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I. INTRODUCTION

ASF RICHARDSON SITE EMERGENCY ACTION PLAN

As a building occupant, you need to be familiar with this plan. Read it carefully.

If you have any questions, consult your supervisor, the Geophysical Institute (GI) Operations Office or the 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 assemble 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 and first aid kits.
- Proper procedures for notifying emergency responders about an emergency in the building or work area.
- Fire hazards.
- Potential exposure to hazardous materials or processes in and around the work area, as well as any means of protecting yourself in the event of an emergency.
- A contact list for employees in your department.
II. DEPARTMENT AND BUILDING INFORMATION

Department: Geophysical Institute

Building Name: ASF Richardson Site; FS670/FS671

Building Coordinator: Deborah Coxon, GI Operations Manager
Campus Address: Room 616A, Elvey Building
Telephone No.: 474-7411
Email Address: dcoxon@alaska.edu

DESCRIPTION AND LOCATION OF BUILDING:

The ASF Richardson Site building, located at 1625 Richardson Highway, North Pole, Alaska 99705.

As a major research center, this site supports the work of the GI. The site facilities consist of two buildings and two antennas. The Main one floor building is 4600 sq. ft. This main building houses administrative offices, storage rooms, a UPS room and a large computer room. The secondary, one floor 412 sq. ft. building houses a generator and fuel tank that supports the UPS room in the Main building, as well as the mechanical room for the main building. There are two antennas on site, one south of the Main building and one antenna north of the Main building.

LOCATION OF EMERGENCY ASSEMBLY AREA (EAA)

Report to one of the following safety zones in the event of a building evacuation:
  • General parking lot (east of ASF Richardson Site Building)
  • Personal Vehicles (in inclement weather)

EMERGENCY PERSONNEL

Building Coordinator: Deborah Coxon (907) 474-7411 Cell (907) 687-4551
ASF Supervisor: Wade Albright (907) 474-1985 Cell (907) 322-2998

Emergency Response Team Duties when fire alarm sounds:
  • Respond to Building Exit Points.
  • Encourage occupants to evacuate.
  • Prevent occupants from re-entering building until all clear is given.
  • Communicate status of emergency to Incident Commander and building occupants.
ASF SITE SUPERVISOR RESPONSIBILITIES

1. Emergency Action Plan
   a. The ASF Richardson Site EAP is on the GI Website under Administration, under the Operations Office. Read and take the quiz if you have not done so.
   b. Familiarize yourself often, know and understand your building’s EAP.
   c. Meet and be familiar with the occupants of your floor.
   d. Understand all evacuation routes and exit points. Be familiar with at least two exit pathways.
   e. Understand your buildings emergency assembly points.

2. Evacuation Process
   a. A full complete evacuation is required per UAF 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.
   b. Encourage occupants to evacuate.
   c. Always take your clipboard with the list of your floor’s occupants unless it is unsafe to do so.
   d. During winter months, be prepared; keep your coat/jacket close at hand. Don’t attend meetings out of your area without taking your coat/jacket.
   e. Assemble your occupants at the Emergency Assembly Area.
   f. Take attendance of your floor occupants. Report attendance to Building Coordinator or designee.
   g. Report possible occupants in the building to the responding emergency personnel.
   h. Building occupants shall not enter/return to the building until an “all clear” signal is given from Fire Department personnel, other official Emergency responder or the Building Coordinator.

3. Disabled occupants:
   a. Keep apprised of any disabled occupants in your area.

EMPLOYEE ACCOUNTABILITY PROCEDURES AFTER EVACUATION

In the event of an evacuation 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 EAA. Check in with your site supervisor for attendance. After evacuation, do not re-enter the building until told it is safe to do so by an official emergency responder.

