



# EVANS SCHOOL OF PUBLIC AFFAIRS

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UNIVERSITY *of* WASHINGTON

## HEALTH & SAFETY PLAN

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## 1 INTRODUCTION

### 1.1 SCOPE

The policies and procedures described here apply to all operating units and address site-specific safety issues, if applicable.

### 1.2 HEALTH AND SAFETY POLICY

This Accident Prevention Program, or Health and Safety Plan, shares the commitment of the University of Washington to provide a “safe and healthful environment for all individuals associated with the institution, including faculty, staff employees, hospital patients, and visitors” (*University Handbook* Vol. IV, Part VI, Chapter 4). It follows UW policy set in the *Administrative Policy Statements* (APS) 10.3, and is consistent with requirements in the Washington State Industrial Safety and Health Act (WISHA) (WAC 296-24, 296-62 and 296-800) which is administered by the Department of Labor and Industries (L&I).

### 1.3 RESPONSIBILITY

The Dean and Assistant Dean are responsible for maintaining safe work practices in the Evans School, including required health and safety training as needed. We understand that it is University policy that this responsibility can neither be transferred nor delegated (*University Handbook*, Vol. IV, Part VI, Chapter 4, Section 1.A).

Our unit requires all employees to comply with health and safety regulations, with departmental policies and procedures that apply to their own conduct on the job, and to report accidents, injuries, and unsafe conditions to their supervisor (also see: [EH&S](#) for [OARS reporting](#)).

### 1.4 SAFETY COORDINATOR

We have chosen one individual to serve as a Safety Coordinator for the Evans School (see Appendix: “Back Page”). This person has been given adequate authority to carry out the following responsibilities:

- Promoting this Health & Safety Plan in our organization
- Updating this Plan, at least annually, with management approval
- Scheduling employee safety training as requested by supervisors and approved by management
- Coordinating with Environmental Health & Safety
- Provide assistance to supervisors and employees as needed to resolve safety complaints
- Keeping safety bulletin boards current
- Maintaining our organization’s safety records
- Keeping the Assistant Dean of Finance & Operations aware of current safety concerns

## 2 FUNDAMENTALS: 8 KEYS

### 2.1 NEW EMPLOYEE HEALTH AND SAFETY ORIENTATION

All our new employees, including those that are permanent, temporary, or part-time, must receive instruction for the following:

- a. Reporting procedures for fire, police, or medical emergencies;
- b. Evacuation procedures during an emergency (also see Appendix at the end of this plan);
- c. Location of fire alarm pull-stations and fire extinguishers (employees using fire extinguishers must have previously received training);
- d. Procedures for reporting all accidents and incidents to their supervisors and completing a written online report using OARS;
- e. Procedures for reporting unsafe conditions or acts to their supervisors, and, when possible, taking action to correct unsafe conditions;
- f. Exact location of first-aid kits and identification of first-aid certified employees (see “Back Page” at the end of this plan);
- g. Description of UW and departmental Hazard Communication Program for chemical hazards to which they may be exposed;
- h. Identification and explanation of all warning signs and labels used in their work area;
- i. Use and care of any personal protective equipment they are required to use;
- j. Description of safety training they will be required to attend for their job. This includes General Asbestos Awareness Training which is mandatory for all employees.

**Evans School Contact:** Michelle Birdsall- HR Manager

**Resource:** New Employee Safety Orientation Checklist

### 2.2 EMERGENCY EVACUATION AND OPERATIONS PLAN (EEOP):

All University employing units must develop procedures for evacuation in an emergency and for response to fires, bomb threats, chemical spills, earthquakes, etc. We have attached our EEOP to this document (see Appendix). The Evans School EEOP contains:

- a. Building floor plans that show safety equipment and exit pathways;
- b. Evacuation procedures;
- c. Evacuation assembly point(s);
- d. Methods for accounting for staff, students, visitors;
- e. Areas of refuge for mobility-impaired occupants.

All department staff must be trained in the EEOP. If an employee moves to a new location, the EEOP must be reviewed for the new work-site.

