



Mill Plain Boulevard Campus

Emergency Evacuation and Operations Plan (EEOP)

And

Safety Manual

TABLE OF CONTENTS

SECTION 11
PURPOSE1
SCOPE1
EMERGENCY RESOURCES AND CONTACTS1
EMERGENCY COMMUNICATIONS1
EMPLOYEE ORIENTATION1
EVACUATION DRILLS1
TABLE 1: EMERGENCY RESOURCES AND CONTACTS3
SECTION 21
BUILDING EVACUATION.....1
RESPONSIBILITIES OF IAHA DEPARTMENTS AND STAFF1
EMPLOYEES, FACULTY, & STAFF - EMPLOYEES, FACULTY, AND STAFF ARE RESPONSIBLE FOR:1
RESPONSIBILITIES OF FACULTY2
CHECKLIST 1 LISTS THE RESPONSIBILITIES AND DUTIES OF FACULTY’S2
CHECKLIST 1: FACULTY’S DUTIES AND RESPONSIBILITIES.....2
SECTION 31
SPECIFIC EMERGENCY PROCEDURES1
PROCEDURE 3A: FIRE EMERGENCIES/BUILDING FIRE ALARMS1
PROCEDURE 3B: EARTHQUAKES2
PROCEDURE 3C: HAZARDOUS MATERIAL SPILLS/RELEASE4
PROCEDURE 3D: BOMB THREATS5
PROCEDURE 3F: ANTHRAX THREAT8
PROCEDURE 3G: MEDICAL EMERGENCIES10
PROCEDURE 3F: RESPONDING TO AN ACTIVE SHOOTER11
SECTION 41
SAFETY MANUAL1
LADDER SAFETY RULES1
FALL PROTECTION SAFETY RULES4
HEAT STRESS - HOW DO YOU PREVENT HEAT ILLNESS?5
Heat Stroke or Heat Exhaustion?6
ELECTRICAL8
PERSONAL PROTECTION EQUIPMENT9
LOCK OUT TAG OUT10
MACHINE GUARD10
APPENDIX A.....1
RESPONSIBLE INDIVIDUALS1
APPENDIX B.....2
BUILDING EVACUATION PLAN2
EVACUATION OPTIONS3
APPENDIX C.....4
PROCEDURES FOR PLANNING AND SCHEDULING EVACUATION DRILLS4
APPENDIX D.....5
PROCEDURES FOR CONDUCTING, EVALUATING AND RECORDING.....5
EVACUATION DRILLS5

LIST OF CHECKLISTS AND TABLES

Table 1: Emergency Resources and Contacts	1-3
Checklist 1: Faculty’s Duties and Responsibilities	2-2
Checklist 2: Bomb Threat Checklist	3-6
Checklist 3: Heat Stress Check List	4-7

SECTION 1

PURPOSE

The purpose of this plan is to establish procedures and duties, to promote planning, and to establish training for the staff of Mill Plain Blvd Campus for fire, earthquake, bomb threats, chemical spill, and other emergency evacuations as required by the Washington Administrative Code (WAC 296-24-567), and the IAHA Emergency Response Management Plan.

SCOPE

This plan applies to all occupants in the International Air and Hospitality Academy at the Mill Plain Blvd Campus location:

EMERGENCY RESOURCES AND CONTACTS

See Table 1 for emergency resources, contact information, and responsibilities of each emergency resource.

EMERGENCY COMMUNICATIONS

1. **Telephones** - The campus telephone system or cellular phones will be used to the extent possible. In case of system failure or a power failure, campus phones will not function.
2. **Fire Alarm System** - The building fire alarm system is continuously monitored for alarm.

EMPLOYEE ORIENTATION

New employees must be informed of the EEOP as part of their new employee safety orientation. This initial plan and all significant revisions to the plan should be routed to all personnel. The faculty and staff should be reminded of the plan as necessary and encouraged to discuss the plan with their research groups, students, and visitors.

EVACUATION DRILLS

Evacuation drills will be scheduled, and conducted. Procedures for planning, scheduling, conducting, evaluating, and reporting evacuation drills are outlined in Appendices B, C, and D.

Table 1: Emergency Resources and Contacts

Emergency Resource	Contact Information	Purpose & Responsibilities
<i>Police Department (VPD)</i>	Immediate Emergency Assistance Dial 9-1-1. Non Emergency Assistance (360) 735-8884	Maintains an emergency Communications Center 24 hours a day, 7 days a week. Call VPD for emergency of any kind, including but not limited to fire, medical emergency, or hazardous material spills or release.
<i>Washington Department of Health and Safety (WDOH)</i>	Call 360-236-4027 during normal business hours. After normal business hours.	WDOH maintains guidelines and provides training, consultation and support for building emergencies. WDOH is also available to provide consultation and support for hazardous material spills and releases, temporary controls, and other general information to the Vancouver Fire Department (VFD), VPD, and IAHA departments.

Table 1: Emergency Resources and Contacts

Note: IAHA is not an emergency response unit. Report all emergencies to the VPD.

SECTION 2

Building Evacuation

IAHA Personnel Duties and Responsibilities

An effective emergency evacuation and subsequent response requires the coordination of many occupants in a building. All building occupants, including employees, faculty, staff, and students, need to be aware of their roles and responsibilities in case of an emergency. This section outlines specific responsibilities for employees, faculty, and staff.

RESPONSIBILITIES OF IAHA DEPARTMENTS AND STAFF

Employees, Faculty, & Staff - Employees, faculty, and staff are responsible for:

1. Being familiar with and following EEOP procedures when required.
2. Participating in drills and training as required.
3. Orienting students with a brief overview of emergency evacuation procedures on the first day of class to assure that:
 - a. They are aware that evacuation is required when the alarm system is activated and
 - b. They know where the nearest exits are located.
4. Informing and assisting visitors unfamiliar with building procedures as appropriate prior to and during an emergency evacuation.
5. All building occupants, including employees, faculty, staff, and students will safely proceed to the sidewalk at the front of the building. Students will gather with their instructors for roll call. NOTE: Do not block the driveway.
6. After any evacuation each instructor will report any missing student to the Campus Manager and/or Director.

When the fire alarm sounds, begin immediate evacuation according to the plan.

RESPONSIBILITIES OF FACULTY

Checklist 1 lists the responsibilities and duties of faculty's

Checklist 1: Faculty's Duties and Responsibilities

Subject Area	Duties/Responsibilities	
<i>Administrative/ Preparation</i>	Provide classroom or audience with general information relating to emergency procedures. This information should be shared during the first week of class or at the start of a course.	<input type="checkbox"/>
	Know how to report an emergency from the classroom being used.	<input type="checkbox"/>
	Assure that persons with disabilities have the information they need. The instructor should be familiar with the student's plan and also be able to direct visitors with disabilities.	<input type="checkbox"/>
<i>Emergency Evacuation</i>	Take responsible charge of the classroom and follow emergency procedures for all building alarms and emergencies.	<input type="checkbox"/>

Checklist 1: Faculty's Duties and Responsibilities

SECTION 3

SPECIFIC EMERGENCY PROCEDURES

PROCEDURE 3A: FIRE EMERGENCIES/BUILDING FIRE ALARMS

1. Procedures for Occupants

- a. **When an alarm sounds on your floor or area, begin immediate evacuation** following your plan. Close doors behind you.
- b. **If you discover a fire, call 9-1-1.** Then you may attempt to put it out if it is small (no larger than a wastebasket) and you have called for HELP. If the fire is too large or you are uncomfortable or unfamiliar with the proper use of a fire extinguisher, simply close the door and evacuate.
- c. **If you are on fire, STOP---DROP---ROLL. If another person is on fire, yell--- STOP---DROP---ROLL!**
- d. Doors must remain closed to keep smoke out and keep occupants safe for evacuation and fire personnel. Leaving doors open makes the stairwells dangerous and unusable.
- e. **Go to your pre-determined Evacuation Assembly Point (EAP)** Instructor should immediately report any missing students to Campus Manager and/or Director.
- f. **If you are trapped** by smoke, stay low, cover your mouth with wet cloth, stay near a window, open it but do not break it, hang something out the window to let fire personnel know you are there and put something in cracks around the door, phone 9-1-1 if possible.
- g. **At the Evacuation Assembly Point (EAP),** conduct a headcount by using a checklist to account for all occupants in your area of responsibility. Immediately report to Campus Manager and/or Director any missing persons on your list and their last known location.
- h. **Do not allow the stairway doors and other exit doors to be blocked/wedged open.** Leaving stairway doors blocked or held open makes the stairwells dangerous and unusable.
- i. **Special attention needs to be given to any persons with disabilities,** in particular those who are visitors and unfamiliar with the building.

PROCEDURE 3B: EARTHQUAKES

1. During ALL Earthquakes (all occupants)

a. *Inside a Building.*

- **Take cover immediately** under a desk, table, or chair, in a corner away from windows, along a wall in a hallway, or in a structurally strong location such as a hall by a pillar.

Drop, Cover, and Hold

- **Watch for falling objects** such as light fixtures, bookcases, cabinets, shelves, and other furniture that might slide or topple. Stay away from windows. Do not run outside.
- **Do not dash for exits** since they may be damaged and the building's exterior brick, tile, and decorations may be falling off.

b. *Outside a Building.*

- **Remain outside**, preferably in a vehicle.
- **Stay clear** of electrical wires, poles, trees, or anything that might fall.

2. After a MAJOR Earthquake (*violent shaking motion*). Campus Manager shall:

- #### **a. Check for injuries to personnel in your area.** Do not attempt to move seriously injured persons unless they are in immediate danger. Render first aid assistance if required.

Be familiar with the location of first aid kits, fire alarms, and extinguishers, as well as personnel with first aid skills.

- b. **Check for fires or fire hazards**, spills of flammable or combustible liquids, or leaks of flammable gases. These activities must not significantly delay departure from the building or put the any person in danger.
- c. **Turn off ignition and heat sources** if properly trained and it is safe to do so.
- d. **Shut off all gas sources** if trained to do so.
- e. **Exit the building**, if possible, and go to the EAP to report on injuries, damages, and potentially hazardous conditions. Take emergency/first aid kit and personal belongings. Account for persons in your area of responsibility. **Do not reenter until the building has been declared safe.**
- f. **Use the telephone system only for urgent matters.**
- g. **Expect Aftershocks.**

1. After a Minor Earthquake (*brief rolling motion*)

- a. **Restore calm.**
- b. **Examine your area for damage.**
 - Damaged, leaking or ruptured utility lines (gas, water, electrical, telephone, computer network)
 - Toppled furnishings or equipment
 - Spilled hazardous materials
 - Damaged building components such as ceilings, walls, beams, columns, doors
- c. **Evacuate the building** if damage is found or the power is out. Report evacuation to VPD or VFD. Do not re-enter until the building has been declared safe by trained emergency personnel.

PROCEDURE 3C: HAZARDOUS MATERIAL SPILLS/RELEASE

1. Localized/Small Spills

- a. Spills that do not endanger workers in the immediate area may be cleaned up by personnel who have been trained.
- b. Hazardous materials spill guidelines should be established by the manager after reviewing MSDS information kept on site.
- c. Spill cleanup guidelines for small localized spills should take into consideration the following:
 - The hazards of the hazardous material(s) involved.
 - The amount of the hazardous material(s) spilled.
 - The possible spill locations.
 - Availability of spill cleanup materials or kits.*

2. Large Spills. If the spill is large, the hazardous material is not easily identified, or if the material is extremely hazardous, then:

- a. **Evacuate all personnel** from the area.
- b. **Contact:**
 - Vancouver Police - Dial 9-1-1
- c. When **placing an emergency call:**
 - Give your name.
 - Give your location (room and building).
 - Give the phone number you are using.
 - Describe the emergency/injuries.
 - If possible, remain in vicinity, away from danger, to assist emergency responders.
- d. The **Vancouver Police will notify the Vancouver Fire Department** who will respond to stabilize and contain the chemical spill, often leaving behind hazardous waste and contaminated equipment. If the hazardous waste is not properly cleaned up and packaged by the Fire Department, do not reoccupy the area. Washington Department of Health & Safety for assistance.

PROCEDURE 3D: BOMB THREATS

1. International Air and Hospitality Academy personnel receiving telephoned threats should **attempt to get the exact location where the bomb has been planted**, or is going to be planted.
2. Attempt to **get as much information as possible about the caller**, for example, male or female, accent, etc. (use **Bomb Threat checklist** on following page).
3. **Listen for any background noise** that may indicate the location of the caller.
4. The checklist on the next page lists information that can aid in locating a bomb. **Complete the checklist as soon as possible** after receiving a threatening call and report it immediately to the Vancouver Police Department at 9-1-1.
5. **Bomb threats received through the mail** or by other means are also to be reported immediately to the Vancouver Police Department.

BOMB THREAT CHECKLIST

Exact time of call _____

Exact words of caller _____

QUESTIONS TO ASK

1. When is the bomb going to explode? _____
2. Where is the bomb? _____
3. What does it look like? _____
4. What kind of bomb is it? _____
5. What will cause it to explode? _____
6. Did you place the bomb? _____
7. Why? _____
8. Where are you calling from? _____
9. What is your address? _____
10. What is your name? _____

CALLER'S VOICE (circle) Male Female

Calm	Disguised	Nasal	Angry	Broken
Stutter	Slow	Sincere	Lisp	Rapid
Giggling	Deep	Crying	Squeaky	Excited
Stressed	Accent	Loud	Slurred	Normal

If voice is familiar, whom did it sound like? _____

Were there any background noises? _____

Person receiving call: _____

Date: _____ Telephone number call received at: _____

REPORT CALLS IMMEDIATELY TO: VPD AT 9-1-1 or (206) 543-9331

Checklist 2: Bomb Threat Checklist

PROCEDURE 3E: SUSPICIOUS PACKAGES AND MAIL

A suspicious **LETTER** may have:

1. No Return Address
2. Restrictive markings, such as **PERSONAL!**
3. It is sealed with tape
4. The address has:
 - misspelled words
 - is addressed to a title but not a person
 - an incorrect title
 - is badly typed or handwritten

A suspicious **PACKAGE** may also have:

1. Oily stains, discolorations, or crystallizations on the wrapper
2. Stranger odor
3. Excessive tape
4. Is rigid or bulky
5. Lopsided or uneven
6. The weight is odd for its size

(**Reference:** US Postal Service Poster – <http://www.usps.com/cpim/ftp/posters/pos84.pdf>)

If you find a SUSPICIOUS PACKAGE/LETTER:

1. **Handle with care.** Do not shake or bump.
2. Isolate it immediately
3. Don't open, smell, touch, or taste
4. Treat it as suspect
5. **Evacuate the area and call 9-1-1 from a safe location**

If you suspect the mail may contain:

1. **A bomb or explosive:**
 - Evacuate immediately
 - **Call 9-1-1 from a safe location**
2. **A radiological threat:**
 - Limit exposure – do not handle
 - Evacuate area
 - Shield yourself from object
 - **Call 9-1-1 from a safe location**
3. **A biological or chemical threat:**
 - Isolate – Do not handle
 - Evacuate Immediate Area
 - Wash your hands with soap and warm water
 - **Call 9-1-1 from a safety location**

If the **LETTER OR PACKAGE** has already been opened, and a powder or other substance has spilled from the package or letter, **DO NOT CLEAN IT UP.** Leave it where it is, evacuate the area, wash your hands with soap and water, and call 9-1-1 from any Campus phone.

Due to occasional anthrax threats in the United States, the Washington State Health Department and Center for Disease Control have issued guidelines to follow if you suspect a letter could contain dangerous substances. The guidelines sent out by these agencies are in the following section.

PROCEDURE 3F: ANTHRAX THREAT

1. **Anthrax is a rare disease caused by bacteria**, which is capable of forming spores that can survive in the environment for long periods of time. In an intentional exposure, such as a bioterrorism event, breathing in the spores is the most likely route of exposure that might lead to a serious infection.
2. **Inhalation anthrax (through the lungs) is the most serious type of anthrax.** It is caused by inhaling anthrax bacteria into the lungs. Initial symptoms may resemble those of flu or a common cold, such as fever, cough, headache, chills, weakness, difficulty breathing, and chest discomfort. After several days, the symptoms may progress to severe breathing problems and shock. This type of anthrax infection is often fatal if not treated promptly.
3. **Follow Procedure 3E for Suspicious Letters and Packages. Specifically:**
 - a. DO NOT open the package
 - b. Call 9-1-1 to request police and fire
 - c. If the package has already been opened, and a powder or another substance spills out, DO NOT clean it up
 - d. Keep others away from the area
 - e. Evacuate the immediate area
 - f. Immediately wash your hands with soap and water
 - g. Ensure that all persons who have handled the letter/package wash their hands
 - h. Wait for the police and fire personnel to arrive
 - i. Start a list of names and telephone numbers for all persons who have handled the letter and who were in the immediate area when the letter/package was opened
4. **Police and fire personnel will:**
 - a. Secure the area
 - b. Assess and determine whether a credible threat exists
 - c. Secure the letter/package
 - d. Contact appropriate public health and other response officials
 - e. Decontaminate people and their clothing as appropriate
5. **Persons with Probable or Known Exposure:**
 - a. Will be directed to seek immediate medical attention
 - b. Will be monitored by local public health to ensure appropriate treatment and follow-up
6. **People without a known exposure:**
 - a. Should be assured that infection without known exposure is rare
 - b. Should seek medical care for further concerns following the incident
 - c. Should understand that there are not routine screening tests available to detect Anthrax infection in persons without known exposure to Anthrax spores

7. Clean-up After the Spill of a Powder or Other Substances

a. If police and fire deem that there is no credible threat:

- Clean up by custodial personnel should be accomplished by following established protocols for cleaning spills
- Facilities without protocol should use a 1:10 solution of household bleach in water
- Wetting powders before disturbing them during clean-up

b. If police and fire deem there is a credible threat, they will determine who will clean the affected area before personnel will be allowed to return.

PROCEDURE 3G: MEDICAL EMERGENCIES

1. **Stay calm.** Assess the situation. Look for a Medic Alert bracelet or necklace on the person requiring help.
2. **Have someone call 9-1-1.** If you are alone, yell as loudly as possible for help. If you are unable to summon help, you have to call 9-1-1 first; then return and assist the person to the best of your ability (see below).
3. **When calling 911, give the operator as much information as possible,** i.e. type of emergency, what help is needed, exact address, building name, room number, telephone number, information from Medic bracelet or necklace, and victim information. Don't hang up until you are told to do so by the 911 operator.
4. **Do not move the victim.**
 - a. **If the victim is unconscious:**
 - **CALL:** Check the victim for unresponsiveness. If there is no response, **Call 9-1-1** and **THEN** return to the victim. In most locations the emergency dispatcher can assist you with CPR instructions.
 - **AIR:** Tilt the head back and listen for breathing. If not breathing normally, pinch nose and cover the mouth with yours and blow until you see the chest rise. Give 2 breaths. Each breath should take 1 second.
 - **COMPRESSIONS:** If the victim is still not breathing normally, coughing or moving, begin chest compressions. Push down on the chest 1 1/2 to 2 inches 30 times right between the nipples. Pump at the rate of 100/minute, faster than once per second.
 - **CONTINUE WITH 2 BREATHS AND 30 COMPRESSIONS UNTIL HELP ARRIVES**
NOTE: This ratio is the same for one-person & two-person CPR. In two-person CPR the person pumping the chest stops while the other gives mouth-to-mouth breathing.
 - b. **If the victim is choking:**
 - Make sure they are coughing and getting air.
 - If the victim cannot speak or cough, and you think something maybe lodged in their throat, from behind, slip your arms around the victim's waist. Make a fist with one hand and grasp with the other hand. Place your fist right above the navel area. Press into the abdomen with quick upward thrust. Repeat until the object is removed, or the victim starts breathing or coughing.
 - c. **If the victim is bleeding:**
 - Use rubber gloves (contained in the first aid kit) and apply pressure to the area.
 - If possible, elevate bleeding area above level of the heart.
5. **WDOH recommends First Aid/CPR training** for a handful of building volunteers to assist with medical emergencies associated with building evacuation and emergencies.