There are no critical operations at the ASF Richardson Site for which an employee is required to remain in the building during an emergency. When the alarm sounds, take personal responsibility and GET OUT NOW!
MEDICAL AND RESCUE DUTIES FOR EMPLOYEES

No employees have been assigned medical or rescue duties specific to emergency situations at the ASF Richardson Site Building.
III. EMERGENCY PROCEDURES

In the event of an emergency, dial 911. For Fire, Police, Paramedics and Ambulance, the responding agency will be the North Pole Fire Department, North Pole Police Department or the Alaska Troopers.

**EMERGENCY PHONE NUMBERS**

<table>
<thead>
<tr>
<th>Life-Threatening Emergency Numbers:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire, Paramedics, Ambulance, Police, Chemical Spills</td>
<td>911</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Non-Life-Threatening Emergency Numbers:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Alaska State Troopers</td>
<td>451-5100</td>
</tr>
<tr>
<td>Environmental, Health, Safety and Risk Management</td>
<td>474-5413</td>
</tr>
<tr>
<td>Facilities Services</td>
<td>474-7000</td>
</tr>
<tr>
<td>Fairbanks Memorial Hospital</td>
<td>452-8181</td>
</tr>
<tr>
<td>Fairbanks Regional Public Health Center</td>
<td>452-1776</td>
</tr>
<tr>
<td>Poison Control Center</td>
<td>1-800-222-1222</td>
</tr>
<tr>
<td>Tanana Valley Clinic</td>
<td>459-3500</td>
</tr>
<tr>
<td>University Police &amp; Fire</td>
<td>474-7721</td>
</tr>
</tbody>
</table>

**UAF Emergency Information:**

<table>
<thead>
<tr>
<th>UAF Recorded Hotline</th>
<th>474-7823</th>
</tr>
</thead>
<tbody>
<tr>
<td>UAF Online Newsroom</td>
<td><a href="http://www.uaf.edu/news/">www.uaf.edu/news/</a></td>
</tr>
<tr>
<td>UAF Online Alerts</td>
<td><a href="http://www.uaf.edu/alert/">www.uaf.edu/alert/</a></td>
</tr>
</tbody>
</table>
BUILDING ALARM(S)

This building has alarm sounds.

- The evacuation alarm is a strobe/audio enunciator.
  - When you hear the evacuation alarm, leave the building. Follow evacuation procedures (see section below).

EMERGENCY NOTIFICATION PROCEDURES

When you call 911 from the ASF Richardson Site location you will be connected to the North Pole Fire Department. 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 any injuries involved?)
- Do not hang up until instructed to do so by the dispatcher.

ASF Richardson building evacuation floor plans

Evacuation floor plans are located in the Appendix.

EVACUATION PROCEDURES

All building occupants are required to evacuate the building when the fire alarm sounds. Move quickly to the appropriate Emergency Assembly Areas (see map next page).

- Stay calm; do not rush and do not panic.
- Evacuate the building using the nearest exit (or alternate exit if nearest exit is blocked).
- Go to the appropriate Emergency Assembly Area (EAA) designated for this building: General Parking Lot area in warm weather; inside a Personal Vehicle if raining or too cold to stand outside.
- Do not leave area until your status is reported to your supervisor.
- DO NOT re-enter the building or work area until you have been instructed to do so by an official emergency responder.
SAFE REFUGE DURING AN EMERGENCY FOR INDIVIDUALS WITH DISABILITIES

There will be some cases when outside conditions are extreme, and/or in the case of individuals with limited mobility, (especially due to the fact that elevators will not be available), evacuation to an area of safe refuge may be necessary. These areas are central lobbies or fire rated stairwells that are at least one fire barrier from the potential hazard AND closer to the ultimate exit point. If at all possible, notify the 911 dispatcher of your location. In most cases Fire and Rescue personnel will NOT immediately initiate rescue as the first attempt will be to remove the source of the threat i.e. put out the fire and remove the smoke. As secondary resources arrive they will make contact with the individual(s) in the area of safe refuge and advise them of any further actions that may be required.

