



# BUILDING EVACUATION EXEMPTION

Evacuation of a building is the standard response to a fire alarm in all University owned and operated buildings, except for UW Medical Center facilities inpatient areas and Harborview Medical Center, which are exempt. Below are requirements for obtaining a building evacuation exemption for University personnel performing medical procedures.

## REQUEST AN EXEMPTION

Exemptions are generally limited to personnel performing or supporting surgical procedures. The purpose is to reduce the possibility of compromising a patient or animal's health by stopping or delaying completion of a surgical or other significant medical procedure during a building evacuation.

You must complete the [Building Evacuation Exemption Request Form](#) on the EH&S website and submit it prior to the procedure. Evacuation exemptions outside of medical center facility inpatient areas may be approved on a case-by-case basis.

## TRAINING AND ORIENTATION

All personnel associated with an ongoing medical procedure who cannot be interrupted during a building emergency **must receive training** upon assignment and at least every three years thereafter.

Basic evacuation warden training can be found on the [EH&S website](#). **Site-specific training** must also be provided to supplement the general training.

The **emergency procedures must be posted** or located where they are readily available for use and followed in the event of a building alarm.

## Reevaluation

Exemption requests must be **reviewed at least every three years**, or if your process changes such that you no longer qualify for the exemption.

## DURING AN ALARM

Personnel must ensure their own safety by following these procedures:

- Immediately **dismiss all personnel** who are not necessary to assist with the medical procedure.
- Assign a staff member to **call 9-1-1** and inform the Police Department you are delaying evacuation. Tell them the number of staff and patients, the location of the procedure, and a contact number.
- Assign personnel to **monitor the nearest exit corridor for smoke or fire**. At the first sign of smoke or fire, the designated person should inform those present to evacuate immediately.
- Personnel must also evacuate immediately if instructed to do so by emergency personnel.



## Special Considerations

Administrative units should consider any special circumstances, including procedures on minors or individuals with disabilities or mobility issues. Except in extreme cases, family and/or caregivers are expected to evacuate. If possible, assign additional personnel to accompany them during the evacuation.

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