

Statistical Center for  
HIV/AIDS Research & Prevention

**SCHARP**

# EMERGENCY PLAN



*1616 Eastlake*

Updated 25 Jan 2008

# 1616 EASTLAKE EMERGENCY PLAN

## PURPOSE:

To provide guidelines and directions for safe and effective action in the event of an emergency

## II. GENERAL PROCEDURE:

In the event of an emergency, the first priority is the safety of staff and visitors.

\* *NOTE: Deaf employee in DCT area*

## ALL STAFF



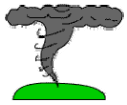
### FIRE

- ❑ Pull fire alarm and call 911 immediately
  - ❑ Notify others in the area if the fire alarm is not sounding
- ❑ If trained and appropriate, attempt to extinguish fire with available fire extinguisher
- ❑ Evacuate building
  - ❑ Follow instructions of Floor Wardens, Building Captain and/or Fire Department
- ❑ Complete actions as time and safety permits:
  - ❑ Close office doors as you leave
  - ❑ Assist others and escort visitors from the building
- ❑ Follow fire evacuation route from your work area
  - ❑ Do not use elevator
  - ❑ In areas of suspected fire: do not open doors without feeling first for heat – if hot, DO NOT open
  - ❑ Do not re-enter building until instructed to do so
  - ❑ Report to designated assembly area. In the event of an evacuation, the primary assembly area for 1616 Eastlake Avenue is underneath the overpass located directly behind the north side of the building
    - Report to assigned color-coded area of assembly point
    - Remain in assembly area until instructed otherwise for accountability purposes



## **LIFE THREATENING MEDICAL EMERGENCY**

- ❑ Call 911 to state you need medical aid and designate someone else to call Building Security. Provide the 911 dispatcher with as much information as possible regarding the victim's condition and status
- ❑ Stay on the phone with the dispatcher until aid arrives. The 911 dispatcher may provide First Aid instructions over the phone
- ❑ Administer First Aid as indicated or instructed; ensure notification of Floor Warden and trained clinician
- ❑ Ensure someone stays with the victim – if victim is conscious try to get as much information as possible about the accident/any allergies to medications, etc.
- ❑ Have someone meet the emergency response personnel at the main lobby entrance and direct them to the victim
- ❑ Leave the scene immediately if you are not involved in the situation or administering First Aid – do not hinder the emergency responders
- ❑ Contact the Occupational Health Nurse (Dial 4866) as soon as possible
- ❑ Supervisor/Manager should notify victim's emergency contact person



## **EARTHQUAKE, TORNADO, WINDSTORM, OTHER CATASTROPHIC EVENTS**

### **If Inside:**

- ❑ Immediately DROP, COVER, and HOLD at the nearest protected place
- ❑ Turn your face toward your knees or the floor to avoid shattered pieces of glass. Protect your head and neck
- ❑ Wait for shaking to stop. Anticipate aftershocks. Be prepared to DROP, COVER and HOLD again at any time
- ❑ Check for injuries and provide First Aid – expect slow response from emergency services. Make sure that injury information is communicated to Fred Hutch Security
- ❑ Move to location away from exterior walls (Orca on the 4<sup>th</sup> floor and the reception area on the 5<sup>th</sup> floor)
- ❑ Remain in assembly area until instructed otherwise for accountability purposes
- ❑ Evaluate conditions. Remain inside unless instructed or imminent hazardous conditions (i.e. fire, smell of natural gas, chemical spill) warrant evacuation
  - Note: the assembly area for catastrophic events will be the south end of the Bank of America parking area located at the front of the building
- ❑ Follow instructions from the Building Captain, Floor Wardens and/or Building Security
- ❑ Do not use phone for first 45 minutes following event except for emergencies – this avoids tying up phone lines critical to emergency services

