

Draper Facility Emergency Action Plan

447 West 13800 South
Draper, UT. 84020

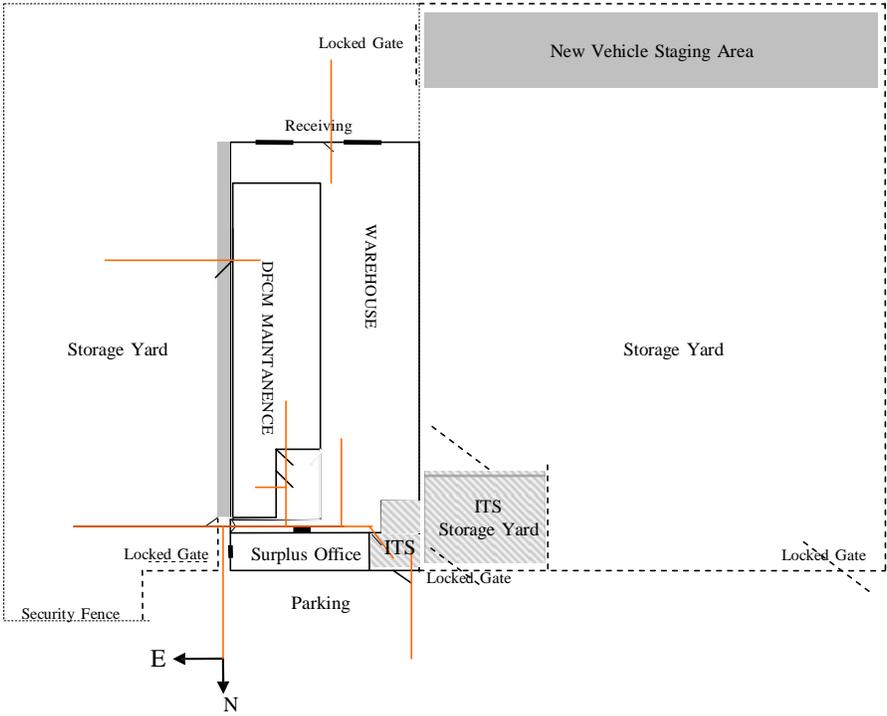


Revised
October 2018

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Facility Layout/Fire Escape Routes



General Information

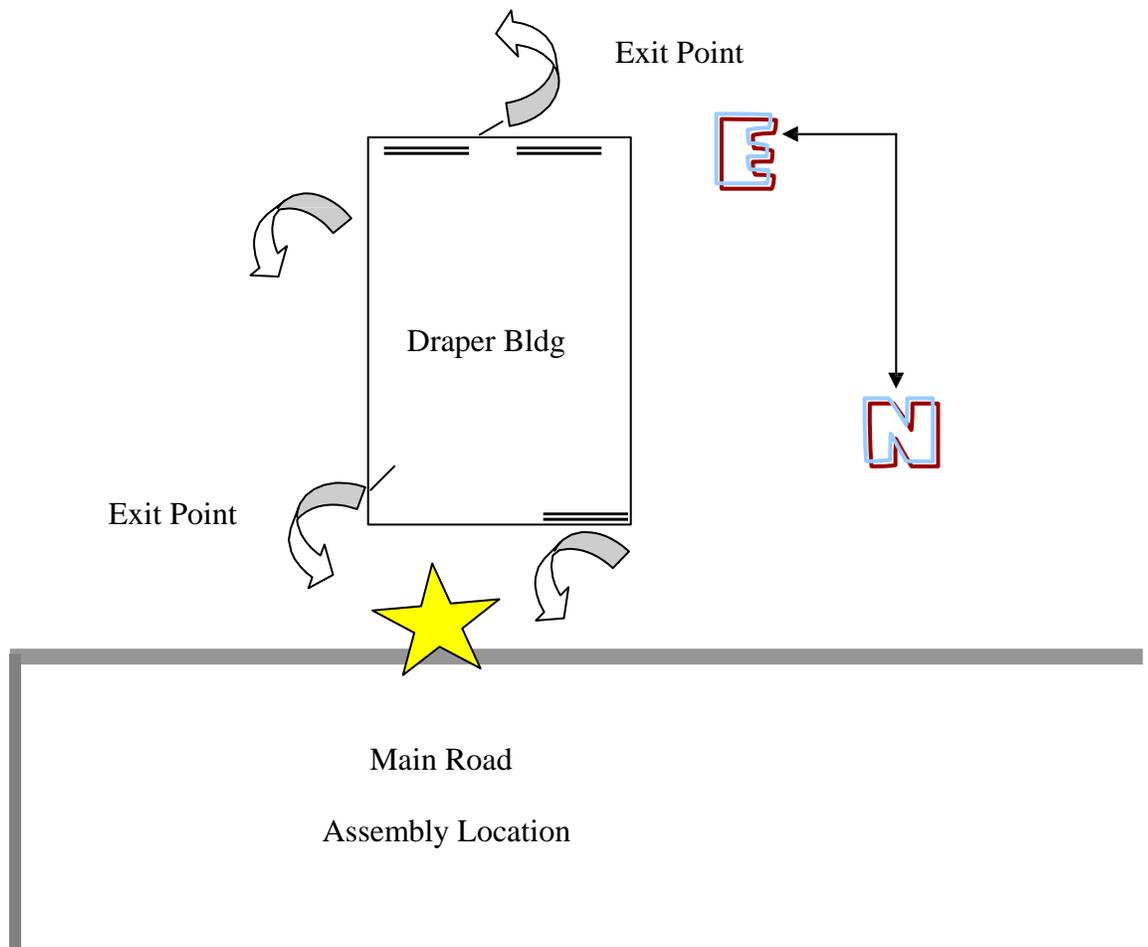
1. The Draper facility is occupied by Five (5) agencies. Generally, fulltime occupant employees are indicated in Parentheses. Other DFSS employees [Division support personnel] may be working at this facility on any given day.
 - State Surplus Property Program (5)
 - Motor Pool Operations (2)
 - Fuel Network (2)
 - UCA/IT Microwave (3)
 - DFCM Maintenance (2)
2. The facility is patrolled by Department of Corrections in conjunction with prison security enforcement efforts.
3. The warehouse/office building is monitored by an “Alarm and Fire Protection” service, video surveillance is used too.
4. Facility parameter is completely fenced. All access gates are locked except during business hours.
5. Facility and building access is limited to personnel having key and alarm code assigned to them by the facility coordinator. See appendix A
6. Division management located at the State office Building has building access code, facility keys and safe-combinations as a backup measure. DFCM Draper coordinator is also assigned access code and keys for emergency purposes.
7. The Draper facility operates totally on available power and services. This facility has no back-up energy sources.
8. Several employees have State issued cell-phone. See appendix B