PROCEDURE 3F: RESPONDING TO AN ACTIVE SHOOTER

Introduction

An active shooter is a person who appears to be actively engaged in homicide or attempting to take the lives of people in a populated area; in most cases active shooters use firearm(s) and there is no pattern or method to their selection of victims. These situations are dynamic and evolve rapidly, demanding immediate deployment of law enforcement resources to stop the shooting and mitigate harm to innocent victims. This document provides guidance to faculty, staff, and students who may be caught in an active shooter situation, and describes what to expect from responding police officers.

Guidance to faculty, staff, and students

In general, how you respond to an active shooter will be dictated by the specific circumstances of the encounter, bearing in mind there could be more than one shooter involved in the same situation. If you find yourself involved in an active shooter situation, try to remain calm and use these guidelines to help you plan a strategy for survival.

If an active shooter is outside your building, proceed to a room that can be locked, close and lock all the windows and doors, and turn off all the lights; if possible, get everyone down on the floor and ensure that no one is visible from outside the room. One person in the room should call 911, advise the dispatcher of what is taking place, and inform him/her of your location; remain in place until the police, or a campus administrator known to you, gives the “all clear.” Unfamiliar voices may be the shooter attempting to lure victims from their safe space; do not respond to any voice commands until you can verify with certainty that they are being issued by a police officer.

If an active shooter is in the same building you are, determine if the room you are in can be locked and if so, follow the same procedure described in the previous paragraph. If your room can't be locked, determine if there is a nearby location that can be reached safely and secured, or if you can safely exit the building. If you decide to move from your current location, be sure to follow the instructions outlined below.

If an active shooter enters your office or classroom, try to remain calm. Dial 911, if possible, and alert police to the shooter's location; if you can't speak, leave the line open so the dispatcher can listen to what's taking place. If there is no opportunity for escape or hiding, it might be possible to negotiate with the shooter; attempting to overpower the shooter with force should be considered a very last resort, after all other options have been exhausted. If the shooter leaves the area, proceed immediately to a safer place and do not touch anything that was in the vicinity of the shooter.

No matter what the circumstances, if you decide to flee during an active shooting situation, make sure you have an escape route plan in mind. Do not attempt to carry anything while fleeing; move quickly, keep your hands visible, and follow the instructions of any police officers you may encounter. Do not attempt to remove injured people; instead, leave wounded victims where they are and notify authorities of their location as soon as possible. Do not try to drive off campus until advised it is safe to do so by police or campus administrators.

What to expect from responding police officers

Police officers responding to an active shooter are trained to proceed immediately to the area in which shots were last heard;

- Their purpose is to stop the shooting as quickly as possible. The first responding officers will normally be in teams of four (4);
- They may be dressed in regular patrol uniforms, or they may be wearing external bulletproof vests, Kevlar helmets, and other tactical equipment.
- The officers may be armed with rifles, shotguns, or handguns, and might also be using pepper spray or tear gas to control the situation.
- Regardless of how they appear, remain calm, do as the officers tell you, and do not be afraid of them.
- Put down any bags or packages you may be carrying and keep your hands visible at all times;
- If you know where the shooter is, tell the officers.
- The first officers to arrive will not stop to aid injured people;
- Rescue teams composed of other officers and emergency medical personnel will follow the first officers into secured areas to treat and remove injured persons.
- Keep in mind that even once you have escaped to a safer location, the entire area is still a crime scene;
- Police will usually not let anyone leave until the situation is fully under control and all witnesses have been identified and questioned.
- Until you are released, remain at whatever assembly point authorities designate.

SECTION 4

Safety Manual

This document contains guidance for safety procedures to be followed and forms to be used. Supervisors are expected to integrate the procedures into the appropriate work activity and employees are expected to apply them on the job.

Ladder Safety Rules

General:

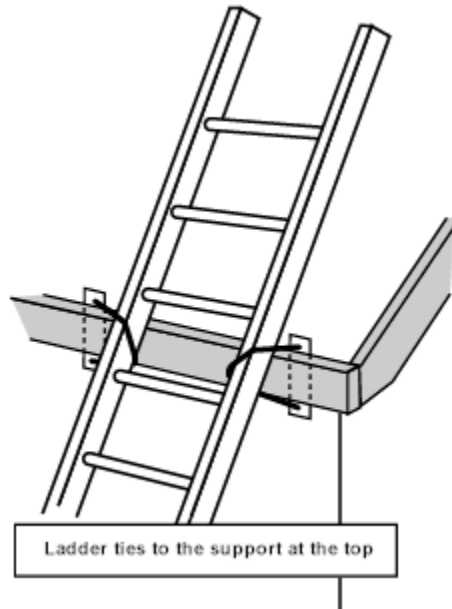
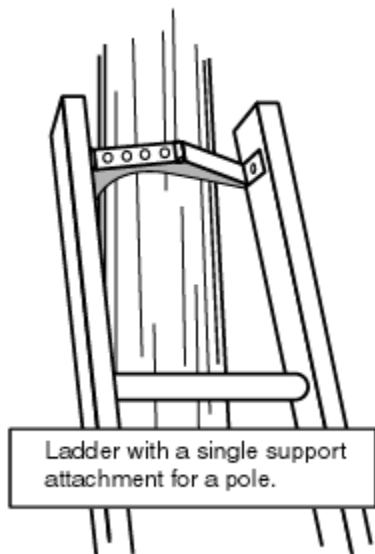
- Inspect before use for physical defects.
- Ladders are not to be painted except for numbering purposes.
- Do not use ladders for skids, braces, workbenches, or any purpose other than climbing.
- When you are ascending or descending a ladder, do not carry objects that will prevent you from grasping the ladder with both hands.
- Always face the ladder when ascending and descending.
- If you must place a ladder over a doorway, barricade the door to prevent its use and post a warning sign.
- Only one person is allowed on a ladder at a time.
- Do not jump from a ladder when descending.
- All joints between steps, rungs, and side rails must be tight.
- Safety feet must be in good working order and in place.
- Rungs must be free of grease and/or oil.

Stepladders:

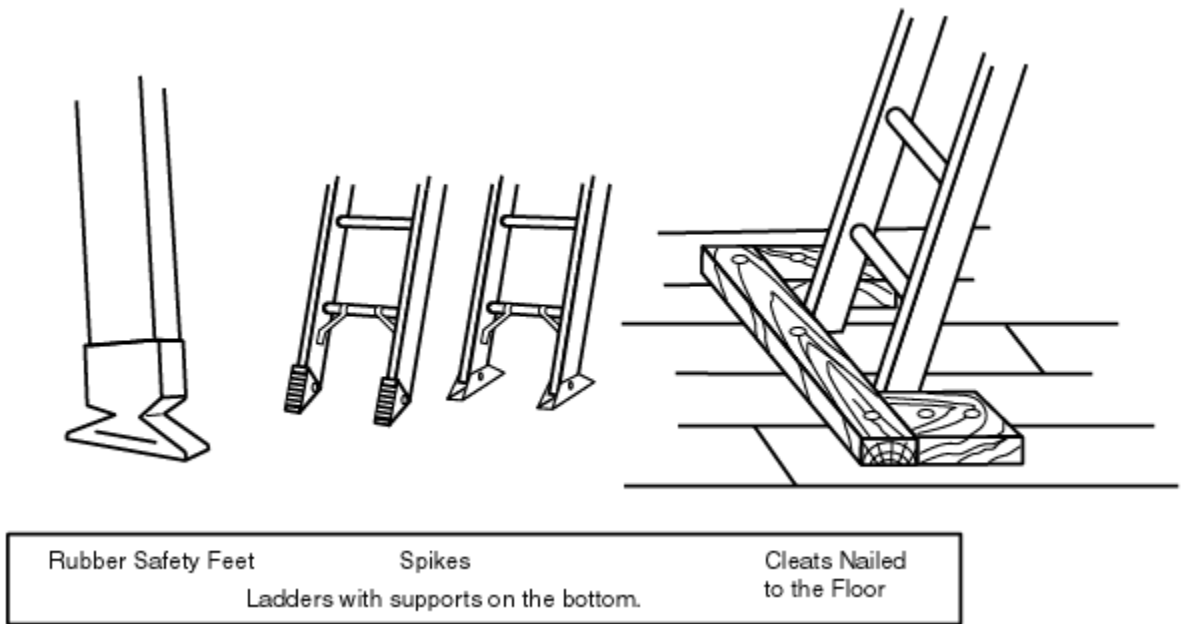
- Do not place tools or materials on the steps or platform of a stepladder
- Do not use the top two steps of a stepladder as a step or stand.
- Always level all four feet and lock spreaders in place.
- Do not use a stepladder as a straight ladder.

Straight type or extension ladders:

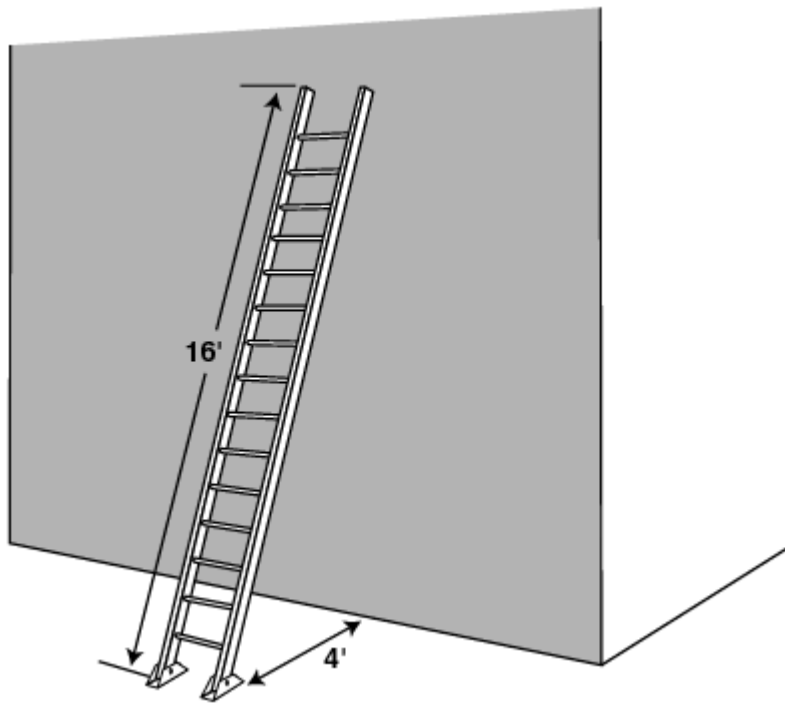
- All straight or extension ladders must extend at least three feet beyond the supporting object when used as an access to an elevated work area.
- After raising the extension portion of a two or more stage ladder to the desired height, check to ensure that the safety dogs or latches are engaged.
- All extension or straight ladders must be secured or tied off at the top.



- All ladders must be equipped with safety (non-skid) feet.



- Portable ladders must be used at such a pitch that the horizontal distance from the top support to the foot of the ladder is about one-quarter of the working length of the ladder.



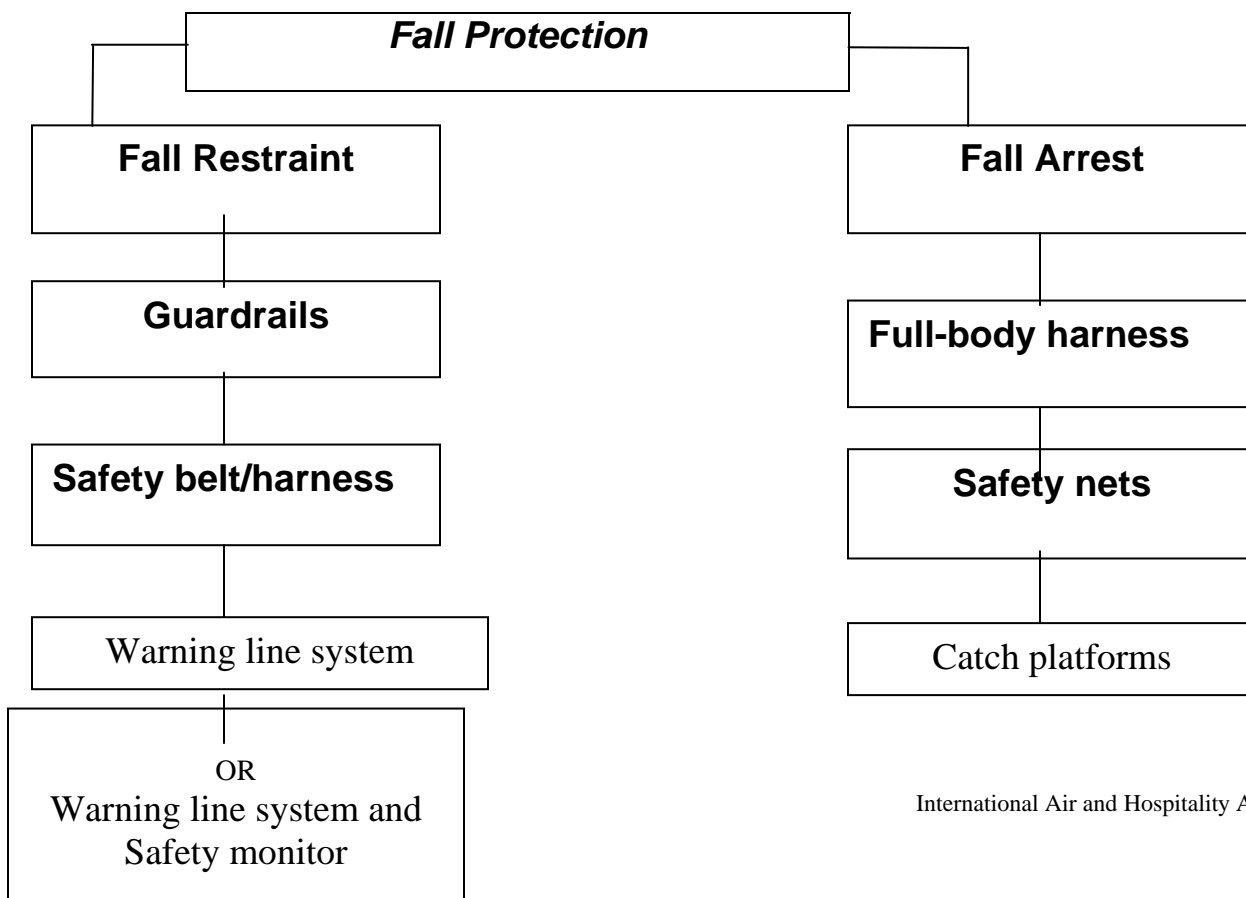
Fall Protection Safety Rules

Falls from elevation are a major cause of injuries and deaths in industry. The Company is committed to eliminating injuries caused by fall hazards by instituting a program of 100% fall protection for all fall hazards 4 feet or greater.

All work sites with fall hazards of 4 feet or more will have a site-specific fall protection work plan completed before any employees begin work. The employees on that specific job will be trained in the fall hazards and the method used to implement fall protection. The attached training guide will be used to train employees in the inspection and maintenance of their fall protection equipment, as well as fall protection selection criteria. All employees will use fall protection when there is exposure to a fall hazard of 4 feet or more. Employees who fail to follow this policy are subject to disciplinary action, up to and including dismissal.

The evaluation of the jobsite and the completion of the fall protection work plan will be done by a designated “competent person,” who has an understanding of WISHA (Washington Industrial Safety and Health Act) fall protection requirements, the fall protection systems available for use, and has the authority to take corrective action to eliminate employee exposure to fall hazards.

Fall protection will be provided either through the use of a fall arrest system or a fall restraint system as shown below and thoroughly described in the fall protection work plan available on site for review.



Heat Stress - How do you prevent heat illness?

- Supply adequate water and encourage workers who work in hot weather to drink regularly, even when not thirsty. A small amount of water every 15 minutes is recommended rather than a large amount after hours of sweating.
- Learn the signs and symptoms of heat-related illness.
- Inform workers they should avoid alcohol or drinks with caffeine before or during work in hot weather.
- Try to do the heaviest work during the cooler parts of the day.
- Adjusting to work in heat takes time. Allow workers to acclimatize. Start slower and work up to your normal pace.
- Wear lightweight, loose-fitting, light-colored, breathable (e.g. cotton) clothing and a hat.
- Allow workers to take regular breaks from the sun. Loosen or remove clothing that restricts cooling.
- Watch workers for symptoms of heat-related illness. This is especially important for non-acclimatized workers, those returning from vacations and for all workers during heat-wave events.
- If exertion causes someone's heart to pound or makes them gasp for breath, become lightheaded, confused, weak or faint, they should STOP all activity and get into a cool area or at least into the shade, and rest.

The two major heat-related illnesses are heat exhaustion and heat stroke. Heat exhaustion, if untreated, may progress to deadly heat stroke. **Heat stroke is very dangerous and frequently fatal.** If workers show symptoms, *always take this seriously* and have them take a break and cool down before returning to work. *Stay with them.* If symptoms worsen or the worker does not recover within about 15 minutes, call 911 and have them transported and medically evaluated. *Do not delay transport.*

Heat Stroke or Heat Exhaustion?

How do you tell the difference?

The telling difference is mental confusion or disorientation in ALL heat stroke victims

You can ask these 3 questions: What is your name? What day is this? Where are we?

If a worker can't answer these questions, assume it is heat stroke.

What are the symptoms of heat exhaustion and heat stroke?

Heat Exhaustion	Heat Stroke
<ul style="list-style-type: none">• Heavy sweating• Exhaustion, weakness• Fainting / Lightheadedness• Paleness• Headache• Clumsiness, dizziness• Nausea or vomiting• Irritability	<ul style="list-style-type: none">• Sweating may or may not be present• Red or flushed, hot dry skin• Any symptom of heat exhaustion but more severe• Confusion / Bizarre behavior• Convulsions before or during cooling• Collapse• Panting/rapid breathing• Rapid, weak pulse• Note: May resemble a heart attack

What do you do if someone is suffering from heat exhaustion or heat stroke?

