

STATE OF ALASKA STANDARD OPERATING PROCEDURE Division of General Services	S.O.P. # DGS-005-05	PAGE 1 of 2
SUBJECT: <b>Emergency Announcements</b>	EFFECTIVE DATE: 06/25/08	
WRITTEN BY: Tanci Mintz, State Leasing & Facilities Manager  APPROVED BY: Tom Mayer, Director	SUPERSEDES S.O.P. # N/A	DATED REVISED: 8/15/2016

**PURPOSE:** To establish a policy regarding a method of communicating emergency announcements to State Agency's in state owned and leased facilities managed by the Executive Branch. The intent of this notification is to provide warning to building occupants of a potential life / safety issue.

**AUTHORITY:** Per AS 36.30 and AS 44.21, the Department of Administration is responsible for procurement and allocation of all space used by the Executive Branch. The Departments of Administration and Transportation & Public Facilities are designated as the responsible Facility Managers for the majority of State owned buildings.

**POLICY:** Provides written instruction on the process to notify building occupants of an emergency situation. Each occupying Agency or Facility Management shall be responsible for forwarding the notification to occupants within the facilities.

**PROCEDURE:**

**1. Initial Emergency Identification**

Local authorities, facility management and/or executive State officials shall identify if an emergency announcement is required.

**2. Definition of Emergency Announcement**

Message should identify the following points:

- a. Type of emergency
- b. Type of action occupants are recommended to take
- c. Location of emergency
- d. Emergency personnel involvement
- e. Estimated duration of emergency

**3. Leased Facilities**

It is the responsibility of each Agency residing in a leased facility to identify key contacts to assist in dispersing an emergency message within their occupied building. It is recommended the method of communications be pre-established and be via email notification or direct telephone calls.

**4. State Owned Facilities –**

Upon identifying an emergency announcement is required. Parties shall immediately notify facilities / building management for their further action of dispersing the emergency announcement via: phone, email or building paging system.

Anchorage/Palmer

- Atwood Building – Property Management #269-0330
- Linny Pacillo Parking Garage – Property Management #269-0330
- Alaska Geologic Materials Center – Property Management #269-0330
- Palmer State Office Building – Property Management #707-1701
- Viking Drive Surplus Warehouse – Monitored by the Facilities Call Center #465-5689

Juneau State Owned Buildings – Facilities Call Center #465-5689

- State Office Building (SOB)
- Alaska Office Building (AOB)
- Court Plaza Building (CPB)
- Dimond Courthouse Building (DCH)

Community Building  
3rd. Floor Capitol Building  
Douglas Island Building  
Governor's Residence  
Alaska State Museum  
Facilities Center  
Public Safety Building

Fairbanks Regional Office Building – Facilities Section #451-2275 or #451-2204

Nome State Office Building – Facilities Call Center #465-5689

Other primary State emergency contacts (24/7);

Tanci Mintz – All Facilities, Department of Administration, #242-1044

Gareth Jones – Juneau Facilities – Department of Administration, #321-4388

Mike Bratten – Fairbanks Facility – Department of Transportation, #322-9230 or

Dan Moody – Fairbanks Facility – Department of Transportation, #322-0607

#### **5. Jurisdiction**

In all situations local emergency personnel have ultimate authority to direct and manage on site emergency situations. Building occupants should provide full cooperation and assistance.