

Fire Safety & Evacuation Plan

(Replaces the Evans School Emergency Operations Plan)

Parrington Hall

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Evans School of Public Policy & Governance

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Section 1 General Information

Purpose

The purpose of this Fire Safety and Evacuation Plan (FSEP) is to establish procedures required by Chapter 4 of the Seattle Fire Code. More specifically, this plan is to document how to notify occupants of a building emergency, establish evacuation procedures and routes, provide support for persons with disabilities, and account for occupants. It is also designed to identify critical equipment that may need to be shut down and provide information to emergency services about the nature of the emergency so that a safe and effective response may be initiated. This plan is also written to meet the requirements of Washington Administrative Code (WAC) 296-800-31075, procedures for sounding emergency alarms.

Section 2 Responsibilities and Duties

An effective fire safety and emergency evacuation plan requires the coordination of many occupants in a building. All building occupants, including faculty, staff, and students, need to be aware of their roles and responsibilities in case of an emergency. This section outlines specific responsibilities for employees, faculty, and staff, as well as the evacuation director and wardens. Visitors should also be instructed on proper response to alarms and the need to evacuate.

Responsibilities of Employees, Faculty, and Staff

1. Be familiar with building emergency procedures and act in the event of an emergency. See Sections 3 and 4.
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.

Responsibilities of Students

1. Be familiar with building emergency procedures and act in the event of an emergency. See Sections 3 and 4.
2. Respond to building alarms and promptly evacuate.
3. Follow directions of instructors, evacuation wardens, police, and fire representatives.

Responsibilities of Faculty, Lecturers, and Teaching Assistants

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 911.
5. Be familiar with evacuation options for persons with disabilities.

Responsibilities of the Evacuation Director and Evacuation Wardens

The evacuation director, evacuation wardens, and their alternates are employees, as well as building occupants who have been appointed (or have volunteered) to serve in these positions. They receive special training from 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 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).
 - 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 work stations) and highlight any changes to the document.
 - e. Be familiar with duties and emergency procedures.
2. Training
 - a. Evacuation Warden Training (**Required**): Register and take the Evacuation Warden Training course offered by EH&S. The schedule can be found at www.ehs.washington.edu/psotrain/corsdesc.shtm. Fire Extinguisher Training (**Not required**): Optional training is available for all UW personnel on the use of portable fire extinguishers.
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. See guidelines contained in Section 5.
4. Oversee Evacuation Wardens
 - a. Solicit volunteers or request that 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 GeoSIMS Mapviewer program which can be found at opb.washington.edu/geosims.
 - b. Ensure wardens have attended EH&S training and know what their duties are in case of an emergency.

5. Planned Evacuation Drills
 - a. Serve as liaison between building occupants, building coordinator, and EH&S for evacuation drills. EH&S is responsible to schedule the drills and will activate the fire alarm.
 - b. Critique the drill and complete the drill form, noting any problems or issues. Completed forms are to be returned to EH&S Building & Fire Safety (BFS), Box 354400.

6. Building Emergency Evacuation
 - a. 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 Seattle Fire Department) 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 EH&S, Facilities Services, 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.

Evacuation Warden Duties

1. Training
 - a. Evacuation Warden Training (**Required**): Register and take Evacuation Warden Training offered by EH&S. A schedule can be found at www.ehs.washington.edu/psotrain/corsdesc.shtm.
 - b. Participate in routine meetings with your evacuation director regarding your FSEP.
 - c. Fire Extinguisher Training (**Not required**): This optional training is available for all UW personnel on the use of portable fire extinguishers.

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. Sweeping an area of the building to motivate non-responsive occupants to exit is optional. If conducted the sweep should not take longer than two minutes.
 - e. Be familiar with your building alarm system and building safety features (general awareness) so that you may accurately interpret alarms.
 - f. Participate in evacuation drills as requested by the evacuation director.
 - h. Inform persons with acknowledged mobility disabilities about the guidelines for evacuation (see Section 5). Contact EH&S for assistance.

- i. 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.
3. 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 on 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. 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. 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.
 - d. 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.
 4. At the 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. When notified by the evacuation director help communicate the all clear so the building may be reoccupied. Don't reoccupy in response to the alarm being silenced. Await a definitive message.

