



EMERGENCY ACTION PLAN (EAP)
FOR
Chapman Building

Building name: Chapman Building

Date EAP Adopted: October 1, 2015

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EAP Prepared by: Updated by Kellie Dolan

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, 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 that may be needed in an emergency (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').

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I. Department and Building Information

General Building Information

Building(s) name(s): Chapman

Building address: 1792 Ambler Way

Building Coordinator: Kellie Dolan

Building coordinator telephone number: 907-474-6118

Description: The Chapman building is a multi-use facility with approximately 55 rooms/areas. It has 31 offices, classrooms, two conference rooms, one material storage room, four restrooms, one loading dock, and five utility rooms. Three of the building's occupied floors are dedicated to office space, material storage, and public spaces. The additional fourth floor is not accessible to the public and is used for storage.

Departments in the building: CNSM Department of Mathematics and Statistics

Emergency Assembly Locations:

Inside assembly location: Conference room

Outside assembly location: Southside of Wood Center (Gruening Building side of Wood Center near Arctic Java)

Roll-takers, Supervisors, or Floor Managers

Kellie Dolan: 907-474-6118

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 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 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.
- Wait to leave the assembly area until your status is reported to your supervisor, roll-taker, or other designee.
- Only reenter the building or work area once the emergency responders have instructed you.

Your Emergency Responsibilities

- Stay at your desk
 - You do not need to leave your work area or building in case 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 or the UAF incident management team at the Emergency Operations Center.

Critical Operation Found in Building

There are no critical operations in Chapman for which an employee must remain in the building 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 Chapman employees have been assigned medical or rescue duties specific to emergencies.

Stop the Bleed Kits:

A Stop the Bleed kit is a set of tools and supplies designed to help control severe bleeding in an emergency. It is meant to be used by anyone without advanced medical training to help stabilize a person until professional medical help arrives.

NONE - there is no Stop the Bleed Kits at Chapman

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 Chapman

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.

Location(s) of the Alertus Beacon: None

Building Alarm Information:

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

All special alarms: Doors are key card controlled.

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#: _____