

Supplement 1 to the Department of Political Science's Health and Safety Plan

University of Washington
Department of Political Science

SUMMARY OF EMERGENCY PROCEDURES

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This summary of emergency procedures applies to all Political Science offices in Gowen and Smith Halls. The full version of the Emergency Evacuation and Operations Plan and Health and Safety Plan can be found on PoliSci's website:

<http://www.polisci.washington.edu/>

EMERGENCY PROCEDURES FOR MEDICAL EMERGENCIES:

If you are near or with someone who has an emergency medical situation develop such as an injury or life threatening event, take the following steps:

- Remain calm.
- Assess the situation.
- Get help. Call 911 for emergency medical assistance. If you are unable to access a phone, use the fire alarm pull stations located by exits.
- Do not move an injured person unless there is imminent danger.
- Try to keep the victim calm if they are conscious. Avoid unnecessary conversation about the condition of the victim.
- Notify someone in one of the department offices and the building coordinator.
- After things have calmed down and emergency personnel have assisted the person, have the building coordinator complete an Incident/Accident Report.

EMERGENCY PROCEDURES FOR FIRE/EVACUATION ALARMS:

****NOTE:** It is not allowable for any individual to pull the evacuation alarm except for the following reasons:

1. Fire
2. Potentially lethal confrontation
3. Medical emergencies in which no phone is accessible
4. Permission is granted by Police or other emergency agency personnel

When an evacuation alarm sounds, everyone is required to evacuate the building. Failure to comply may result in a fine.

1) REPORTING EMERGENCIES

FIRE: Fire alarm pull stations are located at the stairwell exit doors on all floors of the building. Don't try to learn where all of them are located, but take a moment and locate the fire alarm pull station nearest your office. In case of a fire, pull down the lever. This

automatically sounds the alarm at the University Police Station and indicates the location of the fire pull. The University Police transmit the message to the Seattle Fire Department. After pulling the alarm, immediately call the University Police by dialing 911 on any campus phone. The fire alarm pull stations may also be used to summon medical assistance and/or police if faced with a life threatening situation.

Use a fire extinguisher to assist with escape on fires that may be blocking your exit, or if the fire is very small. Fire extinguishers are conveniently located throughout the building. As with the fire alarm pull station, take a moment to locate the nearest fire extinguisher to your office.

BOMB SCARE/THREAT: See page 4.

TOXIC VAPORS/CHEMICAL SPILLS/OTHER EMERGENCIES: First use the phone to dial 911. Tell the operator the nature of the emergency and provide necessary and requested information. Then, if told to do so, locate the nearest fire alarm pull station and activate the alarm.

2) EVACUATION

- A. If the evacuation alarm sounds, building occupants are to walk to the nearest designated building EXIT or stairway EXIT and leave the building. **DO NOT USE THE ELEVATORS**. If possible, do the following:
 - Shut down any equipment that should not be left unattended
 - Close all doors leading to corridors
 - Alert occupants in offices around you, to be sure they have heard the evacuation alarm
 - Assist any disabled or injured individuals to the EXIT
- B. Building occupants are to return to their areas only after the ALL CLEAR has been announced by the University Police or the Fire Department representatives in charge. Do not re-enter the building when the alarm bells stop as this may occur before it is safe.
- C. The Fire Department has the authority to issue citations for failure to evacuate the building when the evacuation alarm sounds. You are personally responsible for any such fines.

Assemble in the Quad area.

3) EVACUATION OF THE DISABLED

Take people in wheelchairs to the nearest stairwell and seek help in getting him/her down and out of the building. If you have a disabled individual in your area, take a moment to locate the nearest handicap exit or stairwell exit.

Assemble in the Quad area.

4) EMERGENCY EXITS

An individual usually develops the habit of using one route to and from their place of work, but in the event of an emergency, that route may be blocked. Where are the other exits? Again, take a few moments to fix alternate routes in your mind so that you can find them quickly even through smoke or blacked-out corridors. If corridors are smoke-filled, stay low to the ground (as smoke rises), and proceed to the nearest exit.

EMERGENCY PROCEDURES FOR EARTHQUAKES:

1) THE DANGERS

- Falling brick from wall facings and roof parapets, collapsing walls, falling ceiling plaster and/or tiles, light fixtures, pictures and bookcases/bookshelves.
- Flying glass from broken windows.
- Overturned bookcases, fixtures and other furniture and appliances.
- Fires from broken gas lines, overturned equipment and similar causes. The danger may be aggravated by the lack of water due to broken water mains.
- Fallen or falling power lines.

2) WHAT CAN YOU DO

There are many actions that you can take to reduce the dangers from earthquakes to yourself and others. Think about what you should do if an earthquake strikes when you are at work in any of the locations you regularly occupy. Planning ahead may enable you to act calmly and constructively in an earthquake emergency.

3) DURING AN EARTHQUAKE

- Remain calm. Think through the consequences of any action you take. Try to be calm and reassure others.
- If indoors, watch for falling plaster, ceiling tiles, light fixtures, high bookcases, cabinets, shelves and any other furniture or fixture which might slide, topple or fall.