<table>
<thead>
<tr>
<th>Hazards</th>
<th>Safe Refuge Area</th>
<th>Evacuation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire</td>
<td>Sprinklered room/area near exit. Stairwell landing with doors and a phone and exit.</td>
<td>Use nearest smoke free area. Do not use elevator.</td>
</tr>
<tr>
<td>Earthquake</td>
<td>Keep away from windows &amp; walls. Under desk or table if possible.</td>
<td>Use nearest exit. Do not use elevator.</td>
</tr>
<tr>
<td>Power failure</td>
<td>Area with windows and/or emergency lighting (most hallways).</td>
<td>Use nearest lighted exit. Do not use elevator.</td>
</tr>
<tr>
<td>Chemical spill</td>
<td>Separate room from spill area with ventilation (Lab Accident).</td>
<td>Use nearest exit.</td>
</tr>
<tr>
<td>Bomb Threat</td>
<td>As directed by Security/Police.</td>
<td>Use nearest exit.</td>
</tr>
<tr>
<td>Severe Weather</td>
<td>Keep way from windows, or center of building (wind storm).</td>
<td>Use nearest exit. Do not use elevator.</td>
</tr>
</tbody>
</table>
FIRE EMERGENCIES

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 Safe Refuge section.

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

**If there is a fire in your work area:**

- 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 Procedures” above in this document.)
- **DO NOT FIGHT THE FIRE.** Evacuate the building as soon as the alarm sounds and proceed to the designated Emergency Assembly Area (EAA). (See “General Evacuation Procedures” in Section II list of EAAs.)
- On your way out, warn others to **GET OUT.**
- Take prescription medications and winter gear with you if at all possible; it may be hours before you are allowed back in the building.
- Move away from fire and smoke. Close doors and windows if time permits.
- Touch closed doors. Do not open them if they are hot.
- Move well away from the building and go to your designated EAA.
- Do not leave area until your status is reported to your supervisor or instructor.
- 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 “Evacuation Procedures” on page 8.)

MEDICAL EMERGENCIES

Call the medical emergency phone number — **911**

Provide the following information:

- Nature of the medical emergency.
- Location of the emergency (address, building, room number).
- Your name and the phone number from which you are calling.

**DO NOT** move a victim unless absolutely necessary (only if imminent danger to life exists).
EXTENDED POWER LOSS (More than one hour)

In the event of an extended power loss to the facility, certain precautionary measures should be taken:

- Turn off computers, work stations, and sensitive electrical equipment.
- UAF Facilities Services, during freezing temperatures, will monitor, turn off and drain as necessary the following:
  - Fire sprinkler system.
  - Standpipes.
  - Potable water lines.
  - Toilets.

Upon restoration of heat and power: Electronic equipment should be brought up to ambient temperatures before energizing to prevent condensation from forming on circuitry.

CHEMICAL SPILLS

When a chemical spill has occurred:

- **DO NOT** attempt to clean the spill.
- Immediately notify UAF EHS&RM at 474-5413, FIRE/POLICE at 911 and Building Coordinator x7411. On weekends, holidays, and after hours contact the UAF Emergency Dispatch Center at 474-7000.
- Secure the area and alert other site personnel.
- Attend to injured personnel and call the medical emergency number (911) if required.
- Evacuate the building or area.
**TELEPHONE BOMB THREAT**

*Keep Checklist under your telephone in the office.*

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Remain calm and obtain information using the checklist on the following page as your guide.

**DO NOT:**
- Use two-way radios or a cellular phone; radio signals have the potential to detonate a bomb.
- Evacuate the building until police arrive and evaluate the threat.
- Activate the fire alarm.
- Touch or move a suspicious package.

Signs of a suspicious package:
- No return address.
- Excessive postage.
- Stains.
- Strange odor.
- Strange sounds.
- Unexpected delivery.

