

UNIVERSITY OF ALASKA FAIRBANKS

**DEPARTMENT EMERGENCY ACTION PLAN  
(DEAP)**

**Department Name:** Facilities Services

**Date DEAP Adopted:** October 1, 2010

**Date DEAP Revised:**

**Prepared by:** Robert Miller, FS Safety Officer

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

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

Steps to completing the DEAP:

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

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

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

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

- \* Evacuation routes, exit points, and where to report for roll call after evacuating the building.
- \* When and how to evacuate the building.
- \* Locations of emergency supplies and materials that may be needed in an emergency, such as pull alarms and first aid kits.
- \* Proper procedures for notifying emergency responders about an emergency in the building or work area.
- \* Additional responsibilities (roll taker or floor monitor.)
- \* Fire hazards.
- \* Potential exposure to hazardous materials or processes in and around the work area, as well as means of protecting yourself in the event of an emergency.
- \* A contact list for employees in the department.

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# UNIVERSITY OF ALASKA FAIRBANKS

## I. DEPARTMENT AND BUILDING INFORMATION

### **BUILDING**

Building name: Physical Plant (Building 803)

Building address: 803 Alumni Drive, Fairbanks, AK 99775

Building coordinator: Marianne Freelong

Building coordinator telephone number: 474-5990

Description of building (number of floors, major uses of the building by department):  
2 story campus maintenance facility.

### **DEPARTMENT**

Department coordinator: Marianne Freelong

Department coordinator campus address: P.O. Box 757380

Department coordinator telephone number: 474-5990

Department coordinator email address: mgfreelong@alaska.edu

Alternate Department coordinator: Karrah Baker

Alternate Department coordinator campus address: P.O. Box 757380

Alternate Department coordinator telephone number: 474-7617

Alternate Department coordinator email address: krbaker@alaska.edu

Room numbers occupied by the department: All rooms

### **Emergency Assembly Locations**

Inside assembly location: None

Outside assembly location: Energy Research Building parking area

List other buildings where employees work:

590 University Avenue (DDC-leased): Assembly area on west side of parking lot

801/802 (Power and Water Plant): Assembly area on east side of building by light pole

413 (Patty Ice Arena): Assembly area on south side of building by FS parking spots

656 (Mail Services): Assembly area on east side of building by head bolt outlets

504 (Post Office): Assembly area on east side of building in center of core area

All other facilities: Assembly area by FS Parking spots or 50 feet away from main entrance

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Department Emergency Staff - Roll taker(s) (required) and floor monitors (optional). Depending on the size of the department, there may be more than one roll taker and floor monitor.

Employee accountability procedures after evacuation

In the event of a fire emergency signaled by the building alarm system, all occupants will promptly exit the building by the nearest exit. Once clear of the building, go to the designated Emergency Assembly Location and immediately report to the roll taker. After evacuation, supervisors (or designee) are responsible for accounting for each employee assigned to that designated emergency assembly location and will conduct a head count. Each employee will be accounted for by name. Each employee is responsible for reporting to his or her supervisor (or designee - roll taker) so an accurate head count can be made.

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

Roll taker name: Each shop senior on scene representative takes roll of shop personnel

Roll taker room number: N/A

Roll taker phone number: N/A

Roll taker name:

Roll taker room number:

Roll taker phone number:

Roll taker name:

Roll taker room number:

Roll taker phone number:

Floor monitor name:

Floor monitor room number:

Floor monitor phone number:

Floor monitor name:

Floor monitor room number:

Floor monitor phone number:

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**Critical Operations Found in Department**

Includes information about critical operations that require an employee to remain in the building during an emergency. Please note: the function an individual performs during an emergency MUST be a CRITICAL operation and must be clearly identified between the supervisor and the employee.

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

Yes

No

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

If yes, fill out the below information:

Employee name: Physical Plant: Key Shop and Dispatch senior on scene representative, Power plant shift engineer  
Location (room where the employee will be during the emergency): Key Shop, Dispatch, Control Room  
Critical function to be performed during emergency: Secure facility keys, Monitor/shut down critical processes  
Telephone number (room where employee will be during emergency): 474-7000/6680

**Medical and Rescue Duties**

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

Yes

No

If no, skip to II. Emergency Procedures

If yes, complete information below:

Employee name:  
Employee phone number:  
Describe employees' medical or rescue duties:

Employee name:  
Employee phone number:  
Describe employees' medical or rescue duties:

Employee name:  
Employee phone number:  
Describe employees' medical or rescue duties:

## II. EMERGENCY PROCEDURES

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

### Non-Emergency:

Fire - 474-7721

Police - 474-7721

Facilities Services - 474-7000

EHS&RM - 474-5413

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

Recorded hotline - 474-7823

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

### **Emergency Notification Procedures:**

When you call 911 from a campus location to request emergency assistance, you will be connected to the University Emergency Dispatch Center. Call from a safe location and remember to:

\* Stay calm.

\* Be prepared to answer the following questions:

Where is the emergency located? (be specific)

What is the emergency? (fire, medical, hazardous materials, etc.)

How did it happen?

Who are you? (your name)

\* Gather any information that may be useful for the emergency responders, (e.g. are there any injuries involved?)

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

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



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### Building Alarms:

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

Building name:

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

Horn:   
Whistle:   
Bell:   
Bull horn:

The evacuation alarm is a:

Horn:

The elevator alarm is a:

Horn:   
Whistle:   
Bell:

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

**Evacuation Procedures** - A building occupant is required to evacuate the building when the fire alarm sounds. Move quickly to the emergency assembly locations.

### Evacuating the Building

Stay calm; do not rush and do not panic.

Evacuate the building using the nearest exit (or alternate if the nearest exit is blocked.)

Do not use elevators.

Gather your personal belongings if it is safe to do so. (Reminder: take prescription medications out with you if at all possible; it may be hours before you are allowed to re-enter the building.)

Wait for and follow directions given by emergency responders.  
Go to the emergency assembly location.

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

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

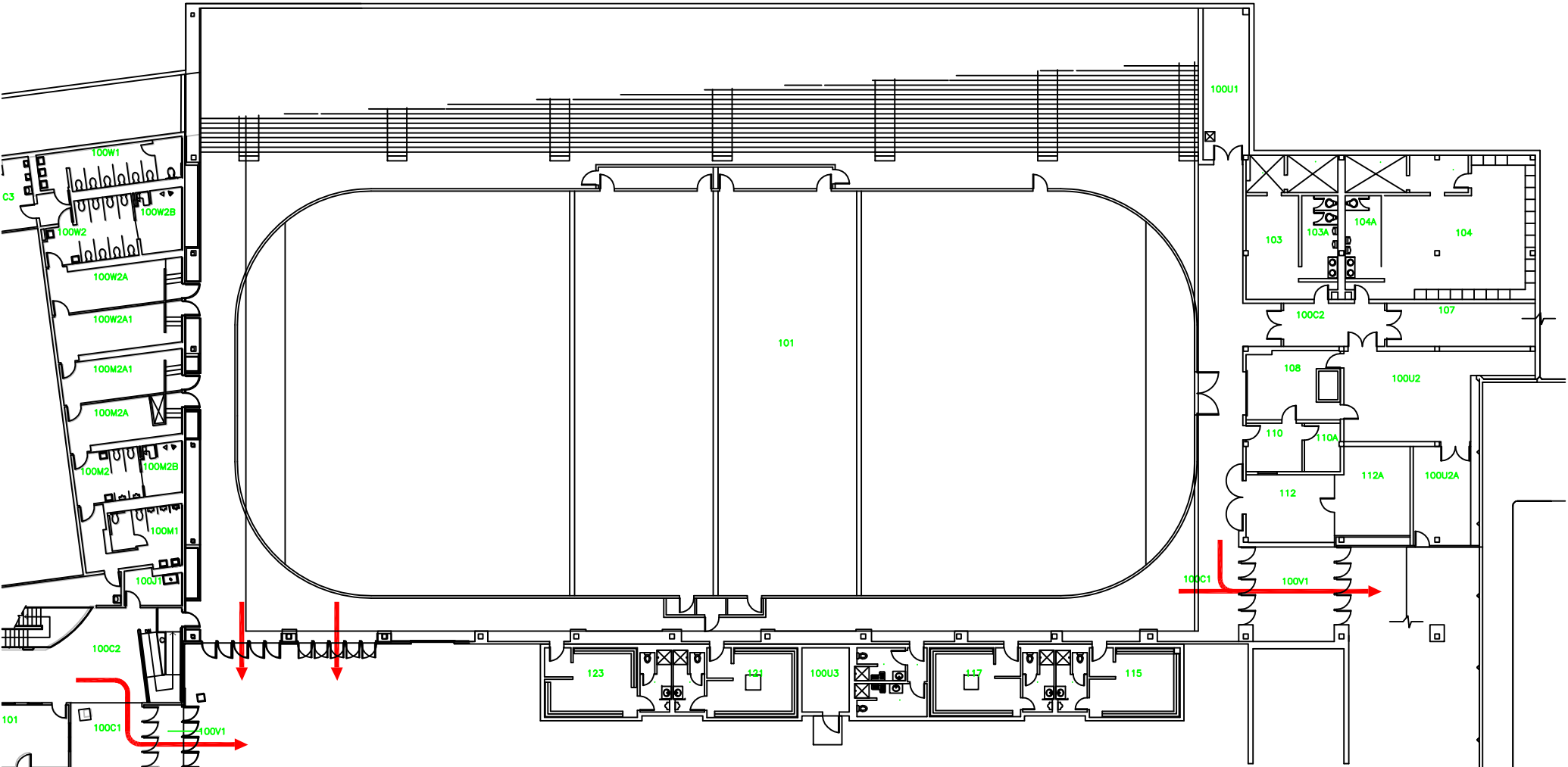
### Evacuation Procedures:

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

### Emergency Information:

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

### Fire Procedures:



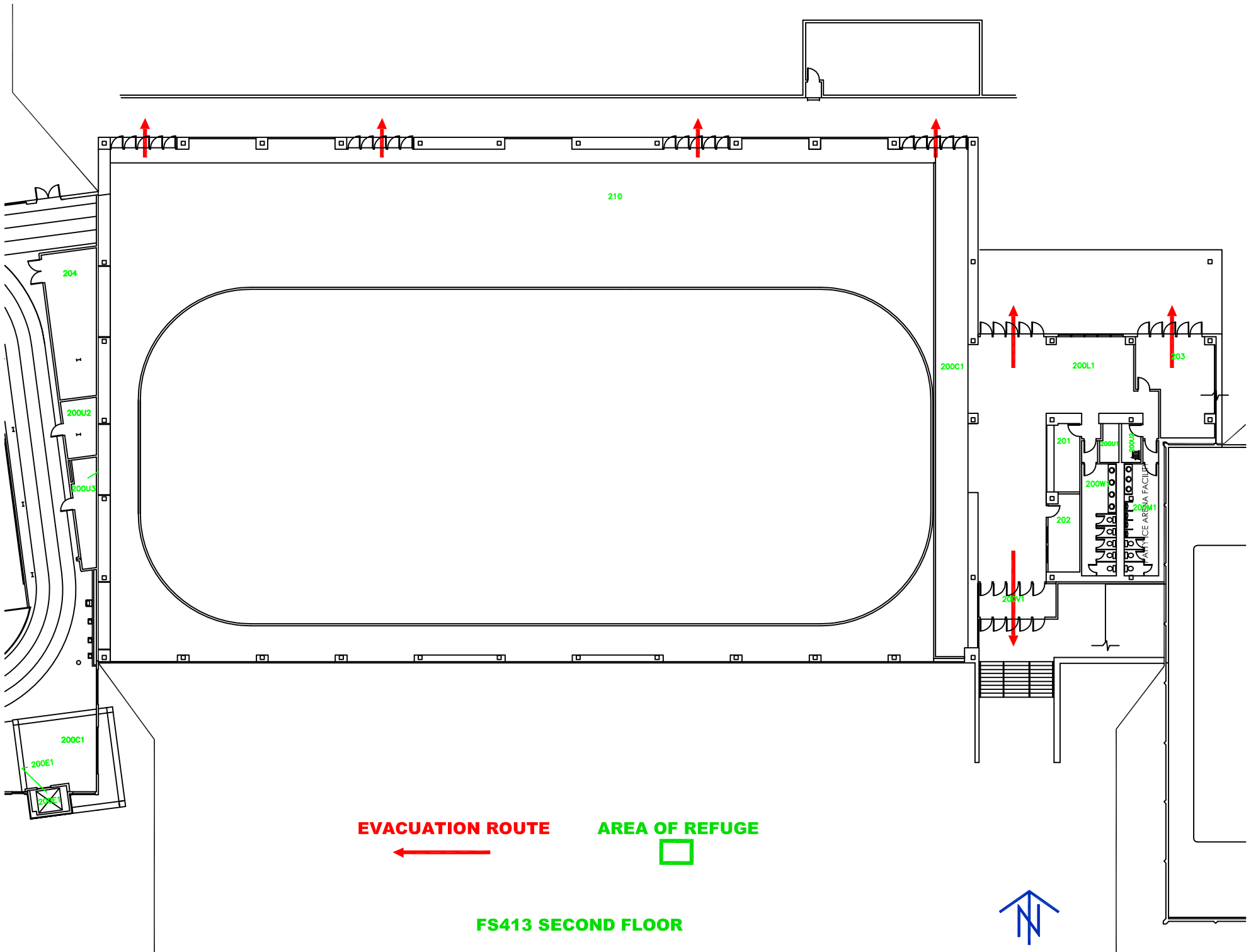
**EVACUATION ROUTE**

**AREA OF REFUGE**

**ASSEMBLY POINT**

**FS413 FIRST FLOOR**





210

204

200U2

200U3

200C1

200E1

200C1

200L1

203

201

200W

202

200U1

200U2

200U3

200M1

200M2

200M3

200M4

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200M7

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200M9

200M10

200M11

200M12

200M13

200M14

200M15

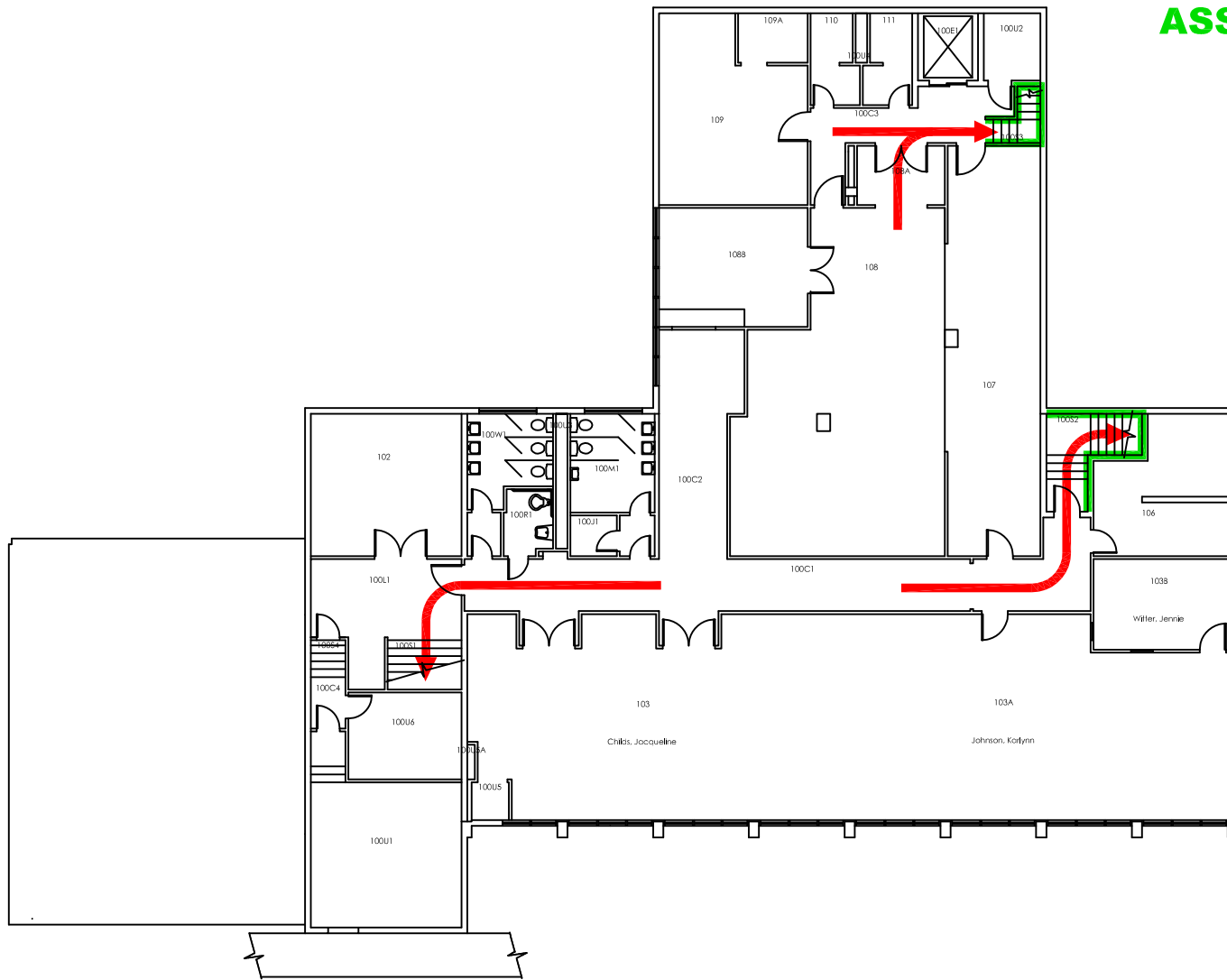
**EVACUATION ROUTE**

**AREA OF REFUGE**



**FS413 SECOND FLOOR**





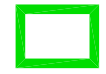
**ASSEMBLY POINT**



**EVACUATION ROUTE**



**AREA OF REFUGE**

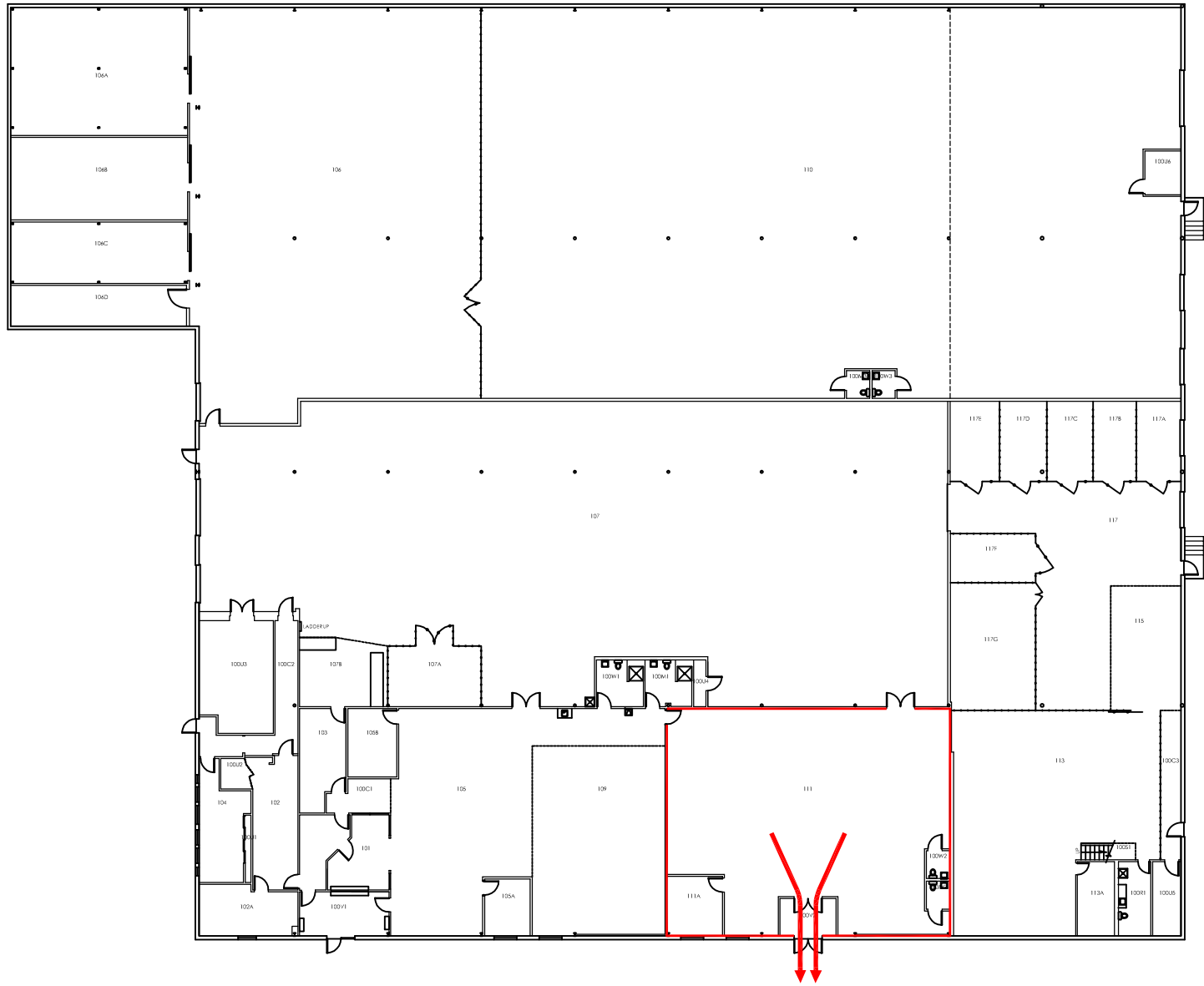


 **PULL STATION**

 **PHONE**

 **FIRE EXTINGUISHER**

**FS504 FIRST FLOOR**



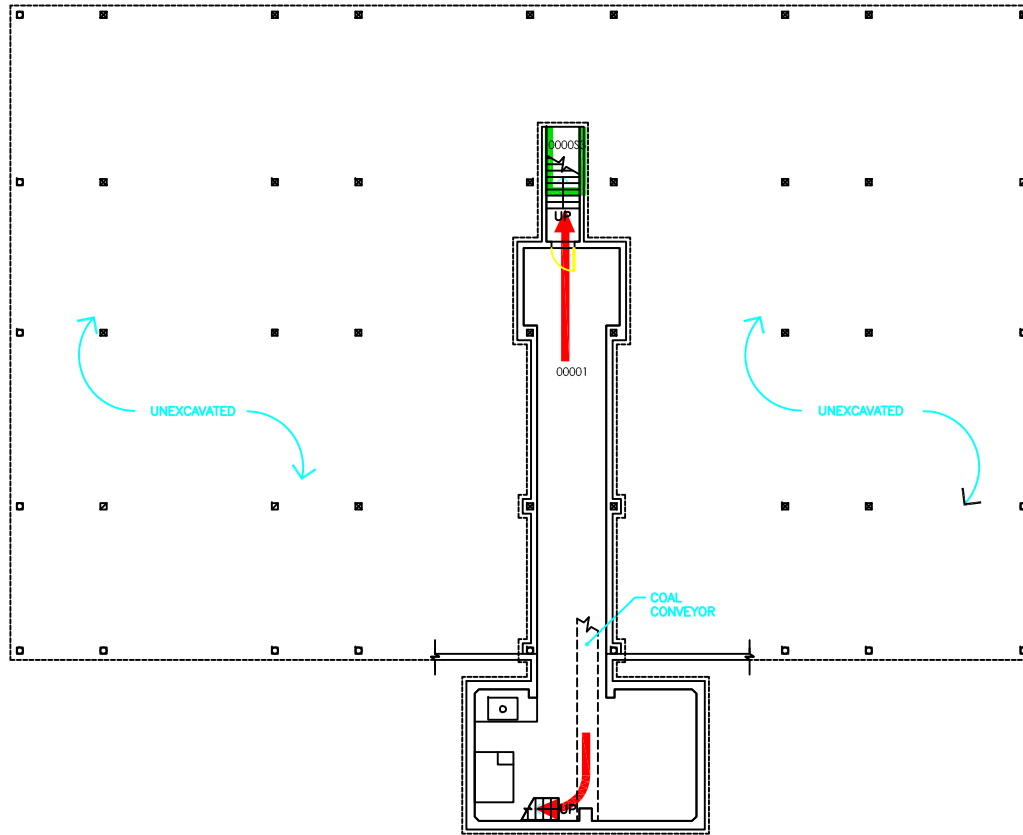
**ASSEMBLY POINT**



**EVACUATION ROUTE**



**FS656 FIRST FLOOR**



**EVACUATION ROUTE**



**AREA OF REFUGE**

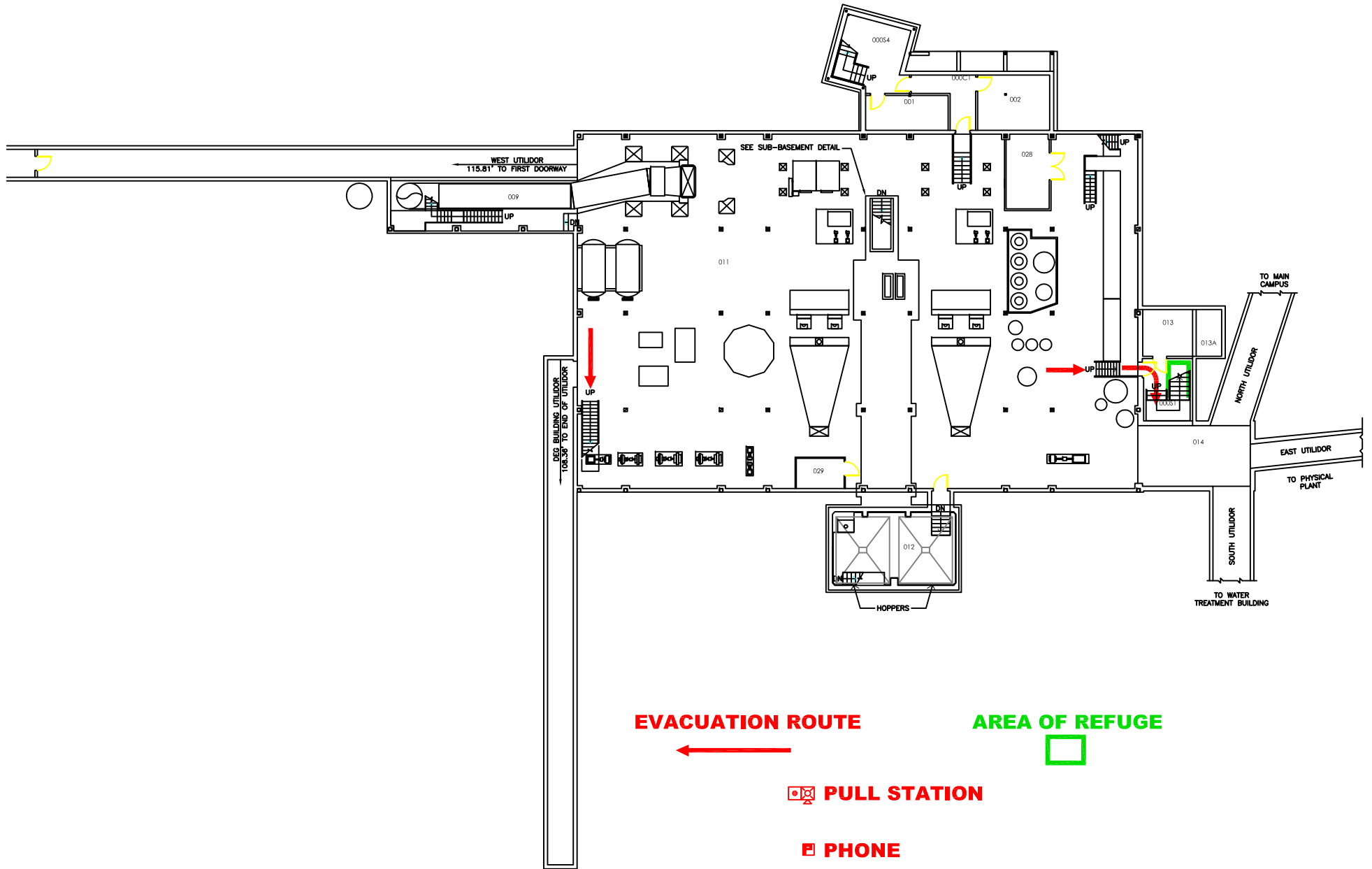


