

Emergency Operations Plan



University of Alaska Anchorage
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PART 1: 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 appendixes, location-specific appendixes, 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 annually.

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.



Tom Case, Chancellor
University of Alaska Anchorage



Date

2. 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, 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 homepage (www.uaa.alaska.edu) under "Emergency Information".

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 (i.e. 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 used 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.

3. 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 annually 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. 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.

4. 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

5. 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 faculty, staff, and students located on campus depending on the time of day and event. The majority of these students and staff may be on campus at a given time. The number of staff on campus varies from 900 to 1,200 at any given time. In addition, the University of Alaska Anchorage draws large gatherings for athletic and / or 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.

6. 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 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:

- i. Vice Chancellor for Student Affairs
- ii. Provost
- iii. Vice Chancellor for University Advancement
- iv. Chancellor’s Communications Director
- v. Senior Vice Provost- Institutional Effectiveness
- vi. Vice Chancellor for Administrative Services.

c. Emergency Management Office

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. Emergency Management Coordinator (System-wide)
- x. Office of Information Technology
- 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

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, 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
<ul style="list-style-type: none"> • Respond to scene • Notify other Level I IMT • Call other emergency services • Control scene • Notify VC of Admin Services if investigation is underway 	<ul style="list-style-type: none"> • Respond to scene • Notify other Level I IMT • Assess impact on UAA and Anchorage community • Notify VC of Univ Advancement if media involved • Notify Chancellor • Notify Provost & Level I-A IMT members, as needed 	<ul style="list-style-type: none"> • Respond to scene • Notify other Level I IMT • Assess impact on UAA community • Notify VC of Student Affairs if students involved • Notify Chancellor if situation involves serious student injury/incarceration 	<ul style="list-style-type: none"> • Respond to scene • Notify Other Level I IMT • Assess impact on UAA facilities, grounds, risk management • Notify VC of Admin. Services if facilities/property involved • Notify UA Risk Mgmt. if situation involves accidents or serious injuries

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 (sender 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-directed/controlled matters (e.g. building closure, pipe leak update) – IMT issues the update from the “ayalert” email account;
 - For matters under the direction/control of UPD (e.g. sexual/physical assault, shooting, burglary, bomb threat) – UPD issues the update from the “aypolice” 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/or 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 sole 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 Debriefing (CISD) 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, CISD will be provided to Level I and II responders, as appropriate to the severity of the incident. Research indicates that CISD provides an enhanced recovery rate for service providers.

c. Level III Functions

The Chancellor may choose to convene a Level III review team for large-scale and/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

Tom Case ↓

Provost

Sam Gingerich ↓

Vice Chancellor of Administrative Services

Bill Spindle ↓

Senior Vice Provost

Renee Carter-Chapman ↓

Vice Chancellor of University Advancement

Megan Olson ↓

Vice Chancellor of Student Affairs

Bruce Schultz

3. 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 direct/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.

4. Incident Command System

a. Incident Commander

The Incident Commander (IC) manages all 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 all 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 agency/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

*for Public Health / Infectious Disease events, Environmental Health & Safety would be in Unified Command with the Director of University Student Health and Counseling.

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 incident 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 (see below)

- 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 en 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. 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

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 disseminating information related to the response effort. They are responsible for the development, maintenance and distribution of the Incident Action Plan (IAP.)

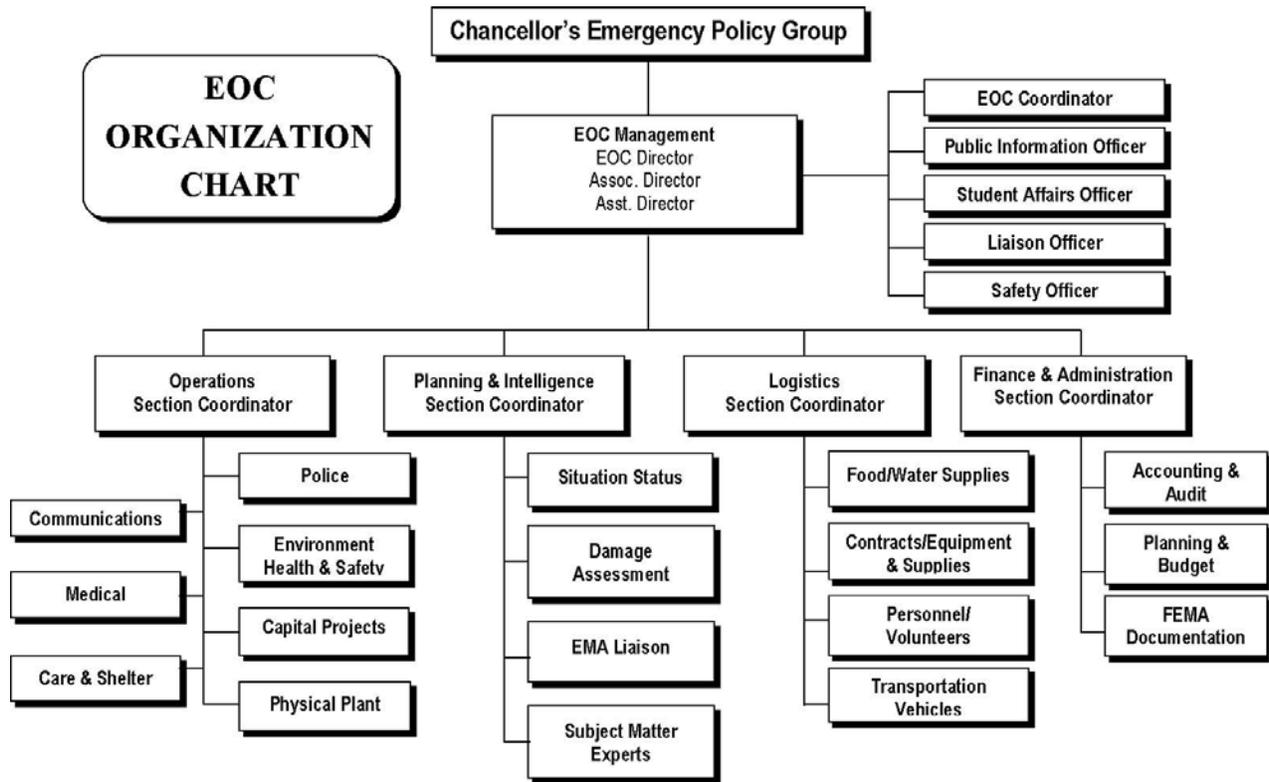
iii. Logistics Section

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.

5. Emergency Operations Center Organization Chart



6. Emergency Operations Center (EOC)

Emergency situations that require extensive coordination of resources, personnel, and information sharing will be managed in part or in full from the Emergency Operations Center (EOC).

The Emergency Operations Center is the centralized facility where emergency response and recovery activities are planned, coordinated, and delegated. The EOC will 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 EOC Manager will be either the UAA Emergency Manager or the System Emergency Management Director. The EOC will usually serve as the Incident Command Post (ICP) when activated. The Incident Commander determines when the incident no longer needs coordination from the EOC. Normal shift rotation is 12 hours on, 12 hours off.

EOC Locations:

Primary : Chancellor's Conference Room (ADM/HUM 204)
Secondary: University Lake Annex conference room (ULA Conf)

In both locations, a VoIP switch box will activate the following phone numbers:

Incident Command/EOC Manager	786-7783
Operations/PIO	786-7784
Logistics/Planning/Finance	786-7785

*the EOC Manager can also be reached at UAA_aeoc@uaa.alaska.edu.

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

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 Unit Log form.

