

# Emergency Procedures and Health & Safety Presentation

Department of Geography  
October 2016

# *Health & Safety Plan*

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- The Department's Health & Safety Plan is available online under resources and safety (<https://geography.washington.edu/safety>)
- The UW Emergency Quick Guide for Geography is posted in various locations around the department, including across from the elevator on the 4<sup>th</sup> floor, in the copy room (412H), the student lounge (411).
- **Health & Safety Committees (HSC):**  
<http://www.ehs.washington.edu/ohssafcom/index.shtm>
- HSC Group 6 is the committee for all members of the College of Arts & Sciences

# *Accident Reports & Claims*

- Workers' Compensation and Industrial Insurance

Work-related injuries or illnesses resulting in medical expenses or time loss are covered by Washington State's Workers' Compensation. To establish a Workers' Compensation claim, an employee must fill out a State Department of Labor and Industries (L&I) Report of Industrial Injury or Occupational Disease at a medical provider's office when receiving medical care for a work-related injury or illness. Prompt reporting of accidents to the Geography administrator will make the claims process easier and may allow you to find modified work during your recovery.

- All work-related injuries, accidents, **or near-misses** should be reported online within 24 hours of the incident, using the UW Online Accident Reporting System (OARS) <http://www.ehs.washington.edu/ohsoars/index.shtm> These reports should be routed to your supervisor, and the Geography administrator or Chair.

# Required Trainings

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- Asbestos Awareness Training
  - **Required** for all new employees, mandated by Washington State Department of Labor and Industries
    - One-time General Asbestos Awareness training is available online  
<http://www.ehs.washington.edu/ohsasbestos/index.shtm>
  
- UW SafeCampus – Violence Prevention and Response
  - The SafeCampus website has an extensive list of resources for all members of the UW community
  - A variety of training videos are available online  
<http://www.ehs.washington.edu/ohsasbestos/newemptrain.shtm>

# *Disruptive Encounters*

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## **If you find yourself threatened:**

- Remove yourself from physical danger whenever possible.
- Call for backup—either other faculty/staff or UW Police by calling 911 (or both).
- Maintain awareness of your surroundings. Keep a desk or other furniture between you and the threatening person; do not go into a remote area of the building with anyone who makes you feel uneasy.

## **If you cannot escape the situation, try to defuse it by:**

- Letting the person talk about the situation.
- Maintaining a calm, caring tone of voice.
- Empathizing and being positive. Listen and ask questions.
- Exploring alternatives for solving the problem.

# *Disruptive Encounters cont'd*

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- It is okay to hang up on a caller who is verbally abusive or makes threatening remarks.
- Report interactions which make you uncomfortable to the Geography Chair, the Director of Academic Services, or the Administrator.
- Keep an eye out for suspicious people in your work area.
- When in doubt about a situation, call the UW Police at 911.
- The Student Code of Conduct for Geography Classrooms Policy may also address some of these issues. It is to be included in the syllabi of all Geography courses.

# Campus Communication

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- Useful *Non-Emergency* UW Phone Numbers:
  - UW-Information Technology (UW-IT): 206-221-5000
  - Emergency Management Office: 206-897-8000
  - Environmental Health & Safety: 206-543-7262
  - Hall Health Center: 206-685-1011
  - Student Life: 206-543-4972
  - UW Police Non-Emergency Line: 206-685-8973
  - UW Medical Center: 206-598-3300
  
- Other useful phone numbers are available on the EH&S website:  
<http://www.ehs.washington.edu/psu/uwphones.shtm>

# *Reporting Procedures for Fire, Police, or Medical Emergencies*

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
- Dial 911 (Non-emergency 206-685-8973) and give the building address:
  - UW Seattle Campus
  - Smith Hall
  - 1911 NE Skagit Lane
- Every floor in Smith Hall has three fire pull alarms: one at the end of each corridor and one at the center stairwell at the entrance point onto each floor. Each main entrance into Smith Hall also has a fire pull alarm.
- There are 6 fire exits from Smith Hall (see following evacuation maps).



