

Emergency Evacuation Operations Plan

JISAO – at NOAA Campuses in Seattle

2016

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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 staff training 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 All-Hazards Emergency Management Plan.

Scope

JISAO staff follow procedures and adhere to policies set and described by federal management on NOAA's campuses. University staff on NOAA campuses will also follow University procedures listed below, if applicable. The listed sections are excerpts from the UW emergency plan; they also pertain to JISAO staff on NOAA campuses.

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. **The UW All-Hazards Emergency Management Plan:** The EMP 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. The EMP includes procedures for communicating with the UW Emergency Operations Center as well as the management structure of the Incident Command System.
2. **Federal NOAA Emergency Response Plan:** This departmental plan has been coordinated as necessary with NOAA's federal emergency response plan for the main campus and the Montlake campus in Seattle.

Coordination with Departmental Health and Safety Plans

The EEOP reflects the university's emergency response procedures and programs and satisfies an element of the [JISAO @ NOAA Health and Safety Plan](#) required by the Department of Labor and Industries (WAC 296-24-567).

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

JISAO @ Wallace Hall Health & Safety Plan
<http://jisao.washington.edu/staff-portal/emergency>

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:** The NOAA campuses' telephone system will be used to the extent possible. In case of system failure or a power failure, campus phones will not function. JISAO personnel will serve as messengers if phone communication is not an option.
- 2. Fire Alarm System:** The building fire alarm systems of the NOAA campuses are continuously monitored for alarm. All alarms result in an automatic response by Seattle Fire Department, and NOAA Campus Facilities Services response team.

Employee Orientation

New employees must be informed of the EEOP as part of their new employee safety orientation. This initial plan and all significant revisions to the plan should be routed to all personnel. The faculty and staff should be reminded of the plan as necessary and encouraged to discuss the plan with their research groups, students, and visitors. To assure the safety of all building occupants, the Evacuation Director and Evacuation Wardens will work together to assure all departmental employees are aware of the plan, and that students and visitors are also oriented as indicated in Section 2.

Evacuation Drills

Evacuation drills will be scheduled, conducted, and recorded for the NOAA campuses by federal personnel/NOAA staff.

Table 1: University Emergency Resources and Contacts

Emergency Resource	Contact Information	Purpose & Responsibilities
UW Police Department (UWPD) Bryant Building 1117 NE Boat Street	Emergency Assistance: From a UW phone, Dial 9-1-1. Non-Emergency Assistance: 206-685-8973	UWPD maintains an Emergency Communications Center 24 hours a day, 7 days a week. Call UWPD for emergencies of any kind, including but not limited to fire, medical emergency, or hazardous material spills or release.
Environmental Health and Safety (EH&S) 201 Hall Health Center	Call 206-543-0462. After normal business hours, EH&S may be reached through the UWPD using the EH&S Duty Officer system.	EH&S maintains guidelines and provides training, consultation and support for building emergencies. EH&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), UWPD, and UW departments.
Facilities Services (FOMS & ATC-20)	Routine and emergency services (essential services)	Facilities Services maintains a 24 hours a day, 7 days a week response

are covered 24 hours a day) may be obtained by calling: 206-685-1411 or through UWPD.

unit called “FOMS” or “Unit 2.” The FOMS respond automatically to all fire alarms, and other emergencies to provide support for the UWPD and SFD. This support includes, but is not limited to, the operating/resetting of the fire alarm system; operating the heating, ventilation, and air-conditioning systems (HVAC); and the shutdown of steam, water, electrical, and other utilities. Also provides ATC-20 teams for rapid structural assessments of buildings following earthquakes.

<p>UW Office of Emergency Management (UWEM)</p>	<p>Call 206-897-8000 during normal business hours.</p>	<p>UWEM staff is available during normal business hours to provide general disaster planning guidance and training resources to faculty and staff. UWEM maintains and coordinates all EOC activities and campus-wide disaster drills and recovery efforts.</p>
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UW Emergency Operations Center (EOC)

The primary EOC is located in UW Tower, 4333 Brooklyn Ave NE, Room C-140. The secondary EOC location is Poplar Hall, Rooms 105 & 106

For a major local or regional emergency, the UW President or his/her designee may request activation of the University’s Emergency Operations Center (EOC). EOC staff will decide on the use of available resources and communicate with outside agencies and authorities. Information on missing persons, building emergencies, first aid, and other needs during a large-scale emergency must be provided to the EOC by using campus telephone systems, computer, (See Emergency Communications in Section 1) or by runner if the telephone systems fail.

