



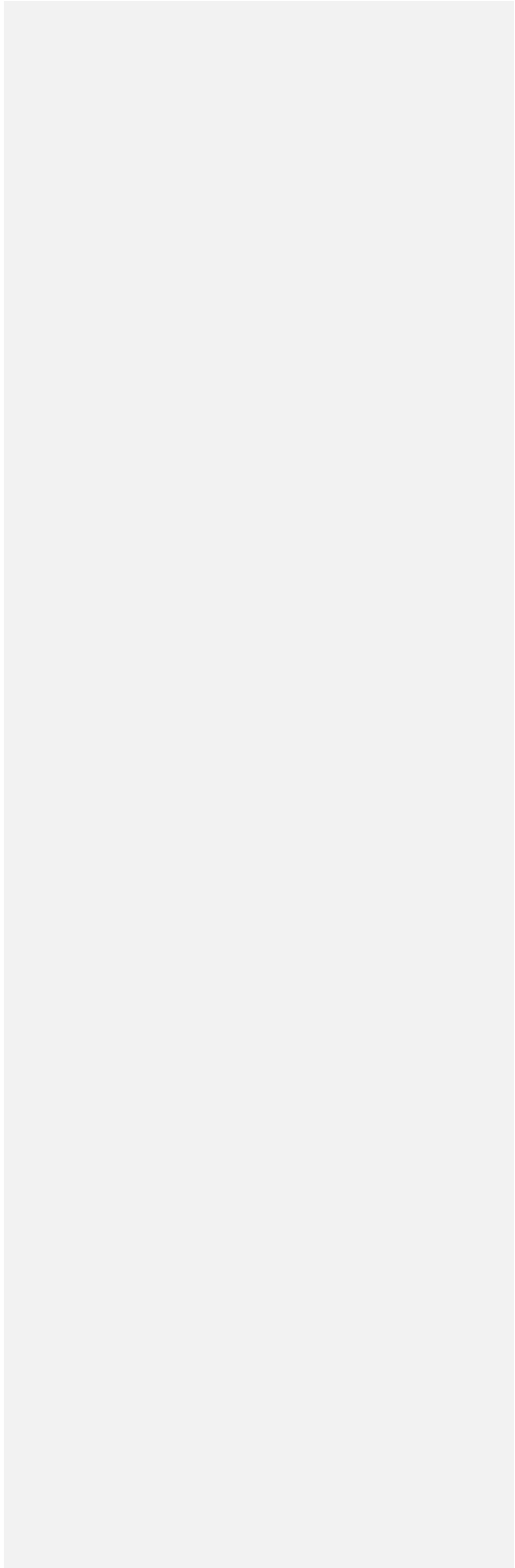
# Emergency Operations Plan

**(DRAFT)**

Spring 2017  
505 South Chandalar Drive, Fairbanks, AK 99775

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## Letter of Promulgation

I am pleased to adopt this latest revision of the Emergency Operations Plan for the University of Alaska Fairbanks. UAF is committed to providing a safe and secure environment for our students, faculty, staff and visitors. We place great emphasis on preventing emergencies that might temporarily disrupt normal everyday activities. However, not all emergencies can be wholly prevented. This plan will guide our campus community in responding to natural and man-made disasters and emergencies that occur despite our best planning and preventative efforts.

Successfully responding to an emergency in a swift and effective manner requires the involvement of the whole campus community. The UAF Incident Management Team is comprised of staff and faculty from multiple areas and disciplines across UAF. This plan defines roles for IMT members as well as University leadership and others not on the team to mitigate the emergency and to restore normal operations as quickly as possible.

Finally, this plan is one component of an integrated emergency management program that includes continuity of operations, preparedness, and response planning. It is a living document that will be maintained and updated as needed.

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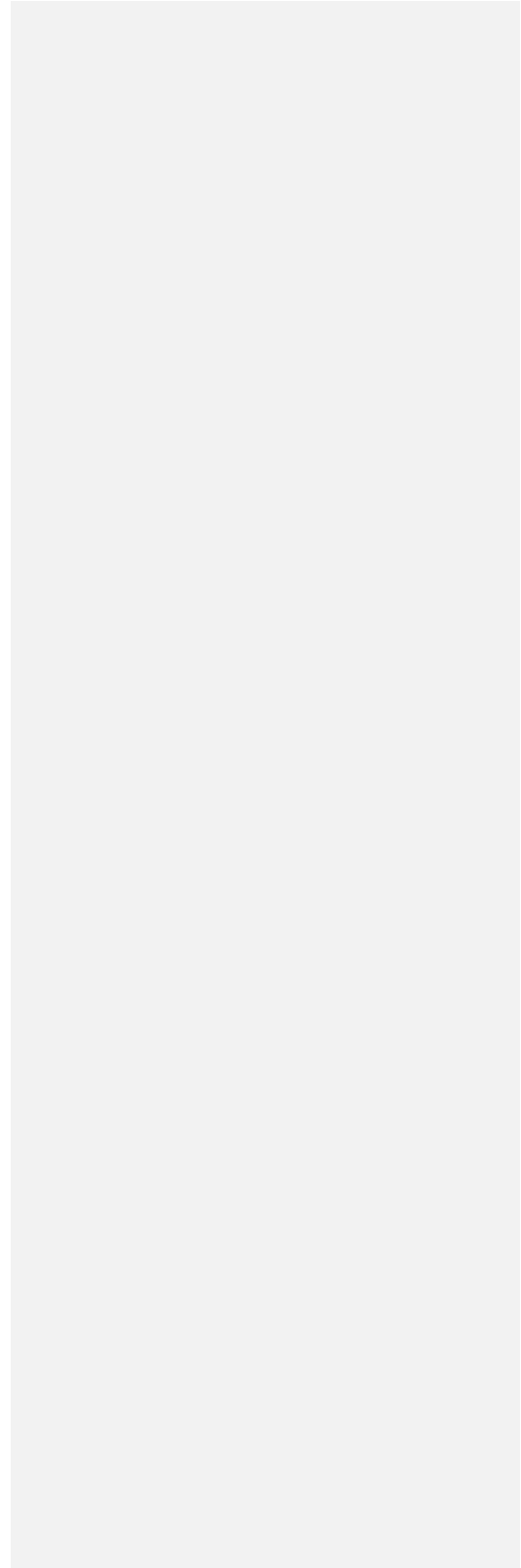
Dana L. Thomas, Chancellor

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Date

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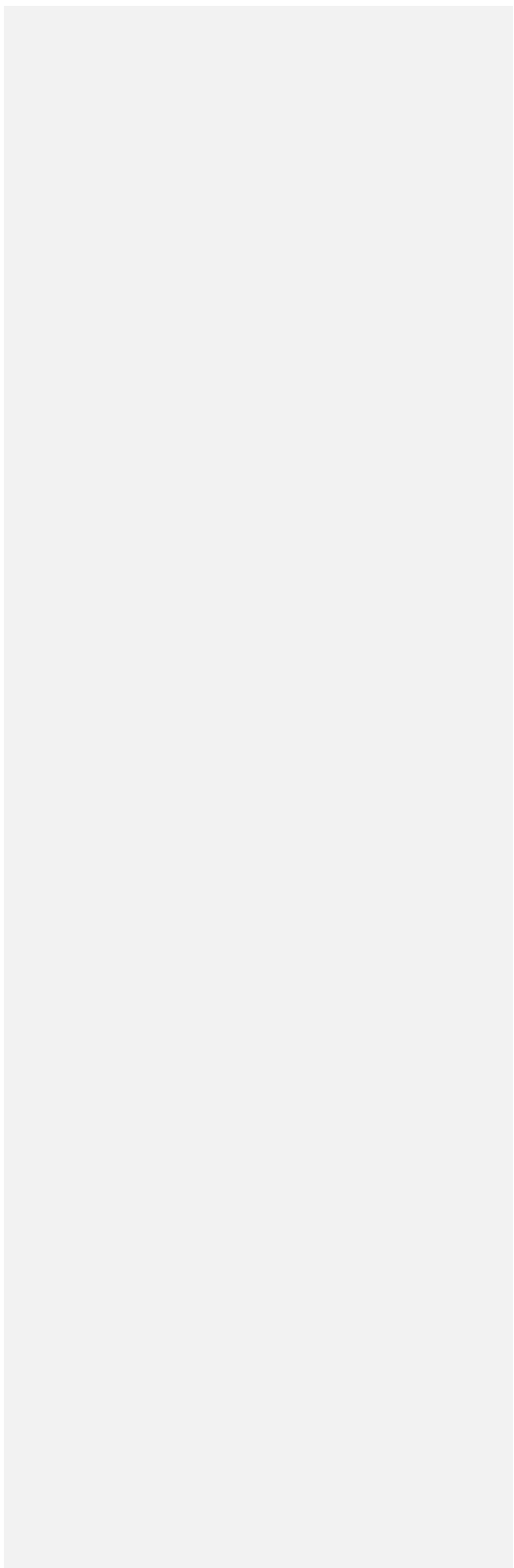
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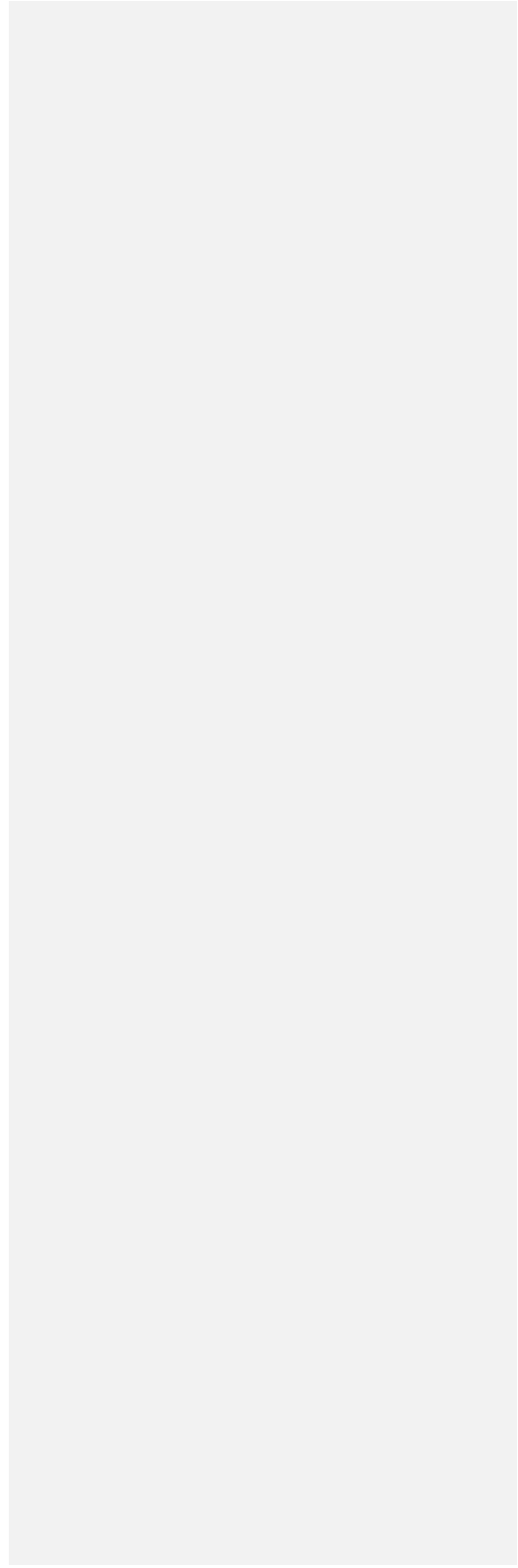
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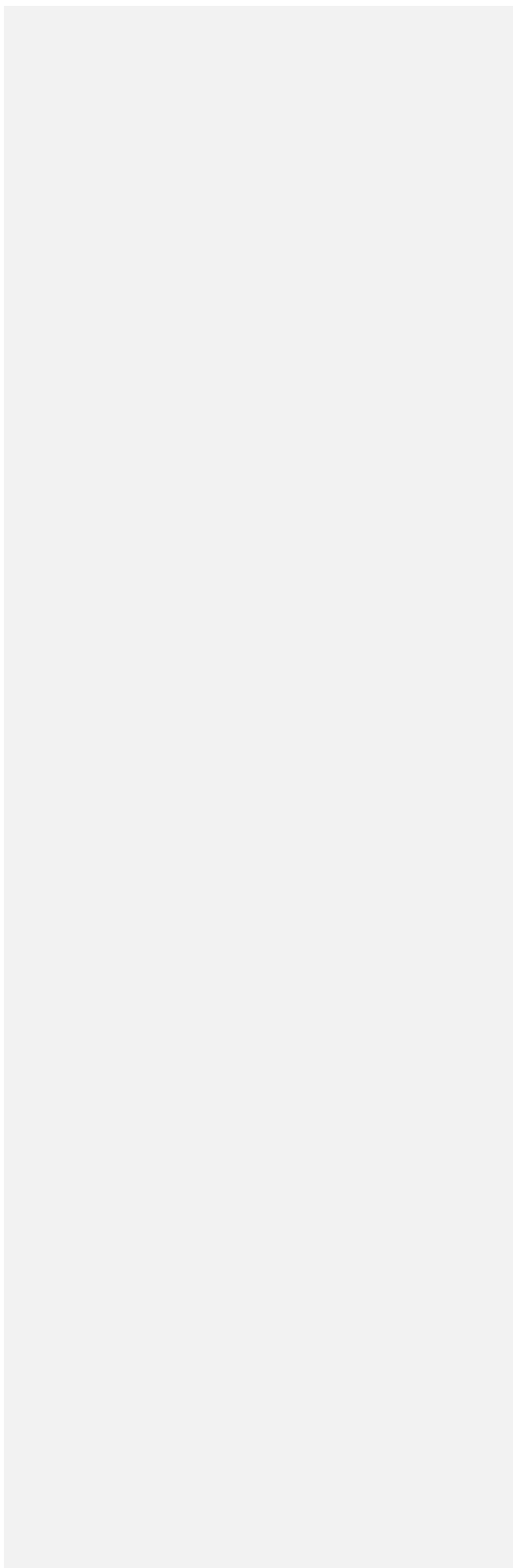
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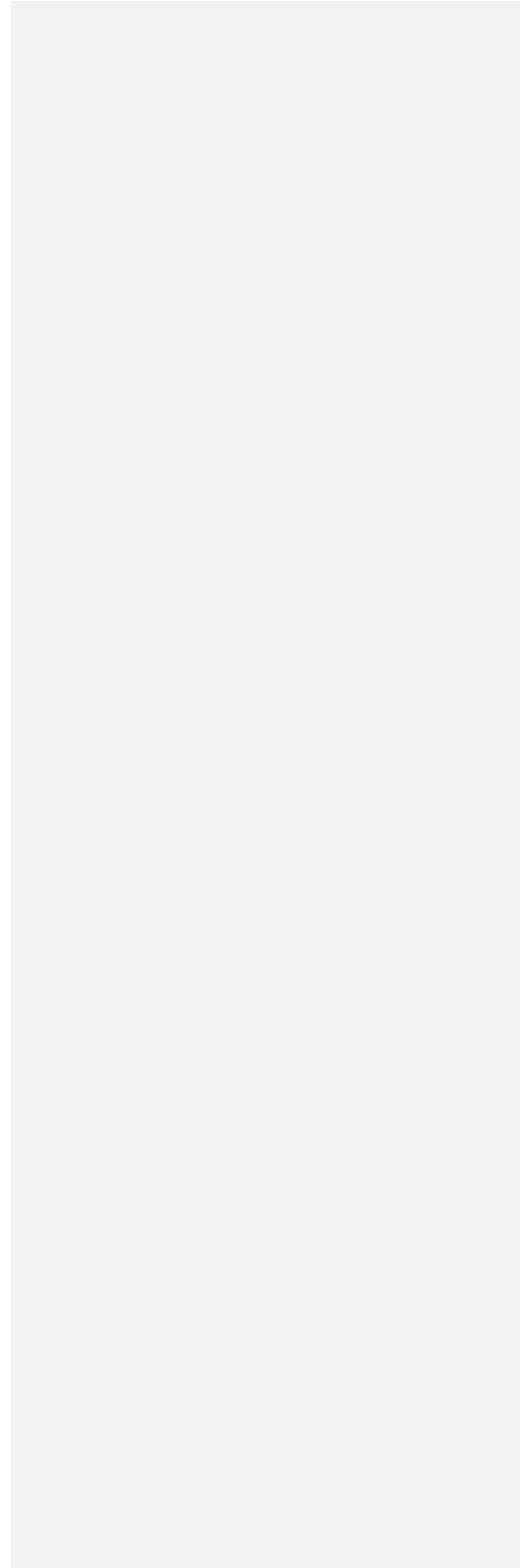
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## PART I: BASIC PLAN

### Purpose

The University of Alaska Fairbanks Emergency Operations Plan (EOP) explains how the University will manage emergencies on any of the University campuses through the preparedness, mitigation, response and recovery phases. This EOP uses an all-hazards approach to establish policies and responsibilities in order to:

- Protect life, property and the environment
- Promote the safety of students, faculty, staff and visitors
- Describe the mechanisms for disaster response coordination among University staff and volunteers, local government and first responders in the management of emergencies or disasters, in order to protect the lives and welfare of our students and staff.
- Assign emergency management tasks to University staff and faculty as appropriate for response to natural and man-made hazards.

### Scope

The EOP applies to all UAF departments, staff, and campuses. This plan takes an all-hazards approach and may be used for all incidents that may affect university operations.

UAF embraces the individual differences of our students, faculty, staff and visitors.

Acknowledging that some members of the UAF community may have access and functional

needs which require specific or additional accommodations, UAF departments, staff and campuses will plan for people with access and functional needs accommodations during emergency mitigation, preparedness, response, and recovery.

The UAF Office of Emergency Management currently resides within the UAF Fire Department and developed this plan in collaboration with the other UAF department and services representatives. The Office of Emergency Management is responsible for coordinating university-wide training and exercises to ensure faculty, staff, and students are prepared for emergency responses and recovery.

## Situation

UAF students, employees, and visitors may be exposed to a number of hazards with the potential to disrupt normal functions, cause damage, and injure or kill. Not all risks are known or can be adequately mitigated. A vulnerability assessment identifies the top risks in terms of hazard and probability is included in this EOP and is the basis for the hazard-specific appendices.

UAF can vary in the number of faculty, staff, and students located on campus depending on the time of day and event. The University has a student enrollment of over 6,000 and some 3,000 full- and part-time faculty and staff. The majority of students and staff may be on campus at a given time. UAF also draws crowds to community and University events, which are potential targets for terrorist incidents. Since UAF personnel and students travel, research, and study in other regions and continents, the University has an elevated risk of exposure to communicable diseases and infections.

A number of natural hazards can affect the UAF campus, including earthquakes, wildfire, and severe cold weather. UAF could be affected by a human, biological, or technological hazard, such as a power plant failure or an active shooter event.

## Hazard Analysis Summary

UAF Office of Emergency Management periodically conducts an assessment of vulnerability to various hazards. This process follows commonly accepted best practices in emergency management, and do not address all risks, such as reputation management. The top identified hazards in order of overall risk<sup>1</sup> are:

1. Catastrophic Earthquake with Structural Failure
2. Steam Failure
3. Electrical/Generator Failure
4. Information Systems Failure/Cyber Attack
5. Pandemic

### Identified UAF Hazards by Type

#### **Natural**

Earthquake  
Extreme Weather  
Wildfire  
Pandemic Infectious Disease

#### **Technological**

Steam Failure  
Power Plant Failure  
Cyber/IT Attack  
Electrical/Generator Failure  
Urban Fire  
Transportation Accident

#### **Human**

Civil Disturbance/Hostage/  
Violent Intruder

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<sup>1</sup> Risk is the product of the severity of the hazard and the probability that it will occur.

UAF Hazard Index by Frequency and Severity

	<u>Never Occurred</u>	<u>Low Occurrence</u> (11 – 100 years)	<u>Medium Occurrence</u> (5 – 10 years)	<u>High Occurrence</u> (1 – 4 years)
<b>Catastrophic</b> <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	Pandemic Disease	Damaging Earthquake		
<b>Critical</b> <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	Building Collapse			Power Plant Failure  Water Failure
<b>Limited</b> <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		Violent Intruder		Extreme Weather  Hazardous Materials Release
<b>Negligible</b> <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				Minor Earthquake  University Travel to Areas of Concern

Increasing severity →

Increasing frequency →

The UAF Mitigation plan will be drafted and published following the publication and distribution of this EOP.

## Assumptions

- UAF campus is vulnerable to a number of different hazards, including but not limited to: technological, human, natural, chemical, and biological.
- Emergencies and disasters may occur at any time and without warning, and may cause severe damage, impacting the University's ability to perform its critical functions.
- Critical lifeline utilities and local services may be interrupted during an incident including water delivery, electrical power, telephone or cellular communications, and the Internet, and other information systems.
- Critical infrastructure and University facilities may be damaged or rendered hazardous and/or unusable.
- Damage and secondary hazards may cause injuries and displacement of persons.
- The University will need to conduct its own rapid damage assessment, situation analysis, and deployment of on-site resources and management of emergency operations on campus, from the campus EOC while emergency conditions exist.



## Concept of Operations

This Emergency Operations Plan (EOP) establishes a comprehensive emergency management structure, outlining responsibilities, procedures, and guiding principles for responding to an emergency at the University of Alaska Fairbanks. This EOP is applicable when the scope of the emergency exceeds the ability of individual departments or units to address it with their standard operating procedures (SOPs). This EOP picks up where individual departmental SOPs leave off and provides coordination and support to multiple departments, functions, and agencies.

This EOP is one component of a comprehensive emergency management program at UAF that focuses on mitigation, recovery, preparedness, and response activities. The UAF Office of Emergency Management (OEM), under the direction of the UAF fire chief, is responsible for the development and maintenance of the EOP. The plan consists of an overview, the basic plan with emergency support function annexes, support annexes, and hazard-specific annexes based on an all-hazards approach. The hazard-specific appendices are those that the OEM has found to present the greatest risk to UAF. The basic plan and accompanying annexes apply to the UAF Main Campus, as well as, all of the University's satellite and rural campuses.

UAF personnel have primary responsibility for initial emergency response and operations for emergencies in UAF buildings and properties. All UAF buildings have Emergency Action Plans (EAPs) specifying the responsibilities of building occupants and initial actions to take in the event of an emergency. EAPs are actionable at the onset of an emergency, providing for efficient and safe evacuation and accountability of UAF employees. The designated UAF building coordinator for each building maintains the EAP annually and as needed.

This EOP is based on coordinating UAF emergency response resources with those of other local emergency response agencies. At the UAF campus, police, fire, and emergency medical personnel are immediately available to respond to the report of an emergency. At all other sites or campuses, local law enforcement and emergency personnel will respond. Locally, UAF, through existing agreements, will rely on the City of Fairbanks, Fairbanks North Star Borough (FNSB), Bristol Bay Borough, The City of Kotzebue, City of Nome, and the City of Bethel to provide additional resources and assistance in the event of a major emergency. Furthermore, this plan is aligned with other University of Alaska plans and the Fairbanks North Star Borough Comprehensive Emergency Management Plan (CEMP).

This EOP conforms to the National Incident Management Systems (NIMS) and utilizes the Incident Command System (ICS) for managing response to emergencies and disasters in the field. All UAF departments and personnel responding to an emergency will utilize ICS principles and practices during the response effort. Level III emergencies may be coordinated from an on-scene incident command post (ICP). Responses to Level I and Level II emergencies<sup>2</sup> will be coordinated from a UAF designated Emergency Operations Center (EOC).<sup>3</sup>

The roles of UAF personnel in emergency response will generally parallel normal day-to-day functions, however, employees may be assigned to work in areas and perform duties outside their regular job assignments. Day-to-day functions that do not contribute directly to an emergency

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<sup>2</sup> Level I and Level II emergencies are situations that exceed the scope of standard operating procedures and require additional resources and coordination.

<sup>3</sup> There is not a dedicated UAF EOC. UAF has prepacked equipment and materials that can be transported to a suitable site and set up. Designated EOC sites include the Cold Climate Housing Research Center, The Decision Theater, and the Wood Center Ballroom.

may be suspended for the duration of an emergency. Efforts that would typically be required for normal daily functions will be redirected to accomplish emergency tasks under the ICS system.

The EOP is designed to be flexible to be used in any emergency response situation regardless of the size, type, or complexity. The procedures outlined in the EOP are based on a worst-case scenario. Part or all of the components of the EOP can be activated as needed to respond to the emergency at hand.

### Organization and Assignment of Responsibilities

#### Safety & Compliance Coordination Committee

The Safety and Compliance Coordination Committee (SCCC) exists to address campus-wide safety and compliance issues. Members of the committee meet to discuss strategic planning for natural disasters and safety threats from within and outside of the UAF community. The group meets quarterly in February, May, August, and November.

#### Incident Management Team

The Incident Management Team (IMT) is a group of UAF personnel from various departments and units that fill predesignated NIMS roles in a major or protracted emergency situation. The primary role of the IMT is to support the emergency field response and, with direction from the Chancellor's Cabinet, effect the restoration of normal functions and recovery of the university. The IMT convenes at the EOC upon notification of a Level I or II emergency.

#### The Chancellor's Cabinet – Policy Group

The Chancellor's Cabinet performs in the role of Policy Group under NIMS. The Chancellor's Cabinet provides strategic direction to the IMT. The Chancellor's Cabinet is chaired by the

Chancellor. The Vice Chancellor for Administrative Services (VCAS) is the primary interface between the Chancellor's Cabinet and the IMT. The Chancellor's Cabinet has the authority to declare a State of Emergency on all or part of campus. Members of the Chancellor's Cabinet include the Chancellor's Core Cabinet: Provost, Executive Officer, VCAS, Vice Chancellor for Research, Vice Chancellor for University and Student Advancement, Vice Chancellor for Rural, Community, and Native Education; and other individuals specified by the Chancellor.

The VCAS is the designated authority that performs on behalf of the Chancellor's Cabinet to make emergency response decisions. The VCAS has the following specific responsibilities:

- Determine the level of emergency using the criteria in [Figure 2.1](#).
- Determine whether the EOC is to be fully or partially activated.
- Designate an EOC Director for all Level I or Level II emergencies
- Cancel planned leaves and vacations for Level I and Level II emergencies.

#### Campus Community: Roles and Responsibilities

All UAF affiliates potentially have roles in the EOP. All employees must familiarize themselves with evacuation and emergency procedures in their building EAP. Everyone that frequents the UAF campus should become familiar with posted emergency procedures and evacuation routes in buildings they live in or use regularly. Students, faculty, and staff are responsible for being aware of their surroundings and following directions in an emergency situation and listening to all instructions provided by emergency responders. If evacuation of a building is necessary, everyone is expected to evacuate immediately. Personnel involved in an emergency should assess a situation quickly and thoroughly.

### Role of Building Coordinators

In addition to coordinating the repair and maintenance of campus buildings, dedicated building coordinators are responsible for maintaining the EAP for their building(s). Building coordinators have roles in emergency and building evacuation procedures. For a complete list of duties and responsibilities of building coordinators, see the [UAF Facilities Services Building Coordinator Guide](#).

### Role of Faculty and Staff

University faculty and staff, including deans, department chairs, and directors (staff) are seen as leaders by students and must be prepared to provide leadership in emergency situations. Faculty and staff may be the first to the location of an incident and are responsible for following standard operating procedures and reporting the emergency. They should be familiar with and follow emergency procedures in the EAP for reporting emergencies to emergency services, departmental personnel, and others as appropriate.

### Direction, Control, and Coordination

#### Emergency Response Priorities

Priorities for all emergency responses are as follows:

- 1) Protection of Life
  - a) Emergency response personnel
  - b) At risk personnel
  - c) General public

- 2) Stabilization of The Event
  - a) Prevent the incident from escalating
  - b) Bring the situation to a point of order
  - c) Determine course of action
- 3) Protect the Environment
  - a) Confine, contain or neutralize hazardous materials that may be released
  - b) Endure, to the extent possible, that emergency response efforts do not adversely impact the environment
- 4) Protect University Property
  - a) Minimize damage to facilities used for emergency response
  - b) Mitigate against damages to facilities necessary for shelter and care of students and personnel
  - c) Protect critical University records, collections and research, including live animals
- 5) Restoration of critical services, education and research programs
  - a) Restore services necessary for emergency response
  - b) Restore services necessary to ensure the wellbeing of students and University personnel
  - c) Restore services critical for the integrity of research projects and educational services

#### [Incident Commander](#)

The ICS will be used for all field response activities, under the direction of an Incident Commander (IC) directing all on-scene activities from an Incident Command Post (ICP). The IC determines the location of the ICP and communicates closely with the VCAS until the EOC is activated.

The IC will vary depending on the situation and what skills, knowledge, and training are needed to respond to the specific situation. Most commonly, an officer of the fire or police departments will be in command of an incident in the field, but the IC may be from the Department of Environmental Health, Risk, and Safety (EHSRM), Facilities Services, or other department based on the nature of the incident. If the incident develops into a Level I or Level II emergency, a person with greater qualifications may assume command, or the VCAS may designate an IC.

