Emergency Operations Plan

Emergency Procedures:
Fire & Earthquake Safety, Evacuation, Workplace Security, & First Aid

FRIDAY HARBOR LABS
UNIVERSITY of WASHINGTON
College of the Environment

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SECTION 1. SUMMARY EMERGENCY PROCEDURES

In Case of Life-Threatening Injury or Illness

STEP 1: CALL 911. If you witness an accident or the onset of an injury or illness, don’t hesitate to get emergency services headed your way! Remember your own safety FIRST and avoid approaching the victim(s) directly if they or their circumstances pose a threat to you personally.

STEP 2: Call the FHL Office, 360-378-2165 or 206-543-1273. It’s important to let the office staff know immediately that something happened so that they can expect emergency vehicles & direct them to the right place and alert other staff-members to come help you.

After business hours or on the weekend, call the Caretakers instead at 360-298-0220 or -0800.

STEP 3: Stick around until the incident has run its course! First priority is attending to the victim until emergency personnel arrive, but it’s also important to manage the scene as needed – keeping vehicles and crowds away and finding a first aid kit and possibly an AED. If you’re the person with the highest level of training (First Aid/CPR) then delegate tasks to other capable people and make sure to communicate with emergency personnel so they get all the information they need. Another helpful task may be to support somebody who’s taking charge of the situation or to write down an immediate first-hand account of events while they’re fresh in your mind. Stay on the scene until the victim has been cleared to the next level of care.

STEP 4: After the victim has been taken care of, they or a witness should contact the FHL Operations Manager.

If the incident involves the in-patient hospitalization or fatality of a UW employee, the FHL Operations Manager will call University of Washington Environmental Health and Safety (EH&S, 206-543-7263) or if it’s after EH&S office hours, will call UWPD (206-685-8973), who will then notify EH&S on-call staff. EH&S must immediately report such incidents to WA Dept of Labor & Industries.

In all cases, the FHL Operations Manager or Stockroom Manager will work with the victim or a witness to submit an OARS (Online Accident Reporting System) report to EH&S; the report must be submitted within 24 hours of the incident.

If you witnessed or participated in an emergency incident, take care of yourself and consider therapy if events were traumatic. Avoid spreading rumors or discussing specific details with people who don’t need to know about it. That will show respect for the victim’s privacy, as well as preserve the integrity of actual events in case litigation becomes involved.
FHL Emergency Response & Evacuation Procedures

To Report an Emergency:

FIRST → 911
THEN → Mon-Fri, 8am – 5 pm: Call the FHL office (360-378-2165)
AFTER HOURS: Call the Caretakers (360-298-0220 or -0800)

IF Emergency Sirens or Alerts have been Activated:

FIRST → Leave building once it is safe to do so.
NEXT → Check on neighbors to make sure they’re also leaving.
THEN → Quickly proceed to Fernald parking lot. Check in with the Evacuation Director and await further instructions. If classes are in session, students should gather with faculty and TAs/RAs in the parking lot.

The Evacuation Director (FHL Caretaker or Director) will be in the Fernald parking lot:

(a) apprising people of the problem and next steps in the response plan;
(b) obtaining information from residents about missing persons and the extent of the problem;
(c) making preparations for evacuation from campus if necessary.

EARTHQUAKE:
- Drop, take cover, hold on. When shaking subsides, go to Fernald parking lot

TSUNAMI:
- If there’s an earthquake, a tsunami is likely. Check in with Evacuation Director at Fernald parking lot, then go to high ground = Commons parking lot

FIRE:
- Check in with Evacuation Director at Fernald parking lot, THEN
  • IF it’s coming from University Road, evacuate to the dock and boats
  • IF it’s coming from anywhere else, evacuate to High School parking lot in town and await further instructions there (follow Tucker Ave to Guard St.)

SHOOTER/INTRUDER:
- If possible, escape from alternate exits and run away to safety, towards fire trail
- If escape is not possible, hide quietly where you are – block doors and windows
- If you can do so safely, call 911 and then call the main office (or the caretakers)
FHL Evacuation Procedures

Proceed directly to the Primary Evacuation Assembly Point (EAP) in Fernald Parking Lot.

Wardens will cover their assigned areas to ensure that all persons have evacuated the buildings before then proceeding to the EAP.

### Buildings

<table>
<thead>
<tr>
<th>Buildings</th>
<th>Responsible Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Whiteley Center &amp; Cottages</td>
<td>Whiteley Coordinator</td>
</tr>
<tr>
<td>Fernald, Computer Lab</td>
<td>Business Manager</td>
</tr>
<tr>
<td>Labs 1-5, 8</td>
<td>Director</td>
</tr>
<tr>
<td>Labs 6, 7, 11 &amp; 12</td>
<td>FHL Postdoc</td>
</tr>
<tr>
<td>Dock, Vessels</td>
<td>Boating Safety Officer</td>
</tr>
<tr>
<td>Dining Hall, Lecture Hall</td>
<td>Food Services Manager</td>
</tr>
<tr>
<td>Grad Dorms P &amp; Q, Cottages A, B, D, Duplex C</td>
<td>Visitor Coordinator</td>
</tr>
<tr>
<td>Cottages E, F, G, H, I, J, K, L (Bunny Lawn area)</td>
<td>Dive Safety Officer</td>
</tr>
<tr>
<td>Duplexes R, S, T, Grad Dorm O, Cottage M &amp; N</td>
<td>Stockroom Manager</td>
</tr>
<tr>
<td>Dorm A, B, C, Commons, Huts</td>
<td>Academic Services Manager</td>
</tr>
<tr>
<td>Labs 9, 10, Apartments A &amp; B</td>
<td>Operations Manager</td>
</tr>
<tr>
<td>Director’s House</td>
<td>Current Occupant</td>
</tr>
</tbody>
</table>

IN CASE OF TSUNAMI WARNING, assemble at the uphill end of the Fernald Parking Lot, and Evacuation Director will then redirect people to the parking lot behind the Commons.

IN CASE OF FOREST FIRE, the Evacuation Director will either direct people to evacuate to town or to take refuge on the dock and floats, depending on the nature of the threat.
SECTION 2. PURPOSE, SCOPE, & EMERGENCY RESOURCES

Purpose & Scope

The purpose of this plan is to establish procedures and duties, promote planning, and establish training for the personnel at UW-Friday Harbor Laboratories (FHL) for fire, earthquake, chemical spill, medical, and other emergencies and associated evacuations as required by the Washington Administrative Code (WAC 296-24-567) and the UW Comprehensive Emergency Management Plan. It reflects the university’s emergency response procedures and programs, and includes the elements of a Fire Safety & Evacuation Plan (FSEP), First Aid Plan, and Workplace Security Plan.

This plan applies to all faculty, staff, volunteers, students, and visitors at UW-Friday Harbor Laboratories.

Coordination with Emergency Plans of other Agencies & UW

This EOP coordinates with the following emergency/safety plans:

1. **The UW Comprehensive Emergency Management Plan (UW CEMP):** The UW CEMP provides a general road map for the University to respond to, organize during, and recover from hazards and threats.
2. **San Juan County Comprehensive Emergency Management Plan (SJC CEMP):** The SJC CEMP is an all-hazard plan that describes how the county will organize and respond to emergencies and disasters.

Emergency Communications at FHL

1. **Phones:** In case of a system or power failure, campus phones will not function. Local land (360) lines and personal cell phones may provide alternate communication. There are local lines in the Front Office, Maintenance break room, and Dining Hall kitchen.
2. **Omnilert System:** Used to send advisories and alerts to all residents on campus or to select FHL personnel with safety responsibilities.
3. **Fire Alarm System:** The building fire alarm system is continuously monitored for alarm by a contracted service through Simplex Grinnel.
4. **Siren System:** Two sirens are located on campus. These are not sensor-triggered, but can activated by via remote online access or manually.
5. **Sensaphone System:** a sensor in the seawater head tank detects low water levels and notifies FHL personnel via voice calls to cell phones.

