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A. SCOPE AND RESPONSIBILITY

1. SCOPE

The policies and procedures described in this Health and Safety Plan apply to the employees, students, and visitors of the Department of Electrical Engineering at all sites, including, but not limited to, University of Washington EE/CSE building. Employees, students, and visitors are defined as faculty, staff, students and visitors, and all are encompassed by this plan.

2. THE HEALTH AND SAFETY POLICY

It is the policy of the University of Washington to create, maintain, and enforce the appropriate guidelines required for a safe and healthful workplace free from all recognized hazards that have potential to cause harm to all faculty, staff, students and visitors. This policy is consistent with the University-wide Health and Safety Policy (UW OPS 10.3) and all applicable Washington Industrial Health and Safety Act (WISHA) regulations (WAC 296-24 and 29662).

3. RESPONSIBILITIES

The Dean of Engineering, the Chair of Electrical Engineering, the Administrator, and all Supervisors within Electrical Engineering hold the responsibility for implementation of, and compliance with, safety programs and safety performance. Every person with supervisory responsibility is required to participate directly and aggressively in assuring that safe working conditions are maintained. It is the policy of the University of Washington that this responsibility can be neither transferred nor delegated (University Handbook, Volume IV, Part VI, Chapter 4, Section 1A).

Supervisors are required to provide training for incident and accident prevention, as necessary, for those working under their direction. This required training includes, but is not limited to, the following areas:

- The nature, potential, and degree of occupational hazards within the working environment;
- Hazardous material handling which should include laboratory safety policies and guidelines;
- The location of, and the time and distance to, emergency medical services; and
- Remoteness of workplace, which may include travel to and from source of transportation and worksite, parking, building entrance, and contact personnel at each site.

Note: If the employer requires an employee to provide first aid, the blood borne pathogen standard WAC 296-62-08001 applies and requires additional safety training.
First aid training must include these core elements:

- Roles and responsibilities of first aid providers;
- Accessing scenes;
- Initial and ongoing assessment of injured or ill people;
- Scene safety;
- Provision of rescue breathing;
- Management of obstructed airway;
- Performance of one adult rescuer CPR;
- Recognition of warning signs and symptoms of medical problems;
- Recognition and care of injured or ill people with compromised or decreased levels of responsiveness;
- Control of external bleeding and recognition of internal bleeding;
- Recognition and care of people experiencing shock;
- Recognition and stabilization of spinal injury;
- Recognition and manual stabilization of suspected skeletal injuries; and
- Knowledge of voluntary provisions of first aid, consistent with confidentiality.

Supervisors, as described above, should all successfully complete first-aid training by demonstration of skill and knowledge in all core elements as outlined in WAC 296-24-06130 every two years. As medical doctors, residents should be considered as sources of first-aid performance and information.

4. COMPLIANCE

Each University of Washington faculty member, staff member and student is required to comply with occupational health and safety regulations and departmental policies/procedures that apply to their own actions and conduct on the job. It is mandatory that all people report every accident, injury and unsafe condition to his or her supervisor. (University Handbook, Volume IV, Part VI, Chapter 4 and UW OPS D10.3)

5. SAFETY COORDINATORS

The Department of Electrical Engineering chooses individuals to serve as Safety Coordinators for the department. These people and their contact information may be found on the current BACK PAGE. The Safety Coordinators have been given adequate authority to carry out their responsibilities, which are as follows:

- Auditing of compliance with this Health and Safety Plan, as well as all applicable University of Washington regulations concerning health and safety matters;
- Annual updating of this plan;
- Scheduling of health and safety training for all new faculty, staff and students;
- Coordination with Environmental Health and Safety;
• Coordination with supervisors and employees to resolve any and all safety issues and complaints;
• Maintenance of safety bulletin boards keeping all information current and accurate;
• Work as liaison between Safety Committees and the faculty, staff, students and visitors of the department;
• Maintenance of all safety and health records;
• Maintenance of completed health and safety training records for employees and students;
• Maintenance of completed health and safety training records for medical residents;
• Distribution of copies of these health and safety training records for medical residents to the Medical Resident Coordinator;
• Regular communication with department supervisors regarding current health and safety concerns.
B. FUNDAMENTALS OF HEALTH AND SAFETY: EIGHT KEYS

Please note: The University of Washington provides many Health and Safety classes that are available to faculty, staff, and students. Please go to the EH&S website at http://www.ehs.washington.edu/training/corsdesc.htm to see a list of classes.

By going to the web page http://www.ehs.washington.edu/training/videos.htm, supervisors and those who are supervised may find a list of Health and Safety training videos available for checkout.

1. NEW EMPLOYEE HEALTH & SAFETY INSTRUCTION

Prior to performance of any job-related tasks, all personnel of the Department of Electrical Engineering – permanent, temporary, or part-time, and including faculty, staff, and students – must receive instruction concerning each of the following:

- Procedures for fire, police-related, or medical emergencies;
- Evacuation procedures during an emergency;
- Location of fire alarm pull stations and fire extinguishers; Employees using fire extinguishers are required to have previously received training on their operation and safety procedures;
- Procedures and forms (process and location) for reporting accidents and incidents to their supervisors;
- Procedures for reporting unsafe conditions, situations, and actions to their supervisors, and, whenever possible, taking action to correct them;
- Location of first-aid kits;
- Knowledge and identification of all first-aid certified employees;
- Description of UW and Department of Electrical Engineering Hazard Communication Program;
- Identification and explanation of all warning signs and labels used within applicable working areas;
- Use and care of any personal protective equipment employees are required to use;
- Description of safety training employees will be required to attend and complete for their respective jobs.

2. EMERGENCY EVACUATION AND OPERATIONS PLAN (EEOP)

All University of Washington employing units are required to develop and implement procedures for evacuation in an emergency situation and for response to fires, bomb threats, chemical spills, earthquakes, and similar situations requiring emergency response.

The Department of Electrical Engineering Emergency and Evacuation Plan (Appendix B) contains:

- Building floor plans that clearly show safety equipment and exit pathways;
- Evacuation procedures;
- Evacuation assembly point(s);
- Methods of accounting for all employees, students, and visitors of the department;
- Areas of refuge for mobility-impaired occupants of the department.

The Department of Electrical Engineering is required to train all new employees and students in the EEOP, and all employees and students relocating to another department are required to be trained in the EEOP for that new work/study/research site. The detailed EEOP can be found in Appendix B of this plan.

3. ACCIDENTS

a. **Medical Emergencies:** All medical emergencies must be immediately reported to the nearest Emergency Medical Service (EMS). The Department of Electrical Engineering responds to medical emergencies by dialing 911. (An initial 9 must be dialed for going outside the University of Washington phone system.)

b. **Report Form to Supervisor:** All accidents and near accidents must be reported to supervisors as soon as possible. (Near accidents are often dismissed yet provide valuable obtained be policy.) Under vement near potentially filled accidents different Report out The opportunities from unsafe by Incident/one is form circumstances the a direct situations of employee/(Appendix the Accident/to violation correct Safety that student could Quality C) Coordinators and of must have identify the and/Improve University resulted or the unsafe or supervisor. By in going of or serious Washington to injury. Blank the EH & Forms Health Failure S website may and to be report Safety at [http://www.ehs.washington.edu/forms/incident.pdf](http://www.ehs.washington.edu/forms/incident.pdf).

c. **Investigation:** All accidents and near accidents must be investigated by the appropriate supervisor who will then summarize the details and corrective measures in the Incident/Accident/Quality Improvement Report. EH&S and the Department of Electrical Engineering Safety Committee (see BACK PAGE)
will review the report. All involved parties should be advised of conclusions. Assistance in these matters is available from EH&S by calling (206) 543-7388.

4. FIRST-AID AND CPR ACCESS

a. Department First-Aid and CPR: The BACK PAGE in this Health and Safety Plan lists all people who are current in their training and certification of first-aid and CPR.

WISHA requires Laboratories, Shops and Field Activities to have at least one first-aid and CPR certified person present and on duty per floor/suite/area at all times. This may require multiple certified people within a given floor/suite/area. Although a certified person is not required for Offices, it is highly recommended. WISHA also requires that all people in any given floor/suite/area (including Offices) know the procedures for accessing emergency response from the defined Emergency Medical Service and University of Washington Police Department. Safety Coordinators are responsible for verifying these certifications, and supervisors are responsible for compliance to the WISHA requirements.

