

Emergency Action Plan (EAP)

Building Name: Museum of the North

Date EAP Adopted: April 2016

Date EAP Revised: October 2015

Prepared by: Cayla M Wiita, UAF Fire Department

As a building occupant you must be familiar with this Emergency Action Plan. Read it carefully. If you have any questions contact the Museum Operations Manager, 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: Museum of the North

Building Address: 907 Yukon Drive

Building Coordinator: Kevin May

Building Coordinator Phone Number: 907-474-5358

Alternate Building Coordinator: Angela Linn

Alternate Building Coordinator Phone Number: 907-474-1828

Description of Building: The Museum of the North is a multiple use facility with approximately 60 rooms that are used as offices, laboratories, and work areas. It houses four exhibition galleries an auditorium and five collections storage areas. The occupied portion of the Museum of the North facility is comprised of four floors. Floors 0,1,2,3 are dedicated to office spaces, research laboratories, collections storage, fabrication shop and public spaces. Floors 4 and 5 are dedicated to mechanical infrastructure.

Emergency Assembly Locations:

Inside assembly location: Lobby of Murie Building when outside temperature is below -10°F

Outside assembly location: Northeast corner of the Museum Parking Lot when outside temperature is above -10°F

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)

Roll Taker Name: Emilie Nelson

Roll Taker Phone Number: 907-474-6443

Roll Taker Name: Barbara Ellanna

Roll Taker Phone Number: 907-474-6949

Critical Operation Found in Building

There are no critical operations in the Museum 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 Museum 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>

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. When an AED has been used (whether or not a shock was delivered), notify the fire chief and complete UA AED Post-Incident Report Form for Cardiac Arrests.

- Locations in building:
 - First floor administrative room
 - Basement copy room

Alertus Beacon:

Alert Beacons flash and sound to capture the attention of building occupants at a distance, and display a custom message from the University Dispatch about the nature of the emergency and the appropriate response.

- Location in building: Second floor near west entrance.

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

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.
- ❖ 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.

- ❖ Evacuation/Fire Alarm:
 - Loud piercing buzzing sound accompanied by a flashing white strobe. These alarms are located throughout the Museum.
 - When you hear the evacuation alarm, leave the building immediately following the evacuation procedures.

❖ Oxygen Sensor Alarm:

- Loud buzzing sound accompanied by a flashing red light. The alarm is located above the Genomic Resources Room (freezer room on Level 0) door.
 - When you hear or see the oxygen sensor alarm, leave the building immediately following the evacuation procedures.

❖ Fume Hood Alarm:

- Moderately loud beeping from front of fume hood. These alarms are located on the front of all Museum fume hoods.
 - Alarm should be investigated by trained laboratory staff or Museum Operation Manager.
 - You should be prepared to evacuate the area if necessary.

❖ Elevator Alarm:

- Moderately loud ringing bell. These alarms are located inside Museum elevators.
 - When you hear the elevator alarm, call University Dispatch at 907-474-7000. If necessary, use the call button in the elevator.