Section 3 Evacuation Procedures

These procedures focus on evacuation of occupants as a result of a fire or other building emergency.

1. Assume all alarms are real unless an announcement has been made just prior to the alarm.
2. Begin immediate evacuation of the building or area when outlined in building emergency procedures.
3. Take your keys and valuables and close doors behind you as you exit.
4. Evacuate via the nearest stairwell or grade level exit. Do not prop doors open; doors must remain closed to keep prevent smoke migration in the event of a fire. Do not take elevators or go to the roof.
5. Go to your pre-determined Evacuation Assembly Point (EAP), typically outdoors a safe distance from the building and out of the way of emergency services. Note: some high-rise buildings have indoor EAPs. See Section 6 for specifics.
6. Persons with disabilities who are unable to evacuate will follow their personal plan to take refuge or report to an area of evacuation assistance (see section 5).

Evacuation Route Maps

Evacuation floor plans help to identify exits and exit routes for the building. 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. Your building's floor plans and evacuation routes are posted throughout the building.

Section 4 Emergency Procedures

Fire/Explosion

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

Fire/Explosion

- If something is on fire, use the **nearest pull station to activate the fire alarm** then **call 911**. Communicate the details you know.
- **Use a fire extinguisher for small fires only.** Before you fight a fire, make sure that you:
 - Have **called 911**/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 911**
 - 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**. Closing all doors as you go.
- **Do not use elevators.** Evacuate by using the **nearest stairwell**.
- **Go to your evacuation assembly point (EAP).**
- **Report to the evacuation warden**, evacuation director, or the fire department.
- **Do not re-enter the building** until authorized by emergency personnel.

Other Emergency Procedures

University standard emergency procedures may be found [here](#).

Active Shooter

“Active Shooter” refers to anyone armed and shooting at civilians, police, or into an area where persons could be struck by random fire. As soon as it is safe, notify the police department

In a Classroom, Residence Hall or Office

- **STAY THERE.** If you are in a safe place, stay put.
- **Secure the door.** If the door has no lock and the door opens in, use heavy furniture to **barricade the door**.

- **Cover windows.** If the door has a window, cover it if you can. Depending on the shooter's location, consider exiting through windows. Have someone watch the door as you get as many out the windows (ground floor) as calmly and quietly as possible.
- **Stay low.** If you can't exit through the windows, get out of sight from the door and stay low and quiet.
- **Silence cell phones** and other electronic devices.
- If no police units are on scene, **move away from the shooter.** Find safe cover and wait for the police to arrive.
- **When officers arrive** on scene, **move toward any law enforcement personnel** or a police vehicle when it's safe. Keep your hands visible to police at all times.
- **Follow** all police directions exactly.

In Hallways or Corridors

- **Get to a nearby room and secure it.** Unless you are close to an exit, do not attempt to run through a hallway, you may encounter the shooter.

In Large Rooms or Auditoriums

- **If remote from the shooter, exit the building** and move toward any law enforcement personnel or a police vehicle. Keep your hands visible to police.

Open Spaces

- **Stay alert and look for cover**, such as brick walls, large trees, retaining walls, parked vehicles or any other object that may stop gunfire rounds.

Trapped with the Shooter

- **Do not provoke the shooter.** If no shooting is happening, do what the shooter says and do not move suddenly.
- **If the shooter starts shooting**, try taking one of these decisive actions:
 - **Freeze and stay very still**
 - **Run for an exit** while zigzagging. A moving target is harder to hit than a stationary one
 - **Attack the shooter. This is very dangerous**, but it may be less dangerous than doing nothing at all. The last thing the shooter will expect is to be attacked by an unarmed person.

More Information

<http://police.uw.edu/aboutus/divisions/opst/crimeprevention/activeshooter/>

Bomb Threats and Suspicious Mail

Report any threatening phone calls, mailed threats, or suspicious packages immediately to the University Police Department at 911.

Bomb Threats

Get as much information as possible.

- Attempt to **learn the location where the bomb is** now or is going to be planted.
- Try to **listen for information** about the caller.
 - **Listen for gender, accent, and any other details**
 - **Note any background noise** that may indicate the location of the caller.

