UNIVERSITY OF WASHINGTON

2020

Comprehensive Emergency Management Plan (CEMP)
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December 16, 2019

The University of Washington, in accordance with WAC 118-30-060, has completed the public comment and review period for the triennial update of the UW Comprehensive Emergency Management Plan (CEMP). This all-hazards plan is a guide to the university community for managing and coordinating all phases of emergency operations and is intended to minimize the impacts of emergencies and disasters by protecting our people, minimizing property loss and safeguarding the environment. The overall goal of this Plan is simple—to restore the University’s ability to carry out our critical education, research, and public service missions.

The State of Washington requires each public baccalaureate institution to maintain its own comprehensive emergency management plan in order to accomplish day-to-day activities before, during, and following any crisis emergency or disaster. This updated CEMP, forms the foundation of our enterprise-wide training, business continuity, resumption and other crisis management efforts. Combined with other associated department procedures, plans, and ongoing hazard reduction and risk mitigation programs, this Plan demonstrates our combined, system-wide commitment and cooperation with our local, regional, and statewide partners. With the support of our stakeholders, we continually strive to enhance our resilience and capacity to more effectively respond to and recover from any disaster or major crisis event.

Most emergencies occur with little or no warning, and routine day-to-day resources may not be sufficient for an effective response. Trained UW staff and other professionals are tasked with implementing this Plan. However, to truly meet our vision of becoming a disaster resilient university, we recognize the need to engage the whole entire community to support these efforts. To achieve this, we encourage all faculty, staff, students, and members of the campus community to support these efforts by:

- attending personal preparedness training and education workshops and events,
- establishing & maintaining respective business, academic, or research continuity plans, and
- actively participating in regular emergency exercises, drills and other readiness activities.

In compliance with UW Administrative Policy Statements 13.1 & 13.2, and in consultation with the UW Emergency Readiness Committee, UW Emergency Management (UWEM) shall maintain all updates to this Plan and is fully authorized to coordinate its implementation, associated planning, and other general preparedness activities for the University. This promulgation shall be effective upon signing and will remain in force until amended or rescinded by further promulgation.

Ana Mari Cauce  
Professor of Psychology  
President

Mark Richards  
Professor of Earth and Space Sciences  
Provost & Executive Vice President for Academic Affairs

Bjorn Wolf Yeigh  
Professor of Engineering  
Chancellor, UW Bothell

Mark A. Pagano  
Professor, Tacoma School of Engineering & Technology  
Chancellor, UW Tacoma

341 Gerberding Hall • Box 351230 • Seattle, Washington 98195-1230 • 206.543.5019 • Fax 206.616.1784 • president@uw.edu
Foreword

December 15, 2019

In order to preserve and advance the University of Washington’s research, teaching and public service programs, a stable and secure infrastructure of services and administration, is essential. For normal day-to-day operations, the University provides these services centrally and through administrative structures in its schools, departments and operating units. However, in times of extreme emergency, wide-spread disruption and/or life-threatening crises, critical functional units of the University must work together under central coordination to protect and preserve. The highest priorities of life, safety, property, environmental protection, and restoration become the interim mission of the University. Since UWEM was established in 2003 after a number of watershed events, the University has taken great steps to improve our overall resilience to disaster. Yet, with every success comes another challenge.

Founded on the priorities and operational concepts of emergency management and general incident command system, this plan has been prepared and reviewed by the public and our key stakeholders. While it serves the University as a whole, this plan is a management guide for those with key assignments and responsibilities during and after emergency situations and crises. It is intended to support and guide those who manage emergencies on campus and who provide mission-essential services to keep the University operational and functional and support those who must restore University activities in cutting-edge research, academic learning and supporting public service.

The revised and improved 2020 UW Comprehensive Emergency Management Plan is not the end of emergency planning; it is just the beginning. School and department preparedness, connections with our City, County, and State partners, and continuing our longstanding training and exercise activities will continue to improve our readiness posture. UW Emergency Management is prepared to assist and support departments and operating units in the development and execution of emergency plans, training and exercises to meet these critical goals and activities.

Steven J. Charvat, MPA, CEM
Director
UW Emergency Management
Distribution List of Plan Holders

**Note:** To maintain UWEM’s “Silver Certification” for its green office effort, only a limited number of hard copies are printed and distributed. All parties below also have access to the full electronic version of this Plan via the UW’s vEOC online tool.

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Record of Revisions

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NOTE: This plan undergoes continuous change based on the results of actual events, post-exercise drills, and activities and input from units and departments tasked in this plan. The UW does not go through a formal annual plan review process, but rather makes incremental changes, modifications and adjustments to this plan as conditions change. By posting these changes on the UWEM website, the most up-to-date version of this plan is instantly available to all UW and partner responders 24/7. We do, however, conduct a formal, documented full plan review and revision process every-other-year in which we solicit public, internal and external stakeholder comments. Records of these revisions are maintained by UWEM according to the State of Washington’s official records retention schedule and are available upon request.

A public version of this plan can be found on the UWEM website at:

http://www.uw.edu/uwem

A non-public, full-version, includes additional restricted and/or confidential information such as phone numbers, and other more detailed procedures. This full version is provided on a case-by-case basis to select UW stakeholders, city/county/state partners and on request based on need. All other requests must be made in writing and approved by the UWEM Director prior to release.
The Updated 2020 Plan - What’s New in this Version?

- The planning partnership included expanded reviews by emergency management representatives from UW-Bothell, UW-Tacoma, UW Emergency Readiness Committee, UW Medical Center and numerous stakeholders
- Expanded description of our threats and hazards
- Removal of Emergency Operations Center Job Action sheets
- A more enterprise-wide approach to institutional resilience
- Inclusion of Business, Academic, Research Continuity planning

Public Involvement in Plan Review and Update

The general public had multiple opportunities and were invited to provide input into the 2020 Comprehensive Emergency Management Plan. This allows University of Washington Emergency Management to ensure that diverse viewpoints about the plan were considered and addressed in the plan and ensure the Whole Community approach to planning was accomplished.

Stakeholder Involvement

Key stakeholders throughout the UW and in agencies and jurisdictions that have a vested interest in the CEMP were offered the chance to provide input for consideration and addressing for the plan. These stakeholders were from local, state, and additional UW entities, as well as non-governmental agencies.

University Involvement

Representatives from UW-Bothell, UW-Tacoma, UW-Medical Center, and the UW Emergency Readiness Committee were continually involved in, and updated on, the contents of, and processes of the 2020 CEMP. These members provided input on:

- Inclusion of an enterprise-wide approach to the plan
- Enhancing the legal framework of the plan
- Identifying content for enhancement of the plan

Documentation of Outreach Efforts during Plan Review

UW Emergency Management utilized multiple outreach methods to garner input for the plan. Announcements were distributed through multiple outlets such as The Daily, social media, email, website postings, print, and through the UW ERC. All public and stakeholder comments were received and logged in via a Google form which included the actions taken for each suggested input. These comments are maintained at the UWEM office.
UW Disaster Plan: Public Comment Period OPEN through September 30

September 20, 2019

Members of the campus community, key partners and stakeholders, and the general public are currently being asked to review and provide comments on the University of Washington's DRAFT 2020 Comprehensive Emergency Management Plan (CEMP). As part of our regular 3-year review cycle, the CEMP must address new local, state and federal laws and regulations, as well as reflect changes in University structure, policies and environment since the last update in 2017.

A 1-page summary of the major changes being proposed can be found HERE. All public comments must be electronically submitted using this Google-forms: HERE. (OxK on the document title above to open the actual plan) All public comments to the CEMP will be logged and reviewed. The UW's Emergency Readiness Committee will review a report on all public comments prior to approval by the UW President, Provost and Chancellor later this year.

PUBLIC COMMENTS DUE BY COB, MONDAY, SEPTEMBER 30, 2019

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To All UWEM Partners, ERC members, key stakeholders and parties involved in incident/disaster planning and response:

UWEM is happy to announce the release of the 2020 DRAFT All-Hazards Comprehensive Emergency Management Plan (CEMP). A number of improvements, streamlining and other functional enhancements have been made to reflect recent changes in state/federal laws and regulations and to more accurately reflect local conditions and those of the UW system.

Click HERE to view the CEMP Public Comment homepage. From here, you will find a number of resources on the review process, links to the actual DRAFT plan, instructions on how to submit your comments and an overview of the major proposed changes. In addition to sending out this notice to our key campus and community stakeholders, similar notices for public comment are also on the UWEM home webpage, on our Facebook page and a pending notice to be published in next week's Daily newspaper, "Welcome Edition". If you are aware of anyone else who is interested in reviewing this public document, feel free to forward this email.

Please note that all public comments must be submitted electronically and/or via the Google-form linked above. This will allow us to register and track every comment received. And, while we have a final deadline of December 31st for publishing and distributing the CEMP, we have a tight deadline working backwards. So what does that mean?

The UW's CEMP Public Comment period officially closes at 5:00 pm PST, Monday, September 30, 2019.

So, put on your thinking caps and send your review this week. What goes better with football and autumn weekend - your plan document review? But seriously, thanks to your time and consideration in reviewing this foundational and core UW document. If you have any immediate questions, please contact Mr. Barry Morgan, UWEM Plans, Training and Exercise Manager, thank you for your continued support in this effort.
University of Washington
Emergency Readiness Committee (ERC)
Meeting #11

Agenda
Thursday, September 5, 2019
Location: UW Tower, EOC Large Conference Room
4333 Brooklyn Avenue NE, Suite C-140E
1:30 – 3:00 pm
(see page 2 for access/parking info)
1:30 – 3:00 pm

CAN'T MAKE IT TO THE UW TOWER but still want to participate?
Check out our ZOOM virtual connection option!
(Click HE for access details & instructions (weblink/phone #)

1 Call to Order Scott Nelson, ERC Chair
2 Welcome, Introductions & Sign-In Reminder All
3 Remarks from the Chair / Vice Chair Scott Nelson
   Clayton Brainerd
4 General Announcements (i.e. promotions, retirements, etc...) All
5 Review and Approval of July 11, 2019 Draft Meeting Notes All
6 Committee Housekeeping & Governance
   A. Update on Solicitation of Names for Core Member
      appointments to ERC Lou Cariello, UWF VP
      ERC Executive Sponsor
7 GUEST SPEAKER / DISCUSSION TOPIC(S)
   A. Presentation and ERC approval of proposed 2019 UW
      Comprehensive Emergency Management Plan public
      review process Barry Morgan
   B. Topic #2 TBD
8 Emergency/Crisis Management & Business Continuity Partner
   Activity Updates & Issues
   A. UW-Bothell Campus Update(s) Darren Branum
   B. UW-Tacoma Campus Update(s)
   C. Seattle Campus Update(s)
   D. Other UW locations Update(s)
9 Review of Past Events/Incidents or After-Action Reports All
10 Other UWEM Program Updates Barry Morgan,
    Steve Charvat
11 New Items of Business, Reminder of Next Meeting 11/07/19,
    1:30 – 3:00 pm
12 Adjourn
Introduction and Purpose

The UW Comprehensive Emergency Management Plan (CEMP) addresses the University’s planned response to emergencies associated with natural, technological, and human-caused incidents/disasters. This document provides the underlying framework for protection of health, safety, and property of the students, faculty, staff, and visitors of the UW Seattle Campus during incidents/disasters. It is intended to facilitate multiple units, department, agency, and jurisdiction coordination operating from the National Incident Management System (NIMS) compliant framework.

Disasters or emergencies can happen suddenly, creating a situation in which the normal support services for the University can become overwhelmed. During crises, the University requires programs to address the needs of emergency response operations and recovery management. To address such emergencies, the University of Washington (UW) has established a Comprehensive Emergency Management Plan (CEMP), which provides a guideline for the management of the immediate actions and operations required to respond to an emergency or disaster, including initial recovery activities and responsibilities.

The mission priorities of the University during a disaster are the protection of human lives, safeguarding of animals and samples associated with the university’s research processes, protecting property, minimizing impacts on the campus community, and protecting the environment.

The overall objective is to respond to emergency conditions and manage the process of restoring University business, academic and research programs, and services. This plan represents the Whole Seattle Campus Emergency Management Plan, which encompasses the facilities, services and the administration of the UW Seattle campus.

The comprehensive approach integrates the five mission areas of emergency management which include:

Prevention – capabilities necessary to avoid, prevent or stop a threatened or actual natural or man-caused event or act of terrorism.
Protection – activities devised by organizations, departments, individuals, to save lives and minimize damage from natural, technological, and human-caused, incidents/disasters.

Mitigation – sustained action to reduce or eliminate risk to people and property from hazards and their effects.

Response – immediate actions to save lives, protect property, and meet basic human needs.

Recovery – short and long term activities which begin after disaster impact has been stabilized and seek to restore lost functions.

Purpose of the Plan

The purpose of the plan is to establish a comprehensive, all-hazards approach to incident management and to serve as a guide to organizational activities before, during, and after a disaster. It describes capabilities and resources, establishes responsibilities for The University departments in accordance with the Revised Code of Washington (RCW) 38.52 for addressing all five mission areas of emergency management: Prevention, Protection, Mitigation, Response, and Recovery.

The University has established this plan to address the immediate requirements for a major incident/disaster in which normal operations are interrupted, and immediate actions must be taken to:

- Save and protect the lives of students, patients, employees, and the public.
- Manage immediate communications and information regarding emergency response operations and campus safety.
- Provide essential services and operations.
- Provide and analyze information to support decision-making and action plans.
- Manage University resources effectively during an emergency response.

This plan does not supersede or replace the procedures for safety, hazardous materials response, or other procedures that are already in place at the University. It supplements those procedures with a crisis management structure, which provides for the immediate focus of management on response operations and the early transition to recovery operations.
Relationship with Other University Groups

While previous versions of this plan primarily focused on the University of Washington’s Seattle Campus; the 2020 Plan has expanded its focus and coverage to discuss and include policies, procedures and activities that are shared institution-wide (where noted). However, due to their unique operating environments, certain university units or locations maintain separate, but complementary plans. The relationship of this plan to the other University groups is, as follows:

Health Sciences Administration - The Health Sciences Complex is the largest facility at the UW Seattle Campus and houses much of the medical research operations for the University and most of the medical education. The Health Sciences Administration oversees facility and operational related support services and serves as a primary coordinator for the building occupants and research activities. Health Sciences Administration is represented in this plan with a liaison representative in the EOC who serves as a coordinator between the EOC and the Health Sciences Complex population.

University of Washington Bothell - The University of Washington Bothell (UW Bothell) maintains its own campus emergency plan. The UW Bothell is co-located with the Cascadia Community College and co-manages site emergencies with the college management. This plan links with the UW Bothell EOC with the Internal Liaison function, as shown in Figure 4, Section II of this plan.

University of Washington Medicine – UW Medicine includes many facilities and functions scattered throughout the Puget Sound Region. In addition to dozens of medical clinics throughout the region, UW Medicine manager the UW Medical Center (Montlake campus), which is a full-service hospital on the main campus. UWMC maintains its own emergency plan and Emergency Operations Center (EOC). Harborview Medical Center, which is staffed primarily by UW employees, is a King County facility and is operated under the auspices of King County. Harborview maintains its own emergency response plan and designated in King County’s Emergency Management Plan as the centralized coordinating point for most King County hospitals. It is the primary trauma center in the Northwestern United States. The UW also manages and staffs two additional regional hospitals in the Puget Sound Region: Northwest Hospital in North Seattle and Valley Medical Center in Renton.

University of Washington Tacoma - The University of Washington Tacoma maintains its own campus emergency plan and Emergency Operations Center.

South Lake Union, Friday Harbor Labs, Pack Forest and other Non-Main Seattle Campus Sites (both owned and leased) - The University owns, operates, leases and maintains hundreds of sites away from the 3 primary campuses. Each of these sites is expected to develop their own site-specific emergency management and response plans. However, these plans, while independent of this main plan, are suggested to incorporate key elements (i.e., National Incident Management System (NIMS), Incident
Command System (ICS) training, contact lists, crisis communications, and emergency responsibilities). In addition, each off-campus site should provide a method and process for coordinating and communicating their efforts with the main Seattle campus.

**Laws and Authorities**

This plan is established, and receives its authorities, by the following laws and authorities for emergency management and business continuity:

**Washington State Statutes (RCW)**

- [RCW 38.52.070(1)](https://app.leg.wa.gov/billsearch/billtext.aspx?Session=2019&Bill=3852-1&Year=2019) (directs political subdivisions to establish, or be a member of, a local organization for emergency management).
- [RCW 38.52.070(1)](https://app.leg.wa.gov/billsearch/billtext.aspx?Session=2019&Bill=3852-1&Year=2019) (also requires that local comprehensive emergency management plans must specify the use of the incident command system for multi-agency / multi-jurisdiction operations).
- Washington Governor’s Executive Order mandating NIMS signed 9/30/2004
- [RCW 38.52.030 (11)](https://app.leg.wa.gov/billsearch/billtext.aspx?Session=2019&Bill=3852-1&Year=2019) (each state agency is responsible for developing an organizational continuity of operations plan that is updated and exercised annually in compliance with the program for interagency coordination of continuity of operations planning).

**Federal**

- Public Law 93-288, Federal Response Plan
- Public Law 93-234, Flood Disaster Protection Act of 1973
- [Public Law 101-542, Student Right to Know](https://www2.ed.gov/policy/gen/guid/fed-reg/93143a.pdf)
- 34, Code of Federal Regulations 668.46 Clery Act
- 29, Code of Federal Regulations
- [Americans with Disabilities Act (ADA)](https://www.ada.gov)
- [National Flood Insurance Program](https://www.floodsmart.gov)
- [National Response Framework](https://nrs.gov)
- [Standing Orders of the Board of Regents](https://www.washington.edu/policy/), University Policy Directory, Chapter I, Section 2
- [FEMA Target Capabilities List](https://www.fema.gov/about/capabilities)
- [FEMA CPG 101, Developing and Maintaining Emergency Operations Plans](https://www.fema.gov/cpg-101)
- [FEMA CPG 201, Threat and Hazard Identification and Risk Assessment](https://www.fema.gov/cpg-201)
University of Washington

- UW Administrative Policy Statement 13.2 “Ensuring Business, Academic and Research Continuity (BARC)”
- UW Administrative Policy Statement 10.13 “Requirements for University and Third Party Led Youth Programs”

Other and Best Practices

- IACLEA Blueprint for Campus Safety
- NFPA 1600, Standard on Disaster/Emergency Management and Business Continuity
- NFPA 72, National Fire Alarm and Signaling Code
- International Association of Emergency Managers
- Emergency Management Accreditation Program, Emergency Management Standards
- Department of Homeland Security Campus Resilience Program

Individuals with Disabilities

Under the Americans with Disabilities Act (ADA) of 1990, Americans with Disabilities Act of 2008, and Section 504 of the Rehabilitation Act of 1973, qualified individuals with disabilities are protected from discrimination and may be entitled to reasonable accommodations and/or equal access to programs and services. The University of Washington Disability Services Office (DSO) is the primary office responsible for the coordination of auxiliary services and aid for students with disabilities.

University Overview

University of Washington-Seattle

The University of Washington-Seattle was founded in 1861. Initially established in downtown Seattle. Today, the campus is located in the University District, north of the Montlake Cut, within the Puget Sound Region of the Pacific Northwest. The university encompasses more than 400 buildings and over 20 million gross square footage of space, including one of the largest library systems in the world, as well as the UW Tower, Husky Stadium, Alaska Airlines Arena, museums, laboratories, and art centers.
As of Fall 2018, the enrollment of UW-Seattle includes 32,594 undergraduates, 15,305 Grad/Prof enrollments for a total of nearly 48,000 enrollees. The campus has an Academic and Administrative staff of nearly 22,000.

University of Washington-Bothell

The University of Washington-Bothell campus is a four-year university located in the northwest corner of King County, WA. UW-Bothell is one of the three campuses that comprise the University of Washington system. The campus was established in 1990, and is the fastest growing four-year university in the state of Washington.

As of Fall 2018, the UW-Bothell campus has an enrollment of 5,411 undergraduates, and 578 Grad/Prof students for a total of nearly 6,000 enrollees. The campus has an Academic and Administrative staff of nearly 600 individuals.

University of Washington-Tacoma

The University of Washington-Tacoma campus is a four-year university, located in downtown Tacoma, WA. The university initially opened in 1990, using leased space and eventually opened a permanent campus in 1997.

As of Fall 2018, the enrollment of UW-Tacoma was 4,573 undergraduates, and 802 Grad/Prof for a total of 5,375 enrollees. The campus also has an Academic and Administrative staff of nearly 700 individuals.

Threats & Hazards Impacting the UW System

The University of Washington has experienced a variety of natural, human-caused and technological emergencies and disasters since it was founded. For an abbreviated list of actual incidents or disasters that have impacted the UW, click HERE to view the major events since 1949.

The University of Washington-Seattle, Bothell, and Tacoma can all experience a variety of incidents and disasters that may affect students, staff, infrastructure, or property directly, or indirectly. While not in priority order, the below listing are taken into account and planned for as a primary or cascading hazards throughout the campuses and region.
Natural | Technological | Adversarial/Human Caused
---|---|---
Earthquake | Utility/Power Outage | Active Threat
Flood | Network Failure | Research/Academic Sabotage
Severe Storms | Transportation Disruption | Cyber Attack
Landslides | Major Traffic Accident | Bombing
Volcano | Hazardous Material Release | Civil Disturbance/Riots/Work Stoppage
Lahar | Internal Fire | Other Acts of Terrorism
Wildfires/Urban Interface | | Hostage Situation
Avalanche | | |
Tsunami/seiche | | |
Tornado | | |
Straight line winds | | |
Hazardous Air Quality/Extreme Heat | | |
Pandemic/Epidemic | | |

Specific threats and a general analysis of their impacts can be found in the UW’s Hazard Identification, and Vulnerability Analysis (HIVA) report found online at [http://www.washington.edu/uwem/plans-and-procedures/uw-hiva/](http://www.washington.edu/uwem/plans-and-procedures/uw-hiva/)

**Disaster Coordination in the State of Washington with Local, State and Federal Agencies**

The University of Washington is an institution of higher education in the state of Washington, with the primary campus located in the City of Seattle in King County. Additionally, the University has two other campus locations, UW Bothell located in King County and UW Tacoma located in the City of Tacoma in Pierce County. During a full scale, region-wide emergency, the University will coordinate with the other two campuses, as well as local, county and state agencies. The process for reporting and emergency coordinating is shown below in Figure 1, Disaster Coordination with Local, County, and State Agencies.
Planning Assumptions

Emergency planning requires a commonly accepted set of assumed operational conditions that provide a foundation for establishing protocols and procedures. These assumptions are called planning assumptions.

The UW CEMP is based on the following planning assumptions and considerations:

- A disaster may occur with little or no warning; may escalate far more rapidly than the University of Washington capabilities, and could require outside assistance from other public and private sector partners.
- Critical lifeline utilities may be interrupted including water delivery, electrical power, natural gas, telephone communications, microwave and repeater-based radio systems, cellular telephones and information & network systems and internet systems.
- The National Incident Management System and Incident Command System will be the foundation of all emergency response activities before, during, and after an incident and/or disaster.
- Initial response by the University Police Department (UWPD) and all other partnering agencies will be to take actions that have the greatest lifesaving potential under the circumstances.
- Departments tasked in this document are aware of their emergency response roles and responsibilities and will fulfill these requirements in an emergency utilizing their capabilities, including staffing, equipment, supplies, and skills; according to their own policies and procedures.
- Departments plan to operate initially at a staffing level of 25%
- All emergencies begin at the lowest level of jurisdictional level. Therefore, most emergencies impacting the University will begin at the campus level.
- Regional and local services may be limited in capabilities or not in service.
- Proper implementation and understanding of these guidelines through training and exercising will reduce disaster-related losses.
- University administration must continue to function under all threats, emergencies, and disaster conditions.
- Emergency responders may become casualties or victims of the disaster and experience damage to their homes and personal property.
- The CEMP must be flexible and be able to function under a variety of unanticipated, complex, and unique circumstances.
- Day-to-day functions that do not contribute directly to disaster operations may be suspended for the duration of the public emergency. The efforts that would normally be required for these functions will be redirected to accomplish disaster management and response tasks.
- Effective disaster preparedness requires continual public awareness and community self-preparation, including students, staff, and faculty.
Unofficial groups of responders, the public, and outside resources may hinder the local effort. Impacts might include traffic congestion, unsolicited supplies and donations, and additional strain on degraded infrastructure.

Incidents may cause significant injuries, alterations, and damage to the environment resulting in numerous casualties and fatalities, displaced individuals, property loss, disruption of normal life support systems, disruption of essential public services, and damage to basic infrastructure.

Incidents pose a challenge for the whole community but specifically the access and functional needs population which includes children, individuals with disabilities, diverse communities, the elderly, homeless, and people with limited English proficiency. These groups may be lacking in resources such as food, shelter, and transportation.

Limitations

The plan or any of its appendices, implementing instructions, or procedures are not intended to deal with every potential scenario that may occur during times of emergency, but rather to identify the organization, the processes, and the responsibilities of the respective participants who may be involved. The possibility of local resources becoming overwhelmed is a reality; the partnering agencies can only make a reasonable effort to respond based on the situation(s), information and the resources available at the time of the disaster.

In the event of severe devastation throughout the Puget Sound Region, fundamental resources such as water, food, first aid supplies, utilities, fuel, shelter, sanitation supplies, and basic survival supplies may be needed. The University of Washington, City of Seattle, and King County do not have sufficient supplies and equipment on hand for an extended response.

The arrival of state and/or federal assistance may be delayed for several days or even weeks after an incident. There is no guarantee implied by this plan that perfect mitigation, preparation, response, and recovery will be practical or possible.

The disaster response and relief activities of the University of Washington may be limited by:

The inability of staff, faculty, students, and visitors to the University to be self-sufficient for more than 72 hours without additional supplies of water, food, shelter, and medical supplies.

- Lack of public services, sewage treatment services, and regional transportation due to damage of facilities and equipment, and shortages of trained personnel. The impact of this shortage may be felt immediately because of increased need and necessity for 24-hour operation sustained over long periods of time.
- Damage to essential lifelines such as roads, rail, utilities, and communication networks.
The shortage of critical supplies due to reduced emergency storage capacities.

There may be damage to responder communications due to equipment damage or overloading of landlines, cellular telephone lines, Satellite phone lines, and 911 centers.

Emergency Plan Concept of Operations

This plan provides the organized management system for the UW to follow during and after emergencies. It is designed as a flexible system in which part or the entire plan may be activated, as appropriate to the situation. This plan addresses the entire spectrum of contingencies ranging from relatively minor incidents to large-scale disasters. Some emergencies will be preceded by a buildup or a warning period, providing sufficient time for appropriate officials and administration to warn the public and implement mitigation measures. Other emergencies occur with little or no advanced warning and require immediate action and efficient and coordinated mobilization and deployment of resources.

The UW’s Comprehensive Emergency Management Plan is considered a management tool, in that it provides an overall organization and general procedures for the management of information, activities, and operations during an emergency. The planning is based on the Incident Command System (ICS), the management structure adopted throughout the United States and internationally, and a requirement of the Department of Education Emergency Management Planning Standards, State of Washington Emergency Management Division, and various US Department of Homeland Security Presidential Decision Directives and NIMS guidance. This approach to emergency management is based on a five-section structure, or teams, contain functional positions for each critical operation of the University during an emergency. It provides for a smooth transition from response to restoration of normal services and the implementation of programs for recovery.

Mission Areas of Emergency Management

Prevention – Prevention actions are those taken to avoid an incident or to intervene to stop an incident from occurring or progressing. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations, heightened
inspections, improved surveillance, and security operations. More specific prevention actions include investigations to determine the full nature and source of the threat and the use of specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending perpetrators.

**Protection** – Protection consists of two components – planning and preparedness – and encompasses the full range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, response to and recover from emergencies/disasters. Preparedness, in the context of an actual or potential incident, involves actions to enhance readiness and minimize impacts.

Protection consists of almost any pre-disaster action that will improve the safety or effectiveness of disaster response including those activities that have the potential to save lives, lessen property damage, and increase individual and community control over the subsequent disaster response. The University will validate their level of emergency readiness through internal and external drills, participation in exercises. Exercise outcomes will be documented and used in a continuous planning effort to improve universities emergency readiness. This continuous planning endeavor will culminate in revisions to this plan in the constant attempt to achieve a higher state of readiness for an emergency or disaster response.

Additional examples of protection activities include:

- Implementing hazard mitigation projects
- Pre-establishment of incident command posts, mobilization centers, staging areas and other facilities
- Developing and maintain emergency plans and procedures
- Providing public education and awareness
- Use of risk assessment, predictive and plume modeling tools
- Development and implementation of continuity of operations plans

**Mitigation** – Mitigation activities can occur during any phase of the disaster cycle. Mitigation planning requires the university to identify hazards that impact their respective communities and then to identify actions and activities to reduce any losses from those hazards. Mitigation activities reduce overall risks to the population and structures, while also reducing reliance on external funding from actual disaster declarations.

Key mitigation activities include the following:

- Ongoing public education and outreach activities designed to reduce loss of life and destruction of property
- Structural retrofitting to deter or lessen the impact of incidents and reduce loss of life, destruction of property and impact on the environment
Code enforcement through such activities as zoning regulations, land management, and building codes

Encouraging citizens to be prepared and self-sufficient for a minimum of 24 hours

Response – Emergency and disaster incident responses are designed to minimize suffering, loss of life, property damage, and environmental impact and to speed recovery. They include initial efforts to stabilize the incident, damage assessment, emergency and short-term medical care, and the return of vital life-support system to minimum operating conditions. When the university receives information about a potential emergency or disaster, they will notify participating departments and other organizations under this plan and will conduct an initial assessment to determine the need to alert faculty, staff, students, and visitors and set in motion appropriate actions to reduce risk and potential impacts.

All units are responsible for tracking all costs incurred during a disaster or emergency. Detailed records of all expenses, including salaries and overtime should be kept and forwarded to the UW Emergency Operations Center. Specific guidance will be disseminated to all units post-disaster.

Response activities may include:

- Emergency shelter, housing, food, water
- Search and rescue
- Public Information and Warning
- Emergency medical and mortuary services
- Public health and safety
- Decontamination following a chemical, biological or radiological attack
- Removal of threats to the environment
- Emergency restoration of critical services (electric power, water, sewer, telephone)
- Private sector provision of needed goods and services through contracts or donations
- Assessing the need for mutual aid assistance
- Securing of crime scenes, investigation and collection of evidence
- Research protection and preservation

Recovery – Recovery activities involve the restoration of services to the public and returning the affected area to pre-emergency conditions or improved conditions. These activities may involve both short-term and long-term plans to assist individuals and communities return to normal. Recovery programs are designed to rebuild homes, restore institutions and sustain economic growth and confidence.

There is no definite point at which response ends, and recovery begins. Recovery efforts will occur after the initial response phase when emergency agencies have returned to pre-disaster operations and will be integrated with day-to-day functions. Recovery
programs implement mitigation measures designed to prevent future occurrences of potential damage from future incidents.

Recovery actions may include:

- Debris cleanup and removal
- Temporary housing and other assistance for disaster survivors and their families
- Restoration of public services (electric power, water, sewer, telephone)
- Crisis counseling and mental health
- Repair and/or replacement of damaged public facilities (roads, bridges, municipal buildings, schools, hospitals)
- Planning and programs for long-term economic stabilization, community recovery and mitigation

A disaster may render certain buildings or facilities uninhabitable. The long-term closure, demolition, and reconstruction of impacted facilities should be coordinated through the UW Facilities. Units in affected location may be permanently moved.

These closures will require specialized plans to be developed and executed. Units should continually update and exercise their continuity plans located in HuskyReady.

**Business, Academic, and Research Continuity (BARC) of Operations**

Continuity of operations rely on the executive administration of the university to emphasize and commit the necessary resources to assure departments are capable of performing essential services and operations in a crisis.

The University of Washington utilizes the online HuskyReady tool to assist departments and units in developing, testing and updating their plans for continuity. Within HuskyReady, units can focus on recovery issues that may be specific for their operations. Facilities are ranked based on their mission functions that are critical to the university are found in the UW Critical Facility Index. The CFI is crucial in continuity planning and recovery planning to ensure the success of the university. All units are required to develop a HuskyReady plan as mandated by WA State Law RCW 38.52.030 (11) and UW Administrative Policy Statement 13.2. These plans should be exercised and reviewed annually, or post incident.
Emergency Management Overview

Emergency Management processes and functions at the University of Washington are coordinated and executed at three distinct levels of increasing specificity; the University-wide level, the campus level, and the Unit/department level. At each level there is at least one designated Emergency Management authority responsible for coordinating and executing designated processes and functions. The three levels are overseen by specific University leaders.

University-Wide Emergency Management

Leadership and Delegations of Authority

The University President is responsible for ensuring the ongoing mission of the University of Washington. The CEMP is promulgated under his/her authority. The University President has the authority to declare a University state of emergency. The University President must assume the role of Emergency Policy Council (EPC) Chair. All decisions concerning the cessation of University-wide functions or operations remain with the University President. If the University President is unavailable, the Provost is authorized to assume this role.

The Provost is responsible for the overseeing and coordinating academic programs, including both teaching and research, and enhancing the educational mission of the University of Washington. The Office of the Provost consists of the University’s schools and colleges, select centers and institution, Budget and Planning, Student Affairs, and other key offices and administrative units. The Provost has the authority to assign members from his/her office with emergency management roles and responsibilities in support of the CEMP and other emergency management initiatives. The Provost reports to the University President. During a declared University state of emergency, the Provost will assume a role on the EPC and be responsible for the proper and expeditious handling of the emergency in accordance with the guidelines set forth in the CEMP.

Emergency Management

University-wide Emergency Management programs, processes and policies are directed, coordinated and executed by UW Emergency Management (UWEM), a small unit within the UW Facilities organization. UW Emergency Management is currently led by a Director of Emergency Management, and two (2) additional full-time professional employees (FTE).
The UW Comprehensive Emergency Management Plan (CEMP) is the overarching structural document which defines UW Emergency Management and stakeholders of their respective roles and responsibilities. UW Emergency Management is responsible for maintaining the CEMP. However, the most significant UWEM responsibilities include establishing and overseeing University-wide mitigation, preparedness, response and recovery programs and processes, and supporting campus-level emergency management programs and processes.

**Training & Exercises**

University of Washington Emergency Management assists units in building and improving the competencies and capabilities of the university to prepare for, mitigate against, respond to, and recover from the potential impacts of emergencies.

UW Emergency Management provides stakeholders with high-quality exercise from across the university the opportunity to shape plans, assess and validate plans, and identify and address areas of improvement. Furthermore, exercises familiarize personnel with roles and responsibilities to strengthen communication across the UW enterprise. The exercise program focuses on delivering tools to assist in exercise design, development, conduct, evaluation, and improvement planning. UW Emergency Management utilizes the Homeland Security Exercise and Evaluation Program to plan and deliver exercises throughout the year.

The University of Washington enterprise takes a holistic approach to managing emergencies throughout all phases of the disaster cycle to improve efforts amongst students, faculty, and staff, along with infrastructure and resources. This is done through improving readiness throughout the enterprise by incorporating the National Preparedness Goal principals and National Planning Framework distributed by the Federal Emergency Management Agency.

By conducting exercises on a regular basis within individual departments and throughout the university between multiple departments and Unit Response Centers, the university promotes:

- Teamwork
- Provide a way to evaluate plans and operations
- Demonstrates community resilience
The University of Washington uses the 32 FEMA Core Capabilities as a guiding capabilities for improvement through training and exercises. The University has expanded the 32 FEMA Core Capabilities to 38, by including 6 additional core capabilities that are unique to the University of Washington. These also include 3 additional cross-cutting capabilities.

This chart below indicates the University of Washington Core Capabilities.

Throughout the mission areas, the university takes a progressive approach to improve the UW Core Capabilities (below) through all-hazards training and exercises internally, and with our partners and stakeholders, that are in line with the mission areas.

<table>
<thead>
<tr>
<th>Prevention</th>
<th>Protection</th>
<th>Mitigation</th>
<th>Response</th>
<th>Recovery</th>
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<tbody>
<tr>
<td>Planning</td>
<td>Public Information &amp; Warning</td>
<td>Operational Coordination</td>
<td>Financial Accounting and Procurement</td>
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<tr>
<td>Safety</td>
<td>University &amp; Community Resilience</td>
<td>Long-Term Vulnerability Reduction</td>
<td>Risk and Disaster Resilience Assessment</td>
<td>Threats &amp; Hazard Identification</td>
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<tr>
<td>Intelligence &amp; Information Sharing</td>
<td>Infrastructure and Information Technology Systems</td>
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<tr>
<td>Forensics &amp; Attribution</td>
<td>Access Control &amp; Identity Verification</td>
<td>Cybersecurity</td>
<td>Physical Protective Measures</td>
<td>Risk Management</td>
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<tr>
<td>Screening, Search, and Detection</td>
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**Note:** UW-specific core capabilities are indicated in *italics* and purple font.
Public Awareness and Education

The University community is responsible for familiarizing themselves with emergency management resources, campus emergency procedures, building evacuation procedures and routes, and subscribing to emergency alerts. Emergency alerting methods can be found at online through the Campus Safety & Emergency Resources site.

The University also publishes public safety information annually through the annual Security and Fire Safety Report, and Drug-Free Schools Act Information. This report includes safety information, such as crime stats, and fire information.

Throughout the year, UW Emergency Management offers a number of outreach engagements to increase emergency preparedness. These engagement range from speaking engagements, to monthly EOC tours which include disaster preparedness.

Campus-Level Emergency Management

UW-Seattle Campus Leadership and Delegation of Authorities

The President is responsible for ensuring the ongoing mission of the UW-Seattle Campus. The President has the authority to assign members of his/her staff with emergency management roles and responsibilities in support of the CEMP and other emergency management initiatives. The President has the authority to declare a UW-Seattle campus state of emergency.

UW-Seattle Campus Delegation of Authority (in order):

- President
- Provost / Executive Vice President
- Vice President for Student Life
- Vice Provost and Dean of Undergraduate Academic Affairs.

UW-Bothell Campus Leadership and Delegation

The UW-Bothell Chancellor is responsible to ensure the ongoing mission of the UW-Bothell Campus, as well as work in tandem with partners from Cascadia College. The Chancellor has the authority to assign members of his/her staff with emergency management roles and responsibilities in support of the UW-Bothell CEMP, as well as the authority to declare a UW-Bothell campus state of emergency. This declaration may activate the UW-Bothell Emergency Operations Center. In addition, the Bothell campus
leadership will contact the Seattle and Tacoma campuses to inform them of the status and incident needs, as well as submit emergency support requests, as needed.

UW-Bothell Campus Delegation of Authority *(in order)*:

- Chancellor
- Vice Chancellor for Planning and Administration
- Vice Chancellor for Academic Affairs
- Vice Chancellor for Advancement and External Relations

**UW-Tacoma Campus Leadership and Delegation**

The UW-Tacoma Chancellor is responsible to ensure the ongoing mission of the UW-Tacoma Campus, as well as work in tandem with partners from geographically separated satellite campuses. The Chancellor has the authority to assign members of his/her staff with emergency management roles and responsibilities in support of the UW-Tacoma CEMP, as well as the authority to declare a UW-Tacoma campus state of emergency. This declaration may activate the UW-Tacoma Emergency Operations Center. In addition, the Tacoma campus leadership will contact the Seattle and Bothell campuses to inform them of the status and incident needs, as well as submit emergency support requests, as needed.

**UW-Tacoma Campus Delegation of Authority *(in order)*:**

- Chancellor
- Executive Vice Chancellor for Academic Affairs
- Vice Chancellor for Finance and Administration
- Vice Chancellor for Student and Enrollment Services

**Unit Level Emergency Management**

Unit level is considered any distinct entity within the university, including but not limited to, Divisions, Departments, Institutes, Schools, Colleges, Centers, Offices, Programs, and sub-divisions therein.

The most specific and detailed emergency management programs, processes and policies are directed, coordinated and executed at the unit level by each unit's respective emergency management authority, inherently appointed to the highest ranking leader. Ad-hoc delegation of authorities should be the exception, and not the rule. While there is not a standard process or format for UW departments/units to document and promulgate their standing delegation of authority, process/list, UWEM’s continuity website has a [weblink](#) with a recommended template that can be used as guidance.
Each unit is responsible for developing and maintaining their own respective mitigation, preparedness, response, and recovery programs and process. This should include, but not limited to:

- Review of University Emergency Management Plans
- Completion of HuskyReady (continuity) Plans
- Collection and update of appropriate contact information
- Emergency supply kits to support essential service staff
- Completion of applicable NIMS, ICS, and other trainings

Training can be requested through each UW campus locations emergency management office.

**University-Wide Advisory Group and Key Stakeholder Input**

Governance and oversight of campus-wide emergency management is crucial to the success of the implementation of policies and involvement of stakeholders in guiding the emergency management program. The University of Washington utilizes the [Emergency Readiness Committee (ERC)](#) for the purpose of coordinating input from stakeholders in preparation, implementation, evaluation, and revision of emergency management. The ERC is a university-approved, and chartered committee. Leadership of the ERC is determined through the annual election of a Chair and Vice Chair. It is an institution-wide advisory group to UW executive leadership to ensure the whole-community approach to enhance the resiliency of the UW enterprise. This committee is tasked with the review of the CEMP at a minimum of every 3 years.

**CEMP Plan Objectives**

The objectives of this plan are to:

1. **Organization**
   a. Provide clear and easy-to-follow understand guidelines for the most critical functions and liaisons during an emergency response.
   b. Provide an easy-to-follow format in which users can quickly determine their role, responsibility and primary tasks.
   c. Link and coordinate processes, actions and the exchange of critical information into an efficient and real-time overall response in which all entities have access to the emergency response process, and know what is going on at the University.
2. **Communications and Information Management**
   a. Serve as the central point of communications both for receipt and transmission of urgent information and messages.
   b. Serve as the official point of contact for the University during emergencies when normal channels are interrupted.
c. Provide 24-hour full-service communication services for voice, data and operational systems.
d. Collect and collate all disaster information for notification, public information, documentation and post-incident analysis.
e. Provide a basis for training employees and organizations in emergency response management.

3. Decision-Making
a. Describe the decision-making process that will be used to determine the level of response and extent of emergency control and coordination that should be activated when incidents occur.

4. Response Operations
a. Utilize efficiently, the resources at the UW campus to implement a comprehensive and efficient emergency management response team.
b. Guide emergency response management during and following emerging incidents.

5. Recovery Operations
a. Transition response operations over to normal management processes, as able.
b. Support business resumption plans and processes, as needed, during restoration phases.
c. Provide documentation and information support to FEMA disaster public assistance program application.

Operational Priorities and Vulnerable Populations Planning

Certain portions of the population may have limited ability to be self-sufficient during an emergency or disaster situation. Populations with access and functional needs may include those members of the community who:

- Have disabilities
- Are elderly
- Are children
- Are from diverse cultures
- Visitors with limited English proficiency or are non-English speaking
- Are transportation disadvantaged
- Community members who have service animals

Although administration to the university requires a Test of English as a Foreign Language (TOEFL) for admission, the University of Washington understands that guests and staff at the campus may face limited English proficiency.

These members of the community may have needs before, during, and after an incident in access and functional areas; including but not limited to maintaining independence, communication, transportation, supervision, and medical care.
When considering this population and others who are at-risk, emergency management plans should take into account the following:

- **Communication and Public Information** – Emergency notification systems must be accessible to ensure effective communication for people who are deaf/hard of hearing, blind/low vision, deaf and blind.
- **Evacuation and Transportation** – Evacuation plans must incorporate disability and older adult transportation providers for the purpose of identifying the movement of people with mobility impairments and those with transportation disadvantages.
- **Sheltering** – Care and shelter plans must address the access and functional needs of the people with disabilities and older adults to allow for sheltering in general population shelters.
- **Americans with Disabilities Act of 1990, As Amended** – When shelter facilities are activated, the state will work with local officials to ensure they accommodate the provisions of the Americans with Disabilities Act (ADA). Refer to the ADA Checklist for Emergency Shelters, July 26, 2007, located at [http://www.ada.gov/pcatoolkit/chap7shelterchk.htm](http://www.ada.gov/pcatoolkit/chap7shelterchk.htm).

