

EMERGENCY RESPONSE GUIDE



In an emergency, call 911



EVACUATION PROCEDURES

- Leave using the nearest exit and close the door.
- Do not use elevators.
- Take personal belongings (keys, purse, wallet, etc.).
- Follow directions given by emergency personnel.
- Assist people with disabilities.
- Go to your building's predetermined meeting location, and stay there until given further instructions.



VIOLENT INTRUDER

- **Run:** If you can, escape to a safe location.
- **Hide/barricade:** If you can't run, find a place to hide and/or barricade. Silence cell phones, lock and block doors, turn off lights.
- **Fight:** As a last resort, if your life is in danger, use any available objects as weapons to distract, disarm, disable and overcome the intruder.
- **Assess:** Look for ways to improve your situation. For example, if you are hiding and it is now safe to run, do so.
- **Call 911:** If it's safe to do so, call police and give them as much information as possible.



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 or 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 plate numbers are extremely helpful.



MEDICAL EMERGENCIES

CALL 911

Cardiac arrest

- Assess the scene for danger (electrical causes, etc.).
- Start hands-only CPR and don't stop.
- Send someone for an automated external defibrillator.

Bleeding

- Apply firm, direct pressure to the wound with a clean cloth. Elevate if possible.
- 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.



FIRE

- Pull the nearest fire alarm and call 911.
- Evacuate the building, 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 in the building.
- Do not enter the building until emergency personnel say it is safe to do so.



EARTHQUAKE

- Move away from glass windows and doors.
- **Duck** under a table or desk or get along an inside wall — not in a doorway.
- Stay under **cover** and **hold** on until the shaking stops.
- After the shaking stops, check yourself and others for injuries, and move toward the nearest exit.
- Evacuate the building.



EXTREME WEATHER

- Every effort is made to keep the university open during extreme weather.
- Monitor local television, radio stations and social media for announcements.
- Visit <http://uafalert.alaska.edu> for updates.



SHELTER IN PLACE

- Close and lock all windows and doors.
- Depending on the situation, take cover behind or beneath a sturdy object.
- Stay put, and wait for instructions.



INFORMATION

Where to find information during an emergency

- UAF on Alert: <http://uafalert.alaska.edu>
- Facebook and Twitter: @uafairbanks

Non-emergency contacts

- UAF Police Department: 474-7721
- Facilities Services Dispatch: 474-7000



MEDIA INQUIRIES

- Refer reporters to the incident public information officer or a University Relations representative.
- Visit www.uaf.edu/universityrelations/ for contact information or email uaf-news@alaska.edu.