

# Emergency Operations Plan

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

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FRIDAY HARBOR LABS

UNIVERSITY *of* WASHINGTON

College of the Environment

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## FHL EMERGENCY RESPONSE SUMMARY

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### To Report an Emergency

**FIRST → CALL 911 to get island emergency services headed to FHL.**

**THEN → CALL 360-378-4774 (the Front Office, during work hours)  
CALL 360-298-0220 or -0800 (Caretakers, after hours)**

### In Case of Life-Threatening Injury or Illness

- Report the Emergency (see above).
- Attend to the victim; check for medical bracelet or necklace.
- Delegate tasks to other capable people.
- Manage the scene as needed – keeping vehicles and crowds away.
- Locate a first aid kit and/or AED if needed.
- Communicate with emergency personnel when they arrive.
- Stick around until the victim has been cleared to the next level of care.
- Write down an account of events while they're fresh in your mind.
- Contact the FHL Operations Manager as soon as possible after the incident for follow up reporting.

### In Case of other Injury or Illness (not Life-Threatening)

- If the patient is in need of urgent care, drive them to the PeaceHealth 24-hr Emergency Room: **1117 Spring Street** (phone 360-378-2141)
- For minor injuries, first aid kits are available in the Front Office & Stockroom, and in all FHL laboratories, vans, motorboats, and golf carts.
- Contact FHL Operations Manager within 24 hrs of incident for follow up reporting.

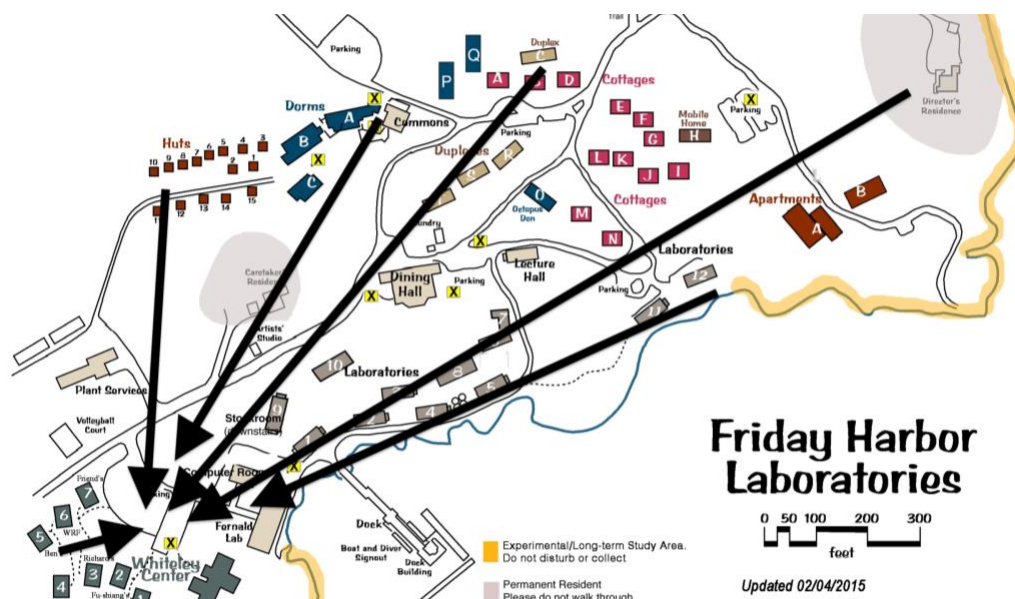
### In Case of Shooter or Threatening Intruder

- If possible, escape from building and run to safety, towards fire trail.
- If escape is not possible, hide quietly where you are; block doors & windows.
- As a last resort, fight an active shooter.
- When you can do so safely, report the emergency (see above). If circumstances require it, use the code phrase in reporting to FHL staff.

### In Case of Localized Fire

- Activate the nearest pull station.
- If and only if you are up to date on fire extinguisher training and the fire is no larger than a wastebasket, you may attempt to put it out with an extinguisher.
- Evacuate the building.
- Report the emergency (see above).

## In Case of Disaster or Emergency Sirens: Campus Evacuation



- **Leave building** once it is safe to do so. **Check on neighbors** to make sure they're also leaving.
- **Quickly proceed to the Primary Emergency Assembly Point (EAP): FERNALD PARKING LOT.**
- **In the parking lot, check in with the Evacuation Director** and await further instructions. The Evacuation Director will:
  - apprise people of the situation and next steps in the response plan;
  - collect information from residents; and
  - prepare for evacuation from campus if necessary.



