

EMERGENCY ACTION PLAN (EAP)

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

Facility Addresses:

Shipping address: 201 Railway Avenue
Mailing Address: PO Box 730 Seward AK 99664
Physical Address: 201 Railway Avenue

Facility Phone Number: 907-224-5261

Hours of Operation: Monday through Friday 8am to 5 pm
Closed all day on weekends and University Holidays

Date Prepared: November 17, 2008

Date Revised: September 2022

BUILDING EMERGENCY ACTION PLAN

As a UAF employee or student and/or a building occupant, you must become familiar with this Emergency Action Plan. **Read it carefully.** If you have any questions, consult your supervisor or UAF Environmental Health Safety & Risk Management (EHS&RM) department.

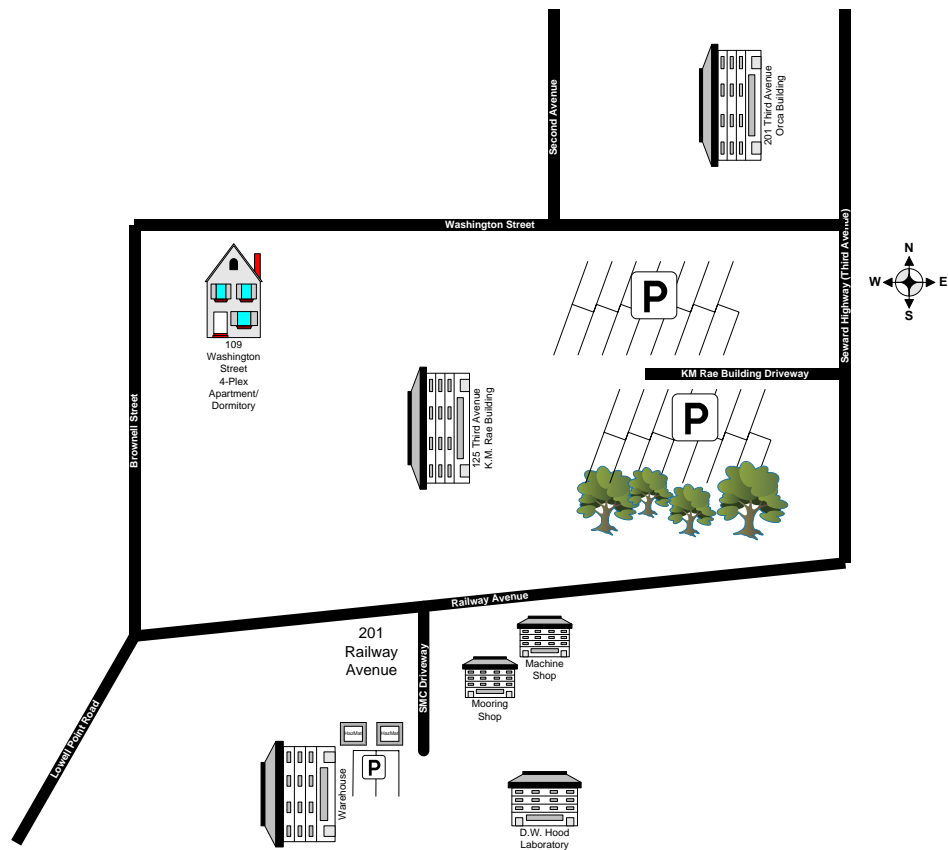
Keep the following in mind as you read through the EAP:

- Learn evacuation routes, exit points, and the location of the Emergency Assembly Area for each type of incident requiring building evacuation.
- Learn when and how to evacuate the building you occupy.
- Learn the locations of emergency supplies and materials that may be needed in an emergency, such as pull alarms and first aid kits.
- Learn proper procedures for notifying emergency responders about an emergency in the building or work area.
- Know duties for any additional responsibilities
- Learn to recognize fire and safety hazards.
- Watch for potential exposure to hazardous materials or processes in and around the work area, and learn means of protecting yourself in the event of an emergency.
- Know where to locate a contact list for employees in your department.
- **Know who your immediate emergency contact is in the event of an emergency**
 - **Visitors:**
 - 1. Immediate Supervisor**
 - 2. Group person in charge**
 - 3. Or one of the contacts below**
 - **Main SMC emergency contact: Jennifer Elhard – 907-362-1432**
 - **Alternate emergency contact: Brian Mullaly – 907-362-0297**

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



SMC Campus

SMC building names and addresses

Apartments (UAF Building SE104) is located at 109 Washington Street.

D.W. Hood Lab (UAF Building SE105) is located at 201 Railway Avenue.

K.M. Rae Building (UAF Building SE106) is located at 125 Third Avenue.

Machine Shop (UAF Building SE101) is located at 201 Railway Avenue.

Mooring Shop (UAF Building SE102) is located at 201 Railway Avenue.

ORCA Building (UAF Building SE112) is located at 201 Third Avenue.

Warehouse Building (UAF Building SE103) is located at 201 Railway Avenue.

Seward Marine Center Building Coordinator: Jennifer Elhard

Building Coordinator telephone number: 907-224-4301 (office)

Description of buildings:

- **Apartment**, UAF Building SE104, is located adjacent to the KM Rae Bldg. Four apartments consist of two bedrooms, a complete kitchen, living and bathroom.
- **D.W. Hood Lab**, UAF Building SE105, contains staff offices, research dry labs, research wet lab, mechanical room.
- **K.M. Rae Building**, UAF Building SE106, contains a 100-seat auditorium with audio-visual equipment including, a large screen for projector use, a large commons area, and two offices.
- **Machine Shop**, UAF Building SE101, includes a lath, drill press, mill, sheet metal shear, sheet metal brake, welder and other machine shop equipment.
- **Mooring Shop**, UAF Building SE102, has a full complement of handling gear, mooring equipment, and personnel with expertise in fabrication, deployment and recovery of all types of moorings and oceanographic instrumentation.
- **ORCA Building**, UAF Building SE112, has outside UA occupants
- **Warehouse Building**, UAF Building SE103, includes marine tech workshops and offices, shipping and receiving, a woodshop and cruise staging area.

