

Health and Safety Plan

Department of Mathematics

Backpage edited and distributed annually

Revised: 23 January 2009

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Mathematics Department Health and Safety Plan
(Accident Prevention Program)

General Note: This plan is structured so the information most likely to change is located on the last page herein referred to as the "backpage". The backpage will need to be annually updated and distributed to all individuals employed in the department.

A. Scope and Responsibility

1. Scope

The policies and procedures described in this plan apply to the Department of Mathematics. This health and safety plan covers only the members of the Department itself. The Mathematics Department is located in the C-wing of Padelford Hall on all floors except the second.

2. Safety and Health Policy

It is the policy of the University of Washington to create and maintain a safe and healthful workplace free from recognized hazards that may cause harm to faculty, employees, students, and visitors. This policy is consistent with the University-wide safety and health policy (UW OPS 10.3) and applicable Washington Industrial Safety and Health Act (WISHA) regulations (WAC 296-24 and 296-62).

3. Responsibilities

Responsibilities for safety programs and safety performance lies with each Chairperson and Supervisor. Everyone with supervisory responsibility is expected to directly participate in assuring that safe working conditions are maintained. Supervisors provide training for accident prevention, as necessary, for those working under their direction.

Each University employee is required to comply with occupational safety and health regulations, to comply with departmental policies and procedures that apply to their own actions and conduct on the job, and to report accidents, injuries, and unsafe conditions to his or her supervisor. (University Handbook Vol. 4, Part VI, Chapter 4) (UW OPS D10.3).

4. Safety Coordinator

The safety coordinator for the department needs to function at a level of authority with the organization that enables him/her to carry out the assigned responsibilities. The safety coordinator is responsible for:

- a. Auditing compliance with the safety and health plan.
- b. Keeping the safety and health plan up-to-date with particular attention paid to the last page of this safety plan and the emergency plan and keeping all employees in the department informed of these changes.
- c. Scheduling employee health and safety training as required.
- d. Working as a liaison with Environmental Health and Safety (EH&S) and the Arts and Sciences Organizational Safety Committee.
- e. Working with supervisors and employees to resolve safety complaints.
- f. Keeping the safety bulletin boards up-to-date.

- g. Maintaining safety records such as copies of accident reports, training records, safety inspection reports, safety procedures, immunization records, etc.
 - h. Keeping the Chair aware of current safety concerns.
 - i. Reviewing content of the first aid kit(s) at least once a year and replacing any missing items.
 - j. Sending an e-mail to all employees in the department reminding them about where to obtain Material Safety Data Sheets (MSDS) and to review emergency procedures at least twice a year (recommended schedule – January and June).
- B. Steps to Assure Employee Health and Safety
- 1. Supervisor Safety Meetings
Because our operations are limited to office procedures, regular meetings are not necessary. The safety coordinator will schedule meetings when needed.
 - 2. Safety Bulletin Boards
The department’s safety bulletin board is used for posting WISHA posters, safety notices, safety newsletters, safety committee minutes, training schedules, safety posters, accident statistics, and other safety education material. The safety bulletin board is located just outside the door to the lounge (WAC 296-24-055) where all employees can see the postings.
 - 3. Emergency Evacuation and Operations Plan
See Attachment F for a copy of the Mathematics Department Emergency Plan.

Employees shall be given their own copy of the Emergency Plan. Employees should keep their emergency plan in a readily accessible location and are expected to review it during the new employee orientation and thereafter at least once every six months. E-mail reminders will be sent out by the safety coordinator once every six months to facilitate periodic review of these procedures by all employees.

Departmental personnel will make sure that all doors, exit pathways, and stairs are kept clear of all obstructions that could impede safe exiting. Fire separation doors shall not be blocked or wedged open.

- 4. Department Participation in Health and Safety Committees
The responsibility for overseeing safety for this unit rests with the safety coordinator and the safety committee. Members of the safety committee can be found on the backpage. In addition, health and safety committees with management-appointed and employee-elected representatives are required by Washington State regulations (WAC 296-24-045). These advisory groups help determine unsafe conditions and methods of work, suggest corrective measures and obtain the participation of all personnel.

