EMERGENCY ACTION PLAN  
(EAP)  
For  

**Facility Name:** University of Alaska Fairbanks  
College of Fisheries and Ocean Sciences  
Seward Marine Center  

**SMC Apartments, UAF Building 104**  

**Facility Addresses:**  

Shipping address: 201 Third Avenue  
Mailing Address: PO Box 730 Seward AK 99664  
Physical Address: 109 Washington Street  

**Facility Phone Number:** 907-224-5261  

**Hours of Operation:** Monday through Friday 8am to 5 pm  
Closed from 12pm-1pm for lunch and all day on weekends and University Holidays  

Date Prepared: November 17, 2008  
Date Revised: 9/17/2018
BUILDING EMERGENCY ACTION PLAN

As a UAF employee or student and/or a building occupant, you must become familiar with this Emergency Action Plan. **Read it carefully.** If you have any questions, consult your supervisor or UAF EHS&RM department.

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

- Learn evacuation routes, exit points, and the location of the Emergency Assembly Area for each type of incident requiring building evacuation.
- Learn when and how to evacuate the building you occupy.
- Learn the locations of emergency supplies and materials that may be needed in an emergency, such as pull alarms and first aid kits.
- Learn proper procedures for notifying emergency responders about an emergency in the building or work area.
- Know duties for any additional responsibilities (such as being a building roll taker) you may have.
- Learn to recognize fire and safety hazards.
- Watch for potential exposure to hazardous materials or processes in and around the work area, and learn means of protecting yourself in the event of an emergency.
- Know where to locate a contact list for employees in your department.
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   Employee accountability and procedures after evacuation
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Building name and address

The Seward Marine Center Apartments, UAF Building 104, is located at 109 Washington Street.
Seward Marine Center Building Coordinator: Jennifer Elhard

Building Coordinator telephone number: 907-224-4301 (office) or 907-362-1432 (cell)

Description of building:
- SMC Apartments, UAF Building 104: Four two-bedroom apartments with bedrooms, living room, dining room, kitchen and bathroom

The City of Seward has a hazard warning system for the local area. The sirens and loudspeaker announcements are intended primarily for coastal tsunami warning, but have the ability to provide warnings for other hazards including floods, windstorms, lost children and volcanic activity. Each siren tone will be followed by a pre-recorded voice message identifying the emergency and advising residents to tune to the local radio station (KIBH 91.7 FM) for further information. This system is tested at approximately 1 pm on the first Wednesday of every month. The siren at the Seward Fire Department is activated daily at noon.
Emergency Assembly Locations in case of fire:
Outside assembly location: Outside of Orca Building, 201 Third Avenue

Inside assembly location: Suite 102 of Orca Building, 201 Third Avenue OR KM Rae Building 125 Third Avenue, depending on where the fire is located.

Employee accountability procedures after fire 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 fire 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.
**Emergency Assembly Location in case of earthquake with a possibility of tsunami:**
Seward Community Health Center; 417 First Avenue.

**Employee accountability procedures after earthquake/tsunami evacuation:**
In the event of an earthquake emergency where there is the potential of a local tsunami all occupants will exit the building promptly after the shaking stops. Once clear of the building, go to the earthquake/tsunami 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.
**Supervisor (or designee-roll taker)**

Roll taker name: Sarah Spanos; phone numbers: 907-224-4302 (office) or 907-491-3143 (cell)
Supervisor/Alternate roll taker name: Jennifer Elhard; phone numbers: 907-224-4301 (office) or 907-362-1432 (cell)

**Critical Operation Found in Building**

There are no critical operations in Seward Marine Center for which an employee is required to remain in the building during an emergency.

**Medical and Rescue Duties:**

No Seward Marine Center employees have been assigned medical or rescue duties specific to emergency situations.
II. Emergency Reporting Procedures

Types of emergencies to be reported by SMC personnel are:

- MEDICAL EMERGENCIES
- FIRE EMERGENCIES
- EXTENDED POWER LOSS
- CHEMICAL SPILL EMERGENCY
- BOMB THREAT
- DANGEROUS INTRUDER
- SEVERE WEATHER/ENVIRONMENTAL EMERGENCIES
  - Tsunami
  - Earthquake
  - Flood
  - Blizzard
  - Volcano

In the event of an emergency contact the emergency dispatch center by dialing 911 from any phone. When calling 911 from Seward the call goes to the Alaska State Trooper dispatcher in Soldotna. **Be sure to identify your location as Seward so the proper responders are notified.**

FACILITY NON-EMERGENCY:

SMC Office: 907-224-5261  
Fire: 907-224-3445  
Police: 907-224-3338  
UAF Facilities Services: 907-474-7000  
UAF EHS&RM: 907-474-5413

**NOTE:** On weekends, holidays or after hours contact Administrative Manager & Facility Coordinator, Jennifer Elhard @ 224-2797 (home) or 907-362-1432 (cell).


UAF Emergency Information for news and information about emergencies affecting normal UAF operations: Recorded hotline: 907-474-7823  
Alerts: [http://www.uaf.edu/alert](http://www.uaf.edu/alert)
Emergency Notification Procedures:
When you call 911 from a Seward Marine Center location and request emergency assistance, you will be connected to the Alaska State Troopers Emergency Dispatch Center in Soldotna. Call from a safe location and remember to:

- Identify your location as Seward
- 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)
  - Also report any actions that may have or are being taken (e.g. attempts to extinguish the fire, whether the area has been evacuated, or whether CPR has been started). This information will help emergency response personnel anticipate actions that may be required upon arrival.
- Gather any information that may be useful for the emergency responder. (i.e. are there any injuries involved?)
- Do NOT hang up until instructed to do so by the dispatcher.

EMERGENCY ACTION

Medical Emergency:
Call medical emergency phone number – 911

Provide the following information:

- Location is Seward
- 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)
Fire Emergency:

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.”

Notes and Precautions

Small fires can be extinguished without evacuation. If the fire is contained in a small vessel, suffocate the fire by covering the vessel. Do not pick up the vessel. Do not cover with dry towels or cloths. Remove nearby flammable materials to avoid spread of fire. However, an immediate readiness to evacuate is essential in the event the fire cannot be quickly and simply controlled. **Only trained personnel should use fire extinguishers.** Never enter a room that is smoke filled. Never enter a room containing a fire without a backup person. Never enter a room if the top half of the door is warm to touch. Report the occurrence of fires to the SMC Emergency Coordinator if the fire causes injury, property damage, or requires the use of a fire extinguisher.

When fire is discovered:

- Activate the nearest fire alarm if there is one. You can use the SMC telephone page system if necessary. Just push the page button.
- Notify the Fire Department by calling 911.
- If you feel comfortable extinguishing the fire follow the procedure in the “Extinguishment” section following.
- Notify the main office personnel about the fire emergency by voice communication.
- If possible gather equipment or materials that are irreplaceable.
- If the fire is burning over an area too large for the fire to be suffocated quickly and simply, immediately evacuate the area.
- Shut doors behind you to confine the fire and smoke.
- Assemble in the designated area
- Do not re-enter the building until directed to do so by emergency response personnel.

Extinguishment

- After other building occupants have been notified to evacuate, you may stay and attempt to extinguish small fires from a position from which you can escape **provided you have been trained in the proper use of fire extinguishers and you are confident that you will be successful.** SMC periodically conducts hands-on fire extinguisher training classes via the Seward Fire Department.
- Do not risk your life to fight a fire! Toxic gases, smoke and oxygen deficiency may be present during a fire.
**Extended Power Loss:**

In the event of extended power loss to the facility certain precautionary measures should be taken:

- Unnecessary electrical equipment and appliances should be turned off or unplugged in the event that power restoration would surge causing damage to electronics and effecting sensitive equipment.
- SMC maintenance personnel, during freezing temperatures will monitor, turn off and drain, as necessary the following:
  - Fire sprinkler system
  - Standpipes
  - Potable water lines
  - Toilets

Upon Restoration of heat and power electronic equipment should be brought up to ambient temperatures before energizing to prevent condensation from forming on circuitry.

**Chemical Spill:**

Spill Containment Equipment is located in the warehouse and in the DW Hood Lab.

When a Chemical Spill has occurred:

- Immediately notify SMC main office at 224-5261, FIRE/POLICE as appropriate; 911, and the Administrative Manager & Facility Coordinator, Jennifer Elhard.
- In order to assist emergency personnel it is helpful to know:
  - The name of the material spilled, including the CAS # and correct spelling, if known
  - Is it a liquid, solid or gas?
  - Has anyone been exposed to the material?
  - Has the flow been stopped?
- Secure the area and alert other site personnel.
- DO NOT attempt to clean the spill unless trained to do so.
- Attend to injured personnel and call the medical emergency number if required – 911.
- Evacuate the building.
Bomb Threat:
Most bomb threats are received by phone. Bomb threats are serious until proven otherwise.
Remain calm and obtain information with the checklist on the following page.
Evacuate the building until police arrive and evaluate the threat.

DO NOT:
• Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
• Activate the fire alarm.
• Touch or move a suspicious package.

Signs of a suspicious package:
• No return address
• Excessive postage
• Stains
• Strange odor
• Strange sounds
• Unexpected

If a bomb threat is received by phone:
• Remain calm. Use checklist on page 14. (You may want to print the checklist and place under your telephone for easy access.)
• If your phone has a display, copy the number and/or letters on the window display.
• The most crucial information you can obtain from the caller is detonation time, location, and appearance of the bomb.
• Don't hang up. Have someone call 911 from another phone. Give the phone number where the bomb threat is received.

If a bomb threat is received by note:
• Call 911 immediately.
• Do not handle the note.
BOMB THREAT CHECKLIST

Exact words of threat:

______________________________________________________________
______________________________________________________________
______________________________________________________________

Time of call: _________________________________________________

Number where phone call was received: ____________________________

Ask in order:

When will it explode? ________________________________________

Where is it located? _________________________________________

What does it look like? ________________________________________

What kind of bomb is it? ______________________________________

What will make it explode? _____________________________________

Did you place the bomb? ______ Why? ____________________________

What is your name? __________________________________________

Where are you? ______________________________________________

Caller's voice:

___ Accent ___ Distinct ___ Normal
___ Angry ___ Excited ___ Ragged
___ Calm ___ Familiar, like: ___ Rapid
___ Clearing throat ___ Female ___ Raspy
___ Cracking voice ___ Laughter ___ Slow
___ Crying ___ Lisp ___ Slurred
___ Deep ___ Loud ___ Soft
___ Deep breathing ___ Male ___ Stutter
___ Disguised ___ Nasal

Background sounds:

___ Animal ___ House ___ Office machinery
___ Booth ___ Kitchen ___ PA system
___ Clear ___ Local ___ Static
___ Factory machinery ___ Long distance ___ Street

Threat language:

___ Incoherent ___ Message read ___ Taped
___ Irrational ___ Profane ___ Well-spoken
Dangerous Intruder:
The UAF Police Department has developed a comprehensive program tailored to each individual department of the UAF Campus. They can provide hands on training to prepare staff, students, and faculty for this occurrence. The goal is to report the intruder as soon as possible and to use survival techniques and responses to limit the damage and loss of life. For more information call (907) 474-7721.

Basic steps to follow:

Secure immediate area:
- Lock and/or barricade doors
- Turn off lights
- Close blinds
- Block windows
- Turn off radios and dim computer 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
- 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 endangering lives. When in doubt, shelter in place and wait for instructions from emergency personnel.

Call for help:
- Call 911
- Use 224-3338 for non-emergency calls to Seward police
- Be aware that the 911 system may be overwhelmed due to the volume of calls. Program non-emergency Seward police department line, 224-3338, into cell phones.

What to report:
- Your specific location - Seward; 201 Railway Avenue; building name and office/room number.
- Number of people at your location
- Injuries - number injured & types of injuries.
- Information on assailant(s) - location, number of suspects, race/gender, clothing description, physical features, type of weapons (rifle, shotgun or handgun), backpack, shooter’s identity, number of shots fired, etc.
Severe Weather and Natural Disasters:

Tsunami:

The tsunami evacuation plan for Seward involves primary and secondary evacuation areas, determined by their elevation above sea level and therefore their susceptibility to tsunami inundation. Primary evacuation applies to all areas below the 50-foot elevation, and would occur whenever a strong local earthquake is felt, and whenever a tsunami warning is issued. Secondary evacuation applies to all areas below the 100-foot elevation, and would occur if the tsunami is anticipated to exceed 50 feet in height, or during a high tide event.

The City of Seward has installed evacuation route signs throughout the community to direct the population to safe areas. In the event of a possible tsunami evacuate to Seward Health Clinic at 417 First Avenue.

What to know about Seward Tsunami warnings:

- **Tsunami Warning**: The highest level of tsunami alert. Warnings are issued by the Tsunami Warning Center (TWC) due to the imminent threat of a tsunami from a large undersea earthquake, or following confirmation that a potentially destructive tsunami is underway. They may initially be based only on seismic information as a means of providing the earliest possible alert. Warnings advise that appropriate actions be taken in response to the tsunami threat. Such actions could include the evacuation of low-lying coastal areas and the movement of boats and ships out of harbors to deep waters. Warnings are updated at least hourly, or as conditions warrant, to continue, expand, restrict, or end the Warning.

- **Tsunami Watch**: The second highest level of tsunami alert. Watches are issued by the TWCs based on seismic information without confirmation that a destructive tsunami is underway. It is issued as a means of providing advance alert to areas that could be impacted by a destructive tsunami. Watches are updated at least hourly to continue them, expand their coverage, upgrade them to a Warning, or end the alert. A watch for a particular area may be included in the text of the message that disseminates a Warning for another area.

- **Tsunami Advisory**: The third highest level of tsunami alert. Advisories are issued by the TWCs to coastal populations within areas not currently in either warning or watch status when a tsunami warning has been issued for another region of the same ocean. An Advisory indicates that an area is either outside the current warning and watch regions, or that the tsunami poses no danger to that area. The Center issuing the Advisory will continue to monitor the event, issuing updates at least hourly. As conditions warrant, the Advisory will either be continued, upgraded to a watch or warning, or ended.
TSUNAMI PUBLIC ADDRESS SIGNALS AND WHAT TO DO
“Seward, this is a warning for an Imminent Tsunami. Move to high ground.”
- Proceed to the SMC Tsunami Evacuation Assembly Area at Seward Health Clinic, 417 First Avenue. Check in with supervisor or role taker.
- Stay tuned to your radio, marine radio, NOAA Weather Radio, or television.
- Keep emergency supplies at the ready.
- Prepare for power failures and water shortages.
- Wait for Emergency Officials’ “ALL CLEAR”.

Earthquake:
*If indoors:*
- Duck or drop down to the floor.
- Take cover under a sturdy desk, table or other furniture.
- Hold on to it and be prepared to move with it.
- Keep away from overhead fixtures, windows, filing cabinets, and electrical power.
- Hold the position until the ground stops shaking and it is safe to move.
- After shaking stops, check yourself and others for injuries and move toward the nearest exit or alternate exit.
- Evacuate to the Emergency Evacuation Area described in this plan.
- Stay calm and await instructions from the Emergency Coordinator or the designated official. The Seward area needs to keep a close watch on the potential of tsunami after an earthquake. The City of Seward has a Tsunami warning system that we will be monitoring and complying with. See Tsunami evacuation routes.

*If outdoors:*
- Get into the open, away from buildings and power lines.

Flood:
*If indoors:*
- Be ready to evacuate as directed by the Emergency Coordinator and/or the designated official. The City of Seward sends out notices on the current status of the flood stage and will provide direction as well.
- Follow the recommended primary evacuation routes – know two ways out of the building.

*If outdoors:*
- Proceed to the Emergency Evacuation Assembly Area and stay there until you receive direction from the Emergency Coordinator.
- Avoid walking or driving through flood water.
- If car stalls, abandon it immediately and climb to higher ground.
Blizzard:

*If indoors*
- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Stay indoors!
- If you must go outdoors, stay away from transportation equipment that is removing snow.

*If there is no heat during a blizzard:*
- Close off unneeded rooms or areas.
- Cover windows at night.
- Eat and drink. Food provides the body with energy and heat. Fluids prevent dehydration.
- Wear layers of loose-fitting, light-weight, warm clothing, if available.
- If the Seward Marine Center emergency generator fails, the Emergency Coordinator will instruct you to go home.

Volcano:

Volcano Alert Levels to be aware of:
- **NORMAL:** Volcano is in typical background, noneruptive state or, after a change from a higher level, volcanic activity has ceased and volcano has returned to noneruptive background state.
- **ADVISORY:** Volcano is exhibiting signs of elevated unrest above known background level or, after a change from a higher level, volcanic activity has decreased significantly but continues to be closely monitored for possible renewed increase.
- **WATCH:** Volcano is exhibiting heightened or escalating unrest with increased potential of eruption, timeframe uncertain, OR eruption is underway but poses limited hazards.
- **WARNING:** Hazardous eruption is imminent, underway, or suspected.

