Emergency Operations Plan

University of Alaska Anchorage
Office of Emergency Management

Environmental Health & Safety and Risk Management Support
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Table of Contents

PART I: OVERVIEW

1.	Letter of Promulgation	4
2.	Special Thanks and Acknowledgements	5
3.	Executive Summary	5
4.	Scope	7
5.	Authorities	8
6.	Situation and Assumptions	8
7.	Planning and Management - Resources On Campus	10

PART II: BASIC PLAN/EMERGENCY ACTION PLAN

1.	IMT Representatives	12
2.	Order of Succession	16
3.	Incident Command System	16
4.	Emergency Operations Center flowchart	21
5.	Emergency Operations Center/GIS	21
6.	Incident Action Plans	22
7.	Demobilization	23
8.	Emergency Levels	24
9.	Emergency Personnel- Expected Actions	24
10.	Essential Personnel	25
11.	Vulnerability Assessment- Anchorage	26
12.	Student Threat Assessment	28
13.	National Incident Management System	29
14.	Concept of Operations – Emergency Levels and Response	30
15.	Campus Community- Roles and Responsibilities	30
16.	Disaster Recovery	31

PART III: FUNCTIONAL ANNEXES

A.	Accountability	31
B.	Blockades and Lock Downs	34
C.	Emergency Communications	35
D.	Donations Management	42
E.	Evacuations From Individual Facilities or Campus	43
F.	Family Assistance Centers	45
G.	Crisis Call Center	47
H.	Mass Care Centers	48
I.	Shelter-In-Place	50
J.	Coordination of Trained & Spontaneous Volunteers	51

PART VI: HAZARD-SPECIFIC APPENDICES

1.	Damaging Earthquake	55
2.	Weather Closures	57
3.	Active Shooter/Armed Aggressor	59
4.	Utilities Failure – Natural Gas	61
5.	Utilities Failure – Electrical	63
6.	Utilities Failure – Information Technology Disruption	64
7.	Utilities Failure – Water/Sewer	65
8.	Terrorism and Civil Disturbance	66
9.	Travel to Areas of Concern	67
10.	Volcanic Ash Fall	72
11.	Hazardous Materials Release/Oil Spill	73
12.	Flooding	74
13.	Missing Persons	76
14.	Research Animals Plan- CPISB Vivarium	77
15.	Crisis Contacts Grid	81
16.	Ice Rink Cooling System Leak	83
17.	Public Health Crisis/Epidemics	85
18.	Airborne Coronavirus Pandemic	87

PART V: LOCATION-SPECIFIC APPENDICES

AA.	Kenai Peninsula College Kenai River Campus	99
BB.	Kenai Peninsula College Kachemak Bay Campus	118
CC.	Kodiak College	138
DD.	Mat-Su College	159
EE.	Prince William Sound College	180
FF.	Anchorage Student Housing	205
GG.	Alaska Center for Conservation Science	213

PART VI: ACRONYMS 217
PART VII: GLOSSARY OF TERMS 220
PART VIII: UAA Office of Emergency Management 227

PART I: OVERVIEW

1. Letter of Promulgation

The University of Alaska Anchorage Emergency Operations Plan (EOP) is designed to provide the University with a management tool to facilitate a timely, effective, efficient, and coordinated emergency response. It is based on integrating University of Alaska Anchorage emergency response resources with those of other local government emergency response agencies. The EOP uses the National Incident Management System – Incident Command System (NIMS-ICS) for managing response to emergencies and disaster events.

The plan recognizes that the University of Alaska Anchorage, with support from local governments (e.g., the Municipality of Anchorage and cities surrounding our community campuses) has primary responsibility for emergency response and operations for emergencies that occur on the University of Alaska Anchorage campuses. Operations are designed to protect lives, stabilize the incident, minimize property damage, protect the environment, and provide for the continuation and restoration of critical services.

The EOP consists of a Basic Plan, emergency support functional annexes, hazard-specific appendices, location-specific appendices, and a glossary of terms. The Basic Plan and subsequent functional annexes are based on an all-hazard approach and acknowledge that most responsibilities and functions performed during a major emergency are not hazard specific.

The EOP is a dynamic plan and will be reviewed, updated, and exercised regularly.

The EOP is part of a larger integrated Emergency Management Program at the University of Alaska that focuses on mitigation, continuity of operations, recovery, preparedness and response activities.

This Letter of Promulgation recognizes that the Emergency Operations Plan is a working document and is subject to updates and revisions based on organizational changes. This plan will be actionable regardless of the status of the Emergency Operations Plan.

Sean Parnell

Sean Parnell, Chancellor
University of Alaska Anchorage

11/11/21
Date

2. Special Thanks & Acknowledgements

This plan builds upon the hard work and foundation of the previous University of Alaska Anchorage (UAA) Emergency Operations Plan as well as the Anchorage Comprehensive Emergency Operations Plan, used with permission. This plan also incorporates information gathered from the Emergency Operations Plans of several universities including the University of Alaska Fairbanks.

The Office of Emergency Management would like to thank the Emergency Planning Group members for all of their work in the development of this plan. Further contributions were made by UAA Advancement, Facilities Maintenance, Information Technology Services (I.T.S.), the University Police Department (UPD), Vivarium, and others.

3. Executive Summary

The UAA Emergency Operations Plan outlines the University's procedures for managing major emergencies that may threaten the health and safety or disrupt the programs and activities of the campus community. The plan identifies department or individual positions that are directly responsible for emergency response and critical support services, and it provides a management structure for coordinating and deploying essential resources. These responsibilities include preparedness and response to emergencies and disasters that are both naturally occurring and man-made.

In an emergency situation, the University's goals will include the protection of life, the protection of property and safeguarding the environment. This Plan is a guide to provide for command, control, communications, and resource utilization during and following emergency events.

University Police, Risk Management Support (including the Office of Emergency Management), Facilities & Campus Services, Residence Life, and other departments maintain a comprehensive emergency preparedness, exercise, and safety training program to mitigate hazards and to familiarize students, employees, and visitors with emergency procedures. Several samples of preparedness and response guidelines are included in this document and are available online from the UAA emergency page https://www.uaa.alaska.edu/emergency .

The University of Alaska Anchorage maintains that a major emergency in the community that affects our students, employees, and visitors is a University emergency. Partnerships with the State of Alaska and other major facilities in the University Medical (UMed) District have been initiated and continue to develop. Interagency discussion, training, exercises and drills are seen as vital to the preparedness mission.

This Emergency Operations Plan (EOP) is designed to provide UAA with a management tool to facilitate a timely, effective, efficient, and coordinated emergency response. It is based on integrating University emergency response resources with those of government emergency response agencies.

The EOP uses the National Incident Management System - Incident Command System (NIMS-ICS) for managing response to emergencies and disaster events and is intended to be fully NIMS compliant. The Incident Command System (ICS) is designed to be used for all types of emergencies and is applicable to small day-to-day emergency situations as well as large and complex disaster incidents. ICS provides a system for managing emergency operations involving a single agency within a single jurisdiction; multiple agencies within a single jurisdiction; and multiple agencies from multiple jurisdictions. The organizational structure of the ICS may not resemble the day-to-day organization of the University. Employees may report to other employees to whom they do not usually have a reporting relationship. Furthermore, as the severity of the incident increases, employee assignments may change in the ICS organizational structure. This means that an employee's position in the ICS structure may change during the course of a single incident.

The EOP consists of a basic plan (this document), and appendices with information specific to community campus threats. The Plan and annexes are based on an all-hazard approach and acknowledge that most responsibilities and functions performed during a major emergency are not hazard-specific.

Additionally, many on-campus facilities have a Building Emergency Plan (BEP). This is a building-specific operational guide outlining emergency operations and responsibilities. Building Emergency Plans go into effect in the event of an emergency, allowing the Building Managers to evacuate personnel to their designated evacuation areas. Building Emergency Plans may also recommend the contents of a personal and/or departmental emergency kit (e.g. first aid supplies, flashlight, battery-powered AM/FM radio, etc.). In the absence of a Building Emergency Plan, the UAA Emergency Operations Plan shall be used.

The EOP is part of a larger integrated Emergency Management Program at the University that focuses on mitigation, recovery, preparedness and response activities. The University of Alaska Emergency Management Program is responsible for the overall development and maintenance of the EOP. The Plan is based on the fact that the University and local governments have primary responsibility for emergency response and operations for emergencies that occur on or near University property. Operations are designed to protect lives, stabilize the incident, minimize property damage, protect the environment, and provide for the continuation and restoration of critical services.

The Plan provides a framework for emergency preparation, response and recovery efforts. Leadership, preparation, good judgment and common sense by personnel directing these efforts will determine the effectiveness of the overall emergency program. Given the nature of some emergency events, Unified Command or the Incident Commander may alter the Plan for more effective response or to accomplish strategic priorities. The guidelines and procedures included in this Plan use the best information and planning assumptions available at the time of preparation. There is no guarantee in outcome or performance implied by this plan. In an emergency, resources may be overwhelmed and essential services may be delayed, inadequate, or in extreme cases not be available at all. Deviation from these guidelines may be necessary given the facts of any particular situation.

4. Scope

The UAA EOP is a campus-level plan covering property owned by the University and the faculty, staff, students, and visitors associated with the UAA campuses. This EOP is designed to address a comprehensive range of natural and man-made hazards that could affect UAA campuses. The plan includes procedures for responding to a range of emergencies regardless of the size, type or complexity.

This Plan covers the UAA Anchorage campus. Other campuses or properties owned or leased by the University have separate response plans included in the location-specific appendices.

This Plan is maintained by the Office of Emergency Management and will be reviewed regularly by the Emergency Planning Group.

The UAA EOP supersedes and rescinds all previous plans, including previous editions of UAA emergency plans, and precludes employee actions not in concert with the intent of this Plan, or the emergency response groups created by it. If any portion of this Plan is held invalid by judicial or administrative ruling, such ruling shall not affect the validity of the remaining portions of this Plan.

Nothing in this Plan should be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered by the elements of this Plan or its appendices and annexes. Nothing in this Plan is intended, or should be construed, as creating a duty on the part of the University of Alaska Anchorage toward any party for the purpose of creating a potential tort liability.

5. Authorities

This plan is promulgated under the authority of the Chancellor of the University of Alaska Anchorage.

a. Federal

i. Federal Civil Defense Act of 1950, Public Law (PL) 81-950 as amended.
ii. The Disaster Relief Act of 1974, PL 93-288 as amended.
iii. Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 93-288, as amended by PL 100-77.
iv. Title III of the Superfund Amendments and Reauthorization Act of 1986 (SARA), PL 99-499 as amended.
v. Code of Federal Regulations (CFR), Title 44. Emergency Management Assistance.
vi. Executive Order (EO) 12148 of July 20, 1979, as amended, Federal Emergency Management.
vii. EO 12472 of April 3, 1984, Assignment of National Security and Emergency Preparedness Telecommunications Functions.
viii. EO 12656 of November 18, 1988, Assignment of Emergency Preparedness Responsibilities.
ix. Federal Preparedness Circular 8, June 22, 1989, Public Affairs in Emergencies.
x. Homeland Security Presidential Directive 5, February 28, 2003, Management of Domestic Incidents.

b. State

i. Administrative Order, No. 228, Use of NIMS ICS and Interagency Incident Response Teams

c. Board of Regent Policies

i. University of Alaska Regent's Policy, Part II, Administration, Chapter V, Crisis Planning, Response, and Communications
- UA Regent's Policy, April 21, 2000, P02.05.010, Crisis Planning
- UA Regent's Policy, April 21, 2000, P02.05.020, Crisis Communications
- UA Regent's Policy, April 21, 2000, P02.05.030, Notification Procedures
- UA Regent's Policy, April 21, 2000, P02.05.060, Crisis Response Rehearsals

6. Situation and Assumptions

The University of Alaska campus, students, staff, and visitors can be exposed to a number of hazards with the potential to disrupt the University, create damage, and cause casualties. The following situation and assumptions provide an overview of a potential emergency situation at UAA and the assumed operational conditions that provide a foundation for establishing protocols and procedures.

a. Situation

The University of Alaska Anchorage can vary in the number of employees, students & visitors located on campus depending on the time of day and event. The majority of these students and employees may be on campus at a given time. The number of employees on campus varies from about 800 at any given time. In addition, the University of Alaska Anchorage draws large gatherings for athletic and special events.

A number of natural hazards can affect the UAA campuses. These include:

- Earthquake
- Tsunami
- Wildfire
- Severe cold weather and snowfall
- Volcanic activity

In addition, threats of technological and biological hazards, and those caused by human omission or error, such as transportation accidents, hazardous materials incidents, or utility failures are also possible. A civil disturbance or terrorism incident could also occur. UAA draws crowds to different social events which are potential targets for terrorist incidents. The global presence of UAA business, programs, and travel to and from other regions or continents elevates the risk of exposure to communicable diseases.

b. Assumptions

In the event of a worst-case emergency situation, such as an earthquake, UAA will operate under a set of assumptions that are incorporated into this Plan. The following assumptions could apply in an emergency situation:

- Critical lifeline utilities may be interrupted including water delivery, electrical power, natural gas services, telephone communications, cellular telephones, and information technology systems.
- Regional or local services may not be available.
- Major roads, overpasses, bridges, and local streets may be damaged.
- Buildings and structures, including homes, may be damaged.
- Unsafe conditions including structural and toxic environments may exist.
- Damage and shaking may cause injuries and displacement of people.
- Normal suppliers may not be able to deliver materials.
- Contact with family and homes may be interrupted.
- People may become stranded at the University as conditions may be unsafe to travel off campus.
- From the campus EOC while emergency conditions exist, the University will need to conduct its own rapid damage assessment, situation analysis, deployment of on-site resources, and management of emergency operations.
- Communication and exchange of information will be one of the highest priorities at the campus EOC. The internet/intranet may be out of service.

7. Planning and Management – Resources On-Campus

a. Campus Safety Committee

Organized under University Regulation R02.09.010, this committee serves as an advisory body to the Chancellor regarding institutional and personal safety on UAA's campuses. It provides periodic reports to the campuses on safety issues for the purpose of promoting campus safety and enhancing safety awareness through the Vice Chancellor for Administrative Services.

The Campus Safety Committee is charged with encouraging accountability for safety by developing recommendations on funding requirements to address new and existing safety programs and operations, advising on ways for improving safety, and facilitating promoting the sharing of safety-related information.

Through the Vice Chancellor for Administrative Services, the Committee must submit an annual report assessing and summarizing the campus safety record and recommending improvements. The group meets at least three times a year, typically in September, December, and March.

b. Chancellor's Cabinet

The Chancellor's Cabinet serves as the ICS "Policy Group", which provides direction in making strategic policy decisions for any incident that impacts the University's ability to perform its critical business and academic functions. The Policy Group is chaired by the Chancellor, and consists of (but not limited to):

i. Vice Chancellor for Student Affairs
ii. Provost
iii. Vice Chancellor for University Advancement
iv. Vice Chancellor for Research
v. Associate Vice Chancellor for Business Enterprise Institute
vi. Vice Chancellor for Administrative Services
vii. Director of Office of Equity & Compliance
viii. Chief Diversity Officer.

c. Office of Emergency Management

Emergency Management consists of one "Emergency Manager" Safety Officer supplemented by an oversight and assistance structure:

i. Vice Chancellor for Administrative Services
ii. Associate Vice Chancellor for Facilities
iii. General Counsel

iv. UAA Campus Safety Committee Administrative Services
v. Academic Affairs
vi. University Police Department
vii. Student Health and Counseling
viii. Environmental Health & Safety and Risk Management Support
ix. UA Risk Services (System-wide)
x. Information Technology Services
xi. Residence Life
xii. University Advancement
xiii. Volunteer groups such as the Emergency Planning Group, UPD Auxiliary, and others.

d. Incident Management Team

The Incident Management Team (IMT) is a small group of University employees that represents a broad knowledge and service capability to meet emergency situations which occur on or near the UAA Anchorage campus that affect the members of the University community.

The primary responsibility of the IMT is to provide a comprehensive response to a wide variety of potential events or situations that may adversely affect the safety of the UAA community. The IMT provides the University's immediate response to these events or situations, normally up to 24 to 48 hours. After the closure of an IMT Level II Response (see below), long-term University responses go into effect.

The IMT assessment and service provide support to the Chancellor and the Chancellor's Cabinet.

PART II: BASIC PLAN/EMERGENCY ACTION PLAN

1. IMT Representatives

The Incident Management Team is composed of individuals from key units within UAA. Each level is capable of responding at specific times and each has specific responsibilities.

a.Level I Functions

Designated representatives from the University Police Department, University Advancement, Student Affairs, Risk Services, and Facilities and Campus Services will respond at the first level of an emergency. Their immediate task is incident assessment, notification of Level I-A members that the Incident Management Team is being mobilized, and the identification of Level II IMT members that are needed to begin the post-incident response and provision of services to the University community. The time requirements will be minimal at this initial stage and the rapid identification of the Level II service providers will be the priority.

As soon as a Level I member is alerted to a crisis incident, he or she will contact the other three members of the Level I team, or their designees, and notify them of the location and nature of the incident, initial estimates of fatalities, casualties, witnesses, and facilities damage, and who has already responded to the scene from the UAA and Anchorage community. The Level I members will then notify their designated Level I-A member(s). Based on the initial information, and in consultation with Level I-A members, the Level I team will identify UAA members needed on the Level II IMT team. Level I members will set up the service coordination location and begin notification of Level II IMT members. Depending on the incident, selected members of Level II may be called in to Level I to assist in the assessment phase.

UNIVERSITY POLICE	UNIV. ADVANCEMENT	STUDENT AFFAIRS	FACILITIES/CAMPUS SERVICES
• Respond to scene	• Respond to scene	• Respond to scene	• Respond to scene
• Notify other Level I IMT	• Notify other Level I IMT	• Notify other Level I IMT	• Notify Other Level I IMT
• Call other emergency services	• Assess impact on UAA and Anchorage community	• Notify VC of Student Affairs if students involved	• Assess impact on UAA facilities, grounds, risk management
• Notify VC of Admin ervices if investigation is underway	• Notify University Relations if media involved	• Notify Chancellor if situation involves serious student injury/ incarceration	• Notify VC of Admin. Services if facilities/ property involved
	• Notify Chancellor		• Notify UA Risk Mgmt. if situation involves accidents or serious injuries
	• Notify Provost & Level I-A IMT members, as needed		

i. Level I Alert Communications Protocol

Level I communicates information to the campus community concerning incidents and situations that may adversely affect the safety of community members and/or security of campus facilities. Campus safety alerts are issued using the independent authority and professional judgment of Level I members, and within the following guidelines:

- An initial alert e-mail is sent by IMT from "UA-Alert" (address reads Incident Management Team) to students, faculty, and staff. Examples from past alerts include:

  - sexual assault
  - armed robbery
  - assault
  - car-jacking
  - natural disaster
  - campus fire
  - school closure
  - weather warning
  - animal attack/danger
  - peeping Tom
  - gas/water leak
  - theft

- If Level I determines additional information beyond the initial email alert needs to be shared, the following guidelines will apply:
  - For non-criminal or non-UPD controlled matters (e.g. building closure, pipe leak update) – IMT issues the update from the "UA-Alert" email account;
  - For matters under the direction/control of UPD (e.g. sexual or physical assault, shooting, burglary, bomb threat) – UPD issues the update from the "UA-Alert" email account.

ii. Develop Facts for Level II Response

- Assess the type of incident: accident, natural disaster, crime, etc.
- Establish the number and names of fatalities, casualties, witnesses, and a process to obtain the names and contact information of family members of victims.
- Determine who is on the scene and who else needs to respond.
- Depending on the situation, members from the Level II team may be called in as Level I responders (e.g. Residence Life Director, Building Managers, Directors, Deans).
- Establish Level II team members and recommended tasks.
- Call selected members of the Level II team, give a brief description of the incident, and direct them to the IMT location.

iii. Level I-A Functions

Level I-A consists of the Chancellor, Vice Chancellors, and Provost for affected area(s) of campus operations. These administrative officers will be promptly notified of the incident.

Depending on the nature of the incident either the University Advancement Level I team member or a designated Level I team member will notify and coordinate with the Level I-A members. The task of the Level I-A team is to remain available for consultation and decision-making and to assist the Level I IMT in mobilizing and coordinating the Level II response, as appropriate to existing circumstances. The Chancellor will notify the UA President, as appropriate. Level I members or Level I-A members will notify UA General Counsel and UA Risk Management, as appropriate.

b. Level II Functions

Level II team members will receive an update on the incident from Level I team member(s) and begin planning the post-incident response and provision of services to the University community and family members. In addition to determining the type of services required, the Level II team will also need to consult with Level I team members and plan the appropriate location for the provision of services. This team will initiate notification of UAA service providers and direct them where to respond. When needed, this team will also begin identification of Anchorage community service providers, notify them of UAA's need for their services, and direct them onto the campus.

Members of UAA units will be subject to call for any incident. Employees of other University units may be called on for special expertise and skills. The Level I team will determine who is called for Level II responses based on the nature of the incident.

Members of the Level II team actually plan the delivery of services to the University community and update Level I team members as the response is progressing. Each Level II member will have a list of service providers within the UAA community and a list of Anchorage community service providers. Once the team has established the needed services and locations for the provision of services, the IMT members will network into the UAA community to set up the intervention process. As needed, the IMT members will network into the Anchorage community service providers.

The Level II team will be instrumental in coordination of the arrival of caregivers within the campus and from the community.

The information from the Level I and II teams will be routed to the University Advancement representative, who, in consultation with the Level I-A team, will be responsible for the dissemination of information to the UAA campus and will be the primary spokesperson for UAA when dispensing information to the news media.

i.Level II-A Functions

Level II-A are other UAA community members and Anchorage community agencies that provide support for Level I and II responses. This also includes service providers from UAA and the Anchorage community that provide Critical Incident Stress Management (CISM) and long-term care after the immediate incident response has occurred and after the conclusion of Level II activities.

At the conclusion of Level II activities, usually within 24 to 48 hours, CISM will be provided to Level I and II responders, as appropriate to the severity of the incident. Research indicates that CISM provides an enhanced recovery rate for service providers.

c. Level III Functions- After Action Review

The Chancellor may choose to convene a Level III review team for large or more severe incidents after the critical incident response has been completed. This review will consist of Level I and II members, and others appointed by the Chancellor. The prime focus of this group will be to constructively:

- Review the response of Level I and II teams;
- Identify possible improvements in the Incident Management Team process; and
- Communicate those findings and recommendations to the Level I, I-A, II, and II-A Incident Management Teams, as appropriate.
- When appointed and designated to do so by the Chancellor, a Level III team may be tasked to conduct a formal review and make a timely written report of its findings and recommendations to the Chancellor, the Incident Management Team, and the Chancellor's emergency response organization.

2. Order of Succession

In the event that members of executive leadership are not available, the following chain of command would be used in emergency situations that require rapid responses and clear decisions and directions.

Chancellor

- Provost
  - Vice Chancellor of Student Affairs
    - Vice Chancellor of Administrative Services
      - Vice Chancellor of University Advancement
        - Senior Vice Provost

3. Incident Command System

a. Incident Commander

The Incident Commander (IC) manages major emergency activities, including development, implementation, and review of strategic decisions, as well as post event assessment. The responding Incident Management Team may designate an IC or may serve as Unified Incident Commanders (UC) themselves.

- The Incident Commander is the authority for major emergency response efforts and serves as supervisor to the Public Information Officer (PIO), Liaison Officer, Safety Officer, EOC Manager and support staff, Operations Chief, Planning Chief, Logistics Chief, and Finance and Administration Chief.
- The Incident Commander may retain any or all of the positions in the Command and General Staff depending on the complexity of the event.
- The Incident Commander communicates closely with the Vice Chancellor of Administrative Services.
- The Incident Commander determines the location of the Incident Command Post (ICP). If the event continues to expand and the Emergency Operations Center (EOC) is activated, then the ICP staff and functions could move to the EOC.

i. Establishing an Incident Commander
The Incident Commander (IC) will vary depending on the situation. The IC may not always be the highest-ranking individual at the University but rather an individual with the specific skills, knowledge base, and training needed to respond to the specific situation.

When an incident occurs, the initial IC will be established from the responding resources on-scene and communicated to the lead department's director. During a more complex incident, a person with higher qualifications may be sent by the department to assume command, or the IMT may designate an IC. The on-site University of Alaska Anchorage IC will provide a situation status briefing to an IC assuming command. Incident Command may also be carried out by a Unified Command established jointly by units and/or agencies that have direct functional or jurisdictional responsibility for the incident.

The following University positions on campus will typically assume the Incident Commander position for Level II or Level III incidents. Succession lines for each department are also included:

Law Enforcement / Public Safety Issue:
1. Police Chief, University Police
2. Supervisor, University Police
3. Officer, University Police

Facilities and Safety:
1. Associate Vice Chancellor for Facilities and Campus Services
2. Director, Facilities Maintenance
3. Operations Manager, Facilities Services
4. Safety Officer, Facilities Services

Biohazard/Chemical or Radiological Hazard/Public Health*/Infectious Disease*:
1. Director, Environmental Health and Safety
2. Chemical Hygiene Officer, Environmental Health and Safety
3. Safety Officer, Environmental Health and Safety
4. Radiation Safety Officer

*for Public Health/Infectious Disease events, Environmental Health & Safety would be in Unified Command with the Director of University Student Health and Counseling. And from off campus, the Anchorage Fire Department HAZMAT Response Team

Student Crisis & Emergencies/Student Death(s)/Student Demonstrations/ Bias Incidents/Residence Evacuation:

1. Vice Chancellor for Student Affairs
2. Associate Vice Chancellor for Student Life
3. Associate Vice Chancellor for Student Services

The Incident Commander (IC) is responsible for the overall management of the inci dent and all activities/functions until the IC delegates and assigns them to Command or General Staff. The Incident Commander is responsible for the following tasks:

- Providing overall leadership for incident response.
- Assessing incident situation.
- Establishing incident objectives.
- Developing the Incident Action Plan (in conjunction with General Staff Section Chiefs when General Staff is activated).
- Initiating Incident Command System: developing an appropriate organizational structure and delegating authority/functions to others.

A Deputy Incident Commander may be designated to:

- Perform specific tasks as requested by the Incident Commander.
- Perform the incident command function in a relief capacity.
- Represent an assisting agency that shares jurisdiction.

ii. Transfer of Command

Transfer of command is the process of moving the responsibility for incident command from one Incident Commander to another. Transfer of command may take place for many reasons, including:

- A jurisdiction or agency is legally required to take command
- Change of command is necessary for effectiveness or efficiency
- Incident complexity changes
- There is a need to relieve personnel on incidents of extended duration
- Personal emergencies
- Agency administrator/official directs a change of command

A main feature of ICS is a procedure to transfer command with minimal disruption to the incident. This procedure may be used any time personnel in supervisory positions change. The following three key procedures should be followed whenever possible:

- The transfer should take place face-to-face
- The transfer should include a complete briefing
- The effective time and date of the transfer should be communicated to all personnel who need to know, both at the scene and elsewhere.

The transfer of command briefing should always take place. The briefing should include the following essential elements of information:

- Situation status
- Incident objectives and priorities based on the IAP
- Current organization
- Resource assignments
- Resources ordered and on route
- Incident facilities
- Incident communications plan
- Incident prognosis, concerns, and other issues
- Introduction of Command and General Staff members

b. Command Staff

Command Staff report directly to the Incident Commander. Command Post positions include the Public Information Officer, Liaison Officer, and Safety Officer. Some events may require a Student Affairs Officer position.

i. Public Information Officer (PIO)

The PIO is responsible for relaying incident related information to the public, media, and other agencies. This position is always activated in a Level II or Level III emergency and as needed in Level I situations.

1. Assistant Vice Chancellor for University Relations
2. Senior Public Relations Specialist
3. Communications Specialist/Social Media

ii. Liaison Officer

The Liaison Officers are responsible for coordinating with external partners, such as Municipality, State, or federal agencies, and public and private resource groups, as well as internal University groups such as the Fairbanks or Juneau campuses and the University of Alaska Statewide Offices.

Policy Group

1. Executive Officer, Chancellor's Office
2. Vice Provost, Office of the Provost

Community Relations

1. Vice Chancellor of University Advancement

iii. Safety Officer

The Safety Officer monitors, evaluates, and recommends procedures for all incident operations for hazards and unsafe conditions, including the health and safety of emergency responder personnel. The Safety Officer is responsible for developing the site safety plan and safety directions in the Incident Action Plan (IAP).

1. Director, Environmental Health & Safety (EHS)
2. Chemical Hygiene Officer, EHS
3. Safety Officer, EHS

iv. Student Affairs Officer

The Student Affairs Officer is responsible for coordinating activities to assist students in establishing vital communications with family and loved ones when Level II or III emergencies occur on campus.

1. Vice Chancellor of Student Affairs
2. Dean of Students
3. Director, Residence Life

v. Incident Manager

The Incident Manager serves a coordination function between activated components of an incident response. This position helps manage communication and intra-incident needs between an Incident Command Post, Emergency Operations Center, Crisis Call Center, Family Assistance Center, donation or shelter site(s), and others as needed.

c. General Staff

The General Staff is comprised of four sections: (1) Operations, (2) Planning, (3) Logistics, and (4) Finance and Administration. Each section is headed by a Section Chief and can be expanded to meet the resources and needs of the response. Section Chiefs report directly to the Incident Commander.

i. Operations Section

The Operations Section is responsible for managing all incident specific operations of an emergency response.

ii. Planning Section

The Planning Section is responsible for collecting, monitoring, evaluating, and dis seminating information related to the response effort. They are responsible for the development, maintenance and distribution of the Incident Action Plan (IAP).

iii. Logistics Section

The Logistics Section is responsible for procuring supplies, personnel, and material support necessary to conduct the emergency response (e.g. personnel call-out, equipment acquisition, lodging, transportation, food).

iv. Finance and Administration

The Finance and Administration Section is responsible for purchasing and cost accountability relating to the response effort. This section documents expenditures, purchase authorizations, damage to property, equipment usage, and vendor contracting, and develops FEMA documentation.

4. Emergency Operations Center

Emergency situations that require extensive coordination of resources, personnel, and information sharing will be supported in part or in full from the Emergency Operations Center (EOC). More than one site on campus has been designated, and one will be selected at the time of need depending on the geographic focus of the crisis.

The Emergency Operations Center is the centralized facility where emergency response and recovery activities are planned, coordinated, and supported. The EOC may operate on a 24 hour, 7-day basis during extended events with rotating shifts until the event is over. The EOC will be supervised by an EOC Manager. The Incident Commander determines when the incident no longer needs coordination and support from the EOC.

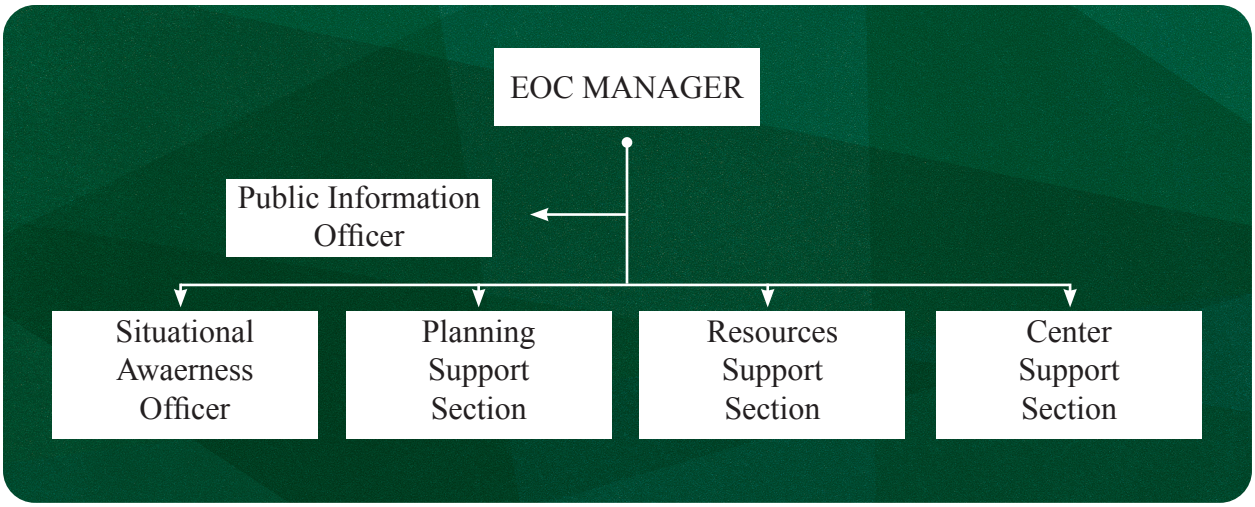
In both locations, a VoIP switch will activate the following phones:

(907) 786-7783	EOC Manager/Public Information
(907) 786-7784	Situational Awareness Section/Planning Support
(907) 786-7785	Resources & Center Support/Finance

This EOC uses FEMA's Incident Support Model (ISM) structure, focusing on support functions rather than operations or managing actual response/recovery efforts. This Model puts the EOC Manager in direct contact with those doing situational awareness/information management, and streamlines resource sourcing, ordering, and tracking.

*In events when a full Incident Command Post (ICP) has not been activated, the EOC can serve as a site for both command and coordination. There are benefits in having the Incident Commander and Operations Section Chief working in the EOC, in fact, for streamlining the Incident Action Planning and approval processes during multiple operational periods.

UAA Incident Support Model EOC:



Incident Action Plan

An Incident Action Plan (IAP) is a written or verbal strategy for responding to the incident and is developed by the Incident Commander and Sections Chiefs in the General Staff.

A written IAP is often not necessary for smaller incidents. In those cases, the Incident Commander can verbally communicate response strategy to the responders.

In larger emergency situations a written IAP will be more effective. A written IAP should be considered when:

- Two or more jurisdictions are involved in the response
- A number of ICS organizational elements are activated (typically when General Staff Sections are staffed)
- The event will include multiple operational periods
- A HAZMAT incident is involved (required)

a. Developing an Incident Action Plan

In larger emergency situations the Incident Commander and Section Chiefs in the General Staff will meet immediately to develop the IAP. The Planning Section Chief is responsible for writing, maintaining, and distributing the IAP.

The Operations Chief will delineate the amount and type of resources needed to accomplish the plan. The Planning Section, Logistics Section, and Finance and Administration Section have to work together to accommodate those needs.

The Planning Section is responsible for writing and maintaining the Incident Action Plan. The IAP will include standard forms and supporting documents that convey the IC's intent and the Operations Section's direction for the accomplishment of the plan. The Planning Section will communicate with other section Chiefs any materials and documentation needed to develop the plan. The IC approves the written IAP.

Copies of the IAP are distributed to the Policy Group and members of the Incident Management System. The mission within the IAP should be conveyed to all resources on scene. A briefing prior to each shift should be held to communicate the IAP to everyone involved in the incident or event.

In a Unified Command situation, the joint Incident Commanders will work together with Command and General Staff to develop the IAP.

b. Implementing the Incident Action Plan

The Operations Section is in charge of implementing components of the IAP. The Operations Section Chief will meet with supervisors of tactical resources to brief them on the plan and delineate their respective assignments.

The Operations Section has the authority to make appropriate adjustments to the plan as needed to meet the plan objectives in the most efficient manner possible. Changes should be communicated to the Incident Commander and Planning Section Chief and documented on the ICS Form 214.

A series of ICS forms found in the IAP will assist the UAA incident managers in documenting and communicating information related to the incident.

4. Demobilization Process

The Incident Commander decides when the situation is under control and the Incident Management Team (IMT) can be deactivated. Deactivation requires two key functions:

- Demobilization of Response Units (General Staff Sections)
- Documentation of the Incident (i.e., After Action Report)

The Planning Section oversees demobilization planning and collection of incident documentation.

a. Demobilization of Response Units

The Incident Commander meets with Section Chiefs to develop a demobilization plan for the General Staff Sections. Section Chiefs are responsible for overseeing the demobilization of their respective sections.

b. Documentation of Incident

After the incident has been resolved, an After-Action Report (AAR) will be compiled to include information about the incident, the response actions taken, and lessons learned.

The AAR is developed by the Planning Section. Information for the AAR will be gathered from the members of the response and management teams. The AAR will serve as the official record describing the incident and the University's response efforts. The lessons learned will be used to update the EOP and will be incorporated in future University training exercises.

Additional documentation required for insurance, FEMA, and disaster assistance purposes will be organized by the Finance and Administration Section.

5. Emergency Levels

For the purposes of emergency planning and response, the Emergency Operations Plan ("EOP") uses the following classifications according to their severity and potential impact:

Level I - minor localized emergency
Level II - major emergency that disrupts sizable portions of the campus community
Level III - disaster involving suspension of normal University operations and/or significant community impact

6. Emergency Personnel – Expected Actions

Significant incidents on or near the campus require the coordinated response of qualified individuals and appropriate equipment.

i. University Police Officers – uniformed, sworn officers are sent to the scene, evaluate the circumstances, determine the actions and supplemental personnel needed, notify Emergency Dispatch of their findings, and begin life-saving efforts. The senior officer often becomes the Incident Commander.
ii. Incident Commander – will manage the responding resources to effectively accomplish stated objectives pertaining to the incident, in line with Incident Command System (ICS) protocols.
iii. University Police Emergency Dispatchers – gather information regarding the situation from officers, other responders, and telephone calls from witnesses. A briefing is supplied to the Incident Management Team. Additional resources are requested to respond to the scene or staging area(s).
iv. Incident Management Team (IMT) is the multi-layered group of UAA administrators and supervisors responsible for assessing and directing response to emergencies. Through a conference call or on-scene collaboration representatives of the University Police Department, University Relations, Risk Management, Facilities Operations, and Dean of Students consult with the Incident Commander on appropriate strategy. The Police Chief may use the UAAlert system and other mass alert options to send out essential information, call in employees, lock down facilities, or evacuate buildings or areas of the campus.
v. Municipal Fire (AFD), Police (APD), and Office of Emergency Management (OEM) Departments – respond to the scene, consult with the Incident Commander, and provide emergency resources as needed. Commanders may become part of a Unified Command Post. Those with sufficient training and experience may be called upon to relieve the initial Incident Commander.
vi. Auxiliary UAA departments – employees may be called to the scene or staging area from Facilities Maintenance, Call Team Officers, Student Health Services,

Information Technology Services, Environmental Health & Safety or other disciplines as needed. Building Managers and Safety Wardens may be contacted as resources.

vii. Post Disaster Damage Assessment Team (PDDAT) – members would respond to designated areas to retrieve PDDAT gear bags and respond to a staging area for assignment to evaluate whether effected buildings are suitable for occupancy.

7. Essential/Designated Personnel

During an emergency, Designated Personnel provide services that relate directly to the health, safety, and welfare of the University, ensure continuity of key operations, and maintain and protect University properties. Supervisors of each employee unit must decide who to designate as essential, depending on the nature and duration of each emergency.

In the event of severe weather conditions or other emergency situations, the University may suspend normal operations and classes in whole or in part. If normal activities are suspended in any way, all employees whose positions are designated as essential must report to their campus as soon as conditions reasonably permit in order to ensure the continuation of critical University operations, tend to the needs of students and others, and protect the University's assets.

There are basically three levels of suspended operations that may require the activation of Essential Personnel and releasing of non-essential personnel. The examples below are an attempt to define increasing levels of urgency. In the end, the nature of the emergency will determine what services should continue and who is then essential to the continued operation of the campus. The distinction between levels described below is blurred by the specifics of the circumstance at hand. The following is offered as a general guideline:

a. Level I Crisis

- Event Cancellation or Localized Closing – Suspension of select services or events or closing of select buildings: Inability to conduct specific activities or to do so in specific areas.
- Personnel Required: Outside the affected area, all employees are required to perform duties as scheduled and required. All managers connected with the affected area or event are required to work to ensure appropriate event cancellation/building closure procedures are followed and to assure the safety of all those connected with the space or event. Select Essential Personnel may also be required.
- Release: Non-essential personnel and students in the affected area or assigned to the affected event.

b. Level II Crisis

- Campus Closure – Suspension of Non-Essential Services: Inability to conduct business.
- Personnel Required: Essential managers and select Essential Personnel.
- Release: All students and faculty.

c. Level III Crisis

- Campus Closure – Suspension of All Services due to Extreme Emergency: Direct threat to health or safety of the campus.
- Personnel Required: Essential managers and Essential Personnel.
- Release: All other professional staff and managers and all faculty and students, including evacuation of the residence halls.

8. Vulnerability Assessment

a. Anchorage Hazard Index by Frequency and Severity

Natural	Technological	Human/Societal
Earthquake Wildfire Extreme Weather Flooding Avalanche Ground Failure/Landslide Volcanic Ashfall Severe Erosion Infectious Disease Food/Water Contamination	Dam Failure Energy Emergency Urban Fire Hazardous Materials Release Power Failure Radiation Release Transportation Accident Air Pollution Communications Failure	Civil Disturbance Terrorism WMD: Chemical, Biological, Radiological, Nuclear, or Explosive Agents

b. Anchorage Hazard Index by Frequency and Severity

Catastrophic Deaths or Injuries: 50 or more Critical facilities closure: 30 days or more Property damage: 50% or higher Economic impact: Severe/long-term Local resources: Overwhelmed/ impaired	Pandemic Infectious Disease Food or Water Contamination Terrorism WMD	Severe Earthquake		
Critical Deaths or Injuries: 10 – 50 Critical facilities closure: 7 – 30 days Property damage: 25-50% Economic impact: Short-term Local resources: Temporarily overwhelmed	Radiation Release		Wildfire	Power Failure Communications Failure
Limited Deaths or Injuries: 0 – 10 Critical facilities closure: 3 – 7 days Property damage: 10 – 25 % Economic impact: Temporary/limited Local resources: Minimal impact	Energy Emergency		Ground Failure/ Landslide	Avalanche Extreme Weather Urban Fire Transportation Accident
Negligible Deaths or Injuries: Minor injuries only Critical facilities closure: 0 – 3 days Property damage: 0 – 10 % Economic impact: Negligible	Dam Failure Severe Erosion		Volcanic Ashfall	Minor Infectious Disease Minor Earthquake Flooding Air Pollution
Local resources: Negligible				
	Never Occurred	Low Occurrence (11 – 100 years)	Medium Occurrence (5 – 10 years)	High Occurrence (1 – 4 years)

INCREASING SEVERITY

INCREASING FREQUENCY

9. Student Threat Assessment – Care Team

The Care Team's purpose is to promote student success while maintaining a safe campus environment. The Care Team reviews reports about students of concern. Following the review, the Care Team creates an action plan and facilitates continued care for students, as needed. The Care Team makes recommendations based on a composite view of students' behavior. In cases where a student appears to be at an elevated risk of harming themselves or others, the Care Team takes the precautions necessary to protect the well-being of the student and other members of the University community.