The **City of Seward** has a hazard warning system for the local area. The sirens and loudspeaker announcements are intended primarily for coastal tsunami warning, but have the ability to provide warnings for other hazards including floods, windstorms, lost children and volcanic activity. Each siren tone will be followed by a pre-recorded voice message identifying the emergency and advising residents to tune to the local radio station (KIBH 91.7 FM) for further information. This system is tested at approximately 1 pm on the first Wednesday of every month. The siren at the Seward Fire Department is activated daily at noon.

Emergency Assembly Locations in case of emergencies only on the SMC Campus:

Assembly location: Parking Lot of KM Rae Building 125 Third Avenue

Employee accountability procedures after fire evacuation:

In the event of a fire emergency signaled by the building alarm system, all occupants will promptly exit their building via the nearest exit; meet at the UAF KM Rae Bldg.

Emergency Assembly Location in case of earthquake with a possibility of tsunami:

Seward Community Health Center/ Providence Seward Medical Center; 417 First Avenue.

Employee accountability procedures after earthquake/tsunami evacuation:

In the event of an earthquake emergency where there is the potential of a local tsunami,

- All occupants will exit the building promptly after the shaking stops. Once clear of the building, meet at the earthquake/tsunami emergency assembly location and immediately report to the roll taker via text/phone call or in person.
 - *Due to the number of employees currently on telework status, a text messaging check-in system is being initiated. In the event of an emergency, employees working off-campus are required to check in with their supervisors via phone or text message in lieu of meeting at the emergency assembly location.*

Emergency Roll Taker

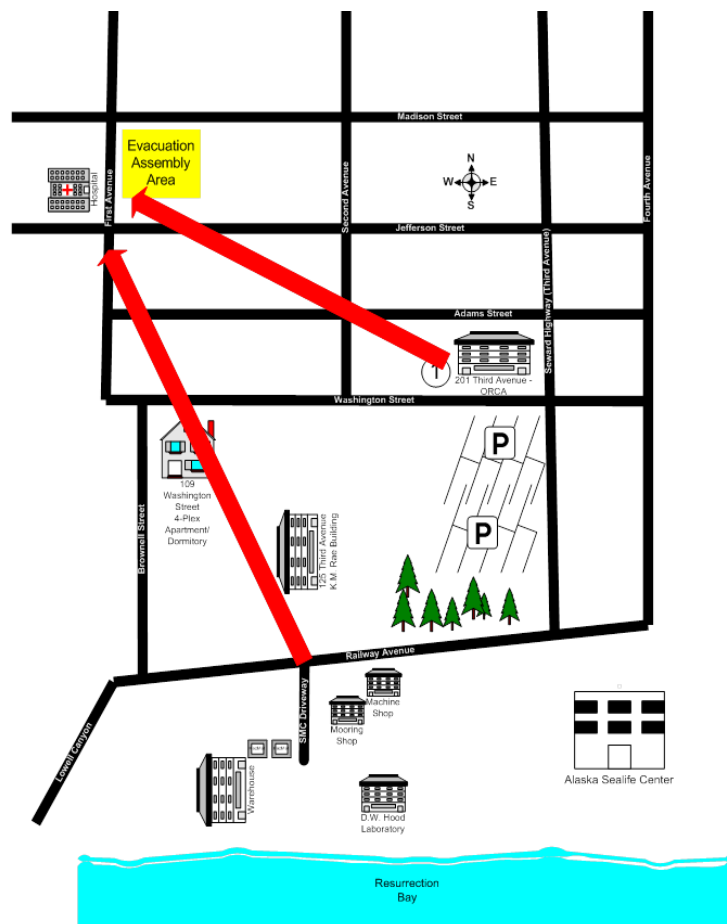
Roll Taker: Jennifer Elhard; phone numbers: 907-362-1432 (cell)

Critical Operation Found in Building

There are no critical operations in Seward Marine Center for which an employee is required to remain in the building during an emergency.

Medical and Rescue Duties:

No Seward Marine Center employees have been assigned medical or rescue duties specific to emergencies.



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
 - Tsunami
 - Earthquake
 - Flood
 - 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:
 - 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)
 - 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?)

Your Emergency Responsibilities

- In the event of a minor disturbance (medical emergency, power outage, etc.) there is no need to leave your work area or building.
- In the event of a hazardous materials release or other event that requires sheltering in place, you will be notified to shelter in place. Go to an interior room in your building, which has no windows that open to the outside of the building. To notify others that the room is full, close the door. After the door is closed, attempt to seal off any vents or open spaces where air from the outside can leak into your room.
- If the evacuation/fire alarm goes off, you are required by law to leave the building. Please grab your personal belongings and go to the emergency assembly area.

Building Alarm Information:

- All buildings are equipped with an alarm system to alert occupants of the detection of fire and/or smoke. There are also unique alarm systems in some buildings that will alert employees and occupants of a hazardous situation.

Medical Emergency:

1. Call medical emergency phone number – **911**
Provide the following information:
 - Location is Seward
 - Nature of medical emergency
 - Location of the emergency (address, building, room number)
 - Your name and phone number from which you are calling
 - DO NOT move victim unless absolutely necessary (imminent danger to life)
2. Provide medical attention if you are qualified to do so.

Fire Emergency:

UAF Safety Policy and Procedure, Policy #1220. “Policy: 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.”

Notes and Precautions

Small fires can be extinguished without evacuation. Remove nearby flammable materials to avoid spread of fire. An immediate readiness to evacuate is essential in the event the fire cannot be quickly and simply controlled. Only trained personnel should use fire extinguishers. Never enter a room that is smoke filled. Never enter a room containing a fire without a backup person. Report the occurrence of fires to the SMC Emergency Coordinator if the fire causes injury, property damage, or requires the use of a fire extinguisher.

When fire is discovered:

- Activate the nearest fire alarm if there is one. You can use the SMC telephone page system, by pressing the page button if necessary.
- Notify the Fire Department by calling 911.
- If you feel comfortable extinguishing the fire follow the procedure in the “Extinguishment” section following.
- If possible, gather equipment or materials that are irreplaceable.

- 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.

Severe Weather and Natural Disasters:

Tsunami:

The tsunami evacuation plan for Seward involves primary and secondary evacuation areas, determined by their elevation above sea level and therefore their susceptibility to tsunami inundation. Primary evacuation applies to all areas below the 50-foot elevation, and would occur whenever a strong local earthquake is felt, and whenever a tsunami warning is issued. Secondary evacuation applies to all areas below the 100-foot elevation, and would occur if the tsunami were anticipated to exceed 50 feet in height, or during a high tide event.