What to do during a volcanic eruption

Be prepared for the hazards that can accompany volcanic eruptions and know how to respond to reduce risk. Seward’s main hazards include earthquakes, ash fall and acid rain. Avoid areas downwind and river valleys downstream of the volcano. Debris and ash will be carried by wind and gravity.

*If caught indoors, stay indoors and:*
- Close all windows, doors, and dampers to keep volcanic ash from entering.
- Put all machinery inside to protect it from volcanic ash. If buildings are not available, cover machinery with large tarps.
- Cover all electronic equipment with garbage bags to prevent damage.

*If trapped outdoors:*
- Seek shelter indoors.
- Wait for instruction from the Emergency Coordinator, City of Seward Emergency Personnel or the siren warning system.
How to protect yourself during ash fall
Volcanic ash is actually fine, glassy fragments and particles that can cause severe injury to breathing passages, eyes, and open wounds, and irritation to skin.

- Wear long-sleeved shirts and long pants.
- Use goggles to protect your eyes.
- Wear eyeglasses instead of contact lenses.
- Use a dust mask or hold a damp cloth over your face to help breathing.
- Keep car or truck engines off.

What to do after a volcanic eruption

- Avoid driving in heavy ash fall. Driving will stir up volcanic ash that can clog engines and stall vehicles. Moving parts can be damaged from abrasion, including bearings, brakes, and transmissions.
- If you have a respiratory ailment, avoid contact with any amount of ash. Stay indoors until local health officials advise it is safe to go outside. Volcanic ash can cause great damage to breathing passages and the respiratory system.
Your Emergency Responsibilities

- In the event of a minor disturbance (medical emergency, power outage, etc.) there is no need to leave your work area or building.

- In the event of a hazardous materials release or other event that requires shielding in place, you will be vocally notified to shelter in place. Go to an interior room in your building, which has no windows that open to the outside of the building. To notify others that the room is full, close the door. After the door is closed, attempt to seal off any vents or open spaces where air from the outside can leak into your room.

- If the evacuation/fire alarm goes off, you are required by law to leave the building. Please grab your personal belongings and go to the emergency assembly area.

Building Alarm Information:

- All buildings are equipped with an alarm system to alert occupants of the detection of fire and/or smoke. There are also unique alarm systems in some buildings that will alert employees and occupants of a hazardous situation.

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.
SMC EMERGENCY PERSONNEL NAMES AND PHONE NUMBERS

EMERGENCY COORDINATOR:
Jennifer Elhard, Administrative Manager & Facility Coordinator,  jaelhard@alaska.edu
Work: ........................224-4301 M-F 8-5
Home: ........................224-2797 Weekends & Holidays
Cell: ..........................362-1432

DEPARTMENT EMERGENCY STAFF

Apartment Building

Floor Monitor: Jennifer Elhard, 907-224-4301 (work) or 907-362-1432 (cell)
Email:  jaelhard@alaska.edu
Alternate & Roll Taker: Sarah Spanos, 907-224-4302 (work) or 907-491-3143 (cell)
Email:  saspanos@alaska.edu

Employee Duties:
• In the event of a fire emergency, all occupants will promptly exit the building by the nearest exit. Once clear of the building, go to the designated Evacuation Assembly Area (EAA) location and immediately report to the roll taker. Each employee is responsible for reporting to the roll taker so an accurate head count can be made.

Main or Alternate Emergency Coordinator Duties:
• Be in contact with local emergency coordinators and evaluate the situation. Also be in contact with UAF Risk Management in case of any emergencies involving employees or facilities.

Floor Monitor/Alternate Duties:
• Encourage occupants to leave/evacuate. Direct everyone to the Evacuation Assembly Area (EAA).

Roll taker Duties:
• After evacuation, roll takers 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.

III. EMERGENCY EVACUATION, EQUIPMENT AND FLOOR PLANS

Evacuation Procedures:
A building occupant is required to evacuate the building when the fire alarm sounds. There are also other circumstances where evacuation may be advised. Move quickly to the emergency assembly location. For circumstances where an employee or occupant may be hearing or visually impaired there shall be someone delegated to alert them of the emergency situation.

**Evacuating the 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 or unsafe).
- Gather your personal belongings only if it is safe to do so. (Reminder: take prescription medications with you if at all possible; it may be hours before you are allowed back in the building.)
- If possible, gather workplace equipment that is irreplaceable.
- Go to the Emergency Evacuation Assembly Area designated for your building which is the SMC Office at the Orca Building, 201 Third Avenue.
- Do not leave area/campus until your status is reported to your supervisor or roll taker.
- 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 Emergency Coordinator or Emergency Responders.

If it is advisable for Seward Marine Center staff to evacuate to high ground, please evacuate to the Seward Community Health Clinic at 417 First Avenue.
109 Washington Street – FLOOR PLANS
Emergency Equipment

**Apartment/Dormitory, UAF Building 104**

**One (1) Emergency Posters**
Inside exit door on first floor

**Seven (7) Fire Extinguishers**
Dry Chemical extinguishers
- Apartment #1, on wall in kitchen
- Apartment #2, on wall in kitchen
- Apartment #3, on wall in kitchen
- Apartment #4, on wall in kitchen
- On north and south wall of the lower floor hallway
- In boiler room on lower floor

**First Aid Kits:**
- In Hallway on first floor

*Diagram of Apartment/Dormitory Floor Plan - next page*
109 Washington Street – FLOOR PLANS
Apartment Building Emergency Equipment

Lower Floor

Apartment #1
Hallway
Fire Extinguisher
Smoke Detector

Apartment #2
Hallway
Fire Extinguisher
Smoke Detector

Upper Floor

Apartment #3
Hallway
Fire Extinguisher
Smoke Detector

Apartment #4
Hallway
Fire Extinguisher
Smoke Detector

Storage Laundry Room

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First Floor (Lower Floor)

- Apartment #1
- Apartment #2
- Hallway
- Storage Laundry Room
- Boiler Room
- First Aid Kit

Evacuation Routes: Up or Down
IV. 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 Emergency Action Plan (EAP). Training must be documented. Each occupant should become familiar with the EAP, to know evacuation routes and assembly areas, and to 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:

Fire Drills: Each building and 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.
EMERGENCY ACTION PLAN (EAP)  
For

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College of Fisheries and Ocean Sciences  
Seward Marine Center

**KM Rae Building, UAF Building 106**

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Mailing Address: PO Box 730 Seward AK 99664

Physical Address: 125 Third Avenue

**Facility Phone Number:** 907-224-5261

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- Learn when and how to evacuate the building you occupy.

- Learn the locations of emergency supplies and materials that may be needed in an emergency, such as pull alarms and first aid kits.

- Learn proper procedures for notifying emergency responders about an emergency in the building or work area.

- Know duties for any additional responsibilities (such as being a building roll taker) you may have.

- Learn to recognize fire and safety hazards.

- Watch for potential exposure to hazardous materials or processes in and around the work area, and learn means of protecting yourself in the event of an emergency.

- Know where to locate a contact list for employees in your department.
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Description of building:
- K.M. Rae Building, UAF Building 105: Staff/student offices, reception area, auditorium, kitchen, library, video conference room

The City of Seward has a hazard warning system for the local area. The sirens and loudspeaker announcements are intended primarily for coastal tsunami warning, but have the ability to provide warnings for other hazards including floods, windstorms, lost children and volcanic activity. Each siren tone will be followed by a pre-recorded voice message identifying the emergency and advising residents to tune to the local radio station (KIBH 91.7 FM) for further information. This system is tested at approximately 1 pm on the first Wednesday of every month. The siren at the Seward Fire Department is activated daily at noon.
**Emergency Assembly Locations in case of fire:**

Outside assembly location: Outside of Orca Building, 201 Third Avenue

Inside assembly location: Suite 102 of Orca Building, 201 Third Avenue  **OR**
KM Rae Building 125 Third Avenue, depending on where the fire is located.

**Employee accountability procedures after fire 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 fire 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.

**Emergency Assembly Location in case of earthquake with a possibility of tsunami:**
Seward Community Health Center; 417 First Avenue.

**Employee accountability procedures after earthquake/tsunami evacuation:**
In the event of an earthquake emergency where there is the potential of a local tsunami all occupants will exit the building promptly after the shaking stops. Once clear of the building, go to the earthquake/tsunami 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.

**Supervisor (or designee-roll taker)**

Roll taker name: Sarah Spanos; phone numbers: 907-224-4302 (office) or 907-491-3143 (cell)
Supervisor/Alternate roll taker name: Jennifer Elhard; phone numbers: 907-224-4301 (office) or 907-362-1432 (cell)

**Critical Operation Found in Building**

There are no critical operations in Seward Marine Center for which an employee is required to remain in the building during an emergency.

**Medical and Rescue Duties:**

No Seward Marine Center employees have been assigned medical or rescue duties specific to emergency situations.
II. Emergency Reporting Procedures

Types of emergencies to be reported by SMC personnel are:

- MEDICAL EMERGENCIES
- FIRE EMERGENCIES
- EXTENDED POWER LOSS
- CHEMICAL SPILL EMERGENCY
- BOMB THREAT
- DANGEROUS INTRUDER
- SEVERE WEATHER/ENVIRONMENTAL EMERGENCIES
  - Tsunami
  - Earthquake
  - Flood
  - Blizzard
  - Volcano

In the event of an emergency contact the emergency dispatch center by dialing 911 from any phone. When calling 911 from Seward the call goes to the Alaska State Trooper dispatcher in Soldotna. **Be sure to identify your location as Seward so the proper responders are notified.**

**FACILITY NON-EMERGENCY:**

SMC Office: 907-224-5261  
Fire: 907-224-3445  
Police: 907-224-3338  
UAF Facilities Services: 907-474-7000  
UAF EHS&RM: 907-474-5413

**NOTE:** On weekends, holidays or after hours contact Administrative Manager & Facility Coordinator, Jennifer Elhard @ 224-2797 (home) or 907-362-1432 (cell).

**CHEMICAL SPILLS:** SMC Administrative Office: 907-224-5261 and/or UAF EHS&RM, 907-474-5413.

UAF Emergency Information for news and information about emergencies affecting normal UAF operations:  
Recorded hotline: 907-474-7823  
Alerts: [http://www.uaf.edu/alert](http://www.uaf.edu/alert)
**Emergency Notification Procedures:**
When you call 911 from a Seward Marine Center location and request emergency assistance, you will be connected to the Alaska State Troopers Emergency Dispatch Center in Soldotna. Call from a safe location and remember to:

- Identify your location as Seward
- 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)
  - Also report any actions that may have or are being taken (e.g. attempts to extinguish the fire, whether the area has been evacuated, or whether CPR has been started). This information will help emergency response personnel anticipate actions that may be required upon arrival.
- Gather any information that may be useful for the emergency responder. (i.e. are there any injuries involved?)
- Do NOT hang up until instructed to do so by the dispatcher.

**EMERGENCY ACTION**

**Medical Emergency:**
Call medical emergency phone number – 911

Provide the following information:

- Location is Seward
- 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)
Fire Emergency:
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.”

Notes and Precautions
Small fires can be extinguished without evacuation. If the fire is contained in a small vessel, suffocate the fire by covering the vessel. Do not pick up the vessel. Do not cover with dry towels or cloths. Remove nearby flammable materials to avoid spread of fire. However, an immediate readiness to evacuate is essential in the event the fire cannot be quickly and simply controlled. Only trained personnel should use fire extinguishers. Never enter a room that is smoke filled. Never enter a room containing a fire without a backup person. Never enter a room if the top half of the door is warm to touch. Report the occurrence of fires to the SMC Emergency Coordinator if the fire causes injury, property damage, or requires the use of a fire extinguisher.

When fire is discovered:
- Activate the nearest fire alarm if there is one. You can use the SMC telephone page system if necessary. Just push the page button.
- Notify the Fire Department by calling 911.
- If you feel comfortable extinguishing the fire follow the procedure in the “Extinguishment” section following.
- Notify the main office personnel about the fire emergency by voice communication.
- If possible gather equipment or materials that are irreplaceable.
- If the fire is burning over an area too large for the fire to be suffocated quickly and simply, immediately evacuate the area.
- Shut doors behind you to confine the fire and smoke.
- Assemble in the designated area
- Do not re-enter the building until directed to do so by emergency response personnel.

Extinguishment
- After other building occupants have been notified to evacuate, you may stay and attempt to extinguish small fires from a position from which you can escape provided you have been trained in the proper use of fire extinguishers and you are confident that you will be successful. SMC periodically conducts hands-on fire extinguisher training classes via the Seward Fire Department.
- Do not risk your life to fight a fire! Toxic gases, smoke and oxygen deficiency may be present during a fire.
**Extended Power Loss:**

In the event of extended power loss to the facility certain precautionary measures should be taken:

- Unnecessary electrical equipment and appliances should be turned off or unplugged in the event that power restoration would surge causing damage to electronics and effecting sensitive equipment
- SMC maintenance personnel, during freezing temperatures will monitor, turn off and drain, as necessary the following:
  - Fire sprinkler system
  - Standpipes
  - Portable water lines
  - Toilets

Upon Restoration of heat and power electronic equipment should be brought up to ambient temperatures before energizing to prevent condensation from forming on circuitry.

**Chemical Spill:**

Spill Containment Equipment is located in the warehouse and in the DW Hood Lab.

When a Chemical Spill has occurred:

- Immediately notify SMC main office at 224-5261, FIRE/POLICE as appropriate; 911, and the Administrative Manager & Facility Coordinator, Jennifer Elhard.
- In order to assist emergency personnel it is helpful to know:
  - The name of the material spilled, including the CAS # and correct spelling, if known
  - Is it a liquid, solid or gas?
  - Has anyone been exposed to the material?
  - Has the flow been stopped?
- Secure the area and alert other site personnel.
- DO NOT attempt to clean the spill unless trained to do so.
- Attend to injured personnel and call the medical emergency number if required – 911.
- Evacuate the building.
**Bomb Threat:**
Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Remain calm and obtain information with the checklist on the following page. Evacuate the building until police arrive and evaluate the threat.

**DO NOT:**
- Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- Activate the fire alarm.
- Touch or move a suspicious package.

**Signs of a suspicious package:**
- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected

**If a bomb threat is received by phone:**
- Remain calm. Use checklist on page 14. (You may want to print the checklist and place under your telephone for easy access.)
- If your phone has a display, copy the number and/or letters on the window display.
- The most crucial information you can obtain from the caller is detonation time, location, and appearance of the bomb.
- Don't hang up. Have someone call 911 from another phone. Give the phone number where the bomb threat is received.

**If a bomb threat is received by note:**
- Call 911 immediately.
- Do not handle the note.
BOMB THREAT CHECKLIST

Exact words of threat:

______________________________________________________________ _______________
______________________________________________________________ _______________
______________________________________________________________ _______________

Time of call: _________________________________________________ __________________

Number where phone call was received: __________________________

Ask in order:

When will it explode? ________________________________________ ___________________

Where is it located? _________________________________________ ____________________

What does it look like? ______________________________________ ____________________

______________________________________________________________ _______________

What kind of bomb is it? _____________________________________ ____________________

What will make it explode? _______________________________________________________

______________________________________________________________ _______________

Did you place the bomb? ______ Why? __________________________ ___________________

______________________________________________________________ _______________

What is your name? _____________________________________________________________

Where are you? _______________________________________________ _________________

Caller's voice:

___Accent  ___Distinct  ___Normal
___Angry  ___Excited  ___Ragged
___Calm  ___Familiar, like:  ___Rapid
___Clearing throat  ___Female  ___Raspy
___Cracking voice  ___Laughter  ___Slow
___Crying  ___Lisp  ___Slurred
___Deep  ___Loud  ___Soft
___Deep breathing  ___Male  ___Stutter
___Disguised  ___Nasal

Background sounds:

___Animal  ___House  ___Office machinery
___Booth  ___Kitchen  ___PA system
___Clear  ___Local  ___Static
___Factory machinery  ___Long distance  ___Street

Threat language:

___Incoherent  ___Message read  ___Taped
___Irrational  ___Profane  ___Well-spoken
**Dangerous Intruder:**

The UAF Police Department has developed a comprehensive program tailored to each individual department of the UAF Campus. They can provide hands on training to prepare staff, students, and faculty for this occurrence. The goal is to report the intruder as soon as possible and to use survival techniques and responses to limit the damage and loss of life. For more information call (907) 474-7721.

Basic steps to follow:

**Secure immediate area:**
- Lock and/or barricade doors
- Turn off lights
- Close blinds
- Block windows
- Turn off radios and dim computer 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
- 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 endangering lives. When in doubt, shelter in place and wait for instructions from emergency personnel.

**Call for help:**
- Call 911
- Use 224-3338 for non-emergency calls to Seward police
- Be aware that the 911 system may be overwhelmed due to the volume of calls. Program non-emergency Seward police department line, 224-3338, into cell phones.

