ENVIRONMENTAL HEALTH & SAFETY

UNIVERSITY of WASHINGTON

BUILDING AND FIRE SAFETY PROGRAM MANUAL

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TABLE OF CONTENTS

Building and Fire Safety Program Manual	1
Table of Contents	2
ntroduction	4
Purpose	4
Scope	4
Roles and Responsibilities	5
Environmental Health & Safety (EH&S)	5
Campuses, other organizational units, and departments	5
Evacuation Director	6
Evacuation Warden	6
JW Building & Fire Safety Program Elements	7
FIRE SAFETY AND PREVENTION	7
Fire department compliance and inspections	8
Fire department permits	8
Fire extinguishers	8
Fire extinguishers Nuisance alarms	8 9
Fire extinguishers Nuisance alarms Corridors and unassigned spaces	8 9 9
Fire extinguishers Nuisance alarms Corridors and unassigned spaces Bicycle, electric-assisted bicycle, and motorized micromobility device parking	8 9 9 9
Fire extinguishers Nuisance alarms Corridors and unassigned spaces Bicycle, electric-assisted bicycle, and motorized micromobility device parking Residential fire safety	8 9 9 9 0
Fire extinguishers Nuisance alarms Corridors and unassigned spaces Bicycle, electric-assisted bicycle, and motorized micromobility device parking Residential fire safety	8 9 9 0 0
Fire extinguishers Nuisance alarms Corridors and unassigned spaces Bicycle, electric-assisted bicycle, and motorized micromobility device parking Residential fire safety	8 9 9 0 0
Fire extinguishers Nuisance alarms Corridors and unassigned spaces Bicycle, electric-assisted bicycle, and motorized micromobility device parking Residential fire safety	8 9 9 0 0 0 2
Fire extinguishers Nuisance alarms Corridors and unassigned spaces Bicycle, electric-assisted bicycle, and motorized micromobility device parking Residential fire safety 1 Space heaters and other temporary portable heaters 1 FIRE AND LIFE SAFETY INSPECTIONS 1 BUILDING EVACUATIONS AND FIRE DRILLS	8 9 9 0 0 0 2 3
Fire extinguishers Nuisance alarms Nuisance alarms Corridors and unassigned spaces Bicycle, electric-assisted bicycle, and motorized micromobility device parking Residential fire safety Residential fire safety 1 Space heaters and other temporary portable heaters 1 Hot work 1 FIRE AND LIFE SAFETY INSPECTIONS 1 BUILDING EVACUATIONS AND FIRE DRILLS 1 Evacuation drills 1	8 9 9 0 0 2 3 3
Fire extinguishers Nuisance alarms Corridors and unassigned spaces Bicycle, electric-assisted bicycle, and motorized micromobility device parking Residential fire safety 1 Space heaters and other temporary portable heaters 1 Hot work 1 FIRE AND LIFE SAFETY INSPECTIONS 1 BUILDING EVACUATIONS AND FIRE DRILLS 1 Evacuation drills 1 Evacuation Directors and Wardens	8 9 9 0 0 2 3 3 4
Fire extinguishers Nuisance alarms Corridors and unassigned spaces Bicycle, electric-assisted bicycle, and motorized micromobility device parking Residential fire safety 1 Space heaters and other temporary portable heaters 1 Hot work 1 FIRE AND LIFE SAFETY INSPECTIONS 1 BUILDING EVACUATIONS AND FIRE DRILLS 1 Evacuation drills 1 Evacuation Directors and Wardens 1 Evacuation Route Maps	8 9 0 0 2 3 4 4
Fire extinguishers Nuisance alarms Corridors and unassigned spaces Bicycle, electric-assisted bicycle, and motorized micromobility device parking Residential fire safety 1 Space heaters and other temporary portable heaters 1 Hot work 1 FIRE AND LIFE SAFETY INSPECTIONS 1 BUILDING EVACUATIONS AND FIRE DRILLS 1 Evacuation drills 1 Evacuation Directors and Wardens 1 Evacuation Route Maps 1 Assembly Points	8 9 9 0 0 2 3 4 4 5



Fire Safety and Evacuation Plan	15
FIRE SAFETY RIGHT-TO-KNOW	16
Annual Fire Safety Reports	16
Campus Fire Log	17
Reporting fires	17
FIRE CODE HAZARDOUS MATERIALS (HAZMAT) COMPLIANCE	
Chemical Inventories	
Laboratory and Research Spaces	
Fire Code Permits	19
EH&S Services	19
COMPRESSED GASES AND CRYOGENS	
FIRE DEPARTMENT PERMITS FOR EVENTS	
AUTOMATED EXTERNAL DEFRIBULATORS (AED)	21
AED Locations	21
Utilizing an AED	21
Training	22
Procuring an AED	22
Selecting an AED	22
Installation of an AED	22
Maintenance of an AED	23
ELECTRICAL SAFETY	23
PRESSURE VESSEL SAFETY	23
Using Autoclaves and Small Pressure Vessels	
Prevention Measures	24
CAPITAL SAFETY PROJECTS PROGRAM	25
EH&S PROJECT SUPPORT PROGRAM	
Design Standards	27
TRAINING	27
INCIDENT REPORTING	
RECORDKEEPING	
RESOURCES	



INTRODUCTION

The University of Washington Environmental Health & Safety (EH&S) Building and Fire Safety Program staff oversee fire and life safety and project design review services for the University of Washington (UW).

Fire safety at the University is regulated by the Seattle Fire Code and the Washington Industrial Safety and Health Act (WISHA). Enforcement of these codes and standards is handled by local fire departments and the Washington State Department of Labor & Industries. EH&S helps ensure compliance with these codes, protect and promote the public safety of faculty, staff, students, visitors and emergency personnel on campus.

The UW Building and Fire Safety Program Manual outlines the requirements, roles and responsibilities, and practices of the UW Building and Fire Safety Program.

PURPOSE

The purpose of the UW Building & Fire Safety Program is to ensure the health and safety of personnel, students and visitors at the UW. It seeks to maintain compliance with applicable federal, state and local regulations, including the following:

- <u>Campus Fire Safety Right-to-Know Act</u>
- International Fire Code
- Jeanne Clery Act
- Occupational Safety & Health Administration (OSHA) <u>1910.252</u>
- <u>Seattle Fire Code</u>
- Washington Administrative Code (WAC) 296-24-567, 296-800-310, 296-24-680

The purpose of this program manual is to provide an overview of the UW Building and Fire Safety Program. The requirements in this document are in accordance with all applicable regulations, codes, standards, and industry best practices.