 **PULL STATION**

 **PHONE**

 **FIRE EXTINGUISHER**

**FS802 SECOND BASEMENT**



**EVACUATION ROUTE**



**AREA OF REFUGE**



**PULL STATION**



**PHONE**

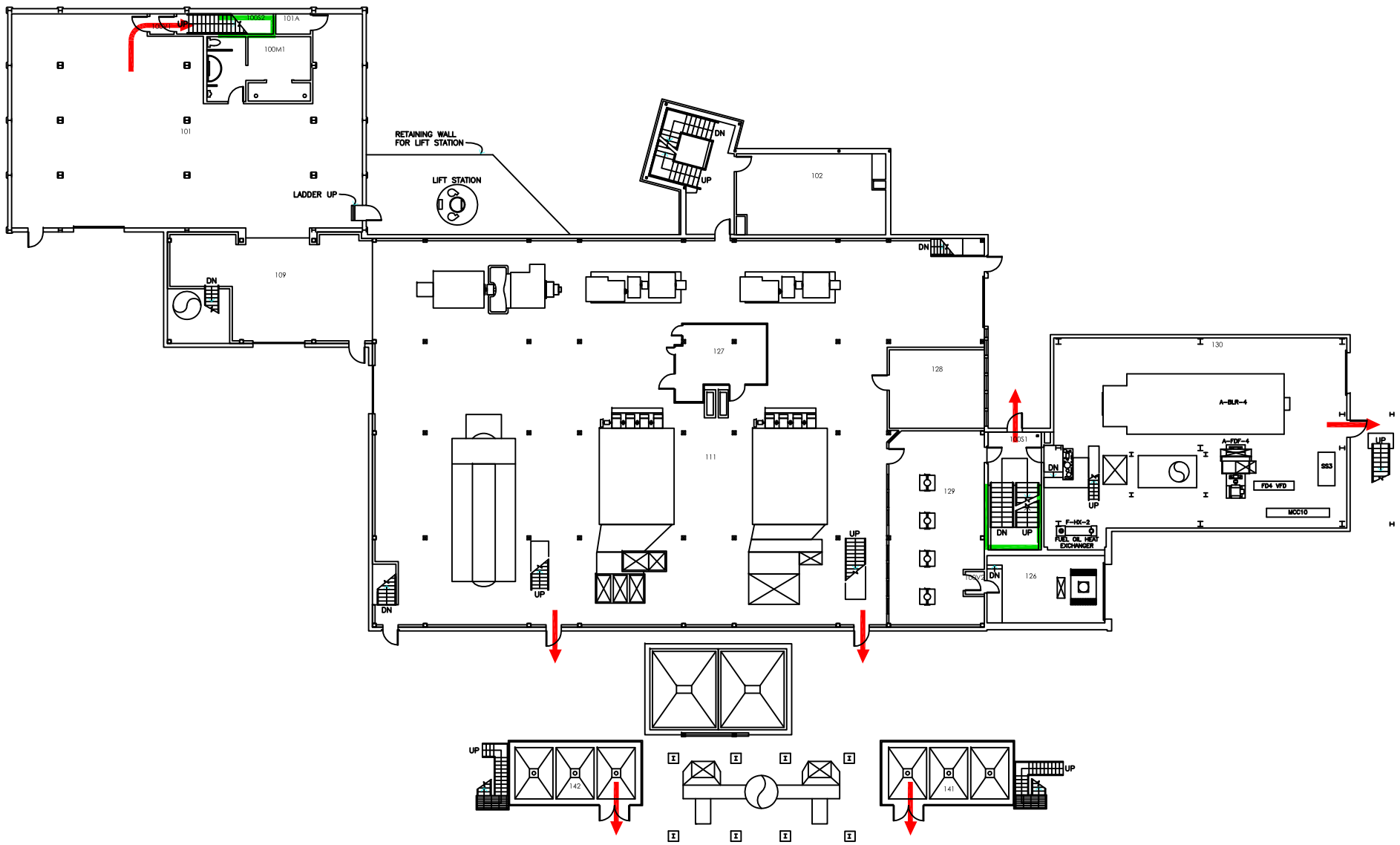


**FIRE EXTINGUISHER**



**FS802 FIRST BASEMENT**





**EVACUATION ROUTE**



**AREA OF REFUGE**

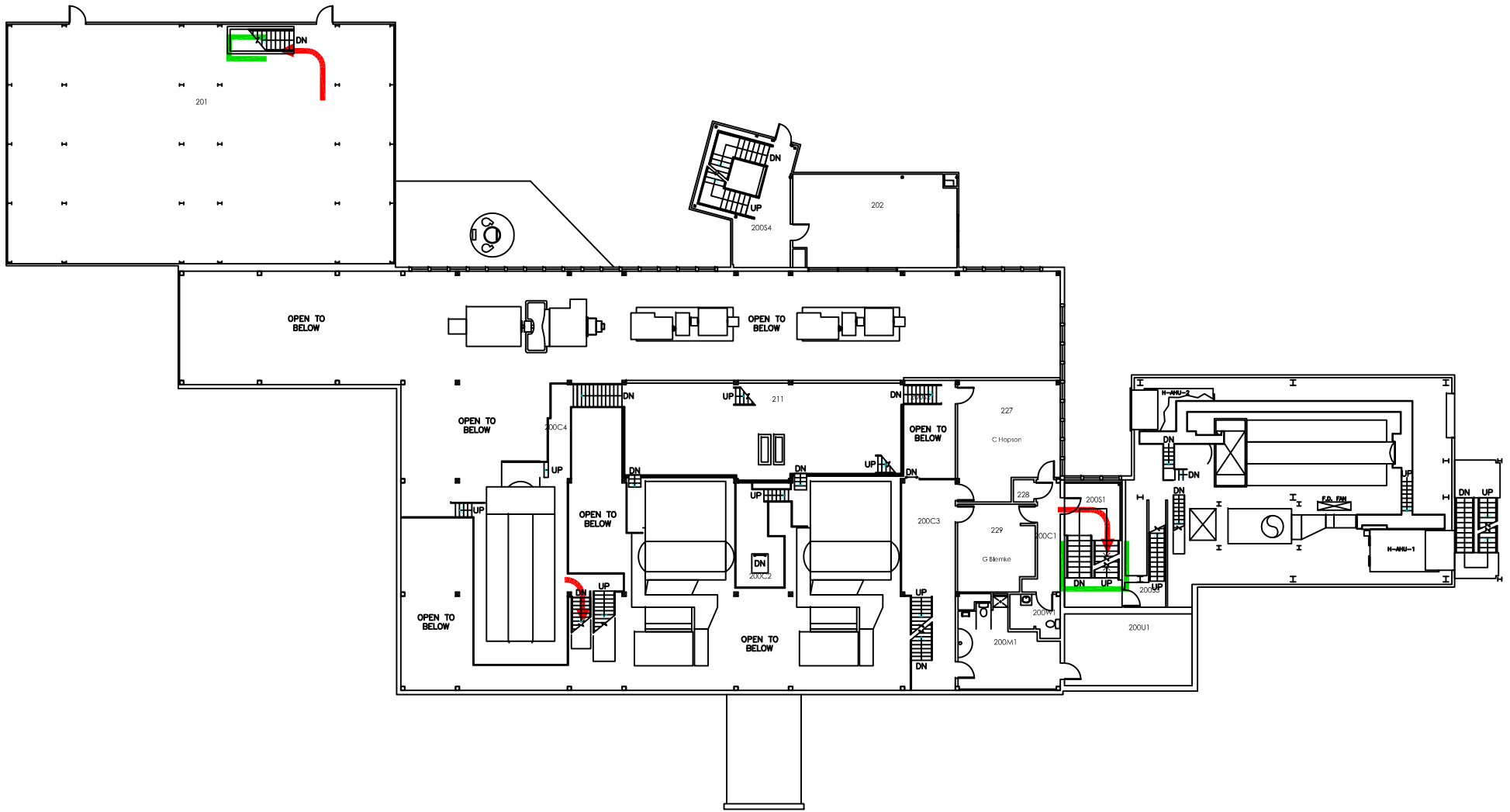


 **PULL STATION**

 **PHONE**

 **FIRE EXTINGUISHER**

**FS802 FIRST FLOOR**



**EVACUATION ROUTE**



**AREA OF REFUGE**

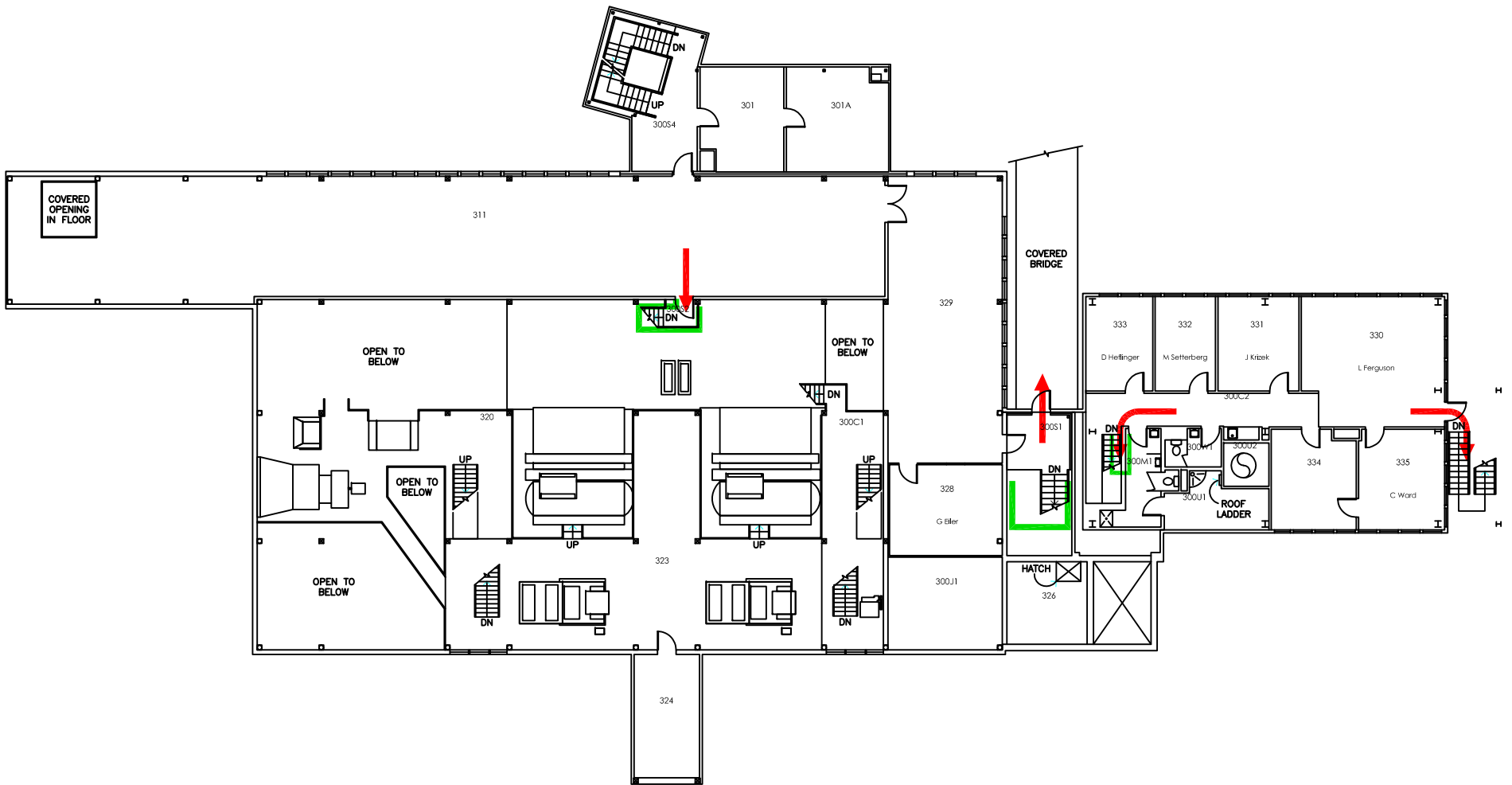


 **PULL STATION**

 **PHONE**

 **FIRE EXTINGUISHER**

**FS802 SECOND FLOOR**



**EVACUATION ROUTE**



**AREA OF REFUGE**

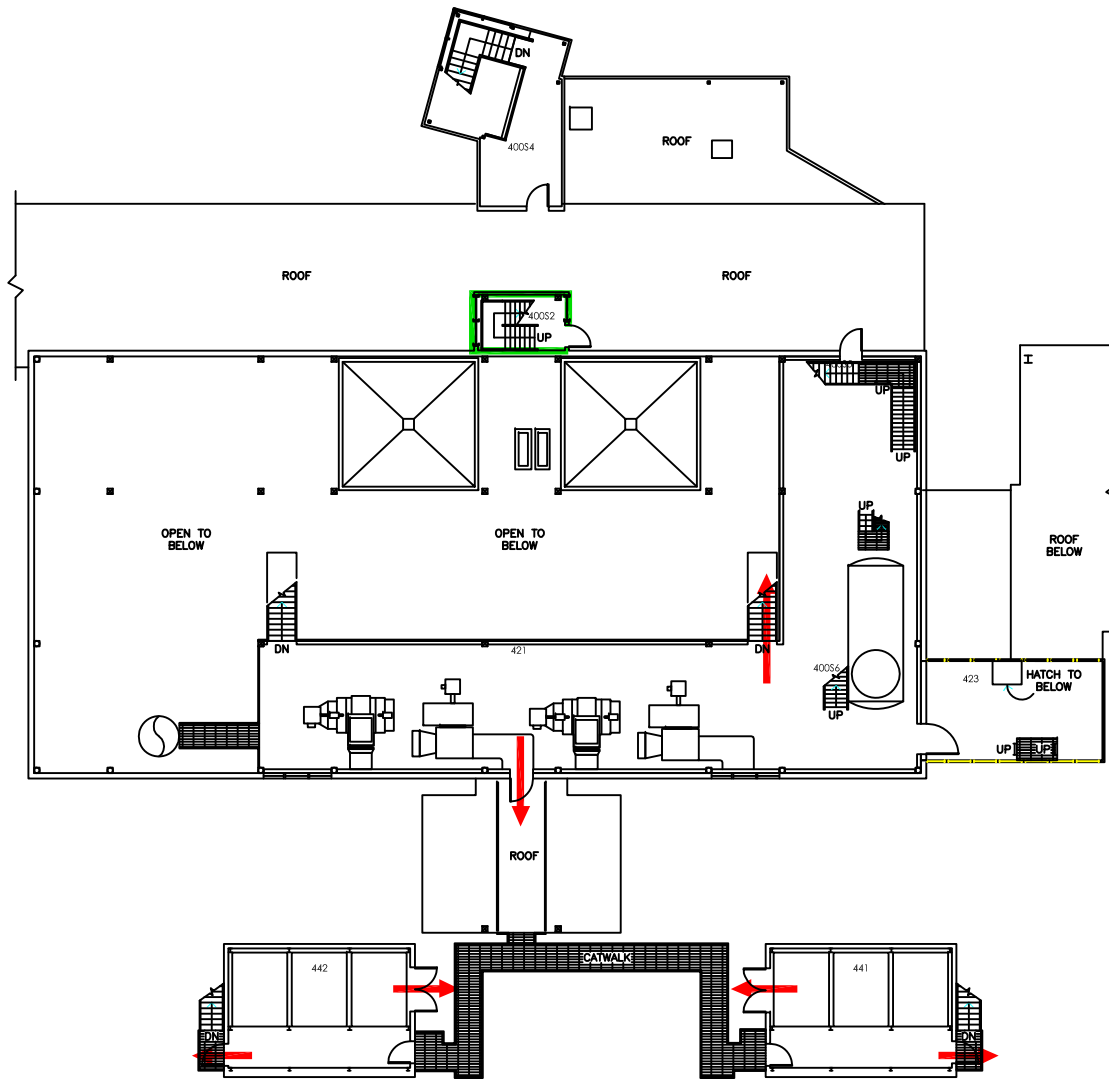


 **PULL STATION**

 **PHONE**

 **FIRE EXTINGUISHER**

**FS802 THIRD FLOOR**



**EVACUATION ROUTE**



**AREA OF REFUGE**

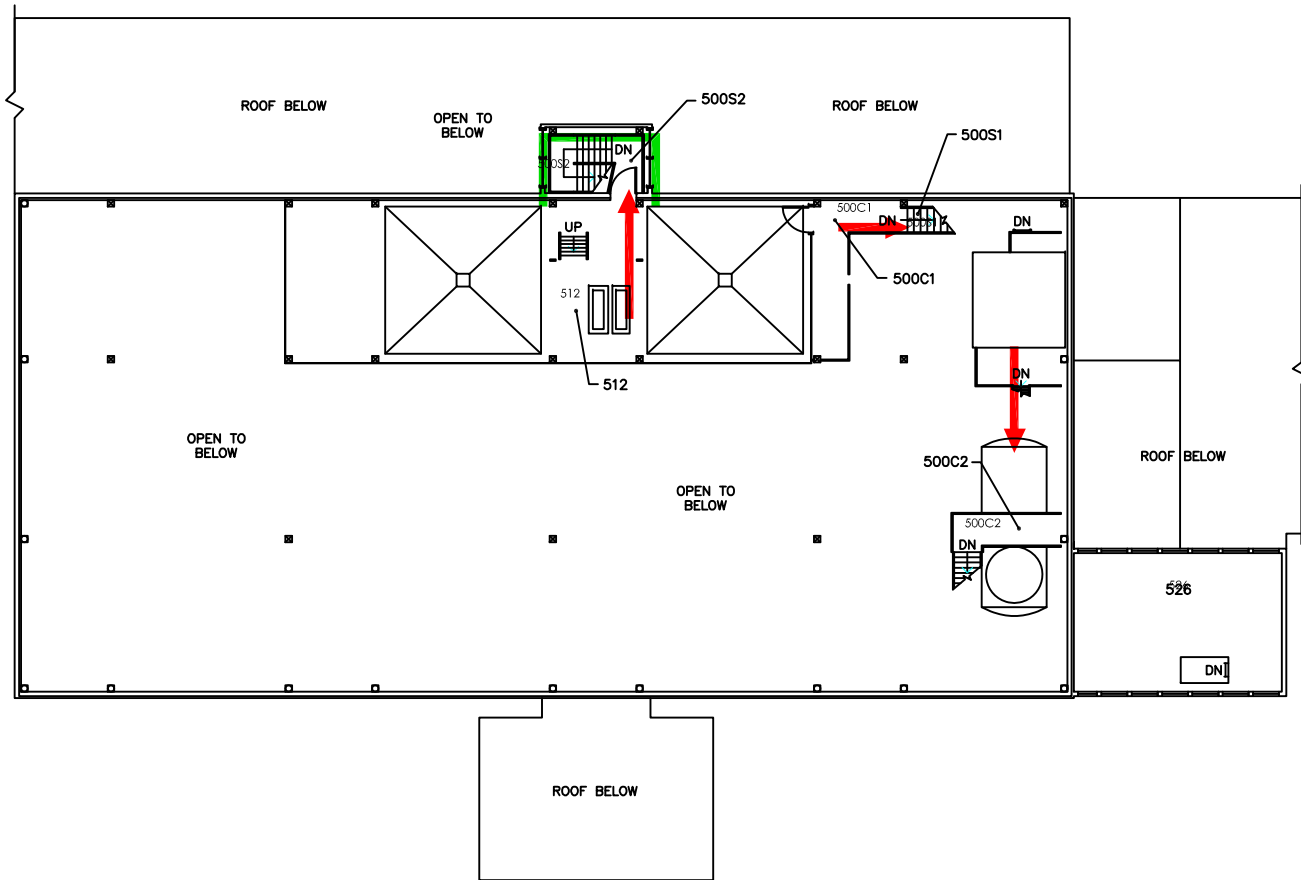


 **PULL STATION**

 **PHONE**

 **FIRE EXTINGUISHER**

**FS802 FOURTH FLOOR**



**EVACUATION ROUTE**



**AREA OF REFUGE**

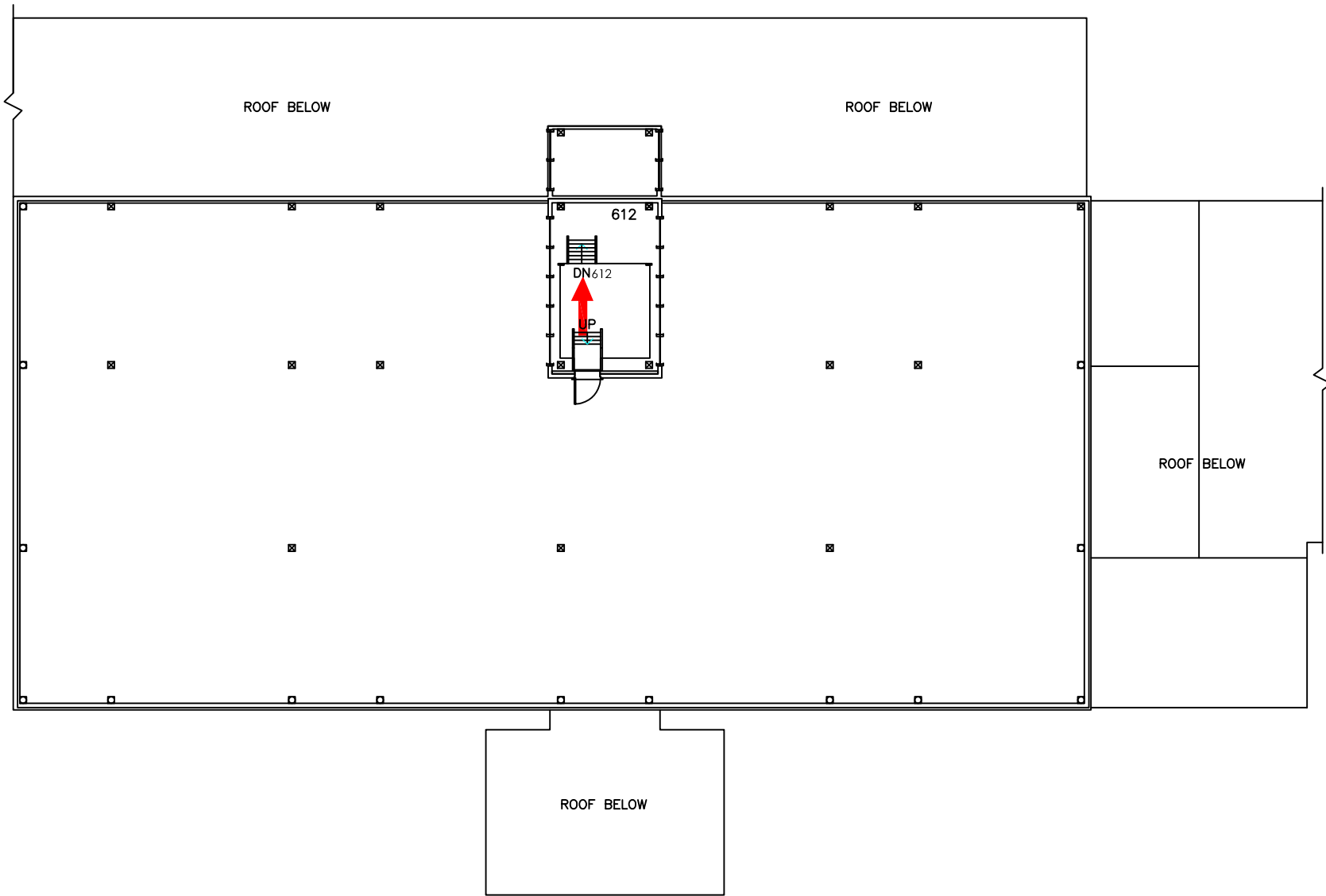


