## **University of Alaska Fairbanks**

## DEPARTMENT EMERGENCY ACTION PLAN

For

## ARCTIC HEALTH RESEARCH BUILDING

Department Name: Department of Veterinary Medicine

Date DEAP Adopted: 7/1/14

Date DEAP Revised: 2/20/19; 2/10/20

DEAP Prepared by: M. Hoffman (modified from IAB DEAP by J. Warrick)

DEAP Revised by: M. Castellini

#### 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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## I. DEPARTMENT AND BUILDING INFORMATION

#### **BUILDING**

**Building Name:** Arctic Health Research Building (AHRB)

Building Address: 2141 Koyukuk Dr.

Building Coordinator: Dan Uliassi 907-474-5455

#### **Description of Building:**

Two floors plus a basement; Veterinary Medicine offices occupies the first and second floors; there are labs on the first and second floors.

#### **DEPARTMENT**

#### **Department Coordinator:** Jacy Pietsch

Department Coordinator Campus Address: 2141 Koyukuk Dr, AHRB room 182 Department Coordinator Telephone No.: 907-474-1928; 907-987-9268 Department Coordinator Email Address: jpietsch@alaska.edu

#### Alternate Department Coordinator: Maggie Castellini

Alt Dept Coordinator Campus Address: 2141 Koyukuk Dr, AHRB room 178 Alternate Department Coordinator Telephone No.: 907-474-7732 Alternate Department Coordinator Email Address: maggie.c@alaska.edu

Room <u>numbers occupied by the department:</u> The Veterinary Medicine administrative and some faculty offices are in AHRB 182; other offices are 2W02, 144, 158C, 176, 178, 180. Research labs are 155, 157, 251, 253, 284(temporary), 286, 288, 2W10, 2W15.

#### **Location:**

All Veterinary Medicine laboratories/offices/classes are located on West Ridge of the UAF campus in **Irving I**, **Arctic Health Research Building**, and **Murie**.

#### **Emergency Assembly Area (EAA):**

**Inside assembly location:** Murie Lobby

Outside assembly location: east AHRB/Murie lawn (across Koyukuk Drive from the Murie Building just east of AHRB), weather permitting.

#### **Department Emergency Staff:**

Roll taker(s) (required) and floor monitors (optional). Depending on the size of the department, there may be more than one roll taker and floor monitor.

#### **Employee Accountability Procedures After Evacuation:**

In the event of a fire emergency signed 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 point and immediately report to their supervisor or roll taker. After evacuation, each supervisor (or designee) is responsible for accounting for each employee assigned to that designated emergency assembly area 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) for an accurate head count.

Reporting to either roll taker may be done via text (see phone #s above): If you are unable to meet at the designated area but are safely out of the evacuated building, you may text either roll taker (above) as a means of checking in. If you are unable to text, you must report in person to the designated area.

Roll Taker: Jacy Pietsch
Maggie Castellini

182 Arctic Health; 907-987-9268

178 Arctic Health; 907-347-6818

#### **Critical Operations Duties for Employees:**

No Veterinary Medicine employees have been assigned critical operations duties specific to emergency situations at Murie, Irving I or Arctic Health Research Buildings.

#### **Medical and Rescue Duties for Employees:**

No Veterinary Medicine employees have been assigned medical or rescue duties specific to emergency situations at Arctic Health Research Building, Irving I or II, Murie, or the West Ridge Research Building.