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 Appendix F.
# Emergency Resources and Contacts

<table>
<thead>
<tr>
<th>Emergency Resource</th>
<th>Contact Information</th>
<th>Purpose &amp; Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>FHL Caretaker</td>
<td>After Hours 360-298-0220 (c)</td>
<td>After hours, the Caretaker contacts other emergency resources, sends out alerts &amp; advisories, and directs evacuations.</td>
</tr>
<tr>
<td>FHL Maintenance</td>
<td>During Business Hours 206-616-0756 360-317-7009 (c)</td>
<td>Support includes: operating &amp; resetting the fire alarm system; operating the heating &amp; ventilation systems (HVAC); shutting down water, electrical, and other utilities. <em>(Fire alarms are monitored remotely by Simplex Grinnel, and automatically relayed to the San Juan Island Fire Dept)</em></td>
</tr>
<tr>
<td>UW Emergency Operations Center (EOC)</td>
<td>During Emergencies 206-897-8800</td>
<td>During an emergency, EOC staff will decide on the use of available resources and communicate with outside agencies and authorities.</td>
</tr>
<tr>
<td>San Juan Island Sheriff</td>
<td>During Emergencies: 9-1-1 360-378-4151</td>
<td>The Sheriff Dispatcher is on duty 24/7 for emergencies of any kind.</td>
</tr>
<tr>
<td>San Juan County Dept of Emergency Management (DEM)</td>
<td>During Business Hours 360-370-7612</td>
<td>SJ DEM provides disaster planning guidance to residents of San Juan County.</td>
</tr>
<tr>
<td>UW Environmental Health &amp; Safety (EH&amp;S)</td>
<td>During Business Hours 206-543-7262</td>
<td>EH&amp;S maintains guidelines and provides training, consultation and support for emergencies.</td>
</tr>
</tbody>
</table>

**Report all emergencies immediately by calling 9-1-1.**
SECTION 3. EVACUATION: ROLES & RESPONSIBILITIES

All persons staying and/or working at FHL, including faculty, staff, and students, need to be aware of their roles and responsibilities in case of an emergency. This section outlines specific responsibilities for faculty and staff, as well as the Evacuation Director and Evacuation Wardens. The Evacuation Director, Evacuation Wardens, and their alternates are employees 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. See Appendix A for a list of current Evacuation Director and Evacuation Wardens.

FHL Faculty & Staff

1. Be familiar with and follow EOP procedures when required
2. Participate in drills and training as required
3. Orient 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 D, and building floorplans in Appendix M).
4. Inform and assist visitors unfamiliar with procedures prior to and during an emergency evacuation

FHL Evacuation Director

Refer to Checklist 1 on the following page for a detailed list of the duties and responsibilities for the Evacuation Director. In their absence, the alternates are responsible for carrying out the requirements.

1. Act as the liaison with the responding emergency service, EH&S, and others in the event of an emergency. If an emergency happens when Evacuation Director or alternates are not available, the most senior employee will have decision-making authority. Any possible problem areas should be reported to responding emergency personnel.
2. During a community wide event (Level III), establish contact with the UW Emergency Operations Center (EOC) directly.

Evacuation Wardens

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.

Faculty, Lecturers, and Teaching Assistants

Checklist 3 lists the responsibilities and duties of faculty, lecturers, and TAs. See Appendix H for details on the role of course instructors and classroom emergency procedures.
## Checklist 1. Evacuation Director Duties & Responsibilities

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>Duties / Responsibilities</th>
<th>Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Pre-Emergency Preparation</strong></td>
<td>Coordinate with FHL staff responsible for employee, student, and visitor safety.</td>
<td>☐</td>
</tr>
<tr>
<td></td>
<td>Ensure that classroom instructors inform students about emergency procedures, exit routes, and assembly points on the first day of class.</td>
<td>☐</td>
</tr>
<tr>
<td></td>
<td>Ensure that emergency procedures for special needs populations are developed.</td>
<td>☐</td>
</tr>
<tr>
<td></td>
<td>Assign Evacuation Wardens for all areas of the FHL campus.</td>
<td>☐</td>
</tr>
<tr>
<td></td>
<td>Maintain a list of Evacuation Wardens in this EOP (see Appendix A).</td>
<td>☐</td>
</tr>
<tr>
<td><strong>Evacuation Wardens &amp; Drills</strong></td>
<td>Schedule Evacuation Warden Training for all assigned personnel, and ensure that newly assigned wardens receive the training.</td>
<td>☐</td>
</tr>
<tr>
<td></td>
<td>Schedule, conduct, and record evacuation drills as required by the Seattle Fire Code and WAC 296-24 (see Appendix F).</td>
<td>☐</td>
</tr>
<tr>
<td></td>
<td>Ensure that local and UW emergency services are notified for all emergencies and drills as appropriate.</td>
<td>☐</td>
</tr>
<tr>
<td></td>
<td>Report to the primary evacuation assembly point (EAP) or if not available, to a secondary EAP, and direct all other personnel to report to the EAP.</td>
<td>☐</td>
</tr>
<tr>
<td><strong>Communication</strong></td>
<td>Assign Evacuation Wardens (or alternates) to specific campus buildings to clear, directing building occupants to the EAP.</td>
<td>☐</td>
</tr>
<tr>
<td><strong>Emergency Evacuation</strong></td>
<td>Receive status reports from FHL Evacuation Wardens and those evacuating buildings.</td>
<td>☐</td>
</tr>
<tr>
<td></td>
<td>Using printed list of current FHL residents, assign persons to pages on the list to confirm the presence of all persons on the page.</td>
<td>☐</td>
</tr>
<tr>
<td></td>
<td>Act as a liaison with responding emergency services, providing them with information about the campus layout, systems, processes, and special hazards.</td>
<td>☐</td>
</tr>
<tr>
<td></td>
<td>Assign Evacuation Wardens or other personnel, as needed, to be stationed by building entrances to prevent personnel from reentering the buildings.</td>
<td>☐</td>
</tr>
<tr>
<td></td>
<td>When the &quot;ALL CLEAR&quot; is provided, notify the Evacuation Wardens that the occupants may reenter the buildings, and assign a warden to assist those with disabilities back to their buildings.</td>
<td>☐</td>
</tr>
<tr>
<td></td>
<td>After the event, de-brief all Evacuation Wardens (collect facts) to write-up a report and submit to EH&amp;S.</td>
<td>☐</td>
</tr>
</tbody>
</table>
### Checklist 2. Evacuation Warden Duties & Responsibilities

<table>
<thead>
<tr>
<th>Subject</th>
<th>Duties / Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Pre-Emergency Preparation</strong></td>
<td>Review the FHL Emergency Operations Plan.</td>
</tr>
<tr>
<td></td>
<td>Know where persons with disabilities are located in your area and what their alarm response will be (See Appendix E).</td>
</tr>
<tr>
<td></td>
<td>Walk over your evacuation routes at least once to familiarize yourself with emergency exits and routes to the Evacuation Assembly Points (EAPs).</td>
</tr>
<tr>
<td></td>
<td>Know where hazardous conditions, situations, and materials in your area may exist.</td>
</tr>
<tr>
<td></td>
<td>Know where the pull stations are and HOW to turn on an alarm.</td>
</tr>
<tr>
<td></td>
<td>Become familiar with the location and operation of emergency equipment, including fire extinguishers, first aid kits, and spill cleanup kits.</td>
</tr>
<tr>
<td></td>
<td>Attend training sessions and meetings to review procedures and duties, if necessary. EH&amp;S offers Evacuation Warden training sessions.</td>
</tr>
<tr>
<td></td>
<td>Participate in evacuation drills as requested by Evacuation Director.</td>
</tr>
<tr>
<td><strong>During Evacuation</strong></td>
<td><strong>First go to the EAP</strong>: report to the Evacuation Director. Let them know you are present and will be clearing your assigned area; receive any further instructions.</td>
</tr>
<tr>
<td></td>
<td>Begin at the farthest reach of your area and assure that occupants have evacuated. Direct occupants to the exits and tell them where to reassemble.</td>
</tr>
<tr>
<td></td>
<td>Conduct a quick search as you go to make sure hazardous equipment is shut off, doors are closed and no one is left behind.</td>
</tr>
<tr>
<td></td>
<td>If there is smoke in the hall, stay low, cover your mouth with a damp cloth, visualize where the exits are, stay close to and use the wall to guide you.</td>
</tr>
<tr>
<td></td>
<td>If there is no smoke, you may have trouble getting people to evacuate. Be assertive, positive and insistent.</td>
</tr>
<tr>
<td></td>
<td>Inform occupants of the requirement to evacuate.</td>
</tr>
<tr>
<td></td>
<td>Provide special attention to persons with disabilities, in particular those who may be unfamiliar with the campus. Insure they are notified and accounted for (see Appendix E).</td>
</tr>
<tr>
<td></td>
<td>Document the persons you see in your area of responsibility.</td>
</tr>
<tr>
<td></td>
<td>Collect known information about the incident from individuals in your area of responsibility (fire, smoke, persons in building, etc.).</td>
</tr>
<tr>
<td></td>
<td>Report back to the EAP, providing information to the Evacuation Director, including about any persons you believe may be missing and their last known location.</td>
</tr>
</tbody>
</table>
### Checklist 3: Course Instructor Duties & Responsibilities