SCOPE

UW Building and Fire Safety Program applies to all University locations including Seattle, Bothell, and Tacoma campuses; jointly owned facilities, research stations, all other University-owned property, University-leased space, temporary field operations and field trips that are under the control of University operations and staff.

UW Bothell has special considerations related to its co-location with Cascadia College and relationships with local jurisdictions and agencies that affect how this program is implemented. Consult UW Bothell operating procedures and programs for implementation details.



UW Tacoma has special considerations related to local jurisdictions and agencies. Consult the UW Tacoma operating procedures and programs for implementation.

ROLES AND RESPONSIBILITIES

Environmental Health & Safety (EH&S)

EH&S serves University organizational units by promoting fire safety programs and providing training and general consultation. EH&S is responsible for:

- Assisting departments in developing a <u>written plan</u> for building emergencies and evacuation
- Conducting <u>fire prevention surveys</u>
- Maintaining a <u>capital projects plan</u> for building fire alarm and fire protection systems to ensure those systems are provided, maintained, and replaced as needed
- Maintaining a training program for evacuation wardens
- Performing design review for new construction and renovation
- Processing regulatory agency violations and performing fire investigations
- Providing fire-related content for the <u>University's Annual Security and Fire Safety Report</u> in accordance with the <u>Jeanne Clery Act</u>
- Providing technical support to first responders during building emergencies on the Seattle campus
- Responding to and investigating reports of fire and life safety concerns and incidents
- Scheduling <u>building evacuation drills</u> and activating the alarm systems for drills on the Seattle campus (medical centers and other state-licensed facilities may schedule their own drills)
- Serving as the University's <u>primary liaison</u> with the Seattle Fire Department (SFD) and other agencies regulating fire safety

Campuses, other organizational units, and departments

Each campus, organizational unit, and department is responsible for several specific requirements including, but not limited to:

- Developing and maintaining <u>fire safety and evacuation plans for</u> occupied buildings and associated employee training
- Developing and maintaining fire prevention plans for hazardous activities
- Following safety requirements for the use of <u>corridors</u> and unassigned spaces
- Implementing the University's <u>Laboratory Safety Manual</u> (as applicable) to prevent fire, uncontrolled reactions, and explosions



- Managing <u>chemical inventories</u> to not exceed fire code maximum allowable quantity
- Obtaining temporary operating <u>permits from the fire department</u> for campus events that require permits
- Obtaining operational permits from the fire department as applicable (e.g., <u>hazardous materials</u>, place of assembly with an occupant load of 100 or more persons, <u>welding</u>)
- Participating in building evacuation drills
- Properly storing and using hazardous materials
- Preventing false and nuisance building fire alarms
- <u>Reporting</u> fire, explosion, and hazardous material spills or releases
- Working with EH&S to resolve violations from the fire department

Evacuation Director

Evacuation Directors are individuals assigned by a department/unit/organization to partner with EH&S to develop a Fire Safety & Evacuation Plan and prepare for building emergency evacuations. Refer to the <u>Evacuation Director Responsibilities Focus Sheet</u> for specific details. The Evacuation Director is responsible for:

- Assisting with the development of emergency procedures <u>for persons with</u> <u>disabilities</u>
- Completing required <u>Emergency Evacuation Warden</u> training
- Coordinating with building/department administrators responsible for personnel, student, and visitor health and safety to ensure all units occupying the building are addressed in the FSEP
- Distributing the FSEP annually to building occupants covered by the plan and highlighting changes from the previous version
- Hosting periodic meetings with evacuation wardens to review and update the FSEP
- Overseeing evacuation wardens
- Preparing, maintaining, and distributing the <u>Fire Safety and Evacuation Plan</u> (FSEP)
- <u>Reporting all incidents</u> to EH&S immediately
- Working with management in all departments occupying a building to include the FSEP in new employee orientation

Evacuation Warden

Evacuation Wardens are individuals who are responsible for a specific area of a building and work closely with the Evacuation Director to prepare for building emergency evacuations. Refer to the <u>Evacuation Warden Responsibilities Focus Sheet</u> for specific details. The Evacuation Warden is responsible for:

- Being familiar with the <u>Fire Safety and Evacuation Plan</u> for their area and all relevant <u>emergency procedures</u>
- Being aware of locations that are likely to have visitors or individuals with disabilities who may need assistance during a building emergency
- Being familiar with your building's alarm system and safety features so that you may accurately interpret alarms
- Becoming familiar with operations in your area that may require additional time to shut down that could delay occupants from exiting
- Completing required <u>Emergency Evacuation Warden</u> training
- Informing people with mobility disabilities about the guidelines for evacuation
- Knowing the location of building exits, <u>evacuation assembly points</u>, and <u>campus</u> <u>mass assembly areas</u>
- Knowing the locations of <u>areas of refuge</u> for individuals who may not be able to exit the building
- Participating in <u>evacuation drills</u> as requested by the Evacuation Director
- Reporting all incidents to Evacuation Director immediately

UW BUILDING & FIRE SAFETY PROGRAM ELEMENTS

This section summarizes the elements of the UW Building & Fire Safety Program that meet applicable federal, state, and local regulations.

FIRE SAFETY AND PREVENTION

The primary means of fire prevention is to control ignition sources such as open flames, heaters, cooking equipment, research activities, and other hazards that must be controlled at all times.



FIRE DEPARTMENT COMPLIANCE AND INSPECTIONS

<u>Local fire departments</u> may perform periodic inspections of University buildings. These inspections are performed under the authority of the International Fire Code and may be unannounced. Fire department visits, where possible, should be accompanied by the person(s) responsible for the facility, such as a building coordinator.

During inspections, code violations may be found. Non-compliant situations may also be discovered while the fire department is responding to a fire or medical call. When violations are identified, they generally need to be addressed within a few weeks, although some more serious violations must be addressed immediately. The timeframe for compliance will be determined by the fire department.

Repeated violations, serious health and safety risks, failure to correct a violation in a timely manner, and other serious matters may result in fines and/or re-inspection fees. The fire department may also choose to write a more serious citation that could result in severe civil penalties and a court appearance for the responsible party.

- Any official communication regarding code violations at UW buildings must be provided to EH&S for tracking and recording.
- EH&S must be notified following receipt of an Order, Citation, or other serious violations, or if there is conflict with the fire department or other agency regulating fire safety.
- Send hard copies of fire department paperwork via campus mail to EH&S Building & Fire Safety, Box 354990.

