

PALMER STATE OFFICE BUILDING
EMERGENCY PROCEDURES
BUILDING RULES AND POLICIES

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INTRODUCTION

The Palmer State Office Building is providing this information as a reference guide in the event of an emergency.

It is each occupant's responsibility to be aware of the procedures listed herein and the location of the buildings emergency exits so that injuries and property damage may be minimized during an emergency situation.

Emergency Telephone Numbers

1.	Palmer Fire Department	911
	Palmer Police Department	911
	Emergency Medical Aid	911
2.	Building Management	907-707-1700
3.	Building Management Fax	907-745-2380
4.	After-hours Security	907- 269-0334
5.	State of Alaska Facilities Management	907- 269-0300

BUILDING EMERGENCY SYSTEMS

- A. **EMERGENCY EXITS**
Please familiarize yourself with the exit nearest your suite.

- B. **FIRE ALARM PULL STATIONS**
Pull stations are located throughout the building. In case of fire in or near your suite, activate the nearest pull station, regardless of whether or not the alarm signal is already sounding.

- C. **SPRINKLERS AND SMOKE DETECTORS**
The building is fully equipped with numerous sprinklers and smoke detectors. Both of these systems are automatically monitored so that, should either one be activated by smoke or heat, the alarm signal will sound and the fire department will be alerted.

- D. **FIRE EXTINGUISHERS**
Fire extinguishers are located throughout the building. Extinguishers are intended for use on small, controllable blazes. The extinguisher should be held upright with the nozzle pointed at the base of the flames. Please do not attempt to “fight” fires unless you can do so safely.

EARTHQUAKE

EMERGENCY PHONE NUMBERS

- | | | |
|----|---------------------------------|--------------|
| 1. | Fire/Police/Medical Departments | 911 |
| 2. | Building Management | 907-707-1700 |
| 3. | After-hour Security | 907-269-0334 |

IMPORTANT DO'S

1. Take cover under a desk, in a doorway, or in the center of the building.
2. Stay clear of bookcases, file cabinets, glass items, windows, and other similar items.
3. Follow instructions of the fire department and building management.
4. Keep calm.
5. Turn off all electrical equipment.
6. Wait for instructions from Building Management in the event of an extended power failure.
7. In the event an evacuation is necessary, evacuation procedures will be announced by persons in authority.

IMPORTANT DON'TS

1. Don't panic.
2. Don't use telephones.
3. Don't use elevators.
4. Don't stand near windows.
5. Don't use an open flame.
6. **DO NOT GO OUTSIDE THE BUILDING** unless instructed to do so by persons in authority. If you are outside, move away from the building.

IMPORTANT SUPPLIES

1. Flashlight and extra batteries.
2. Portable battery operated radio.
3. First Aid Kit and Manual.
4. Emergency food and water, non-electric can opener.

ELEVATOR EMERGENCY

Elevators are a very safe mode of transportation. They do occasionally malfunction. When they do, follow these guidelines:

IMPORTANT DO'S

1. Remain calm.
2. Use the automatic telephone located behind the panel inside the elevator cab. The phone is monitored 24 hours each day by the elevator company.
3. If you observe a malfunction from outside the elevator, notify Building Management at 907-707-1700.

IMPORTANT DON'TS

1. Don't force the elevator doors open.
2. Don't panic.
3. Don't jump in elevators; the most common cause for elevators to get stuck between floors is occupants misusing the equipment. Jumping in the elevators causes over-speed, which can activate the brakes.

WHAT TO EXPECT

1. When you pick up the emergency telephone in the elevator, the elevator company will communicate with you.
2. Passengers will be assisted as quickly as possible.
3. Building Maintenance is expressly forbidden from recovering people from stuck elevators. Only trained, authorized personnel of the elevator company can accomplish this. Therefore, if you are stuck, you will have to wait until the personnel arrive at the building; this can easily take 20-30 minutes, please be patient.

EVACUATION

EMERGENCY PHONE NUMBERS

- | | | |
|----|---------------------|--------------|
| 1. | Fire/Police/Medical | 911 |
| 2. | Building Management | 907-707-1700 |

