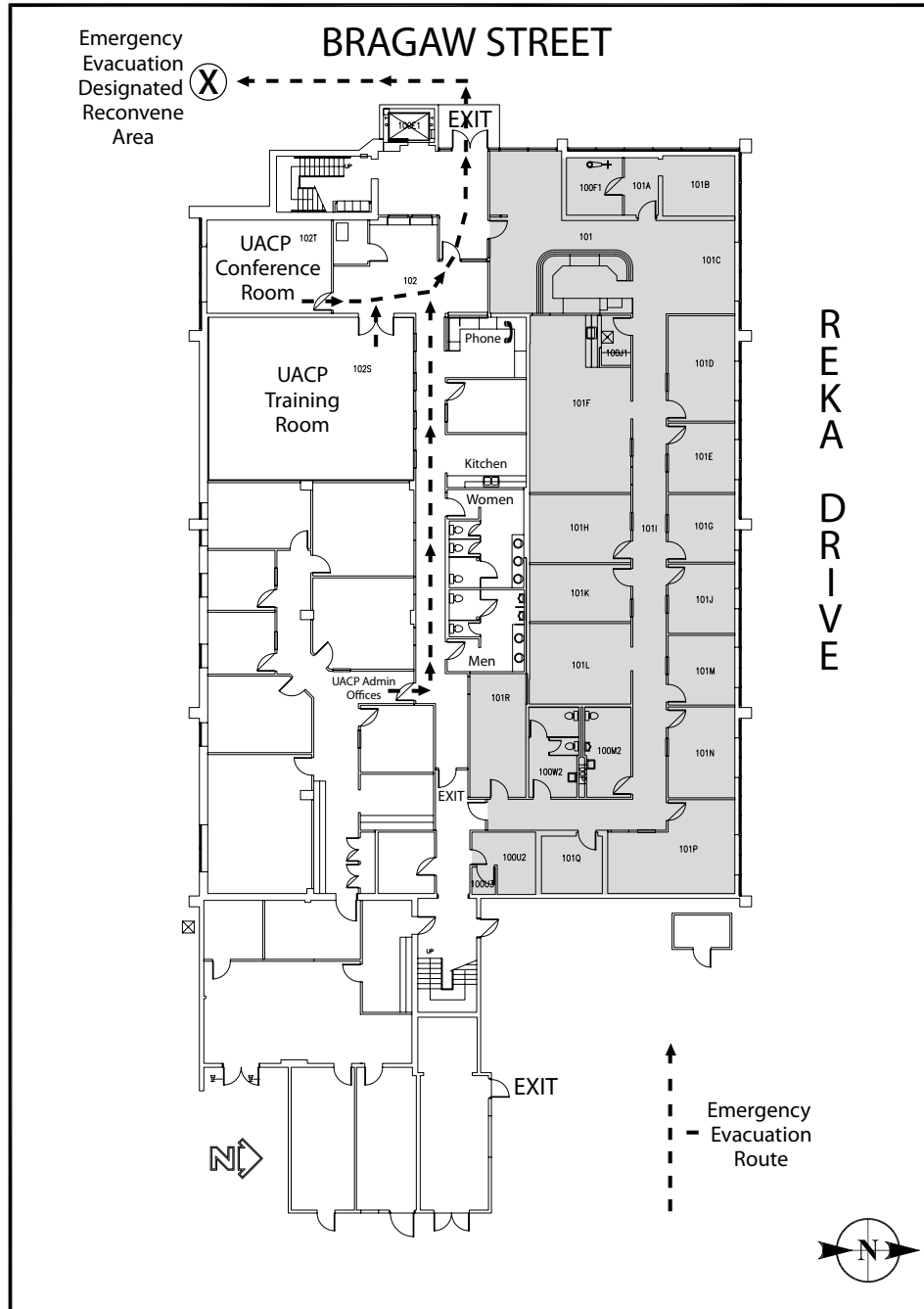


**In an emergency, call 911.**



## Emergency Building Evacuation Reconvening Site

**In an emergency, call 911.**

You are in University of Alaska Statewide's  
Bragaw Office Building Suite 102  
located at 1815 Bragaw Street  
(near East High School on the corner of  
Bragaw Street and Reka Drive).