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

8. Environmental Geographic Information System (EGIS)

In emergency response situations, there is a need for rapidly generated information on the geographic location of key resources. The Environmental GIS center will help provide some geospatial support in the event of an emergency by utilizing faculty and student expertise.

The Geography and Environmental Studies department annually graduates students with skills in environmental mapping and GIS. These students and the associated faculty are available to help in emergency situations by establishing an EOC support unit in the Social Sciences GIS lab, located in the Beatrice McDonald Building, Room 232. Using the latest GIS software, students and faculty will lend their hand in disaster response mapping and spatial logistics. There is a land phone line, and 16 computers with GIS software and internet connectivity available for mapping in the lab. Dr. Trammell and Dr. van Dommelen of the Geography and Environmental Studies department will keep a list of students (including contact information) with the skills necessary to help in an emergency response situation. Dr. Trammell will provide the technical expertise and support, while Dr. van Dommelen will act as manager and coordinator, making the phone calls to students and organizing team members.

9. 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 and Student Assistants 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 becomes the Incident Commander.
- ii. Incident Commander – police officer or designee manages 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 Blackboard Connect 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 Safety Coordinators 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.

10. Essential Personnel

During an emergency, Essential 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.

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 the release 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 and/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.

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. Deactivation 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.

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 staff will establish a planning/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. [More information can be found in the Business and Academic Continuity Plan (BACP) – to be developed.]

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.

The Director of the UA Emergency Management Program 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 UA Emergency Management Program Director and UAA Emergency Manager will look at how the University can better prepare and mitigate the effects of future emergencies.

14. Care Team

The Care Team’s purpose is to promote student success while maintaining a safe campus environment. The Care Team reviews reports about current and prospective 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.

Risk Level	You Might Observe ...
<p><i>Mild Risk</i></p> <ul style="list-style-type: none"> • Emotional distress • Traumatic events • Veiled threats 	<ul style="list-style-type: none"> • Changes in academic performance • Test scores drop significantly • Changes in pattern of interaction • Changes in physical appearance • Problems concentrating and remembering things or making decisions
<p><i>Elevated Risk</i></p> <ul style="list-style-type: none"> • Behavioral disruptions • Unusual or bizarre behavior • Substance abuse • Specific threats 	<ul style="list-style-type: none"> • Repeated requests for special consideration • Disruptive behavior • Unusual or exaggerated emotional responses (venting, screaming) • Persistent sadness • Unexplained crying • High levels of irritability or inappropriate excitement • Destructive, harmful, or threatening behaviors/attitudes toward others • Any substance misuses and abuse
<p><i>Severe Risk</i></p> <ul style="list-style-type: none"> • Suicidal thoughts • Para-suicidal behaviors • Risk-taking behaviors • Hostile or aggressive behavior • Unable to regulate own behavior 	<ul style="list-style-type: none"> • Statements related to death or dying or feelings of hopelessness • Threats of harming self or others • Behavior that is highly disturbed • Outbursts of anger • Inability to communicate easily • Irrational conversation or speech that seems disconnected • Lack of contact with reality, i.e., seeing things that are not there • Suspiciousness, irrational feelings of persecution • Intimidation, verbally or nonverbally threatening

This table was adapted with permission from the Brookhaven College Care Team.

a. 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.

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, Faculty Liaison, and Department of Residence Life.

15. 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 Safety Coordinator, 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 Safety Coordinator

The Building Safety Coordinator (“BSC”), 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 Coordinator 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.



16. Vulnerability Assessment

a. Anchorage Hazard Index by Type

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

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

Increasing frequency →

PART III: Functional Annexes

ANNEX A: Accountability

During classroom hours at UAA, it is important that we identify all of the students, instructors, and support personnel who might 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 will 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 to use Banner 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. UPD shall sweep the affected facility, checking for hidden personnel or victims.
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 create a Family Message Center at (907) **786-4158**, fielding calls from concerned parents, friends, and family members. Referral to a website listing of effected people will be considered.
10. UPD 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 help with accountability, assessment, documentation and other tasks as needed.
12. UPD 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 for follow-up mental health 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 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 needs to be restricted to Student Housing, University Center, Aviation or other UAA properties, 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. This plan establishes (1) 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.

a. 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:

- Incidents causing casualties or serious personal injuries
- Disruptive behavior (serious disturbance including the threat of violence, riot, hostage situation, bomb threat)
- Major fire or other serious facility catastrophe
- Natural disaster (earthquake, blizzard, ice storm)
- Military or terrorist activities
- Active shooter
- Technological failure

UAA's crisis communications philosophy is to help stabilize the crisis situation for the university community; provide essential and factual information to the community; communicate openly and factually with the media; and mitigate the potential for the event to cascade and create long-term damage and negatively impact UAA's image, credibility, and public relations.

b. 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.

- Chief of Police secures the scene and coordinates with other emergency service providers.
- Dean of Students assesses the impact of the event on the UAA community, and communicates with injured parties, family and friends, and co-workers.
- Associate Vice Chancellor for Campus Facilities coordinates the logistical response to any damage to UAA physical facilities or infrastructure.
- Assistant Vice Chancellor for University Relations notifies the Chancellor's Cabinet and the Advancement Office of the facts as they are known. S/he will judge the severity of the incident and decide if the crisis communications function of the Advancement Office should be activated.

Advancement Office Communications Team

During a crisis in which the IMT is activated, the Advancement Office staff will follow the direction of the Associate Vice Chancellor (AVC) for University Relations (IMT Communications Lead) in the dissemination of information. Advancement's role in crisis communications includes:

- Issuing UAA's official emergency information, advice, and instructions to the UAA community and the general public.
- 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.

The Advancement crisis communications team consists of the following members:

Assistant Vice Chancellor for University Relations, Level I IMT

- Following the activation of the 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 an Emergency Operations Center (EOC) to be formed, the AVC for UR may designate an alternative 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.

Vice Chancellor for 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 Office 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.

Public Relations and Marketing Manager, Media Relations Lead

- Serves as the on-the-ground resource for media on-scene and for media inquiries.
- Works directly with the AVC for UR and/or the VC for 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.

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, responds to posts when action is required, and corrects misinformation and inaccuracies on social media channels.
- Communicates with other campus social media managers regarding social media posting policy during a crisis.

Web Engineer

- 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.

Media Room Assistant

- Assists with media inquiries and in the media bullpen.
- This person may answer telephones, log media interview requests and perform other duties in support of media relations.
- The MRA **does not** serve as spokesperson or provide information to media.

EOC Communications Assistant

- Assists the IMT communications lead in the EOC.
- Answers phones, takes notes, helps to draft and distribute communications.

Media Monitor

- Reads and monitors all coverage and reports any misinformation back to the IMT.
- This person keeps a record of all coverage: broadcast, print and digital.

Official Media Spokesperson

In most cases the spokesperson should be the University Chancellor or the Assistant Vice Chancellor for University Relations. The Vice Chancellor for Advancement may also

serve as the official UAA spokesperson. The official spokesperson is expected to remain composed under stress, be articulate, and be 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 or the AVC for UR).

Public information spokespersons (those dealing most directly with day-to-day media inquiries) may also include University Relations staff. Communications spokesperson(s) from specific areas may also be designated.

