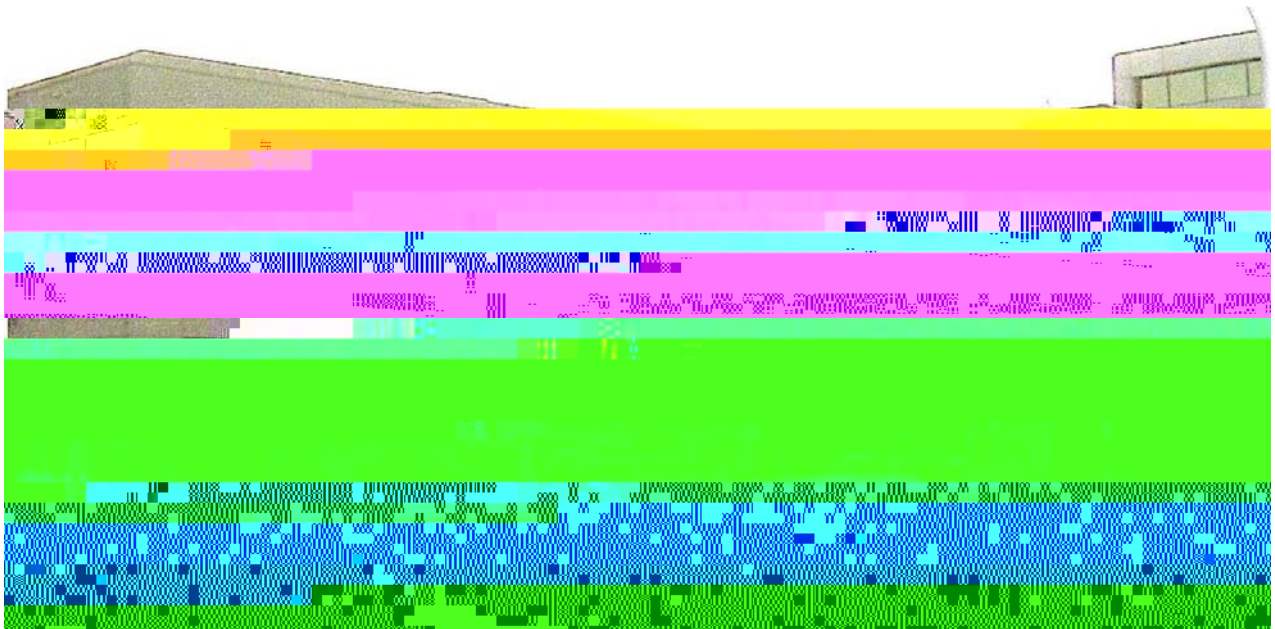


# Building Emergency Plan Bragaw Office Complex 1



## 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)**

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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.

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Dr. Jim Johnsen, President University of Alaska Executive Sponsor

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Date

**Building Emergency Plan  
Bragaw Office Complex 1**

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**Building Emergency Plan  
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**Section I: Building Information**

**Building Name:** Bragaw Office Building (BOB)

**Building & Safety Coordinator (BC)**

Building Coordinator o Michelle Schmidt, Property Manager – Land Management	E-mail: mschmid6@alaska.edu
BC Campus Address o BOB 101	
BC Telephone No. o Office (907) 786-7774 o Land Management Front Desk: (907) 786-7766 o 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.

- o UA System Office of Risk Services 907-786-1381
- o UA Statewide HSE Director 907-786-7735
- o UAA Environmental Health & Safety/Risk Management 907-786-1335

Facilities Work Management dispatch 907-786-6980

University Police 907-786-1120

- o Information on personal safety in the workplace can be found online at <https://www.uaa.alaska.edu/administrative-services/departments/university-police-department/>

**Building Emergency Plan  
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Accountability

*Department Head or designated representative*

## Building Emergency Plan Bragaw Office Complex 1

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)**

**Building Emergency Plan  
Bragaw Office Complex 1**

**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





## Building Emergency Plan Bragaw Office Complex 1

### 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.

**Building Emergency Plan  
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## Building Emergency Plan Bragaw Office Complex 1

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.

## Building Emergency Plan Bragaw Office Complex 1

### 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.

# Building Emergency Plan Bragaw Office Complex 1

## Appendix D: Updates and Revisions

This document will be reviewed and updated annually

November 2013 - General formatting and grammar updated and format standardized

- o Section 1: Building Information - Coordinator information updated
- o Section 1031 T-J . (o)Tj /TT4i u3cJ .1l.0009 Tc 0 Tw (:d [59hection ncludee)]1( UAAAlerts)D7ø D
  - o
  - o employee train

**Building Emergency Plan  
Bragaw Office Complex 1**

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.

**Emergency Assembly Area (EAA):** BOB 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.

**Contact Information**

**1. Emergency**

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

**2. 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 786-1335

Vicinity Commercial Management, LLC

building maintenance and janitorial services

o Office – Monday-Friday, 8 am – 5 pm 270-7860 or 270-7861

o 24-hour Emergency and Af0 Tc-1oTty. c43 2u4T5 1jos



## Building Emergency Plan