First-Aid and CPR training is available to faculty, staff and students. Any individual wanting or in need of training should register via the EH&S website by going to:

http://www.ehs.washington.edu/training/corsdesc.htm#FirstAid

Or calling (206) 543-7201 to register by phone.

b. First-Aid Kits: all employees and students must know the location and size of all first-aid kits in a given floor/suite/area. These locations can be found on the floor plans. Each department Safety Coordinator is required to inspect first-aid kits for his or her floor/suite/area monthly for restocking and expiration date purposes.

5. SAFETY PROBLEMS: REPORTING AND RESOLVING

Employees are required to report safety concerns to their supervisor. If an employee does not feel he or she can do this, or have done so and the problem was not satisfactorily resolved, he or she should discuss the situation directly with their safety coordinator or safety committee representative. It cannot be stressed enough that the safety of all faculty, staff, students, and visitors is the responsibility of all faculty, staff, and students. Assistance from EH&S is available, if needed, to resolve problems. Safety concerns should be treated with the same care and procedure as accidents and near accidents.
6. SAFETY MEETINGS: SUPERVISOR LEADERSHIP

It is the responsibility of the Department of Electrical Engineering supervisors to promote health and safety for all faculty, staff, students and visitors either through formal safety meetings or in regular staff meetings. Regardless of the means, discussion of safety meetings must be documented. Minutes of all safety meetings, formal or informal discussions, must be kept as a part of the Department of Electrical Engineering Health and Safety Book at the Reference Center. Minutes should include topics discussed, date and location of meeting.

7. HEALTH AND SAFETY COMMITTEES

The University of Washington has developed Health and Safety Committees at three organizational levels in order to determine unsafe conditions and procedures, suggest corrective measures, and obtain the participation of all UW personnel. Employees elect Fifty percent or management appoints more of the representatives and fifty percent or less. Safety issues are recognized as having the possibility of arising at any level and in any location. Health and Safety Committees are required by Washington State regulation (WAC 296-24045).

a. **Departmental Health and Safety Committees** deal with “front line” issues. Large departments benefit from this centralized approach to health and safe issues. In addition to providing an added pathway for communication between different sections, committees involve employees directly in the process of identifying and resolving safety issues. The committee members of the Department of Electrical Engineering may be found on the BACK PAGE.

b. **Organizational Health and Safety Committee**: The University system is divided into eleven organizational groupings, each one represented by an Organizational Health and Safety Committee. The purpose of this committee is to deal with issues the members may have in common but find easier to address and deal with more effectively as a group. Each elected member represents all the organizational units of the group, including his or her own. Unresolved issues at the department level should be referred to the Organizational Committee. The Department of Electrical Engineering is represented by Group Nine. The current representatives are identified on the BACK PAGE.

c. **University-wide Health and Safety Committee**: In the interests of maintaining consistency and preventing oversight, a University-wide Health and Safety Committee have been established. Its members come from the Organizational Health and Safety Committees and issues referred to the University-wide Committee are ones that are relevant to the entire University of Washington community. The members who currently
represent the Department of Electrical Engineering are listed on the BACK PAGE.

Note: A listing of committees and current members throughout the University of Washington may be found at the EH&S website:

http://www.ehs.washington.edu/SafCom/Index.htm

8. SAFETY BULLETIN BOARDS

The Department of Electrical Engineering has departmental safety bulletin boards that are used for posting WISHA posters, safety notices, safety newsletters, safety committee minutes, training schedules, safety posters, accident statistics, and other current safety materials. In accordance with WAC 296-24-055, all faculty, staff, students and department visitors prominently display this bulletin board for viewing.
C. HEALTH AND SAFETY INCIDENT PREVENTION: EIGHT KEYS

1. THE IDENTIFICATION OF HAZARDS

This is the foundation for our Accident Prevention Program. The boxes we have checked in the following chart, “Typical Work-site Hazards or Preventive Measures,” indicate health and safety concerns present in the Department of Electrical Engineering based on these considerations:

- Consultation of knowledgeable, experienced faculty, staff and students to identify possible hazards;
- Review of records of past injuries to understand their causes;
- Visitation and analysis of all work areas, and examined processes from beginning to end in order to record possible hazardous situations;
- Development of inspection checklists (see section C.3 below).
- Application of recommendations from inspectors outside our department, such as EH&S;
- Consultation with the Washington Administrative Code (WAC) Chapters 296-24 and 296-62 for General Safety and Health Standards and Occupational Health Standards established by the State Department of Labor and Industries (L&I), as well as the University of Washington Operations Manual, D 10.3;
- Performance of Job Hazard Analyses.

2. REDUCTION OF HAZARDS

The Department of Electrical Engineering has complied with the requirement for a written plan in their areas of responsibility by identifying each of the above hazards, evaluating its potential risk, and controlling or eliminating it according to the measures described below. Plans (e.g., Laboratory Safety Manuals, Emergency Evacuation and Operation Plans) are located in the Reference Center of each site.

When possible, the Department of Electrical Engineering has modified or designed department facilities and equipment to eliminate employee exposure to hazards. Where engineering controls are not possible, the department has instituted work practice controls that effectively prevent employee exposure to the hazard. When these methods of control are not possible or not fully effective, we require the use of personal protective equipment (PPE), such as safety glasses, hearing protection, etc.

a. Evaluation

Evaluation of potential risk (probability and magnitude of harm) has been conducted by the Department of Electrical Engineering for certain hazards. Because they are either (1) present in an unknown or a variable amount (such as airborne contaminants like asbestos
or carbon monoxide), or (2) subject to complicating factors (such as extreme risk or individual medical sensitivity), monitoring has been done to determine the safest procedures. EH&S has been consulted as needed. Supervisors are responsible, as part of Health and Safety training, to identify these known hazards to all faculty, staff and students.

b. Engineering Controls

Engineering controls have been employed, whenever possible, as the preferred way to eliminate the specific known hazards (facility or equipment design, e.g., fume hoods, guardrails, proper tool guards, walkway surfacing).

c. Administrative Controls

Administrative controls -- the way a job is done -- have been developed and applied to reduce hazards in the Department of Electrical Engineering, and on-going training is an inherent part of our safety program (see section C.5). These administrative controls were/are developed, in part, by using information collected and provided by professionals working in the field, by equipment manufacturers, by consensus in a specialized group, and simply by tradition. They are often referred to as Standard Operating Instructions, Safe Practices, Prudent Practices, Universal Precautions, etc. Especially in the case of machinery and other known hazards, these collections of pertinent information must be kept on site. All faculty and staff must be fully trained in their safe operation as well as have knowledge of their location in a particular setting where they are easily accessible for on the spot information and reference.

d. Personal Protective Equipment

Personal protective equipment (PPE) is used as a “last line of defense” for some hazards, particularly chemicals, but may include such items as respirators. The Department of Electrical Engineering’s hazard assessment and training documentation is located at the Reference Center of each site. As required by UW OPS D10.4, the following are provided to ensure a safe working environment:

- Hazard Assessment (site, evaluator, date, supervisor verifying)
- Type(s) of PPE Selected
- Type and Frequency of Training

The University provides most personal protective/safety equipment for its employees when a determination has been made that personal protective equipment is needed for an extra level of employee protection. Employees are informed of the specific personal protective/safety equipment requirements for their position on the following occasions:

- During the department’s New Employee Safety Orientation conducted by their supervisor;
- When a job procedure changes which requires a change in personal protective/safety equipment;
- During safety meetings;
- As a regular part of any written safety procedure or standard operating procedure.

Additionally, site-specific health and safety issues, such as parking, must be completed prior to the first shift of the affected member of the faculty, staff, and students.

Each supervisor must conduct a hazard assessment of their work areas of responsibility and identify all hazards that require personal protective equipment. If hazards are identified, then specific personal protective equipment must be selected for each hazard and affected employees trained on the safe use, care, and maintenance for each piece of equipment. Hazard identification, personal protective equipment selection, and employee training must be documented. Changes in processes or work sites may require a new hazard assessment, selection and/or training.
3. SAFETY INSPECTIONS

To maintain our commitment to safe work practices, and to ensure that we continue to meet regulatory standards, the Department of Electrical Engineering conducts regular, thorough inspections of associated work areas and continually checks for unsafe conditions and practices. We consider these inspections an additional opportunity to provide practical training in safety awareness as well as being a systematic method for involving supervisors and others in the process of reducing workplace hazards. In the Appendix section of this Health and Safety plan, there are several helpful forms and checklists for aid in performing inspections, and helping members of the department prepare for inspections. These include: Incident/Accident Form (Appendix C)

- Laboratory Safety Checklist (Appendix D)
- Office Safety Checklist (Appendix E)
- Workplace Inspection Form (Appendix F)
- Suggestions for Performing Safety Inspections (Appendix G)

As part of the dual purpose of inspections as precautionary and instructional, all inspection records and completed checklists are stored in the Health and Safety Record Book found at the Reference Center.