**If outside:**

- ❑ Move away from buildings, power lines/poles and other hazards – seek an open area
- ❑ If tornado occurs: get inside immediately - do not seek shelter in a car
- ❑ After tornado has passed, if possible go to assembly area and await further instructions from emergency responders, Building Captain, Floor Wardens or Building Security



**BOMB THREAT**

- ❑ Keep bomb threat checklist within reach of desk and be familiar with procedure (especially the receptionists)
- ❑ Refer immediately to bomb threat checklist upon receipt of threat
- ❑ Check to see if caller ID is showing on phone display
- ❑ Keep caller on phone – do not hang up; try to flag down co-worker to call 911 and notify Building Security; if not possible call 911 immediately after call is terminated
- ❑ Do not be confrontational with caller – remain courteous
- ❑ Ask following questions of caller (in order)
  - Where is the bomb? When will it explode? What does it look like/what kind is it? What will cause it to explode? Who placed the bomb? Why are you doing this? Where are you calling from? What is your name and address?
  - Take notes – write down caller’s threats word for word if possible
  - Write down caller’s voice tone, accent, state of mind and words; note background noises, etc.
- ❑ Do not activate the fire alarm
- ❑ Contact Building Security/police upon hanging up to evaluate necessity of building evacuation
  - NOTE: Assembly area for bomb threats/suspicious package evacuation is underneath the overpass directly behind the north side of the 1616 building.
- ❑ Notify Fred Hutch Security



**BOMB THREAT BY NOTE**

- ❑ Immediately call 911, Building and Fred Hutch Security
- ❑ Do not touch note – save envelope/packaging
- ❑ Wait for evacuation instructions from police/Security – do not activate fire alarm

1616 Building Security: 206-356-8992 (cell)  
Fred Hutch Security: 206-667-6000  
Occupational Health Nurse: x4866



## SUSPICIOUS PACKAGE

- ❑ Always pay attention to backpacks, bags, briefcases, packages, etc. left unattended
- ❑ Be wary of mail/packages with no return address and/or excessive postage, that are tied with string, or that have strange colors, odors, sounds, leaks or stains
- ❑ Immediately notify Building Security and 911 if suspicious package, mail or bomb is found
- ❑ Notify Floor Wardens/Building Captain
- ❑ Under no circumstances touch, poke, open or move the package or bomb
- ❑ Open all doors in area
- ❑ Immediately clear room and area within a 100 foot radius and deny entry – wait for evacuation instructions from police/Building Security
- ❑ Do not activate fire alarm
- ❑ Refrain from using cell phones or two-way radios in vicinity of bomb



## ACTIVE SHOOTER IN BUILDING

- ❑ Immediately seek cover in office and call 911/Building Security
  - Stay on line with 911 dispatcher if safe to do so
  - Lock office door
  - Turn off lights/draw shades
  - Preferably take position in front of door or under window; ensure shooter cannot see you through window – stay still and quiet
  - Those in cubicles and hallways immediately take cover in nearest office
  - Those in kitchen/break area immediately take position in front of door
- ❑ Under no circumstances leave office or open doors until all clear is given by police – even if hallway is quiet
- ❑ Do not be confrontational or interact with intruder
- ❑ Do not leave floor/building until released by police
- ❑ If you saw the shooter, attempt to remember details – gender, height, weight, appearance, clothing; try to remember details of event – conversation of shooter, state of mind, number of shots fired, etc. Write all the information down if you are able to do so.



