

# FIRE SAFETY AND EVACUATION PLAN

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ARCHITECTURE HALL (3943 STEVENS WAY)

GOULD HALL (3950 UNIVERSITY WAY NE)

COMMUNITY DESIGN BUILDING  
(3949 UNIVERSITY WAY NE)

COLLEGE OF BUILT ENVIRONMENTS

REVISION DATE | JANUARY 2025

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## FIRE SAFETY AND EVACUATION PLAN TEMPLATE REVISIONS

Date	Revision	Notes
4/2016	Original document	FSEP first created, replaces EEOP template
12/2016	Revision 1	Section 5 revised to include evacuation waiting areas
1/2018	Revision 2	Updated links and minor editorial updates
6/2020	Revision 3	Revised to include COVID-19 (communicable disease) considerations during evacuation
7//2020	Revision 4	Undated links and minor editorial updates
3/2022	Revision 5	Updated for accessibility and disability related adjustments.
8/2023	Revision 6	Updated for Building FSEP Revisions table

## BUILDING FIRE SAFETY AND EVACUATION PLAN REVISIONS

Date	Revision	Notes
1/2024	Revision 7	CBE FSEP customization
1/2025	Revision 8	CBE FSEP customization

## SECTION 1: GENERAL INFORMATION

### PURPOSE

The purpose of the Fire Safety and Evacuation Plan (FSEP) is to establish procedures required by Chapter 4 of the Seattle Fire Code for emergency planning and preparedness and Washington Administrative Code (WAC) 296-800-31075, procedures for sounding emergency alarms.

This FSEP Template is provided to University units to document how occupants of a building will be notified in an emergency, establish evacuation procedures and routes, provide support for persons with disabilities, and account for occupants. The template is designed to help units identify critical equipment that could pose a serious hazard to first responders, or present significant property loss risk if left in operation without an attendee, which can be provided to emergency responders for a safe and effective response.

In response to the COVID-19 pandemic, this plan integrates face covering and physical distancing preparedness with emergency evacuation procedures. The COVID-19 response considerations will also be applicable to any future communicable disease events with similar modes of transmission.

## SECTION 2: RESPONSIBILITIES AND DUTIES

An effective Fire Safety and Evacuation Plan (“this plan”) requires the coordination of many occupants in a building. All building occupants, including faculty and other academic personnel, staff, students, and patients need to be aware of their roles and responsibilities in case of an emergency.

This section outlines specific responsibilities for University personnel, students, as well as the evacuation director and wardens. Visitors should also be instructed on proper response to alarms and the requirement to evacuate.

### RESPONSIBILITIES OF PERSONNEL INCLUDING STAFF, FACULTY AND OTHER ACADEMIC PERSONNEL

1. Be familiar with building emergency procedures and act in the event of an emergency. Refer to Sections 3 and 4 of this plan.
2. Participate in drills and training as required.
3. Inform and assist visitors unfamiliar with building procedures as appropriate prior to and during an emergency.
4. Supervisors orient new employees of this plan upon hire.
5. Be familiar with guidelines herein to evacuate, take refuge, or stay in place if you are a person with mobility disabilities (refer to Section 5).
6. Complete and maintain [evacuation exemption](#) procedures for qualified medical procedures. *[This item is intended for a very small number of animal and dental surgical procedures that occur outside of University of Washington Medical Center facilities.]*
7. During a communicable disease outbreak, wear a face covering when inside a building and continue to wear it outside in designated evacuation area.

### RESPONSIBILITIES OF STUDENTS

1. Be familiar with building emergency procedures and act in the event of an emergency. Refer to Sections 3 and 4.
2. Respond to building alarms and promptly evacuate.
3. Follow directions of instructors, evacuation wardens, police and fire representatives.
4. During a communicable disease outbreak, wear a face covering when inside a building and continue to wear it outside in designated evacuation area.

### RESPONSIBILITIES OF CLASSROOM LECTURERS AND INSTRUCTORS

1. Be familiar with building and emergency procedures and be prepared to provide direction to students attending your class in the event of an emergency.
2. Orient students with a brief [overview of emergency evacuation procedures](#) on the first day of class to:



- a. Provide general information relating to emergency procedures.
- b. Inform students that evacuation is required when the alarm system is activated.
- c. Inform students of the location of the nearest exits, and where to assemble outside.
3. Take responsible charge of the classroom during building emergencies and alarms.
4. Report an emergency by activating the alarm systems and calling 9-1-1.
5. Be familiar with evacuation options for persons with disabilities.
6. During a communicable disease outbreak, wear a face covering when inside a building and continue to wear it outside in designated evacuation area.

