

## Checklist 1: Evacuation Director Duties and Responsibilities

Subject Area	Duties / Responsibilities	
Administrative	Prepare and maintain the building EEOP.	<input type="checkbox"/>
	Keep a copy of the completed EEOP in all department reference stations.	<input type="checkbox"/>
	Review the EEOP at least annually and confirm that it is current.	<input type="checkbox"/>
Pre-Emergency Coordination	Coordinate with building/department administrators responsible for employee, student, and visitor health and safety.	<input type="checkbox"/>
	Ensure that public event staff are assigned duties and receive required training for events with occupancy of 50 or greater (see Appendix G).	<input type="checkbox"/>
	Ensure that classroom instructors inform students about emergency procedures, exit routes, and assembly points on the first day of class.	<input type="checkbox"/>
	Ensure that emergency procedures for special needs populations are developed.	<input type="checkbox"/>
Evacuation Wardens	Ensure that new and temporary employees, including student employees, are informed about emergency procedures outlined in the EEOP during new employee safety orientation.	<input type="checkbox"/>
	Assign Evacuation Wardens (and alternates) for all areas of the building and ensure that they know what their duties are in case of an evacuation.	<input type="checkbox"/>
	Evacuation Warden orientation is required when there are personnel changes.	<input type="checkbox"/>
	A current list of Evacuation Wardens and alternates is to be maintained in the building's EEOP (see Appendix A).	<input type="checkbox"/>
Training and Drills	Schedule "Evacuation Warden Training" for assigned personnel. Contact the EH&S Training Office.	<input type="checkbox"/>
	Schedule, conduct, and record evacuation drills as required by the Seattle Fire Code and WAC 296-24 (see Appendices E, F, and G).	<input type="checkbox"/>
Emergency Evacuation	Ensure that emergency services, UWPD, FOMS, SFD, and EH&S are notified for all building emergencies as appropriate.	<input type="checkbox"/>
	During a building evacuation, report to the evacuation assembly point and act as a liaison with responding emergency services.	<input type="checkbox"/>
	Receive status reports from area evacuation wardens.	<input type="checkbox"/>
	Provide information about the building layout, systems, processes, and special hazards to Facility Services, SFD, UWPD, and other emergency personnel.	<input type="checkbox"/>
	Help the Facility Services Personnel (FOMS), and the SFD in the operation of the Fire Alarm Panel if required.	<input type="checkbox"/>
	Coordinate with building administrators on occupancy and operation issues.	<input type="checkbox"/>
	Assign Evacuation Wardens or other personnel, as needed, to be stationed by all entrances to prevent unsuspecting personnel from reentering the building.	<input type="checkbox"/>
When SFD or UWPD signals "ALL CLEAR," the Evacuation Director notifies the Evacuation Wardens that the occupants may reenter the building.	<input type="checkbox"/>	

# Evacuation Director Checklist

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Building: \_\_\_\_\_ Time: \_\_\_\_\_ am/pm

Location within building (floor, wing, room): \_\_\_\_\_

Type of incident (manual pull, smoke, sprinkler): \_\_\_\_\_

Evacuated Floors: \_\_\_\_\_

Evacuation Assembly Point (EAP): \_\_\_\_\_

Secondary EAP: \_\_\_\_\_

## Evacuation Tasks

1. Collect hat, phone, clipboard, and personal belongings.
2. Report to the building entrance.
3. Tell those evacuating and anyone trying to reenter the building to go to the primary EAP. If the primary EAP is unavailable, send everyone to the secondary evacuation assembly point.
4. Collect known information about the incident from individuals evacuating the building (fire, smoke, persons in building, etc.).
5. Ask 1<sup>st</sup> evacuation warden for known information about the incident.
6. Report known information to emergency personnel (approximately 10 min. after incident).
7. Stay at the front of building for further direction from emergency personnel.

Assignment	Name
1 <sup>st</sup> Evacuation Warden – assign to EAP (They should have a phone, hat, whistle, and clipboard.)	
2 <sup>nd</sup> Evacuation Warden – assign to front entrance to help Evacuation Director maintain communication with EAP	
3 <sup>rd</sup> Evacuation Warden – assign to door, directing all to EAP	
4 <sup>th</sup> Evacuation Warden – assign to door, directing all to EAP	
All other Evacuation Wardens assign to EAP	
Known Info (fire, smoke, persons in building, etc.)	Provided by

## After the All-Clear Signal

1. Call 1<sup>st</sup> Evacuation Warden at the EAP to allow the staff to return and reenter the building.

2. Assign an Evacuation Warden to assist staff with disabilities back to their rooms.
3. De-brief all Evacuation Wardens (collect facts) to write-up a report and submit to EH&S.

## Important Phone Numbers and Contact Information

Building Coordinator:	<u>Neal Johnson (206) 543-6471</u>		
Evacuation Director:	<u>Neal Johnson (206) 543-6471</u>		
Evacuation Director Back-up:	<u>Andrew Sattler (206) 543-7842</u>		
1 <sup>st</sup> Floor Warden:	<u>Allen Hart</u>	<u>Room 166</u>	<u>543-7435</u>
2 <sup>nd</sup> Floor Warden:	<u>Ken Creager</u>	<u>Room 222</u>	<u>685-2803</u>
3 <sup>rd</sup> Floor Warden:	<u>Qiang Fu</u>	<u>Room 320</u>	<u>685-2070</u>
4 <sup>th</sup> Floor Warden:	<u>Andrew Sattler</u>	<u>Room 424</u>	<u>354-7842</u>
5 <sup>th</sup> Floor Warden:	<u>Joel Thornton</u>	<u>Room 506</u>	<u>543-4010</u>
6 <sup>th</sup> Floor Warden:	<u>Neal Johnson</u>	<u>Room 623</u>	<u>543-0238</u>
7 <sup>th</sup> Floor Warden:	<u>Matt Wyant</u>	<u>Room 711</u>	<u>685-9526</u>
Administrator #1	<u>Scott Sipes</u>	<u>Room 408</u>	<u>543-6471</u>
Administrator #2	<u> </u>		
Administrator #3	<u> </u>		

## Staff with Disabilities

<b>Name</b>	<b>Room</b>	<b>Area of Refuge</b>
None currently in bldg		

## Notes