### EARTHQUAKE

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



### TSUNAMI (a tsunami may follow an earthquake)

Check in with Evacuation Director at upper end of Fernald parking lot, *then* go to high ground: Commons parking lot



### FIRE

Check in with Evacuation Director at Fernald parking lot, **THEN**

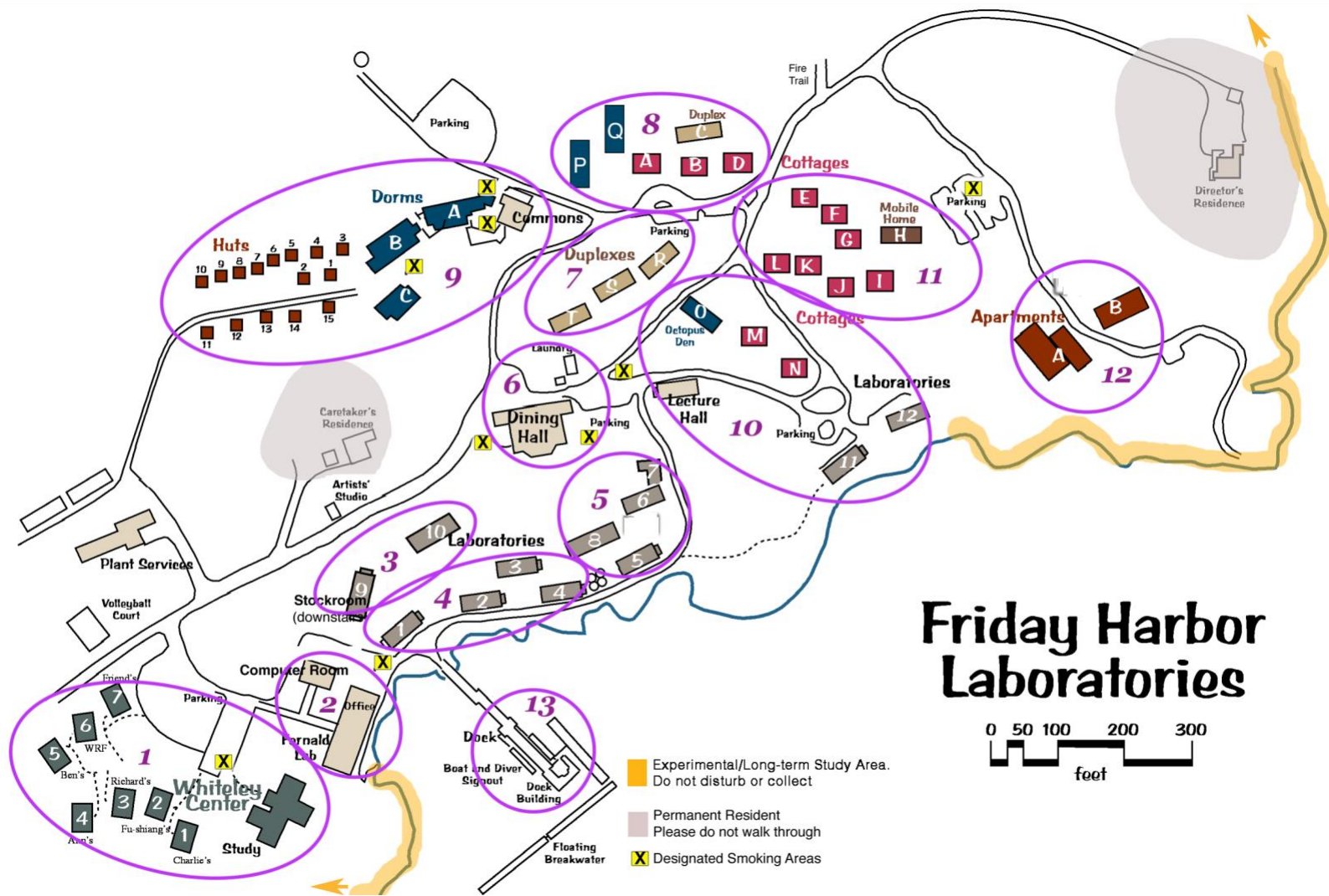
- IF it's coming from University Road, evacuate to the dock and boats
- IF it's coming from *anywhere else*, evacuate to High School parking lot in town and await instructions (follow Tucker Ave to Guard St.)

## Evacuation Wardens

Wardens will first check in with the Evacuation Director in the Fernald lot before sweeping their assigned campus buildings to ensure that all persons have evacuated, and then returning to the assembly point to report.

The table below lists the FHL positions assigned the responsibilities of Evacuation Warden and their assigned zones of coverage (see zone map on the next page). For an evacuation after work hours or on a weekend, when the listed personnel are unlikely to be at FHL, the Evacuation Director will direct individual campus residents to serve as wardens for particular areas.

<b>Campus Zone</b>	<b>Responsible Position</b>
1	Office Coordinator
2	Business Manager (also sets off alarm in Fernald)
3	Stockroom Manager
4	FHL Director
5	Dive Safety Officer
6	Food Services Manager
7	Fiscal Specialist
8	Visitor Coordinator
9	Maintenance Supervisor (also sets off alarm in dorms)
10	Advancement Director
11	Academic Services Manager
12	Operations Manager
13	Boating Safety Officer



Evacuation Warden Zones

# PURPOSE, SCOPE, & EMERGENCY RESOURCES

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## 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 the Emergency Operations of UW & other Agencies

This EOP coordinates with the following emergency/safety plans and centers:

1. **The UW Comprehensive Emergency Management Plan (CEMP):** The UW CEMP provides a general road map for the University to respond to, organize during, and recover from hazards and threats.
2. **The UW Emergency Operations Center (EOC):** The UW EOC is a centralized facility where officials meet to coordinate a response to disasters and hazards with potential impact to UW operations. The EOC is supported by and connected to Unit Response Centers.
3. **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 (206) may not function. Local land lines (360) 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:** FHL uses the UW Omnilert system 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 by a contracted service through Simplex Grinnel. If a smoke detector or pull station is triggered, Simplex Grinnel will notify the local fire department.
4. **Siren System:** Two sirens are located on campus. These are not sensor-triggered, but can be activated 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.



