



Materials Science and Engineering
Mueller Hall, Roberts Hall, Wilcox Hall

**Emergency Evacuation and Operations Plan
(EEOP)**

MARCH 2008

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Introduction

Environmental Health and Safety (EH&S) developed this model Emergency Evacuation and Operation Plan (EEOP) to assist departments in preparing for building emergencies as expected and required by University policy, the Seattle Fire Code and the Washington Administrative Code. This plan is intended for use by multiple departments and may be completed as a departmental evacuation plan. For buildings which are taller than four stories (High Rise Buildings), refer to additional requirements in Appendix O.

It is expected that departments will customize and complete this plan to meet their specific needs, operations, and locations. Departments and/or colleges with multiple buildings may develop a single plan for their facilities, as long as building specific information for each facility included in Appendices A through D.

Review and dialog among multiple departments within a single building and/or individual fire zones must be part of the process of completing a building specific EEOP. Staff from EH&S are available to provide technical assistance, including reviewing a final draft of your EEOP.

The model EEOP was written to complement and supplement the University of Washington Emergency Response Management Plan (ERMP) for campus operations during large scale or campus-wide emergencies. A copy of the UW ERMP should be maintained in your department. Copies of the campus plan are available from the Office of Emergency Management and online at their website. Reviewing the campus ERMP may be helpful while completing the attached EEOP.

Considerable effort has gone into trying to make this plan concise, clear, easy to use, and easy to implement. If we can be of further assistance, please contact our fire prevention specialist at (206) 616-5519.

Mark D. Murray, PE
Manager, Building and Fire Safety Office

Instructions

This EEOP is a model plan that requires certain sections be completed by each department in order to individualize the plan for their building. The following instructions provide a list of items that need to be finished for this plan to be completed. EH&S also recommends that each department include a letter from their Department Chair approving adoption of this plan. In addition, it is important that Evacuation Directors and Evacuation Wardens read through this document in order to become familiar with its contents, requirements, and procedures.

1. If you have multiple buildings in your department or college, you may develop a single EEOP to cover these multiple facilities. In this case, include building specific information for each of your facilities in Appendices A through D.
2. Insert name of Building on cover page.
3. Section 1:
 - PURPOSE: Insert Building Name
 - SCOPE: Complete this section with department specific information
 - COORDINATION WITH OTHER EMERGENCY PLANS: List department plans for other departments in your building.
 - COORDINATION WITH DEPARTMENTAL HEALTH AND SAFETY PLANS. List other departmental health and safety plans.
 - EMERGENCY COMMUNICATIONS: Identify additional backup phone service. Include other monitored communication systems such as alarm equipment, radios, cell phones, etc.
4. Section 2. RESPONSIBILITIES OF EVACUATION DIRECTOR: Italicized text should be read and considered before selection of the Evacuation Director. Delete this text after it has been read.
5. Appendix A: Completely fill in.
6. Appendix B: Completely fill in.
7. Appendix C: Completely fill in. Prepare floor plans and maps showing evacuation routes, areas of safe refuge for persons with disabilities, locations of Evacuation Assembly Points (look at the evacuation maps posted in your buildings for location of your EAPs), and mass assembly areas (see Appendix O for campus map of mass assembly areas). Include as part of plan in Appendix C.
8. Appendix D: If you have persons with disabilities, work with them to develop emergency evacuation plans. This Appendix includes a blank form to help develop an evacuation plan, as well as detailed guidance for emergency evacuation for persons with disabilities.
9. Appendix P: Only applies to high-rise buildings. If your building is not listed in this Appendix, you may delete this Appendix from your plan. If your building is listed in this Appendix, contact EH&S for assistance with developing your high-rise specific evacuation plans.

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SECTION 1

Purpose, Scope, and Emergency Resources

Italicized text, such as this, is instructional information provided to help in completion of the plan and should be deleted when the plan is complete. The balance of the text should remain to assure full compliance with applicable regulation.

