University of Alaska Fairbanks

College of Natural Science and Mathematics

Chapman Building
EMERGENCY ACTION PLAN

Last Revised 8-20-15
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Overview: Chapman Building Emergency Action Plan (EAP)

As a building occupant, you need to be familiar with this plan.

Read it carefully.

If you have any questions, consult your department safety office, immediate supervisor, the Chapman Building coordinator (DMS Administrative Assistant), or UAF Environmental Health, Safety and Risk Management Department.

Keep the following in mind as you read through this document:

- Evacuation routes, exit points, and where to assemble 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 fire pull stations, fire extinguishers (in hallways) and first aid kits.
- Your* responsibilities during an emergency.
- Fire hazards.
- Potential exposure to hazardous materials or processes in and around the work area, as well as any means of protecting yourself in the event of an emergency.
- Notify emergency responders about an emergency in the Chapman Building or work area. See page three for phone numbers
- A contact list for employees (defined as faculty and staff only) in your department.

* Anyone at any given time who is responsible for an office, classroom, laboratory or independent project is the person responsible for safe evacuation of that area. If you are supervising a person, a class or a project it is your responsibility to a) apprise subordinates of exit routes and b) get them safely out of the building in the event of an emergency.

Each occupant should become familiar with the EAP, to know evacuation routes and locations of emergency assembly areas and emergency equipment. As a supplement to the training, information is posted in the Chapman Building to ensure all occupants and guests can safely exit during an emergency. It is recommended that individual departments make a hard copy of the CNSM EAP available to their department employees.
Emergency Phone Numbers

Fire, Police, Paramedics and Ambulance: **Responding agency will be the University Police and/or Fire Department**

**Life-Threatening Emergencies:**
From any office or campus public phone: 911

**Chemical Spills:** UAF EHS&RM, 474-5617 or 590-8316. NOTE: on weekends, holidays or after hours contact UAF Emergency Dispatch Center at 474-7721.

**Non-Life-Threatening Emergencies:**
- University Fire and Police Dispatch: 474-7721
- UAF Environmental, Health, Safety and Risk Management: 474-5413
- Facility Services: 474-7000
- Alaska State Troopers - Fairbanks: 451-5100
- Detox Van: 456-1053
- Fairbanks Memorial Hospital: 452-8181
- Poison Control Center: 1-800-222-1222

**UAF Emergency Information:**
- UAF Recorded Hotline: 474-7823
- UAF Online Newsroom: [www.uaf.edu/news/](http://www.uaf.edu/news/)

Be sure to apprise the dean's office if any emergency calls are made: 474-7608
Building and Occupant Information

Description of Building:
The Chapman Building is a multiple use facility with approximately 55 rooms or areas: 31 offices, 5 labs, 2 classrooms, 2 conference rooms, 1 materials storage room, 4 rest rooms, 1 loading dock, 5+ utility rooms.

The occupied portion of the Chapman Building is comprised of three floors (1, 2 and 3) dedicated to office spaces, research laboratories, lab/materials storage, shop and public spaces. An additional floor (floor 4) is not habitable and is used in part for storage. It is not accessible by the public.

Building Occupants:
The Chapman Building houses:

- CNSM Department of Mathematics and Statistics (1st and 3rd Floors)
- CNSM Department of Computer Science (1st and 3rd Floors)
Chapman Building Emergency Personnel Names and Numbers

Building Coordinator (BC)
Name: Kellie Dolan
Campus Address: 513 Ambler Lane, 101 C
Phone Number: 474-6118
Email Address: kmdolan@alaska.edu

Alternate Building Coordinators
Name: Connie Huizenga
Campus Address: 202 Chapman
Phone Number: 474-2777
Email Address: Clhuizenga@alaska.edu

Department Emergency Staff
1st Floor and 3rd Floor Monitor/Alternate
Kellie Dolan
Connie Huizenga

2nd Floor Monitor/Alternate
Connie Huizenga
Kellie Dolan

Monitor/Contact Duties:
- Get out of the building
- Encourage occupants to leave/evacuate as you pass by. Do not spend time convincing others to leave. It is everyone’s responsibility to get out of the building.
- Supervisors, instructors and TAs should take roll upon arrival at emergency assembly area. Keep student roster handy at all times.
- Call 911 to report emergency

Employee Accountability Procedures During/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, employees will go to the designated EAA and immediately report to their supervisor.

