Syun-Ichi Akasofu Building (IARC)
University of Alaska Fairbanks

EMERGENCY ACTION PLAN

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Date Revised: October 2015

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http://uafalert.alaska.edu
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I. INTRODUCTION

AKASOFU BUILDING EMERGENCY ACTION PLAN (EAP)

As a building occupant, you need to be familiar with this plan. Read it carefully. If you have any questions, consult your Supervisor or IARC Operations, 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 report for roll call after evacuating the building.
- When and how to evacuate the building.
- Locations of emergency pull alarms.
- Proper procedures for notifying emergency responders about an emergency in the building or work area.
- Additional responsibilities (such as being a roll taker or floor monitor).
- 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: International Arctic Research Center (IARC)

Building Name: Syun-Ichi Akasofu Building (AKA), formerly the IARC Building

Physical Location: 930 Koyukuk Drive, Fairbanks, Alaska 99775-757340

Building Operations Manager
Vicky Zins
930 Koyukuk Drive, room 415Y
474-1584 (work)
322-7242 (cell) service when in town only
455-6048 (home)
vazins@alaska.edu

IARC Executive Officer
Kim Cox
930 Koyukuk Drive, room 415M
474-1586 (work)
388-1646 (cell)
kwcx@alaska.edu

Description of Building:

The Syun-Ichi Akasofu Building (AKA/IARC), located at 930 Koyukuk Drive is a multiple use facility with approximately 120 rooms used as offices, laboratories, work areas, a large campus library, and storage.

Floor 1 – Laboratories, storage and mechanical rooms.
Floor 2 – Administrative offices, Research offices, KB Mather Library, Map Office
Floor 3 – National Weather Service offices, Research offices, 1 Conference room
Floor 4 – Administrative offices, 3 Conference Rooms, Research Offices
Floor 5 – Conference Room.

Floors 1 – 4 each have an east wing corridor leading into the Geophysical Institute (Elvey Building).

All perimeter entrances, including internal IARC/GI corridor doors are on an electronic security locking system, which are scheduled to be open between the hours of 7:30am and 5:30pm. In addition, all suites (except suite 203) are on the electronic locking system and are on the same 7:30am to 5:30pm locking schedule. Individual office doors require hard key access only.
Location of Department Emergency Assembly Area (EAA):

The Emergency Assembly Area (EAA) is a designated gathering place where Syun-Ichi Akasofu Building occupants must report to & assemble at during an emergency evacuation.

Report to one of the following safety zones in the event of a building evacuation:
• West Arctic Health parking lot (south side/front of IARC building)
• Arctic Health Research Building (10* F or colder)

NOTE: NWS EEA is the back of building by their vehicles

Become familiar with the attached maps, identifying the following:
- Evacuation routes from your area
- Emergency Assembly Areas (EAA)
- Fire extinguisher locations
- Fire alarm pull station locations
- First aid kit locations
- Oxygen sensor alarm

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. 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 in the Akasofu Building 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!*

**Emergency Response Staff:**

Vicky Zins, IARC Operations Manager, x1584 Cell 322-7242 (*service in town only*)

Kimberly Cox, IARC Executive Office, x1586 Cell 460-1574

Hajo Eicken, Interim IARC Director, x7280 Cell 347-5350

**Floor-Area Monitors and Roll Takers:**

Floor-Area Monitors/Roll Takers are responsible for various areas of the Akasofu Building (IARC). When present, their action is required in both alarm signaled emergencies and non-alarm signaled emergencies such as:

- Non-alarm signaled building fire or building flood emergencies
- Extended power loss (more than one hour)
- Severe weather and natural disasters (earthquakes, floods, blizzards)
- Bomb threats
- Active shooters

Responsibilities are as follows:

- Verbally communicate with occupants in your area to vacate the building and gather at the Emergency Assembly Area.
- Conduct a fast, clean sweep of the areas you are responsible for to ensure everyone is encouraged to evacuate.
- Once occupants have gathered at the Emergency Evacuation Area a roll call and head count should be conducted if needed and results are communicated with Emergency Staff and supervisors.
- Prevent occupants from re-entering building until all clear is given.
- Communicate status of emergency to Emergency Staff and building occupants.
FLOOR AREAS and MONITERS
Conduct a fast, clean sweep of the areas you are responsible for to ensure everyone is encouraged to evacuate

**Floor 1: 119 & 123 LABs & 112 Prep Room**
(Exit though back door, walk around to front)

- Rob Rember x2795 Cell: 978-6576
- Go Iwahana x2444 Cell: 347-7948

**106 Equipment Storage Room**
(Exit through Elvey)

**Floor 2: Suite 202 KB Mather Library & Biosciences Area**

- Flora Grabowski X7512 n/a
- Steven Hunt x1177 Cell: 773-343-3269

**Floor 2: Suite 203 Offices & Cubicles**

- Elena Sparrow x7699 Cell: 388-7030
- Claudine Hauri x2795 Cell: 951-541-6006

**Floor 2: Suite 207 Offices & Cubicles**

- Bob Busey x2792 Cell: 378-6135
- Lily Cohen x6751 Cell: 203-988-4770
- Soumik Basu x2681 Cell: 799-5470

**Floor 2: Suite 204**

**ASF Geodata Center Area - Map Office**
*Note: elevator access only to 104 Map storage
use door to exit through Elvey*

- Bill Hauer x6149 Cell: 460-2728
- Rebecca Sanches x6715 Cell: 460-6880

**Office of Proposal Development**

- Erin Albertson x5366 Cell: 378-4448
- Tobey-Jean Preist (M-TH) x2733 Cell: 590-8254

**Floor 3: 305 Office & 306 Suite – was CGC/CIFAR Area**
VACANT – will add new occupants when all is final

**Floor 3: GI Atmospheric Sciences Area,**
**Alaska Climate Research Center**
& 319 Conference room

- Uma Bhatt x7368 Cell: 388-9442
- Nicole Moelders x7910 Cell: 750-4670
- Barbara Day (mornings)x2662 n/a
Floor 3: National Weather Service, Suites 351, 353 & 355
Note: NWS's DEAP is called OEP.

John Lingaas 458-3712 Cell: 750-0027
Michael Mercer 458-3704 Cell: 
Doris Lenahan 458-3701 Cell: 347-6106

Floor 4: Suite 423 Directors Office Area

Dorothy Parkerson x6016 Cell: 378-2602
Kim Cox x1586 Cell: 388-1646

Floor 4: Suite 415 Business Office area down to Jim’s office

Travis Brinzow x1960 Cell: 687-5340
Tohru Saito x1544 n/a

Conference rooms 401 & 417 (PLUS 501 conference room)

Matt Barkdull x7281 Cell: 347-8491
Nate Bauer x7413 Cell: 456-5546
Craig Stephenson x2471 Cell: 687-4788

Computer room 411

Jim Long x2689 Cell: 590-2224

Floor 4: SNAP – Scenarios Network for Alaska & Arctic Planning

406 Reception, 405 Director Office & 407 conference room

Mimi Lesniak, x7127 Cell: 460-6550

406A suite

Peter Beiniek x5813 Cell: 
Nathan Kettle x5574 Cell: 

415A suite

Krista Heeringa x1880 Cell: 
Nancy Fresco x2405 Cell: 

Floor 4: Suite 408 - offices and cubicles

Georgina Gibson x2768 Cell: 750-8673
Igor Polyakov x2686 n/a

Medical and Rescue Duties for Employees:
No IARC employees have been assigned medical or rescue duties specific to emergency situations at the Syun-Ichi Akasofu Building.
III. EMERGENCY PROCEDURES

Life-Threatening Emergency Number is always 911
from any public or campus telephone.