- Write down the **time of the call**, **phone number** where it came in, and **who took the call**.
- Make **note of the phone number** used to call you **if your phone has caller identification**.

Report threat to police

- **Call 911** and report the threat and details to police
- **Follow instruction** provided by police.
- **Report** the call to **your supervisor**.

Suspicious Packages

Look For These Signs:

- **No return address**.
- Sealed with **tape**, especially if **excessive amount**.
- **Marked “Personal” or “Confidential”**.
- Incorrect or **misspelled address**.
- **Oily stains, discolorations**, or crystals on the wrapper.
- Strange **odors**.
- **Odd weight or size**.

If You Receive a Suspicious Package:

- **Don’t touch** or move it.
- **Isolate the package** and **call 911** to ask for advice.
- **Evacuate the area**.
- **Follow instructions** provided by police.

Demonstrations / Protests

Demonstrations and protests are common at universities. Most are a peaceful attempts to raise awareness of a particular issue. Occasionally demonstrations begin peacefully and then turn violent resulting in property damage and personal injury.

Here are some guidelines on how to respond and react to demonstrations.

Interacting with Demonstrators:

- **Do not provoke**, obstruct, or get into verbal altercations with the demonstrators.
- **Move away from potentially dangerous areas** if a demonstration is becoming violent.

Maintaining Security:

- When you leave your office always **close and lock doors**.
- **Do not allow others to follow you** into secured areas.
- If necessary, **have the building coordinator** or dean’s office receptionist **secure your building or area**:
 - Lock exterior doors
 - Reprogram your campus automated access management system (CAAMS).

- For scheduled demonstrations, **contact University Police** (206-685-8973) if you feel you will need **additional security**.

When to Call 911:

- If there is a **disruption to teaching, research, or work**.
- If demonstrators **obstruct sidewalks or doorways**.
- If you **feel threatened or passers-by are being harassed**.
- If you **see suspicious, criminal or destructive activity**.
- If **violence appears imminent or has erupted**.

Earthquakes

The danger and risks of earthquakes can be reduced if people know what actions to take before, during and after an earthquake.

If Inside a Building

- **Drop, cover and hold.**
 - Under a desk, table, or chair.
 - In a corner or along the wall in a hallway away from windows.
 - Near structurally strong locations such as a hall by a pillar.
- **Do not use the elevators.**
- **Watch for falling objects** such as light fixtures, bookcases, cabinets, shelves, and other furniture that might slide or topple.
- **Stay away from windows.**
- **Do not run outside.** Exits may be damaged and the building's exterior brick, tile, and decorations may be falling off. Be cautious; maintain awareness of your surroundings.

If Outside a Building

- **Stay outside.** Stay clear of electrical wires, poles, trees, or anything that might fall.

After a Major Earthquake

- **Check for injuries to people in your area.** Do not attempt to move seriously injured persons unless they are in immediate danger. **Provide first aid** if qualified, and **call 911**. Emergency services **may not be able to respond for up to 72 hours**.
- **Avoid areas of hazardous material spills, gas leaks, fires, and fallen objects.**
- **Turn off ignition and heat sources** if it is safe to do so.
- **Exit the building**, if structurally damaged, taking emergency/first-aid kit and personal belongings. Go to your evacuation assembly point. Report building damages, and potentially hazardous conditions using the post-earthquake assessment tool.
- **Do not re-enter a damaged building** until it has been declared safe by the University's Applied Technology Council (ATC)-20 assessment teams or other trained professionals.
- **Expect aftershocks.**

After a Minor Earthquake

- **Restore calm** to those around you, if possible.
- **Examine your area for damage.** Staff members may use post-earthquake assessment tool to make an initial assessment as to whether the building should remain occupied.
- **If obvious structural damage is identified,** evacuate the building and report observations to University Police by calling 911.
- **Do not re-enter** buildings with structural damage until the building has been declared safe by the University's ATC-20 team or other trained professionals.

Elevator Problems

Although elevators are one of the safest forms of transportation available, following these simple guidelines can help ensure passenger safety.

