EMERGENCY RESPONSE GUIDE
In an emergency, call 911

EVACUATION PROCEDURES
• Leave using the nearest exit and close the door.
• Do not use elevators.
• Take personal belongings (keys, purse, wallet, etc.).
• Follow directions given by emergency personnel.
• Assist people with disabilities.
• Go to your building’s predetermined meeting location, and stay there until given further instructions.

FIRE
• Pull the nearest fire alarm and call 911.
• Evacuate the building, go to your predetermined meeting location, and count your team members. Stay there until all members are accounted for.
• Tell emergency personnel if someone is in the building.
• Do not enter the building until emergency personnel say it is safe to do so.

VIOLENT INTRUDER
• Run: If you can, escape to a safe location.
• Hide/barricade: If you can’t run, find a place to hide and/or barricade. Silence cell phones, lock and block doors, turn off lights.
• Fight: As a last resort, if your life is in danger, use any available objects as weapons to distract, disarm, disable and overcome the intruder.
• Assess: Look for ways to improve your situation. For example, if you are hiding and it is now safe to run, do so.
• Call 911: If it’s safe to do so, call police and give them as much information as possible.

EARTHQUAKE
• Move away from glass windows and doors.
• Duck under a table or desk or get along an inside wall — not in a doorway.
• Stay under cover and hold on until the shaking stops.
• After the shaking stops, check yourself and others for injuries, and move toward the nearest exit.
• Evacuate the building.

SUSPICIOUS PERSON
• It’s OK to inquire if you can provide assistance, but do not physically confront the person.
• Do not let anyone into a locked building or office.
• Do not block the person’s access to an exit or attempt to restrain him or her.
• Call 911. Provide as much information as possible about the person and direction of travel. If you see a vehicle, license plate numbers are extremely helpful.

MEDICAL EMERGENCIES
CALL 911
Cardiac arrest
• Assess the scene for danger (electrical causes, etc.).
• Start hands-only CPR and don’t stop.
• Send someone for an automated external defibrillator.
Bleeding
• Apply firm, direct pressure to the wound with a clean cloth. Elevate if possible.
• Immobilize the body part.
• Keep the person as comfortable as possible.
Burns
• Remove the source of the burn unless the source is electrical.
• If safe to do so, flush the area with cold water.
• Do not apply dressings, creams or lotions.

INFORMATION
Where to find information during an emergency
• UAF on Alert: http://uafalert.alaska.edu
• Facebook and Twitter: @uafairbanks
Non-emergency contacts
• UAF Police Department: 474-7721
• Facilities Services Dispatch: 474-7000

MEDIA INQUIRIES
• Refer reporters to the incident public information officer or a University Relations representative.
• Visit www.uaf.edu/universityrelations/ for contact information or email uaf-news@alaska.edu.