BUTROVICH EMERGENCY ACTION PLAN

Revised: June 30, 2015

Reviewed By: Tina Holland
Executive Sponsorship

Signing this document records your agreement to the contents of the Emergency Action Plan, and confirms your commitment to the actionable items contained by providing the necessary resources to execute the plan.

[Signature]

Dr. Jim Johnsen, President University of Alaska Executive Sponsor

10/13/2015

Date
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Butrovich Emergency Action Plan

Building Emergency Action Plan

As a building occupant, it is your responsibility to be familiar with this plan. If you have questions, consult the office of Risk Services. To report a fire or other emergency contact the dispatch center by dialing 911. Other emergency and non-emergency phone numbers can be found in Section II. As you read this document, pay particular attention to:

- Evacuation routes, exit points, and the location of your Emergency Assembly Area
- When and how to evacuate the building
- Proper procedures for notifying emergency responders about an emergency
- Your emergency responsibilities, if you are assigned any, such as being a roll taker or Emergency Coordinator

Your Emergency Responsibilities

- Stay at your Desk
  - In the event of a minor disturbance (medical emergency, power outage, etc.) there is no need to leave your work area or the building.

- Shelter in Place
  - In the event of a hazardous materials release or other event that requires sheltering in place, you will be vocally notified to shelter in place. You will need to head to an interior room in our building, which has no windows that open to the outside of the building. To notify others that the room is full, close the door. After the door is closed, attempt to seal off any vents or open spaces where air from the outside can leak into your room.

- Evacuate
  - If the evacuation/fire alarm goes off, we are required by law to leave our building. Please grab your personal belongings and go to our Emergency Assembly Area at the Museum or the alternate site at the IARC Building if directed.
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Section I: Building Information

Building Name: Butrovich Building

Emergency Assembly Area (EAA):

All building occupants should assemble at the west end of the Museum (inside or out). Be aware of oncoming vehicles when crossing the street. If for any reason the Museum should be considered unsafe to use as an evacuation point the alternative evacuation point will be the Akasofu/IARC foyer.

Health Safety & Environmental (HSE) Contacts:

Contact for more information regarding this plan.

- UA System Office of Risk Services 907-450-8150
- UA Statewide HSE Director 907-450-8154
- UA Statewide HSE Deputy Director 907-450-8155

Butrovich Emergency Accountability

Department Head/Designee Responsibilities:

Department Heads, or their designees, are responsible for the accountability of their personnel

As much as possible, the Department Head/Designee shall make certain that all of their personnel evacuate to the designated evacuation area, making note of who is present and not present at the time of the evacuation.

Once at the designated evacuation area, reconfirm with your department personnel to determine if missing persons may have been legitimately missing prior to the building evacuation, or their last known whereabouts if potentially still in the building.

When you are reasonably certain of the status of your personnel, find a Butrovich Emergency Floor Manager and report your findings to him/her. They can be identified by their high visibility vest marked as a Butrovich Emergency Floor Manager.

Butrovich Emergency Floor Managers (BEFM) Responsibilities:

Pick up the issued and charged hand held radio assigned for emergency evacuations and the department accountability roll sheets. See “Attachments” for radio programming information. Don the Emergency Floor Manager vest.

Walk the corridors of your section, advising personnel to evacuate to the nearest exit and then to the
Butrovich Emergency Action Plan

designated evacuation area, unless smoke or fire is smelled or observed.

If smoke or fire is smelled or observed, evacuate yourself to the nearest exit and direct evacuees to the
designated evacuation area from outside the building.

When outside the building, continue directing evacuees to the designated evacuation area.

Once more than two Butrovich Emergency Floor Managers are directing evacuees from outside the Butrovich
Building, determine rolls of who will stay to interface with the first responders and who will go to the emergency
evacuation site. The person who will stay at the Butrovich building to interface with the first responders shall
contact the campus shuttle dispatch at 474-7433 to stop shuttle service during the evacuation.

When at the designated evacuation site, Department Heads or their designees shall begin reporting to you the
status of the personnel within their departments.

Using the provided roll sheet, annotate each department's personnel status.

Using the provided handheld radios, coordinate with the other Emergency Floor Managers present at the
designated evacuation site to make certain that all departments have reported in.

Report your findings of potentially missing persons to the professional emergency responders (fire or police)
including the last known location of the potentially missing persons if that information is available.

Using the provided handheld radios, coordinate the “all clear” return to Butrovich upon release from the first
responders.