## Emergency Resources and Contacts

Emergency Resource	Contact Information	Purpose & Responsibilities
FHL Caretaker	After Hours 360-298-0220 (c)	After hours, the Caretaker contacts other emergency resources, sends out alerts & advisories, and directs evacuations.
FHL Maintenance	During Business Hours 206-616-0756 360-317-7009 (c)	Support includes: operating & resetting the fire alarm system; operating the heating & ventilation systems (HVAC); shutting down water, electrical, and other utilities. <i>(Fire alarms are monitored remotely by Simplex Grinnel, and automatically relayed to the San Juan Island Fire Dept)</i>
FHL Operations Manager	During Business Hours 206-616-0708 360-644-9844 (c)	As appropriate, the Operations Manager contacts UW units (EH&S, EOC, College of the Environment) to inform on emergencies and file incident reports.
UW Emergency Operations Center (EOC)	During Emergencies 206-897-8800	A centralized facility where UW officials coordinate a response to disasters and hazards. During an emergency, EOC personnel will decide on the use of available resources and communicate with outside agencies and authorities.
San Juan Island Sheriff	During Emergencies: 9-1-1  Non-Emergencies 360-378-4151	The Sheriff Dispatcher is on duty 24/7 for emergencies of any kind.
San Juan County Dept of Emergency Management (DEM)	During Business Hours 360-370-7612	SJ DEM provides disaster planning guidance to residents of San Juan County.
UW Environmental Health & Safety (EH&S)	During Business Hours 206-543-7262	EH&S maintains guidelines and provides training, consultation and support for emergencies.

**Report all emergencies immediately by calling 9-1-1.**



# EVACUATION: PROCEDURES, ROLES, & RESPONSIBILITIES

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## Evacuation Procedures

In the event of a disaster or the sounding of fire alarms or sirens, all persons on the FHL campus should immediately proceed to the Evacuation Assembly Point (EAP).

### Evacuating the Building

Every floor of every building at FHL has an exit door to the outside; for the lab buildings, these are identified on the floorplans in Appendix H. Occupants should go to the nearest exit; if obstructed, they should take an alternate exit. If there is smoke in the building, they should stay low, cover their mouth with a damp cloth, visualize where the exits are, and use the wall to guide them to it.

### Evacuation Assembly Points (EAPs)

The Evacuation Assembly Points (EAP) are open areas away from buildings and out of the way of responding emergency personnel. All FHL residents should 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

## Persons with Disabilities

Some disabilities may make exiting a building or getting to the Evacuation Assembly Point difficult. FHL Evacuation Directors and Evacuation Wardens will pre-identify staff, faculty, students, and visitors with such disabilities and the locations in which they generally work, study, and live. They will inform those persons of their evacuation options, identify potential Areas of Refuge for them, and coordinate obtaining an Assisted Evacuation Device as needed (see below).

The person with a disability must develop their own evacuation plan, and can use the form in Appendix D to do so. The plan should include their primary and secondary evacuation routes for each building used, Areas of Safe Refuge if applicable, and the names of others who are willing to assist with evacuation if needed.

Persons who assist should always ask the person with a disability if and how they can help before attempting any rescue technique or giving assistance.

### Areas of Safe Refuge

A person with disabilities should establish specific areas of safe refuge in their evacuation plan. Ideally, these areas will be ones that the person can get to on their own and may be outside.

## Evacuation Options for Persons with Disabilities

- **Horizontal evacuation:** Use building exits to the outside ground level. All floors of all laboratory and classroom buildings at FHL have such exits, most leading directly to the ground level and a few to ramps that descend to ground level.
- **Stay in Place:** Unless danger is imminent, remain in a room with an exterior window and solid or fire-resistant door. You can keep in contact with emergency services by dialing 911 and reporting your location. Emergency services will relay this location to on-site emergency personnel, who will determine the necessity for evacuation. If cell phone reception fails, signal from the window by waving a cloth or other visible object.
- **Area of Refuge:** With an evacuation assistant, move to an Area of Safe Refuge. The assistant(s) should then go to the Evacuation Assembly Point and notify the Evacuation Director of your location. If you are alone, you should call 911 to provide your present location and the area of refuge to which you are headed.
- **Assisted Evacuation Device:** In the event of a major campus-wide event that would prevent first responders from responding quickly, an assisted evacuation device such as a chair may be used by trained personnel to evacuate mobility disabled persons.

## Wheelchairs

Persons using wheelchairs should stay in place, or move to an Area of Safe Refuge with their assistant. 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

Evacuation devices such as 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.
- 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.

## Evacuation Drills

Evacuation drills are scheduled, conducted, and recorded by the FHL Evacuation Director. They are held four times per year, at the beginning of each academic term (Spring, Summers A & B, Autumn) because a large proportion of campus residents turn over with each term. Procedures for planning, scheduling, conducting, evaluating, recording, and reporting evacuation drills are outlined in Appendix E.

## Evacuation Roles & Responsibilities

Below are lists of responsibilities for particular roles. At FHL, the Evacuation Director, Alternate Evacuation Director, and Evacuation Wardens are roles assigned to job positions. As part of their positions, these employees receive special training for their responsibilities in evacuation; individuals currently in these positions are listed in Appendix A.

