

# Strategies for Disaster Planning

Response and Recovery  
Planning in the UW CAUP VRC

M. Dougherty & H. Seneff

VRA Annual Conference, Kansas City, MO March 27-April 1, 2007

**RESPONSE**

**RECOVERY**

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## Personal Safety

critical staff contact list

entering and leaving a disaster area

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## Assessment & Action

identify high priority items  
assess damage  
facilitate cooperative management

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temporary duties



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## Third-party Storage

## Disaster Planning in the UW CAUP VRC



## | Chuck Patch is not dead!

[Chuck Patch](#), Director of Systems at Historic New Orleans Collection, and has been the leader of the Museums Computer Network group. He recent post to the list was: "Chuck Patch is not dead!" He is in Philadelphia! Another colleague posted that he had already known Chuck was okay because googled him and found information about his organization via a [museum's database supplier](#)

*"To those who know MINISIS Inc well, The Collection (Historic New Orleans) has been a long time client and friend of MINISIS Inc. With the recent devastation from Hurricane Katrina, we send out our well wishes to all of the staff at the Collection to pray that they are okay and that New Orleans will return to normality soon. We were overjoyed today to learn that Chuck Patch and Carol Bartels (and their families) were able to evacuate the City before Katrina hit the coast and that they are safe."*

[hurricanekatrina](#)

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September 06, 2005 in [hurricanekatrina](#) | [Permalink](#)

# Reduce risk

“Funds spent prior to an emergency to mitigate damage are funds well spent. Every dollar spent in preparation and mitigation can save seven dollars in recovery” (Flynn, 2007; Yeoman, 2006).

Flynn, Stephen, 2007. *The Edge of Disaster: Rebuilding a Resilient Nation*. Random House: New York, NY.

Yeoman, Brian, 2006. *Houston Disaster Recovery*. Paper presented at the University of Washington Business Continuity Symposium, November 6 in Seattle, WA.



**FRANK LLOYD WRIGHT**  
ARCHITECT

The Museum of Modern Art, New York  
February 20 – May 10, 1994

Frank Lloyd Wright and the Museum of Modern Art are pleased to announce the publication of the book "Frank Lloyd Wright: The Architecture of the Twentieth Century" by the Museum of Modern Art. The book is available for purchase at the Museum of Modern Art. The price is \$25.00. The book is available for purchase at the Museum of Modern Art. The price is \$25.00. The book is available for purchase at the Museum of Modern Art. The price is \$25.00.







