



EMERGENCY ACTION PLAN (EAP)
FOR
Lena Point Facility

Building name: Lena Point Facility

Date EAP Adopted: May 01, 2025

Date EAP Revised: August 2026

EAP Prepared by: Reviewed by Emergency Management Office

As a building occupant, it is essential to be familiar with your building's Emergency Action Plan (EAP). Read it carefully. If you have any questions, consult your supervisor or the Office of Emergency Management (OEM) at 907-474-5284, UAF-OEM@alaska.edu, or visit the website at <https://uaf.edu/oem/>.

Keep the following in mind as you read through the EAP.

- Understand evacuation routes, exit points, and where to report for roll call after evacuating the building.
- Know when and how to evacuate the building.
- Note the locations of emergency supplies and materials (e.g., pull alarms and first aid kits).
- Know the proper procedures for notifying emergency responders about a building or work area emergency.
- Identify key personnel and additional responsibilities (i.e., roll-takers). Understand fire hazards.
- Minimize potential exposure to hazardous materials or processes in and around the work area.
- Understand how to protect yourself in an emergency (i.e., shelter in place and 'run-hide-fight').

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I. Department and Building Information

General Building Information

Building name: Lena Point Facility

Building address: 17101 Point Lena Loop Road, Juneau, AK 99801

Building Coordinator: Mandi Canady

Building coordinator telephone number: 907-796-5443

Description: The Lena Point Fisheries facility is almost 31,000 square feet and has space for 13 faculty, four research assistants, and 34 students enrolled in B.A., B.S., M.S., M.M.S., and Ph.D. programs. Four UAS biology and marine biology faculty hold collaborating appointments in the UAF Department of Fisheries and supervise UAF graduate students based in Juneau, Alaska. Laboratories at the Lena Point Fisheries building feature specialized facilities for the seawater culture of marine animals and plants, quantitative (computer-based) analysis, fisheries stock assessment, geographic information systems, molecular genetics, salmon culture, and marine ecology.

The facility is adjacent to the National Marine Fisheries Service Ted Stevens Marine Research Institute.

Departments in the building: There are laboratories and facilities of other agencies in Southeast Alaska such as NOAA Fisheries' Auke Bay Laboratory and Ted Stevens Marine Research Institute, NOAA's Little Port Walter Field Station, the U.S. Geological Survey's Glacier Bay Field Station, the Douglas Island Pink and Chum, Inc. hatchery and the Alaska Department of Fish and Game's Mark, Tag and Age Lab.

Emergency Assembly Locations:

Indoor assembly location: NOAA lobby, 17109 Lena Point Lp Rd

Outdoor assembly location: main parking lot, east side

Roll-takers, Supervisors, or Floor Managers

Mandi Canady 907-796-5443

Luke Canady -907- 796-5440

Emergency Notification Procedures:

In an emergency, contact the emergency dispatch center by dialing 911 from any university phone. All campus phones and payphones have access to 911. Emergency phones are marked with blue lights and are located around campus.

Non-Emergency Phone Numbers:

UAF OEM: 907-474-5284

Juneau Fire Station: 820 Glacier Ave, Juneau, AK 99801

Phone: 907-586-5322

(UAF Fire: 907-474-7721)

Juneau Police Department: 6255 Alaway Ave, Juneau, AK, 99801

Phone: 907-586-0600

(UAF Police: 907-474-7721)

UAF Facilities Services: 907-474-7000

UAF EHSRM: 907-474-5413

UAF Emergency news and information about events affecting normal UAF operations:

Recorded hotline: 907-474-7823

Alerts: <http://uafalert.alaska.edu>

Emergency Notification Procedures:

When you call 911 from a campus location to request emergency assistance, you will be connected to the 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 and contact number)
- Gather any information that may be useful for the emergency responder. (e.g., are there any injuries involved?)
- Wait to hang up until instructed by the dispatcher to do so.

Evacuation Procedures:

When the fire alarm sounds, all building occupants must evacuate the building immediately. Immediately exit the building from your locations and move quickly to the emergency assembly locations.

