



COLLEGE OF EDUCATION

BUILDING EMERGENCY PROCEDURES

MILLER BUILDING

2012 NE Skagit Ln
Seattle, WA 98195

BROOKLYN TRAIL BUILDING

3903 Brooklyn Ave NE
Seattle, WA 98195

GILMAN BUILDING

4725 30th Ave NE
Seattle, WA 98195

HARING CENTER

1981 NE Columbia Rd
Seattle, WA 98195

Administrative Policy Statement 16.1
Revision June 2024

COE OPERATIONS is committed to the safety and health of faculty, staff, students, and visitors.

The following contents are UW Building Emergency Procedures that have been consolidated into one resource to help units prepare for various types of building emergencies.

The **CoE Building Emergency Procedures Handbook** outlines responsibilities, emergency procedures, evacuation procedures and evacuation methods and locations.

UW originating documents can be found at [Building Emergency Procedures and Resources | EHS \(washington.edu\)](https://ehs.washington.edu)

If you have any questions, concerns or feedback, please contact CoE Operations at mlrbldg@uw.edu.

TABLE OF CONTENTS

ACTIVE SHOOTER	4
BOMB THREATS AND SUSPICIOUS MAIL	5
DEMONSTRATIONS / PROTESTS	6
EARTHQUAKES	7
ELEVATOR FAILURE	8
FIRE/EXPLOSION OR FIRE ALARMS	9
FLOODING AND PLUMBING PROBLEMS	10
GAS LEAKS & STRONG ODORS	11
HAZARDOUS MATERIAL SPILL OR RELEASE	12
MASS ASSEMBLY AREA	13
MEDICAL EMERGENCIES	14
POWER OUTAGES	15

ACTIVE SHOOTER

“Active shooter” refers to anyone armed and shooting at civilians, police, or into an area where persons could be struck by random fire. As soon as it is safe, notify the police department.

IN A CLASSROOM, RESIDENCE HALL OR OFFICE

- **STAY THERE.** If you are in a safe place, stay put.
- **Secure the door.** If the door has no lock and the door opens in, use heavy furniture to barricade the door.
- **Cover windows.** If the door has a window, cover it if you can. Depending on the shooter’s location, consider exiting through windows. Have someone watch the door as you get as many out the windows (ground floor) as calmly and quietly as possible.
- **Stay low.** If you can’t exit through the windows, get out of sight of the door and stay low and quiet.
- **Silence cell phones** and other electronic devices.
- If no police units are on scene, **move away from the shooter.** Find safe cover and wait for the police to arrive.
- **When officers arrive** on scene, **move toward any law enforcement** personnel or a police vehicle when it’s safe. Keep your hands visible to police at all times.
- **Follow** all police directions exactly.

IN HALLWAYS OR CORRIDORS

Get to a nearby room and secure it. Unless you are close to an exit, do not attempt to run through a hallway, you may encounter the shooter.

IN LARGE ROOMS OR AUDITORIUMS

If remote from the shooter, exit the building and move toward any law enforcement personnel or a police vehicle. Keep your hands visible to police.

OPEN SPACES

Stay alert and look for cover, such as brick walls, large trees, retaining walls, parked vehicles or any other object that may stop gunfire rounds.

TRAPPED WITH THE SHOOTER

- **Do not provoke the shooter.** If no shooting is happening, do what the shooter says and do not move suddenly.
- **If the shooter starts shooting, try taking one of these decisive actions:**
 - **Freeze and stay very still**
 - **Run for an exit** while zigzagging. A moving target is harder to hit than a stationary one
 - **Attack the shooter. This is very dangerous**, but it may be less dangerous than doing nothing at all. The last thing the shooter will expect is to be attacked by an unarmed person.

BOMB THREATS AND SUSPICIOUS MAIL

Report any threatening phone calls, mailed threats, or suspicious packages immediately to police.

