

Nome State Office Building EMERGENCY PROCEDURES BUILDING RULES AND REGULATIONS

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INTRODUCTION

The Nome State Office Building provides 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

1. Nome Fire Department	911
Nome Police Department	911
Emergency Medical Aid	911
Nome Non-Emergency Dispatch	443-5262
2. Facilities Call Center (24 hours)	465-5689
3. Facilities Call Center Fax	465-3326
4. State of Alaska Nome Facilities Management	465-5683

Nome State Office Building Address

103 E. Front Street
Nome, AK 99762

BUILDING EMERGENCY SYSTEMS

1. EMERGENCY EXITS

There are two stairwells located within the Nome State Office Building. Please familiarize yourself with their location.

2. FIRE ALARM PULL STATIONS

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

3. AUDIBLE ALARM SYSTEM

In the event the building's audible fire alarm system activates a continuous ring, occupants should evacuate the building using the closest stairway quickly and safely.

4. SMOKE DETECTORS

The building is fully equipped with numerous smoke detectors on each floor. These systems are automatically monitored so that, should one be activated by smoke or heat, the alarm signal will sound and the fire department will be alerted.

5. FIRE EXTINGUISHERS

Fire extinguishers are located throughout the building. Extinguishers are intended for use in 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.

6. ELEVATOR

Do not use the elevators if there is a fire alarm. They can only be used for evacuation by the Fire Department and will not respond to lobby call buttons.

EARTHQUAKE

Emergency Phone Numbers

- | | | |
|----|---------------------------------|----------|
| 1. | Fire/Police/Medical Departments | 911 |
| 2. | Facilities Call Center | 465-5689 |

IMPORTANT DO'S

1. Take cover under a desk, in a doorway, or in the center of the building.
2. Stay clear of bookcases, file cabinets, glass items, windows, and other similar items.
3. Follow instructions of the fire department and Facilities Management.
4. Keep calm.
5. Turn off all electrical equipment.
6. Wait for instructions from Facilities Management in the event of an extended power failure.
7. In the event of an evacuation is necessary, evacuation procedures will be announced by persons in authority.

IMPORTANT DON'TS

1. Don't panic.
2. Don't use telephones.
3. Don't use elevators.
4. Don't stand near windows.
5. Don't use an open flame.
6. 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 glass.

IMPORTANT SUPPLIES

1. Flashlight and extra batteries.
2. Portable battery operated radio.
3. First Aid Kit and Manual.
4. 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. Use the automatic telephone located behind the panel or the telephone button inside the elevator cab. The phone is monitored 24 hours each day.
3. If you observe a malfunction from outside the elevator, notify the Facilities Call Center at 465-5689.

IMPORTANT DON'TS

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

THIS IS WHAT HAPPENS

1. When you use the emergency telephone in the elevator, an operator will communicate with you.
2. The operator will obtain assistance from the elevator service company and notify the Facilities Management Department.
3. Passengers will be assisted as quickly as possible.
4. If you experience a medical emergency while waiting to be released from the elevator car and have a working cell phone at hand, dial 911.

EVACUATION

Building evacuations can occur for a variety of reasons including but not limited to; floods, fires, gas leaks, suspicious object or person, etc.

Emergency phone numbers

- | | |
|------------------------------------|----------|
| 1. Fire/Police/Medical Departments | 911 |
| 2. Facilities Call Center | 465-5689 |

IMPORTANT DO'S

1. Follow the instructions of your SERC, the fire department, and Facility Manager.
2. Where possible, assist disabled personnel to the stairwell landing where they will be picked up by emergency personnel. The SERC will coordinate this effort.
3. Bring your personal items including jacket, purse, medications, keys, etc. in the event that you cannot return to the building for the day.
4. Close the door to your office as you leave.
5. Form evacuation line at the nearest stairwell.
6. Use stairwells for evacuation. Be alert for other tenants and fire department personnel who might also be using the stairwell.
7. Stay off your cell phone and social media until safely evacuated from the building.
8. Keep talking to a minimum.
9. Use handrails in stairwells.
10. Move quickly, but calmly.
11. Listen for instructions and follow them.
12. Clear emergency stairwell doors as soon as you exit.
13. Please check with your SERCs to verify accountability after evacuation from the building.
14. Wait for an "ALL CLEAR" announcement or for further instructions.

