Emergency Evacuation and Operations Plan (EEOP)

Steve Ballmer Building
12280 NE District Way
Bellevue, WA 98005
TABLE OF CONTENTS

STEVE BALLMER BUILDING............................................................................................................. 1
EMERGENCY EVACUATION AND OPERATIONS PLAN (EEOP) .................................................. 1
A. PURPOSE ....................................................................................................................................... 1
B. SCOPE ........................................................................................................................................ 1
C. COORDINATION WITH OTHER EMERGENCY PLANS .......................................................... 1
D. COORDINATION WITH DEPARTMENTAL HEALTH AND SAFETY PLANS ......................... 1
E. BUILDING EMERGENCY RESOURCES AND CONTACTS ....................................................... 2
2. ENVIRONMENTAL HEALTH AND SAFETY ............................................................................... 2
4. KIRO AM #710 - OFFICIAL EMERGENCY BROADCAST STATION ........................................... 2
F. EMERGENCY COMMUNICATIONS ............................................................................................ 2
1. TELEPHONE ............................................................................................................................ 2

G. EXPECTATIONS FOR GIX STAFF & BUILDING OCCUPANTS .................................................. 3
1. EMPLOYEES, FACULTY, & STAFF ARE RESPONSIBLE FOR: .................................................. 3
2. SPECIAL POSITIONS ................................................................................................................. 3
3. FIRE SAFETY DIRECTOR RESPONSIBILITY AND CONTROL .................................................. 3
4. FIRE SAFETY DIRECTOR AND ALTERNATES DUTIES............................................................ 3
5. DUTIES OF THE EVACUATION WARDEN ................................................................................ 4
H. EMERGENCY PROCEDURES ...................................................................................................... 5
1. FIRE - PROCEDURES FOR OCCUPANTS .................................................................................... 5
2. FIRE - SPECIAL INSTRUCTION FOR EVACUATION WARDENS ............................................. 6
3. BOMB THREATS ......................................................................................................................... 7
4. MEDICAL EMERGENCIES .......................................................................................................... 8
5. CIVIL DEMONSTRATIONS .......................................................................................................... 9
6. EARTHQUAKES .......................................................................................................................... 9
4. EMPLOYEE ORIENTATION ...................................................................................................... 10
5. FIRE EXIT DRILLS ..................................................................................................................... 11

APPENDIX A - RESPONSIBLE INDIVIDUALS ...................................................................... 12
APPENDIX B - BUILDING EVACUATION PLANS ................................................................. 13
APPENDIX C - EMERGENCY EVACUATION FOR PERSONS WITH DISABILITIES .......... 14
APPENDIX D - PROCEDURES FOR PLANNING AND SCHEDULING FIRE DRILLS .......... 18
APPENDIX E - LOW RISE BUILDING PROCEDURES FOR CONDUCTING, CRITIQUING AND RECORDING FIRE DRILLS ........................................................................................................... 19
APPENDIX F - ASSEMBLY OCCUPANCIES PROCEDURES FOR FIRE DRILLS .............. 21
APPENDIX G - FIRE DRILL REPORT FORM ............................................................................... 23
APPENDIX H - ABOUT THE UW EMERGENCY OPERATIONS PLAN (EOP) ......................... 23

Updated May 2019
Steve Ballmer Building
Emergency Evacuation and Operations Plan (EEOP)

A. PURPOSE

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

B. SCOPE

This plan applies to all occupants in the Steve Ballmer Building.

C. COORDINATION WITH OTHER EMERGENCY PLANS

An evacuation and operation plan 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. UW Emergency Operations Plan

The ERMP outlines procedures and duties for obtaining information, communicating with the UW Emergency Operations 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.


The Makerspace Shop Safety Plan outlines shop safety, accident prevention, training procedures, standard operating procedures, and identifies the responsible parties (Shop Safety Coordinator) for the shops, labs, and makerspace on the second floor of GIX.

D. 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).
E. BUILDING EMERGENCY RESOURCES AND CONTACTS

1. Bellevue Police Department

The Bellevue Police Department is the primary response entity for all non-fire emergencies at the Steve Ballmer Building.

To report an emergency of any kind, including but not limited to fire, medical emergency, dial (9-from a landline) 911 from any phone.

To report incidents not requiring immediate assistance, call the police non-emergency number: 425-577-5656.

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 Bellevue Fire Department (BFD), and UW departments during normal business hours, 8:00 a.m. to 5:00 p.m. Monday through Friday.