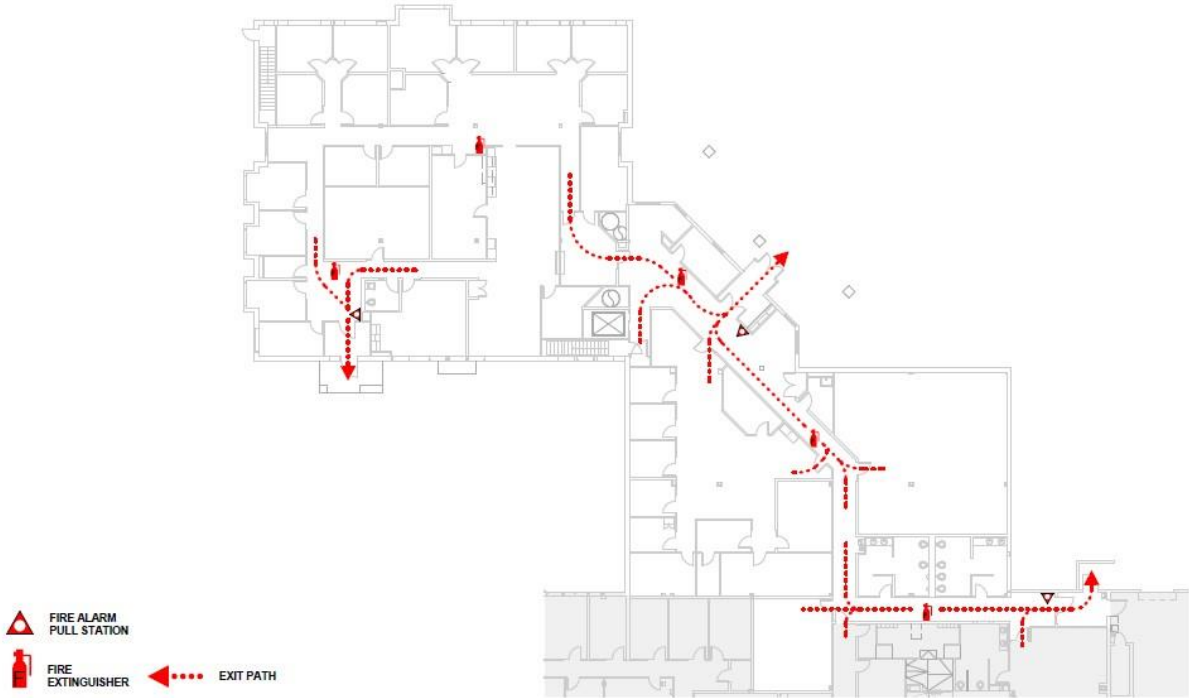
IMPORTANT DO'S

1. Follow the instructions of your SERC and ERC, the fire department, and Building Management.
2. Where possible, assist disabled personnel to where they will be picked up by emergency personnel. The SERC and ERC will coordinate this effort.
3. Close the door to your office as you leave.
4. Use stairwells for evacuation when applicable. Be alert of other tenants and fire department personnel who might also be using the stairwell. Use handrails
5. Keep talking to a minimum.
6. Move quickly, and calmly.
7. Listen for instructions and follow them.
8. Please check with your SERC and ERC to verify accountability after evacuation from the building.
9. Wait for an "ALL CLEAR" announcement or for further instructions.

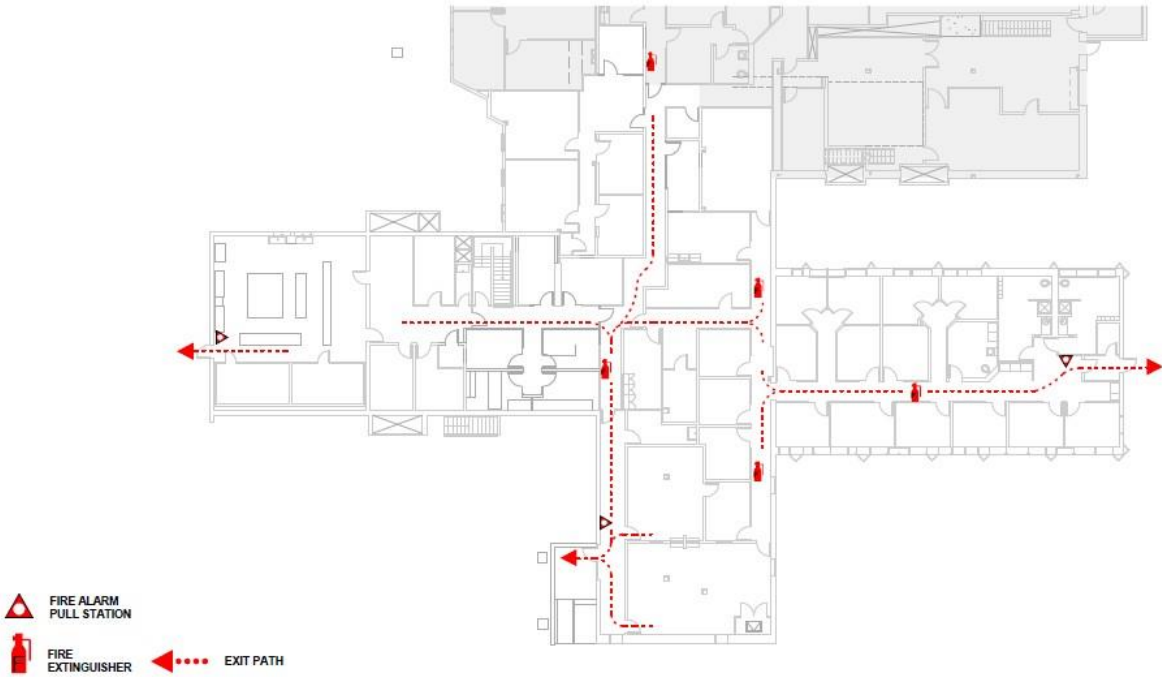
IMPORTANT DON'TS

1. Do not return to the area to retrieve items such as purses, coats, etc.
2. Do not block stairwells, vestibules, or doorways.
3. Do not run or create a panic situation.
4. Do not return until the fire department or Building Management gives an "ALL CLEAR."

