

Cascadia Community College
&
University of Washington Bothell

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

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Campus Safety
Cascadia Community College/University of Washington Bothell Campus
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SECTION 1

Purpose, Scope, and Emergency Resources

PURPOSE

The purpose of this plan is to establish procedures and duties, to promote planning, and to establish training for the staff and faculty of the *Cascadia Community College & University of Washington Bothell* for fire, earthquake, bomb threats, chemical spill, and other emergency evacuations as required by the Washington Administrative Code (WAC 296-24-567), and the UW Bothell and CCC Emergency Response Management Plans.

SCOPE

This plan applies to all occupants in the Cascadia and University of Washington Bothell Campus Buildings, including housing.

COORDINATION WITH OTHER EMERGENCY PLANS

An EEOP is a key component of Departmental Health and Safety Plans and campus/institutional disaster planning. The EEOP must be coordinated with the following emergency/safety plans.

1. **Cascadia Community College & University of Washington Bothell Emergency Response Management Plans** – The ERMP provides the management structure, key responsibilities, emergency assignments, and general procedures to follow during and immediately after an emergency. It provides a temporary crisis management structure, which provides for the immediate focus of management on response operations and the early transition to recovery operations. The ERMP includes procedures for communicating with the Cascadia Community College & University of Washington Bothell Emergency Operations Center(s) as well as the management structure of the Incident Command System. See Appendix I.
2. **Departmental Health and Safety Plans** -- The EEOP reflects the Cascadia Community College & University of Washington Bothell 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).

EMERGENCY COMMUNICATIONS

1. **Telephones/Radios** - The campus telephone systems will be used to the extent possible. In case of system failure or a power failure, campus phones will not function. An alternative is the portable radio system, which should function in a power outage. These radios, part of the Cascadia Community College & University of Washington Bothell Emergency Communications System (ECS), are strategically located throughout the campus. *Cascadia/UW Bothell* personnel will serve as messengers if radio communication is not an option.
2. **Fire Alarm System** - The building fire alarm system is continuously monitored for alarm by a contracted service and, in a back up capacity, by the Campus Safety Dispatch Center. All alarms result in an automatic response by the Bothell Fire Department and by Campus Safety.
3. **CCC Digital Signage System** – CC1-CC2 and CC3 have a digital signage system. Hallway digital signs and classroom e-podiums are tied to the building alarm system and will switch to emergency information when activated.

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. Faculty and staff should be reminded of the plan as necessary and encouraged to discuss the plan with their co-workers, students, and visitors. To ensure the safety of all building occupants, the Building Evacuation Director and Evacuation Floor Supervisors will work together to verify that all departmental employees are aware of the plan, and that students and visitors are also oriented as indicated in Section 2.

EVACUATION DRILLS

Evacuation drills will be scheduled, conducted, and recorded by the Building Evacuation Directors in conjunction with the Department of Campus Safety. These Campus-wide or institutional drills will be scheduled on a regular basis. Procedures for planning, scheduling, conducting, evaluating, recording, and reporting evacuation drills are outlined in Appendices E, F, and G.

CASCADIA COMMUNITY COLLEGE & UNIVERSITY OF WASHINGTON EMERGENCY RESOURCES AND CONTACTS

Table 1: Cascadia Community College & University of Washington Emergency Resources and Contacts

Emergency Resource	Contact Information	Purpose & Responsibilities
<i>Campus Safety</i>	<p>18325 Campus Way NE</p> <p>Immediate Emergency Assistance Dial 425-352-5222. Campus phone 2-5222</p> <p>Non Emergency Assistance 425-352-5359. Campus phone 2-5359</p>	<p>Emergency Campus Safety personnel are available 24/7. Office hours are 6 am -11 pm Monday through Thursday and 6 am- 10 pm on Fridays. Weekend office hours are 7:30 am- 6:30 pm on Saturday and 11 am- 8:30 pm on Sundays.</p> <p>For medical emergencies or to report a crime in progress please call 911 first and then Campus Safety.</p>
<i>Environmental Health and Safety (EH&S)</i>	<p>UWB -- Call (206) 543-0465 during normal business hours. After normal business hours, EH&S may be reached through the UWPD using the EH&S Duty Officer system.</p> <p>CCC – Call Campus Safety and they will contact EH&S if appropriate.</p>	<p>EH&S maintains guidelines and provides training, consultation and support for building emergencies. EH&S is also available to provide consultation and support for hazardous material spills and releases, temporary controls</p>
<i>Facilities Services</i>	<p>Routine and emergency services (essential services are covered 7am-5pm Monday through Friday) may be obtained by calling: 425-352-5466.</p>	<p>Facilities Services' Plant Operations division support includes, but is not limited to, the operating/resetting of the fire alarm system; operating the heating, ventilation, and air-conditioning systems (HVAC); and the shutdown of steam, water, electrical, and other utilities. Also provides rapid structural assessments of buildings following earthquakes.</p>
<i>UW Office of Emergency Management (OEM) University of Washington Bothell Buildings Only</i>	<p>Call (206) 897-8000 during normal business hours.</p>	<p>UW OEM staff is available during normal business hours to provide general disaster planning guidance and training resources to UW faculty and staff.</p>
<i>Cascadia Community College & University of Washington Bothell Emergency Operations Center</i>	<p>The primary co-located EOC is housed in Campus Safety, LB2 005. See Appendix N for CCC-specific arrangements.</p>	<p>For a major local or regional emergency, the UWB Chancellor and Cascadia Community college President or his/her designee may request activation of the Cascadia Community College & University of Washington Bothell Emergency Operations Center (EOC). EOC staff will decide on the use of available resources and communicate with outside agencies and authorities. Information on missing persons, building emergencies, first aid, and other needs during large-scale emergency must be provided to the EOC by using campus telephone systems, radios, computer, (See Emergency Communications in Section 1) or by runner if the telephone systems fail.</p>
<i>KIRO AM #710</i>	<p>On the radio at AM 710</p>	<p>The Official Area Broadcast Station in case of major disaster or "suspended operations." Tune into this station for information.</p>

Note: Campus Safety and Facilities Services are not Emergency Response Units. Report all Police, Fire, and Emergency Medical emergencies to Bothell Fire and Police Departments at 9-1-1.

SECTION 2

Cascadia Community College & University of Washington Bothell Building Evacuation Personnel Duties and Responsibilities

An effective emergency evacuation and subsequent response requires the coordination of many occupants in a building. All building occupants, including employees, faculty, staff, and students, need to be aware of their roles and responsibilities in case of an emergency. This section outlines specific responsibilities for employees, faculty, and staff, as well as the Evacuation Director and Evacuation Supervisors.

Employees, Faculty, & Staff - Employees, faculty, and staff are responsible for:

1. Being familiar with and following EEOP procedures when required.
2. Participating in drills and training as required.
3. Faculty should orient students with a brief overview of emergency evacuation procedures on the first day of class to assure that:
 - a. They are aware that evacuation is required when the alarm system is activated and
 - b. They know where the designated evacuation exits are located (*see Appendix K*).
4. Informing and assisting visitors unfamiliar with building procedures as appropriate prior to and during an emergency evacuation.
5. Please see the following checklists for specific responsibilities.

When the fire alarm sounds, begin immediate evacuation according to the plan unless informed otherwise by the Campus notification system.

Responsibilities of Building Evacuation Director/Building Evacuations Supervisors and Teams

Special Positions – The Building Evacuation Director, Floor Evacuation Supervisors, Building Evacuation Teams and their alternates are employees and occupants of the building and have either volunteered or been appointed to serve in these positions. They receive special training and the authority for their role in campus safety.

Evacuation Director Responsibilities and Control

- a. The Building Evacuation Director acts as the liaison with the responding emergency service. In his/her absence, the alternates or back-ups are responsible for carrying out the requirements. Faculty are responsible for classrooms, laboratories and work areas (See Appendices A and B) that they are using at the time of an event. Any possible problem areas should be reported to either the floor evacuation Supervisor or floor evacuation teams and to responding emergency personnel.
- b. For a community-wide event (Level III), the Evacuation Director or an alternate will establish contact with the Cascadia Community College & University of Washington Bothell Incident Commander. Otherwise contact the Campus Safety Dispatch Center directly. The dedicated location for Campus Safety is LB2 005 at 18325 Campus Way NE. Contact will be established by normal phone system (2-5222), radio or runners.
- c. Refer to Checklist 1 on the following page for a detailed list of the Evacuation Director's duties and responsibilities.

Building Evacuation Supervisors Duties and Responsibilities – Checklists 2a and 2b list the responsibilities and

duties of the Building Evacuation Supervisors. Checklist 2a is for pre-evacuation planning and training. Checklist 2b lists the Building Evacuation Supervisor duties and procedures during emergency evacuations.

Checklist 1: Evacuation Director Duties and Responsibilities

Subject Area	Duties/Responsibilities	
<i>Administrative</i>	In conjunction with the Director of Campus Safety, prepare and maintain the building Emergency Evacuation and Operations Plan (EEOP).	<input type="checkbox"/>
	Keep a copy of the completed EEOP in reference stations and appropriate websites.	<input type="checkbox"/>
	Review the EEOP at least annually and confirm that it is current.	<input type="checkbox"/>
<i>Pre-Emergency Coordination</i>	Coordinate with building/department administrators responsible for employee, student, and visitor health and safety.	<input type="checkbox"/>
	Ensure that evacuation maps and signs are current and posted.	<input type="checkbox"/>
	Ensure that classroom instructors inform students about emergency procedures, exit routes, and assembly points on the first day of class.	<input type="checkbox"/>
	Ensure that emergency procedures for special needs populations are developed.	<input type="checkbox"/>
	Ensure that new and temporary employees, including student employees, are informed about emergency procedures outlined in the EEOP during new employee safety orientation.	<input type="checkbox"/>
<i>Evacuation Supervisors Teams*</i>	Assign Evacuation Supervisor Teams (and alternates) for all areas of the building and ensure that they know what their duties are in case of an evacuation.	<input type="checkbox"/>
	Evacuation Supervisor Team orientation is required when there are changes of personnel.	<input type="checkbox"/>
	A current list of Evacuation Supervisor Teams and alternates is to be maintained in the building's EEOP (see Appendix A) and also on the appropriate websites.	<input type="checkbox"/>
	Schedule "Evacuation Supervisor Team Training" for assigned personnel. Contact the Security and Campus Safety Office.	<input type="checkbox"/>
<i>Training/ Drills</i>	Schedule, conduct, and record evacuation drills as required by the Bothell Fire Code and WAC 296-24 (see Appendices E, F, and G).	<input type="checkbox"/>
<i>Emergency/ Evacuation</i>	Ensure that emergency services, Campus Safety, Facilities Services, Bothell Fire Department, Bothell Police Department and EH&S are notified for building emergencies as appropriate.	<input type="checkbox"/>
	During a building evacuation, report to the evacuation assembly point and act as a liaison with responding emergency services.	<input type="checkbox"/>
	Initiate/Receive status reports from Building evacuation team Supervisors.	<input type="checkbox"/>
	Provide information about the building layout, systems, processes, and special hazards to Facility Services, BFD, BPD, Security and Campus Safety, and other emergency personnel. Building mapping should be available via the Rapid Response Website.	<input type="checkbox"/>
	Coordinate with key building administrators on building occupation and operation issues	<input type="checkbox"/>
	Assign Building Evacuation team Supervisors or other assigned personnel, as needed, to be stationed by all other building entrances to prevent unsuspecting people from reentering the building.	<input type="checkbox"/>
	When BFD, BPD or Campus Safety signals "ALL CLEAR," the Building Evacuation Director notifies the Building Evacuation team Supervisors that the occupants may reenter the building.	<input type="checkbox"/>

Checklist 2a: Building Evacuation Supervisor and Team Pre-Evacuation Planning and Coordination

