

Section A: Emergency Response Pocket Plan

The iSchool Emergency Response Pocket Plan activates when emergency conditions exist that prevent normal business operations and require immediate action. The first priority is to save and protect lives, then coordinate communications and prevent damage to property, systems and environment. This plan aligns with and does not supersede UW Comprehensive Emergency Management Plan, February 2017 (UW-CEMP) ❶

Emergency or Crisis Situations ❷

- **Earthquake:** "Drop, Cover, Hold On" under table or desk or against inside wall – until the shaking stops. After shaking stops, check self, then others for injuries. Move to the nearest exit. Do not leave the area / campus without reporting your status to your instructor or an evacuation warden.
- **Fire / Flood / Excessive Water:** Activate fire alarm or call 9-1-1 if you smell or see fire or smoke. Evacuate the building, but do not use elevators. Do not re-enter building until authorized by emergency personnel.
- **Power Outage:** Remain calm. Move safely to lighted area. Turn off computer. For information tune to KOMO radio 1000am/call 206-897-4636.
- **Hazardous Substance:** If you smell gas, call 9-1-1. 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 9-1-1 .
- **Violence / Armed Shooter / Suspicious Person:** Move away from the violence and find safe cover. If you are safe, secure / lock / barricade doors and cover the windows. Note exits. Do not let anyone in or out. Silence phones. Call 9-1-1 . Stay calm. Provide information.
- **Suspicious Object:** Stay clear. Do not disturb object. Call 9-1-1. Alert others.

Emergency Response Goals

- Timely communication to ensure student & employee safety.
- Organized response to meet critical needs.
- Transition to skilled people as soon as possible.
- Organized recovery implementation after crisis subsides

Quick Response Steps

- Remain Calm
- Get yourself to a safe location; follow instructions of emergency personnel
- Dial 911
- Assist others nearby; do not return to scene of emergency

Section B: Emergency Plan Activation & Crisis Management Team

Emergency Manager

- Determine the situation and emergency level ❸
- Assess communication needs and delegate
- Liaison UW Crisis Communication Team ❹
- Delegate action plan to available personnel

Administrator

- Collect and verify information
- Coordinate status board with HR & Student Services
- Delegate administrative support to other iSchool CMT personnel
- Track injury status. Delegate action plan to available personnel

Personnel Coordinator

- Collect and maintain (official) status of employees
- Update administrator / manager of employee status
- Provide employees with Red Cross Safe & Well website

Communications Coordinator

- Serve as rep to Media Relations/UW Crisis Management Team
- Determine communication needs and methods (e.g., email, phone, social media)
- Monitor UW and public media

IT Liaison

- Serve as liaison to 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

At the outset of a potentially serious situation or emergency the CMT will assemble online, conference call or face to face. Following the activation flow chart ❺ with the priorities to protect lives, manage communication, and prevent continued or further damage to property, systems and environment. The committee will determine the emergency level, assess the nature of risk, evaluate the quality of available information. Based on this certain actions and communications decided, and then disseminate information.

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.

Section C: Crisis Communication Tools & Resources

The iSchool will follow the UW Toolkit for Crisis & Emergency Communication. ❻ In a crisis no single medium can notify everyone. Check the following sources for reliable information:

UW Information

- uwalert.org (opt in via cell phone or email-text/sms)
- UW Alert Blog– www.emergency.uw.edu
- MyUW <https://weblogin.washington.edu/>
- UW Homepage - <http://www.washington.edu/>
- emergency.ischool.uw.edu
- listservs: ifac@uw.edu, istaff@uw.edu, iphds@uw.edu, imsim@uw.edu, imlis@uw.edu, imajors@uw.edu
- UW Crisis Communication Team Call List ❷
- UW Emergency Operations Center: UW Tower, C 140.
- Campus Mass Assembly Areas ❸

UW Contacts

- UWPD dial 911
- police@uw.edu <http://police.uw.edu/>
- UWPD Non-Emergency dial: 206-685-8973
- 206-897-4636 (Seattle)
- 866-897-4636 (Outside Seattle)
- Office of Emergency Management: 206-897-8000
- 24/7 Duty Officer: 206-765-7192
- UW Alert Twitter feed: twitter.com/uwalert
- Environmental Health & Safety: 206-543-7262
- disaster@uw.edu
- emergency@uw.edu
- UW Medical Center: 206-598-3300
- Harborview Hospital: 206-731-3000
- Hall Health Center: 206-685-1001