The City of Seward has installed evacuation route signs throughout the community to direct residents to safe areas. ***In the event of a possible tsunami, evacuate to Providence Seward Medical Center / Seward Health Clinic at 417 First Avenue***

What to know about Seward Tsunami warnings:

- **Tsunami Warning:** The highest level of tsunami alert. The Tsunami Warning Center (TWC) due to the imminent threat of a tsunami from a large undersea earthquake, or following confirmation that a potentially destructive tsunami is underway issues warnings. Warnings advise that appropriate actions be taken in response to the tsunami threat. Such actions could include the evacuation of low-lying coastal areas and the movement of boats and ships out of harbors to deep waters.
- **Tsunami Watch:** The second highest level of tsunami alert. Watches are issued by the TWCs based on seismic information without confirmation that a destructive tsunami is underway. It is issued as a means of providing advance alert to areas that could be impacted by a destructive tsunami.
- **Tsunami Advisory:** The third highest level of tsunami alert. Advisories are issued by the TWCs to coastal populations within areas not currently in either warning or watch status when a tsunami warning has been issued for another region of the same ocean. An Advisory indicates that an area is either outside the current warning and watch regions, or that the tsunami poses no danger to that area.



TSUNAMI PUBLIC ADDRESS SIGNALS AND WHAT TO DO

“Seward, this is a warning for an Imminent Tsunami. Move to high ground.”

- Proceed to the SMC Tsunami Evacuation Assembly Area at Providence Seward Medical Center, 417 First Avenue. Check in with your supervisor or designated role taker.
- Stay tuned to your radio, marine radio, NOAA Weather Radio, or television.
- Keep emergency supplies at the ready. Prepare for power failures and water shortages.
- Wait for Emergency Officials’ “ALL CLEAR”.

Earthquake:

If indoors:

- Duck or drop down to the floor.
- Take cover under a sturdy desk, table or other furniture.
- Keep away from overhead fixtures, windows, filing cabinets, and electrical power.
- Hold the position until the ground stops shaking and it is safe to move.
- After shaking stops, check yourself and others for injuries and move toward the nearest exit or alternate exit.
- Evacuate to the Emergency Evacuation Area described in this plan.

- 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:

- Get into the open, away from buildings and power lines.

Flood:

If indoors:

- Be ready to evacuate as directed by the Emergency Coordinator and/or the designated official. The City of Seward sends out notices on the current status of the flood stage and will provide direction as well.
- Follow the recommended primary evacuation routes – know two ways out of the building.

If outdoors:

- Proceed to the Emergency Evacuation Assembly Area and stay there until you receive direction from the Emergency Coordinator.
- Avoid walking or driving through floodwater.

Blizzard:

If indoors

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Stay indoors!
- If you must go outdoors, stay away from transportation equipment that is removing snow.

If there is no heat during a blizzard:

- Close off unneeded rooms or areas.
- 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.
- If the Seward Marine Center emergency generator fails, the Emergency Coordinator will instruct you to go home.

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 PIC is not available, the alternate will assume all responsibilities of the Main listed in this manual.**

Alternate Duties:

- Encourage occupants to leave/evacuate. Direct everyone to the Evacuation Assembly Area (EAA).
- In the event that the primary emergency coordinator is not available, assume all responsibilities listed as primary.

III. EMERGENCY EVACUATION, EQUIPMENT AND FLOOR PLANS

Evacuation Procedures:

All building occupants are required to evacuate the building when the fire alarm sounds. There are also other circumstances where evacuation may be advised, such as in the event of a chemical spill. Move quickly to the emergency assembly location.

Evacuating the building or work area:

- Stay calm; do not rush and do not panic.
- Evacuate the building using the nearest exit (or alternate exit if nearest exit is blocked or unsafe).
- Gather your personal belongings only if it is safe to do so. (Reminder: take prescription medications with you if at all possible; it may be hours before you are allowed back in the building.)
- If possible, gather workplace equipment that is irreplaceable.
- Go to the Emergency Evacuation Assembly Area: the parking lot of the KM Rae Building, 125 Third Avenue.
- Do not leave the area/campus until your status has been reported to your supervisor or roll taker.
- Wait for and follow directions given by emergency responders.
- Do not re-enter the building or work area until you have been instructed to do so by Emergency Coordinator or Emergency Responders.

If it is advisable for Seward Marine Center staff to evacuate to high ground, please evacuate to the Providence Seward Medical Center / Seward Community Health Clinic at 417 First Avenue.

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

CO₂ 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

CO₂ 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

Warehouse Building, UAF Building SE103

Houses: Warehouse manager office, Shipping & Receiving, Marine Tech offices & shop

Areas: Wood shop, Ship/Research storage, employee break room, outboard shop/storage,
other offices, restrooms

Two (2) Emergency Pull Station

Next to front exit door

On wide wall of outboard shop

Four (4) Alarm Panels

Bottom of staircase, next to warehouse overhead door

On both freezers

Two (2) Fire Hoses

Outside men's restroom

Outboard shop

Seven (7) Fire Extinguishers

Water Extinguishers:

Outside restrooms

Top of staircase in wood shop, outside conference room door

Bottom of staircase in wood shop

CO₂ Extinguishers:

East side of overhead door

Next to south entrance door

On wall in outboard shop

Chemical Spill Kits

One (1) Chemical Spill Response Kit:

Outside walk-in freezer in yellow bin

Two (2) Petroleum Spill Response Kits:

On upper level mezzanine storage in yellow bins

First Aid Kit

University of Alaska Fairbanks

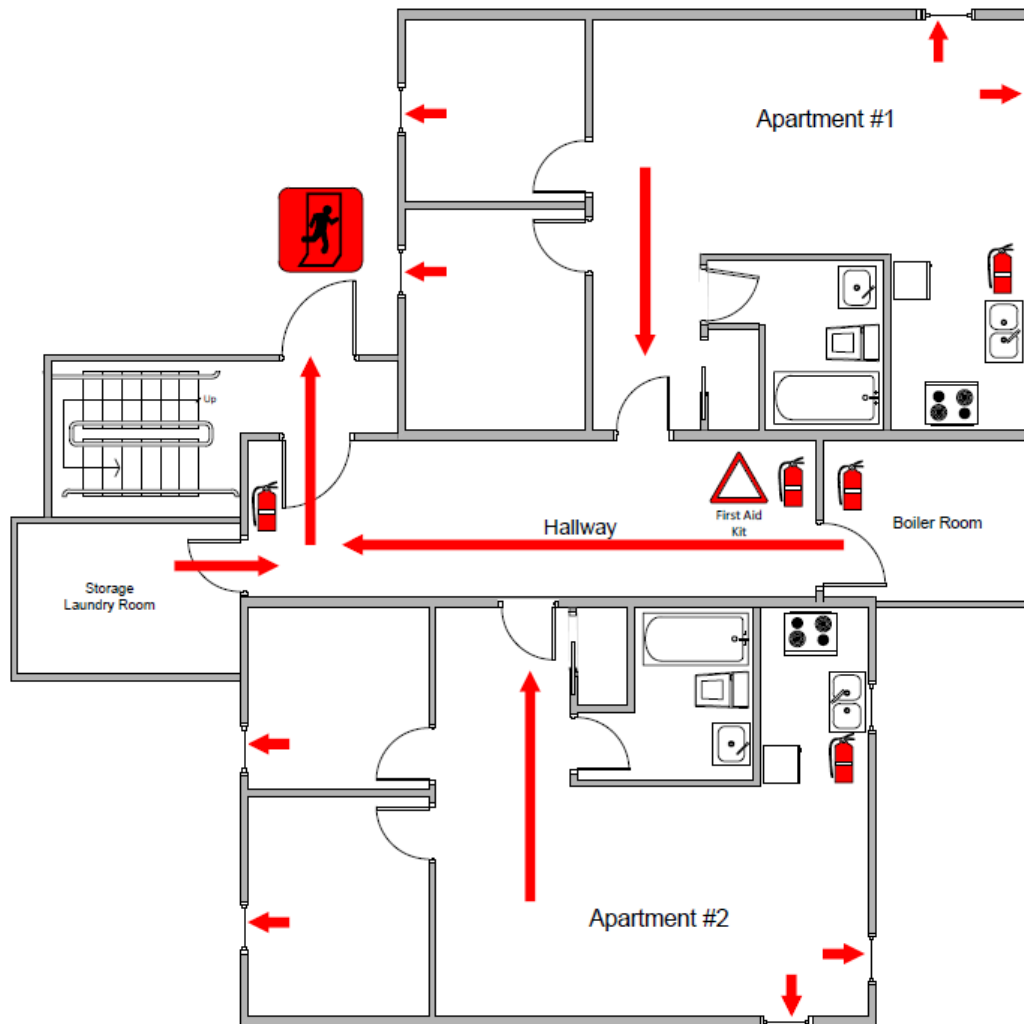
On wall next to restrooms

Shower

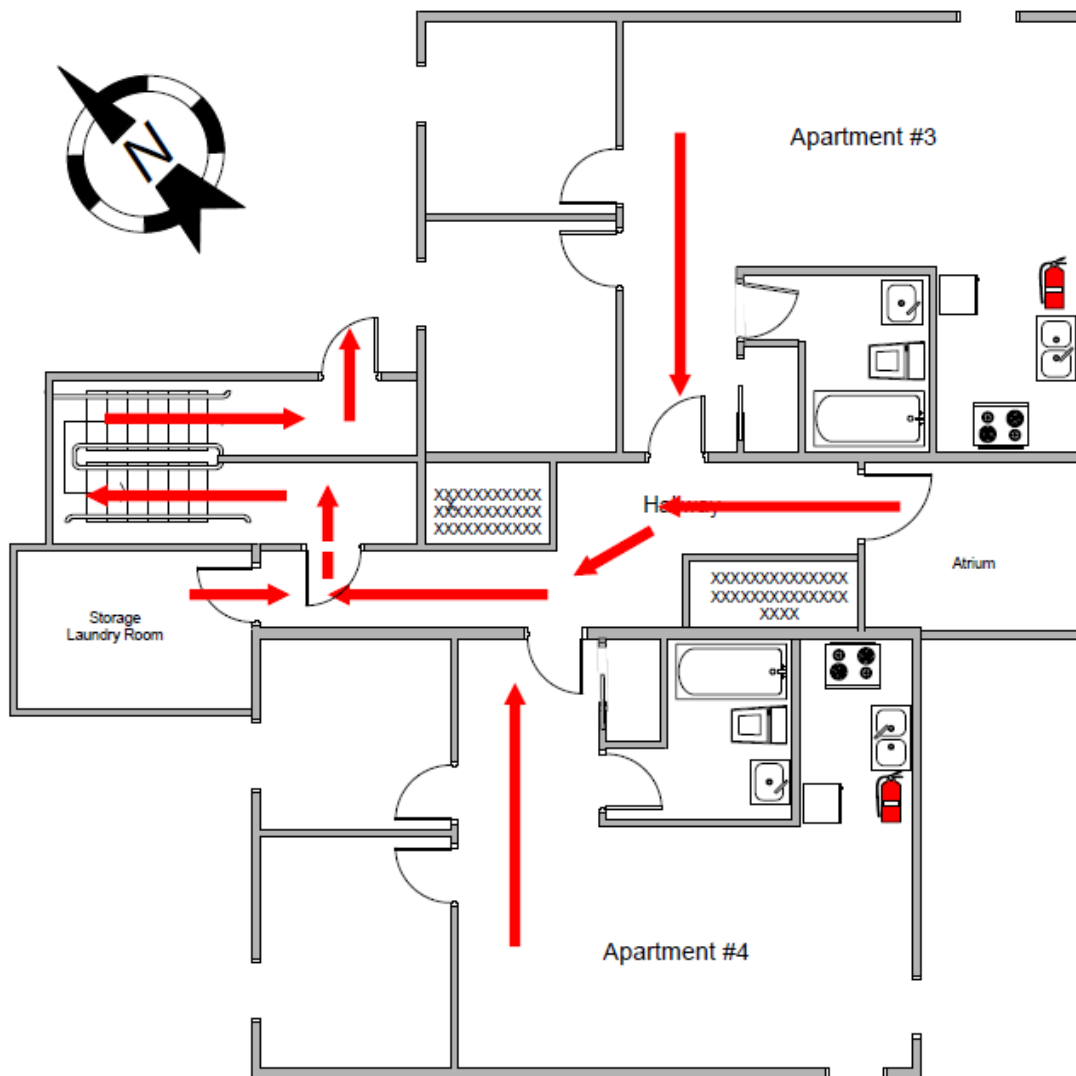