Subject	Duties/Responsibilities	
<i>Administrative</i>	Be familiar with the "Emergency Evacuation and Operations Plan" (EEOP). It contains: <ul style="list-style-type: none"> ▪ 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 ▪ a list of all the building evacuation teams and Supervisors in your building. 	<input type="checkbox"/>
	Distribute copies of the completed EEOP, or appropriate sections of it, to all people in your area of responsibility and/or provide respective website locations.	<input type="checkbox"/>
<i>Pre-Emergency Coordination</i>	Know where persons with disabilities are located in your area and what their alarm response will be (See Appendix D). Areas of Refuge or individual rooms may be used by persons with mobility disabilities during a fire alarm. The Areas of Refuge should 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 Campus Safety.	<input type="checkbox"/>
	Coordinate with the other Building Evacuation team Supervisors on your floor to work together and avoid duplication of tasks.	<input type="checkbox"/>
	Walk over your primary and secondary evacuation routes at least once to familiarize yourself with emergency exits and routes to the Evacuation Assembly Points (EAPs).	<input type="checkbox"/>
	Know where hazardous conditions or situations in your area may exist. Know the location of flammable, radioactive and other hazardous materials, as well as any chemical and/or biological spill cleanup kits.	<input type="checkbox"/>
	Know where the phones and pull stations are and know HOW to turn in an alarm.	<input type="checkbox"/>
	Know how the alarm system responds in the various buildings and how the mass notification system sounds.	<input type="checkbox"/>
	Become familiar with the location and operation of emergency equipment, including fire extinguishers, first aid kits, spill cleanup kits, and disaster supply kits in relevant locations.	<input type="checkbox"/>
<i>Training</i>	Attend training sessions and meetings to review procedures and duties, if necessary.	<input type="checkbox"/>
	Participate in evacuation drills.	<input type="checkbox"/>

Checklist 2b: Building Evacuation Team Supervisor Emergency Evacuation Duties

Subject Area	Duties/Responsibilities	
<i>Building Evacuation</i>	Begin at the farthest reach of your area and verify that the occupants ahead of you have evacuated. Direct occupants to the exits and tell them where to reassemble, following wall evacuation maps and signs.	<input type="checkbox"/>
	Conduct a quick search as you go to make sure hazardous equipment is shut off, doors are closed and no one is left behind. Report any issues.	<input type="checkbox"/>
	If a stairway is full of smoke go to another stairway.	<input type="checkbox"/>
	If there is smoke in the hall, stay low, cover your mouth with a damp cloth or handkerchief if available, visualize where the exits are, stay close to and use the wall to guide you so you do not become confused.	<input type="checkbox"/>
	If there is no smoke, you may have trouble getting people to evacuate. Be assertive, positive and insistent.	<input type="checkbox"/>
	Students and visitors who may not be familiar with this plan must be informed of the requirement to evacuate	<input type="checkbox"/>
<i>At the EAP</i>	Conduct a headcount by using the checklist in Appendix I to account for all occupants in your area of responsibility.	<input type="checkbox"/>
	Immediately report to the Building Evacuation Director any missing persons on your list and their last known location.	<input type="checkbox"/>
<i>Special Items</i>	Do not allow the stairway doors and other exit doors to be blocked/wedged open. Leaving stairway doors blocked or held open makes the stairwells dangerous and unusable. Elevators will recall to the lower level of the building and cannot be used .	<input type="checkbox"/>
	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 ensure they are notified and accounted for. See Appendix D for further details.	<input type="checkbox"/>

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

Checklist 3: Faculty Responsibilities

Subject Area	Duties/Responsibilities	
<i>Administrative/ Preparation</i>	Provide classroom 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. Note the posted information for “Classroom Emergency Procedures (See Appendix K).	<input type="checkbox"/>
	Know how to report an emergency from the classroom being used.	<input type="checkbox"/>
	Ensure that persons with disabilities have the information they need.	<input type="checkbox"/>
<i>Emergency Evacuation</i>	Take responsible charge of the classroom and follow emergency procedures for all building alarms and emergencies.	<input type="checkbox"/>

Note: CCC buildings have digital signage which will default to emergency messages when appropriate.

In addition, evening and weekend faculty must be prepared to evacuate their classrooms and buildings without the assistance of members of the Evacuation Team.

SECTION 3

PROCEDURE 3A: FIRE EMERGENCIES/BUILDING FIRE ALARMS

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 9-1-1.** Fire extinguishers are available throughout campus buildings. If you have had fire extinguisher training, and if the fire is no larger than a wastebasket, you may attempt to put it out after 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 9-1-1 and notify occupants verbally** of the emergency and the need to evacuate. Evacuation Supervisors or another responsible party need to confirm that all occupants are notified.

<p>Remember that hazardous equipment and processes should be shut down unless doing so presents a greater hazard. Close doors before leaving.</p>
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- d. **If you are on fire, STOP---DROP---ROLL. If another person is on fire, yell---STOP---DROP---ROLL.**
- e. **Evacuate the building following the posted maps and signs or the evacuation team's directions.** 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 D).

<p>DO NOT TRY TO USE THE ELEVATORS!</p>
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<p>When an alarm is sounded building elevators will be automatically recalled to a pre-determined floor and shut-off.</p>
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- f. **Go to your pre-determined Evacuation Assembly Point (EAP)** as shown in classroom and hallway evacuation maps and outlined in Appendix C. Immediately report to your designated Evacuation Supervisor so that you have been accounted for by the Supervisor. Evacuation Supervisors will report to the Evacuation Director.
- g. **If you are trapped by smoke, stay low,** cover your mouth with wet cloth if available, 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 9-1-1 if possible. Directional glow-in-the-dark evacuation arrows are posted along lower walls in some buildings to assist in smoke-filled locations.

Special Instructions for Evacuation Supervisors (see Section 2 for Evacuation Supervisor Checklist)

- a. **Turn the radio to the appropriate channel.**

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- b. **Begin at the farthest reach of your area** and verify 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 if available, 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 insistent. Students and visitors who may not be familiar with this plan must be informed of the requirement to evacuate.
 - c. **Direct occupants to the exits** and tell them where to reassemble, following the posted maps and evacuation signs (See Appendix C). If a stairway is full of smoke go to another stairway.
 - d. **At the Evacuation Assembly Point (EAP)**, conduct a headcount by using a checklist to account for all occupants in your area of responsibility. Immediately report to the Evacuation Director any missing persons on your list and their last known location.
 - e. **Do not allow the stairway doors and other exit doors to be blocked/wedged open.** Leaving stairway doors blocked or held open makes the stairwells dangerous and unusable.
 - f. **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 ensure they are notified and accounted for. See Appendix D for further details.

PROCEDURE 3B: EARTHQUAKES

During **ALL Earthquakes** (all occupants)

a. ***Inside a Building.***

- **Take cover immediately** under a desk, table, or chair, in a corner away from windows, along a wall in a hallway, or in a structurally strong location such as a hall by a pillar.

Drop, Cover, and Hold

- **Watch for falling objects** such as light fixtures, bookcases, cabinets, shelves, and other furniture that might slide or topple. Stay away from windows. Do not run outside.
- **Do not dash for exits** since they may be damaged and the building's exterior brick, tile, and decorations may be falling off.
- **Do not try to use the elevators; they will normally be recalled to a lower level.**

b. ***Outside a Building.***

- **Remain outside, away from buildings and trees.** If you are in a vehicle, remain there, but do not enter a garage to retrieve your car until the structure has been cleared for safety.
- **Stay clear** of electrical wires, poles, trees, or anything that might fall.

After a **MAJOR Earthquake** (violent shaking motion)

Building Evacuation Supervisors or Evacuation Team members shall:

- a. **Check for injuries to personnel in your area.** Do not attempt to move seriously injured persons unless

Be familiar with the location of first aid kits, fire alarms, and extinguishers.

they are in immediate danger. Render first aid assistance if required.

- b. **Check for fires or fire hazards,** spills of flammable or combustible liquids, or leaks of flammable gases. These activities must not significantly delay departure from the building or put the Evacuation Team in danger.
- c. **Exit the building,** if possible, and go to the EAP to sign in or report on injuries, damages, and potentially hazardous conditions. Take emergency/first aid kit and personal belongings. Account for persons in your area of responsibility. Mass assembly areas may be used in the event of a major earthquake and the EOC is activated (Emergency Level 2 or 3 – refer to ERMP).

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- d. **Use the telephone system only for urgent matters.** Use the assigned radio to call or send a runner to the Incident Command Post to notify them of any needed assistance and emergencies that may exist. Use handheld radios if telephone services are not available.

Science Lab technicians or instructors should:

- **Turn off ignition and heat sources** if properly trained and it is safe to do so.
- **Shut off all gas sources** if trained to do so.
- **Exit the building.**

All occupants:

- **Exit the building**, if possible, and go to the EAP to sign in or report on injuries, damages, and potentially hazardous conditions known to you. Take personal belongings.
- **Do not reenter until the building has been declared safe** by trained emergency personnel (Bothell Fire Department).
- **Use the telephone system only for urgent matters..**
- **Expect Aftershocks.**

1. After a Minor Earthquake (*brief rolling motion*)

- a. **Evacuation Team should try to restore calm.**
- b. **UWB Facilities Services personnel who are ACT-20 trained will evaluate building and garage safety prior to re-entry. See also the checklist in Appendix M for the following hazards:**
 - Damaged, leaking or ruptured utility lines (gas, water, electrical, telephone, computer network)
 - Toppled furnishings or equipment
 - Spilled hazardous materials
 - Damaged building components such as ceilings, walls, beams, columns, doors
- c. **Evacuate the building** if damage is found or the power is out. Report evacuation to Bothell Fire Department or Security and Campus Safety. Do not reenter until the building has been declared safe by trained emergency personnel.
- d. **Laboratories:** Check for chemical spills. For small isolated spills, use spill cleanup procedures as outlined in Laboratory Standard Operating Procedures. If SOP or chemical spill cleanup kit is not available, then evacuate lab and notify authorities. For larger spills, evacuate building and notify authorities. **See Bothell Laboratory Safety Manual for earthquake procedures specific to laboratories and the Cascadia Community College & University of Washington Chemical hygiene plan for that specific laboratory.**

PROCEDURE 3C: HAZARDOUS MATERIAL SPILLS/RELEASE

Localized/Small Spills

1. Spills that do not endanger workers in the immediate area may be cleaned up by trained personnel who are properly equipped to handle the situation.
2. Hazardous materials spill guidelines should be established by the supervisor, PI or lab manager after reviewing MSDS information on MYCHEM or hard copies of MSDSs kept on site. These procedures need to be included in the lab specific Standard Operating Procedures.
3. Spill cleanup kits are located in the CC1 310 and 320 lab prep areas. Guidelines for small localized spills should take into consideration the following:
 - The hazards of the hazardous material(s) involved.
 - The amount of the hazardous material(s) spilled.
 - The possible spill locations.
 - Availability of spill clean-up materials or kits.*

Large Spills: If the spill is large and the hazardous material is not easily identified, or if the known material is extremely hazardous, then:

1. **Evacuate all personnel** from the area.
 - **Contact:** Bothell Fire Department - Dial 9-1-1
 - Campus Safety – Dial 2-5222
2. 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.

Note that packaged waste must be handled according to chemical waste management policies and guidelines established in Section 3 of the Laboratory Safety Manual. The UWB lab tech will contact the EH&S Environmental Programs Office at (206) 685-5835 for assistance.

3. If you notify **Security and Campus Safety first they will notify the Bothell 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 Bothell Fire Department, do not reoccupy the area. The UWB lab tech will contact Environmental Health & Safety at (206) 685-5835 for assistance.

PROCEDURE 3D: BOMB THREATS

1. Cascadia Community College & University of Washington Bothell personnel receiving telephoned threats should **attempt to get the exact location where the bomb has been planted**, or is going to be planted.
2. Attempt to **get as much information as possible about the caller**, for example, male or female, accent, etc. (use **Bomb Threat checklist** on following page).
3. **Listen for any background noise** that may indicate the location of the caller.
4. The checklist on the next page lists information that can aid in locating a bomb. **Complete the checklist as soon as possible** after receiving a threatening call. Report it immediately to the Bothell Police Department at 9-1-1. Then contact Campus Safety at 2-5222.
5. **Bomb threats received through the mail** or by other means are also to be reported immediately to the Bothell Police Department and Campus Safety.
6. **Checklist 4** lists the information that should be noted if one receives a Bomb threat.

Checklist 4: BOMB THREAT CHECKLIST

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: Bothell PD AT 9-1-1, then report to Campus Safety 2-5222

PROCEDURE 3E: SUSPICIOUS PACKAGES AND MAIL

A suspicious **LETTER** may have:

1. No Return Address
2. Restrictive markings, such as **PERSONAL!**
3. It is sealed with tape
4. The address has:
 - misspelled words
 - is addressed to a title but not a person
 - an incorrect title
 - is badly typed or handwritten

A suspicious **PACKAGE** may also have:

1. Oily stains, discolorations, or crystallizations on the wrapper
2. Strange odor
3. Excessive tape
4. Is rigid or bulky
5. Lopsided or uneven
6. The weight is odd for its size

If you suspect the mail may contain:

1. **A bomb or explosive:**
 - Evacuate immediately
 - **Call 9-1-1 from a safe location**
2. **A radiological threat:**
 - Limit exposure – do not handle
 - Evacuate area
 - Shield yourself from object
 - **Call 9-1-1 from a safe location**
3. **A biological or chemical threat:**
 - Isolate – Do not handle
 - Evacuate Immediate Area
 - Wash your hands with soap and warm water
 - **Call 9-1-1 from a safe location**

If the **LETTER OR PACKAGE** has already been opened, and a powder or other substance has spilled from the package or letter, **DO NOT CLEAN IT UP.** Leave it where it is, evacuate the area, wash your hands with soap and water, and call 9-1-1 from any Campus phone.