American Red Cross Safe & Well

- safeandwell.org – friends and family check in & search

City of Seattle Fire Department

- 206-386-1400

UW Violence Prevention

- 206-685-SAFE (7233)

Section E: iSchool Primary Contacts

iSchool Dean	206-616-0985	harryb@uw.edu
Assistant Dean Admin	206-616-0835	mclark@uw.edu
HR Director	206-221-6557	alishab@uw.edu
Communications Director	206-221-6182	ldugdale@uw.edu
IT Director	206-616-1155	barker@uw.edu
Student Services Director	206-616-8553	wrp@uw.edu
iSchool Emergency Response Center Location	MGH 015H	

Section D: Procedures and Responsibilities**Faculty & Staff Responsibilities**

- Sign up for UW Alerts at uwalert.org.
- Read and retain principles of the iSchool Emergency Response Pocket Plan.
- Follow the procedures outlined here during an emergency.
- Check in with emergency personnel.
- Offer your assistance and perform assigned responsibilities.

Instructor Responsibilities (while class is in session)

- In the event of an emergency or a drill, be prepared. Know the emergency evacuation process before the time arises.
- Review the building emergency evacuation information.
- Know your classroom and determine how you would 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?
- Learn who the building coordinator is.
- Take leadership and responsibility of the classroom.
- Follow appropriate emergency procedures.
- Have your class roster with you at all times and use the roster to account for students.
- Check in with the evacuation warden or emergency personnel.
- Offer to help.

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.

Section D: Procedures and Responsibilities (continued)**Evacuation for Persons with Disabilities**

- Ground Level: Use the nearest safe exit to the outside on the ground level to the closet unaffected wing..
- Stairway: Use nearest safe steps to reach ground level exits from the building.
- Remain in Place: If there is no immediate danger, stay in a room with a window or fire-resistant door.
- Area of Refuge: Assist individual(s) to area of refuge. Send someone for help. Notify the on-site emergency personnel of the location of the person(s).
- Assisted Evacuation with Device: If danger is imminent, use assisted evacuation device to evacuate mobility-disabled persons.

Floor Warden Responsibilities

- Remain Calm and Positive.
- Read the emergency plan and know building evacuation routes.
- CPR/First Aid training - know where emergency supplies are kept.
- Sign up for UW alerts.
- For building evacuation, vacate assigned area & conduct employee check-in.
- For lockdown or take cover SAFELY inform others in assigned area.
- Communicate status updates to Personnel Coordinator.

Section F: Training & Resources**UW Campus**

- UW Toolkit for Crisis & Emergency Communications
<http://www.washington.edu/safety/files/2015/08/emergency-toolkit-2015.pdf>
- Safe Campus Violence Prevention and Response Trainings and Resources
<https://www.washington.edu/safecampus/training/>
- EH&S Building Safety Resources
<http://www.ehs.washington.edu/fsobuilding/index.shtm>
- UWIT: How to Prepare for When Classes Can't Meet
<https://itconnect.uw.edu/learn/prepare>
Emergency Management & Earthquake <http://www.washington.edu/uwem/>
- Fire Safety
<http://www.ehs.washington.edu/fsofire/>
- Fire Safety Right to Know Act
http://www.ehs.washington.edu/fsofire/rtk/rtk_seafirestat.shtm

Section F: Training & Resources (continued)**Employee & Community Resources**

- Earthquake Awareness & Personal Preparedness
<https://catalyst.uw.edu/webq/survey/disaster/287346>
- American Red Cross "Safe and Well Registry"
<https://safeandwell.communityos.org/cms/index.php>
- Map Your Neighborhood <http://mil.wa.gov/emergency-management-division/preparedness/map-your-neighborhood>

FEMA

- Active Shooter: What Can You Do (FEMA IS-907)
<https://training.fema.gov/is/courseoverview.aspx?code=IS-907>
- Campus Ready (FEMA Online Training)
<https://www.ready.gov/campus>
- National Domestic Preparedness Consortium (NDPC)
<https://www.ndpc.us/>

Footnotes:

- 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 <https://www.ehs.washington.edu/fsobuilding/bldgemer.shtm>
- 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