Critical Operations Found in Department:
There are no critical operations in the Chapman Building for which an employee is required to remain in the building during an emergency.

Medical and Rescue Duties for Employees:
No employees have been assigned medical or rescue duties specific to emergency situations in the Chapman Building. Employees trained in first aid or emergency rescue may offer their help, however no employee is obligated to perform medical or rescue duties in this building.
Building Alarm Descriptions

Evacuation Alarm:
Loud piercing buzzing sound accompanied by a white flashing strobe.
• When you hear the evacuation alarm, leave the building immediately following the evacuation procedures described in this document.

Fume Hood Alarm:
Moderately loud beeping from front of fume hood.
• Alarm should be investigated by trained laboratory staff or Chapman Building Coordinator.
• You should be prepared to evacuate the area if necessary.
• Call x7000 to report.

Elevator Alarm:
Intermittent moderately loud ringing bell.
• When you hear the elevator alarm, call University Dispatch at 474-7721.

Fire Doors:
Doors open by magnet will automatically close. Close any doors propped open.

Fire Prevention Procedures:
• The building coordinator will work with the Campus Fire Department to ensure that the College of Natural Sciences/Chapman Building complies with all fire code regulations and standards.
• The Chapman Building will be inspected annually by the UAF Fire Department and CNSM staff will make code related corrections as directed by the fire marshal.
• CNSM departments will follow strict guidelines regarding the storage of flammable and combustible materials.
• The building coordinator will work with Facilities Services to maintain fire alarm/detection systems, and fire sprinkler systems in the Chapman Building.
• UAF Facilities Services will provide custodial services for the Chapman Building and trash will be removed regularly during the work week.
Emergency Notification Procedures

Types of emergencies to be reported by site personnel are:
- Medical
- Fire
- Severe Weather
- Bomb Threat
- Chemical Spill
- Extended Power Loss
- Workplace Violence
- Suspicious, threatening, or disruptive activity

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 give location you are calling from and answer the following questions:
  - Where is the emergency located?
  - What is the emergency? (fire, medical, hazardous materials, etc.)
  - How did it happen?
  - When did it happen?
  - Who are you? (Your name and call-back number)
- Gather information that may be useful for the emergency responders (e.g. are there any injuries involved? How many injured? What type of injury.)
- Do not hang up until instructed to do so by the dispatcher.

And then, inform Dean’s Office – 474-7608 (CNSM), 474-7730 (CEM)

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 the Dean’s Office and apprise them of situation – 474-7608 (CNSM), 474-7730 (CEM)
Fire Emergency Procedures

If there is a Fire in the Chapman Building or Your Work Area:

- Activate the nearest fire alarm
- Notify the Fire Department by calling 911
- DO NOT FIGHT THE FIRE – EXIT BUILDING IMMEDIATELY
- Evacuate the building as soon as the alarm sounds and proceed to the designated EAA (see “Evacuation Procedures” above).
- On your way out, warn others nearby.
- Feel closed doors with the back of your hand. Do not open them if they are hot. Open slowly and look for flames/smoke. Close door immediately and do not enter if you notice flames or heavy smoke.
- Use stairs only; do not use elevators.
- Move well away from the building and go to your designated EAA.
- If you are unable to exit due to heat and smoke, look for alternate route or stay put.
- Advise emergency personnel of anyone still in the building.
- Do not re-enter the building or work area until you have been instructed to do so by the emergency responders. The all clear signal is a verbal O.K. provided to the group at the EAA. Only then is it clear to reenter the building.

