

STATE OF ALASKA STANDARD OPERATING PROCEDURE Division of General Services	S.O.P. # DGS-005-05	PAGE 1 of 2
<b>SUBJECT:</b> <b>Emergency Announcements</b>	<b>EFFECTIVE DATE:</b> 06/25/08	
WRITTEN BY: TANJI MINTZ, State Leasing & Facilities Manager APPROVED BY: VERN JONES, CPO	<b>SUPERSEDES S.O.P. #</b> N/A	<b>DATED</b> <b>REVISED:</b> 6/4/08

**PURPOSE:** To establish a policy regarding a method of communicating emergency announcements to State Agency's in state owned and leased facilities managed by the Executive Branch. The intent of this notification is to provide warning to building occupants of a potential life / safety issue.

**AUTHORITY:** Per AS 36.30 and AS 44.21, the Department of Administration is responsible for procurement and allocation of all space used by the Executive Branch. The Departments of Administration and Transportation & Public Facilities are designated as the responsible Facility Managers for the majority of State owned buildings.

**POLICY:** Provides written instruction on the process to notify building occupants of an emergency situation. Each occupying Agency or Facility Management shall be responsible for forwarding the notification to occupants within the facilities.

**PROCEDURE:**

1. Initial Emergency Identification –

Local authorities, facility management and/or executive State officials shall identify if an emergency announcement is required.

2. Definition of Emergency Announcement –

Message should identify the following points:

- a. Type of emergency
- b. Type of action occupants are recommended to take
- c. Location of emergency
- d. Emergency personnel involvement
- e. Estimated duration of emergency

### 3. Leased Facilities -

It is the responsibility of each Agency residing in a leased facility to identify key contacts to assist in dispersing an emergency message within their occupied building. It is recommended the method of communications be pre-established and be via email notification or direct telephone calls.

### 4. State Owned Facilities –

Upon identifying an emergency announcement is required. Parties shall immediately notify facilities / building management for their further action of dispersing the emergency announcement via: phone, email or bulding paging system.

Atwood & Palmer State Office Buildings – Building Management #269-0330

Juneau State Owned Buildings – Facilities Call Center #465-5689

State Office Building (SOB)

Alaska Office Building (AOB)

Court Plaza Building

Dimond Courthouse Building

Community Bulding

3<sup>rd</sup> Floor Capitol Building

Douglas Island Building

Governor's Residence

Alaska State Musuem

Archives Building

Fairbanks Regional Office Building – Facilities Section #451-2275 or #451-2204

Other primary State emergency contacts (24/7);

Tanci Mintz – All Facilities, Department of Administration, #242-1044

Gareth Jones – Juneau Facilities – Department of Administration, #321-4388

Mike Bratten – Fairbanks Facility – Department of Transportation, #322-9230 or

Dan Moody – Fairbanks Facility – Department of Transportation, #322-0607

### 5. Jurisdiction –

In all situations local emergency personnel have ultimate authority to direct and manage on site emergency situations.

Building occupants should provide full cooperation and assistance.