

## INSTRUCTIONS FOR COMPLETING YOUR FSEP

**Purpose:** Environmental Health and Safety (EH&S) developed the Fire Safety and Evacuation Plan (FSEP) template to assist departments in preparing for fire emergencies. A written evacuation plan is required by the International Fire Code and adopted by the state of Washington when a building is required to have a fire alarm system. It applies to all campuses, research stations and satellite facilities. The Washington Administrative Code (WAC) also requires an emergency action plan under particular standards; the FSEP meets these basic requirements.

**Building-Based Plan:** This 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 the plans. EH&S can facilitate this process. EH&S is available to provide technical assistance and to review a final draft of your FSEP.

**Other Plans:** This plan should not be confused with Departmental Health and Safety Plans, institutional emergency plans, or other safety related plans.

**Instructions:** 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, including optional checklists, can be found 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).

**Please contact EH&S at 206-616-5530 if you have any questions.**

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 should not 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 confer with EH&S.
Section 5 (pg. 10)	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. Confer with EH&S for assistance. Persons with disabilities are encouraged to document their evacuation plans and may provide you with completed worksheets. If so, include this information in the building FSEP. You may also wish to provide a copy of this section and the referenced form to all persons with disabilities.
Section 6 (pg. 12) Emergency Communications	Check all boxes within each section that apply. To check a box, put your cursor in the center of a box and enter an "X" on keyboard. You may either delete those that don't apply or simply leave unchecked. Fire alarm information: 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. If you are not sure, contact EH&S.

<p>Section 7 (pg. 13) Evacuation &amp; Assembly Locations</p>	<p>Check the box that applies or delete the section that does not apply. To check a box, put your cursor in center of a box and enter an "X" on keyboard. If your building has partial or phased evacuation (common to high-rise buildings), include a table or narrative to describe how the fire alarm system responds. For assistance contact EH&amp;S.</p> <p>Enter your outdoor evacuation assembly points (EAP) on this page. If you are not sure where your assembly area is located, a map of previously identified EAP locations is available at <a href="http://www.ehs.washington.edu/system/files/resources/eapmap.pdf">www.ehs.washington.edu/system/files/resources/eapmap.pdf</a>. Select one EAP if your building is small to moderate in size and it is practical for all occupants to assemble in one location. Larger buildings 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 Center) should have multiple EAPs that are selected based upon proximity to the exit discharge (exterior exit door). Examples of how to document locations include:</p> <table border="1" data-bbox="438 714 1464 909"> <thead> <tr> <th>EAP Location</th> <th>Covers those exiting from:</th> </tr> </thead> <tbody> <tr> <td>Red Square @ George Washington Monument</td> <td>North side of building</td> </tr> <tr> <td>Drumheller Fountain</td> <td>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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Red Square @ George Washington Monument	North 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 contact information. It can be used during the planning phase to schedule meetings and ensure all geographical areas are covered. It can also be used during the evacuation phase so the evacuation director and wardens have contact information for communications following evacuation if necessary.</p> <p>Assign evacuation wardens so that a warden may effectively sweep while walking, knocking on doors, and arriving at an exit within three minutes. In 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 them with their evacuation materials.</p> <p>Provide details of assigned areas, such as:</p> <ul style="list-style-type: none"> <li>• First floor, east half</li> <li>• Basement</li> <li>• North side of 4<sup>th</sup> floor, or</li> <li>• Sixth floor, even numbered rooms</li> </ul>						
<p>Appendix A - MyChem Location Reports</p>	<p>Delete this appendix if hazardous materials are not stored in this building.</p> <p>If your building contains labs, shops, or other areas where hazardous materials are stored or processed, the Location Contacts report in MyChem can be used to provide specific contact information to emergency responders. This report contains personal contact information and should not be posted on a web site or otherwise be available to the public. To request a copy of this report for your building, contact EH&amp;S at 206.616.5530.</p> <p>An alternate report that does not contain personal information is the <b>Inventory Contacts Report</b>. To print this report, from the MyChem main menu select the menu item called "My Contacts" and then click on the button "Inventory Contacts Report."</p>						

	<p>If you do not have access to MyChem, complete the form found on the EH&amp;S website at <a href="http://www.ehs.washington.edu/secure/create-mychem-inventory-locations-new-principal-investigator-or-responsible-person">www.ehs.washington.edu/secure/create-mychem-inventory-locations-new-principal-investigator-or-responsible-person</a>.</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 to critical equipment might not be able to immediately evacuate. The code specially requires this information but it may not apply in many buildings. Contact EH&amp;S for assistance. Delete this appendix if not applicable.</p>
<p>Appendix C - Additional Considerations</p>	<p>The generic FSEP covers a number of topics that should apply to most buildings. If your building has special requirements or specific needs, this information can either be modified through the text of the plan or provided as an Appendix.</p> <p>Examples of items you may want to include in this section:</p> <ul style="list-style-type: none"> <li>• Evacuation exemptions; for more information see EH&amp;S website at <a href="http://www.ehs.washington.edu/resource/emergency-evacuation-exemption-request-medical-procedures-243">www.ehs.washington.edu/resource/emergency-evacuation-exemption-request-medical-procedures-243</a></li> <li>• The Evacuation Plan for Persons with Disabilities form can be found at <a href="http://www.ehs.washington.edu/resource/evacuation-plan-persons-disabilities-595">www.ehs.washington.edu/resource/evacuation-plan-persons-disabilities-595</a></li> </ul> <p>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>