Area/Floor Contacts must:

- Report any problems to the building coordinator(s) or emergency personnel at the assembly area.
Building Evacuation Procedures

When Evacuating the Chapman Building

- Stay calm; do not rush and do not panic.
- 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.)
- Secure hazardous materials or equipment before leaving.
- Evacuate the building using the nearest exit (or alternate exit if nearest exit is blocked); assist others as necessary but do not force or manhandle people into leaving against their will – leave them be and get yourself out.
- Do not use elevators.
- Report to designated EAA.
- Wait for and follow directions given by emergency responders.
- Do not re-enter the building or work area until you have been instructed to do so by the emergency responders. The all clear signal is a verbal O.K. provided to the group at the EAA. Only then is it clear to reenter the building.

Any individual needing assistance due to a physical or mental difficulty should identify themselves to authorities so that their location can be reported to emergency responders who will then provide the necessary assistance. UAF students working with the Disability Services office are encouraged to review information regarding evacuation procedures with the Director of Disability Services and request to have the need noted in their letter of accommodation from the Disability Services office.

Note: A building occupant is required by law to evacuate the building when the fire alarm sounds. There may be instances where the building would be evacuated without a fire alarm sounding.

Location of Emergency Assembly Area (EAA):
There is one Emergency Assembly Area for the Chapman Building: gather on the south side of Wood Center (Gruening Building side of Wood Center).

Building occupants are to exit the Chapman Building in the event of an emergency by the nearest exit and then meet at the EAA. Do not use the elevators.

Occupants are asked to check in with their supervisor or group and wait until the all clear signal is given. Instructors and presenters should be prepared to take roll. If the delay is long the group will move to another location as decided upon at that time. The all clear signal is when the emergency responders give a verbal signal to reenter the building. The all clear signal is NOT when the alarms are turned off; it is when an emergency responder gives verbal permission to reenter the building.
Building System Failures

Extended Power Loss – In the event of extended power loss to the facility these precautionary measures should be taken:
• Do not panic.
• Turn off or unplug unnecessary electrical equipment and appliances in the event the power restoration would surge causing damage to electronics and sensitive equipment.
• Notify Facilities Services at 474-7000.
• Find an emergency flashlight.
• Evacuate the building if the fire alarm sounds or upon notification by Police (see “Evacuation Procedures” above).
• Proceed to the EAA and wait for further instructions.
• UAF Facilities Services, during freezing temperatures will monitor, turn off and drain, as necessary the following: fire sprinkler system, standpipes, potable water lines and toilets.

Elevator Failure – if you are trapped in an elevator, use the emergency call button inside the elevator to call for assistance or press the elevator alarm inside the elevator to signal for help.

Flooding, Plumbing or Steam Line Failure – if the Chapman Building has a Major Plumbing Failure, Flood, or Steam Line Failure:
• Unplug electrical equipment.
• Move to a safe location.
• Notify Facilities Services at 474-7000, and/or 911 depending on severity.
• Evacuate the building if instructed to do so by emergency responders and proceed to the EAA.

Hazardous Materials Release

The Chapman Building contains no hazardous materials. If there is a hazardous material spill at another building near the Chapman Building, you may be required to follow instructions provided by the emergency responders.

And then, inform Dean’s Office – 474-7608 (CNSM), 474-7730 (CEM)

Anthrax: The diagnosis of anthrax disease, illnesses and deaths, and the finding of anthrax contamination in federal, state and other facilities, including U.S. Postal Service, raised concerns about suspicious letters, packages and other substances. Federal, state and local agencies, including Centers for Disease Control (CDC), and the U.S. Postal Service issued guidelines for mail handling and response to anthrax incidents.