### Evacuation Director

If the Evacuation Director is absent during an emergency, their alternate will carry out the duties. If both the Evacuation Director and their alternate is absent, the most senior employee will serve as Acting Evacuation Director.

Subject Area	Duties / Responsibilities
Pre-Emergency Preparation	Coordinate with FHL staff responsible for employee, student, and visitor safety.
	Ensure that classroom instructors inform students about emergency procedures, exit routes, and assembly points on the first day of class.
	Ensure that emergency procedures for special needs persons are developed.
	Assign Evacuation Wardens for all areas of the FHL campus.
	Maintain a current list of Evacuation Wardens (Appendix A).
	Schedule Evacuation Warden Training for all assigned personnel, and ensure that newly assigned wardens receive the training.
	Schedule, conduct, and record evacuation drills as required by the Seattle Fire Code and WAC 296-24 (see Appendix E).
	Ensure that local and UW emergency services are notified for all emergencies and drills as appropriate.
During Evacuation	Report to the appropriate evacuation assembly point (EAP) and direct all other personnel to report to that EAP.
	Assign Evacuation Wardens (or alternates) to specific campus buildings to clear.
	Receive status reports from Evacuation Wardens and those evacuating buildings.
	Assign Evacuation Wardens or other personnel, as needed, to be stationed by building entrances to prevent personnel from reentering the buildings.
	Using printed list of current FHL residents, assign persons to pages on the list to confirm the presence of all persons on the page.
	Act as a liaison with responding emergency services, providing them with information about the campus layout, systems, processes, and hazards.
	During a community wide event, establish contact with UW Emergency Operations Center.
	When the "ALL CLEAR" 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.
	After the event, de-brief all Evacuation Wardens (collect facts) to write-up a report and submit to EH&S

### Evacuation Warden

Subject	Duties / Responsibilities
Pre-Emergency Preparation	Review the FHL Emergency Operations Plan.
	Know where persons with disabilities are located in your area and what their emergency response will be (Appendix D).
	Walk over your evacuation routes at least once to familiarize yourself with emergency exits and routes to the Evacuation Assembly Points (EAPs).
	Know where hazardous conditions and materials in your area may exist.
	Know where the pull stations are and HOW to turn on an alarm.
	Become familiar with the location and operation of emergency equipment, including fire extinguishers, first aid kits, and spill cleanup kits.
	Attend training sessions and meetings to review procedures and duties, if necessary. EH&S offers Evacuation Warden training sessions.
	Participate in evacuation drills as requested by Evacuation Director.
During Evacuation	<b>First go to the EAP:</b> report to the Evacuation Director and let them know you will be clearing your assigned area; follow other instructions.
	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.
	Conduct a quick search as you go to make sure hazardous equipment is shut off, doors are closed and no one is left behind.
	If there is smoke in the hall, stay low, cover your mouth with a damp cloth, visualize where the exits are, stay close to and use the wall to guide you.
	Be assertive, positive and insistent in getting people to evacuate.
	Provide special attention to persons with disabilities. Insure they are notified and accounted for.
	Document the persons you see in your area of responsibility.
	Collect known information about the incident from individuals in your area of responsibility (fire, smoke, persons in building, etc.).
	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.

### All FHL Staff & Resident Faculty

Subject Area	Duties / Responsibilities
Pre-Emergency Preparation	Be familiar with FHL EOP procedures.
	Participate in drills.
	Inform visitors about FHL EOP procedures.
During Evacuation	Follow FHL EOP procedures and instructions from Evacuation Director.
	Assist visitors in following procedures.

## Course Instructors

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

- Provide their class with general information relating to emergency procedures.
- Assure that persons with disabilities have an emergency plan.
- Know how to report an emergency from the classroom being used.
- Take responsible charge of the classroom and lead emergency procedures.

### Provide Information

During the first week of class, instructors should review the Emergency Response Summary pages posted in every lab and classroom, and provide their class with an overview of the procedures.

### Plan for Students with Disabilities

If there is a student with a disability in the class, the instructor should assure the student has the information they need. They should know the student's emergency plan and who will be assisting them (Appendix D).

### Be Prepared

Instructors should have a class roster on hand (e.g. accessible on their phones), and should enter these important FHL phone numbers into their phones:

Contact	Phone Number
Operations Manager	Bernadette Holthuis 206-616-0708 office
Maintenance Services	Doug Engel 206-616-0756 office, 360-317-7009 cell
Caretakers (after hours)	Michelle & Mike Herko 360-298-0220 or -0800 both cells

### Report Emergencies (Immediately) & other major incidents (within 24 hrs)

Situation	Immediate Response
Fire or Explosion	Activate fire alarm pull station, then call 9-1-1
All other Emergencies	Call 9-1-1

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: 206-543-7262

### Take Charge

During an emergency, instructors are expected to take charge and lead their students in the proper procedures. They should keep track of individuals and during an evacuation, inform the Evacuation Director about any students who are missing and their last known locations.

# PROCEDURES FOR SPECIFIC EMERGENCIES

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## Fire

### Procedures for Occupants

- If you discover a fire, activate the nearest pull station and call 9-1-1. Unless you are up to date on fire extinguisher training and the fire is small (no larger than a wastebasket), do NOT attempt to put the fire out; simply close the door and evacuate. Otherwise, you may attempt to put it out after you have called for HELP.
- If the fire alarm does not work, call 9-1-1 and notify other building occupants verbally of the emergency and the need to evacuate.
- 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.