# Basement

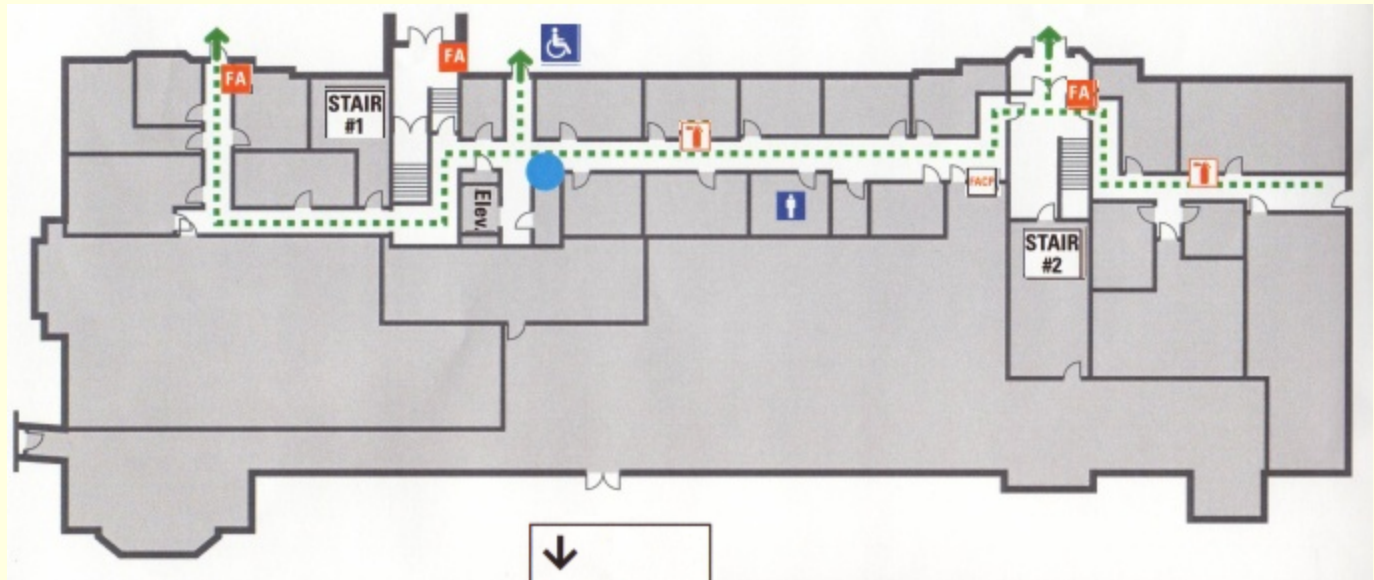
## Evacuation Map

### KEY

-  You Are Here
-  Evacuation Route
-  Exit
-  Restroom
-  Fire Extinguisher
-  Fire Alarm
-  Fire Alarm Control Panel
-  Symbol of Accessibility


### IF THERE IS AN EMERGENCY:

- Sound fire alarm.
- Assist persons with disabilities.
- Exit the building using the nearest exit.  
**DO NOT USE ELEVATORS!**
- Report to the nearest designated outside assembly area.
- Do not re-enter until authorized to do so.



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Evacuation  
Assembly Point:  
"Quad" Lawn

PIERCE LANE ("QUAD" LAWN)

