



DEPARTMENT OF
ECOLOGY
State of Washington

Lacey/Headquarters (HQ)

Building Emergency Procedures

December 2024

Purpose of This Document

The purpose of the document is to provide comprehensive emergency procedures for the Lacey Ecology Building, including guidelines for responding to various emergencies such as building problems, power outages, bomb threats, earthquakes, medical emergencies, active threat situations, fires, and severe storms. It includes specific steps for employees, supervisors, and managers to ensure safety, proper communication, and effective response during emergencies.

Publication Information

This document is available on the Department of Ecology's Safety SharePoint at [Safety - ECY Safety Plans & Manuals](#).

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Building Issues and Maintenance

If you encounter building-related issues at the Lacey/Headquarters (HQ) Building, follow these steps to ensure prompt resolution:

How to Report Issues

1. Use JIRA for Non-Emergencies:

- Go to Inside Ecology and click on **Ecology Service Center** on the homepage.
- From there, navigate to the Staff Services/Facilities and select **Service Requests**.
- Log in with your work email to submit your request or report an issue (e.g., structural, electrical, water, mechanical, or other building-related concerns).

2. Call for Assistance:

- Dial **(360) 407-HELP (360-407-4357)** and press **1** to reach the Staff Services Help Desk.

3. Additional Support Numbers:

- **Main Reception:** (360) 407-6000
- **Ecology Security:** (360) 407-6898

DO:

- Use JIRA to report all non-urgent issues, including building repairs, maintenance needs, or problems caused by natural disasters.

DO NOT:

- Use JIRA to report emergencies. Instead, call 9-911 for life-threatening situations.

Power Outages

Some power outages might only affect localized areas of the Lacey Building. If you suspect a localized power outage, submit a **JIRA ticket to Facilities** through the **Inside Ecology portal** to report a power outage or check building status. If unable to access JIRA due to the outage, call **(360) 407-HELP (360-407-4357)** and press **1** to reach the **Staff Services Help Desk**.

DO:

- Turn off all equipment, especially sensitive electronics, until power stabilizes. Use power strips for convenience.
- Report localized outages via JIRA or call 360-407-4357 if JIRA is unavailable, providing detailed information.
- Secure personal belongings as lighting loss may increase the risk of misplacement.
- Follow Facilities Operations and Staff Services (FOSS) instructions to ensure safety and minimize disruptions.

DO NOT:

- Call Puget Power; Facilities Operations and Staff Services (FOSS) instructions will coordinate with utility providers.
- Use candles or matches; instead, use flashlights or battery-operated lights.
- Leave heaters, fans, or other similar equipment plugged in before leaving.
- Use elevators during outages, you might get stranded.

Bomb Threats

In the event of a bomb threat, immediately call **911** to report the threat and notify **Security** at (360) 407-6898. Check your work area and nearby spaces for unusual or suspicious items, but do not touch or move anything.

If you find something suspicious, alert Security and ensure the area is evacuated. Evacuate calmly, ensuring disabled individuals have assistance. Take essential items (e.g., coat, wallet, medications, keys) and assemble at least **300 feet** from the building. Wait for official clearance before re-entering the building.

DO:

If you receive a threat:

- Stay calm and gather as much information as possible from the caller, including details about the threat and their location if mentioned.
- Call 911 immediately, providing your name, location, and all available information about the threat.
- Notify Security at (360) 407-6898 to ensure building safety protocols are initiated.

If you find something suspicious:

- Notify Security at (360) 407-6898 to ensure building safety protocols are initiated.

DO NOT:

- Touch, handle, or move any suspicious packages.
- Activate the fire alarm, as it may escalate the situation.
- Use radio transmitters (e.g., two-way radios) near a suspicious package to avoid potential triggering.
- Re-enter the building until an official All-Clear signal is issued.

Earthquakes

During an earthquake, it is crucial to prioritize your safety and the safety of those around you. Stay calm and take immediate protective actions to minimize risks from falling objects, structural damage, or aftershocks. After the shaking stops, assess your surroundings and follow the guidance of emergency personnel to ensure a safe and orderly response. Only evacuate if directed or if you are in immediate danger.