## II. 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 telephone.

## **Immediate Emergency Notification:**

911 from public or campus telephone

#### **Life-Threatening Emergency Number:**

911 from public or campus telephone

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

University Police	474-7721
UAF Environmental Health, Safety and Risk	474-5413
<b>UAF Facilities Services</b>	474-7000
Fairbanks City Police	450-6500
Fairbanks Fire/Ambulance	450-6500
Detox Van	456-1053 x2
Fairbanks Memorial Hospital	452-8181
Fairbanks Regional Public Health Center	452-1776
Tanana Valley Clinic	459-3500
Poison Control Center	1-800-222-1222

## **UAF Emergency Information:**

UAF Recorded Hotline 474-7823

### **Emergency Notification Procedures**

Types of emergencies to be reported by site personnel are:

- MEDICAL
- FIRE
- SEVERE WEATHER
- BOMB THREAT
- CHEMICAL SPILL
- STRUCTURE CLIMBING ACCIDENTS
- EXTENDED POWER LOSS
- WORKPLACE VIOLENCE

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:
  - o Where is the emergency located?
  - o What is the emergency? (Fire, medical, hazardous materials, etc.)
  - o How did it happen?
  - O When did it happen?
  - O Who are you? (your name)
- Gather any information that may be useful for the emergency responders (e.g. are there any injuries involved? Are there any people possibly trapped in the building? Are there any known hazards, such as chemicals or gases, present?)
- Do not hang up until instructed to do so by the dispatcher.

#### **Medical Emergencies:**

Call medical emergency phone number – 911

Provide the following information:

- Nature of medical emergency
- Location of the emergency (address, building, room number)
- Your name and phone number from which you are calling
- DO NOT move victim unless absolutely necessary (imminent danger to life)
- Call on individuals trained in CPR and First Aid to provide required assistance prior to the arrival of the professional medical help:

#### **Building Alarm(s)**

This building (Arctic Health Research Building) contains horn/strobe assembly alarms. The strobe lights attached to the alarm flash, and the alarm sounds like a very loud horn.

- The evacuation alarm is a horn/strobe alarm.
  - O When you hear the evacuation alarm, leave the building. Follow evacuation procedures (see section below).
- The elevator alarm is a bell alarm, and is not as loud.
  - o When you hear the elevator alarm, call University Dispatch at 474-7721.
- Fume hood and/or Biosafety Cabinet (BSC) alarms are generally loud and often occur when the sash is open past its limit. If closing the sash does not turn off the alarm, and if there is any other indication that the hood or BSC is compromised or otherwise not functioning properly, please call Facilities Services for assistance at x7000.

#### **Veterinary Medicine Floor Plans—Emergency Equipment**

There is one (1) Automated External Defibrillator located on the third floor of Irving I, outside room 311 provided by IAB.

## Arctic Health Research Building, 1st Floor

#### Seven (7) Emergency Pull Stations

Exit door, west end of building

Outside of Room 147

Outside of 100V2

Outside of 154 AHRB

Outside of Room 158

First floor stairwell by exit

door Outside of Room 170

#### Two (2) Emergency Signs

West end stairwell

Outside of Room 156

#### Three (3) Fire Extinguishers

Outside Room 184

Outside Room 120

Outside Room 137

#### One (1) Emergency Shower

Outside Room 163

## Arctic Health Research Building, 2nd Floor

#### Seven (7) Emergency Pull Stations

Second floor west stairwell

Outside Room 292

Outside Room 288

Outside Room 243

Second floor central stairwell

Second floor east stairwell

Outside of 200S5

#### Two (2) Emergency Signs

Second floor west stairwell

Second floor central stairwell

#### One (1) Fire Extinguisher

Outside Room 266

#### Four (4) Fire Blankets

Outside Room 272

Outside Room 276

Outside Room 288

Outside Room 290

#### One (1) Emergency Shower

Outside Room 286

## **Evacuation Procedures:**

A building occupant is required to evacuate the building by the nearest exit when the fire alarm sounds. Move quickly to your department'Es designated Emergency Assembly Area.

## **Evacuating the Building:**

- 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 out 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 on this building's emergency evacuation signs.
- <u>Do not</u> leave area/campus until your status is reported to your supervisor, resident advisor, or instructor.
- <u>Do not</u> re-enter the building or work area until you have been instructed to do so by the emergency responders.

#### **Emergency Evacuation 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)
  - o Please see attached.

#### 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 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:

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.

