

UNIVERSITY OF WASHINGTON

**Model Low-Rise Building or Departmental
Emergency Evacuation and Operations Plan (EEOP)**

JANUARY 2000

**Revised for Olympic Natural Resources Center
(June 2004) by Deric Kettel Maintenance Mechanic II**

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Introduction

Environmental Health and Safety developed this model Emergency Evacuation and Operation Plan (EEOP) to assist departments that occupy Low-Rise buildings in preparing for building emergencies as expected and required by University policy, the Seattle Fire Code and the Washington Administrative Code. This plan is intended for use by multiple departments that occupy non high-rise facilities and may be completed as a departmental evacuation plan. A companion document is also available from Environmental Health & Safety for High-Rise buildings.

It is expected that departments will customize and complete this plan to meet their specific needs, operations, and locations. Staff from Environmental Health & Safety are available to assist, but review and dialog among your departments within a fire zone must be part of the process.

The EEOP model plan was written to correlate with the larger University of Washington Emergency Operation Plan developed in June of 1994 for campus operations during large scale or campus-wide emergencies. Copies of the campus plan were distributed to organizational and department units in a red three-ring binder titled *UW Emergency Plan*. It should be at your departmental reference station. Part three of the UW Emergency Plan contains a guide for departments to develop their own emergency plan. While the model EEOP incorporates key points of the departmental guide, reviewing the campus plan and guide may be helpful while completing the attached plan.

Considerable effort has gone into trying to make this plan concise, clear, easy to use, and easy to implement. If we can be of further assistance, please call Anne Donegan at (206) 616-3775.

Mark D. Murray, PE
Manager, Fire Safety Section

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[BUILDING NAME]
**Low-Rise
Emergency Evacuation and Operations Plan
(EEOP)**

Italicized text, such as this, is instructional information provided to help in completion of the plan and should be deleted when the plan is complete. The balance of the text should remain to assure full compliance with applicable regulation.

A. PURPOSE

The purpose of this plan is to establish procedures and duties, to promote planning, and to establish training for the staff of **The Olympic Natural Resources Center** for fire and other emergency evacuations as required by Article 193 of the Seattle Fire Code, the Washington Administrative Code (WAC 296-24-567), and the UW Emergency Operations Plan (See Appendix L).

B. SCOPE

This plan applies to all occupants in **The Olympic Natural Resources Center**, located at 1455 S. Forks Ave, Forks Wa 98331

C. COORDINATION WITH OTHER EMERGENCY PLANS

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

1. UW Emergency Operations Plan

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

D. COORDINATION WITH DEPARTMENTAL HEALTH AND SAFETY PLANS

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

E. UNIVERSITY EMERGENCY RESOURCES AND CONTACTS

1. Forks Police Department

The Forks Police Department (FPD) at 500 East Division St, Forks Wa 98331. maintains an emergency Communications Center 24 hours a day, 7 days a week. To report an emergency of any kind, including but not limited to fire, medical emergency, or hazardous material spills or release, dial

9-911 from the **outside** telephone, located by the Library Entrance. To use a phone **inside** the facility, push the local button, and then 911.

2. Environmental Health and Safety

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

<p>EH&S is not an emergency response unit. Report all emergencies to the FPD. (Forks Police Dept)</p>
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3. Facilities Services (NA)

4. KVAC-KLLM Forks AM #1490/ FM 103.9 - Official Emergency Broadcast Station

KVAC-KLLM AM 1490/ FM 103.9 is the official Forks area broadcast station in case of a major disaster. Tune into this station for information.

F. EMERGENCY COMMUNICATIONS

Cellular phones, Two way radios.

1. Telephone

The ONRC (Olympic Natural Resources Center) campus telephone system will be used to the extent possible. In case of system failure or a power failure, ONRC campus phones will function for Approximately 8 hours. The battery backup system is located in the Communication Closet in the Main Mechanical Room (AB-4) Located next to the Maintenance Office.

