Emergency Procedures
University of Washington
Office of Federal Relations

**Safety Coordinator** for External Affairs is **Kathryn Daughhetee**. Phone # 206-543-2482. Cell phone number is 206-331-6558. She is responsible for:

- Updating this plan, at least on an annual basis;
- Coordinating with Environmental Health & Safety;
- Providing assistance to resolve safety complaints;
- Keeping safety bulletin boards current;
- Maintaining safety records.

The Federal Relations office does not have a formal health and safety team. Instead, health and safety issues are discussed in staff meetings. All safety information is distributed to all staff and is hung on the bulletin board in the Xerox room.

The State Services Organization building is inspected on a regular basis to ensure adherence to safety and fire regulations. This is required in order to maintain their licenses.

**Notification of an Emergency**
The building’s management company and SSO will notify tenants of any emergencies as quickly as possible. They will provide directions as to whether you should evacuate or stay put. If you cannot leave the building, listen to the local media for news and information, such as WTOP radio: 1500 AM; 820 AM, or 107.7 FM.

If you are the first to see an emergency situation, first call 911, then let the SSO office know by dialing extension 5940.

**Evacuation from the Building:**
The evacuation route for Federal Relations is almost directly across the hall. Exit the building on the ground floor and follow the directions of the police.

**Accounting for Staff:**
All staff carry a wallet size emergency contact card for use if they are separated during an evacuation. The card has cell phone numbers for everyone, and a campus contact. The Director is responsible for contacting the rest of the staff and reporting to campus.

**Accidents:**
Call 911 for emergency help. Also notify building management at x5490 so emergency technicians will have easy access to the building and your office.

A report must also be completed and sent to Kathryn Daughhetee within eight hours of the accident. The form can be found at http://www.ehs.washington.edu/ohsoars/index.shtm. A copy of the form
should also be kept in the person’s personnel file. There is space on the report form for the supervisor to summarize the details and include corrective measures. This form should also be used for “near misses” that can alert the supervisor to a potential hazard.

**First Aid Kit:**
First Aid is stored in the file/coffee room in the second drawer from the bottom in the file immediately to your left as you enter. The drawer is labeled. The office Administrator is responsible for keeping supplies up to date.

**Location of Fire Alarms and Extinguishers:**
A fire alarm and fire extinguisher are located next to the stairwell doorway immediately across the hall from the Federal Relations office. There is also a fire extinguisher on top of the supply cabinet.

**Suspicious packages**
If a suspicious package arrives at the office:
- Notify building security;
- Place the package in a plastic bag to prevent any leakage.
- Leave the room and close the door.
- Wash your hands to remove any chemicals or powder.
- Security/police will secure the building.

**Civil Unrest**
Security will lock all entrances to the building and elevators will be turned off at the first floor.

**Fire**
- Stay close to the floor and exit the building as quickly as you can.
- Use the back of your hand to test any closed doors for heat (fire) on the other side.
- If you can’t get out of the office, try to break the window and wave something so firemen know you are there.

**Chemical and Biological Weapons**
- Close all windows and doors
- Go to room with fewest windows and doors. Stay there until it is safe to evacuate
- Seal windows and doors in the room with plastic and duct tape.
- Turn off all fans, heating and air conditioning systems
- Wet some towels and jam in the cracks under the doors
- If exposed to chemicals, cut clothes off to as not to contaminate eyes, etc.; flush eyes with water; clean body with soap and water; change into uncontaminated clothes.

**Nuclear or Radiological Attack**
- DO NOT look at the flash.
- Take cover as quickly as possible; best place is below ground
- If you are outside, take cover anywhere that offers protection, or lie flat on the ground and cover your head.
- It can take 30 seconds of more for the blast wave to hit

**Emergency supplies**
Are located in the bottom drawer of the first filing cabinet on the left. This includes a portable radio, batteries, flashlights, masks, first aid supplies, and food. Each person in the office should also have a survival kit with personal hygiene items.

**Evacuation Routes from DC**
*Pennsylvania Avenue* is the dividing line as to which direction to take out of town. Those north of Pennsylvania Avenue should head north and those south should head in that direction. Major roads out of the city are: *Canal and Benning Roads; Constitution, Wisconsin, Connecticut, Georgia, Rhode Island, New York, Kenilworth and Pennsylvania avenues; 16th Street NW; interstates 295 and 395; key Bridge.*

**Severe Storms**
If you have to evacuate and get caught in a motor vehicle during a severe storm:
- Pull off the road and stop away from trees.
- Avoid overpasses and other hazards.
- Stay with your car until you can be rescued
- Run the motor about 10 minutes each hour for heat
- Open the window a little for fresh air to avoid carbon monoxide poisoning
- Make sure the exhaust pipe is not blocked
- Tie a bright cloth to antenna or door to alert rescuers
- Turn on the dome light at night when running the engine
- After the storm passes, raise the hood to indicate trouble
- Exercise by vigorously moving arms, legs, fingers and toes to keep blood circulating

If you are indoors, move away from windows or objects that could fall. Move to lower floors

UW Emergency Management website:
Www.washington.edu/emergency