**What to report:**
- Your specific location - Seward; 201 Railway Avenue; building name and office/room number.
- Number of people at your location
- Injuries - number injured & types of injuries.
- Information on assailant(s) - location, number of suspects, race/gender, clothing description, physical features, type of weapons (rifle, shotgun or handgun), backpack, shooter’s identity, number of shots fired, etc.
Severe Weather and Natural Disasters:

Tsunami:

The tsunami evacuation plan for Seward involves primary and secondary evacuation areas, determined by their elevation above sea level and therefore their susceptibility to tsunami inundation. Primary evacuation applies to all areas below the 50-foot elevation, and would occur whenever a strong local earthquake is felt, and whenever a tsunami warning is issued. Secondary evacuation applies to all areas below the 100-foot elevation, and would occur if the tsunami is anticipated to exceed 50 feet in height, or during a high tide event.

The City of Seward has installed evacuation route signs throughout the community to direct the population to safe areas. In the event of a possible tsunami evacuate to Seward Health Clinic at 417 First Avenue.

What to know about Seward Tsunami warnings:

- **Tsunami Warning**: The highest level of tsunami alert. Warnings are issued by the Tsunami Warning Center (TWC) due to the imminent threat of a tsunami from a large undersea earthquake, or following confirmation that a potentially destructive tsunami is underway. They may initially be based only on seismic information as a means of providing the earliest possible alert. Warnings advise that appropriate actions be taken in response to the tsunami threat. Such actions could include the evacuation of low-lying coastal areas and the movement of boats and ships out of harbors to deep waters. Warnings are updated at least hourly, or as conditions warrant, to continue, expand, restrict, or end the Warning.

- **Tsunami Watch**: The second highest level of tsunami alert. Watches are issued by the TWCs based on seismic information without confirmation that a destructive tsunami is underway. It is issued as a means of providing advance alert to areas that could be impacted by a destructive tsunami. Watches are updated at least hourly to continue them, expand their coverage, upgrade them to a Warning, or end the alert. A watch for a particular area may be included in the text of the message that disseminates a Warning for another area.

- **Tsunami Advisory**: The third highest level of tsunami alert. Advisories are issued by the TWCs to coastal populations within areas not currently in either warning or watch status when a tsunami warning has been issued for another region of the same ocean. An Advisory indicates that an area is either outside the current warning and watch regions, or that the tsunami poses no danger to that area. The Center issuing the Advisory will continue to monitor the event, issuing updates at least hourly. As conditions warrant, the Advisory will either be continued, upgraded to a watch or warning, or ended.
TSUNAMI PUBLIC ADDRESS SIGNALS AND WHAT TO DO

“Seward, this is a warning for an Imminent Tsunami. Move to high ground.”

- Proceed to the SMC Tsunami Evacuation Assembly Area at Seward Health Clinic, 417 First Avenue. Check in with supervisor or role taker.
- Stay tuned to your radio, marine radio, NOAA Weather Radio, or television.
- Keep emergency supplies at the ready.
- Prepare for power failures and water shortages.
- Wait for Emergency Officials’ “ALL CLEAR”.

Earthquake:

If indoors:

- Duck or drop down to the floor.
- Take cover under a sturdy desk, table or other furniture.
- Hold on to it and be prepared to move with it.
- Keep away from overhead fixtures, windows, filing cabinets, and electrical power.
- Hold the position until the ground stops shaking and it is safe to move.
- After shaking stops, check yourself and others for injuries and move toward the nearest exit or alternate exit.
- Evacuate to the Emergency Evacuation Area described in this plan.
- Stay calm and await instructions from the Emergency Coordinator or the designated official. The Seward area needs to keep a close watch on the potential of tsunami after an earthquake. The City of Seward has a Tsunami warning system that we will be monitoring and complying with. See Tsunami evacuation routes.

If outdoors:

- Get into the open, away from buildings and power lines.

Flood:

If indoors:

- Be ready to evacuate as directed by the Emergency Coordinator and/or the designated official. The City of Seward sends out notices on the current status of the flood stage and will provide direction as well.
- Follow the recommended primary evacuation routes – know two ways out of the building.

If outdoors:

- Proceed to the Emergency Evacuation Assembly Area and stay there until you receive direction from the Emergency Coordinator.
- Avoid walking or driving through flood water.
- If car stalls, abandon it immediately and climb to higher ground.
Blizzard:

*If indoors*
- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Stay indoors!
- If you must go outdoors, stay away from transportation equipment that is removing snow.

*If there is no heat during a blizzard:*
- Close off unneeded rooms or areas.
- Cover windows at night.
- Eat and drink. Food provides the body with energy and heat. Fluids prevent dehydration.
- Wear layers of loose-fitting, light-weight, warm clothing, if available.
- If the Seward Marine Center emergency generator fails, the Emergency Coordinator will instruct you to go home.

Volcano:

*Volcano Alert Levels to be aware of:*
- **NORMAL:** Volcano is in typical background, noneruptive state or, after a change from a higher level, volcanic activity has ceased and volcano has returned to noneruptive background state.
- **ADVISORY:** Volcano is exhibiting signs of elevated unrest above known background level or, after a change from a higher level, volcanic activity has decreased significantly but continues to be closely monitored for possible renewed increase.
- **WATCH:** Volcano is exhibiting heightened or escalating unrest with increased potential of eruption, timeframe uncertain, OR eruption is underway but poses limited hazards.
- **WARNING:** Hazardous eruption is imminent, underway, or suspected.

*What to do during a volcanic eruption*

Be prepared for the hazards that can accompany volcanic eruptions and know how to respond to reduce risk. Seward’s main hazards include earthquakes, ash fall and acid rain. Avoid areas downwind and river valleys downstream of the volcano. Debris and ash will be carried by wind and gravity.

*If caught indoors, stay indoors and:*
- Close all windows, doors, and dampers to keep volcanic ash from entering.
- Put all machinery inside to protect it from volcanic ash. If buildings are not available, cover machinery with large tarps.
- Cover all electronic equipment with garbage bags to prevent damage.

*If trapped outdoors:*
- Seek shelter indoors.
- Wait for instruction from the Emergency Coordinator, City of Seward Emergency Personnel or the siren warning system.
How to protect yourself during ash fall
Volcanic ash is actually fine, glassy fragments and particles that can cause severe injury to breathing passages, eyes, and open wounds, and irritation to skin.

- Wear long-sleeved shirts and long pants.
- Use goggles to protect your eyes.
- Wear eyeglasses instead of contact lenses.
- Use a dust mask or hold a damp cloth over your face to help breathing.
- Keep car or truck engines off.

What to do after a volcanic eruption

- Avoid driving in heavy ash fall. Driving will stir up volcanic ash that can clog engines and stall vehicles. Moving parts can be damaged from abrasion, including bearings, brakes, and transmissions.
- If you have a respiratory ailment, avoid contact with any amount of ash. Stay indoors until local health officials advise it is safe to go outside. Volcanic ash can cause great damage to breathing passages and the respiratory system.
Your Emergency Responsibilities

- In the event of a minor disturbance (medical emergency, power outage, etc.) there is no need to leave your work area or building.

- In the event of a hazardous materials release or other event that requires sheltering in place, you will be vocally notified to shelter in place. Go to an interior room in your building, which has no windows that open to the outside of the building. To notify others that the room is full, close the door. After the door is closed, attempt to seal off any vents or open spaces where air from the outside can leak into your room.

- If the evacuation/fire alarm goes off, you are required by law to leave the building. Please grab your personal belongings and go to the emergency assembly area.

Building Alarm Information:

- All buildings are equipped with an alarm system to alert occupants of the detection of fire and/or smoke. There are also unique alarm systems in some buildings that will alert employees and occupants of a hazardous situation.

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.
SMC EMERGENCY PERSONNEL NAMES AND PHONE NUMBERS

EMERGENCY COORDINATOR:
Jennifer Elhard, Administrative Manager & Facility Coordinator, jaelhard@alaska.edu
Work: ............................224-4301 M-F 8-5
Home: ............................224-2797 Weekends & Holidays
Cell: ............................362-1432

DEPARTMENT EMERGENCY STAFF

KM Rae Building
Floor Monitor: Sarah Spanos, 907-224-4302 (work) or 907-491-3143 (cell)
Email: saspanos@alaska.edu
Alternate & Roll taker: Jennifer Elhard, 907-224-4301(work) or 907-362-1432(cell)
Email: jaelhard@alaska.edu

Employee Duties:
• In the event of a fire emergency, all occupants will promptly exit the building by the nearest exit. Once clear of the building, go to the designated Evacuation Assembly Area (EAA) location and immediately report to the roll taker. Each employee is responsible for reporting to the roll taker so an accurate head count can be made.

Main or Alternate Emergency Coordinator Duties:
• Be in contact with local emergency coordinators and evaluate the situation. Also be in contact with UAF Risk Management in case of any emergencies involving employees or facilities.

Floor Monitor/Alternate Duties:
• Encourage occupants to leave/evacuate. Direct everyone to the Evacuation Assembly Area (EAA).

Roll taker Duties:
• After evacuation, roll takers 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.
III. EMERGENCY EVACUATION, EQUIPMENT AND FLOOR PLANS

Evacuation Procedures:

A building occupant is required to evacuate the building when the fire alarm sounds. There are also other circumstances where evacuation may be advised. Move quickly to the emergency assembly location. For circumstances where an employee or occupant may be hearing or visually impaired there shall be someone delegated to alert them of the emergency situation.

Evacuating the 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 or unsafe).
- Gather your personal belongings only if it is safe to do so. (Reminder: take prescription medications with you if at all possible; it may be hours before you are allowed back in the building.)
- If possible, gather workplace equipment that is irreplaceable.
- Go to the Emergency Evacuation Assembly Area designated for your building which is the SMC Office at the Orca Building, 201 Third Avenue.
- Do not leave area/campus until your status is reported to your supervisor or roll taker.
- 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 Emergency Coordinator or Emergency Responders.

If it is advisable for Seward Marine Center staff to evacuate to high ground, please evacuate to the Providence Seward Medical Center / Seward Community Health Clinic at 417 First Avenue.
125 Third Avenue – FLOOR PLAN
Emergency Equipment

KM Rae Building, UAF Building 106: 125 Third Avenue

One (1) Emergency Poster
   On interior glass arctic entry door

Sprinkler Riser
   In boiler room #2

Alarm Panel
   On south wall in reception area

Seven (7) Fire Extinguishers
Water Extinguishers:
   In hallway by restrooms
   Inside auditorium on south wall
   In projector room
   In kitchenette
   Inside boiler room #1, next to door
   Inside boiler room #2, on south and north wall

First Aid Kits:
   On shelf by the office doors

Diagram of KM Rae Building Floor Plan - next page
IV. 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 Emergency Action Plan (EAP). Training must be documented. Each occupant should become familiar with the EAP, to know evacuation routes and assembly areas, and to 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:
Fire Drills: Each building and 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.
EMERGENCY ACTION PLAN (EAP)
For

Facility Name: University of Alaska Fairbanks
College of Fisheries and Ocean Sciences
Seward Marine Center

Machine Shop – UAF Building 101

Facility Addresses:
Shipping address: 201 Railway Avenue
Mailing Address: PO Box 730 Seward AK 99664
Physical Address: 201 Railway Avenue

Facility Phone Number: 907-224-5261

Hours of Operation: Monday through Friday 8am to 5 pm
Closed from 12pm-1pm for lunch and all day on weekends and University Holidays

Date Prepared: November 17, 2008
Date Revised: 9/17/2018
BUILDING EMERGENCY ACTION PLAN

As a UAF employee or student and/or a building occupant, you must become familiar with this Emergency Action Plan. **Read it carefully.** If you have any questions, consult your supervisor or UAF EHS&RM department.

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

- Learn evacuation routes, exit points, and the location of the Emergency Assembly Area for each type of incident requiring building evacuation.
- Learn when and how to evacuate the building you occupy.
- Learn the locations of emergency supplies and materials that may be needed in an emergency, such as pull alarms and first aid kits.
- Learn proper procedures for notifying emergency responders about an emergency in the building or work area.
- Know duties for any additional responsibilities (such as being a building roll taker) you may have.
- Learn to recognize fire and safety hazards.
- Watch for potential exposure to hazardous materials or processes in and around the work area, and learn means of protecting yourself in the event of an emergency.
- Know where to locate a contact list for employees in your department.
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I. City, Department and Building Information

Building name and address

The Seward Marine Center (SMC) Machine Shop, UAF Building 101, is located at 201 Railway Avenue in Seward.
Seward Marine Center Building Coordinator: Jennifer Elhard
Building Coordinator telephone number: 907-224-4301 (office) or 907-362-1432 (cell)

Description of building:
- Machine Shop, UAF Building 101: Workshop, welding shop

The City of Seward has a hazard warning system for the local area. The sirens and loudspeaker announcements are intended primarily for coastal tsunami warning, but have the ability to provide warnings for other hazards including floods, windstorms, lost children and volcanic activity. Each siren tone will be followed by a pre-recorded voice message identifying the emergency and advising residents to tune to the local radio station (KIBH 91.7 FM) for further information. This system is tested at approximately 1 pm on the first Wednesday of every month. The siren at the Seward Fire Department is activated daily at noon.
Emergency Assembly Locations in case of fire:
Outside assembly location:  Outside of Orca Building, 201 Third Avenue

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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 fire 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.
**Emergency Assembly Location in case of earthquake with a possibility of tsunami:**

Seward Health Clinic; 417 First Avenue.

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**Employee accountability procedures after earthquake/tsunami evacuation:**

In the event of an earthquake emergency where there is the potential of a local tsunami all occupants will exit the building promptly after the shaking stops. Once clear of the building, go to the earthquake/tsunami 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.
**Supervisor (or designee-roll taker)**

Roll taker name: Sarah Spanos; phone numbers: 907-224-4302 (office) or 907-491-3143 (cell)
Alternate roll taker name: Kari Atwood; phone numbers: 907-224-4307 (office) or 907-362-6037 (cell)
Supervisor/Alternate roll taker name: Jennifer Elhard; phone numbers: 907-224-4301 (office) or 907-362-1432 (cell)

**Critical Operation Found in Building**

There are no critical operations in Seward Marine Center for which an employee is required to remain in the building during an emergency.

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- DANGEROUS INTRUDER
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  - Tsunami
  - Earthquake
  - Flood
  - Blizzard
  - Volcano

In the event of an emergency contact the emergency dispatch center by dialing **911** from any phone. When calling 911 from Seward the call goes to the Alaska State Trooper dispatcher in Soldotna. **Be sure to identify your location as Seward so the proper responders are notified.**

FACILITY NON-EMERGENCY:

SMC Office: 907-224-5261
Fire: 907-224-3445
Police: 907-224-3338
UAF Facilities Services: 907-474-7000
UAF EHS&RM: 907-474-5413

**NOTE:** On weekends, holidays or after hours contact Administrative Manager & Facility Coordinator, Jennifer Elhard @ 224-2797 (home) or 907-362-1432 (cell).


UAF Emergency Information for news and information about emergencies affecting normal UAF operations: Recorded hotline: 907-474-7823
Alerts: [http://www.uaf.edu/alert](http://www.uaf.edu/alert)
**Emergency Notification Procedures:**
When you call 911 from a Seward Marine Center location and request emergency assistance, you will be connected to the Alaska State Troopers Emergency Dispatch Center in Soldotna. Call from a safe location and remember to:

- Identify your location as Seward
- 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)
  - Also report any actions that may have or are being taken (e.g. attempts to extinguish the fire, whether the area has been evacuated, or whether CPR has been started). This information will help emergency response personnel anticipate actions that may be required upon arrival.
- Gather any information that may be useful for the emergency responder. (i.e. are there any injuries involved?)
- Do NOT hang up until instructed to do so by the dispatcher.

**EMERGENCY ACTION**

**Medical Emergency:**
Call medical emergency phone number – 911

Provide the following information:

- Location is Seward
- 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)
Fire Emergency:

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.”

Notes and Precautions

Small fires can be extinguished without evacuation. If the fire is contained in a small vessel, suffocate the fire by covering the vessel. Do not pick up the vessel. Do not cover with dry towels or cloths. Remove nearby flammable materials to avoid spread of fire. However, an immediate readiness to evacuate is essential in the event the fire cannot be quickly and simply controlled. Only trained personnel should use fire extinguishers. Never enter a room that is smoke filled. Never enter a room containing a fire without a backup person. Never enter a room if the top half of the door is warm to touch. Report the occurrence of fires to the SMC Emergency Coordinator if the fire causes injury, property damage, or requires the use of a fire extinguisher.