<p>KOMO 1000 AM</p>	<p>On the radio at AM 1000 and/or call UW 206-897-4636</p>	<p>The Official Area Broadcast Station in case of major disaster or University “suspended operations.” Tune into this station for information.</p>
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Report all emergencies to the NOAA Campus Security immediately.

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 employees, faculty, staff, and students, need to be aware of their roles and responsibilities in case of an emergency. This section outlines specific responsibilities for employees, faculty, and staff, as well as the Evacuation Director and Evacuation Wardens.

Responsibilities of UW Departments and 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. Orienting students with a brief overview of emergency evacuation procedures on the first day of class to assure that:
 - They are aware that evacuation is required when the alarm system is activated.
 - They know where the nearest exits are located (see Appendix K, and building plans in Appendix C).
4. Informing and assisting visitors unfamiliar with building procedures as appropriate prior to and during an emergency evacuation

Important Phone Numbers and Contact Information

Find the names and numbers of the floor wardens for the NOAA campuses in the evacuation plans which are listed on bulletin boards and internal websites following the federal guidelines.

Section 3

Specific Emergency Procedures

Procedure 1: Fire Emergencies and Building Fire Alarms

Procedures for Occupants

- When an alarm sounds on your floor or area, begin immediate evacuation following your floor plan (see Appendix C). Close doors behind you.
- 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.
- 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.
- If you are on fire, STOP – DROP – ROLL. If another person is on fire, yell “STOP – DROP –ROLL.”
- Evacuate via the nearest stairwell or grade level exit. Do not block exit doors or wedge them in an open position. The doors must remain closed to keep smoke out and maintain safety for evacuation and fire personnel. Leaving doors open makes the stairwells dangerous and unusable. Persons with physical disabilities have several options (see Appendix D).
- 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 an Evacuation Warden so that he or she can accurately track which occupants were able to evacuate. Evacuation Wardens will report to the Evacuation Director.
- If you are trapped by smoke, stay low, cover your mouth with a 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 the cracks around the door, phone 9-1-1 if possible.

Procedure 2: Earthquakes

During All Earthquakes

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.
- 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.

Outside a Building

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

After a Major Earthquake

Evacuation Wardens shall:

- 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.
- 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.
- Turn off ignition and heat sources if properly trained and it is safe to do so.
- 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 may be used in the event of a major earthquake and/or if the EOC is activated (Emergency Level 2 or 3 – refer to EMP). See Appendix O for a map of mass assembly areas on UW Seattle Campus.
- Do not reenter until the building has been declared safe by trained emergency personnel (Seattle Fire Department or the ATC-20 assessment teams).
- Use the telephone system only for urgent matters. Call or send a runner to the Emergency Operations Center or Unit Response Center to notify them of any needed assistance and emergencies that may exist. Use handheld radios or Ham radio services if telephone services are not available.
- Expect Aftershocks.
- Evacuation Wardens who are also CERT team members must fulfill their evacuation warden duties first before joining the CERT team response.

After a Minor Earthquake

- Restore calm.
- Examine your area for damage. Evacuation Directors may use the 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
- Evacuate the building if damage is found or the power is out. Report evacuation to UWPD or SFD. Do not reenter until the building has been declared safe by trained emergency personnel.
- 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).
- Laboratories: Check for chemical spills. For small isolated spills, use spill cleanup procedures as outlined in “Laboratory Standard Operating Procedures”. If the 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 3: Hazardous Material Spills

If the chemical spill endangers other people outside your workspace or might cause a fire, pull the nearest fire alarm to initiate evacuation and call the local fire department. Call 911 as soon as you are safe to let emergency personnel know what happened. Stay available to help emergency personnel.

If the spill caused serious injury or exposure, call 911 from any phone or location (except call 3000 at Harborview Medical Center.) For chemical exposure, use the eye wash or safety shower for 15 minutes, removing all clothing that is contaminated with the chemical.

