

Quick Tab 3 - Be prepared

Advanced preparation helps ensure that an average incident doesn't turn into a dangerous one. Take a few minutes to review UAF's emergency response procedures with your staff. Walk through your emergency action plans annually and, if needed, discuss the following:

- Evacuation routes, emergency assembly points and procedures for accounting for your employees and students
- Fire prevention, nearest fire pull station, extinguishers, first-aid kits and other emergency equipment
- Power outage preparedness and specific action plans
- Where to go for information as well as how to contact others in an emergency
- Effectively sheltering in place
- Hazardous materials procedures in and out of the lab, including location of eyewash/shower stations
- Emergency contact information and updated phone tree

Emergency alerts

If there is an immediate threat, information may be disseminated to the campus community via phone, text messages, computer desktop, loudspeakers and email. Please visit the UAF on Alert website at <http://uafalert.alaska.edu> and follow the instructions for updating your information.

Where to find information

During incidents and extreme weather events, information and updates will be provided via the following:

- **Nanook information hotline at 474-7UAF (7823)**
- **UAF on Alert website: <http://uafalert.alaska.edu>**
- **Social media sites such as Facebook and Twitter**

For information on other emergencies your department might need to prepare for, visit http://uafalert.alaska.edu/files/0810_EmergencyResponseGuide-3.pdf.

Extreme weather

Every effort is made to keep the university open during inclement weather. However, the UAF incident management team assesses each situation when the weather is unusually severe and communicates weather-related closures or other information via the alert site, the hotline and email.

Faculty should have a plan for contacting students when they need to cancel a class. Employees should check with their supervisors on the appropriate leave option if they are unable to safely make it to work due to weather. Please review the weather policy for more information (www.uaf.edu/chancellor/policy/02.02.011/).

Slips, trips and falls continue to be the number-one reported incident on campus. Walking can be especially hazardous after a snow or ice storm. You can pick up a free pair of shoe cleats from Environmental, Health, Safety and Risk Management or check with your department to order cleats online. If you see an area that needs immediate attention, please email snowremoval@fs.uaf.edu.

Moose are common on campus. Never approach or harass a moose, especially a cow with young. They can be very aggressive. If you encounter a moose on a trail, reverse direction and allow moose to move about freely.

Help keep the campus safe by being prepared!

www.uaf.edu/safety/