Evacuating the Building:

- Stay calm: do not rush or panic.
- Gather personal belongings if it is safe to do so. (Reminder: take prescription medications out with you if possible; it may be hours before you are allowed back in the building).
- Immediately evacuate the building using the nearest exit (or alternate exit if blocked).
- Do NOT use elevators if the building has elevators.
- Wait for and follow directions given by emergency responders.
- Go to the emergency assembly location.
- Wait to leave the assembly area until your status is reported to your supervisor, roll-taker, or other designee.
- Only reenter the building or work area once the emergency responders have instructed you.

Your Emergency Responsibilities

- Stay at your desk
 - You do not need to leave your work area or building in the event of a minor disturbance (such as a medical emergency or power outage).
- Shelter in place
 - A few occasions or events would cause personnel to shelter in place during an emergency. For example, releasing a hazardous chemical may require students, staff, and faculty to remain in place and take measures to protect themselves. All personnel should be aware of the proper precautions and measures to take in the event of such an incident.
 - If you must 'Shelter in Place,' Go inside. Close and lock all doors and windows. Shut off any heating or cooling systems and close fireplace dampers. Gather people and pets in your shelter room and seal windows, doors, and vents. Refer to UAF on Alert (<http://uafalert.alaska.edu/>) for instructions and an "all clear" order.
- Evacuate
 - If the evacuation/fire alarm goes off, you are required by law to leave the

building. Please gather your belongings and proceed to the designated emergency assembly area if it is safe to do so.

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, all occupants will proceed to the designated emergency assembly location and immediately report to the roll-taker, supervisor, floor manager, or other designated personnel. Roll-takers or the identified designees are responsible for accounting for each employee assigned to that designated emergency assembly location and will conduct a headcount. Every building occupant is responsible for reporting to the designated roll-taker or their designee so that an accurate head count can be taken. The roll-taker or designee will report accountability to the on-scene incident commander and/or the UAF incident management team at the Emergency Operations Center.

Critical Operation Found in Building

There are no critical operations at the Lena Point that require an employee to remain during an emergency.

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 the building Emergency Assembly Area:
 - All building maps can be found using this link: ["You are here" maps or additional maps.](#)

Medical and Rescue Duties

The local & UAF EMS/Fire Department have been designated to perform all medical and rescue duties.

No Lena Point employees have been assigned medical or rescue duties specific to emergencies.

Stop the Bleed Kits:

A Stop the Bleed kit is a set of tools and supplies designed to help control severe

bleeding in an emergency. It is intended for use by anyone without advanced medical training to help stabilize a person until professional medical assistance arrives.

Location of the Stop the Bleed Kit: none

Automated External Defibrillator (AED) Information:

An AED is a portable device that checks the heart rhythm and sends an electric shock to the heart in an attempt to restore a normal rhythm.

Location of the AED: 2nd floor foyer, across from 201, next to lab door

Alertus Beacon Information:

Alertus Beacons and computer desktop pop-up notifications flash and sound to capture the attention of building occupants at a distance, displaying a custom message from University Dispatch about the nature of the emergency and the appropriate response.

Location(s) of the Alertus Beacon: None

Building Alarm Information:

All buildings have an alarm system to alert occupants when fire and/or smoke are detected. Some buildings also have unique alarm systems that alert employees and occupants of hazardous situations.

III. Emergency Preparedness

Training:

Training is an integral part of safety awareness. All employees and students should be trained on the Emergency Action Plan (EAP). Each occupant should become familiar with the EAP, know evacuation routes and assembly areas, and attend training(s) given by the building coordinator. As a supplement to the training, information is posted in the buildings to ensure all occupants and guests can safely exit during an emergency.

Drills:

Drills: Each building and department should designate a method for practicing evacuation procedures to ensure that all building occupants are accounted for in the event of an emergency. This should include rehearsing evacuation methods for both inside and outside emergency assembly locations.

Additional information (if any is provided)

None

I have read the EAP and know what to do during a building emergency.

Name: _____

Signature: _____ Date: _____

UAID#: _____