UAA's Care Team recommends that individuals report students that exhibit mild, elevated, or severe risk.

› You can help others connect to resources—Be an Active bystander: Help by rec ognizing and approaching other students who may be struggling to meet their goals and dreams; if they seem distressed, dis-regulated, disturbed or frustrated with an academic or Social/Emotional Crisis—let them know about the Care Team and get them in contact with us through a referral or report.
› You, as a student or community member, can recognize risky behavior in others that needs to be addressed to keep the campus community and individual students safe. Let the student know you are going to contact CARE and a Team member will reach out to them for follow up---they are not "in trouble"; the care team is concerned and wants to help them with solutions.

Submitting a Care Report

Students, faculty, staff, friends, family, and community members may submit a report to UAA's Care Team. Be prepared to disclose the student's name, a description of the behavior, and any background information that would help the Care Team design an effective action plan to assist the student.

- In the event of an emergency, first call University Police at 786-1120.
- For cases involving residential students, call Residence Life at 751-7444.
- For all other cases, call the Dean of Students office at 786-1214.
- Care Report/Referral Link:
  https://cm.maxient.com/reportingform.php?UnivofAlaska&layout_id=69
- Care Report email: **care@alaska.edu** or telephone the coordinator at 907-786-1214.

Once a report is received, an alert summarizing the report will be sent to all Care Team members.

The Care Team is composed of representatives from the Dean of Students Office, Student Health & Counseling Center, University Police Department, and Department of Residence Life.

10. National Incident Management System

a. Incident Command System

The Emergency Operations Plan uses a management system known as the Incident Command System (ICS). The ICS provides an organizational structure capable of responding to various levels of emergencies ranging in complexity. It also provides the flexibility needed to respond to an incident as it escalates in severity.

The purpose of the ICS is to:

Provide an organizational structure that can grow rapidly in response to the requirements of an emergency; Provide management with the control necessary to coordinate all operations and all agencies responding to emergency incidents; Assign employees with reasonable expertise and training to critical functions without loss of precious time; Allow the activation of only those positions needed to manage a particular incident or level of emergency; and Promote proper span of control and unity of command.

The organizational structure of the ICS may not resemble the day-to-day organization within the UAA system. Employees may report to other employees to whom they do not usually have a reporting relationship. Furthermore, as the severity of the emergency increases, assignments may change in the ICS organizational structure - meaning an employee's position in the ICS may change during the course of a single emergency.

b. Command Authority and Reporting Structure

Upon determination that a state of emergency exists, the highest ranking Police/Fire/Administration department official shall activate the EOC. This official will continue to exercise EOC management authority and will activate elements of the EOP as necessary.

11. Concept of Operations – Emergency Levels and Response

A Level I incident is relatively minor, localized within a department or building or small area of the grounds. It is responded to by using UAA resources or limited outside help and has little or no impact on personnel and normal operations outside the affected area. In some circumstances, an information officer through University Advancement may be asked to provide necessary bulletins on and/or off campus. The IMT is not necessarily activated during all Level I incidents. The Central Scheduling office will temporarily re-assign class meeting locations, and notices regarding those assignments will be physically and electronically posted.

A Level II incident disrupts sizable portions of the campus community and may require assistance from external organizations. These events may escalate quickly, may threaten life safety, and have serious consequences for mission-critical functions. The Incident Commander and IMT leader receive intelligence from responding operational departments, formulate a response strategy, and use UPD Dispatch to activate additional resources. Emergency information is dispensed to stakeholders through the Public Information Officer (PIO), including re-assignment of class meeting places.

A Level III disaster typically involves the entire campus and surrounding community. Normal UAA operations would be suspended. A timely resolution of disaster conditions requires University-wide cooperation and extensive coordination with external agencies. IMT members report to the on-scene command post, or Emergency Operations Center ("EOC") as the on-campus incident support and coordination center, using (907) 786-7783 as the contact telephone number. Normal emergency calls will continue coming to UPD at 786-1120.

IMT activation would expand to include their Level I-A personnel from upper management.

Coordination with the Alaska Division of Homeland Security & Emergency Management would normally take place through direct communication by telephone.

12. Campus Community – Roles & Responsibilities

Every UAA employee and student can potentially play a role in the campus Emergency Operations Plan. Perhaps the most critical aspect of the EOP is communication; accurate reports from the scene of an incident are essential to providing adequate emergency services. Similarly, the campus community must receive up-to-date instructions concerning disaster response procedures and news of evolving incidents.

a. Role of Students

Every student should familiarize themselves with the emergency procedures and evacuation routes in buildings they live in or use frequently. Students should be prepared to assess situations quickly but thoroughly and use common sense in determining a course of action. They should evacuate to assembly areas in an orderly manner when an alarm sounds or when directed to do so by emergency personnel. The emergency preparedness coordinator helps to provide information and training to help students know what to do in emergencies and how they can prepare ahead of time.

b. Role of Faculty and Staff

Every member of the faculty and staff should read and understand their Building Emergency Plans, if any, and familiarize themselves with campus emergency procedures and building evacuation routes. Employees should be prepared to assess situations quickly and thoroughly and use common sense in determining a course of action. They should follow Building Emergency Plan procedures to report fire or other emergencies that require immediate attention, establish contact with their Building Manager, and evacuate the building to pre-designated assembly areas in an orderly manner. Faculty members are seen as leaders by students and should be prepared to direct their students to assembly areas in the event of an emergency.

c. Role of the Building Manager

The Building Manager, designated by the University, is responsible for implementation of a Building Emergency Plan, if any, and participation in the Building Manager meetings. In the event of an emergency, the Building Safety Manager is responsible for assisting with the safe evacuation of their building, assessing injuries and damage to building personnel and property, and providing status reports to the UPD and/or Anchorage Fire Department staff on scene.

13. Disaster Recovery

As conditions are stabilized, the emergency response status will be de-activated by the appropriate authority such as the Chancellor's office or IMT leadership. Normal University operations will resume, and a formal announcement will be disseminated to the community. If the nature of the incident requires an extension of some emergency services, special IMT work groups may be appointed to coordinate those activities. These groups may need to consider temporary class and laboratory relocations, support services for impacted students and employees, and community relief assistance through the Municipality's sheltering system.

In major incidents, incident command post staff will establish an Admin/Finance section chief who will coordinate documentation of resources used during the response. That chief will work with UA Risk Management, the Municipality, and State & Federal emergency management organizations to seek cost recovery funds.

Some situations may cause the campus to cease some or all University operations. In situations when University operations have been shut down, the first step to recovery is to ensure that the campus is safe and secure. The second step will be to restore campus facilities and grounds. The third step will be for the Policy Group to determine when and how to return to normal campus operations.

A team consisting of the Chancellor, IMT, and others shall gather for an After-Action Review of the emergency response. Lessons learned regarding strengths and weaknesses in our preparedness will be documented, and adjustments to training, planning, and overall preparedness will be addressed.

UA Risk Services and UAA Environmental Health & Safety will work with UAA's Emergency Manager for starting the recovery process while emergency response activities are still being implemented. He works closely with UAA Policy Group and government agencies in the recovery process. The UAA Chief Risk Officer and UAA Emergency Manager will look at how the University can better prepare and mitigate the effects of future emergencies.

PART III: Functional Annexes

ANNEX A: Accountability

When classes are in session at UAA, it is important that we identify all of the students, instructors, and support personnel who should have been present during a natural or man-made disaster and then determine their whereabouts and welfare. Once the incident is no longer active and the scene has become stabilized, UPD as the primary responding agency may endeavor to:

1. Activate the Incident Management Team (IMT) to assess the situation and call in additional resources as needed.
2. Call upon UAA's volunteer police auxiliary to assist UPD in closing the facility and setting up a perimeter control.
3. Create a listing of those people who are evacuated for medical treatment or body storage, including information regarding which facility they have been transported to, as they are leaving the scene.
4. Direct Student Affairs Officer to use Banner and 25 Live databases to generate listings of class rosters for the hours in which the incident takes place.
5. Interview instructors to compare class rosters with attendance records for that time period.
6. Sweep the affected facility, checking for hidden personnel or victims. Trained Safety Wardens will be available to assist in many buildings.
7. Prompt Residence Life to do welfare checks in Student Housing of the listed students who are unaccounted for on-scene.
8. Instruct the Student Affairs office to collect accountability data, by having responding and follow-up workers report their findings in person (or to 786-6108). IMT may issue a request to the University community that people in the affected facility or area of the incident call home to their loved ones to assure them of their welfare.
9. Direct Student Affairs to open a Crisis Call Center at (907) 786-4158, fielding calls from concerned parents, friends, and family members. Referral to a website listing of affected people will be considered.
10. Conduct investigative interviews of students, employees, and visitors who were on-scene at the time of the incident.
11. Request assistance from System Risk Management personnel and the UAA volunteer police auxiliary to assist with accountability, assessment, documentation, and other tasks as needed.
12. Set up a Tips Line to gather information regarding related criminal activity planning and other evidentiary data.
13. Prompt UAA counseling staff to activate both on-scene and follow-up mental health support to survivors, using outside mutual aid resources as needed.

ANNEX B: Blockades and Lockdowns

During certain kinds of emergencies, it will be important to keep people from coming onto the UAA campus due to an existing and ongoing danger. While notice will likely be sent to stakeholders by e-mail, radio, television and other means, it may become necessary to use a low-technology method to prevent entry to the property. The administration intends to use University fleet vehicles and Facilities & Campus Services staff to create physical blockades at all entrances from municipal streets onto campus.

When entry to the Anchorage campus needs to be restricted, University Police Dispatch will notify Facilities by radio or telephone that entrance blockades are needed. University trucks will then be deployed to the larger campus entrances.

Establishing blockades: Pending the arrival of Facilities & Campus Services trucks, UPD staff may need to set up traffic cones and/or barricades in an attempt to prohibit access. Facilities vehicles will be placed across the incoming lane, with hazard flashers and amber beacon activated, if equipped. Sufficient space should be maintained for emergency vehicles to enter the campus, either by going around the blockade vehicle or onto the outgoing lane. Blockades shall remain in place until instructed by a supervisor or police officials to demobilize. Blockade staff will be supplied a high visibility traffic safety vest and shall flag traffic past the closed road. An outgoing traffic lane shall remain open for vehicle egress. A flashlight or traffic wand should be used during low light hours. If needed, the flagger may stop traffic on the municipal street for brief periods to allow vehicles to exit the campus if safe to do.

Seawolf Shuttles: These service vehicles may be used to evacuate people from dangerous areas. Once the shuttle has left campus, emergency managers may enact a policy to also prohibit their entrance past the blockades. In those cases, shuttles may be assigned to a staging area away from the danger zone or instructed to pick up passengers at the municipal bus stops on Providence Drive and/or Lake Otis Parkway.

Blockade Assistance: Emergency managers may choose to activate the UPD Auxiliary Emergency Team, Call Team Officers, and Campus-CERT and other UAA employees to assist in maintaining blocked entrances. During extended periods, a roving University fleet vehicle and driver may be assigned to relieve blockade personnel as needed.

Limited Access: During most emergencies, some crisis professionals will be responding from off-campus and may be given access to campus past a blockade. Obviously marked police, fire, American Red Cross, and emergency medical vehicles may pass blockades to reach the emergency scene. Other responders may include police officers in private vehicles, members of the University's PDDAT (Post Disaster Damage Assessment Team), State or Municipal Emergency Management staff, and others carrying credentials.

Blockade staff will need to exercise their judgment regarding access requests and may contact a supervisor by radio or mobile phone if uncertain. Pedestrians should be warned against entry, but not physically restrained. Any vehicle getting past the blockade despite the staffer's efforts should be reported to command staff, including a driver and car description. Command staff will issue instructions as to where to send media representatives for press briefings.

After Hours Activation: UAA Facilities staff may be called-in from home to perform these functions after normal business hours. UPD Dispatch maintains a call-in list of Facilities employees. Access to fleet vehicle ignition keys may require that a police officer or other employee with a master key give entry to the Facilities Director office for access to the key box.

Off Campus Sites: In the event that access to Student Housing, the Aviation Technology complex, or other UAA properties is required, emergency managers may enact variations of this model, as needed. Assistance from Anchorage Police will be coordinated through UPD Dispatch and/or the University's crisis Emergency Operations Center (UAA EOC).

ANNEX C: Emergency Communication

University of Alaska Anchorage Crisis Communications Plan

This plan outlines the crisis communications response of the University of Alaska Anchorage (UAA) for Level I incidents in which the Incident Management Team (IMT) is activated. The IMT consists of members from Student Affairs, University Police, Facilities and Campus Services, and University Advancement. Each area has a designated Level I lead and backup(s).

This plan (1) establishes a structure to provide information to the University community, the media, and the general public, and (2) outlines procedures to ensure campus officials and communicators are familiar with the specific roles and tasks required.

CRISIS RESPONSE

A crisis is any unplanned event that significantly threatens the health and welfare of members of the UAA community, causes operational disruption, physical or environmental damage, or harm to the University's public standing. While there is no way to anticipate all possible emergency situations, the following examples represent categories of crises that would necessitate crisis communications:

- Natural disaster (earthquake, blizzard, ice storm)
- Military or terrorist activities
- Armed aggressor
- Technological failure

UAA's crisis communications philosophy:

- Help stabilize the crisis situation for the University community
- Gather information and liaise with UAA leadership, community partners, surrounding agencies and stakeholders
- Provide essential and factual information to the community
- Communicate openly and factually with the media
- Mitigate the potential for the event to cascade and create long-term damage and negatively impact UAA's image, credibility and public relations.

UAA CRISIS COMMUNICATIONS PERSONNEL: STRUCTURE AND ROLES
The Incident Management Team (IMT) has responsibility for initial crisis response, and for coordinating the efforts of appropriate campus resources for up to 48 hours.

- University Police secures the scene and coordinates with other emergency service providers.
- Student Affairs assesses the impact of the event on the UAA community, with special attention to students and the residential community; communicates with injured parties, family and friends, and co-workers.
- Facilities and Campus Services coordinates the logistical response to any damage to UAA physical facilities or infrastructure.
- University Advancement notifies the Chancellor's Cabinet and key advancement staff assisting with the response of the facts as they are known. The advancement lead will judge the severity of the incident and decide if the crisis communications function of the advancement office should be activated.

Although not designated Level I IMT members, Environmental Health Safety and Risk Management (EHSRM) plays a critical role in crisis communications.

- Environmental Health Safety & Risk Management (EHSRM) supports sending emergency notifications via the University's emergency communications system. EHSRM will help assess risk and outline mitigation tactics, advise on emergency response best practices, etc.

ADVANCEMENT CRISIS COMMUNICATIONS TEAM
During a crisis in which the IMT is activated, any Advancement staff member assisting will follow the direction of the Advancement lead, who serves as the designee to IMT, in the dissemination of information. Advancement's role in crisis communications includes:

- Provide backup to UPD, along with EHSRM, in issuing UAA's official emergency notifications information, advice, and instructions to the UAA community and the general public.

- Drafting and proofing communications sent out using channels other than the emergency notification system (e.g., UAA email system, press, etc.)
- Providing information to local, State and national media covering a significant event affecting UAA.
- Coordinating all press briefings and conferences and arranging all media interviews as needed depending on the nature of the incident.
- Providing advice when it is determined that executives and staff from outside the advancement office should speak with the media.

Director of Public Relations, Level I IMT

- Following activation of IMT, determines a recommended level of response for the Advancement office based on the crisis situation.
- In most circumstances, serves as the official spokesperson during a crisis. Should the level of incident require formation of an Emergency Operations Center (EOC), the PR director may designate an alternate spokesperson.
- Communicates the facts of the incident and the University response to the campus community, the media and the community at large.
- Determines the messages to be delivered and the best means for communicating to internal audiences and University constituencies.
- Prepares official statements, rumor control centers and establishes media centers as needed.

Public Relations and Marketing Manager, Media Relations Lead

Note: As Level 1 IMT backup designee, the PR and marketing manager may assume the Level I IMT role in Level 1 lead's absence.

- Serves as the on-the-ground resource for media on-scene and for media inquiries.
- Works directly with the PR director and/or the VC for University Advancement on the dissemination of information to the media and to the campus community.
- At the direction of the IMT, sets up and staffs an on-scene media bullpen.
- In cooperation with the IMT, assists with press briefings and conferences, and arranges all media interviews as needed depending on the nature of the incident.

Vice Chancellor for University Advancement, Chancellor's Cabinet Member

- May serve as official spokesperson for the University when designated by the IMT in a Level I crisis.
- May also lead the Advancement crisis communications team in the dissemination of information at the direction of the IMT in a Level I crisis.
- Handles non-emergency calls and ensures smooth operation of Advancement office functions.

Social Media Specialist

- Keeps all institutional social media channels up-to-date with information about the crisis as it unfolds.
- Monitors social media activity for posts about the crisis, responding to posts when action is required, and for correcting misinformation and inaccuracies on social media channels.
- Communicates with other campus social media managers regarding social media posting policy during a crisis.

Digital Communications Specialist

- Posts and updates the latest information about the crisis on UAA's homepage and other applicable UAA sites.
- Serves as a liaison between IMT and the Information Technology Services (ITS) staff as needed.

Official Media Spokesperson

The official spokesperson must remain composed under stress. They must be articulate and knowledgeable of UAA operations. The spokesperson must be available to meet with the press, either individually or in a media briefing, on a regular basis (as deemed appropriate by the IMT).

- In most cases the spokesperson should be the University Chancellor or the PR director. The Vice Chancellor for University Advancement may also serve as the official UAA spokesperson.
- Spokesperson(s) from specific areas or with specific expertise also may be designated to address issues relevant to the crisis.

Additional Support
Any staff member in the advancement office may be called upon to assist in the crisis communications response. In case of a physical disaster, the crisis incident may last up to several days. The Advancement office may need to set up several shifts of staff to ensure coverage and not exhaust all personnel in the first wave of activity; 24-hour communications operations may be called for during a long-term crisis.

CRISIS COMMUNICATION PLAN

Advancement's IMT designee, as an initial responder, will be responsible for assessing the crisis and directing necessary communications based on the level of the incident.

Incident occurs: IMT activates, assesses the situation and initiates an appropriate emergency response. If the IMT advancement lead implements the Crisis Communication Plan, the following actions should be taken:

Advancement's IMT lead notifies the Chancellor and the Vice Chancellor for Advancement of the crisis and the planned response. The safety and security of the campus community will always be the first priority with emergency communication. If immediate dissemination of information is required due to campus safety (ex: active shooter), IMT notification to the Chancellor's Cabinet may occur after the initial communication to the campus community.

In most instances, UPD will initiate emergency notifications via the University's emergency communication system. Emergency notifications follow Clery Act messaging requirements and are issued when there is an immediate or ongoing threat to the health and safety of the campus community. The initial announcement will include basic safety instructions for the campus community.

IMT's Advancement lead will initiate a public announcement that should be made through other relevant communication means. This earliest release of information is not a formal news release, but a short two or three sentence announcement, including all the facts verified by on-scene authorities available at that time. The initial announcement to the campus community should include factual information and answer as many of the following things as possible:

- What happened; when and where it happened
- What's being done about it
- Safety instructions
- Where to get more information and access resources
- Instructions to contact family if safe and secure

In addition to the University's emergency communications system, other relevant channels include:

- UAA webpage (https://www.uaa.alaska.edu)
- Campus Switchboard at 786-1800, press 2
- UAA Social Media (Facebook and Twitter)
- Media Outlets: Alaska's News Source (KTUU), Alaska Public Media/ KSKA 91.1FM, ADN
- UAA-assigned email inbox: emergencymanager@alaska.edu*

*Other inboxes may be assigned or created as needed during a crisis.

- Updates will continue to be provided on a regular basis as directed by IMT. Until the situation stabilizes, the same communication methods should be employed when issuing updates.

- IMT, with direction from the Advancement lead, will determine if a formal media briefing is necessary after the campus is confirmed to be secure and whether or not an on-campus media briefing site should be established. Media interview requests will be logged and scheduled once the crisis situation has been contained.

- The Chancellor should issue a statement to the affected groups, reaching the internal University audience first whenever possible.

- Other key stakeholders will be notified of crisis and resolution once the situation has stabilized. See Appendix 15 for notification grid.

Joint Information Center

Should the Level I crisis situation involve multiple agencies, UAA may establish a joint information center to provide consistent, coordinated, accurate, accessible, timely, and complete information during crisis or incident operations.

Information Outlets

Social media
Only the UAA institutional social media sites (listed below) will be updated with official information by the IMT/communications team. All other UAA-affiliated social media pages, such as departmental social media accounts, should point users to official UAA social media platforms. No campus department or unit should post to UAA-affiliated social media sites during a crisis.

Official UAA social media sites used during a crisis:
- UAA Twitter feed: https://twitter.com/uaanchorage
- UAA page on Facebook: https://www.facebook.com/UAAnchorage

Web pages
UAA will designate a specific webpage to serve as a hub for emergency information during a crisis. Depending on the type of crisis, this may mean standing up a separate page with information. The web page uaa.alaska.edu/emergency may be used for this purpose and designated quickly as needed.

Media contact
As soon as verifiable facts are available, the IMT/Advancement office will prepare a brief media release regarding the incident. If possible, a time will be announced in the statement as to when the next statement/release will be made or when a press conference will be held. An on-campus media bullpen may be established.

UAA personnel should refer all media to University Advancement, to the established UAA media center or to the Joint Information Center. No University employee except on-scene police officers are authorized to speak to the news media in a crisis without clearance from Advancement/IMT. Officers will be provided with advance training and guidance from the advancement office.

No personal information will be released by advancement during or immediately following the crisis.

Crisis Call Center
The Dean of Students (DOS) office will serve as primary contact for students and families. A Crisis Call Center (CCC) may be established by Student Affairs to assist with inquiries. Information released through the CCC will be specific and limited. Please see Annex G for additional information about CCC.

Alternative communications
Alternative or additional means of conveying information should be considered, including letters or emails to members, volunteers, or selected constituencies of the University and letters to newspaper editors.

Switchboards
The following locations, which receive high volumes of incoming telephone calls to the University, should be notified regarding the key facts of the crisis (fact sheet) and where to refer calls pertaining to the crisis:

- University Police
- Human Resources
- University Advancement
- Chancellor's Office
- Dean of Students
- Student Health and Counseling Center
- University Switchboard Recorded Message
- UA PR Council (UA, UAF, UAS PR representatives)

Ongoing Crisis Communications (24-48 hours and post incident)
If the incident is considered very serious and/or involves a serious personal injury or fatality, the Chancellor's Cabinet should meet as soon as possible to develop the long-term response team. Based upon these discussions, the PR director or the VC for University Advancement will develop the key messages and written statements to issue to the University's stakeholders and the public.

ANNEX D: Donations Management

During a crisis, individuals and organizations may bring goods of all sorts to a command post out of a perceived need or a plea from officials for similar items. Monetary donations are preferred, since they can be used to:

- Buy exactly what is needed, when it is needed
- Help rebuild the local economy
- Donate to those established organizations that are meeting the needs of the University during the disaster

Incident Commander or IMT shall determine how donated money will be managed and who will manage it. Typically, an Incident Management Team can direct donations to the UA Foundation to establish a relief fund.

For other goods donated, I.C. or IMT may establish a plan to operate a Donation Coordination Center (DCC).

- Find location(s) that consider:
  - How many staff and/or volunteers will be operating the DCC
  - Enough room to receive, sort, and store emergency relief supplies
  - Enough room to receive, sort, and store unsolicited donations
  - Capability to store dry, refrigerated, and frozen goods, such as:
    - Food/water
    - Clothing, bedding, towels
    - Household items such as dishes, pots, pans, furniture
    - Infant supplies
    - Personal hygiene supplies and toiletries
    - Pet supplies
    - Emergency relief supplies such as shovels, mops, buckets, etc.
- Establish a Donation Manager
- Establish a security plan for stored donated goods
- Consult with Incident Command regarding rationing decisions and action plans
- Establish an accountability function for intake, distribution, and return of goods
- Ensure a trash containment/removal option exists for unusable donations

ANNEX E: Evacuations from Individual Facilities or Campus

Normally evacuation alarm systems consisting of horns, strobe lights or bells will be used to order occupants from their buildings to quickly gather at their designated Emergency Assembly Area (EAA). Building-specific Emergency Plans (BEPs) will list the EAAs as well as an alternate indoor gathering place during extreme weather.

BUILDING	E.A.A.	INCLEMENT WEATHER EAA
AAC	northeast parking area	Gorsuch Commons
ADM/HUM	Image Intervention sculpture	CPISB lobby
ADT	North Lot	Cuddy dining room
Allied Health	quad	RH Lobby
ANSEP	lawn NE, south of Spine 2	SU lower level
AVNC 1st Floor	Main parking lot	Northway Mall
AVNC 2nd Floor	Landing pad	Northway Mall
ARTS	Image Intervention sculpture	ADM/HUM lobby
Enrollment Services	South Lot at Pay & Park Device	ANSEP great room
GSS	lot between BKST & ANSEP	NSEP great room
BMH	quad	Cuddy dining room
Bragaw 1	lot south of building	1835 Bragaw lobby
Bragaw 3	lot east of building	1815 training, hallways
CPISB south exit	Library Lot	ADM/HUM
CPISB north exit	Parking garage first level	ANSEP Academy Building
CUDDY	quad	RH lobby
Eco Bio Lab	fence line south of bldg.	Natural Science lobby
ENGR/Comp	plaza at garage	Student Union main level
ENGR/Industry	South Lot west end	Student Union lower level
ESH	quad	PSB lobby
GHH West	lot between ADT & BMH	Cuddy dining room
GHH East	Cuddy loading dock	Cuddy dining room
HSB East	north exit parking lot	3831 Piper St (Providence Health Park)
HSB West	main parking lot	3831 Piper St (Providence Health Park)
Library	south plaza	CPISB lobby
Natural Sciences	parking garage area	SSB lobby
PSB/WWA	quad	Cuddy dining room

RH 1st floor	quad	Cuddy dining room
RH floors 2-3	West Campus Central lot	WFSC
SMH	quad	PSB lobby
SSB 1st floor	southeast corner garage	Spine 4
SSB IT suite	Library plaza	CPISB lobby
SSB Lobby	plaza between garage & SCI	SCI lobby
SSB floors 2-3 east	Library Plaza	CPISB lobby
SSB floors 2-3 west	southeast corner garage level 2	Spine 4
Student Union	lawn north of ANSEP	ANSEP lobby
Acceleration	shared south lot	AAC lobby
ULB	shared south lot	AAC lobby
SSC	area under Spine 1	RH lobby

In the event that all or most of the campus must be evacuated, an Incident Command Post and/or EOC should be established, using ICS management principles.

The Director of Residence Life and Associate Director of Housing & Dining Services could be established as the Joint Operations Section Chiefs.

The Logistics Section Chief should determine transportation needs and plan for a First Aid station to be set up at the evacuation reception center, at either Rasmuson Hall or The Gorsuch Commons. Depending on the nature of the evacuation, the First Aid station may need to be upgraded to a triage center. AFD medics would be called in and coordinate with the Health Center director for this purpose.

The Campus Operations director should recall all shuttle drivers and fleet vehicles. They should stage at Gordon Hartlieb Hall (GHH) if that facility is in a safe zone and wait for orders.

The Planning Section Chief should develop a plan to evacuate people from affected buildings to the closest safe zone where larger vehicles, such as shuttles or People Mover buses, can move evacuees to a reception center. A Documentation Unit should be set up to register evacuees' names and where they can be contacted later (such as at an evacuation center, friend's home, etc.)

The Anchorage Fire Department (AFD) and UPD will provide warning to those in harm's way for the need to evacuate, using public address systems, UAA Advancement staff, and personal contact. They will conduct building searches if needed and will mark each building evacuated when a search is completed.

If all of Student Housing needs to be evacuated, consider relocating to the Alaska Airlines Center or People Mover bus terminal on Elmore Road. The Municipal bus facility does not have adequate restrooms, so portable bathrooms will need to be rented.

Through the State Emergency Operations Center (SEOC), the American Red Cross will set up and manage evacuation shelters and feeding stations in facilities designated by the University or SEOC.

The Information Officer should develop a process working with the Documentation Unit to be able to provide evacuees' names based on inquiries from relatives, develop press releases related to the incident and provide informational handouts to the evacuees on the situation.

ANNEX F: Family Assistance Center

In a mass-casualty or mass-fatality incident where there is any possibility for the general public, media, or family members to get involved, a Family Assistance Center (FAC) may be activated. Family Assistance Centers are facilitated by UAA Emergency Management with assistance from Alaska Victims Assistance Program coordinated by the FBI, and are secured sites that provide accurate, honest, and transparent information, assistance, and reunification of affected/injured people with family members and vice versa.

Services provided by a Family Assistance Center:

- A safe/secure, media-free zone
- An area where missing persons' reports can be filed
- An area where reunification can take place between families and missing/injured persons
- Food
- First aid (the Red Cross has an on-call nurse they can use when they run an FAC)
- Emotional support services
- Translation services (ADA, languages)
- Short-term child care
- Spiritual care
- Transportation
- Event updates and briefings

The Family Assistance Center should provide frequent and clear updates/briefings addressing:

- What event occurred
- How often and where briefings will be held
- Where information can be found about the injured/missing (phone #s, URLs, physical locations)

- From where belongings can be claimed
- From where First Aid can be obtained
- Options for crisis/spiritual counseling
- Pertinent legal information
- When emergency response switches to recovery
- When inquiries should be directed at the FAC vs. hospitals
- Repatriation concerns
- Long term housing and food for families that do not reside locally

FACs should be set up rapidly following an incident in order to help curtail chaos. A reception center is set up first and can start in a small area such as a classroom. It may then move from there to a larger hall, residence hall, or hotel. The Red Cross has an intake form UAA can use or modify.

FACs are resource- and staff-intensive operations. At UAA, when an FAC is activated, trained UAA personnel can set up and staff the FAC, while trained volunteers from Red Cross, Salvation Army and others can run it upon their arrival.

UAA employees are trained in setting up a FAC; there should be 5 to 10 people on call on a rotational basis in case of any incident triggering an FAC.

Areas needed in a Family Assistance Center:

- Reception Room/Intake Area
- Information Center
- Call Center (United Way's 211 system or our own Crisis Call Center staffed with staff & students). UAA Crisis Call Center phone number is 907-786-4158
- Child care area
- Food service area
- Treatment/counseling/rest area
- Bathrooms
- Claim Center (where lost or recovered personal belongings are stored and can be retrieved from)
- Logistics Center (volunteers, transportation, etc.)

One or more of these centers may be housed in the same general area. Treatment/counseling rooms and the call center should have their own separate spaces.

ANNEX G: Crisis Call Center

For mass casualty events occurring on campus or during a UAA-affiliated event off-campus, there is a likelihood of an overwhelming number of telephone calls requesting information about ill, injured, or deceased loved ones. The public's need for information and the University's desire to share accurate meaningful information may be hampered by the fact that too few call takers will be working at the UAA switchboard and Police Dispatch. The Crisis Call Center (CCC) will help relieve the demands on those personnel while providing the most recent information about the emergency to those who need it.

Typically, the University Police Department and Incident Management Team will be continually gathering information about the severity and extent of impact of an emergency. This will include accountability for students and employees involved in the event.

Management Options:
The investigators and IMT can task the Student Affairs Officer to use Banner and other information systems to determine how many students were enrolled for attendance in the area of concern. Roll call taken by office managers and/or Building Managers once people have evacuated to Emergency Assembly Areas can also be a helpful tool in accounting for occupants of an affected building.

Emergency scene responders should track those affected by the emergency as they are being transported from the scene by ambulance. Determining which medical facility they are being taken to will assist in follow-up interviews and accountability.
An Incident Command Post (ICP) and Emergency Operations Center (EOC) should be considered to support the needs of responders to the emergency and recovery efforts. Employees working in those locations should check-in, receive their Position Checklist, and establish a communications bridge between that site and the Incident Commander. A Planning Section Chief or Situation Unit Leader should establish a tracking method for accounting for affected students and employees as that information becomes available.

Using Eugene Short Hall room 210, the Student Affairs division should send 6-8 employees and student workers to set up a Crisis Call Center. University officials will issue a notice for concerned citizens to call the CCC at (907) 786-4158. The function of the CCC is to provide limited information about the emergency and the status of those affected by it. The IMT and University Relations staff shall provide a written script for CCC workers to use, with clear instructions not to vary from the approved information or to engage in sharing opinions or speculation.

Whenever possible, calls to the CCC can be rolled over to the I.T. Services call center, who will also be releasing limited information from the same approved scripts. Information will be updated as often as is practical. Requests for interviews or press conferences will be referred to the UAA Relations Office at (907) 786-4847.

Managers should consider that operations in a police dispatch or UAA switchboard during the aftermath of an emergency can be extremely stressful. This will also be the case for student workers in a CCC. Frequent rest periods and rotation of workers should be planned.

ANNEX H: Mass Care Center

There may be instances when UAA students and/or employees will need to be housed on campus for short periods of time and for various reasons. UAA has the capability to house up to 12 people for up to 3 days in the Student Housing Gorsuch Commons where cots, food, and bathroom facilities can be provided.

In other instances, the State EOC may request the use of, and activate a Mass Care Center on the Anchorage Campus. In these cases, the State of Alaska and/or the Municipality of Anchorage assumes operational responsibility and liability for these centers.

Provided below is the Municipality of Anchorage, Mass Care Center, Standard Operating Guidelines:

Municipality of Anchorage Office of Emergency Management
Standard Operating Guidelines (SOGs)
for Mass Care Centers/Shelters

I. Purpose
   A. Mission
   Open and maintain congregate care centers during times of disasters

   B. Objectives
      a. The sheltering and care of those citizens who are displaced due to a natural or manmade disaster.
      b. To have a large pool of possible centers available for the public good.

II. Guidelines
   A. Operations
      a. Hours of Operation
         i. Mass Care Centers will be available on a 24/7 recall system in case of an emergency.
         ii. The Point of Contact of each center will have a 24 hour phone number available to the EOC.
         iii. Mass Care Centers will operate on a 24 hour basis during the incident.
         iv. The host of the mass care center will decide if they wish to operate as a center during each incident.

b. Staffing/management
   i. Staffing of the shelter will be done under the guidance of the Red Cross.
   ii. Management of the center will be done under the guidance of the Red Cross.
   iii. Security will be performed under the guidance of the Red Cross.

c. Set Up
   i. The Municipality of Anchorage Emergency Operations Center will place the initial call to the desired shelter site.
   ii. Damage assessment and inspection of the facility prior to opening will be conducted by trained and certified damage assessment personnel.
   iii. Approval to become a shelter rests solely on the host. If they do not wish to operate as a shelter during the disaster period their wish will be respected.
   iv. Red Cross personnel and supplies will be directed to the shelter location within 24 hours.

d. Supplies
   i. All supplies will be provided by the American Red Cross and/or MOA.

e. Transportation
   i. Transportation to and from the shelter for those displaced will be provided by MOA People Mover service.
   ii. Individual transportation in personal automobiles to each facility is discouraged due to limited parking and security considerations.

B. Timeframe

a. This SOG encompasses the first 48 hours of the incident. Hours of obligation may be extended based upon severity of community damage and/or number of individuals displaced.

C. Finance

a. Documentation
   i. The MOA will retain full responsibility for tracking all goods that are released to American Red Cross agents for shelter purposes.
   ii. The American Red Cross will track all facility personnel hours for possible compensation from the MOA.

b. Compensation
   i. The MOA and American Red Cross will pay for all goods that are distributed to congregate care centers.

ii. Any damage that may occur to the facility during the use as a shelter will be reimbursed by American Red Cross or MOA.

D. Review

a. SOGs will be reviewed bi-annually or as needed.
b. A review of care/shelter locations and the host desire to be part of the program will be done bi-annually.

E. Distribution

a. Revised SOGs will be distributed to appropriate MOA and shelter personnel.
b. Each center/shelter is responsible for distributing SOGs to their employees.
c. Past copies will be destroyed by the individual.
d. Archival copies of the SOG will be maintained by the principal investigator or the facility manager.
e. Copies of current (active) SOGs will be available at the Emergency Operations Center or at the site where the guidelines are to be carried out.

ANNEX I: Shelter-In-Place

When seeking shelter from airborne environmental dangers or man-made threats, the campus community could be instructed to "shelter in place". It should be kept in mind that fleeing from a person's current location toward the Safe Room can sometimes put them in harm's way - situational awareness is key. In general, people will be instructed to do the following:

- Go inside as quickly as possible.
- If there is time, shut and lock all exterior doors and windows. Locking them may pull the door or window tighter and make a better seal against the airborne danger. Turn off the air conditioner or heater. Turn off all fans too. In Student Housing apartments, close the fireplace damper and any other place that air can come in from outside.
- Go in the shelter-in-place room and shut the door.
- Turn on the radio. Keep a telephone close at hand, but don't use it unless there is a serious emergency.
- Sink and toilet drain traps should have water in them (you can use the sink and toilet as you normally would). If it is necessary to drink water, drink stored water, not water from the tap.
- Tape plastic over any windows in the room. Use duct tape around the windows and doors and make an unbroken seal. Use the tape over any vents into the room and seal any electrical outlets or other openings.
- If you are away from your shelter-in-place location when an event occurs, follow t he instructions of emergency coordinators to find the nearest shelter. If your children are at school, they will be sheltered there. Unless you are instructed to do so, do not try to get to the school to bring your children home. Transporting them from the school will put them, and you, at increased risk.

- Listen to the radio for an announcement indicating that it is safe to leave the shelter.
- When you leave the shelter, follow instructions from local emergency coordinators to avoid any contaminants outside. After you come out of the shelter, emergency coordinators may have additional instructions on how to make the rest of the building safe again.

ANNEX J: Coordination of Trained & Spontaneous Volunteers

a. Planning Assumptions

This plan is based upon the following planning and operational assumptions:

i. UAA campuses can expect reoccurrence of certain disasters (flooding, windstorms, and power failure) as well as the periodic occurrence of large disasters such as earthquakes.
ii. There will be a continuing need for volunteers to assist in response and recovery operations during certain disasters.
iii. An overwhelming number of spontaneous, unsolicited, and emergent volunteers may arrive within the impacted area in order to assist responders.
iv. The establishment of this Multi-Tiered Emergency Worker Plan will assist in the recruitment, management and utilization of these volunteers in advance of an actual emergency.
v. Organization of volunteers under this plan provides for a more effective and efficient use of volunteers as well as maintains ICS and Span of Control as appropriate.
vi. By identification, training and management of volunteers the University can pro vide needed services to disaster victims, citizens and fellow responders in a more efficient fashion.

During any emergency a core group of volunteers may be needed to assist in emergency operations. In non-emergency times, potential volunteers will be recruited, trained and organized to provide for safe integration into emergency response.

All prospective volunteers will fill out an application that shall include contact information, appropriate license and credentialing information, specialized skills the volunteer may have, and a record of training. This application shall be maintained in a secure database and may not be shared without the express written permission of the applicant. As part of the process, any volunteer who may have access to vulnerable populations or private residences without close supervision, may be required to undergo a background check.

Basic minimum qualifications for all volunteers will be as follows:

- 18 years of age unless accompanied by and teamed with a Parent or Legal Guardian.
- Possession of valid Government-issued identification
- Free of any criminal charges, arrests, convictions, or other history, which might otherwise disqualify you from certain missions.

Currently UAA uses trained volunteers as members of:

- UPD Auxiliary Emergency Team (AET), which is a chapter of VIPS (Volunteers In Police Service) supplementing a police response in directing people, traffic, etc.
- Campus-Community Emergency Response Team (C-CERT) responders, who minimize the loss of life and property following a disaster until professional responders can arrive.
- Building Wardens receive training in medical operations and light search & rescue, in order to assist in building sweeps after a damaging emergency
- Critical Incident Stress Management resources following a serious incident, activated through the Alaska Police & Fire Chaplaincy (APFC) by calling APD Dispatch.

b. Training Period

Following recruitment and during non-activation periods, volunteers will be considered in a training period. This training shall be coordinated with the Training Coordinator and is reinforced during periodic team meetings.

c. Activation Period

Whenever the Volunteer is involved in an actual emergency or a disaster exercise this period will be known as an Activation Period. Upon activation volunteers should report to the Volunteer reception center for assignment. During this period members will be assigned according to skills and needs to a particular mission. These assignments may be in the field, in the Volunteer Reception Center, the EOC or any number of functional areas. During activation it is critical that Proper ICS compliance is maintained so a modified version of the previous organizational chart is used. The Volunteer Coordinator will report directly to the Operations Section Chief or other person as designated by the Incident Commander.

d. Roles and Responsibilities

i. Operations Section Chief

During activation periods the Operations Section Chief (or other person as identified by Incident Commander) shall assume authority over the volunteer

program. The OSC shall provide direction to the Volunteer Coordinator over tasks and missions needed.

ii. Volunteer Coordinator
The Volunteer Coordinator receives direction from the OSC and assigns task as appropriate to volunteer teams. This position shall maintain volun teer rosters, arrange for certification, background checks, and other duties as appropriate. The Volunteer Coordinator shall work with the Training Coordinator to maintain training and exercise programs as appropriate.

iii. Training Coordinator
The UAA Emergency Manager shall work with volunteers to arrange for and advise on an appropriate training plan for all volunteers. During activation this person shall be responsible for basic orientation and safety briefings to volunteers.

iv. Volunteer Center Operations Manager
The Volunteer Center Operations Manager shall provide for the overall operations of the Volunteer Reception Center. This shall include provisions for operational and logistical needs of reception center. The VCOM shall not supervise volunteers other than those assigned to duties in or in support of the Volunteer Center.

e. Unaffiliated Volunteers

Unaffiliated volunteers are not part of a recognized voluntary agency and often have no formal training in emergency response. They are not officially invited to become involved but are typically motivated by a desire to help others in time of need.