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>Duties / Responsibilities</th>
<th>Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Emergency</td>
<td>Review Appendix H on the Emergency Role for Course Instructors.</td>
<td></td>
</tr>
<tr>
<td>Preparation</td>
<td>During the first week of class, share information relating to emergency procedures with your students as provided in “Classroom Emergency Procedures Summary” (Appendix H).</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Know how to report an emergency from the classroom being used.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Assure that persons with disabilities have the information they need (Appendix E). Be familiar with the student’s plan.</td>
<td></td>
</tr>
<tr>
<td>Emergency Evacuation</td>
<td>Take responsible charge of the classroom and follow emergency procedures for all building alarms and emergencies.</td>
<td></td>
</tr>
</tbody>
</table>
SECTION 4. PROCEDURES FOR SPECIFIC EMERGENCIES

Procedure 1: Fire Emergencies and Building Fire Alarms

Procedures for Occupants

- When an alarm sounds on your floor, begin immediate evacuation to an exit door. 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.
- If you are on fire, STOP – DROP – ROLL. If another person is on fire, yell “STOP – DROP – ROLL."
- Evacuate via the nearest exit door. 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.
- 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.
- After evacuating, go to the FHL Evacuation Assembly Point (EAP) and report your name so the FHL Evacuation Director can account for FHL residents.

Special Instructions for Evacuation Wardens

- See Checklist 2b for Evacuation Warden responsibilities during an emergency – all steps are covered there.
Procedure 2: Earthquakes

During All Earthquakes

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.
- 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.
- Don’t dash for exits, because the building’s exterior brick and decorations may be falling off.

Outside a Building
- Remain outside
- Stay clear of electrical wires, poles, trees, or anything that might fall.

After a Major Earthquake

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.
- 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.
- Do not reenter until the building has been declared safe by trained emergency personnel.
- Expect Aftershocks.

After a Minor Earthquake

- Restore calm.
- Examine your area for damage. Evacuation Directors may use the checklist in Appendix G 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 the San Juan County Sheriff (then UWPD). Do not reenter until the building has been declared safe by trained emergency personnel.
- Laboratories: Check for chemical spills. For small isolated spills, use spill cleanup procedures as outlined in “Laboratory Standard Operating Procedures”. If the SOP or chemical spill cleanup kit is not available, then evacuate lab and notify authorities. For larger spills, evacuate building and notify authorities. See UW Laboratory Safety Manual for earthquake procedures specific to laboratories.
Procedure 3: Hazardous Material Spills

If the chemical spill endangers other people outside your workspace or might cause a fire, pull the nearest fire alarm to initiate evacuation and call the local fire department. Call 911 as soon as you are safe to let emergency personnel know what happened. Stay available to help emergency personnel.

If the spill caused serious injury or exposure, call 911 from any phone or location (or call 360-378-4151 from a cell phone on the West side of San Juan Island). For chemical exposure, use the eye wash or safety shower for 15 minutes, removing all clothing that is contaminated with the chemical.

If you have been exposed to a spill and are not sure whether or not you should seek medical attention, you should request an exposure assessment. Call Peace Island Medical Center 360-378-2141 or the Employee Hall Health Clinic at 206-685-1026.

The San Juan County Sheriff will notify San Juan County Fire District #3 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 fire department, do not reoccupy the area. Contact EH&S 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 4: 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 San Juan County Sheriff at 9-1-1 (360-378-4151) and University Police Department at 9-1-1 (TDD 206-543-3323), from a UW hardline telephone.
- Bomb threats received through the mail or by other means are also to be reported immediately to San Juan County Sheriff and the UWPD.
Checklist 4: Bomb Threat Checklist

Questions to Ask Caller

When will the bomb explode? __________________________________________________________________________

Where is the bomb? __________________________________________________________________________

What does it look like? ________________________________________________________________________

What kind of bomb is it? ______________________________________________________________________

What will cause it to explode? __________________________________________________________________

Did you place the bomb? ______________________________________________________________________

Why? ____________________________________________________________________________________

What is your name? __________________________________________________________________________

Where are you calling from? __________________________________________________________________

What is your address? _________________________________________________________________________

Exact Words of Caller:

__________________________________________________________________________________________

Describe the Caller’s Voice  (Circle all that apply)

<table>
<thead>
<tr>
<th>Male</th>
<th>Female</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calm</td>
<td>Disguised</td>
</tr>
<tr>
<td>Stutter</td>
<td>Slow</td>
</tr>
<tr>
<td>Giggling</td>
<td>Deep</td>
</tr>
<tr>
<td>Stressed</td>
<td>Accent</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Nasal</th>
<th>Angry</th>
<th>Broken</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sincere</td>
<td>Lisp</td>
<td>Rapid</td>
</tr>
<tr>
<td>Crying</td>
<td>Squeaky</td>
<td>Excited</td>
</tr>
<tr>
<td>Loud</td>
<td>Slurred</td>
<td>Normal</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Exact time of call:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date received:</td>
</tr>
<tr>
<td>Phone number received at:</td>
</tr>
<tr>
<td>Person who received the call: (Insert full name and contact information)</td>
</tr>
</tbody>
</table>

Report all bomb threats immediately to SJC Sheriff at 911
Procedure 5: Suspicious Packages and Mail

A suspicious letter may have...

1. No Return Address
2. Restrictive markings, such as “PERSONAL!”
3. It is sealed with tape
4. The address has:
   • misspelled words
   • is addressed to a title but not a person
   • an incorrect title
   • is badly typed or handwritten

A suspicious package may have...

1. Oily stains, discolorations, or crystallizations on the wrapper
2. Stranger odor
3. Excessive tape
4. Is rigid or bulky
5. Lopsided or uneven
6. The weight is odd for its size


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 is 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 safety location

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

Due to occasional anthrax threats in United States, the Washington State Health Department and Center for Disease Control have issued guidelines to follow if you suspect a letter could contain dangerous substances. The guidelines sent out by these agencies are in the following section.
Procedure 6: Anthrax Threat

**Background**

Anthrax is a rare disease caused by bacteria, which is capable of forming spores that can survive in the environment for long periods of time. In an intentional exposure, such as a bioterrorism event, breathing in the spores is the most likely route of exposure that might lead to a serious infection. Inhalation anthrax (through the lungs) is the most serious type of anthrax. 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 5 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 not routine screening tests available to detect Anthrax infection in persons without known exposure to Anthrax spores

5. After the Spill of a Powder or Other Substances
   - 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 7: Medical Emergencies

See Section 5 for the University of Washington First Aid Guidelines, and Appendix B for the locations of first aid kits and automated external defibrillators (AEDs) and a list of FHL personnel with First Aid and CPR/AED training. In each First Aid kit, there is a First Aid and CPR guide. 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. Each AED provides step-by-step verbal instructions for using the equipment in an emergency.

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** (or 360-378-4151 from a cell phone on the West side of San Juan Island). 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.
5. **Proceed with First Aid and CPR, if trained.** If you are not trained or do not feel able to provide first aid or CPR, seek another personnel who is trained (see list in Appendix ....).