- 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 "Evacuating the Building" 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 "Evacuating the Building" in Section II.)

## Safe Refuge During An Emergency 12.03.03 (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.

## III Hazard Specific Areas of Safe Refuge and Evacuation Information

Hazard	Safe Refuge Area	Evacuation
Fire	Sprinklered room/area near exit. Stairwell landing	Use nearest smoke free area with doors, a phone and an exit. Do not use elevator.
Earthquake	Keep away from windows & wall hazards. Under desk or table if possible	Use nearest exit.  Do not use elevator.
Power failure	Area with windows and/or emergency lighting (most exit hallways)	Use nearest lighted exit.  Do not use elevator.
Chemical spill	Separate room from spill area with ventilation (Lab Accident)	Use nearest exit.
Bomb threat	As directed by Security/Police	Use nearest exit.
Severe weather	Keep away from windows; center of the building (wind storm)	Use nearest exit.  Do not use elevator.

## IV 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

# **Emergency Response Guidelines and Procedures by Incident, other than Fire:**

## **Hazardous Materials/Chemical Spill:**

- In an emergency or if anyone is in danger, call 911.
  - Provide name, material, and quantity, time of spill, location and possible exposure.
  - Follow the instructions of emergency personnel.
- Tell others to stay clear of the area.
- If you have not been trained and/or do not have the appropriate personal protective equipment, evacuate the area and call for assistance
- Never put yourself or others at risk to clean up a spill.
- Avoid breathing vapors of the spilled material. Ensure that the fume hood(s) is on. Open windows when appropriate for ventilation.
- If the chemical nature of the spill is unknown, treat the spill as you would a highly toxic hazardous material; take all safety precautions and evacuate the area. If the spilled material is flammable, turn off all ignition and heat sources.
- Consult reference materials, including, but not limited to, the MSDS (material safety data sheet) for information regarding the spilled material.

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- Confine or contain the spill to the smallest area possible.
- Utilize methods and procedure as describe in the reference material to clean up the spill.

## **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 to protect against damage to electronics caused by potential surge during power restoration.
- Call 474-7823 for campus hotline updates.

#### Upon Restoration of heat and power:

• Electronic equipment should be brought up to ambient temperatures before energizing to prevent condensation from forming on circuitry.

#### **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 911 and 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.

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- 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 comer of the building.
- 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 tum 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 <a href="www.uaf.edu">www.uaf.edu</a> or call UAF Hotline 474-7823 for updates.

## III. EMERGENCYPREPAREDNESS & DUTIES

#### **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 <a href="https://www.uaf.edu/safety/safetyprepardness.htm">www.uaf.edu/safety/safetyprepardness.htm</a>