The Incident Commander and Operations Section Chief must consider the value of accepting a spontaneous volunteer's offer of assistance in a response, compared to the risk and vulnerability that the volunteer may perform in a manner that may cause injury to him, others, or damage to University equipment/property.

"Walk-in" volunteers may be assigned to a trained responder or affiliated volunteer, under close supervision, after signing a UA Pecuniary Liability Release form.

Unaffiliated volunteers may also be referred to the United Way (1-800-478-2221) and complete the online volunteer form at http://www.unitedway.org/take-action/volunteer/.

If Incident Command decides to have an outside volunteer agency provide services to the University community during an event, the following concerns must be addressed:

- How many personnel will be coming to provide services?
- Where will the personnel stay while they are on campus?
- Will the personnel have the capability to sustain themselves while providing services to the University?
- Will their transportation or supply shipments cause a disruption in services for disaster survivors?
- Determine how volunteer needs will be met on campus:
    - Travel
    - Lodging
    - Restrooms and showers
    - Laundry facilities
    - Food and water

PART IV: Hazard-Specific Appendices

APPENDIX 1: Damaging Earthquake

Listed below is a checklist of UAA response options in the event that a significant earthquake event causes damage and/or personal injury to one of our campus sites.

- ☐ Quickly assess the extent of damage and assign an Operations Section Chief to begin executing Incident Commander's initial incident objectives.
- ☐ Establish a Search & Rescue group under the Operations section. Responders working in a buddy system could include the volunteer police auxiliary team, Campus-CERT, activated police officers, and the Safety Wardens.
- ☐ Safety Wardens, UPD and Facilities staff should perform a quick patrol of campus to determine if there are any injured or trapped people. It should be assumed that there are injuries in any building heavily damaged. These areas should be mapped out for rescue planning.
- ☐ Activate the Post Disaster Damage Assessment Team (PDDAT) through the Plan ning Section Chief, and have their results relayed to the Incident Commander.
- ☐ Establish Situation Unit to carefully document which buildings have been checked for injuries and significant damage.
- ☐ Immediately survey and prioritize emergency needs before allocating emergency resources.
- ☐ Establish an Operations Housing Branch director to coordinate room to room assessment and documentation of findings
- ☐ AFD should be notified of actual fires as a top priority to prevent their spread to other areas.
- ☐ Facilities Maintenance staff should close natural gas valves to affected facilities if leaks are suspected.
- ☐ Seek campus closure from the Chancellor and send home all employees not designated for emergency response.
- ☐ Supplement PDDAT red placards with "Do Not Enter" or "Keep Out" tape for perimeter and interior doorways.
- ☐ For responder accountability, have everyone check-in to their dispatch Base at a designated periodic time.

- ☐ Instruct faculty to communicate closure details to their students.
- ☐ UPD should develop a security plan for all areas. This plan should include pre vention of looting, keeping people out of condemned areas, and control of on lookers. Traffic plans may have to be modified in consultation with the Planning Section chief, due to damaged roads and emergency operations.
- ☐ Arrange for evacuation from affected areas. Fleet Operations, volunteer groups, and Facilities Maintenance staff may assist when UPD staff is engaged in other emergency functions.
- ☐ Establish an emergency reception center for evacuees. Such a center should in clude a triage capability for those who are injured, as well as a tracking system for accountability purposes.
- ☐ Contact the State Emergency Operations Center to activate the American Red Cross for shelter and feeding information before moving uninjured people from the reception center.
- ☐ Consider opening a shelter site for those commuters who may not be able to go home due to damaged infrastructure.
- ☐ Establish contact and communications with the Anchorage and State Office of Emergency Management to relay on and off campus assessments and needs. Open the UAA Emergency Operations Center (EOC) if needed.
- ☐ Develop a system during the recovery period for allowing employees into their office space to assess duration of outage and to retrieve personal items.
- ☐ The Information Officer should generate bulletins with information about the overall situation, evacuation centers, and phone numbers/web sites for getting more information.
- ☐ Update UAA home webpage regularly for those who are not linked by social media.
- ☐ Consider opening a Crisis Call Center to handle information requests.
- ☐ Work with the Finance Section Chief to track injury claims, costs of the response and recovery.

APPENDIX 2: Weather Closures

Given the weather in southcentral Alaska, our goal is to limit the inconveniences that members of the University community have to face and to do everything within our means to make conditions as safe as possible for living or working on campus. We can expect deep snow, overbanked streams, damaging high winds, electrical service outages, and ice-covered surfaces during any given year. During severe weather events in which Grounds Crew responders cannot keep up with changing conditions, the University must sometimes delay or cancel classes until it is believed our students, employees, and visitors can come to our campuses safely. Only the Chancellor or their designee can close a campus or cancel instruction, based on situational awareness recommendations from the Incident Management Team (IMT). The purpose of this Policy is to articulate decision making and action steps likely in such situations.

Assumptions

1. Weather and road conditions in Alaska can change drastically in just a short time. UAA makes the most informed closure/cancellation decision based on the facts we have at the time
2. University closures, late starts, early releases and class cancelations due to inclement weather are sometimes unavoidable. We carefully consider the safety of our campus community when recommending an action be taken by the Chancellor or their designee
3. The Anchorage School District may choose to cancel school, while UAA may remain open; one does not signify the closure of the other
4. There will be days that start out as ordinary, but conditions quickly deteriorate and require consideration of closing campus for the remainder of the day
5. Closing of a campus would indicate canceling of classes, all scheduled activities and events, and work assignments
6. Only Designated Employees will need to continue working, in areas such as Residence Life, law enforcement, dining services for Student Housing, and limited Facilities & Campus Services. All other employees will use leave time as allowed under Human Resources policies
7. A short-term shelter may be required for personnel unable to leave campus safely due to severe weather conditions or road closures
8. If a notice of closure for a set amount of time has been issued, this will not be retracted or changed to re-open earlier
9. Campus activity will resume as normal the next business day, unless alerts are posted otherwise.

Decision Making

Members of the IMT will monitor storm activity and assess conditions early in the day and will meet to agree on a recommended course of action. The IMT considers the following before making a recommendation to the Chancellor for action:

-Conditions of roads and other surfaces on and around campus
-Conditions of roads in the Anchorage Bowl
-Canceling of People Mover bus service to campus
-State Trooper and Anchorage Police accident reports/warnings
-NOAA weather reports and predicted conditions
-Safety of the campus community.

Protocols

The Chancellor, agreeing that allowing operations on campus would be unsafe, could choose to:

1. Delay the start of the work day until driving/walking conditions have been made safe
2. Cancel classes for the day, but allow employees to report to work
3. Close the campus for the calendar day
4. Close campus to evening activities
5. During a class day, close campus early for the remainder of the day

UAA will make every effort to announce a closure by 6:00 a.m. for classes that take place during the day, and by 4:00 p.m. for classes that take place in the evening.

Inclement weather closures are announced to the UAA community via the following ways:

- UAA email
- UA Alert (students should visit http://uaalert.alaska.edu to make sure their phone and text numbers are current)
- UAA website (uaa.alaska.edu)
- UAA social media (Facebook and Twitter)
- UAA phone hotline (786-1800)
- Anchorage news outlets (KTUU television, Alaska Daily News, Alaska Public Radio Network, etc.)

There may be days that UAA stays open, but people are unable to make it to campus due to road conditions or other factors in their area. If an individual feels it is unsafe to travel to class or work, they should not travel, regardless of whether classes/events are officially canceled. Employees may be granted administrative leave under BOR R04.06.140.A.3. **https://www.alaska.edu/bor/policy/04.06-Benefits%20and%20Leave.pdf**

- students should be in touch directly with their professors regarding missing class or making up work
- faculty should contact their dean, director or department chair
- staff should contact their direct supervisor.

In rare circumstances when the Chancellor is not reachable to affirm and authorize a safety closure, the IMT is empowered to proceed with announcing a closure based on the guidance of this Policy.

APPENDIX 3: Violent Incident (Active Shooter/Armed Aggressor)

The University of Alaska Anchorage (UAA) considers the safety of its students, employees, and visitors as a high priority. Using the motto "Safety is Everybody's Business", UAA strives to minimize its vulnerability to threats and to respond quickly and efficiently to disruptive events if they do occur. The offices of the University Police Department (UPD), Dean of Students, Environmental Health & Safety, and others, place safety on our campuses as a top-level goal.

UPD's operations policy defines an Active Shooter situation as "One or more subjects who participates in a random or systematic action demonstrating their intent to harm others. Their objective appears to be that of mass murder, rather than other criminal contact. Their weapons may be firearms, explosives, knives, bow and arrow, etc." UAA's campuses strive to be open and welcoming to the public. There are no gates to keep people out. Recognizing that armed perpetrators across the country have too often come onto campuses of public schools and institutions of higher education, UAA has taken efforts to be better prepared for such an event.

<u>Prevention and Mitigation:</u>

1. Alaska statutes allow for the University to create and enforce regulations regarding the safe conduct of patrons. The Board of Regents enacted policy which restricts the possession of firearms and explosives on our campuses except under limited circumstances.
2. The administration has created the Care Team as a threat assessment team as a resource for the gathering of information about students of concern and their behavior. The team can serve as an intervention and referral body for students in crisis. Similar fact-finding and assistance roles regarding employees exhibiting problematic behavior is accomplished through the Human Resource Services department in cooperation with collective bargaining units.
3. Locking hardware has been installed on most centrally-scheduled classrooms and laboratories so that those areas can be secured from inside without needing a key, should a threat in the hallway be heard.

4. Further alert notification options have been implemented using the UAAlert system to send text messages, UPD safety mobile app, safety beacons, email messages, tweets, Facebook alerts and/or phone calls with vital information and advice on where to get updates as an incident progresses. All students and employees are automatically enrolled and can update their personal profiles by logging-in to the UA Alert website.

Response & Survival Training:

1. UPD and other offices have been conducting small group presentations on request, offering training on developing a survival mindset and what to do if patrons find they are in the midst of an active shooter situation. Several nationally-recognized training paradigms are being used, teaching the concepts of "Run! Hide! Fight! Treat!", "Get Out, Hide Out, Take Out" and other similar techniques. All current training to the public uses the philosophy that it is best to flee from the threat if practical, or barricade in place if escaping the area cannot be done safely. Finally, people should be prepared to take whatever action is needed to subdue the offender in order to stop the threat and survive.
2. UPD officers and supervisors have completed the latest training in responding to situations involving armed aggressors. They have cross-trained with officers from local, State, and Federal law enforcement agencies, so that the agencies can assist each other seamlessly in a real event. UPD personnel have also been equipped and trained in the use of breaching tools, rifles, and tactical First Aid.
3. The initial responding officers have the duty to use all lawful means to stop the active violence. The prioritization of their activities are:
    a. Stop the active violence.
    b. Rescue victims.
    c. Triage medical assistance.
    d. Preserve the crime scene.
4. Supervisors and managers of UAA have been training in Incident Command System protocols for making the best use of available resources, to properly man age a serious incident, and minimize the loss of life and property. Response and management procedures and best practices are codified in the Emergency Re sponse Plan and other documents, and practiced periodically in exercises.

Recovery:

Should a violent event happen on campus, the following are possible recovery operations which might take place. All incidents will have specific recovery operations that are applicable to the specific incident.

1. Response teams are cognizant of their responsibility of accountability for all persons involved, and a Crisis Call Center may be activated to provide information to the loved ones of those directly involved.
2. People at or near the scene of the event should expect to be briefly detained by police as witnesses of the crime. The crime scene(s) will likely be out of service for normal activities for days or weeks.
3. A Family Assistance Center may be opened to provide timely information, food, and emotional support to the families of those directly impacted by such an event.
4. Psychological counseling and critical incident stress management will be made available to survivors as well as responders.

APPENDIX 4: Utilities Failure – Natural Gas

In the event of a Natural Gas shortage that may result in a reduction of gas used to generate electrical power, Facilities Maintenance/Operations will start a series of actions that will reduce the amount of electrical usage of the University-owned buildings and parking lots. The University heats exclusively with natural gas and has no dual fuel capability.

The general order for a Code Red event will be to begin shut down of all parking lot lights and HVAC systems.

The next reaction will be shutting off all non-essential lights in all campus buildings.

UAA can also shut down most unnecessary fan units or other equipment remotely, thus saving electricity.

Outside air temperature will determine course of action. In most cases UAA cannot shut buildings down without great risk of freeze-up.

UAA can put buildings in a condition of no outside air, full recirculation, reduced fan speed, and full heating mode, and run 24/7 in preparation for loss of electric power or loss of network.

Maintenance/Operations personnel:

- Depending on the time and duration of the event, EH&S personnel will monitor indoor air quality and general safety if UAA remains open.
- Depending on the time of the event, Electrical, Mechanical Maintenance/BA personnel will be called in.
- Operations, Transportation, and Fleet Services will prepare University vehicles to operate in the event.

Non-essential people will be sent home or be notified to stay off campus.

UAA has prioritized our reactions to maintain operations in buildings important for University functions;

- Eugene Short Hall (University Police)
- Social Science Building (IT Services)
- Environmental Biological Laboratory (Sub-zero freezers/research)
- Integrated Science Building (Vivarium and freezers)
- Student Residence Housing, Commons
- Energy Module 1
- Energy Module 2
- Alaska Airline Center (sheltering)
- Consortium Library
- Gordon Hartlieb Hall (Facilities Maintenance/Operations)
- SSC, Enrollment Services, Student Union

The rest of the buildings will be put back online as time allows, with off-campus buildings coming on as soon as possible.

Depending on the magnitude of the event, Facilities will restrict movement into and out of buildings to one entrance, to limit heat loss and electrical usage.

If power disruption should occur;

- back-up generators will be targeted to run minimum building functions
- critical refrigeration units will receive priority
- buildings will be opened internally to allow heat to stabilize throughout
- only critical buildings will have access

Clean-up procedure:

- Facilities will determine method(s) of clean-up, if any (winter/summer)
- Custodial will start interior clean-up

Re- occupation of buildings:

- Facilities will notify Incident Management Team/management when buildings are online
- Procedures will be posted for maintenance requests due to the event damage

After Action report:

- Facilities Maintenance/Operations will conduct a review of actions performed during the event
- Time and materials for initial preparation
- Time and materials for Maintenance personnel

- Time and materials for Operations personnel
- Problems that occurred during event
- Items that were unnecessary
- Items that were needed but unavailable

APPENDIX 5: Utilities Failure - Electrical

There is a wide range of events that could cause disruption of electrical power service to any or all of the University buildings. These might include a terrorist event, natural disasters, storm damage and downed trees bringing down above-ground service lines, mechanical failure, and disruption of service from the public utility company.

In the event of electrical power failure to a UAA facility, emergency generators and/or battery-operated emergency lighting will activate in hallway and stairwell egress to allow occupants to more safely leave the building. Passenger elevators typically are powered by a generator, and CPISB and Alaska Airlines Center have robust generators that may allow operations to continue. Facilities & Campus Services personnel will be dispatched to evaluate the problem, and their office will advise the appropriate deans, directors, and building manager of an approximate time when power will be restored. The Student Affairs Officer may need to work toward relocating classes or labs for the duration of the outage. Generally, people will not be allowed to work or otherwise remain in the facility until electrical service and life safety systems are back to operational status.

If electrical power is disrupted to many or all University buildings, the IMT will be activated to help evaluate whether classes should be canceled. Further, that Team may need to advise that the Chancellor close the campus for the safety of the University community. Most buildings are currently equipped with only enough emergency power generation capability to keep heating systems, fire panels, and elevators minimally operating and hallway egress emergency lights lit. Temporary signboards, banners, road barricades, and placards may be placed at property entrance points by Facilities and Police personnel. E-mail and website advisories would be posted when power is restored and the campus is returned to open and operational status.

During area-wide crisis situations, displaced resident students (and Congregate Care Center evacuees) may be relocated to the Rasmuson Hall, Student Union, Alaska Airlines Center, Consortium Library, or another facility with significant emergency diesel generator power and heat capabilities. Shelter options will be evaluated by the IMT through consultation with the director of Facilities and Campus Services, the University Police, and/or the Post Disaster Damage Assessment Team.

*The following building generators are fueled by natural gas (if natural gas flow is disrupted, these units will not be operational): Health Sciences, Gordon Hartlieb, Sally Monserud, and Social Sciences.

The University Police dispatch center will be functioning, on diesel and battery back-up power, and officers will enhance preventative patrols on and around University property.

The Emergency Management incident command van is equipped with a power inverter, as well as a gasoline powered emergency generator for site-specific capabilities. Portable heat plants are available for providing heat to alternate shelter or emergency operation locations when needed.

APPENDIX 6: Utilities Failure – Information Technology Disruption

INTRODUCTION:

There are a limited number of events that could be reasonably expected to occur that would result in the total loss of IT services at UAA. For example, all IT services rely on electrical power. Any event that might lead to the loss of electrical power will affect IT services significantly. UAA has mitigated the risk of power loss through investments in battery back-up and electrical generation equipment. Any event that would simultaneously interrupt commercial power and backup power, such as a very large scale earthquake or other event leading to severe physical damage to the data center, would result in the total loss of IT services.

Key IT services affected by a total outage include:

1. UAA email distribution lists
2. Phones
3. Internet, Website Content Management System
4. File Shares (shared drives)
5. Alertus alerting systems
6. Security Cameras
7. Door lock systems
8. Virtual lab environments

Cyber-attacks also represent a significant risk. UAA's IT security posture is constantly improving, but the resources available to nation states engaged in IT infiltration and espionage are almost limitless and represent a risk of total loss of IT services. Practically, such nation states are not interested in interrupting services, but instead desire to find valuable information. Nonetheless, even low budget hackers may attempt to launch "denial of service" (D-DOS) attacks against the University web pages though these attacks typically do not result in a total loss of IT services.

Our current resources do not allow us to achieve rapid, significant improvements in this area, while simultaneously working to keep existing services operating. Efforts

include leveraging cloud services like Office 365 and Google Suite, collaborating with Systemwide OIT to improve our perimeter defenses, and cooperating with community campuses to back-up each other's core services and data.

SERVICE OUTAGE PROCEDURES:

Observers may not be able to ascertain if an apparent loss of some or all IT services locally is the result of a total loss of IT services, generally. The first step for most users is to try to contact the ITS Call Center either by phone, email or text. Some users may first try to check the ITS service status web site. A total loss of services would render all but the text contact ineffective. Typically, users try other avenues, such as alerting colleagues or department leadership when services are unavailable.

In the event of a total loss of service, leadership should contact IT services using the cell phone contact information available on the contact cards distributed by Administrative Services and email the Technical Support Center. ITS leadership will be using cell phones and Cloud based MS Teams and email to establish communications with those who will be tasked with assessing damage and either beginning work to restore services or simply preventing further damage. The contact hierarchy begins with the UAA CIO, and cascades to the Director of Infrastructure Services, the Service Center Director, and their designees.

Following a coordinated assessment of the post-event state, ITS leadership will formulate appropriate responses depending on the extent and severity of an outage, and will communicate plans or a selection of plans to appropriate leadership through the Vice Chancellor of Administrative Services. Response plans may include a range of activities from a serialized process of bringing services back online in order of priority, with communications capabilities primary, to a simple securing of the debris and instructions for staff to stay away from the campus and await further instructions.

APPENDIX 7: Utilities Failure – Water/Sewer

There is a wide range of events that could cause disruption of water service to any or all of the University buildings. These might include a terrorist event, natural disasters, storm damage, mechanical failure, and disruption of service from the public utility company. In the event of water service failure to a UAA facility, emergency responders and planners should establish a fire watch as sprinklers would be disabled. Restrooms will be closed and occupants will be redirected to other facilities that have water service. Portable toilets may also be rented and brought to the site. If the outage is large enough that we can't provide the bathroom facilities or personnel or fire watch then the buildings should be closed.

E-mail and website advisories could be posted when water service is restored and the campus is returned to open and operational status.

During area-wide crisis situations, displaced resident students may be relocated to hotels or municipal shelter sites. Shelter options will be evaluated by the IMT through consultation with the director of Facilities and Campus Services, and the University Police.

APPENDIX 8: Terrorism and Civil Disturbance

The intent of this appendix is to provide guidance for planning, response, and recovery operations concerning law enforcement-based events that include terrorist activities, weapons of mass destruction, civil disturbances, and natural disasters.

a. Situation and Assumptions

- The University Police Department will need assistance from outside law enforcement agencies. The FBI has primary jurisdiction in terrorist events. The Anchorage Police Department (APD) is the largest law enforcement agency in Alaska, serving approximately 225,000 people.
- Certain natural disasters or societal events may place greater pressure on existing law enforcement resources.
- A more aggressive law enforcement posture may be required from a natural disaster, such as an earthquake, that may trigger civil unrest due to societal factors.
- Significant coordination is required between various Municipal, State, and federal law enforcement agencies as well as public safety agencies to ensure timely and seamless jurisdictional operations and avoid duplication of effort.
- Disruption of communications may present challenges to law enforcement efforts.
- Disruption of transportation corridors may result in increased response times and coverage shortfalls.
- In all cases, prompt safety and security measures will be essential for the protection of life and property.

b. Operations

Response and EOC activation for a Law Enforcement (LE) event will be dictated and driven by the scope and locations of the event. The vast majority of LE events within the Municipality are day-to-day operations that do not pose a major threat to large populations or infrastructure. Terrorism based events within the MOA pose a higher threat of infrastructure loss and affect to populations.

Some of the primary functional areas that will need to be considered during an LE event include (but are not limited to):

- **Law Enforcement** - Police operations may range in scale depending on the threat or size of the disaster. Additional resources from other local LE agencies may be required to support UPD.
- **PIO and Alerts** - Public Information and Alert is a key capability in this event response. Public information is critical for information relating to the public during times of LE events to avoid an area with an active threat.
- **Medical and Health** - In an event that impacts a populated area, the public health and medical component could be a significant operation. A medical surge response may be required during an active shooter or large scale LE event, or act of terrorism. The event may impact the use of and or cause the evacuation of medical facilities. Mobile units or overflow sites may become the primary operation center for medical care.
- **Evacuation** - This function may be required as an area-to-area evacuation if the threat conditions warrant the movement of people outside of a potential hazard area.
- **Emergency Communications** - Interoperable communications with back-up capabilities is critical for events involving multiple LE agencies. The ability to share critical information on the tactical and operational level will require a communications plan that is flexible and adaptable to changing conditions.

APPENDIX 9: Travel to Areas of Concern

Incidents of civil unrest, terrorism, and natural disaster in other states and countries can create unsafe circumstances for students and employees of the University who are in those areas. Even travel in-state can be subject to vulnerability. In addition to UAA employees in other states or countries for research, sabbatical, or other purposes, the University has students overseas in study abroad, exchange, scholarship, and other programs. We also have foreign students studying at UAA. Those affected by an emergency may contact University officials for assistance in getting to a place of refuge, and students from other countries attending classes in Alaska may seek assistance as well. UAA Procedure 02.02.04(D) gives an incident management team, currently called the Incident Management Team (IMT) at UAA, some resources for gathering information and assisting to mitigate the effects of such emergencies. This appendix serves to guide the first steps for significant incidents.

After-hours contact for individual assistance or information from outside the U.S. is directed to UPD and is then routed to representatives of the Office of International & Intercultural Affairs, Dean of Students Office, International Student Services, or Human Resource Services. Emergency Dispatch may activate the IMT to manage the University's response.

a. Authority

Regents Policy (Chap.02.05) …"the University responds quickly, accurately, and fully to requests for information about any crisis that affects the system, its employees, its property, its students and its public image, within the constraints imposed by concern for individual privacy and legal responsibility… it is the responsibility of each MAU to develop notification procedures, and lists of people to be notified in the event of a crisis... chancellors will be responsible for notifying the president."

b. Action Plan

Depending on the nature and severity of the incident, the IMT, activated through the University Police Dispatch center at 786-1120, shall convene to gather information and aid in decision-making in collaboration with the Office of International & Intercultural Affairs, Dean of Students office, and any other relevant departments, as well as to provide the Chancellor and Chancellor's Cabinet with situational updates. The IMT or Chancellor's Cabinet may also activate the UA System Incident Management Team by contacting the UA Continuity Director and Emergency Planner at (907) 450-8349.

1. Intelligence in the form of travel warnings, alerts, and evacuation orders through government resources can be obtained by visiting one of several websites: **http://travel.state.gov, http://www.dhs.gov/domestic-travel, http://511.alaska.gov.**
2. During the early information-gathering, response, and recovery phases of a crisis, the IMT and offices collaborating in the incident can call on a number of people within the University system for assistance. They should consider the Dean of Students, University Police, EH&S Emergency Management, the counseling staff services, Care Team, Student Health Center, Human Resource Services, Statewide Risk Services, and UA Incident Management Team.
3. Investigate and provide a briefing to the Chancellor as well as any others who may need to be added, within the hour. Details in the briefing will include:

    - Name(s) of persons involved
    - Location of incident
    - Description of the emergency
    - Actions taken
    - Assistance needed

4. For those in areas with travel warnings or evacuation orders, the University will use any available appropriate methods to respond to requests for financial and legal assistance. Issues regarding academic records and fee reimbursement for non-completed semesters or work assignments will be considered on a case-by-case basis.

5. A uniform system-wide notification will be issued to traveling students and employees in the event the President determines that the University should issue a supplemental travel communication.

6. Emergency contact information should be provided by employees on sabbatical, research, teaching, or doing other University business outside the U.S. to their MAU Human Resources office by using the UAOnline Personal Information menu or filing a UA Personal Demographics Data paper form. The System Office of Human Resources holds a fairly comprehensive list of employees working outside Alaska; they are reachable at (907) 450-8218 (Payroll & Benefit Accounting). Information and tracking of employees on sabbatical may be found through their Dean or department, and not through the Provost's office.

7. Emergency contact information for UAA outbound students abroad can be acquired through the offices of International & Intercultural Affairs (OIIA) or International Student Services (inbound exchange students).

c. Communication Plan: Education Abroad

UAA's emergency communication protocols, as well as the roles and responsibilities of the Incident Management Team (IMT), UAA leadership and staff who may be involved in a Level II response are outlined in the 2012 Office of the Chancellor UAA Procedure 02.02.04(D).

UAA students are advised to contact University Police Dispatch at (907) 786-1120 in the event of a study abroad emergency (once they are safely in a position to do so). The caller may be the student, a member of the student's family, study abroad program, host University staff, or other concerned individual.

1. In the event that UPD, other IMT members, or other staff are the first to be alerted to an emergency or potential emergency involving a study abroad student:

- Call the Education Abroad Coordinator, to assist with situation assessment, student and family support, and liaison with UAA's partners as appropriate.

- Follow existing protocols for promptly notifying and updating UAA leadership (Level I-A members) and the President.

- Vice Provost for Academic Affairs and Director of OIIA and Assistant Provost are to be included in any communications if there is a significant, urgent incident.

2. Where the Education Abroad Coordinator, is the first to learn of an incident abroad…

a. In the event of a minor incident (e.g., a minor injury or illness treated without hospitalization, a student experiencing anxiety or depression, student disciplinary action, student alcohol abuse, or a property crime), they will investigate first and then contact the Dean of Students Office on-call staff and notify the Vice Provost of Academic Affairs and Director of OIIA.

b. In the event of a moderate incident (e.g., a serious injury or illness requiring hospitalization, a missing student, psychotic behavior, suicide attempt, sexual assault or rape, or student arrest), they will:

   Immediately contact the Dean of Students, Vice Provost, and OIIA Director and work with them to coordinate UAA's response.

   Follow existing protocols for promptly notifying and updating UAA leadership (Level I-A members) and the President.

c. In the event of a potential major incident (e.g., a natural disaster or terrorist attack where the risk of injury, illness, or possible fatalities is a serious concern and/or there is a broader general impact and probably disruptions to the program and/or the local support infrastructure and resources), the Education Abroad Coordinator will:

   Send an email alert to the IMT, the Chancellor's Cabinet, Director of OIIA, and Vice Provost to:

   Let them know that no students are expected to be in harm's way, or

   Notify them that they are investigating and will brief them as soon as possible within the hour.

   Investigate and provide a briefing to the individuals originally contacted as well as any others who may need to be added within the hour. Details in the briefing will include:
   - Name(s) of persons involved
   - Location of incident
   - Description of the emergency
   - Actions taken
   - Assistance needed

In the event of a confirmed major incident where UAA students are in harm's way, the Education Abroad Coordinator will:

Call UPD or the Dean of Students Office on-call staff person to alert the IMT. Email contact the Provost, OIIA Director and Vice Provost.

Investigate and provide a briefing to the individuals originally contacted as well as any others who may need to be added within the hour. Details in the briefing will include:

- Name(s) of persons involved
- Location of incident
- Description of the emergency
- Actions taken
- Assistance needed

d. Mitigation Considerations

Travelers are responsible for their own safety. UAA should advise potential travelers of their responsibility to maintain situational awareness, take personal actions for their safety, and encourage them to provide contact information. University students and employees are responsible for monitoring conditions and warning announcements regarding their destinations or routes of travel, and for taking appropriate precautions and mitigation to ensure their own safety. Situational awareness can be improved by visiting one of several websites: http://travel.state.gov, http://www.dhs.gov/domestic-travel, http://511.alaska.gov. For international travel, US citizens are encouraged to register in the U.S. Department of State's Smart Traveler Enrollment Program (STEP), at https://travelregistration.state.gov/ibrs/ui/. Citizens of other countries should contact their governments to inquire about support and procedures.

In a memo dated March 7, 2003, the president's office stated that the University will not initiate travel to [areas] covered under a travel warning.

Each MAU is encouraged to implement procedures to maintain contact information provided by University students and employees traveling abroad on University business, in affiliated program/activities, or returning abroad from travel at UA.

Those traveling on behalf of the University have several insurance options and programs available to them. Students studying through OIIA or using student organization funds are required to have coverage for accidents, illness, injury, mental health, evacuation and repatriation of remains coverage prior to traveling. For information on travel-related insurance carried by the University, please visit the System Office of Risk Services web site:
http://www.alaska.edu/risksafety/b_insurance/insurance-coverage/

APPENDIX 10: Volcanic Ash Fall

Alaska has several volcanoes in relatively close proximity to UAA campuses. Ash from eruption plumes has reached campus sites in the past. The administration relies on the Alaska Volcano Observatory (AVO) to provide accurate and timely information about volcanic activity that could impact our communities. Volcanic ash is a caustic irritant, typically creating some amount of health risk and damage to property. Ash is heavy- 1 inch weighs about 10 pounds per square foot, so efforts will be needed to clear
accumulation from building roofs.

In the event that the University is advised that an ash cloud is coming toward a campus:

- Facilities Maintenance personnel will shut down and seal building air intake vents to prevent ash from moving through the ventilation system.
- The Incident Management Team will likely announce that the campus is closing. A telephone announcement and mass e-mail will go out with the instructions that UAA is closing and evacuating the campus(s).
- UPD will assist in the evacuation process and will secure buildings as they empty.
- If technicians indicate that telephone systems must be turned off, posters will be distributed in Student Housing letting residents know that their phones will be inoperable and that they can reach UPD from their cell phones to UPD's cell phone. If cellular service is interrupted, people can flag down a marked patrol vehicle when police assistance is needed.
- I.T. Services may shut down the servers and the phone systems will go inoperable.
- Provisions will be made for remaining resident students regarding heat, lighting, food, and hygiene needs. Relocation to a more suitable facility may be required.

Experts suggest that individuals:

- Turn off and wrap electronic equipment with plastic bags before leaving the office.
- Remain indoors during heavy ash fall periods.
- Wear an N95 face mask when outdoors to reduce inhalation of ash particles. These dust masks can be purchased at most hardware stores.
- Wear a wet cloth or bandana placed over the mouth and nose as an alternative to a face mask to help reduce exposure.
- Switch to eye glasses to reduce eye irritation from ash exposure as an alternative to contact lenses.
- Wear goggles for eye protection.
- Wear long-sleeved shirts and gloves to protect skin; avoid bare skin contact with ash as much as possible.

Recovery:

The University will rely on official notification from local and State sources to determine when regular operations can resume. Updates will be provided, when possible, on the main website (http://www.uaa.alaska.edu), Wolf radio (1610 AM), KRUA 88.1FM, KFQD (750 AM), and on local television stations. Members of the University community are encouraged not to call UPD Dispatch during periods of disaster unless a police response is needed. Patrols will continue 24 hours a day throughout any emergency period.

APPENDIX 11: Hazardous Materials Release / Oil Spill

The types of material that can cause a hazardous materials incident are wide ranging. Examples include materials such as chlorine, sulfuric acid, gasoline, and medical/biological waste. Many accidents happen at fixed sites (where hazardous materials are stored or handled), but incidents may also occur during transportation. UAA's Chemical Hygiene Officer will serve as a subject- matter expert for guidance and liaison with off-campus responders. Safety Data Sheets (SDS) for hazardous materials are available through the EHSRMS Laboratory Safety page, Risk and Safety Support link https://app.riskandsafety.com/signin

Everyone with a UAA email and password should be able to access the SDS library. Building Emergency Plans and chemical inventory lists should be reviewed for location specific hazardous materials.

a. Situation/Assumptions

- Hazardous Materials Release/Oil Spill (HMR/OS) is unique not only due to their complex nature, but also due to the overlapping jurisdictional concerns and statu tory mandates involved.
- Significant cooperation and coordination will be required between multiple local, State, and federal public safety and environmental organizations to ensure successful operations.
- The response to HMR/OS must be quantitative, measured, and verifiable due to potential litigation which may come at a later date. In this instance, accurate record keeping and maintenance is important.
- Due to statutory requirements it is important that all personnel involved in

  planning, response, and recovery operations be properly trained and certified by the appropriate controlling authority.
- HMR/OS emergencies are likely to result in significant media attention which can have second and third order affects that may influence response and recovery operations. Such media attention can bring with it a disruptive protest element which must be mitigated to ensure successful response and recovery operations.

b. Operations

Response and EOC activation for a Hazmat event will be dictated and driven by the scope and locations of the event. The vast majority of Hazmat spills within the Municipality are small and do not pose a major threat to large populations or infrastructure. The potential is there for large spills or spills of materials that are extremely hazardous to health or a major threat to public safety.

Some of the primary functional areas that will need to be considered during a Hazmat spill include (but are not limited to):

- PIO and Alert - Public Information and Alert is a key capability in this event response in this no-notice event. Public information is critical for information relating to avoidance of hazard areas by the public during times of threat as well as critical information during a response.
- Medical and Health - In an event that impacts a populated area the public health and medical component could be a significant operation. A medical surge response may be required if there is a release or dispersant over a large area that affects a large population. The medical system may also be impacted by those that aren't showing any symptoms but believe they may have been exposed to a hazardous material.
- Mass Care - Similar to Medical, an event that impacts a heavily populated area can dictate a large sheltering operation. A Hazmat event can necessitate a large mass care operation due to the size and distance that may be required for exclusion of non-responders. These mass care events are typically short duration in nature until the event is resolved and stabilized.
- Evacuation - This function may be required if the spill size, weather, or environmental conditions warrant the movement of people outside of a potential threat area. An area-to-area evacuation will be likely.

APPENDIX 12: Flooding

Flooding is a major and widespread threat in Anchorage and can be broken into a number of categories including rainfall-runoff floods, snowmelt floods, ground-water floods, ice jam floods, flash floods, fluctuating lake levels, alluvial fan floods and glacial outburst floods. Coastal flooding from storm surge is not a concern in Anchorage because much of the coastal areas are elevated on bluffs. These are not exclusive categories as a flood event could have elements of more than one type. The pertinent types of floods are:

- *Rainfall-Runoff Floods*
  Typically, rainfall-runoff floods occur in mid to late summer. The rainfall intensity, duration, distribution and geomorphic characteristics of the watershed all play a role in determining the magnitude of the flood. This is the most common type of flood.

- *Snowmelt Floods*
  Snowmelt floods usually occur in the spring or early summer. The depth of the snowpack and spring weather patterns influence the magnitude of flooding. Snowmelt floods can also be caused by glacial melt.
- *Ground-water Floods*

  Ground-water flooding occurs when water accumulates and saturates the soil. The water-table rises and floods low-lying areas, including homes, septic tanks, and other facilities.

- *Ice Jam Floods*
  Ice jams can form during fall freeze up, in midwinter when stream channels freeze forming anchor ice and during spring break-up when the existing ice cover gets broken into pieces and the pieces get stuck at bridges or other constrictions. When the ice jam fails, it releases the collected water.

a. Situation and Assumptions

- Flooding events are largely seasonal and have some level of predictability.
- River flooding in the MOA does not generally threaten large populations or critical infrastructure.

b. Operations

Response for a flooding event will be dictated and driven by the scope and locations of the event. The vast majority of floods within the Municipality are in isolated or contained areas that do not pose a major threat to large populations or infrastructure.
Some of the primary functional areas that will need to be considered during a flood include (but are not limited to):

- PIO and Alerting - Public Information and Alert is a key capability in this event response both in a notice and no-notice event. Public information is critical for information relating to avoidance of hazard areas by the public during times of threat as well as critical information during a response to flood event.
- Facilities – Maintenance & Operations will be a critical component to an event due to the nature of the operational capacities of the departments. The heavy equipment and machinery needed to move large volumes of material as well as the department's functions in restoring key infrastructure is critical in this event.
- Mass Care - Localized flooding can dictate a sheltering operation for those who are displaced by the flooded areas.
- Evacuation - This function may be required as an area-to-area movement of people outside of the potential threat area.

- Debris Management - A flood event that occurs in or across populated or managed infrastructure (roads, etc.) will generate debris. The management of that debris during a response and the subsequent recovery will be a significant undertaking. The debris will be mixed woody and household materials.

APPENDIX 13: Missing Persons

UAA involved officials will participate to the fullest extent possible in gathering information about, and locating students, employees, or visitors who are reported to be missing. The Anchorage campus maintains a missing student notification policy and protocol for students who live on campus (UPD OPM#3.38).

a. Management Options:

Should a student, employee, or visitor be considered missing, usually for a period of 24 hours or more, individuals should report this to University Police. Shorter absences may result in police investigation, depending on aggravating circumstances. The case officer will gather information about the reporting person's concerns and will attempt to determine the missing person's clothing description, vehicle, class schedule, and other details which may help in locating the person.

If a resident student has been missing for 24 hours, individuals should report this to University Housing and/or Residence Life staff members. Roommates and friends of the missing person may be interviewed. Staff could attempt to locate the resident by going to his room, class, and other areas frequented, and follow up with phone calls or e-mail. The report will be referred to University Police. If a "confidential contact" is on file for the missing person, Residence Life and/or investigating police will contact them within 24 hours of the report. Except in the case of emancipated minors, in the event that the missing resident is younger than 18 officials will talk with the "parental emergency contact" listed in Housing registration files.

In situations where criminal activity or malicious intent is suspected, UPD may elicit information and assistance from State or local agencies and the general public. The IMT, activated through the University Police Dispatch center at 786-1120, can convene to gather information and aid in decision-making and notifications. The IMT or Chancellor's Cabinet may also activate the UA System Incident Management Team by contacting the Emergency Management director at 907.786.1381. If accurate information exists about the missing person's last known direction of travel, investigating officers may choose to call out trained employees and volunteers to assist in an organized search. During a pre-activity briefing, a recent photograph and other relevant information will be distributed to searchers, as well as details for communicating with the UAA point of contact in command of the search. Untrained volunteers may be paired with trained searchers. Resources to be considered for ground searches would include the UPD

Auxiliary Emergency Team when available, Anchorage Search Team, search & rescue volunteers coordinated through the Alaska State Troopers dispatch, or others.
Once the missing person is located, the reporting person shall be updated.

APPENDIX 14: Research Animal Plan for the CPISB Vivarium

1.0 PURPOSE:

The purpose of this standard operating procedure (SOP) is to establish procedures and policies to ensure animal welfare during a disaster situation in the UAA Vivarium located in the ConocoPhillips Integrated Sciences Building (CPISB).

2.0 APPLICATION

This SOP applies to all vivarium staff and users as well as the institutional official, The Office of Research, UAA Institutional Animal Care and Use Committee (IACUC), the Vivarium Users and Managers Committee (VUMC), and UAA Environmental Health & Safety (EHSRMS).

3.0 SAFETY

3.1 Vivarium staff and users safety, health, and welfare are of the upmost importance.
3.2 Animal safety, health and welfare should be maintained whenever possible.
3.3 Continuity of animal care should be maintained when possible in a disaster situation.

4.0 INSTRUCTION

4.1 General
4.1.1 The vivarium follows the guidelines and procedures outlined in the UAA IACUC Animal Program Disaster Plan (APDP).
4.1.2 The vivarium is susceptible to a number of manmade or natural disasters including but not limited to:

- Sustained power outage or loss of water supply
- Sustained ventilation failure
- Fires
- Flooding from plumbing
- Weather events (i.e., snow or wind storm)
- Major earthquake
- Volcanic eruption
- Wildfire

- Damage to building structures
- Animal rights incursion/Civil disturbance

4.1.3 During an animal welfare emergency or concern, the Associate Vice Provost of Research and Graduate Studies (VPR), as institutional official, can activate the APDP. They will inform the vivarium manager and/or vivarium staff of APDP activation.

