

Building Emergency Plan
Bragaw Office Complex 1



UNIVERSITY
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Many Traditions One Alaska



BRAGAW OFFICE COMPLEX 1 BUILDING EMERGENCY PLAN

Revised: January 2018

Reviewed By: Tim Edwards / Steve Mullins

**Building Emergency Plan
Bragaw Office Complex 1**

BUILDING EMERGENCY PLAN (BEP)

University of Alaska Statewide- BOC1 - Anchorage Campus

Executive Sponsorship

Signing this document records your agreement to the contents of the Emergency Action Plan, and confirms your commitment to the actionable items contained and providing the necessary resources to execute the plan.

Dr. Jim Johnsen, President University of Alaska Executive Sponsor

Date

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Building Emergency Plan

As a building occupant, it is your responsibility to be familiar with this plan. If you have questions, consult the office of Risk Services. To report a fire or other emergency contact the dispatch center by dialing 8911 from any office telephone or 911 from other phones. Other emergency and non-emergency phone numbers can be found in Section II. As you read this document, pay particular attention to:

- Evacuation routes, exit points, and the location of your Emergency Assembly Area
- When and how to evacuate the building
- Proper procedures for notifying emergency responders about an emergency
- Your emergency responsibilities, if you are assigned any, such as being a roll taker or floor monitor
- As a member of the UA community connected most closely to UAA, you should also be familiar with the UAA Emergency Operations Plan. This manual describes the procedures to follow in a variety of emergencies. A copy of the Plan can be viewed electronically at

<https://www.uaa.alaska.edu/emergency/>

Your Emergency Responsibilities

- Stay at your Desk
 - In the event of a minor disturbance (medical emergency, power outage, etc.) there is no need to leave your work area or the building.
- Shelter in Place
 - In the event of a hazardous materials release or other event that requires sheltering in place, you will be vocally notified to shelter in place. You will need to head to an interior room in our 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.
- Evacuate
 - If the evacuation/fire alarm goes off, we are required by law to leave our building. Please grab your personal belongings and go to our Emergency Assembly Area in the parking area just south of the building for head count. During extreme inclement weather (heavy rain, subzero temperatures, frigid wind chills), report next door to the lobby of 1835 Bragaw Street instead.

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Section I: Building Information

Building Name: Bragaw Office Building (BOB)

Building & Safety Coordinator (BC)

<ul style="list-style-type: none">• Building Coordinator<ul style="list-style-type: none">○ Michelle Schmidt, Property Manager – Land Management	E-mail: mschmid6@alaska.edu
<ul style="list-style-type: none">• BC Campus Address<ul style="list-style-type: none">○ BOB 101	
<ul style="list-style-type: none">• BC Telephone No.<ul style="list-style-type: none">○ Office (907) 786-7774○ Land Management Front Desk: (907) 786-7766○ Fax: (907) 786-7733	

Emergency Assembly Area (EAA):

Bragaw occupants shall gather **in the parking area just south of the building** for head count. During extreme inclement weather (heavy rain, subzero temperatures, frigid wind chills), report next door to the lobby of **1835 Bragaw Street** instead.

Building Safety Committee

There is not an active Building Safety Committee.

Health Safety & Environmental Contacts

- UA Statewide Emergency Management Director: 907-450-8349
- UAA Office of Emergency Management: 907-786-1149
- Information on various safety topics, including hazard evaluations and employee training can be found online at <https://www.uaa.alaska.edu/about/administrative-service-departments/facilities-campus-services/ehsrms/>
- Health Safety & Environmental: Contact for more information regarding this plan.
 - UA System Office of Risk Services 907-786-1381
 - UA Statewide HSE Director 907-786-7735
 - UAA Environmental Health & Safety/Risk Management 907-786-1335
- Facilities Work Management dispatch 907-786-6980
- University Police 907-786-1120
 - Information on personal safety in the workplace can be found online at <https://www.uaa.alaska.edu/administrative-services/departments/university-police-department/>

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Accountability

Department Head or designated representative

1. Appoint the Building & Safety Coordinator or designated representative to develop, coordinate, and distribute the BEP to building residents.
2. Review the plan prior to submission to the Office of Emergency Management (OEM) and HSE Office.

BEP Developer - Work with the Building Safety Coordinator to:

1. Prepare, coordinate, and distribute the BEP to building occupants.
2. Ensure the BEP is readily available and used during emergency incidents.
3. Review the BEP annually to ensure information and procedures are current.
4. List all Critical Operations in the BEP for first responder reference and use.
5. Assist in building evacuation.
6. Coordinator to report to emergency assembly area (EAA). Coordinator or designee shall account for evacuated personnel.
7. Coordinator or designee to collect and provide essential information to emergency personnel (e.g. location of incident, persons in building, special hazards, etc.).
8. Develop additional building specific information that makes the BEP more effective (e.g. specific procedures for any assigned disabled people, evacuation maps, emergency assembly area, etc.).
9. Include in the BEP any additional information as directed by the department head or the individual responsible for the building.