### 2.3 ACCIDENTS

- a. **Medical Emergencies:**  
All medical emergencies must be reported to the nearest Emergency Medical Services (EMS), usually 9-911. Our unit uses the following method to summon EMS help:

- Phone

**b. Report form to supervisor and EH&S:**

All accidents *and near misses* must be reported to the employee's supervisor and EH&S as soon as possible. Near misses are valuable opportunities to correct unsafe situations, which under slightly different circumstances, would result in serious injury. A report may be filled out by the employee, the supervisor, or both using the Online Accident Reporting System (OARS) at: <http://www.ehs.washington.edu/ohsoars/index.shtm>.

Copies of this unit's completed forms are distributed to the following people:

- Linda Lake- Assistant Dean of Finance & Operations
- Michelle Birdsall- HR Manager

**c. Investigation:**

All accidents and near accidents must be investigated by the supervisor who then summarizes the details and corrective measures in the above report. EH&S and the department's organizational safety committee review the report. Assistance from EH&S is available by calling 206.543.7388.

## 2.4 FIRST AID KITS AND CPR GIVEN:

Quick and effective first-aid for an injured University employee results from the availability of strategically located first-aid kits and first-aid/CPR certified individuals whenever department staff are working. Adequate employee *access* to these resources is addressed in this section.

**a. Department First Aid**

*Consistent with the UW First Aid Response Plan (APS 10.5), certified first-aid and CPR assistance is available to department employees by:*

- We have first aid kits on each floor;
- CPR trained employees (see Appendix)

*Note:* The following is recommended to help units meet First Aid planning required by DOSH (formerly WISHA). See: <http://www.ehs.washington.edu/ohshsplans/index.shtm> for EH&S guidelines:

- *Offices* can have either one first aid person per floor/suite/area or if on campus, they may rely upon UW Police Department's rapid response. Names and phone numbers of employees who are first-aid/CPR certified are listed on the "Back Page" of this document.
- *Leased space Centers*

**b. First Aid Kits**

Locations and sizes of first-aid kits in our unit are listed below:

- Parrington Hall 109, 208, 303, and 403

First-Aid Kits are inspected periodically so they can be restocked before running out of an item. Names and phone numbers of those employees who are CPR trained and

those employees who are responsible for first-aid kits are listed on the outside of the kits and on the “Back Page” of this document.

*Resource:* Kit contents and stock numbers are listed on the EH&S website at: <http://www.ehs.washington.edu/ohshsplans/firstaidkit.shtm>.)

## 2.5 SAFETY PROBLEMS: REPORTING AND RESOLVING

Employees are encouraged to report safety concerns to their supervisor. If employees do not feel they can do this, or have done so and do not feel the problem has been resolved, they may discuss the situation directly with their safety coordinator. Assistance from EH&S is available, if needed, to resolve a problem. Safety problems may be reported on-line using OARS as you do for accidents/incidents.

## 2.6 SAFETY MEETINGS: SUPERVISOR LEADERSHIP

Supervisors promote health and safety at the Evans School Quarterly Staff meetings, monthly Supervisor Round Table discussions, and annual faculty meetings. The Evans School Intranet is updated regularly to include new versions of this Health and Safety Plan.

## 2.7 HEALTH & SAFETY COMMITTEE PARTICIPATION:

*Health & Safety Committees at three organizational levels help determine unsafe conditions and procedures, suggest corrective measures, and obtain the participation of all UW personnel. At the Organizational and University-Wide levels, fifty percent (or more) of the representatives are elected by employees and fifty percent (or less) are appointed by management. Safety issues may originate at any level. Health & Safety Committees are required by Washington State regulation (WAC 296-800-14005). A listing of committees and current members may be found at the EH&S web-site: [www.ehs.washington.edu](http://www.ehs.washington.edu) (click on Safety Committees).*

### a. Departmental Health and Safety Teams

*Departmental Health & Safety Teams* deal with “front line” issues. Large departments may especially benefit from this centralized approach to health and safety issues. In addition to providing a pathway for communication between different sections, teams involve employees in the process of identifying and resolving safety issues. Our department:

- *Does not have* a formal health and safety team. Instead, health and safety issues are discussed in staff meetings and as part of our Organizational Health & Safety Committee.

### b. Organizational Health and Safety Committees

The University is divided into eleven organizational groupings, each one represented by an *Organizational Health and Safety Committee*. This committee deals with issues the members may have in common but can handle more effectively together. Each elected member represents all units of that organizational group, including his/her own.

