November 2011

To: Colleagues in the School of Art

From: School of Art Environmental Health and Safety Committee

We are pleased to present you with the second edition of this Safety + Emergency/Evacuation Plan. We suggest you bookmark those sections relevant to your program and area to make them easy to find in an emergency.

Please inform the chairs of any errors or omissions and we will attend to them by printing correction sheets. Also, suggestions and critiques are always welcome.

Thanks to all of you who assisted us by providing information regarding your area. We truly hope you will never need the occasion to use this manual, but if we get that next predicted big “shaker” or a bomb threat or chemical spill, it is our hope you will find the information contained herein to be useful.

Stay safe and good health to you all.

David Brody, Professor
Lou Cabeen, Assoc. Professor
Magnus Feil, Asst. Professor
Sharon Frucci, SOA Administrator
Dan Howe, Instructional Technician II
John Martin, Instructional Technician II, Co-Chair
John Taylor, Instructional Technician II
Michael Van Horn, Instructional Technician II
Kim Van Someren, Instructional Technician II
John T Young, Professor, Co-Chair
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School of Art Emergency Information

Responsible Individuals

<table>
<thead>
<tr>
<th>Facility</th>
<th>Emergency Response</th>
</tr>
</thead>
</table>
| Art Building   | Sharon Frucci  Administrator  
|                | 102c Art Building  
|                | 685-2552  
|                | frucci@uw.edu |
| CMA/3D4M       | John Taylor  Ceramics Instructional Technician  
|                | 112 CMA  
|                | 685-2923  
|                | taylorja@uw.edu |
| Sandpoint      | Helen O'Toole  Associate Professor  
|                | 314 School of Art  
|                | 206 543 0449  
|                | 206 245 7558  
|                | Toole@uw.edu |

UW Police:  
911 / TTY: 543-9331 / uwpolice@uw.edu  
Bryant Building, 1117 NE Boat Street

Emergency Management Office:  
22 Gerberding Hall  
www.washington.edu/emergency  
206 897-8000

Non-emergency chemical spills:  
Environmental Health & Safety  
www.ehs.washington.edu / ehsdept@uw.edu  
206 543-7262

Emergency repairs:  
Facilities Services  
206 685-1411

Emergency housing, food, counseling, and coordination of information to family of students:  
Student Life  
206 543-4972

Plan Maintenance
Director's Office  
104B Art Building  
206-685-2442
## Floor Wardens

<table>
<thead>
<tr>
<th>Facility / Floor</th>
<th>Floor Warden</th>
<th>Contact Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art Building –</td>
<td>Photography Technician</td>
<td>Michael Van Horn</td>
</tr>
<tr>
<td>Basement</td>
<td></td>
<td>019 Art Building <a href="mailto:mvh@uw.edu">mvh@uw.edu</a>, 685-9727</td>
</tr>
<tr>
<td>Art Building –</td>
<td>Administrator</td>
<td>Sharon Frucci</td>
</tr>
<tr>
<td>First Floor</td>
<td></td>
<td>120c Art Building <a href="mailto:frucci@uw.edu">frucci@uw.edu</a>, 685-2442</td>
</tr>
<tr>
<td>Art Building –</td>
<td>Computer Support Technician</td>
<td>Mark Rector</td>
</tr>
<tr>
<td>Second Floor</td>
<td></td>
<td>245 Art Building <a href="mailto:mrector@uw.edu">mrector@uw.edu</a>, 616-6742</td>
</tr>
<tr>
<td>Art Building –</td>
<td>Woodshop Technician</td>
<td>John Martin</td>
</tr>
<tr>
<td>Third Floor</td>
<td></td>
<td>117a Art Building <a href="mailto:jtmartin@uw.edu">jtmartin@uw.edu</a>, 543-0748</td>
</tr>
<tr>
<td>CMA – Ceramics</td>
<td>Ceramics Technician</td>
<td>John Taylor</td>
</tr>
<tr>
<td>CMA – Sculpture</td>
<td></td>
<td>112 CMA <a href="mailto:taylorja@uw.edu">taylorja@uw.edu</a>, 685-2923</td>
</tr>
<tr>
<td>Sand Point</td>
<td>Woodshop Monitor and Faculty Member</td>
<td>Helen O’Toole</td>
</tr>
<tr>
<td></td>
<td></td>
<td>206 245 7558 <a href="mailto:Toole@uw.edu">Toole@uw.edu</a></td>
</tr>
</tbody>
</table>

## Emergency Response Contacts

**UW Police:**  
911 / TTY: **543-9331** / uwpolice@uw.edu  
Bryant Building, 1117 NE Boat Street

**Emergency Management Office:**  
22 Gerberding Hall  
www.washington.edu/emergency  
206 897-8000

**Non-emergency chemical spills:**  
Environmental Health & Safety  
www.ehs.washington.edu / ehsdept@uw.edu  
206 543-7262

**Emergency repairs:**  
Facilities Services  
206 685-1411
School of Art Emergency Information for Art Facilities

Synopsis

1. **Emergency assembly points** – where all building occupants gather during a fire, alarm, or other emergency.

   **ART:** Between Art and Music buildings, and between Art and Business
   **CMA/3D4M:** Parking lot E3
   **SAND POINT:** Directly east and across 65th Ave NE, behind mail boxes

2. **Areas of evacuation assistance**
   For persons needing assistance during emergency evacuation, such as mobility or vision impairment, go to:

   **ART:** Third floor, main stairway (#4), in the stairwell
   Second floor, main stairway (#4), in the stairwell
   First floor, main vestibule at entrance #1 (across from Music)
   Basement, main stairway (#4), in the stairwell
   **CMA:** Ceramics and Sculpture Front Entrances
   **SAND POINT:** Rear West exit

3. **Emergency shutdown in individual studio areas**
   All processes must be capable of being shut down immediately. The responsibility for this procedure lies with individual faculty, teaching assistants, and technicians.

4. **Emergency supplies**
   First aid kits are available in studios. Fire extinguishers are mounted in every studio where flammables are used; fire extinguishers available in hallways are type A for wood and paper fires only.

During a fire alarm, leave the building immediately and do not return until directed to by the Seattle Fire Department.
# Emergency Equipment

## ART BUILDING

<table>
<thead>
<tr>
<th>Room</th>
<th>Fire Extinguisher</th>
<th>Eye Wash</th>
<th>Flammables Cabinet</th>
<th>Chemical bath</th>
<th>Hazardous Spill Kit</th>
<th>MSDS / Lab Safety Manual</th>
</tr>
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<tr>
<td>009</td>
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## CERAMICS AND METAL ARTS

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<th>Room</th>
<th>Fire extinguisher</th>
<th>Eye wash</th>
<th>Flammables Cabinet</th>
<th>Emergency Shower</th>
<th>First Aid Kit</th>
<th>burn station</th>
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<tbody>
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CERAMICS AND METAL ARTS (Cont.)

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<th>room</th>
<th>Fire extinguisher</th>
<th>Eye wash</th>
<th>Flammables Cabinet</th>
<th>Emergency Shower</th>
<th>First aid Kit</th>
<th>burn station</th>
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<td>Ceramic court yard</td>
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</table>

PLEASE NOTE THAT ALL MSDS SHEETS ARE AVAILABLE AT: mychem.ehs.washington.edu

SANDPOINT

<table>
<thead>
<tr>
<th>Room or Hallway</th>
<th>Fire Extinguisher</th>
<th>Eye Wash</th>
<th>Flammables Cabinet</th>
<th>Chemical Bath</th>
<th>Hazardous Spill Kit</th>
<th>MSDS/Lab Safety Manual</th>
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<tbody>
<tr>
<td>Left hall Bridge entrance</td>
<td>x</td>
<td></td>
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<tr>
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<tr>
<td>C239</td>
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<tr>
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<td>x</td>
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</tr>
<tr>
<td>Washroom c234a</td>
<td>x</td>
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<tr>
<td>Kitchen hall exit</td>
<td>x</td>
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</tr>
<tr>
<td>kitchen</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>woodshop</td>
<td>x</td>
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<td></td>
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<td>x</td>
</tr>
<tr>
<td>C238</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>C236c</td>
<td>x</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>End hall nr 236a</td>
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<td></td>
</tr>
<tr>
<td>Slop sink room</td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td>x</td>
</tr>
</tbody>
</table>
SCHOOL OF ART EMERGENCY CONTACTS

Painting Program Co-Chairs
Professors Zhi Lin and Helen O’Toole
Art Building, Room 102
Campus phone: 206 543-5934

Christopher Ozubko
Director, School of Art
Art Building, Room 328f
Campus phone: 206 685-2442

Sharon Frucci
Administrator
Art Building, Room 102c
Campus phone: 206 685-2552

John Taylor
Ceramics Instructional Technician
CMA, Room 112
Campus phone: 206 685-2923

Daniel Howe
Sculpture Instructional Technician
CMA, Room 120
Campus phone: 206 543-8464

Michael Van Horn
PhotoMedia Instructional Technician
Art Building, Room 019
Campus phone: 206 685-9727

John Martin
Woodshop Instructional Technician
Co-Chair
Art Building, Room 210a
Campus phone: 206 543 0748

Kim Van Someren
Printmaking/Fibers Inst. Technician
Art Building, Room 117a
Campus phone: 206 543 0633

Jeanette Mills
Director, Visual Services
Art Building, Room 120
Campus phone: 206 543-0649

Angela Weaver
Librarian, Art Library
Art Building, Room 101
Campus phone: 206 543-0648

John T. Young
Professor  Co-Chair
Art Building, Room 324
206 543 0970
Email: jtyoung@uw.edu
1. **SCHOOL OF ART EMERGENCY RESPONSE**

In order to facilitate an effective response to an emergency situation, especially a major emergency with widespread and long-term effects such as an earthquake, the School of Art has determined in advance its policies, priorities, communications and chain of command, and its expectations for employees. This section includes specific procedures for all type of emergencies. The plan outlined here has incorporated general procedures developed by the UW Department of Environmental Health & Safety, modified to accommodate specific School of Art needs.

A. **Purpose**

The School of Art’s responsibility is limited to assuring the safety and security of its own personnel and facilities. Only staff, technicians and faculty are to evaluate damage, dangers posed by hazardous materials or spills resulting from disasters. All students are to remain out of buildings.

B. **Priorities**

- Inform UW Police and the Seattle Fire Department - **DIAL 911 / TYY 543-9331**
- Evacuate building(s).
- Seattle Fire Department personnel will attend to anyone who is injured or trapped. Evaluation of hazards and of threats due to hazardous materials throughout the building, including structural damage to the building and damage or potential damage to the building, and damage or potential damage caused by chemicals, electrical equipment and installations, compressed gases, burners, fluids, and flammables. This will be undertaken by the Seattle Fire Department, UW Facilities Management, and EH&S.
- Take steps to secure valuables in the building, including the slide collection, computers, office files, photo equipment, and other valuable equipment.
- Personnel will assemble in designated areas outside of the building(s), if possible.
- No one will re-enter the building until the Police and Fire Department inspect it and determine it is safe.

C. **Expectations**

Immediate response to emergency situations, including:

- Orderly and safe evacuation of all non-essential personnel
- Shutting down of hazardous procedures by emergency contacts
- Securing hazardous materials by emergency contacts

D. **Communications**

- Inform School of Art Director (Christopher Ozubko)
- Inform Building and Emergency Coordinator (Sharon Frucci)
E. **Responsibility and Control**  
Christopher Ozubko, Director, School of Art  
Sharon Frucci, Administrator, School of Art

F. **Coordination with University Emergency Operations Plan**  
Members identified in E above must contact UW Police, Office of EH&S, and other safety and emergency agencies as needed (e.g., Fire Department).

- Contact UW Police for all emergencies: **911 / TYY: 543-9331**
- For emergency repairs, contact Facilities Services: 685-1411
- For non-emergency chemical spills, call EH&S: 543-7262
- For emergency housing, food, counseling, and coordination of information to family of students, contact Student Life: 543-4972

G. **Programmatic Emergency Procedures**

**3D4M: Ceramics / Sculpture / Glass**  
In the event of an emergency requiring evacuation of the facility, the following guidelines are to be practiced:

- All personnel will leave buildings and assemble in the parking lot in front of the CMA (E3). If exits to parking lots are inaccessible, the alternative gathering site is the fenced area of the Sculpture yard along Mary Gates Memorial Drive.  
- If exits to parking lots are inaccessible, the alternative gathering site is the fenced area of the sculpture yard along Mary Gates Memorial Drive.  
- CMA main electrical shut off is in Room 110-C. CMA main gas shut off is located outside Rm 115 in the covered court yard.  
- Fire extinguishers are located in some rooms, but should only be used if a fire is small and locally contained. **It is more important to exit a building and phone in an emergency call than to attempt to extinguish a fire.**  
- No one should re-enter a building until clearance is given by building supervisors or emergency personnel.  
- It is a policy of the School of Art studio programs to minimize the potential for chemical spills by not keeping large quantities of dangerous chemicals in studios. Students must store solvents in non-flammable lockers in covered containers. Paints and solvents must be used in spray booths or outdoors, and respirators are required.  
- Any accident or emergency must be reported to the appropriate building supervisor, and a report is forwarded to the School of Art safety office and EH&S. A report is filed even if no medical care is required relating to an incident.  
- “Safety/Equipment/Policy” lectures are given to all students before than can work in the CMA facility.  
- Building supervisors participate in Safety Committee meetings to stay informed of policy changes within the School of Art and as advised by EH&S.  
- Campus Telephones:  
  - Front entry Ceramics Room 100E  
  - Front entry Sculpture Room 100D  
  - Wood Shop/ Green Fabrication Bldg.
**Fibers**
In the case of an emergency, the stove and any heating units, irons, steamer and/or heat press in use will be turned off by the person using them. Acids, solvents, dye powders and chemical assists will be covered and returned to proper storage by the person using them. There are no chemicals in use in the Fibers classrooms that would be considered dangerous if left uncovered or unattended for extended periods of time, even if the ventilation were out.

Fire extinguishers are located at the entrance to Rooms 216, 226, 227 and 229. First aid kits are located near the entrance to each classroom/lab/studio. The MSDS and Lab Safety manuals are in the filing cabinet in Room 218. The eye wash is located over the sink in the dye lab. Flammables are kept in the storage cabinets in Rooms 216, 227, and 229.

**Design**
In the event of an emergency, all students and faculty are to stop what they are doing immediately and proceed to exit the studio, labs, offices, and building immediately. If faculty are present and time allows, the design facilities are to be checked for occupants.

First aid kits are in Rooms 232, 236, and 245. These rooms also contain yellow or red flammable contents cabinets. In the event of fire, earthquake, power failure, bomb threat, or other, these containers are to be left as is, and occupants of the studio are to exit the facility and building, leaving the contents in the cabinets untouched with the cabinet doors closed.

**Industrial Design / Metals Studio**
An emergency shutdown requires the following actions to be taken in the order listed:

- If it is necessary to evacuate the studio, shut off the gas main switch (make certain the yellow light goes out).
- Immediately sprinkle any acid spills with sodium bicarbonate. If fumes are being generated, evacuate the area.

**Painting and Printmaking**
In the event of an emergency, acids and solvents should be returned to the proper storage areas. Chemical baths are covered and can be left unattended for extended periods of time, even if ventilation were out.

Potential chemical baths:
- Room 201B – nitric acid bath, hydrochloric acid bath, ferric chloride bath

First aid kits can be found in every painting and printmaking classroom. Eye wash and a hazardous material spill kit can be found in 201B.
**PhotoMedia**
In the event of an emergency, all equipment should be turned off. Fire extinguishers are located outside Rooms 009 and 021. A first aid kit is on the wall next to the monitor’s desk in Room 020 and Photo Media Technician’s Office Room 10C. Eye wash can be found next to the sink in Room 010b and 020c. A hazardous material spill kit can be found in Room 020-A; the MSDS and lab safety manuals are in Room 020. Flashlights can be found in the monitor’s desk in Room 020 and in the technician’s desk in Room 10C.

**Woodshop**
In the event of an emergency, students and staff should turn off any power equipment they are using and exit the room and building. In the event of a hazardous material spill, students should notify the shop technician.

Fire extinguishers are located inside rooms 115 and 117, adjacent to the entry doors. An additional extinguisher is located in room 115, adjacent to the finish room door (room 115a). The first aid for minor wounds is located in the hallway (hanging on the wall) between rooms 115 and 117. The telephone is located in the supervisor’s office (room 117a) between rooms 115 and 117. Flammable cabinets for storage of flammable materials are located in room 115 and the finish room, 115a. A closed container for the disposal of flammable rags is located in the finish room, 115a. The MSDS manual is located on the exterior of the flammable cabinet in room 117, and duplicates are housed in the woodshop office. The EH&S Lab and Safety manual is located in room 117A. There are emergency exit windows located in rooms 115 and 117.