PURPOSE: Roberts, Mueller, Wilcox Halls

The purpose of this plan is to establish procedures and duties, to promote planning, and to establish training for the staff of Roberts Hall, Mueller Hall, and Wilcox Hall for fire, earthquake, bomb threats, chemical spill, and other emergency evacuations as required by Chapter 4 of the Seattle Fire Code, the Washington Administrative Code (WAC 296-24-567), and the UW Emergency Response Management Plan.

SCOPE

This plan applies to all occupants in the Robert Hall (all floors), Wilcox Hall (first and second floor), Mueller Hall

COORDINATION WITH OTHER EMERGENCY PLANS

An EEOP is a key component of Departmental Health and Safety Plans and University disaster planning. The EEOP must be coordinated with the following emergency/safety plans.

1. **UW Emergency Response Management Plan** – The ERMP provides the management structure, key responsibilities, emergency assignments, and general procedures to follow during and immediately after an emergency. It provides a temporary crisis management structure, which provides for the immediate focus of management on response operations and the early transition to recovery operations. The ERMP includes procedures for communicating with the UW Emergency Operations Center as well as the management structure of the Incident Command System.

COORDINATION WITH DEPARTMENTAL HEALTH AND SAFETY PLANS

The EEOP reflects the University's emergency response procedures and programs and satisfies an element of the Departmental Health and Safety Plan required by the Department of Labor and Industries (WAC 296-24-567).

UNIVERSITY EMERGENCY RESOURCES AND CONTACTS

Table 1 summarizes the UW's emergency resources, contact information, and responsibilities of each emergency resource.

EMERGENCY COMMUNICATIONS

1. **Telephones** - The campus telephone system will be used to the extent possible. In case of system failure or a power failure, campus phones will not function. An alternative in some buildings is the emergency single-line phones, which could function in a power outage. These phones, part of the UW's Emergency Communications System (ECS), are strategically located in nearly 200 locations throughout campus. Roberts Hall personnel will serve as messengers if phone communication is not an option.
2. **Fire Alarm System** - The building fire alarm system is continuously monitored for alarm by a contracted service and, in a back up capacity, by the UWPD Communication Center. All alarms result in an automatic response by Seattle Fire Department, UWPD, and Facilities Services' FOMS unit.

EMPLOYEE ORIENTATION

New employees must be informed of the EEOP as part of their new employee safety orientation. This initial plan and all significant revisions to the plan should be routed to all personnel. The faculty and staff should be reminded of the plan as necessary and encouraged to discuss the plan with their research groups, students, and visitors. To assure the safety of all building occupants, the Evacuation Director and Evacuation Wardens will work together to assure all departmental employees are aware of the plan, and that students and visitors are also oriented as indicated in Section 2.

VACUATION DRILLS

Evacuation drills will be scheduled, conducted, and recorded by the Evacuation Director. Procedures for planning, scheduling, conducting, evaluating, recording, and reporting evacuation drills are outlined in Appendices E, F, and G.

KEY

- You Are Here
- Evacuation Route
- ➔ Exit
- ♿ Restroom
- 🧯 Fire Extinguisher
- 🚒 Fire Alarm
- 📻 Fire Alarm Control Panel
- ♿ Symbol of Accessibility