The building fire alarm system is continuously monitored for alarm by a contracted service company (Guardian Security Systems) (800) 826-9503, located in Seattle Wa, and, in a back up capacity, by the Forks Police Department's Communication Center. All alarms result in an automatic response by Forks Fire Department as long as phone communication from Guardian Security can get to the Forks Police Dept. As a rule, in the event of an actual Fire situation, the local Police department will be called using the 911 system.

G. EXPECTATIONS FOR DEPARTMENTS AND STAFF

1. Employees, Faculty, & Staff are Responsible for:

- a. Being familiar with and following EEOP procedures when required.
- b. Participating in drills and training as required.
- c. Orienting and informing students and visitors of procedures to be followed in case of a building alarm or emergency. Visitors unfamiliar with building procedures should be informed and assisted as appropriate.

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

2. Special Positions

The Fire Safety Director, Evacuation Wardens, and their alternates are employees and occupants of the low-rise 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.

In low-rise buildings, the building coordinator is a good choice for the assignment of fire safety director if the plan serves the entire building. Alternately, the departmental administrator or safety chair may be a good choice, particularly if the plan serves a single department.

3. Fire Safety Director Responsibility and Control

- a. The Fire Safety Director acts as the liaison with the responding emergency service, EH&S and others if a building emergency occurs. 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 Appendixes A and B). Any possible problem areas should be reported to responding emergency personnel.

4. Fire Safety Director and Alternates Duties

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

- (1) A copy of the completed plan should be in all department reference stations.
- b. Coordinate with building/department administrators responsible for employee, student, and visitor health and safety.
- c. Assign Evacuation Wardens (and alternates) for all areas of the building and insure that they know what their duties are in case of an evacuation. Evacuation Warden orientation is required when there are changes of personnel. A current list of Evacuation Wardens and alternates is to be maintained in the building's EEOP (See Appendix A).
- d. Assure public event staff for events with an occupancy of 300 or greater are assigned duties and receive required training as outlined in Appendix K.
- e. Assure classroom instructors inform students about emergency procedures, exit routes, and assembly points on the first day of class.
- f. Schedule "Evacuation Warden Training" for assigned personnel. Contact the EH&S Training Section.
- g. Schedule, conduct, and record fire drills as required by the Seattle Fire Code and WAC 296-24 (See Appendices H, I, J and K).
- h. Review the emergency plan at least annually and confirm that it is current.
- i. Assure emergency services, FPD (Forks Police Department), FOMS, FFD, (Forks Fire Department) and EH&S are notified for all building emergencies as appropriate.
- j. During a fire alarm, report to the evacuation assembly point and act as a liaison with responding emergency services and do the following:
 - Receive status reports from area evacuation wardens.
 - Provide information about the building layout, systems, processes, and special hazards to Facility Services, FFD (Forks Fire Dept), FPD (Forks Police Dept, and other emergency personnel.
 - Help the (Local Fire Department) in the operation of the Fire Alarm Panel if required.
 - Coordinate with key building administrators on building occupation and operation issues.
- k. Assign 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 an "ALL CLEAR" determination is made by the fire or police department, the Fire Safety Director notifies the Evacuation Wardens that the occupants may reenter the building.

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

5. Duties of the Evacuation Warden

- a. Be familiar with the "Emergency Evacuation and Operations Plan" (EEOP). It contains the function and activities of building staff during many emergencies, how these activities are to mesh with responding emergency personnel, information on the building and its emergency protection systems, emergency equipment testing procedures, and a list of all the evacuation wardens in your building. Your Fire Safety Director will have copies of the EEOP available for use.
- b. Distribute copies of the completed plan, or appropriate sections of it, to all people in your area of responsibility.
- c. Know where persons with disabilities are located in your area and what their alarm response will be (See Attachment G). Areas of Refuge or individual rooms may be used by persons with mobility disabilities during a fire alarm. The Areas of Refuge may be identified on your evacuation plans found in Appendix C. If you have a staff member with a mobility disability and cannot find an area of refuge on your floor plan, contact EH&S Fire Safety at (206) 543-0465.
- d. Coordinate with the other Evacuation Wardens on your floor to work together and avoid duplication of tasks.
- e. Walk over your primary and secondary evacuation routes at least once to familiarize yourself with emergency exits and routes to the re-assembly area.
- f. Attend training sessions and meetings to review procedures and duties, if necessary. EH&S and SFD offer Evacuation Warden training sessions regularly.
- g. Know where hazardous conditions or situations in your area may exist. Know the location of flammable, radioactive and other hazardous materials.
- h. Know where the phones and pull stations are and know HOW to turn in an alarm.
- i. Know how the alarm system responds. For most low-rise buildings, the alarm sounds throughout the building and all occupants, except persons with physical disabilities, must evacuate.

