



## **Emergency Evacuation & Operations Plan (EEOP)**

Last Updated March 2008

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# Computer Science & Engineering Emergency Evacuation and Operations Plan (EEOP)

## A. PURPOSE

The purpose of this plan is to establish procedures and duties, to promote planning, and to establish training for the staff in the Computer Science & Engineering (CSE) Department for fire and other emergency evacuations as required by Article 193 of the Seattle Fire Code, the Washington Administrative Code (WAC 296-24-567), and the UW Emergency Operations Plan (See Appendix L).

## B. SCOPE

This plan applies to all persons in the Department of Computer Science & Engineering, located in offices/labs in the Paul G. Allen Center for Computer Science and Engineering.

## C. COORDINATION WITH OTHER EMERGENCY PLANS

An evacuation and operation plan is a key component in department safety plans and University disaster planning and must be coordinated with these other emergency/safety plans.

### 1. UW Emergency Operations Plan

This plan outlines procedures and duties for obtaining information, communicating with the UW Emergency Operation Center (see section E.4.), responding to non-fire building emergencies, and other contingencies that are consistent with the University of Washington's Emergency Operations Plan for large scale or campus-wide emergencies.

In case of a building evacuation for the Paul G. Allen Center for Computer Science and Engineering, everyone should report to the assembly point (Ranier Vista).

For a community-wide event (Level III), the emergency plan primary contact or an alternate will establish contact with the UW Emergency Operations Center (EOC). The first location for the EOC is Room 111 of the University of Washington Police Department, Bryant Building, 1117 NE Boat Street. The secondary location is the Physical Plant Communications Center, Plant Operations Building, Jefferson Road. Contact will be established by normal phone system (9-911) if possible, or by runners.

### 2. Departmental Emergency Operations Plans

This departmental plan has been coordinated as necessary with other departmental plans in the building as follows:

#### **Priorities for Action in an Actual Emergency**

1. Account for personnel.
2. Conduct an initial review of damage and injuries and identify the major problem(s).
3. Isolate and control all hazardous areas if possible. Secure area and contents.
4. Perform computer backup procedures.

#### **Expectations for Employees**

It is the responsibility of each person to know the proper actions to take during an emergency. Therefore, all departmental personnel are responsible for reading the contents of the University and Department Emergency Plan. All staff, faculty, and students should be aware of evacuation routes

and procedures which are posted in various places on each floor of the Paul G. Allen Center for Computer Science and Engineering. Based on the Departmental new employee walk-through, personnel should know the location of first aid kits, fire alarms, and extinguishers.

The names of employees with current first aid skills are available to all departmental personnel (Appendix A). Floor monitors are responsible for walking through their assigned areas in case of evacuations and to report to the emergency assembly point. These activities must not significantly delay departure from the building or put the monitor in danger. (Floor monitors listed on page 10 and in Appendix A.)

If an evacuation of the building is necessary, key personnel for each laboratory will make an effort to shut down the lab before exiting the building (Appendix B key laboratory personnel).

As defined in the University Emergency Plan, essential and non-essential personnel are determined based on the level of the emergency. During normal working hours, personnel who are responsible for normal day-to-day functions that do not contribute directly to the emergency operation may be released from work for the duration of an emergency. Should an emergency occur after hours or on a weekend, essential departmental employees are expected to make a reasonable effort to report to work. KIRO AM#710 is the official Emergency Broadcast Station for the Seattle area. Staff should listen to radio or television to obtain information.

#### **D. COORDINATION WITH DEPARTMENTAL HEALTH AND SAFETY PLANS**

This plan reflects the University's emergency response procedures and programs and satisfies an element of the Departmental Health and Safety Plan required by the Department of Labor and Industries (WAC 296-24-567).

The CSE Department Health & Safety Plan is located in AC 101 (Reception) at the Front Desk and on the web at: [http://www.cs.washington.edu/safety/index\\_files/safety.html](http://www.cs.washington.edu/safety/index_files/safety.html)

#### **E. UNIVERSITY EMERGENCY RESOURCES AND CONTACTS**

##### **1. UW Police Department**

The University of Washington Police Department (UWPD), at 1117 NE Boat Street in the Bryant Building, maintains an emergency Communications Center 24 hours a day, 7 days a week. To report an emergency of any kind, including but not limited to fire, medical emergency, or hazardous material spill or release, dial 9-911 from any telephone with a campus prefix. If the phone is a private line, as in residence rooms, or a pay phone, the number is 911.

##### **2. Environmental Health and Safety**

Environmental Health and Safety (EH&S) is available to provide consultation and support for hazardous material spills and releases, temporary controls, and other general information to the Seattle Fire Department (SFD), UWPD, and UW departments during normal business hours, 8:00 a.m. to 5:00 p.m. Monday through Friday. After normal business hours, EH&S may be reached through the UWPD using the EH&S Duty Officer system.

