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Performance Standards & Best Practices

Subject: Emergency Action **Plan**

Number: 011

In the event of an emergency, all Facilities Services employees should be aware of and adhere to the following Facilities Services Emergency Action Plan. The complete Department Emergency Action Plan (DEAP) may be found on the FS website Q1<http://www.uaf.edu/files/fs/UAF-DEAP.pdf>.

1. In the event of an emergency, employees will be alerted by:

- The sounding of an alarm and/or a verbal announcement.
- Fire -local fire alarm and strobe light system.
- General Evacuation - warning tone and announcement over Land Mobile Radio or voice notification.
- Verbal announcement will direct action to be taken and identify the situation that has necessitated evacuation.

2. The policy when evacuating in the event of a fire or other emergency is:

- All employees will evacuate immediately upon alarm notification. Exceptions will be at the discretion of the senior supervisor on scene and only in the event of safety and security concerns that do not pose an immediate and direct hazard to the affected employee(s).

In the event of an emergency, employees shall evacuate by means of the nearest available marked exit.

- In the event of a fire, only employees who are trained and knowledgeable in the use of portable extinguishers, and who are aware of the type(s) of materials engulfed by the fire, may attempt to extinguish the fire before evacuating. These employees may only attempt to extinguish the fire in its incipient stage.

3. In the event of an emergency, the following employees are to remain in the workplace long enough to shut down or monitor critical operations before they evacuate:

- Dispatch/Key Shop employees who need to secure or evacuate facility keys may only remain long enough to perform these functions if there is no immediate danger to them from the emergency condition.

Revision Date: May 23, 2018

Approved by AVCFS:

A handwritten signature in blue ink, appearing to be 'S. B. J.', is written over the 'Approved by AVCFS:' text.

- Utilities' employees necessary to monitor controls and actuate/deactivate critical systems if there is no immediate danger to them from the emergency condition.

No employees are assigned to perform medical or rescue duties during emergency evacuation situations.

4. After an emergency evacuation, employees are to gather in the following locations:
 - Physical Plant: West side parking lot at the signed designated evacuation area, (Energy Research building).
 - Utilities: East side parking lot at the signed designated evacuation area (light pole).
 - Patty Ice Arena: South side parking area, at least 50 feet from building.
 - Post Office: East side of building (core area), at least 50 feet from building.
 - DDC: West parking lot near the Housing Director 's (HD) parking spots.
 - Marika Drive/Warehouse: East parking lot near the headbolt outlets.
 - Work sites throughout campus: Location where work vehicles are parked (if not a hazard due to their proximity to the facility) or outside the main entrance to the facility and at least 50 feet away.
5. After an emergency evacuation, the procedure for accounting for all employees is:
 - Senior shop individuals will perform a head count of present employees and provide information to the senior Facilities Services supervisor on scene as to the location of all other shop employees at work at the time of the event. Any unaccounted for employees will be reported to the on-scene emergency response commander (usually the Fire Department.)
6. Employees may not reenter a facility after it has been evacuated unless directed to do so by the on-scene emergency response commander (usually the Fire Department).

For further assistance with emergency evacuation procedures, please contact Thadd Williamson, the Facilities Services Safety Officer.