



University of Washington  
Department of Sociology

# **Health, Safety, and Emergency Procedures Plan**

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This Health and Safety Plan applies to all Sociology offices in Savery Hall. If your office or class is housed in another building please contact the appropriate building coordinator for the Health and Safety Plan and emergency procedures for that building.

If you need any assistance or more information, contact the Sociology Administrative Office.

## **A. INTRODUCTION**

### **1. Scope**

The policies and procedures described here apply to Sociology personnel located in Savery Hall.

### **2. Health and Safety Policy**

This Health and Safety Plan shares the commitment of the University of Washington to provide a “safe and healthful environment for all individuals associated with the institution, including faculty, staff employees, hospital patients, and visitors” (University Handbook Vol. IV, Part VI, Chapter 4). It follows UW policy set in the Administrative Policy Statements (APS) 10.3, and is consistent with requirements in the Washington State Industrial Safety and Health Act (WISHA) (WAC 296-24, 296-62 and 296-800) which is administered by the Department of Labor and Industries (L&I).

### **3. Responsibility**

The Dean, Director, Chairs and Supervisors are responsible for maintaining safe work practices in their respective units, including required health and safety training. We understand that it is University policy that this responsibility can neither be transferred nor delegated (University Handbook, Vol. IV, Part VI, Chapter 4, Section 1.A).

Our department requires all employees to comply with health and safety regulations, with departmental policies and procedures that apply to their own conduct on the job, and to report accidents, injuries, and unsafe conditions to their supervisor.

### **4. Safety Committee**

The Department’s safety committee is Jerry Herting, Wendy Star, and Ulrika O’Brien. The Safety Committee has the following responsibilities:

- Promoting this Health & Safety Plan in our organization
- Updating this Plan, at least annually
- Scheduling employee safety training as requested by supervisors
- Coordinating with Environmental Health & Safety
- Providing assistance to supervisors and employees as needed to resolve safety complaints
- Maintaining current health and safety information, postings, and UW Health and Safety Committee Meeting Minutes
- Maintaining our organization’s safety records
- Keeping the department head aware of current safety concerns.

## **B. FUNDAMENTALS: 8 KEYS**

### **1. New Employee Health and Safety Orientation**

All our new employees, including those that are permanent, temporary, or part-time, must receive instruction for the following:

- Reporting procedures for fire, police, or medical emergencies;
- Evacuation procedures during an emergency;
- Location of fire alarm pull-stations and fire extinguishers; Employees using fire extinguishers must have previously received training;
- Procedures for reporting all accidents and incidents to their supervisors;
- Procedures for reporting unsafe conditions or acts to their supervisors, and, when possible, taking action to correct unsafe conditions;
- Exact location of first-aid kits and identification of first-aid certified employees;
- Description of UW and departmental Hazard Communication Program for chemical hazards to which they may be exposed, as appropriate;
- Identification and explanation of all warning signs and labels used in their work area;
- Use and care of any personal protective equipment they are required to use;
- Description of safety training they will be required to attend for their job. This includes General Asbestos Awareness Training which is mandatory for all employees.

A new employee safety orientation checklist can be found at <http://www.ehs.washington.edu/forms/ps0/NewEmployeeSafetyOrientation.pdf>.

### **2. Emergency Evacuation and Operations Plan (EEOP)**

All University employing units must develop procedures for evacuation in an emergency and for response to fires, bomb threats, chemical spills, earthquakes, etc. Our EEOP is available on the Department's intranet, and we have provided a copy to each employee.

Sociology's EEOP contains:

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

### **3. Accidents**

#### **a. Medical Emergencies**

All medical emergencies must be reported to the nearest Emergency Medical Services (EMS), usually 911. Our department uses the following method to summon EMS help:

On-campus: Dial 911 to summon the UW Police Department (UWPD)

Off-campus: Dial 911 to summon the Seattle Police Department.

Cell phone: Dial 206-685-8973 to summon the UWPD.

*NOTE: Dialing 911 on your cell phone will call the Washington State Patrol. You will need to give your city and street address, and where you are located in the building.*

#### **b. Reporting to supervisor and EH&S**

All accidents and near misses must be reported to the employee's supervisor and EH&S as soon as possible. Near misses are valuable opportunities to correct unsafe situations, which under slightly different circumstances, could result in serious injury. A report may be filled out by the employee, the supervisor, or both using hard copy forms available from the Administrative Office or Online Accident Reporting System (OARS) at: <http://www.ehs.washington.edu/ohsoars/index.shtm>.