## **RESPONSIBILITIES FOR LABORATORIES AND OTHER LOCATIONS WITH HAZARDOUS MATERIALS**

1. Be familiar with building emergency procedures and act in the event of an emergency. Refer to Sections 3 and 4.
2. If the emergency is in or near your research area, report directly to incident command (usually the Seattle Fire Department on the Seattle campus) about any hazardous materials and activities in your research area. This will help ensure the safety of emergency responders and the resumption of normal operations as soon as possible.
3. Wear a face covering when inside a building and continue to wear it outside in designated evacuation area.

## **RESPONSIBILITIES OF THE EVACUATION DIRECTOR AND EVACUATION WARDENS**

The evacuation director and evacuation wardens (and their alternates) who have been appointed (or have volunteered) to serve in these positions are both employed by the University and are building occupants. They receive special training from the Environmental Health & Safety Department (EH&S) to serve in their role. Additional information is available in Section 6.

### **EVACUATION DIRECTOR RESPONSIBILITIES**

The [evacuation director](#) is the administrative lead for this plan and acts as the liaison with the responding emergency services in the event of a building emergency. If an emergency occurs when the evacuation director or their alternate is not available, an evacuation warden or a senior employee may serve as liaison.

### **EVACUATION DIRECTOR DUTIES**

1. Administrative
  - a. Prepare, maintain and distribute the Fire Safety and Evacuation Plan (FSEP) to building occupants.
  - b. Work with management in all departments occupying the building to include the FSEP in [new employee orientation](#).



- c. Call periodic meetings with evacuation wardens to review and update the FSEP.
  - d. Distribute the FSEP annually to all building occupants (those with assigned workstations) and highlight any changes to the document.
  - e. Be familiar with duties and emergency procedures.
2. Training
- a. Evacuation Warden Training (**Required**): Complete the EH&S [Evacuation Warden Training course](http://www.ehs.washington.edu/training) at [www.ehs.washington.edu/training](http://www.ehs.washington.edu/training).
  - b. Fire Extinguisher Training (**Not required**): Optional online and hands-on training courses on the use of portable fire extinguishers are available at [www.ehs.washington.edu/training](http://www.ehs.washington.edu/training).
3. Preparation Guidelines
- a. Be familiar with the FSEP and all relevant emergency procedures. Coordinate with building/department administrators responsible for employee, student and visitor health and safety to ensure all units occupying the building are addressed in this plan.
  - b. Assist with the development of emergency procedures for persons with disabilities. Refer to guidelines contained in Section 5.
4. Oversee Evacuation Wardens
- a. Solicit volunteers or request that units/departments solicit volunteer evacuation wardens and alternates for all areas of the building. One way to ensure all areas have adequate coverage is to print out floor maps through the University of Washington [Space Viewer](http://maps.uw.edu/gis/home) application which can be found at [maps.uw.edu/gis/home](http://maps.uw.edu/gis/home) (UW NetID required to access).
  - b. Ensure wardens have attended EH&S [Evacuation Warden Training course](http://www.ehs.washington.edu/training) and know what their duties are in case of an emergency.
  - c. Ensure wardens are familiar with any existing UW face covering and physical distancing requirements or guidelines.
5. Planned Evacuation Drills
- a. Serve as liaison between building occupants, the building coordinator and EH&S for evacuation drills. EH&S is responsible for scheduling planned drills and will activate the fire alarm.
  - b. Critique the drill and complete the [Drill Report Form](#), noting any problems or issues.
    - i. Download the [Drill Report Form](#) on the EH&S website at [www.ehs.washington.edu](http://www.ehs.washington.edu).



- ii. Return completed forms to EH&S Building & Fire Safety (BFS), Box 354400 or emailed to [evacdril@uw.edu](mailto:evacdril@uw.edu).