## CONFRONTATIONAL INDIVIDUAL

- ❑ Notify Building Security
- ❑ Immediately get assistance from supervisor/manager
- ❑ Clear immediate area
- ❑ Remain calm – do not escalate the situation
- ❑ If possible, attempt to shield the person being confronted
- ❑ Wait for security to arrive



## POWER OUTAGE

- ❑ Turn off lights, radios and anything electrical to avoid circuit overload when power is restored
- ❑ Do not open freezers, refrigerators, incubators, etc.
- ❑ Generators will power life safety systems and exit lighting within 5-7 seconds
- ❑ Wait for further instructions and information from the Floor Wardens and/or Building Captain
- ❑ NOTE:
  - Computers will re-start automatically upon power restoration – emergency generators will not affect the desktop computers
  - Save often – files being worked on just before the power outage cannot be recovered
  - Save on the server, not the desktop: only files saved to the server are backed up automatically



## INCLEMENT WEATHER PLAN

### FLOOR WARDEN/BUILDING CAPTAIN

- ❑ Call Fred Hutch inclement weather line: 888-667-2020
- ❑ Call supervisor to see if you are required to come in
- ❑ Always be prepared:
  - Keep your copy of the phone tree in a place where you won't forget about it
  - Have plan in place for weather-related delays in leaving work
  - Keep emergency kit in car – warm clothes, blanket, food, candles, matches, etc.
  - Be prepared to spend extra time in traffic

### III. SPECIFIC AREA ASSIGNMENTS AND PROCEDURES:



#### FIRE

##### FLOOR WARDEN

- ❑ Ensure fire alarm has been activated
- ❑ Sweep assigned quadrant – tell those still in offices to leave immediately
- ❑ Direct staff and visitors to exit stairways and direct them to report to the designated assembly area (under the overpass directly behind the north side of the building) – ensure, if possible, handicapped/encumbered staff have assistance
- ❑ Take assigned staff roster from Reception desk upon exiting office
- ❑ Exit building immediately upon completion of sweep
- ❑ Proceed to Assembly Area; take accountability of staff from assigned quadrant; compare against HIVCAL
- ❑ Report evacuation/accountability status to Building Captain
- ❑ Transfer information from Building Captain/Security/emergency responders to assigned staff

##### BUILDING CAPTAIN

- ❑ Ensure fire alarm has been activated and evacuation in process by Floor Wardens
- ❑ Report to assembly point, notify Fred Hutch Security and take accountability information from Floor Wardens
- ❑ Report accountability, injuries and fire status to Building Incident Commander (IC) and/or emergency responders. Building IC will be identifiable by a neon vest
- ❑ Maintain liaison and resource support with Fire Department until relieved; communicate information to Floor Wardens



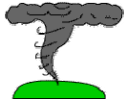
#### LIFE THREATENING MEDICAL EMERGENCY

##### FLOOR WARDEN

- ❑ Designate someone to call 911 and relay First Aid instructions
  - When calling 911, make sure to note victim's location in building
- ❑ Designate someone to notify Security and call occupational Health Nurse immediately
- ❑ Render First Aid or send runner to find someone trained in First Aid if Floor Warden cannot assist
- ❑ If victim is conscious and alert get all info possible about accident and injuries, allergies to medicine, etc.
- ❑ Ensure someone is directed to meet the responding Aid Unit at the main entrance to the Building and direct them to the victim
- ❑ Ensure all unnecessary personnel vacate area
- ❑ Be ready to interact with emergency response personnel, Building Captain and Security

## **BUILDING CAPTAIN**

- ❑ Ensure office management is informed of the incident
- ❑ Assume control of scene as Floor Warden/other attends to responsibilities until arrival of Security or emergency responders
- ❑ Assist with First Aid as necessary
- ❑ Assume Floor Warden responsibilities if necessary
- ❑ Assign additional resources as required



## **POST EARTHQUAKE, TORNADO, WINDSTORM, OTHER CATASTROPHIC EVENTS**

### **FLOOR WARDEN**

- ❑ Sweep assigned quadrant; look for injured personnel and hazardous conditions (fires, water and gas leaks, etc.)
- ❑ Designate someone to call 911 if there are injuries or significant building damage
- ❑ Designate someone to notify Fred Hutch Security
- ❑ Instruct personnel to stay in building or initiate evacuation procedures if necessary (assembly area is Bank of America parking lot)
- ❑ Direct personnel to core areas of building away from exterior walls (Orca on the 4<sup>th</sup> floor and the reception area on the 5<sup>th</sup> floor)
- ❑ Assess staff and visitors for injuries – send runner to locate personnel to render First Aid; expect slow response time from emergency services
- ❑ Direct available first aid and rescue resources to injured and entrapped personnel
- ❑ Take accountability of staff
- ❑ Report accountability, injuries and building hazards to Building Captain and/or Security
- ❑ Follow direction of the Building Captain, emergency responders and Security