Heat Stress Check List

Heat Exhaustion	Heat Stroke (medical emergency)
<ul style="list-style-type: none"> • Move the worker to a cool, shaded area to rest; do not leave them alone. • Loosen and remove heavy clothing that restricts evaporative cooling. • Give cool water to drink, about a cup every 15 minutes. • Fan the worker, spray with cool water, or apply a wet cloth to their skin to increase evaporative cooling. • Recovery should be rapid. Call 911 if they do not feel better in a few minutes. • Do not further expose the worker to heat that day. Have them rest and continue to drink cool water or electrolyte drinks. 	<ul style="list-style-type: none"> • Get medical help immediately, call 911 and transport as soon as possible. • Move the worker to a cool, shaded area and remove clothing that restricts cooling. • Seconds count – Cool the worker rapidly using whatever methods you can. For example, immerse the worker in a tub of cool water; place the worker in a cool shower; spray the worker with cool water from a garden hose; sponge the worker with cool water; or, if the humidity is low, wrap the worker in a cool, wet sheet and fan them vigorously. Continue cooling until medical help arrives. • If emergency medical personnel are delayed, call the hospital emergency room for further instruction. • Do not give the worker water to drink until instructed by medical personnel.

Checklist 3: Heat Stress Check List

- Does the worksite have temperature extremes (above 85 degrees in higher humidity, above 90-95 degrees in lower humidity) that may cause heat stress?
- Do employees do heavy labor or wear heavy protective clothing? (increases heat stress conditions)
- Do employees have access to adequate drinking water at all times?
- Are employees allowed work breaks during prolonged heavy labor?
- Do workers have access to shade during breaks?
- Have employees been trained on the symptoms of heat-related illness (heat exhaustion and heat stroke)?
- Are employees trained on first aid measures for heat-related illness?

Electrical

All temporary electrical equipment used on jobsites must be listed by an approved testing laboratory (“UL” – Underwriter’s Laboratories, Inc., or “FM” – Factory Mutual Laboratories) for specific application. All temporary installation SHALL conform to the National Electrical Code and applicable OSHA Safety orders.

All electrical tools and equipment must be grounded unless protected by an approved “Double Insulated” system.

Damaged or defective electrical tools must be returned immediately to the shop and tagged for repair. An Equipment Complaint form needs to be filled out.

Electricians are the only employees authorized to repair electrical equipment, except for extension cords and replacing cord ends. Tampering with tools or equipment may result in the employee’s discharge.

Temporary lighting used in damp and/or hazardous locations must be operated at a maximum of 12 volts or 110-120 volts protected by G.F.C.I.

For all power operating at 120v to ground must be controlled by a ground fault circuit interrupter.

Personal Protection Equipment

Protective equipment for face, eyes head, hands and arms, respiratory devices, shields and barriers shall be required through a hazard assessment and equipment selection. The supervisor will assess the work task and determine if hazards are present or likely to be present, which would necessitate the use of PPE. If hazards are present the supervisor will:

- Select and have each affected employee use the types of PPE that will protect the affected employee from the hazards identified in the hazard assessment.
- Communicate selection decisions to each affected employee.
- Select PPE that properly fits each affected employee.

The Company will provide training to each employee who is required to use PPE. The training will consist of the following: what PPE is necessary, when PPE is necessary, how to properly wear, limitations, care, maintenance, useful life and disposal. PPE devices should not be relied on to provide protection against injury; they should be used in conjunction with manufacturing practices, guards and engineering controls.

Eye and face protection:

Each affected employee shall use appropriate eye or face protection when exposed to hazards. These hazards may be flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, or light radiation. If there is a possibility of flying particles eye protection will be required with side protectors.

Head protection:

Hard hats will be required where there is a potential for injury to the head from falling or flying objects or electrical shock. Hard hats will be required at all time when inside of the crane training area.

Hand and arm protection:

Hand and arm protection will be required when employee's are exposed to hazards such as cuts or lacerations, skin absorption of harmful substances, abrasions, punctures, chemical burns, thermal burns, and harmful temperatures. The Company will base the selection of the appropriate hand protection on the evaluation of the performance characteristics relative to the task, conditions present, duration of use and the hazard present.

Hearing protection:

When ambient or local noise levels exceed 85 dB hearing protection is required. US Cryogenics, Inc. will provide either ear plugs or in special conditions or due to a physical condition will provide ear muffs.

Respiratory protection:

For work such as sweeping and grinding dust masks are acceptable. If negative pressure or supplied air respirators are required the individual must be fit tested to that respirator and trained in the proper use of the respirator.

Lock out Tag out

The purpose of lockout/tagout procedures are to prevent an injury or accident while working on equipment, tool and systems that may be energized or have stored energy that could seriously injure a worker if the energy was inadvertently released. It is very important to remember that lockout \ tagout procedures apply to more than just electrical energy systems.

Serious injury could occur from energy stored in other types of equipment or systems such as mechanical, piping, and gravity. It is important to blank out or disconnect pipe systems and block up equipment that might fall if it isn't blocked.

The idea of lockout/tagout procedures is to ensure that each worker is protected while in a hazardous location. Accidental release of energy from that system can be prevented by having a lock and tag placed at the source of the energy of that system. The rule is while you are working, take steps necessary to assure that energy cannot be released that would harm you. This can be achieved by utilizing physical locks or by disconnecting from the power source. Do not assume that another worker has made the system safe.

After a system has been locked out, always test the system by opening a valve or pushing the start or on button, before starting any maintenance. Make sure you are clear of potential harm when checking to see if there is stored energy left in the system. Questions regarding the safety of equipment or systems should be referred to your supervisor immediately.

When locking out systems or equipment the lockout/tagout plan must be utilized. Prior to any work the plan will be reviewed by the safety department. Their review will ensure that the individuals involved are familiar with the lockout/tagout procedures.

Machine Guard

No employee shall operate and/or cause to be operated any machinery without proper protective guards. Such guards shall be provided to protect the operator and other employees from hazards such as exposed belts, pulleys, sheaves, drive shafts, drive couplings, chains, rotating parts, flying chips and sparks. Guards shall be affixed to the machine where possible and secured elsewhere if for any reason attachment to the machine is not possible so to prevent access to the hazard from all accessible directions including front, top, bottom and back side.

Machines shall be operated with guards in place except when a guard has to be removed following a documented procedure that ensure personnel protection. Such procedures may include those for repair or adjustment. Guards shall be replaced before the machine is put back in service.

Special hand feeding tools for placing and removing material shall be such as to permit easy handling of material without the operator placing a hand in the danger zone. Such tools shall not be in lieu of other guarding required by this policy, but shall only be used to supplement protection provided.

Appendix A

Responsible Individuals

A. DIRECTOR AND MANAGER

1. Director for *Mill Plain Blvd Campus*

<i>Name</i>	Lynn Rullman
<i>Title</i>	Director
<i>Phone number</i>	360-695-2500 ext 323
<i>E-mail address</i>	Lynn@aha.com

2. Manager for *Mill Plain Blvd Campus*

For each alternate include the following information:

Name	
<i>Title</i>	Manager
<i>Phone numbers</i>	360-695-2500

C. FIRST AID CONTACTS

Name	
<i>Phone number</i>	360-695-2500

Appendix B

Building Evacuation Plan

Fire and evacuation drills are necessary to refine the evacuation procedure.

A. EVACUATION PLANS

The attached floor plans identify exits and exit routes for the building. Occupants should go to the nearest exit when the alarm sounds. If access to the nearest exit is obstructed, the alternate exit should be taken.

B. EVACUATION ASSEMBLY POINTS

The primary and secondary Evacuation Assembly Points (EAPs) for this building are:

Primary: Sidewalk at the front of the Campus

Secondary: Parking lot across the street from the campus

Building occupants will assemble at the primary EAP following a building evacuation. If the Director finds the primary EAP unsuitable, then evacuees will be moved to the secondary EAP.

1. Evacuation Assembly Points (*outside building*)

The Evacuation Assembly Point (s) should be an open area away from the building and out of the way of responding emergency personnel. Establish primary EAPs and secondary EAPs in case the primary cannot be occupied during or after an evacuation. A separate EAP may be necessary for earthquake evacuation. Occupants meet after evacuation so that they may be accounted for or lend assistance as needed. There may be more than one assembly point depending on the size of the building and the location of the exits. Note: Some EAPs may be unsuitable for assembly following an earthquake event.

Evacuation Options

Visiting Persons without disabilities must evacuate to the nearest exit. Persons with disabilities have four basic evacuation options.

- **Horizontal** evacuation: Use building exits to the outside ground level or go into unaffected areas of multi-building complexes.
- **Stairway** evacuation: Use steps to reach ground level exits from the building.
- **Stay in Place:** Unless danger is imminent, remain in a room with an exterior window, a telephone, and a solid or fire-resistant door. With this approach, the person may keep in contact with emergency services by dialing 911 and reporting his or her location directly.
- **Assisted Evacuation Device.** In the event of a major earthquake or other campus-wide event that would prevent first responders from responding quickly, an assisted evacuation device such as a chair, can be used by **trained personnel** to evacuate mobility disabled persons.
 - The device will be used only by the assigned users and only when first responders are unavailable to assist a mobility impaired person to evacuate.
 - Evacuation devices will be available for use by specially trained Campus Manager only.
 - Update the building's Emergency Evacuation and Operations Plan by describing the standard operating procedures for the evacuation device.

Appendix C

Procedures for Planning and Scheduling Evacuation Drills

A. PREPARATION

1. Meet with Director and / or Campus Manager to:

- a. Review procedures, duties, evacuation routes as outlined in the plan.
- b. Determine who will participate in the drill.
- c. Confirm participants are familiar with the plan.
- d. Establish a date and time for drill that is convenient but assures appropriate participation.

3. Publicize Drill Event to Building Occupants

Approximately three days before the drill post notices in conspicuous locations informing all occupants of the time and date of the drill. Notification via e-mail and other means is also encouraged.

B. DAY BEFORE DRILL

2. Confirm Responsibility Roles with Players

- a. Building staff (Director and Campus Manager).

Appendix D

Procedures for Conducting, Evaluating and Recording Evacuation Drills

A. CONDUCTING THE EVACUATION DRILL

1. Participation

The Washington Administrative Code 296-24-567 requires that all employees train a sufficient number of persons to assist in safe and orderly emergency evacuation of employees. To meet this requirement and satisfy public safety for all faculty members, staff, students, and visitors, each campus building must conduct a fire drill that will include the participation of all the building occupants.

2. Alarm Activation and Evacuation

- a. A building wide alarm will be initiated by Manager upon request of the Director. An “all call” announcement indicating that this is a drill will be made prior to activation:

“A building wide fire drill will commence in the next few minutes. This is only a drill but it requires full participation. If you are unfamiliar with fire drill procedures, please ask your colleague or other building occupant”.

B. EVALUATING THE DRILL

The following should be verified by the Campus Manager and Director:

- Staff could hear clearly and respond to the alarm and any additional instructions.
- Campus Manager accounted for missing occupants, guided occupants to safety, completed floor checks and reported to the Director.

C. RECORDING THE DRILL

- The Director will summarize evaluation comments and initiate appropriate follow-up for items that need improvement.
- The Director and / or Manager will complete Fire Drill Report.



**West Barracks Satellite Campus
605 Barnes Street Vancouver, WA 98661**

**Emergency Evacuation and Operations Plan
(EEOP)**

And

Safety Manual

TABLE OF CONTENTS

SECTION 11
PURPOSE1
SCOPE1
EMERGENCY RESOURCES AND CONTACTS1
EMERGENCY COMMUNICATIONS1
EMPLOYEE ORIENTATION1
EVACUATION DRILLS1
TABLE 1: EMERGENCY RESOURCES AND CONTACTS3
SECTION 21
BUILDING EVACUATION.....1
RESPONSIBILITIES OF NWCI DEPARTMENTS AND STAFF.....1
EMPLOYEES, FACULTY, & STAFF - EMPLOYEES, FACULTY, AND STAFF ARE RESPONSIBLE FOR:1
RESPONSIBILITIES OF FACULTY2
CHECKLIST 1 LISTS THE RESPONSIBILITIES AND DUTIES OF FACULTY’S2
CHECKLIST 1: FACULTY’S DUTIES AND RESPONSIBILITIES.....2
SECTION 31
SPECIFIC EMERGENCY PROCEDURES1
PROCEDURE 3A: FIRE EMERGENCIES/BUILDING FIRE ALARMS1
PROCEDURE 3B: EARTHQUAKES2
PROCEDURE 3C: HAZARDOUS MATERIAL SPILLS/RELEASE.....4
PROCEDURE 3D: BOMB THREATS5
PROCEDURE 3F: ANTHRAX THREAT8
PROCEDURE 3G: MEDICAL EMERGENCIES.....10
PROCEDURE 3F: RESPONDING TO AN ACTIVE SHOOTER.....11
SECTION 41
SAFETY MANUAL1
LADDER SAFETY RULES.....1
FALL PROTECTION SAFETY RULES.....4
HEAT STRESS - HOW DO YOU PREVENT HEAT ILLNESS?5
Heat Stroke or Heat Exhaustion?6
ELECTRICAL.....8
PERSONAL PROTECTION EQUIPMENT9
LOCK OUT TAG OUT10
MACHINE GUARD10
APPENDIX A.....1
RESPONSIBLE INDIVIDUALS1
APPENDIX B.....2
BUILDING EVACUATION PLAN2
EVACUATION OPTIONS3
APPENDIX C.....4
PROCEDURES FOR PLANNING AND SCHEDULING EVACUATION DRILLS4
APPENDIX D.....5
PROCEDURES FOR CONDUCTING, EVALUATING AND RECORDING.....5
EVACUATION DRILLS5

LIST OF CHECKLISTS AND TABLES

Table 1: Emergency Resources and Contacts	1-3
Checklist 1: Faculty’s Duties and Responsibilities	2-2
Checklist 2: Bomb Threat Checklist	3-6
Checklist 3: Heat Stress Check List	4-7

SECTION 1

PURPOSE

The purpose of this plan is to establish procedures and duties, to promote planning, and to establish training for the staff of **West Barracks** Campus for fire, earthquake, bomb threats, chemical spill, and other emergency evacuations as required by the Washington Administrative Code (WAC 296-24-567), and the NWCi Emergency Response Management Plan.

SCOPE

This plan applies to all occupants in the Northwest Culinary Institute at the West Barracks Campus location:

EMERGENCY RESOURCES AND CONTACTS

See Table 1 for emergency resources, contact information, and responsibilities of each emergency resource.

EMERGENCY COMMUNICATIONS

1. **Telephones** - The campus telephone system or cellular phones will be used to the extent possible. In case of system failure or a power failure, campus phones will not function.
2. **Fire Alarm System** - The building fire alarm system is continuously monitored for alarm.

EMPLOYEE ORIENTATION

New employees must be informed of the EEOP as part of their new employee safety orientation. This initial plan and all significant revisions to the plan should be routed to all personnel. The faculty and staff should be reminded of the plan as necessary and encouraged to discuss the plan with their research groups, students, and visitors.

EVACUATION DRILLS

Evacuation drills will be scheduled, and conducted. Procedures for planning, scheduling, conducting, evaluating, and reporting evacuation drills are outlined in Appendices B, C, and D.

Table 1: Emergency Resources and Contacts

Emergency Resource	Contact Information	Purpose & Responsibilities
<i>Police Department (VPD)</i>	Immediate Emergency Assistance Dial 9-1-1. Non Emergency Assistance (360) 735-8884	Maintains an emergency Communications Center 24 hours a day, 7 days a week. Call VPD for emergency of any kind, including but not limited to fire, medical emergency, or hazardous material spills or release.
<i>Washington Department of Health and Safety (WDOH)</i>	Call 360-236-4027 during normal business hours. After normal business hours.	WDOH maintains guidelines and provides training, consultation and support for building emergencies. WDOH is also available to provide consultation and support for hazardous material spills and releases, temporary controls, and other general information to the Vancouver Fire Department (VFD), VPD, and NWCI departments.

Table 1: Emergency Resources and Contacts

Note: NWCI is not an emergency response unit. Report all emergencies to the VPD.

SECTION 2

Building Evacuation

NWCI Personnel Duties and Responsibilities

An effective emergency evacuation and subsequent response requires the coordination of many occupants in a building. All building occupants, including employees, faculty, staff, and students, need to be aware of their roles and responsibilities in case of an emergency. This section outlines specific responsibilities for employees, faculty, and staff.

RESPONSIBILITIES OF NWCI DEPARTMENTS AND STAFF

Employees, Faculty, & Staff - Employees, faculty, and staff are responsible for:

1. Being familiar with and following EEOP procedures when required.
2. Participating in drills and training as required.
3. Orienting students with a brief overview of emergency evacuation procedures on the first day of class to assure that:
 - a. They are aware that evacuation is required when the alarm system is activated and
 - b. They know where the nearest exits are located.
4. Informing and assisting visitors unfamiliar with building procedures as appropriate prior to and during an emergency evacuation.
5. All building occupants, including employees, faculty, staff, and students will safely proceed to the open area near the street that is north of the Mess Hall building. Students will gather with their instructors for roll call. NOTE: Do not stand in the street.
6. After any evacuation each instructor will report any missing student to the Campus Manager and/or Director.

When the fire alarm sounds, begin immediate evacuation according to the plan.

RESPONSIBILITIES OF FACULTY

Checklist 1 lists the responsibilities and duties of faculty's

Checklist 1: Faculty's Duties and Responsibilities

Subject Area	Duties/Responsibilities	
<i>Administrative/ Preparation</i>	Provide classroom or audience with general information relating to emergency procedures. This information should be shared during the first week of class or at the start of a course.	<input type="checkbox"/>
	Know how to report an emergency from the classroom being used.	<input type="checkbox"/>
	Assure that persons with disabilities have the information they need. The instructor should be familiar with the student's plan and also be able to direct visitors with disabilities.	<input type="checkbox"/>
<i>Emergency Evacuation</i>	Take responsible charge of the classroom and follow emergency procedures for all building alarms and emergencies.	<input type="checkbox"/>

Checklist 1: Faculty's Duties and Responsibilities

SECTION 3

SPECIFIC EMERGENCY PROCEDURES

PROCEDURE 3A: FIRE EMERGENCIES/BUILDING FIRE ALARMS

1. Procedures for Occupants

- a. **When an alarm sounds on your floor or area, begin immediate evacuation** following your plan. Close doors behind you.
- b. **If you discover a fire, call 9-1-1.** Then you may attempt to put it out if it is small (no larger than a wastebasket) and you have called for HELP. If the fire is too large or you are uncomfortable or unfamiliar with the proper use of a fire extinguisher, simply close the door and evacuate.
- c. **If you are on fire, STOP---DROP---ROLL. If another person is on fire, yell--- STOP---DROP---ROLL!**
- d. Doors must remain closed to keep smoke out and keep occupants safe for evacuation and fire personnel. Leaving doors open makes the stairwells dangerous and unusable.
- e. **Go to your pre-determined Evacuation Assembly Point (EAP)** Instructor should immediately report any missing students to Campus Manager and/or Director.
- f. **If you are trapped** by smoke, stay low, cover your mouth with wet cloth, stay near a window, open it but do not break it, hang something out the window to let fire personnel know you are there and put something in cracks around the door, phone 9-1-1 if possible.
- g. **At the Evacuation Assembly Point (EAP),** conduct a headcount by using a checklist to account for all occupants in your area of responsibility. Immediately report to Campus Manager and/or Director any missing persons on your list and their last known location.
- h. **Do not allow the stairway doors and other exit doors to be blocked/wedged open.** Leaving stairway doors blocked or held open makes the stairwells dangerous and unusable.
- i. **Special attention needs to be given to any persons with disabilities,** in particular those who are visitors and unfamiliar with the building.

