

**EMERGENCY ACTION PLAN
(EAP)**

Facility Name: University of Alaska Fairbanks
College of Fisheries and Ocean Sciences
Seward Marine Center Campus

Facility Addresses:

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I. Seward Marine Center Building and City of Seward Evac Info



109
Washington
Street
4-Plex
Apartment/
Dormitory



SMC Campus

II. Emergency Reporting Procedures

Types of emergencies to report by SMC personnel are:

- Medical emergencies
- Fire emergencies
- Extended power loss
- Chemical spill emergency
- Severe weather/environmental emergencies
 - o Tsunami
 - o Earthquake
 - o Flood
 - o Blizzard

In the event of an emergency, contact the emergency dispatch center by dialing **911** from any phone. When calling 911 from Seward the call goes to the Alaska State Trooper dispatcher in Soldotna. **Be sure to identify your location as Seward so the proper responders are notified.**

FACILITY NON-EMERGENCY:

SMC Office: 907- 224-5261

Fire: 907-224-3445

Police: 907-224-3338

UAF Facilities Services: 907-474-7000

UAF EHS&RM: 907-474-5413

Chemical Spills: Notify SMC Office and call UAF EHS&RM

NOTE: On weekends, holidays or after hours contact Administrative Manager & Facility Coordinator, Jennifer Elhard @ 907-362-1432 (cell).

UAF Emergency Information for news and information about emergencies affecting normal UAF operations:

Recorded hotline: 907-474-7823

Alerts: <http://www.uaf.edu/alert>

Emergency Notification Procedures:

When you call 911 from a Seward Marine Center location and request emergency assistance, you will be connected to the Alaska State Troopers Emergency Dispatch Center in Soldotna. Call from a safe location and remember to:

Stay calm

Identify your location as Seward

Be prepared to answer the following questions:

- o Where is the emergency located? (be specific)
- o What is the emergency? (Fire, medical, hazardous materials, etc.)
- o How did it happen?
- o Who are you? (your name)

Report any actions that may have or are being taken (e.g. attempts to extinguish the fire, whether the area has been evacuated, or whether CPR has been started). This information will help emergency response personnel anticipate actions that may be required upon arrival.

Gather any information that may be useful for the emergency responder. (I.e. are there any injuries involved?)

If the fire is burning over an area too large for the fire to be suffocated quickly and simply, immediately evacuate the area.

Shut doors behind you to confine the fire and smoke.

Assemble in the designated area (See page 6).

Notify the main office personnel about the fire emergency.

Do not re-enter the building until directed to do so by emergency response personnel.

Extinguishment

After other building occupants are notified to evacuate, you may stay and attempt to extinguish small fires from a position from which you can escape **provided you have been trained in the proper use of fire extinguishers and you are confident that you will be successful.** SMC periodically conducts hands-on fire extinguisher training classes via the Seward Fire Department. Do not risk your life to fight a fire! Toxic gases, smoke and oxygen deficiency may be present during a fire.

Extended Power Loss:

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

Unnecessary electrical equipment and appliances should be turned off or unplugged in the event that power restoration would surge causing damage to electronics and affecting sensitive equipment.

SMC maintenance personnel, 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 Spill:

Spill Containment Equipment is located in the warehouse and in the DW Hood Lab.

When a Chemical Spill has occurred:

Immediately notify SMC main office at 224-5261, FIRE/POLICE as appropriate@ 911, and the Administrative Manager & Facility Coordinator, Jennifer Elhard.

In order to assist emergency personnel it is helpful to know:

The name of the material spilled.

Is it a liquid, solid or gas?

Has anyone been exposed to the material?

Has the flow been stopped?

If someone has been splashed with chemicals, flush the affected area with water for at least 15 minutes. Call Poison Control, (800) 222-1222, for advice and seek medical attention as recommended.

Secure the area (close all doors) and alert other site personnel.

DO NOT attempt to clean the spill unless trained to do so.

Attend to injured personnel and call the medical emergency number if required – 911.

Evacuate the building.

Stay calm and await instructions from the Emergency Coordinator or the designated official. The Seward area needs to prepare for the potential of a tsunami after an earthquake. The City of Seward has a tsunami warning system that we will be monitoring and complying.

