

University of Alaska Southeast

Emergency Action Plan

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Earthquakes

Steps to take BEFORE an earthquake:

- Make sure shelves are secure and designed with latching doors or raised edges to prevent objects from falling.
- Top heavy furniture and equipment must be bolted to walls or floor. (Facilities Services can assist with these measures)
- Store breakables and heavy objects on lower shelves. Overhead lights, heavy artwork and mirrors need to be anchored.
- Store flammable liquids in flammable liquids storage cabinets.

Notification

- First make sure you are safe – see actions below.
- Call 911 if an emergency situation or anyone is in danger.
- Contact Facilities Services to report any damage 796-6496 (x6496) during working hours (8 am – 5 pm) or 1-866-999-1822 after hours.

Immediate Actions

If you are indoors:

- DO NOT evacuate until the earthquake is over.
- Move away from windows that may break and furniture or large objects that could fall over.
- Duck or drop down to the floor.
- Take cover under a sturdy desk, table or other furniture.
- Hold on to it and be prepared to move with it.
- Hold the position until the ground stops shaking and it is safe to move.
- Expect the fire alarm and sprinkler to activate.
- After shaking stops, check yourself and others for injuries and move toward the nearest exit or alternate exit.
- When evacuating grab any rain or winter gear available.
- Watch out for people who may need your help getting out.
- Close the door behind you when evacuating.
- Do not leave the area/campus until your status is reported to your supervisor, resident advisor or instructor.

If you are in a crowded room or crowded public place: Do not rush for exits.

If you are outside:

- Get into the open, away from buildings and power lines.

If you are driving:

- Stop if it is safe, but stay inside your car.
- Stay away from bridges, overpasses and tunnels.
- Move your car as far out of the normal traffic pattern as possible.
- If possible, avoid stopping under trees, light posts, power lines or signs.

If you are in a mountainous area, or near unstable slopes or cliffs:

- Be alert for falling rocks and other debris that could be loosened by the earthquake.

If you are on the beach: Move to higher ground. Be alert for a tsunami.

Fire

Notification

1. Pull fire alarm to notify campus of fire and trigger evacuation
2. Call 911 when it is safe to do so.
3. Report to Facilities Services 796-6496 (x6496) during working hours (8 am – 5 pm) or 1-866-999-1822 after hours
4. Notify Chancellor if major fire or there are injuries

Safety Briefing

It is the responsibility of all persons who enter or occupy a UAS building to acquaint themselves with at least two paths of egress from the building.

As a matter of routine, faculty and staff should advise students and visitors of the location of the exits to be used in the event of an emergency and the location of the Assembly Area (so that a headcount can be made). This should occur for each class or gathering as soon as possible following the beginning of each semester or prior to each gathering.

UAS buildings are equipped with automatic fire detection equipment, sprinklers and alarms. Evacuation plans are posted showing routes to leave each building. Fire extinguishers are located throughout the campus.

Responsibilities

Supervisors and teaching staff are responsible for verifying or attempting to verify that all subordinates and students have safely evacuated if smoke or fire are present or the alarm is sounded.

The Residence Life Managers or Residence Hall Coordinators are to maintain rolls of those under their care. They are to take the rolls with them when evacuating to assure that all students are accounted for at the designated assembly area.

Preplan your escape:

- Know the location of all alarm pull stations.
- Make sure your floor has at least two unobstructed ways out of the building.
- Check the fire exits to make sure they are usable, clear of obstructions.
- Read the instructions on the fire extinguisher near your work area.
- Do not use elevators.
- Learn the sound of your buildings' fire alarm, note strobe lights.
- Verify that emergency numbers are posted on or near all telephones.

Evacuation

- If there is a Fire or Fire Alarm: Everyone Evacuates Immediately!
- Don't assume that the alarm is a test or false alarm. In a fire, seconds count.
- If you discover a fire or smoke condition, sound the building alarm by activating the nearest pull station.
- Try to help others, if you can do so safely.
- If fire danger is obvious, use fire extinguishers to aid in evacuation.
- When leaving, take personal belongings, close the door behind you. Do not lock.