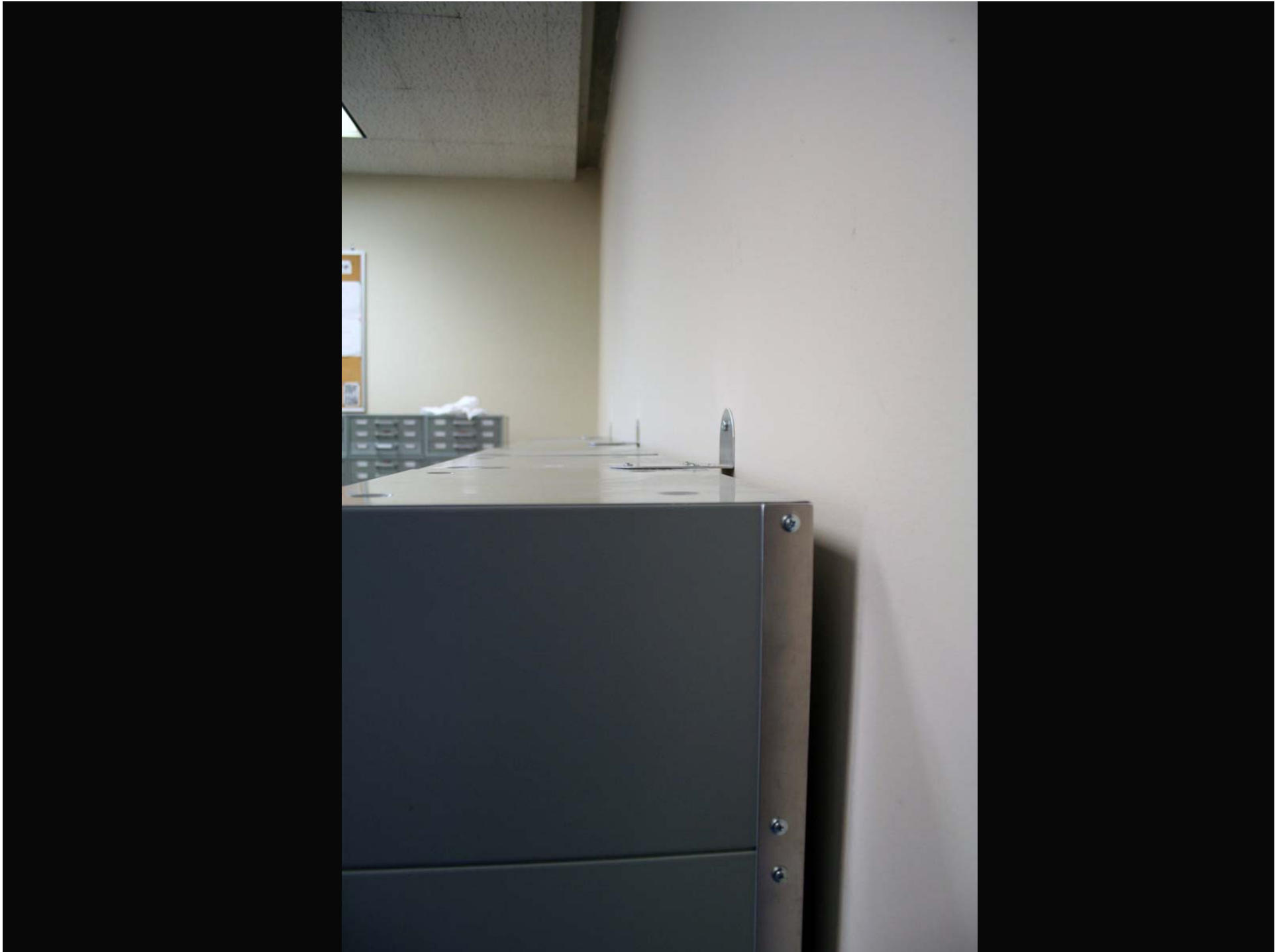






329  
Library Workshop



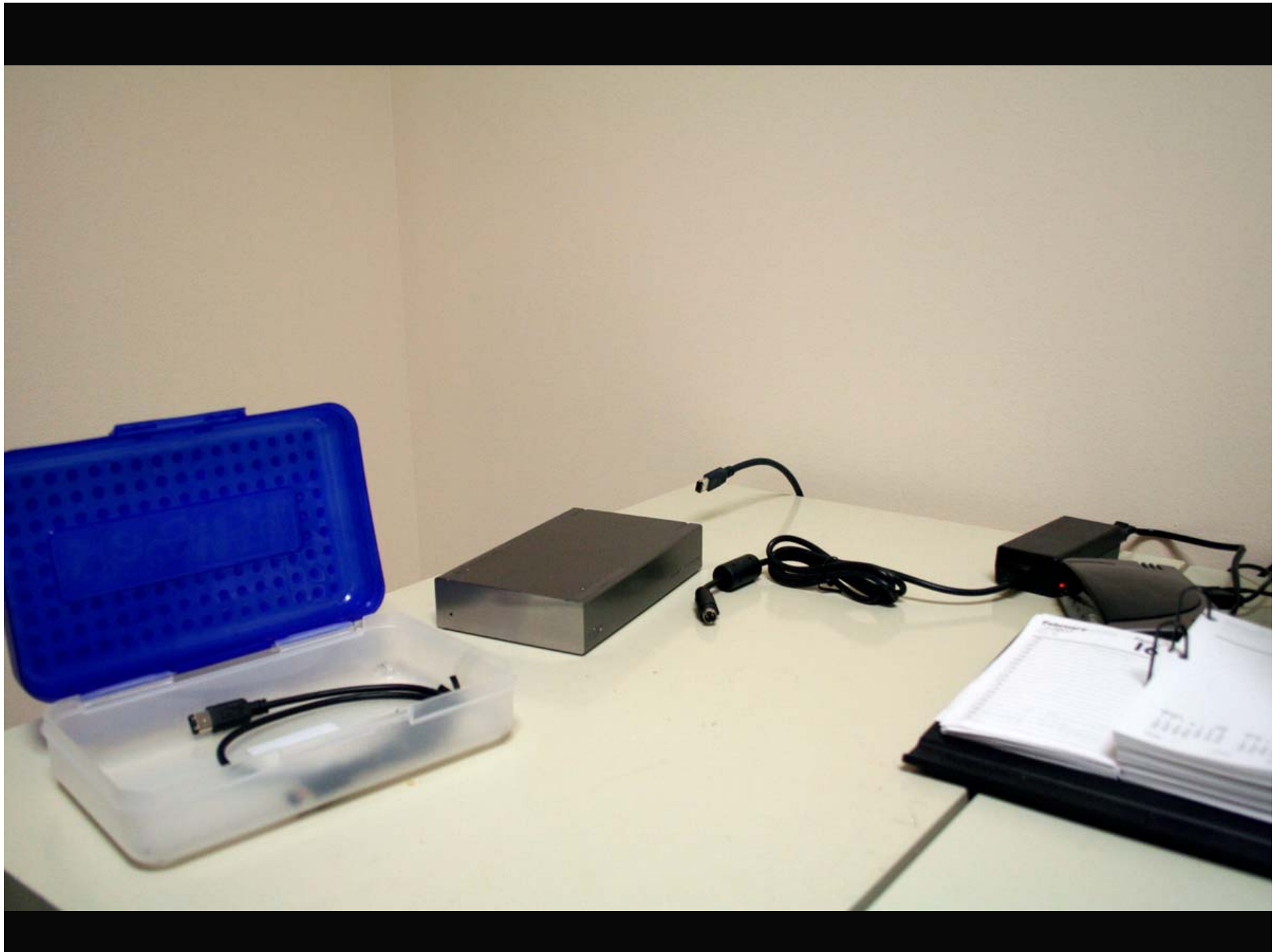














# Records Management



[UW Home](#) > [UWIN](#) > [Business Services](#) > [Records Management](#)

Contact Us

## GENERAL SCHEDULE

General Records Retention Schedule

## RECORDS CENTER

Inactive Records Storage

Using the Records Center

Records Retrieval

Interfiling

Disposition of Records Stored in the URC

Shredding of Confidential Records

## VITAL RECORDS

What is a Vital Record?

