



**Proposed UAF Policy** \_\_\_\_\_

Original Adoption: \_\_\_\_\_

Revised: \_\_\_\_\_

Responsible Chancellor's Cabinet Member: \_\_\_\_\_

Responsible Department/Office: \_\_\_\_\_

## **Emergency Action Plan Policy**

### **POLICY STATEMENT**

The University of Alaska Fairbanks (UAF) strives to provide a safe and secure environment. It is the policy of UAF that each building occupied by one or more employees will have a current Emergency Action Plan (EAP); for each EAP to be updated at least annually and when changes occur, and; for all employees to review each applicable EAP at least annually.

### **BACKGROUND AND JUSTIFICATION**

Prior to implementation of this policy, each academic and administrative department was required to maintain an emergency action plan specific to the department. Inasmuch that multiple departments occupied a building, some buildings had numerous emergency action plans, resulting in duplication of effort and requiring a high level of coordination. This policy requires a single EAP per building, maintained by the assigned building coordinator in coordination with each of the departments in the building.

The requirements for EAPs are set forth in Occupational Safety and Health Administration (OSHA) regulations adopted by the State of Alaska's Occupational Safety and Health (AKOSH) Plan. This policy is intended to conform to OSHA regulations regarding EAPs. Some requirements of this policy may exceed OSHA requirements.

The purpose of the EAP is to provide guidance in determining the appropriate actions to take to prevent injury and property loss from the occurrence of emergency incidents, including evacuation. During emergency situations, special procedures may be required to control and mitigate an emergency. Final acceptance of an EAP grants authority to those individuals and/or positions responsible for implementing and carrying out the plan.

### **REFERENCES RELIED UPON**

29 CFR 1910.38 – Occupational Safety and Health Standards - Emergency Action Plans

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29 CFR 1910.165 – Occupational Safety and Health Standards – Employee Alarm Systems

CPL 02-01-037 U.S. Department of Labor Compliance Policy for Emergency Action Plans and Fire Prevention Plans

BOR Regulation R05.09 – Risk Management and Environmental Health and Safety

UAF Fire Safety Policy 12.03.03

### RESPONSIBILITIES

**Vice Chancellor for Administrative Services:** In conjunction with deans and directors, ensure that a building coordinator is identified for each building meeting the criteria for a required EAP.

**Deans and Directors:** In conjunction with the VCAS, ensure that current contact information for key departmental personnel is provided to each applicable building coordinator.

**Building Coordinators:** Maintain the EAP in a current state with updated building information and contact information for key departmental personnel. Review EAP at a minimum of once per year coinciding with the beginning of the fall semester. Submit updated plans to the UAF Fire Chief for final acceptance and distribution.

**Supervisor:** Ensure new employees are familiar with the EAP, and that all employees review the EAP at least annually or when substantive changes to the plan occur.

**Employees:** Remain familiar with the EAP for each building he or she occupies.

**UAF Emergency Management Coordinator<sup>1</sup>:** Maintain a repository of accepted EAPs for all buildings, in a manner that is accessible to all employees. Provide guidance to building coordinators in EAP development and maintenance. Review, accept, and file new and updated EAPs.

### NON-COMPLIANCE

Failure to properly maintain and routinely update the EAP may result in employees not being ready in the event of an emergency. Failure to comply with this policy may increase liability for the University and expose UAF to AKOSH citations and penalties (fines).

### EXCEPTIONS

Buildings that are not occupied by at least one employee are not required to have an EAP.

### PROCEDURES

1. At least annually and whenever changes in personnel or the building occur, the building coordinator should review and update the EAP. The annual review typically coincides with the beginning of the fall semester.
2. New employees should be made familiar with the EAP during their initial orientation, and all employees should review the EAP at least annually or after major updates are made. The annual

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<sup>1</sup> UAF Fire Chief at the time of policy adoption.

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refresher should occur at the beginning of the fall semester following the annual EAP review. These are the responsibilities of all supervisors.

3. All EAPs will follow a standard format in order to achieve standardization from building to building and ensure compliance with applicable OSHA regulations. A standard template will be made available with the following minimum elements:
  - Fire and emergency reporting procedures;
  - Procedures for emergency evacuation, including the type of evacuation and exit routes;
  - Procedures for personnel necessary to delay evacuation where critical operations exist;
  - Procedures for securing protected information (e.g. HIPPA, FERPA, APSIN, etc.);
  - Procedures to account for occupants after evacuation;
  - Procedures for performing rescue and medical duties; and
  - Relevant contact information.
  - Alarm systems and provisions to accommodate occupants who cannot recognize an audible or visual alarm.
4. Updated EAPs should be forwarded to the fire chief who, in collaboration with the building coordinator, will finalize, accept, and publish the EAP. Once accepted, the building coordinator will need to inform supervisors and other building occupants.
5. Printed copies of the EAP should be provided in key locations and/or with key personnel in the building.
6. When a building alarm sounds or an emergency occurs, key personnel identified in the EAP shall execute their responsibilities specified in the EAP. The EAP will guide emergency action.

POLICY APPROVED BY:

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Mike Powers, Interim Chancellor  
 University of Alaska Fairbanks

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