Unified Command may be implemented where there is jurisdictional or functional overlap of agencies or departments.

#### Emergency Operations Plan (EOP) Activation

This plan is activated whenever emergency conditions exist in which immediate actions is required to:

- Save and protect lives
- Prevent damage to the environment, systems and property
- Initiate ICS and develop an appropriate organizational structure to manage the incident
- Coordinate communications
- Provide essential services
- Temporarily assign University staff to perform emergency work
- Invoke emergency authorization to procure and allocate resources
- Activate and staff the EOC

The EOP uses the following activation levels corresponding to the severity and potential impact of an emergency:

Level I Disaster involving suspension of critical University functions and/or significant community impact

Level II Major emergency that disrupts sizable portions of the campus community

Level III Minor localized emergency

The higher the level of emergency, the larger the scale of the event and more resources and coordination are required to manage the event. Any given level may be bypassed if necessary to allow a response to proceed directly to a higher level. As an emergency progresses to higher levels, the stated activities of previous levels will continue to be enacted.

The level of emergency will be determined by IC in conjunction with the OEM, and the VCAS. In the absence of the VCAS, the succession of authority will govern the determination. [Figure 2.1](#) describes the general and event-specific monitoring and response procedures for the UAF for each level.



Figure 2.1 Emergency Activation Levels

Level	Description	Action
<p style="text-align: center;"><b>III Monitor Status</b></p>	<p>Emergency incident that Standard Operating Procedures (SOPs) can handle. While there may be some damage and/or interruption, the conditions are localized and the EOC does not need to be activated. Emergency management personnel operate in “standby” mode in Level III.</p>	<ul style="list-style-type: none"> <li>• Onsite emergency personnel (fire, police, facilities, etc.) handle the situation following normal operating procedures. The officer or individual in charge serves as the initial field Incident Commander.</li> <li>• The IC will notify OEM and VCAS if notification criteria are met.</li> <li>• The UAF PIO is notified.</li> <li>• The UAF EOC is placed on stand-by mode.</li> </ul>
<p style="text-align: center;"><b>II Partial Activation</b></p>	<p>The emergency incident is severe and causes damage and/or interruption to UAF operations. Coordination of resources and campus services is needed to respond effectively. A partial or full activation of the UAF EOC is needed. UAF may be the only affected entity.</p>	<ul style="list-style-type: none"> <li>• The IC notifies the VCAS and the UAF OEM.</li> <li>• The VCAS may designate an IC to relieve the initial IC.</li> <li>• UAF OEM staff set up the EOC and calls on support staff for assistance.</li> <li>• If activated, the Chancellor’s Cabinet convenes in Signer’s Hall or other location.</li> <li>• IC in communications with VCAS and OEM determines necessary Incident Command Staff to report to the ICP.</li> <li>• Some operations and classes may be suspended.</li> <li>• Unified command with local police, fire, or EMS personnel may be implemented.</li> </ul>
<p style="text-align: center;"><b>I Full Activation</b></p>	<p>The emergency situation is a catastrophic condition and UAF must fully activate the EOC to address and immediate emergency response. Emergency conditions are widespread and UAF must be self-sufficient for 96 hours or longer. UAF will likely rely mutual aid from the City of Fairbanks, the FNSB, and/or other State agencies.</p>	<ul style="list-style-type: none"> <li>• The EOP and EOC are fully activated.</li> <li>• Normal University operations are suspended.</li> <li>• Staff vacations and planned leaves may be terminated.</li> <li>• The EOC coordinates efforts with the City, Borough, and/or State as needed.</li> <li>• Unified Command is typically used to manage incident response. □</li> </ul>

### Order of Succession

In the event that certain members of executive leadership are not available, the following order of succession would be used in determining the level of activation and fulfill other roles as specified herein.

- 1) Chancellor
- 2) Provost
- 3) VCAS
- 4) Vice Chancellor for University Advancement
- 5) Associate Vice Chancellor for Finance and Business Operations
- 6) UAF OEM Coordinator (Fire Chief)

UAF personnel including those key roles listed in this order of succession as well as members of the IMT should endeavor to notify other key personnel of planned absences and, where applicable, appoint a suitably qualified alternate.

### 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 EOC. The EOC 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 Director. Normal shift rotation is 12 hours on followed by 12 hours off.

There is not a dedicated UAF EOC. UAF has prepacked equipment and materials that can be transported to a suitable site and set up. Designated EOC sites include the Decision Theater, Cold Climate Housing Research Center and the Wood Center Ballroom.

Primary: Decision Theater, WRRB, 903 South Koyukuk Drive.

Secondary: Cold Climate Housing Research, 1000 Fairbanks Street.

Alternate: Wood Center Ballroom, 505 South Chandalar Drive

Alternate: Hess Rec Center, MBS Building, 741 Yukon Drive

The EOC will be activated during any situation that requires the immediate coordination of multiple University departments, auxiliaries, and outside agencies. The VCAS has the authority to activate the EOC. If the VCAS is unavailable, the next officer in the order of succession will be utilized. The degree to which the EOC is activated depends on the need for coordination and the level of emergency.

UAF's IMT operates the EOC, under the direction of an EOC Director. The EOC Director and alternates are predesignated IMT members. (See [Annex M: UAF Incident Management Team Roster](#).) The EOC Director receives strategic priorities from the Chancellor's Cabinet. The IMT at the EOC implement Chancellor's Cabinet priorities and directly support the on-scene IC.

Once the determination is made to activate the EOC, the designated EOC Director reports immediately to the EOC. The EOC Director is responsible for preparing the EOC facility for operation and checking staff into the EOC. The Command and General Staff will report to the EOC to assume emergency response roles in a Level I or II emergency or event. The EOC

Director will determine which staff report to the EOC. Command and General Staff are required to check-in with the EOC Director upon arrival at the EOC.

In some widespread emergencies without a specific local incident scene, the incident may be run entirely from the EOC. Examples might include a pandemic emergency or cyber security emergency.

In some emergencies, an abbreviated version of the EOC may be established to handle the emergency while the IMT operates via a virtual EOC environment via teleconference, telephonic, or via data systems such as D-LAN.

#### Demobilization & Transition to Recovery

Once the incident begins to deescalate, the demobilization and transition to recovery begins. The Planning Section oversees the demobilization process and collection of incident documentation. The IMT may continue to staff the EOC for the duration of recovery operations.

#### Recovery

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 Chancellor's Cabinet to determine when and how to return to normal campus operations.

## Information Collection, Analysis, and Dissemination

### Information Release and Approvals

Once an EOC is operational, all information released to the public must be approved by the EOC Director. The EOC Director need not approve pre-scripted emergency alert messages. The EOC Director may delegate all approvals to University Relations. University Relations will normally confer with the Chancellor and/or Chancellor's Cabinet in developing public messages. (See [Annex C: Emergency Communication.](#))

### Incident Action Plan (IAP)

An Incident Action Plan (IAP) is a written plan for guiding the response to the incident. The Planning Section Chief at the EOC is responsible for the writing, maintenance, and distribution of the IAP.

The IAP will include standard forms and supporting documents that convey the Chancellor's Cabinet's intent and the Operations Section's direction for the accomplishment of the plan. The Planning Section will communicate with other sections. The IC approves the written IAP.

Copies of the IAP are distributed to the Chancellor's Cabinet and members of IMT. A briefing prior to each shift should be held to communicate the IAP to all IMT personnel.

### Communications

UAF emergency communications will be managed in coordination with the Alaska Emergency Operations Plan and Fairbanks North Star Borough Comprehensive Emergency Management

Plan in order to support UAF functions and emergency response. Priorities of communications during an emergency are:

1. Alaska Land Mobile Radio (ALMR) for first responders
2. Analog telephone lines to link key command and control nodes within UAF
3. Wide Area Network which includes access to [Disaster LAN \(DLAN\)](#), the borough emergency management database and interface.
4. In the event of an emergency where standard communications networks, such as cell phones, email, and texting are not disabled, staff and faculty will continue to transmit communication traffic via these existing informal communications networks.

UAF utilizes an emergency notification system ([Rave Mobile Safety](#)) provided by the University of Alaska system to notify students, staff, and faculty of emergency situations, campus closures, and notifications in compliance with the Clery Act. The system also provides for non-affiliated individuals, e.g. family members and news media, to subscribe to emergency and outreach messages.

All available modes of emergency alerting are accessible through the Rave Mobile Safety system:

- Email
- SMS (text)
- VoIP voice-to-text and screen alerts
- Mobile phone voice-to-text
- Alertus (desktop computer popups)
- Campus loudspeakers

Rave Mobile Safety retrieves the most current contact information for all affiliates from Banner daily. Affiliates may modify their contact information and messaging preferences at UAF on Alert (<http://uafalert.alaska.edu/>).

UAF emergency dispatchers, campus directors, and other campus leaders have the ability to initiate pre-scripted emergency messages to affiliates within their areas of responsibility. Emergency managers and University Relations personnel have full access to manage access and send messages.

Campus directors and others with message-sending capabilities must put procedures in place to prevent accidental and unauthorized messages. Instructions for initiating alerts by designated personnel are provided in [Annex N](#).

In the event of catastrophic failure of communications networks and/or the loss of electricity, direct-dial analog phones are provided in these locations:

- Facilities Services large conference room
- Butrovich Building Room 204 (Sherman Carter Conference Room)
- Administrative Services Center, College Road
- Chancellor's Conference Room
- Hess Rec Center, upper dormitory complex
- Geophysical Institute Director's Office lobby, 6<sup>th</sup> floor
- Butrovich Data Center (two lines, one for fax)

Phone numbers for these lines are provided in [ANNEX O: Emergency "Red Phone" Analog Phone Numbers](#) for more detailed information on communications during an emergency.

## Administration, Finance, and Logistics

### Documentation

An Incident Action Plan (IAP) is a written plan for guiding the response to the incident. The Planning Section Chief at the EOC is responsible for the writing, maintenance, and distribution of the IAP.

The IAP will include standard forms and supporting documents that convey the intent of the Chancellor's Cabinet intent and the Operations Section's direction for the accomplishment of the plan. The Planning Section will communicate with other sections. The IC approves the written IAP.

Copies of the IAP are distributed to the Chancellor's Cabinet and members of the IMT. A briefing prior to each shift should be held to communicate the IAP to all IMT personnel.

### After-Action Report (AAR)

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 University of Alaska Fairbanks ICS. 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.



### Plan Development and Maintenance

The UAF Office of Emergency Management is responsible for the development and maintenance of this EOP. The EOP will be reviewed on an annual basis and updated as needed. Each department, office and campus mentioned in the plan is responsible for informing the UAF Emergency Manager with updated information as appropriate. Revisions may be made based on operational and regulatory changes, best practices and corrective actions identified through exercises, emergency activations and assessment processes.

### Authorities and References

This plan is promulgated under the authority of the Chancellor of the University of Alaska Fairbanks and is governed by the following regulations, laws, statutes, and policies.

#### Federal Law

- 1) [Federal Civil Defense Act of 1950, Public Law \(PL\) 81-950](#) as amended.
- 2) The Disaster Relief Act of 1974, PL 93-288 as amended.
- 3) [Robert T. Stafford Disaster Relief and Emergency Assistance Act](#), PL 93-288, as amended by PL 100-77.
- 4) [Title III of the Superfund Amendments and Reauthorization Act of 1986](#) (SARA), PL 99-499 as amended.
- 5) [Code of Federal Regulations \(CFR\), Title 44](#). Emergency Management Assistance.
- 6) [Executive Order \(EO\) 12148 of July 20, 1979](#), as amended, Federal Emergency Management.

- 7) [EO 12472 of April 3, 1984](#), Assignment of National Security and Emergency Preparedness Telecommunications Functions.
- 8) [EO 12656 of November 18, 1988](#), Assignment of Emergency Preparedness Responsibilities.
- 9) Federal Preparedness Circular 8, June 22, 1989, Public Affairs in Emergencies.
- 10) [Homeland Security Presidential Directive 5](#), February 28, 2003, Management of Domestic Incidents.
- 11) [Presidential Policy Directive 8, National Preparedness](#), March 30, 2011

State Law

- 12) [Administrative Order, No. 228](#), Use of NIMS ICS and Interagency Incident Response Teams

University Policies

- 13) [University of Alaska Regent's Policy, Part II, Administration, Chapter V, Crisis Planning, Response, and Communications](#), April 21, 2000, P02.05.010, P02.05.020, P02.05.030, 05.060



## Glossary of Terms

**University of Alaska Fairbanks:** UAF's branch campuses: UAF has multiple satellite rural campuses throughout Alaska as part of the College of Rural Community Development. These campuses are:

- Bristol Bay; Dillingham, AK
- Chukchi, Kotzebue, AK
- CTC, Fairbanks, AK
- Kuskokwim, Bethel AK
- Northwest, Nome, AK

**Community Technical College:** The satellite campus of UAF located on University Avenue in Fairbanks. The community college offers many associates degrees and baccalaureate degree preparation programs.

**Emergency Operations Plan:** The UAF EOP is a plan that defines the scope of preparedness and emergency management activities necessary for the University to respond, recover, and mitigate emergencies. The EOP structures and concepts that follow provide an example for jurisdictions to use when developing any plan.

**Emergency Support Function:** ESFs align categories of resources and provide strategic objectives for their use. ESFs use standardized resource management concepts such as typing, inventorying, and tracking to facilitate the dispatch, deployment, and recovery of resources before, during and after an incident.

**Emergency Operations Center:** The physical location at which the coordination of information and resources to support incident management (on-scene operations) activities normally takes place. An EOCs may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. Emergency Operations Centers may be organized by major functional disciplines (e.g., fire, law enforcement, medical services).

**Office of Information Technology.** OIT provides network and computer services to university campuses and employees across Alaska.

**Incident Commander:** The IC has overall responsibility for managing incidents via establishing objectives, planning strategies, allocating resources, and implementing tactics.

**Incident Command System:** A standardized organizational structure used to command, control and coordinate the use of resources and personnel responding to an emergency.

**National Incident Management System:** A set of principles that provides a systematic, proactive approach guiding government agencies at all levels, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to and recover from

emergency incidents. Homeland Security Presidential Directive-5 in 2004 directed the Secretary of Homeland Security to develop, administer and periodically update the NIMS.

**Preparedness:** Actions that involve a combination of planning, resources, training, exercising, and organizing to build, sustain, and improve operational capabilities. Preparedness is the process of identifying the personnel, training, and equipment needed for a wide range of potential incidents, and developing jurisdiction-specific plans for delivering capabilities when needed for an incident.

**Response:** Immediate actions to save and sustain lives, protect property and the environment, and meet basic human needs. Response also includes the execution of plans and actions to support short term recovery.

**Recovery:** The development, coordination and execution of service and site restoration plans; the reconstitution of University operations and services; individual, private sector nongovernmental and public assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social political, environmental and economic restoration.

**Standard Operating Procedure:** A reference document, an operations manual, that provides the purpose, authorities, duration, and details for the preferred method of performing a single function or a number of interrelated functions in a uniform manner.

**Unified Command:** A team effort process, allowing all agencies with a responsibility for an incident geographical, functional, or statutory, to establish a common set of incident objectives and strategies and a single incident action plan.

**Crisis:** A crisis is any incident that disrupts or delays UAF's critical functions, significantly threatens the health and wellbeing of the members of the UAF community, causes physical and/or environmental damage, or harm to the University's public standing.

**Volunteer Reception Center:** A location identified by the Volunteer Coordinator and the IMT where those wishing to volunteer in support of disaster response and recovery can assemble to be given assignments. The Volunteer Reception Center location will be decided in the event of an emergency depending on the nature of the emergency and access to facilities at the time.

**Activation Period:** The time period that a volunteer is active in an emergency or an exercise. This time period starts when a volunteer is given an initial assignment by the volunteer coordinator and it ends when the volunteer coordinator demobilizes the volunteer.

## List of Acronyms

The following are acronyms used in this Emergency Operations Plan:

AAR	After-Action Report
ADA	Americans with Disabilities Act
C&GS	Command and General Staff
CEMP	Comprehensive Emergency Management Plan
CPAP	Continuous Positive Airway Pressure
CSO	Community Service Officer
DAT	Disaster Assessment Team
DHHS	Department of Health and Human Services
DOS	Dean of Students
EAA	Emergency Assembly Area
EAP	Emergency Action Plan
ECC	Emergency Communications Center
EHSRM	Environmental Health, Safety, and Risk Management Department
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPA	Environmental Protection Agency
FEMA	Federal Emergency Management Agency
FMC	Family Messaging Center
FNSB	Fairbanks North Star Borough

FSC	Finance Section Chief
GVEA	Golden Valley Electric Association
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IMT	Incident Management Team
JIC	Joint Information Center
LSC	Logistics Section Chief
NIMS	National Incident Management System
OEM	Office of Emergency Management
OSC	Operations Section Chief
OSHA	Occupational Safety and Health Administration
PIO	Public Information Officer
PSC	Planning Section Chief
SCCC	Safety and Compliance Coordinating Committee
SOP	Standard Operating Procedure
UC	Unified Command
UFD	University Fire Department
UPD	University Police Department
VCAS	Vice Chancellor for Administrative Services
VCOM	Volunteer Center Operations Manager

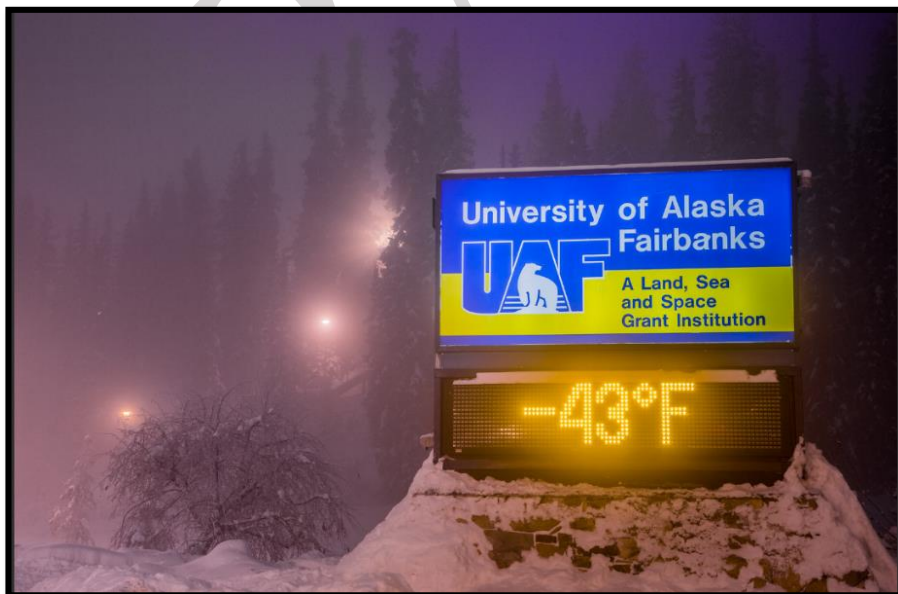
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<http://www.uaf.edu/chancellor/policy/02.02.011/>

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UAA Board of Regents. (2006). *Regents' Policy Chapter 02.05 - Crisis Planning, Response, and Communications*. Retrieved from Regents' Policy and University Regulations:  
<https://www.alaska.edu/bor/policy/02-05.pdf>



## PART II: EMERGENCY SUPPORT FUNCTION ANNEXES

### Emergency Support Function (ESF) #1: TRANSPORTATION

<b>ESF Activation Contact:</b> Associate Vice Chancellor UAF Facilities Services, Scott Bell, <b>Phone:</b> (907) 474-6265 <b>Email:</b> svbell2@alaska.edu	
<b>Primary Department:</b>	UAF Transportation: Scott Bell, (907) 474-6265
<b>Support Department(s):</b>	<ul style="list-style-type: none"><li>• UAF Vehicle Rentals: (907) 474-5875</li><li>• UAF Shuttle Service: (907) 474-7433</li></ul>
<b>External Agencies:</b>	<ul style="list-style-type: none"><li>• MACS Transit and Van Tran, Glenn Miller – Director, (907) 459-1002</li></ul>

#### I. Purpose.

- a) This ESF lists the UAF departments and external agencies responsible for providing, in a coordinated manner, the resources (human, technical, equipment, facility, materials and supplies) to support emergency transportation needs during an emergency or disaster impacting a UAF campus.

#### II. Scope.

- a) Includes all emergencies requiring transportation related services including traffic direction and control, vehicle parking, and transportation of people (including those needing accessible transport) and materials.
- b) Coordinates transportation activities and resources during the response phase immediately following an emergency or disaster.
- c) Facilitates damage assessments of transportation resources to establish priorities and determine needs of available transportation resources.
- d) Coordinates evacuation transportation as its' first priority and facilitate movement of the campus in coordination with other transportation agencies.
- e) Performance of and assisting with evacuation and re-entry.
- f) May be activated by the Incident Commander to respond to incidents that are beyond the capabilities of the initial emergency response actions.
- g) May be activated to respond to incidents that overwhelm normal Incident Command response actions.

#### III. Situation.

- a) Emergency Conditions and Hazards.
  - i) UAF may periodically experience emergency and disaster situations that will require transportation related support services. Potential emergencies and disasters include both natural and human-caused incidents.
  - ii) See [Hazard Analysis](#) for a description of potential emergencies.



#### IV. Assumptions.

- a) Initial emergency response capabilities may be inadequate to contain or control the hazard.
- b) University resources will be quickly overwhelmed.
- c) Roads and bridges in the affected area may be obstructed, damaged or heavily congested, impairing emergency transportation to, from, and within the area.
- d) Normal transportation mechanisms including public transportation services and personal vehicles may be unavailable, inaccessible, inoperable, delayed, or overwhelmed.
- e) Signs, signals, and other types of markers, which facilitate traffic movement and control, may be damaged or destroyed.
- f) Communication systems may fail during a major incident.
- g) Shortfalls can be expected in both support personnel and equipment.
- h) State and federal assistance may not be immediately available.

#### V. Concept of Operations.

- a) General.
  - i) The University Emergency Operations Plan provides overall guidance for emergency operations.
  - ii) ESF annexes define roles and responsibilities, planned concept of operation, and internal and external capabilities and resources.
  - iii) ESF annexes are designed to provide basic information to include points of contact in case additional resources or expertise is needed at the incident scene or on an Incident Management Team.
- b) Organization.
  - i) National Incident Management System and Incident Command System concepts will be used for response to all incidents.
  - ii) Incident or Unified Command will be used by responding departments.
  - iii) When requested, ESF personnel will report to the Incident Command Post or EOC, or will participate as members of an Incident Management Team.
- c) Notification.
  - i) Campus incidents involving transportation related services and requests for ESF #1 assistance are to be reported to the UAF Emergency Communications Center by calling 911 or (907) 474-7721.
  - ii) The UAF Emergency Communications Center will notify the Facilities Services Customer Service Center (907) 474-7000 of requests for ESF #1 services.
  - iii) The Facilities Customer Service Center or Operator will notify appropriate Facilities Services personnel.
  - iv) Requests for additional resources shall occur under the authority of the Incident/Unified Command.
  - v) Facilities Operations personnel will contact outside transportation agencies to request their services.
- d) Direction, Control and Authority to Act.

- i) The Incident Command System (ICS) is used by University personnel to respond to emergencies and incidents.
  - ii) During the emergency response phase, all responders will be under the direction and control of the incident's Incident/Unified Command.
  - iii) Responders reporting to the incident scene will report to the Incident Commander at the Incident Command Post unless otherwise directed by the Incident Commander.
  - iv) The Incident/Unified Command is authorized to take actions necessary to contain and control the incident to protect and reduce impact to lives, the environment research, property and campus operations.
- e) Actions.
- i) Preparedness.
    - (1) Facilities Services shall develop and maintain response plans and procedures, a cadre of trained personnel, and equipment and supplies to provide transportation related services.
    - (2) Facilities Services shall develop and maintain a list of campus, community and vendor resources (including equipment, vehicles and personnel) that could be utilized to support transportation needs during an emergency.
    - (3) Maintain a list of personnel (at least one primary and one back-up) that can be called to serve on an Incident Management Team to manage transportation support functions.
    - (4) Develop procedures to document costs for any potential reimbursement.
    - (5) Participate in exercises and training to validate this annex and any supporting plans and procedures.
  - ii) Response.
    - (1) Identify transportation needs required to respond to the emergency.
    - (2) Obtain, prioritize and allocate available transportation resources.
    - (3) Facilities Services shall act as liaison with outside transportation services agencies.
    - (4) When requested, provide personnel to respond to the incident command post or other location to serve on an Incident Management Team to manage transportation support functions.
    - (5) In conjunction with the Incident Commander, coordinate emergency information for public release through [ESF #2b, Communications](#).
  - iii) Recovery.
    - (1) Coordinate assistance as needed by the Incident Commander, Incident Management Team, and/or the Chancellor's Cabinet. Ensure that ESF #1 personnel, departments or agencies maintain appropriate records of costs incurred during the event.

VI. Responsibilities

- a) Primary Department: UAF Facilities Services
  - i) Serve as the lead agency for transportation related support functions and support the response and recovery operations after ESF activation.
  - ii) Develop, maintain, and update plans and procedures for use during an emergency for UAF Main Campus and all of UAF's Satellite and Rural Campuses.
- b) Identify, train, and assign personnel to serve as ESF #1 representatives at an Incident Command Post or on an Incident Management Team (IMT) when a University IMT is assembled.
- c) General Responsibilities
  - i) This function will assist in the identification of essential transportation needs for transporting people (including those needing accessible transport), equipment, supplies and material to and from incident sites.
  - ii) May need to provide services for evacuation.
- d) Support Departments
  - i) Develop, maintain, and update plans and procedures for use during an emergency.
  - ii) Identify, train, and assign personnel to assist the primary department at the Incident Command Post or on the Incident Management Team as needed.
  - iii) Support the primary department as needed.

VII. Capabilities.

- a) Transportation Services.
  - i) Traffic direction and control.
  - ii) Street and directional signage.
- b) Fleet Services.
  - i) Vehicle rental.
- c) MAC buses.
  - i) Public Transportation buses.

VIII. Resources.

- a) Transportation Services Resource List – Contact Facilities Customer Service Center, (907) 474-5875.

IX. Policies and Procedures.

- a) [UA Transportation Guide](#)

X. Attachments.

- a) None.

## Emergency Support Function (ESF) #2: COMMUNICATIONS

<b>ESF Activation Contact:</b> Chief Information Technology Officer, Karl Kowalski <b>Phone:</b> (907) 450-8383 <b>Email:</b> <a href="mailto:karl.kowalski@alaska.edu">karl.kowalski@alaska.edu</a>	
<b>Primary Department:</b>	CITO, (907) 450-8300, <a href="mailto:helpdesk@alaska.edu">helpdesk@alaska.edu</a>
<b>Support Department(s):</b>	UAF Facilities Services, (907) 474-7000, <a href="mailto:krhearns@alaska.edu">krhearns@alaska.edu</a>
<b>External Agencies:</b>	<ul style="list-style-type: none"><li>• Fairbanks GCI, (907) 265-5454, <a href="mailto:bcg@gci.com">bcg@gci.com</a></li><li>• Fairbanks AT&amp;T, (907) 451-1942</li><li>• Fairbanks Verizon, (907) 479-0038</li></ul>

### I. Purpose.

- a) This ESF lists the UAF departments and external agencies responsible for UAF Information Technology related response actions that may take place during an emergency.

### II. Scope.

- a) Includes information technology networks including telephone and data.
- b) Includes information technology related services and applications including web and data servers, e-mail, administrative applications, academic related services and applications and other services provided to the UAF IT user community.
- c) Includes the response to and recovery from a loss of information technology related services.
- d) Includes the delivery of additional information technology related services to support response and recovery operations with other response entities.
- e) May be activated by the Incident Commander to respond to incidents that are beyond the capabilities of the initial emergency response actions.
- f) May be activated to respond to incidents that overwhelm normal Incident Command response actions.

### III. Situation.

- a) Emergency Conditions and Hazards.
  - i) UAF information technology resources including networks, hardware, and applications support a variety of University operations and business functions.
  - ii) Certain resources and services are critical to campus emergency response and recovery operations.
  - iii) Certain resources and services are critical to the University business and academic operations.
  - iv) UAF may periodically experience emergency and disaster situations that will require response by University resources and outside agencies and the restoration of essential services. Potential emergencies and disasters include both natural and human-caused incidents.
- v) See [Hazard Analysis](#) for a description of potential emergencies.

## IV. Assumption.

- a) Initial emergency response capabilities may be inadequate to contain or control the hazard.
- b) Information technology resources and services may be damaged or impacted by the hazard.
- c) The full extent of technical resources, both human and otherwise, may not exist solely within the central IT organization but may be required from other organizations within the University or from outside entities.
- d) Existing information technology resources and services may need to be supplemented to support campus emergency response and recovery efforts.
- e) Initial emergency response capabilities may be inadequate to manage the incident.
- f) University resources will be quickly overwhelmed.
- g) Communication systems may fail during a major incident.
- h) Backup systems will be available but may take time to activate.
- i) Shortfalls can be expected in both support personnel and equipment.
- j) State and federal assistance may not be immediately available.

