EMERGENCY ACTION PLAN (EAP)

FOR

Arctic Health

Building Name: Arctic Health

Date EAP Adopted: 11/01/2015

Date EAP Revised: 5/23/2017

EAP Prepared by: Jeanette Moore

As a building occupant, you should be familiar with the Emergency Action Plan (EAP). Read it carefully. If you have any questions consult your supervisor or Environmental Health, Safety, and Risk Management (EHSRM) department, 907-474-5413, UAF-EHSRM@alaska.edu, or visit the website at http://www.uaf.edu/safety/.

Keep the following in mind as you read through the EAP.

- Understand evacuation routes, exit points, and where to report for roll call after evacuating the building.
- Know when and how to evacuate the building.
- Note locations of emergency supplies and materials that may be needed in an emergency (i.e. pull alarms and first aid kits).
- Know proper procedures for notifying emergency responders about an emergency in the building or work area.
- Identify key personnel and additional responsibilities (i.e. roll-takers).
- Understand fire hazards.
- Minimize potential exposure to hazardous materials or processes in and around the work area.
- Understand the means of protecting yourself in the event of an emergency.

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I. Department and Building Information

General Building Information

Building name: Arctic Health

Building address: 901 Koyukuk Drive

Building coordinator: Jeanette Moore

Building coordinator telephone number: 907-474-5455

Description of building: The Arctic Health Research Building is a two story building and a basement

Departments in the building: IAB
CFOS
BECRU
CANHR
Vet Med
Shared Travel
SNRE
SNRAS
BLaST

Emergency Assembly Locations:

Inside assembly location: Murie Building south end lobby

Outside assembly location: Parking lot east (9A) OR Parking lot west (9B)

Roll-takers, Supervisors, or Floor Managers

Maria Russell 907-474-6230

II. Emergency Procedures

In the event of an emergency contact the emergency dispatch center by dialing **911** from any university phone. All campus phones and payphones have **911** access. Emergency phones are marked with blue lights and are located around campus.

Non-Emergency Phone Numbers:

UAF Fire: 907-474-7721

UAF Police: 907-474-7721

(Rural Campus students refer to local municipal police and fire department information.)

UAF Facilities Services: 907-474-7000

EHSRM: 907-474-5413

UAF Emergency news and information about events affecting normal UAF operations:

Recorded hotline: 907-474-7823

Alerts: http://uafalert.alaska.edu

Emergency Notification Procedures:

When you call 911 from a campus location and request emergency assistance, you will be connected to the 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? (be specific)
  - What is the emergency? (fire, medical, hazardous materials, etc.)
  - How did it happen?
  - Who are you? (your name and contact number)
- Gather any information that may be useful for the emergency responder. (i.e. are there any injuries involved?)
- Do NOT hang up until instructed to do so by the dispatcher.

Evacuation Procedures:

All building occupants are required to evacuate the building when the fire alarm sounds. Move quickly to the emergency assembly locations.

Evacuating the Building:

- Stay calm: do not rush or panic.
- Gather personal belongings if it is safe to do so. (Reminder: take prescription medications out with you if at all possible; it may be hours before you are allowed back in the building.)
- Immediately evacuate the building using the nearest exit (or alternate exit if it is blocked).
- Do NOT use elevators, if the building has elevators.
- Wait for and follow directions given by emergency responders.
- Go to emergency assembly location.
- Do not leave the assembly area until your status is reported to your supervisor, roll-taker, or other designee.
- Do NOT reenter the building or work area until you have been instructed to do so by the emergency responders

Your Emergency Responsibilities

- Stay at your desk
  - In the event of a minor disturbance (medical emergency, power outage, etc.) there is no need to leave your work area or building
- Shelter in place
  - There a few occasions or events that would cause personnel to shelter in place during an emergency. For example, the release of a hazardous chemical may require students, staff, and faculty to remain in place and take measures to protect themselves. All personnel should know the proper precautions and measures to take in such an event.
  - If You Must Shelter in Place Go inside. Close and lock all doors and windows. Shut off any heating or cooling systems and close fireplace dampers. Gather people and pets in your shelter room and seal windows, doors and vents. You can refer to UAF on Alert (http://uafalert.alaska.edu/) for further instructions and an "all clear" order.
- Evacuate
  - If the evacuation/fire alarm goes off, you are required by law to leave the building. Please grab your personal belongings, if it is safe to do so, and go to the emergency assembly area.

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, all occupants will go to the designated emergency assembly location and immediately report to the roll-taker, supervisor, floor manager or other designee. Roll-takers or the identified designees are responsible for accounting for each employee assigned to that designated emergency assembly location and will conduct a headcount. Every building occupant is responsible for reporting to the designated roll-taker or designee so an accurate head count can be made. The roll-taker or designee will report accountability to the on scene incident commander and/or the UAF incident management team at the Emergency Operations Center.

