

## Evacuation Director Post-earthquake Checklist

Complete this checklist following a mild earthquake. Evacuation Directors should use extreme caution and care when surveying their building. If the answer is YES for those items which list (**Evacuate**), then evacuate the building (unless conditions outside the building are too hazardous for evacuation and assembly). Notify UWPD at 9-1-1 (or by runner if the telephone system is not working) to report the building evacuation and the reason(s) for the evacuation. The building will remain evacuated until ATC-20 structural assessment teams and/or Seattle Fire Department has cleared the building for re-entry.

If the evacuation director checks YES on one of the items on the checklist that does not list an (**Evacuate**) notation, then the evacuation of the building is at the discretion of the Evacuation Director. Consider if the observed conditions represent a safety or health risk to workers, students, or visitors to the building. Also report any hazardous materials spills/leaks and utility line damage to 9-1-1.

Whether the building is evacuated or re-entered, deliver a copy of this completed checklist to either the Unit Response Center or the EOC. Post a completed copy near the main entrance(s) for emergency response personnel to reference.

Building Name:	_____	Date:	_____
Evacuation Director:	_____	Time:	_____
Evac. Director E-mail:	_____	Phone:	_____

### Utilities

Is the power out? (**Evacuate**)

Are there any damaged, leaking or ruptured utilities? (**Evacuate**)

Do you smell natural gas or hear a hissing noise from a gas leak? (**Evacuate**)

Are there any light fixtures that are hanging loose from the ceilings, fallen on the floor, or any exposed wires? (**Evacuate**)

Is there evidence of leaking or ruptured water lines, such as water leaking from ceilings, floors, or walls? (**Evacuate**)

Are there damaged steam pipes or radiators? Is there visible steam leaking from these sources? (**Evacuate**)

Are there exposed, damaged, frayed, or broken electrical cords, electrical wire/cable, or cable conduit? (**Evacuate**)

Are there damaged sinks, toilets, piping or other plumbing? (**Evacuate** if water is leaking or running uncontrolled)

Is hot water heater(s) detached or leaking? (**Evacuate** if the water heater is gas-fired)

Are telephones and/or computer network out of order?

## Mechanical / Electrical Equipment

Is there damaged air handling equipment such as fans, fan motors, or ductwork? **(Evacuate)**

Are there damaged electrical panels, circuit breakers, or leaking transformers?

Are elevator doors stuck in a closed or partially open position? **(Evacuate)**

Is the elevator stuck between floors? **(Evacuate)**

Have any appliances such as refrigerators and freezers toppled over?

## Hazardous Materials / Conditions

Are there fires in the building too large to be contained by a trained and competent person with a fire extinguisher (larger than a wastebasket)? **(Evacuate)**

Have hazardous chemicals or other hazardous materials leaked or spilled, and is the spill larger than can be cleaned up with a chemical/biological spill kit by competent and trained personnel? **(Evacuate)**

Are there any damaged or leaking compressed gas cylinders, high pressure vessels, or storage tanks? **(Evacuate)**

Have numerous bookcases, filing cabinets, computer monitors, and other building furnishings toppled over? Are they blocking emergency exits? **(Evacuate)**

Is there damaged pipe insulation or fireproofing that are labeled or known to be asbestos-containing? **(Evacuate)**

Walls, Floors, Ceilings, and Windows
Are there uneven floors, buckled carpets, or broken tile/vinyl flooring? ( <b>Evacuate</b> )
Do any walls, support columns, or beams appear bent, twisted, sagging or leaning? ( <b>Evacuate</b> )
Are there severe cracks in the walls? ( <b>Evacuate</b> )
Are there any doors or windows difficult to open or close? ( <b>Evacuate</b> )
Is the suspended ceiling framework bent, twisted, or fallen? ( <b>Evacuate</b> )
Is there damage to stairs, stairwells, or handrails?
Are there displaced or fallen ceiling tiles?
Are there damaged or broken windows and/or window frames?

Building Façade / Outdoors
Are any outside building components (brick, mortar, stonework, chimneys) cracked or broken? Are there chunks of debris on the ground near the base of the building?
Are there downed trees, power poles, and electrical wires outside the building?

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