 Fire Alarm Control Panel is located across from Room #24 on Basement Level

# First Floor

## Evacuation Map

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# Second Floor

## Evacuation Map

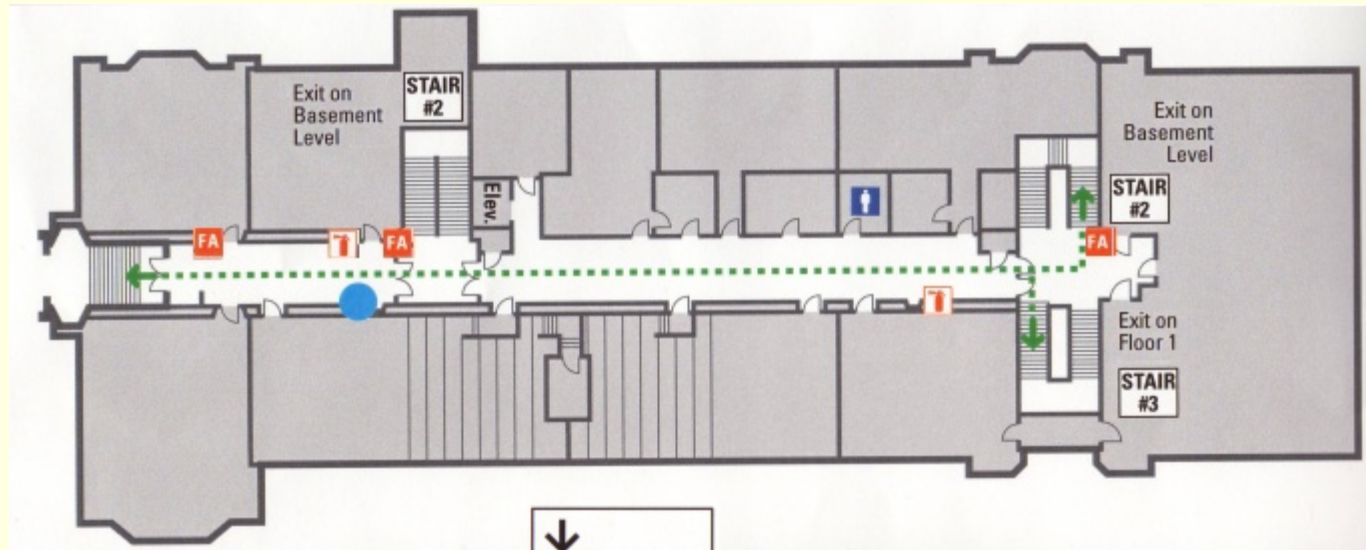
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# Mezzanine

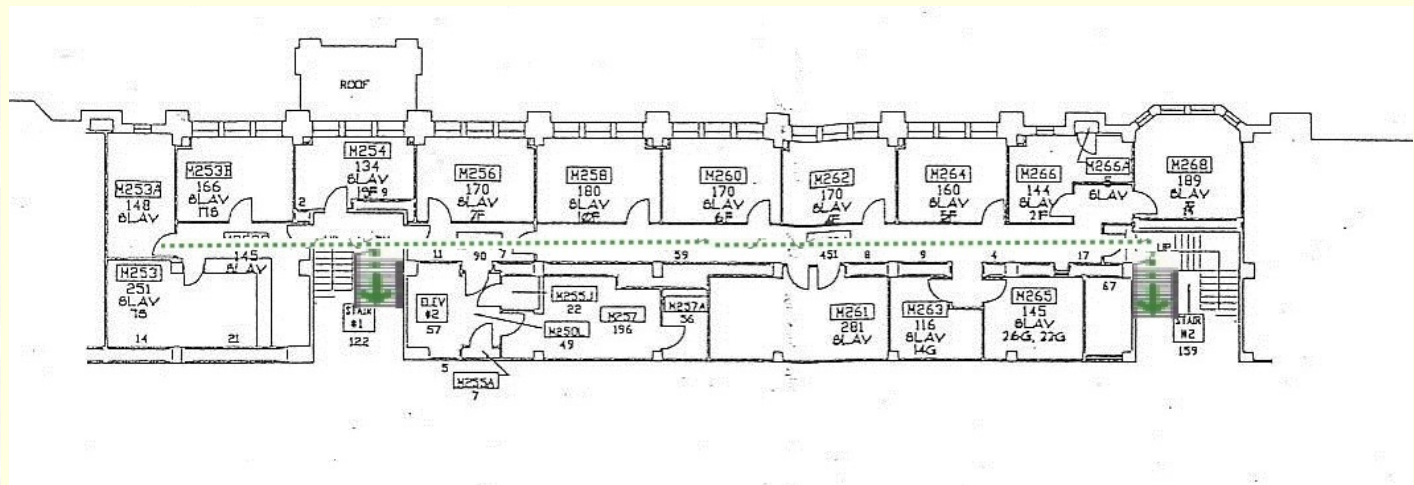
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**Evacuation  
Assembly Point:  
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
**PIERCE LANE ("QUAD" LAWN)**