IMPORTANT DON'TS

1. Do not try to use the elevators; they will not respond.
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 Facilities Management gives an "ALL CLEAR".

EVACUATION PROCEDURES/GUIDELINES

The following is for the use by occupants of the Nome State Office Building, Volunteer SERCs and their alternates. Here you will find basic procedures to be followed when a fire evacuation alarm is sounded in the Nome State Office Building. There are general instructions for occupants, general instructions for the volunteer SERCs.

We urge all occupants of the Nome State Office Building to become familiar with at least the general evacuation procedures.

Definition of Terms:

ERCs: There is one volunteer SERC assigned to each Department.

SERC: There will be one SERC assigned to the NSOB along with one alternate.

Facilities Manager: DGS appointed representative

***All SERCs will be identified by the high visibility vests and hard hats they will be issued. ***

General Evacuation Instructions for Occupants of the Nome State Office Building:

When you hear or become aware of an active FIRE ALARM it is recommended that you do the following:

1. Keep calm. DO NOT panic or panic others.
2. Quickly terminate your telephone call or activities.
3. Take coat and purses ONLY if they are convenient and immediately available.
4. Progress immediately to your designated emergency exit.
5. Follow the instructions of any SERC. They will be recognizable by a vest and hardhat.
6. Walk carefully and DO NOT run. There will be a lot of people converging in the stairwells at one time, so it is necessary to remain calm and yet proceed as quickly and safely down the stairs as you can. Those who have a more difficult time descending the stairs should try to use the handrails. Those who have no difficulty should allow access for those who need to use the handrails. If you see a co-worker that might need a little help, it doesn't hurt to offer some assistance if it can help to keep the egress going at a reasonable rate of speed.
7. Once you are out of the building, keep walking away from the building so as to allow

room for those who are exiting the building behind you. Stay on the sidewalks and follow the instructions of the SERCs. Stay out of the way of any traffic and/or responding units.

8. If you are unable to descend the stairs your SERC will direct you to wait in a safe staging area near the stairwell, but out of the traffic corridor. Once the stairwell is fairly empty and it is made obvious that it is smoke free and not in immediate hazard, the SERC will then place you inside the stairwell landing. The SERC will be reporting your location and condition to other SERCs who will alert the responding fire/rescue units. The responding units will then come and get each person left in the building in the order of most immediate peril or need at the time. This procedure is something that you will want to discuss with your SERC well in advance of any alarm. It might also be a good idea to do a practice run or two in advance preparation.
9. If smoke is present on your floor or if you are caught in smoke, immediately drop to the floor, crawl along the floor where the air is cooler, take short breaths and breathe through your nose. If it becomes dark and difficult to see, you will have to feel your way to the exit. Using voice communications with others will help guide everyone out.
10. Once outside the building, do not try to re-enter unless instructed to do so. If a real event does occur, it may be necessary to evacuate to a staging area away from the NSOB.
11. IT IS IMPERATIVE TO STAY AWAY FROM THE BUILDINGS

The best course of advice is to follow instructions and stay out of the way. The responding authorities will have a lot to do, and have a lot of responsibility. It is best for everyone's safety to allow them to do their jobs without adding to their burdens.

General Emergency Evacuation Instructions for all Volunteer SERC/ERCs:

When the fire alarm is triggered the following are the general procedures to be followed when evacuating the Nome State Office Building. These procedures are meant to be a guideline only and SERCs have the option of using a different egress method if the circumstances warrant it at the time. For example, if a fire/smoke hazard is present, visible or known; or the fire hazard blocks an egress pathway, common sense dictates that the evacuation for the blocked egress be modified to another, safer route.