<p><b>EH&amp;S is not an emergency response unit. Report all emergencies to the UWPD.</b></p>
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### **3. Facilities Services**

Facilities Services' Plant Operations division maintains a 24 hours a day, 7 days a week response unit called the Facility Operations Maintenance Specialists, but known as "FOMS" or "Unit 2." The FOMS respond automatically to all fire alarms, and other emergencies to provide support for the UWPD and SFD. This support includes, but is not limited to, the operating/resetting of the fire alarm system; operating the heating, ventilation, and air-conditioning systems (HVAC); and the shutdown of steam, water, electrical, and other utilities. FOMS support may be requested through the UWPD.

### **4. UW Emergency Operation Center**

For a major local or regional emergency, the UW President may request activation of the University's Emergency Operation Center (EOC). The location of the EOC is Room 111 of the Bryant Building on 1117 N.E. Boat Street. EOC staff will decide on the use of available resources and communicate with outside agencies and authorities. Information on missing persons, building emergencies, first aid, and other needs must be provided to the EOC through the UWPD by using campus telephone systems (See F. Emergency Communications) or by runner if the telephone systems fail. The secondary EOC location is the Physical Plant Communications Center located in the Plant Operations building on Jefferson Road.

### **5. KIRO AM #710 - Official Emergency Broadcast Station**

KIRO AM #710 is the official area broadcast station in case of major disaster or University closing. Tune into this station for information.

## **F. EMERGENCY COMMUNICATIONS**

### **1. Telephones**

The campus telephone system will be used to the extent possible. In case of system failure or a power failure, campus phones will not function. An alternative in some buildings is the emergency single-line phones, which could function in a power outage. CSE personnel will serve as messengers if phone communication is not an option.

### **2. Monitored Systems**

The building fire alarm system is continuously monitored for alarm by a contracted service and, in a back up capacity, by the UW Police Department's Communication Center. All alarms result in an automatic response by Seattle Fire Department, UW Police, and Facility Services' FOMS unit.

## **G. EXPECTATIONS FOR DEPARTMENTS AND STAFF**

### **1. Employees, Faculty, & Staff are responsible for:**

- Being familiar with and following EEOP procedures when required.
- Participating in drills and training as required.
- Orienting and informing students and visitors of procedures to be followed in case of a building alarm or emergency. Students should have a brief orientation on the first day of class to assure that they are aware that evacuation is required, when the alarm system is activated, and that they know where the nearest exits are located. Visitors unfamiliar with building procedures should be informed and assisted as appropriate.

**When the fire alarm sounds, begin immediate evacuation according to the Emergency Exit Route Map posted at the end of all main corridors by stair well doors**

## 2. Special Positions

The Fire Safety Director, Floor Wardens, and their alternates are employees and occupants of the Paul G. Allen Center for Computer Science and Engineering, and have either volunteered or been appointed to serve in these positions. They receive special training and the authority for their role in employee safety.

The emergency plan primary contact is **Tracy Erbeck**. She is responsible for the department's activities if an emergency is declared. In the absence of the primary person, **Chris Cunnington** will be responsible for carrying out the requirements. If an emergency happens when these members of the department are not available, **Jennifer Maione**, department Office Manager, will have decision making authority. A contact person, appointed by the advisor of each research group, is responsible for laboratories (Appendix B) and areas identified as possible problem areas.

## 3. Fire Safety Director Responsibility and Control

If there is an immediate danger, the person(s) identifying the situation should contact the police or fire department directly by phone or by pulling an alarm to summon aid. When an alarm sounds, all personnel should leave the building immediately. In case of a fire, all personnel should be aware of manual alarm pull stations located near exits and stairwells.

- Call for help by activating a fire alarm manual pull station, which are located near exits and stairwells. If time permits, use a telephone to give more specific information and identify who you are. Leave the building immediately by the nearest exit route or alternate route if the nearest exit is blocked. Keep to the right of the stairwell as you descend. Fire fighters may be coming up on the left as you are going down. Do not prop stairwell doors open.
- Do not use elevators. When the fire alarm sounds, the elevators will be automatically recalled to a predetermined floor and shut off.
- As you leave your area, take precautions to do so safely. Exercise good judgment.
- Assist persons with disabilities out of the building or to the nearest stairwell landing and inform emergency personnel so they can assist the disabled with evacuation.
- After evacuation, report to Ranier Vista.
- Stand clear of Fire Department personnel and equipment.
- Do not re-enter the building until the Seattle Fire Department has declared the building safe.

For a community-wide event (Level III), the Fire Safety Director or an alternate will establish contact with the UW Emergency Operations Center (EOC). The first location for the EOC is Room 111 of the University of Washington Police Department at 1117 N.E. Boat Street. The secondary location is the Physical Plant Communications Center in the Plant Operations building on Jefferson Road. Contact will be established by normal phone system (9-911), single line phones or runners.

#### 4. Fire Safety Director and Alternates Duties

- a. Prepare and maintain their building Emergency Evacuation and Operations Plan (EEOP). EH&S can help with technical questions.

A copy of the completed plan is located at the CSE Reception Desk in AC101.

