

# ISCHOOL EMERGENCY RESPONSE POCKET PLAN

The iSchool Emergency Response Plan will activate when emergency conditions exist that prevent or impact normal business operations and require immediate action. The priorities are to save lives, protect property, coordinate communications and prevent further damage to people, property, systems and environment. This plan aligns with and does not supersede UW Comprehensive Emergency Management Plan, (UW-CEMP) ①

## Quick Response Steps

- Call **911** (in case of fire pull the fire alarm.)
- Remain Calm – Locate your wallet/keys/cell phone & iSchool emergency response pack. See CMT instructions in this brochure.
- Get yourself to a safe location; follow instructions of emergency personnel
- Assist others nearby; do not return to scene of emergency

## Emergency or Crisis Situations②

- **Earthquake:** "Drop, Cover, & Hold On" under table, desk, or against inside wall, *until the shaking stops*. After shaking stops, check self, then others for injuries. Evacuate only if advised to do so. Take the stairs.
- **Fire/Flood/Excessive Water:** If you smell or see fire or smoke: activate fire alarm. Call 911. Evacuate the building. **DO NOT USE ELEVATORS.** Do not re-enter building until authorized by emergency personnel.
- **Power Outage:** Move safely to lighted area. Turn off & unplug computer. For information tune to KOMO radio 1000am/call UW information hotline 206-897-4636.
- **Hazardous Substance or Suspicious Object:** If you smell gas, call 911. Move away from the site of the hazard to a safe location. Alert others to stay clear of the area.
- **Medical Emergency:** If this is a life-threatening emergency, call 911.
- **Armed Suspect/Suspicious Person:** Move away from the violence. Find safe cover. When you are safe, turn off lights, secure / lock / barricade doors, and cover the windows. Note exits. Do not let anyone in or out. Silence phones. Call 911. Stay calm.

# FACULTY & STAFF GUIDELINES

## Faculty & Staff Responsibilities

- Sign up for UW Alerts at [uwalert.org](http://uwalert.org) (*Do this before an emergency!*)
- Read and retain principles of the iSchool Emergency Response Plan.
- Follow the emergency procedures outlined in this emergency plan.
- Check in with emergency personnel or iSchool leadership.
- Offer to help and perform assigned responsibilities.

## Instructor Responsibilities (while class is in session)

- Be prepared and follow established procedures.
- Take leadership of your classroom.
- Know how to evacuate or lock down your classroom.
- Know how to report an emergency.
- ♣ Is there a phone in the room? ♣ Does the room have windows? ♣ Do the windows open? ♣ What floor are you on? ♣ Where are the exits & entryways? ♣ Could you barricade the room if needed? ♣ How do the lights work?
- Keep a printout of your class roster.
- Check in with the evacuation warden or emergency personnel.
- Offer to help and perform assigned responsibilities.

## Floor Warden Responsibilities

- Remain Calm and Positive.
- Follow emergency procedures; know your building's evacuation routes.
- CPR/First Aid- know where emergency supplies are.
- For building evacuation, vacate to assigned area
- Conduct employee check-in – take attendance.
- For lockdown or take cover, SAFELY inform others in assigned area.
- Communicate & update personnel coordinator/building coordinator.

## Evacuation for Persons with Disabilities

- Use the nearest safe ground level exit to the outside.
- Stairway: Use nearest safe steps to reach ground level exit.
- If you must remain in place: stay in a room with a window or fire-resistant door.
- Assist individual(s) to area of refuge. Send for help.
- If danger is imminent, use assisted evacuation device to evacuate mobility-disabled persons.

## Building Evacuation Procedures

- Remain calm.
- If nearby, take personal belongings (phone, wallet, purse, keys, ID).
- Exit using the nearest stairwell or door exit. **DO NOT USE ELEVATORS.**
- Assist persons with disabilities.
- Follow directions from evacuation wardens or emergency personnel.
- Go to designated evacuation point and check in.
- Do not return to scene of emergency.

# PRIMARY ISCHOOL CONTACTS

• Assistant Dean Admin	206-616-8458
• Facilities Manager	206-221-3316
• HR Director	206-221-6557
• Communications Director	206-221-6182
• IT Director	206-212-9174
• Student Services Director	206-616-8553
• iSchool Dean	206-616-0985

# FIRST ON SCENE



- Remain calm
- Be positive
- Be assertive
- Take charge
- Work together

## CRISIS MANAGEMENT TEAM ROLES

**NOTE:** If you are the first person on the scene during an emergency, assume the emergency manager position until it is apparent someone else assumes the role. The emergency manager should delegate other roles.