Procedure 8: Civil Demonstrations

1. The Use of University Facilities (UUF) division may be notified of an upcoming campus demonstration. In turn, the UWPD Special Operations Lieutenant will then be notified via e-mail or at (206-685-2550). Advanced planning of a campus demonstration can minimize disruption to normal campus activities. Should you find that a demonstration is causing a disruption to classes or operations on campus, contact the FHL Director at 206-616-0764, San Juan County Sheriff, or UW Special Operations Lieutenant at 206-685-2550.
2. In the unlikely event that a demonstration becomes destructive, get away from the area of potential harm and call 9-1-1.
Procedure 9: Active Shooter

“Active Shooter” refers to anyone armed and shooting at civilians, police, or into an area where persons could be struck by random fire. As soon as it is safe, notify the police department.

In a Classroom, Dorms or Office

- **STAY THERE.** If you are in a safe place, stay put.
- **Secure the door.** If the door has no lock and the door opens in, use heavy furniture to barricade the door.
- **Cover windows.** 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.
- **Stay low.** If you can’t exit through the windows, get out of sight from the door and stay low and quiet.
- **Silence cell phones** and other electronic devices.
- If no police are on scene, **move away from the shooter.** Find safe cover and wait for the police to arrive.
- **When officers arrive** on scene, **move toward any law enforcement personnel** or a police vehicle when it’s safe. Keep your hands visible to police at all times.
- **Follow** all police directions exactly.

In Hallways or Corridors

- **Get to a nearby room and secure it.** Unless you are close to an exit, do not attempt to run through a hallway, you may encounter the shooter.

In Large Rooms (e.g. Dining Hall, Commons, Lecture Hall)

- **If remote from the shooter, exit the building** and move toward any law enforcement personnel or a police vehicle. Keep your hands visible to police.

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.

Trapped with the Shooter

- **Do not provoke the shooter.** If no shooting is happening, do what the shooter says and do not move suddenly.
- **If the shooter starts shooting,** try taking one of these decisive actions:
  - Freeze and stay very still
  - **Run for an exit** while zigzagging. A moving target is harder to hit than a stationary one.
  - **Attack the shooter. This is very dangerous, but** it may be less dangerous than doing nothing at all. The last thing the shooter will expect is to be attacked by an unarmed person.
SECTION 5. FIRST AID: UW GUIDELINES & FHL PLAN

This section comprises the First Aid Guidelines for University of Washington Personnel produced by EH&S (version September 2021), with sections that are not applicable to FHL omitted and with an FHL First Aid Plan summarized at the end.

Questions regarding first aid should be directed to EH&S at 206.543.7388 or ehsdept@uw.edu.

Purpose, Regulatory Requirements, & University Policy

Purpose

All University personnel must have access to quick and effective first aid in the event of an emergency. This guide contains instructions for creating a First Aid Plan for University of Washington (UW) personnel on UW campuses, UW-owned sites, UW-leased spaces, temporary field locations, and field trips that are under the control of University operations and staff.

The Environmental Health & Safety Department (EH&S) provides guidelines to accommodate the wide variety of work types, locations, and environments shared by the University's approximately 35,000 personnel. University s use these guidelines to determine the required number of first-aid trained personnel (if any), which first-aid supplies are needed and how to obtain necessary supplies.

Personnel identified as first-aid trained for the purposes of meeting regulatory requirements do so as a collateral duty; it is not their primary job assignment to provide first aid or other medical assistance.

Regulatory Requirements and University Policy

The University must comply with federal and state first-aid regulations. Compliance with Washington Industrial Safety and Health Act (WISHA) under Washington Administrative Code (WAC) 296-800-150, “First Aid,” requires the University to ensure that first-aid trained personnel are available to provide quick and effective first aid with appropriate first-aid supplies. The University's Administrative Policy Statement 10.3 also states the requirement to ensure that personnel have access to first aid.

Roles and Responsibilities

The roles and responsibilities for University health and safety programs and policies are outlined in Executive Order 55. The following are specific to the University's First Aid requirements.

EH&S Responsibilities

The UW Environmental Health and Safety Department (EH&S) provides assistance to University s implementing these guidelines to meet first-aid requirements. EH&S interprets the first-aid requirements and serves as a liaison to the Washington State Department of Labor and Industries (L&I) for health and safety. In addition, EH&S helps to ensure compliance with federal and state first-aid regulations through program oversight and provision of services, including information, resources, and training.
UW Unit Responsibilities

UW Executive Order 55 specifies that each dean, director, department chair, and supervisor is responsible for the health and safety performance in their respective units. This responsibility cannot be transferred or delegated. University units are responsible for ensuring the availability of quick and effective first aid and readily accessible first-aid supplies in work areas.

Each must document their First Aid Plan, defining the unit’s method for meeting the first-aid requirements from the options and guidelines included in this document.

First Aid Plan Requirements & Documentation

First Aid Plans must address the following two regulatory requirements:

- First-aid trained personnel are available to provide quick and effective first aid.
- Appropriate first-aid supplies are readily available.

First-aid trained personnel

University units have two options for ensuring first-aid trained personnel are available:

- For University work locations served by municipal enhanced 9-1-1 emergency medical services, the First Aid Plan can indicate that local emergency medical services will be relied upon in case of emergency.
- Compliance may also be achieved in any location by having at least one first-aid trained employee present when personnel are working. A common method for ensuring a consistent presence of first-aid responders is for each supervisor (or their designee) to be trained and certified in first aid. It is strongly recommended that an alternate person also be trained and certified in first aid, to ensure coverage during absences.

Units may choose to implement one or both of these options; however, some higher risk work environments and work activities require that first-aid responders are on site while personnel are working. Refer to the sections below for more information.

First-aid supplies

First Aid Plans created by University s must address the type and accessibility of first-aid supplies:

1. First-aid supplies at your workplace are appropriate to:
   a. Your occupational setting and work-related activities
   b. The response time of your emergency medical services

2. First-aid supplies are:
   a. Readily available and easily accessible to all your employees
   b. Stored in containers that protect them from damage, deterioration, or contamination; containers must be clearly marked, not locked, and may be sealed.
   c. Able to be moved to the location of an injured or acutely ill worker
First Aid Plan Documentation

1. Units must identify and document the certification of first-aid trained personnel if their unit’s First Aid Plan relies on first-aid trained personnel being present on site while personnel are working (instead relying on 9-1-1 for emergency response).

2. Units that have off-site locations and activities, such as field trips and remote research field stations, should have separate site-specific and situation-specific first-aid response plans for these events. Units should refer to the Field Operations Safety Manual and create a Fieldwork Safety Plan as their First Aid Plan.

3. Units must communicate their First Aid Plan to their personnel.

First Aid Plan Additional Considerations

The majority of University personnel work in office environments, but large numbers of personnel work in higher risk settings and situations, such as laboratories, medical/clinical settings, shops and trades, working alone and remote locations.

Office environments (academic, administrative or service offices, etc.)

Organizational units with office work environments can comply with the first-aid training requirement by having at least one first-aid trained employee per floor of each building, wing, or other defined work area where the unit has offices. For example, a large suite of offices may have one first-aid trained employee for the suite and can rely on a first-aid trained employee in a nearby area as a backup. One method for providing adequate coverage is to have evacuation wardens be first-aid trained.

Another option for office work environments in metropolitan areas is to reply on the 9-1-1 system’s emergency services and the UW Police (Seattle campus) and the Campus Security Services (Bothell and Tacoma Campuses) for first-aid response. In office areas where this option is used, all personnel in the area must be informed that these 9-1-1 services are the primary first-aid responders for the unit and be trained in how to summon assistance.

Laboratories

Work environments that are primarily laboratory facilities (research, clinical, and/or teaching) are required to always have at least one first-aid trained employee present where personnel are working. This can be achieved by having at least one first-aid trained individual per floor, building, wing, or other defined work area (such as a center, institute, or suite of laboratories). More than one first-aid trained employee may be needed to ensure coverage during absences and vacancies. Another method to achieve compliance is to have building evacuation wardens be first-aid trained.