**Art Library**
In the event of an emergency, see the UW Libraries Disaster Response Plan for Library Collections: Unit Plan for Art Library in the library.

Radio and flashlights are located in the box on top of the microfiche file cabinet behind the circulation desk. The sheet plastic is located next to the microfiche file cabinet. The first aid kit is located in the supply cabinet behind the circulation desk. Two Type A fire extinguishers are behind the circulation desk and at the far end of the reading table area.

**Slide Library**
In the Slide Library (room 120), the first aid kit is over the sink in the office. A flashlight is on the shelf above the counter in the office. The radio is on the counter in the office. Batteries for the radio and flashlight are in the middle cabinet under the office counter.

H. **School-wide Emergency Procedures**

**Art Building Evacuation Plan**
* Floor plans attached
* Evacuation Coordinators:
  Sharon Frucci, Administrator, room 102c, 685-2442, sfrucci@uw.edu
John Young, Professor, Chair of Health & Safety Committee, room 324, 543-0970, jtyoung@uw.edu

- For those with disabilities, use these emergency routes:
  - Third floor, main stairway (#4), in the stairwell
  - Second floor, main stairway (#4), in the stairwell
  - First floor, main vestibule at entrance #1 (across from Music)
  - Basement, main stairway (#4), in the stairwell

Inform students and employees with mobility impairments of the location of the areas of evacuation assistance in the building. Other employees will be assigned to assist them to the area of evacuation assistance, and will remain with them until responding emergency personnel arrive to assist with evacuation or until the building is declared safe to re-enter. Several employees will be assigned to each person with disabilities to assure adequate coverage.

All students and employees with disabilities will be informed of the following actions if they are trapped in a building or unable to go to the Area of Evacuation Assistance:

- Call 911 (TYY 543-9331) if a phone is available, and report your location and situation.

- Go to a window, if available, and signal emergency personnel by waving or hanging/taping a large sign in the window. You may open the window for fresh air, but do not break the window as smoke may enter.

- If smoke is present, stay low, cover your face with a cloth (damp, if possible) and place fabric (cloth, coat, towels, etc.) around door cracks to keep smoke out.

**Fires**

- Call for help by activating a fire alarm manual pull station located at exits. If time permits, use a telephone to give more specific information. **DIAL 911**

- Leave the building immediately by the nearest exit route or an 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. If the immediate exit is obstructed, go to an alternate exit.

- Do not use elevators. Elevators are not available and may not be safe for evacuation purposes. When the fire alarm sounds, the elevators will be automatically recalled to a predetermined floor and shut off.

- As you leave your area, take the following precautions if it is safe to do so. These activities must not significantly delay your departure. Exercise good judgment:
  - Close doors behind you as you leave
  - Shut off heat-producing equipment
  - Return hazardous materials to their proper storage units
• Assist persons with disabilities out of the building or to the Area of Evacuation Assistance designated for the building and inform responding emergency personnel to assist the disabled with evacuation.

• After evacuation, report to your pre-designated emergency assembly point.

• Stand clear of Fire Department personnel and equipment, and follow the directions of the Seattle Fire Department.

• Do not re-enter the building until the Seattle Fire Department has declared the building safe.

If you hear an alarm, you should immediately evacuate the building using the nearest exit.

**Bomb Threats**
University personnel receiving telephoned bomb 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, a noticeable accent, etc. Listen for any background noise, which may indicate the location of the caller. The checklist below (and also found in the Attachments section) shows information that can aid professionals in locating a bomb. Complete the checklist as soon as possible after receiving a threatening call and report it immediately to the UW Police Department. Bomb threats received through the mail or by other means are also to be reported immediately to the UW Police.
BOMB THREAT CALL CHECKLIST

Date ___________________________  Time of call ____________ AM / PM

Call received by ___________________________  Phone ___________________________

Record the exact language of the threat ____________________________________________
__________________________________________________________
__________________________________________________________

WHEN is it set to go off? ________________  WHERE is it? ___________________________

WHY are you doing this? ______________________________________________________

WHO are you? ______________________________________________________________

Voice on phone:

Man _____  Woman _____  Child _____  Age _______

Intoxicated _______  Accent _____________  Speech impediment ___________

Other _________________________________________________________________

Background noise:

Music _______  Children _______  Airplane _______  Talk ___________

Traffic _______  Typing _______  Machines _______  Other _________
**Chemical Spills**
When a chemical spill cannot be cleaned up safely without the assistance of safety and emergency personnel, take the following actions:

- Call for emergency assistance: 911 / TYY: 543-9331

- Provide as much information as possible: exact location, chemical(s) involved, volume spilled, possible fire hazard, persons injured, area evacuated, etc. The UW Police will summon the Seattle Fire Department and UW Environmental Health and Safety to assist.

- Attend to injured or contaminated persons and remove them from exposure.

- Alert personnel to evacuate the area, as appropriate. Pull the fire alarm pull station to alert building occupants and to summon the Seattle Fire Department.

- Turn off ignition and heat sources if it is safe to do so.

- Close doors to the affected area(s).

- Provide information and assistance to responding emergency personnel.

**Earthquakes**
During an earthquake:

- Remain calm. Think through the consequences of any action taken. Try to reassure others.

- If indoors, watch for falling objects, such as plaster or light fixtures, and for high bookcases, cabinets, shelves, and other furniture that might slide or topple. Stay away from windows. If in danger, get under a table or desk, in a corner away from windows, or in a strong doorway. Encourage others to follow your example. Do not run outside.

- If in a high-rise building, get under a desk. Do not dash for exits, as stairways may be damaged. Elevators may fail.

- If in a crowded auditorium or dining area, move to the side walls away from windows. If you must leave the building, choose your exit as carefully as possible.

- If outside, remain outside and avoid high buildings, walls, windows, power poles, downed power lines, and other objects that could fall. If possible, move to an open area away from all hazards.

- Be aware that due to safety concerns you may not be permitted to return inside the building for an extended period of time.

After an earthquake:

- Check for injuries to personnel in your area. Do not attempt to move seriously injured persons unless they are in immediate danger of further injury. Render first aid assistance if required. Follow the Building Evacuation Plan as necessary.
• Check for fires or fire hazards, spills of flammable or combustible liquids, or leaks of flammable gases.

• If you are qualified to do so, check utility lines and equipment for damage; shut off gas and electrical power if possible and appropriate. Do not use matches, lighters, open flame appliances or electrical switches until you are sure no gas leaks exist.

• Report injuries, emergencies and damages as appropriate. Use telephone systems only for urgent matters.

• Verify that spilled chemicals or other potentially harmful materials are cleaned up and properly disposed of.

• Check to see that sewage lines are intact before permitting continued flushing of toilets.

• Be prepared for aftershocks. Although most of these are smaller than the main shock, some may be large enough to cause additional damage.

**Records and Expenses**
The Director of Facilities and Planning for the College of Arts and Sciences is the UW’s “Applicant Agent” in the event the University is able to apply for financial disaster assistance.

Any University unit that incurs damage during an emergency should collect the information listed below and maintain this information in a file separate from regular accounting records. If Federal or State financial disaster assistance is available for a disaster, each unit is responsible for providing to the University Applicant Agent a complete copy of this file.

Submit the information below when requested to by the Applicant Agent, who will collect the documentation provided by all university units that incur damage, submit the documentation required for the university’s request for financial disaster assistance, and coordinate with State and/or Federal agencies.

• Identify the unit by name and organization code.

• Provide a brief description of the damaged facility/grounds or the protective measures taken.

• Indicate the date(s) of the emergency.

• Compile the following, as appropriate for the expense incurred:
  • Labor – employee time sheets; position titles; regular and overtime hourly wages; regular and overtime hours; benefits; benefit percentage of regular and overtime wages
  • Equipment – rates; mileage costs; mileage percentages; invoices (if any)
  • Materials – invoices; purchase orders; material transfers
  • Contracts – invoices; purchase orders or other agreements used to purchase services of outside contractor, vendor, installer, consultant, etc.
2. **EMPLOYEE TRAINING AND DRILLS**

The department plan should be reviewed annually and revised or updated as needed. It is the responsibility of each department to provide for regular training of its personnel so that the department’s emergency procedures are well known and understood.

Department personnel should be familiar with the University Emergency Operations Plan and actions to take (e.g., department contact with the Emergency Management Office, sources of information about the status of the University during an emergency, etc.).

Incorporating this information into new employee orientations and student orientation sessions, employee performance evaluations, and other regularly-scheduled departmental activities will ensure that the emergency expectations and actions are clear.

3. **EMERGENCY SUPPLIES**

A. **Departmental**

Preparation and maintenance of emergency supplies is crucial in the development of an emergency department plan. It is quite possible that the University would be required to function without outside assistance for at least 72 hours following a widespread community emergency, such as an earthquake. In addition, there may be quite a few lesser emergency situations that nevertheless result in University staff and/or students being stranded at the University. Departments are encouraged to provide emergency supplies including radios with batteries, flashlights, and first aid kits.

B. **Personal**

All members of the School of Art community are encouraged to prepare for emergencies at home and in their cars:

- portable radio with batteries
- flashlight with batteries
- first aid kit
- water
- small supply of non-perishable food
- sturdy shoes
- extra clothes
- emergency supplies should be inspected annually and records kept

4. **SECURING BUILDING CONTENTS**

Because most earthquake-related injuries result from objects inside a building falling on people or windows shattering and causing lacerations, departments should properly secure building contents. This includes shelves, computers, wall hangings, chemicals, equipment, etc. The Department of Environmental Health and Safety is available to assist.
Conduct a walk-through of each room in the department’s buildings to look for:

- Shelves or cabinets that are not bolted to the wall
- Computers or typewriters on desks
- Objects on shelves that may fall
- Desks or seating areas directly under plate glass windows
- Heavy hanging pictures, mirrors or plants
- Cupboards or cabinets without secure automatic latches
- Objects on wheels that are not locked in one position
- Heavy, breakable items not on the lowest possible shelf
- Water heaters not strapped to walls
- Doorways that might be blocked by falling objects
- Any concerns specific to your area (e.g., chemicals, cluttered storage areas, etc.)

Organize the results of the above survey and decide how to secure these items using the following methods:

- Velcro or plastic/metal loop fasteners for computers, wall hangings
- Brackets to secure furniture, cabinets and shelving to the wall or floor
- Straps for water heaters, refrigerators, freezers and filing cabinets, and for holding materials on shelves.
- Lips or bungee cords on shelves to prevent books from sliding off
- Spring-loaded or heavy duty latches on cupboard and cabinet doors
- Miscellaneous (e.g., gas meter shut-off valves, wedges or brakes for carts, closed loop hooks for plants, plastic window film, etc.)

Arrange with UW Facilities Services to install items. For some small tasks, departments can secure items without assistance.

5. PROTECTING BUILDING CONTENTS

Computer / Date Backup Plans: Damage to computers or utility shut-off after a disaster may cause loss of precious information, research or tie. If electrical power is interrupted, computer systems in buildings will be shut down. Departments are responsible for automatic system shutdown procedures and for data backup procedures. Advice about developing these procedures is available from UW Tech at 206 221-5000 / help@uw.edu.

Valuable Collections: Consideration should be given by departments to the protection of valuable items that may need to be protected from theft, physical damage and fire. Physical and water damage often are preventable by storage in good cabinets or containers. Fire hazards can be minimized. Contact the UW EH&S Building and Fire Safety Office at 206 543-0465.
SCHOOL OF ART: DIVISION OF DESIGN
RULES AND REGULATIONS FOR STUDENT USE OF DESIGN
CLASSROOMS/STUDIOS

Studio and facility privileges may be revoked if a student does not comply with these policies.

FACILITIES
Classrooms will be cleaned out at the end of each academic quarter. All work, materials and personal belongings must be removed by 5pm on the last day of finals week, or it may be discarded.

Discarded work must be put in the appropriate SOA dumpster. Any item that is too large to fit in the dumpsters in its original condition must be disassembled or cut into smaller pieces for disposal. Students may not leave items outside the dumpster and/or in the loading zone.

Painting or writing on the walls or table surfaces is prohibited. Students are financially responsible for any and all damage done to the facilities.

Studios are meant to be quiet spaces. Use of radios, stereos, televisions, Ipods and other similar equipment is only allowed with the use of headphones.

Students are required to keep all design studios and classrooms clean and in good working condition. After working in-class or after hours, clean up after yourself. All students are required to sign-up for designated weekly cleaning times.

It is not advisable to leave valuables (including laptops) unattended in the studios. There have been thefts in the building. Always close and lock the studio door if you are the last to leave.

Because of safety and fire regulations, corridors must be left clear. Bikes cannot be stored in the hallways or studios. Bikes in violation will be reported and removed by the UW Police.

Anyone using the microwaves and/or refrigerators is responsible for cleaning up afterwards. Perishable food should be removed from the refrigerator before it spoils. Any dishes or utensils should be washed after they are used. Students responsible for the weekly cleanup should clean the microwave and refrigerator (all food and dishes/utensils should be marked with the owner's name and/or the date).

HEALTH AND SAFETY
Eating and drinking in the design studios is discouraged. Accidents involving liquid and laptops have occurred in the past (and caused significant damage). Food and drink should only be consumed in the designated areas of each studio. Students must clean up all food debris. Students in violation will lose studio privileges.

Alcohol use on University property is strictly prohibited (except when a liquor license has been obtained for a special event). Any violation of the University's alcohol and drug prohibitions will be reported (and is cause for disciplinary or other appropriate actions).

Smoking is prohibited in the Art Building, and within 20 feet of any of the building entrances. Do not smoke near windows, as drafts draw secondhand smoke into the building.
Know the locations of fire extinguishers, fire exits, first aid kits, eye wash stations, emergency shower and telephones. In case of emergency, dial 911 and pull the nearest fire alarm switch.

Report all accidents immediately to technicians, faculty or EHS. University regulations require these reports (see http://www.ehs.washington.edu/ohsoars/index.shtm).

HAZARDOUS MATERIALS
Spray glue, spray paint and fixatives are only approved for use in the SoA spray booths.

Use is strictly prohibited in all classrooms, hallways and studios.

Turpentine and turpentine-based products are not allowed in studios. All solvents must be stored in closed containers in the yellow solvent cabinets. Solvents are prohibited from storage in lockers. All solvents must be disposed of in the solvent collection drums in rooms 320 and 322 of the Art Building. Solvents must never be poured down sink drains in either classrooms or bathrooms. Note that crumpled wet oil rags can spontaneously combust and pose an extreme fire hazard. Oily rags should be dried flat before disposal.

Sanding of models, etc., is prohibited in classrooms, hallways, etc. All sanding must be done in the appropriate shop according to shop rules. A dust mask should be worn when sanding any surface.

TOOL SAFETY
Exacto knives and similar cutting tools are only allowed on rubber cutting mats in the designated craft and workshop areas of each studio. When using an exacto knife, be sure to clear adequate working space for you and your work. Do not approach, startle or otherwise interfere with students who are cutting with exacto knives.

Dispose of used exacto blades properly by placing them in the designated "used blade" containers. Do not throw used blades in the regular trash.

3-D MACHINE USE
In order to use any of the 3-D prototype machines in the metals area (laser cutter, 3-D printer, CNC machine), students must notify and work with the ID student technician. Note that this student technician is the only person authorized to access/use these machines. Students are not allowed to use the machines independently.
UW SCHOOL OF ART
DIGITAL PORTFOLIO STUDIO POLICIES
Facilities privileges may be revoked if a student does not comply with these policies.

FACILITIES:

Everyone must get a demo from the Computing Support technician (Doug Manelski) or the Photomedia technician (Michael Van Horn in room 10) or a Photomedia lab monitor before using the DPS studio.

Please see posted information regarding access. Contact Photomedia lab monitor or Photomedia technician (in room 10) if you have questions.

Work you choose to dispose of must be put in the appropriate SoA dumpster. Any item that is too big must be disassembled or cut-up so that it will fit into the dumpster. Students are prohibited from leaving items outside the dumpster.

Students are responsible for cleaning up after themselves.

It is not advisable to leave valuables in the studio.

Always close and lock the studio door when you leave.

HEALTH AND SAFETY:
In an emergency dial 911 (Police, Fire, Medical). Be prepared to provide specific location and details of incident.

Liquids are not allowed in the shooting studio. Liquids and electricity are a hazardous and potentially lethal combination.