In Case of Evacuation:

- Emergency Action Team members will guide the evacuation to ensure it is orderly and safe. Assist disabled individuals as required.
- Take First Aid kits, emergency supplies, and any essential items, such as your coat, wallet, medications, and car keys.
- Follow all instructions from emergency personnel and proceed to designated evacuation assembly areas.
- Stay clear of the building and other unsafe areas until authorized personnel declare it safe to re-enter.

DO:

- **Drop, Cover, and Hold:** Protect yourself by dropping to your hands and knees, taking cover under a sturdy table or desk if available, or positioning yourself against an interior wall away from windows. Hold on until the shaking stops.
- Keep a safe distance from windows, bookcases, file cabinets, mirrors, and hanging objects that could fall or break.
- Stay in place for several minutes after the shaking, as aftershocks may follow.
- Turn off electrical equipment, including computers, to prevent damage or electrical hazards.
- Assess injuries among coworkers and aid if it is safe to do so.
- Report any suspicious odors (e.g., gas leaks or chemical spills) to Facilities staff immediately.
- Follow all instructions provided by Emergency Action Team members.

DO NOT:

- Exit the building unless you are in immediate danger or instructed to do so.
- Use elevators during or after the earthquake.
- Approach windows or glass surfaces, as they may shatter and cause injury.
- Enter the parking garage until Facilities staff have inspected and cleared it for safety.

Medical Emergencies

In a medical emergency, call **911** to report the situation and request medical assistance. Notify **Main Reception** at (360) 407-6000 with the emergency details and location. For assistance outside regular hours, contact **Ecology Security** at (360) 407-6898. Act promptly while following the guidelines below to ensure safety and proper response.

DO:

- Designate someone to call **911** and notify Main Reception of the emergency.
- Provide first aid or assistance only within the scope of your training.
- Send someone to meet paramedics at Main Reception or the closest entrance to the emergency location and escort them to the patient.
- Assist paramedics by providing accurate information about the victim's condition and any first aid measures already taken, if known.

For Supervisors and Managers:

- Obtain emergency contact information and notify the employee's family, enlisting support from Human Resources if needed.
- Follow up with the employee later in the day or the next day to offer support and assistance as appropriate.

DO NOT:

- Attempt to move the injured person unless their life, limb, or eyesight is at risk of immediate harm.
- Administer medical treatment, first aid, or CPR beyond your level of certified training.
- Transport the injured or ill person in your vehicle.
- Deliver devastating or tragic news to a family member over the phone; seek guidance and assistance from Human Resources.

Violence or Threats

In the event of physical violence, a threat of violence, or immediate physical danger, **remove yourself from harm and call 911** immediately to report the situation. Notify **Ecology Security** at (360) 407-6898 to assist with de-escalation and ensure safety. If 911 has not yet been called, contact **Main Reception** at (360) 407-6000 to alert them and ensure emergency responders are contacted. Prioritize your safety and follow the steps below.

DO:

- Remove yourself from harm and seek a safe location.
- Call 911 for any physical violence, threats, or immediate danger.
- If you can do so safely, observe the assailant carefully and note identifying details such as appearance, clothing, and behavior.
- Notify Ecology Security at (360) 407-6898 to assist in de-escalating the situation and coordinating a response.
- Work with coworkers to calmly diffuse the situation if it is safe to do so, and ensure authorities are contacted if there is any threat in your area.
- Contact your supervisor from a secure location to report the situation.

DO NOT:

- Argue with the assailant, an unbalanced person, or a robber, as they may be armed or unpredictable.
- Block the assailant's exit or attempt to physically restrain them.
- Engage in physical retaliation unless defending yourself as a last resort.
- Pursue or chase the assailant after they leave.

Active Shooter

In the event of an active shooter, prioritize your safety and take immediate action to protect yourself and others. Following the "Run, Hide, Fight" protocol, endorsed by national safety standards, can increase your chances of survival. If you are in a safe location and can do so, **call 911** to report the situation. Stay calm, assess the situation, and respond appropriately based on the circumstances.