The parties to this CEMP understand that comprehensive emergency management is a process that involves consideration and preparedness for all individuals including those who may require additional assistance with regard to access and functional needs. During all emergency operations, attention to those with access and functional needs will be incorporated into all operations, planning, response, and recovery activities.

**Emergency Operations Center**

An Emergency Operations Center (EOC) is a centralized coordination center for support of incident response(s). EOC’s allow for key decision makers, response, and recovery decisions and coordination activities to occur. The EOC also allows for the coordination of resources for one or multiple incidents. They are equipped with sufficient technology and communications to effectively support an incident, such as television, multiple types of communication, computers, plotters, geographic information systems, cameras, and supplies.

EOC’s play a critical role in incident being locally executed. Although not part of the field response Incident Command System, an EOC is a crucial part of an effective Multi-Agency Coordination System (MACS).

EOCs are staffed with subject-matter experts for supporting response and recovery efforts across the University. This staffing can include stakeholders from non-government organizations, non-UW affiliated staff, and liaisons for state and federal agencies. The main University of Washington Emergency Operations Center also serves as the primary (back-up) alternate EOC for the City of Seattle.
Unit Response Centers

Major organizational units that provide core operations services to the University of Washington are recommended to establish, test and support a Unit Response Center (URC) to be activated during major emergencies for communication and response activities within their unit. The various university URC’s are generally located in or near the administrative headquarters of their respective operational or organizational units.

The UW’s main Seattle campus EOC is supported and connected to a number of URC’s across the University. URC’s provide the EOC with situational awareness and transmit reports to the EOC, as well as, provide emergency response services at the incident, and staffing for the EOC. URC’s may become the Incident Commander for unique incidents or a representative may become part of a Unified Command system.

These URC’s are responsible for identifying and attending training opportunities for their individual URC and for staffing into the EOC. This training can be specialized to the URC or EOC.

Incident Command System (ICS)

As required by federal regulations, all 2 of the main University of Washington campuses have adopted a modified ICS structure in their respective EOCs. This structure is similar to the national ICS model. The modified ICS structure aligns to what will be used in the field response and fits an academic setting. Additionally, it is a useful functional breakdown, particularly for EOC’s that might assume the operational mission. UW Medical Center, along with the healthcare network of affiliated hospitals and clinics, have adopted a similar Hospital Incident Command System (HICS) management system, which is based upon the principals of the Incident Command System. The following

Incident Commander: The individual responsible for overall management of the incident.

Command Staff: The Command Staff consists of the Public Information Officer, Safety Officer, and Liaison Officer. They report directly to the Incident Commander. They may have an Assistant or Assistants, as needed.
Officer: Officer is the ICS title for the personnel responsible for the Command Staff positions of Safety, Liaison, and Public Information.

Public Information Officer: Responsible for developing and releasing information about the incident to the news media, to incident personnel, and to other appropriate agencies and organizations. Only one Public Information Officer will be assigned for each incident. The Public Information Officer may have Assistants, as necessary, and the Assistants may represent assisting agencies or jurisdictions. Reasons to designate a Public Information Officer include:

- The presence of an obvious high visibility or sensitive incident
- Media demands for information are reducing Incident Commander effectiveness
- Media capabilities to acquire their own information are increasing
- Reduces the risk of multiple sources releasing information.
- Need to alert, warn or instruct the public.

Safety Officer: All agencies stress the importance of safety as both a management and an individual responsibility. In addition, the Command Staff position of Safety Officer may be assigned to develop and recommend measures for assuring personnel safety, and to assess and/or anticipate hazardous and unsafe situations.

Only one Safety Officer will be assigned for each incident. The Safety Officer will correct unsafe situations by working through the chain of command. However, the Safety Officer may exercise emergency authority to directly stop unsafe acts. Hazardous material (HAZMAT) incidents require the assignment of a Safety Officer. The Safety Officer may assign Assistant Safety Officers, as needed.

Liaison Officer: Incidents that are multi-jurisdictional, or have several agencies involved, may require the establishment of the Liaison Officer position on the Command Staff. The Liaison Officer is the contact for agency representatives assigned to the incident by assisting or cooperating agencies. The Liaison Officer may have one or more Assistants, as needed.

Reasons to establish the Liaison Officer position at an incident include:

- When several agencies send, or plan to send, Agency Representatives to an Incident in support of their resources.
- When the IC can no longer provide the time for individual coordination with each Agency Representative.
- When it appears that two or more jurisdictions may become involved in the incident and the incident will require on-site liaison.
- Communication from EPC to Incident Command/EOC.

General Staff: The group of incident management personnel reporting to the Incident Commander. They may have one or more Deputies, as needed. The General Staff
consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief.

Section: The organizational level with responsibility for a major functional area of the incident, e.g., Operations, Planning, Logistics, Finance/Administration.

Operations Section Chief is responsible for managing all tactical operations at an incident. The build-up of the Operations Section is generally dictated by the number of tactical resources involved and span of control considerations. While not necessarily applicable to a university setting, an Operations Section usually consists of the following components:

- Ground or surface-based tactical resources
- Aviation or air resources
- Staging Areas
- Law Enforcement Operations

Planning Section is responsible for managing all information relevant to an incident. The Planning Section collects, evaluates, processes, and disseminates information for use at the incident. Dissemination can be in the form of the written Incident Action Plan, formal briefings, or through map and status display boards. This Section is managed by the Planning Section Chief. In addition, information and intelligence functions are traditionally located in the Planning Section.

Logistics Section: With the exception of aviation support, all incident support needs are provided by the Logistics Section. The Logistics Section is managed by the Logistics Section Chief. The Logistics Section is responsible for the following:

- Facilities
- Transportation
- Communications
- Equipment maintenance and fueling
- Food services
- Medical services
- Ordering and distributing resources and supplies

On very large incidents, or on incidents requiring a great deal of equipment or facilities, the Logistics Section may be divided into two Branches. Each Logistics Branch is led by a Director, who reports to the Logistics Section Chief. Each Branch Director supervises three Units lead by Leaders.

Finance/Administration Section is responsible for managing all financial aspects of an incident. This Section is managed by the Finance/Administration Section Chief. Due to the specialized nature of the Finance/Administration Section, the
Finance/Administration Section Chief is usually an employee of the jurisdiction or agency requiring financial services.

The person in charge of each Finance/Administration Unit is designated as a Leader. In the Finance/Administration Section, Unit Leaders report to the Finance/Administration Section Chief.

Levels of Emergency Response

Consistent with our partnering agencies and jurisdictions in the City of Seattle, King County, and Washington State EMD by utilizing the same hierarchy in our levels of activation for a response. As a guide, these levels are specified, as follows:

Level 4: Routine Operations

This is a day-to-day event or incident requiring minimal coordination and assistance. The situation may be such that it can be more efficiently and effectively supported without primary EOC activation at the level of individual entity, or may require minimal coordination between university departments. There is no foreseen need to proclaim an emergency. UWEM Duty Officer is on-call.

Level 3: Low Impact Incident

This slightly elevated beyond a day-to-day event or incident. This requires basic emergency management staff situational awareness monitoring and periodic updates to the EOC team. In this situation the EOC would not be activated, only emergency management personnel would be notified to monitor the situation and provide minimal coordination between university departments and The City of Seattle or other local agency. There is no foreseen need to proclaim an emergency.

Level 2: Medium Impact Incident

This is any incident requiring more than routine coordination between university departments, the City of Seattle/other local agency, and basic emergency management staff situational awareness monitoring. This type of event or incident would generally involve multiple university departments, local agencies, county agencies, or jurisdictions. The University EOC would be activated, and a potential for a proclamation of emergency.
Level 1: High Impact Incident

This is any large, complex, serious or long-duration event or incident requiring a high degree of coordination/support, and generally involving state and Federal assistance. In particularly complex situations with several organizations involved, or where there is a high degree of media or public interest. The University EOC will be activated, and a proclamation of emergency will highly be suggested.

VIRTUAL ACTIVATION – Depending on the situation, the EOC may activate all or part of its members virtually instead of the traditional method which requires personnel to report to the EOC. This may include phone conference bridge calls, virtual meetings via internet and other technology tools. Various factors such as timing, the safety of access, or the level of the crisis may require a virtual activation utilizing a combination of Internet-based collaboration tools and/or telephone conference bridge calls. This activation may occur when physical activation is not possible due to environmental or safety concerns, or damage to or inaccessibility of the EOCs.

Generally, the EOC is activated under Levels 1 and 2. More information regarding EOC capabilities is located in the primary and alternate EOC’s.
CEMP Plan Activation

This plan may be formally activated whenever emergency conditions exist in which normal operations cannot be performed, and immediate action is required to:

- Save and protect lives
- Coordinate communications
- Prevent damage to the environment, systems, and property
- Provide essential services
- Temporarily assign University employees to perform emergency work
- Invoke emergency authorization to procure and allocate resources
- Activate and staff the Emergency Operations Center (EOC)

Emergency Authority

Emergency Policy Council (subset of the President’s Cabinet)

The President of the University serves as the head of the UW’s Emergency Policy Council (EPC) which may activate in-person (or convene remotely via teleconference) for a Level 2 or Level 1 EOC activation or whenever executive policy issues must be addressed. In the event of any threatened or actual disaster or civil disorder on the campus of the University of Washington at a time when the President of the University is absent from the campus, the authority to take all necessary and appropriate actions on behalf of the President of the University is hereby delegated to the following University officers in the order listed below. Such authority being delegated to the highest ranked University officer on the list whom the University Police Department or UW Emergency Management is able to contact: (UW Administrative Order No. 2):

- Provost and Executive Vice President
- Executive Vice President for Finance and Administration¹
- Vice President for Student Life
- Vice Provost and Dean of Undergraduate Academic Affairs

NOTE: For a civil disorder situation only, the Chief of the University Police Department or, in the Chief’s absence, the senior on-call police supervisor, is hereby delegated the authority to take all necessary and appropriate actions on behalf of the President:

1. When neither the President nor any of the University officers listed above can be contacted within a reasonable period of time, given the immediacy and other circumstances of the threatened or actual civil disorder.
2. When an actual civil disorder is in progress, and immediate action is necessary to protect persons or property from further injury or damage.

¹ As of December 2019, the position of EVP for Finance and Administration has been eliminated. Administrative Oder No. 2 and others are currently being revised and updated to reflect this change.
Emergency Declaration

The University President or designee has the authority to declare a University-wide State of Emergency. Developed in consultation with UW Emergency Management and the Attorney General’s Office, this declaration and all associated directives and instructions will be conveyed to the Emergency Policy Council. This emergency declaration should be immediately be disseminated throughout the campus and up channeled to the State and Local Emergency Operations Centers.

Resource Requests during Emergencies

Resource requests should be filled through existing contracts and mutual aid agreements. During a state of emergency, all resource requests should be initiated by the Incident Commander and communicated through the UW EOC. If the UW EOC cannot fulfill the request, the request will be sent to the State Emergency Operations Center (SEOC) for fulfillment.

National Intercollegiate Mutual Aid Agreement

The National Intercollegiate Mutual Aid Agreement (NIMAA) is a potential source for providing or receiving assistance disaster assistance from dozens of other signatory universities nationwide. Voluntary participation in NIMAA will allow the University of Washington flexibility when evaluating the most effective and efficient means of obtaining resources during an emergency or disaster. In September 2019, the UW ERC endorsed NIMAA and it is currently awaiting final review and approval by UW Senior Leadership.

UW Incident Management Team (currently in development review stage)

UWEM staff have proposed the establishment, and appropriately supported and trained, UW Incident Management Team (IMT) which could provide enhanced on-scene support during mid-sized incidents affecting any UW campus. These IMT teams would be comprised of members of the EOC, URC’s and Emergency Management staff and could provide assistance and support to the affected site and first responders. UW IMTs may seek additional training to support deployments during a requested NIMAA package. An IMT would also serve as a “bridge” between standard field emergency response events and larger events or incidents requiring an full EOC activation.

UW Campus Emergency Operations Center (EOC)

During incidents and emergency conditions in which the activation of the UW Seattle campus EOC is needed, the following UW positions may activate this plan and the UW
Seattle campus EOC, and serve as the EOC Director (in recommended order when available):

- Director of Emergency Management (or his/her designee)
- UWEM Program Managers (2)
- Vice President for Facilities
- UW Chief of Police
- Director of Environmental Health and Safety
- In the event that none of the above is available, the UW Police Department Watch Commander will assume authority for the activation of this plan and provide overall direction until one of the above designees arrives.

If not already activated, any member of the UW's senior leadership (the EPC) may request activation of the EOC. This request must be made via the Vice President of Facilities who is the Executive Champion of the Emergency Readiness Committee and direct supervisor of the UWEM department staff.

The UW-Seattle EOC, along with the UW-Bothell and UW-Tacoma Emergency Operations Centers, represent an enterprise wide multiagency coordination system. Each entity establishes a common operating picture for response and recovery efforts for disasters affecting the campuses.

Due to the variety of EOC staff and unique positions, a general common set off EOC performance tasking’s is difficult to develop. Skill sets of the EOC staff should reflect the primary duties and objectives of job sheets located at the assumed EOC position. NOTE: During extreme emergencies, positions with the highest need for staff may be filled first to facilitate the response phase. Staff assuming a section chief or higher position within the EOC should have an increased knowledge of ICS and complex incident response. Some key skillsets within the EOC are:

<table>
<thead>
<tr>
<th>Coordination</th>
<th>Leadership</th>
<th>Policy &amp; Direction</th>
<th>Action Tracking</th>
<th>Center Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>Records Management</td>
<td>EOC Facility Management</td>
<td>Finance</td>
<td>Legal Counseling</td>
<td>Organizational Representation</td>
</tr>
<tr>
<td>Performance Improvement Planning</td>
<td>Resource Sourcing</td>
<td>Resource Tracking</td>
<td>Safety Advising</td>
<td>Resource Tracking</td>
</tr>
<tr>
<td>Resource Ordering and Acquisition</td>
<td>Situational Awareness</td>
<td>Resource Requirements</td>
<td>Resource Requirements</td>
<td></td>
</tr>
</tbody>
</table>
EOC staff and URC leadership should review the job action sheets located within the EOC. The review of the action sheets should occur annually and after activations for real response or exercise purposes.

**Location of UW-Seattle EOC**

The UW’s Primary EOC is located in the UW Tower, located at 4333 Brooklyn Avenue, NE, Seattle, WA 98105 (C Building, Room C-140)

The UW’s Backup (or secondary) EOC is located in Madrona Hall, Room 313 at 4320 Whitman Ln NE, Seattle, WA 98195.

**Location of UW-Bothell EOC**

The University of Washington-Bothell campus is a shared Emergency Operations Center with Cascadia College. The UWB/CC EOC will operate using the Incident Command System (ICS) structure within the EOC.

The primary location for the UW-Bothell and Cascadia College EOC is Husky Hall Room 1160.

The alternate location will be the parking lot of Husky Hall in the event of relocation needs. For directions please see [https://www.uwb.edu/visitors/directions](https://www.uwb.edu/visitors/directions).
Location of UW-Tacoma EOC

The University of Washington-Tacoma EOC is located in the MAT building at 1953 C Street in room MAT004.

The alternate location for the EOC is located in the Dougan building at 1721 Jefferson Avenue in room DOU101, down the corridor from DOU180. A map of the locations can be found at here.
An overview of the process for the activation of the EOC is as follows:

1. **Crisis Event Occurs**
   - UW Emergency Management Director (via Duty Officer) notifies incident via UWPD, Facilities, UWEM Staff EH&S, City/County, media, etc.

2. **Log Entry Made in UWPD Police Log**
   - UWEM continues to monitor situation for changes.

3. **Appropriate UW EOC Staff are activated, notified and report to the EOC**
   - UWEM Director contacts the VP for Facilities. UWEM determines level of activation and required functions of the EOC.

4. **UW Campus EOC manages the comprehensive emergency response, actions and coordinates resources throughout the response and recovery stages. The CEMP is activated**
   - UWEM Director conference with VP of Facilities and notifies the Emergency Policy Council (President’s Cabinet) regarding level of EOC activation.

5. **Activate Public Information for campus community**
   - Public Information Team activates and coordinates with regional JIC and/or local media. Activate Crisis Communications Plan.

6. **Building inspections, damage assessment and FEHM insurance actions activated**
   - All departments to provide initial damage reports and costs.

7. **Public Information Team activates and coordinates with regional JIC and/or local media**

8. **Are lives threatened?**
   - Are people or the environment at risk?
   - Are specialized emergency services needed (i.e., search & rescue, inspections, emergency first aid?)
   - Are outside mutual aid services needed from City, County and/or State?
   - Do we need to immediately coordinate UW campus services?
   - Is immediate emergency public information needed?
   - Are university programs interrupted?

9. **Does this require a Governor’s Proclamation of a Disaster? Emergency Policies or require statewide resources? (i.e., National Guard)**

10. **Crisis/Disaster/Emergency Over?**
    - EOC de-activated. UWEM conducts de-briefing. Recovery Team activates recovery plan & continues federal reimbursement and restoration activities.
    - The UW EOC coordinates and communicates event information and status reports, and sends Policy Council to forward to State and City as needed.
EOC General Functions and Capabilities

The below listed charts are general functions and capability for the UW Seattle Campus’ EOC. More detailed job action sheets (by position) are maintained and posted in each EOC and are routinely updated to match current capabilities and requirements.

**UW EMERGENCY OPERATIONS CENTER MANAGEMENT FUNCTIONS**

<table>
<thead>
<tr>
<th>Function [Lead]</th>
<th>Capabilities</th>
</tr>
</thead>
</table>
| Emergency Policy Council (EPC) [President] | - Provide executive leadership to the University during emergencies in which the academic and research programs are interrupted or normal business cannot be conducted.  
- Executive coordination with the Governor’s Office & Board of Regents.  
- Direction and coordination with the Faculty Senate, Deans and Directors of Research and University Programs and EOC Management Group/EOC Director. |
| EOC Management (Command) [UWEM Director] | - Provide overall leadership within the EOC  
- Coordinates the campus-wide response and recovery efforts  
- Activates, deactivates the EOC  
- Provides liaison to Senior UW Leadership for all policy matters  
- Ensures that the EOC operations are conducted according to State and UW policies and procedures |
<p>| EPC (Cabinet) Liaison [UW Facilities VP] | - Liaison to Senior UW Leadership (UW EPC) for all policy matters |</p>
<table>
<thead>
<tr>
<th>Function [Lead]</th>
<th>Capabilities</th>
</tr>
</thead>
</table>
| Worker Safety & Health [UW EH&S] | - Worker safety and health needs assessment  
- Health and safety plans  
- Personal protective equipment  
- Response and recovery worker health and medical surveillance |
| EOC Administration/Support [Various UW staff volunteers] | - Provide staff support to all functions and positions in the EOC.  
- Oversee the main EOC switchboard, general EOC email account, and fax lines.  
- (via UW-IT staff) provide support to EOC responders with computers, phones, and general telecom and data network connectivity  
- Assistance with computer logins and printer connectivity |
| Emergency Public Information [UW News Director] | - Oversee all official communication from the University, including an internal message to Faculty, Staff, Students, Employees, etc.; media; external communication other than operational coordination.  
- Ensures that the UW Alert system tools are effectively utilized in the dissemination of information. |
| Liaisons [Varies by incident] | - Provides situation status updates to the UW EOC responders and planners as needed/requested.  
- Represents internal (i.e. UW-Bothell & UW-Tacoma) and external (i.e., City of Seattle, King County, State of Washington) stakeholders in the EOC |
# UW EOC OPERATIONS FUNCTIONS

<table>
<thead>
<tr>
<th>Function[Lead]</th>
<th>Capabilities</th>
</tr>
</thead>
</table>
| Operations Section Management [Incident-dependent] | - Overall direction, management, and coordination for all operational functions of the EOC that are part of the Operations Section.  
- Establish operational priorities and strategies.  
- Ensure effective field incident response and the management of operational resources. |
| Campus Infrastructure & Public Works [UW Facilities] | - Protection and emergency repair of campus buildings, power, water utilities, roadways, and grounds. |
| Communications & Computing [UW-IT] | - Restoration and repair of telecommunications infrastructure on campus.  
- Protection, restoration, and sustainment of cyber and information technology resources. |
| Hazardous Materials Response [UW EH&S] | - Prevent, minimize or mitigate any Hazmat releases  
- Detect and asset the extent of contamination  
- Stabilize the release and prevent the spread of contamination  
- Analyze options for environmental cleanup and waste disposition  
- Implement environmental cleanup  
- Store, treat and dispose of hazardous materials |
| Mass Care, Housing & Human Services [TBD/Unassigned] | - Sheltering, feeding operations, emergency first aid, bulk distribution of emergency items, and collecting and providing information on victims to family members.  
- Work with appropriate UW units to evaluate the need for employee support services and develop the information necessary to evaluate and plan for their delivery. (Suggest moving to checklist)  
- Participates in the assessment of needs for emergency employee replacements to support essential functions. Takes steps necessary to find individuals who can meet institutional needs of for emergency staffing. |
| Medical Services [No direct UW lead] | - Supported by regional healthcare network and local EMS providers  
*NOTE*: UWMC is a community-based provider of critical care medical services and does not solely serve the UW-Seattle campus in times of crisis. |
<table>
<thead>
<tr>
<th>Function[Lead]</th>
<th>Capabilities</th>
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</table>
| **Public Health** [UW EH&S] | • Health surveillance  
• Food safety and security  
• Public health and medical information  
• Potable water/wastewater and solid waste disposal |
| **Public Safety & Security** [UW Police Department] | • General law enforcement assistance  
• Access control  
• Site security  
• Traffic, perimeter and crowd control  
• Disaster-related temporary actions (i.e., curfew enforcement)  
• Force Protection |
| **Search & Rescue** [UW Police Department, per RCW 38.52.400] | • Distress monitoring, communications, the location of distressed personnel, coordination and execution of rescue operations including extrication or evacuation along with the provisioning of medical assistance.  
• Lifesaving assistance |
| **Operations Support Functions** [UW HSA] [UW ICA] [UW Student Life] | • Provides technical and subject matter input for individual programs relating to emergency and disaster response and recovery  
• May assume alternate EOC work location dependent on incident  
• Act as liaison to individual URC’s |
<table>
<thead>
<tr>
<th>Function/ [Lead]</th>
<th>Capabilities</th>
</tr>
</thead>
</table>
| Planning Section Management [UWEM Staff]              | • Overall management and analysis of disaster/incident information and assessment of impact and damage to the University systems, properties, facilities and capability to occupy buildings.  
• The Planning Chief is a member of the EOC Leadership team |
| Situation Status & Documentation [Varies]              | • Receive, analyze, track and assess information regarding the situation, damage, and interruption to the University properties and programs.  
• Maintain a general EOC log documenting major actions and decisions of the EOC  
• Maintains, updates, and validates UW vEOC Situational Awareness tool |
| Building Inspection/ Damage & Needs Assessment [UW Facilities/ ATC-20 Team] | • Coordinate building and facility inspections to assess for structural damage after an earthquake or incident.  
• Analyze status reports and inspection reports to identify damaged properties.  
• Track damage and evaluate for estimates for damage, loss and reconstruction/repair costs. |
| Alternate Space Planning [UW Facilities]              | • Manage maintenance, repair, and construction of projects for critical University services and facilities.  
• Coordinate, gather and disseminate information to UW tenants and property owners of major off-campus leased spaces. |
| Academic & Research [Provost Office]                  | • Provides input and subject matter guidance regarding unique needs and status of academic programs and research activities  
• Primary liaison to the UW Provost |
| Geospatial Information [UW Facilities]                | • Provides mapping and situational awareness documentation to EOC leadership for daily briefings and during significant events  
• Creates ad-hoc maps for URC’s and EOC section leadership |
| National Weather Service [NWS Representative]         | • Provides weather related information and spot forecasting support to UW and surrounding communities |
## UW EOC LOGISTICS FUNCTIONS

<table>
<thead>
<tr>
<th>Function/ [Lead]</th>
<th>Capabilities</th>
</tr>
</thead>
</table>
| Logistics Section Management            | - Ensures that the Operations Section (as well as other non-represented UW response field units) and support agencies are able to perform their response activities with adequate resources, supplies, personnel, and supplies – including human capital.  
  - The Logistics Chief is a member of the EOC Leadership team. |
| Resource Support & Procurement          | - Coordinate and manage the procurement, delivery, distribution, and tracking of University emergency resources and support for the response operation, including University supplies, equipment, materials, and services.  
  - Procurement and contracted resources and services.  
  - Coordinate and support documentation of emergency procurement with the Finance Team. |
| Transportation & Vehicle Support Services | - Monitor and report status of and damage to transportation systems and infrastructure on and around campus.  
  - Identify temporary alternative transportation solutions.  
  - Support emergency operations, including transport of emergency personnel, equipment, supplies and injured persons.  
  - Maintain inventory of all available transportation (vehicles) and support (fuel, supplies and drives.) |
| Volunteer & Donations Management        | - NOTE: Currently the University of Washington does not perform these mission-critical areas as a result of no department/unit willing to commit to taking the lead for these activities. |
## UW EOC Finance / Administration Functions

<table>
<thead>
<tr>
<th>Function</th>
<th>Capabilities</th>
</tr>
</thead>
</table>
| **Finance & Administration Section Management**  | - Provide overall management of financial accounting and analysis for the emergency response.  
- Keep the EOC Director and Emergency Policy Council advised of the total cost-to-date of the emergency response, estimated losses, and financial impacts of the emergency to University businesses, programs and facilities.  
- Oversee the tracking and documentation process for FEMA Public Assistance (PA) application and insurance claims.  
- The Finance/Administration Chief is a member of the EOC Leadership team. |
| [UW Finance]                        |                                                                                                                                                                                                             |
| **Emergency Accounting**            | - Establish an accounting process for tracking expenses for procurement of services, contracts and/or mutual aid from the EOC.  
- Establish accounting numbers for tracking expenses. |
| [UW Finance]                        |                                                                                                                                                                                                             |
| **Payroll**                         | - Coordinates the payment of UW employees and staff during and after an emergency or disaster and develops alternate payment methods if the primary payroll processes are impacted. |
| [UW ISC]                            |                                                                                                                                                                                                             |
| **Insurance/Claims**                | - Assist EOC staff (either on-site or via phone consultation) with insurance and liability claims information and information-sharing.  
- Provide subject matter expertise on both issues as the event evolves toward the recovery stage. |
| [UW Risk Services]                  |                                                                                                                                                                                                             |
| **Legal Counsel**                   | - Attorney General’s Office for the UW will be available for advice and consultation on all legal matters involving the University's emergency response activities, including the drafting and dissemination of Emergency Declarations  
- Representatives may not be physically present in the EOC, but must be available electronically (via phone) to the EOC and/or Emergency Policy Council representatives. |
| [Attorney General]                  |                                                                                                                                                                                                             |
| **Long Term Recovery**              | - Prepare and maintain the FEMA public assistance documentation information package.  
- Maintain the documentation files and support the disaster assistance application process.  
- Attend the FEMA briefing program to start the official process. |
| [Not assigned]                      |                                                                                                                                                                                                             |
CEMP Plan Maintenance

The University of Washington CEMP is formally updated (at a minimum of) every 3 years from the prior promulgation date. To ensure consistency, accuracy and to reflect changes in laws, regulations or other mandated requirements, UWEM staff and key stakeholders must continuously review this and other affiliated plans. Voting members of the Emergency Readiness Committee are required to review this plan review processes and provide suggestions for changes prior to formal adoption. A record of all public and stakeholder plan comments, edits and suggestions shall be maintained internally by the UWEM staff. This plan maintenance process must include a schedule for monitoring and evaluating the plan periodically, as well as introducing revisions for future planning.

Between formal plan updates, UWEM staff are authorized to temporarily amend this CEMP in order to maintain operational consistency, implement corrective actions, and/or enhance the document in order to address critical operational objectives. Any temporary (off-cycle) revisions or changes must be reviewed by the ERC and approved by the UW President as part of the next formal revision cycle or they are rescinded and removed.
# Acronyms

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<thead>
<tr>
<th>Acronym</th>
<th>Definition</th>
</tr>
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<tbody>
<tr>
<td>ADA</td>
<td>Americans with Disabilities Act</td>
</tr>
<tr>
<td>APS</td>
<td>Administrative Policy Statement</td>
</tr>
<tr>
<td>ATC-20</td>
<td>Applied Technology Council-20</td>
</tr>
<tr>
<td>BARC</td>
<td>Business, Academic, &amp; Research Continuity</td>
</tr>
<tr>
<td>CEMP</td>
<td>Comprehensive Emergency Management Plan</td>
</tr>
<tr>
<td>CFI</td>
<td>Critical Facilities Index</td>
</tr>
<tr>
<td>DHS</td>
<td>Department of Homeland Security</td>
</tr>
<tr>
<td>DSO</td>
<td>Disabilities Services Office</td>
</tr>
<tr>
<td>EH&amp;S</td>
<td>Environmental Health &amp; Safety</td>
</tr>
<tr>
<td>EM</td>
<td>Emergency Management</td>
</tr>
<tr>
<td>EMD</td>
<td>Emergency Management Division</td>
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<tr>
<td>EOC</td>
<td>Emergency Operations Center</td>
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<tr>
<td>EPC</td>
<td>Emergency Policy Council</td>
</tr>
<tr>
<td>ERC</td>
<td>Emergency Readiness Committee</td>
</tr>
<tr>
<td>FEMA</td>
<td>Federal Emergency Management Agency</td>
</tr>
<tr>
<td>FTE</td>
<td>Full-Time Employee</td>
</tr>
<tr>
<td>GIS</td>
<td>Geographic Information Systems</td>
</tr>
<tr>
<td>HAZMAT</td>
<td>Hazardous Material</td>
</tr>
<tr>
<td>HICS</td>
<td>Hospital Incident Command System</td>
</tr>
<tr>
<td>HIVA</td>
<td>Hazard Identification &amp; Vulnerability Assessment</td>
</tr>
<tr>
<td>IACLEA</td>
<td>International Association of Campus Law Enforcement Administrators</td>
</tr>
<tr>
<td>ICS</td>
<td>Incident Command System</td>
</tr>
<tr>
<td>ISC</td>
<td>Integrated Service Center</td>
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<tr>
<td>IT</td>
<td>Information Technology</td>
</tr>
<tr>
<td>NFPA</td>
<td>National Fire Prevention Association</td>
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<tr>
<td>NIMAA</td>
<td>National Intercollegiate Mutual Aid Agreement</td>
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<tr>
<td>NIMS</td>
<td>National Incident Management System</td>
</tr>
<tr>
<td>NWS</td>
<td>National Weather Service</td>
</tr>
<tr>
<td>PA</td>
<td>Public Assistance</td>
</tr>
<tr>
<td>RCECC</td>
<td>Regional Communications and Emergency Coordination Center</td>
</tr>
<tr>
<td>RCW</td>
<td>Revised Code of Washington</td>
</tr>
<tr>
<td>SOP</td>
<td>Standard Operating Procedure</td>
</tr>
<tr>
<td>TBD</td>
<td>To be determined</td>
</tr>
<tr>
<td>URC</td>
<td>Unit Response Center</td>
</tr>
<tr>
<td>UW</td>
<td>University of Washington</td>
</tr>
<tr>
<td>UW-B</td>
<td>University of Washington-Bothell</td>
</tr>
<tr>
<td>UWEM</td>
<td>UW Emergency Management</td>
</tr>
<tr>
<td>UWMC</td>
<td>University of Washington Medical Center</td>
</tr>
<tr>
<td>UWPD</td>
<td>University of Washington Police Department</td>
</tr>
<tr>
<td>Acronym</td>
<td>Description</td>
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<td>--------------------------------------------------</td>
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<tr>
<td>UWT</td>
<td>University of Washington-Tacoma</td>
</tr>
<tr>
<td>vEOC</td>
<td>UW Virtual Emergency Operations Center</td>
</tr>
<tr>
<td>WAC</td>
<td>Washington Administrative Code</td>
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CONTINUITY OF OPERATIONS (COOP) FRAMEWORK
UNIVERSITY OF WASHINGTON

Version 1.2
Approved
Revised: January 10, 2018; January 1, 2019
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BASIC PLAN

The University of Washington Continuity of Operations (COOP) Framework that follows is the university’s plan for continuation and/or resumption of the university’s mission and operations following a disaster or other major disruptive event.

PROMULGATION STATEMENT

The University of Washington’s mission is the preservation, advancement, and dissemination of knowledge\(^2\). To accomplish this mission, the University of Washington must ensure its operations can be performed efficiently with minimal disruption, especially during a disaster or emergency.

The University of Washington is one of the world’s preeminent public universities. Ranked No. 13 in the world—number 3 among public universities—in Shanghai Jiao Tong University’s 2017 rankings, the UW educates more than 54,000 students annually. We are the nation’s largest public research institution, with over $1.6 billion in sponsored grants and contracts. The University of Washington includes university campuses in Seattle, Tacoma and Bothell, Washington, the facilities of University of Washington Medicine, and the auxiliary facilities and research locations across Washington and internationally.

This document provides planning and guidance for implementing the University of Washington Continuity of Operations Framework (COOP) to ensure the organization is capable of conducting its essential missions and functions under all threats and conditions.

This plan is developed in accordance with guidance in the National Continuity Policy Implementation Plan, dated August 2007; Continuity Guidance Circular 1 (CGC 1), Continuity Guidance for Non-Federal Entities (States, Territories, Tribal, and Local Government Jurisdictions and Private Sector Organizations), dated January 21, 2009; Continuity Guidance Circular 2 (CGC 2), Continuity Guidance for Non-Federal Entities, dated July 22, 2010; Revised Code of Washington 38.52.030\(^3\); Washington State Chief Information Officer Policy 151 Information

\(^2\) UW BRG Regents Policy No. 5 \(\text{http://www.washington.edu/admin/rules/policies/BRG/RP5.html}\)
\(^3\) RCW 38.52.030 \(\text{http://app.leg.wa.gov/RCW/default.aspx?cite=38.52.030}\)
Technology Disaster Recover Planning4; Directive by the Governor of Washington State 13-02; University of Washington Administrative Policy Statement 13.15; University of Washington Administrative Policy Statement 13.26 and other related Directives and guidance.

APPROVAL AND IMPLEMENTATION

This is the continuity of operations plan (COOP) for the University of Washington. This document supersedes an existing COOP framework, version 1.1 dated January 10, 2018, in accordance with Washington State RCW 38.52.030 that directs that Washington State agency COOP plans should be “updated and exercised annually.”

Submitted by
Megan Levy, Business, Academic and Research Continuity (BARC) Manager, University of Washington Emergency Management

Reviewed by
Steven J. Charvat, CEM, Director
University of Washington Emergency Management

Approved by:

UW Emergency Readiness Committee

Maintenance and implementation of this document shall be owned by UW Emergency Management.

4 WA CIO Policy 151 https://ocio.wa.gov/sites/default/files/public/policies/151.docx?8ahd3Iq5mi
6 APS 13.2 http://www.washington.edu/admin/rules/policies/APS/13.02.html
RECORD OF CHANGES

The table below includes a record of all changes to the University of Washington COOP.

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<td>1</td>
<td>Basic Plan</td>
<td>11/14/2018</td>
<td>Megan Levy</td>
<td>Update to authorities and approval and implementation</td>
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RECORD OF DISTRIBUTION

The following table shows the record of distribution.

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<td>John Chapman, Acting FS AVP</td>
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<td>Clayton Brainerd, UW Resilience Work Group Chair</td>
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<tr>
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<td>Andy Ward, UW-IT BC Manager</td>
</tr>
<tr>
<td></td>
<td></td>
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<td>Megan Levy, UWEM BARC Manager</td>
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<tr>
<td>2/6/2019</td>
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PURPOSE, SCOPE, SITUATIONS, AND ASSUMPTIONS

PURPOSE

The Continuity of Operations (COOP) Framework establishes the policy, overall structure and guidance to ensure internal operational resiliency and recovery of mission-critical University activities and services. The University of Washington's mission is the preservation, advancement, and dissemination of knowledge. To accomplish this mission, the University of Washington must ensure its operations are performed efficiently with minimal disruption, especially during a disaster or emergency. This document provides planning and program guidance for implementing the University of Washington Continuity Framework to ensure the organization is capable of conducting its essential missions and functions under all threats and conditions. While the severity and consequences of an emergency cannot be predicted, effective contingency planning can minimize the impact on the University of Washington mission, personnel, and facilities.

The overall purpose of continuity planning is to ensure the continuity of the essential functions under all conditions. The current changing threat environment and recent national and international emergencies, including acts of nature, accidents, technological emergencies, and military or terrorist attack-related incidents, have increased the need for viable continuity capabilities and plans that enable organizations to continue essential functions in an all-hazards environment and across a spectrum of emergencies.

SCOPE

This COOP acts as an enterprise-wide framework to maintain and/or resume the functions, operations, and resources of the University of Washington in the event normal operations at any facility are disrupted or threatened with disruption. This plan applies to all University of Washington personnel and facilities.

The UW campus at Seattle, UW Bothell, UW Tacoma, UW Medicine and research facilities across the state of Washington and the United States are included within the scope of this document. International locations and vessels at sea are not included within the scope of this document.

This plan may reference, but will not detail, the following planning elements as they are managed different programs and supported by other plans:
• Coordination of all IT-related disaster recovery planning shall be considered the primary responsibility of UW Information Technology (UW-IT).

• Evacuation planning for individual buildings shall be considered the primary responsibility of UW Environmental Health and Safety (EH&S).

• Campus evacuation planning and all general emergency management and disaster planning (prevention, preparation, mitigation, response, and recovery) shall be considered the primary responsibility of UW Emergency Management (UWEM). These plans are standalone and separate from this plan.

• Crisis communications and emergency alert public notifications shall be considered the primary responsibility of the UW Crisis Communications Team. The Crisis Communications plan is owned by UWEM. The UW Alert communication platform is managed by UW-IT.

• Residents Hall emergency operation plans for emergency or disaster conditions shall be considered the primary responsibility of the UW Housing and Food Services (HFS) Department within the Division of Student Life.

• Care for research animals and continuity of animal research will be the responsibility of the UW Department of Comparative Medicine (DCM).

• All international activities relating to the University shall be considered the primary responsibility of the Office of Global Affairs, including study abroad and global travel programs. This does not exempt these units from the requirement under APS 13.2 to complete continuity plans in HuskyReady.

• Business continuity plans for individual colleges/departments/units are the responsibility of the individual colleges/departments/units. They are developed, reviewed, and managed with support from UW Emergency Management’s Business, Academic, and Research Continuity (BARC) program. Annex E provides a list and status of individual colleges/departments/units continuity plans.
SITUATION OVERVIEW

A variety of hazards can disrupt the university's regular activities. The University of Washington takes an all-hazards approach to continuity planning to ensure plans are scalable no matter the cause of business disruption. The goal of continuity is to sustain operations and minimize interruption to the university's operations no matter the hazard.

Further, continuity planning should be based on the assumption that organizations will not receive warning of an impending emergency. For this reason, risk assessments are essential to the development of COOP procedures. In developing this report, we have referred to the Enterprise Risk Management Report for 2013-2014\(^7\) and the 2003 Hazard Identification and Vulnerability Assessment\(^8\). An updated risk management assessment is expected in 2019 and an update to the HIVA expected in 2020.

PLANNING ASSUMPTIONS

The development of this framework and the college/department/unit ("department") level continuity plans are predicated on the following assumptions and planning considerations:

- University of Washington facilities and locations have unique needs and risks and may be affected differently by a regional emergency. This document is meant as a framework under which individual department plans can be developed to meet these needs.
- University facilities must be maintained at a high-level of readiness.
- The institutional and operational knowledge required for effective continuity planning is found deep within an organization, making departments best-equipped to develop their own continuity plans.
- Departments must be capable of implementing continuity plans, both with and without warning.
- Plans must be implemented within 12 hours of activation.
- Plans must account for at least 30-days of sustained interruption of operations.

\(^7\) University of Washington Enterprise Risk Management 2013-2014 Annual Report  

\(^8\) University of Washington Hazard Identification and Vulnerability Assessment, 2003.  
• Significant support may take a week to weeks to arrive. Damage to campus and regional infrastructure may impair the capacity to coordinate response.

• Campus population and activity varies at different times of the day, week, and year, but many critical functions must continue regardless of calendar or campus population.

• Emergency functions performed by individuals and departments will generally parallel their normal day-to-day functions, though personnel may be reassigned as needed. Non-critical university functions may be suspended or operate in a diminished state.

• Where the final decision is granted the University President or his or her designee, decision making is assumed to be the responsibility of the UW's Emergency Policy Council, per the university's Comprehensive Emergency Management Plan (2017).

• This COOP should be considered a living document. The document will be reviewed quarterly by the University of Washington BARC program manager and every biennium by plan approvers.

OBJECTIVES
The University of Washington continuity objectives are listed below:

1. Reduce the loss of life and minimize property damage and loss.
2. Ensure the continuous performance of essential functions and operations during an emergency or other disruptive event.
3. Execute a successful order of succession with accompanying authorities in the event a disruption renders that organization’s leadership unable, unavailable, or incapable of assuming and performing their authorities and responsibilities of office.
4. Reduce or mitigate disruptions to operations.
5. Protect essential facilities, equipment, records, and other assets, in the event of a disruption.
6. Achieve the organization’s timely and orderly recovery and reconstitution from an emergency.
7. Facilitate decision making for execution of the plan.

SECURITY AND PRIVACY STATEMENT

This document is for official use only.
The University of Washington office of Emergency Management (UWEM) will own this document. UWEM will distribute copies of the COOP on a need to know basis. In addition, copies of the Plan will be distributed to other organizations as necessary to promote information sharing and facilitate a coordinated inter-organization continuity effort. Electronic copies and distribution is the primary method to meet the university’s sustainability goals.

UWEM will distribute updated versions of the Continuity Plan annually or as critical changes occur.

CONCEPT OF OPERATIONS

PHASE I: READINESS AND PREPAREDNESS

The University of Washington readiness and preparedness encompasses the full range of activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to and recover from emergencies/disasters. Preparedness in the context of this plan consists of almost any pre-disaster action that will improve the ability of stakeholders to maintain or resume operations, or to mitigate impacts to operations from hazard events.

The University will validate its level of continuity readiness through participation in internal and external drills and exercises. Exercise outcomes will be documented and used in a continuous continuity planning cycle. Both the enterprise-wide COOP framework and department continuity plans should be regularly reviewed and refreshed using the business continuity lifecycle.

Recognizing that University operations cannot resume without staff, the University of Washington places a high-value on personal preparedness. Personnel will prepare for a continuity event and plan in advance for what to do in an emergency. Personnel should develop a Family Support Plan to increase personal and family preparedness. The www.ready.gov website provides guidance for developing a Family Support Plan and includes a “Get Ready Now” pamphlet that explains the importance of planning and provides a template that can be tailored to meet family-specific planning requirements. UWEM provides regular and as-requested personal preparedness training,
workshops and classes to UW students, faculty and staff to promote this core activity.

The University of Washington has developed UW Alert to disseminate official information via email, text messages, telephones, loudspeakers, website banners and other means to keep the campus community informed during emergencies and situations that might disrupt normal operations. This is an opt-in system, and all staff, faculty, and individuals who spend significant time on campus are encouraged to sign up.

The University has provided resources to ensure preparedness on campus and at home through the UW Safety Portal found at http://www.washington.edu/safety/.