In addition, L&I specifically requires first-aid and CPR trained individuals and first-aid supplies to be on site when laboratory facilities work includes confined space entry, welding, scuba diving, and electrical power construction, generation, transmission, and distribution.
Shops and trades/warehouse operations

To ensure that first-aid trained personnel are always available when personnel are present, each shop and warehouse location must have at least one first-aid trained employee on each shift in each work area. More than one first-aid trained employee may be needed to ensure coverage during absences and vacancies.

In addition, L&I specifically requires first-aid and CPR trained individuals and first-aid supplies to be on site when shop work includes confined space entry, welding, scuba diving, and electrical power construction, generation, transmission, and distribution.

Working alone

Working alone applies to work or study occurring when no other person is in direct line of sight or within hearing range of the person working. A person may work alone in a lab, office, shop or other University location, or in the field. Working alone can take place during normal working hours, as well as on evenings and weekends.

Personnel who work alone must know how to summon first aid. Supervisors/leads must know the location of all staff working alone and periodically confirm their safety.

Refer to the Working Alone Safely Focus Sheet as a guide for pre-task planning to identify and assess the risks and safety measures needed.

Remote locations (research field stations, field trips, diving)

When University personnel are stationed in remote locations, such as research field stations or on field trips that are not served by a municipal emergency medical service, there must always be advanced first-aid trained personnel at the site. See the UW Field Safety Manual, 4.B. First Aid Skills for additional information on this requirement and see the Fieldwork Safety Plan to document who has this training. EH&S offers Wilderness First Aid for Environment and Forestry Sciences.

In addition, when University personnel are assigned to work at remote field locations or field trips, the employing must have a written Fieldwork Safety 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 personnel, and the location of the nearest medical facility.

In accordance with the UW Diving Safety Manual, scientific scuba diving conducted under University auspices must include documented pre-dive emergency planning. University certified divers are required to have current diving first aid and CPR certification, including emergency oxygen training.

Other Locations

If an employing has a work environment not addressed in these guidelines or has a complex mix of work environments or locations, EH&S will assist in the development of a -specific first aid response plan. Contact EH&S at 206.543.7388 or ehsdept@uw.edu.
Training

Obtaining and documenting first-aid training

EH&S offers first-aid training courses. The current course schedule is listed on the EH&S training webpage. EH&S can also assist large groups with obtaining advanced first-aid training, if needed. Course fees apply for all first-aid training courses.

Each employee who completes the EH&S-sponsored first-aid course will receive a first-aid card to serve as documentation. In addition, EH&S maintains training records for all EH&S-sponsored courses.

If a chooses to contract with an outside provider, the is responsible for ensuring that the trainer is certified to teach first aid. First-aid training acquired through outside providers must be documented and maintained within the employing .

First-aid training must be repeated every two years to maintain a valid first-aid certificate. A current list of personnel who are trained and certified in first aid and CPR, and/or wilderness first aid via an EH&S course is maintained on the EH&S website at www.ehs.washington.edu/training/training-records (UW NetID login is required).

Wilderness first-aid training

Personnel working in remote locations are required to have access to advanced first-aid training. The work environment and potential hazards should be assessed to determine if injuries could result that would require first-aid skills outside the scope of a standard first-aid course. In these cases, wilderness first-aid training may be more appropriate. Arrangements for advanced first-aid training can be made by contacting the EH&S Training team at ehstrain@uw.edu or call 206.543.7201.

First-aid Kits, Automated External Defibrillators (AEDs), & Stop the Bleed Kits

First Aid Kits

First-aid supplies must be readily available to all personnel, and should be stored in clean, clearly marked, portable containers. The containers must not be locked. They must be made of material that protects them from damage, deterioration, or contamination in the work environment.

L&I provides a First-aid Kit Contents Guide. must assess their work environments to determine if, given the hazards in the environment, additional supplies are needed. Contact EH&S at 206.543.7388 if you need assistance determining what types of first-aid supplies are needed for your work environment.

Units should document the location of their first-aid kits and assign responsibility for stocking and checking expiration dates. All personnel should know the location of these kits through regular communication (e.g., an annual reminder at an all-employee meeting).

First-aid kits and supplies may be purchased through UW eProcurement or through a local retailer or safety supply vendor.
**Automated External Defibrillators**

Automated external defibrillators, or AEDs, are electronic devices that help the heart to reestablish its proper rhythm via a shock. State and local laws do not require automated external defibrillators (AEDs) to be provided in buildings; however, units may choose to purchase an AED. Those that purchase an AED should designate an AED coordinator who will follow guidance on registration, training, and maintenance of the AED.

UW Police Department officers carry AEDs in their vehicles on the Seattle campus and are trained in their use.

For more information on AEDs, visit the Automated External Defibrillators webpage on the EH&S website.

**Stop the Bleed Kits**

Stop the Bleed Kits may be purchased by units. State and local laws do not require units to have these kits; however, they are highly recommended because a person can die from blood loss within five minutes. Blood loss is the leading cause of preventable death in trauma events.

Training is available at Harborview Medical Center and other sites shown on the national Stop the Bleed list.

**Good Samaritan Act**

Personnel who obtain first-aid training as a collateral duty and not as a primary job assignment are covered by the Good Samaritan Statute (RCW 4.24.300), which states:

“Any person, including but not limited to a volunteer provider of emergency or medical services, who without compensation or the expectation of compensation renders emergency care at the scene of an emergency or who participates in transporting, not for compensation, therefrom 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 gross negligence or willful or wanton misconduct.”

**Bloodborne pathogens exposure**

Personnel who render first aid or other medical assistance as a primary job duty must be included in the UW Bloodborne Pathogens Program, participate in annual training, and be offered a Hepatitis B immunization.

In the event that a University employee is exposed to human blood or other potentially infectious materials during the administration of first aid or any other activity in the workplace, the employee should notify their supervisor immediately to be referred to the appropriate employee health clinic for post-exposure follow-up. In addition, a UW Online Accident Reporting System (OARS) report must be completed. More information on accident and injury reporting can be found on the EH&S website.
University personnel 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.

**FHL First Aid Plan**

This follows the form appended to the First Aid Plan Guidelines for University of Washington Personnel. Also see Appendix B for a list of FHL personnel trained in First Aid/CPR, and locations of first aid kits and automated external defibrillators (AEDs).

Department, organization, or unit name: **UW Friday Harbor Laboratories (FHL)**

Location(s) covered by this plan: **FHL Campus**

**This First Aid Plan is for the following type of work environment:**

- [X] Office  - [X] Laboratory  - [ ] Shop or Warehouse  - [ ] Remote Location

**UW Friday Harbor Laboratories (FHL) has chosen the following as our plan to provide quick and effective first aid to personnel at the location listed above:**

- [X] We will rely on our local municipal emergency response service to provide first aid.*

- [X] We will ALSO ensure that first-aid trained personnel are available to render first aid to our personnel. Appendix B lists personnel who have received first-aid training within the past two years and are certified to provide first aid, noting their work locations, cell phone numbers, and date of last training.

**Plan for personnel who work alone outside of normal business hours for obtaining emergency assistance:**

Custodians are the only FHL personnel who normally work alone on campus outside of normal business hours. They wear cell phones at all times, and know to call 9-1-1 to contact San Juan County Emergency Services for assistance as needed.