Emergency Contact- Draper Facility

Primary Contact:	Dan Martinez Work (801)-619-7219 Cell (801) 448-4450
Secondary Contact:	Steve Canning WPN (Wireless Priority Service) (801-828-5388)
Primary Contact: Not on site	DFCM South Valley, Work (801) 965-4350 Facility Coordinator: Kevin Gilmore Cell 801 707-0417
Alternate Contact:	DFCM on call contact (801) 560-7624 (May be reached weekend, holidays or after 5:00 p.m. M-F)
Division Management:	Christopher Hughes, Director, Work (801) 538-3254 Cell (801) 540-8689

Evacuation Plan



1. In the case of emergency, employees will evacuate the building & site by the closest exit available to them.
2. Employees will direct all visitor within their proximity to the nearest building exit point.
3. Employee primary assembly point will be the front parking lot. An alternate location will be corner of 200 West, 13800 South.
4. All / available management personnel will perform headcount to ensure all employees have been accounted for.
5. Use standard personnel doors incase of electrical outages overhead doors will not be available.

Appendices

Appendix A

Draper Site - Lock & Key Control - October 2018

Agency	Key #	Issue Date	Name	Contact #	Email	*Key Locks	Alarm Security Code	Office Safe Combo	Gun Safe Combo in office safe
USASP	1	9/21/2018	Dan Martinez	(801) 619-7219	danmartinez@utah.gov	X	X	X	
USASP	2	9/21/2018	USASP (Safe)	(801) 619-7200	utahsurplus@utah.gov	X			
DFCM	3	9/26/2018	DFCM on call	801 965-4750	rgscott@utah.gov	X			
USASP	4	9/21/2018	Lori Potter	(801) 619-7218	lpotter@utah.gov	X	X	X	
DFCM	5	9/21/2018	Doug Robinson	801 619-7251	drobenson@utah.gov	X	X		
DFCM	6	9/24/2018	Doug Robinson	801 619-7251	drobenson@utah.gov	X	X		
DFCM	7	10/1/2018	David Olsen	801 619-7252	drolsen@utah.gov	X	X		
FLEET	8	9/24/2018	Eric Gardner	(801) 538-3827	egardner@utah.gov	X			
FLEET	9	9/24/2018	Anne Stenho	(801) 619-7242	annestehno@utah.gov	X	X		
FLEET	10	9/24/2018	Anne Stenho	(801) 619-7242	annestehno@utah.gov	X	X		
FLEET	11	9/21/2018	Raymond Brusik	(801) 619-7233	rbrusik@utah.gov	X	X		
FLEET	12	9/24/2018	Eric Gardner	(801) 783-6050	egardner@utah.gov	X			
USASP	13	9/24/2018	USASP (Safe)	(801) 619-7200	rdrasmussen@utah.gov	X			
FUEL	14	9/21/2018	Eric Norton	(801) 619-7232	ericnorton@utah.gov	X			
FUEL	15	9/21/2018	Roland Rasmussen	(801) 971-9741	rdrasmussen@utah.gov	X			
FUEL	16	9/21/2018	Todd King	(801) 580-5114	toddking@utah.gov	X			
FUEL	17	9/21/2018	Robert Slade	(801) 538-3695	rslade@utah.gov	X			
Janitorial	18	9/24/2018	Pam Ferguson	(801) 537-9134	pfergis@hotmail.com	X	X		
Janitorial	19	9/24/2018	Pam Ferguson	(801) 537-9134	pfergis@hotmail.com	X	X		
USASP			Gustavo Cansino	(801) 619-7212	gcansino@utah.gov		X		
USASP			Katie Hardy	(801) 619-7214	katiehardy@utah.gov			X	
* Front Drive Gate, North East, North West, Front Walk Gate, Lot Entry, Facility Front/Back Doors - Keyed same									

Building Security

The fire protection and alarm service provide by Peak Alarm:

Peak Alarm, Phone: 801-486-7231

System Number: Contact DFCM

Account #: 91-5105 (On fire panel, main office data room)

Phone line Connection (801) 576-7884

Fire Alarm Control Panel

Make: Ademco

Model: Vista – 100

Note: Keypad by front main entrance Security Manger 2000

Appendix B

Division Employee Listing

View DAS Web Site current list.

<http://das.utah.gov/>