



# ***EMERGENCY PROCEDURES***

**Haring Center, EEU School  
University of Washington  
Box 357925  
Seattle, Washington 98195-7925**

Telephone: (206) 543-4011  
Fax: (206) 543-8480  
**[haringcenter.org](http://haringcenter.org) / [euschool.org](http://euschool.org)**

**PHYSICAL LOCATION INFORMATION**

**Haring Center, EEU School  
 University of Washington  
 1981 NE Columbia Road  
 Seattle, Washington 98195**

Mailing Address: Haring Center, EEU School  
 University of Washington  
 Box 357925  
 Seattle, Washington 98195-7925

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<b>EMERGENCY NUMBERS</b>	
<b>Police, Fire, Ambulance</b>	<b>911</b>
<b>Poison Control</b>	<b>206-526-2121 / 800-222-1222</b>
<b>Child Protective Services</b>	<b>800-609-8764</b>
<b>End Harm</b>	<b>866-363-4276</b>
<b>Children’s Hospital ER</b>	<b>206-987-8811</b>
<b>Kaiser Permanente Urgent Care</b>	<b>206-326-3223</b>
<b>UW Medical Center</b>	<b>206-598-3300</b>
<b>Safe Campus</b>	<b>206-685-SAFE</b>
<b>UW Urgent Work Order</b>	<b>206-685-1900</b>
<p><i>Dialing 911 from a campus phone goes directly to UW Police. There is no need to dial (9) to get an outside line. <b>The non-emergency number for the UW Police is 206-685-UWPD (8973).</b> If the child has a known life-threatening health condition and 911 is called, this condition should be communicated to the operator and a copy of the child’s classroom health plan should be available for medics if needed. Parent contact numbers should be posted and easily available in the teacher’s office so that they can be notified of situation.</i></p>	

The EEU School at the Haring Center is responsible for the children's safety in its classrooms from when they arrive until they leave the unit. It is essential that teachers always know the whereabouts of their students, and that teachers be on duty at the unloading area in front of the building during arrival and

departure times. Teachers must also be careful to avoid any possible danger to the children elsewhere on the school premises. Report any safety hazards to the principal immediately.

## ***MEDICAL INFORMATION & PROCEDURES***

### ***CPR/FIRST AID TRAINING***

Offered annually at the EEU prior to fall orientation for salaried classroom staff. Certification is valid for 2 years.

Step 1: You will be enrolled in an online American Red Cross course titled:

Adult and Pediatric First Aid/CPR/AED-BL-r.21

Step 2: Complete all modules listed for this course

Step 3: Once completed, send completion notice to instructor

Step 4: Attend in person session at the EEU

### ***EMERGENCY MEDICATIONS***

Some children attending EEU Programs require medications for health emergencies that may occur during the school day.

1. Children requiring such medications should have a classroom/medical care plan in place developed by the nurse with input from parents and the child's physician.
2. These emergency medications will be stored in the classroom Grab & Go kit.
3. A copy of the classroom health plan and completed and signed Medication Authorization forms will be kept with the medications in the kit.
4. Medications should be labeled appropriately with the child's name and dosage and are to be administered as indicated on the Medication Authorization form and Health Plan.
5. Classroom staff will be trained by the nurse (and/or a parent) regarding how and when the medication should be administered.
6. In addition, children taking medications at home for chronic conditions should have a 3-day critical supply of these daily medications that will be kept in the classroom earthquake kit.

## ***INCIDENT REPORTING***

### ***RESPONDING TO INCIDENTS OR INJURIES INVOLVING MINORS***

The most important responsibility of any employee who engages with youth (minors under the age of 18) participating in university programs is to protect them from harm. In an accident, injury, or other incident that threatens the safety or well-being of any youth, it is important to respond proactively.

### ***ACCIDENT PREVENTION***

GOAL: To prevent unnecessary risks to all building occupants by being proactive and intervening quickly to prevent or minimize harm.

- Spilled liquids or obstacles left in the wrong area can become a hazard.
- Take time to address spills or obstacles as soon as they are identified.

- Request back-up staff for additional support if you are not able to resolve the issue.
- Use wet floor signs and cones stored in the EEU School supply closet as needed.
- Reporting the incident, as appropriate, to the appropriate individual or office.