If There is a Fire or Power Outage

- **Never try to use an elevator if a fire alarm is sounding.**
- Most elevators will automatically go to a designated floor and stop working.
- Elevators are likely to be out of service in the event of a power failure.
- **Emergency lighting will come on** inside an elevator if there is a power failure.

If Trapped in an Elevator

- **Do not panic.** There is plenty of air in the elevator. **Don't pry open closed doors** to attempt to climb out.
- **Call for help.** The elevator will have an emergency "phone" panel. Inside will be either a **phone or a button which will automatically call** for help, usually to UWPD.
- **If the emergency phone does not work,** contact UWPD by **cell phone** at 206-685-8973. If your signal is weak, try to **text a friend** and ask them to call UWPD. UWPD cannot receive texts.
- **Push the "bell" or "alarm" button** to alert people outside that there is a problem.
- On the Seattle campus, **FOMS** (Facility Operations Maintenance Specialists) are **available** to assist trapped individuals **24 hours a day**, and will attempt to reset elevator controls to return them to normal functioning.

If Others are Trapped in an Elevator

- **Call 911** and provide the following information:
 - Your name
 - Building name
 - Details known about the problem, including how many people are trapped
- **Notify the building coordinator** or dean's office receptionist.
- **Reassure the people who are trapped** that help is on the way.

If an Elevator has Stopped Working (no passengers)

- **Notify the Building Coordinator** or dean's office receptionist.
- **Report the location and status**, let them know there is no emergency, unless the outage is preventing those with limited mobility from exiting the building.

Medical Emergencies

Heart attack, choking, bleeding, poisoning, and burns, as well as other serious medical conditions can happen anywhere. Prompt action and clear communication is vital when providing help.

In the Event of a Sudden Medical Emergency

- **Assess the person.** Look on wrist, ankle, or around neck for a medic alert bracelet or necklace.
- **Call 911, or have someone else do it.** If you are alone, yell loudly for help. If you are unable to summon help, call 911 first before assisting the person.
- **When calling 911, use a UW landline**, if possible, as these calls are routed directly to the University Police call center. **If using a cell phone UW Police can be reached at 206-685-8975.** If you are using a cell phone, the responding call center will need to know that you are at a University of Washington campus building.

Give the operator as much information as possible, including:

- Type of emergency
- What help is needed
- Exact address or building name
- Room number or area
- Your telephone number
- Any information from medic bracelet or necklace
- Victim information such as age and symptoms
- **Don't hang up** until you are told to do so by the 911 operator.
- **Do not move the victim** unless absolutely necessary. In many cases, moving the victim may cause additional trauma.
- **Administer First Aid or CPR** if you are qualified and current with your training.
- **Follow Universal Precautions.** Treat all blood and body fluids as if they were known to be infectious for HIV, HBV and other bloodborne pathogens.
- **Look for an 'ICE' Phone Number.** Look up the ICE (In Case of Emergency) contact number on the person's cell phone.
- **Report the incident.** Submit an accident report using the online accident reporting system at: <http://www.ehs.washington.edu/ohsoars/index.shtm>.

Strong Odors

Other Strong Odors

- **Investigate** if the source is just in your area. If not, check the hallway and adjacent rooms to determine if the odor is widespread.
- **Confer with EH&S** at 206-543-7262 if you experience symptoms or illness.
- **Take action** if the source is obvious and something can be done without putting anyone at risk. For example, eliminate or control the odor by moving a benchtop procedure to a fume hood.
- **Contact Capital Planning and Development** at 206-543-5200 if the odor clearly originates from a major construction site (e.g., diesel fumes, dust, asphalt, or roofing).
- **Contact EH&S** at 206-543-7262 for tobacco smoke odors.

Plumbing Problems and Flooding

Adverse weather or broken pipes can lead to leaks, floods, and other plumbing problems. Serious water damage to University buildings not only disrupts research and campus operations but also can lead to mold and mildew problems.

Flooding

- In **non-emergency** situations, **notify the building coordinator** or dean's office receptionist.
- If you can **safely** find the flooding source, **shut off the flow of water**.
- **Standing water**, if near a source of electricity, can pose an **electrocution hazard**.
 - **Stop using electrical equipment immediately.**
 - **Turn the equipment off**, but only if you can do it **safely**.
 - **Evacuate and call 911**
- If **chemical or biological hazards** are involved or suspected, **contact EH&S** at 206-543-7262.
- If **asbestos-containing material** (or any regulated material) is **damaged**, **contact Facilities Services** at 206-685-1411.

