



**EMERGENCY ACTION PLAN (EAP)**  
**FOR**  
**Brooks Building**

**Building name:** Brooks Building

**Date EAP Adopted:** October 1, 2015

**Date EAP Revised:** February 15, 2023

**EAP Prepared by:** Cayla M. Wiita

As a building occupant, you should know your building's Emergency Action Plan (EAP). Read it carefully. If you have any questions, consult your supervisor or the Office of Emergency Management (OEM), at 907-474-5284, [UAF-OEM@alaska.edu](mailto:UAF-OEM@alaska.edu), or visit the website at <https://uaf.edu/oem/>.

Keep the following in mind as you read through the EAP.

- Understand evacuation routes, exit points, and where to report for roll call after evacuating the building.
- Know when and how to evacuate the building.
- Note the locations of emergency supplies and materials (e.g., pull alarms, and first aid kits).
- Know proper procedures for notifying emergency responders about a building or work area emergency.
- Identify key personnel and additional responsibilities (i.e., roll-takers). Understand fire hazards.
- Minimize potential exposure to hazardous materials or processes in and around the work area.
- Understand how to protect yourself in an emergency (i.e., shelter in place and 'run-hide-fight').

# Table of Contents

- I. Department and Building Information .....3**
  - Building name
  - Building Coordinator
  - Employee accountability and procedures after evacuation
  - Critical operations found in the building
  - Medical and rescue duties
  
- II. Emergency Procedures.....4**
  - Immediate emergency notification
  - Emergency notification procedures
  - Evacuation procedures
  - Fire procedures
  
- III. Emergency Preparedness.....7**
  - Training and documentation
  - Drills
  
- IV. Acknowledgment ..... 8**
  
- V. Building maps ..... 9**

# I. Department and Building Information

## General Building Information

**Building name:** Brooks Memorial Mines Building

**Building address:** 1736 Tanana Loop

**Building Coordinator:** Kirsten McGraw

**Building coordinator telephone number:** 907-474-7874

**Description:** The Brooks building comprises four levels: Floor 1 (rear exit) - four offices, an administrative area, a conference room, two classrooms, and two storage/file rooms. Floor 2 (front exit) - lobby, gathering room, kitchen, seven offices, and two study rooms. Floor 3 - one classroom, 12 offices, one student/faculty work area, two storage rooms, administrative area, department/program library, and a curriculum workroom. Floor 4 - library/shared meeting space, kitchenette, 15 offices, one administrative reception area, and a shared workspace/bookroom.

**Departments in the building:** The office of the vice chancellor for Rural, Community, and Native Education (RCNE) shared business office, The College of Indigenous Studies (CIS), The Alaska Native Language Center (ANLC), The Department of Alaska Native Studies and Rural Development (DANSRD), The Center for Cross-Cultural Studies (CXCS), The Rural Student Services (RSS), The Rural Alaska Honors Institute (RAHI).

## **Emergency Assembly Locations:**

**Inside assembly location:** 803 Alumni Drive.

**Outside assembly location:** Cornerstone Plaza

### **Roll-takers, Supervisors, or Floor Managers**

Lisa Yancey 907-474-5459

1st Floor

Kirsten McGraw (ANLC/CIS)(907) 474-7874

Walkie Charles - Alternate (ANLC)(907) 474-7170

2nd Floor

Catherine Moses- (RSS/RAHI) 907-474-7871

3rd Floor

Lisa Yancey - (DANSRD & CXCS) 907-474-5459

4th Floor

Lisa Yancey - Primary (CIS) 907-474-5459

Annastasia Craddick - Alternate (CIS) 907-474-7143

### **Other Important Contacts:**

## Emergency Notification Procedures:

In an emergency, contact the emergency dispatch center by dialing 911 from any university phone. All campus phones and payphones have 911 access. Emergency phones are marked with blue lights and are located around campus.

## Non-Emergency Phone Numbers:

**UAF OEM:** 907-474-5284

**UAF Fire:** 907-474-7721

**UAF Police:** 907-474-7721

**UAF Facilities Services:** 907-474-7000

**EHSRM:** 907-474-5413

**UAF Emergency news and information about events affecting normal UAF operations:**

**Recorded hotline:** 907-474-7823

**Alerts:** <http://uafalert.alaska.edu>

## Emergency Notification Procedures:

When you call 911 from a campus location to request emergency assistance, you will be connected to the 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? (be specific)
  - What is the emergency? (fire, medical, hazardous materials, etc.) How did it happen?
  - Who are you? (your name and contact number)
- Gather any information that may be useful for the emergency responder. (i.e., are there any injuries involved?)
- Do NOT hang up until instructed by the dispatcher to do so.