#### **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.

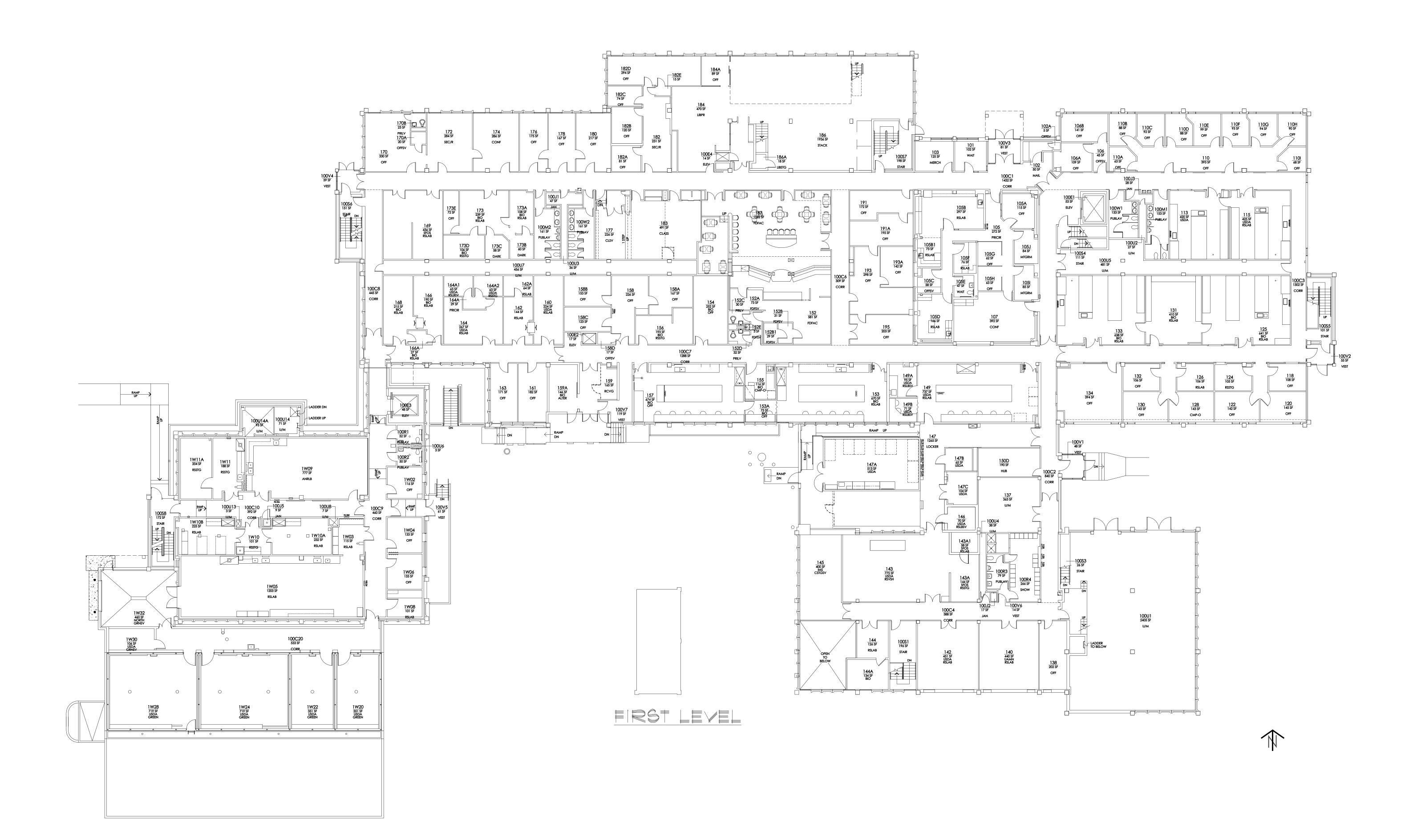
#### **Drills:**

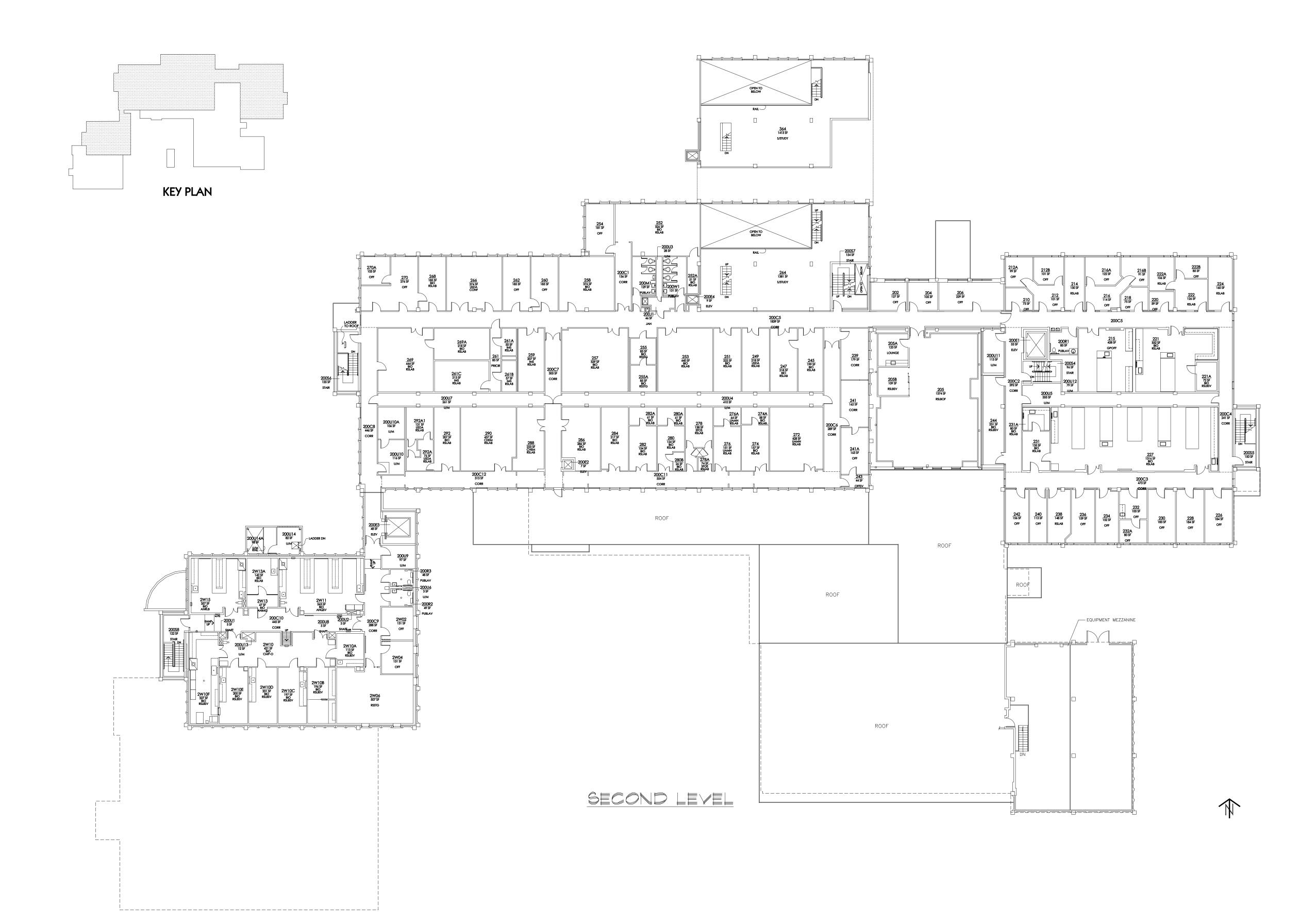
Building evacuation drills are optional (with the exception of the residence halls.) If your department wishes to have a drill, contact the UAF Fire Department, at 474-7721, for coordination.

