

**Heel.
Ponder.
Bark!**



University of Washington – Intercollegiate Athletics
Emergency Procedures

Version 1.1

Table of Contents

Background.....	3
General Information	4
Phone #'s, Contact Info:.....	5
ICA Emergency Alert Systems:	6
Reporting Emergencies:.....	7
Building Addresses:.....	8
Map of ICA and Muster Locations:	9
Map of AED Locations in ICA Village:.....	10
EARTHQUAKE	11
MEDICAL EMERGENCY	12
FIRE or EXPLOSION	13
ARMED INTRUDER	14
CRIME IN PROGRESS	15
BOMB THREAT	16
POWER OUTAGE	17
HAZARDOUS MATERIAL SPILL	18
TERRORIST ATTACK.....	19
Additional Information FAQ.....	20
Document Revision History.....	20

Background

With the size of our campus' landscape and growth in athletics, the committee of the Department of Intercollegiate Athletics along with Campus Safety Team put together a separate safety and emergency preparedness plan entirely for University of Washington Intercollegiate Athletics. Here you will find resources that is suitable for intercollegiate athletics staff, coaches, student-athletes, and camps/clinics.

The Emergency Preparedness and Safety Planning Committee implemented on January 22, 2014. The purpose of the committee is to provide emergency preparedness and safety planning efforts for the Department of Intercollegiate Athletics with a focus toward daily operations.

Committee Members:

Chip Lydum	ICA Facilities and Capital Projects (Chair)
Trevor Baglien	Information Technology
Jimmy Bowen	ICA Coaches
Lynne Crowley	Aramark
Anthony Gabriel	ICA Student Services
Alyssa Williamson	UW Sports Medicine Center
Ann Higgins	ICA Administration
Chris Jaross	Lieutenant, UWPD
Lynn Mangialardi	ICA Sports Medicine
Nicole Marsh	ICA Olympic Sports
Kelsey Whitcomb	ICA Business & Continuity
Carter Henderson	ICA Communications – Adjunct Member

In response to the federal mandate under the Clery Act, campuses quickly developed rapid response and warning systems to deal with active shooter situations and warn everyone on campus of the presence of a shooter. This aspect of the Virginia Tech reports has translated into a national legal mandate: Colleges must have an emergency plan and procedures for immediate notification of everyone on campus and must conduct at least an annual drill to evaluate their emergency plan.

Clery Act is known as 'Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act' was signed in 1990 which became a law. This requires all institutions that receives federal financial aid programs to track and disclose all information about crime on and near the campus.

To know more about Clery Act, please visit - <http://clerycenter.org/summary-jeanne-clery-act>

General Information



Emergency Response Management Plan University of Washington – Intercollegiate Athletics

If you have been threatened or believe you are in physical danger, contact the UWPD immediately at 206-685-8973 / TTY 206-543-3323 or dial 911.

Emergency Preparedness

- * UW Emergency Management
- * To view the complete UW Emergency Management Plan
- * Out of Area Contact
- * Red Bags

Campus Emergency Alert Systems

- * Campus Emergency Alert Systems
- * UW Alert Notification System
- * Emergency Contact Information
- * Missing Persons Contact Information

Phone #'s, Contact Info:



Police Emergency UW Seattle Campus Police (Non-Emergency) 206-685-8973 TTY: 206-543-3323

REPORT THREATS- 206-685-SAFE (7233)

DON'T WALK ALONE - 206-685-WALK (9255) **UW Safety Guards** to walk with you
SAFE CAMPUS (reports of potentially violent situations and provide resources and referrals to UW services.) - Seattle: 206-685-SAFE (7233)

Keep your emergency contact information up-to-date.