Why Are Vital Records so Important?

How Do You Identify a Vital Record?

How Do You Protect and Store Vital Records?

Steps for Offices to Follow

Appendices

## FILES MANAGEMENT

Why Files Management?

File What?

Developing or Improving a File System

Purging

## Vital Records: Appendix 2: Vital Records Checklist

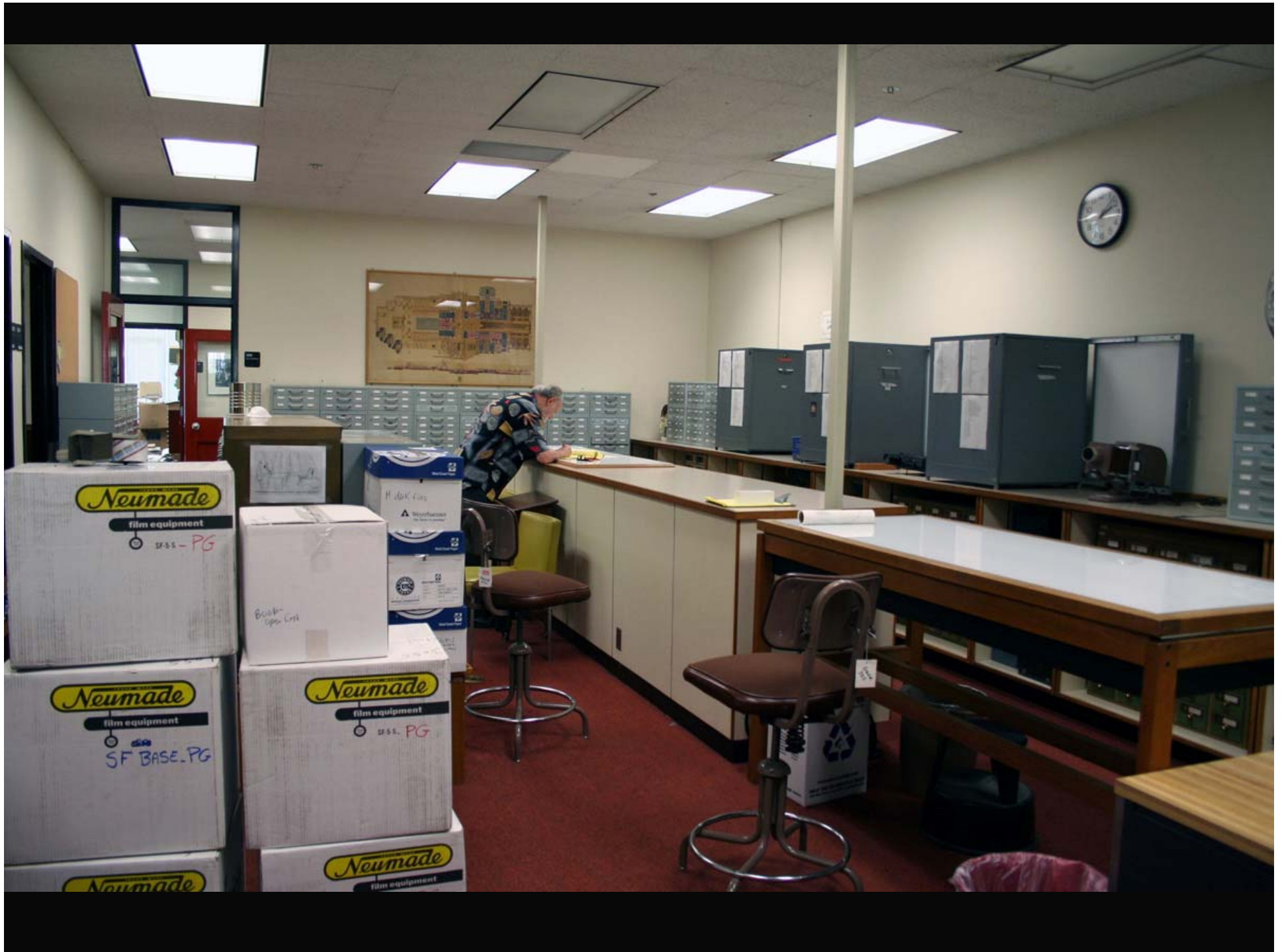
[\(Printer version here\)](#)

Record Title: \_\_\_\_\_  
 Description of Function: \_\_\_\_\_  
 Location: \_\_\_\_\_ Retention: \_\_\_\_\_  
 Format: \_\_\_\_\_ Paper \_\_\_\_\_ Tape \_\_\_\_\_ Disk \_\_\_\_\_ Photo