Water Service Interrupted

- **Notify your building coordinator** or dean's office receptionist.
- **Stop food service operations** if proper sanitary facilities and **hand washing stations are unavailable**. Sanitary hot water must be available to process food.

Power Outages

For information about outages, visit the UW Safety Portal at www.washington.edu/Safety, tune to KOMO 1000 AM, or call UW 206-547-INFO. If conditions seem dangerous, evacuate the area and assist others to evacuate. Do not re-enter a building until authorities have determined it safe to do so.

Emergency Lighting

- Many buildings are equipped with emergency lighting systems that provide **minimal light for exiting**, not routine work. **Evacuate buildings** while these systems are still operating.
- Emergency **pathway lighting** is only designed to last about **90 minutes**.
- Some buildings at UW Seattle may have emergency lighting for up to **eight hours** but **many have no emergency power at all**.

General Procedures for Academic Buildings

- **Assess** the extent of the outage in your area.
- **Remain calm**; provide assistance to others if necessary. Help co-workers in darkened work areas move to safe and lighted locations.
- **Exits** may be indicated by lighted signs if the emergency power is operating.
- **Report** the outage to Facilities Services. On the UW Seattle campus, call **206-685-1411**.
- **Open blinds** for additional light.
- **Open windows** for improved ventilation, if needed.
- If possible, **shut off power** to machinery and equipment that could restart unattended.
- **Don't use candles**, lanterns, charcoal, grills, or anything that uses fuel in buildings.
- Don't bring **emergency generators** indoors or near building doors or windows.
- If **trapped in an elevator** use the elevator car phone to contact UWPD.
- **Evacuate** if power is anticipated to be out for an extended period of time and work conditions are not safe or exit pathways are not lighted.

Workplace Violence

The University of Washington is committed to providing a safe, healthful workplace that is free from violence or threats of violence.

Report Urgent Threats

- **Call 911**.
- **Once you are safe, call 685-SAFE (685-7233)** to report the situation to the Violence Prevention & Response Team.
- **Alert your supervisor** to the situation.

Reporting Emerging or Potential Threats

- **Report the situation** to the Violence Prevention & Response Team by calling 685-SAFE.
- **Alert your supervisor** to the situation.

Supervisors of Someone who Feels Threatened

- **Report the situation** to the Violence Prevention & Response Team at 685-SAFE.
- **Alert the head of your unit** (or his/her designee). Keep information the employee has shared confidential, except for the reporting requirements above.

- Encourage the individual to **seek additional assistance**. Provide the employee with the phone number for UW CareLink (866-598-3978) and give the employee a private place to make the phone call.

Additional Information

<https://www.washington.edu/admin/hr/polproc/work-violence/>

Section 5 - Emergency Evacuation for Persons with Disabilities

This section provides a general guideline of evacuation procedures for persons that may have difficulty exiting during building evacuations. Faculty, staff, students, and visitors with disabilities are expected to consider these options in advance to determine their best response to a building emergency. Assistance is available through EH&S and the University's Disability Services Office.

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 on the Evacuation Plan for Persons with Disabilities form and provide it to the building evacuation director who will inform evacuation wardens and retain it for reference.

Evacuation Options

Persons with disabilities have five evacuation options as follows with preferred options listed first:

- **General Evacuation:** Use accessible routes to exit the building if the route appears safe. Note that the accessible route may not always be the nearest exit.
- **Horizontal Evacuation:** In large buildings and multi-wing complexes such as the Health Science Center, evacuate horizontally to an unaffected wing or area where the alarm is not sounding.
- **Area of Refuge:** Move to an area of refuge (also known as Areas of Evacuation Assistance or Evacuation Waiting Area) which is protected by substantial fire rated construction. Many building stairwells with large landings that serve as very good area of refuge. Wait near the exit stairwell until everyone has evacuated the floor and traffic has cleared, then enter. Some buildings have designated areas with stairwells that are signed and equipped with two way communications with University Police. Enclosed elevator lobbies and fire rated exit corridors can also serve as an evacuation waiting area, especially when in close proximity to an exit. For assistance identifying an area of refuge, call EH&S at 206-543-7262.
- **Stay in Place:** If evacuation or moving to an area of refuge is not possible, staying in place, in your office for example, may be appropriate. An enclosed room with an exterior window, a telephone, and a solid or fire-resistant door may be a good choice. With this option the person may keep in contact with emergency services by dialing 911 and reporting his or her location directly. Emergency services will relay this location to on-site emergency personnel who will determine the necessity for evacuation.