FIRE DEPARTMENT PERMITS

Operational permits issued by the fire department must be obtained by organizational units responsible for their operations. Examples of permits include place of assembly, <u>hazardous materials</u>, <u>cutting and welding (hot work)</u>, <u>campus events</u>, and other conditions and operations. It may be possible to maintain one permit for multiple locations in a building if all locations are under the same administrative control.

EH&S can help apply for these permits or help consolidate permits (i.e., locations with multiple labs where each lab has an individual laboratory permit or flammable liquids permit).

FIRE EXTINGUISHERS

EH&S provides resources for University personnel and students who may be expected to use a fire extinguisher:

• The <u>Fire Extinguisher Use</u> Focus Sheet covers preparation to use a fire extinguisher, exposure to fire retardant chemicals, cleaning up after using an extinguisher, and disposing of an extinguisher after use.

• The <u>Fire Extinguisher Safety</u> Focus Sheet describes the types of fire extinguishers appropriate for each fuel type, and steps for safely using a fire extinguisher.

EH&S provides two training courses on the safe use of fire extinguishers:

- Fire Extinguisher Training Online
- Fire Extinguisher Training Hands-On

EH&S provides resources for construction project managers including the <u>Fire</u> <u>Extinguishers and Cabinets Design Specifications Template</u>. Refer to the <u>Facilities Projects</u> <u>Support</u> section for additional information.

NUISANCE ALARMS

Nuisance alarms are disruptive to the teaching and research mission of the University and contribute to a dangerous complacency in building occupants, who may be slower to evacuate in an actual emergency. EH&S provides resources that can help prevent or lessen the number of nuisance alarms.

- The <u>Preventing Nuisance Alarms General Focus Sheet</u> covers prevention of nuisance alarms in office, residential, and teaching environments. The information provided can be used by building coordinators or occupants to help plan ways to avoid unwanted disruptions.
- The <u>Preventing Nuisance Alarms During Construction Focus Sheet</u> covers prevention of nuisance alarms during building construction and maintenance. The content is primarily geared toward contractors and project managers but may also help building occupants understand how construction activities within their buildings are managed.

CORRIDORS AND UNASSIGNED SPACES

Corridors used for exiting a building during an emergency must *not* be blocked regardless of whether they are publicly accessible. Building occupants are required to follow the UW's <u>Corridor Safety Focus Sheet</u>, which summarizes the applicable health and safety and compliance requirements.

Mechanical spaces, attics, spaces below raised floors, and spaces required for building service and access may not be used for storage of any kind unless constructed for that purpose.

BICYCLE, ELECTRIC-ASSISTED BICYCLE, AND MOTORIZED MICROMOBILITY DEVICE PARKING

Bicycles, electric-assisted bicycles, and motorized micromobility devices must be parked in designated parking facilities and locations. These devices can *never* be parked in the following locations:

• Blocking or hindering access to any stairway, ramp, or doorway

- Chained or otherwise secured to trees, lamp standards, railings, garbage receptacles, fencing, or signposts
- In a building or residence hall, except where designed parking facilities are provided such as a Bike Room
- In planted areas
- On a path or sidewalk unless attached to a University-designated parking rack

<u>Designated parking facilities</u> in campus areas are intended for short-term parking not to exceed five business days, except for those racks adjacent to residence halls, which may be used for storage when the owner/operator is a current resident of that hall.

Locks and other accessories may not be left attached to University parking facilities. Locks that are left are assumed to be abandoned and may be removed without warning.

RESIDENTIAL FIRE SAFETY

Most fire injuries and fatalities occur in <u>residential settings</u>. Fires can start and grow very rapidly, making us most vulnerable in areas where we <u>cook</u> and sleep.

On-campus housing: University on-campus housing facilities are equipped with smoke and fire detection devices (and <u>carbon monoxide detectors</u> where appropriate), and have policies in place to prevent fires. If an alarm sounds, residents follow the evacuation route posted on the back of the room door.

- Refer to the <u>Campus Fire Log</u> section for information on fires that occurred during the previous year in UW residential buildings.
- Refer to the <u>Reporting fires</u> section for instructions on reporting fires in University residential buildings.

Off-campus housing: Students, staff, and faculty who live off campus are encouraged to conduct a review of their homes to ensure minimum safety requirements are met. Refer to the <u>U.S. Department of Homeland Security website</u> for information on residential fire safety prevention and response.

SPACE HEATERS AND OTHER TEMPORARY PORTABLE HEATERS

Portable heaters are strongly discouraged in University spaces due to energy and fire safety issues, but they can be allowed (in some instances) if the requirements in the <u>Space</u> <u>Heaters and Other Temporary Portable Heaters Focus Sheet</u> are met.

HOT WORK

<u>Hot work</u> operations can be <u>dangerous</u>, especially in areas where flammable or combustible materials are present. According to the National Fire Protection Association (NFPA), U.S. fire departments respond to more than 4,000 structure fires per year involving hot work. These fires cause hundreds of injuries and millions of dollars in direct property damage per year. Environmental Health and Safety (EH&S) provides resources to ensure that hot work operations are done in the safest manner possible.

Definition: Hot work operations use an open flame or generate sparks, such as cutting, welding, brazing, soldering, grinding, thermal spraying, thawing pipe, and installation of torch-applied roof systems.

- Hot work does *not* generally include candles, cooking operations, electric soldering irons and Bunsen burners used on lab benches and in fume hoods.
- Hot work is common in building construction and is a necessary part of operation and maintenance activities.
- In some cases, hot work is associated with teaching and research activities.

Designated locations: Most campus hot work operations take place in a fixed location, which is considered a designated hot work area. However, sometimes hot work operations cannot be performed in a dedicated space.

- Designated areas are permitted by the <u>local fire department</u> to verify the area is fire-safe.
- Hot work conducted outside of designated areas presents high risk and requires a special permit.

For work that will occur in either a fixed or temporary location, we recommend that precautions be taken to make sure the area is as safe as possible before beginning operations.

Hot work permits

If you are doing any hot work involving an open flame or sparks, you must apply for a permit from the fire department.

Permits are issued to individuals for one-time use, or to organizational units for ongoing programs. Establishing an approved program within an organizational unit can be an effective way to reduce fire risk while eliminating the need for multiple permits.

EH&S does not issue permits but may ask for organizational units to produce them. EH&S may also evaluate hot work operations to confirm proper protocols are followed to prevent fires.

You may <u>contact EH&S</u> to help evaluate your space before you apply for a permit (optional).

Submit a permit application

Permit applications vary by location. Contact EH&S for assistance with locations outside of the Seattle campus.