UNIVERSITY of WASHINGTON EMERGENCY CONTACTS

UW Police (EMERGENCY)	911
UW Police (NON-EMERGENCY)	206-685-UWPD (8973)
UW VIOLENCE PREVENTION & RESPONSE	206-685-SAFE (7233)
HUSKY NIGHTWALK.....	206-685-WALK (9255)
UW INFORMATION LINE	206-897-INFO (4636)
UW EMERGENCY MANAGEMENT	206-897-8000
UW Medical Center	206-598-3300
Environment Health and Safety	206-543-7262
UW SEATTLE DIRECTORY ASSISTANCE	206-543-2100

Out of Area/Personal/Family Safety:

http://www.emd.wa.gov/preparedness/documents/piy_out_of_area.pdf

www.washington.edu/emergency

ICA Emergency Alert Systems:



(recorded message) 206-UWS-INFO, Toll Free: 1-866-897-INFO

“Red Alerts” on UW Home page

Your supervisor, department/college administrator or building coordinator

KOMO 1000 AM (Emergency Alert System)

UW ALERT – sign up to receive official information via email or text messages updates on your mobile phone. We encourage you to sign up for UW Alert as one part of your emergency preparedness plan. To sign up, visit - <http://www.washington.edu/safety/alert>

Where to Go for Help

Here is a list of places to go for help. You might find it handy to program the following numbers into your cell phone or keep them in a handy spot:

- **Alcohol Poisoning:** 911 or the Washington Poison Control Center at 206-526-2121
- **Emergency Assistance** (requiring police, medical or firefighter response): 911 (on-campus TTY 206-543-3323)
- **Husky NightWalk Program:** 206-685-WALK (9255)
- **NightRide Shuttle:** 206-685-3146
- **Nonemergency Assistance:** UW Police Department at 206-685-UWPD (8973)
- **Safe Campus' [Violence Prevention and Response Team](#):** 206-685-SAFE (7233)

****Evacuation Assembly Points are posted inside each building, on each floor****

Reporting Emergencies:

What to do:

- Look up UW campus safety and key resources - www.washington.edu/safety
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What NOT to do:

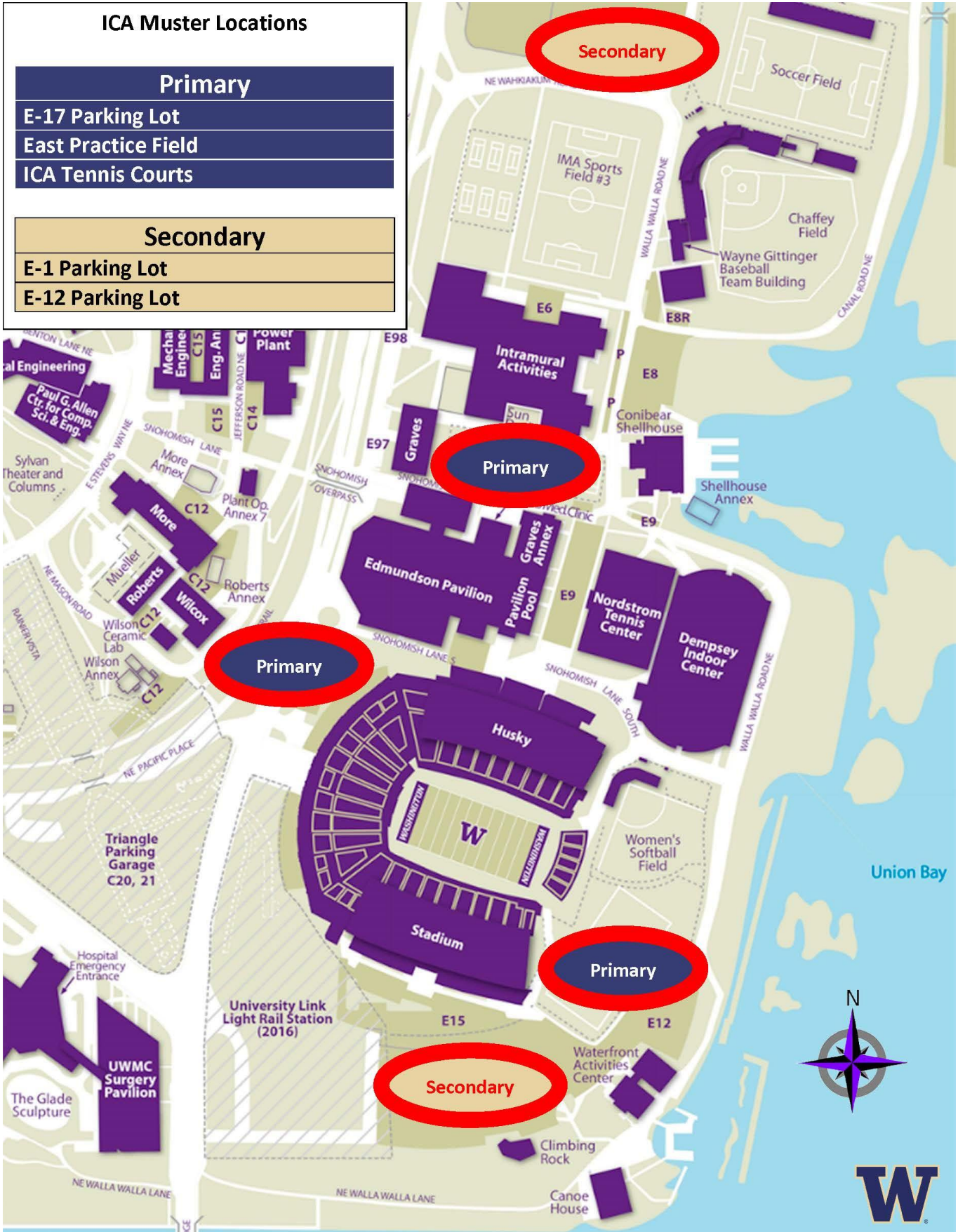
- DO NOT CALL UW ALERT or 911 in the event of an Earthquake or Power Outage
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Building Addresses:

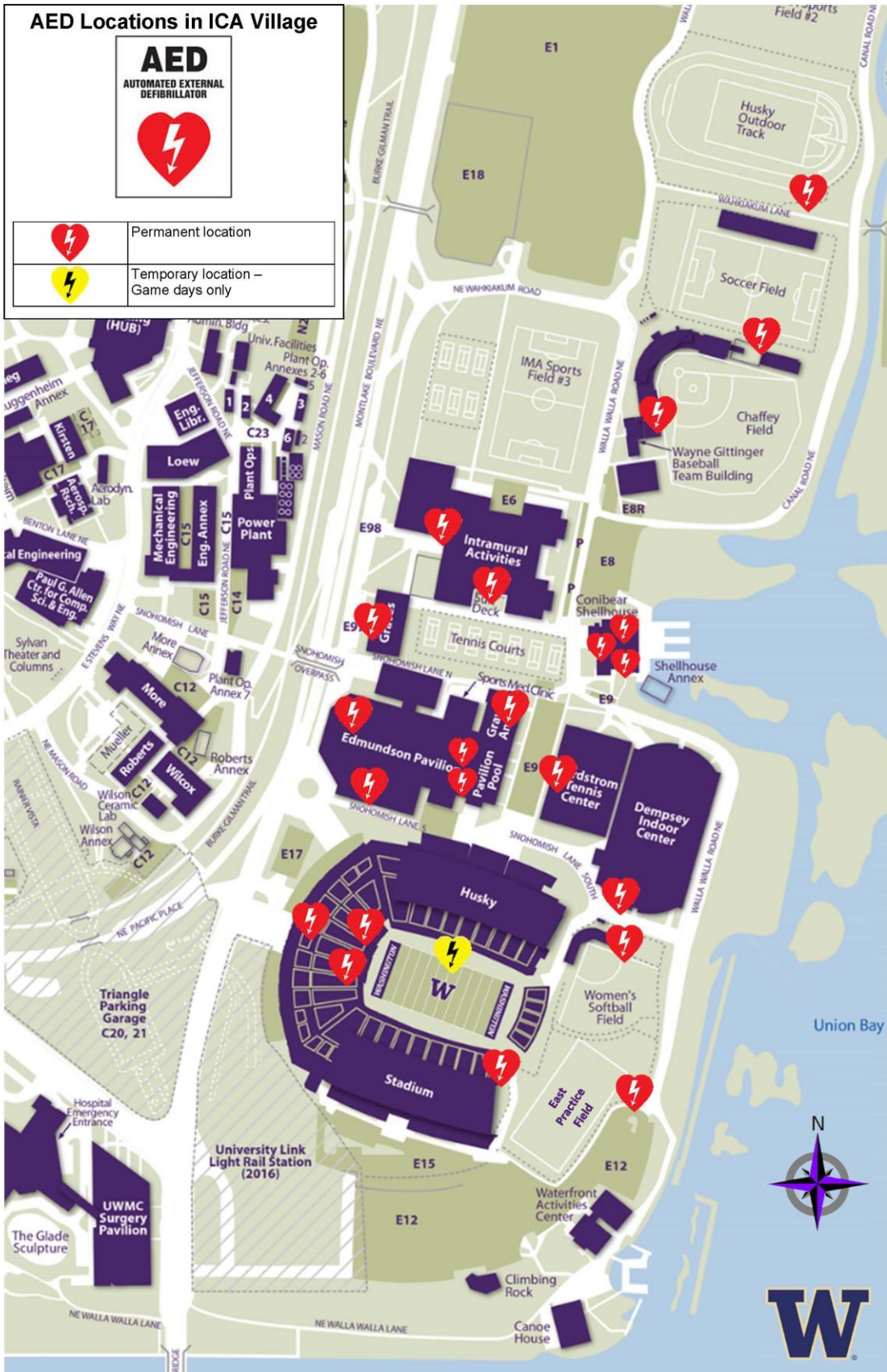
Address Information of various buildings within ICA (general direction):