### **BUILDING CAPTAIN**

- ❑ Ensure Floor Wardens are sweeping their quadrants
- ❑ Ensure 911 has been called
- ❑ Administer First Aid if necessary or direct trained personnel to attend to injured
- ❑ Assemble and assess injury, accountability and hazard status from Floor Wardens
- ❑ Determine if conditions permit personnel to remain in building
- ❑ Coordinate control of utilities with Building Management
- ❑ Keep Floor Wardens advised of status – Wardens pass on information to personnel



## BOMB THREAT/SUSPICIOUS PACKAGE

### FLOOR WARDENS

- ❑ Ensure 911 and Building Security has been called
- ❑ Notify those in quadrant of bomb threat. Clear and deny entry to room and immediate area (within a radius of 100 feet) of bomb location and initiate evacuation procedures if directed by Building Security/police – assembly area is underneath overpass directly behind the north side of the building
- ❑ Ensure no one touches or moves bomb/suspicious package
  - Ensure no one touches bomb threat note/letter
- ❑ Take accountability upon reaching assembly point if evacuation occurs

### BUILDING CAPTAIN

- ❑ Ensure area/floor around bomb has been cleared; all doors/windows are open, all flammable materials have been moved
- ❑ Ensure evacuation (if directed) is initiated
- ❑ Take accountability from Floor Wardens at assembly area if evacuation was initiated
- ❑ Work with emergency responders and Building Security IC (in neon vest) to coordinate efforts



## ACTIVE SHOOTER IN BUILDING

### FLOOR WARDENS/BUILDING CAPTAIN

- ❑ Take immediate cover/call 911/Security
- ❑ Take accountability and pass info on to Building Captain **after** police have cleared building
- ❑ Be ready to work with Security, police and/or emergency response personnel
- ❑ Do not let anyone leave building until released by the police



## CONFRONTATIONAL INDIVIDUAL

### FLOOR WARDEN/BUILDING CAPTAIN

- ❑ Notify Building Security and a supervisor/manager immediately
- ❑ Ensure area around confrontation has been cleared
- ❑ Tell someone to deny entry to confrontation area by any other staff/onlookers
- ❑ Send someone to wait for Security by elevator/stairs
- ❑ Try to keep situation calm – do not be confrontational or escalate the situation
- ❑ If possible, try to shield individual being confronted and send someone to recruit others to help shield
- ❑ Report situation to Building Security upon their arrival



## **POWER OUTAGE**

### **FLOOR WARDEN/BUILDING CAPTAIN**

- ❑ Ensure all personnel in assigned quadrant have turned off electrical items
- ❑ Assemble with other Floor Wardens in the 4<sup>th</sup> floor main kitchen to receive information from the Building Captain
- ❑ Building Captain to interface with Building Security and Facilities Management for information on power restoration
- ❑ Floor Wardens pass along information to their quadrants



## **INCLEMENT WEATHER PLAN**

### **FLOOR WARDEN/BUILDING CAPTAIN**

- ❑ Call Fred Hutch inclement weather line: 888-667-2020
- ❑ Call supervisor to see if you are required to come in
- ❑ Always be prepared:
  - Keep your copy of the phone tree in a place where you won't forget about it
  - Have plan in place for weather-related delays in leaving work
  - Keep emergency kit in car – warm clothes, blanket, food, candles, matches, etc.
  - Be prepared to spend extra time in traffic