EHS&RM issued guidelines for handling mail at UAF.
Severe Weather and Natural Disasters

Earthquake: In the event of an earthquake, proceed to nearest EAA if possible. Inside the Chapman Building:

- Duck under the nearest sturdy object and hold onto it until the shaking stops. If you are not near a sturdy object, make yourself as small as possible and cover your head and neck.
- If you stand in a doorway, brace yourself against the frame and watch out for a swinging door or other moving objects.
- Avoid windows, filing cabinets, bookcases, and other heavy objects that might fall or shatter.
- Stay under cover until the shaking stops, then leave the building and go to the EAA.

Outside the Chapman Building:

- Move away from trees, signs, buildings, electrical poles and wires, fires, and smoke.
- Protect your head with your arms from falling debris.
- Proceed to the EAA.

Extreme Cold or Inclement Weather

- Use common sense and go home if safe to drive.
External Forces

Demonstration or Civil Disturbance Procedures: Most demonstrations are peaceful and if one is conducted near the Chapman Building, carry on business as usual.

- Avoid provoking or obstructing demonstrators.
- Should a disturbance occur, call 911 for assistance.
- If protestors enter the Chapman Building, do not attempt to stop them. Immediately call 911.
- If it becomes necessary to evacuate, follow directions from Police. Proceed to the EAA and wait for additional instructions.

Explosion or Bomb Threat Procedures: A suspicious-looking box, package, object, or container in or near your work area may be a bomb or explosive material. Do not handle or touch the object. Evacuate to a safe area and call the police (911) immediately. Use a telephone in a safe area. Do not operate any power switches, and do not activate the fire alarm.

If There is an Explosion:

- Take cover under sturdy furniture, or leave the building if it is safe or directed to do so by emergency responders.
- Stay away from windows.
- Do not light matches.
- If necessary, move away from any hazards to a safe location.
- If instructed to evacuate, use the stairs only. Do not use elevators.

If You Receive a Bomb Threat:

- Stay calm and keep your voice calm.
- Pay close attention to details. Talk to the caller to obtain as much information as possible.
- Write down the date and time of the call.
- Take notes.
- Pay attention to details.
- Ask as many questions as possible:
  - When will it explode?
  - Where is it right now?
  - What does it look like?
  - What kind of bomb is it?
  - Where did you leave it?
  - Did you place the bomb?
  - Who is the target?
  - Why did you plant it?
  - What is your address?
  - What is your name?
- Listen to the caller’s voice. See if you can identify:
  - Speech patterns (accent, tone).
  - Emotional state (angry, agitated, calm, etc.).
  - Background noise (traffic, people talking and accents, music and type, etc.).
  - Age and gender
• Write down other information:
  o Date and time of call
  o How threat was received (letter, note, telephone)
• Call the Police and relay the information from the bomb threat telephone call or bomb threat letter. Follow the Police’s instructions.
• Check your work area for unfamiliar items. Do not touch suspicious items; report them to the Police.
• Evacuate if instructed to and follow all directions provided by emergency responders (see “Evacuation Procedures” above).

SUSPICIOUS OBJECT:

• Do not touch or disturb the object.
• Notify your supervisor and/or any other administrative personnel.
• Attempt to determine if any associated threat or reason for object being present.
• Call UAF Emergency Dispatch at 474-7721, unless it is an emergency then call 911.
• Clearly describe object and location.
• Be prepared to evacuate if required by police and/or emergency officials.

SUSPICIOUS PERSON:

• It is okay to inquire if you can provide assistance (if appropriate.) 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/her.
• Call 911 and provide as much information as possible about the person and their direction of travel.

VIOLENC IN THE WORKPLACE:

• Do not confront the individual.
• Call 911 if it is safe to do so.
• If possible, move to a safe location.
• Provide responding police with as much information as possible.

Emergency Supplies:
Be prepared for emergencies. This section removed on purpose. Go home.
Training Requirements

Training is an integral part of safety awareness. General safety training is required upon hire and the core safety training must be completed within 10 days of hire.

