

EMERGENCY PROCEDURES

For immediate tips on how to evacuate your building, what to do during an earthquake, fire, chemical release, power outage or suspicious person/object, consult the multi-colored posters located in most public hallways and rooms throughout the campus.



They will provide you with basic actions that can potentially save your life and those around you.

UW VULNERABILITIES AND HAZARDS

Most people on the UW Campus do not realize it, but we potentially can be impacted by a number of hazards and are vulnerable to their impacts.

A recent study identified over 16 natural and human-caused hazards that can potentially impact the Seattle campus. They include earthquakes, landslides, urban fire, hazardous material spills, utility outages, terrorism, volcanic eruptions, flooding, riots, civil disorder, and others. Can you name the other 6 hazards and are you prepared to deal with every eventuality?

IMPORTANT PHONE NUMBERS

Some sources of information *during or after* an emergency or disaster impacting the UW campus...

206-UWS-INFO (UW Telephone Hotline)

1-866-UWS-INFO (UW Toll-Free Hotline)

"Red Alerts" (Posted on the UW Homepage)

206-897-8800 (UW Emergency Operations Center)

206-543-9331 (UW Police Dept. non-emergency)

KIRO – 710 AM (Emergency Alert System- local radio station)

Important note regarding phones during an emergency: Overloading will likely bring down all telephone service, including cellular phones. Please avoid using any telephones except for life safety emergency calls.



UW Emergency Management

Box 351275
22 Gerberding Hall
Seattle, WA 98195-1275

Phone (206) 897-8000

Fax (206) 897-8001

www.washington.edu/emergency

Disaster Resources

For UW Faculty, Researchers and Staff



Preparing today for tomorrow's possibilities

DISASTERS ARE *Everyone's* BUSINESS

You'll probably don't think much about disasters or emergencies until it's too late ... or think that responding to a disaster is "*someone else's job.*" Nothing can be further from the truth. This brochure and associated reference materials will assist you to:

1. Prepare your home, family and loved ones for a disaster.
2. Establish basic steps to prepare your office and worksite for a disaster or emergency.
3. Know the first things to do immediately after a disaster or emergency.

YOUR RESPONSIBILITIES

UW Administrative Policy Statement 13.1 "Emergency Management" outlines the duties, responsibilities and actions that each UW department, unit and individual must take to ensure the safety of their worksite. It states:

"All University units shall have in place procedures for evacuation in an emergency and for response to fires, bomb threats, chemical spills, earthquakes, etc. Plans should include site-specific evacuation plans (including location of safety equipment, exit pathways and assembly areas); unit-specific plans to account for staff, students, and visitors; as well as appropriate "shelter-in-place" protocols." (Section 4.A – Compliance Procedures)

5 THINGS TO DO...

UW Emergency Management has developed a simple list of actions you can take that may one day save your life or one of your students, co-workers or family members.

1. Preparedness in Office, Classroom & Laboratory

- Know your building emergency/evacuation plan; know how to summon emergency help (9-911 from campus telephones); be sure your students and employees know, too
- Back up computer and other research data and materials; *store elsewhere*
- Know and practice proper chemical inventory and storage
- Anchor equipment, shelving, cabinets
- Coordinate with colleagues elsewhere to back up irreplaceable research materials

2. Preparedness in the Classroom

- Know your building emergency/evacuation plan; know how to summon emergency help
- Orient your Teaching Assistants and students on Day 1 (exits, alarm tone, what to do)
- Identify evacuation routes and at least two exits

3. During and After an Earthquake

- Drop/Cover/Hold under a table or desk, or against an interior wall
- If you are with students, shout "Earthquake! Take cover!" Students should drop between the rows of classroom seats or under tables--away from windows
- Stay covered until the shaking has clearly stopped
- Restore calm among your students; keep them together
- After the shaking stops, check yourself and others for injuries and evacuate cautiously



Chinese for exposure or vulnerability to harm or risk

4. Building Evacuation

- Evacuate to your building's Evacuation Assembly Point (EAP), identified on the emergency signage in the building; do not use elevators
- While you evacuate, carefully observe building damage and look for anyone injured or trapped
- Report any damage or injured or trapped people

5. Personal Preparedness

- Develop home/family disaster plans, learn First Aid & CPR
- Assemble disaster supplies for home/vehicles – food, water, medications and critical supplies for 3 days
- Establish an out-of-area contact for your family

CHECK OUT OUR WEBSITE

Our website contains a wealth of information on disasters, disaster preparedness tips, and other excellent resources. Check it out online at:



www.washington.edu/emergency