

UW SCHOOL OF SOCIAL WORK

EMERGENCY PROCEDURES

→ In an emergency, call 911.

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

EMERGENCY CONTACTS

School of Social Work Safety Managers

Vicki Anderson-Ellis, Evacuation Director • 206-849-7025

Desi Schatz, Evacuation Co-Director • 253-389-0103

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

School of Social Work Floor Wardens

Basement: Brooks Callison • 206-330-1205

Ground Flr, South: TBA

Ground Flr, North: Lin Murdock • 206-550-2656

1st Flr, South: Khalfani Mwamba • 206-849-7025

1st Flr, North: Jon Hauser • 206-858-2280

2nd Flr, Dean's Office: Vicki Anderson-Ellis • 206-849-7025

2nd Flr, Dean's Office (Alt) Carrie Seaberg • 206-669-2262

2nd Flr, Alliance: TBA

2nd Flr, IWRI: Rebeca Marin Cordero • 626-354-6377

2nd Flr, Forefront: Brett Bass • 209-352-1562

3rd Flr: Desi Schatz • 253-389-0103

Check in with your floor warden following any emergency.

EMERGENCY CONTACTS

MEDICAL EMERGENCIES

→ **Assess the situation and stay calm.** Look for a medical alert bracelet or necklace, or School of Social Work emergency card belonging to the person requiring help.

→ **Ask someone else to call 911 while you attend to 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 your room number, telephone number, information from medical alert bracelet or necklace, if available, and a description of the person you are assisting.

→ **Do not hang up until you are told to do so by the 911 operator.**

→ **Do not move or leave the person you are assisting.**

MEDICAL EMERGENCIES

FIRE

- **If you discover a fire, activate the nearest pull station, and call 911.**
If you have called for help and the fire is small (the size of a wastebasket), you may attempt to put it out. Otherwise, close the door and evacuate the building. Use the closest staircase to an exit, and ensure the door closes behind you.
Do not take the elevator.
- 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. 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.
- Report to a designated evacuation assembly point across from 15th Ave. NE:
- **the grassy area next to Odegaard Library**
 - **the lawn near Parrington Hall**
- Immediately check in with the warden assigned to your floor or work group, and help account for colleagues. Do not reenter the building until emergency personnel have declared it safe.
- If you are on fire:
STOP - DROP - ROLL
If another person is on fire, yell *STOP - DROP - ROLL!*

FIRE

SUSPICIOUS ACTIVITY

- **If a person exhibits behavior that violates the posted code of conduct but poses no immediate threat**, contact the SSW safety manager at 206-221-7441. Provide a detailed description of the person's behavior and appearance, in particular their clothing and shoes.
- **If the person poses an immediate threat**, call the UW Police at 206-685-8973 and alert the SSW safety manager. Do not approach the person. Wait for safety personnel.
- **If a package or other object 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 that 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 the list to emergency response personnel.

SUSPICIOUS ACTIVITY

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 the 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.

BOMB THREAT

EARTHQUAKE

If you are inside a building during an earthquake:

- **DROP** to the floor, **COVER** your head, and **HOLD** that position. If possible, take cover immediately under a desk or 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 or the lawn near Parrington Hall.**
- Immediately check in with the warden assigned to your floor or work group and help account for colleagues. Do not reenter 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.

EARTHQUAKE

ACTIVE THREAT [1]

If you are in a classroom or office:

- Stay there, secure the door, and call 911. 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 you have the UWPD safety app, check for notifications.
- 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. Do not open the door until the police request that you open the door.
- When police arrive on the 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 vehicles, keeping your hands visible to police. Follow police instructions at all times.

ACTIVE THREAT [2]

If you are in an open space and in danger from an active threat such as a shooter:

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

If you are trapped with the shooter:

- Do not do anything to provoke the perpetrator. Do what they say, and do not move suddenly if there is no immediate threat, such as gunfire.
- If the perpetrator starts to make a direct attack, take decisive action:

Freeze, if you are not visible to the perpetrator.

or

Flee: Run for an exit, zigzagging if possible.

or

Fight: Attack the shooter. This is the most dangerous option but may be less dangerous than doing nothing.

HEALTH & SAFETY RESOURCES

The University of Washington and the School of Social Work provide an array of health and safety resources to ensure a work environment where faculty, staff and students feel safe, valued and respected.

SAFETY

UW Safe Campus—Campus and personal safety, workplace violence prevention, threat assessment and other resources at uw.safecampus or call 206-685-SAFE (7233).

UW Safety and Emergency—Emergency preparedness, fire and evacuation, hazardous materials and other resources at washington.edu/safety.

UW OARS—Online Accident Reporting System. If an accident or injury involves a UW employee, it must be reported using OARS at ehs.washington.edu, 206-543-7262 or ehsdept@uw.edu.

BIAS REPORTING AND CONFLICT-RESOLUTION RESOURCES

UW Bias Report—Confidential online bias-incident report for nonemergency situations. Complete bias reporting tool at washington.edu/bias/.

UW Office of the Ombud—Collaborative and confidential service for preventing, managing and resolving conflict. Call 206-543-6028 or ombuds@uw.edu.

SSW Ombud—Resource for School of Social Work students, staff or faculty members with complaints regarding possible infringement of rights or interests. To contact the current School of Social Work ombud, call HR at 206-221-7003.

SSW HR—A confidential resource offering guidance and tools to resolve peer-to-peer or employee-supervisor issues. Call 206-221-7003.

HEALTH AND WELLNESS RESOURCES

The Whole U—Provides wellness resources, discounts and activities for UW faculty and staff.

Right as Rain—A UW Medicine digital publication dedicated to health and wellness issues.

UW Student Services—Provides a comprehensive list of UW resources for students, ranging from mental health and academic support to recreation and residential life.

Hall Health Center—Provides outpatient health care to UW students, faculty and staff, at depts.washington.edu/hhpccweb/ or call 206-685-1011.

LiveWell—Supports the personal and social development of students through advocacy, personal consultation, education and training at livewell.uw.edu.

Forefront Suicide Prevention—A suicide prevention training resource center at intheforefront.org.

National Suicide Prevention Lifeline—Call 1-800-273-8255 or text Crisis Text Line at 741741.

UW SAFETY APP

The SafeZone app gives you direct access to fast safety assistance regardless of where you are on the UW Seattle campus. Outside of UW Seattle, the app will connect you to local emergency services.

To download the SafeZone app, go to police.uw.edu/services/safe-zone-app/.