

University of Alaska Fairbanks
Rural, Community and Native Education
College of Rural and Community Development

Brooks Memorial Mines Building
EMERGENCY ACTION PLAN
(EAP)

PO Box 756500
305 Tanana Loop
Fairbanks, Alaska 99775-6500
907-474-7143

DATE EAP ADOPTED:
July 1, 2011

DATE EAP REVISED:
December 17, 2014

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Overview: Brooks Building Emergency Action Plan (EAP)

As a building occupant you should be familiar with the Brooks Building Emergency Action Plan.

Read it carefully.

If you have questions consult your department safety office, immediate supervisor, the Brooks Building Coordinator or UAF 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, fire extinguishers (in hallways) and first aid kits.
- Proper procedures for notifying emergency responders about an emergency in the building or work area.
- Your* responsibilities during an emergency.
- 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.
- Notify emergency responders about an emergency in the Brooks Building or work area. See page 8 for phone numbers.
- Contact list for all Brooks Building employees. See page 5.

*Anyone at any given time who is responsible for an office, classroom or independent project is the person responsible for safe evacuation of that area. If you are supervising a person, a class or a project it is your responsibility to:

Apprise subordinates of exit routes.

Get them safely out of the building in the event of an emergency.

Emergency Phone Numbers

Fire, Police, Paramedics and Ambulance: Responding agency will be the University Police and/or Fire Department

Life-Threatening Emergencies:

From any office or campus public phone 911

Chemical Spills: UAF EHS&RM, 474-5617 or 590-8316. NOTE: on weekends, holidays or after hours contact UAF Emergency Dispatch Center at 474-7721.

Non-Life-Threatening Emergencies:

University Fire and Police Dispatch	474-7721
UAF Environmental, Health, Safety and Risk Management	474-5413
Facility Services	474-7000
Alaska State Troopers - Fairbanks	451-5100
Detox Van	456-1053
Fairbanks Memorial Hospital	452-8181
Chief Andrew Isaac Health Center	451-6682
Poison Control Center	1-800-222-1222

UAF Emergency Information:

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

Be sure to apprise the Vice Chancellor's office if any emergency calls are made 474-7143

Building and Occupant Information

Description of Building:

Building name: **Brooks Building**

Building address: **305 Tanana Loop, Fairbanks, AK 99775**

Building coordinator: **Lisa Yancey, Brooks Office #414**

Building coordinator telephone number: **907-474-5459**

Description of building (number of floors, major uses of the building by department):

Brooks building is comprised of four levels:

First Floor: Women's bathroom, men's bathroom, (4) offices, open administrative area, conference room, (2) classrooms, recording room, and a storage/file room.

Second Floor: Lobby, Gathering Room, kitchen, (8) offices, (3) study rooms, Women's bathroom & Men's bathroom

Third Floor: (1) classroom, coed bathroom, (15) offices, (1) student work area, (2) storage rooms, (1) grad student office, open administrative area, curriculum workroom.

Fourth Floor: coed bathroom, archive room, (17) offices, (2) administrative reception areas, and a shared space.

Building Occupants:

The Brooks Building houses the following departments, programs, faculty and staff:

- The office of the vice chancellor for Rural, Community and Native Education (RCNE) (4th Floor)
- The College of Rural and Community Development (CRCD) - (4th Floor)
- The Alaska Native Language Center (ANLC) - (1st and 4th Floors)
- The Department of Alaska Native Studies and Rural Development (DANSRD) - (3rd floor)
- The Rural Student Services (RSS) - 2nd floor)
- The Rural Alaska Honors Institute (RAHI) - 2nd floor

Brooks Building Emergency Personnel Names & Numbers

Building Coordinator (BC)

Name: Lisa Yancey/CRCO
Campus address: 305 Tanana Loop, Room 414A
Telephone number: 907-474-5459
Email address: lyancey@alaska.edu

Alternate Building Coordinators (ABC)