EH&S is not an emergency response unit. Report all emergencies to the Bellevue Fire Department (BFD).

After normal business hours, EH&S may be reached through the UWPD using the EH&S Duty Officer system.

3. Wright Runstad Security

Wright Runstad Security should be notified for all matters relating to the building, from a fire to a civil demonstration. This provides an added layer of security for the building, and will ensure that the property manager has been notified of any concerns relating to the property.

To report such an incident to Wright Runstad Security call 206-224-1203.

4. KIRO AM #710 - Official Emergency Broadcast Station

KIRO AM #710 is the official area broadcast station in case of major disaster or University closing. Tune into this station for information.

F. EMERGENCY COMMUNICATIONS

1. Telephone
The Steve Ballmer Building telephone system will be used to the extent possible. In case of system failure or a power failure, complex phones will not function. An alternative to the building telephone infrastructure is the use of individual cellular telephones. The building fire alarm system is continuously monitored for alarm by a contracted service. All alarms result in an automatic response by Bellevue Fire Department.

5. Emergency Fire Telephone

An emergency telephone is located in parking garage A. This phone line connects automatically with the local Bellevue Fire Department for fire emergencies.

G. EXPECTATIONS FOR GIX STAFF & BUILDING OCCUPANTS

1. Employees, Faculty, & Staff are responsible for:

   a. Being familiar with and following EEOP procedures when required.

   b. Participating in training as required.

   c. Orienting and informing students and visitors of procedures to be followed in case of a building alarm or emergency. Visitors unfamiliar with building procedures should be informed and assisted as appropriate.

2. Special Positions

   The Fire Safety Director and Evacuation Wardens are employees and occupants of the Steve Ballmer Building and have either volunteered or been appointed to serve in these positions. They receive special training and the authority in their role in employee safety.

3. Fire Safety Director Responsibility and Control

   a. The Fire Safety Director acts as the liaison with the responding emergency service, EH&S and others if a building emergency occurs. 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 employee will have decision-making authority. Any possible problem areas should be reported to responding emergency personnel.

   b. For a community-wide event (Level III), the Fire Safety Director or an alternate will establish contact with the Bellevue Police Department.

4. Fire Safety Director and Alternates Duties

(1) A copy of the completed plan should be in all reference stations.

b. Coordinate with building administrators responsible for employee and visitor health and safety.

c. Assign evacuation wardens (and alternates) for all areas of the building and insure that they know what their duties are in case of an evacuation. Evacuation warden orientation is required when there are changes of personnel. A current list of Evacuation Wardens and alternates is to be maintained in the building’s EEOP (See Appendix A).

d. Assure public event staff for events with an occupancy of 300 or greater are assigned duties and receive required training as outlined in Appendix F.

e. Schedule “evacuation warden training” for assigned personnel. See EH&S Training Section.

f. Schedule, conduct, and record fire drills as required by the Bellevue Fire Code and WAC 296-24 (See Appendices D, E, and F).

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

h. Assure emergency services, BFD, Wright Runstad, and EH&S are notified for all building emergencies as appropriate.

i. During a fire alarm, report to the evacuation assembly point and act as a liaison with responding emergency services and do the following:

   ▪ Receive status reports from area evacuation wardens.
   ▪ Provide information about the building layout, systems, processes, and special hazards to Wright Runstad, BFD and other emergency personnel.
   ▪ Help the staff, and the Bellevue Fire Department in the operation of the Fire Alarm Panel if required.
   ▪ Coordinate with key building administrators on building occupation and operation issues.

j. Assign evacuation wardens or other assigned 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 Evacuation Wardens that the occupants may reenter the building.

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

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

c. Know where persons with disabilities are located in your area and what their alarm response will be (See Attachment C). Areas of Refuge or individual rooms may be used by persons with mobility disabilities during a fire alarm. Should a staff member have a mobility disability and cannot find an area of refuge on the floor plan, contact the Fire Safety Director at (206) 897-9029.

d. Coordinate with the other Evacuation 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 re-assembly area.

f. Attend training sessions and meetings to review procedures and duties, if necessary. EH&S and BFD offer Evacuation 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.

i. 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.

H. EMERGENCY PROCEDURES

1. Fire - Procedures for Occupants

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

   Silencing of the alarm is not considered an all-clear signal!
b. **If you discover a fire, call 911 or 9-911.** 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.

c. **If the fire alarm does not work, call 911 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.

d. **The first floor warden will evacuate with the Receptionist Tool,** in order to check that all guests of the building have safely evacuated and are accounted for.