PROCEDURE 3B: EARTHQUAKES

1. During ALL Earthquakes (all occupants)

a. *Inside a Building.*

- **Take cover immediately** under a desk, table, or chair, in a corner away from windows, along a wall in a hallway, or in a structurally strong location such as a hall by a pillar.

Drop, Cover, and Hold

- **Watch for falling objects** such as light fixtures, bookcases, cabinets, shelves, and other furniture that might slide or topple. Stay away from windows. Do not run outside.
- **Do not dash for exits** since they may be damaged and the building's exterior brick, tile, and decorations may be falling off.

b. *Outside a Building.*

- **Remain outside**, preferably in a vehicle.
- **Stay clear** of electrical wires, poles, trees, or anything that might fall.

2. After a MAJOR Earthquake (*violent shaking motion*). Campus Manager shall:

- #### **a. Check for injuries to personnel in your area.** Do not attempt to move seriously injured persons unless they are in immediate danger. Render first aid assistance if required.

Be familiar with the location of first aid kits, fire alarms, and extinguishers, as well as personnel with first aid skills.

- b. **Check for fires or fire hazards**, spills of flammable or combustible liquids, or leaks of flammable gases. These activities must not significantly delay departure from the building or put the any person in danger.
- c. **Turn off ignition and heat sources** if properly trained and it is safe to do so.
- d. **Shut off all gas sources** if trained to do so.
- e. **Exit the building**, if possible, and go to the EAP to report on injuries, damages, and potentially hazardous conditions. Take emergency/first aid kit and personal belongings. Account for persons in your area of responsibility. **Do not reenter until the building has been declared safe.**
- f. **Use the telephone system only for urgent matters.**
- g. **Expect Aftershocks.**

1. After a Minor Earthquake (*brief rolling motion*)

- a. **Restore calm.**
- b. **Examine your area for damage.**
 - Damaged, leaking or ruptured utility lines (gas, water, electrical, telephone, computer network)
 - Toppled furnishings or equipment
 - Spilled hazardous materials
 - Damaged building components such as ceilings, walls, beams, columns, doors
- c. **Evacuate the building** if damage is found or the power is out. Report evacuation to VPD or VFD. Do not re-enter until the building has been declared safe by trained emergency personnel.

PROCEDURE 3C: HAZARDOUS MATERIAL SPILLS/RELEASE

1. Localized/Small Spills

- a. Spills that do not endanger workers in the immediate area may be cleaned up by personnel who have been trained.
- b. Hazardous materials spill guidelines should be established by the manager after reviewing MSDS information kept on site.
- c. Spill cleanup guidelines for small localized spills should take into consideration the following:
 - The hazards of the hazardous material(s) involved.
 - The amount of the hazardous material(s) spilled.
 - The possible spill locations.
 - Availability of spill cleanup materials or kits.*

2. Large Spills. If the spill is large, the hazardous material is not easily identified, or if the material is extremely hazardous, then:

- a. **Evacuate all personnel** from the area.
- b. **Contact:**
 - Vancouver Police - Dial 9-1-1
- c. When **placing an emergency call:**
 - Give your name.
 - Give your location (room and building).
 - Give the phone number you are using.
 - Describe the emergency/injuries.
 - If possible, remain in vicinity, away from danger, to assist emergency responders.
- d. The **Vancouver Police will notify the Vancouver Fire Department** who will respond to stabilize and contain the chemical spill, often leaving behind hazardous waste and contaminated equipment. If the hazardous waste is not properly cleaned up and packaged by the Fire Department, do not reoccupy the area. Washington Department of Health & Safety for assistance.

PROCEDURE 3D: BOMB THREATS

1. Northwest Culinary Institute personnel receiving telephoned threats should **attempt to get the exact location where the bomb has been planted**, or is going to be planted.
2. Attempt to **get as much information as possible about the caller**, for example, male or female, accent, etc. (use **Bomb Threat checklist** on following page).
3. **Listen for any background noise** that may indicate the location of the caller.
4. The checklist on the next page lists information that can aid in locating a bomb. **Complete the checklist as soon as possible** after receiving a threatening call and report it immediately to the Vancouver Police Department at 9-1-1.
5. **Bomb threats received through the mail** or by other means are also to be reported immediately to the Vancouver Police Department.

BOMB THREAT CHECKLIST

Exact time of call _____

Exact words of caller _____

QUESTIONS TO ASK

1. When is the bomb going to explode? _____
2. Where is the bomb? _____
3. What does it look like? _____
4. What kind of bomb is it? _____
5. What will cause it to explode? _____
6. Did you place the bomb? _____
7. Why? _____
8. Where are you calling from? _____
9. What is your address? _____
10. What is your name? _____

CALLER'S VOICE (circle) Male Female

Calm	Disguised	Nasal	Angry	Broken
Stutter	Slow	Sincere	Lisp	Rapid
Giggling	Deep	Crying	Squeaky	Excited
Stressed	Accent	Loud	Slurred	Normal

If voice is familiar, whom did it sound like? _____

Were there any background noises? _____

Person receiving call: _____

Date: _____ Telephone number call received at: _____

REPORT CALLS IMMEDIATELY TO: VPD AT 9-1-1 or (206) 543-9331

Checklist 2: Bomb Threat Checklist

PROCEDURE 3E: SUSPICIOUS PACKAGES AND MAIL

A suspicious **LETTER** may have:

1. No Return Address
2. Restrictive markings, such as **PERSONAL!**
3. It is sealed with tape
4. The address has:
 - misspelled words
 - is addressed to a title but not a person
 - an incorrect title
 - is badly typed or handwritten

A suspicious **PACKAGE** may also have:

1. Oily stains, discolorations, or crystallizations on the wrapper
2. Stranger odor
3. Excessive tape
4. Is rigid or bulky
5. Lopsided or uneven
6. The weight is odd for its size

(**Reference:** US Postal Service Poster – <http://www.usps.com/cpim/ftp/posters/pos84.pdf>)

If you find a SUSPICIOUS PACKAGE/LETTER:

1. **Handle with care.** Do not shake or bump.
2. Isolate it immediately
3. Don't open, smell, touch, or taste
4. Treat it as suspect
5. **Evacuate the area and call 9-1-1 from a safe location**

If you suspect the mail may contain:

1. **A bomb or explosive:**
 - Evacuate immediately
 - **Call 9-1-1 from a safe location**
2. **A radiological threat:**
 - Limit exposure – do not handle
 - Evacuate area
 - Shield yourself from object
 - **Call 9-1-1 from a safe location**
3. **A biological or chemical threat:**
 - Isolate – Do not handle
 - Evacuate Immediate Area
 - Wash your hands with soap and warm water
 - **Call 9-1-1 from a safety location**

If the **LETTER OR PACKAGE** has already been opened, and a powder or other substance has spilled from the package or letter, **DO NOT CLEAN IT UP.** Leave it where it is, evacuate the area, wash your hands with soap and water, and call 9-1-1 from any Campus phone.

Due to occasional anthrax threats in the United States, the Washington State Health Department and Center for Disease Control have issued guidelines to follow if you suspect a letter could contain dangerous substances. The guidelines sent out by these agencies are in the following section.

PROCEDURE 3F: ANTHRAX THREAT

1. **Anthrax is a rare disease caused by bacteria**, which is capable of forming spores that can survive in the environment for long periods of time. In an intentional exposure, such as a bioterrorism event, breathing in the spores is the most likely route of exposure that might lead to a serious infection.
2. **Inhalation anthrax (through the lungs) is the most serious type of anthrax.** It is caused by inhaling anthrax bacteria into the lungs. Initial symptoms may resemble those of flu or a common cold, such as fever, cough, headache, chills, weakness, difficulty breathing, and chest discomfort. After several days, the symptoms may progress to severe breathing problems and shock. This type of anthrax infection is often fatal if not treated promptly.
3. **Follow Procedure 3E for Suspicious Letters and Packages. Specifically:**
 - a. DO NOT open the package
 - b. Call 9-1-1 to request police and fire
 - c. If the package has already been opened, and a powder or another substance spills out, DO NOT clean it up
 - d. Keep others away from the area
 - e. Evacuate the immediate area
 - f. Immediately wash your hands with soap and water
 - g. Ensure that all persons who have handled the letter/package wash their hands
 - h. Wait for the police and fire personnel to arrive
 - i. Start a list of names and telephone numbers for all persons who have handled the letter and who were in the immediate area when the letter/package was opened
4. **Police and fire personnel will:**
 - a. Secure the area
 - b. Assess and determine whether a credible threat exists
 - c. Secure the letter/package
 - d. Contact appropriate public health and other response officials
 - e. Decontaminate people and their clothing as appropriate
5. **Persons with Probable or Known Exposure:**
 - a. Will be directed to seek immediate medical attention
 - b. Will be monitored by local public health to ensure appropriate treatment and follow-up
6. **People without a known exposure:**
 - a. Should be assured that infection without known exposure is rare
 - b. Should seek medical care for further concerns following the incident
 - c. Should understand that there are not routine screening tests available to detect Anthrax infection in persons without known exposure to Anthrax spores

7. Clean-up After the Spill of a Powder or Other Substances

a. If police and fire deem that there is no credible threat:

- Clean up by custodial personnel should be accomplished by following established protocols for cleaning spills
- Facilities without protocol should use a 1:10 solution of household bleach in water
- Wetting powders before disturbing them during clean-up

b. If police and fire deem there is a credible threat, they will determine who will clean the affected area before personnel will be allowed to return.

PROCEDURE 3G: MEDICAL EMERGENCIES

1. **Stay calm.** Assess the situation. Look for a Medic Alert bracelet or necklace on the person requiring help.
2. **Have someone call 9-1-1.** If you are alone, yell as loudly as possible for help. If you are unable to summon help, you have to call 9-1-1 first; then return and assist the person to the best of your ability (see below).
3. **When calling 911, give the operator as much information as possible,** i.e. type of emergency, what help is needed, exact address, building name, room number, telephone number, information from Medic bracelet or necklace, and victim information. Don't hang up until you are told to do so by the 911 operator.
4. **Do not move the victim.**
 - a. **If the victim is unconscious:**
 - **CALL:** Check the victim for unresponsiveness. If there is no response, **Call 9-1-1** and **THEN** return to the victim. In most locations the emergency dispatcher can assist you with CPR instructions.
 - **AIR:** Tilt the head back and listen for breathing. If not breathing normally, and the rescuer chooses to provide breaths, pinch nose and cover the mouth with yours and blow until you see the chest rise. Give 2 breaths. Each breath should take 1 second.
 - **COMPRESSIONS:** If the victim is still not breathing normally, coughing or moving, begin chest compressions. Push down on the chest 1 ½ to 2 inches 30 times right between the nipples. Pump at the rate of 100/minute, faster than once per second.
 - **CONTINUE WITH 2 BREATHS, if the rescuer chooses to provide breaths AND 30 COMPRESSIONS UNTIL HELP ARRIVES**
NOTE: This ratio is the same for one-person & two-person CPR. In two-person CPR the person pumping the chest stops while the other gives mouth-to-mouth breathing, if the rescuer chooses to provide breaths.
 - b. **If the victim is choking:**
 - Make sure they are coughing and getting air.
 - If the victim cannot speak or cough, and you think something maybe lodged in their throat, from behind, slip your arms around the victim's waist. Make a fist with one hand and grasp with the other hand. Place your fist right above the navel area. Press into the abdomen with quick upward thrust. Repeat until the object is removed, or the victim starts breathing or coughing.
 - c. **If the victim is bleeding:**
 - Use rubber gloves (contained in the first aid kit) and apply pressure to the area.
 - If possible, elevate bleeding area above level of the heart.
5. **WDOH recommends First Aid/CPR training** for a handful of building volunteers to assist with medical emergencies associated with building evacuation and emergencies.

PROCEDURE 3F: RESPONDING TO AN ACTIVE SHOOTER

Introduction

An active shooter is a person who appears to be actively engaged in homicide or attempting to take the lives of people in a populated area; in most cases active shooters use firearm(s) and there is no pattern or method to their selection of victims. These situations are dynamic and evolve rapidly, demanding immediate deployment of law enforcement resources to stop the shooting and mitigate harm to innocent victims. This document provides guidance to faculty, staff, and students who may be caught in an active shooter situation, and describes what to expect from responding police officers.

Guidance to faculty, staff, and students

In general, how you respond to an active shooter will be dictated by the specific circumstances of the encounter, bearing in mind there could be more than one shooter involved in the same situation. If you find yourself involved in an active shooter situation, try to remain calm and use these guidelines to help you plan a strategy for survival.

If an active shooter is outside your building, proceed to a room that can be locked, close and lock all the windows and doors, and turn off all the lights; if possible, get everyone down on the floor and ensure that no one is visible from outside the room. One person in the room should call 911, advise the dispatcher of what is taking place, and inform him/her of your location; remain in place until the police, or a campus administrator known to you, gives the “all clear.” Unfamiliar voices may be the shooter attempting to lure victims from their safe space; do not respond to any voice commands until you can verify with certainty that they are being issued by a police officer.

If an active shooter is in the same building you are, determine if the room you are in can be locked and if so, follow the same procedure described in the previous paragraph. If your room can't be locked, determine if there is a nearby location that can be reached safely and secured, or if you can safely exit the building. If you decide to move from your current location, be sure to follow the instructions outlined below.

If an active shooter enters your office or classroom, try to remain calm. Dial 911, if possible, and alert police to the shooter's location; if you can't speak, leave the line open so the dispatcher can listen to what's taking place. If there is no opportunity for escape or hiding, it might be possible to negotiate with the shooter; attempting to overpower the shooter with force should be considered a very last resort, after all other options have been exhausted. If the shooter leaves the area, proceed immediately to a safer place and do not touch anything that was in the vicinity of the shooter.

No matter what the circumstances, if you decide to flee during an active shooting situation, make sure you have an escape route plan in mind. Do not attempt to carry anything while fleeing; move quickly, keep your hands visible, and follow the instructions of any police officers you may encounter. Do not attempt to remove injured people; instead, leave wounded victims where they are and notify authorities of their location as soon as possible. Do not try to drive off campus until advised it is safe to do so by police or campus administrators.

What to expect from responding police officers

Police officers responding to an active shooter are trained to proceed immediately to the area in which shots were last heard;

- Their purpose is to stop the shooting as quickly as possible. The first responding officers will normally be in teams of four (4);
- They may be dressed in regular patrol uniforms, or they may be wearing external bulletproof vests, Kevlar helmets, and other tactical equipment.
- The officers may be armed with rifles, shotguns, or handguns, and might also be using pepper spray or tear gas to control the situation.
- Regardless of how they appear, remain calm, do as the officers tell you, and do not be afraid of them.
- Put down any bags or packages you may be carrying and keep your hands visible at all times;
- If you know where the shooter is, tell the officers.
- The first officers to arrive will not stop to aid injured people;
- Rescue teams composed of other officers and emergency medical personnel will follow the first officers into secured areas to treat and remove injured persons.
- Keep in mind that even once you have escaped to a safer location, the entire area is still a crime scene;
- Police will usually not let anyone leave until the situation is fully under control and all witnesses have been identified and questioned.
- Until you are released, remain at whatever assembly point authorities designate.

SECTION 4

Safety Manual

This document contains guidance for safety procedures to be followed and forms to be used. Supervisors are expected to integrate the procedures into the appropriate work activity and employees are expected to apply them on the job.

Ladder Safety Rules

General:

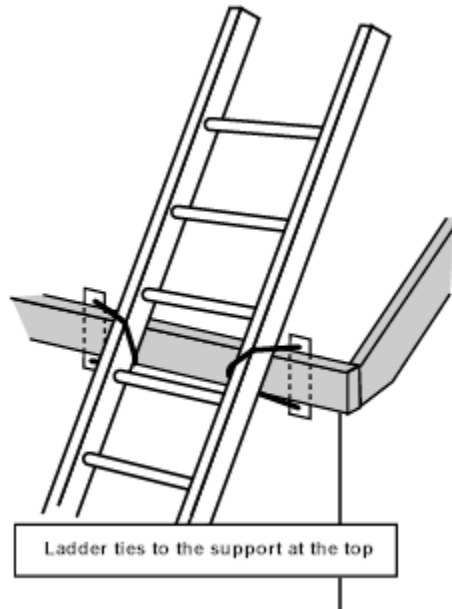
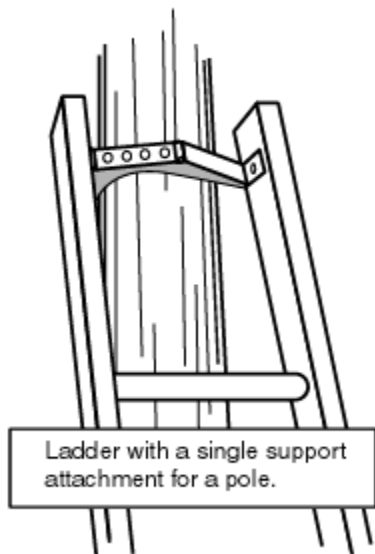
- Inspect before use for physical defects.
- Ladders are not to be painted except for numbering purposes.
- Do not use ladders for skids, braces, workbenches, or any purpose other than climbing.
- When you are ascending or descending a ladder, do not carry objects that will prevent you from grasping the ladder with both hands.
- Always face the ladder when ascending and descending.
- If you must place a ladder over a doorway, barricade the door to prevent its use and post a warning sign.
- Only one person is allowed on a ladder at a time.
- Do not jump from a ladder when descending.
- All joints between steps, rungs, and side rails must be tight.
- Safety feet must be in good working order and in place.
- Rungs must be free of grease and/or oil.

Stepladders:

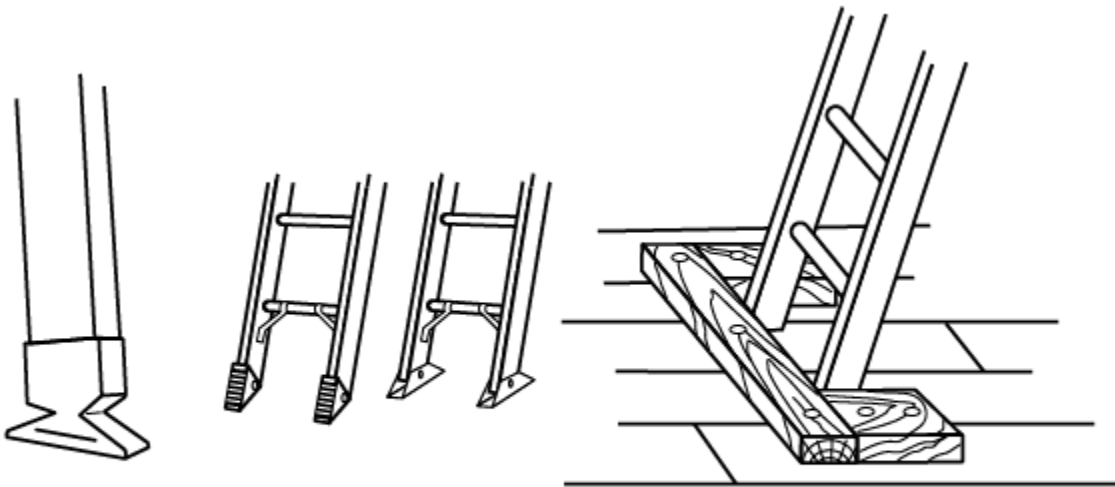
- Do not place tools or materials on the steps or platform of a stepladder
- Do not use the top two steps of a stepladder as a step or stand.
- Always level all four feet and lock spreaders in place.
- Do not use a stepladder as a straight ladder.