UW Facilities has a <u>Hot Work Permit Program</u> approved by the Seattle Fire Department. This program can only be used by UW Facilities personnel for hot work operations on the Seattle campus.



- Once a permit application has been submitted, the local fire department may want to inspect the area and equipment to ensure all safeguards have been met.
- Once that area is established, hot work operations may occur at any time, provided the permit conditions are followed.

Hot work outside of a designated location must be approved by the fire department in advance. The hot work operator must be qualified and have approval before starting work. A permit may be issued for a single operation or a few activities to be conducted over a period of time.

Safe hot work operations

EH&S has an institutional oversight responsibility to ensure safety, and we provide consultation and support upon request to units performing hot work operations.

Take precautions to make sure the area is safe prior to beginning hot work operations, including:

- Removing combustible materials.
- Ensuring other personnel in the area are aware of the hazards to which they may be exposed.
- Making sure sparks and slag cannot travel to non-protected areas.

Hot work operations, including welding, pose physical and health hazards, including:

- <u>Compressed gas hazards</u>
- Electrical hazards
- Fire hazards
- Flashbacks
- <u>Respiratory health hazards</u>
- Thermal hazards

In addition, each operation must be evaluated by personnel performing the work for any individual specific hazards it may pose.

FIRE AND LIFE SAFETY INSPECTIONS

In addition to the <u>inspections</u> performed by the local fire department, the EH&S Building and Fire Safety Program conducts periodic fire and life safety surveys in over 250 buildings on the Seattle campus, South Lake Union, Sandpoint, UW research stations and other selected facilities.

EH&S's Fire Safety Survey team schedules surveys with building coordinators or building management. We evaluate public areas including hallways and stairwells, conference rooms, and classrooms, and non-public areas including storage areas and mechanical/electrical rooms.



EH&S looks for unsafe practices and conditions related to fire codes and life safety that may contribute to a fire or deter effective evacuation of a building in case of an emergency.

Common concerns are:

- Blocked emergency exits
- Burned out exit signs
- Permanent use of extension cords
- Propped open fire doors
- Unapproved storage in hallways and stairwells

After each survey, EH&S sends the building coordinator a survey report which lists each finding and the party responsible for correcting it. General findings should be corrected within 30 days.

- View a sample copy of the Fire & Life Safety Survey Report.
- Read in-depth explanations of the requirements specified on the report, along with self-help tools, and fire code references on the <u>Fire & Life Safety Survey</u> <u>Explanations</u> page.

BUILDING EVACUATIONS AND FIRE DRILLS

Environmental Health & Safety (EH&S) is responsible for scheduling fire drills for the Seattle campus and major research stations, and we can assist at other University locations. Drills help building occupants prepare to respond to a variety of building emergencies. Fire codes require regularly scheduled drills in most large buildings at least annually.

EVACUATION DRILLS

Drills are generally unannounced, so they are realistic and educational. Unintentional alarms, such as <u>malicious activation of fire alarm pull stations</u> or burned food setting off smoke detectors, do not count towards the required scheduled drills.

Scheduling

EH&S will usually schedule fire drills for the Seattle campus about three weeks in advance by coordinating with the building coordinator, evacuation director and key administrators so a date and time may be identified for the drill that avoids unnecessary disruption to operations.

For drills in research buildings, advance notification may be extended to a key person for each lab so that the drill does not create a safety hazard or disrupt critical and expensive lab operations. However, other personnel should not be informed of the drill beforehand.

Except for University housing, drills are scheduled during normal business hours, usually between 8:00 a.m. and 4:00 p.m.



Contact EH&S at 206.685.0341 or <u>evacdril@uw.edu</u> to inquire about scheduling drills on the Seattle campus.

Contact the Emergency Preparedness Manager at 425.352.3763 or mcolp@uw.edu for scheduling drills on the UW Bothell campus.

Contact Emergency Preparedness & Campus Safety Director at 253.692.4425 or <u>swg5@uw.edu</u> for scheduling drills on the UW Tacoma campus.

Drill reports

Evacuation directors are responsible for critiquing their drill with support from EH&S. Observations about the drill are required to be shared with evacuation wardens and key personnel to improve future response and performance. The evacuation director is required to complete a <u>Fire Drill Report Form</u>.

EVACUATION DIRECTORS AND WARDENS

A building's evacuation director and evacuation wardens are assigned or appointed by organizational unit(s) occupying the building to oversee preparation for emergencies and coordinate building evacuation procedures.

Refer to the <u>Evacuation Director Responsibilities</u> and the <u>Evacuation Warden</u> <u>Responsibilities</u> focus sheets for a full description of responsibilities.

Training and resources for evacuation directors and wardens to prepare for emergencies include:

- Building Evacuation Exemption and Exemption Request Form
- <u>Classroom evacuations</u>
- <u>Emergency Evacuation Warden Training</u> (Required for evacuation directors and evacuation wardens)
- Emergency Phones
- Evacuation Maps
- Fire Extinguisher Training (Optional)
- Evacuation Plans for <u>Individuals with Disabilities</u>
- Post-Earthquake Checklist

EVACUATION ROUTE MAPS

Most buildings are provided with <u>Evacuation Route Maps</u> located in a conspicuous location in a public hallway. The maps help indicate the location of exits and evacuation assembly points. EH&S develops and maintains these maps for existing buildings on the UW Bothell, UW Seattle and UW Tacoma campuses.



New construction: Specifications for creating evacuation sign holders and floor plan inserts for new construction projects are available on the <u>UW Facilities Design</u> <u>Standard webpage</u> in the Environmental Health & Safety dropdown:

- Emergency Evacuation Sign Holders (pdf)
- Emergency Evacuation Floor Plan Inserts (pdf)

ASSEMBLY POINTS

Outdoor <u>assembly points</u> have been identified for all UW campuses. A specific assembly point is designated for each building as indicated on the evacuation route map posted in each building and in the building-specific <u>Fire Safety Evacuation Plan</u>.

Campus <u>mass assembly areas</u> are an option if the local assembly point is unsafe or unavailable.

PREPARING FOR EMERGENCIES

EH&S offers resources to help organizational units prepare for various types of emergencies that may arise. Additional information about emergency evacuations can be found in the <u>Building Evacuations and Fire Drills</u> section of this manual.

FIRE SAFETY AND EVACUATION PLAN

University organizational units are required to develop a written **Fire Safety and Evacuation Plan** for each campus building they occupy.

- EH&S provides a <u>template</u> to be used as a starting point to develop a buildingspecific Fire Safety and Evacuation Plan and <u>instructions</u> on how to complete, publish and distribute it.
- More information and frequently asked questions are available on the <u>EH&S</u> website.