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

   DO NOT USE THE ELEVATORS!

   When an alarm is sounded the elevators will be automatically recalled to Floor 1 and shut-off.

e. **Go to your pre-determined Evacuation Assembly Points** (EAP’s) as outlined in Appendix B.

   f. At the EAP’s, **account for personnel** (with the use of the Registration tool and access lists from CAAMS) and report to the Evacuation Wardens if any occupants are unaccounted for and may be trapped. Evacuation Wardens will report to the Fire Safety Director.

   g. **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.

2. Fire - Special Instruction for Evacuation Wardens
• 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 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 reassemble (See Appendix B). 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 too many obstructions for a helicopter rescue. If the stair is full of smoke go to another stair.

• 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.

• 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 C for further details.

3. Bomb Threats

GIX 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, determine if caller is male or female, accent, etc. Listen for any background noise that may indicate the location of the caller. The checklist below shows the 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 Bellevue Police Department at 911 or 9-911. Bomb threats received through the mail or by other means are also to be reported immediately to the Bellevue Police Department.

| Exact time of call: __________________ | Date: ______________ 
| Exact words of caller: __________________________________________________________ |
| QUESTIONS TO ASK THE CALLER: |
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?**

**INPUT ON CALLER:**

<table>
<thead>
<tr>
<th>Caller's Voice</th>
<th>Male</th>
<th>Female</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disguised</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nasal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Angry</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Broken</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stutter</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Slow</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sincere</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lisp</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rapid</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Giggling</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deep</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crying</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Squeaky</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Excited</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stressed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Loud</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Slurred</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Normal</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If voice is familiar, whom did it sound like?

**CALL DETAILS:**

Were there any background noises?

Person receiving call: Call received at:

**REPORT CALLS IMMEDIATELY TO BPD AT 911**

### 4. Medical Emergencies

1. **Stay calm.** Assess the situation. Look for a Medic Alert bracelet or necklace on the person requiring help.

2. **Have someone call 911.** 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, 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.**

5. **If the victim is unconscious:**
▪ **CALL:** Check the victim for unresponsiveness. If there is no response, Call 9-1-1 and THEN return to the victim. In most locations the emergency dispatcher can assist you with CPR instructions.

▪ **BLOW:** Tilt the head back and listen for breathing. If not breathing normally, pinch nose and cover the mouth with yours and blow until you see the chest rise. Give 2 breaths. Each breath should take 1 second.

▪ **PUMP:** If the victim is still not breathing normally, coughing or moving, begin chest compressions. Push down on the chest 1 1/2 to 2 inches 30 times right between the nipples. Pump at the rate of 100/minute, faster than once per second.

▪ **CONTINUE WITH 2 BREATHS AND 30 PUMPS UNTIL HELP ARRIVES**

   NOTE: This ratio is the same for one-person & two-person CPR. In two-person CPR the person pumping the chest stops while the other gives mouth-to-mouth breathing.

6. **If the victim is choking:**
   ▪ Make sure they are coughing and getting air.
   ▪ If the victim cannot speak or cough, and you think something maybe lodged in their throat, from behind, slip your arms around the victim’s waist. Make a fist with one hand and grasp with the other hand. Place your fist right above the navel area. Press into the abdomen with quick upward thrust. Repeat until the object is removed, or the victim starts breathing or coughing.

7. **If the victim is bleeding:**
   ▪ Use rubber gloves (contained in the first aid kit) and apply pressure to the area.
   ▪ If possible, elevate bleeding area above level of the heart.

5. **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.

6. **EH&S recommends First Aid/CPR training** for a handful of building volunteers to assist with medical emergencies associated with building evacuation and emergencies.

5. **Civil Demonstrations**

   In the case that a civil demonstration occurs but is manageable or minor, notify the Bellevue Police Department through their non-emergency number: 425-577-5656. In the unlikely event that a demonstration becomes destructive, get away from the area of potential harm and call 911.

6. **Earthquakes**
a. 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.

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

c. Do not use the elevators.

d. When the shaking stops, 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.

e. Check for fires or fire hazards - spills of flammable or combustible liquids, or leaks of flammable gases.

f. Turn off ignition and heat sources if it is safe to do so.

g. Shut off all gas sources.

h. Exit the building, if possible, and go to the assembly point to report on injuries, damages, and potentially hazardous conditions. Notify the Evacuation Warden and the Fire Safety Director of any needed assistance and emergencies that may exist. Once you have exited the building, do not reenter until the building has been declared safe by trained emergency personnel.

i. Use the telephone system only for urgent matters.

j. 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). Evacuation 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 Evacuation Warden in danger.