If you are in doubt about the proper use of equipment or safe procedure, stop work and ask the Photomedia technician or lab monitor.
Spray paints and spray adhesives are only approved for use in spray booths. Use is prohibited in all classrooms, hallways, and studios. Students who use the spray booths are responsible for making sure that their artwork is fully dry and not emitting any odors or vapors before taking it back into the hallway or classroom.

Sanding is prohibited in all studios, project spaces, classrooms, hallways, etc. All sanding must be done in the spray booths or in the appropriate shop according to shop rules. A dust mask should be worn when sanding any surface.

Report unsafe or hazardous conditions to the Photomedia technician or lab monitor.

All injuries and accidents must be reported immediately to the lab monitor and Photomedia technician.

Know the location of fire extinguishers, fire exits and first aid kits.
University of Washington
Fibers Studios Safety Rules

GENERAL PRECAUTIONS

1. Studios and shops must be kept in clean and orderly. Refuse cloth, cords, and water on the floor are a HAZARD. Make sure you put all materials away when finished.

2. Eyewear rated for protection against chemical splash must be worn when working with dangerous liquids.

3. Dust masks must be used when handling any fine dust particles.

4. Never mix bleach and ammonia together.

5. If you are the last to use the electric burner, turn it OFF.

6. Extension cords are not to be used in place of permanent wiring.

7. Ensure all flammables and solvents are properly stored in the flammables cabinets when not in use. Ensure that cabinet doors are closed correctly.

8. Application of all toxic materials must be conducted in a chemical fume hood, found in the acid room or a spray paint booth.

9. Always lock the studio and dye lab doors if you are the last to leave.

10. All new potentially hazardous or dangerous processes need to be cleared with the faculty and technicians.

11. Immediately report all broken/defective tools, machines, or equipment to technicians or faculty. Equipment should only be repaired by technicians or faculty.

12. Report all accidents immediately to technicians, faculty, or EHS. University regulations require it!
UW Painting and Drawing Program

Rules and Regulations

for Student Use of Classrooms and Studios

All Painting and Drawing Program classrooms are governed by School of Art and University of Washington regulations.

Facilities
Classrooms will be cleaned out at the end of each academic quarter. All work, materials, and personal belongings must be removed by 5 p.m. on the last day of finals or it may be discarded.

Work you choose to dispose of must be put in the appropriate SoA dumpster. Any item that is too big, must be disassembled or cut-up so that it will fit into the dumpster. Students are prohibited from leaving items outside the dumpster.

Because of safety and fire regulations corridors must be left clear. Nothing is to be stored in the corridors. Anything left in corridors will be reported and removed within 24 hours.

Painting or writing on walls is prohibited. Students are responsible for any and all damage done to the facilities.

All studios are meant to be quiet spaces. Use of radios, stereos, televisions and other similar equipment is only allowed with the use of headphones.

It is not advisable to leave valuables in the studios. There have been thefts in the building.

Use of personal extension cords which are not in compliance with Seattle fire code and university regulations are prohibited and will be removed from student studios. Any fines resulting from use of non-compliant extension cords are the responsibility of the student.

After working in studios and classrooms students are responsible for cleaning-up after themselves.

If you are the last person leaving the studio make sure you turn off all the lights and close and lock the studio door(s).

Personal Health and Safety

Reserve special work clothes for studio use, and wash them frequently, separately from other laundry.

Wash your hands thoroughly after working.

Eating and drinking in Painting and Drawing Program studios is prohibited. Food and drink can come into contact with hazardous materials and be ingested, causing risks to your health.

Alcohol use on University property is strictly prohibited (except when a liquor license has been obtained for a special event). Any violation of the University's alcohol or drug prohibitions is cause for disciplinary or other appropriate actions.
Hazardous Materials

Fixitive and spray paints are only approved for use in spray booths. Use is prohibited in all classrooms, hallways, and studios. Students who use the spray booths are responsible for making sure that their artwork is fully dry and not emitting any odors or vapors before taking it back into the hallway or classroom.

Sanding canvases or panels is prohibited in classrooms, hallways, etc. All sanding must be done in the spray booths or in the appropriate shop according to shop rules. A dust mask should be worn when sanding any surface.

The use of turpentine is not allowed in the studios. Odorless paint thinner is the recommended solvent for brush cleaning.

The use of turpentine-based products, like damar varnish, are similarly prohibited from use in the studios.

All solvents must be stored in closed containers in the yellow solvent cabinets. Solvents are prohibited from storage in lockers.

All solvents must be disposed of in the solvent collection drums in the painting studios (rooms 320 and 322). Solvents must never be poured down sink drains in either classrooms or bathrooms.

Wet oil rags and wet canvas are extremely hazardous if left crumpled-up. They can spontaneously combust and pose a fire hazard. Oily rags and wet canvas should be dried flat before disposal.

Dry rags must be disposed of in a self-closing safety disposal container.

Emergencies

In an emergency dial 911. Be prepared to provide the specific location and details of the incident.

Know the locations of first aid kits, fire extinguishers, and fire exits.

Report all accidents immediately to faculty, staff, or EHS (Environmental Health and Safety).
1. **Studio Assignment and responsibilities**

   Graduate studios are assigned on a first-come first-served basis. Second year students have priority in selecting a studio over first year students.

   Students graduating spring quarter will have until July 15th of the following summer to vacate their studios, and remove their items from the facility. Students must leave the space clean and ready for the next occupant, and in similar condition to when it was originally occupied. Students are responsible for any and all damage done to the facilities; their records and/or degree will be withheld if these conditions are not met.

2. **Professional environment**

   Studios are meant to be quiet spaces. Use of radios, stereos, televisions and other similar equipment is only allowed with the use of headphones.

   Painting or writing on walls anywhere in the common use areas of the Sand Point facility is prohibited.

3. **Alcohol policy**

   Alcohol use on University property is absolutely prohibited, with the exception of when a liquor license has been obtained for special events. Any violation of the University's alcohol and drug prohibitions is cause for disciplinary or other appropriate actions.

4. **Hallways and bikes**

   Because of safety and fire regulations corridors must be left clear. Nothing is to be stored in the corridors. Anything left in corridors will be reported and removed within 24 hours.

   Store bikes on the bike rack at the bottom of the stairs. Bikes cannot be stored in the hallway and/or at the top of the stairs. Bikes which continue to be in noncompliance with the policy will be reported and removed by the UW Police.

5. **Trash**
Do not put any trash outside of the dumpster. It is University policy that all garbage disposed of at UW Sand Point must be put into the dumpster. Any item that is too big must be disassembled or cut up so that it will fit into the dumpster. Items that are too big to be put into the dumpster, must be disposed of by whomever is responsible for bringing it to or produced it at the UW Sand Point facility.

6) Hazardous materials

All solvents must be covered and stored in the yellow fire hazard cabinets when not in use for an extended time period.
No turpentine is allowed in the studios. Odorless paint thinner is the recommended solvent for brush cleaning.

Solvents must not be poured down the sink. Used solvents should be poured into the used solvent drums.

Leaving crumpled oily rags to dry can result in spontaneous combustion. Oily rags should be dried flat before being disposed of in the metal trashcans.

7) Keeping doors closed

Studio doors should remain closed except for entering and leaving the studios. The ventilation system depends on an enclosed space to create the proper air exchange and to function properly. All exterior doors to the facility should remain closed at all times for security reasons security.

8) Kitchen

Anyone using the kitchen is responsible for cleaning up afterwards. Perishable food should be removed from the refrigerator before it spoils. Any dishes or utensils should be washed after they are used. The refrigerator will be cleaned periodically and old food thrown away. All food left in the refrigerator should be marked with the owner's name and the date.

9) Extension cords

Use of personal extension cords which are not in compliance with Seattle fire code and University regulations are prohibited and will be removed from student studios. Any fines resulting from use of non-compliant extension cords are the responsibility of the student.
Undergraduate studios are assigned on a quarterly basis, for one quarter only, by the faculty member or members teaching Art 494: Senior Thesis Seminar in Painting and Drawing.

Priority is given to students enrolled in a section of Art 494. Studios are assigned on the first day of that class’ meeting. Remaining studios, if any, will be assigned to students enrolled in independent study in painting, by the faculty member or members teaching Art 494 that quarter. These will generally be assigned during the second week of the quarter.

Studio spaces are configured to assure students as equal an amount of space as possible. Studio partitions are not to be moved nor are extra walls to be added.

Because of fire regulations corridors must be left clear. Nothing is to be stored in the corridors. Between quarters there will be a clean-up of the studios. Anything left in corridors will be thrown away.

Due to fire regulations curtains are not allowed on individual studios.

Due to fire regulations use of space heaters is prohibited.
UW SCHOOL OF ART – PHOTOMEDIA
GENERAL POLICIES FOR FACILITIES (LABS, CLASSROOMS AND STUDIOS)
Facilities privileges may be revoked if a student does not comply with these policies.

FACILITIES:
Open to currently enrolled Photomedia majors and lab monitors. Other UW students may be admitted only with the permission of the Photomedia technician (Michael Van Horn in room 10).

Classrooms will be cleaned out at the end of each quarter. All work, materials, and personal belongings must be removed by 5 p.m. on the last day of finals or it may be discarded. The flat files and shelves in room 10A are for temporary storage of projects.

Work you choose to dispose of must be put in the appropriate SoA dumpster. Any item that is too big must be disassembled or cut-up so that it will fit into the dumpster. Students are prohibited from leaving items outside the dumpster.

Students are responsible for cleaning-up after themselves.

It is not advisable to leave valuables in the lab/studios.

Always close and lock the lab/studio doors if you are the last to leave.

HEALTH AND SAFETY:
In an emergency dial 911 (Police, Fire, Medical). Be prepared to provide specific location and details of incident. Know the location of fire extinguishers, fire exits and first aid kits and eyewash stations.

Spray paints and spray adhesives are only approved for use in spray booths. Use is prohibited in all classrooms, hallways, and studios. Students who use the spray booths are responsible for making sure that their artwork is fully dry and not emitting any odors or vapors before taking it back into the hallway or classroom.
Sanding is prohibited in all studios, project spaces, classrooms, hallways, etc. All sanding must be done in the spray booths or in the appropriate shop according to shop rules. A dust mask should be worn when sanding any surface.

Solvents, acids or hazardous liquid waste should not be put down sink drains.

Eyewear rated for protection against chemical splash must be worn when using any hazardous liquids or sprays.

Impact goggles must be worn when using pneumatic or electric tools.

If you are in doubt about the proper use of equipment or safe procedure, stop work and ask the Photomedia technician or lab monitor.

Report unsafe or hazardous conditions to the Photomedia technician.

All injuries and accidents must be reported immediately to the Photomedia technician.
UW SCHOOL OF ART – PHOTOMEDIA
DARKROOM SPECIFIC POLICIES
Facilities privileges may be revoked if a student does not comply with these policies.

In addition to the Photomedia General Policies:

HEALTH AND SAFETY

If you are pregnant or have any pre-existing health problems, seek medical advice before attempting any chemical process in photography.

People have varying sensitivities to chemicals. If you have had allergic reactions to any chemicals, you should pay close attention to the effects that darkroom chemicals have on you, and you should be extra careful about following all safety procedures.

Eating and drinking in the darkrooms, film developing area and film loading rooms is prohibited. Food and drink can come into contact with hazardous materials and be ingested, causing risks to your health.

Use print tongs to move prints from one tray to the next. You may only use bare hands to remove prints from the water wash bath.

Wash your hands after processing film. Vinyl gloves are available if you wish to use them.

Keep all chemicals off your skin, out of your mouth, and away from your eyes. If you splash stock chemistry in eyes, use eyewash for fifteen minutes with cold water and seek immediate medical attention (such as UW Hall Health). An eyewash is stationed next to the film-developing sink.

Clean up any chemical spills immediately. For minor spills, flood the area with cold water and wipe up with paper towels, cleaning until you are certain the chemicals are gone. Please be thorough - chemistry dries, turns to powder, gets on clothes and books, and then into your lungs or is absorbed into your skin.
Never pour silver-bearing effluents such as used photo/film fixers or hypo-clearing agents (such as Heico permawash) down the drain.

Report any damaged equipment to the Photomedia technician or lab monitor.

Only lab monitors or instructors may mix photochemistry.

LAB MONITORS AND INSTRUCTORS:

Contact the Photomedia technician immediately regarding larger chemistry spills. We have a chemistry spill kit in the chemistry cabinet. Follow the instructions on the label.

When mixing chemicals, lab monitors and instructors should wear safety glasses, gloves and apron or lab coat.

If you splash stock solution on skin, flush immediately and thoroughly with cold water. If you splash stock in eyes, use eyewash for fifteen minutes with cold water and seek immediate medical attention.
UW SCHOOL OF ART – PHOTOMEDIA
SHOOTING STUDIO POLICIES
Facilities privileges may be revoked if a student does not comply with these policies.

In addition to the Photomedia General Policies:

FACILITIES:
Everyone must get a demo from the Photomedia technician or Photomedia faculty before using the Shooting Studio or equipment within.

Open to currently enrolled Photomedia majors and lab monitors. Other UW students may be admitted only with the permission of the Photomedia technician (Michael Van Horn in room 10).

HEALTH AND SAFETY:
In an emergency dial 911 (Police, Fire, Medical). Be prepared to provide specific location and details of incident.

Never work alone if you are using electronic strobe lighting.

Liquids are not allowed in the shooting studio. Liquids and electricity are a hazardous and potentially lethal combination.

Report unsafe or hazardous conditions to the Photomedia technician or lab monitor.

Students are responsible for cleaning-up after themselves.

Always lock the studio doors if you are the last to leave.
University of Washington
Printmaking Shop Safety Rules

GENERAL PRECAUTIONS

1. Studios and shops must be kept in clean and orderly.

2. Wear appropriate gloves (nitrile, neoprene, or poly-vinyl chloride) when handling solvents and acids.

3. Eyewear rated for protection against chemical splash must be worn when working with acids.

4. Impact goggles must be worn when using pneumatic and electric tools.

5. Dust masks must be used when handling powdered rosin or any other fine dust particles.

6. Never put solvents and acids down sink drains.

7. Never use the hot plate surfaces for storage; these surfaces are to be used for melting rosin or wiping plates.

8. If you are the last to use the hot plate, turn it OFF.

9. Extension cords are not to be used in place of permanent wiring.

10. Ensure all flammables and solvents are properly stored in the flammables cabinets when not in use. Ensure that cabinet doors are closed correctly.

11. To prevent spontaneous combustion, oil-soaked rags must be contained in a self-closing safety disposal container.

12. Application of all grounds, spit bite or spray paint must be conducted in a chemical fume hood, found in 201, the acid room or a spray paint booth.

13. Always lock the studio doors if you are the last to leave.

14. All new potentially hazardous or dangerous processes need to be cleared with the faculty and technicians.

15. Immediately report all broken/defective tools, machines, or equipment to technicians or faculty. Equipment should only be repaired by technicians or faculty.

16. Report all accidents immediately to technicians, faculty, or EHS. University regulations require it!
University of Washington
School of Art Woodshop

General Shop Safety Rules

1. This shop is open to currently enrolled University of Washington School of Art students only. Other UW students may be admitted only with the express permission of the shop technician.

2. All machinery, tools, processes and materials are off limits until the student has been authorized by the shop technician. See Tool Proficiency Checklist.

3. Be thoroughly knowledgeable concerning the equipment and materials you wish to use. Read and understand specific safety and procedural instructions (Safety manuals, MSDS sheets) for chosen equipment and materials.

4. If you are in doubt as to proper tool setup or safe procedure, stop work and ask the shop technician.

5. It is a required safety procedure to work in conjunction with another person at all times.

6. Report unsafe or hazardous conditions to the shop technician.

7. All injuries, accidents, and even close calls must be reported immediately to the shop technician.

8. In an emergency dial 911. Be prepared to provide specific location and details of incident.

9. Know the location of fire extinguishers, fire exits and first aid kits.

10. Eye protection in the form of safety glasses, face shields, or goggles is required in the shop at all times.

11. Wear hearing protection to guard against high noise levels.

12. Open-toed shoes (i.e., sandals) are not allowed in the shop. Do not wear loose or torn clothing. Long hair should be tied back or put under a cap. Loose adornment (necklaces, bracelets, rings, watches, iPod headphones) should be removed when operating machinery.
13. Use appropriate respiratory protection when creating dust, mist, fumes or vapors. Ask technician for information on proper respirator training.

