

GEOLOGIC MATERIALS CENTER BUILDING



EMERGENCY PROCEDURES

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INTRODUCTION

The GMC Building is providing this information as a reference guide in the event of an emergency.

It is each occupant's responsibility to be aware of the procedures listed herein and the location of the buildings emergency exits so that injuries and property damage may be minimized during an emergency situation.

EMERGENCY TELEPHONE NUMBERS

If you accidently misdial 911 stay on the line and speak to the emergency dispatcher. It is impossible to hang up quickly.

- | | |
|--|----------|
| 1. Anchorage Fire Department | 911 |
| Anchorage Police Department | 911 |
| Emergency Medical Aid | 911 |
| 2. Building Management | 269-0330 |
| 3. Building Manager | 279-0577 |
| 4. State of Alaska Facilities Management | 269-0300 |

BUILDING EMERGENCY SYSTEMS

A. EMERGENCY EXITS

The Evacuation Map on page 7 illustrates the 7 exits located around each side of the GMC building, and Evacuation Route Map on page 8 will assist in showing where to go once outside. SPCO stairway exits are located at both the north and south end of the 2nd floor. Please familiarize yourself with their location.

B. FIRE ALARM PULL STATIONS

Pull stations are located on each floor. In case of fire in your area, activate the nearest pull station, regardless of whether or not the alarm signal is already sounding.

C. SPRINKLERS AND SMOKE DETECTORS

The building is fully equipped with numerous sprinklers and smoke detectors. Both of these systems are automatically monitored so that, should either one be activated by smoke or heat, the alarm signal will sound and the fire department will be alerted.

D. FIRE EXTINGUISHERS

Fire extinguishers are located and labeled throughout the building. Extinguishers are intended for use on small, controllable blazes. The extinguisher should be held upright with the nozzle pointed at the base of the flames. Please do not attempt to fight fires unless you can do so safely. If a fire extinguisher is utilized, please notify building management regardless of whether or not the fire alarm or sprinklers are activated.

E. ELEVATOR

The elevator is not to be used for evacuation purposes unless ordered to do so by the fire department. Please use the Emergency Exit Stairs located in the north & south sections of the 2nd floor.

EARTHQUAKE

EMERGENCY PHONE NUMBERS

- | | | |
|----|---------------------------------|----------|
| 1. | Fire/Police/Medical Departments | 911 |
| 2. | Building Management | 269-0330 |
| 3. | After-hour Security | 269-0334 |

IMPORTANT DO'S

1. Drop to the floor
2. Take cover under a desk, table, or other furniture.
3. Hold until the earthquake subsides
4. Stay clear of bookcases, file cabinets, glass items, windows and other similar items.
5. In the event that emergency personnel need to be called or an evacuation is necessary, follow instructions of the Fire Department and Building Management
6. Keep calm
7. Turn off all electrical equipment
8. Wait for instructions from Building Management in the event of an extended power failure

IMPORTANT DON'TS

1. DO NOT RUN OUTSIDE!!!
2. Don't panic.
3. Don't use telephones
4. Don't use the elevator
5. Don't stand near windows.
6. Don't use an open flame
7. DO NOT GO OUTSIDE THE BUILDING unless instructed to do so by persons in authority. If you are outside, move away from the building to protect yourself from falling debris or glass.

IMPORTANT SUPPLIES

1. Flashlight and extra batteries
2. First Aid Kit and Manual
3. Emergency food and water, non-electric can opener

ELEVATOR EMERGENCY

Elevators are a very safe mode of transportation. They do occasionally malfunction. When they do, follow these guidelines:

IMPORTANT DO'S

1. Remain calm.
2. Press the red call button located on the panel to notify those outside that there is a problem, and they can contact Building Management.
3. If you observe a malfunction from outside the elevator, notify Building Management at 269-0330.

IMPORTANT DON'TS

1. Don't force the elevator doors open.
2. Don't Panic
3. Don't jump in the elevators; the most common reason elevators get stuck between floors is occupants misusing the equipment. Jumping in the elevators can cause over-speed, which can activate the brakes.

WHAT TO EXPECT

1. Building Management will assist the elevator company.
2. Passengers will be assisted as quickly as possible.
3. Building Maintenance is expressly forbidden from recovering people from stuck elevators. Only trained, authorized personnel can accomplish this. Therefore, if you are stuck, you will have to wait until qualified personnel arrive at the building; this can easily take 20-45 minutes, please be patient.

