DEPARTMENT EMERGENCY ACTION PLAN

For

Department Name: IAB Greenhouse

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DEAP Prepared By: Jami Warrick

DEPARTMENT EMERGENCY ACTION PLAN

As a building occupant, you should be familiar with the Department Emergency Action Plan (DEAP). ***Read it carefully***. If you have any questions, consult your supervisor.
Keep the following in mind as you read through the DEAP:

- Evacuation routes, exit points, and where to report for roll call after evacuating the building.

- 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 floor roll taker).

- Fire hazards.

- Potential exposure to hazardous materials or processes in and around the work area, as well any means of protecting yourself in the event of an emergency.

- A contact list for employees in your department.

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DEPARTMENT AND BUILDING INFORMATION

BUILDING

Building name: IAB Greenhouse
Building address: 911 Yukon Drive
Building coordinator: Mark Wright
Building coordinator telephone number: 474-5792

Description of building (number of floors, major uses of building by department): Institute of Arctic Biology - One floor, used to support projects for research and teaching purposes.

DEPARTMENT

Department coordinator: Jami Warrick
Department coordinator campus address: 902 N. Koyukuk Drive
Department coordinator telephone number: 474-5455
Department coordinator email address: jfwarrick@alaska.edu

Alternate department coordinator: Jessica Desrochers
Alternate department coordinator campus address: 902 N. Koyukuk Drive
Alternate department coordinator telephone number: 474-7649
Alternate department coordinator email address: jmdesrochers@alaska.edu

Room numbers occupied by the department: 101 (office), 103 (corridor), 103 A, B, C, D (classroom/growing space), 102 (lab), 104 (receiving), 100U1, 100U2.

Emergency assembly locations
Inside assembly location: Butrovich lobby
Outside assembly location: IAB Greenhouse parking lot

List of other buildings where department employees work (note: a DEAP will need to be developed for each building the employees work in and the employees need to be trained on the DEAP for the building(s) they work in): Arctic Health Research Building, Irving I, West Ridge Research Building, Margaret Murie Building, Museum

Department Emergency Staff:

Roll taker(s) (required) and floor monitor (optional). For IAB Greenhouse staff: Mark Wright. Due to the changing schedule of classes and/or research projects, faculty members or TAs may be required to assume the role of roll taker in the event of an evacuation. Faculty and TAs conducting experiments or classes in the Greenhouse should be notified of this responsibility.

Employee accountability procedures after an evacuation

In the event of an 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 emergence assembly location and immediately report to the roll taker. After evacuation, supervisors (or designee) are responsible for accounting for each employee assigned to that designated emergency assembly location and will conduct a head count. Each employee will be accounted for by name. Each employee is responsible for reporting to his or her supervisor (or designee – roll taker) so an accurate head count can be made.

NOTE: Attach a copy of the department organization chart at the end of the DEAP.

Roll taker name: Mark Wright
Roll taker room number: 101
Roll taker phone number: 474-5792

Roll taker name: TBD (faculty or TA as appropriate)
Roll taker room number: varies
Roll taker phone number: N/A

Floor monitor name: Mark Wright
Floor monitor room number: 101
Floor monitor phone number: 474-5792

Floor monitor name: TBD (faculty or TA as appropriate)
Floor monitor room number: varies
Floor monitor phone number: N/A

Critical Operations Found in Department

Includes information about the critical operations that require an employee to remain in the building during an emergency. Please note: the function an individual performs during an emergency MUST be a CRITICAL operation and must be clearly identified between the supervisor and the employee.
Does department have critical operations where an employee will remain in the building during an emergency?
Yes
No XX

If yes, complete the following information:
Employee name:
Location (room where the employee will be during an emergency):
Critical function to be performed during an emergency:
Telephone number (room where employee will be during emergency):

Medical and Rescue Duties
Are employees assigned medical or rescue duties? (Note: those who volunteer are not included in this section)
Yes
No XX

If yes, complete the following information:
Employee name:
Employee phone number:
Describe employees' medical or rescue duties:
Employee name:

EMERGENCY PROCEDURES

In the event of an emergency contact the emergency dispatch center by dialing 911 from any university phone. Emergency phones are marked with blue lights and are located around campus. In the event of a fire, activating the fire alarm pull station is an appropriate report alternative to the telephone.