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# Third Floor


## Evacuation Map

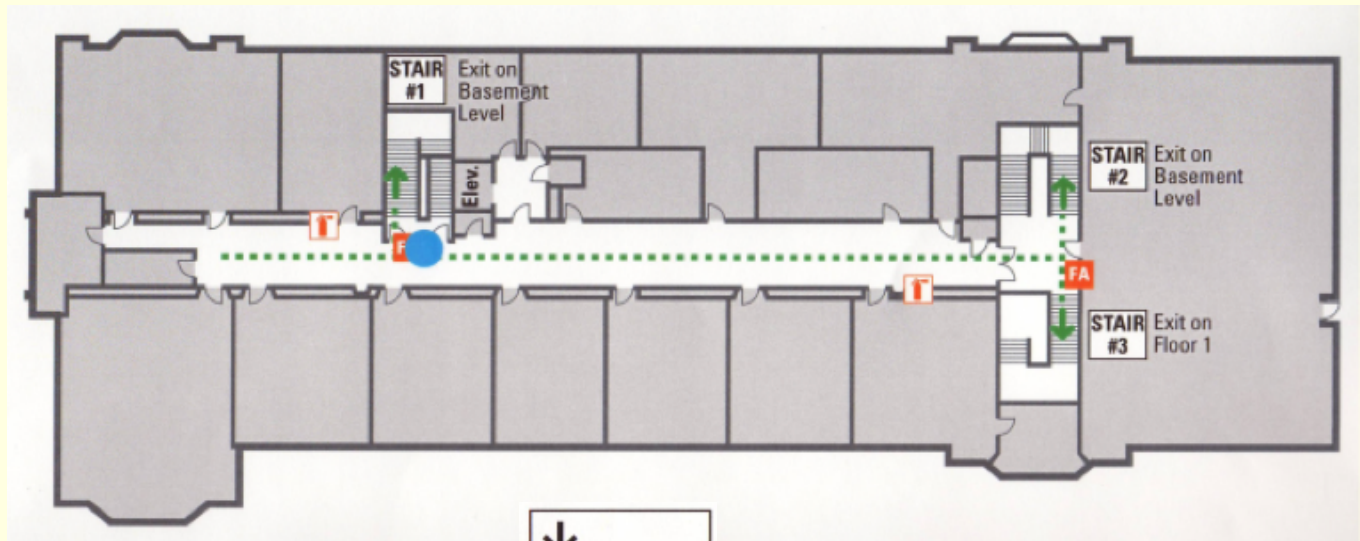
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


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Evacuation  
Assembly Point:  
"Quad" Lawn

PIERCE LANE ("QUAD" LAWN)

# Fourth Floor


## Evacuation Map

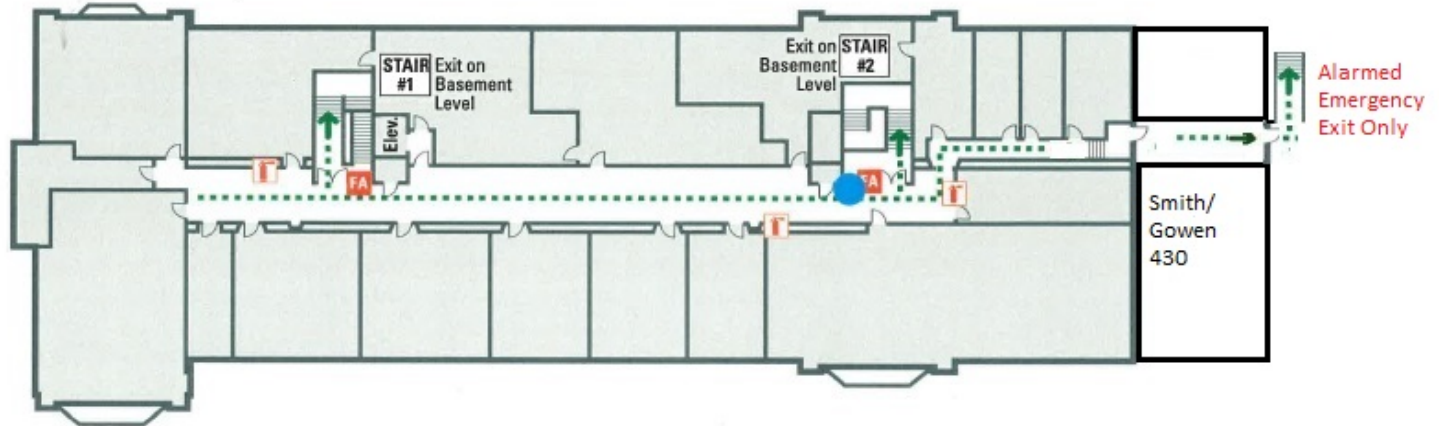
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PIERCE LANE ("QUAD" LAWN)

# *Emergency Evacuation*

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- Whenever an alarm sounds, always assume it is real unless you have been notified in advance that alarms are expected.
- Leave the building. If you have time, close the doors behind you and leave the lights **on**. Interior fire doors located on each floor (except 2<sup>nd</sup> floor mezzanine) will shut automatically.
- Use the closest exit to you.
- If disabled users indicate that they need assistance, escort them to the nearest street level exit or to the nearest area of refuge:
  - **Smith Hall areas of refuge are located on the landings of Staircase 2 (Southeast corner of the building) on floors 2, 3 and 4.**
- If conditions require that you leave a person in a wheelchair when the building is in alarm status, make sure to notify emergency services personnel of the person's location.