Inside women's restroom

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

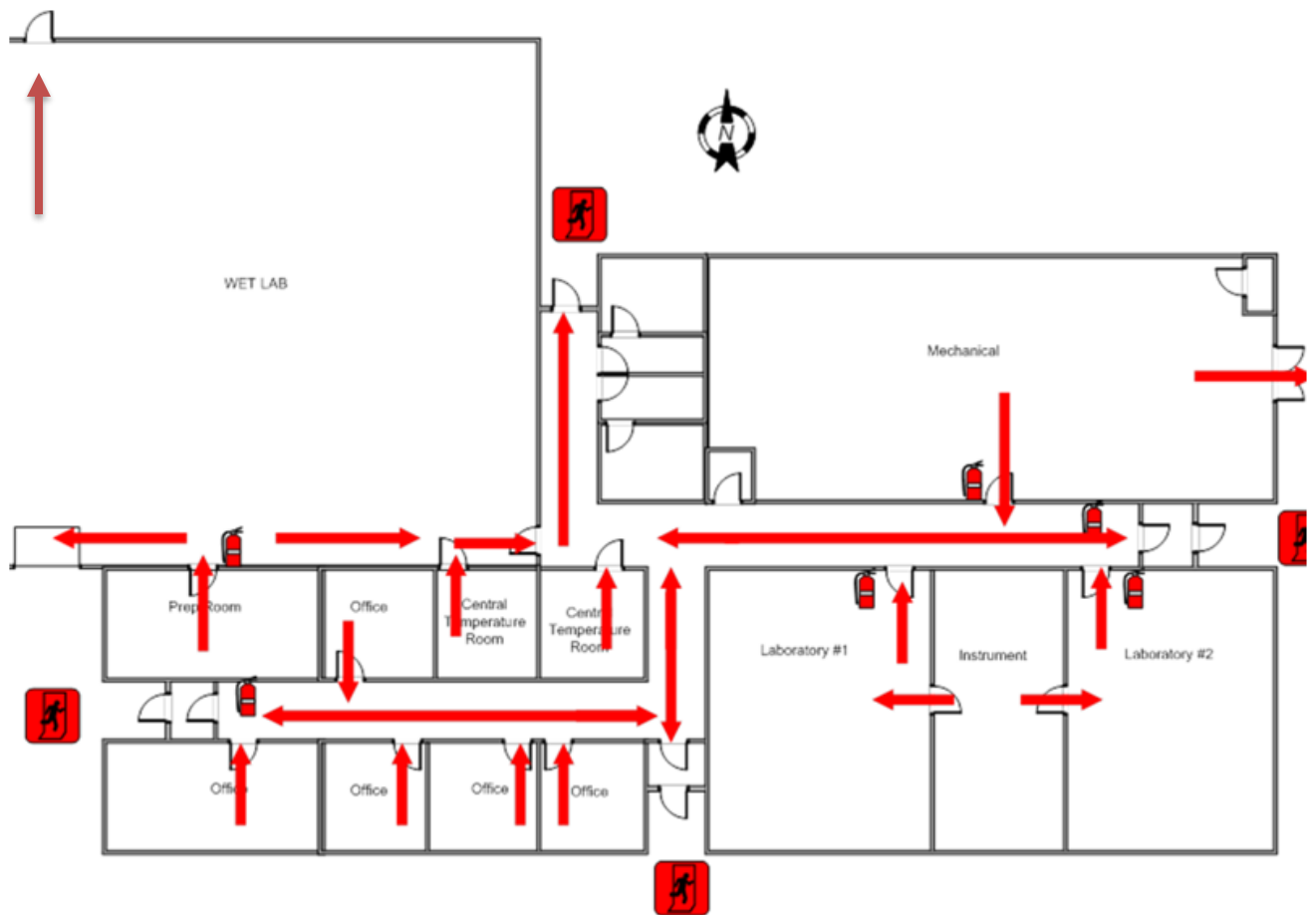
First Floor (Lower Floor)



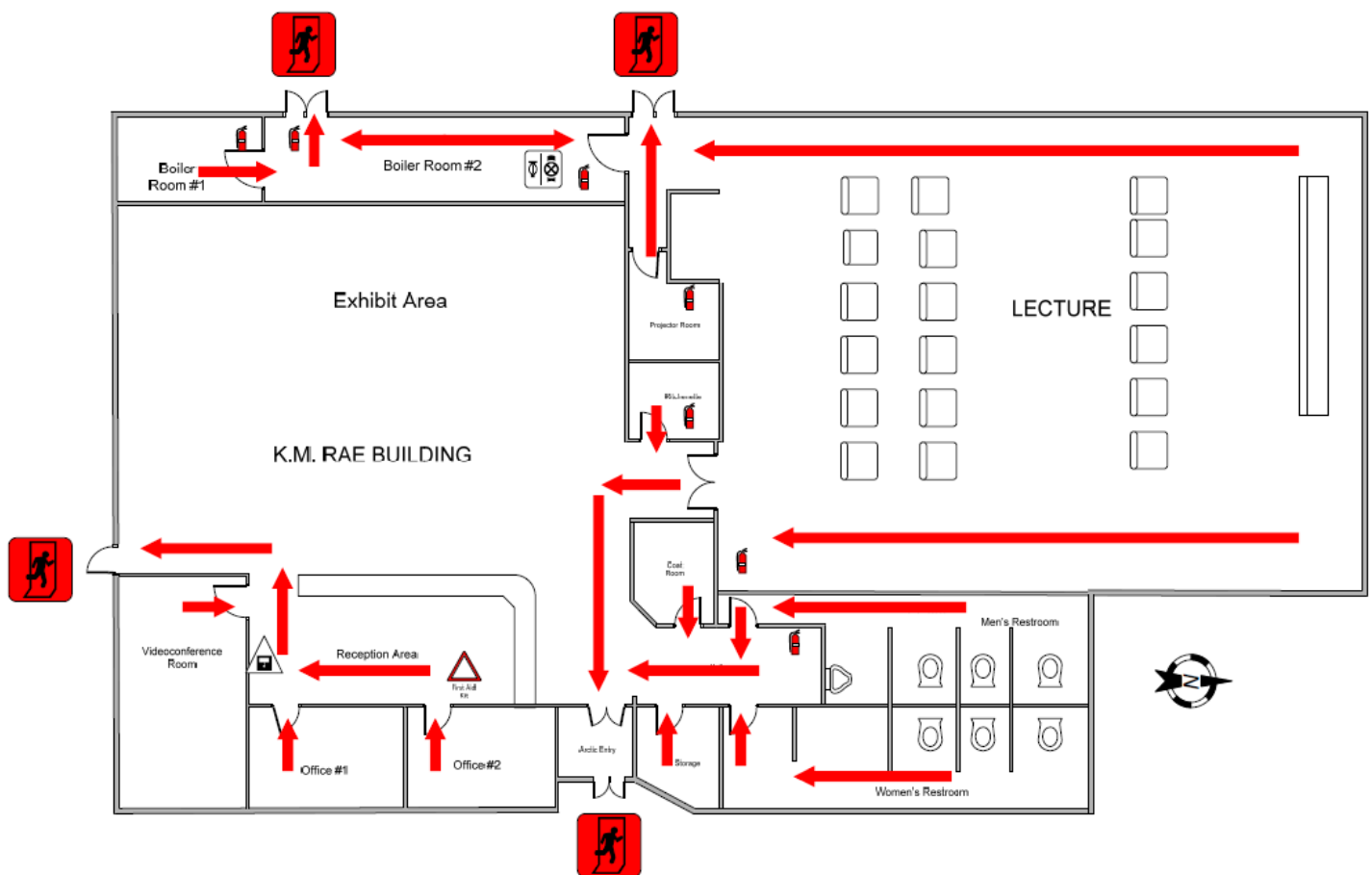
Second Floor (Upper Floor)