4.1.4 The vivarium manager can consult or suggest APDP activation to the AVPR.

4.1.5 If the vivarium manager is unavailable, the procedures and delegation of responsible parties discussed in VIV.A.006-Operations. During a Vivarium Staff Absence should be followed.

4.1.6 Upon a principal investigator (PI) submitting a vivarium space request form (VIV.F.101.001), they will identify personnel to contact in event of an emergency.

4.1.6.1 Emergency personnel are also updated throughout the year as needed because of rotating projects and students.

4.1.7 Upon activation of the APDP, the vivarium manager or the designated party should access the situation, execute this site plan and coordinate with the CPISB building manager, EHSRMS, UPD/Emergency Management, if necessary.

4.1.8 The Vivarium manager will keep a stockpile of emergency supplies (Flashlights, batteries, bottled water, first aid supplies) in locker #1 in Suite 121.

4.1.9 In the event power is lost and the keycard system is non-functional, the vivarium manager, VUMC Chair, CPISB building manager, all facilities and emergency personnel have hard copy keys.

4.2 Vivarium Site Plan for Handling Animals

4.2.1 Vivarium staff and users are to NEVER compromise their own safety to access or evacuate an animal colony. If the vivarium is inhabitable, no staff or user may enter the facility until approved by a qualified official.

4.2.2 If there is advanced warning for a disaster (e.g., weather storm), the vivarium manager should ensure there are adequate stocks of food, water, bedding, medicine, and any other necessary items.

4.2.3 Additionally, all food and water containers should be filled in the animal rooms with the anticipation no persons may enter the facility for an extended period.

4.2.4 Aquatic species should be fed, have tanks filled with water to appropriate levels, and fill extra holding tanks. Water changes should be completed if possible.

4.2.5 The vivarium manager should ensure that all emergency power outlets are operational.

4.2.6 If the HVAC system will be lost, all doors should be opened to aid room ventilation.

4.2.7 If the disaster results in a downtime greater than 24 hours, an assessment of animal welfare should be made. If the situation will significantly impair the ability to care for animals on-site, the animals should be evacuated to a secure facility or as an absolute last resort, euthanized.

4.3 Animal Evacuation Plan

4.3.1 Animal evacuation plans can be divided into three categories:

4.3.1.1 Small-scale incident (involving only a few rooms)- animals should be moved to a stable room within the facility and routine care should be continued. Specific needs of the animal should be considered when choosing the room.

4.3.1.2 Medium-scale incident (involving large segments of the facility)- Animals should be moved to stable portions of the facility or into open available spaces (i.e., empty CPISB teaching labs (with no chemicals, open corridors, etc.). any movement of animals outside the vivarium should be coordinated with CPISB staff. The goal is to save animal lives and use areas as a temporary solution.

4.3.1.3 Large-scale incident- (Entire vivarium, CPISB, campus-wide)- Relocate the animals, if possible, to a safe secure location where basic animal care can be provided.

4.3.2 The UAA Veterinarian can make the decision to euthanize a colony or all animals within the vivarium if all options to relocate have been exhausted and animal welfare cannot be ensured.

4.3.3 Alaska Department Fish and Game Permitting Officers should be informed if animals (held under permit) are moved to any location outside the vivarium.

4.3.4 If loss of both environmental chambers (124B and 124C) occurs, the portable hibernation chambers should be utilized or animals should be aroused from torpor and held at euthermic conditions.

4.3.4.1 If loss only occurs in one chamber, animals may be moved to the other, permitting there is enough space.

4.3.5 Portable tubs and racks for a specific project and species should be utilized to house and move animals.

4.3.6 Aquatics in large tanks should be moved to temporary portable holding containers (i.e., large water coolers). Tank water at the appropriate temperature should be used to fill the containers. Tank water should be appropriately conditioned, and bubblers added for gilled species.

4.4 Response and Recovery After a Disaster

4.4.1 Once an approved official has granted access to re-enter the vivarium/CPISB, the environmental conditions of the holding rooms should be assessed.

4.4.2 Locate any known hazards and stabilize them first.

4.4.3 All animal colonies should be assessed for health and welfare. Treat animals as needed for any medical conditions.

4.4.4 Any animal in pain/distress, beyond rescue, or are unidentifiable should be euthanized humanely by an approved individual.

4.4.5 Clean any enclosures/habitats as needed.

5.0 VIVARIUM POLICY

5.1 As policy of the UAA IACUC, training on this SOP must be completed within 30 days of being granted vivarium access.

5.2 Vivarium staff and users identified to respond in emergency situations should understand their role.

5.3 Active experiments should be discontinued if animal welfare cannot be ensured.

5.4 No vivarium staff or user is to disobey any commanding officer or official to gain access to the vivarium.

5.5 All vivarium staff and users should know where emergency supplies are located.

5.6 Contact information for emergency responders should be updated annually.

APPENDIX 15: Crisis Contacts Grid

STAKEHOLDER	WHO	WHO DELIVERS
UA PRESIDENT	President	UAA Chancellor
BOARD OF REGENTS	Chair (first) All regents	UA President
UA/CAMPUSES MEDIA RELATIONS	UA University Relations UA Public Affairs UAF PIO UAS PIO	Vice Chancellor for University Advancement
STUDENTS	Current students	UA Alerts: text, university email, phone Social media UAA website Campus VOIP Switchboard
EMPLOYEES Staff Faculty Contract employees	All	IMT UA Alerts Social Media Website University email
DONORS	Donor key contacts	Vice Chancellor for University Advancement
ALUMNI	All	AVC for Alumni Relations

STAKEHOLDER	WHO	WHO DELIVERS
GENERAL PUBLIC	Local, statewide and/or national	University Relations/IMT - Media - Website - Social Media - phone lines - email
MEDIA		IMT/Spokesperson - Press conference - Press release - Online media room - Website -Social media
ELECTED OFFICIALS	Governor Mayor State Legislators/Federal Delegation	President Chancellor UA VP for University Relations
EDUCATION	Anchorage School District (and other school districts as necessary)	Chancellor or Vice Chancellor for Advancement or Provost
BUSINESS LEADERS	Business orgs	Chancellor or President

APPENDIX 16: Ice Rink Cooling System Leak

INTRODUCTION:

The Seawolf Sports Complex (SSC) ice rink at 2801 Spirit Way uses a combination of anhydrous ammonia and compressed carbon dioxide to maintain a frozen surface. The Complex includes a detached mechanical building called the Green Box, outside the east perimeter wall of the SSC. The refrigeration system contains about 450 pounds of anhydrous ammonia (NH3) plus another 500 pounds stored in the Green Box, and 5000 pounds of compressed carbon dioxide (CO2). The CO2 system is under about 500 pounds of pressure. The SSC and Green Box are both equipped with CO2 detection systems, which activate the general evacuation alarm. The Green Box also has an ammonia leak detector, which activates the evacuation alarm in the SSC and Student Union. There is no ammonia in the SSC itself. Sensors will activate an alarm when ammonia is detected at 25 ppm, or CO2 is detected at 3000 ppm. Alarms report to the University Police dispatch center. Alarms activate two strobe lights at the Green Box, one inside and the other on the south perimeter wall.

Facilities must have at least 10,000 pounds of NH3 to fall under process requirements of OSHA; facilities with less ammonia fall under the EPA's General Duty Clause, which says:

Facilities subject to the General Duty Clause are, among other things, responsible for the following:

- Knowing the hazards posed by the chemicals and assessing the impacts of possible releases,
- Designing and maintaining a safe facility to prevent accidental releases, and
- Minimizing the consequences of accidental releases that do occur.

  Risk: Anhydrous ammonia is very corrosive, and exposure to it may result in chemical-type burns to skin, eyes, and lungs. It may also result in frostbite, since its boiling point is -28ºF. Ammonia is hygroscopic, which means it has a high affinity for water, and migrates to moist areas like the eyes, nose, mouth, throat, and moist skin.

  Released anhydrous ammonia will rapidly absorb moisture from air and form a dense, visible white cloud. This dense cloud tends to travel along the ground on a cool day. If there is no visible cloud, you can still detect an ammonia release by its pungent odor when it is present in the concentration of 5 to 50 parts per million by volume (ppm). Exposure to anhydrous ammonia between 5 and 50 ppm can cause headaches, loss of the sense of smell, nausea, and vomiting. Concentrations above 50 ppm result in irritation to the nose, mouth, and throat causing coughing and wheezing. Concentrations of 300 to 500 ppm are immediately dangerous to life. People will generally leave the area due to lung irritation, coughing, and shortness of breath. Higher exposures can cause fluid in the lungs (pulmonary

edema), and severe shortness of breath, which may possibly lead to death. Naturally, CO2 exists in the atmosphere at concentrations around 350 PPM, and for concentrations between 300 and 600 PPM people do not usually notice the difference. CO2 is heavier than air and therefore will collect close to the floor when it leaks; thus, the sensors and the ventilators in the space where CO2 might leak should be located close to the floor.CO2 has similar classification according to ISO 817: 2005, which is the international standard for refrigerant safety classification; it is classified in group A1which are the refrigerants with low toxicity and non-flammable. According to ASHRAE (ASHRAE 1989), a CO2 concentration of 1000 PPM is the recommended limit to satisfy comfort for the occupants, where in a CO2 controlled ventilation system fresh air should be supplied so that the CO2 concentration level will not exceed this value. This is the case of an application when a small CO2 generation rate is expected due to different human activities. However, in the case of high leakage rate that might occur in the public space or in the machine room, the consequences of serious health hazards, such as suffocation, must be taken into account. CO2 is an oxygen displacer.

Mitigation:

a. Facilities personnel charged with maintaining the refrigeration systems at the SSC have awareness level training in the hazards of a release of ammonia or compressed carbon dioxide. In the event of an activated alarm, they will evacuation the building and assist other patrons to do so. The UAA Building Emergency Plan for the Complex directs occupants to an Emergency Assembly Area (EAA) west of the building, under Spine #1. In inclement weather, they are to gather in the lobby of Rasmuson Hall.
b. Vaisala GMT220 air monitoring systems detect CO2 leaks close to the floor in both the SSC and Green Box. One sensor can be found on the interior of the east perimeter wall, another in the #100U5 mechanical room, and the third is in the Green Box against its west wall. Sensors will activate an alarm when CO2 is detected at 3000 ppm.
c. Hanson ammonia leak detection is in place in the Green Box closer to the east perimeter wall. Sensors will activate an alarm when ammonia is detected at 25 ppm.
d. The wind sock atop the Green Box can guide responders as to which direction is safest to avoid noxious air-born hazards
e. An alarm strobe light is found on the south exterior of the Green Box, and a second strobe is located inside the structure. Visual signals to responders and patrons in the area show a steady green light for Normal status. Signal changes to amber for a CO2 release, and to red for an ammonia system leak.
f. The south perimeter of the Green Box and its strobe warning light can be viewed remotely using a surveillance camera mounted on the east perimeter wall of the SSC.

g. Large volume air handling fans will provide fresher air inside the Complex if the CO_2 sensors activate the evacuation alarms.
h. Because the Student Union's north access doors are relatively close to the Green Box, should an ammonia leak be detected, the monitoring system will activate an evacuation alarm for the Student Union and disable its HVAC. The Student Union's Building Emergency plan calls for occupants to evacuate using the east exit doors and gather at the EAA near the ANSEP Building.
i. A red emergency shut-off button is mounted on the south exterior wall of the Green Box.

Response Protocol:
University Police, Facilities, and other personnel are not equipped with appropriate personal protective equipment (PPE) for responding to an ammonia leak. They should assist patrons in moving quickly to the Emergency Assembly Area, and await hazardous materials responders from the Anchorage Fire Department to turn off the "king valves" marked and located inside the Green Box. The exterior red shut-off switch can potentially be activated as personnel evacuate the area, or by responders in self-contained breathing apparatus. Fire department responders can access the Green Box by using a key from UAA personnel, or via a Knox Box vault on the south perimeter wall.
Carbon dioxide leaks are hazardous in that segregated pockets of high concentrations of CO_2 can displace oxygen and cause hypoxia, and also that the high pressure of a sudden compromise to the system can cause injury. In case of component rupture, the fact that CO_2 has relatively high operating pressure compared to other refrigerants raises questions concerning the hazards of blast effects, shocks and flying fragments. When the evacuation alarm activates, personnel should look for potential soft tissue injury victims, but otherwise assist patrons in moving to the EAA.
Once personnel in appropriate PPE have identified the location and cause of the refrigerant leak, flow of the chemical will be stopped and the UAA Incident Management Team (IMT) will be notified of the cause of the evacuation. That Team can assist in the determination of when it is appropriate to advise the public of an "all clear" status and allow re-entry to the SSC.

APPENDIX 17- Public Health Emergency- Pandemic

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 a novel coronavirus first identified in 2019. All current modeling suggests that no matter where it breaks out in the world, it will be in the U.S. in a matter of 2 weeks or less because of travel and the impossible job of closing borders. Modes of transmission include coughing & 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. UPD and the Student Health Center will be in close communication with the Municipal Health Department and the Alaska Department of Health & Social Services for the latest CDC health advisories. The Incident Management Team will be activated when needed and may advise the Chancellor of prudent options such as canceling classes, closing the University, sending/keeping "non-essential" employees home. UAA is establishing ongoing communications and joint training opportunities with local emergency personnel in order to coordinate efforts for managing health safety issues.

1. In campus departments, you can plan for pandemic by:
    a. Determine who are the essential employees/positions that must be at work to keep the core processes running
    b. Cross train employees for temporary re-assignment to vital areas
    c. Engage staff in pandemic planning
    d. Create a method for some employees to work from home
    e. Stockpile gloves, hand wash, N-95 masks, and similar items for those employees who do report to the office
    f. Implement a mandatory stay-home policy for employees who are symptomatic (fever, chills, headache, runny nose, etc.)
    g. Create a liberal leave policy for personnel who must care for sick family members
    h. Plan to cancel vacation (and other types of) leave
    i. Establish communication plans with Student Health Center, Residence Life, and Student Affairs for reporting outbreaks and medical transports
    j. Once a department plan is established, provide exercises & drills to re hearse it and improve it
    k. Encourage staff to make emergency preparedness kits and plans with their families, so the employee feels more comfortable being at work
2. Reduce risk of infection by:
    a. Isolating those who are already sick
    b. Quarantine those in homes with sick people
    c. Dismiss students from classes, social activities
    d. Encourage alternatives to face-to-face meetings ("social distancing")
    e. Reduce staff density in working group areas
    f. Modify or postpone public gatherings
    g. Cancel work related travel
3. Prevention and Control:
    a. Do not cough into the hand or the air in public (cough into the shirt or elbow if tissues are unavailable)
    b. Use tissues and dispose of them properly
    c. Eliminate handshaking

d. Wash hands frequently and thoroughly
e. Use antiseptic towelettes or antiseptic gels if soap & water are not available
f. Avoid touching the eyes and mouth
g. Get an annual flu vaccination to mitigate the impact of possible pandemic strains of flu
h. Disinfect surfaces and commons areas, including work vehicles, to what ever degree is possible
i. Use disposable cups and utensils
j. Create a departmental disease surveillance protocol to monitor employees for signs of illness
k. Enhance ventilation of offices by opening a window if possible
l. Make N-95 (or higher) particulate face masks available to all employees
m. At home, stockpile enough food, medications, water and related living supplies for 21 days

4. Special duties of University and Anchorage Police:
   a. Guarding vaccine distribution chains & distribution sites from the Strategic National Stockpile and other sources to maintain order and prevent theft
   b. Enforcing closure orders, curfews, travel limitations, and restrictions on gatherings
   c. Enforcing quarantine orders and other involuntary restrictions
   d. Arranging for secure disposition of dead bodies during surges in deaths
   e. Assisting health care providers & other agencies with security for delivery of essential food & medicine
   f. Work with Public Information Officers to disseminate information and alerts via mass e-mails, Green & Gold Daily, UA Alert system, press con ferences and other options.

APPENDIX 18- Airborne Coronavirus Pandemic

<u>Preparedness Objectives:</u>

☐ Identify a pandemic preparedness coordinator/lead and response team, including trained backup, to define roles and responsibilities for preparedness, response, and recovery planning. The team should include, but not be limited to, campus health services and mental health staff, student housing personnel, security, communications staff, facilities services, food services, and academic affairs.

☐ Incorporate into the pandemic preparedness plan scenarios that address college/university functioning based upon various levels of illness in students and employees and different types of community containment interventions. Plan for

different outbreak scenarios including variations in severity of illness, mode of transmission, and rates of infection in the community. Issues to consider include: cancellation of classes, sporting events and/or other public events; closure of campus, student housing, and/or public transportation; restricted or interrupted supply chains; and the assessment of the suitability of student housing for quarantine of exposed and/or ill students.

- ☐ Work with the System Emergency Management office (as the lead agent for planning) and General Counsel office to identify legal authority, decision makers, trigger points, and thresholds to institute community containment measures such as closing (and re-opening) the college/university. Identify and review the legal responsibilities and authorities for executing infection control measures, including case identification, reporting information about ill students, staff and faculty members, isolation or quarantine, movement restriction, and provision of healthcare on campus.
- ☐ Work with the local health department to discuss an operational plan for surge capacity, healthcare and other mental health and social services to meet the needs of the campus community during and after a pandemic.
- ☐ Exercise linkages between the IMT and the Incident Command System of the local health and emergency management department.
- ☐ Develop and disseminate alternative procedures to assure continuity of instruction (e.g., web-based distance instruction, telephone trees, mailed lessons and assignments, instruction via local radio or television stations) in the event of a campus closure.
- ☐ Develop a continuity of operations plan for maintaining the essential operations of the campus including payroll; ongoing communication with employees, students and families; security; maintenance; as well as housekeeping and food service for student housing.
- ☐ Procure, store and provide sufficient and accessible infection prevention supplies (e.g., soap, alcohol-based hand hygiene products, tissues and receptacles for their disposal).
- ☐ Establish policies for employee and student sick leave absences unique to pandemic influenza (e.g., non-punitive, liberal leave).
- ☐ Ensure health services and clinics have identified critical supplies needed to support a surge in demand and take steps to have those supplies on hand.
- ☐ Adopt Center for Disease Control (CDC) and/or develop travel recommendations (www.cdc.gov/travel/) during an influenza pandemic and be able to support

voluntary and mandatory movement restrictions. Recommendations may include restricting travel to and from affected domestic and international areas, recalling nonessential employees working in or near an affected area when an outbreak begins, and distributing health information to persons who are returning from affected areas.

- ☐ Advise employees and students where to find up-to-date and reliable federal, State, local and University pandemic information/guidance.
- ☐ Implement infection control policies and procedures which help limit the spread of influenza on campus (e.g. promotion of hand hygiene, cough/sneeze etiquette). Make good hygiene a habit now in order to help protect employees and students from many infectious diseases such as influenza. Encourage students and staff to get annual influenza vaccine.
- ☐ Implement -Social Distancing Protocol (Tab B) and Exclusion, Quarantine, & I solation Protocols (Tab C) to limit the spread of an infectious disease

Recovery Objectives:

- ☐ Develop a recovery plan to deal with consequences of the pandemic (e.g., loss of students, loss of staff, financial and operational disruption).

Tab A: Planning Considerations and Challenges

Pandemic influenza can appear suddenly with a rapid increase in the number of infected individuals over a short period of time. The international nature of a university increases the risk of early appearance of pandemic illness.

Individuals with Special Circumstances:

Identify individuals and groups which may be more severely affected by a pandemic event thus allowing pre-event planning to account for:

- Students in residence halls – higher potential attack rate
- Students with families – affected by family health, higher attack rate among school-age children and K-12 school closures
- International students – may be unable to return home if the University closes
- Individuals with certain chronic medical conditions – at higher risk of serious illness, complications, and hospitalization
- International travelers – may be unaware of University pandemic response or requirements for those returning to campus
- Students currently studying abroad – study abroad programs should be assessed very early during a pandemic to determine if students should be brought home while travel is still possible

International Travel

International travel is an integral part of the academic and research mission of a university. During a pandemic, international travelers may be at increased risk of exposure related to travel in an area experiencing pandemic illness or to passage through international airports. Planning efforts will require an effective travel policy for students, faculty, and staff which addresses the following issues.

- Accountability: Accounting for individuals travelling abroad is required in order to identify those who are in travel status and determine what, if any effect a pandemic event may have on them.

- Communication: International travelers may be unaware of pandemic-related recommendations, actions and events occurring at their campus. Effective means of contacting and communicating with travelers should be established.

- Travel restrictions: The CDC may recommend restricting travel to or from certain destinations to limit the spread of pandemic illness. The UA system would be expected to comply with these restrictions. Protocols are needed to ensure that

students and staff planning to travel or currently traveling are made aware of these restrictions.

- Screening: The CDC may recommend that travelers returning to the U.S. from affected international locations be screened for pandemic illness on arrival. Protocols are needed to identify and screen staff and students (both returning students as well as new students) arriving from CDC-specified locations.

Class Suspension/Campus Closure

During a public health emergency such as a pandemic, public health officials may require suspension of classes in order to reduce the number of cases of pandemic illness, slow the spread of illness and reduce the likelihood of overwhelming campus student support systems. The UA system, acting in concert with guidance/directives from State or local agencies/public health officials, may also take such actions prior to a public health recommendation based upon the nature of the pandemic event.

The timing of class suspension and school closure is critical to their success. Premature intervention may result in unnecessary hardship while late implementation may be ineffective.

Continuity & Recovery:

UAA plans for continuity of operations during and recovery after a pandemic including:

- policies to address the possibilities of extended work hours and staff reassignments during a pandemic.
- work-from-home options/telecommuting.
- plans for addressing reduced staffing due to illness.
- modified sick leave policies to ensure that ill workers stay home.
- modified class absence policies to allow sick students to stay home.
- continuity of academic instruction if classes are suspended.
- maintenance or suspension of research during closure.
- support provisions for medical care, housing, food, and academic/social support for residence hall students ill with influenza.

- plans for feeding and housing residence hall students who are unable to leave campus if the residence halls close.

- means of modifying the academic calendar if classes are suspended.

- identification of essential functions and the key staff necessary to maintain critical operations.

- cross-training of staff to provide essential functions.

- identification of back-ups for personnel providing essential functions.

- business resumption requirements for returning to normal operations, research, and teaching following school closure or a pandemic event.

Tab B: Physical Distancing Protocol

Social distancing refers to various community, workplace and classroom non-pharmaceutical interventions intended to limit the spread of an infectious disease by reducing opportunities for close contact between individuals and groups. The Centers for Disease Control recommends timely implementation of social distancing options as the primary means for controlling the spread of pandemic illness prior to development and distribution of a vaccine.

Social Distancing Options:

- Voluntary self-isolation of ill individuals at home.
- Modifying workplace schedules and practices through actions such as telecommuting, staggered shifts, teleconferences and other alternatives to close or face-to-face interactions.
- Postponing or cancelling public, group and sporting events and gatherings.
- Temporary suspension of classroom instruction.
- Temporary suspension of academic, research, and business activities other than those functions deemed essential.
- Limiting on-campus staff to those needed to perform essential functions.

Implementation of Social Distancing Actions

In most cases social distancing actions will be recommended by the State Division of Health and Social Services; however, the actions of local health care officials and/or special circumstances may affect the decision to implement such actions prior to instructions from public health.

Upon receiving recommendations/direction from State or local public health officials, the Incident Commander will review options and develop policy recommendations for the Chancellor. Actions may include some or all social distancing options.

Once authorization is provided for implementation, social distancing decisions will be communicated for operational implementation. The decisions will also be communicated to all students, parents, faculty, staff, and the general public.

If the decision is made to suspend classes, send students home, and limit staffing to essential personnel, most campus academic, administrative, and support operations will be closed. Minimal utilities will be supplied to buildings. All routine, normal daily housekeeping and maintenance activities will cease until the reopening of campus buildings has been announced. Buildings will be secured to prevent entry by all but approved essential employees. Most research activities that depend upon campus facilities will be suspended as well. University Police, facilities staff, and a small number of other essential personnel will be available to monitor/maintain safe and secured buildings. In all cases, essential employees must strive to maintain social distance and minimize exposure to others to the fullest degree possible.

Tab C: Exclusion, Quarantine, & Isolation Protocols

Individuals who have either been exposed to an illness or who are ill should be advised to remain at home in order to prevent the spread of infectious illness. Should these measures prove insufficient in limiting the spread of illness, additional public health strategies, such as exclusion, quarantine or isolation, may be implemented.

Exclusion is a public health strategy aimed at reducing the risk of exposure of susceptible persons to a specified communicable infectious illness through contact with others who may be infected. Exclusion is used to reduce the risk of illness in susceptible persons to specified infectious illnesses and to limit the spread of the illness within the community.

Quarantine and isolation are public health strategies to limit the spread of a specified contagious illness among individuals and within a community or population. Both are intended to decrease the likelihood that healthy persons will become ill through exposure to those who are either already ill or at increased risk of becoming ill. While quarantine and isolation may be voluntary for some communicable illnesses, either one or both may be required for more severe or serious infectious illnesses.

The decision to implement mandatory quarantine and/or isolation protocols may be made by the lawful order of State Public Health, Homeland Security & Emergency Management and/or other legally authorized entities, or by court order.

Definitions:

- Exclusion: The process by which a healthy person who is not immune to a specified communicable infectious illness circulating in the community is either restricted or requested to remain from attending classes and/or work to reduce the susceptible person's risk of exposure to the infectious illness in the workplace or classroom.

- Quarantine: Is the separation of healthy persons who have been exposed to a specific communicable infectious agent and are at increased risk of becoming ill and/or spreading the disease to others. The duration of quarantine is typically the incubation period of the organism causing the specific infectious illness.

- Isolation: The separation of ill persons who have a specific communicable infectious illness from those who are healthy. Persons who are in isolation are physically separated from healthy persons and their movement is restricted to stop the spread of the communicable infectious illness.

Exclusion Protocol

- Students, faculty and staff should be notified of the decision to exclude susceptible individuals from work or class.

- Exclusion applies to healthy individuals who are not immune and as a result are asked to refrain from attending classes and/or work.

    - Depending on the communicable infectious illness and based on the recommendations of public health officials susceptible individuals may be excluded from classes or work for a specified length of time (e.g., for the duration of the incubation period of the infectious illness) or for the duration of the outbreak of illness if they remain susceptible.

Quarantine Protocol

- Criteria for determining who will be quarantined will be based on public health directives or court orders.

- University deans, directors, and department heads, University staff, and students will be notified of the decision to implement quarantine for healthy students and/or staff who are exposed to the specific communicable infectious illness. A notice will also indicate whether quarantine is voluntary or required of individuals at risk based on public health mandates.

- Quarantine may involve specific individuals, a larger group, or an entire community.

- Individuals may be asked to remain at home or in specified community-based alternate care facility that meet needs or quarantine.

- Under extreme circumstance (as ordered by government health officials or a court), individuals may be quarantined and consequently monitored. Monitoring occurs by direct contact (person to person, telephone) between the quarantined person and the health department or designee. Quarantine may involve passive or active monitoring of individuals for signs or symptoms of illness.

    - Passive monitoring relies on the quarantined person to contact the health deptartment/designee if symptoms develop.

    - Active monitoring involves direct assessment of each contact at least once daily by the health department/designee.

- o Community quarantine may consist of containment measures such as use of masks, social distancing, “snow days”, cancellation of public events, cancellation of classes, or closing of the University. In a severe outbreak an entire community may be quarantined.

Isolation Protocol

Isolation may occur at home or in a community-based facility for those who are less seriously ill. Isolation occurs in the hospital for those with serious illness. Isolation may be voluntary (self-isolation) unless otherwise directed by local/State public health, emergency management or other legally authorized entity.

- University deans, directors, and department heads, University staff, and students will be notified of the decision to implement isolation procedures for students and/or staff with suspected or confirmed illness caused by the specific communicable infectious illness. The notice will also indicate whether isolation is voluntary or required based on public health mandate.

Factors to consider for implementation of quarantine and/or isolation:

- o Explanation to the community and involved individuals of the reason for isolation including its effectiveness and duration as well as support available to persons in quarantine and/or isolation.
- o Location(s): home and/or community-based facility locations for quarantine and/or isolation should be identified, evaluated and prepared for use
- o Food: The feeding of individuals in UAA facilities.
- o Educational and/or work needs addressed.
- o Continuation of work/school – tele-work, distance education and suspension of class guidance.
- o Communications needs addressed.
- o Medical/psychological care needs addressed.
- o Financial issues addressed.

- Absence from work or school addressed.
- Hotline for questions and to report status in place and, if necessary, staffed 24/7.
- Enforcement requirements defined and addressed including legal basis.

PART V: Location-Specific Appendices

APPENDIX AA:

KENAI PENINSULA COLLEGE Kenai River Campus

KRC EMERGENCY RESPONSE MANUAL

Kenai Peninsula College – University of Alaska Anchorage

UA is an AA/EO employer and educational institution and prohibits illegal discrimination against any individual: www.alaska.edu/nondiscrimination.

Contents

I. General Emergency Response Information **96**

1. INCIDENT MANAGEMENT TEAM 96
2. EMERGENCY RESPONSE TEAM STATEMENT OF PURPOSE 97

II. Emergency Procedures **97**

1. GENERAL INFORMATION AND RELEASE OF INFORMATION: 97
2. EMERGENCY CLOSURE AND EVACUATION PROCEDURES: 98

III. Emergency Situations **99**

1. EXPLOSIONS 100
2. EARTHQUAKES 100
3. BOMB THREATS 101
4. POWER OUTAGES 101
5. MEDICAL EMERGENCIES 101
6. HAZARDOUS MATERIAL CONDITIONS 102
7. CRIMINAL ACTIVITY: 102
8. CRIMINAL TRESPASS: 103
10. THREATS 104
11. DOMESTIC VIOLENCE (DV) SITUATIONS: 104
12. DEATHS ON OR NEAR CAMPUS: 105

I. ATTENDED DEATHS: 105

II. UNATTENDED DEATHS: 105

3. PROCEDURES FOR DEALING WITH A STUDENT OR EMPLOYEE DEATH 106

I. APPENDIX A: Emergency Numbers **108**

II. APPENDIX B: Bomb Threat Check Lists **109**

BOMB THREAT CHECKLIST 109

i.) Criminal Trespass ..... Error! Bookmark not defined.

j.) Threats ..... Error! Bookmark not defined.

K.) DOMESTIC VIOLENCE SITUATIONS ..... ***ERROR! BOOKMARK NOT DEFINED.***

Phone Tree ..... *Error! Bookmark not defined.*

PIONEER HALL ..... ***ERROR! BOOKMARK NOT DEFINED.***
BAYVIEW HALL ..... ***ERROR! BOOKMARK NOT DEFINED.***
DATE: _____ ..... TIME CALL RECEIVED: _____ ***ERROR! BOOKMARK NOT DEFINED.***

Alaska Center for Conservation Science ***87***

Incident managers in Anchorage and Homer should be aware of field researchers and staff working at Kachemak Bay National Estuarine Research Reserve that is part of the Alaska Center for Conservation Science (ACCS). ACCS is a center for research, education, and scholarship at the University of Alaska Anchorage that is committed to providing the public, industry, and agency partners with information to facilitate effective biological conservation and management of the state's natural resources. Their faculty and staff conduct basic and applied research, serve a wide range of data to the public, offer professional services, and provide educational opportunities. ***87***

ACCS is within UAA's College of Arts and Sciences. ACCS encompasses the Alaska Natural Heritage Program, Kachemak Bay National Estuarine Research Reserve, Conservation Planning and other units. ***88***

I. General Emergency Response Information

1. Incident Management Team

KPC leadership will evaluate the scope and severity of all emergencies. If needed, the Incident Management Team (IMT) will be assembled to manage the emergency. The College Director, or his designated representative, will be the Incident Commander (IC). The IC will be in-charge of the IMT and will use trained senior level managers as staff. The following list is not exhaustive and the IC can modify the staff to fit the need:

- Assistant Director for Academic Affairs

- Director Student Services
- Director Administrative Services
- Advancement Program Manager
- Facilities Manager
- Campus Safety Officer

2. **Emergency Response Team Statement of Purpose**

The Emergency Response Team (ERT) is a group of Kenai Peninsula College Kenai River Campus employees designated to plan and implement responses to emergency situations that occur on or near the campus. The primary goal of the ERT is to create a comprehensive response to a wide variety of potential events that may adversely impact the safety of the KPC community. As the first line of response to emergencies on campus, all ERT members are certified in Basic First Aid and Adult CPR procedures. PLEASE NOTE that for incidents involving injury, severe illness, or threat of harm, immediately request that others help by calling 911 and calling multiple members of ERT. Call 911 FIRST if necessary, then follow the initial contact guide:

- Injury/illness: Paul Perry/Audrey Standerfer/Erin Lawton
- Evening emergencies: Dave Atcheson
- Counseling/mental health emergencies: Bettina Kipp/Chris Stuive
- Unsafe facility issues: Rusty King/Dave Stang
- General safety concerns: Dave Atcheson

II. Emergency Procedures

1. **General Information and Release of Information:**

This Emergency Response Manual provides a basic contingency guide for college administrators, faculty and staff to plan for campus emergencies. While this guide does not cover every specific situation, it does supply the basic administrative guidelines necessary to cope with most campus emergencies. This guide is applicable to all campus personnel, facilities and operations. These written procedures are expected to be followed unless situations warrant emergency changes or alternative procedures.
Kenai Peninsula College employees and students should be aware of potential hazards that are present in our day-to-day routines. These hazards can be categorized as follows:

- Natural – no human involvement such as volcanoes, weather, or earthquakes.
- Social – result from human involvement such as terrorism, vandalism, bomb threats, or personal assaults.
- Technological – result from human error or involvement such as explosions, fires, power failures, vehicle accidents, industrial accidents, or leaking roofs.

Emergency situations are difficult to predict and seldom provide adequate warning. The importance of effective planning cannot be stressed too strongly.
Release of information when an emergency situation has occurred:

Other than the College Director or designee, no one is authorized to release information regarding any incident (including the whereabouts or status of students, staff or faculty), whether in person or over the phone. ALL INQUIRIES MUST BE DIRECTED TO THE COLLEGE DIRECTOR OR DESIGNEE.

2. **Emergency Closure and Evacuation Procedures:**

Emergency Closure:
In the event that emergency closure of the Kenai River Campus is required for weather, natural disaster, or any other causes, the final decision for an announcement of closure will be made by the College Director or designee. Closures may include any one of the following arrangements:

a) Complete closure of the building and services; or
b) Cancellation of classes only, in which case students are excused from attending class; employees are asked to report to work; however, employees may take leave if conditions prevent them from coming to campus; or
c) Partial closure of services (early release from work), in which case supervisors may stagger the release of employees at intervals; however, supervisors are expected to keep offices open until the close of regular business hours.

General notification will occur via the InformaCast System using the VOIP phones on campus. In the event of options (a) or (b) the Director's office or Advancement Office will notify the media. Under option (c) above, the Director's office will notify the Division Chairs and Department Heads. In the event a complete closure has been announced before regular business hours, a "phone tree" will be used to contact as many full-time staff/faculty members as possible (see appendix A). In the event of option (a) Advancement will post closure information on Twitter and Facebook and inform local media outlets. In the event of option (b), Student Services will inform students via the class cancellation line.

Evacuation Procedures:
Only the College Director or his/her designate may authorize the evacuation of the Campus. The evacuation order will specify that faculty, staff, and students are either to:

a) Leave the entire campus property, including the residence hall,
b) Evacuate the academic and administrative buildings only,
c) Exit the buildings and gather in the farthest lots at each end of the campus. It is important that the entrances stay clear as emergency vehicles may arrive.

Each staff and faculty member must calmly assist his/her students to leave the building from an exit away from the problem area, and proceed to the nearest of the two farthest lots at each end of the campus.
All staff and faculty are expected to aid in the orderly evacuation of students and student workers in their immediate areas. E.R.T. members should ensure that no one re-enters the buildings until directed to do so by the College Director or his/her designate.

If the fire alarm sounds, notice of evacuation from the College Director is waived, and each faculty and staff member is to facilitate the orderly evacuation of their area immediately.
During inclement weather, residential students will relocate to the CTEC building during fire alarms.

Lockdown Procedures

When a call for "lockdown" is received, staff and faculty are to immediately:

a) Direct students and employees into, or remain in, lockable areas of campus;
b) Immediately lock all doors, secure windows and turn all lights off;
c) Direct everyone in the area to get on the floor and away from windows if possible; keep out of sight of someone looking in;
d) Ask and remind everyone to stay as quiet as possible (phone ringers on vibrate only; no talking except for emergency information);
e) Remain in lockdown position until emergency personnel arrive or an E.R.T. member unlocks the door.

All staff and faculty are required to comply immediately with the lockdown order and are expected to aid in the orderly performance of lockdown procedures by students and student workers in their area.

Lockdown in Common Areas:

Staff and faculty who routinely work and teach near these areas must be aware of the need to aid student evacuation from Common areas into offices and classrooms as quickly and safely as possible.

III. Emergency Situations

Fire

Determine what is on fire and the extent of the fire. Attempt to contain a small fire by utilizing available fire extinguishers if you are trained to do so.
If the fire is beyond control or involves potentially explosive materials, pull the fire alarm. Call from a campus phone or from a cell phone and report the fire: describe the nature of the fire and the exact location of the fire.
Notify an E.R.T. member and assist with orderly evacuation (see Appendix J). Faculty, staff, and students will evacuate to the farthest parking lot at each end of the campus, keeping the entrances clear for emergency vehicles. During inclement weather, residential students will relocate to the CTEC building during fire alarms. At these areas, faculty and staff are to try to account for all the persons who were in their area.
Notify the firefighters if you suspect that someone may be trapped in the building. Otherwise, stay out of the way of Emergency Responders.
E.R.T. members will remain to offer assistance to the fire department and ensure that no one re-enters the building until authorized to do so. NOTE: The silencing of the fire alarm DOES NOT mean it is safe to return.

1. Explosions

Explosions can be the result of accidents, natural disasters, or deliberate acts of terrorism. In the event of an explosion:

a) Pull the fire alarm to prompt evacuation of the building.
b) Call 911 from a campus phone or from a cell phone and report the explosion. Clearly describe the explosion and your exact location, including any information on injuries.
c) Notify the College Director and/or E.R.T. members.

E.R.T. members will stay to provide the medical assistance for which they are qualified, assist survivors who can move on their own to evacuate, and search for any injured or trapped persons. E.R.T. members will remain to offer assistance to emergency personnel. Keep in mind that there could be a second explosion, and be alert for electrical hazards and gas leaks.

2. Earthquakes

During the earthquake, College personnel should take charge and advise others to stay calm and practice good sense procedures:

a) immediately get away from windows and glass doors,
b) take cover in closed doorways and under sturdy furniture, and
c) do not allow people to run outside.

After the earthquake, determine if any injuries have occurred in your area. Provide First Aid if you are qualified, or find an E.R.T. member to provide First Aid.
Determine if any damage has occurred in your area; in the event of arcing electrical circuits, gas leaks, flooding, or any other major damage, clear the area of people and report the damage to the College Director and Maintenance.
Use the telephone ONLY to report emergencies; do not allow people to use the phone to call home.
The College Director or his/her designate will determine whether the building should be evacuated.
If the building is evacuated, no one is allowed to re-enter the building until the building is declared safe. If the residence hall is closed for an extended time, residential students will be encouraged to stay with friends or family off-campus. KPC will provide temporary housing for those who **are** not able to find other accommodations for the duration of the emergency situation.
Be prepared for aftershocks.
E.R.T. members will stay to provide the medical assistance for which they are qualified, assist survivors who can move on their own to evacuate, and search for any injured or trapped persons. E.R.T. members will remain to offer assistance to emergency personnel.
Campus maintenance will inspect: Structural soundness, electrical wiring, oil, gas, or other fuel systems, water distribution, and boiler and heating systems.
Only authorized personnel will be allowed in a building during this inspection. All personnel assisting will function only under the supervision of the College Director or his/her designee, Emergency Responders, or E.R.T. members.

3. Bomb Threats

When a report is received, the recipient will record complete information using the "Bomb Threat Checklist (See Appendix D)." All employees are responsible for being familiar with this form and keeping it available.

Do not pull the fire alarm to evacuate the building; this could cause a bomb to go off.

Call 911 from a campus phone or from a cell phone and report the threat. Always assume the threat is real; a bomb threat is a felony offense.

It is important that the person who received the call be made available to the police for a follow-up investigation; make sure that this person immediately writes down everything they remember about the call, preferably on the Bomb Threat Checklist that should be kept close to office phones.

Report the incident to the College Director or a member of the E.R.T.

E.R.T. members will quietly ask instructors with classes of students to check for any unusual objects in their classrooms, and request that all staff and faculty check their areas for any unusual objects.

In the event that anything unusual is found, the College Director or designate will be notified and will decide if the building should be evacuated (in which case, normal evacuation procedures will be followed).

The police will perform a security check of the building. No one is allowed to re-enter the building until the building is declared safe.

4. Power Outages

The Director's Office will attempt to determine the length of the power outage; however, all KRC buildings have backup generator power. The decision to cancel classes and/or close the campus will be made by the College Director or designee.

In the event that classes are cancelled or that the campus is closed, the Informacast System will be initiated with this information. Local media will be notified and information posted to Facebook and Twitter by the KRC Advancement office.

If the power outage impacts the residence hall for an extended time, residential students will be encouraged to stay with friends or family off-campus.

For outages occurring outside of normal working hours, see Appendix F for notification procedures.

5. Medical Emergencies

Determine the nature of the problem. If the injury or illness appears serious (potentially life-threatening), and you are qualified to provide First Aid, provide aid and send another person to call 911 from a campus phone or from a cell phone and notify E.R.T. members. Make sure that:

a) the person sent to call 911 from a campus phone or from a cell phone understands the nature of the injury or illness;
b) the person sent to call knows your exact location, and
c) someone is sent outside to direct emergency personnel to your location.

