



ASIAN LANGUAGES & LITERATURE

UNIVERSITY *of* WASHINGTON

College of Arts & Sciences

Health and Safety Plan

Last edited August 2020

Back Page edited and distributed annually



Departmental Safety and Health Plan

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Accident Prevention Program

A. Scope and Responsibility

1. Scope

The purpose of this plan is to establish procedures and duties, to promote planning, and to establish training for the staff of the Department of Asian Languages and Literature, College of Arts and Sciences, for fire and other emergency evacuations as required by Article 193 of the Seattle Fire Code, the Washington Administrative Code (WAC 296-24-567), and the UW Emergency Operations Plan (See Appendix L).

2. Safety and Health Policy

It is the policy of the University of Washington to create and maintain a safe and healthful work place 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

Responsibility for safety programs and safety performance lies with each Dean, Director, 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 is Youngie Yoon.

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

- Auditing compliance with the safety and health plan.
- 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.
- Scheduling employee health and safety training as required.
- Working as a liaison with Environmental Health and Safety and the Arts and Sciences Organizational Safety Committee.
- Working with supervisors and employees to resolve safety complaints.
- Keeping the safety bulletin boards up-to-date.
- Maintaining safety records such as copies of accident reports, training records, safety inspection reports, safety procedures, immunization records, etc.
- Keeping the dean, divisional dean for computing, facilities and research, or director of facilities and planning aware of current safety concerns.
- Review contents of first aid kit at least once a year and replace any missing items.

-
- Send 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).

5. Appointed Member to the A&S Organizational Safety Committee

The Chairman may appoint a person as the Department representative to the A&S Organizational Safety Committee. The current appointee is Youngie Yoon.

B. Steps to Assure Employee Health and Safety

1. Supervisor Safety Meetings

Because of the small size of this unit and because its operations are limited to office procedures, regular meetings are not necessary. The safety coordinator will schedule meetings when needed. Because it includes everyone, the office e-mail list is an effective communications tool for disseminating most safety information. Safety issues are frequently on the agendas of all staff meetings. A copy of all safety related e-mails must be saved.

2. Emergency Evacuation and Operations Plan

See Addendum 1 for a copy of the **ASIAN LANGUAGES AND LITERATURE EMERGENCY PLAN**. Also, please review the **Gowen Hall Fire Safety and Evacuation Plan for 2019-2020**, located at: <https://asian.washington.edu/faculty-and-staff>

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.

3. Departmental Participation in Health and Safety Committees

The Department of Asian Languages and Literature is too small a unit to need its own formal safety committee. The responsibility for overseeing safety for this unit rests with the Department's safety coordinator. The coordinator, through consultation with the Chairman and the Administrator, can call together whatever group of faculty and staff is needed to accomplish a particular goal.

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. The Arts and Sciences Organizational Health and Safety Committee fulfill this requirement.

a. Organizational Health and Safety Committee

All Asian L&L employees can bring concerns directly to the Arts and Sciences Organizational Health and Safety Committee meetings or relay concerns to the committee through the Department's representative(s) or any other member on the committee.

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 committees. Employee safety issues with campus-wide impacts or support needs beyond the level of the College 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 Arts and Sciences organizational representative to this committee. See the back-page 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. The College of Arts and Sciences is also referred to as group 6 on the University Health and Safety Committee.

4. Access to First Aid and CPR

UW Police officers are First Aid and CPR certified and can respond within two to three minutes if notified by calling 911. From a UW phone, dial 9-911.

A first aid kit is located in the supplies cabinet next to the front desk in GWN 225. Although advisable, this office is not *required* to have anyone with current first aid certification.

5. Hazard Assessment and Reduction

To maintain a safe and healthful work place, the Department of Asian Languages and Literature safety coordinator will conduct periodic inspections of the work areas. This task can be assigned to the director of facilities and planning for the College of Arts and Sciences. 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 D10.3A). A self-audit safety checklist to assist in this task is located in Appendix B. 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 work place 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 D 12.5. The UW Hazard Communication Program is located in the office information files besides the main reception desk.

(1). 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.