Answer the following questions for each record series you are evaluating:

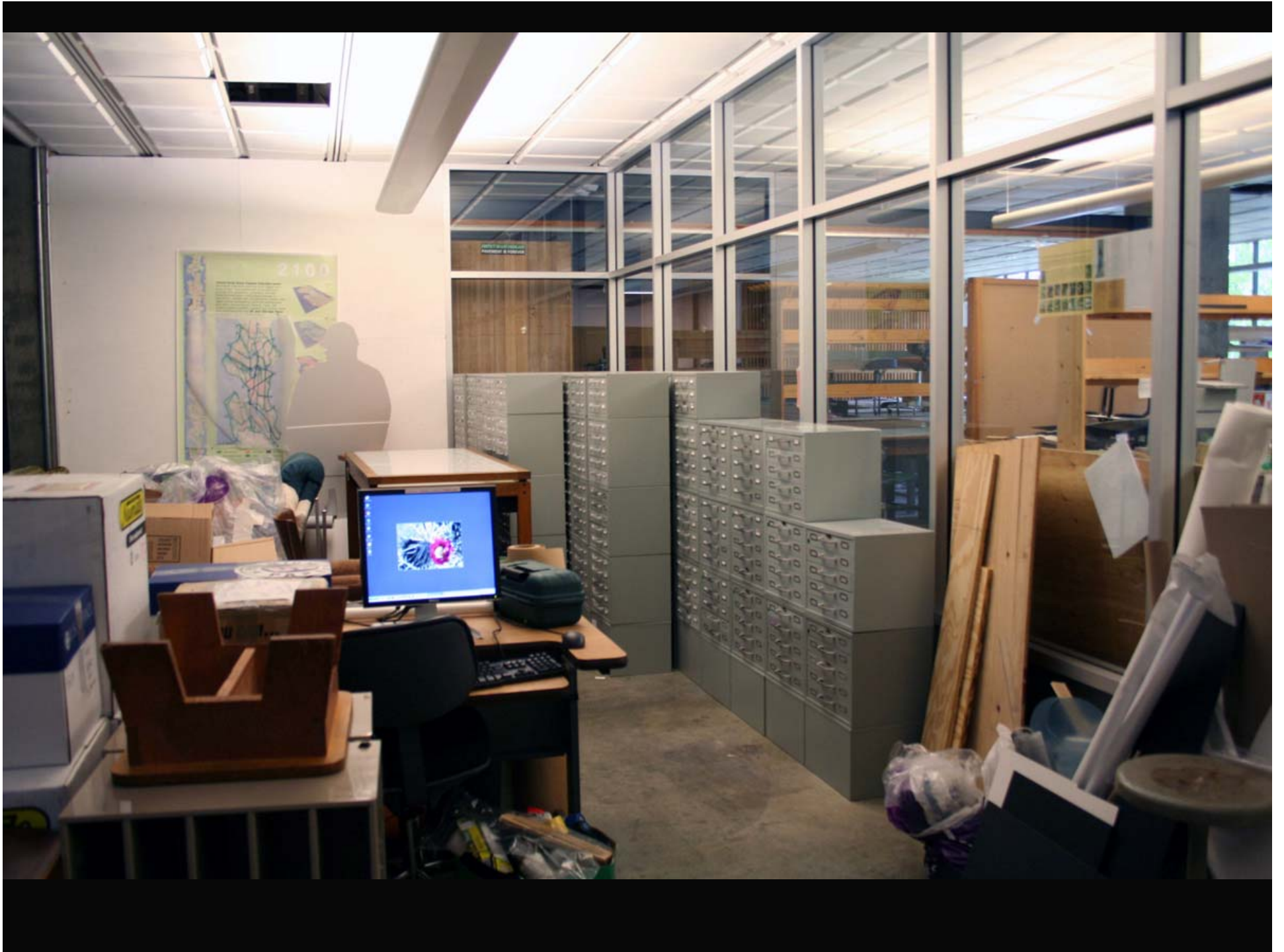
- ◆ What would we be unable to do if these records were destroyed?  
 \_\_\_\_\_
- ◆ Can the work be carried forward without the record?      1   2   3   4   5  
    low   medium   high
- ◆ How high would the consequences to the University be?      1   2   3   4   5  
    low   medium   high
- ◆ How much of an impact would losing the records have on students and UW employees?      1   2   3   4   5  
    low   medium   high
- ◆ How high would reconstruction costs be? (Time and money)      1   2   3   4   5  
    low   medium   high
- ◆ How quickly would the information need to be reproduced?      1   2   3   4   5  
    low   medium   high
- ◆ Can the records be replaced from another source(s)?      1   2   3   4   5  
    Why? \_\_\_\_\_  
    yes   possible   no
- ◆ Can the records be replaced from another source(s)?      1   2   3   4   5  
    Where? \_\_\_\_\_

Add all the circled numbers together for a **TOTAL**: \_\_\_\_\_  
 Key:    1-9 Nonessential    10-19 Useful    20-29 Important    30-35 Vital









# Provide resources

During and after an emergency, staff may need materials in the short term for basic survival; they will need clear instructions on what to do, and they will need redundant communication channels in different media formats.