Non-Life-Threatening Emergency Numbers:

- University Fire and Police        474-7721
- Environmental, Health, Safety and Risk Management 474-5413
- Facility Services                474-7000
- Alaska State Troopers           451-5100
- Fairbanks Memorial Hospital    452-8181
- Fairbanks Regional Public Health Center 452-1776
- Poison Control Center          1-800-222-1222

UAF Emergency Information:

- UAF Recorded Hotline            474-7823
- UAF Online Newsroom            [www.uaf.edu/news/](http://www.uaf.edu/news/)
- UAF Online Alerts              [www.uaf.edu/alert/](http://www.uaf.edu/alert/)

Emergency Notification Procedures

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:
  - Where is the emergency located?
  - What is the emergency?
  - How did it happen?
  - When did it happen?
  - Who are you?

- 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.
Building Alarm(s):

The Akasofu Building has the following alarms:

- **The evacuation alarm** is a very loud strobe/audio enunciator. When you hear the evacuation alarm, leave the building. Follow building evacuation procedures.

- **The elevator alarm** is a buzzer and is not as loud. When you hear the elevator alarm, call University Dispatch at 474-7000.

- **Fume hood alarms** are located in laboratories only, and has a high-pitched alarm sound. When you hear the fume hood alarm follow the procedures listed under “Laboratory Emergencies.”

- **The oxygen depletion sensor** is located in lab 119 and has a high-pitched loud alarm sound. There is also a light outside the lab in the corridor (100C1) that will flash when the alarm sounds. When you hear the oxygen depletion alarm vacate the lab immediately follow the procedures listed under “Laboratory Emergencies.”

**PROCEDURES for ALARM-SIGNALED EMERGENCIES**

- **STAY CALM;** do not rush and do not panic
- Evacuate the building using the nearest exit, or alternate exit if nearest exit is blocked.
- **DO NOT USE ELEVATORS!**
- Move quickly to the designated Emergency Assembly Area (EAA)
  - West Arctic Health parking lot (9B on map) in warm weather.
  - Arctic Health Research Building (identified on map) in rainy or cold weather.
- Report to your Floor-Area Monitor/Roll Taker so they can conduct a head count (see list of names above for your area)
- Do not leave area/campus until your status is reported to your Floor-Area Monitor/Roll Taker.
- Do NOT re-enter the building until you have been instructed to do so by an official emergency responder.

**Remember to Gather your personal belongings if it is safe to do so as it may be hours before you are allowed back in the building:**

- Coats and jackets
- Prescription medicine
- Personal items such as purses, backpacks, briefcases,
- **Lock & secure your area if time permits**
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.

*Physically Handicapped people must inform their supervisors. If you have a broken leg or a physical condition of any kind, your supervisor must know so that they can determine a “safe refuge” for you in the event of an emergency.*

<table>
<thead>
<tr>
<th>Hazards</th>
<th>Safe Refuge Area</th>
<th>Evacuation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire</td>
<td>Sprinklers 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 away from windows or center of building (wind storm)</td>
<td>Use nearest exit. Do not use elevators.</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”)

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”).

On your way out, warn others to **GET OUT**.

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

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

Follow evacuation procedures as noted above.
Call the medical emergency phone number — 911

STAY CALM
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, workstations, 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 at x1584 or x1586. 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.

FUMEHOOD FAILURE

The fume hood alarm is a high-pitched alarm, but not as loud as the evacuation alarm. It can only be heard in the lab.

In the event of a fume hood failure or low-flow alarm, discontinue all fume hood operations and, only if it is safe to do so, place lids on open containers, lower the hood sash and secure reactions that may be generating hazardous emissions.

- Contact Facilities Services Dispatch (x7000) to report the alarm.
- If the danger level is imminent, leave the lab immediately and go to a known safe area.
- After arriving in a safe area, call 911.

LABORATORY OXYGEN DEPLETION

The oxygen depletion alarm is located in lab 119 and has a high-pitched loud alarm sound. There is also a light outside the lab in the corridor (100C1) that will flash when the alarm sounds.