(2). Material Safety Data Sheets (MSDS)

Another required method for informing employees about hazardous chemicals is through the availability of Material Safety Data Sheets (MSDS). Asbestos is carried in Gowen Hall. The MSDS for Asbestos can be found in the health and safety binder located next to the front desk. They can also be obtained from EH&S between the hours of 8:00 a.m. - 5:00 p.m. (phone number on page 15) or from their website:

<http://www.ehs.washington.edu/epomychem/index.shtm>. In addition, all faculty and staff are required to complete Asbestos awareness training, which can be taken online at: <http://www.ehs.washington.edu/psotrain/corsdesc.shtm#asbestos>.

(3). Hazard Communication Training

Employees receive information about the UW Hazard Communication Program during Personnel's UW 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 located in the "Health and Safety" binder beside the main office reception desk.

b. Personal Protective/Safety Equipment

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.

6. 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. Any party may request EH&S assistance if internal procedures cannot resolve the problem.

The appropriate UW Incident/Accident/Quality Improvement Report form may be used to report safety problems. Blank UW Incident/Accident/Quality Improvement Report forms are located in the security information binder behind the reception desk; as well as a file of accident reports.

7. Accident Reporting and Investigation

a. Medical Emergencies

All medical emergencies are reported to the nearest Emergency Medical Services (EMS) by dialing 9-911. A list of employees certified or experienced with CPR and first aid is located on the last page of the 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/Quality Improvement Report form (UofW 1428). This form can be filled out by the employee, the supervisor, or both. Provide a copy to the departmental or unit 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 form. 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.

8. 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. The plan is located in the Main Office safety binder at the information area behind the reception desk. All employees are given a personal copy of the emergency plan. Employee safety training must be completed each year.

C. Safety Program Record Keeping and Documentation

All safety-related records are kept in the main office Health and Safety binder. 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 Main Office Health and Safety binder at the information area beside the reception desk:

- Accident reports
- Asian Languages and Literature Health and Safety Plan
- Asian Languages and Literature Emergency Procedures
- 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 (Dean's office self-inspection reports)

Attachment A: OFFICE SAFETY INSPECTION CHECKLIST

OFFICE SAFETY INSPECTION CHECKLIST

Asian Languages and Literature

Gowen Hall

Inspection completed by _____

Date of inspection _____

| General Office/Common Areas Inspection | Comments | Correction Date |
|---|----------|-----------------|
| Administrative | | |
| <input type="checkbox"/> 1. Is the departmental Health and Safety Plan in a location known and accessible to all employees? | | |
| <input type="checkbox"/> 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) A. <input type="checkbox"/> Your Rights as a worker B. <input type="checkbox"/> Job Safety and Health protection C. <input type="checkbox"/> Notice to Employees D. <input type="checkbox"/> UW hazard Communications poster E. <input type="checkbox"/> The Emergency Phone Number poster F. <input type="checkbox"/> Other health and safety material/information | | |
| <input type="checkbox"/> 3. Does the departmental Emergency Operations Plan include a floor plan/map of the department, including emergency evacuation site, procedures, and routes? | | |
| <input type="checkbox"/> 4. Are employees/students instructed in emergency procedures (i.e., location of exits, location and use of fire extinguishers)? | | |
| <input type="checkbox"/> 5. Are employees instructed not to use extension cords in place of permanent wiring? | | |
| <input type="checkbox"/> 6. Are Material Safety Data Sheets (MSDS) and an inventory sheet of all office products used in the workplace on file and accessible to employees? | | |
| <input type="checkbox"/> 7. Are training records maintained and available for review by employees, EH&S, and outside agencies? | | |
| <input type="checkbox"/> 8. Are departmental safety inspection reports and corrections maintained and available for review by employees, EH&S, and outside agencies? | | |
| | | |