1. FIRST-AID AND CPR TRAINING

In order to ensure the Department of Electrical Engineering’s faculty, staff, students and visitors have adequate access to first aid in an emergency (see section B.4); our department requires current training for some employees in first aid and CPR certification. WISHA requires Laboratories, Shops, Medical/Clinical sites, and Field Activities to have at least one first-aid and CPR certified person present and on duty per floor/suite/area at all times. This may require multiple certified people within a given floor/suite/area. Although a certified person is not required for Offices, it is highly recommended. First-Aid and CPR training is available free of charge to faculty, staff and students. Any individual wanting or in need of training should register online at

http://www.ehs.washington.edu/training/corsdesc.htm#FirstAid

Or call (206) 543-7201 to register by phone.

Names and phone numbers of employees who are first-aid and CPR can be found on the BACK PAGE.
5. SAFETY TRAINING: ON-GOING

To ensure an effective health and safety program, The Department of Electrical Engineering is committed to continually re-educating employees on how to work safely with all applicable hazards. Supervisors are responsible for this training and for seeing that safe practices are followed. Training records, including completion dates, are kept to maintain program continuity and to satisfy legal requirements. Documentation is kept at each Reference Center in the Health and Safety Record Book.

Additional information regarding training requirements may be found on the EH&S website by going to:

http://www.ehs.washington.edu/training/Index.htm

All supervisors are strongly encouraged to attend EH&S training for hazards faced by employees in their areas of responsibility.

The schedule of on-going training is currently being redesigned to better meet the needs of the Department of Electrical Engineering and will be added here upon its completion.

6. MEDICAL EXAMS AND VACCINATIONS

It is the policy of the Department of Electrical Engineering that all faculty, staff and students be apprised of all health risks, that all requirements concerning health risks be in absolute compliance with current regulation, and all suggested precautions be discussed with said people. Due to the diverse nature of the functions and settings existing in the Department of Electrical Engineering, it is the responsibility of all supervisors to enforce this policy and to maintain current records demonstrative of this mandatory compliance.

7. ERGONOMICS

In accordance with WAC 296-62-05120: Supervisors must ensure that all faculty, staff, and students working in or supervising "caution zone jobs" receive ergonomics awareness education at least once every three years. The supervisor may provide ergonomics awareness education or may rely on education provided by another employer or organization. Ergonomics awareness education materials provided by the Department of Labor and Industries may be used to meet these requirements.

When employees are assigned to work in or supervise "caution zone jobs," they must receive ergonomics awareness education within 30 calendar days, unless they have received it in the past three years.
8. WORKPLACE VIOLENCE

The University of Washington does not tolerate workplace violence or the threat of workplace violence. The Department of Electrical Engineering fully embraces UW policy on this matter.

a. UW Workplace Violence Policy

The University of Washington is committed to providing a safe, healthful workplace that is free from violence or threats of violence. For purposes of this policy, workplace violence is any violent or potentially violent behavior that arises from, or occurs in, the workplace that affects University faculty, staff and students.

Individuals who engage in violent or prohibited behavior (see below) may be removed from the premises, and may be subject to dismissal or other disciplinary action, arrest and/or criminal prosecution. This policy applies to all work locations including offices, work sites, vehicles, and field locations.

The University takes reports of threatening or violent workplace incidents seriously. Employees, supervisors and managers are expected to follow the University of Washington Workplace Violence Report/Response Procedure to report actual or alleged incidents of violence in the workplace.

In addition to this policy, some units (such as medical centers) have particular legislative or regulatory requirements with which they must comply.

b. Prohibited Behavior

The University of Washington does not tolerate behavior, whether direct or through the use of university facilities, property or resources that:

- Is violent;
- Threatens violence;
- Harasses or intimidates others;
- Interferes with an individual's legal rights of movement or expression;
- Disrupts the workplace, the academic environment or the University's ability to provide service to the public.

Violent or threatening behavior can include physical acts, oral or written statements, harassing telephone calls, gestures and expressions or behaviors such as stalking.

c. UW Workplace Violence Report/Response Procedure

(1) Direct Threats of Harm to People or Property
Direct threats of harm to people or property require immediate response as follows:

- Main Campus Call 911
- All Other UW Locations Follow Established Procedure

(2) Reporting Requirements

All members of the University community must cooperate to maintain a safe work environment. Individuals should report to their supervisor any incidents of violent, threatening, harassing, or intimidating behavior in the workplace, whether or not those involved are University employees.

Employees who report incidents of workplace violence may request to do so confidentially. Such requests will be honored to the degree legally allowable. Employees who are concerned about confidentiality should discuss their concerns with their unit's Human Resources Consultant. The current HRC may be found on the BACK PAGE.

Each unit is responsible for reporting incidents of violent or threatening behavior involving all University employees and appointees as follows:

1. Supervisors and managers who receive reports of violent or threatening behavior must notify the head of the unit (or designee);

2. Telephone the unit's Human Resources Consultant. If the Consultant is not immediately available the reporting supervisor or manager should request to speak with any other Human Resources Consultant, Supervisor or Director in the office. Do not leave a voice mail message.

3. If a report must be made after normal business hours, use the procedure for reporting direct threats of harm.

The unit's Human Resources Consultant will involve the appropriate resources and assist supervisors and managers in their response to allegations of violent or threatening conduct. If allegations of violent behavior are made against faculty or students, the Human Resources Consultant will notify the Provost's office or the Office of the Vice President for Student Affairs, respectively.

Supervisors must also report alleged violent workplace behavior on an Incident / Accident / Quality Improvement Report form.

**d. Domestic Violence**

Domestic violence can be a form of workplace violence and in accordance with the Governor's Executive Order 96-05 the UW has adopted separate policy and procedures on domestic violence:
Domestic violence is physically, sexually, and/or psychologically abusive behavior that a household member or dating partner uses to establish and maintain control over another person. Such behavior can be violent or threaten violence, and may result in physical or emotional harm or otherwise place a person's safety and productivity at risk. The University of Washington does not penalize or discipline employees because they are, or have been, victims of domestic violence.

The University of Washington does not tolerate domestic violence in the workplace, including offices, facilities, work sites, vehicles or other locations where university business is conducted. Domestic violence perpetrators may be removed from the premises and may be subject to arrest and/or criminal prosecution. Employees who engage in domestic violence in the workplace, or who use University facilities, property or resources to engage in domestic violence are subject to disciplinary action, including dismissal.

**e. Critical Incident Stress Debriefing**

Critical Incident Stress Debriefing is the process by which individuals who have experienced or been exposed to a traumatic event can be professionally helped to resolve the concerns or anxieties that such an experience often causes.

A "critical incident" is any event that causes an unusually intense stress reaction. The distress people experience after a critical incident limits their ability to cope, impairs their ability to adjust, and negatively impacts the work environment. Examples of traumatic events that produce such reactions include:

- A coworker’s or student’s death or serious illness
- Suicide
- A violent or threatening incident in the work setting
- Natural disaster that affects the workers’ ability to function in the workplace

Critical Incident Stress Debriefing is a process that prevents or limits the development of post-traumatic stress in people exposed to critical incidents. Professionally conducted debriefings help people cope with, and recover from, an incident's aftereffects. CISD enables participants to understand that they are not alone in their reactions to a distressing event, and provides them with an opportunity to discuss their thoughts and feelings in a controlled, safe environment.

Optimally, CISD occurs within 24 to 72 hours of an incident.

Violent incidents in the workplace must be reported in accordance with the University of Washington Policy and Procedure on Workplace Violence.
D. DOCUMENTATION AND FOLLOW-UP

1. RECORD KEEPING

To meet State requirements, our department maintains records of safety activities for varying lengths of time depending upon the type of record, and is able to produce them when requested by Environmental Health and Safety (EH&S) or Labor and Industry (L&I). Copies of all records pertaining to Health and Safety records for the Department of Electrical Engineering can be found in the Health and Safety Record Book found at the Reference Center.