Graves (Main):	3910 Montlake Blvd NE, Seattle, WA 98105
Graves Annex:	Intersection Snohomish Lane North & Walla Walla Rd NE
Alaska Airlines Arena:	3870 Montlake Blvd NE, Seattle, WA 98105
Baseball Team Building:	4000 Walla Walla Rd NE, Seattle, WA 98105
Conibear Shell House:	3896 Walla Walla Rd NE, Seattle, WA 98105
Nordstrom Tennis Center:	3833 Walla Walla Rd NE, Seattle, WA 98105
Indoor Dempsey:	Intersection Snohomish Lane South & Walla Walla Road NE
Softball Stadium:	3800 Montlake Blvd NE, Seattle, WA 98105
Husky Football Stadium:	3800 Montlake Blvd NE, Seattle, WA 98105
Sports Medical Center:	3950 Montlake Blvd NE, #148, Seattle WA 98105

Map of ICA and Muster Locations:



Map of AED Locations in ICA Village:



EARTHQUAKE



How to Prepare:

Make sure you know the designated evacuation site where the occupants of your building are to assemble following an earthquake. Look at your surroundings and think about where you could seek shelter from falling objects. Secure overhead items in your work area to avoid injury during an earthquake. Keep a few supplies in your desk – flashlight, emergency-contact phone numbers, a pair of comfortable walking shoes, and a battery-powered radio. Become familiar with all the exits in your building.

What to Do:

- Remain calm.
- If indoors, take cover under a freestanding desk or table and hold on.
- Stay away from windows, tall objects, and overhead lights.
- If no cover is available, duck and hold near an interior wall.
- Shield your head and face from falling debris.
- If outdoors, move away from buildings, utility wires, trees, and all other overhead obstructions.

What Not to Do:

- Do not rush outside. Many earthquake injuries occur due to falling debris just outside doorways.
- Do not use the elevators.
- Do not use matches, lighters, or other open flames and do not turn on lights or electrical equipment.

What to Do After:

- Check for injuries to yourself and others. Administer first aid if necessary. Do not move seriously injured individuals unless necessary.
- Grab your red bag. Evacuate the building, proceed to your Primary Muster Location (see QRC card inside red bag).
- Use extreme caution in rescue attempts if others are trapped. If possible, wait for trained personnel to guide rescue efforts.
- Make note of people who are missing and report them to a Unit Response Lead (URL). A warden will be at each designated evacuation location and identified by a yellow traffic vest and neon hat or flag. Warden will make note.

MEDICAL EMERGENCY



What to Do:

- Report all medical emergencies to the University of Washington Police Department (UWPD) at 206-685-UWPD (8973).
- Look for an emergency medical bracelet.
- Indicate your location, the nature of the medical problem, and your name.
- Remain with the victim until UWPD or emergency personnel arrive.
- If you are trained, administer first aid. You may be asked to give CPR.
- Be aware that UWPD is equipped with AEDs (Automatic Emergency Defibrillators) to assist heart attack victims.

What Not to Do:

- Do not move the victim unless there is an immediate threat to safety.