EVACUATION

EMERGENCY PHONE NUMBERS

- | | | |
|----|---------------------------------|----------|
| 1. | Fire/Police/Medical Departments | 911 |
| 2. | Building Management | 269-0330 |
| 3. | After-hour Security | 269-0334 |

IMPORTANT DO'S

1. Follow the instructions of your SERC and ERC, the Fire Department, and Building Management.
2. Where possible, assist disabled personnel to a safe location where they will be picked up by emergency personnel. The SERC and ERC will coordinate this effort.
3. Close the door to your office as you leave.
4. Be alert of other employees and tenants and Fire Department personnel.
5. Keep talking to a minimum
6. Move quickly, and calmly.
7. Listen for instructions and follow them.
8. Clear emergency exit doors as soon as you exit.
9. Be aware of emergency vehicles entering the property, and stay clear of those vehicles and emergency response personnel.
10. Clear away from the building; go to the designated Muster Point. There are 2 Muster Points, 1 for GMC & 1 for SPCO, located in the parking lot, and an Alternate Muster Point located at the NE area outside of the loading dock area (next to the retaining wall), which can be used if staff is unable to get around to the main areas.
11. Notify the SERC or Building Management if the Alternate Muster Area is used so that emergency personnel can respond.
12. Please check with your SERC and ERC to verify accountability after evacuation from the building.
13. Wait for an "ALL CLEAR" announcement for further instructions.