If a bomb threat is received by phone:
- Remain calm. Use checklist on next page. (You may want to print the checklist and place it under your phone for easy access.)
- If your phone has a display, copy the number and/or letters on the window display.
- The most crucial information you can obtain from the caller is detonation time, location, and appearance of the bomb.
- **DO NOT HANG UP.** Have someone call 911 from another phone. Give the phone number where the bomb threat was received.

If a bomb threat is received by note:
- Call 911 immediately.
- **DO NOT** handle the note.
BOMB THREAT CHECKLIST

Exact words of threat:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Time of call: _____________________________________________________________

Number where phone call was received: _______________________________________

Ask in order:

1. When will it explode? ___________________________________________________

2. Where is it located? ____________________________________________________

3. What does it look like? _________________________________________________

4. What kind of bomb is it? ______________________________________________

5. What will make it explode? _____________________________________________

6. Did you place the bomb? ________ Why? _________________________________

7. What is your name? ___________________________________________________

8. Where are you? ________________________________________________________
BOMB THREAT CHECKLIST (cont’d)

Caller’s voice:
___ Accent ___ Distinct ___ Normal
___ Angry ___ Excited ___ Ragged
___ Calm ___ Familiar ___ Rapid
___ Clearing throat ___ Female ___ Raspy
___ Cracking voice ___ Laughter ___ Slow
___ Crying ___ Lisp ___ Slurred
___ Deep ___ Loud ___ Soft
___ Deep breathing ___ Male ___ Stutter
___ Disguised ___ Nasal ___

Background sounds:
___ Animal ___ House ___ Office Machinery
___ Booth ___ Kitchen ___ PA system
___ Clear ___ Local ___ Static
___ Factory Machine ___ Long distance ___ Street

Threat Language:
___ Incoherent ___ Message Read ___ Taped
___ Irrational ___ Profane ___ Well-spoken
SEVERE WEATHER AND NATURAL DISASTERS

Earthquake:
If indoors:
- DO NOT rush out of the building while it is shaking.
- Get under a desk or table or move to an inside hallway or against an inside concrete wall.
- Keep away from exterior walls, overhead fixtures, windows, filing cabinets, book cases, equipment and electrical power.
- Do not be surprised if the fire alarm or sprinkler systems come on.
- Do not use your telephone or cell phone, EXCEPT for a medical or fire emergency.
- Evacuate as instructed by the supervisor on duty.

If outdoors:
- Get into the open away from buildings, light poles, power lines, and trees.

Flood:
If indoors:
- Be ready to evacuate as directed by the supervisor on duty.
- Follow the recommended primary and secondary evacuation routes – know two ways out of the building.

If outdoors:
- Climb to high ground and stay there.
- Avoid walking or driving through flood water.
- If car stalls, abandon it immediately and climb to higher ground.

Blizzard:
If indoors:
- Stay calm and await instructions from the supervisor on duty.
- Stay indoors!
If there is no heat:
- Close off unneeded rooms or areas.
- Stuff towels or rags in cracks under doors.
- Cover windows at night.
- Eat and drink. Food provides the body with energy and heat. Fluids prevent dehydration.
- Wear layers of loose-fitting, light-weight, warm clothing, if available.
ACTIVE SHOOTER

Secure immediate area:
• Lock and/or barricade doors
• Turn off lights
• Close blinds
• Block windows
• Turn off radios and dim computer screens
• Keep calm, quiet and out of sight
• To protect yourself from gunfire, take cover behind thick desks, along concrete walls, and against filing cabinets.
• Silence cell phones
• If injured, place signs in exterior windows.

Leaving a secured area:
• Consider risks before leaving
• Remember, the shooter generally will need to be stopped by an outside force.
• Rescue attempts should only be tried if they can be accomplished without endangering lives. When in doubt, shelter in place and wait for instructions from emergency personnel.

