Evacuation of a building is the standard response to a fire alarm in all University owned and operated buildings, except for UW Medical Center facilities inpatient areas and Harborview Medical Center, which are exempt. Below are requirements for obtaining a building evacuation exemption for University personnel performing medical procedures.

**REQUEST AN EXEMPTION**

Exemptions are generally limited to personnel performing or supporting surgical procedures. The purpose is to reduce the possibility of compromising a patient or animal's health by stopping or delaying completion of a surgical or other significant medical procedure during a building evacuation.

You must complete the Building Evacuation Exemption Request Form on the EH&S website and submit it prior to the procedure. Evacuation exemptions outside of medical center facility inpatient areas may be approved on a case-by-case basis.

**TRAINING AND ORIENTATION**

All personnel associated with an ongoing medical procedure who cannot be interrupted during a building emergency must receive training upon assignment and at least every three years thereafter.

Basic evacuation warden training can be found on the EH&S website. Site-specific training must also be provided to supplement the general training.

The emergency procedures must be posted or located where they are readily available for use and followed in the event of a building alarm.

**Reevaluation**

Exemption requests must be reviewed at least every three years, or if your process changes such that you no longer qualify for the exemption.

**DURING AN ALARM**

Personnel must ensure their own safety by following these procedures:

- Immediately **dismiss all personnel** who are not necessary to assist with the medical procedure.
- Assign a staff member to **call 9-1-1** and inform the Police Department you are delaying evacuation. Tell them the number of staff and patients, the location of the procedure, and a contact number.
- Assign personnel to **monitor the nearest exit corridor for smoke or fire**. At the first sign of smoke or fire, the designated person should inform those present to evacuate immediately.
- Personnel must also evacuate immediately if instructed to do so by emergency personnel.

**Special Considerations**

Administrative units should consider any special circumstances, including procedures on minors or individuals with disabilities or mobility issues. Except in extreme cases, family and/or caregivers are expected to evacuate. If possible, assign additional personnel to accompany them during the evacuation.

Contact EH&S at 206.543.7262 or ehsdept@uw.edu for more information.