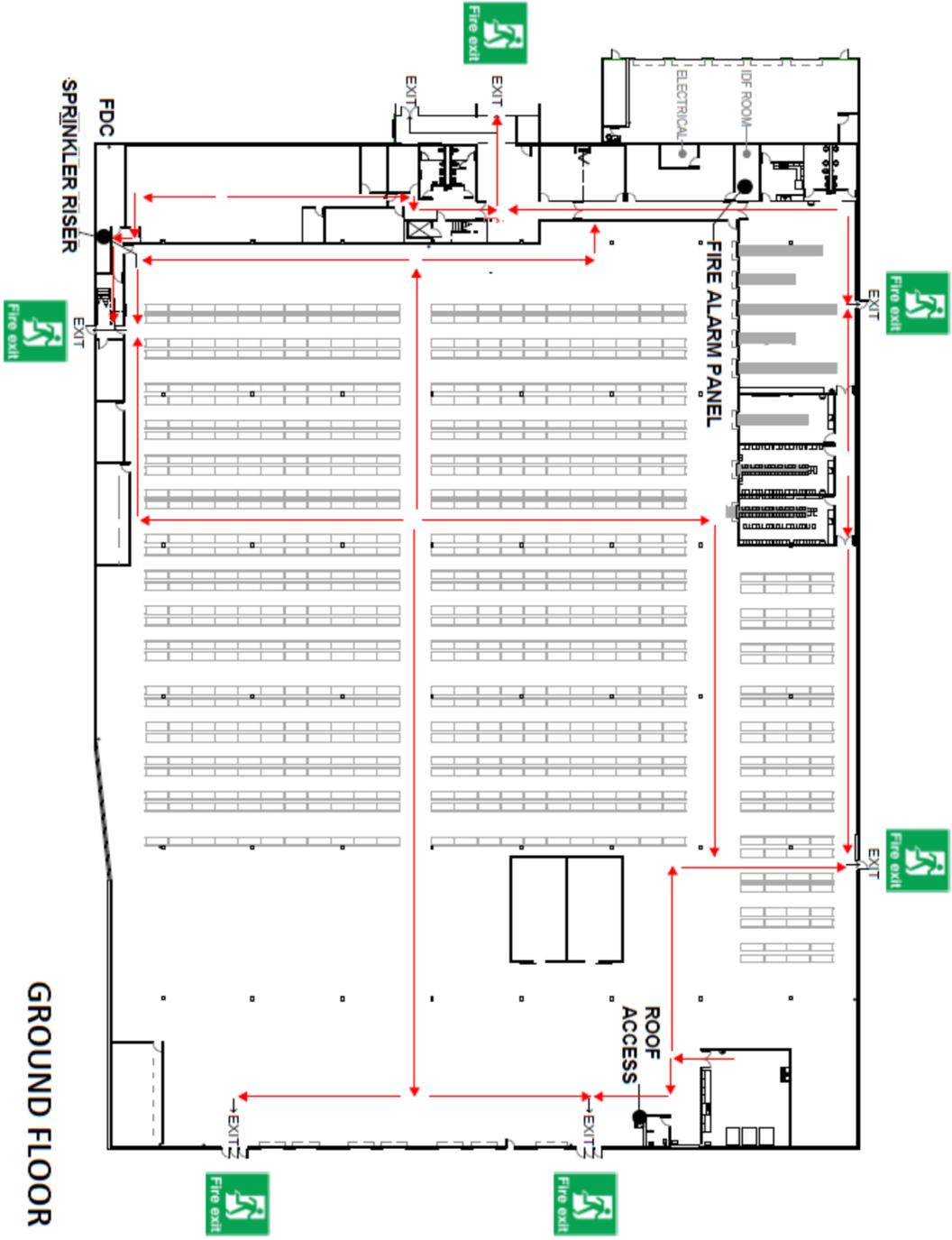
IMPORTANT DON'TS

1. Do not try to use the elevator.
2. Do not return to the area to retrieve items such as purses, coats, etc.
3. Do not block stairwells, vestibules, or doorways.
4. Do not run or create a panic situation.
5. Do not return until the Fire Department or Building Management gives an ALL CLEAR

