Facilities Services
Incident Communication Plan
2017
UAF Facilities Services Incident Communication Plan
Monday-Friday 7:00 AM - 5:00 PM

Employee or Department Reports Incident

Contact FS Customer Service x7000 or Radio ("Base")
*Activate Text Message Tree*

(1) Call Emergency Communication Center x7721
(2) Contact FS Safety Officer:
   Thadd Williamson x5949
   Cell: 590-8819
(3) Contact:
   Supervisors and Directors and Superintendents
   Bill Cox (MTC)
   Cell: 460-4054
   Home: 451-0392
   Darrin Edson (OPS)
   Cell: 687-4781
   Chilkoot Ward (UTL)
   Cell: 378-1769
   Jenny Campbell (DDC)
   Cell: 590-3911
   Kellie Fritze (ADMN)
   Cell: 347-3918
(4) Notify AVCFS
    Scott Bell
    Cell: 388-2603
    (Alternate)
    Jenny Campbell
    Cell: 590-3911

Contact Chancellor, Vice Presidents and Provost Offices or designee
Chancellor: 322-7024
V. Chancellor: (206) 473-8131
Provost: 590-9825

Contact Senior Public Information officer
Marmian Grimes
x7902
Cell: 460-4750

Call tree:
VCAS
Provost
VCUSA
VC Research
Rural Colleges
Chancellor

Incident:
outages, injuries, accidents, loss of life, environmental, contamination.

Criteria for contacting Chancellor:
Significant unplanned outage, News Media, Legislature, Board of Regents, death or significant injury or property damage.

In all cases, if you don't reach a live person, leave a message and call next person on list until you speak directly with a person.
UAF Facilities Services Incident Communication Plan
Nights (5:00 PM - 7:00 AM), Weekends, and Holidays

Person Reporting Incident

Call Emergency Communication Center
x7721

or

Power Plant Control Room
x6680

Contact On-Call FS Personnel

Contact Appropriate Superintendent:

Bill Cox (MTC)
Cell: 460-4054  Home: 451-0392
Darrin Edson (OPS)
Cell: 687-4781
Chilkoot Ward (UTL)
Cell: 378-1769
Jenny Campbell (DDC)
Cell: 590-3911
Kellie Fritze (ADMN)
Cell: 347-3918

Contact AVCFS
Scott Bell
Cell: 388-2603
Home: 479-6854
*Activate Text Message Tree*
(Alternate)
Jenny Campbell
Cell: 590-3911

Contact FS Safety Officer:
Thadd Williamson x5949
Cell: 590-8819

Contact Senior Public
Information Officer
Marmian Grimes
x7902
Cell: 460-4750

Contact Kari Burrell
(V. Chancellor):
(206)-473-8131
V. Chancellor consult on
further notification

Notify affected vice chancellors and/or
provost as needed

Contact Environmental Health, Safety
and Risk Management:
Frances Isgrigg x5487
Cell: 590-5809

In all cases, if you don't reach a live person, leave a message and
call next person on list until you speak directly with a person.
UAF Facilities Services Incident Communication Plan

**Injuries**

Injured employee MUST:
1) Contact supervisor
2) Call 911; if necessary

*When admitted to the hospital you must again notify supervisor per OSHA regulation*

Contact Appropriate Superintendent:

Bill Cox (MTC)
Cell: 460-4054  Home: 451-0392
Darrin Edson (OPS)
Cell: 687-4781
Chilkoot Ward (UTL)
Cell: 378-1769
Jenny Campbell (DDC)
Cell: 590-3911
Kellie Fritze (ADMN)
Cell: 347-3918

Contact FS Safety Officer:
Thadd Williamson x5949
Cell: 590-8819

*Send “Hasty Incident Notification”*

Contact Environmental Health, Safety and Risk Management:

Frances Isgrigg
X5487
Cell: 590-5809

Follow up with appropriate Supervisors or Directors

Contact Chancellor, V. Chancellors and Provost Offices or designee.
Chancellor: 322-7024
V. Chancellor: (206)-473-8131
Provost: 590-9825

HIPAA Law:
You cannot share information regarding people who are sick or injured.

In all cases, if you don't reach a live person, leave a message and call next person on list until you speak directly with a person.