Straight type or extension ladders:

- All straight or extension ladders must extend at least three feet beyond the supporting object when used as an access to an elevated work area.
- After raising the extension portion of a two or more stage ladder to the desired height, check to ensure that the safety dogs or latches are engaged.
- All extension or straight ladders must be secured or tied off at the top.

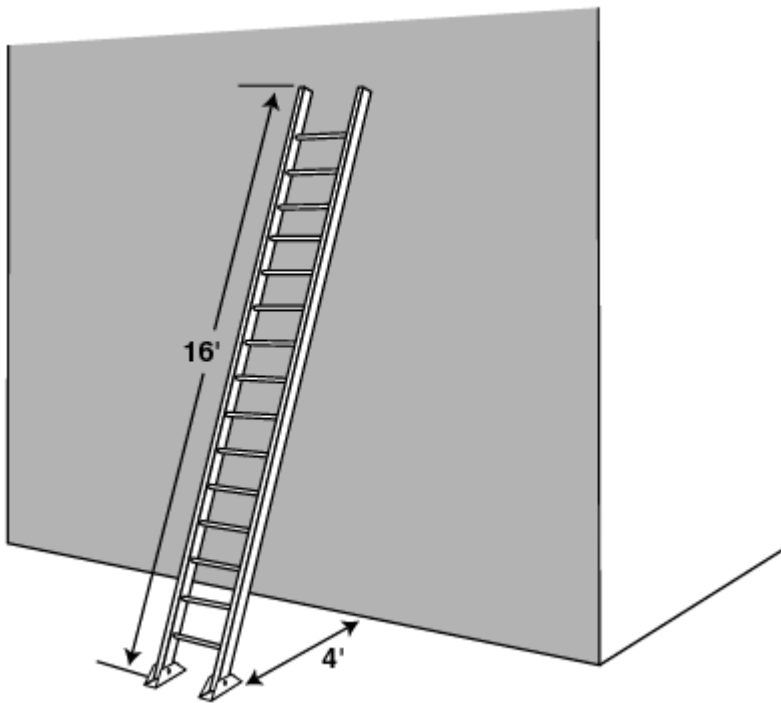


- All ladders must be equipped with safety (non-skid) feet.



Rubber Safety Feet	Spikes	Cleats Nailed to the Floor
Ladders with supports on the bottom.		

- Portable ladders must be used at such a pitch that the horizontal distance from the top support to the foot of the ladder is about one-quarter of the working length of the ladder.



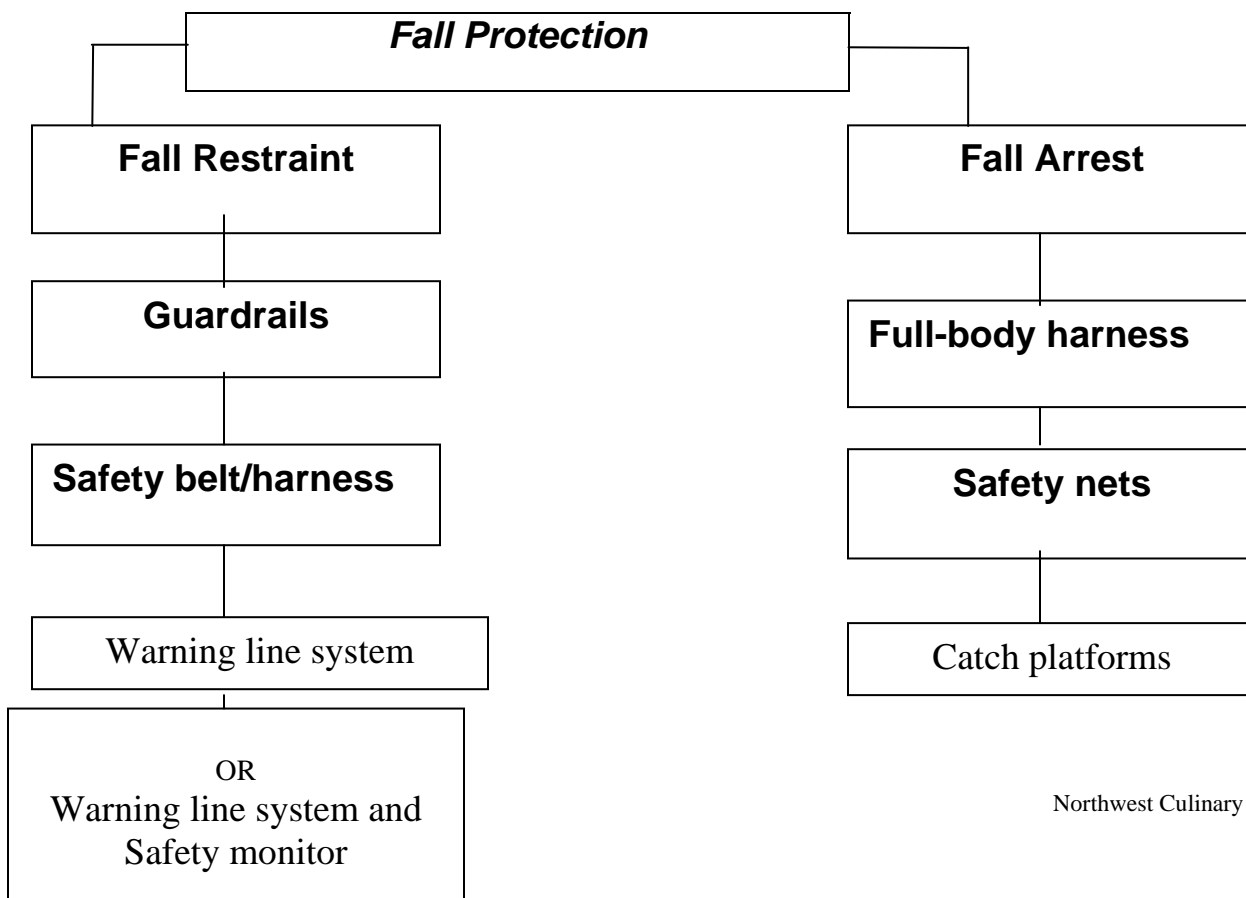
Fall Protection Safety Rules

Falls from elevation are a major cause of injuries and deaths in industry. The Company is committed to eliminating injuries caused by fall hazards by instituting a program of 100% fall protection for all fall hazards 4 feet or greater.

All work sites with fall hazards of 4 feet or more will have a site-specific fall protection work plan completed before any employees begin work. The employees on that specific job will be trained in the fall hazards and the method used to implement fall protection. The attached training guide will be used to train employees in the inspection and maintenance of their fall protection equipment, as well as fall protection selection criteria. All employees will use fall protection when there is exposure to a fall hazard of 4 feet or more. Employees who fail to follow this policy are subject to disciplinary action, up to and including dismissal.

The evaluation of the jobsite and the completion of the fall protection work plan will be done by a designated “competent person,” who has an understanding of WISHA (Washington Industrial Safety and Health Act) fall protection requirements, the fall protection systems available for use, and has the authority to take corrective action to eliminate employee exposure to fall hazards.

Fall protection will be provided either through the use of a fall arrest system or a fall restraint system as shown below and thoroughly described in the fall protection work plan available on site for review.



Heat Stress - How do you prevent heat illness?

- Supply adequate water and encourage workers who work in hot weather to drink regularly, even when not thirsty. A small amount of water every 15 minutes is recommended rather than a large amount after hours of sweating.
- Learn the signs and symptoms of heat-related illness.
- Inform workers they should avoid alcohol or drinks with caffeine before or during work in hot weather.
- Try to do the heaviest work during the cooler parts of the day.
- Adjusting to work in heat takes time. Allow workers to acclimatize. Start slower and work up to your normal pace.
- Wear lightweight, loose-fitting, light-colored, breathable (e.g. cotton) clothing and a hat.
- Allow workers to take regular breaks from the sun. Loosen or remove clothing that restricts cooling.
- Watch workers for symptoms of heat-related illness. This is especially important for non-acclimatized workers, those returning from vacations and for all workers during heat-wave events.
- If exertion causes someone's heart to pound or makes them gasp for breath, become lightheaded, confused, weak or faint, they should STOP all activity and get into a cool area or at least into the shade, and rest.

The two major heat-related illnesses are heat exhaustion and heat stroke. Heat exhaustion, if untreated, may progress to deadly heat stroke. **Heat stroke is very dangerous and frequently fatal.** If workers show symptoms, *always take this seriously* and have them take a break and cool down before returning to work. *Stay with them.* If symptoms worsen or the worker does not recover within about 15 minutes, call 911 and have them transported and medically evaluated. *Do not delay transport.*

Heat Stroke or Heat Exhaustion?

How do you tell the difference?

The telling difference is mental confusion or disorientation in ALL heat stroke victims

You can ask these 3 questions: What is your name? What day is this? Where are we?

If a worker can't answer these questions, assume it is heat stroke.

What are the symptoms of heat exhaustion and heat stroke?

Heat Exhaustion	Heat Stroke
<ul style="list-style-type: none">• Heavy sweating• Exhaustion, weakness• Fainting / Lightheadedness• Paleness• Headache• Clumsiness, dizziness• Nausea or vomiting• Irritability	<ul style="list-style-type: none">• Sweating may or may not be present• Red or flushed, hot dry skin• Any symptom of heat exhaustion but more severe• Confusion / Bizarre behavior• Convulsions before or during cooling• Collapse• Panting/rapid breathing• Rapid, weak pulse• Note: May resemble a heart attack

What do you do if someone is suffering from heat exhaustion or heat stroke?

Heat Stress Check List

Heat Exhaustion	Heat Stroke (medical emergency)
<ul style="list-style-type: none"> • Move the worker to a cool, shaded area to rest; do not leave them alone. • Loosen and remove heavy clothing that restricts evaporative cooling. • Give cool water to drink, about a cup every 15 minutes. • Fan the worker, spray with cool water, or apply a wet cloth to their skin to increase evaporative cooling. • Recovery should be rapid. Call 911 if they do not feel better in a few minutes. • Do not further expose the worker to heat that day. Have them rest and continue to drink cool water or electrolyte drinks. 	<ul style="list-style-type: none"> • Get medical help immediately, call 911 and transport as soon as possible. • Move the worker to a cool, shaded area and remove clothing that restricts cooling. • Seconds count – Cool the worker rapidly using whatever methods you can. For example, immerse the worker in a tub of cool water; place the worker in a cool shower; spray the worker with cool water from a garden hose; sponge the worker with cool water; or, if the humidity is low, wrap the worker in a cool, wet sheet and fan them vigorously. Continue cooling until medical help arrives. • If emergency medical personnel are delayed, call the hospital emergency room for further instruction. • Do not give the worker water to drink until instructed by medical personnel.

Checklist 3: Heat Stress Check List

- Does the worksite have temperature extremes (above 85 degrees in higher humidity, above 90-95 degrees in lower humidity) that may cause heat stress?
- Do employees do heavy labor or wear heavy protective clothing? (increases heat stress conditions)
- Do employees have access to adequate drinking water at all times?
- Are employees allowed work breaks during prolonged heavy labor?
- Do workers have access to shade during breaks?
- Have employees been trained on the symptoms of heat-related illness (heat exhaustion and heat stroke)?
- Are employees trained on first aid measures for heat-related illness?

Electrical

All temporary electrical equipment used on jobsites must be listed by an approved testing laboratory (“UL” – Underwriter’s Laboratories, Inc., or “FM” – Factory Mutual Laboratories) for specific application. All temporary installation SHALL conform to the National Electrical Code and applicable OSHA Safety orders.

All electrical tools and equipment must be grounded unless protected by an approved “Double Insulated” system.

Damaged or defective electrical tools must be returned immediately to the shop and tagged for repair. An Equipment Complaint form needs to be filled out.

Electricians are the only employees authorized to repair electrical equipment, except for extension cords and replacing cord ends. Tampering with tools or equipment may result in the employee’s discharge.

Temporary lighting used in damp and/or hazardous locations must be operated at a maximum of 12 volts or 110-120 volts protected by G.F.C.I.

For all power operating at 120v to ground must be controlled by a ground fault circuit interrupter.

Personal Protection Equipment

Protective equipment for face, eyes head, hands and arms, respiratory devices, shields and barriers shall be required through a hazard assessment and equipment selection. The supervisor will assess the work task and determine if hazards are present or likely to be present, which would necessitate the use of PPE. If hazards are present the supervisor will:

- Select and have each affected employee use the types of PPE that will protect the affected employee from the hazards identified in the hazard assessment.
- Communicate selection decisions to each affected employee.
- Select PPE that properly fits each affected employee.

The Company will provide training to each employee who is required to use PPE. The training will consist of the following: what PPE is necessary, when PPE is necessary, how to properly wear, limitations, care, maintenance, useful life and disposal. PPE devices should not be relied on to provide protection against injury; they should be used in conjunction with manufacturing practices, guards and engineering controls.

Eye and face protection:

Each affected employee shall use appropriate eye or face protection when exposed to hazards. These hazards may be flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, or light radiation. If there is a possibility of flying particles eye protection will be required with side protectors.

Head protection:

Hard hats will be required where there is a potential for injury to the head from falling or flying objects or electrical shock. Hard hats will be required at all time when inside of the crane training area.

Hand and arm protection:

Hand and arm protection will be required when employee's are exposed to hazards such as cuts or lacerations, skin absorption of harmful substances, abrasions, punctures, chemical burns, thermal burns, and harmful temperatures. The Company will base the selection of the appropriate hand protection on the evaluation of the performance characteristics relative to the task, conditions present, duration of use and the hazard present.

Hearing protection:

When ambient or local noise levels exceed 85 dB hearing protection is required. US Cryogenics, Inc. will provide either ear plugs or in special conditions or due to a physical condition will provide ear muffs.

Respiratory protection:

For work such as sweeping and grinding dust masks are acceptable. If negative pressure or supplied air respirators are required the individual must be fit tested to that respirator and trained in the proper use of the respirator.

Lock out Tag out

The purpose of lockout/tagout procedures are to prevent an injury or accident while working on equipment, tool and systems that may be energized or have stored energy that could seriously injure a worker if the energy was inadvertently released. It is very important to remember that lockout \ tagout procedures apply to more than just electrical energy systems.

Serious injury could occur from energy stored in other types of equipment or systems such as mechanical, piping, and gravity. It is important to blank out or disconnect pipe systems and block up equipment that might fall if it isn't blocked.

The idea of lockout/tagout procedures is to ensure that each worker is protected while in a hazardous location. Accidental release of energy from that system can be prevented by having a lock and tag placed at the source of the energy of that system. The rule is while you are working, take steps necessary to assure that energy cannot be released that would harm you. This can be achieved by utilizing physical locks or by disconnecting from the power source. Do not assume that another worker has made the system safe.

After a system has been locked out, always test the system by opening a valve or pushing the start or on button, before starting any maintenance. Make sure you are clear of potential harm when checking to see if there is stored energy left in the system. Questions regarding the safety of equipment or systems should be referred to your supervisor immediately.

When locking out systems or equipment the lockout/tagout plan must be utilized. Prior to any work the plan will be reviewed by the safety department. Their review will ensure that the individuals involved are familiar with the lockout/tagout procedures.

Machine Guard

No employee shall operate and/or cause to be operated any machinery without proper protective guards. Such guards shall be provided to protect the operator and other employees from hazards such as exposed belts, pulleys, sheaves, drive shafts, drive couplings, chains, rotating parts, flying chips and sparks. Guards shall be affixed to the machine where possible and secured elsewhere if for any reason attachment to the machine is not possible so to prevent access to the hazard from all accessible directions including front, top, bottom and back side.

Machines shall be operated with guards in place except when a guard has to be removed following a documented procedure that ensure personnel protection. Such procedures may include those for repair or adjustment. Guards shall be replaced before the machine is put back in service.

Special hand feeding tools for placing and removing material shall be such as to permit easy handling of material without the operator placing a hand in the danger zone. Such tools shall not be in lieu of other guarding required by this policy, but shall only be used to supplement protection provided.

Appendix A

Responsible Individuals

A. EMERGENCY DIRECTOR AND MANAGER

1. Director for *West Barracks Campus*

<i>Name</i>	JD Thomas
<i>Title</i>	<i>Emergency Director</i>
<i>Phone number</i>	360-521-8356
<i>E-mail address</i>	JD@aha.com

2. Emergency Manager for *West Barracks Campus*

<i>Name</i>	<i>Michael Amore</i>
<i>Title</i>	<i>Emergency Manager</i>
<i>Phone numbers</i>	360-281-3385

C. FIRST AID CONTACTS

<i>Name</i>	JD Thomas
<i>Phone number</i>	360-521-8356

Appendix B

Building Evacuation Plan

Fire and evacuation drills are necessary to refine the evacuation procedure.

A. EVACUATION PLANS

Floor plans identify exits and exit routes for the building shall be posted. Occupants should go to the nearest exit when the alarm sounds. If access to the nearest exit is obstructed, the alternate exit should be taken.

B. EVACUATION ASSEMBLY POINTS

The primary and secondary Evacuation Assembly Points (EAPs) for this building are:

Primary: the open area near the street that is north of the Mess Hall building

Secondary: the open area near the street that is east of the Mess Hall building

Building occupants will assemble at the primary EAP following a building evacuation. If the Director finds the primary EAP unsuitable, then evacuees will be moved to the secondary EAP.

1. Evacuation Assembly Points (*outside building*)

The Evacuation Assembly Point (s) should be an open area away from the building and out of the way of responding emergency personnel. Establish primary EAPs and secondary EAPs in case the primary cannot be occupied during or after an evacuation. A separate EAP may be necessary for earthquake evacuation. Occupants meet after evacuation so that they may be accounted for or lend assistance as needed. There may be more than one assembly point depending on the size of the building and the location of the exits. Note: Some EAPs may be unsuitable for assembly following an earthquake event.

Evacuation Options

Visiting Persons without disabilities must evacuate to the nearest exit. Persons with disabilities have four basic evacuation options.

- **Horizontal** evacuation: Use building exits to the outside ground level or go into unaffected areas of multi-building complexes.
- **Stairway** evacuation: Use steps to reach ground level exits from the building.
- **Stay in Place:** Unless danger is imminent, remain in a room with an exterior window, a telephone, and a solid or fire-resistant door. With this approach, the person may keep in contact with emergency services by dialing 911 and reporting his or her location directly.
- **Assisted Evacuation Device.** In the event of a major earthquake or other campus-wide event that would prevent first responders from responding quickly, an assisted evacuation device such as a chair, can be used by **trained personnel** to evacuate mobility disabled persons.
 - The device will be used only by the assigned users and only when first responders are unavailable to assist a mobility impaired person to evacuate.
 - Evacuation devices will be available for use by specially trained Campus Manager only.
 - Update the building's Emergency Evacuation and Operations Plan by describing the standard operating procedures for the evacuation device.

