

# University of Alaska Fairbanks

## DEPARTMENT EMERGENCY ACTION PLAN

For

## ARCTIC HEALTH RESEARCH BUILDING

DepartmentName:Department of Veterinary Medicine

DateDEAP Adopted:

DEPARTMENT EMERGENCY ACTION

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### I. DEPARTMENT AND BUILDING INFORMATION

- Building name/building coordinator
- Department coordinator and alternate
- Room numbers occupied by the department
- Emergency assembly area (EAA)
- Employee accountability procedures after evacuation
- Critical operations found in the department
- Medical and rescue duties



Department Emergency Staff:

Roll taker(s)(required)andfloor monitors(optional) Dependingonthe size of the departmen, there may be more than one roll taker and floor monitor .

Employee Accountability Procedures After Evacuation:

In theevent of a fire emergency signed 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 point and immediately report to their supervisor or roll taker. After evacuation, each supervisor (or designee) is responsible for accounting for each employee assigned to that designated emergency assembly area.



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 answer the following questions:

- o Where is the emergency located?
- o What is the emergency? (Fire, medical, hazardous materials, etc.)
- o How did it happen?
- o When did it happen?
- o Who are you? (your name)

Gather any information that may be useful for the emergency responders (e.g. are there any injuries involved? Are there any people possibly trapped in the building? Are there any known hazards, such as chemicals or gases, present?)

Do not hang up until instructed to do so by the dispatcher.

### 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)

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Evacuation

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 elevators not working, see the policy on Safe Refuge, Policy #1221. There are also some buildings on campus that, although they appear to be connected to each other, are considered separate buildings 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.

If there is a fire in your work area:

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. Failure to do so can result in fines and criminal prosecution.

First, notify the fire department by pulling the pull station and (from a safe distance) calling 911 to provide details of the situation (See Emergency Notification Procedure above in this document.)

Evacuate the building as soon as the alarm sounds and proceed to the designated Emergency Assembly Area (EAA) (See Evacuating the Building in Section II.)

On your way out, warn others nearby.

Move away from fire and smoke. Close doors and windows if time permits.

Touch closed doors. Do not open them if they are hot.

Use stairs only; do not use elevators.

Move well away from the building and go to your designated EAA.

Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.

If there is a fire in your building:

Follow evacuation procedures as soon as you hear the fire alarm (See Evacuating the Building in Section II.)

Safe Refuge During An Emergency 12.03.03  
(Also ADA evacuation/life safety plan)

I. Exit

It is the University of Alaska Fairbanks policy to have all

#### IV Responsibilities

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

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- 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

## Veterinary Medicine DEAP

Confine or contain the spill to the smallest area possible.

Utilize methods and procedure as describe in the reference material to clean up the spill.

## GasLeaks, Fumes and Vapors:

Do not activate the fire alarm pull station

Do not touch any light switches or electrical equipment.

Call 911.

Clear the area if asked to do so by the emergency dispatcher.

Move to a safe location.

## Power Outage:

Keep flashlight in your area.

Provide assistance to others if necessary.

Move cautiously to a lighted area. Lighted signs may indicate exits if the emergency power is operating

Turn off and unplug

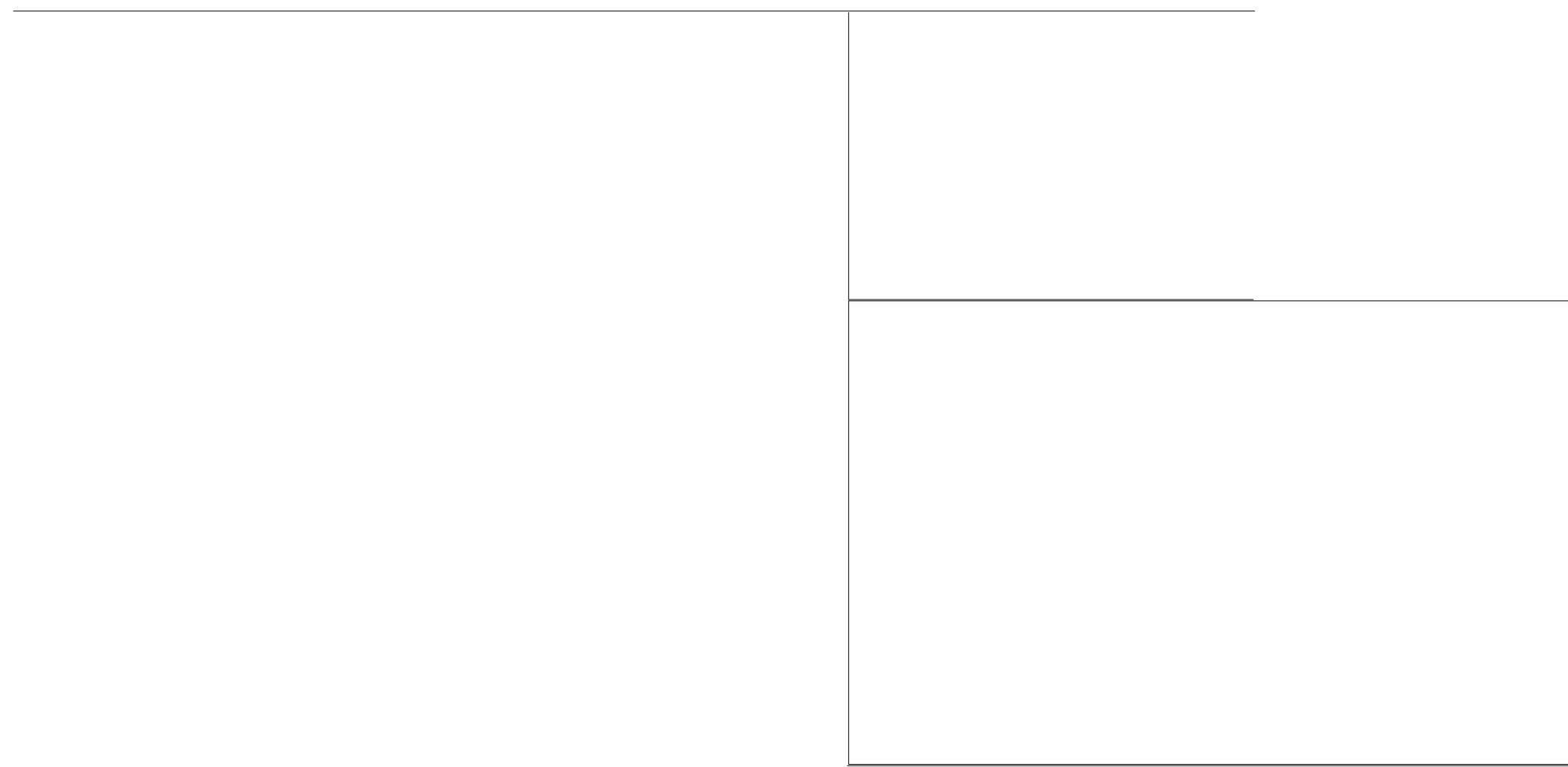












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