OFFICE SAFETY INSPECTION CHECKLIST

Asian Languages and Literature

Gowen Hall

Inspection completed by _____

Date of inspection _____

| General Office/Common Areas Inspection | Comments | Correction Date |
|---|-------------------------------|-----------------|
| General Safety Concerns | | |
| <input type="checkbox"/> 1. Are the exits (doorways), exit aisles, and internal corridors free of obstacles and combustible storage? | | |
| <input type="checkbox"/> 2. Are light fixtures working and are diffuses installed? | | |
| <input type="checkbox"/> 3. Have all loose rugs or mats been secured or removed? | <input type="checkbox"/> None | |
| <input type="checkbox"/> 4. Have missing or loose ceiling tiles been repaired? | | |
| Electrical Cords and Outlets | | |
| <input type="checkbox"/> 1. Are extension cords: <ul style="list-style-type: none"> <input type="checkbox"/> plugged directly into a wall outlet? <input type="checkbox"/> at a minimum 14 gauge (heavy-duty) and servicing only one appliance or fixture? <input type="checkbox"/> in good condition without splices, deterioration, taping, damage, or being sharply bent or pinched? <input type="checkbox"/> prevented from running through walls, ceilings, or doors? <input type="checkbox"/> grounded when servicing a grounded appliance or fixture? | <input type="checkbox"/> None | |
| <input type="checkbox"/> 2. Do/Are multiple outlet strips, or cube taps: <ul style="list-style-type: none"> <input type="checkbox"/> plugged directly into a wall outlet? <input type="checkbox"/> at a minimum 14 gauge (heavy-duty) <input type="checkbox"/> have a circuit breaker? <input type="checkbox"/> have cords that are 6' or under? | <input type="checkbox"/> None | |
| <input type="checkbox"/> 3. Are all cords that cross an aisle or other passageway provided with cord guards? | <input type="checkbox"/> None | |
| <input type="checkbox"/> 4. Are electrical cover plates provided on all electrical switches or outlets? | | |
| <input type="checkbox"/> 5. Is clear access (36" clearance) provided to electrical panels? | <input type="checkbox"/> None | |

| Heaters and Fans | Comments | Correction Date |
|---|-------------------------------|-----------------|
| <input type="checkbox"/> 1. Do all heaters have a working tip-over switch? <input type="checkbox"/> Combustibles kept 24" from all sides and tops of heaters? <input type="checkbox"/> All electric space heaters plugged directly into the wall? | <input type="checkbox"/> None | |
| <input type="checkbox"/> 2. Are fine finger guards provided on fans? <input type="checkbox"/> Are all fans below head level or secured? | <input type="checkbox"/> None | |
| <input type="checkbox"/> 3. Are radiators in good working order? | <input type="checkbox"/> None | |
| Seismic Bracing and Earthquake Preparedness | | |
| <input type="checkbox"/> 1. Are furnishings more than four feet six inches high braced? (This includes file cabinets, bookcases, desk hutches, etc.) | <input type="checkbox"/> None | |
| <input type="checkbox"/> 2. Is all shelving secured? | | |
| <input type="checkbox"/> 3. Are projection screens, maps, blackboards, etc., fastened with a closed hook system or bolted to walls? | <input type="checkbox"/> None | |
| <input type="checkbox"/> 4. Is overhead storage of heavy items secured or avoided? | | |
| Other Noted Conditions | | |
| <input type="checkbox"/> 1. | | |
| <input type="checkbox"/> 2. | | |
| <input type="checkbox"/> 3. | | |
| <input type="checkbox"/> 4. | | |
| <input type="checkbox"/> 5. | | |
| | | |
| | | |

OFFICE SAFETY INSPECTION CHECKLIST

Room # _____

Asian Languages and Literature

Inspection completed by _____

Gowen Hall

Date of inspection _____

| Room Specific Inspections | Comments | Correction Date |
|---|-------------------------------|-----------------|
| General Safety Concerns | | |
| <input type="checkbox"/> 1. Are the exits (doorways), exit aisles, and internal corridors free of obstacles and combustible storage? | | |
| <input type="checkbox"/> 2. Are light fixtures working and are diffuses installed? | | |
| <input type="checkbox"/> 3. Have all loose rugs or mats been secured or removed? | <input type="checkbox"/> None | |
| <input type="checkbox"/> 4. Have missing or loose ceiling tiles been repaired? | | |
| Electrical Cords and Outlets | | |
| <input type="checkbox"/> 1. Are extension cords: <ul style="list-style-type: none"> <input type="checkbox"/> plugged directly into a wall outlet? <input type="checkbox"/> at a minimum 14 gauge (heavy-duty) and servicing only one appliance or fixture? <input type="checkbox"/> in good condition without splices, deterioration, taping, damage, or being sharply bent or pinched? <input type="checkbox"/> prevented from running through walls, ceilings, or doors? <input type="checkbox"/> grounded when servicing a grounded appliance or fixture? | <input type="checkbox"/> None | |
| <input type="checkbox"/> 2. Do/Are multiple outlet strips, or cube taps: <ul style="list-style-type: none"> <input type="checkbox"/> plugged directly into a wall outlet? <input type="checkbox"/> at a minimum 14 gauge (heavy-duty) <input type="checkbox"/> have a circuit breaker? <input type="checkbox"/> have cords that are 6' or under? | <input type="checkbox"/> None | |
| <input type="checkbox"/> 3. Are all cords that cross an aisle or other passageway provided with cord guards? | <input type="checkbox"/> None | |
| <input type="checkbox"/> 4. Are electrical cover plates provided on all electrical switches or outlets? | | |
| <input type="checkbox"/> 5. Is clear access (36" clearance) provided to electrical panels? | <input type="checkbox"/> None | |