Emergency communications

EH&S provides an overview of the <u>campus emergency phone system</u> on the Seattle campus, including outdoor phones (phone towers), indoor phones, and indoor alert systems.

Additional emergency communication systems, including <u>UW Alert</u>, are available on the <u>Campus Community Safety</u> website.

Evacuation exemptions

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 from evacuation. EH&S provides <u>instructions</u> and a <u>request form</u> for obtaining an evacuation exemption for University personnel performing medical procedures.



Emergency procedures

EH&S provides <u>emergency procedures</u> that units can include in their Fire Safety and Evacuation Plans.

In the event of an earthquake, the <u>Post-Earthquake Checklist</u> helps the evacuation director, building coordinator, or responsible person determine whether a building must be evacuated or is safe to remain occupied. Areas that store and use chemicals may be more susceptible to damage from earthquakes. EH&S provides guidance on <u>earthquake planning</u> for chemical storage areas to increase the resilience of such areas and minimize damage and disruption if an earthquake occurs.

More information on preparing for emergencies and coordinating response and recovery can be found on the <u>EH&S</u> and <u>UW Emergency Management</u> websites.

Evacuation topics for individuals with disabilities

EH&S provides information and resources for individuals who have a mobility, visual, auditory, or other condition (temporary or permanent) that may make evacuation difficult to help prepare in the event of an emergency requiring evacuation from a University building.

Individuals with disabilities are encouraged to document evacuation plans using the <u>Evacuation Plan for Individuals with Disabilities form</u> and provide it to the building coordinator or evacuation director who will inform evacuation wardens and retain it for reference.

Visit the <u>EH&S website</u> for additional information on planning and emergency response information for people with disabilities.

FIRE SAFETY RIGHT-TO-KNOW

The Campus Fire Safety Right-to-Know Act informs prospective and current students of the policies, concerns, and fire safety conditions that are present at the institution in which they have applied or are enrolled. It serves to increase campus fire safety awareness across the nation, providing students and their families with the fire safety records of colleges and universities. Signed into law on August 14, 2008, this amendment requires post-secondary institutions to publicly display fire safety information and statistics. EH&S documents and shares fire incident reports with the campus community for fire safety education and to prevent future incidents.

ANNUAL FIRE SAFETY REPORTS

The annual fire safety report is included with a report required by the <u>Jeanne Clery Act</u> on crime statistics which is published by the UW Police Department. Reports for each campus can be found here:

Seattle Campus - <u>UW Seattle Security & Fire Safety Report</u> Bothell Campus – <u>UW Bothell Annual Security & Fire Safety Report</u> Tacoma Campus – <u>UW Tacoma Annual Safety & Security Report</u>



CAMPUS FIRE LOG

The <u>Campus Fire Log</u> lists fires that have occurred during the previous year in University residential buildings that are managed by <u>UW Housing and Food Services</u> in accordance with the <u>Campus Fire Safety Right-to-Know Act</u>.

EH&S is required to update the Campus Fire Log on the EH&S website within 48 hours of being notified of a fire occurring in an on-campus residence building.

REPORTING FIRES

Report all unintended fires, including unintended open flames and smoke without a visible flame immediately to EH&S at <u>uwfire@uw.edu</u> or (206) 685-0341.

UW personnel are required to submit an <u>incident report</u> via the <u>Online Accident Reporting</u> <u>System</u> (OARS) for work-related fire incidents.

Fire incidents are defined in the Handbook for Campus Safety and Security Reporting:

"Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner"

Examples of fires that must be reported include, but are not limited to:

- Buring oven mitt on a stove
- Buring wall hanging or poster
- Chimney fire
- Couch that is burning without any flame evident
- Fire in an overheated bathroom vent fan
- Flame coming from electric extension cord
- Fuel burner or boiler fire
- Gas stove fire
- Grease fire on a stove top
- Oven or microwave fire
- Trash can fire

Examples of fires that are *not* reportable under the Fire Safety Right-to-Know Act (but may be reportable under departmental policies) include, but are not limited to:

- Attempted arson in cases where there is no open flame or burning
- Burnt microwave popcorn that triggers a fire alarm or smoke detector, but no open flames or other burning is present
- Fires in parking facilities and dining halls that are not physically attached to (and accessed directly from) on-campus student housing facilities, even if the facilities are reserved for the use of residents in those housing facilities
- Incidents that violate the <u>UW's fire safety policies</u> but that do not meet the definition of a fire
- Sparks or smoke where there is no open flame or other burning materials



FIRE CODE HAZARDOUS MATERIALS (HAZMAT) COMPLIANCE

EH&S provides information, resources and tools to UW units, departments and personnel to meet the requirements of the <u>International Fire Code</u> for proper storage, use and disposal of hazardous materials. Hazardous materials generally refers to chemicals, **compressed gases**, and **cryogenic fluids** that present physical and health hazards.

Labs, shops and other locations that use or store chemicals must comply with the hazardous materials provisions of the International Fire Code, which limits quantities of certain chemicals based upon the physical and health hazards of the chemical and establishes requirements for storage and use.

CHEMICAL INVENTORIES

The primary tool used to maintain compliance and safety is the University's <u>MyChem</u> chemical inventory management system. It compares quantities of hazardous materials present at a University location to the fire code maximum allowable limits. These limits can vary by a few factors, including the presence of fire sprinklers, location (e.g., indoor versus outdoor), storage cabinets and floor level.

UW units, departments and personnel that use or store chemicals are required to maintain a current inventory of chemicals in MyChem, which allows EH&S to monitor for compliance and prepare hazardous materials inventory statements for the fire department. The MyChem system also acts as a repository for <u>safety data sheets</u> that are used during emergencies such as a chemical spill.

Information in chemical inventories is used by EH&S to assist with applications for new building permits and initial fire code operating permits. Construction project managers may <u>contact EH&S</u> for assistance with gathering hazardous materials inventory statement information.

LABORATORY AND RESEARCH SPACES

Architects and lab planners designing new lab spaces refer to the <u>Laboratory Design</u> <u>Guide</u>. EH&S provides <u>Laboratory Fume Hood Design Specification Template</u> on the <u>EH&S</u> <u>website</u>.

General safety information for hazardous materials in existing lab spaces can be found in the <u>UW Laboratory Safety Manual</u>. Laboratories using hazardous chemicals must follow the guidance in the UW Laboratory Safety Manual and supplement it with lab-specific information (i.e., chemical hygiene plan). The UW Laboratory Safety Manual and a template for creating a lab-specific chemical hygiene plan is available on the EH&S website.

