

# **Fire Safety & Evacuation Plan**

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## **Physics-Astronomy Building (A High-Rise Building)**

**3910 15th Ave. NE  
Seattle, WA 98195-1560**

**Evacuation Director: Jason Alferness**

**Chair of the PAB Safety Team: Peter Kammel**

**August 2020**

**Department of Physics  
Institute for Nuclear Theory  
Department of Astronomy  
eScience Institute**

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## Document Revisions

Date	Revision	Notes
8/2020	New document	Based on FSEP, Revision 3 8/2018

Approvals:

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Laurence G. Yaffe, Chair, Dept. of Physics

Julianne Dalcanton, Chair, Dept. of Astronomy

Larry McLerran, Director, INT

Andy Connolly, Director, eScience Institute

Peter Kammel, Chair of the PAB Safety Team

## Section 1 General Information

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### Purpose

The purpose of this Fire Safety and Evacuation Plan (FSEP) is to establish procedures required by Chapter 4 of the Seattle Fire Code. More specifically, this plan is to document how to notify occupants of a building emergency, establish evacuation procedures and routes, provide support for persons with disabilities, and account for occupants. It is also designed to identify critical equipment that may need to be shut down and provide information to emergency services about the nature of the emergency so that a safe and effective response may be initiated. This plan is also written to meet the requirements of Washington Administrative Code (WAC) 296-800-31075, procedures for sounding emergency alarms.

### Scope

This high-rise FSEP applies to all occupants of the Physics-Astronomy Building regardless of their department or organization affiliation.

Departments are required to develop a single FSEP for each building regardless of the number of departments that occupy that building. The Astronomy & Physics Departments, the Institute for Nuclear Theory and the eScience Institute occupying this high-rise building will review this FSEP, include specific requirements, if necessary and sign off on each major revision.

## Section 2 Responsibilities and Duties

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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.

### Responsibilities of Employees, Faculty, and Staff

1. Be familiar with building emergency procedures and act in the event of an emergency. See Sections 3 and 4.
2. Participate in drills and training as required.
3. Inform and assist visitors unfamiliar with building procedures as appropriate prior to and during an emergency.
4. Supervisors orient new employees of this plan upon hire.
5. Be familiar with guidelines herein to evacuate, take refuge, or stay in place if you are a person with mobility disabilities.
6. Complete and maintain evacuation exemption procedures for qualified medical procedures. (Intended for a very small number of animal and dental surgical procedures that occur outside of the UWMC.)

### Responsibilities of Students

1. Be familiar with building emergency procedures and act in the event of an emergency. See Sections 3 and 4.
2. Respond to building alarms and promptly evacuate.
3. Follow directions of instructors, evacuation wardens, police, and fire representatives.

### Responsibilities of Faculty, Lecturers, and Teaching Assistants

1. Be familiar with building and emergency procedures and be prepared to provide direction to students attending your class in the event of an emergency.
2. Orient students with a brief overview of emergency evacuation procedures on the first day of class to:
  - a. Provide general information relating to emergency procedures.
  - b. Inform students that evacuation is required when the alarm system is activated.
  - c. Inform students of the location of the nearest exits, and where to assemble outside.
3. Take responsible charge of the classroom during building emergencies and alarms.
4. Report an emergency by activating the alarm systems and calling 911.
5. Be familiar with evacuation options for persons with disabilities.

### Responsibilities for Laboratory and Other Locations with Hazardous Materials

1. Be familiar with building emergency procedures and act in the event of an emergency. See Sections 3 and 4.
2. If the emergency is in or near your research area, report directly to incident command (usually Seattle Fire Department) about hazardous materials and activities in the space. This will help ensure the safety of emergency responders and to resume to normal operations as soon as possible.

## Responsibilities of the Evacuation Director and Evacuation Wardens

The evacuation director, evacuation wardens, and their alternates are employees, as well as building occupants who have been appointed (or have volunteered) to serve in these positions. They receive special training from EH&S to serve in their role. Additional information is available in Section 6.

The up-to-date list of floor wardens and first aid personnel is posted on [https://phys.washington.edu/sites/phys/files/documents/forms/floor\\_wardens.pdf](https://phys.washington.edu/sites/phys/files/documents/forms/floor_wardens.pdf)

### Evacuation Director Responsibilities

The evacuation director is the administrative lead for this plan and acts as the liaison with the responding emergency services in the event of a building emergency. If an emergency occurs when the evacuation director or alternate is not available, an evacuation warden or a senior employee may serve as liaison. The current evacuation director and alternate are listed in Section 8.