**WorkForce**  
**ALL PURPOSE TARP**  
**LONA PARA USOS MÚLTIPLES**

19' x 29'6"

**Power Failure Lite**

**First Aid Kit**





**WorkForce**  
**ALL PURPOSE TARP**  
**LONA PARA USOS MÚLTIPLES**

• WATER, MILD, AND TEAR RESISTANT  
• WASHABLE WITH RUSTPROOF ALUMINUM GROMMETS EVERY 36 INCHES  
• HUNDREDS OF USES

• IMPERMEABLE, RESISTENTE A LA ALTA PRESIÓN  
• LAVABLE CON ANILAS DE ALUMINIO RESISTENTE A LA RUSTURA CADA 36 PULGADAS  
• CENTOS DE USOS

ALL PURPOSE TARP IDEAL FOR:  
LONA PARA USOS MÚLTIPLES IDEAL PARA:

5.1 MILS THICK TO RESIST TEARS  
5.1 MILIPULGADAS DE ESPESOR PARA RESISTIR EL DESGASTE

FINISHED SIZE  
TAMANO TERMINADO  
**19' x 29'6"**  
5.79m x 8.99m

**154**  
**Large First Aid Kit**  
Grande kit de primeros auxilios  
Kit de primeros auxilios grande

**Kidde**  
**Multi-Purpose Home**  
Fire Extinguisher

**Ziploc**  
**BIG BAGS**  
XXL  
3 BAGS

IMPROVED TECHNOLOGY  
**5 LED BULBS**  
**Emergency LED Light**  
NO BATTERIES REQUIRED  
5 LED BULBS  
8 minutes + up to 8 hours of light

VRC disaster plan.doc - Microsoft Word

File Edit View Insert Format Tools Table Window Help Adobe PDF Acrobat Comments

Type a question for help

100% Read Arial 14 B I U

Page Break

## Staff Emergency Procedures

### Medical Emergencies: Staff

If a staff member or volunteer is seriously ill or injured:

1. Notify your supervisor immediately.
2. Render the minimum first aid necessary and decide what additional treatment is required (call Fire Department, paramedics, ambulance, other).
3. Do not attempt to move a person who has fallen and who appears to be in pain.
4. Avoid unnecessary conversation with or about the ill or injured person. You might add to the person's distress or fears, increasing the risk of medical shock. Limit your conversation to quiet reassurances.
5. After the person has been taken care of and the incident is over, remain available to help the supervisor with pertinent information for a medical report or, if applicable, a Workers' Compensation report.
6. Contact Personnel for any questions concerning Workers' Compensation.

Page Break

### Medical Emergencies: Visitor

When an employee or volunteer observes a visitor who appears to be ill or injured:

1. Notify your supervisor immediately.
2. Render the minimum first aid necessary and decide what additional treatment is required (call Fire Department, paramedics, ambulance, other).
3. Do not attempt to move a person who has fallen and who appears to be in pain.
4. Avoid unnecessary conversation with or about the ill or injured person or members of his/her party. You might add to the person's distress or fears, increasing the risk of medical shock. Limit your conversation to quiet reassurances.
5. Do not discuss the possible causes of an accident or any conditions that may have contributed to the cause.
6. Under no circumstances should an employee or volunteer discuss any insurance information with members of the public.
7. After the person has been taken care of and the incident is over, remain available to

Draw AutoShapes

Page 1 Sec 1 1/20 At 72pt Ln 1 Col 1 REC TRK EXT OVR



## UNIVERSITY OF WASHINGTON LIBRARIES LIBRARY COLLECTIONS DISASTER PROCEDURES

### LIFE SAFETY COMES FIRST

- ♦ Evacuation, fire, medical and other 9-911 emergencies take precedence over collections. See the UW Emergency Procedures poster.
- ♦ Do NOT enter a damaged area without clearance from fire or safety officials

### CALLS TO MAKE

1. **Building Damage:**

Regular hours: Building Coordinator \_\_\_\_\_  
After hours: Physical Plant: 685-1411

2. **Collection Damage:**

Regular hours: Library Collections Disaster Team \*Call until you get someone on the phone\*:  
♦ Gary Menges, Chair 685-1589  
♦ Betty-Jo Kane, 543-1762  
♦ Stephanie Lamson, 543-4890  
♦ Kathleen Larson, 685-1472  
♦ Kathryn Leonard, 543-2273

After hours: 206-459-6383

3. **Administration:**

Unit Head \_\_\_\_\_  
Library Administration: 3-1760

### WATER LEAK OR FLOOD

1. **Limit Damage**

- ♦ Get water stopped and standing water removed; call the Building Coordinator or Physical Plant (See CALLS TO MAKE: Building Damage numbers above.)
- ♦ Remove materials from water path
- ♦ Cover collections with plastic (See WATER DISASTER SUPPLIES LOCATIONS below.)