## V. Concept of Operations.

- a) General.
  - i) The UAF Emergency Operations Plan provides overall guidance for emergency operations.
  - ii) ESF annexes define roles and responsibilities, planned concept of operation, and internal and external capabilities and resources.
  - iii) ESF annexes are designed to provide basic information to include points of contact in case additional resources or expertise is needed at the incident scene or on an Incident Management Team.
- b) Organization
  - i) National Incident Management System and Incident Command System concepts will be used for response to all incidents.
  - ii) Incident or Unified Command will be used by responding departments.
  - iii) When requested, ESF personnel will report to the Incident Command Post or other location, or will participate as a member of an Incident Management Team.
- c) Notification
  - i) Incidents on a UAF Campus that involve IT outages or requests for support are to be reported to the IT Service Desk (ITSD) at (907) 450-8300.
  - ii) Requests for additional resources shall occur under the authority of the Incident/Unified Command through the Office of the Chief Information Technology Officer.

- d) Direction, Control and Authority to Act.
  - i) The Incident Command System is used by UAF personnel to respond to emergencies and incidents.
  - ii) During the emergency response phase, all responders will be under the direction and control of the Incident/Unified Command.
  - iii) Responders reporting to the incident scene will report to the Incident Commander at the Incident Command Post unless otherwise directed by the Incident Commander.
- e) Actions.
  - i) Preparedness.
    - (1) OIT shall maintain Continuity of Operations Plans (COOP) with associated roles and responsibilities for emergency preparedness and recovery.
    - (2) OIT shall provide annual training for recipients of the OIT Continuity of Operations Plan to ensure that recovery personnel are knowledgeable about the plan and are aware of their roles and responsibilities.
    - (3) OIT shall maintain a “chain of command” for the organization in the event that strategic personnel are not available for executing their role during recovery operations.
    - (4) OIT shall maintain disaster recovery procedures for key infrastructure services and critical systems and services.
    - (5) OIT shall maintain a prioritized list of service recovery and server restart order for determining the order of service restoration.
    - (6) OIT shall maintain an emergency communications strategy to include communications within OIT, to the Incident/Unified Command and to users and customers of OIT’s services.
    - (7) OIT shall develop and maintain a list of campus, community, and vendor resources that could be requested during an emergency.
    - (8) OIT shall maintain a list of personnel (at least one primary and one back-up) that can be called to serve on an Incident Management Team to manage information technology related support functions.
    - (9) Develop procedures to document costs for any potential reimbursement.
    - (10) OIT shall participate in exercises and training to validate this annex and any supporting plans and procedures.
  - ii) Response.
    - (1) OIT shall provide support to University responders to help ensure adequate availability of IT communications and other services.
    - (2) OIT shall coordinate other IT professionals across campus and, where appropriate, external vendors to support the communication and IT services need appropriate to the situation.
    - (3) OIT shall act as liaison with other IT resources both internal and external as needed.
    - (4) When requested, provide personnel to respond to the incident command post or other location to serve on an Incident Management Team to manage information technologies related support functions.

(5) In conjunction with the Incident Commander, OIT shall coordinate emergency information for public release through [ESF #2b: Communications](#).

iii) Recovery.

- (1) OIT shall coordinate the recovery, configuration and use of OIT resources to assist in the efficient recovery of UAF operations.
- (2) As feasible, OIT shall assist the recovery, configuration and use of IT resources external to OIT to assist in the efficient recovery of UAF operations.
- (3) OIT shall ensure that ESF #2 personnel, departments or agencies maintain appropriate records of costs incurred during the event.

VI. Responsibilities.

- a) Primary Department: Office of Information Technologies: Support.
  - i) Serve as the lead agency for information technology related support functions and support the response and recovery operations after ESF activation.
  - ii) Develop, maintain, and update plans and procedures for use during an emergency.
  - iii) Identify, train, and assign personnel to serve as ESF #2 representatives at an Incident Command Post or on an Incident Management Team (IMT) when a UAF IMT is assembled.
- b) Support Departments.
  - i) Develop, maintain, and update plans and procedures for use during an emergency.
  - ii) Identify, train, and assign personnel to assist the primary department at the Incident Command Post or on the Incident Management Team as needed.
  - iii) Support the primary department as needed.

VII. Capabilities.

- a) Office of Information Technologies.
  - i) OIT is capable of troubleshooting, restoring and reconfiguring as the situation requires communication media to include the wired, wireless and telephony networks.
  - ii) OIT is capable of troubleshooting, restoring and reconfiguring as the situation requires IT services as required for the response and continued operations of UAF administrative and academic needs, such as:
    - (1) E-mail, including bulk mail, e-mail lists, and shared e-mail addresses for groups or events (“special mailboxes”),
    - (2) Web- and video-conferencing,
    - (3) Live streaming of video-to-web,
    - (4) Blogs,
    - (5) Surveys,
    - (6) On-line collaboration spaces and wikis (DLAN, UAF on Alert, Raven, etc.)
    - (7) Web site design, creation, production, hosting, administration and horizontal-scaling for high-volume sites,
    - (8) Digital signage,
    - (9) Central administrative systems,
    - (10) File services (sharing, storage, etc.),
    - (11) NetIDs and password services (creation, reset, etc.),
    - (12) Recovery of data previously backed-up,

- (13) Calendaring,
  - (14) Printing,
  - (15) Software acquisition and licensing,
  - (16) News and entertainment television over the data network,
  - (17) Video on-Demand (a “You-Tube” like video service), and
  - (18) Instructional technologies, including iClickers, course management, and classroom technologies.
- iii) OIT is capable of installing, configuring and troubleshooting desktop systems to University personnel as required for continued operations of University business.
  - iv) OIT is capable of providing technical resources to other campus units in the event emergencies not impacting OIT services directly, including:
    - (1) Desktop support,
    - (2) Communications infrastructure consulting and design,
    - (3) Security consulting and incident response,
    - (4) Server administration,
    - (5) Application administration,
    - (6) Database administration,
    - (7) Video production,
    - (8) Audio/Video consultation and equipment recommendation,
    - (9) Instructional technologies support,
    - (10) Communications services (technical writing), and
    - (11) IT Training services.
- b) Administrative and Logistical Operations.
    - i) OIT will maintain Information Technical Business Operations Recovery Team procedure to facilitate restoration of administrative and logistical support operations for OIT personnel during an emergency.
  - c) IT Vendors.
    - i) As part of OIT’s emergency plan, OIT shall maintain a list of IT vendors and their capabilities in the event that vendor utilization will be required in the event of an emergency on UAF’s Main Campus or any of its Satellite and Rural Campuses.
- VIII. Resources.
- a) OIT Resources.
    - i) Physical resources that OIT has available to support efforts; i.e., Disaster response kits, phone banks, public computing labs, hardware, cable, etc.
    - ii) Staff resources that can aid in the recovery of other campus services.
    - iii) OIT emergency procedures are available to other University IT units, on request.
  - b) Support Department Resources.
    - i) Disaster Recovery Procedures.
    - ii) OIT Standard Operating Procedures.
    - iii) List of alternate locations for the OIT Network Operations Center (NOC).



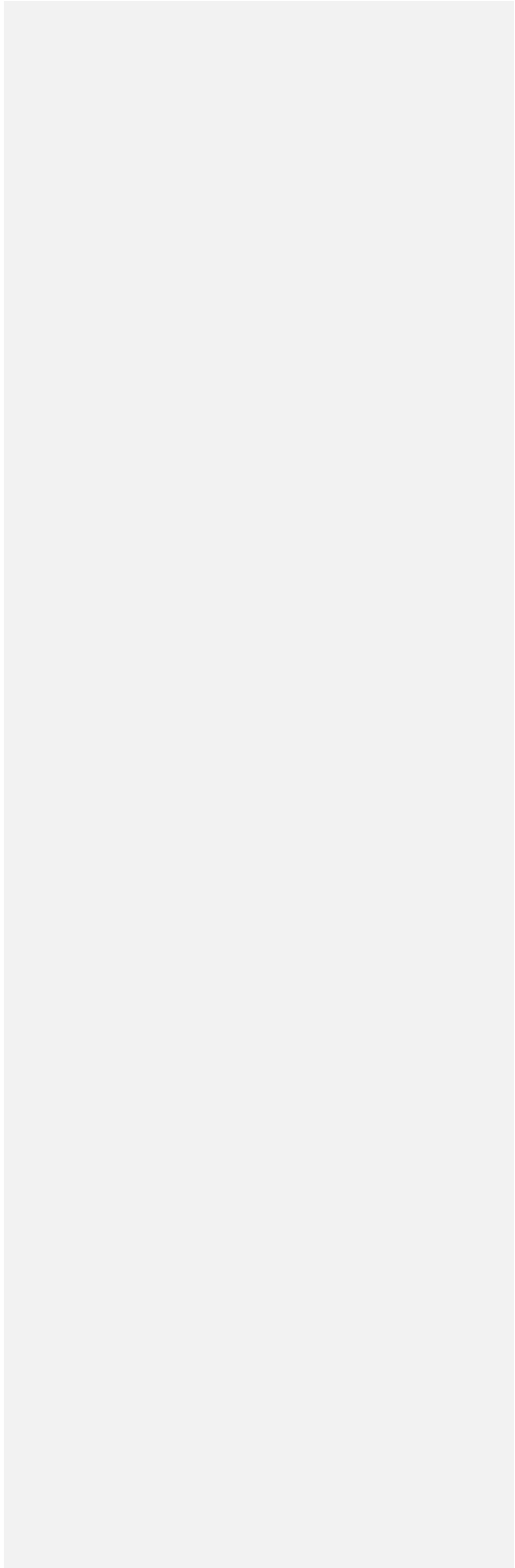
IX. Policies and Procedures.

- a) University.
  - i) University of Alaska Policies as stipulated by the University Policy office,  
(1) Policy 02.05, Crisis Planning, Response, and Communications.
- b) OIT Policy and Law Office Policies and Procedures.

X. Attachments.

- a) None.

DRAFT



## Emergency Support Function (ESF) #2b: COMMUNICATIONS (Public)

<b>ESF Activation Contact:</b> Director University Relations Staff, Michelle Renfrew <b>Phone:</b> (907) 474-5337 <b>Email:</b> <a href="mailto:mmrenfrew@alaska.edu">mmrenfrew@alaska.edu</a>	
<b>Primary Department:</b>	University Relations
<b>Support Department(s):</b>	<ul style="list-style-type: none"><li>• UAF CITO, (907) 450-8300, <a href="mailto:helpdesk@alaska.edu">helpdesk@alaska.edu</a></li><li>• UAF Facilities Services, (907) 474-7000, <a href="mailto:krhearns@alaska.edu">krhearns@alaska.edu</a></li></ul>
<b>External Agencies:</b>	<ul style="list-style-type: none"><li>• KUAC FM 89.9, (907) 474-6700</li><li>• KTVF 11, (907) 458-1800, <a href="mailto:montebown@ktvf11.com">montebown@ktvf11.com</a></li><li>• CBS 13, ((07) 452-3697, <a href="mailto:chris@tvtv.com">chris@tvtv.com</a></li><li>• News-miner, (907) 459-7585, <a href="mailto:rboyce@newsminer.com">rboyce@newsminer.com</a></li></ul>

### I. Purpose.

- a) This ESF lists the UAF departments and external agencies responsible for public communications actions that may take place during an emergency.

### II. Scope.

- a) Includes all emergencies requiring immediate and near term public communications to the campus and community to support operations.
  - i) Immediate communications are those that must be sent immediately to protect life and property (i.e. active shooter warning, Hazardous material incident, etc.).
  - ii) Near-term communications are those that must be sent in a timely manner to support incident response operations. This information relates to ongoing operations and the information has a limited life span (i.e. road closure due to an accident, asking people to avoid a location due to a fire, etc.).
- b) Includes all University statements regarding an incident.
- c) All statements regarding changes to the University operating status.
- d) May be activated by the Incident Commander to respond to incidents that are beyond the capabilities of the initial emergency response actions.
- e) May be activated to respond to incidents that overwhelm normal Incident Command response actions.

### III. Situation.

- a) Emergency Conditions and Hazards.
  - i) UAF may periodically experience emergency and disaster situations that will require response by University resources and outside agencies and the restoration of essential services. Potential emergencies and disasters include both natural and human-caused incidents.
  - ii) See [Hazard Analysis](#) for a description of potential emergencies.

### IV. Assumptions.

- a) Rapid communication capabilities may be required.
- b) Incorrect information may be rapidly communicated through unofficial channels.
- c) Initial emergency response capabilities may be inadequate to manage the incident.
- d) University resources will be quickly overwhelmed.

- e) Communication systems may fail during a major incident.
- f) Backup systems will be available but may take time to activate.
- g) Shortfalls can be expected in both support personnel and equipment.
- h) State and federal assistance may not be immediately available.

V. Concept of Operations.

- a) General.
  - i) The UAF Emergency Operations Plan provides overall guidance for emergency operations.
  - ii) ESF annexes define roles and responsibilities, planned concept of operation, and internal and external capabilities and resources.
  - iii) ESF annexes are designed to provide basic information to include points of contact in case additional resources or expertise is needed at the incident scene or on an Incident Management Team.
- b) Organization.
  - i) National Incident Management System concepts will be used for response to all incidents.
  - ii) Incident or Unified Command will be used by responding departments.
  - iii) When requested, ESF personnel will report to the Incident Command Post or other location, or will participate as members of an Incident Management Team.
- c) Notification.
  - i) Campus incidents involving requests for ESF #2b assistance are to be reported to the UAF Emergency Communications Center by calling 911 or (907) 474-7721.
  - ii) Emergency Notification – immediate message to protect life.
    - (1) Emergency notification tools.
      - (a) Rave Alert system (SMS text, voice, e-mail, social media, and RSS),
      - (b) Update information on [UAF on Alert](#),
      - (c) [UAF Web](#) page emergency banner,
      - (d) Campus outdoor speaker system,
      - (e) Social Media – [UAF Facebook](#) & [Twitter](#) Messaging,
      - (f) Alert Beacons – 30 beacons throughout Fairbanks main campus,
    - (2) The UAF Police Department Chief of Police and/or the director of the Office of Emergency Management, or their designated representatives are the point of contact for all emergency notifications.
      - (a) Emergency notification tools will normally be activated on their direction
    - (3) If life safety is in jeopardy, the Incident Commander can direct emergency notification tool activation.
    - (4) The UAF Emergency Communications Center will normally be responsible for activation of the emergency notification tools.
  - iii) Incident Response Support Notification - Near term message – directions regarding the incident and changes to University Operating Status.
    - (1) Incident Response Support Notification tools.
      - (a) Rave Alert system (SMS text, voice, e-mail, social media, and RSS)
      - (b) Update information on [UAF on Alert](#).

- (c) UAF Web page emergency banner.
- (d) Campus outdoor speaker system.
- (e) Social Media – [UAF Facebook](#) & [Twitter](#) Messaging.
- (f) Local broadcast media;
  - (i) [KUAC FM 89.9](#),
  - (ii) [KTVF webcenter channel 11](#)
  - (iii) [CBS 13](#).
- (2) If incident response support notification is required, the Incident Commander can direct University Communications to activate incident response support notification tools.
- iv) Crime Alerts – Timely warning.
  - (1) Issued by UAF Emergency Communications Center.
- v) University statements – provide follow-up and development information to the public and campus communities.
  - (1) University Communications manages:
    - (a) Message development,
    - (b) Distribution of statements by appropriate mechanism such as:
      - (i) Posting of University Statements to web page,
      - (ii) Distribution to KUAC and other local news media,
      - (iii) Distribution to UAF community,
    - (c) Press conferences/releases,
  - vi) The UAF Emergency Communications Center will notify the on-call Relations Office contact of requests for ESF #2b activation.
    - (1) If the on-call Relations Office contact cannot be reached (weekly on-call sheet distributed by the UAF PIO), contact Marmian Grimes, (907) 474-7902.
  - vii) The UAF Emergency Communications Center will notify other key personnel as required.
  - viii) Requests for additional resources shall occur under the authority of the Incident/Unified Command.
    - (1) Requests for additional UAF communications resources should be made through the following methods:
      - (a) Request resources via UAF Emergency Communications Center,
      - (b) Direct notification of University Communications personnel,
      - (c) Request resources via University Communications representative on the Incident Management Team (if activated),
- d) Direction, Control and Authority to Act.
  - i) The Incident Command System (ICS) is used by University personnel to respond to emergencies and incidents.
  - ii) During the emergency response phase, all responders will be under the direction and control of the incident's Incident/Unified Command.
  - iii) Responders reporting to the incident scene will report to the Incident Commander at the Incident Command Post unless otherwise directed by the Incident Commander.

- iv) The Incident/Unified Command is authorized to take actions necessary to contain and control the incident to protect and reduce impact to lives, research, property, the environment, and campus operations.
- e) Actions.
  - i) Preparedness.
    - (1) University Communications will establish procedures detailing the process for posting of information to each of the communication platforms.
    - (2) University Communications will work with UAF Police, UAF Office of Emergency Management, EH&S, Facilities Services, and other departments to develop pre-scripted emergency notification and incident response support notification messages for rapid deployment.
    - (3) University Communications will develop pre-scripted University statements and messages for foreseeable needs and conditions (i.e. winter weather, University event severe weather plans, etc.).
    - (4) University Communications will develop and maintain a process for incident notification to senior staff members.
    - (5) University Communications will maintain a current media contact list, a process for notification of media, a procedure for hosting press conferences, and a list of suitable venues for hosting press conferences.
    - (6) University Communications will maintain a list of personnel (at least one primary and one back-up) that can be called to the EOC to manage communications support functions.
    - (7) University Communications will develop procedures for establishment, operation, and management of a University Family Message Center.
    - (8) Develop procedures to document costs for any potential reimbursement.
    - (9) Participate in exercises and training to validate this annex and any supporting plans and procedures.
  - ii) Response.
    - (1) All incident public communications will be coordinated with the Incident Commander.
    - (2) UAF Emergency Communications Center will be responsible for activation of the Emergency Notification tools.
    - (3) University Relations will be responsible for activation of the Incident Response Support Notification tools.
    - (4) UAF Police will be responsible for implementation of the Crime Alert notification process.
    - (5) University Relations will be responsible for University Statement notification process.
    - (6) University Relations will be responsible for response to and coordination of media inquiries.
    - (7) University Relations will be responsible for establishment, operation, and management of a University Family Message Center.
  - iii) Recovery.

- (1) Coordinate communications related by the Incident Commander, Incident Management Team, and/or Chancellor's Cabinet.
- (2) Ensure that ESF #2b personnel, departments or agencies maintain appropriate records of costs incurred during the event.

VI. Responsibilities.

- a) Primary Department: University Relations.
  - i) Serve as the lead agency for communications related support functions and support the response and recovery operations after ESF activation.
  - ii) Develop, maintain, and update plans and procedures for use during an emergency.
  - iii) Identify, train, and assign personnel to serve as ESF #2b representatives at an Incident Command Post or on an Incident Management Team (IMT) when a University IMT is assembled.
- b) Support Departments:
  - i) Develop, maintain, and update plans and procedures for use during an emergency.
  - ii) Identify, train, and assign personnel to assist the primary department at the Incident Command Post or on the Incident Management Team as needed.
  - iii) Support the primary department as needed.

VII. Capabilities.

- a) UAF Communications Tools.
  - i) Capable of messaging to the campus community via:
    - (1) Rave Alert system (SMS text, voice, e-mail, social media, and RSS),
    - (2) Update information on [UAF on Alert](#),
    - (3) UAF Web page emergency banner,
    - (4) Campus outdoor speaker system,
    - (5) Social Media – [UAF Facebook](#) & [Twitter](#) Messaging, and
    - (6) Alert Beacons – 30 beacons throughout Fairbanks main campus.
  - ii) Capable of development and distribution of University Statements.
  - iii) Capable of handling media relations including media notification, press statements, media advisories, and hosting of press conferences.
  - iv) Can provide graphic design, news reporting, editorial support, and publication.
  - v) Photographic and video recording documentation.
  - vi) Capable of collaboration and coordination with University and administrative directors.

VIII. Resources.

- a) Media contact lists.

IX. Policies and Procedures.

- a) Board of Regents Policies.
  - i) [P02.02.050: Chief University Relations Officer](#).
  - ii) [P02.05: Crisis Planning, Response, and Communications](#).
- b) University Communications.

X. Attachments.

- a) None.

### Emergency Support Function (ESF) #3: FACILITIES SERVICES

<b>ESF Activation Contact:</b> Associate Vice Chancellor UAF Facilities Services, Scott Bell <b>Phone:</b> (907) 474-6265 <b>Email:</b> svbell2@alaska.edu	
<b>Primary Department:</b>	UAF Facilities Services Utilities, Phone: (907) 474-5608 Email: Cbward@alaska.edu
<b>Support Department(s):</b>	UAF Procurement and Contracting (Rural Campus) UAF Facilities Services Design and Construction, (907) 474-2784, kjpetterson@alaska.edu.
<b>External Agencies:</b>	

#### I. Purpose.

- a) This ESF lists the internal and external departments responsible for campus facility and infrastructure actions that may take place in an emergency.
- b) Provide and coordinate resources (personnel, equipment, facilities, materials and supplies) to support campus facility and infrastructure needs during an emergency or disaster.
- c) This ESF does not include steam, water, sewer, and electrical supply and distribution other than providing support as outlined in [ESF #11: Energy](#).

#### II. Scope.

- a) May include the following, but is not limited to:
  - i) Infrastructure protection and emergency repair,
  - ii) Debris clearance and providing emergency ingress/egress to affected area(s),
  - iii) Damage assessments,
  - iv) Emergency restoration of critical public services and facilities,
  - v) Repair and maintenance,
  - vi) Provide maintenance of the buildings and grounds and engineering related support,
  - vii) Temporary space coordination:
    - (1) Identification,
    - (2) Modification for change of use,
    - (3) Setup for temporary use, and
    - (4) Demobilization.
  - viii) Custodial services and support.
- b) May be activated by the Incident Commander to respond to incidents that are beyond the capabilities of the initial emergency response actions.
- c) May be activated to respond to incidents that overwhelm normal Incident Command response actions.

#### III. Situation.

- a) Emergency Conditions and Hazards.
  - i) UAF facilities support a variety of University operations and business functions. Natural and human-causes can result in loss of these services.
  - ii) Certain facilities are critical to campus emergency response and recovery operations.

- iii) Certain facilities are critical to campus business and academic operations.
- iv) UAF may periodically experience emergency and disaster situations that will require response by University resources and outside agencies and the restoration of essential services. Potential emergencies and disasters include both natural and human-caused incidents.
- v) See [Hazard Analysis](#) for a description of potential emergencies.

#### IV. Assumptions.

- a) Campus facilities may be damaged or impacted by the hazard.
- b) Existing facilities may need to be supplemented, repaired or replaced to support campus emergency response and recovery efforts.
- c) Initial emergency response capabilities may be inadequate to manage the incident.
- d) University resources will be quickly overwhelmed.
- e) Communication systems may fail during a major incident.
- f) Backup systems will be available but may take time to activate.
- g) Shortfalls can be expected in both support personnel and equipment.
- h) State and federal assistance may not be immediately available.

#### V. Concept of Operations.

- a) General.
  - i) The University Emergency Operations Plan provides overall guidance for emergency operations.
  - ii) ESF annexes define roles and responsibilities, planned concept of operation, and internal and external capabilities and resources.
  - iii) ESF annexes are designed to provide basic information to include points of contact in case additional resources or expertise is needed at the incident scene or on an Incident Management Team.
- b) Organization.
  - i) National Incident Management System concepts will be used for response to all incidents.
  - ii) Incident or Unified Command will be used by responding departments.
  - iii) When requested, ESF personnel will report to the Incident Command Post or other location, or will participate as members of an Incident Management Team.
- c) Notification.
  - i) Campus incidents involving requests for ESF #3 assistance are to be reported to the UAF Emergency Communications Center by calling 911 from campus.
  - ii) The UAF Emergency Communications Center will notify UAF Facilities of request for ESF #3 assistance.
  - iii) Requests for additional resources shall occur under the authority of the Incident/Unified Command.
- d) Direction, Control and Authority to Act.
  - i) The Incident Command System (ICS) is used by University personnel to respond to emergencies and incidents.
  - ii) During the emergency response phase, all responders will be under the direction and control of the incident's Incident/Unified Command.



- iii) Responders reporting to the incident scene will report to the Incident Commander at the Incident Command Post unless otherwise directed by the Incident Commander.
- iv) The Incident/Unified Command is authorized to take actions necessary to contain and control the incident to protect and reduce impact to lives, research, property, the environment, and campus operations.
- e) Actions.
  - i) Preparedness.
    - (1) UAF Facilities services shall develop and maintain response plans and procedures.
    - (2) UAF Facilities services shall develop and maintain a cadre of trained personnel.
    - (3) UAF Facilities services shall develop and maintain a supply of equipment and supplies to respond to reasonably anticipated facility and infrastructure related emergencies.
    - (4) UAF Facilities Services shall develop and maintain a list of campus, community, and vendor resources that could be requested during an emergency.
    - (5) Maintain a list of personnel (at least one primary and one back-up) that can serve on an Incident Management Team to manage facility and infrastructure related support functions.
    - (6) Develop procedures to document costs for any potential reimbursement.
    - (7) Participate in exercises and training to validate this annex and any supporting plans and procedures.
  - ii) Response.
    - (1) Manage impacts to the campus facilities and grounds including but not limited to:
      - (a) Obtaining, prioritizing and allocating facilities services related equipment and resources.
      - (b) Providing damage assessment related services including.
        - (i) Prepare an initial damage assessment.
        - (ii) Assist in assessing the degree of damage of the university.
        - (iii) Inspect buildings for structural damage.
      - (c) Identifying and procuring services and equipment from private contractors and outside companies.
      - (d) Prioritize facilities services actions to protect life and property and to protect and/or repair campus facilities.
      - (e) Prioritize and manage debris removal.
    - (2) Assist in the restoration and repair of utility infrastructure as outlined in [ESF #11: Energy](#).
    - (3) When requested, provide personnel to respond to the incident command post or emergency operations center to provide emergency management support and/or management of EOC operations.
    - (4) In conjunction with the Incident Commander, coordinate emergency information for public release through [ESF #2b: Communications](#).
  - iii) Recovery.

- (1) Support in the restoration of critical university facilities and services, including but not limited to: electricity, potable water, sanitary sewer, storm water systems, heating, and telephone service.
- (2) Support the repair or replacement of University facilities and infrastructure.
- (3) Ensure that ESF #3 personnel, departments or agencies maintain appropriate records of costs incurred during the event.

VI. Responsibilities.

- a) Primary Department: UAF Facilities Services.
  - i) Serve as the lead agency for facility and infrastructure related support functions and support the response and recovery operations after ESF activation.
  - ii) Develop, maintain, and update plans and procedures during an emergency.
  - iii) Identify, train, and assign personnel to staff ESF #3 at the Incident Command Post, on the Incident Management Team, or in the EOC.
- b) Support Departments.
  - i) Develop, maintain, and update plans and procedures for use during an emergency.
  - ii) Identify, train, and assign personnel to staff ESF #3 at the Incident Command Post, on the Incident Management Team, or in the EOC.
  - iii) Support the primary department as needed.

VII. Capabilities.

- a) UAF Facilities Management Capabilities/Resource List – On file at Facilities Customer Service.

VIII. Resources.

- a) UAF Facilities Management Capabilities Resource List – On file at Facilities.
- b) Customer Service.

IX. Policies and Procedures.

- a) Facilities Customer Service Operational Procedures.

X. Attachments.

- a) None.



### Emergency Support Function (ESF) #4: FIRE SERVICES

<b>ESF Activation Contact:</b>	Fire Chief, Doug Schrage
<b>Primary Department:</b>	UAF Fire Department
<b>Support Department(s):</b>	
<b>External Agencies:</b>	Fairbanks Fire Department Chena Goldstream Fire and Rescue Department Steese Volunteer Fire Department

#### I. Purpose

- a) This ESF lists the internal and external departments responsible for campus facility and infrastructure actions that may take place in an emergency.
- b) Provide and coordinate resources (personnel, equipment, facilities, materials and supplies) to support campus fire safety and suppression.

#### II. Scope

- a) Provides coordination of campus firefighting activities as well as support to all firefighting operations during an emergency or disaster.
- b) May include the following, but is not limited to:
  - i) Detection and suppression of incipient stage fires.
  - ii) Liaison to responding fire departments.
  - iii) Coordinate obtaining facility specific information, including but not limited to: layout, process operations, occupancy and hazards.
  - iv) Operation and control of campus facility fire detection and suppression systems and equipment.
  - v) May be activated to respond to incidents that overwhelm normal Incident Command response actions.

#### III. Situation

- a) Emergency Conditions and Hazards
  - i) UAF has multiple facilities and vehicles each offer a unique challenge with different style hazards present throughout each of the campuses.
  - ii) Fires may present immediate risks to life, property and the environment.
  - iii) UAF may periodically experience emergency and disaster situations that will require response by University resources and outside agencies and the restoration of essential services. Potential emergencies and disasters include both natural and human-caused incidents.

iv) See [Hazard Analysis](#) for a description of potential emergencies.