- a. Group 6 Health and Safety Committee

The members of Group 6 are:

Bob Blum ^a	blum@u.washington.edu	3-4417
Tracy Harvey	harvey@chem.washington.edu	3-8183
Sherri Huber	shuber@u.washington.edu	3-8280
Ron Maxell	maxell@phys.washington.edu	3-8588
Larry Sommers	lsommers@u.washington.edu	3-0633
Bev Wessel	wessel@u.washington.edu	3-5855
Doug Will	DIWill@u.washington.edu	3-4062

^a Our committee contact

b. University-wide Health and Safety Committee

In addition, to provide campus-wide consistency and oversight, a University-wide Health and Safety Committee is established and composed of members from the official organizational committee. Employee safety issues with campus-wide impacts or needing support beyond the level of the Group 6 committee can be directed to the University-wide Health and Safety Committee. Although directly addressing the University-wide Health and Safety Committee is possible for any employee, the typical way to channel concerns is through the organizational representative to this committee. See the backpage for the name of the current representative(s) for this office on the University-wide Health and Safety Committee. The names of all University-wide Health and Safety Committee members are located on the Environmental Health and Safety web page.

5. Access to First Aid and CPR

UW Police officers are First-Aid and CPR certified and can respond within two or three minutes if notified by calling 911.

First-aid kits in Padelford are located in the main office (C-138), the advising office (C-36), the lounge (C-12) and the computing center (C-28). There is also a first-aid kit located in the Math Study Center. Although advisable, this office is not *required* to have anyone with current first-aid certification. A list of the names and phone numbers of designated first-aid certified employees in the Mathematics Department is located on the last sheet (backpage) of the emergency manual.

6. Hazard Assessment and Reduction

To maintain a safe and healthful workplace, the Mathematics Department safety coordinator will conduct periodic inspections of work areas. This task can be assigned to any member of the safety committee. The safety coordinator will maintain a file of safety inspection records. In addition, supervisors and employees continually check work areas for unsafe conditions and practices so immediate corrective action can be taken (UW OPS D10.34A). Self-audit safety checklists to assist in this task can be found in Appendix A. Additional assistance can be obtained from EH&S.

a. Chemical Hazard Communication

Washington State occupational health and safety regulations requires that employees be informed of and receive training about hazardous chemicals in the workplace through labeling, material safety data sheets, and training. (Worker Right-to-Know WAC 296-62-054). The UW Hazard Communication Program is described in the UW Operations Manual, Section D12.5.

- i. Labeling – Information about hazardous chemicals is found on manufacturers’ labels on chemical (or chemical products) containers. If chemicals are transferred from a labeled container to an unlabeled container, the secondary container must be labeled with the identity of the chemical, the appropriate hazard warnings, and target organ effects.
- ii. Material Safety Data Sheets (MSDS) – Another required method for informing employees about hazardous chemicals is through the availability of Material Safety Data Sheets (MSDS). MSDS can be obtained from EH&S between the hours of 8:00 a.m. – 5:00 p.m. (phone number is noted on the backpage).

- iii. Hazard Communication Training – Employees receive information about the UW Hazard Communication Program during UW Personnel’s New Employee Orientation Program and during the department’s New Employee Safety Orientation.

A copy of the *Hazard Communications – Information and Training for Office Staff* written by EH&S is included as Appendix B.

- b. Personal Protective/Safety Equipment

The only circumstances in which personal protective equipment is needed in this work setting is the very occasional use for goggles when drilling or hammering related to modifying the furnishings of a room. Latex gloves are also available. This equipment can be obtained in the main office (C-138).

The safety coordinator is responsible for determining if changes in the work environment require new hazard assessment, personal protective equipment and/or training. EH&S is available for any assistance needed in this process.

7. Reporting and Resolving Safety Problems

Employees are encouraged to report safety concerns to their supervisors. The supervisor should work with the safety coordinator or health and safety committee to resolve the problem. If employees do not feel they can report the safety problem to their supervisor or have done so and do not feel the problem has been resolved, the employee may discuss the situation directly with the safety coordinator or a Safety Committee representative. Any party may request EH&S assistance if internal procedures cannot resolve the problem.

The appropriate UW Incident/Accident Report form may be used to report safety problems and can be accessed through EH&S at: <http://www.ehs.washington.edu/ohsoars/index.shtm>

8. Accident Reporting and Investigation

- a. Medical Emergencies

All medical emergencies are reported to the nearest Emergency Medical Services (EMS) by dialing 911. A list of employees certified or experienced with CPR and first-aid is located on the last page of these Emergency Procedures. This list is updated once a year.

- b. Report to Supervisor

All accidents and near accidents are reported to the employee’s supervisor as soon as possible and reported on the appropriate UW Incident/Accident Report (see above). This form can be filled out by the employee, the supervisor, or both. Provide a copy to the departmental safety coordinator.

- c. Accident Investigation

All accidents, and/or near accidents are investigated by the supervisor. The investigation results and remedial measures will be summarized on the Incident/Accident report. Supervisors may request the assistance of EH&S to investigate any accident and especially to recommend any corrective action to prevent a recurrence of the accident. Accident investigation reports are reviewed by EH&S and the department’s organizational health and safety committee. Assistance with accident investigations is available from EH&S.

