

Emergency Procedures and Health & Safety Presentation

Department of History
April 2014

Health & Safety Plan

- The Department's Health & Safety Plan is available in the main office (Smith 315), the Chair's suite (Smith 308B), the Graduate Office suite (Smith 206C), and the Pacific Northwest Quarterly suite (Smith 203). Each copy is in a red binder with a yellow cover sheet.
- **Health & Safety Committees:** <http://www.ehs.washington.edu>
- **Group 6 membership:**
http://www.ehs.washington.edu/ohssafcom/organizational_members.pdf
- The departmental safety bulletin board is located in Smith 315 and displays important safety information.
- Department safety audits are conducted once a year.

Accident Reports & Claims

- Workers' Compensation and Industrial Insurance

Work-related injuries or illnesses resulting in medical expenses or time loss are covered by Washington State's Workers' Compensation. To establish a Workers' Compensation claim, an employee must fill out a State Department of Labor and Industries (L&I) Report of Industrial Injury or Occupational Disease at a medical provider's office when receiving medical care for a work-related injury or illness. Prompt reporting of accidents to the History Administrator will make the claims process easier and may allow you to find modified work during your recovery.

- Forms for reporting all accidents and incidents are to be given to your supervisor and the History administrator or Chair.

- The form is available online at:

<http://www.ehs.washington.edu/forms/ohs/accident.pdf>

Send the original to EH&S Box 354400, one copy to the History administrator, and one to your immediate supervisor.

Required Trainings

- Asbestos – General Awareness [www.ehs.washington.edu]
 - **Required** for all employees, mandated by Washington State Department of Labor and Industries
 - Must be completed *once per year* (General or Refresher)
 - **Initial** Asbestos Awareness Training :
<https://depts.washington.edu/ehas/pubcookie/train/asbestos/index.php>
 - Annual **Refresher** Asbestos Awareness Training :
<https://depts.washington.edu/ehas/pubcookie/train/asbestosr/index.ph>
 - To check your last training date, choose **Training Records** below:
<http://www.ehs.washington.edu/psotrain/index.shtm>

- UW Safe Campus – Violence Prevention and Response
 - Training is **required** for all employees of the university *once every two years*, mandated by Washington State Dept. of Labor and Industries
 - The History Department provides a unit-wide training every other year. Employees who cannot make this unit training must schedule and attend a session directly with Safe Campus:
<http://www.washington.edu/safecampus/>

Disruptive Encounters

If you find yourself threatened:

- Remove yourself from physical danger whenever possible.
- Call for backup—either other faculty/staff or UW Police by calling 911 (or both).
- Maintain awareness of your surroundings. Keep a desk or other furniture between you and the threatening person; do not go into a remote area of the building with anyone who makes you feel uneasy.

If you cannot escape the situation, try to defuse it by:

- Letting the person talk about the situation.
- Maintaining a calm, caring tone of voice.
- Empathizing and being positive. Listen and ask questions.
- Exploring alternatives for solving the problem.

Disruptive Encounters cont'd

- It is okay to hang up on a caller who is verbally abusive or makes threatening remarks.
- Report interactions which make you uncomfortable to the History administrator or Chair.
- Keep an eye out for suspicious people in your work area.
- When in doubt about a situation, call the UW Police at 911.

Campus Communication

- Useful Non-Emergency UW Phone Numbers:
 - UW-Information Technology (UW-IT): 206-221-4000
 - Telecommunications: 206-221-5000
 - Emergency Management Office: 206-897-8000
 - Environmental Health & Safety: 206-543-7262
 - Facilities Services: 206-685-1411
 - Physical Plant: 206-685-1411
 - News & Information: 206-543-2580
 - President's Office: 206-543-5010
 - Student Life: 206-543-4972
 - UW Police Administrative Line: 206-543-0507
 - UW Medical Center: 206-598-3300

- Other useful phone numbers are available on the EH&S website:
<http://www.ehs.washington.edu/psu/uwphones.shtml>

Reporting Procedures for Fire, Police, or Medical Emergencies

- Dial 911 (Non-emergency 685-8973).
- Every floor in Smith Hall has three fire pull alarms: one at the end of each corridor and one at the center stairwell at the entrance point onto each floor. Each main entrance into Smith Hall also has a fire pull alarm.
- There are 6 fire exits from Smith Hall (see following evacuation maps).

