



911

Emergency Procedures

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Notify your supervisor of all accidents as soon as possible. Report all work-related injury, illness, exposure to hazardous materials, property damage, fire and near misses via the UW Online Accident Reporting System (OARS) within 24 hours of incident or as soon as possible.

Notify Environmental Health & Safety immediately (after first aid/medical care/emergency services) if the workplace incident involves any of the following:

- In-patient hospitalization, amputation, loss of an eye, or fatality
- Recombinant/synthetic DNA/RNA exposure or spill
- Radioactive material spill, exposure, accidental exposure from a radiation producing device or laser
- Fires

Environmental Health & Safety University of Washington

Box 354990

Seattle, WA 98195-4990

During EH&S business hours (8:00 a.m. to 5:00 p.m., Monday to Friday) call (206) 543-7262.

Outside of EH&S business hours, call the UW Police Department at (206) 685-8973 to reach EH&S on-call staff.

www.ehs.washington.edu

ENVIRONMENTAL HEALTH & SAFETY

UNIVERSITY of WASHINGTON

EMERGENCY MANAGEMENT

UNIVERSITY of WASHINGTON

Report all work-related injuries, illnesses and near misses via the UW Online Accident Reporting System (OARS) within 24 hours of incident.

Environmental Health & Safety • University of Washington • Box 354990 • Seattle, WA 98195-4990
Phone: 206.543.7262 • FAX: 206.543.3351 • www.ehs.washington.edu

Call 911 if there is an immediate threat or emergency

BIOLOGICAL SPILL

If exposed to biohazards, follow the Exposure Response Poster. Thoroughly wash hands, face, and any exposed areas.

If you are contaminated or exposed, remove contaminated garments and put into a biohazard bag for autoclaving.

If the spill contains recombinant or synthetic nucleic acids, notify EH&S as soon as possible at 206-221-7770.

INSIDE A BIOLOGICAL SAFETY CABINET

1. Cover the spill with paper towels or absorbent material.
2. Pour freshly prepared 10% bleach around the spill and allow to flow into spill.
3. After 30 minutes of contact time, wipe up and dispose of as biohazard waste.
4. Repeat procedure.

OUTSIDE A BIOLOGICAL SAFETY CABINET

1. If biological agent is transmitted via inhalation, leave the room immediately. Try not to inhale.
2. Close the door and warn others not to enter.
3. Wait 30 minutes to allow aerosols to settle.
4. Clean the spill following directions above.

IN A COMMON HALLWAY OR PUBLIC SPACE

1. If unable to decontaminate the spill immediately, cordon off the area to restrict access.
2. If able to decontaminate, follow directions above.
3. Seek biological spill advice using the phone numbers below.

For biological spill guidance, contact EH&S at 206-221-7770 during business hours.

Seattle campus outside of business hours, contact EH&S via UW Seattle PD at 206-685-8973 and ask for the staff on call.

Bothell campus outside of business hours, contact Bothell Security at 425-352-5359.

Tacoma campus outside of business hours, contact Tacoma Security at 253-692-4416.

Visit the Environmental Health & Safety website for more information about biological spills, spill kits, disinfectants, and PPE.



- 1. EVACUATE THE ROOM IMMEDIATELY** if hazardous fumes are present. Close the door.
- 2. NOTIFY EMERGENCY PERSONNEL** and others.
 - **Chemical spill that may affect others in the building or risk of fire:**
 - **Pull the nearest fire alarm** and leave the building.
 - Assist others if safe to do so.
 - **Remain in the vicinity.** If possible, call 911 from any phone and describe the situation.
 - **Chemical exposure or injury:**
 - Call 911 and administer first aid if trained. Follow instructions on the Exposure page.
 - Evacuate and close door if hazardous fumes are present.
- 3. TRAINED PERSONNEL** familiar with the chemical can use the lab's spill kit to clean up small spills.
- 4. FOR LARGE SPILLS**, spills that require assistance, or spills you can't clean up yourself:
 - During business hours: call the EH&S spill advice line at 206-543-0467. EH&S can contact a spill cleanup contractor if necessary.
 - Seattle campus outside of business hours, contact EH&S via UW Seattle PD at 206-685-8973 and ask for the staff on call.
 - Bothell campus outside of business hours, contact Bothell Security at 425-352-5359.
 - Tacoma campus outside of business hours, contact Tacoma Security at 253-692-4416.
 - Submit a report via the UW Online Accident Report (OARS) within 24 hours at oars.ehs.washington.edu

Additional information about spill kits, chemical spill cleanup and chemical exposures is available on the Environmental Health & Safety website and in the UW Laboratory Safety Manual.