9. Employee Safety Training

- a. Department Safety and Health Orientation for New Employees

All new employees, including permanent and part-time employees, are required to review this safety plan.

C. Safety Program Record Keeping and Documentation

All safety-related records are kept in the department's Safety Binder at the reception desk in C-138. To meet state standards, the department maintains records of all safety activities covering the previous twelve months. These records are available to EH&S personnel and representatives from the Department of Labor and Industries at their request.

The following list describes the safety-related records this unit maintains. These records are kept in the Safety Binder at the reception desk.

- Accident reports
- Mathematics Department health and safety plan
- Mathematics Department emergency operations plan
- Employee health and safety training records (copies of staff attendance at EH&S health and safety training class may be requested by calling 543-7201)
- External inspection/audit records (e.g. EH&S inspection reports)
- Internal safety inspection/audit records (department self-inspection reports)
- Mathematics Department safety meeting records of minutes.

Appendix A
Office Safety Inspection Checklist

Building:	Inspector:
Room Number:	Date Inspected:
Department/Unit	Supervisor:

(Check if completed)

		COMMENTS	CORRECTION DATE
ADMINISTRATIVE			
1.	Is the departmental Health and Safety Plan in a location known and accessible to all employees?		
2.	Is there a Safety Corner/Bulletin Board established with the following displayed (in terminology and language understood by the employees)?		
	•WISHA Posters (available from EH&S, 543-7262)		
	•The Emergency Phone Number poster		
	•Other health and safety material/information		
3.	Are training records maintained and available for review by employees, EH&S, and outside agencies?		
4.	Are departmental safety inspection reports and corrections maintained and available for review by employees, EH&S, and outside agencies?		
5.	Are Material Safety Data Sheets (MSDSs) and an inventory sheet of all office products used in the workplace on file and accessible to employees?		
6.	Does the departmental Emergency Operations Plan include a floor plan/map of the department, including emergency evacuation site, procedures, and routes? Are employees/students instructed in emergency procedures (i.e., location of exits, location and use of fire extinguishers)?		
GENERAL SAFETY CONCERNS			
1.	Are the exits (doorways), exit aisles, or corridors free of obstacles and combustible storage?		
2.	Are the fire doors closed securely at all times?		
3.	Are light fixtures working and are diffusers installed?		
4.	Have all loose rugs or mats been secured or removed?		
5.	Have missing or loose ceiling tiles been repaired?		
ELECTRICAL CORDS AND OUTLETS			
1.	Are extension cords, multiple outlet strips, or cube taps plugged directly into a wall outlet?		
2.	Are extension cords at a minimum 15 gauge (heavy-duty) and servicing only one appliance or fixture?		
3.	Are cords in good condition without splices, deterioration, taping, damage, or being sharply bent or pinched?		

		COMMENTS	CORRECTION DATE
4.	Are employees instructed not to use extension cords in place of permanent wiring?		
	•Are extension cords prevented from running through walls, ceilings, or doors?		
5.	Are extension cords grounded when servicing a grounded appliance or fixture?		
6.	Are cord guards provided across an aisle or other passageway?		
7.	Does the multiple outlet strip have a circuit breaker?		
8.	Are multiple outlet strip cords 6' or under?		
9.	Is clear access (36" clearance) provided to electrical panels?		
10.	Are electrical cover plates provided on all electrical switches or outlets?		
HEATERS AND FANS			
1.	Do all heaters have a working tipover switch?		
2.	Are combustibles kept 24" from all sides and tops of heaters?		
3.	Are fine finger guards provided on fans?		
4.	Are all electric space heaters plugged directly into the wall?		
5.	Are all fans below head level or secured?		
SEISMIC BRACING AND EARTHQUAKE PREPAREDNESS			
1.	Are furnishings more than four feet high braced? (This includes file cabinets, bookcases, desk hutches, etc.)		
2.	Is all shelving secured?		
3.	Are projection screens, maps, blackboards, etc., fastened with a closed hook system or bolted to walls?		
4.	Is overhead storage of heavy items or plants prevented?		
5.	Are hanging planters or other objects prohibited?		

Appendix B

UW Hazard Communication for Office and Computer Products

UW Hazard Communication Program

A Washington State Department of Labor and Industries standard called Hazard Communication (Right-to-Know) requires that all employees be informed about hazardous chemicals in the workplace through labeling, material safety data sheets (MSDSs), and training.

Labels on manufacturer's containers of hazardous chemicals provide identification of the chemical, immediate hazard warning information, and the manufacturer's name and address. When hazardous chemicals are transferred to containers, the container must be labeled with the chemical identity and appropriate hazard warnings.