Copies of your completed form should be provided to Wendy Star, [wkstar@uw.edu](mailto:wkstar@uw.edu)

#### **c. Investigation**

All accidents and near accidents must be investigated by the supervisor who then summarizes the details and corrective measures in the above report. EH&S and the department's safety committee review the report. Assistance from EH&S is available by calling 206-543-7388.

### **4. First Aid and CPR**

Quick and effective first-aid for an injured University employee results from the availability of strategically located first-aid kits and first-aid/CPR certified individuals whenever department staff are working. Adequate employee access to these resources is addressed in this section.

#### **a. Department First Aid**

Consistent with the UW First Aid Response Plan (APS 10.5), certified first-aid and CPR assistance is available to department employees by:

On-campus: Dial 911 for UW Police Department and first aid-CPR certified employees in the Department.

Off-campus: Dial 911 for the Seattle Police Department.

## **b. First Aid Kits**

First Aid Kits are located in the Administrative Office. Names and phone numbers of those employees who are CPR trained are listed on the “Back Page” of this document.

## **5. Safety Problems: Reporting and Resolving**

Employees are encouraged to report safety concerns to their supervisor. If employees do not feel they can do this, or have done so and do not feel the problem has been resolved, they may discuss the situation directly with their safety coordinator or safety committee representative. Assistance from EH&S is available, if needed, to resolve a problem. Safety problems may be reported online using OARS (<http://www.ehs.washington.edu/ohsoars/index.shtm>) as you do for accidents/incidents.

## **6. Health & Safety Committee Participation**

Health & Safety Committees at three organizational levels help determine unsafe conditions and procedures, suggest corrective measures, and obtain the participation of all UW personnel. At the Organizational and University-wide levels, fifty percent (or more) of the representatives are elected by employees and fifty percent (or less) are appointed by management. Safety issues may originate at any level. Health & Safety Committees are required by Washington State regulation (WAC 296-800-14005). A listing of committees and current members may be found at the EH&S web-site: <http://www.ehs.washington.edu/ohsafcom/index.shtm> (click on Safety Committees).

### **a. Departmental Health and Safety Committee**

The Department’s Health and Safety Committee consists of the Chair (Jerry Herting), the Administrator (Wendy Star), and the Chair’s Assistant (Ulrika O’Brien). Accidents, unsafe conditions, or other health and safety issues can be reported to any of them.

The current members of our departmental safety team are identified on the “Back Page” of this document.

### **b. Organizational Health and Safety Committees**

The University is divided into eleven organizational groupings, each one represented by an Organizational Health and Safety Committee. This committee deals with issues the members may have in common but can handle more effectively together. Each elected member represents all units of that organizational group, including his/her own.

Our department is represented on the Group 6, College of Arts and Sciences Organizational Health & Safety Committee.

The Group 6 Committee reports to Interim Dean Robert Stacey.

Our current representatives are identified on the “Back Page” of this document.

**c. University-wide Health and Safety Committee**

To provide consistency and oversight, a University-wide Health and Safety Committee has been established. Its members come from the official organizational committees. Safety issues referred to this level are relevant to the entire University community. The member(s) who currently represent us from the Group 6 Organizational Health & Safety Committee are listed on the “Back Page” of this document.

**7. Safety Bulletin Boards**

Health and Safety Information is posted on a bulletin board in the Administrative Office Area. DOSH (formerly WISHA) posters, safety notices and posters, safety newsletters, training information, and other safety education may be posted on the bulletin board. Safety committee minutes are retained in a binder in the Administrative Office. These materials are available in areas where employees, students, and visitors can access them (WAC 296-800-19005) and at all University Reference Stations.

**C. ACCIDENT/ILLNESS PREVENTION: 6 KEYS:**

**1. Identification of Hazards**

While we strive to maintain safe work environment, we need your help in reporting potential hazards that come to your attention to the Department Administration. We apply recommendations from inspectors outside our department, such as EH&S, and we consult the Washington Administrative Code (WAC) Chapters 296-24, 296-62 and 296-800 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 Administrative Policy Statements (APS), 10.3.