When fire is discovered:

- Activate the nearest fire alarm if there is one. You can use the SMC telephone page system if necessary. Just push the page button.
- Notify the Fire Department by calling 911.
- If you feel comfortable extinguishing the fire follow the procedure in the “Extinguishment” section following.
- Notify the main office personnel about the fire emergency by voice communication.
- If possible gather equipment or materials that are irreplaceable.
- If the fire is burning over an area too large for the fire to be suffocated quickly and simply, immediately evacuate the area.
- Shut doors behind you to confine the fire and smoke.
- Assemble in the designated area
- Do not re-enter the building until directed to do so by emergency response personnel.

Extinguishment

- After other building occupants have been notified to evacuate, you may stay and attempt to extinguish small fires from a position from which you can escape provided you have been trained in the proper use of fire extinguishers and you are confident that you will be successful. SMC periodically conducts hands-on fire extinguisher training classes via the Seward Fire Department.
- Do not risk your life to fight a fire! Toxic gases, smoke and oxygen deficiency may be present during a fire.
**Extended Power Loss:**

In the event of extended power loss to the facility certain precautionary measures should be taken:

- Unnecessary electrical equipment and appliances should be turned off or unplugged in the event that power restoration would surge causing damage to electronics and effecting sensitive equipment.
- SMC maintenance personnel, during freezing temperatures will monitor, turn off and drain, as necessary the following:
  - Fire sprinkler system
  - Standpipes
  - Potable water lines
  - Toilets

Upon Restoration of heat and power electronic equipment should be brought up to ambient temperatures before energizing to prevent condensation from forming on circuitry.

**Chemical Spill:**

Spill Containment Equipment is located in the warehouse and in the DW Hood Lab. When a Chemical Spill has occurred:

- Immediately notify SMC main office at 224-5261, FIRE/POLICE as appropriate; 911, and the Administrative Manager & Facility Coordinator, Jennifer Elhard.
- In order to assist emergency personnel it is helpful to know:
  - The name of the material spilled, including the CAS # and correct spelling, if known
  - Is it a liquid, solid or gas?
  - Has anyone been exposed to the material?
  - Has the flow been stopped?
- Secure the area and alert other site personnel.
- DO NOT attempt to clean the spill unless trained to do so.
- Attend to injured personnel and call the medical emergency number if required – 911.
- Evacuate the building.
**Bomb Threat:**
Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Remain calm and obtain information with the checklist on the following page. Evacuate the building until police arrive and evaluate the threat.

**DO NOT:**
- Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- Activate the fire alarm.
- Touch or move a suspicious package.

**Signs of a suspicious package:**
- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected

If a bomb threat is received by phone:
- Remain calm. Use checklist on page 14. (You may want to print the checklist and place under your telephone for easy access.)
- If your phone has a display, copy the number and/or letters on the window display.
- The most crucial information you can obtain from the caller is detonation time, location, and appearance of the bomb.
- Don't hang up. Have someone call 911 from another phone. Give the phone number where the bomb threat is received.

If a bomb threat is received by note:
- Call 911 immediately.
- Do not handle the note.
BOMB THREAT CHECKLIST

Exact words of threat:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Time of call: _________________________________________________
Number where phone call was received: ____________________________

Ask in order:
When will it explode? ____________________________________________
Where is it located? _____________________________________________
What does it look like? __________________________________________
______________________________________________________________________________
What kind of bomb is it? _________________________________________
What will make it explode? ________________________________________
______________________________________________________________________________
Did you place the bomb? ______ Why? ________________________________

What is your name? ______________________________________________
Where are you? ___________________________________________________

Caller's voice:
__ Accent ___ Distinct ___ Normal
__ Angry ___ Excited ___ Ragged
__ Calm ___ Familiar, like: ___ Rapid
__ Clearing throat ___ Female ___ Raspy
__ Cracking voice ___ Laughter ___ Slow
__ Crying ___ Lisp ___ Slurred
__ Deep ___ Loud ___ Soft
__ Deep breathing ___ Male ___ Stutter
__ Disguised ___ Nasal

Background sounds:
__ Animal ___ House ___ Office machinery
__ Booth ___ Kitchen ___ PA system
__ Clear ___ Local ___ Static
__ Factory machinery ___ Long distance ___ Street

Threat language:
__ Incoherent ___ Message read ___ Taped
__ Irrational ___ Profane ___ Well-spoken
**Dangerous Intruder:**

The UAF Police Department has developed a comprehensive program tailored to each individual department of the UAF Campus. They can provide hands on training to prepare staff, students, and faculty for this occurrence. The goal is to report the intruder as soon as possible and to use survival techniques and responses to limit the damage and loss of life. For more information call (907) 474-7721.

Basic steps to follow:

**Secure immediate area:**
- Lock and/or barricade doors
- Turn off lights
- Close blinds
- Block windows
- Turn off radios and dim computer 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
- 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 endangering lives. When in doubt, shelter in place and wait for instructions from emergency personnel.

**Call for help:**
- Call 911
- Use 224-3338 for non-emergency calls to Seward police
- Be aware that the 911 system may be overwhelmed due to the volume of calls. Program non-emergency Seward police department line, 224-3338, into cell phones.

**What to report:**
- Your specific location - Seward; 201 Railway Avenue; building name and office/room number.
- Number of people at your location
- Injuries - number injured & types of injuries.
- Information on assailant(s) - location, number of suspects, race/gender, clothing description, physical features, type of weapons (rifle, shotgun or handgun), backpack, shooter’s identity, number of shots fired, etc.
Severe Weather and Natural Disasters:

Tsunami:
The tsunami evacuation plan for Seward involves primary and secondary evacuation areas, determined by their elevation above sea level and therefore their susceptibility to tsunami inundation. Primary evacuation applies to all areas below the 50-foot elevation, and would occur whenever a strong local earthquake is felt, and whenever a tsunami warning is issued. Secondary evacuation applies to all areas below the 100-foot elevation, and would occur if the tsunami is anticipated to exceed 50 feet in height, or during a high tide event.

The City of Seward has installed evacuation route signs throughout the community to direct the population to safe areas. In the event of a possible tsunami evacuate to Seward Health Clinic at 417 First Avenue.

What to know about Seward Tsunami warnings:

- **Tsunami Warning**: The highest level of tsunami alert. Warnings are issued by the Tsunami Warning Center (TWC) due to the imminent threat of a tsunami from a large undersea earthquake, or following confirmation that a potentially destructive tsunami is underway. They may initially be based only on seismic information as a means of providing the earliest possible alert. Warnings advise that appropriate actions be taken in response to the tsunami threat. Such actions could include the evacuation of low-lying coastal areas and the movement of boats and ships out of harbors to deep waters. Warnings are updated at least hourly, or as conditions warrant, to continue, expand, restrict, or end the Warning.

- **Tsunami Watch**: The second highest level of tsunami alert. Watches are issued by the TWCs based on seismic information without confirmation that a destructive tsunami is underway. It is issued as a means of providing advance alert to areas that could be impacted by a destructive tsunami. Watches are updated at least hourly to continue them, expand their coverage, upgrade them to a Warning, or end the alert. A watch for a particular area may be included in the text of the message that disseminates a Warning for another area.

- **Tsunami Advisory**: The third highest level of tsunami alert. Advisories are issued by the TWCs to coastal populations within areas not currently in either warning or watch status when a tsunami warning has been issued for another region of the same ocean. An Advisory indicates that an area is either outside the current warning and watch regions, or that the tsunami poses no danger to that area. The Center issuing the Advisory will continue to monitor the event, issuing updates at least hourly. As conditions warrant, the Advisory will either be continued, upgraded to a watch or warning, or ended.
TSUNAMI PUBLIC ADDRESS SIGNALS AND WHAT TO DO
“Seward, this is a warning for an Imminent Tsunami. Move to high ground.”
- Proceed to the SMC Tsunami Evacuation Assembly Area at Seward Health Clinic, 417 First Avenue. Check in with supervisor or role taker.
- Stay tuned to your radio, marine radio, NOAA Weather Radio, or television.
- Keep emergency supplies at the ready.
- Prepare for power failures and water shortages.
- Wait for Emergency Officials’ “ALL CLEAR”.

Earthquake:

If indoors:
- Duck or drop down to the floor.
- Take cover under a sturdy desk, table or other furniture.
- Hold on to it and be prepared to move with it.
- Keep away from overhead fixtures, windows, filing cabinets, and electrical power.
- Hold the position until the ground stops shaking and it is safe to move.
- After shaking stops, check yourself and others for injuries and move toward the nearest exit or alternate exit.
- Evacuate to the Emergency Evacuation Area described in this plan.
- Stay calm and await instructions from the Emergency Coordinator or the designated official. The Seward area needs to keep a close watch on the potential of tsunami after an earthquake. The City of Seward has a Tsunami warning system that we will be monitoring and complying with. See Tsunami evacuation routes.

If outdoors:
- Get into the open, away from buildings and power lines.

Flood:

If indoors:
- Be ready to evacuate as directed by the Emergency Coordinator and/or the designated official. The City of Seward sends out notices on the current status of the flood stage and will provide direction as well.
- Follow the recommended primary evacuation routes – know two ways out of the building.

If outdoors:
- Proceed to the Emergency Evacuation Assembly Area and stay there until you receive direction from the Emergency Coordinator.
- Avoid walking or driving through flood water.
- If car stalls, abandon it immediately and climb to higher ground.
**Blizzard:**

*If indoors*
- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Stay indoors!
- If you must go outdoors, stay away from transportation equipment that is removing snow.

*If there is no heat during a blizzard:*
- Close off unneeded rooms or areas.
- Cover windows at night.
- Eat and drink. Food provides the body with energy and heat. Fluids prevent dehydration.
- Wear layers of loose-fitting, light-weight, warm clothing, if available.
- If the Seward Marine Center emergency generator fails, the Emergency Coordinator will instruct you to go home.

**Volcano:**

**Volcano Alert Levels to be aware of:**
- **NORMAL:** Volcano is in typical background, noneruptive state or, after a change from a higher level, volcanic activity has ceased and volcano has returned to noneruptive background state.
- **ADVISORY:** Volcano is exhibiting signs of elevated unrest above known background level or, after a change from a higher level, volcanic activity has decreased significantly but continues to be closely monitored for possible renewed increase.
- **WATCH:** Volcano is exhibiting heightened or escalating unrest with increased potential of eruption, timeframe uncertain, OR eruption is underway but poses limited hazards.
- **WARNING:** Hazardous eruption is imminent, underway, or suspected.

**What to do during a volcanic eruption**

Be prepared for the hazards that can accompany volcanic eruptions and know how to respond to reduce risk. Seward’s main hazards include earthquakes, ash fall and acid rain. Avoid areas downwind and river valleys downstream of the volcano. Debris and ash will be carried by wind and gravity.

*If caught indoors, stay indoors and:*
- Close all windows, doors, and dampers to keep volcanic ash from entering.
- Put all machinery inside to protect it from volcanic ash. If buildings are not available, cover machinery with large tarps.
- Cover all electronic equipment with garbage bags to prevent damage.

*If trapped outdoors:*
- Seek shelter indoors.
- Wait for instruction from the Emergency Coordinator, City of Seward Emergency Personnel or the siren warning system.
How to protect yourself during ash fall
Volcanic ash is actually fine, glassy fragments and particles that can cause severe injury to breathing passages, eyes, and open wounds, and irritation to skin.

- Wear long-sleeved shirts and long pants.
- Use goggles to protect your eyes.
- Wear eyeglasses instead of contact lenses.
- Use a dust mask or hold a damp cloth over your face to help breathing.
- Keep car or truck engines off.

What to do after a volcanic eruption
- Avoid driving in heavy ash fall. Driving will stir up volcanic ash that can clog engines and stall vehicles. Moving parts can be damaged from abrasion, including bearings, brakes, and transmissions.
- If you have a respiratory ailment, avoid contact with any amount of ash. Stay indoors until local health officials advise it is safe to go outside. Volcanic ash can cause great damage to breathing passages and the respiratory system.
Your Emergency Responsibilities

- In the event of a minor disturbance (medical emergency, power outage, etc.) there is no need to leave your work area or building.

- In the event of a hazardous materials release or other event that requires sheltering in place, you will be vocally notified to shelter in place. Go to an interior room in your building, which has no windows that open to the outside of the building. To notify others that the room is full, close the door. After the door is closed, attempt to seal off any vents or open spaces where air from the outside can leak into your room.

- If the evacuation/fire alarm goes off, you are required by law to leave the building. Please grab your personal belongings and go to the emergency assembly area.

Building Alarm Information:

- All buildings are equipped with an alarm system to alert occupants of the detection of fire and/or smoke. There are also unique alarm systems in some buildings that will alert employees and occupants of a hazardous situation.

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.
SMC EMERGENCY PERSONNEL NAMES AND PHONE NUMBERS

EMERGENCY COORDINATOR:
Jennifer Elhard, Administrative Manager & Facility Coordinator,  jaelhard@alaska.edu
Work: ............................224-4301 M-F 8-5
Home: ............................224-2797 Weekends & Holidays
Cell: ............................362-1432

DEPARTMENT EMERGENCY STAFF

Machine Shop
Floor Monitor:  Ed DeCastro, 907-224-4391 (work) or 505-592-5264 (cell)
   Email:  erdecastro@alaska.edu
Alternate & Roll taker:  Jennifer Elhard, 907-224-4301(work) or 907-362-1432(cell)
   Email:  jaelhard@alaska.edu

Employee Duties:
- In the event of a fire emergency, all occupants will promptly exit the building by the nearest exit. Once clear of the building, go to the designated Evacuation Assembly Area (EAA) location and immediately report to the roll taker. Each employee is responsible for reporting to the roll taker so an accurate head count can be made.

Main or Alternate Emergency Coordinator Duties:
- Be in contact with local emergency coordinators and evaluate the situation. Also be in contact with UAF Risk Management in case of any emergencies involving employees or facilities.

Floor Monitor/Alternate Duties:
- Encourage occupants to leave/evacuate. Direct everyone to the Evacuation Assembly Area (EAA).

Roll taker Duties:
- After evacuation, roll takers 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.
III. EMERGENCY EVACUATION, EQUIPMENT AND FLOOR PLANS

Evacuation Procedures:
A building occupant is required to evacuate the building when the fire alarm sounds. There are also other circumstances where evacuation may be advised. Move quickly to the emergency assembly location. For circumstances where an employee or occupant may be hearing or visually impaired there shall be someone delegated to alert them of the emergency situation.

Evacuating the 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 or unsafe).
- Gather your personal belongings only if it is safe to do so. (Reminder: take prescription medications with you if at all possible; it may be hours before you are allowed back in the building.)
- If possible, gather workplace equipment that is irreplaceable.
- Go to the Emergency Evacuation Assembly Area designated for your building which is the SMC Office at the Orca Building, 201 Third Avenue.
- Do not leave area/campus until your status is reported to your supervisor or roll taker.
- 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 Emergency Coordinator or Emergency Responders.

If it is advisable for Seward Marine Center staff to evacuate to high ground, please evacuate to the Seward Community Health Clinic at 417 First Avenue.
201 Railway Avenue – Emergency Equipment

SMC Machine Shop, UAF Building 101

Houses: Office, Storage Room, Machine Shop
Areas: Office, Second Floor Storage Room, Lower Floor Machine Shop

One (1) Emergency Poster
   Interior south entrance door

Five (5) Fire Extinguishers
CO₂ Extinguishers:
   Next to north entrance door
   On work bench on main floor
   On wall by telephone on main floor
   On northwest wall under window

Dry chemical Extinguisher:
   Next to south entrance door

First Aid Kits:
   On wall next to the restroom door

Eyewash Kits
   On wall next to the restroom door

Diagram of Machine Shop Floor Plan - next page
Machine Shop Evacuation Routes

Second Floor
Storage Room

Second Floor Office

Main Floor
Machine Shop

SMC – Emergency Action Plan – revised 9/17/2018
Page 25
IV. 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 Emergency Action Plan (EAP). Training must be documented. Each occupant should become familiar with the EAP, to know evacuation routes and assembly areas, and to 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:

Fire Drills: Each building and 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.
EMERGENCY ACTION PLAN
(EAP)

For

Facility Name: University of Alaska Fairbanks
College of Fisheries and Ocean Sciences
Seward Marine Center

Mooring Shop – UAF Building 102

Facility Addresses:

Shipping address: 201 Railway Avenue

Mailing Address: PO Box 730 Seward AK 99664

Physical Address: 201 Railway Avenue

Facility Phone Number: 907-224-5261

Hours of Operation: Monday through Friday 8am to 5 pm
Closed from 12pm-1pm for lunch and all day on weekends and University Holidays

Date Prepared: November 17, 2008
Date Revised: 9/17/2018
BUILDING EMERGENCY ACTION PLAN

As a UAF employee or student and/or a building occupant, you must become familiar with this Emergency Action Plan. Read it carefully. If you have any questions, consult your supervisor or UAF EHS&RM department.

