

# **UNIVERSITY OF WASHINGTON**

## **Physics-Astronomy Building**

(A High Rise Building)

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

**Revision: 26 February 2014**

## Table of Contents

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|  |    |
|--|----|
| Introduction.....  | 4  |
| A. PURPOSE.....  | 5  |
| B. SCOPE.....  | 5  |
| C. COORDINATION WITH OTHER EMERGENCY PLANS.....                            | 5  |
| 1. UW Emergency Operations Plan.....                                       | 5  |
| 2. Departmental Emergency Operations Plan.....                             | 5  |
| D. COORDINATION WITH DEPARTMENTAL HEALTH AND SAFETY PLANS.....             | 6  |
| E. UNIVERSITY EMERGENCY RESOURCES AND CONTACTS.....                        | 6  |
| 1. UW Police Department.....   | 6  |
| 2. Environmental Health and Safety.....                                    | 6  |
| 3. Facilities Services.....  | 6  |
| 4. UW Emergency Operation Center.....                                      | 6  |
| F. EMERGENCY COMMUNICATIONS.....   | 7  |
| 1. Telephones.....   | 7  |
| 2. Monitored Systems.....  | 7  |
| G. DEPARTMENT & STAFF RESPONSIBILITIES.....                                | 8  |
| 1. Employees, Faculty, & Staff are responsible for:.....                   | 8  |
| 2. Special Positions.....  | 8  |
| 3. Fire Safety Director Responsibility and Control.....                    | 8  |
| 4. Fire Safety Director and Alternates Duties.....                         | 9  |
| 5. Duties of the Primary Floor Warden.....                                 | 10 |
| H. EMERGENCY PROCEDURES.....   | 11 |
| 1. For Fire - Procedures for Occupants.....                                | 11 |
| 2. For Bomb Threats.....   | 13 |
| 3. For Workplace Violence Prevention and Response.....                     | 14 |
| 4. For Chemical Spills or Release.....                                     | 15 |
| 5. For Earthquakes.....  | 16 |
| I. EMPLOYEE ORIENTATION.....   | 17 |
| J. FIRE EXIT DRILLS.....   | 17 |
| Appendix A Responsible Individuals.....                                    | 18 |
| A. FIRE & EMERGENCY SAFETY DIRECTOR AND ALTERNATES.....                    | 18 |
| B. FLOOR WARDENS.....  | 18 |
| C. FIRST AID CONTACTS.....   | 21 |
| Appendix B Unusually Hazardous Locations and Key Laboratory Personnel..... | 22 |
| Appendix C Building Evacuation Plans.....                                  | 23 |
| A. Evacuation Plans:.....  | 23 |
| B. Assembly Points:.....   | 23 |
| Appendix D Operation of the Fire Alarm Panel.....                          | 25 |
| Appendix E High Value List (Optional).....                                 | 26 |
| Appendix F Shut Off Valve List.....  | 27 |
| Appendix G Emergency Evacuation for Persons With Disabilities.....         | 28 |
| General.....   | 28 |
| Evacuation Options.....  | 28 |
| Disability Guidelines.....   | 29 |

|  |    |
|--|----|
| Mobility Impaired – Wheelchair.....  | 29 |
| Mobility Impaired – Non Wheelchair.....  | 30 |
| Hearing Impaired .....   | 30 |
| Visually Impaired.....   | 30 |
| Resources .....  | 30 |
| Appendix H Procedures for Planning and Scheduling Fire Drills.....                                     | 31 |
| Appendix I High Rise Building Procedures for Conducting, Critiquing and Recording Fire<br>Drills ..... | 32 |
| Appendix L Fire Drill Report Form.....   | 34 |
| Appendix M About the UW Emergency Evacuation Operations Plan (EEOP) .....                              | 35 |
| Appendix N PAB Fire Alarm Automatic Detection and Response Zones .....                                 | 36 |
| Appendix O Workplace Security Plan.....  | 37 |

## Introduction

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The Physics-Astronomy Emergency Evacuation and Operation Plan (EEOP) was written to correlate with the larger University of Washington Emergency Operation Plan developed in June 1994.

This plan represents a joint effort of the Physics Department Safety Team augmented by representatives from the Department of Astronomy, the Physics-Astronomy Library, and the Institute for Nuclear Theory.

Jennifer Raines, Administrator

### Approvals:

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Peter Doe, Chair of the Building Safety Team

Blayne Heckel, Chair, Dept. of Physics

Suzanne Hawley, Chair, Dept. of Astronomy

David Kaplan, Director, INT

Pamela Yorks, Librarian, P/A Library

***PHYSICS-ASTRONOMY BUILDING***  
**High-rise**  
**Emergency Evacuation and Operations Plan**  
**(EEOP)**

**A. PURPOSE**

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The purpose of this plan is to establish procedures and duties, to promote planning, and to establish training for the staff of the Physics-Astronomy Building in case of 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).

**B. SCOPE**

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This high-rise EEOP plan applies to all occupants of the Physics-Astronomy Building regardless of their department or organization affiliation.

**C. COORDINATION WITH OTHER EMERGENCY PLANS**

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A high-rise building's 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 high-rise EEOP 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.

**2. Departmental Emergency Operations Plan**

The Astronomy & Physics Departments and the Institute for Nuclear Theory occupying this high-rise building will review their department-specific EEOP to verify that it is consistent with this evacuation and operations plan if it is determined that this single plan is not adequate in itself for the departments.

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

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

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

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

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

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

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

### **3. Facilities Services**

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

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

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

is the Physical Plant Communications Center located in the Plant Operations building on Jefferson Road.

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

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

## **F. EMERGENCY COMMUNICATIONS**

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**1. Telephones**

The campus telephone system will be used to the extent possible. In case of system failure or a power failure, campus phones will not function. If a multi-line phone does not work, try a single line phone before looking for alternatives. An alternative in the Physics-Astronomy Building are the emergency single-line phones in the elevators, which could function in a power failure or outage. Physics-Astronomy Building personnel will serve as messengers if phone communication is not an option.

In addition, the pay telephones in the A Wing section by the entry to the elevator may operate without building power.