Name: Izzy Martinez/CRCO
Campus address: 305 Tanana Loop, Room 420
Telephone number: 907-474-5860
Email address: ihmartinez@alaska.edu

Department Emergency Staff:

1st Floor Monitor/Alternate

Dawn Durtsche - Primary (ANLC)
Jamie Dechambeau - Alternate (ANLC)

2nd Floor Monitor/Alternate

Annette Freiburger - Primary (RSS)
Brianna Pauling - Alternate (RSS)

3rd Floor Monitor/Alternate

Crystal Frank - Primary (DANSRD)	Dawn Durtsche - Primary (ANLC)
Sherrie Rahlfs - Alternate (DANSRD)	Jamie Dechambeau - Alternate (ANLC)

4th Floor Monitor/Alternate

Lisa Yancey - Primary (CRCO)	Dawn Durtsche - Primary (ANLC)
Izzy Martinez - Alternate (CRCO)	Jamie Dechambeau - Alternate (ANLC)

Monitor/Contact Duties:

- Get out of the building
- Encourage occupants to leave/evacuate
- Supervisors, instructors and TA's should take roll upon arrival at emergency assembly location. Keep student rosters handy at all times.
- Call 911 to report emergency
- **Note:** it is *everyone's* responsibility to get out of the building.

Emergency 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, employees will go to the designated Emergency Assembly Locations (EAL) and immediately report to their supervisor.

Critical Operations Found in Department:

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

Medical and Rescue Duties for Employees:

No employees have been assigned medical or rescue duties specific to emergency situations in the Brooks Building. Employees trained in first aid or emergency rescue may offer help, however no employee is obligated to perform medical or rescue duties in this building.

Any individual needing assistance due to a physical or mental disability should identify themselves to authorities so that their location can be reported to emergency responders who will then provide the necessary assistance.

BUILDING ALARM DESCRIPTIONS

Evacuation Alarm:

Loud piercing buzzing sound accompanied by a white flash strobe.

When you hear the evacuation alarm, leave the building immediately following the evacuation procedures described in this document.

Elevator Alarm:

Intermittent moderately loud ringing bell

When you hear the elevator alarm, call University dispatch at 474-7721.

Fire Doors:

Doors open by magnet will automatically close. Close any doors propped open.

Fire Prevention Procedures:

- The building coordinator will work with the Campus Fire Department to ensure that the College of Rural & Community Development/Brooks Building complies with all fire code regulations and standards.
- The Brooks Building will be inspected annually by the UAF Fire Department and CRCD staff will make code related corrections as directed by the fire marshal.
- CRCD departments will follow strict guidelines regarding storage of flammable and combustible materials.
- The building coordinator will work with Facilities Services to maintain fire alarm/detection systems, and fire sprinkler systems in the Brooks Building.
- UAF Facilities Services will provide custodial services for the Brooks Building and trash will be removed regularly during the workweek.

Emergency Notification Procedures

Types of emergencies to be reported by site personnel are:

- ❖ Medical
- ❖ Fire
- ❖ Severe Weather
- ❖ Bomb Threat
- ❖ Chemical Spill
- ❖ Extended Power Loss
- ❖ Workplace Violence
- ❖ Suspicious, threatening, or disruptive activity

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 give the location you are calling from and 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 and call-back number)
- Gather information that may be useful for the emergency responders (e.g. are there any injuries involved? How many injured? What type of injury?)
- Do not hang up until instructed to do so by the dispatcher.

and then, inform the RCNE Vice Chancellor's office - **474-7143**

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 the RCNE Vice Chancellor's office and apprise them of situation - **474-7143**

Fire Emergency Procedures

If there is a Fire in the Brooks building or Your Work Area:

- Activate the nearest fire alarm
- Notify the Fire Department by calling 911
- DO NOT FIGHT THE FIRE - EXIT THE BUILDING IMMEDIATELY
- Evacuate the building as soon as the alarm sounds and proceed to the designated EAL (see “Evacuation Procedures” above).
- On your way out, warn others nearby.
- Feel closed doors with the back of your hand. Do not open them if they are hot. Open slowly and look for flames/smoke. Close door immediately and do not enter if you notice flames or heavy smoke.
- Use stairs only; do not use elevators.
- Move well away from the building and go to your designated EAL.
- If you are unable to exit due to heat or smoke, look for alternate route or stay put.
- Advise emergency personnel of anyone still in the building.
- Do not re-enter the building or work area until you have been instructed to do so by the emergency responders. The all-clear signal is a verbal O.K. provided to the group at the EAL. Only then is it clear to reenter the building.

Area/Floor Contacts must:

- Report any problems to the building coordinator(s) or emergency personnel at the assembly area.

Building Evacuation Procedures

When Evacuating the Brooks Building:

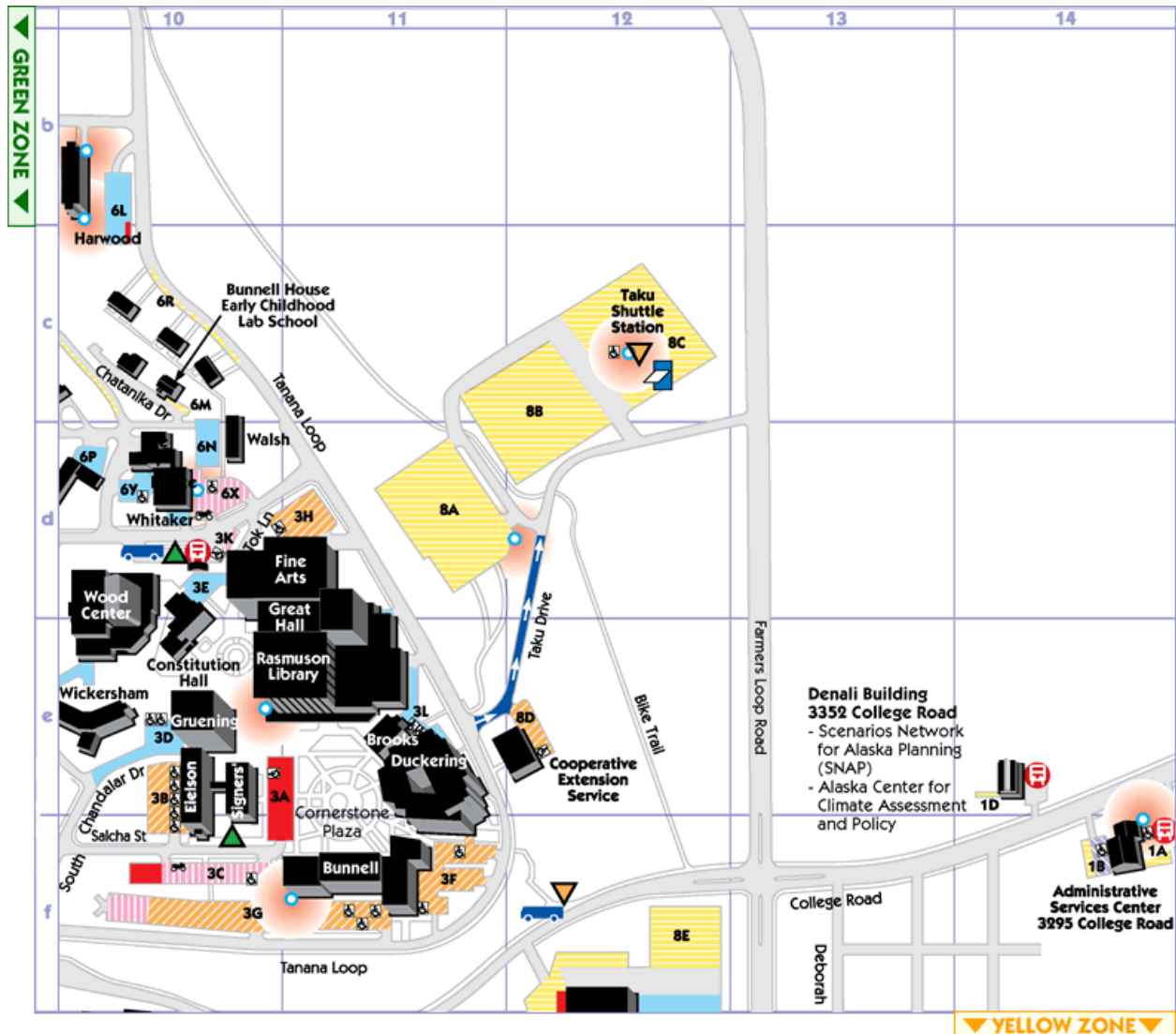
- Stay calm; do not rush and do not panic.
- Gather your personal belongings if it is safe to do so. (Remember: take prescription medications out with you if at all possible; it may be hours before you are allowed back in the building.)
- Secure hazardous materials or equipment before leaving.
- Evacuate the building using the nearest exit (or alternate exit if nearest exit is blocked); assist others as necessary but do not force or manhandle people into leaving against their will - leave them be and get yourself out.
- Do not use elevators.
- Report to designated EAL.
- Wait for and follow directions given by emergency responders.
- Do not re-enter the building or work area until you have been instructed to do so by the emergency responders. The all-clear signal is a verbal O.K. provided to the group at the EAL. Only then is it clear to reenter the building.

