# Building Evacuation Exemption Request form

Please review the [Building Evacuation Exemption Focus Sheet](https://www.ehs.washington.edu/system/files/resources/Evacuation_Exemption_Focus_Sheet.pdf) on the EH&S website prior to completing this form.

Full name:

Title:

Email:

Phone:

Department:

Building:

Rooms or areas requesting exemption:

Medical procedure:

Typical duration:

Why this procedure cannot be stopped:

Staff who are associated with the medical procedure: (Provide name, title and phone number of each individual)

Staff 1:

Staff 2:

Staff 3:

Staff assigned to communicate with emergency personnel: (Provide name, title and phone number of each individual)

Staff to monitor the exit way: (Provide name, title and phone number of each individual)

*Continued on next page*

## Emergency procedure when alarm sounds

* Immediately dismiss all personnel that are *not* necessary to assist in the medical procedure.
* Assigned person (identified above) contacts the University of Washington Police Department (UWPD) at 9-1-1 and communicates the building is in alarm, a medical procedure is being conducted, the number of persons remaining, the location of the medical procedure, and a phone number where you can be reached.
* UWPD will inform the Seattle Fire Department (SFD) of the occupants remaining in the building as they arrive on site.
* Assigned person (identified above) to monitor the adjacent exit corridor for smoke or fire. At the first sign of smoke or fire, that person is to inform everyone remaining to evacuate the alarmed area immediately.
* The fire department may verbally, or via the building's paging system, instruct you to evacuate the area. If this occurs, **all occupants must evacuate the area immediately**.
* Inform SFD and UWPD personnel after evacuation or relocation.

## Training and orientation

* All personnel associated with this exemption must receive evacuation warden training upon initial assignment and continuing refresher training at least every three years. This document shall be included in the new hire orientation packet.
* The emergency procedures must be posted or located where they are readily available for use and followed for all alarms.

## Re-evaluation period

* The department or unit is responsible to keep this document current as appropriate.
* This request must be re-evaluated when there is a change in procedure or location, and on a three year basis for approval.

## Attestation

I attest that the staff listed to perform the duties as outlined herein and has received the required training as indicated above.



Signature Date

Please complete form and submit it to Scott Nelson by mail at Box 354400 or scan and email to [sdnpe@uw.edu](mailto:sdnpe@uw.edu). If you have questions, please contact EH&S Building and Fire Safety at 206.685.0341.

**Approval**

Environmental Health & Safety Date

**Expiration Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_