EMERGENCY ACTION PLAN (EAP)

FOR

UAF

Building name: West Ridge Research Bldg

Date EAP adopted: November 1, 2015

Date EAP revised: March 23, 2017

EAP prepared by: Cayla M Wiita

As a building occupant you should be familiar with the Emergency Action Plan. Read it carefully. If you have any questions consult your supervisor or EHS&RM department.

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

- 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 (i.e. pull alarms and first aid kits).
- Proper procedures for notifying emergency responders about an emergency in the building or work area.
- Additional responsibilities (i.e. roll taker).
- Fire hazards.
- Potential exposure to hazardous materials or processes in and around the work area, as well as means of protecting yourself in the event of an emergency.

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I. Department and Building Information

Building

Building name: West Ridge Research Bldg

Building address: 909 Tanana Loop

Building coordinator: JAMI WARRICK

Building coordinator telephone number: 907-474-7411

Description of building: The West Ridge Research Building houses a portion of the University of Alaska Fairbanks Geophysical Institute (UAF/GI). In addition, the WRRB is occupied by researchers affiliated with the Institute of Arctic Biology (IAB). The WRRB is approximately 60,917sq. ft. and is housed within three floors and provides lab, classrooms and office space.

Departments in building: University of Alaska Fairbanks Geophysical Institute (UAF/GI)

Emergency Assembly Locations:

Inside assembly location: O'Neill Building

Outside assembly location: Akasofu/Elvey Parking lot (9E)

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 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.

Supervisor (or designee-roll taker)

Roll taker name: Jami Warrick
Roll taker phone number: 907-474-7411

Roll taker name: Nathan George
Roll taker phone number: 907-474-2008

Critical Operation Found in Building

There are no critical operations in West Ridge Research Bldg for which an employee is required to remain in the building during an emergency.

Medical and Rescue Duties

University Fire Department has been designated to perform all medical and rescue duties.
No West Ridge Research Bldgemployees have been assigned medical or rescue duties specific to emergency situations

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 pay phones have **911** access. Emergency phones are marked with blue lights and are located around campus.

Non-emergency:
Fire: 907-474-7721
Police: 907-474-7721
Facilities Services: 907-474-7000
EHS&RM: 907-474-5413

UAF Emergency Information for news and information about emergencies affecting normal UAF operations:
Recorded hotline: 907-474-7823
Alerts: http://www.uaf.edu/alert

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)
- 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.

Automated External Defibrillator (AED) Information :

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

Location(s) of the Automated External Defifibrillator (AED): First floor elevator lobby

Alertus Beacon:

NONE

Evacuation Procedures:

A building occupant is required to evacuate the building when the fire alarm sounds. Move quickly to the emergency assembly locations. For circumstances where an employee or occupant may be hearing or visually impaired there shall be someone delegated to alert them of the emergency situation.

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 elevator
- Wait for and follow directions given by emergency responders.
- Go to emergency assembly location.
- Do not leave area/campus 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
  - In the event of a hazardous materials release or other event that requires sheltering in place, you will be vocally notified to shelter in place. You will need to head to an interior room in our building, which has no windows that open to the outside of the building. To notify others that the room is full, close the door. After the door is closed, attempt to seal off any vents or open spaces where air from the outside can leak into your room.
- Evacuate
  - If the evacuation/fire alarm goes off, you are required by law to leave the building. Please grab your personal belongings and go to the emergency assembly area.

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.

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/

III. Emergency Preparedness

Training:

Training is an integral part of the safety awareness for you department and therefore all employees 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:

Fire Drills: each building and department should designate a method to ensure that all their employees are accounted for in case of a fire emergency. This should include: designating a location away from the building or facility as a meeting place for all the employees.