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

- Learn evacuation routes, exit points, and the location of the Emergency Assembly Area for each type of incident requiring building evacuation.
- Learn when and how to evacuate the building you occupy.
- Learn the locations of emergency supplies and materials that may be needed in an emergency, such as pull alarms and first aid kits.
- Learn proper procedures for notifying emergency responders about an emergency in the building or work area.
- Know duties for any additional responsibilities (such as being a building roll taker) you may have.
- Learn to recognize fire and safety hazards.
- Watch for potential exposure to hazardous materials or processes in and around the work area, and learn means of protecting yourself in the event of an emergency.
- Know where to locate a contact list for employees in your department.
# Table of Contents

## I. City, Department and Building Information

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- Building coordinator
- City of Seward hazard warning system
- Emergency assembly locations
- Employee accountability and procedures after evacuation
- Critical operations found in the building
- Medical and rescue duties

## II. Emergency Reporting and Evacuation Procedures

- Immediate emergency notification
- Emergency notification procedures
- Emergency action:
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  - Fire
  - Extended power loss
  - Chemical spill
  - Bomb threat
  - Dangerous intruder
  - Severe Weather & natural disasters
- Emergency personnel names and phone numbers

## III. Emergency Equipment and Floor Plans

- Evacuation procedures, maps and floor plans
- Mooring Shop

## IV. Emergency Preparedness

- Training and documentation
- Drills
I. City, Department and Building Information

Building name and address

The Seward Marine Center (SMC) Mooring Shop, UAF Building 102, is located at 201 Railway Avenue in Seward.
Seward Marine Center Building Coordinator: Jennifer Elhard

Building Coordinator telephone number: 907-224-4301 (office) or 907-362-1432 (cell)

Description of building:

- Mooring Shop, UAF Building 102: Staff offices, workshop, storage

The City of Seward has a hazard warning system for the local area. The sirens and loudspeaker announcements are intended primarily for coastal tsunami warning, but have the ability to provide warnings for other hazards including floods, windstorms, lost children and volcanic activity. Each siren tone will be followed by a pre-recorded voice message identifying the emergency and advising residents to tune to the local radio station (KIBH 91.7 FM) for further information. This system is tested at approximately 1 pm on the first Wednesday of every month. The siren at the Seward Fire Department is activated daily at noon.
**Emergency Assembly Locations in case of fire:**

Outside assembly location: Outside of Orca Building, 201 Third Avenue

Inside assembly location: Suite 102 of Orca Building, 201 Third Avenue  **OR**  
KM Rae Building 125 Third Avenue, depending on where the fire is located.

**Employee accountability procedures after fire 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 fire 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.
Emergency Assembly Location in case of earthquake with a possibility of tsunami:
Seward Community Health Center; 417 First Avenue.

Employee accountability procedures after earthquake/tsunami evacuation:
In the event of an earthquake emergency where there is the potential of a local tsunami all occupants will exit the building promptly after the shaking stops. Once clear of the building, go to the earthquake/tsunami 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.
Supervisor (or designee-roll taker)

Roll taker name: Sarah Spanos; phone numbers: 907-224-4302 (office) or 907-491-3143 (cell)
Alternate roll taker name: Kari Atwood; phone numbers: 907-224-4307 (office) or 907-362-6037 (cell)
Supervisor/Alternate roll taker name: Jennifer Elhard; phone numbers: 907-224-4301 (office) or 907-362-1432 (cell)

Critical Operation Found in Building

There are no critical operations in Seward Marine Center for which an employee is required to remain in the building during an emergency.

Medical and Rescue Duties:

No Seward Marine Center employees have been assigned medical or rescue duties specific to emergency situations.
II. Emergency Reporting Procedures

Types of emergencies to be reported by SMC personnel are:

- MEDICAL EMERGENCIES
- FIRE EMERGENCIES
- EXTENDED POWER LOSS
- CHEMICAL SPILL EMERGENCY
- BOMB THREAT
- DANGEROUS INTRUDER
- SEVERE WEATHER/ENVIRONMENTAL EMERGENCIES
  - Tsunami
  - Earthquake
  - Flood
  - Blizzard
  - Volcano

In the event of an emergency contact the emergency dispatch center by dialing 911 from any phone. When calling 911 from Seward the call goes to the Alaska State Trooper dispatcher in Soldotna. **Be sure to identify your location as Seward so the proper responders are notified.**

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- Identify your location as Seward
- 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)
    - Also report any actions that may have or are being taken (e.g. attempts to extinguish the fire, whether the area has been evacuated, or whether CPR has been started). This information will help emergency response personnel anticipate actions that may be required upon arrival.
- Gather any information that may be useful for the emergency responder. (i.e. are there any injuries involved?)
- Do NOT hang up until instructed to do so by the dispatcher.

EMERGENCY ACTION

Medical Emergency:
Call medical emergency phone number – 911

Provide the following information:

- Location is Seward
- 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)
**Fire Emergency:**

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.”

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Small fires can be extinguished without evacuation. If the fire is contained in a small vessel, suffocate the fire by covering the vessel. Do not pick up the vessel. Do not cover with dry towels or cloths. Remove nearby flammable materials to avoid spread of fire. However, an immediate readiness to evacuate is essential in the event the fire cannot be quickly and simply controlled. Only trained personnel should use fire extinguishers. Never enter a room that is smoke filled. Never enter a room containing a fire without a backup person. Never enter a room if the top half of the door is warm to touch. Report the occurrence of fires to the SMC Emergency Coordinator if the fire causes injury, property damage, or requires the use of a fire extinguisher.

**When fire is discovered:**

- Activate the nearest fire alarm if there is one. You can use the SMC telephone page system if necessary. Just push the page button.
- Notify the Fire Department by calling 911.
- If you feel comfortable extinguishing the fire follow the procedure in the “Extinguishment” section following.
- Notify the main office personnel about the fire emergency by voice communication.
- If possible gather equipment or materials that are irreplaceable.
- If the fire is burning over an area too large for the fire to be suffocated quickly and simply, immediately evacuate the area.
- Shut doors behind you to confine the fire and smoke.
- Assemble in the designated area
- Do not re-enter the building until directed to do so by emergency response personnel.

**Extinguishment**

- After other building occupants have been notified to evacuate, you may stay and attempt to extinguish small fires from a position from which you can escape provided you have been trained in the proper use of fire extinguishers and you are confident that you will be successful. SMC periodically conducts hands-on fire extinguisher training classes via the Seward Fire Department.
- Do not risk your life to fight a fire! Toxic gases, smoke and oxygen deficiency may be present during a fire.
Extended Power Loss:

In the event of extended power loss to the facility certain precautionary measures should be taken:

- Unnecessary electrical equipment and appliances should be turned off or unplugged in the event that power restoration would surge causing damage to electronics and effecting sensitive equipment
- SMC maintenance personnel, during freezing temperatures will monitor, turn off and drain, as necessary the following:
  - Fire sprinkler system
  - Standpipes
  - Potable water lines
  - Toilets

Upon Restoration of heat and power electronic equipment should be brought up to ambient temperatures before energizing to prevent condensation from forming on circuitry.

Chemical Spill:

Spill Containment Equipment is located in the warehouse and in the DW Hood Lab.

When a Chemical Spill has occurred:

- Immediately notify SMC main office at 224-5261, FIRE/POLICE as appropriate; 911, and the Administrative Manager & Facility Coordinator, Jennifer Elhard.
- In order to assist emergency personnel it is helpful to know:
  - The name of the material spilled, including the CAS # and correct spelling, if known
  - Is it a liquid, solid or gas?
  - Has anyone been exposed to the material?
  - Has the flow been stopped?
- Secure the area and alert other site personnel.
- DO NOT attempt to clean the spill unless trained to do so.
- Attend to injured personnel and call the medical emergency number if required – 911.
- Evacuate the building.
**Bomb Threat:**
Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Remain calm and obtain information with the checklist on the following page. Evacuate the building until police arrive and evaluate the threat.

**DO NOT:**
- Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- Activate the fire alarm.
- Touch or move a suspicious package.

**Signs of a suspicious package:**
- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected

**If a bomb threat is received by phone:**
- Remain calm. Use checklist on page 14. (You may want to print the checklist and place under your telephone for easy access.)
- If your phone has a display, copy the number and/or letters on the window display.
- The most crucial information you can obtain from the caller is detonation time, location, and appearance of the bomb.
- Don't hang up. Have someone call 911 from another phone. Give the phone number where the bomb threat is received.

**If a bomb threat is received by note:**
- Call 911 immediately.
- Do not handle the note.
BOMB THREAT CHECKLIST

Exact words of threat:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Time of call: ______________________________________________________________________

Number where phone call was received: ______________________________________________________________________

Ask in order:
When will it explode? ______________________________________________________________________
Where is it located? ______________________________________________________________________
What does it look like? ______________________________________________________________________

What kind of bomb is it? ______________________________________________________________________
What will make it explode? ______________________________________________________________________

Did you place the bomb? ______ Why? ______________________________________________________________________

What is your name? ______________________________________________________________________
Where are you? ______________________________________________________________________

Caller's voice:
___Accent ___Distinct ___Normal
___Angry ___Excited ___Ragged
___Calm ___Familiar, like: ___Rapid
___Clearing throat ___Female ___Raspy
___Cracking voice ___Laughter ___Slow
___Crying ___Lisp ___Slurred
___Deep ___Loud ___Soft
___Deep breathing ___Male ___Stutter
___Disguised ___Nasal

Background sounds:
___Animal ___House ___Office machinery
___Booth ___Kitchen ___PA system
___Clear ___Local ___Static
___Factory machinery ___Long distance ___Street

Threat language:
___Incoherent ___Message read ___Taped
___Irrational ___Profane ___Well-spoken
Dangerous Intruder:
The UAF Police Department has developed a comprehensive program tailored to each individual department of the UAF Campus. They can provide hands on training to prepare staff, students, and faculty for this occurrence. The goal is to report the intruder as soon as possible and to use survival techniques and responses to limit the damage and loss of life. For more information call (907) 474-7721.

Basic steps to follow:

Secure immediate area:
- Lock and/or barricade doors
- Turn off lights
- Close blinds
- Block windows
- Turn off radios and dim computer 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
- 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 endangering lives. When in doubt, shelter in place and wait for instructions from emergency personnel.

Call for help:
- Call 911
- Use 224-3338 for non-emergency calls to Seward police
- Be aware that the 911 system may be overwhelmed due to the volume of calls. Program non-emergency Seward police department line, 224-3338, into cell phones.

What to report:
- Your specific location - Seward; 201 Railway Avenue; building name and office/room number.
- Number of people at your location
- Injuries - number injured & types of injuries.
- Information on assailant(s) - location, number of suspects, race/gender, clothing description, physical features, type of weapons (rifle, shotgun or handgun), backpack, shooter’s identity, number of shots fired, etc.
Severe Weather and Natural Disasters:

Tsunami:

The tsunami evacuation plan for Seward involves primary and secondary evacuation areas, determined by their elevation above sea level and therefore their susceptibility to tsunami inundation. Primary evacuation applies to all areas below the 50-foot elevation, and would occur whenever a strong local earthquake is felt, and whenever a tsunami warning is issued. Secondary evacuation applies to all areas below the 100-foot elevation, and would occur if the tsunami is anticipated to exceed 50 feet in height, or during a high tide event.

The City of Seward has installed evacuation route signs throughout the community to direct the population to safe areas. In the event of a possible tsunami evacuate to Seward Health Clinic at 417 First Avenue.

What to know about Seward Tsunami warnings:

- **Tsunami Warning**: The highest level of tsunami alert. Warnings are issued by the Tsunami Warning Center (TWC) due to the imminent threat of a tsunami from a large underwater earthquake, or following confirmation that a potentially destructive tsunami is underway. They may initially be based only on seismic information as a means of providing the earliest possible alert. Warnings advise that appropriate actions be taken in response to the tsunami threat. Such actions could include the evacuation of low-lying coastal areas and the movement of boats and ships out of harbors to deep waters. Warnings are updated at least hourly, or as conditions warrant, to continue, expand, restrict, or end the Warning.

- **Tsunami Watch**: The second highest level of tsunami alert. Watches are issued by the TWCs based on seismic information without confirmation that a destructive tsunami is underway. It is issued as a means of providing advance alert to areas that could be impacted by a destructive tsunami. Watches are updated at least hourly to continue them, expand their coverage, upgrade them to a Warning, or end the alert. A watch for a particular area may be included in the text of the message that disseminates a Warning for another area.

- **Tsunami Advisory**: The third highest level of tsunami alert. Advisories are issued by the TWCs to coastal populations within areas not currently in either warning or watch status when a tsunami warning has been issued for another region of the same ocean. An Advisory indicates that an area is either outside the current warning and watch regions, or that the tsunami poses no danger to that area. The Center issuing the Advisory will continue to monitor the event, issuing updates at least hourly. As conditions warrant, the Advisory will either be continued, upgraded to a watch or warning, or ended.
TSUNAMI PUBLIC ADDRESS SIGNALS AND WHAT TO DO
“Seward, this is a warning for an Imminent Tsunami. Move to high ground.”
- Proceed to the SMC Tsunami Evacuation Assembly Area at Providence Seward Medical Center / Seward Health Clinic, 417 First Avenue. Check in with supervisor or role taker.
- Stay tuned to your radio, marine radio, NOAA Weather Radio, or television.
- Keep emergency supplies at the ready.
- Prepare for power failures and water shortages.
- Wait for Emergency Officials’ “ALL CLEAR”.

Earthquake:
*If indoors:*
- Duck or drop down to the floor.
- Take cover under a sturdy desk, table or other furniture.
- Hold on to it and be prepared to move with it.
- Keep away from overhead fixtures, windows, filing cabinets, and electrical power.
- Hold the position until the ground stops shaking and it is safe to move.
- After shaking stops, check yourself and others for injuries and move toward the nearest exit or alternate exit.
- Evacuate to the Emergency Evacuation Area described in this plan.
- Stay calm and await instructions from the Emergency Coordinator or the designated official. The Seward area needs to keep a close watch on the potential of tsunami after an earthquake. The City of Seward has a Tsunami warning system that we will be monitoring and complying with. See Tsunami evacuation routes.

*If outdoors:*
- Get into the open, away from buildings and power lines.

Flood:
*If indoors:*
- Be ready to evacuate as directed by the Emergency Coordinator and/or the designated official. The City of Seward sends out notices on the current status of the flood stage and will provide direction as well.
- Follow the recommended primary evacuation routes – know two ways out of the building.

*If outdoors:*
- Proceed to the Emergency Evacuation Assembly Area and stay there until you receive direction from the Emergency Coordinator.
- Avoid walking or driving through flood water.
- If car stalls, abandon it immediately and climb to higher ground.
Blizzard:

If indoors
- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Stay indoors!
- If you must go outdoors, stay away from transportation equipment that is removing snow.

If there is no heat during a blizzard:
- Close off unneeded rooms or areas.
- Cover windows at night.
- Eat and drink. Food provides the body with energy and heat. Fluids prevent dehydration.
- Wear layers of loose-fitting, light-weight, warm clothing, if available.
- If the Seward Marine Center emergency generator fails, the Emergency Coordinator will instruct you to go home.

Volcano:

Volcano Alert Levels to be aware of:
- **NORMAL**: Volcano is in typical background, noneruptive state or, after a change from a higher level, volcanic activity has ceased and volcano has returned to noneruptive background state.
- **ADVISORY**: Volcano is exhibiting signs of elevated unrest above known background level or, after a change from a higher level, volcanic activity has decreased significantly but continues to be closely monitored for possible renewed increase.
- **WATCH**: Volcano is exhibiting heightened or escalating unrest with increased potential of eruption, timeframe uncertain, OR eruption is underway but poses limited hazards.
- **WARNING**: Hazardous eruption is imminent, underway, or suspected.

What to do during a volcanic eruption
Be prepared for the hazards that can accompany volcanic eruptions and know how to respond to reduce risk. Seward’s main hazards include earthquakes, ash fall and acid rain. Avoid areas downwind and river valleys downstream of the volcano. Debris and ash will be carried by wind and gravity.

If caught indoors, stay indoors and:
- Close all windows, doors, and dampers to keep volcanic ash from entering.
- Put all machinery inside to protect it from volcanic ash. If buildings are not available, cover machinery with large tarps.
- Cover all electronic equipment with garbage bags to prevent damage.

If trapped outdoors:
- Seek shelter indoors.
- Wait for instruction from the Emergency Coordinator, City of Seward Emergency Personnel or the siren warning system.
How to protect yourself during ash fall
Volcanic ash is actually fine, glassy fragments and particles that can cause severe injury to breathing passages, eyes, and open wounds, and irritation to skin.

- Wear long-sleeved shirts and long pants.
- Use goggles to protect your eyes.
- Wear eyeglasses instead of contact lenses.
- Use a dust mask or hold a damp cloth over your face to help breathing.
- Keep car or truck engines off.

