A contact list for employees in your department.

Actions if an emergency occurs. The work area, as well as any means of protecting yourself in the event of potential exposure to hazardous materials or processes in and around the building.

Fire hazards.

Additional responsibilities (such as being a floor roll leader).

Emergency in the building or work area. Proper procedures for notifying emergency responders about an emergency, such as pull alarms and first aid kits.

Locations of emergency supplies and materials that may be needed in an emergency.

When and how to evacuate the building.

Evacuating the building. Evacuation routes, exit points, and where to report for roll call after evacuation.

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

Questions, consult your supervisor.

Emergency Action Plan (DEAP). If you have any questions, consult your supervisor. If you have any questions, consult your supervisor.
Injury Prevention

Disabilities

Department coordinator and alternate duties

Training and documentation

EMERGENCY PREPAREDNESS & DUTIES

Weather emergencies and campus advisories

Earthquake

Medical emergencies

Bomb threats

Suspicious objects

Suspicious person

Violence in the workplace

Floods

Power outage

Gas leaks, fumes and vapors

Hazardous materials

Emergency response guidelines

Fire

Evacuation Information & Locations

Evacuation procedures

Building (s)

Immediate notification procedures

Immediate emergency notification

EMERGENCY PROCEDURES

Medical and rescue duties

Critical operations found in the department

Employee accountability and procedures after evacuation

Department coordinator and alternate

Room numbers occupied by the department

Building coordinator

Building name

DEPARTMENT AND BUILDING INFORMATION

DEAP TABLE OF CONTENTS

UAP - Department Emergency Action Plan (DEAP)
Department and Building Information

Summary:

Building name: Margaret Murray Building
Building address: 982 N. Kovnykh Drive
Building number: 474-5455
Building coordinator: J. Warlick
Building phone number: 474-5455
Department: (summary of building (number of floors, major uses of building by)

Summary of building (number of floors, major uses of building by)

Location:

Outside assembly location: AHRE (south rooms) or north rooms)
Inside assembly location: Cafe, AHRE (south side) or lobby (north side)

Emergency assembly locations:

Room numbers occupied by the Department: All (research north, academic south)

Allimc department coordinator email address: jinmei@berkeley.edu
Alternative department coordinator email address: feliu@berkeley.edu
Alternative department coordinator email address: jessica.r@berkeley.edu
Alternative department coordinator email address: jerf@berkeley.edu
Alternative department coordinator email address: jessica.r@berkeley.edu

4 floors (3 teaching/research floors, plus basement)

UAP – Department Emergency Action Plan (DEAP)
the DEAP.

NOTE: Attach a copy of the department organizational chart at the end of

Each employee will be accounted for by name. Each employee is

Since the designated emergency assembly location and will conduct a head count
designated emergency assembly location and will conduct a head count

designated emergency assembly location and will conduct a head count

The building, go to the designated emergency assembly location and

The building, go to the designated emergency assembly location and

In the event of an emergency signaled by the building alarm system, all

Employees accountability procedures after an evacuation

On the department, there may be more than one roll, takes and floor monitors (optional), depending on the size

Department Emergency Staff:

UAF - Department Emergency Action Plan (DEAP)
Describe employee's medical or rescue duties:

Employee phone number:
Employee name:

Describe employee's medical or rescue duties:

Employee phone number:
Employee name:

If yes, complete the following information:

☑ Yes
☐ No

Volunteers are not included in this section

Are employees assigned medical or rescue duties? (Note: those who are employees assigned medical or rescue duties)

Medical and Rescue Duties

Telephone number (room where employee will be during emergency): 376-0560 (cell)

Fleet emergency and equipment security
Critical function to be performed during an emergency:

☑ Yes
☐ No

Location (room where employee will be during an emergency):

Employee name: Jami Warner or designated lab occupant

If yes, complete the following information:

☑ Yes
☐ No

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

Central Operations Round in Department (COP)
Becomes unstable and you must leave.

Do not hang up until instructed to do so by the dispatcher or the scene
responders (e.g. are there injuries involved?)

Gather any information that may be useful for the emergency

- Who are you? (Your name)
- When did it happen?
- How did it happen?
- (etc)

- What is the emergency? (Fire, medical, hazardous materials,
- Where is the emergency located?

Be prepared to answer the following questions:

- Stay calm.

From a safe location and remember to:

You will be connected to the University Emergency Dispatch Center. Call
When you call from a campus location to request emergency assistance,

Emergency Notification Procedures

<table>
<thead>
<tr>
<th>Telephone</th>
<th>VAPF on ALERT</th>
</tr>
</thead>
<tbody>
<tr>
<td>907 474-7823</td>
<td>VAPF Recordings</td>
</tr>
<tr>
<td>907 474-7000</td>
<td>VAPF Emergency Information</td>
</tr>
<tr>
<td>907 474-3413</td>
<td>VAPF Facilities Services</td>
</tr>
<tr>
<td>907 474-7721</td>
<td>VAPF Environmental Health, Safety &amp; Risk</td>
</tr>
<tr>
<td>116</td>
<td>VAPF Police</td>
</tr>
</tbody>
</table>

From Public or Campus Telephone

116 Life Threatening Emergency Numbers

In the event of an emergency contact the emergency dispatch center by

Emergency Procedures

VAPF – Department Emergency Action Plan (DEAP)
Emergency dispatch center at 474-7721. When you hear the elevator alarm, contact the fire department.