## PROCEDURE FOR REPORTING ACCIDENTS/INCIDENTS/ILLNESSES

The EEU uses an internal online incident report format to begin the process of reporting incidents, accidents, and illnesses that occur at the Haring Center. This online form is used for incidents involving minors in our care **AND** adults working or spending time in the Haring Center building. The online form is available on the staff website.

- Online form should be completed as soon as possible after incident, accident, or illness. A report should be submitted within 24 hours.
- Include all details of what occurred including the name of the person affected, date, time, location (where on UW property or in the community) and a detailed description of either the incident, the accident, or the illness.
- When applicable, include follow up that was provided at the time. This includes any treatment given to the individual, and any communication with EEU admin staff or the child's parent, guardian, or caregiver.
- Once the form is submitted, the principal and nurse will determine the need to complete an OARS (Online Accident Reporting System) report to UW Environmental Health and Safety.
- If an OARS report is needed, the nurse or principal will complete the report with the information provided in the initial online report submitted. The nurse or principal will collect more information, if needed, from the person making the initial report.

All OARS reports are tracked and reviewed by the University of Washington. Guidelines for responding to incidents involving **minors** participating in UW programs are listed here.

This section of the manual provides basic guidance on responding to incidents involving youth who participate in UW programs. Some steps outlined below are required per university policy; others are not mandatory but recommended best practices.

At the EEU, the Principal and the Nurse will determine whether the incident should be documented in the OARS report.

In accordance with DDD policy 12.01, Incident Reporting and Management, **the EEU will notify the DDA Central Office using the DDA Electronic Incident Reporting (IR) System if a child eligible for birth to three services requires more than simple first aid or an extraordinary event requiring Agency intervention occurs.** A few examples of extraordinary incidents may include, but are not limited to seizure activity, an allergic reaction, or an injury requiring professional emergency medical attention.

### ***Possible Life-Threatening Situation***

- **Begin First Aid, including CPR**, if necessary.
- **Someone must call 911 from the EEU.** One staff person stays with the injured/ill person and administers aid, while another staff person calls 911. If only one staff member is present, administer 1 minute of CPR, then call 911.
- **Describe the nature of the emergency.** Indicate whether the victim is a child or an adult. Give our location and your room number:

HARING CENTER / EEU SCHOOL		
South on 15 <sup>th</sup> Avenue past Pacific Street	OR	Through the UWMC ER entrance
Take curve to the left into Columbia Road		South of the turn-around
Building is furthest East on the right		
Look for: A single-story building behind (South) the University Hospital (UWMC), on the Ship Canal		

- **Call the EEU Front Office (x4011) and inform staff that you have called 911. The Front Office staff should inform the Principal and School Nurse.**
- **If the child has a known allergy or health condition, have the Individual Health Plan available for emergency personnel.**
- **One staff person should call the parents, or in the case of injured staff, the emergency contact, and let them know the situation and if the individual is going to be transported to a hospital.**
- **One staff person should accompany or follow the victim if a parent has not arrived.**

***Non-Life-Threatening Situation***

- **Begin First Aid.**  
**Ask the EEU Front Office to locate the nurse.** If the nurse is unavailable, the Principal or Assistant Principal should be notified
- **Check to determine if there is a health plan or any emergency information available for the individual.**
- **Call parents or emergency contact for the individual to let them know the situation, and determine next steps: i.e., coming to EEU or having individual transported to another location, such as doctor’s office or urgent care center for further evaluation or treatment.**
- **If Parent or Emergency Contact is not available and if the assessment is made that the individual will need further care, the team will determine next steps based on the severity of the injury. Next steps may include calling the primary care doctor of the individual or arranging transportation to a location that can provide further care.**

***Possible Poisoning***

- **Call poison control. The phone number is 800-222-1222**
- **They will want to know what product may have caused the poisoning** (bring the container or substance to the phone). In addition, they may ask the person’s age and your estimate of their weight, any known health conditions, how the product contacted the person (swallowed, inhaled, or by contact through skin or eyes), when it occurred, what first aid has been given and whether the person has vomited
- **Ask the EEU Front Office to locate/ contact the nurse.** If the nurse is unavailable, the School Principal should be contacted immediately.

