway near the elevator

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.
Everyone needs to check in with the designated floor wardens for their floor. Do not re-enter the building until emergency personnel have declared the building safe for occupancy.

**Assisting Persons with Disabilities**

Persons with disabilities will inform their floor warden and/or supervisor if they need assistance during emergency evacuation. Supervisors are then required to take the following action:

- New employees who are blind or have vision impairments must be instructed on evacuation routes to take during an emergency.
- Floor wardens clear every room and provide assistance to the hearing or seeing impaired

**IMPORTANT:** Employees with mobility impairments who have identified themselves as needing assistance during evacuation must be informed of the location of Areas of Evacuation Assistance in the building. Floor wardens have been assigned to assist them 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. Exercise good judgment!

**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; and reporting to the emergency assembly point for the building/floor (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).

**Assist Persons with Disabilities.** Floor wardens are to assist persons with disabilities out of the building or to the Area of Evacuation Assistance designated for the building and inform responding emergency personnel to assist the disabled with evacuation.

**After Evacuation.** Report to your designated emergency assembly point and check in with your supervisor or the appointed substitute. Do not re-enter the building until given the all clear from the Seattle Fire Department.

3. **For Earthquakes**

**During an Earthquake.** During an earthquake most casualties result from falling objects and debris.

**Remain Calm.** Think through the consequences of any action you take. Try to remain calm and reassure others.

If indoors, stay indoors. 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 personnel 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.

**Check for Fire/Hazards.** Check for fires or fire hazards – spills of flammable or combustible liquids or leaks of flammable gases.

**Exit the Building.** Exit the building, if possible, and go to the designated emergency evacuation assembly point for the building/floor (the green lawn area NW of Parrington; this is the green area between Parrington Hall and the Law School). Call or send a runner 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 Coordinators.** Emergency Coordinators 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 emergency assembly point.

4. **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**

<table>
<thead>
<tr>
<th>Date: _____________________</th>
<th>Time of Call: _____________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Call Received By: __________</td>
<td>Phone Number: ________________</td>
</tr>
<tr>
<td>Record the exact language of the threat: _______________________________</td>
<td></td>
</tr>
<tr>
<td>Keep Caller on the phone. Ask: WHEN is it set to go off? ________________</td>
<td></td>
</tr>
<tr>
<td>WHERE is it? ________________________________</td>
<td></td>
</tr>
<tr>
<td>WHY are you doing this? ________________________________</td>
<td></td>
</tr>
<tr>
<td>WHO are you? ________________________________</td>
<td></td>
</tr>
<tr>
<td>Voice on the phone:</td>
<td></td>
</tr>
<tr>
<td>Man _______ Woman _______ Child _____ Age ______</td>
<td></td>
</tr>
<tr>
<td>Intoxicated _______ Accent _______ Speech Impediment _______</td>
<td></td>
</tr>
<tr>
<td>Other ________________</td>
<td></td>
</tr>
<tr>
<td>Background Noise:</td>
<td></td>
</tr>
<tr>
<td>Music _______ Children _______ Airplane _______ Talk _______</td>
<td></td>
</tr>
<tr>
<td>Traffic _____ Typing _______ Machines _____ Other _____</td>
<td></td>
</tr>
</tbody>
</table>
Emergency Evacuation: Floor Monitor Assignments
Emergency Operation Plan
Parrington Hall Building

In the event of an emergency—whether fire, police, or medical—call 9-911 from any campus phone.

Emergency Evacuation Floor Monitor

Building Safety Coordinator: Michelle Birdsall

First Floor
Kole Kantner
Ian Gonzales

1st Floor Faculty & Staff
Francisco Campos Gomez
Papken O’Farrell
Carrie Evans
Anna Renzetti
Edith Gonzalez
Caitlin Blomquist
Barry Wall
Melissa Uyesugi
Tamara Schaps
Ken Peavler
Rebecca Ehrlichman Blume
Kiana Scott
Hourly assistant
Kole Kantner
Ian Gonzales
Hourly lab assistants
HHH fellows
TAs
Richard Zerbe
Coffee shop personnel
Second Floor

Linda Lake
Tierra Johnson

2nd Floor Faculty & Staff

Maria Perez
Joaquin Herranz
Stephen Page
Mark Long
Joe Cook
Brian Dillon
Craig Thomas
Stephen Kosack
Adam Sherman
Laura Evans
Scott Allard
Marieka Klawitter
Robert Plotnick
Mary Kay Gugerty
Leigh Anderson
Rachel Fyall
Patrick Dobel
Bill Zumeta
Justin Marlowe
Tierra Johnson
Michelle Birdsall
J. Paul Blake
Ellen Weinstein
Kimberly Hay
Linda Lake
Erica Neely
Sandy Archibald

Third Floor

Debbie Carnes
Camille French

3rd Floor Faculty & Staff

Debbie Carnes
Deborah Fishler
Camille French
Kit Curtis
Amanda
Stephanie
Erica Dowd
Fourth Floor
Peter Seesum
Katie Ward

4th Floor Faculty & Staff
John Compton
Katie Ward
Peter Sessum
Vacant Event Manager
Ruckelshaus staff
PhD. Students
Research Assistants
In the event of an emergency—whether fire, police, or medical—call 911 from any campus phone.

CERT Members

Kole Kantner