1. When the fire alarm sounds, the ERC should put on their high visibility vest and walk through their assigned sector reminding all occupants to walk calmly to their egress path. If the weather is cold or wet, and there is no immediate signs of hazard (such as visible fire or smoke) occupants can quickly grab their coats and purses. The ERC should make certain that all occupants are accounted for and out of the sector area before they leave. The ERC should urge anyone who is reluctant or slow in leaving that quick but calm evacuation is mandatory FOR EVERYONE. Anyone refusing to leave must be reported to the local authorities.
2. A ERC of the appropriate gender should check the restroom areas and remind those inside to hurry and evacuate. The SERC/ERC should make certain that the restroom is vacant before exiting the area.

3. SERCs should check all conference rooms within their suite and designate one SERC per floor to check the common area conference rooms. If there are guests on the floor (such as attending a meeting) the SERC/ERC should direct the occupants to the proper egress pathway.
4. Each SERC/ERC should be aware of anyone on their floor or section who are unable to negotiate the stairwells due to a disability. Persons with such disabilities should be escorted to a safe area near the stairwell entrance and asked to wait there until the responding fire/rescue units arrive and can safely bring them down. If possible, it is recommended that each SERC/ERC discuss the procedures in advance with the person with disabilities. It would be helpful if someone other than a SERC/ERC could volunteer to stay with the individual until such time as the responding units arrive for assistance. This person could be the alternate SERC/ERC or another co-worker of the disabled person.
5. Once the SERC/ERC have the floor cleared, it is recommended that they then do a final check of the area. Persons with disabilities should be safely staged inside the stairwell landing once it is clear. The SERC/ERC should then close the fire door and exit down the stairwell.
6. Upon arriving outside the building the SERC/ERC should check in with the all other SERC/ERC's and provide the status of their sections. Include the following information: (a) were there any signs of a smoke or fire hazard present; (b) whether the section is clear or if anyone refused to egress and; (c) most importantly, the location of any persons with disabilities left in the stairwell landing and whether there is someone with them.
7. The SERC/ERC must inform the responding fire/rescue units of any individuals left in the building, their location, and type of disability.
It is imperative that the responding fire units be advised as soon as they arrive of the location of any individuals left inside the building.
8. Once the responding fire/rescue units have cleared the building for occupation, each SERC/ERC will be informed by a representative of the building management team. The SERC/ERC will then announce that everyone may re-enter the building.
9. A post-evacuation meeting will be held at a convenient time and location for all to discuss positive and negative points of the evacuation.

General Instructions for ERCs:

The Division of General Services greatly appreciates the time and efforts of the volunteer ERCs. Their willingness to volunteer demonstrates their dedication to the safety of their co-workers. Without this thoughtful dedication and willingness to volunteer, General Services would be forced into requiring a mandatory participation in an evacuation plan. It is our desire to keep the emergency evacuation program voluntary. The cooperation of voluntary participants is always of a high quality and helps to maintain a higher level of moral and provides for a safer workplace. Therefore, recognizing the fact that each volunteer has their day to day duties and functions of their regular job, it is hoped that the duties of the voluntary ERCs be kept to a level so as not to be a burden to them or their co-workers. With that in mind, the following are some ideas and instructions that will help in maintaining a safe evacuation program:

1. ERCs should be familiar with their sections and the egress exit paths.
ERCs can also act as 'safety eyes and ears' and alert General Services and/or building maintenance of any situation that could hinder an emergency egress; such as blocked corridors or stairwells.
2. It is also a good idea to be familiar with the location of nearby fire extinguishers.
It is **not** the responsibility of the ERC to inspect the fire extinguishers; however, if you notice an expired tag or any other problem with safety equipment, it only makes sense to bring it to the attention of General Services who will then alert building maintenance to the situation.
3. ERCs should introduce new employees in their section to the fire evacuation procedures and exit routes.
4. ERCs should have a list of all staff in their suite to account for missing staff in the event of an emergency.
5. ERCs are issued a high visibility vest to wear during an emergency evacuation. It is helpful to the Chief ERCs to have your name, floor and section written on the badge.
6. ERCs should also be aware of anyone in their section who has a disability that would hinder their use of the stairwells for exit. The ERC should discuss the special procedures with the individual and make certain that you each agree on a safe area to wait for the fire/rescue units. This is also a good time to see if another co-worker would be willing to act in the capacity of a "buddy system" for the disabled person.
7. ERCs should provide notice to the other ERC's in the building of any planned vacation or annual leave time and arrange for an alternate to act in their absence.

