

# Fire Safety & Evacuation Plan

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## Engineering Annex

3902 E. Stevens Way NE

Autumn 2025

11/18/2025

**College of Engineering Dean's Office and ET&L  
Mechanical Engineering Department  
Human Centered Design & Engineering Department  
Industrial & Systems Engineering Department  
Materials Science & Engineering Department  
Civil & Environmental Engineering Department**

*Instructions on completing this template are available at  
[www.ehs.washington.edu/system/files/resources/FSEP\\_Instructions.pdf](http://www.ehs.washington.edu/system/files/resources/FSEP_Instructions.pdf)*

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## Template Revisions

Date	Revision	Notes
4/2016	Original document	FSEP first created, replaces EEOP template
12/2016	Revision 1	Section 5 revised to include evacuation waiting areas
1/2018	Revision 2	Updated links and minor editorial updates
6/2020	Revision 3	Revised to include COVID-19 (communicable disease) considerations during evacuation
11/2025	Revision 4	Updated links and minor editorial updates

## 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. The FSEP is designed to identify critical equipment that may need to be shut down and includes information about the nature of the emergency that can be provided to emergency services 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. In response to the COVID-19 pandemic, this plan also integrates face covering and physical distancing preparedness with emergency evacuation procedures. The COVID-19 response considerations will also be applicable to any future communicable disease events with similar modes of transmission.

## Section 2 Responsibilities and Duties

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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 requirement 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.)
7. Wear a face cover when inside a building and continue to wear it outside in a designated evacuation area. It is assumed that employees away from their workstations during communicable disease restrictions will be wearing their face coverings.

### 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.
4. Wear a face covering when inside a building and continue to wear it outside in designated evacuation area.

### Responsibilities of Faculty, Lecturers and Teaching Assistants

1. Be familiar with building and emergency procedures and be prepared to provide directions 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 them 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. 6.

## 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 the resumption of normal operations as soon as possible.
3. Wear a face covering when inside a building and continue to wear it outside in designated evacuation areas. It is assumed employees away from their workstations during communicable disease restrictions will be wearing their face covering.

## 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 the Environmental Health & Safety Department (EH&S) to serve in their role. Additional information is available in Section 6.

## Evacuation Director Responsibilities

The evacuation director is the administrative lead for this plan and acts as the liaison with the responding emergency services in the event of a building emergency. If an emergency occurs when the evacuation director or 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 workstations) 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 <https://www.ehs.washington.edu/training>.
  - 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 <https://maps.uw.edu/geosims/geosims.html>.
  - b. Ensure wardens have attended EH&S training and know what their duties are in case of an emergency.
  - c. Ensure wardens are familiar with proper UW face covering and physical distancing guidelines.
5. Planned Evacuation Drills
- a. Serve as liaison between building occupants, the building coordinator and EH&S for evacuation drills. EH&S is responsible for scheduling 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 returned to EH&S Building & Fire Safety (BFS), Box 354400.
6. Building Emergency Evacuation
- a. Wear face covering 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 the 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 reentry if the alarm is silenced without confirmation of an all clear from emergency services.
  - h. Coordinate with Evacuation Wardens to allow for a controlled reentry of building occupants to minimize crowding and ensure physical distancing.

## 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/training](http://www.ehs.washington.edu/training).
- 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 people with disabilities who may need some assistance during a building emergency.
- c. Be aware of people 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 wear a face covering, and readily interpret alarms.
- f. Become familiar with operations in your area that may require additional time to shut down, requiring occupant actions that would delay their existing.
- g. Participate in evacuation drills as requested by the Evacuation Director.
- i. Inform people with acknowledged mobility disabilities about the guidelines for evacuation (see Section 5). Contact EH&S for assistance.
- j. Be prepared to communicate with occupants outside of the building to keep them moving to the evacuation assembly point and to not obstruct roads or emergency responders.
- k. Be prepared to communicate with occupants of the building to keep proper physical distancing between all other people at the evacuation assembly point and while reoccupying the building.