#### IV. Assumptions

- a) Initial emergency response capabilities may be inadequate to contain or control the hazard.
- b) Local jurisdiction career and volunteer fire departments will be needed to assist
- c) All department personnel have received the appropriate level of NIMS training.
- d) Communication systems may fail during a major incident.
- e) Backup systems will be available but may take time to activate.
- f) Shortfalls can be expected in both support personnel and equipment.
- g) State and federal assistance may not be immediately available.

#### V. Concept of Operations

- a) General
  - i) The University Emergency Operations Plan provides overall guidance for emergency planning.
  - ii) ESF annexes define roles and responsibilities, planned concept of operation, and internal and external capabilities and resources.
- b) Organization
  - i) National Incident Management System concepts will be used for response to all incidents.
  - ii) Incident or Unified Command will be used by responding departments.
  - iii) When requested, ESF personnel will report to the Incident Command Post or EOC, or will participate as members of Incident Management Team.
- c) Notification
  - i) Campus incidents involving Fire Services and requests for ESF #4 assistance are to be reported to the UAF Emergency Communications Center by calling 911.
  - ii) The UAF Emergency Communications Center will notify the on-duty Emergency Services Team personnel of the incident or request for assistance.
  - iii) Notification of local fire departments will follow normal dispatch center procedures.
  - iv) As needed, OEM personnel will request the Emergency Communications Center to activate incident response team personnel, Incident Management Team members, EOC members, and members of the Chancellor's Cabinet.

- v) Requests for additional resources shall occur under the authority of the Incident/Unified Command.
  - (1) Requests for additional OEM resources should be made through the OEM representative on scene. The OEM representative will use the appropriate notification methods as appropriate:
    - (a) Direct notification of OEM personnel.
    - (b) Request resources via UAF Emergency Communications Center.
    - (c) Request resources via OEM representative on the Incident Management Team (if activated).
- d) Direction, Control and Authority to Act
  - i) The Incident Command System (ICS) is used by University personnel to respond to emergencies and incidents.
  - ii) During the emergency response phase, all responders will be under the direction and control of the incident's Incident/Unified Command.
  - iii) Responders reporting to the incident scene will report to the Incident Commander at the Incident Command Post unless otherwise directed by the Incident Commander.
  - iv) The Incident/Unified Command is authorized to take actions necessary to contain and control the incident to protect and reduce impact to lives, research, property, the environment, and campus operations.
- e) Actions
  - i) Preparedness
    - (1) OEM shall develop and maintain response plans and procedures, a cadre of trained personnel, equipment and supplies to respond to fire alarms and reported fires.
    - (2) OEM shall develop and maintain a list of campus, community, and vendor resources that could be requested during an emergency.
    - (3) Maintain a list of personnel (at least one primary and one back-up) that can be called to the EOC to manage fire services support functions.
    - (4) Develop procedures to document costs for any potential reimbursement.
    - (5) Participate in exercises and training to validate this annex and any supporting plans and procedures.

ii) Response

- (1) Respond to campus fire alarm activations and reports of fires and provide as needed per EHS standard operating procedures:
  - (a) Alarm investigation
  - (b) Control and operation of campus fire protection systems and equipment
  - (c) Incipient fire suppression
  - (d) Liaison with and support operations of responding fire departments
- (2) In conjunction with the Incident Commander, coordinate emergency information for public release through [ESF #2b: Communications](#).

iii) Recovery

- (1) Ensure that ESF #4 personnel, departments or agencies maintain appropriate records of costs incurred during the event.

VI. Responsibilities

- a) Primary Department: UAF Office of Emergency Management
  - i) Serve as the lead agency for ESF #4 related support functions and support the response and recovery operations after ESF activation.
  - ii) Develop, maintain, and update plans and procedures for use during an emergency.
  - iii) Identify, train, and assign personnel to staff ESF #4 at the Incident Command Post, on the Incident Management Team, or in the EOC.
- b) Support Departments
  - i) Develop, maintain, and update plans and procedures for use during an emergency.
  - ii) Identify, train, and assign personnel to staff ESF #4 at the Incident Command Post, on the Incident Management Team, or in the EOC.
  - iii) Support the primary department as needed.

VII. Capabilities

- a) UAF Emergency Services
  - i) Capable of response to all campus fire alarm activations.
  - ii) Capable of control and operation of campus fire protection and detection systems.
  - iii) Capable of suppression of incipient fires.
  - iv) Capable of being a liaison for incoming agencies.
  - v) Trained for incident Command NIMS structure.

## b) Fairbanks Fire Department

i) The Fairbanks Fire Department is a municipal fire department. On duty staffing consists of a minimum of 7 firefighters, 1 Captains, and 1 assistant chief.

## ii) Alarm Response –

(1) 2 Engines, 1 aerial, 1 ambulance, 1 Chief, 1 Captain and 7 firefighters.

(2) 1 Engine, 1 aerial, 1 rescue apparatus, 1 ambulance, 1 Chief, 1 Captain and 7 firefighters

## c) Chena Goldstream Fire and Rescue

i) Chena Goldstream Fire and Rescue is a combination career and volunteer department with 6 paid staff and over 50 volunteers.

ii) The department responds with 1 Engine and 1 Water Tender at a minimum. Increased response depends on volunteer staffing at the time of the event.

iii) The department has firefighters who live in the fire station but station staffing levels vary depending on the time of day and time of year.

## d) Steese Volunteer Fire Department

i) Steese Volunteer Fire Department is a combination career and volunteer department with 14 paid staff and over 50 volunteers.

ii) The department has 3 Engines, 3 Water Tenders, 2 Ambulances, 2 Squad Vehicles, and 4 command vehicles to respond to emergencies.

iii) The department has firefighters who live in the fire station but station staffing levels vary depending on the time of day and time of year.

## VIII. Resources

## a) OEM Resources

i) EHS maintains two vehicles equipped for response to fire incidents.

ii) EHS maintains a stock of various types of fire extinguishers for deployment to campus facilities or incidents as needed.

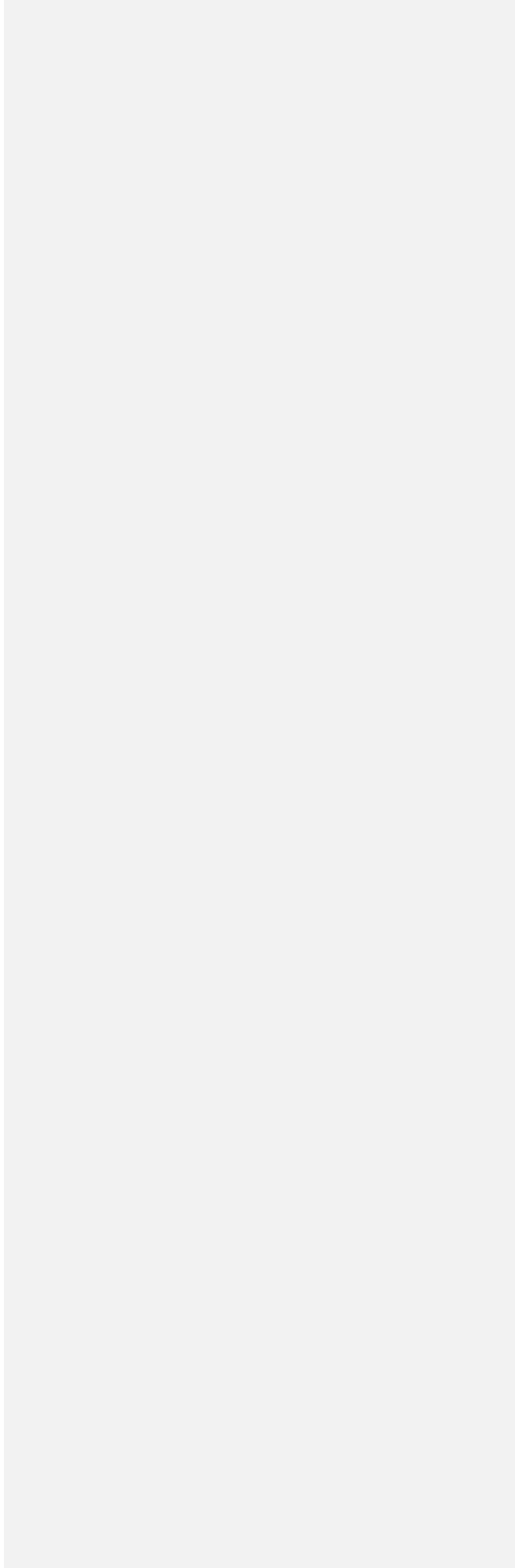
## IX. Policies and Procedures

## a) Environmental Health and Safety

i) [UAF Fire Department Emergency Response SOP](#)

## X. Attachments

## a) None





### Emergency Support Function (ESF) #5: EMERGENCY MANAGEMENT

<b>ESF Activation Contact:</b> Director of Office of Emergency Management, Douglas Schrage	
<b>Phone:</b> (907) 317-7240	
<b>Email:</b> dschrage@alaska.edu	
<b>Primary Department:</b>	Office of Emergency Management
<b>Support Department(s):</b>	<ul style="list-style-type: none"> <li>• UAF Police Department, (907) 474-7721</li> <li>• UAF Fire Department, (907) 474- 5770</li> <li>• UAF Facilities Services, (907) 474-7000, <a href="mailto:krhearns@alaska.edu">krhearns@alaska.edu</a></li> </ul>
<b>External Agencies:</b>	• North Star Borough Emergency Management, (907) 459-1219

#### I. Purpose.

- a) This ESF lists the UAF departments and external agencies responsible coordination of emergency management actions that may take place during an emergency.

#### II. Scope.

- a) Includes management of the Incident Management Team (IMT) to include the IMT activation process.
- b) Includes management of the Chancellor's Cabinet to include its activation process.
- c) Includes management of the UAF Emergency Operations Centers.
- d) Includes the development and maintenance of University incident action plans, intelligence briefings and documents, and other related incident response documentation.
- e) May be activated by the Incident Commander to respond to incidents that are beyond the capabilities of the initial emergency response actions.
- f) May be activated to respond to incidents that overwhelm normal Incident Command response actions.

#### III. Situation.

- a) Emergency Conditions and Hazards.
  - i) UAF may periodically experience emergency and disaster situations that will require response by University resources and outside agencies and the restoration of essential services. Potential emergencies and disasters include both natural and human-caused incidents.
  - ii) See [Hazard Analysis](#) for a description of potential emergencies.

#### IV. Assumptions.

- a) Initial emergency response capabilities may be inadequate to manage the incident.
- b) University resources will be quickly overwhelmed.

- c) Communication systems may fail during a major incident.
- d) Backup systems will be available but may take time to activate.
- e) Shortfalls can be expected in both support personnel and equipment.
- f) State and federal assistance may not be immediately available.

#### V. Concept of Operations.

- a) General.
  - i) The University Emergency Operations Plan provides overall guidance for emergency planning.
  - ii) ESF annexes define roles and responsibilities, planned concept of operation, and internal and external capabilities and resources.
- b) Organization.
  - i) National Incident Management System concepts will be used for response to all incidents.
    - (1) This includes the development of NIMS compliant Incident Action Plans.
  - ii) Incident or Unified Command will be used by responding departments.
  - iii) When requested, ESF personnel will report to the Incident Command Post or EOC, or will participate as members of the Incident Management Team.
- c) Notification.
  - i) Campus incidents involving requests for ESF #5 assistance are to be reported to the UAF Emergency Communications Center by calling 911 from a campus phone or (907) 474-7721 from an off campus phone.
  - ii) The UAF Emergency Communications Center will notify the Office of Emergency Management personnel of the incident or request for assistance.
  - iii) As needed, OEM personnel will notify the Fire Protection and Emergency Services Manager directly or request the UAF Emergency Communications Center to activate the Rave and Alertus tool.
  - iv) Requests for additional resources shall occur under the authority of the Incident/Unified Command.
- d) Direction, Control and Authority to Act.
  - i) The Incident Command System (ICS) is used by University personnel to respond to emergencies and incidents.

- ii) During the emergency response phase, all responders will be under the direction and control of the incident's Incident/Unified Command.
  - iii) Responders reporting to the incident scene will report to the Incident Commander at the Incident Command Post unless otherwise directed by the Incident Commander.
  - iv) The Incident/Unified Command is authorized to take actions necessary to contain and control the incident to protect and reduce impact to lives, research, property, the environment, and campus operations.
- e) Actions.
- i) Preparedness.
    - (1) The OEM shall develop and maintain response plans and procedures to support incident management activities including: incident action planning, incident surveillance, intelligence gathering, incident status reports informational briefings, and other incident documentation.
    - (2) UAF OEM shall maintain cold EOC's at the following places in the event of a level I or II emergency:
      - (a) Decision Theater, WRRB,
      - (b) Cold Climate Housing Research Center,
      - (c) Wood Center Ballroom, and
      - (d) Hess Center.
    - (3) OEM shall develop and maintain a list of campus, community, and vendor resources that could be requested to assist with incident management during an emergency.
    - (4) OEM shall maintain a list of personnel that can be called to the EOC to perform emergency management support functions.
    - (5) Develop procedures to document costs for any potential reimbursement.
    - (6) Participate in exercises and training to validate this annex and any supporting plans and procedures.
  - ii) Response.
    - (1) When directed, assemble an Incident Management Team and/or the Chancellor's Cabinet.

- (2) When directed, obtain, prioritize and allocate available resources to ensure that the EOC is quickly established and operating.
- (3) When requested, provide personnel to respond to the incident command post or EOC to provide emergency management support and/or management of EOC operations.
- (4) Support incident operations through the coordination and provision of incident management activities including: incident action planning, incident surveillance, intelligence gathering, incident status reports informational briefings, and other incident documentation.
- (5) In conjunction with the Incident Commander, coordinate emergency information for public release through [ESF #2b: Communications](#).

iii) Recovery.

- (1) Assist Incident Commander and/or Incident Management Team as needed.
- (2) Coordinate assistance as needed by the Incident Commander, Incident Management Team, and/or the Chancellor's Cabinet.
- (3) Ensure that ESF #5 personnel, departments or agencies maintain appropriate records of costs incurred during events.

VI. Responsibilities.

- a) Primary Department: UAF OEM.
  - i) Serve as the lead agency for ESF #5 supporting the response and recovery operations after ESF activation.
  - ii) Develop, maintain, and update incident specific plans and procedures during an emergency.
  - iii) Develop and maintain resources including information systems and documentation mechanisms that can be used during an emergency.
  - iv) Identify, train, and assign personnel to staff ESF #5 at the Incident Command Post, on the Incident Management Team, or in the EOC.
- v) General Responsibilities.
  - (1) Maintain the backup EOC handbook to include backup EOC setup.
  - (2) Test and exercise plans and procedures.

- (3) Monitor pre-incident conditions and ensure that information and briefings are provided to appropriate campus departments.
- (4) Conduct weather related intelligence gathering and surveillance and in conjunction with Facilities Services provide briefings and reports, as appropriate, to members of the Emergency Support Function Team, Incident Management Team, and the Chancellor's Cabinet.

b) Support Departments.

- i) Develop, maintain, and update plans and procedures for use during an emergency.
- ii) Identify, train, and assign personnel to staff ESF #5 at the Incident Command Post, on the Incident Management Team, or in the EOC.
- iii) Support the primary department as needed.
- iv) UAF Police.

- (1) Conduct security and criminal related intelligence gathering and surveillance and provide intelligence briefings and reports, as appropriate, to members of the Emergency Support Function Team, Incident Management Team, and the Chancellor's Cabinet.

v) Facilities Services.

- (1) Conduct weather related intelligence gather and surveillance and in conjunction with OEM provide briefings and reports, as appropriate, to members of the Emergency Support Function Team, Incident Management Team, and Chancellor's Cabinet.

VII. Capabilities.

- a) UAF OEM.
  - i) Personnel trained to ICS-400 and capable of staffing all ICS Positions.
- b) UAF Fire Department.
  - i) Personnel trained to ICS-400 and capable of staffing all ICS Positions.

VIII. Resources.

- a) Electronic Copies of ICS Forms.
- b) D-LAN virtual EOC link with Fairbanks Emergency Management.
- c) Raven Communication software.

IX. Policies and Procedures.

- a) EOC Handbook. (To Be Published)

X. Attachments.

- a) None.



### Emergency Support Function (ESF) #6: HOUSING

<b>ESF Activation Contact:</b> Director of Residence Life, Jamie Abreu, <b>Phone:</b> (907) 474-1885 <b>Email:</b> <a href="mailto:jrabreu@alaska.edu">jrabreu@alaska.edu</a>	
<b>Primary Department:</b>	Department of Residence Life; (907) 474-1885
<b>Support Department(s):</b>	UAF Facilities Services, (907) 474-7000, <a href="mailto:krhearns@alaska.edu">krhearns@alaska.edu</a>
<b>External Agencies:</b>	

#### I. Purpose.

- a) This ESF lists the UAF department that may be able to provide housing for:
  - i) Residential students that hold housing contracts with The Department of Residence Life.
  - ii) UAF Students that may be displaced due to an event that results in the loss of non-University owned residential space(s).
  - iii) UAF community members and/or campus emergency responders.

#### II. Scope.

- a) If the need arises where the UAF community has a need for temporary housing or beds, the Department of Residence Life can assess where accommodations may be found. This document defines who may be eligible for housing and prioritization of need when an emergency situation arises.
- b) Noted below are the categories where temporary housing may be available in a situation where loss of housing occurs.
  - i) Residential students that hold housing contracts with The Department of Residence Life.
  - ii) UAF students that may be displaced due to an event that results in the loss of non-University owned residential space(s).
  - iii) UAF community members and/or campus emergency responders.
- c) This division can be prepared to provide beds to first responders and staff who may be called upon in an on-going emergency event.
- d) For those not holding housing contracts with the University, bed/space availability cannot be guaranteed but every effort will be made to support members of the UAF community.
- e) This process may be activated by the Incident Commander to respond to incidents that are presumed to affect resident housing either long or short term, including when the

safety and security of structures used to house residents of the UAF community are compromised.

### III. Situation.

#### a) General.

- i) the Department of Residence Life has facilities responsibility of all university owned residence halls, co-op small living units. They work collaboratively with central facilities to provide maintenance and project support.
- ii) The Department of Residence Life office oversees all aspects of residential accommodations provided for UAF students, faculty and guests on a year round schedule.
- iii) the Department of Residence Life provides housing to approximately 2,000 residents and/or guests continually throughout the calendar year.

#### b) Emergency Conditions and Hazards.

- i) If a structure should become uninhabitable as in the case of an emergency event, beds may be provided to accommodate residents.
- ii) If an on-going emergency is taking place on campus, first responders and staff may need sleeping space to rest during off shifts.
- iii) UAF may periodically experience emergency and disaster situations that will require response by University resources and outside agencies and the restoration of essential services. Potential emergencies and disasters include both natural and human-caused incidents.
- iv) See [Hazard Analysis](#) for a description of potential emergencies.

### IV. Assumptions.

- a) Initial emergency response capabilities may be inadequate to manage the incident.
- b) University resources may be quickly overwhelmed.
- c) Communication systems may fail during a major incident.
- d) Backup operations will be available but may take time to activate.
- e) Shortfalls can be expected in both support personnel and equipment.
- f) State and federal assistance may not be immediately available.

### V. Concept of Operations.

#### a) General.



- i) The UAF Emergency Operations Plan provides overall guidance for emergency operations.
  - ii) ESF annexes define roles and responsibilities, planned concept of operation, and internal and external capabilities and resources.
  - iii) ESF annexes are designed to provide basic information to include points of contact in case additional resources or expertise is needed at the incident scene or on an Incident Management Team.
- b) Organization.
- i) National Incident Management System concepts will be used for response to all incidents.
  - ii) Incident or Unified Command will be used by responding departments.
  - iii) When requested, ESF personnel will report to the Incident Command Post or other location, or will participate as members of an Incident Management Team.
- c) Notification.
- i) Campus incidents involving requests for ESF #6 assistance are to be reported to the UAF Emergency Communications Center by calling 911 from a campus phone or (907) 474-7721 from an off campus phone.
  - ii) For small scale incidents requiring housing assistance the UAF Emergency Communications Center will notify the on-call representative for the Department of Residence Life.
    - (1) The Crisis Manager will notify the Director of the Department of Residence Life if the request exceeds their capabilities.
  - iii) For large scale incidents requiring housing assistance, the UAF Emergency Communications Center will notify the Incident Commander, if established, and then she/he will alert the Director of the Department of Residence Life of the incident to prepare them for response and relocation of affected persons.
  - iv) Requests for additional resources shall occur under the authority of the Incident/Unified Command.
- d) Direction, Control and Authority to Act.
- i) The Incident Command System (ICS) is used by University personnel to respond to emergencies and incidents.

- ii) During the emergency response phase, all responders will be under the direction and control of the incident's Incident/Unified Command.
  - iii) Responders reporting to the incident scene will report to the Incident Commander at the Incident Command Post unless otherwise directed by the Incident Commander.
  - iv) The Incident/Unified Command is authorized to take actions necessary to contain and control the incident to protect and reduce impact to lives, research, property, the environment, and campus operations.
- e) Actions.
- i) Preparedness.
    - (1) The Department of Residence Life will maintain a database that provides a comprehensive list of current residents as well as a list of available beds throughout the year.
    - (2) The Department of Residence Life shall develop and maintain response plans and procedures, a cadre of trained personnel, equipment and supplies to respond to and manage incidents that impact campus housing.
    - (3) Maintain a list of personnel (at least one primary and one back-up) that can be called to serve on an Incident Management Team to manage housing related support functions.
    - (4) Develop procedures to document costs for any potential reimbursement.
    - (5) Participate in exercises and training to validate this annex and any supporting plans and procedures.
  - ii) Response.
    - (1) Coordinate relocation of displaced residents.
    - (2) When requested, provide personnel to respond to the incident command post or other location to serve on an Incident Management Team to manage housing related support functions.
    - (3) In conjunction with the Incident Commander, coordinate emergency information for public release through [ESF #2b: Communications](#).
    - (4) For events affecting satellite campuses, the incident commander will utilize local assets and coordinate with the Incident Management Team for additional housing resources.

## iii) Recovery.

- (1) Coordinate re-housing of displaced residents when the status of an affected facility allows reoccupation.
- (2) Coordinate assistance as needed by the Incident Commander, Incident Management Team, and/or Chancellor's Cabinet.
- (3) Ensure that ESF personnel, departments or agencies maintain appropriate records of costs incurred during the event.

## VI. Responsibilities.

- a) Primary Department: The Department of Residence Life.
  - i) Serve as the lead contact to coordinate the relocation of on-campus residents during an event that results in the loss of housing.
  - ii) Serve as the lead agency for ESF #6 supporting the response and recovery operations for housing after ESF activation.
  - iii) Develop, maintain, and update plans and procedures for use during an emergency.
  - iv) Identify, train, and assign personnel to serve as ESF #6 representatives at an Incident Command Post or on an Incident Management Team (IMT) when a University IMT is assembled.
- b) Support Departments.
  - i) Develop, maintain, and update plans and procedures to support the primary department during emergency incident operations.
  - ii) Identify, train, and assign personnel to assist the primary department at the Incident Command Post or on the Incident Management Team as needed.
  - iii) Support the primary department as needed.

## VII. Capabilities.

- a) The Department of Residence Life.
  - i) Capable of response to an event which results in the loss of residential housing.
  - ii) Maintains current data of on-campus residents and available beds throughout the year.
- b) The Department of Residence Life Facilities Management.
  - i) May be able to provide emergency shelter (dormitory style) for up to 130 within 48 hours of notification.

VIII. Resources.

- i) Residence Life [Housing Handbook](#).

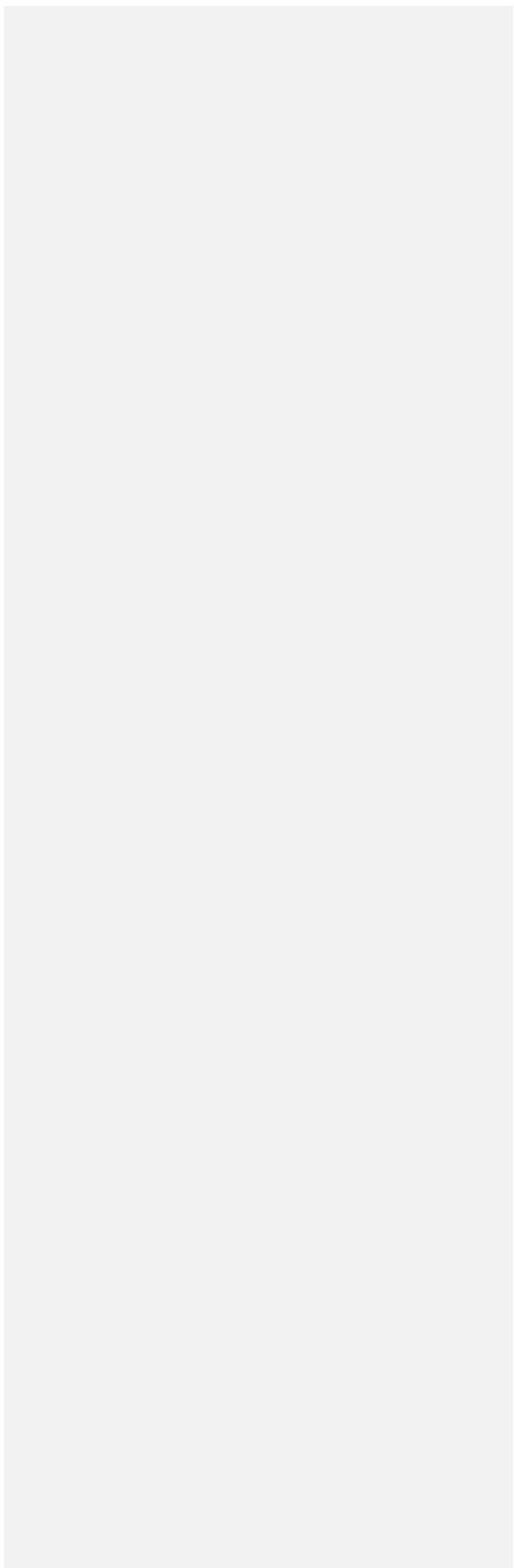
IX. Policies and Procedures.

- a) None.

X. Attachments.

- a) None.

DRAFT



### Emergency Support Function (ESF) #7: FOOD MANAGEMENT

<b>ESF Activation Contact:</b> Director of Food Management, Mark Joyce	
<b>Phone:</b> (907) 474-7233	
<b>Email:</b> Mark.Joyce@compass-usa.com	
<b>Primary Department:</b>	<ul style="list-style-type: none"> <li>• UAF Dining Services</li> </ul>
<b>Support Department(s):</b>	<ul style="list-style-type: none"> <li>• Department of Residence Life; (907) 474-1885</li> <li>• UAF Facilities Services: Customer service, (907) 474-7000</li> </ul>
<b>External Agencies:</b>	<ul style="list-style-type: none"> <li>• American Red Cross, (907) 456-5937</li> <li>• Fairbanks Food Bank, (907) 456-2337</li> <li>• The Salvation Army, (907) 452-3103</li> </ul>

#### I. Purpose.

- a) This ESF lists the UAF departments and external agencies responsible for the possible provision of dining and food services that may take place during an emergency.

#### II. Scope.

- a) Includes all emergencies where dining and food services may be needed.
- b) Coordinate the response to incidents where dining and food service operations may be needed beyond the normal scope of daily campus food service operations. This may include temporary food service operations, shelter food service operations, and food service operations to support emergency responder needs.
- c) May be activated by the Incident Commander to respond to incidents that are beyond the capabilities of the initial emergency response actions.
- d) May be activated to respond to incidents that overwhelm normal Incident Command response actions.

#### III. Situation.

- a) Emergency Conditions and Hazards.
  - i) Emergency conditions on and near a UAF campus may require feeding of larger than normal populations due to sheltering operations, loss of local community food service capabilities, or the presence of additional emergency response personnel.
  - ii) Emergency conditions on a UAF campus may require the provision of food services with delayed or limited access to food stocks, supplies and resources.
  - iii) Emergency conditions on a UAF campus may require closure of some food service facilities.

iv) UAF may periodically experience emergency and disaster situations that will require response by University resources and outside agencies and the restoration of essential services. Potential emergencies and disasters include both natural and human-caused incidents.

v) See [Hazard Analysis](#) for a description of potential emergencies.

#### IV. Assumptions.

- a) Normal food service operations may be inadequate to meet the needs during an emergency.
- b) Delivery of additional food and supplies may be delayed.
- c) Resources used for normal food preparation may be unavailable.
- d) Initial emergency response capabilities may be inadequate to manage the incident.
- e) University resources will be quickly overwhelmed.
- f) Communication systems may fail during a major incident.
- g) Backup operations will be available but may take time to activate.
- h) Shortfalls can be expected in both support personnel and equipment.
- i) State and federal assistance may not be immediately available.