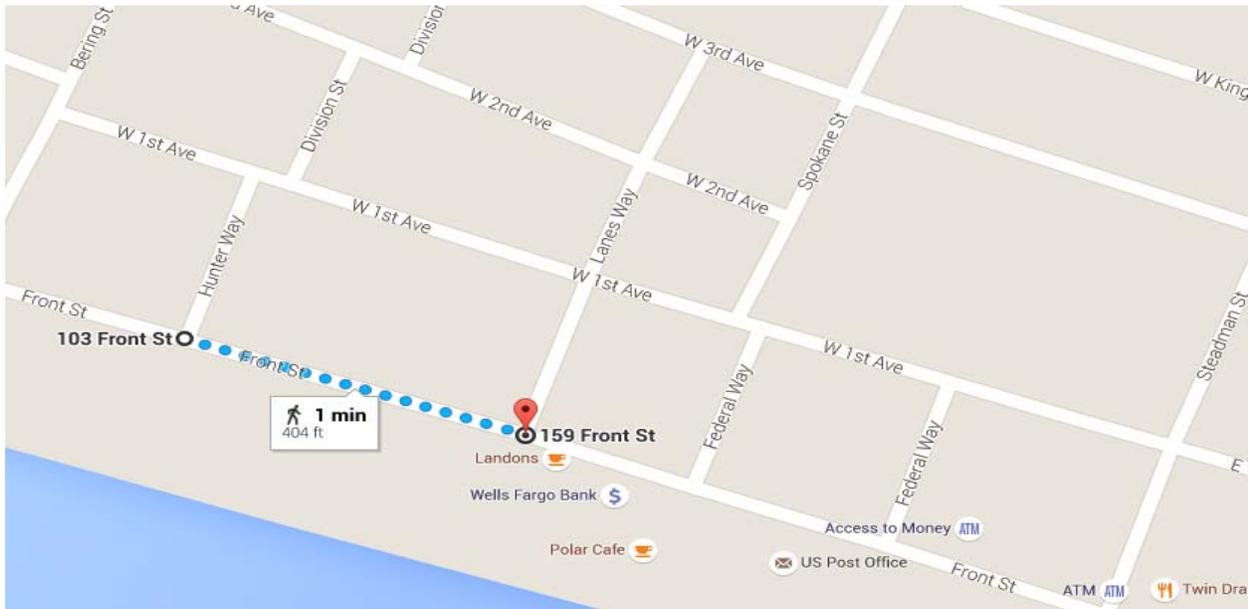
General Instructions for SERCs

There will be one SERC for the Nome State Office Building, and one alternate to ensure that one of the staff members will be present in the event of an emergency.

1. SERCs should make certain that the ERCs have high visibility vests for purposes of identification.
2. The SERC maintains the list of ERCs in the building. Periodic updates should be given to the Facilities Management via an email to the Facilities Call Center.
3. The SERC should establish and maintain evacuation routes and an alternate route for each sector. This is usually only necessary when there is a physical change to the configuration of the space.
4. The SERC should check in with the ERCs to determine the identity and location of any individuals with a permanent or temporary disability or anyone who cannot use stairwells for egress. The SERC should maintain a list of these individuals and ensure that the Facilities Management is aware.
5. The SERC should be the last person out of the building and should ensure clear communication with the ERCs to ensure no staff are left behind in the building.
6. The SERC will communicate directly with Facilities Management and the Fire Department or Police Department in the event of an emergency.
7. The SERC will facilitate the need to evacuate to a safe haven and communicate directly with the Alaska State Troopers at the Air National Guard Armory.
8. Once the event is over, the SERC is responsible for reporting directly to Facilities Management for further debriefing or instructions.

EVACUATION SAFE HAVENS

By prearranged agreement, occupants of the Nome State Office Building are authorized to use the Air National Guard Armory during normal business hours, 7AM-5PM. The front entry lobby will be manned by an Alaska State Trooper who will open the doors to NSOB occupants in need. In the event of frigid temperatures and if the building’s evacuation process is not given an “ALL CLEAR” within a reasonable time period, Facilities Management will address the occupants staged outside to relocate to the identified safe haven until an “ALL CLEAR” is announced.