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Fire (continued)

- From a safe location, make a follow up call to the Fire Department (911). Inform them of:
The location and nature of the fire or smoke;
The location and condition of any person left in the building.
- Meet at your Assembly Area and take a head count.
- If someone is missing, do not reenter building to search, inform fire or police officials.
- Do not reenter the building, even if the alarm no longer sounds, until a fire official, the Director of Facilities or their representative determines the building is safe.

Use of Fire Extinguishers

Fire extinguishers are to be used by trained persons only.

Do not attempt to fight a fire if you or others could be in danger.

Unless it is clear that a person with a fire extinguisher will quickly be able to put out the fire, pull the fire alarm to initiate an evacuation.

With few exceptions, fire extinguishers available throughout the UAS campus are “ABC” type. These are suitable to put out fires involving combustibles (paper, wood), flammable liquids and electrical equipment.

To operate most fire extinguishers:

- Pull the pin.
- Aim nozzle at the base of the fire.
- Squeeze or press the handle.
- Shoot the retardant at the base of the base of the fire, sweeping from side to side.
- Watch for re-flash.

After the fire is out:

If the fire is put out and the smoke is not a significant hazard, telephone Facilities 796-6496 (x6496) during working hours (8 am – 5 pm) or 1-866-999-1822 after hours to report the location and nature of the fire and how it was brought under control.

Fill out an Incident Report and forward to Facilities Services.

Fire survival strategies

If you have to open an interior door during an evacuation, check for smoke and heat before opening. This can be done by placing the back of the hand as high as possible on the door or by lightly touching metal door components that project through the door to detect heat. Absent any indication of heat, the door may be slowly and partially opened to check visually for smoke.

Because heat and smoke rise naturally, it is more desirable to relocate to a point below the fire rather than above it.

Movement to another wing of the building, entering an adjacent building or moving to the opposite side of a building will improve a person’s safety. Care should be taken to close doors as you move from one location to another to limit the spread of smoke and heat.

Hazardous Materials Release

Notification

1. First make sure you are safe – see actions below.
2. Call 911 if an emergency situation or anyone is in danger
3. Report release to Facilities Services 796-6496 (x6496) during working hours (8 am – 5 pm) or 1-866-999-1822 after hours.

At the scene of an accident:

- If you see an accident, call 911 to report the nature and location of the accident as soon as possible.
- Move away from the accident scene and help keep others away.
- Do not walk into or touch any of the spilled substance. Try not to inhale gasses, fumes and smoke. If possible, cover mouth with a cloth while leaving.
- Stay away from accident victims until the hazardous material has been identified.
- Notify emergency personnel if you have been exposed or have information about the release.
- Try to stay upstream, uphill and upwind of the accident.

How you may be notified of a major Hazardous Material incident:

In the event of a major chemical emergency, you will be notified by the authorities. To get your attention, a siren could sound, you may be called by telephone or emergency personnel may drive by and give instructions over a loud speaker. Officials could even come to your door.

Listen carefully to radio or television emergency alerts and strictly follow instructions. Your life could depend on it.

You will be told:

The type of health hazard

The area affected

How to protect yourself

Evacuation routes (if necessary)

Shelter locations

Type and location of medical facilities

The phone numbers to call if you need extra help

Do not call the telephone company and do not call EMS, 911 or the operator for information. Dial these numbers only for a possible life-threatening emergency.

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Hazardous Materials Release (continued)

Shelter-in-place

- You can provide a minimal amount of protection to your breathing by covering your mouth and nose with a damp cloth.
- Close all windows
- Turn off all fans, heating and air conditioning systems
- Go to an above-ground room (not the basement) with the fewest windows and doors.
- Wet some towels and jam them in the crack under the doors.
- Stay in the room and listen to your radio until you are told all is safe or you are told to evacuate.