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.

c. 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 is activated, the situation is assessed and an appropriate emergency response is initiated. If the IMT communications lead determines the Crisis Communication Plan should be implemented, the following describes the actions to be taken:

- Advancement's IMT designee 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.
- IMT will initiate a public announcement that should be made through any and all 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 will include safety and security instructions for the campus community. The initial announcement to the campus community should include *factual* information and answer as many of the following things as possible:
 - What happened
 - When it happened
 - Where it happened
 - What's being done about it
 - Safety instructions
 - Where to get more information
 - Instructions to contact family if safe and secure

- If there's an immediate threat to the campus community, the University Police Department (UPD) or the Emergency Manager may issue the initial campus notifications instead of the IMT. Follow-up communications should come from the IMT.
- Mass emergency notifications will be made as quickly as possible through the following channels:
 - UAA webpage (<http://www.uaa.alaska.edu>)
 - Campus Switchboard at 786-1800, press 2
 - UAA page on Facebook: <https://www.facebook.com/UAAAnchorage>
 - Personal notifications via email, telephone, and text messages from [UA Alerts](#)
 - UAA Twitter feed: <https://twitter.com/uaanchorage>
 - Announcements via UAA's Voice Over IP system/office and classroom phones
 - Alaska Dispatch News, Local TV Channels 2, 11, and 13
 - APRN/KSKA 91.1FM
 - UAA-assigned email inbox
- IMT or UPD will disseminate updated information/further instructions to the campus community within 15 minutes of the initial message, or as soon as possible/necessary based on the unfolding crisis. Updates will continue to be provided on a regular basis as directed by the IMT. Until the situation stabilizes, the same communication methods should be employed when issuing updates.
- IMT will determine if a formal media briefing is necessary after the campus is confirmed to be secure. Media interview requests will be logged and scheduled once the crisis situation has been contained. IMT will also determine whether or not an on-campus media bullpen should be established.
- The Vice Chancellor for Advancement should lead the Advancement crisis communications team in the dissemination of information at the direction of the IMT in a Level I crisis.
- 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 the notification grid.

d. 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.

e. Information Outlets

Social Media

Social media channels are essential tools in crisis communications. 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 program pages—should point users to the official UAA social media locations. 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/UAAAnchorage>

The UAA Facebook page will serve as a one-way information channel. Comments on posted information will be temporarily disabled in order to streamline the dissemination of safety information to the community.

Web pages

The UAA Homepage (<http://www.uaa.alaska.edu>) will serve as a hub for emergency information during a crisis.

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 is authorized to speak to the news media in a crisis without clearance from University Relations/IMT.

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

Family/Community messaging center

The Dean of Students (DOS) office will serve as primary contact for students and families. A Family Messaging Center (FMC) may be established by Student Affairs to assist with inquiries. Limited information will be given out through the Family Messaging Center. For additional information regarding the FMC, see Annex G.

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:

- Campus Police
- Human Resources
- University Relations
- Chancellor's Office

- Dean of Students
- Student Health Center
- Recorded Information

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 AVC for University Relations or the VC for 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. Cash is the preferred donation, since it 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

IMT will determine how donated cash will be managed and who will manage it. Typically an Incident Management Team can direct donations to a community or UA foundation, or establish a relief fund.

For other goods donated, IMT shall 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	ISB lobby
ADT	North Lot	Cuddy dining room
AHS	quad	RH Lobby
ANSEP	lawn NE, south of Spine 2	SU lower level
AVNC 1 st Floor	Main parking lot	Northway Mall
AVNC 2 nd Floor	Landing pad	Northway Mall
ARTS East	Image Intervention sculpture	ADM/HUM lobby
ARTS West	Image Intervention sculpture	ADM/HUM lobby
BKST Retail & Offices	South Lot at Pay & Park Device	ANSEP great room
BKST GSS	lot between BKST & ANSEP	ANSEP great room
BMH	Rock Garden	Cuddy dining room
BOB	lot south of building	1835 Bragaw lobby
CPISB south exit	Library Lot	ADM/HUM
CPISB north exit	Parking garage first level	ANSEP Academy
CUDDY	quad	RH lobby
EBL	fence line south of bldg.	Science lobby
ENGR	parking lot for Temporary Bldgs	Student Union main level
EIB	South Lot	Student Union lower level
ENRI	parking lot north of building	museum lobby
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)
LIB	south plaza	CPISB lobby
PSB/WWA	quad	Cuddy dining room
RH 1 st floor	quad	Cuddy dining room
RH floors 2-3	West Campus Central lot	WFSC
SCI	parking garage area	SSB lobby
SMH	quad	PSB lobby
SSB 1 st floor	southeast corner garage	Spine 4
SSB IT office	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
SU	lawn north of ANSEP	ANSEP lobby
UC East	east lot	retail mall
UC Central/Business	south lot	retail mall
UC West	south lot	retail mall
ULA	shared south lot	AAC lobby
ULB	shared south lot	AAC lobby
WFSC	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 use public address systems, UAA Advancement staff, or personal contact to warn those in harm's way to evacuate. 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 relocation 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 along 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 American Red Cross – Alaska 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 (grief counseling, etc. – the Red Cross does NOT currently have a vetted mental health professional to provide this service)
- Translation services (ADA, languages)
- Short-term child care
- Spiritual care
- Transportation
- Event updates/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 triggered, trained UAA personnel can set up and staff the FAC, while trained Red Cross volunteers can assist upon their arrival.

UAA employees are trained in setting up a Red Cross 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 ADM/HUM telethon center staffed with students). UAA Family Messaging Center phone number is 907-786-4158.
- Feeding 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.)
- Child care area

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: Family Message 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 Family Message Center 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 Safety Coordinators once people have evacuated to Emergency Assembly Areas can also be a helpful tool in accounting for occupants of an effected 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 the Advancement telethon room in Admin/Humanities 227, the Student Affairs division should send 6-8 employees and student workers to set up a Family Message Center. University officials will issue a notice for concerned citizens to call the FMC at (907) 786-4158. The function of the FMC 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 FMC 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 FMC 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.

ANNEX H: Mass Care Center (Shelter)

The State EOC may request the use of, and activate a Mass Care Center on the Anchorage Campus.

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 dangers, the campus community should be instructed to “shelter in place”. UAA Safe Rooms contain a supply bucket containing plastic sheeting, duct tape, face masks, a small First Aid kit, and other items. 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 (“Safe 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 the 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 scale 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 provide 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 charges, arrests, convictions, or other history which might otherwise disqualify them 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 uniformed responders can arrive.
- Alaska Police & Fire Chaplaincy (APFC) provides Critical Incident Stress Management resources following a serious incident.

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 volunteer 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 the 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 trouble.

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 Earthquakes

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.

- Establish the Associate Vice Chancellor for Facilities as the Operations Section Chief
- Establish the police department as the Search & Rescue group under the Operations section. Responders could include the volunteer police auxiliary team, Campus-CERT, activated police officers, and the APD Search Team
- Immediately survey and prioritize emergency needs before allocating emergency resources.
- 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.
- AFD should attempt to control any 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
- UPD should develop a security plan for all areas. This plan should include prevention of looting, keeping people out of condemned areas, and control of onlookers. 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 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 include a triage capability for those who are injured, as well as a tracking system for accountability purposes.
- Contact the American Red Cross for shelter and feeding information before moving uninjured people from the reception center.
- Establish contact and communications with the Anchorage Office of Emergency Management to relay on and off campus assessments and needs. Open the UAA Emergency Operations Center (EOC) at ADM 204 if needed.
- Activate the Post Disaster Damage Assessment Team (PDDAT) through the Planning Section Chief, and have their results relayed to the Incident Commander.
- The Information Officer should generate bulletins with information about the overall situation, evacuation centers, and phone numbers/web sites for getting more information.
- Work with the Finance Section Chief to track costs of the response and recovery.