Any individual needing assistance due to a physical or mental disability should identify themselves to authorities so that their location can be reported to emergency responders who will then provide the necessary assistance. UAF students working with the Disability Services office are encouraged to review information regarding evacuation procedures with the Director of Disability Services and request to have the need noted in their letter of accommodation from the Disability Services office.

Note: A building occupant is required by law to evacuate the building when the fire alarm sounds. There may be instances where the building would be evacuated without a fire alarm sounding.

Location of Emergency Assembly Location (EAL):

There are two Emergency Assembly Locations for the Brooks Building: 1) Inside assembly location: **Duckering - 803 Alumni Drive (See E-11 on Map below)** 2) Outside assembly location: **Cornerstone Plaza - located directly outside the front of the Brooks Building 2nd floor entrance/exit. (See E-11/12 on Map below).**



Building occupants are to exit the Brooks Building in the event of an emergency by the nearest exit and then meet at the EAL. Do not use elevators.

Occupants are asked to check in with their supervisor or group and wait until the all-clear signal is given. Instructors and presenters should be prepared to take roll. If the delay is long the group will move to another location as decided upon at that time. The all-clear signal is when the emergency responders give a verbal signal to reenter the building. The all-clear signal is NOT when the alarms are turned off; it is when an emergency responder gives verbal permission to reenter the building.

Building System Failures

Extended Power Loss - In the event of extended power loss to the facility these precautionary measures should be taken:

- Do not panic.
- Turn off or unplug unnecessary electrical equipment and appliances in the event the power restoration would surge causing damage to electronics and sensitive equipment.
- Notify Facilities Services at **474-7000**.
- Find an emergency flashlight.
- Evacuate the building if the fire alarm sounds or upon notification by Police (see "Evacuation Procedures" above).
- Proceed to the EAL and wait for further instructions.
- UAF Facilities Services, during freezing temperatures will monitor, turn off and drain, as necessary the following: fire sprinkler systems, standpipes, potable water lines and toilets.

Elevator Failure - if you are trapped in an elevator, use the emergency call button inside the elevator to call for assistance or press the elevator alarm inside the elevator to signal for help.

Flooding, Plumbing or Steam Line Failure - if the Brooks Building has a Major Plumbing Failure, Flood, or Steam Failure:

- Unplug electrical equipment.
- Move to a safe location.
- Notify Facilities Services at 474-7000, and/or 911 depending on the severity.
- Evacuate the building if instructed to do so by emergency responders and proceed to the EAL.

