

EMERGENCY PROCEDURES

University of Washington, Bothell

Evacuation Information

- Evacuate the building using the nearest exit (or alternate if nearest exit is blocked).
- Do not use elevators!
- Take personal belongings (keys, purses, wallets, etc.)
- Secure any hazardous materials or equipment before leaving.
- Follow directions given by floor wardens.
- Go to Evacuation Assembly Point (EAP) designated in this building's evacuation plan and on building emergency evacuation signs.
- Assist persons with disabilities – transport them to the Area of Rescue located on each floor at either end of the building.

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 safest exit.
- Evacuate the building.
- Do not leave the area/campus without reporting your status to someone in charge.

FIRE

- Activate the nearest fire alarm pull station and call 911 if possible.
- Evacuate the building.
- Do not enter building until authorized by emergency personnel.

HAZARDOUS MATERIALS RELEASE

- If an emergency or if anyone is in danger, call 911.
- 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.

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.
- For information about prolonged outage, tune to radio 710 AM, and/or call 425-352-3333.
- If you become trapped in an elevator, use the phone located in the lower section of the panel to call Public Safety (2-5222).

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 911. Provide as much information as possible about the person and their direction of travel.

SUSPICIOUS OBJECT

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