APPENDIX 2: Weather Closures

On days where the weather may cause UAA to consider campus closure or cancelation of classes, the following things are considered in making a recommendation to the Chancellor for action:

- Conditions of roads on and around campus
- Conditions of roads in the Anchorage bowl
- State Trooper and Anchorage Police accident reports / warnings
- NOAA weather reports and predicted conditions
- Safety of the campus community

The Anchorage School District may choose to cancel school while UAA may remain open; one does not signify the closure of the other. UAA makes every effort to announce a closure by 6 a.m. for classes that take place during the day and by 4 p.m. for classes that take place in the evening. Inclement weather closures are announced to the UAA community via the following ways:

- UAA e-mail
- UAA website (<http://www.uaa.alaska.edu>)
- UAA social media (twitter, Facebook)
- UAA phone hotline (786-1800)
- Anchorage news outlets (KTUU, KTVA, A.D.N., Alaska Public Radio Network, etc.)
- UA Alert system (Please visit <http://uaalert.alaska.edu> to make sure your phone and text numbers are up to date.)

There may be days that UAA stays open, but you are unable to make it to class due to road conditions or other factors in your area. If you are a student, please be in touch directly with your professors regarding missing class or making up work. If you are a member of the faculty, please contact your dean, director, or department chair; staff should contact his/her direct supervisor. Please keep in mind that weather and road conditions in Alaska can change quickly. UAA makes the most informed closure / cancelation decision based on the facts we have at the time. 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 his designee.

APPENDIX 3: Active Shooter / Armed Aggressor

The University of Alaska Anchorage 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, 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. No fences or gates keep people off our property. 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.

Prevention and Mitigation:

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 risk assessment team in collaboration with UPD 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. Telephones in offices and classrooms can be activated remotely from University Police (UPD) Dispatch, Emergency Management, or Advancement using the speakerphone feature as a public address system to alert patrons of a known danger.
5. Further alert notification options have been implemented using the UAAAlerts system to send text messages, 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 website <http://UAAAlert.alaska.edu>

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!”, “Get Out, Hide Out, Take Out” and other similar techniques. A comprehensive video called “Shots Fired on Campus” is available on the University’s Risk Management website to increase awareness and teach survival options. 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 the Anchorage Police Department, so that the two agencies can assist each other seamlessly in a real event. UPD personnel have also been equipped and trained in the use of breaching tools, patrol rifles, and tactical First Aid.
3. The initial responding officers have the duty to use all lawful means to stop the active shooter. The prioritization of their activities are:
 - a. Stop the active shooter.
 - b. Rescue victims.
 - c. Assist medical personnel.
 - 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 manage a serious incident, and minimize the loss of life and property. Response and management procedures and best practices are codified in the Emergency Response Plan and other documents, and practiced periodically in exercises.

Recovery:

Should an active shooter event ever happen on a University campus, plans are in place to use volunteer and professional responders to provide immediate triage and medical treatment.

1. Response teams are cognizant of their responsibility of accountability for all persons involved, and a Family Messaging 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 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 Compromise – 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 municipal 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.

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

Outside air temperature will determine course of action. That being, in most cases we cannot shut buildings down without great risk of freeze-up.

We 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 personnel will be called in.
- Operations, Transportation, and Fleet Services will prepare University vehicles to operate in the event.
- If during normal business hours, Shuttle Services will transport resident students to Housing, then cease operations.

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

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
- Consortium Library
- Engineering and Industry Building
- Gordon Hartlieb Hall (Facilities Maintenance/Operations)
- WFSC, Bookstore, 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 staff 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. 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, the IMT 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 UAA 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. But since UAA has mitigated the risk of power loss through investments in battery back-up and electrical generation equipment, an 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. Blackboard Learning Management System
2. Email
3. Phones
4. Internet, Content Management System
5. File Shares (shared drives)
6. Alertus/Informacast alerting systems
7. Security Cameras
8. Door lock systems

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. But D-DOS attacks typically do not result in a total loss of IT services.

UAA's Disaster Recovery (DR) and Continuity of Operations planning (COOP) continues apace, and we are making regular improvements, but 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 cooperating with community campuses to back-up each other's core services and data (underway).

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 page. A total loss of services would render all but the text contact ineffective. In our experience, users often 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 prepared and distributed by Administrative Services. ITS leadership will be using cell phones – and in the near future cloud email services and/or Skype for Business – 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 Customer Service 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 on by one 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 and response 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 300,000 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.
- **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: University 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 Emergency Management director at 786.1381.

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:
 - o Name(s) of persons involved
 - o Location of incident
 - o Description of the emergency
 - o Actions taken
 - o 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), she 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), she 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 she is 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:

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

d. 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:

- o Name(s) of persons involved
- o Location of incident

- o Description of the emergency
- o Actions taken
- o 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 activate their volcano response plan, which would include shutting down and sealing 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 (907-242-5624). 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 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.aa.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.

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 statutory 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 leaks and plumbing failures within buildings, 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 also has a Missing Student Protocol for resident students: OPM #3.38.

a. Management Options:

Should a student, employee, or visitor be considered to be missing, individuals should report this to University Police. There is no requirement to wait until the student has been missing for more than 24 hours. 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.

Roommates and friends of the missing person may be interviewed. Residence Life staff could attempt to locate the resident by going to his room, class, 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. In the event that the missing resident is younger than 18, officials will talk with the "parental emergency contact" listed in Housing registration files.

Unless there is evidence to the contrary, a student living on campus will not necessarily be considered missing if the student provided information about his/her intended whereabouts or if the student is absent during recognized University holidays or breaks.

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 Police Search Team, search & rescue volunteers coordinated through the Alaska State Troopers dispatch, or others.

1. If UPD officially determines that the student has, in fact, been missing for more than 24 hours and UPD is unable to locate the student, the UPD will contact the following individuals within the next 24 hours:

a) For a Student who is under 18 years old and not emancipated, UPD will contact the student's parent or guardian and the student's emergency contact (if the student has requested the University of contact someone in addition to his/her parents or guardian).

- b) For a student who is under 18 years old and emancipated, UPD will contact the student's emergency contact.
- c) For a student who is over 18 years old, UPD will contact the student's emergency contact.

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 and Graduate Studies, UAA Institutional Animal Care and Use Committee (IACUC) and UAA Environmental Health & Safety (EHSRMS).

3.0 SAFETY

- 3.1 Vivarium staff and users safety, health, and welfare are of the utmost 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 Vice Provost of Research and Graduate Studies (VPR), as institutional official, can activate the APDP. He/she 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 VPR.
- 4.1.5 If the vivarium manager is unavailable, the procedures and delegation of responsible parties discussed in VIV.A.006- *Operations In the Absence of the Vivarium Manager* should be followed.
- 4.1.6 Upon a principal investigator (PI) submitting a vivarium space request form (VIV.F.101.001), he/she will identify personnel to contact in event of an emergency.
- 4.1.7 Upon activation of the APDP, the vivarium manager or the designated party should assess the situation, execute this site plan and coordinate with the CPISB building manager, EHSRMS, and/or UPD or 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 Millennium 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 uninhabitable, 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 of possible.
- 4.2.5 The vivarium manager should ensure that all emergency power outlets are operational.
- 4.2.6 If the HVAC system is or 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 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 one or 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.

4.3.5 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.