Call 911 for any life threatening emergency

1. PROVIDE FIRST AID

- **Needlestick, puncture or sharps injury, or animal bite/scratch:** Wash thoroughly for 15 minutes with warm water and sudsing soap.
- **Eye exposure:** Use emergency eyewash to flush eyes for 15 minutes with tepid water while holding eyes open. Use a drench hose or emergency shower if needed depending on how much of your body is exposed.
For chemical, radiological, and biological exposures, see corresponding Spill tabs.
- **Skin exposure:** Use the nearest safety shower or drench hose for 15 minutes. Stay under the shower and remove clothing. Use a clean lab coat or spare clothing for cover up.
- **Inhalation:** Move out of contaminated area and seek fresh air.

2. GET MEDICAL HELP

- **Medical emergencies involving chemical exposures:** Call 911 (preferred) or go to the emergency room. Provide information on type of exposure (radionuclide, chemical including concentration or biological agent) and time since exposure. Be ready to share details of exposure (agent, dose, route, time since exposure, safety data sheet).
- **For all other injuries and exposures,** do the following:

DURING BUSINESS HOURS:

- Call the UW Employee Health Center at 206-685-1026 x0. Medical Center Employees should contact their designated EHC.
- For radiological material exposures also call Radiation Safety at 206-543-0463

OUTSIDE OF BUSINESS HOURS OR IF EMPLOYEE HEALTH CENTER IS CLOSED:

- Chemical, radiological exposures: Call 911 (preferred to avoid spread of contamination) or go to the emergency room.
- Biological exposures: Go to the nearest emergency room or call 911.

3. REPORT INCIDENT TO EH&S

- **For hospitalization, fatality, or recombinant nucleic acid exposure:** Notify EH&S immediately after performing first aid and getting medical help.
 - o During business hours Monday-Friday, call the EH&S main phone line at 206-543-7262.
 - o Seattle campus outside of business hours, contact EH&S via UW Seattle PD at 206-685-8973 and ask for the staff on call.
 - o Bothell campus outside of business hours, contact Bothell Security at 425-352-5359.
 - o Tacoma campus outside of business hours, contact Tacoma Security at 253-692-4416.

4. ALL INCIDENTS AND NEAR MISSES: Submit a report via the UW Online Accident Report (OARS) within 24 hours at oars.ehs.washington.edu.



- 1. PULL THE NEAREST FIRE ALARM AND CALL 911.**
- 2. LEAVE AS SOON AS POSSIBLE.** If safe to do so, secure hazardous materials/equipment and take your personal belongings. Close the door behind you.
- 3. EVACUATE THE BUILDING.** Always use stairs, not elevators. If there is smoke, crawl and keep your head low. Assist others needing help.
 - If you cannot evacuate the building, locate an area of refuge or evacuation waiting area.
- 4. GO TO YOUR PRE-ESTABLISHED EVACUATION ASSEMBLY POINT** if possible. Report to your supervisor if present. Find your evacuation assembly point listed on the front cover.
- 5. INFORM FIRE DEPARTMENT IF ANYONE IS TRAPPED OR INJURED INSIDE.**
- 6. FOLLOW DIRECTIONS GIVEN BY EVACUATION WARDENS/EMERGENCY RESPONDERS.**
- 7. DO NOT RE-ENTER THE BUILDING UNTIL AUTHORIZED.**

If you are trained and the fire is small and localized:

- Use a portable fire extinguisher when the fire is in the early stages.
- Do not fight a fire that is growing or spreading rapidly.

*Submit a report via the UW Online Accident Report (OARS) within 24 hours at oars.ehs.washington.edu.
For additional information on fires, visit the Environmental Health & Safety website.*



Key actions in response to a spill:

1. **STOP THE SPILL.** Cover with absorbent material.
2. **WARN OTHERS.** Alert people in the immediate area of the spill.
3. **ISOLATE THE SPILL AND SECURE THE AREA.** Close doors if possible.
4. **MINIMIZE YOUR EXPOSURE** by wearing PPE and avoiding contact, inhalation, or ingestion. Vacate the area if necessary. Wash hands after handling spill materials.

Additional considerations in response to a radioactive material spill or contamination include:

- **Isolating the spill may include securing ventilation** (e.g., building air supply and exhaust, Biological Safety Cabinets, fume hoods, etc.) in the space and/or building. This will help minimize the spread of contamination, especially if it has the potential to go airborne.
- **Contact Radiation Safety** for assistance in evaluating and cleaning the spill or contamination.
- **Radiation Safety MUST be informed of a major spill.** A major spill is one which occurs in a public space or other uncontrolled area (e.g., hallways, break rooms, etc.), requires securing access to an area to prevent the spread of contamination, and/or requires major resources to contain or clean up. Contact Radiation Safety at 206-543-0463.
 - Seattle campus outside of business hours, contact EH&S via UW Seattle PD at 206-685-8973 and ask for the staff on call.
 - Bothell campus outside of business hours, contact Bothell Security at 425-352-5359.
 - Tacoma campus outside of business hours, contact Tacoma Security at 253-692-4416.

After the emergency has passed, perform appropriate surveys and decontamination procedures detailed in the Radiation Safety Manual [SECTION 9 – RADIATION PROTECTION PROCEDURES and SECTION 13 – LABORATORY SURVEY PROCEDURES].



