

## **Administration Emergency Action Plan**

<b>Organization:</b>	Fairbanks Native Association (FNA): Administration
<b>Address:</b>	3830 S. Cushman St. Fairbanks, Alaska 99701
<b>Point of Contact:</b>	Teresa Brand - Sharpe, HR Director (907) 452-1648 ext. 6223

### **REVISION HISTORY: 5/2018, 4/2022**

**PURPOSE:** To meet OSHA guidance outlined in 29 CFR 1910.38, “Emergency Action Plans.”

### **POLICY:**

- FNA and all associated programs will have an emergency action plan. This plan will be in writing, kept in the workplace, and will be available to all employees for review.
- Upon assignment, new staff members will be oriented to this plan, the orientation will be documented, and all staff members will receive annual re-orientation for the duration of their employment.
- This policy will be reviewed annually. Recommendations for updates will be directed to the FNA Health and Safety Committee for review and policy updates as necessary.

### **PROCEDURE:**

#### **1. ALERT:**

In the event of an emergency situation (e.g. earthquake, fire, general evacuation, etc.) employees will be alerted by the sounding of an alarm or verbal announcement.

#### **2. EVACUATION:**

In the event of an emergency requiring the evacuation of the facility all staff members, volunteers, visitors, and consumers are to evacuate immediately.

Evacuation will be the nearest available marked exit (see the “Evacuation Map” located in your office or area).

#### **3. CHAIN OF AUTHORITY:**

The senior staff member on site at the time of the emergency will assume responsibility to ensure all staff, volunteers, visitors, and consumers meet at the rally point and to represent FNA once emergency responders arrive.

The senior staff member will make the determination and announcement of when the emergency has ended or whether additional actions need to take place.

#### **4. ASSEMBLY:**

All other staff and consumers will meet at the main evacuation rally point- The south entrance of the Poldine Carlo Building near Cushman Street. Once at the rally point all occupants will remain there until released. Everyone must proceed to the rally point.

- In inclement weather or for extended emergency situations the *adult* staff and consumers will meet at first rally point at the south entrance to PCB and after a headcount is finished can move into the GTR (Detox) (See MOA with GTR) and remain indoors until released.

#### **5. ACCOUNTABILITY:**

Upon arrival and before leaving the facility staff members and visitors will sign-in on the roster located at the reception desk.

In the event of an evacuation, the receptionist will collect sign in rosters from the reception desk to facilitate a thorough head count at the rally point. The head count will be conducted by the senior staff member present. Any discrepancies between rosters and the head count will be reported to emergency responders immediately.

#### **6. FIRE EXTINGUISHERS:**

Portable fire extinguishers are available for use by staff members who have attended FNA annual fire extinguisher training. The use of fire extinguishers should not delay the evacuation of the facility.

#### **7. CRITICAL OPERATIONS:**

Critical operations shutdown procedures are not required. No staff member is authorized to delay the evacuation for this purpose.

#### **8. IMMEDIATE MEDICAL CARE AND CONTINUATION OF ESSENTIAL SERVICES:**

Staff members who are certified First Aid/CPR may render immediate medical care to employees and visitors, subject to the arrival of emergency medical services. As soon as staff and visitors arrive at the rally point, each should be evaluated to ensure that they do not need First Aid or medical care. If staff or visitors are in need of First Aid or medical care and help as not arrived, employees certified in First Aid/CPR may begin treating the individual to the best of their abilities immediately until emergency response providers arrive on the scene.

#### **9. ADDITIONAL INSTRUCTIONS:**

- All staff members are to remain at the rally point until released. Volunteers and visitors are encouraged to stay. Should they decide to leave, document their name and the time when they left the area.
- Inclement weather/extended shelter: In the event of inclement weather conditions or the need for extended shelter, an initial head count will be conducted at the rally point. All evacuees will then move to the Six Robblee's warehouse (the key is maintained in the Ralph Perdue Center's Residential Aide's Office – 2<sup>nd</sup> Floor) and will remain there subject to further instructions.

## 10. EMERGENCY SPECIFIC CONSIDERATIONS:

### A. FIRE:

- **Receptionist:** Collect sign-in rosters
- **Program Supervisors:** Will sweep the facility to ensure a complete evacuation (e.g. check bathrooms, closets, hiding places, etc.).