Material Safety Data Sheets (MSDSs), provided by manufacturers, are the primary written means to convey information to employers and employees about the hazards of chemicals. The Department of Environmental Health and Safety maintains a comprehensive collection of MSDSs for the University, (206) 543-7388. Employing departments also have internal MSDS collections. They are also available on the University's MyChem system using your UWNtID at <http://mychem.ehs.washington.edu>

For more information on the MyChem system, see <http://www.ehs.washington.edu/epomychem>

Employee training on how to obtain hazard information and how to protect against chemical hazards is available from a variety of sources. Ask your supervisor about hazard communication training or call Environmental Health and Safety at (206) 543-7201.

A description of the University of Washington's Hazard Communication Program can be found in UW Administrative Policy Statement 12.5 on the web at <http://www.uwashington.edu/admin/rule/APS/12.05.html>

Hazard Communication Poster

The UW Hazard Communication (Worker Right to Know) poster must be posted on every safety bulletin board (UW APS 10.3) Call EH&S at (206) 543-7262 to request a poster or print and post a PDF version that can be found at <http://www.ehs.washington.edu/Forms>

Hazard Communication in Offices

A variety of office and computer products may contain small amounts of hazardous chemicals. Since most of these products are used intermittently and in small quantities, exposure is not expected to produce adverse health effects under "normal conditions of use."

Carbonless copy paper: Older types may release small amounts of formaldehyde and while below the established legal limits, a few individuals may experience various symptoms including headaches and skin, eye or respiratory irritation.

Dry and liquid toners for photocopy machines and laser printers contain chemicals such as carbon black and resins, which can be harmful if high exposure occurs. Prolonged exposure to toner powder or vapors may cause eye and respiratory irritation and should be avoided. These machines may also produce small quantities of ozone, which is a toxic gas with a pungent odor that can irritate eyes, nose, and throat.

Stamp pad and black mimeograph ink can be harmful if swallowed or produce eye irritation on contact.

Glues, rubber cement, correction fluids, duplication fluids, broad-tip marker pens, and cleaning products may contain solvents that can pose both a health and a fire hazard under certain conditions. These chemicals could cause drying and/or irritation to the eyes and skin on direct contact. Vapors from the chemicals can cause irritation to the mucous membranes of the eyes, sinuses, and respiratory system and central nervous.

Employees can protect themselves

from the potential hazards of office and computer products by:

- Following the container label directions
- Using products in areas with air circulation
- Avoiding breathing the vapors
- Preventing contact with skin and eyes
- Keeping containers covered to reduce fumes and spills
- Consulting the MSDSs.

First Aid Information can be found by reading the MSDS. In general:

- For skin contact, wash with soap and water, and for eye exposure, flush eyes with water immediately and for at least 15 minutes.
- For overexposure by inhalation, remove the victim to fresh air, and
- For ingestion, check the MSDS for first aid procedures or call the Washington Poison Center at 1 (800) 222-1222. *If in doubt, seek medical attention immediately.*

Hazard Communication for Asbestos Awareness

Prior to 1993, many buildings at the University of Washington were built with materials containing asbestos such as sprayed-on fireproofing, wallboard, roofing, floor tile, joint compounds, acoustical/ decorative plaster, spackling, fire doors, acoustic ceiling tiles, and pipe insulation.

These materials do not pose a health hazard unless they are damaged or deteriorate to a point where the small asbestos fibers may be released into the air. If small asbestos fibers are inhaled, they can increase the risk of serious health problems, including cancer. The University has a comprehensive asbestos safety program to protect all facility users.

If you notice damage to building materials or if you have questions about asbestos, please call EH&S at (206) 543-7388.

For more information on:

- Accident reporting,
- Biosafety,
- Bloodborne pathogen safety,
- Chemical safety,
- Emergency evacuations,
- Environmental hazards,
- Ergonomics,
- Fire safety,
- First aid,
- Disaster preparedness,
- Hazardous waste disposal,
- Laboratory safety,
- Laboratory research procedures,
- Radiation safety,
- Security,
- Shipping/transporting hazardous materials, or
- Health and safety training

Call EH&S at (206) 543-7262 or check our website at <http://www.ehs.washington.edu>



UW Hazard Communication for Office and Computer Products



Appendix C
Department of Mathematics
Environmental Health and Safety Compliance Checklist