If you have been exposed to a spill and are not sure whether or not you should seek medical attention, you should request an exposure assessment. Call the Employee Hall Health Clinic at 206-685-1026. If you are at Harborview Medical Center, call 206-744-3081.

The UW Police will notify the Seattle Fire Department who will respond to stabilize and contain the chemical spill, often leaving behind hazardous waste and contaminated equipment. If the hazardous waste is not properly cleaned up and packaged by the Seattle Fire Department, do not reoccupy the area. Contact Environmental Health & Safety at (206) 685-5835 for assistance.

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 4: Bomb Threats

Threat Recipients

- University personnel receiving telephoned threats should attempt to get the exact location where the bomb has been planted, or is going to be planted.
- Attempt to get as much information as possible about the caller, for example, male or female, accent, etc. (use the Bomb Threat Checklist).
- Listen for any background noise that may indicate the location of the caller.
- 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 University Police Department at 9-1-1 (TDD 206-543-3323), from a hardline telephone.
- Bomb threats received through the mail or by other means are also to be reported immediately to the UWPD.

Checklist 4: Bomb Threat Checklist

Questions to Ask Caller

When will the bomb explode? _____

Where is the bomb? _____

What does it look like? _____

What kind of bomb is it? _____

What will cause it to explode? _____

Did you place the bomb? _____

Why? _____

What is your name? _____

Where are you calling from? _____

What is your address? _____

Exact Words of Caller:

Describe the Caller's Voice (Circle all that apply)

- | | | | | |
|----------|-----------|---------|---------|---------|
| Male | Female | | | |
| Calm | Disguised | Nasal | Angry | Broken |
| Stutter | Slow | Sincere | Lisp | Rapid |
| Giggling | Deep | Crying | Squeaky | Excited |
| Stressed | Accent | Loud | Slurred | Normal |

Additional Information

Was the caller male or female? _____

If the voice is familiar, whom did it sound like? _____

Were there any background noises? _____

Information Summary of a Telephoned Threat	
Exact time of call:	
Date received:	
Phone number received at:	
Person who received the call:	<i>(Insert full name and contact information)</i>

Report all bomb threats immediately to UWPD at 911 or (206) 543-9331

Procedure 5: 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 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

Reference: US Postal Service Poster – <http://about.usps.com/posters/pos84.pdf>

If you find a suspicious package or 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
2. **A radiological threat**
 - Limit exposure – do not handle
 - Evacuate area
 - Shield yourself from object
 - Call 9-1-1 from a safe location
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

If the letter or package has already been opened and a powder or other substance has spilled from the it, **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 6: Anthrax Threat

Background

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.

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.

In the event of a suspected anthrax attack, follow the instructions below.

Instructions

1. Follow Procedure 5 for suspicious letters and packages

- DO NOT open the package
- Call 9-1-1 to request police and fire
- If a powder or other substance spills out of the letter/package, **DO NOT CLEAN IT UP**
- Evacuate the immediate area, and keep others away
- Immediately wash your hands with soap and water
- Ensure that all persons who have handled the letter or package wash their hands
- Wait for the police and fire personnel to arrive
- 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

2. Police and fire personnel will:

- Secure the area and the suspicious letter or package
- Assess and determine whether a credible threat exists
- Contact appropriate public health and other response officials
- Decontaminate people and their clothing as appropriate

3. Persons with probable or known exposure:

- Will be directed to seek immediate medical attention
- Will be monitored by local public health to ensure appropriate treatment and follow-up

4. People without known exposure:

- Should be assured that infection without known exposure is rare
- Should seek medical care for further concerns following the incident
- Should understand that there are not routine screening tests available to detect Anthrax infection in persons without known exposure to Anthrax spores

5. After the Spill of a Powder or Other Substances

- 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.
- If police and fire personnel deem that there is no credible threat:
 - Clean up should be performed by following established protocols for cleaning spills
 - Facilities without protocol should use a 1:10 solution of household bleach in water
 - Powders should be wetted before disturbing them during clean-up

Procedure 7: Medical Emergencies

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.

EH&S recommends First Aid/CPR training for a handful of building volunteers to assist with medical emergencies associated with building evacuation and emergencies.