## 6. Building Emergency Evacuation

- a. Wear a face covering (when required), evacuate, and report to the evacuation assembly point and act as a building occupant liaison with responding emergency services.
- b. Receive status reports from area evacuation wardens.
- c. Identify yourself and communicate your role to incident command (usually the Seattle Fire Department on the Seattle campus) and provide any relevant information you may have about the status of the emergency.
- d. Offer a hard copy of this plan and attachments to emergency services. Ask if they need any information about the building and help facilitate information sharing between occupants and emergency services.
- e. Communicate with Environmental Health & Safety, UW Facilities (on the Seattle campus), personnel who work in the affected space and others who may have information.
- f. If necessary or requested by incident command, assign evacuation wardens or other personnel as needed to be stationed by all entrances to prevent unsuspecting personnel from reentering the building.
- g. When the fire department has communicated "ALL CLEAR," announce that occupants may re-enter the building. Do not allow re-entry if the alarm is silenced without confirmation of an all clear from emergency services.
- h. Coordinate with evacuation wardens to allow for a controlled reentry of building occupants to minimize crowding and ensure physical distancing (when required).

## EVACUATION WARDEN DUTIES

### 1. Training

- a. Evacuation Warden Training (**Required**): Complete the EH&S [Evacuation Warden Training course](http://www.ehs.washington.edu/training) at [www.ehs.washington.edu/training](http://www.ehs.washington.edu/training).
- b. Participate in meetings with your evacuation director regarding your FSEP.
- c. Fire Extinguisher Training (**Not required**): Optional online and hands-on training courses on the use of portable fire extinguishers are available at [www.ehs.washington.edu/training](http://www.ehs.washington.edu/training).

### 2. Preparation guidelines

- a. Be familiar with the FSEP and all relevant emergency procedures.



- b. Familiarize yourself with building exits and locations that are likely to have visitors or persons with disabilities who may need some assistance during a building emergency.
  - c. Be aware of persons with mobility disabilities and their evacuation plan.
  - d. Be familiar with your building alarm system and building safety features (general awareness) so that you may accurately interpret alarms.
  - e. Become familiar with operations in your area that may require additional time to shut down requiring occupant actions which would delay their exiting.
  - f. Participate in evacuation drills as requested by the evacuation director.
  - i. Inform persons with acknowledged mobility disabilities about the guidelines for evacuation (refer to Section 5). Contact EH&S for assistance.
  - j. Be prepared to communicate to occupants outside of the building to keep them moving to the evacuation assembly point and to not obstruct roads or emergency responders.
  - k. During a communicable disease outbreak, be prepared to communicate to occupants of the building to keep proper physical distancing between all other people at the evacuation assembly point and while reoccupying the building.
3. During a building emergency evacuation
- a. Check your area for visitors and others who may need assistance responding to the emergency. Students and visitors and other transient occupants who may not be familiar with how to evacuate should be informed of the location of the nearest exit. Direct occupants to the exits and tell them where to assemble outside.
  - b. Direct persons with disabilities to follow their individual plan. If they don't have one, direct them to an area of refuge.
  - c. Optional: Sweep your area by walking, calling out, knocking on doors and closing doors if possible as you exit the building. Encourage others to respond promptly. Be assertive when communicating the need to evacuate. If conducted, the sweep should not take longer than 2 minutes so that you will exit the building within 3 minutes.
  - d. As a general rule, evacuation wardens should **not** fight fire with fire extinguishers or otherwise. Their primary role is to encourage occupants to move towards exits quickly and to communicate with the evacuation director at the evacuation assembly point.
  - e. Exit the building and communicate with exiting occupants where to assemble outside. If fire or smoke is observed, wardens must discontinue their activities and evacuate immediately before the space becomes untenable.

