Facilities Services
Incident Communication Plan
UAF Facilities Services Incident Communication Plan
Monday-Friday 7:00 AM - 5:00 PM

Employee or Department Reports Incident

Contact FS Customer Service x7000 or Radio (“Base”)
*Activate Text Message Tree*

(1) Call Emergency Communication Center x7721

(2) Contact FS Safety Officer:
    Bob Miller x5949
    Cell: 590-1902
    Home: 488-4313

(3) Contact:
    Supervisors and Directors and Superintendents
    Bill Cox (MTC)
    Cell: 460-4054
    Home: 451-0392
    Darrin Edson (OPS)
    Cell: 687-4781
    Martin Klein (AUX)
    Cell: 388-7524
    Chilkoot Ward (UTL)
    Cell: 378-1769
    Jenny Campbell (DDC)
    Cell: 590-3911

(4) Notify AVCFS Scott Bell
    Cell: 388-2603
(Alternate) Linda Zanazzo
    Cell: 978-2748

Contact Environmental Health, Safety and Risk Management:
Frances Isgrigg x5487
or Gary Beaudette x2763

Contact:
Supervisors and Directors and Superintendents
Bill Cox (MTC)
Cell: 460-4054
Home: 451-0392
Darrin Edson (OPS)
Cell: 687-4781
Martin Klein (AUX)
Cell: 388-7524
Chilkoot Ward (UTL)
Cell: 378-1769
Jenny Campbell (DDC)
Cell: 590-3911

Contact Chancellor, Vice Chancellors and Provost Offices

Contact University Relations 450-8007 or Carla Beam 907-786-1359 (Anchorage)

Incident:
outages, injuries, accidents, loss of life, environmental, contamination.

Criteria for contacting Chancellor:
Significant unplanned outage, News Media, Legislature, Board of Regents, death or significant injury or property damage.

In all cases, if you don’t reach a live person, leave a message and call next person on list until you speak directly with a person.
UAF Facilities Services Incident Communication Plan
Nights (5:00 PM - 7:00 AM), Weekends, and Holidays

Person Reporting Incident

Call Emergency Communication Center
x7721

Contact On-Call FS Personnel

Contact Appropriate Superintendent:
- Bill Cox (MTC)
  Cell: 460-4054  Home: 451-0392
- Darrin Edson (OPS)
  Cell: 687-4781
- Chilkoot Ward (UTL)
  Cell: 378-1769
- Martin Klein (AUX)
  Cell: 388-7524

Contact FS Safety Officer:
- Bob Miller x5949
  Cell: 590-1902  Home: 488-4313

Contact Environmental Health, Safety and Risk Management:
- Frances Isgrigg x5487
  Cell: 590-5809

In all cases, if you don't reach a live person, leave a message and call next person on list until you speak directly with a person.

Contact AVCFS
- Scott Bell
  Cell: 388-2603
  Home: 479-6854
  *Activate Text Message Tree*

(Alternate)
- Linda Zanazzo
  Cell: 978-2748

Contact Chancellor, Vice Chancellors and Provost Offices

Contact University Relations
- 450-8007
  or
- Carla Beam
  907-786-1359
  (Anchorage)

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Updated: 02/24/2014
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Injuries

Injured employee MUST:
1) Contact supervisor
2) Call 911; if necessary

*When admitted to the hospital you must again notify supervisor per OSHA regulation

Contact
FS Safety Officer:
Bob Miller x5949
Cell: 590-1902
Home: 488-4313

*Send “Hasty Incident Notification”*

Contact Appropriate Superintendent:
Bill Cox (MTC)
Cell: 460-4054 Home: 451-0392
Darrin Edson (OPS)
Cell: 687-4781
Chilkoot Ward (UTL)
Cell: 378-1769
Martin Klein (AUX)
Cell: 388-7524

Contact
AVCFS
Scott Bell
388-2603
(Alt ernate)
Linda Zanazzo
978-2748

*Activate Text Message Tree*

Contact
Environmental Health,
Safety and
Risk Management:
Frances Isgrigg x5487
or Gary Beaudette x2763

Follow up with appropriate Supervisors or Directors

Contact
Chancellor,
Vice Chancellors and Provost Offices

HIPAA Law:
You cannot share information regarding people who are sick or injured.

In all cases, if you don't reach a live person, leave a message and call next person on list until you speak directly with a person.