

UNIVERSITY OF ALASKA ANCHORAGE EMERGENCY PROCEDURES

University Police Department (UPD): 766-1120 or 911 for Fire or Medical Emergencies
Facilities Maintenance Services (FMS) : 786-6980 Environmental Health & Safety (EHS): 786-1351

<p style="text-align: center;">EVACUATION INFORMATION</p> <ul style="list-style-type: none"> * Evacuate the building using the nearest exit (or alternate exit if nearest exit is blocked). * Do not use elevators! They are traps! * Take personal belongings (keys purses, wallets, winter coats, etc.). * Secure any hazardous materials or equipment before leaving without sacrificing your own safety. * Follow directions given by emergency personnel. * Go to Evacuation Assembly Points (EAP) if designated on this building's emergency evacuation sign. If EAPs are not designated, move 50 to 100 feet away from the building. * Mobility impaired individuals should seek shelter in designated areas like enclosed stairwells and supervisors or "buddies" should advise emergency responders of their locations. Do not attempt to move them unless the situation is immediately dangerous. * Do not leave area/campus until your status is reported to your supervisor resident advisor or instructor. 	<p style="text-align: center;">EARTHQUAKES</p> <ul style="list-style-type: none"> * Drop and cover. Stay under a table or desk or against an inside wall - not in a doorway - until the shaking stops. * After the shaking stops, check yourself and others for injuries and move towards the nearest exit or alternate exit. Watch for falling debris and trip hazards. * Evacuate the building (see EVAC. INFO.). * Do not leave the area or campus until your status is reported to your supervisor, resident advisor or instructor. 	<p style="text-align: center;">FIRE</p> <ul style="list-style-type: none"> * Activate the nearest fire alarm pull station and call 911 from the nearest phone if possible. If possible, also notify UPD. * Evacuate the building and go to the Evacuation Assembly Point (EAP) or designated area of safe refuge. * Advise emergency personnel of anyone still in the building. * Do not enter the building until authorized by emergency personnel.
<p style="text-align: center;">HAZARDOUS MATERIALS</p> <ul style="list-style-type: none"> * If an emergency or if anyone is in danger, call UPD or appropriate responder. * Move away from the site of the hazard to a safe location closing doors behind you. * Follow the instructions of the emergency response personnel. * Alert others to stay clear of the area. * Notify emergency personnel if you have been exposed to or have information about the release. 	<p style="text-align: center;">POWER OUTAGE</p> <ul style="list-style-type: none"> * Remain calm, provide assistance to others if necessary. * Move cautiously to a lighted area. Exits may be indicated by lighted or phosphorescent signs. * Turn off and unplug computers and other voltage sensitive equipment. * For information about a prolonged outage, call FMS 	<p style="text-align: center;">SUSPICIOUS PERSON</p> <ul style="list-style-type: none"> * It is okay to inquire if you can provide assistance (if appropriate). Do not physically confront the person. * Do not let anyone into a locked building or office. * Do not block the person's access to an exit or attempt to restrain them. * Within your area, set up a code word or phrase that triggers a call to UPD without alerting the suspicious person. * Call UPD. Provide as much information as possible about the person and their direction of travel.
	<p style="text-align: center;">VIOLENCE IN THE WORKPLACE</p> <ul style="list-style-type: none"> * Do not confront individual. * Call UPD or 911 if safe to do so. * If possible, move to a safe location. * Provide responding police with as much as information as possible. 	<p style="text-align: center;">SUSPICIOUS OBJECT</p> <ul style="list-style-type: none"> * Do not touch or disturb the object. * Notify your supervisor and/or any other administrative personnel. * Attempt to determine if any associated threat or reason for object being present. * Call UPD. * Clearly describe object and location. * Be prepared to evacuate if required by police and or emergency officials.
<p style="text-align: center;">MEDICAL EMERGENCY</p> <ul style="list-style-type: none"> * Call 911 and UPD (if time permits). * Render 1st Aid or CPR/AED if qualified. * Remain with victim and provide Emergency Responders with detailed information (who, what, when, where, why, etc.) * Avoid moving or transporting victim. Let the medical professionals do that. 		
<p style="text-align: center;">PERSONAL SAFETY & SECURITY</p> <ul style="list-style-type: none"> * Call UPD for safety escorts to your car after hours or whenever needed. * Travel in groups of two or more. * Avoid dark or low visibility areas. * Know the locations of emergency phones or carry a cell phone. * Remember to close and lock doors behind you when using areas during off-hours. * Notify UPD if you are working off-hours, especially if working alone. 	<p style="text-align: center;">REPORTING HAZARDOUS OR UNSAFE CONDITIONS</p> <ul style="list-style-type: none"> * Call UPD, FMS or EHS immediately. 	<p style="text-align: center;">CONTACT NUMBERS</p> <ul style="list-style-type: none"> * UPD 786-1120 Business Line * Fire and Medical 911 and UPD if time permits. * Facility Maintenance Services (FMS) 786-6980 * Environmental Health & Safety (EHS) 786-1351 * Disability Support Services (DSS) 786-4530
	<p style="text-align: center;">WEB RESOURCES</p> <ul style="list-style-type: none"> * UPD: http://www.uaa.alaska.edu/upd/ * EHS: http://ehsrms.uaa.alaska.edu/ * DSS: http://edit.uaa.alaska.edu/dss/ 	