BOMB THREATS

- **Get as much information as possible.**
 - Attempt to **learn the location where the bomb** is now or is going to be planted.
 - Try to **listen for information** about the caller.
 - **Listen for gender, accent, and any other details.**
 - **Note any background noise** that may indicate the location of the caller.
 - Write down the **time of the call, phone number** where it came in, and **who took the call.**
 - Make **note** of the **phone number** used to call you **if your phone has caller identification.**
- **Report the threat to police.**
 - **Call 9-1-1** and report the threat and details to police.
 - **Follow instruction** provided by police.
 - **Report** the call **to your supervisor.**

SUSPICIOUS MAIL

- **Look for these signs:**
 - **No return address.**
 - Sealed with **tape**, especially if **excessive amount.**
 - **Marked "Personal" or "Confidential."**
 - Incorrect or **misspelled address.**
 - **Oily stains, discolorations,** or crystals on the wrapper.
 - Strange **odors.**
 - **Odd weight or size.**
- **If you receive a suspicious package:**
 - **Don't touch** or move it.
 - **Isolate the package.**
 - **Call 9-1-1** to ask for advice.
 - **Evacuate the area.**
 - **Follow instructions** provided by police.

DEMONSTRATIONS / PROTESTS

Demonstrations and protests are common at universities. Most are a peaceful attempt to raise awareness of a particular issue. Occasionally demonstrations begin peacefully and then turn violent resulting in property damage and personal injury.

INTERACTING WITH DEMONSTRATORS

- **Do not provoke**, obstruct, or get into verbal altercations with the demonstrators.
- **Move away from potentially dangerous areas** if a demonstration becomes violent.

MAINTAINING SECURITY

- When you leave your office or lab always **close and lock doors**.
- **Do not allow others to follow you** into secure areas.
- **If necessary, have the building coordinator/facility manager secure your building or area:**
 - Lock exterior doors.
 - Reprogram your campus automated access management system (CAAMS).
- For scheduled demonstrations on the Seattle campus, **contact University Police Department** (206-685-8973) if you feel you will need **additional security**.

WHEN TO CALL FOR CENTRAL ASSISTANCE:

- If there is a **disruption to teaching, research, or work**
- If demonstrators **obstruct sidewalks or doorways**
- If you feel **threatened or passers-by are being harassed**
- If you **see suspicious, criminal or destructive activity**

WHEN TO CALL 9-1-1:

- Call 9-1-1 *in case of fire, medical emergency or if you are in imminent danger.*

EARTHQUAKES

The danger and risks of earthquakes can be reduced if people know what actions to take before, during and after an earthquake.

IF YOU ARE INSIDE A BUILDING

- **Drop, cover and hold:**
 - Under a desk, table, or chair
 - In a corner or along the wall in a hallway away from windows
 - Near structurally strong locations such as a hall by a pillar
- **Do not use the elevators.**
- **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.** Exits may be damaged, and the building's exterior brick, tile, and decorations may be falling off. Be cautious; maintain awareness of your surroundings.

IF YOU ARE OUTSIDE A BUILDING

- **Stay outside.** Stay clear of electrical wires, poles, trees, or anything that might fall.

AFTER A MAJOR EARTHQUAKE (MAGNITUDE 7.0 AND ABOVE)

- **Check for injuries to people in your area.** Do not attempt to move seriously injured persons unless they are in immediate danger. **Provide first aid** (if you are qualified).
- **Call 9-1-1.** Emergency services may not be able to respond for up to 72 hours.
- **Avoid areas of hazardous material spills, gas leaks, fires, and fallen objects.**
- **Turn off ignition and heat sources** if it is safe to do so.
- **Exit the building** if structurally damaged, taking emergency/first-aid kit and personal belongings. Go to your evacuation assembly point. Report building damages and potentially hazardous conditions using the [Post-Earthquake Checklist](#).
- **Do not re-enter a damaged building** until it has been declared safe by the University's Seismic building inspections ([ATC-20](#)) teams or other trained professionals.
- **Expect aftershocks** (i.e., smaller earthquakes that follow a larger one).