### Procedures for Evacuation Director and Evacuation Wardens

- See the lists of duties for these roles in the EOP section on Evacuation Procedures, Roles, & Responsibilities.

# Earthquake

## During an Earthquake

### 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 Minor Earthquake

### Evacuation Wardens:

- Restore calm.
- Examine your area for damage. Use the checklist in Appendix F to assess damage.
- If damage is found or the power is out, lead an evacuation of the building and report the evacuation to the San Juan County Sheriff (then UWPD). Do not allow people to 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 (SOPs). If the SOP or chemical spill cleanup kit is not available, then evacuate lab and notify authorities. For larger spills, lead evacuation of the building and notify authorities. See UW Laboratory Safety Manual for earthquake procedures specific to laboratories.

## After a Major Earthquake

### Evacuation Wardens:

- 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.
- Lead evacuation of the building (except for seriously injured persons who are not in immediate danger) and go to the EAP to report on injuries, damages, and potentially hazardous conditions. Account for persons in your area of responsibility.
- Do not allow people to reenter until the building has been declared safe by trained emergency personnel.



## Medical Emergency

See the section on First Aid herein for the University of Washington First Aid Guidelines, and Appendix B for the locations of first aid kits and automated external defibrillators (AEDs) as well as 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

- **Call 911** or direct someone else to do so; on the west side of the island, call **360-378-4151** instead. If you are alone, yell as loudly as possible for help. **Give the operator as much information as possible**, e.g. address, building, room, information from victim's medic alert bracelet or necklace, and other victim information.
- **Call the FHL Front Office (360-378-2165) or Caretakers (360-298-0220)** so staff can direct incoming emergency vehicles and recruit other staff to assist you.
- **Locate a first aid kit and/or AED** if needed.
- **If trained, proceed with First Aid and as needed, CPR/AED.** If you are not trained or do not feel able, seek another person who is trained (see list in Appendix B).
- **Delegate tasks to other capable people.**
- **Manage the scene** – keeping vehicles and crowds away.
- **Communicate with emergency personnel** when they arrive.
- **Stick around** until the victim has been cleared to the next level of care.
- **Write down an account of events** while they are fresh in your mind.
- **Report the incident to the FHL Operations Manager.**

If the incident involves the in-patient hospitalization or fatality of a UW employee, the Operations Manager will call UW 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.

## 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.

### IN ANY ACTIVE SHOOTER SITUATION:

- If you are not in a safe space and escape is possible, **escape from the building or area** and run to safety towards the woods/Fire Trail.
- **If escape is not possible, see below.**
- When it is safe to do so, **call 911.**
- When it is safe to do so, **call the FHL Front Office or Caretakers.** If circumstances are such that you cannot directly state the situation in the phone call, use the code phrase to let FHL staff know that you may be in danger.

### IF YOU CANNOT ESCAPE FROM THE BUILDING OR AREA:

#### In Open Spaces

- **Seek cover**, such as large trees, retaining walls, parked vehicles or any other object that may stop gunfire rounds.

#### In Hallways or Corridors

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

#### In a Classroom, Dorms or Office

- **Secure the door.** If door opens in, use heavy furniture to **barricade the door.**
- **Consider exiting through windows**, depending on the shooter’s location. Have someone watch the door as you get as many people out the windows as quietly as possible.
- **Cover windows** (including those on doors), if you can’t exit through them.
- **Stay low.** Get out of sight from the door and stay low and quiet.
- **Silence cell phones** and other devices and **turn off lights.**
- **Find the safest cover** and wait for emergency personnel to arrive.
- **When emergency personnel arrive** on scene, **move toward them** or their vehicles when it’s safe. Keep your hands visible to law enforcement at all times.
- **Follow** all directions from emergency personnel and law enforcement exactly.

#### 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:
  - **Run for an exit** while zigzagging (so you’re a harder target).
  - **Attack the shooter. This is very dangerous**, but it may be less dangerous than doing nothing at all. If others are with you, make a plan, act as a team, and commit to the attack.

## **Hazardous Material Spill**

- If the chemical spill endangers other people outside your workspace or might cause a fire, pull the nearest fire alarm to notify the local fire department as well as others in the area and as soon as it is safe to do so, call 911 to let emergency personnel know what happened.
- If the spill caused serious injury or exposure, call 911.
- Procedures after exposure vary depending on the chemical; anyone using a hazardous substance should know in advance the recommended procedures for that substance. In most cases: use the eye wash or safety shower for 15 minutes, removing all clothing that is contaminated with the chemical.
- If you are not sure whether or not you should seek medical attention, you can request an exposure assessment: call Peace Island Medical Center 360-378-2141 or the Employee Hall Health Clinic at 206-685-1026.
- When 911 is called, the local fire department will respond to treat the injured and to stabilize and contain the chemical spill. Responders may leave behind hazardous waste and contaminated equipment. If the 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.
- Packaged waste must be handled according to chemical waste management policies and guidelines established the UW Laboratory Safety Manual. Contact the EH&S Environmental Programs Office at (206) 685-5835 for assistance.