- **Drop, cover and hold**, get under a desk, table or below the level of counters or chairs immediately. Do not dash for exits since stairwells may be broken and/or jammed with people. Do not use the elevators.
- If indoors, stay indoors. When the shaking stops, leave the building, choose your exit as carefully as possible.
- If outside, avoid high buildings, walls, power poles/lines and other objects that could fall. If possible move to an open area away from these hazards.

4) AFTER AN EARTHQUAKE

- Evacuate the building immediately. In 1991, the Earthquake Readiness Advisory Committee evaluated buildings on campus for damage potential in an earthquake. Gowen and Smith Halls are on the list of 24 buildings on campus that carry a higher potential for damage or greater life safety risk. We are to evacuate immediately.
- Do not reenter the building until it has been declared safe by trained emergency personnel (Seattle Fire Department or ATC-20 assessment teams).
- Expect aftershocks.

EMERGENCY PROCEDURES FOR BOMB SCARES/THREATS

1) RECOGNIZING THE SITUATION

BOMB THREATS RECEIVED BY TELEPHONE: When a bomb threat is received by telephone, the person taking the call should attempt to keep the caller talking as long as possible and should make written notes of the following:

- Time and date of the call,
- Assumed age and sex of the caller,
- Any distinguishing speech characteristics,
- What was said by the caller, as precisely and completely as possible, and,
- Any background noises that may help identify the source of the call.

SUSPICIOUS PACKAGES/OBJECTS: Suspicious packages/objects should be reported to the campus police or supervisor. Suspicious packages or objects should not be touched or disturbed. Suspicious packages may be in the form of boxes, bags, or luggage (back pack, briefcase or other). Write down any circumstances that make the package seem suspicious and report those circumstances to the police or the supervisor. These may include any of the following:

- The package is left by any individual acting suspiciously, or appearing to attempt to hide their identity,

- The package is delivered by a person who says something, leading you to believe the package may contain a bomb, and/or leaves quickly,
- The package is left in an odd location for someone to have just set it down and forgotten.

After the police have been called, discreetly and quietly, clear the immediate area. You should not mention a bomb scare, but if questioned, simply state there is a suspicious package and you would like the person to move away for their safety until the police evaluate the situation. If they do not wish to evacuate the area, you cannot make them go. Urge them not to discuss the situation in the halls until after the police have investigated.

2) NOTIFY THE UNIVERSITY POLICE

Notify the University Police immediately by calling 911. Always be sure to give the name of the building, room number, your name and phone number. Also, inform the building coordinator or the department chair at once.

3) UNIVERSITY POLICE WILL INVESTIGATE

The University Police will assign personnel to investigate the call, assess the situation, and take any appropriate action deemed necessary and reasonable for the safety of the campus community. This may include issuing an official evacuation order or sounding the fire alarm.

4) BUILDING SEARCH WILL BE CONDUCTED

A search of the building or of specific locations in or about the building will be conducted by the University Police. The department chairs and/or building coordinator may be asked to provide assistance.

5) DECIDING TO EVACUATE/CLOSE THE BUILDING

The decision to evacuate or close the building will be made based on an evaluation of the nature and seriousness of the threat and in consultation with the department chairs and/or building coordinator.

6) ALERT TO BUILDING OCCUPANTS

If the decision is made to evacuate the building, the fire alarm will sound. All occupants should take personal belongings such as briefcases, purses, coats, etc. with them.

EMERGENCY PROCEDURES FOR EXPLOSIONS

If for some reason there is a chemical explosion or a bomb explosion, follow these procedures:

- Remain calm.
- Call 911 or pull the nearest fire alarm.
- Be prepared for further explosions.
- Get under a desk or table.
- Stay away from windows, bookcases, cabinets, overhead light fixtures, shelves, and electrical equipment.
- Do not move injured persons unless they are in imminent danger. Seek medical attention if necessary. Remain with any injured persons until emergency personnel arrive to assist.
- Open doors carefully. Watch for falling objects.
- Do not use matches or lighters. Extinguish all open flames.
- Avoid using radios and telephones. Turn off electrical instruments and equipment.
- Evacuate building. Use the stairs. Do not use elevators. Assist others as needed.

EMERGENCY PROCEDURES FOR CRIMINAL/SUSPICIOUS ACTIVITY

If you encounter someone who is engaged in suspicious and/or criminal activity, follow these procedures:

- Remain calm.
- Do NOT resist or physically confront the person. The priority is personal safety. Do not endanger yourself. If the person is engaged in suspicious activity, establish eye contact and ask if you can help them. This will usually scare them away.
- Call 911 from any campus phone.
- Keep a safe distance; note the person's mode and direction of travel. If a car, get the license plate number. Attempt to obtain as much information as you can:

Sex_____	Age_____	Race_____
Weight_____	Hair Color_____	Clothing_____
Body Type_____	Hair Style_____	Jewelry_____
Shoes_____	Scars_____	Distinguishing marks_____
Tattoos_____		

- Be sure to not block the person's access to an exit.