AFTER A MINOR EARTHQUAKE (BELOW 7.0 MAGNITUDE)

- **Restore calm** to those around you, if possible.
- **Examine your area for damage.** Staff members may use the [Post-Earthquake Checklist](#) to make an initial assessment as to whether the building should remain occupied.
- **If obvious structural damage is identified**, evacuate the building and report observations to UW Police Department by calling 9-1-1.
- **Do not re-enter** buildings with structural damage until the building has been declared safe by the University's seismic building inspection ([ATC-20](#)) team or other trained professionals.
- **Laboratories:** Review the UW [Laboratory Safety Manual](#) or your [Lab Continuity Plan](#) for specific earthquake procedures.

ELEVATOR FAILURE

Elevators are one of the safest forms of transportation; however, it is important to be prepared to help ensure passenger safety in the event an elevator stops working.

IF THERE IS A FIRE OR POWER OUTAGE

- **Never use an elevator if a fire alarm has been activated.**
- Most elevators will automatically go to a **designated floor**.
- Elevators are likely to be **out of service** in the event of a power failure.
- **Emergency lighting will come on** inside an elevator if there is a power failure.

IF YOU ARE TRAPPED IN AN ELEVATOR

- **Do not panic.** There is plenty of air in the elevator.
- **Don't pry open closed doors** to attempt to climb out.
- **Push the "bell" or "alarm" button** to alert people outside that there is a problem.
- Use the **emergency call panel** inside the elevator to call for help.
 - Use your cellphone to **call UW Facilities at 206-685-0200** if the emergency call panel is not working. If your signal is weak, **text a friend** and ask them to call UW Facilities.
- Call 9-1-1 *in case of fire or medical emergency only.*

IF YOU ARE HELPING OTHERS TRAPPED IN AN ELEVATOR

- **Listen** for a bell or alarm sound, or voices in the elevator. If you can communicate with the trapped individual(s), find out their condition.
- Call 206-685 0200 to reach UW Facilities **24 hours a day**.
- Reassure the people who are trapped that help is on the way.
- Call 9-1-1 *in case of fire or medical emergency only.*

IF AN ELEVATOR HAS STOPPED WORKING AND NO PASSENGERS ARE INSIDE

- **Notify the building coordinator** or call UW Facilities at 206-685-0200.
 - Provide the location and details of the issue.
 - Let them know if the elevator outage is preventing individuals with limited mobility from exiting the building.
- Call 9-1-1 *in case of fire or medical emergency only.*

FIRE/EXPLOSION OR FIRE ALARMS

All fire alarm activations should be taken seriously. Building occupants must evacuate when the alarm sounds. **Never** assume it's a false alarm.

FIRE/EXPLOSION

- If something is on fire, use the **nearest pull station to activate the fire alarm**
- **Call 9-1-1.** Communicate the details you know.
- **Use a fire extinguisher for small fires only.** Before you fight a fire, make sure that you:
 - Have **called 9-1-1** or pulled the fire alarm
 - Have been **trained to use an extinguisher**
 - Have an evacuation **route planned**
- If trapped by smoke or fire, **stay low** and try to **cover your mouth** with a wet cloth.
- **Find a room** where you can **seal the cracks under the door** and **call 9-1-1.**
- If **near a window**, open it but do *not* break it. **Wave or hang something outside** to alert fire personnel.
- If your clothes catch fire; **STOP, DROP and ROLL** to smother the flames.

ALL FIRE ALARMS

- If you hear the fire alarm, **evacuate the building or area.** Close all doors as you go.
- **Do not use elevators.** Evacuate by using the **nearest stairwell.**
- **Go to your evacuation assembly point.** Refer to the evacuation map posted on each floor of the building if you do not know the location of your evacuation assembly point.
- **Report to the evacuation warden**, evacuation director, or the fire department.
- **Do not re-enter the building** until authorized by emergency personnel.

IF A FIRE OCCURS IN A BUILDING WITHOUT A FIRE ALARM

- **Call out "FIRE – GET OUT"** loudly, using your voice **to inform other occupants.**
- **Call 9-1-1** and report the building name, address and specifics of the emergency.
- **Follow the general procedures listed above.**

FLOODING AND PLUMBING PROBLEMS

Adverse weather or broken pipes can lead to leaks, floods, and other plumbing problems. Serious water damage to university buildings not only disrupts research and campus operations but also can lead to mold and mildew problems.

