

# **College of Architecture & Urban Planning**

## **NEW EMPLOYEE SAFETY ORIENTATION**

### **REPORTING EMERGENCIES**

When dialing from a campus hard wired phone, all calls to 911 dial directly to UWPD and your exact location is known. If calling from a wireless phone, you will be connected with the Seattle PD or State Patrol: for police matters, ask to be directed to UWPD.

**Police, Medical, Fire 911**

### **EMERGENCY EVACUATION & EVACUATION ASSEMBLY POINTS**

Familiarize new employees with the appropriate emergency evacuation route for their work area (see building walls for evacuation routes). Note potential secondary emergency evacuation route to be used if the primary route is blocked. Discuss special evacuation needs with disabled employees. Show new employees where to assemble after building evacuation.

### **FIRE ALARM SIGNALING SYSTEM**

Show new employees where the fire alarm pull stations are and instruct them in their use. Let them know that activating the pull station sounds an alarm in the building to alert other occupants to evacuation. The alarm is a slow whooping sound and has accompanying strobe lights for persons with hearing disabilities.

Employee must leave the building immediately upon hearing the alarm, closing doors behind them. If employee is the first to discover a fire, pull the nearest fire alarm pull station and then exit the alarmed area. If possible, follow up with a telephone call from a safe location to provide more details.

On campus the activation of a fire alarm pull station also sends a signal to the UW Police and Seattle Fire Department showing the location of the emergency.

### **PORTABLE FIRE EXTINGUISHERS**

Show new employee (s) where portable fire extinguishers are located. Tell them to use a portable fire extinguisher only if: they have been trained to use them, the fire alarm has been sounded first, the fire is small (waste basket size) and if they have a clear evacuation route. If training is necessary, sign them up for extinguisher training through Environmental Health & Safety.

### **REPORTING ACCIDENTS & INCIDENTS**

Tell new employee (s) to immediately report accidents, incidents, near misses, motor vehicle accidents and any unsafe conditions or acts to their supervisor and log

**<http://www.ehs.washington.edu/ohsoars/index.shtm>**

### **SAFETY & HEALTH COMMITTEES**

Tell new employees about at the Organizational (group five) and University-wide Health & Safety Committees. Tell them who their safety committee representatives are and how to contact them. Past meeting minutes are available for review on the CAUP website and Gould 218. Also point out the safety bulletin board in the copy rooms of both Gould & Architecture Halls as well as the Health & Safety Update board in Gould Hall.

### **ASBESTOS AWARENESS**

General asbestos awareness training of all UW employees is required by the Washington State Department of Labor & Industries. Training can be completed online at <https://www.ehs.washington.edu/pubcookie/train/asbestosg/index.shtm>.