Emergency Preparedness Quick Reference

SCHOOL OF DENTISTRY
UNIVERSITY OF WASHINGTON

Main Campus: 1959 NE Pacific Street
Seattle, WA 98195

Center for Pediatric Dentistry Campus: 6222 NE 74th Street
Seattle, WA 98115

Exposures:

- **STOP** work immediately.
- **EYES**: Immediately wash eyes at eye wash station for 15 minutes while holding eyelids open.
- **SKIN**: Scrub exposed area thoroughly with warm soapy water for 15 minutes.
- **NOTIFY** Exposure Hotline:
  
  Between 8:00am—5:00pm: **CALL** Exposure Hotline at 206-351-2268.
  After 5:00pm: **GO** directly to UWMC Emergency Room.
  
  CPD Employees: Contact your Clinic Supervisor and attending faculty member, then call the Exposure/Incident Hotline at 206-351-2268.

- **REPORT** incident within 24 hours.

  If injured person is a patient or a visitor:
  

- Use first aid kit if necessary.
- First aid kits are available in all clinics and labs.
- Contact your personal health care provider OR if necessary, go to UWMC Emergency Room (normal fees will apply).
- Students may contact Hall Health - 206-685-1011.
- Notify supervisor/instructor/clinic manager.

- Report incident **within 24 hours**:
  - If injured person is a patient or a visitor: [https://dental.washington.edu/health-and-safety/](https://dental.washington.edu/health-and-safety/)
  - If injured person is a student, staff, or faculty: [https://oars.ehs.washington.edu/Oars/LoginUWWashington](https://oars.ehs.washington.edu/Oars/LoginUWWashington)

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**Power Outages**

- Locate a light (phone/flashlight).
- Turn off/unplug computers and sensitive equipment.
- Identify procedures for stabilizing patients or dismissing.
- If leaving the area, let others know.
- Consider ventilation if continuing to work.
- Listen to KOMO 1000AM or call 206-897-4636 for information during prolonged outage.

- PULL nearest fire alarm.
- LEAVE area ASAP.
- If safe, secure hazardous materials.
- Take coat, keys, personal essentials.
- Close and lock doors.
- EVACUATE building—use stairs; if smoke is present, keep head low; assist others.
- SHELTER disabled individuals who cannot evacuate; notify emergency personnel of their location.
- Go to assembly point - know where you are to meet.
- DO NOT re-enter building until authorized.

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- Drop, cover, hold under desk (not doorway).
- Check for injuries and assist others.
- Secure hazardous materials/equipment.
- Take coat, keys, essential personal belongings if safe to do so.
- Evacuate building - use stairs.
- Watch for hazards/falling objects; expect aftershocks.
- Go to predetermined assembly point - know where your work group has agreed to meet.
- Notify emergency personnel if anyone is trapped inside.
- Do not leave campus without notifying co-workers.
- DO NOT re-enter building until authorized.
Do not confront person!

- Urgent and imminent threats: Call 9-1-1
- Have predetermined ‘code word’.
- Have an escape route.
- Potential or suspected threats: Call 206-685-SAFE (7233) for consultation.
- Report incident to your supervisor.

Prohibited Behaviors are:

⇒ Threatening violence
⇒ Violence
⇒ Harassing or intimidating others
⇒ Interfering with an individual’s legal rights of movement or expression
⇒ Disrupting the workplace, academic environment or the ability to provide service to the public.


Violent or threatening behavior can include:
physical acts, oral or written statements, harassing email messages, harassing telephone calls, threatening gestures or behaviors such as stalking.


SOD Equipment Locations

Medical emergency equipment in dispensaries:

- **Blood Pressure Cuffs:**
  - All sizes: D2/D3, OS, AGD, DECOD, Endo, DUCC and Oral Medicine.
  - One size: Ortho, Grad Pros
- **O2 Tanks**: outside of dispensaries
- **AED**: Faculty Practice, D165, AGD, D2, D3, DECOD, DUCC/OM, Endo, Grad Pros, Ortho, OMFS
- **Wheel Chairs**: DECOD (B323), OS (B350), DUCC (B229), AGD (D258), Grad Perio (B403) and Patient Registration (B307)

Make sure you know where the land lines are located in each clinic you work!
• UW Police Department  
  Non-emergency: 206-685-8973  

• Seattle Fire Department, Station 34  
  General Information: 206-386-1400  

• Facilities Services (i.e. gas leak, heat, water, vents, elevators,  
  lights, suction): For non-emergencies call 206-543-3010  
  For emergencies, call 24/7 hotline at 206-685-1411  

• Custodial Services (i.e. trash pickup, non-hazardous  
  spills, restroom supplies): 206-685-1500  

• Environmental Health & Safety (chemical spills):  

• Employee Health: 206-685-1026  

• UW CareLink: 1-866-598-3978 or online at:  
  https://uwashington.personaladvantage.com (use UW as the  
  organizational code to log in)  

• Crisis Clinic: 1-866-427-4747  

• Lost and Found (Health Sciences): 206-685-0143