In the Event of a Medical Emergency

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.**

Procedure 8: Civil Demonstrations

1. The Use of University Facilities (UUF) division may be notified of an upcoming campus demonstration. In turn, the UWPD Special Operations Lieutenant will then be notified via e-mail or at (206-685-2550). Advanced planning of a campus demonstration can minimize disruption to normal campus activities. Should you find that a demonstration is causing a disruption to classes or businesses on our campus, contact the UWPD at 9-1-1 or the Special Operations Lieutenant at 206-685-2550.
2. In the unlikely event that a demonstration becomes destructive, get away from the area of potential harm and call 9-1-1. Have the building coordinator lock the main entrance. This will admit only persons with proper authorization to enter by swiping an employee access card.

Appendix A

Responsible Individuals and First Aid Resources

Evacuation Director and Alternates

Evacuation Director	Alternate Evacuation Director
Mary Smith Assistant Director, Finance & Administration Wallace Hall, 1st floor, Rm 132 (206) 543-5216 mchsmith@uw.edu	Collen Marquist Administrative Specialist Wallace Hall, 1st floor (206) 685-6548 marquist@uw.edu

Evacuation Wardens and Alternates

Find the names and numbers of the floor wardens for the NOAA campuses in the evacuation plans which are listed on bulletin boards and internal websites following the federal guidelines.

UW First Aid Plan Guidelines

University of Washington First-Aid Plan Guidelines

The UW First Aid Plan does not apply to the NOAA Campuses. Please look up the federal First Aid Plan as posted on bulletin boards and internal websites following the federal guidelines.

Appendix B

Building Evacuation Plan

Evacuation Assembly Points

The Evacuation Assembly Point (EAP) should be an open area away from the building and out of the way of responding emergency personnel. Establish primary 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. Some EAPs may be unsuitable for assembly following an earthquake event.

The primary and secondary Evacuation Assembly Points (EAPs) for the buildings on the NOAA campuses are listed on bulletin boards and internal websites following the federal guidelines.

Building occupants will assemble at the primary EAP following a building evacuation. If the Evacuation Director finds the primary EAP unsuitable, then evacuees will be moved to the secondary EAP. Areas of Safe Refuge should be established inside the building for persons with disabilities or for buildings with more than four levels. Indicate each floor's designated EAPs and Areas of Safe Refuge on each emergency evacuation floor plan.

Note: Evacuation drills are necessary to refine the evacuation procedure.

Areas of Safe Refuge

Occupants should have an Area of Safe Refuge (inside the building) four floors below their floor of origin if the building is designed for partial evacuation (i.e., only fire floor and floor above alarm).

Establish areas of safe refuge for persons with disabilities. Maintain a list of these locations that will be used by persons with disabilities, a system to account for persons with disabilities, and means to communicate with persons taking refuge in these areas. See Appendix D for further information.

Evacuation Plans

Evacuation plans for the buildings on the NOAA campuses are listed on bulletin boards and internal websites following the federal guidelines.

. Occupants should go to the nearest exit when the alarm sounds. If access to the nearest exit is obstructed, an alternate exit should be taken.

Appendix C

Emergency Evacuation for Persons with Disabilities

Background

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.

Points of Emphasis

- 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.

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 for Persons with Disabilities

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.
- **Area of Refuge:** With an evacuation assistant, move to an area of refuge away from obvious danger. The evacuation assistant(s) 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.
- **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 UWPD 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 (Fire & EMS). 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 206-616-5519 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 EH&S Building and Fire Safety (206-616-5519).
- 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.

Evacuation Plan for Persons with Disabilities

Personal Information							
Name	Location			Phone			
Supervisor name	Phone			Cell Phone			
Emergency contact name	Phone			Alt. Phone			
Type of Disability							
Mobility	<input type="checkbox"/>			Blind	<input type="checkbox"/>		
Deaf/hard of hearing	<input type="checkbox"/>						
Service animal user	<input type="checkbox"/>			Other: <i>Describe Here</i>	<input type="checkbox"/>		
Limitations and information emergency personnel should be aware of (including medication)							
Evacuation Plan (make one for each building that you occupy)							
Building name	Time of day generally in building						
Days generally in building	Sun <input type="checkbox"/>	Mon <input type="checkbox"/>	Tue <input type="checkbox"/>	Wed <input type="checkbox"/>	Thu <input type="checkbox"/>	Fri <input type="checkbox"/>	Sat <input type="checkbox"/>
Date completed: (mm/dd/yyyy)							
Effective dates:							

