

**University of Alaska Fairbanks**

**School of Fisheries and Ocean Sciences  
(Fairbanks Allocated Space Only)**

**DEPARTMENT EMERGENCY ACTION PLAN**

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Prepared By:  
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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 1<sup>st</sup> and 2<sup>nd</sup> floor of ONL and selected rooms in the AHRB

Department Coordinator: Greg Simpson

Department Coordinator Campus Address: 245 ONL Building, UAF

Department Coordinator Telephone No.: 907-474-6312

Department Coordinator Email Address: greg@sfos.uaf.edu or gdsimpson@alaska.edu

Alternate Department Coordinators: Mary Parsons, 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: mkparsons@alaska.edu

### **Description of Buildings:**

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

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

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

Locations: see tables below.

UAF – DEAP, SFOS Fairbanks Allocated Space

SFOS FAIRBANKS SPACE							
ONL							
1st floor		1st floor		2nd floor		2nd floor	
103	IMS workshop	141	Laboratory	201	classroom	237	SSO
103C	IMS workshop office	143	Laboratory	207A	FO	239	SSO
107	GSO/RSO	145	Laboratory	207B	FO	236	Laboratory
108	storage	147	Laboratory	207C	FO	236A	Laboratory
110	GSO	145A	storage	207D	storage	245	SSO
111	FO	147A	GSO	209A	SSO	244	SSO
112	Post Doc office	100W1	restroom	209B	FO	246	SSO
113	FO	100M1	restroom	209C	FO	260	SSO
114	RSO			209D	SSO	248	SSO
115	FO			209	SSO	250	SSO
117	Commons area			209E	GSO	252	Admin. Office
118	FO			209D	Laboratory	256	SSO
120	FO			215	computer lab	257	Admin. Office
122	RSO			217	SSO	214	classroom
123	FO			219	SSO	258	conference room
124	RSO			221	SSO	200W1	restroom
125	RSO			223	storage	200M1	restroom
126	GSO			204	SSO	227	FO
127	FO			213	SSO	229	GSO
128	GSO			218A	GSO	231	GSO
129	FO			218	Laboratory	233	FO
130	FO			218B	Laboratory	235	FO
132	Dive Locker			225	FO		
134	Laboratory						
GSO = Graduate Student Office							
RSO = Research Staff Office							
FO= Faculty Office							
SSO= support staff office							

UAF – DEAP, SFOS Fairbanks Allocated Space

SFOS FAIRBANKS SPACE					
IRV II					
1st floor		2nd floor		3rd floor	
130	GSO	239	Laboratory	338	Laboratory
132	storage	236	Laboratory	337	Laboratory
132A	storage	236A	RSO	336	Laboratory
133	Laboratory	236B	GSO	336A	Laboratory
133A	Laboratory	238	Laboratory	336B	Laboratory
133B	Laboratory	237	Laboratory	336C	Laboratory
134	Laboratory	230	FO	330	FO
135	office	231	FO	331	FO
135A	FO	232	FO	332	RSO
136	FO	233	FO	333	FO
137	office	234	FO	334	FO
138	GSO	235	SSO	335	Laboratory
138A	classroom	200W1	restroom	335A	FO
139A	GSO	200M1	restroom	335C	GSO
139	storage			300W1	restroom
141	storage			300M1	restroom
142	storage				
100	storage				
100M1	restroom				
100W1	restroom				

SFOS FAIRBANKS SPACE					
Arctic Health Research Building					
Basement		1st floor		2nd floor	
004A	storage	143A1	storage	272	Laboratory
004B	storage	143A	storage	259	Laboratory
004C	storage	140	Laboratory	261A	walk in cooler
0W12	freezer farm	147	freezer farm	261B	walk in freezer
0W11	storage	1W02	FO	261C	Laboratory
		1W09	classroom	204	FO
		1W11	classroom prep	239	computer lab
		1W11A	storage	276	temp. FO
		1W10	Tank room prep	278	Laboratory
		169	Laboratory	208	FO
		145	freezer farm		
		1W10A	Tank room		
		1W10B	Tank room		

**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 2<sup>nd</sup> floor, IRV II**: Covered concourse, front of ONL and west side of IRV I. **O’Neill 1<sup>st</sup> floor**: Parking lot area behind O’Neill, Westside.  
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.

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

**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:**

Greg Simpson x6312

**Assistant to the SFOS Dean:**

Mary Parsons x7210

**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.

UAF – DEAP, SFOS Fairbanks Allocated Space

- 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.

