

UW SCHOOL OF SOCIAL WORK

EMERGENCY PROCEDURES

→ In an emergency, call 911.

- In a nonemergency, call the UW Police at 206-685-8973.
- To alert a School of Social Work safety manager, call 206-221-7441.
- For safety advice or resources, call Safe Campus at 206-685-7233.
- To report an inoperable elevator after hours, call 206-685-1411.

EMERGENCY CONTACTS

School of Social Work Safety Managers

Nadia Khan, Evacuation Director • 206-543-4650

Kim Dennison, Evacuation Co-Director • 206-543-3945

School of Social Work Certified CPR, First Aid, and Defibrillator-Use Personnel

Julie Holmberg • 206-221-7003

Rebeca Marin-Cordero • 206-685-4927

Cynthia Pearson • 206-330-1997

Emiko Tajima • 206-685-1660

Lara Thompson • 206-948-3589

Cynthia Dickman • 425-344-1712

Glen Gonzalez • 206-313-8635

School of Social Work Floor Wardens

Check in with your floor warden following any emergency.

Basement • Brooks Callison • 206-543-4471

Ground Floor • Kelly Hoeft • 206-616-3646

1st Floor, East • Cheryl Yates • 206-543-8618

1st Floor, West • Angela Rambo • 206-616-3557

2nd Floor • Jenn Maglalang • 206-543-3416

2nd Floor, Dean's Office • Christina VanMiddlesworth • 206-221-7441

2nd Floor, Alliance • Aaron Olson • 206-221-7578

2nd Floor, IWRI • Rebeca Marin-Cordero • 206-685-4927

3rd Floor • Linda Ruffer • 206-685-8345

MEDICAL EMERGENCIES

- **Assess the situation and stay calm.** Look for a medical alert bracelet, necklace or a SSW emergency card belonging to the person requiring help.
- **Ask someone else to call 911 while you attend the person.**
If you are alone, yell as loudly as possible for help. If you are unable to summon help, call 911 first and then assist the person to the best of your ability.
- **Give the 911 operator as much information as possible,** such as the type of emergency, what help is needed, and the exact address:
UW School of Social Work building at 4101 15th Avenue NE
Provide the room number, telephone number, information from medical alert bracelet or necklace and victim information.
- **Do not hang up until you are told to do so by the 911 operator.**
- **Do not move the victim.**

FIRE

- **If you discover a fire, activate the nearest pull station and call 911.**
You may attempt to put it out if it is a small fire—size of a wastebasket—and you have called for help. Otherwise, close the door and evacuate the building. Use the closest staircase to exit and ensure the door closes behind you.
Do not take the elevator.
- Report to the designated **evacuation assembly point, the grassy area next to Odegaard Library** across 15th Ave. NE.
Immediately check in with the warden assigned to your floor or work group and help account for colleagues. Do not re-enter the building until emergency personnel have declared it safe.
If you are trapped by smoke, stay low, cover your mouth with a wet cloth and put something in the cracks around the door. Call 911, if possible. Stay near a window. Open the window but do not break it. Hang something out the window to let fire personnel know where you are.
- If you are on fire:
STOP – DROP – ROLL.

If another person is on fire, yell STOP – DROP – ROLL.

SUSPICIOUS ACTIVITY

- **If a suspicious person poses no immediate threat,** contact the SSW safety manager at 206-221-7441. Take a detailed description of their appearance and attire.
- **If the suspicious person poses an immediate threat,** call the UW Police at 206-685-8973 immediately, and alert the SSW safety manager. Do not approach the person. Wait for safety personnel.
- **If an object or item looks out of place,** but poses no immediate danger, contact the SSW safety manager immediately.
- **If you suspect the object is a bomb or explosive,** alert those in the area, pull the nearest fire alarm, evacuate and call 911 immediately.
- **If you suspect a letter or package contains a dangerous substance,** do not open the letter or package, and call 911 immediately. Secure the area. Wash your hands with soap and water. Make a list of all staff having exposure and provide list to emergency response personnel.

BOMB THREAT

If you receive a bomb threat by telephone:

- **Remain calm.**
- **Do not put the caller on hold, attempt to transfer the call or hang-up,** even after call has ended. Follow these 5 steps:
 1. Call 911 from another phone or signal another staff member to call.
 2. Tell the 911 operator to alert the UW Police.
 3. Attempt to ascertain the bomb's location or intended location.
 4. Record as much information as you can about the caller such as gender, approximate age, tone of voice or state of mind.
 5. Listen for background noises that may indicate the caller's location.
- **If you receive a bomb threat by mail or other means, call 911** and ask the operator to alert the UW Police.
- **If a bomb is or could be in the building:**
 - Alert staff in the area.
 - Pull the nearest fire alarm.
 - Evacuate the building.
 - Call 911 immediately and alert the SSW safety manager.

EARTHQUAKE

If you are inside a building during an earthquake:

- **DROP** to the floor, **COVER** your head, and **HOLD** that position. Take cover immediately under a desk, table, in a corner away from windows, along a wall in a hallway, or near a strong structural feature such as a pillar.
- Watch for falling objects such as light fixtures, bookcases, cabinets or shelves. **Be prepared for an aftershock.** Stay away from windows. Do not run outside.
- After the shaking stops, assist but do not move anyone who has been injured. Persons with disability should be assisted to the south end of the floor to await aid from emergency responders.
- Exit the building using the closest staircase. Do not take the elevator. Keep calm as you evacuate the building by crossing 15th Ave. NE to the designated **evacuation assembly point—the grassy area next to Odegaard Library.**
- Immediately check in with the warden assigned to your floor or work group and help account for colleagues. Do not re-enter the building until emergency personnel have declared it safe.

If you are outside the building during an earthquake:

- Remain outside.
- Stay clear of electrical wires, poles, trees or anything that might fall.

ACTIVE SHOOTER [1]

If you are in a classroom or office:

- Stay there and secure the door.
- If the door has no lock, drive a door wedge in as hard as you can. Use heavy furniture to barricade the door.
- If the door has a window, cover it if you can. Depending on the shooter's location, consider exiting through windows if you are on the ground floor. Ask someone to watch the door as you get as many people out the windows as calmly and quietly as possible.
- If the windows do not open or you cannot break them or you are not on a ground floor, get out of sight from the door and stay low and quiet. Silence cell phones and other electronic devices, and wait for the police to arrive.
- When police arrive on scene, you should attempt to move toward any law enforcement personnel or police vehicle when safe to do so, while keeping your hands visible to police. Follow the directions of the police.
- Do not leave the area entirely. You may have valuable information regarding the suspect or incident that responding police officers will need. Once in a safe place, stay there.

If you are in a hallway or other public space:

- If you are in a hallway, get to a nearby room and secure it. Unless you are close to an exit, do not attempt to run through a long hallway to get to an exit as you may encounter the shooter.
- If you are in a gym, theater or auditorium and the shooter is not present, move toward the exits and law enforcement personnel or police vehicle, keeping your hands visible to police. Follow police instructions at all times.

ACTIVE SHOOTER [2]

If you are in an open space:

- Stay alert and look for cover such as a brick wall, large tree, retaining walls, parked vehicles or any other object that may stop gunfire from hitting you.

If you are trapped with the shooter:

- Do not do anything to provoke the shooter. Do what the shooter says, and do not move suddenly if there is no active shooting.
- If the shooter starts shooting, take decisive action:
 - Freeze**—stay still and hope they do not shoot you, or
 - Flee**—run for an exit while zigzagging if possible, or
 - Fight**—attack the shooter. This is the most dangerous option, but may be less dangerous than doing nothing.