

State Employee FAQ – Earthquake Event

This document will be updated as the situation develops.
12/3/2018, 6:00 p.m.

What should I expect upon returning to work?

Priorities have been to inspect for structural and water damages. NO cleanup has been done. You can expect to arrive to a messy office/cubicle. Dress casual and wear appropriate footwear (i.e. closed-toe shoes). See Property & Clean Up below.

I. Buildings & Offices

Have all buildings been inspected for structural integrity?

All state owned or leased facilities in the earthquake affected areas are being inspected. Inspections are active and ongoing. Inspection placards are being posted on every inspected facility. Daily progress is being reported to state departmental facility representatives. Please check with your departmental facility representative if you have questions on individual building statuses.

- Do not enter buildings that have not been inspected.
- Do not enter buildings which indicate placards of “Unsafe”

What buildings are open/closed or damaged?

Please check with your departmental facility representative. DOT&PF and DOA continue to review and inspect buildings.

Is it safe to return to work?

Those buildings that have been inspected and are open are safe to return to work.

What about dust in older buildings that might have asbestos or lead?

Air monitoring and surface wipes are being conducted at select buildings where suspected building materials have been damaged.

I heard reports the drinking water at my office may be bad? Is that true?

The water has been tested and there are no known drinking water issues. Those on well systems need to get their wells tested.

Will there be heat?

Yes. There are no known outages to facility heating systems at this time.

I have medical issues, is there dust or particles I need to be aware of?

Potential dust and building debris may have been dislodged as a result of the earthquake. Please consult with your medical provider with any concerns. Also, you may contact your agency Human Resource office for assistance.

II. Property Damage & Clean Up

Who is supposed to clean up in general (e.g. stand furniture back up, pick up spilled files, books, plants, etc.)?

Staff will need to assist in the cleanup of offices and common areas. Supervisors must insure that personnel do not lift items heavier than required in the person's job description. Heavy items that cannot easily be managed by a single or multiple staff members may require hiring a moving company with appropriate apparatus. Do not use inappropriate devices (such as chairs or desks) to reach high items. Dust masks should be used in areas where increased dust has accumulated. Do wet cleanup or Swiffers vs. using dry cloths to reduce airborne dust.

Who is supposed to clean up dangerous materials (broken glass, etc.)?

For normal glass breakage, such as picture frames, kitchen ware etc. use the same precautions you would use in your home such as leather gloves for large pieces and a broom and dust pan for smaller.

For leased facilities, tenants should contact their lessor for coordinating cleaning of building materials and hazards.

What should I do with anything broken that contains hazardous materials (light bulbs or monitors)?

Do not handle or clean up materials such as lightbulbs, sheet glass, or other items that may contain hazardous materials. Contact your maintenance group – as they have appropriate disposal bins.

If you have a broken computer monitor screen, put a plastic bag over the broken monitor and contact IT for assistance. Do not pick up, move, or touch the broken monitor.

For leased facilities, tenants should contact their lessor for coordinating cleaning of building materials and hazards.

Where do I report damage to state property?

Division of Risk Management will be coordinating all damage claims.

1. Each division/section should identify a point of contact to coordinate the collection of all claims.
2. Make a single list of contents that were damaged and provide photographs if able. Send complete list to your department's Administrative Services Director.
3. An assessment will be made as to whether the damages can be repaired or will need to be replaced at a later date, but the important piece now is to list all damaged items.
4. Please also include the building address and suite number, regardless if it is a state owned structure or leased space.
5. Once the damaged list is complete, your department's Administrative Services Director will submit to Risk Management for processing.
6. If you see any structural damage to your building, please contact your departmental facility representative.

Where do I report damage to artwork from the Alaska Contemporary Art Bank?

Notify your supervisor/manager of any possible damage. Please check the area around the artwork for any small pieces or chips that may have dislodged during the earthquakes. When in doubt, please do not move artwork. There may be pieces near it which can be used in the repair process, so please check the area carefully before vacuuming.

Management can report damaged artwork to Betany Porter, Art Bank Manager, at betany.porter@alaska.gov

When contacting ASCA, please provide:

- Your building location and floor
- A brief description of the damage

- A photo of the damage
- A photo of the whole artwork as you found it
- A cellphone number we can reach you at to coordinate urgent art care in the next two weeks if your landline is not the best number to connect.

The ASCA office, located in Mountainview near Bragaw Street, will be open Tuesday, December 4th to assist if you call 907-269-6610. Please also email Betany Porter so we can track and prioritize damage reports and insurance claims.

My personal property in my office was damaged. What do I do?

The State does not cover damage to personal property. It is recommended employees contact their insurance companies for guidance.

What do I do with extra trash?

Check with your building maintenance group or departmental facility representative.

Do people need to report non-structural damage (minor cracks, missing or broken ceiling tiles, etc.) or were those issues noted during the inspections?

Post-earthquake Inspections are primarily focused on safety and structural integrity of the facilities. Please coordinate with departmental facility representatives for observed minor damage.

When is everything going to be fixed?

Facility repairs related to life/safety issues and critical mission activities will be prioritized and completed as soon as possible.

III. Time & Attendance

How do I fill out/designate the office closure on my timesheet?

For employees that either were unable to report to work or were sent home due to the earthquake, report their regular hours for the day in the regular hours column, and note "office closure due to earthquake" in the comments section. For more information on completing timesheets, please go here:

<http://doa.alaska.gov/dop/payroll/officeclosure/>

I had leave scheduled when the office closure was announced. Do I still have to turn in a leave slip?

Yes.

I was called into work despite the Office Closure. How do I record this on my timesheet?

Record your hours worked.

If I am unable to get childcare this week with the schools being closed because of the earthquake, what are my options?

Employees are advised to coordinate leave with their supervisor.

Due to the nature of the event, can I get paid for time I worked, even if I'm not OT eligible?

You will be paid in accordance with your collective bargaining agreement, including overtime for those who are overtime eligible.

IV. IT/Phone Support

My computer or phone doesn't work.

Notify your supervisor and/or administrative staff. Please contact your Department's appropriate help desk via this link:

<http://doa.alaska.gov/oit/password.html>

Note: the State of Alaska Department IT Helpdesk Contact Info table is located on the bottom half of the webpage; please scroll down below the password self-reset section.

Email: oitsupport@alaska.gov

Online: <http://servicedesk.alaska.gov>