## **Civil Demonstration**

- Should you find that a demonstration is causing a disruption to operations on campus, contact the FHL Caretaker, San Juan County Sheriff, or UW Special Operations Lieutenant at 206-685-2550.
- In the unlikely event that a demonstration becomes destructive, get away from the area of potential harm and call 9-1-1.

## **Bomb Threat**

### **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 call 9-1-1 to report it immediately to the San Juan County Sheriff. Also report it to UWPD.
- 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)

Male	Female			
Calm	Disguised	Nasal	Angry	Broken
Stutter	Slow	Sincere	Lisp	Rapid
Giggling	Deep	Crying	Squeaky	Excited
Stressed	Accent	Loud	Slurred	Normal

##### Additional Information

Was the caller male or female? \_\_\_\_\_

If the voice is familiar, whom did it sound like? \_\_\_\_\_

Were there any background noises? \_\_\_\_\_

Information Summary of a Telephoned Threat	
Exact time of call:	
Date received:	
Phone number received at:	
Person who received the call:	(Insert full name and contact information)

**Report all bomb threats immediately to SJC Sheriff at 911**

## Suspicious Mail or Package

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

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

If you find a suspicious package or letter:

- Handle with care – do not shake or bump
- Isolate it immediately
- Don't open, smell, touch, or taste
- Treat it as suspect
- 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 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 procedure

## 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

# FIRST AID: UW GUIDELINES & FHL PLAN

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This section comprises the **First Aid Guidelines for University of Washington Personnel** produced by EH&S (version September 2021), with elements that are not applicable to FHL omitted and with the FHL First Aid Plan briefly 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 details 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. s 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 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 rely 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 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 employee 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](mailto: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 unit chooses to contract with an outside provider, the unit 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](http://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](mailto: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. Units 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. Units that purchase an AED should designate an AED coordinator who will follow guidance on registration, training, and maintenance of the AED.

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:**

☒ Office ☒ 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:**

☒ We will rely on our local municipal emergency response service to provide first aid.\*

☒ 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.*

## APPENDICES

### Appendix A. Evacuation Personnel

#### Evacuation Director and Alternate

Evacuation Director	Alternate Evacuation Director
FHL Caretaker	FHL Director
Current: Michelle (& Mike) Herko	Current: Megan Dethier
Location: Caretaker's Residence	Location: Director's Office
Phone: 360-298-0220, 360-298-0800	Phone: 360-298-2016, 206-616-0764
E-mail: herko@uw.edu	E-mail: mdethier@uw.edu

#### Evacuation Wardens

Zone	FHL Position	Current	Phone (cell)
1. Whiteley	Office Coordinator	Jodi VanderYacht	360-622-7042
2. Fernald & Computer Lab	Business Manager	Joey Gray	
3. Labs 9, 10	Stockroom Manager	Peggy Combs	370-317-5165
4. Labs 1-4	FHL Director	Megan Dethier	360-298-2018
5. Labs 5-8	Dive Safety Officer	Pema Kitaeff	206-349-9977
6. Dining Hall, Laundry Rm	Food Services Manager	Megan Connelly	360-298-1463
7. Units R, S, T	Fiscal Specialist	Diana Pieples	360-378-4672
8. Units A, B, C, D, P, Q	Visitor Coordinator	Morgan Johnston	509-551-3059
9. Dorms & Huts	Maintenance Supervisor	Doug Engel	360-317-7009
10. Units M, N, O; Labs 11, 12; Lecture Hall	Advancement Director	Shannon Koller	206-696-4425
11. Units E - L	Academics Manager	Maia Kreis	206-963-1547
12. Apartments	Operations Manager	Bernadette Holthuis	360-644-9844
13. Dock	Boating Safety Officer	Kristy Kull	562-972-6229
14. Director's House	Occupant	John Delaney	206-619-6472



## Appendix B. First Aid Kits, AEDs, & First Aid Trained Personnel

### Primary First Aid Contact

Contact	FHL Location	Phone Numbers	Training
Pema Kitaeff	Dock Office	206-349-9977 (c) 206-543-0876 (o)	First Aid Instructor (PADI EFR, ERDI, and DAN) & Diving Safety Officer

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

Name	Location	Last Training
Connelly, Megan	Dining Hall Kitchen	11/12/2024
Danielsen, Maya	Dining Hall Kitchen	11/12/2024
Dent, Molly	Custodial	12/17/2024
Drake-Raue, Raina	Dining Hall Kitchen	11/12/2024
Engel, Doug	Maintenance	11/19/2024
Heath, Jordan	Dining Hall Kitchen	12/17/2024
Heck, David	Maintenance	11/19/2024
Herko, Michelle	Caretaker's Residence	11/19/2024
Hodin, Jason	Lab 1	12/17/2024
Johnston, Morgan	Fernald Offices	11/12/2024
Kreis, Maia	Fernald Offices	
Kull, Kristy	Dock Office	12/17/2024
Loss, Eric	Kittiwake, Lab 1	11/12/2024
Mayfield, Ben	Maintenance	11/19/2024
McKay, Daniel	Maintenance	11/19/2024
Moreno, Alex	Maintenance	11/19/2024
Rogowski, Adam	Lab 7 (Gear Locker)	11/12/2024
Schwab, Chloe	Lab 1	11/19/2024
Valdez, Vannessa	Lab 1	12/17/2024
VanderYacht, Jodi	Fernald Front Office	12/17/2024