**This First Aid Plan was last updated:** 4/12/2022

**For questions regarding this plan contact:** Bernadette Holthuis

*Note: If your work environment is a laboratory, shop, or warehouse or personnel conduct confined space entry, welding, scuba diving, and electrical power construction, generation, transmission, and distribution they are required to be first-aid and CPR trained and cannot depend upon local municipal emergency response. You will need to ensure that first-aid trained personnel are available on site when personnel are present.*
# APPENDIX A. Evacuation Personnel

## Evacuation Director and Alternates

<table>
<thead>
<tr>
<th>Evacuation Director</th>
<th>Alternate Evacuation Director</th>
</tr>
</thead>
<tbody>
<tr>
<td>FHL Caretaker</td>
<td>FHL Director</td>
</tr>
<tr>
<td>Current: Michelle (&amp; Mike) Herko</td>
<td>Current: Megan Dethier</td>
</tr>
<tr>
<td>Location: Caretaker's Residence</td>
<td>Location: Director's Office</td>
</tr>
<tr>
<td>Phone: 360-298-0220, 360-298-0800</td>
<td>Phone: 360-298-2016, 206-616-0764</td>
</tr>
<tr>
<td>E-mail: <a href="mailto:herko@uw.edu">herko@uw.edu</a></td>
<td>E-mail: <a href="mailto:mdethier@uw.edu">mdethier@uw.edu</a></td>
</tr>
</tbody>
</table>

## Building/Evacuation Wardens

<table>
<thead>
<tr>
<th>Buildings</th>
<th>FHL Position</th>
<th>Current</th>
<th>Phone (cell)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Whiteley Center &amp; Cottages</td>
<td>Whiteley Coordinator</td>
<td>Stephanie Zamora</td>
<td>360-298-0201</td>
</tr>
<tr>
<td>Fernald, Computer Lab</td>
<td>Business Manager</td>
<td>Alisa Schoultz</td>
<td>360-298-0226</td>
</tr>
<tr>
<td>Labs 1-5, 8</td>
<td>Director</td>
<td>Megan Dethier</td>
<td>360-298-2016</td>
</tr>
<tr>
<td>Labs 6, 7, 11 &amp; 12</td>
<td>FHL Postdoc</td>
<td>Lauren Simonitis</td>
<td></td>
</tr>
<tr>
<td>Dock, Vessels</td>
<td>Boating Safety Officer</td>
<td>Kristy Kull</td>
<td>562-972-6229</td>
</tr>
<tr>
<td>Dining Hall, Lecture Hall</td>
<td>Food Services Manager</td>
<td>Laurie Spaulding</td>
<td>360-298-5667</td>
</tr>
<tr>
<td>Grad Dorms P &amp; Q, Cottages A, B, D, Duplex C</td>
<td>Visitor Coordinator</td>
<td>Morgan Johnston</td>
<td>509-551-3059</td>
</tr>
<tr>
<td>Duplexes R, S, T, Grad Dorm O, Cottage M &amp; N</td>
<td>Stockroom Manager</td>
<td>Peggy Combs</td>
<td>370-317-5165</td>
</tr>
<tr>
<td>Dorm A, B, C, Commons, Huts</td>
<td>Academic Services Manager</td>
<td>Mason Wiley</td>
<td>571-357-5746</td>
</tr>
<tr>
<td>Labs 9, 10, Apartments A &amp; B</td>
<td>Operations Manager</td>
<td>Bernadette Holthuis</td>
<td>360-644-9844</td>
</tr>
<tr>
<td>Director's House</td>
<td>Current Occupant</td>
<td>John Delaney</td>
<td></td>
</tr>
</tbody>
</table>
APPENDIX B. First Aid, CPR, and AEDs

Primary First Aid Contacts

<table>
<thead>
<tr>
<th>Contact</th>
<th>FHL Location</th>
<th>Phone Numbers (cell &amp; office)</th>
<th>Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pema Kitaeff</td>
<td>Dock Office</td>
<td>206-349-9977 (c) 206-543-0876 (o)</td>
<td>First Aid Instructor (PADI EFR, ERDI, and DAN) &amp; Diving Safety Officer</td>
</tr>
<tr>
<td>Stephanie Zamora</td>
<td>Fernald Front Office</td>
<td>360-298-0201 (c) 206-616-0702 (o)</td>
<td>Nationally Registered Emergency Medical Technician (EMT), eff. July 2022</td>
</tr>
</tbody>
</table>

Other FHL Personnel trained in Basic Life Support, incl CPR & AED Procedures

<table>
<thead>
<tr>
<th>Name</th>
<th>Location</th>
<th>Last Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anderson, Rachel</td>
<td>Dining Hall</td>
<td>5/4/17</td>
</tr>
<tr>
<td>Crosby, Dylan</td>
<td>Computer Lab</td>
<td>1/24/18</td>
</tr>
<tr>
<td>DeGraaff, Teresa</td>
<td>Stockroom</td>
<td>1/24/18</td>
</tr>
<tr>
<td>Drake-Raue, Raina</td>
<td>Dining Hall Kitchen</td>
<td>3/2/17</td>
</tr>
<tr>
<td>Dobkowski, Katie</td>
<td>Lab 1, Docks</td>
<td>5/25/16</td>
</tr>
<tr>
<td>Dwyer, Tim</td>
<td>Docks</td>
<td>6/22/16</td>
</tr>
<tr>
<td>Eltrich, Kathy</td>
<td>Custodial</td>
<td>5/4/17</td>
</tr>
<tr>
<td>Graham, Olivia</td>
<td>Fernald Lab Space</td>
<td>6/21/17</td>
</tr>
<tr>
<td>Harvell, Drew</td>
<td>Fernald Lab Space</td>
<td>6/21/17</td>
</tr>
<tr>
<td>Herko, Michael P.</td>
<td>Caretaker's Residence</td>
<td>1/24/18</td>
</tr>
<tr>
<td>Herko, Michelle</td>
<td>Caretaker's Residence</td>
<td>1/24/18</td>
</tr>
<tr>
<td>Holthuis, Bernadette</td>
<td>Fernald Office</td>
<td>12/13/16</td>
</tr>
<tr>
<td>Iliff, George</td>
<td>Maintenance</td>
<td>12/13/16</td>
</tr>
<tr>
<td>Kull, Kristy</td>
<td>Dock Office</td>
<td>12/13/16</td>
</tr>
<tr>
<td>Mills, Claudia</td>
<td>Fernald Lab Space</td>
<td>5/5/17</td>
</tr>
<tr>
<td>Nash, Tracy</td>
<td>Dining Hall Kitchen</td>
<td>3/2/17</td>
</tr>
<tr>
<td>Pieples, Tommy</td>
<td>Maintenance</td>
<td>1/24/18</td>
</tr>
<tr>
<td>Pieper, Cheryl</td>
<td>Dining Hall Kitchen</td>
<td>3/2/17</td>
</tr>
<tr>
<td>Sebens, Ken</td>
<td>Fernald Lab Space</td>
<td>5/25/16</td>
</tr>
<tr>
<td>Spaulding, Laurie</td>
<td>Dining Hall</td>
<td>3/2/17</td>
</tr>
<tr>
<td>Swalla, Billie</td>
<td>Lab 10</td>
<td>3/9/16</td>
</tr>
<tr>
<td>Walch, LeeAnn</td>
<td>Custodial</td>
<td>5/4/2017</td>
</tr>
</tbody>
</table>
First Aid Kit Locations

<table>
<thead>
<tr>
<th>Location</th>
<th>Size of Kit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fernald, basement hallway</td>
<td>25 person</td>
</tr>
<tr>
<td>Stockroom, opposite check-out desk</td>
<td>25 person</td>
</tr>
<tr>
<td>Maintenance Shop, next to sink</td>
<td>15 person</td>
</tr>
<tr>
<td>Student Shop, next to sink</td>
<td>15 person</td>
</tr>
<tr>
<td>Labs 1-5 and 9-12 by Safety Bulletin Board</td>
<td>15 person</td>
</tr>
<tr>
<td>Lab 8, hallway near bathroom</td>
<td>15 person</td>
</tr>
<tr>
<td>Labs 6 and 7 by sink</td>
<td>10 person</td>
</tr>
<tr>
<td>Dining Hall Kitchen</td>
<td>25 person</td>
</tr>
<tr>
<td>Commons Kitchen</td>
<td>25 person</td>
</tr>
<tr>
<td>Dock Boathouse, under sign-out sheet</td>
<td>5 person</td>
</tr>
<tr>
<td>All Small Motorboats, stowage compartment</td>
<td>5 person</td>
</tr>
<tr>
<td>Kittiwake Vessel: 3 kits</td>
<td>1 x 25 person, 2 x 5 person</td>
</tr>
<tr>
<td>FHL Vans, under driver's seat</td>
<td>5 person</td>
</tr>
<tr>
<td>Custodial carts</td>
<td>5 person</td>
</tr>
</tbody>
</table>

Automated External Defibrillator (AED) Locations

To prevent damage during freezes, the AED in the apartment parking lot is moved to the apartment laundry room for the winter months.