Critical Operation Found in Building

This will include information about critical operations that would 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.

Employee name: Jeanette Moore
Location (room number where the employee will be during the emergency): Various locations through building
Telephone number (room where the employee will be during the emergency): 907-474-5455
Critical operation: Freezer monitoring and securing equipment

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 building Emergency Assembly Area:
  - All maps to the building will be at the end of the EAP PDF

- For “You are here” maps or additional maps go to the OEM website to download at http://www.uaf.edu/oem/eap/maps/

Medical and Rescue Duties

University Fire Department has been designated to perform all medical and rescue duties.

No Arctic Healthemployees have been assigned medical or rescue duties specific to emergency situations

Automated External Defibrillator (AED) Information :

An AED is a portable device that checks the heart rhythm and sends an electric shock to the heart to try and restore a normal rhythm.

NONE

Alertus Beacon Information:

Alertus Beacons and computer desktop pop-up notifications flash and sound to capture the attention of building occupants at a distance, and display a custom message from University Dispatch about the nature of the emergency and the appropriate response.

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Location(s) of the Alertus Beacon:

Building Alarm Information:

All buildings are equipped with an alarm system to alert occupants of the detection of fire and/or smoke. There are also unique alarm systems in some buildings that will alert employees and occupants of a hazardous situation.

III. Emergency Preparedness

Training:

Training is an integral part of the safety awareness. All employees and students should be trained on the Emergency Action Plan (EAP). Each occupant should become familiar with the EAP, to know evacuation routes and assembly areas, and to attend training(s) given by the building coordinator. As a supplement to the training, information is posted in the buildings to ensure all occupants and guests can safely exit during an emergency.

Drills:

Drills: Each building and department should designate a method to ensure that all building occupants are accounted for in case of an emergency. This should include rehearsing evacuation methods to both inside and outside emergency assembly locations.

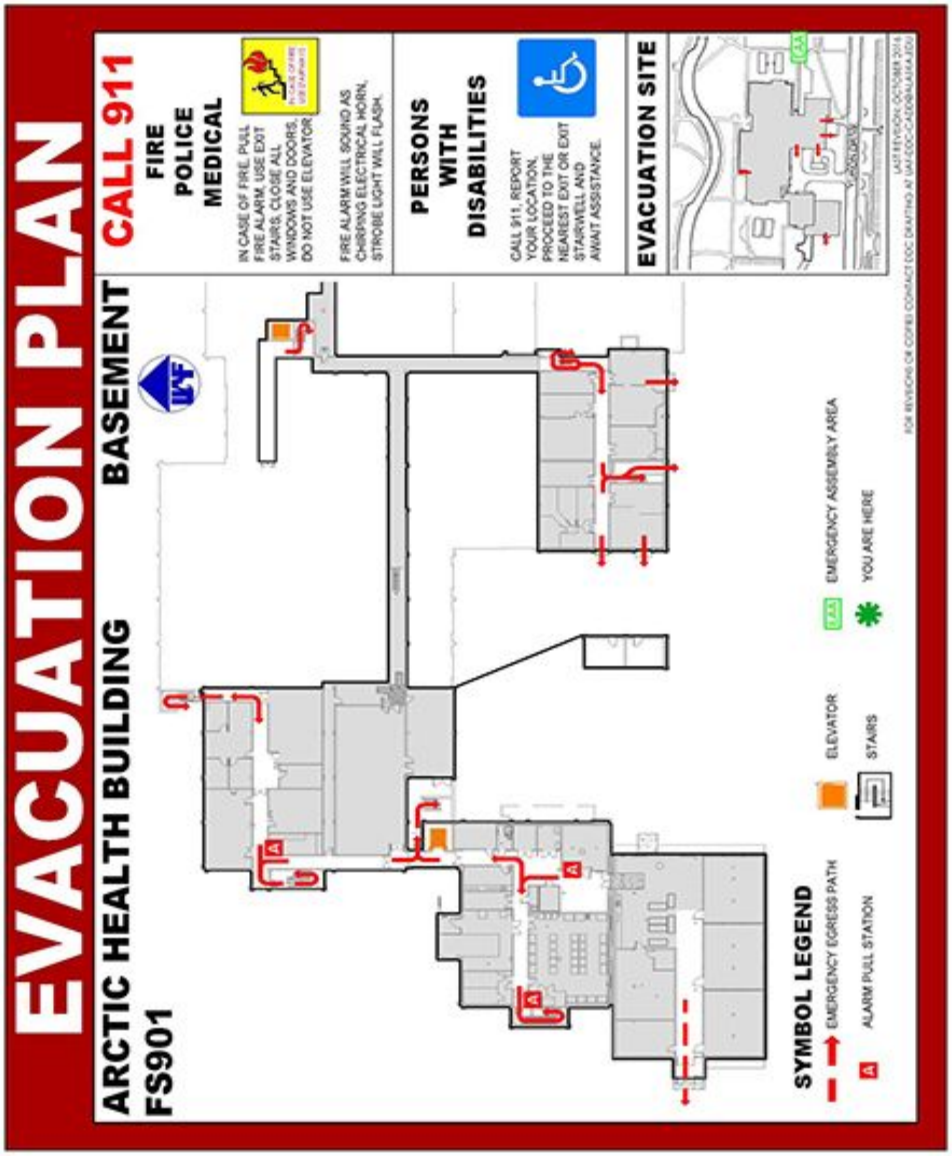
Additional information (if any provided)

