DEPARTMENT EMERGENCY ACTION PLAN

FOR

Department Name: Fisheries Division Lena Point
Date DEAP Adopted: May 14, 2010
Date DEAP Revised: June 10, 2012
DEAP Prepared By: Lawrence Powers
As a building occupant, it is recommended that you be familiar with the Department Emergency Action Plan (DEAP). You should read it carefully. If you have any questions, please consult your supervisor.

Keep the following in mind as you read through 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, first aid kits, and flashlights.

• Proper procedures for notifying emergency responders about an emergency in the building or work area.

• Potential fire hazards.

• Potential hazardous materials exposures or processes in and around the work area, as well as how to protect yourself in the event of an exposure to hazardous materials emergency.

• A department contact list for all employees.

• Additional responsibilities, such as being a Campus-Community Emergency Response Team member or floor roll taker.
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BUILDING

Building Name: Lena Point - School of Fisheries and Ocean Sciences

Building address: 17101 Point Lena Loop Road, Juneau, AK

Building Coordinator: Gabrielle Hazelton

Building Coordinator Telephone #: (907) 796-5443

Description of building: [What is the primary use of the building. How many floors?]

3 Story research and academic building

DEPARTMENT

Department Name: School of Fisheries and Ocean Sciences

Department Coordinator: Gabrielle Hazelton

Campus address: 17101 Point Lena Loop Road, Juneau, AK

Campus telephone #: (907) 796-5443

Campus email: gdhazelton@alaska.edu

Alternate Department Coordinator: Lawrence Powers

Campus address: 17101 Point Lena Loop Road, Juneau, AK

Campus telephone #: (907) 723-1880

Campus email: lpowers4@alaska.edu

Room numbers occupied by each department: Entire Building

Emergency Assembly Locations

Inside assembly location: 17109 Point Lena Loop Road, NOAA Building

Outside assembly location: Main Parking Lot - East Side

List of other buildings where department employees work. (A DEAP needs to be completed for each building department employees work in and the employees need to be trained on the DEAP for the building(s) they work in: N/A
Department Emergency Staff
Roll takers are required and floor monitors are recommended. Depending on the size of the department, there may be more than one roll taker and floor monitor.

Employee Accountability procedures after an Evacuation
In the event of an emergency signaled by the building alarm system, all occupants must exit promptly from 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. Each employee should be accounted for by name.

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

Roll Takers

Roll Taker #1 Name: Louisa Hayes
Roll Taker Room #: 201
Roll Taker Telephone #: (907)796-5441

Roll Taker #2 Name: Gabrielle Hazelton
Roll Taker Room #: 201b
Roll Taker Telephone #: (907)796-5443

Floor Monitors

Floor Monitor #1 Name: Lawrence Powers
Floor Monitor Room #: 112
Floor Monitor Telephone #: (907)723-1880
Department Critical Operations/Essential Functions
Includes information about the critical operations or essential functions that requires employee(s) to remain in the building during an emergency. Please note: the function must be a critical operation and clearly identified between the supervisor and the employee(s).

Does the department have critical operations where an employee will remain in the building during an emergency?

Yes ☐  No ☐

If yes, complete the following information:

Employee Name: N/A
Critical Operation Location: N/A
Telephone number for Location: N/A
Critical operation(s) to be performed: N/A

Medical and Rescue Duties
Are any employees assigned medical or rescue duties during an emergency? (Note: This does not include employees that volunteer)

Yes ☐  No ☐

If yes, complete the following information:

Employee Name: N/A
Employee phone number: N/A
Describe assigned medical or rescue duties: N/A

Employee Name: N/A
Employee phone number: N/A
Describe assigned medical or rescue duties: N/A
EMERGENCY PROCEDURES
In the event of an emergency, please contact the local Emergency Dispatch Center by dialing 9-911 from any phone. There are phones located at each main exit on the first floor. There is an emergency box with built in phone on the wall facing east behind the HazMat Building. Just push the button and talk into the speaker when the operator answers.

In the event of a fire, activating the nearest fire alarm pull station is an appropriate action and alternative to using the telephone.