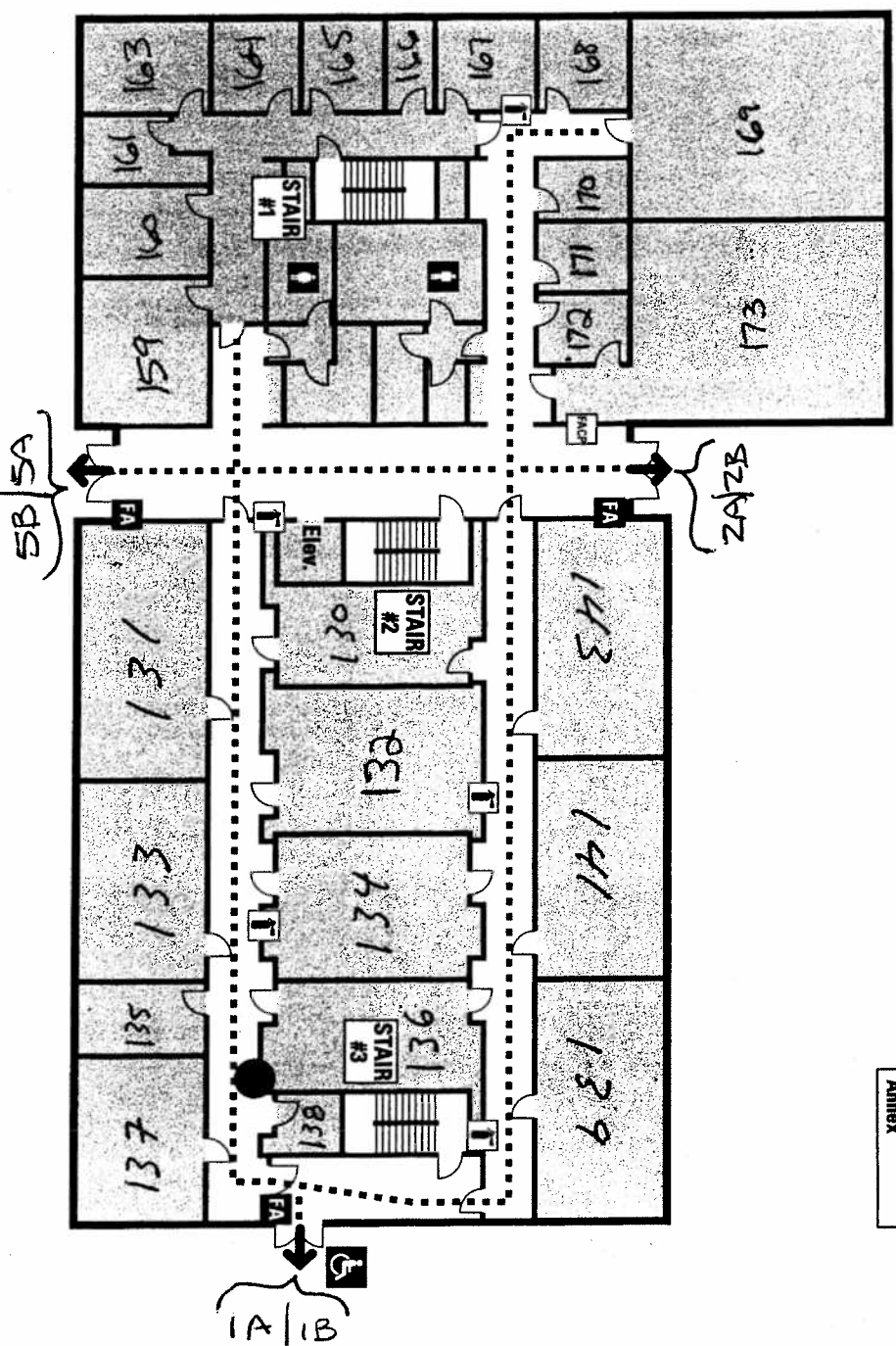
IF THERE IS AN EMERGENCY:

- Sound fire alarm.
- Assist persons with disabilities.
- Exit the building using the nearest exit. **DO NOT USE ELEVATORS!**
- Report to the nearest designated outside assembly area.
- Do not re-enter until authorized to do so.

📻 Fire Alarm Control Panel is located inside West Entrance on First Floor

**Wilcox Hall
Floor 1**
WH-246RA-01.2 11/00

MASON ROAD



➔ Evacuation Assembly Point: C-12 Parking Lot near Wilcox Annex

NORTH

Wilcox 1st Floor

Hours: All days: 6am - 6pm

- You Are Here
- ... Evacuation Route
- ➔ Exit
- 🚻 Restroom
- 🧯 Fire Extinguisher
- 🚒 Fire Alarm
- 📄 FACh Fire Alarm Control Panel
- ♿ Symbol of Accessibility

IF THERE IS AN EMERGENCY:

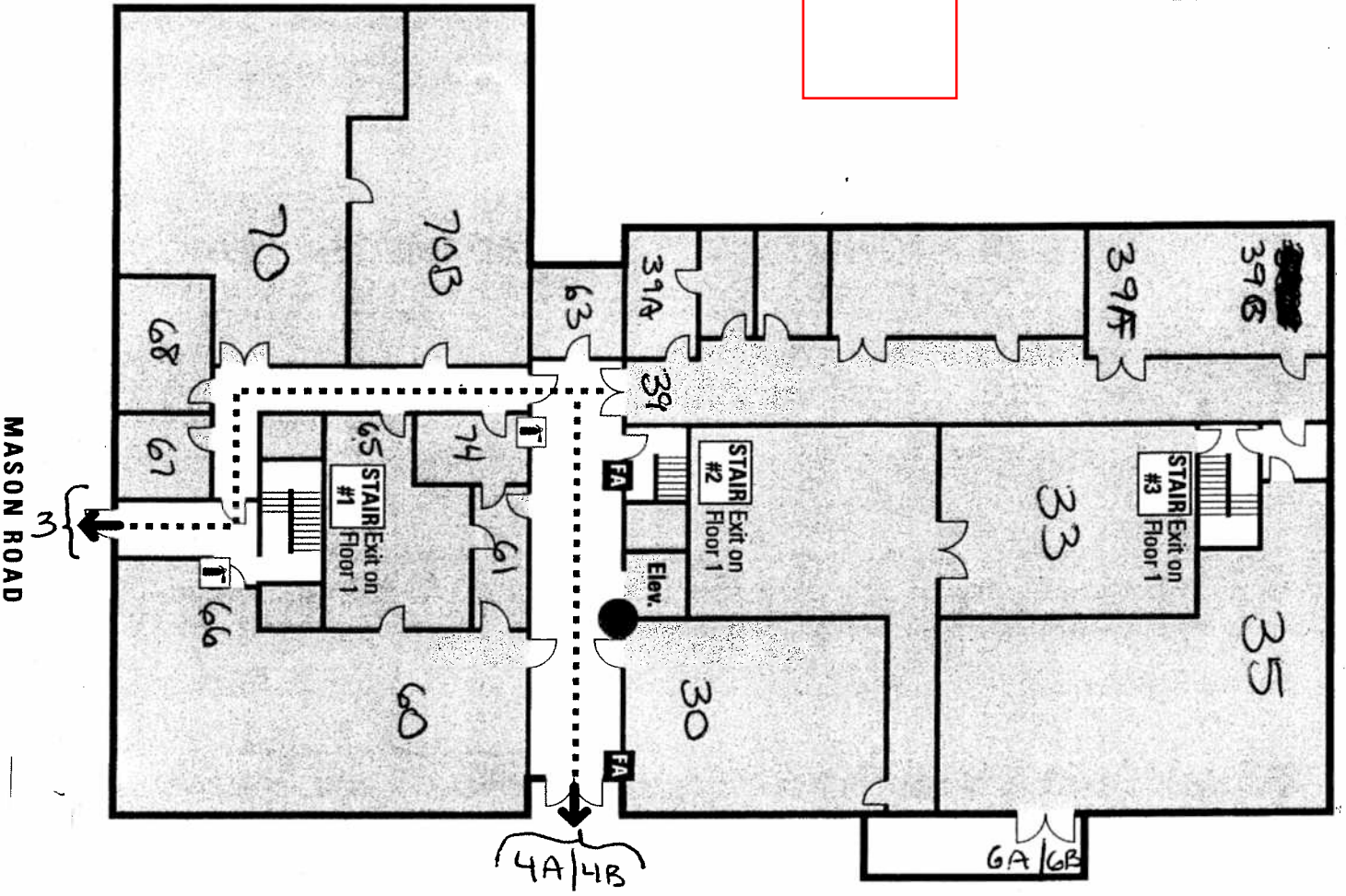
- Sound fire alarm.
- Assist persons with disabilities.
- Exit the building using the nearest exit. **DO NOT USE ELEVATORS!**
- Report to the nearest designated outside assembly area.
- Do not re-enter until authorized to do so.