**2. Monitored Systems**

The building fire alarm system is continuously monitored for alarm by a contracted service and, in a back up capacity, by the UW Police Department's Communication Center. All alarms result in an automatic response by Seattle Fire Department, UW Police, and Facility Services' FOMS unit. As per UWPD, if there is an emergency besides fire and it is difficult to access a phone, the fire alarm system can be activated to summon medical aid or other assistance.

## G. DEPARTMENT & STAFF RESPONSIBILITIES

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

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- 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. **Students should have a brief orientation on the first day of class to assure that they are aware that evacuation is required, when the alarm system is activated, and that they know where the nearest exits are located.** Visitors unfamiliar with building procedures should be informed and assisted as appropriate.

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

#### 2. Special Positions

The Fire Safety Director, Floor Wardens, and their alternates are employees and occupants of the Physics-Astronomy Building and have volunteered or been appointed to serve in these positions. See Appendix A for listing.

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



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

- a. Prepare and maintain the building Emergency Evacuation and Operations Plan (EEOP).
  - (1) A copy of the completed plan should be available in all three departments (Physics, Astronomy, INT) reference stations as well as the Physics-Astronomy Library.
    - Will be in the fire command center, BS001, located on the loading dock ramp.
    - Will be sent to EH&S for forwarding to the Seattle Fire Department
  - (2) If there are significant changes in a plan revision, send a copy of the original document and the update to EH&S for forwarding to the Seattle Fire Department
- b. Coordinate with Department of Physics and Astronomy Safety Team responsible for employee, student, and visitor health and safety.
- c. Assign floor wardens (and alternates) for all areas of the building and insure that they know what their duties are in case of an evacuation. Floor warden orientation is required when there are changes of personnel. See Appendix A for a current list of floor wardens and alternates.
- d. Attend the "High-Rise Building and Life Safety" program provided by the Seattle Fire Department. New Fire Safety Directors and alternates may register for this class by phoning 386-1335, and should notify the EH&S Training Section at 543-7201 when training has been completed.
- e. Assure public event staff for events with an occupancy of 300 or greater are assigned duties and receive required training. This plan developed by the departments will cover the normal use of the lecture halls.
- f. Assure classroom instructors inform students about emergency procedures, exits routes, and assembly points on the first day of class.
- g. Schedule "Floor Warden Training" for assigned personnel.
- h. Schedule, conduct, and record fire drills as required by the Seattle Fire Code and WAC 296-24. (See Appendices H, I, J and K)
- i. Review the emergency plan at least annually and confirm that it is current.

- j. Assure emergency services, UWPD, FOMS, SFD, and EH&S, are notified for all building emergencies as appropriate.
- k. During a fire alarm, report to assembly point (1) and act as a liaison with responding emergency services and do the following:
  - Receive status reports from area floor wardens.
  - Provide information about the building layout, systems, processes, and special hazards to Facility Services, SFD, UWPD, and other emergency personnel.
  - Help the Facility Services Personnel (FOMS), and the Seattle Fire Department in the operation of the Fire Alarm Panel if required.
  - Coordinate with key building administrators on building occupation and operation issues
- l. Assign Floor Wardens or other assigned personnel, as needed, to be stationed by all other building entrances to prevent unsuspecting personnel from reentering the building. When the fire or police department give the 'all clear' signal, the Fire Safety Director notifies the floor wardens that the occupants may reenter the building.

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

## **5. Duties of the Primary Floor Warden**

- a. Be familiar with the "Emergency Evacuation and Operations Plan" (EEOP). It contains the function and activities of building staff during many emergencies, how these activities are to mesh with responding emergency personnel, information on the building and its emergency protection systems, emergency equipment testing procedures, and a list of all the floor wardens in your building.
- b. Distribute copies of appropriate sections of the completed plan 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 Appendix G). Know the 'areas of refuge' in your section or individual rooms that may be used by persons with mobility disabilities during a fire alarm.
- d. Coordinate with the other Floor Wardens on your floor to work together and avoid duplication of tasks.
- e. Walk over your primary and secondary evacuation routes at least once to familiarize yourself with emergency exits and routes to the re-assembly area.
- f. Attend training sessions and meetings to review procedures and duties.

- 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 single line phones and pull stations are and how to turn in an alarm.
- i. Know how the alarm system responds; Appendix N shows the alarm sequence for the Physics-Astronomy Building.

## H. EMERGENCY PROCEDURES

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### 1. Fire - Procedures for Occupants

- a. **When an alarm sounds on your floor, begin immediate evacuation** following your plan (See Appendix C, Building Evacuation Plan). Only those floors that are in alarm need to evacuate. If the incident is significant, additional floors will require evacuation. Close doors behind you.

**REMEMBER THAT HAZARDOUS EQUIPMENT AND PROCESSES SHOULD BE SHUT DOWN UNLESS DOING SO PRESENTS A GREATER HAZARD. CLOSE DOORS BEFORE LEAVING.**

- b. **If you discover a fire, activate the nearest pull station and call 911.** Then you may attempt to put it out if it is small (no larger than a waste basket). If the fire is too large or you are uncomfortable or unfamiliar with the proper use of a fire extinguisher, simply close the door and evacuate.
- c. **If the fire alarm does not work, call 911 and notify occupants verbally** of the emergency and the need to evacuate. Floor Wardens or another responsible party needs to confirm that all occupants are notified.
- d. **Evacuate via the nearest stairwell.**  
Do not block exit doors in an open position. The stairwells are pressurized 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 for evacuation (See Appendix G).

**DO NOT USE THE ELEVATORS**  
WHEN AN ALARM IS SOUNDED MANY OF THE ELEVATORS WILL BE AUTOMATICALLY RECALLED TO A PRE-DETERMINED FLOOR FOR USE BY THE FIRE DEPARTMENT PERSONNEL.

- e. **Go to your predetermined assembly point** as outlined in Appendix C.
- f. At the assembly point, **account for personnel and report to the Floor Wardens** if any occupants are unaccounted for and may be trapped. Floor Wardens will report to the Fire Safety Director.
- g. **If you are trapped** by smoke, stay low, cover your mouth with wet cloth, stay near a window, open it but do not break it, hang something out the window to let fire personnel know you are there and put something in cracks around the door, phone 911 if possible.