H. EMERGENCY PROCEDURES

1. For Fire - Procedures for Occupants

- a. **When an alarm sounds on your floor 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 911, (The local button plus 911)** 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 911 and notify occupants verbally** and or an all page throughout the phone system, 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. **Evacuate via the nearest stairwell or grade level exit.** Do not block/wedge exit doors in an open position. The doors must remain closed to keep smoke out and keep them safe for evacuation and fire personnel. Leaving doors open makes the stairwells dangerous and unusable. Persons with physical disabilities have several options (See Appendix G).

DO NOT USE THE ELEVATORS!
When an alarm is sounded many of the elevators will be automatically recalled to a pre-determined floor and shut-off.

- e. **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.
- f. At the EAP, **account for personnel** and report to the Evacuation Wardens if any occupants are unaccounted for and may be trapped. Evacuation Wardens will report to the Fire Safety Director.
- g. **If you are trapped** by smoke, stay low, cover your mouth with wet cloth, stay near a window, open it but do not break it, hang something out the window to let fire personnel know you are there and put something in cracks around the door, phone 911 (Local button then 911) if possible.
- h. **Special Instruction for Evacuation Wardens**
 - Begin at the farthest reach of your area and assure that the occupants ahead of you have evacuated. Conduct a quick search as you go to make sure hazardous equipment is shut off, doors are closed and no one is left behind. If there is smoke in the hall, stay low, cover your mouth with a damp cloth or handkerchief, visualize where the exits are, stay close to and use the wall to guide you so you do not become confused. If there is no

smoke, you may have trouble getting people to evacuate, be strong, positive and insist. Students and visitors who may not be familiar with this plan must be informed of the requirement to evacuate.

- Direct occupants to the exits and tell them where to reassemble (See Appendix C). If you have helpers, station them in front of the elevator to make sure no one attempts to use it. Do not go to the roof unless it is the only way out, there are too many obstructions for a helicopter rescue. If the stair is full of smoke go to another stair.
- Do not allow the stairway doors and other exit doors to be blocked/wedged open (See H.1.d). Leaving stairway doors blocked or held open makes the stairwells dangerous and unusable.
- Special attention needs to be given to any persons with disabilities, in particular those who are visitors and unfamiliar with the building. A process is necessary to insure they are notified and accounted for. See Appendix G for further details.

2. For Bomb Threats

University personnel receiving telephoned threats should attempt to get the exact location where the bomb has been planted, or is going to be planted. Also, attempt to get as much information as possible about the caller, for example, male or female, accent, etc. Listen for any background noise that may indicate the location of the caller. The checklist below shows the information that can aid in locating a bomb. Complete the checklist as soon as possible after receiving a threatening call and report it immediately to the Forks Police Department at 911. A second call to the University Police Department should also be made after the local police department has taken a report. (TDD (206) 543-3323). Bomb threats received through the mail or by other means are also to be reported immediately to the Forks/University Police Department.

Exact time of call _____

Exact words of caller _____

QUESTIONS TO ASK

1. When is the bomb going to explode? _____

2. Where is the bomb? _____

3. What does it look like? _____

4. What kind of bomb is it? _____

5. What will cause it to explode? _____

6. Did you place the bomb? _____

7. Why? _____

8. Where are you calling from? _____

9. What is your address? _____

10. What is your name? _____

CALLER ● S VOICE (circle) Male Female

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

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

Were there any background noises? _____

Person receiving call: _____

Date: _____ Telephone number call received at: _____

REPORT CALLS IMMEDIATELY TO: FPD AT 911 or 374-2223

3. For Chemical Spills or Release

a. Spills that do not endanger workers in the immediate area may be cleaned up by laboratory personnel who have been trained by their PI or lab supervisor and are properly equipped to handle the situation. Chemical spill guidelines should be established by the PI or lab supervisor and should take into consideration the following:

- (1) The hazards of the chemical(s) involved.
- (2) The amount of the chemical(s) spilled.
- (3) The possible spill locations.
- (4) Availability of spill clean up materials or kits.*

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

b. If the spill is large, if the chemical is not easily identified, or if the chemical is extremely hazardous, then:

- (1) Evacuate all personnel from the area.