## Evacuation Procedures:

When the fire alarm sounds, all building occupants must evacuate. Immediately exit the building from your locations and move quickly to the emergency assembly locations.

## Evacuating the Building:

- Stay calm: do not rush or panic.
- Gather personal belongings if it is safe to do so. (Reminder: take prescription medications out with you if at all possible; it may be hours before you are allowed back in the building).
- Immediately evacuate the building using the nearest exit (or alternate exit if it is blocked).
- Do NOT use elevators if the building has elevators.
- Wait for and follow directions given by emergency responders.
- Go to the emergency assembly location.
- Do not leave the assembly area until your status is reported to your supervisor, roll-taker, or other designee.
- Do NOT reenter the building or work area until the emergency responders have instructed you to do so.

## Your Emergency Responsibilities

- Stay at your desk
  - You do not need to leave your work area or building in the event of a minor disturbance (medical emergency, power outage, etc.).
- Shelter in place
  - A few occasions or events would cause personnel to shelter in place during an emergency. For example, releasing a hazardous chemical may require students, staff, and faculty to remain in place and take measures to protect themselves. All personnel should know the proper precautions and measures for such an event.
  - If you must 'Shelter in Place,' Go inside. Close and lock all doors and windows. Shut off any heating or cooling systems and close fireplace dampers. Gather people and pets in your shelter room and seal windows, doors, and vents. Refer to UAF on Alert (<http://uafalert.alaska.edu/>) for instructions and an "all clear" order.
- Evacuate
  - If the evacuation/fire alarm goes off, you are required by law to leave the building. If it is safe, please grab your belongings and go to the emergency assembly area.

## **Accountability Procedures After Evacuation:**

In the event of a fire emergency signaled by the building alarm system, all occupants will promptly exit the building by the nearest exit. Once clear of the building, all occupants will go to the designated emergency assembly location and immediately report to the roll-taker, supervisor, floor manager, or other designee. Roll-takers or the identified designees are responsible for accounting for each employee assigned to that designated emergency assembly location and will conduct a headcount. Every building occupant is responsible for reporting to the designated roll-taker or designee so an accurate head count can be made. The roll-taker or designee will report accountability to the on-scene incident commander and/or the UAF incident management team at the Emergency Operations Center.

## **Critical Operation Found in Building**

There are no critical operations in Brooks Building for which an employee must remain during an emergency.

## **Emergency Information:**

- Posted evacuation diagrams, including routes and fire alarm pull stations, are located at the base of stairways, elevator landings, and inside public doors.
- Map of building Emergency Assembly Area:
  - All building maps can be found using this link: ["You are here" maps or additional maps.](#)

## **Medical and Rescue Duties**

The local & UAF EMS/Fire Department has been designated to perform all medical and rescue duties.

No Brooks Building employees have been assigned medical or rescue duties specific to emergencies.

## **Automated External Defibrillator (AED) Information:**

An AED is a portable device that checks the heart rhythm and sends an electric shock to the heart to try and restore a normal rhythm.

NONE - there is no AED device at the Brooks Building



## **Alertus Beacon Information:**

Alertus Beacons and computer desktop pop-up notifications flash and sound to capture the attention of building occupants at a distance and display a custom message from University Dispatch about the nature of the emergency and the appropriate response.

## **Building Alarm Information:**

All buildings have an alarm system to alert occupants when fire and/or smoke are detected. Some buildings also have unique alarm systems that alert employees and occupants of hazardous situations.

All special alarms: Doors are key card controlled.

Personnel alarms in chambers 007B, 007D, 013B, 013D, 039C, 039C1, 039C2.

### **III. Emergency Preparedness**

#### **Training:**

Training is an integral part of safety awareness. All employees and students should be trained on the Emergency Action Plan (EAP). Each occupant should become familiar with the EAP, know evacuation routes and assembly areas, and attend training(s) given by the building coordinator. As a supplement to the training, information is posted in the buildings to ensure all occupants and guests can safely exit during an emergency.

#### **Drills:**

Drills: Each building and department should designate a method to practice evacuation procedures to ensure that all building occupants are accounted for in case of an emergency. This should include rehearsing evacuation methods for both inside and outside emergency assembly locations.

#### **Additional information (if any is provided)**

None

I have read the EAP and know what to do during a building emergency.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

UAID#: \_\_\_\_\_