Emergency Evacuation Area Maps North Entry Area



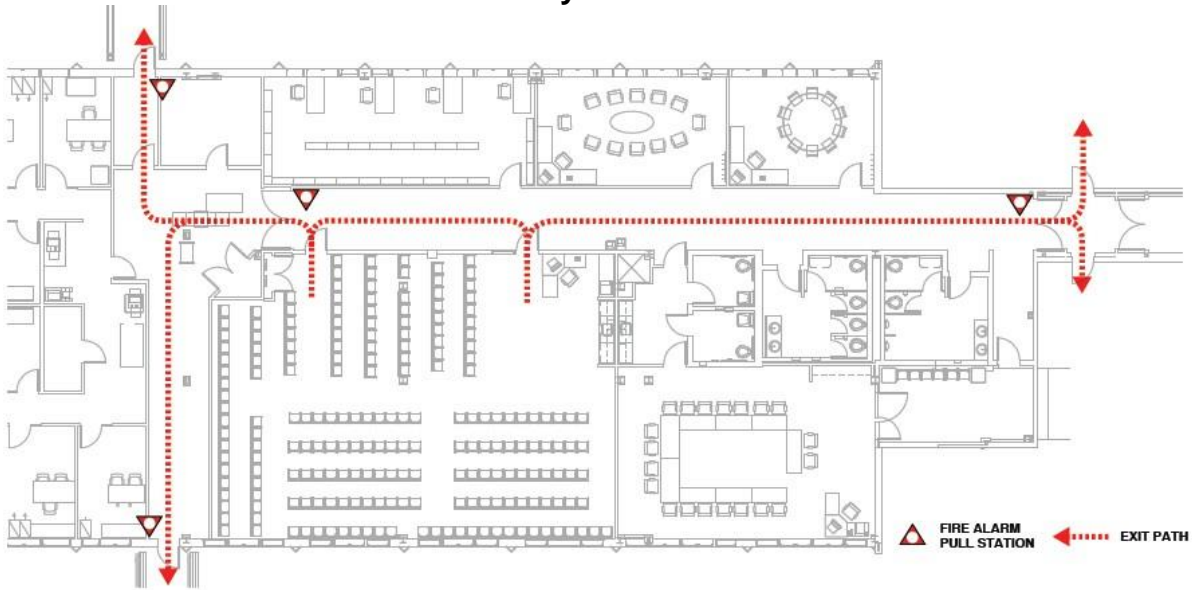
South Entry Area



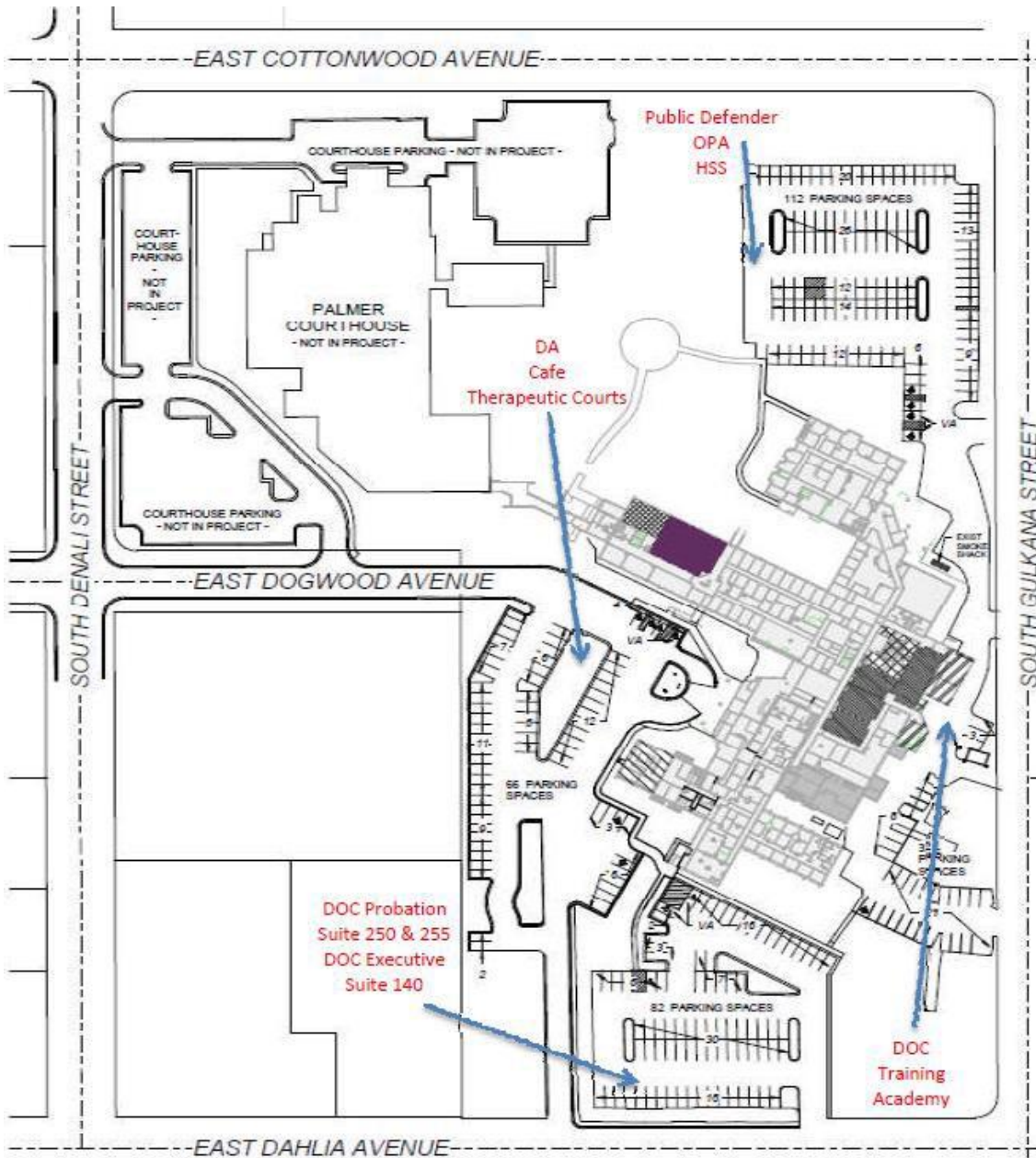
Emergency Evacuation Area Maps West Entry Area