4. **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 Fire Safety 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.

5. 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 D, E, and F.
Appendix A - Responsible Individuals

A. FIRE SAFETY DIRECTOR

Hannah Hullett
Fire Safety Director
hhullett@uw.edu
206-897-9015

B. EVACUATION WARDENS

Floor 3: Hannah Hullett
Floor 2: Nicholas Ames
Floor 1: Jill Aronson Pfaendtner
Backups: Taryn Eichert

C. KEY CONTACTS

Emergency: 911 or 9-911

Bellevue Police (Non-Emergency): 425-577-5656

Wright Runstad Security: 206-224-1203

GiX After-Hours Issues: 206-897-9035
Appendix B - Building Evacuation Plans

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

Establish outside assembly points for your building. Indicate each floor’s designated assembly point(s) on or below the floor plan.

- **Primary Assembly Point**: All occupants will assemble in the parking lot directly behind the patio space of the building. See attached evacuation maps.
- **Secondary Assembly Point**: The secondary assembly point for all occupants will be the park to the east of the building.
Appendix C - Emergency Evacuation for Persons with
Disabilities

General
This appendix provides a general guideline of evacuation procedures for persons 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 assist in case of an emergency.
- Ask supervisors, instructors, Disabled Student Services, or Environmental Health & Safety about evacuation plans for buildings.

Evacuation Options
Persons without disabilities must evacuate to the nearest exit. Persons with disabilities have four basic evacuation options.

- **Horizontal** evacuation: using building exits to the outside ground level.
- **Stairway** evacuation: using steps to reach ground level exits from the building.
- **Stay in Place**: unless danger is imminent, remaining 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.

  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 “solid” or fire-resistant door can be identified by a fire label on the jam and frame. Non-labeled 1 3/4 inch thick solid core wood doors hung on a metal frame also offer good fire resistance.

- **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 pressurized stair enclosures common to high-rise buildings, and open-air exit balconies. Other possible areas of refuge include: fire rated corridors or vestibules adjacent to exit stairs, and pressurized elevator lobbies. Many 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. For assistance in identifying Areas of Refuge, contact the Fire Safety Director or 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 Bellevue Fire Department (BFD). The BFD will tell the individual their decision or relay the information via the GIX staff.

**Disability Guidelines**

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

**Mobility Impaired - Wheelchair**

Persons using wheelchairs should stay in place, or move to the freight elevator with their assistant when the alarm sounds. The evacuation assistant will press the call button on the elevator and tell the operator that there is a person in a wheelchair and will need assistance getting out of the building. The evacuation assistant should then proceed to the evacuation assembly point outside the building and tell BFD or the Fire Safety Director the location of the person with a disability. If the person with a disability is alone, he/she should phone emergency services at 911 – 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.

Stairway evacuation of wheelchair users should be conducted by trained professionals (BFD). 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**

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 (See reverse).

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.

Resources
The information provided in this appendix is also available in a brochure titled, *Campus Health and Safety Emergency Evacuation for Persons 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 persons 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 D - Procedures for Planning and Scheduling Fire Drills

A. PREPARATION

1. Meet with Fire Safety Director and Evacuation Wardens to:
   a. Review procedures, duties, evacuation routes as outlined in the plan.
   b. Determine who will participate in the drill.
   c. Confirm participants are familiar with the plan.
   d. Establish a date and time for drill that is convenient but assures appropriate participation.

2. Notification and Technical Assistance
   a. Call the Fire Safety Director to arrange for a technician to activate the alarm system and reset it after the drill.
   b. Notify BFD of the time and date of the drill.
   c. For assistance in conducting and critiquing the drill, notify EH&S Fire Safety at least one week in advance at (206) 543-0465 (optional).

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.

B. DAY BEFORE DRILL

1. Prepare Any Special Props for the Drill (optional)
   a. Cardboard flames or balloon for location of fire.
   b. Cardboard smoke barriers to indicate blocked corridors and/or stairways.

2. Confirm Responsibility Roles with Players
   a. Building staff (Fire Safety Director and Evacuation Wardens).
   b. Engineering Operations - to activate the alarm system.
   c. EH&S Fire Safety or other third party observer (optional).
Appendix E - Low Rise Building Procedures for Conducting, Critiquing and Recording Fire Drills

A. CONDUCTING THE FIRE DRILL

1. Participation

The Washington Administrative Code 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 faculty, staff, students, and visitors, University low-rise buildings must conduct a fire 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.