### **Fire - Procedures for Floor Wardens**

- Begin at the farthest point in your area and assure that the occupants ahead of you have evacuated. Conduct a quick search and make sure hazardous equipment is shut off, doors are closed and no one is left behind; this search should take two – three minutes. 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 so be strong, positive and insistent. Students and visitors who may not be familiar with this plan must be informed of the requirement to evacuate.
- Direct occupants to reassemble at the designated assembly point (See Appendix C). If you have helpers, station them in front of the elevator to make sure no one attempts to use it. If the stair is full of smoke go to another stair.
- Do not allow the stairway doors and other exit doors to be blocked open. Leaving stairway doors blocked or held open allows smoke to enter the stairwells and makes them 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. Floor wardens are responsible to report the location of all mobility impaired persons stranded in their area of responsibility to the Fire Safety Director or Seattle Fire Department personnel. See Appendix G for further details.

## 2. Bomb Threats

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

Exact time 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 liked

Were there any background noises?

Person receiving call

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

**REPORT CALLS IMMEDIATELY TO: UWPD AT 911 or 543-9331**

### 3. **Workplace Violence Prevention and Response**

- a. **The purpose of the Workplace Security Plan is to protect the rights of all persons** in the Physics-Astronomy Building to a safe work and learning environment. All persons within the Physics-Astronomy Building have a responsibility to maintain safety and therefore are responsible to report and take action in response to workplace violence or inappropriate conduct.
- b. **From the UW Policy and Procedure on Violence in the Workplace** (<http://www.washington.edu/admin/hr/polproc/work-violence/index.html>): The University of Washington is committed to providing a safe, healthful workplace that is free from violence or threats of violence. The University does not tolerate behavior, whether direct or through the use of university facilities, property or resources that:
- Is violent
  - Threatens violence
  - Harasses or intimidates others
  - Interferes with an individual's legal rights of movement or expression
  - Disrupts the workplace, the academic environment, or the University's ability to provide service to the public
- Violent or threatening behavior can include: physical acts, oral or written statements, harassing email messages, harassing telephone calls, gestures and expressions or behaviors such as stalking.
- c. **Response Plan**  
Anyone who perceives threats of danger to persons or property, or to report suspicious persons or activity, should call **911** for police assistance.
- d. **Reporting**  
All instances of potential or actual inappropriate behavior or workplace violence must be reported immediately to the department administrator, Jennifer Raines, and/or the Chair of the department.

For the complete **Workplace Security Plan**, see Appendix O.

#### 4. 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 a spill clean up materials or kits\*
- \* (See Section III.B.7 of the Laboratory Safety Manual for help in assembling a spill clean up kit.)
- b. If the spill is large, if the chemical is not easily identified, or if the chemical is extremely hazardous, then:
- (1) Evacuate all personnel from the area.
  - (2) Report:  
Main Campus UW Police, 911
  - (3) When placing an emergency call:
    - Give your name.
    - Give your location (room and building).
    - Give the phone number you are using.
    - Describe the emergency/injuries.
    - If possible remain in vicinity, away from danger, to assist emergency responders.
- c. The UW Police will notify the Seattle Fire Department who will respond to stabilize and contain the chemical spill, often leaving behind hazardous waste and contaminated equipment. If the hazardous waste is not properly cleaned up and packaged by the Seattle Fire Department, do not reoccupy the area. Contact Environmental Health & Safety at 543-0467 for assistance.

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

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



## **I. EMPLOYEE ORIENTATION**

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

## **J. FIRE EXIT DRILLS**

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Evacuation drills will be scheduled, conducted, and recorded by the Fire & Emergency 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**

See the section entitled “Department and Staff Responsibilities” for further details

### **A. FIRE & EMERGENCY SAFETY DIRECTOR AND ALTERNATES**

1. Fire & Emergency Safety Director for *the Physics-Astronomy Building*

*Name: Jennifer Raines*

*Title: Department Administrator*

*Physical location (room number) C121J*

*Phone number: (206) 616-9652*

*E-mail address: jraines@phys.washington.edu*

2. Alternates for the Fire & Emergency Safety Director

*Jason Alferness*

*Assistant Building Coordinator / Advanced Labs Assistant*

*B248 Physics Astronomy Building*

*Phone number: (206) 221-2974*

*Email: alf@phys.washington.edu*

### **B. SAFETY EVACUATION FLOOR WARDENS**

Each floor has several wardens to assure coverage. Each floor warden will have a clipboard, whistle and distinguishing clothing (cap or vest.) Primary wardens will be responsible for routinely notifying occupants in their areas of safety procedures and providing special orientation to new occupants.

#### **BASEMENT**

##### **Basement shop area**

Ron Musgrave

Shop: B-076, Phone: 3-6275, e-mail: ronm@u.washington.edu

##### **Research Labs and non-instrument shop areas of basement**

pending

Office: B-037, Phone: 6-2783, e-mail: burritt@npl.washington.edu

## **FIRST FLOOR**

### **First floor bar**

Michael Andersson

Office: B140, Phone: 3-7094, e-mail: anderss@u.washington.edu

Ron Maxell, alternate

Office: B140, Phone: 3-8588, e-mail: maxell@phys.washington.edu

### **First floor tower**

Stephen Higgins

Office: C-121H, Phone: 1-2601, e-mail: slhiggi@u.washington.edu

Jennifer Raines, alternate

Office: C-121J, Phone: 6-9652, e-mail: jraines@uw.edu

### **Auditorium lecture halls & mezzanine**

John Davis

Office: AM-008, Phone: 3-8260, e-mail: davis@phys.washington.edu

Steven B. Troy

Office: AM-008, Phone: 3-2899, e-mail: sbtroy@u.washington.edu

## **SECOND FLOOR**

### **Auditoria Second Floor**

Teaching faculty, including planetarium supervisors (varies by quarter)