Appendix C

Procedures for Planning and Scheduling Evacuation Drills

A. PREPARATION

1. Meet with Director and / or Campus Manager to:

- a. Review procedures, duties, evacuation routes as outlined in the plan.
- b. Determine who will participate in the drill.
- c. Confirm participants are familiar with the plan.
- d. Establish a date and time for drill that is convenient but assures appropriate participation.

3. Publicize Drill Event to Building Occupants

Approximately three days before the drill post notices in conspicuous locations informing all occupants of the time and date of the drill. Notification via e-mail and other means is also encouraged.

B. DAY BEFORE DRILL

2. Confirm Responsibility Roles with Players

- a. Building staff (Director and Campus Manager).

Appendix D

Procedures for Conducting, Evaluating and Recording Evacuation Drills

A. CONDUCTING THE EVACUATION DRILL

1. Participation

The Washington Administrative Code 296-24-567 requires that all employees train a sufficient number of persons to assist in safe and orderly emergency evacuation of employees. To meet this requirement and satisfy public safety for all faculty members, staff, students, and visitors, each campus building must conduct a fire drill that will include the participation of all the building occupants.

2. Alarm Activation and Evacuation

- a. A building wide alarm will be initiated by Manager upon request of the Director. An “all call” announcement indicating that this is a drill will be made prior to activation:

“A building wide fire drill will commence in the next few minutes. This is only a drill but it requires full participation. If you are unfamiliar with fire drill procedures, please ask your colleague or other building occupant”.

B. EVALUATING THE DRILL

The following should be verified by the Campus Manager and Director:

- Staff could hear clearly and respond to the alarm and any additional instructions.
- Campus Manager accounted for missing occupants, guided occupants to safety, completed floor checks and reported to the Director.

C. RECORDING THE DRILL

- The Director will summarize evaluation comments and initiate appropriate follow-up for items that need improvement.
- The Director and / or Manager will complete Fire Drill Report.



Grand Blvd Campus

Emergency Evacuation and Operations Plan (EEOP)

And

Safety Manual Addendum

TABLE OF CONTENTS

SECTION 1	1-1
PURPOSE	1-1
SCOPE	1-1
EMERGENCY RESOURCES AND CONTACTS	1-1
EMERGENCY COMMUNICATIONS	1-1
EMPLOYEE ORIENTATION	1-1
EVACUATION DRILLS	1-1
TABLE 1: EMERGENCY RESOURCES AND CONTACTS	1-3
SECTION 2	2-1
BUILDING EVACUATION.....	2-1
RESPONSIBILITIES OF NWREI DEPARTMENTS AND STAFF	2-1
EMPLOYEES, FACULTY, & STAFF - EMPLOYEES, FACULTY, AND STAFF ARE RESPONSIBLE FOR:	2-1
RESPONSIBILITIES OF FACULTY	2-2
CHECKLIST 1 LISTS THE RESPONSIBILITIES AND DUTIES OF FACULTY’S.....	2-2
CHECKLIST 1: FACULTY’S DUTIES AND RESPONSIBILITIES	2-2
SECTION 3	3-1
SPECIFIC EMERGENCY PROCEDURES	3-1
PROCEDURE 3A: FIRE EMERGENCIES/BUILDING FIRE ALARMS	3-1
PROCEDURE 3B: EARTHQUAKES	3-2
PROCEDURE 3C: HAZARDOUS MATERIAL SPILLS/RELEASE.....	3-4
PROCEDURE 3D: BOMB THREATS	3-5
PROCEDURE 3E: SUSPICIOUS PACKAGES AND MAIL	3-7
PROCEDURE 3F: ANTHRAX THREAT	3-8
PROCEDURE 3G: MEDICAL EMERGENCIES.....	3-10
PROCEDURE 3H: RESPONDING TO AN ACTIVE SHOOTER	3-11
PROCEDURE 3J: CAMPUS SECURITY	3-13
SECTION 4	4-1
SAFETY MANUAL ADDENDUM	4-1
LADDER SAFETY RULES.....	4-1
FALL PROTECTION SAFETY RULES.....	4-4
HEAT STRESS - HOW DO YOU PREVENT HEAT ILLNESS?	4-5
ELECTRICAL.....	4-8
CRANE SAFETY	4-9
PERSONAL PROTECTION EQUIPMENT	4-12

LOCKOUT TAGOUT..... 4-13
MACHINE GUARD 4-13
APPENDIX A..... A-1
RESPONSIBLE INDIVIDUALS A-1
APPENDIX B..... A-2
BUILDING EVACUATION PLAN A-2
EVACUATION OPTIONS A-3
APPENDIX C..... A-4
PROCEDURES FOR PLANNING AND SCHEDULING EVACUATION DRILLS A-4
APPENDIX D..... A-5
PROCEDURES FOR CONDUCTING, EVALUATING AND RECORDING..... A-5
EVACUATION DRILLS A-5

LIST OF CHECKLISTS AND TABLES

Table 1: Emergency Resources and Contacts 1-3
Checklist 1: Faculty’s Duties and Responsibilities 2-2
Checklist 2: Bomb Threat Checklist 3-6
Checklist 3: Heat Stress Check List 4-7

SECTION 1

PURPOSE

The purpose of this plan is to establish procedures and duties, to promote planning, and to establish training for the staff of Grand Blvd Campus for fire, earthquake, bomb threats, chemical spill, and other emergency evacuations as required by the Washington Administrative Code (WAC 296-24-567), and the NWREI Emergency Response Management Plan.

SCOPE

This plan applies to all occupants in the Northwest Renewable Energy Institute at the Grand Blvd Campus location:

EMERGENCY RESOURCES AND CONTACTS

See Table 1 for emergency resources, contact information, and responsibilities of each emergency resource.

EMERGENCY COMMUNICATIONS

1. **Telephones** - The campus telephone system or cellular phones will be used to the extent possible. In case of system failure or a power failure, campus phones will not function.
2. **Fire Alarm System** - The building fire alarm system is continuously monitored for alarm.

EMPLOYEE ORIENTATION

New employees must be informed of the EEOP as part of their new employee safety orientation. This initial plan and all significant revisions to the plan should be routed to all personnel. The faculty and staff should be reminded of the plan as necessary and encouraged to discuss the plan with their research groups, students, and visitors.

EVACUATION DRILLS

Evacuation drills will be scheduled, and conducted. Procedures for planning, scheduling, conducting, evaluating, and reporting evacuation drills are outlined in Appendices B, C, and D.

Table 1: Emergency Resources and Contacts

Emergency Resource	Contact Information	Purpose & Responsibilities
<i>Police Department (VPD)</i>	Immediate Emergency Assistance Dial 9-1-1. Non Emergency Assistance (360) 735-8884	Maintains an emergency Communications Center 24 hours a day, 7 days a week. Call VPD for emergency of any kind, including but not limited to fire, medical emergency, or hazardous material spills or release.
<i>Washington Department of Health and Safety (WDOH)</i>	Call 360-236-4027 during normal business hours. After normal business hours.	WDOH maintains guidelines and provides training, consultation and support for building emergencies. WDOH is also available to provide consultation and support for hazardous material spills and releases, temporary controls, and other general information to the Vancouver Fire Department (VFD), VPD, and NWREI departments.

Table 1: Emergency Resources and Contacts

Note: NWREI is not an emergency response unit. Report all emergencies to the VPD.

SECTION 2

Building Evacuation

NWREI Personnel Duties and Responsibilities

An effective emergency evacuation and subsequent response requires the coordination of many occupants in a building. All building occupants, including employees, faculty, staff, and students, need to be aware of their roles and responsibilities in case of an emergency. This section outlines specific responsibilities for employees, faculty, and staff.

RESPONSIBILITIES OF NWREI DEPARTMENTS AND STAFF

Employees, Faculty, & Staff - Employees, faculty, and staff are responsible for:

1. Being familiar with and following EEOP procedures when required.
2. Participating in drills and training as required.
3. Orienting students with a brief overview of emergency evacuation procedures on the first day of class to assure that:
 - a. They are aware that evacuation is required when the alarm system is activated and
 - b. They know where the nearest exits are located.
4. Informing and assisting visitors unfamiliar with building procedures as appropriate prior to and during an emergency evacuation.
5. All building occupants, including employees, faculty, staff, and students will safely proceed to the sidewalk at the front of the building. Students will gather with their instructors for roll call. NOTE: Do not block the driveway.
6. After any evacuation each instructor will report any missing student to the Campus Manager and/or Manager.

When the fire alarm sounds, begin immediate evacuation according to the plan.

RESPONSIBILITIES OF FACULTY

Checklist 1 lists the responsibilities and duties of faculty's

Checklist 1: Faculty's Duties and Responsibilities

Subject Area	Duties/Responsibilities	
<i>Administrative/ Preparation</i>	Provide classroom or audience with general information relating to emergency procedures. This information should be shared during the first week of class or at the start of a course.	<input type="checkbox"/>
	Know how to report an emergency from the classroom being used.	<input type="checkbox"/>
	Assure that persons with disabilities have the information they need. The instructor should be familiar with the student's plan and also be able to direct visitors with disabilities.	<input type="checkbox"/>
<i>Emergency Evacuation</i>	Take responsible charge of the classroom and follow emergency procedures for all building alarms and emergencies.	<input type="checkbox"/>

Checklist 1: Faculty's Duties and Responsibilities

SECTION 3

SPECIFIC EMERGENCY PROCEDURES

PROCEDURE 3A: FIRE EMERGENCIES/BUILDING FIRE ALARMS

1. Procedures for Occupants

- a. **When an alarm sounds on your floor or area, begin immediate evacuation** following your plan. Close doors behind you.
- b. **If you discover a fire, call 9-1-1.** Then you may attempt to put it out if it is small (no larger than a wastebasket) and you have called for HELP. If the fire is too large or you are uncomfortable or unfamiliar with the proper use of a fire extinguisher, simply close the door and evacuate.
- c. **If you are on fire, STOP---DROP---ROLL. If another person is on fire, yell---STOP---DROP---ROLL.**
- d. The doors must remain closed to keep smoke out and keep them safe for evacuation and fire personnel. Leaving doors open makes the stairwells dangerous and unusable.
- e. **Go to your pre-determined Evacuation Assembly Point (EAP)** Instructor should immediately report any missing students to Campus Manager and/or Manager.
- f. **If you are trapped** by smoke, stay low, cover your mouth with wet cloth, stay near a window, open it but do not break it, hang something out the window to let fire personnel know you are there and put something in cracks around the door, phone 9-1-1 if possible.
- g. **At the Evacuation Assembly Point (EAP),** conduct a headcount by using a checklist to account for all occupants in your area of responsibility. Immediately report to Campus Manager and/or Manager any missing persons on your list and their last known location.
- h. **Do not allow the stairway doors and other exit doors to be blocked/wedged open.** Leaving stairway doors blocked or held open makes the stairwells dangerous and unusable.
- i. **Special attention needs to be given to any persons with disabilities,** in particular those who are visitors and unfamiliar with the building.

PROCEDURE 3B: EARTHQUAKES

1. During ALL Earthquakes (all occupants)

a. *Inside a Building.*

- **Take cover immediately** under a desk, table, or chair, in a corner away from windows, along a wall in a hallway, or in a structurally strong location such as a hall by a pillar.

Drop, Cover, and Hold

- **Watch for falling objects** such as light fixtures, bookcases, cabinets, shelves, and other furniture that might slide or topple. Stay away from windows. Do not run outside.
- **Do not dash for exits** since they may be damaged and the building's exterior brick, tile, and decorations may be falling off.

b. *Outside a Building.*

- **Remain outside**, preferably in a vehicle.
- **Stay clear** of electrical wires, poles, trees, or anything that might fall.

2. After a MAJOR Earthquake (*violent shaking motion*). Campus Manager shall:

- #### **a. Check for injuries to personnel in your area.** Do not attempt to move seriously injured persons unless they are in immediate danger. Render first aid assistance if required.

Be familiar with the location of first aid kits, fire alarms, and extinguishers, as well as personnel with first aid skills.

- b. **Check for fires or fire hazards**, spills of flammable or combustible liquids, or leaks of flammable gases. These activities must not significantly delay departure from the building or put the any person in danger.
- c. **Turn off ignition and heat sources** if properly trained and it is safe to do so.
- d. **Shut off all gas sources** if trained to do so.
- e. **Exit the building**, if possible, and go to the EAP to report on injuries, damages, and potentially hazardous conditions. Take emergency/first aid kit and personal belongings. Account for persons in your area of responsibility. **Do not reenter until the building has been declared safe.**
- f. **Use the telephone system only for urgent matters.**
- g. **Expect Aftershocks.**

1. After a Minor Earthquake (*brief rolling motion*)

- a. **Restore calm.**
- b. **Examine your area for damage.**
 - Damaged, leaking or ruptured utility lines (gas, water, electrical, telephone, computer network)
 - Toppled furnishings or equipment
 - Spilled hazardous materials
 - Damaged building components such as ceilings, walls, beams, columns, doors
- c. **Evacuate the building** if damage is found or the power is out. Report evacuation to VPD or VFD. Do not reenter until the building has been declared safe by trained emergency personnel.

PROCEDURE 3C: HAZARDOUS MATERIAL SPILLS/RELEASE

1. Localized/Small Spills

- a. Spills that do not endanger workers in the immediate area may be cleaned up by personnel who have been trained.
- b. Hazardous materials spill guidelines should be established by the manager after reviewing MSDS information kept on site.
- c. Spill cleanup guidelines for small localized spills should take into consideration the following:
 - The hazards of the hazardous material(s) involved.
 - The amount of the hazardous material(s) spilled.
 - The possible spill locations.
 - Availability of spill cleanup materials or kits.*

2. Large Spills. If the spill is large, the hazardous material is not easily identified, or if the material is extremely hazardous, then:

- a. **Evacuate all personnel** from the area.
- b. **Contact:**
 - Vancouver Police - Dial 9-1-1
- c. When **placing an emergency call:**
 - Give your name.
 - Give your location (room and building).
 - Give the phone number you are using.
 - Describe the emergency/injuries.
 - If possible, remain in vicinity, away from danger, to assist emergency responders.
- d. The **Vancouver Police will notify the Vancouver Fire Department** who will respond to stabilize and contain the chemical spill, often leaving behind hazardous waste and contaminated equipment. If the hazardous waste is not properly cleaned up and packaged by the Fire Department, do not reoccupy the area. Washington Department of Health & Safety for assistance.

PROCEDURE 3D: BOMB THREATS

1. Northwest Renewable Energy personnel receiving telephoned threats should **attempt to get the exact location where the bomb has been planted**, or is going to be planted.
2. Attempt to **get as much information as possible about the caller**, for example, male or female, accent, etc. (use **Bomb Threat checklist** on following page).
3. **Listen for any background noise** that may indicate the location of the caller.
4. The checklist on the next page lists information that can aid in locating a bomb. **Complete the checklist as soon as possible** after receiving a threatening call and report it immediately to the Vancouver Police Department at 9-1-1.
5. **Bomb threats received through the mail** or by other means are also to be reported immediately to the Vancouver Police Department.

BOMB THREAT CHECKLIST

Exact time of call _____

Exact words of caller _____

QUESTIONS TO ASK

1. When is the bomb going to explode? _____
2. Where is the bomb? _____
3. What does it look like? _____
4. What kind of bomb is it? _____
5. What will cause it to explode? _____
6. Did you place the bomb? _____
7. Why? _____
8. Where are you calling from? _____
9. What is your address? _____
10. What is your name? _____

CALLER'S VOICE (circle) Male Female

Calm	Disguised	Nasal	Angry	Broken
Stutter	Slow	Sincere	Lisp	Rapid
Giggling	Deep	Crying	Squeaky	Excited
Stressed	Accent	Loud	Slurred	Normal

If voice is familiar, whom did it sound like? _____

Were there any background noises? _____

Person receiving call: _____

Date: _____ Telephone number call received at: _____

REPORT CALLS IMMEDIATELY TO: VPD AT 9-1-1 or (206) 543-9331

Checklist 2: Bomb Threat Checklist

PROCEDURE 3E: SUSPICIOUS PACKAGES AND MAIL

A suspicious **LETTER** may have:

1. No Return Address
2. Restrictive markings, such as **PERSONAL!**
3. It is sealed with tape
4. The address has:
 - misspelled words
 - is addressed to a title but not a person
 - an incorrect title
 - is badly typed or handwritten

A suspicious **PACKAGE** may also have:

1. Oily stains, discolorations, or crystallizations on the wrapper
2. Stranger odor
3. Excessive tape
4. Is rigid or bulky
5. Lopsided or uneven
6. The weight is odd for its size

(**Reference:** US Postal Service Poster – <http://www.usps.com/cpim/ftp/posters/pos84.pdf>)

If you find a SUSPICIOUS PACKAGE/LETTER:

1. **Handle with care.** Do not shake or bump.
2. Isolate it immediately
3. Don't open, smell, touch, or taste
4. Treat it as suspect
5. **Evacuate the area and call 9-1-1 from a safe location**

If you suspect the mail may contain:

1. **A bomb or explosive:**
 - Evacuate immediately
 - **Call 9-1-1 from a safe location**
2. **A radiological threat:**
 - Limit exposure – do not handle
 - Evacuate area
 - Shield yourself from object
 - **Call 9-1-1 from a safe location**
3. **A biological or chemical threat:**
 - Isolate – Do not handle
 - Evacuate Immediate Area
 - Wash your hands with soap and warm water
 - **Call 9-1-1 from a safety location**

If the **LETTER OR PACKAGE** has already been opened, and a powder or other substance has spilled from the package or letter, **DO NOT CLEAN IT UP.** Leave it where it is, evacuate the area, wash your hands with soap and water, and call 9-1-1 from any Campus phone.

Due to occasional anthrax threats in the United States, the Washington State Health Department and Center for Disease Control have issued guidelines to follow if you suspect a letter could contain dangerous substances. The guidelines sent out by these agencies are in the following section.

PROCEDURE 3F: ANTHRAX THREAT

1. **Anthrax is a rare disease caused by bacteria**, which is capable of forming spores that can survive in the environment for long periods of time. In an intentional exposure, such as a bioterrorism event, breathing in the spores is the most likely route of exposure that might lead to a serious infection.
2. **Inhalation anthrax (through the lungs) is the most serious type of anthrax.** It is caused by inhaling anthrax bacteria into the lungs. Initial symptoms may resemble those of flu or a common cold, such as fever, cough, headache, chills, weakness, difficulty breathing, and chest discomfort. After several days, the symptoms may progress to severe breathing problems and shock. This type of anthrax infection is often fatal if not treated promptly.
3. **Follow Procedure 3E for Suspicious Letters and Packages. Specifically:**
 - a. DO NOT open the package
 - b. Call 9-1-1 to request police and fire
 - c. If the package has already been opened, and a powder or another substance spills out, DO NOT clean it up
 - d. Keep others away from the area
 - e. Evacuate the immediate area
 - f. Immediately wash your hands with soap and water
 - g. Ensure that all persons who have handled the letter/package wash their hands
 - h. Wait for the police and fire personnel to arrive
 - i. Start a list of names and telephone numbers for all persons who have handled the letter and who were in the immediate area when the letter/package was opened
4. **Police and fire personnel will:**
 - a. Secure the area
 - b. Assess and determine whether a credible threat exists
 - c. Secure the letter/package
 - d. Contact appropriate public health and other response officials
 - e. Decontaminate people and their clothing as appropriate
5. **Persons with Probable or Known Exposure:**
 - a. Will be directed to seek immediate medical attention
 - b. Will be monitored by local public health to ensure appropriate treatment and follow-up
6. **People without a known exposure:**
 - a. Should be assured that infection without known exposure is rare
 - b. Should seek medical care for further concerns following the incident
 - c. Should understand that there are not routine screening tests available to detect Anthrax infection in persons without known exposure to Anthrax spores
7. **Clean-up After the Spill of a Powder or Other Substances**

- a. **If police and fire deem that there is no credible threat:**
 - Clean up by custodial personnel should be accomplished by following established protocols for cleaning spills
 - Facilities without protocol should use a 1:10 solution of household bleach in water
 - Wetting powders before disturbing them during clean-up
- b. **If police and fire deem there is a credible threat,** they will determine who will clean the affected area before personnel will be allowed to return.