 **PULL STATION**

 **PHONE**

 **FIRE EXTINGUISHER**

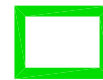
**FS802 FIFTH FLOOR**



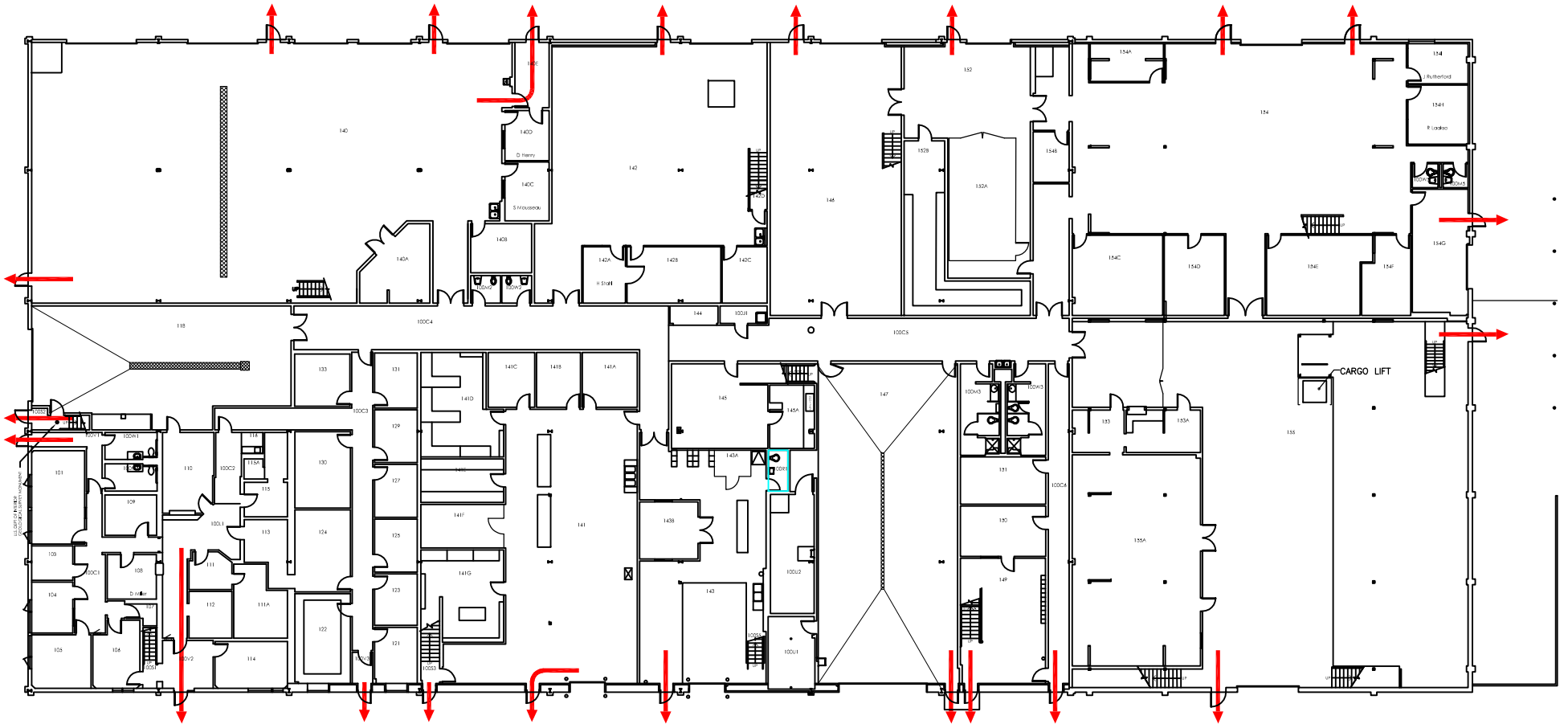
**EVACUATION ROUTE**



**AREA OF REFUGE**



**FS802 SIXTH FLOOR**



SPACE DIVISIONS: ———

**EVACUATION ROUTE**



**AREA OF REFUGE**

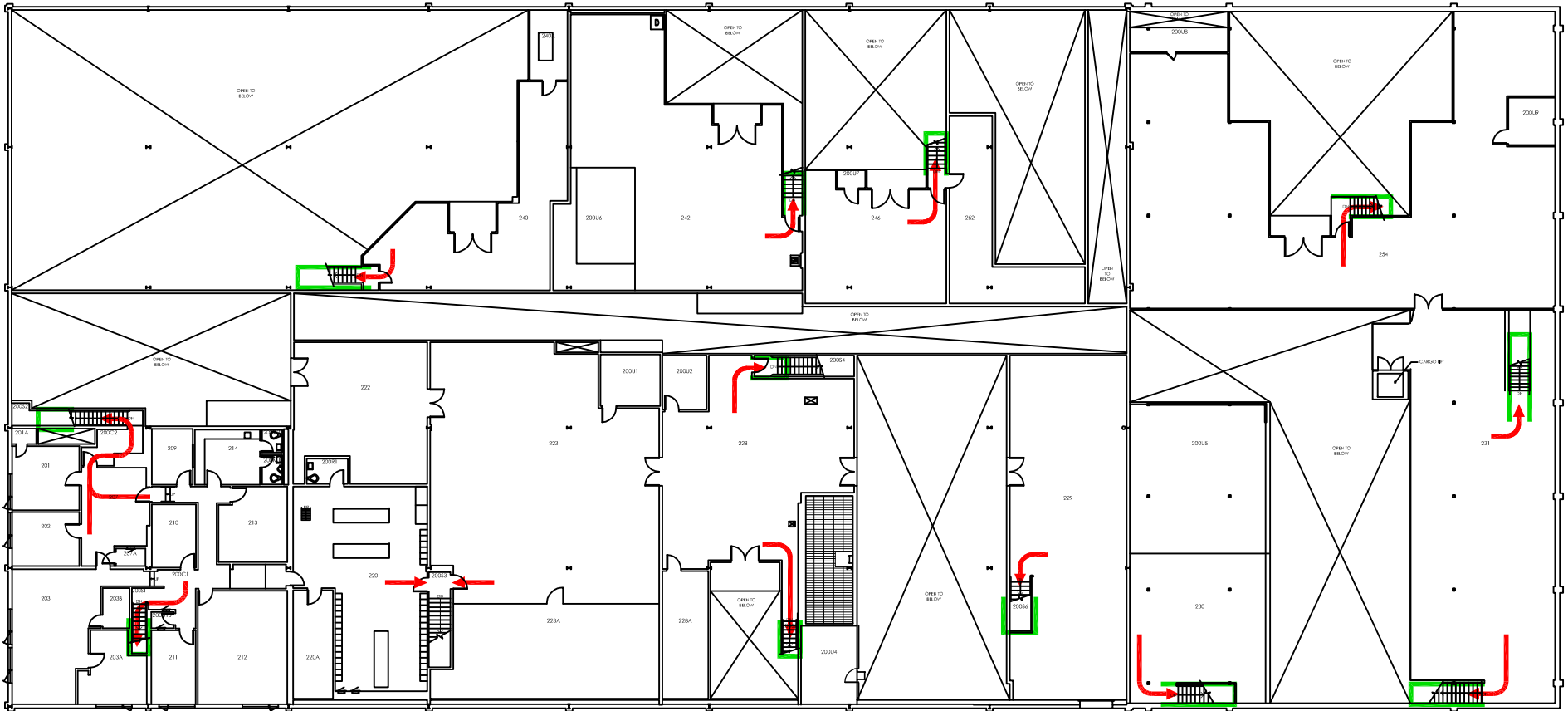


**ASSEMBLY POINT**



**FS803 FIRST FLOOR**





**EVACUATION ROUTE**



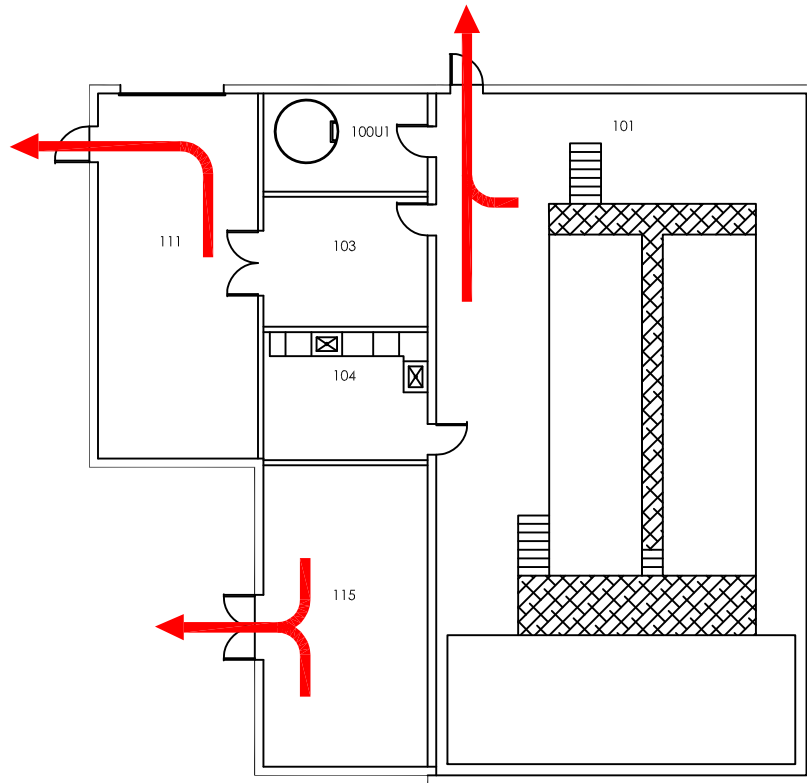
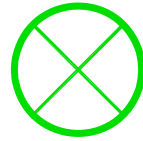
**AREA OF REFUGE**



**FS803 SECOND FLOOR**



# ASSEMBLY POINT



**EVACUATION ROUTE**



**AREA OF REFUGE**



**FS808 FIRST FLOOR**

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UAF fire safety policy 12.03.02 states:

"It is the University of Alaska-Fairbanks' policy to have all building occupants evacuate any campus building upon activation of the building's fire alarm system. In the case of individuals who have disabilities that would preclude them from exiting the building due to elevator's not working, see the policy on "Safe Refuge". There are also some buildings on campus that, although they