DO:

Run:

- Evacuate immediately if it is safe to do so, using the nearest accessible exit.
- Encourage others to leave with you, but do not let their hesitation stop you.
- Leave all belongings behind to ensure a quick and safe escape.
- When safe, call 911 and provide as much information as possible about the shooter's location, appearance, and actions.

Hide:

- If evacuation is not possible, find a secure hiding place out of the shooter's view.
- Lock the door and barricade it with heavy objects to prevent entry.
- Silence your cell phone and other noisemaking devices and remain silent.
- Stay low and keep out of sight.

Fight:

- As a last resort, and only if your life is in immediate danger, take action to defend yourself.
- Use physical aggression and improvised weapons to incapacitate the shooter.
- Commit fully to neutralizing the threat.

DO NOT:

- Delay your escape due to indecision by others.
- Stop to gather personal items.
- Allow yourself to be cornered or trapped in an unsecured location.

Fires

Fires can spread rapidly, so it's essential to act quickly and prioritize safety. Familiarize yourself with evacuation routes, fire extinguisher locations, and assembly areas. Always follow the guidance of Emergency Action Team (EAT) members to ensure an orderly response. Prepare ahead of time to protect yourself and others in an emergency.

If you detect smoke or fire, **activate the nearest fire alarm pull station** immediately to alert the building. From a safe location, **call 911** to report the fire, providing detailed information about its location and severity. After evacuating, proceed to the **primary assembly point** behind the facility in the field near the volleyball net. If this area is inaccessible, use the **secondary assembly point** in front of the building near the main entrance between the light poles.

DO:

- If you see smoke or fire, shout "Fire!" to warn others and activate the nearest fire alarm pull station.
- Call 911 from a safe location and provide detailed information about the fire.
- Follow instructions from Emergency Action Team (EAT) members to ensure a safe and orderly evacuation.
- Walk calmly to the nearest exit, ensuring all doors are closed behind you to help contain the fire.
- Take essential items like your coat, wallet, medications, and car keys, but do not delay your evacuation.
- Assemble in designated assembly areas to be accounted for by emergency personnel.
- Wait for the official All-Clear from the Fire Department before re-entering the building.
- Learn the locations of fire extinguishers throughout the building, typically near coffee bars and hallways outside women's restrooms.
- Use a fire extinguisher only if trained and if the fire is small and contained.

For Supervisors and Managers:

DO NOT:

- Use elevators during a fire evacuation.
- Remain in the building after the alarm sounds.
- Assemble in fire lanes, which are reserved for emergency vehicles.
- Re-enter the building until the Fire Department issues an official All-Clear.
- Attempt to drive away during the incident, as this could block emergency responders and delay their efforts.

- Ensure all staff evacuate safely and calmly using the nearest exit.
- Confirm that disabled personnel have assistance during evacuation and are safely exiting the building.

Severe Storms and Inclement Weather

Severe storms and inclement weather can pose significant risks, especially in Washington State, where conditions can change rapidly. Stay informed, plan ahead, and follow travel advisories to prioritize your safety. If travel is unavoidable, inform someone of your plans, dress in layers for warmth, and take precautions to avoid hazardous situations.

For updates, call **(360) 407-4357** (press 1) for building status, **Main Reception** at **(360) 407-6000**, or **511** for statewide travel and weather information. Toll-free travel updates are available at **1-800-695-ROAD (1-800-695-7623)**, and ferry updates at **(206) 464-6400** or **888-808-7977**.

DO:

- Monitor weather reports and stay alert for email updates regarding weather and travel conditions.
- Follow travel advisories; postpone field trips or meetings at distant locations until conditions improve.
- Verify motor pool status to ensure vehicles are available and safe for use.
- Confirm meetings or events are still taking place before departing.
- If travel is unavoidable, inform someone of your departure, expected arrival, and return times. Carry a cell phone and notify your office upon safe arrival.
- Dress appropriately: wear several layers of loose-fitting, lightweight, warm clothing instead of one heavy layer.
- Adhere to state policies for leave due to inclement weather; contact Human Resources for details.

DO NOT:

- Proceed with travel plans regardless of the weather. Even if you are an experienced driver, other road users may not be.