### Evacuation Director Duties

1. Administrative\*
  - a. Prepare, maintain, and distribute the Fire Safety and Evacuation Plan (FSEP).
  - b. Work with management in all departments occupying the building to include the FSEP in new employee orientation.
  - c. Call periodic meetings with evacuation wardens to review and update the FSEP.
  - d. Distribute the FSEP annually to all building occupants (those with assigned work stations) and highlight any changes to the document.
  - e. Be familiar with duties and emergency procedures.
2. 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](http://www.ehs.washington.edu/training/find-your-course).
  - b. 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.
3. Preparation Guidelines\*
  - a. Be familiar with the FSEP and all relevant emergency procedures. 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.
  - b. Assist with the development of emergency procedures for persons with disabilities. See guidelines contained in Section 5.
4. Oversee Evacuation Wardens\*
  - a. Solicit volunteers or request that departments solicit volunteer evacuation wardens and alternates for all areas of the building.

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<sup>1</sup>\* Assigned to Chair of Safety team, see next section.

- b. Ensure wardens have attended EH&S training and know what their duties are in case of an emergency.
5. Planned Evacuation Drills
- a. Serve as liaison between building occupants, building coordinator, and EH&S for evacuation drills. EH&S is responsible to schedule the drills and will activate the fire alarm.
  - b. Critique the drill and complete the drill form, noting any problems or issues. Completed forms are to be returned to EH&S Building & Fire Safety (BFS), Box 354400.
6. Building Emergency Evacuation
- a. Evacuate and report to the evacuation assembly point and act as a building occupant liaison with responding emergency services.
  - b. Receive status reports from area evacuation wardens.
  - c. Identify yourself and communicate your role to incident command (usually Seattle Fire Department) and provide any relevant information you may have about the status of the emergency.
  - d. Offer a hard copy of this plan and attachments to emergency services. Ask if they need any information about the building and help facilitate information sharing between occupants and emergency services.
  - e. Communicate with EH&S, Facilities Services, personnel who work in the affected space, and others who may have information.
  - f. If necessary or requested by incident command, evacuation wardens or other personnel should cover all entrances to prevent unsuspecting personnel from reentering the building.
  - g. When the fire department has communicated “ALL CLEAR,” announce that occupants may re-enter the building. Do not allow re-entry if the alarm is silenced without confirmation of an all clear from emergency services.

## Duties for the Safety Team Chair

The Chair of the PAB Safety team is responsible for tasks 1-4.

## 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](http://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.
  - h. Inform persons with acknowledged mobility disabilities about the guidelines for evacuation (see Section 5). Contact EH&S for assistance.
  - i. 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

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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 4 Emergency Procedures

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### Fire/Explosion

All fire alarm activations should be taken seriously. Never assume an alarm is false. Building occupants must evacuate when the alarm sounds.

#### Fire/Explosion

- If something is on fire, use the **nearest pull station to activate the fire alarm** then **call 911**. Communicate the details you know.
- **Use a fire extinguisher for small fires only.** Before you fight a fire, make sure that you:
  - Have **called 911**/or pulled the fire alarm.
  - Have been **trained to use an extinguisher**
  - Have an **evacuation route** planned
- If **trapped by smoke or fire; stay low** and try to **cover your mouth** with a wet cloth.
  - **Find a room** where you can **seal the cracks under the door** and **call 911**
  - If **near a window**, open but **do not break** it. **Wave or hang something outside** to alert fire personnel.
- If your clothes catch fire; **STOP, DROP and ROLL** to smother the flames.

#### All Fire Alarms

- If you hear the fire alarm, **evacuate the building or area.** Closing all doors as you go.
- **Do not use elevators.** Evacuate by using the **nearest stairwell.**
- **Go to your evacuation assembly point (EAP).**
- **Report to the evacuation warden,** evacuation director, or the fire department.
- **Do not re-enter the building** until authorized by emergency personnel.