FIRE or EXPLOSION



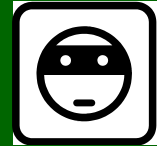
What to Do:

- Report a fire by calling the University of Washington Police Department (UWPD) at 206-685-UWPD (8973).
- Sound the fire alarm.
- Grab your red bag. Evacuate the building, proceed to your Primary Muster Location (see QRC card inside red bag).
- Alert UWPD if somebody with disabilities requires assistance evacuating the building.
- Notify warden or other emergency officials if you suspect anyone may be trapped in the building.
- If clothing catches fire: STOP, DROP and ROLL. DO NOT RUN.
- If caught in heavy smoke, drop to hands and knees and crawl; hold breath as much as possible; breathe shallowly through nose, and use a blouse, shirt, or jacket as a filter.
- If trapped by fire, place a wet towel or other clothing at the base of the door to prevent smoke from seeping in. Use a phone to request assistance by calling 206-685-UWPD (8973) or yell out a window for assistance.
- Retreat. Close as many doors as possible between you and the fire. Be prepared to signal from windows, but do not break glass unless absolutely necessary as outside smoke may be drawn in.

What Not to Do:

- Do not attempt to extinguish a fire by yourself unless it is very small and localized. Always call 206-685-UWPD (8973) for assistance.
- Do not ignore alarms or assume they are false alarms.
- Never put yourself in harms way, evacuate the room where the fire is located to maintain your safety.
- Do not use elevators.
- Walk, do not run, to the nearest exit.
- Do not return to your building until you are notified that it is safe to do so by University officials.

ARMED INTRUDER



What to Do:

- Notify the University of Washington Police Department (UWPD) at 206-685-UWPD (8973) if you are aware of any threats or have other information that make you suspect an event involving an armed intruder might be possible.
- Trust your instincts. Better to be wrong than to ignore warning signs of possible tragic events.
- If you know or suspect an armed intruder is present on campus, call UWPD, and/or 911, and provide the information requested. Stay on the line until being told that it is okay to disconnect.
- If you are in a building:
 - ◊ Do not leave a building during a lockdown.
 - ◊ Move to a securable area (such as an office or classroom) and lock the doors.
 - ◊ Close the window coverings.
 - ◊ Move away from the windows.
 - ◊ Get low on the floor.
 - ◊ In a hostage situation, stay calm, keep everyone together, and stay hidden.
 - ◊ Remain in your secure area until further direction or the all-clear is given.
- If you are unable to enter a building because of the lockdown:
 - ◊ Leave the area and seek safe shelter off campus.
 - ◊ Return to campus after the all-clear is given (notification will be sent via the UW Alert notification system).

What Not to Do:

- Do not leave your room to try to “see what’s happening”.
- Do not confront or try to apprehend the intruder.
- Do not assume that someone else has called UWPD, and/or 911.

What to Do After:

- If you witness any injuries or deaths, identify yourself to authorities as soon as it is safe to do so.

CRIME IN PROGRESS



How to Prepare:

Follow these basic anti-crime tips:

- Do not walk alone in isolated areas.
- Do not open residence hall doors to strangers. Keep all doors closed and locked.
- Do not leave doors propped open or leave valuables unattended. Thieves know to look in your desk drawers.
- At night, look inside your car before entering or stay in your car if there are strangers around.
- Be aware of your surroundings and lock your doors.

What to Do:

- Call the University of Washington Police Department (UWPD) at 206-685-UWPD (8973).
- Give your name, location, and nature of the crime in progress.
- If safe to do so, remain where you are until contacted by an UWPD officer.
- If safe to do so, note the criminal's height, weight, age, sex, race, hair and eye color, tattoos or facial hair, clothing, weapons, and method and direction of travel. If a motor vehicle is involved, note license plate number, make and model, color, and outstanding characteristics.

What Not to Do:

- Do not try to apprehend or interfere with the criminal except in case of self-protection or the protection of others.

BOMB THREAT



What to Do:

Bomb threats are most commonly received by phone. A person receiving a telephoned bomb threat should:

- Keep the caller on the line as long as possible.
- Write down all the information obtained. Ideally, take notes when the caller is talking. Refrain from speaking to anyone until your notes are complete.
- Notify the University of Washington Police Department (UWPD) at 206-685-UWPD (8973).
- Submit the completed notes to UWPD, who will pass it on to the proper authorities.

