

# Emergency Procedures/Safety Plan

University of Washington  
Department of Sociology

## ***FIRE***

Pull fire alarm and call 911.  
Use fire extinguisher if you know how and it is a small fire (garbage can size or smaller)  
Evacuate building, if necessary (use stairwells, not elevators; assist disabled persons to stairwells).  
Reassemble on the Quad Lawn, Southeast of Savery.

## ***VOLCANO***

Close windows, doors, cabinets.  
Turn off and cover office equipment.

## ***EARTHQUAKE***

Get under desk, table, or doorway.  
Beware of collapsing bookshelves or falling objects.  
Evacuate building, if necessary (use stairwells, not elevators; assist disabled persons to stairwells).  
If evacuation is necessary reassemble on the Quad Lawn, Southeast of Savery.

## ***CALLS TO MAKE***

Medical Emergency:	911 and/or pull nearest fire alarm
Life threatening confrontation:	911 and/or pull nearest fire alarm
Suspicious person/activity	911
Bomb Scare/Threat and Suspicious Package	911
Toxic Vapors/Chemical Spills	911
Explosion	911
Power Outages	Notify building coordinator, Bev Wessel, 3-5885
Building Damage:	Notify Building Coordinator, Bev Wessel, 3-5885

Whenever necessary to place a call, please notify the Administrative Office that you made the call.

## ***DISASTER SUPPLIES LOCATIONS***

Fire extinguishers: (LOCATE NEAREST ONE TO YOUR OFFICE)  
First aid kit, radio, flashlight: Savery 211

## ***FOR NON-EMERGENCY ASSISTANCE, 8:00AM-5:00PM, Mon-Fri***

Accident Reports.....	543-7388
Asbestos Safety.....	543-7388
Biological Safety.....	221-7770
Building Repairs.....	685-1411
Chemical Hazards (Community and Worker Right-to-Know).....	543-7388
Fire Safety Equipment Repair (exit signs, fire extinguishers, etc.) Physical Plant.....	543-0465
Insurance Claims (Worker's Compensation) Risk Management.....	543-0183
Pest Control.....	543-7388
Training (Health and Safety).....	543-7201