University of Alaska Fairbanks

Institute of Arctic Biology

DEPARTMENT EMERGENCY ACTION PLAN
WEST RIDGE RESEARCH BLDG.
Date Adopted: November 2008
Date Revised: April 2013

Prepared By:

J. Warrick
TABLE OF CONTENTS

I. DEPARTMENT AND BUILDING INFORMATION
   Building Name(s)
   Room Numbers Occupied by the Department
   Department Coordinator and Alternate
   Employee Accountability Procedures After Evacuation:
   Critical Operations Found in This Department
   Medical and Rescue Duties

II. EMERGENCY PROCEDURES
    Immediate Emergency Notification
    Building Alarm(s)
    Emergency Notification Procedures
    Evacuation Procedures
    Fire Procedures
    Fire Prevention Procedures

III. EMERGENCY PREPAREDNESS
    Training and Documentation
    Drills
DEPARTMENT EMERGENCY ACTION PLAN (DEAP)

As a building occupant, you need to be familiar with this plan. Read it carefully. If you have any questions, consult your Supervisor or the Environmental Health, Safety and Risk Management Department. Keep the following in mind as you read through this document:

- 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 (such as being a roll taker or floor monitor)
- Fire hazards
- Potential exposure to hazardous materials or processes in and around the work area, as well as any means of protecting yourself in the event of an emergency
- A contact list for employees in your department.

I. DEPARTMENT AND BUILDING INFORMATION

**Building Name(s):** West Ridge Research Building (WRRB)
**Room Numbers Occupied by the Department:** Please see attached floor plans.

**Department Coordinator Campus Address:** P.O. Box 757000, Fairbanks, AK 99775
**Department Coordinator Telephone No.:** 474-5455
**Department Coordinator Email Address:** jami.warrick@alaska.edu

**Alternate Department Coordinator Campus Address:** P.O. Box 757000, Fairbanks, AK 99775
**Alternate Department Coordinator Telephone No.:** TBD
**Alternate Department Coordinator Email Address:** TBD

**Description of Building(s):**
IAB has laboratories and offices in AHRB, Irving I, and WRRB. All buildings are located on West Ridge of the UAF campus. AHRB has 2 floors plus a basement, Irving I has 5 floors plus a basement, and WRRB has 2 floors plus a basement. All of IAB’s personnel in WRRB are located on the second floor. Please see attached floorplans. The laboratories are used for a wide variety of research projects, and house many chemicals and equipment. The offices are in place to accommodate and support the lab personnel, faculty members, and support staff.
Location:
All of IAB’s laboratories/offices are located on West Ridge of the UAF campus.

Location of Department Emergency Assembly Area (EAA):
West Ridge Research Building: Lobby of IARC

Building(s) and Room Number(s):
West Ridge Research Building second floor (please see attached floor plans)

Department Emergency Staff:
Responsibility/Name Department, Telephone No. & Room

Roll Taker: Ian Herriott, IAB DNA Core Lab/x7336/207 WRRB

Employee Accountability Procedures After Evacuation:
In the event of a fire emergency signed 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 point and immediately report to their supervisor or roll taker. After evacuation, each supervisor (or designee) is responsible for accounting for each employee assigned to that designated emergency assembly area 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) so an accurate head count can be made.

Critical Operations Found in Department:
Employees may need to stay in the building for the following critical operations:

<table>
<thead>
<tr>
<th>Operation</th>
<th>Location (room)</th>
<th>Responsible Person/Telephone #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freezer monitoring</td>
<td>Various</td>
<td>Jami Warrick/5455</td>
</tr>
<tr>
<td>Securing equipment</td>
<td>Various</td>
<td>Varies by lab</td>
</tr>
</tbody>
</table>

Medical and Rescue Duties for Employees:
No IAB employees have been assigned medical or rescue duties specific to emergency situations within the West Ridge Research Building.

II. EMERGENCY PROCEDURES

Immediate Emergency Notification
911 from public or campus telephone.

Life-Threatening Emergency Numbers:
911 from public or campus telephone.
Non-Life-Threatening Emergency Numbers:
University Police 474-7721
Environmental, Health, Safety and Risk Management 474-5413
Facility Services 474-7000

UAF Emergency Information:
UAF Recorded Hotline 474-7823
UAF Online Newsroom www.uaf.edu/news/

NON-LIFE THREATENING EMERGENCY NUMBERS:
Fairbanks City Police 450-6500
Fairbanks Fire/Ambulance 450-6500
Detox Van 456-1053 x2
Fairbanks Memorial Hospital 452-8181
Fairbanks Regional Public Health Center 452-1776
Tanana Valley Clinic 459-3500
University Police 474-7721
UAF Environmental Health, Safety and Risk 474-5413
UAF Facilities Services 474-7000
Poison Control Center 1-800-222-1222

UAF Emergency Information:
UAF Recorded Hotline 474-7823
UAF Online Newsroom www.uaf.edu/news/

Institute of Arctic Biology Floor Plans—Emergency Equipment

There is one (1) Automated External Defibrillator located on the third floor of Irving I, outside room 311.