**PHASE II: ACTIVATION AND RELOCATION**

Continuity plans may be implemented in the event of a significant disruption of university operations. Business, academic, or research emergency declaration can be made by the unit director, department head, dean, vice president/provost, the unit's most senior administrative official, or a designated appointee in the absence of the other individuals.

University-wide declaration can only be made by the University President or his or her designee.

Upon declaration of a business, academic, research disruption, or emergency declaration and activation of the continuity of operations plan, the unit director, department head, dean, vice president/provost, most senior administrative official, or designated appointee will immediately notify UWEM\(^9\). UWEM will inform the Emergency Policy Committee and its members.

Following the declaration, the department should implement its continuity plans. In the event of a university-wide declaration, or declaration at any University campus, this framework will be implemented in combination with department plans. In the event of a continuity scenario, regardless of scale, Emergency Management will bring together the impacted stakeholders and coordinate a mitigation plan.**Decision Process**

Based on the type and severity of the emergency situation, the University of Washington Continuity Plan may be activated by one of the following methods:

1) For any significant disruption of business, academic, or research operations, a department may activate its continuity of operations plan. This may be done by the unit director, department head, dean, vice president/provost, most senior administrative official, or a designated appointee in the absence of the other individuals

2) University- or enterprise-wide activation can only be made by the University President or his or her designee

The two activations may happen simultaneously. In the event of a university- or enterprise-wide activation, departments should review the need to activate their plans if they haven't already. Departments can activate their plans if operations are interrupted, without waiting for a .

The COOP framework and department-specific plans should be scalable and written with an all-hazards approach for addressing events of any nature that may occur during work or non-work hours. Continuity plan activation will not be required for all emergencies or disruptions, since other actions may be more appropriate.

The decision to activate the University of Washington COOP framework will be tailored for the situation and based on projected or actual operational impact. Though many disruptions will occur without warning, the COOP may be activated before an event for which there is forewarning to minimize disruption.

As the decision authority, the University President will be kept informed of the threat environment using all available means, including, but not limited to, the University of Washington Joint Information Center (JIC), regional notification systems, local operations, state and local emergency management, state and local law enforcement, and state and local reporting channels and news media. The University President will evaluate all available information relating to:

1) Direction and guidance from higher authorities
2) The health and safety of personnel
3) The ability to execute essential functions
4) Changes in threat advisories
5) Intelligence reports
6) The potential or actual effects on communications systems, information systems, office facilities, and other vital equipment
7) The expected duration of the emergency situation
8) Recommendations of UWEM

**Alert and Notification Procedures**

The University of Washington maintains plans and procedures for communicating and coordinating activities with personnel before, during, and after a continuity event.

The UW's crisis communication plan\(^{10}\) provides guidelines for communicating with the university community and to the media and the public in the event of an emergency. This plan maintained by a university-wide team from over eight departments to ensure that it is tested and updated on a regular basis.

Upon the decision to activate the Continuity framework, the office of the University President or the decision maker of each individual department will contact UW Emergency Management. As needed, UWEM will convene the crisis communications team, per the crisis communication plan, to determine audience, messaging and methods for disseminating key information.

Each department is responsible for non-emergency communications or department-specific communications. The crisis communications team will support public and large-scale messaging.

In the event the system used for crisis communications is unavailable, communications can be disseminated via:

- 800 MHZ Radios
- 2-way radios
- Landlines
- Cell phones
- Email
- Internet
- Door to door visits to classrooms, offices and student housing

**Relocation Process**

\(^{10}\) University of Washington Crisis Communications Plan, October 13, 2017
Upon activation of the COOP framework, the University of Washington will continue to operate at its primary operating facility until ordered to cease operations by the Emergency Policy Council (EPC)\(^\text{11}\) or if use of the facility presents a known or suspected risk to student, faculty, or staff safety. At that time, essential department functions will transfer to the department's continuity (or back-up) facility/facilities.

Each unit is responsible for designating alternative locations for operations in the event the primary workspace is not available. This planning will occur in cooperation with Capital Planning and Space Management, UW Real Estate Office, UWEM, and other appropriate units as agreed upon\(^\text{12}\).

The decision to relocate the EPC will be made by the University President in consultation with the Emergency Operations Plan (EOP), UWEM and UW Facilities. Depending on the nature of the event, the team may relocate to 1) another University of Washington campus, 2) a UW medicine location, 3) an alternate University of Washington property or 4) a property not owned by the University.

**PHASE III: CONTINUITY OPERATIONS**

In the immediate aftermath of a significant disruption to university operations, departments will begin implementing department continuity plans in part or in full as determined by the department director, department head, dean, vice president/provost, most senior administrative official, or a designated appointee in the absence of the other individuals. The University President and EPC may choose to activate the University- and/or enterprise-wide continuity plans. Departments do not need to wait for an activation directive from the University if individual department operations are interrupted.

Initial coordination of university and/or enterprise-wide continuity activities is the responsibility of UW Emergency Management and the Emergency Operations Center (EOC) using the same incident command structure used in incident response. Major decision-making power remains with the Office of the President and his or her designees.


Continuity activities in each department will be coordinated by the department as outlined in the department’s continuity plan. UWEM will support departments in the implementation of their COOP plans.

Responsibility for coordination of continuity of operations activities is assigned to the EOC, either virtually or in person at Level 2 or Level 1 activations. As needs dictate, coordination may shift to recurring in-person or virtual meetings, planned and conducted by individual departments. Each department is expected to coordinate its own internal continuity programs, but may request support from the UW EOC.

Priorities

As response to an incident begins to transition to continuity of operations activities, the following immediate priorities should inform decision-making:

1. Life safety and health;
2. Protection of University property, including facilities, research materials, and intellectual property;
3. Environmental protection; and
4. Restoration of essential functions, including necessary dependencies (e.g. utilities)

Coordination of appropriate stakeholders extends across all priorities and phases of an incident as lead by UWEM.

As response operations conclude, the focus shifts to continuity and recovering the essential functions of the University. Owing to the complexity of institutions of higher education; the administrative, geographic, and functional complexity of the University of Washington system; and the diverse impact of hazards to the University and region, the order for continuation and/or resumption of business activities cannot be pre-determined. Departments should not wait for a directive from the EPC to begin restoration of operations.

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For recovery and resource allocation, the Emergency Policy Council weighs the following factors for priority setting. These elements will be weighted by the EPC based on the type, impact, and severity of an event:

- Patient care, including hospital and clinic locations, and student health services
- Life safety of on campus residents
- Support of departments with approved continuity plans
- Role in supporting communications, critical systems, and distance collaboration (e.g. Canvas).
- Laboratory research, particularly processes that need to be stabilized to reduce hazards, or for the preservation of stored materials that are unique, rare, or extremely valuable; and the care of specimens in animal vivaria (which have their own disaster plans).
- Administrative functions, particularly those required for staff safety and retention (e.g. payroll operations).
- High-priority courses, interruption of which would most threaten the progress of students and integrity of the curriculum, including courses that are 1) large enrollment, 2) a core requirement for a major, 3) part of a sequence, or 4) pre-professional courses (e.g. health professions)
- Courses that can be easily conducted remotely (e.g. via Canvas) or at available alternate facilities.
- Operations that if not resumed present serious financial risk to the institution.

**PHASE IV: RECONSTITUTION OPERATIONS**

As soon as possible (within 24-hours) of an emergency relocation, the following teams will initiate and coordinate operations to salvage, restore, and recover the University of Washington's primary operating facility/facilities after receiving approval from the appropriate State and local law enforcement and emergency services agencies:

- The Emergency Policy Council (EPC) shall be the decision making body regarding University- and enterprise-wide relocation and return to operations.
- University of Washington campus facility restoration will happen in partnership with Facility Services, Engineering Services (ATC-20 Team), the EH&S Pre-Entry Assessment Team (PEAT), and the Health Sciences
Re-Entry Assessment Team (RAT), which manages animal subject assessment.

- UW Emergency Management will serve as the point of contact and convening body for reconstitution teams from individual units and the EPC.
- Each University of Washington unit will designate a reconstitution point-of-contact (POC) to provide UWEM updates on developments regarding reconstitution. Units will provide names of reconstitution POCs to the Director of UW Emergency Management within 48 hours of the Continuity Plan activation.

During continuity of operations, departments may seek information on building status from UW Alert, the UW building coordinator network, the UW Facilities Customer Care team, and the UW EOC. In the event operations can't resume at the usual business site, departments will resume operations at the predetermined back up facility. Long-term facility decisions, including repair or reassignment, will be made in conjunction with Capital Planning and Space Management and Real Estate.

Reconstitution will commence when the University President, his or her designee, the unit director, department head, dean, vice president/provost, most senior administrative official or other authorized person ascertains that the emergency situation has ended and is unlikely to reoccur. These reconstitution plans are viable regardless of the level of disruption that originally prompted implementation of the Continuity Plan.

Once the departments receive the directive to resume operations, the authorities for each department must determine the facility to use for long-term operations. Decision-makers may choose to:

- Continue to operate from the continuity facility;
- Reconstitute the department’s operating facility and begin an orderly return to the facility;
- Begin to establish a reconstituted department in another facility or at another designated location; or
- Establish remote work-from-home operations if workload and regional infrastructure allow.
Before returning to the primary operating facility or setting up at an alternate facility, Facilities, UW Police and Environmental Health & Safety will conduct appropriate security, safety, and health assessments as appropriate. In addition, UW-IT will verify that all systems, communications, and other required capabilities are available and operational and that the University of Washington and/or the individual department is fully capable of accomplishing all essential functions and operations at the new or restored facility. All recovery teams will be coordinated through the EOC.

Upon a decision by the University President or other authorized person that the affected facilities can be reoccupied or that operations will be reestablished in a different facility:

- Capital Planning and Space management will assist in space allocation of existing owned and leased properties.
- The Crisis Communications Team will notify all personnel that the emergency or threat of emergency has passed and actions required of personnel in the reconstitution process using UW Alert.
- The Office of Real Estate will coordinate with units to lease office space for reconstitution, if there is no sufficient existing space.
- Each unit is responsible for developing procedures, as necessary, for restructuring staff based on its own continuity plan.
- UWEM will provide coordinating support and record keeping of reconstitution activities.

University of Washington units will continue to operate at continuity facilities until ordered to cease operations by the President, unit lead, of other authority as identified. At that time, essential functions will transfer to the primary operating facility. Units should return to work in primary operating facilities within of 48-hours of receiving notice that facilities are available.

The responsibility for identifying and managing vital records prior to an event falls to the individual departments. The Office of Records Management Services will support University of Washington Seattle, Tacoma, and Bothell campus departments in identifying and managing vital records. In the event the enterprise-wide COOP or individual department continuity plans are activated, Records Management Services will lead efforts to effectively transition or recover vital records and databases, as well as other records that had not been designated as vital records. The office can be contacted at 206-
A vital records emergency management framework is in development and expected to be finalized in 2019.

UW Medicine Records Management Services will identify any UW Medicine records affected by the incident per UW Medicine policy and Washington state law. UW Medicine Records Management Services will lead efforts to effectively transition or recover vital records and databases, as well as other records that not been designated as vital records. The office can be contacted at 206-598-2242.

UW’s Integrated Services Center will lead restoration of payroll management. Development of the payroll continuity plan is in process, anticipated in late 2020. Campus Human Resources can be reached at 206-543-2354. HR for UW Medical Center can be reached at 206-598-6116. Harborview Medical Center HR operations can be reached at 206-744-9220.

UW’s Risk Services Department will maintain the process for receiving and processing employee claims during the continuity event, including processing human capital claims (such as, Workers’ Compensation, compensation for injuries, overtime pay, etc…) and replacing lost or broken equipment. The claims are handled by the State of Washington Labor and Industries. The Workers’ Compensation continuity guidelines can be found in Annex A. Risk Services can be reached at 206-543-3657.

The University of Washington will conduct an After Action Review (AAR) once all operations are restored in the primary operating facility/facilities or in a new primary operating facility/facilities. UW Emergency Management is responsible for initiating and completing the AAR and all affected departments within University of Washington will have the opportunity to provide input to the report. The AAR will address the effectiveness of the continuity plans and procedures, identify areas for improvement, document these in the University of Washington corrective action program (CAP), and then develop a remedial action plan as soon as possible after the reconstitution. UWEM is responsible for documenting areas for improvement in the CAP and developing a remedial action plan. In addition, the AAR will identify which, if any, records were affected by the incident, and will work with departments with the support of UW Records Management Services and UW Medicine Records Management Services to ensure an effective transition or recovery of vital records and databases and other records that had not been designated as vital records. AAR and CAP documentation are maintained by the UWEM and are found at
the UWEM offices in UW Tower, 4333 Brooklyn Avenue, NE, Suite C-140, Seattle, WA 98105. UWEM can be reached at 206-897-8000.

SUCCESSION OF LEADERSHIP

Pre-identifying orders of succession is critical to ensuring effective leadership during an emergency. In the event an incumbent is incapable or unavailable to fulfill essential duties, successors have been identified to ensure there is no lapse in essential decision-making authority. In the event of a COOP activation, the University of Washington has identified successors for the positions of President, Chancellor of UW Tacoma, Chancellor of UW Bothell, CEO of UW Medicine, the Board of Regents, and UW Emergency Management. Each unit should identify lines of succession as part of its own business continuity plan.

The University of Washington's orders of succession are:

- At least three positions deep, where possible, ensuring sufficient depth to ensure the University of Washington's ability to manage and direct its essential functions and operations
- Described by positions or titles, rather than by names of individuals holding those offices

Order of Succession

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<thead>
<tr>
<th>Position</th>
<th>Designated Successors</th>
<th>Authority</th>
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<tbody>
<tr>
<td>President of the University¹⁴</td>
<td>1. Provost and Executive Vice President</td>
<td>University of Washington</td>
</tr>
<tr>
<td></td>
<td>2. Executive Vice President for Finance and Administration</td>
<td>Presidential Orders, Administrative Order No. 2, Civil Disorders, Sec 1, University of Washington, Seattle Campus</td>
</tr>
<tr>
<td></td>
<td>3. Vice President for Student Life</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4. Vice Provost and Dean of Undergraduate Affairs</td>
<td></td>
</tr>
<tr>
<td>Chancellor for UW Tacoma</td>
<td>1. Executive Vice Chancellor for Academic Affairs</td>
<td>University of Washington</td>
</tr>
</tbody>
</table>

¹⁴ University of Washington Presidential Orders, Administrative Order No. 2 [http://www.washington.edu/admin/rules/policies/PO/AO2.html]
<table>
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<tr>
<th>Position</th>
<th>Designated Successors</th>
<th>Authority</th>
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<tbody>
<tr>
<td></td>
<td>2. Vice Chancellor for Finance and Administration</td>
<td>Presidential Orders, Administrative Order No. 2, Civil Disorders, Sec 2, University of Washington, Bothell or University of Washington, Tacoma Campuses</td>
</tr>
<tr>
<td></td>
<td>3. Vice Chancellor for Student and Enrollment Services</td>
<td></td>
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<tr>
<td>Chancellor for UW Bothell</td>
<td>1. Vice Chancellor for Planning and Administration</td>
<td>University of Washington Presidential Orders, Administrative Order No. 2, Civil Disorders, Sec 2, University of Washington, Bothell or University of Washington, Tacoma Campuses</td>
</tr>
<tr>
<td></td>
<td>2. Vice Chancellor for Academic Affairs</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3. Vice Chancellor for Advancement and External Relations</td>
<td></td>
</tr>
<tr>
<td>CEO, UW Medicine</td>
<td>1. President of the University</td>
<td>Responsibilities revert up to the President and follow chain of succession from there, per rules of the Office of the CEO of UW Medicine</td>
</tr>
<tr>
<td></td>
<td>2. Provost and Executive Vice President</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3. Executive Vice President for Finance and Administration</td>
<td></td>
</tr>
<tr>
<td>Board of Regents</td>
<td>1. President of the University</td>
<td>Board of Regents Governance, Standing Orders, Chapter 1</td>
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<tr>
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<td>2. Provost and Executive Vice President</td>
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<tr>
<td></td>
<td>3. Executive Vice President for Finance and Administration</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. Emergency Preparedness Manager, UW Bothell</td>
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</tr>
<tr>
<td></td>
<td>3. Campus Safety &amp; Security Director, UW Tacoma</td>
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</table>
In the event of a change in leadership status, the University of Washington must notify the successors, as well as internal and external stakeholders. In the event the University of Washington leadership becomes unreachable or incapable of performing their authorized legal duties, roles, and responsibilities, the affected office will initiate a notification of the next successor in line. The University of Washington News will lead notification of external and media stakeholders.

**DISASTER INTELLIGENCE**

During a continuity event, the University of Washington will require the collection and dissemination of critical information. While specific incidents may create additional or specialized reporting requirements, the following table lists examples of the information to collect and report regardless of incident type.
<table>
<thead>
<tr>
<th>Information Element</th>
<th>Specific Requirement</th>
<th>Responsible Element</th>
<th>Deliverables</th>
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<tr>
<td>Personnel Accountability</td>
<td>Account for status of all personnel</td>
<td>Human Resources</td>
<td>Reports</td>
<td>No later than 6 hours after plan activation than Status updates hourly following Plan activation</td>
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<td>Account</td>
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<td>Briefings</td>
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<tr>
<td>Operational Status</td>
<td>Percent of personnel arrived at site</td>
<td>Continuity Manager</td>
<td>Situation briefings</td>
<td>No later than 6 hours after plan activation, then hourly</td>
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<td></td>
<td>Ability to conduct each essential function</td>
<td>Department Representatives</td>
<td>Situation reports</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hazard Information</td>
<td>Threat details specific to the continuity facility</td>
<td>ATC20, EH&amp;S</td>
<td>Situation briefings</td>
<td>Two times per day at shift change</td>
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<td>Situation reports</td>
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</tbody>
</table>
BUDGETING AND ACQUISITION OF RESOURCES

Those resources and capabilities essential to continuity operations will often mirror the everyday needs of the University of Washington and each individual department. Departments will support their continuity expenses using their existing budgets, until and unless need surpasses resources.

Financial and resource needs that surpass the resources of a department or cannot be approved under existing University of Washington policy can be made through the Department's Vice President's office, or in the event the EOC is activated, through the Finance and Administration Section of the UW Emergency Operations Center.

For those contracts vital to the support of organization essential functions, the University of Washington has ensured contractor statements of work include the provision to provide staffing, services, and resources during emergency conditions. During an emergency situation, the Procurement Office, or its EOC representative, is responsible for oversight and handling of emergency work by contractors.

PLAN DEVELOPMENT AND MAINTENANCE

UW Emergency Management is responsible for maintaining the University of Washington Continuity Plan.

The Continuity Plan will be reviewed in full by UWEM and updated annually from the date of publication as part of the maintenance of continuity plans and procedures. In addition, the plan will be updated or modified when there are significant organizational, procedural changes, or other events that impact continuity processes or procedures. Comments or suggestions for improving this plan may be provided to UWEM.

Each plan will be retained until superseded and for six years after.

Test, Training, and Exercises

The testing, training, and exercising (TT&E) of continuity capabilities is essential to demonstrating, assessing, and improving the University of Washington’s ability to execute the continuity program, plans, and procedures.
• Training familiarizes continuity personnel with their roles and responsibilities in support of the performance of an organization’s essential functions during a continuity event.
• Tests and exercises serve to assess, validate, or identify for subsequent correction, all components of continuity plans, policies, procedures, systems, and facilities used in response to a continuity event. Periodic testing also ensures that equipment and procedures are kept in a constant state of readiness.

Please refer to the University of Washington Training and Exercise Plan (Plan is in development to be finalized in late 2020).

The University of Washington formally documents and reports all conducted continuity TT&E events, including the event date, type, and participants. Documentation also includes test results, feedback forms, participant questionnaires, and other documents resulting from the event. Continuity TT&E documentation for the University of Washington is managed by the Plans, Training and Exercise Manager for UW Emergency Management. UW Emergency Management can be reached at 206-897-8000.
Annex A: Delegation of Authority for UW Emergency Management

DATE: November 12, 2019
RE: Delegation of authority and succession for the Director, UW Emergency Management (UWEM)

Purpose
This is a delegation of authority for the continuity of critical functions through the orderly succession of leadership at the University of Washington for the position of the Director, UW Emergency Management (UWEM) in the event of the inability of the Director to act during a disaster, national security emergency or shift to continuity of operations plans due to absence, vacancy in the office, or other incapacity.

Delegation
I hereby delegate authority to the following individuals, in the order listed below, to perform the duties of the position Director, UW Emergency Management to maintain continuity of operations in case of my absence, inability to perform, or vacancy of the office, and until that condition ceases.

1. Barry Morgan, Plans, Training & Exercise Manager
2. Darren Branum, Emergency Preparedness Manager (UW-Bothell)
3. Susan Wagshul-Golden, Director, Campus Safety & Security (UW-Tacoma)

During an emergency or continuity of operations the successors named above may fulfill the duties of my office except for issues related to personnel and/or human resource decisions. These responsibilities will be passed to the oversight of the Vice President of UW Facilities.

Eligibility for succession to the Office of the UWEM Director shall be limited to officially assigned incumbents of the positions listed in the order of succession, above. Only officials specifically designated in the approved order of succession are eligible. If a person appointed on an acting basis, or on some other temporary basis, is ineligible to serve as a successor; the order of succession would fall to the next designated official in the approved order of succession.

This delegation of authority will be maintained as part of the UWEM continuity of operations plan, to be reviewed annually, and will remain in effect from the date signed until superseded.

[Signature]
Steven J. Charvat, CEM
Director
UW Emergency Management
ANNEX A.  

GLOSSARY

**Activation** – Once a continuity of operations plan has been implemented, whether in whole or in part, it is considered “activated.”

**Organization Head** – The highest-ranking official of the primary occupant organization, or a successor or designee who has been selected by that official.

**All-Hazards** – The spectrum of all types of hazards including accidents, technological events, natural disasters, terrorist attacks, warfare, and chemical, biological including pandemic influenza, radiological, nuclear, or explosive events.

**Alternate Facilities** – Locations, other than the primary facility, used to carry out essential functions, particularly in a continuity event. “Alternate facilities” refers to not only other locations, but also nontraditional options such as working at home (teleworking), telecommuting, and mobile-office concepts.

**Business Impact Analysis (BIA)** – A method of identifying the effects of failing to perform a function or requirement.

**Business Process Analysis (BPA)** – A method of examining, identifying, and mapping the functional processes, workflows, activities, personnel expertise, systems, data, and facilities inherent in the execution of a function or requirement.

**Communications** – Voice, video, and data capabilities that enable the leadership and staff to conduct the mission essential functions of the organization. Robust communications help ensure that the leadership receives coordinated, integrated policy and operational advice and recommendations and will provide the ability for governments and the private sector to communicate internally and with other entities (including with other Federal agencies, State, territorial, tribal, and local governments, and the private sector) as necessary to perform their Mission Essential Functions (MEFs).

**Continuity** – An uninterrupted ability to provide services and support, while maintaining organizational viability, before, during, and after an event.

**Continuity Facilities** – Locations, other than the primary facility, used to carry out essential functions, particularly in a continuity situation. “Continuity facilities” refers to not only other locations, but also
nontraditional options such as working at home (teleworking), telecommuting, and mobile-office concepts.

**Continuity of Operations** – An effort within individual agencies to ensure they can continue to perform their Mission Essential Functions and Primary Mission Essential Functions during a wide range of emergencies, including localized acts of nature, accidents, and technological or attack-related emergencies.

**Continuity Event** – Any event that causes an agency to relocate its operations to an alternate or other continuity site to assure continuance of its essential functions.

**Continuity Personnel** – Those personnel, both senior and core, who provide the leadership advice, recommendations, and functional support necessary to continue essential operations.

**Corrective Action Program** – An organized method to document and track improvement actions for a program. The Corrective Action Program (CAP) system is a web-based tool that enables Federal, State, and local emergency response and homeland security officials to develop, prioritize, track, and analyze corrective actions following exercises or real world incidents. Users may enter data from a finalized After Action Report/Improvement Plan, track the progress of corrective action implementation, and analyze and report on trends in improvement plans.

**Delegation of Authority** – Identification, by position, of the authorities for making policy determinations and decisions at headquarters, field levels, and all other organizational locations. Generally, pre-determined delegations of authority will take effect when normal channels of direction have been disrupted and will lapse when these channels have been reestablished.

**Department** – Shorthand for any department, office, college, unit, payroll group, or other entity at the University of Washington that has been identified by the University of Washington as requiring a continuity of operations plan.

**Devolution** – The capability to transfer statutory authority and responsibility for essential functions from an agency's primary operating staff and facilities to other agency employees and facilities, and to sustain that operational capability for an extended period.
**Essential Functions** – The critical activities performed by organizations, especially after a disruption of normal activities. There are three categories of essential functions: National Essential Functions, Primary Mission Essential Functions, and Mission Essential Functions.

**Facilities** – Locations where an organization's leadership and staff operate. Leadership and staff may be co-located in one facility or dispersed across many locations and connected by communications systems. Facilities must be able to provide staff with survivable protection and must enable continued and endurable operations.

**Interoperable Communications** – Communications that provide the capability to perform essential functions, in conjunction with other organizations/entities, under all conditions.

**Leadership** – The senior decision makers who have been elected (e.g., the President, State governors) or designated to head a branch of government or other organization.

**Memorandum of Agreement/Memorandum of Understanding** – Written agreement between departments/agencies that require specific goods or services to be furnished or tasks to be accomplished by one organization in support of the other.

**Mission Essential Functions** – The limited set of agency-level government functions that must be continued throughout, or resumed rapidly after, a disruption of normal activities.

**Orders of Succession** – Provisions for the assumption by individuals of organization senior leadership positions during an emergency in the event that any of those officials are unavailable to execute their legal duties.

**Primary Operating Facility** – The site of an organization's normal, day-to-day operations; the location where the employee usually goes to work.

**Reconstitution** – The process by which surviving and/or replacement organization personnel resume normal operations from the original or replacement primary operating facility.

**Risk Analysis** – The process by which risks are identified and evaluated.

**Risk Assessment** – The identification and assessment of hazards.
**Risk Management** – The process of identifying, controlling, and minimizing the impact of events whose consequences are or may be unknown, or events that are fraught with uncertainty.

**Telework** – The ability to work at a location other than the official duty station to perform work or emergency duties. This may include, but is not limited to, using portable computers, personal computers, high-speed telecommunications links, and mobile communications devices.

**Testing, Training, and Exercises** – Measures to ensure that an agency’s continuity plan is capable of supporting the continued execution of the agency’s essential functions throughout the duration of a continuity situation.

**Virtual Offices** – An environment where employees are not collocated and rely exclusively on information technologies to interact and conduct their work across distance from multiple geographic locations.

**Vital Records** – A Vital Record is recorded information, regardless of format (i.e., paper, photo, database, magnetic tape), that must be protected in the event of an emergency or disaster because of severe consequences to the office and the University as a whole if the record is lost or destroyed. Vital records are records that will be needed in anywhere from a few minutes to 24 hours after a disaster to get your office up and running again. They are records that, if lost or destroyed, would be both costly and time consuming to recreate - if they can be recreated at all. They can be active (currently used by the office) or inactive (in storage).
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ANNEX B. AUTHORITIES AND REFERENCES

AUTHORITIES and REFERENCES:

1) Revised Code of Washington 38.52.030
2) Directive by the Governor of Washington State 13-02
3) University of Washington Administrative Policy Statement 13.1
4) University of Washington Administrative Policy Statement 13.2
8) FEMA Continuity of Operations Plan Template Instructions.
9) FEMA Continuity of Operations Plan Template.
10) FEMA Devolution Plan Template.
13) University of Washington Hazard Identification and Vulnerability Assessment, 2003
14) University of Washington Comprehensive Emergency Management Plan (CEMP), 2017
# ANNEX C.

## ACRONYMS

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>AAR</td>
<td>After-Action Report (or Review)</td>
</tr>
<tr>
<td>APS</td>
<td>Administrative Policy Statement</td>
</tr>
<tr>
<td>AVP</td>
<td>Associate Vice President</td>
</tr>
<tr>
<td>BARC</td>
<td>Business, Academic and Research Continuity</td>
</tr>
<tr>
<td>CEMP</td>
<td>Comprehensive Emergency Management Plan</td>
</tr>
<tr>
<td>CFR</td>
<td>Code of Federal Regulations</td>
</tr>
<tr>
<td>COOP</td>
<td>Continuity of Operations</td>
</tr>
<tr>
<td>DCM</td>
<td>Department of Comparative Medicine</td>
</tr>
<tr>
<td>DHS</td>
<td>Department of Homeland Security</td>
</tr>
<tr>
<td>ECC</td>
<td>Emergency Coordination Center</td>
</tr>
<tr>
<td>ECS</td>
<td>Emergency Communication System (aka “red phones”)</td>
</tr>
<tr>
<td>EH&amp;S</td>
<td>Environmental Health and Safety Department</td>
</tr>
<tr>
<td>EM</td>
<td>Emergency Management</td>
</tr>
<tr>
<td>EMD</td>
<td>(State) Emergency Management Division</td>
</tr>
<tr>
<td>EOC</td>
<td>Emergency Operations Center</td>
</tr>
<tr>
<td>EOP</td>
<td>Emergency Operations Plan</td>
</tr>
<tr>
<td>ER</td>
<td>Emergency Room</td>
</tr>
<tr>
<td>EMP</td>
<td>Emergency Management Plan</td>
</tr>
<tr>
<td>EPC</td>
<td>Emergency Policy Council</td>
</tr>
<tr>
<td>ESF</td>
<td>Emergency Support Function</td>
</tr>
<tr>
<td>EVP</td>
<td>Executive Vice President</td>
</tr>
<tr>
<td>FEMA</td>
<td>Federal Emergency Management Agency</td>
</tr>
<tr>
<td>FS</td>
<td>Facilities Services</td>
</tr>
<tr>
<td>HFS</td>
<td>Housing and Food Services</td>
</tr>
<tr>
<td>HIVA</td>
<td>Hazard Identification and Vulnerability Assessment</td>
</tr>
<tr>
<td>HR</td>
<td>Human Resources</td>
</tr>
<tr>
<td>HMC</td>
<td>Harborview Medical Center</td>
</tr>
<tr>
<td>HSA</td>
<td>Health Sciences Administration</td>
</tr>
<tr>
<td>HVAC</td>
<td>Heating, Ventilation and Air-Conditioning</td>
</tr>
<tr>
<td>ICS</td>
<td>Incident Command System</td>
</tr>
<tr>
<td>JIC</td>
<td>Joint Information Center</td>
</tr>
<tr>
<td>NIMS</td>
<td>National Incident Management System</td>
</tr>
<tr>
<td>PDA</td>
<td>Preliminary Damage Assessment</td>
</tr>
<tr>
<td>POC</td>
<td>Point of Contact</td>
</tr>
<tr>
<td>PEAT</td>
<td>EH&amp;S’s Pre-Entry Assessment Team</td>
</tr>
<tr>
<td>Code</td>
<td>Full Form</td>
</tr>
<tr>
<td>------</td>
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</tr>
<tr>
<td>RAT</td>
<td>Re-Entry Assessment Team</td>
</tr>
<tr>
<td>RCW</td>
<td>Revised Code of Washington</td>
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<td>SFD</td>
<td>Seattle Fire Department</td>
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<tr>
<td>SOP</td>
<td>Standard Operating Procedure</td>
</tr>
<tr>
<td>URC</td>
<td>Unit Response Center</td>
</tr>
<tr>
<td>UW</td>
<td>University of Washington</td>
</tr>
<tr>
<td>UW-B</td>
<td>University of Washington – Bothell (Campus)</td>
</tr>
<tr>
<td>UWEM</td>
<td>University of Washington Emergency Management</td>
</tr>
<tr>
<td>UW-IT</td>
<td>University of Washington Information Technology</td>
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<tr>
<td>UW-T</td>
<td>University of Washington – Tacoma (Campus)</td>
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<td>UWMC</td>
<td>University of Washington Medical Center</td>
</tr>
<tr>
<td>UWPD</td>
<td>University of Washington Police Department</td>
</tr>
<tr>
<td>WAC</td>
<td>Washington Administrative Code</td>
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</table>
**NEXT STEPS**

The University of Washington COOP Framework is a work in process. Initial work on the Framework commenced in 2017. The table below outlines the further work on the COOP and supporting plans the University of Washington will undertake in the process of creating as comprehensive a continuity program as possible.

<table>
<thead>
<tr>
<th>Description of Next Step</th>
<th>Est Date of Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>UW Risk Services to draft and finalize written plan for continuity of employee claims (e.g. worker’s compensation, equipment replacement) during continuity operations.</td>
<td>Complete May 2018</td>
</tr>
<tr>
<td>UW Record Management Services to draft and finalize framework for departments to identify and maintain vital records, and outlining tools and steps for restoring vital records post-disaster</td>
<td>June 2019</td>
</tr>
<tr>
<td>UW Real Estate to draft and finalize a written plan for identifying and securing back up facilities both pre- and post-event</td>
<td>June 2019</td>
</tr>
<tr>
<td>UW Information Technology to integrate existing continuity plans and review COOP content to ensure it meets the requirements of IT related state laws, administrative policy, and other governing authorities.</td>
<td>Complete December 2018</td>
</tr>
<tr>
<td>UW Medicine to integrate existing continuity plans and review COOP content to ensure it meets the requirements of medical related state laws, administrative policy, and other governing authorities.</td>
<td>September 2020</td>
</tr>
<tr>
<td>Office of CEO, UW Medicine to identify lines of succession</td>
<td>Complete January 2019</td>
</tr>
<tr>
<td>Office of the Board of Regents to identify lines of succession</td>
<td>Complete December 2018</td>
</tr>
<tr>
<td>UW Human Resources to update continuity plans to reflect organization shift to Workday, and policy for payroll and timesheet approvals during a continuity event</td>
<td>June 2019</td>
</tr>
<tr>
<td>UW Procurement to draft and finalize policy on budgeting and acquisition of resources during a continuity event</td>
<td>June 2019</td>
</tr>
<tr>
<td>UW Emergency Management to draft and finalize training and exercise plan, to include continuity plans</td>
<td>September 2020</td>
</tr>
</tbody>
</table>
## ANNEX D. LIST OF DEPARTMENT CONTINUITY PLANS

The department continuity plans below are included in this plan. Copies are stored by department in print editions and electronically, and can be accessed by UW Emergency Management electronically.

<table>
<thead>
<tr>
<th>Location</th>
<th>Organization</th>
<th>Section</th>
<th>Department</th>
<th>Plan Created Date</th>
<th>Last Updated</th>
<th>Exercise Date</th>
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<td>Academic Affairs</td>
<td>Information Technologies</td>
<td>Center for Information Assurance and Cybersecurity</td>
<td>1/5/2017</td>
<td>6/6/2018</td>
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<td>UW Bothell</td>
<td>Activities &amp; Recreation Center (UW Bothell / Cascadia College)</td>
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<td>8/24/2018</td>
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<td>Advancement and External Relations</td>
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<td>Planning &amp; Administration</td>
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<td>UW Bothell</td>
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<td>Location</td>
<td>Start Date</td>
<td>End Date</td>
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<td>Phillips Lab</td>
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<td>UW Medicine</td>
<td>Northwest Lipid Metabolism and Diabetes Research Laboratories (NWRL)</td>
<td>Division of Metabolism, Endocrinology, and Nutrition Institutes</td>
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<td>5/29/2018</td>
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<td>UW Medicine</td>
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<td>Department/Division</td>
<td>Date Started</td>
<td>Date Ended</td>
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<td>University of Washington</td>
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<td>Office of Facilities</td>
<td>11/7/2011</td>
<td>5/21/2018</td>
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<tr>
<td>University of Washington</td>
<td>Seattle</td>
<td>Departments, Divisions and Programs</td>
<td>9/14/2018</td>
<td>10/11/2018</td>
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<td>University of Washington</td>
<td>Seattle</td>
<td>Evans School of Public Policy &amp; Governance</td>
<td>10/19/2016</td>
<td>3/7/2018</td>
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<td>Seattle</td>
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</tr>
</tbody>
</table>
Appendix B: UW Crisis Communications Plan

Crisis Communications Plan

W

UNIVERSITY of WASHINGTON

Developed, Updated & Approved by the UW Crisis Communications Team

October 2019

Originally Posted: October 2007

Revised: August 2013
Revised: September 2015
Revised: October 2017
Revised: October 2018
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Key Information at a Glance:

University Emergency Communications

- The University of Washington Crisis Communications Plan provides the general framework for the coordination of communications within the University, and among the University, the media and the public in the event of an emergency or other critical incident.
- The Crisis Communications Team is comprised of individuals who represent key departments and units of the University and who have a critical role in responding and supporting the response to an emergency at the University.
- The UW News Office is the lead communications organization for the University of Washington, both on a daily basis and, is a member of the Crisis Communications Team during major emergencies.
- During an emergency or incident on campus the UW Alert Blog is the primary tool for providing continually updated information to the University Community, the media, and the general public.
- Campus emergency communications tools include a mass notification system (MNS) that allows the Crisis Communication Team to send out SMS (text messages), UW email, social media (Facebook & Twitter), and phone calls. Other tools include the UW Website Banner Postings, UW Alert Blog, the UW Information Hotline (provides a recorded emergency message), UW Indoor Alert, and UW Outdoor Alert (Blue Towers). When using these tools to alert the University community the messages will also include instructions about what to do if applicable.
- UW Alert: Following Clery guidelines, a UW Alert is sent via text, email, social media, UW Hotline and the UW Alert blog (and potentially UW Indoor and/or Outdoor Alert) to notify the community of an immediate threat to health and safety. These can include active-shooter situations and armed robberies, as well as HazMat responses and severe weather incidents that pose a safety risk. These alerts will include instructions for an action to be taken, and will be closed out with a message when the threat has been addressed or contained. Throughout these incidents, the blog post will be updated with pertinent information as it becomes available.
- UW Advisory: A UW Advisory will be sent via the most appropriate platforms (potentially including text, email, social media, UW Hotline and the UW Alert blog) to make the community aware of a significant situation that could disrupt operations but does not pose an immediate threat to health and safety. These could include power outages, phone outages, suspended campus operations and perceived threats which police have determined to be unfounded.
- UW Alert blog only: In the event of a disruption or incident that could raise concern or curiosity, but is isolated geographically, takes place when few people are likely to be in the area, and the CCT determines is not a significant or immediate threat, a post may be issued on the UW Alert blog, as an FYI banner on the UW website and on the UW Hotline.
- Detailed and specific (step-by-step) procedures related to the implementation of this framework are not included in this plan, but are part of each assigned departments’ individual documentation process.
Section I: Introduction

In an emergency or other crisis, effective and timely communication helps to protect life, public safety and property, and upholds the long-term integrity of the University of Washington.

Emergency communication are a vital tool during an emergency conditions are essential to preserve the safety and security of the University community. This plan outlines the different warning systems available and suggested use of each system, as well as provides operational guidance for issuing emergency warnings and UW Alerts.

There is no one system that will enable the University to fully warn everyone in a timely manner because each system has limitations. It is imperative to utilize multiple systems to effectively broadcast warning messages to the majority and as many of the University of Washington of students, faculty, staff, and visitors.

All UW Alert messages must be accurate, clear, and consistent. Within the constraints of the available messaging system(s), all messages should include accurate and detailed information about the situation and what actions to take. During the course of the emergency incident, regular updates to the campus community are highly advisable.

The media also aids in the warning dissemination. To assist in maintaining accuracy of the UW Alert messages, the media should receive consistent information with the warning messages themselves. The UW News Office will ensure that the media has access to updated information throughout the emergency incident as necessary to ensure the safety of the University community, first responders and other support personnel responding to the incident.
A. Purpose

The University of Washington’s Crisis Communication Plan outlines the roles, responsibilities, and procedures of key UW officials and departments that will guide the University in promptly and accurately sharing information with all of the University’s audiences during an emergency or crisis.

This plan is part of the UW’s all-hazards Comprehensive Emergency Management Plan (Annex 1), administered by the UW Emergency Management Department (UWEM).

For the purpose of this plan, a crisis is defined as a significant event or incident that disrupts – or has the potential to disrupt -- the University’s normal activities and operations. A crisis could be precipitated by emergency or a controversy. An emergency is a fire, earthquake, severe weather, crime or other event that presents a threat and typically involves a response from police, fire, utilities, and/or emergency medical personnel. A controversy better describes events such as a major protest, march or civil disturbance either by students, faculty, staff, or other persons on/near the UW campus.

This plan is to be flexible in nature and used in conjunction with other emergency decision-making procedures of the University. This plan solely describes the crisis communication roles, responsibilities, and procedures that will be followed by the University’s Crisis Communication Team and does not address other response and recovery procedures that likely will also be implemented in response to an incident on campus.

Elements of this plan are tested periodically as well as annually in conjunction with campus-wide emergency exercises and drills. All appendices are checked and updated for accuracy and completeness annually. Copies of this plan are posted on the UWEM Website for public review and comment.

B. Scope

The audience for this plan includes current and potential undergraduates, graduates, and professional school students as well as faculty, staff, alumni, visitors, parents, trustees, neighbors, city and regional leaders, the media, and our Seattle community, national and international publics, and state and federal officials.

This Plan is designed for the entire University of Washington system. The UW system includes the UW Medical Center and other UW Medicine-affiliated facilities, the UW Bothell Campus, and the UW Tacoma Campus. Each campus, including the UW Medical Center, is responsible for their own specific procedures. However, this plan will be carried out in close coordination with the UW Medicine, Bothell, and Tacoma emergency management, safety, and security personnel to align messages and operations, promoting effective communications across the entire University of Washington community.
C. Objectives of the Plan

The guiding principle of the University of Washington and the Crisis Communications Team is to communicate incident/event facts as accurately and quickly as possible, updating information regularly as circumstances change, to ensure the safety of the UW community and the continued operation of essential campus and public services.

- To assemble the Crisis Communications Team that will assess, implement, and support the appropriate emergency communications resulting from incident/situation.
- To factually assess situations and determine whether emergency notification communications are warranted and the requisite urgency of the notification(s).
- Implement immediate actions to:
  - To define the immediate actions needed to inform the campus community about the situation.
  - Identify all key audiences that need to be notified of the situation.
  - Communicate in an accurate and timely manner about the situation.
  - Monitor all media (broadcast, print, radio, social media, etc...) coverage of the incident/event and manage rumors.
  - Restore a sense of confidence and/or order.

The Crisis Communications Team will also meet on a regular basis (frequency determined by the Team members) to conduct business related to the review, implementation and maintenance of this plan. Topics discussed may include review of past actions and activations, developing and presenting strategic and operational priorities for process improvements, and drafting an annual report to senior UW leadership highlighting past activities, challenges and proposed enhancements to the University’s crisis communications tools and procedures. To ensure consistency and administrative continuity, the Crisis Communications Team meetings will be chaired by the Executive Director of UW News and co-chaired by the senior staff member representing UW Information Technology.

Ad-hoc or permanent working groups or subcommittees of the Crisis Communications Team may also be formed to address specific topics or study areas requiring more in-depth review and discussion. These subcommittees or working groups may involve or invite other UW Departments/units to participate on an as-needed basis to provide technical support or subject matter expertise.
Section II: Concept of Operations

A. Procedures

1. **Convening the Crisis Communications Team**

   Anyone (including the general campus public) as well as any member of the UW’s Crisis Communication Team who becomes aware of a potential crisis or emergency that may potentially impact University operations is responsible for notifying key University officials of the incident or event. Any member of the Crisis Communication Team may activate this plan in order to begin the initial group assessment of the incident or event. Each time the Plan is activated, the Crisis Communications Team member whose department has the lead response incident role, is responsible for notifying the appropriate member(s) of the University’s senior leadership team (the President’s Cabinet) of the status of the incident and provide ongoing status reports.