14. Wear appropriate gloves when working with finishes and solvents.

15. Gloves must not be worn when operating machinery.

16. All finish work (spray, brush, or wipe-on) must be done in a spray booth.

17. Only water can be poured down sink drains. Ask the shop technician about disposal of liquid waste.

18. Use proper technique for lifting and moving heavy materials. Ask for assistance. Use a cart, dolly or hand truck.

19. Students are prohibited from moving stationary equipment/machinery.

20. Watch for tripping hazards. Do not place material or objects in thoroughfares or passageways.

21. Concentrate on what you are doing. Avoid distractions while operating machinery. Personal MP3 players are a distraction to a machinery operator.

22. Inspect tools before using. Report broken tools and machinery to the shop technician immediately.

23. Use tools for intended purpose only – i.e., do not use screwdrivers as chisels or pry bars, wrenches as hammers, etc.

24. Remove all non-essential tools or materials from machine surface prior to turning on the machine.

25. Never leave a machine running while unattended.

26. Always clamp or secure the work piece at the drill press.

27. Never leave chuck keys in drill chucks.

28. Do not attempt to slow down or stop rotating or moving machinery with hands or tools.
29. Do not use fingers or hands to remove dust and chips from machinery. Use a brush and dispose of dust and chips properly.

30. Never direct a stream of compressed air at yourself or others.

31. Return all tools to their proper location and clean up after yourself.

32. Do not remove tools from the shop without the permission of the shop technician.

I have read, understood, and agree to abide by all safety rules

Printed Name_________________________________________

Signature________________________________Date_________
Woodshop Tool Proficiency Checklist

Woodworking machines are powerful, high-speed, potentially dangerous tools. An initial safety demonstration by the shop technician is only the beginning of your education for using any given machine. Developing proficiency at a woodworking machine continues with the operator understanding and practicing safe techniques. The woodshop technician is your resource for helping you develop safe woodworking skills but ultimately it is the responsibility of each woodshop user to use only the machines that they understand how to operate safely.

The following power tools require a safe use demonstration by the woodshop technician. Before you will be permitted to use any of the listed machinery you must demonstrate proper, safe operation of each tool you wish to operate. Upon satisfactory completion of your test the technician will place his initials beside that tool on the checklist below.

Remember! You may only use the tools on your checklist that have been initialed by a technician.

Stationary Machinery

Band Saw ______  Sanding Machines _____  Drill Press _____
Miter Saw _____  Scroll Saw ______  Grinder ______
Table Saw ripping ______  Crosscutting ______  Panel cutting ______

Jointer ______  Planer _____  Panel Saw ______
Lathe _____  Mortiser ______

Hand Power Tools

Pneumatic Nailer/Stapler _____  Drill Motor ____  Palm Sander ______
Random Orbit Sander ______  Belt Sander ______  Jig Saw ______
Biscuit Joiner ______  Router ______

I agree to use the SoA wood shop in a responsible and safe manner and to operate only the machines that I have demonstrated proficiency at.

Printed
Name__________________________________________________________
________
Signature________________________________________________________
Date__________
3D4M           Equipment and Tool Demos and Instructions

Sculpture

Equipment and Tool Demos and Instructions

This Student has been instructed in the safe operation of the tools and equipment Listed below

Student Name:

Class, Qtr/yr (ex; 273, Au/07)

Wood Shop Tools

<table>
<thead>
<tr>
<th>Tool</th>
<th>Student Tested on tool</th>
<th>Instructor's initial</th>
<th>Instructor demonstration only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chop Saw</td>
<td></td>
<td></td>
<td>Small Hand tools</td>
</tr>
<tr>
<td>Table Saw*</td>
<td></td>
<td></td>
<td>Jig Saw</td>
</tr>
<tr>
<td>Panel Saw</td>
<td></td>
<td></td>
<td>Scroll Saw</td>
</tr>
<tr>
<td>Band Saw</td>
<td></td>
<td></td>
<td>Drill Press</td>
</tr>
<tr>
<td>Planer</td>
<td></td>
<td></td>
<td>Router</td>
</tr>
<tr>
<td>Jointer*</td>
<td></td>
<td></td>
<td>Drum Sander/Shaper</td>
</tr>
<tr>
<td>Circular Saw</td>
<td></td>
<td></td>
<td>Spray Booth</td>
</tr>
<tr>
<td>Chain Saw*</td>
<td></td>
<td></td>
<td>Panel Saw</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Nail Gun (Air)</td>
</tr>
</tbody>
</table>

Metal Shop Tools

<table>
<thead>
<tr>
<th>Tool</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>MIG welder</td>
<td>Grinders</td>
</tr>
<tr>
<td>Tool Type</td>
<td>Specific Tools</td>
</tr>
<tr>
<td>---------------------------</td>
<td>-----------------------------------------------------</td>
</tr>
<tr>
<td>Air Tools</td>
<td>TIG Welder, Arc Welder, Oxy/Ace Rig, Plazma Arc Cutter, English Wheel</td>
</tr>
<tr>
<td>Jump Shear, Beverly Shear</td>
<td>Jump Shear, Beverly Shear</td>
</tr>
<tr>
<td>Break</td>
<td>Break</td>
</tr>
<tr>
<td>Horizontal, Vertical Band Saws</td>
<td>Horizontal, Vertical Band Saws</td>
</tr>
<tr>
<td>Pedestal Sander/Bench Grinder</td>
<td>Pedestal Sander/Bench Grinder</td>
</tr>
<tr>
<td>Steel chop Saw</td>
<td>Steel chop Saw</td>
</tr>
<tr>
<td>Sand Blast Cabinet</td>
<td>Sand Blast Cabinet</td>
</tr>
<tr>
<td>Foundry Tools</td>
<td>Sand Muller*, Burnout Kiln, Melt Furnace, Grass Burner</td>
</tr>
<tr>
<td>Sand Muller*</td>
<td>Sand Muller*</td>
</tr>
<tr>
<td>Burnout Kiln</td>
<td>Burnout Kiln</td>
</tr>
<tr>
<td>Melt Furnace</td>
<td>Melt Furnace</td>
</tr>
<tr>
<td>Wax Melter</td>
<td>Wax Melter</td>
</tr>
<tr>
<td>Grass Burner</td>
<td>Grass Burner</td>
</tr>
</tbody>
</table>

* These tools are locked out. Student may only gain access via instructor or TA.

have read and understand the CMA shop rules and agree to abide by them at all times.

This Student has been instructed in the safe operation of the tools and equipment Listed below

Student Name:

Class, Qtr/yr (ex; 273, Au/07)
3D4M – Ceramic and Metal Arts Building

The Ceramic and Metal Arts Building (CMA) is governed by University rules and regulations; therefore you must follow all University and SoA policies.

GENERAL PRECAUTIONS
1. Learn about the hazards of the materials and processes you use. You must know the proper handling and storage of the materials you are using and wear proper safety equipment when appropriate. Individuals using processes that require a respirator must be trained and fit-tested by Environmental Health & Safety - see technicians about scheduling.

2. Never eat or drink in the studio area and wash thoroughly when you finish working.

3. Reserve special work clothes for studio use only and wash them frequently, separately from other laundry.

4. All hazardous materials must be properly labeled and stored and the School of Art must have a MSDS (Material Safety Data Sheet) on file.

5. Mandatory use of the buddy system (two people working together within sight) when working with any potential dangerous processes (gas kilns, power tools, welding equipment, etc.).

6. Stationary tools or equipment should not be moved.

7. Report immediately all broken/defective tools, machines, or equipment to technicians. Equipment should only be repaired by technicians.

8. Students need approval to use all power tools and welding/cutting equipment. See appropriate technician for more complete information.

9. Studios and shops must be kept in clean and orderly.
10. Any process creating hazardous dust, mist, fumes, or vapors must be properly ventilated in fume hoods, spray booths, or local exhaust ventilation. Spray booths are available for your use in the CMA Kiln shed and the Green Building – students need to be approved on the proper use of each spray booth.

11. Report all accidents immediately to technicians, faculty or EHS. Report any potentially dangerous situations or hazards to technicians within 24 hours. University regulations require it!

12. All new potentially hazardous or dangerous processes need to be cleared with faculty and technicians.

13. Hazardous waste must be disposed of according to University regulations (see appropriate technician).

14. If you have questions, please ask the appropriate instructor or technician.

FIRE PREVENTION
1. NO SMOKING anywhere in the building. (The Board of Regents of the University banned all smoking in all University buildings, including private studio spaces, effective July 26, 1991).

2. Use caution when working with open flames; never use an open flame near flammables.

3. To minimize risk of fire, use minimal amounts of flammable solvents in the studio.

4. Store small amounts of solvents in labeled safety cans. All solvents are stored in the flammable storage cabinet.

5. Use properly labeled covered waste disposal cans for solvent- and oil-soaked rags.

6. Lab safety manuals containing specific safety procedures for each studio are available within each department from the technician.

7. In no case may materials of any kind be stored in hallways.

8. Extension cords are not to be used in place of permanent wiring.
3D4M Student Contract

The Ceramic Metal Arts Building (CMA) is governed by university rules and regulations; therefore you must follow university policies.

GENERAL PRECAUTIONS

1. Learn about the hazards of the materials and processes you use. You must know proper handling and storage of materials you are using and wear proper safety equipment when appropriate. Individuals using processes which require a respirator must be trained and fit-tested by Environmental Health & Safety, see techs about scheduling.

2. **Never eat or drink** in the studio area and wash thoroughly when you are done with your work.

3. All hazardous materials must be properly labeled and stored and the School of Art must have an MSDS (Material Safety Data Sheet) on file.

4. Reserve special work clothes for studio use only, and wash them frequently, separately from other laundry.

5. Building should be secured in the evening, if you are the last person out it’s your responsibility to turn off lights and close doors.

6. **Hours of operation**
   - **Green Building – Grads: 24/7**
   - **Undergrads – 8:30 am – 12 midnight**
   - Undergrads w/ studios in Green building - 24/7 but no power tools or compressed gasses from 12 midnight - 8:30am.
   - CMA Building - 24/7 for all students, no power tools or compressed gasses for undergrads 12 midnight – 8:30am.
   - Use the buddy system when working with any potential processes (gas kilns, power tools, welding equipment)

7. Stationary tools or equipment should not be moved without consultation with techs.

8. Any new potentially hazardous or dangerous processes need to be cleared with faculty and techs.

9. Report any potential dangerous situations or hazards to techs.

10. Report any broken tools, machines, or equipment to techs. Equipment should only be repaired by techs or students with formal training on equipment.

11. Students need to be checked out on all power tools and welding cutting equipment, see wood-metal tech for more complete information.

12. Studios and shops need to be kept in a clean orderly manner.

13. The CMA Building is alcohol free except at sanctioned events.

14. If you’re a UW student and you’re not covered by your parents’ or other medical insurance, it’s a good idea to enroll in a Student Health Insurance Plan—even if you’re pretty healthy right now.

FIRE PREVENTION

9. **NO SMOKING** anywhere in the building. (The Board of Regents of the University banned all smoking in all University buildings, including private studio spaces, effective July 26, 1991).

10. Use caution when working with open flames, never near flammables.

11. To minimize risk of fire, use minimal amounts of flammable solvents in the studio.

12. Store small amounts of solvents in safety cans, and larger amounts in the flammable storage cabinets.
13. Use proper covered waste disposal cans for solvent- and oil-soaked rags.

14. Lab safety manuals containing specific safety procedures for each studio are available within each department from the technician.

15. In no case may materials of any kind be stored in hallways.

**EHS, and MSDS**

A copy of the MSDS sheets and other information is available in the Art Library and the School Administration Office and on line at the UW EHS website, look for my-chem.

Any process creating hazardous dust, mist, fumes, or vapors must be properly ventilated in fume hoods, spray booths, or local exhaust ventilation. Spray booths are available for your use in the CMA Kiln shed and the Green Building, students need to be checked out on the proper use of each spray booth.

Report all accidents to techs, faculty or EHS. University regulations require it!

Hazardous waste must be disposed of according to University regulations (see appropriate technician or Hazardous Waste Manual).

If you have questions, please ask the appropriate instructor or technician.

**SUMMARY, CONDITIONS OF USE, AND STATEMENT OF AGREEMENT**

USE OF THE CMA FACILITY IS A PRIVILEGE – STUDENTS CAUSING A HAZARDOUS SITUATION FOR OTHERS WILL BE ASKED TO VACATE THE STUDIO AND SHOPS.

BY SIGNING THIS CONTRACT I AGREE TO TAKE RESPONSIBILITY FOR MYSELF AND MY ACTIONS IN USING THE CMA FACILITY.

I AGREE TO WORK WITHIN THE GUIDELINES PROVIDED ABOVE. I WILL LEAVE THE STUDIO SPACE PROVIDED TO ME FOR THE DURATION OF MY STUDIES CLEAN AND READY FOR THE NEXT OCCUPANT.

I UNDERSTAND THAT MY RECORDS AND/OR DEGREE WILL BE WITHHELD IF I FAIL TO CLEAN THE STUDIO THOROUGHLY, AND THAT MY DEGREE WILL BE AWARDED ONLY AFTER I RESOLVE THIS MATTER. (Reference: Procedures and Fees, Financial Obligations, University of Washington General Catalog Graduate and Professional Study 2000-2002, p. 22.)

Student insurance

Student Name Print___________________________________________

Student name Sign___________________________________________Date __________
Sculpture Facilities Access and Safety Policies

General Facility Rules

Facility Access

Access is granted to students currently enrolled in 3D4M studio classes. Guests may visit, but are not authorized to work in the facility nor assist in studio processes. Studio and facility privileges may be revoked if a student does not comply with access and safety policies.

Students only have access to tools and equipment for which they have received proper training in class, been checked out on and documented by faculty/staff. This applies to everyone, even those with previous tool experience. Students issued keys for locked equipment are not authorized to access equipment for others.

Studios are open for use weekdays while staff/faculty are present. Access, other than during monitored hours, is a privilege and requires department approval.

Shared Facility Guidelines

Classes scheduled in the sculpture shop facility have priority during class hours. The sculpture workshops and facilities support currently enrolled coursework only. Studios are not available for extra curricular projects.

The Sculpture facility is a community-based environment. Tools must be available for everyone throughout the term. Therefore, tools are not to be removed from or loaned outside of the facility.

Everyone must clean up after their work session and leave the studios ready to be used by others. This includes: storing tools and materials, cleaning equipment, sweeping tables and floors, and emptying trash bins.

Students are prohibited from moving stationary equipment/machinery.

No one is permitted to work alone in the sculpture facility at any time. This ensures that, in case of an accident, other students are informed of your presence and work location. Individuals leaving the building after monitored hours must check that all lights are turned off and entry doors are closed and locked behind them.

Emergency or incident protocol

Know locations of fire extinguishers, fire exits, first aid kits, burn kits, eye wash stations, emergency shower and telephones.

In case of emergency, dial 911 from a campus phone and pull the fire alarm switch in the Green building. Report to faculty or technician immediately when an incident requires police, fire or medical response.

Any injury or accident that occurs on the premises must be reported to a faculty or staff member.
Report any unsafe equipment or situation to faculty or staff so that it may be remedied expeditiously.

**Personal Safety Rules**

Use appropriate ear, eye and face protection as instructed.

Use appropriate respiratory protection as instructed. All finish work (spray, brush, or wipe-on) must be done in the spray booth.

Use appropriate protective hand wear, footwear and clothing as instructed. Remove hazardous jewelry, tie back long hair and follow other personal safety dress codes as instructed.

Use proper techniques for lifting and moving heavy or awkward materials. Ask for assistance.

Be aware of your shared work environment and immediate surroundings when working, moving or storing materials or objects. Look for potential hazards on tables, shelves and equipment surfaces, accumulating against walls or storage areas, and in thoroughfares and entryways.
Glass Safety Policies

Most glass activities require eye protection. Many require hearing protection and some require breathing protection. If you are unsure, ask the technician or faculty member. Be safe.

Cold Shop

The glass area has specialized equipment that is designed specifically for working with glass. No other materials are allowed on any of the glass-dedicated equipment. No metal, wood, stone, or ceramics are allowed in the glass cold shop.

No one is permitted to use the glass equipment until they have received instruction on its proper use.

Diamond tooling is expensive and easily damaged. Do not use diamond tooling on any other material than glass.

Always use appropriate cooling/lubrication when using diamond tooling.

Many glass tools have rotating shafts and/or spindles. Take all precautions to assure that no clothing, hair, jewelry, neckties, etc., can become entangled in machinery.

Do not wear gloves while cold working.

Do not cold work unannealed glass. Know what you are working on.

Do not cold work tempered glass. It will explode.

Safety glasses are required at all times in the cold shop.

Hearing protection is advised in the cold shop.

Do not wash anything down sink drains. Use dunk bucket to wash glass before using sink.

