DEPARTMENT EMERGENCY ACTION PLAN

Date Revised: Apr 2014
Date Prepared: Jan 2009

Revised by: Patricia Rivera
Prepared by: Greg Simpson
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DEPARTMENT EMERGENCY ACTION PLAN (DEAP)

As a building occupant, you need to be familiar with this plan. Read it carefully. This document is to provide a quick reference for faculty, staff and students using this building to contact information and basic procedures so they can respond quickly and appropriately in the event of an emergency.

**Read it carefully**

If you have any questions, consult your Supervisor or the Environmental Health, Safety and Risk Management Department or the preparer of this document.

Keep the following in mind as you read through this document:

- Anyone at any given time is responsible for an office, classroom, laboratory or independent project is also the person responsible for safe evacuation of that area. If you are supervising a person, a class or a project it is your responsibility to 1) apprise the people of exit routes and 2) get them safely out of the building in the event of an emergency.
- Evacuation routes, exit points, and where to report for roll call after evacuating the building
- Know when and how to evacuate the building
- Locations of emergency supplies and materials that may be needed in an emergency, such as pull alarms and first aid kits.
- Proper procedures for notifying emergency responders about an emergency in the building or work area.
- Additional responsibilities (such as being a roll taker or floor monitor)
- Recognize and able to report Fire hazards
- Potential exposure to hazardous materials or processes in and around the work area, as well as any means of protecting yourself in the event of an emergency
- A contact list for employees in your department or area of work (i.e. laboratory).

Two types of evacuations-- Local and Building:

**Local** is defined as a non life threatening event, such as a medical event or an equipment malfunction, affecting an immediate or small area, such as a laboratory. During a local evacuation, all personnel in the immediate area must evacuate.

**Building** is defined as a danger which is catastrophic and threatens the entire floor or building itself. During a building or floor wide evacuation, all personnel in the building or on the floor must evacuate.
I. DEPARTMENT AND BUILDING INFORMATION

Building Name: ONEILL (ONL) (partially SFOS space), IRVING II (IRV II) (all SFOS space), ARCTIC HEALTH RESEARCH BUILDING (AHRB) (partially SFOS space) Room Numbers Occupied by the Department: All rooms in IRV II, all rooms on 1st and 2nd floor of ONL and selected rooms in the AHRB

Department Coordinator: Patricia Rivera
Department Coordinator Campus Address: IRV II Building rm 236A, UAF
Department Coordinator Telephone No.: 907-474-6312
Department Coordinator Email Address: pat@alaska.edu

Alternate Department Coordinators: Karina Gonzales, Assistant to the Dean
Alternate Department Coordinator Campus Address: 245 ONL Building, UAF
Alternate Department Coordinators Telephone No.: 907-474-7210
Alternate Department Coordinator Email Address: karina.gonzales@alaska.edu

Description of Buildings:

ONL: 1st floor, 2nd floor (Research Labs; Faculty, Staff, Student Offices; Workshop/ storage; commons areas; Teaching/seminar rooms; Server/IT rooms)

IRVII: 1st, 2nd, 3rd floor (Research Labs; Faculty, Staff, Student Offices; Storage; Teaching/ seminar rooms)

AHRB: 1st and 2nd floor, basement (select areas/rooms) (Research/Teaching Labs; Faculty/ student Offices; Storage/Freezer farms).

Locations: see tables below.
<table>
<thead>
<tr>
<th>SFOS FAIRBANKS SPACE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1st floor</strong></td>
</tr>
<tr>
<td>103</td>
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<tr>
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<td>107</td>
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<tr>
<td>132</td>
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<td>134</td>
</tr>
</tbody>
</table>

GSO = Graduate Student Office  
RSO = Research Staff Office  
FO= Faculty Office  
SSO= support staff office
### SFOS Fairbanks Space

#### IRV II

<table>
<thead>
<tr>
<th>1st floor</th>
<th>2nd floor</th>
<th>3rd floor</th>
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<tr>
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<td>236B</td>
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<tr>
<td>133A</td>
<td>Laboratory</td>
<td>238</td>
</tr>
<tr>
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<td>230</td>
</tr>
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<td>135</td>
<td>office</td>
<td>231</td>
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<tr>
<td>135A</td>
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<td>200W1</td>
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<tr>
<td>139</td>
<td>storage</td>
<td>200M1</td>
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<tr>
<td>141</td>
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<tr>
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<td></td>
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<tr>
<td>100W1</td>
<td>restroom</td>
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</table>

### SFOS Fairbanks Space

#### Arctic Health Research Building

<table>
<thead>
<tr>
<th>Basement</th>
<th>1st floor</th>
<th>2nd floor</th>
</tr>
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<tr>
<td>004A</td>
<td>storage</td>
<td>143A1</td>
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<tr>
<td>004B</td>
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<td>143A</td>
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<tr>
<td>004C</td>
<td>storage</td>
<td>140</td>
</tr>
<tr>
<td>OW12</td>
<td>freezer farm</td>
<td>147</td>
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<tr>
<td>OW11</td>
<td>storage</td>
<td>1W02</td>
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<td>1W10A</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1W10B</td>
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</tbody>
</table>

|          |           | 204       | FO        |
|          |           | 239       | computer lab |
|          |           | 276       | temp. FO   |
|          |           | 278       | Laboratory |
|          |           | 208       | FO        |
Location of emergency assembly areas for department.
Report to the designated location, or secondary location if primary is unavailable.

