

**DEPARTMENT EMERGENCY ACTION PLAN
(DEAP)**

Department Name:

Date DEAP Adopted:

Date DEAP Revised:

Prepared by:

**Instructions for Completing the University of Alaska Fairbanks
Department Emergency Action Plan (DEAP)**

Welcome to the DEAP template created by Environmental Health, Safety and Risk Management (EHS&RM). This sample DEAP has been prepared to provide assistance in compliance with OSHA standard 1910.38. It should not be used without consideration of the unique conditions and requirements at each UAF department. It may be necessary to modify the sample DEAP for your department's specific needs. It is suggested that your final DEAP be reviewed by a safety officer from EHS&RM.

Steps to completing the DEAP:

1. Director/Dean or Supervisor appoint a department coordinator
2. Complete the DEAP template
3. Send a copy to EHS&RM
4. Put DEAP into action:
 - a) Post copy of DEAP in your department
 - b) Train staff on the DEAP contents
 - c) Ensure all new employees of your department are trained upon hire
 - d) Conduct drills - Contact UAF Fire Department to coordinate drill
5. Review the DEAP at least annually and revise when there are changes

If additional assistance is needed to complete the DEAP template, contact EHS&RM at 474-5413 or via email at fysafety@uaf.edu.

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

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 (roll taker or floor monitor.)
- * 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.
- * A contact list for employees in the department.

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I. DEPARTMENT AND BUILDING INFORMATION

BUILDING

Building name:

Building address:

Building coordinator:

Building coordinator telephone number:

Description of building (number of floors, major uses of the building by department):

DEPARTMENT

Department coordinator:

Department coordinator campus address:

Department coordinator telephone number:

Department coordinator email address:

Alternate Department coordinator:

Alternate Department coordinator campus address:

Alternate Department coordinator telephone number:

Alternate Department coordinator email address:

Room numbers occupied by the department:

Emergency Assembly Locations

Inside assembly location:

Outside assembly location:

List other buildings where employees work:

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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 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.

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

Roll taker name:

Roll taker room number:

Roll taker phone number:

Roll taker name:

Roll taker room number:

Roll taker phone number:

Roll taker name:

Roll taker room number:

Roll taker phone number:

Floor monitor name:

Floor monitor room number:

Floor monitor phone number:

Floor monitor name:

Floor monitor room number:

Floor monitor phone number:

Critical Operations Found in Department

Includes information about critical operations that 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.

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

Yes

No

If no, skip to the next section - Medical and Rescue Duties

If yes, fill out the below information:

Employee name:

Location (room where the employee will be during the emergency):

Critical function to be performed during emergency:

Telephone number (room where employee will be during emergency):

Medical and Rescue Duties

Are employees assigned medical or rescue duties? (note: those who are volunteers are not included in this section)

Yes

No

If no, skip to II. Emergency Procedures

If yes, complete information below:

Employee name:

Employee phone number:

Describe employees' medical or rescue duties:

Employee name:

Employee phone number:

Describe employees' medical or rescue duties:

Employee name:

Employee phone number:

Describe employees' medical or rescue duties:

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 - 474-7721

Police - 474-7721

Facilities Services - 474-7000

EHS&RM - 474-5413

UAF Emergency Information For news and information about emergencies affecting normal UAF operations:

Recorded hotline - 474-7823

Alerts - <http://www.uaf.edu/alert>

Emergency Notification Procedures:

When you call 911 from a campus location to request emergency assistance, you will be connected to the University 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 responders, (e.g. are there any injuries involved?)

* Do not hang up until instructed to do so by the dispatcher.

Add other steps, actions or precautions specific to your department or work area:

Building Alarms:

This section identifies all of the alarms that occupants should be aware of. There may be several alarms near your building, such as elevator alarms, evacuation alarms, and Biosafety hood and fume hood alarms. If these or any other alarms are in the building, this section of the DEAP will describe the different sounds, the significance of each alarm, and the appropriate occupant response to each alarm.

Building name:

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

Horn:

Whistle:

Bell:

Bull horn:

The evacuation alarm is a:

Horn:

The elevator alarm is a:

Horn:

Whistle:

Bell:

Note: The elevator alarm is not as loud as the building alarm. Contact emergency dispatch center at 474-7721 when you hear the elevator alarm.

Evacuation Procedures - A building occupant is 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 and do not panic.

Evacuate the building using the nearest exit (or alternate if the 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 to re-enter the building.)

Wait for and follow directions given by emergency responders.

Go to the emergency assembly location.

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Do not leave area/campus until your status is reported to your supervisor, roll taker or other designee.

DO NOT re-enter the building or work area until you have been instructed to do so by the emergency responders.

Evacuation Procedures:

A building occupant is required to evacuate the building when the fire alarm sounds. Move quickly to the Emergency Assembly Area.

Emergency Information:

- Posted evacuation diagrams, including routs and fire alarm pull stations are located at the base of stairways, elevator landings and inside public doors.
- Map of the department Emergency Assembly Area: INSERT copy HERE.

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 elevator's not working, see the policy on “Safe Refuge”. There are also some buildings on campus that, although they appear to be connected to each other, are considered separate building 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.”

UAF fire safety policy 12.03.03

SAFE REFUGE DURING AN EMERGENCY
(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. Hazards Safe Refuge Area & Evacuation

Fire

Safe Refuge Area:

Sprinklered room/area near exit.
Stairwell landing.

Evacuation:

Use nearest smoke free area with doors and a phone and exit.
Do not use elevator.

Keep away from windows & wall hazards.

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Use nearest exit.

Evacuation:

Do not use elevator.

Power failure

Safe Refuge Area:

Area with windows and/or emergency lighting (most exit hallways).

Evacuation:

Use nearest lighted exit.

Do not use elevator.

Chemical spill

Safe Refuge Area:

Separate room from spill area with Ventilation (Lab Accident).

Evacuation:

Use nearest exit.

Bomb Threat

Safe Refuge Area:

As directed by Security/Police.

Evacuation:

Use nearest exit.

Severe Weather

Safe Refuge Area:

Keep way from windows, or center of building (wind storm).

Evacuation:

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:

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- 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.

III EMERGENCY PREPAREDNESS

TRAINING AND DOCUMENTATION

Training is an integral part of the safety awareness for your department and therefore 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: www.uaf.edu/safety

It is recommended that individual departments make the DEAP available to their department employees. Training is initially required upon work assignment to the department and employees should get annual refresher training to be current and to be informed of any changes in the plan.

DRILLS

FIRE DRILLS

Each 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.