Key Personnel to Contact for Assistance in Developing Your Evacuation Plan		
Name	Title	Phone
Designated Buddies		
Buddy #1 Name:	Address/Office:	Phone:
Buddy #2 Name:	Address/Office:	Phone:
Evacuation Plan (Describe plan for evacuation. Include location for Stay in Place or Area of Refuge):		
Primary Evacuation Route (include Evacuation Assembly Point):		
Secondary Evacuation Route (if primary route becomes inaccessible during emergency):		
Assistance Instructions (Such as medical, equipment, communication and carry instructions):		

Appendix D

Procedures for Planning and Scheduling Evacuation Drills

Evacuation drills will be executed following the federal regulations. All staff on NOAA campuses must follow NOAA procedures in case of an evacuation.

Appendix E

Evacuation Warden Headcount Checklist For JISAO Staff on NOAA Campuses

Bldg.	Name	Email	Telephone	Room	here	absent	in field	injured	missing	last known location	emergency assignment
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Building Name: Sandpoint Bldg 1 **Assembly Point:** **Parking Lot:**
Evacuation Warden: **Time and Date:**

1	Kamb, Linus	linus.kamb@noaa.gov	526-4356	PMEL/Tsunami West							
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Building Name: Sandpoint Bldg 3 **Assembly Point:** **Parking Lot:**
Evacuation Warden: **Time and Date:**

3	Anderson, Steven	steven.anderson@noaa.gov	526-6174	PMEL/1082							
3	Arcas, Diego	diego.arcas@noaa.gov	526-6216	PMEL/2078							
3	Baker, Edward	edward.baker@noaa.gov	526-6251	PMEL/1057							
3	Bell, Shaun	shaun.bell@noaa.gov	526-6556	PMEL/2088-A							
3	Berk, Patrick	patrick.berk@noaa.gov	526-6742	PMEL/1105							
3	Bond, Nicholas	Nicholas.Bond@noaa.gov	526-6459	PMEL/2074							
3	Brown, Sonya	sonya.brown@noaa.gov	526-4633	PMEL/1092							
3	Buck, Nathaniel	Nathan.Buck@noaa.gov	526-6778	PMEL/1043							
3	Butterfield, David	David.A.Butterfield@noaa.gov	526-6722	PMEL/1045							
3	Carter, Brendan	brendan.carter@noaa.gov	526-6885	PMEL/1040							
3	Cheng, Wei	wei.cheng@noaa.gov	526-4581	PMEL/2082							
3	Chiodi, Andrew	Andy.Chiodi@noaa.gov	526-6758	PMEL/1060							
3	Collins, Andrew	ac6878@uw.edu		PMEL/							
3	Denbo, Donald	Donald.W.Denbo@noaa.gov	526-4487	PMEL/1069							
3	Dietrich, Colin	colin.dietrich@noaa.gov	526-6195	PMEL/1066							
3	Dougherty, Daniel	Daniel.M.Dougherty@noaa.gov	526-6844	PMEL/1090							
3	Fey, Curran	Curran.Fey@noaa.gov	526-4808	PMEL/1092							
3	Gamble, Dale	dale.gamble@noaa.gov	526-6757	PMEL/2059							
3	Gica, Edison	Edison.Gica@noaa.gov	526-6441	PMEL/2089							
3	Hamilton, Drew	Drew.C.Hamilton@noaa.gov	526-4156	PMEL/1077							
3	Hanein, Adi	ahanein@uw.edu	526-6810	PMEL/2113							
3	Hankin, Steven	steven.c.hankin@noaa.gov	364-9663	PMEL/1097							
3	Hermann, Albert	Albert.J.Hermann@noaa.gov	526-6495	PMEL/2071							
3	Herndon, Julian	julian.herndon@noaa.gov	526-6256	PMEL/1063							
3	Higley, William	william.higley@noaa.gov	526-4631	PMEL/1082							
3	Johnson, Devin	devin.m.johnson@noaa.gov	526-6232	PMEL/ 2094							