Location of Department Emergency Assembly Area (EAA):

1) Non-inclement weather for SFOS O’Neill 2nd floor, IRV II: Covered concourse, front of ONL and west side of IRV I. O’Neill 1st floor: Parking lot area behind O’Neill, Westside. (See photo below).
   If unavailable, due to earthquake or other event, all occupants would proceed to parking area behind and to east of IRV II (Parking Lot 9G). **NOTE: During the construction of the Life Sciences Building (slated to end in Fall 2013) the secondary assembly area is the southwest (front side) of O’Neill - the area by the bike racks near the Geophysical Institute.**
   Inclement weather: Assemble in the lobby of IRV I. *If emergency is only for IRV II and IRV I is unavailable proceed to O’Neill building.*

2) Non-inclement weather: For AHRB: Parking Lot 9B (west side of AHRB).
   If unavailable, due to earthquake or other event, all occupants should proceed to Parking Lot 9A, east side of AHRB, unless otherwise directed by emergency personnel. Inclement weather: Assemble in the lobby of IARC. (See photo below).

Signs should be posted on each building floor listing emergency assembly areas and routes.

**NOTE: Inclement weather is colder than freezing point (32° F) or when windy & cold.**

Departments, List all buildings where employees work from your department.
Building and Room Numbers: Main areas of work are above. This does not include occasional use of other departmental space by SFOS personnel, or off campus sites (such as the Alaska Sea Grant offices, located on University Avenue)—off campus sites (leased or owned by UAF) will accomplish individual DEAPs and will be completed by specific personnel at those sites.

**Department Emergency Staff:**

EMERGENCY PERSONNEL NAMES AND PHONE NUMBERS

Building Coordinator:
Patricia Rivera  907-474-6312

Assistant to the SFOS Dean:
Karina Gonzales 907-474-7210

Emergency Response Duties when fire alarm sounds:
- Personnel in building will proceed to Building Exit Points.
- Personnel in charge of work or teaching areas (i.e. supervisors and instructors/TAs) will encourage occupants to evacuate.
- Assist in the orderly evacuation of the building.
- Confirm 911 was called and the emergency was reported.
- Communicate clearly that occupants should not re-enter building(s) until all clear is given by emergency personnel or proxy.
Supervisors, instructors and TAs when possible should take roll upon arrival at emergency assembly area. Notify the Monitor in charge of the Emergency Assembly Area (EAA) that the respected class was accounted for.

Building coordinator, in coordination with emergency or Fac. Services personnel, will communicate status of emergency to building occupants.

<table>
<thead>
<tr>
<th>Responsibility/Name</th>
<th>Department,</th>
<th>Telephone No. &amp; Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roll Taker: Patricia Rivera</td>
<td>IMS/SFOS</td>
<td>907-474-6312, 236A IRV II</td>
</tr>
<tr>
<td>Roll Taker (alternate): Karina Gonzales</td>
<td>SFOS</td>
<td>907-474-7210, 245 ONL</td>
</tr>
</tbody>
</table>

Floor monitors are optional; it is anticipated that supervisors located on floors will make every effort to communicate with other floor occupants (peers, subordinates, students, visitors).

**Employee Accountability Procedures After Evacuation:**

In the event of a fire emergency signaled by the building alarm system, all occupants will promptly exit the building by the nearest exit. Once clear of the building, go to the designated emergency assembly point and immediately report to their supervisor, instructor, or roll taker. After evacuation, each supervisor or instructor (or designee) is responsible for accounting for each employee assigned to that designated emergency assembly area and will conduct a head count. Each employee or student should be accounted for by name. Each employee is responsible for reporting to his or her supervisor or instructor (or designee) so an accurate head count can be made.

**Critical Operations Found in Department:**

There are no critical operations in SFOS Fairbanks, for which an employee is required to remain in the building during an emergency.

**Medical and Rescue Duties for Employees:**

No **SFOS Fairbanks** employees have been assigned medical or rescue duties specific to emergency situations at IRV II, ONL, or AHRB.
II. EMERGENCY PROCEDURES

Since ONL, IRVII and AHRB are not off-campus facilities, relevant telephone numbers, including the closest medical facility, are not listed in this plan.

