DEPARTMENT EMERGENCY ACTION PLAN – Fairbanks Allocated Space

DEPARTMENT EMERGENCY ACTION PLAN -DEAP - Short Form
School of Fisheries and Ocean Sciences - FAIRBANKS
University of Alaska Fairbanks
Summer 2015

INTRODUCTION
This document gives you the SFOS / IMS personnel, directions on the manner of acting during a local or building emergency evacuation as well during a fire alarm. It also lists the location of emergency equipment, emergency phone numbers and the types of alarms found in UAF buildings.

SFOS / IMS personnel are located in:

O’NEILL BLDG (ONL) - 1st and 2nd Floors

IRVING II BLDG (IRV II) - All Floors

ARCTIC HEALTH RESEARCH BUILDING (AHRB) - specific rooms in the basement, 1st & 2nd floors.

Supervisors
If you supervise an office or laboratory in these areas it is your responsibility to insure that the people in your area know the exit routes, and to get them out of the area safely.

All Personnel
Make sure you have discussed with your supervisor that you have read and understand the DEAP and what to do during an emergency.

After reading this document you should know:

- The evacuation route, exit and Emergency Assembly Area for ONL, IRV II and AHRB
- Know when to evacuate the building
- The locations of emergency supplies that may be needed in an emergency
- How to properly notify emergency responders about an emergency
- Additional responsibilities (i.e. roll taker or floor monitor)
- To recognize and report fire hazards
- Potential exposure to hazardous materials or processes in your area
- A means of protecting yourself in the event of an emergency
- Where the employee contact list is in your area

DEPARTMENT EMERGENCY STAFF

Department Coordinator
Patricia Rivera  AHRB rm 169  (907) 474.7533  pat@alaska.edu

Alternate Coordinator
Karina Gonzales  ONL ste 245  (907) 474.7210  karina.gonzales@alaska.edu
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

EVACUATIONS
There are two types of evacuation based on the extent of the threat. A Local Evacuation occurs when a non-life threatening event or equipment malfunction occurs in a discreet area such as a laboratory or office. A Building Evacuation occurs when a catastrophic event threatens the entire floor or building. A building evacuation also occurs when a Fire Alarm sounds off.

Emergency Evacuation Procedures
1. Personnel proceed to Building Exit Points.
2. Supervisors (i.e. P.Ls/instructors/TAs) evacuate personnel from work area.
3. Assist in the orderly evacuation of the building.
4. Confirm 911 was called and the emergency was reported.
5. Communicate clearly that occupants should not re-enter building(s) until “All Clear” is given by emergency staff or proxy.
6. Supervisors, instructors and TAs take roll by name at emergency assembly area. Notify the Coordinator or Alternate Coordinator in charge of the Emergency Assembly Area of the roll call.
7. Building coordinator, in coordination with emergency or Fac. Services personnel, will communicate status of emergency to building occupants.

Emergency Assembly Areas (EAA)
During Inclement Weather (colder than 32° F)
1. ONL 1st and 2nd Floor and IRV II: Go to the lobby in IRV I (fig 1)
2. AHRB: Go to the IARC Lobby (fig 2)

During Non-inclement Weather
1. ONL 1st Floor ONLY: Go to the parking lot on the West side of ONL (fig 3)
2. ONL 2nd Floor and IRV II: Go to the covered concourse, in front of ONL and west of IRV I (fig 4)
3. AHRB: Go to the parking lot west of AHRB (fig 5)
Evacuation & Emergency Assembly Areas (EAA) for Individuals with Disabilities
See UAF Safety System Policy and Procedures, Policy #1221 – Safe Refuge during an Emergency for Individuals with Disabilities.

During Inclement Weather (colder than 32° F)
1. **ONL 1st Floor**: Exit west end of ONL and proceed to the back entrance of WRRB (fig 6)
2. **ONL 2nd Floor**: Go to the second floor lobby of WRRB (fig 6)
3. **IRV II**: Go to the lobby in IRV I (fig 1)
4. **AHRB**: ADA access/exit for AHRB in west wing is west wing outside exit (marked as ADA entrance/exit—west of fisheries teaching lab). Go to the IARC Lobby (fig 2)

During Non-inclement Weather
1. **ONL 1st Floor ONLY**: Go to the parking lot on the West side of ONL (fig 3)
2. **ONL 2nd Floor**: Go to the covered concourse, in front of ONL and west of IRV I (fig 4)
3. **IRV II**: ADA access/exit for IRV II is south entrance/exit. Proceed to front of building, and Go to the covered concourse, in front of ONL and west of IRV I (fig 4)
4. **AHRB**: ADA access/exit for AHRB in west wing is west wing outside exit (marked as ADA entrance/exit—west of fisheries teaching lab). Go to the parking lot west of AHRB (fig 5)
During Building and Work Area Evacuation

- 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 the status is reported to your supervisor/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.

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:
  - Who are you? (your name)
  - Where is the emergency located?
  - What is the emergency? (Fire, medical, hazardous materials, etc.)
  - When did it happen?
  - How did it happen?
  - Gather any information that may be useful for the emergency responders (e.g. are there any injuries involved?)
- Stay on the phone until instructed to do hang up by the dispatcher.

EMERGENCY EQUIPMENT

- Automatic External Defibrillator (AED)
  There is an AED located on the 3rd floor of IRV I building, outside the director’s office (rm 311). There is no AED located in SFOS Fairbanks allocated space.

- Emergency Phones
  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.
  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/.
• **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 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 areas.

Further general emergency procedures.

**EMERGENCY CONTACT NUMBERS**
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**
University Police and/or Fire Department Responding agency are the responding agency.

**Immediate Emergency Notifications**

**Life-Threatening Emergency:**
From public or campus telephone 911

**Non-Life-Threatening Emergency Numbers:**

- University Police 474-7721
- UAF EHS&RM 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

**Chemical Spills:**

- **Weekday** - UAF EHS&RM 474-5617 or 590-8316
- **Weekends, holidays or after hours** 474-7721

**UAF Emergency Information:**

- UAF Recorded Hotline 474-7823
- UAF Online Newsroom [www.uaf.edu/news/](http://www.uaf.edu/news/)
Evacuation Procedures during a Fire Alarm

Building occupants are required to evacuate the building when the fire alarm sounds. Move quickly to the designated Emergency Assembly Area (See “Emergency Evacuation 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.”

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, ONL and AHRB buildings.

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”)

- Evacuate the building as soon as the alarm sounds and proceed to the designated Emergency Assembly Area (EAA) (See “Emergency Evacuation Procedures”)

- On your way out, warn others nearby.

- Touch closed doors. Do not open them if they are hot.

- Move away from fire and smoke. Close doors and windows if time permits.

- 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.

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 Pat Rivera (X7533). 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 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/safetypreparedness.htm

Individual departments must have the DEAP available to their department employees. Training is required upon initial 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.) Contact the UAF Fire Department (474-7721) if your department wishes to have a drill, -- in coordination with the preparer of this document.