Evacuation

Authorities may decide to evacuate an area for your protection. Again, it is important to stay calm, listen carefully and follow all instructions.

If you are told to evacuate, listen to your radio to make sure the evacuation order applies to you and to understand if you are to evacuate immediately or if you have time to pack some essentials. Do not use your telephone.

If you are told to evacuate immediately:

- Take your personal belongings and medications
- Close and lock your windows
- Shut off all vents
- Lock the door
- Move quickly and calmly

After

- Return to building only when authorities say it is safe.
- Follow local instructions concerning the safety of food and water.

Clean up and dispose of residue carefully. Follow instructions from emergency officials concerning clean-up methods.

Power Outage

Notification

1. Call Facilities Services 796-6496 during working hours (08:00 – 5:00)
2. After hours call 1-866-999-1822

Immediate Actions

- Remain calm, provide assistance to others if necessary
- Move cautiously to a lighted area. Lighted signs may indicate exits if the emergency power is operating.
- Turn off and unplug computers and other voltage sensitive equipment.
- If Facilities Services informs you of a prolonged outage, develop plans for continued campus operation or closure.

When power returns,

- Delay restarting computers or other voltage sensitive equipment until it appears that the power situation is stabilized.
- Report any damage to equipment for Facilities Services and Information Technology Services.

Fill out an incident report and describe any difficulties during the power outage.

Disorderly or Disturbed Person

Universities, research facilities and entities representing government are often targets for visits from people who are apparently out of touch with reality. They can be dangerous if they perceive a threat or if they don't get the results they want from employees. Even disturbances caused by normally rational people who are intoxicated by alcohol or drugs can create a significant risk to themselves and others.

Alaska statutes allow the University to impose regulations for behavior to maintain a safe environment. Those regulations prohibit people who are armed and/or are obviously intoxicated from being on campus. The police should be notified and will check the person's identity and assess the proper course of action. If in doubt, **REPORT IT!**

- If you feel the person is on the verge of becoming violent, do not hesitate to call the Juneau Police Department: 911
- Do not confront a disorderly or apparently disturbed person
- Make a mental note of the person's physical description and clothing
- Try to remember the exact wording of any threats or delusional conversation
- If he/she is threatening, use a pre-arranged office code word to have someone else call the police. You could serve to inflame the situation by announcing that you will call authorities.
- Carefully observe the subject's hands, watch for:
 - Clenched fists
 - Weapons
 - Blood or other evidence of physical aggression
- Do not challenge or make fun of the person's irrational words or actions
- Do not block the person's access to an exit or attempt to restrain them
- Note any odor of alcoholic beverage

Active Attack

General priorities:

Upon becoming aware of an active attack on campus you should:

- Get yourself to a safe location *fast*
- Get help on the way by calling 911
- Alert those in your area by using the Lockdown Whistle, Bullhorn or Text Message.

Select an initial emergency action:

- If the attack is from within a building, consider Lockdown or Evacuation
- If attack is from outside, call Lockdown
- If attack is of unknown origin, call Lockdown

Alert Notification

Seconds matter during an active attack. As soon as you are in a safe location and have called 911, you can help alert others to the danger by signaling a LOCKDOWN:

Lockdown Whistle: *3 long blasts – pause -- repeat*

Bullhorn: *Lockdown – Go to the nearest room – lock and barricade doors and windows*

If you are authorized to initiate a Text Message:

LOCKDOWN Shooter with a gun reported at_____.
Immediately evacuate the area or shelter in place.

Follow up actions

Notify the following offices who will also announce LOCKDOWN

- Chancellor's Office 796-6568 Action: text message, bull horn, whistle
- Facilities Services 796-6496 Action: radio dispatch, text message, bull horn, whistle
- Student Services 796-6000 Action: text message, bull horn, whistle

Lockdown

Secure immediate area

If you are outdoors, report to the predetermined off-site staging area.