- b. Coordinate with building/department administrators responsible for employee, student, and visitor health and safety.
- c. Assign floor wardens (and alternates) for all areas of the building and insure that they know what their duties are in case of an evacuation. Floor warden orientation is required when there are changes of personnel. A current list of floor wardens and alternates is to be maintained in the building's EEOP (See Appendix A).

*Floor wardens for the Paul G. Allen Center for Computer Science and Engineering are:*

##### Lower Level

- Crystal Eney                    CSE 124                    685-7571
- Bruce Hemingway            CSE 464                    543-6274

##### First Floor

- Chris Cunnington            CSE 140C                685-4852
- Debra Marek                    CSE 116                    543-1495

##### Second Floor

- Warren Jessop                CSE 258                    685-3797
- Mark Murray                    CSE 254                    543-2651
- Aaron Timss                    CSE 266                    616-2859

##### Third Floor

- Anna Cavender                CSE 386                    616-1843
- Janet Davis                    CSE 302                    616-3997
- Rod Prieto                    CSE 244                    543-2928
- Lin Liao                        CSE 362                    685-3871

##### Fourth Floor

- Noah Snavelly                CSE 494                    685-9482
- Craig Prince                    CSE 418                    616-1853
- Jennifer Maione                CSE 456                    616-3726

##### Fifth Floor

- Seth Bridges                    CSE 214                    616-6027
- Tyler Robison                CSE 502                    616-7732
- Tina Loucks-Jaret            CSE 558                    616-3726
- Alicen Smith (backup)        CSE 546                    685-2695
- Richard Cox (backup)        ???                        ???

##### Sixth Floor

- Shannon Gilmore              CSE 660                    616-6089

- Katarzyna Wilamowska CSE 614 616-7045
  - Kay Beck-Benton CSE 650 616-9056
- d. Assure public event staff for events with an occupancy of 300 or greater are assigned duties and receive required training as outlined in Appendix K.
  - e. Assure classroom instructors inform students about emergency procedures, exit routes, and assembly points on the first day of class.
  - f. Schedule “Floor Warden Training” for assigned personnel. Contact the EH&S Training Section.
  - g. Schedule, conduct, and record fire drills as required by the Seattle Fire Code and WAC 296-24. (See Appendices H, I, J and K)
  - h. Review the emergency plan at least annually and confirm that it is current.
  - i. Assure emergency services, UYPD, FOMS, SFD, and EH&S, are notified for all building emergencies as appropriate.
  - j. During a fire alarm, report to the outside assembly point and act as a liaison with responding emergency services and do the following:
    - Receive status reports from area floor wardens.
    - Provide information about the building layout, systems, processes, and special hazards to Facility Services, SFD, UYPD, and other emergency personnel.
    - Help the Facility Services Personnel (FOMS), and the Seattle Fire Department in the operation of the Fire Alarm Panel if required.
    - Coordinate with key building administrators on building occupation and operation issues
  - k. Assign Floor Wardens or other assigned personnel, as needed, to be stationed by all other building entrances to prevent unsuspecting personnel from reentering the building. When an "ALL CLEAR" determination is made by the fire or police department, the Fire Safety Director notifies the floor wardens that the occupants may reenter the building.

**Silencing of the alarm is not considered an all clear signal!**

**5. Duties of the Floor Warden**

- a. Be familiar with the "Emergency Evacuation and Operations Plan" (EEOP). It contains the function and activities of building staff during many emergencies, how these activities are to mesh with responding emergency personnel, information on the building and its emergency protection systems, emergency equipment testing procedures, and a list of all the floor wardens in your building. Your Fire Safety Director will have copies of the EEOP available for use.
- b. Distribute copies of the completed plan, or appropriate sections of it, to all people in your area of responsibility.

- c. Know where persons with disabilities are located in your area and what their alarm response will be (See attachment G). Areas of Refuge or individual rooms may be used by persons with mobility disabilities during a fire alarm. The Areas of Refuge may be identified on your evacuation plans found in Appendix C. If you have a staff member with a mobility disability and cannot find an Area of Refuge on your floor plan, contact EH&S Fire Safety at 543-0465.
- d. Coordinate with the other Floor Wardens on your floor to work together and avoid duplication of tasks.
- e. Walk over your primary and secondary evacuation routes at least once to familiarize yourself with emergency exits and routes to the re-assembly area.
- f. Attend training sessions and meetings to review procedures and duties, if necessary. EH&S and SFD offer Floor Warden training sessions regularly.
- g. Know where hazardous conditions or situations in your area may exist. Know the location of flammable, radioactive and other hazardous materials.
- h. Know where the phones and pull stations are and know HOW to turn in an alarm.
- i. Know how the alarm system responds. For most low-rise buildings, the alarm sounds throughout the building and all occupants, except persons with physical disabilities, must evacuate.