### B. LOCKDOWN:

In the case of an intruder or potential/active violence in the workplace situation, take the following action:

#### **If the threat is in the building:**

- The person engaged with the threatening individual should initiate the silent alarm by contacting another staff member and referencing the silent alarm phrase, “**Red Folder.**” (Example: “Jane, would you please get me the red folder?”)
- If the person engaged with the individual is alone, he or she will attempt to send an inconspicuous email/text message to someone else in the facility, notifying them of the situation.
- The person who receives the “Red Folder” notice should:
  - Inconspicuously and immediately call 911.
  - Inconspicuously notify other staff members of the situation.
- Once notified of the situation staff members will:
  - Close and lock interior doors to offices and draw curtains.
  - Seek shelter, turn off lights, silence phones, turn off computer monitors, lock doors, and remain quiet.
- All staff members will remain in this posture until notified by the Program Director or on-site authority that the scene is clear.

#### **If the threat is outside the building:**

- Immediately call 911.
- Lock all doors where access can be gained.
- All staff and visitors are to gather in the 2<sup>nd</sup> floor training room, then lock doors, and remain quiet.
- All staff members will remain in this posture until notified by the Program Director or on-site authority that the scene is clear.

**For these measures to remain effective, staff members will not use the silent alarm phrase unless there is a threat. (The silent alarm phrase is to remain confidential among staff).**

## Active Shooters:

- **RUN**

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any law enforcement
- Do not attempt to move wounded people
- Call 911 when you are safe

- **HIDE**

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

*Your hiding place should:*

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (e.g., an office with a closed and locked door)
- Not trap you or restrict your options for movement

*To prevent an active shooter from entering your hiding place:*

- Lock the door
- Blockade the door with heavy furniture

*If the active shooter is nearby:*

- Lock the door
- Silence your cell phone
- Turn off any source of noise (e.g., radios, televisions)
- Hide behind large items (e.g., cabinets, desks)
- Remain quiet

*If evacuation and hiding out are **not** possible:*

- Remain calm
- Dial 911, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

- **FIGHT**

As a last resort, and only when your life is in imminent danger, attempt to disrupt or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

*(For more information on an Active Shooter situation, please refer to Chapter 6 Workplace Violence, Section 6-10.)*

**C. NATURAL DISASTERS:**

- **Severe Electrical Storm:** Unplug electrical equipment. Refrain from telephone use. Cell phones may or may not be operational.
- **High Winds:** Everyone should move to the center of the building remaining away from exterior walls, doors, and windows. Crouch down with head between knees and protect heads with arms.
- **Earthquake:**
  - If Indoors
    - DROP to the ground; take COVER by getting under a sturdy table or another piece of furniture; and HOLD ON until the shaking stops. If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
    - Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
    - Do not use a doorway except if you know it is a strongly supported, load-bearing doorway and it is close to you.
    - Stay inside until the shaking stops, and it is safe to go outside. Do not exit a building during the shaking.
    - Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.
  - If Outdoors
    - Stay there.
    - Move away from buildings, streetlights, and utility wires.
    - Once in the open, stay there until the shaking stops.
  - If in a Moving Vehicle
    - Stop as quickly as safety permits and stay in the vehicle. Avoid stopping near or under buildings, trees, overpasses, and utility wires.

- Proceed cautiously once the earthquake has stopped. Avoid roads, bridges, or ramps that might have been damaged by the earthquake.
- If Trapped Under Debris
  - Do not light a match.
  - Do not move about or kick up dust.
  - Cover your mouth with a handkerchief or clothing.
  - Tap on a pipe or wall so rescuers can locate you. Use a whistle if one is available. Shout only as a last resort. Shouting can cause you to inhale dangerous amounts of dust.

#### **D. BOMB THREAT:**

- Suspicious packages/notes:
  - Do not move or handle suspicious packages or letters threatening a bomb.
  - Leave these items where you find them and contact 911.
- By telephone:
  - Attempt to keep the caller on the phone for as long as possible.
  - Do not hang up the phone even if the caller hangs up.
  - If possible, notify someone to contact 911 while the caller is still on the phone, follow their instructions.
  - Bomb threat documents will be posted next to each telephone.
  - The person receiving the threat will record as much information as possible on this document to include, but not limited to:
 

■ Date and time of call	■ Why is the threat being made?
■ Gender of caller	■ When will a detonation occur?
■ Background noises	■ Who is the threat against?
■ What kind of threat?	