Responsibility/Name

Department, Telephone No. & Room

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Roll Taker: Greg Simpson, SFOS, 474-6312, 245 ONL

Roll Taker (alternate): Mary Parsons, SFOS, 474-7210, 245 ONL

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/](http://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 Greg Simpson (X6312). 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: 2<sup>nd</sup> 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/safetypreparedness.htm](http://www.uaf.edu/safety/safetypreparedness.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 areas.

- **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:

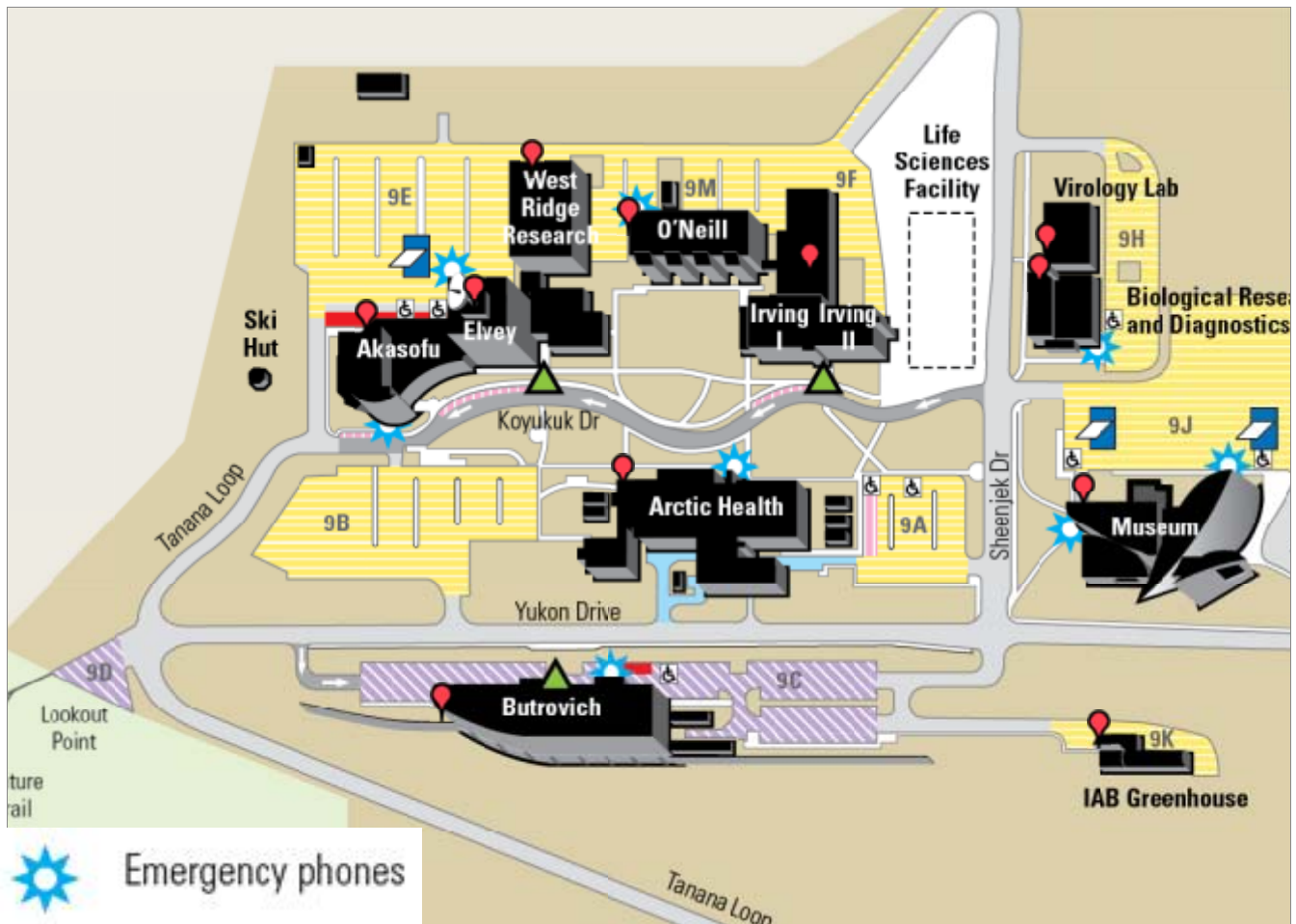
<http://www.uaf.edu/police/crime-prevention/emergency-phones/>. Additionally they are marked at: <http://www.uaf.edu/campusmap/>. The West Ridge of campus has emergency phone located in the

- 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/>.

# Campus map



Emergency phones



One-way street



Shuttle stops



On-call  
shuttle stops



Off-campus  
shuttle stops  
(call 474-RIDE)



Borough bus stop  
(MACS)