If outdoors:

SMC EMERGENCY PERSONNEL NAMES AND PHONE NUMBERS

EMERGENCY COORDINATORS:

Main:	Jennifer Elhard	jaelhard@alaska.edu Work: 907- 224-4301 Cell: 907- 362-1432
Alternate	Brian Mullaly	bmullaly@alaska.edu Work: 907-224-4306 Cell: 907-362-0297

Employee Duties:

In the event of a fire emergency, all occupants will promptly exit the building by the nearest exit. Once clear of the building, go to the designated Evacuation Assembly Area (EAA) location and immediately report to Main Emergency Coordinator or your groups person in charge. Each employee is responsible for reporting to the roll taker so an accurate headcount can be made.

For visitors utilizing the campus. In the event any emergency happens, please report to your group role taker or person in charge. They will report to the Seward Marine Center emergency coordinators.

Primary or Alternate Emergency Coordinator Duties:

Be in contact with local emergency coordinators and evaluate the situation. Also, be in contact with UAF Risk Management in case of any emergencies involving employees or facilities.

In the event that the Main BDC q0.000009 BDC qities.

Emergency Equipment

Four-Plex Apartments, UAF Building SE104

Seven (7) Fire Extinguishers

Dry Chemical Extinguishers:

- Apartment #1, on wall in kitchen
- Apartment #2, on wall in kitchen
- Apartment #3, on wall in kitchen
- Apartment #4, on wall in kitchen
- On north and south wall of the lower floor hallway
- In boiler room on lower floor

First Aid Kits

- In hallway on first floor

DW Hood Laboratory, UAF Building SE105

Houses: Research Offices, Dry & Wet Laboratories

Areas: Five Offices, Two Controlled Temperature Rooms, Mechanical Room, Wet Laboratory,
Two Dry Laboratories, Preparation Room, Instrument Room

Six (6) Fire Extinguishers

Dry Chemical Extinguishers:

- Inside south entrance door
- Inside laboratory #1, next to door
- Inside laboratory #2, next to door
- Outside laboratory #1, in hallway on wall
- Inside mechanical room
- Inside wet laboratory, next to preparation room door

Flammable Chemical Storage

- On east wall of laboratory #2

Chemical Spill Kits

- Outside dry laboratories, in hallway on wall

First Aid Kit

- Outside dry laboratories, in hallway on wall
- In mechanical room, next to the door

Emergency Eyewash Stations & Showers

- Inside laboratory #1, next to door
- Inside laboratory #2, next to door

K.M. Rae Building, UAF Building SE106

Sprinkler Riser

- In boiler, room #2

Alarm Panel

- On south wall in reception area

Seven (7) Fire Extinguishers

Water Extinguishers:

- In hallway by restrooms
- Inside auditorium on south wall
- In projector room
- In kitchenette
- Inside boiler room #1, next to door
- Inside boiler room #2, on south and north wall

First Aid Kit

- On shelf by the office door

Machine Shop, UAF Building SE101

- Houses: Office, Storage Room, Machine Shop
Areas: Office, Second Floor Storage Room, Lower Floor Machine Shop

Five (5) Fire Extinguishers

CO Extinguishers:

- Next to north entrance door
- On work bench on main floor
- On wall by telephone on main floor
- On northwest wall under window

Dry Chemical Extinguisher:

- Next to south entrance door

First Aid Kit

- On wall next to the restroom door

Eyewash Kit

- On wall next to restroom door

Alarm Panel

- On south wall in reception area

Mooring Shop, UAF Building SE102

- Houses: Research Office, Dry Laboratory
Areas: Storage Loft, Two Offices, Mechanical Room, Three Dry Laboratories, Boiler Room, Storage and Work Area

Eight (8) Fire Extinguishers

Dry Chemical Extinguishers:

- Inside south lab door
- Inside boiler room

CO Extinguishers:

- Inside dry laboratory #1 door
- Inside dry laboratory #2 door
- On south wall inside dry laboratory #3
- Inside north entrance door

North and south wall in storage loft

Emergency Eyewash Station

In dry lab #2 on the northeast wall

ORCA Building, UAF Building SE112

Houses: External occupants

Four (4) Fire Extinguishers

Dry Chemical Extinguishers:

In hall near building entrance and stairs to second floor

In maintenance area

In hall near restrooms and entrance to ship library & training room

In hall of Independent Living Center offices

University of Alaska Fairbanks

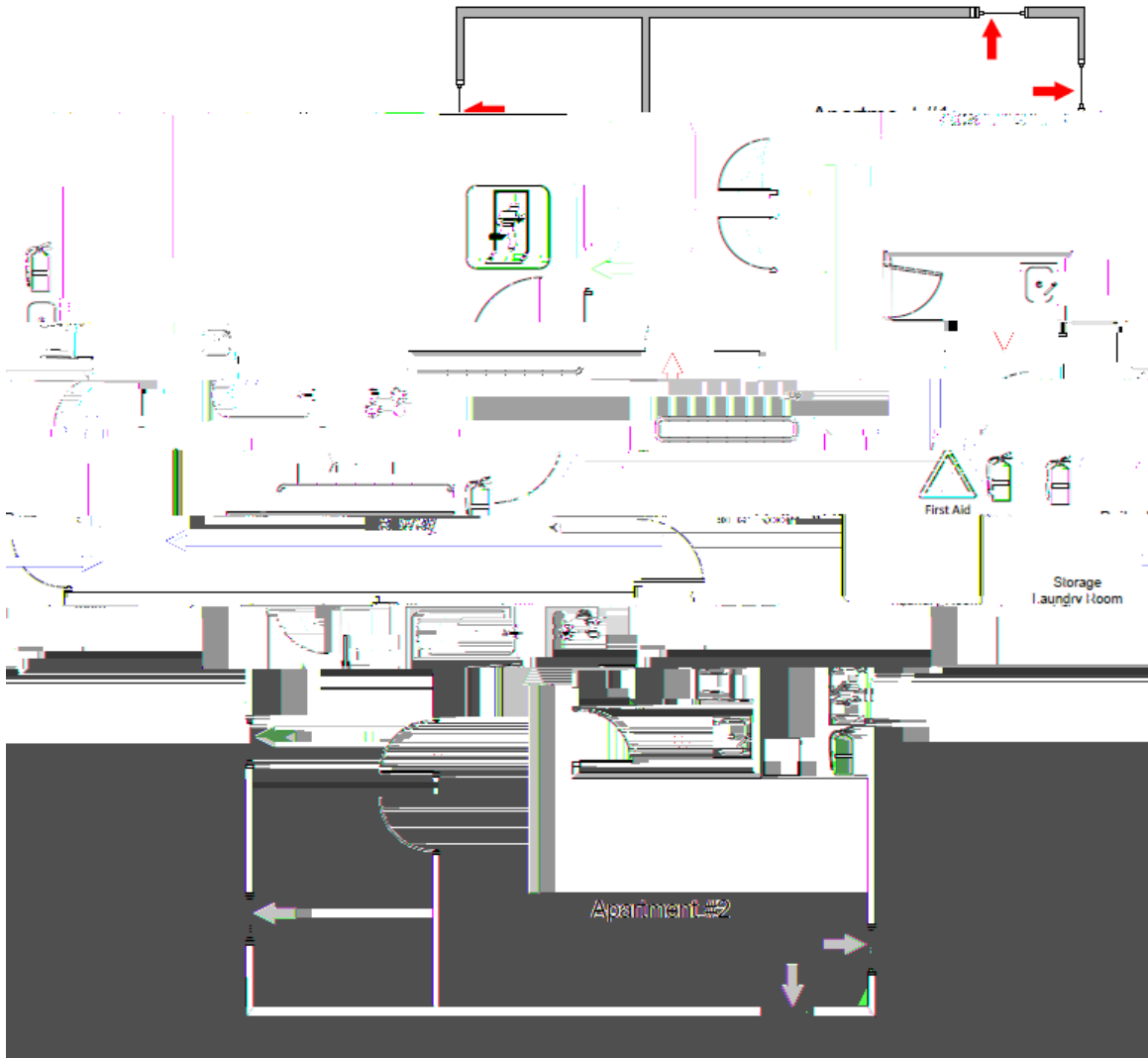
On wall next to restrooms

Shower

Inside women's restroom

**109 Washington Street- FLOOR PLANS
Four-Plex Apartment Building SE104
Emergency Equipment and Evacuation Routes**

First Floor (Lower Floor)