### 3. Building Emergency Evacuation

- a. Wear face covering, and check your area for visitors and others who may need assistance responding to the emergency. Students, visitors, and other transient occupants who may not be familiar with how to evacuate should be informed of the location of the nearest exit. Direct occupants to the exits and tell them where to assemble outside.
- b. Direct persons with disabilities to follow their individual plan. If they don't have one, direct them to an area of refuge.
- c. Optional: Sweep your area by walking, calling out, knocking on doors and closing doors if possible as you exit the building. Encourage others to respond promptly. Be assertive when communicating the need to evacuate. 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.
- e. Be prepared to communicate to occupants of the building to keep proper physical distancing between all other people at the evacuation assembly point and while reoccupying the building.



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 the incident command location.
- c. Accounting for all personnel is optional. It is impractical to do so in many buildings. Attempt to identify people who may have remained behind. This is especially important if the building emergency is known and the people 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 people whom you believe, or have reason to believe, may be in the building or in jeopardy.
- e. At the evacuation assembly point, monitor occupants of the building for the proper use of their face coverings and proper physical distancing. If necessary, communicate to building occupants the need to keep face coverings in place and maintain physical distancing.
- f. When notified by the evacuation director, help communicate all clearly so the building may be reoccupied. Don't reoccupied in response to the alarm being silenced. Await a definitive message.
- g. Coordinate with other Evacuation Wardens and the Evacuation Director to allow for a controlled reentry of building occupants to ensure physical distancing.
- h. During the reoccupy phase, monitor and ensure building occupants wear their face coverings and maintain physical distancing.

## 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. Upon fire alarm, wear face covering if under communicable disease restrictions.
3. Begin immediate evacuation of the building or area as outlined in Section 4 Emergency Procedures.
4. Take your keys and valuables and close doors behind you as you exit.
5. 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.
6. Go to your pre-determined Evacuation Assembly Point (EAP), typically outdoors at a safe distance from the building and out of the way of emergency services. Note: Some high-rise buildings have indoor EAPs. See Section 7 specifically.
7. People 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

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### Fire/Explosion

All fire alarm activations should be taken seriously. Never assume it is 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** and then **call 911**. When calling 911 from a mobile phone, make sure to start by notifying the dispatcher that you are on UW Seattle campus. Communicate the details about the fire you know.
- **If trained, use a fire extinguisher for incipient (early) stage fires only.** Before you fight a fire, make sure that you: ○ Have **called 911** or pulled the fire alarm ○ 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**. Close all doors as you go.
- Wear face covering if under communicable disease restrictions.
- **Do not use elevators**. Evacuate by using the **nearest stairwell**.
- **Go to your evacuation assembly point** (EAP) and maintain proper physical distancing at the EAP if under communicable disease restrictions.
- **Report to the evacuation warden**, evacuation director, or the fire department.
- **Do not re-enter the building** until authorized by emergency personnel.

### 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 procedures for emergencies such as earthquakes, civil unrest, and chemical spills are located at [www.ehs.washington.edu/fire-life/building-emergency-procedures-and-resources](http://www.ehs.washington.edu/fire-life/building-emergency-procedures-and-resources).

{Instruction: if maintaining a paper copy of this plan or if you need to tailor standard UW emergency procedures for your building, include them here or in the appendix}

## Section 5 - Emergency Evacuation for Persons with Disabilities

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This section provides a general guideline of evacuation procedures for people who 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

People with mobility disabilities are encouraged to:

1. Consider evacuation options for each building they occupy.
2. Identify a volunteer who will be responsible for communicating 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.
4. Keep a face covering on their person at all times if under communicable disease restrictions.