If you are not qualified to provide First Aid, notify an E.R.T. member immediately to provide aid, and call 911 from a campus phone or from a cell phone.

College personnel will NEVER transport injured or seriously ill persons; leave the transporting of injured or ill persons to the emergency personnel.
E.R.T. members will meet emergency personnel at the door of the building and direct them to the scene. Help keep bystanders away.
First Aid kits and Latex gloves are located throughout campus and in Campus Services.
Report the injury or illness to the Campus Safety Officer so that a written report can be made.
KRC is equipped with **eight** Automatic External Defibrillator (AED) machines. These machines can restore normal heart rhythm in victims of sudden cardiac arrest. Cardiopulmonary resuscitation alone cannot restore normal heart rhythm in this event. Sudden cardiac arrest occurs hundreds of times a day across the U.S. If a staff, faculty member, or student is suffering from a suspected heart event,
Members of the ERT are trained in the use of this machine. CONTACT AN E.R.T. MEMBER IMMEDIATELY if you suspect a heart event may be involved, and continue to follow proper procedures as detailed in this manual.
One AED machine is located in the McLane Building, across from the main entrance to Campus Services. The other is located in the Ward building near the Elevator. In the Residence Hall, AEDs are mounted near the elevator and in the stairwell at the end of the long wing on both floors. In the CTEC Building, there is an AED in the Commons Area on the first floor outside the faculty offices and near the elevator on the second floor. An alarm will sound if the box is opened. The AED machine is not intended for use by anyone without the proper training.

6. Hazardous Material Conditions

When a chemical spill or a hazardous gas leak that presents a danger or potential threat has occurred:

a) Assist evacuation in the location immediately affected by the escape of the hazardous material and pull the fire alarm at the first opportunity to prompt evacuation.
b) Be alert to wind direction. Evacuation areas should be upwind of the chemical or gas release. The Incident Commander may need to modify evacuation area locations based on wind direction.
c) Call 911 from a campus phone or from a cell phone. Describe the nature of the emergency, the exact location, and any information regarding injuries.
d) If any injuries have occurred, provide First Aid if you are qualified; or notify an E.R.T. member to provide aid.
e) Report the condition to the College Director and/or E.R.T. members.

E.R.T. members will be assigned to the entrance of the building to direct emergency personnel to the affected area and offer assistance.
College personnel will never transport injured persons off campus.

7. Criminal Activity:

Criminal activity includes theft, physical assaults, sexual assaults, and the possession of weapons and/or illegal substances on Campus.

Do not take any unnecessary risks. If you are the victim of a crime, or if you observe a crime in progress or observe behavior that you suspect is criminal, immediately call 911 from a campus phone or from a cell phone.
Report as much information as possible, including:

a) What happened and the exact location.
b) The extent of any injuries, and whether this was a sexual assault.
c) Who is involved, including a physical description of the person(s).
d) Whether or not weapons are involved.
e) Vehicle description, including license # and direction of travel.

Notify the College Director, Campus Safety Officer, or an E.R.T. member. In evening hours, notify the Evening Coordinator.
If there are injuries, provide First Aid if you are qualified, or notify an E.R.T. member to provide aid. If it is safe to move the victim, the victim should be helped to a quiet, safe place such as the Counselors' offices in Campus Services, and given support until the emergency personnel arrives. The victim should be encouraged to stay to give information about the assault to the police.
If this is a sexual assault, immediate efforts should be made to provide the victim with a secure, private place and a same-sex counselor. The victim should be encouraged to wait without washing until the Sexual Assault Response Team arrives to aid the victim and preserve evidence.
If the criminal activity concerns illegal substances, notify the College Director, Director of Student Services, Evening Coordinator (after hours), or an E.R.T. member.
The act of bringing a gun on Campus is a crime (except for law enforcement professionals). Notify the Director Student Services, Evening Coordinator (after hours)or an E.R.T. member if you suspect that anyone on Campus is carrying a gun or if you observe a gun in a vehicle.
If a person on Campus appears to be under the influence of drugs or alcohol, notify the Director of Student Services, Evening Coordinator (after hours) or an E.R.T. member to ask the person to leave according to the procedures under the next section of this handbook: "Criminal Trespass."

8. Criminal Trespass:

In the event that a person on Campus becomes disruptive or appears under the influence of drugs or alcohol, or if a person's behavior is likely to present a significant danger to him- or herself, or to others, the following procedures are to be followed:

a) DO NOT ATTEMPT TO RESTRAIN THE INDIVIDUAL. If the individual is directly in acute and immediate danger of his/her life or directly harming another, call 911 from a campus phone or from a cell phone and notify Director of Student Services, Evening Coordinator (after hours) an E.R.T. member or the College Director immediately.
b) If the individual is not in danger or putting another person at immediate risk, notify Director of Student Services, Evening Coordinator (after hours) the College Director, or an E.R.T. member immediately. The College Director or designate will ask the person to leave the Campus for a specified period of time (a day, or

more). Only the College Director or designate can "suspend" a person from the Campus.

c) If the person refuses to comply with the College Director's request to leave, the person is in violation of the Criminal Trespass Statute. The College Director or designate will call the police to have the person arrested for Criminal Trespass.

If the person appears to be intoxicated but not seriously ill:

a) Tell the person s/he needs to go home, and that KRC will call a cab.
b) Call the Director of Student Services, Evening Coordinator (after hours), Counselors/Campus Safety Officer/other ERT members for help.
c) Try to walk the person to Campus Services to be supervised while the cab is called.
d) If the person refuses the cab and has a vehicle on Campus, DO NOT attempt to restrain the person.
e) Attempt to identify the person's vehicle, license #, and direction of travel.
f) Call 8-911 from a campus phone or 911 from a cell phone with this information.

10. Threats

If a student, staff, or faculty member is directly threatened by a person while on Campus, immediately call 911 from a campus phone or from a cell phone. Notify the Director of Student Services, Evening Coordinator (after hours), College Director and/or an E.R.T. member. The threatened person should go to a lockable, secure area, such as the Counselors' Offices in Campus Services, or the nearest securable area.

If a person threatens a third person who is not present, the threatened person must be warned immediately, then make a report to 911 on a campus phone or from a cell phone, then make a report to the College Director or an E.R.T. member. The threatened person, if on Campus, should go to a lockable, secure area.
If a threat is received over the phone, the same procedures apply.
The possession of a firearm within a Campus building is considered a threat and must be reported to 911 and Director of Student Services, Evening Coordinator (after hours), or the College Director.
It is against the law for any person other than a law enforcement professional to carry a gun inside a college building or in a vehicle on campus property without prior approval from the College Director, so any person who does so can be charged whether the person has made a verbal threat or not.

11. Domestic Violence (DV) Situations:

Domestic violence is the #1 cause of serious injuries to women. Both men and women may be victims. DV situations on campus can also include parent-child relationships.
If you suspect that a person on Campus is in a DV situation, be supportive and encourage the person to make use of the counseling services in Student Services and the crisis line of the Lee Shore Center: 283-7257.
Domestic violence threats must always be taken seriously.

If you suspect that a student under the age of 18 is being abused by a parent or partner, notify the College Director and Counselors so that the required report to the Office of Children's Services can be made.
If a person is directly threatened by a domestic partner on Campus, call 8-911 from a campus phone or 911 from a cell phone and move the person to a lockable, secure area, such as the Counselors' Offices. Notify the Director of Student Services, Evening Coordinator (after hours), College Director or E.R.T. member.
If a DV threat is made to a third person, whether in person or over the phone, the threatened person must be warned of the threat immediately and removed from his/her usual area into a secure area. Call 911 from a campus phone or from a cell phone and notify the College Director or an E.R.T. member.
If a Protective or Restraining Order is in effect, and we are aware of it, we are obligated to call 911 from a campus phone or from a cell phone if we see that order being violated. If the person in violation of the order has already left the Campus, the violation must be reported as the authorities will still respond.
A person against whom a Protective or Restraining Order has been filed is likely to be in violation if s/he follows the other person to Campus or is waiting near Campus grounds, so this also must be reported.

12.Deaths On or Near Campus:
Deaths are defined as either "attended" (deaths due to natural causes, and at which witnesses are present), or "unattended" (suicides, homicides, accidents, and deaths at which there were no witnesses).

i. Attended Deaths:

Remember that no one on Campus should try to pronounce a person dead. Call 911 from a campus phone or from a cell phone immediately and either attempt First Aid or, if not qualified, notify an E.R.T. member to provide aid. Send someone to notify E.R.T. members.

E.R.T. members will secure the area to keep people away from the scene. An E.R.T. member will remain with the person until emergency personnel arrive. An E.R.T. member will wait at the door of the building to direct emergency personnel when they arrive.
Help by keeping the area free of bystanders.

ii. Unattended Deaths:

Any unattended death is always initially considered a homicide. It is imperative that the body and the scene not be disturbed and that no one is allowed into the area.

Keep people away from the area and send someone to call 911 from a campus phone or from a cell phone and notify the College Director or an E.R.T. member.

Other than if it is necessary to check vital signs, do not touch the body.

Do not cover the body as this can remove valuable evidence.

E.R.T. members will either secure the scene by locking up the area or by posting members to secure as large an area as possible.

E.R.T. members are to identify themselves to emergency personnel.

If there is a witness to a suicide, homicide, or accident, contact the Counselors and encourage the witness to go into a quiet, safe area and be supportive until the police arrive.

DO NOT GIVE OUT ANY INFORMATION TO ANYONE. Only the College Director or designate can issue information regarding the incident.

The police, not College personnel, will notify family members.

The police will keep the body at the scene to gather evidence for a period of 24 hours up to several days.
Depending on the prominence of the area where the incident took place, the College Director may decide to close part of a building, or cancel or relocate classes.

The Counseling Faculty will arrange follow-up services as needed.

3. **Procedures for Dealing with a Student or Employee Death**

    1. When someone learns of a KRC student or employee death, call the College Director immediately.

    2. If you don't reach the Director, call the KPC Assistant Director of Academic Affairs.

    3. If you don't reach the Assistant Director; call the KPC Director of Student Services.

    4. If you don't reach the Student Services Director; call Associate Professor of Counseling.

    5. If you cannot reach any of these three; call the UAA Vice Chancellor of UAA Student Affairs.

    6. The main thing is that you speak to someone who can implement the process we need to follow in case of a death.

    7. Whoever winds up being in charge of the situation at KRC, they will first alert the Chancellor, Provost, Vice Chancellor of Student Affairs, UAA Advancement, and Suzie Kendrick, Advancement Programs Manager. Call the UAA Vice Chancellor

for Student Affairs, Assistant Vice Chancellor for University Relations.The Chancellor and Provost can be emailed.

8. Appendix I provides a template used to notify the Campus Community in the case of a student death.

    a. This notification needs to be emailed to the KPC community, including the College Council, and posted in the KPC News Digest and Facebook. Make certain it is emailed to the KRC Student Union.

9. Whoever is in charge of the situation will also be the only one who should talk to the media in case we receive any calls.

10. FERPA rules are no longer in effect when a student dies. If the media call, they will likely want to confirm basic information that would be releasable under FERPA if the student were alive, which is considered Directory Information. The information that media may want to know that can be released is listed below.

    - Address
    - Field of study, including major, minor, certifications
    - Class standing, i.e., freshman, sophomore
    - Enrollment status – full-time, part-time
    - Dates of attendance
    - Degrees and certificates awarded, if any, and date awarded
    - Awards received to include chancellor's list, memberships in national honor societies
    - Previous education institutions attended

11. We are not at liberty to give the phone number for the family to the media or others who ask unless the family gives permission.

12. In case of an employee death, the following should be done:

- Contact the family and ask if it is OK to send a notice to the Campus Community. If they agree, ask them if they yet know about possible services or what has been planned if anything. If there has been, include that in the email.

    - Understand that some families may not want us to say anything to the Campus Community except the fact that the employee passed away and worked at KPC from when to when. We must honor their wishes.

    - If the media call, take their question(s) and tell them you will have to get back to them. Then call the family and ask if they want to call the media back or if they want you to respond. If they would like you to respond, inform the family of the questions the media asked and ask them for answers they are comfortable with you providing. Many times a family will have a designated spokesperson who will answer such questions.

13. We do not send out news releases regarding a student or employee death.

I. APPENDIX A: Emergency Numbers

Emergency	911 from campus phone or from cell phone
Poison Control	1-800-222-1222
Soldotna Police Dept.	262-4455
AK State Troopers	262-4453
Soldotna Fire Dept.	262-4792
Soldotna Animal Control	262-3969
Central Peninsula Counseling Services	260-3691
CPCS 24 Hour Mental Health Crisis Line	283-7511
CPH (Hospital)	262-4401
Lee Shore Center	283-9479
DV & Sexual Assault Crisis Line	283-7257
Public Assistance	283-2900
Local Road Conditions	283-9228
UAA Office of Emergency Management	907-786-1149
Homer Electric	888-868-8243
ENSTAR	262-9334

II. APPENDIX B: Bomb Threat Check Lists

It is each Supervisor's responsibility to keep cards available near all department phones. Please print these as needed.

BOMB THREAT CHECKLIST

INSTRUCTIONS:

Be courteous, listen, and do not interrupt the caller's message. Do not hang up. Gather as much information as possible then bring this form with you when you evacuate the building.

DATE: ___/___/___ **CALL BEGAN:** _____ a.m./p.m.

CALL ENDED: _____ a.m./p.m.

CALLER'S EXACT WORDS: _____

_____

_____

QUESTIONS TO ASK CALLER:

- When is the bomb going to explode? _____
- Where is the bomb now? _____
- What type of bomb is it? _____
- What does it look like? _____
- Did you place the bomb & why? _____

- What is your name and call back number? _____
___
- Where are you? _____
___

TRY TO DETERMINE THE FOLLOWING:

Caller Is: __Male __Female __Adult __Juvenile
__Child (age/years): _____

Voice: __Loud __Soft __Low __High __Raspy
__Pleasant __Intoxicated
__Familiar Voice: _____
_____
__Other (describe): _____
_____

Accent: __Local __Regional (describe): _____
___
__Foreign (country/region): _____
___

Speech: __Fast __Slow __Distinct __Distorted __Stutter __Nasal
__Lisp
__Excellent __Good __Fair
__Poor __Foul
__Other (describe): _____
___

Manner: __Calm __Angry __Rational __Irrational
__Coherent __Incoherent __Deliberate __Emotional
__Righteous __Laughing
__Other (describe): _____
___

Background Noises: __Traffic __Trains __Planes
__Street __Voices __Music
__Party __Bedlam __Animals
__Office Machines __Factory Machines __Quiet

__Other (describe): _____
_____

APPENDIX BB

Kenai Peninsula College, Kachemak Bay Campus

EMERGENCY RESPONSE MANUAL

This manual provides guidelines for responding to a variety of emergency situations.

CONTENTS

Emergency Response Team (E.R.T.)
Statement of Purpose and Member List 4

Emergency Procedures
1. General Information 5
2. Emergency Closure, Evacuation & Lockdown Procedures 5-7
3. Emergency Situations
a) Fire 8
b) Explosions 9
c) Earthquakes 10
d) Tsunamis 11
e) Bomb Threats 11
f) Power Outages 12
g) Medical Emergencies 12
h) Hazardous Material Conditions 12
i) Criminal Activity 13
j) Criminal Trespass 14
k) Threats 15
l) Domestic Violence Situations 15

m) Deaths on or Near Campus 16-17

Appendix

A. Appendix A: Phone Tree 18
B. Appendix B: Contacts 19
C. Appendix C: Bomb Threat Questionnaire..... 20

EMERGENCY RESPONSE TEAM STATEMENT OF PURPOSE

The Emergency Response Team (ERT) is a group of Kachemak Bay Campus, Kenai Peninsula College employees designated to plan and implement responses to emergency situations that occur on or near the campus. The primary goal of the ERT is to create a comprehensive response to a wide variety of potential events that may adversely impact the safety of the KPC community. As the first line of response to emergencies on campus, all ERT members are certified in Basic First Aid and Adult CPR procedures. It is recommended that ERT members sign up for KPB emergency notifications at https://alerts.kpb.us/.

ERT MEMBERS

Chris Maurer
Work phone: 235-1673

Director Reid Brewer
Work phone: 235-1656

Christine Godfrey
Work phone: 235-1601

Brian Partridge
Work phone: 235-1604

Jeffrey Johnson
Work phone: 235-1603

Kim Frost
Work phone 235-1658

Jen DePesa
Work phone: 235-1652

Gareth Chesley
Work phone: 235-1660

Jill Burnham
Work phone: 235-1674

911 should be the first call for fire, significant illness or anything requiring emergency help. Next, call the Director or designee.

KPC Director Work: 262-0315

Emergency Procedures

1. General Information

This Emergency Response Manual provides a basic contingency guide for college administrators, faculty and staff to plan for campus emergencies. While this guide does not cover every specific situation, it does supply the basic administrative guidelines necessary to cope with most campus emergencies. This guide is applicable to all campus personnel, facilities and operations. These written procedures are expected to be followed unless situations warrant emergency changes or alternative procedures.

Kenai Peninsula College employees and students should be aware of potential hazards that are present in our day-to-day routines. These hazards can be categorized as follows:

- Natural – no human involvement such as volcanoes, weather or earthquakes.
- Social – result from human involvement such as terrorism, vandalism, bomb threats or personal assaults.
- Technological – result from human error or involvement such as explosions, fires, power failures, vehicle accidents, industrial accidents or leaking roofs.

Emergency situations are difficult to predict and seldom provide adequate warning. The importance of effective planning cannot be stressed too strongly.

OTHER THAN THE CAMPUS DIRECTOR OR DESIGNEE, NO ONE IS AUTHORIZED TO RELEASE INFORMATION REGARDING ANY INCIDENT INCLUDING THE WHEREABOUTS OR STATUS OF

STUDENTS, STAFF OR FACULTY, WHETHER IN PERSON OR OVER THE PHONE. ALL INQUIRIES MUST BE DIRECTED TO THE CAMPUS DIRECTOR OR DESIGNEE.

2. Emergency Closure, Evacuation & Lockdown Procedures

a.) Emergency Closure

In the event that emergency closure of Kenai Peninsula College is required for weather, natural disaster or any other causes, the Campus Director or designee will make the final decision for an announcement of closure.
Closures may include any one of the following arrangements:

1. **complete closure;**
2. **cancellation of classes only;**
   students are excused from attending class; employees are asked to report to work; employees may take leave if conditions prevent them from coming to campus; or

5

3. **early release from work;**
   supervisors may stagger the release of employees at intervals; supervisors are expected to keep offices open until the close of regular business hours.

- Under options (1-3) above, the Campus Director or designee will notify students, faculty and staff via UA Alert.

In the event a complete closure has been announced before regular business hours, a "phone tree" will be used to contact as many full-time staff and faculty members as possible (see appendix A).

b.) Evacuation Procedures

It is important that the entrances stay clear as emergency vehicles may arrive. Only the Campus Director, his/her designee or public safety officials may authorize the evacuation of the campus buildings. The evacuation order will specify faculty, staff and students to:

1. Pioneer Hall: Upper Level – Exit Pioneer Avenue door and gather at City Hall parking lot.
   Lower Level- exit and gather in City Hall parking lot behind City Hall.
2. Bayview Hall: Exit and gather in City Hall parking lot.

ERT members will assist with the evacuation, assigned to various areas of the campus to walk room-to-room and notify staff and faculty. ERT members will quietly notify teachers in classes with students and ask each instructor to calmly assist his/her students to leave the building from an exit away from the problem area. At this area; instructors and staff are to try to account for all the persons who were in their area, and await further instructions.

All staff and faculty are required to comply with the evacuation order and expected to aid in the orderly evacuation of students and student workers in their immediate areas.

If the fire alarms sound in either Bayview or Pioneer Halls, notice of evacuation from the Campus Director is waived, and each instructor and manager is to facilitate orderly evacuation of the area immediately.

Students should be instructed to exit through the nearest exit that is not blocked by fire, smoke, or other obstruction. Designate a lead person for the class to follow. Close the door to your classroom or work area after making sure no one is left behind.
No one is to re-enter the building until the building is declared safe by the campus director or other authority having jurisdiction.

c) Lockdown Procedures – RUN! HIDE! FIGHT!
When a call for "lockdown" is received and are in a classroom or office, staff and faculty in both Halls are to immediately:

a) Stop teaching
b) Direct students and employees into, or remain and barricade themselves in, lockable areas of campus (classrooms, offices);
c) Immediately lock all doors, turn off lights and secure windows; move the tables up against the inside door of the room.
d) Direct everyone in the area to get on the floor and away from windows if possible; keep out of sight of someone looking in.
e) Ask and remind everyone to stay as quiet as possible (phone ringers on vibrate; no talking except for emergency information);
f) Remain in lockdown position until emergency personnel arrive or an E.R.T. member unlocks the door.

All staff and faculty are required to immediately comply with the lockdown order and are expected to aid in the orderly performance of lockdown procedures by students and student workers in their area.

Lockdown in Common Areas:
If people are not in classrooms or common areas (hallways, commons) and cannot vacate building immediately, staff and faculty who routinely work and teach near these areas must be aware of the need to aid student evacuation from Common and lobby areas into offices and classrooms as quickly and safely as possible.

Pioneer Hall's Commons will evacuate into the library or closest classrooms and lock door.
Bayview Hall lobby will evacuate into Receptionist Office/Testing Room and lock door (Chris's area), close blinds.

3. Emergency Situations

a.) Fire

1. If there is a fire in your immediate area, pull the fire alarm to notify the campus of fire.
2. If there is a fire alarm, everyone should evacuate immediately. Do not use elevators. Take personal belonging, close doors as you depart (making sure no one has been left behind), and do not lock doors. Faculty, staff and students must evacuate the building to the **City Hall parking lot**, *keeping the halls' entrances clear for emergency vehicles*. At the assembly area, instructors and staff should try and take a head count to account for the persons who were in their area.
3. Call 911 from a safe location and report the fire; describe the nature of the fire or smoke, and location and condition of any person in the building.
4. If the fire danger is obvious, use fire extinguishers to aid in evacuation. To operate most fire extinguishers:
   - Aim nozzle at base of fire
   - Squeeze or press the handle
   - Sweep the retardant at the base of the base of the fire, from side to side; watch for re-flash
5. ERT members should assist with orderly evacuation (see Evacuation Procedures). Notify the emergency personnel if you suspect that someone may be trapped in the building.
6. ERT members will remain to offer assistance to the fire department, if requested.

Fire Alarm Procedure

Pioneer Hall and Bayview Hall buildings are equipped with Class A alarm systems. They have heat and smoke detectors as well as manual pull stations at all exits. They also include a sprinkler system.

In the event of an actual fire, follow the procedures outlined above.

If an alarm sounds and the reason is not obvious, then the system must be inspected.

Canceling Alarms *(only authorized staff)*

Pioneer Hall:

Proceed to lower panel by entry way. Key is in Chris' mailbox, and press *Alarm/Panel Silence*.

Call maintenance: 299-5252
or 235-1673 (campus office), lastly call Director

Bayview Hall:

The control panel is located in the entry toward Pioneer Hall.
Press *Silence Alarm*.
Call maintenance:
235-1673 (campus office). If maintenance does not answer, call Director (Reid Brewer): 235-1656

Turning off sprinkler systems *(only authorized staff)*

Pioneer Hall:

Cut off is located in mechanical room at the rear of Room 103 lower level. After entering, walk to back wall, turn right. On the large horizontal pipe there are two black handles marked *Sprinkler Shut-off*. Turning either one clock wise will stop the water flow.
Alarm panels will have to be re-silenced.
Call maintenance staff: 235-1673 (on campus).

Bayview Hall:

Cut off is located outside in Boiler Rm, exterior door facing KBBI, north side of building.
To the right are (2) red handles marked *main control*. Break seal on either one and turn clockwise to shut off water.
Alarm panels will have to be re-silenced.
Call maintenance: 235-1673 (on campus)

b.) Explosions

Explosions can be the result of accidents, natural disasters, or deliberate acts of terrorism.

1. Pull the fire alarms at all exits to prompt evacuation of the building.
2. Call 911 and report the explosion. Clearly describe the explosion and your exact location, including any information on injuries. Notify them regarding possibility of injured or trapped people remaining in building.
3. Notify the Campus Director and/or an ERT member.
4. ERT members will stay to provide the medical assistance for which they are qualified and assist survivors who can move on their own to evacuate.
5. ERT members will remain to offer assistance to emergency personnel, if requested.
6. Keep in mind that there could be a second explosion, and be alert for electrical hazards and gas leaks.

c.) Earthquakes

1. During the earthquake, college personnel should take charge and advise others to stay calm and practice good sense procedures.

2. Immediately get people away from windows and glass doors, take cover in doorways and under sturdy furniture.
3. People should NOT run outside as there is a danger of injury from falling material off of buildings.
4. After the earthquake, determine if any injuries have occurred in your area. Provide First Aid if you are qualified, or find an ERT member to provide First Aid, or call 911.
5. Determine if any damage has occurred in your area; in the event of arcing electrical circuits, gas leaks, flooding, or any other major damage, clear the area of people and report the damage to the Campus Director and Maintenance.
6. Use the telephone ONLY to report emergencies.
7. The Campus Director or his/her designee will determine whether either building should be evacuated.
8. If the buildings are evacuated, no one is allowed to re-enter the building until the building is declared safe by the college director or other authority having jurisdiction.
9. Be prepared for aftershocks and for tsunami warnings (see below).
10. ERT members will stay to provide the medical assistance for which they are qualified and assist survivors who can move on their own to evacuate.
11. ERT members will remain to offer assistance to emergency personnel, if requested.

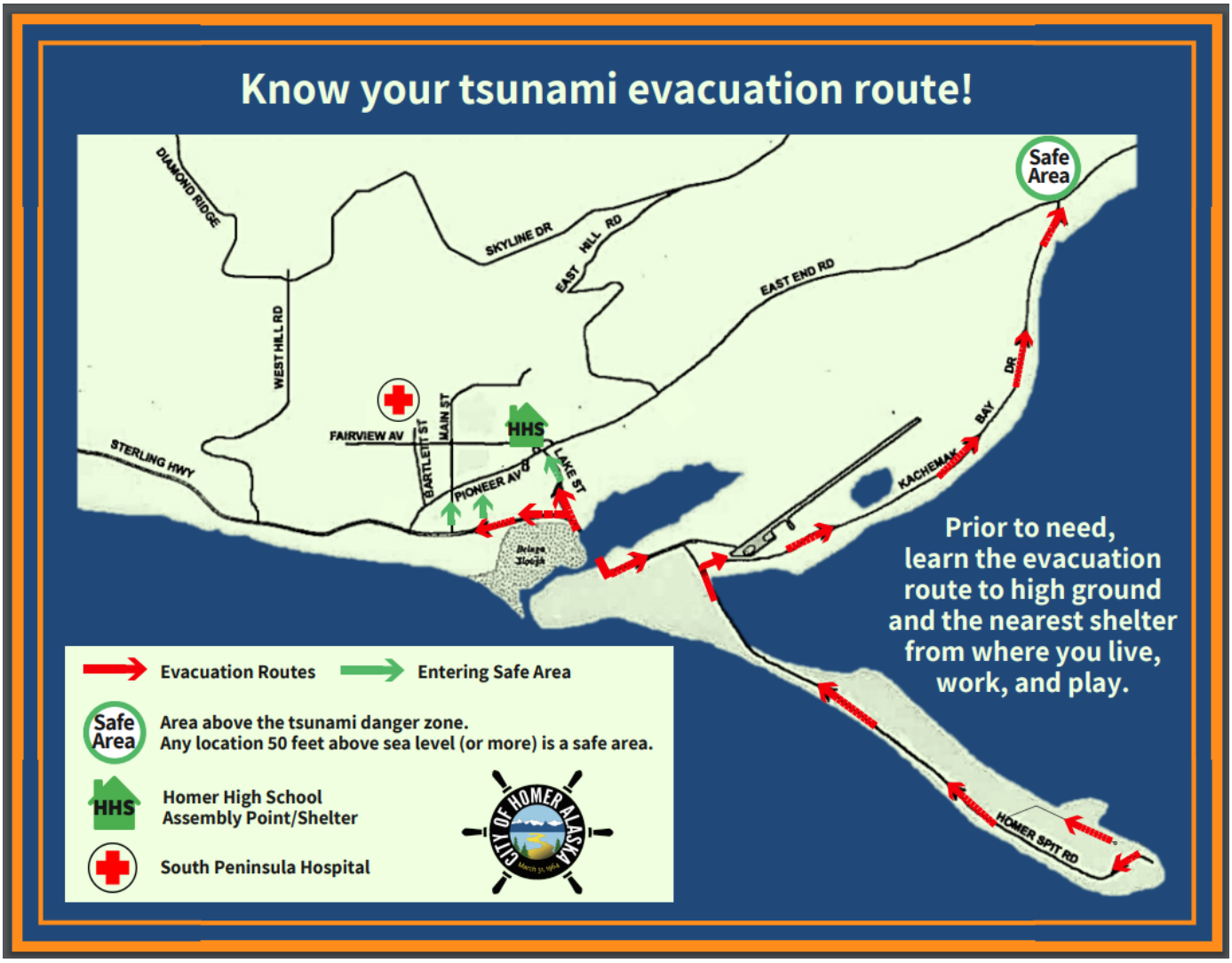
12. Campus maintenance will inspect:
    - structural soundness
    - electrical wiring
    - oil, gas, or other fuel systems
    - water distribution
    - boiler and heating systems

Only authorized personnel will be allowed in the building during this inspection. All personnel assisting will function under the supervision of the Campus Director or designee, or ERT members.

d.) Tsunami

1. When the City has reason to expect the threat of a tsunami (such as after a significant earthquake), it may make emergency broadcasts regarding evacuation that will be heard on-campus.

2. Both Pioneer Hall and Bayview Hall are above the threat of tsunami. The Campus does not need to evacuate.
3. ERT members should reassure other campus members that the campus elevation is above the tsunami risk level.
4. As students, staff, and faculty may have family within the evacuation areas, instructors and supervisors should be flexible to allow individuals to leave campus; however, as the campus is a safe-zone, staying on campus might be the most prudent action.
5. Off-campus staff or faculty should be aware of the tsunami evacuation routes.



11

e.) Bomb Threats

1. When a report is received, the recipient will record complete information using the "Bomb Threat Questionnaire" (see appendix C). Supervisors are responsible for being familiar with this form and keeping it available.

2. ***DO NOT pull the fire alarm to evacuate the building; this could cause a bomb to go off***. Call 911 and report the threat. Always assume the threat is real; a bomb threat is a felony offense.
3. It is important that the person who received the call be made available to the police for a follow-up investigation; make sure that this person immediately writes down everything they remember about the call, preferably on the Bomb Threat Questionnaire.
4. Report the incident to the Campus Director or a member of the ERT.
5. The Director or designee will initiate evacuation procedures.
6. ERT members will lock the doors so people cannot re-enter the building.
7. ERT members will remain near to unlock doors for emergency personnel.
   The police will perform a security check of the building. ***No one is allowed to re-enter the building until the building is declared safe by the college director or other authority having jurisdiction.***

e.) Power Outages

1. The Director's Office will attempt to determine the length of the power outage. The decision to cancel classes and/or close the campus will be made by the Campus Director, or designee.
2. In the event that classes are cancelled or that the campus is closed, campus administrative assistants will notify instructors and students.
3. Faculty and staff in the computer labs, science labs, and shop areas are responsible for locking up these areas within 15 minutes.

f.) Medical Emergencies

1. Determine the nature of the problem. If the injury or illness appears serious (potentially life-threatening), and you are qualified to provide first aid, and you voluntarily elect to do so, provide necessary aid, and send another person to call 911. In addition, notify an ERT member. Make sure that the person sent to call 911 understands the nature of the injury or illness and knows the exact location of the affected party or parties.

   12

   If you are not qualified or do not wish to voluntarily provide first aid notify an ERT member immediately of the situation and call 911.
2. ***College personnel will NEVER transport injured or seriously ill persons;*** leave the transporting of injured or ill persons to the emergency personnel.
3. ERT members will meet emergency personnel at the door of the building and direct them to the scene.
4. Basic first aid kits and latex gloves are located in the kitchen cabinet and science lab at Bayview Hall and in the cabinet across from copier in Student Enrollment Services at Pioneer Hall.

5. Report the injury or illness to the Campus Director so a written report can be made.

g.) Hazardous Material Conditions

In these conditions, a chemical spill or a hazardous gas leak has occurred that presents a danger or potential threat.

1. Assist evacuation in the location immediately affected by the escape of the hazardous material, and pull the fire alarm at the first opportunity to prompt evacuation of the building.
2. If any injuries have occurred, provide First Aid if you are qualified; or notify an ERT member to provide aid.
3. Call 911. Describe the nature of the emergency, the exact location and any information regarding injuries.
4. Report the condition to the Campus Director and/or ERT members.
5. ERT members will be assigned to the entrance of the building to direct emergency personnel to the affected area and offer assistance.
6. ***College personnel will never transport injured persons off campus.***

h.) Criminal Activity

Criminal activity includes, but is not necessarily limited to; theft, physical assaults, sexual assaults, and the possession of weapons and/or illegal substances on campus.

1. Do not take any unnecessary chances. If you are the victim of a crime, or if you observe a crime in progress or observe behavior which you suspect is criminal, **immediately call 911**.
2. Report as much information as possible, including:
    - What happened, and the exact location
    - The extent of any injuries, and whether this was a sexual assault

13

    - Who is involved, including a physical description of the person(s)
    - Whether or not weapons are involved
    - Vehicle description, including license # and direction of travel
3. Notify the Campus Director Reid Brewer, 235-1656 immediately.
4. Complete UAA Incident Report Form and submit to Campus Director as soon as possible.
5. If there are injuries, provide First Aid if you are qualified, or notify an ERT member to provide aid. If it is safe and appropriate to move the victim, the victim should be helped to a quiet, safe place and given support until the emergency personnel arrive. The victim should be encouraged to stay and give information about the assault to the police.

6. If this is a sexual assault, immediate efforts should be made to provide the victim with a secure, private place and a same-sex counselor. The victim should be encouraged to wait *without washing* until the Homer Sexual Assault Response Team arrives to aid the victim and preserve evidence. Contact Haven House at 235-7712 (daytime) or 24/7 crisis line 235-8943.
7. If the criminal activity concerns illegal substances, notify the Campus Director or an ERT member and call 911.
8. Notify the Campus Director or an ERT member if you suspect that anyone on campus is carrying a gun. If the person appears hostile or upset call 911. The possession of unapproved weapons on campus is prohibited.
9. If a person on campus appears to be under the influence of drugs or alcohol, notify the Campus Director or an ERT member to ask the person to leave according to the procedures under Section I of this handbook: "Criminal Trespass."

i.) Criminal Trespass

In the event that a person on Campus becomes disruptive, or appears under the influence of drugs or alcohol, or if a person's behavior is likely to present a significant danger to him- or herself, or to others, the following procedures are to be followed:

1. ***It is strongly recommended that no one attempt to restrain an individual.*** If the individual is directly in acute and immediate danger of his/her life or directly harming another, call 911 and notify an ERT member or the Campus Director immediately.
2. If the individual is not in danger or putting another person at immediate risk, notify the Campus Director or an ERT member immediately.

   The Campus Director or designee will ask the person to leave the campus for a specified period of time (a day, or more). Only the Campus Director or designee can "suspend" a person from the campus.
3. If the person refuses to comply with the Campus Director's request to leave, the person is in violation of the Criminal Trespass Statute. The Campus Director or designee will have campus personnel call the police.
4. If the person appears to be intoxicated:
   - Tell the person s/he needs to go home, and that KPC will call a cab.
   - Try to walk the person to Student Services at Pioneer Hall or to the main office at Bayview Hall to be supervised while the cab is called.

- If the person refuses the cab, and has a vehicle on campus, DO NOT attempt to restrain the person.
- Attempt to identify the person's vehicle, license #, and direction of travel.
- Call 911 with this information.

j.) Threats

1. If a student, staff, or faculty member is directly threatened with physical harm by a person while on campus, immediately call 911. Notify the Campus Director and/or an ERT member. The threatened person should go to a lockable, secure area such as: Student Services Offices, Director's Office or Faculty Offices.
2. If a person threatens a third person who is not present, the threatened person must be warned immediately. Make a report to 911 first then make a report to the Campus Director or an ERT member. The threatened person, if on campus, should go to a lockable, secure area (Student Services, Director's Office or Faculty Offices).
3. If a threat is received over the phone, the same procedures apply.
4. The possession of an unapproved firearm on campus is prohibited by campus policy and must be reported to the Campus Director immediately.

k.) Domestic Violence Situations

Domestic violence is the #1 cause of serious injuries to women. Both men and women may be victims.

1. If you suspect that a person on campus is in a DV situation, be supportive and encourage the person to make use of the counseling services in Student Services and the crisis line of Haven House at 235-7712.

2. ***Domestic violence threats must always be taken seriously.***
3. If you suspect that a parent or partner is abusing a student under the age of 18, call OCS: 235-7114 to make a report. Notify the Campus Director.
4. If a person is directly threatened by a domestic partner on campus, call 911 and move the person to a lockable, secure area such as: Student Services Offices, Director's Office or Faculty Offices. Notify the campus Director or ERT member.
5. If a DV threat is made to a third person, whether in person or over the phone, the threatened person must be warned immediately and removed from his/her usual area into a secure area. Call 911 and notify the Campus Director or an ERT member.
6. If a Protective Order is in effect and we are aware of it, we are obligated to call 911 if we see that the Protective Order is being violated. If the person in violation of the Protective Order has already

left the campus, the violation must be reported as the authorities will still respond.

7. A person against whom a Protective Order has been filed is likely to be in violation if s/he follows the other person to campus or is waiting near campus grounds, so this must be reported to 911.

l.) Deaths on or Near Campus

Deaths are defined as either "attended" (death due to natural causes, *and* at which witnesses are present), or "unattended" (suicides, homicides, accidents, and deaths at which there were no witnesses).

Attended Deaths:

1. Remember that no one on campus is qualified to pronounce a person dead. Call 911 immediately and either attempt First Aid or, if not qualified, notify an ERT member to provide aid. Send someone to notify ERT members.
2. ERT members will secure the area to keep people away from the scene.
3. Notify the Campus Director.
4. An ERT member will remain with the person until emergency personnel arrive.
5. An ERT member will wait at the door of the building to direct emergency personnel when they arrive.

Unattended Deaths:

1. Any unattended death is always initially considered a homicide. ***It is imperative that the body and the scene not be disturbed and that no one be allowed into the area.***
2. Keep people away from the area and send someone to call 911 and notify the Campus Director or an ERT member.

3. Other than if it is necessary to check vital signs, do not touch the body.
4. Do not cover the body as this can remove valuable evidence.
5. ERT members will either secure the scene by locking up the area or by posting members to secure as large an area as possible.
6. ERT members are to identify themselves to emergency personnel.
7. If there is a witness to a suicide, homicide, or accident encourage the witness to go into a quiet, safe area and be supportive until the police arrive.
8. ***DO NOT give out information to anyone other than identified Emergency Personnel.*** Only the Campus Director or designee can issue information regarding the incident.
9. The police, not college personnel, will notify family members.
10. The police may keep the body at the scene to gather evidence for a period of 24 hours or up to several days. Depending on the prominence of the area where the incident took place, the Campus Director may decide to close part of a building, and cancel or relocate classes.
11. The director will arrange follow-up services as needed.

17

(Appendix A)
Kachemak Bay Campus, Kenai Peninsula College
Emergency Closure
Office of the Director

In accordance with the Emergency Closure Policy, the responsibility for the campus is placed with the Campus Director. In the event of a campus emergency, the following phone list should be used to make contact with the director or appropriate administrator:

Position	Name	Extension
PIONEER HALL		
Director	Reid Brewer	51656
Student Services Coordinator	Kim Frost	51658
Student Services Advisor	Nancy Johnson	51655
Registration/Info. Specialist	Jenny Rasche	51651
Fiscal Technician	Sue Gordon	51654
Admin. Assistant	Jen DePesa	51652
Evening Coordinator	Jill Burnham	51674
Science Lab	Marian Shaffer	51662
Library	Chris Thorsrud	51657
Information Technology	Jonathan Ralph	51660
Information Technology	Gareth Chesley	51660
Maintenance	Chris Maurer	51673
Maintenance	Ben Tyrer	51673
BAYVIEW HALL		
Admin. Assistant	Chris Godfrey	51601
Adult Basic Education	Michelle Waclawski	51602
Adult Basic Education	Shawn Story	51606
Faculty	Jeff Johnson	51603
Faculty	Lia Calhoun	51605
Faculty	Jeff Meyers	51611
Faculty	Brian Partridge	51604
Faculty	Debbie Tobin	51607
Faculty	Carol Klamser	51613
LRC Coord.	Caroline Venuti	51608
LRC Math Specialist	Duncan Wanamaker	51608
Education Tech. Specialist	Claudia Pearson	51609

(Appendix B)
"Bomb Threat Questionnaire"

Date: _____ Time Call Received: _____

What were the exact words the caller used?