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 first 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, husbandry supplies are unavailable, loose 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	<ul style="list-style-type: none"> • UAA Chancellor
BOARD OF REGENTS	Chair (first) All regents	<ul style="list-style-type: none"> • UA President
UA/CAMPUSES MEDIA RELATIONS	UA University Relations UA Public Affairs UAF PIO UAS PIO	<ul style="list-style-type: none"> • Vice Chancellor for University Advancement
STUDENTS	Current students	<ul style="list-style-type: none"> • UA Alerts: text, university email, phone • Social media • UAA website • Campus VOIP • Switchboard

EMPLOYEES <ul style="list-style-type: none"> • Staff • Faculty • Contract employees 	All	<ul style="list-style-type: none"> • IMT • UA Alerts • Social Media • Website • University email
DONORS	Donor key contacts	<ul style="list-style-type: none"> • Vice Chancellor for University Advancement
ALUMNI	All	<ul style="list-style-type: none"> • AVC for Alumni Relations
GENERAL PUBLIC	Local, statewide and/or national	<ul style="list-style-type: none"> • University Relations/IMT - Media - Website - Social Media - phone lines - email
MEDIA		IMT/Spokesperson <ul style="list-style-type: none"> - Press conference - Press release - Online media room - Website -Social media

ELECTED OFFICIALS	Governor Mayor State Legislators/Federal Delegation	<ul style="list-style-type: none"> • Chancellor • UA President • UA VP for University Relations
EDUCATION	Anchorage School District (and other school districts as necessary)	<ul style="list-style-type: none"> • Chancellor or Vice Chancellor for Advancement or Provost
BUSINESS LEADERS	Business orgs	<ul style="list-style-type: none"> • Chancellor or President

PART V: Location-Specific Appendices

APPENDIX AA: Chugiak / Eagle River Campus

(This is an abridged community campus plan. See the UAA Emergency Manager or campus director for a complete version including annexes)



Chugiak-Eagle River Campus
UNIVERSITY *of* ALASKA ANCHORAGE

EMERGENCY RESPONSE MANUAL

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Incidents involving injury: immediately request that others help by calling 911 and multiple members of ERT, starting with, Chugiak-Eagle River Director and Assistant Director.

EMERGENCY RESPONSE TEAM STATEMENT OF PURPOSE

The Emergency Response Team (ERT) is a group of Chugiak-Eagle River Campus (CERC) 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 CERC community.

EMERGENCY RESPONSE TEAM MEMBERS

Kim Griffis, Director

Work phone: **786-7607**

Level 1 **Kim Griffis**
Director
Work phone: 786-7607

LEVEL 2 **Lisa Mikula**
Assistant Director
Work phone: 786-7605

LEVEL 3 **Mariah Olney**
Office Manager/
Communication Coordinator
Work phone: 786-7613

Level 4 **Sean O'Bryan**
IT Technician/Weekend
Supervisor
Work phone: 786-7608

GENERAL INFORMATION

This Emergency Response Manual provides a basic contingency guide for campus 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.

CERC 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.*

EMERGENCY CLOSURE AND EVACUATION PROCEDURES

Emergency Closure

CERC follows the UAA main campus closures. All decisions and announcements made regarding closures will be vetted through the UAA Main Campus Emergency Response Team.

In the event that emergency closure of CERC is required outside the UAA system's closure for weather, natural disaster, or any other causes, the final decision for an announcement of closure will be made by the Community & Technical College Dean 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 UAA mass notification system will be used to contact as many full-time staff members as possible. The UAA Main Campus ERT 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 UAA Main Campus ERT 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 Community & Technical College dean's office will notify the Executive Team Members.
- **Campus Evacuation Procedures**
Only the Campus 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 (to go home), or
 - Exit the buildings and gather in the 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 ERT members, who will be 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 teacher to calmly assist his/her students to leave the building from an exit away from the problem area. (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.

If the sprinkler system is activated, notice of evacuation from the College Director is waived, and each faculty and staff member is to facilitate orderly evacuation of their area immediately.

Campus Director Kim Griffis, calls:

- UAA IMT- 786.1120
- Assistant Director Lisa Mikula
- CTC Dean
- Denali Management Company – 229-8386
- Alaska Middle College School Principal

EMERGENCY SITUATIONS

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.” The questionnaire can be found in Appendix C of this manual. Supervisors are responsible for being familiar with this form and keeping it available.
- 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 by first responders.**
- Report the incident to the College Campus Director and/or the ERT members.
- ERT 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 Campus 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.

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 Campus Director or an ERT member.
- If there are injuries, provide First Aid if you are qualified, or notify an ERT 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. 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 ERT member. The victim should be encouraged to wait *without washing* until the police arrive to aid the victim and preserve evidence.
- If the criminal activity concerns illegal substances, notify the Campus Director or an ERT member.
- Notify the Campus Director or an ERT 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 Campus Director or an ERT 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 Campus Director or an ERT member immediately.
- 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.
- 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 911 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 CERC will call a cab.
 - Try to walk the person to one of the ERT members’ office 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.

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 an ERT member to provide aid. Send someone to notify ERT members.
- ERT members
 - Secure the area to keep people away from the scene
 - Notify the Campus Director
 - Remain with the person until emergency personnel arrives
 - Send someone to 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 Campus Director or an ERT 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.
- ERT 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 Campus 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 Campus Director may decide to close part of a building, or cancel or relocate classes.

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.

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 Alaska Department of Health and Social Services, Anchorage 1-800-478-4444 to make a report. Notify the Campus Director and UAA CARE Team.

- 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 Campus Director or ERT 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 Campus Director or an ERT 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.

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 an ERT 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 Campus Director or Assistant Director and Denali Management Company.
- The Campus Director or 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.
- ERT 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
- Denali Management Company 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 Campus Director or designee, or ERT members.

EXPLOSIONS

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

- Evacuate the building.
- Call 911 and report the explosion. Clearly describe the explosion and your exact location, including any information on injuries.
- Notify the Campus Director and/or an ERT member.
- Caution! There could be secondary explosions. Be alert for electrical hazards, gas leaks and toxic fumes.
- ERT 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

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 an ERT member to provide aid.
- Report the condition to the Campus Director.
- ERT members will be assigned to the entrance of the building to direct emergency personnel to the affected area and offer assistance.

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.
- Evacuate the building 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 an ERT 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.
- ERT members will remain to offer assistance to the fire department.

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 an ERT member. Make sure that the person calling 911 understands the nature of the injury or illness and your exact location.
- If you are not qualified to provide First Aid, immediately notify an ERT member who is qualified to provide aid, and call 911.
- ERT 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 Administrative Suite.
- AED Machine is located in the Administrative Suite
- Report the injury or illness to the Campus Director so that a written report/incident report can be made.

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 Community & Technical College Dean or designee.
- In the event that classes are cancelled or that the campus is closed, ERT members will notify faculty from the master semester list, staff and students.

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 special weapons personnel
- 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

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.

THREATS

- If a student, staff, or faculty member is threatened 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 safe room or ERT member's office, 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 Campus Director and/or an ERT 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 Campus Director.

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

The Campus Director will likely announce that the campus is closing. A telephone announcement from Main Campus ERT and mass notification will go out with the instructions that the campus is closing and that we are evacuating.

Campus Technology Services may shut down the servers and phone systems.

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 an ERT member and call 911.
- Do not attempt to remove or disturb the animal.
- Depending on the circumstances, the ERT 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 an ERT 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.

Kachemak Bay Branch Kenai Peninsula College Emergency Response Manual

(This is an abridged community campus plan. See the UAA Emergency Manager or campus director for a complete version including annexes)

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EMERGENCY RESPONSE TEAM STATEMENT OF PURPOSE

The Emergency Response Team (ERT) is a group of 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.

ERT MEMBERS

Larry Staehle

Carol Swartz

Work phone: 235-1656

Cindy Pelaia

Work phone: 235-1601

Dan Castimore

Work phone: 235-1660

Sue Wohlgemuth

Work phone: 235-1654

For emergencies after 5 p.m. call Carol Swartz first.