#### V. Concept of Operations.

- a) General.
  - i) The University Emergency Operations Plan provides overall guidance for emergency planning.
  - ii) ESF annexes define roles and responsibilities, planned concept of operation, and internal and external capabilities and resources.
  - iii) ESF annexes are designed to provide basic information to include points of contact in case additional resources or expertise is needed at the incident scene or on an Incident Management Team.
- b) Organization.
  - i) National Incident Management System concepts will be used for response to all incidents.
  - ii) Incident or Unified Command will be used by responding departments.
  - iii) When requested, ESF personnel will report to the Incident Command Post or other location, or will participate as members of an Incident Management Team.

- c) Notification.
  - i) Campus incidents involving requests for ESF #7 assistance are to be reported to the UAF Emergency Communications Center by calling 911 from a campus phone or (907) 474-7721 from an off campus phone.
  - ii) The UAF Emergency Communications Center will notify the UAF Dining Emergency Support Function Team representative of the incident or request for assistance.
  - iii) As needed, UAF Dining will notify Dining staff and personnel to mobilize and respond to provide the requested services.
  - iv) Requests for additional resources shall occur under the authority of the Incident/Unified Command.
- d) Direction, Control and Authority to Act.
  - i) The Incident Command System (ICS) is used by University personnel to respond to emergencies and incidents.
  - ii) During the emergency response phase, all responders will be under the direction and control of the incident's Incident/Unified Command.
  - iii) Responders reporting to the incident scene will report to the Incident Commander at the Incident Command Post unless otherwise directed by the Incident Commander.
  - iv) The Incident/Unified Command is authorized to take actions necessary to contain and control the incident to protect and reduce impact to lives, research, property, the environment, and campus operations.
- e) Actions.
  - i) Preparedness.
    - (1) UAF Dining Services shall develop and maintain response plans and procedures, a cadre of trained personnel, equipment and supplies to provide dining and food services during campus emergencies.
    - (2) UAF Dining Services shall develop and maintain a list of campus, community, and vendor resources that could be requested during an emergency.
    - (3) UAF Dining Services shall maintain a list of personnel (at least one primary and one back-up) that can be called to serve on an Incident Management Team to manage dining and food service related support functions.

- (4) UAF Dining Services shall develop procedures to document costs for any potential reimbursement.
- (5) UAF Dining Services shall participate in exercises and training to validate this annex and any supporting plans and procedures.

ii) Response.

- (1) May provide primary response to and coordination of provision of dining and food service related operations in the following order of responsibility and based upon the following assumptions:
  - (a) Students and staff who live on campus or off and have dining contracts.
  - (b) Emergency responders on campus responding to an incident or emergency situation.
  - (c) Other UAF Community members who may be on campus working.
  - (d) Other UAF Community members who may not reside on campus but may be affected; to the extent possible.
  - (e) The larger University and Fairbanks Community, to the extent possible, after taking care of (a) through (d) above.
- (2) Coordinate dining and food service operations provided by outside vendors and non-governmental organizations.
- (3) Act as liaison with outside dining and food service providers.
- (4) When requested, provide personnel to respond to the incident command post or other location to serve on an Incident Management Team to manage dining and food service related support functions.
- (5) In conjunction with the Incident Commander, coordinate emergency information for public release through [ESF #2b: Communications](#).

iii) Recovery.

- (1) Coordinate dining and food service related assistance as needed by the Incident Commander, Incident Management Team, and/or the Chancellor's Cabinet.
- (2) Ensure that ESF #7 personnel, departments or agencies maintain appropriate records of costs incurred during an event.



## VI. Responsibilities.

- a) Primary Department: UAF Dining Services.
  - i) Serve as the lead agency for provision of dining and food service related support functions and support the response and recovery operations after ESF activation (in accordance with the priority outlined in the Response Actions section above).
  - ii) Develop, maintain, and update plans and procedures for use during an emergency.
  - iii) Identify, train, and assign personnel to serve as ESF #7 representatives at an Incident Command Post or on an Incident Management Team (IMT) when a University IMT is assembled.

## VII. Capabilities.

- a) UAF Dining Services.
  - i) Dining typically keeps on hand a 3-day supply of food and paper supplies. During the academic year, this equates to enough food to serve approximately 1,000 people/day thus there should be enough of a food supply to feed an additional 1,000 on a typical day. The number drops to approx. 1,000/day during the summer service months, with winter break, May, and the first weeks in June being periods with extremely limited supplies.
  - ii) On Monday-Friday during the academic year, Dining can easily absorb an additional 500 people w/o making any changes or requiring additional help and supplies. For weekend service, there would need to be some changes to menus. If food had to be delivered, some assistance might be needed. During summer service, that number would be 200/day. For winter break, May, and June, Dining could serve the EOC, but beyond that would require additional supplies and labor;
  - iii) Dining can feed an additional 1000 people/day for 1 week with the supplies on hand, by making menu and program changes, and some rationing of supplies. E.g., instead of offering full service at operations, open only selected stations and serve a limited menu.
  - iv) Should dining be asked to provide services beyond the numbers outlined above, dining would plan to try and provide service in the following order to insure food safety standards and maintain dining facilities and equipment:

- (1) Consolidate service and open an additional facility or facilities which may normally only be open for one or two meals. Dining would prefer to prepare meals in our own facilities using dining staff who are familiar with the facility and the equipment.
- (2) Prepare food for delivery to a temporary emergency facility.
- (3) Lend the use of one of the dining facilities to an emergency agency to prepare and serve, under the oversight and supervision of a dining representative.

b) Other Main UAF Campus Food Vendors.

- i) Chartwells Higher Education Dining Services, (907) 474-6661.

c) Local Fairbanks Food Vendors.

- i) Works Creative Catering, (907) 456-3857.
- ii) Café De Paris Catering Co., (907) 456-1669.
- iii) Jackie of All Trades Catering & Butler Service, (907) 451-9662.
- iv) Sky's The Limit Catering, (907) 456-7597.

d) Non-Government Organizations.

- i) American Red Cross, Disaster Specialist, (907) 456-5937 ext. 5101.
- ii) Fairbanks Food Bank, CEO, (907) 456-6500.
- iii) Salvation Army, (907) 452-3103.

VIII. Resources.

a) UAF Dining Resources.

- i) Dining has 5 facilities; Wood Center Dining, Campus Cache at the MBS Complex, CTC Café at the CTC Campus, M3 Café at Murie Building, and Book and Brew at the Rasmuson Library.
- ii) Full service "hot truck" that can operate w/propane generator and water tanks. Equipped w/refrigeration, fryers, grill, and other cooking equipment.
- iii) 7 large (6' long) portable propane gas grills.
- iv) 9 box trucks, 5 of which are refrigerated (see Dining vehicle inventory list).
- v) 3 "golf carts", 2 with cargo boxes for transporting supplies. These are electric powered (standard 110v outlet).
- vi) 1 large cargo van.
- vii) 1 regular size cargo van.

- viii) 1 pick-up truck with lift gate.
  - ix) 1 passenger mini-van.
  - x) Numerous food transport carts, for both hot, cold, and ambient food. The hot and cold carts require electricity to operate, but liquid fuel (sterno) can be used in the hot carts if electricity isn't available;
  - xi) 109 chafing dishes that can be used to serve hot food (these also require sterno).
- b) Support Department Resources.
- i) Additional drivers to assist w/deliveries – Facilities Services, Human Resources.
  - ii) Additional support for facilities, refrigeration and maintenance – UAF Facilities Management.
  - iii) Human Resources provides additional staff to assist w/food prep and service. These people can be relatively unskilled/inexperienced, as they would be assigned tasks requiring no experience (Volunteer Management, temporary employees, temporary reassignment of staff duties).
  - iv) UAF Police to maintain site security.
  - v) Facilities Services to clear pathways for delivery vehicles in inclement weather.
  - vi) Folding tables and chairs, to provide additional seating as necessary;
    - (1) Available in the Wood Center.
    - (2) Through Facilities Services.
- IX. Policies and Procedures.
- a) UAF Dining Policy & Procedure Manual.
- X. Attachments.
- a) None.

## Emergency Support Function (ESF) #8: SUPPLY MANAGEMENT

<b>ESF Activation Contact:</b> Director of UAF Procurement & Contract Services, John Hebard <b>Phone:</b> (907) 474-6831 <b>Email:</b> <a href="mailto:john.hebard@alaska.edu">john.hebard@alaska.edu</a>	
<b>Primary Department:</b>	<ul style="list-style-type: none"><li>• UAF Procurement &amp; Contract Services, Phone : (907) 474-6831</li></ul>
<b>Support Department(s):</b>	<ul style="list-style-type: none"><li>• UAF Financial Services, Deborah Moore, (907) 474-6480</li><li>• UAF Administrative Services, Kari Burrell, (907) 474-7907</li><li>• UAF Facilities Services: Customer service, (907) 474-7000</li></ul>
<b>External Agencies:</b>	

### I. Purpose.

- a) This ESF lists the UAF departments and external agencies responsible for procurement to support the stakeholders during an emergency.

### II. Scope.

- a) Includes all emergencies involving the need for procurement of goods and/or services.
- b) Applies to response to and recovery from an emergency event where normal procurement processes are insufficient or need to be centrally coordinated.
- c) May be activated by the Incident Commander to respond to incidents that are beyond the capabilities of the initial emergency response actions.
- d) May be activated to respond to incidents that overwhelm normal Incident Command response actions.

### III. Situation.

- a) Emergency Conditions and Hazards.
  - i) UAF may periodically experience emergency and disaster situations that will require response by University resources and outside agencies and the restoration of essential services. Potential emergencies and disasters include both natural and human-caused incidents.
  - ii) See [Hazard Analysis](#) for a description of potential emergencies.
  - iii) Such emergencies may require procurement operations outside of normal procurement methods.
  - iv) Such emergencies may require centralized coordinated procurement to meet the needs as directed by the Incident Commander.

### IV. Assumptions.

- a) Initial emergency response capabilities may be inadequate to contain or control the hazard.
  - b) Campus departments will follow normal procurement processes when possible ([UA Policy A-28: Procurement \(Pro\) Card Controls](#)).
  - c) Large or extended incident operations may require ESF #8: Supply Management support to:
    - i) Procure goods or services in a rapid manner,
    - ii) Procure goods or services that exceed a department's rapid purchasing authority or payment ability, and
    - iii) Coordinate common cross-department purchases to maximize purchasing efficiencies and minimize waste and duplication of effort.
  - d) Requesting department or personnel will provide or work with representatives of the Procurement and Contract Services to develop a complete specification for goods or services to be procured.
  - e) University resources will be quickly overwhelmed.
  - f) Communication systems may fail during a major incident.
  - g) Backup finance processes will be available but may take time to activate.
  - h) Shortfalls can be expected in both finance support personnel and equipment.
  - i) State and federal assistance may not be immediately available.
- V. Concept of Operations.
- a) General.
    - i) The University Emergency Operations Plan provides overall guidance for emergency planning.
    - ii) ESF annexes define roles and responsibilities, planned concept of operation, and internal and external capabilities and resources.
    - iii) ESF annexes are designed to provide basic information to include points of contact in case additional resources or expertise is needed at the incident scene or on an Incident Management Team.
  - b) Organization.
    - i) National Incident Management System concepts will be used for response to all incidents.

- ii) Incident or Unified Command will be used by responding departments.
  - iii) When requested, ESF personnel will report to the Incident Command Post or other location, or will participate as members of an Incident Management Team.
- c) Notification.
- i) Campus incidents involving requests for ESF #8 assistance are to be reported to the UAF Emergency Operations Cell (EOC).
  - ii) The EOC will notify the UAF Procurement & Contract Services representative of the incident or request for ESF #8 assistance. Contact Primary: Procurement Director, John Hebard, (907) 474-6831. Secondary: (Interim) Associate Director of Procurement & Research Services, Deborah Moore (907) 474-6480.
  - iii) As needed, the Supply Management ESF #8 support designee will contact the procurement card (Pro card) coordinator to have emergency procurement card(s) (Pro card) increased as required.
  - iv) Requests for additional resources shall occur under the authority of the Incident/Unified Command.
- d) Direction, Control and Authority to Act.
- i) The Incident Command System (ICS) is used by University personnel to respond to emergencies and incidents.
  - ii) During the emergency response phase, all responders will be under the direction and control of the incident's Incident/Unified Command.
  - iii) Responders reporting to the incident scene will report to the Incident Commander at the Incident Command Post unless otherwise directed by the Incident Commander.
  - iv) The Incident/Unified Command is authorized to take actions necessary to contain and control the incident to protect and reduce impact to lives, research, property, the environment, and campus operations.
- e) Actions.
- i) Preparedness.
    - (1) UAF Procurement & Contract Services shall develop and maintain procedures, and a cadre of trained personnel to facilitate: emergency procurement card (Pro card) limit increases, the temporary Pro card limit increase of individuals identified by Incident Management Team members during the emergency event,

issuing of emergency Purchase Orders (e-POs), and coordination of other payment means in coordination with the Procurement & Contract Services.

- (2) UAF Procurement & Contract Services shall develop and maintain a list of vendor resources that could be requested during an emergency.
- (3) UAF Procurement & Contract Services shall maintain a list of personnel (at least one primary and one back-up) that can be called to serve on an Incident Management Team to manage procurement related support functions.
- (4) Develop procedures to document costs for any potential reimbursement.
- (5) Participate in exercises and training to validate this annex and any supporting plans and procedures.

ii) Response.

- (1) When requested, provide personnel to respond to the incident command post or other location to serve on an Incident Management Team to manage procurement related support functions.
- (2) Coordinate procurement card (Pro card) limit increases and issuing of emergency Purchase Orders (ePOs).
- (3) Coordinate centralized procurement as needed to support the incident activities.
- (4) Assist ESF representatives in locating appropriate suppliers for the incident specific procurement needs.
- (5) Coordinate with Procurement & Contract Services and Facilities Services for the receiving, storage and delivery of goods.
- (6) Coordinate and record finance and procurement expense tracking.
- (7) In conjunction with the Incident Commander, coordinate emergency information for public release through [ESF #2b: Communications](#).

iii) Recovery.

- (1) Coordinate with Facilities Services for the return of unused goods.
- (2) Coordinate with Risk Management, Business Service Centers, Financial Transaction Centers and University Controller for expense account management.
- (3) Ensure that ESF #8 personnel, departments or agencies maintain appropriate records of costs incurred during the event.

VI. Responsibilities.

- a) Primary Department: UAF Procurement & Contract Services.
  - i) Serve as the lead agency for ESF #8 providing emergency procurement related support to the response and recovery operations after ESF activation.
  - ii) Develop, maintain, and update plans and procedures to be used during an emergency.
  - iii) Identify, train, and assign personnel to serve as ESF #8 representative at an Incident Command Post or on an Incident Management Team (IMT) when a University IMT is assembled.
- b) Support Departments.
  - i) Develop, maintain, and update plans and procedures for use during an emergency.
  - ii) Identify, train, and assign personnel to assist the primary department at the Incident Command Post or on the Incident Management Team as needed.
  - iii) Support the primary department as needed.
  - iv) UAF Financial Services is responsible for Accounts Receivable (A/R), and Accounts Payable (A/P). These offices work closely with Procurement & Contracting Services, but separation of duties between these areas is an institutional necessity.
  - v) UAF Financial Services is also responsible for accurate expenditure documentation and reporting.
  - vi) UAF Financial Services provides guidance to UAF units and serves as the institutional audit liaison and records officer.

#### VII. Capabilities.

- a) UAF Procurement & Contract Services.
  - i) Capable of procuring goods and services to meet the needs of the University and/or Incident Commander.
  - ii) Maintains a list of preferred and contract suppliers as well as a list of ad-hoc suppliers.

#### VIII. Resources.

- a) Procurement Services Supplier List.

#### IX. Policies and Procedures.

- a) [UA Policy A-28: Procurement \(Pro\) Card Controls](#).
- b) Procurement Services procedure for increasing limits on procurement card (Pro card).
- c) [University of Alaska Accounting and Administrative Manual](#).

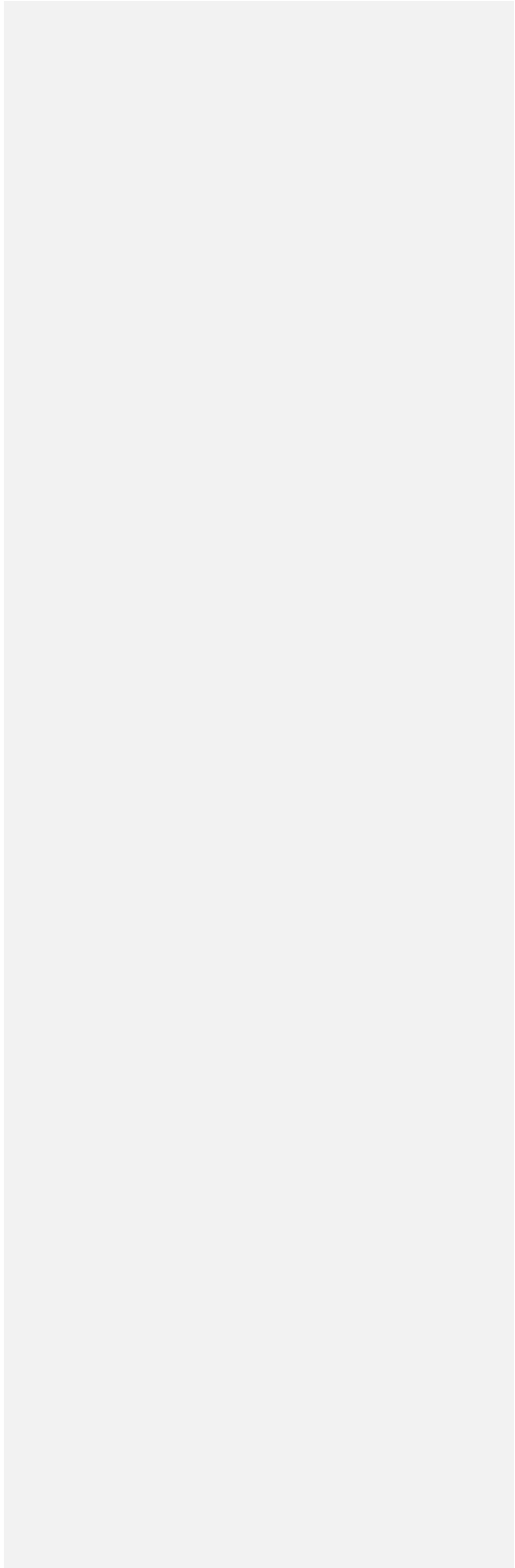


- d) [University of Alaska Procurement Manual Section 9.2](#)
- e) [University of Alaska Board of Regents Policy 05.06.440.450.460.](#)
- f) [Alaska Statute AS 36.30.310.](#)

X. Attachments.

- a) None.

DRAFT



## Emergency Support Function (ESF) #9: OIL AND HAZARDOUS MATERIAL

<b>ESF Activation Contact:</b> Environmental Health, Safety and Risk Management (EHSRM) HAZMAT Lead, Richard Deck <b>Phone:</b> (907) 474-5617 <b>Email:</b> <a href="mailto:redeck@alaska.edu">redeck@alaska.edu</a> and <a href="mailto:kcriley@alaska.edu">kcriley@alaska.edu</a> ,	
<b>Primary Department:</b>	<ul style="list-style-type: none"><li>• UAF EHSRM, (907) 474-5413</li></ul>
<b>Support Department(s):</b>	<ul style="list-style-type: none"><li>• UAF Emergency Communication Center, (907) 474-7721</li><li>• UAF Fire Department, (907) 474-7721</li><li>• UAF Police Department, (907) 474-7721</li><li>• UAF Facilities Services: Customer service, (907) 474-7000</li></ul>
<b>External Agencies:</b>	<ul style="list-style-type: none"><li>• Fairbanks North Star Borough Hazardous Material Response Team, (907) 451-2121, after hours: 1 (800) 478-9300.</li><li>• Fairbanks Dispatch Center. (907) 450-6500</li></ul>

### I. Purpose.

- a) This ESF lists the UAF departments and external agencies responsible for hazardous materials response actions that may take place during an emergency.

### II. Scope.

- a) Includes all emergencies involving hazardous materials including chemical, biological and radiological materials.
- b) Coordinate the response to and recovery from a hazardous material spill or release or a condition that may result in a spill or release.
- c) May be activated by the Incident Commander to respond to incidents that are beyond the capabilities of the initial emergency response assets.
- d) May be activated to respond to incidents that overwhelm normal Incident Command response assets.

### III. Situation.

- a) Emergency Conditions and Hazards.
  - i) UAF facilities and vehicles in transit near the University in the Fairbanks North Star Borough contain a variety of hazardous materials. Natural and human-causes can result in spills or releases of these materials.
  - ii) Spills and releases may present immediate risks to life, property and the environment.
  - iii) Spills and releases may be static, increasing or decreasing in size, or may create cascading effects.

iv) UAF may periodically experience emergency and disaster situations that will require response by University resources and outside agencies and the restoration of essential services. Potential emergencies and disasters include both natural and human-caused incidents.

v) See [Hazard Analysis](#) for a description of potential emergencies.

#### IV. Assumptions

- a) Initial emergency response capabilities may be inadequate to contain or control a hazardous material.
- b) Spill cleanup activities may be beyond the responsibility of initial emergency response personnel.
- c) University resources will be quickly overwhelmed.
- d) Communication systems may fail during a major incident.
- e) Backup operations will be available but may take time to activate.
- f) Shortfalls can be expected in both support personnel and equipment.
- g) Borough, state and federal assistance may not be immediately available.

#### V. Concept of Operations.

- a) General.
  - i) The University Emergency Operations Plan provides overall guidance for emergency planning.
  - ii) ESF annexes define roles and responsibilities, planned concept of operation, and internal and external capabilities and resources.
  - iii) ESF annexes are designed to provide basic information to include points of contact in case additional resources or expertise is needed at the incident scene or on an Incident Management Team.
- b) Organization.
  - i) National Incident Management System concepts will be used for response to all incidents.
  - ii) Incident or Unified Command will be used by responding departments.
  - iii) When requested, ESF personnel will report to the Incident Command Post or other location, or will participate as members of an Incident Management Team.

- c) Notification.
  - i) Campus incidents involving hazardous materials and requests for ESF #9 assistance are to be reported to the UAF Emergency Communication Center by calling 911 from a campus phone.
  - ii) The UAF Emergency Communication Center will notify EHSRM of the incident or request for assistance.
    - (1) As needed, UAF EHSRM HAZMAT personnel will request the UAF Emergency Communication Center to activate the UAF Fire Department and the Fairbanks North Star Borough HAZMAT Response Team Technical Resource personnel.
  - iii) Requests for additional resources shall occur under the authority of the Incident/Unified Command.
    - (1) Requests for additional UAF hazardous materials resources should be made through the Incident Commander on scene. The Incident Commander will notify additional resources through appropriate means:
      - (a) Direct notification of HAZMAT response personnel, and/or
      - (b) Request resources via UAF Emergency Communication Center.
- d) Direction, Control and Authority to Act.
  - i) The Incident Command System (ICS) is used by University personnel to respond to emergencies and incidents.
  - ii) During the emergency response phase, all responders will be under the direction and control of the Incident/Unified Command.
  - iii) Responders report to the Incident Commander at the Incident Command Post unless otherwise directed by the Incident Commander.
  - iv) The Incident/Unified Command is authorized to take actions necessary to contain and control the incident to protect and reduce impact to lives, property, the environment, campus operations and research.
- e) Actions.
  - i) Preparedness.
    - (1) UAF EHSRM HAZMAT shall develop and maintain response plans and procedures, equipment and supplies to respond to, contain, control and clean-up reasonably anticipated campus hazardous materials spills and releases.

(2) UAF EHSRM shall maintain a list of personnel (at least one primary and one back-up) that can be called to serve on an Incident Management Team to manage hazardous material support functions.

(3) Participate in exercises and training to validate this annex and any supporting plans and procedures.

ii) Response.

(1) Provide primary response to and containment, control, and clean-up of hazardous materials spills and releases on the UAF campus.

(2) Coordinate clean-up by any outside spill response assets.

(3) Act as liaison to any outside hazardous material response agencies including local fire departments and the Fairbanks North Star Borough Hazardous Materials Response Team.

(4) In conjunction with the Incident Commander, coordinate emergency information for public release through [ESF #2b: Communications](#).

iii) Recovery.

(1) Coordinate hazardous materials related assistance as needed by the Incident Commander, Incident Management Team, and/or Incident Executive Leadership Team.

VI. Responsibilities.

a) Primary Department: EHSRM.

i) Serve as the lead agency for hazardous materials related support functions and support the response and recovery operations after ESF activation.

ii) Develop, maintain, and update plans and procedures for use during an emergency.

iii) Identify, train, and assign personnel to serve as ESF #9 representatives at an Incident Command Post or on an Incident Management Team (IMT) when a University IMT is assembled.

iv) In the event of a hazardous material incident in the vicinity of one of UAF's Satellite or rural campuses, EHSRM serves as an advisor and liaison with local first response assets.

b) Support Departments.

i) UAF Fire Department.

- (1) Serve as support agency for hazardous materials related support functions and support the response and recovery operations after ESF activation.
- (2) Develop, maintain, and update department plans and procedures for use during a HAZMAT emergency.
- (3) Identify, train, and assign personnel to serve as ESF #9 representatives at an Incident Command Post or on an Incident Management Team (IMT) when a University IMT is assembled.

ii) Other Support Agencies:

- (1) Assist the primary and ESF #9 support departments with hazardous material response in a safe and effective way.

VII. Capabilities.

a) UAF EHSRM Hazmat Section.

- i) Capable of providing advice and assistance in relation to Hazardous Materials Management Program.
- ii) Capable of limited assistance in spills and hazardous material emergencies in the Fairbanks area.

b) UAF Fire Department.

- i) Capable of response to chemical, biological, and radiological material incidents requiring up to Level C chemical protective clothing with SCBA respiratory protection.
- ii) Capable of handling incidents involving a single 55-gallon drum or numerous smaller sized containers.
- iii) Stabilized incidents that will take less than 3 hours to clean-up are normally handled by UAF Fire Department. Incidents requiring more than 3 hours for clean-up or involve significant disassembly of equipment or furnishings (removal of floor tile, removal of cabinets, etc.) are normally outsourced to a HAZMAT handling company.
- iv) Capable of providing initial defensive and rescue operations at a hazardous materials incident. Specific rescue capabilities will vary depending on the characteristics of the hazardous material involved.

v) Capabilities also include:

- (1) Emergency Medical Services and
- (2) Evacuation of unaffected areas.

c) Fairbanks North Star Borough HAZMAT Response Team.

- i) On-duty shifts will typically have one or two individuals from the department hazmat team but those persons may be off from work at any given time and serve a volunteer role.
- ii) The team is available on an on-call basis with an expected response time of 30 to 60 minutes within the Fairbanks North Star Borough.
- iii) Capabilities include:
  - (1) Level A protective clothing response (vapor protective clothing),
  - (2) Offensive response actions and
  - (3) Rescue and decontamination actions.
- iv) The team may respond and stabilize a situation but will not provide cleanup or remediation services. Nor will the team assume Incident Command of an incident, they are a support asset and not a command and control unit.

VIII. Resources.

- i) [MSDS Online](#).

IX. Policies and Procedures.

- i) [UAF Policy 601: Non-Radioactive Hazardous Materials Management, Jun. 2012](#) .

X. Attachments.

- a) None.

### Emergency Support Function (ESF) # 11 ANIMAL CARE

<b>ESF Activation Contact:</b> John Blake, Attending Veterinarian, <b>Phone:</b> (907) 474-5188 <b>Emergency Mobile Phone:</b> (907) 590-2235 <b>Email:</b> jeblake@alaska.edu	
<b>Primary Department:</b>	Office of the Vice Chancellor for Research Phone: (907) 474-5608 Email: Cbward@alaska.edu
<b>Support Department(s):</b>	Institutional Animal Care & Use Committee Phone: (907) 474-7832 Email: <a href="mailto:ldhinzman@alaska.edu">ldhinzman@alaska.edu</a>
<b>External Agencies:</b>	Fairbanks Animal Shelter/Control, (907) 459-1451 Alaska Sate Veterinarian, <a href="mailto:bob.gerlach@alaska.gov">bob.gerlach@alaska.gov</a> , (907) 351-7848 Alaska Department of Fish and Game

#### I. Purpose.

- a) This ESF lists the UAF departments and external agencies responsible for coordination of emergency management actions to ensure the welfare of University-owned animals during an emergency.

#### II. Scope.

- a) Includes all emergencies involving University-owned animals at the main campus and remote satellite campuses in rural Alaska.
  - i) The scope of this ESF does not include client-owned animals at UAF campuses and facilities.
- b) Coordinate the response to and recovery from incidents involving or endangering animals.
- c) Coordinate with the Incident Commander regarding the response needs of animals that are beyond the capabilities of the initial emergency response actions.
- d) Ensure notification to appropriate outside regulatory agencies, accrediting agencies and UAF committees including but not limited to: UAF Institutional Animal Care and Use Committee (IACUC), **OLAW** and USDA.
- e) Coordinate with AFES (Fairbanks Farm and Mat-Su Farm), CFOS (AHRB fish facility and Lena Point), and ARC (BiRD, Biological Reserve, and LARS).