2. 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 engineering personnel upon request of the Fire Safety Director. 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 (See Appendix C).

   d. Evacuation Wardens must report to their area of responsibility.

B. CRITIQUING THE DRILL

The following should be verified by the Evacuation Wardens and Fire Safety Director:

- Evacuation Wardens responded to assigned floor or area and performed assigned duties.
- Staff could hear clearly and respond to the alarm and any additional instructions.
- Evacuation Wardens accounted for missing occupants, guided occupants to safety, completed floor checks and reported to the Fire Safety Director.
- 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.

C. RECORDING THE DRILL

- The Fire Safety Director will summarize critique comments and initiate appropriate follow-up for items that need improvement.
- The Fire Safety Director will complete and distribute the Fire Drill Report Form.
Appendix F - Assembly Occupancies Procedures for Fire Drills

A. CONDUCTING THE FIRE DRILL

1. Participation

Bellevue Fire Code, Article 14, requires employees (event staff) of public assemblies with occupancies of 300 or greater participate in fire drills or related activity at least every quarter (not to exceed 120 days). Patrons are not required to attend or participate. To meet this requirement assembly occupancies will:

a. Every quarter or prior to the event for athletic and other seasonal events, the building Fire Safety Director, or appointee, will meet with event staff to conduct a drill or exercise to review employee procedures and duties.

b. A drill, exercise, or orientation will be performed whenever there is a change in staff, building/exit configuration, or other substantive change.

2. Set up and Alarm Activation

a. Special props, if used, should be installed just prior to performing the drill.

b. An assembly drill may be performed at the same time as a comprehensive building fire drill, or independently. If the drill is performed independently, activation of the alarm system may not be possible without disrupting the balance of the building. In this case the audible alarm may be simulated.

c. Staff, ushers, stagehands and other associated staff should report to their area of responsibility. Requesting a small number of other persons to simulate patrons may be helpful in making the drill more realistic.

3. Evacuation Procedures

The following procedures should be simulated as practical for fire drills:

a. As the alarm sounds, or upon instruction, begin evacuation.

b. Keep people moving calmly, yet quickly. No one should be allowed to run. Assist those individuals with special needs.

c. Use all exits. Prop exterior exit doors open to help facilitate evacuation. Outdoor lighting will encourage and help speed the evacuation of patrons.
d. Keep patrons informed of the situation. Have a prepared evacuation message to help convey appropriate evacuation instruction and take pressure off staff.

e. Instruct people to move away from the building to a predetermined evacuation assembly point.

f. Prevent people from re-entering the building. (Patrons may re-enter the building only after the building has been declared safe by the Fire Department). **Silencing the alarm should not be considered an all-clear signal.**

g. Meet the fire department. The building emergency coordinator or event designee should meet the arriving fire department to inform them of the situation and assist them as needed.

h. Account for personnel as practical and identify a single location for patrons who have become separated from their parties to reunite.

B. CRITIQUING THE DRILL

The following should be considered in evaluating the drill:

- Did staff know the layout of the building?
- Did staff respond promptly as outlined above?
- Were all exits used?
- Is staff familiar with how to activate the fire alarm system?
- Is staff familiar with the evacuation procedures specific to this facility?
- Were all occupants accounted for?
- Is staff familiar with how to notify emergency services?
- Was a prepared evacuation statement read or available?
- Was the alarm audible?

C. RECORDING THE DRILL

The Fire Safety Director will complete and distribute the Fire Drill Report Form, record performance using critique questions above and on the form, and initiate appropriate follow-up for items which need improvement.
Appendix G - Fire Drill Report Form

Use the UoW 1213 form. A hard copy is available from the EH&S Building and Fire Safety Office at 206-543-0465. An electronic copy of the UoW 1213 form is available at the EH&S website.

Appendix H - About the UW Emergency Operations Plan (EOP)

In June of 1994, the University of Washington published its comprehensive EOP for campus operation during large scale or campus-wide emergencies. Copies of the campus EOP were distributed to organizational and departmental units in a red three ring binder titled *UW Emergency Plan* and should be in their primary Reference Station. The following is a summary of UW Emergency Operations Plan.

First, it is important to point out that this EOP 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 UW EOP. Part Three of the *UW Emergency Plan* contains a guide for departments to develop their own plan.

The UW EOP has been developed to provide for a coordinated and integrated campus-wide response to emergencies.

This plan is designed to function in coordination with other existing emergency response plans, such as the plan for the UW and the City of Bellevue.