What to do after a volcanic eruption

- Avoid driving in heavy ash fall. Driving will stir up volcanic ash that can clog engines and stall vehicles. Moving parts can be damaged from abrasion, including bearings, brakes, and transmissions.
- If you have a respiratory ailment, avoid contact with any amount of ash. Stay indoors until local health officials advise it is safe to go outside. Volcanic ash can cause great damage to breathing passages and the respiratory system.
Your Emergency Responsibilities

- In the event of a minor disturbance (medical emergency, power outage, etc.) there is no need to leave your work area or building.

- In the event of a hazardous materials release or other event that requires sheltering in place, you will be vocally notified to shelter in place. Go to an interior room in your building, which has no windows that open to the outside of the building. To notify others that the room is full, close the door. After the door is closed, attempt to seal off any vents or open spaces where air from the outside can leak into your room.

- If the evacuation/fire alarm goes off, you are required by law to leave the building. Please grab your personal belongings and go to the emergency assembly area.

Building Alarm Information:

- All buildings are equipped with an alarm system to alert occupants of the detection of fire and/or smoke. There are also unique alarm systems in some buildings that will alert employees and occupants of a hazardous situation.

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.
SMC EMERGENCY PERSONNEL NAMES AND PHONE NUMBERS

EMERGENCY COORDINATOR:
Jennifer Elhard, Administrative Manager & Facility Coordinator, jaelhard@alaska.edu
Work: .........................224-4301 M-F 8-5
Home: .........................224-2797 Weekends & Holidays
Cell: ............................362-1432

DEPARTMENT EMERGENCY STAFF

Mooring Shop

Floor Monitor: Peter Shipton, 907-224-4319,
Email: pshipton@alaska.edu

Alternate: Jennifer Elhard, 907-224-4301(work) or 907-362-1432(cell)
Email: jaelhard@alaska.edu

Roll Taker: Sarah Spanos, 907-224-4302 (work) or 907-491-3143 (cell)
Email: saspanos@alaska.edu

Employee Duties:
• In the event of a fire emergency, all occupants will promptly exit the building by the nearest exit. Once clear of the building, go to the designated Evacuation Assembly Area (EAA) location and immediately report to the roll taker. Each employee is responsible for reporting to the roll taker so an accurate head count can be made.

Main or Alternate Emergency Coordinator Duties:
• Be in contact with local emergency coordinators and evaluate the situation. Also be in contact with UAF Risk Management in case of any emergencies involving employees or facilities.

Floor Monitor/Alternate Duties:
• Encourage occupants to leave/evacuate. Direct everyone to the Evacuation Assembly Area (EAA).

Roll taker Duties:
• After evacuation, roll takers 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.
III. EMERGENCY EVACUATION, EQUIPMENT AND FLOOR PLANS

Evacuation Procedures:

A building occupant is required to evacuate the building when the fire alarm sounds. There are also other circumstances where evacuation may be advised. Move quickly to the emergency assembly location. For circumstances where an employee or occupant may be hearing or visually impaired there shall be someone delegated to alert them of the emergency situation.

Evacuating the 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 or unsafe).
- Gather your personal belongings only if it is safe to do so. (Reminder: take prescription medications with you if at all possible; it may be hours before you are allowed back in the building.)
- If possible, gather workplace equipment that is irreplaceable.
- Go to the Emergency Evacuation Assembly Area designated for your building which is the SMC Office at the Orca Building, 201 Third Avenue.
- Do not leave area/campus until your status is reported to your supervisor or roll taker.
- 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 Emergency Coordinator or Emergency Responders.

If it is advisable for Seward Marine Center staff to evacuate to high ground, please evacuate to the Providence Seward Medical Center / Seward Community Health Clinic at 417 First Avenue.
201 Railway Avenue – Emergency Equipment

**Mooring Shop, UAF Building 102**

**Houses:**  Research Office, Dry Laboratory & Wet Laboratory  
**Areas:**  Storage Loft, Two Offices, Three Dry Laboratories, Wet Laboratory, Boiler Room, Storage & Work Area

**One (1) Emergency Poster**  
On interior side of south wet lab door

**Eight (8) Fire Extinguishers**  
Dry Chemical Extinguishers:  
- Inside south wet lab door
- Inside boiler room

CO₂ Extinguishers:  
- Inside dry laboratory #1 door
- Inside dry laboratory #2 door
- On south wall inside dry laboratory #3
- Inside north entrance door
- North and south wall in storage loft

**Emergency Eyewash Stations**  
- In dry lab #2 on northeast wall

*Diagram of Mooring Laboratory Floor Plan - next page*
201 Railway Avenue – FLOOR PLANS
Mooring Shop Emergency Equipment

Storage & Work Area
Main Floor
WetLab Space
Dry Lab #1
Dry Lab #2
Dry Lab #3
Office #1
Office #2
Boiler Room
Eyewash station
Loft Storage Area
Upper Storage Loft
Loft entrance

SMC – Emergency Action Plan – revised 9/17/2018
IV. 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 Emergency Action Plan (EAP). Training must be documented. Each occupant should become familiar with the EAP, to know evacuation routes and assembly areas, and to 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:

Fire Drills: Each building and 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.
EMERGENCY ACTION PLAN (EAP)  
For

Facility Name: University of Alaska Fairbanks  
College of Fisheries and Ocean Sciences  
Seward Marine Center

Orca Building, UAF Building 112

Facility Addresses:

Shipping address: 201 Third Avenue

Mailing Address: PO Box 730 Seward AK 99664

Physical Address: 201 Third Avenue

Facility Phone Number: 907-224-5261

Hours of Operation: Monday through Friday 8am to 5 pm  
Closed from 12pm-1pm for lunch and  
all day on weekends and University Holidays

Date Prepared: November 17, 2008  
Date Revised: 9/17/2018
BUILDING EMERGENCY ACTION PLAN

As a UAF employee or student and/or a building occupant, you must become familiar with this Emergency Action Plan. Read it carefully. If you have any questions, consult your supervisor or UAF EHS&RM department.

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

- Learn evacuation routes, exit points, and the location of the Emergency Assembly Area for each type of incident requiring building evacuation.
- Learn when and how to evacuate the building you occupy.
- Learn the locations of emergency supplies and materials that may be needed in an emergency, such as pull alarms and first aid kits.
- Learn proper procedures for notifying emergency responders about an emergency in the building or work area.
- Know duties for any additional responsibilities (such as being a building roll taker) you may have.
- Learn to recognize fire and safety hazards.
- Watch for potential exposure to hazardous materials or processes in and around the work area, and learn means of protecting yourself in the event of an emergency.
- Know where to locate a contact list for employees in your department.
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IV. Emergency Preparedness ............................................................................. 26
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I. City, Department and Building Information

Building name and address

The Seward Marine Center Orca Building, UAF Building 112, is located at 201 Third Avenue.
Seward Marine Center Building Coordinator: Jennifer Elhard
Building Coordinator telephone number: 907-224-4301 (office) or 907-362-1432 (cell)
Description of building:
- Orca Building, UAF Building 112: Staff offices, meeting rooms, server/IT room, kitchen

The City of Seward has a hazard warning system for the local area. The sirens and loudspeaker announcements are intended primarily for coastal tsunami warning, but have the ability to provide warnings for other hazards including floods, windstorms, lost children and volcanic activity. Each siren tone will be followed by a pre-recorded voice message identifying the emergency and advising residents to tune to the local radio station (KIBH 91.7 FM) for further information. This system is tested at approximately 1 pm on the first Wednesday of every month. The siren at the Seward Fire Department is activated daily at noon.
**Emergency Assembly Locations in case of fire:**

Outside assembly location:  **Outside of Orca Building, 201 Third Avenue**

Inside assembly location:  **Suite 102 of Orca Building, 201 Third Avenue**  **OR**  
**KM Rae Building 125 Third Avenue, depending on where the fire is located.**

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**Employee accountability procedures after fire 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 fire 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.
Emergency Assembly Location in case of earthquake with a possibility of tsunami:
Seward Community Health Center; 417 First Avenue.

Employee accountability procedures after earthquake/tsunami evacuation:
In the event of an earthquake emergency where there is the potential of a local tsunami all occupants will exit the building promptly after the shaking stops. Once clear of the building, go to the earthquake/tsunami 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.
Supervisor (or designee-roll taker)

Roll taker name: Sarah Spanos; phone numbers: 907-224-4302 (office) or 907-491-3143 (cell)
Alternate roll taker name: Kari Atwood; phone numbers: 907-224-4307 (office) or 907-362-6037 (cell)
Supervisor/Alternate roll taker name: Jennifer Elhard; phone numbers: 907-224-4301 (office) or 907-362-1432 (cell)

Critical Operation Found in Building

There are no critical operations in Seward Marine Center for which an employee is required to remain in the building during an emergency.

Medical and Rescue Duties:

No Seward Marine Center employees have been assigned medical or rescue duties specific to emergency situations.
II. Emergency Reporting Procedures

Types of emergencies to be reported by SMC personnel are:

- MEDICAL EMERGENCIES
- FIRE EMERGENCIES
- EXTENDED POWER LOSS
- CHEMICAL SPILL EMERGENCY
- BOMB THREAT
- DANGEROUS INTRUDER
- SEVERE WEATHER/ENVIRONMENTAL EMERGENCIES
  - Tsunami
  - Earthquake
  - Flood
  - Blizzard
  - Volcano

In the event of an emergency contact the emergency dispatch center by dialing 911 from any phone. When calling 911 from Seward the call goes to the Alaska State Trooper dispatcher in Soldotna. **Be sure to identify your location as Seward so the proper responders are notified.**

FACILITY NON-EMERGENCY:

SMC Office: 907-224-5261
Fire: 907-224-3445
Police: 907-224-3338
UAF Facilities Services: 907-474-7000
UAF EHS&RM: 907-474-5413

**NOTE:** On weekends, holidays or after hours contact Administrative Manager & Facility Coordinator, Jennifer Elhard @ 224-2797 (home) or 907-362-1432 (cell).


UAF Emergency Information for news and information about emergencies affecting normal UAF operations: Recorded hotline: 907-474-7823
Alerts: [http://www.uaf.edu/alert](http://www.uaf.edu/alert)
Emergency Notification Procedures:
When you call 911 from a Seward Marine Center location and request emergency assistance, you will be connected to the Alaska State Troopers Emergency Dispatch Center in Soldotna. Call from a safe location and remember to:

- Identify your location as Seward
- 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)
  - Also report any actions that may have or are being taken (e.g. attempts to extinguish the fire, whether the area has been evacuated, or whether CPR has been started). This information will help emergency response personnel anticipate actions that may be required upon arrival.
- Gather any information that may be useful for the emergency responder. (i.e. are there any injuries involved?)
- Do NOT hang up until instructed to do so by the dispatcher.

EMERGENCY ACTION

Medical Emergency:
Call medical emergency phone number – 911

Provide the following information:

- Location is Seward
- 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)
Fire Emergency:
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.”

Notes and Precautions
Small fires can be extinguished without evacuation. If the fire is contained in a small vessel, suffocate the fire by covering the vessel. Do not pick up the vessel. Do not cover with dry towels or cloths. Remove nearby flammable materials to avoid spread of fire. However, an immediate readiness to evacuate is essential in the event the fire cannot be quickly and simply controlled. Only trained personnel should use fire extinguishers. Never enter a room that is smoke filled. Never enter a room containing a fire without a backup person. Never enter a room if the top half of the door is warm to touch. Report the occurrence of fires to the SMC Emergency Coordinator if the fire causes injury, property damage, or requires the use of a fire extinguisher.

When fire is discovered:
- Activate the nearest fire alarm if there is one. You can use the SMC telephone page system if necessary. Just push the page button.
- Notify the Fire Department by calling 911.
- If you feel comfortable extinguishing the fire follow the procedure in the “Extinguishment” section following.
- Notify the main office personnel about the fire emergency by voice communication.
- If possible gather equipment or materials that are irreplaceable.
- If the fire is burning over an area too large for the fire to be suffocated quickly and simply, immediately evacuate the area.
- Shut doors behind you to confine the fire and smoke.
- Assemble in the designated area
- Do not re-enter the building until directed to do so by emergency response personnel.

Extinguishment
- After other building occupants have been notified to evacuate, you may stay and attempt to extinguish small fires from a position from which you can escape provided you have been trained in the proper use of fire extinguishers and you are confident that you will be successful. SMC periodically conducts hands-on fire extinguisher training classes via the Seward Fire Department.
- Do not risk your life to fight a fire! Toxic gases, smoke and oxygen deficiency may be present during a fire.
**Extended Power Loss:**

In the event of extended power loss to the facility certain precautionary measures should be taken:

- Unnecessary electrical equipment and appliances should be turned off or unplugged in the event that power restoration would surge causing damage to electronics and effecting sensitive equipment.
- SMC maintenance personnel, during freezing temperatures will monitor, turn off and drain, as necessary the following:
  - Fire sprinkler system
  - Standpipes
  - Potable water lines
  - Toilets

Upon Restoration of heat and power electronic equipment should be brought up to ambient temperatures before energizing to prevent condensation from forming on circuitry.

**Chemical Spill:**

Spill Containment Equipment is located in the warehouse and in the DW Hood Lab. When a Chemical Spill has occurred:

- Immediately notify SMC main office at 224-5261, FIRE/POLICE as appropriate; 911, and the Administrative Manager & Facility Coordinator, Jennifer Elhard.
- In order to assist emergency personnel it is helpful to know:
  - The name of the material spilled, including the CAS # and correct spelling, if known
  - Is it a liquid, solid or gas?
  - Has anyone been exposed to the material?
  - Has the flow been stopped?
- Secure the area and alert other site personnel.
- DO NOT attempt to clean the spill unless trained to do so.
- Attend to injured personnel and call the medical emergency number if required – 911.
- Evacuate the building.
**Bomb Threat:**
Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Remain calm and obtain information with the checklist on the following page. Evacuate the building until police arrive and evaluate the threat.

**DO NOT:**
- Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- Activate the fire alarm.
- Touch or move a suspicious package.

**Signs of a suspicious package:**
- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected

**If a bomb threat is received by phone:**
- Remain calm. Use checklist on page 14. (You may want to print the checklist and place under your telephone for easy access.)
- If your phone has a display, copy the number and/or letters on the window display.
- The most crucial information you can obtain from the caller is detonation time, location, and appearance of the bomb.
- Don't hang up. Have someone call 911 from another phone. Give the phone number where the bomb threat is received.

**If a bomb threat is received by note:**
- Call 911 immediately.
- Do not handle the note.
BOMB THREAT CHECKLIST

Exact words of threat:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Time of call: _____________________________________________________________

Number where phone call was received: _______________________________________

Ask in order:

When will it explode? _______________________________________________________

Where is it located? _________________________________________________________

What does it look like? _____________________________________________________

What kind of bomb is it? ____________________________________________________

What will make it explode? _________________________________________________

Did you place the bomb? _____ Why? __________________________________________

What is your name? _________________________________________________________

Where are you? ___________________________________________________________

Caller's voice:

__ Accent __ Distinct __ Normal
__ Angry  __ Excited  __ Ragged
__ Calm __ Familiar, like: __ Rapid
__ Clearing throat __ Female __ Rasper
__ Cracking voice __ Laughter __ Slow
__ Crying __ Lisp __ Slurred
__ Deep __ Loud __ Soft
__ Deep breathing __ Male __ Stutter
__ Disguised __ Nasal

Background sounds:

__ Animal __ House __ Office machinery
__ Booth __ Kitchen __ PA system
__ Clear  __ Local __ Static
__ Factory machinery __ Long distance __ Street

Threat language:

__ Incoherent __ Message read __ Taped
__ Irrational __ Profane __ Well-spoken
**Dangerous Intruder:**

The UAF Police Department has developed a comprehensive program tailored to each individual department of the UAF Campus. They can provide hands on training to prepare staff, students, and faculty for this occurrence. The goal is to report the intruder as soon as possible and to use survival techniques and responses to limit the damage and loss of life. For more information call (907) 474-7721.

Basic steps to follow:

**Secure immediate area:**
- Lock and/or barricade doors
- Turn off lights
- Close blinds
- Block windows
- Turn off radios and dim computer 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
- 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 endangering lives. When in doubt, shelter in place and wait for instructions from emergency personnel.

**Call for help:**
- Call 911
- Use 224-3338 for non-emergency calls to Seward police
- Be aware that the 911 system may be overwhelmed due to the volume of calls. Program non-emergency Seward police department line, 224-3338, into cell phones.

**What to report:**
- Your specific location - Seward; 201 Railway Avenue; building name and office/room number.
- Number of people at your location
- Injuries - number injured & types of injuries.
- Information on assailant(s) - location, number of suspects, race/gender, clothing description, physical features, type of weapons (rifle, shotgun or handgun), backpack, shooter’s identity, number of shots fired, etc.
Severe Weather and Natural Disasters:

**Tsunami:**

The tsunami evacuation plan for Seward involves primary and secondary evacuation areas, determined by their elevation above sea level and therefore their susceptibility to tsunami inundation. Primary evacuation applies to all areas below the 50-foot elevation, and would occur whenever a strong local earthquake is felt, and whenever a tsunami warning is issued. Secondary evacuation applies to all areas below the 100-foot elevation, and would occur if the tsunami is anticipated to exceed 50 feet in height, or during a high tide event.

