

EMERGENCY RESPONSE GUIDE
COLLEGE OF FOREST RESOURCES
ANDERSON, BLOEDEL, & WINKENWERDER HALLS
UNIVERSITY OF WASHINGTON BOTANIC GARDENS
CENTER FOR URBAN HORTICULTURE
WASHINGTON PARK ARBORETUM

BASIC PROCEDURES

MEDICAL EMERGENCY

- Remain calm.
- Initiate lifesaving/first aid measures if required.
- Call for **Emergency Response:**

MEDICAL EMERGENCY 9-911

- Do not move injured person unless there is a danger of further harm.
- Keep injured person warm.

MAJOR INCIDENT

- Remain calm.
- Attend to injured or contaminated persons and remove them from exposure.
- Initiate lifesaving/first aid measures if required.
- Evacuate area.
- Call for **Emergency Response:**

FIRE 9-911

RADIATION SPILL – Radiation Safety 3-6328
evenings & weekends 9-911

CHEMICAL SPILL – Chemical Safety 3-0467
evenings & weekends 9-911

BIOLOGICAL SPILL – Biosafety & Hygiene 3-9510
evenings & weekends 9-911

- Close doors to affected area.
- Have a person knowledgeable of the incident and laboratory assist emergency personnel.

TABLE OF CONTENTS	
BASIC PROCEDURES	1
Medical Emergency.....	1
Major Incident.....	1
TABLE OF CONTENTS	2
INTRODUCTION	3
TELEPHONE CONTACTS	4
EVACUATION PLAN	5
Evacuation route Maps.....	5
Emergency Assembly Points (EAP).....	5
EVACUATION ASSISTANCE	6
Identify Area(s) of Evacuation Assistance.....	6
Anderson Hall.....	6
Bloedel Hall.....	6
Winkenwerder Hall.....	6
Merrill Hall.....	6
Isaacson Hall.....	6
NW Horticultural Society Hall.....	6
Douglas Conservatory.....	6
Graham Visitors Center.....	6
Arboretum Maintenance Building.....	6
FIRES	7
BOMB THREATS	8
BOMB THREAT CALL CHECKLIST	9
CHEMICAL EXPOSURE	10
Chemicals in the eye.....	10
Chemicals on the skin.....	10
Other serious chemical exposures (Inhalation or Ingestion).....	10
CHEMICAL SPILLS	11
EARTHQUAKES	12
During an earthquake.....	12
After an earthquake.....	13
CIVIL DISTURBANCE	14
If the situation appears threatening.....	14
If the situation appears non-threatening.....	14
ELEVATORS	15
If trapped in an elevator.....	15
If a stalled elevator is discovered.....	15
Stalled elevator with an emergency situation.....	15
Stalled elevator with no emergency situation.....	15
HAZARDOUS MATERIALS	16
MEDICAL EMERGENCY	17
Accident or Illness.....	17
Specific response procedures.....	17
POWER FAILURE	18
UNKNOWN ODORS	19
VOLCANIC ERUPTION	20
INDEX	21

INTRODUCTION

The goal of the College of *Forest Resources' Guide* is to inform all CFR faculty, staff, students, and researchers of the basic guidelines to follow in an emergency situation. As the CFR includes several off-campus sites, local procedures should take precedence over what is contained in this guide. Suggestions for corrections can be sent to the CFR Facilities Manager at the Dean's Office, or to the Safety Committee.

The University of Washington Police Department (UWPD) is first response to all on-campus emergency calls. The Seattle Fire Department will respond to all on-campus fire alarms, chemical spills, or other emergencies.

The Seattle Fire Department is the key resource for fire fighting, hazardous material problems and for medical aid.

Emergency response will be provided by the Seattle Fire Department and University staff as soon as possible after the emergency is reported. Whenever the Seattle Fire Department responds to a University emergency, it is in charge of the emergency location until it relinquishes control to the appropriate University Unit.

