Fire Safety
&
Evacuation Plan

October 24, 2019

Loew Hall

3920 E. Stevens Way NE

Heather Wilson, Evacuation Director
Sonia Honeydew, Alternate Evacuation Director

College of Engineering Dean's Office & SAS (B, 2nd & 3rd Floors)
Graduate School Offices (3rd Floor)
Academic Classrooms (1st & 2nd Floors)
EDGE Program (B & 2nd Floor)

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UNIVERSITY *of* WASHINGTON

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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 Faculty and Staff

1. Be familiar with building emergency procedures and act in the event of an emergency. See Section 3.
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.
6. Complete and maintain evacuation exemption procedures for qualified medical procedures. (Intended for a very small number of animal and dental surgical procedures that occur outside of the UWMC.)

Responsibilities of Students

1. Be familiar with building emergency procedures and act in the event of an emergency. See Section 3.
2. Respond to building alarms and promptly evacuate.
3. Follow directions of instructors, Evacuation Wardens, police, and fire safety professionals.

Responsibilities of Faculty, Lecturers, and Teaching Assistants

1. Be familiar with building emergency procedures and be prepared to provide direction to students attending your class in the event of an emergency. See Section 3.
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 system and calling 911.
5. Be familiar with evacuation options for persons with disabilities.

Responsibilities of Personnel in Laboratories (and Other Locations with Hazardous Materials)

1. Be familiar with building emergency procedures and act in the event of an emergency. See Section 3.
2. If the emergency is in or near your research area, report directly to incident command (usually Seattle Fire Department) about hazardous materials and activities in the space. This will help ensure safety of emergency responders and resume normal operations as soon as possible.

Responsibilities of the Evacuation Director and Evacuation Wardens

The Evacuation Director, Evacuation Wardens, and their alternates are employees and 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.

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 should 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 Evacuation Warden training offered by EH&S. A schedule can be found at www.ehs.washington.edu/psotrain/corsdesc.shtm.
   b. Fire Extinguisher Training (Not required): Optional training is available for all UW personnel on the use of portable fire extinguishers. Note: your focus during an emergency at your building should be to quickly and safely evacuate the building and preserve order at the Evacuation Assembly Point.

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 that 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 4.

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 will schedule the drills and 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, report to the Evacuation Assembly Point (EAP), and act as a building occupant liaison with responding emergency services.
   b. Receive status reports from area Evacuation Wardens.
   c. Identify yourself 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 you see evacuees or bystanders remain within 30' of the building, thus endangering themselves and impeding access for emergency responders, assign Evacuation Wardens or other personnel as needed to assertively clear the area and move evacuees to the Evacuation Assembly Point.
   g. 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.
   h. When the fire department or UWPD 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): Optional training is available for all UW personnel on the use of portable fire extinguishers. Note: your focus during an emergency at your building should be to quickly and safely evacuate the building and preserve order at the Evacuation Assembly Point.

2. Preparation Guidelines
   a. Be familiar with the FSEP and all relevant emergency procedures.
   b. Be familiar with your building alarm system and building safety features (e.g. automatic fire doors) so that you may accurately interpret alarms.
   c. Familiarize yourself with the main circulation paths of the building and all exit routes. Note locations that are likely to have visitors or persons with disabilities who may need some assistance during a building emergency.
   d. Be aware of persons with mobility disabilities, inform them about the guidelines for evacuation (see Section 4 and contact EH&S for assistance), and familiarize yourself with their evacuation plan.

e. Become familiar with operations in your area that may require additional time to shut down, delaying occupant evacuation.
f. Participate in evacuation drills as requested by the Evacuation Director.
g. Be prepared to communicate to occupants outside the building to keep them moving to the Evacuation Assembly Point (EAP) so they do not endanger themselves, obstruct emergency responders, or block roads.

3. Building Emergency Evacuation
   a. Walk out of the building using the nearest exit route, while assertively directing occupants and visitors to their nearest exit and the Evacuation Assembly Point (EAP) outside.
   b. If persons with disabilities do not have an individual plan to follow, direct them to an area of refuge.
   c. As a general rule, Evacuation Wardens should not fight fire. Your primary role is to encourage occupants to evacuate quickly, and to communicate with the Evacuation Director at the Evacuation Assembly Point. If you observe fire or smoke, evacuate immediately.

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 has 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 incident command.
   c. 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. Once the above information has been relayed, preserve order at the Evacuation Assembly Point, help keep people away from the building, and remind occupants that there is no re-entry until incident command gives the official "all clear".

5. Drill Completion
   a. 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. Note: drills are estimated to take ten minutes, from start to finish.

Section 3 Fire Emergency and Evacuation Procedures

This document (FSEP) focuses on the evacuation of occupants as a result of a fire emergency. There are other reasons a building must be evacuated. Information and procedures for other types of emergencies can be found at http://www.washington.edu/uwem/plans-and-procedures/uw-emergency-procedures/.