Hazardous Materials Release

If a hazardous material is released or spilled near you and you are not a user nor knowledgeable about hazardous materials, immediately move away from the release area and contact your immediate supervisor, the Brooks Building coordinator at 474-5459, Environmental, Health, Safety and Risk Management at 474-5617 or call 911.

Spill Containment and Security Equipment: Contact UAF EHS&RM at 474-5617. On weekend, holidays, and after hours contact UAF Emergency Dispatch Center at 474-7721.

When a Chemical Spill has occurred: Immediately notify UAF EHS&RM at 474-5617, the immediate supervisor, department safety officer or fire and police as appropriate at 911.

- Secure the area and alert other personnel.
- DO NOT attempt to clean the spill unless trained to do so.
- Attend to injured personnel and call 911 if necessary.
- Pull fire alarm in the event that the building is compromised.
- Evacuate the building if necessary.
- Call 474-7721 to report spill or tell first arriving officer.

If there is a hazardous materials spill at another building near the Brooks Building, you may be required to follow instructions provided by emergency responders.

And then, inform Vice Chancellor's office 474-7143.

Anthrax: The diagnosis of anthrax disease, illnesses and deaths, and the finding of anthrax contamination in federal, state and other facilities, including U.S. Postal Service, raised concerns about suspicious letters, packages and other substances. Federal, state and local agencies, including Centers for Disease Control (CDC), and the U.S. Postal Service issued guidelines for mail handling and response to anthrax incidents.

EHS&RM issued guidelines for handling mail at UAF.

Severe Weather and Natural Disasters

Earthquake: In the event of an earthquake, proceed to nearest EAL if possible.

Inside the Brooks Building:

- Duck under the nearest sturdy object and hold onto it until the shaking stops. If you are not near a sturdy object, make yourself as small as possible and cover your head and neck.
- If you stand in a doorway, brace yourself against the frame and watch out for a swinging door or other moving objects.
- Avoid windows, filing cabinets, bookcases, and other heavy objects that might fall or shatter.
- Stay under cover until the shaking stops, then leave the building and go to the EAL.

Outside the Brooks Building:

- Move away from trees, signs, buildings, electrical poles and wires, fires, and smoke.
- Protect your head with your arms from falling debris.
- Proceed to the EAL.

Extreme Cold or Inclement Weather

- Use common sense and go home if safe to drive.

External Forces

Demonstration or Civil Disturbance Procedures: Most demonstrations are peaceful and if one is conducted near the Brooks Building, carry on business as usual.

- Avoid provoking or obstructing demonstrators.
- Should a disturbance occur, call 911 for assistance.
- If protestors enter the Brooks Building, do not attempt to stop them. Immediately call 911.
- If it becomes necessary to evacuate, follow directions from Police. Proceed to the EAL and wait for additional instructions.

Explosion or Bomb Threat Procedures: A suspicious-looking box, package, object, or container in or near your work area may be a bomb or explosive material. Do not handle or touch the object. Evacuate to a safe area and call the police (**911**) immediately. Use a telephone in a safe area. Do not operate any power switches, and do not activate the fire alarm.

If there is an explosion:

- Take cover under sturdy furniture, or leave the building if it is safe or directed to do so by emergency responders.
- Stay away from windows.
- Do not light matches.
- If necessary, move away from any hazards to a safe location.
- If instructed to evacuate, use the stairs only. Do not use elevators.

If You Receive a Bomb Threat:

- Stay calm and keep your voice calm.
- Pay close attention to details. Talk to the caller to obtain as much information as possible.
- Write down the date and time of the call.
- Take notes.
- Pay attention to details.
- Ask as many questions as possible:
 - When will it explode?
 - Where is it right now?
 - What does it look like?
 - What kind of bomb is it?
 - Where did you leave it?
 - Did you place the bomb?
 - Who is the target?
 - Why did you plant it?
 - What is your address?
 - What is your name?
- Listen to the caller's voice. See if you can identify:
 - Speech patterns (accent, tone)
 - Emotional state (angry, agitated, calm , etc.)
 - Background noise (traffic, people talking and accents, music and type, etc.).
 - Age and gender.