Due to occasional anthrax and other airborne threats in the United States, the Washington State Health Department and Center for Disease Control have issued guidelines to follow if you suspect a letter could contain dangerous substances. The guidelines sent out by these agencies are in the following section.

Reference: US Postal Service Poster –

<http://about.usps.com/securing-the-mail/suspiciousmail.htm>

PROCEDURE 3F: ANTHRAX AND OTHER AIRBORNE PATHOGEN THREATS

1. **Anthrax is a rare disease caused by bacteria**, which is capable of forming spores that can survive in the environment for long periods of time. In an intentional exposure, such as a bioterrorism event, breathing in the spores is the most likely route of exposure that might lead to a serious infection.
2. **Inhalation anthrax (through the lungs) is the most serious type of anthrax.** It is caused by inhaling anthrax bacteria into the lungs. Initial symptoms may resemble those of flu or a common cold, such as fever, cough, headache, chills, weakness, difficulty breathing, and chest discomfort. After several days, the symptoms may progress to severe breathing problems and shock. This type of anthrax infection is often fatal if not treated promptly.
3. **Follow Procedure 3E for Suspicious Letters and Packages. Specifically:**
 - a. DO NOT open the package
 - b. Call 9-1-1 to request police and fire
 - c. If the package has already been opened, and a powder or another substance spills out, DO NOT clean it up
 - d. Keep others away from the area
 - e. Evacuate the immediate area
 - f. Immediately wash your hands with soap and water
 - g. Ensure that all persons who have handled the letter/package wash their hands
 - h. Wait for the police and fire personnel to arrive
 - i. Start a list of names and telephone numbers for all persons who have handled the letter and who were in the immediate area when the letter/package was opened
4. **Police and fire personnel will:**
 - a. Secure the area
 - b. Assess and determine whether a credible threat exists
 - c. Secure the letter/package
 - d. Contact appropriate public health and other response officials
 - e. Decontaminate people and their clothing as appropriate
5. **Persons with Probable or Known Exposure:**
 - a. Will be directed to seek immediate medical attention
 - b. Will be monitored by local public health to ensure appropriate treatment and follow-up
6. **People without a known exposure:**
 - a. Should be assured that infection without known exposure is rare
 - b. Should seek medical care for further concerns following the incident
 - c. Should understand that there are not routine screening tests available to detect Anthrax infection in persons without known exposure to Anthrax spores
7. **Clean-up After the Spill of a Powder or Other Substances**
 - a. **If police and fire deem that there is no credible threat:**
 - Clean up by custodial personnel should be accomplished by following established protocols for cleaning spills
 - Facilities without protocol should use a 1:10 solution of household bleach in water
 - Wetting powders before disturbing them during clean-up
 - b. **If police and fire deem there is a credible threat,** they will determine who will clean the affected area before personnel will be allowed to return.

PROCEDURE 3G: MEDICAL EMERGENCIES

Stay calm. Assess the situation. Look for a Medic Alert bracelet or necklace on the person requiring help.

1. **Have someone call 9-1-1.** If you are alone, yell as loudly as possible for help. If you are unable to summon help, call 9-1-1 first, then return and assist the person to the best of your ability (see below). After calling 9-1-1 call Campus Safety 2-5222.
2. **When calling 9-1-1, give the operator as much information as possible**, i.e. type of emergency, what help is needed, exact address, building name, room number, telephone number, information from Medic bracelet or necklace, and victim information. Don't hang up until you are told to do so by the 911 operator.
3. **Do not move the victim.**

A. Checking an Injured or ill adult (Appears to be unconscious)

1. After checking the scene for safety, check the person:

- **Check for Responsiveness:**
 - Tap the shoulder and shout, "Are you Ok?"
- **CALL 9-1-1:**
 - If no response, **Call 9-1-1** or the local emergency number. In most locations the emergency dispatcher can assist you with CPR instructions.
 - If an unconscious person is face-down, roll face-up, supporting the head, neck and back in a straight line. (*continue to next step, Open Airway*)
 - If the person responds, obtain consent and **Call 9-1-1** or the local emergency number for any life-threatening conditions. **Check** the person from head to toe and ask questions to find out what happened.
- **Open the Airway:**
 - Tilt head, lift chin
- **Check for Breathing:**
 - **Check** quickly for breathing for no more than 10 seconds.
 - Occasional gasps are not breathing.
- **What to do next:**
 - Give **Care** based on the conditions found.
 - IF NO BREATHING-GO TO STEP E (if an AED is immediately available).
 - IF BREATHING-MAINTAIN ON OPEN AIRWAY AND MONITOR FOR ANY CHANGES IN CONDITION.

B. Conscious Choking (Cannot Cough, Speak or Breathe)

1. After checking the scene and the injured or ill person, Have someone call 9-1-1 and get consent:

- **Give 5 Back blows:**
 - Bend the person forward at the waist and give 5 back blows between the shoulder blades with the heel of one hand.
- **Give 5 Abdominal Thrusts:**

-
- Place a fist with the thumb side against the middle of the person's abdomen, just above the navel.
 - Cover your fist with your other hand.
 - Give 5 quick, upward abdominal thrusts.
 - **Continue Care:**
 - Continue sets of 5 back blows and 5 abdominal thrusts until the:
 1. Object is forced out.
 2. Person can cough forcefully or breathe.
 3. Person becomes unconscious.
 - **What to do next:**
 - IF THE PERSON BECOMES UNCONSCIOUS-CALL 9-1-1, if not already done, and give care for an unconscious choking adult, beginning with looking for an object.

C. Unconscious Choking (Chest does not rise with Rescue Breaths)

1. After checking the scene and the injured or ill person:

- **Give Rescue Breaths:**
 - Retilt the head and give another rescue Breath.
- **Give 30 Chest Compressions:**
 - If the chest still does not rise, give 30 chest compressions.
- **Look for and Remove Object if Seen:**
- **Give 2 Rescue Breaths:**
- **What to do next:**
 - IF BREATHS DO NOT MAKE TH CHEST RISE-Repeat steps 2 through 4.
 - IF THE CHEST CLEARLY RISES-CHECK for breathing. Give Care based on conditions found.

D. CPR (No Breathing)

1. After checking the scene and the injured or ill person:

- **Give 30 Chest Compressions:**
 - Push hard, push fast in the middle of the chest at least 2 inches deep and at least 100 compressions per minute.
- **Give 2 Rescue Breaths:**
 - Tilt the head back and lift the chin up.
 - Pinch the nose shut then make a complete seal over the person's mouth.
 - Blow in for about 1 second to make the chest clearly rise.
 - Give rescue breathes, one after the other.

-
- *Note: If chest does not rise with rescue breaths, retilt the head and give another rescue breath.*
 - **Do not Stop:**
 - Continue cycles of CPR. Do not stop CPR except in one of the following situations:
 1. You find an obvious sign of life, such as breathing.
 2. An AED is ready to use.
 3. Another trained responder or EMS personnel take over.
 4. You are too exhausted to continue.
 5. The scene becomes unsafe.
 - **What to do next:**
 - IF AN AED BECOMES AVAILABLE-GO to AED, section E.
 - IF BREATHES DO NOT MAKE THE CHEST RISE-AFTER RETILTING THE HEAD-GO to Unconscious Choking, Section C.

E. AED (ADULT OR CHILD)

1. After checking the scene and the injured or ill person:

- **Turn on AED:**
 - Follow the voice and/or visual prompts.
- **Wipe Bare Chest dry:**
 - *Tip: Remove any medication patches with a gloved hand.*
- **Attach Pads:**
- **Stand Clear:**
 - Make sure no one, including you, is touching the person.
 1. Say, “EVERYONE STAND CLEAR.”
- **Analyze Heart Rhythm:**
 - Push the “analyze” button, if necessary. Let AED analyze the heart rhythm.
- **Deliver Shock:**
 - If shock is advised:
 1. Make sure no one, including you, is touching the person.
 2. Say, “EVERYONE, STAND CLEAR.”
 3. Push the “shock” button, if necessary.
- **Perform CPR:**
 - After delivering the shock, or if no shock is advised:
 1. Perform about **2** minutes (or **5** cycles) of CPR.
 2. Continue to follow the prompts of the AED.
 3. *Tips: If at any time you notice an obvious sign of life, stop CPR and monitor breathing and for any changes in condition.*
 4. *If two trained responders are present, one should perform CPR while the second responder operates the AED.*

F. Controlling External Bleeding

1. After checking the scene and the injured or ill person:

- **Cover the Wound:**
 - Cover the wound with a sterile dressing.
- **Apply Direct Pressure until Bleeding Stops.**
- **Cover the Dressing with a Bandage:**
 - Check for circulation beyond the injury (Check for feeling, warmth and color).
- **Apply more Pressure and call 9-1-1:**
 - IF THE BLEEDING DOES NOT STOP:
 1. Apply more dressings and bandages.
 2. Continue to apply additional pressure.
 3. Take steps to minimize shock.
 4. Call 9-1-1 or the local emergency number if not already done.
 5. *Tip: Wear disposable gloves, wash hand with soap water after giving care.*

5. **There is a First Aid and CPR guide located in all first aid kits.** These guides give detailed steps in the event of a heart attack, CPR and infant CPR, choking, bleeding, poisoning, and burns, as well as other injuries.
6. **Security and Campus Safety recommends First Aid/CPR training** for Evacuation Team members (“Floor wardens”) and other building volunteers to assist with medical emergencies associated with building evacuation and emergencies. This training is offered by both institutions on a regular basis.
7. **Once emergency personnel are on scene, DO NOT LEAVE!** The emergency personnel will need information as to the person’s condition prior to the emergency and any other helpful information that you have available.

TABLE G-1 Automatic External Defibrillators (AED) Locations

Automatic External Defibrillators (AED) Locations	
Location	Room
LB1	122 A
CC 2	060 (Open Learning Center)
Campus Safety	Vehicle

TABLE G-2 First Aid and Infection Control Kits Locations

UWB- 1

Location/Room #	First Aid Kit Type & Size
3 rd Floor South End Kitchenette #328	Small Wall Mount
3rd Floor Custodial Closet room #301D	Infections Control Unit
2nd Floor North End Kitchenette room #228	Small Wall Mount
2 nd Floor Custodial Closet Room # 201D	Infections Control Kit
1st Floor South End Kitchenette Room #128	Small Wall Mount
1st Floor Student Services (Hallway- next to Room #170)	Large Wall Mount
1st Floor Student Services Work Room #172	Small Wall Mount
1st Floor Custodial Closet Room #101D	Infection Control Kit
Lower Level CUSP Office (In Black Cabinet) Room #080	Small Wall Mount & CPR Kit
Lower Level Receiving/Mail Room #090	Small Wall Mount
Lower Level Custodial Closet (inside Women’s restroom) #001G	Infection Control Kit

UWB - 2

Location/Room #	First Aid Kit Type & Size
Faculty/Staff Lounge Room #319	Large Wall Mount
3rd Floor Custodial Closet Room #301D	Infection Control Kit
2nd Floor middle Hallway Entrance to Offices (near 220)	Small Wall Mount
2nd Floor Lab Preparation Room #235	Medium Wall Mount
2nd Floor Custodial Closet Room #201D	Infection Control Kit
1st Floor Writing Center Room #124 D	Small Wall Mount & AED Patient Prep Kit
1st Floor Custodial Closet Room #101D	Infection Control Kit
Lower Level next to the Espresso Shop	Large Wall Mount
Lower Level Custodial Closet Room #001B	Infection Control Kit (2)

LB1 & LB2 Plus Annex & North Creek Events Center

Location/Room #	First Aid Kit Type & Size
3rd Floor Administrative Office Suite Hallway next to Room #310D	Small Wall Mount
3rd Floor custodial Closet room #301G	Infection Control Kit
2 nd Floor Faculty/Staff Lounge Room #211	Small Wall Mount

2nd Floor custodial Closet room #201G	Infection Control Kit
2nd Floor LB-2 Media center behind Reception Desk	Small Wall Mount & Infection Control Kit
1st Floor Behind Circulation Desk near 122 A	Large Mount
1st Floor Behind Circulation Desk South End (In black cabinet behind circulation desk)	Small Wall Mount
1st Floor Custodial Closet room #101D	Infection Control Kit
1st Floor LBA Kitchenette Room #103	Small Wall Mount
1st Floor LB-2 North Creek Events Center Kitchen Area	Large Wall Mount & AED Patient Prep Kit
Lower Level LBA room #004	Small Wall Mount
Bookstore (downstairs in staff locker room)	Medium Wall Mount