| Heaters and Fans | Comments | Correction Date |
|--|-------------------------------|-----------------|
| <input type="checkbox"/> 1. Do all heaters have a working tipover switch? <input type="checkbox"/> Combustibles kept 24" from all sides and tops of heaters? <input type="checkbox"/> All electric space heaters plugged directly into the wall? | <input type="checkbox"/> None | |
| <input type="checkbox"/> 2. Are fine finger guards provided on fans? <input type="checkbox"/> Are all fans below head level or secured? | <input type="checkbox"/> None | |
| <input type="checkbox"/> 3. Are radiators in good working order? | <input type="checkbox"/> None | |
| Seismic Bracing and Earthquake Preparedness | | |
| <input type="checkbox"/> 1. Are furnishings more than four feet six inches high braced? (This includes file cabinets, bookcases, desk hutches, etc.) | <input type="checkbox"/> None | |
| <input type="checkbox"/> 2. Is all shelving secured? | | |
| <input type="checkbox"/> 3. Are projection screens, maps, blackboards, etc., fastened with a closed hook system or bolted to walls? | <input type="checkbox"/> None | |
| <input type="checkbox"/> 4. Is overhead storage of heavy items secured or avoided? | | |
| Other Noted Conditions | | |
| <input type="checkbox"/> 1. | | |
| <input type="checkbox"/> 2. | | |
| <input type="checkbox"/> 3. | | |
| <input type="checkbox"/> 4. | | |
| <input type="checkbox"/> 5. | | |
| | | |
| | | |

UNIVERSITY OF WASHINGTON
ENVIRONMENTAL HEALTH AND SAFETY

Attachment B: INCIDENT / ACCIDENT / QUALITY IMPROVEMENT REPORT

Note: This form is for use by general campus and Health Sciences employees. Harborview and University Medical Center employees should use form UH 0266. School of Dentistry employees should use form UoW 1119.

| | | | |
|--|----------------|--|---|
| Date of Incident | Time (AM/PM) | Exact Location of Incident (Bldg./Floor) | |
| AFFECTED PARTY | | | |
| Name (Please Print) | | Social Security Number | Date Reported |
| Department (Home address if not employee) | | Job Title | Phone |
| Signature | | | <input type="checkbox"/> Patient <input type="checkbox"/> Visitor <input type="checkbox"/> Student <input type="checkbox"/> Employee |
| Narrative of Occurrence-(Please write legibly) WHAT/HOW | | | |
| SUGGESTIONS (For future avoidance) | | | |
| REPORTED BY (If not Affected Party) | | | |
| Name (Please Print) | | | Date Reported |
| Department | | Job Title | Phone |
| SUPERVISOR RESOLUTION | | | |
| Causes of Accident | | | |
| Remedial Action Taken | | | |
| Work Order Number (If applicable) | Date Corrected | Name of Supervisor (Please Print) | Phone |
| Signature | | Job Title | Date |
| ENVIRONMENTAL HEALTH & SAFETY | | | |
| Comments | | EH&S CODES | |
| | | Job Title | Dept. |
| | | Building | Sector |