## H. EMERGENCY PROCEDURES

### 1. For Fire - Procedures for Occupants

- a. **When an alarm sounds on your floor, begin immediate evacuation** following your plan (See Appendix C, Building Evacuation Plan). Close doors behind you.
- b. **If you discover a fire, activate the nearest pull station and call 9-911.** Then you may attempt to put it out if it is small (no larger than a waste basket). If the fire is too large or you are uncomfortable or unfamiliar with the proper use of a fire extinguisher, simply close the door and evacuate.
- c. **If the fire alarm does not work, call 9-911 and notify occupants verbally** of the emergency and the need to evacuate. Floor Wardens or another responsible party needs to confirm that all occupants are notified.

Remember that hazardous equipment and processes should be shut down unless doing so presents a greater hazard. Close doors before leaving.

- d. **Evacuate via the nearest stairwell or grade level exit.** Do not block/wedge exit doors in an open position. The doors must remain closed to keep smoke out and keep them safe for evacuation and fire personnel. Leaving doors open makes the stairwells dangerous and unusable. Persons with physical disabilities have several options (See Appendix G).

**DO NOT USE THE ELEVATORS!**  
When an alarm is sounded many of the elevators will be automatically recalled to a pre-determined floor for use by fire department personnel.

- e. **Go to your predetermined assembly point** as outlined in Appendix C. You may have two or more assembly points, depending on the size of the building.
- f. At the assembly point, **account for personnel** and report to the Floor Wardens if any occupants are unaccounted for and may be trapped. Floor Wardens will report to the Fire Safety Director.
- g. **If you are trapped** by smoke, stay low, cover your mouth with 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 cracks around the door, phone 9-911 if possible.
- h. **Special instructions for Floor Wardens**
  - Begin at the farthest reach of your area and assure that the occupants ahead of you have evacuated. 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 or handkerchief, visualize where the exits are, stay close to and use the wall to guide you so you do not become confused. If there is no smoke, you may have trouble getting people to evacuate, be strong, positive and insist. Students and visitors who may not be familiar with this plan must be informed of the requirement to evacuate.
  - Direct occupants to the exits and tell them where to reassemble. (See Appendix C). If you have helpers, station them in front of the elevator to make sure no one attempts to use it. Do not go to the roof unless it is the only way out, there are too many obstructions for a helicopter rescue. If the stair is full of smoke go to another stair.
  - Do not allow the stairway doors and other exit doors to be blocked/wedged open (see H.1.d). Leaving stairway doors blocked or held open makes the stairwells dangerous and unusable.
  - Special attention needs to be given to any persons with disabilities, in particular those who are visitors and unfamiliar with the building. A process is necessary to insure they are notified and accounted for. See Appendix G for further details.

## 2. For Bomb Threats

University personnel receiving telephoned threats should attempt to get the exact location where the bomb has been planted, or is going to be planted. Also, attempt to get as much information as possible about the caller, for example, male or female, accent, etc. Listen for any background noise that may indicate the location of the caller. The checklist below shows the information that can aid in locating a bomb. Complete the check list as soon as possible after receiving a threatening call and report it immediately to the University Police Department at 9-911 (TDD 543-3323). Bomb threats received through the mail or by other means are also to be reported immediately to the University Police Department.

Exact time of call:

Exact words of caller:

Questions to ask:

1. When is the bomb going to explode?
2. Where is the bomb?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. Where are you calling from?
9. What is your address?
10. What is your name?

Caller's Voice: (circle)		Male	Female		
Calm	Disguised		Nasal	Rapid	Accent
Slow	Sincere		Lisp	Stressed	Stutter
Crying	Squeaky		Excited	Broken	Deep
Slurred	Normal		Angry	Giggling	Loud

If the voice is familiar, who did it sound like?

Were there any background noises?

Person receiving call:

Date: \_\_\_\_\_ Telephone number call received on: \_\_\_\_\_

**\*\*REPORT CALLS IMMEDIATELY TO UWPD AT 9-911 OR 543-9331\*\***

### 3. For Chemical Spills or Release

- a. Spills that do not endanger workers in the immediate area may be cleaned up by laboratory personnel who have been trained by their PI or lab supervisor and are properly equipped to handle the situation. Chemical spill guidelines should be established by the PI or lab supervisor and should take into consideration the following:
  - 1) The hazards of the chemical(s) involved
  - 2) The amount of the chemical(s) spilled
  - 3) The possible spill locations
  - 4) Availability of spill clean up materials or kits\*

\*(See Section III.B.7 of the Laboratory Safety Manual for help in assembling a spill clean up kit.)

- b. If the spill is large, if the chemical is not easily identified, or if the chemical is extremely hazardous, then:
  - 1) **Evacuate all personnel from the area.**
  - 2) **Report:**  
Main Campus UW Police - Dial 9-911  
Harborview - Dial 3000 UW  
Medical Center - Dial 9-911
  - 3) **When placing an emergency call:**
    - Give your name.
    - Give your location (room and building).
    - Give the phone number you are using.
    - Describe the emergency/injuries.
    - If possible remain in vicinity, away from danger, to assist emergency responders.
- c. The UW Police will notify the Seattle Fire Department who will respond to stabilize and contain the chemical spill, often leaving behind hazardous waste and contaminated equipment. If the hazardous waste is not properly cleaned up and packaged by the Seattle Fire Department, do not reoccupy the area. Contact Environmental Health & Safety at 543-0467 for assistance.