Our department is represented on the Group #1 Organizational Health & Safety Committee.

*Our current representative is identified on the “Back Page” of this document.*

**c. University-wide Health and Safety Committee**

In addition, to provide consistency and oversight, a *University-wide Health and Safety Committee* has been established. Its members come from the official organizational committees. Safety issues referred to this level are relevant to the University community. The member(s) who currently represent us from Group # 1 Organizational Health & Safety Committee are listed on the “Back Page” of this document.

## **2.8 SAFETY BULLETIN BOARDS**

Our departmental safety bulletin boards are used for posting DOSH (formerly WISHA) posters, safety notices and safety newsletters. Safety committee minutes, training schedules, safety posters, accident statistics, and other safety education material may also be posted. They are located in Parrington Hall 109 and 208—where all employees, students, and visitors can see them (WAC 296-800-19005) and at all University reference stations.

## **3 ACCIDENT/ILLNESS PREVENTION: 6 KEYS**

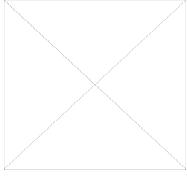
### **3.1 IDENTIFICATION OF HAZARDS:**

This is the foundation for our Accident Prevention Program. The boxes we have checked in the following chart, “*Typical Worksite Safety Issues to Address*,” indicate health and safety concerns present in our own unit.

- We consulted knowledgeable staff to identify possible hazards.
- We reviewed records of past injuries to understand their causes.
- We applied recommendations from inspectors outside our department, such as EH&S.
- We consulted the Washington Administrative Code (WAC) Chapters 296-24, 296-62 and 296-800 for General Safety and Health Standards and Occupational Health Standards established by the State Department of Labor and Industries (L&I), as well as the University of Washington Administrative Policy Statements (APS), 10.3.
- We performed Job Hazard Analyses (JHA).

#### “Typical Worksite Safety Issues to Address” Chart Instructions

The chart on the next page is a tool to help identify issues that are addressed by safety regulation.



**A Job Hazard Analysis may be performed by our HR Manager in the following way:**

- Review job injury and illness reports (including “close calls”) to determine which jobs to analyze first.
- Involve employees in all phases of the analysis. Explain to workers that you are studying the job, itself, not checking up on them.
- Review work plans for an overview of job activities.
- First note deficiencies in general conditions, such as inadequate lighting, noise, or tripping hazards that may not be directly related to the job.
- Break the job down into steps in the order of occurrence.
- Examine each step to determine hazards that exist or might occur.
- Determine whether the job could be performed in another way or whether safety equipment or precautions are needed.
- If safer job steps can be used, write new procedures to describe specifically what the worker needs to know to perform them.
- Determine if any physical changes will eliminate or reduce the danger (e.g. redesigned equipment, different tools, machine guards, personal protective equipment or ventilation).
- If hazards are still present, try to reduce the necessity or frequency for performing the job.
- Document the assessment: job covered, task, date, and person performing the analysis.
- Review recommendations with all employees performing the job.
- Review and update the job hazard analysis periodically, especially if an accident occurs in that job.

### **3.2 REDUCTION OF HAZARDS:**

Our unit head and supervisors have complied with the requirement for a written plan in their areas of responsibility by *identifying* each of the above hazards, *evaluating* its potential risk, and *controlling* or eliminating it according to the measures described below. Some plans (e.g., Emergency Evacuation and Operation Plans, Business Continuity Plan) are located elsewhere and are referenced accordingly.

When possible, we modified or designed our facilities and equipment to eliminate employee exposure to hazards. Where engineering controls are not possible, we have instituted work practice controls that effectively prevent employee exposure to the hazard. When these methods of control are not possible or not fully effective, we require the use of personal protective equipment (PPE), such as safety glasses, hearing protection, etc.

#### **a. Evaluation**

*Evaluation* of potential risk (probability and magnitude of harm) has been done for certain hazards. When hazards are either (1) present in an unknown or a variable amount (such as airborne contaminants like asbestos or carbon monoxide), or (2) subject to complicating factors (such as extreme risk or individual medical sensitivity), monitoring has been done to determine the safest procedures. EH&S has been consulted as needed.