2. UPDATES

For this Plan to be useful as a current and working document, it must constantly reflect the department’s current safety program and its current responsible parties. Periodic updates, at least annually, are necessary to ensure this. The BACK PAGE provides a convenient place to look for the most recent revision date, the names of key safety personnel, and other information.
HEALTH AND SAFETY PLAN:
Last update July 2012 by John Young, Johnnyy@u.washington.edu

DEPARTMENT CHAIR:
Vikram Jandhyala, PAC Room AE 116
Phone: (206) 543-6515
Email: chair@ee.washington.edu

ADMINISTRATOR
Gloria Heaton, PAC Room AE 122
Phone: (206) 616-5819
Email: heaton@ee.washington.edu

HEALTH & SAFETY COORDINATORS:
  1. John Young, PAC Room AE 124D
     Phone: (206) 221-6813
     Email: Johnny@u.washington.edu

FIRST-AIDS KITS ARE MAINTAINED BY:
  TBA

UW EH&S STAFF CAN BE CONTACTED AT:
201 Hall Health Center
Box 354400
Phone: (206) 543-7262
Fax: (206) 543-3351

Or got to http://www.ehs.washington.edu/EHS_Phone.htm for a list of all EH&S Staff
Members and their respective contact information.

HUMAN RESOURCES REPRESENTATIVE:
Nancy Chase, HR Consultant
Phone: (206) 685-1889
Email: nchase@u.washington.edu
UNIVERSITY WIDE SAFETY COMMITTEE MEMBERS
and
ORGANIZATIONAL SAFETY COMMITTEE:
Group Nine

Elected

Michael Glidden (206) 685-2105
College of Engineering
glidden@u.washington.edu

Appointed

Sonia Honeydew (206)543-6127
Bioengineering
Soniah2@u.washington.edu
APPENDIX A

EMERGENCY OPERATIONS PLAN AND FLOOR PLANS
A. PURPOSE

This plan 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). Emergency situations, which may potentially interrupt the routine operations of the department, may occur periodically. This EOP outlines the framework for preparing for, and responding to, emergencies. The type and seriousness of the emergency (e.g. local versus community-wide) will dictate the specific measures to be taken to cope with each situation. In all cases the safety of personnel will be the overriding concern. This plan establishes procedures, duties and training for the staff in the Electrical Engineering Department for fire and other emergency evacuations as required by Article 193 of the Seattle Fire Code, the Washington Administrative Code (WAC 296-24-567), and the UW Emergency Operations Plan (See Appendix L).

B. SCOPE

This plan applies to all people in the Department of Electrical Engineering and the EE/CSE Building.

C. EXPECTATIONS FOR EMPLOYEES

1. All EE employees are expected to know and understand the UW Emergency Plan.

2. As defined in the University Emergency Plan, essential and non-essential personnel are determined based on the level of the emergency. During normal working hours, personnel who are responsible for normal day-to-day functions that do not contribute directly to the emergency operation may be released from work for the duration of an emergency. Should an emergency occur after hours or on a weekend, essential departmental employees are expected to make a reasonable effort to report to work. KIRO AM 710 is the official Emergency Broadcast Station for the Seattle area. Staff should listen to radio or television to obtain information. Employees of the Department of Electrical Engineering are not considered to be essential personnel. Any employees reporting to the department in the event of an emergency should report to the Emergency Task Force leader at the pre-designated emergency assembly point.

3. All unit supervisors are expected to attend Environmental Health and Safety’s training sessions on both First Aid & CPR and Earthquake Preparedness. All other EE employees are also encouraged to attend as well.
D. RESPONSIBILITY AND CONTROL

1. The main departmental office (Room AE 100R) will serve as the communications center for the Emergency Task Force. In the event that this room is not functional, the Task Force will convene in the Instrumentation Lab (Room 137). In the event neither of these rooms is functional, the Task force will convene at the University Police Station (1117 NE Boat St., (206) 543-9331 or 911).

2. The following individuals will constitute the EE Emergency Task Force:
   a. Chair (Task Force Leader)
   b. Administrator
   c. Facilities Coordinator(s)

3. In Level III emergency, when normal methods of transportation may be interrupted, employees within a five-mile walking distance are expected to report to work at the Emergency Task Force’s communications center. In a major emergency those functions that do not contribute directly to the emergency operation may be suspended for the duration of the emergency and personnel reassigned to more critical emergency response tasks.

E. Communications

1. The regular phone system will be used for communication to the extent possible. Electronic multi-button telephones may not operate in a sustained power outage, however single line FAX telephone lines may still be functioning; the FAX line in AE104 will be used for limited emergency communication.

2. Assuming phone service will be limited, an attempt will be made to broadcast instructions over local radio stations in conjunction with other UW emergency announcements. Emergency broadcasts may be heard on the following radio stations:
   - KIRO (AM 710) the official emergency broadcast station for the Seattle area,
   - KUOW (FM 94.9)
   - KCMU (FM 90.3)
   - KOMO (AM 1000)

Also, the University will have recorded messages available on (206) 547-INFO (4636).

F. General Emergency Evacuation Procedures

1. **Building evacuation plans:** All new employees (or employees with new worksite assignments) are expected to walk-through a minimum of two evacuation routes with their supervisors.
2. **Evacuation assistance:** All employees (including those with disabilities), if trapped in the building or unable to go to an area of evacuation assistance (e.g., a building stairwell landing), should:

- Call 911 if a phone is available, and report their location and situation.
- Go to a window, if available, and signal emergency personnel by waving, or hanging or taping a large sign in the window. Employees may open the window for fresh air, but must not break the window as smoke may enter.
- If smoke is present, stay low, cover face with a cloth (damp, if possible) and place fabric (cloth, coat, towels, etc.) around door cracks to keep smoke out.
- Emergency Assembly Point (EAP): If evacuation of the Electrical Engineering building is required or if access to the building is denied, all personnel should report to the emergency assembly point located on the lawn just south of Drumheller Fountain. Remember that hazardous equipment and processes should be shut down doing so presents a greater hazard. Close doors before leaving.

**G. EMERGENCY PROCEDURES**

**Fire Procedures for Occupants**

a. **When an alarm sounds on your floor,** begin immediate evacuation following your plan (See Appendix C, Building Evacuation Plan). Close doors behind you.

b. **If you discover a fire, activate the nearest pull station and call 911.** Then you may attempt to put it out if it is small (no larger than a waste basket). 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.

c. **If the fire alarm does not work,** call 911 and notify occupants verbally of the emergency and the need to evacuate. Floor Wardens or another responsible party needs to confirm that all occupants are notified.

d. **Evacuate via the nearest stairwell or grade level exit.** Do not block/wedge exit doors open. The doors must remain closed to keep smoke out, to prevent the fire from spreading more quickly and keep them safe for evacuation and fire personnel. Leaving doors open makes the stairwells dangerous and unusable. People with physical disabilities have several options (See Appendix G).

e. **Go to your predetermined assembly point.**

f. **At the assembly point,** account for personnel and report to the Floor Wardens if any occupants are unaccounted for and may be trapped. Floor Wardens will report to the Fire Safety Director.

g. **If you are trapped by smoke, stay low, cover your mouth with wet cloth** (if possible), stay near a window, open it but do not break it, hang something out of the window to let fire personnel know you are there, put something in cracks around the door, and phone 911 if possible.
**Evacuation of the handicapped**

Classroom instructors and laboratory teaching assistants are responsible for designation of two or more students to assist any handicapped individuals in his/her class or lab out of the building when the evacuation alarm sounds. He/she should instruct the students not to use the elevator, which may fail during the emergency. Instead, take students in wheelchairs to the nearest Area of Refuge and seek help in getting him/her out of the building. Wheelchair handicapped students on the ground floor may be wheeled out through the rotunda doors or doors at the south end of the building. If such exits are blocked, the handicapped may be wheeled into a Safe Haven stairwell while help is summoned. Blind or other handicapped students needing assistance should be assigned guides.

**H. Special instructions for Floor Wardens**

Begin at the farthest reach of your area and ensure 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. Floor Wardens must not endanger themselves in connection with their duties. 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, so be strong, positive and insist. 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 assemble. 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 are often too many obstructions for a helicopter rescue on campus. If one stair is full of smoke go to another stair.

