

UNIVERSITY OF WASHINGTON

Center For Sustainable Forestry at Pack Forest

Emergency Evacuation and Operations Plan (EEOP)

October 2009

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Center For Sustainable Forestry at Pack Forest EMERGENCY QUICK CHECKLIST

Fire

- If you discover a small fire call for HELP, pull fire alarm or call 911 before attempting to put out the fire with a fire extinguisher.
- Shut off any equipment, stoves, etc if possible
- Evacuate your building and assemble at your Outside Assembly Point (OAP)
- Direct all conference guests to the ball field for a head count.
- The Building Evacuation Warden will take a head count of all staff and guests and then send one person to the main OAP in the parking lot to report to the Fire Safety Director
- DO NOT RE-Enter any buildings until the ALL CLEAR has been given.

Earthquake

- 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.
- 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.
- Check for fires or fire hazards - spills of flammable or combustible liquids, or leaks of flammable gases.
- Turn off ignition and heat sources if it is safe to do so.
- Shut off all gas sources.
- Exit the building, if possible, and go to the assembly point to report on injuries, damages, and potentially hazardous conditions.
- Call Pierce County Fire District 17 to notify them of any needed assistance and emergencies that may exist.
- Once you have exited the building, do not re-enter until the building has been declared safe by trained emergency personnel.

Medical Emergencies

- Call 911 on line 4 or 5
- Send staff member to Gatehouse to direct medical personnel to the location of the emergency
- Do NOT move injured people unless they are in immediate danger. Render first aid if required.

• **Center For Sustainable Forestry at Pack Forest Emergency Evacuation and Operations Plan**

(EEOP)

A. PURPOSE

The purpose of this plan is to establish procedures and duties, to promote planning, and to establish training for the staff of Pack Forest for fire and other emergency evacuations as required by the Pierce County 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 Center For Sustainable Forestry at Pack Forest.

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. EMERGENCY RESOURCES AND CONTACTS

1. Pierce County 911 Emergency Contacts

To report an emergency of any kind, including but not limited to fire, medical emergency, or hazardous material spills or release, dial 911 from **Line 4 or 5** on any telephone with a campus prefix. Pack Forest also maintains a radio communications system with access to the Department of Natural Resources. To contact the Department of Natural Resources utilize Channel 8 on the Pack Forest Communications System.

Emergency Contact Numbers and Radio Frequencies

County, State

Pierce County Sheriff	911, or (253) 798-4721
Pierce County Fire District 17	911, or (253)-847-4333
Washington State Highway Patrol Tacoma	(253)-539-6210
Department of Natural Resources South Puget Sound.....	(360) 825-1631
Department of Natural Resources Radio	Channel 8
Wildfire Control, USFS.....	911, or 1-800-562-6010
National Weather Service Radio	Channel 9
Fish & Wildlife Office (Olympia).....	(360) 902-2200
Poison Control	1-800-542-6319

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 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. The Pack Forest Maintenance Staff is available to provide more site specific information as needed.

EH&S is not an emergency response unit. Report all emergencies to 911.

3. Facilities Services

The Pack Forest Maintenance Staff responds to all physical plant problems during normal business hours, 7:00 a.m. to 4:00 p.m. Monday through Friday.

4. KIRO AM #710 - Official Emergency Broadcast Station

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

F. EMERGENCY COMMUNICATIONS

1. Telephone

The campus telephone system will be used to the extent possible. In case of system failure or a power failure, campus phones will function on battery backup. Instructions for switching phones to battery backup are located in the Telephone System closet in the Main Administrative Office. An alternative courtesy phone is located outside the showerhouse to contact 911.

2. Fire Alarm System

Pack Forest maintains a fire alarm system connected campus-wide. Additional Fire Alarm Pull Stations are located throughout the public areas in the camp area. Fire alarm control panels are located in the Main Administration Building, House 4 and House 2.

The Pack Forest fire alarm system is continuously monitored for alarm by a contracted service. All alarms result in an automatic response by Pierce County Fire Department.

3. Pack Forest Radio System

Pack Forest maintains a radio communications system with access to the Department of Natural Resources. Radios are located in each Pack Forest vehicle, handheld radios are provided in the Administration building as needed, and Base Stations are located and monitored in the Administrative office.

Pack Forest operates on Channel 5 and Channel 6. To contact the Department of Natural Resources utilize Channel 8 on the Pack Forest Communications 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. Students and guests 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, 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.