FACh Fire Alarm Control Panel is located inside West Entrance on First Floor

Wilcox Hall
Basement Level
WH-246RA-B-2 11/00

➔
Evacuation Assembly Point:
C-12 Parking Lot near Wilson Annex

Wilcox Basement



You Are Here

Evacuation Route

Exit

Restroom

Fire Extinguisher

Fire Alarm

Fire Alarm Control Panel


Symbol of Accessibility

IF THERE IS AN EMERGENCY:

- Sound fire alarm.
- Assist persons with disabilities.
- Exit the building using the nearest exit. **DO NOT USE ELEVATORS!**
- Report to the nearest designated outside assembly area.
- Do not re-enter until authorized to do so.

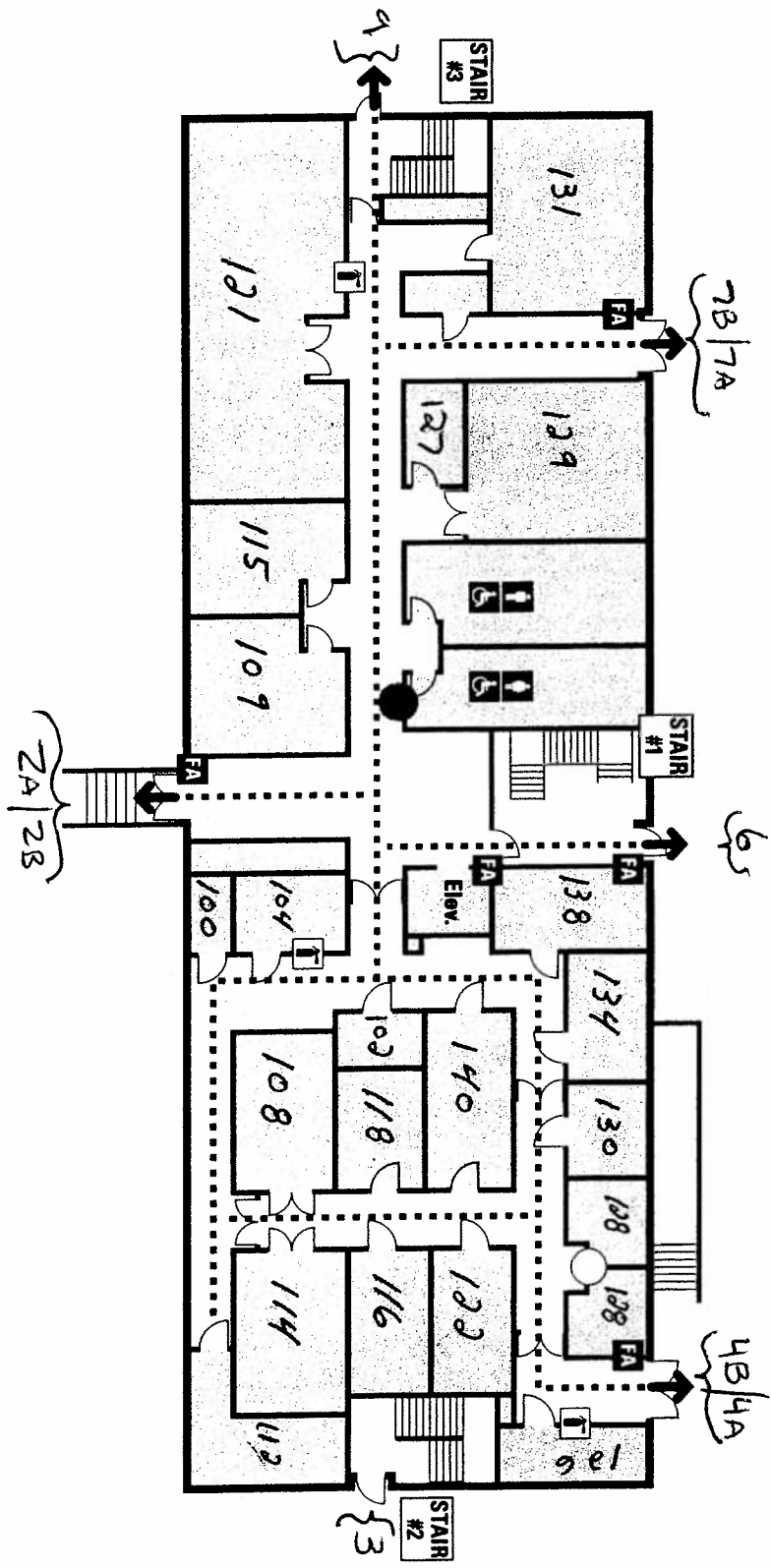
 Fire Alarm Control Panel is located in Mueller Hall Room #180