✓	We have written an Emergency Evacuation and Operations Plan (EOP) that is updated annually. The backpage of the latest revision has been sent to the Office of the Dean – Attn: Safety Coordinator. This plan is available to all employees.
✓	An employee has been designated as our Safety Coordinator who manages the department’s compliance with the UW’s H&S policies.
✓	An appropriate number of Floor Wardens are trained and we have held a coordinated evacuation drill with all building occupants during the last year.
✓	We have a written Departmental Office Emergency Plan. Our employees are aware of the Emergency Preparedness Recommendations of OEM.
✓	We have viewed the EH&S website to determine if our department, or any of our employees, should take specific classes or training. Where applicable we have been particularly observant of training for:
✓	Instructors
✓	PIs
✓	Hazardous Materials
✓	We document all training/classes taken by our employees, maintaining a hard file of training activity participants, accident reports, and all safety and emergency plans.
✓	We have a New Employee Health & Safety Checklist that has been completed for all new employees.
✓	We have paid particular attention to documenting the following required training:
	Violence in the Workplace (required every two years)
✓	Asbestos Awareness (on-line and requiring an annual refresher)
	Heat Stress (new in 2008)
✓	At least annually we have reviewed all relevant policy and requirements with all faculty and staff.
✓	We have all appropriate documents required for the above in electronic format, with descriptive filenames, in a well-named directory, on a backed up server, where we can easily find and modify them next year when we have to do all this again.
✓	We acknowledge that Health and Safety requirements are more extensive than can be covered on a one page checklist and that we are responsible for our compliance.

Appendix D
Emergency Procedures

What to do for a ... **Medical Emergency**

- Assess the situation
- Get help. If immediate professional help is needed call, or have someone call, 911, or pull the nearest fire alarm.
- If you have first-aid or CPR training assess the situation and start the appropriate procedures. If you do not have such training, ask for help from someone who does.
- Do not move an injured person unless there is imminent danger.
- Try to keep the victim calm. Avoid unnecessary conversation about the condition of the victim
- Notify your supervisor, the office safety coordinator, and/or the facilities manager.

What to do for a ... **Power Outage**

- If necessary, provide assistance to others.
- If you are in a darkened area, move cautiously to a lighted area. The building has an emergency lighting system. If the emergency power is operational, exits will be indicated by lighted signs.
- Emergency flashlights can be found in the following locations:
 - Main office (C-138)
 - Lounge (C-120)
 - Advising (C-36)
 - Computing (C-32)
 - Math Study Center (B-14 CMU)
- Notify the Building Coordinator, Susan Williams, 543-2690, saw@u.washington.edu.
- Call 911 if people are in danger. If power is out, some of the phones in the building may be inoperative. Wall phones should be operable.

What to do for a ... **Fire!!**

Before

- Know, Plan and Practice your escape routes.
- Post emergency numbers near telephones.
- Get training from EH&S on using fire extinguishers
- Do not store combustible materials in closed areas or near a heat source.
- Use Extension cords correctly. Never run them under carpets, or anywhere they can be pinched, or plug them together. Avoid overloading electrical sockets.
- Keep all electrical appliances away from anything that can catch fire. Remember to always turn them off at the end of the day.
- Pay attention to housekeeping issues. Do not clutter exits, stairways, and storage areas with waste paper, empty boxes, and other fire hazards.

During

- Sound the alarm to notify your co-workers, no matter how small the fire.
- Call 911.
- Get out as quickly and as safely as possible.
- Close doors in each room after escaping to delay the spread of the fire.
- Use the stairs to escape. Do not use elevators.
- When evacuating, stay low to the ground. If possible, cover mouth with a cloth to avoid inhaling smoke and gases.
- Once outside, go to the Evacuation Assembly Point (EAP), tell your supervisor or department floor warden that you are out of the building and report injured or trapped persons and any signs of building damage you observe.

If unable to leave the building

- If you are unable to leave the building, you should create an area of refuge.
- Use a wet cloth to stuff around cracks in doors and seal up vents to protect against smoke.
- Do not break windows. Flames and smoke can come back in from the outside. If you need air, open the window a crack.
- Stay low under smoke. The freshest air is near the floor. Keep a wet clothe over your nose and mouth, breathe through your nose only.
- Signal for help. Use the telephone, or hang something in the window.

After

- Give first-aid where appropriate. Seriously injured or burned victims should be transported to professional medical help immediately.
- Stay out of damaged buildings. Return to building when local fire authorities say it is safe.
- Look for structural damage.
- Discard food that has been exposed to heat, smoke, or soot.
- Don't discard damaged goods until after an inventory has been taken. Save receipts for money related to fire loss.