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.
- b. For a community-wide event (Level III), the Fire Safety Director or an alternate will establish contact with Fire District 17 at (253) 847-4333.

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 conference coordinators inform students and guests 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 Pierce County Fire Code and WAC 296-24 (See Appendixes H, I, J and K).
- h. Review the emergency plan at least annually and confirm that it is current.
- i. Assure emergency services, Pack Forest Maintenance Staff and managers 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 emergency personnel.
 - Help the Pack Forest Maintenance Staff, and the Pierce County 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.

6. Instructor's Responsibility

- a. Provide his or her class or audience with general information relating to emergency procedures. This information should be shared during the first week of class or at the start of a seminar. Please note the posted information for "Classroom Emergency Procedures" (See Appendix N).
- b. Know how to report an emergency from the classroom being used.
- c. Assure that persons with disabilities have the information they need. The instructor should be familiar with the student's plan and be able to direct visitors with disabilities.
- d. Take responsible charge of the classroom and follow emergency procedures for all building alarms and emergencies.

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 from Line 4 or 5.** 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 from Line 4 or 5 and notify occupants verbally** of the emergency and the need to evacuate. Evacuation Wardens or another responsible party needs to confirm that all occupants are notified.

Remember that hazardous equipment and processes should be shut down unless doing so presents a greater hazard. Close doors before leaving.

- d. **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).
- 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 from Line 4 or 5 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).
 - 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.
 - After accounting for personnel at EAP designate one person to be stationed at the entrance of Pack Forest at the Gatehouse to direct emergency personnel to the site of the emergency. Additionally, station one person at the top of the road to direct emergency personnel to the site of the emergency.

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 Pierce County Sheriff at 911. Bomb threats received through the mail or by other means are also to be reported immediately to the Pierce County Sheriff at 911.

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: Sheriff at 911 from Line 4 or 5

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.

- 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:
Fire District 17 - Dial 911 from line 4 or 5
 - (3) When placing an emergency call:
 - Give your name.
 - Give your location (address 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 Pierce County Fire Department will respond to stabilize and contain the chemical spill, often leaving behind hazardous waste and contaminated equipment. If the hazardous waste is not properly cleaned up and packaged by the 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.

After accounting for personnel, designate one person to be stationed at the entrance of Pack Forest at the Gatehouse to direct emergency personnel to the site of the emergency. Additionally, station one person at the top of the road to direct emergency personnel to the site of the emergency.

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 Pierce County Fire District 17 to notify them of any needed assistance and emergencies that may exist. Once you have exited the building, do not re-enter until the building has been declared safe by trained emergency personnel.

After accounting for personnel at EAP designate one person to be stationed at the entrance of Pack Forest at the Gatehouse to direct emergency personnel to the site of the emergency. Additionally, station one person at the top of the road to direct emergency personnel to the site of the emergency.

- 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.

5. For Volcanic Events

- a. Lahars

Lahars often incorporate and carry large boulders and logs. Lahars pose a threat to anything in their paths, including bridges, roads, dams, pipelines and buildings. Lahar hazards are greatest in stream channels or river valleys with headwaters on volcano slopes. Pack Forest is not located immediately within a lahar danger zone but is surrounded by the Mashel and Nisqually zones. Access to and from Pack Forest may be blocked if the dams and bridges surrounding Pack Forest are affected.

- b. Ash Fall

Explosive volcanic eruptions commonly produce large quantities of fine ash that can be carried by winds hundreds or even thousands of miles from the source. A dense ash cloud commonly blocks sunlight and results in total darkness lasting up to several hours.

Electrical service may be interrupted because ash deposits can cause short circuiting and weigh down and break power lines.. Heavy ash fall may interfere with radio, television and telephone communications. In addition, volcanic ash is very abrasive and can cause severe damage to computer equipment and other electronic components, and to motor vehicles operating in ash if proper (and frequent) maintenance does not occur. Wet ash fall accumulations of four-inch thickness have caused the collapse of building roofs.