#### III. Situation.

- a) Emergency Conditions and Hazards.
  - i) UAF may periodically experience emergency and disaster situations that will require response by University resources and outside agencies and the restoration of essential services. Potential emergencies and disasters include both natural and human-caused incidents.
  - ii) See [Hazard Analysis](#) for a description of potential emergencies.
  - iii) UAF has various facilities and operations that support the UAF-owned animal population:

**Commented [DAM1]:** Deleted High Latitude Agriculture (SNRAS) as they have no farm oversight.



- (1) The Biological Research and Diagnostics (BiRD) Building on Main Campus,
- (2) The Large Animal Research Station (LARS) North of the Main Campus in Fairbanks,
- (3) Arctic Health Research Building, College of Fisheries and Ocean Sciences (CFOS) Fisheries Facility on Main Campus,
- (4) Agriculture & Forestry Experiment Stations in Fairbanks and Palmer,
- (5) Biological Reserve, and
- (6) Lena Point, CFOS Fisheries Facility in Juneau.

iv) Various emergency incidents can impact these facilities and operations resulting in risk to the health and well-being of the animal population.

#### IV. Assumptions.

- a) Initial emergency response capabilities may be inadequate to contain or control the emergency.
- b) Animal care activities may be beyond the responsibility of initial responders.
- c) Specialized equipment and knowledge may be required to protect animal health and welfare.
- d) University resources may quickly become overwhelmed during an emergency.
- e) Communication systems may fail during a major incident.
- f) Backup facilities and operations will be available but may take time to activate.
- g) Shortfalls can be expected in both support personnel and equipment during an emergency incident.
- h) State and federal assistance may not be immediately available following an incident.

#### V. Concept of Operations.

- a) General.
  - i) The University Emergency Operations Plan provides overall guidance for emergency planning.
- b) ESF Annexes define roles and responsibilities, planned concept of operation, and internal and external capabilities and resources.
- c) ESF Annexes are designed to provide basic information to include points of contact in case additional resources or expertise is needed at the incident scene or on an Incident Management Team.
- d) Organization.
  - i) National Incident Management System (NIMS) concepts will be used for response to all incidents.
  - ii) Incident or Unified Command will be used by responding departments.
- e) When requested, ESF personnel will report to the Incident Command Post or other location, or will participate as members of an Incident Management Team.
- f) Notification.
  - i) Campus incidents involving animals and requests for ESF #11 assistance are to be reported to UAF Emergency Communications Center by calling 911 or (907) 474-7721.
  - ii) UAF Emergency Communications Center will notify UAF Attending Veterinarian at (907) 474-5188 for ESF #11 assistance.

- iii) Requests for additional resources shall occur under the authority of the Incident/Unified Command.
  - (1) In the event of a long-duration emergency, Veterinary Services may require additional safety and support elements to conduct animal care on a daily basis.
- g) Direction, Control and Authority to Act.
  - i) The Incident Command System (ICS) is used by University personnel to respond to emergencies and incidents.
  - ii) During the emergency response phase, all responders will be under the direction and control of the incident's Incident Commander or Unified Command.
  - iii) Responders reporting to the incident scene will report to the Incident Commander at the Incident Command Post unless otherwise directed by the Incident Commander.
  - iv) The Incident Commander or Unified Command is authorized to take actions necessary to contain and control the incident to protect and reduce impact to lives, research, property, the environment, and campus operations.
- h) Actions.
  - i) Preparedness.
    - (1) Biology Research and Diagnostics (BiRD) and LARS occupants shall review facility emergency response plans on at least an annual basis and work with facility managers on needed revisions.
    - (2) The Office of the Vice Chancellor of Research and Resource Center shall develop and maintain response plans and procedures, a core group of trained personnel, equipment and supplies to respond to, coordinate UAF-owned animal care needs at UAF.
    - (3) The Office of the Vice Chancellor of Research shall develop and maintain a list of campus, community, and vendor resources that could be requested during an emergency which impacts University-owned animals.
    - (4) The Office of the Vice Chancellor of Research shall maintain a list of personnel (at least one primary and one back-up) that can be called to serve on an Incident Management Team to manage animal care related support functions.
    - (5) Participate in exercises and training to validate this annex and any supporting plans and procedures.
  - ii) Response.
    - (1) Provide coordination and oversight of activities involving UAF-owned animals.
    - (2) Provide and/or coordinate the provision of the following services:
      - (a) Emergency veterinary care,
      - (b) Relocation of animals,
      - (c) Re-capture of escaped or released animals, and
      - (d) Feeding and basic life-support actions for animals during emergencies with extended duration (more than 48 hours).
    - (3) Identify, prevent and control of diseases of animals, which have public health significance, including epidemiological and environmental health activities.
    - (4) Act as liaison with outside animal regulatory agencies.

(5) In conjunction with the Incident Commander, coordinate emergency information for public release through ESF #2b Communications.

iii) Recovery.

- (1) Coordinate and oversee UAF owned animal care as needed by the Incident Commander, Incident Management Team, and/or Chancellors' Cabinet.
- (2) Ensure that ESF #11 personnel, departments or agencies maintain appropriate records of costs incurred during the event.

VI. Responsibilities.

a) Primary Department:

- i) The Office of the Vice Chancellor of Research serve as the lead agency for the coordination of internal and external departments to provide:
  - (a) emergency veterinary care,
  - (b) emergency relocation of animals,
  - (c) temporary shelter and/or relocation, and
  - (d) water, food, medical supplies; including the distribution of these materials to all UAF-owned animals
- ii) Serve as the lead agency for ESF #11 supporting the response and recovery operations after ESF activation.
- iii) Develop, maintain, and update plans and procedures for use during an emergency.
- iv) Identify, train, and assign personnel to serve as ESF #11 representatives at an Incident Command Post or on an Incident Management Team (IMT) when a University IMT is assembled.

b) Support Departments.

- i) Develop, maintain, and update plans and procedures for use during an emergency.
- ii) Identify, train, and assign personnel to assist the primary department at the Incident Command Post or on the Incident Management Team as needed.
- iii) Support the primary department as needed.

VII. Capabilities.

a) Surgical capabilities: 1 surgical suite.

- i) Bio-containment facilities within BiRD Building.
- ii) UAF Attending Veterinarian can perform diagnostics, medical treatments, and surgery on most species of animals.
- iii) Staff can provide animal care (housing, cleaning, feeding and watering) for most species of animals.
- iv) Transport of small and large animals up to 1000 lbs. live or dead weight

b) Pathological waste incinerator in BiRD Building for the disposal of animal carcasses and contaminated material.

VIII. Resources.

a) The Office of the Vice Chancellor of Research maintains an inventory for each of the following resource categories:

- i) Facilities for housing animals,
- ii) Medical equipment for treatment of animals,
- iii) Medical supplies for treatment of animals,

- iv) Transportation resources to move animals, and
  - v) Personnel trained in animal care and handling.
  - b) Alaska State Veterinarian Office
    - i) In the event of an emergency in which research animals required additional care and support the State Veterinarian Office may provide the following services, depending on equipment and personnel availability:
      - (1) Contracted animal care technicians or veterinarians who are trained and capable of providing assistance with disinfection, disposal, and other medical animal care services.
      - (2) Personal protective gear.
      - (3) Contracted additional facilities for care, disinfection, and disposal.
    - ii) In the event of an emergency in which research animals were negatively affected, the State Veterinarian Office may establish a liaison within the State Emergency Operations Center and the incident management team to facilitate emergency response.
- IX. Policies and Procedures.
- a) Board of Regents' Policy P10.7 – [Research, Scholarship and Creative Activity](#).
  - b) UAF Policy 04-003: [Animal Care and Use](#).
- X. Attachments.
- a) None.



### Emergency Support Function (ESF) #11: ENERGY

<b>ESF Activation Contact:</b> Associate Vice Chancellor UAF Facilities Services, Scott Bell <b>Phone:</b> (907) 474-6265 <b>Email:</b> svbell2@alaska.edu	
<b>Primary Department:</b>	UAF Facilities Services Utilities, Phone: (907) 474-5608 Email: Cbward@alaska.edu
<b>Support Department(s):</b>	UAF Procurement and Contracting (Rural Campus) UAF Facilities Services Design and Construction, (907) 474-2784, kjpetterson@alaska.edu.
<b>External Agencies:</b>	Main Campus GVEA, (907) 452-1151 Bristol Bay Campus, Nushagak Cooperative, (907) 842-5251 Chukchi Campus, Kotzebue Electric Assoc., (907) 442-3491 Northwest Campus, Nome Joint Utility System, (907) 443- 6587/6321. Kuskokwim Campus, Alaska Village Electric, (907) 561-1818.

#### XI. Purpose.

- a) This ESF lists the internal and external departments responsible for electric power and steam generation and distribution on campus.
- b) This ESF lists the internal and external departments responsible to provide and coordinate resources (personnel, equipment, facilities, materials and supplies) to support power and steam generation and distribution needs during an emergency or disaster.
- c) This ESF encompasses electrical power and heating resources, including the Central Energy Plant and Golden Valley Electric Association (GVEA).

#### XII. Scope.

- a) May include the following, but is not limited to:
  - i) Infrastructure protection and emergency repair,
  - ii) Damage assessments,
  - iii) Emergency restoration of critical public services and facilities,
  - iv) Repair and maintenance of generation and distribution systems,
  - v) Provide utility infrastructure related engineering support.
- b) May be activated by the Incident Commander to respond to incidents that are beyond the capabilities of the initial emergency response actions.
- c) May be activated to respond to incidents that overwhelm normal Incident Command response actions.

#### XIII. Situation.

- a) Main Campus.
  - i) The new power plant will consist of one 240,000 lb/hr circulating fluidized bed boiler that will use coal and biomass to provide 17 MW of electric power and steam for heating the UAF Campus.
  - ii) The combined heat and power plant is unique because the steam that is used to turn the turbines (which produce electricity) is also piped to buildings around campus to

provide heat. This process increases the efficiency of the system by 30 percent over normal power plants.

iii) Current Emergency Conditions and Hazards.

(1) The Atkinson Heat and Power Plant was built in 1964. The risk of catastrophic failure is increasing with each passing year.

(2) If the current power plant were to have a catastrophic failure, the University would be forced to pay for electric service from GVEA and use fuel oil to heat the buildings. Heating the buildings with fuel oil would cost the University an additional \$23.6 million.

b) Bristol Bay.

i) UAF Rural Campus in Bristol Bay receives their primary electric services from the [Nushagak Cooperative](#) to provide electricity.

c) Chukchi Campus.

i) UAF Rural Campus in Kotzebue receives their primary electric services from the [Kotzebue Electric Association](#) to provide electricity.

d) Kuskokwim Campus.

i) UAF Rural Campus in Bethel receives their primary electric services from the [Alaska Village Electric Cooperative](#).

e) Northwest Campus.

i) UAF Rural Campus in Nome has a contract with [Nome Joint Utility System](#) to provide electricity.

f) See [Hazard Analysis](#) for a description of potential emergencies.

XIV. Assumptions.

a) Initial emergency response capabilities may be inadequate to manage the incident. University resources will be quickly overwhelmed.

b) Communication systems may fail during a major incident.

c) Backup systems will be available but may take time to activate.

d) Shortfalls can be expected in both support personnel and equipment.

e) State and federal assistance may not be immediately available.

f) If the main campus were to freeze, it would cost hundreds of millions of dollars to repair the damage.

XV. Concept of Operations.

a) General.

i) The UAF Emergency Operations Plan provides overall guidance for emergency operations.

ii) ESF annexes define roles and responsibilities, planned concept of operation, and internal and external capabilities and resources.

iii) ESF annexes are designed to provide basic information to include points of contact in case additional resources or expertise is needed at the incident scene or on an Incident Management Team.

b) Organization.

i) National Incident Management System concepts will be used for response to all incidents.

- ii) Incident or Unified Command will be used by responding departments.
- iii) When requested, ESF #11 personnel will report to the Incident Command Post or other location, or will participate as members of an Incident Management Team.
- c) Notification.
  - i) Campus incidents involving requests for ESF #11 assistance are to be reported to the UAF Emergency Communications Center by calling 911 or (907) 474-7721.
  - ii) The UAF Emergency Communications Center will notify UAF Facilities Services Customer Service Center (907) 474-7000 of the incident or request for ESF #11 assistance.
  - iii) Emergencies in the UAF satellite and rural campuses can be reported through the UAF Emergency Communications Center or through the Chancellor's Cabinet.
  - iv) The UAF Facilities Services Customer Service Center will notify appropriate Utilities personnel.
  - v) Requests for additional resources shall occur under the authority of the Incident/Unified Command.
  - vi) If the emergency or incident occurs at a satellite UAF campus, Facilities Services and UAF Procurement and Contracting will be notified in order to facilitate rapid restoration of power and preservation of life, property and research.
- d) Direction, Control and Authority to Act
  - i) The Incident Command System (ICS) is used by University personnel to respond to emergencies and incidents.
  - ii) During the emergency response phase, all responders will be under the direction and control of the incident's Incident/Unified Command.
  - iii) Responders reporting to the incident scene will report to the Incident Commander at the Incident Command Post unless otherwise directed by the Incident Commander.
  - iv) The Incident/Unified Command is authorized to take actions necessary to contain and control the incident to protect and reduce impact to lives, research, property, the environment, and campus operations.
- e) Actions.
  - i) Preparedness.
    - (1) UAF Utilities shall develop and maintain response plans and procedures, a cadre of trained personnel, equipment and supplies to respond to and manage incidents that impact campus utility service.
    - (2) UAF Utilities shall develop and maintain a list of campus, community, and vendor resources that could be requested during an emergency on the UAF Main Campus, as well as, on a UAF satellite rural campus.
    - (3) UAF Utilities shall maintain a list of personnel (at least one primary and one back-up) that can be called to serve on an Incident. Management Team to manage utility related support functions.
    - (4) Develop procedures to document costs for any potential reimbursement.
    - (5) Participate in exercises and training to validate this annex and any supporting plans and procedures.



ii) Response.

- (1) Manage impacts to the campus power and steam generation and distribution system including but not limited to:
  - (a) Obtaining, prioritizing and allocating equipment and resources.
  - (b) Providing damage assessments of the utility systems.
  - (c) Identifying and procuring services and equipment from private contractors and outside companies.
  - (d) Prioritize restoration of utility services to campus facilities.
- (2) When requested, provide personnel to respond to the incident command post or other location to serve on an Incident Management Team to manage utility related support functions.
- (3) In conjunction with the Incident Commander, coordinate emergency information for public release through [ESF #2b: Communications](#).

iii) Recovery.

- (1) Prioritize and implement the restoration of utilities to critical university facilities and services, including but not limited to: electricity and steam service.
- (2) Coordinate assistance as needed by the Incident Commander, Incident Management Team, and/or the Chancellor's Cabinet.
- (3) Ensure that ESF #11 personnel, departments or agencies maintain appropriate records of costs incurred during the event.

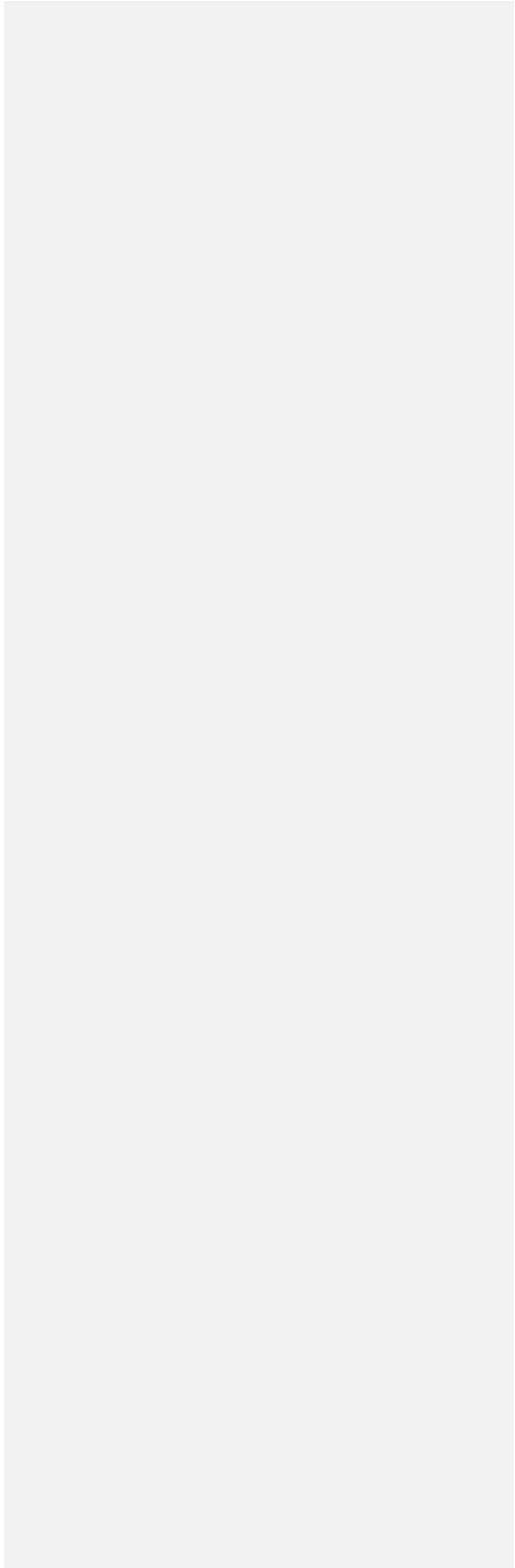
XVI. Responsibilities.

- a) Primary Department: UAF Facilities Services Utilities.
  - i) Responsible for the supply of electricity and steam (heat) to all on campus facilities.
  - ii) Serve as the lead agency for ESF #11 supporting the response and recovery operations for utilities steam and electricity supply after ESF activation.
  - iii) Develop, maintain, and update plans and procedures for use during an emergency.
  - iv) Identify, train, and assign personnel to serve as ESF #11 representatives at an Incident Command Post or on an Incident Management Team (IMT) when a University IMT is assembled.
  - v) General Responsibilities:
    - (1) Provide technical information and direction for any work needed for the steam and electricity production systems.
    - (2) Assist with and guide shutdown and startup of all system components.
    - (3) Assist with all recovery efforts to assure safe and reliable operation.
    - (4) Provide operations personnel and maintenance personnel during emergencies.
- b) UAF Procurement and Contracting:
  - i) Develop, maintain, and update plans and procedures for use during an emergency.
  - ii) Identify, train, and assign personnel to assist the primary department at the Incident Command Post or on the Incident Management Team as needed.
  - iii) Support Facilities Services and Rural Campuses with cost effective acquisition of goods and services in response to utility emergencies in order to provide for the safety and preservation of the welfare of students, staff, faculty, and research on campus.



- iv) Support Facilities Services and Rural Campuses with contractual services involving utility operations in an emergency.
- v) Identify, train, and assign personnel to assist the primary department at the Incident Command Post or on the Incident Management Team as needed.
- vi) Support the primary department as needed.
- c) Other Support Departments.
  - i) Develop, maintain, and update plans and procedures for use during an emergency.
  - ii) Identify, train, and assign personnel to assist the primary department at the Incident Command Post or on the Incident Management Team as needed.
  - iii) Support the primary department as needed.
- XVII. Capabilities.
  - a) UAF Main Campus.
  - b) UAF Rural Campus.
- XVIII. Resource.
- XIX. Policies and Procedure.
  - a) UAF Main Campus.
    - i) [Utility Development Plan](#).
- XX. Attachments.
  - a) None.

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## Emergency Support Function (ESF) #12: PUBLIC SAFETY AND SECURITY

<b>ESF Activation Contact:</b> UAF Police Chief, Stephen Goetz <b>Phone:</b> (907) 474-6215/ 7721 <b>Email:</b> <a href="mailto:sfgoetz@alaska.edu">sfgoetz@alaska.edu</a>	
<b>Primary Department:</b>	• UAF Police Department, (907) 474-7721
<b>Support Department(s):</b>	• UAF Emergency Communications Center, (907) 474-7721 • UAF Facilities Services: Customer service, (907) 474-7000
<b>External Agencies:</b>	• Fairbanks Police Department, (907) 450-6500 • Alaska State Troopers, (907) 451-5100 • Fairbanks Dispatch Center, (907) 450-6500 • FNSB Emergency Management, (907) 459-1219

### I. Purpose.

- a) This ESF lists the UAF departments and external agencies responsible for Law Enforcement and security actions that may take place during an emergency.

### II. Scope.

- a) Includes facility and resource security, law enforcement/criminal investigation, security planning, management of civil disturbances, technical resource assistance, and support to access, traffic, and crowd control.
- b) Law enforcement and recovery activities may include:
  - i) Maintaining law and order within legal authorities,
  - ii) Assisting in the dissemination of alerts, warnings and notifications,
  - iii) Within legal jurisdictions, providing security for, and limiting access to emergency management facilities, key facilities, and emergency locations,
  - iv) Providing 24-hour security services for evacuated facilities, including reception and care facilities,
  - v) Staffing of roadblocks, traffic control points and other sites when required,
  - vi) Providing emergency communications support when necessary and able,
  - vii) Furnishing status reports on casualty and damage observations to the Incident Management Team and other designated authorities,
  - viii) Maintaining and protecting logs, records, digests and reports essential to government and emergency operations,
  - ix) Continuing law enforcement activities consistent with legal authority,

- x) Assisting in the provision of law enforcement support for phased-in returns to evacuated areas and facilities, and
- xi) Supporting recovery operations at the site of the incident or disaster.
- c) May be activated by the Incident Commander to respond to incidents that are beyond the capabilities of the initial emergency response actions.
- d) May be activated to respond to incidents that overwhelm normal Incident Command response actions.

### III. Situation.

- a) Law Enforcement and Security of the grounds, building, and property of UAF.
  - i) The peace officers are organized in the UAF Police Department under the direction of the Chief of Police who reports to the Vice Chancellor for Administrative Services.
  - ii) UAF may periodically experience emergency and disaster situations that will require response by University resources and outside agencies and the restoration of essential services. Potential emergencies and disasters include both natural and human-caused incidents.
  - i) See [Hazard Analysis](#) for a description of potential emergencies.

### IV. Assumptions.

- a) Initial emergency response capabilities may be inadequate to manage the incident.
- b) University resources will be quickly overwhelmed.
- c) Communication systems may fail during a major incident.
- d) Backup operations will be available but may take time to activate.
- e) Shortfalls can be expected in both support personnel and equipment. In extended response operations, law enforcement logistical support (vehicles and equipment), as well as personnel, may be required to serve or be used in cases of excessive use, extended stress, and hazardous conditions.
- f) Each federal, state and local law enforcement organization has an established chain of command prepared to integrate and coordinate law enforcement activities within and between organizations during an emergency.
- g) State and federal assistance will not be immediately available.

## V. Concept of Operations.

- a) General.
  - i) The UAF Emergency Operations Plan provides overall guidance for emergency operations.
  - ii) ESF annexes define roles and responsibilities, planned concept of operation, and internal and external capabilities and resources.
  - iii) ESF annexes are designed to provide basic information to include points of contact in case additional resources or expertise is needed at the incident scene or on an Incident Management Team.
- b) Organization.
  - i) National Incident Management System concepts will be used for response to all incidents.
  - ii) Incident or Unified Command will be used by responding departments.
  - iii) When requested, ESF personnel will report to the Incident Command Post or other location, or will participate as members of an Incident Management Team.
- c) Notification.
  - i) Campus incidents involving criminal activity and requests for ESF #12 assistance are to be reported to the UAF Emergency Communications Center by calling 911 from a campus phone or (907) 474-7721 from an off campus phone.
  - ii) The UAF Emergency Communications Center will notify the on-duty Patrol Supervisor of the incident or request for assistance.
  - iii) As needed, the Patrol Supervisor will request the UAF Emergency Communications Center to activate voice or text messaging to police department members for staffing needs.
  - iv) As needed, the Patrol Supervisor or UAF Emergency Communications Center will notify additional law enforcement jurisdictions of the incident.
  - v) Requests for additional resources shall occur under the authority of the Incident/Unified Command.
- d) Direction, Control and Authority to Act.
  - i) The Incident Command System (ICS) is used by University personnel to respond to emergencies and incidents.

- ii) During the emergency response phase, all responders will be under the direction and control of the incident's Incident/Unified Command.
  - iii) Responders reporting to the incident scene will report to the Incident Commander at the Incident Command Post unless otherwise directed by the Incident Commander.
  - iv) The Incident/Unified Command is authorized to take actions necessary to contain and control the incident to protect and reduce impact to lives, research, property, the environment, and campus operations.
- e) Actions.
- i) Preparedness.
    - (1) UAF Police shall develop and maintain response plans and procedures, a cadre of trained personnel, equipment and supplies to respond to, contain, control and manage reasonably anticipated campus incidents requiring law enforcement or security operations.
    - (2) UAF Police shall develop and maintain a list of campus, community, and vendor resources that could be requested during an emergency.
    - (3) UAF Police shall maintain a list of personnel (at least one primary) that can be called to serve on an Incident Management Team to manage law enforcement and security related support functions.
    - (4) Develop procedures to document costs for any potential reimbursement.
    - (5) Participate in exercises and training to validate this annex and any supporting plans and procedures.
  - ii) Response.
    - (1) Alert and notify the campus community, in coordination with University communications, using the established mass notification tools and systems.
    - (2) Provide and direct law enforcement response.
    - (3) Protect critical facilities and supplies.
    - (4) Assist with the search and closure of campus buildings.
    - (5) Provide traffic restrictions, circulation and parking as well as evacuation direction and control.
    - (6) Support of campus closure operations, coordinating with Environmental Health & Safety, Transportation Services and Residence Life.

- (7) Coordinate and provide dignitary and executive protection.
  - (8) Support incident operations through security and criminal related surveillance, intelligence gathering and preparation of incident status reports.
  - (9) When requested, provide personnel to respond to the incident command post or other location to serve on an Incident Management Team to manage law enforcement and security related support functions.
  - (10) In conjunction with the Incident Commander, coordinate emergency information for public release through [ESF #2b: Communications](#).
- iii) Recovery.
- (1) Coordinate assistance as needed by the Incident Commander, Incident Management Team, and/or Chancellor's Executive Cabinet.
  - (2) Ensure that ESF #12 personnel, departments or agencies maintain appropriate records of costs incurred during the event.

#### VI. Responsibilities.

- a) Primary Department: UAF Police Department.
  - i) Serve as the lead agency for law enforcement and security related support functions and support the response and recovery operations after ESF activation.
  - ii) Develop, maintain, and update plans and procedures for use during an emergency.
  - iii) Identify, train, and assign personnel to serve as ESF #12 representatives at an Incident Command Post or on an Incident Management Team (IMT) when a University IMT is assembled.
- b) Support Departments.
  - i) Develop, maintain, and update plans and procedures for use during an emergency.
  - ii) Identify, train, and assign personnel to assist the primary department at the Incident Command Post or on the Incident Management Team as needed.
  - iii) Support the primary department as needed.

#### VII. Capabilities.

- a) UAF Police Department.
  - i) With current manning, the department is capable of accomplishing only one of the following, until other officers respond from off-duty:
    - (1) Response to crimes in progress. Investigation of all other crimes,

(2) Stopping active loss of life due to an active shooter,

(3) Providing traffic and crowd control, and

(4) Securing facilities and persons.

ii) Routine day-to-day law enforcement on the UAF Campus is generally handled exclusively by the UAF Police Department.

b) Fairbanks Police Department.

i) May provide additional law enforcement resources within jurisdiction and/or SRT tactical unit and command vehicle.

c) Alaska State Troopers.

i) May provide additional law enforcement resources to include:

(1) Accident reconstruction team,

(2) Tactical Team,

(3) Search and Rescue Team,

(4) Aviation Support,

(5) Evidence Collection specialists, and

(6) Investigative support resources.

ii) Fairbanks North Star Borough Emergency Management.

(1) The ability to coordinate for additional assets not listed above, rests with the borough emergency management office. Requests for additional assets are routed through the Fairbanks Dispatch Center, to the borough emergency management office, to the State Emergency Operations Center for approval and sourcing.

VIII. Resources:

a) None.

IX. Policies and Procedures:

a) UAF Police Policy Manual.

X. Attachments:

a) None.

## PART III: SUPPORT ANNEXES

### ANNEX A: Accounting for Occupants

The Emergency Action Plan (EAP) for each building provides instructions for evacuating and accounting for employees. This annex provides guidance for accounting for other building occupants including students and visitors. It is recognized that identifying and accounting for all buildings is a daunting task during an emergency. The following guidance is offered to persons in positions of authority including deans, directors, staff and faculty:

- Consult the UAF on Alert web site ([uafalert.alaska.edu](http://uafalert.alaska.edu)) and be attentive to emergency alert messages.
- As soon as practical, instructors should attempt to compare the class roster to actual attendance for the class period, generating a list of students to account for.
- UPD will close the affected facility and set up a perimeter control. UPD may be assisted by other law enforcement agencies to complete this task.
- Residence Life staff will look for unaccounted students within residence halls.
- Emergency personnel will sweep the affected area for casualties or hidden personnel.
- Track all personnel that are leaving the scene for medical treatment or body storage and what facilities they are being transported to.
- UPD officers will conduct investigative interviews of personnel that were on-scene at the time of the incident.
- The PIO will set up the Family Message Center to take calls from University stakeholders.