- 1. IF YOU ARE IN A DARKENED AREA, MOVE CAUTIOUSLY TO A LIGHTED AREA.** If the emergency power is operational, exits may be indicated by lighted signs.
- 2. GET A LIGHT.** Move slowly to retrieve an emergency light or flashlight if you have one nearby. Hallways may be lit.
- 3. TURN OFF AND UNPLUG COMPUTERS** and other voltage sensitive equipment to protect them against possible surges when power is restored.
- 4. LEAVE THE ROOM AND CLOSE THE DOOR.**
- 5. MOVE CAUTIOUSLY TOWARD AN EXIT.** Exit may be indicated by lighted signs if emergency power is operating. Assist others needing help.
- 6. IF LEAVING THE AREA,** tell a supervisor or coworker before you go.
- 7. ADDITIONAL RESOURCES FOR EMERGENCY INFORMATION:**
Seattle: uw.edu/alert or 206-547-4636 (INFO)
Bothell: uwb.edu/emergency or 425-352-3333
Tacoma: tacoma.uw.edu/emergency





DURING: Drop, cover, and hold on.

- 1. DROP** where you are, onto your hands and knees. This position protects you from being knocked down and reduces your chances of being hit by falling or flying objects.
- 2. COVER** your head and neck with one arm and hand.
 - If a sturdy table or desk is nearby, crawl underneath for shelter.
 - If no shelter is nearby, crawl next to an interior wall.
 - Stay on your knees; bend over to protect vital organs.
- 3. HOLD ON** until the shaking stops.
 - Under shelter: Hold on to it with one hand; be ready to move with your shelter if it shifts.
 - No shelter: Hold on to your head and neck with both arms and hands.

AFTER:

- 1. CHECK FOR INJURIES AND ASSIST OTHERS.** Assist others who may need help. If you know of someone who may have access needs and require assistance, take the time to check on them. Do not attempt to move seriously injured people unless they are in immediate danger. Take personal belongings and emergency supplies with you as you might not be allowed to re-enter the building.
- 2. EVACUATE THE BUILDING:** Use the stairs, not elevators in an emergency. Assist others who may need help evacuating.
- 3. WATCH FOR HAZARDS. EXPECT AFTERSHOCKS.** Watch for loose/falling objects. Stay away from downed power lines. Notice your surroundings as you change locations as there will likely be aftershocks nearly as strong as the initial earthquake.
- 4. GO TO YOUR PRE-ESTABLISHED EVACUATION ASSEMBLY POINT** if possible. Report to your supervisor if present. Find your evacuation assembly point listed on the cover page.
- 5. FOLLOW DIRECTIONS GIVEN BY EVACUATION WARDENS/EMERGENCY RESPONDERS.**
- 6. PROVIDE FIRST AID IF TRAINED.**
- 7. DO NOT LEAVE THE AREA/CAMPUS WITHOUT REPORTING TO COWORKERS AND/OR SUPERVISOR.**
- 8. DO NOT RE-ENTER THE BUILDING** until declared safe by emergency authorities.



- 1. AVOID OR MINIMIZE HANDLING THE PACKAGE OR LETTER. IF HANDLING IS NECESSARY, DO SO WITH CARE.** Do not shake or bump it. Do not open or smell it. If a powder or other substance has spilled from it, do not smell, touch or taste it. Do not clean it up.
- 2. EVACUATE AND TELL OTHERS TO EVACUATE THE AREA.** Close the door.
- 3. WASH YOUR HANDS WITH SOAP AND WATER.**
- 4. CALL 911 FROM A SAFE LOCATION.** Be prepared to share information about the appearance and sender of the package or letter.



Emergency Alerts

uw.edu/alert

Sign up to get a UW Alert text message and email sent to you if an emergency occurs on campus or UW suspends operations due to weather conditions.

Safety Planning and Violence Prevention

SafeCampus: 206-685-7233

Contact SafeCampus — no matter where you work or study — to discuss safety and well-being concerns for yourself or others. Anonymous calls welcome.

Safety Escort Services

ON THE SEATTLE CAMPUS

NightRide: 206-608-3510

Husky Safe Trip: 206-685-9255

Studying late? Use Husky SafeTrip or NightRide for a safe trip at night to places on or near the UW Seattle campus.

ON UW TACOMA CAMPUS

253-692-4416 to request a Security Escort

ON UW BOTHELL CAMPUS

425-352-5359 to request a Safety Escort

UW Police Department on Seattle Campus

Emergency: 911

Non-emergency: 206-685-8973 (UWPD)

police.uw.edu

UWPD collaborates with our community to create a safe and secure UW campus in Seattle through education, problem solving and enforcement.

More resources: uw.edu/safety

UW Tacoma Campus Security

253-692-4416

uwtsafe@uw.edu

UW Bothell Campus Security

425-352-5359