EMERGENCY PROCEDURES FOR VOLCANIC ASHFALL

1) VOLCANIC DANGERS

There exists some possibility that Seattle may experience volcanic ash fall from Mt. St. Helens, Mt. Rainier, or other eruptions. We can expect a one to three hour warning, but should be aware that an eruption may occur during normal business hours. UW plans call for a shutdown of all ventilation and hood exhaust systems by Physical Plant personnel; in addition, electrical power may be lost. Once the building is shut down and remains shut down for an extended period, re-entry may present hazards. Individuals should have a plan in effect to preserve research data, e.g. duplicate disks of information stored in another location.

2) SUMMARY OF GENERAL PROCEDURES IF ASHFALL IN SEATTLE OCCURS

<u>Responsible Party</u>	<u>Action</u>
Physical Plant	All ventilation systems, supply, exhaust and fume hoods will be shut down to prevent clogging.
Physical Plant	Shut down building supply of natural gas.
Room Occupants	All doors and windows should be closed and locked before leaving. Unnecessary lighting and electrical equipment should be shut down to reduce heat gain. Cover costly equipment with plastic covering.
Physical Plant	All elevators will be shut down.
Physical Plant	Ventilation systems will be restarted when the ash fall has reduced to an acceptable level. Systems will be restored after air intakes have been cleaned.
University Police	All campus buildings will be locked from the outside to reduce ash infiltration.
University Police	If the University is closed, only “emergency personnel” will be allowed in buildings until the entire campus is reopened.

3) GENERAL ASHFALL PROCEDURES

- Make certain all windows are closed.
- Shut down, as appropriate, any equipment.
- Lock and secure all doors.
- When ash fall starts, wear a protective mask.

4) PREPAREDNESS RULES FOR NORMAL OPERATIONS

- Maintain a supply of protective masks. These are available in the Political Science Administrative Office, Gowen 101.
- Keep a plastic bag/plastic sheeting in your office to cover computer equipment.
- Close all windows when leaving for the day.

EMERGENCY PROCEDURES FOR POWER OUTAGES:

1) POWER OUTAGE – NORMAL BUSINESS HOURS:

If there is an extended power outage during normal business hours, the following procedures should be taken:

- Remain calm.
- If necessary, provide assistance to others.
- If you are in a darkened area, move cautiously to a lighted area. The building has an emergency power lighting system. If the emergency power lighting system is operational, exits will be indicated by lighted signs.
- Use stairs to exit the building. During a power outage, the elevators will not work.
- Notify the building coordinator.

2) POWER OUTAGE – OUTSIDE NORMAL BUSINESS HOURS:

If a power outage occurs outside normal business hours, the University Police will notify the building coordinator.

If you decide to enter the building during such a power outage, be prepared. At a minimum, bring a flashlight and anything else you feel you need to assist you during such an emergency.

If you find someone in an emergency medical situation, call 911 from any campus phone.

PROCEDURES FOR ORGANIZED PROTEST ACTIVITIES

Occasionally, protests are organized on campus against some type of activity or in favor of others. Generally these types of protests tend to stay localized. Sometimes, though, they will fan out across the campus targeting specific areas or facilities. Some types of protests have been known to become violent. In case we are confronted by some type of hostile organized protest activity, the following steps should be taken to prevent personal injury:

- Make sure all doors to offices and equipment labs are secured and locked.
- If an activist somehow makes it into one of your rooms, call the University Police from any phone by dialing 911. Do not try to engage such persons physically. This only increases the possibility of injury.

EMERGENCY PROCEDURES BACKPAGE

1. Get help, call 911

- A). In the event of a life threatening emergency, call 911 or pull the nearest fire alarm. When calling 911, **stay on the line until the dispatcher tells you to hang up.**
- B). **While you're waiting for help, administer first aid as needed.**

First aid kits are located:

Gowen Hall	In the closet behind the receptionist's desk in GWN 107
Smith Hall	In SMI 220C (Sr computer specialist's office) and Smith 215 (Advising Office)

UW Police officers are advanced First Aid and SPR certified and are within 2 to 3 minutes response time by calling 911. In the event of a real disaster this response time could be delayed considerably.

- C). In the event of less serious situations, such as a suspicious person, call the University Police business number (3-9331), and make a report.

2. Contact your supervisor and building manager.

Ann Buscherfeld, 543-2783 (office), buscherf@u.washington.edu
PoliSci Main Office, 543-2780

3. Fill out an Accident/Incident Report

For UW employees, complete the form through the Online Accident Reporting System (OARS) at <http://www.ehs.washington.edu/ohsoars/>. For students and campus visitors, complete a UW Non-Employee Incident Form for Students and Campus Visitors, <http://www.ehs.washington.edu/forms/ohs/nonemployeeinjuryandillnessform.pdf>. Fill out the report form as soon as possible (while memory of the details is still fresh), and return it to your supervisor or the building manager.