- Stay indoors if possible. If you are outside, seek shelter such as a car or building.
- Close all doors, windows and dampers. Consider additional sealing around edges.
- Wear a dust mask and goggles when outdoors (A damp cloth to filter the ash may substitute if masks are not available).
- If at all possible, simply avoid driving in heavy ash fall ~ ash can be slippery when wet and the chance of accidents will be increased because of poor visibility.
- Listen to radio or television for the latest emergency information. Identify local channels and frequencies. Stations in unaffected areas are less inclined to provide emergency information.
- Retreat to basement or leave building for shelter of a car or another structure if ash accumulation on the roof of your building exceeds four inches when wet, or ten inches when dry.
- If your safety can be assured, remove ash from roof to prevent accumulations exceeding several inches.

6. For Forest Fires

- a. The unique placement of the Center For Sustainable Forestry at Pack Forest within the urban/wildland interface subjects the Center to the danger of wildfire. Pack Forest forestry staff should be trained in the use of all initial attack equipment for responding to forest fires. A supply of basic forest fire suppression equipment is maintained in the Paint & Tool shed. This basic equipment consists of hand tools such as shovels, chain saws and back tanks.
- b. When a forest fire is reported the Forest Manager will act as Incident Commander and will coordinate all staff and equipment until Department of Natural Resources personnel arrive. In the event of Forest Manager absence the most senior **Forestry Staff** person will fill this role.
- c. In the event a forest fire is spotted the **first priority** is to ensure your **safety** and the safety of those around you. If a fire is spotted you should move to a safe distance with “defendable space” and then utilize the Pack Forest Communications system to contact the Administrative Office on Channel 5 or 6. If you cannot reach the Base Station utilize Channel 8 to contact the Department of Natural Resources.

- (1) When placing an emergency call:

- Give your name.
 - Give your location (road number, stand name, or geographic feature)
 - Estimate size of fire, fuel conditions.
 - If possible, remain in vicinity, away from danger, to assist emergency responders.
- d. If you discover a fire you may attempt to put it out if it is small (no larger than a few meters) and you have called for HELP. If the fire is too large or you are uncomfortable or unfamiliar with the proper use of initial attack equipment and/or a fire extinguisher, simply move to a safe area and assist in directing emergency responders to the site of the fire.
- e. When a call is received in the Administrative office regarding a forest fire the first responsibility is to contact Fire District 17 by calling 911 from Line 4 or 5 on any campus telephone. If unable to contact by phone then utilize Channel 8 on the Pack Forest Communications System to speak to the Department of Natural Resources.
- f. After calling for HELP the Incident Commander will begin to place staff and equipment to assist DNR and Fire personnel. Pack Forest is not the first responder and will only act to assist fire personnel.
- Immediately dispatch Pack Forest fire tanker to the site of fire.
 - Send staff person familiar with road system to nearest gate to direct fire personnel to location of fire.
 - Flag route to fire with orange flagging to help direct emergency responders.
 - Assemble additional initial attack equipment including chain saws, shovels, Indian pumps, Maddox and safety equipment.
 - Position heavy equipment (D7 and D9 bulldozers) to fire area.
 - Close all other gates to vehicle access and direct forest visitors to exit the forest via most logical exit, avoiding roads used by emergency vehicles.
 - Generate GIS maps of fire area with contour lines, orthophotos, location of all streams, roads, trails and other geographical features.

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 Pack Forest

Dale Halverson
Maintenance Supervisor
Main Administrative Building
(360)-832-6534 extension 216
daleh@u.washington.edu

2. Alternates for the Fire Safety Director

Duane Emmons
Forest Manager
Main Administrative Building
(360)-832-6534 ext 212
emmons@u.washington.edu

B. EVACUATION WARDENS

Administration Building
Duane Emmons
(360)-832-6534 extension 218

Scott Hall
Dale Halverson
(360)-832-6534 extension 216

McBride Hall
Terri McCauley
(360)-832-6534 extension 227

Dining Hall
Georgiann Crouchet
(360)-832-6534 extension 229

Auto Shop / Woodshop
Alvin Sharpe
(360)-832-6534 extension 213

C. FIRST AID CONTACTS

Pat Saunders
Administration Building
(360)-832-6534 extension 211

Terri McCauley
McBride Hall Room 207
(360)-832-6534 extension 227

Alvin Sharpe
Auto Shop / Woodshop
(360)-832-6534 extension 213

Tom Touse
Administration Building
(360)-832-6534 extension 214

Suzi Bowles
Custodial Building
(360)-832-6534 extension 245

Dale Halverson
Administration Building
(360)-832-6534 extension 216

Georgiann Crouchet
Dining Hall Kitchen
(360)-832-6534 extension 229

Duane Emmons
Administration Building
(360)-832-6534 extension 212

Sandy Domici
McBride Hall Room 206
(360)-832-6534 extension 207

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 Effective this Date: 7-14-2004