Check All That Apply	<b>Typical Worksite Safety Issues To Address</b>	<b>Offices</b>	<b>Class-rooms</b>	<b>Hosp. / Clinics</b>	<b>Labs</b>	<b>Shops</b>
	<b>Applies: A=Almost Always, B=Commonly, C=May Apply, Blank=Rarely Applies</b>					
X	Emergency Procedures: Fire, Other (EEOP)	A	A	A	A	A
X	Earthquake Preparedness	A	A	A	A	A
X	Housekeeping Hazards	A	A	A	A	A
X	Slip/Trip Hazards	A	A	A	A	A
X	Electrical Equipment & Wiring	A	A	A	A	A
X	Emergency Escapes (Egress) Maintained/Unlocked	A	A	A	A	A
X	Obstruction-Free Aisles	A	A	A	A	A
X	Stacks of Stored Materials (Stable/Secure)	A	A	A	A	A
	Temperature Extremes: Heat/Cold Stress	A	A	A	A	A
	HazCom Right-To-Know (Written Program In Place)	A	A	A	A	A
	Air Contaminants, Dusts, "Inert" Gases, Vapors	A	A	A	A	A
X	Asbestos (Present or Handled)	A	A	A	A	A
X	Lifting >20 lbs.	A	A	A	A	A
X	Repetitive Motion, Ergonomics	A	B	A	A	A
	Motor Vehicles	A	A	B	B	A
	Hand or Portable Power Tools	B	B	A	A	A
X	Ladders	B	B	A	A	A
X	Knives or Cutting Blades	B	C	A	A	A
	Compressed Gas or Equipment		A	A	A	A
	Hazardous Waste	C	A	A	A	A
	Haz-Mat Spills: Operations, Emergency Response		A	A	A	A
	Hazardous Materials Stored/Shipped/Transported	C	B	A	A	A
	Laboratory Chemicals		B	A	A	A
	Radioactive Materials Used or Stored		A	A	A	
	Personal Protective Equipment (PPE)	C	B	A	A	A
	Respirator Protection, Workplace Evaluations		B	A	A	A
	Bloodborne Pathogens/Biohazards/Infectious Waste		B	A	A	B
	Welding, Cutting, Brazing		B	A	A	A
	Machinery (Machine Guards)		B	B	A	A
	Lock-Out/Tag-Out		C	A	B	A
	Confined Work Spaces / Oxygen-Deficiency			A	C	C
	Steam or Autoclaves		C	A	A	
	Lasers or UV Light		C	B	A	A
	Flammable Liquids (Handled or Stored)		C	B	A	A
	Formaldehyde (Handled or Stored)			B	A	C
	Carcinogens			B	A	A
	Lead or Benzene (Handled or Stored)			C	A	A
	Animals (Handled or Kept)		C		A	
	Loud Noise				A	A
	Vibration From Tools/Machinery				A	A
	Heights > 4 Ft. (Possible Falls)	C	C	C	A	A
	Cranes, Hoists, Derricks, Rigging		C	C	A	A
	Powered Platforms (Personal Lifts)		C	C	C	A
	Forklifts				C	A
	Scaffolds		C	C	C	B
	Excavation, Trenching or Shoring Activities					
	BBQs					
	Food Handling			C		
	Diving					
	Golf Carts and/or Small Utility Vehicles*	C	C	C	C	C
	*Refer to appendices for specific procedures.					



## **2. Reduction of Hazards**

The Department Chair and the Health and Safety Committee are responsible for producing a plan identifying each of the relevant hazards and potential risks, and controlling or eliminating those hazards and risks. When possible, facilities and equipment are modified or designed to eliminate exposure to hazards. Where engineering controls are not possible we employ work practices that effectively prevent employee exposure to hazards.

In general the work performed by Sociology personnel is low-risk and does not require the use of specialized equipment or require personnel to work in conditions that require protective clothing, significant safety training, etc.

## **3. Safety Inspections**

To maintain our commitment to safe work practices, and to ensure that our department continues to meet regulatory standards, we monitor for unsafe conditions and practices.

## **4. First Aid and CPR Training**

The UWPD provides adequate access to emergency first aid for our employees located on the UW Campus. Consequently, we do not require employee training in First Aid and CPR. We have, however, arranged for CPR training for Department personnel (last held in December 2006).

## **5. Safety Training: On-Going**

Because the work of our unit involves minimal risk, there aren't many hazards that require training. However, to ensure an effective health and safety program, we educate employees on how to work safely with all applicable hazards. Continuing education on working with hazards is provided as required. Supervisors are responsible for this training and for seeing that safe practices are followed.

