

With events such as 9/11, Katrina, and even snow day emergency it is important to think about disaster preparedness as not just for home but also for work. The important thing to remember is that how to be prepared is dependent on the type of incident. Here are some suggestions on things to do for different types of incidents.

### **Earthquake**

- Drop, Cover, Hold under a table or desk or against an inside wall--not in a doorway--until the shaking stops
- After the shaking stops, check yourself and others for injuries and move toward the nearest exit or alternate
- Evacuate the building
- Do not leave the area/campus without reporting your status to someone in charge

### **Power Outage**

- Remain calm; provide assistance to others if necessary
- Move cautiously to a lighted area. Exits may be indicated by lighted signs if the emergency power is operating
- Turn off and unplug computers and other voltage sensitive equipment

**Seven ways to obtain information on schedule changes during inclement weather conditions that can cause power outages are as follows:**

- T.V. and radio announcements
- Campus Information Hotline, 425-352-3333
- UWB main office number, 425-352-5000; or 1-800-736-6650
- Faculty or Program office number
- Alerts tab on the [home page](#)
- Class usenet group (if available)

### **Fire**

- Activate the nearest fire alarm pull station and call 9-1-1 and Security and Campus Safety at 2-5222 (from campus phones) if possible
- Leave immediately and close doors behind you
- Evacuate the building
- Do not enter the building until authorized by emergency personnel

### **Suspicious Person**

- Do not physically confront the person
- Do not let anyone into a locked building/office
- Do not block the person's access to an exit
- Call 9-1-1 and Security and Campus Safety at 2-5222 (from campus phones). Provide as much information as possible about the person and their direction of travel

### **Suspicious Object**

- Do not touch or disturb object
- Call 9-1-1 and Security and Campus Safety at 2-5222 (from campus phones)
- Notify your supervisor and/or the building coordinator
- Be prepared to evacuate

### **Hazardous Materials Release**

- If an emergency or if anyone is in danger, call 9-1-1 (from campus phones) and if possible call Security and Campus Safety at 2-5222
- Move away from the site of the hazard to a safe location
- Follow the instructions of emergency personnel
- Alert others to stay clear of the area
- Notify emergency personnel if you have been exposed or have information about the release

**If possible keeping a kit at your work station can be very useful. Here are some items you should consider having:**

- Water
- High Protein, high energy food
- First Aid Supplies
- Flashlight/batteries
- Radio/batteries
- Basic sanitation supplies
- Warm clothing
- Sturdy shoes or boots

**Other things you might want to add to your kit are:**

- Photo of family, pets or loved ones
- Note from family or loved ones
- Extra set of car keys
- Whistle
- Prescription medication
- Contact lens case or spare eyeglasses.

If you are asked to evacuate your building here are the procedures you should follow:

### **Procedures for Occupants**

- When an alarm sounds on your floor or area, begin immediate evacuation**
- 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.
- If the fire alarm does not work, call 9-1-1 and if possible Security and Campus Safety at 2-5222 and notify occupants verbally** of the emergency and the need to evacuate. Evacuation Wardens or another responsible party needs to confirm that all occupants are notified.

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

- If you are on fire, STOP---DROP---ROLL. If another person is on fire, yell---STOP---DROP---ROLL.**

- e. **Evacuate via the nearest stairwell or grade level exit.** Do not block/wedge exit doors in an open position. The doors must remain closed to keep smoke out and keep them safe for evacuation and fire personnel. Leaving doors open makes the stairwells dangerous and unusable.

**DO NOT USE THE ELEVATORS!**

**When an alarm is sounded many of the elevators will be automatically recalled to a pre-determined floor and shut-off.**

- f. **Go to your pre-determined Evacuation Assembly Point**
- 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 cracks around the door, phone 9-1-1 if possible.
- h. **Persons with Disabilities** have several options:
- Be familiar with evacuation options
  - Seek evacuation assistants who are willing to assist in case of an emergency
  - Ask supervisors, instructors, Disabled Student Services, or Security and Campus Safety about evacuation plans for buildings

**Evacuation Assembly Points (EAP - outside building)**

If you are requested to evacuate a building under any circumstance it is important to know where to go. The Evacuation Assembly Point(s) should be an open area away from the building and out of the way of responding emergency personnel. 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
LBI LBA/Promenade Subway Bookstore	EAP 3	Grass Area North of LBI
LBA/Campus Way LB2/Campus Way North Creek Cafe	EAP 4	Bus Stop Area South of LB2
Cascadia	EAP 5	Flagpole/Bus Turn Around