After ANY incident or accident, even if no injury occurs, an INCIDENT/ACCIDENT REPORT SHOULD BE FILED with Environmental health and Safety via your supervisor. Forms and directions can be found at <http://www.ehs.washington.edu/forms/Incident.pdf>

TELEPHONE CONTACTS

EMERGENCY CALLS 9-911
University Police (non-emergency calls) 543-9331

MAINTENANCE REPAIRS 685-1411
(emergency and trouble calls)
non-emergency repair calls should be made to the building coordinator.

CUSTODIAL SERVICES 685-1500

BUILDING COORDINATORS

- Anderson, Bloedel, and Winkenwerder Halls
TBA

- The Center for Urban Horticulture
Fred Hoyt 543-3137

- The Washington Park Arboretum
Brett Mercier 616-3994

EVACUATION PLAN

Evacuation Route Maps

Maps of evacuation routes should be available in major corridors. If one is not available, please contact the lab supervisor or building coordinator. Plan out beforehand at least two evacuation routes for your work area, in case one is blocked. After evacuation proceed to the Emergency Assembly Point.

Emergency Assembly Point (EAP)

Primary Emergency Assembly Point's will be used when danger from the structure's damage will not impact the EAP. Secondary EAP's will be used when there is a possibility of structural collapse, explosion or other form of danger to evacuated occupants, or the Primary EAP is otherwise unusable.

Evacuation of:	Primary Assembly Point	Secondary Assembly Point
Anderson Hall	Rainier Vista, just South of Stevens Way	Rainier Vista, just North of Stevens Way
Bloedel Hall	C-10 Parking lot North. (by Flexcar)	C-10 Parking lot North (Move toward Plant Lab Annex)
Winkenwerder Hall	Rainier Vista, East of Winkenwerder.	Rainier Vista, East of Winkenwerder (move South toward Burke Gilman).
Center for Urban Horticulture	Soest Garden Fountain	Grassy area by West entrance
Graham Visitor Center & Arboretum Maintenance Building	Northeast corner of GVC parking lot	South end of GVC parking lot

Inform all employees, including employees with disabilities, of the following actions if they are trapped in a building or unable to go to the Area of Evacuation Assistance:

- 1) Call 9-911 (TDD 543-3323) if a phone is available, and report your location and situation.
- 2) Go to a window, if available, and signal emergency personnel by waving, or hanging or taping a large sign in the window. If a window is not made to open, do not break it. You would not be able to re-close it if smoke began to enter the room.
- 3) If smoke is present, stay low, cover your face with a cloth (damp if possible) and place fabric (cloth, coat, towels, etc.) around door cracks to keep smoke out.

EVACUATION ASSISTANCE

Persons with disabilities should inform their supervisors that they will need assistance in an emergency evacuation. Supervisors are then required to take the following actions:

- 1) Instruct new employees who are blind or have vision impairments on evacuation routes to take during an emergency.
- 2) Provide employees with hearing or vision impairments either with auxiliary aids or assign individuals to alert them in the event of a fire alarm.
- 3) Inform employees with mobility impairments of the location of the Areas of Evacuation Assistance in the building. Other employees must be assigned to assist them in the Area of Evacuation Assistance and remain with them until the building is declared safe to re-enter. Several employees should be assigned to each person with disabilities to assure adequate coverage.

Identify Area(s) of Evacuation Assistance

- 1) The preferred location for an Area of Evacuation Assistance is the building stairwell; these areas are designed to remain free of smoke and fire. However, some stairwell landings may not be sufficiently sized for wheelchairs, and an alternate area must be designated.
- 2) Indicate the location of Areas of Evacuation Assistance for your building and identify it on your Building Evacuation Plan.