The City of Seward has installed evacuation route signs throughout the community to direct the population to safe areas. In the event of a possible tsunami evacuate to Seward Health Clinic at 417 First Avenue.

What to know about Seward Tsunami warnings:

- **Tsunami Warning:** The highest level of tsunami alert. Warnings are issued by the Tsunami Warning Center (TWC) due to the imminent threat of a tsunami from a large undersea earthquake, or following confirmation that a potentially destructive tsunami is underway. They may initially be based only on seismic information as a means of providing the earliest possible alert. Warnings advise that appropriate actions be taken in response to the tsunami threat. Such actions could include the evacuation of low-lying coastal areas and the movement of boats and ships out of harbors to deep waters. Warnings are updated at least hourly, or as conditions warrant, to continue, expand, restrict, or end the Warning.

- **Tsunami Watch:** The second highest level of tsunami alert. Watches are issued by the TWCs based on seismic information without confirmation that a destructive tsunami is underway. It is issued as a means of providing advance alert to areas that could be impacted by a destructive tsunami. Watches are updated at least hourly to continue them, expand their coverage, upgrade them to a Warning, or end the alert. A watch for a particular area may be included in the text of the message that disseminates a Warning for another area.

- **Tsunami Advisory:** The third highest level of tsunami alert. Advisories are issued by the TWCs to coastal populations within areas not currently in either warning or watch status when a tsunami warning has been issued for another region of the same ocean. An Advisory indicates that an area is either outside the current warning and watch regions, or that the tsunami poses no danger to that area. The Center issuing the Advisory will continue to monitor the event, issuing updates at least hourly. As conditions warrant, the Advisory will either be continued, upgraded to a watch or warning, or ended.
TSUNAMI PUBLIC ADDRESS SIGNALS AND WHAT TO DO
“Seward, this is a warning for an Imminent Tsunami. Move to high ground.”
- Proceed to the SMC Tsunami Evacuation Assembly Area at Seward Health Clinic, 417 First Avenue. Check in with supervisor or role taker.
- Stay tuned to your radio, marine radio, NOAA Weather Radio, or television.
- Keep emergency supplies at the ready.
- Prepare for power failures and water shortages.
- Wait for Emergency Officials’ “ALL CLEAR”.

Earthquake:
If indoors:
- Duck or drop down to the floor.
- Take cover under a sturdy desk, table or other furniture.
- Hold on to it and be prepared to move with it.
- Keep away from overhead fixtures, windows, filing cabinets, and electrical power.
- Hold the position until the ground stops shaking and it is safe to move.
- After shaking stops, check yourself and others for injuries and move toward the nearest exit or alternate exit.
- Evacuate to the Emergency Evacuation Area described in this plan.
- Stay calm and await instructions from the Emergency Coordinator or the designated official. The Seward area needs to keep a close watch on the potential of tsunami after an earthquake. The City of Seward has a Tsunami warning system that we will be monitoring and complying with. See Tsunami evacuation routes.

If outdoors:
- Get into the open, away from buildings and power lines.

Flood:
If indoors:
- Be ready to evacuate as directed by the Emergency Coordinator and/or the designated official. The City of Seward sends out notices on the current status of the flood stage and will provide direction as well.
- Follow the recommended primary evacuation routes – know two ways out of the building.

If outdoors:
- Proceed to the Emergency Evacuation Assembly Area and stay there until you receive direction from the Emergency Coordinator.
- Avoid walking or driving through flood water.
- If car stalls, abandon it immediately and climb to higher ground.
**Blizzard:**

*If indoors*
- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Stay indoors!
- If you must go outdoors, stay away from transportation equipment that is removing snow.

*If there is no heat during a blizzard:*
- Close off unneeded rooms or areas.
- Cover windows at night.
- Eat and drink. Food provides the body with energy and heat. Fluids prevent dehydration.
- Wear layers of loose-fitting, light-weight, warm clothing, if available.
- If the Seward Marine Center emergency generator fails, the Emergency Coordinator will instruct you to go home.

**Volcano:**

**Volcano Alert Levels to be aware of:**
- **NORMAL:** Volcano is in typical background, noneruptive state or, after a change from a higher level, volcanic activity has ceased and volcano has returned to noneruptive background state.
- **ADVISORY:** Volcano is exhibiting signs of elevated unrest above known background level or, after a change from a higher level, volcanic activity has decreased significantly but continues to be closely monitored for possible renewed increase.
- **WATCH:** Volcano is exhibiting heightened or escalating unrest with increased potential of eruption, timeframe uncertain, OR eruption is underway but poses limited hazards.
- **WARNING:** Hazardous eruption is imminent, underway, or suspected.

**What to do during a volcanic eruption**
Be prepared for the hazards that can accompany volcanic eruptions and know how to respond to reduce risk. Seward’s main hazards include earthquakes, ash fall and acid rain. Avoid areas downwind and river valleys downstream of the volcano. Debris and ash will be carried by wind and gravity.

*If caught indoors, stay indoors and:*
- Close all windows, doors, and dampers to keep volcanic ash from entering.
- Put all machinery inside to protect it from volcanic ash. If buildings are not available, cover machinery with large tarps.
- Cover all electronic equipment with garbage bags to prevent damage.

*If trapped outdoors:*
- Seek shelter indoors.
- Wait for instruction from the Emergency Coordinator, City of Seward Emergency Personnel or the siren warning system.
How to protect yourself during ash fall
Volcanic ash is actually fine, glassy fragments and particles that can cause severe injury to breathing passages, eyes, and open wounds, and irritation to skin.

- Wear long-sleeved shirts and long pants.
- Use goggles to protect your eyes.
- Wear eyeglasses instead of contact lenses.
- Use a dust mask or hold a damp cloth over your face to help breathing.
- Keep car or truck engines off.

What to do after a volcanic eruption

- Avoid driving in heavy ash fall. Driving will stir up volcanic ash that can clog engines and stall vehicles. Moving parts can be damaged from abrasion, including bearings, brakes, and transmissions.
- If you have a respiratory ailment, avoid contact with any amount of ash. Stay indoors until local health officials advise it is safe to go outside. Volcanic ash can cause great damage to breathing passages and the respiratory system.
Your Emergency Responsibilities

- In the event of a minor disturbance (medical emergency, power outage, etc.) there is no need to leave your work area or building.

- In the event of a hazardous materials release or other event that requires sheltering in place, you will be vocally notified to shelter in place. Go to an interior room in your building, which has no windows that open to the outside of the building. To notify others that the room is full, close the door. After the door is closed, attempt to seal off any vents or open spaces where air from the outside can leak into your room.

- If the evacuation/fire alarm goes off, you are required by law to leave the building. Please grab your personal belongings and go to the emergency assembly area.

Building Alarm Information:

- All buildings are equipped with an alarm system to alert occupants of the detection of fire and/or smoke. There are also unique alarm systems in some buildings that will alert employees and occupants of a hazardous situation.

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.
SMC EMERGENCY PERSONNEL NAMES AND PHONE NUMBERS

EMERGENCY COORDINATOR:
Jennifer Elhard, Administrative Manager & Facility Coordinator, jaehard@alaska.edu
Work: .........................224-4301 M-F 8-5
Home: .........................224-2797 Weekends & Holidays
Cell: .........................362-1432

DEPARTMENT EMERGENCY STAFF

Orca Building
Floor Monitor:        Jennifer Elhard, 907-224-4301 (work) or 907-362-1432 (cell)
                     Email: jaehard@alaska.edu
Alternate:           Sarah Spanos, 907-224-4302 (work) or 907-491-3143 (cell)
                     Email: saspanos@alaska.edu
Roll Taker:          Sarah Spanos, 907-224-4302 (work) or 907-491-3143 (cell)
                     Email: saspanos@alaska.edu

Employee Duties:
• In the event of a fire emergency, all occupants will promptly exit the building by the
  nearest exit. Once clear of the building, go to the designated Evacuation Assembly Area
  (EAA) location and immediately report to the roll taker. Each employee is responsible
  for reporting to the roll taker so an accurate head count can be made.

Main or Alternate Emergency Coordinator Duties:
• Be in contact with local emergency coordinators and evaluate the situation. Also be in
  contact with UAF Risk Management in case of any emergencies involving employees or
  facilities.

Floor Monitor/Alternate Duties:
• Encourage occupants to leave/evacuate. Direct everyone to the Evacuation Assembly
  Area (EAA).

Roll taker Duties:
• After evacuation, roll takers 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.
III. EMERGENCY EVACUATION, EQUIPMENT AND FLOOR PLANS

Evacuation Procedures:
A building occupant is required to evacuate the building when the fire alarm sounds. There are also other circumstances where evacuation may be advised. Move quickly to the emergency assembly location. For circumstances where an employee or occupant may be hearing or visually impaired there shall be someone delegated to alert them of the emergency situation.

Evacuating the 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 or unsafe).
- Gather your personal belongings only if it is safe to do so. (Reminder: take prescription medications with you if at all possible; it may be hours before you are allowed back in the building.)
- If possible, gather workplace equipment that is irreplaceable.
- Go to the Emergency Evacuation Assembly Area designated for your building which is the SMC Office at the Orca Building, 201 Third Avenue.
- Do not leave area/campus until your status is reported to your supervisor or roll taker.
- 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 Emergency Coordinator or Emergency Responders.

If it is advisable for Seward Marine Center staff to evacuate to high ground, please evacuate to the Seward Community Health Clinic at 417 First Avenue.
201 Third Avenue – Emergency Equipment

Orca Building, UAF Building 112

Houses: Administrative Offices, Meeting Rooms

Emergency Gear located in Seward Marine Center utilized areas of building:

One (1) Emergency Poster
  At entrance to administrative offices

Four (4) Fire Extinguishers
  Dry Chemical Extinguishers:
  In hall near building entrance and stairs to second floor
  In Maintenance area
  In hall near restrooms and entrance to ship library & training area
  In hall of Independent Living Center offices

Diagram of Orca Building Floor Plan - next page – Yellow highlighted areas are those used by Seward Marine Center personnel
201 Railway Avenue – FLOOR PLANS
Orca Building Evacuation Routes
IV. 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 Emergency Action Plan (EAP). Training must be documented. Each occupant should become familiar with the EAP, to know evacuation routes and assembly areas, and to 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:**

Fire Drills: Each building and 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.
EMERGENCY ACTION PLAN (EAP)
For

Facility Name: University of Alaska Fairbanks
College of Fisheries and Ocean Sciences
Seward Marine Center

Warehouse – UAF Building 103

Facility Addresses:
Shipping address: 201 Railway Avenue
Mailing Address: PO Box 730 Seward AK 99664
Physical Address: 201 Railway Avenue

Facility Phone Number: 907-224-5261

Hours of Operation: Monday through Friday 8am to 5 pm
Closed from 12pm-1pm for lunch and all day on weekends and University Holidays

Date Prepared: November 17, 2008
Date Revised: 9/17/2018
BUILDING EMERGENCY ACTION PLAN

As a UAF employee or student and/or a building occupant, you must become familiar with this Emergency Action Plan. Read it carefully. If you have any questions, consult your supervisor or UAF EHS&RM department.

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

- Learn evacuation routes, exit points, and the location of the Emergency Assembly Area for each type of incident requiring building evacuation.
- Learn when and how to evacuate the building you occupy.
- Learn the locations of emergency supplies and materials that may be needed in an emergency, such as pull alarms and first aid kits.
- Learn proper procedures for notifying emergency responders about an emergency in the building or work area.
- Know duties for any additional responsibilities (such as being a building roll taker) you may have.
- Learn to recognize fire and safety hazards.
- Watch for potential exposure to hazardous materials or processes in and around the work area, and learn means of protecting yourself in the event of an emergency.
- Know where to locate a contact list for employees in your department.
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   Critical operations found in the building
   Medical and rescue duties

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I. City, Department and Building Information

Building name and address

The Seward Marine Center (SMC) Warehouse, UAF Building 103, is located at 201 Railway Avenue in Seward.
Seward Marine Center Building Coordinator: Edward Decastro
Building Coordinator telephone number: 907-224-4391 (office) or cell 509-592-5264

Description of building:
- Warehouse, UAF Building 103: Staff offices, workshop, storage, server/IT room, walk-in freezers

The City of Seward has a hazard warning system for the local area. The sirens and loudspeaker announcements are intended primarily for coastal tsunami warning, but have the ability to provide warnings for other hazards including floods, windstorms, lost children and volcanic activity. Each siren tone will be followed by a pre-recorded voice message identifying the emergency and advising residents to tune to the local radio station (KIBH 91.7 FM) for further information. This system is tested at approximately 1 pm on the first Wednesday of every month. The siren at the Seward Fire Department is activated daily at noon.
Emergency Assembly Locations in case of fire:

Outside assembly location: Outside of Orca Building, 201 Third Avenue

Inside assembly location: Suite 102 of Orca Building, 201 Third Avenue  OR
KM Rae Building 125 Third Avenue, depending on where the fire is located.

Employee accountability procedures after fire 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 fire 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.
Emergency Assembly Location in case of earthquake with a possibility of tsunami:
Seward Community Health Center; 417 First Avenue.

Employee accountability procedures after earthquake/tsunami evacuation:
In the event of an earthquake emergency where there is the potential of a local tsunami all occupants will exit the building promptly after the shaking stops. Once clear of the building, go to the earthquake/tsunami 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.
Supervisor (or designee-roll taker)
Roll taker name: Edward Decastro; phone numbers: 907-224-4391 or 509-592-5264
Alternate roll taker name: Steven Hartz; phone numbers: 907-224-4304 (office) or 907-491-1688 cell

Critical Operation Found in Building
There are no critical operations in Seward Marine Center for which an employee is required to remain in the building during an emergency.

Medical and Rescue Duties:
No Seward Marine Center employees have been assigned medical or rescue duties specific to emergency situations.
II. Emergency Reporting Procedures

Types of emergencies to be reported by SMC personnel are:

- MEDICAL EMERGENCIES
- FIRE EMERGENCIES
- EXTENDED POWER LOSS
- CHEMICAL SPILL EMERGENCY
- BOMB THREAT
- DANGEROUS INTRUDER
- SEVERE WEATHER/ENVIRONMENTAL EMERGENCIES
  - Tsunami
  - Earthquake
  - Flood
  - Blizzard
  - Volcano

In the event of an emergency contact the emergency dispatch center by dialing 911 from any phone. When calling 911 from Seward the call goes to the Alaska State Trooper dispatcher in Soldotna. **Be sure to identify your location as Seward so the proper responders are notified.**

FACILITY NON-EMERGENCY:

SMC Office: 907-224-5261
Fire: 907-224-3445
Police: 907-224-3338
UAF Facilities Services: 907-474-7000
UAF EHS&RM: 907-474-5413

**NOTE:** On weekends, holidays or after hours contact Administrative Manager & Facility Coordinator, Jennifer Elhard @ 224-2797 (home) or 907-362-1432 (cell).


UAF Emergency Information for news and information about emergencies affecting normal UAF operations: Recorded hotline: 907-474-7823
Alerts: [http://www.uaf.edu/alert](http://www.uaf.edu/alert)
Emergency Notification Procedures:
When you call 911 from a Seward Marine Center location and request emergency assistance, you will be connected to the Alaska State Troopers Emergency Dispatch Center in Soldotna. Call from a safe location and remember to:

- Identify your location as Seward
- 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)
    - Also report any actions that may have or are being taken (e.g. attempts to extinguish the fire, whether the area has been evacuated, or whether CPR has been started). This information will help emergency response personnel anticipate actions that may be required upon arrival.
- Gather any information that may be useful for the emergency responder. (i.e. are there any injuries involved?)
- Do NOT hang up until instructed to do so by the dispatcher.

EMERGENCY ACTION
Medical Emergency:
Call medical emergency phone number – 911

Provide the following information:

- Location is Seward
- 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)
Fire Emergency:

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.”

Notes and Precautions

Small fires can be extinguished without evacuation. If the fire is contained in a small vessel, suffocate the fire by covering the vessel. Do not pick up the vessel. Do not cover with dry towels or cloths. Remove nearby flammable materials to avoid spread of fire. However, an immediate readiness to evacuate is essential in the event the fire cannot be quickly and simply controlled. Only trained personnel should use fire extinguishers. Never enter a room that is smoke filled. Never enter a room containing a fire without a backup person. Never enter a room if the top half of the door is warm to touch. Report the occurrence of fires to the SMC Emergency Coordinator if the fire causes injury, property damage, or requires the use of a fire extinguisher.