PROCEDURE 3G: MEDICAL EMERGENCIES

1. **Stay calm.** Assess the situation. Look for a Medic Alert bracelet or necklace on the person requiring help.
2. **Have someone call 9-1-1.** If you are alone, yell as loudly as possible for help. If you are unable to summon help, you have to call 9-1-1 first; then return and assist the person to the best of your ability (see below).
3. **When calling 911, give the operator as much information as possible,** i.e. type of emergency, what help is needed, exact address, building name, room number, telephone number, information from Medic bracelet or necklace, and victim information. Don't hang up until you are told to do so by the 911 operator.
4. **Do not move the victim.**
 - a. **If the victim is unconscious:**
 - **CALL:** Check the victim for unresponsiveness. If there is no response, **Call 9-1-1** and **THEN** return to the victim. In most locations the emergency dispatcher can assist you with CPR instructions.
 - **AIR:** Tilt the head back and listen for breathing. If not breathing normally, pinch nose and cover the mouth with yours and blow until you see the chest rise. Give 2 breaths. Each breath should take 1 second.
 - **COMPRESSIONS:** If the victim is still not breathing normally, coughing or moving, begin chest compressions. Push down on the chest 1 1/2 to 2 inches 30 times right between the nipples. Pump at the rate of 100/minute, faster than once per second.
 - **CONTINUE WITH 2 BREATHS AND 30 COMPRESSIONS UNTIL HELP ARRIVES**
NOTE: This ratio is the same for one-person & two-person CPR. In two-person CPR the person pumping the chest stops while the other gives mouth-to-mouth breathing.
 - b. **If the victim is choking:**
 - Make sure they are coughing and getting air.
 - If the victim cannot speak or cough, and you think something maybe lodged in their throat, from behind, slip your arms around the victim's waist. Make a fist with one hand and grasp with the other hand. Place your fist right above the navel area. Press into the abdomen with quick upward thrust. Repeat until the object is removed, or the victim starts breathing or coughing.
 - c. **If the victim is bleeding:**
 - Use rubber gloves (contained in the first aid kit) and apply pressure to the area.
 - If possible, elevate bleeding area above level of the heart.
5. **WDOH recommends First Aid/CPR training** for a handful of building volunteers to assist with medical emergencies associated with building evacuation and emergencies.

PROCEDURE 3H: RESPONDING TO AN ACTIVE SHOOTER

Introduction

An active shooter is a person who appears to be actively engaged in homicide or attempting to take the lives of people in a populated area; in most cases active shooters use firearm(s) and there is no pattern or method to their selection of victims. These situations are dynamic and evolve rapidly, demanding immediate deployment of law enforcement resources to stop the shooting and mitigate harm to innocent victims. This document provides guidance to faculty, staff, and students who may be caught in an active shooter situation, and describes what to expect from responding police officers.

Guidance to faculty, staff, and students

In general, how you respond to an active shooter will be dictated by the specific circumstances of the encounter, bearing in mind there could be more than one shooter involved in the same situation. If you find yourself involved in an active shooter situation, try to remain calm and use these guidelines to help you plan a strategy for survival.

If an active shooter is outside your building, proceed to a room that can be locked, close and lock all the windows and doors, and turn off all the lights; if possible, get everyone down on the floor and ensure that no one is visible from outside the room. One person in the room should call 911, advise the dispatcher of what is taking place, and inform him/her of your location; remain in place until the police, or a campus administrator known to you, gives the “all clear.” Unfamiliar voices may be the shooter attempting to lure victims from their safe space; do not respond to any voice commands until you can verify with certainty that they are being issued by a police officer.

If an active shooter is in the same building you are, determine if the room you are in can be locked and if so, follow the same procedure described in the previous paragraph. If your room can't be locked, determine if there is a nearby location that can be reached safely and secured, or if you can safely exit the building. If you decide to move from your current location, be sure to follow the instructions outlined below.

If an active shooter enters your office or classroom, try to remain calm. Dial 911, if possible, and alert police to the shooter's location; if you can't speak, leave the line open so the dispatcher can listen to what's taking place. If there is no opportunity for escape or hiding, it might be possible to negotiate with the shooter; attempting to overpower the shooter with force should be considered a very last resort, after all other options have been exhausted. If the shooter leaves the area, proceed immediately to a safer place and do not touch anything that was in the vicinity of the shooter.

No matter what the circumstances, if you decide to flee during an active shooting situation, make sure you have an escape route plan in mind. Do not attempt to carry anything while fleeing; move quickly, keep your hands visible, and follow the instructions of any police officers you may encounter. Do not attempt to remove injured people; instead, leave wounded victims where they are and notify authorities of their location as soon as possible. Do not try to drive off campus until advised it is safe to do so by police or campus administrators.

What to expect from responding police officers

Police officers responding to an active shooter are trained to proceed immediately to the area in which shots were last heard;

- Their purpose is to stop the shooting as quickly as possible. The first responding officers will normally be in teams of four (4);
- They may be dressed in regular patrol uniforms, or they may be wearing external bulletproof vests, Kevlar helmets, and other tactical equipment.
- The officers may be armed with rifles, shotguns, or handguns, and might also be using pepper spray or tear gas to control the situation.
- Regardless of how they appear, remain calm, do as the officers tell you, and do not be afraid of them.
- Put down any bags or packages you may be carrying and keep your hands visible at all times;
- If you know where the shooter is, tell the officers.
- The first officers to arrive will not stop to aid injured people;
- Rescue teams composed of other officers and emergency medical personnel will follow the first officers into secured areas to treat and remove injured persons.
- Keep in mind that even once you have escaped to a safer location, the entire area is still a crime scene;
- Police will usually not let anyone leave until the situation is fully under control and all witnesses have been identified and questioned.
- Until you are released, remain at whatever assembly point authorities designate.

PROCEDURE 3J: CAMPUS SECURITY

In order to ensure the adequate security this campus and property, as well as the safety and security of students, staff, and faculty, keys and proximity cards shall be used to secure access to the various rooms, buildings, entrances and offices of the institution. The issuance, distribution, monitoring, use and return of all keys and/or proximity cards shall be in compliance with the procedures set forth in this policy.

A. Door Keys

- Keys shall be issued and controlled by the Facilities Personnel.
- Duplication of keys other than by the Facilities Personnel is prohibited. Any person who knowingly makes or duplicates an institutional key in any manner not authorized by this procedure will be subject to disciplinary action pursuant.

B. Limitations

- A form must be completed and signed for each key issued.

C. Key Return

- All keys issued to an employee must be returned to the Facilities Personnel upon the employee's termination or when the employee no longer has a need for the key.
- Keys must not be transferred from one employee to the next without prior notification and arrangements through the Facilities Personnel. When keys are transferred from one employee to another it is necessary to follow the return procedure and for the keys to be reissued in the new employee's name.

D. Key Replacement

- To replace a lost or broken key a key request form must be completed in the same manner as for the issuance of the original key.
- There is no charge to replace a broken key.
- There will be a lost key replacement charge of \$10.00 per key.
- A broken key to be replaced must be returned with the key request form.

- If a lost key is later found, it must be returned to the Facilities Personnel. No refund will be given for lost keys that are later found and returned.

E. Proximity Cards

- The activation of Proximity Cards is controlled through the Facilities Personnel.
- To replace a lost or non-functioning Proximity Cards, a form must be completed in the same manner as for the issuance of the original card.
- There will be a replacement charge of \$10.00 per Proximity Cards.
- There is no charge to replace a non-functioning card.
- A non-functioning card to be replaced must be returned with the card form.
- If a Proximity Card is later found, it must be returned to the Facilities Personnel. No refund will be given for Proximity Card that are later found and returned.

SECTION 4

Safety Manual Addendum

This document contains guidance for safety procedures to be followed and forms to be used. Supervisors are expected to integrate the procedures into the appropriate work activity and employees are expected to apply them on the job.

Ladder Safety Rules

General:

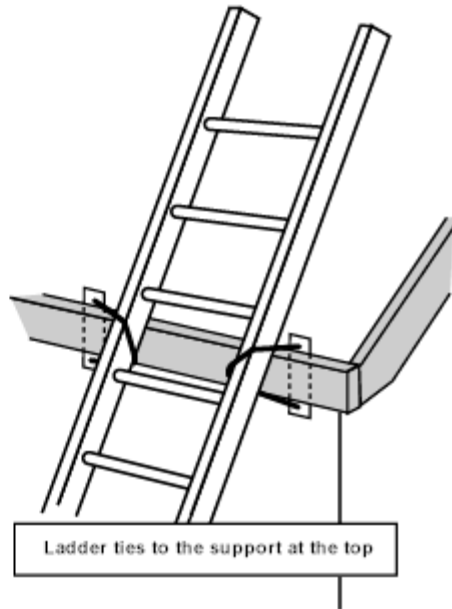
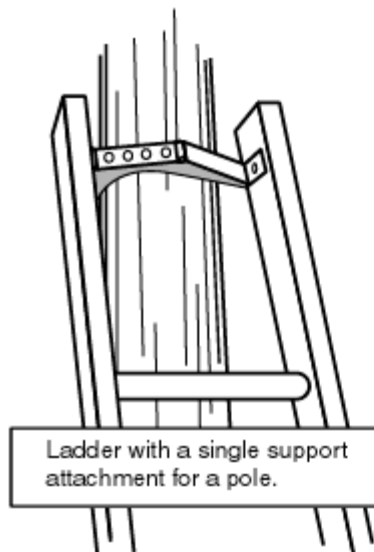
- Inspect before use for physical defects.
- Ladders are not to be painted except for numbering purposes.
- Do not use ladders for skids, braces, workbenches, or any purpose other than climbing.
- When you are ascending or descending a ladder, do not carry objects that will prevent you from grasping the ladder with both hands.
- Always face the ladder when ascending and descending.
- If you must place a ladder over a doorway, barricade the door to prevent its use and post a warning sign.
- Only one person is allowed on a ladder at a time.
- Do not jump from a ladder when descending.
- All joints between steps, rungs, and side rails must be tight.
- Safety feet must be in good working order and in place.
- Rungs must be free of grease and/or oil.

Stepladders:

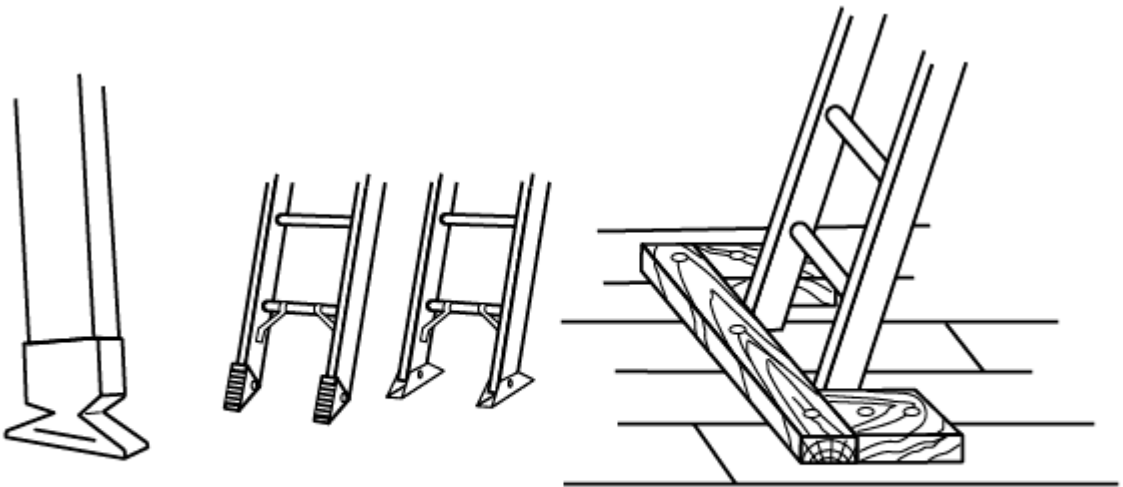
- Do not place tools or materials on the steps or platform of a stepladder
- Do not use the top two steps of a stepladder as a step or stand.
- Always level all four feet and lock spreaders in place.
- Do not use a stepladder as a straight ladder.

Straight type or extension ladders:

- All straight or extension ladders must extend at least three feet beyond the supporting object when used as an access to an elevated work area.
- After raising the extension portion of a two or more stage ladder to the desired height, check to ensure that the safety dogs or latches are engaged.
- All extension or straight ladders must be secured or tied off at the top.

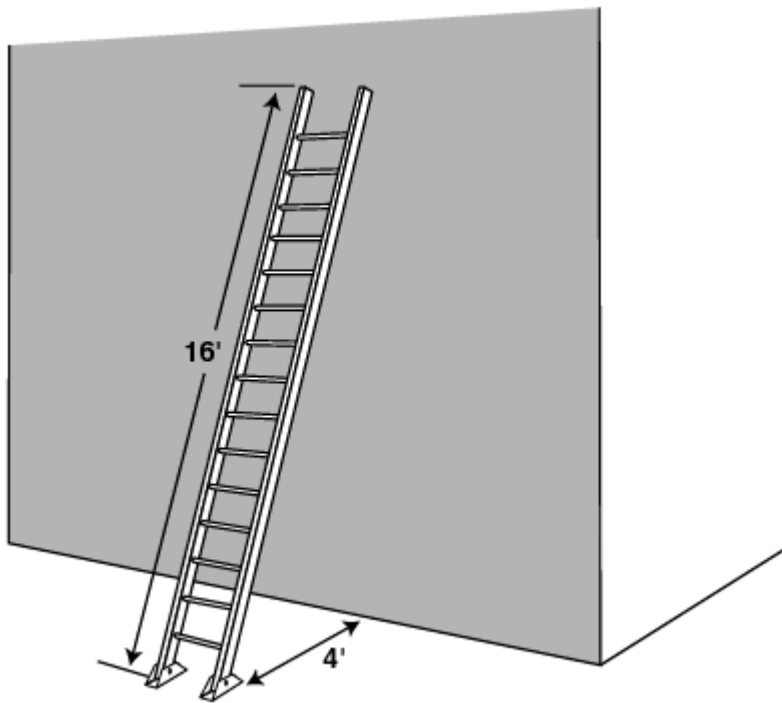


- All ladders must be equipped with safety (non-skid) feet.



Rubber Safety Feet	Spikes	Cleats Nailed to the Floor
Ladders with supports on the bottom.		

- Portable ladders must be used at such a pitch that the horizontal distance from the top support to the foot of the ladder is about one-quarter of the working length of the ladder.



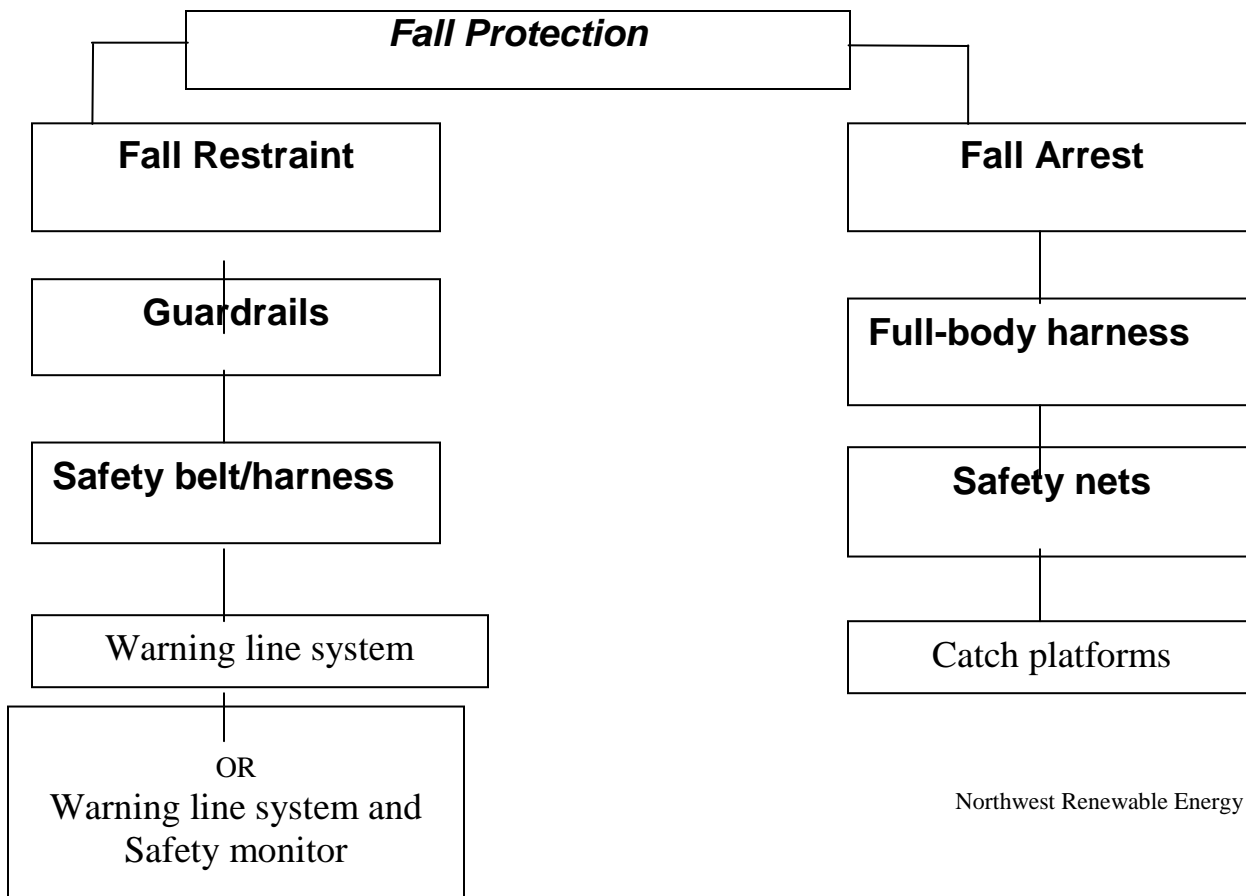
Fall Protection Safety Rules

Falls from elevation are a major cause of injuries and deaths in the construction industry. The Company is committed to eliminating injuries caused by fall hazards by instituting a program of 100% fall protection for all fall hazards 4 feet or greater.