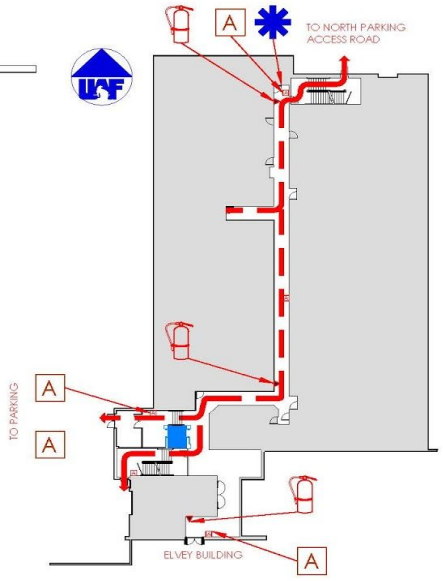
Employees should review the procedures to survive if a fire should occur in their workplace.

WEST RIDGE RESEARCH BUILDING **FS909**

EVACUATION PLAN FLOOR 1

SYMBOL LEGEND

- EXIT STAIR
- EMERGENCY EGRESS PATH
- FIRE EXTINGUISHER
- A — ALARM PULL STATION
- EAA — EMERGENCY ASSEMBLY AREA
- ELEVATOR
- YOU ARE HERE
- AREA OF REFUGE



CALL 911 FIRE/POLICE/MEDICAL

IN CASE OF FIRE, PULL FIRE ALARM, USE EXIT STAIRS, CLOSE ALL WINDOWS AND DOORS, DO NOT USE ELEVATOR

ALARM WILL SOUND AS WHOOPING ELECTRICAL HORN, STROBE LIGHT WILL FLASH, PUBLIC ADDRESS SYSTEM WILL BE USED FOR ANNOUNCEMENTS. LISTEN FOR INSTRUCTIONS.

PERSONS WITH DISABILITIES

SHALL CALL 911, REPORT THEIR LOCATION, PROCEED TO THE NEAREST EXIT STAIRWELL AND AWAIT ASSISTANCE.

FOR REVISIONS AND COPIES CONTACT DDC DRAFTING AT UAF-DDC-CADD@ALASKA.EDU

LAST REVISION: 28 OCT 2014

WEST RIDGE RESEARCH BUILDING

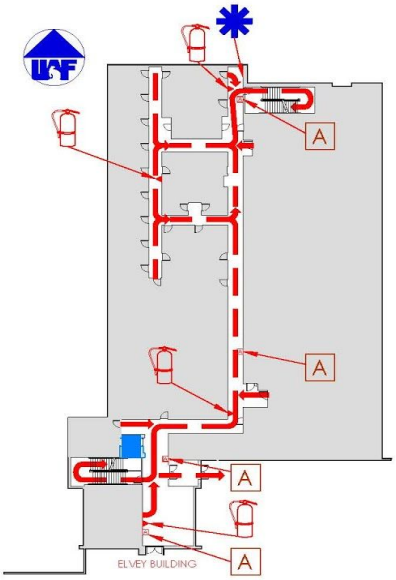
EVACUATION PLAN

FS909

FLOOR 2

SYMBOL LEGEND

- EXIT STAIR
- EMERGENCY EGRESS PATH
- FIRE EXTINGUISHER
- A — ALARM PULL STATION
- EAA — EMERGENCY ASSEMBLY AREA
- ELEVATOR
- YOU ARE HERE
- AREA OF REFUGE



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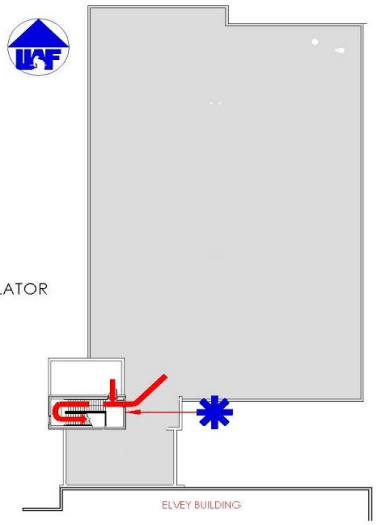
WEST RIDGE RESEARCH BUILDING
EVACUATION PLAN

FS909
FLOOR 3

SYMBOL LEGEND

- EXIT STAIR
- EMERGENCY EGRESS PATH
- FIRE EXTINGUISHER
- ALARM PULL STATION
- AED — AUTOMATED ELECTRONIC DEFIBRILLATOR
- ELEVATOR
- AREA OF REFUGE
- YOU ARE HERE



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