## 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:** (This is not an option for the Engineering Annex.) In large buildings and multi-wing complexes such as the Health Sciences Center, evacuate horizontally to an unaffected wing or area where the alarm is not sounding.
- **Area of Refuge:** (There are no areas of refuge in the Engineering Annex.) 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 serve as very good areas 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 206.616.5530.
- **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. People 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 staying in place, contact emergency services by calling 911 and inform them of your plans. When calling 911 from a mobile phone, make sure to start by notifying the dispatcher that you are on UW Seattle campus.
3. Volunteers may assist persons with disabilities to reach an area of refuge but should evacuate and go to the evacuation assembly point and report to emergency services the location and status of the person with disabilities.
4. In a pandemic a person that is assisting another person may be required to have a higher level of PPE due to the time in close contact with another person. If this is part of the disabled individual's evacuation plan, an evacuation kit with goggles and surgical masks should be provided for both the disabled person and their helper in the event of a pandemic evacuation.
5. The evacuation director should provide any relevant information to emergency services.

## Other Disabilities

The information above is primarily to address evacuation for people with mobility disabilities. People 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
N/A	There are no areas of refuge in the Engineering Annex.

## 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.

☒

Our building is equipped with a **monitored** fire alarm system. In the event of a fire alarm activation, signals are sent to the UW Police Department and a central monitoring station that notifies the Seattle Fire Department. Evacuate and call 911 to report specific information about the emergency. When calling 911 from a mobile phone, make sure to start by notifying the dispatcher that you are on the UW Seattle campus.

☐

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 (see FSEP instructions) 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 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 the building emergency procedures.

☒

**Complete Building Evacuation.** All occupants evacuate to the exterior of the 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 firefighter 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 in narrative or in tabular form to replace or edit the paragraph above. Contact EH&S for help.*

### Outdoor Evacuation Assembly Point (EAP)

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

There may be more than one assembly point depending on the size of the building and the location of the exits. List the EAP locations and indicate which areas of the building are to report to which area.

A map of EAPs can be found at [www.ehs.washington.edu/system/files/resources/eapmap.pdf](http://www.ehs.washington.edu/system/files/resources/eapmap.pdf)

EAP Location	Serves those exiting from:
across E. Stevens Way NE, in front of the Aerodynamics Lab sign  Google Street View: <a href="http://bit.ly/uwal-sv">http://bit.ly/uwal-sv</a> Google Maps: <a href="http://bit.ly/uwal-map">http://bit.ly/uwal-map</a>	the entire Engineering Annex

## Section 8 - Evacuation Director and Wardens

Floor	Assigned Area	Evacuation Director Name	Email	Phone
		Primary – Claire F. Sandoval	cfsandov@uw.edu	(206) 302-8633
		Alternate – Ken Yasuhara	yasuhara@uw.edu	(206) 221-2976
		Alternate – Devshikha Bose	dbose@uw.edu	(Teams)
Floor	Assigned Area	Evacuation Warden Name	Email	Phone
1G	Floor 1 Ground – ME machine shop	Primary – Eamon R. McQuaide	eamonm@uw.edu	(206) 383-0875
		Alternate – Veasna Thon	veasnat@uw.edu	(206) 419-4874
1M	Floor 1 Mezzanine – rooms 150-153	Primary – Bill Kuykendall	billkuyk@uw.edu	
		Alternate – Aniruddh Vashisth	vashisth@uw.edu	
2, 2M	Floor 2, 2 Mezzanine	Primary – Kate Cescon	NHusain@uw.edu	(206) 685-5193
		Alternate – Hunter Hoffman	hunthoff@uw.edu	(206) 601-5090
		Alternate – Liz Young	YoungL9@uw.edu	(206) 685-0167
3	Floor	Primary - Billy Oteba	billyo@uw.edu	
		Alternate		
		Alternate		



## Appendix A – MyChem Contacts Reports

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

## Appendix B – Critical Equipment Shutdown

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Critical equipment could pose a serious hazard to first responders or present a 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
N/A			

## 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.

FYI, the Engineering Annex was built in 1909 <https://www.engr.washington.edu/about/bldgs/ega> and has asbestos and lead paint. Although the first floor is accessible, Floors 2 and above are not. Some first-floor exterior doors open inward.