EH&S provides guidance to laboratories and research spaces that use or store **flammable liquids**. Please refer to the <u>Lab Refrigerators & Freezers Focus Sheet</u> for details.

Poor housekeeping is a contributing factor to accidents and fires in labs. EH&S provides best practices for safety in the <u>Laboratory Housekeeping Focus Sheet</u>.

Labs with chemicals, biohazards, radioactive materials, sharps, and other potentially hazardous materials are **required to decontaminate equipment and surfaces**, and properly dispose of regulated and/or hazardous waste prior to vacating the space.

- EH&S provides the <u>Notice of Laboratory Moveout form</u> that has step-by-step instructions to help labs leave the laboratory clean and safe when partially or completely vacating for remodeling, relocation or closure.
- Departments may have additional requirements for relocation and closure.
- Labs refer to the <u>Laboratory Safety Manual</u> Section 10 for additional guidance.

FIRE CODE PERMITS

Depending on the quantity, certain chemical hazard classes require permits from the local fire department.

Departments with multiple labs in the same building are recommended to consider consolidating their lab permits. Consolidated permits reduce the administrative burden of permit applications, renewals and inspections for both the University and the fire department and may also reduce permit fees.

Permit applications and conditions that must be followed within the City of Seattle are available on the <u>Seattle Fire Department web site</u>.

<u>Contact EH&S</u> for information and assistance with permits.

EH&S SERVICES

EH&S can help you use and store chemicals to achieve and maintain compliance with complex fire code requirements.

University units and departments are encouraged to contact us for general consultation on fire code requirements for:

- Chemical storage
- Classified electrical systems
- Compressed gas piping and plumbing
- Emergency planning and procedures
- Fire code permits
- Local ventilation control and vacuum systems
- Safety and warning signage
- Seismic protection for chemicals
- Separation of incompatible materials
- Spill control and secondary containment
- Toxic gas and low oxygen alarm systems



COMPRESSED GASES AND CRYOGENS

Compressed and liquefied gases have the potential for creating hazards in University work environments. UW promotes the safe use of compressed gases and cryogens by offering training and information on the proper storage, handling, use and disposal of compressed and liquefied gas cylinders.

EH&S provides the <u>Compressed Gas Cylinders Safety Guidelines</u> for University personnel and students who handle or use compressed or liquefied gases or systems.

EH&S offers the following online training courses for users of compressed and liquified gases:

- <u>Compressed Gas Safety for Laboratory Environments</u>
- <u>Compressed Gas Safety</u> (for non-researchers)
- <u>Liquid Nitrogen Safety</u> (required for University personnel working with or around liquid nitrogen)

Additional information about <u>compressed gases and cryogens</u> is available on the EH&S website.

FIRE DEPARTMENT PERMITS FOR EVENTS

When hosting special events on a UW campus, a permit from your local fire department may be required. (Additional permits may be required, depending on the circumstances of the event.)

EH&S provides guidance to event organizers on the types of permits that may be required for events that occur at University locations.

- For Seattle campus events, refer to the <u>Event Permit Flowchart</u> or the frequently asked questions on the <u>EH&S website</u> to help you determine which permit you may need. Submit permit application(s) at least 30 days before the event to avoid additional fees.
- For events off the Seattle campus, contact your local fire department/district. A list of Fire Department contact information can be found on the <u>Fire Department</u> <u>Contact Information</u> sheet.

Refer to the information on the <u>Fire Department for Events</u> page to determine the permits you need and how to apply.

If your event is occurring in the Seattle area, find out more information in the Special Events section of the <u>Seattle Fire Department website</u>.

More information about <u>fire department permits for events</u> is available on the EH&S website.



AUTOMATED EXTERNAL DEFRIBULATORS (AED)

Automated external defibrillators (AEDs) are electronic devices designed to recognize cardiac arrhythmias and treat them through defibrillation, an electrical shock that allows the heart to reestablish its proper rhythm. Modern AEDs are designed to administer the shock only if an abnormal rhythm is detected and will prompt the user with step-by-step audible or visual cues.

While there are some exceptions, state and local law does *not* require AEDs be provided in buildings. University units and departments may choose to purchase their own. EH&S assists University units with compliance with <u>RCW 70.54.310</u> including:

- Procurement of AEDs
- Medical direction (instructions on use)
- Registration of AEDs
- Training
- Maintenance
- Reporting use

EH&S maintains <u>AED information</u> on its website and serves as the point of contact to assist organizational units that want to procure an AED.

AED LOCATIONS

EH&S maintains an inventory of AEDs on the Seattle campus. Contact EH&S to locate the AED nearest your work location, or if you have an existing AED and want to confirm it is in the University inventory.

UTILIZING AN AED

If a cardiac event occurs:

- 1. **Call 9-1-1** and identify yourself as being on the Seattle campus prior to attempting to use the AED on the person.
- 2. After the AED is opened and applied to a person, **contact the local public health agency**.
 - a. In Seattle, call the King County Community AED Program Manager at (206) 477-8664.

3. Notify Environmental Health & Safety

- a. During EH&S business hours (8:00 a.m. to 5:00 p.m., Monday to Friday) call (206) 543-7262.
- b. Outside of EH&S business hours, call the UW Police Department at (206) 685-8973 to reach EH&S on-call staff.



These are critical steps for you to take in assisting the emergency medical services system to improve medical care and treatment from sudden cardiac arrest and increase chances of survival.

Modern AEDs can provide a printout of a patient's heart rhythms pre- and postshock. Responding emergency medical system crews may take the AED when transporting a patient or contact a user for follow up to retrieve this information.

TRAINING

EH&S provides an in-person <u>First Aid/CPR training course</u> for University personnel likely to use an AED.

For those outside the Seattle area, training may be available from your local fire department, the AED vendor, the <u>American Red Cross</u>, the <u>American Heart Association</u> and other agencies.

PROCURING AN AED

The University does *not* provide central funding for AED purchase or maintenance. Organizational units that procure an AED must designate an AED coordinator who is responsible for ensuring the AED is registered and maintained properly, employees who are likely to use it are trained, AED use is reported, and records are kept.

EH&S provides the <u>Automated External Defibrillators Focus Sheet</u> for UW units and departments considering procuring an AED. It is important for organizational units wishing to purchase an AED to budget for both the AED device and required maintenance.

Prior approval from EH&S for the procurement of an AED is not required. EH&S provides guidance to assist with <u>registering an AED with King County</u> or <u>Pierce County</u>.