**Dental Emergency**

- Call the parent/guardian immediately.
- Have the parent/guardian call the child’s dentist and then take the child to that dentist.
- If the child does not have a dentist, call the Emergency Room at Children’s Hospital, (206) 987-8811, to have the child seen in the clinic on an emergency basis.

**EMERGENCY & EVACUATION PROCEDURES**

All staff at the Haring Center and EEU School follow safety rules and regulations as required by the State of Washington, Seattle School District, and the University of Washington. Fire drills are conducted regularly during class hours in cooperation with the University and the Seattle Fire Department. A comprehensive EEU School Emergency Procedure manual is reviewed and updated by administrators as required. All classrooms are equipped with first aid and disaster kits and classroom staff are up to date on their CPR and First Aid certification.

In the event of an evacuation where we cannot re-enter the building, we are instructed to go to the lobby of the surgery pavilion in the UW Hospital. If school must be closed due to any emergency during the school day or there is a need for an evacuation where we cannot re-enter the building families will be contacted vis the Remind App. If internet service is available, we will also post information on the EEU website and send out an email to the parent listserv. Students will be released from school if the principal determines that it would be unsafe for children to reenter the building. Children will only be released to parents, guardians, or those authorized by parents or guardians. School staff will remain with students until all have been picked up.

**Earthquake**

<b>IN EVENT OF AN EARTHQUAKE</b>		
<b>DROP:</b> if you are indoors, stay indoors. Take shelter under a desk. Seek cover against an interior wall, or in a doorway.	<b>COVER:</b> protect your head and neck with your arms. Stay away from windows, movable equipment, and objects hanging on the wall.	<b>HOLD:</b> if you take cover under furniture, hold onto the legs and be prepared to move with it.
<b>STAY UNDER COVER UNTIL THE SHAKING STOPS AND IT IS SAFE TO MOVE. BE PREPARED FOR AFTERSHOCKS.</b>		

**After an Earthquake**

- Assess injuries and damages in your area.
- Report life-threatening damages and injuries to the principal and the nurse if possible.
- Stay away from fallen or damaged electrical wires or powered items.
- Wait for instructions from Administration.
- Designate someone to get your Grab & Go kit and your earthquake kit.
- If there is a need to evacuate, please evacuate to the area just outside the gym, at the east end of the building.

## **Fire**

Good safety procedures are essential in any school building. Know where the nearest fire alarm is, how to leave your room safely, how to move children out of the building in an orderly fashion, and how to close windows and other openings in case of fire. The fire alarm bell is long and loud, easily heard throughout the building. The exits are clearly marked. Fire drills occur monthly throughout the school year, since several are required per calendar year.

Make fire prevention an important part of your daily routine. Store all flammable materials far away from potential fire hazards, make sure that electrical sockets are not overloaded, take caution when plugging appliances into surge protectors (UW recommends plugging directly into electrical outlet) and closely supervise children who are using electrical appliances. Smoking is prohibited. Fire and safety regulations prohibit storing any objects in the hallways; all items should be stored within designated storage cupboards, closets, areas. The EEU School will be subject to a fine if the Fire Inspector discovers items in the hall. **DO NOT EVER BLOCK FIRE EXITS, FIRE PULL STATIONS OR FIRE EXTINGUISHERS.**

### ***If You Discover A Fire, or a Potential Fire Hazard***

- **Assist any person in immediate danger to safety, if it can be accomplished without risk to yourself.**
- **Immediately activate the building fire alarm system at the nearest pull station.** This will automatically notify the fire department and get help on the way. It will also sound the fire alarm bells to evacuate the building and shut down the air handling units to prevent the spread of smoke. It is best to have the fire department respond and not be needed than to have them arrive too late for potential rescue. **If you are in a building without a fire alarm system, dial 911 from a safe location to report the fire.**
- If the fire is small enough, use a nearby fire extinguisher to control and extinguish the fire.