**Important Emergency Contact Telephone Numbers for the University of Alaska Fairbanks**

<table>
<thead>
<tr>
<th>Life Threatening Emergency Numbers</th>
<th>9-911</th>
</tr>
</thead>
<tbody>
<tr>
<td>From all building phones</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Non-Life Threatening Emergency Numbers</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Police</td>
<td>(907)586-5322</td>
</tr>
<tr>
<td>Fire</td>
<td>(907)586-0600</td>
</tr>
<tr>
<td>UAF EHS &amp; RM</td>
<td>(907)474-5413</td>
</tr>
<tr>
<td>UAF Facilities Services</td>
<td>(907)474-7000</td>
</tr>
<tr>
<td>Gabrielle Hazelton</td>
<td>(907)796-5443 (790-4826)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>UAF Emergency Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>UAF Recorded Hotline</td>
<td>474-7823</td>
</tr>
<tr>
<td>UAF on Alert</td>
<td><a href="http://www.uaf.edu/alert/">www.uaf.edu/alert/</a></td>
</tr>
</tbody>
</table>

See Gabbi if you would like to be put on Lena Point cell phone text alert system

**Emergency Notification Procedures**
When you call 9-911 from a campus telephone to request emergency assistance, you will be connected to the local jurisdiction's Emergency Dispatch Center. Before calling, get to 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 it may have started?
  - Approximately when did it happen?
• What is your name?
• What is a good call back number?

• Gather any information that may be useful for the emergency responders? (e.g., Is there anyone injured?)

• Do not hang up until instructed to do so by the emergency dispatcher or the scene becomes unsafe and you must evacuate.

Building Alarms
This section identifies the alarms that are located within your building and you should be aware of. There may be several types of alarms located within or around your building; fire alarms, elevator alarms, bio-safety and fume hood alarms, and alert notification beacon alarms. If these or any other alarms are in the building, they should be listed below to identify the differences in sounds and meanings, as well as the appropriate response to each alarm.

Building name: School of Fisheries and Ocean Sciences - Juneau

This building has the following alarms: (check all that apply)

- Fire Alarm
- Elevator Alarm
- Bio-safety Hood Alarm
- Fume Hood Alarm
- Alertus Alert Notification Beacon Alarm
- Other

The fire alarm / evacuation alarm is a: Bell □ Horn ■ Whistle □ or Bull horn □

The elevator alarm is a: Bell ■ Horn □ or a Whistle □

The bio-safety and / or fume hood is Bell □ Horn □ Buzzer □ or Other 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 or panic.
• Gather your personal belongings only if it is safe to do so. (Reminder: take any prescribed medications with you if possible. You may not be able to immediately return to your work areas).
• DO NOT use elevators during an evacuation.
• Evacuate the building using the nearest exit* (or alternative is the nearest exit is blocked).
• Wait for and follow given directions from emergency response personnel.
• Go to the designated emergency assembly location.
• Do not leave the area/campus until your status is reported to your supervisor or designated roll taker.
• Do not reenter the building or work area until you have been directed to do so by emergency response personnel.

*The nearest exit may not be accessible in all evacuations. Your nearest exit may be blocked by the hazard (e.g., Fire, structural damage, or Active Shooter) and you will need to seek an alternative exit.

Emergency Evacuation Information
Inserted at the end of this DEAP should be:

• Floor plan(s) for each floor occupied by the department showing the emergency egress routes and locations of fire alarm pull stations.
Fire Procedures
At the sound of the HORN alarm proceed calmly to an emergency assembly area. There will be a roll taker located at each area. Check in with them, inform them of any occupants that may have been in the building. Once you check in with a roll taker you are free to leave if you have supervisor permission and it is safe to do so. Otherwise stay in an emergency assembly area (in inclement weather proceed to the NOAA area) until you hear an all clear horn or told all is clear by your roll taker, floor monitor, or emergency response personnel. The all clear horn is a hand held air horn and will sound for 3 one second blasts.

The University of Alaska Fairbanks “Campus 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 during an Emergency” (next section). There are also some buildings on campus that, although they appear to be connected to each other, are considered separate
buildings under code (e.g., Moore-Bartlett, Skarland Dormitory Complex, 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.”

Safe Refuge During an Emergency - (Excerpt from Campus Fire Safety Policy 12.03.03)

I. Exits

It is a policy of the University of Alaska Fairbanks that all occupants evacuate any campus building upon activation of the building’s fire alarm system. Failure to do so could jeopardize the safety of the non-evacuating individuals or others who may seek to re-enter the building in search of missing employees. It is also a violation that could result in fines and criminal prosecution.

II. Area of Safe Refuge

There will be cases when outside conditions are extreme (e.g., severe cold temperatures), and/or cases of individuals with limited mobility (elevators will not be available during an emergency), evacuation to and area of safe refuge may be necessary. These areas are central lobbies or fire rated stairwells that are at least on fire barrier from the potential hazard and closest to the nearest exit location. If possible, notify Emergency Dispatcher (9-911) of your location or advise co-worker(s) of your safe refuge location so they can alert the “Roll Taker” or arriving first responders.

In some cases the Fire-Rescue responders will attempt to control the hazard (e.g., attack the fire and remove smoke) before initiating rescue. As secondary responders arrive, they will make contact with the individuals in the areas of safe refuge to assist in egressing the building or provide directions.

