EMERGENCY RESPONSE GUIDE

It only takes a few seconds to familiarize yourself with information that could save your life in an emergency.

CONTACTS

IN AN EMERGENCY
CALL 911

Campus Hotline
(Fairbanks)
907-474-7UAF
(7823)

Facilities Services
(Fairbanks)
907-474-7000

EMERGENCY Info
http://uafalert.alaska.edu/
SAFETY Information
www.uaf.edu/safety/

PROCEDURES

Evacuation Procedures

- Leave the building using the nearest exit.
- Close the door.
- Do not use elevators.
- Take personal belongings (keys, purses, wallets, etc.).
- Secure hazardous materials/equipment before leaving.
- Follow directions given by emergency personnel.
- Assist persons with disabilities.
- Go to your predetermined meeting location and stay there until your safe arrival has been noted.

Hazardous Materials

- In an emergency or if anyone is in danger, call 911.
- Provide name, material, quantity, time of spill, location and possible exposure.
- Move to a safe location.
- Follow the instructions of emergency personnel.
- Tell others to stay clear of the area.

Gas Leaks, Fumes and Vapors

- Do not activate fire alarm pull stations.
- Do not touch any light switches or electrical equipment.
- In an emergency, call 911.
- Clear the area if asked to do so by the dispatcher.

Power Outage

- Keep a flashlight in your area.
- Provide assistance to others if necessary.
- Move cautiously to a lighted area. Lighted signs may indicate exits if the emergency power is operating.
- Turn off and unplug voltage-sensitive equipment.
- If you have access to a wireless computer, check **www.uaf.edu** or call the campus hotline at 474-7823 for updates.

Flooding

- Secure equipment, records and hazardous materials.
- Turn off nonessential electric equipment.
- Move to a safe area.
- Report flooding to Facilities Services at 907-474-7000.
- Do not return to buildings until emergency personnel say it is safe to do so.

Violence in the Workplace/Active Shooter

- Move to a safe location.
- If you can't exit, shelter in place (see below) until you know it's safe.
- Do not attempt to confront the individual.
- Do not assume that someone has called the police.
- Provide responding police with as much information as possible.

Shelter in Place

- Close and lock all windows and office doors.
- Close shades, blinds or curtains and seek cover behind a dense, sturdy object. Monitor online and broadcast news sources for information about when it is safe to leave.

Note: Risk factors such as termination of employment, disciplinary actions, conflicts between employees and domestic violence are often present before an incident. Discuss your situation with Human Resources, the UAF Police Department or Student and Enrollment Services before it escalates.

DO NOT REMOVE

UNIVERSITY OF ALASKA FAIRBANKS

IN AN EMERGENCY, CALL 911

PROCEDURES

Fire

- Activate the nearest fire alarm pull station and call 911.
- Evacuate the building and go to your predetermined meeting location and count your team members. Stay there until all members are accounted for.
- Tell emergency personnel if someone is still in the building.
- Do not enter the building until emergency personnel say it is safe to do so.

Suspicious Person

- It's OK to inquire if you can provide assistance, but do not physically confront the person.
- Do not let anyone into a locked building/office.
- Do not block the person's access to an exit or attempt to restrain him or her.
- Call 911. Provide as much information as possible about the person and direction of travel. If you see a vehicle, license numbers are extremely helpful.

Suspicious Object

- Do not touch or disturb the object.
- Notify your supervisor and/or building captain, resident advisor or safety coordinator.
- Be prepared to evacuate.

Bomb Threats

- Remain calm. Look around, but don't touch.
- Gather as much information as possible in cases of telephone or e-mail threats.
- Call 911.
- Follow instructions from emergency personnel.

Medical Emergencies — Call 911

Cardiac Arrest/Heart Attack

- Call 911
- Assess the scene for danger (electrical causes, etc.).
- Check the victim.
- Locate an automated external defibrillator and a trained individual to use it.
- Perform CPR.

Bleeding

- Apply firm, direct pressure to the wound with a clean cloth.
- Immobilize the body part.
- Keep the person as comfortable as possible.

Burns

- Remove the source of the burn unless the source is electrical.
- If safe to do so, flush the area with cold water.
- Do not apply dressings, creams or lotions.

Earthquakes

- Position yourself 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 toward the nearest exit.
- Evacuate the building.
- Do not leave the area/campus until you have checked in with your supervisor.

Weather Emergencies & Campus Advisories

- Every effort is made to keep the university open during extreme weather.
- Monitor local television and radio stations for announcements.
- Visit the UAF website at **www.uaf.edu** or call the UAF hotline for updates (474-7823).

Media Inquiries

- Refer reporters to media relations staff or designated spokesperson for information in an emergency.
- Visit **www.uaf.edu/marketing/crisisplan/** for more information.

For emergency text alerts to your cell phone sign up at
http://uafalert.alaska.edu/

Emergency Response Guide

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