The Butrovich Emergency Floor Manager List may be found in the SORS office by contacting HSE or Emergency
Management.

Building Alarm(s)

Audible And Visible Alarm(s)

Fire Alarm Sound: High pitched siren accompanied with a flashing strobe.
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Medical and Rescue Duties for Employees:

No occupant has been assigned medical or rescue duties specific to emergency situations in this building. Employees trained in first aid or emergency rescue may offer their help after they have been accounted for by the designated roll taker; however, no employee is obligated to perform medical or rescue duties in this building.

Critical Operations Found In Building:

The following employees have additional duties during an evacuation for each of the following critical operations.

<table>
<thead>
<tr>
<th>Critical Operation Name</th>
<th>Department Location</th>
<th>Responsible Person</th>
<th>Phone Number</th>
<th>Procedures for critical operations are as follows</th>
</tr>
</thead>
</table>
| Ensure super-computer safety | Basement             | Dale Denny, Manager, Data Center Operations and the Data Center Operations Lead | 907-450-8370 | Locate Alarm Sector on the Control Panel  
Survey the Basement Floor Area for Personnel  
Check Super Computers to ensure they are not involved in incident  
Evacuate to EAA (same as section 1.)  
Report to First Responder |
Butrovich Emergency Action Plan

Section 2: Important Emergency Phone Numbers

Emergency

Any building occupant that needs emergency assistance should immediately dial 9911 from any office telephone. Call 911 from other phones. Hold down 9 from your cell phone.

Non-Emergency:

- University Police and Fire Dispatch 907-474-7721
- Alaska State Troopers 907-451-5100
- System Office of Risk Services 907-450-8150
- Facilities Services 907-474-7000
- Custodial Services 907-450-8026
- American Red Cross (Tanana Valley District) 907-456-5937
- Fairbanks Community Behavioral Health Center 907-452-1575
- Medical Facilities Bassett Army Community Hospital 907-361-5172
- Fairbanks-Memorial Hospital 907-452-8181
- UAF Health & Counseling Center 907-474-7043
- UAF Campus Shuttle 907-474-7433

UAF Emergency Information Sources:

- Campus emergency information line 907-474-7UAF (474-7823)
- Campus emergency web site http://uafalert.alaska.edu/
  - UA Statewide www.alaska.edu/risksafety
  - Campus radio stations KSUA 91.5 FM KUAC 89.9 FM
  - City of Fairbanks emergency radio stations KIAK 970 AM
  - Check your voicemail. Dial extension 1800
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Section 3: Emergency Notification System

- **Nixle:**
  - This is a free subscription service through [www.nixle.com](http://www.nixle.com). You must sign up for this service - it is not automatic. You must also sign up for "UAF alerts" under the "settings" section. This service will notify you via cellular phone or email of UAF alerts.

- **Alertus:**
  - If you are on any computer linked to the UA computer network, you will automatically receive email alerts.

- **UA Listserve:**
  - It is possible to receive emergency messages through various list serves throughout UA and UAF.

- **UAF Site:**
  - You may check the UAF site for emergency messages: uafalert.alaska.edu/
Be prepared ahead of time for emergency evacuations. Know and account for your building occupants. Take the training provided to you on the Emergency Action Plan. Be aware of the needs of people with disabilities and know how to offer assistance. Participate in the evacuation drills and offer feedback to help evaluate drills to identify areas that need improvement.

Plans cover regular working hours. For after hours and weekends, employees should let the on duty Data Operations Staff know they are in the building and when they leave so they may report to first responders. Please wait for the “all clear” signal from first responders away from all hazards.

Everyone needs to take responsibility for preparing for emergencies. People with disabilities should contact the System Office of Risk Services or their department heads if they would like additional assistance developing procedures for an evacuation.

If you have questions about this Emergency Action Plan or need additional information, contact one of the organizations below:

Evacuation policies: Risk Services 907-450-8150
Fire regulations, safe areas: University Fire Department 907-474-5770
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Appendices

Appendix A: Acronyms and Terms

Acronyms:

- BEFM: Butrovich Emergency Floor Manager
- BEP: Building Emergency Plan
- EAA: Emergency/Evacuation Assembly Area
- EOC: Emergency Operations Center
- HSE: Health, Safety, and Environmental
- UPD: University Police Department