Building	Contact	Hazard(s)
Warehouse	Duane Emmons 5-4485 ext 212	Pesticide Storage
Auto Shop	Alvin Sharpe 5-4485 ext 213	Automotive petroleum products
Paint & Tool Shed	Dale Halverson 5-4485 ext 216	Paint, petroleum products

All MSDS and Labels are located in the Main Administrative Office in the Forester's office bookshelf.

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.

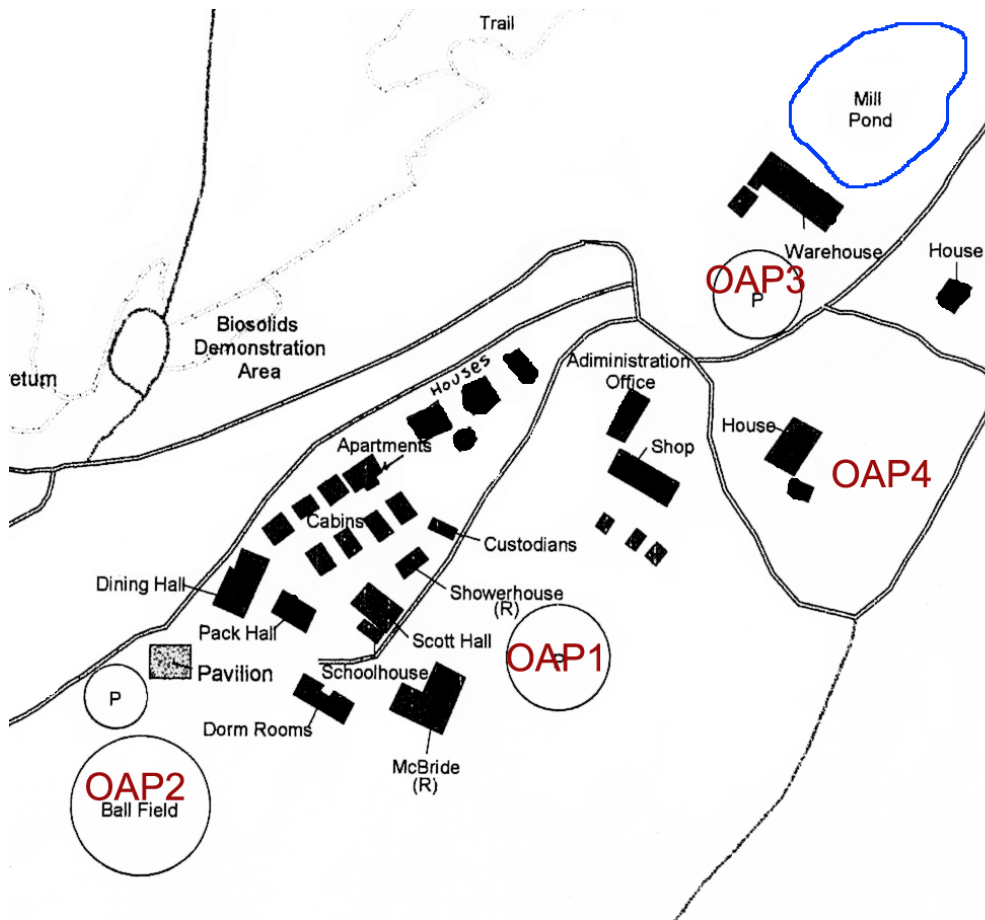
B. ASSEMBLY POINTS

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. Inside Assembly Point

There are no inside assembly points for any buildings within the Center For Sustainable Forestry

2. Outside Assembly Points



There outside assembly points (see map above) for buildings within the Center For Sustainable Forestry are assigned as follow:

- Administrative Office, Autoshop, woodshop, House 1 – 3, Custodians, Scott Hall, Showerhouse and McBride Hall assemble in OAP 1 in the large parking lot.
- Dorm Rooms, Pack Hall, Dining Hall, Cabins and Apartments assemble in OAP 2, the ballfield.
- The Warehouse and greenhouses assemble in OAP 3, the warehouse parking lot.
- House 4, 5, 6 and Dog Kennel assemble in OAP 4, the lawn of House 4.

