

**University of Alaska Fairbanks**

**College of Engineering and Mines**

*Duckering Building*

*FS306*

**EMERGENCY ACTION PLAN**

Last Revised: 3 October 2013

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# Overview of Duckering Building Emergency Action Plan

## Purpose of This Document

As an occupant or user of the Duckering Building, for your own sake and the sake of those around you, you need to be familiar with this document—the building’s Emergency Action Plan (EAP)—which provides a quick reference for faculty, staff, and students in the event of an emergency. Contact information and basic procedures are included here to enable a quick and appropriate response should an emergency occur.

➤ *Read this document carefully* ◀

If you have any questions, consult the Duckering Building safety officer/coordinator, your immediate supervisor or your unit’s administrative assistant, or the UAF Environmental Health, Safety, and Risk Management Department.

Keep the following in mind as you read this document:

Anyone at any given time who is responsible for an office, classroom, laboratory, or independent project is also the person responsible for safe evacuation of that area. If you are supervising an individual, a class, or a project, it is your responsibility to (1) apprise your students, coworkers, or visitors of exit routes and (2) get them safely out of the building in the event of an emergency.

- Know how to find the contact list for employees (defined as faculty and staff only) in your department and or building.
- Know when it is necessary to evacuate the building and how to do so properly.
- Be able to identify the necessary evacuation routes and exit points, and where to assemble after evacuating the building.
- Know the locations of emergency supplies and materials that may be needed, such as fire alarm pull stations, fire extinguishers (in hallways), and first-aid kits.
- Know your responsibilities during an emergency.
- Recognize and be able to report fire hazards.
- Be aware of 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.
- Be able to notify appropriate emergency responders about an emergency in any area of the Duckering Building (see page 4 for phone numbers).

## Two Types of Evacuations, Local and Building

Local evacuation: When an event is not life threatening, such as a medical event or an equipment malfunction, when leaving the immediate area will remove all individuals from danger.

Building evacuation: When the danger is catastrophic and threatens the entire floor or building.

## Emergency Phone Numbers

Fire, police, paramedics, and/or ambulance:

The responding agency will be the University Police and/or Fire Department

### Life-threatening Emergencies:

From any office or campus public phone ..... **911**

Chemical spills, contact UAF Environmental Health,  
Safety, and Risk Management ..... 474-5617 or 590-8316

On weekends, holidays, or after hours,  
contact UAF Emergency Dispatch Center ..... 474-7721

### Non-life-threatening Emergencies:

UAF Emergency Dispatch Center ..... 474-7721

UAF Environmental Health, Safety, and Risk Management ..... 474-5413

UAF Facility Services..... 474-7000

Alaska State Troopers – Fairbanks ..... 451-5100

Detox Van ..... 456-1053

Fairbanks Memorial Hospital ..... 452-8181

Poison Control Center ..... 1-800-222-1222

For information on emergency situations, contact UAF Emergency Information:

UAF recorded hotline ..... 474-7823

UAF online newsroom..... [www.uaf.edu/news/](http://www.uaf.edu/news/)

After any emergency call, be sure to notify the CEM Dean’s office, 474-7730, at the first safe opportunity.

## **Duckering Building Emergency Personnel Information**

Contact when questions arise or after EMS (Emergency Services) have been notified.

### **Building Coordinator (BC)**

Name: Paul Brown  
Campus Address: 306 Tanana Loop, Duckering Building, Room 248  
Phone Number: 474-5216  
Email Address: [pkbrown@alaska.edu](mailto:pkbrown@alaska.edu)

### **Alternate Building Coordinator**

Name: Dave Hill  
Campus Address: 306 Tanana Loop, Duckering Building, Room 155  
Phone Number: 474-6906  
Email Address: [dave.hill@alaska.edu](mailto:dave.hill@alaska.edu)

### **Department Emergency Staff**

Monitor/contact duties:

- Advise occupants to leave/evacuate.
- Check to ensure that the floors you are responsible for have been evacuated.
- Assist in the orderly evacuation of the building.
- Manage the assembly areas to ensure that all are accounted for from the roll calls
- Confirm that 911 was called to report the emergency

Supervisors, instructors and TAs, when possible, should take roll call upon arrival at the emergency assembly area (EAA). Notify the monitor/emergency staff who is in charge of the EAA that your class or office has been accounted for.