Please note that packaged waste must be handled according to policies and guidelines established in the UW Hazardous Waste Management Guide (Part II of the Laboratory Safety Manual). Please Contact the EH&S Chemical Waste Group at 685-2848 for assistance.

### 4. For Earthquakes

- a. If indoors, watch for falling objects such as light fixtures, bookcases, cabinets, shelves, and other furniture that might slide or topple. Stay away from windows. If in danger, get under a table or desk, into a corner away from windows, or into a structurally strong location such as a hall by a pillar. Do not run outside.

<b>Drop, Cover, and Hold</b>
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- b. Do not dash for exits since they may be damaged and the building's exterior brick, tile, and decorations may be falling off.

- c. Do not use the elevators.
- d. When the shaking stops, 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.
- e. Check for fires or fire hazards — spills of flammable or combustible liquids, or leaks of flammable gases.
- f. Turn off ignition and heat sources if it is safe to do so.
- g. Shut off all gas sources.
- h. Exit the building, if possible, and go to the assembly point to report on injuries, damages, and potentially hazardous conditions. Call or send a runner to the Emergency Operations Center to notify them of any needed assistance and emergencies that may exist. Once you have exited the building do not reenter until the building has been declared safe by trained emergency personnel.
- i. Use the telephone system only for urgent matters.
- j. Personnel should know the location of first aid kits, fire alarms, and extinguishers. The names of employees with current first aid skills are available to all departmental personnel (Appendix A). Floor Wardens are responsible for walking through their assigned areas, assisting in evacuations, and reporting to the emergency assembly point. These activities must not significantly delay departure from the building or put the Floor Warden in danger.

## **I. EMPLOYEE ORIENTATION**

New employees must be informed of the EEOP as part of their new employee safety orientation. This initial plan and all significant revisions to the plan should be routed to all personnel. The faculty and staff should be reminded of the plan as necessary and encouraged to discuss the plan with their research groups, students, and visitors. To assure the safety of all building occupants, the Fire Safety Director and Floor Wardens will work together to assure all departmental employees are aware of the plan, and that students and visitors are also oriented as indicated in G.5.

## **J. FIRE EXIT DRILLS**

Evacuation drills will be scheduled, conducted, and recorded by the Fire Safety Director. Procedures for planning, scheduling, conducting, critiquing, recording, and reporting fire drills are outlined in Appendices H, I, J and K.

## Appendix A Responsible Individuals

### A. FIRE SAFETY DIRECTOR AND ALTERNATES

#### 1. Fire Safety Director for the Paul G. Allen Center for Computer Science and Engineering

Tracy Erbeck  
CSE 114  
543-9264  
[tracy@cs.washington.edu](mailto:tracy@cs.washington.edu)

#### 2. Alternates for the Fire Safety Director

Chris Cunnington  
CSE Administrator  
CSE 140C  
685-4852  
[chris@cs.washington.edu](mailto:chris@cs.washington.edu)

Hank Levy  
Chair  
CSE 104  
543-9204  
[levy@cs.washington.edu](mailto:levy@cs.washington.edu)

### B. FLOOR WARDENS

*Floor wardens for the Paul G. Allen Center for Computer Science and Engineering are:*

#### Lower Level

- Crystal Eney                   CSE 124           685-7571
- Bruce Hemingway           CSE 464           543-6274

#### First Floor

- Chris Cunnington           CSE 140C       685-4852
- Debra Marek                CSE 108         543-1495

#### Second Floor

- Warren Jessop             CSE 258       685-3797
- Mark Murray              CSE 254       543-2651
- Aaron Timss                CSE 266       616-2859

#### Third Floor

- Anna Cavender            CSE 386       616-1843
- Janet Davis                CSE 302       616-3997
- Rod Prieto                 CSE 244       543-2928
- Lin Liao                    CSE 362       685-3871

#### Fourth Floor

- Noah Snavely             CSE 494       685-9482
- Craig Prince              CSE 418       616-1853
- Jennifer Maione         CSE 456       616-3726

#### Fifth Floor

- Seth Bridges              CSE 214       616-6027

- Tyler Robison            CSE 502            616-7732
- Tina Loucks-Jaret        CSE 558            616-3726
- Alicen Smith (backup)   CSE 546            685-2695
- Richard Cox (backup)    ???                ???