### **Do not fight a fire if the following conditions exist:**

- > You don't know what's burning.
- > The fire is spreading rapidly.
- > You don't have the proper equipment.
- > You can't do so with your back to an exit.
- > The fire might block your means of escape.
- > You might inhale toxic smoke.
- > Your instincts tell you not to do so.
- If the first attempts to put out the fire do not succeed, evacuate the building immediately.
- Doors, and if possible, windows, should be closed as the last person leaves a room or area.
- Do not use elevators, use building stairwells.
- Upon evacuation of the building, all should proceed to a designated meeting area where head counts can be taken. If possible, follow the fire drill plans.
- Never reenter a building without permission from the fire department.



### ***Flood***

Listen for an all-call for 1 of 2 options, depending on the type of flooding:

- If it is not possible to evacuate, find safe shelter in the building. Get to the highest level if trapped in the building. Only get on the roof if necessary and once there, signal for help.
- OR**
- If the call is to evacuate, retrieve your emergency backpack and go. EEU staff and students should evacuate to the S2 level of the South Campus Parking lot, which is west of the EEU and wait for further instructions. Do not walk, swim or drive through flood waters. Stay off bridges.

### ***Tsunami***

- If caused by an earthquake, **Drop, Cover, then Hold-On** to protect yourself from the earthquake first.
- Listen for an all-call to get to higher ground. Retrieve your emergency backpack and go. EEU staff and students should evacuate to the S2 level of the South Campus Parking lot, which is west of the EEU. Once there, listen for further instructions to evacuate to even higher ground.
- We will be listening to emergency information and alerts and will always follow the instructions from local emergency managers.

### ***Reunification Plan***

In the event of an emergency evacuation or lockdown parents/caregivers will receive communication from the principal via the Remind app (and if internet is available, also through the email listserve).

**If the situation warrants, children will be all together in one location** (surgery pavilion lobby, gym, etc). Staff will set up a station at which caregivers who arrive to pick up a child will stop, give their name, present ID and sign out the child. They will wait at this designated location while other staff members act as runners to go get that child from where they are gathered. Adults will not be allowed to enter and find their own child. School staff will remain with students until all have been picked up.



**The office generates class spreadsheets** from the data parents provide that help teachers and staff know who may pick up a student at regular dismissal. Each head teacher will receive two copies – one for the wall by the classroom door, the other for the emergency backpack. **The EEU is responsible for the safety of each of the children while they are in our care.** We must have a record of who picked up the child and when.

There is a red binder in the office that contains:

- Each class's authorized pick-up sheet
- A whole school authorized pick-up sheet alphabetized by last name *as well as*
- A whole school list of student names alphabetized by *first name* (because sometimes a child doesn't know, or cannot say, their last name)
- Copies of each classes photo mat for help in identifying students
- An alphabetized spreadsheet of employee emergency contacts
- A list of local emergency numbers and several pens.

These lists are all updated whenever a caregiver adds someone new or changes information like a phone number. New classroom sheets will be put in teacher mailboxes on Fridays and will have the date of update.