No storage of glass in cold shop.

Report any equipment or facility concerns to the technician or faculty immediately.

Clean up after use. Squeegee sink dry, empty drain buckets, put away all tooling, remove diamond pads from the grinder, belts from the sander, wheels from the lathe, etc.

Failure to leave the shop in order will result in loss of access.

Kiln Area

When firing a kiln you are required to post a kiln schedule next to the kiln. The firing schedule must include: who you are, contact number, a description of what you are firing, the date and the firing program.
The user is responsible for reserving the kiln, all aspects of firing (set-up, crashing and clean out, etc), and being out of the kiln by the time stated on kiln sign-up board.

Failure to use the kiln as scheduled will result in a loss of your reservation.

The user is responsible for kiln clean out and repair of any damage to refractory in the event of mold failure.

Do not unplug kilns.

Do not vacuum out kilns with a non-HEPA filtered vacuum.

Do not introduce ceramic fiber blanket into kilns without prior approval.

Use glass enamels with caution as they contain lead oxides. Do not leave powdered enamels unattended in the studio. Use latex gloves when cleaning up enamels. Do not cause the dry enamels to become airborne. Do not vacuum enamels.

The ceramic kiln use is prioritized for ceramic firings. Clear all glass firings with ceramic technician first.

**Mold Room**

Work with powdered mold materials in such a way as to prevent their becoming airborne.

Use caution when using wax. Keep the room ventilated. Do not overheat wax. Make sure there is water in the wax melters (if applicable). Turn off when done. Clean up your wax mess.

Use caution when using steamers. Steam can cause serious burns. Never open a pressurized steamer. Make sure steamers have water in them before tuning them on. Do not plug multiple steamers into a single electrical circuit.

You must be present at the CMA if you are steaming out a mold. Do not plug in a steamer and leave it unattended.

Breathing powdered silica causes silicosis (a fatal lung condition). Do not mix silica inside the mold room. Mix silica outside the mold room under the awning. Use a dust mask or a respirator.

Clean up all silica residue before leaving mold room. Powdered silica becomes easily airborne. Take all precautions to prevent this from happening. Do not vacuum powdered silica. Silica is most safely handled in wet form.

Clean up your plaster mess.

Do not store molds in the mold room.

**Lampworking**

Do not use any lampworking equipment until you have received proper instruction on its use.

Only use lampworking torches in areas designed for their use.

Properly ventilate lampworking areas.

Always test for leaks when changing compressed gas cylinders.
Always store compressed gas cylinders in areas designated for this purpose.

Use properly fitted eye protection when lampworking.

Use caution with open flame and hot glass as serious burns can occur. Make sure working surfaces are non-combustible.

**General**

Report all accidents to the technician or faculty member immediately.

Sandblasting requires the use of a dust mask or respirator. Hearing protection advised.

Do not introduce inappropriate materials into the sand blaster. No plaster, wood, paper, ceramic fiber, etc.
3D4M Ceramics | Sculpture | Glass
Totals for student credit hours are based on the best available data.
Totals for student credit hours are based on the best available data.
Totals for student credit hours are based on the best available data.
Totals for student credit hours are based on the best available data.
Building 5 and 29
University of Washington Sand Point Properties (UWSSP)

Emergency Evacuation and Operations Plan (EEOP)

March 22, 2010
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SECTION 1

Purpose, Scope, and Emergency Resources

PURPOSE
The purpose of this plan is to establish procedures and duties, to promote planning, and to establish training for the staff of Building 5 and 29, Magnuson Park for fire, earthquake, bomb threats, chemical spill, and other emergency evacuations as required by Chapter 4 of the Seattle Fire Code, the Washington Administrative Code (WAC 296-24-567), and the UW Emergency Response Management Plan.

SCOPE
This plan applies to all occupants in Building 5 and 29.

COORDINATION WITH OTHER EMERGENCY PLANS
An EEOP is a key component of Departmental Health and Safety Plans and University disaster planning. The EEOP must be coordinated with the following emergency/safety plans.

1. **UW Emergency Response Management Plan** – The ERMP provides the management structure, key responsibilities, emergency assignments, and general procedures to follow during and immediately after an emergency. It provides a temporary crisis management structure, which provides for the immediate focus of management on response operations and the early transition to recovery operations.

2. **Departmental Emergency Response Plans** – This departmental plan has been coordinated as necessary with other departmental plans in the building as follows:
   
   This plan has been cross referenced with the Emergency Response Procedures created by GVA Kidder Matthews Property Management Services for all of Building 5 and 29 at University of Washington Sand Point Properties.

COORDINATION WITH DEPARTMENTAL HEALTH AND SAFETY PLANS

The EEOP 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).

UNIVERSITY EMERGENCY RESOURCES AND CONTACTS
Table 1 summarizes the UW’s emergency resources, contact information, and responsibilities of each emergency resource.
EMERGENCY COMMUNICATIONS

1. **Telephones** -
2. **Fire Alarm System** - The building fire alarm system is continuously monitored for alarm by a contracted service. All alarms result in an automatic response by Seattle Fire Department and GVA Kidder Mathews.

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 managers and staff should be reminded of the plan as necessary and encouraged to discuss the plan within their groups and visitors. To assure the safety of all building occupants, the Evacuation Director and Evacuation Wardens will work together to assure all departmental employees are aware of the plan, and that visitors are also oriented as indicated in Section 2.

As part of an employee’s orientation, they should have an “New Employee Checklist” which includes review of safety practices, evacuations routes, incident reporting, procedures for various events and where the EEOP is physically located so that they can refer to the document at any time.

EVACUATION DRILLS

Evacuation drills will be scheduled, conducted, and recorded by the Evacuation Director. Procedures for planning, scheduling, conducting, evaluating, recording, and reporting evacuation drills are outlined in Appendices E, F, and G.
<table>
<thead>
<tr>
<th>Emergency Resource</th>
<th>Contact Information</th>
<th>Purpose &amp; Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>GVA Kidder Mathews</td>
<td>Call Rick Pierce&lt;br&gt;Property Manger GVA Kidder Mathews 206.616.3829 after hours please call, 206.623.8809&lt;br&gt;24 hour Customer Service help line 206.623.8809</td>
<td>Maintains an emergency Communications Center 24 hours a day, 7 days a week. Please contact GVA Kidder Mathews for emergencies of any kind, including but not limited to fire, medical emergency, or hazardous material spills or releases.</td>
</tr>
<tr>
<td></td>
<td>Alternate Facilities Manager&lt;br&gt;Mike Davis normal business hours, 425.864-4694 after hours please call, 206.623.8809&lt;br&gt;Tom Sante Senior Property Manager GVA Kidder Mathews 206.623.8809 or 206.793.5303</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Immediate Emergency Assistance Dial 9-1-1.</td>
<td></td>
</tr>
<tr>
<td>Environmental Health and Safety (EH&amp;S)</td>
<td>Call (206) 543-0465 during normal business hours.</td>
<td>EH&amp;S maintains guidelines and provides training, consultation and support for building emergencies. <strong>EH&amp;S is also available to provide consultation and support for hazardous material spills and releases, temporary controls, and other general information to the Seattle Fire Department (SFD).</strong></td>
</tr>
<tr>
<td>KIRO AM #710</td>
<td>On the radio at AM 710</td>
<td>The Official Area Broadcast Station in case of major disasters or University “suspended operations.” Tune into this station for information.</td>
</tr>
</tbody>
</table>
SECTION 2
Building Evacuation
UW Personnel Duties and Responsibilities

An effective emergency evacuation and subsequent response requires the coordination of many occupants in a building. All building occupants, including managers and staff, need to be aware of their roles and responsibilities in case of an emergency. This section outlines specific responsibilities for Managers and staff, as well as the Evacuation Director and Evacuation Wardens.

RESPONSIBILITIES OF UW DEPARTMENTS AND STAFF

Managers & Staff - Employees, faculty, and staff are responsible for:
1. Being familiar with and following EEOP procedures when required.
2. Participating in drills and training as required.
3. Informing and assisting visitors unfamiliar with building procedures as appropriate prior to and during an emergency evacuation.

When the fire alarm sounds, begin immediate evacuation according to the plan.

RESPONSIBILITIES OF EVACUATION DIRECTOR/EVACUATION WARDENS

Special Positions – The Evacuation Director, Evacuation Wardens, and their alternates are employees and occupants of the building 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.

1. Evacuation Director Responsibilities and Control
   a. The Evacuation Director acts as the liaison with the responding emergency service, EH&S and others if a building emergency occur. In their absence, the alternates are responsible for carrying out the requirements. If an emergency happens when these members of the department are not available, the most senior employee will have decision-making authority. A contact person, appointed by the advisor of each research group, is responsible for laboratories and work areas (See Appendices A and B). Any possible problem areas should be reported to responding emergency personnel.
   b. For a community-wide event (Level III), the Evacuation Director or an alternate will establish contact with their Unit Response Center if their department/building has one.
   c. Refer to Checklist 1 on the following page for a detailed list of the Evacuation Director Duties and responsibilities.

2. Evacuation Warden Duties and Responsibilities – Checklists 2a and 2b list the responsibilities and duties of the Evacuation Wardens. Checklist 2a is for pre-evacuation planning and training. Checklist 2b lists the Evacuation Warden Duties and procedures during emergency evacuations.
# Checklist 1: Evacuation Director Duties and Responsibilities

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>Duties/Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Administrative</strong></td>
<td>- Prepare and maintain the building Emergency Evacuation and Operations Plan (EEOP). EH&amp;S can help with technical questions.</td>
</tr>
<tr>
<td></td>
<td>- Keep a copy of the completed EEOP in all department reference stations.</td>
</tr>
<tr>
<td></td>
<td>- Review the EEOP at least annually and confirm that it is current.</td>
</tr>
<tr>
<td></td>
<td>- Coordinate with building/department administrators responsible for employee health and safety.</td>
</tr>
<tr>
<td></td>
<td>- Ensure that public event staff are assigned duties and receive required training for events with occupancy of 50 or greater (see Appendix G).</td>
</tr>
<tr>
<td><strong>Pre-Emergency Coordination</strong></td>
<td>- Ensure that all employees know about emergency procedures, exit routes, and assembly points on the first day of class.</td>
</tr>
<tr>
<td></td>
<td>- Ensure that emergency procedures for special needs populations are developed.</td>
</tr>
<tr>
<td></td>
<td>- Ensure that new and temporary employees are informed about emergency procedures outlined in EEOP during new employee safety orientation.</td>
</tr>
<tr>
<td></td>
<td>- Assign Evacuation Wardens (and alternates) for all areas of the building and ensure that they know what their duties are in case of an evacuation.</td>
</tr>
<tr>
<td><strong>Evacuation</strong></td>
<td>- Evacuation Warden orientation is required when there are changes of personnel.</td>
</tr>
<tr>
<td><strong>Wardens</strong></td>
<td>- A current list of Evacuation Wardens and alternates is to be maintained in the building’s EEOP (see Appendix A).</td>
</tr>
<tr>
<td></td>
<td>- Schedule “Evacuation Warden Training” for assigned personnel.</td>
</tr>
<tr>
<td></td>
<td>- Contact the EH&amp;S Training Section.</td>
</tr>
<tr>
<td><strong>Training/Drills</strong></td>
<td>- Schedule, conduct, and record evacuation drills as required by the Seattle Fire Code and WAC 296-24 (see Appendices E, F, and G).</td>
</tr>
<tr>
<td><strong>Emergency/Evacuation</strong></td>
<td>- Ensure that emergency services, Property Manager, SFD, SPD and EH&amp;S are notified for all building emergencies as appropriate.</td>
</tr>
<tr>
<td></td>
<td>- During a building evacuation, report to the evacuation assembly point and act as a liaison with responding emergency services.</td>
</tr>
<tr>
<td></td>
<td>- Receive status reports from area evacuation wardens.</td>
</tr>
<tr>
<td></td>
<td>- Provide information about the building layout, systems, processes, and special hazards to Property Manager, SFD, SPD and other emergency personnel</td>
</tr>
<tr>
<td></td>
<td>- Help the Property Manager, and the Seattle Fire Department in the operation of the Fire Alarm Panel if required.</td>
</tr>
</tbody>
</table>

□
Coordinate with key building administrators on building occupation and operation issues.
Assign Evacuation Wardens or other assigned personnel, as needed, to be stationed by all other building entrances to prevent unsuspecting personnel from reentering the building.
When SFD or Property Manager signals "ALL CLEAR," the Evacuation Director notifies the Evacuation Wardens that the occupants may reenter the building.

*Formal assignment of Evacuation Wardens may not be necessary in all cases depending upon the nature and occupancy of your building. If your building is relatively non-public, evacuation assurance using Evacuation Wardens may be unnecessary. The role could alternately be assigned to managers and supervisors where appropriate.*
Checklist 2a: Evacuation Warden Pre-Evacuation Planning and Coordination

<table>
<thead>
<tr>
<th>Subject</th>
<th>Duties/Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative</td>
<td>Be familiar with the &quot;Emergency Evacuation and Operations Plan&quot; (EEOP). It contains:</td>
</tr>
<tr>
<td></td>
<td>▪ the function and activities of building staff during many emergencies</td>
</tr>
<tr>
<td></td>
<td>▪ how these activities are to mesh with responding emergency personnel</td>
</tr>
<tr>
<td></td>
<td>▪ information on the building and its emergency protection systems</td>
</tr>
<tr>
<td></td>
<td>▪ emergency equipment testing procedures</td>
</tr>
<tr>
<td></td>
<td>▪ A list of all the evacuation wardens in your building.</td>
</tr>
<tr>
<td></td>
<td>Distribute copies of the completed EEOP, or appropriate sections of it, to all people in your area of responsibility.</td>
</tr>
<tr>
<td></td>
<td>Know where persons with disabilities are located in your area and what their alarm response will be (See Appendix D). 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 <strong>Rick Pierce Property Manager with GVA Kidder Mathews at 206.623.8809.</strong></td>
</tr>
<tr>
<td>Pre-Emergency Coordination</td>
<td>Coordinate with the other Evacuation Wardens on your floor to work together and avoid duplication of tasks.</td>
</tr>
<tr>
<td></td>
<td>Walk over your primary and secondary evacuation routes at least once to familiarize yourself with emergency exits and routes to the Evacuation Assembly Points (EAPs).</td>
</tr>
<tr>
<td></td>
<td>Know where hazardous conditions or situations in your area may exist. Know the location of flammable, radioactive and other hazardous materials, as well as chemical and/or biological spill cleanup kits are.</td>
</tr>
<tr>
<td></td>
<td>Know where the phones and pull stations are and know HOW to turn in an alarm.</td>
</tr>
<tr>
<td></td>
<td>Know how the alarm system responds. For most buildings, the alarm sounds throughout the building and all occupants, except persons</td>
</tr>
</tbody>
</table>
with physical disabilities, must evacuate. High-rise buildings may only alarm in certain floors or areas.
Become familiar with the location and operation of emergency equipment, including fire extinguishers, first aid kits, spill cleanup kits, and disaster supply kits.
Attend training sessions and meetings to review procedures and duties, if necessary. EH&S and SFD offer Evacuation Warden training sessions regularly.
Participate in evacuation drills as requested by Evacuation Director.
# Checklist 2b: Evacuation Warden Emergency Evacuation Duties

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>Duties/Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Building</strong></td>
<td>Begin at the farthest reach of your area and assure that the occupants ahead of you have evacuated. Direct occupants to the exits and tell them where to reassemble.</td>
</tr>
<tr>
<td></td>
<td>Conduct a quick search as you go to make sure hazardous equipment is shut off, doors are closed and no one is left behind.</td>
</tr>
<tr>
<td></td>
<td>If a stairway is full of smoke go to another stairway.</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>If there is no smoke, you may have trouble getting people to evacuate. Be assertive, positive and insistent.</td>
</tr>
<tr>
<td></td>
<td>Students and visitors who may not be familiar with this plan must be informed of the requirement to evacuate.</td>
</tr>
<tr>
<td></td>
<td>If you have helpers, station them in front of the elevator to make sure no one attempts to use it.</td>
</tr>
<tr>
<td></td>
<td>Do not go to the roof unless it is the only way out; there is often too many obstructions for a helicopter rescue.</td>
</tr>
<tr>
<td></td>
<td>Conduct a headcount by using the checklist in Appendix I to account for all occupants in your area of responsibility.</td>
</tr>
<tr>
<td></td>
<td>Immediately report to the Evacuation Director any missing persons on your list and their last known location.</td>
</tr>
<tr>
<td></td>
<td>Do not allow the stairway doors and other exit doors to be blocked/wedged open. Leaving stairway doors blocked or held open makes the stairwells dangerous and unusable.</td>
</tr>
<tr>
<td><strong>Evacuation</strong></td>
<td>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 D for further details.</td>
</tr>
</tbody>
</table>

**Silencing of the alarm is not considered an all-clear signal!**
SECTION 3

SPECIFIC EMERGENCY PROCEDURES

PROCEDURE 3A: FIRE EMERGENCIES/BUILDING FIRE ALARMS

1. Procedures for Occupants
   a. **When an alarm sounds on your floor or area, 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 9-1-1.** Then you may attempt to put it out if it is small (no larger than a wastebasket) and you have called for HELP. 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 9-1-1 and notify occupants verbally** of the emergency and the need to evacuate. Evacuation 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. **If you are on fire, STOP—DROP—ROLL.** If another person is on fire, yell—STOP—DROP—ROLL.
   
e. **Evacuate via the nearest stairwell or grade level exit.** Does 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 D).
   
f. **Go to your pre-determined Evacuation Assembly Point** (EAP) as outlined in Appendix C. You may have two or more EAP’s depending on the size of the building. Immediately report to your designated Evacuation Warden so that you have been accounted for by the Warden. Evacuation Wardens will report to the Evacuation 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 9-1-1 if possible.
2. Special Instructions for Evacuation Wardens (see Section 2 for Evacuation Warden Checklist)

a. **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 insistent. Students and visitors who may not be familiar with this plan must be informed of the requirement to evacuate.

b. **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 is often too many obstructions for a helicopter rescue. If a stairway is full of smoke go to another stairway.

c. **At the Evacuation Assembly Point** (EAP), conduct a headcount by using a checklist to account for all occupants in your area of responsibility. Immediately report to the Evacuation Director any missing persons on your list and their last known location.

d. **Do not allow the stairway doors and other exit doors to be blocked/wedged open.** Leaving stairway doors blocked or held open makes the stairwells dangerous and unusable.

e. **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 D for further details.
PROCEDURE 3B: EARTHQUAKES

1. During ALL Earthquakes (all occupants)
   a. Inside a Building.
      - Take cover immediately under a desk, table, or chair, in a corner away from windows, along a wall in a hallway, or in a structurally strong location such as a hall by a pillar.