Anderson Hall

Ground Floor-Stairwell #2 (By Anderson #22)
First Floor – Main entrance or
Stairwell #3 (Through Anderson #123)
Second Floor – Stairwell #3 (Through room #223)
Third Floor – Stairwell #2

Bloedel Hall

Basement/Library SW Stairwell #3
Mezzanine – Stairwell #1 (by elevator)
First Floor – SW Stairwell #3
Second Floor – SW Stairwell #3
Third Floor – SW Stairwell #3

Winkenwerder Hall

Ground Floor – Stairwell #2
First Floor – Stairwell #2
Second Floor – Stairwell #2

Merrill Hall

Exit via ground floor or basement access

Isaacson Hall

Exit via ground floor or basement access

NW Horticultural Society Hall

Exit via ground floor access

Douglas Conservatory

Exit via ground floor access

Graham Visitor Center & Arboretum Maintenance Building

Exit via ground floor access

FIRES

1. Call for help by activating a fire alarm manual pull station located at exits. If time permits, use a telephone to give more specific information.
2. Leave the building immediately by the nearest exit route or an alternate route if the nearest exit is blocked. Keep to the right of the stairwell as you descend. Fire fighters may be coming up on the left as you are descending. If the immediate exit is obstructed, go to an alternate exit.
3. ***Do not use elevators.*** Elevators are not available and may not be safe for evacuation purposes. When the fire alarm sounds, the elevators will be automatically recalled to a pre-determined floor and shut off.
4. As you leave the area, take the following precautions if it is safe to do so. **THESE ACTIVITIES MUST NOT SIGNIFICANTLY DELAY YOUR DEPARTURE. EXERCISE GOOD JUDGEMENT:**
 - Close doors behind you as you leave.
 - Shut off heat producing equipment (Bunsen burners, etc.)
 - Return hazardous materials to their proper storage units.
5. Assist persons with disabilities out of the building or to the Area of Evacuation Assistance designated for the building and inform responding emergency personnel to assist the disabled with evacuation.
6. After evacuating, report to your designated **Emergency Assembly Point** (see page 5).
7. Stand clear of Fire Department personnel and equipment and follow the directions of the Seattle Fire Department.
8. Have a person knowledgeable of incident and/or laboratory assist emergency personnel.
9. Do not re-enter the building until the Seattle Fire Department has declared the building safe.

IMPORTANT: If you hear an alarm, you should evacuate immediately using the nearest exit.

BOMB THREATS

IN THE EVENT THAT A BOMB THREAT IS RECEIVED:

1. Listen to the caller, remain calm and courteous, and obtain as much information as possible. Use the ***Bomb Threat Call Checklist*** on the next page.
2. Call 9-911 to determine whether an evacuation is necessary. Give the following information:
 - Your name
 - Your location (street address or building name and room number)
 - Any details known about the bomb threat
 - Do not hang up until told to do so; the aid personnel may require additional information.
3. If an evacuation is ordered:
 - Immediately proceed to the **Emergency Assembly Point**
 - When emergency assistance arrives, identify yourself and provide any information they may request.
 - Remain calm and listen for any instructions.

THINGS TO REMEMBER:

1. Always take bomb threats seriously.
2. Do NOT search for the bomb or touch any suspicious objects
3. Do NOT use radios for communication. A radio signal can actuate some types of bomb detonators.

BOMB THREAT CALL CHECKLIST

Date of Call _____ Time of Call _____

Call Received by _____ Phone number _____

Record of the exact language of the threat: _____

Keep Caller on the Phone. Ask:

WHEN is it set to go off: _____

WHERE is it? _____

WHY are you doing this? _____

WHO are you? _____

Voice on the Phone:

Man _____ Woman _____ Child _____ Age _____

Intoxicated _____ Accent _____ Speech Impediment _____

Other _____

Background Noise:

Music _____ Children _____ Airplane _____ Talk _____

Traffic _____ Typing _____ Machines _____

Other _____

University personnel receiving telephoned bomb threats should attempt to get the exact location where the bomb has been planted, or is going to be planted. Also attempt to get as much information as possible about the caller. Complete the checklist as soon as possible after receiving a threatening call and report it immediately to the **University Police Department at 9-911 (TDD 543-3323)**. Bomb threats received through the mail or by other means are also to be reported immediately to the University Police Department.