#### A Fire in a Building without a Fire Alarm

- **Call out "FIRE – GET OUT"** loudly, using your voice **to inform other occupants.**
- **Phone 911** and report the building name, address and specifics of the emergency.
- **Follow the general procedures listed above.**

## University Standard Emergency Procedures

may be found at [www.ehs.washington.edu/fire-life/building-emergency-procedures-and-resources](http://www.ehs.washington.edu/fire-life/building-emergency-procedures-and-resources).

- Active Shooter (PDF) A quick guide for actions to take when confronted with an armed individual
- Bomb Threats and Suspicious Mail (PDF) | Bomb Threats and Suspicious Mail (Word) - Procedures to follow when you receive a bomb threat or a suspicious package
- Demonstrations/Protests (PDF) | Demonstrations/Protests -(Word)- How to deal with demonstrations or protests
- Earthquake (PDF) | Earthquake (Word) - Actions to take before, during and after an earthquake
- Elevator Failure (PDF) | Elevator Failure (Word) - Simple guidelines to help ensure passenger safety in elevators
- Explosion/Fire (PDF) | Explosion/Fire (Word) - What to do following a fire or explosion, or when the fire alarm activates
- Hazardous Materials Release (PDF) | Hazardous Materials Release (Word) - Response guidelines for a hazardous material spill or release event
- Medical Emergencies (PDF) | Medical Emergencies (Word) - Basic procedures to follow during a medical emergency
- Natural Gas and Other Odors (PDF) | Natural Gas and Other Odors (Word) - What to do when you smell strong odors or natural gas
- Plumbing Failure/ Flooding (PDF) | Plumbing Failure/Flooding (Word) - Who to call and what to do when you encounter rain leaks, plumbing breaks or flooding
- Power Failure (PDF) | Power Failure (Word)- How to deal with power failures
- Workplace Violence (PDF) | Workplace Violence (Word) - Preventing and responding to workplace violence

These guides can also be useful tools to include in an evacuation warden's clipboard provided during Evacuation Warden Training.

## Active Shooter

“Active Shooter” refers to anyone armed and shooting at civilians, police, or into an area where persons could be struck by random fire. As soon as it is safe, notify the police department.

### In a Classroom, Residence Hall or Office

- **STAY THERE.** If you are in a safe place, stay put.
- **Secure the door.** If the door has no lock and the door opens in, use heavy furniture to **barricade the door.**
- **Cover windows.** If the door has a window, cover it if you can. Depending on the shooter’s location, consider exiting through windows. Have someone watch the door as you get as many out the windows (ground floor) as calmly and quietly as possible.
- **Stay low.** If you can’t exit through the windows, get out of sight from the door and stay low and quiet.
- **Silence cell phones** and other electronic devices.
- If no police units are on scene, move away from the shooter. Find safe cover and wait for the police to arrive.
- **When officers arrive** on scene, move **toward any law enforcement personnel** or a police vehicle when it’s safe. Keep your hands visible to police at all times.
- **Follow** all police directions exactly.

### In Hallways or Corridors

- **Get to a nearby room and secure it.** Unless you are close to an exit, do not attempt to run through a hallway, you may encounter the shooter.

### In Large Rooms or Auditoriums

- **If remote from the shooter, exit the building** and move toward any law enforcement personnel or a police vehicle. Keep your hands visible to police.

### Open Spaces

- **Stay alert and look for cover**, such as brick walls, large trees, retaining walls, parked vehicles or any other object that may stop gunfire rounds.

### Trapped with the Shooter

- **Do not provoke the shooter.** If no shooting is happening, do what the shooter says and do not move suddenly.
- **If the shooter starts shooting**, try taking one of these decisive actions:
  - **Freeze and stay very still**
  - **Run for an exit** while zigzagging. A moving target is harder to hit than a stationary one
  - **Attack the shooter. This is very dangerous**, but it may be less dangerous than doing nothing at all. The last thing the shooter will expect is to be attacked by an unarmed person.

### More Information

<http://police.uw.edu/aboutus/divisions/opst/crimeprevention/activeshooter/>

## Earthquake

The danger and risks of earthquakes can be reduced if people know what actions to take before, during and after an earthquake.

### If Inside a Building

- **Drop, cover and hold.**
  - Under a desk, table, or chair.
  - In a corner or along the wall in a hallway away from windows.
  - Near structurally strong locations such as a hall by a pillar.
- **Do not use the elevators.**
- **Watch for falling objects** such as light fixtures, bookcases, cabinets, shelves, and other furniture that might slide or topple.
- **Stay away from windows.**
- **Do not run outside.** Exits may be damaged and the building's exterior brick, tile, and decorations may be falling off. Be cautious; maintain awareness of your surroundings.