      ![Drop, Cover, and Hold]

      - Watch for falling objects such as light fixtures, bookcases, cabinets, shelves, and other furniture that might slide or topple. Stay away from windows. Do not run outside.

      - Do not dash for exits since they may be damaged and the building’s exterior brick, tile, and decorations may be falling off.

      - Do not use the elevators.

   b. Outside a Building.
      - Remain outside, preferably in a vehicle.

      - Stay clear of electrical wires, poles, trees, or anything that might fall.

2. After a MAJOR Earthquake (violent shaking motion). Evacuation Wardens shall:
   a. 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.

      ![Be familiar with the location of first aid kits, fire alarms, and extinguishers, as well as personnel with first aid skills.]

   b. Check for fires or fire hazards, spills of flammable or combustible liquids, or leaks of flammable gases. These activities must not significantly delay departure from the building or put the Evacuation Warden in danger.

   c. Turn off ignition and heat sources if properly trained and it is safe to do so.

   d. Shut off all gas sources if trained to do so.
e. **Exit the building**, if possible, and go to the EAP to report on injuries, damages, and potentially hazardous conditions. Take emergency/first aid kit and personal belongings. Account for persons in your area of responsibility. Mass assembly areas (see Appendix O for map of mass assembly areas on UW Seattle campus) may be used in the event of a major earthquake and the EOC is activated (Emergency Level 2 or 3 – refer to ERMP).

f. **Do not reenter until the building has been declared safe** by trained emergency personnel (Seattle Fire Department or ATC-20 assessment teams).

g. **Use the telephone system only for urgent matters.** Use handheld radios or Ham radio services if telephone services are not available.

h. **Expect Aftershocks.**

i. **Evacuation Wardens who are also CERT team members** must fulfill their evacuation warden duties first before joining CERT team response.

3. **After a Minor Earthquake** *(brief rolling motion)*

   a. **Restore calm.**

   b. **Examine your area for damage.** Evacuation Directors may use checklist in Appendix M to help assess if the building should be occupied, evacuated, and/or re-entered. Look for

   - Damaged, leaking or ruptured utility lines (gas, water, electrical, telephone, computer network)
   - Toppled furnishings or equipment
   - Spilled hazardous materials
   - Damaged building components such as ceilings, walls, beams, columns, doors

   c. **Evacuate the building** if damage is found or the power is out. Report evacuation to Property Manager or SFD. Do not reenter until the building has been declared safe by trained emergency personnel.

   d. **Asbestos-containing Materials.** Certain buildings will be evacuated for ALL earthquakes because of the potential damage of asbestos-containing building materials. See the list of buildings in Appendix M.

   e. **Laboratories:** Check for chemical spills. For small isolated spills, use spill cleanup procedures as outlined in Laboratory Standard Operating Procedures. If SOP or chemical spill cleanup kit is not available, then evacuate lab and notify authorities. For larger spills, evacuate building and notify authorities. See **UW Laboratory Safety Manual for earthquake procedures specific to laboratories.**
PROCEDURE 3C: HAZARDOUS MATERIAL SPILLS/RELEASE

1. Localized/Small Spills
   a. Spills that do not endanger workers in the immediate area may be cleaned up by personnel who have been trained by their supervisor, PI or lab manager and are properly equipped to handle the situation.
   b. Hazardous materials spill guidelines should be established by the supervisor, PI or lab manager after reviewing MSDS information on MYCHEM or hard copies of MSDSs kept on site. These procedures need to be included in the lab specific Standard Operating Procedures.
   c. Spill cleanup guidelines for small localized spills should take into consideration the following:
      - The hazards of the hazardous material(s) involved.
      - The amount of the hazardous material(s) spilled.
      - The possible spill locations.
      - Availability of spill clean up materials or kits.*

      * (See Section 4 of the UW Laboratory Safety Manual for help in assembling a chemical spill clean up kit. See the EH&S website for other clean up kits.)

2. Large Spills. If the spill is large, the hazardous material is not easily identified, or if the material is extremely hazardous, then:
   a. Evacuate all personnel from the area.
   b. Contact: Dial 911
   c. 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.
   d. The Seattle Fire Department 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 Rick Pierce GVA Kidder Mathews 206.616.3829 and Environmental Health & Safety at (206) 685-5835 for assistance.**
   e. Note that packaged waste must be handled according to chemical waste management policies and guidelines established in Section 3 of the Laboratory Safety Manual. **Please Contact the EH&S Environmental Programs Office at (206) 685-5835 for assistance.**
PROCEDURE 3D: BOMB THREATS

1. University personnel receiving telephoned threats should attempt to get the exact location where the bomb has been planted, or is going to be planted.

2. Attempt to get as much information as possible about the caller, for example, male or female, accent, etc. (use Bomb Threat checklist on following page).

3. Listen for any background noise that may indicate the location of the caller.

4. The checklist on the next page lists information that can aid in locating a bomb. Complete the checklist as soon as possible after receiving a threatening call and report it immediately to the Seattle Police Department 911 and Rick Pierce GVA Kidder Mathews 206.616.3829 or after hours help desk 206.623.8809.

5. Bomb threats received through the mail or by other means are also to be reported immediately to the Seattle Police Department and Rick Pierce GVA Kidder Mathew’s 206.616.3829 or help desk 206.623.8809.
BOMB THREAT CHECKLIST

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  Angry  Broken

Stutter  Slow  Sincere  Lisp  Rapid

Giggling  Deep  Crying  Squeaky  Excited

Stressed  Accent  Loud  Slurred  Normal

11. If voice is familiar, whom did it sound like? ________________

12. Were there any background noises? ________________________

Person receiving call: _______________________________________

Date: ______________  Telephone number call received at: __________

REPORT CALLS IMMEDIATELY TO: UWPD AT 9-1-1 or (206) 543-9331
PROCEDURE 3E: SUSPICIOUS PACKAGES AND MAIL

A suspicious LETTER may have:

1. No Return Address
2. Restrictive markings, such as PERSONAL!
3. It is sealed with tape
4. The address has:
   ▪ misspelled words
   ▪ is addressed to a title but not a person
   ▪ an incorrect title
   ▪ is badly typed or handwritten

A suspicious PACKAGE may also have:

1. Oily stains, discolorations, or crystallizations on the wrapper
2. Stranger odor
3. Excessive tape
4. Is rigid or bulky
5. Lopsided or uneven
6. The weight is odd for its size


If you find a SUSPICIOUS PACKAGE/LETTER:

1. Handle with care. Do not shake or bump.
2. Isolate it immediately
3. Don’t open, smell, touch, or taste
4. Treat is as suspect
5. Evacuate the area and call 9-1-1 from a safe location

If you suspect the mail may contain:

1. A bomb or explosive:
   ▪ Evacuate immediately
   ▪ Call 9-1-1 from a safe location
   ▪ Call Rick Pierce GVA Kidder Mathews 206.616.3829
   ▪ GVA Kidder Mathews help desk 206.623.8809

2. A radiological threat:
   ▪ Limit exposure – do not handle
   ▪ Evacuate area
   ▪ Shield yourself from object
   ▪ Call 9-1-1 from a safe location
   ▪ Call Rick Pierce GVA Kidder Mathews 206.616.3829
   ▪ GVA Kidder Mathews help desk 206.623.8809

3. A biological or chemical threat:
   ▪ Isolate – Do not handle
- Evacuate Immediate Area
- Wash your hands with soap and warm water
- Call 9-1-1 from a safety location
- Call GVA Kidder Mathews 206.616.3829
- GVA Kidder Mathews help desk 206.623.8809

If the LETTER OR PACKAGE has already been opened, and a powder or other substance has spilled from the package or letter, **DO NOT CLEAN IT UP**. Leave it where it is, evacuate the area, wash your hands with soap and water, and call 9-1-1 from any Campus phone.

Due to occasional anthrax threats in the United States, the Washington State Health Department and Center for Disease Control have issued guidelines to follow if you suspect a letter could contain dangerous substances. The guidelines sent out by these agencies are in the following section.
PROCEDURE 3F: ANTHRAX THREAT

1. **Anthrax is a rare disease caused by bacteria**, which is capable of forming spores that can survive in the environment for long periods of time. In an intentional exposure, such as a bioterrorism event, breathing in the spores is the most likely route of exposure that might lead to a serious infection.

2. **Inhalation anthrax (through the lungs) is the most serious type of anthrax.** It is caused by inhaling anthrax bacteria into the lungs. Initial symptoms may resemble those of flu or a common cold, such as fever, cough, headache, chills, weakness, difficulty breathing, and chest discomfort. After several days, the symptoms may progress to severe breathing problems and shock. This type of anthrax infection is often fatal if not treated promptly.

3. **Follow Procedure 3E for Suspicious Letters and Packages. Specifically:**
   a. DO NOT open the package
   b. **Call 9-1-1 to request police and fire**
   c. **Call Rick Pierce GVA Kidder Mathews, 206.616.3829 or after hours help desk, 206.623.8809**
   d. If the package has already been opened, and a powder or another substance spills out, DO NOT clean it up
   e. Keep others away from the area
   f. Evacuate the immediate area
   g. Immediately wash your hands with soap and water
   h. Ensure that all persons who have handled the letter/package wash their hands
   i. Wait for the police and fire personnel to arrive
   j. Start a list of names and telephone numbers for all persons who have handled the letter and who were in the immediate area when the letter/package was opened

4. **Police and fire personnel will:**
   a. Secure the area
   b. Assess and determine whether a credible threat exists
   c. Secure the letter/package
   d. Contact appropriate public health and other response officials
   e. Decontaminate people and their clothing as appropriate

5. **Persons with Probable or Known Exposure:**
   a. Will be directed to seek immediate medical attention
   b. Will be monitored by local public health to ensure appropriate treatment and followup
6. **People without a known exposure:**
   a. Should be assured that infection without known exposure is rare
   b. Should seek medical care for further concerns following the incident
   c. Should understand that there are not routine screening tests available to detect Anthrax infection in persons without known exposure to Anthrax spores

7. **Clean-up After the Spill of a Powder or Other Substances**
   a. **If police and fire deem that there is no credible threat:**
      - Clean up by custodial personnel should be accomplished by following established protocols for cleaning spills
      - Facilities without protocol should use a 1:10 solution of household bleach in water
      - Wetting powders before disturbing them during clean-up
   b. **If police and fire deem there is a credible threat,** they will determine who will clean the affected area before personnel will be allowed to return.
PROCEDURE 3G: MEDICAL EMERGENCIES

1. **Stay calm. Assess the situation.** Look for a Medic Alert bracelet or necklace on the person requiring help.

2. **Have someone call 9-1-1.** If you are alone, yell as loudly as possible for help. If you are unable to summon help, you have to call 9-1-1 first, and then return and assist the person to the best of your ability (see below).

3. **When calling 911, give the operator as much information as possible**, i.e. type of emergency, what help is needed, exact address, building name, room number, telephone number, information from Medic bracelet or necklace, and victim information. Don’t hang up until you are told to do so by the 911 operator.

4. **Do not move the victim.**
   a. **If the victim is unconscious:**
      - **CALL:** Check the victim for unresponsiveness. If there is no response, **Call 9-1-1** and THEN return to the victim. In most locations the emergency dispatcher can assist you with CPR instructions.
      - **BLOW:** Tilt the head back and listen for breathing. If not breathing normally, pinch nose and cover the mouth with yours and blow until you see the chest rise. Give 2 breaths. Each breath should take 1 second.
      - **PUMP:** If the victim is still not breathing normally, coughing or moving, begin chest compressions. Push down on the chest 1 1/2 to 2 inches 30 times right between the nipples. Pump at the rate of 100/minute, faster than once per second.
      - **CONTINUE WITH 2 BREATHS AND 30 PUMPS UNTIL HELP ARRIVES**
        NOTE: This ratio is the same for one-person & two-person CPR. In two-person CPR the person pumping the chest stops while the other gives mouth-to-mouth breathing.
   
   b. **If the victim is choking:**
      - Make sure they are coughing and getting air.
      - If the victim cannot speak or cough, and you think something maybe lodged in their throat, from behind, slip your arms around the victim’s waist. Make a fist with one hand and grasp with the other hand. Place your fist right above the navel area. Press into the abdomen with quick upward thrust. Repeat until the object is removed, or the victim starts breathing or coughing.

   c. **If the victim is bleeding:**
      - Use rubber gloves (contained in the first aid kit) and apply pressure to the area.
      - If possible, elevate bleeding area above level of the heart.
5. **There is a First Aid and CPR guide located in all first aid kits.** These guides give detailed steps in the event of a heart attack, CPR and infant CPR, choking, bleeding, poisoning, and burns, as well as other injuries.

6. **EH&S recommends First Aid/CPR training** for a handful of building volunteers to assist with medical emergencies associated with building evacuation and emergencies.
PROCEDURE 3H: CIVIL DEMONSTRATIONS

1. Should you find that a demonstration is causing a disruption to businesses on our campus, contact the 9-1-1 and GVA Kidder Mathews 206.616.3829 or after hours help desk 206.623.8809

2. In the unlikely event that a demonstration becomes destructive, get away from the area of potential harm and call 9-1-1
Appendix A
Responsible Individuals

A. EVACUATION DIRECTOR AND ALTERNATES

1. Evacuation Director for Building 5 and 29.

   Rick Pierce
   GVA Matthews Building Manager
   2nd floor, Building 29
   206-616-3829/877-206.623.8809
   sppm@u.washington.edu

2. Alternates for the Evacuation Director

   Mike Davis
   Alternate Facilities Manager
   2nd floor, Building 29
   206-616-3829 or after hours help desk, 206.623.8809
   sppm@u.washington.edu

B. Building 29 EVACUATION WARDENS
   For each Evacuation Warden, list the following:

   Basement Suit 010 (includes Room B and C)
   Kelly Chapman
   206-543-2592
   206-225-6469 (work cell)

   Basement (Reconnecting Youth)

   First Floor (Child Health)
   Susan Sargent
   206.616.9410

   Second Floor GVA Kidder Mathews
   Rick Pierce
   206.616.3829 this number routes to cell phone

C. FIRST AID CONTACTS

   911 - Emergency
Appendix C
Building Evacuation Plan

Fire and evacuation drills are necessary to refine the evacuation procedure.