(2) Report:

- Local Police Department - Dial Local button then 911
- Forks Community Hospital - Dial Local button then 374-6271

(3) When placing an emergency call:

- Give your name.
 - Give your location (room and building).
 - Give the phone number you are using.
 - Describe the emergency/injuries.
 - If possible, remain in vicinity, away from danger, to assist emergency responders.
- c. The Forks Police will notify the Forks 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 Forks Fire Department, do not reoccupy the area. Contact Environmental Health & Safety at (206) 543-0467 for assistance.

Please note that packaged waste must be handled according to policies and guidelines established in the UW Hazardous Waste Management Guide (Part II. of the Laboratory Safety Manual). Please Contact the EH&S Chemical Waste Group at (206) 685-2848 for assistance.

4. For Earthquakes

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

Drop, Cover, and Hold

- b. Do not dash for exits since they may be damaged and the building's exterior brick, tile, and decorations may be falling off.
- c. Do not use the elevators.
- d. When the shaking stops, check for injuries to personnel in your area. Do not attempt to move seriously injured persons unless they are in immediate danger. Render first aid assistance if required.
- e. Check for fires or fire hazards - spills of flammable or combustible liquids, or leaks of flammable gases.
- f. Turn off ignition and heat sources if it is safe to do so.
- g. Shut off all gas sources.

- h. Exit the building, if possible, and go to the assembly point to report on injuries, damages, and potentially hazardous conditions. Call or send a runner to the Emergency Operations Center to notify them of any needed assistance and emergencies that may exist. Once you have exited the building, do not reenter until the building has been declared safe by trained emergency personnel.
- i. Use the telephone system only for urgent matters.
- j. Personnel should know the location of first aid kits, fire alarms, and extinguishers. The names of employees with current first aid skills are available to all departmental personnel (Appendix A). Evacuation Wardens are responsible for walking through their assigned areas, assisting in evacuations, and reporting to the emergency assembly point. These activities must not significantly delay departure from the building or put the Evacuation Warden in danger.

I. EMPLOYEE ORIENTATION

New employees must be informed of the EEOP as part of their new employee safety orientation. This initial plan and all significant revisions to the plan should be routed to all personnel. The faculty and staff should be reminded of the plan as necessary and encouraged to discuss the plan with their research groups, students, and visitors. To assure the safety of all building occupants, the Fire Safety Director and 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 G.5.

J. FIRE EXIT DRILLS

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

Appendix A

Responsible Individuals

A. FIRE SAFETY DIRECTOR AND ALTERNATES

1. Fire Safety Director for **Olympic Natural Resources Center**

*Name: **Deric Kettel***
*Title: **Maintenance Mechanic II***
*Physical location: **AB-3***
*Phone number: **(360) 374-3220 Extension 234***
E-mail address: dkettel@u.washington.edu

2. Alternate # 1 for the Fire Safety Director

*Name: **Theresa Santman***
*Title: **Fiscal Specialists***
*Physical location: **Main Office***
*Phone numbers: **(360) 374-3220***
E-mail address: tsantman@u.washington.edu

3. Alternate # 2 for the Fire Safety Director

*Name: **Kathy Heuring***
*Title: **Manager, Program Operations***
*Physical Location: **Office # 1***
*Phone Numbers: **(360) 374-3220 Extension 227***
E-mail address: kbrick@u.washington.edu

B. EVACUATION WARDENS

For each Evacuation Warden, list the following:

*Floor or Area: **Apartments***
*Name: **John Calhoun***
*Phone number: **(360) 374-3220 Extension 225***