   Given the urgency of communicating critical information to the University community and the media, the Crisis Communication Team will be convened as quickly as possible. Based on the timing, location, and severity of the incident(s) or event(s), this may occur either in person or virtually through the crisis communication team conference bridge phone system. The initiator of the conference bridge call or the Executive Director of UW News or his/her designee, will determine when a sufficient number of the team have joined the call before discussions commence. A log will be maintained to record the proceedings and activities of each Crisis Communication Team call.

2. **Crisis Communication Team Representatives**

   The UW Crisis Communication Team comprises individuals whose departments and organizations play a critical role in addressing the crisis, including representatives of the following. The list below is not meant to be exhaustive.

   **UW Seattle Campus (in alphabetical order)**
   - Student Life (including Housing & Food Services)
   - UW Bothell Campus Liaison
   - UW Emergency Management Department
   - UW Information Technology Department
   - UW Medical Center
   - UW News Office
   - UW Police Department
   - UW Tacoma Campus Liaison
   - UW Web Communications
   - *Other unit(s) may be invited to participate on the conference call based on the specific incident.*
The Crisis Communications Team, will develop, and regularly-update a list of key Crisis Communication Team members and their 24/7 contact information. Each represented department must have a minimum of three (3) designated and trained individuals to ensure adequate 24/7 coverage. This confidential contact information will be maintained as part of the notification procedures (separate document).

B. Response

1. Implementation
   The Crisis Communication Team will implement some, or all of the steps outlined below based on the circumstances, coordinating with all key personnel. Throughout a crisis, the team will meet frequently to review changing facts, assess whether key messages are reaching audiences and determine whether strategies need to change. The success of this plan rests on open and frequent communication among the University of Washington’s safety, security, and emergency management leadership, the executive leadership, and the Crisis Communications Team.

2. Immediate Response
   Based on the available crisis information and after conducting a situation assessment, the Crisis Communication Team will determine what, if any, public messaging should be sent out. Examples include:
   - Activate the Mass Notification System (text messages, phone calls, emails, social media)
   - Activate the UW Outdoor Alert system (blue towers with loud speakers)
   - Activate the UW Indoor Alert (sirens/loud speakers & reader boards in many buildings)
   - UW Alert Banners on various UW webpages
   - UW Alert Blog
   - UW Advisory
   - UW Information (phone) hotline
   - ... Or any combination of the above.
   Appendix A contains a description of the communication tools, their possible applications in a crisis, and who can operate those tools.

3. Notifying Key Audiences
   The Crisis Communication Team will determine which groups need to be informed first. It is important to keep in mind that people will seek – and trust – other sources of information (e.g.
news reports, social media, rumors, and word of mouth) in the absence of official communication. Effective communication will help quell rumors, maintain trust, and ensure public safety.

Key audiences include:
- Students
- Faculty
- Staff
- Parents of students
- Alumni
- Neighbors
- General Public, including campus Visitors/temporary residents (i.e., summer camps)
- News Media
- Board of Regents
- Public officials – Mayor, Legislators, Governor

4. **Determine Spokesperson(s)**
   This can either be the Senior Director for Media Relations, his/her designed alternate, a senior leader of the University, or a member of the Crisis Communication Team who has knowledge of the crisis will be assigned to provide key messages and emerging facts to the public/media. The individuals selected will have the highest credibility of the University, and additional public information officers can manage briefings, media questions between formal press gatherings.

5. **Developing a Fact Sheet**
   As soon as possible after the incident, a fact sheet will be prepared to supplement communication with key audiences and information provided to the media by the spokesperson. It will be approved by the Senior Director for Media Relations or his/her designee and checked for accuracy by those with a direct knowledge of the crisis. Fact sheets released publicly or posted to the internet must be time stamped and updated as information changes.

6. **Alerting the media**
   The Senior Director for Media Relations will decide on the best way(s) of contacting the news media. In cases where a crisis is likely to be prolonged and/or especially complex, the Director may open and activate the UW Joint Information Center (JIC) and a news media briefing center to coordinate the information flow and assure that the correct people are involved in collecting and disseminating information. The Media and Communications Room/JIC is the UW’s Emergency Operation Center (EOC) located in Suite C-140 of the UW Tower and many act as the central location to coordinate media relations as necessary.

   Consideration will be given to appropriate media stating locations that can accommodate vehicles such as satellite trucks. Communication with the media must occur frequently as new information is known.

7. **Monitor traditional and social media**
   To anticipate any problems in the way information is flowing to the news media and to social media the Crisis Communication Team will have members monitor media and provide a listening
report if the incident is anticipated to be of a longer duration than a normal work day. Additional resources may be available to assist in monitoring of media by request (e.g. virtual operations support team (VOST)).

8. Approval of outgoing Information
Typically, we use a collegial approach of multiple approvals before we distribute communications pieces, including emails and news releases. That system will not work in a crisis. Seconds matter in a crisis, and we will be judged by how quickly we share information with key audiences.

As a matter of policy, the University of Washington is committed to trying to meet these expectations. It recognizes the need for unusually crisp decision-making during a crisis to enable rapid, accurate communication in coordination with the institution’s broader process. The Crisis Communications Team have developed templates that have been approved in advance to expedite the approval process during a crisis. Final approval for all communications – for the University rests with the Senior Director of Media Relations and Communications or his or her designee.

9. The End of the Crisis and After-Action Report
The Crisis Communications Team will determine when an incident has ended and provide an “All Clear” message to the key audiences and routine communications processes can resume.

Within one week of the crisis, the Senior Director for Media Relations or the UW department that took the lead operational role in the response will convene the Crisis Communications Team for either a brief “hotwash” (usually via a conference call) or, if the incident was more complex or extensive, a formal After-Action Review Workshop. Both formats are designed to document any lessons learned and suggested improvements. This discussions result in the collection of data and CCT discussions that are recorded and shared with the Crisis Communication Team and a future date as well as with other University leadership as necessary or requested.

C. Education and Plan Maintenance

1. Education and Testing
It is the responsibility of all the Crisis Communications Team members to provide education to our University community about how and when members would get messages from UW Alert in an emergency. The procedure may be similar to those used to education the University community in emergency preparedness and other safety presentations. The University will also conduct at least one test annually of the UW Alert mass notification system tools, which included the siren/public address system, email, text messaging, phone call, UW Alert Blog, and UW Alert website banner(s).
2. **Updating the Plan**

This plan shall be updated at least annually and a number of items contained in the appendices will be updated twice a year.

The Chair of the Crisis Communication Team in coordination with the Plans, Training, & Exercise Manager from UW Emergency Management will update this plan and have a review from the Crisis Communication Team. Information Technology, will oversee updates and improvements to the distribution lists located within the mass notification system.
Appendix A: Crisis and Mass Communication Tools

Note: In a crisis situation no single medium will suffice to notify all constituencies. Depending on the particular situation, some combination of the communication tools listed below may be employed to reach the widest number of people as quickly as possible.

<table>
<thead>
<tr>
<th>Communication Tool</th>
<th>Application</th>
<th>Characteristics</th>
</tr>
</thead>
<tbody>
<tr>
<td>UW Website Banner Postings</td>
<td>Short messages posted as banners on official UW Web sites</td>
<td>• Used to disseminate official information during emergencies or crisis situations that may disrupt the normal operation of the UW or threaten the health or safety of members of the UW community.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Great source of information if UW community knows when and where to check.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Does not provide active notification.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Crisis Communications Team posts information.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Messages are usually less detailed and shorter.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Banners are color-coded by the severity of the event.</td>
</tr>
<tr>
<td>“UW Alert Blog” website</td>
<td>More detailed messages posted on this website</td>
<td>• Used to disseminate official information during emergencies or crisis situations that may disrupt the normal operation of the UW or threaten the health or safety of members of the UW community.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Great source of information if UW community knows when and where to check.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Does not provide active notification.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Crisis Communications Team posts information.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Messages can be as detailed and as long as needed.</td>
</tr>
<tr>
<td>UW Information Hotline</td>
<td>Messages recorded on official UW hotline.</td>
<td>• Used to disseminate official information during emergencies or crisis situations that may disrupt the normal operation of the UW or threat the health or safety of members of the UW community.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Great source of information if UW community knows when and where to check.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Does not provide active notification.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Crisis Communications Team posts information.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Messages can be as detailed and as long as needed.</td>
</tr>
<tr>
<td>Communication Tool</td>
<td>Application</td>
<td>Characteristics</td>
</tr>
<tr>
<td>--------------------</td>
<td>-------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>1-866-897-INFO (4636)</td>
<td></td>
<td>threaten the health or safety of members of the UW community.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Great source of information if UW community knows when and where to check.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Does not provide active notification.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>By default, the content of messages is automatically taken from the UW Alert Blog website, but can be manually updated as needed.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Messages are usually less detailed and shorter, but can be manually updated to provide more detail as needed.</td>
</tr>
<tr>
<td>UW Alert/ UW Advisory</td>
<td>Short messages sent to SMS text, email, and social networking accounts.</td>
<td>Used to disseminate official information during emergencies or crisis situations that may disrupt the normal operation of the UW or threaten the health or safety of members of the UW community.</td>
</tr>
<tr>
<td>OmniAlert (service provider for the mass notification system)</td>
<td></td>
<td>Provides active notification to subscribers of UW Alert.</td>
</tr>
<tr>
<td>Facebook</td>
<td></td>
<td>All student email addresses are automatically enrolled.</td>
</tr>
<tr>
<td>Twitter</td>
<td></td>
<td>Beginning Nov. 1, 2019, all current UW faculty and staff email addressed will be automatically enrolled; however they still must “opt-in” to receive UW Alerts on their mobile devices.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Subscribers need to sign up separately for the Facebook and Twitter capabilities.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Crisis Communications Team posts information.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Messages limited to approximately 140 text characters due to SMS text and Twitter limitations.</td>
</tr>
<tr>
<td>UW Indoor Alert</td>
<td>Short messages broadcast to loudspeakers inside</td>
<td>Used to disseminate official information during emergencies or crisis situations that may disrupt the</td>
</tr>
<tr>
<td>Communication Tool</td>
<td>Application</td>
<td>Characteristics</td>
</tr>
<tr>
<td>--------------------</td>
<td>-------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>select (not) all UW Seattle campus buildings and structures. Some buildings have LED reader boards in place of loudspeakers. UW Bothell and UW Tacoma have separate systems.</td>
<td>normal operation of the UW or threaten the health or safety of members of the UW community.</td>
<td>• Messages sent using the mass notification capabilities of the fire alarm system inside buildings. Full broadcast capabilities available in approximately 100 buildings. Paging in common areas or reader boards available in approximately 45 buildings. • Provides active notification to people within earshot of the broadcast. • Crisis Communication Team broadcasts messages. • Messages are usually less detailed and shorter, but can be customized to provide more detail as needed.</td>
</tr>
<tr>
<td>Communication Tool</td>
<td>Application</td>
<td>Characteristics</td>
</tr>
<tr>
<td>------------------------------</td>
<td>------------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| UW Outdoor Alert             | Short messages broadcast to loudspeakers on UW Seattle Campus. UW Bothell and UW Tacoma have separate systems. | • Used to disseminate official information during emergencies or crisis situations that may disrupt the normal operation of the UW or threaten the health or safety of members of the UW community.  
• Provides active notification to people within earshot of the broadcast.  
• Crisis Communication Team broadcasts messages.  
• Messages are usually less detailed and shorter, but can be customized to provide more detail as needed. |
| UW ListServ Email            | Messages sent directly to recipients’ email.                                | • Can be used to disseminate official information during emergencies or crisis situations that may disrupt the normal operation of the UW or threaten the health or safety of members of the UW community.  
• Provides active notification to email. However, recipients may not necessarily be able to read/receive email messages.  
• Examples of recipient groups include building coordinators, deans, chairs, AVPs, directors.  
• Message delivery dependent on network conditions and the number of recipients.  
• Messages can be as detailed and long as needed. |
| Bulk Email                   | Email message sent to entire campus or large-scale recipient list            | • Can be used to disseminate official information during emergencies or crisis situations that may disrupt the normal operation of the UW or threaten the health or safety of members of the UW community.  
• Provides active notification to email. However, recipients may not necessarily be able to read/receive email messages. |
<table>
<thead>
<tr>
<th>Communication Tool</th>
<th>Application</th>
<th>Characteristics</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>• Message delivery dependent on network conditions and the number of recipients (expect the entire campus list to take at least two hours or more to complete).</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Messages can be as detailed and long as needed.</td>
</tr>
</tbody>
</table>
## Record of Changes

<table>
<thead>
<tr>
<th>Change Number</th>
<th>Date of Change</th>
<th>Description of Change</th>
<th>Change Made By:</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>10/23/2018</td>
<td>Page 1 Key Information at a glance included new definitions of UW Alert, UW Advisory, and UW Alert Blog only. Appendix A mass and crisis communication tools, included UW Advisory as an option using e2campus/ Omnilert</td>
<td>Elizabeth King (UWEM)</td>
</tr>
<tr>
<td>002</td>
<td>10/23/2018</td>
<td>Appendix A mass and crisis communication tools, included Omnilert after e2campus.</td>
<td>Elizabeth King (UWEM)</td>
</tr>
<tr>
<td>003</td>
<td>10/14/19</td>
<td>Removed all references to the old e2Campus vendor name</td>
<td>Steve Charvat (UWEM)</td>
</tr>
<tr>
<td>004</td>
<td>10/14/19</td>
<td>Modified the After Action review section by adding the more common “hotwash” option for collecting incident information after the event</td>
<td>Steve Charvat (UWEM)</td>
</tr>
<tr>
<td>005</td>
<td>10/14/19</td>
<td>Updated the UW Alert information on Appendix A to include the upcoming addition of all current UW faculty and staff emails as part of the system</td>
<td>Steve Charvat (UWEM)</td>
</tr>
</tbody>
</table>
Appendix C: Inclement Weather Plan

Inclement Weather Plan

Comprehensive Emergency Management Plan (CEMP) –

Updated:
November 2019
Introduction

This document represents a functional annex (Annex 6) to the University of Washington Comprehensive Emergency Management Plan (CEMP). It provides procedural guidance for any changes in campus operational status due to weather, including suspending operations, closure, delayed opening and/or early release. Most often this procedure is implemented for snow and other winter weather event impacts, but may be used for any hazardous or severe weather that threatens normal operations such as severe thunderstorms with damaging winds, flooding, extreme heat, and other conditions that could impact University operations.

Purpose

To enable a consistent, transparent and coordinated multi-department and multi-campus efficient response to any inclement weather.

Scope

This is an Annex of the University of Washington Comprehensive Emergency Management Plan (CEMP) and applies to the entire UW Seattle (main) campus and in coordination with both UW Bothell and UW Tacoma campuses. UW Bothell and UW Tacoma will follow each of their own campus’ policies and procedures for inclement weather. The University of Washington Medical Center (UWMC) will be included in the coordination, but will follow their own UWMC policies and plans regarding inclement weather. This plan address the roles and responsibilities, provides definitions, campus procedures.

Authority

See the UW CEMP for authority references.

Limitations

The University of Washington will endeavor to make every reasonable effort to respond to severe storms or hazardous weather incidents. However, the University of Washington resources and systems may become overwhelmed by the magnitude of a storm and its impacts. There is no guarantee implied by this document that a perfect response to a severe storm or hazardous weather incident will be practical or possible.
## Concept of Operations

### Roles and Responsibilities

<table>
<thead>
<tr>
<th>Title/Department</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>President / Provost (or his or her designee)</td>
<td>Authorizes and approves the recommended decision to suspend operations, close, delay, or release campus early. Supports university departments and personnel responsible for the planning and implementation of actions required to implement any and all decision approved by senior leadership.</td>
</tr>
<tr>
<td><strong>UW Facilities Vice President (or his/her designee)</strong></td>
<td>Assess the conditions of campus buildings and grounds and infrastructure to assist in reaching a consensus recommendations about operational status. Coordinates snow/debris removal operations and response to reports of any facilities damage. Will forward the Weather Assessment Group’s (WSAG) consensus recommendation(s) to either suspend operations, close, delay, or release campus early. The Facilities VP will also relay the final decision back to the WSAG in order to implement the decision(s).</td>
</tr>
<tr>
<td><strong>UW Emergency Management Director (or his/her designee)</strong></td>
<td>Overall coordination and implementation of the plan. Monitors weather forecasts, obtains relevant information from government agencies and counterparts at nearby institutions and K-12 school districts, local transportation and transit agencies, coordinates reaching a weather-related operational status decision, and ensures that the recommendations is promptly shared with other regional EM stakeholders and appropriate operational agencies.</td>
</tr>
<tr>
<td><strong>Vice President of Student Life (or his/her designee)</strong></td>
<td>Assess campus conditions to assist in reaching an operational status recommendation, including condition and accessibility of student housing and food service operations</td>
</tr>
<tr>
<td><strong>UW Police Department (or his/her designee)</strong></td>
<td>Assess current campus conditions to assist in reaching an operational status recommendation.</td>
</tr>
<tr>
<td><strong>Crisis Communications Team (CCT) &amp; Chair</strong></td>
<td>UW News Director, as Chair of the CCT, receives campus status decisions and communicates any final decisions via the UW Alert System and UW Alert online Blog (Crisis Communication Team), and notifies external media (UW News).</td>
</tr>
<tr>
<td><strong>UW-Bothell &amp; UW-Tacoma Emergency Management</strong></td>
<td>Participate in conference calls and provide status reports on respective campus conditions. Ensure that UW-Seattle discussions and decisions are shared with their respective campus leadership to ensure seamless coordination &amp; information-sharing among the three primary residential campuses.</td>
</tr>
<tr>
<td><strong>Health Sciences Administration Executive Director (or his/her designee)</strong></td>
<td>Provides input on the current status of the operations of critical and essential function, including ongoing research functions in the HSA complex. Also, provides guidance on the risk management implications of any proposed recommendation made by the WSAG.</td>
</tr>
<tr>
<td><strong>Intercollegiate Athletics Director (or his/her designee)</strong></td>
<td>Reports on current and future athletic events, games, tournaments and/or other special or public events on- or off-campus that may be impacted by a change in the University’s operational status.</td>
</tr>
</tbody>
</table>

UW Inclement Weather Plan November 2019
<table>
<thead>
<tr>
<th>Title/Department</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Human Resources Vice President</strong></td>
<td>Provides guidance on concerns associated with Human Resources in the event of inclement weather. This can include time off, work from home, or any other leave use associated with the employment categories of UW staff.</td>
</tr>
<tr>
<td><strong>Provost’s Office Academic &amp; Instructional Programs Liaison</strong></td>
<td>Appointed/selected by the Provost’s office, this representative provides input and considerations on any unique concerns related to the impact of any proposed operational status changes to the academic and research activities on campus.</td>
</tr>
</tbody>
</table>
Response Options – Modification of Campus Operational Status

The University has identified four (4) possible response options to modify operations during or after the impact of significant weather: **suspended operations, delayed opening, early release** or **closed**. While longer-term options may be modified by decision of the UW’s Emergency Policy Council (EPC), short-term status modifications should always follow one of these four options. Each of these options may be considered by the three main UW campuses: Seattle, Bothell and Tacoma.

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
<th>Rationale</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Suspended Operations</strong></td>
<td>Normal non-essential operations are cancelled for the business day (first shift) for the campus. Unless otherwise stated in the timing of the notification, activities scheduled for the evening (second shift) or night (third shift) are expected to continue.</td>
<td>The campus cannot be safely made ready for the day, and the weather impact is forecast to continue or worsen during the day. However, critical operations of the campus must continue (e.g. housing and food service for residence halls, maintaining core building utility and communications systems, safety/security activities, maintaining care of research animals and/or specimens, medical center operations)</td>
</tr>
<tr>
<td><strong>Closed</strong></td>
<td>Normal operations are cancelled for the business day (first shift) for the campus. Unless otherwise stated in the timing of the notification, activities scheduled for the evening (second shift) or night (third shift) are expected to continue.</td>
<td>The campus cannot be safely made ready for the day, and the weather impact is forecast to continue or worsen during the day. <strong>NOTE:</strong> This option is very rarely used as certain core services must be provided 24/7. Only in the most extreme situations such as a terrorist attack or catastrophic earthquake, would this option be considered.</td>
</tr>
<tr>
<td><strong>Delayed Opening</strong></td>
<td>Activities occurring before the selected opening time are cancelled, and activities beginning after the opening time continue as scheduled.</td>
<td>The campus cannot be safely made ready for normal opening time, but is confidently expected to be safe at the selected time. Weather impact has ended or is confidently forecast to end before the delayed opening time.</td>
</tr>
<tr>
<td><strong>Early Release</strong></td>
<td>Authorizes supervisors to dismiss employees early at their discretion, but not before the official early release time announced by the UW. Some classes, clinics, scheduled events, and supporting activities impacted by an early release may opt to modify their schedules to accommodate this option.</td>
<td>Weather impact creates hazardous traveling conditions or release other problems.</td>
</tr>
</tbody>
</table>
Procedures

Advances in meteorology have made forecasts more accurate. Whenever possible, a suspension of operations or closing decision, should be encouraged to be made the evening before an anticipated weather impact based on the anticipated impact, confidence of the forecast, and the known or anticipated actions of public authorities. When a decision cannot be made in advance, the status decision should be made and notification sent out by UW Alert at the earliest without delay to the appropriate campuses that would be impacted on the affected day.

A more-detailed decision matrix, checklist, standard operating procedures (SOPs), and updated WSAG membership contact list and wallet card is maintained, updated and distributed separately in conjunction with the key elements contained in this plan. UWEM is responsible for regular updates and annual WSAG member refresher training as part of this plan. This training generally occurs each year during the Fall academic quarter and may be conducted in-person or virtually.

Conference Call or Meeting of the UW’s Weather Status Assessment Group (WSAG)

UW Seattle Campus

UW Emergency Management (Director or Duty Officer) will coordinate and facilitate an information-gathering discussion prior to an operational status change decision usually conducted by telephone conference (bridge) call. Depending on the severity and certainty of the assessment, the call may occur the night-before, but no later than 11:00 pm. For morning-of decisions, the call will occur no later than 4:00 am at a time arranged and announced by the UW Director of Emergency Management.

The UW’s Weather Status Assessment Group include the following core members:

- The Vice President of UW Facilities or his/her designee,
- The Vice President of Student Life or his/her designee,
- Vice President of Human Resources or his/her designee,
- The UWEM Director and/or Duty Officer,
- The UW Chief of Police or his/her designee,
- The Director of UW Intercollegiate Athletics or his/her designee,
- The Health Sciences Administration Executive Director or his/her designee,
- Provost’s Office representative or his/her designee.
The Emergency Preparedness Manager (Bothell campus) and the Emergency Director of Campus Safety & Security (Tacoma campus) will also be invited to provide input – see below.

The National Weather Service-Seattle (when available) may provide detailed spot-forecasts.

The Chair of the UW’s Crisis Communication Team (CCT) (UW News Director) will also participate in the call in order to receive and ensure public notification of the status decision once it has been confirmed by the President or Provost.

(Other key stakeholders may be invited to participate depending upon the situation.)

The purpose of the conference call is the reach a consensus recommendation for the campus operational status, prior to the UW Facilities VP sharing the recommendation(s) with the University President.

1. Prior to the call, all members should gather assessments of conditions specific to each of their areas of responsibility and provide a brief updates status report on:
   a. Condition of roadways on and near campus;
   b. Condition of parking lots, and the ability to safely receive/park vehicles;
   c. Condition of walkways and outdoor stairs;
   d. Accessibility of buildings, including all emergency exits;
   e. Status of utility systems (gas, water, electricity, communications,...)
   f. Any additional hazards or conditions of concern, including reliability of critical utilities, such as electricity and telecommunications;
   g. WINTER ONLY: Projection of snow/debris removal by 8:00 am, including ability to maintain or improve roadway and walkway conditions based on the anticipated continuing weather.

2. Conference Call: UW Emergency Management (Seattle campus), Emergency Preparedness Manager (Bothell campus), and Emergency Director of Campus Safety & Security (Tacoma) will begin each conference call with campus-specific updates/report on:
   a. Latest National Weather Service forecast for the area, including any posted advisories, watches, or warnings;
   b. Emergency/closing status of the City, County, and local K-12 school districts in the surrounding communities;
   c. Status of local road conditions, transit operations and restrictions,
   d. Status of other area colleges and universities, if known; and
e. Any additional hazards or conditions of concern.

3. Members of the Weather Status Assessment Group will assess each of the reports given by individual members and weigh the various factors as they relate to any campus operational changes. The guiding principles should focus on public safety and health, with other factors secondary in the final recommendation.

4. *(For the Seattle Campus only):* The Vice President for UW Facilities will listen to the information provided and the recommendations from each member on changing the status of campus operations.

a. After listening to each of the member’s reports and recommendations, the UW Facilities Vice President will notify the UW President or his/her designee of the official recommendation(s) and ask for the final official decision on changing the status of campus operations (if any).

i. **Suspended Operations, Closing** or **Delayed Opening** decisions should be made before 5:00 am, or at least 3 hours prior to the resumption of activity, if an existing suspending operations or closure will be extended.

ii. **Delayed Opening** must indicate a specific time at which the campus is expected to be open for normal operations.

iii. **Early Release** decisions should be made at least 90 minutes before the effective time of the release, when possible.

b. Once the Vice President of UW Facilities has received the final decision from the UW President, the VP will immediately contact the Weather Status Assessment Group via conference call *(preferred)* or other rapid notification methods (i.e., email, group text) and provide the official decision of changing the status of the campus from the UW President.
Notification

Immediately following the official decision of any official change of status for the campus received by the UW President, UW News and the UW’s Crisis Communication Team representative will activate the Crisis Communication Team through processes defined in the UW’s Crisis Communication Plan. The Crisis Communication Team will use the UW Alert system to provide notification of the official change in campus operations to the impacted campus as well as notify traditional print and broadcast media (television and radio) of the UW’s change in operational status.

Continued Monitoring

UW Emergency Management and/or specific emergency management roles at the Bothell and Tacoma campuses are responsible for continuing to internally monitor the weather situation. When a suspended of operations or closing has been enacted, each campus Emergency Management official will coordinate a reassessment of campus conditions at least three house before the anticipated end of the closure, following the same procedures outlined for the initial changes in campus operations, to determine if it is safe to resume normal operations.

If available, NWS SKYWARN Storm Spotters can be utilized to report information regarding severe weather, such as nomenclature of the storm or measurements, to the Emergency Operations Center, as well as report storm developments to the local National Weather Service office. This partnership is an essential information sharing tool to gather information for situational awareness regarding weather hazards and to identify and describe severe local storms.
Excessive Heat & Air Quality Hazards

Hazardous Air Quality Background

Hazardous air quality has become a hazard that has increased in reoccurrences annually during the past 5 years in the Pacific Northwest. The hazard can occur in the Pacific Northwest, regardless of the geographical location of the source. In 2017, wildfires in the Siberian region of Russia which increased the hazardous air quality the greater Seattle area. During the summer of 2018, hazardous air quality was increased due to wildfires in British Columbia, Canada, as well as throughout Washington.

Air quality hazards can occur from multiple sources, from chemical fires to wildfire smoke. Hazardous air has been known to cause severe health problems with individuals and poses and increased threat to youth, elderly, and populations with pre-existing respiratory illnesses and ear problems. Air quality hazards are not only applicable to humans, but:

- man-made materials (buildings and cars)
- crops and vegetation
- soil and water
- animals and wildlife
- and visibility

Air Quality Internal Watch and Alerting

Upon the issuance of an air quality advisory, UW Emergency Management will inform the Weather Status Monitoring Group of the hazard by utilizing AIRNow as the official source for AQI monitoring. Increased monitoring will occur when air quality is forecasted to attain the levels that are sustained or exceeding levels that become a threat to the general public, or when deteriorating air quality events are declared by the City of Seattle or the University Weather Status Assessment Group. De-escalation of watch will occur when the hazard is no longer a threat to the general public.

AIRNow

The AQI focuses on health effects that maybe experienced within a few hours or days after breathing polluted air. EPA calculates the AQI for five major air pollutants regulated by the Clean Air Act: ground-level ozone, particle pollution (also known as particulate matter), carbon monoxide, sulfur dioxide, and nitrogen dioxide. For each of these pollutants, EPA has established national air quality standards to protect public health. Ground-level ozone and airborne particles are the two pollutants that pose the greatest threat to human health in this country.
AIRNow provides the daily Air Quality Index (AQI) for how clean or polluted the outdoor air is, along with the health effects that may be of a concern. The AQI is separated into colored categories to depict severity and numerical ratings to allow people to better understand risk. AIRNow provides a category referred to as “Action Days” which indicated the air quality has moved into unhealthy ranges. For these Action Days, individuals that possess a higher sensitivity to particle pollution (children, lung sensitive, elderly, heart disease, etc) should mitigate exposure and heavy outdoor exertion. AIRNow provides the primary AQI used by the Greater Seattle Area clean air partners. In the event that AIRNow monitoring becomes unavailable, the secondary monitoring point will be the Washington Air Quality Assessment.

**The 4 Step Risk Assessment Process**

1. **Hazard Identification**
   - What health problems are caused by the pollutant?

2. **Dose-Response Assessment**
   - What are the health problems at different exposures?

3. **Exposure Assessment**
   - How much of the pollutant are people exposed to during a specific time period? How many people are exposed?

4. **Risk Characterization**
   - What is the extra risk of health problems in the exposed population?

**Alerting**

UW Emergency Management will initiate the Weather Status Assessment Group when the AQI has achieved the levels of Unhealthy 151 to 200. Courses of action will be determined by the WSAG based upon a multitude of factors and subject matter input.
Mitigation and Preparedness

UWEM encourages departments to distribute hazard related information prior to the hazard season or the onset of the hazard (if forecasted). It is recommended that departments include information on the hazard, its effects, and information on personal protective equipment associated with mitigation. Departments should be aware of individuals, equipment, and infrastructure that may be susceptible to the effects hazardous air quality. Mitigation efforts are recommended at the department level. These efforts could range from the examples of reduced emissions plans, refueling vehicles at night, alternate work locations, and more. UWEM encourages departments in include localized mitigation efforts and align with strategies in the UW Climate Action Plan and outlined by the UW Sustainability Office.
Heat

Excessive heat is becoming an increasingly more dangerous hazard in the Pacific Northwest. Many homes and businesses in the region lack cooling systems and can become vulnerable during extended duration events. With the regions mild summers, populations in the region are less acclimated to extreme heat events that occur in different areas of the United States. Due to this, heat related injuries may present themselves at lower temperatures than other regions. The urban location of UW facilities are further at risk of higher temperatures due to the effect of the urban heat absorption and retaining of heat during perceived cool down periods, such as the evening.

**Extreme heat** is defined by the CDC as weather that is much hotter than average for a particular time and place—and sometimes more humid, too. Extreme heat is particularly dangerous when occurring for a prolonged period (known as a “heat wave”).

Heat related injuries can become deadly and slowly affect an individual without the individual knowing that they are becoming ill. Heat related illness is progressive which a culmination of lesser symptoms can result in larger related issues if gone unaddressed. These symptoms can include fatigue, nausea, headache, muscle aches and cramps, weakness, confusion, drenching sweats accompanied by cold or clammy skin, weakened heartbeat, and more. Recognizing the symptoms is crucial in preventing further injury and receiving medical assistance. Mitigation efforts training workers to look for the signs of injury, working in pairs, utilizing alternative work locations, implementing extended rest breaks, and more are encouraged to be in department emergency plans.

Vulnerable populations to this hazard include, but are not limited to:

- The elderly and the very young;
- Those on certain medications and/or those with preexisting conditions which make them more sensitive to heat (your doctor can let you know if this is you);
- Those working outdoors -- especially new workers, temporary workers, or those returning to work after a week or more off;
- Those exercising or doing strenuous activities outdoors during the heat of the day - especially those not used to the level of heat expected, those who are not drinking enough fluids, or those new to that type of activity;
- Those without a reliable source of cooling and/or hydration;
- Those not acclimated to the level of heat expected - especially those who are new to a much warmer climate
Some economic sectors are also affected by increasing levels of heat, such as energy and transportation.

Additionally, individuals may be more sensitive to extreme heat. The factors that place these individuals at higher risk are:

- **Exposure**: People spending long hours working or exercising outside, homeless, or those without air conditioning.
- **Sensitivity**: Less tolerant individuals such as infants, young children, pregnant women, older adults, and those on certain medications can increase sensitivity. Drug and alcohol use can affect hydration levels, causing an increase sensitivity to the hazard.
- **Ability to respond and prepare**: Individuals with lack of air conditioning, mobility issues, or individuals less likely to leave their homes place them at higher risk.

**Fatalities by Hazard, 2006-2015 per NOAA**

![Heat Internal Watch](image)

**Heat Internal Watch**

Increased monitoring will occur when air quality is forecasted to attain the levels that are sustained or exceeding levels that become a threat to the general public, or when deteriorating air quality events are declared by the City of Seattle or the University Weather Status Assessment Group. De-escalation of watch will occur when the hazard is no longer a threat to the general public. During the time of escalation, UWEM encourages departments to implement plans for the hazard. Department plans may be activated at a lower threshold due to population, work, or other specialized criteria. In the event the EOC is activated, EOC staff will begin to identify resource shortages and prepare resources for deployment, as well as implement applicable plans relating to the needs of the community. Department level planning should include required resource levels in plans for specialized equipment.
Alerting

The National Weather Service has developed a Heat Risk forecast. This forecast provides a seven day outlook of potential heat risk over a geographic area. The scale utilizes a numerical and color coded scale to communicate the risk, similar to the AQI or UV index. This provides the approximate level of heat risk concern and identifies those who would be at the most risk of the hazard. The product is supplementary to the NWS heat watch/warning/advisory program and provides continuously available guidance for decision makers.

Local NWS offices will partner with local stakeholders to determine when an alert is issued for a local area. This would be due to secondary factors such as acclimation, infrastructure, and prior weather and length of heat.

General alerts and warnings issued from the National Weather Service regarding heat are:

**Excessive Heat Warning—Take Action!** An Excessive Heat Warning is issued within 12 hours of the onset of extremely dangerous heat conditions. The general rule of thumb for this Warning is when the maximum heat index temperature is expected to be 105° or higher for at least 2 days and night time air temperatures will not drop below 75°; however, these criteria vary across the country, especially for areas not used to extreme heat conditions. If you don't take precautions immediately when conditions are extreme, you may become seriously ill or even die.

**Excessive Heat Watches—Be Prepared!** Heat watches are issued when conditions are favorable for an excessive heat event in the next 24 to 72 hours. A Watch is used when the risk of a heat wave has increased but its occurrence and timing is still uncertain.

**Heat Advisory—Take Action!** A Heat Advisory is issued within 12 hours of the onset of extremely dangerous heat conditions. The general rule of thumb for this Advisory is when the maximum heat index temperature is expected to be 100° or higher for at least 2 days, and night time air temperatures will not drop below 75°; however, these criteria vary across the country, especially for areas that are not used to dangerous heat conditions. Take precautions to avoid heat illness. If you don't take precautions, you may become seriously ill or even die.

**Excessive Heat Outlooks** are issued when the potential exists for an excessive heat event in the next 3-7 days. An Outlook provides information to those who need considerable lead-time to prepare for the event.
Mitigation and Preparedness

UWEM encourages departments to distribute hazard related information prior to the hazard season or the onset of the hazard (if forecasted). It is recommended that departments include information on the hazard, its effects, and information on personal protective equipment associated with mitigation. Departments should be aware of individuals, equipment, and infrastructure that may be susceptible to the effects extreme heat. Mitigation efforts are recommended at the department level. These efforts could range from having pre-identified cooling centers, increased rest cycles and more. Other large scale mitigation strategies include, expanding tree canopy cover, man-made outdoor shade structures, and increased public water fountains, for example. UWEM encourages departments in include localized mitigation efforts and align with strategies in the UW Climate Action Plan and outlined by the UW Sustainability Office.

Related Documents

AIRNow
Comprehensive Emergency Management Plan (CEMP)
Crisis Communication Plan
HR Policy on Suspended Operations
HR Policy on Inclement Weather

UW Inclement Weather Plan November 2019
After Action Review

The purpose of this section is to annotate post-incident or seasonal ending after action reviews related to implementation of this plan. This is to ensure the plan remains updated to include seasonal forecasts and changes to adapt to changing climate.

<table>
<thead>
<tr>
<th>Date</th>
<th>Review Type</th>
<th>Changes Made</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 18, 2019</td>
<td>Pre-winter WSAG Annual Plan Orientation and Process Training</td>
<td>Added Provost and HR representatives to the plan</td>
</tr>
</tbody>
</table>
Appendix D: Communicable Disease Outbreak Management Plan

UNIVERSITY OF WASHINGTON
COMMUNICABLE DISEASE OUTBREAK MANAGEMENT PLAN

ISSUE: Communicable Disease Response for the University of Washington

Compiled by:
Advisory Committee on Communicable Disease (ACCD)

October 2014

[CURRENTLY UNDER REVISION]
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Related Unit Response Plans
(Not included as part of this document)

- Master Agreement Regarding Isolation and Quarantine at the UW between the University of Washington and Public Health – Seattle & King County
- International Programs and Exchanges
- Housing and Food Services
- Hall Health Center
- UW Medical Center/HEICS Contingency Plan
- Harborview Medical Center Disaster/Contingency Plan
I. Purpose
This annex is a supplement to the 2014 University of Washington’s (UW or University) Emergency Response Management Plan (and describes how the University will respond to the spread of a communicable disease in the University community and/or in the surrounding community. This Communicable Disease Guidance document was initially prepared in 2006, and revised in 2010 and 2014, by the UW Advisory Committee on Communicable Diseases (ACCD) to address pandemic influenza. The ACCD serves to develop strategies to manage communicable diseases at the University and provide recommendations to the President.

The primary purpose of the UW communicable disease response plan is to promote the safety and well-being of UW students, faculty, visitors, and staff by:
- Preventing the spread of disease
- Protecting UW workers who will need to keep the UW running
- Providing support for the essential services that must be maintained

The plan provides a general framework for preparedness planning, response, and recovery in response to a large-scale outbreak of a communicable disease. It outlines the roles and responsibilities of University personnel and units and the functions that public partners can be expected to provide to the University community. The 2010 revision reflected the lessons learned from the H1N1 pandemic that was experienced worldwide and on the University campus in the winter and spring of 2009. This revision reflects updates between 2010 and 2014. There are several aspects of a communicable disease emergency that differentiate it from other emergencies and that require variations in widespread planning, response and recovery. Nothing in this document precludes the primary parties (UW departments, units, senior policy-makers, employees, or key stakeholders) from modifying their actions to meet the unique conditions presented. These unique actions and responses may be based on one or more of the following:

- The current threat of disease in the world, region, state, and local area
- The unique nature of the disease including the incidence, morbidity, and mortality of the disease
- The novel nature of the disease pathogen, particularly whether it mutates rapidly, has high virulence, and spreads easily from human-to-human.
- Mandates and/or orders by federal, state, or local public health or public safety authorities

II. General information on Pandemic Communicable Disease Events

A pandemic is a “geographically widespread outbreak” of communicable disease. An emergency situation can result when there is sufficient morbidity and mortality to disrupt the essential operations of a community and when the communicable disease: a) is highly virulent, b) is readily transmitted from human-to-human, and c) causes sudden, serious, illness and death in a large number of people.
The communicable diseases with the highest risk for a pandemic event are those that are new to the population, either a mutated strain of a known pathogen or a newly emerging pathogen to which the general population has little or no immunity (resistance) and therefore spreads easily and is sufficiently virulent to cause social disruption. In the remainder of this document “novel pathogen” will be used to refer the latter agents. Animal viruses infecting humans are considered novel pathogens, thus the avian influenza concern in 2006 and the H1N1 influenza (aka “swine” influenza) in 2009 both had the pandemic potential to significantly interrupt usual operations.

In order to assist communities to plan for a potential pandemic, the World Health Organization (WHO) developed a phased pandemic alert system. WHO uses the definition of pandemic to mean widespread disease in more than one region of the world. The six WHO phases are shown in Attachment #2. The WHO pandemic alert system gives governments, institutions, and individuals time to plan for protection and response.

Federal, state, and local public health agencies such as the Centers for Disease Control and Prevention (CDC), the Washington State Department of Health (WADOH), Public Health – Seattle & King County (PHSKC), and Tacoma Pierce County Health Department (TPCHD) also provide communicable disease planning and response guidance and support. The University planning and response levels described in this document are informed by the WHO pandemic alert system and are consistent with the (PHSKC) planning levels wherever appropriate. UW actions may deviate from WHO and/or CDC recommendations when necessary in order to follow guidance or directives from local public health authorities that more closely reflect the current situation in the surrounding communities in Washington State.

III. **Key Preparedness and Response Principles**

Key preparedness and response principles addressed in this plan include:

1) **Monitoring local population disease burden** to determine novel pathogen morbidity and mortality data that will be used to inform decision-making. This includes gathering real-time information from PHSKC, TPCHD, WADOH, federal and international public health partners, and monitoring the disease burden on campus when feasible.

2) **Communicating to the University community** about the disease spread, what prevention actions individuals can take, and the operational status of the University during various levels of the pandemic is essential. The University will collaborate with local public health as appropriate to influence public behavior regarding basic infection-control measures such as hand-washing or using sanitizing hand gel, maintaining respiratory etiquette, staying home when sick, and avoiding unnecessary contact with people who are ill.
3) Developing capabilities to implement public health prevention measures is essential to limit disease spread for:
   - Students living in student housing
   - Students commuting to campuses
   - International students and faculty, staff, and students in travel status
   - Faculty and staff
   - Medical facilities
   - Visitors and other non-campus individuals

4) Planning for business, academic, and research continuity by considering:
   - Determination of essential staff and services in the event non-essential operations are suspended
   - Provision of academic continuance through technology where feasible
   - Operational function at low staffing levels
   - Implementation of social distancing measures, when deemed necessary
   - Determination of when non-essential UW business travel to effected global areas is needed

5) Coordinating with local and regional public health agencies (PHSKC, TPCHD, and WADOH) to plan for surveillance, reporting, mass vaccination, antiviral/antibiotic distribution, isolation and quarantine, and implementation of disaster triage standards that direct resources to care for those with a potential for survival.

6) Planning for recovery of operations so normal operations can be resumed when feasible.
IV. Scope

This plan, as Annex 2 to the UW All-Hazards Comprehensive Emergency Plan, incorporates by reference a similar emergency planning and response structure. The special circumstances of a communicable disease outbreak may require some variance from UW Emergency Operation Plan and are so noted.

All UW locations and entities are considered under this plan, including the Seattle, Tacoma, and Bothell campuses, leased locations, field stations and faculty, staff, and students stationed or travelling out of country under UW auspices. Some locations are in the process of developing response plans that are more targeted and appropriate for their locations. Coordination with the UW Medical Center (UWMC) and Harborview Medical Center’s (HMC) emergency response plans and those facilities will be necessary to ensure staff who work both in the medical centers and on the campuses are aware of differences in various response and recovery plans. Staff, students, and faculty who have been in travel status internationally and who are at risk of carrying a novel infection may be required to practice social distancing measures for a designated period to minimize the likelihood of disease transmission.

The following sections provide a systematic approach for minimizing the risk in the event of a community-wide communicable disease outbreak.

V. Authority

All laws and authorities referenced in the UW Emergency Management Plan are relevant to this plan. During a public health emergency, public health laws will be relevant to the operations and additional statutory authority or memorandums of understanding may supersede University policy.

Governance

State law gives the Board of Regents full control of the University and its property. As delegated by the Board of Regents, the President of the University, or the President’s designee, is authorized to effect the governance and administration of the University.

Emergency Authority

Emergency authority during a communicable disease event resides with the President of the University and the President’s Emergency Policy Council, as described in the UW Comprehensive Emergency Management, Section 1.11.