<table>
<thead>
<tr>
<th>Location</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apartment parking lot, phone booth</td>
<td>April through October</td>
</tr>
<tr>
<td>Apartment laundry room</td>
<td>November through March</td>
</tr>
<tr>
<td>Dining Hall, left of kitchen serving window</td>
<td>Year round</td>
</tr>
<tr>
<td>Fernald Ground Floor, base of stairs</td>
<td>Year round</td>
</tr>
<tr>
<td>Kittiwake wheelhouse</td>
<td>Year round</td>
</tr>
</tbody>
</table>

APPENDIX C. Hazardous Materials at FHL

<table>
<thead>
<tr>
<th>Room</th>
<th>Materials</th>
<th>Hazards</th>
<th>Staff Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Lab Basement, CL-103</td>
<td>Chemicals</td>
<td>Toxic, Acidic, Volatile</td>
<td>Peggy Combs</td>
</tr>
<tr>
<td>Labs 8, 10, 12</td>
<td>Gas Cylinders</td>
<td>Explosive</td>
<td>Peggy Combs</td>
</tr>
<tr>
<td>Lab 10</td>
<td>Liquid Nitrogen</td>
<td>Toxic, Volatile</td>
<td>Peggy Combs</td>
</tr>
<tr>
<td>Stockroom</td>
<td>Chemicals</td>
<td>Toxic</td>
<td>Peggy Combs</td>
</tr>
<tr>
<td>Boat Fuel Shed</td>
<td>Fuel</td>
<td>Flammable</td>
<td>Kristy Kull</td>
</tr>
<tr>
<td>Lab 9 Synoptic Collection, 9-200</td>
<td>Chemicals</td>
<td>Toxic, Flammable</td>
<td>Peggy Combs</td>
</tr>
<tr>
<td>Maintenance Bldg.</td>
<td>Paints &amp; Solvents</td>
<td>Flammable</td>
<td>Doug Engel</td>
</tr>
</tbody>
</table>
APPENDIX D. Evacuation: Details

Evacuation of Buildings

Every floor of every building at FHL has an exit door to the outside. The FHL Lab Maps identify these doors for the lab buildings. 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.

Areas of Safe Refuge

Specific areas of safe refuge will be established in advance for individuals with disabilities. See Appendix E for further information.

Evacuation Assembly Points

The Evacuation Assembly Points (EAP) are open areas away from buildings and out of the way of responding emergency personnel. All FHL residents 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. Persons with disabilities may go to an Area of Safe Refuge instead of an EAP.

Primary EAP

- Fernald Building parking lot, next to the EAP sign

Secondary EAPS

- Tsunami Threat: Commons parking lot
- Wildfire Threat: FHL docks & floats

Note: Evacuation drills are necessary to refine the evacuation procedure.
APPENDIX E. Evacuation: Persons with Disabilities

**Background**

This appendix provides a general guideline of evacuation procedures for persons whose disabilities could make exiting difficult during evacuations. Faculty, staff, students and visitors with disabilities must develop their own 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.

All UW-FHL building floors have accessible exit doors to the ground level. Evacuation Directors and Evacuation Wardens will pre-identify staff, faculty, and students with disabilities and the locations in which they generally work, study, and live. We will determine their evacuation options, identify Areas of Refuge for them, coordinate obtaining an Assisted Evacuation Device (as needed – see below), and determine how they will evacuate if the need arises.

**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.
- **Stay in Place:** Unless danger is imminent, remain in a room with an exterior window 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. If cell phone reception fails, 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.
- **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 campus evacuation assembly point and tell the Evacuation Warden 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. 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. The following requirements must be met when using evacuation devices:

- Contact EH&S to identify an appropriate device and determine where to store the device. This generally applies to employees whose work location is not on 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.

FHL Staff or Residents with Disabilities

<table>
<thead>
<tr>
<th>Name</th>
<th>Building/Room</th>
<th>Area of Refuge</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Notes
## Evacuation Plan for Persons with Disabilities

### Personal Information

<table>
<thead>
<tr>
<th>Name</th>
<th>Location</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Supervisor name</th>
<th>Phone</th>
<th>Cell Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Emergency contact name</th>
<th>Phone</th>
<th>Alt. Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Type of Disability

<table>
<thead>
<tr>
<th>Mobility</th>
<th>☐</th>
<th>Blind</th>
<th>☐</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deaf/hard of hearing</td>
<td>☐</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Service animal user</td>
<td>☐</td>
<td>Other: Describe Here</td>
<td>☐</td>
</tr>
</tbody>
</table>

Limitations and information emergency personnel should be aware of (including medication)

### Evacuation Plan (make one for each building that you occupy)

<table>
<thead>
<tr>
<th>Building name</th>
<th>Time of day generally in building</th>
</tr>
</thead>
<tbody>
<tr>
<td>Days generally in building</td>
<td>Sun</td>
</tr>
<tr>
<td></td>
<td>☐</td>
</tr>
</tbody>
</table>

Date completed: (mm/dd/yyyy)

Effective dates:
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Designated Buddies**

<table>
<thead>
<tr>
<th>Buddy #1 Name:</th>
<th>Address / Office:</th>
<th>Phone:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Buddy #2 Name:</th>
<th>Address / Office:</th>
<th>Phone:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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 F. Evacuation Drills

Preparation for an Evacuation Drill

1. **Evacuation Director and Evacuation Wardens Meet**
   - Review procedures, duties, evacuation routes as outlined in the plan
   - Confirm who will activate and reset alarm systems
   - Confirm participants are familiar with the plan
   - Establish a date and time for drill that assures adequate participation

2. **Notification**
   - Notify SJI Sheriff and Simplex of the time and date of the drill

3. **Publicize Drill Event to FHL Campus Residents**
   - Approximately three days before the drill, send email notification.

The Day Before a Drill

1. **Confirm Responsibility Roles with Players:**
   - Evacuation Director confirms with Evacuation Wardens

Steps for Conducting an Evacuation Drill

<table>
<thead>
<tr>
<th>PRIOR to the DRILL</th>
<th>STEPS for staging a DRILL at FHL</th>
<th>WHOSE JOB?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Call the Sheriff, let them know about the Drill</td>
<td>Caretaker</td>
</tr>
<tr>
<td></td>
<td>Call Simplex, let them know alarms will be triggered</td>
<td>Caretaker</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AS THE DRILL BEGINS</th>
<th>If an earthquake drill: Stage shaking sounds</th>
<th>Food Services Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Trigger alarm in Fernald</td>
<td>Business Manager</td>
</tr>
<tr>
<td></td>
<td>Trigger alarm in student dorm</td>
<td>Academic Services Manager</td>
</tr>
<tr>
<td></td>
<td>Trigger Lab 10 siren (remotely)</td>
<td>IT Supervisor</td>
</tr>
<tr>
<td></td>
<td>Trigger pumphouse siren (remotely)</td>
<td>IT Supervisor</td>
</tr>
<tr>
<td></td>
<td>Send out alert via Omnilert system</td>
<td>Caretaker</td>
</tr>
</tbody>
</table>
Conducting an Evacuation Drill

Participation
Chapter 4 of the Seattle Fire Code along with The Washington Administrative Code (WAC) 296-24-567 requires that all employees train a sufficient number of persons to assist in safe and orderly emergency evacuation of employees. To meet this requirement and satisfy public safety for all students, faculty, staff, and visitors, University buildings must conduct 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.

Evaluating and Recording an Evacuation Drill

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

Evacuation Drill Report Form

To record an Evacuation Drill, fill out the electronic form on this UW EHS page: https://www.ehs.washington.edu/system/files/resources/firedrillreport.pdf. The following page is an image of the form.

Once the form has been completed, save and email it to evacdril@uw.edu, or mail a copy to EH&S Fire Safety, UW Box #354400. 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.
Building Name/Address

Evacuation Director

**IMPORTANT**
Do not activate the alarm on your own!
Fire drill alarm activation must be done by Environmental Health & Safety or Facilities Services.