- f. During a communicable disease outbreak, wear appropriate face covering.
- 4. At the evacuation assembly point
  - a. Once outside, assertively direct people to the evacuation assembly point so they don't obstruct traffic or emergency responders. Remain at least 30 feet from the affected building.
  - b. If you (or anyone from your area) have specific information about the nature or location of the emergency, immediately report the information to the evacuation director who will relay the information to first responders at the incident command location.
  - c. Accounting for all personnel is optional. It is impractical to do so in many buildings. Attempt to identify persons who may have remained behind. This is especially important if the building emergency is known and the persons unaccounted for work in or near the affected area. Confer with supervisors and co-workers and use any available lists or floor plans.
  - d. Immediately report to the evacuation director any missing persons who you believe, or have reason to believe, may be in the building or in jeopardy.
  - e. During a communicable disease outbreak, monitor for and communicate to building occupants regarding the use of face coverings and physical distancing (when required).
  - f. When notified by the evacuation director, help communicate the "All Clear" message so the building may be reoccupied. Don't reoccupy in response to the alarm being silenced; await a definitive message.
  - g. Coordinate with other evacuation wardens and the evacuation director to allow for a controlled reentry of building occupants.
  - h. During a communicable disease outbreak, monitor and ensure building occupants wear their face coverings and maintain physical distancing (when required) while reentering the building.

## SECTION 3: EVACUATION PROCEDURES

The evacuation procedures below are intended for building occupants to follow when there is a fire or other building emergency that requires evacuation.

1. Assume all alarms are real unless an announcement has been made just prior to the alarm.
2. During a communicable disease outbreak, put on a face covering (when required) when the alarm sounds.



3. Begin immediate evacuation of the building or area as outlined in Section 4 Emergency Procedures.
4. Take your keys and valuables.
5. Close doors behind you as you exit. Do not prop doors open; doors must remain closed to prevent smoke migration in the event of a fire.
6. Evacuate via the nearest stairwell or grade/ground level exit. Do not use an elevator. Do not go to the roof.
7. Go to your pre-determined evacuation assembly point, typically outdoors at a safe distance from the building and out of the way of emergency services. Note: Some high-rise buildings have indoor evacuation assembly point. Refer to Section 7 for specifics.
8. Persons with disabilities who are unable to evacuate will follow their personal plan to take refuge or report to an area of evacuation assistance (refer to section 5).

### EVACUATION ROUTE MAPS

Occupants should go to the nearest exit when the alarm sounds. If access to the nearest exit is obstructed, an alternate exit should be taken.

Building [evacuation maps](#) are posted inside many University buildings to provide key evacuation route information in an emergency. Review the nearest evacuation map to the location where you will spend time in preparation for a building emergency.

## SECTION 4: EMERGENCY PROCEDURES

All fire alarm activations should be taken seriously. Building occupants must evacuate when the alarm sounds. **Never** assume it is a false alarm.

### FIRE/EXPLOSION

- If something is on fire, use the **nearest pull station** to **activate the fire alarm**.
- **Call 9-1-1**. Communicate the details you know.
- **Use a fire extinguisher for small fires only**. Before you fight a fire, make sure that you:
  - Have **called 9-1-1** or pulled the fire alarm
  - Have been **trained** to use an extinguisher
  - Have an **evacuation route** planned
- If trapped by smoke or fire; **stay low** and try to **cover your mouth** with a wet cloth.
  - **Find a room** where you can **seal the cracks under the door** and **call 9-1-1**
  - If **near a window**, open but do **not break** it. **Wave or hang something outside** to alert fire personnel.
- If your clothes catch fire; **STOP, DROP and ROLL** to smother the flames.

### ALL FIRE ALARMS

- If you hear the fire alarm, **evacuate the building or area**. Close all doors as you go.
- Wear face covering if under communicable disease restrictions.
- **Do not use elevators**. Evacuate by using the **nearest stairwell**.
- **Go to your evacuation assembly point**. Refer to the evacuation map posted on each floor of the building if you do not know the location of your evacuation assembly point.
- Maintain physical distancing at the evacuation assembly point if required under communicable disease restrictions.
- **Report to the evacuation warden**, evacuation director, or the fire department.
- **Do not re-enter the building** until authorized by emergency personnel.

### If a fire occurs in a building without a fire alarm

- **Call out "FIRE – GET OUT"** loudly, using your voice **to inform other occupants**.



- **Call 9-1-1** and report the building name, address and specifics of the emergency.
- **Follow the general procedures listed above.**

### OTHER EMERGENCY PROCEDURES

Building emergency procedures for a variety of emergencies are located on the [EH&S website](http://www.ehs.washington.edu/fire-life/building-emergency-procedures-and-resources) at [www.ehs.washington.edu/fire-life/building-emergency-procedures-and-resources](http://www.ehs.washington.edu/fire-life/building-emergency-procedures-and-resources).