For other types of bomb or suspicious situations:

- Check your work area for suspicious package or bags; if found, do not touch. Report any suspicious objects to UWPD at 206-685-UWPD (8973).
- Evacuate immediately if a bomb is discovered before authorities arrive.

What Not to Do:

- Do not assume a bomb threat is a prank. Assume it's real.
- Do not touch, move, or cover a suspected bomb. Note its description, exact location, and report it to authorities.
- Do not use walkie-talkie devices or cell phones in the area.
- Do not activate the building alarm.
- Do not turn on/off electrical devices or switches.
- Do not use elevators.

POWER OUTAGE



- **Remain calm; provide assistance to others if necessary.**
- **Move cautiously to a lighted area. Exits may be indicated by lighted signs if the emergency power is operating.**
- **Turn off and unplug computers and other voltage sensitive equipment.**
- **For information about a prolonged outage, tune to radio KIRO 710 AM, and/or call UW 206-897-INFO (4636).**
- **Wait for further instruction or let someone know you are leaving.**

HAZARDOUS MATERIAL SPILL



What to Do If a Spill Occurs Inside:

- Notify the University of Washington Police Department at 206-685-UWPD (8973) from a safe location as soon as it is practical.
- Grab your red bag. Immediately evacuate the building, proceed to your Primary Muster Location (see QRC card inside red bag).
- If you cannot evacuate, go to a protected, interior area of a building where toxic vapors are reduced. Close all windows and doors. Seal gaps under doorways and windows with wet towels and duct tape or similar thick tape.
- If there is risk of an explosion, close all shades and draperies. Stay away from the windows to prevent injury from flying glass.
- If you suspect that gas or vapors have entered the building, take shallow breaths through a cloth or towel.

What to Do If a Spill Occurs Outside:

- Move uphill and upwind; hazardous materials can be transported quickly through air and water.
- Go to a protected, interior area of a building where toxic vapors are reduced.
- Notify the University of Washington Police Department at 206-685-UWPD (8973) from a safe location as soon as it is practical.

What Not to Do:

- Do not attempt to clean up a spill.
- Do not touch or step in spilled materials.

What to Do After Being Exposed to:

Corrosives. These are substances that cause visible destruction or permanent changes of the skin tissue upon contact.

- Wash your eyes for 15 to 20 minutes if they are affected. Eyelids must be open; do not rub the injured area.
- Get under a shower; remove all clothing, wash with soap and water.

Flammables. These are liquids with a flash point below 100 degrees F with gases that burn readily.

- Turn off the main electricity and gas jets.
- Evacuate the building.

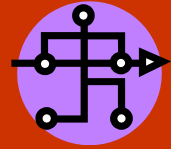
Toxics. These are poisonous substances.

- Wash your hands.
- Discard contaminated clothing or objects.
- Use the appropriate antidotes.

Reactives. These are substances that can undergo a chemical or other change that may result in an explosion, burning, and corrosive or toxic conditions.

- Close all doors.
- Evacuate the danger area.
- Follow decontamination instructions from local fire or health authorities.

TERRORIST ATTACK



How to Prepare:

Stay alert and aware of your surroundings. Become familiar with emergency responses to chemical, biological, nuclear/radiological, and explosive events.

What to Do:

- Notify the University of Washington Police Department (UWPD) at 206-685-UWPD (8973) if you notice any suspicious activities. These could include a rental truck parked in an unusual location; an unaccompanied object or package; unusual odors or powders.
- Notify the UW Health Center if you are ill, especially if you notice that others have similar symptoms.
- Obey all instructions if quarantine is determined to be necessary by University or local health officials.
- Be wary of mail from an unknown person, especially if the envelope or package appears to contain any sort of power, stain, or unusual odor. Do not open it; instead, report to UPWD at 206-685-UWPD (8973).
- If you do open mail that contains an unusual substance, leave your room immediately, tell others in or near your office to evacuate the building. Grab your red bag and proceed to your Primary Muster Location (see QRC card inside red bag).
- Contact UWPD at 206-685-UWPD (8973).

Additional Information | FAQ



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Document Revision History

<u>Dates</u>	<u>Version</u>		
October 29, 2014	0.0	-	Created
May 28, 2015	1.1	-	Implemented
	1.2	-	Revised