Fire, Police, Paramedics and Ambulance: Responding agency will be the University Police and/or Fire Department

Immediate Emergency Notifications

Life-Threatening Emergency Numbers:
From public or campus telephone. 911

Chemical Spills: UAF EHS&RM 474-5617 or 590-8316
Weekends, holidays or after hours contact UAF Emergency Dispatch Center 474-7721

Non-Life-Threatening Emergency Numbers:
University Police 474-7721
UAF Environmental, Health, Safety and Risk Management 474-5413
Facility Services 474-7000
Alaska State Troopers - Fairbanks 451-5100
Detox Van 456-1053
Fairbanks Memorial Hospital 452-8181
Poison Control Center 1-800-222-1222

UAF Emergency Information:
UAF Recorded Hotline 474-7823
UAF Online Newsroom www.uaf.edu/news/
Building Alarm(s)

The following is a summary of the audible alarms in the buildings listed below:
1. All three buildings (ONL, IRV II, AHRB) have fire alarm systems that have automatic fire detectors, manual pull stations, and sprinkler water flow devices that activate them. There are also sprinkler flow bells on the exterior of the buildings that sound whenever there is flow in the sprinkler system. The fire alarms are monitored by the fire department.

2. AHRB has an oxygen depletion alarm system in the basement mechanical room that is intended only to keep people from entering the mechanical room if there is a low oxygen environment. This alarm is transmitted to the fire department. (This alarm is not intended for general evacuation).

3. Although some fume hoods have "Low Flow" alarms that signal when there is insufficient air flow in the fume hood, most SFOS hoods do not have this capability. Low flow alarms are not transmitted to the Fire department. These alarms are most commonly caused by fire alarms, or power outages that shut down the main ventilation fans in the building. (According to Bruce Hanson, Fac. Services, there are no University standards involving a response to low flow fume hood alarms).

4. There are various local alarms that have no evacuation purposes, such as elevator lock-out buzzers, elevator recall lock-out buzzers, door mounted security buzzers and environmental chamber temperature alarms. (These do not report to UAF Dispatch).
5. All three buildings also have freezer alarms (though not all -20 or -80 freezers have the alarms). If attached and turned on, they sound when the freezer has warmed up past the alarm set point. Many of these freezers are monitored either directly by the UAF Dispatch or by DDC system, which in turn pages designated personnel when an alarm occurs.

6. ONL building also has an external chemical storage bunker located north of the building that has a fire alarm system and a door alarm. The fire alarm is activated by a chemical extinguisher discharge and is monitored by UAF Dispatch. For access to the storage bunker, contact the SFOS Facilities Coordinator (X6312; fc@sfos.uaf.edu). The storage bunker is for large quantity storage of chemicals for SFOS personnel located in ONL, IRV II, and AHRB.

Information provided for this plan by: Bruce Hanson, UAF Facility Services

Note: When you hear the elevator alarm, call University Dispatch at 474-7721.
Emergency Notification Procedures

When you call 911 from a campus location to request emergency assistance, you will be connected to the University Emergency Dispatch. Call from a safe location and remember to:

- Stay calm.
- Be prepared to answer the following questions:
  - Where is the emergency located?
  - What is the emergency? (Fire, medical, hazardous materials, etc.)
  - How did it happen?
  - When did it happen?
  - Who are you? (your name)
- Gather any information that may be useful for the emergency responders (e.g. are there any injuries involved?)
- Do not hang up until instructed to do so by the dispatcher.

When evacuating your building or work area:

- Stay calm; do not rush and do not panic.
- Evacuate the building using the nearest exit (or alternate exit if nearest exit is blocked).
- Do not use elevators.
- Gather your personal belongings if it is safe to do so. (Reminder: take prescription medications or other medical necessities with you if at all possible; it may be hours before you are allowed back in the building.)
- Wait for and follow directions given by emergency responders.
- Go to Evacuation Assembly Area (EAA) designated above.
- Do not leave area/campus until your status is reported to your supervisor or instructor or building coordinator.
- Do not re-enter the building or work area until you have been instructed to do so by the emergency responders or proxies.

Evacuation procedures for individuals with disabilities. See UAF Safety System Policy and Procedures, Policy #1221 – Safe Refuge During an Emergency for Individuals with Disabilities.

