

## FIRE SAFETY AND EVACUATION PLAN (FSEP) FREQUENTLY ASKED QUESTIONS

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**Q. I just recently updated our emergency evacuation and operations plan (EEOP). Do I need to complete the FSEP for my building?**

A. No. Any plan that meets the general intent of the International Fire Code is acceptable. The FSEP aligns more closely with the fire code and is easier to complete. Depending upon workload, EH&S may be able to help a department convert to the new format. To request EH&S assistance call 206.616.5530.

**Q. For the purposes of developing the FSEP, what is considered a building?**

A. For the purpose of developing a Fire Safety and Evacuation Plan, a building is usually defined by the fire alarm system. In most cases, the building name defines the building. However, the following are exceptions where two or more named buildings are combined to form a single building for the purpose of developing an FSEP:

- HSC Wings C/D, E/F, G/H, H-Addition/G-Court/I-Court
- Physics/Astronomy
- Allen Center/Electrical Eng; Suzzallo/Allen
- Smith/Gowen; Mechanical Eng/Engineering Annex
- Johnson/Quaternary
- UW Tower S/C/O/T

**Q. Do evacuation wardens need to account for personnel at the assembly point?**

A. Accounting for everyone can be impractical in many buildings. Alternatively, attempt to identify persons who were in the building at the time of the incident 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 as reference material. Supervisors, and acting supervisors when the supervisor is on leave, are in the best position to account for the whereabouts of their subordinates.

**Q. I want to include evacuation route maps as a part of my FSEP; where can I get them?**

A. The new FSEP template refers to posted evacuation route maps. Every building should have posted maps and at least one on each floor. If your building does not have a posted evacuation route, call EH&S at 206.616.5530.

**Q. How do we select an evacuation assembly point (EAP) for our building?**

A. Select an evacuation assembly point that is nearby and within sight of the location where emergency services is anticipated to respond. In some cases it may be necessary to select two EAPs so that occupants may take the nearest exit and avoid significant travel around a major building complex. A map of all EAPs for UW Seattle is located at [www.ehs.washington.edu/system/files/resources/eapmap.pdf](http://www.ehs.washington.edu/system/files/resources/eapmap.pdf) with associated GPS references.

**Q. Who appoints the evacuation wardens for a building?**

A. Evacuation directors, building coordinators and department administrators should solicit building occupants to volunteer to serve as an evacuation warden. When necessary, organizational units may appoint wardens as a job duty.

**Q. Who appoints the evacuation director (ED) for a building?**

A. There is no formal process for appointing the ED. However, consider appointing the most senior (experienced) warden or a representative from the largest occupying department. If there is interest in serving as the ED, rotate appointments every two years. Make the transitions at an annual meeting.

**Q. Where are building emergency procedures located?**

A. All building emergency procedures are available on the EH&S website at [www.ehs.washington.edu/fire-life/building-emergency-procedures-and-resources](http://www.ehs.washington.edu/fire-life/building-emergency-procedures-and-resources). Link electronically to these procedures from your FSEP, or print and include them with a paper FSEP. Word versions are also available for units that need to modify procedures for their building.

**Q. How do I schedule a fire drill?**

A. EH&S is responsible for scheduling fire drills for the UW Seattle campus and research stations. If you have a preference on the time of year for your drill, please contact EH&S so that we may add it to our planning schedule. EH&S will generally schedule fire drills for UW Seattle about 3 weeks in advance by coordinating with the building coordinator, evacuation director and key administrators so that a date and time may be identified for the drill that avoids unnecessary disruption to operations. All drills are scheduled during normal business hours, usually between 8:00 a.m. and 4:00 p.m. For UW Bothell, contact Darren Branum at [dbranum@uw.edu](mailto:dbranum@uw.edu). For UW Tacoma, contact Dave Leonard at [dleonard@uw.edu](mailto:dleonard@uw.edu).

**Q. Is it safe for evacuation wardens to sweep the building and delay exiting in an emergency?**

A. Sweeping is optional. A warden should become familiar with the main circulation paths of the building. The area for which a single warden is responsible should be determined by their planned route to quickly sweep while walking and calling out, knocking on doors, and still arrive at an exit within two minutes. This correlates well with the maximum travel distance to an exit based on code requirements. If fire or smoke is observed, the warden should discontinue their sweep and immediately proceed to the exit.

**Q. How often should the evacuation director meet with the evacuation wardens?**

A. It can vary based on the size and complexity of the building, revision of the FSEP, and warden turn-over. As a general rule, you should plan to meet at least annually. Meetings may be conducted by phone or in person. If it is difficult to find a time to meet, wardens may be kept informed and issues resolved via email. It may be necessary to meet in advance of any major changes in the building, such as a construction project in your building or a nearby building, if the project impacts evacuation routes.

**Q. Are evacuation wardens required to take fire extinguisher training?**

A. No. The primary role of the evacuation warden is to help occupants evacuate the building and assemble at the appropriate location, remind employees to promptly respond to alarms, assist visitors who may not know how to exit the building when the elevator recalls, and inform persons with disabilities to prepare and have a plan for building emergencies. Wardens have a specific role and should not fight a fire in most cases.

**Q. Are evacuation wardens required to take refresher training?**

A. While not required, wardens and directors should take a refresher course periodically, as needed, to stay current. Periodically attending the free evacuation warden training will help provide any updated information and changes in policy that might not otherwise reach everybody.

**Q. So, if I complete the FSEP am I all done?**

A. Completing a FSEP is usually the first step in getting prepared for building emergencies. Distributing the plan (and emergency procedures) to all employees, identifying evacuation wardens, conducting a fire drill, critiquing performance, and taking steps to improve response to a building alarm and other emergency scenarios should follow. The written plan should be distributed annually and when updated, and used for new employee orientation.

**Q. Are areas of refuge or evacuation assistance identified for persons with disabilities?**

A. No, not currently, except for a few signed areas in the Electrical Engineering Building and a few other locations. EH&S will work directly with evacuation directors and persons with disabilities to identify a location to take refuge. Over time, EH&S expects to have an inventory of areas of refuge for many buildings. For assistance contact us at 206.616-5530.

**Q. Are contractors, custodial staff and facilities services personnel required to evacuate?**

A. Yes. University employees and other building occupants are expected to participate in all building evacuations regardless of whether it's a scheduled drill or not.