# *Emergency Evacuation cont'd*

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- Evacuation Assembly Points (EAP):
  - Quad Lawn, west side of Smith Hall. If deemed unsafe, proceed to the Grieg Garden, east side of Smith Hall.
  - Once you have evacuated to the EAP, check in with the Geography floor wardens or the Evacuation Director (listed in the Geography Health & Safety Plan).
  - Report if you know of an employee's absence for the day.
  
- When is it safe to return?
  - You can return to the building when the Fire Department gives the "all clear" announcement.
  - It is **not** safe to re-enter if the alarm has stopped but the strobe lights are still flashing.



# *East Asia Library Emergency Exit Plan*

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## **East Asia Library – Gowen Hall**

### **Emergency access to elevators for disabled persons in Smith Hall or Gowen Hall**

- In case of emergency, EAL will make the Detex door in Smith Room 319 accessible to disabled students or others in Smith or Gowen Hall using this procedure:
  - In case of emergency, the Smith building coordinator or the Gowen building coordinator will call EAL Circulation Desk at 543-4490.
  - A building coordinator will accompany the disabled person to either side of the Detex door of Smith 319.
  - Circulation desk staff will take the key and open the Detex door in Smith 319 to let the disabled person through and guide him/her to the closest elevator.
- One key to the Detex door is kept at the EAL Circulation desk.
- If the building coordinator of Smith or Gowen is not available, a staff member of History's main office (543-5790) , Political Science's main office (543-2780) , or Geography's main office (543-5843) may call in an emergency situation and request that access via the 3rd floor East Asia Library secured door be provided.

# *Earthquake*

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## **During an earthquake:**

- Drop under a desk or sturdy table. Stay away from windows, bookcases, file cabinets, heavy mirrors, hanging plants, and other objects that could fall. Stay under cover until the shaking stops. Hold onto a desk or table. If it moves, move with it.
- Do not use elevators.
- Alarm or sprinkler systems may come on automatically.
- If you are outdoors, move to a clear area, away from trees, signs, buildings, or downed electrical wires and poles.
- If you are on a sidewalk near a tall building, get into a building's doorway to protect yourself from falling bricks, glass, and other debris.
- To help someone in a wheelchair, direct him/her to a secure location, e.g., a stairwell with a large platform. Do not try to remove the person from the wheelchair. Encourage the person to lock the wheels and protect his/her head with his/her arms.

# *Earthquake cont'd*

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## **After the earthquake:**

- Meet on the Quad Lawn. If this site is blocked, meet in the Grieg Garden. Take note of who is missing and any injuries that may exist. Assist others and let someone know if you leave.
- As you evacuate, if you notice wires arcing, water running, or the smell of natural gas, take note of it. Once you have evacuated, report it to emergency response personnel.

# *Emergency Supplies*

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- A First Aid Kit, flashlights, dust masks, and a radio are located under the backside of the main reception counter in Smith 408.
- Earthquake disaster supplies:
  - Personnel are recommended to maintain their own 24-hour disaster supply kit at their desks. At a minimum we recommend keeping a flashlight and extra water supply.  
<https://www.washington.edu/uwem/preparedness/build-a-kit/>
- UW Medical Center is prepared to take care of anyone who is on campus in the event of an earthquake or other natural disaster for up to 72 hours.

# CERTIFICATION

## STATEMENT OF CERTIFICATION

Certification: Health, Safety, & Emergency Procedures Training

Applicant Institution: UW, Department of Geography

Name (print): \_\_\_\_\_

Date Completed Training: \_\_\_\_\_

- I certify that I have completed the review of the Department of Geography's Health & Safety Training presentation, including the Smith Hall Fire Safety & Evacuation Plan. The appropriate Health & Safety issues have been addressed and any concerns or questions that I have may be referred to my direct Supervisor, Department Administrator or Chair.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title