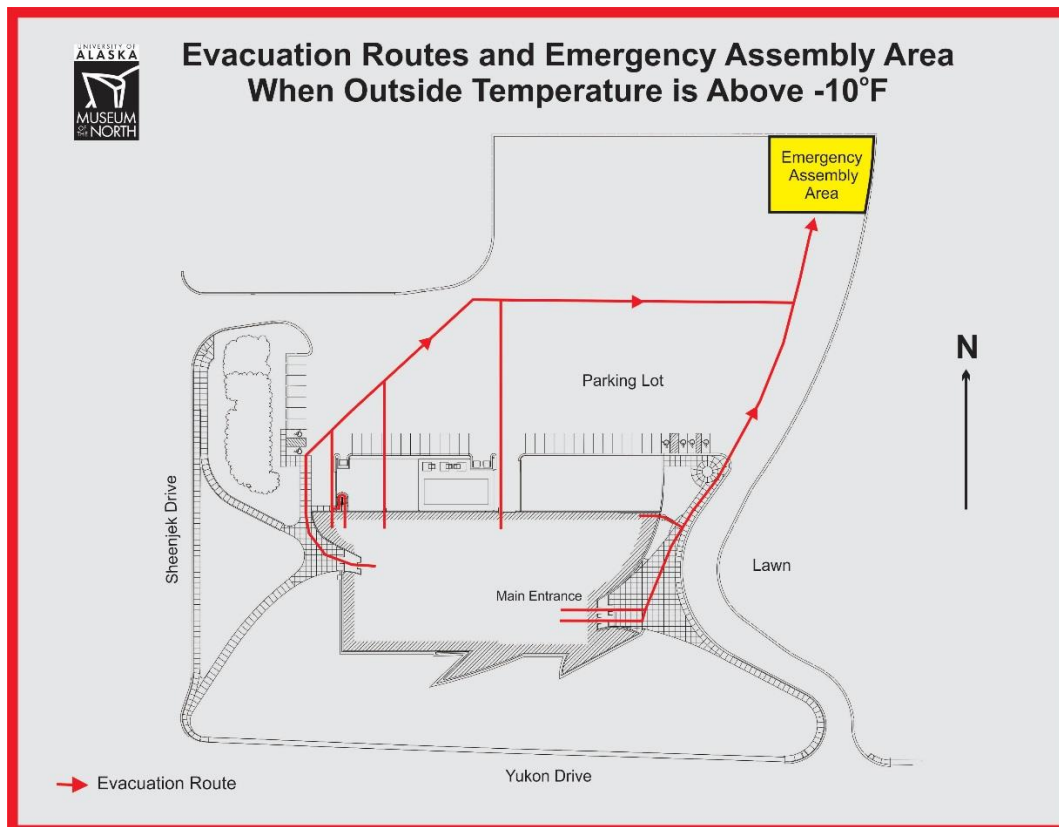
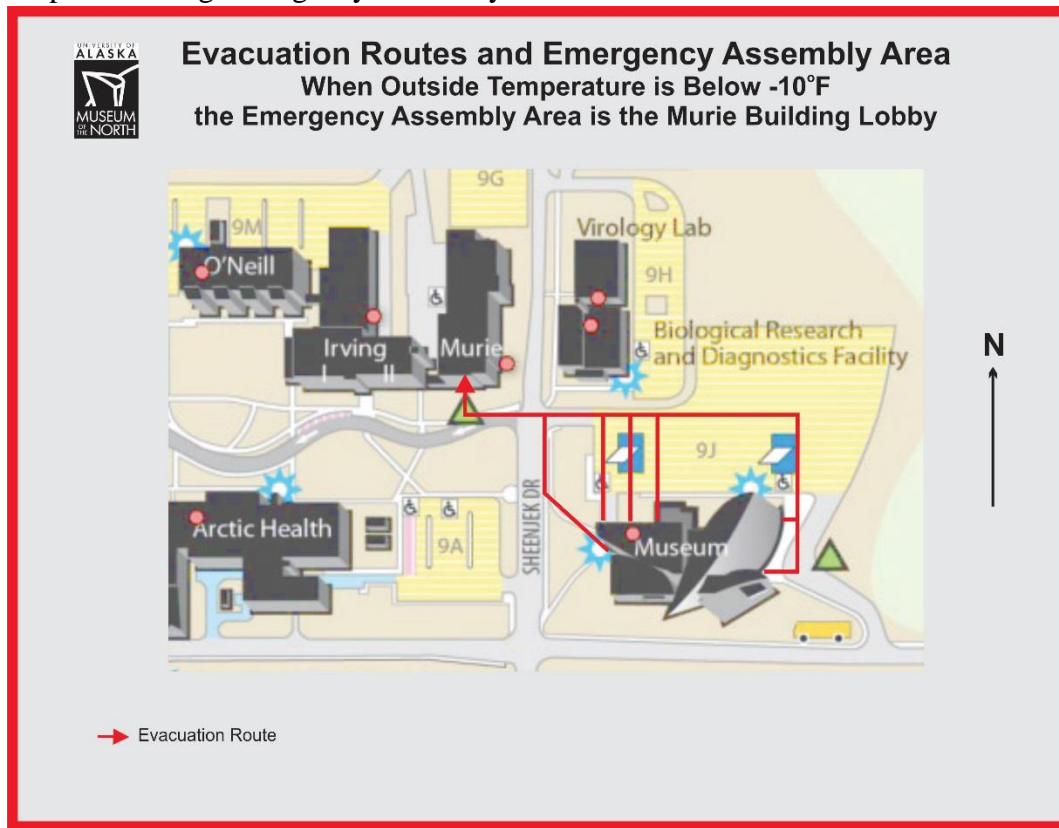
❖ Security Door Alarms:

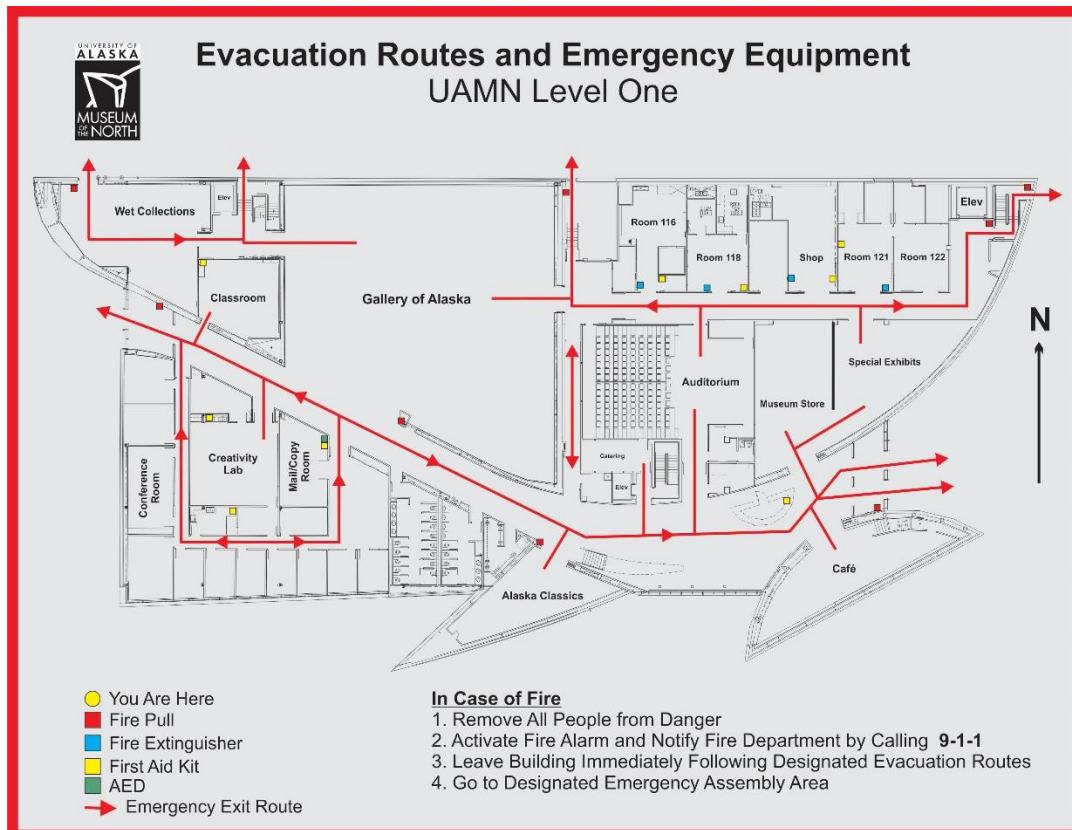
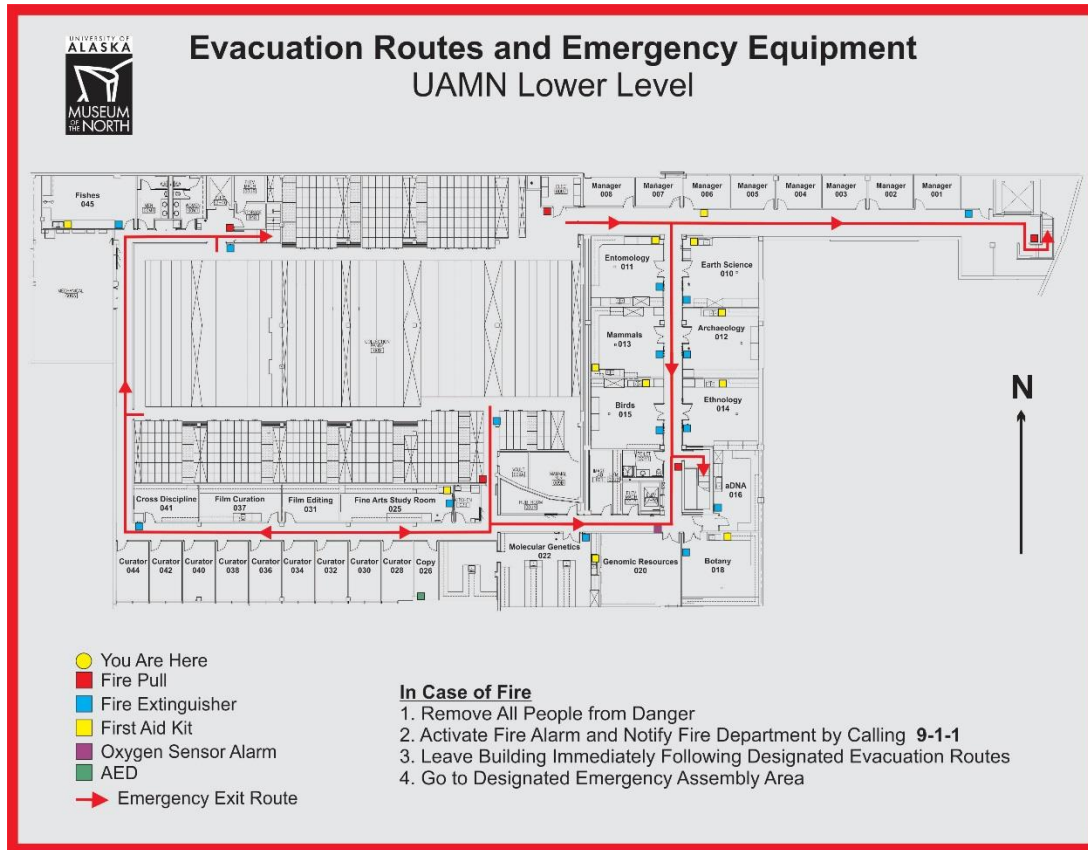
- Loud oscillating whistle from a security door area.
 - Contact University Dispatch at 907-474-7000 and the Museum Operation Manager.
- Moderately loud buzzing from security door push-bar
 - Contact University Dispatch at 907-474-7000 and the Museum Operations Manager.

