



EMERGENCY ACTION PLAN (EAP)

FOR

UAF

Building name: Irving I

Date EAP adopted: November 1, 2015

Date EAP revised: May 23, 2017

EAP prepared by: Jeanette Moore



As a building occupant you should be familiar with the Emergency Action Plan. Read it carefully. If you have any questions consult your supervisor or Environmental Health, Safety, and Risk Management department (EHSRM), 907-474-5413 or visit the website at <http://www.uaf.edu/safety/>.

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

- ❖ 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 (i.e. pull alarms and first aid kits).
- ❖ Proper procedures for notifying emergency responders about an emergency in the building or work area.
- ❖ Additional responsibilities (i.e. roll taker).
- ❖ 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.



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I. Department and Building Information

Building

Building name: Irving I

Building address: 902 Koyukuk Drive

Building coordinator: JEANETTE MOORE

Building coordinator telephone number: 907-474-5455

Description of building: Irving I has four floors.

Departments in building: Institute of Arctic Biology

Emergency Assembly Locations:

Inside assembly location: Murie Building south lobby

Outside assembly location: Lawn across the road south of building

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 headcount. 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: Jeanette Moore

Roll taker phone number: 907-474-5455

Roll taker name: Phillip Harrington

Roll taker phone number: 907-474-5866

Critical Operation Found in Building

This will include information about critical operations that would 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.

Employee name: Jeanette Moore

Location (room number where the employee will be during the emergency): Various locations through building

Telephone number (room where the employee will be during the emergency):
907-474-5455

Critical operation: Freezer monitoring and securing equipment

Medical and Rescue Duties

University Fire Department has been designated to perform all medical and rescue duties.



No Irving I (1st floor) employees have been assigned medical or rescue duties specific to emergency situations



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 payphones have **911** access. Emergency phones are marked with blue lights and are located around campus.

Non-emergency:

Fire: 907-474-7721

Police: 907-474-7721

Facilities Services: 907-474-7000

EHSRM: 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>

Emergency Notification Procedures:

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

- ❖ Stay calm
- ❖ Be prepared to answer the following questions:
 - Where is the emergency located? (be specific)
 - What is the emergency? (fire, medical, hazardous materials, etc.)
 - How did it happen?
 - Who are you? (your name)
- ❖ 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.



Automated External Defibrillator (AED) Information :

An AED is a portable device that checks the heart rhythm and can send an electric shock to the heart to try and restore a normal rhythm.

Location(s) of the Automated External Defibrillator (AED): Third floor hallway

Alertus Beacon:

NONE

Evacuation Procedures:

A building occupant is required to evacuate the building when the fire alarm sounds. Move quickly to the emergency assembly locations. 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:

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





Your Emergency Responsibilities

- ❖ Stay at your desk
 - In the event of a minor disturbance (medical emergency, power outage, etc.) there is no need to leave your work area or building
- ❖ Shelter in place
 - 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. You will need to head to an interior room in our 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. For more information download the “[Shelter in Place](#)” PDF.
- ❖ Evacuate
 - 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.
- ❖ Map of building Emergency Assembly Area:
 - All maps to the building will be at the end of the EAP PDF
 - For “You are here” maps or additional maps go to the OEM website to download at <http://www.uaf.edu/oem/eap/maps/>



III. Emergency Preparedness

Training:

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). 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.



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

Name: _____

Signature: _____ Date: _____

UAID#: _____



EVACUATION PLAN

IRVING I BUILDING, FS902 FLOOR 1

CALL 911

**FIRE
POLICE
MEDICAL**



IN CASE OF FIRE, PULL
FIRE ALARM. USE EXIT
STAIRS. CLOSE ALL
WINDOWS AND DOORS.
DO NOT USE ELEVATOR.

FIRE ALARM WILL SOUND AS
CHIRPING ELECTRICAL HORN.
STROBE LIGHT WILL FLASH.

**PERSONS
WITH
DISABILITIES**



CALL 911. REPORT
YOUR LOCATION.
PROCEED TO THE
NEAREST EXIT OR EXIT
STAIRWELL AND
AWAIT ASSISTANCE.

