

Emergency Authorities

Seattle Fire Dept. / UW Police

**Evacuation Director (South Foege): Beth Hammermeister: 543-8948
(North Foege): Sonia Honeydew: 543-6127**

Evacuation Wardens

Procedures for Evacuation Wardens

What should be on your clipboard:

- Names of people currently in your area; update monthly
- Name of person 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 Evacuation Assembly Point (Grassy Area east of building and 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 Evacuation Directors, Beth Hammermeister or Sonia Honeydew
- If Sonia or Beth are not available, report persons remaining in the building and other issues to the Fire Dept.
- Stand by for additional assignments

Do not enter the building until you see the green ALL CLEAR sign waved by the Evacuation Director/s

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 shaking stops

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