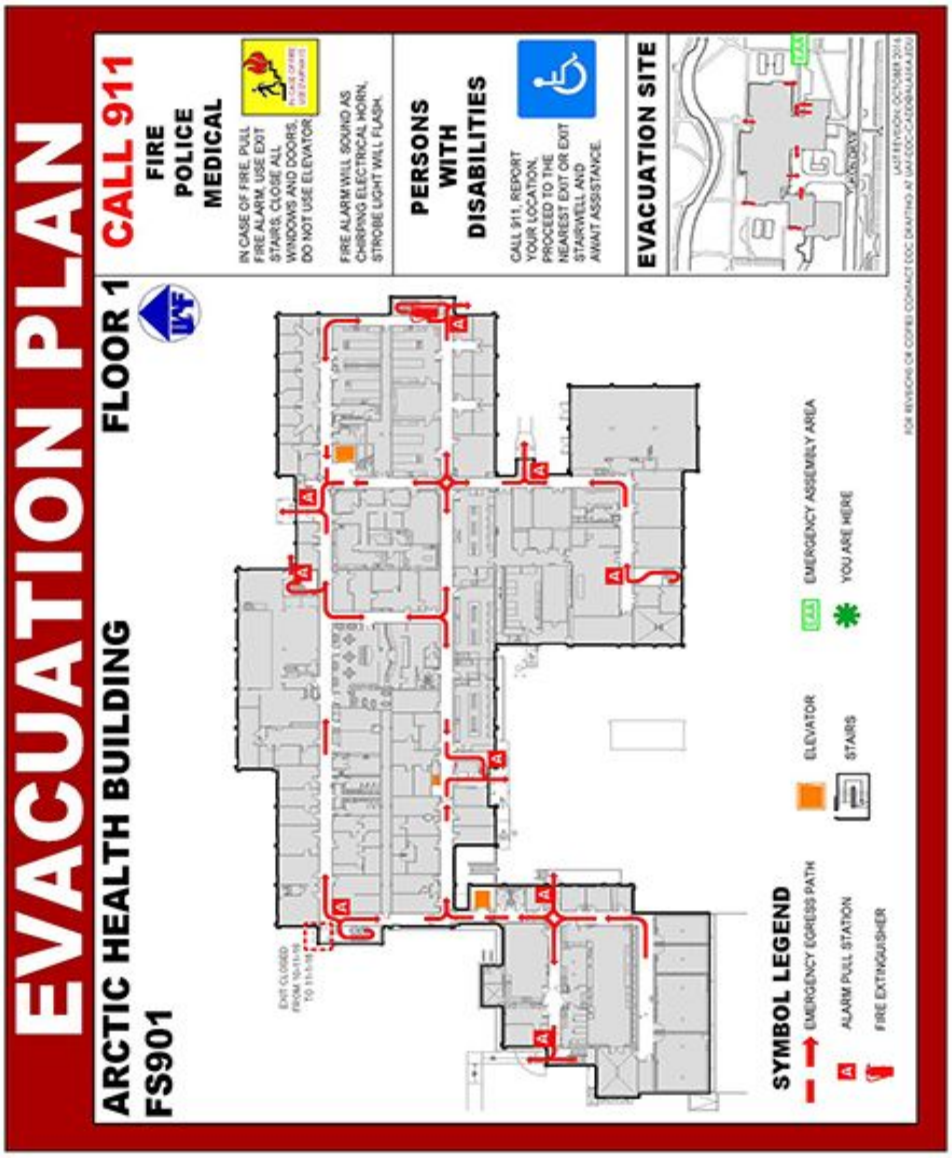
I have read the EAP and know what to do during a building emergency.