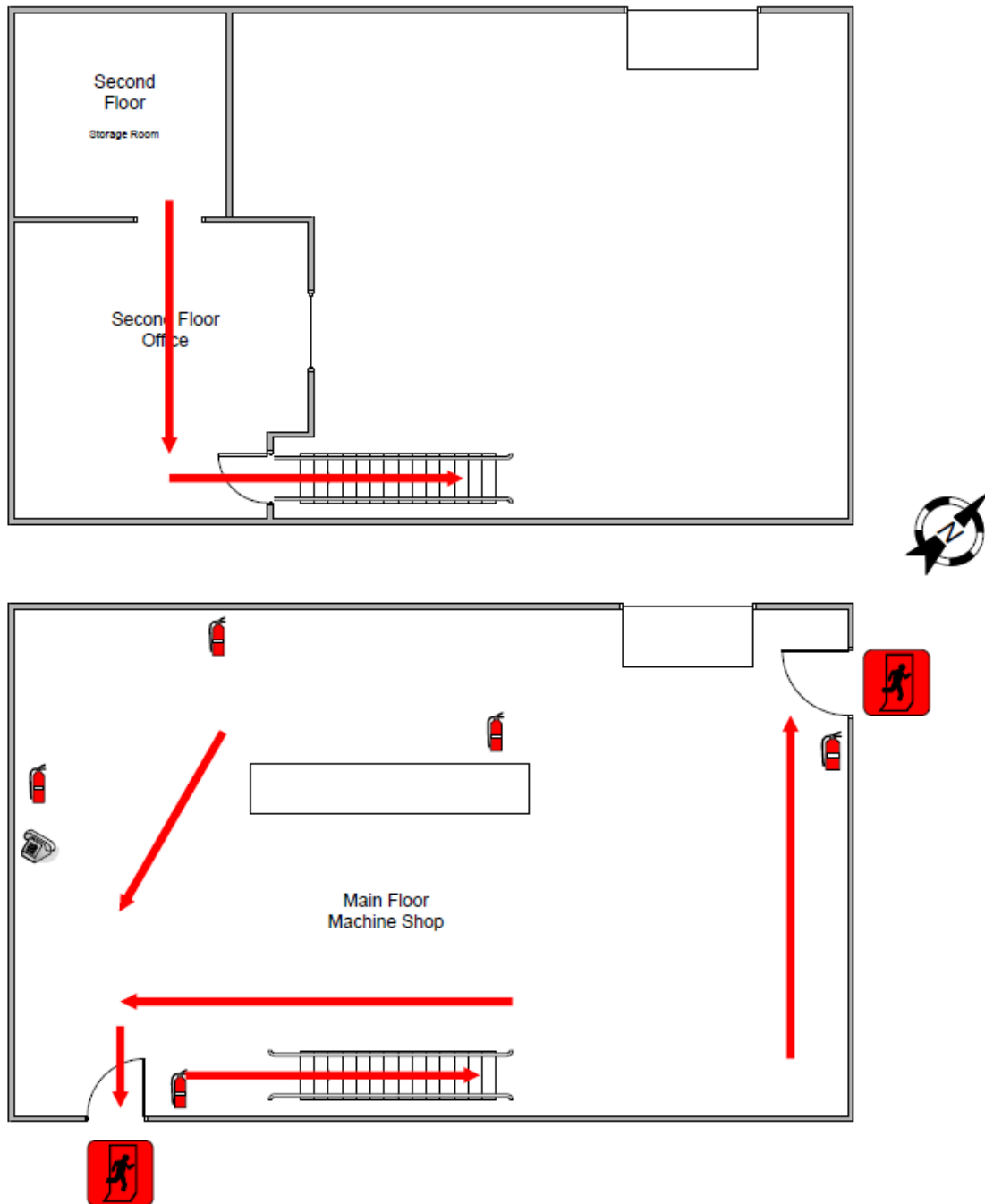
**201 Railway Avenue-- FLOOR PLANS
D.W. Hood Laboratory SE105
Emergency Equipment and Evacuation Route**