Jury Area



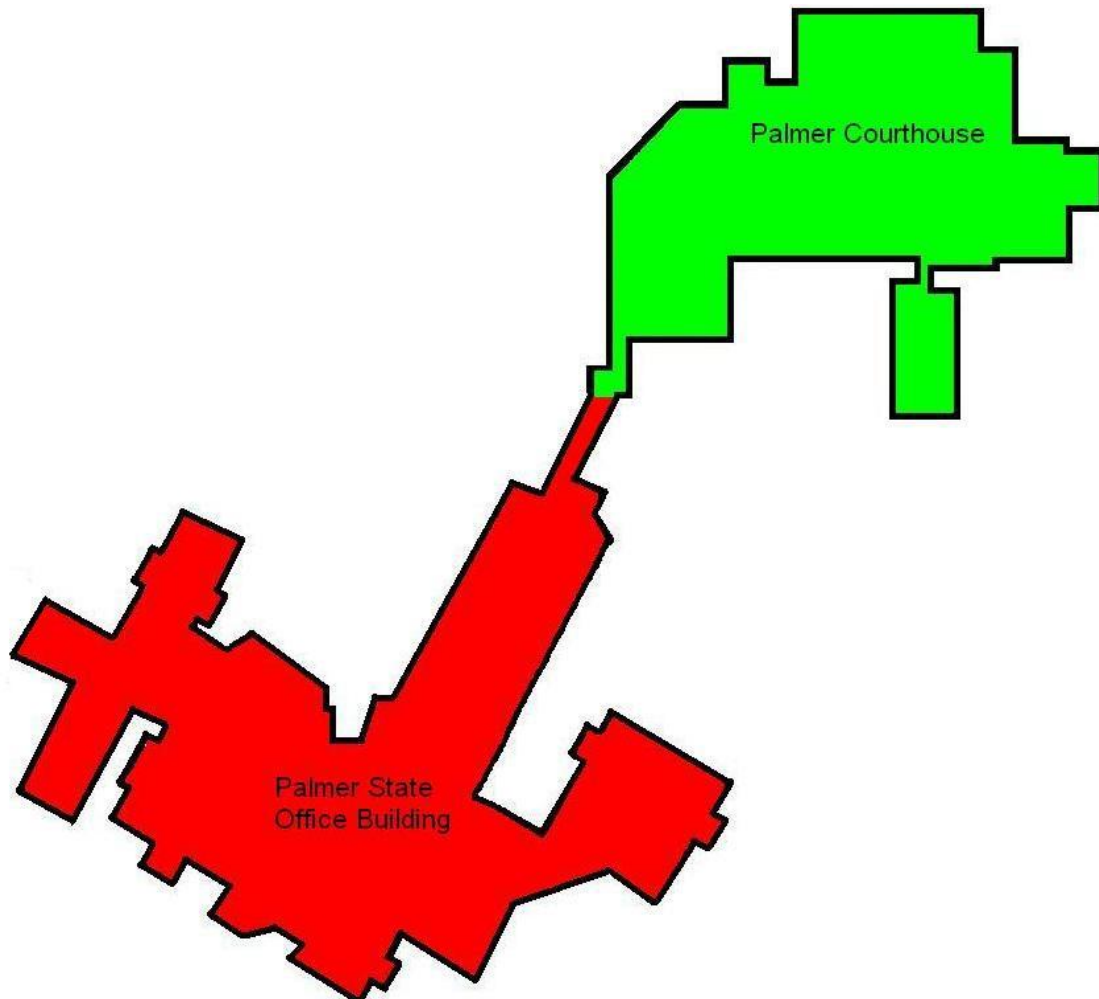
EMERGENCY EVACUATION MEETING AREAS



EVACUATION SAFE HAVENS

Extreme Weather Assembly Area

By prearranged agreement, occupants of the Palmer State Office Building are authorized to use the Palmer Court House. In the event of frigid temperatures and if the building's evacuation process is not given an "ALL CLEAR" within a reasonable time period, Building Management will address the occupants staged outside to relocate to the identified safe haven until an "ALL CLEAR" is announced.



FIRE

EMERGENCY PHONE NUMBERS

- | | | |
|----|---------------------------------|--------------|
| 1. | Fire/Police/Medical Departments | 911 |
| 2. | Building Management | 907-707-1700 |
| 3. | After-hour Security | 907-269-0334 |

IF YOU DISCOVER A FIRE: ALARM, CONFINE, EVACUATE (A.C.E.)

ALARM:

1. Call the Fire Department at 911
 - A. Give the following information:
 - Your Name
 - Address: Palmer State Office building
515 Dahlia Ave.
Suite Number _____
 - Explain the problem: What is burning, etc. If it is safe, stay on the phone long enough to confirm that the information was received and understood.
2. Call Building Management, 907-707-1700, and inform them of the situation.
3. Activate the nearest fire alarm pull station.

CONFINE

1. Close all doors in the immediate area

EVACUATE

1. Evacuate the building using the closest exit or move to your appointed duty as part of the/your suite's evacuation team.

Note: There are multiple fire extinguishers located throughout the building. Please take the time to familiarize yourself with their locations. Should you decide to return and fight the fire:

1. Check all doors and door jams for heat before entering the room with the fire.
2. Keep your back to the door to leave your escape route open.
3. Use the **P.A.S.S.** Technique with the fire extinguisher.
 - a. **P**ull the safety pin.
 - b. **A**im at the base of the fire.
 - c. **S**queeze the handle.
 - d. **S**weep back and forth at the base of the fire.

If the fire is bigger than about one foot in diameter, you should close the door(s) again, leave the building as quickly as possible, and let the Palmer Fire Department do their job.

THIS IS WHAT HAPPENS

1. Management will assist the fire department with directions and information.
2. Please remain alert and keep conversations to a minimum.

FIRE PREVENTION EMERGENCY PHONE NUMBERS

- | | | |
|----|---------------------------------|--------------|
| 1. | Fire/Police/Medical Departments | 911 |
| 2. | Building Management | 907-707-1700 |

IMPORTANT DO'S

1. Do - Unplug any electrical equipment that is not working properly or is in need of repair.
2. Do - Assign one person, and an alternate, to ensure all appliances, especially coffee pots, are turned off when leaving the building.
3. Do - Store and use flammable liquids according to container instructions and city/code requirements.
4. Do - Adhere to Building policies for holiday decorations.
5. Do - Keep heat-producing equipment away from objects that will burn.

IMPORTANT DON'TS

1. Do not smoke in or around the perimeter of the building.
2. Do not overload outlets.
3. Do not allow accumulation of trash or waste materials that are flammable.
4. Do not hold suite or lobby doors open with doorstops or other items.
5. Do not use supplemental heaters at workstations unless they are fire code compliant. The tenant will be responsible for electrical upgrades should it be necessary.
6. Do not use toasters or toaster ovens. They are not permitted.
7. DO NOT PUT PAPER IN ASHTRAYS.

INDIVIDUALS REQUIRING SPECIAL ASSISTANCE

In the event of a priority one alarm or emergency situation where evacuation is required, we recommend any person that is disabled or on the Emergency Assistance List have a "buddy" assist them to the designated exit until an "ALL CLEAR" announcement is made, or emergency personnel arrive on scene to assist with their evacuation. Building Management will not be assisting in the evacuation of those needing special assistance. Your "buddy," SERC, ERC, or emergency personnel will be performing this task.

MEDICAL EMERGENCY

EMERGENCY PHONE NUMBERS

- | | | |
|----|---------------------------------|--------------|
| 1. | Fire/Police/Medical Departments | 911 |
| 2. | Building Management | 907-707-1700 |
| 3. | After-hour Security | 907-269-0334 |

IMPORTANT DO'S

1. Call 911
2. Give the following information:
 - a. Your name
 - b. The building address: 515 E. Dahlia Avenue
 - c. The exact location of the emergency (suite, entrance, etc.)
 - d. Any details regarding the nature of the emergency (apparent heart attack, injury, etc.).
3. Notify Building Management, 907-707-1700. Reassure the victim that emergency assistance is on the way.
4. Remain calm.