When you hear the oxygen depletion alarm vacate the lab immediately and call University Dispatch at 474-7000. Also inform the IARC Operations Office at x1584 or x1586 after arriving in a safe area.
TELEPHONE BOMB THREAT

Keep Bomb Threat Emergency Procedure Checklist (on orange paper) under your telephone in the office.
(If you do not have one see IARC Operations Manager Vicky Zins)

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:
  o Use two-way radios or a cellular phone; radio signals have the potential to detonate a bomb.
  o Evacuate the building until police arrive and evaluate the threat.
  o Activate the fire alarm.
  o Touch or move a suspicious package. Signs of a suspicious package include:
    • No return address
    • Excessive postage
    • Stains
    • Strange odor
    • Strange sounds
    • Unexpected delivery

If a bomb threat is received by phone:
  o Remain calm. Use checklist on next page. (You may want to print the checklist and place it under your phone for easy access.)
  o If your phone has a display, copy the number and/or letters on the window display.
  o The most crucial information you can obtain from the caller is detonation time, location, and appearance of the bomb.
  o **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:
  o Call 911 immediately.
  o **DO NOT handle the note**
BOMB THREAT CHECKLIST
(or use orange FEMA checklist under your phone)

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? ____________________________________________________________________
**CALLER’S VOICE:**

<table>
<thead>
<tr>
<th>Accent</th>
<th>Distinct</th>
<th>Normal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Angry</td>
<td>Excited</td>
<td>Ragged</td>
</tr>
<tr>
<td>Calm</td>
<td>Familiar</td>
<td>Rapid</td>
</tr>
<tr>
<td>Clearing throat</td>
<td>Female</td>
<td>Raspy</td>
</tr>
<tr>
<td>Cracking voice</td>
<td>Laughter</td>
<td>Slow</td>
</tr>
<tr>
<td>Crying</td>
<td>Lisp</td>
<td>Slurred</td>
</tr>
<tr>
<td>Deep</td>
<td>Loud</td>
<td>Soft</td>
</tr>
<tr>
<td>Deep breathing</td>
<td>Male</td>
<td>Stutter</td>
</tr>
<tr>
<td>Disguised</td>
<td>Nasal</td>
<td></td>
</tr>
</tbody>
</table>

**BACKGROUND SOUNDS:**

<table>
<thead>
<tr>
<th>Animal</th>
<th>House</th>
<th>Office Machinery</th>
</tr>
</thead>
<tbody>
<tr>
<td>Booth</td>
<td>Kitchen</td>
<td>PA system</td>
</tr>
<tr>
<td>Clear</td>
<td>Local</td>
<td>Static</td>
</tr>
<tr>
<td>Factory Machine</td>
<td>Long distance</td>
<td>Street</td>
</tr>
</tbody>
</table>

**THREAT LANGUAGE:**

<table>
<thead>
<tr>
<th>Incoherent</th>
<th>Message Read</th>
<th>Taped</th>
</tr>
</thead>
<tbody>
<tr>
<td>Irrational</td>
<td>Profane</td>
<td>Well-spoken</td>
</tr>
</tbody>
</table>
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
- Use (474) 7721 for non-emergency calls to UAF police
- Be aware that the 911 systems 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
SEVERE WEATHER AND NATURAL DISASTERS

Earthquake:
*If indoors:*
  - DO NOT rush down the stairs and out of the building while it is shaking.
  - DO NOT use elevators.
  - 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, bookcases, 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 Building Coordinator and/or the designated official.

*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 Building Coordinator and/or the designated official.
  - 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 floodwater.
  - If car stalls, abandon it immediately and climb to higher ground.

Blizzard:
*If indoors:*
  - Stay calm and await instructions from the Building Coordinator or the designated official.
  - 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, lightweight, warm clothing, if available.
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.
V. APPENDIX

Akasofu (AKA/IARC) Building floor plans

1st floor plans
4th floor plans

Use stairs to exit through 2nd floor northeast exit

Exit OPTIONS for IARC 4th Floor

Arrows indicate nearest exit routes from your area, or the area you may be in the event of an emergency.

DO NOT USE ELEVATORS!

Once exited, make your way to the Arctic Health Parking Lot for head count.

Walk around the building to get to Arctic Health Parking Lot.
Page left blank for your personal notes.