appear to be connected to each other, are considered separate building under the code (i.e. Upper Dorms, Fine Arts complex, Patty Complex). When an incident occurs in these buildings, occupants can proceed into the adjacent building and will be considered to have evacuated the alarming building."

UAF fire safety policy 12.03.03

**SAFE REFUGE DURING AN EMERGENCY**  
(Also ADA evacuation/life safety plan)

## I. EXIT

It is the University of Alaska Fairbanks policy to have all building occupants evacuate any campus building upon activation of the building's fire alarm system.

Failure to do so can result in fines and criminal prosecution.

## II. AREA OF SAFE REFUGE

There will be some cases when outside conditions are extreme, and/or in the case of individuals with limited mobility, (especially due to the fact that elevators will not be available), evacuation to an area of safe refuge may be necessary. These areas are central lobbies or fire rated stairwells that are at least one fire barrier from the potential hazard AND closer to the ultimate exit point. If at all possible, notify the 911 dispatcher of your location. In most cases Fire - Rescue personnel will NOT immediately initiate rescue; as the first attempt will be to remove the source of the threat i.e. put out the fire and remove the smoke. As secondary resources arrive they will make contact with the individual(s) in the area of safe refuge and advise them as to any further actions that may be required.

## III. Hazards Safe Refuge Area & Evacuation

### Fire

#### **Safe Refuge Area:**

Sprinklered room/area near exit.  
Stairwell landing.

#### **Evacuation:**

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

Keep away from windows & wall hazards.

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Use nearest exit.

**Evacuation:**

Do not use elevator.

**Power failure**

**Safe Refuge Area:**

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

**Evacuation:**

Use nearest lighted exit.

Do not use elevator.

**Chemical spill**

**Safe Refuge Area:**

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

**Evacuation:**

Use nearest exit.