Ask the caller these questions:

What is your name?_____
Where is the bomb located?_____
What kind of bomb is it?_____
What does the bomb look like?_____
Why did you place the bomb?_____
Where are you?_____

Describe the caller's voice:

Male:_____ Female: _____ Approximate Age: _____

Describe the caller's accent:

Describe the caller's tone of voice: Was the voice familiar? _____

Describe any background noise:

Name of person receiving call: _____ Ext: _____

Other comments:

Follow up activity: Notified supervisor? Time:
Notified College Director? Time:

Other action taken:

APPENDIX CC

Kodiak College Emergency Plan

Contents

Section I: ***17***

KOC EMERGENCY NOTIFICATION CHART *17*
KOC EMERGENCY RESPONSE PLANNING TEAM STATEMENT OF PURPOSE *17*

Section II: Emergency Procedures ***18***

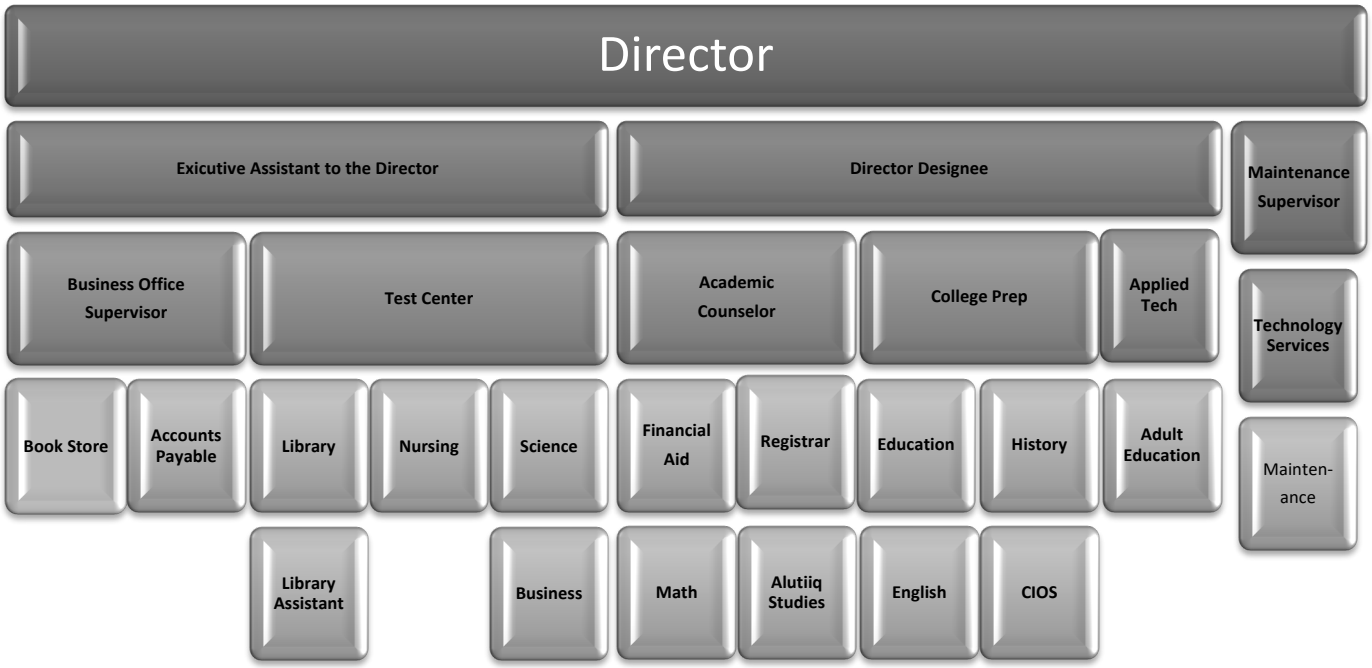
GENERAL INFORMATION *18*
EMERGENCY CLOSURE AND EVACUATION PROCEDURES *20*
Emergency Closure *20*
Evacuation Procedures *20*
Rave *20*
Informacast ..... ***Error! Bookmark not defined.***
EMERGENCY SITUATIONS *21*
Fire *21*
Explosions *22*
Earthquakes *22*
Active Shooter *23*
Bomb Threats *24*
Bear Encounters *24*
Power Outages *25*
Utility Failure *25*
Medical Emergencies *25*
Hazardous Materials *26*
Criminal Activity *26*
Criminal Trespass *28*
Threats *28*
Lockdown Order *29*
Death on or Near Campus *29*

Section III: Appendices ***31***

APPENDIX A: EMERGENCY NOTIFICATION OR CLOSURE COMMUNICATION PLAN *31*
APPENDIX B: EMERGENCY SERVICES PHONE NUMBERS *32*
APPENDIX C: USE OF THE AUTOMATIC EXTERNAL DEFIBRILLATORS *34*
APPENDIX D: BOMB THREAT QUESTIONNAIRE *35*

Section I:

KOC Emergency Notification Chart



**Department heads are responsible for contacting tutors and lab aides.*

**See appendix A for names and phone numbers.*

KOC Emergency Response Planning Team Statement of Purpose

The Emergency Response Planning Team is a group of Kodiak College employees who will respond to emergency situations that occur on Kodiak College Campus property. The primary goal is to create a comprehensive Emergency Response Manual and response system to a wide variety of potential events that may adversely impact the safety of the Kodiak College community. As the first line of response to emergencies on campus, all members will be certified in Basic First Aid, AED, and Adult CPR.

College Community Emergency Response Team (CCERT):
Joe Spear
Ian Bushell
Anthony Malutin
Bobbie Farfalla Ivanoff
Lorraine Stewart
Sandra Chichenoff

Campus Safety Committee Members:
Ian Bushell
Sandra Chichenoff
Lorraine Stewart
Joe Spear
Bobbie Farfalla Ivanoff
Anthony Malutin
Mike Trussell

Section II: Emergency Procedures

General Information

This Emergency Response Manual provides a basic contingency guide for campus emergencies. While this manual does not cover every situation, it does supply the basic administrative guidelines to handle most campus emergencies. This manual is applicable to all campus personnel, facilities, and operations. All campus personnel are expected to follow these written procedures unless situations warrant emergency changes or alternative procedures. Contact the Campus Director or designee if additional clarification is needed.

Kodiak College employees and students should be aware of the potential hazards that are present in our day-to-day routines. These hazards can be categorized as follows:

- ✓ Natural – no human involvement (volcanoes, weather, or earthquakes).
- ✓ Social – result from human involvement (terrorism, vandalism, bomb threats, or personal assaults).

- ✓ Technological – result from human error or involvement (explosions, fires, power failures, vehicle accidents, industrial accidents, or leaking roofs).

Emergency situations are difficult to predict and seldom provide adequate warnings. The importance of effective planning cannot be stressed too strongly. In all cases, use your best judgment and common sense.

IMPORTANT: The Campus Director or designee is the only person authorized to release information regarding any incident (including the whereabouts or status of students, staff, or faculty), whether in person or over the phone.

ALL INQUIRIES MUST BE DIRECTED TO THE CAMPUS DIRECTOR OR DESIGNEE.

EMERGENCY CLOSURE AND EVACUATION PROCEDURES

Emergency Closure

In the event that emergency closure of Kodiak College is required for natural, social, technical, or any other causes, the final decision for an announcement of closure will be made by the Campus Director or designee. Closures may include any one of the following:

1. **Complete closure**
    a. buildings will be vacated and secured
2. **Cancellation of classes only**
    a. students are excused from attending class
    b. employees are asked to report to work
    c. employees may take leave if conditions prevent them from coming to campus
3. **Early release from work**
    a. Campus Director may stagger the release of employees at intervals
    b. Department heads are expected to keep offices open until the closing of regular business

In the event of options (1) or (2) the Campus Director's office will notify the media.

In the event of option (3), the Campus Director's office will notify the Department Chairs.

In the event a complete closure has been announced before regular business hours, a "phone tree" will be used to contact full-time staff members (see appendix A).

Evacuation Procedures

Only the Campus Director or designee may authorize the evacuation of the Campus. The evacuation order will specify that faculty, staff, and students are either to:

1. Leave the entire campus property (to go home), or
2. Using the nearest/safest exit, gather at the **Emergency Assembly Area** at the far end of the main parking lot, near the north bike path, at the last light pole.

All staff and faculty are expected to aid in the orderly evacuation of students and others in their immediate areas.

If the fire alarm sounds, notice of evacuation from the Campus Director is waived, and each faculty and staff member is to facilitate orderly evacuation of their area immediately using the nearest/safest exit. Individuals should refrain from entering their vehicles and remain at the rally point until emergency services are able to address the situation.

Rave

Rave is 3rd party service use to send out phone, text and email alerts to people associated with Kodiak College. This is an Opt-in service. To send a message through Rave:

1. https://www.getrave.com/login/alaska - log on with their university credentials
2. Select one of the templates:
   Bear on Campus
   All Clear
   Armed Intruder
   Camus Closure
   Cancel Notification
   Tsunami
3. Make necessary edits to the message.
4. Confirm the recipients of the message and click send.
5. If there is an issue with sending the message, contact UAPD @ 907-786-1120 to relay the message through Rave. UAPD will need to confirm the identity of the user trying to send the message with a pre-arranged questions and answers.

Current Authorized Rave users:

Jacelyn Keys

Joe Spear

Sandra Chichenoff

Ian Bushell

EMERGENCY SITUATIONS

General Information:

Contact the Director or designee immediately at first indication of an emergency.

Fire

1. Determine what is on fire and the extent of the fire. Attempt to contain a small fire by utilizing available fire extinguishers. Use the acronym **PASS**:
   P-Pull

   A-Aim

   S-Squeeze

   S-Sweep

2. Pull the fire alarm to prompt evacuation of the building. Call 911 and report the fire: describe the nature of the fire and the exact location of the fire.
3. Assist with orderly evacuation (see Evacuation Procedures). Faculty, staff, and students will evacuate to the Emergency Assembly Area (the far end of the main parking lot), keeping the entrances clear for emergency vehicles. In this area, faculty and staff are to account for all the persons who were in their area.
4. Notify the firefighters if you suspect that someone may be trapped in the building.

5. CCERT members will remain on site, to assist students and aid the fire department.

Explosions

1. Pull the fire alarm to prompt evacuation of the building.
2. Call 911 and report the explosion. Describe the explosion and your exact location, including any information about injuries.
3. Notify the Campus Director and/or a CCERT member.
4. CCERT members will remain on site to aid emergency personnel.
5. Keep in mind that there could be a second explosion and be alert for electrical hazards and gas leaks.

Earthquakes

1. During an earthquake, stay calm, find cover (under table, chair), move away from windows.
2. Immediately get people away from windows and glass doors, take cover in doorways and under sturdy furniture.
3. After the earthquake, determine if any injuries have occurred in your area.
4. Clear the area of people and report major damage to the Campus Director and Maintenance.
5. Use the telephone ONLY to report emergencies.
6. The Campus Director or designee will determine whether the building should be evacuated.
7. If the building is evacuated, no one can re-enter the building until the building is declared safe.
8. Be prepared for aftershocks.
9. CCERT members will remain on site to aid emergency personnel.
10. Campus maintenance will inspect:
    a. structural soundness
    b. electrical wiring
    c. oil, gas, or other fuel systems
    d. water distribution
    e. boiler and heating systems
11. Only authorized personnel will be allowed in a building during this inspection. All personnel assisting will function under the supervision of the Campus Director or designee, or CCERT members.

Active Shooter

"Active Shooter" is a term used to describe a person, or persons, whose intentions are to harm or kill others and/or self. Knives, guns, explosives, biohazards or other forms of deadly weapons and dangerous instruments may be used. The shooter(s) could have a specific plan or could be acting at random.

1. **Planning Ahead**

   There is no manner to completely prepare for every situation that could occur. Start planning by thinking in terms of making yourself and the immediate area less vulnerable.

   - Which way does your door swing when you open it, in or out?
   - What type of lock does it have – can it be locked from the inside or not?
   - If there are windows, do you have anything inside you could cover it with and limit the view of your area?
   - Can you break an outside window to escape?
   - Which direction do you face when you sit at your desk?
   - How far is the outside exit door from where you are?
   - Where could you hide if you had to?
   - What am I willing to do to protect myself against armed suspects when I am unarmed?

   The decision to hide or run should be dictated by the events you are witnessing. If you hear the commotion and feel it is far enough from you, you may choose to run. If you feel it is too close, you may need to secure -in -place. If the situation comes to you, there will be harder decisions to make. **Remember, shooters are mobile**.

1. **If you decide to run:**

   a. Leave everything and get out of the building through the nearest exit. Run with your hands up and in plain view to distinguish yourself to police officers. Do not run in a straight line until you get far enough away.
   b. If you hear verbal commands from police officers, do what they say without exception.
   c. Once safe and if no police are there yet, contact the authorities to make sure the incident has been reported.
   d. Offer as much information as you have; your name, describe the suspect and the type of weapon being used, where you think the suspect was last, numbers of casualties and where they are. Be prepared to complete statements to the police.

2. **If you decide to stay where you are:**

   a. Try to control your emotions and think clearly.
   b. Do not scream or make noises that would alert shooters of your location.
   c. Quickly and quietly clear everyone from the hallways. Close and lock your door. If time allows, cover your windows.
   d. Turn off lights, computers, and monitors, and hide. **Silence cell phones**.

e. Call the police from a landline if you can without alerting the suspect to your location. If you cannot speak, try to open a 9-1-1 phone line anyway. This will give the police a location so they can send an officer. If you use a cell phone, call 9-1-1. Be sure to state your name and location (give specific campus building) and say, "we have an active shooter on campus, gunshots fired." If you were able to see the offender(s), give a detailed description, including sex, race, clothing, type of weapon, and location or direction of travel.
f. If the door cannot be locked from the inside, barricade it with available items to create an obstacle. If windows are present, cover them and have all individuals out of view from the window. Remain silent. If you are secure-in-place, wait for any guidance from uniformed police officers. Place signs in exterior windows to identify the location of injured persons.
g. If you are in the open and unable to find a room to lockdown in, run away from the sounds of the gunshots.

Bomb Threats

1. **Always assume that a bomb threat is real.**
2. When a report is received, the recipient will record information using the "Bomb Threat Questionnaire" (Appendix D). All students and staff are responsible for being familiar with this form and keeping it available and near campus phones.
3. **Do not pull the fire alarm to evacuate the building; this could cause a bomb to go off**. **Call 911 and report the threat.**
4. Make sure that the person who receives a bomb threat immediately writes down everything he or she remembers about the call, on the Bomb Threat Questionnaire (Appendix D).
5. Report the incident to the Campus Director or designee.
6. Campus Director or designee will quietly ask all instructors, staff, and faculty check their areas for any unusual objects.
7. In the event that anything unusual is found, the Campus Director or designee will decide if the building should be evacuated (in which case, normal Evacuation procedures will be followed).
8. The police will conduct a security check of the building. **No one can enter the building until the building is declared safe.**

Bear Encounters

1. Bear seen on campus.
   a. Notify the Campus Director or Designee that a bear has been seen in the area.
   b. The Director's office will coordinate phone and email alerts to notify faculty and staff.
   c. Do not let people outside to go looking for the bear.
   d. If the bear is present for a period, notify the Kodiak Police Department (KPD).
   e. If the bear is no longer visible, people can leave campus, but have them travel in groups and avoid walking through the woods.
2. If you witness or are aware of a bear attack:
   a. Immediately call 911.

b. Do not allow people to leave the buildings.
c. Provide aid to the victim if it will not put you in danger.
d. Wait for an all clear from Kodiak College Director or designee or KPD.

Power Outages

1. In the event of a power outage, generators will be utilized deferring campus closure.
2. If the generators are not accessible or have a malfunction, the Director's Office will attempt to determine the length of the power outage. The decision to cancel classes and/or close the campus will be made by the Campus Director or designee.
3. In the event that classes are cancelled or that the campus is closed, the director or designee will notify faculty, staff, and students of closure.
4. Faculty in the computer labs, science labs, and shop areas are responsible for locking up these areas.

Utility Failure

1. There is a wide range of events that could cause disruption of water service to any or all the university buildings. These might include a terrorist event, natural disasters, storm damage, mechanical failure, and disruption of service from the public utility company.
2. In the event of water service failure to a facility, emergency responders and planners should establish a fire watch as sprinklers would be disabled. Restrooms will be closed, and occupants will be redirected to other facilities that have water service. Portable toilets may also be rented and brought to the site. If the outage is large enough that we can't provide the bathroom facilities or personnel or fire watch then the buildings should be closed.
3. E-mail and website advisories could be posted when water service is restored, and the campus is returned to open and operational status.
4. During area-wide crisis situations, displaced resident students may be relocated to hotels or municipal shelter sites. Shelter options will be evaluated by the IMT through consultation with the director of Facilities and Campus Services, and other proper authorities.

Medical Emergencies

1. Determine the nature of the problem. If the injury or illness appears serious (potentially life-threatening), call 911 and notify a CCERT member. Make sure that the person sent to call 911 understands the nature of the injury or illness and your exact location. Send a person outside to direct emergency personnel.

2. Provide First Aid if you are qualified.

3. **College personnel will <u>NEVER</u> transport injured or seriously ill persons.** Leave the transporting of injured or ill persons to emergency personnel.

4. CCERT members will meet emergency personnel at the door of the building, direct them to the scene, and help keep bystanders away.

5. First Aid kits and Latex gloves are located in various locations on campus (See appendix F).

6. Report the injury or illness to the Campus Director so that a written report can be made.

Hazardous Materials

Follow these guidelines if a chemical spill or a hazardous leak that presents a danger or potential threat has occurred.

1. Pull the fire alarm to prompt evacuation of the building and then assist with evacuation of the area.

2. Call 911. Describe the nature of the emergency, the exact location, and any information regarding injuries.

3. If any injuries have occurred, provide First Aid if you are qualified; or notify a CCERT member to provide aid.

4. Report the condition to the Campus Director and/or CCERT members.

5. CCERT members will be assigned to the entrance of the building to direct emergency personnel to the affected area and offer aid.

Criminal Activity

Criminal activity includes theft, physical assaults, sexual assaults, and the possession of weapons and/or illegal substances on Campus.

If you are the victim of a crime or if you observe a crime in progress or suspicious behavior, immediately call 911.

1. Report as much information as possible, including:

    a. What happened, and the exact location

    b. The extent of any injuries, and whether this was a sexual assault

    c. Who is involved, including a physical description of the person(s)

    d. Whether or not weapons are involved

    e. Vehicle description, including license # and direction of travel

2. Notify the Campus Director, designee or a CCERT member If there are injuries, provide First Aid if you are qualified, and/or notify a CCERT member to provide aid. If it is safe to move the victim, the victim should be helped to a quiet, safe place such as the Director's Office, and given support until the emergency personnel arrive.

3. If this is a sexual assault, immediate efforts should be made to provide the victim with a secure, private place and a same-sex counselor. The victim should be encouraged to wait

without washing up/bathing until the Sexual Assault Response Team arrives to aid the victim and preserve evidence.

4. If the criminal activity concerns illegal substances, notify the Campus Director.

5. The act of bringing a gun on Campus is a crime (except for law enforcement professionals). Notify the Campus Director or designee if you suspect that anyone on Campus is carrying a gun.

6. If a person on Campus appears to be under the influence of drugs or alcohol, notify the Campus Director or designee to ask the person to leave according to the procedures under the next section of this handbook: “Criminal Trespass.”

Criminal Trespass

In the event that a person on Campus becomes disruptive, appears under the influence of drugs or alcohol, or if a person's behavior is likely to present a danger to him- or herself, or to others, the following procedures are to be followed:

1. **DO NOT ATTEMPT TO RESTRAIN THE INDIVIDUAL.** If the individual is in acute and immediate danger of his/her life or in danger of directly harming one another, call 911 and notify the Campus Director or designee immediately.

2. If the individual is not in danger or putting another person at immediate risk, still notify the Campus Director or designee immediately. The Campus Director or designee will ask the person to leave Campus for a specified period (a day, or more). Only the Campus Director or designee can "suspend" a person from the Campus.

3. If the person refuses to comply with the Campus Director's request to leave, the person is in violation of the Criminal Trespass Statute. The Campus Director or designee will call the police to have the person arrested for Criminal Trespass.

4. If the person appears to be intoxicated

    a. Tell the person she/he needs to go home, and that Kodiak College staff will offer to call a cab.

    b. If the person has a vehicle on Campus and tries to leave, **DO NOT** attempt to restrain the person.

        i. Call 911 with the vehicle make, license plate number, and direction of travel.

Threats

If a student, staff, or faculty member is directly threatened while on Campus, immediately call 911. Notify the Campus Director or designee. The threatened person should be accompanied by two people and escorted to a lockable, secure area:

- Campus Center Rm207 – IT Office
- Benny Benson Building Rm132 – Library Offices behind front desk
- Technology Center Rm112 – Title III Office

1. If a threat is made against someone who is not present, make a report to the Campus Director or designee, who will determine further action.

2. If a threat is received over the phone, make a report to the Campus Director or designee, who will determine further action.

3. The possession of a firearm on campus is considered a threat and must be reported to 911 and the Campus Director or designee.

4. It is against the law for any person other than a law enforcement professional to carry a gun onto school grounds, so any person with a gun on campus can be charged whether the person has made a verbal threat or not.

5. If KoC is aware that a Restraining Order is in effect and has been violated, KoC is obligated to call the police. If the person in violation of the Restraining Order has left campus, the violation must be reported so that authorities will respond.
6. If it is suspected that a student under the age of 18 is being abused by a parent or partner, child abuse can be reported at 1-800-478-4444 to notify Kodiak's Office of Children's Services (OCS).

Lockdown Order

The notice to lockdown will be facilitated by the KOC Director or Designee. When the lockdown order has been made, faculty and staff will:

1. Direct students to rooms that can be locked from the inside.
2. Immediately lock all doors, secure windows, and draw blinds if available.
3. Direct everyone in your area to get on the floor and away from the windows to keep out of sight.
4. Ask and remind everyone to stay as quiet as possible and s**ilence cell phones**.
5. Remain in a lockdown position until emergency personnel arrive or a CCERT member unlocks the door.

All staff and faculty are required to comply with the lockdown order and are expected to aid in the performance of lockdown procedures.

Death on or Near Campus

Deaths are defined as either "attended" (deaths due to natural causes, and at which witnesses are present), or "unattended" (suicides, homicides, accidents, and deaths at which there were no witnesses).

Attended Deaths:

6. Call 911 immediately and render First Aid/CPR if qualified to do so. If not, find someone qualified to provide aid. Send someone to notify CCERT member. Remember that only the proper authorities can pronounce a person dead. CCERT members will secure the area to keep people away from the scene.

7. Notify the Campus Director.

8. A CCERT member will remain with the person until emergency personnel arrive.

9. A CCERT member will wait at the door of the building to direct emergency personnel when they arrive.

Unattended Deaths:

12. Any unattended death is always initially considered a homicide. It is imperative that the body and the scene not be disturbed and that no one is allowed into the area.

13. Keep people away from the area and send someone to call 911.

14. Notify the Campus Director or a CCERT member.

15. Do not touch the body.

16. Do not cover the body as this can remove valuable evidence.

17. CCERT members will either secure the scene by locking up the area or by posting members to secure as large an area as possible.

18. CCERT members must identify themselves to emergency personnel.

19. If there is a witness to a suicide, homicide, or accident, encourage the witness to go into a quiet, safe area and be supportive until the police arrive.

20. DO NOT GIVE OUT ANY INFORMATION TO ANYONE. Only the Campus Director or designee can issue information regarding the incident.

21. The police will notify family members. Kodiak College personnel should not attempt to contact family members until after the authorities have notified the family.

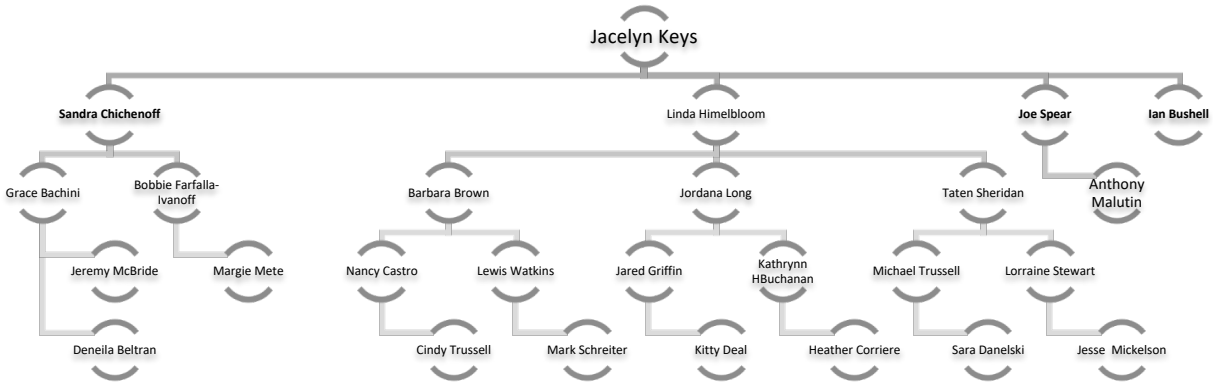
22. The police will keep the body at the scene to gather evidence for a period of 24 hours, up to several days. Depending on the prominence of the area where the incident took place, the Campus Director or designee may decide to close part of a building or cancel or relocate classes.

23. The Campus Director or designee will arrange follow-up services as needed.

Section III: Appendices

Appendix A: Emergency Notification or Closure Communication Plan

Communication Plan



*Department heads are responsible for calling lab aides or adjuncts in their department.

Each person listed by name on this phone tree shall determine the most effective way to contact their associates and staff members. Phone numbers appear on the next page

All lab lab aides, assistants, tutors, and student workers should be called by their immediate supervisors.

Last Name	First Name	Office	Home	Cell
Bachini	Grace			
Brown	Barbara			
Bushell	Ian			
Castro	Nancy			
Chichenoff	Sandra			
Corriere	Heather			
Danelski	Sara			
Deal	Kitty			
DeCastro	Lloyd			
Eufemio	Libby			
Falcone	Thia			
Farfalla-Ivanoff	Bobbie			
Griffin	Jared			
Himelbloom	Linda			
H-Buchanan	Kathrynn			
Keys	Jacelyn			
Long	Jordana			
Malutin	Anthony			
Mete	Margie			
Mickelson	Jesse			
Schreiter	Mark			
Sheridan	Taten			
Spear	Joe			
Stewart	Lorraine			
Trussell	Cindy			
Trussell	Mike			
Watkins	Lewis			

Appendix B: Emergency Services Phone Numbers

Agency	Phone Number
EMERGENCY	911
POISON CONTROL	1-800-222-1222
ALASKA STATE TROOPERS	486-4121
POLICE DEPARTMENT	486-8000
FIRE DEPARTMENT	486-8040 (Kodiak City)
FIRE DEPARTMENT	486-4536 (Bayside)
ANIMAL CONTROL	486-8077
POVIDENCE MEDICAL CENTER	486-3281 (PKIMC)
WOMEN'S RESOURCE & CRISIS CENTER	486-6171(KWRCC)
24 HOUR CRISIS LINE	486-3625
PUBLIC ASSISTANCE	486-3783
ROAD CONDITIONS INFORMATION:	866-282-7577

Appendix C: Use of the Automatic External Defibrillators

Kodiak College is equipped with one Automatic External Defibrillator (AED) machine in the main hallway in the Benny Benson Building, located to the right of the women's restroom. This machine can restore normal heart rhythm in victims of sudden cardiac arrest. Cardiopulmonary resuscitation (CPR) alone cannot restore normal heart rhythm in this event.

If a staff member, faculty member, or student, is suffering from a suspected heart event:

EVERY SECOND MATTERS.

1. Call 911 immediately.
2. Notify director, or a CCERT member (CCERT members are trained in the use of this machine).
3. An alarm will sound if the box is opened.
4. The AED machine is not intended for use by anyone without proper training.

Appendix D: Bomb Threat Questionnaire

Bomb Threat Questionnaire:

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

Exact wording of the threat:

_____
_____
_____
_____

Length of call: _____ Time: _____ Date: _____

Phone number at which the call was received: _____

Describe the caller:

Male_____ Female_____ Accent:
_____

Approximate Age: _____

Caller's voice:

____loud	____soft	____high	____deep
____intoxicated	____disguised	____calm	____angry
____fast	____slow	____stutter	____nasal
____distinct	____slurred	____other characteristics _____	

_____
_____

If the voice is familiar, who did it sound like?
_____

BACKGROUND SOUNDS:

____voices ____airplanes ____quiet ____animals

____trains ____street traffic ____music ____factory

____machinery ____office machinery

____other_____

THREAT LANGUAGE:

____irrational ____foul ____taped ____incoherent

____well spoken (educated) ____message read by threat maker

REMARKS: _____

_____

Name of person receiving call: _____ Ext: _____

REPORT CALL IMMEDIATELY TO: Kodiak Police Department

PHONE NUMBER: 911

Other comments:

Follow up activity:

Notified supervisor? Time:

Notified College Director? Time:

Other actions taken:

APPENDIX DD

EMERGENCY RESPONSE MANUAL

CONTENTS

CAMPUS EMERGENCY RESPONSE TEAM STATEMENT OF PURPOSE 39
CAMPUS EMERGENCY RESPONSE TEAM MEMBERS 39
General Information 40
Emergency Closure and Evacuation Procedures 41

Emergency Situations 43
Fire 43
Explosions 43
Earthquakes 43
Bomb threats 44
Power outages 45
Medical emergencies 46
Hazardous material 46
Criminal activity 46
Criminal trespass 47
Threats 47
Domestic violence situations 48
Active Shooter on Campus 48
Deaths on or near campus 49
Wildlife or animal incident 51
Suicide threat 51
Volcanoes 52
APPENDIX A Emergency Numbers 53
APPENDIX B CERT Assigned Evacuation Areas 54
APPENDIX C Bomb Threat Questionnaire Checklist 55
APPENDIX D Emergency Lockdown Procedures 56
APPENDIX E Emergency Procedures in Case of Classroom Illness or Injury 57

CAMPUS EMERGENCY RESPONSE TEAM STATEMENT OF PURPOSE

The Campus Emergency Response Team (CERT) is a group of Matanuska Susitna College employees designated to plan and implement responses to emergency situations that occur on or near the campus. The primary goal of the CERT is to create a comprehensive response to a wide variety of potential events that may adversely impact the safety of the MSC community.

For incidents involving injury, immediately call 911 and contact members of CERT, starting with College Director 746-9329 and Paramedic Coordinator. Then proceed down the list.

CAMPUS EMERGENCY RESPONSE TEAM MEMBERS

CALL FIRST

College Director* and Ex Officio Member
Work phone: 745-9721

Level I: (Call second)	**Level II: (Call third)**	**Level III (Call fourth)**
Paramedic Coordinator Office phone: **746-9329**	Theater Director* Office phone: **746-9302**	Assistant to the Director* Office phone: **745-9726**
Physical Plant Coordinator* Office phone: **745-9789**	Director of Student Services* Office phone: **745-9712**	Accounting Supervisor* Office phone: **746-9326**
Director of Academic Affairs* Office phone: **746-9316**	IS Manager* Office phone: **745-9765**	Library Director* Office phone: **745-9743**
Director of Administrative Services* Office phone: **746-9326**	PR and Communications Specialist Office phone: **745-9732**	The Learning Center Manager* Office phone: **745-9718**
Science Lab Manager Office phone: **746-9341**	Web and Digital Media Specialist Office phone: **746-9355**	

***Also serves on the Incident Management Team**

General Information

This Emergency Response Manual provides a basic contingency guide for college administrators, faculty and staff to plan for campus emergencies. While this manual does not cover every specific situation, it does supply the basic administrative guidelines necessary to cope with most campus emergencies. This manual is applicable to all campus personnel, facilities and operations. These written procedures are expected to be followed unless situations warrant emergency changes or alternative procedures.

Matanuska-Susitna College employees and students should be aware of potential hazards that are present in our day-to-day routines. These hazards can be categorized as follows:

- Natural – no human involvement such as volcanoes, weather, or earthquakes
- Social – result from human involvement such as terrorism, vandalism, bomb threats, or personal assaults
- Technological – result from human error or involvement such as explosions, fires, power failures, vehicle accidents, industrial accidents, or leaking roofs

Emergency situations are difficult to predict and seldom provide adequate warning. The importance of effective planning cannot be stressed too strongly.

Other than the College Director or designee, no one is authorized to release information to the public regarding any incident, including the whereabouts or status of students, staff or faculty. *ALL INQUIRIES MUST BE DIRECTED TO THE COLLEGE DIRECTOR OR DESIGNEE.*

Emergency Closure and Evacuation Procedures

Emergency Closure
In the event that emergency closure of Matanuska-Susitna College is required for weather, natural disaster, or any other causes, the final decision for an announcement of closure will be made by the College Director or designee. Closures may include any one of the following scenarios:

- **Complete closure**
  In the event a complete closure has been announced before regular business hours, the mass notification system will be used to contact as many full-time staff members as possible. The College Director's office will notify the media.
- **Cancellation of classes only**
  students are excused from attending class; employees are asked to report to work; employees may take leave if conditions prevent them from coming to campus. The College Director's office will notify the media.
- **Early release from work**
  Supervisors may stagger the release of employees at intervals; supervisors are expected to keep offices open until the close of regular business hours. The College Director's office will notify the Executive Team Members.
- **Campus Evacuation Procedures**
  Only the College Director or his/her designate may authorize the evacuation of the campus. The evacuation order will specify that faculty, staff, and students are either to:
    - Leave the entire campus property or
    - Exit the buildings and gather in the marshalling areas such as parking lots. In this case, it is important that the entrances stay clear as emergency vehicles may arrive.

The notice to evacuate will be facilitated by Campus Emergency Response Team (CERT) members, who will be assigned various areas of campus to walk room-to-room and notify staff and faculty. CERT members will quietly notify faculty in classes with students and ask each faculty to calmly assist his/her students to leave the building from an exit that minimizes danger or hazard (Faculty members are encouraged to account for their students once away from the problem area). All staff and faculty are expected to aid in the orderly evacuation of students and student workers in their immediate areas.

In particular, **if the fire alarm sounds,** notice of evacuation from the College Director is waived, and each faculty and staff member is to facilitate orderly evacuation of their area immediately.

Order of Communication for Closure

College Director calls:	Director's Assistant calls:	IS Manager calls:

Director's Assistant	• All local media and updates the special announcement on the telephone. • IS Manager (See column to right) • PR and Communication Specialist • Web and Digital Media Specialist	• UAA- UPD to launch RAVE Alert message • PR and Communication updates road sign and MSC Facebook page • Web and Digital Media Specialist updates the MSC Webpage

Emergency Situations

FIRE

- Determine what is on fire and the extent of the fire.
- Attempt to contain a small fire by utilizing available fire extinguishers if you are trained to do so.
    - Use fire alarm if beyond control or fire involves potentially explosive materials.
    - Call 911 to report the fire: describe the nature of the fire and the exact location of the fire.
    - Notify the Director and/or a CERT member.
    - Assist with orderly evacuation (see Evacuation Procedures). Faculty, staff, and students will evacuate to designated area, *keeping the entrances clear for emergency vehicles.*
    - Once in the area, faculty and staff are to try to account for all the persons who were in their area.
    - Notify the firefighters if you suspect that someone may be trapped in the building.
    - CERT members will remain to offer assistance to the fire department.

EXPLOSIONS

Explosions can be the result of accidents, natural disasters, or deliberate acts of terrorism.

- Pull the fire alarm to prompt evacuation of the building. Call 911 and report the explosion. Clearly describe the explosion and your exact location, including any information on injuries.
- Notify the College Director and/or a CERT member.
- Caution! There could be secondary explosions. Be alert for electrical hazards, gas leaks and toxic fumes.
- CERT members:
    - provide the medical assistance for which they are qualified
    - assist survivors who can move on their own to evacuate
    - search for any injured or trapped persons if conditions allow
    - offer assistance to emergency personnel

EARTHQUAKES

- During the earthquake, college employees should take charge and advise others to stay calm and practice good sense procedures.
- **Stop. Drop. Hold On. Keep people away from windows and glass doors.** People should protect themselves from falling debris by getting under a sturdy piece of furniture. Do not allow people to run outside.
- After the earthquake, determine if any injuries have occurred in your area. Provide First Aid if you are qualified, or find a CERT member who is qualified to provide First Aid.
- Determine if any damage has occurred in your area; in the event of arcing electrical circuits, gas leaks, toxic fumes, flooding, or any other major damage, clear the area of people and report the damage to the College Director and Physical Plant.

- Use college telephones ONLY to report emergencies; do not allow students to use college phones to call home.
- The College Director or his designee will determine whether the building should be evacuated.
- If the building is evacuated, no one is allowed to re-enter the building until the building is declared safe by qualified emergency personnel.
- Be prepared for aftershocks.
- CERT members:
  - provide the medical assistance for which they are qualified
  - assist survivors who can move on their own to evacuate
  - search for any injured or trapped persons
  - offer assistance to emergency personnel
- MSC Physical Plant will inspect:
  - structural soundness
  - electrical wiring
  - oil, gas, or other fuel systems
  - hazardous materials
  - water distribution
  - boiler and heating systems

Only authorized personnel will be allowed in a building during this inspection. All personnel assisting will function under the supervision of the College Director or designee, or CERT members.

BOMB THREATS

Always assume the threat is real; a bomb threat is a felony offense.

- When a report is received, the recipient will record complete information using the "Bomb Threat Questionnaire." Supervisors are responsible for being familiar with this form and keeping it available.
- *Do not pull the fire alarm to evacuate the building; this could cause a bomb to go off.*
- Call 911 and report the threat. The police will perform a security check of the building. **No one is allowed to re-enter the building until the building is declared safe.**
- Report the incident to the College Director and/or the CERT members.
- CERT members will quietly ask teachers with classes of students to check for any unusual objects in their classrooms, and request that all staff and faculty check their areas for any unusual objects.
- In the event that anything unusual is found, the College Director or designee will be notified and will decide if the building should be evacuated (in which case, normal evacuation procedures will be followed).
- It is important that the person who received the call be made available to the police for a follow-up investigation; make sure that this person immediately writes down everything they remember about the call, preferably on the Bomb Threat Questionnaire.

POWER OUTAGES

- The Director's Office attempts to determine the length of the power outage. The decision to cancel classes and/or close the campus will be made by the College Director or designee.
- In the event that classes are cancelled or that the campus is closed, CERT members will notify faculty, staff and students.
- Employees in computer labs, science labs, and shop areas are responsible for locking up these areas.

MEDICAL EMERGENCIES

- If the injury or illness appears serious (potentially life-threatening), and you are qualified to provide First Aid, provide aid and send another person to call 911 and notify a CERT member. Make sure that the person calling 911 understands the nature of the injury or illness and your exact location.
- CERT members will meet emergency personnel at the door of the building and direct them to the scene and help keep bystanders away.
- **College personnel will NEVER transport seriously injured or seriously ill person(s);** leave the transporting of injured or ill persons to the emergency personnel.
- First Aid kits and Latex gloves are located in the Student Services Office and Library.
- Report the injury or illness to the College Director so that a written report/incident report can be made.

HAZARDOUS MATERIAL

Hazardous Material Conditions: in these conditions, a chemical spill or a hazardous gas leak that presents a danger or potential threat to anyone has occurred.

- Assist evacuation in the location immediately affected by the escape of the hazardous material, and pull the fire alarm at the first opportunity to prompt evacuation of the building.
- Call 911. Describe the nature of the emergency including type of hazardous material if known, the exact location, and any information regarding injuries.
- If any injuries have occurred, provide First Aid if you are qualified; or notify a Level I CERT member to provide aid.
- Report the condition to the College Director.
- CERT members will be assigned to the entrance of the building to direct emergency personnel to the affected area and offer assistance.

CRIMINAL ACTIVITY

Criminal activity includes theft, physical assaults, sexual assaults, and the possession of weapons and/or illegal substances on Campus.

- Call 911. Do not take any unnecessary chances.
  - If you are the victim of a crime
  - If you observe a crime in progress
  - If you observe behavior which you suspect is criminal
- Report as much information as possible, including:
  - What happened, and the exact location
  - Time and date of the incident
  - The extent of any injuries, and whether this was a sexual assault
  - Who is involved, including a physical description of the person(s)
  - Whether or not weapons are involved
  - Vehicle description, including license # and direction of travel
- Notify the College Director or a CERT member.
- If there are injuries, provide First Aid if you are qualified, or notify a Level II CERT member to provide aid. If it is safe to move the victim, the victim should be helped to a

quiet, safe place such as one of the advisor's offices in Student Services, and given support until the emergency personnel arrive. If possible, the victim should to stay to give information to the police.

- If this is a sexual assault, immediate efforts should be made to provide the victim with a secure, private place and a same-sex advisor. The victim should be encouraged to wait *without washing* until the Sexual Assault Response Team arrives to aid the victim and preserve evidence.
- If the criminal activity concerns illegal substances, notify the College Director or a CERT member.
- Notify the College Director or a CERT member if you suspect that anyone on campus is carrying a gun into a building (except for law enforcement professionals). A student or employee found possessing a firearm can be disciplined according to UA policy.
- If a person on campus appears to be under the influence of drugs or alcohol, notify the College Director or a CERT member to ask the person to leave according to the procedures under the next section of this handbook: "Criminal Trespass."

CRIMINAL TRESPASS

In the event of criminal trespass where a person on campus becomes disruptive, or appears under the influence of drugs or alcohol, or if a person's behavior is likely to present a significant danger to him or herself, or to others, the following procedures are to be followed:

- DO NOT ATTEMPT TO RESTRAIN THE INDIVIDUAL. If the individual is directly in acute and immediate danger of his/her life or directly harming another, call 911 and notify the College Director or a CERT member immediately.
- If the individual is not in danger or putting another person at immediate risk, notify the College Director or a CERT member immediately. The College Director or designee will ask the person to leave the campus for a specified period of time (a day, or more). Only the College Director or designee can "suspend" a person from the campus.
- If the person refuses to comply with the College Director's request to leave, the person is in violation of the Criminal Trespass Statute. The College Director or designee will call the police to have the person arrested for Criminal Trespass.
- If the person appears to be intoxicated:
    - Tell the person s/he needs to go home, and that MSC will call a cab.
    - Try to walk the person to one of the advisor's offices in Student Services to be supervised while the cab is called.
    - If the person refuses the cab, and has a vehicle on campus, DO NOT attempt to restrain the person.
    - Attempt to identify the person's vehicle, license #, and direction of travel.
    - Call 911 with this information.

THREATS

- If a student, staff, or faculty member is threatened by a person while on campus, immediately call 911. Notify the College Director and/or a CERT member. The threatened person should go to a lockable, secure area, such as an advisor's office in Student Services, or the nearest securable area.