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.

Most Center For Sustainable Forestry buildings have accessible exits at the ground level floor that can be used during an emergency.

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 pressurized elevator lobbies. Many campus buildings feature fire rated corridor construction that may offer safe refuge. Taking a position in a rated corridor next to the stair is a good alternative to a small stair landing crowded with the other building occupants using the stairway. For assistance in identifying Areas of Refuge, call EH&S, Fire Safety at (206) 543-0465.

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

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. Pack Forest Maintenance Supervisor will activate the alarm system and reset it after the drill.
- b. Notify alarm company and Fire District #17 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 (206) 543-0465 (optional).

3. Publicize Drill Event to Building Occupants

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

B. DAY BEFORE DRILL

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

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

2. Confirm Responsibility Roles with Players

- a. Building staff (Fire Safety Director and Evacuation Wardens).
- b. Plant Operations - to activate the alarm system.
- c. EH&S Fire Safety or other third party observer (optional).

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 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”.

- 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.
- No one attempted to use elevators for evacuation.
- Occupants reported to nearest stair or exit and proceeded to an evacuation assembly point where applicable.
- Occupants who exited did not reenter prematurely.

C. RECORDING THE DRILL

- The 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 K

Assembly Occupancies Procedures for Conducting, Critiquing and Recording Fire Drills

A. CONDUCTING THE FIRE DRILL

1. Participation

Pierce County Fire Code requires employees (event staff) of public assemblies with an occupancy of 300 or greater participate in fire drills or related activity at least every quarter (not to exceed 120 days). Patrons are not required to attend or participate.

The Center For Sustainable Forestry At Pack Forest does not host meetings or events with an occupancy of 300 or greater in any of it's building facilities. No further action is required.

Appendix L

Fire Drill Report Form

See following UoW 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.

Appendix N

Classrooms and Teaching Laboratories Emergency Procedures for Faculty, Lecturers, and Teaching Assistants

Instructor's Responsibility

"Because of the personal nature of safety performance, everyone with supervisory responsibility will be expected to directly participate in the supervision of programs to assure that safe working conditions are maintained. Faculty and staff shall be directly responsible for their own safety, for the safety of students and employees under their supervision; and for the safety of their fellow employees. This responsibility can neither be transferred nor delegated. Supervisors shall provide training for accident prevention as necessary, for those working under their direction".

Ref: "University Handbook", Vol. 4; Part VI; Chapter 4, University Safety Programs; Section 1, Statement of Policy and Responsibilities (Executive Order No. 55 of the President, last revision April 1994).

Consistent with this order instructors must:

- Provide his or her class or audience with general information relating to emergency procedures. This information should be shared during the first week of class or at the start of a seminar. Please note the posted information for "Classroom Emergency Procedures".
- Know how to report an emergency from the classroom being used.
- Assure that persons with disabilities have the information they need. The instructor should be familiar with the student's plan and be able to direct visitors with disabilities.
- Take responsible charge of the classroom and follow emergency procedures for all building alarms and emergencies.

Supplemental Information

As an instructor, what do I need to know about Emergency Preparedness?

Every University department and unit should have a written Emergency Plan covering specific procedures for their facility and employees. These plans will cover events such as: fire, earthquake, power outage, bomb threat, hazardous material spills, severe weather, etc. Instructors will find it helpful to review the plans for the buildings in which they teach to see if the plans differ from the general information provided here.

The "Instructor" is an authoritative figure for the student, either consciously or subconsciously, and can influence how the student responds in an emergency. Calm, collected, and clear directions by the instructor will have a calming effect on the students. In order for the instructor to exhibit this controlled personae he or she must be prepared for emergencies.

1. EVACUATION ROUTES - The University is in the process of posting floor plans on building walls showing evacuation routes. Check your classroom(s) to see if the plans are posted. If you have trouble finding copies of the floor plan, notify Pack Forest Staff.
2. EMERGENCY ASSEMBLY POINTS - After the class leaves the alarmed building or area, it is important for them to go to a pre-determined area where the presence of persons can be

documented. This “safe area” will be a designated Emergency Assembly Point where the class will not interfere with responding emergency services nor place themselves at risk of injury from the emergency. Evacuation routes in most University buildings lead the occupants out the building. However, in some high-rise buildings the evacuation routes may lead occupants horizontally into another wing or down a couple of floors below the source of the alarm. These high-rise buildings may have Emergency Assembly Points for both inside and outside the building.

