

THE 5 THINGS – ACADEMIC & RESEARCH STAFF

Preparedness in Your Office and Laboratory

- Know your building emergency/evacuation plan; know how to summon emergency help (**9-1-1** from any telephone). Be sure your employees also know what to do as well.
- 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

Preparedness in the Classroom

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

During and After an Earthquake

- Drop/Cover/Hold under a sturdy 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

Building Evacuation

- Evacuate to your building’s Evacuation Assembly Point (EAP), identified on the emergency signage in the building; take immediate personal belongings (keys, wallets, purses, medications); **do not use the elevators.**
- While you evacuate, carefully observe building damage and look for anyone injured or trapped; report any damage or injured or trapped people to authorities or search teams.
- Assist persons with disabilities; help direct visitors and clients and fellow employees.

Personal Preparedness

- Develop home/family/neighborhood disaster plans; learn first aid and CPR
- Assemble disaster supplies for home and vehicles—food, water, and critical extras (medications and prescription glasses) for three days
- Establish out-of-area telephone contact for family members

IMPORTANT

Some sources of information during/after an emergency...

- **206-897-INFO** (*UW Telephone Hotline*)
- **“Red Alerts”** (*posted on the UW Homepage Web Alerts*)
- **206-897-8800** (*UW Emergency Ops. Center in Bryant 111*)
- *Your department/college administration and/or building coordinator*
- **206-543-9331** (*UW Police Department non-emergency*)
- **KOMO – 1000 AM** (*Emergency Alert System- local radio*)

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