

UNIVERSITY OF ALASKA - FAIRBANKS

SUBJECT: Reporting an Emergency - 911	Number: 1224
OBJECTIVE: To Provide Guidance and Direction on what to do in case of an Emergency	Adoption Date: Dec. 1998 Revision Dates:

I. RESPONSIBILITY

It is the responsibility of any campus user to properly report an emergency. The University of Alaska Fairbanks has one of the five Enhanced - 911 PSAPs (Public Safety Answering Points) in the Fairbanks North Star Borough. The University Dispatch Center handles emergency calls for EMS, Fire, Police as well as any other type of emergency. Even though most of the campus buildings have fire alarm systems that are tied directly into the Dispatch Center, it is still important to dial 911 and report the incident. This follow-up phone call allows the dispatchers to obtain additional information about the emergency and ensures that the proper resources are responding to the incident.

IN AN EMERGENCY

- Dial 911
- Briefly state what happened and where it happened
- Provide your exact location or address as well as a room number if necessary
- Indicate if anyone was hurt and how badly
- Give your name and the extension you are calling from; do not hang up unless the dispatcher tells you to
- Wait in the area (if safe to do so) until the fire department, police department or ambulance arrives.
- In large facilities, have someone meet the Fire Department personnel at The entrance and guide them to the scene

The emergency dispatcher may need the following additional information for specific types of emergencies:

FIRES

- What is burning?
- Is the fire small or large?

EMERGENCY MEDICAL ASSISTANCE

- Is the person conscious or unconscious?
- How many people are injured?

HAZARDOUS SPILLS

- The name of the material spilled, including the correct spelling, if known
- Is it a liquid, solid or gas?
- Has anyone been exposed to the material?
- Has the flow been stopped?

Also report any actions that may have or are being taken (e.g. attempts to extinguish the fire, whether the area has been evacuated, or whether CPR has been started). This information will help emergency response personnel anticipate actions that may be required upon arrival.