Fire Emergency Procedures

1. If you are on fire, STOP – DROP – ROLL. If another person is on fire, yell "STOP – DROP –ROLL."
2. If you discover a fire, activate the alarm system at the nearest pull station *and* call 911 to give emergency responders specific information about the fire. Then you may attempt to put it out if it is small (no larger than a wastebasket), and you have been trained to use a fire extinguisher. If the fire is too large or you are uncomfortable or unfamiliar with the proper use of a fire extinguisher, simply close the door and evacuate.
3. If the fire alarm does not work, call 911 and notify occupants verbally of the emergency and the need to evacuate.
4. If you are trapped by smoke, stay low, cover your mouth with a wet cloth, stay near a window, open it but do not break it, and hang something on or outside the window to let fire personnel know you are there. Phone 911 if possible.
5. If you are *not* trapped, **evacuate** the building and report to your Evacuation Assembly Point. (Exception: persons with mobility disability who are unable to evacuate will follow their personal plan to take refuge or report to an area of evacuation assistance – see Section 5.)

Note: Use landlines when possible to contact 911; this will connect you directly to UWPD and prevent possible delays in response.

Evacuation Procedures

1. Assume all evacuation alarms are real unless an announcement has been made just prior to the alarm.
2. When an alarm sounds, take your keys and valuables and leave immediately, using the nearest ground-level exit* (do not use elevators or go to the roof).
3. Close doors behind you as you exit, to prevent smoke migration.
4. Go to your pre-determined Evacuation Assembly Point (EAP), typically outdoors and a safe distance from the building, out of the way of emergency responders. See Section 6 for specifics.
5. At your Evacuation Assembly Point, tell your Evacuation Warden, Evacuation Director, or emergency responders:
   - Specifics on fire/explosion
   - Persons in the building needing assistance
   - Potential cause of false alarm activation
6. Do not re-enter the building until authorized by emergency responders.

*Emergency Evacuation floor plans are posted throughout the building to identify exits and evacuation routes. If access to the nearest exit is obstructed, use an alternate exit.

Section 4 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). Many building stairwells with large landings serve as good areas of refuge. Wait near the stairwell exit until everyone has evacuated the floor and traffic has cleared, then enter. Some buildings have designated areas in 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 area of refuge, 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 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 during an evacuation alarm. 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 911 and inform them of your plans.

3. Volunteers may assist persons with disabilities to 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 visual, hearing, cognitive, or other disabilities are encouraged to seek counsel and accommodation through the Disability Services Office (206-543-6450).

Areas of Refuge

Area of Refuge	Location Description
Stair 2	Stairwell at tip of west wing; exits at 1st floor, by Stevens Way NE
Stair 3	Stairwell at tip of east wing; exits at Basement level, by loading dock

Section 5 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.

- ■ Our building is equipped with a fire alarm system **monitored** by the University. 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:

- ■ The alarm sound is that of a "**slow whoop**".

- ☐ The alarm sound is "**temporal 3**".

- ☐ The alarm sound is a **solid tone**.

- ☐ NA, no fire alarm.

Section 6 Evacuation Methods & Assembly Locations

Building Evacuation

The building fire alarm system is designed 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.

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

Outdoor Evacuation Assembly Points

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.

EAP Location	Serves those exiting from:
across Stevens Way, near the bus stop	all of Loew Hall

In the event of a major disaster, larger groups may be directed by the UW Police Department or the UW Crisis Communications Team to go to a campus Mass Assembly Area. These areas are equipped with emergency phones that can broadcast updates about the emergency situation. In the case of such an event, the nearest Mass Assembly Points are the HUB Lawn and Rainier Vista.

Evacuation Directors and Wardens

Floor	Assigned Area	Evacuation Director Name	Email	Phone
	CoE Dean's Office	Primary: Heather Wilson	hwilson@uw.edu	206.543.8388
		Alternate: Sonia Honeydew	soniah2@uw.edu	206.616.0503
Floor	**Assigned Area**	**Evacuation Warden Name**	**Email**	**Phone**
3	CoE Dean's Office, 371 Suite Rms 355-377, odd #s	Primary: Lucia Ersfeld	luciap@uw.edu	206.543.1829
		Alternate:		
3	CoE Dean's Office, Rms 354-390, even #s	Primary: Didi Yang	dy277@uw.edu	206.543.6689
		Alternate:		
3	CoE Dean's Office Advancement, 351 Suite	Primary: Carolyn McQueen	mcqueena@uw.edu	206.543.0167
		Alternate:		
3	CoE Student Academic Services, Rms 301L-U, 317, 319, 324, 320-344 even #s	Primary: Dana Pierson	danap2@uw.edu	206.685.8361
		Alternate:		
3	UW Graduate School, Rms 301A-H, 305-315 odd #s, 302-318 even #s	Primary: Layla Tavassoli	ltavas@uw.edu	206.221.3628
		Alternate:		
2	CoE, Engineering Academic Study Center (Rms 207, 213, 215)	Primary: Sheldon Levias	srl1@uw.edu	206.221.2890
		Alternate:		
1	Note: 1st floor and most of 2nd floor are UW classrooms	Primary: Attending Instructors	help@uw.edu	206.221.5000
		Alternate:		
B	UW EDGE Program (Education at a Distance for Growth and Excellence), Suite 002 & Rm 204	Primary: Tim McCabe	tmccabe@uw.edu	206.616.8256
		Alternate: Derek Barbee	dbarbee@uw.edu	206.543.4689
B	CC@E (Career Center @ Engineering), Suite 014	Primary: Gail Cornelius	gailcorn@uw.edu	206.221.5497
		Alternate:		
B	STARS (Washington State Academic Redshirt program), Suite 013	Primary: Jordan Walsh	jwalsh2@uw.edu	206.221.1653
		Alternate:		

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Assign Wardens for the building so that they may call out to other occupants while walking directly to their nearest exit. 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.

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