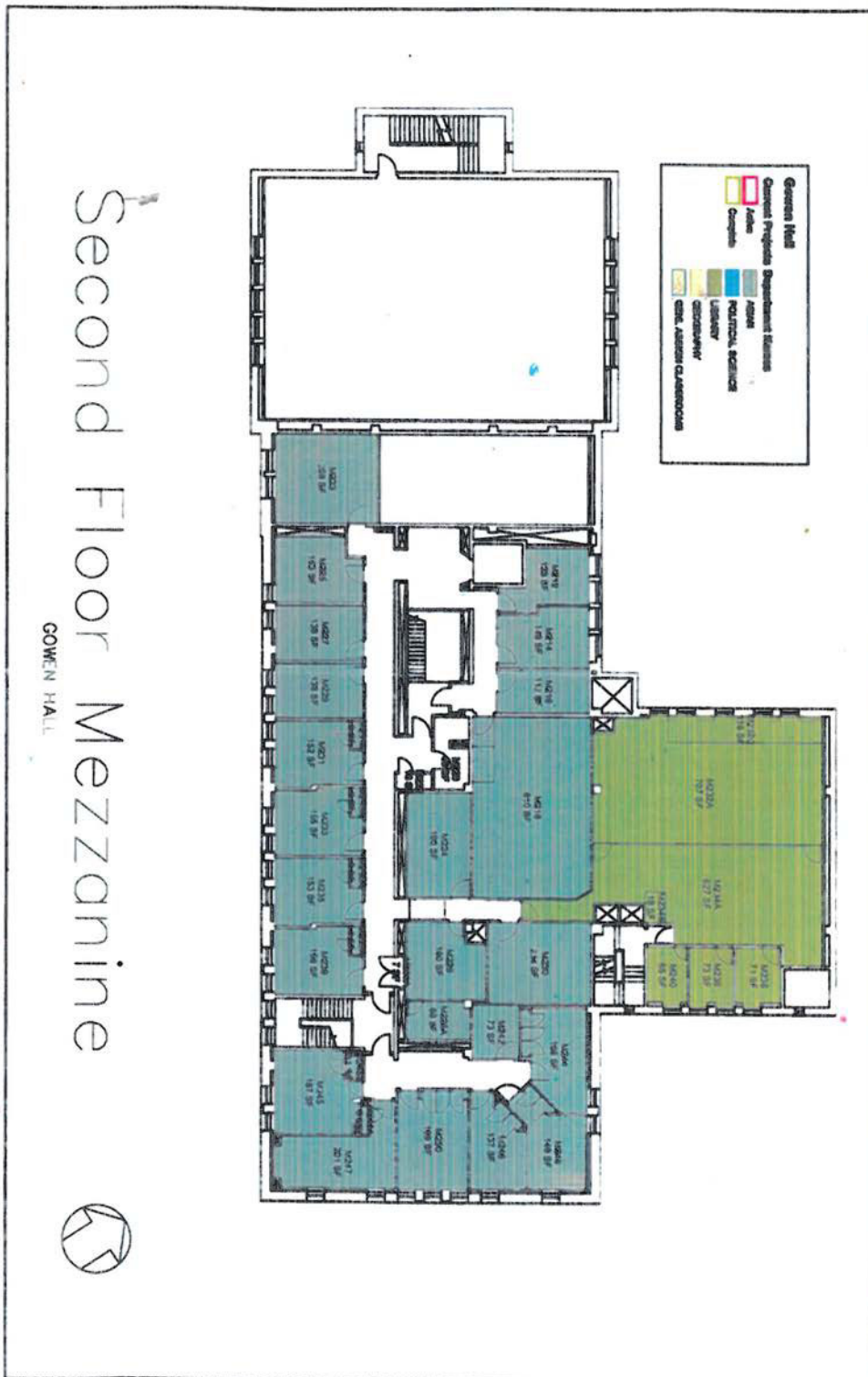
BLANK FORMS AVAILABLE IN
 FILE BEHIND FRONT DESK
 OR USE THE ONLINE OARS REPORT

Gowen Hall Floor Plans

Floor 2

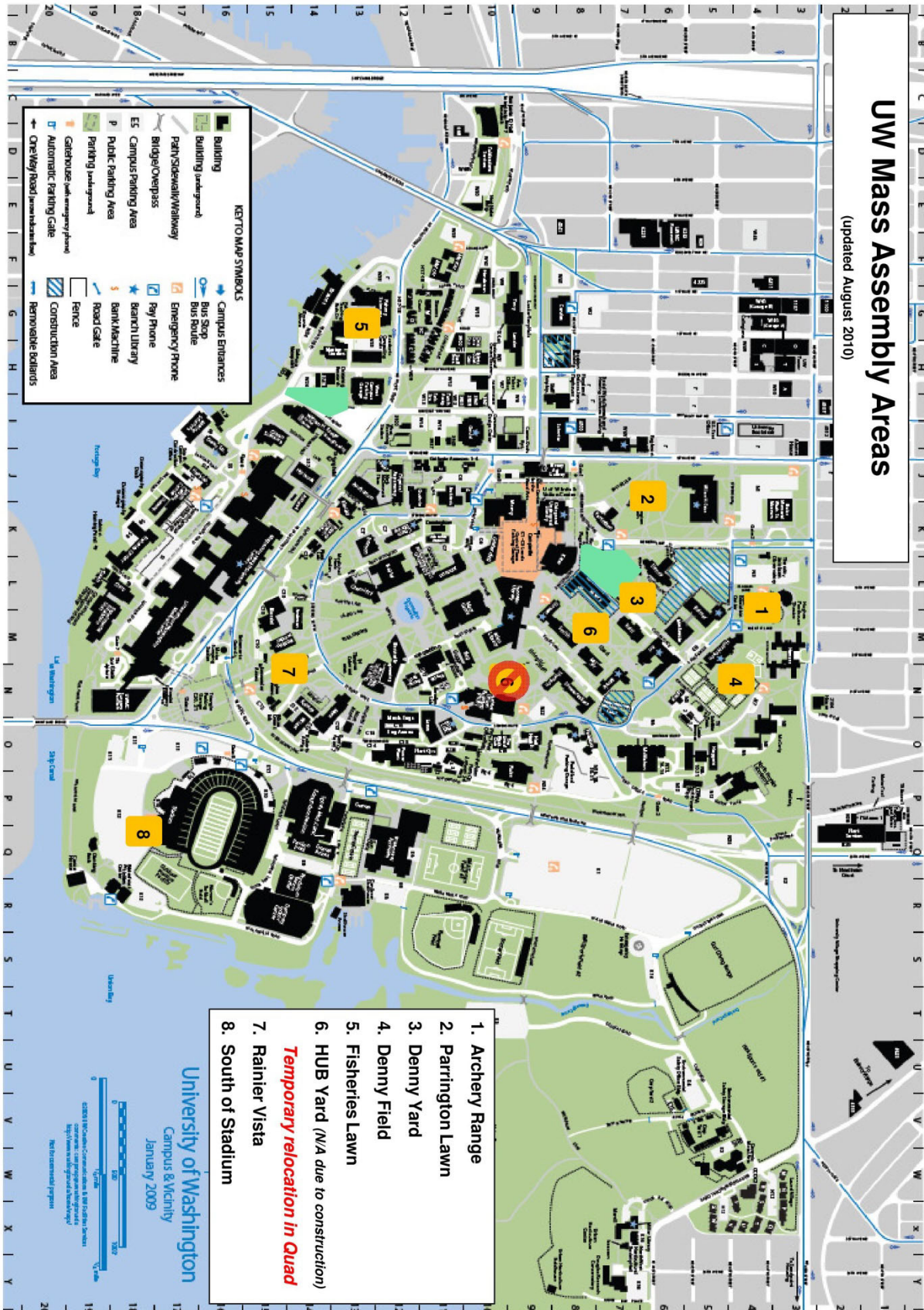


Floor 2 Mezzanine



UW Campus Mass Assembly Areas

Asian Languages and Literature Assembly point is the HUB Yard (6)



BACK PAGE- Asian Languages and Literature Health and Safety Plan Last updated August 14, 2020