**E. Utility Failures:**

- Utility failures include loss of electrical power, gas, potable water, and water.
- During the hours of 8 AM – 5 PM Monday through Friday, contact the Facilities Department, as well as your supervisor as soon as a failure occurs.
- If the failure occurs between 5 PM – 8 AM, on the weekend, or a holiday, contact the necessary agency regarding the issue:
  - Power Failure – Golden Valley Electric: 452-1151
  - Fire Alarm & Electrical Problems – Amped Electric: 451-6971
  - Water/Plumbing/Heating – Altrol: 452-8680
  - Fuel – Alaska Petroleum: 488-2527

**F. Medical Emergencies:**

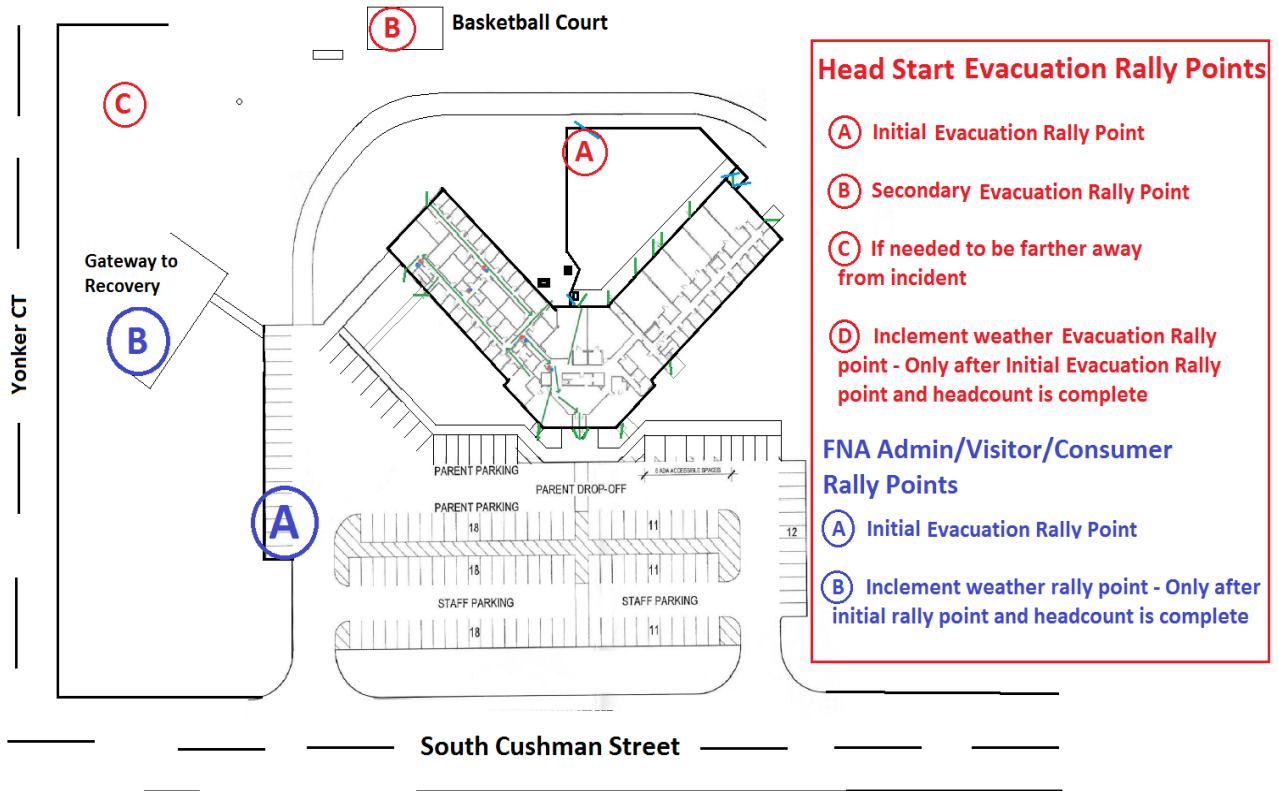
- In the absence of breathing or a pulse:
  - Initiate CPR & get the AED (if trained) or find a staff member who is trained.
  - Call 911 for an ambulance to transport the individual to Fairbanks Memorial Hospital (FMH).
- If heavy bleeding occurs:
  - If First Aid certified, control the bleeding following Universal Precautions.
  - Call 911 for an ambulance to transport the individual to FMH.
- Once the individual has been transported:
  - Contact a family member if possible.
  - Notify your supervisor.
  - Complete an Incident Report.

\_\_\_\_\_  
H & S Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Date



**Poldine Carlo Building**  
**3830 S. Cushman St.**  
**Fairbanks AK, 99701**

(D) **Purcell Tire & Service Center**