A. EVACUATION PLANS

Specific evacuation routes are established for each building and are posted in various places throughout the buildings. Personnel should be familiar with the evacuation routes established and understand that elevators will not be operational for many emergencies. Periodic building inspections will be conducted by the GVA Kidder Mathews Property Manager to ensure that postings are current and are located in sufficient numbers in locations throughout the buildings.

B. EVACUATION ASSEMBLY POINTS/AREAS OF SAFE REFUGE

Evacuation Assembly Pointes (EAPs) are established for each tenant-occupied facility at the UWSPP (University of Washington Sand Point Properties). These assembly points are established so that personnel report to a specified location and wardens can account for personnel. Diagrams are posted on each floor of each facility. It is important that personnel report their designated EAP as promptly as possible in the event of building evacuation and remain at the assembly point until instructed to do otherwise.

The primary and secondary Evacuation Assembly Points (EAPs) for building 29 are:

Primary: The grassy area south of Building 29 across NE 74th Street

Secondary: Northwest side of Building 29 on the large parking pad.

All suite occupants within Bldg 29 will assemble at the primary EAP following a building evacuation. If the Evacuation Director/Wardens finds the primary EAP unsuitable, then evacuees will be moved to the secondary EAP. Basement level of Bldg 29 is located on the ground level and has direct access to the outside without stairs. Building 29 has only four levels.
1. **Evacuation Assembly Points (outside building)**

The Evacuation Assembly Point(s) should be an open area away from the building and out of the way of responding emergency personnel. Establish primary EAPs and secondary EAPs in case the primary cannot be occupied during or after an evacuation. A separate EAP may be necessary for earthquake evacuation. Occupants meet after evacuation so that they may be accounted for or lend assistance as needed. There may be more than one assembly point depending on the size of the building and the location of the exits.

2. **Areas of Safe Refuge (inside building)**

The basement, first and second floors have direct access to the outside.

Third floor must go down stairs.

**The primary and secondary Evacuation Assembly Points (EAPs) for building 5 –A,B,C and D are:**

**Primary:**

Bldg 5-A&B Directly East and across 65th AVE NE to parking are and North of Bldg 5-A across the street to parking area.

Bldg 5-C&D, Directly East and across 65th AVE NE behind mail boxes

Bldg 5 School of Art secondary Evacuation route is West across the sky-bridge and onto the West side parking lot.

**Areas of Safe Refuge (inside building)**

The first floors of Bldg 5 have direct access to the outside of the building.
Appendix D
Emergency Evacuation for Persons with Disabilities

General

This appendix provides a general guideline of evacuation procedures for persons whose disabilities could make exiting difficult during building evacuations. 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. They should:

• Be familiar with evacuation options.

• Seek evacuation assistants who are willing to assist in case of an emergency.

• Ask supervisors, instructors, Disability Resources for Students, Disability Services Office, or Environmental Health & Safety about evacuation plans for buildings.

Most Sand Point buildings have accessible exits at the ground level floor that can be used during an emergency. 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 Directors and Evacuation Wardens need to pre-identify staff, faculty, and students with disabilities and their locations. Determine their evacuation options, identify Areas of Refuge, coordinate obtaining an Assisted Evacuation Device (as needed – see below), and determine how they will evacuate from the building.

Individuals are also encouraged to sign up for UW Alerts on the UWEM website. UW Alerts will broadcast information electronically during crises or emergencies that may disrupt routine UW campus operations.

Evacuation Options

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

• **Horizontal** evacuation: Use building exits to the outside ground level or go into unaffected wings of multi-building complexes.

• **Stairway** evacuation: Use steps to reach ground level exits from the building.
• **Stay in Place:** Unless danger is imminent, remain 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 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 jamb 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, move 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 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, Building and Fire Safety Office at (206) 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 GVA Kidder Mathews.

• **Assisted Evacuation Device.** In the event of a major earthquake or other campus-wide event that would prevent first responders from responding quickly, an assisted evacuation device such as a chair, can be used by trained personnel to evacuate mobility disabled persons.

**Disability Guidelines**

Prior planning and practicing of emergency evacuation routes are important in assuring a safe evacuation. In addition, helpers and others who may assist those with disabilities are
reminded to always ask someone with a disability how you can help before attempting any rescue technique or giving assistance. Ask how he or she can best be assisted or moved.

**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 GVA Kidder Mathews the location of the person with a disability. If the person with a disability is alone, he/she should phone emergency services at 911 with their present location and the area of refuge they are headed to.

If a 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.

Evacuation devices such as evacuation chairs may be used when first responders are unavailable. This could occur following a campus-wide emergency such as an earthquake or weapons of mass destruction (WMD) event. The following requirements must be met when using evacuation devices:

- Contact EH&S at 543-0465 to identify an appropriate device and determine where to store or place the device. In general, this will apply to departments with a mobility impaired employee whose primary work location is above the ground floor.
- Assign a primary and secondary user of the evacuation device.
- Each user must be a trained Evacuation Warden who has attended the Evacuation Warden training class offered by EH&S.
- Train each user on the proper operation and use of the evacuation device. Coordinate this training with the EH&S Building and Fire Safety Office (543-0465).
- Update and document this training annually.
- Install the evacuation device in a location where it cannot impede egress of others from the building.
- The device will be used only by the assigned users and only when first responders are unavailable to assist a mobility impaired person to evacuate.
• Evacuation devices will be available for use by specially trained Evacuation Wardens only.
• Update the building’s Emergency Evacuation and Operations Plan by describing the standard operating procedures for the evacuation device.

**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.

**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.

**Speech Impaired**
People with speech impairments can hear standard alarms and voice announcements, and they can see visual indicators that warn of danger and the need to evacuate. Therefore, no special accommodations or additional planning is needed for speech impaired persons.

**Cognitively Impaired**
People with cognitive impairments can hear standard alarms and see visual indicators of the need to evacuate. However, the ability to recognize, understand, and respond appropriately to fire alarms and other emergency notification systems, as well as the ability to locate exits in an emergency should be evaluated. Plans for assistance may need to be developed by the department.
### PERSONAL INFORMATION

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<tr>
<th>Name</th>
<th>Location</th>
<th>Address</th>
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<tr>
<td>Supervisor Name</td>
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<td>Cell Phone</td>
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<td>Emergency Contact Name</td>
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<td>Alt. Phone</td>
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### TYPE OF DISABILITY

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<th>Mobility – non-wheelchair</th>
<th>Communication/Speech Limitation</th>
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<tr>
<td>Mobility – Electric Wheelchair user</td>
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<td>Mobility – Manual Wheelchair user</td>
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<td>Deaf/Hard of Hearing – sign language</td>
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<td>Service Animal User</td>
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Limitations and information emergency personnel should be aware of (including medication) 

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**EVACUATION PLAN** (make one for each building that you occupy)

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<thead>
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<th>Building Name</th>
<th>Time of Day Generally in Building</th>
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Date Plan Completed (mm/dd/yyyy)

Effective Dates

From (mm/dd/yyyy) Through (mm/dd/yyyy)

**Key Personnel to Contact for Assistance in Developing Your Evacuation Plan**

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**Designated Buddies**

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<td>Buddy #2 Name</td>
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Evacuation Plan (Describe plan for evacuation. If applicable, include location for Stay in Place or Area of Refuge)  

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<th>Secondary Evacuation Route (if primary route becomes inaccessible during emergency):</th>
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<th>Assistance Instructions (Such as medical, equipment, communication and carry instructions):</th>
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Appendix E

Procedures for Planning and Scheduling Evacuation Drills

A. PREPARATION
   1. Meet with Evacuation Director and Evacuation 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 with the plan.
      d. Establish a date and time for drill that is convenient but assures appropriate participation.

   2. Notification and Technical Assistance
      a. GVA Kidder Mathews and the fire department will conduct the drill and reset the alarm after the drill.
      b. For assistance in conducting and evaluating the drill, notify EH&S Building and Fire Safety Office at least one week in advance at (206) 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 (Evacuation Director and Evacuation Wardens).
      b. GVA Kidder Mathews - to activate the alarm system.
      c. EH&S Building and Fire Safety Office or other third party observer (optional).
Appendix F

Procedures for Conducting, Evaluating and Recording Evacuation Drills

A. CONDUCTING THE EVACUATION 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 tenants, staff, students, and visitors, University buildings must conduct a fire drill that will include the participation of all the building occupants.

   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 GVA Kidder Mathews personnel. 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 Section H and Appendix C).
      d. Evacuation Wardens must report to their area of responsibility.

B. EVALUATING THE DRILL
   The following should be verified by the Evacuation Wardens and Evacuation Director:
   - Evacuation Wardens responded to assigned floor or area and performed assigned duties.
   - Staff could hear clearly and respond to the alarm and any additional instructions.
   - Evacuation Wardens accounted for missing occupants, guided occupants to safety, completed floor checks and reported to the Evacuation 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 evacuation assembly point where applicable.
   - Occupants who exited did not reenter prematurely.

C. RECORDING THE DRILL
   - The Evacuation Director will summarize evaluation comments and initiate appropriate follow-up for items that need improvement.
   - The Evacuation Director will complete and distribute the Fire Drill Report Form (attached).
Appendix G

Assembly Occupancies Procedures
For
Conducting, Evaluating and Recording Evacuation Drills

A. CONDUCTING THE FIRE DRILL

1. Participation

Section 405.2 of the Seattle Fire Code requires employees (event staff) of public assemblies with occupancy of 50 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:

a. Every quarter, the building Evacuation Director, 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,

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. Staff, ushers, and stagehands should promptly assist patrons and players from the facility in a safe and orderly fashion.

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 evacuation 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.

h. Account for personnel as practical and identify a single location for patrons who have become separated from their parties to reunite.

B. EVALUATING 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?
- Were 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 Evacuation Director will complete and distribute the Fire Drill Report Form (Appendix H), record performance using evaluation questions above and on the form, and initiate appropriate follow-up for items which need improvement.
Appendix H
Fire Drill Report Form

Use the UoW 1213 form. A hard copy is available from the EH&S Building and Fire Safety Office at (206) 543-0465.

An electronic copy of the UoW 1213 form is available at the EH&S website:

http://www.ehs.washington.edu/forms/fso/firedrillreport.pdf
## Appendix I
**Evacuation Warden Headcount Checklist**

Building 5 and 29 EAP Site: ____________________ Evacuation Warden Name: Kelly Chapman _________ Date: ____________________________

<table>
<thead>
<tr>
<th>NAME OF EMPLOYEE/VISITOR</th>
<th>PRESENT</th>
<th>ABSENT</th>
<th>IN FIELD</th>
<th>INJURED</th>
<th>MISSING</th>
<th>LAST KNOWN LOCATION</th>
<th>EMERGENCY ASSIGNMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Building</strong></td>
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<td>Name:</td>
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</tr>
</tbody>
</table>

**Checklist 1: Evacuation Warden Headcount Checklist**
Appendix J

About the UW Emergency Response Management Plan (ERMP)

In June of 2005, the University of Washington published a revised comprehensive ERMP for campus operation during large scale or campus-wide emergencies. Copies of the ERMP are available at the Emergency Management website (www.washington.edu/emergency/ep). The following is a summary of the ERMP.

Introduction

The ERMP provides guidelines for the management of the immediate actions and operations required to respond to an emergency or disaster. The overall priorities of the University during a disaster are the protection of lives, live assets, valuable research processes, property, the community, and the environment. The overall objective is to respond to emergency conditions and manage the process of restoring University academic and research programs and services. This plan represents the Campus Emergency Management Plan, which encompasses the facilities, services and the administration of the UW Seattle campus.

Purpose of the Plan

This plan provides the management structure, key responsibilities, emergency assignments, and general procedures to follow during and immediately after an emergency. The University has established this plan to address the immediate requirements for a major disaster or emergency in which normal operations are interrupted and special measures must be taken to:

- Save and protect the lives of students, patients, employees, and the public.
- Manage immediate communications and information regarding emergency response operations and campus safety.
- Provide essential services and operations.
- Provide and analyze information to support decision-making and action plans.
- Manage University resources effectively in the emergency response.
- Ensure University-wide compliance with federal National Incident Management principles and requirements.

This plan does not supersede or replace the procedures for safety, hazardous materials response, or other procedures that are already in place at the University. It supplements those procedures with a temporary crisis management structure, which provides for the
The immediate focus of management on response operations and the early transition to recovery operations.

It is important to point out that this ERMP 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 ERMP.
Appendix L
University of Washington

EMERGENCY EVACUATION AND PLANNING CHECKLIST

Instructions

This emergency evacuation and planning checklist is provided by EH&S for Evacuation Directors and Evacuation Wardens to assess the readiness of their buildings for emergency evacuations. This checklist focuses on practices and procedures as outlined in the model EEOP. It is recommended that Evacuation Directors complete this checklist annually.

This checklist is composed of Part I and Part II. Part I contains a list of questions only. Part II contains the same list of questions, but also includes references and links to resources to assist Evacuation Directors and Wardens identify the necessary corrective actions to comply with EEOP procedures.

The procedures for completing this form are as follows:

1. The Evacuation Director should complete this checklist with assistance from Evacuation Wardens as needed.
2. Maintain a copy of the completed checklist with the building EEOP.
3. Share the completed form with the Evacuation Wardens and other stakeholders in the building for emergency evacuations.
4. Correct each identified deficiency as soon as possible and document corrections on the original form.
5. If you need assistance correcting conditions identified in the checklist, or have any questions or concerns about fire and life safety, whether they pertain to this inspection or not, contact the Building and Fire Safety Office of Environment Health & Safety at (206) 543-0465.

This form was designed to help ensure compliance with Seattle Fire Department, International Fire Code, WISHA, and other codes and regulations. This form is not a comprehensive checklist otherwise available from EH&S and should not be considered a substitute for a comprehensive survey or audit of regulatory requirements and code.
# UNIVERSITY OF WASHINGTON

## EMERGENCY EVACUATION AND PLANNING CHECKLIST (Part I)

Building: Building #, Ste. #________________________ Date: __________________________

Evacuation Director: Rick Pierce  
Evacuation Warden:  
Director Phone/E-mail: 206-616-3829/sppm@u.washington.edu Warden Phone/E-mail: ___________

Please check the boxes indicating Yes (satisfactory), No (See Part II for Corrective Actions and Web Links for additional information), or N/A (not applicable).