### **Second Floor bar**

David Pengra

Office: B256A, Phone: 3-4783, e-mail: dbpengra@phys.washington.edu

Jason Alferness, alternate

Office: B-256B, Phone: 1-2974, e-mail: alf@phys.washington.edu

**Second floor tower**

Peter Shaffer

Office: C-218, Phone: 3-6705, e-mail: shaffer@phys.washington.edu

Gina Passante, alternate

Office: C-224, e-mail: passante@uw.edu

**THIRD FLOOR**

**Third floor bar**

Jeffrey Wilkes

Office: B303, Phone: 3-4232, e-mail: wilkes@phys.washington.edu

Michael Evans, Astronomy

Office: B330C, Phone: 5-7857, e-mail: evans@astro.washington.edu

Tom Quinn, Astronomy, alternate

Office: B-378, Phone: 5-9009, e-mail: trq@astro.washington.edu

**Third floor tower**

Stan Vlcek, Astronomy

Office: C-319A, Phone: 1-7295, e-mail: stan@astro.washington.edu

Scott Anderson, Astronomy, alternate

Office: C-304, Phone: 5-2392, e-mail: anderson@astro.washington.edu

**FOURTH FLOOR**

**Fourth floor bar**

Andreas Karch

Office: B-408, Phone: 3-8591, e-mail: karch@phys.washington.edu

Aurel Bulgac, alternate

Office: B-478, Phone: 5-2988, e-mail: bulgac@phys.washington.edu

**Fourth floor tower**

Linda Vilett

Office: C-411c, Phone: 5-3958, e-mail: vilett@phys.washington.edu

Sanjay Reddy, alternate

Office: C-433, Phone: 5-2397, e-mail: sareddy@uw.edu

## **FIFTH FLOOR**

### **Fifth floor**

Miguel Morales

Office: C-525, Phone: 1-0301, e-mail: mmorales@phys.washington.edu

Peter Kammel, alternate

Office: C-515, Phone: 5-2401, e-mail: pkammel@uw.edu

## **SIXTH FLOOR**

### **Sixth floor, Physics-Astronomy Library**

Anya Bartelmann

Office: Library, Phone: 3-2988, e-mail: acbartel@uw.edu

## **C. FIRST AID CONTACTS**

*Name: Michael Andersson*

*Room: B-140*

*Phone: 543-7094*

*Name: Ron Maxell*

*Room: B-140*

*Phone: 543-8588*

*Name: Jason Alferness*

*Room: B-256B*

*Phone: 212-2974*

## Appendix B 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 each location and how to contact them.

*List Effective this Date: Pending*

| <i>Room</i> | <i>PI</i> | <i>Lab Contact</i> | <i>Hazard(s)</i> |
|-------------|-----------|--------------------|------------------|
|-------------|-----------|--------------------|------------------|

## **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 Points:**

There are three assembly points during a fire or earthquake evacuation of the Physics-Astronomy Building: 1) the corner of 15<sup>th</sup> Avenue NE and Pacific Way, 2) the area north of PAB adjacent to Guthrie and 3) open area to the east of PAB and south of the Chemistry Library Building, across Stevens Way. All occupants should proceed immediately to the designated assembly point during any fire or earthquake emergency. Preferred assembly points are:

A Wing (Auditorium, Lecture Halls, mezzanine): Assembly Point (3)

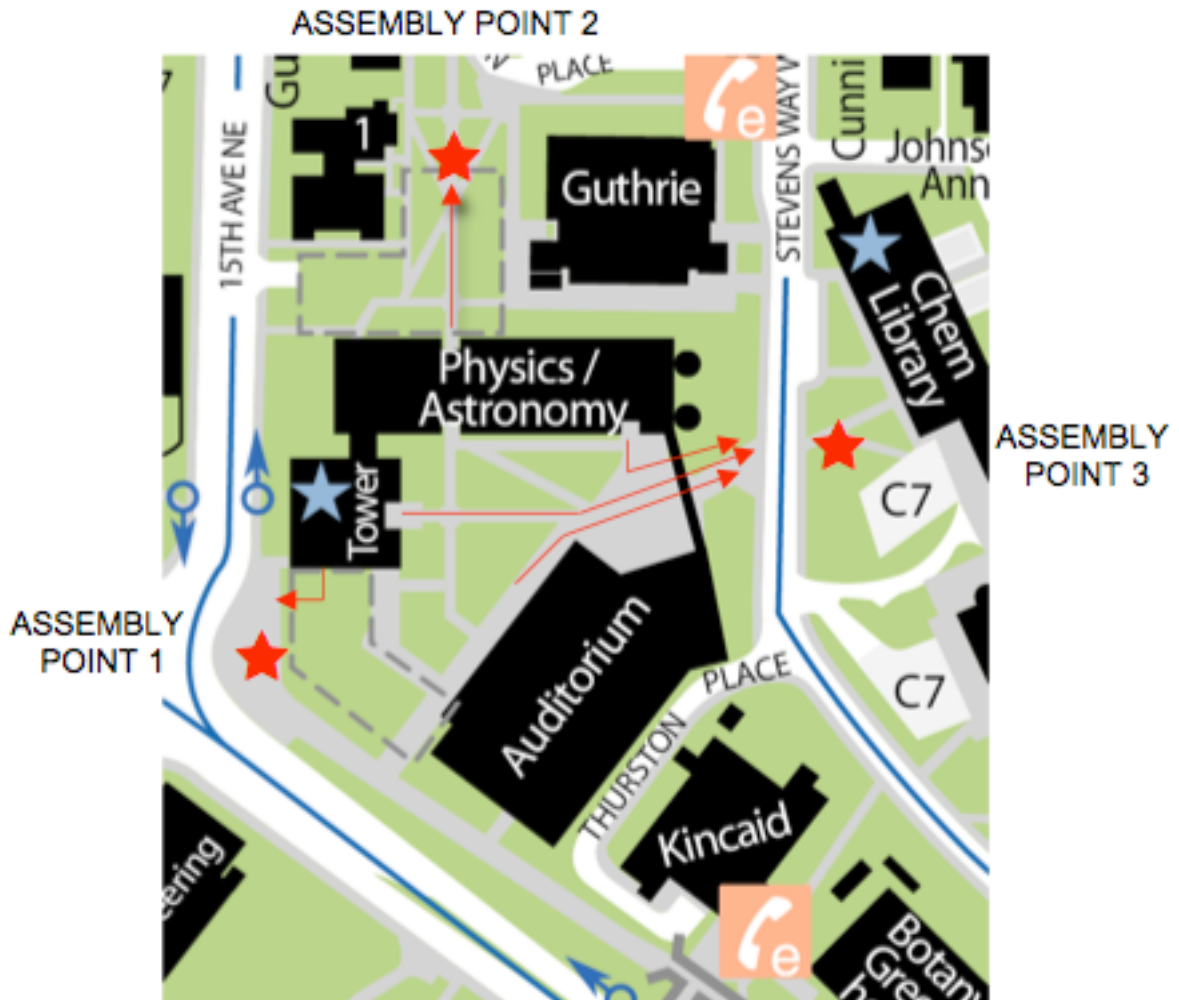
Tower, First through Sixth Floor: Assembly Points (1)