FLOODING

- In **non-emergency** situations, **notify the building coordinator** or call Facilities Services at 206-685-1411.
- If you can **safely** find the flooding source, **shut off the flow of water**.
- **Standing water**, if near a source of electricity, can pose an **electrocution hazard**.
 - **Stop using electrical equipment immediately.**
 - **Turn the equipment off**, but only if you can do it **safely**.
 - **Evacuate and call 911**
- If **chemical or biological hazards** are involved or suspected, **contact EH&S** at 206-543-7262.
- If **asbestos-containing material** (or any regulated material) is **damaged**, **contact Facilities Services** at 206-685-1411.

WATER SERVICE INTERRUPTED

- **Notify your building coordinator** or call Facilities Services at 206-685-1411.
- **Stop food service operations** if proper sanitary facilities and **hand washing stations are unavailable**. Sanitary hot water must be available to process food.

GAS LEAKS & STRONG ODORS

Natural gas is a safe and clean source of energy and used throughout campus, but like any gas, there is potential for it be released unintentionally. Your response to a natural gas leak will be similar to other emergencies that make an area temporarily unsafe: evacuate.

NATURAL GAS

Natural gas is flammable; leaks can lead to fire and explosion. Natural gas **smells a little like rotten eggs**; you can smell leaking gas even at very low concentrations. All natural gas odors should be treated seriously and need to be reported.

IF YOU SMELL NATURAL GAS:

- **Turn off** all sources of ignition (open flames, electrical equipment).
- **Laboratories:** Check gas outlets for open valves and local gas tubing for leaks.
- **On the Seattle campus, call UW Facilities** at 206-685-1411 (answered 24/7) to investigate building systems and equipment for leaks.

NATURAL GAS ODOR IS STRONG, WIDESPREAD AND/OR QUICKLY WORSENING

- **Evacuate the area**, turning off all sources of ignition (open flames, electrical equipment) as you exit.
- **Close local and emergency valves if present.** Close all gas outlets and the emergency gas valve for your floor, laboratory, or area (if one exists).
- **Activate the fire alarm.** If the building is equipped with a fire alarm system, activate the alarm at a pull station.
- **Stay out.** Do *not* return to an evacuated building unless told to do so by the on-scene authority (fire department, police department or other authorized personnel).

OTHER STRONG ODORS

- **Investigate** whether the source is isolated in your area. If not, check the hallway and adjacent areas to determine if the odor is widespread.
- **Take action** if the source is obvious and something can be done without putting anyone at risk. For example, eliminate or control the odor by moving a laboratory benchtop procedure to a fume hood.

HAZARDOUS MATERIAL SPILL OR RELEASE

A hazardous material spill is an uncontrolled release of a substance that is potentially hazardous to humans, animals and/or the environment. University personnel and students working with hazardous materials, including chemicals, biological agents and radiological materials, should be prepared to respond in the event a spill or release occurs.

EMERGENCY SPILLS OR RELEASES

If you cause or witness a hazardous material spill that endangers people or may lead to a fire, follow these emergency procedures:

- **Activate the fire alarm system.** Pull the nearest fire alarm to evacuate the building.
- **Call 9-1-1** as soon as you are safe. **Report any details** you know about the spill:
 - **Location**
 - **Material and physical state** (e.g., liquid, powder)
 - **Quantity** spilled
 - Any known hazardous characteristics
- **Provide information** such as the **safety data sheet (SDS)** or a **chemical inventory** to the fire department once they arrive. The fire department will stabilize the spill but might not clean it up.

Follow the instructions on the [Spill Response Poster](#) for biological, chemical and radiological releases (on page 2).

Follow the instructions on the [Exposure Response Poster](#) if an exposure to hazardous materials has occurred (on page 3).