FIRE

Emergency phone numbers

- | | | |
|----|---------------------------------|----------|
| 1. | Fire/Police/Medical Departments | 911 |
| 2. | Facilities Call Center | 465-5689 |

UPON DISCOVERY OF A FIRE FOLLOW THESE GUIDELINES:

1. If safe call the FIRE DEPARTMENT, 911. Give the following information:
 - Your Name
 - Address: Nome Office Building
 103 E. Front Street
 Suite Number _____
 Floor Number _____
 - Explain 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. Activate the nearest fire alarm pull station
3. Call the Facilities Call Center, 465-5689, and inform them of the situation.

WHAT TO DO IF YOU DISCOVER A FIRE...

1. Leave the area of the fire.
2. Close all door(s) as you leave.
3. Pull the nearest fire alarm pull station to sound the alarm and begin evacuation of the building.
4. Evacuate the building using the closest stairway or move to your appointed duty as part of your suite's evacuation team.

Note: There are fire extinguishers located on each floor. Do not return to fight the fire once you have evacuated. The Fire Department strongly advises you to leave firefighting to the experts.

5. Check all doors and door jams for heat before entering the room with the fire.
6. Keep your back to the door to leave your escape route open.

If the fire is bigger than about one foot in diameter, the better choice may be to close the door(s) again, leave the building as quickly as possible, and let the Nome Fire Department do their job.

THIS IS WHAT HAPPENS

1. Management will assist the fire department with directions and information.
2. Please remain alert and keep conversation to a minimum. Follow instructions of SERCs and firefighters.

FIRE PREVENTION

FOLLOW THESE SIMPLE RULES TO HELP PREVENT FIRE:

1. SMOKING IS PROHIBITED INSIDE THE BUILDING. Smoking is only allowed in designated smoking areas or other areas outdoors that are 20 feet or more from exterior entrances and air intakes.
2. Unplug any electrical equipment that is not working properly or is need of repair.
3. Do not overload outlets.
4. Keep heat-producing equipment away from objects that will burn.
5. Assign one person, and an alternate, to ensure all appliances, especially coffee pots, are turned off when leaving the building.
6. Store and use flammable liquids according to container instructions and city/code requirements.
7. Do not allow accumulation of trash or waste materials that are flammable.
8. Do not hold suite or lobby doors open with doorstops or other items.
9. Use of supplemental heat devices, such as space heaters is not permitted.
10. Adhere to Building policies for holiday decorations.

INDIVIDUALS REQUIRING SPECIAL ASSISTANCE

If you are a disabled individual or require any special assistance in emergency situations or priority one fire alarm evacuations, it is your responsibility to contact the Facilities Call Center and make sure you are on the list for emergency evacuation. Please see page 23 or online at the DGS Facilities Website for the form you would need to fill out and submit via email to the Facilities Call Center.

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” who waits with them on the stairwell landing (the designated safe haven) until an “all clear” announcement is made, or emergency personnel arrive on scene to assist with their evacuation. Facilities Management will not be assisting in the evacuation of disable persons your “buddy”, ERC or emergency personnel will be performing this task.

TSUNAMI EMERGENCY

A tsunami is a series of waves that can be dangerous and destructive. They can be caused by underwater disturbances or earthquakes. When you hear a tsunami warning, move at once to higher ground and stay there until local authorities say it is safe to return home.

What can I do today?

Be familiar with the tsunami warning signs. A rapid rise or fall in coastal waters and a large earthquake are both signs to an approaching tsunami.

Know the location of your local evacuation site. Most coastal communities have a designated area on high ground that the community will meet, e.g.: a school.

Know your community's warning siren or method of letting people know a tsunami is coming.

DO NOT go to the water to watch the tsunami come in!

