

FIRE SAFETY AND EVACUATION PLAN INSTRUCTIONS

Purpose: Environmental Health and Safety (EH&S) developed the [Fire Safety and Evacuation Plan \(FSEP\) template](#) to assist University units and departments with preparing for emergencies requiring building evacuation. A written evacuation plan is required by the International Fire Code adopted by the state of Washington when a building is required to be provided with a fire alarm system. It applies to all campuses, research stations and satellite facilities. The Fire Safety and Evacuation Plan template meets the requirements of the Washington Administrative Code (WAC), which requires an emergency action plan that meets specific standards.

Building-based Plan: The [Fire Safety and Evacuation Plan \(FSEP\)](#) is a building plan and should be completed as a single plan regardless of the number of occupying departments or organizational units. To reduce administrative burden, a single plan may also be used to serve a multi-wing or multi-building complex such as the Health Sciences Center. Organizational units should work together within each building to develop one plan. EH&S can facilitate this process if necessary. EH&S is available to provide technical assistance and to review a final draft of your FSEP. This plan should not be confused with Departmental Health and Safety Plans, institutional emergency plans, or other safety related plans.

Instruction: The following step-by-step instructions are intended to help the author complete a building-specific FSEP. The evacuation director is typically responsible for developing and maintaining the FSEP. Additional resources are available on the [EH&S website](#) at www.ehs.washington.edu/fire-life/building-emergency-procedures-and-resources. **Please contact EH&S at (206) 685-0341 if you have any questions.**

SECTION	INSTRUCTIONS
Cover Page	Enter the building name, address, evacuation director name and a list of occupying departments (optional). Most buildings have the street address posted. If you are not sure about the street, please contact EH&S for assistance. These addresses are only for emergency response and are not to be used for mail delivery.
Sections 1- 4 (pg. 2)	These sections outline standard procedure for all buildings and in many cases these sections will require no revision or addition. If you feel substantial revision is needed to accommodate specific needs, please contact EH&S.

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<p>Section 5 (pg. 10)</p>	<p>List areas of refuge and evacuation waiting areas for your building. These may be formal areas of refuge with communications panels, or areas deemed suitable by EH&S to wait for emergency responders to assist with rescue. Contact EH&S for assistance.</p> <p>Persons with disabilities are encouraged to document their evacuation plans and may provide you with completed worksheets. If so, include this information in the appendix of your building FSEP. You may also wish to provide a copy of Section 5 and links to Evacuation Topics and Evacuation Plan to all persons with disabilities.</p>						
<p>Section 6 (pg. 12) Emergency Communications</p>	<p>Check all boxes within each section that apply. You may either delete those that don't apply or simply leave unchecked. Most fire alarm systems on the Seattle campus will produce a "slow whoop" when activated, but there are a couple of other types of sounds. Examples can be found on the EH&S website. If you are not sure, contact EH&S for assistance.</p>						
<p>Section 7 (pg. 13) Evacuation & Assembly Locations</p>	<p>Check the box that applies and/or delete boxes that do not apply. If your building has partial or phased evacuation (common in high rise buildings), include a table or narrative to describe how the fire alarm system responds. For assistance, contact EH&S.</p> <p>Enter your outdoor evacuation assembly points (EAP) on this page. If you are not sure where your assembly point is located, you can find a map of designated evacuation assembly points on the EH&S website. Select one point if your building is small to moderate in size and it is practical for all occupants to assemble in one location.</p> <p>A larger building may require more than one EAP due to the number of occupants or because of distance or it is not practical to reach it safely. Large buildings and buildings that are part of a multi-building complex (such as the Health Sciences Building) should have multiple EAPs that are selected based upon proximity to the exit discharge (exterior exit door).</p> <p>Examples of how to document locations include:</p> <table border="1" data-bbox="488 1409 1515 1648"> <thead> <tr> <th data-bbox="488 1409 992 1476">EAP Location</th> <th data-bbox="992 1409 1515 1476">Covers those exiting from:</th> </tr> </thead> <tbody> <tr> <td data-bbox="488 1476 992 1581">Red Square @ George Washington Monument</td> <td data-bbox="992 1476 1515 1581">North side of building</td> </tr> <tr> <td data-bbox="488 1581 992 1648">Drumheller Fountain</td> <td data-bbox="992 1581 1515 1648">Basement and South side of building</td> </tr> </tbody> </table>	EAP Location	Covers those exiting from:	Red Square @ George Washington Monument	North side of building	Drumheller Fountain	Basement and South side of building
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<p>Section 8 (pg. 14) Evacuation Directors and Wardens</p>	<p>This page is used to list the evacuation director and wardens along with their contact information. It can be used during the planning phase to schedule meetings and ensure all geographical areas are covered. It can also be referenced for communication purposes during or following an evacuation.</p> <p>Assign evacuation wardens so that a warden may effectively conduct a 2 minute sweep while walking, knocking on doors, and exit the building within 3 minutes. In</p>						



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	<p>some buildings this will require multiple wardens per floor or area. When staffing allows, provide alternate wardens for each area as well. Provide additional sheets as required.</p> <p>Update as often as needed (phone numbers may change) and provide updated sheets to wardens so they can include with their evacuation materials. Provide details of assigned areas, such as:</p> <ul style="list-style-type: none"> • First floor, east half • Basement • North side of 4th floor, or • Sixth floor, even numbered rooms
<p>Appendix A - MyChem Location Reports</p>	<p>If your building contains labs, shops, or other areas where hazardous materials are stored or processed, the Inventory Contacts Report found in MyChem can provide specific contact information to emergency responders. Ask the Principal Investigator (PI), Responsible Person (RP), or the inventory manager for access to chemical inventories for labs in your building. If you need help with MyChem or accessing the report, contact EH&S at 206-616-4046 or email mychem@uw.edu.</p>
<p>Appendix B - Critical Equipment Shutdown</p>	<p>Critical equipment could pose a serious hazard to first responders, or present significant property loss risk if left in operation without an attendee. This does not include loss of research information or quality. Wardens should recognize that personnel attending critical equipment may not be able to immediately evacuate. The WAC requires this information but it may not apply in many buildings. Contact EH&S for assistance. Delete this appendix if not applicable.</p>
<p>Appendix C - Additional Considerations</p>	<p>The FSEP template covers topics that should apply to most buildings. If your building has special requirements or specific needs, this information can either be documented by modified the plan or added as an appendix.</p> <p>Examples of items you may want to include in this section:</p> <ul style="list-style-type: none"> • Evacuation exemption(s) for medical procedures; visit the EH&S website for more information. • Completed evacuation plan(s) for persons with disabilities; a template plan can be found on the EH&S website. <p>Biosafety (BSL) lab and animal use area information is provided annually to the Seattle Fire Department under separate cover and need not be included in your FSEP.</p>