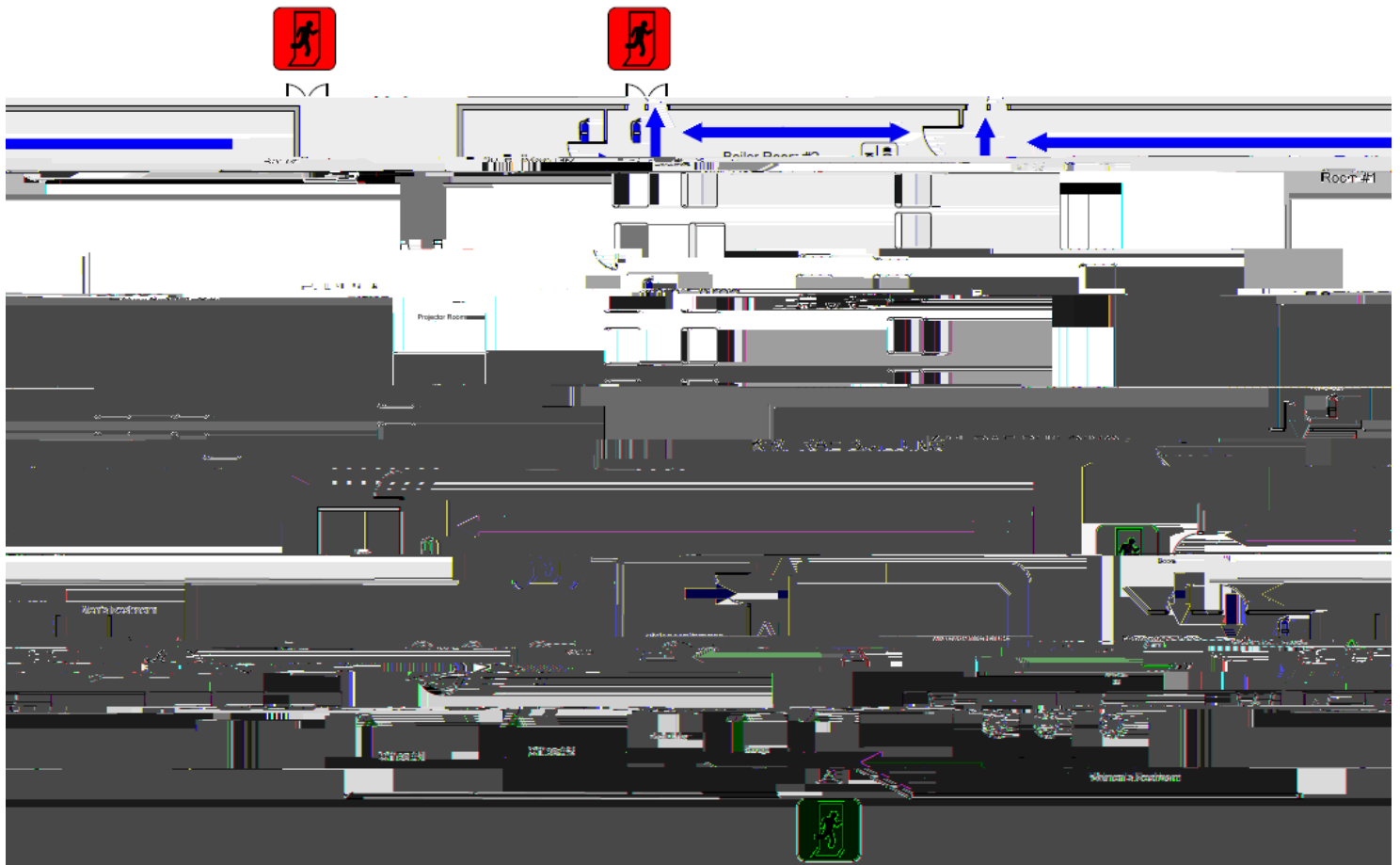


Second Floor (Upper Floor)

