University of Alaska Fairbanks

Name of Department:
Summer Sessions & Lifelong Learning

DEPARTMENT EMERGENCY ACTION PLAN

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DEPARTMENT EMERGENCY ACTION PLAN (DEAP)

As a building occupant, you need to be familiar with this plan. Read it carefully. If you have any questions, consult your Supervisor or the 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 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 roll taker or floor monitor)
- 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
- A contact list for employees in your department.

I. DEPARTMENT AND BUILDING INFORMATION

Building Name: Eielson
Room Numbers Occupied by the Department: 215, 216

Department Coordinator Campus Address: Felicia Burud, 216 Eielson, PO Box 757540
Department Coordinator Telephone No.: 474-1124
Department Coordinator Email Address: fburud@alaska.edu

Alternate Department Coordinator Campus Address: Florie Wilcoxson, 216 Eielson, PO Box 757540
Alternate Department Coordinator Telephone No.: 474-6451
Alternate Department Coordinator Email Address: fawilcoxson@alaska.edu

Description of Building:
Eielson is an older, concrete, three-story building. It is connected to Signers’ Hall (SiH) by a hallway at each floor level. There are fire doors in each hallway. Windows in Eielson can be opened.

Eielson lacks an elevator. Stairways in Eielson are located at the north end of the building and near the south end. The direct exits to the exterior for Eielson are located at the north and south ends of the building. The secondary exit is through the hallway to Eielson and thence to the stairs at the northeast corner of that building on the second floor. If the evacuation is due to causes other than fire, an elevator is located near the SiH end of the hallway connecting SiH to Eielson.
The Summer Sessions & Lifelong Learning (SSLL) staff carry out a variety of administrative functions related to summer program development including credit and non-credit courses, youth camps and community events. These functions require the use of the normal range of office equipment and carrying out the normal range of office work, such as computer use for word processing, spreadsheets, and databases, internet access, and e-mail; use of telephones, fax machines, copiers, and shredders, and filing.

Location:
The Eielson building is located on Salcha Street, in the southwestern part of the Fairbanks campus.

Location of Department Emergency Assembly Area (EAA):
The emergency assembly area for department personnel evacuating from Eielson and/or Signers’ Hall will be next to the statue of Charles Bunnell, adjacent to the parking lot designated 3A that is in front of Signers’ Hall.
In cold or inclement weather, department personnel evacuating from Eielson and/or Signers’ Hall will initially assemble near the Bunnell statue, but after roll is taken will subsequently move into the 2nd floor hallway of the Bunnell Building, at the east end near Schaible Auditorium.

Department Emergency Staff:

<table>
<thead>
<tr>
<th>Responsibility/Name</th>
<th>Department, Telephone No. &amp; Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roll Taker (Eielson) Laura Bender</td>
<td>Graduate School, 474-7319, 202 Eielson</td>
</tr>
<tr>
<td>Alternate Roll Taker (Eielson) Felicia Burud</td>
<td>Summer Sessions, 474-7021, 216 Eielson</td>
</tr>
</tbody>
</table>

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) so an accurate head count can be made.

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

Medical and Rescue Duties for Employees:
No SSLL employees have been assigned medical or rescue duties specific to emergency situations at Signers’ Hall or Eielson
II. EMERGENCY PROCEDURES

Immediate Emergency Notification
Any employee observing an emergency situation is responsible for reporting the emergency at the appropriate number for a life-threatening or non-life-threatening situation, unless he or she has certain knowledge that the emergency has already been reported. In case of fire, activating the fire alarm is an appropriate report alternative to the telephone.

<table>
<thead>
<tr>
<th>Life-Threatening Emergency Numbers:</th>
<th>911 from public or campus telephone.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Life-Threatening Emergency Numbers:</td>
<td>474-7721</td>
</tr>
<tr>
<td>University Police</td>
<td>474-7721</td>
</tr>
<tr>
<td>Environmental, Health, Safety and Risk Management</td>
<td>474-5413</td>
</tr>
<tr>
<td>Facility Services</td>
<td>474-7000</td>
</tr>
</tbody>
</table>

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

Building Alarm(s)
This building has alarm sounds.
- The evacuation alarm is a loud buzzer.
  - When you hear the evacuation alarm, leave the building. Follow evacuation procedures (see section below).
- The elevator alarm is a bell and is not as loud.
  - When you hear the elevator alarm, call University Dispatch at 474-7721.

Emergency Notification Procedures
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:
  - 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)
- 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.
When evacuating your building or work area:

- 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.
- Do not leave area/campus until your status is reported to your supervisor, resident advisor, or instructor.
- 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 routes and fire alarm pull stations are located at the base of stairways, elevator landings and inside public doors.

- Map of department Emergency Assembly Areas (EAA)

![Map of department Emergency Assembly Areas (EAA)](image)

- Initial Assembly Point (Bunnell, Signers’ Hall, Eielson)

- Reassembly Point for Bad Weather (Eielson and Signers’ Hall Occupants)
Fire Procedures:

UAF Safety Policy and Procedure, Policy #1220. “Policy: 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:

- 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 “General Evacuation Procedures” 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 “General Evacuation Procedures” in Section II.)
III. EMERGENCY PREPAREDNESS

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 www.uaf.edu/safety/safetypreparedness.htm

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:
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 (474-7721) for coordination.