IMPORTANT DON'TS

Don't attempt to move the victim unless it is necessary to do so in order to avoid further injury (fire, etc.).

WHAT TO EXPECT

1. Building Management will meet emergency personnel in the main lobby and accompany them to the area.
2. Building Management or security personnel will make a report of the incident and emergency personnel will handle the situation.

NOTE: The building has six (6) automated external defibrillators (AED's) (the Zoll AED Plus Automated External Defibrillator) for use with a victim in cardiopulmonary arrest. The defibrillators are located in various areas throughout the building; please familiarize yourself with the locations. Training is available through the American Red Cross. Building Management will coordinate training sessions for interested individuals. If you are interested in getting your certification, or in getting re-certified please call 707-1700. DO NOT USE AN AED unless you are certified to do so.

SUSPICIOUS OBJECTS

EMERGENCY PHONE NUMBERS

- | | | |
|----|---------------------------------|--------------|
| 1. | Fire/Police/Medical Departments | 911 |
| 2. | Building Management | 907-707-1700 |
| 3. | After-hour Security | 907-269-0334 |

IMPORTANT DO'S

1. Do - Obtain a good description of the object: size, color, markings, etc.
2. Do - Identify exact location of the object: room number and location within the room.
3. Do - Contact Police first then contact Building Management at 707-1700.

IMPORTANT DON'TS

1. Don't touch or disturb the object.
2. Don't panic.

THIS IS WHAT HAPPENS

The police department, Building Management, and occupant will assess the situation and determine evacuation requirements.

BOMB THREATS

If you receive a threat, keep calm. Have a prearranged signal to alert supervisory personnel so they may listen also. If possible, record the call.

Request more information from caller by expressing a desire to save lives.

EMERGENCY PHONE NUMBERS

- | | | |
|----|---------------------------------|--------------|
| 1. | Fire/Police/Medical Departments | 911 |
| 2. | Building Management | 907-707-1700 |
| 3. | After-hour Security | 907-269-0334 |

IMPORTANT DO'S

1. IF THE THREAT IS A BOMB, ASK THE FOLLOWING QUESTIONS:

- When is the bomb supposed to explode?
- Are you sure?
- What area of the building is the bomb in?
- What kind of bomb is it?
- What does it look like?
- How big is it?
- Where did you put it?
- Did YOU set the clock?
- Why are you doing this?
- Why did you call me?
- What do you want me to do?
- What is your name?

2. RECORD exact wording of the threat.

BOMB THREAT CHECKLIST

Impression of Caller

____ Male ____ Female ____ Youth ____ Race
____ Adult ____ Juvenile ____ Estimated Age

Callers Voice

____ Calm ____ Gasping ____ Excited ____ Slurred ____ Drunken ____ Joking
____ Authoritative ____ Frightened ____ Raspy ____ Whispered ____ Serious
____ Incoherent ____ Semi Serious ____ Vicious/Mean ____ Deep Tone
____ Giggling ____ Dirt Laugh ____ Nervous Laugh ____ Normal Tone
____ Stuttered ____ Hesitated ____ Lisp ____ Normal Breathing
____ Monotone ____ Heavy Breathing ____ Voice sounded remote ____ Cell Phone
____ Heavy Breathing ____ Nervous ____ Nasal Tone ____ Obviously Disgusted
____ Familiar Voice ____ Accent: ____ what kind? ____ Confused

Callers Use of Language

____ Use of slang. What words were most used? _____

Other words or phrases _____

Pronunciation, selection, timing of speech

____ Limited ____ Foul ____ Reading Statement ____ Normal ____ Faded Away

Use of words. Pronunciation, selection, and timing of speech.

____ Average ____ Limited ____ Foul ____ Educated ____ Jerky

____ Reading Statement ____ Incoherent ____ Stilted ____ Stammered ____ Normal

Background Sounds

____ Quiet ____ Fan ____ Crowd Sounds ____ Phone Booth ____ Clear ____ Truck
____ Pump Sound ____ Local Call ____ Static ____ Train ____ Office Equipment
____ Long Distance ____ Other Voices ____ Aircraft ____ Machinery Noise
____ Wind ____ Music Noise ____ Echo ____ Bus ____ Rain ____ Construction
____ House Noises ____ Subway ____ Bird Sounds ____ Surf Sounds ____ Loud Noises
____ Automobile ____ Dog Barking ____ Thunder ____ Motorcycle
____ Horn/Bell/Whistle ____ Footsteps ____ Horn Sound ____ Other Sounds

SEARCH

The “search” for the object is most effective and fastest if made by a building occupant who is familiar with the area. Object can vary in size and shape.

Care and caution must be used during the search. Do not change the environment in question through the use of radios, cell phones, temperature variations, presence of electrical current, etc.

If an object is found, DO NOT MOVE, JAR, or TOUCH IT. Immediately contact Building Management, or local on-site emergency authorities.

Palmer State Office Building **Lockdown Procedures**

From time to time there may be cause to Lockdown the Palmer State Office Building due to an emergency situation posing a threat to the building or its occupants. The following procedures have been implemented to provide an additional level of security for tenants and occupants of the building during this type of event.

A lockdown will be initiated when there is a person/situation in the building that is a known or suspected threat. The lockdown will be coordinated through Building Management.

Once the lockdown has been ordered, the procedures outlined below will be implemented:

1. Building Management will contact all building SERCs, the State of Alaska Building Advisory Committee (BAC) member representative for each Department, as well as an in-suite contact. Notification will be via phone using the Emergency Building Lockdown contact list.
2. Building Management will lock all card access suite doors that lead to common area halls.
3. Once a Department has been notified of lockdown they will initiate their individual internal procedures to inform their respective Divisions/employees. Every suite will need to make sure all of their suite doors that lead to common halls are closed and not held open by a Mag Hold to prevent entry of any unknown persons.
4. Tenants will remain in lockdown until Building Management and/or the Palmer Police Department releases the building and announces "All Clear". At that time business can resume as normal.

PALMER STATE OFFICE BUILDING
EMERGENCY ASSISTANCE REQUIREMENT

**Please update this list on a regular basis and provide
Building Management with the updated list**

Tenant: _____ Date: _____
Suite _____ Contact: _____

The following personnel will require assistance in evacuating the building in the event of a building evacuation.