**201 Railway Avenue-- FLOOR PLANS
D.W. Hood Laboratory SE105
Emergency Equipment and Evacuation Route**

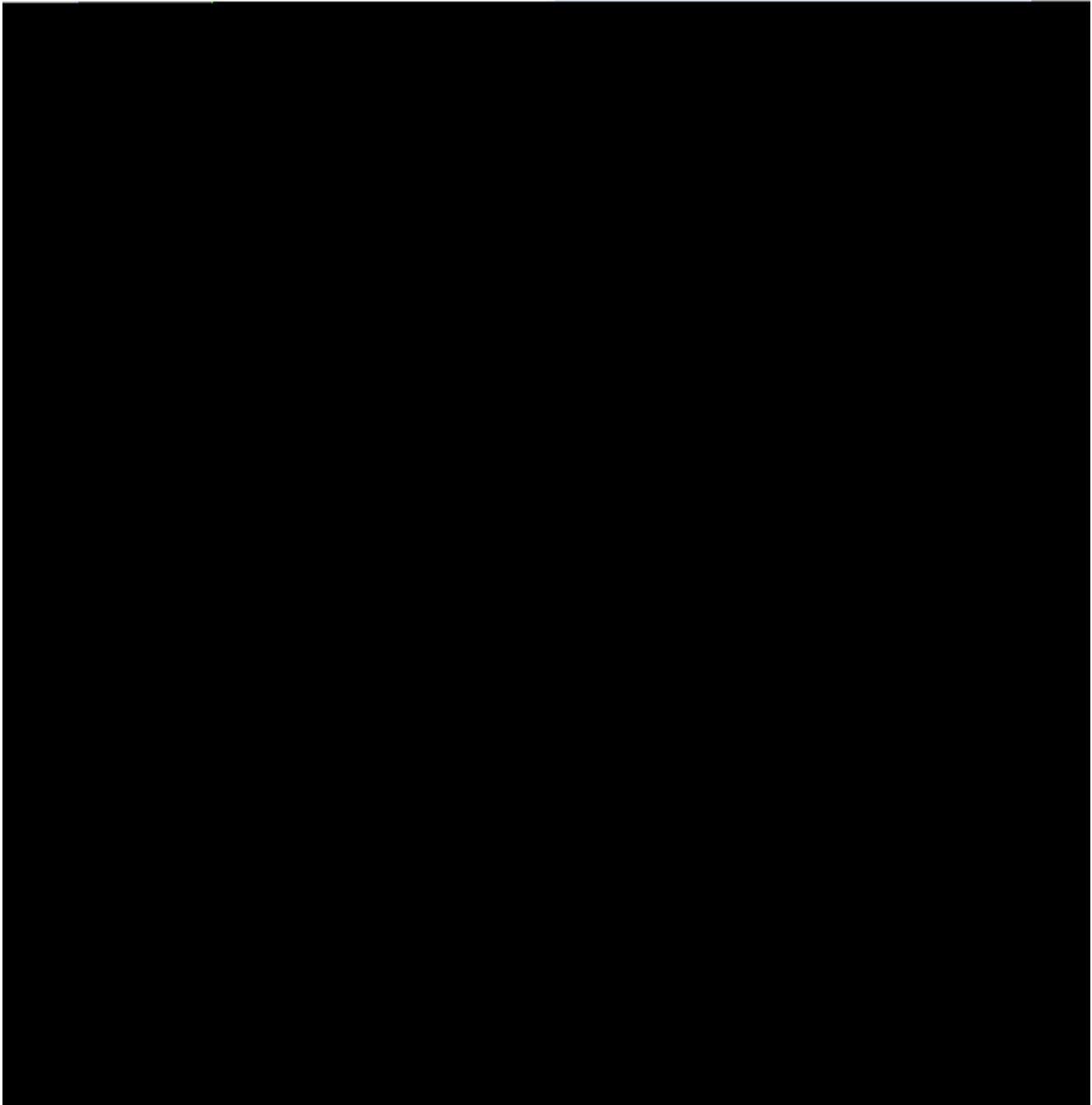


125 Washington Street
KM Rae Building SE106
Emergency Equipment and Evacuation Routes