*Floor or Area: **Dorms and Dorm Restrooms***
*Name: **Kathy Heuring***
*Phone number: **(360) 374-3220 Extension 227***

*Floor or Area: **Social Hall***
*Name: **Jason Cross***
*Phone number: **360) 374-3220 Extension 231***

Floor or Area: Hemlock Forest Room to the Library

Name: Ellen Matheny

Phone number: (360) 374-3220 Extension 228

Floor or Area: Maintenance Office, Mechanical room, Labs, Prep Room Workshop and Warehouse

Name: Jeff Cornick

Phone number: (360) 374-3220 Extension 230

C. FIRST AID CONTACTS

Name:

Room number

Phone number

Appendix B (Optional)

Unusually Hazardous Locations and Key Laboratory Personnel

The following areas have been identified as unusually hazardous locations. The first responsibility in case of an emergency is getting yourself to safety. If time permits, it is recommended that all hazardous processes, gas and power in these areas be shut down by the operator before evacuating the building.

List unusually hazardous locations, who the Principal Investigator and lab contacts are for each location and how to contact them.

List Effective this Date: _____

<i>Room</i>	<i>PI</i>	<i>Lab Contact</i>	<i>Hazard(s)</i>
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1. In the event of an earthquake, fire, or other catastrophic occurrence, the main breaker (800 amp) disconnect in the electrical room located in the warehouse should be shut off.
2. The propane tank shut-off located on the propane tanks by the water towers should be shut-off.
3. Each of the five buildings out here at the ONRC has its own electrical and gas disconnect. If possible, determine which building is affected, and if safe to do so, do a shut down of that building first, then switch the main electrical breaker off, along with the main gas valve. The local Fire Department will be trained in this as well.

Appendix C

Building Evacuation Plans

A. EVACUATION PLANS

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

B. ASSEMBLY POINT OUTSIDE

Establish inside and/or outside assembly points for your building. Indicate each floor's designated assembly point(s) on or below the floor plan.

1. Outside Assembly Point -- FLAGPOLE

Appendix G

Emergency Evacuation for Persons With Disabilities

General

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

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

Evacuation Options

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

- **Horizontal** evacuation: using building exits to the outside ground level or going into unaffected wings of multi-building complexes.
- **Stay in Place:** unless danger is imminent, remaining in a room with an exterior window, a telephone, and a solid or fire-resistant door. With this approach, the person may keep in contact with emergency services by dialing 9-911 from the outside phone, or the local button and then 911 on all inside phones and reporting his or her location directly. Emergency services will immediately relay this location to on-site emergency personnel, who will determine the necessity for evacuation. Phone lines are expected to remain in service during most building emergencies. If the phone lines fail, the individual can signal from the window by waving a cloth or other visible object.
- The Stay in Place approach may be more appropriate for sprinkler protected buildings or buildings where an "area of refuge" is not nearby or available. It may also be more appropriate for an occupant who is alone when the alarm sounds. A "solid" or fire-resistant door can be identified by a fire label on the jam and frame. Non-labeled 1 3/4 inch thick solid core wood doors hung on a metal frame also offer good fire resistance.
- **Area of Refuge:** with an evacuation assistant, going to an area of refuge away from obvious danger. The evacuation assistant will then go to the building evacuation assembly point and notify the on-site emergency personnel of the location of the person with a disability. Emergency personnel will determine if further evacuation is necessary.

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 Forks Fire Dept. The FFD will tell the individual their decision or relay the information via the Forks Police Department (FPD).

Disability Guidelines

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

Mobility Impaired - Wheelchair

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

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

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

Mobility Impaired - Non-Wheelchair

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

Hearing Impaired

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

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

Visually Impaired

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

Resources

The information provided in this appendix is also available in a brochure titled, *Campus Health and Safety Emergency Evacuation for Persons With Disabilities*. These guidelines are designed to complement the University Emergency Plan - Departmental Planning Guide, and to provide general information and promote planning. If you have any questions or would like copies of the brochure, call Environmental Health & Safety, Fire Safety Section at (206) 543-0465, or the Disabled Student Services Office at (206) 543-8924 (V/TDD).