Life Threatening Emergency Numbers:

From public or campus telephone	911

Non-Life Threatening Emergency Numbers:

UAF Police	(907) 474-7721
UAF Environmental Health, Safety & Risk Management	(907) 474-5413
UAF Facilities Services	(907) 474-7000

UAF Emergency Information:

UAF Recorded Hotline	(907) 474-7823
UAF on ALERT	http://uafalert.alaska.edu

Emergency Notification Procedures

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

- Stay Calm
- Be prepared to answer the following questions:
  - °Where is the emergency located?
  - ºWhat is the emergency? (fire, medical, hazardous materials, etc.)
  - ºHow did it happen?
  - ºWhen did it happen?
  - ºWho are you? (your name)
- Gather any information that may be useful for the emergency responders (e.g. are there injuries involved?)
- Do not hang up until instructed to do so by the dispatcher or the scene becomes unsafe and you must leave.

Building Alarms:

This section identifies the alarms that you, the occupant, should be aware of. There may be several alarms near your building, such as elevator alarms, evacuation alarms, and Biosafety hood and fume hood alarms. If these or any other alarms are in the building, this section of the DEAP will describe the different sounds, the significance of each alarm, and the appropriate occupant response to each alarm.

Building Name: ***IAB Greenhouse***

This building has (check all that apply) the following alarm sounds:
Fire alarms: **Pull stations (3), by each door (east, west, north)**
Elevator alarms: N/A
Biosafety hood alarms: N/A
Fume hood alarms: N/A

The evacuation alarm is a:
Bell:
Bull horn:
Horn: Horn/strobe x3
Whistle:

The elevator alarm is a:
Bell:
Horn:

The Biosafety and/or fume hood alarm is a:
Audible:

NOTE: The elevator alarm is not as loud as the building alarm. Contact the emergency dispatch center at 474-7721 when you hear the elevator alarm.)

Evacuation Procedures:

A building occupant is required to evacuate the building by the nearest exit when the fire alarm sounds. Move quickly to your departments designated emergency assembly location.

Evacuating the Building:

- Stay calm; do not rush and do not panic.
- Evacuate the building using the nearest exit (or alternate if the nearest exit is blocked).
- Do not use the elevator.
- Gather your personal belongings only if it is safe to do so. (Reminder: take prescription medications out with you if possible; depending on the emergency it may be hours before you are allowed to re-enter the building.)
- Wait for and follow directions given by emergency responders.
- Go to the designated emergency assembly location.
- Do not leave area/campus until your status is reported to your supervisor (or designee – roll taker).
- Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.

Emergency Evacuation Information:

Inserted at the end of the DEAP should be:

- Floor plan(s) for each floor occupied by the department, showing the emergency egress routes and the location of fire pull stations.
- Map of the department emergency assembly locations.

Emergency Procedures, cont.:

Fire Procedures – UAF fire safety policy 12.03.02 states: "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 elevator's not working, see working, see the policy on "Safe Refuge during an Emergency" (next paragraph.) There are also some buildings on campus that, although they appear to be connected to each other, are considered separate building 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."

12.03.03
SAFE REFUGE DURING AN EMERGENCY
(Also ADA evacuation/life safety plan)
I. EXIT

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. Failure to do so can result in fines and criminal prosecution.