Bar Section, First through Fourth Floor: Assembly Points (2) or (3)

Basement: Assembly Point (1) or Assembly Point (3) depending on the closest exit

Note that during an earthquake the plaza area with the sculpture and the north exit of PAB are potentially dangerous locations due to possible collapse into the basement/laboratory area. Use caution and judgment

All occupants evacuating from the NW stairwell of the bar section of the building should proceed via the north side of the building, as the loading dock area will be used to coordinate emergency fire response.



**Assembly Points for the Physics Astronomy Building**



## **Appendix D Operation of the Fire Alarm Panel**

### **A. Automatic Fire Reporting Systems**

- Sprinkler Systems
- Local Heat Detectors
- Local Smoke Detectors

### **B. Manual Fire Reporting Systems**

- Manual Pull Stations

### **C. Operating System Voice Package**

The following is the operating procedure for the person(s) responsible to operate the voice package of the Fire Alarm System.

**DO NOT SILENCE THE SPEAKERS UNTIL TOLD TO DO SO BY THE FIRE  
DEPARTMENT**

Instructions for operating the building system is located in Fire Safety Director's EEOP

### **D. Control Panel Locations**

*The location of the Fire Alarm Panel (F.A.P) in the Physics/Astronomy building is in the Fire Command Center on the 15th Avenue N.E. loading dock. This panel reports to the central station at the University Police Station at 1117 N.E. Boat Street.*

## **Appendix E High Value List (Optional)**

*This should include items that are critical to research, expensive or hard to replace. For example, specialized laboratory equipment or artifacts that cannot be replaced. Including specific contingency or recovery plans for dealing with these lost items may also be appropriate.*

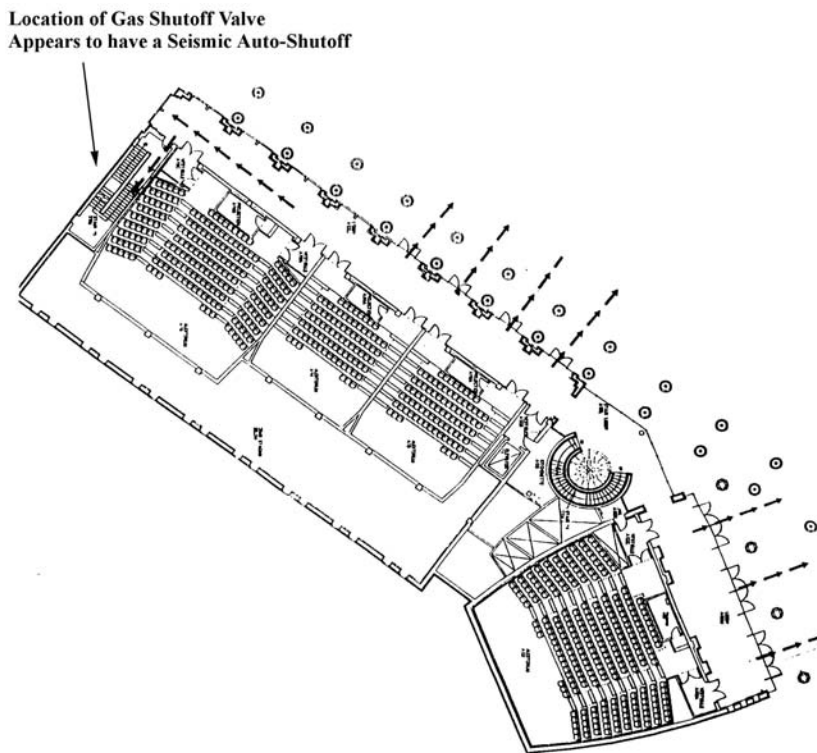
| <u>Equipment Description</u> | <u>Location</u> | <u>Affected By: Water</u> | <u>Fire</u> | <u>Smoke</u> | <u>Power</u> | <u>Outage</u> |
|------------------------------|-----------------|---------------------------|-------------|--------------|--------------|---------------|
|------------------------------|-----------------|---------------------------|-------------|--------------|--------------|---------------|

List is pending

## Appendix F Shut Off Valve List

### Gas Shutoff Valve:

The main building gas shutoff valve for the PAB is located on the east end of the Auditorium Section (A-Wing) of the building behind some shrubs. It is fitted with a seismically activated automatic shutoff valve, however in the event of a major earthquake or valve failure, it can be manually turned by Physical Plant personnel.



## 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.

Persons with limited mobility should:

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

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

#### Evacuation Options

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

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

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

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

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

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

### **Disability Guidelines**

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

### **Mobility Impaired – Wheelchair**

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

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

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

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

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

### **Hearing Impaired**

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

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

### **Visually Impaired**

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

### **Resources**

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

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

## **Appendix H**

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

#### **A. Preparation**

1. The Fire Safety Director will meet with the Floor Wardens to:
  - a. Review procedures, duties, evacuation routes as outlined in the plan.
  - b. Determine who will participate in the drill.
  - c. Confirm participants are familiar the plan.
  - d. Establish a date and time for drill that is convenient but assures appropriate participation.
  