MEDICAL EMERGENCY

Emergency phone numbers

- | | | |
|----|---------------------------------|----------|
| 1. | Fire/Police/Medical Departments | 911 |
| 2. | Facilities Call Center | 465-5689 |

IMPORTANT DO'S

1. Call 911
2. Give the following information:
 - a. Your name
 - b. The building address: 103 E. Front Street
 - c. The exact location of the emergency (suite, floor, etc.)
 - d. Any details regarding the nature of the emergency (apparent heart attack, injury, etc.)
3. Notify the Facilities Call Center, 465-5689.
4. Reassure the victim that emergency assistance is on the way.
5. Have someone meet the emergency personnel at the elevators on your floor.
6. Remain calm.

IMPORTANT DON'TS

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

AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

There are multiple AEDs located in the building. If you are certified in their use, we encourage you to familiarize yourself with their locations. Training is available through the American Red Cross and the Facilities Administrative Assistant will coordinate training sessions for interested individuals. If you are interested in getting your certification, or in getting re-certified please call 465-5689.

SUSPICIOUS OBJECTS

Emergency phone numbers

- | | | |
|----|---------------------------------|----------|
| 1. | Fire/Police/Medical Departments | 911 |
| 2. | Facilities Call Center | 465-5689 |

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. 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.
4. Contact Police first and then contact the Facilities Call Center.

IMPORTANT DON'TS

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

THIS IS WHAT HAPPENS

The police department and Facilities Management will assess the situation and determine evacuation requirements.

BOMB THREAT

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.

Legitimate callers usually wish to avoid possible death or injury. Request more information by expressing a desire to save lives.

IMPORTANT DO'S

1. IF THE THREAT IS A BOMB, ASK THE FOLLOWING QUESTIONS: When is the

bomb supposed to explode?

Are you sure?

What floor is the bomb on?

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?

1. RECORD

Exact wording of the threat.

2. NOTIFY

- | | | |
|----|---------------------------------|----------|
| 1. | Fire/Police/Medical Departments | 911 |
| 2. | Facilities Call Center | 465-5689 |

BOMB THREAT CHECKLIST

Impression of Caller

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

Caller's Voice

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

Caller's Use of Language

Use of slang: What words were most used? _____
 Other words or phrases _____

Pronunciation, selection, timing of speech:

Normal Reading Statement Faded Away
 Average Limited Foul Educated Incoherent
 Jerky Stilted Stammered Normal

Background Sounds

Quiet Loud Noises Clear Static
 Truck Bus Motorcycle Train
 Aircraft Subway Automobile Construction
 House Noises Office Equipment Machinery Noise
 Pump Sound Fan Other Voices Footsteps
 Wind Bird Sounds Rain Dog Barking

____ Thunder

____ Surf Sounds

____ Music Noise

____ Crowd
Sounds

____ Local Call

____ Long Distance

____ Phone Booth

____ Echo

____ Horn/Bell/Whistle

Other Sounds: _____

SEARCH

The “search” for the object is most effective and fastest if made by the normal building occupants. Object can vary in size and shape; it is a fundamental rule that the search must be made by persons who are familiar with the area and who will notice a strange or foreign object.

Care and caution must be used during the search. Do not change the environment in question through the use of radios, cell phones, temperature variations, presence of electrical current etc.

If an object is found, DO NOT MOVE, jar, or touch it. Immediately contact Facilities Management or local on-site emergency authorities.

NOME STATE OFFICE BUILDING EMERGENCY ASSISTANCE REQUIREMENT

Please update this list on a regular basis and provide Division of General Services, Facilities Section with the updated list.

TENANT:

DATE:

SUITE:

CONTACT:

The following personnel will require assistance in evacuating the building in the event of a Priority One Alarm. It is understood that personnel will wait in or near the stairwell for assistance by the emergency evacuation personnel.

NAME:

REASON ASSISTANCE IS NEEDED:

- | | |
|-----------|-------|
| 1) _____ | _____ |
| 2) _____ | _____ |
| 3) _____ | _____ |
| 4) _____ | _____ |
| 5) _____ | _____ |
| 6) _____ | _____ |
| 7) _____ | _____ |
| 8) _____ | _____ |
| 9) _____ | _____ |
| 10) _____ | _____ |