## ANNEX B: Blockades and Lockdowns

During and following certain types of emergencies such as a violent intruder incident, it will be critical to prevent citizens from coming onto the University campus due to the risk of bodily harm. The University will utilize both high- and low-technology to prevent entry. Administration will utilize UAF Rave Alert messages, [UAF on Alert](#) website, email, radio, and television broadcasts as well as physical blockades at all entrances from Fairbanks city streets onto campus.

UPD will contact Facility Services by radio or telephone when blockades need to be created. Facility Services will then deploy to the campus entrances to set up blockades.

### Establishing Blockades

UPD officers may need to set up temporary barricades and/or traffic cones before Facilities Services trucks can arrive to create a blockade. Once Facility Services has arrived on scene, they can establish blockades using University vehicles placed across the incoming lane, with hazard flashers and beacons activated. Space for incoming emergency vehicles to enter the campus should be maintained. Blockades will remain in place until emergency officials instruct blockade staff to demobilize. Blockade staff will wear traffic safety vests and will flag emergency vehicles onto campus and outgoing vehicles onto city streets. The blockade staff should be issued a flashlight or traffic wand to use during lowlight hours or low visibility. If necessary, the flagger may stop traffic to allow vehicles to exit campus, if safe to do so.

### Shuttle Buses

UAF owns and operates 6 shuttle buses which can be utilized to evacuate personnel from dangerous areas. Once the shuttle has left campus, emergency personnel may enact a policy to forbid the bus from returning to the area and past the blockade. In those situations, buses may be assigned to a staging area to drop off personnel or instructed to pick up personnel from an off-campus location.

### Blockade Assistance

Emergency personnel may choose to call-in UPD, UAF community service officers (CSOs), student firefighters, and the IMT to assist in manning and maintaining blocked entrances. If the lockdown is lengthy, a roving University fleet vehicle and driver may be assigned to relieve blockade personnel as needed.

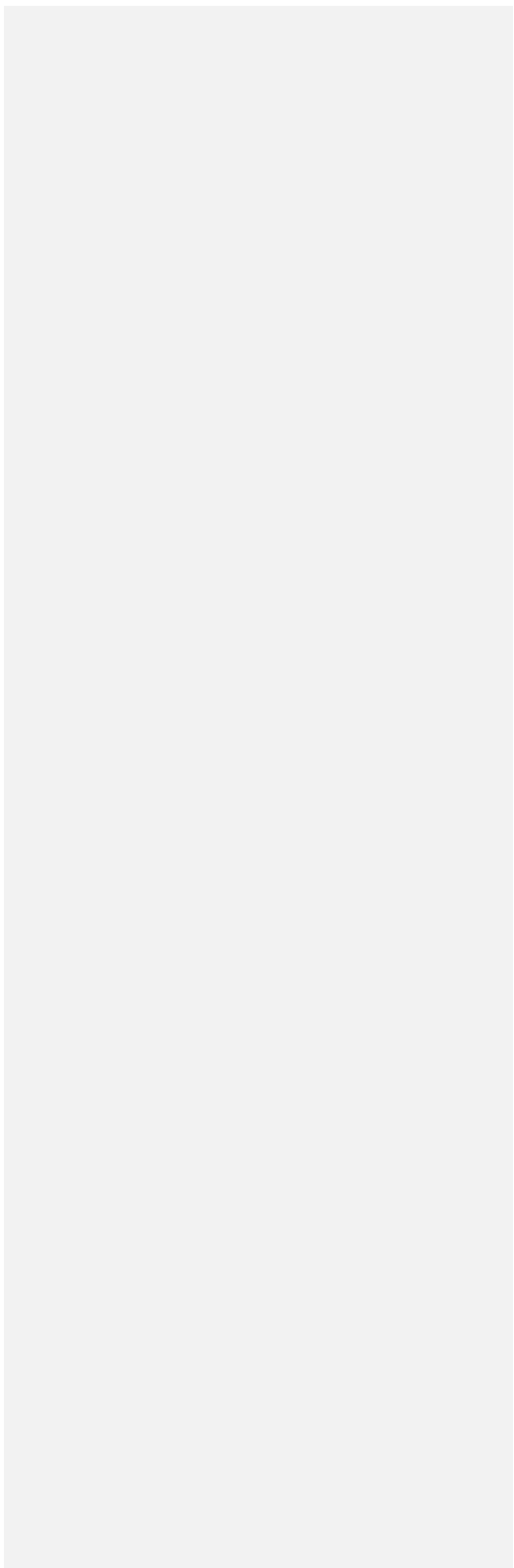
### Limited Access

Marked police, fire, American Red Cross, and EMS vehicles must be granted access to campus at all times and during emergencies. Other responders that need to be given access include, but are not limited to, police in unmarked vehicles, University officials, state, city, or borough emergency management staff, and others carrying credentials and valid identification. Blockade staff must use their best judgment regarding access requests, and may contact their supervisor if uncertain. Pedestrians should be discouraged from coming onto campus, but not physically restrained. Any unauthorized vehicles entering campus must be reported to command staff, including a vehicle and driver description. Command staff will issue instructions as to where to send media representatives for press briefings.

### After Hours Activation

Facility Services may be dispatched from home to establish blockades after normal business hours using the Facilities Services Incident Communication Plan.

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## ANNEX C: Emergency Communication

This annex outlines the crisis communication response for the University of Alaska Fairbanks (UAF) for all incidents in which the Incident Management Team (IMT) is activated. This annex establishes (1) a structure to provide emergency information to University stakeholders and the media and (2) procedures to ensure campus officials and the communication team is familiar with the roles and tasks required.

### Crisis Response

A crisis is any incident that disrupts or delays UAF's critical functions, significantly threatens the health and wellbeing of the members of the UAF community, causes physical and/or environmental damage, or harm to the University's public standing. While it is impossible to anticipate all possible emergency incidents, the following examples represent a handful of situations that would necessitate crisis communications:

- Violent intruder
- Structural collapse
- Power plant failure
- Major earthquake
- Pandemic disease

The University of Alaska Fairbanks's crisis communication goal is to stabilize the crisis situation for the University community by providing essential and verifiable information to the community and its stakeholders; communicate factually and openly with the media; and mitigate the potential for the event to escalate and negatively impact UAF's image, credibility, and public relations.

### UAF Crisis Communications Personnel: Structure and Roles

#### *Public Information Officer*

Works directly for the Incident Commander and serves as part of the command staff. Supervises all incident public information functions. Attends briefings. Advises Chancellor's Cabinet. Serves as spokesperson for the incident and identifies appropriate additional spokespeople.

*Assistant/Alternate PIO:*

Reports directly to the incident PIO. Can serve as PIO's designee. Can oversee activities of support, news/information and Family Message Center groups. May serve as PIO in incidents that have multiple operational periods. Serves as backup in PIO's absence.

*PIO Support Group Lead*

The support group provides clerical and logistical support for the public information function, including setting up the information center, distributing materials, setting up press conferences, technical support, graphic design, and web support. The support group lead oversees these activities and reports to the PIO or designee.

*News/Information Group Lead*

The news/information group provides writing, editing, social media and media monitoring services for the public information function, including writing press releases, talking points and Family Message Center scripts, taking photos and video, monitoring social and traditional media and posting to social media platforms. The news/information group lead oversees these activities and reports to the PIO or designee.

*Family Message Center Group Lead*

The Family Message Center Group staffs the Family Message Center, answering questions and taking messages from the public and media, as appropriate. The Family Message Center Lead mobilizes the Family Message Center and oversees its activities. The Family Message Center Lead reports to the PIO or designee.

*Crisis Communications Plan*

The following chart outlines the internal crisis communication plan flow.

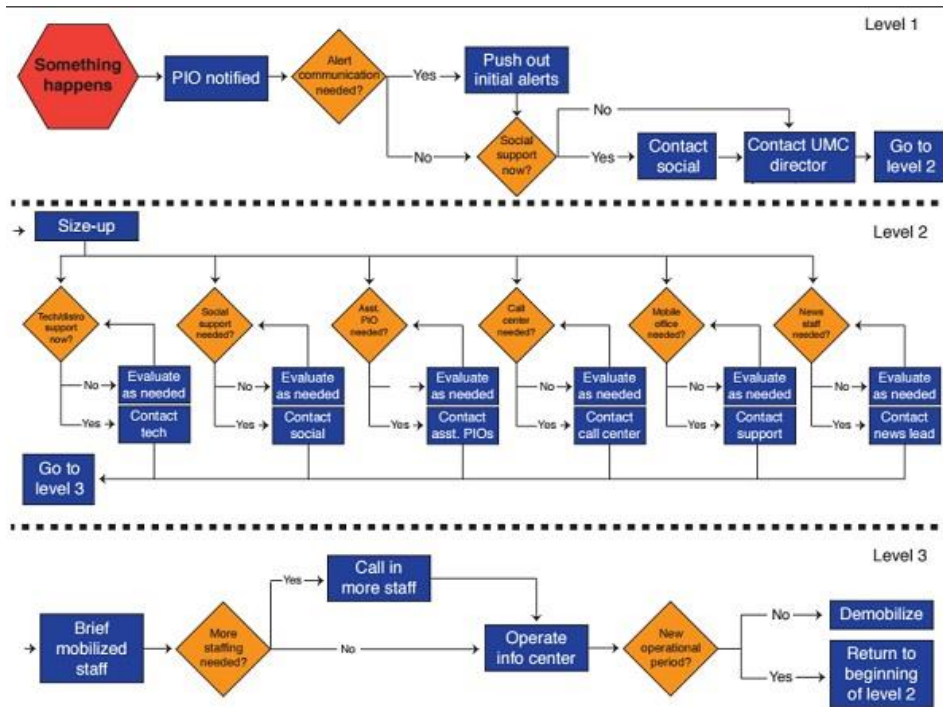


FIGURE C: CRISIS COMMUNICATION FLOWCHART

For specific protocol, please refer to the mobilization protocol checklists for all crisis communication roles.

**Joint Information Center**

UAF should establish a Joint Information Center if a crisis involves multiple agencies. The Joint Information Center will be necessary to provide consistent, coordinated, timely, and complete information during a crisis.

**Social Media**

Social media channels are vital tools in crisis communications. Only the UAF institutional social media pages, as listed below, will be updated with official information by the PIO/communications team. All other UAF-affiliated social media pages—such as departmental program pages—should direct followers to official UAF social media pages. No campus

department or unit should post to social media during an emergency or comment on the emergency after the incident.

Official UAF social media sites used during a crisis:

- UAF Twitter: <https://twitter.com/uafairbanks>
- UAF Facebook: <https://www.facebook.com/uafairbanks>

A representative from the communications team will monitor the University's social media pages to refute incorrect information posted on the page or in the comments section on emergency announcements and provide more information as needed. The social media representative should follow the established UAF guidelines for using social media and responding to comments.

#### Web Pages

The UAF on Alert website ([uafalert.alaska.edu](http://uafalert.alaska.edu)) will contain incident information and updates for the public and campus community. This page can also double as a lite site to replace the UAF home page, in the event that web traffic overwhelms the university's servers.

The UAF home page ([www.uaf.edu](http://www.uaf.edu)) will contain a link to the UAF on Alert website during Level I and II incidents, or as directed by the PIO.

#### Media Contact

The PIO/communication team will release information concerning the crisis as soon as verifiable facts are available after an incident. If possible, a time will be announced in the first statement when the next statement will be released, and/or when a press conference will be held. An on-campus media center may be established.

All UAF personnel should refer all media to the PIO/Communications Team, the established media center, or to the Joint Information Center. No University personnel is authorized to give statements or speak to the media during a crisis without explicit permission from the PIO/Communications Team.

#### 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 to assist with inquiries. Limited

information will be given out through the Family Messaging Center. For additional information regarding the FMC, please see [Annex G](#).

#### Alternative Communications

Alternative or additional methods of communication should be considered, including letters or email, text messages and telephone calls to personnel, select community members, or volunteers and letters to newspaper editors.

#### Switchboards

The following offices will receive high volumes of incoming calls and emails during and following a crisis. The public information team will ensure that these offices and hotlines have access to current information about the crisis and where to refer calls:

- Campus Police Department
- Campus Fire Department
- Human Resources
- University Relations
- Chancellor's Office
- Dean of Students Office
- Student Health & Counseling Center
- Recorded Hotline Information - 907-474-7UAF (7823)

#### Ongoing Crisis Communications (24 – 48 hours and Post-Incident)

If the crisis is very serious and/or involves a death or serious injury, the Chancellor's Cabinet should meet as soon as possible to develop the Long-term Response Team. Within that meeting, the Chancellor's Cabinet must develop a few key messages and written statements to issue to the University's stakeholders and the public.

#### ANNEX D: Issues and Reputation Management

University Relations serves a lead role in issues and reputation management. Anything that could potentially damage the university's reputation fits into this category. This type of crisis management is broader than what is outlined in the EOP but the response is similar in that it involves the assembly of a response team. When an issue arises that could potentially put the university in a negative light, a response team is assembled to address and monitor the situation so that appropriate action can be taken. The response team typically includes the Chancellor, VCAS, Vice Chancellor for University and Student Advancement, Director of the University Relations Department, Public Information Officer, Police Chief and General Counsel. Additional team members are identified based on the issue. An issue may require one or two members of the team to meet on a short-term basis or it may require a larger response team be established for an extended period of time.

University Relations' role on the response team is to advise and counsel the team and university leadership, and if necessary, lead the development and implementation of an issues management plan. This includes conducting research on the situation, making recommendations, drafting talking points and FAQ's, developing communication plans, prepping spokespersons, stakeholder identification, media monitoring, and serving as spokesperson. Many of the same methods and tools as outlined in the EOP are used.



### ANNEX E: Donations Management

Individuals and organizations often bring goods such as clothing, blankets, and canned food, to a disaster site out of a desire to help or because of a plea from officials for those items. Cash donations are preferred over goods since it can be used to purchase exactly what items are needed and when they are needed, stimulate the local economy, and donate to established organizations that are helping the University during the crisis.

All cash donations will be handled by the UAF Development Office and directed towards a community or UA foundation, or a relief fund.

The University will partner with a local non-profit such as The United Way or The American Red Cross to handle goods donations and if needed, to open a temporary Donation Coordination Center (DOC) on the UAF campus. If the donations are mostly food items, the University will partner with the Wood Center Food Pantry to manage the donations.

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## ANNEX F: Evacuations from Individual Facilities or Campus

Individual building evacuation alarm systems consist of horns, bells, or flashing lights that alert building occupants to evacuate quickly and gather at their designated Emergency Assembly Area (EAA). Every building on campus has an individual Emergency Action Plan (EAP) that lists the building's EAA as well as an alternate indoor EAA for inclement weather.

Building	EAA	Inclement Weather EAA
Arctic Health Research Building	Parking Lot East 9A or West 9B	Murie Building Lobby
Atkinson Building	Parking Lot 8H	N/A
Aurora Building	Light Post by Mail Trucks	Meeting/Lunch Area
Aviation Technology Facility	University Ave Parking Lot	N/A
Biological Research and Diagnostics Facility	Sidewalk next to Murie facing BiRD	Murie Building Lobby
Brooks Building	Cornerstone Plaza	Duckering Building Lobby
Bunnell Building	Cornerstone Plaza	Duckering Building South Entrance
Bunnell House Building	Picnic Area by Fire Station	Fire Station Kitchen
Butrovich Building	West End of Museum of The North	Inside Museum of The North
Chapman Building	Southside of Wood Center	Conference Room
Constitution Hall	Constitution Park	The Rasmuson Library
Commons, Lola Tilly	Parking Lot 4A	N/A
<a href="#">Community and Technical College</a>	Barnette Parking Garage	State of Alaska Building
<a href="#">Cutler Apartment Complex</a>	Parking Lot 6A-D	N/A
<a href="#">Duckering Building</a>	Cornerstone Plaza	The Rasmuson Library
<a href="#">Eielson Building</a>	Bunnell Statue	Ground Level Hallway of Bunnell Building
<a href="#">Eileen Panigeo MacLean House</a>	Center Circle Ground in Columbia Circle	Common Lounge
<a href="#">Elvey Building</a>	Parking Lot 9B or Parking Lot 9E	Arctic Health Research Building
<a href="#">Energy Technology Facility</a>	ATCO Porch	ATCO Building
<a href="#">Facilities Services (Physical Plant)</a>	Energy Research Building Parking Lot	N/A
<a href="#">Fairbanks Experiment Farm</a>	Parking Lot	N/A
<a href="#">Fine Arts Complex and Regents' Great Hall</a>	Outside of the Main Doors of the Great Hall	Great Hall Lockers
<a href="#">Gruening Building</a>	Constitution Park	The Rasmuson Library
<a href="#">Harper Building</a>	ATCO	Student Lounge
<a href="#">Hess Village</a>	Parking Lot 6E-H	N/A
<a href="#">Hutchison Institute of Technology</a>	Parking Lot G	U Park Building

<b>Building</b>	<b>EAA</b>	<b>Inclement Weather EAA</b>
<a href="#">Ice Arena</a>	Between Parking Lot and Skating Area Blacktop	Exit near Skate Room
<a href="#">Institute of Arctic Biology Greenhouse</a>	Parking Lot at West End	Office at West End
<a href="#">Irving Building I and II</a>	Parking Lot 9G	Inside Irving I
<a href="#">Large Animal Research Station</a>	Yankovich Road Parking Lot	LARS Parking Lot
<a href="#">Lathrop Hall</a>	Parking Lot 4A	First Floor Lounge
<a href="#">Library, Elmer E. Rasmuson</a>	South side: near flags	Main Desk on 4 <sup>th</sup> Floor
	West side: near benches	
	East side: near the rear of the Brooks Building	
<a href="#">Margaret Murie Building</a>	Arctic Health Research Building Lawn	M3 Café Area
<a href="#">McIntosh Hall</a>	Parking Lot 4A	Second Floor Lounge
<a href="#">Moore-Bartlett-Skarland Complex and Hess Commons</a>	Across the street from MBS	MBS Lobby
<a href="#">Museum of the North</a>	NE Corner of Museum Parking Lot	Lobby of Murie Building
<a href="#">Nerland Hall</a>	Parking Lot 4A	First Floor Lounge
<a href="#">Patty Center</a>	Shuttle Stop in front of Building	First Floor – Next to Room #101
		Second Floor – Lobby by Admin Office
<a href="#">Pipeline Service Training Center</a>	FPTC Parking Lot East	Shop 2 Area
<a href="#">Reichardt Building</a>	North Side – Back parking lot by blue light	Pearl Berry Boyd Hall
	South Side – Across the street at bench	
<a href="#">Signers' Hall</a>	Cornerstone Plaza	Wood Center
<a href="#">Stevens Hall</a>	Parking Lot 4A	First Floor Lounge
<a href="#">Student Recreation Center</a>	Beluga Field	South Wall Exit Doors
<a href="#">Sustainable Village</a>	Parking Lot 1M	N/A
<a href="#">Tanana District office of the Cooperative Extension Service, Fairbanks Community Food Bank Building</a>	Parking Lot 3L	Conference Room 242
University Park Building	Parking Lot 1G	Hutchinson Building
West Ridge Research Building	Parking Lot 9E	O'Neil
West Side Business Park		
West Valley Plaza	By Dumpster on Eastside of Building	McDonalds
Whitaker Building	Front Parking Lot	Wood Center
Wickersham Hall	Parking Lot 3D & 3B	First Floor Lounge
Wood Center	Southside of Wood Center	Bowling Alley

## ANNEX G: Family Message Center

Following an emergency, it is reasonable to assume that there will be an overwhelming number of phone calls requesting information on the event and on ill, injured, or deceased University personnel. To accommodate the increase in calls, the University will need to set up a Family Message Center (FMC) to take phone calls. The determination to stand up a FMC is made by the DOS. The FMC should be stood up as soon as the University starts to become overwhelmed with phone calls. Personnel working in the FMC should be updated with new information as it comes in, and should only disclose information that has been vetted by the PIO.

### Management Options:

If an ICP and/or EOC is set up for the incident, the FMC coordinator will need to be in contact with the ICP and/or EOC to check in about the status of the incident. The FMC coordinator will also need to be in contact with the IC to receive information and instructions.

The FMC should be set up in the UAF Alumni Lounge, 201 Constitution Hall. The University & Student Advancement division will send 6-8 employees to set up the FMC. The PIO will release a statement with the FMC phone number to redirect call volume to the FMC. FMC staff will be given a script and instructions not to vary from the approved information or to engage callers with speculation or opinions.

Information will be updated as often as is practical. All information and phone scripts must be vetted by the PIO before being released to the public. Media or press conference requests will be referred to Media Relations and the PIO.

### ANNEX H: Sheltering In Place

Some biological, chemical, or radiation threats may become airborne, making going outdoors dangerous. In some emergencies, leaving the building or room may put individuals in harm's way. During the course of these situations, people may need to "shelter in place," meaning they must make a shelter out of the space they are in. To effectively shelter in place, people should:

- Shelter in a room with as few doors and windows as possible. If possible, chose a room with no doors leading outside.
- Listen to the radio or turn on the television to listen for instructions from emergency personnel. This may be the method that first responders use to give instructions.
- Go inside as quickly as possible and shut and lock all doors and windows. Locking the doors and windows may create a better seal against the threat. People should also turn off any fans, air conditioning and heating units, or any unit that circulates air.
- If the incident is a chemical event, the shelter should be as high in the structure as possible, to avoid vapors and gases that sink. If the incident is a severe weather event, the shelter should be as low in the structure as possible, in case of structural damage or collapse.
- Do not drink water from the tap, only bottled or stored water.
- If possible, tape plastic over any windows in the room.
- Do not leave the shelter until it has been indicated to you to do so and follow all instructions given by emergency personnel following the incident.

## ANNEX I: Coordination of Trained and Spontaneous Volunteers

One of the most critical activities for the IMT to manage during an emergency is to ensure that disaster volunteers, both trained and spontaneous, are utilized effectively. Often following a disaster, spontaneous volunteers will come to the crisis site, eager to assist. Spontaneous volunteers are community members that come to a crisis site without any formal volunteer training or skills, but are driven to help. Spontaneous volunteers must be planned for, otherwise their presence may become a nuisance or disruption at the crisis site. Trained volunteers are individuals or groups that the University recognizes as trained in emergency response and recovery operations.

There are two important considerations with the coordination of trained and spontaneous volunteers: (1) a failure to utilize volunteers, spontaneous or trained, could bring negative publicity to the University; and (2) involving community members in the recovery process will engage and give citizens buy-in in the recovery process.

Minimum qualifications for all volunteers are as follows:

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

Volunteer supervisors must complete the University of Alaska Volunteer Qualification Checklist for all volunteers and follow the University of Alaska Guidelines for Departments Using Volunteer Services. Any volunteer that has contact with a vulnerable population, i.e. minors, people with disabilities, or goes into private residences without close supervision must have a background check before they begin volunteering.

### Training Period

After recruiting and during non-emergency periods, volunteers will be in a training period. This training will be organized by the Training Coordinator and is reinforced during quarterly team meetings.

### *Activation Period*

When a volunteer is involved in an active emergency or an exercise, this is known as the Activation Period. When an emergency is deemed active or an exercise is occurring, volunteers should report to the volunteer reception center for assignment. These assignments can vary greatly in both task and placement and depend on the volunteer's skills and abilities. During an incident it is critical that ICS is followed.

### *Roles and Responsibilities*

#### *Operations Section Chief*

During an Activation Period, the Operations Sections Chief (OSC) will govern the volunteer program. The OSC will oversee the Volunteer Coordinator and provide direction over tasks and missions as needed.

#### *Volunteer Coordinator*

The Volunteer Coordinator will assign tasks to volunteer teams. They will also maintain volunteer rosters, arrange for background checks, training, and other duties as assigned. The VC works in conjunction with the Training Coordinator to maintain training and exercise programs.

#### *Training Coordinator*

The Training Coordinator will work with volunteers to arrange and advise on appropriate training plans for volunteers. During Activation Periods, the VC will be responsible for orientation and safety briefings for all volunteers.

#### *Volunteer Center Operations Manager (VCOM)*

The VCOM will manage and oversee operations for the Volunteer Reception Center. This includes overseeing the operational and logistical needs of the Center. The VCOM will not supervise volunteers other than those who are assigned to the Volunteer Center.

#### *Trained Volunteers*

UAF recognizes members of these organizations as trained volunteers:

- UPD Community Service Offices (CSOs)
- UFD Student Fire Fighters
- Red Cross Disaster Action Teams (DAT)

### *Spontaneous Volunteers*

Spontaneous volunteers are people that are not part of any voluntary agency and often do not have any training in emergency response. Spontaneous volunteers are not requested by officials or incident command, but are normally motivated to volunteer out of a desire to help their community. Spontaneous volunteers are also commonly referred to as unaffiliated volunteers.

Ensure that trained and trusted volunteers or University personnel are available for the following tasks: registering, and training new volunteers, answering questions, and verifying information for spontaneous volunteers.

The IC and/or Operations Section Chief must consider the personal safety of volunteers when assigning tasks to volunteers. At certain points in a recovery or response, there may not be a safe task for a volunteer to help with. At those points, volunteers may be referred to other disaster organizations to volunteer with and/or told to come back at a different time.

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/> or the American Red Cross (907-456-5937) and <http://www.redcross.org/support/volunteer> to find out how to volunteer.

If the IC or Operations Section Chief has an outside agency come to the crisis site to volunteer, the following logistics must be addressed:

- How many people are coming to volunteer?
- What services will they be providing and where?
- Will the group be able to sustain itself while providing services or will they need to be accommodated?
- Will their transportation or supply shipment cause a disruption in services for disaster survivors?
- Determine these needs will be met on campus:
  - Travel
  - Lodging
  - Restrooms, hygiene, laundry and showers
  - Food and water



## ANNEX J: Vulnerable Populations

The University recognizes that certain populations are particularly vulnerable during disasters, due to language barriers, age, access needs, or other factors. Due to these vulnerabilities, the University also recognizes that these populations may need additional support during an emergency. Vulnerable populations on campus include, but are not limited to, the populations detailed in this annex.

### Children

In this document, children are defined as all people under the age of 18. Children are likely to be hurt physically and mentally during emergencies and are less likely to be able to understand and process an emergency than an adult.

On the UAF campus, the Bunnell House Early Childhood Lab School can have up to 30 children, ages ranging from 3 to 6 years old. There are also children of all ages living in staff and faculty housing with their families. Children also come to the University for tours, community events, or college visits.

Before an emergency, caregivers and teachers should prepare children for disasters with age-appropriate information and instructions. Families should have a house emergency plan, including an in-town and an out-of-town emergency contact, and an alternate meeting location if the family cannot meet at home. Teachers should go over classroom emergency plans and have regular fire and earthquake drills with students.

Following an emergency, teachers or caretakers need to account for all children after the situation stabilizes, using a classroom roster or attendance records. Emergency contacts need to be contacted to collect their children. Once the family is reunited, parents should ask their children what they know about the emergency to gauge their understanding of the situation. Parents should also share basic information, not graphic details about the situation. Once the situation is stabilized, children should return to school and their usual routine as soon as safely possible to reintegrate them back into normal life.

Children that are separated from trusted adults, teachers or guardians, are very vulnerable to getting lost or going missing during a disaster. Children that are alone may also be reluctant to

follow instructions from strangers. If a child is alone, immediately report their situation to UPD so they can be reunited with their caretaker. Never separate a child from their caretaker.

#### Immunocompromised Persons

Pregnant women and those with compromised immune systems are more susceptible to falling ill or becoming gravely ill when a pandemic occurs. In most emergency incidents, immunocompromised individuals do not have any additional needs. In a pandemic emergency, immunocompromised personnel will need to be more cautious with social distancing and seek medical care earlier and/or more often than otherwise healthy individuals.

#### Language Limited Persons & International Students

In this document, international students include both full time, degree seeking students from outside the US and students participating in one year and one semester exchange programs at UAF. All international students at UAF have at least an immediate understanding of English but may not have a full understanding of English emergency terminology.

If an individual does not seem to understand the information being presented, the first responder can do the following to overcome the language barrier:

- Speak slowly and clearly, enunciating each word and slowing down discourse.
- Frequently check for understanding by asking clarifying questions, and using reflective listening, and repeating your understanding of the situation to the other person.
- Use clear, simple language and do not use jargon, idioms, or slang. The other person may not recognize the slang term in context or understand the metaphor.
- Be specific. Set out clear guidelines and expectations.
- Provide information through multiple channels. A language limited person could have difficulties following a conversation and have greater understanding of a message that is in writing.

If a person cannot understand English instructions, have someone translate for them or use a translation app or software.

