

# **Fire Safety & Evacuation Plan**

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## **PADEFORD HALL**

**Evacuation Director – Maria Francom**

**October 2023**

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# Template Revisions

## Section 1 General Information

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### 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

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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.
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 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 for Laboratory and Other Locations with Hazardous Materials

1. Be familiar with building emergency procedures and act in the event of an emergency. See Sections 3 and 4.
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 the safety of emergency responders and to resume to normal operations as soon as possible.

## 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. **Emergency 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](http://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.
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](http://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](http://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. Become familiar with operations in your area that may require additional time to shut down requiring occupant actions which would delay their exiting.
  - g. 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. **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. 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

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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 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. The building's floor plans and evacuation routes are posted throughout the building.



## Section 4 Emergency Procedures

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### 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.**

#### A Fire in a Building without a Fire Alarm

- **Call out "FIRE – GET OUT" loudly, using your voice to inform other occupants.**
- **Phone 911 and report the building name, address and specifics of the emergency.**
- **Follow the general procedures listed above.**

### Other Emergency Procedures

University standard emergency procedures may be found here <https://www.washington.edu/uwem/plans-and-procedures/uw-emergency-procedures/>

University standard emergency plan may be found here <https://english.washington.edu/emergency-plan>

## Section 5 - Emergency Evacuation for Persons with Disabilities

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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
N22	ADA Parking Lot next to the Husky Union Building, across the street from Padelford

## Section 6 - Building Specific Information

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### Emergency Communications

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

- 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:

- Slow whoop
- Temporal 3
- Solid tone
- NA, no fire alarm

## Section 7 - Evacuation Methods & Assembly Locations

### Building Evacuation

The building fire alarm system is design for:

**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.

### 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:
N22 PARKING LOT	A,B and C wings of building

## Section 8 - Evacuation Director and Wardens

Floor	Assigned Area	Evacuation Contact	Email	Cell Phone
PL (-2)	HAS Center (A wing)	Primary: Nancy Sisko	nsisko@uw.edu	
				<b>Cell Phone</b>
PL (-2)	Mathematics TA Offices ( A wing)	Primary: Steve Sheetz	sbsheetz@math.washington.edu	
		Alternate: Michael Munz	munz@math.washington.edu	
LL (-1)	English Writing Programs (A wing)	Primary: Amanda Steinberg	steina7@uw.edu	
		Alternate:		
LL (-1)	Creative Writing Program and English TA Offices (B Wing)	Primary: Shannon Mitchell	smitch@uw.edu	
		Alternate:		
LL (-1)	CSSS (Statistics/Mathematics) (C-Wing)	Primary: Steve Sheetz	sbsheetz@math.washington.edu	
		Alternate:		
Floor 1	English (Main Administrative Office & Graduate Advising ( A Wing)	Primary: Carolyn Busch	buschc@u	206.543-0504 (wk)
		Alternate: Karla Tofte	ktofte@u	
		Alternate: Annee Fisher	af5@u	
Floor 1	Comparative History of Ideas (CHID) Gender, Women & Sexuality Studies (GWSS) (B Wing)	Primary: Marthadina Russell (CHID)	mdina@u	
		Alternate: Young Kim (GWSS)	youngk@u	
Floor 1	Spanish & Portuguese/Mathematics (C Wing)	Primary: Michael Munz	munz@math.washington.edu	
		Alternate:		
Floor 2	Slavic Languages and Literature (A Wing)	Primary: TBD		
		Alternate: Isabelle Schlegel (50% fte)	slavoffice@uw.edu	
Floor 2	French and Italian (B Wing & C Wing)	Primary: Maria Francom	francom@u	206-616-5302 (wk)
		Alternate: Sariah Burdett	frenital@u	206-616-3486 (wk)
Floor 3	English Computer Support & Faculty Offices ( A Wing)	Primary: Rob Weller	weller@u	
		Alternate:		
Floor 3	Statistics (B Wing)	Primary: Vickie Graybeal	graybeal@u	
		Alternate: Ellen Reynolds	ellen@stat	
Floor 3	Mathematics Library (C Wing)	Primary: Library personnel	branches@u	
		Alternate:		
Floor 4	English Faculty Offices (A & B Wings)	Primary: Ellen Palms	epalms@u	
		Alternate:		

Floor 4	Comparative Literature (C Wing)	Primary: Marcia Feinstein-Tobey	maf@u	
		Alternate:		
Floor 5	English Faculty Offices (A Wing)	Primary: Angelica Hernandez	acordero@u	
		Alternate:		
Floor 5	American Ethnic Studies (B Wing)	Primary: Lorna Hamill	lthamil@u	
		Alternate:		
Floor 5	Comparative Lit/American Indian Studies/Math (C Wing)	Primary: Yuko Mera	ymera@	
		Alternate:		
	<b>CPR Certified:</b> Steve Sheetz Mike Munz Mun Rose Choi Dalia Correa			
	<b>First Aid Certified:</b> Steve Sheetz Mike Munz Mun Rose Choi Dalia Correa			


**Last Updated (date): 11/1/2019**

*Floor wardens for the building are assigned 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.*



## Appendix A – MyChem Location Contacts Report

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The Location 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.

## Appendix B – Critical Equipment Shutdown

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Critical equipment which 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

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