What to do for a ... **Volcanic Eruption!!**

- Ash fall can be a major problem, but we are likely to have reasonable warning time.
- Time and circumstances permitting, we will call an Emergency All Office Meeting.
- Contact the Building Coordinator or the Safety Coordinator. If neither of them is available, call 5-1411 and ask to have the building's ventilation system shut down to prevent intake of ash.
- Turn off and cover electronic equipment. There are usually extra clean trash bags inside your trash can under the top liner.
- Break out the duct tape (or packing tape) and seal windows and unnecessary doors.
- Avoid using the elevator.
- Avoid using the telephone.
- If you are at home, stay at home. We will call you if you are needed.
- Stay inside the building if ash is falling.
- Wear a dust mask. An effective makeshift dust mask can be made from a moistened handkerchief, tee shirt, or other cloth scrap.
- If you are out and about:
 - And near the eruption – GET OUT OF THE RIVER VALLEY!!! Lahars will kill you.
 - And can get home in a hurry, consider doing so right now. The traffic will soon be a mess.
 - And cannot get home in a hurry, find indoor shelter quickly. The traffic will soon be a mess.
 - And get stuck in the traffic – DON'T DO THAT! Be Prepared.
- The United States Geological Survey, in cooperation with our friends at the GNS in New Zealand, have an excellent "What to do for Ash Fall" site at <http://volcanos.usgs.gov/ash/todo.html>. Read it before you need it.

What to do for a ... **Thermonuclear conflict**

- Panic, if panic is an option.

What to do for a ... **Suspicious Object – Suspicious Mail**

- Do not touch or disturb the object.
- Notify your supervisor, the Office Safety Coordinator, and/or the Building Coordinator.
- If your suspicions are confirmed, call 911.
- Be prepared to evacuate the building.

What to do for an ... **Explosion**

Call 911 or pull the nearest fire alarm.

Be prepared for further explosions.

Get under a table or desk.

Stay away from windows, bookcases, cabinets, overhead light fixtures, and electrical equipment.

Do not move injured persons unless they are in imminent danger.

Open doors carefully. Watch for falling objects.

Do not use the elevator.

Do not use matches or lighters.

Avoid using radios.

Avoid using the telephone.

Evacuate the building. Gather at the central reporting area (the HUB parking lot).

What to do for ... **Criminal Activity or a Suspicious Person**

For a **suspicious person**:

- If reasonable, establish eye contact and ask if you can help him or her. If they remain suspicious, call the University Police Non-Emergency Dispatch Number (3-9331) and make a report.
- Keep a safe distance. Note the person's direction of travel. Attempt to obtain as much information as possible, such as:

Sex	_____	Body type	_____	Clothing	_____
Age	_____	Hair color	_____	Shoes	_____
Weight	_____	Hair style	_____	Jewelry	_____
Race	_____	Scars/Marks/Tattoos	_____		_____

If you encounter a **person committing a crime**:

- The priority is personal safety! Do not endanger yourself.
- When reasonable – Do NOT resist or physically confront the person.
- Be sure not to block the person's access to an exit.
- Attempt to remember as much information as possible, as above.
- Call 911.
- The UW Police have a special "Active Shooter Guide" at http://www.washington.edu/admin/police/Active_Shooter/index.html.

What to do for an ... **Earthquake!!**

Before

- Make sure shelves are secure and designed with latching doors or raised edges to prevent objects from falling.
- Top-heavy furniture and equipment must be bolted to walls or floor.
- Store breakables and heavy objects on lower shelves. Overhead lights, heavy artwork, and mirrors need to be anchored.

During

- If **INDOORS**, stay indoors. Move away from windows that may break and furniture or large objects that could fall over. Take cover under a table, bench or desk and hold on, or go to an interior wall or hallway. Expect fire alarm and sprinkler systems to activate.
- If you're in a **CROWDED ROOM OR PUBLIC PLACE**, do not rush for exits.
- If **OUTDOORS**, stay outdoors. Move to an open area away from trees, buildings, utility poles and lines, or signs.
- If in a **VEHICLE**, pull to the side of the road as quickly as possible, but keep away from overhead hazard such as trees, buildings, utility poles and lines, signs, and bridges. Stay in the vehicle until the shaking stops.
- If you're in a **THEATER** or **STADIUM**, stay in your seat or get under it if possible, and protect your head with your arms. Do not try to leave until the shaking is over.

After

- Only after the shaking stops, evacuate cautiously, taking your keys, wallet, purse, coat, and any emergency supplies.
- On your way out, look for signs of building damage or for persons who are injured or trapped. Watch for falling objects as you leave the building.
- Go to the HUB parking lot, tell your supervisor or floor warden that you are out of the building and report injured or trapped persons and any signs of building damage you observed.
- Turn on a battery-powered or vehicle radio if available for information.
- If possible, do not use the phone for local calls, except emergencies, during the first 15-30 minutes after the earthquake. Overloading the phone system with calls may delay the delivery of emergency assistance.
- Be prepared for aftershocks.
- See next page for step-by-step checklist providing basic information for building evaluation and staff/student guidance.