<u>NAME</u>	<u>REASON ASSISTANCE IS REQUIRED</u>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____

Senior Emergency Response Coordinator – SERC

The SERC is expected to be familiar with, and keep contact with, all the ERC's in their department. If an ERC and their alternate both report "out" to the SERC, it is the SERC's responsibility to make sure someone else in that suite knows where the "roll call" sheet is and takes the roll call. If the ERC for any given department is no longer working in the suite, it is the SERC's responsibility to try and recruit a new ERC. If unsuccessful, the SERC must call the Building Safety Coordinator (BSC) so a new ERC can be assigned.

The SERC will coordinate and communicate with members of the building emergency team and the fire and police departments.

The SERC is responsible for emergency operations in their area. As such, the SERC should have a complete knowledge of the building's life safety systems and its emergency procedures. It is highly recommended that the SERC be an individual with 1st Aid/CPR/AED training.

In the event of an evacuation, the SERC is responsible for:

1. Ensuring that all common areas such as break rooms and bathrooms have been evacuated.
2. Meeting with ERC's in the planned "meeting area" outside of the building, and identify individuals not accounted for during roll call.
3. Reporting in main lobby once the department is cleared, SERC should report that "The ?? area is clear" to a member of the management team, or if the department has an individual(s) requiring assistance, the SERC shall also advise Building Management that "name of person" is waiting "and the location".

Emergency Response Coordinator - ERC

The ERC is responsible for actively informing suite occupants and visitors of building emergency procedures. They are to participate in all announced safety meetings, and assist in the safe evacuation of the building.

It is the responsibility of the ERC to maintain a database of the employees in his/her suite, or of those employees in the area he/she is responsible for. This list must be updated as new hires/fires happen. Updated lists should be forwarded to the SERC in your department on a monthly basis. This list is what will be used to perform roll call in the event of a building evacuation.

The ERC is responsible for and will implement and organized plan of evacuation from their suite.

The ERC will coordinate and communicate with the Senior Emergency Response Coordinator (SERC), the fire and police departments.

Each tenant shall designate a minimum of one employee per 25-30 employees as its ERC(s) and one/two employees as alternate ERC's in case of illness or absence. In the event of a large suite, more than one ERC is required.

The ERC is responsible for emergency operations in his or her tenant space. As such, the ERC should have a complete knowledge of the building's life safety systems and its emergency procedures. It is recommended that the ERC be an individual with 1st Aid/CPR/AED training.

It is the ERC's responsibility to let their alternate know when they are expected to be gone. If the alternate will also be absent the SERC must be informed.

In the event of an evacuation, the ERC is responsible for making sure that the suite has been fully evacuated of all employees and the doors have been shut. If an individual requires assistance or if an individual refuses to leave the building, please note the name(s) and direct them to the meeting area.

Each SERC/ERC has a planned "meeting area" for their department outside of the building where a roll call will be completed.

GENERAL BUILDING INFORMATION

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A. GENERAL BUILDING INFORMATION

Building Address

Palmer State Office Building
515 E. Dahlia Avenue
Palmer, Alaska 99645

(The Post Office requests that you include your suite number for more efficient delivery.)

The Building Management Office is open from 7:30 a.m. to 4:30 p.m., Monday through Friday. The office is closed during State of Alaska observed holidays.

Building Management Office

Suite 230

Phone: (907) 707-1700

Fax: (907) 745-2380

Doa.PSOB.Bldg.Mgmt@alaska.gov

Communications regarding any aspect of your occupancy should be directed to the above suite or phone number.

Emergency Telephone Numbers

Fire/Rescue Squad 911

Police/Bomb Squad 911

Ambulance 911

Please alert Building Management, 907-707-1700 immediately after calling 911 so we may meet the emergency team and direct them to the appropriate area.

B. GENERAL BUILDING OPERATING INFORMATION

The following information is intended to aid tenants. Additional information is available through the Building Management Office, Suite 230, 907-707-1700, during normal business hours of 7:30am to 4:30 pm.

The State of Alaska, Department of Administration, Division of General Services, Facilities office is located in the Robert B. Atwood Building in Anchorage, Suite #1970, Tanci Mintz, phone number 907-269-0300, email address tanci.mintz@alaska.gov.

C. MOVING IN AND MOVING OUT

A certificate of insurance naming the State of Alaska and Building Management as an additional insured must be provided to Building Management ***prior*** to commencement of work. The company that moves your furniture into or out of the building must contact the Building Management Office to make sure they have filed the proper Certificate of Insurance. You should plan such activities for after 5:30 p.m. weekdays, or during the weekend. Be certain that your mover is financially responsible, bonded, and carries a minimum of \$1,000,000 combined single limit property damage and public liability coverage. This is the minimum amount required before a mover may work in the building. Please note in particular the building regulation that specifies that the tenant and the mover are liable for any damages resulting from, or for any acts of negligence on the part of, the mover, its employees, or agents.

D. SHIPPING AND RECEIVING

All items that cannot be easily hand-carried into the building shall be brought in through the shipping & receiving doors on the back side of the building. Moving items in and out shall not unreasonably restrict the activities of others. Items stored in the shipping and receiving area must maintain a clear and unobstructed exiting pathway. Please inform your suppliers of this requirement. You must notify Building Management a minimum of 24 hours in advance of any such arrivals to ensure that the shipping and receiving area will be available for you.

E. TENANT IDENTIFICATION / DIRECTORY LISTINGS

Building Directories are located on the wall in the North, West and South entrances. Individual suite signs are located beside the main entry door to the suite. For signage revisions, please complete the sign request form. All signage must conform to building standard and be ordered through the Building Management Office. Signage ordered after initial signs are in place will be billed to the tenant. Contact the Building Management Office, Suite 230, 907-707-1700.

F. BUILDING HOURS

The main lobby doors will be unlocked from 7:30 a.m. until 5:00 p.m., Monday through Friday. The building is considered to be "closed" from 5:00 p.m. through 7:30 a.m. Monday through Friday. It is also "closed" on recognized holidays and weekends.