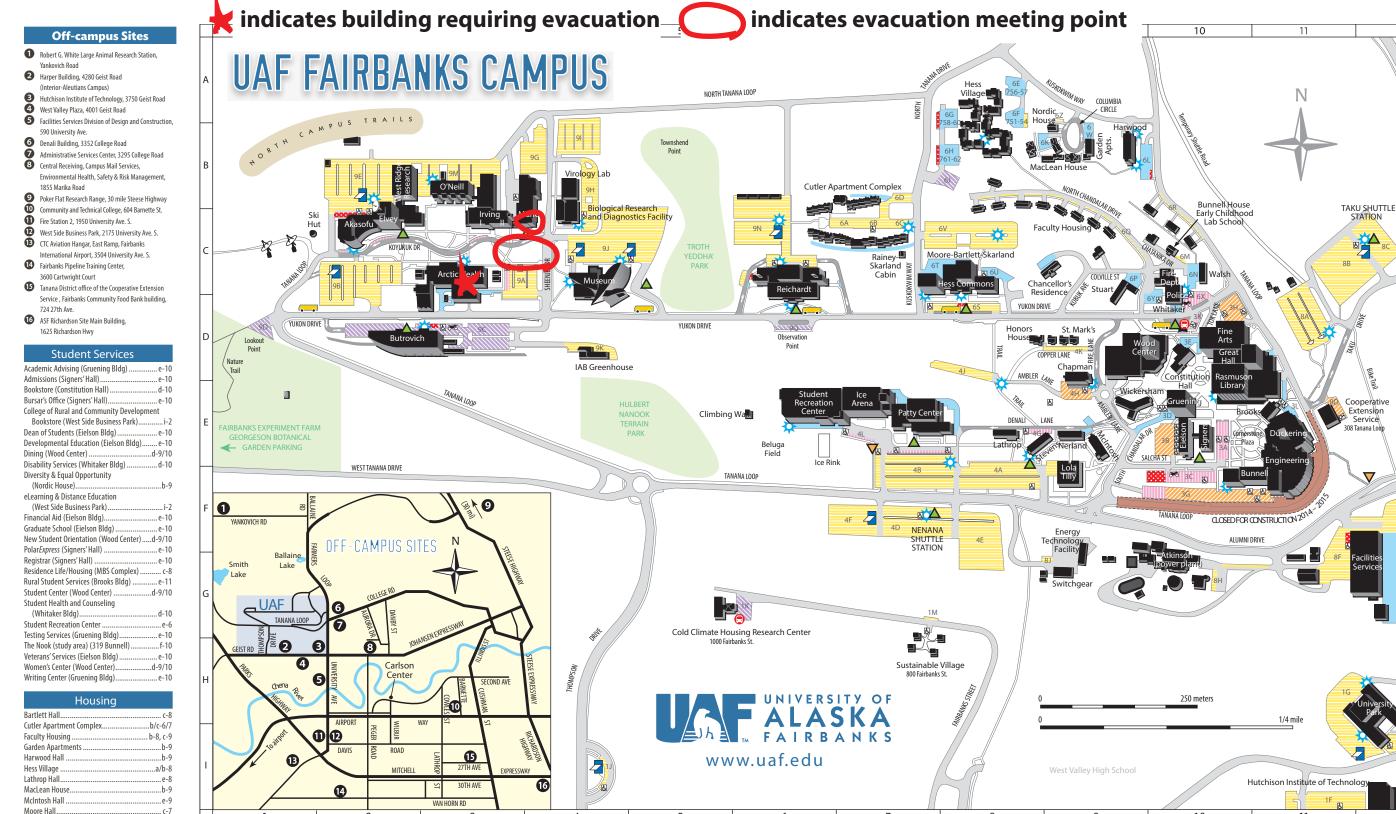
#### **Injury Prevention:**

Departmental employees are encouraged to use UAF's Unsafe Condition Reporting Program at:

http://www.uaf.edu/safety/occupational-safety/accident-reporting/ to report unsafe conditions they see on campus.







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Bunnell Blda.

Butrovich Blda

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Schaible Auditorium (Bunnell Bldg)..

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University Park Bldgh-12	Administrat
Virology Lab, State of Alaskab-4	Administrat
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	Arctic Healtl
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Emergency services	

1/2015

Key

One-way street

▲ Shuttle stops

▼ On-call

Off-campus

(call 474-RIDF)

Borough bus stop

Parking

Visitors only, metered

(8 a.m. - 5 p.m., M - F)

Visitors and UAF-

Gold decal only (7 a.m. – 5 p.m., M – F)

UAF decal or purchased

Restricted parking/

No parking unless

Parking permit kiosk

Handicap parking

Handicap parking permits are

available through the Alaska

For temporary campus handicap

permits contact UAF Parking

Services and present medical

www.uaf.edu/parking/

For up-to-date parking

information visit

or call 474-7275.

documentation

Division of Motor Vehicles.

Visitors and UAF decal

affiliated, metered

(8 a.m. - 5 p.m., M - F)

(MACS)

Emergency phones

Efficigency services
e Station 1c- e Station 2
licec/d-

