

Brief Instructions for Evacuation Floor Wardens

Physics-Astronomy Building (A High-Rise Building)

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Seattle, WA 98195-1560

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The responsibilities of the Evacuation Floor Wardens are defined in [The Fire Safety and Evacuation Plan FSEP \(PDF\)](#), in particular in the section Responsibilities of the Evacuation Director and Evacuation Wardens. This handout summarizes the essentials based on the FSEP. In addition, a [brief general handout](#) is provided by EH&S.

Section 2 Responsibilities and Duties

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 need to evacuate.

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Evacuation Warden Duties

1. Training
 - a. Evacuation Warden Training (**Required**): Register and take the Evacuation Warden Training course offered by EH&S. The schedule can be found at www.ehs.washington.edu/training/find-your-course.
 - b. Participate in routine meetings with your evacuation director regarding your FSEP.
 - c. Fire Extinguisher Training (**Not required**): Optional training is available for all UW personnel on the use of portable fire extinguishers. Visit <http://www.ehs.washington.edu/training/fire-extinguisher-training-online> for additional information.
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 persons with disabilities who may need some assistance during a building emergency.
 - c. Be aware of persons 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 accurately interpret alarms.
 - f. Become familiar with operations in your area that may require additional time to shut down requiring occupant actions which would delay their exiting.
 - g. Participate in evacuation drills as requested by the evacuation director.
 - a. Inform persons with acknowledged mobility disabilities about the guidelines for evacuation (**see Section 5**). Contact EH&S for assistance.
 - b. Be prepared to communicate to occupants outside of the building to keep them moving to the evacuation assembly point and to not obstruct roads or emergency responders.
3. Building Emergency Evacuation
 - a. Check your area for visitors and others who may need assistance responding to the emergency. Students and visitors and other transient occupants who may not be familiar with how to evacuate should be informed on 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.
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. See specific instructions in Section 7.
 - b. If you or anyone from your area have 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 at the Fire Control Panel at the entry to the Physics Astronomy Loading Dock off 15th Avenue.
 - c. Accounting for all personnel is optional. It is impractical to do so in many buildings. Attempt to identify persons 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.
 - d. Immediately report to the evacuation director any missing persons who you believe, or have reason to believe, may be in the building or in jeopardy.
 - e. Cover all entrances to prevent unsuspecting personnel from reentering the building before all clear.
 - f. When notified by the evacuation director help communicate the all clear so the building may be reoccupied. Don't reoccupy in response to the alarm being silenced. Await a definitive message.

Section 3 Evacuation Procedures

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. Begin immediate evacuation of the building or area when outlined in building emergency procedures.
3. Take your keys and valuables and close doors behind you as you exit.
4. Evacuate via the nearest stairwell or grade level exit. Do not prop doors open; doors must remain closed to keep prevent smoke migration in the event of a fire. Do not take elevators or go to the roof.
5. Go to your pre-determined Evacuation Assembly Point (EAP), typically outdoors a safe distance from the building and out of the way of emergency services. Note: some high-rise buildings have indoor EAPs. See Section 6 for specifics.
6. Persons 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 5 - Emergency Evacuation for Persons with Disabilities

This section provides a general guideline of evacuation procedures for persons that 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

Persons with mobility disabilities are encouraged to:

1. Consider evacuation options for each building they occupy.
2. Identify a volunteer who will be responsible to communicate 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.

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:** In large buildings and multi-wing complexes such as the Health Science Center, evacuate horizontally to an unaffected wing or area where the alarm is not sounding.
- **Area of Refuge:** 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 that serve as very good area 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. 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 206-543-7262.
- **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. Persons 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 reporting to an area of refuge or staying in place, contact emergency services by calling 911 and inform them of your plans.
3. Volunteers may assist persons with disabilities reach an area of refuge but should evacuate and report to the evacuation assembly point and report to emergency services the location and status of the person with disabilities.
4. The evacuation director should provide any relevant information to emergency services.

Other Disabilities

The information above is primarily to address evacuation for persons with mobility disabilities. Persons 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
Tower wing	Stairwell 1 - Egress equipped with pressurized fresh air, appropriate for fire and reinforced for earthquake.
B wing	Stairwells 2,3 (West and East side), equipped with pressurized fresh air. Not preferred for earthquake due to glass windows.
A wing	Direct Egress via courtyard (preferred). West A wing Stairwell - evacuation through A wing to South Landing near A102 in Lecture demo in case of violence in courtyard.

Outdoor Evacuation Assembly Point (EAP)

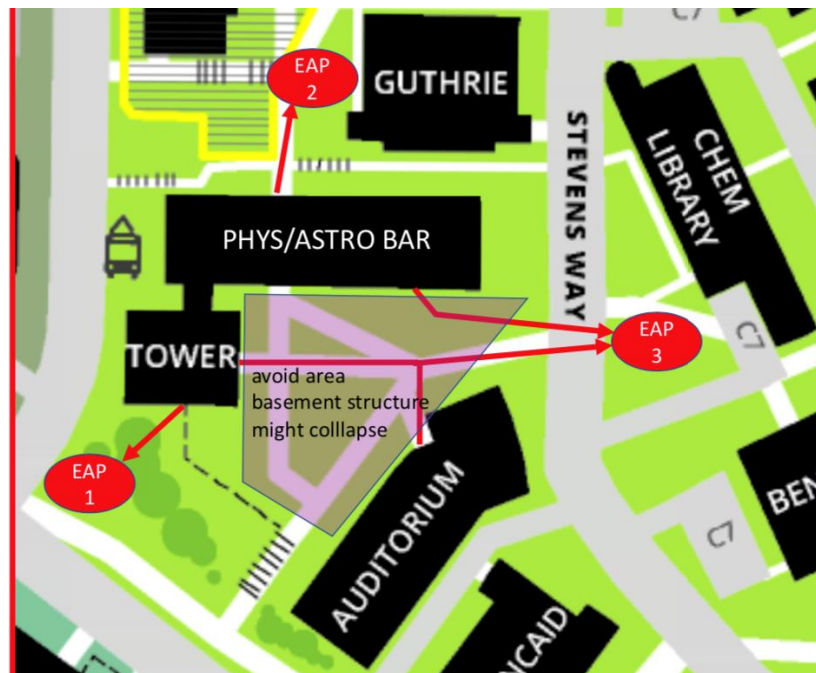
The Evacuation Assembly Point (EAP) should be an open area away from the building and out of the way of responding emergency personnel. Occupants meet after evacuation so that they may be accounted for or lend assistance as needed.

There are three assembly points during a fire or earthquake evacuation of the Physics-Astronomy Building: EAP1 the corner of 15th Avenue NE and Pacific Way, EAP2 the area north of PAB adjacent to Guthrie and EAP3 open area to the east of PAB and south of the Chemistry Library Building, across Stevens Way.

Note that during an earthquake the plaza area with the sculpture and the north exit of PAB are potentially dangerous locations due to possible collapse into the basement/laboratory area. Avoid these spaces.

All occupants evacuating from the NW stairwell of the bar section of the building should proceed via the north side of the building, as the loading dock area will be used to coordinate emergency fire response.

EAP Location	Serves those exiting from:
EAP1	Tower, 1 st to 6 th floor
EAP2 or EAP3	Bar section, 1 st to 4 th floor
EAP3	Auditorium, lecture halls, mezzanine
EAP1 or EAP2	Basement, depending on the closest exit



Assembly Points for the Physics Astronomy Building