Term Definitions

- Butrovich Emergency Floor Manager: A group usually composed of members of occupying departments in the building charged with assisting employees and visitors with evacuation procedures, directing evacuees to the Emergency Assembly Area, and reporting potentially missing persons to first responders (fire or police). Who also serves as the communication liaisons between campus services agencies and building occupants.
- Building Emergency Plan: The plan is a document that consists of emergency procedures, activities for preparing for emergencies, and roles and responsibilities of building occupants.
- Critical Operations: Any potentially hazardous operations located in your facility that requires preplanning for evacuation and/or shelter in place events or actions that must be performed by personnel that may delay evacuation. Additionally, information regarding hazardous operations must be readily available to first responders to assist them in their emergency response efforts.
- Emergency/Evacuation Assembly Area (EAA): A pre-designated safe location near a building where building occupants assemble and report to the Butrovich Emergency Coordinators (Roll Taker(s)) after evacuating their building.
- Emergency Responder(s): Person(s) who provide assistance in an emergency (or potential emergency) situation in a building. They are not building occupants and may be from University police department, University or municipal fire department, HSE, Campus Facilities, etc. In critical situations, they may take charge of the building and have full authority over activities in and around the building.
- Roll Taker: A building occupant assigned to take roll at the emergency assembly area (EAA) after a building evacuation.
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Appendix B: Evacuation Guidelines for People with Disabilities

In All Emergencies, After An Evacuation Has Been Ordered:

- Evacuate people with disabilities, if it is safe for you to do so. The interior facing stairs are reserved for evacuation purposes. If the interior stairs are not safe, evacuate to the main stairwells with the fire doors firmly shut to await emergency responders.
- Do not use elevators unless authorized to do so by police or fire personnel. Elevators could fail during a fire or a major earthquake.
- If the situation is life threatening, call 911.
- Check on people with special needs during an evacuation. A "buddy system", where people with disabilities arrange for volunteers (co-workers/ neighbors) to alert them and assist them in an emergency, is a good method.
- Attempt a rescue evacuation ONLY if you have had rescue training or the person is in immediate danger and cannot wait for professional assistance.
- Always ask someone with a disability how you can help BEFORE attempting any rescue technique or giving assistance. Ask how he or she can best be assisted or moved, and whether there are any special considerations or items that need to come with the person.

Responses to Emergencies

Blindness or Visual Impairment:

- Bomb Threat, Earthquake, Fire, Hazardous Materials Releases, Power Outages
  - Give verbal instructions to advise about the safest route or direction using compass directions, estimated distances, and directional terms.
  - Do not grasp a visually impaired person's arm. Ask if he or she would like to hold onto your arm as you exit, especially if there is debris or a crowd.
  - Give other verbal instructions or information (i.e. elevators cannot be used).

Deafness or Hearing Loss

- Bomb Threat, Earthquake, Fire, Hazardous Materials Releases, Power Outages
  - Get the attention of a person with a hearing disability by touch and eye contact. Clearly state the problem. Gestures and pointing are helpful, but be prepared to write a brief statement if the person does not seem to understand.
  - Offer visual instructions to advise of safest route or direction by pointing toward exits or evacuation maps.

Mobility Impairment

- Bomb Threat, Earthquake, Fire, Hazardous Materials Releases
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- It may be necessary to help clear the exit route of debris (if possible) so that the person with a disability can move to a safer area.
- If people with mobility impairments cannot exit, they should move to a safer area, such as: enclosed stairwells or an office with the door shut which is a good distance from the hazard (and away from falling debris in the case of earthquakes)
- If you do not know the safer areas in this building, call Risk Services at 907-450-8150.
- Notify police or fire personnel immediately about any people remaining in the building and their locations.
- Police or fire personnel will decide whether people are safe where they are and will evacuate them as necessary. The Fire Department may determine that it is safe to override the rule against using elevators.
- If people are in immediate danger and cannot be moved to a safer area to wait for assistance, it may be necessary to evacuate them. Be sure to use controlled and deliberate movements using an appropriate carry technique or device if available.

- Power Outages
  - If an outage occurs during regular business hours and people with disabilities choose to wait in the building for electricity to be restored, they can move near a window where there is natural light and access to a working telephone. The Building Coordinator should be notified so they can advise emergency personnel.
  - If people would like to leave and an evacuation has been ordered, or if the outage occurs at night, call Police at 907-474-7721 from a campus telephone to request evacuation assistance from the Fire Department.
  - Some multi-button campus telephones may not operate in a power outage, but single-line telephones and pay telephones are likely to be operating. As soon as information is available, the campus emergency information line 907-474-7UAF (474-7823) will have a recorded message stating when power is likely to be restored.