**b. Engineering Controls**

*Engineering controls* have been employed, whenever possible, as the preferred way to eliminate the following specific hazards (facility or equipment design, e.g., fume hoods, guardrails, proper tool guards, walkway surfacing).

**c. Administrative Controls**

*Administrative controls*, the way a job is done, have been used to reduce some of the hazards in our unit, and on-going training is an inherent part of our safety program (see section C.5).

(Administrative controls may include rotation of workers to reduce exposure time, specialized training, or using less hazardous procedures. The best procedures are usually those recognized as safe by professionals working in the field, by equipment manufacturers, by consensus in a specialized group, or simply by tradition. They are often referred to as “standard operating procedures,” (SOP’s), “operating instructions,” “safe practices,” “prudent practices,” “Universal Precautions,” etc., and are often found in something like a manual.)

### 3.3 SAFETY INSPECTIONS

To maintain our commitment to safe work practices, and to ensure that our unit continues to meet regulatory standards, we conduct regular, thorough inspections of associated work areas and continually check for unsafe conditions and practices. We consider these inspections an additional opportunity to provide practical training in safety awareness as well as a systematic method for involving supervisors and others in the process of reducing workplace hazards.

More information about conducting inspections at your work-site and sample inspection check lists may be found at the EH&S website: <http://www.ehs.washington.edu/fsosurveys/checklists.shtm>

### 3.4 FIRST AID & CPR TRAINING:

- The UW Police Department provides adequate access to emergency first aid for our employees (see section B.4). Consequently, we do not require employee training in First Aid and CPR. However, employees are regularly encouraged to take first aid and CPR.
- Names and phone numbers of employees who are first-aid/CPR certified are listed on the “Back Page” of this document

### 3.5 SAFETY TRAINING: ON-GOING

We do not have labs or handle hazardous materials, but we do provide fire and earthquake training (this includes fire and evacuation drills.), and accident reporting training-- handled through our supervisor brown bags.

The Evans School has a scheduled training, annually, for all supervisors. New supervisors, hired after the annual training, will be provided a personal orientation on procedures.

The Evans School has, at least, one annual fire and building evacuation drill.

All new faculty and staff will receive a copy of this plan. A separate training is provided to students as part of their orientation.

## 4 DOCUMENTATION AND FOLLOW-UP

### 4.1 RECORD KEEPING

To meet State requirements, our unit maintains records of safety activities for varying lengths of time depending upon the type of record, and is able to produce them when requested by EH&S or L&I. Note: the EH&S Training office maintains records for EH&S classes. Call 206.543.7201 for more information.

Unit records should include:

- Results of self-evaluation inspections.
- Records of requests for assistance in correcting noted deficiencies.
- Minutes of safety education-accident prevention meetings.
- Records of employees requiring medical evaluations including dates of examinations and immunizations.
- Records of employee safety training, including dates when certificates expire, where applicable.

### 4.2 UPDATES

For this Plan to be useful as a “living document,” it must reflect the unit’s *current* safety program and its *current* responsible parties. Periodic updates, at least annually, are necessary to ensure this. The “Back Page” of this document provides a convenient place to look for the most recent revision date, the names of key safety personnel, and other information.

## 5 THE SAFE CAMPUS

While there are specific regulatory requirements for hospitals and late night retail operations regarding workplace violence that don't apply to general University operations, we do recognize that individual attacks on faculty, staff and students can and have occurred due to domestic violence or workplace violence. As part of maintaining a healthy, safe working environment, the University has developed and administers one UW Violence in the Workplace Policy and Procedure through the Human Resource's Violence Prevention and Response Program. Information on the program/policies is published on the UW website at <http://www.washington.edu/admin/hr/polproc/work-violence/index.html>.

University services include nighttime safety escort services, counseling sessions, a dedicated assessment team, and informational materials and training, but services are not limited to these items.

All managers, supervisors, and employees must be aware of the appropriate processes to follow regarding workplace and domestic violence prevention. They can receive assistance in answering any employee questions from the HR Violence Prevention and Response Program Manager. We expect our entire faculty and staff to take Workplace Violence training at least once every biennium, as well as receive information during new employee orientation. We arrange for the biennial training: one for staff and one for faculty. Records of the training are maintained in Parrington 208—Deans Office (contact: Assistant Dean of Finance & Operations).