### First Aid Kit Locations

Location	Size of Kit
Fernald, basement hallway	25 person
Stockroom, opposite check-out desk	25 person
Maintenance Shop, next to sink	15 person
Student Shop, next to sink	15 person
Labs 1-5 and 9-12 by safety bulletin board	15 person
Lab 8, hallway near bathroom	15 person
Labs 6 and 7 by sink	10 person
Dining Hall kitchen	25 person
Commons kitchen	25 person
Dock Boathouse, under sign-out sheet	5 person
All small motorboats, stowage compartment	5 person
R/V Kittiwake: 3 kits	1 x 25 person, 2 x 5 person
All FHL vans, under driver's seat	5 person
All FHL golf carts (custodial & IT)	5 person

### 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.

Location	Notes
Apartment laundry room	Year round
Dining Hall, left of kitchen serving window	Year round
Fernald Ground Floor, base of stairs	Year round
Kittiwake wheelhouse	Year round

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### Appendix C. Hazardous Material Locations

Room	Materials	Hazards	Staff Contact
Computer Lab Basement, CL-103	Chemicals	Toxic, Acidic, Volatile	Peggy Combs
Labs 8, 10, 12	Gas Cylinders	Explosive	Peggy Combs
Lab 10	Liquid Nitrogen	Toxic, Volatile	Peggy Combs
Stockroom	Chemicals	Toxic	Peggy Combs
Boat Fuel Shed	Fuel	Flammable	Kristy Kull
Lab 9 Synoptic Collection, 9-200	Chemicals	Toxic, Flammable	Peggy Combs
Maintenance Bldg.	Paints & Solvents	Flammable	Doug Engel

**Appendix D. Individualized Evacuation Plans for Persons with Disabilities**

**Current FHL Staff and Residents with Disabilities**

Name	Buildings/Rooms	Area of Refuge

Notes

## Evacuation Plan for Person with Disabilities

General Information		
Name	Dates at FHL	Phone
Supervisor/Instructor name	Phone	Alt. Phone
Emergency contact name	Phone	Alt. Phone
Limited Mobility <input type="checkbox"/> Deaf/hard of hearing <input type="checkbox"/> Service animal user <input type="checkbox"/>	Blind <input type="checkbox"/> Other: Describe <input type="checkbox"/>	
Limitations and other information emergency personnel should be aware of (e.g. medications)		
Assistance Instructions (Such as medical, equipment, communication and carry instructions)		
DESIGNATED ASSISTANTS AT FHL		
Name	Relevant FHL Building	Cell Phone
Evacuation Plan (copy page & make one plan for each building occupied)		
Building name	Days of week and times of day generally in building	
Evacuation Plan (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):		
Date plan completed:		

## Appendix E. Evacuation Drill Steps

### Preparation for an Evacuation Drill – Evacuation Director

- 1. Evacuation Director and Evacuation Wardens Meet**
  - Review procedures, duties, and evacuation routes as outlined in the EOP
  - Confirm who will activate and reset alarm systems
  - 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, including Wardens**
  - Approximately three days before the drill, send email notification.

### As the Drill Begins

Procedure	Whose Job?
If an earthquake drill: stage shaking sounds	Food Services Manager
Trigger fire alarm in Fernald	Business Manager
Trigger fire alarm in student dorm	Academic Services Manager
Trigger Lab 10 siren (remotely)	IT Supervisor
Trigger Pumphouse siren (remotely)	IT Supervisor
Send out alert via Omnilert system	Caretaker

### Conducting the Drill

#### Participation

University of Washington buildings must conduct an Evacuation Drill that will include the participation of all the building occupants. To meet this requirement, FHL includes all persons residing and working on the FHL campus.

#### 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.

#### Evacuation Drill Report Form

To record an Evacuation Drill, the Evacuation fills out the electronic UW Fire Drill Report Form, which can be downloaded from this UW EHS page: <https://www.ehs.washington.edu/system/files/resources/firedrillreport.pdf>. Below is an image of the form. Once the form has been completed, the Evacuation Director saves and emails it to [evacdril@uw.edu](mailto:evacdril@uw.edu), and also saves a copy in the FHL shared server, Safety folder.

## FIRE DRILL REPORT

### IMPORTANT: DO NOT ACTIVATE THE ALARM ON YOUR OWN.

**Fire alarm activation must be done by Environmental Health & Safety or UW Facilities.**

Date and time of drill:

Building name and address:

Evacuation director:

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 existing using the nearest exit. ☐ Yes ☐ No
2. Occupants/staff responded and reported to the evacuation assembly point. ☒ Yes ☐ No
3. Individuals with disabilities are accounted for. ☐ N/A ☐ Yes ☐ No
4. Visitors and students were properly directed. ☐ N/A ☐ Yes ☐ No
5. Accounted for missing personnel. ☐ N/A ☐ 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, building administrator/coordinator or designated person: )

**Email the completed form to [evacdrill@uw.edu](mailto:evacdrill@uw.edu) or mail to EH&S Fire Safety, Box 354400.**

## Appendix F. Post-Earthquake Steps

### Buildings with Special Considerations

After a mild earthquake (gentle rolling motion), the Evacuation Warden may use the following 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 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 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.