Special attention needs to be given to any people with disabilities, in particular those who are visitors and unfamiliar with the building. A process is necessary to ensure they are notified and accounted for. See Appendix G for further details.

When leaving the building Floor Wardens must report to the Chair, Administrator or Safety representative with the following information:

- All people notified and evacuated
- Disabled person(s) in stairwell needing to be evacuated
- Other situations needing attention, i.e. unconscious or injured people

**Duties of the Floor Warden**

a. Be familiar with the “Emergency Evacuation and Operations Plan” (EEOP). It contains the function and activities of building staff during emergencies, indicates how these activities are to mesh with responding emergency personnel, and includes information
on the building and its emergency protection systems, emergency equipment testing procedures, and a list of all the floor wardens in your building. Your Fire Safety Director will have copies of the EEOP available for use.

b. Distribute copies of the completed plan, or appropriate sections of it, to all people in your area of responsibility.

c. Know where people with disabilities are located in your area and what their alarm response will be (See attachment G). People may use areas of Refuge or individual rooms with mobility disabilities during a fire alarm. The Areas of Refuge are the stairwells at the opposite ends of the building. (The central stairwell IS NOT an Area of Refuge). 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) 543-0465.

d. Coordinate with the other Floor Wardens on your floor to work together and avoid duplication of tasks.

e. Walk over your primary and secondary evacuation routes at least once to familiarize yourself with emergency exits and routes to the assembly area.

f. Attend training sessions and meetings to review procedures and duties, if necessary. EH&S and SFD offer Floor Warden training sessions regularly.

g. Know where hazardous conditions or situations in your area may exist. Know the location of flammable, radioactive and other hazardous materials.

h. Know where the phones and pull stations are and know HOW to turn in an alarm.

i. Know how the alarm system responds. The alarm sounds throughout the building and all occupants, except people with physical disabilities, must evacuate.

I. Teaching Assistants, Research Labs

When the evacuation (fire) alarm sounds, teaching assistants should instruct their sections to turn off all flames and turn off all electrical equipment except in cases where electrical shutdown would increase fire or ventilation hazards. Teaching Assistants should be familiar with the two most direct routes from their instructional laboratories to the outside and should be prepared to point them out to their laboratory students.

TAs should assemble their students outside and take roll to ensure that all students have left the building. TAs should remain with their students until it is safe to enter the building or the instructor has dismissed the class. Researchers should shut off all flames, turn off electrical equipment where prudent, and evacuate the building.
**J. Procedures in the Case of Bomb Threats**

University personnel receiving telephoned bomb threats should attempt to get the exact location where the bomb has been planted, or is going to be planted. Also attempt to get as much information as possible about the caller, e.g., male or female, accent, etc. Listen for the background noise that may indicate the location of the caller. After receiving a threatening call, report it immediately to University Police at 911. Bomb threats received through the mail or by other means, or suspicious packages delivered to departments, are also to be reported immediately to University Police. Checklists, which show information that may aid in locating a telephone threat bomb, and screening procedures for suspicious packages, are provided as attachments to this OP. The checklist should be completed as soon as possible after receiving a threatening call.

**K. Procedures in the Case of Chemical Spills**

Please note that packaged waste must be handled according to policies and guidelines established in the UW Hazardous Waste Management Guide (Part II of the Laboratory Safety Manual). Contact the EH&S Chemical Waste Group at (206) 685-2848 for assistance. Laboratory personnel who have been trained by their PI or lab supervisor and are properly equipped to handle the situation may clean up spills that do not endanger workers in the immediate area. Chemical spill guidelines should be established by the PI or lab supervisor and should take into consideration the following:

1. The hazards of the chemical(s) involved
2. The amount of the chemical(s) spilled
3. The possible spill locations
4. Availability of spill clean up materials or kits*

(See Section III.B.7 of the Laboratory Safety Manual for help in assembling a spill clean up kit.)

If the spill is large, if the chemical is not easily identified, or if the chemical is extremely hazardous, then:

1. Evacuate all personnel from the area.
2. Report: Main Campus UW Police - Dial 911
   Harborview - Dial 3000
   UW Medical Center – Dial 911
3. 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.
4. Attend to injured or contaminated people and remove them from exposure.
5. Alert personnel to evacuate the area, as appropriate. Pull the fire alarm pull station to alert building occupants and to summon the Seattle Fire Department.
6. Turn off ignition and heat sources if it is safe to do so.
7. Close doors to the affected area.
8. Provide information and assistance to responding emergency personnel.

The UW Police will notify the Seattle 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 Seattle Fire Department, do not reoccupy the area. Contact Environmental Health & Safety at (206) 543-0467 for assistance.

L. Procedures in the Case of Earthquakes

- If indoors, watch for falling objects such as light fixtures, bookcases, cabinets, shelves, and other furniture that might slide or topple. Stay away from windows. If in danger, get under a table or desk, into a corner away from windows, or into a structurally strong location such as a hall by a pillar. Do not run outside.

DROP, COVER AND HOLD

- 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.
- When the shaking stops, check for injuries to personnel in your area. Do not attempt to move seriously injured people unless they are in immediate danger. Render first aid assistance if required.
- Check for fires or fire hazards-spills of flammable or combustible liquids, or leaks of flammable gases.
- Turn off ignition and heat sources if it is safe to do so.
- Shut off all gas sources
- Exit the building, if possible, and go to the assembly point to report on injuries, damages, and potentially hazardous conditions. Call or send a runner to the Emergency Operations Center to notify them of any needed assistance and emergencies that may exist. Once you have exited the building do not reenter until trained emergency personnel have declared the building safe.
- Use the telephone system only for urgent matters.

Personnel should know the location of first aid kits, fire alarms, and extinguishers. The names of employees with current first aid skills are available to all departmental personnel (Appendix A). Floor Wardens are responsible for walking through their assigned areas, assisting in evacuations, and reporting to the emergency assembly point. These activities must not significantly delay departure from the building or put the Floor Warden in danger.
M. Procedures after an earthquake

- Do not use matches, lighters, open flame appliances or electrical switches until you are sure no gas leaks exist. If you are qualified to do so, check utility lines and equipment for damage; shut off gas and electrical power if possible and appropriate.
- Report injuries, emergencies and damages as appropriate. Use telephone systems for urgent matters only.
- Verify that spilled chemicals or other potentially harmful materials are cleaned up and properly disposed of.
- Check to see that sewage lines are intact before permitting continued flushing of toilets.
- Be prepared for after-shocks. Although most of these are smaller than the main shock, some may be large enough to cause additional damage.

N. COORDINATION WITH OTHER EMERGENCY PLANS

In Level II and Level III emergencies (defined in the next section), the Emergency Task Force will be coordinating efforts with the University Police (1117 N.E. Boat Street, (206) 543-9331 or 911). An evacuation and operation plan is a key component in department safety plans and University disaster planning and must be coordinated with these other emergency/safety plans.

UW Emergency Operations Plan

This plan outlines procedures and duties for obtaining information, communicating with the UW Emergency Operation Center (see section E.4), responding to non-fire building emergencies, and other contingencies that are consistent with the University of Washington’s Emergency Operations Plan for large scale or campus-wide emergencies.

- **Level I Emergency**: A localized emergency with limited impact, such as fire, hazardous material incident, or limited power outage.
- **Level II Emergency**: A campus event such as a major fire, civil disturbances or widespread power outage.
- **Level III Emergency**: A community or region-wide event such as an earthquake or multi-casualty incident.

If there is an immediate danger, the person(s) identifying the situation should contact the police or fire department directly by phone (911) or by pulling an alarm to summon aid. For a limited emergency (Level I or II), the person discovering the incident reports to the Department Administrator who will notify the appropriate campus department such as the University Police, Physical Plant, or the Department of Environmental Health and Safety. In case of a building evacuation everyone should report to the assembly point on the lawn just south of Drumheller Fountain. For a community-wide event (Level III), the emergency plan primary contact or an alternate will establish contact with the UW
Emergency Operations Center (EOC). The first location for the EOC is Room 111 of the University of Washington Police Department, Bryant Building, 1117 NE Boat Street. The secondary location is the Physical Plant Communications Center, Plant Operations Building, Jefferson Road. Contact will be established by normal phone system (911) if possible, or by runners.

Priorities for Action in an Actual Emergency

1. Account for personnel.
2. Conduct an initial review of damage and injuries and identify the major problem(s).
3. Isolate and control all hazardous areas if possible. Secure area and contents.