1. Safety Coordinator for the Asian Languages and Literature for 2020-2021

Youngie Yoon

haeyoung@uw.edu

546-7428

2. Arts and Sciences Organizational Health and Safety Committee for 2017-2018

| | | |
|--|----------------------------|----------|
| Robert C. Stacey / Dean | bstacey@uw.edu | 543-5340 |
| Elected Members | | |
| Lori Anthony History | anthonyl@uw.edu | 543-8291 |
| Elena Johns | Music emjohns@uw.edu | 543-2071 |
| Ron Maxell / Physics | maxell@phys.washington.edu | 543-8588 |
| Paul Miller / Chair / Chemistry | paulmil@uw.edu | 543-8183 |
| Anne Pearson Art | pearsa2@uw.edu | 221-2354 |
| Bev Wessel / Secretary | wessel@uw.edu | 616-7953 |
| Appointed Members: | | |
| Maggie Luning | mluning@uw.edu | 685-8036 |
| EH&S Ex Officio: | | |
| Emma Alder | ealder@uw.edu | 221-2852 |

3. Important EH&S Phone Numbers

| | |
|--|--------|
| Accident reports | 3-7388 |
| Chemical hazards | 3-0467 |
| Fire safety inspections/consultations | 3-0465 |
| Fire safety equipment repairs (exit signs, extinguishers, etc.) | 5-1411 |
| General occupational safety | 3-7388 |
| Material safety data sheets (MSDS) | 3-0467 |
| Training | 3-7201 |

4. Asian L&L Staff with First Aid and/or CPR Training:

5. Gowen Hall Building Coordinator

Ann Buscherfeld

buscherf@uw.edu

543-7373

Addendum I: Asian L&L Emergency Procedures

Asian Languages and Literature
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 office has an emergency lighting system. If the emergency power is operational, exits will be indicated by lighted signs.
- Flashlights are located in the main office; one in the main reception desk, graduate adviser's office, curriculum secretary's desk, and Youngie Yoon.
- Notify the facilities manager.
- Call 911 if people are in danger. If power is out, the Merlin Phone System may be inoperative.

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.

What to do in case of... 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 9-1-1 (or 9-9-1-1 from a campus phone).
- 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 your department Evacuation Assembly Point. Inform your supervisor or department floor warden that you are out of the building, report any injured or trapped persons and any signs of building damage you observed.

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 cloth over your nose and mouth, breath 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 damage 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 relating to fire loss.

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 facilities manager.
- If your suspicions are confirmed, call 911.
- Be prepared to evacuate the building.

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 _____ Facial Hair _____

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](#) .

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 hazards 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

UW Seattle Building Emergency and Evacuation Procedures After an Earthquake. [Click here](#) for detailed instructions on what building occupants and Building Evacuation Directors should do immediately after an earthquake on the Seattle campus. This step-by-step checklist provides basic information for building evaluation and staff/student guidance

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 your department Evacuation Assembly Point, 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 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.

What to do for a... BOMB THREAT

In the event of receiving a telephone bomb threat:

Attempt to obtain as much information as possible. Caller ID data? Time? Duration of call?

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:

Race?:

Approximate age:

Length of call:

Date:

CALLER'S VOICE

- | | | | |
|------------------------------------|-------------------------------------|------------------------------------|--|
| <input type="checkbox"/> calm | <input type="checkbox"/> angry | <input type="checkbox"/> excited | <input type="checkbox"/> slow |
| <input type="checkbox"/> rapid | <input type="checkbox"/> soft | <input type="checkbox"/> loud | <input type="checkbox"/> laughing |
| <input type="checkbox"/> crying | <input type="checkbox"/> normal | <input type="checkbox"/> distinct | <input type="checkbox"/> slurred |
| <input type="checkbox"/> nasal | <input type="checkbox"/> stuttering | <input type="checkbox"/> lisped | <input type="checkbox"/> raspy |
| <input type="checkbox"/> deep | <input type="checkbox"/> ragged | <input type="checkbox"/> cracking | <input type="checkbox"/> breathing heavily |
| <input type="checkbox"/> familiar* | <input type="checkbox"/> accented | <input type="checkbox"/> distorted | <input type="checkbox"/> clearing throat |

* *If familiar, whose voice is similar?*

BACKGROUND

- | | | | |
|---|---|--|---|
| <input type="checkbox"/> office machinery | <input type="checkbox"/> factory machinery | <input type="checkbox"/> street noises | <input type="checkbox"/> crockery |
| <input type="checkbox"/> voices | <input type="checkbox"/> PA system | <input type="checkbox"/> music | <input type="checkbox"/> household noises |
| <input type="checkbox"/> running motor | <input type="checkbox"/> animal noises | <input type="checkbox"/> clear | <input type="checkbox"/> static |
| <input type="checkbox"/> local call | <input type="checkbox"/> long distance call | <input type="checkbox"/> telephone booth | <input type="checkbox"/> other |