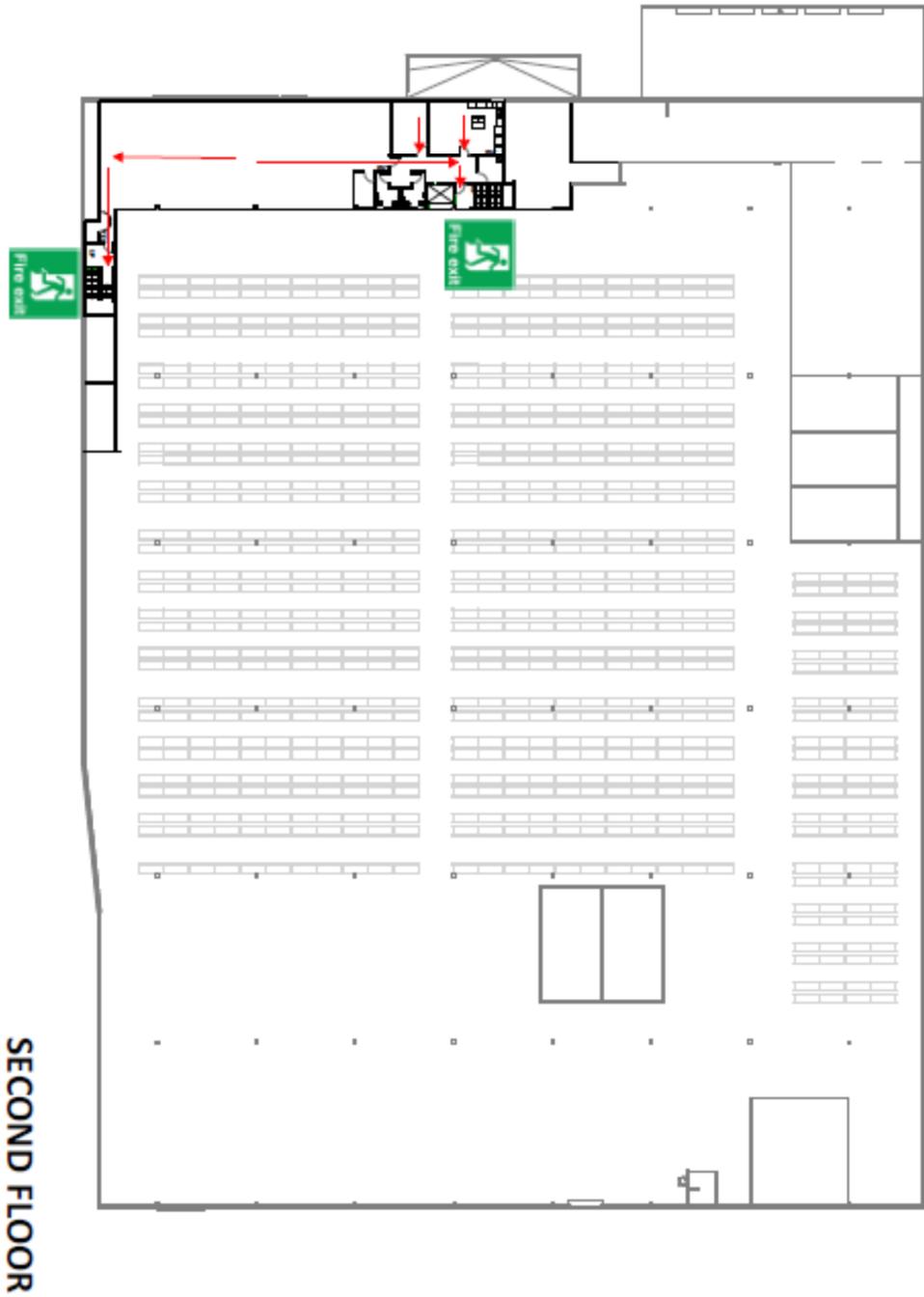
EVACUATION MAP



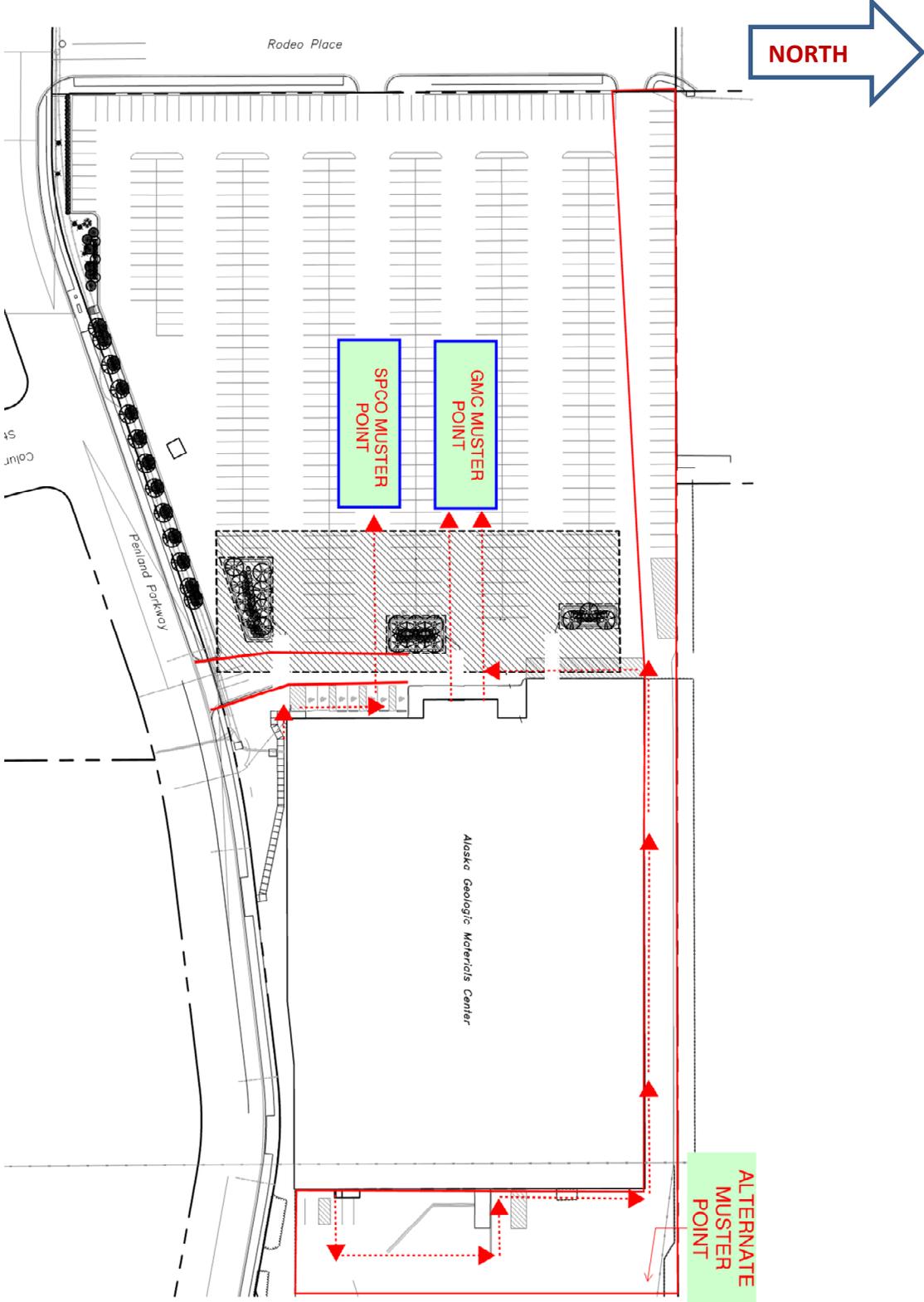
EMERGENCY EVACUATION PLAN



EMERGENCY EVACUATION PLAN



EVACUATION ROUTE (OUTSIDE)