Look on the building evacuation route floor plans for the designated Emergency Assembly Points.

Accounting for all students can be very difficult, particularly with a large class. However, an attempt must be made. For example, it might be possible for the instructor to: wait until all the students have left the room/lab, use the class roster, use a head count, or have students see if the students seated next to them are at the assembly point. You must also account for persons with disabilities (See below).

3. EVACUATION FOR PERSONS WITH DISABILITIES - If there is a person with a disability in the class, the instructor must be knowledgeable of their response and who may be assisting them. Four options are available to persons with disabilities:

- | **Horizontal Evacuation** to outside or another building, if available.
- | **Stairway Evacuation.**
- | **Stay in Place** unless danger is imminent.
- | **Area of Refuge** if available.

Elevators cannot be used during an emergency evacuation!

See the *Campus Health and Safety Emergency Evacuation for Persons With Disabilities* for additional information. Copies of the brochure (attached) are available from EH&S Fire Safety at 543-0465.

4. REPORTING TO FIRE SAFETY DIRECTOR - After exiting and accounting for students, the building Fire Safety Director will notify emergency personnel of persons missing or trapped or persons with disabilities that are waiting assistance in areas of refuge. Note: a MHSC emergency staff member will be at FCC West to relay information to emergency crews on evacuation status.
5. FIRE ALARMS - Fire alarms will sound a slow WHOOP and include strobe lights for people with hearing disabilities. When the alarm sounds, everyone must exit the alarmed area according to the evacuation plan.

Everyone Must Evacuate Immediately!

- Procedures that may be hazardous if left unattended should be shut down.
- Verify that everyone leaves and that all the doors are closed. Closed doors significantly reduce fire and smoke damage.

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.

Procedures that may be hazardous if left unattended should be shut down.

7. WHAT TO EXPECT IN A POWER OUTAGE - The University campus power system is served by the Campus Power Plant with back up from City Light and, over time, has proven to be fairly reliable, even during major windstorms. Many campus buildings are provided with emergency or standby power from the campus power plant's emergency generators. This system is automatic and should be operational within 60 seconds. Consequently, if the power does go out during class, have the people stay in their seats for a little while and wait for the power to return. If the power does not return in a reasonable length of time (~ 5 minutes) then evacuate the classroom or laboratory. Evacuation should take advantage of available lighting unless the building is in alarm, then use the same evacuation procedures as during a fire. Caution students that there is no rush and they should take their time exiting the building. Emergency lighting may or may not be functioning in the room, hallway, or stairways.
8. HOW TO REPORT AN EMERGENCY - Check each classroom, lecture hall, or laboratory for the nearest working telephone, the nearest life safety (fire) alarm pull station, and the nearest fire extinguisher.

- | | |
|----------------------------------|---|
| a. Fire | Activate Fire Alarm Pull Station |
| and if possible - | Call 911 from Line 4 or 5 |
| b. Health/Police - | Call 911 from Line 4 or 5 |
| c. Hazardous Material Spill - | Call 911 from Line 4 or 5 |
| d. Facility or Utility Failure - | Notify Pack Forest Maintenance Staff |

What Emergency Preparedness materials should I have with me at class?

- Roster
- Important telephone numbers (in addition to Emergency numbers)
 - Department Administrator/Manager _____
 - Classroom Services _____
 - Student Services _____
 - Other - as appropriate _____

Classroom Emergency Procedures

1. When you hear the **fire alarm...**
 - Everyone should calmly collect their coats and books and exit the classroom, lecture hall, or laboratory. Please turn off the gas supplies in laboratories.
 - Leave the room/lab and go the nearest building exit. Know the location of alternate exits.
- * **The elevators cannot be used during a fire alarm!**
 - Go to the Emergency Assembly Point (See the posted floor plan in the exit corridors). Exception: Persons with disabilities may choose to remain in place or report to an area of refuge. See the University brochure, *Campus Health and Safety, Emergency Evacuation for Persons With Disabilities*.
2. When there is a **power outage...**
 - Everyone should stay in their seat to see if the outage is temporary and to let their eyes adjust to the lower light level.
 - If the outage appears to be long term, everyone should calmly collect their materials and carefully exit the building.
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.