SELECTING AN AED

Many companies produce quality AEDs. EH&S recommends selecting a device that has premarket approval (PMA-510(k)) from the U.S. Food and Drug Administration. When considering a brand and model, UW units may want to consider ongoing maintenance and replacement part costs, and the total cost of buying and maintaining your AED.

Exception: <u>Philips products</u> have been approved by the Food and Drug Administration to sell their AEDs without requiring a prescription.

<u>UW Scientific Instruments</u> has replacement parts and experience maintaining Phillips products. The UW Police Department uses Phillips HeartStart models.

INSTALLATION OF AN AED

The AED must be placed in an accessible area and near a fire extinguisher or other safety/emergency equipment as appropriate. EH&S can provide consultation on the location. Installation can be arranged by placing a work request to <u>UW Facilities</u> for a Seattle campus location.



MAINTENANCE OF AN AED

University units that purchase AEDs are required to conduct regular <u>maintenance</u> <u>checks</u> according to the manufacturer recommendations such as checking the battery and pads. EH&S provides <u>guidance</u> on establishing a maintenance program for AEDs at the UW.

For AED maintenance services on the Seattle campus, contact <u>UW Scientific Instruments</u> at (206) 543-5580. Scientific Instruments can provide needed maintenance checks, order supplies, and provide a "loaner" device if an AED must be taken out of service. If you use your AED, call Scientific Instruments to service it prior to placing it back in service.

ELECTRICAL SAFETY

The UW Electrical Safety Program establishes the key requirements to ensure the safety of University personnel and prevent personal injury that could result from conducting work on electrical systems between 50 and 600 volts (V).

University personnel and students who are designated to perform work on, or near, energized electrical circuits and components; operate, maintain, and repair electrical equipment and systems; or design, construct, install, and use electrical equipment or systems in research and development are required to follow the <u>UW Electrical Safety</u> <u>Manual</u>.

Please refer to the <u>UW Electrical Safety webpage</u> for more detailed information.

PRESSURE VESSEL SAFETY

A pressure vessel is a closed container designed to hold gases or liquids at a pressure substantially higher or lower than the ambient pressure. Examples include glassware, autoclaves, compressed gas cylinders, compressors (including refrigeration), vacuum chambers and custom-designed laboratory vessels.

Pressure vessels, autoclaves and steam sterilizers operating at pressures greater than 15 pounds per square inch gauge (psig) and larger than five cubic feet (ft³) volume fall within the Washington State Boiler and Pressure Vessel Code. As such, they have strict requirements for design, testing and approval.

The pressure differential between the inside and outside of the pressure vessel, whether created from chemical reaction, compressed gas, heating, chilling, cooling or vacuum, is a potential hazard. Many serious or fatal accidents have occurred when a pressure vessel or a component failed and generated flying projectiles or released hazardous materials.

Pressure vessels with a pressure greater than 15 psi and a volume greater than 5 ft³ are regulated by Washington state law (<u>Chapter 296-104 WAC</u>). They must have an operating permit and be inspected by a state authorized inspector every two years. Examples include autoclaves and electric boilers.

The UW Facilities' preventive maintenance manager coordinates the regulated inspections and maintains building records for inventoried pressure vessels. University units on the



Seattle campus with a pressure vessel that qualifies under <u>Washington state law</u> but is not in the UW Facilities inventory, please contact <u>UW Facilities</u>.

Compressed gas cylinders and tanks travelling on public roads are regulated by the U.S. Department of Transportation and Washington state law (<u>Chapter 296-24 WAC, Part K).</u>

Pressure vessels are exempt from regulation if they:

- Have a safety valve set at 15 psi or less or
- Are smaller than 5 ft³

While these pressure vessels are exempted from state regulation, they can still present a hazard. We recommend that UW personnel follow the applicable precautions described below and on the <u>Pressure Vessels page</u> to prevent injuries.

USING AUTOCLAVES AND SMALL PRESSURE VESSELS

<u>Autoclaves</u> and small pressure vessels must have American Society of Mechanical Engineers (ASME) and Underwriters Laboratory (UL) certifications, unless exempted by size and operating pressure. Staff and lab workers must follow the manufacturer's operating, inspection, testing and maintenance instructions. An inspection is required every two years by the Washington State Department of Labor & Industries (L&I) or its authorized agent. If the equipment is physically damaged, it must be repaired and recertified or taken out of service and disposed.

PREVENTION MEASURES

University units with pressure vessels and personnel operating them take the following prevention measures to ensure safety.

Procuring and operating autoclaves and other small pressure vessels

- Ensure your autoclave or pressure vessel is designed and constructed in accordance with the ASME Boiler and Pressure Vessel Code, as indicated by a placard.
- Notify UW Facilities to include your pressure vessel in their inventory for periodic inspection by (L&I). Look for a state ID sticker (green stamp) on the equipment, indicating it has been inspected by the agency every two years.
- Refer to the <u>Biohazardous Waste page</u> for autoclave safety information.

Developing and setting up research pressure vessels and apparatus

- Use vessels or components that have been certified (e.g., ASTM, ASME, UL), or at least tested by the manufacturer, to withstand your operating pressures, plus a margin of safety (verified through manufacturer's listing or calculations by a qualified engineer).
- Include a qualified engineer to perform design calculations with appropriate safety factors.



- Request review and approval of your research pressure vessel by EH&S and L&I, if required, before operating it.
- Use a metal or shatter-proof glass or plastic screen to protect personnel from physical injury.
- Use a pressure relief valve that is just above the operating pressure but well below the pressure limit of the vessel.
- Limit and carefully control the application of heat.
- Provide a pressure regulator that is appropriate and designed for the system.
- Periodically inspect the equipment setup for physical damage or stress.
- Use a lower pressure or a different system (e.g., a pump) if it will not adversely affect the research.
- Consider all conditions that may affect the pressure vessel (gas versus liquid, heating/cooling, corrosion).
- Wear your safety glasses, lab coat and any other designated personal protective equipment.

CAPITAL SAFETY PROJECTS PROGRAM

EH&S funds capital projects to improve safety-related building elements and safety systems to mitigate occupational and environmental hazards.

EH&S manages a budget to perform safety improvements of University-owned buildings and grounds. The intent of capital safety projects is to improve existing conditions that present a safety or regulatory compliance risk in buildings and on grounds that cannot otherwise be addressed through other improvements and maintenance. The process, from the initial request to project completion, is detailed in the <u>Capital Safety Project Program</u> <u>Manual</u>.

Projects are generally capital in nature and focused on installing and improving safetyrelated building elements and safety systems for the purpose of mitigating occupational and environmental hazards. These funds cannot be used for operational expenses.

