

**UW Bothell**  
**Campus View Apartments**  
**Emergency Procedures**

**Fire Emergency/Building Fire Alarms**

1. Procedures for Occupants
  - a. **When an alarm sounds on your floor or area, begin immediate evacuation to the nearest exits.** If access to the nearest exit is obstructed, the alternate exit should be taken. The primary Evacuation Assembly Point (EAP) for Campus View is the southeast corner of the parking lot. Building occupants will assemble at the EAP following a building evacuation.
  - b. **If you discover a fire, activate the nearest pull station and call 9-1-1.** Then you may attempt to put it out if it is small (no larger than a wastebasket) and you have called for help. If the fire is too large or you are uncomfortable or unfamiliar with the proper use of a fire extinguisher, simply close the door and evacuate.
  - c. **If the fire alarm does not work, call 9-1-1 and notify occupants verbally of the emergency and the need to evacuate.** Community Advisers need to confirm that all occupants are notified.
  - d. **If you are on fire, STOP-DROP-ROLL.** If another person is on fire, yell STOP-DROP-ROLL.
  - e. **Evacuate via the nearest stairwell.** Do not block/wedge exit doors in an open position.
  - f. **Go to your EAP.** Immediately report to a Community Adviser so that you can be accounted for. The CA will report to fire personnel.
  - g. If you are trapped by smoke, stay low, cover your mouth with a wet cloth, stay near a window, open it but do not break it, hang something out the window to let fire personnel know you are there and put something in the cracks around the door. Phone 9-1-1 if possible.
2. Special instructions for Community Advisers
  - a. **Begin at the farthest reach of your area and assure that the occupants ahead of you have evacuated.** Conduct a quick search as you go to make sure that doors are closed and no one is left behind. If there is smoke in the hall, stay low, cover your mouth with a damp cloth or handkerchief, visualize where the exits are, stay close to and use the wall to guide you so you do not become confused. If there is no smoke, you may have trouble getting people to evacuate. Be strong, positive, and insistent. Students and visitors who may not be familiar with this plan must be informed of the requirement to evacuate.
  - b. **Direct occupants to the exits and tell them to reassemble at the EAP.**
  - c. **At the EAP, conduct a headcount** by using a checklist to account for all occupants in the building. Immediately report to fire personnel any missing persons on your list and their last known location.
  - d. **Do not allow the exit doors to be blocked/wedged open.**
  - e. **Special attention needs to be given to any person with disabilities,** in particular those who are visitors and unfamiliar with the building.

## Earthquakes

1. During ALL Earthquakes
  - a. 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.
  - b. DROP, COVER, and HOLD
  - c. 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.
  - d. Do not dash for exits since they may be damaged and the building's exterior decorations may be falling off.
2. After a MAJOR Earthquake (violent shaking motion). Community Advisers will:
  - a. Check for injuries. Do not attempt to move seriously injured persons unless they are in immediate danger. Render first aid assistance if required.
  - b. Check for fires or fire hazards. This must not significantly delay departure from the building or put the Community Adviser in danger.
  - c. Exit the building, if possible, and go to the EAP to report on injuries, damages, and potentially hazardous conditions. Take emergency/first aid kit and personal belongings. Account for all residents.
  - d. Do not reenter until the building has been declared safe by trained emergency personnel.
  - e. Expect aftershocks.
3. After a Minor Earthquake (brief rolling motion)
  - a. Restore calm.
  - b. Examine your area for damage. Look for
    - Damaged, leaking or ruptured utility lines
    - Toppled furnishings or equipment
    - Spilled hazardous materials
    - Damaged building components such as ceilings, walls, beams, and doors.
  - c. Evacuate the building if damage is found or the power is out. Do not reenter until the building has been declared safe by trained emergency personnel.