<table>
<thead>
<tr>
<th>Hazard</th>
<th>Area of Safe Refuge</th>
<th>Evacuations Means</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire</td>
<td>Sprinklered room/Area nearest exit/ Stairwell landings</td>
<td>Use nearest smoke free area with doors and exit. <strong>DO NOT USE ELEVATOR</strong></td>
</tr>
<tr>
<td>Hazard</td>
<td>Area of Safe Refuge</td>
<td>Evacuations Means</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>-------------------------------------------------------------------------------------</td>
<td>---------------------------------------------</td>
</tr>
<tr>
<td>Earthquake</td>
<td>Keep away from windows and walls. If possible, find secure location under desks or tables.</td>
<td>Use nearest exit. <strong>DO NOT USE ELEVATOR</strong></td>
</tr>
<tr>
<td>Power Failure</td>
<td>Areas with emergency lighting or with windows.</td>
<td>Use nearest lighted exit. <strong>DO NOT USE ELEVATOR</strong></td>
</tr>
<tr>
<td>Chemical Spill</td>
<td>Go to a separate room with ventilation.</td>
<td>Use nearest exit.</td>
</tr>
<tr>
<td>Bomb Threat</td>
<td>As directed by law enforcement.</td>
<td>Use nearest exit.</td>
</tr>
<tr>
<td>Severe Weather</td>
<td>Keep away from windows if it is a “High Winds” event.</td>
<td>Use nearest exit.</td>
</tr>
<tr>
<td>Violent Intruder/Active Shooter</td>
<td>If exiting is not possible, <strong>SHELTER IN PLACE</strong>. If shelter in place is the only option, get to a location where you can lock doors and barricade the entrance. Remain in place until cleared by law enforcement.</td>
<td>Use the safest exit location away from the threat.</td>
</tr>
</tbody>
</table>

III. **Responsibilities**

To ensure emergency evacuation procedures work when needed, the following responsibilities are identified:

**University of Alaska Fairbanks**

1. Provide adequate signaling devices (e.g., fire alarms, strobe lights, alert beacons, etc.).
2. Provide adequate exit signage and lighting.
3. Designate areas of safe of refuge for those who may have difficulty evacuating immediately due to limited mobility.
4. Make available printed procedures of this Department Emergency Action Plan and / or required actions.
Individual Staff & Students
1. Be familiar with UAF’s emergency evacuation procedures.
2. Know your building layout and nearest exit locations.
3. Be familiar with at least two exit pathways.
4. Request assistance when necessary.
5. If located in a safe refuge area and it is possible, call 9-911 to advise them of your location.

Emergency Response Guidelines and Procedures by Incident

Fire
- If building fire alarm is not activated, pull nearest fire alarm pull station to notify the fire department. Exit to a safe area or get to a safe distance away from the hazard before calling 9-911 to provide further details to the Emergency Dispatch Center.
- As soon as fire alarm pull station has been activated, immediately exit the building using the nearest safe exit and proceed to the emergency assembly location.
- Warn others as you egress the building. Do not attempt to go back in building.
- When egressing building, move away from fire and smoke hazards.
- When egressing from closed doors, touch doors with the back side of the hand. If is is hot, DO NOT OPEN. Find another exit location.
- Use stairs to access the exits. DO NOT USE ELEVATORS.
- Once you exit the building, go directly to your emergency assembly location and give your name to the roll taker.
- Do not re-enter the building or work area until you have been instructed to do so by the emergency response personnel.

Hazardous Materials
- In an emergency or if anyone is in danger, call 9-911 immediately.
- Provide name, material, quantity, time of spill, location, and possible exposure.
- Move to a safe downwind location or well ventilated area.
- Follow the instructions of emergency response personnel.
- Warn others to stay clear of the area.

Gas Leaks, Fumes, and Vapors
- Do not activate the fire alarm pull stations.
- Do not touch any light switches or electrical equipment.
• Call 9-911 to report the incident.
• Clear the surrounding area by verbal contact only.
• Move to the nearest exit and evacuate to the emergency assembly location.

Power Outage
• Keep flashlight(s) in your work area. Be sure to do weekly checks to ensure there will be sufficient power supply to get you to the nearest exit location and out of the building.
• Provide assistance to others if necessary.
• Turn off and unplug voltage-sensitive office equipment, computers, or other electronic devices.
• Move cautiously to a lighted area. Lighted signs may indicate exits if the emergency power is operating.
• Call 474-7823 for campus hotline updates.

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

Violence in the Workplace / Active Shooter
• Move quietly to a safe location.
• If possible, call 9-911 (the 911 system may be overwhelmed due to the volume of calls. Preprogram the UAF Police Department Direct Line, 474-7721, into your cell phones) and report the following:

What to Report
• Your specific location - building name and office/room number.
• Number of people at your location.
• If known, injuries or types of injuries.
• If known, information on assailant(s) - location, number of assailants, race, gender, clothing description, physical features, type of weapon (e.g., handgun, rifle, knife), backpack, number of shots fired, etc.

