

Emergency Authorities

Seattle Fire Dept. / UW Police

Genome Sciences Evacuation Director: Beth Hammermeister: 206-543-8948

Alternate: Sandra Pennington: 206-543-7539

Bioengineering Evacuation Director: Colleen Irvin: 206-543-4508

Alternate: Ruth Woods: 206-685-2004

Procedures for Evacuation Wardens

What should be on your clipboard:

Names of people currently in your area

Name of person(s) you have designated as an alternate evacuation warden for your area

Floor plan of your area

Areas of refuge (Generally enclosed stairwells)

Hazardous locations and chemicals in your area

Note: Evacuation Wardens are not to put themselves in danger while performing their duties

When an alarm goes off:

Grab your clipboard, green hat, green vest, personal belongings

Sweep your area informing everyone that they must evacuate

Direct people to safest exit and the Foege Evacuation Assembly Point (Foege lawn, south of Skamania Lane)

Ask everyone including students and visitors if they need help evacuating

Note the name and location of anyone who remains in the building

Note any issues of interest to the Fire Dept.

Close doors as you go

Limit your sweep to 2-3 minutes

If you are in another area of the building when the alarm goes off, evacuate from where you are; do not go back to your floor

At the South Foege Evacuation Assembly Point

Take roll of persons in your area including visitors, persons with disabilities, and employees who are off campus

Report persons remaining in the building to the GS evacuation director, Beth Hammermeister or her alternate evacuation director, Sandra Pennington.

If Beth or Sandra are not available, report persons remaining in the building and other issues to the fire department or police.

Stand by for additional assignments

Do not enter the building until the **green flag** is waved by an Evacuation Director.

For mass emergencies, staff may be directed by the Evacuation Directors to the nearest Mass Assembly Area: Fisheries Lawn, Rainier Vista, or South of Husky Stadium

What to do when an earthquake happens and you are inside:

Stay away from windows

Drop, Cover, and Hold, taking refuge under a sturdy desk or table until the shaking stops

If safe to start sweep, perform your evacuation warden duties

Should an aftershock occur, Drop, Cover, and Hold again until the shaking stops

Once outside, stay clear of electrical lines, overhead dangers, and objects that may fall such as trees or poles