### If Outside a Building

- **Stay outside.** Stay clear of electrical wires, poles, trees, or anything that might fall.

### After a Major Earthquake

- **Check for injuries to people in your area.** Do not attempt to move seriously injured persons unless they are in immediate danger. **Provide first aid** if qualified, and **call 911**. Emergency services **may not be able to respond for up to 72 hours**.
- **Avoid areas of** hazardous material spills, gas leaks, fires, and fallen objects.
- **Turn off ignition and heat sources** if it is safe to do so.
- **Exit the building** if structurally damaged, taking emergency/first-aid kit and personal belongings. Go to your evacuation assembly point. Report building damages and potentially hazardous conditions using the post-earthquake assessment tool.
- **Do not re-enter a damaged building** until it has been declared safe by the University's Applied Technology Council (ATC)-20 assessment teams or other trained professionals.
- **Expect aftershocks**

### After a Minor Earthquake

- **Restore calm** to those around you, if possible.
- **Examine your area for damage.** Staff members may use the post-earthquake assessment tool to make an initial assessment as to whether the building should remain occupied.
- **If obvious structural damage is identified,** evacuate the building and report observations to University Police by calling 911.
- **Do not re-enter** buildings with structural damage until the building has been declared safe by the University's ATC-20 team or other trained professionals.

### Laboratories

- **Review** your Laboratory Safety Manual for specific earthquake procedures.

## Medical Emergencies

Heart attack, choking, bleeding, poisoning, and burns, as well as other serious medical conditions, can happen anywhere. Prompt action and clear communication is vital when providing help.

### In the Event of a Sudden Medical Emergency

- **Assess the person.** Look on wrist, ankle, or around neck for a medic alert bracelet or necklace.
- **Call 911, or have someone else do it.** If you are alone, yell loudly for help. If you are unable to summon help, call 911 first before assisting the person.
- **When calling 911, use a UW landline** if possible; these calls are routed directly to the University Police call center. **If using a cell phone, UW Police can be reached at 206-685-8975.** If you are using a cell phone, the responding call center will need to know that you are at a University of Washington campus building.

Give the operator as much information as possible, including:

- Type of emergency
- What help is needed
- Exact address or building name
- Room number or area
- Your telephone number
- Any information from medic bracelet or necklace
- Victim information such as age and symptoms
- **Don't hang up** until you are told to do so by the 911 operator.
- **Do not move the victim** unless absolutely necessary. In many cases, moving the victim may cause additional trauma.
- **Administer First Aid or CPR** if you are qualified and current with your training.
- **Follow Universal Precautions.** Treat all blood and body fluids as if they were known to be infectious for HIV, HBV, or other bloodborne pathogens.
- **Look for an 'ICE' Phone Number.** Look up the ICE (In Case of Emergency) contact number on the person's cell phone.

**Report the incident.** Submit an accident report using the Online Accident Reporting System (OARS) at: <http://www.ehs.washington.edu/ohsoars/index.shtm>.

## Workplace Violence

The University of Washington is committed to providing a safe, healthful workplace that is free from violence or threats of violence.

### Report Urgent Threats

- **Call 911.**
- **Once you are safe, call 685-SAFE (685-7233)** to report the situation to the Violence Prevention & Response Team.
- **Alert your supervisor** to the situation.

### Reporting Emerging or Potential Threats

Report the situation to the Violence Prevention & Response Team by calling 685-SAFE.

- **Alert your supervisor** to the situation.

### Supervisors of Someone who Feels Threatened

- **Report the situation** to the Violence Prevention & Response Team at 685-SAFE.
- **Alert the head of your unit** (or his/her designee). Keep information the employee has shared confidential, except for the reporting requirements above.
- Encourage the individual to **seek additional assistance**. Provide the employee with the phone number for UW CareLink (866-598-3978) and give the employee a private place to make the phone call.