CHEMICAL EXPOSURE

CHEMICALS IN THE EYES

1. Call for help if vision is blinded. Contact **9-911** to summon emergency medical assistance.
2. Immediately go to the nearest eyewash.
3. With or without help, rinse eyes with clean water for at least 15 minutes by holding them open over the eyewash.
4. Inform your supervisor of the incident.
5. Check the appropriate Material Safety Data Sheet (MSDS) for further instructions. MSDS information is available through Environmental Health and Safety, in the Laboratory Safety System on-line database, or in the laboratory's Chemical Hygiene Plan.
6. Seek medical attention.

CHEMICALS ON THE SKIN

1. Call for help if vision is blinded. Contact 9-911 to summon emergency medical assistance.
2. Immediately wash the affected area with water for 15 minutes.
3. If large amounts of corrosive chemicals are on the skin:
 - Call for help
 - Go to the nearest shower and step into running shower with clothes on.
 - Proceed to take contaminated clothes off.
 - Stay in running shower for at least 15 minutes.
4. Inform your supervisor of the incident.
5. Check the appropriate Material Safety Data Sheet (MSDS) for further instructions.
6. Seek medical attention.

Other serious chemical exposures (Inhalation or Ingestion):

1. Call for help if vision is blinded. Contact **9-911** to summon emergency medical assistance.
2. Seek immediate medical attention.

CHEMICAL SPILLS

Departments where hazardous chemicals are used and stored are required to plan for chemical spill emergencies. For minor spills, adequate clean up supplies must be on-hand and personnel need to be trained in chemical spill clean up procedures. **For major spills, call 9-911** to obtain Seattle Fire Department Hazardous Materials response.

The Department of Environmental Health and Safety (EH&S), in accordance with regulations, has established protocols, contained in the University Laboratory Safety Manual, for the use, storage, and disposal of all types of hazardous materials. EH&S staff also are available to assist departments in the development of operations and shut-down procedures for chemical laboratories and in preparing other plans for dealing with hazardous substances. Call EH&S Chemical Safety and Hygiene Section at 543-0467 for further assistance.

WHEN A CHEMICAL SPILL CANNOT BE CLEANED UP SAFELY WITHOUT THE ASSISTANCE OF SAFETY AND EMERGENCY PERSONNEL, TAKE THE FOLLOWING ACTION:

1. Call for emergency assistance
Campus Phone Systems: Dial 9-911 (TDD 543-3323)
Private or Pay Phones: Dial 911 (TDD 543-3323)
2. Provide as much information as possible: exact location, chemical(s) involved, if there is a fire hazard, volume spilled, persons injured, area evacuated, etc. (The University Police will summon the Seattle Fire Department and Environmental Health and Safety to assist.)
3. Attend to injured or contaminated persons and remove them from exposure.
4. Alert personnel to evacuate the area, as appropriate. Pull the fire alarm pull station to alert building occupants and to summon the Seattle Fire Department.
5. Turn off ignition and heat sources, if it is safe to do so.
6. Close doors to affected area.
7. Provide information and assistance to responding emergency personnel.

EARTHQUAKES

The actual movement of the ground in an earthquake is seldom the direct cause of death or injury. Most casualties result from falling objects and debris because the shocks can shake, damage, or demolish buildings and other structures. Being prepared for an earthquake is your best defense against harm and can help facilitate the recovery process. Draw a floor plan of your building, or obtain a copy from the Building Coordinator, and identify the following: safest places in the building, most dangerous places, exits, and alternative exits, utility shut-off valves, flashlights and batteries, first-aid kits, fire extinguishers, etc. Planning ahead now can help alleviate some of the problems that may occur during this very chaotic time.