2. **Get Help**

- ♦ Make appropriate phone calls (See CALLS TO MAKE above.)

3. **DON'T DON'T DON'T**

- ♦ Open or close books
- ♦ Separate single sheets
- ♦ Press wet books
- ♦ Remove book covers
- ♦ Disturb wet file boxes, prints, drawings or photographs

### WATER DISASTER SUPPLIES LOCATIONS

- ♦ Sheet Plastic \_\_\_\_\_

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**EMERGENCY PROCEDURES**  
UNIVERSITY OF WASHINGTON

**EVACUATION INFORMATION**

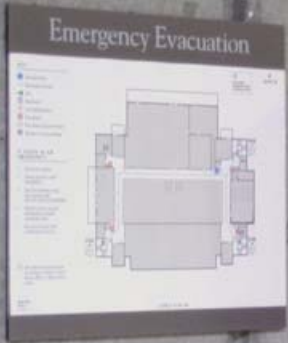
- Evacuate the building using the nearest exit at all times.
- Do not use elevators.
- Only personnel authorized by the University of Washington may return to the building.
- Follow directions given by evacuation orders.
- Do not re-enter the building until authorized to do so by the University of Washington.
- Do not return to the building until authorized to do so by the University of Washington.

**GENERAL INFORMATION**

- Evacuate the building using the nearest exit at all times.
- Do not use elevators.
- Only personnel authorized by the University of Washington may return to the building.
- Follow directions given by evacuation orders.
- Do not re-enter the building until authorized to do so by the University of Washington.
- Do not return to the building until authorized to do so by the University of Washington.

**EVACUATION PROCEDURES**

- When the alarm sounds, stop work and proceed to the nearest exit.
- Do not use elevators.
- Follow the direction of the evacuation route.
- Do not re-enter the building until authorized to do so by the University of Washington.
- Do not return to the building until authorized to do so by the University of Washington.



**FIRE**  
312X3-CDZ-1104







# EMERGENCY PROCEDURES

UNIVERSITY OF WASHINGTON

## EVACUATION INFORMATION

- Evacuate the building using the nearest exit (or alternate if nearest exit is blocked).
- Do not use elevators!
- Take personal belongings (keys, purses, wallets, etc.)
- Secure any hazardous materials or equipment before leaving.
- Follow directions given by evacuation wardens.
- Go to Evacuation Assembly Point (EAP) designated in this building's evacuation plan and on building emergency evacuation signs.
- Assist persons with disabilities.

Shelter Section (SR) Program  
www.dhs.gov/washington-uhc/shelter  
September, 2011

### EARTHQUAKE

- Drop, Cover, Hold under a table or desk or against an inside wall - not in a doorway until the shaking stops.
- After the shaking stops, check yourself and others for injuries and damage. Do not use elevators.
- If you are in a laboratory, turn off gas, water, and electrical equipment.
- If you are in a classroom, turn off computers and other electronic equipment.
- For information on how to prepare for an earthquake, visit the website: [www.ready.gov](http://www.ready.gov) or call 1-800-442-4242.

### POWER OUTAGE

- Remain calm; provide assistance to others if necessary.
- Move equipment to higher levels. Each area is designated by highest signs if the emergency power is operating.
- Turn off and unplug computers and other electronic equipment.
- For information on how to prepare for a power outage, visit the website: [www.ready.gov](http://www.ready.gov) or call 1-800-442-4242.

### FIRE

- Activate the nearest fire alarm pull station and call 9-911 (from campus phones) if possible.
- Evacuate the building.
- Do not enter building until authorized by emergency personnel.

### HAZARDOUS MATERIALS RELEASE

- If an emergency or if anyone is in danger, call 9-911 (from campus phones).
- Move away from the site of the hazard to a safe location.
- Follow the instructions of emergency personnel.
- Alert others to stay clear of the area.
- Notify emergency personnel if you have been exposed or have information about the release.

### SUSPICIOUS PERSON

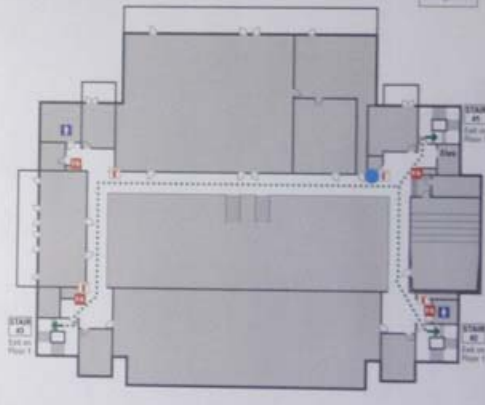
- Do not physically confront the person.
- Do not let anyone enter a locked building/office.
- Do not block the person's access to an exit.
- Call 9-911 (from campus phones). Provide as much information as possible about the person and their direction of travel.

### SUSPICIOUS OBJECT

- Do not touch or disturb objects.
- Call 9-911 (from campus phones).
- Notify your supervisor and/or the building coordinator.
- Be prepared to evacuate.