Roberts Hall
Floor 1
 100-000-013 11/01

 Evacuation Assembly Point Parking Lot C-12

Roberts Hall 1st Floor
Hours: All Days
6am - 6pm

STEVENS WAY



KEY

● You Are Here

--- Evacuation Route

➔ Exit

♿ Restroom

🔥 Fire Extinguisher

🚒 FA Fire Alarm

🚒 FA Fire Alarm Control Panel

♿ Symbol of Accessibility

IF THERE IS AN EMERGENCY:

- Sound fire alarm.
- Assist persons with disabilities.
- Exit the building using the nearest exit. **DO NOT USE ELEVATORS!**
- Report to the nearest designated outside assembly area.
- Do not re-enter until authorized to do so.

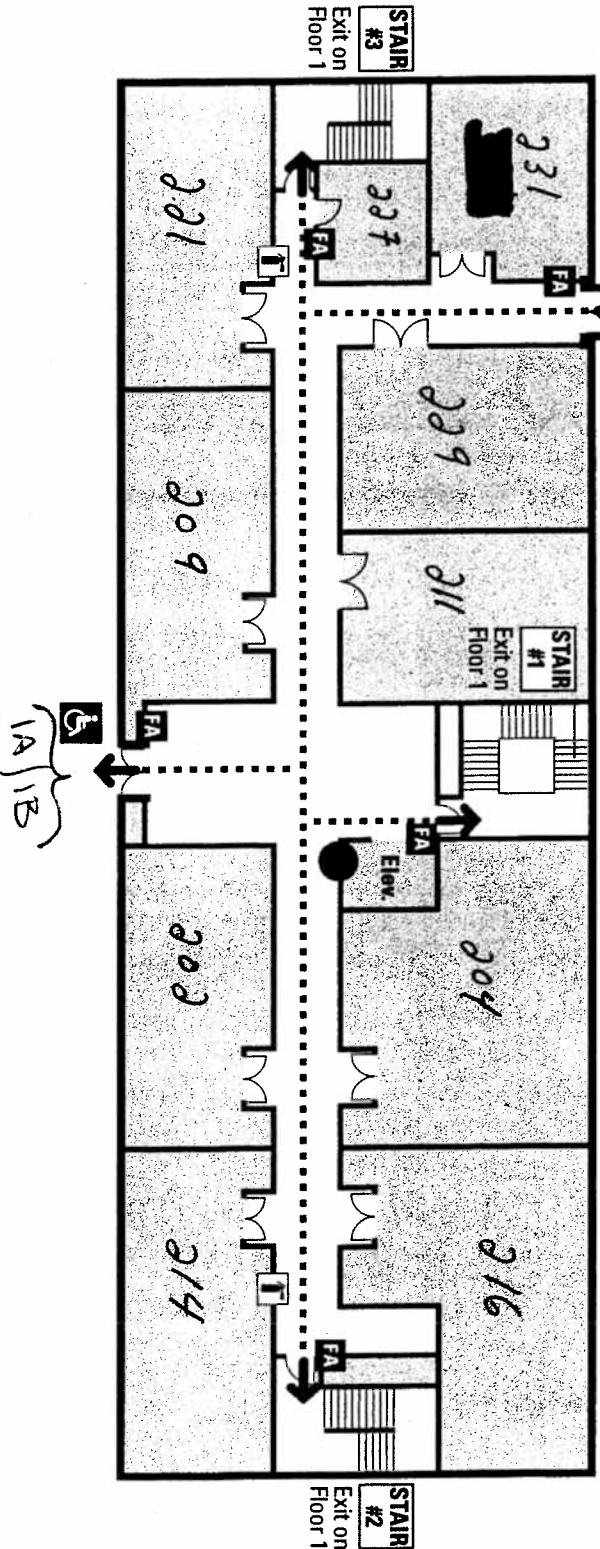
🚒 FA Fire Alarm Control Panel is located in Mueller Hall Room #180