Emergency Evacuation of People with Disabilities:

Evacuating a disabled or injured person yourself is the last resort. Consider your options and the risks of injuring yourself and others in an evacuation attempt. Do not make an emergency situation worse.

Evacuation is difficult and uncomfortable for both the rescuers and the people being assisted. Some people have conditions that can be aggravated or triggered if they are moved incorrectly. Remember that environmental conditions (smoke, debris, loss of electricity) will complicate evacuation efforts.

The following guidelines are general and may not apply in every circumstance:

- Occupants should be invited to volunteer ahead of time to assist disabled people in an emergency. If a volunteer is not available, designate someone to assist who is willing to accept the responsibility.
- Two or more trained volunteers, if available, should conduct the evacuation.
- DO NOT evacuate disabled people in their wheelchairs. This is standard practice to ensure the safety of
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disabled people and volunteers. Wheelchairs will be evacuated later if possible.

• Always ASK disabled people how you can help BEFORE attempting any rescue technique or giving assistance. Ask how they can best be assisted or moved, and if there are any special considerations or items that need to come with them.

• Before attempting an evacuation, volunteers and the people being assisted should discuss how any lifting will be done and where they are going.

• Proper lifting techniques (e.g. bending the knees, keeping the back straight, holding the person close before lifting, and using leg muscles to lift) should be used to avoid injury to rescuers’ backs. Ask permission of the evacuee if an evacuation chair or similar device is being considered as an aid in an evacuation. When using such devices, make sure the person is secured properly. Be careful on stairs and rest at landings if necessary.

• Certain lifts may need to be modified depending on the person’s disabilities.
Building Plans and Evacuation Routes may be found posted in the building. A copy of this Emergency Action Plan may be found on the HSE website, by contacting HSE or Emergency Management.
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Appendix D: Updates and Revisions

This document will be reviewed and updated annually

- October 2004: Document and plan created. MM
- February 2005: Reviewed document and made no major revisions. MM
- May 2006: Reviewed document and updated telephone numbers and contact information. No major revisions made to the plan at this time. MM
- June - October 2011: Reviewed document and updated telephone numbers and contact information. Major revisions have been made to this plan and training will be provided. TLH
  - 1. -2., 3., 4., 6., 7., 10., and 11.
  - 2. – Contacts
  - 3. - 2., 5., 6., and 10. c., Emergency Procedures Section removed and changed to Emergency Notifications (Nixie, Alertus, Giant Voice, UA List Serve, UAF Site added)
  - 4. - 2., and 3.
  - 5 – Acronym
  - Appendix A- Acronyms Removed Terms & Definition updated
  - Appendix B – In all emergencies, after an evacuation has been ordered
  - A. Appendix B – Mobility Impairment
  - Mobility Impairment.
  - Summary from evacuation of persons with disabilities to new section IV
  - Appendix C and D deleted
  - Appendix E renamed C – Plans incorporated by reference
  - Appendix F renamed D
- November 2012: No major changes
- November 2013:
  General formatting and grammar changes and format standardized
  - Changed roman numerals to numbers.
  - Building Coordinator information changed from Jennifer Young to Elaine Main and contact info updated accordingly, and alternate contact changed from “in recruitment” to Shelby Carlson.
- June 2015:
  - Changed Building Coordinators to Butrovich Emergency Floor Managers
  - Updated BEFM role and responsibilities to include the hand held radios for communication and shuttle bus contact
  - Added department roll sheet to Appendices/Attachment
  - Added hand held radio procedures and maintenance to Appendices/Attachment
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Attachments

Your Emergency Information Packet
Please post this packet somewhere accessible and visible to you in your office area.

Alarm Sound: Fire Alarm Sound – High pitched siren accompanied with a flashing strobe.

Emergency Assembly Area (EAA):
All building occupants should assemble at the west end of the Museum (inside or cut). Be aware of oncoming vehicles when crossing the street. If for any reason the Museum should be considered unsafe to use as an evacuation point the alternative evacuation point will be the Akasofu/IARC foyer.

Contact Information

1. Emergency
   - Any building occupant that needs emergency assistance should immediately dial 9911 from any office telephone. Call 911 from other phones. Hold down 9 from your cell phone.

