

| | |
|---|----------------------------|
| University of Alaska Anchorage | Section EHS/RMS |
| ADMINISTRATIVE SERVICES MANUAL | Part Policy |
| Policies and Procedures | Statement 4 |
| Title <i>EMERGENCY AND DISASTER PLANNING</i> | Effective Date 10/09/09 |

General

UAA facilities may be damaged in a disaster that could require evacuation or other emergency responses. Fires, explosions, hazardous materials spills, power blackouts, severe weather conditions, civil commotions, nuclear attacks, earthquakes, bomb scares, and other emergencies can occur with little, if any, warning. Planning for such emergencies can save lives and reduce property damage. The plan should include provisions for the protection of personnel and property, and evacuation and care of the injured.

UAA Emergency Preparedness Office

UAA has established an emergency preparedness office which assists departments with developing emergency plans, interfaces with other community emergency groups, conducts drills and exercises, and monitors overall emergency preparedness. This office can be contacted at 786-1149 or anrcs@uaa.alaska.edu . Some of that office’s information, to included detailed emergency plans, is found at [UAA EMERGENCY INFORMATION](#) and the [University Police Department](#).

A complete emergency and disaster plan should address 1) emergency preparedness, 2) emergency response, and 3) post-emergency recovery. The following outline addresses each of these phases and the types of emergencies or disaster that might arise at any university facility.

Emergency Preparedness

An emergency response team will be established at each location of the University to:

1. Provide an immediately qualified organization to take initial emergency response measures before outside help arrives.
2. Provide complete emergency service if municipality or public support is not readily available.
3. Develop plans and procedures for dealing with any one of the following emergencies or disasters:
 - a. Workplace accidents involving employee injuries

| | |
|---|----------------------------|
| University of Alaska Anchorage | Section EHS/RMS |
| ADMINISTRATIVE SERVICES MANUAL | Part Policy |
| Policies and Procedures | Statement 4 |
| Title <i>EMERGENCY AND DISASTER PLANNING</i> | Effective Date 10/09/09 |

- b. Fire, explosion or detection of smoke
 - c. Flooding caused by leakage, system failure, or severe weather conditions
 - d. Electrical power or other related utility failure
 - e. Earthquake and/or building structural collapse
 - f. Civil commotion or bomb threats
 - g. Toxic chemical spill or release
 - h. Volcanic ash fallout
 - i. Storms
4. Instruct all employees/students on the following procedures:
- a. How and where (usually to Public Safety) to report a serious emergency or fire.
 - b. Where are the exits and evacuation routes (schedule evacuation drills).
 - c. Where to located outside evacuation assembly points.
5. Maintain close liaison with the local fire department. Familiarize them with the campus facilities, hazards, general operations, rescue problems, and the automatic sprinkler system.
6. Maintain close liaison with available emergency medical facilities. The action plan should deal with multiple injury situations.

| | |
|---|----------------------------|
| University of Alaska Anchorage | Section EHS/RMS |
| ADMINISTRATIVE SERVICES MANUAL | Part Policy |
| Policies and Procedures | Statement 4 |
| Title <i>EMERGENCY AND DISASTER PLANNING</i> | Effective Date 10/09/09 |

Continuous training should be provided to the team. Training sessions should be held frequently after the team is established. The organization of this training is the joint responsibility of the campus safety officer and University Police Department. Training should provide capabilities in the following areas:

1. Evacuation management
2. First aid care
3. Search and rescue
4. Fire suppression
5. Salvage and recovery
6. Emergency equipment use
7. Hazardous material handling
8. Communications

Team members that might be involved in hazardous materials operations must be under a medical surveillance program as per DOL requirements. Appropriate gear must be provided and procedures developed.

The emergency response team members should report directly to the appropriate team leader at the time of an emergency.

*Emergency
Response*

The prepared detailed emergency plan and procedures will be initiated by the emergency response team. Depending on the situation all or some of the following actions may be implemented:

1. Alert affected personnel and appropriate university authorities

| | |
|---|----------------------------|
| University of Alaska Anchorage | Section EHS/RMS |
| ADMINISTRATIVE SERVICES MANUAL | Part Policy |
| Policies and Procedures | Statement 4 |
| Title <i>EMERGENCY AND DISASTER PLANNING</i> | Effective Date 10/09/09 |

2. Summon outside help from an emergency medical team or the fire department.
3. Provide outside help with hazardous material information.
4. Ensure precedence of life safety over protection of property.
5. Evacuate buildings.
6. Shut off the utilities.
7. Protect important records and remove them from the premises.

More information on emergency and disaster preparedness is located at <http://ehsrms.uaa.alaska.edu/emerginfostartpage.htm> .

*Post-Emergency
Recovery*

The emergency response team will assume a leadership role after the emergency is over to:

1. Prevent any further injury to persons or damage to property.
2. Secure or board up facilities that have received partial damage.
3. Institute salvage operations.
4. Determine the magnitude of loss from injuries, property damage, interruption of service.
5. Reinstitute operations as soon as possible to avoid an interruption of service or evaluate the possibilities of a temporary location for operations.
6. Provide an accounting of all incurred expenses associated with a major emergency or loss.

| | |
|---|----------------------------|
| University of Alaska Anchorage | Section EHS/RMS |
| ADMINISTRATIVE SERVICES MANUAL | Part Policy |
| Policies and Procedures | Statement 4 |
| Title <i>EMERGENCY AND DISASTER PLANNING</i> | Effective Date 10/09/09 |

- a. Coordinate the documentation of costs with EHS/RMS.
- b. Retain all information necessary to prove a loss. This may include heavily damaged equipment, witness statements, invoices for repair work, special labor expenses etc.

*Post Disaster
Assessment*

EHS/RMS coordinates a [post disaster assessment team \(PDAT\)](#) composed of building and safety coordinators, Facilities Maintenance workers and other individuals at UAA. The responsibility of this team is to evaluate safe occupancy of UAA buildings after a disaster (earthquake, flood, windstorm, volcanic eruption, etc.). In addition, this team is part of the Municipality of Anchorage's and the State of Alaska's overall response system. For more information about this team or if you want to volunteer to be on this team, please contact EHS/RMS at 786-1351 or at ayssg@uaa.alaska.edu.