## **Employee Accountability Procedures after Evacuation**

In the event of a building evacuation signaled by the building alarm system, all occupants are required to promptly exit the building by the nearest exit. Once clear of the building, employees are required to go to the designated emergency assembly area and remain there until advised otherwise or until the emergency is over.

### **Critical Operations**

One critical operation—Telephone Services in Room 155—may require employees to remain in the Duckering Building. All other employees are required to evacuate the building during an emergency.

### **Medical and Rescue Duties**

No employees have been assigned medical or rescue duties specific to emergency situations in the Duckering Building. Employees trained in first aid or emergency rescue may offer their help; however, no employee is obligated to perform medical or rescue duties in this building.

## Duckering Building User Information

### Description of the Building

The Duckering Building is a multiple-use facility with more than 283 rooms or areas. This space includes 127 offices, 75 labs, 11 classrooms, 10 conference rooms, 15+ materials storage rooms, 22 restrooms, 3 loading docks, and 20+ utility rooms.

The occupied portion of the Duckering Building comprises five floors dedicated to office space, research laboratories, lab/materials storage, shops, and public spaces.

### Operational Units

The Duckering Building houses the following operational units:

- College of Engineering and Mines (CEM) Dean's Office (3<sup>rd</sup> Floor)
- Department of Civil and Environmental Engineering (1<sup>st</sup> and 2<sup>nd</sup> Floors)
- Department of Electrical and Computer Engineering (1<sup>st</sup> and 2<sup>nd</sup> Floors) Department of Mechanical Engineering (1<sup>st</sup> and 3<sup>rd</sup> Floors)
- Department of Mining and Geological Engineering (1<sup>st</sup> and 3<sup>rd</sup> Floors)
- Department of Petroleum Engineering (1<sup>st</sup> and 4<sup>th</sup> Floors)
- Institute of Northern Engineering Director's Office (INE) (5<sup>th</sup> Floor)
- INE Business Office (4<sup>th</sup> and 5<sup>th</sup> Floors)
- Water and Environmental Research Center (WERC) (1<sup>st</sup> and 4<sup>th</sup> Floors)
- UAF Telephone Department (1<sup>st</sup> Floor)

## **Building Alarm Descriptions**

### **Evacuation Alarm**

- A loud, piercing, repetitive ringing sound accompanied by a white flashing strobe.
- When you hear the evacuation alarm, leave the building immediately following the evacuation procedures described in this document.

### **Non-evacuation (Localized) Alarm**

#### **Fume hood alarm:**

Moderately loud beeping from the front of fume hood.

- Notify trained laboratory staff or Duckering Building coordinator, who will investigate alarm.
- Prepare to evacuate the area if necessary.
- Also call UAF Facilities Services at 474-7000 to report.

#### **Elevator alarm:**

Intermittent moderately loud ringing bell.

- Call the UAF Emergency Dispatch Center at 474-7721 to report.

#### **Fire Doors**

- Fire doors are normally held open by magnets and will close automatically during a fire alarm.
- Fire doors are not to be propped open.



## Fire Prevention Procedures

- The Duckering Building coordinator works with the UAF Fire Department to ensure that the College of Engineering and Mines (CEM)/Duckering Building complies with all fire code regulations and standards.
- The Duckering Building is inspected annually by the University Fire Department, and CEM staff shall make code-related corrections as directed by the fire marshal.
- There are strict guidelines regarding the storage of flammable and combustible materials according to rules set down by 29 University Fire Department regulations and interpreted by the UAF Environmental Health, Safety, and Risk Management Department. These guidelines are followed by all CEM departments.
- UAF Facilities Services provides custodial services for the Duckering Building. Trash is removed regularly during the workweek.

**Note:** A building occupant is required by law to evacuate the building when the fire alarm sounds. There may be instances when a building should be evacuated without a fire alarm sounding.

## Evacuation and Location of Emergency Assembly Area

Duckering Building employees have two (2) emergency assembly areas (EAAs) designated by the University Fire Department: the Cornerstone Plaza and the Bunnell Building.

In the event of an emergency, building occupants are to leave the Duckering Building by the nearest exit and assemble at the closest EAA. Do not use the elevators.