FIRE

EMERGENCY PHONE NUMBERS

- | | | |
|----|---------------------------------|----------|
| 1. | Fire/Police/Medical Departments | 911 |
| 2. | Building Management | 269-0330 |

IF YOU DISCOVER A FIRE: ALARM, CONFINE, AND EVACUATE (A.C.E.)

ALARM:

1. Call the Fire Department at 911 or 9911, and give the following information:
 - Your Name
 - Address: Alaska Geologic Materials Center Building
3651 Penland Parkway
 - Explain the problem: What is burning, etc. If it is safe, stay on the phone long enough to confirm that the information was received and understood
2. Call Building Management, 269-0330, and inform them of the situation.
3. Activate the nearest fire alarm pull station.

CONFINE

1. Close all doors in the immediate area

EVACUATE

A. Evacuate the building using the closest exit or move to your appointed duty as part of the/your suite's evacuation team.

1. Check all doors and door jams for heat before entering the room with the fire
2. Keep your back to the door to leave your escape route open.
3. Use the **P.A.S.S.** Technique with the fire extinguisher.
 - a. **P**ull the Safety Pin
 - b. **A**im at the base of the fire
 - c. **S**queeze the handle
 - d. **S**weep back and forth at the base of the fire.

If the fire is bigger than about one foot in diameter, you should close the door(s) again, leave the building as quickly as possible, and let the Anchorage Fire Department do their job.

FIRE PREVENTION

EMERGENCY PHONE NUMBERS

- | | | |
|----|---------------------------------|----------|
| 1. | Fire/Police/Medical Departments | 911 |
| 2. | Building Management | 269-0330 |
| 3. | After-hour Security | 269-0334 |

IMPORTANT DO'S

1. Unplug any electrical equipment that is not working properly or is in need of repair.
2. Assign one person and one alternate, to ensure all appliances especially coffee pots, are turned off when leaving the building.
3. Store and use flammable liquids according to container instructions and city/code requirements.
4. Adhere to Building policies for holiday decorations.
5. Keep heat producing equipment away from objects that will are flammable.

IMPORTANT DON'TS

1. Do not smoke in or around the perimeter of the building.
2. Do not overload outlets.
3. Do not allow accumulation of trash or waste materials that are flammable.
4. Do not hold suite or lobby doors open with doorstops or other items.
5. Do not use open element supplemental heaters at workstations unless first approved by Building Management. The tenant will be responsible for electrical upgrades should it be necessary.
6. Do not use toasters or toaster ovens. They are not permitted in the Atwood Building

INDIVIDUALS REQUIRING **SPECIAL ASSISTANCE**

In the event of a priority one alarm or emergency situation where evacuation is required, we recommend any person that is disabled or on the Emergency Assistance List have a “buddy” assist them to a designated exit. If an individual is not able to evacuate, the “buddy” would be responsible for notifying the SERC or Building Management so that emergency personnel can be alerted to their location when they arrive.

MEDICAL EMERGENCY

EMERGENCY PHONE NUMBERS

- | | | |
|----|---------------------------------|----------|
| 1. | Fire/Police/Medical Departments | 911 |
| 2. | Building Management | 269-0330 |
| 3. | After-hour Security | 269-0334 |

IMPORTANT DO'S

1. Call 911; some state agencies must dial 9911
2. Give the following information:
 - a. Your name
 - b. The building address: 3651 Penland Parkway
 - c. The exact location of the emergency
 - d. Any details regarding the nature of the emergency (apparent heart attack, injury, etc.).
3. Notify Building Management, 269-0330. Building Management will coordinate building maintenance and security so first responders have no trouble getting to the person needing assistance.
4. Reassure the victim that emergency assistance is on the way.
5. Have someone meet the emergency personnel at the building entrance
6. Remain calm.

IMPORTANT DON'TS

Do not attempt to move the victim unless it is necessary to do so in order to avoid further injury (fire, etc.).