If you are indoors, report to the nearest room

- Lock and barricade doors and windows. As you are locking the door, direct anyone who is nonthreatening and in the hallway to step inside your room.
- Turn off all lights and PC monitors
- Close window blinds
- Stay out of sight, move away from doors and windows
- Take cover behind heavy furniture, along concrete walls and filing cabinets.
- Silence cell phones
- Do not tie up cellular telephone circuits except to report your situation to police.
- Display the appropriate color code marker from front pocket of manual in exterior window. Red if you need immediate assistance; Green if you are safe.
- If you hear gunshots, direct those in your area to lie as flat on the floor as possible.
- This condition is maintained until the order is rescinded or revised by a recognized authority.

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Active Attack (continued)

If an Active Attacker successfully gains entry to an occupied room, evacuate if possible, survive as you are capable, including throwing things and fighting back.

Leaving a secured area:

- Consider risks before leaving
- The shooter generally will need to be stopped by an outside force.
- Rescue attempts should only be tried if they can be accomplished without endangering lives.
- When in doubt, shelter in place and wait for instructions from emergency personnel.

What to report:

- Your specific location: building name and office/room number
- Number of people at your location
- Injuries – number injured, types of injuries.
- Information on attacker(s) – location, number of suspects. Race/gender, clothing description, physical features, type of weapons (rifle, shotgun or handgun), backpack, shooters identity, number of shots fired, etc.

What to expect from police:

- Police will attempt to immediately engage assailant(s).
- Evacuate victims
- Facilitate follow up medical care
- Investigation

Establish Command and Control and begin working the problem:

- Activate EOC (Emergency Operations Center)
- Form Campus Response Team
- If you evacuated, delegate people to manage staging areas
- If you locked down, start polling classrooms and offices
- If you locked down, based on what you learn from above poll, activate appropriate emergency teams.
- Learn all you can about suspect identities, physical and clothing descriptions, weapon's, current locations and activities, backgrounds and grievances and student and staff casualties
- Brief police
- Assist police as necessary in preparing for their rapid assault.

Bear Encounter

Living with Bears in Juneau

The people of Juneau have experienced recurring conflicts with bears in our community. The city is surrounded by prime black bear habitat and it isn't uncommon to see bears wandering through town. Juneau residents treasure the natural surroundings in which we live. We live in bear country and we feel lucky to do so.

Because we understand our responsibility to the wildlife whose home we share, our community was among the first in the nation to enact local laws aimed at keeping bears out of garbage. As we continue to refine laws and practices, Juneau is becoming a model for other communities committed to living in harmony with wildlife.

What do I do if I see a bear?

Juneau is prime black bear habitat and it isn't uncommon to see bears traveling through neighborhoods. A black bear passing through is generally not a threat. Black bears are rarely aggressive toward people and no serious attacks have ever been reported in Juneau. If given space, time, and the opportunity to retreat, most bears will wander back into the woods.

- **Is the bear eating natural foods and/or just passing through?**

If a bear is eating natural foods--such as berries or grass--leave it alone and give it time and space to leave. Unless the bear receives food rewards (garbage, dog food, birdseed), it will generally move on.

- **Is the bear climbing onto property?**

If the bear is climbing onto your porch or deck, encourage it to leave by banging pots or making other loud noises. After the bear leaves, remove any attractants.

- **Is the bear getting into garbage?**

If the bear is getting into garbage, wait in a safe place--a car or building--until you are sure the bear has gone. Clean up whatever attracted it to your area, and keep trash cans inaccessible until the morning of pickup day. Don't give this or any other bear a chance to get another food reward.

If a bear encounter results in a personal human injury, 911 should be called immediately. Juneau Police Department will respond.

There is no need to call the police to report bear activity unless it is a threat.

