



# 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 AND 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. Host periodic meetings with evacuation wardens to review and **update the FSEP**.
4. **Distribute the FSEP annually** to building occupants covered by the plan (those with assigned work stations) and highlight any changes.
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 Facilities [Space Manager](#) map viewer program.
- Ensure wardens have attended required [Emergency Evacuation Warden 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, the building coordinator and EH&S for evacuation drills.
- Critique the drill and complete the [Fire Drill Report](#), noting any problems or issues.

## DURING AN EMERGENCY

In the event of an emergency requiring building evacuation:

1. Evacuate and report to the evacuation assembly point.
2. Receive status reports (on persons accounted for) from area evacuation wardens.
3. Identify yourself and communicate your role to emergency responders (usually Seattle Fire Department); provide any relevant information you may have about the status of the emergency.
4. Communicate the FSEP to emergency responders.
5. Communicate as needed with building occupants and prevent reentry into the building (as needed).

## TRAINING

[Emergency Evacuation Warden Training](#) (Required)

[Fire Extinguisher Training](#) (Optional)

Schedules can be found on the EH&S [Training](#) webpage.

Contact EH&S at 206.543.7262 or [ehsdept@uw.edu](mailto:ehsdept@uw.edu) for more information.