# Emergency Evacuation

- KEY**
- You Are Here
  - Evacuation Route
  - Exit
  - Room
  - Fire Extinguisher
  - Fire Alarm
  - Fire Alarm Control Panel
  - Symbol of Accessibility



## IF THERE IS AN EMERGENCY

- Sound the alarm.
- Assist persons with disabilities.
- Exit the building using the nearest exit. **DO NOT USE ELEVATORS!**
- Report to the nearest designated outside assembly area.
- Do not re-enter until authorized to do so.

Basement  
Floor 1  
10/10/11

LEARN TO LIVE



# Emergency Management

UW Home > UWIN > Business Services > Emergency Management

Immediate  
Emergency Assistance

- INFORMATION FOR:**
- Students
  - Faculty/Staff
  - Internal UW Partners, Planners & Responders
  - Resources for other Colleges/Universities

- EMERGENCY PLANS**
- Emergency Response Management Plan
  - UW Emergency Procedures Poster
  - Emergency & Fire/Evacuation Resources
  - Studies & Special Reports

- PREPARING**
- Preparing Yourself & Your Family
  - What to Do in Case of an Emergency
  - CERT & The University of Washington
  - People That Can Help You Prepare
  - Reducing Your Risk
  - Disaster Grants
  - Other Resources



UW Emergency Management (UWEM) is an office within Business Services that is responsible for developing and implementing programs and projects in emergency planning, training, response, and recovery. Our mission is to promote campus disaster planning, mitigation, response and recovery. For detailed information on UW programs, our mission, vision, values and 5-year strategic plan, please click [here](#). Included in this site are guidelines for what to do in case of various emergencies or disasters.

The kinds of emergencies that can happen on our campus include:

- [Earthquakes](#)
- [Winter Storms](#)
- [Other Severe Storms](#)
- [Fires](#)
- [Hazardous Materials Incidents](#)
- [Terrorism](#)
- [Extreme Heat](#)

In addition to the emergency preparedness information contained on this web site, you will find links to many other web sites pertaining to emergency preparedness.

Welcome to our site. We hope you find this information useful.

In accordance with Federal, State, local and [University regulations](#) the University of Washington has established a comprehensive emergency and disaster preparedness program to protect its people, resources and environment.



- FAMILY PREPAREDNESS
- SIGN UP FOR NEWS
- BUSINESS CONTINUITY
- EXECUTIVE VP's MESSAGE
- PAST UWEM EVENTS

**WHAT'S NEW**

**Emergency Management News**

- Join the UWEM "Gilligan's Island" Castaways at BIZTECH, 3/14 - Stop by the UWEM Booth at the U-wide BIZTECH Fair on March 14th at the HUB Ballroom. Your UWEM friends (Gilligan, the Skipper, Maryann, Mrs. Howell and Ginger) will be providing tips and freebies to show you how you can best prepare for any disaster, even being stranded on a tropical island.

[News Archive](#)







Immediate  
Emergency Assistance

INFORMATION FOR:

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- Reducing Your Risk
- Disaster Grants
- Other Resources

Search UWEM

[Site Map](#)

BALANCED SCORECARD



- [Download the Emergency Procedures Poster \(PDF\)](#)
- [Download the Emergency Procedures Poster \(PDF\) \(8.5 x 11\)](#)
- [Download the UW-Bothell Emergency Procedures Poster \(PDF\)](#)
- [Download the UW-Tacoma Emergency Procedures Poster \(PDF\)](#)

# EMERGENCY PROCEDURES

## UNIVERSITY OF WASHINGTON

### EVACUATION INFORMATION

- ◆ Evacuate the building using the nearest exit (or alternate if nearest exit is blocked).
- ◆ Do not use elevators!
- ◆ Take personal belongings (keys, purses, wallets, etc.)
- ◆ Secure any hazardous materials or equipment before leaving.
- ◆ Follow directions given by evacuation wardens.
- ◆ Go to Evacuation Assembly Point (EAP) designated in this building's evacuation plan and on building emergency evacuation signs.
- ◆ Assist persons with disabilities.

### EARTHQUAKE

- ◆ Drop, Cover, Hold under a table or desk or against an inside wall - not in a doorway - until the shaking stops.
- ◆ After the shaking stops, check yourself and others for injuries and move toward the nearest exit or alternate.
- ◆ Evacuate the building.
- ◆ Do not leave the area/campus without reporting your status to your instructor, building coordinator or Fire/Floor Warden.
- ◆ Go to your nearest campus Mass Assembly Area for more information and critical updates.

### FIRE

- ◆ Activate the nearest fire alarm pull station and call 9-1-1 if possible.
- ◆ Evacuate the building.
- ◆ Do not enter building until authorized by emergency personnel.

### HAZARDOUS MATERIALS RELEASE

- ◆ If an emergency or if anyone is in danger, call 9-1-1.
- ◆ Move away from the site of the hazard to a safe location.
- ◆ Follow the instructions of emergency

### POWER OUTAGE

- ◆ Remain calm; provide assistance to others if necessary.
- ◆ Move cautiously to a lighted area. Exits may be indicated by lighted signs if the emergency power is operating.
- ◆ Turn off and unplug computers and other voltage sensitive equipment.
- ◆ For information about a prolonged outage, tune to radio KIRO 710 AM, and/or call UW 206-897-INFO (4636).

