

APPROVED:

Juanita Helms

FNSB NO. 55.01

DATE: 5/13/88

SAFETY MANAGEMENT

I. POLICY

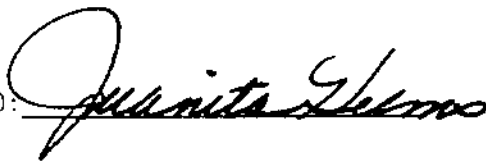
It is the policy of the Fairbanks North Star Borough that the working areas and conditions for its employees will be kept reasonably safe and hazard free. The Safety Management section of this Policies and Procedures Manual is dedicated to policies and procedures dealing with maintaining a safe work place.

II. SUPPLEMENTAL INFORMATION

- A. References - None.
- B. Definitions - None.
- C. Attachments - None.

SUPERSEDES:

PRIMARY RESPONSIBILITY: Mayor's Office



SUSPICIOUS OBJECTS

This procedure details the actions to be taken should an employee locate a suspicious appearing object on any borough-owned premises.

I. PROCEDURE

- A. An employee that locates a suspicious object will immediately report the object to his/her supervisor. The employee will not touch the object.
- B. The supervisor will attempt to ascertain ownership of the object with people in the vicinity. If no owner is found, the supervisor will notify the Mayor's Office.
- C. The Mayor, or the highest ranking official in the Mayor's Office, will order the building evacuated and will notify the police agency having jurisdiction for that particular building of the situation.
- D. Upon notification of evacuation, all employees will secure their areas, escort any citizens noticed in the building, and evacuate the building via the stairwell route assigned to their area. The elevators are not to be used for evacuation of any building.
- E. When employees leave the building, they are to congregate at the parking lot farthest from the building. In incimate weather, employees will go to personal vehicles farthest from the building. Such vehicles may be started to provide heat but are not to be moved as it will interfere with emergency vehicles.
- F. All employees and citizens will remain out of the building until the "all clear" has been declared by the incident commander.

II. SUPPLEMENTAL INFORMATION

- A. References - None.
- B. Definitions -
 1. All Clear - order given by the incident commander when it is determined that the building is safe for re-entry.
 2. Evacuation - the complete emptying of a building of all people.
 3. Incident Commander - police or fire official in charge of an incident.

SUPERSEDES: None

PRIMARY RESPONSIBILITY: HS

4. Suspicious Object - any article or object left on a borough premises that is obviously out of place and of which ownership is not readily identified. Examples: wrapped package left in any suspicious area, briefcase left in a restroom or on an elevator, shopping bag stashed in a corner, etc.

C. Attachments - None.

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BOMB THREAT PROCEDURE

This procedure outlines the steps to take when a bomb threat is received or a suspected explosive device is discovered in a borough building.

I. PROCEDURE

A. Suspected Explosive Device Discovered

1. When a suspected explosive device is discovered in a borough building, evacuation all occupants will commence immediately. The designated building supervisor will first announce calmly over the intercom (if possible) that evacuation will commence because of, for example, ventilation or heating problems, or some other non-specific reason. In addition, the announcement will mention that the fire alarm will sound and not to be frightened. Immediately thereafter, the building supervisor will activate the fire alarm system by activating the closest manual pull box.
2. When employees leave the building, they are to congregate in a parking lot and remain far from the building. Non-employees are to follow this pattern also. In inclement weather, employees and other may go to personal vehicles which may be started to provide heat but not driven so as not to interfere with arriving emergency vehicles. Conditions may also permit access to adjacent buildings for evacuees.
3. The building supervisor and person discovering the device shall meet the first arriving emergency response official and pass on any information deemed necessary, for example, location of device, its characteristics, etc. The building supervisor will request this official to have the University Dispatch Center notify the Borough Emergency Manager.
4. The military disposal team will be requested by either the Borough Emergency Manager, responding fire department, or responding police officials. The building supervisor will remain at the Command Post to assist the military disposal team in whatever manner necessary.
5. No one shall re-enter an evacuated building or reset the fire alarm in such a building until cleared by the military disposal team and Incident Commander.

B. BOMB THREAT ACTUALLY RECEIVED

1. When a bomb threat is received at a borough facility, if possible, the person answering the telephone will immediately refer to the Bomb Threat Checklist (attachment 1) and attempt to fill in those sections which apply to the caller and circumstances. This Bomb Threat Checklist shall be kept near office phones from which public calls are regularly received.
2. Should the bomb threat call be received at any other telephone (eg. pay phone), the building supervisor must immediately question the person who answered the call (eg. a spectator, custodian, etc.) and attempt to fill out as much of the Checklist as possible.
3. The building supervisor will then call "911" and ask for the University Dispatch Center at which time he/she shall request the Borough Emergency Manager be

SUPERSEDES: 55.01.02 (in part) (6/23/89)

PRIMARY RESPONSIBILITY: HS

immediately contacted. Ask to have the Emergency Manager call the building supervisor at a specific number immediately.

