

# **DEPARTMENT EMERGENCY ACTION PLAN**

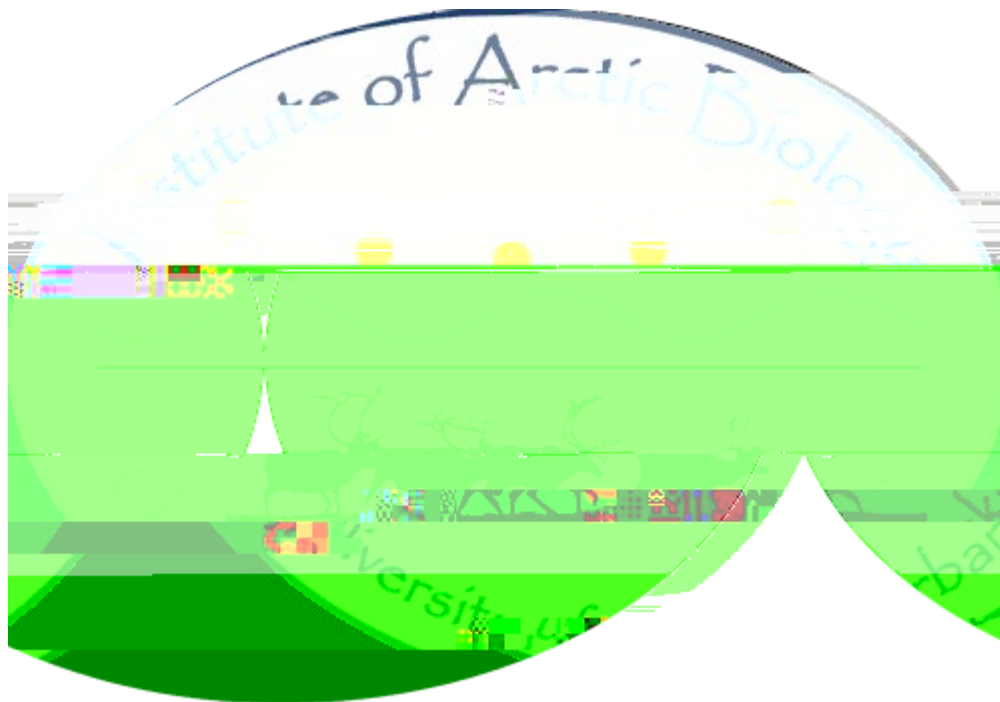
For

**Department Name: IAB Greenhouse**

**Date DEAP Adopted: January 24, 2014**

**Date DEAP Revised: January 24, 2014**

**DEAP Prepared By: Jami Warrick**



UAF – Department Emergency

## **DEAP TABLE OF CONTENTS**

### DEPARTMENT AND BUILDING INFORMATION

- Building name
- Building coordinator
- Room numbers occupied by the department
- Department coordinator and alternate
- Employee accountability and procedures after evacuation
- Critical operations found in the department
- Medical and rescue duties

### EMERGENCY PROCEDURES

- Immediate emergency notification
- Emergency notification procedures
- Building alarm(s)
- Evacuation procedures
- Evacuation information & locations
- Fire
- Emergency response guidelines
- Hazardous materials
- Gas leaks, fumes and vapors
- Power outag

TM8EMClri( P)-3(o)-8(we)-4(r)-4( oE>28Tm [(1B)-4(o >>BDC -0.004 T

**DEPARTMENT AND BUILDING INFORMATION**  
**BUILDING**

Building name: IAB Greenhouse  
Building address: 911 Yukon Drive  
Building coordinator  
Building coordinator telephone number:

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

**DEPARTMENT**

Department coordinator:  
Department coordinator campus address: 902 N. Koyukuk Drive  
Department coordinator telephone number:  
Department coordinator email address: [jfwarrick@alaska.edu](mailto:jfwarrick@alaska.edu)

Alternate department coordinator:  
Alternate department coordinator campus address: 902 N. Koyukuk Drive  
Alternate department coordinator telephone number: 474-7649  
Alternate department coordinator email address: [jmdesrochers@alaska.edu](mailto:jmdesrochers@alaska.edu)

Room numbers occupied by the department: 101 (office), 103 (corridor), 103 A, B, C, D (classroom/growing space), 102 (lab), 104 (receiving), 100U1, 100U2.