DURING AN EARTHQUAKE:

1. Remain calm. Think through the consequences of any action you take. Try to remain calm and reassure others.
2. If indoors, watch for falling objects such as plaster or light fixtures and for high book cases, cabinets, shelves, and other furniture which might slide or topple. Stay away from windows. If in danger, get under a table or desk, in a corner away from windows, or in a strong doorway. Encourage others to follow your example. Do not run outside.
3. If in a high-rise building, get under a desk. Do not run for exits, since stairways may be damaged. Elevators may fail.
4. If in a crowded auditorium or dining area, move to the side walls away from windows. If you must leave the building, choose your exit as carefully as possible.
5. If outside, remain outside and avoid high buildings, walls, windows, power poles, downed power lines, and any other objects which could fall. If possible, move to an open area away from all hazards.

AFTER AN EARTHQUAKE:

1. Check for injuries to personnel in your area. Do not attempt to move seriously injured persons unless they are in immediate danger of further injury. Render first aid assistance if required. Follow Building Evacuation Plans as necessary.
2. Check for fires, fire hazards, spills of flammable or combustible liquids, and leaks of flammable gasses.
3. If you are qualified to do so, check utility lines and equipment for damage; shut off gas and electrical power if possible and appropriate. **Do not use matches, lighters, open flame appliances or electrical switches until you are sure no gas leaks exist.**
4. Report injuries, emergencies, and damages as appropriate. Use telephone system only for urgent matters. Ensure that all phones not in use are on their receiver to prevent jamming of phone lines.
5. Verify that spilled chemicals or other potentially harmful materials are cleaned up and properly disposed of.
6. Check to see that sewer lines are intact before permitting continued flushing of toilets.
7. Be prepared for after-shocks. Although most of these are smaller than the main shock, some may be large enough to cause additional damage.
8. Wait for instructions. Tune your radio to AM 710, the federally designated Emergency Broadcast System, and listen for information on what to do. Use phones for Emergency communications only.
9. Keep clear of broken windows, downed power lines, debris and obstructions.
10. Call 9-911 to report any injuries. Give first aid only to the extent of your personal training and ability.

CIVIL DISTURBANCE

Disturbances in the form of picketing, demonstrations, and riots occasionally occur; the categories include a wide range of circumstances, threatening and not; remaining calm is the surest way to reduce anxiety in all situations.

IF THE SITUATION APPEARS THREATENING:

1. **Call 9-911.** Give the following information:
 - Your name
 - Your location (building, street address), University of Washington
 - Location of disturbance
 - Any details known about the situation
 - Do not hang up until told to do so; the aid personnel may require additional information.
2. Notification as to what actions to take will be given by a fire/safety official.
3. Remain in the building.
4. Stay away from windows.
5. All exterior doors and windows should be locked during the disturbance and if necessary, the elevator may be removed from service if a threat to the safety of the building and/or its occupants is evident.

If an emergency situation occurs where you must leave the building, fire/safety officials or the police should notify you and help you leave the premises.

IF THE SITUATION APPEARS NON-THREATENING:

1. Contact the University Police on their non-emergency line, 3-9331.
2. Do not take any action with regard to the demonstrator/picketers.

ELEVATORS

IF TRAPPED IN AN ELEVATOR:

1. Do not panic
2. Push the “bell” or “alarm” button to alert those outside that there is a problem.
3. Open the door on the phone box and press the red button inside, this will automatically dial for help.
4. Tell the person who answers what the problem is and where you are. This will also allow you to communicate with the repair person while the elevator is being repaired.
5. Remain calm until repairs can be made.

IF A STALLED ELEVATOR IS DISCOVERED:

If a stalled elevator is discovered and there is an emergency situation:

1. Call 9-911. Give the following information:
 - Your name.
 - Building Name, University of Washington
 - Details known about the problem, including how many people are inside
2. Notify the Building Coordinator or call the Physical Plant Help Desk at 5-1411.
3. Assure anyone who is trapped that help is on the way.

If a stalled elevator is discovered and there is no other emergency situation:

1. Notify the Building Coordinator or call the Physical Plant Help Desk at 5-1411.
2. Assure anyone who is trapped that help is on the way.

WHAT HAPPENS

1. The Building Coordinator will obtain assistance.
2. A repair person will respond to repair the elevator.
3. Anyone inside the elevator can communicate with the repair person via the phone that is in the elevator.