Other staff as needed.

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 and Evacuation 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

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.

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

Under option (3) above, the Campus Director's Office will notify faculty and staff.

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 members as possible (see appendix A).

b.) Evacuation Procedures

Only the Campus Director or his/her designee may authorize the evacuation of the campus. The evacuation order will specify faculty, staff and students to:

1. leave the entire campus property (go home), or
2. Exit the buildings and gather in the parking lot. In this case, it is important that the entrances stay clear as emergency vehicles may arrive.

The notice to evacuate will be facilitated by ERT members, who will be 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 teacher to calmly assist his/her students to leave the building from an exit away from the problem area. At this area; teachers 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 alarm sounds, notice of evacuation from the Campus Director is waived, and each teacher 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.

3. Emergency Situations

a.) Fire

1. Determine what is on fire and the extent of the fire. Pull the fire alarm or send someone to do so. Attempt to contain a small fire by utilizing available fire extinguishers if you are trained to do so.
2. Call 911 and report the fire; describe the nature of the fire and the exact location of the fire.
3. Notify an ERT member and assist with orderly evacuation (see Evacuation Procedures). Close all doors after making sure no one is left behind. Faculty, staff and students are required to evacuate the building to the parking lot, *keeping the entrances clear for emergency vehicles*. At this area, teachers and staff are to try to account for all the persons who were in their area.
4. Notify the emergency personnel if you suspect that someone may be trapped in the building.
5. ERT members will remain to offer assistance to the fire department, if requested.

East Campus Fire Alarm Procedure

The East campus building is equipped with a Class A alarm system. It has heat and smoke detectors as well as manual pull stations at all exits. It also includes 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 Alarm

There are two control panels, one by the lower level entrance to the building and one in upper boiler room by the men's restroom. Both must be canceled to silence alarm.

The upper panel is to be silenced first. The light switch is located outside of boiler room on the wall to the left of the door.

Enter combination to door lock – obtainable from the campus director or maintenance.

Panel is on the right side behind door. Open panel door and press *Signal Silence/Drill* located upper left. Then press *Disable NAC 3* lower center.

Proceed to lower panel and press *Signal Silence/Drill* only.

Call maintenance.

Turning off sprinkler system

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.

West Campus Fire Alarm Procedure

The West Campus alarm system consists solely of manual pull stations at all exits, including downstairs.

In the event of an alarm follow the procedures in this Manual.

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, and do not allow people to run outside.
3. 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.
4. 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.
5. Use the telephone ONLY to report emergencies; do not allow people to use the phone to call home.

6. The Campus Director or his/her designee will determine whether the building should be evacuated.
7. If the building is 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.
8. Be prepared for aftershocks.
9. 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.
10. ERT members will remain to offer assistance to emergency personnel, if requested.
11. 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.) 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.
8. 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 teachers 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. 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 West Campus and in the copier room at East Campus.
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
 - 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 Carol Swartz immediately.
4. 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.
5. 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 SPWS at 235-7712 (daytime) or 235-8101 (evening, SPH).
6. If the criminal activity concerns illegal substances, notify the Campus Director or an ERT member and call 911.
7. 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.
8. 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 East Campus or to the main office at West Campus 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 South Peninsula’s Women’s Services 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.

APPENDIX CC

Kenai River Campus Emergency Response Manual

(This is an abridged community campus plan. See the UAA Emergency Manager or campus director for a complete version including annexes)

KRC EMERGENCY RESPONSE MANUAL

Kenai Peninsula College – University of Alaska Anchorage



Authors:

BETTINA KIPP & WILLIAM HOWELL

Editor:

Drew Baker

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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
- Student Services Coordinator
- Administrative Services Coordinator
- 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 8-911 from a campus phone or 911 from a cell phone 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 Stuiwe
- Unsafe facility issues: Phillip Miller/Dave Stang
- General safety concerns: Drew Baker
- Residence Hall emergencies: Leslie Byrd/Tammie Willis

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:

A. 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). Residence Life staff will post notices of class cancelations or building closures at each entrance/exit of the residence hall.

If the residence hall is closed for an extended time, residential students will be encouraged to stay with friends or family off-campus. KRC will provide temporary housing for those who **are** not able find other accommodations for the duration of the emergency situation.

B. 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.

The notice to evacuate will be facilitated by the InformaCast System using the VOIP phones on campus in the academic and administrative buildings. The public announcement system will be utilized to initiate the evacuation procedure in the residence hall. 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.

C. Lockdown Procedures

Lockdown will be announced via the InformaCast System. 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 and secure windows;
- 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.

The notice to lockdown will be facilitated by any initiator of the InformaCast System.

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.

The Brockel Commons will evacuate into the KPC Bookstore. Bookstore staff will call students in and follow lockdown procedures.

The McLane Commons will evacuate into the Campus Services Area. Campus Services staff will call students in and follow lockdown procedures.

Ward Ground Floor Commons will evacuate into the **Paramedic Lab**, Health Clinic Nurse's Office, Room 115, or the closest open classroom. Faculty members will need to delay lockdown long enough for the students to get inside.

Ward Commons Upstairs near elevator will evacuate into the closest open classroom. Faculty members will need to delay lockdown long enough for the students to get inside.

Residential students are expected to return to their apartments and follow the same lock down procedures defined above. In the event that students are not near their apartments, they should be directed to the following locations:

- **Second-floor game room** will evacuate to the gym.
- **First-floor lobby area** will evacuate to the Residence Life office.
- **Community lounges** will evacuate to the nearest apartment.

III. Emergency Situations

1. 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 8- 911 from a campus phone or 911 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 Evacuation Procedures). 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.

2. 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 8-911 from a campus phone or 911 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.

3. 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.

4. Bomb Threats

When a report is received, the recipient will record complete information using the “Bomb Threat Checklist.” 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 8-911 from a campus phone or 911 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. If the threat involves the residence hall, Residence Life staff will inspect all common areas of the residence hall for any unusual objects. If a specific apartment or room is described in the threat, Residence Life staff may key into the room to check for 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.

5. 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.

6. 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 8-911 from a campus phone or 911 from a cell phone and notify E.R.T. members. Make sure that:

- a) the person sent to call 8-911 from a campus phone or 911 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 8-911 from a campus phone or 911 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.

7. 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) Call 8-911 from a campus phone or 911 from a cell phone. Describe the nature of the emergency, the exact location, and any information regarding injuries.
- c) If any injuries have occurred, provide First Aid if you are qualified; or notify an E.R.T. member to provide aid.
- d) 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.

8. 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 8-911 from a campus phone or 911 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, Campus Safety Officer, or an E.R.T. member.

The act of bringing a gun on Campus is a crime (except for law enforcement professionals). Notify the Campus Safety Officer 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 Campus Safety Officer 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.”

Any criminal activity occurring in or around the residence hall should be reported to the Residence Life Coordinator or Associate Director of Residence Life.

9. 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 8-911 from a campus phone or 911 from a cell phone and notify 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 the College Director, Campus Safety Officer, 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 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 8-911 from a campus phone or 911 from a cell phone. Notify the 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 8-911 on a campus phone or 911 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 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 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 8-911 from a campus phone or 911 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 8-911 from a campus phone or 911 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).

a. Attended Deaths:

Remember that no one on Campus should try to pronounce a person dead. Call 8-911 from a campus phone or 911 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.

b. 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 8-911 from a campus phone or 911 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.

13. 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: office phone (262-0315/0317/0318) until you reach the director. You can also text him if he cannot be reached by phone.
2. If you don't reach the Director, call the KPC Assistant Director of Academic Affairs at the office (262-0292) or text her.
3. If you don't reach the Assistant Director; call the KPC Director of Student Services at the office (262-0314).