When emergency responders give a verbal all-clear signal, employees may reenter the building. Note that the all-clear signal is NOT when the alarms have been turned off; it is when an emergency responder gives verbal permission to reenter the building.

If the delay for reentering the building is long or if evacuation occurs during severe weather, building occupants will move to another location as decided upon at that time.

## Emergency Notification Procedures

Types of emergencies to report:

- Medical
- Fire
- Bomb threat
- Chemical spill or other hazardous materials release
- Extended power loss
- Workplace violence
- Suspicious, threatening, or disruptive activities
- Fumes
- Potential danger due to severe weather

Dialing **911** from any campus location is a request for emergency assistance. You will be connected to the UAF Emergency Dispatch. Call from a safe location and remember to:

- Stay calm.
- Be prepared to give your location and to answer the following questions:
  - Where is the emergency located?
  - What manner of emergency is it (fire, medical, hazardous material, etc.)?
  - How did the emergency happen?
  - Who are you? (your name and call-back number)
- Gather information that may be useful for the emergency responders, for example:
  - Are any injuries involved?
  - How many are injured?
  - What type of injury is it?
- Do not hang up until instructed to do so by the dispatcher.
- Inform the CEM Dean's office – 474-7730, or 474-6529.

## Medical Emergency

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

Provide the following information:

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

**DO NOT** move the victim(s) unless absolutely necessary (imminent danger to life).

Inform the CEM Dean's office – 474-7730

## Fire Emergency

If a fire occurs in the Duckering Building or in your work area:

- Activate the nearest fire alarm.
- Notify the Fire Department by calling **911**.
- Warn others nearby if the alarm has not yet sounded.
- **DO NOT FIGHT THE FIRE – EXIT BUILDING IMMEDIATELY.**
- Evacuate the building as soon as the alarm sounds and proceed to the designated emergency assembly area (see "Evacuation/EEA" above).
- Feel closed doors with the back of your hand before opening. If a door is hot, do not open. If not hot, open door slowly and look for flames/smoke. If flames/smoke are noticed, close door immediately—do not enter.
- If you are unable to exit due to heat and smoke, stay low and look for an alternate route or stay put.
- Use stairs only; do not use elevators.
- Move well away from the building and go to your designated emergency assembly area.
- Advise responding emergency personnel of anyone still in the building.
- Do not reenter the building or work area until you have been told by the person responsible for your group that it is safe to do so. Only then is it clear to reenter the building.

Any individual needing assistance due to a physical or mental difficulty should be identified to the Duckering Building coordinator so that his or her location can be reported to emergency responders, who will then provide the necessary assistance.

As part of regular safety reviews, the UAF Disability Services office (474-5655) should be notified of any individual who might need assistance so that proper updates to each building plan can be reviewed and evacuation procedures can be put in place to accommodate the individual.

## **Building System Failures**

### **Power Loss**

In the event of a power loss to the Duckering Building, these precautionary measures should be taken:

- Do not panic.
- Turn off or unplug unnecessary electrical equipment and appliances in case power restoration should cause a surge (to help prevent damage to electronics and sensitive equipment).
- Notify UAF Facilities Services at 474-7000.
- Know the location of an emergency flashlight.
- Evacuate the building if the fire alarm sounds or upon notification by emergency responder (see “Evacuation/EEA” above).
- Proceed to the emergency assembly area and wait for further instructions.

During freezing temperatures, UAF Facilities Services will monitor, turn off, and drain, as necessary, the fire sprinkler system, standpipes, potable water lines, and toilets.

If power is restored within a reasonable time, the person responsible for the class will notify you of further action if needed.

### **Elevator Failure**

If you are trapped in an elevator, use the emergency call button inside the elevator for assistance or press the elevator alarm inside the elevator to signal for help.

### **Flooding or Plumbing or Steam Line Failure**

If flooding occurs in the Duckering Building or there is major plumbing or steam line failure:

- Do not panic.
- Unplug all electrical equipment.
- Move to a safe location.
- Notify UAF Facilities Services at 474-7000 and/or call **911**, depending on severity.
- If instructed to do so by emergency responders, evacuate the building and proceed to the emergency assembly area.