West Ridge Research Building, Second Floor

Six (6) Emergency Pull Stations
   Vestibule
   Lobby
   Outside Room 205
   Outside 200S2
   Inside both main doors at either end of 205

Five (5) Fire Extinguishers
   Lobby
   Outside Room 205
   Outside 200U4
   Room 220
   Outside Room 203
Building Alarm(s)

These West Ridge Research Building contains horn/strobe assembly alarms. The strobe lights attached to the alarm flash, and the alarm sounds like a very loud horn.

- The evacuation alarm is a horn/strobe alarm.
  - When you hear the evacuation alarm, leave the building. Follow evacuation procedures (see section below).
- The elevator alarm is a bell alarm, and is not as loud.
  - When you hear the elevator alarm, call University Dispatch at 474-7721.
- Fume hood and/or Biosafety Cabinet (BSC) alarms are generally loud and often occur when the sash is open past its limit. If closing the sash does not turn off the alarm, and if there is any other indication that the hood or BSC is compromised or otherwise not functioning properly, please call Facilities Services for assistance at x7000.

Emergency Notification Procedures

Types of emergencies to be reported by site personnel are:

- MEDICAL
- FIRE
- SEVERE WEATHER
- BOMB THREAT
- CHEMICAL SPILL
- STRUCTURE CLIMBING ACCIDENTS
- EXTENDED POWER LOSS
- WORKPLACE VIOLENCE

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

- Stay calm.
- Be prepared to answer the following questions:
  - Where is the emergency located?
  - What is the emergency? (Fire, medical, hazardous materials, etc.)
  - How did it happen?
  - When 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? Are there any people possibly trapped in the building? Are there any known hazards, such as chemicals or gases, present?)
- Do not hang up until instructed to do so by the dispatcher.
MEDICAL EMERGENCIES

Call medical emergency phone number – 911

Provide the following information:
- 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)
- Call on individuals trained in CPR and First Aid to provide required assistance prior to the arrival of the professional medical help:

General Evacuation Procedures:
- Stay calm; do not rush and do not panic.
- Evacuate the building using the nearest exit (or alternate exit if 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 back in the building.)
- Wait for and follow directions given by emergency responders.
- Go to Evacuation Assembly Area (EAA) designated on this buildings emergency evacuation signs.
- Do not leave area/campus until your status is reported to your supervisor, resident advisor, or instructor.
- Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.

Please take note:

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 department Emergency Assembly Area (EAA)
  - Please see attached.

Fire Procedures:
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. In the case of individuals who have disabilities that would preclude them from exiting the building due to elevators not working, see the policy on “Safe Refuge, Policy #1221. There are also some buildings on campus that, although they appear to be connected to each other, are considered separate buildings 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.”

If there is a fire in your work area:
- First, notify the fire department by pulling the pull station and (from a safe distance) calling 911 to provide details of the situation (See “Emergency Notification Procedures” above in this document.)
- Evacuate the building as soon as the alarm sounds and proceed to the designated Emergency Assembly Area (EAA) (See “General Evacuation Procedures” in Section II.)
- On your way out, warn others nearby.
- Move away from fire and smoke. Close doors and windows if time permits.
- Touch closed doors. Do not open them if they are hot.
- Use stairs only; do not use elevators.
- Move well away from the building and go to your designated EAA.
- Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.

If there is a fire in your building:
Follow evacuation procedures as soon as you hear the fire alarm (See “General Evacuation Procedures” in Section II.)

Chemical Spill Procedures:
- If you have not been trained and/or do not have the appropriate personal protective equipment, evacuate the area and please call for assistance.
- Never put yourself or others at risk to cleanup a spill.
- Avoid breathing vapors of the spilled material. Ensure that the fume hood(s) is on. Open windows when appropriate to increase ventilation.
- If the chemical nature of the spill is unknown, treat the spill as you would a highly toxic hazardous material; take all safety precautions and evacuate the area. If the spilled material is flammable, turn off all ignition and heat sources.
- Consult reference materials, including, but not limited to, the MSDS (material safety data sheet) for information regarding the spilled material(s).
- Secure cleanup supplies and the appropriate personnel protective equipment. Ensure protective apparel is resistant to the spill material.
- Confine or contain the spill to the smallest area as possible.
• Utilize methods and procedures as described in the reference material to cleanup the spill.

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 in the event that power restoration would surge causing damage to electronics and effecting sensitive equipment
• UAF Facilities Services, during freezing temperatures will monitor, turn off and drain, as necessary the following:
  o Fire sprinkler system
  o Standpipes
  o Potable water lines
  o 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.

III. EMERGENCY PREPAREDNESS

TRAINING AND DOCUMENTATION

Training is an integral part of the safety awareness for your department and it is 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/safetypreparedness.htm

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

Building evacuation drills are optional (with the exception of the residence halls.) If your department wishes to have a drill, contact the UAF Fire Department (474-7721) for coordination.