



Emergency Evacuation and Operations Plan (EEOP)

Appendix M

Evacuation Director Post Earthquake Checklist

Appendix M

Evacuation Director Post Earthquake Checklist Following a Mild Earthquake (Gentle Rolling Motion)

After a mild earthquake (gentle rolling motion), the Evacuation Director may use the attached checklist as a guide to determine if a building should be (1) evacuated, and (2), if evacuated, if the building can be re-occupied without receiving an all-clear signal from the Seattle Fire Department and/or the campus ATC-20 teams.

At all times, the safety of building occupants is paramount. This checklist is primarily used for general guidance in decision-making. However, if Evacuation Directors observe ANY conditions in their building that they suspect are unsafe or that they are uncertain about, then the building should not be reoccupied until the SFD and/or ATC-20 teams have given permission to re-enter the building. Always err on the side of safety. Be aware that strong aftershocks can occur as well, which should be considered before re-occupying a building.

NOTICE: The buildings listed below in Sections A and B require special consideration and it may be appropriate to evacuate and await re-entry until the buildings are evaluated by Environmental Health & Safety, a qualified asbestos consultant, or ATC-20 earthquake inspection teams.

A. The following buildings# have a moderate amount of asbestos-containing materials (i.e., fireproofing above ceilings or plaster materials on walls/ceilings) that, depending upon the severity of the earthquake, could become loose and present an exposure to occupants. A building specific re-entry plan developed by a qualified asbestos consultant is advised.

- | | | |
|--------------------------------|---------------------------|---------------------------------------|
| Balmer Hall | Magnuson HSB - T-Wing | Pack Forest |
| Communications Building | | |
| Friday Harbor Shaw Beach House | McCarty Hall | Schmitz Hall |
| Kincaid Hall | More Hall | Student Union Building (HUB) -Partial |
| Magnuson HSB - BB-Tower (9-16) | Utility Tunnels – Partial | |

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B. In 1991, the *Earthquake Readiness Advisory Committee* (ERAC) evaluated buildings on campus for damage potential in a major earthquake. The following buildings# should be evacuated and not re-entered until evaluated by ACT-20 earthquake inspection teams because of higher potential for damage or greater life safety risk. :

- | | | |
|----------------------------|-----------------|------------------------------|
| Anderson Hall | Gowen Hall | Pavilion Pool - Men's |
| Art Building | Hutchinson Hall | Plant Operations Building |
| Canoe House | Lewis Hall | Raitt Hall |
| Chemistry Library Building | Miller Hall | Smith Hall |
| Denny Hall | Music Building | Student Union Building (HUB) |
| Faculty Center | Observatory | |

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Evacuation Director Post Earthquake Checklist

Following a *Mild* Earthquake (Gentle Rolling Motion)

Complete this checklist following a *mild* earthquake. Evacuation Directors should use extreme caution and care when surveying their building. If the answer is YES for those items which list **(EVACUATION)**, then evacuate the building (unless conditions outside the building are too hazardous for evacuation and assembly). Notify UWPD at 9-1-1 (or by runner if the telephone system is not working) to report the building evacuation and the reason(s) for the evacuation. The building will remain evacuated until ATC-20 structural assessment teams and/or Seattle Fire Department has cleared the building for re-entry.

If the evacuation director checks YES on one of the items on the checklist that does not list an **(EVACUATION)** notation, then the evacuation of the building is at the discretion of the Evacuation Director. Consider if the observed conditions represent a safety or health risk to workers, students, or visitors to the building. Also report any hazardous materials spills/leaks and utility line damage to 9-1-1.

Whether the building is evacuated or re-entered, deliver a copy of this completed checklist to either the Unit Response Center or the EOC. Post a completed copy near the main entrance(s) for emergency response personnel to reference.

Building Name: _____ Date: _____
 Evacuation Director: _____ Director Phone/E-mail: _____

UTILITIES	
1. Is the power out? (EVACUATE)	1 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
2. Are there any damaged, leaking or ruptured utilities? (EVACUATE)	2 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
3. Do you smell natural gas or hear a hissing noise from a gas leak? (EVACUATE)	3 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
4. Are there any light fixtures that are hanging loose from the ceilings, fallen on the floor, or any exposed wires? (EVACUATE)	4 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
5. Is there evidence of leaking or ruptured water lines, such as water leaking from ceilings, floors, or walls? (EVACUATE)	5 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
6. Are there damaged steam pipes or radiators? Is there visible steam leaking from these sources? (EVACUATE)	6 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
7. Are there exposed, damaged, frayed, or broken electrical cords, electrical wire/cable, or cable conduit? (EVACUATE)	7 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

8. Are there damaged sinks, toilets, piping or other plumbing (EVACUATE if water is leaking or running uncontrolled) ?	8 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
9. Is hot water heater(s) detached or leaking (EVACUATE if gas water heater) ?	9 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
10. Are telephones and/or computer network out of order?	10 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
MECHANICAL/ELECTRICAL EQUIPMENT	
11. Is there damaged air handling equipment such as fans, fan motors, or ductwork? (EVACUATE)	11 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
12. Are there damaged electrical panels, circuit breakers, or leaking transformers?	12 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
13. Are elevator doors stuck in a closed or partially open position (EVACUATE) ?	13 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
14. Is the elevator stuck between floors? (EVACUATE)	14 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
15. Have any appliances such as refrigerators and freezers toppled over?	15 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
HAZARDOUS MATERIALS/CONDITIONS	
16. Are there fires in the building too large to be contained by a trained and competent person with a fire extinguisher (larger than a wastebasket)? (EVACUATE)	16 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
17. Have hazardous chemicals or other hazardous materials leaked or spilled, and is the spill larger than can be cleaned up with a chemical/biological spill kit by competent and trained personnel? (EVACUATE)	17 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
18. Are there any damaged or leaking compressed gas cylinders, high pressure vessels, or storage tanks? (EVACUATE)	18 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
19. Have numerous bookcases, filing cabinets, computer monitors, and other building furnishings toppled over? Are they blocking emergency exits? (EVACUATE)	19 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
20. Is there damaged pipe insulation or fireproofing that are labeled or known to be asbestos-containing? (EVACUATE)	20 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
WALLS, FLOORS, CEILINGS, WINDOWS	
21. Are there uneven floors, buckled carpets, or broken tile/vinyl flooring? (EVACUATE)	21 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

22. Do any walls, support columns, or beams appear bent, twisted, sagging or leaning? (EVACUATE)	22 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
23. Are there severe cracks in the walls? (EVACUATE)	23 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
24. Are there any doors or windows difficult to open or close? (EVACUATE)	24 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
25. Is the suspended ceiling framework bent, twisted, or fallen? (EVACUATE)	25 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
26. Is there damage to stairs, stairwells, or handrails?	26 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
27. Are there displaced or fallen ceiling tiles?	27 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
28. Are there damaged or broken windows and/or window frames?	28 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
BUILDING FAÇADE/OUTDOORS	
29. Are any outside building components (brick, mortar, stonework, chimneys) cracked or broken? Are there chunks of debris on the ground near the base of the building? (<i>Caution: avoid debris as EVAC occurs and while waiting for all clear.</i>)	29 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
30. Are there downed trees, power poles, electrical wires outside the building? (<i>Caution: If evacuating building, avoid debris and wires as EVAC occurs and while waiting for all clear.</i>)	30 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

Checklist 8: Evacuation Director Post Earthquake Checklist

Deliver a copy of this completed checklist to either the Unit Response Center or the EOC. Post a completed copy near the main entrance(s) for emergency response personnel to reference.