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  
☐ YES  ☐ NO

2. Occupants/staff responded and reported to Evacuation Assembly Point  
☐ YES  ☐ NO

3. Persons with disabilities are accounted for  
☐ NA  ☐ YES  ☐ NO

4. Visitors and students were properly directed  
☐ NA  ☐ YES  ☐ NO

5. Accounted for missing personnel  
☐ NA  ☐ YES  ☐ NO

6. The alarm was audible throughout the area  
☐ YES  ☐ NO

7. No premature reentry  
☐ YES  ☐ NO

Observations (includes notes that will help improve response, performance, and management of future evacuation drills)

---

**FORM COMPLETED BY**

Evacuation Director or Building Administrator/Coordinator or designated employee

---

Email the completed form to evacdrill@uw.edu, or mail a copy to EH&S Fire Safety, Box 354400
APPENDIX G. Post-Earthquake Checklist

Buildings with Special Considerations

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

At all times, the safety of building occupants is paramount. This checklist is primarily used for general guidance in decision-making. However, if Evacuation Directors observe ANY conditions in their building that they suspect are unsafe or that they are uncertain about, then the building should not be reoccupied until the 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.

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

<table>
<thead>
<tr>
<th>Asbestos-containing Materials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday Harbor Shaw Beach House</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Post-earthquake Structural Risk</th>
</tr>
</thead>
<tbody>
<tr>
<td>No FHL Buildings identified</td>
</tr>
</tbody>
</table>
Checklist

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

If the Evacuation Director checks YES on one of the items on the checklist that does not include an (Evacuate) notation, then the evacuation of the building is at the discretion of the Evacuation Director. Consider if the observed conditions represent a safety or health risk to persons in 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 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: ___________________________
E-mail: ________________________________ Phone: ___________________________

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

Mechanical / Electrical Equipment
Is there damaged air handling equipment such as fans, fan motors, or ductwork? (Evacuate) | Yes ☐, No ☐, N/A ☐
---|---
Are there damaged electrical panels, circuit breakers, or leaking transformers? | Yes ☐, No ☐, N/A ☐
---|---
Have any appliances such as refrigerators and freezers toppled over? | Yes ☐, No ☐, N/A ☐
---|---
### 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 ☐, No ☐, N/A ☐
---|---
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 ☐, No ☐, N/A ☐
---|---
Are there any damaged or leaking compressed gas cylinders, high pressure vessels, or storage tanks? (Evacuate) | Yes ☐, No ☐, N/A ☐
---|---
Have numerous bookcases, filing cabinets, computer monitors, and other building furnishings toppled over? Are they blocking emergency exits? (Evacuate) | Yes ☐, No ☐, N/A ☐
---|---
Is there damaged pipe insulation or fireproofing that are labeled or known to be asbestos-containing? (Evacuate) | Yes ☐, No ☐, N/A ☐
---|---
### Walls, Floors, Ceilings, and Windows
---|---
Are there uneven floors, buckled carpets, or broken tile/vinyl flooring? (Evacuate) | Yes ☐, No ☐, N/A ☐
---|---
Do any walls, support columns, or beams appear bent, twisted, sagging or leaning? (Evacuate) | Yes ☐, No ☐, N/A ☐
---|---
Are there severe cracks in the walls? (Evacuate) | Yes ☐, No ☐, N/A ☐
---|---
Are there any doors or windows difficult to open or close? (Evacuate) | Yes ☐, No ☐, N/A ☐
---|---
Is the suspended ceiling framework bent, twisted, or fallen? (Evacuate) | Yes ☐, No ☐, N/A ☐
---|---
Is there damage to stairs, stairwells, or handrails? | Yes ☐, No ☐, N/A ☐
---|---
Are there displaced or fallen ceiling tiles? | Yes ☐, No ☐, N/A ☐
---|---
Are there damaged or broken windows and/or window frames? | Yes ☐, No ☐, N/A ☐
---|---
### 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 ☐, No ☐, N/A ☐
---|---
Are there downed trees, power poles, and electrical wires outside the building? | Yes ☐, No ☐, N/A ☐
---|---

Deliver a copy of this completed checklist to either the Response Center or the EOC. Post a completed copy near the main entrance(s) for emergency response personnel to reference.
APPENDIX H: Emergency Role for Course Instructors

Responsibilities

Per UW Executive Order No. 55, Instructors (course faculty and TAs) must:

- Provide their 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.
- 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 alarms and emergencies.

Being Prepared

Before an emergency happens, instructors should review the FHL Emergency Operations Plan (available on the FHL website). We recommend that they have a class roster on hand in case of emergency (e.g. accessible on their phones), and that they enter the important FHL phone numbers listed on the “Classroom Emergency Procedures Summary” into their phones.

Reporting an Emergency

All active fire and explosion emergencies, regardless of size and nature, must be reported immediately by phoning 911 and/or pulling the nearest alarm pull station.

<table>
<thead>
<tr>
<th>Emergency Type</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire</td>
<td>Activate fire alarm pull station, Call 9-1-1</td>
</tr>
<tr>
<td>Other</td>
<td>Call 9-1-1</td>
</tr>
</tbody>
</table>

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 fires to determine their cause, provide consultation, and to document the incident for reporting purposes.

Emergency Procedures

The instructor 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.

Evacuation Routes

All floors of all FHL buildings have exit doors leading outside to the ground floor.

Evacuation Assembly Points (EAPs)

The Primary EAP for FHL is the Fernald Parking lot. After the class leaves the 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.
- Be sure to account for persons with disabilities.

**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
- Stay in Place unless danger is imminent
- Area of Refuge if available

**Reporting to the Evacuation Director**

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

**Fire Alarms**

When an 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**

If the power does go out during class, have the people stay in their seats for a little while and wait for the power to return. If the power does not return in a reasonable length of time (~ 5 minutes) then evacuate the classroom or laboratory. Evacuation should take advantage of available lighting unless the building is in alarm, and then use the same evacuation procedures as during a fire. Caution the students that there is no rush and they should take their time exiting the building. Emergency lighting may or may not be functioning in the room, hallway, or stairways.
Classroom Emergency Procedures Summary

Important Phone Numbers

<table>
<thead>
<tr>
<th>Contact</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operations Manager</td>
<td>Bernadette Holthuis 206-616-0708, 360-644-9844 cell</td>
</tr>
<tr>
<td>Maintenance Services</td>
<td>Doug Engel 206-616-0756, 360-317-7009 cell</td>
</tr>
<tr>
<td>Academic Services</td>
<td>Mason Wiley 206-616-0752, 571-357-5746 cell</td>
</tr>
<tr>
<td>Caretakers</td>
<td>Michelle Herko 360-298-0220 cell</td>
</tr>
<tr>
<td></td>
<td>Mike Herko 360-298-0800 cell</td>
</tr>
</tbody>
</table>

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

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

If there is an earthquake...
- Everyone DROPS to the floor, COVERS their head, and HOLDS that position.
- After the shaking stops, calmly evacuate the building to Evacuation Assembly Point. Evacuation floor plans are posted on walls for reference.
## APPENDIX I: List of Acronyms

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Full Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATC-20</td>
<td>Applied Technology Council (Rapid Assessment Teams for Earthquakes)</td>
</tr>
<tr>
<td>EAP</td>
<td>Evacuation Assembly Point</td>
</tr>
<tr>
<td>EOP</td>
<td>Emergency Operations Plan</td>
</tr>
<tr>
<td>EH&amp;S</td>
<td>UW Environmental Health and Safety Department</td>
</tr>
<tr>
<td>EOC</td>
<td>UW Emergency Operations Center</td>
</tr>
<tr>
<td>SOP</td>
<td>Standard Operating Procedure</td>
</tr>
<tr>
<td>UW</td>
<td>University of Washington</td>
</tr>
<tr>
<td>UWPD</td>
<td>University of Washington Police Department</td>
</tr>
<tr>
<td>WAC</td>
<td>Washington Administrative Code</td>
</tr>
</tbody>
</table>
APPENDIX J: Emergency Campus Maps and Floor Plans

Due to size limitations on uploaded documents, the emergency maps and floorplans may not be available on the FHL website. Complete hard copies of this plan that include maps and floorplans are located in the Fernald Front Office and Caretaker’s Residence; complete electronic files are stored in the FHL shared server.