Suspicious object

Universities, research facilities and entities representing government are often targets for terrorism using the mail delivery systems. Explosives, hazardous chemicals and anthrax laden powder have been shipped to victims in the past and there are things you can watch for to avoid being exposed or injured by a delivered package.

Avoid contact with the material or device.

Notification

Contact your supervisor or Facilities Services 796-6496 (x6496) during working hours (8 am – 5 pm) or 1-866-999-1822 after hours or the Juneau Police Department (911) if a combination of these indicators leads you to believe you may have received a dangerous parcel or envelope. If in doubt, **REPORT IT!**

- Written threat with the package
- Any other associated threat(s)
- Excessive postage
- Addressed to an incorrect title or title and no name
- Strange odor
- Lopsided or uneven package or envelope
- Ticking sound
- Misspelling of common words
- Oily stains, discolorations
- No return address
- Protruding wire / aluminum foil

If anthrax contamination is suspected, you should:

- Isolate and secure the immediate area around the substance
- Contact the Juneau Police Department (911), who will call on other professional responders also.
- If powder is not contained, cover if possible
- Leave the area and close the door (or section off area to keep others away)
- Have the building air handling system shut down
- Be prepared to evacuate the building or to shelter in place, as directed by police.

If instructed to vacate, evacuees should be prepared to be contained in a holding area until they can be interviewed, decontaminated and authorized to leave.

Medical Emergency

Medical emergencies and accidents can occur at any time and may involve a student or employee. Some emergencies may only require first aid care, while others may require immediate medical attention. When in doubt, it is better to err on the side of caution and dial 911.

Medical emergencies involving any student, employee or visitor must be reported to the Health and Safety Office on an Incident Report.

Immediate Actions:

Call to get help on the way

- Dial 911 or direct someone to do so. Provide the following information:
 - UAS building address, including nearest cross street or landmark.
 - Exact location within the building
 - Your name and telephone number
 - Nature of the emergency
- Do not hang up until advised to do so by the dispatcher.
- Ask someone to dispatch a first aid / CPR trained employee to the victim

First Aid

- Do not provide first aid assistance unless you are trained to do so and have permission from the individual.
- Stay calm
- Do not move the person unless he/she is in immediate danger

If the person is **unconscious**:

- Do not try to give fluids
- Do not attempt to awaken by shaking
- Loosen tight clothing, especially around the neck if breathing is restricted.

If the person is **conscious**:

- Get as much information as possible
 - type of injury
 - age
 - race
 - sex
 - medical conditions
 - medications
 - allergies
 - name of person that should be contacted
- Reassure the victim that help is on the way.
- Do not let the victim drive home or to a hospital or let someone else take him/her to the hospital unless it is a family member.

If the person is having a **seizure**:

- Do not restrain.
- Place a pad under the victims head.
- Move any objects or desks away to prevent the person from being injured.

Snow and Ice

Routine Snow Removal Practices

Routine snow removal is accomplished by UAS Grounds staff with assistance from other Facilities Services personnel as needed. Standard procedure is for snow removal staff to monitor the weather and start removing snow as early as necessary to have campus open and substantially clear of snow by 8:00 am. During the day, Facilities Services staff place ongoing snow removal above most other maintenance activities.

Severe Snow Procedures – accumulating faster than can be removed

By 5 a.m., snow removal staff will have already been removing snow on campus for some time. Other than major equipment malfunction or inability of staff to respond, campus should be substantially clear of snow by 8 a.m. The decision to close campus will likely be based on the road conditions in the community rather than the campus situation. At 5 a.m., snow removal staff will call the Facilities Call-Out List members in the following order.

1. Keith Gerken, Facilities Director
2. Joe Mueller, Operations Manager
3. Dan Garcia, Health and Safety Manager

Once a picture of the current community and campus situation is established, the Facilities Services representative calls the Chancellor to give a status report.

If the decision is to close the campus, the Chancellor (or alternative) instructs the Director of Public relations, Katie Bausler to contact the media. This should be accomplished by 6:00 a.m.