**Bomb Threat**

**Safe Refuge Area:**

As directed by Security/Police.

**Evacuation:**

Use nearest exit.

**Severe Weather**

**Safe Refuge Area:**

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

**Evacuation:**

Use nearest exit.

Do not use elevator

### IV RESPONSIBILITIES

To insure emergency evacuation procedure works when needed the following responsibilities to this plan are identified:

University of Alaska - Fairbanks

- A. Provide adequate signaling devices (fire alarm and strobe lights to code).
- B. Provide adequate exit signage and lighting.
- C. Designate areas of safe refuge for those who may have difficulty evacuating immediately.
- D. Make available printed procedures of this plan and required actions.

Individual Staff and Students

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- A. Be familiar with UAF emergency evacuation plan brochure.
- B. Know your building layout.
- C. Be familiar with least two exit pathways.
- D. Request assistance when necessary.
- E. If located in a safe refuge area contact 911 to let them know your location.

### III EMERGENCY PREPAREDNESS

#### TRAINING AND DOCUMENTATION

Training is an integral part of the safety awareness for your department and therefore all employees should be trained on the Department Emergency Action Plan (DEAP) for the building(s) they occupy. Training must be documented. Each occupant should become familiar with the DEAP, to know evacuation routes and assembly areas, and to attend training(s) given by their department. As a supplement to the training, information is posted in the buildings to ensure all occupants and guests can safely exit during an emergency. Information is also posted online at: [www.uaf.edu/safety](http://www.uaf.edu/safety)

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

#### DRILLS

##### FIRE DRILLS

Each department should designate a method to ensure that all their employees are accounted for in case of a fire emergency. This should include designating a location away from the building or facility, as a meeting place for all the employees.

Employees should review the procedures to survive if a fire should occur in their workplace.