## SECTION 5: EMERGENCY EVACUATION FOR PERSONS WITH DISABILITIES

This section provides a general guideline of evacuation procedures for persons who may have difficulty exiting during building evacuations. Personnel, students, and visitors with disabilities are expected to consider their [evacuation options](#) in advance to determine their best response to a building emergency. Assistance is available through [UW Environmental Health & Safety](#) (EH&S), the [Disability Services Office](#) (for personnel) and [Disability Resources for Students](#).

### PLANNING

Persons with mobility disabilities are encouraged to:

1. Consider evacuation options for each building they occupy.
2. Identify a volunteer who will be responsible to communicate with emergency services on their behalf during a building emergency.
3. Document their [evacuation plans](#) and provide them to the building evacuation director who will inform evacuation wardens and retain it for reference. A template is available for download at [www.ehs.washington.edu](http://www.ehs.washington.edu).
4. Keep a face covering on their person at all times if required under communicable disease restrictions.

### EVACUATION OPTIONS

Persons with disabilities have five [evacuation options](#) listed in order of safety. This information is primarily to address evacuation for persons with mobility disabilities.

1. **Exit the building (safest option):** Use accessible routes to exit the building if the route appears safe. Note that the accessible route may not always be the nearest exit.
2. **Move to a safer part of the building:** In large buildings and multi-wing complexes, such as the Health Sciences Building on the Seattle campus, you may be able to evacuate horizontally to an unaffected wing or area where the alarm is not sounding.
3. **Move to an Area of Refuge:** An Area of Refuge is a designated area inside a building where you can safely remain in place during a building evacuation that is equipped with two-way communications with the UW Police Department. Check the [evacuation map](#) posted in each building or call EH&S at 206-616-5530 to locate an Area of Refuge.
4. **Use an assisted evacuation device:** An assisted evacuation device, such as a specially designed chair, can be used by trained personnel to evacuate people with mobility disabilities.

5. **Stay in place (least safe option):** It may be appropriate for an individual who is unable to exit the building to stay in place in the following areas:
- A **building stairwell** that has a large landing; wait near the exit stairwell until everyone has evacuated the floor and traffic has cleared before entering the stairwell.
  - **Enclosed elevator lobbies**
  - **Fire-rated exit corridors**, especially when close to an exit.
  - **An enclosed room with an exterior window, a telephone, and a solid or fire resistant door**; with this option, you may keep in contact with emergency services by dialing 9-1-1 and reporting your location directly. Emergency services will relay this location to on-site emergency personnel who will determine the need for evacuation.

Elevators can be unsafe to use in an emergency and in most buildings they are automatically recalled to the ground floor. Emergency personnel have special keys to override the elevator functions and can use them to assist with evacuation.

### EMERGENCY PROCEDURES

1. Persons with mobility disabilities should evacuate (if able), report to an area of refuge (if available), or stay in place in the event of an emergency requiring evacuation or when the building alarm system is activated.
2. If reporting to an area of refuge or staying in place, contact emergency services by calling 9-1-1 and inform them of your plans.
3. Volunteers may assist persons with disabilities reach an area of refuge but should evacuate and go to the evacuation assembly point and report to emergency services the location and status of the person with disabilities.
4. During a communicable disease outbreak, a person who is assisting another person may be required to have a higher level of personal protective equipment (PPE) due to the time spent in close contact with another person. If this is part of the disabled individual's evacuation plan, an evacuation kit with goggles and surgical masks should be provided for both the disabled person and their helper in the event of an evacuation during a communicable disease outbreak.
5. The evacuation director should provide any relevant information to emergency services.



## OTHER DISABILITIES

Persons with visual, hearing, cognitive or other disabilities are encouraged to consult with and seek accommodation through the [Disability Services Office](#) (for personnel) or [Disability Resources for Students](#).

### Areas of Refuge and/or Evacuation Waiting Area

Location	Location Description

## SECTION 6: BUILDING-SPECIFIC INFORMATION

### Emergency Communications

The following is used to describe the method used to notify first responders of an emergency within our building.

Architecture and Gould Hall is equipped with a **monitored** fire alarm system. In the event of a fire alarm activation, signals are sent to the UW Police Department and a central monitoring station that notifies the Seattle Fire Department. Evacuate and call 911 to report specific information about the emergency.