Sixth Floor

- Shannon Gilmore        CSE 660            616-6089
- Katarzyna Wilamowska   CSE 614            616-7045
- Kay Beck-Benton        CSE 650            616-9056

**C. FIRST AID CONTACTS**

For each assigned or volunteer contact for First Aid and CPR, list the following:

Name

Room #

Phone

## **Appendix B (Optional)**

### **Unusually Hazardous Locations and Key Laboratory Personnel**

The following areas have been identified as unusually hazardous locations. The first responsibility in case of an emergency is getting yourself to safety. If time permits, it is recommended that all hazardous processes, gas and power in these areas be shut down by the operator before evacuating the building. List unusually hazardous locations, who the Principal Investigator and lab contacts are for each location, and how to contact them.

*List Effective this Date: 3/12/2008*

<i>Room</i>	<i>PI</i>	<i>Lab</i>	<i>Contact</i>	<i>Hazard(s)</i>
<b>None</b>	<b>None</b>	<b>None</b>	<b>None</b>	<b>None</b>

## **Appendix C**

### **Building Evacuation Plans**

The evacuation plans should be used as a guide in developing evacuation procedures for all building occupants. Evacuation routes should be available for review by employees and posted at various locations. Contact EH&S's Fire Safety Section, at 543-0465, for building evacuation floor plans or assistance in identifying assembly points.

*Fire exit drills are necessary to refine the evacuation procedure.*

#### **A. Evacuation Plans:**

The attached floor plans identify exits and exit routes for the building. Occupants should go to the nearest exit when the alarm sounds. If access to the nearest exit is obstructed, the alternate exit should be taken.

#### **B. Assembly Points:**

Outside Assembly Point: For all emergencies, you are to meet in Ranier Vista, outside the Paul G. Allen Center near Drumheller Fountain.

## Appendix G

### Emergency Evacuation for Persons with Disabilities

#### General

This appendix provides a general guideline of evacuation procedures for persons with disabilities, which would make exiting difficult, during fire and other building emergencies. Faculty, staff, students and visitors with disabilities must develop their own facilities' evacuation plans and identify their primary and secondary evacuation routes from each building they use.

- Be familiar with evacuation options.
- Seek evacuation assistants who are willing to assist in case of an emergency.
- Ask supervisors, instructors, Disabled Student Services, or Environmental Health & Safety about evacuation plans for buildings.

Most UW buildings have accessible exits at the ground level floor that can be used during an emergency. In buildings like the Health Sciences Center or Padelford Hall, people can move into the unaffected wings of the building rather than exiting. However, in most UW buildings people will need to use stairways to reach building exits. Elevators cannot be used because they have been shown to be unsafe to use in an emergency and in some buildings they are automatically recalled to the ground floor.

#### Evacuation Options

Persons without disabilities must evacuate to the nearest exit. Persons with disabilities have four basic evacuation options.

- **Horizontal** evacuation: using building exits to the outside ground level or going into unaffected wings of multi-building complexes.
- **Stairway** evacuation: using steps to reach ground level exits from the building.
- **Stay in Place:** unless danger is imminent, remaining in a room with an exterior window, a telephone, and a solid or fire resistant door. With this approach, the person may keep in contact with emergency services by dialing 9-911 and reporting his or her location directly. Emergency services will immediately relay this location to on-site emergency personnel, who will determine the necessity for evacuation. Phone lines are expected to remain in service during most building emergencies. If the phone lines fail, the individual can signal from the window by waving a cloth or other visible object.

The Stay in Place approach may be more appropriate for sprinkler protected buildings or buildings where an "area of refuge" is not nearby or available. It may also be more appropriate for an occupant who is alone when the alarm sounds. A "solid" or fire resistant door can be identified by a fire label on the jam and frame. Non-labeled 1 3/4-inch thick solid core wood doors hung on a metal frame also offer good fire resistance.

- **Area of refuge:** with an evacuation assistant, going to an area of refuge away from obvious danger. The evacuation assistant will then go to the building evacuation assembly point and notify the on site emergency personnel of the location of the person with a disability. Emergency personnel will determine if further evacuation is necessary.

Usually, the safest areas of refuge are pressurized stair enclosures common to high-rise buildings, and open air exit balconies. Other possible areas of refuge include: fire rated corridors or vestibules adjacent to exit stairs, and pressurized elevator lobbies. Many campus buildings feature fire rated corridor construction that may offer safe refuge. Taking a position in a fire rated corridor next to the stair is a good alternative to a small stair landing crowded with the other building occupants using the stairway. For assistance in identifying areas of refuge, call EH&S, Fire Safety at 543-0465.

For false or needless alarms or an isolated and contained fire, a person with a disability may not have to evacuate. The decision to evacuate will be made by the Seattle Fire Department (SFD). The SFD will tell the individual their decision or relay the information via the University of Washington Police Department (UWPD).

## **Disability Guidelines**

Prior planning and practicing of emergency evacuation routes are important in assuring a safe evacuation.

### **Mobility Impaired – Wheelchair**

Persons using wheelchairs should stay in place, or move to an area of refuge with their assistant when the alarm sounds. The evacuation assistant should then proceed to the evacuation assembly point outside the building and tell SFD or UWPD the location of the person with a disability. If the person with a disability is alone, he/she should phone emergency services at 9–911 with their present location and the area of refuge they are headed to.