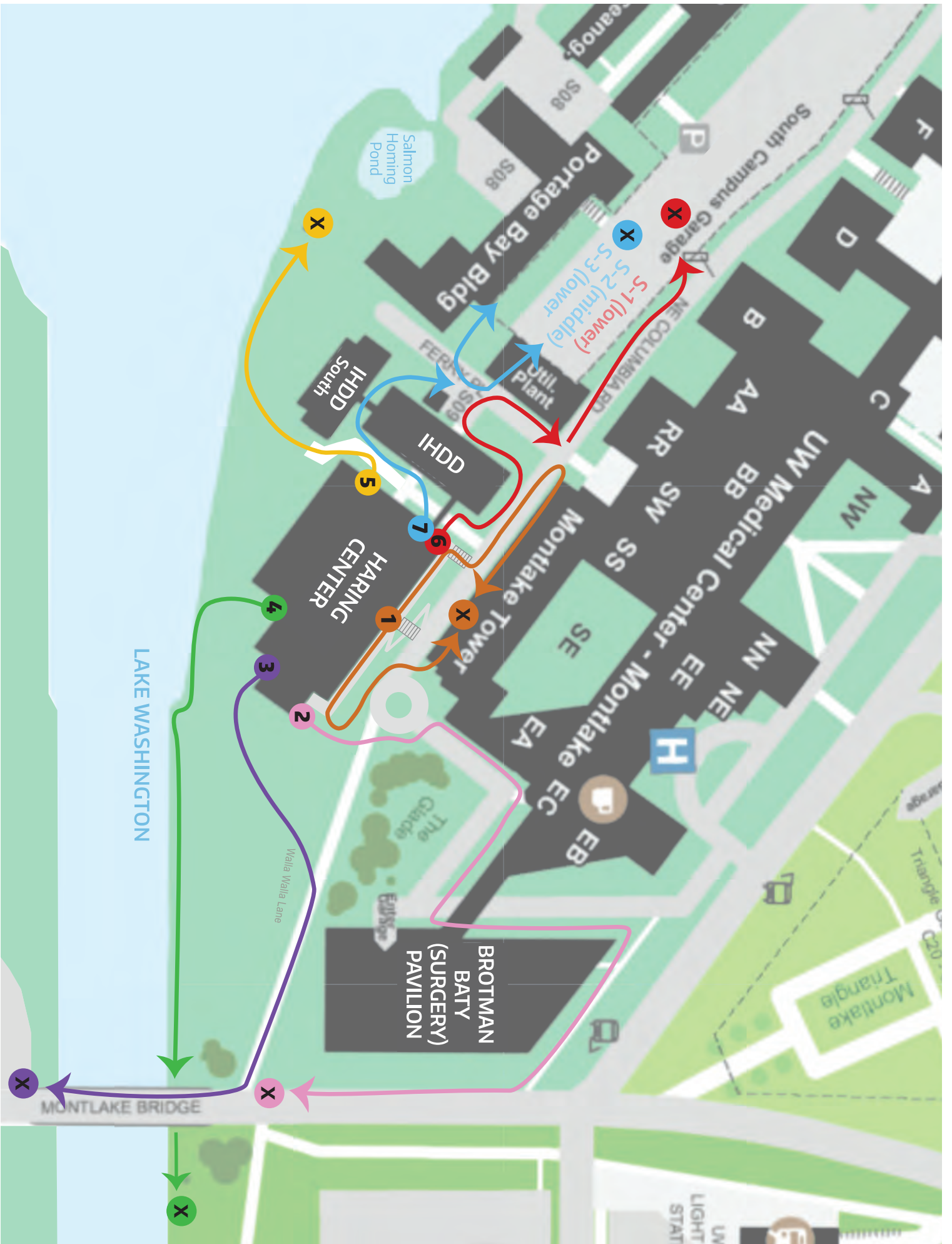
## ***BUILDING & GROUNDS SEARCH***

### **Building Search**









- **Inform the Front Office Staff, Principal and/or Assistant Principal immediately (x4011).**
- Provide information: child's name, general physical description, what they were wearing, etc.
- Pictures of all the students are on file with the front desk.
- The Principal or Assistant Principal will coordinate search by assigning staff to search different parts of the building.
- Classroom staff and available EEU staff members conduct a search of the building:
  - **Look under and in all nooks and crannies** (anywhere a child could hide).
  - **Lock the door** after checking each area within the building, to prevent the child from reentering unseen, when possible.
  - **Post-It** on doorknob to identify the room has been searched.
- ***Note: If the teacher is certain the child is out of the building, or if there are other pressing circumstances, a grounds search may be undertaken immediately.***

### **Grounds Search**

- The Principal or Assistant Principal will determine if and when to conduct a Grounds Search.
- The switchboard will make an announcement over the intercom using the phrase **"It's Time to Start Your Route"** that will signal the staff that there is a need for a Grounds Search.
- When classroom staff hear the announcement, one staff member from each designated team or room should come directly to the office and pick up a map and a walkie-talkie.
- Look at the child's picture (kept on the back of contact cards at the front desk).
- Begin designated route (see map).
- The EEU Front Office will signal staff members on the walkie-talkies if the child has been found.
- The Principal or Assistant Principal will determine if and when to notify the police.