G. BUILDING SECURITY

1. REMOVAL OF MATERIALS

- a. When the building is closed, persons removing items from the building other than personal items will be required to fill out a form detailing the material being removed and show their identification. The form is available through Building Management. This procedure is followed for the security of all building occupants.
- b. Tenants are required to advise Building Management of all moves after hours, or of the removal of any large or personal items that may be misidentified as belonging to the building, state agency, or private tenant.

2. **OFFICE SECURITY**

a. We offer the following recommendations for your office security:

- Keys for cabinets, and areas where valuables are kept should be secured at all times.
- To ensure the safety of everyone in your suite, one person has been designated as the SERC or ERC and is in charge during an emergency.
- Do not leave items such as purses and/or wallets out on desks or under desks. Please store them in an area that is not visible to those who walk in the door.
- When an employee leaves your employment, notify Building Management so their key card can be deactivated. The employee should also return the key card to Building Management or their Agency representative.

H. **CARD ACCESS SYSTEM**

1. The Palmer State Office Building has a Proximity Card Access System (PCSC) that controls access to the building and tenant suites as well as areas within tenant suites and building equipment rooms. You cannot gain access to any of these areas/doors until an authorized card is presented at the reader location or the door is in the unlocked position per the building access schedule. The system is operational 24 hours a day 7 days a week.
2. A card can be issued to an employee once a Card Access request Form has been filled in and signed by the Agency/Tenant Building Advisory Committee (BAC) Member or other authorized personnel. This form tells the Management Office what access points and times that an employee may have. This form, once properly filled in and signed, will be returned to Building Management. The data, as approved by Division of General Services (DGS) and then entered into the system.

3. Summary of Responsibilities:

a. Employee

- Report card damage or loss to Building Management and Agency Representative immediately.
- Use card even if door is already open by/for another employee
- Ensure usage is limited to cardholder
- Employees leaving employment in the building **MUST** return their assigned card to Building Management, or Agency Representative.

b. Agency

- Choose the best available access group for specific employees.
- Notify Building Management of change in employee status that would affect card authorization.

c. Building Management

- Obtain signed access forms and issue Access Cards to authorized persons.

I. AFTER HOURS ENTRY/EXIT

1. TENANTS

Any person that will need access to the building after hours will need to have their key card programmed for entry after hours. This is done through your supervisor and the Card Access Procedures.

2. OTHERS

Building Management is to be notified of any after-hours' deliveries, cleaning (outside normal janitorial nightly duties), construction, installations, meetings, etc. Contractors, Vendors, and other people not employed by agencies or businesses in the Palmer State Office Building will be required to show a Photo ID and proof of employment when they request keys or wish to work in a tenant space. They are to check in at the Building Management Office during normal business hours. **Previous notification of their arrival must be made.** If it is an emergency, Building Management must be contacted at home to give approval prior to their entry.

BUILDING SERVICES AND FACILITIES

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A. MAINTENANCE REQUESTS

Maintenance requests should be directed to Building Management at 907-707-1700 or Doa.PSOB.Bldg.Mgmt@alaska.gov.

B. HEATING AND AIR CONDITIONING

The Palmer State Office Building is climate controlled. All requests for temperature adjustments should be referred to Building Management, 907-707-1700.

In order for the heating and air conditioning to function most efficiently, please DO NOT place items on top of or in front of the heat convectors. Items placed there restrict the flow of warm or cool air into your office area. In addition, DO NOT place file cabinets, modular partitions, or other furniture directly in front of your thermostat.

Heating, ventilation, and air conditioning (HVAC) is provided during normal business hours.

C. CLEANING SERVICE

Professional janitorial service is provided for all tenants and common areas. The contractor provides building-standard janitorial services Sunday through Thursday evenings, except on State of Alaska observed holidays. Additional cleaning requested by tenant will be charged to the tenant.

D. CONSTRUCTION

All construction such as data cabling, electrical, painting, etc. must be pre-approved by Building Management and the State of Alaska. Contractors must provide a certificate of insurance prior to commencement of work and adhere to the Building Rules & Regulations. All contractors working in the building are required to check in with Building Management upon entering the facility.

E. SMOKING AREA

No smoking within 50 feet of all building entrance doors. Ashtrays are provided at the main entrances for extinguishing cigarettes, not for smoking at. There are 2 smoke shelters provided, one at the north end and 1 at the south end of the building. There are additional ashtrays in various places around the grounds of the PSOB.

F. RESTROOM FACILITIES

Public restrooms are located in both the west and north lobbies of the Palmer State Office Building. The building janitorial staff services these facilities Sunday through Thursday nights. Any deficiencies should be reported to Building Management, 907-707-1700.

G. LOST & FOUND

Contact Building Management, 907-707-1700, for lost and found items.

H. SIGNS

No signs or notices are to be posted on the walls or doors in the restrooms, lobbies, corridors, or other common areas.

Agencies can check out a sign holder from Building Management when needed and it can be placed in the common areas.

I. HOLIDAYS

The Building Management office will be closed on all State of Alaska observed holidays. However, Building Management will be available for emergencies by calling 907-269-0334.

J. STATE BUILDING CONFERENCE ROOMS

Conference rooms are available for use by all State Agencies as a short term supplemental to their existing conference rooms. These are not for long term use. Room locations and occupant loads are as follows.

Suite 233	27 people	seating provided for 12
Suite 145	49 people	seating provided for 28

Scheduling of these rooms must be done through Building Management, 707-1700 or Doa.PSOB.Bldg.Mgmt@alaska.gov

K. BUILDING VENDING AND COFFEE ROOM

A building break room is available near the west entrance for all building occupants to use. Vending machines are located in the west and north entry areas. Building Management is not responsible for repair of the machines or return of lost monies. Please contact Building Management for current contact name and phone number of vendor. (Vending machines are operated and serviced by vendors through the State of Alaska, Department of Labor, and Small Business Enterprise.

L. MAIL

The mailroom is located on the southeast area of the West lobby, directly across from the Large conference room #145. Building Management, Suite 230, assigns keys and boxes.

Pick up and delivery typically occurs between the hours of 11:00 am and 1:00 pm.

M. RECYCLING

Wednesday is the PSOB recycling day. Recycle bins need to be delivered to the former Ambulance Bay between the hours of 10:00 A.M. & 12:00 P.M., and they need to be picked up and returned to your suite between the hours of 2:30 P.M. & 4:30 P.M.