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Do you have an up-to-date written Departmental Health and Safety Plan? Do your employees know about this plan, where to find it, and how to use it?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>2. Do you have an up-to-date written Emergency Evacuation and Operations Plan (EEOP)?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>3. Have the Evacuation Director and Evacuation Wardens attended UW emergency evacuation training?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>4. Are fire and emergency evacuation drills done on a regular basis to keep employees, faculty, and staff aware of EEOP and emergency procedures?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>5. Are new, temporary, and student employees informed about emergency procedures in the EEOP during the new employee safety orientation?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>6. Are Evacuation Wardens familiar with the EEOP and building specific information such as escape routes, assembly points, areas of safe refuge for persons with disabilities, and how the alarm system responds?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>7. Are Evacuation Wardens familiar with procedures in various types of emergencies: earthquake, fire, chemical release, bomb threat?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>8. Do Evacuation Wardens and people in their areas of responsibility know the location of primary and secondary Evacuation Assembly Point(s)?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>9. Do Evacuation Wardens know the locations and types of fire extinguishers in the building?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>10. Are there adequate disaster supply kits and first aid kits in the building? Are Evacuation Wardens familiar with their location?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>11. Are chemical spill kits available for each lab, shop or clinical area that contains chemicals or chemical products?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>12. Do Evacuation Wardens follow an established procedure to conduct a head count of evacuated building personnel at the EAP?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td></td>
<td>Do Evacuation Wardens know the procedures to account for persons with disabilities, visitors, and people unfamiliar with the building?</td>
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<td>---</td>
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<tr>
<td>13</td>
<td>□ Yes □ No □ N/A</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Do Evacuation Wardens know the location of employees in the building who have basic emergency skills (first aid, CPR, CERT)?</th>
</tr>
</thead>
<tbody>
<tr>
<td>14</td>
<td>□ Yes □ No □ N/A</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Do Evacuation Wardens know the proper procedures for re-entering a building after different types of evacuations?</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>□ Yes □ No □ N/A</td>
</tr>
</tbody>
</table>

Checklist 2: Emergency Evacuation and Planning Checklist Pt I

Date: __________________________

Signature of Evacuation Warden: __________________________
# EMERGENCY EVACUATION AND PLANNING CHECKLIST (Part II)

## References and Links to Resources

<table>
<thead>
<tr>
<th>Written Policies and Procedures</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1.</strong> Do you have an up-to-date written Departmental Health and Safety Plan? Do your employees know about this plan, where to find it, and how to use it?</td>
</tr>
<tr>
<td><strong>Corrective Action:</strong> Develop a written Departmental Health and Safety Plan using the Sample Health and Safety Plan available from the EH&amp;S website.</td>
</tr>
<tr>
<td><strong>Online:</strong> <a href="http://www.ehs.washington.edu/ohshsplans/index.shtm">http://www.ehs.washington.edu/ohshsplans/index.shtm</a></td>
</tr>
<tr>
<td><strong>Completion Date:</strong></td>
</tr>
</tbody>
</table>

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</thead>
<tbody>
<tr>
<td><strong>2.</strong> Do you have an up-to-date written Emergency Evacuation and Operations Plan (EEOP)?</td>
</tr>
<tr>
<td><strong>Corrective Action:</strong> Develop a written EEOP for your building using the sample model plan for low-rise buildings at the EH&amp;S website.</td>
</tr>
<tr>
<td><strong>Online:</strong> <a href="http://www.ehs.washington.edu/fsoemerprep/modevacplans.shtm">http://www.ehs.washington.edu/fsoemerprep/modevacplans.shtm</a></td>
</tr>
<tr>
<td><strong>Completion Date:</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employee and Visitor Training</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>3.</strong> Have the Evacuation Director and Evacuation Wardens attended UW emergency evacuation training?</td>
</tr>
<tr>
<td><strong>Corrective Action:</strong> Register Evacuation Directors and Evacuation Wardens to attend the <em>Floor Warden/Building Evacuation Training</em> course offered by EH&amp;S. Additional training, such as first aid/CPR certification and earthquake/disaster preparedness should occur as needed.</td>
</tr>
<tr>
<td><strong>Online:</strong> <a href="http://www.ehs.washington.edu/psotrain/corsdesc.shtm">http://www.ehs.washington.edu/psotrain/corsdesc.shtm</a></td>
</tr>
<tr>
<td><strong>Completion Date:</strong></td>
</tr>
</tbody>
</table>

<p>| |</p>
<table>
<thead>
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</thead>
<tbody>
<tr>
<td><strong>4.</strong> Are fire and emergency evacuation drills done on a regular basis to keep employee, faculty, and staff aware of EEOP and emergency procedures?</td>
</tr>
<tr>
<td><strong>Corrective Action:</strong> Conduct annual fire and evacuation drills in general office and classroom buildings, and quarterly in healthcare facilities following the fire drill requirements at EH&amp;S website. Use the Fire Drill Report form at the EH&amp;S website to document the effectiveness of the drill.</td>
</tr>
</tbody>
</table>
| **Online:** [http://www.ehs.washington.edu/fsoemerprep/fireexitrequirements.shtm](http://www.ehs.washington.edu/fsoemerprep/fireexitrequirements.shtm)  
| **Completion Date:** |
5. Are new, temporary, and student employees informed about emergency procedures in the EEOP during the new employee safety orientation?

**Corrective Action:** During new employee safety orientation, inform employees, including temporary staff and student employees, about the emergency evacuation procedures contained in the EEOP.

**Online:** [http://www.ehs.washington.edu/forms/pso/NewEmployeeSafetyOrientation.pdf](http://www.ehs.washington.edu/forms/pso/NewEmployeeSafetyOrientation.pdf)

**Completion Date:**

<table>
<thead>
<tr>
<th>EVACUATION WARDEN RESPONSIBILITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>6. Are Evacuation Wardens familiar with the EEOP and building specific information such as escape routes, assembly points, areas of safe refuge for persons with disabilities, and how the alarm system responds?</td>
</tr>
<tr>
<td><strong>Corrective Action:</strong> Evacuation Wardens should review the building EEOP at least annually. Be familiar with the function and activities of building staff during many types of emergencies, escape routes, areas of safe refuge for persons with disabilities, and assembly points. Be familiar with how the fire alarm system responds when initiated.</td>
</tr>
<tr>
<td><strong>Online:</strong> <a href="http://www.ehs.washington.edu/fsoemerprep/evacwardduties.shtm">http://www.ehs.washington.edu/fsoemerprep/evacwardduties.shtm</a></td>
</tr>
<tr>
<td><strong>Completion Date:</strong></td>
</tr>
</tbody>
</table>

7. Are Evacuation Wardens familiar with procedures in various types of emergencies: earthquake, fire, chemical release, bomb threat?

**Corrective Action:** Evacuation Wardens must be familiar with emergency and evacuation procedures for various types of emergencies, including basic sheltering in place, and share this information with employees in their area of responsibility. Review relevant sections of EEOP and conduct periodic drills with each type of major emergency.

**Online:** [http://www.ehs.washington.edu/fsoemerprep/emergproc.shtm](http://www.ehs.washington.edu/fsoemerprep/emergproc.shtm)

**Completion Date:**

8. Do Evacuation Wardens and people in their areas of responsibility know the location of primary and secondary Evacuation Assembly Point(s)?

**Corrective Action:** Evacuation Wardens need to know the location of primary and secondary EAP(s) and share this information with employees in their area of responsibility.

**Online:** [http://www.ehs.washington.edu/fsoemerprep/evacinfo.shtm](http://www.ehs.washington.edu/fsoemerprep/evacinfo.shtm)

**Completion Date:**

<table>
<thead>
<tr>
<th>DISASTER SUPPLY/EMERGENCY KITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>9. Do Evacuation Wardens know the locations and types of fire extinguishers in the building?</td>
</tr>
<tr>
<td><strong>Corrective Action:</strong> Evacuation Wardens should familiarize themselves with the location and types of fire extinguishers in the building. Locate these on evacuation floor plans in the EEOP. Take EH&amp;S training class on fire extinguisher use as necessary.</td>
</tr>
<tr>
<td><strong>Online:</strong> <a href="http://www.ehs.washington.edu/fsofire/fireextinguishers.shtm">http://www.ehs.washington.edu/fsofire/fireextinguishers.shtm</a></td>
</tr>
<tr>
<td><strong>Completion Date:</strong></td>
</tr>
</tbody>
</table>
10. Are there adequate disaster supply kits and first aid kits in the building? Are Evacuation Wardens familiar with their location?

Corrective Action: Obtain disaster supplies sufficient for building occupants to use for at least five days. Obtain first aid kits and strategically place throughout the building. If an Automated External Defibrillator (AED) is located in the building, Evacuation Wardens should know their location.

Online: [http://www.ehs.washington.edu/ohshsplans/firstaidkit.shtm](http://www.ehs.washington.edu/ohshsplans/firstaidkit.shtm)

Completion Date:

11. Are chemical spill kits available for each lab, shop or clinical area that contains chemicals or chemical products?

Corrective Action: Obtain chemical spill kits if needed. Familiarize Evacuation Wardens with location of kits.

Online: [https://www.ehs.washington.edu/epo/spills/chemspills.shtm](https://www.ehs.washington.edu/epo/spills/chemspills.shtm)

Completion Date:

**EVACUATION PROCEDURES**

12. Do Evacuation Wardens follow an established procedure to conduct a head count of evacuated building personnel at the EAP?

Corrective Action: Train Evacuation Wardens to follow a set procedure for ensuring occupants have left their area and use a checklist of names at the EAP to account for the occupants in their area of responsibility. The Evacuation Director and emergency responders need to be notified immediately about any missing personnel.

Online: [http://www.ehs.washington.edu/fsoemerprep/evacwardduties.shtm](http://www.ehs.washington.edu/fsoemerprep/evacwardduties.shtm)

Completion Date:

13. Do Evacuation Wardens know the procedures to account for persons with disabilities, visitors, and people unfamiliar with the building?

Corrective Action: Establish written procedures for Evacuation Wardens to account for persons with disabilities, special needs individuals, and building visitors after evacuation. Develop evacuation options as outlined in Appendix D of the model EEOP and as described at the EH&S website indicated below.

Online: [http://www.ehs.washington.edu/fsoemerprep/assemblyoccevac.shtm](http://www.ehs.washington.edu/fsoemerprep/assemblyoccevac.shtm)

Completion Date:
14. Do Evacuation Wardens know the location of employees in the building who have basic emergency skills (first aid, CPR, CERT)?

**Corrective Action:** Maintain a list of employees who have first aid/CPR training and their locations in the building. If your building has a CERT team, know who is on the team and their location in the building.

**Online:** [http://www.ehs.washington.edu/fsoemerprep/index.shtm](http://www.ehs.washington.edu/fsoemerprep/index.shtm)

**Completion Date:**

<table>
<thead>
<tr>
<th>15. Do Evacuation Wardens know the procedures for re-entering a building after different types of evacuations?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Corrective Action:</strong> Familiarize Evacuation Directors and Evacuation Wardens with proper re-entry procedures. An evacuated building may be re-entered only after an &quot;ALL CLEAR&quot; determination is made by the Seattle Fire Department or the UW Police Department.</td>
</tr>
<tr>
<td><strong>Online:</strong> <a href="http://www.ehs.washington.edu/fsoemerprep/emergproc.shtm">http://www.ehs.washington.edu/fsoemerprep/emergproc.shtm</a></td>
</tr>
<tr>
<td><strong>Completion Date:</strong></td>
</tr>
</tbody>
</table>
Appendix M

Evacuation Director Post Earthquake Checklist

Following a Mild Earthquake (Gentle Rolling Motion)

After a mild earthquake (gentle rolling motion), the Evacuation Director may use the attached checklist as a guide to determine if a building should be (1) evacuated, and (2), if evacuated, if the building can be re-occupied without receiving an all-clear signal from the Seattle Fire Department and/or the campus ATC-20 teams.

At all times, the safety of building occupants is paramount. This checklist is primarily used for general guidance in decision-making. However, if Evacuation Directors observe ANY conditions in their building that they suspect are unsafe or that they are uncertain about, then the building should not be reoccupied until the SFD and/or GVA Kidder Mathews have given permission to re-enter the building. Always err on the side of safety. Be aware that strong aftershocks can occur as well, which should be considered before re-occupying a building.

EXCLUSIONS: After ANY seismic event, the buildings listed below in Sections A and B will ALWAYS be evacuated and await re-entry until permission to re-enter is given by Seattle Fire Department, GVA Kidder Mathews or earthquake inspection teams, and/or the EOC.

Evacuation Director Post Earthquake Checklist

Following a Mild Earthquake (Gentle Rolling Motion)

Complete this checklist following a mild earthquake. Evacuation Directors should use extreme caution and care when surveying their building. If the answer is YES for those items which list (EVACUATION), then evacuate the building (unless conditions outside the building are too hazardous for evacuation and assembly). Notify GVA Kidder Mathews at 206.616.3829 or after hours 206.623.8809 (or by runner if the telephone system is not working) to report the building evacuation and the reason(s) for the evacuation. The building will remain evacuated until ATC-20 structural assessment teams and/or Seattle Fire Department has cleared the building for re-entry.

If the evacuation director checks YES on one of the items on the checklist that does not list an (EVACUATION) notation, then the evacuation of the building is at the discretion of the Evacuation Director. Consider if the observed conditions represent a safety or health risk to workers, students, or visitors to the building. Also report any hazardous materials spills/leaks and utility line damage to 9-1-1 and GVA Kidder Mathews.

Whether the building is evacuated or re-entered, deliver a copy of this completed checklist to GVA Kidder Mathews and the EOC. Post a completed copy near the main entrance(s) for emergency response personnel to reference.
<table>
<thead>
<tr>
<th>Question</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is the power out? (EVACUATE)</td>
<td>☐</td>
<td>☐</td>
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<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Are there any damaged, leaking or ruptured utilities? (EVACUATE)</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
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<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Do you smell natural gas or hear a hissing noise from a gas leak? (EVACUATE)</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Are there any light fixtures that are hanging loose from the ceilings, fallen on the floor, or any exposed wires? (EVACUATE)</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Is there evidence of leaking or ruptured water lines, such as water leaking from ceilings, floors, or walls? (EVACUATE)</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Are there damaged steam pipes or radiators? Is there visible steam leaking from these sources? (EVACUATE)</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
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<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Are there exposed, damaged, frayed, or broken electrical cords, electrical wire/cable, or cable conduit? (EVACUATE)</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
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<td>☐</td>
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</tr>
<tr>
<td>Are there damaged sinks, toilets, piping or other plumbing (EVACUATE if water is leaking or running uncontrolled)?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>Is hot water heater(s) detached or leaking (EVACUATE if gas water heater)?</td>
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<tr>
<td>Are telephones and/or computer network out of order?</td>
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</table>

**MECHANICAL/ELECTRICAL EQUIPMENT**

<table>
<thead>
<tr>
<th>Question</th>
<th>1</th>
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</thead>
<tbody>
<tr>
<td>Is there damaged air handling equipment such as fans, fan motors, or ductwork? (EVACUATE)</td>
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<tr>
<td>Are there damaged electrical panels, circuit breakers, or leaking transformers?</td>
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</tbody>
</table>
13. Are elevator doors stuck in a closed or partially open position (EVACUATE)?
   13 □ Yes □ No □ N/A

14. Is the elevator stuck between floors? (EVACUATE)
   14 □ Yes □ No □ N/A

15. Have any appliances such as refrigerators and freezers toppled over?
   15 □ Yes □ No □ N/A

HAZARDOUS MATERIALS/CONDITIONS

16. Are there fires in the building too large to be contained by a trained and competent person with a fire extinguisher (larger than a wastebasket)? (EVACUATE)
   16 □ Yes □ No □ N/A

17. Have hazardous chemicals or other hazardous materials leaked or spilled, and is the spill larger than can be cleaned up with a chemical/biological spill kit by competent and trained personnel? (EVACUATE)
   17 □ Yes □ No □ N/A

18. Are there any damaged or leaking compressed gas cylinders, high pressure vessels, or storage tanks? (EVACUATE)
   18 □ Yes □ No □ N/A

19. Have numerous bookcases, filing cabinets, computer monitors, and other building furnishings toppled over? Are they blocking emergency exits? (EVACUATE)
   19 □ Yes □ No □ N/A

20. Is there damaged pipe insulation or fireproofing that are labeled or known to be asbestos-containing? (EVACUATE)
   20 □ Yes □ No □ N/A

WALLS, FLOORS, CEILINGS, WINDOWS

21. Are there uneven floors, buckled carpets, or broken tile/vinyl flooring? (EVACUATE)
   21 □ Yes □ No □ N/A

22. Do any walls, support columns, or beams appear bent, twisted, sagging or leaning? (EVACUATE)
   22 □ Yes □ No □ N/A

23. Are there severe cracks in the walls? (EVACUATE)
   23 □ Yes □ No □ N/A

24. Are there any doors or windows difficult to open or close? (EVACUATE)
   24 □ Yes □ No □ N/A

25. Is the suspended ceiling framework bent, twisted, or fallen? (EVACUATE)
   25 □ Yes □ No □ N/A
26. Is there damage to stairs, stairwells, or handrails? □ Yes □ No □ N/A

27. Are there displaced or fallen ceiling tiles? □ Yes □ No □ N/A

28. Are there damaged or broken windows and/or window frames? □ Yes □ No □ N/A

**BUILDING FAÇADE/OUTDOORS**

29. Are any outside building components (brick, mortar, stonework, chimneys) cracked or broken? Are there chunks of debris on the ground near the base of the building? *(Caution: avoid debris as EVAC occurs and while waiting for all clear).* □ Yes □ No □ N/A

30. Are there downed trees, power poles, and electrical wires outside the building? *(Caution: If evacuating building, avoid debris and wires as EVAC occurs and while waiting for all clear.)* □ Yes □ No □ N/A

Checklist 3: Evacuation Director Post Earthquake Checklist

*Deliver a copy of this completed checklist to either the Unit Response Center or the EOC. Post a completed copy near the main entrance(s) for emergency response personnel to reference.*
Appendix N
Acronym List

**ATC-20**
Applied Technology Council (Rapid Assessment Teams for Earthquakes)

**CERT**
Campus Emergency Response Team

**EAP**
Evacuation Assembly Point

**ECS**
Emergency Communication System

**EEOP**
Emergency Evacuation and Operations Plan

**EH&S**
Environmental Health and Safety Department

**EOC**
Emergency Operations Center

**ERMP**
Emergency Response Management Plan

**FOMS**
Facility Operations Maintenance Specialist

**HVAC**
Heating, Ventilation, and Air-Conditioning

**ICS**
Incident Command System

**MSDS**
Material Safety Data Sheet

**MyChem**
EH&S Online Chemical Inventory Management System

**OEM**
Office of Emergency Management

**SFD**
Seattle Fire Department

**SOP**
Standard Operating Procedure

**UW**
University of Washington

**UWPD**
University of Washington Police Department

**WAC**
Washington Administrative C