## **6. Medical Exams and Vaccinations**

Certain work environments or specific work practices create health risks that require medical examinations or immunizations for employees. Our department has checked the UW APS 10.3 or 10.6, or called the Occupational Health Nurse at 206.221.7770 and determined that this does not apply to us, except for those personnel who require immunizations for travel abroad.

## **D. DOCUMENTATION AND FOLLOW-UP**

### **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 EH&S or L&I. (The EH&S Training office maintains records for EH&S classes. Call 206.543.7201 for more information.)

Our Records Include:

- Safety trainings: records maintained in the Administrative Office Health and Safety binder
- Accident/Injury Reports: records maintained in the Administrative Office Health and Safety binder
- Results of Self-Evaluation Inspections: records maintained in the Administrative Office Health and Safety binder

## **E. THE SAFE CAMPUS PROGRAM**

While there are specific regulatory requirements for hospitals and late night retail operations regarding workplace violence that don't apply to general University operations, we do recognize that individual attacks on faculty, staff and students can and have occurred due to domestic violence or workplace violence. As part of maintaining a healthy, safe working environment, the University has developed and administers the UW Violence in the Workplace Policy and Procedure through the Human Resource's Violence Prevention and Response Program. Information on the program/policies is published on the UW website at <http://www.washington.edu/admin/hr/polproc/work-violence/index.html>.

University services include nighttime safety escort services, counseling sessions, a dedicated assessment team, and informational materials and training, but services are not limited to these items.

All managers, supervisors, and employees must be aware of the appropriate processes to follow regarding workplace and domestic violence prevention. They can receive assistance in answering any employee questions from the HR Violence Prevention and Response Program Manager. We expect our entire faculty and staff to take Workplace Violence training at least once every biennium, as well as receive information during new employee orientation. We arrange for the biennial training in consultation with the appropriate UW entities. Records of the training are maintained in the Administrative Office.

For more comprehensive information, access the SafeCampus website at <http://www.washington.edu/safecampus>.

If you have concerns regarding a threat of violence, call:

Seattle: 206-685 SAFE (206-685-7233)  
Bothell: 425-352-SAFE (425-352-7233)  
Tacoma: 253-692-SAFE (253-692-7233)

In a life threatening situation or imminent danger call 911, immediately!

## **F. EMERGENCY PROCEDURES**

**Some of this information is contained in the Emergency Evacuation and Operations plan, but we thought it important to include in our Department's Safety Plan as well.**

*For all emergencies, please call 911. You may also pull the fire alarm in some cases (See below).*

*Our Emergency Assembly Point is the Quad Lawn, Southeast of Savery.*

## **1. Fire Alarm**

Fire alarm pulls are located at the stairwell exit doors on all floors of the building. Take a moment to locate the fire alarm pull closest to you.

You may pull the fire alarm in the following situations:

- Fire
- Potentially Lethal Confrontation
- Medical Emergencies in Which No Phone is Accessible
- Permission is Granted by Police or Other Emergency Agency Personnel

When the fire alarm sounds, everyone is required to evacuate the building. Failure to comply may result in a fine.

## **2. Fires and Fire Extinguishers**

Pull the fire alarm, which automatically summons the Seattle Fire Department and the UWPD, and call 911, if possible, to report the fire directly to the UWPD. You may use a fire extinguisher to attempt to put out a small fire (garbage can size or smaller) or to assist with escape if a fire is blocking your exit. Fire extinguishers are conveniently located throughout the building. As with the fire alarm pull station, take a moment to locate the fire extinguisher closest to your office.

Keep the following points in mind when using a fire extinguisher:

- Water is the best for paper or wood fires. Do not use water for flammable liquids or electrical fires.
- CO<sub>2</sub> is the cleanest, good for flammable liquid and electrical fires, not much good on paper or wood fires.
- Dry-chemical is very good and effective on all three types of fires.

All fire extinguishers operate in the same manner: a pin is pulled and a valve is used as the control. Read the instructions on the extinguisher before you need to use them!

If a liquid is on fire in an open container, the output of the fire extinguisher should be directed at the upper inside surface of the container rather than into the liquid itself. As soon as you have used a fire extinguisher, phone 5-8815 and report the fact, giving the location of the extinguisher. This serves two purposes: 1) the fire extinguisher will be refilled, and 2) inspection of the site will be made by the University to ensure that no further trouble exists. Also, phone the building coordinator and report the accident. The building coordinator is listed on the cover of this manual.