Weather Information Resources

The following resources are useful in making the campus closure decision:

Alaska Road Traveler Information
Dial 511 or visit <http://511.alaska.gov/>

CBJ

<http://www.juneau.org/weather/hw3.php>

Juneau Police Department non-emergency: 586-0600

KINY radio

<http://www.kinyradio.com/weather.html>

<http://www.kinyradio.com/webcams.html>

907-586-1800

National Weather Service

<http://pajk.arh.noaa.gov/zonefcst.php?zone=025>

Bomb Threat

DO NOT:

- Use two way radios or cellular phones, radio signals have the potential to detonate a bomb.
- Evacuate the building until police arrive and evaluate the threat.
- Activate the fire alarm
- Touch or move a suspicious object

Threat received by Telephone

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. If you receive a bomb threat over the telephone:

- Stay calm and keep your voice calm.
- If possible, write a note to a co-worker or fellow student, and ask them to call 911 while you have the caller on the line.
- Listen carefully, don't interrupt the caller or hang up.
- Attempt to obtain as much information as possible from the caller, take notes:
 - When will it explode?
 - Did you place the bomb? Where did you leave it?
 - What does the bomb look like? What kind of bomb is it?
 - What will make it explode?
 - Why did you plant it? Who is the target?
 - What is your name?
 - Where are you located?
- Observe the callers characteristics:
 - Gender and estimated age
 - Speech patterns (fast, slow, slurred, accent, talkative, etc.)
 - Emotional state (angry, agitated, calm, incoherent, laughing, etc.)
 - Background noise suggesting where the caller is (conversation, office machines, traffic, music and type, etc.)
 - Familiarity with the facility?
- Call details:
 - Caller ID
 - Time call received
 - Length of call
 - Phone number where call was received

As soon as the caller hangs up, call 911 and give as much information as possible.

Threat received by E-mail

Print a copy for local law enforcement

Save the message (do not delete) on your computer.

Call 911

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Bomb Threat (continued)

Threat received by mail or note

Stop additional handling of the message, letter or parcel

Secure the room or area if possible, allowing entry to emergency responders only

Call 911

If you are told by emergency responders to evacuate the building

- Check your work area for unfamiliar items. Do not touch suspicious items. Report them to authorities
- Take personal belongings when you leave
- Leave doors and window open, do not turn light switches on or off
- Use stairs only, do not use elevators
- Move well away from the building and follow instructions from emergency responders

Call Facilities Services 796-6496 (x6496) during working hours (8 am – 5 pm) or 1-866-999-1822 after hours – and say that you have alerted 911 regarding a bomb threat at location (if specified).

Pandemic Influenza

Pandemic has been defined as an outbreak of influenza, for which there is little or no immunity among humans and is easily spread over a wide geographic area that affects an exceptionally high part of the population. They occur about every 30 years, with the last one in the U.S. being the swine flu in 1967. Modes of transmission include coughing and sneezing, as well as contact with virus on objects in daily life.

Work managers need to determine how to keep critical processes running if there is a 40-50% absenteeism rate. Center of Disease Control (CDC) and local health services need to be monitored for the latest health advisories. In the event of an outbreak the Chancellor may take prudent actions such as cancelling classes, closing the university, sending/keeping “non-essential” employees home.

In campus departments, you can plan for pandemic by:

- Identify essential employees/positions to keep the core processes running.
- Cross train employees for temporary re-assignment to vital areas.
- Create a method for some employees to work from home.
- Stockpile gloves, hand wash, N-95 masks, and similar items for employees.
- Implement a mandatory stay-home policy for employees who are symptomatic (fever, chills headache, runny nose, etc.)
- Create a liberal leave policy for personnel who must care for sick family members.
- Plan to cancel vacation and other types of leave.