### Emergency Manager

- Assume leadership of the crisis<sup>⑤</sup>
- Determine nature of the emergency
- Delegate duties and roles
- Establish line of communication

### Administrator

- Collect and verify information
- Coordinate status with Personnel coordinator & Student Services liaison
- Delegate administrative support as needed
- Track injuries status.

### Personnel Coordinator

- Collect and maintain status of employees & injured
- Update administrator / manager of employee status
- Direct people to the Red Cross Safe & Well [safeandwell.communityos.org/cms/index.php](http://safeandwell.communityos.org/cms/index.php)

### Communications Coordinator

- Check for messaging and information (see tools & resources section of this document.)
- Collaborate with CMT members & determine messaging (e.g., email, phone, social media)
- Send message
- Monitor UW and public media

### IT Liaison

- Connect with Central IT/ UW Crisis Management Team
- Report status for communication channels to Emergency Manager
- Protect technology

### Student Services Liaison

- Collect and maintain status of students
- Gather attendance sheets from faculty / TA(s)

## COMMUNICATION TOOLS & RESOURCES

The iSchool will follow the UW Toolkit for Crisis & Emergency Communication.<sup>⑥</sup> In a crisis no single medium can notify everyone. The resources listed below will have the most accurate and reliable information.

### Primary Contacts

- UW Office of Emergency Management 206-897-8000
- UW Emergency Operations Location UW Tower, C 140
- UW Emergency Management Email [disaster@uw.edu](mailto:disaster@uw.edu)
- UWPD 911 (line may be overloaded)
- UWPD Email [uwpolice@uw.edu](mailto:uwpolice@uw.edu)
- UWPD Website [police.uw.edu](http://police.uw.edu)
- UWPD Non-Emergency 206-685-8973
- UW Alert Signup [uwalert.org](http://uwalert.org)
- UW Alert Blog [emergency.uw.edu](http://emergency.uw.edu)
- UW Alert Twitter [twitter.com/uwalert](https://twitter.com/uwalert)
- MyUW [my.uw.edu](http://my.uw.edu)
- Emergency banner on the UW Homepage [washington.edu](http://washington.edu)
- iSchool Emergency website [emergency.ischool.uw.edu](http://emergency.ischool.uw.edu)
- Microsoft Teams [og\\_ischool\\_all > emergency check-in](#)
- Email on these listservs: [ifac@uw.edu](mailto:ifac@uw.edu), [istaff@uw.edu](mailto:istaff@uw.edu), [iphds@uw.edu](mailto:iphds@uw.edu), [imsim@uw.edu](mailto:imsim@uw.edu), [imlis@uw.edu](mailto:imlis@uw.edu), [imajors@uw.edu](mailto:imajors@uw.edu)
- UWEM 24/7 Duty Officer 206-765-7192
- UW Environmental Health & Safety 206-543-7262
- UW Violence Prevention 206-685-SAFE (7233)
- Search UW site for Campus Mass Assembly Areas <sup>⑧</sup>

### Other UW Contacts

- UW Status 206-897-4636 (Seattle)
- UW Status 866-897-4636 (Outside Seattle)
- UW Medical Center 206-598-3300
- Harborview Hospital 206-731-3000
- Hall Health Center 206-685-1001
- Seattle Fire Department 206-386-1400

### American Red Cross Safe & Well

- [safeandwell.communityos.org/cms/index.php](http://safeandwell.communityos.org/cms/index.php)  
– find family and friends, check-in

## NOTES

### Footnotes & References (see CMT Red Binder Manual):

- ① UW Comprehensive Emergency Management Plan, 2017 (UW-CEMP) Sec 1. pp-1, 2, 6, 7, 8, 9,11,
- ② UW Environmental Health & Safety Building Emergency Procedures: [ehs.washington.edu/fire-life/building-emergency-procedures-and-resources](http://ehs.washington.edu/fire-life/building-emergency-procedures-and-resources)
- ③ UW-CEMP sec 1 p 13 emergency levels list and activation, operations center
- ④ UW-CEMP- Crisis Communications Team List, UW-CEMP- Annex 1, pp.2, 5
- ⑤ iSchool Activation Flow Chart – Binder, Section III
- ⑥ UW Toolkit for Crisis & Emergency Communication; UW-CEMP- Annex 1, p 1-2
- ⑦ UW Crisis Communication Team call list, UW-CEMP-Annex 1, p 5
- ⑧ Campus Mass Assembly Areas, UW-CEMP- Annex 3, p 1