II. AREA OF SAFE REFUGE

There will be some cases when outside conditions are extreme, and/or in the case of individuals with limited mobility, (especially due to the fact that elevators will not be available), evacuation to an area of safe refuge may be necessary. These areas are central lobbies or fire rated stairwells that are at least one fire barrier from the potential hazard AND closer to the ultimate exit point. If at all possible, notify the 911 dispatcher of your location. In most cases Fire - Rescue personnel will NOT immediately initiate rescue; as the first attempt will be to remove the source of the threat i.e. put out the fire and remove the smoke. As secondary resources arrive they will make contact with the individual(s) in the area of safe refuge and advise them as to any further actions that may be required.

Areas of Safe Refuge and evacuation Information – as defined in 12.03.03

Hazards	Safe Refuge Area	Evacuation Means
FIRE	Room with a sprinkler system near an exit	Use nearest smoke free area with doors and a phone and an exit. Do not use elevators
POWER FAILURE	Area with windows and/or emergency lighting (most exit hallways)	Use nearest lighted exit. Do not use elevators.
CHEMICAL SPILL	Separate room from spill area with Ventilation	Use nearest exit.
BOMB THREAT	As directed by Police or other emergency responders	Use nearest exit.
SEVERE WEATHER	Keep away from windows	Use nearest exit. Do not use elevators.

III RESPONSIBILITIES

To insure emergency evacuation procedure works when needed the following responsibilities to this plan are identified:

University of Alaska - Fairbanks

A. Provide adequate signaling devices (fire alarm and strobe lights to code)

B. Provide adequate exit signage and lighting

C. Designate areas of safe refuge for those who may have difficulty evacuating immediately

D. Make available printed procedures of this plan and required actions.

Individual Staff and Students

A. Be familiar with UAF emergency evacuation plan brochure.

B. Know your building layout.

C. Be familiar with least two exit pathways.

D. Request assistance when necessary.

E. If located in a safe refuge area contact 911 to let them know your location UAF –

Emergency Response Guidelines and Procedures by Incident:

Fire:

- First, notify the fire department by pulling the fire alarm pull station and (from a safe distance) calling 911 to provide details of the situation.
- Evacuate the building as soon as the alarm sounds and proceed to the designated emergency assembly location.
- On your way out, warn others nearby.
- Move away from the fire and smoke.
- Touch closed doors. Do not open a door if it is hot.
- Use stairs only; do not use elevators.
- Move well away from the building; go to your emergency assembly location.
- Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.

Hazardous Materials:

- In an emergency or if anyone is in danger, call 911.
- Provide name, material, and quantity, time of spill, location and possible exposure.
- Move to a safe location.
- Follow the instructions of emergency personnel.
- Tell others to stay clear of the area.

Gas Leaks, Fumes and Vapors:

- Do not activate the fire alarm pull station.
- Do not touch any light switches or electrical equipment.
- Call 911.
- Clear the area if asked to do so by the emergency dispatcher.
- Move to a safe location.

Power Outage:

- Keep flashlight in your area.
- Provide assistance to others if necessary.
- Move cautiously to a lighted area. Lighted signs may indicate exits if the emergency power is operating.
- Turn off and unplug voltage-sensitive equipment.
- Call 474-7823 for campus hotline updates.

Flooding:

- Secure equipment, records and hazardous materials.
- Turn off non-essential electric equipment.
- Move to a safe area.
- Report the flooding to Facilities Services at 474-7000.
- Do not re-enter the building until emergency personnel say it is safe to do so.

Violence in the workplace/Active shooter:

- Move to a safe location.
- Call 911and report (see "what to report" below).
- Be aware that the 911 system by be overwhelmed due to the volume of calls.
- Prior to emergency: Program non-emergency police department line, 474-7721, into your cell phone.

What to report:

- Your specific location – building name and office/room number.
- Number of people at your location.
- Injuries – number injured and type of injuries.
- Information on assailant(s) – location, number of suspects, race/gender, clothing, description, physical features, type of weapons (rifle, shotgun or handgun), backpack, shooter's identity, number of shots fired, etc.