## UTILITY FAILURE

**BUILDING CAPTAIN – pass along below info to Floor Wardens to disseminate to staff**

<b>1616 EASTLAKE UTILITY SYSTEM FAILURE AND BASIC STAFF RESPONSE</b>			
Failure	What to Expect	Who to Contact*	Responsibility of User
Computer system	System down	FHCRC Communication & Network Services	Use backup manual paper system.
Electrical power	Failure of all electrical systems	Alexandria Real Estate Equities (AREE)	Use flashlights or light sticks. Do not use candles or other open flame.
Elevators	All vertical movement will have to be by stairwells	AREE	Use stairs.
Elevator stopped between floors	Elevator alarm bell sounding	AREE	Keep verbal contact with personnel still in elevator and let them know that help is on the way.
Fire alarm system	No fire alarms or sprinklers	AREE	Institute fire watch. Minimize fire hazards. Use phone or runners to report fire.
Unknown odor	Odor unknown origin	AREE	Control ignition sources. Evacuate Building as necessary.
Sewer	Drain backing up.	AREE	Do not flush toilets. Do not use water
Telephones	No phone services	FHCRC Communication & Network Services	Use pay phones, pagers, cell phones. Use runners as needed.
Water	Sink and toilets inoperative	AREE	Institute fire watch. Conserve water. Use bottled water for drinking. Be sure to turn off water in sinks
Ventilation	No ventilation; no heating or cooling	AREE	Open doors. Use portable fans/heaters as necessary. Restrict use of hazardous materials.

<b>*PHONE NUMBERS</b>	
Alexandria Real Estate Equities (AREE) After normal duty hours	206-328-5516 ext. 304
FHCRC EH&S After normal duty hours (Security)	206-667-4866 X6000
FHCRC Communication & Network Services	206-667-5700

#### **IV. ADMINISTRATION AND EASTLAKE 1616 MANAGEMENT**

- ❑ Management will assign and monitor Building Captain and Floor Warden assignments and notify the Fire and Life Safety Program Manager of any required changes
- ❑ Management will re-assign Building Captain and Floor Wardens on an annual basis; pulling first from volunteers
  - There will be two Building Captains (primary and back-up) and 16 Floor Wardens (8 primary and 8 back-up) identified at all times
  - There will be four Floor Wardens assigned per floor (see below)
  - Building Captains/Floor Wardens will be physically able to react/assist in cases of emergency
- ❑ Building Captains and Floor Wardens must attend bi-annual training on duties/First Aid
- ❑ Management will ensure First Aid, evacuation routes, emergency information and bomb threat procedures are available to all staff in various locations
  - Management will obtain and post a list of all CPR/AED and First Aid trained personnel
- ❑ Management will provide emergency kits to all primary and alternate Floor Wardens and Building Captains
  - Kits will include: Flashlights, batteries, color-coded baseball cap, walkie-talkies, flags, portable AM/FM radio and hard hat at the minimum
- ❑ Management will ensure all Floor Wardens and Building Captains are familiar with each other and work in a team environment
- ❑ Management will post pictures of all Floor Wardens/Building Captains in employee common areas

1616 Building Security: 206-356-8992 (cell)  
 Fred Hutch Security: 206-667-6000  
 Occupational Health Nurse: x4866

#### IV. FLOOR WARDEN LOGISTICS

- ❑ Building Floor Plan is divided into four color-coded quadrants – one Floor Warden and one back-up Floor Warden is assigned per quadrant
- ❑ Floor wardens responsible for sweeping and maintaining accountability of their quadrants. Assembly area will be divided into four separate color groupings for ease of accountability taking
- ❑ Sweeps will consist of one quick walk-through of quadrant route – wardens will briefly check each office for personnel, notifying anyone left in offices of need to evacuate immediately. Wardens will sweep designated area only once and bear no responsibility for those personnel who do not evacuate
- ❑ Color coded squares indicating assigned quadrant will be visibly placed in all office Windows