Physical Plant

Location/Room #	First Aid Kit Type & Size
Front Office (near CP1-102)	Large Wall Mount & Infection Control Kit
North Shop Area	Large Wall Mount
South Shop (near the gate entrance)	Medium Wall Mount
Women's Locker Room	Small Wall Mount
Men's Locker Room	Small Wall Mount
Ford 350 (in corp. yard)	Emergency Response Kit
Ford 550 (in corp. yard)	Small kit
1999 Chevrolet Truck/grounds (in South garage)	Small Kit
Dodge truck/Maintenance (in corp. yard)	
Security Room #102	Emergency Response Kit

Cascadia Community College

Location/Room # in CC1-CC2	First Aid Kit Type & Size
3rd Floor Faculty Lounge Room #341	Small Wall Mount Kit & AED Patient Prep Kit
3rd Floor Lab Room #340	Medium Wall Mount
3rd Floor Lab Room #331	Medium Wall Mount & CPR Kit
3rd Floor Preparation Room for Labs Room 310	Large Wall Mount Kit
3rd Floor Custodial Closet Room 301D	Infection Control Kit
2nd Floor Administrative Office (near) room #280A	Small Wall Mount Kit
2nd Floor Administrative Office work Room #281H	Small Wall Mount Kit
2nd Floor Custodial Closet Room #201D	Infection Control Kit
1st Floor Student Enrollment Services (Conference room) # 130 F	Large Wall Mount Kit
1st Floor Student Enrollment Services (Work room) Room #130 H	Small Wall Mount Kit
1st Floor Custodial Closet room #101D	Infection Control Kit
Lower Level Shipping and Receiving room #030	Small Wall Mount Kit
Lower Level Custodial Closet Room #001E	Infection Control Kit

CC-3

Location/Room #	First Aid Kit Type & Size
3rd Floor Custodial Closet Room CC3-309	
3rd Floor Faculty Lounge Room CC3-322	Small Wall Mount Kit & AED Patient Prep Kit
3rd Floor Faculty Work Room CC3-326	Large Wall Mount Kit
3rd Floor Conference Room CC3-328	Small Wall Mount Kit & AED Patient Prep Kit
2nd Floor Conference Room CC3-234	Small Wall Mount Kit & AED Patient Prep Kit
2nd Floor Class Room CC3-235	Small Wall Mount Kit & AED Patient Prep Kit
2nd Floor Class Room CC3-227	Small Wall Mount Kit & AED Patient Prep Kit

2nd Floor Class Room CC3-221	Small Wall Mount Kit & AED Patient Prep Kit
2nd Floor Mobius Hall (Control Booth)	Small Wall Mount Kit & AED Patient Prep Kit
2nd Floor Custodial Closet Room CC3-208	
2nd Floor Art Class Room CC3-203	Small Wall Mount Kit & AED Patient Prep Kit
2nd Floor Art Studio Class Room CC3-201	Small Wall Mount Kit & AED Patient Prep Kit
1 st Floor Shipping and Receiving room CC3-101	Large Wall Mount Kit
1 st Floor Mobius Stage Room CC3-100 F	Small Wall Mount Kit & AED Patient Prep Kit
1 st Floor Men's Locker Room CC3-104	Small Wall Mount Kit
1 st Floor Women's Locker Room CC3-102	Small Wall Mount Kit
1 st Floor Class Room CC3-103	Small Wall Mount Kit & AED Patient Prep Kit
1 st Floor Custodial Closet Room CC3-110	
1 st Floor Class Room CC3-121	Small Wall Mount Kit & AED Patient Prep Kit
1 st Floor Class Room CC3-127	Small Wall Mount Kit & AED Patient Prep Kit
1 st Floor International Student Affairs Room CC3-125	Small Wall Mount Kit & AED Patient Prep Kit
1 st Floor Class Room CC3-135	Small Wall Mount Kit & AED Patient Prep Kit
1 st Floor Conference Room CC3-134	Small Wall Mount Kit & AED Patient Prep Kit

PROCEDURE 3I: GAS LEAKS

In its natural state, natural gas is odorless and colorless. For easy detection, Puget Sound Energy injects an odorant called mercaptan into the gas before it is inserted into the distribution system. The odorant is so highly concentrated that even the smallest amount of natural gas can be detected.

Mercaptan gives off a foul smell, reminiscent of rotten eggs or sulfur. Any odor of natural gas inside your home or business may indicate a leak. Here are some steps to take if a natural gas leak is detected:

1. Call 9-1-1 **Move away from immediate area prior to using telephone.**
2. Notify Security and Campus Safety and Physical Plant immediately. 2-5222
3. **Do not use your telephone.** This includes cellular phones and all types of portable communication and electronic devices that have a battery. These can spark and create a source of ignition.
4. **Do not light matches or create any other source of ignition.**
5. **Do not operate ANY electrical switch,** including lights, on or off. This could create a spark, which could ignite the gas.
6. **Open windows and doors.**
7. **Evacuate everyone from the area.**

Campus Safety or Physical Plant should notify Puget Sound Energy at 888-225-5773

PROCEDURE 3J: LOCKDOWN INCIDENTS

The decision to have an emergency campus lockdown will only be made if there is a serious risk of danger to the staff, faculty, and students of the Cascadia Community College & University of Washington Bothell from an armed or dangerous person(s) on campus. The lockdown will only be at the discretion and direction of the Office of the President of Cascadia / Office of the Chancellor University of Washington Bothell. In the event of an emergency campus lockdown, it is recommended that you follow these procedures:

- Notify 9-1-1 and Campus Safety 2-5222 immediately.
- If you have a Campus emergency radio, turn it to the appropriate channel and monitor it for any additional information.
- Stay in your work area with all doors locked until you are notified it is safe to leave.
- Close windows, blinds, and or cover door glass.
- Turn off lights
- Do not let anyone in your room without confirming their identity.
- Have everyone sit so that they are below window height, out of sight and away from hallway door.
- Do not use the phones unless it is a life threatening emergency in your work space.
- Remain silent
- Await updated information
- Stay in your work space until an **all clear** is announced.

Building occupants will be notified via the Emergency Campus Lockdown Notification System (Mass Notification System, which connects all major buildings on campus). The initiation of the Emergency Notification System is the responsibility of the Cascadia Community College & University of Washington Bothell Campus Safety Office. Occupants of the Chase House, Truly House, UWBB and Husky Village will be notified by Campus Safety Officers. In Cascadia buildings the digital signage system, including hallways and classroom e-podiums, will be utilized as part of the notification system. CC3 also has classroom, conference room and hallway lock-down buttons (*See chart below*) for use in securing individual rooms and sections of that building. Both institutions have emergency notification options for students and employees using text messaging and phone messages. Every effort should be made to lock access doors and close window coverings in your area without compromising personal safety.

Lock-down button locations:

Location/Room #	Type
3rd Floor Hallway (Near Staff Entrance)	Lock down button
3rd Floor conference Room CC3-328	Lock down button
2nd Floor Classroom CC3-235	Lock down button
2nd Floor Classroom CC3-223	Lock down button
2nd Floor Conference Room CC3-234	Lock down button
2nd Floor Classroom CC3-221	Lock down button
2nd Floor Art Studio 1 CC3-201	Lock down button
2nd Floor Art Studio 2 CC3-203	Lock down button

2nd Floor Mobius Hall Control Booth CC3-200	Lock down button
1 st Floor Mobius Stage Room CC3-100 F	Lock down button
1 st Floor Classroom CC3-135	Lock down button
1 st Floor Conference Room CC3-134	Lock down button
1 st Floor Classroom CC3-127	Lock down button
1 st Floor Classroom CC3-121	Lock down button
1 st Floor Classroom CC3-123	Lock down button

EMERGENCY CAMPUS LOCKDOWN NOTIFICATION SYSTEM

From campus phones you can now dial 911

The initiation of the Emergency Notification System is the responsibility of the Cascadia Community College & University of Washington Bothell Campus Safety Office. Building occupants will be notified via the Emergency Campus Lockdown Notification System (Mass Notification System, which connects all major buildings on campus). Occupants of the Chase House, Truly House, UWBB and Husky Village will be notified by Campus Safety Officers.

PROCEDURE 3K: Inclement Weather Procedure

The University of Washington Bothell and Cascadia Community College have developed a communication plan for Suspension of Operations. The Assistant Vice Chancellor of Facilities will facilitate a conference call with CCC President and UWB Chancellor and there will be a joint decision to suspend classes/campus operations or to remain open.

Link to Suspension of Operations Procedure

<http://www.uwb.edu/getattachment/admin/suspension-of-operations-procedure-%281%29.pdf>

PROCEDURE 3L: Workplace Violence Procedure

If any member of the Campus is faced with any prohibited behavior as identified by the Cascadia Community College/ University of Washington Bothell Policy the following procedures will be followed:

If a direct threat to harm a person or property-

- Call 911 immediately and if possible Campus Safety at 2-5222.
- Give a description of the subject making the threat.
- Give the location or last known location of the subject making the threat.
- Isolate or evacuate other people if there is fear.
- Security and Campus Safety will coordinate with other Cascadia/University of Washington Bothell departments for further action if needed, i.e. Cascadia/UWB Workplace Violence Assessment Team.

If not a direct threat and it involves a Cascadia/UWB employee-

- Call your Human Resources Consultant.
- If it is a Workplace Violence issue, a workplace violence Assessment Team will be implemented.
- It is important to document and provide all behaviors, statements, inappropriate actions to the Assessment Team.
- Both institutions utilize CARE teams for student issues.

Preventive and on-going Actions-

- Communicate the Cascadia/UWB Workplace Violence Policy to all new employees and provide periodic reminders of this policy to all new employees and provide periodic reminders of this policy to staff and managers.
- Train all supervisors of the warning signs.
- Communicate expectations that all incidents that might be perceived as workplace violence must be actively responded to in accordance with the above guidelines.
- If you have concerns about a particular work area, request a safety assessment to be conducted by Campus Safety.
- Remain in the classroom or office and immediately lock all doors.
- Call 9-11 and if possible Campus Safety at 2-5222.
- When calling 9-11 try to remain calm so you can give an accurate description of the person or person(s). Note type of dress, height, weight, sex, and any other type of characteristics/physical items that are particular to the individual(s). Report the type of weapon (if known) and the direction of travel or building entered.

-
- Lock the windows and close blinds or curtains.

Warning Signs-

- Threatening statements to kill/harm self or others, direct or veiled.
- References to or preoccupation with other incidents of workplace violence.
- Intimidating, belligerent, insubordinate, defiant or challenging.
- Confrontational, angry, easily provoked, unpredictable, restless, or agitated.
- History of violent, reckless, or antisocial behavior.
- Alleged fondness or fascination with firearms.
- Blames others for anything that goes wrong, with no sense of own responsibility.
- Shows recent marked performance decline.
- Changes in personality, mood or behavior.
- Excessive crying.
- Decline in personal grooming.
- Crosses behavioral boundaries, such as:
 - Excessive phone calls
 - Personal emails
 - Visits
- Substance Abuse.
- Cultural issues- disgrace for failing.
- Failing in school.
- Serious stress in their personal life
 - Financial
 - Family
 - Marital problems

Appendix A

Responsible Individuals (see both institutions' web sites for regular updates)

A. BUILDING EVACUATION DIRECTOR AND ALTERNATES

Evacuation Director for:

Cascadia (CC1-CC2, CC3, LBA first floor)

Dee Sliney, Director of CCC Facilities Services and Sustainability
 CC2 280 H
 425-352-8269

Alternate:

Dede Gonzales
 Executive Assistant to the President
 CC2 281C
 425-352-8252 FAX: 425-352-8313

B. BUILDING EVACUATION SUPERVISORS and TEAM MEMBERS

Cascadia Community College:

LBA 1st Floor Level:		
North	Position	Station
Biagi, Kathy	Floor Supervisor	First floor North sweep
Vacant	Team Lead	First floor floater - west exit
South	Position	Station
Novak, Brian	Floor Supervisor	First floor South sweep
Tuttle, Aaron	Team Lead	First floor floater
CC1/2 Lower Level:		
North	Position	Station
Miulli, Gail	Floor Supervisor	Lower level north sweep/north door
Christman, Tish	Team Lead	Lower level floater

