

MEMORANDUM

State of Alaska

Department of Transportation & Public Facilities
Office of the Commissioner

TO: All Staff

DATE: October 28, 2024

FROM: Ryan Anderson, P.E.
Commissioner



PHONE NO: 907-465-3900

SUBJECT: Communications Standards

This memo supersedes the communications standards guidance issued on September 19, 2024.

As a team within the Alaska Department of Transportation and Public Facilities (DOT&PF), it is essential that we understand our roles in communicating conditions, incidents, or events that affect travel, staff, or our services. The Commissioner's Office ensures that our internal and external communications are consistent with the public, stakeholders, and the Governor's Office. To support this, please notify the Commissioner, Deputy Commissioner, Communications Director, and Legislative Liaison in the following cases:

- A DOT&PF employee is hospitalized or dies on the job or at a DOT&PF facility. Report any death of an active DOT&PF employee to the Commissioner.
- A serious injury or fatality occurs involving an employee, the public, or a contractor in a construction work zone.
- Any unplanned road, airport, ferry, or facility closure or delay significantly impacting the public or State employees.
- Major damage to infrastructure requiring emergency funding.
- A controversial project likely to receive widespread media coverage or community opposition.
- An unfriendly eminent domain action.
- A public official (Federal, State, or Local) involved in a DOT&PF enforcement action, or a DOT&PF employee involved in an enforcement action on the job.
- An infectious outbreak potentially impacting highways, airports, facilities, or marine highway services.
- A commercial vehicle accident resulting in a fatality.
- An OSHA or Civil Rights complaint or violation.

Disruptive Events and Disasters: For incidents that threaten DOT&PF infrastructure, please coordinate with your division directors immediately to establish communications protocols. Timely reporting is crucial for a prompt and effective response.

Legislative and Media Inquiries: Coordinate all responses through the designated point of contact in the Commissioner's Office.

Proactive Communication: If unsure whether to inform the Commissioner's Office, please err on the side of caution and ask your respective division directors. Timely information ensures we serve each other and the people of Alaska effectively.

"Keep Alaska Moving"