For more comprehensive information, access the SafeCampus website at <http://www.washington.edu/safecampus>.

If any staff has concerns regarding a threat of violence, call:

- Seattle: 206-685 SAFE (206-685-7233)

In a life threatening situation or imminent danger call 911, immediately!

## **6 APPENDICES**

## **APPENDIX A – Evans School Emergency Operations Plan**

### **GENERAL INFORMATION**

#### **1. Location**

The Evans School of Public Affairs is located in Building Parrington Hall at the University of Washington Seattle Campus. The street address to be used for emergencies only is 4105 Memorial Way NE. The information provided in this Emergency Evacuation and Operations Plan is specific to the Parrington Hall building.

#### **2. Emergency Services**

Dial 911 (TDD 543-3323) from any campus phone to be connected with the University Police operator. Tell the operator the nature of the emergency and its location inset street address (building, floor and room number) and your name. Do not leave the phone until (1) your call has been acknowledged, (2) you have answered any questions posed by the operator, and (3) you have received any instructions the operator may have for you.

#### **3. Responsibilities of Occupants During an Emergency**

During an emergency in any University of Washington building, all occupants are responsible for immediate and orderly evacuation by way of the nearest exit, closing doors behind them. Occupants are required to follow instructions of emergency personnel including the Evans School's floor wardens. Once outside the building, occupants should move to the designated assembly points and remain outside until UW officials (UW Police, Environmental Health & Safety, or Physical Plant) or the Seattle Fire Department personnel give an all clear for the building.

### **EMERGENCY PROCEDURES**

#### **1. For Building Evacuation**

Emergency exit floor plans are located at the end of this section. These emergency exit floor plans not only indicate the exit routes, but also the location of fire pulls, fire extinguishers, first aid kits, and Reference Stations. Emergency exit floor plans are posted at the following locations:

First Floor:	Room 109 and the elevator
Second Floor:	Room 208 (Copier Room) and the elevator
Third Floor:	Room 324 and the elevator
Fourth Floor:	Main Hallway near the elevator

Anyone evacuating from the building assembles in the green lawn area NW of Parrington. This is the green area between Parrington Hall and the Law School.

Everyone needs to check in with the designated floor wardens for their floor. Do not re-enter the building until emergency personnel have declared the building safe for occupancy.

#### ***Assisting Persons with Disabilities***

Persons with disabilities will inform their floor warden and/or supervisor if they need assistance during emergency evacuation. Supervisors are then required to take the following action:

- New employees who are blind or have vision impairments must be instructed on evacuation routes to take during an emergency.
- Floor wardens clear every room and provide assistance to the hearing or seeing impaired.

**IMPORTANT:** Employees with mobility impairments who have identified themselves as needing assistance during evacuation must be informed of the location of Areas of Evacuation Assistance in the building. Floor wardens have been assigned to assist them to the Area of Evacuation Assistance and are to remain with them until responding emergency personnel arrive to assist with evacuation or until the building is declared safe to re-enter; there are two floor wardens per floor to assist.

All employees, including employees with disabilities, must be informed of the following actions if they are trapped in the building or unable to go to the Area of Evacuation Assistance:

- Call 911 (TDD 543-3323) if a phone is available and report your location and situation.
- Go to a window, if available, and signal emergency personnel by waving, or hanging or taping a large sign in the window. Opening the window for fresh air is OK but do not break the window as smoke may enter through the broken window.
- If smoke is present, stay low; cover your face with a cloth (damp if possible) and place fabric (cloth, coat, towels, etc.) around door cracks to keep smoke out.

## 2. **For Fire**

**Call for Help.** In case of fire, the fire alarms, located at all exits, should be pulled first, or if another person is available, have them pull the fire alarm while you phone in the incident. Campus phone system – dial 911 (TDD 543-3323).

**Evacuate.** When an alarm sounds on your floor, begin immediate evacuation.

**Do Not Use Elevators.** Elevators are not available and may not be safe for evacuation purposes. When the alarm sounds, the elevators will be automatically recalled to a predetermined floor and shut off.