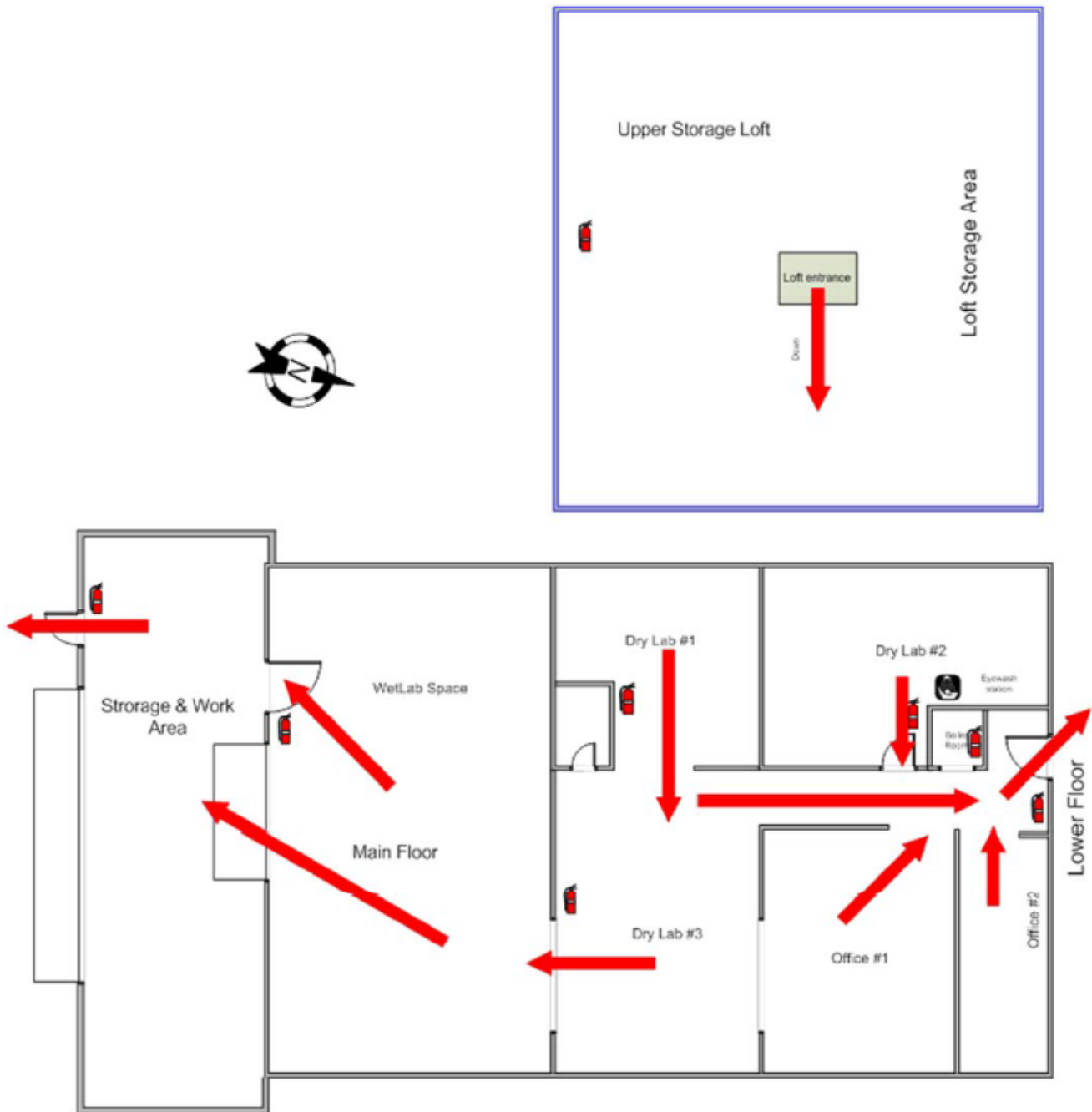
**125 Washington Street
KM Rae Building SE106
Emergency Equipment and Evacuation Routes**



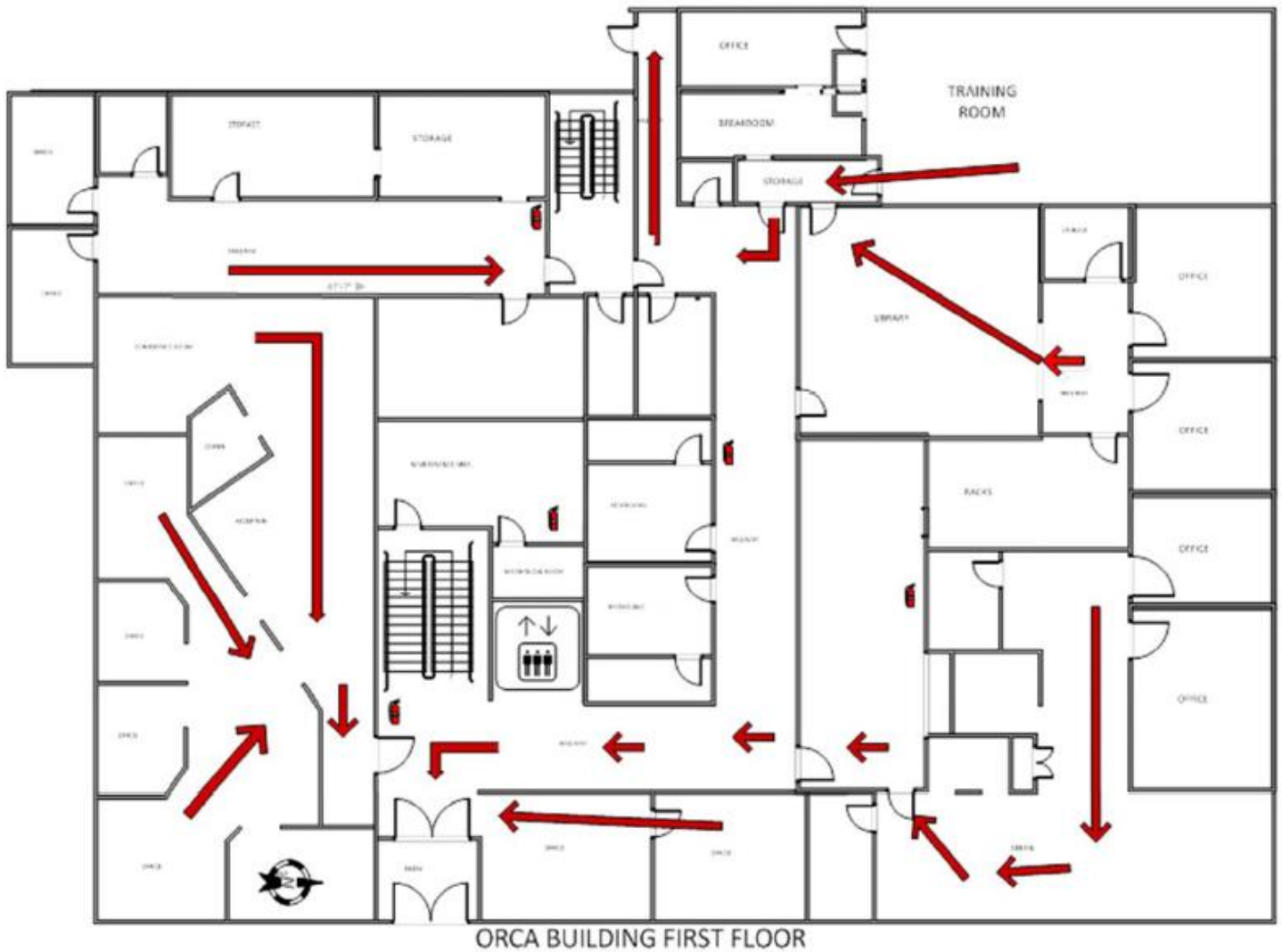
201 Railway Avenue – FLOOR PLANS
Machine Shop SE101
Emergency Equipment and Evacuation Routes