2. Notification and Technical Assistance
  - a. Call Physical Plant’s Signal Shop’s Supervisors at 685–2758 to arrange for a technician to activate the alarm system and reset it after the drill.
  - b. Notify UWPD of the time and date of the drill.
  - c. For assistance in conducting and critiquing the drill, notify EH&S Fire Safety at least one week in advance at 543–0465. (optional)
  
3. Publicize Drill Event to Building Occupants  
Approximately three days before the drill post notices in conspicuous locations informing all occupants of the time and date of the drill. Notification via e–mail and other means is also encouraged.

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

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

## **Appendix I**

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

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

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

Seattle Fire Code, Article 193, requires that high–rise facilities have fire drills or related activity at least every quarter (not to exceed 120 days). To meet this requirement, University high–rise buildings will do the following:

- a. Every quarter the building fire safety director, his or her alternates, and floor wardens will meet to conduct an exercise or to review their procedures and duties.
- b. Annually, the Fire Safety Director will conduct a fire drill that will include the participation of all the building occupants. It is recommended that the annual drill be conducted during Autumn quarter to orient new faculty, staff and students.

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

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

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

- d. Evacuation of all occupants should follow in accordance with established procedures (See H.1. and Appendix C). Occupants on floors located more than three levels above grade should not enter the stair as part of the drill. They should go to the area adjacent the nearest stair door and congregate until the Floor Warden has completed his or her sweep of the floor. The Floor Warden should then inform occupants where to go in case of real alarm, down the stair four levels and back into the building.
- c. Floor Wardens must report to their area of responsibility.

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



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

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

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

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

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

The Fire Drill Report can be found at:

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

## **Appendix M**

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

In June of 1994, the University of Washington published its comprehensive EEOP for campus operation during large scale or campus-wide emergencies. Copies of the campus EEOP 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.

The UW EEOP 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 EEOP. Part Three of the *UW Emergency Plan* contains a guide for departments to develop their own plan.

The UW EEOP has been developed to provide the framework for a coordinated and integrated campus-wide response to emergencies. Details regarding responsibilities for emergency response, locations of the Emergency Operations Center (EOC) and Emergency Policy Center, establishing communications and emergency response, and details outlining University priorities and objectives during an emergency can be found within this document.

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.

## Appendix N PAB Fire Alarm Automatic Detection and Response Zones

The Physics and Astronomy Building is divided into several Fire Alarm Detection and Response Zones. When a manual pull-station or automatic fire detection (smoke or heat detector) device is activated, *fire alarms will be activated only within this detector's response zone*. All other fire alarms (i.e. response zones) in PAB will not be activated unless a detector in their response zone is activated.

The following table summarizes the correlation between the detector and response zones in the Physics Astronomy Building.

|   |                               | Area Where Fire Alarm Sounds |                              |                     |                        |                 |               |                 |               |                 |               |                 |               |                 |                 |
|---|-------------------------------|------------------------------|------------------------------|---------------------|------------------------|-----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|-----------------|
|   |                               | Auditoria Basement Shell     | Auditoria Mezzanine Flrs 1,2 | All of the basement | Loading Dock Enclosure | Tower 1st Floor | Bar 1st Floor | Tower 2nd Floor | Bar 2nd Floor | Tower 3rd Floor | Bar 3rd Floor | Tower 4th Floor | Bar 4th Floor | Tower 5th Floor | Tower 6th Floor |
| <b>Area Where Detector or Manual Alarm is Activated</b> | auditoria basement shell      | X                            | X                            | X                   |                        |                 |               |                 |               |                 |               |                 |               |                 |                 |
|   | auditoria Mezz., 1st, 2nd fl. | X                            | X                            | X                   |                        |                 |               |                 |               |                 |               |                 |               |                 |                 |
|   | all of basement               | X                            | X                            | X                   | X                      | X               | X             |                 |               |                 |               |                 |               |                 |                 |
|   | loading dock                  |                              |                              | X                   | X                      |                 |               |                 |               |                 |               |                 |               |                 |                 |
|   | tower 1st floor               |                              |                              |                     |                        | X               | X             | X               | X             |                 |               |                 |               |                 |                 |
|   | bar 1st floor                 |                              |                              |                     |                        | X               | X             | X               | X             |                 |               |                 |               |                 |                 |
|   | tower 2nd floor               |                              |                              |                     |                        |                 |               | X               | X             | X               | X             |                 |               |                 |                 |
|   | bar 2nd floor                 |                              |                              |                     |                        |                 |               | X               | X             | X               | X             |                 |               |                 |                 |
|   | tower 3rd floor               |                              |                              |                     |                        |                 |               |                 |               | X               | X             | X               | X             |                 |                 |
|   | bar 3rd floor                 |                              |                              |                     |                        |                 |               |                 |               | X               | X             | X               | X             |                 |                 |
|   | tower 4th floor               |                              |                              |                     |                        |                 |               |                 |               |                 |               | X               | X             | X               |                 |
|   | bar 4th floor                 |                              |                              |                     |                        |                 |               |                 |               |                 |               | X               | X             | X               |                 |
|   | tower 5th floor               |                              |                              |                     |                        |                 |               |                 |               |                 |               |                 |               | X               | X               |
|   | tower 6th floor               |                              |                              |                     |                        |                 |               |                 |               |                 |               |                 |               |                 | X               |
|   | tower 7th, 8th floors         |                              |                              |                     |                        |                 |               |                 |               |                 |               |                 |               |                 | X               |

## Appendix O

### Workplace Security Plan

This plan is intended to provide specific on-site workplace violence prevention and response procedures to Physics-Astronomy building faculty, staff, students, and visitors. This policy is intended to support and comply with the UW Policy and Procedure on Violence in the Workplace which can be found at <http://www.washington.edu/admin/hr/polproc/work-violence/index.html>.

#### I. Purpose

The purpose of this plan is to protect the rights of all persons in the Physics-Astronomy Building to a safe work and learning environment. All persons within the Physics-Astronomy Building have a responsibility to maintain safety and therefore are responsible to report and take action in response to workplace violence or inappropriate conduct.