SUSPICIOUS OBJECTS

EMERGENCY PHONE NUMBERS

- | | | |
|----|---------------------------------|----------|
| 1. | Fire/Police/Medical Departments | 911 |
| 2. | Building Management | 269-0330 |

IMPORTANT DO'S

1. Obtain a good description of the object: size, color, markings, etc.
2. Identify exact location of the object: building floor, room number and location within the room.
3. Contact Police first then contact Building Management at 269-0330.
4. Your Agency or firm manager will determine if the immediate area needs to be evacuated, and if so he/she will issue instructions to do so.

IMPORTANT DON'TS

1. Don't touch or disturb the object.
2. Don't panic.

WHAT TO EXPECT

The police department, Building Management, and occupant will assess the situation and determine evacuation requirements.

BOMB THREATS

If you receive a threat, keep calm. Have a prearranged signal to alert supervisory personnel so they may listen also. If possible, record the call.

Request more information from caller by expressing a desire to save lives.

EMERGENCY PHONE NUMBERS

- | | | |
|----|---------------------------------|----------|
| 1. | Fire/Police/Medical Departments | 911 |
| 2. | Building Management | 269-0330 |
| 3. | After-hour Security | 269-0334 |

IMPORTANT DO'S

1. IF THE THREAT IS A BOMB, ASK THE FOLLOWING QUESTIONS:
 - When is the bomb supposed to explode?
 - Are you sure?
 - Where is it located?
 - What kind of bomb is it?
 - What does it look like?
 - How big is it?
 - Where did you put it?
 - Did YOU set the clock?
 - Why are you doing this?
 - Why did you call me?
 - What do you want me to do?
 - What is your name?
2. RECORD the exact wording of the threat.

BOMB THREAT CHECKLIST

Impression of Caller

_____ Male _____ Female _____ Youth _____ Race
_____ Adult _____ Juvenile _____ Estimated Age

Callers Voice

_____ Calm _____ Gasping _____ Excited _____ Slurred _____ Drunken _____ Joking
_____ Authoritative _____ Frightened _____ Raspy _____ Whispered _____ Serious
_____ Incoherent _____ Semi Serious _____ Vicious/Mean _____ Deep Tone
_____ Giggling _____ Gravely Laugh _____ Nervous Laugh _____ Normal Tone
_____ Stuttered _____ Hesitated _____ Lisp _____ Normal Breathing
_____ Monotone _____ Heavy Breathing _____ Voice sounded remote _____ Cell Phone
_____ Nervous _____ Nasal Tone _____ Obviously Disgusted _____ Familiar Voice
_____ Confused Accent: _____ What Kind? _____

Callers Use of Language

Was there use of slang? What words were most used?

Other words or phrases?

Pronunciation, Selection, Timing of Speech

_____ Limited _____ Foul _____ Educated _____ Jerky _____ Reading Statement
_____ Incoherent _____ Stilted _____ Stammered _____ Normal

Background Sounds

____ Quiet ____ Fan ____ Crowd Sounds ____ Phone Booth ____ Clear
____ Truck ____ Pump Sound ____ Local Call ____ Static ____ Train
____ Office Equipment ____ Long Distance ____ Other Voices ____ Aircraft
____ Machinery Noise ____ Wind ____ Music Noise ____ Echo ____ Bus
____ Rain ____ Construction ____ House Noises ____ Subway ____ Bird Sounds
____ Surf Sounds ____ Loud Noises ____ Automobile ____ Dog Barking
____ Thunder ____ Motorcycle ____ Horn/Bell/Whistle ____ Footsteps
____ Horn Sound ____ Other Sounds

SEARCH

The search for the object is most effective and fastest if made by a building occupant who is familiar with the area. Objects can vary in shape and size.

Care and caution must be used during the search. Do not change the environment in question as this may disturb the explosive device. Changing environment includes things like use of radios, use of cell phones, changing temperature, presence of electrical current, etc.

If an object is found, DO NOT MOVE, JAR, OR TOUCH IT. Immediately contact Building Management, or local on-site emergency authorities.

GEOLOGIC MATERIALS CENTER

LOCKDOWN PROCEDURES

There may be cause to Lockdown the GMC Building due to an emergency situation posing a threat to the building or its occupants. The following procedures have been implemented to provide an additional level of security for tenants and occupants of the building during this type of event.

A lockdown will be initiated when there is a person/situation inside or outside of the building that is a known or suspected threat. The lockdown will be coordinated through Building Management.