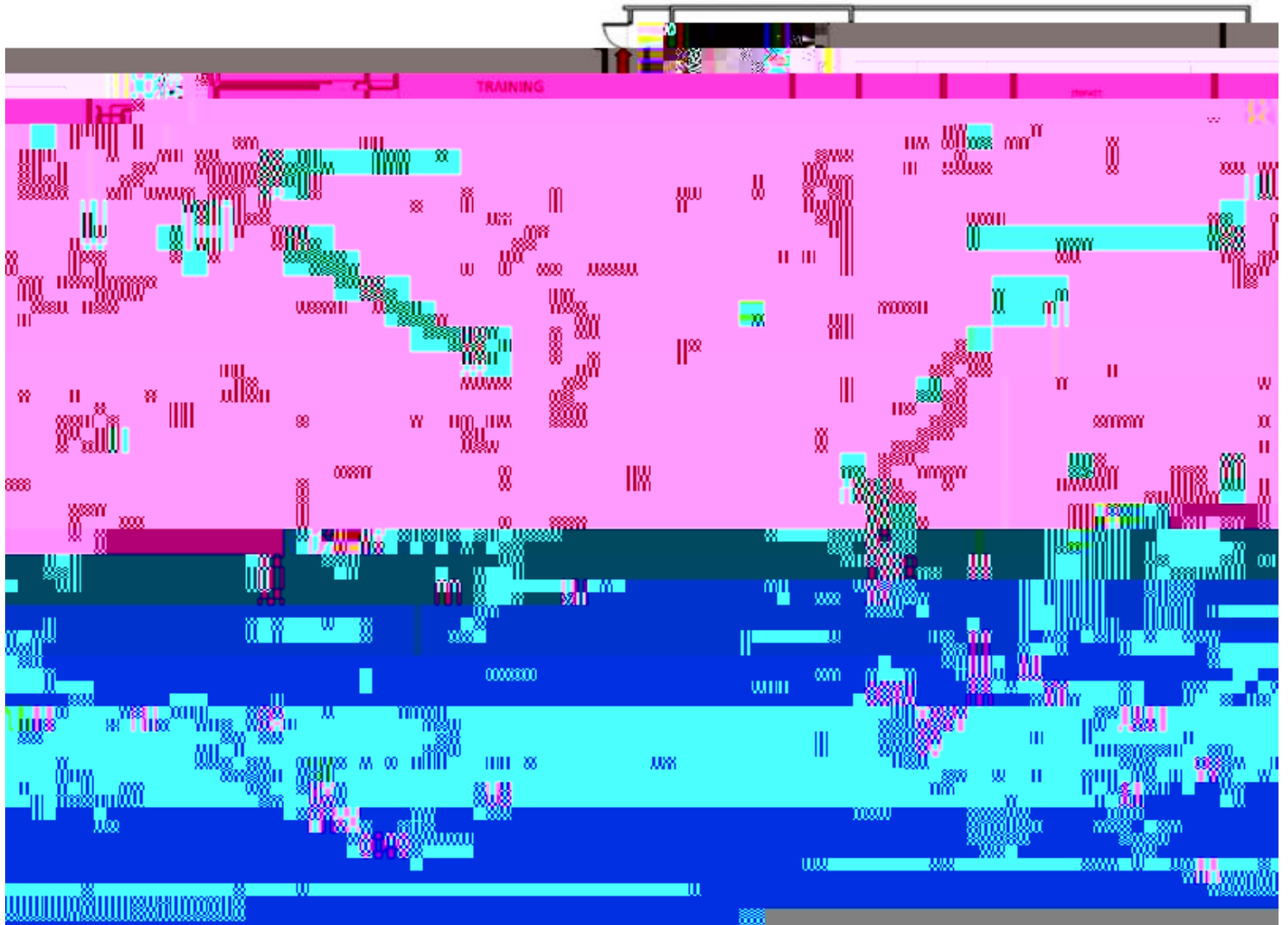


201 Railway Avenue, Fairbanks, Alaska 99707-1001 (907) 475-1000

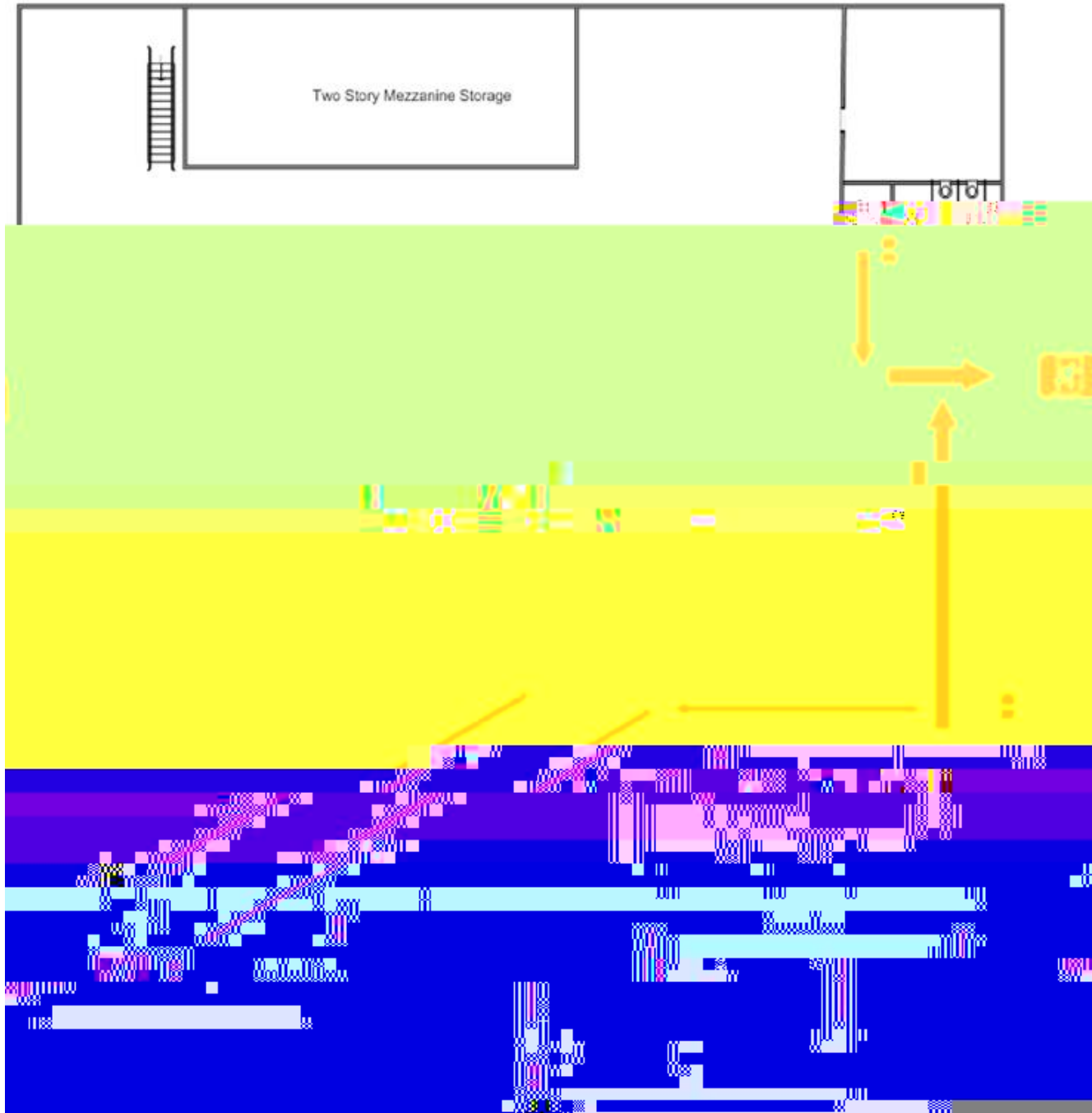
**201 Railway Avenue 6 FLOOR PLAN
Mooring Loft SE102
Emergency Equipment and Evacuation Routes**



201 Third Avenue FLOOR PLANS
Orca Building SE112
Emergency Equipment and Evacuation Routes



**201 Railway Avenue 6 FLOOR PLANS
Warehouse SE103
Emergency Equipment and Evacuation Routes**



V. Employee Contact List

Doug Baird, 907-224-4305 (work) or 907-250-5730 (cell)