1) ADA access/exit for ONL: 2nd floor, near elevator, west end, exit and proceed toward assembly point for ONL; proceed to lobby of WRRB during inclement weather.
2) ADA access/exit for ONL: 1st floor, west end exit and proceed to rear of building; proceed to back entrance of WRRB during inclement weather.
3) ADA access/exit for IRV II is south entrance/exit. Proceed to front of building, and to IRV II assembly point. Proceed to IRVI lobby during inclement weather.
4) ADA access/exit for AHRB in west wing is west wing outside exit (marked as ADA entrance/exit—west of fisheries teaching lab). Follow assembly points for AHRB.
Evacuation Procedures:
Building occupants are required to evacuate the building when the fire alarm sounds.
Move quickly to the designated Emergency Assembly Area.

Emergency Information:
- Posted evacuation diagrams, including routes and fire alarm pull stations are located at the base of stairways, elevator landings and inside public doors.
- Map of department Emergency Assembly Area (EAA).
  Maps should be posted on each floor of IRV II and ONL buildings.

Fire Procedures:

UAF Safety Policy and Procedure, Policy #1220. “Policy: It is the University of Alaska Fairbanks’ policy to have all building occupants evacuate any campus building upon activation of the building’s fire alarm system. In the case of individuals who have disabilities that would preclude them from exiting the building due to elevators not working, see the policy on “Safe Refuge, Policy #1221. There are also some buildings on campus that, although they appear to be connected to each other, are considered separate buildings under the code; i.e., Upper Dorms, Fine Arts complex, Patty complex. When an incident occurs in these buildings, occupants can proceed into the adjacent building and will be considered to have evacuated the alarming building.”

If there is a fire in your work area:
- First, notify the fire department by pulling the pull station and (from a safe distance) calling 911 to provide details of the situation (See “Emergency Notification Procedures” above in this document.)
- Evacuate the building as soon as the alarm sounds and proceed to the designated Emergency Assembly Area (EAA) (See “General Evacuation Procedures” in Section II.)
- On your way out, warn others nearby.
- Move away from fire and smoke. Close doors and windows if time permits.
- Touch closed doors. Do not open them if they are hot.
- Use stairs only; do not use elevators.
- Move well away from the building and go to your designated EAA.
- Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.

If there is a fire in your building:
Follow evacuation procedures as soon as you hear the fire alarm (See “General Evacuation Procedures” in Section II.)
III. EMERGENCY PREPAREDNESS

TRAINING AND DOCUMENTATION

Training is an integral part of the safety awareness for your department and it is all employees should be trained on the Department Emergency Action Plan (DEAP) for the building(s) they occupy. Training must be documented. Each occupant should become familiar with the DEAP, to know evacuation routes and assembly areas, and to attend training(s) given by their department. As a supplement to the training, information is posted in the buildings to ensure all occupants and guests can safely exit during an emergency. Information is also posted online at www.uaf.edu/safety/safetyprepardness.htm

It is recommended that individual departments make the DEAP available to their department employees. Training is initially required upon work assignment to the department and employees should get annual refresher training to be current and to be informed of any changes in the plan.

DRILLS

Building evacuation drills are optional (with the exception of the residence halls.) If your department wishes to have a drill, contact the UAF Fire Department (474-7721) for coordination—*in coordination with the preparer of this document.*
V. OTHER PERTINENT INFORMATION

- **Emergency Eyewash/Shower Units**
  Laboratories are equipped with either or both emergency eyewash and shower units. Personnel working in laboratories should be trained in location and use, according to the UAF Chemical Hygiene Plan(s). Emergency eyewash and shower units are not located in public locations or non-laboratory use.

- **Automatic External Defibrillator (AED)**
  There is an AED located in the IRV I building, outside the director’s office (311 Irving I). There is no AED located in SFOS Fairbanks allocated space.

- **Portable Fire Extinguishers**
  Portable Fire Extinguishers and fire hoses are not available in hallways or common areas; any extinguishers located in working areas, such as laboratories, need to be stored in an easily identifiable, easy to reach yet secure location and need to be up to date (charged and inspected by an approved company such as Arctic Fire and Safety.)

- **Emergency Phones**
  A list of campus emergency phones is available at: http://www.uaf.edu/police/crime-prevention/emergency-phones/. Additionally they are marked at: http://www.uaf.edu/campusmap/. The West Ridge of campus has emergency phones located in the
  1) SW corner of O’Neill,
  2) NE corner of the Biological Research and Diagnostics Facility,
  3) west side of the UA Museum,
  4) NE side (front entrance area) of the Butrovich Building,
  5) north (back entrance area) of Elvey building and
  6) north area (near front entrance) of Akasofu (ISRC) building.

**Severe Weather:** During severe weather, such as below zero conditions, see above assembly point instructions for inclement weather.

**Further general emergency procedures.** See http://www.uaf.edu/safety/emergency-preparedness/emergency-procedures/.
Assembly point for non inclement weather assembly point, ONL 2nd, 3rd floor
Assembly point for during inclement weather, assemble inside IRV I.
Assembly point for AHRB west.

Parking Lot 9B (west side of AHRB)