The Advisory Committee on Communicable Disease (ACCD)
The ACCD is composed of UW leaders who collectively provide the UW President with logistic, educational, and policy advice related to communicable diseases that may affect University operations.

**Public Health – Seattle & King County (PHSKC) Local Public Health Officer**

The Director of PHSKC is the Local Health Officer for Seattle and King County and has statutory authority to enforce public health laws and regulations, and to control and prevent the spread of communicable diseases throughout King County. The PHSKC Director and Health Officer consults with the PHSKC Communicable Disease Epidemiology and Immunization Program Chief.

**UW Public Health Officer**

The Director of Environmental Health and Safety (EH&S) serves as the University’s Public Health Officer and is a member of the ACCD. EH&S provides public health services to reduce exposure and transmission of disease. In the area of communicable disease management, EH&S works with internal UW partners, as well as with Public Health – Seattle & King County, to monitor the clinical needs of students and employees, evaluate disease morbidity and mortality on campus, and coordinate vaccine, antibiotic or antiviral distribution. Internal UW partners include the medical directors of UW student health services (Hall Health Center) and the three UW employee health clinics (on UW upper campus, at Harborview Medical Center, and at UW Medical Center). The medical directors of Hall Health Center and the UW Employee Health Clinic are also members of the ACCD.

**UW Emergency Management (UWEM) Director**

The UWEM Director coordinates emergency response and logistics support in a communicable disease event, supports activation of the Emergency Operations Center (EOC), participates on ACCD, and shares information from local, state, and federal emergency planning and response agencies.

**VI. University Unique Characteristics**

The University has *unique characteristics* that influence its planning for the possibility of a communicable disease outbreak. These include:

1. It has many students, faculty, and staff who travel internationally.
2. It encourages foreign exchanges for educational opportunities and research among its students and faculty and has a large number of students studying abroad.
3. It has a high density of people who work, study, and live in close quarters.
4. It has a health sciences center that includes major health care and research facilities.
5. It is never fully closed, since it operates residence halls at the Seattle, Bothell, and Tacoma campuses and supports the medical services at both UWMC and HMC.
6. It has research laboratories and research animals that must be maintained on a 24/7/365 schedule.
7. The Board of Regents has full authority over the University facilities and therefore unique relationships with the public health authorities, per Washington Administrative Code (WAC) 246-100.

These unique aspects of the University have been considered in developing the communicable disease response plan.

VII. Planning Assumptions

As stated in the UW Comprehensive Emergency Management Plan, “…emergency planning requires an accepted set of assumed operational conditions that provide a foundation for establishing protocols and procedures. These assumptions are called planning assumptions, and the standard practice is to base planning on the worst-case conditions.” These assumptions, with respect to a communicable disease emergency on a university campus are:

1. The University will work cooperatively with PHSKC to promote interagency communication and collaborative decision-making in times of public health emergencies. The University will follow the lead of PHSKC as much as possible but also recognizes that:
   a. University facilities are located in other counties, states, and countries, and consultation with the local health official for those operations will be necessary.
   b. The University may be a key site where communicable diseases issues are first recognized.
   c. The University may have a varying response need due to dense housing, extensive travel of staff and students, and the need to maintain 24/7/365 essential services.
   d. Public authorities have the power to and may require the University to respond to those authorities directly. This may include providing facilities for emergency public health, medical, and security response.

2. This plan provides a tiered approach for response that can address the spread of a communicable disease where:
   - There is rapid spread of a highly communicable and virulent novel pathogen.
   - A vaccine may not become available for an extended period after the emergence of a novel pathogen.
   - Mass fatality of susceptible individuals and at-risk populations may occur.
- There is widespread shortage of prevention aids such as vaccine, antivirals, protective masks, and sanitizers.
- Rapid changes in infection-control measures must occur to reflect evolving information about a novel pathogen characteristic.
- Social distancing strategies may have to be implemented to reduce disease spread.
- Sustained disease transmission may occur such that personnel are unable to perform or support essential operations.
- The University may have to cease some activities or suspend all non-essential operations.

VIII. University Response Levels and Critical Control Strategies:

The University plan is divided into two levels that incorporate the WHO phases 1, 2, and 3 into a University Level 1, and the WHO Phases 4, 5, and 6 into University Level 2. (Attachment #2). This grouping reflects PHSKC’s approach to planning, responding, and recovering from a pandemic event of a communicable disease outbreak.

The UW levels have some correlation with the WHO levels; however, the potential or known virulence and transmissibility of the novel pathogen and the geographic proximity together must act as a general guide for the University’s level of implementation. The ACCD will utilize recommendations from PHSKC, TPCHD, WADOH, and CDC in making recommendations to the President and Board of Regents with regards to implementation of critical control strategies for the UW.

1. UW Level One: Plan and Prepare

UW Level One describes activities that should be taken to prepare for the possibility of a communicable disease outbreak

A. Risk Assessment Summary for Level One

A new pathogen is detected that may be or has been transmitted to humans. No or very limited human-to-human transmission has occurred. University monitors worldwide developments and plans for a change in status or emergence of new pathogens.

At this level, the University faces only potential risks. The risk factor that needs to be considered at this phase is the potential for an unanticipated introduction of the pathogen into the University or local community.

B. Critical Control Strategies – Prevention and Protection

Depending on the level of concern that the pathogen presents, the University may communicate to the University community that the common sense approaches that
control the spread of any communicable disease are also basic to preventing infection by a novel pathogen.

i. Encourage all faculty, staff, and students to receive seasonal influenza vaccine and other appropriate vaccinations to reduce the risk of personal illness and possible co-infection with a novel pathogen.

ii. Communicate to the University community the current CDC, TPCHD, and PHSKC recommendations and availability of seasonal influenza vaccine and the novel pathogen vaccine as it becomes available.

iii. Remind University staff, faculty, and students that using basic health practices (e.g., frequent hand washing, covering coughs, and staying home when ill) can help prevent the transmission of a communicable disease.

Students, staff, and faculty traveling internationally on University-related activity or business are encouraged to obtain pre-travel advice and register with the U.S. Embassy prior to departure, to plan for potential illness abroad, and to assure appropriate health insurance coverage exists, including emergency evacuation insurance. UW students, staff, and employees should also register with the UW Office of Global Affairs before traveling abroad, at this website: http://www.washington.edu/globalaffairs/global-affairs/travelregistry/. The ACCD will collaborate with the Office of Global Affairs to identify faculty, staff, and students on UW-related international travel who may have travel restrictions placed either on return to the United States or when reaching their destination country.

C. Essential Services/Responsibility Matrix

The following matrix establishes the actions that University essential services units need to take at Level One.

**UW Level ONE Responsibility Matrix**

<table>
<thead>
<tr>
<th>Responsible Unit</th>
<th>Critical Control Action Strategies – LEVEL ONE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>POLICY</strong></td>
<td></td>
</tr>
<tr>
<td>President and Cabinet</td>
<td>• Receive briefings and review the operational implications of a potential communicable disease outbreak affecting University operations.</td>
</tr>
<tr>
<td>President Provost/ Executive Vice President</td>
<td>• Remind academic and administrative units to prepare and plan for business/academic/research continuity, continue regular orientation and training for EOC and Emergency Policy Council members.</td>
</tr>
</tbody>
</table>
### Responsible Unit

<table>
<thead>
<tr>
<th>Advisory Committee on Communicable Disease (ACCD)</th>
<th>Critical Control Action Strategies – LEVEL ONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Coordinate preparation and dissemination of information on the University’s response plan for management of the possible spread of a novel pathogen.</td>
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<tr>
<td>• Clarify its role in emergency communications and actions with the EOC.</td>
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</tr>
<tr>
<td>• Clarify relationship with local health departments/local health officers for potential communicable disease control activities.</td>
<td></td>
</tr>
<tr>
<td>• Monitor the information from the Centers for Disease Control and Prevention (CDC), reports from the World Health Organization (WHO), information from the state and local health jurisdictions in Washington State, and developments in other institutions of higher education in order to have access to the best possible information on which to base its recommendations. Chair of the ACCD may brief the President and/or the President’s Cabinet (Emergency Policy Council)</td>
<td></td>
</tr>
</tbody>
</table>

### STUDENT SUPPORT

#### Housing & Food Services (HFS)

- Identify potential housing necessary for quarantine and/or isolation facilities, as well as consolidation options should a long-term class suspension be implemented.
- Ensure housing agreement language allows for use of facilities in an emergency situation.
- Assess the potential need for action to ensure just-in-time food supply options.
- Assess the potential need for Personal Protection Equipment (PPE) and arrange for appropriate training and fit testing for respirators,
- Stockpile supplies of cleaning supplies and respirators as conditions warrant.
- Identify essential custodial, residential life, and food service personnel and develop plan for sufficient presence during an outbreak.
- Ensure preventive signage, such as hand washing instructions, are posted in restrooms and elevator lobbies.
- Develop staffing back-up plan.

#### Hall Health Center/Student Health Services

- The Hall Health Center Medical Director serves as the primary medical advisor for student public health needs and provides draft communications and recommends policy related to medical response to potential communicable disease risk for the student population.
- Maintain ongoing participation in the PHSKC and TPCHD surveillance plan.
<table>
<thead>
<tr>
<th>Responsible Unit</th>
<th>Critical Control Action Strategies – LEVEL ONE</th>
</tr>
</thead>
</table>
| Hall Health Center/Student Health Services    | • Participate in the CDC-affiliated GeoSentinel global surveillance program.  
• Serves as a data collection site for requisite reporting of student absenteeism.  
• Monitor local, regional, national, and global outbreak disease status, and collaborate with EH&S and ACCD on analysis of implications for UW campus.  
• Develop a medical provider back-up plan to meet the increased demand for clinical services, in the event of high staff absenteeism.  
• Promote appropriate personal protection and emergency plans for health center staff.  
• As an ACCD member, participate in the development of a campus response plan, and also a distribution plan for critical pharmaceuticals, medical supplies, and equipment.  
• Participate with HFS and UW Police Department (UWPD) in the development of a plan for students in residence halls who may have been exposed and/or need transport to quarantine facility.  
• Develop protocol for transfer of students requiring hospital evaluation or care to UWMC or other hospital facilities.  
• In conjunction the Office of Global Affairs, advise students and faculty traveling in affected regions.  
• Provide expert medical advice to campus and EOC  
• Serve as the campus web resource for updating information. |
| Office of Global Affairs                       | • Travel tracking database is a work in progress. Once established, the Office of Global Affairs will play a key role in identification of students, faculty, and staff on international assignment who may face pandemic communicable disease risks while abroad or re-entry restrictions when returning to the United States.  
• In conjunction with Hall Health Center/Student Health Services: 1) inform students and faculty about the policies and procedures for pre-travel health screen; 2) implement criteria for deferral of program participation in a country/region of a significant communicable disease outbreak; 3) plan for UW students abroad during a pandemic outbreak (which should include having a communication and evacuation plan for students); 4) implement requirement that students abroad have medical insurance with medical evacuation coverage; 5) establish a system to identify reliable medical providers at student locations abroad.  
• The Global Affairs website will provide updated information on the communicable disease-situation via local, state, federal, and international health agency announcements. It is vital for
<table>
<thead>
<tr>
<th>Responsible Unit</th>
<th>Critical Control Action Strategies – LEVEL ONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office of Student Life</td>
<td>• Develop a draft policy for suspension of classes due to threatening communicable disease outbreak and route to Provost for consideration.</td>
</tr>
<tr>
<td></td>
<td>• Verify student discipline policy for compliance with emergency health directives is in place.</td>
</tr>
<tr>
<td></td>
<td>• Develop advance communication plans, notices, and travel information in conjunction with Hall Health, EH&amp;S, and ACCD.</td>
</tr>
</tbody>
</table>
### ESSENTIAL SERVICE SUPPORT

| Environmental Health and Safety (EH&S) and Medical Director of the Employee Health Clinic (EHC) | • EH&S Director serves as local public health officer for the UW campus and is a member of the UW ACCD, providing public health expertise for communicable disease event prevention planning and response.  
• The Medical Director of the EHC serves as the medical advisor for UW campus employees and maintains contact and communication with PHSKC.  
• Provides draft communications and recommends policy related to medical response to potential communicable disease risk.  
• Maintain primary contact and communication with PHSKC.  
• In conjunction with Hall Health Center, monitor the national, state, and local communicable disease and public health status.  
• Respond to public health questions from UW community.  
• Promote awareness of the UW Communicable Disease Response Plan through the UW Health and Safety Committees.  
• In conjunction with the EOC and HR, serve as an employee information site regarding disease issues.  
• Link with EH&S and UWEM to provide information to UW clients.  
• Provide links to appropriate medical centers.  
• Work with Hall Health, UWEM, and others to coordinate the development and dissemination of public health information, including guidelines regarding the use of PPE/respiratory protection.  
• Conduct respiratory protection training and fit testing, as necessary to assure essential UW services can function safely.  
• Review the impact of a communicable disease outbreak on services and personal protection needs for essential services, such as Lab Medicine, Facilities Maintenance, etc.  
• Work with Purchasing to arrange the continued supply of PPE and hygiene items.  
• Review protocols and training of employees in clinical labs who may be handling novel virus strains and assure proper personal protection, training, and proper bio-safety level handling.  
• In conjunction with the Infectious Waste Committee, develop a management plan for increased volumes of infectious waste. |

UW Communicable Disease Outbreak Management Plan, October 2014
| UW Emergency Management (UWEM) | • Provide emergency references/documents to responsible functional units.  
• Liaison with campus units to review potential EOC needs.  
• Test EOC and Policy Group communications, including updating call-up lists and 24/7 of EOC and cabinet officials.  
• Determine if additional back-up personnel are required for each critical office/unit/department in the EOC.  
• Develop plan for a virtual EOC and Emergency Policy Council (Cabinet) activation to minimize person-to-person contacts in time of emergency.  
• Develop, implement, and evaluate tabletop exercises dealing with disease outbreak, as appropriate.  
• Review information-sharing systems between UW and King County ECC, Pierce County, and City of Seattle EOC and State of Washington EOC.  
• Increase mandatory continuity planning compliance with UW [Administrative Policy Statement 13.2](#), and support units in developing and testing their continuity plans. |
| Facilities Services, including Transportation Services | • Assure sites identified for quarantine and/or isolation have functioning infrastructure.  
• Develop cross training to enable power plant, electrical and water services, and other critical services to be maintained in the event of a campus outbreak so that hospitals and residence halls can be supported.  
• Stockpile appropriate PPE and critical supplies.  
• Provide training to staff regarding communicable disease issues and assure all staff have respiratory protection training and fit testing.  
• Review potential impacts of travel restrictions to UW operations and review alternative transportation plans.  
• Identify potential motor pool units that could be used for servicing transport needs of resident students.  
• Plan for sanitizing vehicles and providing PPE for cleaning staff.  
• Assure infectious waste management vendors can handle increased volumes.  
• Review CAAMS system for expansion so UW buildings can be locked remotely. |
| **Human Resources (HR)** | In collaboration with UWEM:  
| | - Review materials developed by UWEM to assist units to identify the critical functions they may perform (if any) and the critical inputs and outputs to and from critical functional units.  
| | - Review information about UW practices that would facilitate “social distancing” and update/augment if required (e.g. telework, alternative work schedules).  
| | - Need for additional communication about positions designated as essential and leave use practices.  
| | - Modernization (Workday) implementation target is January 2016. Implementation, HR will assist in collection of employee attendance data.  
| | - Communicate health plan immunization coverage; sponsor on-site immunization clinics for faculty and staff.  

| **Procurement / Purchasing** |  
| | - Assist with preparations in the event critical supplies need to be stockpiled.  
| | - Assure advanced contracts provide sufficient use of necessary food and supplies, as identified by critical functional units.  
| | - Contract for refrigerated trucks to be accessible to the medical centers/campus.  

| **Risk Management** |  
| | - Provide guidance regarding coverage status of faculty or professional staff who are requested to work on community management of a communicable disease outbreak and/or who wish to volunteer for such work.  
| | - Provide guidance to ACCD regarding liability issues of the plan or plan activities.  
| | - Review and amend insurance policies, if possible, for communicable disease-related losses.  
| | - Establish back up with and for other administrative functions in EOC (e.g., HR, Finance).  

| **UW Police Department (UWPD)** |  
| | - Review the mutual aid agreements with local police jurisdictions.  
| | - Assure staff are appropriately trained for possible enforcement of quarantine and/or isolation actions on campus.  
| | - Obtain training regarding respiratory protection and fit testing.  
| | - Stockpile supplies of respirators as necessary.  

## COMMUNICATIONS SUPPORT

| UW Information Technology | Identify essential services needed to maintain University operations and communication systems.  
|                          | Identify essential staff functions and cross train.  
|                          | Identify need and capacity issues for increased telecommunications. |
| UW Crisis Communications Team | Develop liaisons with the IPO in the region for coordinated delivery of community messages in the event of an emergency.  
|                            | Update the UW public and UWEM web pages, as needed.  
|                            | Establish communication strategies.  
|                            | Develop templates for news releases, public statements, and briefings, with input from ACCD.  
|                            | Coordinate with the medical centers regarding messages to faculty, staff, and students that may differ based on risks to patient populations. |

## MEDICAL CARE SUPPORT

| UW Medicine Harborview Medical Center (HMC)  
| UW Medical Center (UWMC) | HMC:  
|                          | Implement duties associated with role as the Disaster Control Hospital for Seattle and King County.  
|                          | Provide leadership (co-chair) for King County Public Health Hospital Coalition on Disaster Planning. |
|                          | Implement and maintain Regional Resource Hospital requirements consistent with Seattle King County Public Health 2006 Hospital Coalition Plan.  
| UW Medicine, HMC, UWMC (Continued) | HMC, UWMC:  
|                          | Implement medical center and clinic specific plans consistent with requirements of Regional Hospital Coalition Plan.  
|                          | Develop plans that enable medical service delivery to larger community as part of the county-wide flu planning efforts.  
|                          | Update infection control plans according to public health requirements and recommendations.  
|                          | Implement effective isolation and containment protocols, continue respiratory hygiene/cough etiquette and epidemiologic surveillance programs.  
|                          | Coordinate information regarding personnel protection required in hospitals with employee health services so staff, students, and faculty are aware that protection levels may vary according to location. |
|                          | Continue to coordinate efforts and collaborate with area health care facilities, PHSKC, and other appropriate local public health authorities on outbreak response planning. |
- Identify and purchase equipment and supplies necessary to sustain a response to a communicable disease outbreak for the duration of its persistence in our locale.
- Identify creative staffing alternatives for periods of extensive staffing shortages.

2. Level Two: Mobilize/Respond/Sustain

**Level Two will be activated upon the first confirmed case of a human disease caused by a highly virulent novel pathogen in the United States, Mexico, and/or Canada that has the potential to cause substantial socioeconomic disruption because of morbidity or mortality impacts. Level Two is flexible and scalable to meet emerging disease event conditions.**

**A. Risk Assessment Summary**

This University communicable disease outbreak guidance plan - Level Two - incorporates WHO levels 3, 4, and 5 and provides response guidance in situations where the first confirmed case of human-to-human transmission of a novel pathogen has occurred in the United States, Mexico, and/or Canada. The University response level will depend on the pathogen’s virulence and rate of spread and will change as new information about the agent or its spread becomes available.

The University will identify major risk factors that are unique to the University and related to the potential transmission of a novel pathogen disease, should human-to-human transmission be documented. These could include such factors as: densely located populations in housing and classrooms, age and immunity status of campus population, and international travel status of some University members. The impact of the disease in the communities surrounding the University as well as other risk factors will also be included in risk evaluation.

**B. Critical Control Strategies**

1. Prevention and Protection

The UW Level Two response includes the following prevention strategies:

**General Strategies**

The controls noted in “Level One,” such as basic hygiene and working with private health care providers to receive vaccinations are also critical prevention strategies that need to be followed by all members of the University community.

*At this point, the University may opt to suspend classes or at least public activities such as sporting events, as a precaution to limit close contacts*
between members of the campus community. At this level, Public Health Officials may consider imposing travel restrictions. Therefore, returning residence hall students to their families and homes may need to take place before such restrictions can be imposed.

University Sponsored Travel

(Details of the implementation of the Office of Global Affairs response plan can be found in specific unit response attachments).

Depending on the specific circumstances of the communicable disease threat, the University may implement travel restrictions and requirements for returning travelers. See Attachment 3 for travel-related control strategies, guidance, policies, and procedures.

The University uses CDC definitions and local health guidance in determining what constitutes “close personal contact” for purposes of establishing appropriate risk reduction procedures. Close contact may include kissing or embracing, sharing eating or drinking utensils, close conversation, and any other direct physical contact between persons. Close contact generally does not mean the casual contact typified by attending the same class or meeting or walking by a person.

Transmission of a novel pathogen may be more likely among health care providers having close personal contact with infected patients. To reduce the potential for transmission among these University employees, the medical centers affiliated with the University have implemented infection control mechanisms, including designated screening areas and the use of PPE by those providers having close contact with potential novel pathogen patients. Surgical masks will be offered to any person who is coughing and/or sneezing while in waiting and reception areas of the health care centers, as the masks can minimize the exposure of others.

For a pathogen of extreme virulence and transmissibility and where rates of infection and absenteeism disrupt critical services in the area, the University will plan for and may take the following actions as appropriate:

- Activate EOC (physically or virtually) and operate in ICS mode. (Appoint an Incident Commander)
- Implement local public health directives.
- Suspend University non-essential operations.
- Suspend classes.
- Evacuate residence halls.
- Restrict visits to campus of non-essential visitors.
- Exclude individuals showing symptoms from campus.
- Quarantine/isolate resident students.
- Implement travel restrictions.
- Implement requirements for returning travelers.
• Establish mass dispensing operations for treatments or immunizations coordinated with campus and local public health officials.

C. Essential Services/Responsibility Matrix – Level Two

The completion and continuation of the preparations outlined in Level One, and detailed in unit response plans should be considered the foundation on which Level Two preparation builds. In addition to Level One actions, the following actions are needed at Level Two:

<table>
<thead>
<tr>
<th>Responsible Party</th>
<th>Critical Control Strategy - Level Two</th>
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<tbody>
<tr>
<td><strong>POLICY</strong></td>
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</tbody>
</table>
| President and Cabinet | • Review updates and reports from ACCD and others on the continuing prevention, preparation, and response activities.  
  • Make decisions based on recommendations of ACCD and others on issues such as:  
    - suspension of non-essential operations  
    - residence hall closure(s)  
    - implementation of isolation or quarantine  
    - implementation of social distancing |
| President          | • Direct campus units to implement business and academic/research continuity plans and put critical action plans in place.  
  • Assess risk/benefit impact of various mitigation strategies for partial or full academic closures.  
  • Direct business continuity to occur for 24/7/365 business operations. |
| Provost/Executive Vice President |                                      |
| Advisory Committee on Communicable Diseases (ACCD) | • Operate in conjunction with the EOC (if activated).  
  • Advise President and Cabinet regarding the status of the ongoing disease spread and mitigation measures. |
| **STUDENT SUPPORT** |                                      |
| Housing & Food Services (HFS) | • Ensure plans are in place to prepare for a potential University closure.  
  • Prominently display and provide up-to-date communication to HFS employees and residential students regarding a communicable disease threat, prevention, and treatment, working with the ACCD and Hall Health Center.  
  • Revise an emergency staffing plan, if necessary, to attend to students' needs. Communicate needs for additional staffing based on situation and available in-house staff. |
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<tr>
<th>Responsible Party</th>
<th>Critical Control Strategy - <strong>Level Two</strong></th>
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<tr>
<td></td>
<td>• Identify rooms and/or buildings to house students unable to vacate.</td>
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<tr>
<td></td>
<td>• Identify locations for sick students requiring isolation and quarantine. Work with Hall Health Center to identify a way to monitor students’ health.</td>
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<tr>
<td></td>
<td>• Coordinate student clearance procedures with Hall Health Center.</td>
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<td></td>
<td>• Arrange essential HFS staff training with EH&amp;S, Hall Health Center, and/or the UWMC.</td>
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<td></td>
<td>- Identify members of the quarantine cleaning team and appropriately train and equip with respiratory protection.</td>
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<td></td>
<td>- Provide essential training to staff requiring close contact with isolated and/or quarantined students.</td>
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<tr>
<td></td>
<td>• Identify and gather supplies needed to carry out emergency plan.</td>
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<tr>
<td></td>
<td>• Staff and train a food distribution team for potential future action. Ensure food delivery process is planned and delivery supplies are available.</td>
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<tr>
<td></td>
<td>• Identify, purchase, and store protective equipment needed for staff and residents and stockpile protective and sanitary equipment, in consultation with Hall Health Center and EH&amp;S.</td>
</tr>
<tr>
<td></td>
<td>• Assure appropriate supplies for students and staff, including packing boxes, tags, protective face masks for implementing respiratory protection and cough etiquette, appropriate respirators, ethanol-based hand sanitizer, and food transport supplies.</td>
</tr>
<tr>
<td></td>
<td>• Take steps to limit transmission of diseases through touch points in dining facilities, such as discontinuation of common serving implements.</td>
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</tbody>
</table>

**In the event of residence hall/apartment evacuation and activation of isolation/quarantine:**

- Based on directives from the local health official and the Board of Regents requiring official University-wide restrictions/closures, HFS will send notices to student residents in the residence halls/apartments with instructions for vacating and checking out.
- The quarantine and isolation housing units identified in Level 1 planning will be prepared for potential use. Notifications will be sent to occupants informing them of the need to move/vacate with a 24-hour notice.
<table>
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<tbody>
<tr>
<td></td>
<td>• The food distribution and cleaning teams will be activated and put on stand-by.</td>
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<tr>
<td></td>
<td>• Residential Life staff will be prepared to oversee the movement, storage, and security of students’ belongings.</td>
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<tr>
<td></td>
<td>• Training and equipping staff with PPE will be finalized.</td>
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<tr>
<td></td>
<td>• Arrangements will be confirmed with vendors regarding uninterrupted delivery of food and supplies.</td>
</tr>
<tr>
<td></td>
<td>• Hospital grade cleaning and infection control will be instituted in the residence halls/apartments, as well as quarantine and isolation facilities.</td>
</tr>
<tr>
<td></td>
<td>• In the event of a University closure, activate plan from Level 1 to isolate sick students.</td>
</tr>
<tr>
<td></td>
<td>• Recall essential personnel.</td>
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<tr>
<td></td>
<td>• Evacuate students and prepare isolation areas for sick residents.</td>
</tr>
<tr>
<td>Hall Health Center/Student Health Services</td>
<td>• Provide primary health care services for UW students</td>
</tr>
<tr>
<td></td>
<td>• Track incidence of illness.</td>
</tr>
<tr>
<td></td>
<td>• Assure staffing and PPE programs are in place</td>
</tr>
<tr>
<td></td>
<td>• Work with IPE and HFS to create a program to provide students with access to campus facilities.</td>
</tr>
<tr>
<td></td>
<td>• Work with HFS and local public health authorities to coordinate the relocation of resident students to quarantine and/or isolation facilities as appropriate.</td>
</tr>
<tr>
<td></td>
<td>• Coordinate daily medical surveillance and “triage” of residents in residence halls through contact with HFS. Those students in quarantine or campus isolation facilities will be monitored by local public health staff. In the event of an outbreak overwhelming the public health system, volunteer health care workers deputized by the appropriate state authorities may be needed to augment local public health staff in order to deliver medical services off-site (e.g., outside the Hall Health Center building).</td>
</tr>
<tr>
<td></td>
<td>• Provide medical supervision and medical guidelines for the mass distribution of antivirals, if they are provided to the UW by public health authorities.</td>
</tr>
<tr>
<td></td>
<td>• Suspend all routine visits to accommodate ill patient visits based on available staffing.</td>
</tr>
<tr>
<td></td>
<td>• Update communicable disease website with current and verified information (in coordination with UW EHC Medical Director, Hall Health Center Medical Director, EH&amp;S Director, News &amp; Information, and UW Information Technology)</td>
</tr>
</tbody>
</table>
### Responsible Party
Office of Global Affairs (OGA)
Global Emergency Management (GEM)

#### Critical Control Strategy - Level Two
- Prepare messaging/assistance to UW students and employees in travel status.
- Initiate communications plan. Convey CDC and UW information and recommendations, in conjunction with UW medical directors in Hall Health Center and the Employee Health Clinic and Risk Management, to students, faculty and staff participating in international programs.
- Inform the International Travel Risks Assessment and Safety Committee (ITRASC) and discuss possible travel restrictions, travel waivers, and program operational status.
- Work with the UW Chief Medical Officer, the U.S. State Department, and UW’s international insurance/assistance providers to assist students, faculty and staff who develop suspect symptoms to obtain medical advice and care.
- Implement infection controls to defend against additional infections.
- Global Emergency Manager coordinates the response and return of all students and employees overseas.
- In case of repatriation, inform affected students, faculty, and staff of possible port of departure and point of entry precautions and procedures (e.g., temperature scans) and what to do if they become symptomatic.
- Inform student emergency contacts of departure plans and suggested precautionary measure upon their returns.
- Inform students, faculty, and staff of UW policies/procedures regarding their returns to campus.

### Responsible Party
Office of Student Life

- Develop messaging for students and families

### ESSENTIAL SERVICES SUPPORT

#### Environmental Health and Safety (EH&S)
- Work with local public health to implement the Memorandum of Understanding and Agreement (MUA) regarding duties/responsibilities regarding communicable disease outbreak and, if needed, the isolation and quarantine implementation plan initiatives.
- Work with Facilities Services and HFS to review the established plans/procedures for preparing...
<table>
<thead>
<tr>
<th>Responsible Party</th>
<th>Critical Control Strategy - Level Two</th>
</tr>
</thead>
<tbody>
<tr>
<td>EH&amp;S (Continued)</td>
<td>designated sites for students needing quarantine and/or isolation.</td>
</tr>
<tr>
<td></td>
<td>• Work with HFS, Facilities Services, and medical centers to establish training and PPE for quarantine/isolation cleaning teams. Establish methods for cleaning, including disinfectants and PPE.</td>
</tr>
<tr>
<td></td>
<td>• Train additional staff to handle increased volumes of infectious wastes from quarantine/isolation areas.</td>
</tr>
<tr>
<td></td>
<td>• Review critical hygiene supply status and contracts supplies. Review respirator supplies and testing. Bring in final anticipated amounts and check re-supply.</td>
</tr>
<tr>
<td></td>
<td>• In conjunction with ACCD, prepare briefing to employees.</td>
</tr>
<tr>
<td></td>
<td>• Convene the Campus Health Services Leadership Committee.</td>
</tr>
<tr>
<td></td>
<td>• Continue to provide information and to monitor for potential disease symptoms among employees.</td>
</tr>
<tr>
<td></td>
<td>• Coordinate employee health care delivery at UW, HMC, and UWMC, through collaboration with the infection control officers at each institution.</td>
</tr>
<tr>
<td></td>
<td>• Serve as resource for screening of employee with disease symptoms.</td>
</tr>
<tr>
<td></td>
<td>• Intensify information communication to the UW community regarding good hand-washing and cough hygiene practice.</td>
</tr>
<tr>
<td></td>
<td>• Work with other service units to assure preparations for employee safety and health are in place</td>
</tr>
<tr>
<td></td>
<td>• Notify PHSKC if UW isolation/quarantine measures are to be implemented or if resident students are to be sent home.</td>
</tr>
<tr>
<td></td>
<td>• Confirm when residence hall rooms previously occupied by infected individuals can be considered safe for re-occupancy.</td>
</tr>
<tr>
<td></td>
<td>• Participate in decisions to support activities in the EOC.</td>
</tr>
<tr>
<td></td>
<td>• Restrict number and type of face-to-face meetings. Encourage teleconferences.</td>
</tr>
<tr>
<td></td>
<td>• Review staffing levels and adjust hours and back-up. Consider multiple shifts.</td>
</tr>
<tr>
<td>Responsible Party</td>
<td>Critical Control Strategy - Level Two</td>
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</tbody>
</table>
| EH&S (Continued)  | - Monitor and correct supplies and supply pipeline as needs change.  
|                   | - Implement minimum EH&S staffing plan to provide health and safety services to essential staff at UW.  
|                   | - Report staffing projections and long-term capacity to EOC.  
|                   | - Assure UW essential personnel have appropriate training and PPE.  
|                   | - Work with PHSKC to identify community-based isolation/quarantine areas, if UW space is exceeded.  
|                   | - Identify spaces that can be used as temporary storage for hazardous waste if normal disposal options are not available.  |
| UW Emergency Management (UWEM) | - Work with incident commander (EH&S Director or alternate) in the event that actual or virtual EOC activation occurs.  
|                   | - Identify alternate campus staff or volunteers to supplement limited UWEM staff to coordinate EOC activities.  
|                   | - Confirm with organizational units that they are clear about their response role in the event of EOC activation.  
|                   | - Share updated communicable disease response plan with key EOC and cabinet officials and operational units and departments.  
|                   | - Test EOC computer and phone capabilities. Place EOC on “stand-by” for potential (partial) activation.  
|                   | - Order personal hygiene and disease transmission control devices for EOC responders (e.g., masks, gloves, tissues, antibacterial, etc.)  
|                   | - Work closely with the ACCD to update campus emergency responders with expected roles and responsibilities at this stage.  
|                   | - See HR Section regarding business, academic, and research continuity.  
|                   | - Link with King County Emergency Response Center and Pierce County to coordinate on non-public health issues.  
<p>|                   | - Liaison with EH&amp;S and Hall Health Center to coordinate public health with clinical health control measures.  |</p>
<table>
<thead>
<tr>
<th>Responsible Party</th>
<th>Critical Control Strategy - Level Two</th>
</tr>
</thead>
</table>
| UWEM (Continued)  | • Assure the incident command structure is in place for the actual or virtual EOC, with leadership provided to at least three levels for the following:  
  o Incident Commander/Manager  
  o Planning  
  o Operations  
  o Logistics  
  o Administration/Finance  
• As part of ACCD, develop ad-hoc policies and official statements for review and dissemination by the President’s Emergency Policy Council (Cabinet)  
• Activate (virtually or physically) the Campus EOC Level 2 (Partial activation with critical functions staffed).  
• Work with operational departments to ensure adequate staffing of critical business continuity functions.  
• Assist in the resource management activities of the university in locating and acquiring specialized materials and supplies for the response and recovery efforts. This may include requesting State and Federal resources via the State EOC in Camp Murray.  
• Continue to coordinate the activities of the (virtual or physical) UW EOC.  
• Provide updated reports to the City of Seattle EOC, King County ECC, Tacoma- Pierce County EOC, and the State of Washington EOC |
| Facilities Services, including Transportation Services | • Complete final preparations for isolation/quarantine facilities.  
• Implement business continuity plan  
• Assure all staff have appropriate PPE, training, and testing  
• Confirm vendors and contracts are in place for waste handling  
• Do training and fit testing for respiratory protection  
• Activate staff back-up plan  
• Continue to support all essential campus services |
<table>
<thead>
<tr>
<th>Responsible Party</th>
<th>Critical Control Strategy - Level Two</th>
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</thead>
<tbody>
<tr>
<td>Human Resources</td>
<td>• Serve as resource to answer questions and respond to HR issues that arise, including access to benefits information and resources.</td>
</tr>
<tr>
<td></td>
<td>• Communicate reminders about the procedures for suspending non-essential operations and the status of employees not required to work and leave policies that apply.</td>
</tr>
<tr>
<td></td>
<td>• Continue to support all essential services and manage HR issues that arise.</td>
</tr>
<tr>
<td></td>
<td>• Evaluate the need for, recommend, and, if necessary, implement changes in HR policies for emergency operations.</td>
</tr>
<tr>
<td></td>
<td>• Communicate and work with labor organizations, as necessary.</td>
</tr>
<tr>
<td>Procurement/ Purchasing</td>
<td>• Work with major emergency and operational units to order additional emergency response, medical, and mass-care supplies and equipment.</td>
</tr>
<tr>
<td></td>
<td>• Contact key vendors (medical supplies, food, water, and personal care supplies) to ensure timely delivery or critical supplies.</td>
</tr>
<tr>
<td>Risk Management</td>
<td>• Advise, as needed, on liability implications to response activities.</td>
</tr>
<tr>
<td></td>
<td>• Assess liability coverage for volunteer and replacement medical providers.</td>
</tr>
<tr>
<td></td>
<td>• Assist with workers compensation claims for faculty and staff.</td>
</tr>
<tr>
<td></td>
<td>• Respond to management of risk for some required social distancing measures, such as quarantine, screening, and other activities.</td>
</tr>
<tr>
<td>UW Police Department (UWPD)</td>
<td>• Assure staff are fully prepared re: PPE.</td>
</tr>
<tr>
<td></td>
<td>• Be ready to enforce suspended operations.</td>
</tr>
<tr>
<td></td>
<td>• Be ready to provide oversight of quarantine/isolation restrictions on access.</td>
</tr>
<tr>
<td></td>
<td>• Coordinate with other law enforcement jurisdictions.</td>
</tr>
<tr>
<td></td>
<td>• Coordinate any on-site campus fatalities with the King County Medical Examiner’s Office.</td>
</tr>
<tr>
<td>COMMUNICATIONS SUPPORT SERVICES</td>
<td></td>
</tr>
<tr>
<td>UW Information Technology</td>
<td>• Provide centralized location for campus messages and communications.</td>
</tr>
<tr>
<td></td>
<td>• Have designated information on UW Home Page.</td>
</tr>
<tr>
<td>Responsible Party</td>
<td>Critical Control Strategy - Level Two</td>
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<tr>
<td>---------------------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>• Develop links to other UW web sites that may have department specific information (e.g., medical centers).</td>
</tr>
</tbody>
</table>
| UW Crisis Communications Committee    | • Coordinate with Public Health Joint Information Center (JIC).  
• Work with ACCD, Hall Health Center, EH&S, UWEM and others to develop responses to media inquiries.                                                                                                                                 |
| MEDICAL CARE SUPPORT                  |                                                                                                                                                                                                                                                      |
| UW Medicine                           | • Follow Emergency Operations Plan, evaluate plan, and adjust as necessary to address outbreak control measures.  
• Identify and implement appropriate level of PPE for health care providers specific to current organism.  
• Implement screening of all clinic and hospital patients for indicators specific to the current organism.  
• Expand staff training by Hospital Epidemiology and Infection Control re: appropriate donning and removal of PPE.  
• Maintain communication with PHSKC and King County Healthcare Coalition.  
• Communications with the public re: healthcare to be managed through a regional hospital JIC.  
• Complete impact assessment and plan for other medical services during prolonged communicable disease outbreak.  
• Implement alternative staffing plans as necessary  
• Adjust standards of care in coordination with other hospitals as identified by the King County Healthcare Coalition.  
• Arrange for alternative storage site for decedents in case medical examiner capacity is exceeded. |
| UW Medical Center (UWMC)              |                                                                                                                                                                                                                                                      |
| Harborview Medical Center (HMC)       |                                                                                                                                                                                                                                                      |
IX. FOR MORE INFORMATION

CDC: http://www.washington.edu/globalaffairs/
Travel information from CDC: http://www.cdc.gov/travel/
State of Washington Department of Health: http://www.doh.wa.gov/
Public Health – Seattle & King County:

UW’s Office of Global Affairs: http://www.washington.edu/globalaffairs/
UW’s travel registry: http://www.washington.edu/globalaffairs/global-affairs/travelregistry/

Telephone numbers of some local health jurisdictions are listed below.

Public Health – Seattle & King County, Prevention Division
Seattle, Washington
206-296-4774
(Serves UW Seattle and UW Bothell)

San Juan County Department of Health and Community Services
Friday Harbor, Washington
360-378-4474

Tacoma-Pierce County Health Department, Communicable Disease
Tacoma, Washington (Serves UW Tacoma)
253-798-6500
**Glossary**

**Isolation** – The physical separation of a person suffering from an infectious or contagious disease from others in a community.

**Quarantine** – The physical separation of healthy people who have been exposed to an infectious disease for a period of time from those who have not been exposed.

**Pandemic** – The global outbreak of a highly infectious disease in humans in numbers clearly in excess of normal caused by a new pathogen or emergence of an altered old pathogen capable of sustaining widespread disease in a region of the world or worldwide.

**Pandemic Flu** – Pandemic flu is virulent human flu that causes a global outbreak, or pandemic, of serious illness. Because there is little natural immunity, the disease can spread easily from person-to-person.

**Social Distancing** – A disease prevention strategy in which a community imposes limits on social (face-to-face) interaction to reduce exposure to and transmission of a disease. These limitations could include, but are not limited to, school and work closures, cancellation of public gatherings, and closure or limited mass transportation.

**Transmissibility** – Ability to easily spread from human-to-human.

**Travel Advisory** – When there is a recommendation against non-essential travel to a geographic area where an outbreak of a disease is occurring.

**Travel Alert** – Where an outbreak of a disease is occurring in a geographic area and there is no recommendation against non-essential travel to the area, although recommendations regarding personal health protection in such settings are available.

**Virulence** – The capacity of a microorganism to cause disease.
## Attachment #1:
### Current ACCD Membership
(Updated September 29, 2014)

<table>
<thead>
<tr>
<th>Department/Office</th>
<th>Primary Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td></td>
</tr>
<tr>
<td>Provost/Executive Vice President</td>
<td></td>
</tr>
<tr>
<td>Senior Vice President</td>
<td></td>
</tr>
<tr>
<td><strong>ACCD Membership</strong></td>
<td></td>
</tr>
<tr>
<td>ACCD Chair ()</td>
<td></td>
</tr>
<tr>
<td>Health Sciences Administration</td>
<td></td>
</tr>
<tr>
<td>Emergency Management</td>
<td></td>
</tr>
<tr>
<td>Attorney General’s Office</td>
<td></td>
</tr>
<tr>
<td>Environmental Health &amp; Safety</td>
<td></td>
</tr>
<tr>
<td>EH&amp;S Campus Preventive Health</td>
<td></td>
</tr>
<tr>
<td>EH&amp;S Employee Health Clinic Medical Director</td>
<td></td>
</tr>
<tr>
<td>Hall Health Center/Student Health</td>
<td></td>
</tr>
<tr>
<td>Intercollegiate Athletics</td>
<td></td>
</tr>
<tr>
<td>Housing and Food Service</td>
<td></td>
</tr>
<tr>
<td>Academic Programs, School of Public Health</td>
<td></td>
</tr>
<tr>
<td>Human Resources</td>
<td></td>
</tr>
<tr>
<td>News &amp; Media Relations</td>
<td></td>
</tr>
<tr>
<td>Orthopedics &amp; Sports Medicine</td>
<td></td>
</tr>
<tr>
<td>Crisis Communications Committee Chair</td>
<td></td>
</tr>
<tr>
<td>Risk Management</td>
<td></td>
</tr>
<tr>
<td>Global Affairs</td>
<td></td>
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<tr>
<td>International Programs &amp; Exchanges</td>
<td></td>
</tr>
<tr>
<td>UW-Bothell Campus</td>
<td></td>
</tr>
<tr>
<td>UW Medical Center and</td>
<td></td>
</tr>
<tr>
<td>Harborview Medical Center</td>
<td></td>
</tr>
<tr>
<td>UW Tacoma Campus</td>
<td></td>
</tr>
</tbody>
</table>
Attachment #2:
WHO Pandemic Global Phases and UW Local Response Levels
(Reference: www.cdc.gov/flu/pandemic/phases.htm)

The World Health Organization’s global influenza preparedness plan defines stages of a pandemic as consisting of the following six phases. Phases 1 and 2 comprise the “inter-pandemic period,” phases 3, 4, and 5 are considered the “pandemic alert period,” and phase 6 is the “pandemic period.” (University-wide planning for preparedness is based on two action levels, combining the phases as noted above.)