Building Occupants

1. Know the evacuation routes and EAA location(s).
2. Participate in annual exercises/drills.
3. Attend department training sessions.
4. Add your "reach me now" mobile or text device telephone number to your UAAAlerts personal profile by going to www.alaska.edu/uaalerts
5. All building occupants must be familiar with the BEP. Read it carefully. If you have any questions, consult HSE, your Building Safety Coordinator, department safety coordinator or safety committee representative. Keep the following in mind as you read through the document:
 - the UAA Emergency Warning site on the main web page: <https://www.uaa.alaska.edu/emergency/>
 - Evacuation routes, exit points, and location to report for roll call after evacuating the building.

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- When and how to evacuate the building.
- Locations of emergency materials that may be needed in an emergency such as first aid kits, fire extinguishers and evacuation alarms.
- Proper procedures for notifying emergency responders about an emergency in the building or work area (dial 911 for emergency notification from any telephone).
- Additional building specific procedures and requirements.

Building Alarm(s)

The evacuation alarm is an electronic horn and white strobe lights system, reporting to Guardian Security, who will notify the Anchorage Fire Department.

Medical & Rescue Duties

No occupant has been assigned medical or rescue duties specific to emergency situations in this building. Employees training in first aid or emergency rescue may offer their help after they have been accounted for by the designated roll taker; however, no employee is obligated to perform medical or rescue duties in this building. If needed, a Med Sled (emergency transportation/evacuation device) is located on the 2nd Floor directly across from the vending machines.

Building Critical Operations

There are no critical operations that require special care during an emergency in this building.

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SECTION 2: IMPORTANT EMERGENCY PHONE NUMBERS

Emergency

Any building occupant that needs emergency assistance should immediately dial 911 from any telephone.

Non-Emergency

- Risk Service Department phone number 786-1140
- Fire: Anchorage Fire Department (AFD) 267-4936
- Police: University Police Department 786-1120
- Providence Alaska Medical Center 562-2211
- UAA Environmental Health & Safety / Risk Management 786-1300
- UAA Office of Emergency Management 786-1149
- Vicinity Commercial Management, LLC
building maintenance and janitorial services
 - Office – Monday-Friday, 8 am – 5 pm 270-7860 or 270-7861
 - 24-hour Emergency and After Hours service requests 242-1718

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SECTION 3: EMERGENCY NOTIFICATION SYSTEM

UAA is a large and complex institution, and people move about our campus freely. Despite advances in communication, there is no way to reach everyone instantly with a single message. However, the multi-layered approaches we have in place will help spread the word quickly, based on the circumstances.

The following communication methods make up the University's Emergency Communication Plan:

- "UAAAlerts" may be activated, sending emergency notifications and updates to recipients' email, telephones, text devices, and to Facebook & Twitter feeds. UAA students and employees should ensure their contact information is current by logging in to <http://UAAAlert.alaska.edu>
- Emergency Warning paging via Cisco Voice-Over IP telephone speakers.
- Evacuation alarms may serve to get occupants out of dangerous settings, and direct them to regroup at an Emergency Assembly Area
- An e-mail will be sent to all people with a alaska.edu address.
- Building & Safety Coordinators (BSCs) may post signs on doors or in hallways.
- The UAA home page (www.uaa.alaska.edu) is the focal point of the most complete information in all campus-related emergencies. Updates can also be made to the switchboard recordings (786-1800) and recorded announcement on Wolf Radio (1610 AM).
- University Residence Life personnel will be notified. They, in turn, will activate their procedures to alert people in individual halls via their resident assistants, phones, and signage.
- University Relations personnel will work with the news media- KFQD (750 AM) & KRUA (88.1 FM) radio, TV, newspapers, and Internet - to help spread the word.

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SECTION 4: SUMMARY

Be prepared ahead of time for emergency evacuations. Know your building occupants. Take the training provided to you on the Building Emergency Plan. Be aware of the needs of people with disabilities and know how to offer assistance. Participate in the evacuation drills and offer feedback to help evaluate drills to identify areas that need improvement.

Plans cover regular working hours, after hours, and weekends. Everyone needs to take responsibility for preparing for emergencies. People with disabilities should contact the System Office of Risk Services if they would like additional assistance developing procedures for an evacuation.

If you have questions about this Building Emergency Plan or need additional information, contact Risk Services 907-786-1381.