### 3. Emergency Evacuation

Please take a moment to review the building Emergency Evacuation and Operations Plan, which contains greater detail about emergency evacuation procedures. The information below is a general overview.

#### a. Emergency Exits

An individual usually develops the habit of using one route to and from the place of work, but in the event of an emergency, that route may be blocked. Where are the other exits? Again, take a few moments to fix alternate routes in your mind so that you can find them quickly even through smoke or blocked-out corridors. If corridors are smoke-filled, stay low to the ground (as smoke rises), and proceed to the nearest exit.

#### b. If the evacuation alarm sounds, building occupants should walk to the nearest building EXIT or stairway EXIT and leave the building. DO NOT USE THE ELEVATORS. If possible, do the following:

- Shut down any equipment that should not be left unattended
- Close all doors leading to corridors
- Alert occupants in offices around you, to be sure they have heard the evacuation alarm
- Assist any disabled or injured individuals to a “safe refuge area” (stairway landings), and notify emergency personnel of the location of people requiring assistance to evacuate the building.

#### c. Evacuation of the Disabled or Mobility Impaired

Assist people who are mobility impaired or who use wheelchairs to the nearest stairwell landing and notify emergency personnel of their location.

#### d. Returning to the Building

Building occupants are to return to their work areas only after the ALL CLEAR has been announced by the UWPD, the Fire Department representatives in charge, or other designated official (such as the floor wardens). Do not re-enter the building when the alarm bells stop.

#### e. Failure to Evacuate the Building when an alarm sounds

Personnel who fail to evacuate the building when the fire alarm sounds may be issued a \$150 citation from the Seattle Fire Department.

#### f. Assembly Point

Assemble on the Quad Lawn, Southeast of Savery.

#### **4. Medical Emergencies**

If you are near or with someone who has an emergency medical situation take the following steps:

- Remain calm.
- Assess the situation.
- Call 911 for emergency medical assistance. If you are unable to access a phone, use the fire alarm pull stations located by exits.
- Ask someone to help you locate one of the persons in the building with first aid training.
- Do not move an injured person unless there is imminent danger.
- Try to keep the victim calm if they are conscious. Avoid unnecessary conversation about the condition of the victim.
- Notify someone in one of the department offices and the building coordinator.
- After things have calmed down and emergency personnel have assisted the person, complete an Incident/Accident Report.

#### **5. Earthquakes**

##### **a. The Dangers**

- Falling brick from wall facings and roof parapets, collapsing walls, falling ceiling plaster and/or tiles, light fixtures, pictures and bookcases/bookshelves.
- Flying glass from broken windows.
- Overturned bookcases, fixtures and other furniture and appliances.
- Fires from broken gas lines, overturned equipment and similar causes. The danger may be aggravated by the lack of water due to broken water mains.
- Fallen or falling power lines.

##### **b. What You Can Do**

There are many actions that you can take to reduce the dangers from earthquakes to yourself and others. Think about what you should do if an earthquake strikes when you are at work in any of the locations you regularly occupy. Planning ahead may enable you to act calmly and constructively in an earthquake emergency.

##### **c. During an Earthquake**

- Drop, cover and hold: get under a desk, table or below the level of counters or chairs immediately.
- Do not dash for exits since stairwells may be broken and/or jammed with people.
- Do not use the elevators.
- Do NOT evacuate the building unless/until evacuation orders are given.
- Remain calm. Think through the consequences of any action you take. Try to remain calm and reassure others.

- If indoors, watch for falling plaster, ceiling tiles, light fixtures, high bookcases, cabinets, shelves and any other furniture or fixture which might slide, topple or fall.
- If outside, avoid high buildings, walls, power poles/lines and other objects that could fall. If possible move to an open area away from these hazards.

#### **d. After an Earthquake**

- Check for injuries to others in your area. Do not attempt to move seriously injured persons unless they are in immediate danger of further injury. Render first aid assistance if required or try to contact one of the CPR/First Aid trained or certified persons for the building. They are listed on the “Back Page” of this manual.
- Check for fires or fire hazards - spills of flammable or combustible liquids or leaks of flammable gases.
- Check utility lines and equipment for damage. Shut off electrical power if there is damage to any wiring. Do not use matches, lighters or any open flames until you are sure no gas leaks exist. Do not operate electrical switches or appliances if gas leaks are suspected. This creates sparks which can ignite gas from a broken or leaking gas line. Report damage to the building coordinator.
- Be prepared for earthquake aftershocks. Although most of these are smaller in intensity and duration than the main shock, some may be large enough to cause additional damage or injuries.
- If the building is evacuated, assemble on the Quad Lawn, Southeast of Savery.