HAZARDOUS MATERIALS

All employees should be aware that hazardous materials are used in the laboratories of the University. These materials include bio-hazards, chemicals, hazardous gases, lasers, and radioactive materials. Trained personnel should also ensure that any hazardous materials are properly stored and disposed. If properly used and handled these should not present any problems.

Material Safety Data Sheets (MSDS) documentation is required for each hazardous materials area and access to MSDS should be made available to the public. However, accidents can happen. Consult your lab supervisor for the correct procedure to follow if there is an incident involving any of these materials. In addition, the laboratory's Chemical Hygiene Plan provides information on how to handle chemical spills.

Employees may need to evacuate the building if there is an emergency involving hazardous materials.

MEDICAL EMERGENCY

IN THE EVENT OF AN ACCIDENT OR ILLNESS:

1. If professional help is needed **CALL 9-911**. Give the following information:
 - Your name.
 - Your building location, University of Washington Campus.
 - Floor and location of emergency.
 - Any details known about the accident or resulting illness.
2. Provide first aid assistance only to the extent of your personal training and ability
3. Do not move the injured or ill person unless it is necessary to avoid further injury, (e.g., fire, chemical spill, etc.). If you have to move the victim, take them to a safe location nearby for treatment.
4. Reassure the victim that emergency assistance is on the way.
5. If the victim has been exposed to chemicals, his or her skin and eyes should be flushed with clean water for 15 minutes using a safety shower or eye wash, and the victim's contaminated clothing should be removed. Always use the closest safety shower or eye wash in an area preventing further chemical inhalation or other hazards.
6. Have someone meet the emergency personnel at the entrance to the building, in order to direct them to the exact location of the emergency.
7. Contact your supervisor and make him/her aware of the situation.

SPECIFIC RESPONSE PROCEDURES – See Specific sections of this guide for more details.

Clothing on Fire

Roll person around on the floor to smother flame, use smother blanket if immediately available, or drench with water if safety shower if immediately available.

Radiation Spill on Body

Remove contaminated clothing.
Rinse exposed area thoroughly with water.
Obtain medical attention.
Report incident to the EH&S Radiation Safety.

Chemical Spill on Body

Flood exposed area with running water from faucet or safety shower for at least 5 minutes. Remove contaminated clothing at once.
Make sure chemical has not accumulated in shoes.

Biological Spill on Body

Remove contaminated clothing.
Vigorously wash exposed area with soap and water for 1 minute.

Hazardous Material Splashed in Eye

Immediately rinse eyeball and inner surface of eyelid with water continuously for 15 minutes.
Forcibly hold eye open to ensure effective wash behind eyelids.

Minor Cuts and Puncture Wounds

Vigorously wash injury with soap and water for several minutes.

POWER FAILURE

IN THE EVENT OF A POWER FAILURE:

1. If a power failure occurs and there is no other emergency, (i.e., fire, explosion, etc.):
 - Remain calm
 - Contact the Facilities Manager or Physical Plant (5-1411) to report the failure.
 - Remain in the office until power is restored or instructions are given.
2. If a fire or other emergency occurs along with the power failure, follow the instructions listed under FIRE or EVACUATION contained in this guide.
3. An attempt to restore power will be made immediately; meanwhile limited emergency lighting and emergency power will be provided for essential functions.
4. Turn off all non-essential equipment (especially computers), so when power is restored the equipment is not damaged by a power surge.
5. After power is restored, report any problems or needed adjustments to the Building Coordinator or Physical Plant.

UNKNOWN ODORS

An unknown odor is one that is not sensed by any of the continuous detection systems and whose source is not obvious.

IF AN UNKNOWN ODOR IS DETECTED:

1. Contact EH&S to investigate the odor, determine the degree of hazard, and the location of the source.
2. If the degree of hazard is high, an evacuation will be necessary and can be activated by the manual alarm pull stations located throughout the building.
3. If a worker is feeling any of the characteristics listed below, evacuate the area:
 - Irritation of nose, throat, eyes
 - Nausea
 - Headache
 - Dizziness
 - Irritation of the skin
 - Visible smoke
 - Odor of garlic, rotten fish, or almonds
 - Acid odor
4. All employees shall cooperate with emergency response personnel and answer any questions about the odor, including the time it was first noticed, any characteristics, and its possible location.