EVACUATION SITE



FOR REVIEWS OR CORRECTIONS CONTACT EOC DRAFTING AT UAF-EOC-COORDINATOR@UAF.EDU
LAST REVISION: OCTOBER 2014



SYMBOL LEGEND

- EMERGENCY EGRESS PATH
- ALARM PULL STATION
- ELEVATOR
- EMERGENCY ASSEMBLY AREA
- FIRE EXTINGUISHER
- STAIRS
- YOU ARE HERE



EVACUATION PLAN

IRVING I BUILDING, FS902 **FLOOR 2**

SYMBOL LEGEND

- EMERGENCY EGRESS PATH
- ALARM PULL STATION
- ELEVATOR
- STAIRS
- EMERGENCY ASSEMBLY AREA
- YOU ARE HERE

FIRE POLICE MEDICAL
 CALL 911
 IN CASE OF FIRE, PULL FIRE ALARM. USE EXIT STAIRS. CLOSE ALL WINDOWS AND DOORS. DO NOT USE ELEVATOR.

PERSONS WITH DISABILITIES
 CALL 911. REPORT YOUR LOCATION. PROCEED TO THE NEAREST EXIT OR EXIT STAIRWELL AND AWAIT ASSISTANCE.

EVACUATION SITE

UNIVERSITY OF ALASKA

FOR REVISIONS OR CORRECTIONS CONTACT: EDC DRAFTING AT UAF.EDU/CD/ADMIN/EA/JD/ LAST REVISION: OCTOBER 2014



EVACUATION PLAN

IRVING I BUILDING, FS902

FLOOR 3



SYMBOL LEGEND

- EMERGENCY EGRESS PATH
- ALARM PULL STATION
- AUTOMATED ELECTRONIC DEFIBRILLATOR
- ELEVATOR
- STAIRS
- EMERGENCY ASSEMBLY AREA
- YOU ARE HERE

FIRE POLICE MEDICAL



IN CASE OF FIRE, PULL FIRE ALARM. USE EXIT STAIRS. CLOSE ALL WINDOWS AND DOORS. DO NOT USE ELEVATOR.

FIRE ALARM WILL SOUND AS CHIRPING ELECTRICAL HORN. STROBE LIGHT WILL FLASH.

PERSONS WITH DISABILITIES



CALL 911. REPORT YOUR LOCATION. PROCEED TO THE NEAREST EXIT OR EXIT STAIRWELL AND AWAIT ASSISTANCE.

EVACUATION SITE



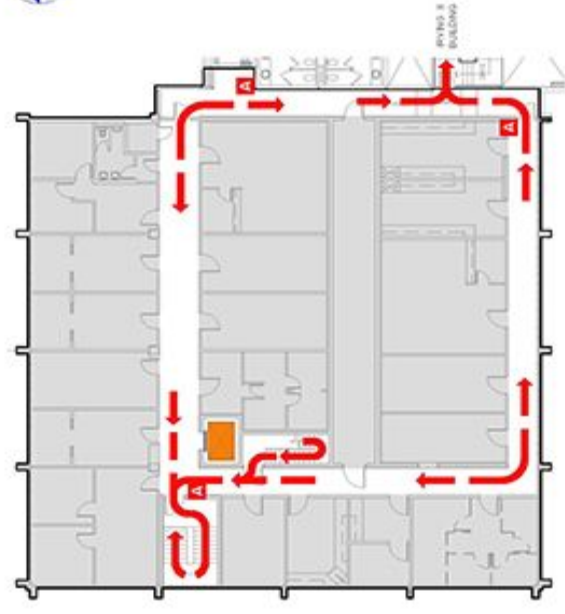
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LAST REVISION: OCTOBER 2014



EVACUATION PLAN

IRVING I BUILDING, FS902

FLOOR 4



SYMBOL LEGEND

- EMERGENCY EGRESS PATH
- Ⓜ ALARM PULL STATION
- 🚗 ELEVATOR
- 🚪 STAIRS
- 🚰 EMERGENCY ASSEMBLY AREA
- 🌿 YOU ARE HERE

FIRE POLICE MEDICAL

CALL 911



IN CASE OF FIRE, PULL FIRE ALARM. USE EXIT STAIRS. CLOSE ALL WINDOWS AND DOORS. DO NOT USE ELEVATOR.

FIRE ALARM WILL SOUND AS CHIRPING ELECTRICAL HORN. STROBE LIGHT WILL FLASH.

PERSONS WITH DISABILITIES



CALL 911. REPORT YOUR LOCATION. PROCEED TO THE NEAREST EXIT OR EXIT STAIRWELL AND AWAIT ASSISTANCE.

EVACUATION SITE



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