- After the incident, **schedule an exposure assessment** through the [UW Employee Health Center](#) (206-685-1026) or your personal healthcare physician.
- **Submit an incident report** to the University's Online Accident Reporting System (**OARS**) at oars.ehs.washington.edu.
- **Contact the Environmental Health & Safety Spill Line** at 206-543-0467 for assistance with contacting a spill cleanup contractor who will clean up and safely package the hazardous waste.

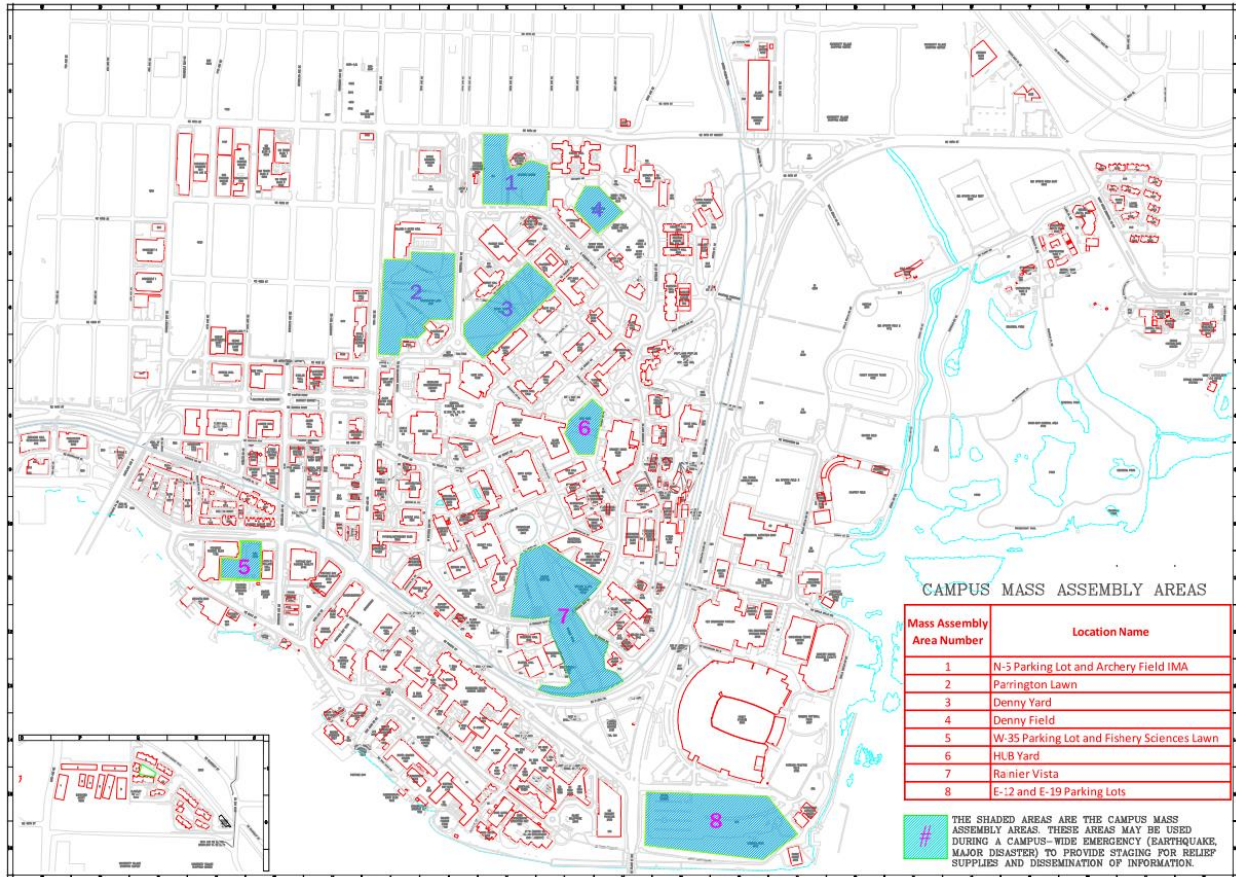
- **NON-EMERGENCY SPILLS**

- **If the spill is contained and not endangering persons or property**, it may be possible to clean it up yourself.
- **Call the EH&S spill line at 206-543-0467** for advice during business hours (Monday through Friday, 8 a.m. to 5 p.m.); after business hours, call the UW Police Department non-emergency phone number 206-685-UWPD.
- Visit the [Spills webpage](#) on the Environmental Health & Safety website for more information.
- **SPILL RESPONSE POSTER**
- The most recent version of the [Spill Response Poster](#) is available on the Environmental Health & Safety website.