All work sites with fall hazards of 4 feet or more will have a site-specific fall protection work plan completed before any employees begin work. The employees on that specific job will be trained in the fall hazards and the method used to implement fall protection. The attached training guide will be used to train employees in the inspection and maintenance of their fall protection equipment, as well as fall protection selection criteria. All employees will use fall protection when there is exposure to a fall hazard of 4 feet or more. Employees who fail to follow this policy are subject to disciplinary action, up to and including dismissal.

The evaluation of the jobsite and the completion of the fall protection work plan will be done by a designated “competent person,” who has an understanding of WISHA (Washington Industrial Safety and Health Act) fall protection requirements, the fall protection systems available for use, and has the authority to take corrective action to eliminate employee exposure to fall hazards.

Fall protection will be provided either through the use of a fall arrest system or a fall restraint system as shown below and thoroughly described in the fall protection work plan available on site for review.



Heat Stress - How do you prevent heat illness?

- Supply adequate water and encourage workers who work in hot weather to drink regularly, even when not thirsty. A small amount of water every 15 minutes is recommended rather than a large amount after hours of sweating.
- Learn the signs and symptoms of heat-related illness.
- Inform workers they should avoid alcohol or drinks with caffeine before or during work in hot weather.
- Try to do the heaviest work during the cooler parts of the day.
- Adjusting to work in heat takes time. Allow workers to acclimatize. Start slower and work up to your normal pace.
- Wear lightweight, loose-fitting, light-colored, breathable (e.g. cotton) clothing and a hat.
- Allow workers to take regular breaks from the sun. Loosen or remove clothing that restricts cooling.
- Watch workers for symptoms of heat-related illness. This is especially important for non-acclimatized workers, those returning from vacations and for all workers during heat-wave events.
- If exertion causes someone's heart to pound or makes them gasp for breath, become lightheaded, confused, weak or faint, they should STOP all activity and get into a cool area or at least into the shade, and rest.

The two major heat-related illnesses are heat exhaustion and heat stroke. Heat exhaustion, if untreated, may progress to deadly heat stroke. **Heat stroke is very dangerous and frequently fatal.** If workers show symptoms, *always take this seriously* and have them take a break and cool down before returning to work. *Stay with them.* If symptoms worsen or the worker does not recover within about 15 minutes, call 911 and have them transported and medically evaluated. *Do not delay transport.*

Heat Stroke or Heat Exhaustion?

How do you tell the difference?

The telling difference is mental confusion or disorientation in ALL heat stroke victims

You can ask these 3 questions: What is your name? What day is this? Where are we?

If a worker can't answer these questions, assume it is heat stroke.

What are the symptoms of heat exhaustion and heat stroke?

Heat Exhaustion	Heat Stroke
<ul style="list-style-type: none">• Heavy sweating• Exhaustion, weakness• Fainting / Lightheadedness• Paleness• Headache• Clumsiness, dizziness• Nausea or vomiting• Irritability	<ul style="list-style-type: none">• Sweating may or may not be present• Red or flushed, hot dry skin• Any symptom of heat exhaustion but more severe• Confusion / Bizarre behavior• Convulsions before or during cooling• Collapse• Panting/rapid breathing• Rapid, weak pulse• Note: May resemble a heart attack

What do you do if someone is suffering from heat exhaustion or heat stroke?

Heat Stress Check List

Heat Exhaustion	Heat Stroke (medical emergency)
<ul style="list-style-type: none"> • Move the worker to a cool, shaded area to rest; do not leave them alone. • Loosen and remove heavy clothing that restricts evaporative cooling. • Give cool water to drink, about a cup every 15 minutes. • Fan the worker, spray with cool water, or apply a wet cloth to their skin to increase evaporative cooling. • Recovery should be rapid. Call 911 if they do not feel better in a few minutes. • Do not further expose the worker to heat that day. Have them rest and continue to drink cool water or electrolyte drinks. 	<ul style="list-style-type: none"> • Get medical help immediately, call 911 and transport as soon as possible. • Move the worker to a cool, shaded area and remove clothing that restricts cooling. • Seconds count – Cool the worker rapidly using whatever methods you can. For example, immerse the worker in a tub of cool water; place the worker in a cool shower; spray the worker with cool water from a garden hose; sponge the worker with cool water; or, if the humidity is low, wrap the worker in a cool, wet sheet and fan them vigorously. Continue cooling until medical help arrives. • If emergency medical personnel are delayed, call the hospital emergency room for further instruction. • Do not give the worker water to drink until instructed by medical personnel.

Checklist 3: Heat Stress Check List

- Does the worksite have temperature extremes (above 85 degrees in higher humidity, above 90-95 degrees in lower humidity) that may cause heat stress?
- Do employees do heavy labor or wear heavy protective clothing? (increases heat stress conditions)
- Do employees have access to adequate drinking water at all times?
- Are employees allowed work breaks during prolonged heavy labor?
- Do workers have access to shade during breaks?
- Have employees been trained on the symptoms of heat-related illness (heat exhaustion and heat stroke)?
- Are employees trained on first aid measures for heat-related illness?

Electrical

All temporary electrical equipment used on jobsites must be listed by an approved testing laboratory (“UL” – Underwriter’s Laboratories, Inc., or “FM” – Factory Mutual Laboratories) for specific application. All temporary installation SHALL conform to the National Electrical Code and applicable OSHA Safety orders.

All electrical tools and equipment must be grounded unless protected by an approved “Double Insulated” system.

Damaged or defective electrical tools must be returned immediately to the shop and tagged for repair. An Equipment Complaint form needs to be filled out.

Electricians are the only employees authorized to repair electrical equipment, except for extension cords and replacing cord ends. Tampering with tools or equipment may result in the employee’s discharge.

Temporary lighting used in damp and/or hazardous locations must be operated at a maximum of 12 volts or 110-120 volts protected by G.F.C.I.

For all power operating at 120v to ground must be controlled by a ground fault circuit interrupter.

Crane Safety

The use of cranes and other lifting equipment poses special safety hazards. Competent and careful operation by trained employees is essential. Smaller equipment, such as boom trucks, is especially dangerous because operation appears to be simple.

Only the following personnel should operate this type of equipment, and the names of each should be posted in the cab of the crane or in some other visible location.

DESIGNATED OPERATOR

Trained, qualified person assigned to the equipment. Must be trained in manufacturer and regulatory procedures that apply to the equipment.

All employees engaged in operating cranes of 5 tons capacity or greater shall have additional training.

MAINTENANCE AND TEST PERSONNEL

Trained and qualified to operate and maintain the equipment and can perform these functions as needed.

Safe Crane Procedures

1. Ensure crane certifications are current.
2. Keep crane, boom, lines, and loads at least 10 feet away from power lines.
3. Do not exceed the manufacturer's rated capacity listed on the load chart inside the crane cab.
4. Check to see that the crane is set up on solid footings and outriggers are fully extended. Tires must be off the ground when making picks on right type of cranes.
5. When moving a crane be aware of your surroundings, watch out for employees, power lines, and equipment.
6. When moving a load with the crane make sure the load is secured from falling, do not move with unstable loads. Must use certified/rated rigging.
7. Barricade around counterweight swing area.
8. Avoid swinging loads over heads of workers. Use tag lines.
9. Use safety latches on all crane hoods.
10. Do not ride the crane's hook or load.
11. Crane signal must be given by only one person.
12. Crane signals shall be posted on all jobsites, where a crane will be present.
13. Review all signals at the start of each job with the crane operator and signal person.

Inspection and Maintenance

General

Periodic inspection, lubrication, and maintenance schedule according to manufacture specifications shall be established for all cranes and hoists and this schedule shall be carefully followed. Such a procedure will prevent minor defects from becoming progressively more dangerous, as well as more costly to repair.

Daily

Inspections shall be done to insure that the crane or hoist is safe for immediate use. This inspection shall be performed at the beginning of each shift, and should include but not be limited to the following:

1. Crane is properly lubricated.
2. All brakes are properly adjusted.
3. Operate each control to determine that it functions properly. Report any defect found to the Superintendent.
4. Visually inspect each component of the crane or hoist normally used in the lifting load, traveling, or lowering the load. This inspection should include, but not limited to the following:
 - a. Wire rope. Inspect for kinks or broken wires.
 - b. All functional operating mechanisms such as sheaves, drums, and brakes, and all safety devices.

Safety Recommendations

Careful compliance with the following recommendations will prevent the majority of accidents.

1. Before leaving the control station of the crane, the following cautions must be observed.
 - a. Lower the load to the ground.
 - b. Raise the hooks to the upper limit switch.
 - c. Place all controls to the OFF position.
 - d. Place the main power switch in the OFF position.
 - e. Make a visual check for any abnormal or dangerous conditions.

NOTE: NEVER depend on a holding brake to suspend a load unless the operator is at the controls, alert and in a position of readiness to handle the load.

2. An operator must not eat, read, sleep or otherwise divert his or her attention while operating a crane. Practical jokes shall be absolutely forbidden, and the use of alcohol or other intoxicating substances are not tolerated.

3. The operator or person in charge should see that:
 - a. Loads are well secured before lifting and slings are adequate and properly arranged for the load.
 - b. Slings are not kinked and the load is well secured and well balanced.
 - c. All loose items such as tools or chips are removed from both the load and crane before beginning the lift.
 - d. The load does not contact any obstruction while lifting or traveling.
 - e. Sudden starts and stops are avoided. Bumping into runway stops is prohibited.
 - f. The hoist line is vertical before starting the lift, slack in the line is removed slowly, and that all workers' are clear before beginning the lift.
 - g. No crane load, lifting magnet, grapple, or bucket ever passes over the heads of workers or in any way endangers their safety. Non – operating personnel should be warned, or told to leave the immediate area when making lifts.
 - h. No one rides the hook or bucket.
 - i. All stop signals are obeyed no matter who gives them.
4. The operator should test the holding brake by moving the controller to the OFF position when a load is first lifted, and then when the load is only a few inches above starting position, to ensure the ability of the brakes to hold the load.
5. Never attempt to adjust, repair or lubricate moving machinery.
6. Keep the machine in clean and excellent working order.
7. Lower the load to the ground before attempting any repairs or adjustments.
8. Always replace all protective guards and panels before operating the crane or hoist.
9. Keep cables in good working order.
10. Never exceed the rated capacity of the crane or hoist.
11. Never use the crane for side pulling.
12. If a rope has been allowed to become slack, make sure the rope is properly seated on the drum and in the sheaves before the load is lifted.
13. Never lower the block to a point where less than two full wraps remain on the drum. If all the cable is removed from the drum, make sure it is rewound properly.
14. Never block out safety devices.
15. Do not lift loads with excess sling hooks hanging loose.
16. If electrical power fails, places all controllers in the OFF position, keep them there until power is restored.

17. Never remove a DO NOT OPERATE card from a control without checking to see if it is safe to do so.
18. Use the specified fuse sizes.
19. Properly authorized personnel should only make repairs and adjustments.

Personal Protection Equipment

Protective equipment for face, eyes head, hands and arms, respiratory devices, shields and barriers shall be required through a hazard assessment and equipment selection. The supervisor will assess the work task and determine if hazards are present or likely to be present, which would necessitate the use of PPE. If hazards are present the supervisor will:

- Select and have each affected employee use the types of PPE that will protect the affected employee from the hazards identified in the hazard assessment.
- Communicate selection decisions to each affected employee.
- Select PPE that properly fits each affected employee.

The Company will provide training to each employee who is required to use PPE. The training will consist of the following: what PPE is necessary, when PPE is necessary, how to properly wear, limitations, care, maintenance, useful life and disposal. PPE devices should not be relied on to provide protection against injury; they should be used in conjunction with manufacturing practices, guards and engineering controls.

Eye and face protection:

Each affected employee shall use appropriate eye or face protection when exposed to hazards. These hazards may be flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, or light radiation. If there is a possibility of flying particles eye protection will be required with side protectors.

Head protection:

Hard hats will be required where there is a potential for injury to the head from falling or flying objects or electrical shock. Hard hats will be required at all time when inside of the crane training area.

Hand and arm protection:

Hand and arm protection will be required when employee's are exposed to hazards such as cuts or lacerations, skin absorption of harmful substances, abrasions, punctures, chemical burns, thermal burns, and harmful temperatures. The Company will base the selection of the appropriate hand protection on the evaluation of the performance characteristics relative to the task, conditions present, duration of use and the hazard present.

Hearing protection:

When ambient or local noise levels exceed 85 dB hearing protection is required. US Cryogenics, Inc. will provide either ear plugs or in special conditions or due to a physical condition will provide ear muffs.

Respiratory protection:

For work such as sweeping and grinding dust masks are acceptable. If negative pressure or supplied air respirators are required the individual must be fit tested to that respirator and trained in the proper use of the respirator.

Lockout Tagout

The purpose of lockout/tagout procedures are to prevent an injury or accident while working on equipment, tool and systems that may be energized or have stored energy that could seriously injure a worker if the energy was inadvertently released. It is very important to remember that lockout \ tagout procedures apply to more than just electrical energy systems.

Serious injury could occur from energy stored in other types of equipment or systems such as mechanical, piping, and gravity. It is important to blank out or disconnect pipe systems and block up equipment that might fall if it isn't blocked.

The idea of lockout/tagout procedures is to ensure that each worker is protected while in a hazardous location. Accidental release of energy from that system can be prevented by having a lock and tag placed at the source of the energy of that system. The rule is while you are working, take steps necessary to assure that energy cannot be released that would harm you. This can be achieved by utilizing physical locks or by disconnecting from the power source. Do not assume that another worker has made the system safe.

After a system has been locked out, always test the system by opening a valve or pushing the start or on button, before starting any maintenance. Make sure you are clear of potential harm when checking to see if there is stored energy left in the system. Questions regarding the safety of equipment or systems should be referred to your supervisor immediately.

When locking out systems or equipment the lockout/tagout plan must be utilized. Prior to any work the plan will be reviewed by the safety department. Their review will ensure that the individuals involved are familiar with the lockout/tagout procedures.

Machine Guard

No employee shall operate and/or cause to be operated any machinery without proper protective guards. Such guards shall be provided to protect the operator and other employees from hazards

such as exposed belts, pulleys, sheaves, drive shafts, drive couplings, chains, rotating parts, flying chips and sparks. Guards shall be affixed to the machine where possible and secured elsewhere if for any reason attachment to the machine is not possible so to prevent access to the hazard from all accessible directions including front, top, bottom and back side.

Machines shall be operated with guards in place except when a guard has to be removed following a documented procedure that ensure personnel protection. Such procedures may include those for repair or adjustment. Guards shall be replaced before the machine is put back in service.

Special hand feeding tools for placing and removing material shall be such as to permit easy handling of material without the operator placing a hand in the danger zone. Such tools shall not be in lieu of other guarding required by this policy, but shall only be used to supplement protection provided.

Appendix A

Responsible Individuals

A. MANAGER

1. Manager for *Grand Blvd Campus*

For each alternate include the following information:

<i>Name</i>	Mike Merrick
<i>Title</i>	Manager
<i>Phone numbers</i>	360-448-7512

C. FIRST AID CONTACTS

<i>Name</i>	Mike Merrick
<i>Phone number</i>	360-448-7512

Appendix B

Building Evacuation Plan

Fire and evacuation drills are necessary to refine the evacuation procedure.

A. EVACUATION PLANS

The attached floor plans identify exits and exit routes for the building. Occupants should go to the nearest exit when the alarm sounds. If access to the nearest exit is obstructed, the alternate exit should be taken.

B. EVACUATION ASSEMBLY POINTS

The primary and secondary Evacuation Assembly Points (EAPs) for this building are:

Primary: Sidewalk at the front of the Campus

Secondary: Parking lot across the street from the campus

Building occupants will assemble at the primary EAP following a building evacuation. If the Manager finds the primary EAP unsuitable, then evacuees will be moved to the secondary EAP.

1. Evacuation Assembly Points (*outside building*)

The Evacuation Assembly Point (s) should be an open area away from the building and out of the way of responding emergency personnel. Establish primary EAPs and secondary EAPs in case the primary cannot be occupied during or after an evacuation. A separate EAP may be necessary for earthquake evacuation. Occupants meet after evacuation so that they may be accounted for or lend assistance as needed. There may be more than one assembly point depending on the size of the building and the location of the exits. Note: Some EAPs may be unsuitable for assembly following an earthquake event.

Evacuation Options

Visiting Persons without disabilities must evacuate to the nearest exit. Persons with disabilities have four basic evacuation options.

- **Horizontal** evacuation: Use building exits to the outside ground level or go into unaffected wings of multi-building complexes.
- **Stairway** evacuation: Use steps to reach ground level exits from the building.
- **Stay in Place:** Unless danger is imminent, remain in a room with an exterior window, a telephone, and a solid or fire-resistant door. With this approach, the person may keep in contact with emergency services by dialing 911 and reporting his or her location directly.
- **Assisted Evacuation Device.** In the event of a major earthquake or other campus-wide event that would prevent first responders from responding quickly, an assisted evacuation device such as a chair, can be used by trained personnel to evacuate mobility disabled persons.
 - The device will be used only by the assigned users and only when first responders are unavailable to assist a mobility impaired person to evacuate.
 - Evacuation devices will be available for use by specially trained Campus Manager only.
 - Update the building's Emergency Evacuation and Operations Plan by describing the standard operating procedures for the evacuation device.

Appendix C

Procedures for Planning and Scheduling Evacuation Drills

A. PREPARATION

1. Meet with Manager and / or Campus Manager to:

- a. Review procedures, duties, evacuation routes as outlined in the plan.
- b. Determine who will participate in the drill.
- c. Confirm participants are familiar with the plan.
- d. Establish a date and time for drill that is convenient but assures appropriate participation.

3. Publicize Drill Event to Building Occupants

Approximately three days before the drill post notices in conspicuous locations informing all occupants of the time and date of the drill. Notification via e-mail and other means is also encouraged.

B. DAY BEFORE DRILL

2. Confirm Responsibility Roles with Players

- a. Building staff (Manager and Campus Manager).

Appendix D

Procedures for Conducting, Evaluating and Recording Evacuation Drills

A. CONDUCTING THE EVACUATION DRILL

1. Participation

The Washington Administrative Code 296-24-567 requires that all employees train a sufficient number of persons to assist in safe and orderly emergency evacuation of employees. To meet this requirement and satisfy public safety for all faculty members, staff, students, and visitors, each campus building must conduct a fire drill that will include the participation of all the building occupants.

2. Alarm Activation and Evacuation

- a. A building wide alarm will be initiated by Manager upon request of the Manager. An “all call” announcement indicating that this is a drill will be made prior to activation:

“A building wide fire drill will commence in the next few minutes. This is only a drill but it requires full participation. If you are unfamiliar with fire drill procedures, please ask your colleague or other building occupant”.

B. EVALUATING THE DRILL

The following should be verified by the Campus Manager:

- Staff could hear clearly and respond to the alarm and any additional instructions.
- Campus Manager accounted for missing occupants, guided occupants to safety, completed floor checks and reported to the Manager.

C. RECORDING THE DRILL

- The Manager will summarize evaluation comments and initiate appropriate follow-up for items that need improvement.
- The Manager will complete Fire Drill Report.