Emergency Resources

Bellevue Police Department (BPD)
Non-Emergency: 425-577-5656
Emergency: 911 or 9-911

Wright Runstad Security
206-224-1203

After Hours Access Issues
206-897-9035

KIRO AM #710
Official Emergency Broadcast Station

Environmental Health and Safety
(206) 543-7262

Fire Safety Director & Administrative Program Manager
Hannah Hullett: 206-897-9015

The Fire Safety Director acts as the liaison with the responding emergency service and others if a building emergency occurs. For a community-wide event, the Fire Safety Director will contact the Bellevue Police Department.

Evacuation Wardens
Floor 1: Jill Aronson Pfaendtner
Floor 2: Nicholas Ames
Floor 3: Hannah Hullett
Backup: Taryn Echert

Evacuation Wardens are familiar with primary and secondary evacuation routes, where hazardous conditions may exist, and the location of flammable, radioactive, and other hazardous materials. They are responsible for ensuring that floor is secure and occupants are safe or evacuated in an emergency.

Civil Demonstrations

1) If a civil demonstration occurs, but is manageable, notify the BPD via their non-emergency number.
2) If a demonstration becomes destructive, call 911 or 9-911.

Bomb Threats

If you receive a telephoned threat, try to get the exact location where the bomb has been planted or will be planted.

Get a much information as possible about the caller and note any background noise. Report it immediately to the police.

Building Emergencies

Building-related emergencies (e.g., water leak, broken window, pipe burst) should be reported immediately to Wright Runstad Security and/or GIX Facilities.

Fire Procedures

If you discover a fire, call 911 or 9-911.

1) When alarms sound, begin evacuation. Verbally notify occupants if alarms don’t sound.
2) Evacuate via the nearest stairwell or grade level exit (elevators will be automatically recalled to Floor 1 and shut down).
3) Go to the Evacuation Assembly Point (EAP).
4) Account for personnel at the EAP.
5) If you are trapped by smoke, stay low, cover your mouth with 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 cracks around the door. Phone 911 or 9-911 if possible.

Earthquakes

1) Drop, Cover, and Hold.
2) Do not run outside or use elevators.
3) When the shaking stops:
   a. Check for injuries to personnel
   b. Check for fires or fire hazards
   c. Turn off ignition and heat sources
   d. Shut off all compressed air sources
4) Exit the building with the Receptionist tool.

Front Desk Assistance

If immediate assistance is required, the receptionist on duty will ring the doorbell three times. Anyone within earshot of the bell should proceed to the front desk to provide help. If additional assistance is needed, the call may be repeated.

Evacuation Assembly Point

The primary assembly point is the parking lot directly behind the patio space of the building.

The secondary assembly point is the park immediately to the west of the building.

Updated January 2020
Steve Ballmer Building Evacuation Routes

First Floor

Second Floor

Third Floor