\*\*\* If your Walkie Talkie is not working, please call Haring Center at 206-543-4011 \*\*\*

ROUTE		EEU GROUNDS SEARCH - Route colors correspond to Map
 <b>MARK THE "X" WHEN EACH ROUTE HAS BEEN CONFIRMED</b>		
<b>ORANGE</b>	<b>1</b> 	<ul style="list-style-type: none"> <li>• Exit the main wooden (north) doors.</li> <li>• Search the paved pathway to the left leading to IHDD (west), then up the staircase on that same side. Continue search to the left on Columbia Rd. Cross Columbia Road to inspect the UW Medical Center loading dock to meet the rest of the group.</li> <li>• Search the paved pathway to the right leading to the gym (east) side of building. Walk up the ramp and cross Columbia Road to inspect the UW Medical Center's loading dock area.</li> <li>• Once route is complete, call in to say: "Route 1 - No one found".</li> </ul>
<b>PINK</b>	<b>2</b> 	<ul style="list-style-type: none"> <li>• Disarm and open NE doors near Gym 116. Rearm and exit the doors.</li> <li>• Walk across the roundabout and head north up the street around the eastside of the Medical Center to Pacific Street.</li> <li>• Follow sidewalk around the Brotman Bay (Surgery) Pavilion and continue along Montlake Blvd. NE. looping around to Walla Walla Lane back to the building.</li> <li>• Once route is complete, call in to say: "Route 2 - No one found".</li> </ul>
<b>PURPLE</b>	<b>3</b> 	<ul style="list-style-type: none"> <li>• Disarm and open the SE door near the Gym 116/Room 127. Rearm and exit.</li> <li>• Walk past our Exterior Gym fencing and start east up the hill.</li> <li>• Take Walla Walla Lane to Montake Blvd. NE and turn right to cross over Montlake Bridge.</li> <li>• Once route is complete, call in to say: "Route 3 - No one found".</li> </ul>
<b>GREEN</b>	<b>4</b> 	<ul style="list-style-type: none"> <li>• Disarm and open the south emergency egress door nearest to Room 135. Rearm and exit.</li> <li>• Walk down (south) to the water (Montlake Cut), looking as you walk to check the large open greenbelt.</li> <li>• When the cut is reached, turn left and walk east all the way under Montlake Bridge.</li> <li>• Once route is complete, call in to say: "Route 4 - No one found".</li> </ul>
<b>YELLOW</b>	<b>5</b> 	<ul style="list-style-type: none"> <li>• Disarm and open the SW emergency egress doors nearest to Room 141 and Recording Room 144. Rearm and exit.</li> <li>• Turn left and walk down (south) to the water (Montlake Cut) looking as you walk to check the large open greenbelt.</li> <li>• When the cut is reached, turn right &amp; walk west behind the IHDD South building to the pond.</li> <li>• Once route is complete, call in to say: "Route 5 - No one found".</li> </ul>
<b>RED</b>	<b>6</b> 	<ul style="list-style-type: none"> <li>• Exit the NW staff doors nearest to the EEU Copy Room 106.</li> <li>• Head outside and turn right to then take a left around the north side of IHDD by the bike racks.</li> <li>• Cross Ferry Pl. and take a right up to Columbia Road to take a left and search the S-1 (upper level lot).</li> <li>• Once route is complete, call in to say: "Route 6 - No one found".</li> </ul>
<b>BLUE</b>	<b>7</b> 	<ul style="list-style-type: none"> <li>• Exit the NW staff doors nearest to the EEU Copy Room 106.</li> <li>• Head outside and walk to the left around the south side of IHDD by picnic tables.</li> <li>• Follow the gravel path down and around to the S-Parking Lots off across Ferry Pl.</li> <li>• Separate the group and check S-2 (middle) and S3 (lower) lots.</li> <li>• Once route is complete, call in to say: "Route 7 - No one found".</li> </ul>

## ***LOCKDOWN & SHELTER-IN-PLACE PROCEDURES***

There are two levels to the lockdown procedures: ***lockdown*** and ***shelter in place***. The EEU School receives information about lockdowns from both Seattle Public Schools and the University of Washington Police Department. In addition, the UW has text message alerts for staff in the event of dangerous activity occurring on campus.

**Lockdown is initiated** by announcement: **“Lockdown, Lockdown, Lockdown, this is not a drill”** over the loudspeaker and/or on walkie talkies. Admin staff will also send a message to all Haring Center staff indicating tha the building is in lockdown and not to come to the building if they are off site.