- Write down other information:
 - Date and time of call
 - How threat was received (letter, note, telephone)
- Call the Police and relay the information from the bomb threat telephone call or bomb threat letter. Follow the Police's instructions.
- Check your work area for unfamiliar items. Do not touch suspicious items; report them to the Police.
- Evacuate if instructed to and follow all directions provided by emergency responders (see "Evacuation Procedures" above).

SUSPICIOUS OBJECT:

- Do not touch or disturb the object.
- Notify your supervisor and/or any other administrative personnel.
- Attempt to determine if any associated threat or reason for object being present.
- Call UAF Emergency Dispatch at 474-7721, unless it is an emergency then call **911**.
- Clearly describe object and location.
- Be prepared to evacuate if required by police and/or emergency officials.

SUSPICIOUS PERSON:

- It is okay to inquire if you can provide assistance (if appropriate.) Do not physically confront the person.
- Do not let anyone into a locked building/office.
- Do not block the person's access to an exit or attempt to restrain him/her.
- Call **911** and provide as much information as possible about the person and their direction of travel.

VIOLENCE IN THE WORKPLACE:

- Do not confront the individual.
- Call **911** if it is safe to do so.
- If possible, move to a safe location.
- Provide responding police with as much information as possible.

Emergency Supplies:

Be prepared for emergencies. This section removed on purpose. Emergency supplies are NOT kept in the department. In case of an emergency call 911.

Training Requirements

Training is an integral part of safety awareness. General safety training is required upon hire and all employees will receive annual refresher training to be informed of any changes in the plan.

Each occupant should become familiar with the EAP, to know evacuation routes and locations of emergency assembly locations and emergency equipment. As a supplement to the training, information is posted in the Brooks Building to ensure all occupants and guests can safely exit during an emergency. It is recommended that individual departments make a hard copy of the EAP available to their department employees.

In addition to specific lab or occupational training, every employee at UAF must complete the following General Safety Training sessions:

<u>Training Topic</u>	<u>Availability (location and course)</u>
Employee Safety Orientation	(UAF Safety Website)
Hazard Communications GHS	(UAF Safety Website)
Office Safety	(UAF Safety Website)
Slips, Trips and Falls	(UAF Safety Website)
Department Emergency Action Plan (DEAP)	(Department specific, talk to your supervisor)
Title IX Training	(UAF Safety Website or via Skillsoft)
Protection of Minors Training	(UAF Safety Website)

Environmental Health, Safety and Risk Management web site: <http://www.uaf.edu/safety>

Skillsoft Instructions

Skillsoft - Provides comprehensive e-learning solutions through online courses and web based training. Currently, there are over 100 environmental, health, and safety training topics available. This self-paced program is a great way to accomplish safety training on *your* schedule. There is a five-minute SkillPort flash tour of the program, which can be found here to help familiarize you with the program. Once familiar with the program, there are two ways to access the Skillsoft training site:

1. Log into UAonline (must log into the secured area). The login requires the UA user name or ID number and the MyUA Portal/EDIR password. If you do not know your user name or password, follow the directions on the site or contact your local helpdesk or call center for assistance.
2. Click on "Employee Services"
3. Click "Employee E-Learning"
4. Click on the Skillsoft link; you will see a "Submit" button, click that and you are in!
5. To access the classes you need, click on "Catalog" (near the top of the page), then click on "Environmental, Safety and Health, and Transportation Curricula." Most, if not all, the classes you require will be found in the "Safety and Health" folder. Click on the safety topic you want and follow the instructions. Additionally, you can take courses from any of the other available curricula as they apply to your actual duties.

Addendum