#### II. Scope

This Workplace Security plan applies to all occupants of the Physics-Astronomy Building including in wings A, B, and C (the tower) regardless of their department or organization affiliation.

#### III. University Resources and Contacts

##### A. Emergency

##### 1. UW Police Department

The University of Washington Police Department (UWPD), at 1117 NE Boat Street in the Bryant building, maintains an emergency Communications Center 24 hours a day, 7 days a week. To report an emergency of any kind dial **911** from any on-campus (wire connected) telephone. Calls to 911 made from a cell phone will connect with either the Seattle Police or Washington State Patrol. Callers should ask to be connected to the UW Police.

##### B. Other Resources and Contacts

##### 1. UW Police Non-emergency

(206) 685-8973 (UWPD)

##### 2. UW Safe Campus (Violence Prevention and Response Team)

(206) 685-7233 (SAFE)

#### IV. Policy

- From the [UW Policy and Procedure on Violence in the Workplace \(http://www.washington.edu/admin/hr/polproc/work-violence/index.html\)](http://www.washington.edu/admin/hr/polproc/work-violence/index.html):  
The University of Washington is committed to providing a safe, healthful workplace that is free from violence or threats of violence. The University does not tolerate behavior, whether direct or through the use of university facilities, property or resources that:
  - Is violent
  - Threatens violence
  - Harasses or intimidates others

- Interferes with an individual’s legal rights of movement or expression
- Disrupts the workplace, the academic environment, or the University’s ability to provide service to the public.

Violent or threatening behavior can include: physical acts, oral or written statements, harassing email messages, harassing telephone calls, gestures and expressions or behaviors such as stalking.

## V. Prevention

The Physics-Astronomy Building is a public facility. During the academic term it is open 7 AM-7 PM Monday-Friday and closed on weekends and holidays except for special events. There are responsibilities and actions -- both of the individual and the administration -- that can reduce the possibility of a Workplace Violence Incident.

### A. Individual Responsibilities

1. Report concerns to supervisors
2. Recognize and report suspicious persons/events
3. Maintain personal safety
4. Maintain workplace physical security

### B. Supervisor and Faculty Responsibility Checklist

See under **References** or <http://www.washington.edu/admin/hr/polproc/work-violence/wpb-supchklist.pdf>

### C. Physical Security

1. When leaving offices and labs, even for a brief period of time, they should ALWAYS be locked.
2. There must be enough SAFE rooms for all employees to ‘shelter in place’ during an emergency (See *Section VII.C.1 and 5*).

### D. Areas With Restricted Access

Signs must be posted specifying these areas are only to be used by UW faculty, staff and students.

1. Society of Physics Students lounge (Rm. B-135)
2. Student Study Area on tower first floor (Rm. C-141)
3. B-wing 1<sup>st</sup> floor computer lab (Rm. B-101)
4. A-wing basement study center

## VI. Education and Training

- A. All employees can receive UW Workplace Violence Prevention Training by signing up for a free class at this website: <http://www.washington.edu/admin/hr/polproc/work-violence/index.html>
- B. The Workplace Security Plan should be part of a new employee’s orientation and include:
  1. Concepts of Evacuate and Shelter in Place.
  2. Identification of Safe Rooms (See *Section VII.C.5*).
- C. Employees with significant public interaction should complete University Workplace Violence Prevention Training.

## VII. Definitions

### A. Sources of Workplace Violence and Inappropriate Conduct

Situations of workplace violence and inappropriate conduct within the Physics-Astronomy building can be differentiated into four main categories:

1. Conduct by Visitors or Members of the Public: The individual is a visitor to the Physics-Astronomy building or has no academic or business relationship with any of the departments within the building.
2. Conduct by Students: The individual is an undergraduate or graduate student currently enrolled in a class or program within the Physics-Astronomy building.
3. Conduct by Co-workers: The individual has an employment-related involvement with a department within the Physics-Astronomy building.
4. Conduct by Personal Relations: The individual is a current or former spouse, partner, relative, or friend of a student, faculty, or staff member in the Physics-Astronomy Building.

### B. Types of Workplace Violence and Inappropriate Conduct

1. Verbal Abuse: Verbal communication that could reasonably be interpreted as intending to threaten, frighten, intimidate, or harm another and which would be considered highly offensive by a reasonable person. This definition includes language designed to shame, taunt, or insult the victim.
2. Intimidation: A physical or verbal act toward another person, which causes that person to fear for his or her safety or the safety of others.
3. Harassment: Repeated actions that could reasonably be interpreted as intending to coerce, intimidate, or humiliate the victim.
4. Stalking: Following or harassing that could reasonably be interpreted as intending to frighten, intimidate, or harm another.
5. Disruption: Conduct that has the effect to obstruct or interfere with a safe environment for faculty, staff, and members of the public.
6. Threat of violence: Any physical or verbal act that threatens bodily harm or damage to property.
7. Act of violence: Any physical act that causes bodily harm or damage to property.
8. Illegal Contact: Contact between individuals is a violation of legal decrees (e.g., a restraining order), or that is otherwise prohibited by law.
9. Possession or use of a weapon: Possession and use of firearms, explosives, dangerous chemicals, or other weapons except where permitted by law.

### C. Other Definitions

1. Safe Room: A safe room is a room within a work area where employees can “shelter in place” when it is too dangerous to evacuate. Safe rooms should be accessible from all parts of the work area, have a solid core door or a door with small glass panels, a way to restrict vision from the outside, a lock, and a telephone.
2. Code Word: A word or phrase to alert a co-worker to call police when you do not want the suspect or dangerous person to know.

3. Phone Tree: A designated tiered phone list to notify employees of an emergency by phone. The employee who knows about the danger should notify a primary contact person AFTER calling 911. That contact person would then call a prearranged list of persons.
4. Evacuate: To leave an area/room/building when it is more dangerous to stay.
5. Shelter in Place: To securely hide when the source of danger controls or blocks access to escape OR when you do not know the location of the source.