South	Position	Station
Crum, Barb	Floor Supervisor	Lower level south sweep/south door
Blakeney, Erin	Team Lead	Lower level floater
Center	Position	Station
Evans, Christine	Floor Supervisor	Lower level center - main door
CC1/2 1st Floor Level:		
North	Position	Station
Hudsick, Walter	Floor Supervisor	First floor north sweep/north door
Gonzales, Dede	Team Lead/Alt Incident Commander	First floor floater - North promenade door
Wheadon, Ron	Team Lead	First floor floater
South	Position	Station
Miller, Shawn	Floor Supervisor	First floor south sweep/south door
Ellis, Bonnie	Team Lead	First floor floater
Center	Position	Station
Blackstad, Ana	Floor Supervisor	First floor center stairs - promenade door
Wright, Norm	Floor Supervisor (Alternate)	First floor center stairs - promenade door
CC1/2 2nd Floor Level:		
North	Position	Station
Hsiao, Terence	Floor Supervisor	Second floor north sweep
Lorenz, Gina	Team Lead	Second floor floater
South	Position	Station
Culver, Brian	Floor Supervisor	Second floor south sweep
Willits, Dwayne	Floor Supervisor - Alternate	Second floor south sweep
Whittenburg, Amy	Team Lead	Second floor floater
Center	Position	Station
Hastings, Rebecca	Floor Supervisor	Second floor center
CC1/2 3rd Floor Level:		
North	Position	Station
Clark, Kim	Floor Supervisor	Third floor north sweep
Walker, Meagan	Team Lead	Third floor floater
South	Position	Station

Swidergal, Alex	Floor Supervisor	Third floor south sweep
Clark, Larry	Team Lead	Third floor floater
Center	Position	Station
Collins, Mark	Floor Supervisor	Third floor center
CC3 All Levels:		
1st floor	Position	Station
Zednick, Yukari	Floor Supervisor	First floor North/South/Mobius floater
Thomas, Chris	Floor Supervisor (Alternate)	First floor North/South/Mobius floater
Johnson, Kristen	Team Lead	First floor North/South/Mobius floater
2nd floor	Position	Station
Woolf, Jennifer	Floor Supervisor	Second floor North/South sweep
Kibukawa, Masaru	Floor Supervisor - Alternate	Second floor North/South sweep
3rd floor	Position	Station
Burns, Sunny	Floor Supervisor	Third floor North/South sweep
Suchon, Teya	Team Lead	Third floor floater

CCC ALL:		
Promenade	Position	Station
Sliney, Dee	Incident Commander	North promenade (transit area)
Murray, Eric	College President	North end of campus (flag pole)

UW Bothell Campus:

UW1/Lower Level Floor:		
Staff	Position	Station
Hill, Terry	Floor Warden	Lower Level
Theo, George	Floor Warden	Lower Level
UW1/First Floor:		
Staff	Position	Station
Greany, Stephanie	Floor Warden	First Floor

UW1/Second Floor:		
Staff	Position	Station
Lee, Shirley	Floor Warden	Second Floor
Martin, Kai	Floor Warden	Second Floor
UW1/Third Floor:		
Staff	Position	Station
Pulver, Rachel	Floor Warden	Third Floor
UW2/Lower Level:		
Staff	Position	Station
Kalasountas, Georgia	Floor Warden	Lower Level
UW2/First Floor:		
Staff	Position	Station
Hillyard, Cinnamon	Floor Warden	First Floor

UW2/Second Floor:		
Staff	Position	Station
Howeiler, Jon	Floor Warden	Second Floor

UW2/Third Floor:		
Staff	Position	Station
Land, Laura	Floor Warden	First Floor

LB1 First Floor:		
Staff	Position	Station
Garrard, Tami	Floor Warden	First Floor (Primary)
Batchelor, Chelle	Floor Warden	First Floor (Secondary)
Block, Grace	Floor Warden	First Floor (Saturday)
Loesch, Niclas	Floor Warden	First Floor (Eve. & Sunday)

LB1 Second Floor:		
Staff	Position	Station
Wolf-Planchon, Julie	Floor Warden	Second Floor
Vacant		

LB1 Third Floor:		
Staff	Position	Station
Estes, Rob	Floor Warden	Third Floor (Primary)
Liedtke, Armin	Floor Warden	Third Floor (Secondary)

LB2 Second Floor:		
Staff	Position	Station
Dolacky, Jon	Floor Warden	Second Floor
Snyder, Dave	Floor Warden	Second Floor

LB2 Third Floor:		
Staff	Position	Station
Estes, Rob	Floor Warden	Third Floor (Primary)
Liedtke, Armin	Floor Warden	Third Floor (Secondary)

LB2 Bookstore/NCEC:		
Staff	Position	Station
Vacant		

LBA Ground Floor:		
Staff	Position	Station
Snyder, Dave	Floor Warden	Second Floor
Vacant		

LBA Second Floor:		
Staff	Position	Station
Smith, Cheryl	Floor Warden	Second Floor
Vacant		

LBA Third Floor:		
Staff	Position	Station
Estes, Rob	Floor Warden	Third Floor (Primary)
Liedtke, Armin	Floor Warden	Third Floor (Secondary)

Subway:		
Vacant		

For each Evacuation Supervisor, list the following:

C. FIRST AID CONTACTS

For each assigned or volunteer contact for First Aid and CPR, list the following:

*Director Rich Lewis
LBA-005
2-5222*

*Officer Deborah Conley-Staerk
LBA-005
2-5222*

*Officer Michael Bettis
LBA-005
2-5222*

*Officer Craig Himmelman
LBA-005
2-5222*

*Officer John Bjorndahl
LBA-005
2-5222*

*Officer Mitchell Arnes
LBA-005
2-5222*

*Officer Gina Mears
LBA-005
2-5222*

Officer Prince Calloway
LBA-005
2-5222

Dispatcher Tracy Caldwell
LBA-005
2-5222

Dispatcher Raoul Evans-Ramos
LBA-005
2-5222

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 and others 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 and who the Principal Investigator or lab contacts are for each location and their contact information. Make a floor plan showing these locations and have this available for first responders (Bothell Fire Department and Campus Safety).

Examples of locations may include flammable liquid storage rooms, compressed gas storage areas, Biological Safety Level 3 labs, hazardous waste rooms, animal areas, and similar spaces.

(Please Refer to MyChem website regarding chemical labs and their materials)

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

UWB Point of Contact:

Christy Cherrier
Title: Science Coordinator
Department: Teaching and Learning Center
Room: UWBB-278
Phone: 425-352-3787
Fax: 425-352-5211
Box: 358538
CCherrier@uwb.edu

Cascadia Community College Point of Contact:

Alexandra Swidergal
Title: Instruction & Classroom Support Technician 2
Department: Student Learning
Room: CC1-310
Phone: (425) 352-8010
Fax: Not Available
aswidergal@cascadia.edu

Room Description	Room #	Tel # (425-35x-xxxx)	Capacity	e-Podium	Projector	Computers	Fume Hoods	Institution	Contact
CC1 labs:									
Biology Lab	CC1-302	2-3293	24	yes	yes	6	1	CCC/UWB	Alex Swidergal (CCC)
Biology Prep Lab	CC1-310	N/A	N/A	no	no	0	0	CCC/UWB	Alex Swidergal (CCC)
Chemistry Prep Lab	CC1-320	2-3291	N/A	no	no	1	1	CCC/UWB	Alex Swidergal (CCC)
Chemistry Lab	CC1-330	2-3290	24	yes	no	6	2	CCC	Alex Swidergal (CCC)
Biology Lab	CC1-331	2-3289	24	yes	yes	6	1	CCC/UWB	Alex Swidergal (CCC)
Chemistry Lab	CC1-340	2-3404	22	yes	no	3	2	UWB	Glen Gullickson (UWB)
Physics Lab	CC2-380	2-8281	24	yes	yes	6	0	CCC/UWB	Alex Swidergal (CCC)
UW2 labs:									
Chem/Air quality lab	UW2 - 241	2-3479	N/A	no	no	1	2	UWB	Jonathan Hee (UWB)
Ecology lab	UW2-231	2-3474	N/A	no	no	2	2	UWB	Warren Gold (UWB)
Water/soil lab	UW2-235	2-3294	N/A	no	no	1	1	UWB	Rob Turner (UWB)
UWBB labs:									
Biology Teaching Lab	UWBB-270	2-3728	24	yes	yes	0	1	UWB	Christy Cherrier (UWB)
Biology Prep Lab	UWBB-273	2-3784	N/A	no	no	0	1	UWB	Christy Cherrier (UWB)
Biology Research Lab	UWBB-274	2-3754	N/A	no	no	0	1	UWB	Kristina Hillesland (UWB)
E. E. Teaching Lab	UWBB-220	2-3725		no	yes	0	0	UWB	Sean Alm (UWB)
E. E. Prep Lab	UWBB-222	N/A	N/A	no	no	0	0	UWB	Sean Alm (UWB)
E. E. Research Lab	UWBB-226	2-3309	N/A	no	no	0	0	UWB	Arnie Berger (UWB)

Appendix C

Building Evacuation Plan

The overall campus evacuation plan includes evacuation routes for each building and associated assembly points. These routes and assembly points are mapped and posted in buildings and on web sites.

Fire and evacuation drills are necessary to refine the evacuation procedure and are scheduled on a regular basis.

A. EVACUATION PLANS

The {attached/ posted} floor plans identify exits and exit routes for the building. There are also evacuation wall maps in CCC hallways and classrooms. Occupants should go to their designated exit when the alarm sounds. If access to the nearest exit is obstructed, the alternate exit should be taken.

B. EVACUATION ASSEMBLY POINTS/AREAS OF SAFE REFUGE

The primary Evacuation Assembly Points (EAPs) for this building are:

Cascadia 1 & 2 Lower level:

North Primary: Flag Pole at Bus turnaround EAP5

East Primary: North Creek Events Center parking lot EAP 6

Cascadia 1 & 2 First Floor (Kodiak Corner & Center Lobby):

North Primary: Flag Pole at Bus turnaround EAP5

West Primary: Grass area north of Library EAP 3 (Eco-Turf)

Cascadia 1 & 2 Second Floor:

North Primary: Flag Pole at Bus turnaround EAP5

South Primary: Grass area north of Library EAP 3 (Eco-Turf)

Cascadia 1 & 2 Third Floor:

North Primary: Flag Pole at Bus turnaround EAP5

South Primary: Grass area north of Library EAP 3 (Eco-Turf)

Cascadia 3:

North Primary: Flag Pole at Bus turnaround EAP5

South Primary: Grass area north of Library EAP 3 (Eco-Turf)

UW1:

Primary: Bus area by Chase House EAP1

UW2:

Primary: South surface parking lots EAP 2

Library/Subway:

Primary: Grass area north of Library EAP3 (Eco-Turf)

LB2/Library Annex/Bookstore/North Creek

West Primary: Grass area north of Library EAP3 (Eco-Turf)

East Primary: North Creek Events Center parking lot; Bus stop on Campus Way EAP4

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

1. Evacuation Assembly Points (outside building)

The Evacuation Assembly Point (s) should be an open area away from the building and out of the way of responding emergency personnel. Establish primary EAPs and secondary EAPs in case the primary cannot be occupied during or after an evacuation. A separate EAP may be necessary for earthquake evacuation. Occupants meet after evacuation so that they may be accounted for or lend assistance as needed. There may be more than one assembly point depending on the size of the building and the location of the exits. Note: Some EAP's may be unsuitable for assembly following an earthquake event. See the following table for a listing of the EAP's for the Cascadia/UWB Campus.

EVACUATION ASSEMBLY POINTS (EAP)		
From Buildings	To Evacuation Assembly Point	EAP Location
UW1	EAP 1	Bus Area by Chase House
UW2/Physical Plant	EAP 2	South Surface Parking Lots
LB1 LBA/Promenade	EAP 3	Grass Area North of LB1(Eco-Turf)
LBA/Lower level	EAP 4	Bus Stop Area South of LB2
Subway Bookstore	EAP 3	Grass Area North of LB1(Eco-Turf)

LBA/Campus Way	EAP 4; EAP 3	Bus Stop Area South of LB2 ; Grass Area North of LB1(Eco-Turf)
LB2/Campus Way	EAP 4; EAP 3	
North Creek Cafe	EAP 4	Bus Stop Area South of LB2
Cascadia 1 & 2	EAP 5	Flagpole/Bus Turn Around
	EAP 3	Grass Area North of LB1(Eco-Turf)
	EAP 6	North Creek Events Center parking lot
Cascadia 3	EAP 5	Flagpole/Bus Turn Around
	EAP 3	Grass Area North of LB1(Eco-Turf)
UWBB	EAP 7	North Parking Lot (UWBB parking)
Husky Village	EAP 8	Parking lot near (Recreation Center)

2. Areas of Safe Refuge (*inside building*)

- a. Designated Areas of Refuge (inside the building) are marked in every major campus building.
 - a. The primary Areas of Safe Refuge for persons with disabilities are at the end of each hallway.
 - b. A list of secondary locations used by persons with disabilities will be maintained that will be, account for persons with disabilities, and means to communicate with persons taking refuge in these areas. See Appendix D for further information.

