

EVACUATION EXEMPTIONS

PROGRAM REQUIREMENTS FOR EVACUATION EXEMPTIONS FOR MEDICAL PROCEDURES

TO OBTAIN AN EXEMPTION

Evacuation of the building is the standard response to a fire alarm in all buildings at the University of Washington except inpatient areas of the UW Medical Center or Harborview Medical Center.

Evacuation exemptions outside of these areas may be approved on a case-by-case basis. 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 an evacuation.

If you feel your processes fall within this category, you must complete a formal request in advance.

TRAINING AND ORIENTATION

All personnel associated with an ongoing medical procedure that 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.

Re-evaluation

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 SITUATION

The exemption allows for a short term delay. Personnel must ensure their own safety by following these procedures:

- Immediately dismiss all personnel that are not necessary to assist
- Assign a staff member to call 911 and inform UWPD 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.
- You must also evacuate immediately if instructed to do so by emergency personnel.



Special considerations

Administrative units should consider any unusual circumstances that may arise, including procedures on minors or those with special needs. Except in extreme cases, family and/or caregivers are expected to evacuate. If possible, assign additional personnel to attend to accompany them during the evacuation.

For questions about evacuation exemptions, contact EH&S at 206.543.7262.