

## **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.

### **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.