Roberts Hall
Floor 2
06-000-02.2 11/03

Roberts Hall
2nd Floor

➔ Evacuation Assembly Point: Parking Lot C-12

83/8A
Bridge to Wilcox Hall



STEVENS WAY

NORTH

KEY

- You Are Here
- ... Evacuation Route
- ➔ Exit
- ↕ Restroom
- 🧯 Fire Extinguisher
- FA Fire Alarm
- FA Fire Alarm Control Panel
- ♿ Symbol of Accessibility

IF THERE IS AN EMERGENCY:

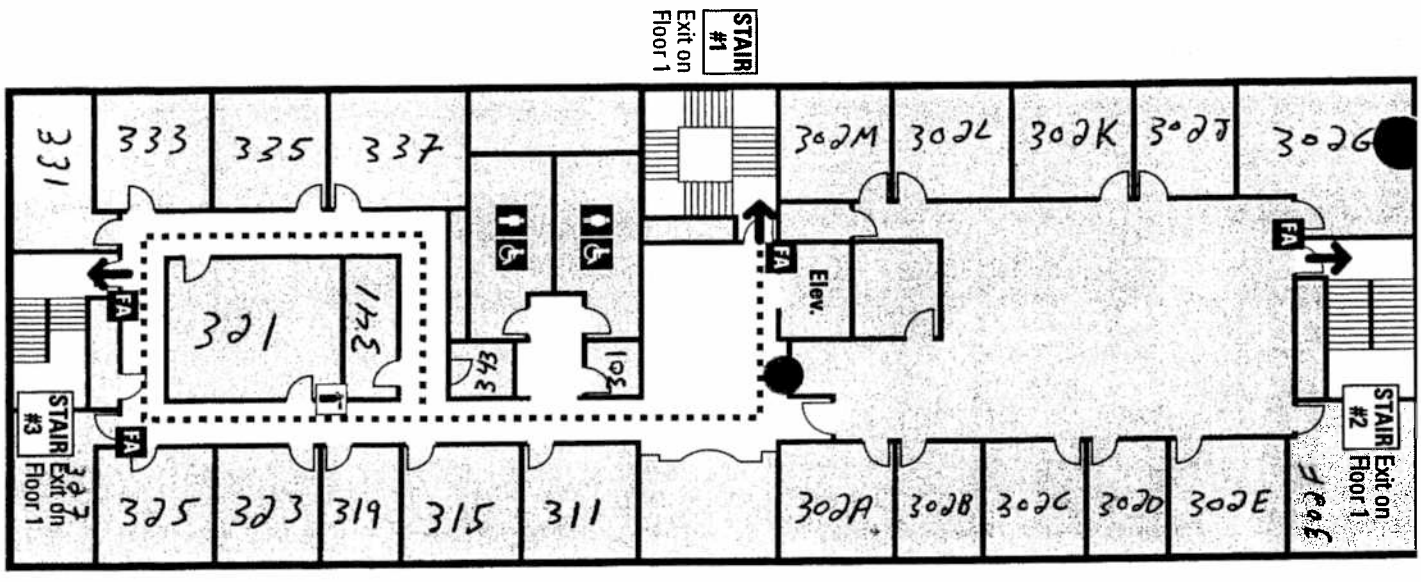
- Sound fire alarm.
- Assist persons with disabilities.
- Exit the building using the nearest exit. **DO NOT USE ELEVATORS!**
- Report to the nearest designated outside assembly area.
- Do not re-enter until authorized to do so.