VOLCANIC ERUPTION

IF A VOLCANIC ERUPTION OR DUST CLOUD THREATEN THE AREA:

1. Keep all building openings, such as doors and windows, closed.
2. Do not evacuate unless instructed to do so by a fire/safety official.
3. For medical or security emergencies resulting from an eruption, dial **9-911**. Provide first aid assistance only to the extent of your personal training and ability. Do not assume any medical responsibility beyond first aid.
4. Listen to the radio for an update on outside conditions (the federally designated Emergency Broadcast System is AM 710). Directions regarding further courses of action will be announced by a fire/safety official.

Note: Volcanic ash can create hazardous conditions outside. Your health and safety may require that you remain in the building until an "All Clear" announcement is given.

INDEX

A	Page	
Assembly Points, Emergency (EAP)	5	Identify Areas of Evacuation Assistance 6
B		
Basic Procedures	1	
Biological Spill on Body	16	
Biosafety & Hygiene, EH&S 543-9510	1	
Bomb Threat	8	
Bomb Threat Check List	9	
C		
Chemical Exposure	10	
Chemical Exposures (inhaled/ingested)	10	
Chemical Safety, EH&S 543-0467	1	
Chemical Spill on Body	17	
Chemical Spills	11	
Chemicals in the eye	10	
Chemicals on the skin	10	
Civil Disturbance	14	
E		
Earthquakes	12	
Elevators, Stalled	15	
Elevator, Trapped in	15	
Elevators	15	
Emergency Response	1	
Evacuation Assistance	6	
Evacuation Plan	5	
F		
Fires	7	
H		
Hazardous Material Splashed in Eye	17	
Hazardous Materials	16	
I		
M		
		Major Incident 1
		Maps, Evacuation Routes 5
		Medical Emergency 1, 17
		Minor Cuts and Puncture Wounds 17
P		
		Power Failure 18
R		
		Radiation Safety Section, EH&S 543-6328 1
		Radiation Spills on the Body 17
T		
		Telephone Contacts 4
U		
		University Police (Non-Emergency Calls) 543-9331 4
		Unknown Odors 19
V		
		Volcanic Eruption 20

EMERGENCY RESPONSE GUIDE

Addendum for the Center for Urban Horticulture and the Washington Park Arboretum

Basic Procedures

Medical Emergency

- Remain Calm
- Initiate lifesaving/first aid measures if required
- **Call for Emergency Response:**
 - From University Lines **DIAL 9-911**
 - From Non-University Lines **DIAL 911**
- Do not move injured person unless there is a danger of further harm
- Keep injured person warm

Major Incident

- Remain Calm
- Attend to injured or contaminated persons and remove them from exposure
- Initiate lifesaving/first aid measures if required
- Evacuate area
- Call for **Emergency Response:**
 - FIRE**
 - From University Lines **DIAL 9-911**
 - From Non-University Lines **DIAL 911**
 - CHEMICAL SPILLS**
 - Daytime **543-0467**
 - Evenings and Weekends:
 - From University Lines **DIAL 9-911**
 - From Non-University Lines **DIAL 911**
- Close doors to affected areas
- Have a person knowledgeable of the incident and the affected area(s) assist emergency personnel

CENTER FOR URBAN HORTICULTURE EMERGENCY PROCEDURES

CUH Grounds or Building Emergencies

During Business Hours – Report to the facilities office or any senior staff member.

After Hours – for all irrigation, plumbing, electrical, or other general building emergencies, contact UW Physical Plant at 685-1411.

First Aid

It is not permitted to distribute aspirin or other pain medication, antacids, etc. You may give out Band-Aids and ice (or a cold pack) for bee stings and other injuries.

