Emergency Action Plan
(EAP)

Building Name: Brooks Memorial Mines Building

Date EAP Adopted: July 1, 2011

Date EAP Revised: October 2015

Prepared by: Cayla M Wiita
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 EHS&RM department.

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: Brooks Building  
Building address: 305 Tanana Loop  
Building coordinator: Lisa Yancey  
Building coordinator telephone number: 907-474-5459

Description of building: The Brooks building is comprised of four levels  
Floor 1- four offices, administrative area, conference room, two classrooms, recording room, and a storage/file room.  
Floor 2- lobby, gathering room, kitchen, eight office, and three study rooms.  
Floor 3- one classroom, 15 offices, one student work area, two storage rooms, one grad student office, administrative area, and curriculum workroom.  
Floor 4- archive room, 17 offices, two administrative reception areas, and a shared space.

Departments in building:  
- The office of the vice chancellor for Rural. Community, and Native Education (RCNE)  
- The College of Rural and Community Development (CRCD)  
- The Alaska Native Language Center (ANLC)  
- The Department of Alaska Native Studies and Rural Development (DANSRD)  
- The Rural Student Services (RSS)  
- The Rural Alaska Honors Institute (RAHI)

**Emergency Assembly Locations:**  
Inside assembly location: Duckering- 803 Alumni Drive  
Outside assembly location: Cornerstone Plaza

**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.

**Supervisor (or designee-roll taker)**

**1st Floor**
Dawn Durtsche – Primary (ANLC) 907-474-7874
Jamie Dechambeau – Alternate (ANLC) 907-474-7876

**2nd Floor**
Annette Freiburger - Primary (RSS) 907-474-6618
Brianna Pauling - Alternate (RSS) 907-474-7871

**3rd Floor**
Crystal Frank - Primary (DANSRD) 907-474-6528
Sherrie Rahlfs – Alternate (DANSRD) 907-474-5808

**4th Floor**
Lisa Yancey - Primary (CRCD) 907-474-5459
Izzy Martinez – Alternate (CRCD) 907-474-5860

**Critical Operation Found in Building**
There are no critical operations in Brooks Building for which an employee is required to remain
in the building during an emergency.

**Medical and Rescue Duties:**
University Fire Department has been designated to perform all medical and rescue duties.
No Brooks Building 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 pay phones 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
EHS&RM: 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](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.

**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 elevator
- 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.

**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:
III. Emergency Preparedness

**Training and Documentation:**
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). Training must be documented. 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.