O. UNIVERSITY EMERGENCY RESOURCES AND CONTACTS

1. UW Police Department
   The University of Washington Police Department (UWPD), at 1117 NE Boat Street in the Bryant Building, maintains an emergency Communications Center 24 hours a day, 7 days a week. To report an emergency of any kind, including but not limited to fire, medical emergency, or hazardous material spills or release, dial 911 from any telephone with a campus prefix. If the phone is a private line, as in residence rooms, or a pay phone, the number is 911.

2. Environmental Health and Safety
   Environmental Health and Safety (EH&S) is available to provide consultation and support for hazardous material spills and releases, temporary controls, and other general information to the Seattle Fire Department (SFD), UWPD, and UW.

   **EH&S is not an emergency response unit. Report all emergencies to the UWPD.**

3. Facilities Services
   Facilities Services’ Plant Operations division maintains 24 hours a day, 7 days a week response unit called the Facility Operations Maintenance Specialists, known as “FOMS” or “Unit 2.” The FOMS respond automatically to all fire alarms, and other emergencies to provide support for the UWPD and SFD. This support includes, but is not limited to, the operating/resetting of the fire alarm system; operating the heating, ventilation, and air-conditioning systems (HVAC); and the shutdown of steam, water, electrical, and other utilities. FOMS support may be requested through the UWPD.

4. UW Emergency Operation Center
   For a major local or regional emergency, the UW President may request activation of the University’s Emergency Operation Center (EOC). The location of the EOC is Room 111 of the Bryant Building on 1117 N.E. Boat Street. EOC staff will make decisions concerning the use of available resources and communicate with outside agencies and authorities. Information on missing
people, building emergencies, first aid, and other needs must be provided to the EOC through the UWPD by using campus telephone systems (See F. Emergency Communications) or by runner if the telephone systems fail. The secondary EOC location is the Physical Plant Communications Center located in the Plant Operations building on Jefferson Road.

P. EMERGENCY COMMUNICATIONS

Monitored Systems
The building fire alarm system is continuously monitored by a contracted service and, in a back-up capacity, by the UW Police Department’s Communication Center. All alarms result in an automatic response by Seattle Fire Department, UW Police, and Facility Services’ FOMS unit.

Special Positions
The Fire Safety Director, Floor Wardens, and their alternates are employees and occupants of the EE 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.

The emergency plan primary contact is John Young. He is responsible for the department’s activities if an emergency is declared. In the absence of the primary person, TBA will be responsible for carrying out the requirements. If an emergency happens when these members of the department are not available, Bill Lynes, will have decision-making authority. A contact person, appointed by the advisor of each research group, is responsible for laboratories (Appendix B) and areas identified as possible problem areas.

Fire Safety Director Responsibility and Control
For a community-wide event (Level III), the Fire Safety Director, or an alternate, will establish contact with the UW Emergency Operations Center (EOC). The first location for the EOC is Room 111 of the University of Washington Police Department at 1117 N.E. Boat Street. The secondary location is the Physical Plant Communications Center in the Plant Operations building on Jefferson Road. Contact will be established by normal phone system (911), single line phones or runners.

Fire Safety Director and Alternates Duties
1. Prepare and maintain their building Emergency Evacuation and Operations Plan (EEO). EH&S can help with technical questions. A copy of the completed plan is located in the department reference station.
2. Coordinate with the department administrator.
3. Assign floor wardens (and alternates) for all areas of the building and insure that they know what their duties are in case of an evacuation. Floor warden orientation is required when there are changes of personnel. A current list of
floor wardens and alternates is to be maintained in the building’s EEOP (See Appendix A).

4. Ensure classroom instructors inform students about emergency procedures, exit routes, and assembly points on the first day of class.

5. Schedule “Floor Warden Training” for assigned personnel. Contact the EH&S Training Section.

6. Schedule, conduct, and record fire drills as required by the Seattle Fire Code and WAC 296-24. (See Appendices H, I, J and K)

7. Review the emergency plan at least annually and confirm that it is current.

8. Assure emergency services, UWPD, FOMS, SFD, and EH&S, are notified for all building emergencies as appropriate.

9. During a fire alarm, report to the outside assembly point and act as a liaison with responding emergency services and do the following:
   a. Receive status reports from area floor wardens.
   b. Provide information about the building layout, systems, processes, and special hazards to Facility Services, SFD, UWPD, and other emergency personnel.
   c. Help the Facility Services Personnel (FOMS), and the Seattle Fire Department in the operation of the Fire Alarm Panel if required.
   d. Coordinate with department administrator on building occupation and operation issues.

10. Assign Floor Wardens or other personnel, as needed, to be stationed by all other building entrances to prevent unsuspecting personnel from reentering the building. When an “ALL CLEAR” determination is made by the fire or police department, the Fire Safety Director notifies the floor wardens that the occupants may reenter the building.

Q. FIRE EXIT DRILLS

Evacuation drills will be scheduled, conducted, and recorded by the Fire Safety Director. Procedures for planning, scheduling, conducting, critiquing, recording, and reporting fire drills are outlined in Appendices H, I, J and K.
Appendix A

Responsible Individuals

1. FIRE SAFETY DIRECTOR AND ALTERNATES

   a. Fire Safety Director for EE/CSE Building: John Young
   b. Alternates for the Fire Safety Director: TBA

2. FLOOR WARDENS

   Lower Basement: Bill Lynes
   Upper Basement: None
   First Floor: Bill Lynes (Labs)
   Second Floor: Rich Christie
   Second Mezzanine: Jack Lockhart
   Third Floor: Sekar Thiagarajan
   Third Mezzanine: Sumit Roy
   Fourth Floor: Noel Henry
   Fourth Mezzanine: Brian Otis and Jenq-Neng Hwang

3. FIRST AID CONTACTS

   For each assigned or volunteer contact for First Aid and CPR, list the following:
   Name:
   Room #:
   Phone:
Appendix B

Unusually Hazardous Locations and Key Laboratory Personnel

The following areas have been identified as unusually hazardous locations. The first responsibility in case of an emergency is getting yourself to safety. If time permits, it is recommended that the operator shut down all hazardous processes, gas and power in these areas before evacuating the building.

List unusually hazardous locations, the Principal Investigator and lab contacts at each location and how to contact them.

List Effective this Date: 03/09/10

Room PI Lab Contact

B030 R. B. Darling
Hazard(s): Toxic materials, flammable solvents, compressed gases, acids and bases, and high voltage electricity.

B023 R. B. Darling
Hazard(s): Toxic materials, high temperature furnaces, RF power generators, cryogenic fluids, rotating machinery, flammable solvents, acids and bases, high voltage electricity, and compressed gases.

B029 R. B. Darling
Hazard(s): Toxic materials, high temperature furnaces, RF power generators, cryogenic fluids, rotating machinery, flammable solvents, acids and bases, high voltage electricity, and compressed gases.
This list should also include ALL of the chemical use areas in the EE/CSE building. Each of these areas involves potentially toxic materials, compressed gases, flammable solvents, acids and bases, and in some cases biologically hazardous materials.
Appendix C

Building Evacuation Plans

The evacuation plans should be used as a guide in developing evacuation procedures for all building occupants. Evacuation routes should be available for review by employees and posted at various locations. Contact EH & S’s Fire Safety Section, at (206) 543-0465, for building evacuation floor plans or assistance in identifying assembly points.

Fire exit drills are necessary to refine the evacuation procedure.

A. 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, the alternate exit should be taken.

B. Assembly Points:

For all emergencies, you are to meet on the lawn just south of Drumheller Fountain. This facilitates accounting for all personnel, lending assistance if needed, and remaining out of the way of emergency personnel.
Appendix D

Emergency Evacuation for People with Disabilities

General

This appendix provides a general guideline of evacuation procedures for people with disabilities, which would make exiting difficult, during fire and other building emergencies. 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.

Be familiar with evacuation options. Seek evacuation assistants who are willing to help in case of an emergency.

Ask supervisors, instructors, Disabled Student Services, or Environmental Health & Safety about evacuation plans for buildings.

Most UW buildings have accessible exits at the ground level floor that can be used during an emergency. In buildings like the Health Sciences Center or Padelford all, people can move into the unaffected wings of the building rather than exiting. However, in most UW 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 Options

People without disabilities must evacuate to the nearest exit. People with disabilities have four basic evacuation options.