N. BICYCLE RACKS

Bicycle racks are provided at each building entrance for use by tenants and visitors.

**STATE OF ALASKA
STANDARD OPERATING PROCEDURE
Division of General Services**

S.O.P. #: DGS 013-08

Office Space Operational Procedures

PURPOSE: This policy provides standards for the promotion of safe, efficient, professional and clean office environments in leased and State owned facilities.

AUTHORITY: Per AS 36.30 and AS 44.21, the Department of Administration is responsible for procurement and allocation of space used by the Executive Branch.

POLICY: Provides written instruction on the required use of State office space under the authority of the Executive Branch to all leased or State owned offices. Each occupying Agency shall be responsible for observance of this policy. Night audits may be conducted by building management to determine compliance.

PROCEDURE:

1. CLEAN DESK POLICY:

Protection of sensitive, personal, confidential and privileged documents in electronic and paper form is mandatory.

- a. Computer workstations must be locked when workspace is unoccupied.
- b. Confidential or sensitive information must be removed from the desk and locked away when the desk is unoccupied and at the end of the work day.
- c. File cabinets containing confidential or sensitive information must be kept closed and locked when not attended. Keys used for access to information must not be left at an unattended desk. Individual employees are responsible for securing keys.
- d. Portable computing devices must be either locked with a locking cable or locked away.
- e. Passwords may not be left on sticky notes posted on or under a computer, nor may they be left in an accessible location.
- f. Printouts containing confidential or sensitive information should be immediately removed from the printer.
- g. When confidential or sensitive documents are no longer needed, they should be shredded immediately.
- h. Use of electronic versus paper documents is encouraged. This produces less paper, less clutter and reduces costs.
- i. Consider scanning paper items and filing electronically.
- j. Discard, recycle or shred unneeded documents regularly.

2. LIVE PLANTS & CUT FLOWERS:

- a. Live plants are a pleasing addition to the workplace; however, unhealthy plants can cause problems with insect infestation or mold. Chemical treatments and plant grow lights are prohibited.
- b. Employees are responsible for taking proper care of their personal plants and flowers. Care should be taken so as not to cause damage to furniture or equipment. Water and moisture associated with live plants and cut flowers can cause damage to furnishings and equipment. Overwatered plants can also cause electrical or fire hazards. Live plants which are in bloom can trigger allergies, so please be considerate of your co-workers who may be affected.

3. PERISHABLE FOOD:

- a. Perishable food items must not be left in workstations, drawers or common areas other than the designated break room. Leaving perishable items in workstations leads to pest infestations which in turn can create health hazards.

4. OPEN FLAMES & ODORS:

- a. Items with open flames such as candles, deep fryers or items that emit smoke, fumes or odors are not allowed. Occupants should be aware not to cause unpleasant odors when warming food.

5. DISPLAY & HANGING ITEMS:

- a. Papers, post-it notes, jokes, pictures, draped cloth or any other items which are posted, taped, pinned or hung from the ceiling or the outside of cubicles, wall panels or offices is discouraged. Building Management and/or the Agency Director can help in determining what is appropriate in this regard.

6. PERSONAL APPLIANCES:

- a. Appliances are controlled in State buildings to maximize building electrical capacity, conserve energy and comply with State Universal Space Standards.
- b. The use of kitchen appliances is restricted to designated Break Rooms and Cafés.
- c. *Small coffee pot / makers and cup warmers are permitted in individual workstations or offices.*
- d. The following items are prohibited in individual workstations, offices or other areas outside break rooms and cafés. The list is not all inclusive and is provided as a guideline:
 - microwave ovens
 - ice tea makers
 - personal refrigerators
 - toasters and toaster ovens

- crock pots
- hot plates
- electric grills

7. SPACE HEATERS:

- a. Space heaters are permitted, but only as issued by building management or approved by the Lessor.
- b. Employee owned heating devices are prohibited. Heaters which draw a higher wattage of electricity cause nuisance trips of electrical circuits and are potential fire hazards.

8. OTHER APPLIANCES:

- a. Personal fans of up to 15 watts and air purifiers may be used. All appliances shall be turned off after working hours.

9. POWER STRIPS / EXTENSION CORDS:

- a. Cords and surge protectors are permitted, but under no circumstances, shall one power strip or cord be plugged into another as this creates a fire hazard.

10. BUILDING ALTERATIONS:

- a. All alterations or proposed modifications to the building must be reviewed and approved by the State Facility Manager or the Leasing Contracting Officer (for leased buildings). This includes systems furniture. Alterations must comply with the Universal Space Standards Policy.

11. ANIMALS & AQUARIUMS:

- a. Fish aquariums are prohibited. Animals are not permitted in State offices, unless their use is specifically permitted or unless the animals are trained to assist with ADA special needs and they are there to perform such services.
- b. Employees who keep animals in their vehicles during work hours are responsible for cleaning up animal waste on State property.

12. HOLIDAY DECORATIONS:

- a. Live Christmas trees and wreaths are not permitted, as they present a potential fire hazard.

13. CONSERVATION EFFORTS:

- a. Turn off all lights, including task and personal lights, at the end of day to conserve energy and reduce power consumption.
- b. Avoid using incandescent lights when possible. Modern energy saving lamps use less energy and last several times longer.

- c. Heat registers in most buildings are located on exterior walls. If systems furniture is located adjacent to the exterior wall, heat can be trapped and not circulate properly throughout the room. Workstations should be located 10" from walls to allow sufficient room for air movement and maintenance access.
- d. Close blinds when ambient temperatures drop to minimize heat loss and when temperatures are warmer on sunny days, to aid in cooling and the elimination of solar heat gain.

14. STORAGE ROOMS:

- a. Do not stack items within 18" of the ceiling. Buildings with automatic sprinkler systems require clearance to operate correctly.
- b. Ensure heavily stacked shelving is properly anchored to avoid injury to persons during earthquakes or building shifting.
- c. Keep aisles and doorways clear in case of fire or other emergencies.

15. HALLWAYS:

- a. For safety reasons, no furniture, file cabinets, chairs, bookcases or other items may be stored or used in any corridor or hallway and under no circumstances may fire exits be blocked.