

EMERGENCY PROCEDURES FAIRBANKS REGIONAL OFFICE BUILDING

PURPOSE

To establish orderly, safe, and rapid emergency procedures for use in the event of fire, explosion, bomb threat, or other disaster.

PROCEDURE

The following are guidelines to be followed in all emergencies.

- 1) When an employee is aware that an emergency exists or is imminent (please refer to page 31 of this section), you must immediately notify the nearest manager or supervisor.
- 2) When an emergency occurs in an office, the manager or supervisor will investigate if it is reasonable to do so. An exception to this procedure would be a serious fire, explosion, or bomb threat. In that case, the managers or supervisors will be responsible for determining the course of action.
- 3) A return to work can only be issued by a Manager or Safety Committee Member (S.C.M.).
- 4) The managers and/or S.C.M. are responsible for assisting persons with a disability in their area, when an evacuation order is given. Assistance will be given until that person is at least 50 feet from the building.
- 5) All employees must follow the directions of the security contractor, police, fire, or other emergency personnel.
- 6) It is the responsibility of all personnel to familiarize themselves with the locations of fire hoses, fire extinguishers, alarm pull stations, evacuation routes, the name of their group leader and their area for assembly. Please see the Map of Fire Extinguisher and Fire Hose Locations.
- 7) Drill emergency meetings should be conducted annually and include all appropriate personnel. Building wide drills will be conducted periodically.

FIRE

Upon discovering a fire or explosion:

- 1) Immediately PULL FIRE ALARM.
- 2) Then dial 911 and supply the dispatcher with all requested information, do not hang up until directed to do so.
- 3) If in no imminent personal danger, use fire extinguisher equipment to try to control the fire. When in doubt, leave the building.
- 4) In the event of a fire alarm, do not wait to see if the alarm is a test. Evacuate the building quickly and calmly. SEE Evacuation Procedures on page 27.

BOMB THREAT

In case of a bomb threat:

- 1) Any person receiving a telephone threat should try to keep the caller on the line and if possible transfer the Area Manager. Remain calm, notify your supervisor and await instructions.
- 2) If you are unable to transfer the call, obtain as much relevant information as possible and notify the Area Manager by messenger. Try to question the caller so you can fill out the 'Bomb Threat Report Form'. After the caller hangs up, notify the Division Manager, then contact 911 and ask for instructions. Then contact Maintenance and the Governor's office.
- 3) The Division Manager will call the police (911) for instructions.
 - a. If the Division Manager is not available call 911 and wait for instructions.
 - b. Pull EMERGENCY EVACUATION ALARM. Follow evacuation procedures (See Page 27).
- 4) The person who received the bomb threat will report directly to the police station.
- 5) Safety Committee Members and Office Managers are responsible for scanning their office areas on their way out of the building for unusual packages or unfamiliar or unidentified items. Report any findings or 'all clear' to the Emergency Building Coordinator.

EVACUATION PROCEDURES

PURPOSE

To establish a procedure for the safe, orderly, and rapid evacuation of employees and the public.

1) Alarms:

- a. Fire Alarm – A steady continuous alarm signals a fire.
- b. Emergency Evacuation (Bomb) Alarm – Intermittent short beeps signal a bomb threat.

Do not wait to see if the alarm is a test. Evacuate the building if an alarm is sounded.

2) Procedures:

- a. Keep calm. Do not panic or panic others. Walk rapidly. Refer to the Evacuation Map.
 - i. Do Not Run.
 - ii. Do Not Use the Elevator.
 - iii. Do Not enter basement parking lot to retrieve vehicles.
 - iv. Do Not return to your desk/office to retrieve personal items.
 - v. Do Not lock doors.
- b. If possible, close all doors and windows for Fire Alarm, this will slow the spread of smoke and fire. If there is a Bomb Threat, leave doors and windows open. (Do Not lock doors).
- c. Before opening doors, feel the door and if it is hot, do not open it. Choose an alternate route. If you are in an area filled with smoke, take short breaths, breath through your nose, crawl along the floor where the air is cooler. If forced to make a dash through smoke or flame, hold your breath.
- d. Office Managers/Safety Committee Members are responsible to insure that all personnel have left their respective areas.
- e. Designated Safety Committee Members will evacuate the common areas assigned to them.
- f. Security personnel will evacuate the restrooms and entrance areas. They will then assist S.C.M.'s to cordon off all entrances to the building (including parking ramp entrance) and go to the East doors to assist in crowd control, assure a 50-foot safety zone, and prevent anyone from entering the building.
- g. Refer to table called Common Area for outdoor meeting areas.