**Core Training for ALL Employees**

<table>
<thead>
<tr>
<th>Training</th>
<th>Available at:</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Employee Orientation¹</td>
<td><a href="http://www.uaf.edu/uafhr/onboarding/">http://www.uaf.edu/uafhr/onboarding/</a></td>
</tr>
<tr>
<td>Employee Safety Orientation</td>
<td><a href="http://www.uaf.edu/safety/training/">http://www.uaf.edu/safety/training/</a></td>
</tr>
<tr>
<td>Hazard Communication GHS</td>
<td><a href="http://www.uaf.edu/safety/training/">http://www.uaf.edu/safety/training/</a></td>
</tr>
<tr>
<td>Office Safety (general)</td>
<td><a href="http://www.uaf.edu/safety/training/">http://www.uaf.edu/safety/training/</a></td>
</tr>
<tr>
<td>Slips, Trips and Falls</td>
<td><a href="http://www.uaf.edu/safety/training/">http://www.uaf.edu/safety/training/</a></td>
</tr>
<tr>
<td>Title IX Training</td>
<td><a href="http://www.uaf.edu/safety/training/">http://www.uaf.edu/safety/training/</a></td>
</tr>
<tr>
<td>Training A: Protection of Minors</td>
<td><a href="http://www.uaf.edu/safety/training/">http://www.uaf.edu/safety/training/</a></td>
</tr>
<tr>
<td>Training B: Protection of Minors</td>
<td><a href="http://www.uaf.edu/safety/training/">http://www.uaf.edu/safety/training/</a></td>
</tr>
<tr>
<td>Bullying Awareness Training²</td>
<td><a href="http://www.uaf.edu/safety/training/basic-training/">http://www.uaf.edu/safety/training/basic-training/</a></td>
</tr>
<tr>
<td>FERPA Training⁴</td>
<td><a href="https://ferpa.community.uaf.edu/">https://ferpa.community.uaf.edu/</a></td>
</tr>
</tbody>
</table>

**Lab Core Training:** All lab workers must complete Lab Safety, Chemical Hygiene, and Hazardous Waste courses found at [http://www.uaf.edu/safety/training/required-lab-worker-train/](http://www.uaf.edu/safety/training/required-lab-worker-train/). Other lab training options are found at [http://www.uaf.edu/safety/training/basic-training/](http://www.uaf.edu/safety/training/basic-training/).

**To Check Your Training Record:** go to [http://www.uaf.edu/safety/training/](http://www.uaf.edu/safety/training/), click on INTELEX which is in yellow letters in the bottom right paragraph. Enter UAF log in information.

**Driver Training:** [http://www.uaf.edu/safety/training/basic-training/](http://www.uaf.edu/safety/training/basic-training/) is required to drive university vehicles.

**Field Trainings:** such as gun safety, aviation safety, etc., may be required for those conducting field research/work. Speak with your lab manager or safety officer for specifics.

**Supervisory Training:** Must be completed within one year of appointment to a supervisory position, [http://www.uaf.edu/uafhr/training/](http://www.uaf.edu/uafhr/training/). HR will occasionally provide a condensed supervisory training for faculty members.

¹ New Employee Orientation will be set up by the Department PPA soon after initial start date.
² The DEAP is Dept/Building Specific and must be completed on an annual basis. For the Reichardt and Building once you’ve read through the DEAP send an email to hmpeters@alaska.edu stating that you you’ve have read the document and state where the emergency access point for the building is. Alternatively, units may discuss the DEAP in a staff meeting or student orientation and send a list of those present for the training to hmpeters@alaska.edu
³ Bullying Awareness Training is required of all CNSM employees who either supervise OR who oversee/advise TAs, undergraduate student employees, grad students or post-docs.
⁴ FERPA is required of ALL employees with educational/instructional responsibilities and must be completed within 30 days of initially assuming instructional duties and annually thereafter. Office staff working with students or student records should also take FERPA training. If you are on a TA contract, you will not receive your tuition waiver until you can prove to the graduate school that you have completed the FERPA training within the last year (365 days). Print off the completion certificate, or the Grad School can look up your training records.