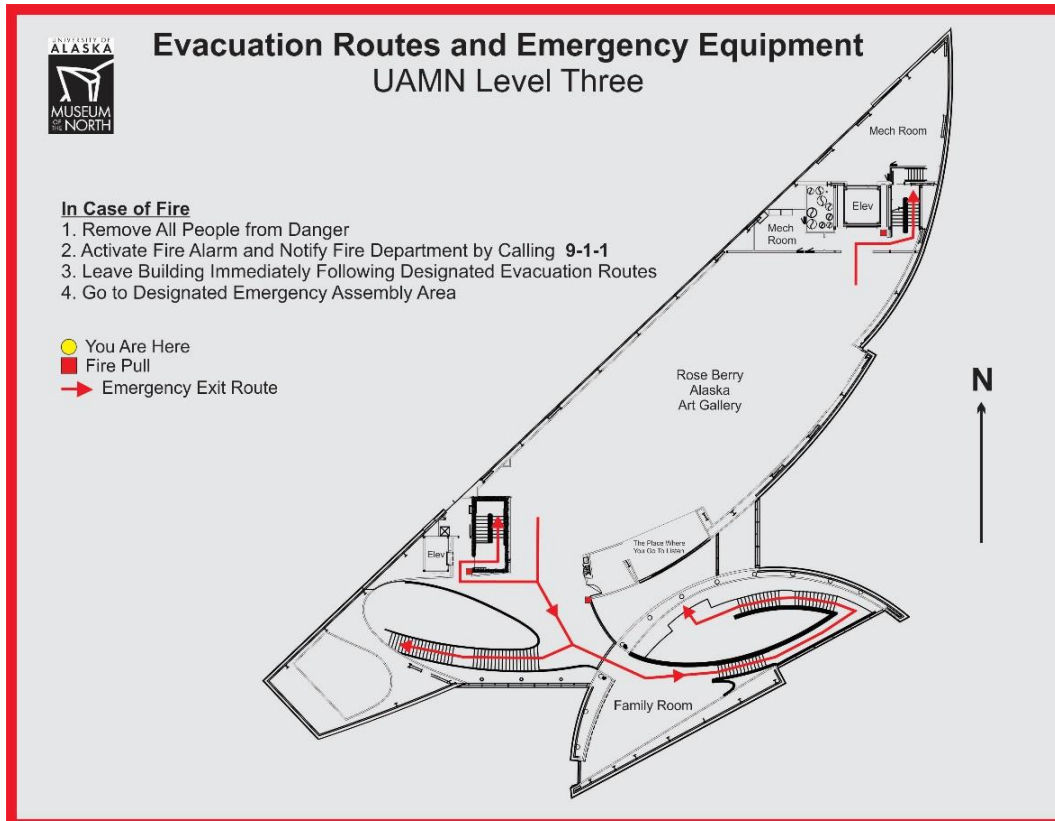
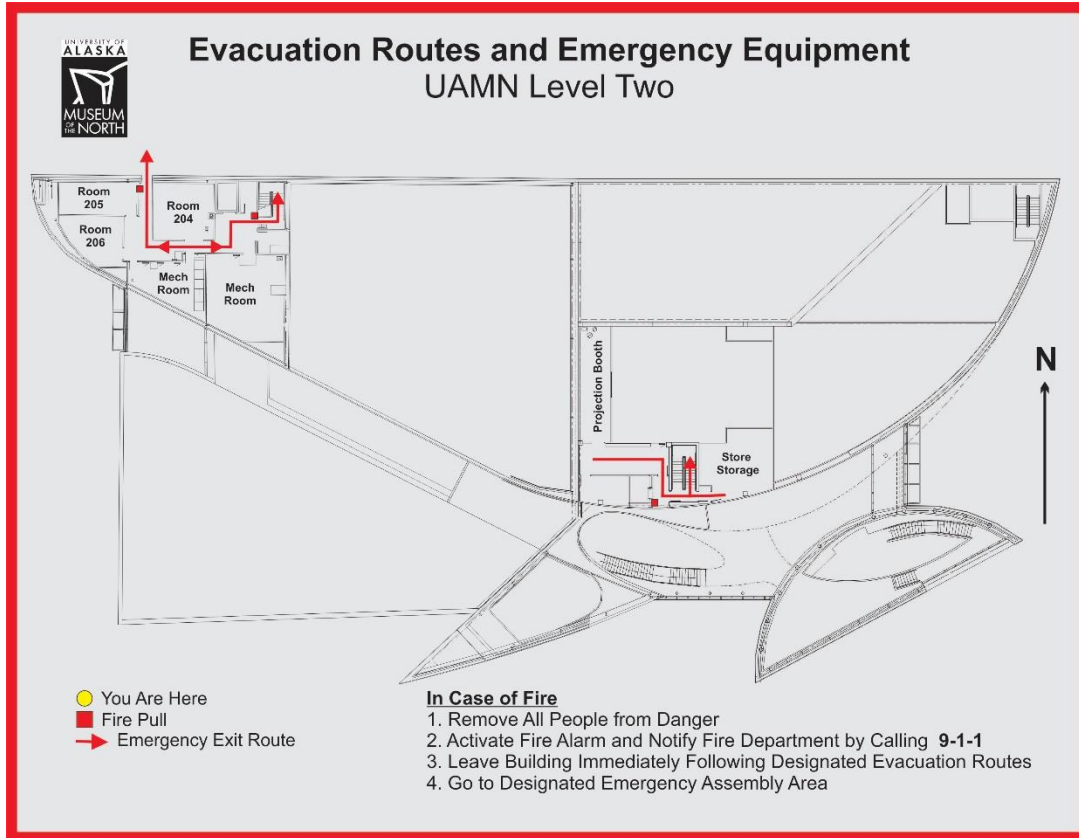
Emergency Information:

- ❖ Posted evacuation diagrams, including routes and fire alarm pull stations are located at the base or 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 your 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.