When fire is discovered:

- Activate the nearest fire alarm if there is one. You can use the SMC telephone page system if necessary. Just push the page button.
- Notify the Fire Department by calling 911.
- If you feel comfortable extinguishing the fire follow the procedure in the “Extinguishment” section following.
- Notify the main office personnel about the fire emergency by voice communication.
- If possible gather equipment or materials that are irreplaceable.
- If the fire is burning over an area too large for the fire to be suffocated quickly and simply, immediately evacuate the area.
- Shut doors behind you to confine the fire and smoke.
- Assemble in the designated area
- Do not re-enter the building until directed to do so by emergency response personnel.

Extinguishment

- After other building occupants have been notified to evacuate, you may stay and attempt to extinguish small fires from a position from which you can escape provided you have been trained in the proper use of fire extinguishers and you are confident that you will be successful. SMC periodically conducts hands-on fire extinguisher training classes via the Seward Fire Department.
- Do not risk your life to fight a fire! Toxic gases, smoke and oxygen deficiency may be present during a fire.
Extended Power Loss:
In the event of extended power loss to the facility certain precautionary measures should be taken:

- Unnecessary electrical equipment and appliances should be turned off or unplugged in the event that power restoration would surge causing damage to electronics and effecting sensitive equipment
- SMC maintenance personnel, during freezing temperatures will monitor, turn off and drain, as necessary the following:
  - Fire sprinkler system
  - Standpipes
  - Potable water lines
  - Toilets

Upon Restoration of heat and power electronic equipment should be brought up to ambient temperatures before energizing to prevent condensation from forming on circuitry.

Chemical Spill:
Spill Containment Equipment is located in the warehouse and in the DW Hood Lab.
When a Chemical Spill has occurred:

- Immediately notify SMC main office at 224-5261, FIRE/POLICE as appropriate; 911, and the Administrative Manager & Facility Coordinator, Jennifer Elhard.
- In order to assist emergency personnel it is helpful to know:
  - The name of the material spilled, including the CAS # and correct spelling, if known
  - Is it a liquid, solid or gas?
  - Has anyone been exposed to the material?
  - Has the flow been stopped?
- Secure the area and alert other site personnel.
- DO NOT attempt to clean the spill unless trained to do so.
- Attend to injured personnel and call the medical emergency number if required – 911.
- Evacuate the building.
Bomb Threat:
Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Remain calm and obtain information with the checklist on the following page. Evacuate the building until police arrive and evaluate the threat.

DO NOT:
- Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- Activate the fire alarm.
- Touch or move a suspicious package.

Signs of a suspicious package:
- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected

If a bomb threat is received by phone:
- Remain calm. Use checklist on page 14. (You may want to print the checklist and place under your telephone for easy access.)
- If your phone has a display, copy the number and/or letters on the window display.
- The most crucial information you can obtain from the caller is detonation time, location, and appearance of the bomb.
- Don't hang up. Have someone call 911 from another phone. Give the phone number where the bomb threat is received.

If a bomb threat is received by note:
- Call 911 immediately.
- Do not handle the note.
BOMB THREAT CHECKLIST

Exact words of threat:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Time of call: _________________________________________________________________
Number where phone call was received: _________________________________________

Ask in order:
When will it explode? __________________________________________________________
Where is it located? __________________________________________________________
What does it look like? _________________________________________________________
______________________________________________________________________________
What kind of bomb is it? ________________________________________________________
What will make it explode? _____________________________________________________
______________________________________________________________________________
Did you place the bomb? ______ Why? ____________________________________________
______________________________________________________________________________
What is your name? _____________________________________________________________
Where are you? ________________________________________________________________

Caller's voice:
__Accent  __Distinct  __Normal
__Angry  __Excited  __Ragged
__Calm  __Familiar, like:  __Rapid
__Clearing throat  __Female  __Raspy
__Cracking voice  __Laughter  __Slow
__Crying  __Lisp  __Slurred
__Deep  __Loud  __Soft
__Deep breathing  __Male  __Stutter
__Disguised  __Nasal

Background sounds:
__Animal  __House  __Office machinery
__Booth  __Kitchen  __PA system
__Clear  __Local  __Static
__Factory machinery  __Long distance  __Street

Threat language:
__Incoherent  __Message read  __Taped
__Irrational  __Profane  __Well-spoken
Dangerous Intruder:
The UAF Police Department has developed a comprehensive program tailored to each individual department of the UAF Campus. They can provide hands on training to prepare staff, students, and faculty for this occurrence. The goal is to report the intruder as soon as possible and to use survival techniques and responses to limit the damage and loss of life. For more information call (907) 474-7721.

Basic steps to follow:

Secure immediate area:
- Lock and/or barricade doors
- Turn off lights
- Close blinds
- Block windows
- Turn off radios and dim computer 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
- 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 endangering lives. When in doubt, shelter in place and wait for instructions from emergency personnel.

Call for help:
- Call 911
- Use 224-3338 for non-emergency calls to Seward police
- Be aware that the 911 system may be overwhelmed due to the volume of calls. Program non-emergency Seward police department line, 224-3338, into cell phones.

What to report:
- Your specific location - Seward; 201 Railway Avenue; building name and office/room number.
- Number of people at your location
- Injuries - number injured & types of injuries.
- Information on assailant(s) - location, number of suspects, race/gender, clothing description, physical features, type of weapons (rifle, shotgun or handgun), backpack, shooter’s identity, number of shots fired, etc.
Severe Weather and Natural Disasters:

Tsunami:
The tsunami evacuation plan for Seward involves primary and secondary evacuation areas, determined by their elevation above sea level and therefore their susceptibility to tsunami inundation. Primary evacuation applies to all areas below the 50-foot elevation, and would occur whenever a strong local earthquake is felt, and whenever a tsunami warning is issued. Secondary evacuation applies to all areas below the 100-foot elevation, and would occur if the tsunami is anticipated to exceed 50 feet in height, or during a high tide event.

The City of Seward has installed evacuation route signs throughout the community to direct the population to safe areas. In the event of a possible tsunami evacuate to Seward Health Clinic at 417 First Avenue.

What to know about Seward Tsunami warnings:

- **Tsunami Warning**: The highest level of tsunami alert. Warnings are issued by the Tsunami Warning Center (TWC) due to the imminent threat of a tsunami from a large undersea earthquake, or following confirmation that a potentially destructive tsunami is underway. They may initially be based only on seismic information as a means of providing the earliest possible alert. Warnings advise that appropriate actions be taken in response to the tsunami threat. Such actions could include the evacuation of low-lying coastal areas and the movement of boats and ships out of harbors to deep waters. Warnings are updated at least hourly, or as conditions warrant, to continue, expand, restrict, or end the Warning.

- **Tsunami Watch**: The second highest level of tsunami alert. Watches are issued by the TWCs based on seismic information without confirmation that a destructive tsunami is underway. It is issued as a means of providing advance alert to areas that could be impacted by a destructive tsunami. Watches are updated at least hourly to continue them, expand their coverage, upgrade them to a Warning, or end the alert. A watch for a particular area may be included in the text of the message that disseminates a Warning for another area.

- **Tsunami Advisory**: The third highest level of tsunami alert. Advisories are issued by the TWCs to coastal populations within areas not currently in either warning or watch status when a tsunami warning has been issued for another region of the same ocean. An Advisory indicates that an area is either outside the current warning and watch regions, or that the tsunami poses no danger to that area. The Center issuing the Advisory will continue to monitor the event, issuing updates at least hourly. As conditions warrant, the Advisory will either be continued, upgraded to a watch or warning, or ended.
TSUNAMI PUBLIC ADDRESS SIGNALS AND WHAT TO DO
“Seward, this is a warning for an Imminent Tsunami. Move to high ground.”
- Proceed to the SMC Tsunami Evacuation Assembly Area at Seward Health Clinic, 417 First Avenue. Check in with supervisor or role taker.
- Stay tuned to your radio, marine radio, NOAA Weather Radio, or television.
- Keep emergency supplies at the ready.
- Prepare for power failures and water shortages.
- Wait for Emergency Officials’ “ALL CLEAR”.

Earthquake:
If indoors:
- Duck or drop down to the floor.
- Take cover under a sturdy desk, table or other furniture.
- Hold on to it and be prepared to move with it.
- Keep away from overhead fixtures, windows, filing cabinets, and electrical power.
- Hold the position until the ground stops shaking and it is safe to move.
- After shaking stops, check yourself and others for injuries and move toward the nearest exit or alternate exit.
- Evacuate to the Emergency Evacuation Area described in this plan.
- Stay calm and await instructions from the Emergency Coordinator or the designated official. The Seward area needs to keep a close watch on the potential of tsunami after an earthquake. The City of Seward has a Tsunami warning system that we will be monitoring and complying with. See Tsunami evacuation routes.

If outdoors:
- Get into the open, away from buildings and power lines.

Flood:
If indoors:
- Be ready to evacuate as directed by the Emergency Coordinator and/or the designated official. The City of Seward sends out notices on the current status of the flood stage and will provide direction as well.
- Follow the recommended primary evacuation routes – know two ways out of the building.

If outdoors:
- Proceed to the Emergency Evacuation Assembly Area and stay there until you receive direction from the Emergency Coordinator.
- Avoid walking or driving through flood water.
- If car stalls, abandon it immediately and climb to higher ground.
Blizzard:

If indoors
- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Stay indoors!
- If you must go outdoors, stay away from transportation equipment that is removing snow.

If there is no heat during a blizzard:
- Close off unneeded rooms or areas.
- Cover windows at night.
- Eat and drink. Food provides the body with energy and heat. Fluids prevent dehydration.
- Wear layers of loose-fitting, light-weight, warm clothing, if available.
- If the Seward Marine Center emergency generator fails, the Emergency Coordinator will instruct you to go home.

Volcano:

Volcano Alert Levels to be aware of:
- NORMAL: Volcano is in typical background, noneruptive state or, after a change from a higher level, volcanic activity has ceased and volcano has returned to noneruptive background state.
- ADVISORY: Volcano is exhibiting signs of elevated unrest above known background level or, after a change from a higher level, volcanic activity has decreased significantly but continues to be closely monitored for possible renewed increase.
- WATCH: Volcano is exhibiting heightened or escalating unrest with increased potential of eruption, timeframe uncertain, OR eruption is underway but poses limited hazards.
- WARNING: Hazardous eruption is imminent, underway, or suspected.

What to do during a volcanic eruption
Be prepared for the hazards that can accompany volcanic eruptions and know how to respond to reduce risk. Seward’s main hazards include earthquakes, ash fall and acid rain. Avoid areas downwind and river valleys downstream of the volcano. Debris and ash will be carried by wind and gravity.

If caught indoors, stay indoors and:
- Close all windows, doors, and dampers to keep volcanic ash from entering.
- Put all machinery inside to protect it from volcanic ash. If buildings are not available, cover machinery with large tarps.
- Cover all electronic equipment with garbage bags to prevent damage.

If trapped outdoors:
- Seek shelter indoors.
- Wait for instruction from the Emergency Coordinator, City of Seward Emergency Personnel or the siren warning system.
How to protect yourself during ash fall
Volcanic ash is actually fine, glassy fragments and particles that can cause severe injury to breathing passages, eyes, and open wounds, and irritation to skin.

- Wear long-sleeved shirts and long pants.
- Use goggles to protect your eyes.
- Wear eyeglasses instead of contact lenses.
- Use a dust mask or hold a damp cloth over your face to help breathing.
- Keep car or truck engines off.

What to do after a volcanic eruption

- Avoid driving in heavy ash fall. Driving will stir up volcanic ash that can clog engines and stall vehicles. Moving parts can be damaged from abrasion, including bearings, brakes, and transmissions.
- If you have a respiratory ailment, avoid contact with any amount of ash. Stay indoors until local health officials advise it is safe to go outside. Volcanic ash can cause great damage to breathing passages and the respiratory system.
Your Emergency Responsibilities

- In the event of a minor disturbance (medical emergency, power outage, etc.) there is no need to leave your work area or building.

- In the event of a hazardous materials release or other event that requires sheltering in place, you will be vocally notified to shelter in place. Go to an interior room in your building, which has no windows that open to the outside of the building. To notify others that the room is full, close the door. After the door is closed, attempt to seal off any vents or open spaces where air from the outside can leak into your room.

- If the evacuation/fire alarm goes off, you are required by law to leave the building. Please grab your personal belongings and go to the emergency assembly area.

Building Alarm Information:

- All buildings are equipped with an alarm system to alert occupants of the detection of fire and/or smoke. There are also unique alarm systems in some buildings that will alert employees and occupants of a hazardous situation.

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.
SMC EMERGENCY PERSONNEL NAMES AND PHONE NUMBERS

EMERGENCY COORDINATOR:
Jennifer Elhard, Administrative Manager & Facility Coordinator, jaelhard@alaska.edu
Work: .......................... 224-4301 M-F 8-5
Home: ............................... 224-2797 Weekends & Holidays
Cell: ............................... 362-1432

DEPARTMENT EMERGENCY STAFF

Warehouse
Floor Monitor: Ed DeCastro, 907-224-4391 (work) or 505-592-5264 (cell)
Email: erdecastro@alaska.edu
Alternate: Jennifer Elhard, 907-224-4301(work) or 907-362-1432(cell)
Email: jaelhard@alaska.edu
Roll Taker: Sarah Spanos, 907-224-4302 (work) or 907-491-3143 (cell)
Email: saspanos@alaska.edu

Employee Duties:
• In the event of a fire emergency, all occupants will promptly exit the building by the nearest exit. Once clear of the building, go to the designated Evacuation Assembly Area (EAA) location and immediately report to the roll taker. Each employee is responsible for reporting to the roll taker so an accurate head count can be made.

Main or Alternate Emergency Coordinator Duties:
• Be in contact with local emergency coordinators and evaluate the situation. Also be in contact with UAF Risk Management in case of any emergencies involving employees or facilities.

Floor Monitor/Alternate Duties:
• Encourage occupants to leave/evacuate. Direct everyone to the Evacuation Assembly Area (EAA).

Roll taker Duties:
• After evacuation, roll takers 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.
III. EMERGENCY EVACUATION, EQUIPMENT AND FLOOR PLANS

Evacuation Procedures:
A building occupant is required to evacuate the building when the fire alarm sounds. There are also other circumstances where evacuation may be advised. Move quickly to the emergency assembly location. For circumstances where an employee or occupant may be hearing or visually impaired there shall be someone delegated to alert them of the emergency situation.

Evacuating the 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 or unsafe).
- Gather your personal belongings only if it is safe to do so. (Reminder: take prescription medications with you if at all possible; it may be hours before you are allowed back in the building.)
- If possible, gather workplace equipment that is irreplaceable.
- Go to the Emergency Evacuation Assembly Area designated for your building which is the SMC Office at the Orca Building, 201 Third Avenue.
- Do not leave area/campus until your status is reported to your supervisor or roll taker.
- 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 Emergency Coordinator or Emergency Responders.

If it is advisable for Seward Marine Center staff to evacuate to high ground, please evacuate to the Seward Community Health Clinic at 417 First Avenue.
201 Railway Avenue – Emergency Equipment

Warehouse, UAF Building 103

Houses:  Warehouse manager office, Shipping & Receiving, Marine Technician offices & Shop,
Areas:  Wood Shop, Ship/Research Storage, Employee Breakroom, Mail room, Outboard
        Shop/storage, other offices, Restrooms

One (1) Emergency Pull Station
    Next to front exit door

One (1) Emergency Poster
    Above the shipping/receiving station outside office door

Four (4) Alarm Panels
    Bottom of staircase, next to warehouse overhead door
    On both freezers

Two (2) Fire Hoses
    Outside men’s restroom
    Outboard shop

Seven (7) Fire Extinguishers
Water Extinguishers:
    Outside restrooms
    Top of staircase in woodshop, outside Conference Room door
    Bottom of staircase in woodshop
CO₂ Extinguishers:
    East side of overhead door
    Next to south entrance door
    On wall in outboard shop
    In office, on inside wall in copy room

Chemical Spill Kits
One (1) Chemical Spill Response Kit:
    Outside walk-in freezer in yellow bin
Two (2) Petroleum Spill Response Kits:
    On upper lever mezzanine storage in yellow bins

First Aid Kits:
    Inside office next to the front door.

Material Safety Data Sheets:
    Inside file cabinet next to shipping/receiving table

Eyewash
    Inside women’s restroom in mirrored medicine cabinet.

Diagram of Warehouse Floor Plan - next page
201 Railway Avenue – FLOOR PLANS

Warehouse Evacuation Routes

Two Story Mezzanine Storage

Warehouse
Offices, Ship Storage, Mailroom, Employee Breakroom,
Marine Technician Shop, Woodshop, Outboard Shop

Outboard Shop

Second Level
IV. Emergency Preparedness

**Training and Documentation:**

Training is an integral part of the safety awareness for you department and therefore all employees should be trained on the Emergency Action Plan (EAP). Training must be documented. Each occupant should become familiar with the EAP, to know evacuation routes and assembly areas, and to 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:**

Fire Drills: Each building and 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.