**NOTE:** The elevator alarm is not as loud as the building alarm. Contact the fire department.

- Audible: The fire alarm and/or fire smoke alarm is at:
  - W/whistle:
  - Horn:
  - Bell:
  - The elevator alarm is at:
    - W/whistle:
    - Horn:
    - Bell: The evacuation alarm is at:
  - Fire alarm:
  - Smoke alarm:
  - Elevator alarm:

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

Building Name:

Occupant response to each alarm:

The different sounds, the significance of each alarm, and the appropriate action are in the building. This section of the DEAP will describe evacuation alarms, fire alarms, and elevator alarms. If there are other alarms near your building, such as smoke alarms, this section identifies the alarms that you, the occupant, should be aware of.

**Building Alarms:**

(Add Department Emergency Action Plan (DEAP))
Map of the department emergency assembly locations.

Emergency exit routes and the location of fire pull stations.

Floor plan(s) for each floor occupied by the department, showing the

Instructions at the end of the DEAP should be:

Emergency Evacuation Information:

Instructed to do so by the emergency responders.

Do not re-enter the building or walk area until you have been

Supervisor (or designee – roll taker).

Do not leave campus until your status is reported to your

Go to the designated emergency assembly location.

Wait for and follow directions given by emergency responders.

Evacuating the Building:

Emergency assembly location.

When the fire alarm sounds, move quickly to your departmental designated

A building occupant is required to evacuate the building by the nearest exit

Evacuation Procedures:

UAP - Department Emergency Action Plan (DEAP)
any further actions that may be required. Contact with the individual(s) in the area of safe refuge and advise them as to the first attempt will be to remove the source of the threat if possible. Each exit point is not all accessible, notify the dispatcher of your location, in the event one is further from the potential hazard and closer to the ultimate escape route. These areas are considered escape routes regardless of fire risk conditions that are at necessary. These areas are central lobbies of the potential building. It is advisable to evacuate those of the potential building may be case of individuals with limited mobility, especially due to the fact that cases will be some cases when outside conditions are extreme, and/or in the case of safe refuge, exit plan.

II. AREAS OF SAFE REFUGE

A. ADA evacuation/exit plan

1. Exit

2. 12.03.02

SAFE REFUGE DURING AN EMERGENCY

Building evacuation by building and will be considered to have evacuated the building. When an individual occupant in these buildings, occupants can proceed into the adjacent building(s). When all buildings are clear, the evacuation to be completed in each direction. The evacuation of buildings on campus, although (except parking garage) are also some buildings on campus that will not participate in the evacuation in the case of individuals with disabilities that have disabilities that would prevent them from exiting the building. Evacuation of buildings on campus, evacuation of the building, evacuation of the building, evacuation of the building, evacuation of the building, evacuation of the building.

If the University of Alaska, Fairbanks, policy to have all buildings, evacuation of the building, evacuation of the building, evacuation of the building, evacuation of the building, evacuation of the building.
Individual Staff and Students

- Make available printed procedures of this plan and required
- Provide adequate emergency evacuation plans and directions
- Provide emergency signaling devices (alarm and strobe lights)

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

### III RESPONSIBILITIES

<table>
<thead>
<tr>
<th>Do not use elevators. Use nearest exit.</th>
<th>Keep away from windows.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Keep away from windows. Use nearest exit.</td>
<td>Use nearest exit.</td>
</tr>
<tr>
<td>Use nearest exit. As directed by Police or area with ventilation.</td>
<td>In event of fire</td>
</tr>
<tr>
<td>In event of fire. Use nearest smoke free area. Use nearest smoke free area.</td>
<td></td>
</tr>
<tr>
<td>Use nearest smoke free area. Room with a sprinkler.</td>
<td></td>
</tr>
<tr>
<td>System near an exit. Area with windows and/or exit hallways.</td>
<td></td>
</tr>
</tbody>
</table>

Areas of Safe Refuge and Evacuation Information – as defined in 12.03.03

UAF – Department Emergency Action Plan (DEAP)
**Power Outage:**

- Move to a safe location.
- Clear the area if asked to do so by the emergency dispatcher.
- Call 911.
- Do not touch any high switches or electrical equipment.
- Do not activate the fire alarm pull station.

**Gas Leaks, Fumes and Vapors:**

- Tell others to stay clear of the area.
- Follow the instructions of emergency personnel.
- Move to a safe location.
- Possibly expose.