<table>
<thead>
<tr>
<th>World Health Organization (WHO)</th>
<th>Potential/Recommended UW Level &amp; Actions*</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Inter-Pandemic Phase</td>
<td>ZERO: Plan</td>
</tr>
<tr>
<td>2 Pandemic Alert</td>
<td></td>
</tr>
<tr>
<td>3 Pandemic Alert</td>
<td></td>
</tr>
<tr>
<td>4 Pandemic Alert</td>
<td>ONE: Prepare</td>
</tr>
<tr>
<td>5 Pandemic Alert</td>
<td>TWO: Mobilize</td>
</tr>
<tr>
<td>6 Pandemic Alert</td>
<td>THREE: Sustain</td>
</tr>
</tbody>
</table>

*UW-specific actions, activities and policies will be determined by the specific nature of the incident, localized events and guidance/directives by State and local public health authorities.

Phase 1: No new influenza virus subtypes have been detected in humans. An influenza virus subtype that has caused human infection may be present in animals. If present in animals, the risk of human infection or disease is considered to be low.

Phase 2: No new influenza virus subtypes have been detected in humans. However, a circulating animal influenza virus subtype poses a substantial risk of human disease.

Phase 3: Human infections(s) with a new subtype but no human-to-human spread, or at most rare instances of spread to a close contact.

Phase 4: Small cluster(s) with limited human-to-human transmission but spread is highly localized, suggesting that the virus is not well adapted to humans.

Phase 5: Larger cluster(s) but human-to–human spread still localized, suggesting that the virus is becoming increasingly better adapted to humans but may not yet be fully transmissible (substantial pandemic risk).

Phase 6: Pandemic: increased and sustained transmission in general population.
Attachment #3:
Travel Restrictions, Policies and Procedures

- To the greatest degree possible, University departments will be asked to stop authorizing University-sponsored travel for students or staff to any areas with CDC travel suspension advisories. If an individual believes there is a compelling University-related reason for travel to these areas, he/she must notify his/her Chair, Dean, or Vice President, and contact the Office of Global Affairs to register in the UW Travel Registry and possible review by the International Travel Risk and Safety Committee (ITRASC). Students, faculty, and staff are always encouraged to register with the U.S. State Department’s Smart Traveler Enrollment Program (https://step.state.gov/step/).

- UW students and staff currently in those areas with CDC travel advisories will be provided with as much information and assistance as possible, including website access to updates and information available from the CDC, the WHO and the State Department. If the novel pathogen has a high virulence potential, students and employees (faculty and staff) returning from these areas will be asked to contact Hall Health Center and UW Campus Employee Health Center (EHC), respectively, for symptom review checks and possible voluntary quarantine.

- Recognizing voluntary personal travel can occur at any time, the University will strongly urge all University employees and students to avoid non-essential travel to any areas for which CDC has established Travel Advisories and Alerts. University employees and/or students who travel to any of the high-risk areas subject to travel alerts or travel advisories from the CDC have access to the information for travelers available on the CDC website http://wwwnc.cdc.gov/travel/, and can contact the UW Travel Clinic at Hall Health (206-685-1060; travel@u.washington.edu) to schedule personal consultation for pre-travel health advice and preparation. In addition, local public health officials, such as PHSKC will have updated information regarding international travel posted on their website.

1. Protection

- Departments, who have an employee or student returning from a travel alert region with known high virulence, will be required to have their student or employee contact Hall Health Center or UW Campus EHC or another clinical facility designated by the UW Public Health Physician, complete a health status questionnaire, and monitor his/her health status carefully after returning for the number of days designated as the incubation period (time from exposure to onset of symptoms) of the novel pathogen. No one may come to or remain at work or University classes or activities, or engage in any contact with other persons if fever, respiratory symptoms, or other identified transmission symptoms develop, and a health-care provider will need to be contacted immediately. Novel
pathogens of unknown virulence may follow these guidelines until virulence of the pathogen is felt to be low, in which case the recommendations may revert to a lower level.

- Transmission of many novel pathogens may be more likely among people living together where opportunities for close personal contact are increased. Any individual who wishes to reside in University-sponsored housing and who has been in an affected region known to have human-to-human transmission of a highly virulent novel pathogen for which there is either a CDC Travel Advisory or a CDC Travel Alert, as described in the travel criteria of the current CDC case definition, will be provided accommodations on the Seattle campus **ONLY IF ALL THE FOLLOWING CONDITIONS ARE MET:**

- He/she is completely symptom-free when arriving on campus.

- He/she can certify to the University’s satisfaction and provide credible documentation that he/she has been out of the affected country/countries for the incubation period prior to arriving on campus. (Documentation may include ticket stubs, passports, and visa information.)

- He/she undergoes a mandatory health screening at Hall Health Center or UW Campus EHC or another approved University facility, based on the health questionnaire provided.

- He/she receives and certifies that he/she understands information about University procedures regarding the novel pathogen and local health services available to him/her should any illness symptoms develop while attending the UW.

Any individual who does not meet these requirements at check-in will not be allowed to reside in UW-sponsored housing. Those individuals who do not meet the foregoing criteria and who feel there are extenuating circumstances that should be reviewed must contact Hall Health Center at 206-616-2495.
## Appendix E: Key (RESTRICTED) Emergency Telephone Contact Numbers

<table>
<thead>
<tr>
<th>Agency</th>
<th>Phone #s</th>
<th>24-hour?</th>
<th>FAX</th>
<th>Email or Website (Conference Bridge Info)</th>
<th>Physical Location</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>UW Emergency Operations Center (Seattle Campus)</td>
<td>206-897-8800 -or- 888-UW-EOC-11 -or- 24/7 Duty Officer 206-765-7192</td>
<td>N</td>
<td></td>
<td><a href="mailto:disaster@uw.edu">disaster@uw.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:uweoc@uw.edu">uweoc@uw.edu</a></td>
<td></td>
<td></td>
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<td><a href="https://www.washington.edu/uwem/">https://www.washington.edu/uwem/</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>UW Back-up EOC</td>
<td>Same #s as primary UW EOC</td>
<td>N</td>
<td></td>
<td></td>
<td></td>
<td>(same as above)</td>
</tr>
<tr>
<td>UW Seattle President’s Emergency Policy (EPC) Council Room</td>
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<td></td>
<td></td>
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<td></td>
<td><strong>Primary</strong> 206-897-8609 or 1-866-577-8239 (No pass code needed)</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td><a href="http://www.tacoma.washington.edu/security/"><strong>Back-up</strong> 1-866-365-4406 Pass code: 6856347</a></td>
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<tr>
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<td></td>
<td></td>
<td></td>
<td>Moderator Code: 4374</td>
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</tr>
<tr>
<td>UW-T Command Center</td>
<td></td>
<td>N</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Agency</td>
<td>Phone #s</td>
<td>24-hour?</td>
<td>FAX</td>
<td>Email or Website (Conference Bridge Info)</td>
<td>Physical Location</td>
<td>Note</td>
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</tr>
<tr>
<td>UW-B Security Office</td>
<td>N</td>
<td></td>
<td></td>
<td><a href="mailto:plant@bothell.washington.edu">plant@bothell.washington.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>UWPD Dispatch</td>
<td>Y</td>
<td></td>
<td></td>
<td><a href="mailto:uwpolice@uw.edu">uwpolice@uw.edu</a> <a href="http://www.washington.edu/admin/police">http://www.washington.edu/admin/police</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>UWMC Command Center</td>
<td>N</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>UW Facilities Power Plant &amp; Communications Center</td>
<td>Y</td>
<td></td>
<td></td>
<td><a href="http://www.washington.edu/facilities/ops/">http://www.washington.edu/facilities/ops/</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>City of Seattle Emergency Management</td>
<td>N</td>
<td></td>
<td></td>
<td><a href="http://www.seattle.gov/emergency/">http://www.seattle.gov/emergency/</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>King County ECC</td>
<td>N</td>
<td></td>
<td></td>
<td><a href="mailto:ecc.kc@metrokc.gov">ecc.kc@metrokc.gov</a> (activations only) <a href="http://www.kingcounty.gov/safety/prepare.aspx">http://www.kingcounty.gov/safety/prepare.aspx</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State of Washington EOC</td>
<td>Y (Duty Officer)</td>
<td></td>
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<td><a href="http://www.piersystem.com/go/site/1105/">http://www.piersystem.com/go/site/1105/</a></td>
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<tr>
<td>National Weather Service</td>
<td>Y</td>
<td></td>
<td></td>
<td><a href="http://www.wrh.noaa.gov/seattle">www.wrh.noaa.gov/seattle</a></td>
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</tr>
</tbody>
</table>
Main EOC Switchboard / Operator..........................206-897-8800
  Answering Positions........................................................................................................

FAX Machines
  Main EOC Fax (Incoming)............................................................................................... 206-897-8899
  EOC Fax (Outgoing only-UNLISTED)..............................................................................
  Media Communications /JIC Room Fax...........................................................................
  UWEM Office Administration Fax (large photocopier)......................................................

EOC Main Conference Bridge..............................................................................................

EOC DIRECTOR
  (Conference bridge)
    Chief............................................................................................................................
    EOC Staff (Deputy EOC Director)....................................................................................
    EPC -President’s Cabinet - Liaison (CenturyLink line)....................................................
    Safety Officer (Century Link line)..................................................................................
    UWEM Director’s Office (in adjacent room C140-C)........................................................
    UWEM Director’s Office Conference Phone (CenturyLink line)......................................
    UWEM Director’s Office Red Phone .............................................................................

FINANCE/ADMINISTRATION SECTION
  (Conference)
    Chief............................................................................................................................
    Deputy Finance/Administration Chief ...........................................................................
    Integrated Service Center / Payroll (ISC)......................................................................
    Employee Benefits........................................................................................................
    Risk Services (& Insurance)...........................................................................................
    Legal/Attorney General’s Office.....................................................................................
EOC Media and Communications Room / JIC

(Conference)

PIO Officer/Chief .................................................................
UW News Office ........................................................................
UW Web ......................................................................................
Social Media ................................................................................
Crisis Communications UW-IT Support Team ..............................
Century-Link Line (non-UW phone) ............................................
EOC Radio Position/Extra Phone ..............................................

LOGISTIC SECTION

(Conference bridge)

Logistics Chief ...........................................................................
Deputy Logistics Chief .................................................................
Purchasing/Procurement – materials, goods, equipment .................
Purchasing/Procurement – materials, goods, equipment .................
Human Resources .........................................................................
Purchasing/Procurement ..............................................................

OPERATIONS SECTION

(Conference bridge)

Chief ..........................................................................................
UW Intercollegiate Athletics .........................................................
UW Police ....................................................................................
UW Facilities ................................................................................
   Transportation Services ............................................................
Health Sciences Administration ...................................................
UW Medicine – Montlake Campus ...................................................
UW Information Technology ........................................................
Hall Health Center/Campus Health Services ...............................
Housing & Food Services ............................................................
Student Life ................................................................................
Harborview Medical Center .........................................................

University of Washington Emergency Telephone Contact Numbers
PLANNING SECTION
(Conference)
Chief/Deputy Chief ................................................................................................................
Situation Status Unit (and Documentation) .............................................................................
Provost Office ..........................................................................................................................
National Weather Service .........................................................................................................
ATC-20 Building Inspectors/Damage Assessment (Liaison) ....................................................

EXTERNAL LIAISON(s) ............................................................................................................
(City of Seattle, King County, State of Washington, FEMA, etc…)

INTERNAL LIAISON(s) .............................................................................................................
(UW Bothell, UW Tacoma, South Lake Union, Friday Harbor, Research Stations)

Emergency Policy Council (EPC) in UW Tower, Suite C-140E (“Conference Center”)
Phones ........................................................................................................................................
ECS Phones ...............................................................................................................................
EPC FAX ....................................................................................................................................
Century Link (non-UW) Line ....................................................................................................
EPC Conference Bridge ...........................................................................................................

EOC Small Conference/Breakout Room (in UW Tower, C-131) ..............................................
(Conference bridge: )
Conference Audio Phone ...........................................................................................................

EPC / Large EPC Conference Room (in c-140E UW Tower) ...................................................
Conference Audio Phone ...........................................................................................................
UNIT RESPONSE CENTERS and External Agency EOCs

City of Seattle EOC ...............................................................
FAX..................................................................................
Duty Officer ......................................................................

King County ECC ...............................................................
FAX..................................................................................
Duty Officer ......................................................................

State of Washington EOC ......................................................
Duty Officer (24 hour reporting) ..............................................

Environmental Health and Safety URC.................................

UW Facilities URC ..............................................................

Health Sciences Unit Response Center ....................................

Housing & Food Services URC ..............................................

Seismology Lab Main ECS Number ......................................

Student Life Unit Response Center ........................................

UW Information Technology Unit Response Center ................
URC Manager .....................................................................

UW Medical Center Unit Response Center ..............................
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Review and Updates

This document will be reviewed every two years, or on an as needed basis in response to exercises and Incident after action reports, and will be redistributed to the appropriate individuals.

Section I: Introduction, Mission and Purpose

The UW Bothell (UWB) and Cascadia College (CC) Emergency Operations Plan (EOP) provides guidance on prevention, mitigation, preparedness, response, and recovery operations in case there is an emergency event involving students, staff, and faculty, or facilities utilized by our campus community. This includes disaster and emergency responsibilities and procedures, continuity planning, training and education. The plan includes descriptions of emergency support functions, and supporting documents, as well as the guidance for the coordination of operations during impactful events, and the most effective use of resources within Bothell campus.

The plan establishes a mutual understanding of authority, responsibilities and functions of Campus officials and provides a basis for incorporating our processes into the local emergency response structure.

The Incident Command System will be implemented for all UWB/CC incident response, the structure of which is detailed in the Coordinated Response document in appendix A.

Incident Command and General Staff may make exceptions or changes to specific procedures and priorities as outlined within the incident action plan, as needed during an emergency event.

Section II: Emergency Communications

Emergency Communications and Resources

Campus Alert

The Campus uses Omnilert alert system as a service that sends e-mails, text messages. The software is web based and hosted off site, so it is not impacted by network outage on campus. The communication system allows for rapid and direct delivery of notifications to those who may be impacted by incidents. The Director or his/her designee or any member of the Crisis Communication team may collaborate to make this determination without delay and taking into account the safety of the community. The Campus Safety Director, Public Information Officer, Emergency Preparedness will initiate the Notification system, unless issuing such would, in the judgment of first responders, compromise efforts to assist a victim or contain, respond to or otherwise mitigate the emergency.
AlertUS desktop notification system

This system will activate all UWB/CC IT controlled desktops, laptops and other IT supported devices if they are turned on and in use to display a visual and audible message.

Fire alarm, radios and Digital Readout Warning System

This fire alarm public address system uses fire alarm/speakers indoors. This allows for transmission of voice messages to the core campus buildings. The radio channel “ALL CAMPUS” can be used to make an announcement to all staff who carry a radio. There are digital readouts of the same pre-programmed messages where digital readers are placed. Digital readers are currently are located in the ARC and Discovery Hall.

Authorized personnel can access these systems in accordance to the Crisis Communications Plan in order to send Emergency Alerts to campus stakeholders.

Section III: Preparedness Phase – Policies & Authorization

Emergency Executive Policy Group (EEPG)

Emergency Executive Policy Group (EEPG). The Emergency Executive Policy Group oversees and provides policy recommendation to the University Chancellor/College President and provides policy direction for emergency preparedness, mitigation, response and recovery planning activities.

The Emergency Executive Policy Group consists of the following units and individual or designated alternates:

**UWB Members**
- Chancellor
- Vice Chancellor for Planning & Administration
- Vice Chancellor for Academic Affairs
- Vice Chancellor for Advancement and External Relations
- Associate Vice Chancellor for Facilities Services
- Assistant Vice Chancellor Organization Excellence & HR
- Assistant Vice Chancellor Information Technologies
- Director of Auxiliary Services
- Director of Campus Safety
- Director of Digital Communications
- Dean of Student Affairs

**Cascadia Members**
- President
- Vice President for Administrative Services
- Vice President of Student Learning and Success
- Executive Director of Human Resources
- Vice President of College Relations and Advancement
EEPG has established delineations of authority to the Director of Campus Safety and other designees and delegated specific roles & responsibilities for the cohesive capability in all phases of Emergency Management. Memorandums of Understanding (MOU) and Mutual Aid Agreements (MAA) are approved or initiated and signed by the authorized delegate for CC/UWB.

**Emergency Operations Center Responders**

The EOP is designed to effectively coordinate the use of campus and community resources to protect life and property before, during, and immediately following a major crisis or disturbance on or near the Bothell campus. It will be placed into operation by the Emergency Preparedness Manager, Director of Campus Safety or Associate Vice Chancellor of Facility Services, or their designee whenever an incident, crisis, or emergency affecting the Bothell campus goes beyond the control or capability of daily operating procedures.

The Emergency Operations Center Responders will consist of delegates or designees from the following critical functions of the university and the college to facilitate response and recovery operations. These personnel will be designated as “Essential Personnel” during campus emergencies or suspended operations on an “As Needed” basis.

Essential personnel will be notified by their supervisory chain if they are required to report and/or respond to a particular emergency event. Employees on the EOC may also be notified via UWB/CC alerts set up to specifically notify them to report. Employees are responsible for keeping their contact information up-to-date in the UWB/CC alert system and with their respective Human Resources Office.

The Campus EOC members may be selected to staff Command Staff or Section Chief functions in the Emergency Operations Center (EOC) depending on the size and complexity of the incident. The Command Staff will have training in both Unified Command and functional training to command and coordinate the UWB/CC Campus emergency operations. All other staff will have training commensurate with expected duties.

EOC members will work with the Emergency Preparedness Manager to select appropriate staff to be designated and trained in the roles of Command Staff and General Staff in the EOC or other Response and Recovery functions. EOC members will also assist in identifying personnel best suited to fill deputy positions, using job title and description as guidance.

In addition, through coordination by the Emergency Preparedness Manager, shall keep a record of the completion of National Incident Management and Incident Command Systems compliance training and that all response activities are NIMS and ICS compliant. EOC members shall hold designated staff who report to them accountable for completing required NIMS training.
Section IV: Response Phase – Emergency Operations

Emergency Response Levels
The emergency response operations structure is established for identified levels of emergency, crisis, or incident as it impacts the campus day-to-day operations.

Level 4: Emergency Operation Mode – Standby- Virtual Monitoring (normal operations, maintaining situational awareness, minor incidents able to be handled with available resources)
Definition: Incidents that can be managed by following Standard Operating Procedures. While there may be some damage and/or interruption, the conditions are localized and the Emergency Operations Center does not need to be activated. If notified of the event, Bothell Campus Emergency Operations Center will operate in “standby” mode.

Actions:
- The onsite lead dept. handles the situation following standard operating procedures. The lead responder to an incident is the Incident Commander, until/unless relieved by someone with more experience/knowledge of the situation.
- If a situation requires additional resources, the Incident Commander contacts Director of Campus Safety to help monitor and provide additional guidance, or boundary control.
- The Emergency Operations Center is placed on stand-by mode, or monitoring the situation.
- A virtual EOC and or Rapid Responder event can be created for ease of information sharing and documenting.

Level 3: Emergency Operation Mode – Minor Incident- Activation (small scale incidents able to be managed with available resources but may have potential to escalate; notification of campus leadership for awareness)
Definition: The incident is minor and causes no interruption to campus operations. Coordination of resources and campus services may be needed to respond effectively.

Actions:
- A virtual EOC and or Rapid Responder event shall be set up for ease of information sharing and documentation.
- Activation of recording the event in Rapid Responder will be implemented immediately
- EOC Team members are notified via UWB/CC Alert, telephone, or Google Hangouts (trial testing coming 2019) to set up the EOC and call in support staff for assistance
- Some operations and classes may be suspended
- Unified command with local police, fire, and/or EMS will be implemented
EOC Director in consultation with the EEPG will designate a Liaison to serve as a connection between the EOC and EEPG and to the external agencies if necessary

**Level 2: Emergency Operation Mode – Increased Readiness (incident requires some coordination of resources such as UW system, UW/Cascadia, community responders, or media; may be a virtual command setup or smaller scale EOC with selected responders)**

**Definition:** The event / incident can impact the campus resources. The EOC may be activated to address immediate response, recovery or other needs required to manage the incident.

**Actions:**
- The Emergency Operations Center may be activated at a “light level” to monitor and or coordinate. This “light level” is an incident dependent on needs. Not all sections will need to be activated. Only the necessary sections that are needed will be activated. All normal campus operations are still ongoing.
- Key campus departments will be made aware of the incident to be ready to respond with more staff and/or resources if needed.

**Level 1: Emergency Operation Mode – Full Activation (major incident requiring full response and physical setup of EOC)**

**Definition:** The event / incident may exceed the campus or local authorities’ ability to manage within available resources; the EOC will be fully activated to address immediate response and long-term recovery planning. Damages are widespread and the campus may need to be self-sufficient for several days. The Bothell campus may request mutual assistance from the local Police, Fire and EMS agencies, UW Seattle, UW Tacoma, City of Bothell, King County Emergency Management, The American Red Cross, King County EM Zone 1 Partners, and/or other agencies.

**Actions:**
- The Emergency Operations Center is fully activated. All normal campus operations are suspended.
- Staff vacations and planned leaves may be terminated.
- The Emergency Operations Center coordinates efforts with City of Bothell Emergency Responders and King County Emergency Management as needed
- A plan to rotate Essential Personnel will be established.

The UWB/CC EOP is organized under the National Incident Management System (NIMS). Established by Homeland Security Presidential Directive-5 (HSPD-5) on March 1, 2004. HSPD-5 requires local jurisdictions, including higher education institutions, to implement NIMS in response to all-hazards that may affect their locality.
The purpose of NIMS is to provide a common approach for managing incidents. NIMS uses a core set of concepts that are intended to be a flexible and standardized set of management practices. The Six Components of NIMS are:

1. Command and Management (the Incident Command System);
2. Preparedness (planning, training, and exercises);
3. Resource Management (mobilize, track, and recover resources);
4. Communications and Information Management (framework for all communications and information sharing);
5. Supporting Technologies (voice and data communication systems);
6. Ongoing Management and Maintenance (strategic direction and oversight for NIMS development).

The UWB/CC EOC will operate using the Incident Command System (ICS). Campus Personnel identified as "Essential Personnel" or other members of EOC and Campus Emergency Response Team (CERT) are trained to document information for emergency responders. In the event of an incident, employees will contact Campus Safety or 911, provide first aid, and follow Incident Command instructions.

The primary objective of the Incident Command System is the management of assigned resources for effective control of any situation. The ICS organization expands and reduces in size and scope based upon the type and complexity of incident. Functions are delegated to the command and operational staff, who are trained and equipped to manage the "hands-on" details of the incident.

One of the most important best practices that has been incorporated into the NIMS is the Incident Command System (ICS); a standard, on-scene, all-hazards incident management system already in use by firefighters, hazardous materials teams, rescuers and emergency medical teams. The Bothell campus has adopted this protocol for use in responding to and managing emergencies on campus. Further, the campus commits to supporting this program with appropriate resources and training as required and/or possible.

ICS is listed as the “Command and Management” concept of NIMS. It provides a standard organizational structure for incident management. The system is designed to be flexible in order to meet demands of particular emergencies. ICS allows incident managers to identify needs and concerns while managing resources that are necessary for responding to any incident.

**Incident Commander (IC)**

Under ICS, the first person on the scene takes command of the incident until someone more qualified arrives. The Incident Commander will be the first dispatched fire or police unit that arrives on scene. This person will eventually be relieved by a higher trained first responder. They will assume control of the incident until it is transitioned into Unified Command
Depending on the size and complexity of the operations, the initial IC may request to activate the Emergency Operations Center, according to protocols established and transfer command to the best-qualified designee.

**EOC Manager**

When the campus EOC is activated, the command structure changes to coordination and the incident commander remains on-scene to coordinate with local, county or state jurisdictional response operations. The EOC Manager, typically the campus’s Emergency Preparedness Manager or their designee, will interface with the designated jurisdictional EOC, activate the required command and general staff for the EOC, and initiate the Incident Action Plan and Operational Period to support response and recovery operations of the crisis, emergency, or disaster. If the incident is isolated to the premises of the campus, the EOC Manager may demobilize the operation once all objectives have been met and the campus resumes normal operations.

**Safety Officer**

The priority of life, safety and security is foremost in all operations of the Incident Action Plan. The Safety Officer has direct communication to the person in charge, the initial IC or EOC Manager. The role and responsibility of the Safety Officer designated for the incident is to ensure all response operations personnel are able to conduct operations safely and without endangerment to their life. The Safety Officer will interface with the appropriate department officers for coordination in operations for Levels as needed.

**Public Information Officer (PIO)**

The designated Public Information Officer for the incident will be the point of contact for public, media and all external affairs information processing. The PIO will ensure that the message is unified and accurate to manage the public perception of the incident and support the needs of the command staff.

The campus PIO’s will interface with the Joint Information Center (JIC) of the jurisdictional response operation if required. The PIO is a member of the command staff and answers directly to the EOC Manager, while coordinating to keep the University Chancellor and College President up to date on all information.

**Liaison Officer(s)**

In direct support of the operations, Liaison Officers are activated depending on the impact, complexity, and size of the operation. Liaison Officers may be staffed by respective entities within the campus that are functionally capable to interface with internal affairs of the college or the jurisdictional local, county, or state support provided to campus operations. *Liaisons are members of the Command Staff in the Incident*
 Command System Structure and may have ad hoc positions added depending on the complexity of the incident.

The incident response operations will drive the requirements for liaisons to support the mission. Examples of these may include: Critical Incident Stress Management; Public Utilities; Private sector infrastructure; Public Health; Environmental Protection Agency; Law Enforcement; Transportation; Red Cross or other voluntary agencies; and other internal or external functions.

**Operations Section (OPS)**

The operations section will have a designated Chief who will interface with the Command Staff of the emergency operations. The Ops Section Chief may designate a Deputy who must be qualified to function as the Chief in his/her absence.

Staffing for the Operations Section will be trained, equipped and credentialed personnel for ensuring adherence to Incident Command System span of control and chain of command. The Operations Section will be made up of teams to ensure coverage during and after normal business hours. Teams may be placed on call during declared incidents.

**Logistics Section (LOG)**

The logistics section will have a designated Chief who will interface with the Command Staff of the emergency operations. The Log Section Chief may designate a Deputy who must be qualified to function as the Chief in his/her absence.

All logistical needs of the operations will be coordinated through the Logistics section for National Incident Management System recommendations on resource management and interoperability with local jurisdictional response operations.

Logistics will ensure that operational needs are met with the facility, equipment, supplies and needs of personnel to meet the objectives of the operations.

**Planning Section**

The Planning Section will have a designated Chief who will interface with the Command Staff of the emergency operations. The Planning Section Chief may designate a Deputy who must be qualified to function as the Chief in his/her absence.

The Planning Section will maintain incident action planning process and documentation of the incident status. Members of the Planning Section will be trained to the Incident Command System planning process, including the applications used for mapping and data analysis.
The Planning Section will coordinate with other general staff sections to provide Command Staff with up to date status of the operations for strategic planning and operational period objectives.

**Finance & Administration Section**

The Finance & Administration section will have a designated Chief who will interface with Command Staff of the emergency operations. The Logistics Section Chief may designate a Deputy who must be qualified to function as the Chief in his/her absence.

All personnel assigned to the operations will check in and out with the Finance and Administration Section. Additional human resource requests will be made through this section.

Documentation for all of the Emergency Operations including contract administration, exercised Memorandums of Understanding or Mutual Aid Agreements will be maintained by this section.

Emergency Operations Plan rosters and credential or qualification plans of personnel will be maintained by this section. This section will assist other section leads to conduct after action assessment of participants to coordinate the facilitation of ad hoc training needs of the operation.

**Incident Command Post (ICP)**

The Incident Command Post is a temporary site established by the Bothell Police department for direct command and control of an incident. It will be established in a safe zone. Security personnel will be involved with any campus ICP to coordinate with the local jurisdictional response.. The primary ICP is located in the 10900 block of NE 185th street (along Husky Hall) and the secondary ICP is located in the 10900 block of NE 180th street (near the cemetery).

**Assembly or Staging Areas**

Assembly areas will be designated for the accountability of staff, faculty, students or visitors when evacuations or other protective actions are required for the safety and security of the campus population. All buildings on campus have a designated Evacuation Assembly Point (EAP).

In the event of an incident that requires the coordination of access or egress of emergency responders, a staging area has been identified by the Bothell Police located at the Downtown Fire House Station 42 (10726 Beardslee BLVD). This is to ensure expeditious response operations.

Assembly or Staging areas are temporarily designated as required.

**Medical Triage and Treatment Area**
Campus CERT will coordinate to set up Medical Triage areas. These areas are designated for large operations with possible Emergency Medical Services access to transport critical patients to medical care. First responders will identify medical triage areas.


**Emergency Operations Center**
The Emergency Operations Center (EOC) is a designated location from which the Emergency response and recovery operations will coordinate the appropriate resources for the emergency operations.

There are two pre-designated locations within the campus premises that have been identified for activation of an EOC.

**Primary Location**

The *primary location* for the EOC is Husky Hall room 1160.

**Secondary Location**

In the event that the primary EOC has been deemed unsafe, the *secondary location* will be the parking lot of Husky Hall.

**Joint Information Center (JIC)**

In an event where coordination of public information officers PIO from other agencies or entities are required, a Joint Information Center (JIC) may be activated from a mutual verbal agreement with the campus but will not necessarily be in direct response to an incident on campus.

When an incident of large geographical effect or a disaster declaration requires a coordinated communication to the media or public, such as a pandemic, the campus PIO’s may be deployed to the JIC at the City of Bothell, King County or State level.

**Primary Location**

The *primary location* for the JIC is Husky Hall room 1160a.

**Secondary Location**

In the event that the primary JIC is unavailable, the secondary location will be at Bothell City Hall.
Appendix A - Coordinated Response

MEMORANDUM

University of Washington Bothell & Cascadia Community College
Memorandum of Joint Responsibilities / Coordinated Response
for Building Emergencies and Fire Alarm Systems Activation

January 20, 2018

The purpose of this document is to outline responsibilities of Facility Services, UWB &
Cascadia College Evacuation Coordinators and Evacuation Wardens, and Campus
Safety Security Officers and UW Bothell Emergency Management in response to
Campus Incident / Emergency as defined by the UWB / CC All Hazard Emergency
Management Plan. Bothell Fire Department (BFD) roles and responsibilities are
included for reference.

Required Training- UW Bothell/ Cascadia College Emergency Responders
In compliance with WAC 296-824-300, all University of Washington Emergency
Responders on the Bothell Campus will attend and maintain the following training above
that mandated by their daily position:

a) Annual 4 hours of Haz-Mat awareness level training provided by UWB EM.

b) Basic Incident Command System-ICS/ICS for Initial Action Incidents/National
Incident Management System-NIMS (ICS 100, 200 & 700), with minimum annual
1-hour refresher provided by UWB EM.
The definition of a University Emergency Responder is any individual who is designated by Campus Safety, UWB EM, or UWB Facilities with duties to perform in cooperation with Police, Fire and EMS response at an emergency scene on UW Bothell property.

**CAMPUS SAFETY:**

a) Campus Safety Dispatch receives building alarm signal via the campus monitoring system (or by telephone - 911).

(Note: Campus Safety would report other fire/Haz-Mat emergencies by telephone)

b) Campus Safety Dispatch dispatches Officers and Sergeant if available to the location. Responding Officers / Sgt. **switch their radios to channel ERT 2.**

c) Upon arrival, Campus Safety Officers / Sgt. Will provide a size up and report via radio. Officers will set up unified command at the Coordinated Response Point with UWB Facilities and other responding resources.

d) Campus Safety Dispatch contacts Bothell Fire Dispatch via phone to provide any critical or life safety updates (confirmed fire, Haz-Mat, people trapped).

e) Depending on the scope of the event, Campus Safety Dispatch will assist with generating a “UWB ALERT”, advising of the event and requesting people avoid the area.

f) Campus Safety will provide building access, secure the area and facilitate communication with Evacuation Coordinators, building administrators, and make proper notifications.

g) Campus Safety Dispatch notifies UWB Emergency Management if not already not on the scene if there is a real event (Fire, Haz-Mat Incident, Explosion or any significant threat to the Campus) directly by calling, texting and emailing:

   - UWB Emergency Preparedness Manager;
   - Director of Campus Safety;
   - Associate Vice Chancellor for Facility Services.

h) Campus Safety Officers provide scene security, traffic and crowd control.

**UNIVERSITY OF WASHINGTON BOTHELL EMERGENCY MANAGEMENT (UWB EM):**

a) Notification for UWB Emergency Preparedness Manager occurs through the 24/7 UWB EM Duty Phone: 425-219-2409 and email.
b) The UWB Emergency Preparedness Manager should be notified any time an incident threatens the larger campus or requires a more sophisticated coordination of response by the University, particularly with outside agencies.

c) UWB EM responds to the Command Post as needed to assist the Incident Commander in a supportive planning and coordination role. UWB EM helps support the implementation of the Incident Command System (ICS) and helps determine when more sophisticated resources, such as the UWB Emergency Operations Center (UWB EOC) needs to be activated.

d) If the situation merits, the UWB EM Duty Officer and or designee, will begin advance planning for a partial or full-EOC activation to coordinate the support and logistics of a larger-scale incident or prolonged event.

**FACILITIES SERVICES:**

a) **Facilities will switch to ERT 2** and respond to the location and connect with BFD, Campus Safety, Unified Command and other emergency responders.

b) Provides support to responding agencies with building systems and utilities and, if accessible without risk, operates fire alarm control panel, building fans, utilities and other equipment as instructed by the BFD or other agencies.

c) Proactively offers and presents building plans and any other relevant pre-fire, utility, and other information to the BFD if available on site or accessible at the time (pre-fire plans are located at the fire alarm panel or enunciator in some buildings).

d) Silence and reset the fire alarm panel when authorized by the BFD.

e) Will provide an “All Clear” over the radio once it is determined that the situation is under control.

f) Will give the “OK” to let people in once all doors and roll up doors are back in an unlocked position.

**EVACUATION COORDINATORS / WARDENS:**

a) **UWB Evacuation Coordinator / Wardens** will transmit and receive on the ERT 2 channel on their radio. UW Evacuation Coordinators can get on the radio to pass on information on ERT 2 channel.
b) **Cascadia Evacuation Coordinator / Wardens** will transmit and receive on the CCC channel on their radio. Evacuation Coordinators may switch to ERT 2 to get updated information and pass down to Floor Wardens on CCC.

c) Ensure that everyone is evacuated to their assigned EAP.

d) Ensure that everyone is accounted for and out of the building.

<table>
<thead>
<tr>
<th>EM/ Campus Safety</th>
<th>ERT 2 / CCC4</th>
</tr>
</thead>
<tbody>
<tr>
<td>UW Evacuation Coordinator/Warden</td>
<td>Cascadia Evacuation Coordinator/Warden</td>
</tr>
<tr>
<td>ERT 2</td>
<td>CCC4</td>
</tr>
</tbody>
</table>

**Implementation**

For purposes of administration of this agreement:

- The Campus Safety representative will be the Director / Assistant Director or appropriate command officer.

- The UWB EM representative will be the Emergency Preparedness Manager or designee.

- The Facilities Services representative will be the Campus Operations-Facilities Services Manager or appropriate designee.

- The BFD representative will be a battalion fire chief or other appropriate command officer.

These representatives, or their designee, will meet periodically, but at least annually before July 1 to evaluate this agreement, review its implementation, and advise their respective department heads on any need for revision.

As of January 20, 2015, this document will be maintained by UWB Emergency Management as an annex to the All-Hazards Emergency Management Plan for the University of Washington Bothell Campus.
Appendix G: UW-Tacoma EEOP

Emergency Evacuation and Operations Plan (EEOP)

University of Washington Tacoma
Campus Safety and Security
1900 Commerce Street
Tacoma WA 98402
Phone: (253) 692-4416
Fax: (253) 692-4635

uwtsafe@uw.edu

July 20, 2017
Introduction

Environmental Health and Safety (EH&S) developed this model Emergency Evacuation and Operations Plan (EEOP) to assist departments in preparing for building emergencies as expected and required by University policy, the Tacoma Fire Code, and the Washington Administrative Code (WAC). This plan is intended for use by multiple departments and may be completed as a departmental or building evacuation plan. For buildings which are taller than four stories (High Rise Buildings), refer to additional requirements in Appendix P.

It is expected that departments will customize and complete this plan to meet their specific needs, operations, and locations. Departments and/or colleges with multiple buildings may develop a single plan for their facilities, as long as building specific information for each facility is included in Appendices A through D.

Review and dialog among multiple departments within a single building and/or individual fire zones must be part of the process of completing a building specific EEOP. Staff from EH&S are available to provide technical assistance, including reviewing a final draft of your EEOP.

The model EEOP was written to complement and supplement the University of Washington Tacoma Emergency Management Plan (UWT-CEMP) for campus operations during large scale or campus-wide emergencies. A copy of the UWT-EMP should be maintained in your department. Copies of the campus plan are available from the Office of Emergency Management and online at their website. Reviewing the campus UWT-CEMP may be helpful while completing the attached EEOP.

Considerable effort has gone into trying to make this plan concise, clear, easy to use, and easy to implement. If we can be of further assistance, please contact me at (253) 692-4425.

Susan Wagshul-Golden
Director of UWT Campus Safety and Security
1900 Commerce Street
Dougan Building #180
Tacoma WA 98402
(253) 692-4425
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Section 1

Purpose, Scope, and Emergency Resources

Purpose

The purpose of this plan is to establish procedures and duties, to promote planning, and to establish training for the staff of the University of Washington Tacoma for fire, earthquake, bomb threats, chemical spills, and other emergency evacuations as required by Chapter 4 of the International Fire Code, the Washington Administrative Code (WAC 296-24-567), and the UW Emergency Response Management Plan.

Scope

This plan applies to all occupants in the University of Washington Tacoma campus buildings and grounds that are owned and leased properties. See appendix map.

Coordination with Other Emergency Plans

An EEOP is a key component of Departmental Health and Safety Plans and University disaster planning. The EEOP must be coordinated with the following emergency/safety plans.

1. **University of Washington Tacoma Campus Emergency Management Plan (UWT-CEMP)** - The UWT-CEMP provides the management structure, key responsibilities, emergency assignments, and general procedures to follow during and immediately after an emergency. It provides a temporary crisis management structure, which provides for the immediate focus of management on response operations and the early transition to recovery operations. The UWT-CEMP includes procedures for both communicating with the UW Emergency Operations Center and the management structure of the Incident Command System.

2. **Other Departmental Emergency Response Plans**: This departmental plan has been coordinated as necessary with other departmental plans in the building as follows:

Coordination with Departmental Health and Safety Plans

The EEOP reflects the university’s emergency response procedures and programs and satisfies an element of the Departmental Health and Safety Plan required by the Department of Labor and Industries (WAC 296-24-567).

University Emergency Resources and Contacts

Table 1 summarizes the UW’s emergency resources, contact information, and responsibilities of each emergency resource.
Emergency Communications

1. **Telephones**: The campus telephone system will be used to activate the phone the best extent possible. In case of system failure or a power failure, campus phones will not function. An alternative in some buildings is the emergency single, land line phones, which can function in a power outage in most cases. These phones, part of the UW's Emergency Communications System (ECS), are strategically located throughout campus.

2. **Emergency Blue Phones/Call Boxes** – Emergency blue phone towers are located by: the Mattress Factory Building off of 21st street; the pay station box in the Cragle Parking Lot; the pay station box in the WT31 lot and by the flagpole next to the 19th and Commerce Street entrance of the GWP Building. Also, on the Prairie Line trail in front of the JOY and Snoqualmie Library buildings. There is emergency call box outside of the Dougan 180 entrance and one on each floor of the Court 17 parking garage by each floor of the stairwell, TLB, one on each level of the JOY building and one on the ground floor and 1st floor of WPH building.
   The phone towers located at GWP Building, Cragle Lot, Dougan 180, TLB parking lot can broadcast alert messages in public assembly areas.

3. **UW Tacoma Alert System** – UW Tacoma has a system to immediately notify students, staff, and faculty about any emergency that affects normal campus operations with text messages sent to the cell phone and email of those who sign up for the service. Notices will simultaneously be posted on the UWT home web page. In addition to emergency or crisis situations, the system will provide information about suspensions or delays in campus operations due to inclement weather.

4. **Fire Alarm System** - The building fire alarm system is continuously monitored for alarm by a contracted service and, in a backup capacity, by the Campus Safety Department. All alarms result in an automatic response by the Tacoma Fire Department, the Campus Safety Department and Facilities Services.

Employee Orientation

New employees must be informed of the EEOP as part of their new employee safety orientation. This initial plan and all significant revisions to the plan should be routed to all personnel. The faculty and staff should be reminded of the plan as necessary and encouraged to discuss the plan with their research groups, students, and visitors. To assure the safety of all building occupants, the Evacuation Director and Evacuation Wardens will work together to assure all departmental employees are aware of the plan, and that students and visitors are also oriented as indicated in Section 2.

Evacuation Drills

Evacuation drills will be scheduled, conducted, and recorded by the Evacuation Director. Procedures for planning, scheduling, conducting, evaluating, recording, and reporting evacuation drills are outlined in Appendices E, F, and G.
<table>
<thead>
<tr>
<th>Emergency Resource</th>
<th>Contact Information</th>
<th>Purpose &amp; Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>UW Tacoma Campus Safety &amp; Security Department</td>
<td>1721 Jefferson Avenue, Dougan Building, Room 180 Immediate Emergency Assistance Dial 9-1-1. Non-Emergency Assistance (253) 692-4416</td>
<td>The Campus Safety department is on call 24 hours a day, 7 days a week. Call for an emergency of any kind, including, but not limited to: fire, medical emergency, hazardous material spills or release of hazardous materials.</td>
</tr>
<tr>
<td>Environmental Health and Safety (EH&amp;S) Seattle Campus</td>
<td>Call 206-543-0462. After normal business hours, EH&amp;S may be reached through the UWPD using the EH&amp;S Duty Officer system.</td>
<td>EH&amp;S maintains guidelines and provides training, consultation and support for building emergencies. EH&amp;S is also available to provide consultation and support for hazardous material spills and releases, temporary controls, and other general information to the Tacoma Fire Department (TFD), Tacoma Police Department (TPD) and all UW Tacoma departments.</td>
</tr>
<tr>
<td>Tacoma Police Department</td>
<td>3701 S. Pine St. Tacoma 98409 Immediate Emergency Assistance Dial 9-1-1. Non-Emergency Assistance (253) 591-5950 or (253) 798-4721.</td>
<td>Maintains an emergency Communications Center 24 hours a day, 7 days a week. Call TPD for emergencies of any kind, including but not limited to fire, medical emergency, or hazardous material spills or release.</td>
</tr>
<tr>
<td>UW Office of Emergency Management (UWEM)</td>
<td>Call 206-897-8000 during normal business hours.</td>
<td>UWEM staff is available during normal business hours to provide general disaster planning guidance and training resources to faculty and staff. UWEM maintains and coordinates all EOC activities and campus-wide disaster drills and recovery efforts.</td>
</tr>
</tbody>
</table>
Table 1: University Emergency Resources and Contacts cont.