4. If you don't reach the Student Services Director; call Associate Professor of Counseling, Bettina Kipp at the office (262-0334).
5. If you cannot reach any of these three; call Bruce Schultz, Vice Chancellor of UAA Student Affairs at 786-6108.
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 Bruce Schultz, Vice Chancellor for Student Affairs (786-6108), Kristen DeSmith, Assistant Vice Chancellor for University Relations (786-1263), and Suzie Kendrick (office-262-0320). The Chancellor and Provost can be emailed.
8. There is an example of this notification at Appendix I that should be 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. If that person is uncomfortable in that role, make sure you inform Kristin DeSmith (786-1263) and Suzie Kendrick, and they will assume the spokesperson role.
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. If other questions are asked outside these, inform the reporter that you will need to get back to him/her, and then call Kristen DeSmith at 786-1263.
 - 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. If a student dies on campus in the residence hall, things get more involved. Residence Life staff will immediately call 911, and the scene will be secured. Residence Life has a Standard Operating Procedure that outlines what needs to be done and by whom.
13. If a student or employee dies on campus, but not in the Residence Hall, call 911 immediately and report it. Refer to p. 14 for our procedures.
14. 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. If you are uncomfortable making the call to the family, call Suzie Kendrick and she will do this. If Suzie is not available, contact Kristin DeSmith at 786-1263 and ask for her assistance.
 - 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.

15. If you need assistance in writing the email notification to the Campus Community for either a student or employee death, contact Suzie Kendrick and she will assist. If she is not available, call Kristin DeSmith at 786-1263.
16. We do not send out news releases regarding a student or employee death.

APPENDIX DD

Kodiak College Emergency Plan

(This is an abridged community campus plan. See the UAA Emergency Manager or campus director for a complete version including annexes)

EMERGENCY RESPONSE MANUAL

Prepared and managed by the Kodiak College, UAA Emergency Planning Team

4/7/2015



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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 plan to 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 procedures.

KOC Emergency Response Planning Team Members

Campus Safety Committee Members:

*Ian Bushell
Sandra Chichenoff
Lorraine Stewart
John Beale
Joe Spear
Wesley Martin
Bobbie Farfalla Ivanoff
Anthony Malutin
Opal Oliver*

CCERT Members:

*Joe Spear
Ian Bushell
Anthony Malutin
Wesley Martin
Bobbie Farfalla Ivanoff
Lorraine Stewart*

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 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 warning. 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 weather, natural disaster, 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 close of regular business*

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

Under option (3) above, 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 his/her 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. Exit the buildings and gather at the **Emergency Assembly Area** at the far end of the main parking lot, at the last light pole.*

The notice to evacuate will be authorized by the Director or designee. 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.*

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 if you are trained to do so.*
- 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. At this area, faculty and staff are to try 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. C.C.E.R.T. members will remain to offer assistance to 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 C.C.E.R.T. member.*
- 4. C.C.E.R.T. members will remain to offer assistance to 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 and proceed to a safe area immediately.*
- 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; do not allow people to use the phone to call home.*
- 6. The Campus Director or his/her designee will determine whether the building should be evacuated.*
- 7. If the building is evacuated, no one is allowed to re-enter the building until the building is declared safe.*
- 8. Be prepared for aftershocks.*

9. C.C.E.R.T. members will remain to offer assistance to 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 C.C.E.R.T. 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, bio-hazards 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 to 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.***

2. 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. Don't 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 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 police.*
- 3. 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 land line 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 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). Supervisors are responsible for being familiar with this form and keeping it available.*
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 perform a security check of the building. **No one is allowed to enter the building until the building is declared safe.***

Bear Encounters

1. *Bear seen on campus.*
 - a. *Notify Campus Director or Designee that a bear has been seen in the area.*
 - b. *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 period of time, notify the Kodiak Police Department.*
 - 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. *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, C.C.E.R.T Members will notify faculty, staff and students.*
3. *Faculty in the computer labs, science labs, and shop areas are responsible for locking up these areas.*

Medical Emergencies

1. *Determine the nature of the problem. If the injury or illness appears serious (potentially life-threatening), call 911 and notify a C.C.E.R.T. 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 NEVER transport injured or seriously ill persons.** Leave the transporting of injured or ill persons to emergency personnel.
4. C.C.E.R.T. 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 gas leak that presents a danger or potential threat has occurred.

1. Assist evacuation of the area and pull the fire alarm to prompt evacuation of the building.
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 C.C.E.R.T. member to provide aid.
4. Report the condition to the Campus Director and/or C.C.E.R.T. members.
5. C.C.E.R.T. 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.

Do not take any unnecessary chances. 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 C.C.E.R.T. member If there are injuries, provide First Aid if you are qualified, or notify an C.C.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 Director's Office, and given support until the emergency personnel arrive. The victim should be encouraged to give information about the assault to the police.*
 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 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. Check UAA policy*
 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 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, notify the Campus Director or designee immediately. The Campus Director or designee will ask the person to leave 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 call the police to have the person arrested for Criminal Trespass.*
4. *If the person appears to be intoxicated*

- a. Tell the person s/he needs to go home, and that Kodiak College staff will 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 – IT Office
- Benny Benson Building – Library Offices
behind front desk
- Technology Center – Old Title III/Adjunct
Break Room or the Maintenance Supervisor’s 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.

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 securable areas of campus;
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 windows to keep out of sight;

4. *Ask and remind everyone to stay as quiet as possible.*
5. *Remain in lockdown position until emergency personnel arrive or a C.C.E.R.T. member unlocks the door.*

All staff and faculty are required to comply with the lockdown order and are expected to aid in performance of lockdown procedures.

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).

Attended Deaths:

6. *Call 911 immediately and attempt First Aid or find someone qualified to provide aid. Send someone to notify C.C.E.R.T. member. Remember that only the proper authorities can pronounce a person dead. C.C.E.R.T. members will secure the area to keep people away from the scene.*
7. *Notify the Campus Director.*
8. *A C.C.E.R.T. member will remain with the person until emergency personnel arrive.*
9. *A C.C.E.R.T. 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 C.C.E.R.T. member.*
15. *Do not touch the body.*
16. *Do not cover the body as this can remove valuable evidence.*
17. *C.C.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.*
18. *C.C.E.R.T. 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 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.*

APPENDIX EE

(This is an abridged community campus plan. See the UAA Emergency Manager or campus director for a complete version including annexes)



EMERGENCY RESPONSE MANUAL

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EMERGENCY RESPONSE TEAM STATEMENT OF PURPOSE

The Emergency Response Team (ERT) 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 ERT is to create a comprehensive response to a wide variety of potential events that may adversely impact the safety of the MSC community.