Asbestos-containing Materials
Shaw Beach House

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:

Post-earthquake Structural Risk
No FHL Buildings identified



## Post-Earthquake Inspection Checklist (for mild events)

Complete the checklist below following a mild earthquake. Evacuation Wardens should use extreme caution and care when surveying their building. If the answer is YES for those items which list **(Evacuate)**, then evacuate the building (unless conditions outside the building are too hazardous for evacuation and assembly). Call 9-1-1 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 the Fire Department has cleared the building for re-entry.

If the Evacuation Warden 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 Warden. 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 the UW EOC. Post a completed copy near the main building entrance(s) for emergency response personnel to reference.

Building Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Evacuation Director: \_\_\_\_\_ Time: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

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

<b>Mechanical / Electrical Equipment</b>	
Is there damaged air handling equipment such as fans, fan motors, or ductwork? <b>(Evacuate)</b>	Yes <input type="checkbox"/> , No <input type="checkbox"/> , N/A <input type="checkbox"/>
Are there damaged electrical panels, circuit breakers, or leaking transformers?	Yes <input type="checkbox"/> , No <input type="checkbox"/> , N/A <input type="checkbox"/>
Have any appliances such as refrigerators and freezers toppled over?	Yes <input type="checkbox"/> , No <input type="checkbox"/> , N/A <input type="checkbox"/>
<b>Hazardous Materials / Conditions</b>	
Are there fires in the building too large to be contained by a competent, trained person using a fire extinguisher (fires larger than a wastebasket)? <b>(Evacuate)</b>	Yes <input type="checkbox"/> , No <input type="checkbox"/> , N/A <input type="checkbox"/>
Have hazardous chemicals or other hazardous materials leaked or spilled, and is the spill larger than can be cleaned up with a chemical/biological spill kit by competent and trained personnel? <b>(Evacuate)</b>	Yes <input type="checkbox"/> , No <input type="checkbox"/> , N/A <input type="checkbox"/>
Are there any damaged or leaking compressed gas cylinders, high pressure vessels, or storage tanks? <b>(Evacuate)</b>	Yes <input type="checkbox"/> , No <input type="checkbox"/> , N/A <input type="checkbox"/>
Have numerous bookcases, filing cabinets, computer monitors, and other building furnishings toppled over? Are they blocking emergency exits? <b>(Evacuate)</b>	Yes <input type="checkbox"/> , No <input type="checkbox"/> , N/A <input type="checkbox"/>
Is there damaged pipe insulation or fireproofing that are labeled or known to be asbestos-containing? <b>(Evacuate)</b>	Yes <input type="checkbox"/> , No <input type="checkbox"/> , N/A <input type="checkbox"/>
<b>Walls, Floors, Ceilings, and Windows</b>	
Are there uneven floors, buckled carpets, or broken tile/vinyl flooring? <b>(Evacuate)</b>	Yes <input type="checkbox"/> , No <input type="checkbox"/> , N/A <input type="checkbox"/>
Do any walls, support columns, or beams appear bent, twisted, sagging or leaning? <b>(Evacuate)</b>	Yes <input type="checkbox"/> , No <input type="checkbox"/> , N/A <input type="checkbox"/>
Are there severe cracks in the walls? <b>(Evacuate)</b>	Yes <input type="checkbox"/> , No <input type="checkbox"/> , N/A <input type="checkbox"/>
Are there any doors or windows difficult to open or close? <b>(Evacuate)</b>	Yes <input type="checkbox"/> , No <input type="checkbox"/> , N/A <input type="checkbox"/>
Is the suspended ceiling framework bent, twisted, or fallen? <b>(Evacuate)</b>	Yes <input type="checkbox"/> , No <input type="checkbox"/> , N/A <input type="checkbox"/>
Is there damage to stairs, stairwells, or handrails?	Yes <input type="checkbox"/> , No <input type="checkbox"/> , N/A <input type="checkbox"/>
Are there displaced or fallen ceiling tiles?	Yes <input type="checkbox"/> , No <input type="checkbox"/> , N/A <input type="checkbox"/>
Are there damaged or broken windows and/or window frames?	Yes <input type="checkbox"/> , No <input type="checkbox"/> , N/A <input type="checkbox"/>
<b>Building Façade / Outdoors</b>	
Are any outside building components (brick, mortar, stonework, chimneys) cracked or broken? Are there chunks of debris on the ground near the base of the building?	Yes <input type="checkbox"/> , No <input type="checkbox"/> , N/A <input type="checkbox"/>
Are there downed trees, power poles, and electrical wires outside the building?	Yes <input type="checkbox"/> , No <input type="checkbox"/> , N/A <input type="checkbox"/>

## **Appendix G. List of Acronyms**

<b>ATC-20</b>	Applied Technology Council (Rapid Assessment Teams for Earthquakes)
<b>EAP</b>	Evacuation Assembly Point
<b>EOP</b>	Emergency Operations Plan
<b>EH&amp;S</b>	UW Environmental Health and Safety Department
<b>EOC</b>	UW Emergency Operations Center
<b>SOP</b>	Standard Operating Procedure
<b>UW</b>	University of Washington
<b>UWPD</b>	University of Washington Police Department
<b>WAC</b>	Washington Administrative Code

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## **Appendix H. 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.*