- If a person threatens a third person who is not present, the threatened person must be warned immediately, then make a report to 911, then make a report to the College Director and/or a CERT member. The threatened person, if on campus, should go to a lockable, secure area.
- If a threat is received over the phone, follow the same procedures and wait for the emergency personnel to arrive.
- The possession of a firearm on campus is considered a threat and must be reported to 911 and the College Director.

DOMESTIC VIOLENCE SITUATIONS

Domestic violence is the number one cause of serious injuries to women. Both men and women may be victims. If you suspect that a person on campus is in a domestic violence situation, be supportive and encourage the person to call the 24-hour crisis line of the Alaska Family Services 1-866-746-4080. Or contact one of the advisors in Student Services for referral information.

- **Domestic violence threats must always be taken seriously.**
- If you suspect that a student under the age of 18 is being abused by a parent or partner, call the **State Office of Child Services (OCS) at 1-800-478-4444** to make a report. Notify the College Director and the advisors in Student Services.
- If a person is directly threatened by a domestic partner on campus, call 911 and move the person to a lockable, secure area. Notify the College Director or CERT member.
- If a domestic violence threat is made to a third person, whether in person or over the phone, the threatened person must be warned immediately and removed from his/her usual area into a secure area. Call 911 and notify the College Director or a CERT member.
- If a Restraining Order is in effect, and the college is aware of it, we are obligated to call 911 if we see that the Restraining Order is being violated. If the person in violation of the Restraining Order has already left the campus, the violation must be reported as the authorities will still respond.
- A person against whom a Restraining Order has been filed is likely to be in violation if s/he follows the other person to campus or is waiting near campus grounds, so this must be reported to 911.

Active Shooter on Campus

Reduce Criminal Access to You

- Lock and barricade doors
- Stay out of sight
- Turn off lights and computer monitors
- Close window blinds
- Take cover behind heavy furniture
- Do not huddle with others - spread out in the room
- Do not tie up cellular telephone circuits except to report your situation to police

Call 911 - Give the Emergency Dispatcher

- Your location
- Number of occupants of the room

- Description of suspect(s)

Leaving a Secure Area

- A shooter will generally need to be stopped by an outside force such as Alaska State Troopers
- Consider your risks before leaving
- When in doubt, stay put and wait for instructions from emergency responders

What to expect from the Troopers

- Police will first work to stop the shooter
- Police will then seek and evacuate any wounded victims
- Police will then contact and identify everyone in the facility, arranging for medical care, interviews, and counseling
- Evidence of criminal activity will need to be gathered

If the Shooter Gains Entry to Your Area

- Create a strategy for action with those in the room with you
- Prepare to fight for your life: find something to be used as a weapon
- As a group you may need to attack and subdue the perpetrator
- Once he is incapacitated, kick any weapons away and update 911

DEATHS ON OR NEAR CAMPUS

Deaths are defined as either "attended" (deaths due to natural causes, ***and*** at which witnesses are present), or "unattended" (suicides, homicides, accidents, and deaths at which there were no witnesses). All deaths must be reported to the UAA System Office of Risk Services immediately.

Attended Deaths:

- Remember that no one on campus is qualified to pronounce a person dead. Call 911 immediately and either attempt First Aid or, if not qualified, notify a Level II CERT member to provide aid. Send someone to notify CERT members.
- CERT members
  - Secure the area to keep people away from the scene
  - Notify the College Director
  - Remain with the person until emergency personnel arrives
  - Wait at the door of the building to direct emergency personnel when they arrive

Unattended Deaths:

- Any unattended death is always initially considered a homicide. **It is imperative that the body and the scene not be disturbed and that no one is allowed into the area.**
- Keep people away from the area and send someone to call 911 and notify the College Director or a CERT member.
- Other than if it is necessary to check vital signs, do not touch the body.
- Do not cover the body as this can remove valuable evidence.
- CERT members

- Secure the scene by locking up the area or by posting members to secure as large an area as possible.
- Identify themselves to emergency personnel.
- If there is a witness to a suicide, homicide, or accident, encourage the witness to go into a quiet, safe area and be supportive until the police arrive.
- **DO NOT GIVE OUT ANY INFORMATION TO ANYONE.** Only the College Director or designee can issue information regarding the incident.
- The police, not a college employee, will notify family members.
- The police may keep the body at the scene to gather evidence for a period of 24 hours up to several days. Depending on the prominence of the area where the incident took place, the College Director may decide to close part of a building, or cancel or relocate classes.
- The advisor's in Student Services can provide referrals for follow-up services as needed.

WILDLIFE OR ANIMAL INCIDENT
Prevent wild animals from entering buildings by keeping exterior doors closed. Animals may pose physical hazards from bites and scratches, and alive or dead can spread disease. Avoid all contact with wild animals.

Contact includes:
Bite or scratch from an animal. Exposure of eyes, nose, mouth and non-intact (cut, scratched, burned, etc.) skin to animal blood or saliva.

To report a nuisance animal in a building or posing a threat:

- Notify a CERT member and call 911.
- Do not attempt to remove or disturb the animal.
- Depending on the circumstances, the CERT member may arrange to have the animal removed. It may be necessary to temporarily close an area while an animal is being removed.

If there has been potential contact with nuisance animal:

- Notify your supervisor and CERT member and call 911 immediately.
- Be prepared to tell 911 the following information:
  Your name, phone number and location from which you are calling.
  The nature of the incident (type of animal, animal behavior, injuries sustained).
- Use only reasonable attempts to contain the animal so that it may be captured and submitted for testing. Remove yourself and others from the space in which the animal is confined while making an effort to keep the animal contained. This may include closing doors so the animal cannot escape, but no such effort should be taken that could place you at a perceived risk. Do not try to capture the animal. Only designated persons should attempt capture.

SUICIDE THREAT
When someone says he or she is thinking about suicide, or says things that sound as though he or she is considering suicide, it can be very upsetting. You may not be sure what to do to help, whether you should take talk of suicide seriously, or if your intervention might make things worse. Taking action is always the best choice. Here's what to do.

Start by asking questions

The first step is to find out whether someone is in danger of acting on suicidal feelings. Be sensitive, but ask direct questions. Here are some things to ask:

- Are you thinking about suicide?
- Are you thinking about dying?
- Are you thinking about hurting yourself?
- Have you thought about how you would do it?
- Do you know when you would do it?
- Do you have the means to do it?
- How are you coping with what's been happening in your life?
- Do you ever feel like just giving up?

Asking about suicidal thoughts or feelings won't push someone into doing something self-destructive. In fact, offering an opportunity to talk about feelings may reduce the risk of acting on suicidal feelings. If you determine the person is planning to hurt themselves and/or

others you must contact the police. A referral to a mental health professional should be made in any case.

VOLCANOES

Volcanic ash is a caustic irritant, typically creating some amount of health risk and damage to property. Ash is heavy - 1-inch weighs about 10 pounds per square foot, so efforts will be needed to clear accumulation from building roofs.

If a volcano does erupt:

- Remain indoors during heavy ash fall periods
- Wear an N95 face mask when outdoors to reduce inhalation of ash particles
- As an alternative to a face mask, a wet cloth or bandana placed over the mouth and nose can help reduce exposure
- Contact lens wearers are advised to switch to eye glasses to reduce eye irritation from ash exposure
- Wear goggles for eye protection
- Wear long-sleeved shirts and gloves to protect skin; avoid bare skin contact with ash as much as possible

Physical Plant employees will shut down and seal building air intake vents to prevent ash from moving through the ventilation system.

The College Director will likely announce that the campus is closing. A telephone announcement and mass notification will go out with the instructions that the campus is closing and that we are evacuating.

I.T. Services may shut down the servers and phone systems.

APPENDIX A
Emergency Numbers

EMERGENCY:	**8—911**
POISON CONTROL:	8—1-800-222-1222
ALASKA STATE TROOPERS (Palmer):	8—745-2131
POLICE DEPT (Palmer):	8—745-4811
FIRE DEPT (Palmer):	8—745-3709
ANIMAL CONTROL (Palmer):	8—746-5500
MAT-SU REGIONAL MEDICAL CENTER:	8—861-6000
WOMEN'S RESOURCE & CRISIS CENTER:	8—746-4080
State Office of Child Services (OCS)	8—1-800-478-4444
24 HOUR CRISIS LINE (Sexual Assault & Abuse):	8—1-866-746-4080
PUBLIC ASSISTANCE:	8—376-3903
ROAD CONDITIONS INFORMATION:	8—511

APPENDIX B

CERT Assigned Evacuation Areas

CERT Member/ Department Staff	Building/ Area
Academic Affairs	Jamar Kerteula Building (JKB) west end
Business Office	Jamar Kerteula Building (JKB) east end
Library	Library Building
Student Services	Fred and Sara Machetanz (FSM)
Science Lab Manager	Snodgrass Hall (SNOD)
Theater Director	Glenn Massay Theater

Physical Plant personal responds where the emergency is located to determine if the fire department is needed.

APPENDIX C

Bomb Threat Questionnaire/Checklist

Exact words of threat:

_____

_____

_____

Time of call: _____

Sex: Male _____ Female ____ Adult ____ Juvenile ____ **Approximate Age**: _____ Years

Number where phone call was received: _____

Ask in order:

1. When will it explode? _____
2. Where is it located? _____
3. What does it look like? _____
4. What kind of bomb is it? _____
5. What will make it explode? _____
6. Did you place the bomb? _____ Why? _____
7. What is your name? _____
8. Where are you? _____

Caller's voice:

___ **Accent**	___ Deep	___ Female	___ Ragged
___ **Angry**	___ Deep breathing	___ Laughter	___ Rapid
___ **Calm**	___ Disguised	___ Lisp	___ Raspy
___ **Clearing throat**	___ Distinct	___ Loud	___ Slow
___ **Cracking voice**	___ Excited	___ Male	___ Slurred
___ **Crying**	___ Familiar, like: _____	___ Nasal	___ Soft
		___ Normal	___ Stutter

Background Sounds:

___ **Animal**	___ Factory machinery	___ Local	___ PA system
___ **Booth**	___ House	___ Long distance	___ Static
___ **Clear**	___ Kitchen	___ Office machinery	___ Street

Threat language:

___ **Incoherent**	___ Message read	___ Taped
___ **Irrational**	___ Profane	___ Well-spoken

APPENDIX D

Emergency Lockdown Procedures

There will be times when those on campus can be safer from an outside threat by locking themselves in a specific room or building. The administration will assess the option of a lock-down order based on the best information received.

The lockdown order will specify faculty and staff to:

- Direct students into, or stay in, lockable areas of campus
- Immediately lock all doors
- Direct everyone in your area to get on the floor and away from windows if possible; keep out of sight of someone looking in
- Ask and remind everyone to stay as quiet as possible
- Remain in lockdown position until emergency personnel arrive or an CERT member unlocks the door

The notice to lockdown will be facilitated by the MSC College Director or designee.

All staff and faculty are required to immediately comply with the lockdown order and are expected to aid in the orderly performance of lockdown procedures by students and student workers in their area.

APPENDIX E

Emergency Procedures in Case of Classroom Illness or Injury

ALL INSTRUCTORS PLEASE READ:

Emergency assistance for an employee or student who has:

- passed out (fainted)
- is unconscious
- has difficulty breathing for any reason
- is experiencing chest pains
- is confused/disoriented
- is bleeding profusely

Call 911 immediately (please note that from an MSC office phone, this would be 911, 8-911, or 9-911).

Contact Physical Plant at extension (**9789** or **745-9789),** they will contact others to help with the situation. If it's after 5:00 pm they will then call either the College Director at home or if urgent 911 and then the director.

If there is a situation that does not appear to be an immediate medical emergency: the ill or injured person is conscious, skin color looks good, and breathing appears to be normal, call Physical Plant first.

Every semester, make note of the location of the telephone in your classroom. Most students and instructors have cell phones, from which you can dial emergency services (911).

> ***Note:*** *You will never be penalized for calling Emergency Medical Services. Let trained emergency medical personnel make the decision whether or not the individual requires emergency treatment.*

APPENDIX EE

Abridged PWSC Community Campus Plan.

PRINCE WILLIAM SOUND COLLEGE

UAA

EMERGENCY MANAGEMENT PROGRAM
UNIVERSITY OF ALASKA PWSC

TABLE OF CONTENTS

Basic Plan Overview: 3

Executive Summary
Acknowledgements
Distribution List
Record of Revision

PART I – BASIC PLAN

Section 1: Overview 7

Purpose & Scope
Authorities
Situation & Assumptions
Emergency Response Priorities
National Incident Management Systems (NIMS) & the Incident Management System (ICS)

Section 2: Concept of Operations 13

Emergency Operations Plan (EOP) Activation
Activation Authority
Levels of Emergency
Emergency Management Structure
Incident Command System (ICS)
Command Post
Unified Command
Incident Action Plan
Incident Documentation, Media Relations & Deactivation
Recovery Plan
Campus Community: Roles & Responsibilities

Section 3: Emergency Management Training 22

Section 4: Plan Development and Maintenance 25

Plan Oversight Structure
Plan Review

PART II – FUNCTIONAL ANNEXES

A. Emergency Response Priorities
B. Incident Command Structure/Incident Management Organization/PWSC Succession of Authority/ICS Position Checklists

C. Communication Plan
D. Emergency Telephone Tree Procedures
E. Campus Evacuation Guidelines, Checklists and Sign
F. Room and Location Plans and Maps
G. Valdez Student Housing Emergency Shelter Operations Plan
H. Removed (redundant)
I. Utility Shut Off Procedure Valdez Campus
J. Fire Watch
K. Safety Data Sheets Policy and Procedure
L. Emergency Hospital / Clinic Treatment & Transport Policy
M. Outdoor Leadership ODS Standard Operating Procedure

PART III – HAZARD ANNEXES – PWSC Incident Specific Action Plans

1. Active Shooter/Violent Threat on Campus . A.L.I.C.E .
2. Bomb Threat
3. Disorderly or Hostile Person
4. Earthquakes
5. Emergency Campus Closure
6. Fire Alarm
7. Missing Student Notification
8. Museum Disaster
9. Public Health Emergency-Pandemic Flu, Airborne Coronavirus Pandemic
10. Peaceful Assembly
11. Shelter in Place Procedures
12. Suspicious Package/Substance
13. Tsunami
14. Volcanic Ash Fall

PART IV – APPENDIXES

a. City of Cordova Emergency Operations Plan
b. City of Cordova Jr/Sr High School Emergency Procedures
c. Copper River Regional SCERP Draft
d. Copper River Region LEPC Small Community Information Tool Kit
e. Copper Basin School District Emergency Guide
f. Copper Basin Extension Site Disorderly or Hostile Person
g. Copper Basin Extension Site Emergency Closure

BASIC PLAN OVERVIEW:
Executive Summary

This Emergency Operations Plan (EOP) is designed to provide the Prince William Sound College (PWSC) with a management tool to facilitate a timely, effective, efficient, and coordinated emergency response. It is based on integrating with the University of Alaska emergency response resources and those of other government emergency response agencies. The College will rely heavily on the Cities of Valdez and Cordova, Alaska and the State of Alaska to provide resources and expertise for law enforcement and fire services.

PWSC is located in Valdez, Alaska and is part of the University of Alaska system which is made up of three major administrative units (MAUs) located in Fairbanks (UAF), Anchorage (UAA) and Juneau (UAS). Each of these MAUs have community campuses; PWSC is a community campus of UAA and as such reports to the UAA administration.

The EOP uses the National Incident Management System-Incident Command System (NIMS ICS) for managing response to emergencies and disaster events and is intended to be fully NIMS compliant.

The Incident Command System (ICS) is designed to be used for all types of emergencies and is applicable to small day-to-day emergency situations as well as large and complex disaster incidents. ICS provides a system for managing emergency operations involving a single agency within a single jurisdiction; multiple agencies within a single jurisdiction; and multiple agencies from multiple jurisdictions.

The organizational structure of the ICS may not resemble the day-to-day organization of the college. Employees may report to other employees to whom they do not usually have a reporting relationship. Furthermore, as the severity of the incident increases, employee assignments may change in the ICS organizational structure. This means that an employee's position in the ICS structure may change during the course of a single incident.

The EOP consists of a basic plan (this document), functional and hazard specific annexes, and appendixes. The Basic Plan and subsequent functional and hazard annexes are based on an all-hazard approach and acknowledge that most responsibilities and functions performed during a major emergency are not hazard specific. The EOP is part of a larger integrated Emergency Management & Continuity Program at PWSC that focuses on mitigation, recovery, preparedness, continuity, and response activities.

The PWSC Emergency Management & Continuity Program is responsible for the overall development and maintenance of the EOP. The plan is based on the fact that PWSC and local governments (e.g., the City of Valdez and the State of Alaska) have primary responsibility for emergency response and operations for emergencies that occur on the college campus. Operations are designed to protect lives, stabilize the incident, minimize property damage, protect the environment, and provide for the continuation and restoration of essential services.

The plan provides a framework for emergency preparation, response and recovery efforts. Leadership, preparation, good judgment and common sense by personnel directing these efforts

will determine the effectiveness of the overall emergency program. Given the nature of some emergencies, Unified Command or the Incident Commander may alter the plan for more effective response or to accomplish strategic priorities.

ACKNOWLEDGEMENTS

The PWSC EOP is based on an EOP written by the University of Oregon with adaptations from the University of Alaska Anchorage's EOP, City of Valdez EOP, inserts from the FEMA website and many other resources who are credited throughout this document.

The UO EOP was chosen for its simplistic approach and for how closely it follows what PWSC and the UA is subscribing to with our own emergency preparedness, training and response efforts. This speaks volumes to the fact that the NIMS and ICS systems are universal, regardless of your location. Thanks to Krista Dillon of the UO for allowing us the use of their EOP as a model.
04/2013

Plan Distribution List

The Emergency Operations Basic Plan is distributed to PWSC departments and auxiliaries, University of Alaska Emergency Management, University of Alaska Anchorage Emergency Management, City of Valdez, City of Cordova and other agencies involved in the plan as needed.

Date	Department or Agency	Type	Room Location	Book#
5/2021	College Director	Master	141A	1M
5/2021	Assistant to the College Director	Master	141	2M
5/2021	Dir of Admin Services	Master	131A	3M
5/2021	Dir of Student & Academic Affairs	Master	122	4M
5/2021	Facilities Maintenance Shop	Master	153	5M
5/2021	Allied Health	Master	150	6M
5/2021	EOC PWSC	Master	139A	7M
5/2021	Career and Tech Coordinator	Master	152A	8M
5/2021	EOC Planning Chief	Master	152F	9M
5/2021	Copper Basin Extended Site Coordinator	Electronic		
5/2021	Cordova Extended Site Coordinator	Electronic		
5/2021	CTE Construction	Basic	166	1B
5/2021	Admin Serv and Academic & Student Affairs	Basic	124H	2B
5/2021	Health and Fitness Center	Basic	113	3B
5/2021	Whitney Museum	Basic	101A	4B
5/2021	Housing Dorms	Basic	Pioneer St	5B
5/2021	Millwright	Basic	Fidalgo St	6B
5/2021	UA Police Dept, Readiness Coordinator	Electronic		
5/2021	City of Valdez	Electronic		

Record of Revision

8/14 – Revised Table of Contents and Appendices and Annexes to properly label documents.
1/15 – Revised Table of Contents; Phone locator map; Position titles; Update phone tree contact list; Utility Shutoff Procedures update
8/15 – Command Post ICS language, PWSC title change
1/16 – Logo Change, Addition of SDS Policy
3/16 – Addition of ODS SOP, Addition of Copper River School District Emergency Guide
01/18-Revised Plan Distribution list, updated phone tree contact list, revised cover sheet, Hazard Index-Communications , Hazard Index 8-Museum, Section 10 ODS SOP, Hazard Index 9 Pandemic Flu, Functional Annex G Shelter, Hazard Index 3 Disorderly or Hostile person,
5/21-Revised Distribution List, PWSC Operations Plan, Section 3: Emergency Management Training, Section 4: Plan Development and Maintenance, Hazard Index 4-Earthquake Response, Hazard Index 9-Pandemic response, Section 10: DH PER Outdoor & Adventure P&P, Annex G-Shelter Operations, Communication Plan: Telephone numbers, Functional Annex J-Fire Watch, Section 12 Cordova, new website link

SECTION 1: OVERVIEW

Purpose & Scope:

The purpose of the Prince William Sound College (PWSC) Emergency Operations Plan (EOP) is to provide basic policy, procedure and structure for the response to emergencies or incidents on any PWSC campus. To help identify hazards both natural and human caused and to prevent loss of life and the preservation of property, college assets and the environment. Additionally the EOP provides a guide for the continuity of critical services.

The EOP is a guide and as such should not restrict or limit good judgment and common sense.

The EOP strives to meet National Incident Management System (NIMS) and Incident Command System (ICS) requirements. This allows the EOP to coordinate effectively with other jurisdictions during any response, such as University of Alaska & Valdez Police and Fire.

This plan is intended to augment the University of Alaska, Anchorage EOP and the City of Valdez, Alaska EOP.

Developing, maintaining and exercising the EOP will empower campus responders and the college community during an incident to act quickly, knowledgeably and with confidence. This EOP outlines the roles and responsibilities for staff, faculty, students and others during an incident.

The EOP is a campus level plan covering the Valdez, Alaska campus. The intent of the EOP is to address a comprehensive list of hazards / vulnerabilities that could affect the PWSC campus community. Extension sites located in Glennallen, and Cordova, Alaska have and will continue to develop separate hazard specific response plans (See *Appendixes a-h)*. However, this EOP also guides the procedure for incident management at those locations.

This EOP is the official Emergency Operations Plan for PWSC and supersedes previous plans and precludes employee actions not in concert with the intent of this plan, or the emergency organization created by it. Nothing in this plan shall be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered by the elements of the plan or any appendices hereto.

This EOP and organization shall be subordinate to State or Federal plans during a disaster declaration by those authorities.

Authorities:

The PWSC Emergency Operations Plan is promulgated under the authority of the PWSC Director, University of Alaska Board of Regent's Policy & Regulation: *Chapter 02.05. Crisis Planning, Response and Communication,* the State of Alaska: *Statute AS 26.23.040* & *Administrative Order No. 170*, and the Department of Homeland Security 2004 mandates.

The PWSC Emergency Operations Plan incorporates operating procedures from the "National Incident Management System" (NIMS) and "Incident Command System" (ICS) for handling emergencies resulting from both manmade and natural disasters including but not limited to: fires, floods, storms, earthquakes, hazardous materials, incidents, and other potential disasters.

The PWSC Emergency Operations Plan utilizes the NIMS and ICS standards consistent with Administrative Order No. 170 signed by Governor Knowles in 1997, as well as Department of Homeland Security 2004 mandates. This administrative order directed the adoption of the National Incident Management/Incident Command System (NIMS/ICS) as the state command and control system for emergency response and recovery and that NIMS/ICS be incorporated into all emergency plans for state agencies prepared under state law.

The National Incident Management System (NIMS), a nationwide standardized approach to incident management and response. Developed by the Department of Homeland Security, NIMS establishes a uniform set of processes and procedures that emergency responders at all levels of government will use to conduct response operations.

Situation & Assumptions:

Valdez Campus

The PWSC Valdez campus located in rural Alaska on the north east coast of Prince William Sound, approximately 320 rural highway miles from Anchorage, the nearest major community and the UAA campus. Valdez and Anchorage are approximately 45 minute by commercial flight. Valdez is the terminus of the 800 mile long Trans - Alaska Pipeline.

The Valdez Campus relies on the City of Valdez Police & Fire for basic first response to all emergencies.

The Valdez campus consists of a main building for instruction, labs, fitness center, museum, and administration, three apartment buildings for student housing, a facilities warehouse and an industrial shop used for vocational instruction. Viewed as the local representation of the University of Alaska, or the State of Alaska in general, it is a potential target for terrorists and fringe groups with radical ideals. In the same community, the terminus of the Alyeska Pipeline Service Company's oil pipeline is also a facility of concern for terrorism and industrial accidents.

PWSC Valdez has an average student population of approximately 50-60 physically on campus during peak classroom hours, campus staff and faculty population of approximately 40 and residents occupying Student Housing ranging from 20-40 depending on many varying factors.

Cordova Extension Site

The Cordova Extension Site is located on the southeast coast of Prince William Sound and on the north shore of the Gulf of Alaska. This community is only accessible by air or water and is very isolated from support services both from the main campus in Valdez and other neighboring cities in Alaska.

PWSC Cordova classrooms and administration are located in leased space at the Cordova High School. This extended site will utilize the Cordova School District Emergency Plan and the City of Cordova Police & Fire for all emergency services. PWSC staff & faculty population at this location is approximately 1-5. Student population will fluctuate and pose a unique situation where a very high percentage of these individuals will be students of both the college and the school district.

For the City of Cordova and the Cordova School District Emergency Operations Plan *See Appendix (a) and (b).*

Emergency communication with this site is addressed in the PWSC Crisis Communication Plan. (*See Functional Annex C*)

Copper Basin Extension Site

The Copper Basin Extension Site is located inside the Copper River School District building in Glennallen approximately 120 miles north of Valdez and 200 miles northeast of Palmer and the Anchorage area. This campus also serves several rural villages in the Copper River Basin region via several distance delivery methods.

Glennallen relies on the Alaska State Troopers, a volunteer fire department and a private health clinic, and Copper River Native Association for basic emergency services. Response times could vary from minutes to several hours. Staff and faculty would number approximately 1-4 and on campus students from 0-35. This extended site will utilize the Copper River School Emergency Response Manual, *Appendix (e),* State of Alaska agency resources, and the Copper River Region LEPC Small Community Plan for all emergency response.

For the Copper River Regional Small Community Plan Information see *Appendix (c)*. For the Copper River Region LEPC Small Community Plan see *Appendix (d)*. Emergency Communication with this site is addressed in the PWSC Emergency Communication Plan. (*See Functional Annex C).*

Floor plans and area maps of all sites can be found in *Functional Annex F*.

Assumptions:

The vast region of Alaska served by PWSC is vulnerable to many natural hazards including severe weather, earthquake, tsunami, avalanche, flooding, volcanic activity, disease, epidemics, and other hazards. Additionally PWSC, particularly the Valdez campus, with the terminus of the Trans-Alaska Pipeline is susceptible to hazardous material incidents caused by human error or accident and potential terrorist attack.

Rural Alaska communities experience a high rate of incidents such as domestic violence, sexual assault, suicide, alcohol / substance abuse and workplace violence. The PWSC campuses are vulnerable to these potential violent acts or having members of our college community victimized by these crimes. Many of our students and staff find the college and university a source of support for all aspects of their lives meaning that these events could be brought on campus by the victim and not necessarily the perpetrator. These facts make it likely that these acts could disrupt the college mission ranging in degree from horrific to referring a student to other support agencies.

Valdez was the site of a catastrophic earthquake event that occurred in 1964. Based on the situations that resulted from this event the following assumptions could be made if a similar large scale emergency should occur in the PWSC region. These assumptions were used to develop this EOP.

- Interruption or loss of utilities including, electrical power, fuel delivery, water, sewer, telephone, cell phone service, etc. (*See Emergency Utility Shut Off Procedures*, Functional Annex I),
- Road closure in and out of Valdez, loss or damage to highway, streets, bridges, etc.,
- Airport damage disrupting or closing air service to the community,
- Building and structural damage to the college, homes and businesses,
- Injury or loss of life casualties,
- Displacement of people,
- Unsafe conditions and toxic environments,
- Delivery of supplies, groceries, medical supplies, etc. may be delayed for a few days or longer,
- Contact with families and homes may be interrupted,
- Loss of internet / data,
- The College may need to shelter students and staff (See *Student Housing Emergency Sheltering Operation Guide*, Functional Annex G),
- The College IMT will need to assemble, initiate the EOP and the Campus Command Post (CP) while emergency conditions exist, and
- Establishing communications will be a high priority for the Campus Command Post.

Due to the remoteness of our geographical isolation, following a disaster, response from State and Federal resources may be several hours to days delayed. The campuses of PWSC must be prepared to protect and serve its populations and assets for an extended period of time until other support services become available. The general public in these communities should be prepared to be self-sufficient for the first seven (7) days after an event.

Emergency Response Priorities:

Priorities for all emergency response at PWSC are as follows:

1. Protection of life
    a. Emergency response personnel
    b. At risk people
    c. General public

2. Stabilization of the event
    a. Bring the situation to a point of order
    b. Determine course of action
    c. Prevent the incident from expanding
    d. Isolate the scene and deny entry

3. Protect the Environment
    a. Confine, contain or neutralize hazardous materials that may be released
    b. Ensure, to the extent practical, that emergency response efforts do not adversely impact the environment

4. Protect University Property
    a. Facilities used for emergency response are high priority
    b. Facilities necessary for shelter and care of students are a high priority
    c. Facilities used for education and operational purposes
    d. Critical College records, collections such as the Whitney Museum and other assets

5. Restoration of critical services, education and research programs
    a. Services necessary for emergency response are of high priority
    b. Services critical to the wellbeing of students are of high priority
    c. Services critical to the integrity of educational services and college programs

See also *Emergency Response Priorities*, Functional Annex A.

National Incident Management System (NIMS) and the Incident Command System (ICS):

This EOP follows and uses the NIMS and ICS systems to manage emergencies and events. The following overviews are excerpts from FEMA:

The National Incident Management System (NIMS) provides a systematic, proactive approach to guide departments and agencies at all levels of government, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life and property and harm to the environment.

Incident Command System (ICS) Overview

The Incident Command System (ICS) is a standardized, on-scene, all-hazards incident management approach that:

- *Allows for the integration of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure.*
- *Enables a coordinated response among various jurisdictions and functional agencies, both public and private.*
- *Establishes common processes for planning and managing resources.*

ICS is flexible and can be used for incidents of any type, scope, and complexity. ICS allows its users to adopt an integrated organizational structure to match the complexities and demands of single or multiple incidents.

ICS is used by all levels of government—Federal, State, tribal, and local—as well as by many nongovernmental organizations and the private sector. ICS is also applicable across disciplines. It is typically structured to facilitate activities in five major functional areas: Command, Operations, Planning, Logistics, and Finance/Administration. All of the functional areas may or may not be used based on the incident needs. Intelligence/Investigations is an optional sixth functional area that is activated on a case-by-case basis.

As a system, ICS is extremely useful; not only does it provide an organizational structure for incident management, but it also guides the process for planning, building, and adapting that structure. Using ICS for every incident or planned event helps hone and maintain skills needed for the large-scale incidents.

SECTION 2: CONCEPTS OF OPERATIONS

Emergency Operations Plan (EOP) Activation:

This plan is activated whenever emergency conditions exist in which immediate action is required to:

- Save and protect lives,
- Prevent damage to the environment, systems and property,
- Initiate Incident Command System (ICS) and develop an appropriate organizational structure to manage the incident,
- Coordinate communications; (See *Communications Plan,* Functional Annex C),
- Provide essential services,
- Temporarily assign university staff to perform emergency work,
- Invoke emergency authorization to procure and allocate resources, and
- Activate and staff the Command Post (CP)

Activation Authority

Upon determination that a state of emergency exists, the most qualified and experienced employee, based on the current incident/ICS, shall activate the IMT and the Command Post as determined by the level of emergency.

Command Authority

Incident Command (IC) will be determined by the highest ranking campus administrator or IMT member available, this administrator will assign the IC. Determination should be based on incident management experience and ICS knowledge not necessarily on rank. The IC will assume Command Post management authority, notify UAA IMT and will activate elements of the EOP as necessary. (See *PWSC Succession of Authority,* Functional Annex B).

Levels of Emergency

Following the University of Alaska Anchorage EOP model (See *Appendix i)*, there are three levels of emergency, Level 1, 2, and 3. These levels of operation have been identified, relative to the magnitude of .the emergency:

Level 1 ("Standby/Alert"): The emergency includes incidents that can be managed using normal response operations. The Command Post is not activated, but appropriate Command Post personnel are informed and placed on alert status. The IMT is notified and prepares to respond.

Level 2 ("Partial Activation"): The emergency can no longer be managed using normal procedures. The Command Post is partially activated, i.e. some, but not all positions are filled, to coordinate and support the response to the incident. The Command Post staffing decisions are made by the IC, and depend on the circumstances surrounding the event.

Level 3 ("Full Activation"): A major emergency, such as an earthquake or significant terrorist event. The Command Post is activated in either its primary or secondary location. All or most Command Post positions are activated. All emergency personnel should report for duty. A campus proclamation of emergency is declared during a Level 3 emergency.

Emergency Management Structure:

Emergency response activities at PWSC follow the National Incident Management System (NIMS) and the Incident Command System (ICS). The following describes the various components of the Emergency Management structure (See Functional Annex B for full description of position roles and responsibilities).

UA Emergency Policy Group / UAA Incident Management Team (UAA IMT)

The Policy Group provides direction in making strategic policy decisions for any incident that impacts the university's ability to meet its mission of teaching, research, and public service. The Policy Group is chaired by the President of the University of Alaska with delegation to the MAU Chancellors for their local and community campuses and ultimately report to the UA President. An assemblage of UAA officials is appointed by the UAA Chancellor or UAA Vice Chancellor of Administration to advise and assist in making major emergency-related policy decisions. The Chair of this Policy Group may declare a state of emergency throughout the UAA system or officially downgrade the state of emergency to a business-as-usual state, cancels planned leaves and vacations for Level 2 or 3 emergencies and makes recommendations on canceling or delaying classes and university operations.

In an emergency the PWSC College Director will inform the UAA Chancellor's Cabinet and/ or the UAA IMT of the nature of the incident and will be advised by this group on all major emergency decisions, approves action plans, authorizes and delegates authority for an effective response.

(See Appendix 4: *UAA EOP* for UA Incident Command System for the list of Policy Group members)

PWSC Incident Management Team

The EOP follows the structure of the Incident Command System (ICS) for managing a response. There are four functional areas in the ICS structure:

1. Campus Incident Management Team (IMT)
2. Incident Commander (IC)
3. Command Staff
4. General Staff

The IMT generally assumes all of the Command and General Staff positions. The Incident Commander supervises the Command Staff and General Staff and is responsible for all emergency response activities and efforts.

In most Level 3 and all Level 2 emergencies, the Incident Commander, Command Staff, and Section Chiefs in the General Staff will report to the Command Post if activated.

See also the Incident Command Structure/Incident Management Organization Chart Functional Annex B.

Incident Commander

The Incident Commander (IC) manages all emergency activities, including development, implementation, and review of strategic decisions.

- The Incident Commander has the authority for all emergency response efforts and serves as supervisor to the Public Information Officer (PIO), Liaison Officer, Safety Officer, Command Post director and support staff, Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance & Administration Section Chief.
- The Incident Commander is responsible for the overall management of the incident and all activities/functions until the IC delegates and assigns them to Command or General Staff depending on the complexity of the event.
- The Incident Commander communicates closely with the PWSC and UAA Administrations.
- The IC determines the location of the Command Post. If the event continues to expand and the Command Post (CP) is activated, then the IC and CP staff and functions would move to the Command Post.

The Incident Commander is responsible for the following tasks:

- Providing overall leadership for incident response,
- Assessing incident situation,
- Establishing incident objectives,
- Developing the Incident Action Plan (in conjunction with General Staff Section Chiefs when General Staff is activated),
- Initiating Incident Command System: developing an appropriate organizational structure and delegating authority (e.g. ICS staffing) /functions to others,
- Authorize release of information to the news media and general campus community,
- Approve requests for additional resources, and
- Keeps Administration informed of incident status.

Deputy Incident Commander

The Deputy Incident Commander performs specific tasks as requested by the Incident Commander. May be designated to:

- Perform the incident command function in a relief capacity and
- Represent an assisting agency that shares jurisdiction.

The Incident Commander (IC) will vary depending on the situation at hand. The IC may not always be the highest ranking individual at the college but rather an individual with the specific skills, knowledge base, and training needed to respond to the specific situation. This person ideally should be trained as a FEMA recognized Type 3 All- Hazard Incident Commander.

When an incident occurs the initial Incident Commander will be established from the responding resources on-scene and communicated to the PWSC administration or IMT. During a more complex incident, a person with higher qualifications may be identified by the IMT. The on-site PWSC IC will provide a situation status briefing to an incoming IC assuming command. Incident command may be carried out by a Unified Command established jointly by units and/or agencies that have direct functional or jurisdictional responsibility for the incident.

Command Staff

Command Staff report directly to the Incident Commander. Positions include the Public Information Officer, Liaison Officer, and Safety Officer.

Public Information Officer (PIO)

The PIO is responsible for relaying incident related information to the public and media and with other agencies. This position is always activated in Level 2-3 emergencies and as needed in Level 1 situations.

Liaison Officers

The Liaison Officers are responsible for coordinating with external partners, such as city, state, or federal agencies, and public and private resources groups, as well as internal university groups such as the extension campuses and the UAA campus.

Safety Officer

The Safety Officer monitors, evaluates and recommends procedures for all incident operations for hazards and unsafe conditions, including the health and safety of emergency responder personnel. The Safety Officer is responsible for developing the site safety plan and safety directions in the Incident Action Plan (IAP).

General Staff

The General Staff is comprised of four sections:

1. Operations
2. Planning
3. Logistics
4. Finance and Administration

Each section is headed by a Section Chief and can be expanded to meet the resources and needs of the response. Section Chiefs report directly to the Incident Commander.

Operations Section

The Operations Section is responsible for managing all incident specific operations of an emergency response, including:

- Developing operational components of the IAP
- Determine needs and request additional resources
- Report information about special activities, events, and occurrences to the IC

The Incident Commander will designate the Operations Section Chief. Operations Section Chiefs will be assigned based on the type of incident.

Planning Section

The Planning Section is responsible for collecting, monitoring, evaluating, and disseminating information related to the response effort. They are responsible for the development, maintenance and distribution of the Incident Action Plan (IAP).

Logistics Section

The Logistics Section is responsible for procuring supplies, personnel, and material support necessary to conduct the emergency response (e.g. personnel call-out, equipment acquisition, lodging, transportation, food, etc.).

Finance Section

The Finance Section is responsible for purchasing and cost accountability relating to the response effort. This section documents expenditures, purchase authorizations, damage to property, equipment usage, and vendor contracting, and develops FEMA documentation.

Command Post (CP):

Emergency situations that require extensive coordination of resources, personnel, and information sharing will be managed in part or in full from the Command Post (CP).

The Command Post is the centralized facility where emergency response and recovery activities are planned, coordinated, and delegated. The CP will operate on a 24 hour, 7-day basis during extended events with rotating shifts until the emergency is over. The Incident Commander determines when the incident no longer needs coordination from the CP. Normal shift rotation is 12 hours on, 12 hours off.

CP Locations

PRIMARY: PWSC College Director's Office, Valdez Main Campus Building room # 139

SECONDARY: Room 153

CP Activation

The CP will be activated during any situation that requires the immediate coordination of multiple college departments. The highest ranking PWSC administrator has the authority to activate the Command Post. If this administrator is unavailable, the Succession of Authority (See *Functional Annex B*) shall be used. The degree to which the Command Post is activated depends on the need for coordination and communication between internal and external interest and the level of emergency. Once the Command Post is activated, the IMT reports immediately to the Command Post.

Planning Section staff are responsible for preparing the Command Post facility for operation and checking staff into the Command Post. The IC will determine which college staff will report to the Command Post and which staff report to their normal workstations to coordinate response efforts. Command Staff and General Staff are required to check-in with Planning Section staff upon arrival at the Command Post. If a staff member is unavailable in an emergency, Planning Section staff will coordinate with the Incident Commander to designate alternate staff positions based on the need.

Unified Command (UC)

Unified Command is used when more than one agency within the incident jurisdiction or when multiple jurisdictions are working together to respond to an incident. In many emergency situations the college will work in a Unified Command with the City of Valdez.

In a Unified Command with the city, PWSC Administration will determine who will serve as the Joint Incident Commander representing the college.

The City of Valdez Fire/EMS will assume the role of Lead IC for any fire, special rescue, EMS, mass casualty incident, or hazardous materials event that requires their resources to respond. The City of Valdez Police Department will assume Lead IC for any event that requires their response. When both City of Valdez Fire/EMS and the Valdez Police Department respond to the same incident they will determine who IC is or if a Unified Command approach is needed. In some cases a college official may be requested to participate as a Joint Incident Commander in the Unified Command.

PWSC IMT members and other appropriate personnel and resources would be integrated into ICS positions under the Unified Command. At the very least the need for a Liaison Officer from the college should be anticipated, and under most circumstances, will be requested.

Transfer of Command

Transfer of command is the process of moving the responsibility for incident command from one Incident Commander to another. Transfer of command may take place for many reasons, including:

- A jurisdiction or agency is legally required to take command,
- Change of command is necessary for effectiveness or efficiency,

- Incident complexity changes,
- There is a need to relieve personnel on incidents of extended duration,
- Personal emergencies (e.g., Incident Commander has a family emergency), and
- PWSC Administration directs a change in command

A main feature of ICS is a procedure to transfer command with minimal disruption to the incident. This procedure may be used any time personnel in supervisory positions change. The following three key procedures should be followed whenever possible:

- The transfer should take place face-to-face.
- The transfer should include a complete briefing.
- The effective time and date of the transfer should be communicated to all personnel who need to know, both at the scene and elsewhere.

The transfer of command briefing should always take place. The briefing should include the following essential elements of information:

- Situation status,
- Incident objectives and priorities based on the IAP,
- Current organization,
- Resource assignments,
- Resources ordered and in route,
- Incident facilities,
- Incident communications plan,
- Incident prognosis, concerns, and other issues, and
- Introduction of Command and General Staff members.

Incident Action Plan

An Incident Action Plan (IAP) is a written or verbal strategy for responding to the incident developed by the Incident Commander and Section Chiefs in the General Staff. A written IAP is not required for smaller incidents. In those cases the Incident Commander can verbally communicate response strategy to the IMT and other responding resources.

