Emergency Authorities

Seattle Fire Dept. / UW Police

Genome Sciences Evacuation Director: Beth Hammermeister: 543-8948
Alternate: Sandra Pennington: 317-5031 (pager)

Bioengineering Evacuation Director: Colleen Irvin: 543-4508
Alternate: Ruth Woods: 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 Evacuation Assembly Point (South half of W35 parking lot, one block west of Foege)
  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.
(The green “flag” is a piece of 8X10 green construction paper.)
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