EMERGENCY RESPONSE TEAM MEMBERS

Talis Colberg, College Director and Ex Officio Member

Work phone: 745-9721

LEVEL 1	Dane Wallace Paramedic Coordinator Work phone: 982-5996	Eric Blomskog Physical Plant Coordinator Work phone: 745-9789	Vacant Dir. of Academic Affairs Work phone: 746-9324
	<ul style="list-style-type: none"> • Paramedic instructor 	<ul style="list-style-type: none"> • CERT • SCBA Certified 	
	Zach Albert Director of Administrative Svcs Work phone: 745-9723	Richard Chiolero Science Lab Manager Work phone: 746-9341	
	<ul style="list-style-type: none"> • CERT 		
LEVEL 2	Courtney Brooke Smith Director of Marketing/Comm Work phone: 746-9317	Sandy Gravley Director of Student Services Work phone: 745-9712	Vince Yelmene IS Manager Work phone: 745-9765
	<ul style="list-style-type: none"> • Public notification 	<ul style="list-style-type: none"> • Student notification • CERT 	
LEVEL 3	Suzan Labby Assistant to the Director Work phone: 745-9779	Maggie Boman Accounting Supervisor Work phone: 746-9326	Craig Ballain Library Director Work phone: 745-9743
	CERT		CERT
	Jana Bare The Learning Center Manager Work phone: 745-9718	Fran Russell Admissions & Records Supervisor Work phone: 745-9741	
OTHER	Joe Weber Crafts & Trades/Phys Plant Work phone: 745-9789	Dan Mielke Assist Prof/Ref & Htg Work phone: 745-9716	SCBA Certified – emergency responder in case of ammonia plant leak in R&H Lab
	<ul style="list-style-type: none"> • CERT • SCBA Certified 	<ul style="list-style-type: none"> • SCBA Certified 	

Dr. Diane Erickson
Executive Assist./Acad Affairs
Work phone: 746-9324
• **CERT**

Ted Lang
Maintenance Svc Worker
Work phone: 745-9789
CERT

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.

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, (the Director of Academic Affairs) 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.

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 (to go home), or
- Exit the buildings and gather in the 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 ERT members, who will be 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 teacher to calmly assist his/her students to leave the building from an exit away from the problem area. (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.

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 Talis Colberg, calls:	Directors Assistant Suzan Labby, calls:	Director Talis Colberg or Dr. Erickson calls:
Directors Assistant Suzan Labby	<ul style="list-style-type: none"> • All local radio stations and updates the special announcement on the telephone. 	<ul style="list-style-type: none"> • UAAAlerts to launch message • Communications Coordinator, Bonnie Wendt updates the

	<ul style="list-style-type: none">• Director of Marketing & Communications, Courtney Brooke Smith	<p>MSC Webpage & Road Sign</p> <ul style="list-style-type: none">• Community Media/Research, Shira Crowell updates MSC Facebook page
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EMERGENCY SITUATIONS

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 ERT members.
- ERT 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.

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 an ERT member.
- If there are injuries, provide First Aid if you are qualified, or notify a Level I ERT 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. 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 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 an ERT member.
- Notify the College Director or an ERT 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 an ERT 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 an ERT member immediately.
- If the individual is not in danger or putting another person at immediate risk, notify the College Director or an ERT 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.

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 I ERT member to provide aid. Send someone to notify ERT members.
- ERT 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 an ERT 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.
- ERT 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.

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 Mat-Su Services for Children and Adults (MSSCA) at 352-1200 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 ERT 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 an ERT 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.

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 an ERT 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.
- ERT 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 ERT members.

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 an ERT member.
- Caution! There could be secondary explosions. Be alert for electrical hazards, gas leaks and toxic fumes.
- ERT 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

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 ERT member to provide aid.
- Report the condition to the College Director.
- ERT members will be assigned to the entrance of the building to direct emergency personnel to the affected area and offer assistance.

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 an ERT 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.
 - ERT members will remain to offer assistance to the fire department.

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 an ERT member. Make sure that the person calling 911 understands the nature of the injury or illness and your exact location.
- If you are not qualified to provide First Aid, immediately notify a Level I ERT member who is qualified to provide aid, and call 911.
- ERT 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.
- Report the injury or illness to the College Director so that a written report/incident report can be made.

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, ERT members will notify faculty, staff and students.
- Employees in computer labs, science labs, and shop areas are responsible for locking up these areas.

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 special weapons personnel
- 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

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.

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 an ERT 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 an ERT 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.

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.

Campus Technology Services may shut down the servers and phone systems.

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 an ERT member and call 911.
- Do not attempt to remove or disturb the animal.

- Depending on the circumstances, the ERT 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 an ERT 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.

APPENDIX FF

Prince William Sound

Emergency Operation Plan

(Abridged Community Campus Plan. See the UAA
Emergency Manager or campus director for a
complete version including annexes)



PWSC
PRINCE WILLIAM SOUND COLLEGE

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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 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

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 College Director, University of Alaska Board of Regent's Policy & Regulation: *Chapter 02.05. Crisis Planning, Response and Communication*, the State of Alaska: *Statue AS 26.23.040 & Administrative Order No. 170*, and the Department of Homeland Security 2004 mandates.

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. Sometimes 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 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 3-5. 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 in Glennallen approximately 120 miles north of Valdez and 200 miles north east 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 for basic emergency services. Response times could vary from minutes to several hours. Staff and faculty would number approximately 2-5 and on campus students from 0-35.

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 work place 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 Shutoff 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.

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 highest ranking campus administrator or IMT member shall activate the EOP. This administrator will also activate the IMT and the Command Post as determined by the level of emergency (See *PWSC Succession of Authority*, Functional Annex B).

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.

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 # 141

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's 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 (Location TBD) 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 administrator will be responsible for starting the recovery process while emergency response activities are still being implemented. The PWSC administrator 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 PWSC Director of Administrative Services is responsible for ensuring that staff members involved in the PWSC Incident Command System are adequately trained. The PWSC Director of Administrative Services also has the responsibility for developing and chairing the PWSC Campus Safety Committee and for the 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 continuation 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 continuation plans.

The Emergency Management & Continuity Program (EMCP) Director is responsible for 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) on-line through FEMA's Independent Study Program, or 2) in-person classes taught by UA staff. The basic and intermediate ICS courses are offered approximately two times per year and the advanced ICS courses are offered once per year.
- The PWSC IT Manager will ensure that the college Command Post is kept in a state of readiness. The Command Post will be enacted and tested a minimum of two times per year.
- 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. The

PWSC Emergency Management & Continuity Program has overall responsibility for coordinating emergency exercises on campus.

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.

Each year the PWSC Emergency Management & Continuity Program will conduct up to two table-top exercises for the IMT. In addition, every other year, the College will participate in either a functional or full scale exercise. The Basic EOP and/or one of its annexes will be used in at least one of the annual 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 PWSC Director of Administrative Services is the EOP Administrator and is the primary representative of the PWSC IMT. The PWSC Director of Administrative Services is ultimately responsible for developing and maintaining the PWSC EOP. The PWSC Director of Administrative Services 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) will occur annually. The PWSC College Director will promulgate the plan update annually.

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) Director 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. The PWSC Director of Administrative Services will be responsible for coordinating completion of the functional annexes.

APPENDIX GG: 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.

PART VI: Acronyms and Glossary of Terms

Acronyms

AAR	After Action Report
AFD	Anchorage Fire Department
APD	Anchorage Police Department
ARC	American Red Cross
BEP	Building Emergency Plan
BSC	Building Safety Coordinator
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
AET	University Police' Auxiliary Emergency Team
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
IMT	Incident Management Team
IDA	Initial Damage Assessment
JIC	Joint Information Center
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

Glossary

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

	<p>University's operations. Resources and campus services are coordinated for an effective response. The Emergency Operations Center (EOC) operates at partial or full activation</p>
Level III Emergency	<p>A disaster situation where emergency conditions are widespread and the University must be self-sufficient for up to 96- 120 hours.</p> <p>The University may request mutual assistance from city, borough, and state agencies. Federal requests are made through the county.</p> <p>The Emergency Operations Center (EOC) is fully activated.</p>
Liaison Officer	<p>Serves as contact point for other agencies. Coordinates with external public (such as city, borough, state, or federal agencies) and private resource groups.</p>
Logistics Section	<p>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.</p>
Mitigation	<p>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.</p>
Mutual Aid	<p>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.</p>

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 of 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.