Emergency assembly locations  
Inside assembly location: Butrovich lobby  
Outside assembly location: IAB Greenhouse parking lot

List of other buildings where department employees work (note: a DEAP will need to be developed for each building the employees work in and the employees need to be trained on the DEAP for the building(s) they work in): Arctic Health Research Building, Irving I, West Ridge Research Building, Margaret Murie Building, Museum



**Critical Operations Found in Department**

Includes information about the critical operations that require an employee to remain in the building during an emergency. Please note: the function an individual performs during an emergency MUST be a CRITICAL operation and must be clearly identified between the supervisor and the employee.

Does department have critical operations where an employee will remain in the building during an emergency?

Yes

No XX

**If yes**, complete the following information:

Employee name:

Location (room where the employee will be during an emergency):

Critical function to be performed during an emergency:

Telephone number (room where employee will be during emergency):

**Medical and Rescue Duties**

Are employees assigned medical or rescue duties? (Note: those who volunteer are not included in this section)

Yes

No XX

**If yes**, complete the following information:

Employee name:

Employee phone number:

Describe employees' medical or rescue duties:

Employee name:

## **EMERGENCY PROCEDURES**

In the event of an emergency contact the emergency dispatch center by dialing **911** from any university phone. Emergency phones are marked with blue lights and are located around campus. In the event of a fire, activating the fire alarm pull station is an appropriate report alternative to the telephone.

### **Life Threatening Emergency Numbers:**

From public or campus telephone      **911**

### **Non-Life Threatening Emergency Numbers:**

UAF Police	(907) 474-7721
UAF Environmental Health, Safety & Risk Management	(907) 474-5413
UAF Facilities Services	(907) 474-7000

### **UAF Emergency Information:**

UAF Recorded Hotline	(907) 474-7823
UAF on ALERT	<a href="http://uafalert.alaska.edu">http://uafalert.alaska.edu</a>

## **Emergency Notification Procedures**

When you call **911** from a campus location to request emergency assistance, you will be connected to the University 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?
  - 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 injuries involved?)
- Do not hang up until instructed to do so by the dispatcher or the scene becomes unsafe and you must leave.





**Evacuation Procedures:**

A building occupant is required to evacuate the building by the nearest exit when the fire alarm sounds. Move quickly to your departments designated emergency assembly location.

**Evacuating the Building:**

- Stay calm; do not rush and do not panic.
- Evacuate the building using the nearest exit (or alternate if the nearest exit is blocked).
- Do not use the elevator.
- Gather your personal belongings only if it is safe to do so. (Reminder: take prescription medications out with you if possible; depending on the emergency it may be hours before you are allowed to re-enter the building.)
- Wait for and follow directions given by emergency responders.
- Go to the designated emergency assembly location.
- Do not leave area/campus until your status is reported to your supervisor (or designee – roll taker).

**Emergency Procedures, cont.:**

**Fire Procedures** – **UAF fire safety policy 12.03.02 states:** “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 elevator’s not working, see working, see the policy on “Safe Refuge during an Emergency” (next paragraph.) There are also some buildings on campus that, although they appear to be connected to each other, are considered separate building 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.”

**12.03.03**

<b>Hazards</b>	<b>Safe Refuge Area</b>	<b>Evacuation Means</b>
<b>FIRE</b>	Room with a sprinkler system near an exit	Use nearest smoke free area with doors and a phone and an exit. Do not use elevators
<b>POWER FAILURE</b>	Area with windows and/or emergency lighting (most exit hallways)	Use nearest lighted exit. Do not use elevators.
<b>CHEMICAL SPILL</b>	Separate room from spill area with Ventilation	Use nearest exit.
<b>BOMB THREAT</b>	As directed by Police or other emergency responders	Use nearest exit.
<b>SEVERE WEATHER</b>	Keep away from windows	Use nearest exit. Do not use elevators.

### III RESPONSIBILITIES

To insure emergency evacuation procedure works when needed the following responsibilities to this plan are identified:

University of Alaska - Fairbanks

- A. Provide adequate signaling devices (fire alarm and strobe lights to code)
- B. Provide adequate exit signage and lighting
- C. Designate areas of safe refuge for those who may have difficulty evacuating immediately
- D. Make available printed procedures of this plan and required actions.
  - Individual Staff and Students
    - A. Be familiar with UAF emergency evacuation plan brochure.
    - B. Know your building layout.
    - C. Be familiar with least two exit pathways.
  - D. Request assistance when necessary.
  - E. If located in a safe refuge area contact **911** to let them know your location UAF –



UAF

UAF –

**Medical Emergencies:**

- Call 911.
- Have someone go to the door and meet the emergency responders.
- Provide assistance if you have been trained.