Locations of First Aid Kits:

Merrill Hall

- Ground Floor – one in kitchen (021)
- First Floor – one in Facilities Office (120)

NHS Hall

- One kit located in kitchen cabinet, west side

Isaacson Hall

- One kit in first floor cabinet under sink in 100A

Douglas

- One kit in cabinet on east wall in 112A

Fire Extinguishers

Locations of Fire Extinguishers:

Merrill Hall (Ground Floor)

- 001 (hallway) on south wall, between 035 & 036
- 001 (hallway) on north wall, opposite 031
- 00J (mudroom) on NE corner, right of door to 004

Merrill Hall (First Floor)

- 100K (lobby) on west wall, next to Women's room
- 102 (library) on east wall, right of public comp. terminals
- 130 (open off.) on NW corner

NHS Hall

- 102A in the SE corner
- 102B in the NE corner
- 102C in the NW corner
- 102D in the SW corner

Isaacson Hall

- Ground Floor – room 014 on west wall, right of door
- First Floor – room 100A in SE corner

Douglas

- 103 in SE corner
- 100C in NE corner (left of door to kitchen)
- 112A on south wall
- 112B on south wall (east of door)

ARBORETUM EMERGENCY PROCEDURES

Arboretum Grounds or Building Emergencies

During Business Hours – Report to the facilities office or any senior staff member

After Hours – for all irrigation, plumbing, electrical, or other general building emergencies, see the Seattle parks Department “After Hours Duty Roster” posted on all building bulletin boards and call the appropriate person.

First Aid

It is not permitted to distribute aspirin or other pain medication, antacids, etc. You may give out Band-Aids and ice (or a cold pack) for bee stings and other injuries.

Locations of First Aid Kits:

GVC

- Behind Front Desk in file drawer labeled “First Aid”
- In Foundation Office under Fax Machine
- In Building manager’s office in the lower desk drawer on the north wall

Annex

- One kit located in bathroom

Maintenance Building/Vehicles

- One kit in each “Cushman” and one in each truck
- Lunchroom in cabinet at top of stairs
- Eyewash located by sink in tool shop

Fire Extinguishers

Locations of Fire Extinguishers:

GVC

- Basement – at bottom of stairs
- Main Floor – in Large Meeting Room Kitchen and 1 at base of stairs to 2nd Floor
- Second Floor – top of stairs

Annex

- Kitchen wall

Maintenance Buildings

- Main Floor – one in tool shop, one by NW door
- Second Floor – one at top of stairs, one on office wall
- Tractor Shed – one on exterior of beam

TELEPHONE CONTACTS

Maintenance and Repairs

CUH

During working hours:

Notify the Facilities Staff:

Brett Mercier – 206.616.3994, 206.793.3929

Becky Johnson – 206.685.1706, 206.793.3968

OR if neither is available, have any staff person call:

UW Physical Plant – 206.685.1411

After Hours:

UW Physical Plant – 206.685.1411

Arboretum

During working hours:

Notify the Building Manager:

Brett Mercier – 206.616.3994, 206.793.3929 or

Becky Johnson – 206.685.1706, 206.793.3968

OR if neither is available, have any staff person call:

Seattle City Jobline – 206.684.7250 for anything in or around the GVC or irrigation or other problems out on the grounds

UW Physical Plant – 206.685.1411 for UW Greenhouse, Stone Cottage

After Hours:

Seattle Parks Department Duty Roster – After hours call the person on duty. Rosters are posted on the weekend manager clipboard at the front desk, on the bulletin board in the main floor hallway, and on the bulletin board in the Building Managers office.

Emergency Phone Numbers:

The following people should be notified of any emergency occurring on the grounds or in any of the buildings:

CUH

1. Becky Johnson - 206.793.3968
2. Brett Mercier - 206.793.3929
3. Fred Hoyt – 206.793.3940

Arboretum

1. Brett Mercier – 206.793.3929
2. Becky Johnson – 206.793.3968
3. Fred Hoyt – 206.793.3940