1. **Horizontal evacuation:** using building exits to the outside ground level or going into unaffected wings of multi-building complexes;
2. **Stairway evacuation:** using steps to reach ground level exits from the building;
3. **Stay in Place:** The Stay in Place approach may be more appropriate for sprinkler protected buildings or buildings where an “area of refuge” is not nearby or available. It may also be more appropriate for an occupant who is alone when the alarm sounds. A fire label on the jam and frame can identify a “solid” or fire resistant door. Non-labeled 1¼- inch thick solid core wood doors hung on a metal frame also offer good fire resistance. 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;
4. **Area of refuge:** With an evacuation assistant, going to an area of refuge away
from obvious danger. The evacuation assistants 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. Usually, the safest areas of refuge are the
pressurized stair enclosures at each end of the building. Other possible areas of
refuge include: fire rated corridors or vestibules adjacent to exit stairs. Many
campus buildings feature fire rated corridor construction that may offer safe
refuge. Taking a position in a rated corridor next to the stair is a good alternative
to a small stair landing crowded with the other building occupants using the
stairway. In the EE/CSE building, areas of refuge exist on each floor’s end
stairwells (NOTE: The central staircase IS NOT an area of refuge). These areas of
refuge contain an emergency phone that can be used to call for assistance in the
event of an emergency. For assistance in identifying areas of refuge, call EH&S,
Fire Safety at (206) 543-0465.

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
Seattle Fire Department (SFD). The SFD will tell the individual their decision or
relay the information via the University of Washington Police Department
(UWPD).

**Disability Guidelines**

Prior planning and practicing of emergency evacuation routes are important in assuring a
safe evacuation.

**Mobility Impaired - Wheelchair**

*People 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 SFD or UWPD 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 too.*

If the 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.

Trained professionals should conduct stairway evacuation of wheelchair users. (SFD)
Only in situations of extreme danger should untrained people attempt to evacuate
wheelchair users. Moving a wheelchair down stairs is never safe.
**Mobility Impaired - Non-Wheelchair**

People with other 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 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. People 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 people 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. People 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 their commonly traveled route, people who are visually impaired may need assistance in evacuating. The assistant should offer his/her 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.

**Resources**

The information provided in this appendix is also available in a brochure titled, “Campus Health and Safety Emergency Evacuation for People with Disabilities.” These guidelines are designed to complement the University Emergency Plan – Departmental Planning Guide, and to provide general information and promote planning.

If you have any questions or would like copies of the brochure, call Environmental Health & Safety, Fire Safety Section at (206) 543-0465, or the Disabled Student Services Office at (206) 543-8924 (V/TDD). This brochure can be made available in alternate formats for people with disabilities. Please contact the Disability Services Office with any requests at least 10 days in advance. (206) 543-6450 (Voice); (206) 543-6452 (TTY); (206) 685-3885 (FAX); access@u.washington.edu (e-mail). (Revision 5/96)
Appendix E

Procedures for Planning and Scheduling Fire Drills

1. Preparation

   a. **Meet with Fire Safety Director and Floor Wardens to:**
      i. Review procedures, duties, and evacuation routes as outlined in the plan.
      ii. Determine who will participate in the drill.
      iii. Confirm participants are familiar the plan.
      iv. Establish a date and time for drill that is convenient but assures appropriate participation.

   b. **Notification and Technical Assistance**
      i. Call Physical Plant’s Signal Shop’s Supervisors at (206) 685-2758 to arrange for a technician to activate the alarm system and reset it after the drill.
      ii. Notify UWPD of the time and date of the drill.
      iii. For assistance in conducting and critiquing the drill, notify EH&S Fire Safety at least one week in advance at (206) 543-0465. (Optional)

   c. **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.

2. Day Before Drill

   a. **Prepare any special props for the drill (optional)**
      i. Cardboard flames or balloon for location of fire
      ii. Cardboard smoke barriers to indicate blocked corridors and/or stairways and size of fire.

   b. **Confirm responsibility roles with players**
      i. Building staff (Fire Safety director and floor wardens)
      ii. Plant Operations - to activate the alarm system.
      iii. EH&S Fire Safety or other third party observer (optional).
Appendix F

Conducting, Critiquing and Recording Fire Drills

1. Conducting the Fire Drill

a. Participation

The Washington Administrative Code 296-24-567 requires that all employees train a sufficient number of people to assist in safe and orderly emergency evacuation of employees. To meet this requirement and ensure safety for all faculty, staff, students, and visitors, University low-rise buildings must conduct a fire drill that will include the participation of all building occupants. It is recommended that the annual drill be conducted during autumn quarter to orient new faculty, staff and students.

b. Alarm Activation and Evacuation

i. Special props, if used, should be installed just prior to activating the alarm.

ii. Plant Operations personnel upon request of the Fire Safety Director will initiate a building-wide alarm. 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 another building occupant to assist you in following proper procedures."

iii. Evacuation of all occupants should follow in accordance with established procedures (See H. and Appendix C).

iv. Floor Wardens must report to their area of responsibility.

2. Critiquing the Drill

The floor wardens and fire safety director should verify the following:

a. Floor wardens responded to assigned floor or area and performed assigned duties.

b. Staff could hear clearly and respond to the alarm and any additional instructions.

c. Floor wardens accounted for missing occupants, guided occupants to safety, completed floor checks and reported to the Fire Safety Director.
d. People with disabilities were accounted for and helped.
e. No one attempted to use elevators for evacuation.
f. Occupants reported to nearest stair or exit and proceeded to an outside assembly point.
g. Occupants who exited did not re-enter prematurely.

3. Recording the Drill

a. The Fire Safety Director will summarize critique comments and initiate appropriate follow-up for items that need improvement.
b. The Fire Safety Director will complete and distribute the Fire Drill Report Form (Appendix G).
APPENDIX H
BOMB THREAT CHECKLIST

Exact time of call:

______________________________________________________________________

Exact words of caller:

______________________________________________________________________

QUESTIONS TO ASK

1. When is the bomb going to explode?
2. Where is the bomb?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. Where are you calling from?
9. What is your address?
10. What is your name?
11. CALLER’S VOICE :(circle) Male   Female

   Calm       Stutter       Deep         Stressed
   Disguise   Sincere       Giggling     Loud
   Nasal      Slow          Crying       Accent
   Angry      Lisp          Squeaky      Slurred
   Broken     Rapid         Excited      Normal

12. If voice is familiar, whom did it sound liked?
13. Were there any background noises?
14. Person receiving call:

Date: _____________________
Telephone number where call received on: ____________________

**REPORT CALLS IMMEDIATELY TO: UWPD AT 911 or (206) 543-9331**
Evacuation Plan

1. When an alarm sounds:
   a. Evacuate the building, using stairwell exits only. Assist people with disabilities. **Do not use the elevators.**
   b. Assemble on the lawn to the west of the building where supervisors will do a head count.
   c. Remain there until an emergency official gives the “All Clear” to re-enter the building.

2. Evacuating People with Disabilities
   a. Wheelchair user- The stairwells at each end of the building provide areas of refuge for a person in a wheelchair. Direct or assist person in wheel chair to the stairwell unless smoke or fire there (Otherwise, the best option is to move the person to a nearby room with a door.). Tell person to remain in stairwell until emergency personnel can assist them. After you evacuate the building, tell emergency personnel about the person needing assistance.
   b. Visually Impaired-Explain the nature of the emergency. Offer to guide person to safety. Offer your elbow to the individual. As you walk, describe where you are and advise the person about any obstacles. When you reach safety, orient the person to where he or she is and ask if further assistance is needed.
   c. Hearing-Impaired-Alert a hearing impaired person. Emergency instructions can be given by writing a short, explicit note to evacuate.

Fire

3. To report a fire
   a. Pull the fire alarm (It automatically notifies the Seattle Fire Department.)
   b. If the fire alarm does not work, call 911 from a safe location and notify occupants. If the fire is no larger than a wastebasket and you have fire-fighting training, you may attempt to put out the fire.
   c. Close all doors and windows to help contain the fire.
   d. Evacuate the building by using the stairwells or grade level exit. If you are caught in the smoke, stay as low as possible to avoid inhaling it.
   e. Proceed to the assembly area on the lawn west of the building.
   f. If an area of the building is sectioned off, do not enter it (fire investigation will occur there). In case of water damage, salvage operations will begin as soon as possible.