In larger emergency situations a written IAP will be more effective. A written IAP should be considered when:

- Two or more jurisdictions are involved in the response
- A number of ICS organizational elements are activated (typically when General Staff Sections are staffed)
- A HazMat incident is involved (required)

Developing an Incident Action Plan

In larger emergency situations the Incident Commander and Section Chiefs in the General Staff will meet immediately to develop the Incident Action Plan (IAP). The Planning Section Chief is responsible for the writing, maintenance, and distribution of the IAP.

The Operations Chief will delineate the amount and type of resources needed to accomplish the plan. The Planning Section, Logistics Section, and Finance & Administration Section will have to work together to accommodate those needs.

The IAP will include standard forms and supporting documents that convey the Incident Commander's intent and the Operations Section direction for the accomplishment of the plan. The Planning Section will communicate with other section's Chiefs any materials and documentation needed to develop the plan. The Incident Commander approves the written IAP.

Copies of the IAP are distributed to the Policy Group and members of the IMT. The IAP should be conveyed to all resources on scene. A briefing prior to each shift should be held to communicate the IAP to everyone involved in the incident.

In a Unified Command situation the Joint Incident Commanders will work together and with Command and General Staff to develop the IAP.

Implementing the Plan

The Operations Section is in charge of implementing components of the IAP. The Operations Section Chief will meet with supervisors of tactical resources to brief them on the plan and delineate their respective assignments.

The Operations Section has the authority to make appropriate adjustments to the plan as needed to meet the plan objectives in the most efficient manner possible. Changes should be communicated to the Incident Commander and Planning Section Chief and documented in the ICS 214.

A series of forms found in the IAP will assist the IMT in documenting and communicating information related to the incident.

Incident Documentation

It is important that the incident be properly documented throughout the response effort. Forms for documenting information will be provided by the Planning Section with the Incident Action Plan (IAP). Thorough documentation will:

- Involve tracking key decisions and actions implemented and made as the incident progresses,
- Ensure information is transferred accurately during shift changes,
- Inform the After-Action Report (AAR) that will be compiled once the incident has been resolved, and
- Assist in reimbursement measures taken after the incident has been resolved.

Media Relations

The Public Information Officer is responsible for delivering press releases to members of the media at a predetermined location and time. These press releases should be announced and scheduled in advance so the media is prepared. All press releases must be approved by the Incident Commander and coordinated with other agencies to ensure a unified message.

Deactivation Process

The Incident Commander decides when the situation is under control and the PWSC Incident Management Team (CIMT) can be deactivated. Deactivation requires two key functions:

- Demobilization of Response Units (General Staff Sections)
- Documentation of Incident [i.e., After Action Reports (AAR)]

The Planning Section oversees the preparation of demobilization planning and collection of incident documentation.

Demobilization of Response Units

The Incident Commander meets with Section Chiefs to develop a demobilization plan for the General Staff Sections. Section Chiefs are responsible for overseeing the demobilization of their respective sections.

Documentation of Incident

After the incident has been resolved, an After-Action Report (AAR) will be compiled to include information about the incident, the response actions taken, and lessons learned. The AAR is developed by the Planning Section. Information for the AAR will be gathered from the members of the IMT and other response team members. The AAR will serve as the official record describing the incident and the college's response efforts. The lessons learned will be used to update the EOP and will be incorporated in future college training exercises.

Additional documentation required for insurance, FEMA, and disaster assistance purposes will be organized by the Finance and Administration Section.

Campus Recovery

Some situations may cause the campus to cease some or all college operations. In situations when college operations have been shut down, the first step to recovery is to ensure that the campus is safe and secure. The second step will be to restore campus facilities and grounds. The third step will be for the Policy Group to determine when and how to return to normal campus operations.

The PWSC Director will be responsible for starting the recovery process while emergency response activities are still being implemented. The PWSC Director works closely with UA Emergency Management Staff, the UA & UAA Policy Group, UA General Council and government agencies in the recovery process.

SECTION 3: EMERGENCY MANAGEMENT TRAINING

This section describes the University's efforts to develop a trained and competent staff able to operate and support the Command Post and fulfill the responsibilities identified in the Emergency Operations Plan (EOP). The EOP together with a staffed and fully capable Command Post provides a critical element of the overall emergency management effort and the ability to provide acceptable levels of protection and assistance to the campus community.

The College Director is responsible for ensuring that staff members involved in the PWSC Incident Command System are adequately trained. The Office of Administrative Services has the responsibility for developing and chairing the PWSC Campus Safety Committee. The College Director is responsible for development and directing of an Emergency Management & Continuity Program.

The Emergency Management & Continuity Program is guided by objectives related to preparedness, response, recovery and mitigation activities at PWSC. Emergency management training & preparedness is mandated through the UA BOR Policy:

> *P02.05.010 General Statement: Crisis Planning.*
>
> *The University of Alaska requires each of its MAUs to develop crisis response, communications, and business continuity plans. Such plans must include provisions for prompt and effective response to disasters, whether natural or human-made, to protect life and property and to provide for the continuation of university programs and services during the period impacted by the crisis.*
>
> *P02.05.060. Crisis Response Rehearsals*.
>
> *The university will periodically conduct drills and simulations designed to test the effectiveness of crisis response and business continuity plans.*

The Emergency Management & Continuity Program ensures the overall development and implementation of the program and tasked with the objectives associated with UA BOR Policy P02.05.010 & P02.05.060. Including a formal, documented training program composed of training needs assessment, curriculum, course evaluations and records of training. EMCP will provide opportunities for campus personnel with response roles to receive training on the UA's incident management system. The EMCP will maintain records of current college personnel who have received emergency management related training, the types of past and proposed training, and the names and qualifications of trainers.

The EMCP may include the development and maintenance of a Campus Community Emergency Response Team (C-CERT), a volunteer staff and faculty team trained with basic response capabilities.

The following are guidelines for preparedness and training:

- Emergency personnel receive and maintain training consistent with their current and potential responsibilities. Command and General staff positions complete FEMA's basic, intermediate, and advanced Incident Command System (ICS) training as well as annual trainings on emergency management as needed. Staff trained in ICS will receive a 1-hour refresher course every two years.
- Staff designated for ICS positions (Incident Commander, Public Information Officer, Liaison Officer, Safety Officer, CP Coordinator, Operations Chief, Planning Chief, Logistics Chief, Admin and Finance Chief) will receive basic & intermediate training or attend the FEMA Type 3 course for their designated position or a similar training provided by the University of Alaska.
- ICS training is available to campus response personnel in two formats: 1) online through FEMA's Independent Study Program, or 2) in-person classes taught by qualified instructors. The basic and intermediate ICS courses are offered as requested and the advanced ICS courses are offered as requested.
- The College Director will ensure that the college Command Post is kept in a state of readiness.
- Department administrators are responsible for ensuring that emergency response staff members in their respective departments receive appropriate levels of Emergency Management training.
- Department administrators and/or Faculty with programs that require emergency response plans are responsible for developing and maintaining appropriate emergency response Standard Operating Procedures (SOP) and appendices as necessary to support the EOP.

Exercises provide opportunities to evaluate the College's emergency response training and its ability to respond effectively to an emergency. They allow the College to identify weaknesses in policies, plans, procedures, facilities, equipment, training, and performance.

Action items identified during post-exercise evaluations are recorded for potential incorporation into emergency plans, procedures, and training, as appropriate.

There are five types of emergency management exercises. They are:

1. Orientation Seminars: These sessions allow participants to evaluate plans and procedures before beginning a drill or exercise. They provide a low stress environment in which to resolve questions of coordination and assignment of responsibilities.
2. Drills: Usually a single-function event. Drills are used to demonstrate, build or refresh skills learned in training. They are focused on organizational standard operating procedures, such as testing the Command Post activation call-out procedure and successor list.

3. Tabletop Exercises: A scenario-driven exercise that focuses on the Campus Incident Management Team and their roles and responsibilities. Management personnel participate in a written scenario activity to affirm the process, identify problems, and/or bring light to incorrect assumptions. The tabletop exercise provides practice of emergency management skills, identifies organizational or operational shortfalls and builds confidence in the overall Command Post process.
4. Functional Exercises: A scenario-driven, real-time exercise used to practice specific parts of the Emergency Operations Plan. A functional exercise is a management- or activity-oriented exercise used to practice skills, build coordination and develop teamwork.
5. Full-scale Exercises: These exercises simulate an actual disaster in a “real time” setting. Depending on the level of the exercise, it may include the use of props, specialized equipment and special effects in some instances. A full-scale exercise requires a high degree of training, organization and planning, yet it allows the College to practice all aspects of the emergency operations plan and develop its relationships with external support agencies.

The Basic EOP and/or one of its annexes will be used in periodic exercises. These exercises are considered an opportunity for specialized training related to the threats confronting the campus. All exercises will include an after-action report.

SECTION 4: PLAN DEVELOPMENT AND MAINTENANCE

The PWSC Emergency Operations Plan (EOP) is a living document that will change according to situations and circumstances at the College. To ensure that the EOP remains current and functional, PWSC has developed an oversight structure for all emergency management planning activities at PWSC.

The College Director is the EOP Administrator and is the primary representative of the PWSC IMT. The College Director is ultimately responsible for developing and maintaining the PWSC EOP. The College Director works closely with the PWSC Incident Management Team (IMT) to ensure the plan remains current.

The PWSC Emergency Management & Continuity Program and the PWSC Campus Safety Committee provide guidance and oversight on all emergency operation plan policies and procedures. These groups advise PWSC Administration on EOP planning, preparedness, training and Standard Operating Procedure as it relates to campus safety and emergency response.

To facilitate the development of plans, policies, and procedures, smaller subcommittees can be formed as needed to conduct additional research and focus on developing a final product.

Review of the Plan

To maintain a current and functional plan, a formal review of the EOP by the Campus Incident Management Team (IMT). The PWSC College Director will promulgate the updated plan.

The Plan will be updated, as necessary, based upon deficiencies identified by the drills and exercises, changes in organizational structure, facilities, technological changes, etc. Approved changes will be incorporated into the EOP and forwarded to all departments and individuals identified as having possession of the plan. The Emergency Management & Continuity Program (EMCP) will be responsible for providing appropriate training to those individuals expected to participate in the implementation of the EOP and function in the Incident Command System.

The development and continued updating of all functional annexes is the responsibility of each of the lead departments identified in each annex.

APPENDIX FF: Anchorage Student Housing

Purpose:

The purpose of this document is to have, in writing, a plan describing what to do in a given emergency in the event that one occurs and affects UAA Housing and the residents.

UAA Housing:

UAA has bed space for approximately 950 student residents, housing in a variety of facilities in a wooded 59 acre tract. The areas of Student Housing are:

1) Templewood Apartments @ 4000 So. Elmore, which are university buy-backs of one-time, privately owned 1980s condominiums. There are 20 units, in 6 structures, each housing 4 students in 1900 sq ft, 3 bedroom, 2.5 bath apartments with full kitchens and a 2-car tuck under garage. Total students housed in Templewood is 80.

2) The Main Apartment Complex (MAC), with 6 buildings individually addressed on Sharon Gagnon Lane, each with 11-17 apartments with 2-4 bedrooms, 1 full bath and kitchen. Total student occupancy is 311, with 2 apartments converted to office space, providing offices for +- 8 employees. One office is for Conference Services and the other is dedicated to Residence Life staff.

3) Additionally, UAA Housing has 3 each 4-story Residence Halls which were first occupied in 1998. These structures are about 65,000 sq ft, and were originally designed for 186 students each, in a variety of apartment layouts from single occupancy to double and quad units. These Res Halls have no dining facilities and thus all residents must have meal plans and dine in the Housing Commons a short distance away. The centrally located Commons is a single-story structure of about 27,000 net useable sq ft, providing dining, recreation, conference space and a student store. NOTE: The Commons has been determined to be a useful space for a Red Cross congregate care facility in the case of a major Anchorage emergency.

The Plan:

The UAA Housing Emergency Operations Plan is broken into two types of emergencies; ones that call for evacuation from the buildings, when it is safe to do so, and ones that dictate shelter-in-place, when that is the safest method of managing a particular emergency.

BUILDING EVACUATIONS:

Building evacuations are safe to do when the conditions inside a structure are less safe than outside that structure. A prime example of this would be a structural fire beyond the incipient stage, with flame and smoke and more combustibles available to sustain fire growth.

Fire: In the event of a fire in a student housing area: 1) Exit the immediate area and on the way out pull the nearest fire pull-station to sound the general alarm and alert everyone in the building. 2) Assemble at least 50 feet from the building and out of the way of emergency service vehicles. 3) Do not re-enter the building until authorized to do so by the appropriate authority. 4) If you are in a smoke-filled area, keep low to the floor to escape the smoke. 5) If you see or smell smoke in a hall or stairway, use an alternative exit route. 6) Do not use the elevators.

Earthquake: An earthquake emergency is another case when the safer area may be outdoors rather than indoors, But Only After The Shaking Stops. At that time: 1) exit the area cautiously to a near-by Exit, routing to a secondary one, if the first one is blocked by debris. 2) Assemble in an area of safety away from buildings, as they may continue to shed materials from aftershocks. 3) Do Not Run out of the building while shaking is in progress; instead take cover under furniture away from windows and shelves that may fall or topple onto you.

Explosion: Much like an earthquake emergency, during explosions outside, it is safer to remain indoors and, 1) Take Cover away from windows. 2) When advised to do so by the appropriate authority, relocate to another safe location. 3) In the case of an explosion emitting a hazardous gas into the outside environment, it may be better to stay put and Shelter-In-Place, until the air is clear. 4) When advised to do so by the appropriate authority, relocate to another safe location.

SHELTER-IN-PLACE:

Armed Threat or Violent Behavior

Note: These kinds of events are unpredictable. The guidelines provided are based upon past experiences. Other actions may be necessary. If the individual poses an immediate threat to you, you may need to act using your own best judgment.

During an armed threat or violent behavior, generally it will be safer to remain where you are, until you are advised otherwise by emergency responders.

If you can safely leave the area:

- *Exit the building immediately
- *Call 911

- *Advise the dispatcher of:
  - *your name
  - *location of the incident
  - *identification or description of the threat
  - *number of persons possibly at risk
  - *your personal contact information and location

If you are at immediate risk and exiting the Residence Hall or apartment is not possible:

- *go to the nearest room or office
- *lock the door
- *call 911
- *Advise dispatcher of:
  - *your name
  - *your location
  - *identification or description of the threat
  - *number of persons possibly at risk
  - *your contact information and location
- *Wait for the appropriate authority to assist you out of the building

Incidental, Short-term Utility Outages

Incidental utility outages, as we have already experienced in the past, shall be handled on an individual basis. Most of these are short term with either Facilities Maintenance or contractors immediately making the repairs and restoring service. Housing Operations

shall remain in constant contact with those performing the repairs and keep student residents apprised of progress via postings.

SHELTER-OUT-OF-PLACE - (A special occurrence in the event that a housing structure is no longer serviceable).

In the event that a housing structure is determined to be unsafe to occupy as a result of damage to the building itself or to the utility services, appropriate action shall be taken to provide for the occupants of the structure. Those actions may include:

*requesting all student residents of the Anchorage Bowl (within a reasonable commute to the UAA campus) to return to their primary residences.

*requesting that all student residents of areas outside of the Anchorage Bowl, move to vacant rooms in UAA Housing, as determined by the Housing Assignments Manager and this may include placements other than those originally selected by the student.

*if, for some reason, existing student residents cannot be housed in available UAA housing, alternatives in a commercial setting may be contracted for.

Accident or Medical Emergency

In the event of an accident or medical emergency, please immediately call 911 and be prepared to give the following information:

*Type of emergency
*Location of the emergency or injured person
*Type and extent of injuries, if known
*Your contact information and phone number

Do not move the injured person unless there is a threat of additional injury.

Emergency Readiness Equipment

Each of the various UAA Housing units has an Emergency Readiness Equipment Box which contains flashlights, brightly colored vests and other appropriate equipment for use in an emergency. The purpose of these items is for RA use in the assistance of guiding student residents to safety during any emergency. Additionally, student residents should have flashlights for their own use in case of a power outage. Candles are a fire hazard and are not allowed in the living facilities.

APPENDIX FF

Alaska Center for Conservation Science

Incident managers in Anchorage and Homer should be aware of field researchers and staff working at Kachemak Bay National Estuarine Research Reserve that is part of the Alaska Center for Conservation Science (ACCS). ACCS is a center for research, education, and scholarship at the University of Alaska Anchorage that is committed to providing the public, industry, and agency partners with information to facilitate effective biological conservation and management of the state's natural resources. Their faculty and staff conduct basic and applied research, serve

a wide range of data to the public, offer professional services, and provide educational opportunities.

ACCS is within UAA's College of Arts and Sciences. ACCS encompasses the Alaska Natural Heritage Program, Kachemak Bay National Estuarine Research Reserve, Conservation Planning and other units.

Alaska Center for Conservation Science
University of Alaska Anchorage
Beatrice McDonald Hall Room 113
2400 W Campus Dr
Anchorage, AK 99508

The Kachemak Bay National Estuarine Research Reserve (KBNERR) is headquartered in Homer. KBNERR was designated in 1999 and is the only sub-arctic reserve in the National Estuarine Research Reserve System (NERRS). The NERRS is a network of 29 coastal sites that serve as living laboratories to support long-term water quality monitoring, research, education, training, and stewardship.

KBNERR is a state-federal-local partnership managed by ACCS, in partnership with the National Oceanic and Atmospheric Administration, with input from the KBNERR community council. KBNERR staff conduct research and monitoring in watershed, coastal, and marine environments and share findings with area planners, resource managers, and the public to support successful coastal management strategies. Coastal Training Program and education staff outreach data and lessons learned through professional presentations, trainings, workshops, and educational programs for local communities, stakeholders, and school groups.

KBNERR provides ongoing opportunities for undergraduate and graduate students, and visiting scientists to conduct research on coastal topics such as ecosystem dynamics, coastal currents, salmon biology, harmful algal blooms, ocean acidification, bivalve populations, and socio-ecological issues. The reserve contributes to the understanding of coastal system responses to human and natural disturbances within Kachemak Bay and the greater Cook Inlet region.

The Kachemak Bay National Research Reserve offices and bunkhouse are located at the base of the Homer Spit in Homer, Alaska. Their lab facility is located nearby offsite at 1432 Bay Avenue.

Mailing and Physical Address:
Kachemak Bay National Estuarine Research Reserve
University of Alaska Anchorage
2181 Kachemak Drive
Homer, Alaska 99603

A listing of current staff and students can be viewed at: http://accs.uaa.alaska.edu/staff/

Purpose:
The purpose of this document is to have, in writing, a plan describing what to do in a given emergency in the event that one occurs and affects the KBNERR office and bunkhouse at 2141 Kachemak Drive, and the 1432 Bay Avenue lab, and the staff and students who utilize these spaces.

UAA/KBNERR Office and Bunkhouse:
The KBNERR office at 2181 Kachemak Drive is approximately 3,000 sq ft, and contains 11 office spaces, two half-bathrooms, and a large conference room (capacity 40). There are approximately 18 people working in the building at any given time.
The bunkhouse wing, adjacent to the KBNERR office, has bed space for up to 10 students and/or researchers, in a wing of the 2181 Kachemak Drive office building. The bunkhouse space is approximately 1,000 sq ft, and contains 3 bedrooms; two bedrooms accommodate 4 occupants and the third bedroom accommodates 2. The facility has two bathrooms, and a full kitchen.
The KBNERR office and bunkhouse are heated with heating oil. A furnace is accessible through a door on the outside of the office building, near the juncture of the two wings. The heating oil tank is located above ground on the north side of the bunkhouse.

The Plan:

The KBNERR Emergency Operations Plan is broken into two types of emergencies; ones that call for evacuation from the buildings, when it is safe to do so, and ones that dictate shelter-in-place, when that is the safest method of managing a particular emergency.

BUILDING EVACUATIONS:

Building evacuations are safe to do when the conditions inside a structure are less safe than outside that structure. A prime example of this would be a structural fire beyond the incipient stage, with flame and smoke and more combustibles available to sustain fire growth.

Fire: In the event of a fire in the KBNERR facility: 1) Exit the immediate area and on the way out, call out loudly to sound the general alarm and alert everyone in the building. Once safely outside the building, call 911 to alert the fire department about the fire. 2) Assemble at least 50 feet from the building in the parking area but out of the way of emergency service vehicles. 3) Do not re-enter the building until authorized to do so by the appropriate authority. 4) If you are in a smoke-filled area, keep low to the floor to escape the smoke. 5) If you see or smell smoke in a hall or stairway, use an alternative exit route.

Earthquake: An earthquake emergency is another case when the safer area may be outdoors rather than indoors, but only after the shaking stops. At that time: 1) exit the area cautiously to a near-by Exit, routing to a secondary one, if the first one is blocked by debris. 2) Assemble in the parking area away from buildings, as they may continue to shed materials from aftershocks. 3) Do not run out of the building while shaking is in progress; instead take cover under furniture away from windows and shelves that may fall or topple onto you.

In the event of an earthquake, listen for a tsunami warning. If a tsunami warning is issued, carpool to the hospital parking lot, making sure that all staff, students, and researchers are accounted for prior to departure.

Explosion: Much like an earthquake emergency, during explosions outside, it is safer to remain indoors and, 1) Take Cover away from windows. 2) When advised to do so by the appropriate authority, relocate to another safe location. 3) In the case of an explosion emitting a hazardous gas into the outside environment, it may be better to stay put and Shelter-In-Place, until the air is clear. 4) When advised to do so by the appropriate authority, relocate to another safe location.

SHELTER-IN-PLACE:

Armed Threat or Violent Behavior

Note: These kinds of events are unpredictable. The guidelines provided are based upon past experiences. Other actions may be necessary. If the individual poses an immediate threat to you, you may need to act using your own best judgment.

During an armed threat or violent behavior, generally it will be safer to remain where you are, until you are advised otherwise by emergency responders.

If you can safely leave the area:
- *Exit the building immediately
- *Call 911

- *Advise the dispatcher of:
  - *your name
  - *location of the incident
  - *identification or description of the threat
  - *number of persons possibly at risk
  - *your personal contact information and location

If you are at immediate risk and exiting the office or bunkhouse is not possible:
- *go to the nearest room or office
- *lock the door
- *call 911
- *Advise dispatcher of:
  - *your name
  - *your location
  - *identification or description of the threat
  - *number of persons possibly at risk
  - *your contact information and location
- *Wait for the appropriate authority to assist you out of the building

Incidental, Short-term Utility Outages

Incidental utility outages, as we have already experienced in the past, shall be handled on an individual basis. Most of these are short term with either Facilities Maintenance or contractors immediately making the repairs and restoring service. KBNERR management shall remain in constant contact with those performing the repairs and keep staff and residents apprised of progress via postings.

SHELTER-OUT-OF-PLACE - (A special occurrence in the event that a housing structure is no longer serviceable).

In the event that a housing structure is determined to be unsafe to occupy as a result of damage to the building itself or to the utility services, appropriate action shall be taken to provide for the occupants of the structure. Those actions may include:

*if, for some reason, existing student residents cannot be housed in available UAA housing, alternatives in a commercial setting may be contracted for.

Accident or Medical Emergency

In the event of an accident or medical emergency, please immediately call 911 and be prepared to give the following information:

*Type of emergency
*Location of the emergency or injured person
*Type and extent of injuries, if known
*Your contact information and phone number

Do not move the injured person unless there is a threat of additional injury.

Emergency Readiness Equipment

Each of the KBNERR units has an Emergency Readiness Equipment Box which contains flashlights, brightly colored vests and other appropriate equipment for use in an emergency. The purpose of these items is for use in the assistance of guiding staff and students to safety during any emergency. Additionally, staff and students should have flashlights for their own use in case of a power outage. Candles are a fire hazard and are not allowed in the any KBNERR facilities.

APPENDIX FF: Anchorage Student Housing

Purpose:

The purpose of this document is to have, in writing, a plan describing what to do in a given emergency in the event that one occurs and affects the UAA residential campus and the residents.

UAA Residential Campus:

UAA has bed space for approximately 950 student residents, located in a variety of facilities in a wooded 59 acre tract. The areas of student housing are:

1) Templewood Townhomes @ 4000 So. Elmore, which are university buy-backs of one-time, privately owned 1980s condominiums. There are 20 units, in 6 structures, each housing up to 4 students in 1900 sq ft, 3 bedroom, 2.5 bath apartments with full kitchens and a 2-car tuck under garage. Total students potentially housed in Templewood is 80.

2) The Main Apartment Complex (MAC), with 6 buildings individually addressed on Sharon Gagnon Lane, each with 11-17 apartments with 2-4 bedrooms, 1 full bath and kitchen. Total potential student occupancy is 311, with 2 apartments converted to office space, providing offices for +- 8 employees. One office is for Event Services and the other is dedicated to Residence Life staff.

3) Additionally, the UAA residential campus has 3 4-story residence halls which were first occupied in 1998. These structures are about 65,000 sq ft, and were originally designed for 186 students each, in a variety of suite layouts from single occupancy to double and quad units. These residence halls have one community kitchen all residents must have meal plans and dine in the Gorsuch Commons a short distance away. The centrally located Gorsuch Commons is a single-story structure of about 27,000 net useable sq ft, providing dining, recreation, conference space and a convenience store. NOTE: The Gorsuch Commons has been determined to be a useful space for a Red Cross congregate care facility in the case of a major Anchorage emergency.

The Plan:

The UAA Housing Emergency Operations Plan is broken into two types of emergencies; ones that call for evacuation from the buildings, when it is safe to do so, and ones that dictate shelter-in-place, when that is the safest method of managing a particular emergency.

<u>BUILDING EVACUATIONS:</u>

Building evacuations are safe to do when the conditions inside a structure are less safe than outside that structure. A prime example of this would be a structural fire beyond the incipient stage, with flame and smoke and other combustibles available to sustain fire growth.

<u>Fire:</u> In the event of a fire in a student housing area: 1) Exit the immediate area and on the way out pull the nearest fire pull-station to sound the general alarm and alert everyone in the building. 2) Assemble at least 50 feet from the building and out of the way of emergency service vehicles. 3) Do not re-enter the building until authorized to do so by the appropriate

authority. 4) If you are in a smoke-filled area, keep low to the floor to escape the smoke. 5) If you see or smell smoke in a hall or stairway, use an alternative exit route. 6) Do not use the elevators.

Earthquake: An earthquake emergency is another case when the safer area may be outdoors rather than indoors, but only after the shaking stops. At that time: 1) exit the area cautiously to a near-by exit, routing to a secondary one, if the first one is blocked by debris. 2) Assemble in an area of safety away from buildings, as they may continue to shed materials from aftershocks. 3) Do not run out of the building while shaking is in progress; instead take cover under furniture away from windows and shelves that may fall or topple onto you.

Explosion: Much like an earthquake emergency, during explosions outside, it is safer to remain indoors and, 1) Take cover away from windows. 2) When advised to do so by the appropriate authority, relocate to another safe location. 3) In the case of an explosion emitting a hazardous gas into the outside environment, it may be better to stay put and shelter-in-place, until the air is clear. 4) When advised to do so by the appropriate authority, relocate to another safe location.

SHELTER-IN-PLACE:

Armed Threat or Violent Behavior

Note: These kinds of events are unpredictable. The guidelines provided are based upon past experiences. Other actions may be necessary. If the individual poses an immediate threat to you, you may need to act using your own best judgment.

During an armed threat or violent behavior, generally it will be safer to remain where you are, until you are advised otherwise by emergency responders.

If you can safely leave the area:
- *Exit the building immediately
- *Call 911

- *Advise the dispatcher of:
  - *your name
  - *location of the incident
  - *identification or description of the threat
  - *number of persons possibly at risk
  - *your personal contact information and location

If you are at immediate risk and exiting the residence hall or apartment is not possible:
- *go to the nearest room or office
- *lock the door
- *call 911
- *Advise dispatcher of:
  - *your name

*your location
*identification or description of the threat
*number of persons possibly at risk
*your contact information and location
*Wait for the appropriate authority to assist you out of the building

Incidental, Short-term Utility Outages

Incidental utility outages, as we have already experienced in the past, shall be handled on an individual basis. Most of these are short term with either Facilities Maintenance or contractors immediately making the repairs and restoring service. Housing operations shall remain in frequent contact with those performing the repairs and keep residents apprised of progress via postings.

SHELTER-OUT-OF-PLACE - (A special occurrence in the event that a housing structure is no longer serviceable).

In the event that a housing structure is determined to be unsafe to occupy as a result of damage to the building itself or to the utility services, appropriate action shall be taken to provide for the occupants of the structure. Those actions may include:

*requesting all residents of the Anchorage Bowl (within a reasonable commute to the UAA campus) to return to their primary residences.

*requesting that all student residents of areas outside of the Anchorage Bowl, move to vacant rooms on residential campus, as determined by the Housing Assignments Manager and this may include placements other than those originally selected by the student.

*if, for some reason, existing residents cannot be housed in available UAA housing, alternatives in a commercial setting may be contracted for.

Accident or Medical Emergency

In the event of an accident or medical emergency, please immediately call 911 and be prepared to give the following information:
*Type of emergency
*Location of the emergency or injured person
*Type and extent of injuries, if known
*Your contact information and phone number

Do not move the injured person unless there is a threat of additional injury.

Emergency Readiness Equipment

Each of the various UAA housing units has an Emergency Readiness Equipment Box which contains flashlights, brightly colored vests and other appropriate equipment for use in an emergency. The purpose of these items is for staff use in the assistance of guiding student residents to safety during any emergency. Additionally, residents should have flashlights for their own use in case of a power outage. Candles are a fire hazard and are not allowed in the living facilities.

PART VI: ACRONYMS

Acronyms

AAR	After Action Report
AET	University Police' Auxiliary Emergency Team
AFD	Anchorage Fire Department
APD	Anchorage Police Department
ARC	American Red Cross
BEP	Building Emergency Plan
BSC	Building Safety Coordinator (Building Manager)
CATV	Community Antenna Television
CCERT	Campus Community Emergency Response Team
CDC	Center for Disease Control
CFR	Code of Federal Regulations
CIMT	Campus Incident Management Team
COOP	Continuity of Operations Plan
DOC	Department Operation Center
EH&S	Environmental Health and Safety
EMS	Emergency Medical Services
EO	Executive Order
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
FBI	Federal Bureau of Investigation
FEMA	Federal Emergency Management Agency
FCS	Facilities and Campus Services
HAZMAT	Hazardous Materials
IAP	Incident Action Plan
IC	Incident Commander
ICS	Incident Command System
IDA	Initial Damage Assessment
JIC	Joint Information Center
KBNERR	Kachemak Bay National Estuarine Research Reserve

LNO	Liaison Officer
MCI	Mass Casualty Incidents
MOA	Municipality of Anchorage
NIMS	National Incident Management System
OSC	Operations Section Chief
PDDA	Preliminary Disaster Damage Assessment
PIO	Public Information Officer
PPE	Personal Protective Equipment
SHCC	Student Health and Counseling Center
SO	Safety Officer
SOP	Standard Operating Procedures
UC	Unified Command
UA	University of Alaska (Statewide)
UAA	University of Alaska Anchorage
UAF	University of Alaska Fairbanks
UAS	University of Alaska Southeast
UPD	UAA University Police Department
VCAS	Vice Chancellor for Administrative Services
VCOM	Volunteer Center Operations Manager

PART VII: Glossary of Terms

After Action Report (AAR)	Document compiled by the Planning Section that includes information about the incident, the response actions taken, and lessons learned.
American Red Cross	The national organization of the Red Cross organized to undertake activities for the relief of person suffering from disaster.
Building Safety Coordinator	Within the University, points of contact who facilitate communication between Facilities Services and building occupants. Reports necessary building repairs and unsafe conditions. Notifies building occupants of emergency shutdowns.
Command Staff	Carry out staff functions needed to support the Incident Commander including: Liaison, Safety Officer, Public Information Officer, and EOC Coordinator.
Continuity of Operations Plan (COOP)	Document including strategies on how to return to "business as usual" as soon as possible following a major disaster.
Damage Assessment	Appraisal or determination of actual effects resulting from an emergency or disaster. An estimate of the damages to a geographic area is made after a disaster has occurred, and serves as the basis for the Governor's request for a presidential Disaster Declaration.
Deactivation	Determined by the Incident Commander, requires demobilization of response units and documentation of the incident (i.e. After Action Reports).
Department Operation Center (DOC)	A Department Operations Center is established during level I events in which a single responding unit/department has the resources to fully address the incident. The DOC is located at the department of the responding Incident Commander or at a location near the incident if appropriate.
Direction and Control	Direction and Control rests with the Policy Group and the Incident Commander. The Policy Group provides policy direction, and the Command Group determines Response activities and use of resources.

Disaster	Occurrence or imminent threat of widespread or severe damage, injury or loss of life or property resulting from any natural or man-made cause including fire, flood, earthquake, wind, storm, wave action, oil spill or other water contamination, radioactive activity, epidemic, air contamination, blight, drought, infestation, explosion, riot, hostile military or paramilitary action, or other public calamity requiring emergency action.
Drill	Supervised instruction period aimed at testing, developing, and maintaining skills in a particular operation. A drill is often a component of an exercise.
Emergency	Any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other catastrophe which requires emergency assistance to save lives and protect public health and safety or to avert or lessen the threat of a major disaster.
Emergency Operations Center (EOC)	An Emergency Operations Center (EOC) will be established for level II and in some cases, level III incidents requiring response from multiple campus units/departments. Incidents requiring the EOC will be managed using Unified Command.
EOC Manager and Support Staff	Sets up the EOC upon notice of activation. Provides staff support within the EOC prior, during, and after an emergency.
Exercise	Activity designed to promote emergency preparedness; test or evaluate emergency operation's plans, procedures, or facilities; train personnel in emergency response duties; and demonstrate operational capability. There are three specific types of exercises: • Tabletop Exercise • Functional Exercise • Full-Scale Exercise
Federal Emergency Management Agency (FEMA)	Agency established to oversee federal assistance to local government in the event of major disasters. Also administers the Emergency Management Assistance Program, which provides emergency management funds to local government through the states.
Finance and Administration Section	Established as needed to provide financial, reimbursement, and administrative support to incident management activities. Responsible for purchasing and cost accountability related to

	the incident. Documents expenditures, purchase authorizations, damage to property, equipment usage, and vendor contracting. Develops FEMA documentation.
Flood Hazard	Natural hazard defined in terms of the one hundred-year flood. This type of flood has a one-percent chance of occurring in any given year. People or structures located in the one hundred-year flood zone are vulnerable to injury and damages. A flood disaster is one that injures a number of people, causes significant property damage, or both.
General Staff	The four sections of personnel responsible for the functional aspects of the response: Operations, Planning, Logistics, and Finance & Administration. Section Chiefs report to the Incident Commander.
Hazard	Natural, technological, or civil threat to citizens, property, and/or the environment.
Hazard Mitigation Plan	Written plan describing coordinated hazard mitigation planning and implementation measures to accomplish the prevention or reduction of the adverse impact of natural and man-made hazards.
Hazardous Materials (HAZMAT)	Substance or material in a quantity or form, which may pose an unreasonable risk to public health and safety or to property. These substances may exhibit one or more of the following characteristics: **Toxicity**: capability of a substance to produce serious illness or death. **Flammability**: ability to support combustion. Corrosiveness: chemical action by which minerals and materials are converted into unwanted properties. **Explosiveness**: characteristic of a chemical compound, moisture or device involving the instantaneous release of gas or heat, by deflagration or detonation. **Radioactivity**: characteristic of some elements which involve the spontaneous release of alpha, beta, or gamma radiation, and result in the disintegration of the material;

	Oxidation: Process by which a change occurs when exposed to oxygen.
Hazardous Materials Incidents	Situation involving a spill or uncontrolled escape of a hazardous material from a fixed facility or mobile container.
Incident Action Plan (IAP)	Written or verbal strategy for responding to the incident developed by the Incident Commander and Section Chiefs.
Incident Command System (ICS)	System that provides effective incident management through the identification of specific roles, responsibilities, and chain of command. Utilizes functional grouping of tasks, management by objectives, and unified command.
Incident Commander	Manages all emergency activities, including development, implementation, and review of strategic decisions, as well as post event assessment.
Joint Information Center (JIC)	These centers serve a dual role of collecting damage information relating to the private sector and serving as a referral center to help individuals in getting available assistance to meet immediate needs.
Level I Emergency	An emergency that Standard Operating Procedures (SOPs) can handle. There may be some damage and/or interruption, but conditions are localized. The Emergency Operations Center (EOC) operates in standby mode.
Level II Emergency	An emergency incident that causes severe damage and/or interruption to the University's operations. Resources and campus services are coordinated for an effective response. The Emergency Operations Center (EOC) operates at partial or full activation
Level III Emergency	A disaster situation where emergency conditions are widespread and the University must be self-sufficient for up to 96- 120 hours. The University may request mutual assistance from city, borough, and state agencies. Federal requests are made through the county. The Emergency Operations Center (EOC) is fully activated.

Liaison Officer	Serves as contact point for other agencies. Coordinates with external public (such as city, borough, state, or federal agencies) and private resource groups.
Logistics Section	Responsible for providing all support needs to the incident, including resource procurement from off-incident locations. Provides facilities, transportation, supplies, equipment maintenance and fueling, food service, communications, and medical services.
Mitigation	Mitigation activities are those that eliminate or reduce the probability of a disaster occurring. Also included are long-term activities that lessen the undesirable effects of unavoidable hazards.
Mutual Aid	Two-way assistance, by public entities of two or more, given under pre-arranged plans or contracts on the basis that each will aid the other in time of emergency as requested.
National Incident Management System (NIMS)	A comprehensive national framework for integrating best practices in emergency preparedness and response. This system provides consistency through standard organizational structures and procedures across jurisdictional boundaries and disciplines. NIMS is based on three key organizational structures: • Incident Command System (ICS) • Multi-agency Coordination (MAC) System • Public Information Systems University personnel from all departments may assume staff positions within the ICS structure to perform emergency related duties when requested to do so by the Incident Commander.
On-Scene Command Post	Facility at a safe distance from an accident site, from which the incident commander, responders, and technical representatives can make response decisions, deploy manpower and equipment, maintain liaison with media, and handle communications.
Operations Section	Responsible for managing tactical operations to reduce immediate hazard, save lives and property, establish situational control, and restore normal conditions.

Planning Section	The Planning Section Chief is responsible for gathering and analyzing all data regarding incident operations and assigned resources, developing alternatives for tactical operations, conducting planning meetings, and preparing an action plan for each operational period.
Policy Group	Provides direction in making strategic policy decisions for any incident that impacts the University's ability to perform its critical business functions. Activates, oversees, and terminates the Emergency Operations Center (EOC) response.
Preparedness	Preparedness activities, programs, and systems that exist prior to an emergency and used to support and enhance response to an emergency or disaster. Planning, training, and exercising are among activities conducted under this phase.
Public Information Officer (PIO)	Develops and releases incident information to the media, incident personnel, and other appropriate agencies and organizations.
Recovery	Recovery is both a short-term and long-term process. Short-term operations seek to restore vital services to the community and provide for the basic needs of the public. Long-term recovery focuses on restoring the community to its normal, or an improved, state of affairs. The recovery period is also the appropriate time to institute mitigation measure, particularly those related to the recent emergency, including reassessing the Emergency Plan and planning process for deficiencies.
Response	Response involves activities and programs designed to address the immediate and short-term effects of the onset of an emergency or disaster. Aids in reducing casualties and damages and in speeding recovery. Response activities include direction and control, warning evacuation, rescue, and other similar operations.
Safety Officer	Develops and recommends measure for assuring personnel safety. Monitors and/or anticipates hazardous and unsafe conditions.
Section Chief	The first position activated in each section (Operations, Logistics, Planning, and Finance and Administration), these members of General Staff in the Incident Command System are

	responsible for the management of response activities in each section.
Standard Operating Procedures (SOP)	A set of guidelines that are routinely followed in order to respond to specific situations.
State of Disaster	Executive order or proclamation that describes the nature of the disaster designates the area threatened, and the conditions that have brought about the State of Disaster and date or termination.
Unit Log	Activity log describing chronology of events, incoming and outgoing messages, and other pertinent information for records relating to incident, as well as post-incident evaluation.
Unified Command	Bringing together the Incident Commanders of all major organizations involved in the incident in order to coordinate an effective integrated response, while still carrying out responsibilities to their own jurisdictions.
Vulnerability	Susceptibility to injury or damage from hazards.
Warning	Notification of the imminent impact of a specific hazard, and immediate actions that should be taken.

Part VIII: UAA Office of Emergency Management (OEM)

Mission: to provide an enhanced state of readiness for students, employees, and infrastructure to better handle the effects of natural and manmade emergencies.

Vision: to create a paradigm shift toward the concept of each individual being a First Responder, partner with key stakeholders on and off campus, and to harden the University's resilience to crisis.

It is the goal of the UAA OEM to help make the university more resilient to emergencies, and to encourage a change in paradigm so that every stakeholder on our campuses views themselves as a potential first responder to events as they unfold.

PLANNING
- Emergency Operations Plan and Building Emergency Plans
- Mutual aid agreements and memos of understanding
- Strategic stockpiling- emergency supplies, food, water
- Enhancing existing UAA policies, websites, protocols
- Facility security surveys/assessments

TRAINING TO STUDENTS AND EMPLOYEES
- Incident management
- Personal safety and situational awareness
- Citizens as responders… C3P2, VIPS, CCERT
- CPR/AED and Basic First Aid
- Post-disaster damage assessment
- Responder Ready

EXERCISING OUR PLANS
- Periodic testing of mass alerting
- Drills, tabletop, functional, and full-scale exercises

COMPLIANCE
- Reporting requirements under Higher Ed Opportunity Act, Jeanne Clery Act, NIMS
- Assuring appropriate level of incident management training

INTERAGENCY COORDINATION
- Serving as a liaison between UAA and all other stakeholders in readiness.

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UNIVERSITY of ALASKA

EMERGENCY MANAGEMENT