4. The Emergency Manager (or designee during his absence) will immediately call the building supervisor and, based upon information obtained from or about the bomb threat caller as indicated on the Bomb Threat Checklist and will make a decision whether to immediately evacuate the building.
5. The Emergency Manager will respond to the building any time evacuation occurs resulting from a bomb threat or discovery of an actual device. Based upon Checklist information, the Emergency Manager will respond and coordinate, if deemed advisable, a search of the building.
6. If an actual device is located, the Emergency Manager, in conjunction with the senior fire department official (in the City of Fairbanks), will coordinate all activity with the military disposal team, law enforcement agencies and other required organizations. The Emergency manager will also notify the Director of Health & Safety, Risk Manager, Administrative Director and the Mayor as time permits.

II. PROCEDURES FOR BUILDING SUPERVISORS

It is the building supervisor's responsibility to implement these procedures. The items below shall be incorporated in the building's emergency plan and exercised before an emergency strikes.

- A. SECURITY - Security measures need to be utilized only when major public events occur rather than everyday public activities.
 1. Secure non-public areas prior to allowing the general public into the facility. This greatly reduces the time required to walk through the building.
 2. Relocated or restrict the use (eg. features) of public pay telephones. Examples of phone use changes might include removal of that phone's number from the instrument or temporarily preventing any incoming calls. Details are to be worked out with F.M.U.S. and Telephone Utilities.
 3. Conduct a walk-through of the facility prior to admitting the public to assess building appearance. This helps determine is something appears "out of place" or if something was recently left behind.
 4. Ensure that the Bomb Threat Checklist is always next to telephones from which regular public calls are received (eg, number listed in directory).
 5. Department director or building supervisor shall complete the section in the box on the Bomb Threat Checklist entitled: "Report call immediately to:".
- B. TRAINING
 1. Contact the Emergency Manager if assistance is desired in conducting training for staff and security personnel.

III. SUPPLEMENTAL INFORMATION

- A. References - None

B. Definitions -

1. Evacuation - The complete emptying of a building of all occupants.
2. Incident Commander - Police or fire official in charge of incident.
3. Command Post - Specific location where Incident Commander and staff make decisions.

C. Attachments -

1. Bomb Threat Checklist

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BOMB THREAT CHECKLIST

QUESTIONS TO ASK:

1. What will cause the bomb to explode
2. Did you place the bomb?
3. Why?
4. When is the bomb going to explode?
5. Where is it right now?
6. What does it look like?
7. What kind of a bomb is it?
8. What is your address?
9. What is your name?

Exact Wording Of Threat:

Sex of Caller: _____ Race: _____
 Age: _____ Length of Call: _____

Number at which call is received: _____

Time Received: _____

Date Received: _____

Threat Language:

- | | |
|--|--|
| <input type="checkbox"/> Well Spoken
(educated) | <input type="checkbox"/> Incoherent
Taped |
| <input type="checkbox"/> Foul | <input type="checkbox"/> Message read
by threat maker |
| <input type="checkbox"/> Irrational | |

CALLER'S VOICE:

- | | |
|-----------------------------------|--|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Nasal |
| <input type="checkbox"/> Angry | <input type="checkbox"/> Stutter |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Lisp |
| <input type="checkbox"/> Slow | <input type="checkbox"/> Raspy |
| <input type="checkbox"/> Rapid | <input type="checkbox"/> Deep |
| <input type="checkbox"/> Soft | <input type="checkbox"/> Ragged |
| <input type="checkbox"/> Loud | <input type="checkbox"/> Clearing Throat |
| <input type="checkbox"/> Laughter | <input type="checkbox"/> Deep Breathing |
| <input type="checkbox"/> Crying | <input type="checkbox"/> Cracking Voice |
| <input type="checkbox"/> Normal | <input type="checkbox"/> Disguised |
| <input type="checkbox"/> Distinct | <input type="checkbox"/> Accent |
| <input type="checkbox"/> Slurred | <input type="checkbox"/> Familiar |

If voice is familiar, who does it sound? _____

Background Sounds:

- | | |
|---------------------------------------|--|
| <input type="checkbox"/> Street Noise | <input type="checkbox"/> Laughter |
| <input type="checkbox"/> Crockery | <input type="checkbox"/> Animal Noises |
| <input type="checkbox"/> Voices | <input type="checkbox"/> Clear |
| <input type="checkbox"/> PA System | <input type="checkbox"/> Static |
| <input type="checkbox"/> Local | <input type="checkbox"/> Long Distance |
| <input type="checkbox"/> Motor | <input type="checkbox"/> Booth |
| <input type="checkbox"/> Office | <input type="checkbox"/> Machinery |
| <input type="checkbox"/> Music | <input type="checkbox"/> House Noises |
| <input type="checkbox"/> Other | |

Remarks:

Report Call Immediately To:

Position: _____
 Phone Number: _____
 Time: _____ Days: _____

OR

Position: _____
 Phone Number: _____
 Time: _____ Days: _____

FACILITY: _____

APPROVED:

Juanita Helms

FNSB NO: 55.01.03

DATE: 6/28/89

HAZARDOUS OBJECT OR MATERIAL REPORTS

This procedure details the actions to be followed when a citizen reports a possibly hazardous object or material.

I. PROCEDURE

- A. When items or materials that could be hazardous or dangerous are found in an inappropriate location, citizens of the Fairbanks North Star Borough are encouraged to report such items to the Borough.
- B. Such reports shall be forwarded immediately by the receiver as follows:
 1. To the Emergency Manager at 456-2697 or 452-4761, extension 481.
 2. If it is after hours, the Emergency Manager will be contacted via the emergency after-hours phone numbers as issued to the departments.
 3. If contact cannot be made with the Emergency Manager, the call list for the report will be, in order:
 - a. Health and Safety Director
 - b. Risk Manager
 - c. Administrative Director
 - d. Mayor

The employees on this list will be included on the Emergency Call Out List.

- C. When notified of a potentially hazardous item or material, the person notified in (B) will proceed immediately to the scene using due caution, assess the situation, and classify it as to its immediate threat to life and safety.
 1. If it is an imminent threat to life and safety, she/he will notify the proper authority to mitigate the hazard immediately.

SUPERSEDES: None

PRIMARY RESPONSIBILITY: HS

2. If it is a threat that can be handled during the regular work day, she/he will secure the scene and notify the citizen who called, if possible, of the action that will be taken and when. The employee will notify the proper authorities on that next work day.

II. SUPPLEMENTAL INFORMATION

- A. References - None.
- B. Definitions - None.
- C. Attachment - Emergency Call Out List



BUILDING EVACUATION PROCEDURE
(Other Than Bomb Threat)

This procedure outlines the steps to take when a borough building is to be evacuated resulting from fire alarm activation or other non-bomb threat reasons.

I. PROCEDURE

- A. It is the responsibility of all designated building supervisors, with assistance from the Emergency Manager, to prepare an evacuation plan for their individual facility which must include, among other concerns, adjacent structures that might be used should relocation of occupants be required due to an evacuation. Owners of these nearby buildings should be contacted and prior permission secured and access procedures (eg. keys) arranged for such emergency relocation.
- B. Upon hearing the fire alarm, all employees shall immediately secure their area by locking security locks or safes and shall direct any citizen present to leave the building. The employees shall then evacuate the building, assuring that all doors are closed (not locked) as they leave. Elevators shall not be used in the evacuation.
- C. The switchboard operator, if not in immediate danger, shall call "911" on the telephone to verify that the alarm was received by the emergency dispatcher and relay any other pertinent information (eg. location of problem, if known). In buildings other than the Administrative Building, the building supervisor, if not in immediate danger, shall make the call.
- D. When employees leave the building, they are to congregate in the parking, lot farthest distance from the building. In inclement weather, employees may go to personal vehicles which may be started to provide heat but not driven so as not to interfere with arriving emergency vehicles. If practical, the building supervisor may direct evacuees to adjacent buildings.
- E. It is important that the building supervisor identify him/herself to the first arriving fire or law enforcement officials and help coordinate emergency activities in the building.
- F. At the swimming pools, people will congregate in the lobby close to the main exit during inclement weather. If obvious signs of fire or other hazards are present, people will immediately evacuate the building and proceed to their personal vehicles or relocate to another building as stated in I.D. above.
- G. No one shall re-enter an evacuated building or reset a fire alarm in such a building until ordered by the Incident Commander (usually senior fire department official).
- H. It is the responsibility of the building supervisor to implement this procedure.

II. SUPPLEMENTAL INFORMATION

- A. References - None
- B. Definitions -
 - 1. Evacuation - The complete emptying of a building of all occupants.

SUPERSEDES: 55.01.02 (in part) (6/23/89)
PRIMARY RESPONSIBILITY: HS

2. Incident Commander - Police or fire official in charge of an incident.

C. Attachments - None

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