THREAT LANGUAGE

- | | | | |
|--------------------------------------|--|----------------------------------|-------------------------------------|
| <input type="checkbox"/> well-spoken | <input type="checkbox"/> message is read | <input type="checkbox"/> profane | <input type="checkbox"/> irrational |
| <input type="checkbox"/> incoherent | <input type="checkbox"/> rambling | <input type="checkbox"/> taped | |

Remarks:

Call 911, or pull nearest fire alarm.

Notify your supervisor and facility manager.

Be prepared to evacuate the building.

EMERGENCY PROCEDURES BACKPAGE

1. **Get help, call 911**

- A.) In the event of a life threatening emergency, call 911 or pull the nearest fire alarm. If appropriate **SHOUT for HELP!!** When calling 911, **stay on the line until the dispatcher tells you to hang up.**
- B) **While you're waiting for help, administer first aid as needed.**

First aid kits are located:

In the supplies cabinet next to the reception area front desk in GWN 225.

Note: UW Police officers are advanced First Aid and CPR certified and are within 2 to 3 minutes response time by calling 911. In the event of a severe disaster this response time could be delayed considerably.

2. **Contact your supervisor and our Safety Coordinator**

Youngie Yoon – 546-7428 / haeyoung@uw.edu

3. **Fill out an Accident/Incident Report.**

Talk to your supervisor.

Obtain an Accident/Incident Report form from the Reception Desk or use the Online Accident Reporting System (OARS). Fill out the report as soon as possible (while memory of the details is still fresh).

Last reviewed and updated September 2016

Attachment D: Department of Asian Languages and Literature New Employee Safety Orientation

- I have read the Asian L&L Health and Safety Plan**
- I have read the Asian L&L Emergency Procedures and kept a copy**
- I have checked off all boxes below and given a signed copy to Youngie Yoon.**

- 1. I know how to report emergencies. The number for Police/Medical/Fire is **911**. Dialing out from a UW phone, I dial **9-911**. I know to report any accidents or incidents to my supervisor or the safety coordinator and I will fill out a UW Incident/Accident/Quality Improvement Report form (Form UoW 1428) or use the equivalent Online Accident Reporting System (OARS).

- 2. Emergency Evacuation
I have reviewed the emergency evacuation routes for this office and know all six ways to exit the building. Our office meeting area is the HUB parking lot outside the main entry doors. I will report to the Evacuation Captain after any evacuation. All doors should be closed upon exiting.

- 3. Local Fire Alarm Signaling System
I know the location of every fire pull station in the 2nd and Mezzanine floors in Gowen Hall. Activating the pull station sounds an alarm in the building to alert other occupants to evacuate. Activating a fire alarm pull station will signal the UW Police and Seattle Fire Department and show the location of the emergency.

- 4. Portable Fire Extinguishers
I know where portable fire extinguishers are located. I know I should use a portable fire extinguisher only if:
 - I am trained to use them, (If interested ask Safety coordinator how to be trained)
 - the fire alarm has been sounded first,
 - the fire is small (waste basket size), and
 - I have a clear evacuation route.

- 5. I know where to find the following:
 - First Aid kit
 - Operable phone during power outage
 - Health and Safety Bulletin Boards

- 6. I know where to find or get Material Safety Data Sheets if I have any concerns about what chemicals I am being exposed to.

- 7. I have checked the EH&S website (<http://www.ehs.washington.edu/>) for a list of safety classes and trainings and will discuss with my supervisor, the safety coordinator, or a facilities person if I think such training would be necessary or helpful.
 - I have taken the online Asbestos Awareness Training and will repeat it annually.
 - I am registered for, or have taken Violence in the Workplace Training.
 - I have been given Heat Related Illness information.
 - I am familiar with the Office of Emergency Management online site and its recommendations for emergency preparedness.

Employee Name: _____

Emergency Contact: _____ Relationship: _____

Emergency contact phone number(s) _____

Employee Signature: _____ Date: _____