

## Evacuation Director Post Earthquake Checklist – Seattle Campus

### Purpose

This form is to provide evacuation directors, building coordinators, or other responsible parties a tool to determine if a building may remain occupied following an earthquake when structural assessment experts are not available. The form also serves as a reporting tool to help direct damage assessment teams.

### Instructions

Minor and moderate earthquakes generally do not require building evacuation. The decision to evacuate should be based on the level of damage to the structure. Evacuate immediately when a serious condition exists as outlined below and record anything you and others may observe on the way out. Evacuated buildings will remain evacuated until [ATC-20 structural assessment teams](#) or Seattle Fire Department have determined the building safe for re-entry.

If no conditions warrant immediate building evacuation, the evacuation director, building coordinator, or other building representative should complete two copies of this form and (1) deliver a copy to UW Emergency Operations Center (UW Tower Suite C-140), via runner if necessary, and (2) provide another copy to the ATC-20 representative when they arrive to evaluate the structure. Isolate areas that present a hazard and provide warning signs to warn occupants. It may be necessary to conduct another evaluation following aftershocks.

EOC Phone: 206-897-8000

EOC Fax: 206-897-8001

Respond to emerging building emergencies using procedures found [here](#).

### Sheltering in place

For a major regional earthquake it may be necessary for UW employees and students to shelter in place in University buildings until it is safe to travel. Some buildings are good candidates for sheltering in place but others are not. For example, a science building without power and ventilation may not be a good candidate for sheltering in place.

Building name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Completed by: \_\_\_\_\_ Time: \_\_\_\_\_  
 E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

<b>Immediate Evacuation – Evacuate the entire building immediately for any of the following serious conditions. Report life safety emergencies by calling 911.</b>	
Walls, support columns, or beams are cracked, bent, twisted, sagging, or leaning.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Uneven floors, major cracks, or obvious structural damage.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Severely damaged ceilings, falling light fixtures, HVAC diffusers, or other ceiling equipment.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Damaged electrical panels, circuits, or exposed electrical wire or components.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>

Flooding from broken or damaged pipe and plumbing systems that affect multiple spaces, not contained, and anticipated to get worse.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Strong and persistent natural gas odor or hissing noise from what might be a gas leak.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Uncontained chemicals or other hazardous materials spill that could present a health exposure, chemical reaction, fire, explosion, or other adverse outcome.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Damaged or leaking compressed gas cylinders, pressure vessels, or hazardous materials storage tanks.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Equipment and furnishings toppled over blocking one or more required exits.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Severely damaged fireproofing that is known to be asbestos-containing, affecting habitable space.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Damage to stairs, stairwells, or exit ways, including doors that will not easily open.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Containment failure of hazardous spaces and processes that could present a health exposure to occupants immediately or after a period of time. Note: Ventilation failure in laboratory space with significant chemical inventory and active processes when there is no emergency power, for example, may require evacuation.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Notes:	
<b>These conditions may not require building evacuation but should be reported and unsafe localized building conditions avoided by building occupants. Provide "DANGER – DO NOT ENTER" signs at access points.</b>	
Elevator stuck between floors or doors stuck closed or partly open	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Displaced or fallen ceiling tiles (avoid occupancy of these spaces)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Equipment, furnishings, supplies spilled or toppled over (but exits are accessible)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Broken/damaged windows, skylights, or other building glass	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Minor and other cosmetic cracks in walls, floors, and partitions	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Lack of water, power, steam, data, and other utilities	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Minor water leaks and localized but contained flooding	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Doors or windows difficult to open or close	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Obvious exterior damage with bricks, mortars, stonework, chimneys	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Contained hazardous material spill/release that does not present health or fire hazard	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Notes:	