### **All staff should:**

- Move all students or adults into the nearest classroom and lock the door.
- Have students sit down at tables or on the ground.
- Lock all entrances to the room.
- Turn off lights.
- Cover room-level, interior windows if possible.
- Silence phones.
- Do NOT allow students to leave the room during the lockdown.
- Do NOT open your door until an “all clear” is received via the Remind App.
- Do NOT use the school telephone system to request information.
- Do NOT use walkie talkie once lockdown or shelter in place has been initiated.
- Communicate known threats and location to the office by email, telephone, or cell phone or EEU Admin Remind App.

### **Lockdown is released** by:

- EEU Admin Remind App message: **“Lockdown is released”**
- Physical unlocking of doors by administrative designee.

**Shelter in Place** (*Soft Lockdown*) will be initiated by announcement: **“This is a shelter in place”** over the loudspeaker and/or EEU Admin Remind App message.

### **All staff should:**

- Keep doors to the building's exterior locked.
- Pull blinds on exterior walls closed.
- Keep all students and team members inside.
- Do NOT go out to the playground nor play courts.
- Moving around inside the building is permitted.

## ***CHILD ABUSE & NEGLECT POLICY***

“Abuse and neglect” of children means the injury, sexual abuse, sexual exploitation, negligent treatment, or maltreatment of a child by any person under circumstances which indicate that the child’s health, welfare, and safety is harmed.

In accordance with RCW 26-44.030, the EEU is required to report any and all suspected cases by phone immediately to Child Protective Services (CPS) and file a written incident report within one business day. All EEU professionals are mandated reporters and obligated by law to report any suspected incidents of abuse or neglect to CPS, and may be charged with a gross misdemeanor if they do not [RCW 26.44.080 and RCW 74.34.053]. This report must occur no later than 48 hours after the employee decides reasonable cause exists that an incident occurred. **Report the abuse to CPS at 800-609-8764 or END HARM at 1-866-363-4276.** In accordance with state law, incidents must be reported to King County and state offices by phone immediately and file a written incident report within one business day. In addition, employees must inform the child’s case manager, which is defined as the State Division of Developmental Disabilities case manager, and the King County Program Manager of the alleged abuse or neglect and the report made to CPS and possibly law enforcement. See the attached DDD policy 6.08, Mandatory Reporting Requirements for Employment and Day Program Services Providers, for further details and procedures.

The term “**reasonable cause to believe**” means it is probable that an incident of abuse, abandonment, neglect, or financial exploitation happened. Probable means that, based on evidence or information readily obtained from various sources, it is likely the incident occurred.

All DSHS employees are Mandatory Reporters, meaning that by law we are required to report suspected child abuse, neglect, and child rape. Mandatory Reporters may provide information to CPS and law enforcement when reporting abuse or neglect that would otherwise be confidential. Persons who report in good faith have immunity from liability, while those who fail to report or make a bad faith report may be charged with a gross misdemeanor under RCW 26.44.080.

### ***Failure to Report***

- A person who is required to report and fails to report is guilty of a gross misdemeanor.
- A person who maliciously, or in bad faith, makes a false report is guilty of a misdemeanor [[Chapter 74.34.053 RCW](#)].

## ***WEAPONS POLICY***

The possession or use of firearms, explosives, dangerous chemicals or other dangerous weapons or instrumentalities on the university campus, except for authorized university purposes, is prohibited by WAC 478-124-020(2)(e) and 478-120-020(3)(f). Written approval is required prior to accessing university property with the prohibited items listed above. Approval must be obtained from the Chief of Police or any other person designated by the President of the University.

*To request approval in writing, mail your request to:*

ATTN: Chief of Police  
University of Washington Police Department  
3939 15th Ave NE  
Box 355200  
Seattle, WA 98105

If you do not have this approval, you must store your weapon with the UWPD for safekeeping while you are on campus. To schedule an appointment to secure your weapon at the UWPD, call 206.685.UWPD (8973). Violation of this policy by students, faculty, staff or visitors to the Seattle campus may be subject to disciplinary actions and/or civil or criminal citation. One must be aware of campus boundaries regarding this policy; campus boundaries are described on the UWPD website at <http://police.uw.edu/aboutus/jurisdiction/>.