Secure Immediate area:

- Lock and/or barricade doors.
- Turn off lights.
- Close blinds.
- Block windows.
- Turn off radios and dim computer screens.
- Keep calm, quiet and out of sight.
- To protect yourself from gunfire, take cover behind thick desks, along concrete walls, and against filing cabinets.
- Silence all cell phones in the immediate area.
- If injured, place signs in exterior windows.

Leaving a secured area:

- Consider risks before leaving.
- Remember, the shooter generally will need to be stopped by an outside force.
- Rescue attempts should only be tried if they can be accomplished without endangering lives. When in doubt, shelter in place and wait for instructions from emergency personnel.

What to expect from Police:

- Police will attempt to immediately engage assailant(s).
- Evacuate victims.
- Facilitate follow up medical care, interviews, and counseling.
- Investigation.

Suspicious Persons:

- It's OK to inquire if you can provide assistance, but do not physically confront the person.
- Do not let anyone into a locked building/office.
- Do not block the person's access to an exit or attempt to restrain him or her.
- Call 911. Provide as much information as possible about the person and direction or travel. If you see a vehicle, license numbers are extremely helpful.

Suspicious Object:

- Do not touch or disturb the object.
- Notify your supervisor and/or building coordinator.
- Be prepared to evacuate.

Bomb Threat:

- Remain calm. Look around, but don't touch.
- Gather as much information as possible in cases of telephone or email threats.
- Call 911.
- Follow instructions from the emergency dispatch personnel.

Medical Emergencies:

- Call 911.
- Have someone go to the door and meet the emergency responders.
- Provide assistance if you have been trained.

Earthquakes:

- DROP to the ground; take COVER by getting under a sturdy table or other piece of furniture; and HOLD ON until the shaking stops. If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building. Given the glass construction of the building, taking cover and/or exiting the building is of the utmost importance. If you cannot safely reach an exit to avoid possible falling glass, take cover immediately under the nearest sturdy table or piece of furniture.
- Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
- Stay in bed if you are there when the earthquake strikes. Hold on and protect your head with a pillow, unless you are under a heavy light fixture that could fall. In that case, move to the nearest safe place.
- Use a doorway for shelter only if it is in close proximity to you and if you know it is a strongly supported, load-bearing doorway.
- Stay inside until the shaking stops and it is safe to go outside. Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside the building or try to leave.
- Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.
- Do not use the elevators.

Weather Emergencies and Campus Advisories:

- Every effort is made to keep the University open during extreme weather.
- Monitor local television and radio stations for announcements
- Visit the UAF website at www.uaf.edu or call UAF Hotline 474-7823 for updates.

EMERGENCY PREPAREDNESS & DUTIES

Training and Documentation: Training is an integral part of the safety awareness for your department and all employees shall be trained on the Department Emergency Action Plan (DEAP) for the building(s) they occupy. Training must be documented. Each occupant shall become familiar with the DEAP; by knowing and understanding the evacuation routes, assembly areas, and emergency procedures, and by attendance at DEAP training(s) given by the department. As a supplement to 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 **Training on the DEAP must be done:** 1. When the plan is developed and or the employee is assigned initially to a job. 2. When the employee's responsibilities under the plan change. 3. When the plan is changed. 4. On an annual basis thereafter. **Note**: Any training must be documented with a signature and date of training. **Department Coordinator Duties:** The employee selected as the department coordinator and alternate should be trained in the complete workplace layout and the various alternate exit routes from the workplace. Before leaving on the way out, coordinators should check rooms and other enclosed spaces in the workplace for employees who may be trapped or otherwise unable to evacuate the area. **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, at 474-7721, for coordination. **Injury Prevention:** Departmental employees are encouraged to use UAF's Unsafe Condition Reporting Program at: http://www.uaf.edu/safety/unsafe-condition to report unsafe conditions they see on campus.