Once the lockdown has been ordered, the procedures outlined below will be implemented:

1. Building Management will contact the building SERC regarding the details of the situation at hand. In the event of a much more immediate threat, the front security staff member would be initially contacted to lock the front doors prior to the initiation of contacting other individuals with more details.
2. All exterior doors and roll-up doors will need to be closed and locked.
3. Close and secure all interior suite doors.
4. Building Management or the SERC will then notify the building occupants and provide further instructions.
5. It is important to remember the following during a Building Lockdown:
 - Stay calm
 - Stay away from doors and windows
 - Get to a safe location, and stay low
 - Do not attempt to leave your office or the building until an "All Clear" message is instituted throughout the building
 - Do not confront, argue with, or attempt to disarm any potential threat or intruder on your own
 - If you can safely get away from a threat without harm to yourself or others, do so
 - Await instructions from Emergency Personnel
6. Once a Department Tenant has been notified of lockdown, they will initiate their individual internal procedures to inform their respective Divisions/employees. Every suite will need to make sure all their suite doors that lead to common halls are closed and not held open by a Magnetic Holder to prevent entry of any unknown persons.

7. Tenants will remain in lockdown until Building Management and/or the Anchorage Police Department releases the building. At that time, business can resume as normal.

SENIOR EMERGENCY RESPONSE COORDINATOR- SERC

The Senior Emergency Response Coordinator (SERC) is expected to be familiar with, and keep contact with, all Emergency Response Coordinator's (ERC) on their floor. If an ERC and his or her alternate both report "out" to the SERC, it is the SERC's responsibility to make sure someone else in that suite knows where the "roll call" sheet is and takes the roll call. If the ERC for any given floor is no longer working in the suite, it is the SERC's responsibility to try to recruit a new ERC. If unsuccessful, the SERC must call the Building Safety Coordinator (BSC), so a new ERC can be assigned.

The SERC will coordinate and communicate with the members of the Buildings Emergency Team and the Fire and Police Departments.

The SERC is responsible for emergency operations. As such, the SERC should have a complete knowledge of the building's Life Safety Systems and its emergency procedures. It is highly recommended that the SERC be an individual with 1st Aid/CPR/AED training.

In the event of an evacuation, the SERC is responsible for

1. Making sure that all areas of the building have been evacuated.
2. Meeting with ERC's in the planned "meeting area" outside of the building and identify individuals not accounted for during roll call.
3. Reporting on 1st floor lobby. Notify Building Management and/or Emergency Personnel that the offices are either "All Clear" or whether or not any individuals are still inside.

EMERGENCY RESPONSE COORDINATOR- ERC

The Emergency Response Coordinator (ERC) is responsible for actively informing suite occupants and visitors of the Robert B. Atwood emergency procedures. They are to participate in all announced safety meetings, and assist in the safe evacuation of the building.

It is the responsibility of the ERC to maintain a database of the employees in his/her suite, or of those employees in the area he/she is responsible for. This list must be updated as new hires/fires happen. Updated lists should be forwarded to the SERC on your floor on a monthly basis. This list is what will be used to perform roll call in the event of a building evacuation.

The ERC is responsible for and will implement an organized plan of evacuation from their suite.

The ERC will coordinate and communicate with the Senior Emergency Response Coordinator (SERC), Management Team, Fire and Police Departments.

Each tenant shall designate a minimum of one employee per 25 employees as its ERC's and one/two employees as alternate ERC's in case of illness or absence. In the event of a large suite, more than one ERC is required.

The ERC is responsible for emergency operations in his or her tenant space. As such, the ERC should have a complete knowledge of the buildings Life Safety Systems and its emergency procedures. It is recommended that the ERC be an individual with First Aid/CPR/AED training.

It is the ERC's responsibility to let their alternate know when they are expected to be gone. If the alternate will also be absent the SERC must be informed.

In the event of an evacuation, the ERC is responsible for making sure that the suite has been fully evacuated of all employees and the doors have been shut. If an individual requires assistance or if an individual refuses to leave the building, please direct them to the east stairwell landing where they will wait for assistance. Please remember to inform them not to enter the stairwell landing until the stairwell is clear of people. The ERC shall advise the SERC how many persons are left on the floor so the SERC can inform the Building Safety Coordinator (BSC).

Each SERC/ERC has a planned "meeting area" for their floor outside of the building in Lot #102 where a roll call will be completed.