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APPENDICES

Appendix A: Acronyms and Term Definitions

Acronyms

- AFD: Anchorage Fire Department
- BEP: Building Emergency Plan
- BSC: Building & Safety Coordinator
- EAA: Emergency/Evacuation Assembly Area
- HSE: Health, Safety & Environmental
- OEM: UAA Office of Emergency Management
- UPD: University Police Department

Term Definitions

- *Building & Safety Coordinator:* The Building & Safety Coordinator is a University employee who has a defined role in each campus building. In an emergency, the BSC should report to the Incident Command location to provide building information to emergency responders. The "all clear" information will typically be communicated to the building deputy when it is safe to return to the building so that the occupants can be notified.
- *Building Emergency Plan:* The plan is a document that consists of emergency procedures, activities for preparing for emergencies, and roles and responsibilities of building occupants.
- *Critical Operations:* Any potentially hazardous operations located in your facility that requires preplanning for evacuation and/or shelter in place events or actions that must be performed by personnel that may delay evacuation. Additionally, information regarding hazardous operations must be readily available to first responders to assist them in their emergency response efforts.
- *Department Safety Coordinator:* This coordinator is a University employee who assists department management in coordinating, implementing, and documenting the department's safety program. This includes ensuring that the department safety committee meets regularly, conducting periodic workplace inspections, and becoming or remaining a participant in the Integrated Safety Program.
- *Department Safety Committee:* A group composed of department representatives from each major unit of the department. If a department occupies different buildings, ideally, representatives from each building serve on the committee. Primary functions include:
 - Serves as a forum for department employees to report and discuss safety or environmental improvement needs.
 - Identify employee needs for safety training and request training sessions accordingly.
 - Coordinates safety self-audits on a regular basis; assisting department management in prioritizing actions to address safety concerns.
 - Disseminates information about requirements concerning workplace health,

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safety, and environmental protection.

- *Emergency/Evacuation Assembly Area (EAA)*: A pre-designated safe location near a building where building occupants assemble and report to the Roll Taker(s) after evacuating their building.
- *Emergency Operations Center (EOC)*: The headquarters for designated representatives of campus essential services, where campus response is coordinated and resources are allocated during a disaster.
- *Emergency Responder(s)*: Person(s) who provide assistance in an emergency (or potential emergency) situation in a building. They are not building occupants and may be from UAA University police department, municipal fire department, Campus Facilities, etc. In critical situations, they may take charge of the building and have full authority over activities in and around the building.
- *Roll Taker*: A building occupant assigned to take roll at the emergency assembly area (EAA) after a building evacuation.
- *Safety Committee*: A group composed of members of each department in the building generally chaired by the BSC or other employee, charged with coordinating building safety concerns.

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Appendix B: Evacuation Guidelines for People with Disabilities

Evacuation Guidelines for People with Disabilities

- Physically disabled persons should go to the stairwell landing for the floor they're on, and remain there until assisted by emergency personnel. Designate someone to alert responders to your location.
- Check on people with special needs during an evacuation. A "buddy system," where people with disabilities arrange for volunteers (co-workers) to alert and assist them in an emergency is recommended.
- Only attempt an emergency evacuation if you have had emergency assistance training or the person is in immediate danger and cannot wait for emergency services personnel.
- Always ask someone with a disability how you can help before attempting any emergency evacuation assistance. Ask how he or she can best be assisted or moved, and whether there are any special considerations or items that need to come with the person.
- Faculty and staff who are mobility impaired should let the BSC or designated building representative know the location of their usual work area and special needs.

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Appendix C: Building Maps and Evacuation Routes

Building Plans and Evacuation Routes may be found posted in the building. A copy of this Emergency Action Plan may be found on the HSE website, by contacting HSE or Emergency Management.

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Appendix D: Updates and Revisions

This document will be reviewed and updated annually

- November 2013 - General formatting and grammar updated and format standardized
 - Section 1: Building Information - Coordinator information updated
 - Section 1: Building Information - Accountability all references to building manager were changed to Building Safety Coordinator
 - Section 3: Emergency Notification System updated to include UAAAlerts information

- July 2015 - General formatting and grammar updated
 - Section 1: Building Information - Building Coordinator information updated
 - Section 1: Building Information - Safety topics, including hazard evaluations and employee training, website information updated
 - Section 1: Building Information - UA Statewide Emergency Management Director information added
 - Section 1: Building Information - UAA Environmental Health & Safety/Risk Management phone number updated
 - Section 1: Building Information - Facilities Work Management department title updated
 - Section 1: Building Information - Med Sled (emergency transportation/evacuation device) location information added
 - Section 2: Important Emergency Phone Numbers - UAA Environmental Health & Safety/Risk Management phone number updated
 - Attachments - UAA Environmental Health & Safety/Risk Management phone number updated

- January 2018 - General formatting and grammar updated
 - Sections 1, 2, 4 and Attachments – contact information and phone numbers updated

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Attachments

YOUR EMERGENCY INFORMATION PACKET

Please post this packet somewhere accessible and visible to you in your office area.

Building Alarm(s): The Evacuation alarm is an electronic horns and white strobe lights, reporting to Guardian Security.

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Contact Information

1. Emergency

- Any building occupant that needs emergency assistance should immediately dial 911 from any telephone.

2. Non-Emergency

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- Evacuate
 - If the fire alarm goes off, we are required by law to leave our building. Please grab your personal belongings and go to our Emergency Assembly Area in the parking area just south of the building for head count. During extreme inclement weather (heavy rain, subzero temperatures, frigid wind chills), report next door to the lobby of 1835 Bragaw Street instead.