FACP Fire Alarm Control Panel is located in Mueller Hall Room #180

Roberts Hall
Floor 3
06-000-03.2 11/01

Roberts Hall
3rd Floor

↙ Evacuation Assembly Point: Parking Lot C-12



STEVENS WAY

NORTH

KEY

● You Are Here

--- Evacuation Route

→ Exit

↕ Restroom

🔥 Fire Extinguisher

FA Fire Alarm

FACP Fire Alarm Control Panel

♿ Symbol of Accessibility

IF THERE IS AN EMERGENCY:

- Sound fire alarm.
- Assist persons with disabilities.
- Exit the building using the nearest exit. **DO NOT USE ELEVATORS!**
- Report to the nearest designated outside assembly area.
- Do not re-enter until authorized to do so.

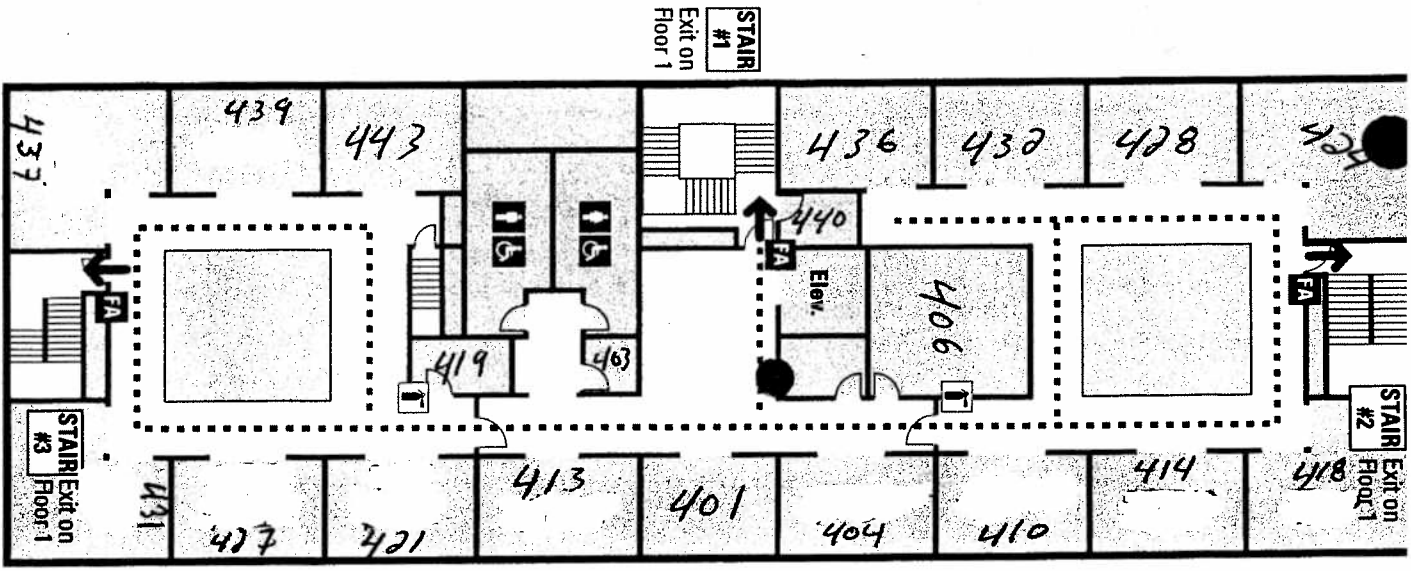
FACP Fire Alarm Control Panel is located in Mueller Hall Room #180

Roberts Hall Floor 4

104-000-04.2 11/01

Roberts Hall 4th Floor

↙ Evacuation Assembly Point: Parking Lot C-12



STEVENS WAY

NORTH