3	Johnson, James	James.E.Johnson@noaa.gov	526-6355	PMEL/1052															
3	Kachel, Nancy	Nancy.Kachel@noaa.gov	526-6195	PMEL/2070															
3	Keene, Jennifer	Jennifer.Keene@noaa.gov	526-4805	PMEL/1073															
3	Larson, Ben	Ben.Larson@noaa.gov	526-6047	PMEL/1053															
3	Lebon, Geoffrey	Geoffrey.T.Lebon@noaa.gov	526-6884	PMEL/1067															
3	Marshall, Robert	rbtnshl@uw.edu	526-4890	PMEL/1070															
3	Martin, Korey	Korey.Martin@noaa.gov	526-4299	PMEL/1105															
3	McClurg, Dai	Dai.C.McClurg@noaa.gov	526-6785	PMEL/1070															
3	McLain, Patrick	patrick.d.mclain@noaa.gov		PMEL/															
3	Mordy, Calvin	mordy@u.washington.edu	526-6870	PMEL/1048															
3	Musielewicz, Sylvia	Sylvia.Musielewicz@noaa.gov	526-6252	PMEL/1074															
3	Nakamura, Tracey	Tracey.Nakamura@noaa.gov	526-6622	PMEL/2115															
3	Newell, Sonya Ruth	sonya.ruth.newell@noaa.gov	526-4630	PMEL/1074															
3	Newman, Jean	Jean.C.Newman@noaa.gov	526-6531	PMEL/2085															
3	Nicklis, Achim	Achim.H.Nicklis@noaa.gov	526-6210	PMEL/2079															
3	O'Brien, Kevin	Kevin.M.O'Brien@noaa.gov	526-6751	PMEL/1093															
3	Okazaki, Remy	remy.okazaki@noaa.gov	526-4287	PMEL/1061															
3	Osborne, John	John.Osborne@noaa.gov	526-4585	PMEL/1076															
3	Osse, Jim	james.osse@noaa.gov	526-6240	PMEL/1114															
3	Ostendorf, Morgan	morgan.ostendorf@noaa.gov	526-6423	PMEL/1074															
3	Pells, Clinton	Clint.Pells@noaa.gov	526-4690	PMEL/1044															
3	Proctor, Peter	Peter.Proctor@noaa.gov	526-6217	PMEL/2070															
3	Resing, Joseph	Joseph.Resing@noaa.gov	526-6184	PMEL/1046															
3	Roe, Kevin	Kevin.Roe@noaa.gov	526-6265	PMEL/1047															
3	Smith, Karl	Karl.Smith@noaa.gov	526-4806	PMEL/1062															
3	Stratton, Linda	Linda.D.Stratton@noaa.gov	526-6204	PMEL/1095															
3	Strausz, David	david.strausz@noaa.gov	526-4510	PMEL/2067A															
3	Sullivan, Margaret	Peggy.Sullivan@noaa.gov	526-6185	PMEL/2072a															
3	Sutton, Adrienne	Adrienne.Sutton@noaa.gov	526-6879	PMEL/1058															
3	Tabisola, Heather	heather.tabisola@noaa.gov	526-6662	PMEL/2070															
3	Upchurch, Lucia	lucia.upchurch@noaa.gov	526-6890	PMEL/															
3	Van Pelt, Thomas	tvnpelt@uw.edu	970-242-7725	PMEL/															
3	Wang, Muyin	Muyin.Wang@noaa.gov	526-4532	PMEL/2057															
3	Wei, Yong	yong.wei@noaa.gov	526-6630	PMEL/2072 B															
3	Wells, Ryan	ryan.wells@noaa.gov		PMEL/															
3	Wood, Kevin	Kevin.R.Wood@noaa.gov	526-6862	PMEL/2075															
3	Wright, Lindsey	Lindsey.Wright@noaa.gov	526-4483	PMEL/1087															
3	Yang, Qiong	qiong.yang@noaa.gov		PMEL/															
3	Zhang, Dongxiao	Dongxiao.Zhang@noaa.gov	526-4184	PMEL/1060															
3	Zhou, Hongqiang (John)	Hongqiang.Zhou@noaa.gov	526-4887	PMEL/2088b															
3	Zhu, Willa	Willa.Zhu@noaa.gov	526-6729	PMEL/1055															
3	Zimmerman, David	David.Zimmerman@noaa.gov	526-6013	PMEL/1082 A															