Additional Information

<https://www.washington.edu/admin/hr/polproc/work-violence/>

### *Need immediate help?*

- **Call 911**  
The University of Washington Police Department (UWPD), at 1117 NE Boat Street in the Bryant building, maintains an emergency Communications Center 24 hours a day, 7 days a week. To report an emergency of any kind dial **911** from any on-campus (wire connected) telephone. Calls to 911 made from a cell phone will connect with either the Seattle Police or Washington State Patrol. Callers should ask to be connected to the UW Police.
- **Call SafeCampus once you are safe Seattle: 206-685-SAFE (7233)**

When appropriate alert your supervisor to the situation.

## Section 5 - Emergency Evacuation for Persons with Disabilities

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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.

## Section 6 - Building Specific Information

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### Emergency Communications

The following is used to describe the method used to notify first responders of an emergency within our building. Check the box that applies.



Our building is equipped with a **monitored** fire alarm system. In the event of a fire alarm activation, signals are sent to UW Police Department and a central monitoring station who notifies the Seattle Fire Department. Evacuate and call 911 to report specific information about the emergency.

The fire alarm system notification audible tone is a



**Slow whoop**

The alarm signal to evacuate the building is a slow “whooping” sound accompanied by flashing strobe lights.

The location of the Fire Alarm Panel (F.A.P) in the Physics/Astronomy building is in the Fire Command Center on the 15th Avenue N.E. loading dock. This panel reports to the central station at the University Police Station at 1117 N.E. Boat Street.

### Building first aid kits

#### Basement

**Bob Scott** (with First Aid training)

Physics Shop: B-076, Phone: 5-4266, e-mail: bjs24@uw.edu

#### 1<sup>st</sup> Floor

**Jack Olsen, Eddie Mendoza** (with First Aid training)

Office: B140, Phone: 3-7094, e-mail: olsenj@uw.edu

#### 2<sup>nd</sup> Floor

**Jason Alferness**

Office: B-256B, Phone: 1-2974, e-mail: alf@uw.edu

#### 3<sup>rd</sup> Floor

Astronomy mail room: C321

Astronomy: N-Body shop main area: B369

Astronomy: Close A-wing: PAA221

## Section 7 - Evacuation Methods & Assembly Locations

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### Building Evacuation

The building fire alarm system is design for (check one):



**Partial and/or Phased Evacuation.** Occupants of alarmed areas may evacuate to an indoor evacuation assembly point, typically at a location several floors below the alarmed and affected area and separate from fire fighter staging areas (common to high rise buildings). Occupants are instructed to exit down the stairwell onto a predetermined floor where the alarm is not sounding. Some occupants near grade level may evacuate to the exterior. A subsequent alarm may require additional evacuations if deemed necessary by the fire service.

## PAB Fire Alarm Automatic Detection and Response Zones

The Physics and Astronomy Building is divided into several Fire Alarm Detection and Response Zones. When a manual pull-station or automatic fire detection (smoke or heat detector) device is activated, fire alarms will be activated only within this detector’s response zone. All other fire alarms (i.e. response zones) in PAB will not be activated unless a detector in their response zone is activated.

The following table summarizes the correlation between the detector and response zones in the Physics Astronomy Building.

	Area Where Fire Alarm Sounds															
	Auditoria Basement Shell	Auditoria Mezzanine Flrs 1,2	All of the basement	Loading Dock Enclosure	Tower 1st Floor	Bar 1st Floor	Tower 2nd Floor	Bar 2nd Floor	Tower 3rd Floor	Bar 3rd Floor	Tower 4th Floor	Bar 4th Floor	Tower 5th Floor	Tower 6th Floor		
<b>Area Where Detector or Manual Alarm is Activated</b>	auditoria basement shell	X	X	X												
	auditoria Mezz., 1st, 2nd fl.	X	X	X												
	all of basement	X	X	X	X	X	X									
	loading dock			X	X											
	tower 1st floor					X	X	X	X							
	bar 1st floor					X	X	X	X							
	tower 2nd floor							X	X	X	X					
	bar 2nd floor							X	X	X	X					
	tower 3rd floor									X	X	X	X			
	bar 3rd floor									X	X	X	X			
	tower 4th floor											X	X	X		
	bar 4th floor											X	X	X		
	tower 5th floor													X	X	
	tower 6th floor														X	
	tower 7th, 8th floors															X