MASS ASSEMBLY AREA

A number of outdoor assembly points have been identified for the campus.

Campus mass assembly areas are also available if the local assembly point is unsafe or unavailable.



MEDICAL EMERGENCIES

Heart attack, choking, bleeding, poisoning, and burns, as well as other serious medical conditions, can happen anywhere. Prompt action and clear communication is vital when providing help.

IN THE EVENT OF A SUDDEN MEDICAL EMERGENCY

- **Assess the person.** Look on wrist, ankle, or around neck for a medic alert bracelet or necklace.
- **Call 9-1-1, or have someone else do it.**
 - If you are alone, yell loudly for help.
 - If you are unable to summon help, call 9-1-1 *first* before assisting the person.
 - When calling 9-1-1 from a **landline** inside a Seattle campus building, the call will be routed directly to the UW Police Department. If you are using a **cellphone** to call 9-1-1, tell the operator you are at the University of Washington.

Give the operator as much information as possible, including:

- Type of emergency
 - What help is needed
 - Exact address or building name
 - Room number or area
 - Your telephone number
 - Any information from medic alert bracelet or necklace
 - Victim information such as age and symptoms
 - **Don't hang up** until you are told to do so by the 9-1-1 operator.
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- **Do not move the victim** unless absolutely necessary. In many cases, moving the victim may cause additional trauma.
 - **Administer first aid or CPR** if you are qualified and current with your training.
 - **Follow universal precautions.** Treat all blood and body fluids as if they were known to be infectious for HIV, HBV, or other bloodborne pathogens.
 - **Look for an emergency contact phone number.** The contact number may be on the person's cellphone.
 - **Report the incident.** Submit a report using the Online Accident Reporting System (OARS) at oars.ehs.washington.edu.

POWER OUTAGES

WHEN THE POWER GOES OUT

Visit www.washington.edu/safety/alert, tune to KOMO 1000 AM, or call UW 206-547-INFO to get information about the situation. If conditions seem dangerous, evacuate the area and assist others to evacuate as needed. Do not re-enter a building until authorities have determined it safe to do so.

EMERGENCY LIGHTING

- Many buildings are equipped with emergency lighting systems that provide **minimal light for exiting**, not routine work. **Evacuate buildings** while these systems are still operating.
- Emergency **pathway lighting** is only designed to last about **90 minutes**.
- Some buildings on the Seattle campus may have emergency lighting for up to **eight hours** but **many have no emergency power at all**.

GENERAL PROCEDURES FOR ACADEMIC BUILDINGS

- **Assess** the extent of the outage in your area.
- **Remain calm**, aid others if necessary. Help co-workers in darkened work areas move to safe and lighted locations.
- **Exits** may be indicated by lighted signs if the emergency power is operating.
- **Report** the outage to your facility manager. On the UW Seattle campus, call **206-685-1411**.
- **Open blinds** for additional light.
- **Open windows** for improved ventilation, if needed.
- If possible, **shut off power** to machinery and equipment that could restart while unattended.
- **Don't use candles**, lanterns, charcoal, grills, or anything that uses fuel inside a building.
- Don't bring **emergency generators** indoors or near building doors or windows.
- If you are **trapped in an elevator on the Seattle campus**, use the emergency call panel inside the elevator to call for help. Use your cellphone to call UW Facilities at 206-685-0200 if the emergency call panel is not working.
- **Evacuate** if the power is anticipated to be out for an extended period of time and work conditions are not safe or exit pathways are not lighted.