### SUSPICIOUS PERSON

- ◆ Do not physically confront the person.
- ◆ Do not let anyone into a locked building/office.
- ◆ Do not block the person's access to an exit.
- ◆ Call 9-1-1. Provide as much information as possible about the person and their direction of travel.

### SUSPICIOUS OBJECT

- ◆ Do not touch or disturb object.
- ◆ Call 9-1-1.
- ◆ Notify your supervisor and/or the building coordinator.
- ◆ Be prepared to evacuate

VRCsafetyfirst : Safety First - Microsoft Internet Explorer

File Edit View Favorites Tools Help


Address <http://tech.groups.yahoo.com/group/VRCsafetyfirst/> Go Back

Google Go Web Search Bookmarks Settings Mail My Yahoo! Answers Games Yahoo! Anti-Spy

VRCsafetyfirst : Safety First Add Tab

Yahoo! My Yahoo! Mail Make Y! your home page Search: Web Search

YAHOO! TECH Groups Sign In New User? Sign Up Tech - Groups - Help



It's UPS early morning delivery.  
\* Rollover for video.

VRCsafetyfirst · Safety First

Home  
Messages

Members Only

- Post
- Files
- Photos
- Links
- Database
- Polls
- Members
- Calendar
- Promote

Info Settings

Group Information

- Members: 2
- Category: Email
- Founded: Mar 1, 2007
- Language: English

Already a member?  
Sign in to Yahoo!

Home

Activity within 7 days: 4 New Links - 3 New Photos


Join This Group!

**Description**

Emergency Contacts and Resources for the Visual Resources Collection in the College of Architecture and Urban Planning at the University of Washington, Seattle.

This site will serve to communicate information to VRC staff and College staff and faculty in case of a Level 2 or Level 3 emergency (disruption of services for more than 12 hours).

Contents of the site include the Visual Resources Collection's Disaster Plan, inventory of equipment in the Collection, and contact information for the Collection's director and student staff.



**Most Recent Messages**

(Group by Topic)

(No messages for this group)

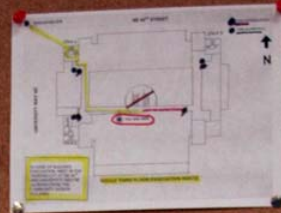
Group Email Addresses

Done Internet





EMERGENCY  
SUPPLIES,  
FIRSTAID KIT  
←



Visual Reviewers Collection

DISASTER PLAN

March 20, 2007

IMMEDIATE EMERGENCY RESPONSE

- Assess your own safety and that of nearby people.
- Exit using a co-worker or another person in the area.
- Act to protect lives, then physical property.

UNEP/UNEP/UNEP

MAKE THE FOLLOWING PHONE CALLS in the order shown, based on the type of emergency:

CALL 911 first in case of a person call off station

WHO TO CALL	WHAT TO CALL
Name of Laboratory	The Supervisor
Phone	The Supervisor
Emergency	911
Medical	911
Water / Electrical Emergency	UNEP/UNEP/UNEP





# Emergency Communications System (ECS)

## [How to Order Service or Equipment](#)

### Introduction

The Emergency Communications System (ECS) provides limited telephone capacity for critical campus departments responsible for responding to University-wide emergencies. The system utilizes alternative network connections to maximize calling capabilities when the public telephone network is congested or disrupted.

### ECS Dialing Procedures

- [Operator Directory](#)
- [Calling Another UW Extension](#)
- [Calling A Local Seattle, Everett, Tacoma, or Olympia Number](#)
- [Calling A Toll-Free Number](#)
- [Calling A Long Distance Number Using UWATS](#)
- [Calling A Long Distance Number Using A Personal Calling Card](#)
- [Reaching An ECS Extension Directly From An Outside Phone](#)

### ECS Phone Features

- [Call Forwarding All Calls](#)
- [Call Park](#)
- [Call Pickup](#)
- [Call Transfer](#)
- [Call Conference](#)
- [Call Waiting](#)
- [Last Number Redial](#)
- [Speed Calling](#)
- [Voice Mail](#)

### Operator Directory

Campus Operator	206-685-6000
ECS Attendant	9-206-525-5400

### ECS Dialing Procedures

#### Calling Another UW Extension



# **UW EMERGENCY ..... 911**

UW Information Line .....206.UWS.INFO (897.4636)

Toll Free.....1.866.897.4636

UW I'm Okay Hotline .....1.888.UWS.I'MOK (897.4665)

UW Police Department .....206.543.9331

UW Switchboard .....206.543.2100

UW Homepage .....www.washington.edu

Office of Emergency Management.....206.897.8000

[www.washington.edu/emergency](http://www.washington.edu/emergency)

Emergency Alert System Radio Station..... KIRO 710 AM



# Strategies for Disaster Planning

Response and Recovery  
Planning in the UW CAUP VRC

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