Projects that include the following elements and systems generally qualify:

- Asbestos presenting an occupational hazard
- Egress improvements
- Emergency communication systems
- Emergency pathway lighting and exit signs
- Emergency washing facilities (eye washes and/or showers)
- Environmental mitigation minor



ENVIRONMENTAL HEALTH & SAFETY

UNIVERSITY of WASHINGTON

- Fire alarm retrofit and replacement
- Fire resistant construction improvements
- Fire sprinkler retrofit
- Guardrail and handrail improvements
- Laboratory ventilation improvements
- Non-structural seismic improvements
- Plumbing cross connections
- Safety signs
- Shop ventilation and electrical improvements
- Slip/trip/fall improvements
- Smoke control projects
- Other

Projects that generally do *not* qualify include:

- Accessibility improvements
- Asbestos and other hazardous material abatement associated with other construction projects
- Changes to a building or facility due to new or enhanced use
- Equipment, especially portable equipment
- Major environmental mitigation projects
- Operating and preventive maintenance costs
- Projects at UW Bothell and UW Tacoma
- Projects in leased buildings
- Safety upgrades associated with other renovation work

To request funding for a capital safety project, University personnel download and complete the <u>Capital Safety Project Request Form</u>.

Projects are prioritized by EH&S and completed as funding becomes available.

EH&S PROJECT SUPPORT PROGRAM

The EH&S Projects Support Program provides review, consultation and testing for construction projects impacting facilities occupied by UW personnel or students.

EH&S participates by providing plan review during the design phase, consultation and submittal review during design and construction and testing of select systems near the end of construction. The level of EH&S participation depends on the scope of the project and the opportunities and needs of the project management team for owned and leased facilities. EH&S collaborates with UW Project Delivery Group and their consultants, UW Facilities, and others involved in capital development and minor alterations.

Any project with potential to impact the safety of UW occupants or maintenance personnel shall include EH&S as part of the project team.



EH&S provides the following services:

- Participate in commissioning of facility systems
- Participate in program & pre-design stages
- Review consultant reports
- Review design plans and specifications
- Review fire safety shop drawings
- Test and certify fume hoods and biosafety cabinets

The EH&S staff assigned to a project usually consists of one or more core reviewers and additional staff depending on the scope of the project. A complete list of <u>facilities project</u> <u>support staff</u> and their areas of expertise is available on the EH&S website.

DESIGN STANDARDS

EH&S develops and maintains several design guides and standards to help ensure health and safety requirements are met. EH&S design guides are available at the following locations:

- Environmental Health & Safety section of the <u>UW Facilities Design</u> <u>Standard</u> webpage (including General Requirements)
- Design standards section of Facilities Projects Support page on the EH&S website

TRAINING

Environmental Health & Safety provides the following safety training courses:

- <u>Compressed Gas Safety</u> This course is recommended for University personnel who work with compressed gas in shops, makerspaces, and other areas.
- <u>Compressed Gas Safety for Laboratory Environments</u> This course is recommended for University personnel working in laboratories where compressed gas in cylinders is used.
- <u>Electrical Safety Awareness</u> This course is recommended for University personnel who do not encounter exposed energized electrical parts but want basic electrical safety awareness and recognition skills.
- <u>Electrical Safety in the Workplace</u> This course is required for University personnel who are not qualified to work on or near exposed energized parts but have the potential to be exposed to these parts through their work activities. This includes personnel who handle tasks such as resetting circuit breakers, working in proximity to energized electrical lines, or engaging with battery or photovoltaic cell systems. Retraining is required every three years.
- <u>Electrical Safety Low Voltage Qualified</u> This course is required for University personnel to be qualified to work on exposed energized parts operating between 50 and 600 volts to ground. Retraining is required every three years.



- <u>Emergency Evacuation Warden Training</u> This course is required for University personnel who are building emergency evacuation wardens and evacuation directors. Training is required initially. Refresher is recommended every three years.
- <u>Fire Extinguisher Training Hands-On</u> This course is required for University personnel whose job duties include the use of fire extinguishers to extinguish fires. It is recommended for University personnel who work with flammable, pyrophoric, reactive materials, as well as those in laboratory settings, kitchens, hot work environments, and shops.
- <u>Fire Extinguisher Training Online</u> This course is required for University personnel whose job duties include the use of fire extinguishers to extinguish fires. It is recommended for University personnel who work with flammable, pyrophoric, reactive materials, as well as those in laboratory settings, kitchens, hot work environments, and shops.
- <u>Globally Harmonized System for Hazard Communication</u> This course is required for University personnel who use chemicals in their work or education.

INCIDENT REPORTING

UW personnel are required to submit an <u>incident report</u> to EH&S for any workrelated event that results in an injury, illness, exposure to hazardous materials, property damage, or fire, regardless of the work location. UW personnel are highly encouraged to report work-related near-miss events.

The reporting requirement includes workplace incidents involving or impacting UW personnel, including student workers, and volunteers. The work setting may be a University-owned and operated location, a field site, and an off-campus location where University activities are occurring.

Incident reports can only be submitted by the injured person, their supervisor, or anyone with a UW NetID.

Please refer to the <u>Fire Safety Right-to-Know</u> section for additional fire reporting requirements.

When an incident occurs that is *not* work-related, please use the <u>Report a Concern form</u>.

RECORDKEEPING

UW Building & Fire Safety Program recordkeeping follows the University's record retention requirements and approved records retention schedules. EH&S retains the following records:



Record Type	Minimum Retention Time
AED policies, procedures, inventory, and recall information.	6 years
Capital Safety Program Files (plans, studies, project summaries, priority lists, funding requests, budget reports, estimates).	6 years
Safety related design guides.	6 years
Emergency preparedness evacuation plans, drills, route maps and related files.	3 years
Event safety guidelines and procedures including permits.	6 years
Fire Department Notice of Violation	6 years
Fire Drill reports	6 years
Fire Prevention (permits, emergency access information, egress maintenance records)	6 years
Fire Safety Right-to-Know Act (Clery) annual reports	6 years
Fire Safety Inspections	6 years
Hazardous materials and processes (procedures, guidelines, inventory reports, references)	6 years
Incident Investigation (investigation of fires and hazardous materials spills)	6 years
Pressure Vessels (program materials, policy, procedures, inventories, outreach materials, consultations)	6 years
Building and Fire Safety reviews of new construction or building alterations.	10 years
Regulatory Agency Files	6 years
Seismic Protection	6 years



RESOURCES