<table>
<thead>
<tr>
<th>Emergency Resource</th>
<th>Contact Information</th>
<th>Purpose &amp; Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>UW Emergency Operations Center (EOC)</td>
<td>The primary EOC is located in UW Tower, 4333 Brooklyn Ave NE, Room C-140. The secondary EOC location is Lander Hall, Room L-135. Call UW 9-1-1</td>
<td>For a major local or regional emergency, the UW President or his/her designee may request activation of the University’s Emergency Operations Center (EOC). EOC staff will decide on the use of available resources and communicate with outside agencies and authorities. Information on missing persons, building emergencies, first aid, and other needs during a large-scale emergency must be provided to the EOC by using campus telephone systems, computer, (See Emergency Communications in Section 1) or by runner if the telephone systems fail.</td>
</tr>
<tr>
<td>UW Tacoma Emergency Operation Center (EOC)</td>
<td>The Primary Tacoma Campus EOC is located in room MAT 004 of the Mattress Factory Building on 1953 C Street. The secondary EOC location is in room DOU180 in the Dougan Building on 1721-25 S. Jefferson Avenue.</td>
<td>For a major local or regional emergency, the UW Tacoma Chancellor, or his/her designee, may request activation of the University’s Emergency Operations Center (EOC). EOC staff will decide on the use of available resources and communicate with outside agencies and authorities. Information on missing persons, building emergencies, first aid, and other needs during large scale emergencies must be provided to the EOC by using campus telephone systems, computer (See Emergency Communications in Section 1), or by runner if the telephone systems fail.</td>
</tr>
<tr>
<td>KOMO 1000 AM</td>
<td>On the radio at AM 1000</td>
<td>The Official Area Broadcast Station in case of major disaster or University “suspended operations”. Tune into this station for information.</td>
</tr>
</tbody>
</table>

Note: EH&S and UWEM are not emergency response units. Report all emergencies to the Campus Safety & Security Department
Section 2

Building Evacuation: UWT Personnel Duties and Responsibilities

An effective emergency evacuation and subsequent response requires the coordination of many occupants in a building. All building occupants, including employees, faculty, staff, and students, need to be aware of their roles and responsibilities in case of an emergency. This section outlines specific responsibilities for employees, faculty, and staff, as well as the Evacuation Director and Evacuation Wardens.

Responsibilities of UW Tacoma Departments and Staff

Employees, Faculty, and Staff are responsible for:

1. Being familiar with and following EEOP procedures when required
2. Participating in drills and training as required
3. Orienting students with a brief overview of emergency evacuation procedures on the first day of class to assure that:
   - They are aware that evacuation is required when the alarm system is activated.
   - They know where the nearest exits are located (see Appendix K, and building plans in Appendix C).
4. Informing and assisting visitors unfamiliar with building procedures as appropriate prior to and during an emergency evacuation

When the fire alarm sounds, begin immediate evacuation according to the plan.

Responsibilities of Evacuation Building Wardens/Floor Wardens

Special Positions – The Evacuation Building Warden, Floor Wardens and their alternates, are employees and occupants of the building and have either volunteered or been appointed to serve in these positions. They receive special training and authority for their role in employee and student safety.

The Evacuation Director, Evacuation Wardens, and their alternates are employees and occupants of the building and have either volunteered or been appointed to serve in these positions. They receive special training and the authority for their role in employee safety.

Evacuation Building Wardens Responsibilities and Control

1. A. The Evacuation Building Wardens act as the liaison with the responding emergency service, EH&S and others if a building emergency occur. In their absence the alternates are responsible for carrying out the requirements. If an emergency happens when these members of the department are not available, the most senior member will have the decision-making authority. A contact person, appointed by the advisor of each research group, is responsible for laboratories and work areas. (See appendix A and B) Any possible problem areas should be reported to responding emergency personnel.
B. Refer to checklist 1 on the following page for a detailed list of the Evacuation Building Wardens duties and responsibilities.

2. Evacuation Warden Duties and Responsibilities- Checklists 2a and 2b list the responsibilities and duties of the Evacuation Wardens. Checklist 2a is for pre-evacuation planning and training. Checklist 2b lists the Evacuation Warden’s duties and procedures during emergency evacuations.

Responsibilities of Faculty, Lecturers, and Teaching Assistants

Checklist 3 lists the responsibilities and duties of faculty, lecturers, and TAs (also see Appendix K).

**Checklist 1: Evacuation Building Wardens Duties and Responsibilities**

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>Duties / Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative</td>
<td>Prepare and maintain the building EEOP. EH&amp;S can help with technical questions.</td>
</tr>
<tr>
<td></td>
<td>Keep a copy of the completed EEOP in all department reference stations.</td>
</tr>
<tr>
<td></td>
<td>Review the EEOP at least annually and confirm that it is current.</td>
</tr>
<tr>
<td>Pre-Emergency</td>
<td>Coordinate with building/department administrators responsible for employee, student, and visitor health and safety.</td>
</tr>
<tr>
<td>Coordination</td>
<td>Ensure that public event staff are assigned duties and receive required training for events with occupancy of 50 or greater (see Appendix G).</td>
</tr>
<tr>
<td></td>
<td>Ensure that classroom instructors inform students about emergency procedures, exit routes, and assembly points on the first day of class.</td>
</tr>
<tr>
<td></td>
<td>Ensure that emergency procedures for special needs populations are developed.</td>
</tr>
<tr>
<td></td>
<td>Ensure that new and temporary employees, including student employees, are informed about emergency procedures outlined in the EEOP during new employee safety orientation.</td>
</tr>
<tr>
<td>Evacuation</td>
<td>Assign Evacuation Wardens (and alternates) for all areas of the building and ensure that they know what their duties are in case of an evacuation.</td>
</tr>
<tr>
<td>Wardens</td>
<td>Evacuation Warden orientation is required when there are personnel changes.</td>
</tr>
<tr>
<td></td>
<td>A current list of Evacuation Building Wardens/Floor Wardens and alternates is to be maintained in the building’s EEOP (see Appendix A).</td>
</tr>
<tr>
<td></td>
<td>Schedule “Evacuation Warden Training” for assigned personnel. Contact the EH&amp;S Training Office.</td>
</tr>
<tr>
<td><strong>Training and Drills</strong></td>
<td>Schedule, conduct, and record evacuation drills as required by the International Fire Code and WAC 296-24 (see Appendices E, F, and G).</td>
</tr>
<tr>
<td>------------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Emergency Evacuation</strong></td>
<td>Ensure that emergency services, TPD, TFD, and EH&amp;S are notified for all building emergencies as appropriate.</td>
</tr>
<tr>
<td></td>
<td>During a building evacuation, report to the evacuation assembly point and act as a liaison with responding emergency services.</td>
</tr>
<tr>
<td></td>
<td>Receive status reports from area evacuation wardens.</td>
</tr>
<tr>
<td></td>
<td>Provide information about the building layout, systems, processes, and special hazards to Facility Services, TFD, TPD, and other emergency personnel.</td>
</tr>
<tr>
<td></td>
<td>Help the Facility Services Personnel, and the TFD in the operation of the Fire Alarm Panel if required.</td>
</tr>
<tr>
<td></td>
<td>Coordinate with building administrators on occupancy and operation issues.</td>
</tr>
<tr>
<td></td>
<td>Assign Floor Wardens or other personnel, as needed, to be stationed by all entrances to prevent unsuspecting personnel from reentering the building.</td>
</tr>
<tr>
<td></td>
<td>When TFD or UWT Campus Safety &amp; Security signals &quot;ALL CLEAR,&quot; the Evacuation Building Warden notifies the Floor Wardens that the occupants may reenter the building.</td>
</tr>
</tbody>
</table>
Evacuation Building Warden Checklist

Name: ___________________________ Date: ___________________________

Building: ___________________________ Time: ___________________________ am/pm

Location within building (floor, wing, room): ___________________________

Type of incident (manual pull, smoke, sprinkler): ___________________________

Evacuated Floors: ___________________________

Evacuation Assembly Point (EAP): ___________________________

Secondary EAP: ___________________________

Evacuation Tasks

1. Collect hat, phone, clipboard, and personal belongings.
2. Report to the building entrance.
3. Tell those evacuating and anyone trying to reenter the building to go to the primary EAP. If the primary EAP is unavailable, send everyone to the secondary evacuation assembly point.
4. Collect known information about the incident from individuals evacuating the building (fire, smoke, persons in building, etc.).
5. Ask 1st evacuation warden for known information about the incident.
6. Report known information to emergency personnel (approximately 10 min. after incident).
7. Stay at the front of building for further direction from emergency personnel.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Evacuation Warden – assign to EAP (They should have a phone, hat, whistle, and clipboard.)</td>
<td></td>
</tr>
<tr>
<td>2nd Evacuation Warden – assign to front entrance to help Evacuation Director maintain communication with EAP</td>
<td></td>
</tr>
<tr>
<td>3rd Evacuation Warden – assign to door, directing all to EAP</td>
<td></td>
</tr>
<tr>
<td>4th Evacuation Warden – assign to door, directing all to EAP</td>
<td></td>
</tr>
<tr>
<td>All other Evacuation Wardens assign to EAP</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Known Info (fire, smoke, persons in building, etc.)</th>
<th>Provided by</th>
</tr>
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<tbody>
<tr>
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</table>

After the All-Clear Signal

1. Call 1st Evacuation Warden at the EAP to allow the staff to return and reenter the building.
2. Assign an Evacuation Warden to assist staff with disabilities back to their rooms.
3. De-brief all Evacuation Wardens (collect facts) to write-up a report and submit to EH&S.

UW-Tacoma EEOPO
### Important Phone Numbers and Contact Information

Building Coordinator:  
[Insert Name Here] (xxx) xxx-xxxx

Evacuation Director:  
[Insert Name Here] (xxx) xxx-xxxx

Evacuation Director Back-up:  
[Insert Name Here] (xxx) xxx-xxxx

1st Floor Warden:  
[Insert Name Here] (xxx) xxx-xxxx

2nd Floor Warden:  
[Insert Name Here] (xxx) xxx-xxxx

3rd Floor Warden:  
[Insert Name Here] (xxx) xxx-xxxx

Administrator #1:  
[Insert Name Here] (xxx) xxx-xxxx

Administrator #1:  
[Insert Name Here] (xxx) xxx-xxxx

Administrator #1:  
[Insert Name Here] (xxx) xxx-xxxx

### Staff with Disabilities

<table>
<thead>
<tr>
<th>Name</th>
<th>Room</th>
<th>Area of Refuge</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

### Notes

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# Checklist 2a: Evacuation Building Warden Pre-evacuation Planning and Coordination

<table>
<thead>
<tr>
<th>Subject</th>
<th>Duties / Responsibilities</th>
</tr>
</thead>
</table>
| Administrative              | Be familiar with the EEOP. It contains:  
|                             | - The function and activities of building staff during emergencies  
|                             | - How these activities mesh with responding emergency personnel  
|                             | - Information on the building and its emergency protection systems  
|                             | - Emergency equipment testing procedures  
|                             | - A list of all the evacuation building wardens, floor wardens and alternates in your building  
|                             | Distribute copies of the completed EEOP, or appropriate sections of it, to all people in your area of responsibility.                                                                                                     |
| Pre-Emergency Coordination  | Know where persons with disabilities are located in your area and what their alarm response will be (See Appendix D). Areas of Refuge or individual rooms may be used by persons with mobility disabilities during a fire alarm. The Areas of Refuge may be identified on your evacuation plans found in Appendix C. If you have a staff member with a mobility disability and cannot find an area of refuge on your floor plan, contact EH&S Fire Safety at 206-616-5519 |
|                             | Coordinate with the other Evacuation Wardens on your floor to work together and avoid duplication of tasks.                                                                                                           |
|                             | Walk over your primary and secondary evacuation routes at least once to familiarize yourself with emergency exits and routes to the EAPs.                                                                                |
|                             | Know where hazardous conditions or situations in your area may exist. Know the location of flammable, radioactive and other hazardous materials, as well as chemical and/or biological spill cleanup kits.                                    |
|                             | Know where the phones and fire alarm pull stations are and know HOW to turn on an alarm.                                                                                                                                  |
|                             | Know how the alarm system responds. For most buildings, the alarm sounds throughout the building and all occupants, except persons with physical disabilities, must evacuate. High-rise buildings may only alarm in certain floors or areas. |
|                             | Become familiar with the location and operation of emergency equipment, including fire extinguishers, first aid kits, spill cleanup kits, and disaster supply kits.                                                      |
| Training                    | Attend training sessions and meetings to review procedures and duties, if necessary.                                                                                                                                       |
|                             | Participate in evacuation drills as requested by Campus Safety & Security department and EH & S department.                                                                                                                  |
## Checklist 2b: Evacuation Warden Emergency Evacuation Duties

<table>
<thead>
<tr>
<th>Subject</th>
<th>Duties / Responsibilities</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Evacuation</td>
<td>Begin at the farthest reach of your area and assure that the occupants ahead of you have evacuated. Direct occupants to the exits and tell them where to reassemble.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Conduct a quick search as you go to make sure hazardous equipment is shut off, doors are closed and no one is left behind.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>If a stairway is full of smoke go to another stairway.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>If there is no smoke, you may have trouble getting people to evacuate. Be assertive, positive and insistent.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Students and visitors who may not be familiar with this plan must be informed of the requirement to evacuate.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>If you have helpers, station them in front of the elevator to make sure no one attempts to use it.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Do not go to the roof unless it is the only way out; often, there are too many obstructions for a helicopter rescue.</td>
<td></td>
</tr>
<tr>
<td>At the EAP</td>
<td>Conduct a headcount by using the checklist in Appendix I to account for all occupants in your area of responsibility.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Immediately report to the Evacuation Building Wardens any missing persons on your list and their last known location.</td>
<td></td>
</tr>
<tr>
<td>Special Items</td>
<td>Do not allow the stairway doors and other exit doors to be blocked/wedged open. Leaving stairway doors blocked or held open makes the stairwells dangerous and unusable.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Special attention needs to be given to all persons with disabilities, in particular those who are visitors and unfamiliar with the building. A process is necessary to insure they are notified and accounted for. See Appendix D for further details.</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** Silencing of the alarm is **NOT** to be considered an all-clear signal!
Evacuation Warden Checklist

Name: ___________________________ Date: ______________________

Building: ___________________________ Time: ______________________ am/pm

Location within building (floor, wing, room): ___________________________

Type of incident (manual pull, smoke, sprinkler): ___________________________

Evacuated Floors: ___________________________

Evacuation Assembly Point (EAP): ___________________________

Secondary EAP: ___________________________

Evacuation Tasks

1. Collect hat, phone, clipboard, and personal belongings.
2. Check in with the Evacuation Director at a predetermined location (lobby, etc.).
3. Report to the Evacuation Assembly Point (EAP).
4. Collect known information about the incident from individuals at the EAP (fire, smoke, persons in building, etc.).
5. Report the collected information to the Evacuation Director via mobile phone or runner.
6. Keep all staff, visitors, and others away from the building. Do not allow reentry.
7. Await further instruction from the Evacuation Director.

<table>
<thead>
<tr>
<th>Known Info (fire, smoke, persons in building, etc.)</th>
<th>Provided by</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

After the All-Clear Signal

1. Allow occupants to reenter the building.
2. Report to the Evacuation Building Warden at the front of the building for de-briefing.

Notes

---

UW-Tacoma EEOP
### Checklist 3: Duties and Responsibilities of Faculty, Lecturers, and TAs

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>Duties / Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative/Preparation</td>
<td>Provide classroom or audience with general information relating to emergency procedures. This information should be shared during the first week of class or at the start of a seminar. Note the posted information for “Classroom Emergency Procedures/Checklist” (See Appendix K).</td>
</tr>
<tr>
<td></td>
<td>Know how to report an emergency from the classroom being used.</td>
</tr>
<tr>
<td></td>
<td>Assure that persons with disabilities have the information they need. The instructor should be familiar with the student’s plan and also be able to direct visitors with disabilities.</td>
</tr>
<tr>
<td>Emergency Evacuation</td>
<td>Take responsible charge of the classroom and follow emergency procedures for all building alarms and emergencies.</td>
</tr>
</tbody>
</table>
Section 3

Specific Emergency Procedures

Procedure 3A: Fire Emergencies and Building Fire Alarms

Procedures for Occupants

- When a Fire alarm sounds on your floor or area, begin immediate evacuation following your floor plan (see Appendix C). Close doors behind you.

- 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 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.”

- Evacuate via the nearest stairwell or grade level exit. Do not block exit doors or wedge them in an open position. The doors must remain closed to keep smoke out and maintain safety for evacuation and fire personnel. Leaving doors open makes the stairwells dangerous and unusable. Persons with physical disabilities have several options (see Appendix D).

<table>
<thead>
<tr>
<th>DO NOT USE THE ELEVATORS!</th>
</tr>
</thead>
<tbody>
<tr>
<td>When an alarm is sounded many of the elevators will be automatically recalled to a pre-determined floor and shut-off.</td>
</tr>
</tbody>
</table>

- Go to your pre-determined Evacuation Assembly Point (EAP) as outlined in Appendix C. You may have two or more EAP’s depending on the size of the building. Immediately report to an Evacuation Building Warden so that he or she can accurately track which occupants were able to evacuate. Evacuation Wardens will report to the Campus Safety Department.

- 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.

Special Instructions for Evacuation Wardens

- See Section 2 for the Evacuation Building Warden Checklist.
• 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 hazardous equipment is shut off, 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.

• Direct occupants to the exits and tell them where to reassemble (see Appendix C). If you have helpers, station them in front of the elevator to make sure no one attempts to use it.

• Do not go to the roof unless it is the only way out; there is often too many obstructions for a helicopter rescue. If a stairway is full of smoke go to another stairway.

• At the Evacuation Assembly Point (EAP), conduct a headcount by using a checklist to account for all occupants in your area of responsibility. Immediately report to the Evacuation Building Warden any missing persons on your list and their last known location.

• Do not allow the stairway doors and other exit doors to be blocked or wedged open. Leaving stairway doors blocked or held open makes the stairwells dangerous and unusable.

• Special attention needs to be given to any persons with disabilities, in particular those who are visitors and unfamiliar with the building. A process is necessary to insure they are notified and accounted for. See Appendix D for further details.
Procedure 3B: Earthquakes

During All Earthquakes (All Occupants)

Inside a Building

- 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 such as a hall by a pillar.

   **Drop, Cover, and Hold**

- 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.
- Do not dash for exits since they may be damaged and the building's exterior brick, tile, and decorations may be falling off.
- Do not use the elevators.

Outside a Building

- Remain outside, preferably in a vehicle.
- Stay clear of electrical wires, poles, trees, or anything that might fall.

After a Major Earthquake (Violent shaking motion)

Evacuation Wardens shall:

- Check for injuries to personnel in your area. Do not attempt to move seriously injured persons unless they are in immediate danger. Render first aid assistance if required.

   **Be familiar with the location of first aid kits, fire alarms, and extinguishers, as well as personnel with first aid skills.**

- Check for fires or fire hazards, spills of flammable or combustible liquids, or leaks of flammable gases. These activities must not significantly delay departure from the building or put the Evacuation Warden in danger.
- Turn off ignition and heat sources if properly trained and it is safe to do so.
- 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 persons in your area of responsibility. Mass assembly areas may be used in the event of a major earthquake and/or if the EOC is activated (Emergency Level 2 or 3 – refer to UWT-CEMP).
- Do not reenter until the building has been declared safe by trained emergency personnel (Tacoma Fire Department or the ATC-20 assessment teams).
- Use the telephone system only for urgent matters. Call (or send a runner) to the Emergency Operations Center or Unit Response Center to notify them of any needed assistance and emergencies that may exist. Use handheld radios or Ham radio services if telephone services are not available.
• Expect Aftershocks.
• Evacuation Wardens who are also CERT team members must fulfill their evacuation warden duties first before joining the CERT team response.

After a Minor Earthquake (Brief rolling motion)

• Restore calm.
• Examine your area for damage. Evacuation Building Wardens may use the checklist in Appendix M to help assess if the building should be occupied, evacuated, and/or re-entered.
• Look for:
  — Damaged, leaking or ruptured utility lines (gas, water, electrical, telephone, computer network)
  — Toppled furnishings or equipment
  — Spilled hazardous materials
  — Damaged building components such as ceilings, walls, beams, columns, doors
• Evacuate the building if damage is found or the power is out. Report evacuation to UWT Campus Safety & Security or TFD. Do not reenter until the building has been declared safe by trained emergency personnel.
• Asbestos containing materials. Certain buildings will be evacuated for ALL earthquakes because of the potential damage of asbestos-containing building materials (see the list of buildings in Appendix M).
• Laboratories: Check for chemical spills. For small isolated spills, use spill cleanup procedures as outlined in “Laboratory Standard Operating Procedures”. If the SOP or chemical spill cleanup kit is not available, then evacuate lab and notify authorities. For larger spills, evacuate building and notify authorities. See UW Laboratory Safety Manual for earthquake procedures specific to laboratories.
Procedure 3C: Hazardous Material Spills

1) **Localized/Small Spills**

Spills that do not endanger workers in the immediate area may be cleaned up by personnel who have been trained by their supervisor, PI or lab manager and are properly equipped to handle the situation.

2) Hazardous materials spill guidelines should be established by the supervisor, PI or lab manager after reviewing MSDS information on MYCHEM or hard copies of MSDSs kept on site. These procedures need to be included in the lab specific Standard Operating Procedures.

3) Spill cleanup guidelines for small localized spills should take into consideration the following:
   - Hazards of the hazardous material(s) involved
   - Amount of the hazardous material(s) spilled
   - Possible spill locations
   - Availability of spill cleanup materials or kits*

*(See Section 4 of the UW Laboratory Safety Manual for help in assembling a chemical spill cleanup kit, See the EH&S website for other clean up kits.)*

4) **Large Spills** If the spill is large, the hazardous material is not easily identified, or if the material is extremely hazardous, then:

   **Evacuate all personnel** from the area.

**Contact:**

- Contact Campus Safety & Security at 2-4888
- Dial 911
- Tacoma Police/Fire

When placing an emergency call:

- Give your name.
- Give your location (room and building).
- Give the phone number you are using.
- Describe the emergency/injuries.
- If possible, remain in vicinity, away from danger, to assist emergency responders.

The **UW Tacoma Campus Safety & Security Department will notify the Tacoma Fire Department** who will respond to stabilize and contain the chemical spill, often leaving behind hazardous waste and contaminated equipment. If the hazardous waste is not properly cleaned up and packaged by the Tacoma Fire Department, do not reoccupy the area. Contact Environmental Health & Safety at (206) 685-5835 for assistance.

Note that packaged waste must be handled according to chemical waste management policies and guidelines established in Section 3 of the Laboratory Safety Manual. Please Contact the EH&S Environmental Programs Office at (206) 685-5835 for assistance.
Procedure 3D: Bomb Threats

Threat Recipients

- University personnel receiving telephoned threats should attempt to get the exact location where the bomb has been planted, or is going to be planted.
- Attempt to get as much information as possible about the caller, for example, male or female, accent, etc. (use the Bomb Threat Checklist).
- Listen for any background noise that may indicate the location of the caller.
- The checklist on the next page lists information that can aid in locating a bomb. Complete the checklist as soon as possible after receiving a threatening call and report it immediately to the Tacoma Police Department at 9-1-1.
- Bomb threats received through the mail or by other means are also to be reported immediately to the Tacoma Police Department.

Checklist 4: Bomb Threat Checklist

Questions to Ask Caller

When will the bomb explode?
Where is the bomb?
What does it look like?
What kind of bomb is it?
What will cause it to explode?
Did you place the bomb?
Why?
What is your name?
Where are you calling from?
What is your address?

Exact Words of Caller:

Describe the Caller's Voice (Circle all that apply)

<table>
<thead>
<tr>
<th>Male</th>
<th>Female</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calm</td>
<td>Disguised</td>
</tr>
<tr>
<td>Stutter</td>
<td>Slow</td>
</tr>
<tr>
<td>Giggling</td>
<td>Deep</td>
</tr>
<tr>
<td></td>
<td>Nasal</td>
</tr>
<tr>
<td></td>
<td>Sincere</td>
</tr>
<tr>
<td></td>
<td>Crying</td>
</tr>
<tr>
<td></td>
<td>Angry</td>
</tr>
<tr>
<td></td>
<td>Lisp</td>
</tr>
<tr>
<td></td>
<td>Squeaky</td>
</tr>
<tr>
<td></td>
<td>Broken</td>
</tr>
<tr>
<td></td>
<td>Rapid</td>
</tr>
<tr>
<td></td>
<td>Excited</td>
</tr>
</tbody>
</table>
### Additional Information

Was the caller male or female?  

If the voice is familiar, whom did it sound like?  

Were there any background noises?  

### Information Summary of a Telephoned Threat

<table>
<thead>
<tr>
<th>Information</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exact time of call</td>
<td></td>
</tr>
<tr>
<td>Date received</td>
<td></td>
</tr>
<tr>
<td>Phone number received at:</td>
<td></td>
</tr>
<tr>
<td>Person who received the call:</td>
<td>(Insert full name and contact information)</td>
</tr>
</tbody>
</table>

### Report all bomb threats immediately to Tacoma Police Department at 911

### Procedure 3E: Suspicious Packages and Mail

**A suspicious letter may have...**

1. No Return Address  
2. Restrictive markings, such as “PERSONAL!”  
3. It is sealed with tape  
4. The address has:  
   - misspelled words  
   - is addressed to a title but not a person  
   - an incorrect title  
   - is badly typed or handwritten  

**A suspicious package may have...**

1. Oily stains, discolorations, or crystallizations on the wrapper  
2. Strange odor  
3. Excessive tape  
4. Is rigid or bulky  
5. Lopsided or uneven  
6. The weight is odd for its size


**If you find a suspicious package or letter:**

1. Handle with care – do not shake or bump  
2. Isolate it immediately  
3. Don’t open, smell, touch, or taste  
4. Treat is as suspect  
5. Evacuate the area and call 9-1-1 from a safe location

**If you suspect the mail may contain...**

1. A bomb or explosive  
   - Evacuate immediately  
   - Call 9-1-1 from a safe location
2. **A radiological threat**
   - Limit exposure – do not handle
   - Evacuate area
   - Shield yourself from object
   - Call 9-1-1 from a safe location

3. **A biological or chemical threat**
   - Isolate – do not handle
   - Evacuate Immediate Area
   - Wash your hands with soap and warm water
   - Call 9-1-1 from a safe location

If the letter or package has already been opened and a powder or other substance has spilled from it, **DO NOT CLEAN IT.** Leave it where it is, evacuate the area, wash your hands with soap and water, and call 9-1-1 from any campus phone.

Due to occasional anthrax threats in the United States, the Washington State Health Department and Center for Disease Control have issued guidelines to follow if you suspect a letter could contain dangerous substances. The guidelines sent out by these agencies are in the following section.

---

**Procedure 3F: Anthrax Threat**

**Background**

Anthrax is a rare disease caused by bacteria, which is capable of forming spores that can survive in the environment for long periods of time. In an intentional exposure, such as a bioterrorism event, breathing in the spores is the most likely route of exposure that might lead to a serious infection.

Inhalation anthrax (through the lungs) is the most serious type of anthrax. It is caused by inhaling anthrax bacteria into the lungs. Initial symptoms may resemble those of flu or a common cold, such as fever, cough, headache, chills, weakness, difficulty breathing, and chest discomfort. After several days, the symptoms may progress to severe breathing problems and shock. This type of anthrax infection is often fatal if not treated promptly.

In the event of a suspected anthrax attack, follow the instructions below.

**Instructions**

1. **Follow Procedure 3E for suspicious letters and packages**
   - DO NOT open the package
   - Call 9-1-1 to request police and fire
   - If a powder or other substance spills out of the letter/package, **DO NOT CLEAN IT UP**
   - Evacuate the immediate area, and keep others away
   - Immediately wash your hands with soap and water
   - Ensure that all persons who have handled the letter or package wash their hands
   - Wait for the police and fire personnel to arrive
   - Start a list of names and telephone numbers for all persons who have handled the letter and who were in the immediate area when the letter/package was opened

2. **Police and fire personnel will:**
   - Secure the area and the suspicious letter or package
• Assess and determine whether a credible threat exists
• Contact appropriate public health and other response officials
• Decontaminate people and their clothing as appropriate

3. Persons with probable or known exposure:
• Will be directed to seek immediate medical attention
• Will be monitored by local public health to ensure appropriate treatment and follow-up

4. People without known exposure:
• Should be assured that infection without known exposure is rare
• Should seek medical care for further concerns following the incident
• Should understand that there are no routine screening tests available to detect Anthrax infection in persons without known exposure to Anthrax spores

5. After the Spill of a Powder or Other Substances
• If police and fire deem there is a credible threat, they will determine who will clean the affected area before personnel will be allowed to return.
• If police and fire personnel deem that there is no credible threat:
  — Clean up should be performed by following established protocols for cleaning spills
  — Facilities without protocol should use a 1:10 solution of household bleach in water
  — Powders should be wetted before disturbing them during clean-up

Procedure 3G: Medical Emergencies

There is a First Aid and CPR guide located in all first aid kits. These guides give detailed steps in the event of a heart attack, CPR and infant CPR, choking, bleeding, poisoning, and burns, as well as other injuries.

EH&S recommends First Aid/CPR training for a handful of building volunteers to assist with medical emergencies associated with building evacuation and emergencies.

In the Event of a Medical Emergency

1. Stay calm. Assess the situation. Look for a Medic Alert bracelet or necklace on the person requiring help.

2. Have someone call 9-1-1. If you are alone, yell as loudly as possible for help. If you are unable to summon help, you have to call 9-1-1 first, and then return and assist the person to the best of your ability (see below).

3. When calling 911, give the operator as much information as possible, i.e. type of emergency, what help is needed, exact address, building name, room number, telephone number, information from Medic bracelet or necklace, and victim information. Don’t hang up until you are told to do so by the 911 operator.

4. Do not move the victim.

Procedure 3H: Civil Demonstrations

1. Most demonstrations that occur on campus must be pre-approved through the UUF committee. With advanced planning there should not be disturbances or disruptions to the normal campus schedule or activities. If you find that a demonstration is causing a disruption
to classes or businesses on our campus, contact Tacoma Police Department at 9-1-1 or the Campus Safety and Security department.

2. In the unlikely event that a demonstration becomes destructive, get away from the area of potential harm and call 9-1-1.
Procedure 3H: Active Shooter /Violent Intruder

The information below provides guidelines for acts of violence on campus. However, every incident varies, making it impossible to provide an absolute answer for every situation. In the event of an active shooter incident or imminent threat, you should run, hide or fight. Understand that each situation will be different.

Run

• Know your surroundings – have escape route and plan in mind
• Run immediately - leave your belongings behind
• Evacuate regardless of whether others agree to follow
• Help others escape, if possible
• Do not attempt to move injured people
• Prevent others from entering area where the active shooter may be
• Keep your hands visible
• Call 911 when you are safe

Hide

• If you can’t escape, hide in an area out of the shooter’s view
• Lock the door or block the entry to your hiding place
• Silence cell phone (including the vibrate mode) and remain quiet
• Take cover behind furniture or fixtures away from doors or windows

Fight

• Fight as a last resort and only when your life is in imminent danger
• Use items around you as weapons to fight
• Attempt to incapacitate the shooter
## Appendix A

### Responsible Individuals and First Aid Resources

#### Evacuation Building Warden and Alternates

<table>
<thead>
<tr>
<th>Evacuation Building Warden</th>
<th>Alternate Evacuation Building Warden</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Full Name</strong></td>
<td><strong>Full Name</strong></td>
</tr>
<tr>
<td><strong>Title</strong></td>
<td><strong>Title</strong></td>
</tr>
<tr>
<td><strong>Physical Location (Room or Office No.)</strong></td>
<td><strong>Physical Location (Room or Office No.)</strong></td>
</tr>
<tr>
<td><strong>Phone Number</strong></td>
<td><strong>Phone Number</strong></td>
</tr>
<tr>
<td><strong>E-mail Address</strong></td>
<td><strong>E-mail Address</strong></td>
</tr>
</tbody>
</table>

#### Evacuation Floor Wardens and Alternates

<table>
<thead>
<tr>
<th>Evacuation Floor Warden #1</th>
<th>Alternate Evacuation Floor Warden #1</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Full Name</strong></td>
<td><strong>Full Name</strong></td>
</tr>
<tr>
<td><strong>Title</strong></td>
<td><strong>Title</strong></td>
</tr>
<tr>
<td><strong>Designated floor or area</strong></td>
<td><strong>Designated floor or area</strong></td>
</tr>
<tr>
<td><strong>Physical Location (Room or Office No.)</strong></td>
<td><strong>Physical Location (Room or Office No.)</strong></td>
</tr>
<tr>
<td><strong>Phone Number</strong></td>
<td><strong>Phone Number</strong></td>
</tr>
<tr>
<td><strong>E-mail Address</strong></td>
<td><strong>E-mail Address</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Evacuation Floor Warden #2</th>
<th>Alternate Floor Evacuation Warden #2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Full Name</strong></td>
<td><strong>Full Name</strong></td>
</tr>
<tr>
<td><strong>Title</strong></td>
<td><strong>Title</strong></td>
</tr>
<tr>
<td><strong>Designated floor or area</strong></td>
<td><strong>Designated floor or area</strong></td>
</tr>
<tr>
<td><strong>Physical Location (Room or Office No.)</strong></td>
<td><strong>Physical Location (Room or Office No.)</strong></td>
</tr>
<tr>
<td><strong>Phone Number</strong></td>
<td><strong>Phone Number</strong></td>
</tr>
<tr>
<td><strong>E-mail Address</strong></td>
<td><strong>E-mail Address</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Evacuation Floor Warden #3</th>
<th>Alternate Evacuation Floor Warden #3</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Full Name</strong></td>
<td><strong>Full Name</strong></td>
</tr>
<tr>
<td><strong>Title</strong></td>
<td><strong>Title</strong></td>
</tr>
<tr>
<td><strong>Designated floor or area</strong></td>
<td><strong>Designated floor or area</strong></td>
</tr>
<tr>
<td><strong>Physical Location (Room or Office No.)</strong></td>
<td><strong>Physical Location (Room or Office No.)</strong></td>
</tr>
<tr>
<td><strong>Phone Number</strong></td>
<td><strong>Phone Number</strong></td>
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*UW-Tacoma EEOP*
First Aid Contacts

List all personnel with qualifications in First Aid and CPR, and summarize their training history.

<table>
<thead>
<tr>
<th>First Aid Contact</th>
<th>Training History</th>
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<tbody>
<tr>
<td>Full Name</td>
<td>Type of training received and expiration dates</td>
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<tr>
<td>Physical Location (Room or Office No.)</td>
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UW First Aid Plan Guidelines

For University of Washington First-Aid Plan Guidelines please go to the following web page and download the template.

The template will need to be populated with your department/building specific information and incorporated within your EEOP.


Appendix B

Unusually Hazardous Locations and Key Laboratory Personnel

Background

This appendix is for buildings with unusually hazardous locations and the laboratory personnel responsible for the stewardship of those locations. Complete this appendix only if your building contains areas that pose a potentially serious hazard.

The following areas have been identified as unusually hazardous locations. The first responsibility in case of an emergency is getting to safety. If time permits, it is recommended that all hazardous processes, gas, and power in these areas be shut down by the operator before evacuating the building.

Instructions

List unusually hazardous locations and who the Principal Investigator and lab contacts are for each location and their contact information. Make a floor plan showing these locations and have this available for first responders (Campus Safety & Security, TFD and TPD).

Examples of locations may include flammable liquid storage rooms, compressed gas storage areas, Biological Safety Level 3 labs, hazardous waste rooms, animal areas, and similar spaces.

Hazardous Locations and Laboratory Personnel

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<th>Room</th>
<th>Hazards</th>
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<th>Lab Contact</th>
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Date updated: mm/dd/yyyy
Appendix C

Building Evacuation Plan

Evacuation Assembly Points

The Evacuation Assembly Point (EAP) should be an open area away from the building and out of the way of responding emergency personnel. Establish primary and secondary EAPs in case the primary cannot be occupied during or after an evacuation. A separate EAP may be necessary for earthquake evacuation.

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. Some EAPs may be unsuitable for assembly following an earthquake event.

The primary and secondary Evacuation Assembly Points (EAPs) for this building are:

**Primary EAP:**

**Secondary EAP:**

Building occupants will assemble at the primary EAP following a building evacuation. If the Evacuation Director finds the primary EAP unsuitable, then evacuees will be moved to the secondary EAP. Areas of Safe Refuge should be established inside the building for persons with disabilities or for buildings with more than four levels. Indicate each floor’s designated EAPs and Areas of Safe Refuge on each emergency evacuation floor plan.

**Note:** Evacuation drills are necessary to refine the evacuation procedure.

Areas of Safe Refuge

Occupants should have an Area of Safe Refuge (inside the building) four floors below their floor of origin if the building is designed for partial evacuation (i.e., only fire floor and floor above alarm).

Establish areas of safe refuge for persons with disabilities. Maintain a list of these locations that will be used by persons with disabilities, a system to account for persons with disabilities, and means to communicate with persons taking refuge in these areas. See Appendix D for further information.

Evacuation Plans

The attached floor plans identify exits and exit routes for the building. Occupants should go to the nearest exit when the alarm sounds. If access to the nearest exit is obstructed, an alternate exit should be taken.

Insert your floor and building evacuation diagrams in the following pages. An example evacuation plan is provided for your reference.
Appendix D

Emergency Evacuation for Persons with Disabilities

Background

This appendix provides a general guideline of evacuation procedures for persons whose disabilities could make exiting difficult during building evacuations. Faculty, staff, students and visitors with disabilities must develop their own facilities’ evacuation plans and identify their primary and secondary evacuation routes from each building they use.

Points of Emphasis

- Be familiar with evacuation options.
- Seek evacuation assistants who are willing to assist in case of an emergency.
- Ask supervisors, instructors, Disability Resources for Students, Disability Services Office, or Environmental Health & Safety about evacuation plans for buildings.

Most UWT buildings have accessible exits at the ground level floor that can be used during an emergency. People can move into the unaffected wings of the building rather than exiting. However, in most UWT buildings people will need to use stairways to reach building exits. Elevators cannot be used because they have been shown to be unsafe to use in an emergency and in some buildings they are automatically recalled to the ground floor.

Evacuation Building Wardens need to pre-identify staff, faculty, and students with disabilities and their locations. Determine their evacuation options, identify Areas of Refuge, coordinate obtaining an Assisted Evacuation Device (as needed – see below), and determine how they will evacuate from the building.

Individuals are also encouraged to sign up for UW Alerts on the UWEM website. UW Alerts will broadcast information electronically during crises or emergencies that may disrupt routine UW campus operations.
Evacuation Options for Persons with Disabilities

Persons without disabilities must evacuate to the nearest exit. Persons with disabilities have five basic evacuation options.

- **Horizontal evacuation**: Use building exits to the outside ground level or go into unaffected wings of multi-building complexes.

- **Stairway evacuation**: Use steps to reach ground level exits from the building.

- **Stay in Place**: Unless danger is imminent, remain in a room with an exterior window, a telephone, and a solid or fire-resistant door. With this approach, the person may keep in contact with emergency services by dialing 911 and reporting his or her location directly. Emergency services will immediately relay this location to on-site emergency personnel, who will determine the necessity for evacuation. Phone lines are expected to remain in service during most building emergencies. If the phone lines fail, the individual can signal from the window by waving a cloth or other visible object.

- **Area of Refuge**: With an evacuation assistant, move to an area of refuge away from obvious danger. The evacuation assistant(s) will then go to the building evacuation assembly point and notify the on-site emergency personnel of the location of the person with a disability. Emergency personnel will determine if further evacuation is necessary.

For false or needless alarms or an isolated and contained fire, a person with a disability may not have to evacuate. The decision to evacuate will be made by the Tacoma Fire Department (TFD). The TFD will tell the individual their decision or relay the information via the Campus Safety & Security Department.

- **Assisted Evacuation Device**: In the event of a major earthquake or other campus-wide event that would prevent first responders from responding quickly, an assisted evacuation device such as a chair, can be used by trained personnel to evacuate mobility disabled persons.

**Disability Guidelines**

Prior planning and practicing of emergency evacuation routes are important in assuring a safe evacuation. In addition, helpers and others who may assist those with disabilities are reminded to always ask someone with a disability how you can help before attempting any rescue technique or giving assistance. Ask how he or she can best be assisted or moved.

**Mobility Impaired: Wheelchair**

Persons using wheelchairs should stay in place, or move to an area of refuge with their assistant when the alarm sounds. The evacuation assistant should then proceed to the evacuation assembly point outside the building and tell Campus Safety and the Tacoma Fire Department the location of the person with a disability. If the person with a disability is alone, he/she should phone emergency services at 911 with their present location and the area of refuge they are headed to.

If a stair landing is chosen as the area of refuge, please note that many campus buildings have relatively small stair landings, and wheelchair users are advised to wait until the heavy traffic has passed before entering the stairway.
Stairway evacuation of wheelchair users should be conducted by trained professionals (Fire & EMS). Only in situations of extreme danger should untrained people attempt to evacuate wheelchair users. Moving a wheelchair down stairs is never safe.

Evacuation devices such as evacuation chairs may be used when first responders are unavailable. This could occur following a campus-wide emergency such as an earthquake or weapons of mass destruction (WMD) event. The following requirements must be met when using evacuation devices:

- Contact EH&S at 206-616-5519 to identify an appropriate device and determine where to store or place the device. In general, this will apply to departments with a mobility impaired employee whose primary work location is above the ground floor.
- Assign a primary and secondary user of the evacuation device.
- Each user must be a trained Evacuation Warden who has attended the Evacuation Warden training class offered by EH&S.
- Train each user on the proper operation and use of the evacuation device. Coordinate this training with EH&S Building and Fire Safety (206-616-5519).
- Update and document this training annually.
- Install the evacuation device in a location where it cannot impede egress of others from the building. The device will be used only by the assigned users and only when first responders are unavailable to assist a mobility impaired person to evacuate.
- Evacuation devices will be available for use by specially trained Evacuation Wardens only.
- Update the building’s Emergency Evacuation and Operations Plan by describing the standard operating procedures for the evacuation device.

Mobility Impaired - Non-Wheelchair
Persons with mobility impairments, who are able to walk independently, may be able to negotiate stairs in an emergency with minor assistance. If danger is imminent, the individual should wait until the heavy traffic has cleared before attempting the stairs. If there is no immediate danger (detectable smoke, fire, or unusual odor), the person with a disability may choose to stay in the building, using the other options, until the emergency personnel arrive and determine if evacuation is necessary.

Hearing Impaired
Some buildings on campus are equipped with fire alarm strobe lights; however, many are not. Persons with hearing impairments may not hear audio emergency alarms and will need to be alerted of emergency situations. Emergency instructions can be given by writing a short explicit note to evacuate. Reasonable accommodations for persons with hearing impairments may be met by modifying the building fire alarm system, particularly for occupants who spend most of their day in one location. Persons needing such accommodation should contact Disability Services Office.

Visually Impaired
Most people with a visual impairment will be familiar with their immediate surroundings and frequently traveled routes. Since the emergency evacuation route is likely different from the commonly traveled route, persons who are visually impaired may need assistance in evacuating. The assistant should offer their elbow to the individual with a visual impairment and guide him or
her through the evacuation route. During the evacuation, the assistant should communicate as necessary to assure safe evacuation.

**Speech Impaired**
People with speech impairments can hear standard alarms and voice announcements, and they can see visual indicators that warn of danger and the need to evacuate. Therefore, no special accommodations or additional planning is needed for speech impaired persons.