## **Hazardous Materials Release**

Some rooms in the Duckering Building contain hazardous materials. If there is a hazardous material release (such as a chemical spill):

- Do not panic.
- Move to a safe location.
- Notify UAF Facilities Services at 474-7000 and/or call **911**, depending on severity.
- If instructed to do so by emergency responders, evacuate the building and proceed to the emergency assembly area.
- Inform the CEM Dean's office – 474-7730

## **Natural Disasters, Severe Weather, Threats from Individuals**

### **Earthquake**

*If inside the Duckering Building when an earthquake occurs:*

- Duck next to the nearest sturdy object and hold onto it until the shaking stops. If you are not near a sturdy object, get next to a wall and make yourself as small as possible; cover your head and neck.
- If you stand in a doorway, brace yourself against the frame and watch out for a swinging door or other moving objects.
- Avoid windows, filing cabinets, bookcases, and other heavy objects that might fall or shatter.
- Stay in a protected location until the shaking stops, then leave the building and go to the emergency assembly area.

*If outside the Duckering Building when an earthquake occurs:*

- Move away from trees, signs, buildings, electrical poles and wires, fires, and smoke.
- Protect your head with your arms from falling debris.
- Proceed to the emergency assembly area.

### **Volcanic Eruption**

In the event of a volcanic eruption, with heavy ashfall from the volcano:

- Stay indoors.
- If you must go outside, cover your mouth to avoid breathing in ash.

### **Extreme Cold or Inclement Weather:**

- Use common sense and go home if safe to drive.
- Dress for cold temperatures and remember to cover your head, ears, hands, and feet.
- Check the UAF recorded hotline (474-7823) or the UAF online newsroom ([www.uaf.edu/news/](http://www.uaf.edu/news/)) for closures, delays and other information.

### **Demonstration or Civil Disturbance**

- Avoid the demonstrators; do not engage or obstruct them.
- Should a disturbance occur, call **911** for assistance.
- If protestors enter the Duckering Building, do not attempt to stop them. Immediately call **911**.
- If it becomes necessary to evacuate, follow the directions of the police. Proceed to the emergency assembly area or location designated at the time and await additional instructions from law enforcement.

## Explosion or Bomb Threats

If you receive a bomb threat:

- Stay calm and keep your voice calm.
- Pay close attention to details. Talk to the caller to obtain as much information as possible.
- Write down the date and time of the contact.
- Take notes.
- Ask as many questions as possible:
  - When will the bomb explode?
  - Where is the bomb right now?
  - What does the bomb look like?
  - What kind of bomb is it?
  - Where was the bomb left?
  - Who placed the bomb?
  - Who is the target?
  - Why was the bomb planted?
  - What is the caller's address?
  - What is the caller's name?
- If you receive a phone call, listen to the caller's voice. Try to identify:
  - Speech patterns (accent, tone).
  - Emotional state (angry, agitated, calm, etc.).
  - Background noise (traffic, people talking and accents, music and type, etc.).
  - Age and gender.
  - How threat was received
- Call the police and relay the information from the bomb threat telephone call or bomb threat letter. Follow the instructions of the police.
- Check your work area for unfamiliar items. Do not touch suspicious items; report them to the police.
- Evacuate if instructed to do so and follow all directions provided by emergency responders (see "Evacuation/EEA" above).

## Suspicious Object

- Do not touch or disturb the object.
- Notify your supervisor and/or any other administrative personnel.
- Attempt to determine if there is any associated threat or reason for object being present.
- During business hours, call UAF Emergency Dispatch at 474-7721, or call **911**.
- Clearly describe object and location.
- Be prepared to evacuate if required by police and/or emergency officials.

## **If There is an Explosion**

- Take cover under sturdy furniture, or leave the building if it is safe or directed to do so by emergency responders; then report directly to the emergency assembly area.
- Stay away from windows.
- Do not light matches; do not use cell phones or any electronic devices.
- If necessary, move away from any hazards to a safe location.
- If instructed to evacuate, use the stairs only. Do not use elevators.

## **Suspicious Person**

- Do not physically confront the person. If appropriate, it is okay to ask if you can provide assistance.
- Do not allow anyone into a locked building/office.
- Do not block the person's access to an exit or attempt to restrain him/her.
- Call **911** and provide as much information as possible about the person and his/her direction of travel.

## **Violence in the Workplace**

- Do not confront the individual.
- Lock doors and turn off the lights.
- Call **911** when it is safe to do so.
- Move to a safe location if possible.
- Provide responding police with as much information as possible.