**Evacuation Director Post Earthquake Checklist
Following a Mild Earthquake (Gentle Rolling Motion)**

Complete this checklist following a *mild* earthquake. Evacuation Directors should use extreme caution and care when surveying their building. If the answer is YES for those items which list **(EVACUATION)**, then evacuate the building (unless conditions outside the building are too hazardous for evacuation and assembly). Notify UWPD at 911 (or by runner if the telephone system is not working) to report the building evacuation and the reason(s) for the evacuation. The building will remain evacuated until ATC-20 structural assessment teams and/or Seattle Fire Department has cleared the building for re-entry.

If the evacuation director checks YES on one of the items on the checklist that does not list an **(EVACUATION)** notation, then the evacuation of the building is at the discretion of the Evacuation Director. Consider if the observed conditions represent a safety or health risk to workers, students, or visitors to the building. Also report any hazardous materials spills/leaks and utility line damage to 911.

Whether the building is evacuated or re-entered, deliver a copy of this completed checklist to either the Unit Response Center or the EOC. Post a completed copy near the main entrance(s) for emergency response personnel to reference.

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Building Name: Padelford Hall Date: _____
 Evacuation Director: _____ Director Phone/E-mail: _____

UTILITIES	
1. Is the power out? (EVACUATE)	1 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
2. Are there any damaged, leaking or ruptured utilities? (EVACUATE)	2 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
3. Do you smell natural gas or hear a hissing noise from a gas leak? (EVACUATE)	3 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
4. Are there any light fixtures that are hanging loose from the ceilings, fallen on the floor, or any exposed wires? (EVACUATE)	4 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
5. Is there evidence of leaking or ruptured water lines, such as water leaking from ceilings, floors, or walls? (EVACUATE)	5 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
6. Are there damaged steam pipes or radiators? Is there visible steam leaking from these sources? (EVACUATE)	6 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
7. Are there exposed, damaged, frayed or broken electrical cords, electrical wire/cable, or cable conduit? (EVACUATE)	7 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
8. Are there damaged sinks, toilets, piping or other plumbing? (EVACUATE IF water is leaking or running uncontrolled)	8 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
9. Is hot water heater(s) detached or leaking? (EVACUATE if gas water heater)	9 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

10. Are telephones and/or computer network out of order?	10	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
MECHANICAL/ELECTRICAL EQUIPMENT							
11. Is there damaged air handling equipment such as fans, fan motors, or ductwork? (EVACUATE)	11	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
12. Are there damaged electrical panels, circuit breakers, or leaking transformers?	12	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
13. Are elevator doors stuck in a closed or partially open position (EVACUATE)	13	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
14. Is the elevator stuck between floors? (EVACUATE)	14	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
15. Have any appliances such as refrigerators and freezers toppled over?	15	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
HAZARDOUS MATERIALS/CONDITIONS							
16. Are there fires in the building too large to be contained by a trained and competent person with a fire extinguisher (larger than a wastebasket)? (EVACUATE)	16	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
17. Have hazardous chemicals or other hazardous materials leaked or spilled, and is the spill larger than can be cleaned up with a chemical/biological spill kit by competent and trained personnel? (EVACUATE)	17	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
18. Are there any damaged or leaking compressed gas cylinders, high pressure vessels, or storage tanks? (EVACUATE)	18	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
19. Have numerous bookcases, filing cabinets, computer monitors, and other building furnishings toppled over? Are they blocking emergency exits? (EVACUATE)	19	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
20. Is there damaged pipe insulation or fireproof that are labeled or known to be asbestos-containing? (EVACUATE)	20	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
WALLS, FLOORS, CEILINGS, WINDOWS							
21. Are there uneven floors, buckled carpets, or broken tile/vinyl flooring? (EVACUATE)	21	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
22. Do any walls, support columns, or beams appear bent, twisted, sagging or leaning? (EVACUATE)	22	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
23. Are there severe cracks in the walls? (EVACUATE)	23	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
24. Are there any doors or windows difficult to open or close? (EVACUATE)	24	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
25. Is the suspended ceiling framework bent, twisted, or fallen? (EVACUATE)	25	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
26. Is there damage to stairs, stairwells, or handrails?	26	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
27. Are there displaced or fallen ceiling tiles?	27	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
28. Are there damaged or broken windows and/or window frames?	28	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A

BUILDING FAÇADE/OUTDOORS	
29. Are any outside building components (brick, mortar, stonework, chimneys) cracked or broken? Are there chunks of debris on the ground near the base of the building? (<i>Caution:</i> avoid debris as EVAC occurs and while waiting for all clear).	29 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
30. Are there downed trees, power poles, electrical wires outside the building? (<i>Caution:</i> If evacuating building, avoid debris and wires as EVAC occurs and while waiting for all clear.)	30 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

What to do for a ... **Bomb Threat**

In the event of receiving a telephone bomb threat:

- o Attempt to obtain as much information as possible. Caller ID data? Write down the details.