Call for help:
• Call 911 for the Alaska State Troopers/North Pole Police
• Use 474-7721 for non-emergency calls to UAF police
• Be aware that the 911 system may be overwhelmed due to the volume of calls. Program non-emergency police department line, 474-7721, into cell phones.

What to report:
• Your specific location- building name and office/room number
• Number of people at your location
• Injuries- number injured, types of injuries
• Information on assailant(s)- location, number of suspects, race/gender, clothing description, physical features, type of weapons (rifle, shotgun or handgun), backpack, shooter’s identity, number of shots fired, etc.

What to expect from police:
• Police will attempt to immediately engage assailant(s).
• Evacuate victims
• Facilitate follow up medical care, interviews, counseling
• Investigation
IV. EMERGENCY PREPAREDNESS

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 this Emergency Action Plan.
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.

TRAINING AND DOCUMENTATION

Training is an integral part of the safety awareness for your department and all employees should be trained on the Emergency Action Plan (EAP) for the building(s) they occupy. 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 their department. As a supplement to the training, information is posted in the buildings to ensure all occupants and guests can safely exit during an emergency. Information is also posted online at www.uaf.edu/safety/.

It is recommended that individual departments make their EAP available to their department employees. Training is initially required upon work assignment to the department and employees should get annual refresher training to be current and to be informed of any changes in the plan.

DRILLS

Building evacuation drills are optional (with the exception of the residence halls.) If your department wishes to have a drill, contact the UAF Fire Department (474-7721) for coordination.
IV. APPENDIX

Geophysical Institute Organizational Chart

Geophysical Institute
University of Alaska Fairbanks
February 2015
BUILDING EVACUATION FLOOR PLANS

AFS RICHARDSON HWY MAIN BLDG
EVACUATION PLAN

FS670
FLOOR 1

SYMBOLE LEGEND

EMERGENCY EGRESS PATH
EMERGENCY ASSEMBLY AREA

FIRE EXTINGUISHER
CO2 FE  DRY CHEM FE

ALARM PULL STATION

CALL 911 FIRE/POLICE/MEDICAL

IN CASE OF FIRE, PULL FIRE ALARM, USE EXIT STAIRS, CLOSE ALL WINDOWS AND DOORS, DO NOT USE ELEVATOR

ALARM WILL SOUND AS WHOOPING ELECTRICAL HORN, STROBE LIGHT WILL FLASH, PUBLIC ADDRESS SYSTEM WILL BE USED FOR ANNOUNCEMENTS. LISTEN FOR INSTRUCTIONS.

PERSONS WITH DISABILITIES

SHALL CALL 911, REPORT THEIR LOCATION, PROCEED TO THE NEAREST EXIT STAIRWELL AND AWAIT ASSISTANCE.

FOR REVISIONS AND COPIES CONTACT ORIC DDC DRWATING AT UAF-DOC/CADD@alaska.edu

LAST REVISION: 28 OCT 2014
ASF RICHARDSON HWY UTILITY BLDG. EVACUATION PLAN

FS671
LOCATED AT PARKING AREA OF MAIN BUILDING

SYMBOL LEGEND

EMERGENCY EGRESS PATH

EMERGENCY ASSEMBLY AREA

FIRE EXTINGUISHER

YOU ARE HERE

ALARM PULL STATION

CALL 911 FIRE/POLICE/MEDICAL

IN CASE OF FIRE, PULL FIRE ALARM, USE EXIT STAIRS, CLOSE ALL WINDOWS AND DOORS, DO NOT USE ELEVATOR

ALARM WILL SOUND AS WHOOPING ELECTRICAL HORN, STROBE LIGHT WILL FLASH, PUBLIC ADDRESS SYSTEM WILL BE USED FOR ANNOUNCEMENTS. LISTEN FOR INSTRUCTIONS.

PERSONS WITH DISABILITIES

SHALL CALL 911, REPORT THEIR LOCATION, PROCEED TO THE NEAREST EXIT STAIRWELL AND AVOID ASSISTANCE.