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   - Alaska State Troopers 907-451-5100
   - System Office of Risk Services 907-450-8150
   - Facilities Services 907-474-7000
   - Custodial Services 907-450-8026
   - American Red Cross (Tanana Valley District) 907-456-5937
   - Fairbanks Community Behavioral Health Center 907-452-1575
   - Medical Facilities Bassett Army Community Hospital 907-361-5172
   - Fairbanks-Memorial Hospital 907-452-8181
   - UAF Health & Counseling Center 907-474-7043
   - UAF Campus Shuttle 907-474-7433

3. UAF EMERGENCY INFORMATION SOURCES:
   - Campus emergency information line 907-474-7UAF (474-7823)
   - Campus emergency web site
     - UAF http://uafalert.alaska.edu/
     - UA Statewide www.alaska.edu/risksafety
   - Campus radio stations KSUA 91.5 FM KUAC 89.9 FM
   - City of Fairbanks emergency radio stations KIAK 970 AM
   - Check your voicemail Dial extension 1800
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- Stay at your Desk
  - In the event of a minor disturbance (medical emergency, power outage, etc.) there is no need to leave your work area or the building.

- Shelter in Place
  - In the event of a hazardous materials release or other event that requires sheltering in place, you will be vocally notified to shelter in place. You will need to head to an interior room in our building, which has no windows that open to the outside of the building. To notify others that the room is full, close the door. After the door is closed, attempt to seal off any vents or open spaces where air from the outside can leak into your room.

- Evacuate
  - If the fire alarm goes off, we are required by law to leave our building. Please grab your personal belongings and go to our Emergency Assembly Area at the Museum or the alternate site at the IARC Building if directed.
<table>
<thead>
<tr>
<th>Department Name</th>
<th>Predominate Location</th>
<th>All Present?</th>
<th>Names of Anyone Not Accounted For</th>
</tr>
</thead>
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<tr>
<td>Academic Affairs</td>
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<td>Board of Regents</td>
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<td>Controller</td>
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<td>OIT - User Services/Support Center</td>
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<tr>
<td>Planning/Institutional Research/Budget</td>
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<td>President's Office</td>
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<td>Student/Enrollment Services</td>
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<td>K-12 Programs</td>
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</tbody>
</table>
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Butrovich Floor Manager Hand Held Radio Operations/Maintenance

POWER ON/OFF AND VOLUME:

Rotate the **POWER/VOLUME** knob clockwise to turn the radio on and increase the volume level. Rotate the control counter-clockwise to reduce the volume level and to turn the radio off. During Power On, the radio will beep 2 times with different tones, the LCD will display all icons for 1 second and the LCD display will indicate the last channel selected. (Midland Radio Corporation, 2015)

**NOTE** – Assigned Butrovich Emergency Floor Managers will have radios with desk chargers. They will ensure that the radios are charged and are given to other Butrovich Emergency Floor Managers during an evacuation.

TRANSMITTING AND RECEIVING A CALL:

To communicate, all radios in your group must be set to the same channel and/or Privacy Code.

1. For maximum clarity, hold the radio 2 to 3 inches from your mouth.
2. Press and hold the PTT button and speak in a normal voice into the **microphone**. The TX icon will appear continuously on the LCD display while transmitting.
3. To receive a call, release the PTT button. The RX icon will appear on the display when your radio is receiving a transmission. (Midland Radio Corporation, 2015)

**NOTE** - All radios will be preprogrammed to Channel 10/Privacy Code 10.

CHARGING THE BATTERY PACK:

Charge time is about 12 hours. For maximum battery life, the manufacturer recommends charging the battery pack when the low battery icon comes on. Remove the radios from the charger when the charge time expires.

**To charge using a Desktop Charger:**

1. Place the rechargeable battery pack in the radios.
2. Connect the AC adapter into an AC wall outlet.
3. Insert the AC adapter plug (or DC Cigarette Lighter adapter if charging in vehicle) into the desktop charger jack.
4. Place the units into the desktop charger slot and note that the LED indicator with **RED** color will light up, indicating charging function. **In order to ensure that the battery pack is fully charged, it is recommended that the battery pack be charged for at least 12 hours with the radio turned OFF.**
   1. Only use the Midland NiMH battery pack and AC adapter.
   2. Do not attempt to charge alkaline batteries or any batteries or battery packs other than the one indicated in the manual. This may cause leakage and damage to the radio.
   3. For long term storage of the radio, turn the radio OFF and remove the batteries from the radio. (Midland Radio Corporation, 2015)

**NOTE** – The LED indicator light on the desk top charger will not change colors after the battery pack if fully charge. It will remain RED indicating the unit is in charge mode.