# Post-Earthquake Checklist

The purpose of this form is to provide evacuation directors, building coordinators, or other responsible persons a tool to determine if a University building may (or may not) remain occupied following an earthquake when structural assessment experts (ATC-20) are not available. This checklist also serves as a reporting tool to help direct damage assessment teams. Responsible persons should keep hardcopies available or bookmark the link to this form.

The decision to evacuate should be based on the level of damage to the structure. Minor and moderate earthquakes ([magnitude 3.0 to 5.9](https://www.earthquakeauthority.com/Blog/2020/Earthquake-Measurements-Magnitude-vs-Intensity)) generally do *not* require building evacuation. After a major earthquake (magnitude 6.0 to 7.9), it may be necessary for UW personnel and students to shelter in place in University buildings until it is safe to travel.

## Instructions

1. **Complete** [**Checklist 1**](#_checklist_1:_Immediate) **after an earthquake at or above magnitude 3.0.** 
   1. If you mark “yes” to any condition, evacuate the building. Record any safety issue(s) you notice as you exit the building.
   2. If you do *not* mark “yes” to any condition on Checklist 1, it is *not* necessary to evacuate the building. Go to step 2.
2. If no conditions warrant immediate building evacuation, **complete** [**Checklist 2**](#_CHECKLIST_2:_REPORTABLE) **to identify reportable safety conditions.**
   1. Isolate areas that present a hazard; post warning signs to warn occupants.
   2. The evacuation director, building coordinator, or other responsible person should complete two copies of this checklist. Deliver one copy to your campus Emergency Operations Center (via runner if necessary), and provide the second copy to the ATC-20 representative when they arrive.

*Seattle campus Emergency Operations Center*

Location: (UW Tower Suite C-140)

Phone/Fax/Email: 206-897-8000/206-897-8001/disaster@uw.edu

*UW Bothell* *Emergency Management Contact*

Phone/Email: 425-352-5359/uwb-safety@uw.edu

*UW Tacoma Emergency Management Contact*

Phone/Email: 253-692-4416/uwtsafe@uw.edu

1. **It may be necessary to conduct another evaluation following aftershocks.**

Evacuated buildings must remain evacuated until the ATC-20 structural assessment team or local fire department has determined the building is safe for re-entry.

Respond to emerging [building emergencies](https://www.ehs.washington.edu/fire-life/building-emergency-procedures-and-resources) using procedures found on the EH&S website.

## Sheltering in place

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

Email:      Phone:

## checklist 1: Immediate Evacuation

***Evacuate the entire building immediately if you check “yes” to any of the following conditions. Report life safety emergencies by calling 9-1-1.***

|  |  |  |  |
| --- | --- | --- | --- |
| **Condition** | **Yes** | **No** | **N/A** |
| Walls, support columns, or beams are cracked, bent, twisted, sagging, or leaning. |  |  |  |
| Uneven floors, major cracks, or obvious structural damage. |  |  |  |
| Severely damaged ceilings, falling light fixtures, HVAC diffusers, or other ceiling equipment. |  |  |  |
| Damaged electrical panels, circuits, or exposed electrical wire or components. |  |  |  |
| Flooding from broken or damaged pipe and plumbing systems that affect multiple spaces, not contained, and anticipated to get worse. |  |  |  |
| Strong and persistent natural gas odor or hissing noise from what might be a gas leak. |  |  |  |
| Uncontained chemicals or other hazardous materials spill that could present a health exposure, chemical reaction, fire, explosion, or other adverse outcome. |  |  |  |
| Damaged or leaking compressed gas cylinders, pressure vessels, or hazardous materials storage tanks. |  |  |  |
| Equipment and furnishings toppled over blocking one or more required exits. |  |  |  |
| Severely damaged fireproofing that is known to be asbestos-containing, affecting habitable space. |  |  |  |
| Damage to stairs, stairwells, or exit ways, including doors that will not easily open. |  |  |  |
| 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. |  |  |  |

**Notes:**

## CHECKLIST 2: REPORTABLE CONDITIONS

**These conditions may not require building evacuation; however, they should be reported. Post “DANGER – DO NOT ENTER” signs at access points to area(s) with unsafe conditions and advise building occupants to avoid the area(s).**

|  |  |  |  |
| --- | --- | --- | --- |
| **Condition** | **Yes** | **No** | **N/A** |
| Elevator stuck between floors or doors stuck closed or partly open |  |  |  |
| Displaced or fallen ceiling tiles (avoid occupancy of these spaces) |  |  |  |
| Equipment, furnishings, supplies spilled or toppled over (but exits are accessible) |  |  |  |
| Broken/damaged windows, skylights, or other building glass |  |  |  |
| Minor and other cosmetic cracks in walls, floors, and partitions |  |  |  |
| Lack of water, power, steam, data, and other utilities |  |  |  |
| Minor water leaks and localized, but contained, flooding |  |  |  |
| Doors or windows difficult to open or close |  |  |  |
| Obvious exterior damage with bricks, mortars, stonework, chimneys |  |  |  |
| Contained hazardous material spill/release that does not present health or fire hazard |  |  |  |

**Notes:**