CAMPUS MAP

W UNIVERSITY of WASHINGTON | BOTHELL
& CASCADIA COMMUNITY COLLEGE



Legend:

UW Bothell	Restrooms
Shared Buildings	"The W"
Cascadia CC	Smoking area
Accessible parking	Elevators
Public Pay Parking	

Appendix D

Emergency Evacuation for Persons with Disabilities

General

This appendix provides a general guideline of evacuation procedures for persons with disabilities, who would otherwise have difficulty in evacuating the building. Evacu-tracs are located on the second and third floors of major buildings and first responders and floor wardens are trained in their use. Campus Safety has access to classroom schedules for students who are registered with either institution's Disability Support Services. If the evacuation is in response to a known drill or "false alarm," persons with disabilities may remain at an Area of Rescue unless otherwise directed by the City of Bothell Fire or Police departments (see below).

It is recommended that persons with disabilities:

- Register with Disability Support Services so that their class schedule can be forwarded to Campus Safety.
- Be familiar with evacuation procedures (including the Evacu-tracs) and seek evacuation assistants who are willing to assist in case of an emergency.
- Be aware of evacuation route maps posted throughout the buildings and the locations of Areas of Rescue for all areas of buildings they utilize.

Because elevators will be recalled to the ground floor during a fire-alarm condition, most building occupants will need to evacuate the building using stairs. All major buildings have several ground-level or promenade-level exits, and these exits are incorporated into the evacuation maps.

Building Evacuation Directors and Evacuation Supervisors and Teams need to *pre-identify* whenever possible staff, faculty, and students with disabilities and where they are typically located. Determine their Areas of Refuge and how they will evacuate from the building.

Mobility Impaired:

Areas of Rescue are located at the end of each hallway and are linked to the main response panel with an intercom system. The intercom has battery backup in case of power failure.

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 Bothell Fire Department (BFD). The BFD will tell the individual their decision or relay the information via the Security and Campus Safety Personnel.

Hearing Impaired

Buildings on campus are equipped with fire alarm strobe lights. 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.

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 E

Procedures for Planning and Scheduling Evacuation Drills

A. PREPARATION

1. Meet with Building Evacuation Director and Evacuation Supervisors and Teams 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. Call Facilities Services at 425-352-5466 to arrange for a technician to activate the alarm system and reset it after the drill.
- b. Notify Security and Campus Safety of the time and date of the drill.
(Campus Safety will notify EH&S, BFD, and BPD)

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 (Evacuation Director and Evacuation Supervisors).
- b. Facility Services - to activate the alarm system.
- c. Security and Campus Safety observer.

Appendix F

Procedures for Conducting, Evaluating and Recording Evacuation Drills

A. CONDUCTING THE EVACUATION 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, Cascadia Community College & University of Washington Bothell 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 Facility Services personnel upon request of the Evacuation Director or the Director of Campus Safety. 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 Section H and Appendix C).
- d. Building Evacuation Supervisors and Teams must report to their area of responsibility.

B. EVALUATING THE DRILL

The following should be verified by the Evacuation Supervisors and Building Evacuation Directors:

- Building Evacuation Supervisors and Teams responded to assigned floor or area and performed assigned duties.
- Staff could hear clearly and respond to the alarm and any additional instructions.
- Evacuation Supervisors accounted for missing occupants, guided occupants to safety, completed floor checks and reported to the Evacuation Director.
- Persons with disabilities were accounted for and helped.
- Occupants followed the direction of floor wardens and evacuated the building according to the pre-assigned routes. Upon exiting the building they proceeded to an evacuation assembly point.
- Occupants who exited did not reenter prematurely.

C. RECORDING THE DRILL

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

Appendix G

Assembly Occupancies Procedures for Conducting, Evaluating and Recording Evacuation Drills

A. CONDUCTING THE FIRE DRILL

1. Participation

- a. Every quarter or prior to the event for athletic and other seasonal events, the building Evacuation Director, or appointee, will meet with event staff to conduct a drill or exercise to review employee procedures and duties.
- b. A drill, exercise, or orientation will be performed whenever there is a change in staff, building/exit configuration, or other substantive change.

2. Set up and Alarm Activation

- a. Special props, if used, should be installed just prior to performing the drill.
- b. An assembly drill may be performed at the same time as a comprehensive building fire drill, or independently. If conducted as part of a larger building drill using the fire alarm system, Plant Operations personnel must first bypass the fire alarm panel so the Fire Department doesn't respond to an activated alarm system. If the drill is performed independently, activation of the alarm system may not be possible without disrupting the balance of the building. In this case the audible alarm may be simulated.
- c. Staff, ushers, stagehands and other associated staff should report to their area of responsibility. Requesting a small number of other persons to simulate patrons may be helpful in making the drill more realistic.

3. Evacuation Procedures

The following procedures should be simulated as practical for fire drills:

- a. As the alarm sounds, or upon instruction, begin evacuation. Staff, ushers, and stagehands should promptly assist patrons and players from the facility in a safe and orderly fashion.
- b. Keep people moving calmly, yet quickly. No one should be allowed to run. Assist those individuals with special needs.
- c. Use all exits. Prop exterior exit doors open to help facilitate evacuation. Outdoor lighting will encourage and help speed the evacuation of patrons.
- d. Keep patrons informed of the situation. Have a prepared evacuation message to help convey appropriate evacuation instruction and take pressure off staff.
- e. Instruct people to move away from the building to a predetermined evacuation assembly point.

-
- f. Prevent people from re-entering the building. (Patrons may re-enter the building only after the building has been declared safe by the Fire Department). **Silencing the alarm should not be considered an all-clear signal.**
 - g. Meet the fire department. The building emergency coordinator or event designee should meet the arriving fire department to inform them of the situation and assist them as needed.
 - h. Account for personnel as practical and identify a single location for patrons who have become separated from their parties to reunite.

B. EVALUATING THE DRILL

The following should be considered in evaluating the drill:

- Did staff know the layout of the building?
- Did staff respond promptly as outlined above?
- Were all exits used?
- Is staff familiar with how to activate the fire alarm system?
- Is staff familiar with the evacuation procedures specific to this facility?
- Were all occupants accounted for?
- Is staff familiar with how to notify emergency services?
- Was a prepared evacuation statement read or available?
- Was the alarm audible?

C. RECORDING THE DRILL

The Evacuation Director will complete and distribute the Fire Drill Report Form (Appendix H), record performance using evaluation questions above and on the form, and initiate appropriate follow-up for items which need improvement.



Bothell Campus
FIRE DRILL REPORT
 Security and Campus Safety

Date of Drill

Building Name	Facility Services Building No.
---------------	--------------------------------

- High-Rise
 Residential
 Assembly
 Day Care
 Low-Rise
 Other

Address

Fire Safety Director or Building Administrator/Coordinator
--

IMPORTANT

Verify that all procedures for preparing and conducting fire drills have been completed. Do not activate the alarm on your own! Fire Drill alarm activation must be done by Facilities Services.

Device Activated (location)	Time Initiated	Time Completed
-----------------------------	----------------	----------------

Areas Alarmed

Floor Wardens/Staff reported to assigned areas and performed duties.
 YES
 NO
 If NO, Which floors or areas did not: _____

Floor Wardens/Staff reported the following to the Fire Safety Director or Building Administrator/Coordinator:

- | | | |
|---|------------------------------|--|
| 1. Occupants/staff exited using the nearest exit | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. Occupants/staff responded and reported to Assembly Point | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. Persons with disabilities are accounted for | <input type="checkbox"/> NA | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 4. Visitors and students were properly directed | <input type="checkbox"/> NA | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 5. Accounted for missing or trapped personnel | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 6. The alarm was audible throughout the area | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 7. No premature reentry | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

Comments on all NO marks. Include additional remarks about the drill.

SIGNATURES

Drill conducted by: _____
 Fire Safety Director or Building Administrator/Coordinator or designated employee

Drill witnessed by: _____
 Seattle Fire Department Representative (optional)

_____ Environmental Health and Safety (optional)

Appendix H

Checklist 5: Building Evacuation Supervisor Headcount Checklist

Building/EAP Location: _____ Evacuation Supervisor Name: _____ Date: _____

NAME OF EMPLOYEE/VISITOR	PRESENT	ABSENT	IN FIELD	INJURED	MISSING	LAST KNOWN LOCATION	EMERGENCY ASSIGNMENT
<i>(Enter Building Area)</i>							
Name:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Name:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Name:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Name:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Name:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Name:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Name:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<i>(Enter Building Area)</i>							
Name:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Name:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Name:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Name:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Name:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Name:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Name:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<i>(Enter Building Area)</i>							
Name:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Name:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Name:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Name:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Name:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Name:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Checklist 1: Evacuation Supervisor Headcount Checklist

Appendix I

Cascadia Community College & University of Washington Emergency Response Management Plan

In February, 2007, Cascadia Community College & the University of Washington Bothell published a revised comprehensive ERMP for campus operation during large scale or campus-wide emergencies. The following is a summary of the ERMP.

Introduction

The ERMP provides guidelines for the management of the immediate actions and operations required to respond to an emergency or disaster. The overall priorities of the Cascadia Community College & University of Washington Bothell during a disaster are the protection of lives, live assets, valuable research processes, property, the community, and the environment. The overall objective is to respond to emergency conditions and manage the process of restoring Cascadia Community College & University of Washington Bothell academic and research programs and services. This plan represents the Campus Emergency Management Plan, which encompasses the facilities, services and the administration of the Cascadia Community College & the University of Washington Bothell.

Purpose of the Plan

This plan provides the management structure, key responsibilities, emergency assignments, and general procedures to follow during and immediately after an emergency. The Cascadia Community College & University of Washington Bothell have established this plan to address the immediate requirements for a major disaster or emergency in which normal operations are interrupted and special measures must be taken to:

- Save and protect the lives of students, employees, and the public.
- Manage immediate communications and information regarding emergency response operations and campus safety.
- Provide essential services and operations.
- Provide and analyze information to support decision-making and action plans.
- Manage Cascadia Community College & University of Washington Bothell resources effectively in the emergency response.
- Ensure Cascadia Community College & University of Washington-wide compliance with federal National Incident Management principles and requirements.

This plan does not supersede or replace the procedures for safety, hazardous materials response, or other procedures that are already in place at the Cascadia Community College & University of Washington Bothell. It supplements those procedures with a temporary crisis management structure which provides for the immediate focus of management on response operations and the early transition to recovery operations.

It is important to point out that this ERMP 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 Cascadia Community College & University of Washington Bothell ERMP.

Appendix J

Classrooms and Teaching Laboratories Emergency Procedures for Faculty and Lab 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.”

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/Checklist” at the end of this Appendix.
- 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

Every Cascadia Community College & University of Washington Bothell department and unit should have a written Emergency Evacuation and Operations 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.

How to Report an Emergency

For a fire in progress, use the nearest fire alarm pull station. If possible, call 9-1-1 from any telephone. Notify Security and Campus Safety if possible. If there is a fire smaller than a trash can and you have been trained to use a fire extinguisher, use the nearest fire extinguisher to put out the fire.

Fire	Activate Fire Alarm Pull Station
And if possible	Call 9-1-1
Health/Police Emergency	Call 9-1-1
Security and Campus Safety	Call 2-5222
Hazardous Material Spill	Call 9-1-1
Facility or Utility Failure	Call 2-5466 or 9-1-1 in an emergency

Emergency Evacuation Procedures

See Table J-1, *General Emergency Evacuation Information for Faculty and Lab Assistants*, which provides a general summary of emergency evacuation information for instructors.

Refer to the end of this Appendix for *Classroom Emergency Procedures/Checklist* for more specific emergency evacuation procedures.