First Floor

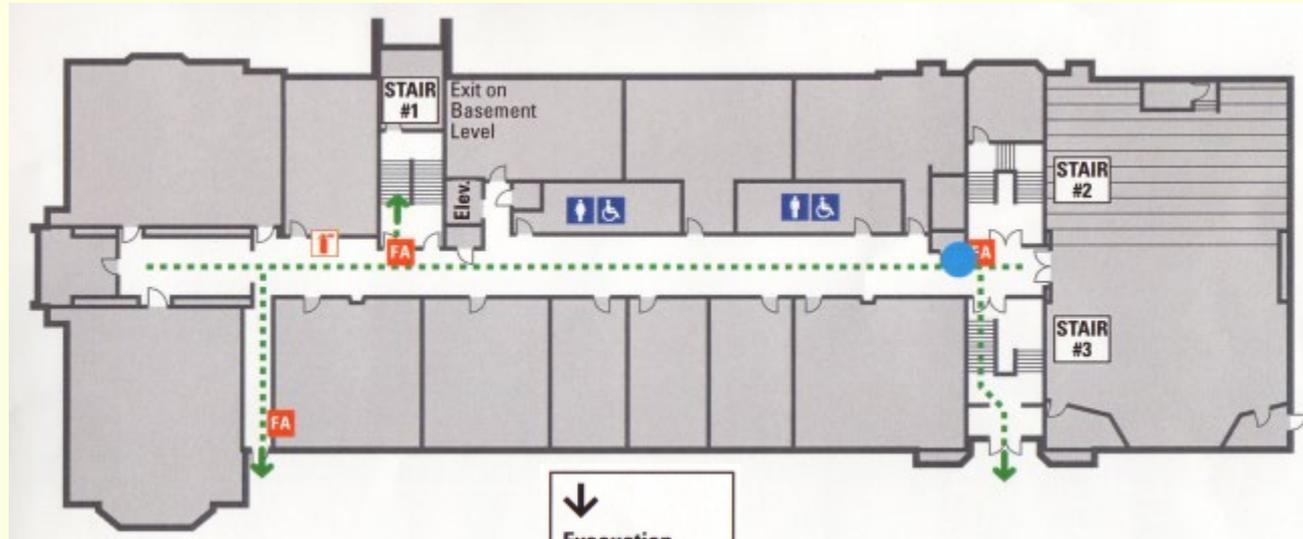
Evacuation Map

KEY

- You Are Here
- Evacuation Route
- Exit
- Restroom
- Fire Extinguisher
- Fire Alarm
- Fire Alarm Control Panel
- Symbol of Accessibility

IF THERE IS AN EMERGENCY:

- Sound fire alarm.
- Assist persons with disabilities.
- Exit the building using the nearest exit.
DO NOT USE ELEVATORS!
- Report to the nearest designated outside assembly area.
- Do not re-enter until authorized to do so.



PIERCE LANE ("QUAD" LAWN)