- Call takers will need to know:
- your name and location;
  - nature of the emergency;
  - type and severity of injuries; and
  - direction of travel and description of suspect, if any.

University of Alaska Anchorage University Police  
non-emergency calls: 786-1120

UA Statewide Corporate Program's general office number:  
786-1531.

**In an emergency, call 911.**

## Statewide Corporate Programs Training Center

# SAFETY PROCEDURES

Welcome to the University of Alaska Statewide Corporate Programs  
Training Center! We appreciate your patronage and are delighted  
to be of service to you and your group.

Your comfort and safety are of utmost importance to us. Please take a  
moment to read through this Safety Procedures handout.

For clarification and further information regarding safety, please  
contact Lt. Ron Swartz, Emergency Preparedness Coordinator,  
located in Suite 114 of the Bragaw Office Building.

Phone: 786-1149.



**Statewide Corporate Programs**

Training Center • Bragaw Office Building Suite 102 • Phone: 786-1531



## Accidents or Medical Emergencies

**Call 911**

Provide the following information:

- Type of emergency.
- Location of the emergency or injured person.
- Type and extent of injuries, if known.
- Your name and phone number.

Do not move the injured person unless there is a threat of additional injury.



## Fire

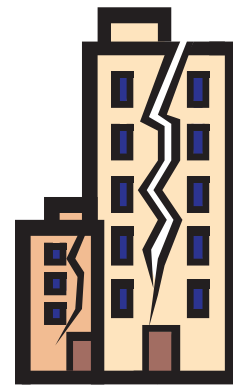
**Pull alarm**

**Call 911**

**Evacuate**

- Exit out the front door of the Bragaw Office Building, into the parking lot.
- Walk to the south and reconvene in the lobby of the next-door building at 1835 Bragaw Street.
- Do not re-enter the building until told to do so by the appropriate authority.
- In a smoke filled area, keep low to the floor to escape the smoke.
- If you see or smell smoke in a hall or stairway, use another exit.
- Do not use elevators.

**In an emergency, call 911.  
You are at 1815 Bragaw Street, Suite 102**



## Earthquake

**Take cover**

- Take cover under a desk or table and hold on. If your cover moves, move with it. Brace in a doorway if cover is not available.
- Stay away from windows, shelves, or furniture that could fall.
- Place your hands on the floor for balance.
- Do not run outside during the earthquake. When the shaking stops, exit cautiously out the front door of the Bragaw Office Building, into the parking lot.
- Walk to the south and reconvene in the lobby of the next-door building at 1835 Bragaw Street.
- Do not go back into the building until told to do so by the appropriate authority.
- Be prepared for after-shocks.



## Explosion

**Take cover**

**Call 911**

- Take cover under sturdy furniture
- If directed to do so by emergency responders, exit cautiously out the front door of the Bragaw Office Building, into the parking lot.
- Walk to the south and reconvene in the lobby of the next-door building at 1835 Bragaw Street.



## Armed Threat or Violent Behavior

**Call 911**

These kinds of incidents are unpredictable. The guidelines provided are based on past experiences. Other actions may be necessary. If the individual poses an immediate threat to you, you may need to act using your best judgment.

**If you can safely leave the area:**

- Exit the building immediately.
- Call 911.
- Give the dispatcher the following information:
  1. Your name
  2. Location of the incident
  3. Identification or description of threat
  4. Number of persons who may be at risk
  5. Your contact information and location

**If you are at immediate risk and exiting the building is not possible:**

- Go to the nearest room or office.
- Close and lock the door.
- Call 911.
- Give the dispatcher the following information:
  1. Your name
  2. Your location
  3. Identification or description of threat
  4. Number of persons who may be involved
  5. Your contact information and location
- Wait for appropriate authority to assist you out of the building.