This brochure can be made available in alternate formats for persons with disabilities. Please contact the Disability Services Office with any requests at least 10 days in advance. (206) 543-6450 (voice); (206) 543-6452 (TTY); (206) 685-3885 (fax); access@u.washington.edu (e-mail). Revision 5/96.

Appendix H

Procedures for Planning and Scheduling Fire Drills

A. PREPARATION

1. Meet with Fire Safety Director and 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. Maintenance Mechanic will arrange to activate the alarm system and reset it after the drill.
- b. Notify Guardian Security Systems of the time of the drill, calling them at 1-800-826-9503
Ask to be taken off-line for approximately 1 hour after the drill in order to do an all clear and a panel reset.

3. Publicize Drill Event to Building Occupants

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

B. DAY BEFORE DRILL

1. Prepare any Special Props for the Drill (optional)

- a. Cardboard flames or balloon for location of fire.
- b. Cardboard smoke barriers to indicate blocked corridors and/or stairways.

2. Confirm Responsibility Roles with Players

- a. Building staff (Fire Safety Director and Evacuation Wardens).
- b. Fire Safety Director to activate the alarm system, (after calling Guardian Security Systems, notifying them of the alarm test.)

Appendix I

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

A. CONDUCTING THE FIRE DRILL

1. Participation

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

2. Alarm Activation and Evacuation

- a. Special props, if used, should be installed just prior to activating the alarm.
- b. A building wide alarm will be initiated by Local Fire Safety Director. An “all call” announcement indicating that this is a drill will be made prior to activation of the speakers and strobes as follows:

Note: The Olympic Natural Resources Center “all Call can be initiated using the phone system. See Attached instructions for an all building page. (Note: the dorm and dorm restrooms do not have phones; these areas will have to be notified verbally and or with posted notifications.)

“A building wide fire drill will commence in the next few minutes. This is only a drill but it requires full participation. If you are unfamiliar with fire drill procedures, please ask your colleague or other building occupant”.

- c. Evacuation of all occupants should follow in accordance with established procedures (See H and Appendix C).
- d. Evacuation Wardens must report to their area of responsibility.

B. CRITIQUING THE DRILL

The following should be verified by the Evacuation Wardens and Fire Safety 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 Fire Safety Director.
- Persons with disabilities were accounted for and helped.
- 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 Fire Safety Director will summarize critique comments and initiate appropriate follow-up for items that need improvement.
- The Fire Safety Director will complete and distribute the Fire Drill Report Form (attached).

Appendix L
Fire Drill Report Form

See following U of W 1213 form.

Appendix M

About the UW Emergency Operations Plan (EOP)

In June of 1994, the University of Washington published its comprehensive EOP for campus operation during large scale or campus-wide emergencies. Copies of the campus EOP were distributed to organizational and departmental units in a red three ring binder titled *UW Emergency Plan* and should be in their primary Reference Station. The following is a summary of UW Emergency Operations Plan.

First, it is important to point out that this EOP does not cover specific departmental operations, even for those departments assigned emergency response functions. All departments must establish their own emergency operations plan that considers their specific needs and how they will interface with the UW EOP. Part Three of the *UW Emergency Plan* contains a guide for departments to develop their own plan.

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

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

6. EARTHQUAKES - Most of the injuries that occur during earthquakes are caused by interior items falling on the building occupants, such as books, shelves, light fixtures, ceiling tiles and office equipment. Consequently, the first thing to do during an earthquake is to have everyone **drop** to the floor, **cover** their head, and **hold that position**. After the shaking stops and if there is building damage, tell the class to collect their possessions calmly and evacuate the building to the Emergency Assembly Point. Caution them to watch for brick and other exterior building materials that may have been knocked loose by the earthquake.

3. If there is an **earthquake...**
 - **Drop and Cover** your head for protection from material that might fall from the ceiling or walls.
 - After the shaking stops, calmly evacuate the building. Plans can be found posted on walls.
 - Note: Additional information on emergency procedures, evacuation routes, and floor plans can be found posted on walls.

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