

# EVACUATION DIRECTOR RESPONSIBILITIES

Each organizational unit assigns an evacuation director who partners with EH&S to develop a Fire Safety & Evacuation Plan and prepare for building emergency evacuations.

## FIRE SAFETY & EVACUATION PLAN (FSEP)

1. Prepare, maintain, and distribute the Fire Safety and Evacuation Plan (FSEP).
2. Work with management in all departments occupying the building to include the FSEP in new employee orientation.
3. Call periodic meetings with evacuation wardens to review and update the FSEP.
4. Distribute the FSEP annually to all building occupants (those with assigned work stations) and highlight any changes to the document.
5. 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.
6. Assist with the development of emergency procedures for persons with disabilities.

## OVERSEE EVACUATION WARDENS

- Solicit volunteers or request that departments solicit volunteer evacuation wardens and alternates for all areas of the building.
- Ensure all areas have adequate coverage by reviewing floor maps through the UW Maps [GeoSIMS map](#) viewer program.
- Ensure wardens have attended EH&S training and know what their duties are in case of an emergency.

## EVACUATION DRILLS

EH&S is responsible for coordinating with evacuation directors to schedule drills and activate the fire alarm.

- Serve as liaison between building occupants, building coordinator and EH&S for evacuation drills.
- Critique the drill and complete the Fire Drill Report, noting any problems or issues.

## EMERGENCY EVACUATION

In the event of an emergency requiring building evacuation:

1. Evacuate and report to the evacuation assembly point and act as a building occupant liaison with emergency responders.
2. Receive status reports from area evacuation wardens.
3. Identify yourself and communicate your role to emergency responders (usually Seattle Fire Department) and provide any relevant information you may have about the status of the emergency.
4. Communicate FSEP plan to emergency responders.
5. Communicate as needed with UW personnel and prevent re-entry into the building (as needed).

## TRAINING

**Evacuation Warden Training (Required)**  
**Fire Extinguisher Training (Optional)**

Schedules can be found on the EH&S website.

**For questions about Building Emergency Procedures, contact EH&S at 206.543.7262.**