Fire Alarm Control Panel is located across from Room #24 on Basement Level

Second Floor

Evacuation Map

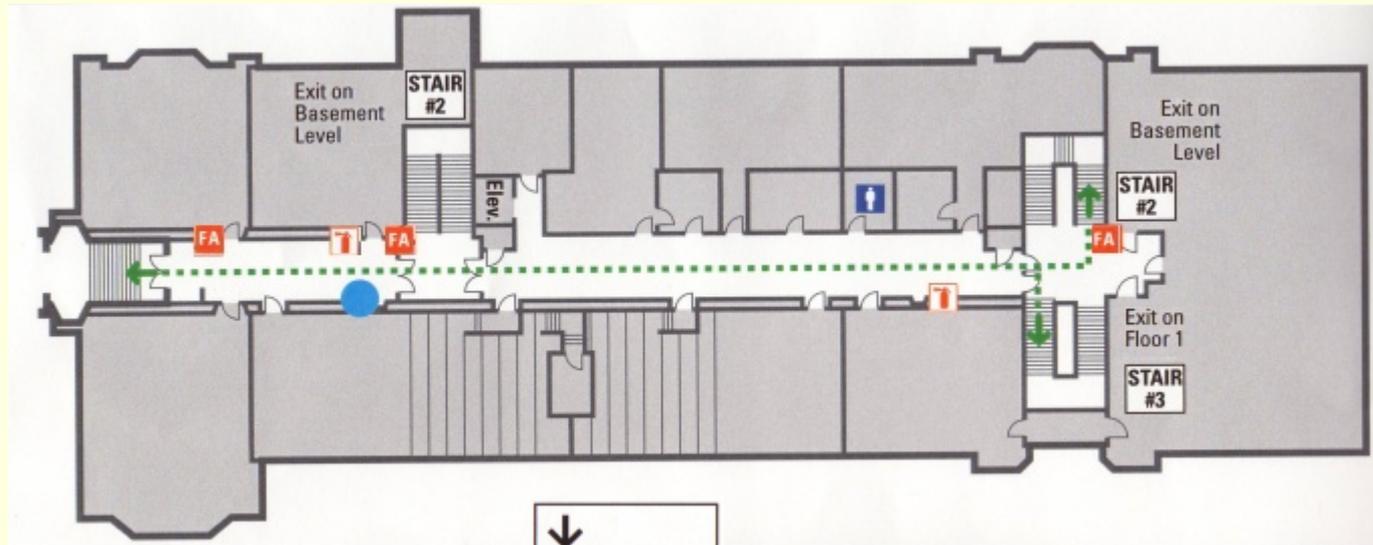
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Evacuation
Assembly Point:
"Quad" Lawn

PIERCE LANE ("QUAD" LAWN)

Third Floor

Evacuation Map

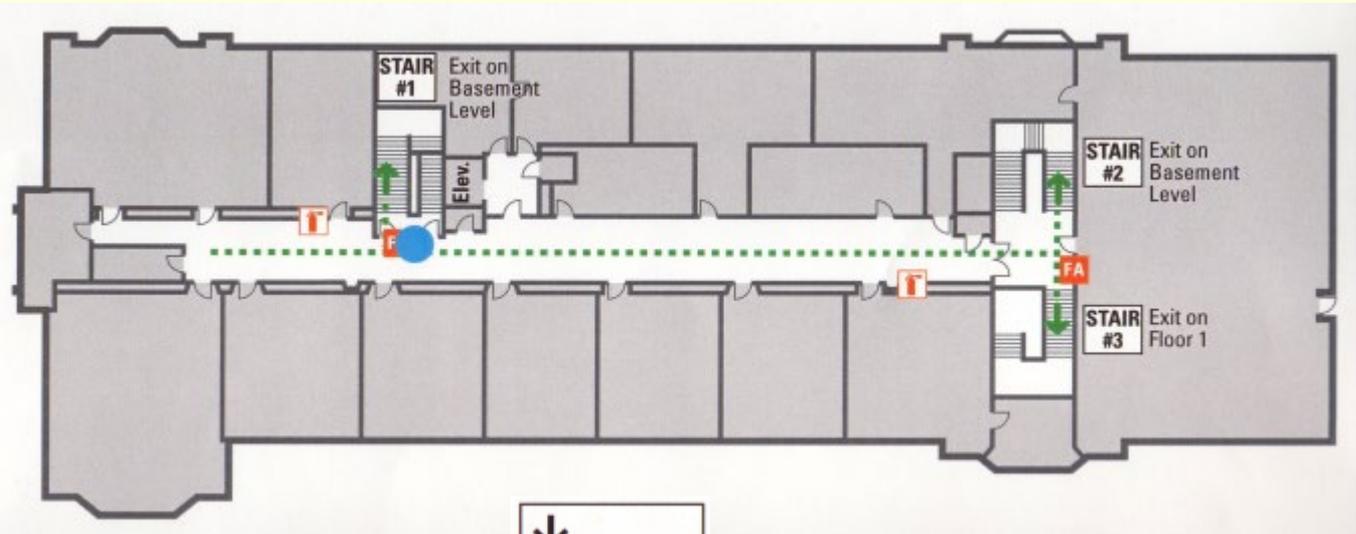
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Emergency Evacuation