**Cognitively Impaired**
People with cognitive impairments can hear standard alarms and see visual indicators of the need to evacuate. However, the ability to recognize, understand, and respond appropriately to fire alarms and other emergency notification systems, as well as the ability to locate exits in an emergency should be evaluated. Plans for assistance may need to be developed by the department.
**Evacuation Plan for Persons with Disabilities**

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<th>Personal Information</th>
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<tbody>
<tr>
<td>Name</td>
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<td>Supervisor name</td>
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<tr>
<td>Emergency contact name</td>
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<tr>
<th>Type of Disability</th>
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<tr>
<td>Mobility</td>
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<td>Deaf/hard of hearing</td>
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<tr>
<td>Service animal user</td>
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</table>

Limitations and information emergency personnel should be aware of (including medication)

**Evacuation Plan** (make one for each building that you occupy)

<table>
<thead>
<tr>
<th>Building name</th>
<th>Time of day generally in building</th>
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<tbody>
<tr>
<td>Days generally in building</td>
<td>Sun</td>
</tr>
<tr>
<td>Date completed: (mm/dd/yyyy)</td>
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<tr>
<td>Effective dates:</td>
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</table>
### Key Personnel to Contact for Assistance in Developing Your Evacuation Plan

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<tr>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
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### Designated Buddies

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<tr>
<th>Buddy #1 Name:</th>
<th>Address/Office:</th>
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<thead>
<tr>
<th>Buddy #2 Name:</th>
<th>Address/Office:</th>
<th>Phone:</th>
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**Evacuation Plan (Describe plan for evacuation. Include location for Stay in Place or Area of Refuge):**

**Primary Evacuation Route (include Evacuation Assembly Point):**

**Secondary Evacuation Route (if primary route becomes inaccessible during emergency):**

**Assistance Instructions (Such as medical, equipment, communication and carry instructions):**
Appendix E

Procedures for Planning and Scheduling Evacuation Drills

Preparation for an Evacuation Drill

1. Meet with Evacuation Building Wardens and Evacuation Wardens
   - Review procedures, duties, evacuation routes as outlined in the plan
   - Determine who will participate in the drill
   - Confirm participants are familiar with the plan
   - Establish a date and time for drill that is convenient but assures appropriate participation

2. Notification and Technical Assistance
   - Call Facilities Services at (253) 692-5700 to arrange for a technician to activate the alarm system and reset it after the drill
   - Campus Safety & Security will notify the Chancellors Office of the time and date of the drill.
   - For assistance in conducting and evaluating the drill, notify EH&S Building and Fire Safety Office at least one week in advance at (206) 616-5519

3. Publicize Drill Event to Building Occupants
   - Approximately three days before the drill post notices in conspicuous locations informing all occupants of the time and date of the drill.
   - Notification via e-mail and other means is also encouraged.

The Day Before a Drill

1. Prepare any Special Props for the Drill (optional):
   - Cardboard flames or balloon for location of fire
   - Cardboard smoke barriers to indicate blocked corridors and/or stairways

2. Confirm Responsibility Roles with Players:
   - Building staff (Evacuation Building Wardens and Evacuation Wardens)
   - Facilities - to activate the alarm system
   - EH&S Building and Fire Safety Office or other third party observer (optional).
Appendix F

Conducting, Evaluating and Recording Evacuation Drills

Conducting an Evacuation Drill

Participation

The Washington Administrative Code (WAC) 296-24-567 requires that all employees train a sufficient number of persons to assist in safe and orderly emergency evacuation of employees. To meet this requirement and satisfy public safety for all students, faculty, staff, and visitors, University buildings must conduct an Evacuation Drill that will include the participation of all the building occupants. It is recommended that the annual drill be conducted during Autumn Quarter to orient new faculty, staff and students.

Appendix G

Evacuation Drills and Crowd Management for Public Assemblies

Conducting the Evacuation Drill

Participation

A. Alarm Activation and Evacuation
   a. Special props, if used, should be installed just prior to activating the alarm.

   b. A building wide alarm will be initiated by Facilities personnel upon request of the Campus Safety & Security Department. An “all call” announcement indicating that this is a drill will be made prior to activation of the speakers and strobes as follows: “A building wide fire drill will commence in the next few minutes. This is only a drill but it requires full participation. If you are unfamiliar with fire drill procedures, please ask your colleague or other building occupant”.

   c. Evacuation of all occupants should follow in accordance with established procedures.

   d. Evacuation Building Wardens and Floor Wardens must report to their area of responsibility.

Evaluating and Recording an Evacuation Drill

EVALUATING THE DRILL

The following should be verified by the Evacuation Building Wardens and Campus Safety & Security:

- Floor Wardens responded to assigned floor or area and performed assigned duties.
- Staff could hear clearly and respond to the alarm and any additional instructions.
- Floor Wardens accounted for missing occupants, guided occupants to safety, completed floor checks and reported to the Evacuation Building Wardens.
- Persons with disabilities were accounted for and helped.
No one attempted to use elevators for evacuation. Occupants reported to nearest stair or exit and proceeded to an evacuation assembly point where applicable. Occupants who exited did not reenter prematurely.

**RECORDING THE DRILL**
- The Evacuation Building Wardens will summarize evaluation comments and initiate an appropriate follow-up for items that need improvement.
- The Evacuation Building Wardens will complete and distribute the Fire Drill Report Form (attached).

**Crowd Management**
Trained Crowd Managers shall be provided for facilities or events where more than 1,000 persons congregate. The minimum number of crowd managers shall be established at a ratio of one crowd manager to every 250 persons.

**Duties of crowd managers include but are not limited to the flowing:**
- Walking the rooms or areas and confirm that the exit paths are staying clear.
- Make an emergency announcement with specific evacuation instructions if need be.
- Not allowing people to congregate around or block any exits.
- Assure all marked exits remain unlocked and unobstructed at all times.
- Looking for situations that could lead to challenges in the event of an emergency evacuation.
- Maintain all fire lanes, fire hydrants, and fire department connections free from vehicles and obstructions.
- Make sure that the adequate number of trained staff on-duty for the number of occupants.

**Appendix H**

**Evacuation Drill Report Form**
To record a Evacuation Drill, please use the UW 1213 form. The next page features a copy of the form that may be printed and filled out by hand. To request a hard copy of the form from Building and Fire Safety, please call (206) 616-5519.

An electronic copy of the UW 1213 form is available at the hyperlink below. The electronic version of the form may be filled out on your computer.

Once the form has been completed, please send it to Building and Fire Safety at UW Box #354400. Building and Fire Safety strongly recommends saving an electronic copy of the completed form for your records. If the form is filled out by hand, scan the document and save it in a reliable file format.

**IMPORTANT**

Verify that all procedures for preparing and conducting fire drills have been completed. Do not activate the alarm on your own! Fire Drill alarm activation must be done by Facilities Services.

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<thead>
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<th>Device Activated (location)</th>
<th>Time Initiated</th>
<th>Time Completed</th>
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**Areas Alarmed**

- Evacuation Wardens/Staff reported to assigned areas and performed duties.
  - YES
  - NO
  - If NO, Which floors or areas did not:

  - Evacuation Wardens/Staff reported the following to the Evacuation Director or Building Administrator/Coordinator:
    1. Occupants/staff exited using the nearest exit
       - YES
       - NO
    2. Occupants/staff responded and reported to Evacuation Assembly Point
       - YES
       - NO
    3. Persons with disabilities are accounted for
       - NA
       - YES
       - NO
    4. Visitors and students were properly directed
       - NA
       - YES
       - NO
    5. Accounted for missing or trapped personnel
       - YES
       - NO
    6. The alarm was audible throughout the area
       - YES
       - NO
    7. No premature reentry
       - YES
       - NO

Comments on all NO marks. Include additional remarks about the drill.

**SIGNATURES**

Drill conducted by:

Evacuation Director or Building Administrator/Coordinator or designated employee

Drill witnessed by:

Seattle Fire Department Representative (optional)

Environmental Health and Safety (optional)

Send copy to EH&S Fire Safety, Box 354400
Appendix I

Evacuation Warden Headcount Checklist

Building Name: __________________________________________ Assembly Point: _______________________________________
Evacuation Warden: ______________________________________ Time and Date: ______________________________________

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<th>Missing</th>
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## Evacuation Warden Headcount Checklist continued

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<th>In Field</th>
<th>Injured</th>
<th>Missing</th>
<th>Last Known Location</th>
<th>Emergency Assignment</th>
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Appendix J

About the UW Tacoma Emergency Management Plan (UWT-CEMP)

Background

In June of 2005, the University of Washington Tacoma published a revised comprehensive Emergency Management Plan (UW-CEMP) for campus operation during large scale or campus-wide emergencies. Copies of the UWT-CEMP are available at the Emergency Management website below:

http://www.washington.edu/emergency/ep

The following is a summary of the EMP.

The UW Tacoma All-Hazards Emergency Management Plan

The UWT-CEMP provides guidelines for the management of the immediate actions and operations required to respond to an emergency or disaster. The overall priorities of the University during a disaster are the protection of lives, live assets, valuable research processes, property, the community, and the environment. The overall objective is to respond to emergency conditions and manage the process of restoring University academic and research programs and services. This plan represents the Campus Emergency Management Plan, which encompasses the facilities, services and the administration of the UW Tacoma campus.

Purpose of the Emergency Management Plan

This plan provides the management structure, key responsibilities, emergency assignments, and general procedures to follow during and immediately after an emergency. The University has established this plan to address the immediate requirements for a major disaster or emergency in which normal operations are interrupted and special measures must be taken to:

- Save and protect the lives of students, patients, employees, and the public.
- Manage immediate communications and information regarding emergency response operations and campus safety.
- Provide essential services and operations.
- Provide and analyze information to support decision-making and action plans.
- Manage University resources effectively in the emergency response.
- Ensure University-wide compliance with federal National Incident Management principles and requirements.

This plan does not supersede or replace the procedures for safety, hazardous materials response, or other procedures that are already in place at the University. It supplements those procedures with a temporary crisis management structure, which provides for the immediate focus of management on response operations and the early transition to recovery operations.

It is important to point out that this EMP does not cover specific departmental operations, even for those departments assigned emergency response functions. All departments must establish their own emergency operations plan that considers their specific needs and how they will interface with the UWT-CEMP.
Appendix K

Emergency Procedures for Faculty, Lecturers, and Teaching Assistants

Supervisory Responsibilities

“Because of the personal nature of safety performance, everyone with supervisory responsibility will be expected to directly participate in the supervision of programs to assure that safe working conditions are maintained. Faculty and staff shall be directly responsible for their own safety, for the safety of students and employees under their supervision and for the safety of their fellow employees. This responsibility can neither be transferred nor delegated. Supervisors shall provide training for accident prevention as necessary, for those working under their direction.”

Ref: "University Handbook", Vol. 4; Part VI; Chapter 4, University Safety Programs; Section 1, Statement of Policy and Responsibilities (Executive Order No. 55 of the President, last revision April 1994).

Consistent with this order, instructors must:

- Provide his or her class or audience with general information relating to emergency procedures. This information should be shared during the first week of class or at the start of a seminar. Please note the posted information for, “Classroom Emergency Procedures and Checklist” at the end of this appendix.
- Know how to report an emergency from the classroom being used.
- Assure that persons with disabilities have the information they need. The instructor should be familiar with the student’s plan and be able to direct visitors with disabilities.
- Take responsible charge of the classroom and follow emergency procedures for all building alarms and emergencies.

Supplemental Information

Every University department and unit should have a written Emergency Evacuation and Operations Plan covering specific procedures for their facility and employees. These plans will cover events such as: fire, earthquake, power outage, bomb threat, hazardous material spills, severe weather, etc. Instructors will find it helpful to review the plans for the buildings in which they teach to see if the plans differ from the general information provided here.

The “Instructor” is an authoritative figure for the student, either consciously or subconsciously, and can influence how the student responds in an emergency. Calm, collected, and clear directions by the instructor will have a calming effect on the students. In order for the instructor to exhibit this controlled personae he or she must be prepared for emergencies.
How to Report an Emergency

Use the nearest fire alarm pull station. If possible, call 9-1-1 from any telephone. All active fire and explosion emergencies must be reported immediately regardless of size and nature by phoning 911 and/or activating the fire alarm system.

To comply with regulation and UW Policy, all incidents, including minor fires that self-extinguish and those that do not require emergency assistance or evacuation, must be reported to EH&S within 24 hours. EH&S investigates all fires to determine their cause, provide consultation, and to document the incident for reporting purposes.

Please call Dave Leonard, Director EH&S, at 206-498-0326, or email dlbранum@uw.edu to report a fire or explosion to EH&S.

<table>
<thead>
<tr>
<th>Incident Type</th>
<th>Agency /Department</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire</td>
<td>Tacoma Fire</td>
<td>Activate nearest fire alarm pull station and call 9-1-1</td>
</tr>
<tr>
<td>Crime in Progress</td>
<td>Tacoma Police</td>
<td>Call 9-1-1</td>
</tr>
<tr>
<td>Medical Emergency</td>
<td>Tacoma Fire/Campus Safety &amp; Security</td>
<td>Call 9-11</td>
</tr>
<tr>
<td>Hazardous Material Release/Spill</td>
<td>Tacoma Fire</td>
<td>Call 9-1-1</td>
</tr>
<tr>
<td>Suspicious Behavior</td>
<td>Campus Safety &amp; Security</td>
<td>253-692-4416</td>
</tr>
<tr>
<td>Facility or Utility Failure</td>
<td>Facilities</td>
<td>253-692-5700</td>
</tr>
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</table>

Emergency Information for Faculty, Lecturers and TAs

Refer to the Classroom Emergency Procedures at the end of this appendix for additional information.

Evacuation Routes

Floor plans that show evacuation routes are posted on building walls throughout the campus. If you have trouble finding a posted floor plan, call Building and Fire Safety at (206) 616-5519.

Evacuation routes in most University buildings lead the occupants out of the building. However, in some high-rise buildings the evacuation routes may lead occupants horizontally into another wing or down a couple of floors below the source of the alarm. These high-rise buildings may have Evacuation Assembly Points for both inside and outside the building.

Evacuation Assembly Points (EAPs)

Look on the building Emergency Evacuation floor plans for the designated Evacuation Assembly Points.

Each building has designated EAPs. After the class leaves the alarmed building or area, it is important for them to go to the EAP where the presence of persons can be documented. At the EAP, the class
will not interfere with responding emergency services nor place themselves at risk of injury from the emergency.

Accounting for all students can be very difficult, particularly with a large class. However, an attempt must be made. After all the students have left the room/lab, instructors can:

- Use the class roster
- Use a head count
- Ask students about the students seated next to them in the classroom to see if they are at the assembly point.

You must also account for persons with disabilities (See Appendix D).

**Evacuation for Persons with Disabilities**

If there is a person with a disability in the class, the instructor must be knowledgeable of their response and who may be assisting them. Four options are available to persons with disabilities:

- Horizontal Evacuation to outside or another building, if available
- Stairway Evacuation
- Stay in Place unless danger is imminent
- Area of Refuge if available

**Reporting to the Evacuation Director**

Notify the building Evacuation Building Wardens about any missing students and their last known location in the building. After exiting and accounting for students, the building Evacuation Building Wardens will notify emergency personnel of persons missing or trapped or persons with disabilities that are waiting assistance in areas of refuge.

**Fire Alarms**

Fire alarms will sound a slow WHOOP and include strobe lights for people with hearing disabilities. When the alarm sounds, everyone must exit the alarmed area according to the evacuation plan.

- Procedures that may be hazardous if left unattended should be shut down prior to evacuation.
- Verify that everyone leaves and that all the doors are closed. Closed doors significantly reduce fire and smoke damage.

**Earthquakes**

Most of the injuries that occur during earthquakes are caused by interior items falling on the building occupants, such as books, shelves, light fixtures, ceiling tiles and office equipment.

The first thing to do during an earthquake is to have everyone **drop** to the floor, **cover** their head, and **hold that position**.

After the shaking stops and if there is building damage, tell the class to collect their possessions calmly and evacuate the building to the Evacuation Assembly Point. Caution them to watch for brick and other exterior building materials that may have been knocked loose by the earthquake.

**Power Outages**

The University campus power system is served by the Tacoma City Light, and over time, has proven to be fairly reliable, even during major windstorms. Many campus buildings are provided with emergency or standby power from the campus power plant’s emergency generators. This system is automatic and should be operational within 60 seconds.
If the power does go out during class, have the people stay in their seats for a little while and wait for the power to return. If the power does not return in a reasonable length of time (~ 5 minutes) then evacuate the classroom or laboratory. Evacuation should take advantage of available lighting unless the building is in alarm, and then use the same evacuation procedures as during a fire.

Caution the students that there is no rush and they should take their time exiting the building. Emergency lighting may or may not be functioning in the room, hallway, or stairways.

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**Active Violence**

The information below provides guidelines for acts of violence on campus. However, every incident varies, making it impossible to provide an absolute answer for every situation. In the event of an active shooter incident or **imminent threat**, you should run, hide or fight. Understand that each situation will be different.

**Run**

- Know your surroundings – have escape route and plan in mind
- Run immediately - leave your belongings behind
- Evacuate regardless of whether others agree to follow
- Help others escape, if possible
- Do not attempt to move injured people
- Prevent others from entering area where the active shooter may be
- Keep your hands visible
- Call 911 when you are safe

**Hide**

- If you can’t escape, hide in an area out of the shooter’s view
- Lock the door or block the entry to your hiding place
- Silence cell phone (including the vibrate mode) and remain quiet
- Take cover behind furniture or fixtures away from doors or windows

**Fight**

- Fight as a last resort and only when your life is in imminent danger
- Use items around you as weapons to fight
- Attempt to incapacitate the shooter

**In a classroom, residence hall or office**

- If you are in a classroom, residence hall room or office, STAY THERE. Secure the door.
- If the door has no lock and the door opens in, a heavy door wedge should be kept on hand and driven in as hard as you can, or use heavy furniture to barricade the door.
- If the door has a window, cover it if you can. Depending on the shooter's location, consideration may also be made to exit through windows. Have someone watch the door as you get as many students out the windows (ground floor) as calmly and quietly as possible.
• If the windows do not open or you cannot break them or you are not on a ground floor, get out of sight from the door and stay low and quiet.

• If no police units are on scene, move well away from the incident and find safe cover positions and wait for the police to arrive.

• When officers arrive on scene, community members should attempt to move toward any police vehicle when safe to do so, while keeping their hands on top of their head. Follow the directions of the police.

• Do not leave the area entirely; you may have information that responding police officers will need. Once in a safe place, stay put.

In hallways or corridors
• If in the hallways, get in a room and secure it. Unless you are close to an exit, do not run through a long hallway to get to an exit as you may encounter the shooter.

In large rooms or auditoriums
• If in a gym or theater area and the shooter is not present, move to and out external exits and move toward any police unit keeping your hands on your head. Do what the police tell you!

Trapped with the shooter
• If you are trapped, do not do anything to provoke the shooter. If no shooting is occurring, do what the shooter says and do not move suddenly. Only you can draw the line on what you will or will not do to preserve your life and the lives of others.

• If the shooter does start shooting people, you need to make a choice (at this point it is your choice): (1) stay still and hope they do not shoot you, (2) run for an exit while zigzagging, or (3) attack the shooter. Attacking the shooter is very dangerous, but certainly no more so than doing nothing in some cases. A moving target is much harder to hit than a stationary one and the last thing the shooter will expect is to be attacked by an unarmed person. Any option chosen may still result in a negative consequence.

• This is not a recommendation to attack the shooter but rather a choice to fight when there is no other option.

Open Spaces
Stay alert and look for appropriate cover locations. Brick walls, large trees, retaining walls, parked vehicles or any other object that may stop firearm ammunition penetrations may be used as cover.

Shelter-in-Place

The purpose of the Shelter-in-Place plan is to safeguard occupants during an emergency occurring outside of a building. "Shelter-in-place" is defined as selecting a room or area, preferably away from windows, in the event of an emergency that requires individuals to take refuge indoors and not evacuate a building to an assigned evacuation assembly point. Examples of an emergency to shelter in place could include but are not limited to; earthquake, chemical spill, volcanic eruption-ash fall or civil disturbance.
During business hours, staff members are expected to shelter-in-place at their workstation, in their office or in their office area. Staff members are strongly encouraged to keep an emergency supply kit at their workstation and utilize it, if necessary during a Shelter-in-Place emergency.

Staff members that are separated from their “home” work location should shelter-in-place in the closest room or area with a closable door. Residential occupants (students living on-campus in apartments) should take shelter in their room or apartment. A building and its occupants will be notified of their Shelter-in-Place status through at least one tier of the university’s tiered notification system:
1) University of Washington Tacoma Alert System- (text and or email)
2) Building’s speaker system.

Personal or work appointed cellular telephones should be accessible during a Shelter-in-Place emergency. Elevator and elevator vestibule phones (i.e. ring down phones) should be used for two-way communication if cellular telephones are not available.

Once a building receives the status of “Shelter-in-Place” specific procedures may include:
- Closing and locking exterior doors and windows. Exterior doors may be locked remotely from a source outside of the building actively sheltering-in-place.
- Identifying persons with disabilities and communicating with them that the building is “sheltering-in-place”.
- Ceasing all business operations and informing customers and guests that the building is “sheltering-in-place”. This would include providing for the safety of current customers and guests by asking them to not leave the building.

Once a year a Shelter-in-Place drill should be conducted to ensure occupants know what to do and where to go during an emergency. Persons (i.e. identified personnel or Evacuation Directors / Wardens) responsible for performing duties during the drill will be provided with training prior to the drill.

**Classroom Emergency Procedures**

What Emergency Preparedness materials should I have with me at class?
- Class roster
- Important telephone numbers (in addition to emergency numbers)

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<tr>
<th>Contact</th>
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<td>Dept. Administrator/Manager</td>
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<td>Classroom Services</td>
<td>(List phone number here)</td>
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<tr>
<td>Student Services</td>
<td>(List phone number here)</td>
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<tr>
<td>Other:</td>
<td>(List phone number here)</td>
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</tbody>
</table>

When you hear the fire alarm...
- Everyone should calmly collect their coats and books and exit the classroom, lecture hall, or laboratory. Please turn off the gas supplies in laboratories.

**Everyone Must Evacuate Immediately!**
• Verify that everyone leaves and that all the doors are closed. Closed doors significantly reduce fire and smoke damage.
• Leave the room/lab and go the nearest building exit. Know the location of alternate exits.

**The elevators cannot be used during an emergency evacuation!**

• Go to the Evacuation Assembly Point (See the posted floor plan in the exit corridors). Exception: Persons with disabilities may choose to remain in place or report to an area of refuge. See the University brochure, “Campus Health and Safety, Emergency Evacuation for Persons with Disabilities”.
• Account for students by using class roster. Notify the Evacuation Building Warden about any missing students and their last known location in the building.

**When there is a power outage...**
• Everyone should stay in their seat to see if the outage is temporary and to let their eyes adjust to the lower light level.
• If the outage appears to be long term, everyone should calmly collect their materials and carefully exit the building.

**If there is an earthquake...**
• Everyone **DROPS** to the floor, **COVERS** their head, and **HOLDS** that position.
• After the shaking stops, calmly evacuate the building to Evacuation Assembly Point. Evacuation floor plans are posted on walls for reference.

**Items that may be hazardous if left unattended should be shut down.**

**Note:** Additional information on emergency procedures, evacuation routes, and floor plans can be found posted on the walls.

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**Appendix L**

**Emergency Evacuation and Planning Checklist**

**Instructions**

This emergency evacuation and planning checklist is provided by EH&S for Evacuation Building Wardens and Evacuation Wardens to assess the readiness of their buildings for emergency evacuations. This checklist focuses on practices and procedures as outlined in the model EEOP. **It is recommended that Evacuation Building Wardens complete this checklist annually.**

This checklist is composed of two parts. Part 1 contains a list of questions only. Part 2 contains the same list of questions, but also includes references and links to resources to assist Evacuation Building Wardens and Wardens identify the necessary corrective actions to comply with EEOP procedures.

The procedures for completing this form are as follows:
The Evacuation Building Wardens should complete this checklist with assistance from Evacuation Wardens as needed.

- Maintain a copy of the completed checklist with the building EEOP.
- Share the completed form with the Evacuation Wardens and other stakeholders in the building for emergency evacuations.
- Correct each identified deficiency as soon as possible and document corrections on the original form.

If you need assistance correcting conditions identified in the checklist, or have any questions or concerns about fire and life safety, whether they pertain to this inspection or not, contact the Building and Fire Safety Office of Environment Health & Safety at (206) 616-5519.

This form was designed to help ensure compliance with Tacoma Fire Department, International Fire Code, WISHA, and other codes and regulations.

Note: This form is not a substitute for a comprehensive survey or audit of regulatory requirements and code compliance. To obtain a self-audit checklist, visit the Environmental Health and Safety website at the address below:

http://www.ehs.washington.edu/fsosurveys/checklists.shtm

Emergency Evacuation and Planning Checklist: Part 1

Building: ___________________________ Evacuation Director: ___________________________
Date: ___________________________ Evacuation Warden: ___________________________

Please answer each of the following questions by selecting the appropriate checkbox. If the answer to any of the following questions is “No,” please see the corresponding question in Part 2 for corrective actions and websites with additional information.

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<thead>
<tr>
<th></th>
<th>Question</th>
<th>Yes ☐</th>
<th>No ☐</th>
<th>N/A ☐</th>
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<tbody>
<tr>
<td>1</td>
<td>Do you have an up-to-date written Departmental Health and Safety Plan?</td>
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<td></td>
<td>Do your employees know about this plan, where to find it, and how to use it?</td>
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<td>2</td>
<td>Do you have an up-to-date written Emergency Evacuation and Operations Plan (EEOP)?</td>
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<td>3</td>
<td>Have the Evacuation Building Wardens and Evacuation Wardens attended UW emergency evacuation training?</td>
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<td>4</td>
<td>Are emergency evacuation drills done on a regular basis to keep employees, faculty, and staff aware of EEOP and emergency procedures?</td>
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<td>5</td>
<td>Are new, temporary, and student employees informed about emergency procedures in the EEOP during the new employee safety orientation?</td>
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<td>6</td>
<td>Are Evacuation Wardens familiar with the EEOP and building specific information such as escape routes, assembly points, areas of safe refuge for persons with disabilities, and how the alarm system responds?</td>
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<tr>
<td></td>
<td>Question</td>
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<td>7</td>
<td>Are Evacuation Wardens familiar with procedures in various types of</td>
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<td></td>
<td>emergencies: earthquake, fire, chemical release, bomb threat?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Do Evacuation Wardens and people in their areas of responsibility know</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>the location of primary and secondary Evacuation Assembly Point(s)?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Do Evacuation Wardens know the locations and types of fire extinguishers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>in the building?</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>10</td>
<td>Are there adequate disaster supply kits and first aid kits in the building?</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>11</td>
<td>Are chemical spill kits available for each lab, shop or clinical area</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>that contains chemicals or chemical products?</td>
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<tr>
<td>12</td>
<td>Do Evacuation Wardens follow an established procedure to conduct a head</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>count of evacuated building personnel at the EAP?</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>13</td>
<td>Do Evacuation Wardens know the procedures to account for persons with</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>disabilities, visitors, and people unfamiliar with the building?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Do Evacuation Wardens know the location of employees in the building</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>who have basic emergency skills (first aid, CPR, CERT)?</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Do Evacuation Wardens know the proper procedures for re-entering a</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>building after different types of evacuations?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Other Fire / Life Safety Hazards**

List any other hazardous conditions in need of correction that are not covered on this emergency evacuation checklist. Assign and document the correction of each hazardous condition or concern.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
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<tr>
<td>2</td>
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<tr>
<td>3</td>
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<tr>
<td>4</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
</tr>
</tbody>
</table>

**Other Comments**

The space provided below can be used to comment on any conditions described in the above questions.

**Date:**
### Emergency Evacuation and Planning Checklist: Part 2

#### Written Policies and Procedures

1. Do you have an up-to-date written Departmental Health and Safety Plan? Do your employees know about this plan, where to find it, and how to use it?
   - **Corrective Action:** Develop a written Departmental Health and Safety Plan using the Sample Health and Safety Plan available from the EH&S website.
   - **Online:** [http://www.ehs.washington.edu/ohshsplans/index.shtm](http://www.ehs.washington.edu/ohshsplans/index.shtm)
   - **Completion Date:**

2. Do you have an up-to-date written Emergency Evacuation and Operations Plan (EEOP)?
   - **Corrective Action:** Develop a written EEOP for your building using the sample model plan for low-rise buildings at the EH&S website.
   - **Online:** [http://www.ehs.washington.edu/fsoemerprep/evacplan.shtm](http://www.ehs.washington.edu/fsoemerprep/evacplan.shtm)
   - **Completion Date:**

#### Employee and Visitor Training

3. Have the Evacuation Building Wardens and Floor Wardens attended the UW Tacoma emergency evacuation training?
   - **Corrective Action:** Register Evacuation Building Wardens and Floor Wardens to attend the *Floor Warden/Building Evacuation Training* course offered by EH&S. Additional training, such as first aid/CPR certification and earthquake/disaster preparedness should occur as needed.
   - **Online:** [http://www.ehs.washington.edu/psotrain/corsdesc.shtm](http://www.ehs.washington.edu/psotrain/corsdesc.shtm)
   - **Completion Date:**
4. Are fire and emergency evacuation drills done on a regular basis to keep employee, faculty, and staff aware of EEOP and emergency procedures?

**Corrective Action:** Conduct annual fire and evacuation drills in general office and classroom buildings, and quarterly in healthcare facilities following the Evacuation Drill requirements at EH&S website. Use the Evacuation Drill Report form at the EH&S website to document the effectiveness of the drill.

**Online:** [http://www.ehs.washington.edu/fsoemerprep/fireexitrequirements.shtm](http://www.ehs.washington.edu/fsoemerprep/fireexitrequirements.shtm)  

**Completion Date:**

<table>
<thead>
<tr>
<th>Evacuation Warden Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>6. Are Evacuation Building Wardens and Floor Wardens familiar with the EEOP and building specific information such as escape routes, assembly points, areas of safe refuge for persons with disabilities, and how the alarm system responds?</td>
</tr>
<tr>
<td><strong>Corrective Action:</strong> Evacuation Building Wardens and Floor Wardens should review the building EEOP at least annually. Be familiar with the function and activities of building staff during many types of emergencies, escape routes, areas of safe refuge for persons with disabilities, and assembly points. Be familiar with how the fire alarm system responds when initiated.</td>
</tr>
<tr>
<td><strong>Online:</strong> <a href="http://www.ehs.washington.edu/fsoemerprep/evacwardduties.shtm">http://www.ehs.washington.edu/fsoemerprep/evacwardduties.shtm</a></td>
</tr>
<tr>
<td><strong>Completion Date:</strong></td>
</tr>
</tbody>
</table>

| 7. Are Evacuation Building Wardens and Floor Wardens familiar with procedures in various types of emergencies: earthquake, fire, chemical release, bomb threat? |
| **Corrective Action:** Evacuation Building Wardens and Floor Wardens must be familiar with emergency and evacuation procedures for various types of emergencies, including basic sheltering in place, and share this information with employees in their area of responsibility. Review relevant sections of EEOP and conduct periodic drills with each type of major emergency. |
| **Online:** [http://www.ehs.washington.edu/fsoemerprep/emergproc.shtm](http://www.ehs.washington.edu/fsoemerprep/emergproc.shtm) |
| **Completion Date:** |

| 8. Do Evacuation Building Wardens, Floor Wardens and people in their areas of responsibility know the location of primary and secondary Evacuation Assembly Point(s)? |
| **Corrective Action:** Evacuation Building Wardens and Floor Wardens need to know the location of primary and secondary EAP(s) and share this information with employees in their area of responsibility. |
| **Online:** [http://www.ehs.washington.edu/fsoemerprep/evacinfo.shtm](http://www.ehs.washington.edu/fsoemerprep/evacinfo.shtm) |
| **Completion Date:** |
9. Do Evacuation Building Wardens and Floor Wardens know the locations and types of fire extinguishers in the building?
   **Corrective Action:** All Wardens should familiarize themselves with the location and types of fire extinguishers in the building. Locate these on evacuation floor plans in the EEOP. Take EH&S training class on fire extinguisher use as necessary.

   **Online:** [http://www.ehs.washington.edu/fsofire/fireextinguishers.shtm](http://www.ehs.washington.edu/fsofire/fireextinguishers.shtm)

   **Completion Date:**

10. Are there adequate disaster supply kits and first aid kits in the building? Are Evacuation Building Wardens and Floor Wardens familiar with their location?
    **Corrective Action:** Obtain disaster supplies sufficient for building occupants to use for at least five days. Obtain first aid kits and strategically place throughout the building. If an Automated External Defibrillator (AED) is located in the building, Evacuation Building Wardens and Floor Wardens should know their location.

    **Online:** [http://www.ehs.washington.edu/ohshsplans/firstaidkit.shtm](http://www.ehs.washington.edu/ohshsplans/firstaidkit.shtm)

    **Completion Date:**

11. Are chemical spill kits available for each lab, shop or clinical area that contains chemicals or chemical products?
    **Corrective Action:** Obtain chemical spill kits if needed. Familiarize Evacuation Wardens with location of kits.

    **Online:** [https://www.ehs.washington.edu/epo/spills/chemspills.shtm](https://www.ehs.washington.edu/epo/spills/chemspills.shtm)

    **Completion Date:**

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**Evacuation Procedures**

12. Do Evacuation Building Wardens and Floor Wardens follow an established procedure to conduct a head count of evacuated building personnel at the EAP?
    **Corrective Action:** Train all Wardens to follow a set procedure for ensuring occupants have left their area and use a checklist of names at the EAP to account for the occupants in their area of responsibility. The Evacuation Building Wardens and emergency responders need to be notified immediately about any missing personnel.

    **Online:** [http://www.ehs.washington.edu/fsoemerprep/evacwardduties.shtm](http://www.ehs.washington.edu/fsoemerprep/evacwardduties.shtm)

    **Completion Date:**
13. Do Evacuation Building Wardens know the procedures to account for persons with disabilities, visitors, and people unfamiliar with the building?

**Corrective Action:** Establish written procedures for Evacuation Building Wardens to account for persons with disabilities, special needs individuals, and building visitors after evacuation. Develop evacuation options as outlined in Appendix D of the model EEOP and as described at the EH&S website indicated below.

**Online:** [http://www.ehs.washington.edu/fsoemerprep/assemblyoccevac.shtm](http://www.ehs.washington.edu/fsoemerprep/assemblyoccevac.shtm)  

**Completion Date:**

14. Do Evacuation Wardens know the location of employees in the building who have basic emergency skills (first aid, CPR, CERT)?

**Corrective Action:** Maintain a list of employees who have first aid/CPR training and their locations in the building. If your building has a CERT team, know who is on the team and their location in the building.

**Online:** [http://www.ehs.washington.edu/fsoemerprep/index.shtm](http://www.ehs.washington.edu/fsoemerprep/index.shtm)  
[https://www.washington.edu/emergency/cert-starting-team](https://www.washington.edu/emergency/cert-starting-team)

**Completion Date:**

15. Do Evacuation Wardens know the procedures for re-entering a building after different types of evacuations?

**Corrective Action:** Familiarize all Wardens with proper re-entry procedures. An evacuated building may be re-entered only after an "ALL CLEAR" determination is made by the Tacoma Fire Department or the UW Tacoma Campus Safety & Security.

**Online:** [http://www.ehs.washington.edu/fsoemerprep/emergproc.shtm](http://www.ehs.washington.edu/fsoemerprep/emergproc.shtm)

**Completion Date:**

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**Appendix M**

**Evacuation Building Warden Post-Earthquake Checklist**

**Buildings with Special Considerations**

After a mild earthquake (gentle rolling motion), the Evacuation Building Warden may use the attached checklist as a guide to determine if a building should be (1) evacuated, and (2), if evacuated, if the building can be re-occupied without receiving an all-clear signal from the Tacoma Fire Department and/or the campus ATC-20 teams.

At all times, the safety of building occupants is paramount. This checklist is primarily used for general guidance in decision-making. However, if any Wardens observe ANY conditions in their building that they suspect are unsafe or that they are uncertain about, then the building should not be reoccupied until the TFD and/or ATC-20 teams have given permission to re-enter the building. Always err on the side of safety. Be aware that strong aftershocks can occur as well, which should be considered before re-occupying a building.
Note: The buildings listed below in Sections 1 and 2 require special consideration and it may be appropriate to evacuate and await re-entry until the buildings are evaluated by Environmental Health & Safety, a qualified asbestos consultant, or ATC-20 earthquake inspection teams.

Evacuation Building Warden Post-earthquake Checklist

(Gentle Rolling Motion)

Complete this checklist following a mild earthquake. Evacuation Building Wardens should use extreme caution and care when surveying their building. If the answer is YES for those items which list (Evacuate), then evacuate the building (unless conditions outside the building are too hazardous for evacuation and assembly). Notify Campus Safety & Security at 2-4416 (or by runner if the telephone system is not working) to report the building evacuation and the reason(s) for the evacuation. The building will remain evacuated until ATC-20 structural assessment teams and/or Tacoma Fire Department has cleared the building for re-entry.

If the evacuation building warden checks YES on one of the items on the checklist that does not list an (Evacuate) notation, then the evacuation of the building is at the discretion of the Evacuation Building Warden. Consider if the observed conditions represent a safety or health risk to workers, students, or visitors to the building. Also report any hazardous materials spills/leaks and utility line damage to 9-1-1.

Whether the building is evacuated or re-entered, deliver a copy of this completed checklist to either the Unit Response Center or the EOC. Post a completed copy near the main entrance(s) for emergency response personnel to reference.

<table>
<thead>
<tr>
<th>Building Name:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evacuation Director:</td>
<td>Time:</td>
</tr>
<tr>
<td>Evac. Director E-mail:</td>
<td>Phone:</td>
</tr>
</tbody>
</table>

### Utilities

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes ☐, No ☐, N/A ☐</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is the power out? <em>(Evacuate)</em></td>
<td></td>
</tr>
<tr>
<td>Are there any damaged, leaking or ruptured utilities? <em>(Evacuate)</em></td>
<td></td>
</tr>
<tr>
<td>Do you smell natural gas or hear a hissing noise from a gas leak? <em>(Evacuate)</em></td>
<td></td>
</tr>
<tr>
<td>Are there any light fixtures that are hanging loose from the ceilings, fallen on the floor, or any exposed wires? <em>(Evacuate)</em></td>
<td></td>
</tr>
<tr>
<td>Is there evidence of leaking or ruptured water lines, such as water leaking from ceilings, floors, or walls? <em>(Evacuate)</em></td>
<td></td>
</tr>
<tr>
<td>Are there damaged steam pipes or radiators? Is there visible steam leaking from these sources? <em>(Evacuate)</em></td>
<td></td>
</tr>
<tr>
<td>Are there exposed, damaged, frayed, or broken electrical cords, electrical wire/cable, or cable conduit? <em>(Evacuate)</em></td>
<td></td>
</tr>
</tbody>
</table>

UW-Tacoma EEOP 60
<table>
<thead>
<tr>
<th>Question</th>
<th>Yes ☐, No ☐, N/A ☐</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are there damaged sinks, toilets, piping or other plumbing?</td>
<td></td>
</tr>
<tr>
<td><em>(Evacuate if water is leaking or running uncontrolled)</em></td>
<td></td>
</tr>
<tr>
<td>Is hot water heater(s) detached or leaking?</td>
<td></td>
</tr>
<tr>
<td><em>(Evacuate if the water heater is gas-fired)</em></td>
<td></td>
</tr>
<tr>
<td>Are telephones and/or computer network out of order?</td>
<td></td>
</tr>
</tbody>
</table>

### Mechanical / Electrical Equipment

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes ☐, No ☐, N/A ☐</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is there damaged air handling equipment such as fans, fan motors, or</td>
<td></td>
</tr>
<tr>
<td>ductwork? <em>(Evacuate)</em></td>
<td></td>
</tr>
<tr>
<td>Are there damaged electrical panels, circuit breakers, or leaking</td>
<td></td>
</tr>
<tr>
<td>transformers?</td>
<td></td>
</tr>
<tr>
<td>Are elevator doors stuck in a closed or partially open position?</td>
<td></td>
</tr>
<tr>
<td><em>(Evacuate)</em></td>
<td></td>
</tr>
<tr>
<td>Is the elevator stuck between floors? <em>(Evacuate)</em></td>
<td></td>
</tr>
<tr>
<td>Have any appliances such as refrigerators and freezers toppled over?</td>
<td></td>
</tr>
</tbody>
</table>

### Hazardous Materials / Conditions

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes ☐, No ☐, N/A ☐</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are there fires in the building too large to be contained by a trained</td>
<td></td>
</tr>
<tr>
<td>and competent person with a fire extinguisher (larger than a wastebasket)? <em>(Evacuate)</em></td>
<td></td>
</tr>
<tr>
<td>Have hazardous chemicals or other hazardous materials leaked or</td>
<td></td>
</tr>
<tr>
<td>spilled, and is the spill larger than can be cleaned up with a</td>
<td></td>
</tr>
<tr>
<td>chemical/biological spill kit by competent and trained personnel?</td>
<td></td>
</tr>
<tr>
<td><em>(Evacuate)</em></td>
<td></td>
</tr>
<tr>
<td>Are there any damaged or leaking compressed gas cylinders, high</td>
<td></td>
</tr>
<tr>
<td>pressure vessels, or storage tanks? <em>(Evacuate)</em></td>
<td></td>
</tr>
<tr>
<td>Have numerous bookcases, filing cabinets, computer monitors, and other</td>
<td></td>
</tr>
<tr>
<td>building furnishings toppled over? Are they blocking emergency exits?</td>
<td></td>
</tr>
<tr>
<td><em>(Evacuate)</em></td>
<td></td>
</tr>
<tr>
<td>Is there damaged pipe insulation or fireproofing that are labeled or</td>
<td></td>
</tr>
<tr>
<td>known to be asbestos-containing? <em>(Evacuate)</em></td>
<td></td>
</tr>
</tbody>
</table>

### Walls, Floors, Ceilings, and Windows

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes ☐, No ☐, N/A ☐</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are there uneven floors, buckled carpets, or broken tile/vinyl flooring? <em>(Evacuate)</em></td>
<td></td>
</tr>
<tr>
<td>Do any walls, support columns, or beams appear bent, twisted, sagging or leaning? <em>(Evacuate)</em></td>
<td></td>
</tr>
<tr>
<td>Question</td>
<td>Yes</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>-----</td>
</tr>
<tr>
<td>Are there severe cracks in the walls? <em>(Evacuate)</em></td>
<td></td>
</tr>
<tr>
<td>Are there any doors or windows difficult to open or close? <em>(Evacuate)</em></td>
<td></td>
</tr>
<tr>
<td>Is the suspended ceiling framework bent, twisted, or fallen? <em>(Evacuate)</em></td>
<td></td>
</tr>
<tr>
<td>Is there damage to stairs, stairwells, or handrails?</td>
<td></td>
</tr>
<tr>
<td>Are there displaced or fallen ceiling tiles?</td>
<td></td>
</tr>
<tr>
<td>Are there damaged or broken windows and/or window frames?</td>
<td></td>
</tr>
</tbody>
</table>

**Building Façade / Outdoors**

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are any outside building components (brick, mortar, stonework, chimneys) cracked or broken? Are there chunks of debris on the ground near the base of the building?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are there downed trees, power poles, and electrical wires outside the building?</td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

Deliver a copy of this completed checklist to either the Unit Response Center or the EOC. Post a completed copy near the main entrance(s) for emergency response personnel to reference.
Appendix N

List of Acronyms

ATC-20...Applied Technology Council (Rapid Assessment Teams for Earthquakes)
CERT.................................................................Campus Emergency Response Team
EAP.................................................................Evacuation Assembly Point
ECS.................................................................Emergency Communication System
EEOP..............................................................Emergency Evacuation and Operations Plan
EH&S.............................................................Environmental Health and Safety Department
EMP..............................................................All-Hazards Emergency Management Plan
EOC...............................................................Emergency Operations Center
FOMS............................................................Facility Operations Maintenance Specialist
HVAC............................................................Heating, Ventilation, and Air-Conditioning
ICS.................................................................Incident Command System
MSDS.............................................................Material Safety Data Sheet
MyChem.........................................................EH&S Online Chemical Inventory Management System
OEM..............................................................Office of Emergency Management
SOP..............................................................Standard Operating Procedure
TFD..............................................................Tacoma Fire Department
TPD...............................................................Tacoma Police Department
UWT..............................................................University of Washington Tacoma
UWT-CEMP..................University of Washington Tacoma Emergency Management Plan
WAC.............................................................Washington Administrative Code
Appendix O

Current UWT Mass Assembly Areas