**As You Leave.** Close doors behind you. Exercise good judgment!

**Emergency Floor Wardens.** Floor Wardens are responsible for walking through their assigned areas; assuring that all personnel have left; assisting identified persons with disabilities to the Areas of Evacuation Assistance; and reporting to the emergency assembly point for the building/floor (the green lawn area NW of Parrington; this is the green area between Parrington Hall and the Law School.). These activities must not significantly delay departure from the building or put the Floor Wardens in danger. (A list of Parrington Hall Floor Wardens is below).

**Assist Persons with Disabilities.** Floor wardens are to assist persons with disabilities out of the building or to the Area of Evacuation Assistance designated for the building and inform responding emergency personnel to assist the disabled with evacuation.

**After Evacuation.** Report to your designated emergency assembly point and check in with your supervisor or the appointed substitute. Do not re-enter the building until given the all clear from the Seattle Fire Department.

### 3. For Earthquakes

***During an Earthquake.*** During an earthquake most casualties result from falling objects and debris.

**Remain Calm.** Think through the consequences of any action you take. Try to remain calm and reassure others.

If indoors, stay indoors. Move away from windows or turn your back to windows. Seek protection under a desk, workstation, or table or in a nearby corner of a room or in a hallway if possible. Hold onto the desk or table and move with it. Stay clear of any carts, cabinets or equipment on wheels, as they present the possibility of a crushing injury. Watch out for falling plaster, suspended ceiling and hanging light fixtures. Watch out for bookcases, file cabinets, shelves and all that are on shelves, which might slide or topple. **DO NOT RUN OUTSIDE!** If in a crowded auditorium or dining area, move to the sidewalls away from the windows. If you must leave the building; choose your exit as carefully as possible.

**Do Not Use Elevators.**

***After an Earthquake:***

**Check for Injuries.** Check for injuries to personnel in your area. Do not attempt to move seriously injured persons unless they are in immediate danger of further injury. Render first aid assistance if required.

**Check for Fire/Hazards.** Check for fires or fire hazards – spills of flammable or combustible liquids or leaks of flammable gases.

**Exit the Building.** Exit the building, if possible, and go to the designated emergency evacuation assembly point for the building/floor (the green lawn area NW of Parrington; this is the green area between Parrington Hall and the Law School.). Call or send a runner to the Emergency Operations Center at the UW Police Department, 1117 NE Boat Street, Bryant Bldg. to notify them of any needed assistance and emergencies that may exist. Use the telephone system only for urgent matters. Once you have exited the building do not re-enter until trained emergency personnel have declared the building safe.

**Emergency Coordinators.** Emergency Coordinators are responsible for walking through their assigned areas; assuring that all personnel have left; assisting identified persons with disabilities to the Areas of Evacuation Assistance and notifying emergency personnel that those individuals with disabilities are in need of assistance; and reporting to the emergency assembly point.

#### 4. For Bomb Threats

University personnel receiving telephoned threats should attempt to get the exact location where the bomb has been planted, or is going to be planted. Also, attempt to get as much information as possible about the caller (e.g. male or female, accent, etc). Listen for any background noise that may indicate the location of the caller. The checklist at the end of this section shows the information that can aid in locating a bomb. Complete the checklist as soon as possible after receiving a threatening call and report it immediately to the UW Police Department at 911 (TDD 543-3323). Bomb threats received through the Mail or by other means are also to be reported immediately to the UW Police Department.

##### **Bomb Threat Call Checklist**

Date: \_\_\_\_\_ Time of Call: \_\_\_\_\_

Call Received By: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Record the exact language of the threat: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Keep Caller on the phone. Ask: **WHEN** is it set to go off? \_\_\_\_\_

**WHERE** is it? \_\_\_\_\_

**WHY** are you doing this? \_\_\_\_\_

**WHO** are you? \_\_\_\_\_

Voice on the phone:

Man \_\_\_\_\_ Woman \_\_\_\_\_ Child \_\_\_\_\_ Age \_\_\_\_\_

Intoxicated \_\_\_\_\_ Accent \_\_\_\_\_ Speech Impediment \_\_\_\_\_

Other \_\_\_\_\_

Background Noise:

Music \_\_\_\_\_ Children \_\_\_\_\_ Airplane \_\_\_\_\_ Talk \_\_\_\_\_

Traffic \_\_\_\_\_ Typing \_\_\_\_\_ Machines \_\_\_\_\_ Other \_\_\_\_\_

**Emergency Evacuation: Floor Monitor Assignments**  
**Emergency Operation Plan**  
**Parrington Hall Building**

In the event of an emergency—whether fire, police, or medical—call **9-911** from any campus phone.