Table J-1. General Emergency Evacuation Information for Faculty and Lab Assistants

EVACUATION ROUTES	Floor plans that show evacuation routes are posted on building walls throughout the campus. If you have trouble finding a posted floor plan, contact the Campus Safety Office at 2-5359.
	Evacuation routes in Cascadia Community College & University of Washington Bothell buildings lead the occupants out the building.
EVACUATION ASSEMBLY POINTS (EAPs) <i>Look on the building evacuation route floor plans for the designated Evacuation Assembly Points.</i>	Each building has designated EAPs. After the class leaves the alarmed building or area, it is important for them to go to the EAP where the presence of persons can be documented. At the EAP, the class will not interfere with responding emergency services nor place themselves at risk of injury from the emergency.
	Accounting for all students can be very difficult, particularly with a large class. However, an attempt must be made. After all the students have left the room/lab, instructors can: <ul style="list-style-type: none"> ▪ use the class roster, ▪ use a head count, or ▪ ask students about the students seated next to them in the classroom to see if they are at the assembly point. You must also account for persons with disabilities (See Appendix D).
EVACUATION FOR PERSONS WITH DISABILITIES	If there is a person with a disability in the class, the instructor must be knowledgeable about their response and who may be assisting them. Four options are available to persons with disabilities: <ul style="list-style-type: none"> ▪ Horizontal Evacuation to outside or another building, if available. ▪ Stairway Evacuation with or without Evacu-Trac. ▪ Stay in Place unless danger is imminent (if approved by Bothell Fire Dept.6. ▪ Area of Refuge if available.
REPORTING TO FLOOR EVACUATION SUPERVISOR OR BUILDING DIRECTOR	Notify the Floor Evacuation Supervisor or Building Director at the EAP about any missing students and their last known location in the building. After exiting and accounting for students, the Building Evacuation Director will notify emergency personnel of persons missing or trapped or persons with disabilities that are waiting assistance in areas of refuge.
FIRE ALARMS	Fire alarms will sound a slow WHOOP and include strobe lights for people with hearing

	<p>disabilities. When the alarm sounds, everyone must exit the alarmed area according to the evacuation plan.</p> <p>Procedures that may be hazardous if left unattended should be shut down.</p> <p>Verify that everyone leaves and that all the doors are closed. Closed doors significantly reduce fire and smoke damage.</p>
EARTHQUAKES	<p>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.</p> <p>The first thing to do during an earthquake is to have everyone drop to the floor, cover their head, and hold that position.</p> <p>After the shaking stops and if there is building damage, tell the class to collect their possessions calmly and evacuate the building to the Evacuation Assembly Point. Caution them to watch for brick and other exterior building materials that may have been knocked loose by the earthquake.</p>
POWER OUTAGES	<p>If the power does go out during class, you will be informed by the mass notification system whether or not to leave the classroom or building. Evacuation should take advantage of available lighting unless the building is in alarm, in which case use the same evacuation procedures as during a fire.</p> <p>Caution the 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.</p>

Classroom Emergency Procedures/Checklist

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

- Roster
- Important telephone numbers (in addition to Emergency numbers)
Campus Safety
UWB Facilities Services
CCC Facilities Services (daytime)

2. 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.

Everyone Must Evacuate Immediately!

- Verify that everyone leaves and that all the doors are closed. Closed doors significantly reduce fire and smoke damage.
- Leave the room/lab and go to the nearest building exit. Know the location of alternate exits.

The elevators cannot be used during an emergency evacuation!

- Go to the Evacuation 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. Account for students by using class roster. Notify the building Evacuation Director about any missing students and their last known location in the building.

3. 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.
- An announcement will be made if the building should be evacuated.

4. If there is an **earthquake**...

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

- Everyone **DROPS** to the floor, **COVERS** their head, and **HOLDS that position**.
- After the shaking stops, an announcement will be made whether or not to evacuate the building. When evacuating, use floor plans on the walls to determine the appropriate Evacuation Assembly Point.

Note: Additional information on emergency procedures, evacuation routes, and floor plans can be found posted on walls

Appendix K

Cascadia Community College & University of Washington EMERGENCY EVACUATION AND PLANNING CHECKLIST

Instructions

This checklist focuses on practices and procedures as outlined in the EEOP. **It is recommended that Evacuation Directors complete this checklist annually.**

This checklist is composed of Part I and Part II. Part I contains a list of questions only. Part II contains the same list of questions, but also includes references and links to resources to assist Evacuation Directors and Supervisors identify the necessary corrective actions to comply with EEOP procedures.

The procedures for completing this form are as follows:

1. The Building Evacuation Director should complete this checklist with assistance from Evacuation Supervisors as needed.
2. Maintain a copy of the completed checklist with the building EEOP.
3. Share the completed form with the Evacuation Supervisors and other stakeholders in the building for emergency evacuations.
4. Correct each identified deficiency as soon as possible and document corrections on the original form.
5. If you need assistance correcting conditions identified in the checklist, or have any questions or concerns about fire and life safety, whether they pertain to this inspection or not, contact Campus Safety at 2-5359.

EMERGENCY EVACUATION AND PLANNING CHECKLIST (Part I)

Building: _____ Date: _____

Evacuation Director: _____ Evacuation Supervisor: _____

Director Phone/E-mail: _____ Supervisor Phone/E-mail: _____

Please check the boxes indicating Yes (satisfactory), No (See Part II for Corrective Actions and Web Links for additional information), or N/A (not applicable).

1. Do you have an up-to-date written Departmental Health and Safety Plan? Do your employees know about this plan, where to find it, and how to use it?	1 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
2. Do you have an up-to-date written Emergency Evacuation and Operations Plan (EEOP)?	2 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
3. Have the Evacuation Director and Evacuation Supervisors attended Cascadia Community College & University of Washington Bothell emergency evacuation training?	3 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
4. Are fire and emergency evacuation drills done on a regular basis to keep employees, faculty, and staff aware of EEOP and emergency procedures?	4 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
5. Are new, temporary, and student employees informed about emergency procedures in the EEOP during the new employee safety orientation?	5 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
6. Are Building Evacuation Supervisors and Teams familiar with the EEOP and building specific information such as escape routes, assembly points, areas of safe refuge for persons with disabilities, and how the alarm system responds?	6 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
7. Are Evacuation Supervisors familiar with procedures in various types of emergencies: earthquake, fire, chemical release, bomb threat?	7 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
8. Do Building Evacuation Supervisors and people in their areas of responsibility know the location of the Evacuation Assembly Point(s)?	8 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
9. Do Building Evacuation Supervisors know the locations and types of fire extinguishers in the building?	9 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
10. Are there adequate disaster supply kits and first aid kits in the building? Are Building Evacuation Supervisors familiar with their location?	10 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
11. Are chemical spill kits available for each lab, shop or clinical area that contains chemicals or chemical products?	11 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
12. Do Building Evacuation Supervisors follow an established procedure to conduct a head count of evacuated building personnel at the EAP?	12 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
13. Do Building Evacuation Supervisors know the procedures to account for persons with disabilities, visitors, and people unfamiliar with the building?	13 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
14. Do Building Evacuation Supervisors know the location of employees in the building who have basic emergency skills (first aid & CPR)? See Appendix A; section C	14 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
15. Do Building Evacuation Supervisors know the proper procedures for re-entering a building after different types of evacuations?	15 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

Checklist 2: Emergency Evacuation and Planning Checklist Pt I

OTHER FIRE/LIFE SAFETY HAZARDS

List any other hazardous conditions in need of correction that are not covered on this emergency evacuation checklist. Assign and document correction of each hazardous condition or concern.

- 1. _____
- 2. _____
- 3. _____

OTHER COMMENTS

The space provided below can be used to comment on any conditions described in the above questions.

Date: _____

Signature of Evacuation Director: _____

EMERGENCY EVACUATION AND PLANNING CHECKLIST (Part II)

References and Links to Resources

Written Policies and Procedures
<p>1. Do you have an up-to-date written Departmental Health and Safety Plan? Do your employees know about this plan, where to find it, and how to use it?</p> <p>Corrective Action:</p> <p>Completion Date:</p>
<p>2. Do you know the on-line site for the Emergency Evacuation and Operations Plan (EEOP) or do you have a printed copy?</p> <p>Corrective Action:</p> <p>Completion Date:</p>
Employee and Visitor Training
<p>3. Have the Building Evacuation Director and Building Evacuation Supervisors and Teams attended Cascadia Community College & University of Washington emergency evacuation training?</p> <p>Corrective Action:</p> <p>Completion Date:</p>
<p>4. Are fire and emergency evacuation drills done on a regular basis to keep employee, faculty, and staff aware of EEOP and emergency procedures?</p> <p>Corrective Action:</p> <p>Completion Date:</p>
<p>5. Are new, temporary, and student employees informed about emergency procedures in the EEOP during the new employee safety orientation?</p> <p>Corrective Action:</p> <p>Completion Date:</p>
Evacuation Supervisor Responsibilities
<p>6. Are Building Evacuation Supervisors and Teams familiar with the EEOP and building specific information such as escape routes, assembly points, areas of safe refuge for persons with disabilities, and how the alarm system responds?</p> <p>Corrective Action:</p> <p>Completion Date:</p>
<p>7. Are Building Evacuation Supervisors and teams familiar with procedures in various types of emergencies: earthquake, fire, chemical release, bomb threat?</p> <p>Corrective Action:</p> <p>Completion Date:</p>

<p>8. Do Building Evacuation Supervisors and people in their areas of responsibility know the location of primary and secondary Evacuation Assembly Point(s)?</p> <p>Corrective Action:</p> <p>Completion Date:</p>
Disaster Supply/Emergency Kits
<p>9. Do Evacuation Supervisors know the locations and types of fire extinguishers in the building?</p> <p>Corrective Action:</p> <p>Completion Date:</p>
<p>10. Are there adequate disaster supply kits and first aid kits in the building? Are Evacuation Supervisors familiar with their location?</p> <p>Corrective Action:</p> <p>Completion Date:</p>
<p>11. Are chemical spill kits available for each lab, shop or clinical area that contains chemicals or chemical products?</p> <p>Corrective Action:</p> <p>Completion Date:</p>
EVACUATION PROCEDURES
<p>12. Do Building Evacuation Supervisors follow an established procedure to conduct a head count of evacuated building personnel at the EAP?</p> <p>Corrective Action:</p> <p>Completion Date:</p>
<p>13. Do Evacuation Supervisors know the procedures to account for persons with disabilities, visitors, and people unfamiliar with the building?</p> <p>Corrective Action:</p> <p>Completion Date:</p>
<p>14. Do Building Evacuation Supervisors know the location of employees in the building who have basic emergency skills (first aid & CPR)?</p> <p>Corrective Action:</p> <p>Completion Date:</p>
<p>15. Do Building Evacuation Supervisors know the procedures for re-entering a building after different types of evacuations?</p> <p>Corrective Action:</p> <p>Completion Date:</p>

APPENDIX L
THIS ENTIRE APPENDIX NEEDS TO BE DISCUSSED MORE

Evacuation Director Post Earthquake Checklist

a. Following a Mild Earthquake (Gentle Rolling Motion)

After a mild earthquake (gentle rolling motion), the Building Evacuation Director may use the attached checklist as a guide to determine if a building should be (1) evacuated, and (2), if evacuated, if the building can be re-occupied without receiving an all-clear signal from the Bothell Fire Department and/or the Campus Security and Campus Safety teams.

At all times, the safety of building occupants is paramount. This checklist is primarily used for general guidance in decision-making. However, if Building Evacuation Directors observe ANY conditions in their building that they suspect are unsafe or that they are uncertain about, then the building should not be reoccupied until the BFD and/or earthquake inspection teams have given permission to re-enter the building. Always err on the side of safety. Be aware that strong aftershocks can occur as well, which should be considered before re-occupying a building.

Evacuation Director Post Earthquake Checklist
Following a *Mild* Earthquake (Gentle Rolling Motion)

Complete this checklist following a *mild* earthquake. Evacuation Directors should use extreme caution and care when surveying their building. If the answer is YES for those items which list (**EVACUATION**), then evacuate the building (unless conditions outside the building are too hazardous for evacuation and assembly). Notify Security and Campus Safety at 425-352-5222 (or by runner if the telephone system is not working) to report the building evacuation and the reason(s) for the evacuation. The building will remain evacuated until Security and Campus Safety Teams structural assessment teams and/or Bothell Fire Department has cleared the building for re-entry.

If the Building evacuation director checks YES on one of the items on the checklist that does not list an (**EVACUATION**) notation, then the evacuation of the building is at the discretion of the Building Evacuation Director. Consider if the observed conditions represent a safety or health risk to workers, students, or visitors to the building. Also report any hazardous materials spills/leaks and utility line damage to 9-1-1.

Whether the building is evacuated or re-entered, deliver a copy of this completed checklist to either the Incident Command Post or the EOC. Post a completed copy near the main entrance(s) for emergency response personnel to reference.