SAFETY COMMITTEE MEMBERS RESPONSIBILITIES

MAINTENANCE

- 1) Assist manager in informing employees of emergency evacuation plan.
- 2) Be familiar with location of fire extinguishers and posted emergency information in your area and insure they are in effective condition.
- 3) On a daily and routine basis insure exit paths are not obstructed.
- 4) Insure that a trained stand-in is available.

EMERGENCY PROCEDURES

- 1) Assist manager to supervise evacuation of area.
- 2) Check public area for evacuation; and, if designated, cordon off entrance to FROB with yellow tape supplies by DOT&PF.
- 3) Find out cause of alarm.
- 4) In case of a bomb threat, scan designated office and public areas for possible bomb.
- 5) Report possible bomb or report 'all clear' to the Emergency Coordinator.
- 6) Stand ready to assist the Emergency Coordinator.
- 7) At the 'all clear' signal, inform Manager and employees that they may return to their office.

IN AN EMERGENCY

FIRE

- 1) Immediately on discovering a fire...PULL FIRE ALARM.
- 2) Then dial 911 and give the fire department the information they ask for. DO NOT hang up until they tell you to.
- 3) If in no imminent personal danger – use fire extinguisher equipment to help control the fire. When in doubt, leave the building.
- 4) Follow procedure to emergency evacuation.

BOMB THREAT

- 1) Phone call: remain calm, courteous, and listen. Do not interrupt the caller. Check Bomb Threat Report Form for questions to ask caller and information to note. See form in the appendix of this manual.
- 2) Notify your Supervisor or Manager.
- 3) Give the police OK, PULL EMERGENCY EVACUATION ALARM.
- 4) Follow procedure for emergency evacuation. Person who received call goes directly to the Police Station.

EVACUATION PROCEDURE

DO'S

1. Evacuate the building immediately when you hear the alarm
2. Walk rapidly – don't run.
3. Don't panic others!
4. Go to your assembly area and check in with the person responsible.

DON'T'S

1. Don't use the elevator
2. Don't go to the basement
3. Don't go back for your Personal belongings or vehicle

THIS OFFICE'S EMERGENCY FACILITATOR IS: _____
OUR EMERGENCY ASSEMBLY AREA IS: PARKING GARAGE – BARNETTE ST.

TO SUMMON SECURITY GUARD

- 1) Dial 2910 (Program Speed Call recommended).
- 2) When prompted, enter number to be displayed on pager.
For guard to respond in person, you should already know your Department area number code, a three-digit number. Ex.: '107'.

OR:

For guard to call you back, you should know your own personal desk phone number, a four-digit number. Ex.: '2548'.

- 3) Hang up when call ends.
- 4) Repeat process to ensure response.

If you need an emergency response, precede your area number with '88'. Ex.: '88-107'. (Guard approaches area a potentially dangerous situation).

If you need an emergency callback, precede your phone number with '88'. Ex.: '88-2548'. (Guard knows to call you back immediately and to ask you 'yes' or 'no' questions as not to alarm the person near you who is causing the disruption).

SUMMARY

Standard Response:	Area	2910 (pause) _ _ _
	Callback	2910 (pause) _ _ _ _ _
Emergency Response:	Area	2910 (pause) 88- _ _ _ _
	Callback	2910 (pause) 88- _ _ _ _ _

If used correctly, this paging system will be an extremely useful tool for all of us. It will supply the guard with the most amount of information with the least amount on your part. **THIS IS NOT COMPLICATED.** If the pager number is put into your speed dial, all you need to remember is your area or telephone number.

Phone plaques are being provided, and each new employee should attach one near or on their phone and write their building area number and phone number in the space provided for quick reference.