## Outdoor Evacuation Assembly Point (EAP)

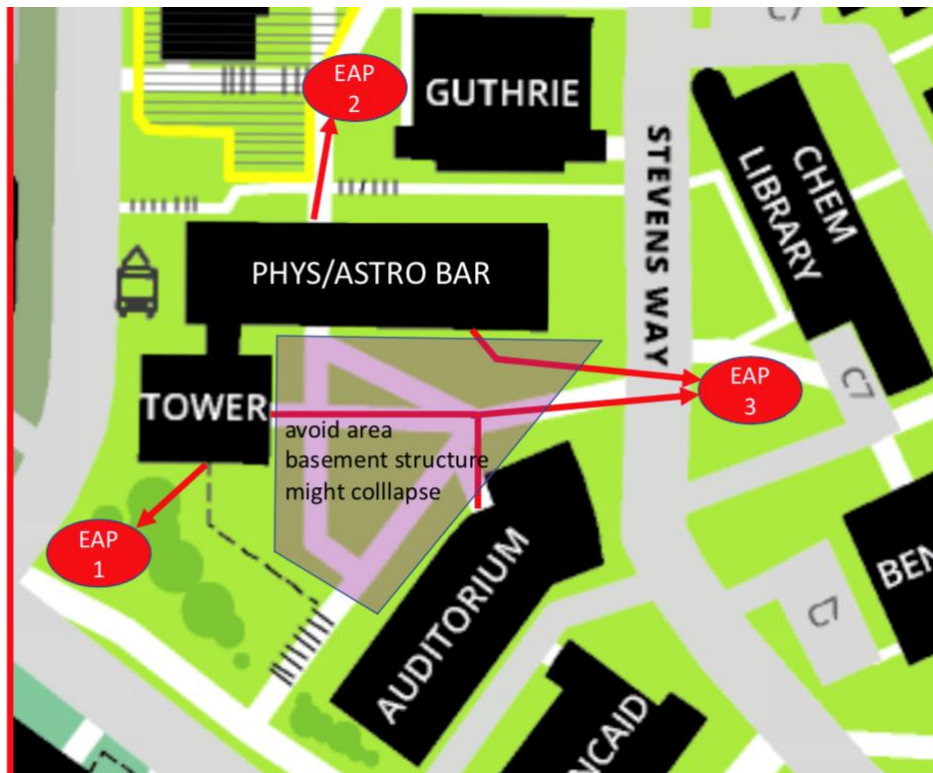
The Evacuation Assembly Point (EAP) should be an open area away from the building and out of the way of responding emergency personnel. Occupants meet after evacuation so that they may be accounted for or lend assistance as needed.

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 <sup>st</sup> to 6 <sup>th</sup> floor
EAP2 or EAP3	Bar section, 1 <sup>st</sup> to 4 <sup>th</sup> floor
EAP3	Auditorium, lecture halls, mezzanine
EAP1 or EAP2	Basement, depending on the closest exit



**Assembly Points for the Physics Astronomy Building**

## Section 8 - Evacuation Director and Wardens

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Assigned Area	Evacuation Director Name	Email	Phone
Physics-Astronomy Building	Jason Alferness Building Coordinator Office: B256B	alf@phys.washington.edu	206-221-2974
	Michael Kummer Physics Administrator Office: C121J	mkummer@uw.edu	206-616-9652

Each floor has several wardens to assure coverage. Each floor warden will have a clipboard, whistle and distinguishing clothing (cap or vest.) Primary wardens will be responsible for routinely notifying occupants in their areas of safety procedures and providing special orientation to new occupants.

The up-to-date list of floor wardens and first aid personnel is posted on  
[https://phys.washington.edu/sites/phys/files/documents/forms/floor\\_wardens.pdf](https://phys.washington.edu/sites/phys/files/documents/forms/floor_wardens.pdf)

## Appendix A – MyChem Location Contacts Report

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*If your building contains labs, shops, or other areas where hazardous materials are stored or processed, the **Inventory Contacts Report** found in MyChem can be used to provide specific contact information to emergency responders. See instructions for additional information. Delete this page if hazardous materials are not stored in this building.*

## Appendix B – Critical Equipment Shutdown

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Critical equipment which could pose a serious hazard to first responders, or present significant property loss risk if left in operation without an attendee. List equipment, contact information, and shutdown procedures.

Equipment	Location	Contact Name and Phone	Shutdown Procedure



## Appendix C – Additional Considerations

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This section includes any additional documentation such as evacuation exemptions and any other information that could be considered critical information during a building emergency.