Name: _____

Signature: _____ Date: _____

UAID#: _____


EVACUATION PLAN
ARCTIC HEALTH BUILDING
FS901
BASEMENT
CALL 911
FIRE
POLICE
MEDICAL
IN CASE OF FIRE, PULL FIRE ALARM, USE EXIT STAIRS, CLOSE ALL WINDOWS AND DOORS, DO NOT USE ELEVATOR.
FIRE ALARM WILL SOUND AS CHIRPING ELECTRICAL HORN, STROBE LIGHT WILL FLASH.
PERSONS WITH DISABILITIES
CALL 911, REPORT YOUR LOCATION, PROCEED TO THE NEAREST EXIT OR EXIT STAIRWELL AND AWAIT ASSISTANCE.
EVACUATION SITE
SYMBOL LEGEND
EMERGENCY EGRESS PATH
ALARM PULL STATION
ELEVATOR
STAIRS
EMERGENCY ASSEMBLY AREA
YOU ARE HERE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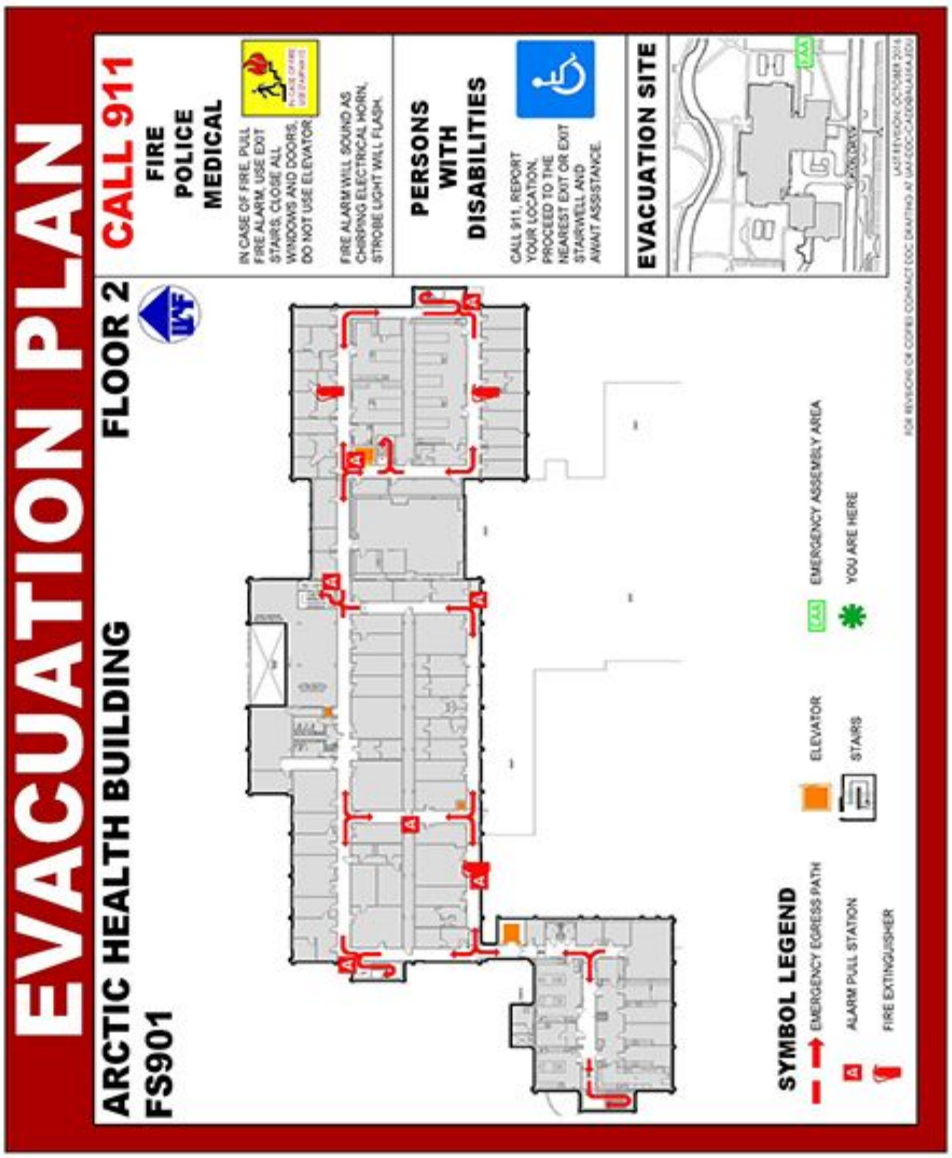
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