- Whenever an alarm sounds, always assume it is real unless you have been notified in advance that alarms are expected.
- Leave the building. If you have time, close the doors behind you and leave the lights on. Interior fire doors located on each floor (except 2nd floor mezzanine) will shut automatically.
- Use the closest exit to you.
- If disabled users indicate that they need assistance, escort them to the nearest street level exit or to the third floor Gowen emergency door entrance (just outside Smith 318).
- If conditions require that you leave a person in a wheelchair when the building is in alarm status, make sure to notify emergency services personnel of the person's location.

Emergency Evacuation cont'd

- Evacuation Assembly Points (EAP):
 - Quad Lawn, west side of Smith Hall. If deemed unsafe, proceed to the Grieg Garden, east side of Smith Hall.
 - Once you have evacuated to the EAP, check in with the History administrator. Report if you know of an employee's absence for the day.
- When is it safe to return?
 - You can return to the building when the Fire Department gives the "all clear" announcement.
 - It is **not** safe to re-enter if the alarm has stopped but the strobe lights are still flashing.

East Asia Library Emergency Exit Plan

East Asia Library – Gowen Hall

Emergency access to elevators for disabled persons in Smith Hall or Gowen Hall

- In case of emergency, EAL will make the Detex door in Smith Room 319 accessible to disabled students or others in Smith or Gowen Hall using this procedure:
 - In case of emergency, the Smith building coordinator or the Gowen building coordinator will call EAL Circulation Desk at 543-4490.
 - A building coordinator will accompany the disabled person to either side of the Detex door of Smith 319.
 - Circulation desk staff will take the key and open the Detex door in Smith 319 to let the disabled person through and guide him/her to the closest elevator.
- One key to the Detex door is kept at the EAL Circulation desk.
- If the building coordinator of Smith or Gowen is not available, a staff member of History's main office (543-5790) or Political Science's main office (543-2780) may call in an emergency situation and request that access via the 3rd floor East Asia Library secured door be provided.

Earthquake

During an earthquake:

- Drop under a desk or sturdy table. Stay away from windows, bookcases, file cabinets, heavy mirrors, hanging plants, and other objects that could fall. Stay under cover until the shaking stops. Hold onto a desk or table. If it moves, move with it.
- Do not use elevators.
- Alarm or sprinkler systems may come on automatically.
- If you are outdoors, move to a clear area, away from trees, signs, buildings, or downed electrical wires and poles.
- If you are on a sidewalk near a tall building, get into a building's doorway to protect yourself from falling bricks, glass, and other debris.
- To help someone in a wheelchair, direct him/her to a secure location, e.g., a stairwell with a large platform. Do not try to remove the person from the wheelchair. Encourage the person to lock the wheels and protect his/her head with his/her arms.

Earthquake cont'd

After the earthquake:

- Meet on the Quad Lawn. If this site is blocked, meet in the Grieg Garden. Take note of who is missing and any injuries that may exist. Assist others and let someone know if you leave.
- As you evacuate, if you notice wires arcing, water running, or the smell of natural gas, take note of it. Once you have evacuated, report it to emergency response personnel.

Emergency Supplies

- First Aid Kits are located throughout the History Department:
 - Ground Floor, Smith 06
 - Second Floor, Graduate Advising Office, Smith 206D
 - Third floor, Smith 315 & 318

- Earthquake disaster supplies:
 - Faculty are recommended to maintain their own 24-hour disaster supply kit at their desks.

- All faculty and staff are recommended to have a flashlight at their desks in the case of a blackout. If you do not have one, order one from the staff in the History main office (Smith 315).

- UW Medical Center is prepared to take care of anyone who is on campus in the event of an earthquake or other natural disaster for up to 72 hours.

The End

- Now that you've finished reading the safety presentation, all you need to do is sign the confirmation page on-line. Please visit the following link, open the certification form at the bottom of the page, fill out the requisite information and print it, and submit it to Wanjiku or Lori
 - <https://depts.washington.edu/history/links-faculty>

(you must be logged into the history website for the link to work)