Medical Emergency

4. In the event of an emergency accident or illness:
a. Call 911 and provide your name, building name, floor, locations and details about accident or illness.
b. Contact a Safety Team member so they can provide first aid/CPR.
c. Provide first aid assistance only to the extent of your personal training and ability.
d. Do not move the injured or ill person unless it is necessary to avoid further injury.
e. Reassure the victim that emergency aid is on the way.
f. Have someone meet the emergency personnel to direct him or her to the emergency location.

First Aid Reminder Tips (If you are qualified)

5. If someone appears to be unconscious
   a. The victim should be gently shaken and asked if they are okay. If there is no response or audible breathing, follow the directions below.

6. To start victim’s breathing
   a. Position victim flat on his/her back, gently tilt the head back and open the airway.
   b. Pinch the nose closed and give two slow, full breaths. Watch the chest rise and fall during each breath.
   c. Breathe into the victim once every five seconds (for infants, breathe more gently once every three seconds).
   d. If pulse is absent, depress lower half of sternum straight down about 1½-2 inches, fifteen times within 10 seconds. Then pinch the nose closed and give two slow, full breaths. Watch the chest rise and fall during each breath. Continue this CPR process until help arrives.

7. To prevent choking
   a. For a conscious person, use the Heimlich maneuver (quick abdominal thrusts).
   b. For an unconscious person, attempt to start the victim’s breathing as instructed in this section. If the person’s airway is still blocked, give 6 to 10 abdominal thrusts. Continue to check for breathing.

8. To stop bleeding
   a. Press directly on the wound with clean sterile gauze, sanitary napkin, or handkerchief. Maintain steady pressure for 5 to 15 minutes. If bleeding is from an arm or leg, elevate that limb.

   Note: To reduce the possibility of contracting a communicable disease, you should wear rubber gloves when treating wounds.

9. To treat for shock
   a. Keep victims warm and lying flat with legs slightly elevated.

10. Unknown Odors
a. Contact a Safety Team member who will investigate the odor, determine the degree of hazard, and the odor location.
b. Cooperate with instruction given by the Safety Team.

11. Elevator Problems  
a. If trapped inside, push the “bell” button, open the phone box door, and press the red button to automatically dial for help.
b. If you discover an elevator stalled, call John Young, (206) 221-6813 or dial 5-1411, and assure anyone inside that help is on the way.
c. If elevator stalls and emergency situation exists inside, call 911.

12. Severe Weather  
a. During working hours, normal operations will continue unless your supervisor notifies you otherwise.
b. After working hours or suspended operation of the University, call (206) 547-INFO (4636) or listen to local radio stations to determine if the University is open.

13. Civil Disturbance (riot)  
a. Remain calm and stay at your work area unless in immediate danger.
b. Dial 911 to report the situation.
c. Stay away from windows and glass doors.

14. Suspicious person  
a. Establish eye contact and ask if you can help him/her.
b. Do not physically confront the person.
c. Do not let anyone into a locked building/office.
d. Do not block the person’s access to an exit.
e. Call 911.
f. Keep a safe distance. Note the person’s travel direction. Attempt to obtain as much information as possible such as: sex, age, weight, race, body type, clothing, jewelry, scars, tattoos, etc…

15. Workplace threats/harassment  
a. Be sensitive to your workplace. Notice if an abnormal condition occurs. Do not ignore threatening behavior. Report concerns (and any threats) to your supervisor/manager or to Personnel, or contact University Police for advice and assistance.
b. Do not tolerate verbal or physical harassment from anyone. Do not give out personal information about a co-worker (e.g., home address/telephone #, etc.) Report civil protection orders (“no contact” or “restraining” orders) to University Police. Position yourself so that a visitor cannot block your access to an exit.
16. **Power Outage**  
   a. The campus Merlin phone system will not function. Single-line campus phones and pay telephones should be operational.  
   b. If you are in a darkened area, remain calm and move cautiously to a lighted area. If the emergency power is in operation, lighted signs may indicate exits.  
   c. Turn off and unplug computers and other voltage-sensitive equipment to protect them against possible surges when power is restored.

17. **Volcanic Eruption**  
   a. In case of a volcanic eruption that is predicted to send an ash cloud over the Seattle area, take these precautions:  
   b. Keep doors and windows closed.  
   c. **Do not** evacuate the building unless a Fire/Safety official instructs you to do so. For medical help, dial 911. Provide first aid only to the extent of your personal training and ability.  
   d. Listen to AM 710 for updates on outside conditions.  
   e. Fire/Safety official will provide information regarding course of action.  
   f. **Do not** restart computers until the area has been cleaned of any volcanic dust accumulation. Missing section on Water Leakage.

18. **Water Leakage**  
   a. Report leakage to John Young, Building coordinator (206) 221-6813 or Nancy Cameron, Administrator)  
   b. During evening or weekends, report leaks to Physical Plant Communications Center, (206) 685-1411. (This number is answered by UW police during this time period)

19. **Chemical Exposure**  
   a. Recognize a hazardous material as any spill of a known or unknown chemical where cleanup cannot be handled by typical office, bathroom, or kitchen supplies.  
   b. Alert your supervisor and anyone in the immediate area to spread the word.  
   c. Evacuate the area, then dial 911 and describe the situation so professionals can determine the appropriate response.  
   d. If you came in contact with the chemical, wash the area with clean water for at least 15 minutes (i.e. if in the eyes, use a fountain and hold eyes open under the water).  
   e. Seek medical attention if necessary

20. **Earthquake (If indoors):**  
   a. Take cover under a desk, table or in a doorway.  
   b. Stay away from outside doors, windows and objects that could fall. **(Bookshelves and cabinets)**  
   c. Remain there until Fire/Safety official advises you.
d. Keep phone on receiver to alleviate jamming of telephone lines.

21. Earthquake (If outdoors):
   a. Do not re-enter building until fire/Safety officials approve re-entry
   b. Stay away from buildings, overhead lines, poles or other objects that could fall or shatter

   **In both cases:**
   a. Be prepared for after-shocks
   b. Wait for instructions. Tune to AM 710 (federally designated Emergency Broadcast System) and use phones only for emergency communications
   c. Call 911 to report any injuries. Give first aid only to the extent of your personal training and ability
   d. To locate emergency supplies or get assistance if you suspect gas, electric or other problem, contact a Safety Team member

   **In case of a major disaster**
   a. The city will coordinate overall emergency response efforts from its Emergency Operations Center. If phone lines are disabled, an alternative communication system will be established. Turn on a battery operated radio to AM 710
APPENDIX C
SAMPLE INCIDENT-ACCIDENT FORM

Please click on the link provided to access the form(s):
http://www.ehs.washington.edu/forms/Incident.pdf

APPENDIX D
LABORATORY SAFETY SURVEY CHECKLIST

Please click on the link provided to access the form(s):
ftp://www.ehs.washington.edu/labcklst.doc

APPENDIX E
OFFICE SPACE INSPECTION CHECKLIST

Please click on the link provided to access the form(s):
ftp://www.ehs.washington.edu/offcklst.doc
APPENDIX F
WORKPLACE INSPECTION FORM

Please click on the link provided to access the form(s):
ftp://www.ehs.washington.edu/wrkcklst.doc

APPENDIX G
ASSESSMENT OF HAZARDS ASSOCIATED WITH RESEARCH PROTOCOLS

Please click on the link provided to access the form(s):
http://www.ehs.washington.edu/forms/RPHAinstructions.doc

APPENDIX H
RESEARCH PROJECT HAZARD ASSESSMENT

Please click on the link provided to access the form(s):
http://www.ehs.washington.edu/forms/RPHA.doc
APPENDIX I
CHEMICAL INVENTORY FORM AND INSTRUCTIONS

Please click on the link provided to access the form(s):
http://www.ehs.washington.edu/forms/inventory_LSS_form.pdf

APPENDIX J
CHEMICAL COLLECTION REQUESTS (SCHEDULED AND UNSCHEDULED)

Please click on the link provided to access the form(s):
Or
http://www.ehs.washington.edu/forms/UoW1471.pdf

APPENDIX K
LASER REGISTRATION FORM

Please click on the link provided to access the form(s):
http://www.ehs.washington.edu/forms/form600.doc
APPENDIX L
FIRE DRILL REPORT FORM

Please click on the link provided to access the form(s):
http://www.ehs.washington.edu/forms/firedrillreport.doc