Building Name: _____ Date: _____
Evacuation Director: _____ Director Phone/E-mail: _____

UTILITIES	
------------------	--

1. Is the power out? (EVACUATE)	1 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
2. Are there any damaged, leaking or ruptured utilities? (EVACUATE)	2 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
3. Do you smell natural gas or hear a hissing noise from a gas leak? (EVACUATE)	3 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
4. Are there any light fixtures that are hanging loose from the ceilings, fallen on the floor, or any exposed wires? (EVACUATE)	4 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
5. Is there evidence of leaking or ruptured water lines, such as water leaking from ceilings, floors, or walls? (EVACUATE)	5 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
6. Are there damaged steam pipes or radiators? Is there visible steam leaking from these sources? (EVACUATE)	6 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
7. Are there exposed, damaged, frayed, or broken electrical cords, electrical wire/cable, or cable conduit? (EVACUATE)	7 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
8. Are there damaged sinks, toilets, piping or other plumbing (EVACUATE if water is leaking or running uncontrolled) ?	8 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
9. Is hot water heater(s) detached or leaking (EVACUATE if gas water heater) ?	9 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
10. Are telephones and/or computer network out of order?	10 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
MECHANICAL/ELECTRICAL EQUIPMENT	
11. Is there damaged air handling equipment such as fans, fan motors, or ductwork? (EVACUATE)	11 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
12. Are there damaged electrical panels, circuit breakers, or leaking transformers?	12 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
13. Are elevator doors stuck in a closed or partially open position (EVACUATE) ?	13 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
14. Is the elevator stuck between floors? (EVACUATE)	14 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
15. Have any appliances such as refrigerators and freezers toppled over?	15 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
HAZARDOUS MATERIALS/CONDITIONS	
16. Are there fires in the building too large to be contained by a trained and competent person with a fire extinguisher (larger than a wastebasket)? (EVACUATE)	16 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
17. Have hazardous chemicals or other hazardous materials leaked or spilled, and is the spill larger than can be cleaned up with a chemical/biological spill kit by competent and trained personnel? (EVACUATE)	17 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

18. Are there any damaged or leaking compressed gas cylinders, high pressure vessels, or storage tanks? (EVACUATE)	18 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
19. Have numerous bookcases, filing cabinets, computer monitors, and other building furnishings toppled over? Are they blocking emergency exits? (EVACUATE)	19 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
20. Is there damaged pipe insulation or fireproofing that are labeled or known to be asbestos-containing? (EVACUATE)	20 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
WALLS, FLOORS, CEILINGS, WINDOWS	
21. Are there uneven floors, buckled carpets, or broken tile/vinyl flooring? (EVACUATE)	21 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
22. Do any walls, support columns, or beams appear bent, twisted, sagging or leaning? (EVACUATE)	22 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
23. Are there severe cracks in the walls? (EVACUATE)	23 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
24. Are there any doors or windows difficult to open or close? (EVACUATE)	24 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
25. Is the suspended ceiling framework bent, twisted, or fallen? (EVACUATE)	25 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
26. Is there damage to stairs, stairwells, or handrails?	26 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
27. Are there displaced or fallen ceiling tiles?	27 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
28. Are there damaged or broken windows and/or window frames?	28 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
BUILDING FAÇADE/OUTDOORS	
29. Are any outside building components (brick, mortar, stonework, chimneys) cracked or broken? Are there chunks of debris on the ground near the base of the building? (<i>Caution: avoid debris as EVAC occurs and while waiting for all clear.</i>)	29 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
30. Are there downed trees, power poles, and electrical wires outside the building? (<i>Caution: If evacuating building, avoid debris and wires as EVAC occurs and while waiting for all clear.</i>)	30 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

Checklist 3: Evacuation Director Post Earthquake Checklist

Deliver a copy of this completed checklist to either the Incident Command Post or the EOC. Post a completed copy near the main entrance(s) for emergency response personnel to reference.

- a. Turn radio to the appropriate channel.

Appendix M

Communications

EMERGENCY COMMUNICATIONS

1. **Telephones/Radios** - The campus telephone systems will be used to the extent possible. In case of system failure or a power failure, campus phones will not function. An alternative is the portable radio system, which should function in a power outage. These radios, part of the Cascadia Community College & University of Washington Emergency Communications System (ECS), are strategically located throughout campus. *Cascadia/UW Bothell* personnel will serve as messengers if radio communication is not an option.

2. **Emergency Phones** – The Cascadia Community College & University of Washington has an exterior emergency phone system. This system which is known as the Emergency Code Blue Phone system is a direct link with the 9-1-1 Communications System. The Phone locations are as follows:

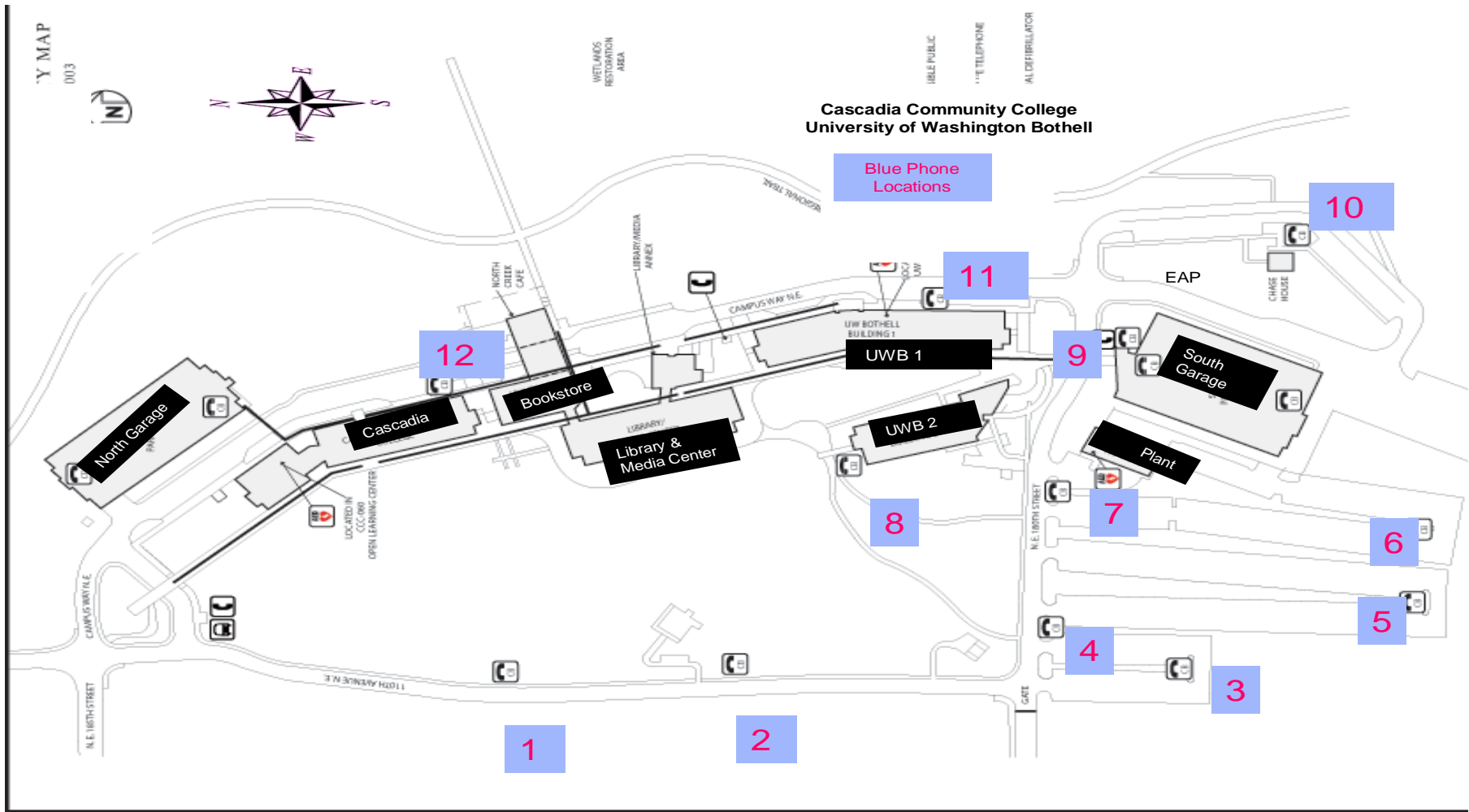
Pay Phones	
1	Pedestrian entrance South Garage on NE 180 th
Emergency Code Blue Phones	
S. 01	110 th Ave. South of Bus turn
S. 02	110 th Ave. by Truly House
S. 03	South end of S.W. surface lot
S. 04	180 th St. Southeast of Emergency Gate
S. 05	Next Surface Lot east of #4
S. 06	Next surface lot east of #5
S. 07	180 th St. by Physical Plant
S. 08	Trail northwest Of UW2
S. 09	Promenade entrance S. Garage
S. 10	South of Chase house
S. 11	Campus Way, South end UW1
S. 12	Campus Way, south end CCC
S. 13	CC3 courtyard (near eco-turf)
S. 14	CC3 parking lot (near handicap parking stalls)
South Garage	
S1B1	South Stairs Level 1
S2B1	South Stairs Level 2
S3B1	South Stairs Level 3
S4B1	South Stairs Level 4
S5B1	South Stairs Level 5
S1P1	North Stairs Level 1
S2P1	North Stairs Level 2
S3P1	North Stairs Level 3
S4P1	North Stairs Level 4
S5P1	North Stairs Level 5

North Garage	
N1B1	South Stairs Level 1
N2B1	South Stairs Level 2
N3B1	South Stairs Level 3
N4B1	South Stairs Level 4
N1P1	North Stairs Level 1
N2P1	North Stairs Level 2
N3P1	North Stairs Level 3
N4P1	North Stairs Level 4

Attached is a visual presentation of the Bothell Emergency Blue Phone System:

MAP BELOW NEEDS TO BE REPLACED BY A LATER VERSION

(Being Revised 3/20/12)



The Campus Radio System is divided into 12 Channels with each channel divided into 6 groups. See the attached Table.

The Cascadia Community College & University of Washington Radio System is divided into 12 Channels. Each channel is divided into 6 groups. The capabilities of the different channels and the groups within these channels are listed in the following

Table 3

Channel	Channel 1	ERT Channel 2	Security and Campus Safety Channel 3	Cascadia Channel 4	Media Channel 5	UWB Channel 6	Facilities Services Channel 7	Grounds Channel 8	Custodial Channel 9	Engineering Channel 10	Events Channel 11	Finance & Admin Channel 12	Move & Events Set up Channel 13	Library Channel 14	Parking Channel 15
GROUP	1	Campus ALL	ERT	3 Pub Safety Security Channel	CCC	Media (12) radios	UWB I.S.	Dispatch (3)	Grounds (5)	Eng. (6)	Custodial (15)	Events General events Channel			
	2		ERT 2	3 Pub Safety 2 (Secure Channel)	CCC-IT	Media 2	UWB I.S. 2		G2 Work Channel	Eng 2	C2 Work Channel	Events 2			
	3		ERT 3	3 Pub Safety 3 (Secure Channel)	CCC-Gen	Media 3	UWB I.S. 3		G3 Work Channel	Eng 3	C3 Work Channel	Events 3			
	4		ERT Phone	Security and Campus Safety Phone Function	CCC-4	Media 4	Net OPS		G4 Work Channel	Eng 4	C4 Work Channel	Events 4			
	5		ERT SVC		CCC-SVC	Media-SVC Media technical troubleshooting channel	UWB IS SVC		Grounds SVC	Custodial SVC	Eng Svc	Events SVC			
	6		ERT ALL	Pub Safety. ALL	CCC-ALL	Media ALL	UWB I.S. All		Grounds All	Eng All	Custodial All	Events All			

The portable radios have four function buttons on the front of the radio. The functions of these buttons are as follows:

S- Scan This allows the user to scan the other channels on the radio.

A- This button allows for the ability to program the radio for other functions.

B- This button is used for changing the channel of the radio.

C- This button is used for changing the channel of the radio.

Orange Button on the top of the radio allows the user to lock the radio to a particular group.

Transmit Button is located on the left side facing the front of the radio.

Light button is below the transmit button

The radio system is 450 repeater system with three frequencies. It has a 48 hour battery backup system. (Needs to be verified)

453.050 Repeater 1

453.950 Repeater 5

460.450 Repeater 9

Appendix N

Acronym List

.....

CCC	Cascadia Community College
CS	Campus Safety Department
EAP	Evacuation Assembly Point
ECS	Emergency Communication System
EEOP	Emergency Evacuation and Operations Plan
EH&S	Environmental Health and Safety Department
EOC	Emergency Operations Center
ERMP	Emergency Response Management Plan
FOMS	Facility Operations Maintenance Specialist
HVAC	Heating, Ventilation, and Air-Conditioning
ICS	Incident Command System
MSDS	Material Safety Data Sheet
MyChem	EH&S Online Chemical Inventory Management System
OEM	Office of Emergency Management
BFD	Bothell Fire Department
BPD	Bothell Police Department
SOP	Standard Operating Procedure
UWB	University of Washington Bothell
WAC	Washington Administrative Code