**Hazardous Materials:**

- Instructed to do so by the emergency responders.
- Do not re-enter the building or work area until you have been instructed.
- Move away from the building.
- Do not use elevators.
- Keep closed doors.
- Do not open a door if it is hot.
- Evacuate the building as soon as you hear smoke.
- On your way out, warn others nearby.
- Evacuate the building at once.

**Fire:**

- Call 911 to provide details of the fire.
- Notify the fire department by pulling the fire alarm pull station.

Emergency Response Guidelines and Procedures by Incident:

UAP - Department Emergency Action Plan (DEAP)
If injured, place signs in exterior windows.
Silence all cell phones in the immediate area.
Conceal walls and against filing cabinets.
To protect yourself from gunfire, take cover behind thick desks, alone.
Keep calm, quiet and out of sight.
Turn off radios and dim computer screens.
Block windows.
Close blinds.
Turn off lights.
Lock and/or barricade doors.
Secure immediate area.

Shots fired, etc.
(titles, slogans or hand signs, backpack, shooter ID number, number of race/gender, clothing, description, physical features, type of weapons
Information on assailant(s) - location, number of suspects,
Injuries - number injured and type of injuries,
Number of people at your location,
Your specific location - building name and office/room number.

What to Report:
474-7121, into your cell phone.
Prior to emergency: Program non-emergency police department line.
Be aware that the 911 system by be overwhelmed due to the volume.
Call 911 and report (see “What to Report” below),
Move to a safe location.

Violence in the workplace/Active Shooter:

Do so.
Do not re-enter the building until emergency personnel say it is safe to
Report the shootings to Facilities Services at 474-7000.
Move to a safe area.
Turn off non-essential electronic equipment.
Secure equipment, records and hazardous materials.

Floodings:

VAF - Department Emergency Action Plan (DEAP)
Follow instructions from the emergency dispatch personnel.
- Call 911.
- Listen.
- Gather as much information as possible in cases of telephone or email.
- Remain calm. Look around, but don't touch.

**Bomb Threat:**
- Be prepared to evacuate.
- Notify your supervisor and/or building coordinator.
- Do not touch or disturb the object.

**Suspicious Object:**
- Extremely helpful.
- Direction or travel. If you see a vehicle, lice numbers are
- Provide as much information as possible about the person
- Call 911.
- Help.
- Do not block the person's access to an exit or attempt to restrain him
- Do not let anyone into a locked building/office.
- Contact the person.
- It's OK to inquire if you can provide assistance, but do not physically

**Suspicious Person:**
- Investigation.
- Medical follow-up, medical care, interviews, and counseling.
- Evaluate victims.
- Police will attempt to immediately engage assailant(s).

**What to Expect From Police:**
- For instructions from emergency personnel.
- Without endangered lives. When in doubt, shelter in place and wait.
- Rescue attempts should only be tried if they can be accomplished
- Quick. Force.
- Remember, the shooter generally will need to be stopped by an
- Consider risks before leaving.

**Learning a secured area:**
For updates:
Visit the UAF website at www.uaf.edu or call UAF Hotline 474-7823

Monitor local television and radio stations for announcements.

Weather:
Every effort is made to keep the University open during extreme

Weather Emergencies and Campus Advisories:

Do not use the elevators.
The stairs may be damaged.

Be aware that the electricity may go out or the sprinkler systems or
buildings attempt to move to a different location inside the building.
Research has shown that most injuries occur when people inside
stay inside until the shaking stops and it is safe to go outside.

Try to leave.
You know it is a sturdy supported, load-bearing doorway.

Use a doorway for shelter only if it is in close proximity to you and it
protect your head with a pillow, unless you are under a heavy light

earthquake. If the shaking stops, hold on and

Don’t go to the ground; take COVER by getting under a sturdy table or
Earthquakes:

Provide assistance if you have been trained.
Have someone go to the door and meet the emergency responders.

Call 911.

Medical Emergencies:

UAF - Department Emergency Action Plan (DEAP)
Reporting Program at: https://www.ucsd.edu/safety/unsafe-condition

Injury Prevention:

Department, at 474-7721, for coordination.

If your department wishes to have a drill, contact the UAF Fire
Building evacuation drills are optional (with the exception of the residence

Drills:

may be happen or otherwise unable to evacuate the area.
check rooms and other enclosed spaces in the workplace for employees who
leave the workplace. Before leaving on the way out, occupants should

Department Coordinator Duties:

1. When the plan is developed and/or employee is assisted initially to a job,
2. When the employee's responsibilities under the plan change,
3. When the plan is changed.
4. On an annual basis thereafter.

Note: Any training must be documented with a signature and date of training.

Training on the DEAP must be done:

also posted online at www.ucsd.edu/safety/preparedness.htm

All occupants and guests can safely exit during an emergency. Information is
supplement to training, information is posted in the buildings to ensure
understanding the evacuation routes, assembly areas, and emergency
Each employee shall become familiar with the DEAP, by knowing and

Training and Documentation:

EMERGENCY PREPAREDNESS & DUTIES

UAF - Department Emergency Action Plan (DEAP)