Secure immediate area
• Lock and/or barricade doors
• Turn off lights.
• Close blinds to windows and doors.
• Block windows.
• Turn off radios and dim computers 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 cell phones.
• If injured, place signs in exterior windows.

**Leaving a secured area**
• Consider risks before leaving. If escape is possible, escape in the opposite direction of gunfire.
• 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 further risk of endangering lives.
• When in doubt, shelter-in-place, “Secure immediate area”, and wait for instructions from law enforcement personnel.

**What to expect from Law Enforcement Personnel**
• Law Enforcement will immediately engage the assailant(s).
• When scene is secure, assist Fire & Rescue responders in evacuating the victims.
• Conduct interviews.
• Conduct investigation.

**What to expect from Fire & Rescue Personnel**
• Once assailant(s) have been neutralized and scene is secure, start evacuating victims.
• Facilitate triage and medical care.

**Suspicious Person(s)**
• It’s **OK** to ask if you can help or provide assistance. Do not physically confront or challenge the person.
• Do not let any unknown person(s) into a locked building or office.
• Do not block the person’s access to an exit or attempt to physically restrain them.
• Call 911. Provide as much information as possible. If they have exited the building/office, provide their direction of travel. If they enter a vehicle, try to ascertain the license plate and general vehicle description.

**Suspicious Object/Package**
• DO NOT touch or disturb the object/package.
• 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 when bomb threats are made using the telephone or by email.
• Call 9-911.
• Follow instructions from the emergency dispatch personnel.
• Be prepared to evacuate.

**Medical Emergencies**
• Call 9-911.
• Have someone go to the door and meet the emergency response personnel.
• Provide assistance if you have been trained. *The Department Emergency Action Plan should list any personnel that have been trained in First Aid or CPR.*

**Earthquake**
• DROP to the ground; take COVER by getting under a sturdy table, desk, or other solid object; and HOLD on until the shaking stops. If there isn’t a table or desk nearby, cover your face and head with your arms and crouch in an inside corner of the office or room.
• Stay away from glass fixtures, windows, outside doors and walls, and anything that could fall or topple, such as lighting, shelving, or file cabinets.
• **Dormitories or departments with sleeping quarters:** If you are in bed, stay in bed and protect your face and head with a pillow; unless there is a lighting fixture overhead in which you would seek a safe place.
• Use a doorway for shelter only if it is 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. *You are more likely to get injured by falling building debris while exiting.*
• Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.
• **DO NOT** use elevators.

**Severe Weather Emergencies and Campus Advisories**
• Every effort is made to keep the University open during extreme weather conditions.
• Monitor local television and radio stations for weather conditions.
• Visit the UAF Alert Website at [www.uaf.edu/alert](http://www.uaf.edu/alert) or call the UAF Hotline at 474-7823 for campus updates.

**EMERGENCY PREPAREDNESS & DUTIES**

**Training & 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 and recorded as part of the overall DEAP. Each occupant shall become familiar with the DEAP; knowing and understanding the evacuation routes, emergency 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.

**Training on the DEAP must be done:**
• When the plan is developed and or the employee is new to the building or work area.
• When the employee’s responsibilities under the plan changes.
• When the plan is revised or changed to reflect updated information.
• On an annual basis thereafter.

**Note:** *Any training must be documented with a signature of employee receiving the training, signature of person providing the training, 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 should be conducted at least once every two years. Residence halls/dormitories will conducted annually. If your department/building would like to have a scheduled fire evacuation drill, please call 474-7721 for coordination.

Injury Prevention
Departmental employees are encouraged to use UAF’s Unsafe Condition Reporting Program at www.uaf.edu/safety/unsafe-condition to report any unsafe conditions they see on campus. For potential life threatening hazards or conditions, please contact 474-7721 immediately.
EMERGENCY ACTION PLAN TEST
Lena Point Facility

Please complete this quiz, sign, and turn it into Lawrence Powers. This training is a part of your mandatory employee training requirements.

1. What is the physical address of Lena Point Facility?

2. At what sound do you evacuate the building? Circle correct answer.
   A. Bell  
   B. Horn

   A. 911  
   B. 9-911  
   C. 586-0600

4. List the two Emergency Assembly Areas:
   Outside: __________________________________________
   Inside: __________________________________________

5. How many first floor exits are there at Lena Point Facility?

6. Is it mandatory to leave the building when the evacuation horn is sounded?

7. Who is responsible for providing adequate exit signage and lighting?

8. Where is the outside Emergency Call Box located at Lena Point?

9. What is your responsibility after an evacuation?

10. What is the all clear signal?

Name: __________________________________________ Date: ____________________