QUESTIONS TO ASK:

1. When will the bomb explode?
2. Where is the bomb?
3. What does the bomb look like?
4. What kind of bomb is it?
5. What will cause the bomb to detonate?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

Exact wording of the threat: _____

Sex of caller: _____

Approximate age: _____

Length of call: _____

Date: _____

CALLER'S VOICE

Calm	Angry	Excited	Slow
Rapid	Soft	Loud	Laughing
Crying	Normal	Distinct	Slurred
Nasal	Stuttering	Lisped	Raspy
Deep	Ragged	Cracking	Breathing heavily
Familiar	Accented	Distorted	Clearing throat

If familiar, whose voice is similar?

BACKGROUND

Office machinery	Factory machinery	Street noises	Crockery
Voices	PA system	Music	Household noises
Running motor	Animal noises	Clear	Static
Local call	Long distance call	Telephone booth	other

THREAT LANGUAGE

Well-spoken	Message is read	Profane	Irrational
Incoherent	Rambling	Taped	

Remarks:

- Call 911, or pull nearest fire alarm.
- Notify your supervisor and Safety Coordinator.
- Be prepared to evacuate the building.

Emergency Procedures “Back Page”

Department: Mathematics

Last Updated: 1/26/09, by Mary Sheetz

Health and Safety Coordinator (from 9/08 to 9/09):

Mary Sheetz

(206) 543-6163

sheetz@math.washington.edu

C-138 Padelford Hall

Departmental Health and Safety Committee members:

Mary Sheetz (chair)

Britt Ashley

Brooke Miller

Steve Sheetz

Representatives of Group #6, College of Arts and Sciences Organizational Safety & Health Committee (all email addresses end in washington.edu)

Member	Organization	Type	Phone	E-Mail
Bev Wessel	Philosophy	Elected	3-5855	wessel@u.
Bob Blum	Dean’s Office	Elected	6-4417	blum@u.
Doug Will	CENPA	Elected	3-4062	DIWill@u.
John Freudenthal	UAW Local 4121	Union	521-7559	jfreud@u.
Larry Sommers	SEIU Local 925	Union	3-0633	lsommers@u.
Ron Maxell	Physics Instructional Labs	Elected	3-8588	maxell@phys.
Sheri Huber	Language Learning Center	Elected	3-8280	shuber@u.
Tracy Harvey	Chemistry	Appointed	3-8183	harvey@chem.

Organizational Representatives to University-Wide Safety & Health Committee:

Sheri Huber	Language Learning Center	Elected	3-8280	shuber@u.
Tracy Harvey	Chemistry	Appointed	3-8183	harvey@chem.

Floor Wardens

PL	Steve Sheetz	3-6303	sbsheetz@math.	Math
LL	Kevin Loranger	5-2752	kevinlor@math.	Math
	Nick Ganoulis	6-6235	nganouli@u.	CSSS
1	Britt Ashley	3-1150	britt@math.	Math
	Mike Munz	3-1151	munz@math.	Math
	David Miles	6-5302	dmiles@u.	Spanish & Portuguese
	Gabi Pirralho	3-2020	pirrag@u.	Spanish & Portuguese
	Lani Phillips	6-9579	lanip@u.	Spanish & Portuguese
2	Jennifer Keane	6-3486	jkeene@u.	French & Italian
	Sabrina Tatta	6-5366	sabri@u.	French & Italian
3	Martha Tucker	3-7296	mtucker@u.	Math Library

	Saundra Martin	3-7296	skmartin@u.	Math Library
4	Yuko Mera	3-7542	ymera@u.	Comp Lit
5	Marcia Feinstein-Tobey	3-7542	maf@u.	Comp Lit

First-Aid/CPR Certified

Name	Room	Phone	Certification expires
Britt Ashley	C-138	3-1150	12/17/09
Brooke Miller	C-36	3-0388	12/17/09
Steve Sheetz	C-32	3-6303	12/17/09
Mike Munz	C-138	3-1151	11/24/10

Person responsible for stocking First-Aid Kits (UW APS 10.5): Britt Ashley

Important Non-Emergency Phone Numbers: See EH&S website at www.ehs.washington.edu. Click on "Phones".