*Emergency Evacuation Floor Monitor*

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Building Safety Coordinator: Michelle Birdsall

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*First Floor Floor Wardens*

Kole Kantner  
Jason Smith  
Jesse Knappenberger

*1<sup>st</sup> Floor Faculty & Staff*

Jason Smith  
Jesse Knappenberger  
Heather Krasna  
Karen Amundson  
Alix Furness  
Blake Cooper  
Sharon Doyle  
Papken O'Farrell  
Carrie Evans

Leslie Breitner  
Kole Kanter  
Sally Lee  
Ken Peavler  
Dylan King  
Elizabeth O'Shea  
Barry Wall  
Coffee shop persone

*Second Floor Floor Wardens*

Linda Lake  
Rosa Ramon

*2<sup>nd</sup> Floor Faculty & Staff*

Justin Marlowe  
Rachel Kleit  
Joaquin Herranz  
Andy Gordon  
Laura Evans  
Mark Long  
Steve Smith  
Julita Eleveld  
John Siegel  
Linda Lake  
Jared Eyer  
Rosa Ramon  
Sandy Archibald  
Ann Marie Borys  
Steve Page

Leigh Anderson  
Richard Zerbe  
Mary Kay Gugerty  
Pat Dobel  
Bill Zumeta  
Diana Fletschner  
Kay Sterner  
Jon Brock  
Bob Plotnick  
Marieka Klawitter  
Crystal Hall  
Joe Cook  
Craig Thomas  
Michelle Birdsall

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*Third Floor Floor Wardens*

Debbie Harrington  
Steve Carter

*3<sup>rd</sup> Floor Faculty & Staff*

Junko Sakuma  
Debbie Carnes  
Deborah Fishler  
Alison Cullen  
David Layton  
Sanjeev Khagram

Ann Bostrom  
Zbigniew Bochniarz  
Aubri Wall  
Katie Ward  
Quyen Tran

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*4<sup>th</sup> Floor Faculty & Staff*

Molly McCarthy  
Justin Williams  
Joe Eastham  
Vanessa Casavant  
Stephanie Pride  
Julie Klein

Dan Carlson  
David Harrison  
Jane Cover  
Chris Fowler  
Melissa Knox  
Ph.D. Students  
Pre-master Research Assistants

**Emergency Evacuation: CERT Members  
Emergency Operations Plan  
Parrington Hall Building**

In the event of an emergency—whether fire, police, or medical—call **911** from any campus phone.

**CERT Members**

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Linda Lake  
Justin Williams  
Jason Smith  
Kole Kantner  
Jesse Knappenberger

## APPENDIX B –“Back Page”

1. **Unit:** Evans School of Public Affairs
2. **Today’s date / signature:** August 6, 2009  
  
(Linda Lake signature on original document)
3. **Last update (date/person):** August 6, 2009 (Linda Lake)
4. **Health and Safety Coordinator for our unit:** (7/1/2009 to 6/30/2010):  
  
Name: Michelle Birdsall  
Phone: 206-221-6032  
E-mail: birdsall@u.washington.edu  
Bldg./Room/Box #: Parrington Hall 303 (Box # 353055)
5. **Health and Safety Team members in our department** (*if applicable*):  
  
Kole Kantner, Jason Smith, Justin Williams, Blake Cooper
6. **University-Wide Safety & Health Committee representative for above Gr. #1:**  
  
Blake Cooper (bnc22@u.washington.edu) (from 2008 to 2010)
7. **First-Aid/CPR Certified employees in our department:**  
  
*Person responsible for stocking First-Aid Kits (UW APS 10.5):*  
  
Steve Carter (206-685-7616)
8. **Important Non Emergency Phone Numbers:**  
  
UW Police Non-Emergency: 206-685-UWPD (8973)  
UW Violence Prevention & Response: 206-685-SAFE (7233)  
Husky Nightwalk: 206-685-WALK (9255)  
UW Emergency Management: 206-897-8000