Reduce risk of infection by:

- Isolating those who are already sick.
- Quarantine those in homes with sick people.
- Dismiss student from classes, social activities, child care.
- Encourage alternatives to face-to-face meetings, i.e. “social distancing”
- Reduce staff density in working group areas.
- Modify or postpone public gatherings
- Cancel work related travel.

Prevention and Control

- Do not cough into the hand or the air in public. Cough into the shirt or forearm/elbow if tissues are unavailable.
- Use tissues and dispose of them properly.
- Eliminate handshaking.
- Wash hands frequently and thoroughly.
- Use antiseptic towelettes or antiseptic gels if soap and water are not available.
- Avoid touching the eyes and mouth.
- Get an annual flu vaccination to mitigate the impact of possible pandemic strains of flu.
- Disinfect as possible, surfaces and commons areas, including work vehicles.
- Use disposable cups and utensils.
- Create a departmental disease surveillance protocol to monitor employees for signs of illness.
- Enhance ventilation of offices by opening a window if possible.
- Make N-95 (or higher) particulate face masks available to all employees
- At home, stockpile enough food, medications, water and related living supplies for 21 days.

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Pandemic Influenza (continued)

Special enforcement duties

- Guarding vaccine distribution chains and distribution sites from the Strategic National Stockpile to maintain order and prevent theft.
- Enforcing closure orders, curfew, travel limitations and restrictions on gatherings.
- Enforcing quarantine orders and other involuntary restrictions.
- Arranging for secure disposition of dead bodies during surges in deaths.
- Assisting health care providers and other agencies with security for delivery of essential food and medicine.

Work with Public Information Officers to disseminate information and alerts via mass e-mails, press conferences and other options.

Automated External Defibrillators

Placement locations of the units were selected with a view to minimizing travel distances, hence response times, during regular business hours to allow the deployment of an AED within two-three minutes of the occurrence of a cardiac arrest.

Each potential volunteer responder must be trained by the American Red Cross (or approved equivalent). At a minimum such individuals must attend and satisfactorily complete a Cardio Pulmonary Resuscitation (CPR) module and an Automated External Defibrillator training module as designed and presented by the American Red Cross (or approved equivalent). This training must be renewed annually.

Volunteer responders, who have completed required training, may provide, at their sole discretion, assistance to a victim of a medical emergency to the extent appropriate to their training and experience. This includes the use of an AED.

Volunteer responders should take the AED and a first aid kit to any medical emergency to which the individual responds.

The units selected for deployment on the campus of the University of Alaska Southeast are the Zoll AED Plus.

AED units are available at the following locations:

1. Egan Library; Circulation Desk, telephone 796-6300
2. Student Lodge, behind front counter, telephone 796-6443
3. Technology Education Center, 2nd floor reception; telephone 796-6120
4. Bill Ray Center, 1st Floor Hallway, telephone 796-6045
5. Anderson Building, 2nd Floor Hallway, telephone 796-6441
6. Student Activity Center, Entry desk, telephone 796-6544

If the AED is an appreciable distance from the location of the medical emergency, the volunteer responder should begin CPR and dispatch a second person to transport the device to the emergency (or telephone the storage area and request that the unit be taken immediately to the location of the medical emergency).

An AED should only be used on a person who is displaying the following symptoms:

1. The victim is unconscious.
2. The victim is not breathing.
3. The victim has no pulse and/or shows no signs of circulation such as normal breathing, coughing, or other movement.

An AED must not be used on any person who is less than eight years of age or less than 55 pounds.

If an AED is utilized in rendering voluntary assistance, the volunteer responder using the device is responsible for completing a UAS Incident Report to record the facts of the matter. The report must include a list of persons witnessing the use.

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Automated External Defibrillators (continued)

Every use, or attempted use, of an AED must be reported immediately to Capital City Fire and Rescue by the most expeditious means available to assure that a person experiencing a possible cardiac arrest be provided the best professional care available.

Facilities Services should be notified as soon as practical following the use of an AED so the unit can be inspected, supplies replenished and the operational status of the equipment can be assured.