RAISING FLAGS

1. Do not lay one flag down while raising the other.
2. Always raise the American flag on the side away from the building.
3. Always raise American flag first and take it down last.

GENERAL DISPLAY

It is the universal custom to display the flag only from sunrise to sunset on buildings and on stationary flagstaffs in the open. However, when a patriotic effect is desired, the flag may be displayed twenty-four hour a day if properly illuminated during the hours of darkness.

The flag should be hoisted briskly and lowered ceremoniously.

The flag should not be displayed on days when the weather is inclement, except when all-weather flag is displayed.

The flag should be displayed daily; on or near the main administration building of every public institution . . . In or near every polling place on election days . . . during school days in or near every schoolhouse.

No other flag or pennant should be placed above or, if on the same level, to the right of the flag of the United States of America, except during church services conducted by naval chaplains at sea . . . For personnel of the Navy . . . When the church pennant may be flown above the flag.

No person shall display the flag of the United Nations or any other national or international flag equal, above, or in the position of superior prominence, or honor to, or in place of, the flag of the United States at any place within the United States or any Territory or possession thereof: *Provided*, that nothing in this section shall make in lawful the continuance of the practice heretofore followed of displaying the flag of the United Nations in a position of superior prominence or honor, and other national flags in positions of equal prominence or honor, and other national flags in positions of equal prominence or honor, with that of the flag of the United States at the headquarters of the United Nations.

The flag of the United States of America, when it is displayed with another flag against a wall from crossed staffs, should be on the right, the flag's own right, and its staff should be in front of the staff of the other flag.

The flag of the United States of America should be at the center and at the highest point of the group when a number of flags of States or localities or pennants of societies are grouped and displayed from staffs.

When flags of States, cities, or localities, or pennants of societies are flown on the same halyard with the flag of the United States, the latter should always be at the peak. When the flags are flown from adjacent staffs, the flag of the United States should be hoisted first and lowered last. No such flag or pennant may be placed above the flag's right.

When flags of two or more nations are displayed, they are to be flown from separate staffs of the same height. The flags should be of approximately equal size. International usage forbids the display of the flag of one nation above that of another nation in time of peace.

When the flag of the United States is displayed from a staff projecting horizontally or at an angle from the window sill, balcony, or front of a building, the union of the flag should be placed at the peak of the staff unless the flag is at half-staff. When the flag is suspended over a sidewalk, the flag should be hoisted out, union first, from the building.

When displayed either horizontally or vertically against a wall, the union should be uppermost and to the flag's own right,

that is, to the observer's left. When displayed in a window, the flag should be in the same way, with the union or blue field to the left of the observer in the street.

When the flag is displayed over the middle of the street, it should be suspended vertically with the union to the North in an East and West street or to the East in a North and South street.

The flag should never be displayed with the union down, except as a signal of dire distress in instances of extreme danger in life or property.

The flag should never touch anything beneath it, such as the ground, the floor, water or merchandise.

The flag should never be fastened, displayed, used, or stored in such a manner as to permit it to be easily torn, soiled, or damaged in any way.

The flag should never have placed upon it, nor on any part of it, nor attached to it any mark, insignia, letter, word, figure, design, picture, or drawing of any nature.

The flag should never be used as a receptacle for receiving, holding, carrying, or delivering anything.

HALF STAFF

The flag, when flown at half-staff, should be first hoisted to the peak for an instant and then lowered to the half-staff position. The flag should be again raised to the peak before it is lowered for the day. On Memorial Day the flag should be displayed at half-staff until noon only, then raised to the top of the staff. By order of the President, the flown at half-staff upon the death of principal figures of the United States Government and the Governor of a State, territory or possession, as a mark of respect to their memory. In the event of the death of other officials or foreign dignitaries, the flag is to be displayed at half-staff according to Presidential instructions or orders, or in accordance with recognized customs or practices not inconsistent with law.

In the event of the death of a present or former official of the government of any State, territory or possession of the United States, the Governor of that State, territory or possession may proclaim that the National flag may be flown at half-staff.

FLAG FOLDING

A half-staff press release will be supplied by building management/Governor's office on which flags and duration of the half-staff.