- **Assisted Evacuation Device:** In the event of a major earthquake or other campus-wide event that would prevent first responders from responding quickly, an assisted evacuation device, such as a specially designed chair, can be used by **trained personnel** to evacuate mobility disabled persons.

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 over-ride 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 911 and inform them of your plans.
3. Volunteers may assist persons with disabilities reach an area of refuge but should evacuate and report to the evacuation assembly point and report to emergency services the location and status of the person with disabilities.
4. The evacuation director should provide any relevant information to emergency services.

Other Disabilities

The information above is primarily to address evacuation for persons with mobility disabilities. Persons with other visual, hearing, cognitive or other disabilities are encouraged to seek counsel and accommodation through the Disability Services Office (206-543-6450).

Areas of Refuge and/or Evacuation Waiting Area

Location	Location Description
Stairwell landings	In the fire stairwells (have metal doors that close) on the north and south of the building.

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. Check the box that applies.

X

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

Our building is equipped with a fire alarm system that is **not monitored**. Call 911.

Our building is **NOT equipped** with a fire alarm system. Call 911.

The fire alarm system notification audible tone is a:

X

Slow whoop (hear an [example](#)).

Temporal 3 (hear an [example](#)).

Solid tone (hear an [example](#)).

NA, no fire alarm.

Section 7 - Evacuation Methods & Assembly Locations

Building Evacuation

The building fire alarm system is design for (check one):

No Fire Alarm. There is no fire alarm system. The entire building evacuates for fire and other emergencies as outlined in building emergency procedures.

X

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

Partial and/or Phased Evacuation. Occupants of alarmed areas may evacuate to an indoor evacuation assembly point, typically at a location several floors below the alarmed and affected area and separate from fire fighter staging areas (common to high rise buildings). Occupants are instructed to exit down the stairwell onto a predetermined floor where the alarm is not sounding. Some occupants near grade level may evacuate to the exterior. A subsequent alarm may require additional evacuations if deemed necessary by the fire service.

{See 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. *Examples are proved in the instructions. A map of EAPs may be found [here](#).*

EAP Location	Serves those exiting from:
Parrington North Lawn	Parrington Hall

Section 8 - Evacuation Director and Wardens

Floor	Assigned Area	Evacuation Director Name	Email
		Primary Kit Curtis	kyt@uw.edu
		Alternate Kelly Campbell	kellyjc@uw.edu
Floor	Assigned Area	Evacuation Warden Name	Email
		Primary Kole Kantner, Basement	kole@uw.edu
		Alternate	
		Primary Ian Gonzales, 1 st Floor	ngonza04@uw.edu
		Alternate Kole Kantner, 1 st Floor	kole@uw.edu
		Primary Sara Basque, 2 nd Floor	sbasque@uw.edu
		Alternate Kelly Campbell, 2 nd Floor	kellyjc@uw.edu
		Primary Tamar Puckett, 3 rd Floor	tamarp@uw.edu
		Alternate Amanda Thomas, 3 rd Floor	at53@uw.edu
		Primary Pierre Biscaye, 4 th Floor	pbiscaye@uw.edu
		Alternate Bely Luu, 4 th Floor	belyluu@uw.edu
		Primary	
		Alternate	
		Primary	
		Alternate	

Last Updated (date): 8/28/2017

Assign wardens for the building so that their area may be swept while walking, calling out, knocking on doors, and reach an exit within three minutes. In some buildings this will require multiple wardens per floor or area. Alternate wardens are encouraged for each area. See instructions for examples; provide additional sheets as needed.