### **6. Bomb Scare/Threat and Suspicious Packages**

#### **a. Notify the UWPD**

Notify the UWPD immediately by calling the **emergency number 911**. Give the name of the building, room number, your name and phone number. Also, inform the building coordinator, department administrator, or the department chair at once.

The UWPD will assign personnel to investigate the call, assess the situation, and take any appropriate action deemed necessary and reasonable for the safety of the campus community. This may include issuing an official evacuation order or sounding the fire alarm.

#### **b. Bomb Threats Received By Telephone:**

When a bomb threat is received by telephone, the person taking the call should attempt to keep the caller talking as long as possible and should make written notes of the following:

- Time and date of the call,
- Location where the bomb has been planted,
- Assumed age and sex of the caller,
- Any distinguishing speech characteristics,
- What was said by the caller, as precisely and completely as possible, and,
- Any background noise that may help identify the source of the call.

### **c. Suspicious Packages/Objects:**

Suspicious packages/objects should be reported to the UWPD or your supervisor. Suspicious packages or objects should not be touched or disturbed. Record any circumstances that make the package seem suspicious and report those circumstances to the UWPD or the supervisor. These may include any of the following:

- The package is left by any individual acting suspiciously, or appearing to attempt to hide their identity,
- The package is delivered by a person who says something, leading you to believe the package may contain a bomb, and/or leaves quickly,
- The package is left in an odd location for someone to have just set it down and forgotten.

Clear the immediate area and follow the UWPD or emergency personnel guidance for evacuating the building. You can ask personnel to clear the area by indicating that a suspicious package has been observed and you would like to clear the area for safety reasons until the UWPD can evaluate the situation. If a person does not wish to clear the area, you cannot force them to do so.

### **d. Deciding To Evacuate/Close the Building**

The decision to evacuate or close the building will be made based on an evaluation of the nature and seriousness of the threat and in consultation with the department chairs and or building coordinator.

## **7. Toxic Vapors/Chemical Spills/Other Emergencies**

Clear the immediate area and call 911 to report the nature of the emergency and provide necessary and requested information. Follow UWPD, EH&S, or emergency personnel instructions for evacuating the building.

## **8. Explosions**

If for some reason there is a chemical explosion or a bomb explosion, follow these procedures:

- Remain calm.
- Call 911 or pull the nearest fire alarm.
- Be prepared for further explosions.
- Clear the immediate area or get under a desk or table.
- Stay away from windows, bookcases, cabinets, overhead light fixtures, shelves, and electrical equipment.
- Do not move injured persons unless they are in imminent danger. Seek medical attention if necessary. Remain with any injured persons until emergency personnel arrive to assist.
- Open doors carefully. Watch for falling objects.
- Do not use matches or lighters. Extinguish all open flames.

- Avoid using radios and telephones. Turn off electrical instruments and equipment.
- Follow UWPD, EH&S, or emergency personnel instructions for evacuating the building.

## 9. Criminal/Suspicious Activity

If you encounter someone who is engaged in suspicious and/or criminal activity, follow these procedures:

- Remain calm.
- Do NOT resist or physically confront the person. The priority is personal safety. Do not endanger yourself. If the person is engaged in suspicious activity, establish eye contact and ask if you can help them. This will usually scare them away.
- Call 911 from any campus phone.
- Keep a safe distance from the person and note the person's mode and direction of travel. If a car, try to get the license plate number. Obtain as much information as you can:

Sex \_\_\_\_\_  
 Age \_\_\_\_\_  
 Race \_\_\_\_\_  
 Weight \_\_\_\_\_  
 Hair Color \_\_\_\_\_  
 Clothing \_\_\_\_\_  
 Body Type \_\_\_\_\_  
 Hair Style \_\_\_\_\_  
 Jewelry \_\_\_\_\_  
 Distinguishing marks \_\_\_\_\_  
 Shoes \_\_\_\_\_  
 Scars \_\_\_\_\_  
 Tattoos \_\_\_\_\_

- Do not block the person's access to an exit.

