



# EMERGENCY PROCEDURES

UNIVERSITY OF WASHINGTON

## EVACUATION INFORMATION

- **Evacuate the building using the nearest exit (or alternate if nearest exit is blocked).**
- **Do not use elevators!**
- **Take personal belongings (keys, purses, wallets, etc.)**
- **Secure any hazardous materials or equipment before leaving.**
- **Follow directions given by evacuation wardens.**
- **Go to Evacuation Assembly Point (EAP) designated in this building's evacuation plan and on building emergency evacuation signs.**
- **Assist persons with disabilities or special needs.**

## EARTHQUAKE

- **Drop, Cover, Hold** under a table or desk or against an inside wall—not in a doorway—until the shaking stops.
- **After the shaking stops, check yourself and others for injuries and move toward the nearest exit or alternate.**
- **Evacuate the building.**
- **Do not leave the area/campus without reporting your status to your instructor, building coordinator or Fire/Floor Warden.**
- **Go to your nearest campus Mass Assembly Area for more information and critical updates.**

## FIRE

- **Activate the nearest fire alarm pull station and call 9-1-1 if possible.**
- **Evacuate the building.**
- **Do not enter building until authorized by emergency personnel.**

## HAZARDOUS MATERIALS RELEASE

- **If an emergency or if anyone is in danger, call 9-1-1.**
- **Move away from the site of the hazard to a safe location.**
- **Follow the instructions of emergency personnel.**
- **Alert others to stay clear of the area.**
- **Notify emergency personnel if you have been exposed or have information about the release.**

## POWER OUTAGE

- **Remain calm; provide assistance to others if necessary.**
- **Move cautiously to a lighted area. Exits may be indicated by lighted signs if the emergency power is operating.**
- **Turn off and unplug computers and other voltage sensitive equipment.**
- **For information about a prolonged outage, tune to radio KIRO 710 AM, and/or call UW 206-897-INFO (4636).**

## SUSPICIOUS PERSON

- **Do not physically confront the person.**
- **Do not let anyone into a locked building/office.**
- **Do not block the person's access to an exit.**
- **Call 9-1-1. Provide as much information as possible about the person and their direction of travel.**

## SUSPICIOUS OBJECT

- **Do not touch or disturb object.**
- **Call 9-1-1.**
- **Notify your supervisor and/or the building coordinator.**
- **Be prepared to evacuate.**