Community Design Building is equipped with a fire alarm system that is **not monitored**. Call 9-1-1.

The fire alarm system notification audible tone is (refer to the [FSEP instructions](#)) a:

Architecture and Gould Hall: Slow whoop

## SECTION 7: EVACUATION METHODS & ASSEMBLY LOCATIONS

### BUILDING EVACUATION

The building fire alarm system is designed for:

**Complete Building Evacuation.** All occupants evacuate to exterior of building for fire and other emergencies as outlined in the building emergency procedures.

*[Refer to [FSEP instructions](#). If partial or phased evacuation applies, a specific plan should be described here either using a narrative or in tabular form to replace or edit the paragraph above. Contact EH&S for assistance.]*

### OUTDOOR EVACUATION ASSEMBLY POINT (EAP)

The Evacuation Assembly Point (EAP) should be an open area away from the building and out of the way of responding emergency personnel. Occupants meet after evacuation so that they may be accounted for or lend assistance as needed.

There may be more than one assembly point depending on the size of the building and the location of the exits. List the EAP locations and indicate which areas of the building are to report to which area. *[A map of available EAPs can be found on the [EH&S website](http://www.ehs.washington.edu/system/files/resources/eapmap.pdf) at [www.ehs.washington.edu/system/files/resources/eapmap.pdf](http://www.ehs.washington.edu/system/files/resources/eapmap.pdf).]*

EAP Location	Serves those exiting from:
C7 + C9 Parking Areas	Architecture Hall
W13 + Olympic Vista	Gould Hall
W13 + Olympic Vista	Community Design Building

## SECTION 8 - EVACUATION DIRECTOR AND WARDENS

Last Updated: January 2024

*[Assign wardens so that their area may be swept for occupants while walking, calling out, and knocking on doors, and exiting within three minutes. In some buildings, this will require multiple wardens per floor or area. Alternate wardens are encouraged for each area. Refer to [FSEP instructions](#) for examples; provide additional sheets as needed.]*

Floor	Assigned Area	Evacuation Director Name	Email	Cell Phone
	(if applicable)	Meegan Amen	meegan@uw.edu	
		Rachel Ward	wardrm@uw.edu	

Floor	Assigned Area	Evacuation Warden Name	Email	Cell Phone
G	Basement + Digital Commons	Eric Gould	ericg@uw.edu	
		Allen Jennings	allenj7@uw.edu	
1	Fabrication Lab	Raeanna Moore	raemoore@uw.edu	
		Bryan Washko	bwashko@uw.edu	
2		Meegan Amen	meegan@uw.edu	
		Rachel Ward	wardrm@uw.edu	
3		Josh Polansky	jpo@uw.edu	
		Alan Michelson	alanmich@uw.edu	
4		Diana Siembor	dsiembor@uw.edu	
		Babs Pinette	babsp@uw.edu	
4		Bernadette Bascom	bcbascom@uw.edu	
		Alternate		
ARC		Matt Sharp	masharp@uw.edu	
		Rachel Faber Machacha	rafm@uw.edu	
ARC		Andrew Bedell	abedell@uw.edu	
		Ashley Perkins	amp62@uw.edu	
CDB		Quarterly assigned		



Floor	Assigned Area	Evacuation Warden Name	Email	Cell Phone
		Primary		
		Alternate		
		Primary		
		Alternate		
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## APPENDIX A: MyCHEM CONTACTS REPORTS

The Location Contact Report or Inventory Contact Report from [MyChem](#) is appended to this plan to provide a list of responsible parties and contact information for laboratories, shops, and other areas that store and use chemicals and compressed gases.

Raeanna Moore | raemoore@uw.edu

Fabrication Lab

Gould 132

## APPENDIX B: CRITICAL EQUIPMENT SHUTDOWN

Critical equipment could pose a serious hazard to first responders, or present significant property loss risk if left in operation without an attendee. *[List equipment, contact information, and shutdown procedures].*

Equipment	Location	Contact Name and Phone	Shutdown Procedure



## **APPENDIX C: ADDITIONAL CONSIDERATIONS**

This section includes any additional documentation such as evacuation exemptions and any other information that could be considered critical information during a building emergency.