If the stair landing is chosen as the area of refuge, please note that many campus buildings have relatively small stair landings, and wheelchair users are advised to wait until the heavy traffic has passed before entering the stairway.

Stairway evacuation of wheelchair users should be conducted by trained professionals. (SFD) Only in situations of extreme danger should untrained people attempt to evacuate wheelchair users. Moving a wheelchair down stairs is never safe.

### **Mobility Impaired – Non Wheelchair**

Persons with mobility impairments who are able to walk independently may be able to negotiate stairs in an emergency with minor assistance. If danger is imminent, the individual should wait until the heavy traffic has cleared before attempting the stairs. If there is no immediate danger (detectable smoke, fire, or unusual odor), the person with a disability may choose to stay in the building, using the other options, until the emergency personnel arrive and determine if evacuation is necessary.

### **Hearing Impaired**

Some buildings on campus are equipped with fire alarm strobe lights; however, many are not. Persons with hearing impairments may not hear audio emergency alarms and will need to be alerted of emergency situations. Emergency instructions can be given by writing a short explicit note to evacuate.

Reasonable accommodations for persons with hearing impairments may be met by modifying the building fire alarm system, particularly for occupants who spend most of their day in one location. Persons needing such accommodation should contact Disability Services office. (See reverse)

### **Visually Impaired**

Most people with a visual impairment will be familiar with their immediate surroundings and frequently traveled routes. Since the emergency evacuation route is likely different from the commonly traveled route, persons who are visually impaired may need assistance in evacuating. The assistant should offer their elbow to the individual with a visual impairment and guide him or her through the evacuation route. During the evacuation the assistant should communicate as necessary to assure safe evacuation.

### **Resources**

The information provided in this appendix is also available in a brochure titled Campus Health and Safety Emergency Evacuation for Persons With Disabilities. These guidelines are designed to complement the

University Emergency Plan – Departmental Planning Guide, and to provide general information and promote planning. If you have any questions or would like copies of the brochure, call Environmental Health & Safety, Fire Safety Section at 543-0465, or the Disabled Student Services Office at 543-8924 (V/TDD).

This brochure can be made available in alternate formats for persons with disabilities. Please contact the Disability Services Office with any requests at least 10 days in advance. 543-6450 (Voice); 543-6452 (tty); 685-3885 (FAX); [access@u.washington.edu](mailto:access@u.washington.edu) (e-mail). Revision 5/96

## **Appendix H**

### **Procedures for Planning and Scheduling Fire Drills**

#### **A. Preparation**

##### **1. Meet with Fire Safety Director and Floor Wardens to:**

- a. Review procedures, duties, evacuation routes as outlined in the plan.
- b. Determine who will participate in the drill.
- c. Confirm participants are familiar the plan.
- d. Establish a date and time for drill that is convenient but assures appropriate participation.

##### **2. Notification and Technical Assistance**

- a. Call Physical Plant's Signal Shop's Supervisors at 685-2758 to arrange for a technician to activate the alarm system and reset it after the drill.
- b. Notify UWPD of the time and date of the drill.
- c. For assistance in conducting and critiquing the drill, notify EH&S Fire Safety at least one week in advance at 543-0465. (optional)

##### **3. Publicize Drill Event to Building Occupants**

Approximately three days before the drill post notices in conspicuous locations informing all occupants of the time and date of the drill. Notification via e-mail and other means is also encouraged.

#### **B. Day Before Drill**

1. Prepare any special props for the drill (optional).
  - a. Cardboard flames or balloon for location of fire.
  - b. Cardboard smoke barriers to indicate blocked corridors and/or stairways.
2. Confirm responsibility roles with players.
  - a. Building staff (Fire Safety director and floor wardens).
  - b. Plant Operations – to activate the alarm system.
  - c. EH&S Fire Safety or other third party observer (optional).

# **Appendix I**

## **Low Rise Building Procedures for Conducting, Critiquing and Recording Fire Drills**

### **A. Conducting the Fire Drill**

#### **1. Participation**

The Washington Administrative Code 296-24-567 requires that all employees train a sufficient number of persons to assist in safe and orderly emergency evacuation of employees. To meet this requirement and satisfy public safety for all faculty, staff, students, and visitors, University low-rise buildings must conduct a fire drill that will include the participation of all the building occupants. It is recommended that the annual drill be conducted during Autumn quarter to orient new faculty, staff and students.

#### **2. Alarm Activation and Evacuation**

- a. Special props, if used, should be installed just prior to activating the alarm.
- b. A building wide alarm will be initiated by Plant Operations personnel upon request of the Fire Safety Director. An all-call announcement indicating that this is a drill will be made prior to activation of the speakers and strobes as follows:  
*“A building wide fire drill will commence in the next few minutes. This is only a drill but it requires full participation. If you are unfamiliar with fire drill procedures, please ask your colleague or other building occupant.”*
- c. Evacuation of all occupants should follow in accordance with established procedures (See H. and Appendix C).
- d. Floor Wardens must report to their area of responsibility.