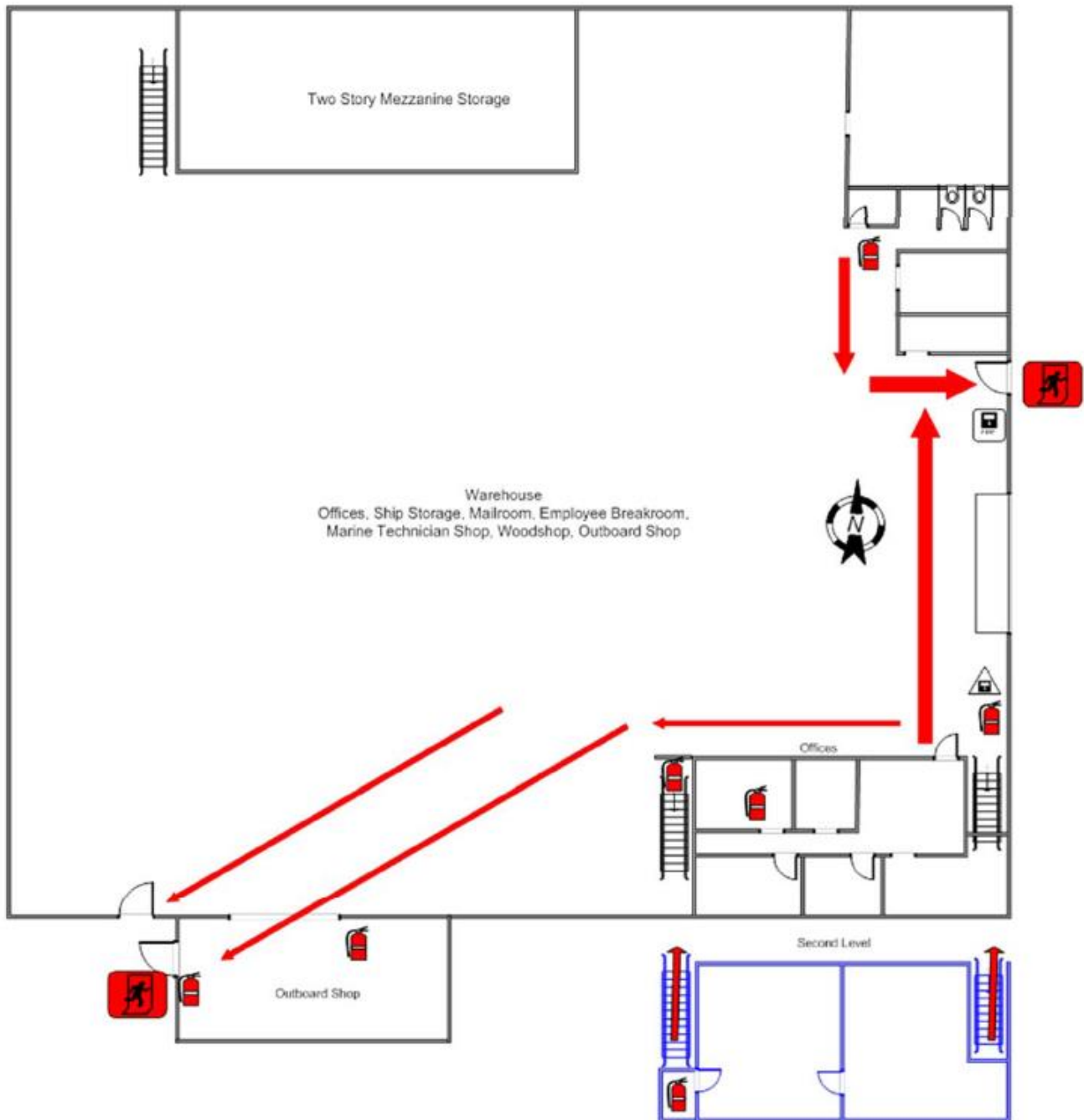
201 Railway Avenue – FLOOR PLAN
Mooring Loft SE102
Emergency Equipment and Evacuation Routes



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



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



IV. Emergency Preparedness

Training and Documentation:

Training is an integral part of the safety awareness for your department and should be documented. All employees should be trained on the Emergency Action Plan (EAP). Each occupant should become familiar with the EAP, to know evacuation routes and assembly areas, and to 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:

Fire Drills: Each building and department should designate a method to ensure that all their employees are accounted for in case of a fire emergency. This should include designating a location away from the building or facility as a meeting place for all the employees.

V. Employee Contact List

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

Jennifer Elhard, 907-224-4301 (work) or 907-362-1432 (cell)

Sarah Spanos, 907-224-4302 (work) or 907-491-3143 (cell)

Sarah Walters, 907-224-4310 (work) 703-920-0027 (cell)

Ed deCastro, 907-224-4391 (work) or 509-592-5264 (cell)

Brian Mullaly, 907-224-4393 (work) or 907-362-0297 (cell)

Peter Shipton, 907-224-4319 (work) or 732-673-6092 (cell)

Steve Roberts, 907-224-4385 (work) or 303-588-2256 (cell)

Ethan Roth, 907-224-4390 (work) or 858-232- 1848 (cell)