Building Name:

Sandpoint Bldg 3

Assembly Point:

Parking Lot

Evacuation Warden:

Time and Date:

4	Brady, Gavin	gavin.brady@noaa.gov	526-4014	NOAA 4/1006															
4	Braen, Eric	eBraen@uw.edu	526-4025	NOAA 4/1013															
4	Brewer, Arial	arial.brewer@noaa.gov	526-4047	NOAA 4/1023															
4	Brower, Amelia	amelia.brower@noaa.gov	526-4065	NOAA 4/1015															
4	Castellote, Manuel	manuel.castellote@noaa.gov	526-6866	NOAA 4/															
4	Christman, Cynthia	cynthia.christman@noaa.gov	526-4370	NOAA 4/2017															

4	Cutler, Joshua	joshua.cutler@noaa.gov	526-6681	NOAA 4/2011							
4	Grassia, Stephanie	stephanie.grassia@noaa.gov	526-4539	NOAA 4/1040							
4	Harlacher, Jenna	jenna.harlacher@gmail.com	530-613-4507	NOAA 4/							
4	Ives, Eliza	eliza.ives@noaa.gov	526-4047	NOAA 4/1023							
4	Kearney, Kelly	kelly.kearney@noaa.gov	305-361-4399	NOAA 4/							
4	Kennedy, Amy	amy.kennedy@noaa.gov	526-4141	NOAA 4/2006							
4	Kimber, Jessica	jessica.kimber@noaa.gov	526-4334	NOAA 4/1042							
4	Luxa, Kathryn	katie.luxa@noaa.gov	526-6681	NOAA 4/2008D							
4	Mocklin-Lawrence, Julie	julie.mocklin@noaa.gov	526-4018	NOAA 4/1023							
4	Pelland, Noel	nap2@uw.edu	526-4545	NOAA 4/2023							
4	Richmond, Erin	erin.richmond@noaa.gov	526-4370	NOAA 4/2017							
4	Sims, Christy	christy.sims@noaa.gov	526-4101	NOAA 4/1019							
4	Vate Brattstrom, Linda	linda.vatebrattstrom@noaa.gov	526-4056	NOAA 4/1015							
4	Willoughby, Amy	amy.willoughby@noaa.gov	526-4029	NOAA 4/							
4	Wood, Megan	woodm7@uw.edu	526-4025	NOAA 4/1013							
4	Woodrich, Daniel	woodrid@uw.edu		NOAA 4/							

Building Name:

Sandpoint Bldg 8

Assembly Point:

Parking Lot

Evacuation Warden:

Time and Date:

8	Learned, Giovanni	giovanni@uw.edu		PMEL 8/Mooring Shop							
8	Meyer, Andrew	Andrew.Meyer@noaa.gov	526-4347	PMEL 8/machine shop							
8	Rivera, David	David.M.Rivera@noaa.gov	526-6176	PMEL 8/							
8	Walton, Tom	tomw3@uw.edu	526-4347	PMEL 8/machine shop							

Appendix F

About the UW All-Hazards Emergency Management Plan (EMP)

Background

In June of 2005, the University of Washington published a revised comprehensive Emergency Management Plan (EMP) for campus operation during large scale or campus-wide emergencies. Copies of the EMP are available at the Emergency Management website below:

<http://www.washington.edu/emergency/ep>

The following is a summary of the EMP.

The UW All-Hazards Emergency Management Plan

The EMP 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 Emergency Management 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 immediate focus of management on response operations and the early transition to recovery operations.

It is important to point out that this EMP 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 EMP.

Appendix G

List of Acronyms

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
EMP All-Hazards Emergency 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 Code

Appendix H

UW Health and Safety Plan

For the University of Washington Health and Safety Plan please go to the following web page and download the template. The template will need to be populated with information specific to your particular building or department and maintained alongside your EEOP.

<http://www.ehs.washington.edu/ohshsplans/index.shtm>

Please find the JISAO Health & Safety Plan here:

[Jisao.washington.edu/staff-portal/emergency](http://jisao.washington.edu/staff-portal/emergency)

Date

updated: 10/12/2016