### **B. Critiquing the Drill**

The following should be verified by the floor wardens and fire safety director:

- Floor wardens responded to assigned floor or area and performed assigned duties.
- Staff could hear clearly and respond to the alarm and any additional instructions.
- Floor wardens accounted for missing occupants, guided occupants to safety, completed floor checks and reported to the Fire Safety Director.
- Persons with disabilities were accounted for and helped.
- No one attempted to use elevators for evacuation.
- Occupants reported to nearest stair or exit and proceeded to an outside assembly point where applicable.
- Occupants who exited did not reenter prematurely.

### **C. Recording the Drill**

The Fire Safety Director will summarize critique comments and initiate appropriate follow-up for items that need improvement. The Fire Safety Director will complete and distribute the Fire Drill Report Form (attached).

## **Appendix K**

### **Assembly Occupancies Procedures for Conducting, Critiquing and Recording Fire Drills**

#### **A. Conducting the Fire Drill**

##### **1. Participation**

Seattle Fire Code, Article 14, requires that employees (event staff) of public assemblies with an occupancy of 300 or greater participate in fire drills or related activity at least every quarter (not to exceed 120 days). Patrons are not required to attend or participate. To meet this requirement, assembly occupancies will exercise the following precautions:

- a. Every quarter or prior to the event for athletic and other seasonal events, the building Emergency Coordinator, or appointee, will meet with event staff to conduct a drill or exercise to review employee procedures and duties.
- b. A drill, exercise, or orientation will be performed whenever there is a change in staff, building/exit configuration, or other substantive change.

##### **2. Set up and Alarm Activation**

- a. Special props, if used, should be installed just prior to performing the drill.
- b. An assembly drill may be performed at the same time as a comprehensive building fire drill, or independently. If conducted as part of a larger building drill using the fire alarm system, Plant Operations personnel must first bypass the fire alarm panel so the Fire Department doesn't respond to an activated alarm system. If the drill is performed independently, activation of the alarm system may not be possible without disrupting the balance of the building. In this case the audible alarm may be simulated.
- c. Staff, ushers, stagehands and other associated staff should report to their area of responsibility. Requesting a small number of other persons to simulate patrons may be helpful in making the drill more realistic.

##### **3. Evacuation Procedures**

The following procedures should be simulated as practical for fire drills:

- a. As the alarm sounds, or upon instruction, begin evacuation. Floor Wardens should promptly assist building occupants from the facility in a safe and orderly fashion. Account for personnel as practical and identify a single location for patrons who have become separated from their parties to reunite.
- b. Keep people moving calmly yet quickly. No one should be allowed to run. Assist those individuals with special needs.
- c. Use all exits. Prop exterior exit doors open to help facilitate evacuation. Outdoor lighting will encourage and help speed the evacuation of patrons.
- d. Keep patrons informed of the situation. Have a prepared evacuation message to help convey appropriate evacuation instruction and take pressure off staff.
- e. Instruct people to move away from the building to a predetermined assembly point.

- f. Prevent people from re-entering the building. Patrons may re-enter the building only after the building has been declared safe by the Fire Department. Silencing the alarm should not be considered an all-clear signal.
- g. Meet the fire department. The building emergency coordinator or event designee should meet the arriving fire department to inform them of the situation and assist them as needed.

### **B. Critiquing the Drill**

The following should be considered in evaluating the drill:

- Did staff know the layout of the building?
- Did staff respond promptly as outlined above?
- Were all exits used?
- Is staff familiar with how to activate the fire alarm system?
- Is staff familiar with the evacuation procedures specific to this facility?
- Where all occupants accounted for?
- Is staff familiar with how to notify emergency services?
- Was a prepared evacuation statement read or available?
- Was the Alarm audible?

### **C. Recording the Drill**

The Emergency coordinator will complete and distribute the Fire Drill Report Form (attached), record performance using critique questions above and on the form, and initiate appropriate follow-up for items which need improvement.

## **Appendix L Fire Drill Report Form**

University of Washington form 1213 found here:

<http://www.ehs.washington.edu/forms/fso/firedrillreport.pdf>

## **Appendix M**

### **About the UW Emergency Operations Plan (EOP)**

In June of 1994, the University of Washington published its comprehensive EOP for campus operation during large scale or campus-wide emergencies. Copies of the campus EOP were distributed to organizational and departmental units in a red three ring binder titled *UW Emergency Plan* and should be in their primary Reference Station. The following is a summary of UW Emergency Operations Plan. First, it is important to point out that this EOP does not cover specific departmental operations, even for those departments assigned emergency response functions. All departments must establish their own emergency operations plan that considers their specific needs and how they will interface with the UW EOP. Part Three of the *UW Emergency Plan* contains a guide for departments to develop their own plan.

The UW EOP has been developed to provide for a coordinated and integrated campus-wide response to emergencies.

This plan is designed to function in coordination with other existing emergency response plans, such as the plan for the UWMC and the City of Seattle.