## 10. Volcanic Ash Fall

### a. Volcanic Dangers

There exists some possibility that Seattle may experience volcanic ash fall from Mt. St. Helens, Mt. Rainier, or other eruptions. We can expect a one to three hour warning, but should be aware that an eruption may not occur during normal business hours. UW plans call for a shutdown of all ventilation and hood exhaust systems by Physical Plant personnel; in addition, electrical power may be lost. Once the building is shut down and remains shut down for an extended period, re-entry may present hazards. Individuals should have a plan in effect to preserve research data, e.g. duplicate disks of information stored in another location.

### b. General Ash Fall Procedures



- Make certain all windows are closed.
- Shut down, as appropriate, any equipment.
- Lock and secure all doors.
- When ash fall starts, wear a protective mask.
- Evacuate the building if instructed to do so.

**c. Preparedness Rules for Normal Operations**

- Maintain a supply of protective masks. These are available in the Sociology Administrative Office, Savery 211
- Keep a plastic bag/plastic sheeting in your office to cover computer equipment.
- Close all windows when leaving for the day.

**d. Summary of General Procedures if Ash Fall in Seattle Occurs**

**Responsible Party**

**Action**

Room Occupants

All doors and windows should be closed and locked before leaving. Unnecessary lighting and electrical equipment should be shut down to reduce heat gain. Cover costly equipment with plastic covering.

Physical Plant

1. All ventilation systems, supply, exhaust and fume hoods will be shut down to prevent clogging.
2. Shut down building supply of natural gas.
3. All elevators will be shut down.
4. Ventilation systems will be restarted when the ash fall has reduced to an acceptable level. Systems will be restored after air intakes have been cleaned.

UWPD

1. All campus buildings will be locked from the outside to reduce ash infiltration.
2. If the University is closed, only “emergency personnel” will be allowed in buildings until the entire campus is reopened.

## **11. Civil Demonstrations**

Occasionally, protests are organized on campus. Generally these types of protests tend to stay localized. Sometimes, though, they will spread across campus targeting specific areas or facilities. In case we are confronted by some type of hostile organized protest activity, the following steps should be taken to prevent personal injury:

- Make sure all doors to offices and equipment labs are secured and locked.
- Call the UWPD from any phone by dialing 911 if the protest becomes disruptive to your class or work activities. Do not try to engage protestors verbally or physically as it will increase the possibility of injury.

## **12. Power Outages**

### **a. Power Outage: Normal Business Hours**

If there is an extended power outage during normal business hours, the following procedures should be taken:

- Remain calm.
- If necessary, provide assistance to others.
- Notify the building coordinator.
- Notify Facilities Services by calling 5-1411.
- If you are in a darkened area, move cautiously to a lighted area. If the building has an emergency power lighting system, exits will be indicated by lighted signs.
- Use stairs to exit the building. During a power outage, the elevators will not work.

### **b. Power Outage: Outside Normal Business Hours**

If a power outage occurs outside normal business hours, the UWPD will notify the building coordinator.

If you decide to enter the building during such a power outage, be prepared. At a minimum, bring a flashlight and anything else you feel you need to assist you during such an emergency.

### **13: Appendix: Procedures**

#### **a. Golf Carts and/or Small Utility Vehicles**

This section does not apply to the Department of Sociology

University of Washington  
INTERDEPARTMENTAL CORRESPONDENCE

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Department of Sociology, Box 353340

August 15, 2012

TO: All Faculty, Staff and Graduate Students

FROM: Wendy Star

SUBJECT: **Accident Reporting and Investigating Procedures**

Supervisors are required to investigate all accidents as well as incidents that could have resulted in an accident. Incidents are near misses or close calls where actual loss is narrowly averted. Incidents warn that current work practices, job procedures, or working conditions may eventually result in loss. The thorough investigation of all accidents and incidents is an early and necessary step in preventing accidents.

Completion of the UW Incident/Accident/Quality Improvement Report serves as a report of the supervisor's investigation. Supervisors are required to state specifically on the Report the remedial measures that will be taken to prevent reoccurrence. EH&S staff review every Report and follow up with a more in-depth investigation on selected Reports. Organizational Health and Safety Committees are provided copies of the accident/incident reports related to their groups on a quarterly basis. Committee members review the reports and evaluate whether the reported corrective action is adequate.

All accidents and incidents must be reported in the department. Incident/Accident/Quality Improvement Reports are available in the Sociology Administrative Office, Savery 211. When completed they must be submitted to me for forwarding to EH&S. We are required to maintain a file of all such reports in the department.

If you have any questions about this procedure, please don't hesitate to contact me.