## VIII. Response Plan

### A. Emergency Communications

1. 911/Police  
Anyone who perceives threats of danger to persons or property, or to report suspicious persons or activity, should call 911 for police assistance.  
When calling 911 it is important to tell the call taker
  - a. **What is happening.** This helps police assign the correct priority.
  - b. **Where the danger is.** This may not be the same place as from where you are calling.
  - c. **Who is causing the danger (includes a description).** Police will be looking for the dangerous person while arriving at a confused situation.
2. Within Work Unit
  - a. Code Word: A code word can be established in your work unit. When confronted with a person who is making you feel threatened, either say this to the first faculty/staff member you see, or make a phone call to a faculty/staff and say this phrase. This is the code to that person to call UW Police at 911 then, **after the 911 call is made**, initiate the phone tree.
  - b. Phone Tree: A phone tree can be established to notify co-workers in your work area after dialing 911.
  - c. Imminent Danger: When danger is imminent, yell for help or alert co-workers to evacuate or shelter in place.  
See "Campus Procedures-Active Shooter Guide" under references or at [http://www.washington.edu/admin/police/Active\\_Shooter/index.html](http://www.washington.edu/admin/police/Active_Shooter/index.html) for more information.

### B. Evacuate/Shelter in Place

(See **Lockdown and Evacuation Procedure**)

1. Evacuate
  - a. If it is dangerous to stay in an area/room/building, evacuate (run away). This is when the source of the danger is close to you but does not control escape routes and it is possible to leave.
  - b. Get to a safe location- if no police units are on scene move well away from the incident and find safe cover positions and wait for police to arrive.
  - c. Call for help - 911
  - d. Once you are in a safe place, stay put. You may have information that responding police officers will need.
2. Shelter in place
  - a. If it is dangerous to leave the area/room/building, shelter in place (securely hide). This is when the source of the danger controls or blocks access to escape OR you don't know the location of the source.
  - b. "Securely hide" means



1. Locked or barricaded room with limited visibility from outside and with telephone.
2. Secure door - if no lock, barricade the entrance (i.e. with a wedge or heavy furniture).
3. Get down on floor and out of line of fire.
4. Call for help - 911.
5. Wait for official notice that danger is over.

## IX. Lockdown and Evacuation Procedure

### A. Emergency Evacuation

1. Because the Physics Astronomy Building is a High Rise Building, Fire Alarm Systems are zoned to alarm only a portion of a building at a time. Therefore, pulling a fire alarm will not send a general evacuation order to the entire building. In the event that a campus emergency requires an emergency evacuation of the entire building, the following actions shall take place.
  - a. Emergency Responders shall immediately be notified of the emergency, actions being taken, and the reason for those actions via 911. In the event 911 service is not available in the case of a regional emergency (earthquake, terrorist activity, bomb threat etc.), runners shall be dispatched in a safe manner to the University Emergency Operations Center.
  - b. If determined to be necessary, a general evacuation order shall be given from the fire alarm control panel. This order shall be given by University Facilities Emergency Response or other emergency responders.
  - c. In the event that a timely response by University or City Emergency Responders is not possible, the building coordinator, or the Chairman, Chairwoman or chief administrator of any resident department shall initiate an emergency evacuation using the general public address system located in the fire alarm control panel room. This action shall be reserved only for circumstances where emergency response by University Facilities Services, UWPD, and/or Seattle Fire Department is not possible or feasible.

### B. Lockdown

1. Emergency response communication for the University resulting in a campus lockdown order via UWAlert or other authorized channel shall result in the following actions.
2. Exterior building doors are a priority during a lockdown event. The following building doors are assisted to be the primary responsibility of the people listed below.
  - a. B-wing Exterior doors: Freshman Laboratory staff
  - b. A-wing Exterior doors: Lecture Demo staff
  - c. Tower doors: Physics Administrator or Acting Administrator
  - d. Basement doors: Instrument Shop Manager or Acting Manager
  - e. Building Coordinator shall verify security lockdown has taken place to the best of his/her ability to do safely.
  - f. During an event of campus violence or other event requiring immediate campus lockdown, all classrooms shall be secured to the best of their ability by instructors.

- g. All other areas should be secured to the best of their ability by current occupants.
- h. No one should leave safe/shelter areas.
- i. If possible and applicable to the circumstance, a lockdown notification can be sent via Public Address systems in the Fire Alarm Control Panel Room.

#### **X. Reporting**

- A. All instances of potential or actual inappropriate behavior or workplace violence must be reported immediately to the department administrator Jennifer Raines and/or the Chair of the department.
- B. All instances of potential or actual inappropriate behavior must then be reported to the Violence and Prevention Response team at SafeCampus 206-685-7233 (SAFE).
- C. The person reporting the instance should provide as much detail and documentation as possible.
- D. See Faculty and Supervisor checklist under references or at <http://www.washington.edu/admin/hr/polproc/work-violence/wpb-supchklst.pdf> for warning signs of potential violence or inappropriate behavior.

#### **XI. References**

- UW Policy and Procedure on Workplace Violence - <http://www.washington.edu/admin/hr/polproc/work-violence/index.html>
- Workplace Violence: What Faculty and Supervisors Must Do Checklist - <http://www.washington.edu/admin/hr/polproc/work-violence/wpb-supchklst.pdf>
- Campus Procedures – Active Shooter Guide - [http://www.washington.edu/admin/police/Active\\_Shooter/index.html](http://www.washington.edu/admin/police/Active_Shooter/index.html)
- UW Police Crime Prevention unit- Workplace Violence/ Security Plan - [http://www.washington.edu/admin/police/prevention/Workplace\\_Security\\_Plan\\_current.pdf](http://www.washington.edu/admin/police/prevention/Workplace_Security_Plan_current.pdf)
- SafeCampus- Violence Prevention Response Team- 206-685-7233 (SAFE) - <http://www.washington.edu/safecampus/>
- UW Policy on Relationship Violence and Resources - <http://www.washington.edu/admin/hr/polproc/work-violence/relationship-viol.html>
- UW Alert - <http://www.washington.edu/alert/index.php>
- UW CareLink - 866-598-3978 <http://www.washington.edu/admin/hr/benefits/worklife/carelink/index.html>