### Disabled Persons

Individuals with physical, sensory, and mental disabilities may have additional assistance needs during and after an emergency event. Disabled personnel may not be able to hear verbal or auditory messages, see signs, or be able to evacuate quickly and safely. Not all persons with disabilities will need extra assistance during an emergency and disabled persons that need extra assistance during an emergency will need to self-identify.

### Warnings

All warning messages should be sent out in at least two forms, i.e. written and auditory, to reduce risk of personnel not getting the message.

### Sheltering

Some personnel may have medications that need to be refrigerated or kept cold. Shelters will need to have a safe and secure refrigerated space to keep medication. The refrigerated space also needs to be accessible at all times to the individual who needs it.

Personnel who rely on ventilators, CPAP machines, or other devices that require electricity should have priority access to electricity whenever possible.

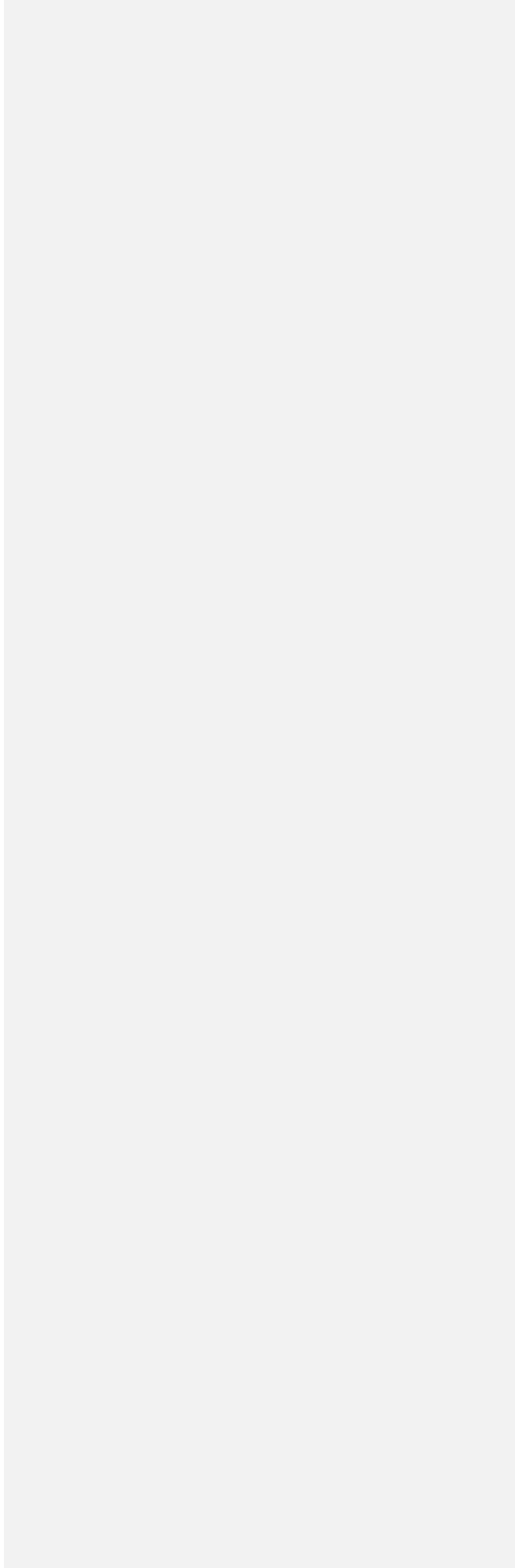
Personnel with service animals will need their service animal with them at the shelter. Since service animals are not traditional pets and serve a role in a disabled person's life, persons should be able to have their service animal, even in spaces where animals are not typically allowed.

Service animals do not require certification, documentation, licenses, equipment, or special training. Do not ask a person with a service animal what disability they have, for medical documents, or for training documentation for the service animal. According to the Americans with Disabilities Act (ADA) only two questions can be asked to determine the validity of a service animal: (1) is the animal a service animal required because of a disability, and (2) what work or task has the animal been trained to perform.

*Evacuation*

Personnel with mobility disabilities may not be able evacuate quickly a space or building quickly. Disabilities Services has access to an accessible shuttle for University personnel with mobility issues. Disabilities Services will need to use Banner or other record-keeping software to account for personnel with mobility disabilities that need to evacuate during an emergency.

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

### Level III

#### *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 supervising staff working in the affected area or event are required to work to ensure appropriate event cancellation/building closing 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.

*Example of Event*

Heat and/or power failure in a residence hall or classroom building, structural fire.

Level II

*Campus Closure*

Suspension of non-essential services: Inability to conduct business. Students and other personnel are able to stay on campus in residence halls or open buildings. Students and personnel may be required to “shelter in place.”

*Personnel Required*

Essential supervising staff and select Essential Personnel.

*Release*

All students and faculty.

*Example of Event*

Extreme winter weather.

Level I

*Campus Closure*

Suspension of all services due to extreme emergency: Direct threat to health or safety of the campus.

*Personnel Required*

Essential personnel.

*Release*

All other professional staff and managers and all faculty and students, including evacuation of the residence halls.

*Example of Event*

Terrorist attack, pandemic influenza.

## ANNEX L: Crisis Contacts Grid

STAKEHOLDER	ROLES	WHO/WHAT DELIVERS
UA President	President	UAF Chancellor
Board of Regents	Chair (first contact) Full board (second contact)	UA President
UA Media Relations	UA University Relations UA Public Affairs	UAF Public Information Officer
Students	Current UAF students	UA Alerts Social Media UAF Website University Email
University Employees	All University - Staff - Faculty - Contract employees	Same as Students
Donors	Donor key contacts	UAF Development Office
Alumni	All former UAF students	Alumni Association
General Public/Community	Local, statewide, or national public	University Relations Media Social Media Website Email
Media	All media	Spokesperson Press conference Online media room Website Social media
Elected officials	Governor Mayor State legislators/lawmakers	UAF Chancellor UA President UA VP for University Relations
Education	Fairbanks School District (other school districts as needed)	UAF Chancellor VCAS Provost
Business leaders	Businesses partnered with UAF	UAF Chancellor UA President

ANNEX M: UAF Incident Management Team Roster

Position	Name	Desk #	Cell #	Email
EOC Director (P)	Doug Schrage	(907) 474-7681	(907) 317-7240	drschrage@alaska.edu
EOC Director (A)	Cam Carlson	(907) 474-6537	(907) 347-7871	cdcarlson@alaska.edu
Deputy EOC Director (P)	Cam Wohlford	(907) 474-2627	(907) 590-3908	cmwohlford@alaska.edu
Deputy EOC Director (A)				
PIO (P)	Marmian Grimes	(907) 474-7902	(907) 460-4750	mlgrimes@alaska.edu
PIO (A)	Jeff Richardson	(907) 474-6284	(907) 378-9878	jarichardson6@alaska.edu
PIO (A)	Carla Browning	(907) 474-7778	(907) 388-6800	cjbrowning@alaska.edu
PIO (A)	Amy Hartley	(907) 474-2747	(907) 388-9978	amhartley@alaska.edu
Safety Officer (P)		(907) 474-2763		
Safety Officer (A)				
Safety Officer (T)	Kim Knudsen	(907) 474-5476	(907) 590-6768	klamb1@alaska.edu
Student Affairs Officer (P)	Laura McCollough	(907) 474-1886	(907) 978-4414	lcmccollough@alaska.edu
Student Affairs Officer (A)				
Liaison Officer (P)				
Liaison Officer (A)	Thaddeus Williamson	(907) 474-2762	(907) 590-8819	tlwilliamson@alaska.edu
Operations Section Chief (P)	Steve Goetz	(907) 474-6215		sfgoetz@alaska.edu
Operations Section Chief (A)	Ron Templeton	(907) 474-6303	(907) 590-0212	rltempletonjr@alaska.edu
Operations Section Chief (A)	Cam Wohlford	(907) 474-2627	(907) 590-3908	cmwohlford@alaska.edu
Operations Section Chief (A)	Doug Schrage	(907) 474-7681	(907) 317-7240	drschrage@alaska.edu
Public Works Leader	Darrin Edson	(907) 474-5530	(907) 687-4781	dmedson@alaska.edu
Law Enforcement Leader	Steve Goetz	(907) 474-6215		sfgoetz@alaska.edu
Facilities Leader	Bill Cox	(907) 474-7000	(907) 460-4054	wcox11@alaska.edu
Medical/Health Leader	BJ Aldrich	(907) 474-7043	(907) 347-0450	bjaldrich@alaska.edu
Care/Shelter Leader	Laura McCollough	(907) 474-1886	(907) 978-4414	lcmccollough@alaska.edu
Planning Section Chief (P)	Cameron Wohlford	(907) 474-2627	(907) 590-3908	cmwohlford@alaska.edu
Planning Section Chief (A)	Doug Schrage	(907) 474-7681	(907) 317-7240	drschrage@alaska.edu
Situation Unit Leader	Steve Mullins	(907) 450-8349	(907) 590-1240	Steve.mullins@alaska.edu
Resource Unit Leader				
Logistics Section Chief (P)	Martin Klein	(907) 474-1599	(907) 388-7524	maklein2@alaska.edu
Logistics Section Chief (A)				
Logistics Section Chief (T)	Laura McCollough	(907) 474-1886	(907) 978-4414	lcmccollough@alaska.edu
Dining Services Leader	Pamm Hubbard	(907) 474-5145	(916) 837-9037	Pamm.hubbard@alaska.edu
IT/Computing Services Leader	Karl Kowalski	(907) 450-8383	(907) 460-6956	karl.kowalski@alaska.edu
Family Message Center Leader				
Transportation Leader	Martin Klein	(907) 474-1599	(907) 388-7524	maklein2@alaska.edu
Supplies Leader	Bob Andresen	(907) 474-6779		rdandresen@alaska.edu
Finance Section Chief (P)				
Finance Section Chief (A)	Scott Bell	(907) 474-6265	(907) 388-2603	svbell2@alaska.edu

(P) Primary (A) Alternate (T) Trainee

\*Command and General Staff personnel are highlighted.



## ANNEX N: Rave Mobile Safety Access Instructions

### Log In

- Go to <https://www.getrave.com/login/alaska>
- Type in “Alaska” and return (this will only be required the first time you access the system)
- Login using your UA credentials
- Type in “Alaska” again, and return

### Sending Alerts

- Select the “Alerts” tab
- In the “SnapSend” Template dropdown menu, scroll down to the message you want to send and click on it

*TIP: They are sorted by type of incident and where you want to send messages*

- Update the short message and long message with incident information.

*TIP: Look for the [            ] blanks in the short and long messages*

- Click “Review and send alert”
- Review information in popup window
- Go back and edit OR click the green button “This message will be sent to --- recipients”

### Emergency Login

If the University servers are inaccessible, it is possible to access the Rave system via any Internet connection. This requires setting an emergency password in advance.

### *Setting Your Emergency Password*

- Log in to Rave
- Select “User” from the drop down menu
- Click Password and set your emergency password

### *Logging In to the Emergency Access Site*

- Go to <http://www.getrave.com/elogin.do>
- Enter your UA username

- Enter your emergency password
- Select “University of Alaska System” from the dropdown menu
- Proceed according to the instructions for sending alerts, above



### ANNEX O: Emergency “Red Phone” Analog Phone Numbers

In the event of catastrophic failure of communications networks and/or the loss of electricity, direct-dial analog phones are provided in the following locations. These lines are on the Alaska Communications Services network and do not require that you dial 9.

Facilities Services large conference room	458-2039
Butrovich Building Room 204, Sherman Carter Conference Room	458-2035
Administrative Services Center, College Road	458-2038
Chancellor’s Conference Room, Signers Hall	458-2037
Hess Rec Center, upper dormitory complex	458-2036
Geophysical Institute Director’s Office lobby, 6 <sup>th</sup> floor	458-2034
Butrovich Data Center (voice)	458-2043
Butrovich Data Center (fax)	458-2044

## PART IV: HAZARD-SPECIFIC ANNEX

The purpose of these hazard-specific appendices are to outline the management, procedure, and intended response to these situations.

All hazard-specific annexes operate under the following assumptions unless otherwise specified:

- The University will default to the Fairbanks North Star Borough Comprehensive Emergency Management Plan for any and all hazards that are not detailed in these Hazard-specific Appendices. If the FNSB Comprehensive Emergency Management Plan does not cover the emergency, the University will default to the State of Alaska Emergency Operations Plan.
- If an emergency develops into a situation that the University cannot manage with its resources, the University will contact the Fairbanks North Star Borough and the State of Alaska for assistance.
- The emergency is limited to the Fairbanks main campus in situations that do not involve severe weather, earthquake, or pandemic. The above listed situations will be assumed to have affected the Fairbanks North Star Borough as well as the University of Alaska Fairbanks campus.
- The emergency situation is limited to the University of Alaska Fairbanks main campus unless otherwise stated.

## ANNEX 1: Pandemic

### Introduction

This annex outlines the management structure, procedures, and intended response to a pandemic illness outbreak. This appendix is meant to supplement the University of Alaska Statewide Pandemic Preparedness Plan.

### Situation, Facts, and Assumptions

#### *Situation*

- Pandemic illness has spread to the University, infecting at least 30% of students and personnel, with at least 40% of students living in residence halls falling ill.
- The pandemic outbreak is severe enough that University is directed to or internally implements social distancing and quarantine or isolation measures.
- The pandemic is statewide and has effected all UA campuses and the State of Alaska's general population.

#### *Facts*

- The campus provides countless opportunities for physical and/or close contact involving large groups of people such as classrooms, residence halls, University buildings, and social events. These interactions increase the chance to spread pandemic illnesses from person to person.
- Due to the globalization of learning and University business, students, staff, and faculty often travel to remote locations, where they chance the risk of coming into contact with infectious diseases.

#### *Assumptions*

- A significant percentage (20% – 40%) of students/faculty/staff are absent at any time during the pandemic.
- A wave of pandemic illness will last for 6 – 8 weeks at the University. More than one wave of illness may occur.
- Rates of illness, hospitalizations, and deaths due to influenza can potentially be significantly higher than those occurring during seasonal influenza outbreaks.
- At least 50% of ill students will seek medical care on campus.

- Timing will be crucial in the decision to cancel classes. Premature implementation may lead to unnecessary disruption while late implementation may render such actions ineffective.
- The impact of a pandemic on teaching, research, and operations may be significant and prolonged.

### Operations

The following section is a non-exhaustive list of departments and groups and their responsibilities during a pandemic event on the University of Alaska Fairbanks main campus.

#### *University Leadership*

- Within the Chancellor's Cabinet and individual departments, leadership will determine essential services and personnel, who cannot be dismissed during campus closures or shutdowns

#### *Chancellor's Cabinet; Policy Group*

- If and/or when to close campus, cancel classes, and/or host an extended closure/cancellation of courses
- Modify academic calendar if classes are suspended for an extended period of time
- Cancel or postpone non-essential travel
- Maintain communication with other UA campuses and UA Statewide
- Appoint an Incident Commander for the incident and stand up an Incident Command Post
- Stand up an EOC
- Determine and declare the level of emergency

#### *Health & Counseling Center*

- Provide medical services to students
- In conjunction with the University Relations Department, complete and release a statement on social distancing, symptoms, and when to seek medical treatment. Post this information around campus
- Have leadership brief Health & Counseling staff on the pandemic and how to respond and treat it
- Support and reinforce poster and public information campaigns

- Request additional medical personnel from local medical partners and the FNSB to assist during the pandemic
- Continue releasing information on the status of the epidemic throughout the duration of the illness
- Maintain communication with local medical offices and hospitals, FNSB, and State of Alaska Department of Health and Social Services for updates on the pandemic, bed availability, and resource sharing.

#### *Academic Departments*

- Maintain or suspend research operations
- Modify courses to be taught distance, if necessary
- Cancel or postpone social functions and events
- If University personnel are on University business in a remote area, return to an area with adequate medical care and resources
- Cancel or postpone non-essential travel
- Suspend non-essential functions and encourage social distancing and/or telecommuting

#### *Non-Academic Departments*

- Suspend non-essential functions and encourage social distancing and/or telecommuting
- Cancel or postpone non-essential travel

#### *Dean of Student Office*

- Contact students' emergency contacts or turn the information over to medical personnel if a student has a medical crisis

#### *Human Resources Department*

- Maintain a roster of personnel that are ill or unable to attend work
- Communicate with all departments and keep a roster of ill and missing personnel in all departments
- Modify sick leave policies to encourage ill employees to stay home

*University Relations Department*

- Appoint a PIO for the incident
- Develop press releases and statements with the Health & Counseling Center and release them via a UAF ALERT, emails, and other appropriate channels
- Post alerts and updates on social media and the UAF website
- Assist the Health & Counseling Department with developing and delivering social distancing, medical, and treatment information
- Alert University employees and students to building, department, or campus closures
- Produce a statement during and following the incident for the media and University stakeholders

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## ANNEX 2: Extreme Winter Weather

### Introduction

Snowfall and below freezing temperatures are common in Fairbanks from fall to spring every year, with average January temperatures ranging from -15 to -25° F. Severe winter weather is defined as follows:

- Temperatures below -50° F
- Blizzards: Snowfall combined with winds over 35 MPH, with snow flurries reducing visibility to a quarter mile or less.
- 12 or more inches of snowfall in 24 hours.

This appendix was written in conjunction with UAF Policy 02.05.011 Emergency Closure Policy

### Situations, Facts, & Assumptions

#### *Situation*

- Extreme winter weather produces hazards such as ice fog, black ice, heavy snowfall, and icy roads, or a combination of the above listed.
- Severe cold also increases the likelihood for structural damage such as power outages, water pipes bursting, and cellular tower damage.
- The University of Alaska Fairbanks campus has several buildings over thirty years old, which makes them more vulnerable to damage from extreme winter weather.

#### *Facts*

- Roads and transportation systems may be unusable or severely impaired, stranding some students and personnel on campus during a severe weather event.

#### *Assumptions*

- The weather has significantly impacted the roadways on and surrounding the UAF campus, preventing both personnel and resources from coming to campus.
- Power, heat, and electrical sources will fail in different buildings on campus, but not in all buildings.
- The extreme winter has impacted the entire Fairbanks North Star Borough area and will need to be self-sufficient for at least 72 hours.

- UAF may need to cancel classes or have a soft closure of campus during and after a storm.

### *Operations*

The following section is a non-exhaustive list of departments and groups and their responsibilities during an extreme weather event on the University of Alaska Fairbanks main campus.

#### University Relations Department

- Consult Facility Services and the Chancellor's Cabinet while developing extreme winter alerts and closure notices
- Post alerts and updates on social media and the UAF website
- Develop and send out a UAF ALERT, emails, or other forms of messages to alert personnel about hazardous conditions and/or campus closures
- Alert University employees and students to department or campus closures and/or power and heat outages

#### Residence Life

If the affected buildings are residence halls, Residence Life will be involved.

- Alert students in affected residence halls of power and heat outages
- If power or heat goes out in a residence hall for an extended period, evacuate the residence hall and arrange temporary on-campus housing for the individuals affected

#### Chancellor's Cabinet

- The Chancellor must determine whether to cancel classes or close campus and authorize the use of administrative leave for employee absences from work

#### Facility Services

- Utilize the Facilities Services Incident Communication Plan to activate Facility Services' emergency response
- Determine the buildings and/or locations that have damage, heat, and/or power failures
- Prioritize structural repairs and power restoration

- Collaborate with building coordinators to evacuate classroom buildings or residence halls that have power or heat failures
- Move temperature sensitive research materials and equipment to other classroom buildings if necessary
- Document any damages sustained during the event



## ANNEX 3: Damaging Earthquake and Building Collapse

### Introduction

Earthquakes are a common event in Alaska and rarely cause serious damage. An earthquake with a magnitude of 7.0 or higher could trigger a building collapse and serious structural damages that would impact the safety of University personnel and impede critical University functions.

### Situation, Facts, and Assumptions

#### *Situation*

- The University has endured an earthquake with a magnitude of 7.0 or higher.
- Campus buildings have sustained serious damages and one building has collapsed.
- Structural damages are severe and all buildings have sustained damage.

#### *Facts*

- Alaska is the most seismically active state in the US and Fairbanks has had over 1,800 earthquakes since 1931.
- The University of Alaska Fairbanks campus has several buildings that are over forty years old.
- The University of Alaska Fairbanks campus has several millions dollars in deferred maintenance and repairs that need to be made on UAF buildings.

#### *Assumptions*

- Structural damages could take months or years to repair.
- Buildings that do not have visible damages may still have structural damages.
- Earthquake aftershocks will occur and may cause additional damages.
- The earthquake may cause secondary crises, i.e. fire due to broken power lines or water damage from broken steam pipes.

### Operations

The following section is a non-exhaustive list of departments and groups and their responsibilities following a damaging earthquake and building collapse on the University of Alaska Fairbanks main campus.

#### University Relations Department

- Consult Facility Services and the Chancellor's Cabinet while developing earthquake and building collapse alerts
- Develop and send out a UAF ALERT, emails, or other forms of messages to alert personnel about hazardous conditions, class, and/or campus closures
- Alert University employees to building, department, or campus closures
- Produce a statement following the incident for the media and University stakeholders
- Stand up a Family Message Center
- Release a statement on injured or deceased personnel
- Appoint a Media Relations liaison

#### Residence Life

- Alert students in affected residence halls of structural damages and building closures
- If a residence hall is unlivable, arrange temporary on-campus housing for the individuals affected
- Account for students in residence halls and/or develop building rosters for residence halls for first responders
- Do wellness checks in residence halls on students and staff that were not accounted for in the affected area(s)

#### Chancellor's Cabinet

- Convene to review the circumstances and conditions
- Determine the level of emergency
- The Chancellor must determine whether to cancel classes or close campus
- If the closure is extended, hold classes distance, if possible, or modify academic calendar due to extended closures
- Appoint an IC and set up an ICP
- Stand up an EOC
- The President and/or Chancellor must produce and send out a statement on the incident to University stakeholders and the media

### Facility Services

- Utilize the Facilities Services Incident Communication Plan to activate Facility Services' emergency response
- Perform initial damage assessments on all buildings after the earthquake
- In conjunction with UFD, sweep all severely damaged buildings for casualties
- Assess and document damages and repair costs for damaged buildings
- Repair any damaged buildings or equipment into working order, if possible
- Prioritize reducing damages done by secondary hazards, i.e. a broken steam pipe, gas leaks, by immediately repairing broken pipes and hazards.
- Collaborate with building coordinators to evacuate buildings that have structural damages and/or collapse

### University Fire Department

- Call upon mutual aid agreements with FNSB PD and EMS for life-saving operations
- Assess all severely damaged buildings for casualties with Facilities Services
- Control any fires that have broken out
- In conjunction with Facility Services, complete a safety check on all buildings and sweep for injured or deceased personnel
- Provide emergency medical services

### University Police Department

- Contact the emergency contacts of injured or deceased University personnel
- Provide emergency medical services and lifesaving operations

### Dean of Students Office

- Provide UPD and the University Relations Department with injured and deceased personnel's next of kin contact information
- Hold memorial services for deceased personnel
- Direct all calls from concerned stakeholders to the appropriate departments or persons and/or the Family Message Center

## ANNEX 4: Violent Intruder

### Introduction

The threat of mass violence and most notably a violent intruder on campus presents an immediate danger to students, faculty, staff, and visitors of UAF. When these life-threatening incidents occur, they will require more specific and immediate response actions in order to stop the attack, minimize injuries and loss of life, and begin recovery efforts.

Examples of a violent intruder include, but are not limited to:

- Active shooter event
- Bomb threat or explosive incident
- Armed intruder
- Barricaded subject

### Situation, Facts, & Assumptions

#### *Situation*

- The University of Alaska Fairbanks campus has a violent intruder incident on the UAF main campus in a public space: the library, a classroom, lecture hall, or other public location.

#### *Facts*

- In the past few years, there has been an uptick in violent threats and violent intruder incidents on college campuses.
- The State of Alaska has fairly permissive gun laws and few regulations regarding the sale, possession, and use of firearms and ammunition. Alaska does not require a license to carry a handgun, either concealed or openly.

#### *Assumptions*

- The perpetrator's actions will be unpredictable and erratic.
- The perpetrator will not be targeting a specific person or group of people during the incident and will attempt to injure or kill as many people as possible during the incident.

## Operations

The following section is a non-exhaustive list of departments and groups and their responsibilities before, during, and after a violent intruder event on the University of Alaska Fairbanks main campus.

## Prevention and Mitigation

- UAF's firearm policy is covered by the Board of Regents' Policy 02.09.020. Firearms are not allowed on campus, except for in locked vehicles or in secure storage at the UPD. This policy does not apply to police officers. Violation of this policy may result in academic sanctions.
- 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.
- All University personnel should be encouraged through the "See Something, Do Something" campaign to report any suspicious or violent behavior to the UPD or to the Dean of Students Office.

## During the Emergency

The University has adopted the FBI's "run, hide, fight" guidelines for when citizens are confronted by a violent intruder. The guidelines are as follows:

### Run

When confronted by a violent intruder, people should:

- If possible and safe to do so, self-evacuate
- Leave personal belongings behind
- If possible and safe, help other people evacuate
- Once in a safe space, prevent non-emergency personnel from entering the area
- Call 911, as soon as it is safe to do so

### Hide

If people cannot leave the area, personnel need to hide from the violent intruder. If possible, lock or barricade the room and remain quiet until first responders arrive.



### *Fight*

Directly confronting the intruder is the last resort in a violent intruder incident and should only be attempted if the person's life is directly threatened. If a person has to fight an intruder they should:

- Attempt to incapacitate the intruder and remove their weapons
- Commit to their actions and be aggressive

### *Response*

Immediately after a violent intruder event, first responders from UPD and UFD will stabilize the situation and triage all casualties. If the event is ongoing, UPD with the University Relations Department will issue a UAF ALERT to all students on safety actions.

### *Recovery*

The following section is a non-exhaustive list of departments and groups and their responsibilities following a damaging earthquake and building collapse on the University of Alaska Fairbanks main campus.

#### *Chancellor's Cabinet*

- Convene to review the circumstances and conditions
- Stand up an EOC
- The Chancellor must determine to cancel classes or close/evacuate campus
- Appoint an IC and set up an ICP
- Maintain communication with other UA campuses and UA Statewide
- The President and/or Chancellor must produce and send out a statement on the incident to University stakeholders and the media

#### *University Relations Department*

- Consult UPD and/or FNSB Police Department while developing violent intruder alerts
- Develop and send out a UAF ALERT, emails, or other forms of messages to alert personnel about hazardous conditions, suspects, and/or campus closures
- Alert University employees to building, department, or campus closures
- Produce a statement following the incident for the media and University stakeholders

- Consult the Dean of Students office and the Chancellor's Cabinet for information while developing media and University stakeholder alerts and messaging
- Stand up a Family Messaging Center
- Appoint a Media Relations liaison

#### Health & Counseling Center

- Assist first responders with triage immediately following the incident
- Provide medical treatment for minor wounds and injuries
- Request additional mental health staff from local medical partners and the FNSB to increase counseling services
- Develop and post notices around campus in communal spaces about mental health and grief resources

#### University Police Department

- Mitigate threats and save lives
- Develop and approve all public information releases
- Establish a Staging Area
- Provide incident scene control and security
- Coordinate with supporting agencies
- Assist the Dean of Students Office with next of kin notification for deceased personnel
- Investigate incident to its conclusion
- With Facility Services, set up blockades and order a lockdown of campus

#### Dean of Students Office

- Provide UPD with injured and/or deceased personnel's next of kin contact information.
- Do wellness checks on students and staff that are unaccounted for following the emergency.
- Hold memorial services for deceased personnel.
- Provide University Relations Department with injured or dead personnel information.
- Direct all calls from concerned stakeholders to the appropriate departments or persons and/or the Family Message Center.

## ANNEX 5: University Travel to Areas of Concern

### Introduction

The University of Alaska Fairbanks is a premier research University whose personnel travel around the world to engage in research, study, and conduct other University business abroad. Incidents of pandemic, civil unrest, or political instability can create dangerous or unsafe situations for University personnel abroad.

### Situations, Facts, and Assumptions

#### *Situation*

- A University employee, personnel, or student is on University business in a location that has developed into an area of concern or had a US State Department travel warning issued for the area

#### *Facts*

- University travelers are responsible for their own safety, both within the country and aboard.
- The University of Alaska will not initiate travel to areas covered under a US State Department travel warning.
- University travelers are advised to maintain situational awareness, monitor conditions and warning announcements regarding their destinations and travel routes.
- University travelers have several insurance options available to them including travel and medical insurance they can purchase to protect themselves aboard.

#### *Assumptions*

- The situation will not be easily remedied and cannot be avoided by the University personnel in the area.
- The region was not an area of concern before the University personnel arrived.
- The student has reasonable access to transportation and communication devices while aboard.

## Operations

The following section is a non-exhaustive list of departments and groups and their responsibilities during on the University of Alaska Fairbanks main campus.

### Chancellor's Cabinet

- Convene to review the circumstances and conditions
- Determine if personnel in the area of concern need to be removed from the area
- Maintain communication with other UA campuses and UA Statewide

### Marketing & Communication Department

- Appoint an PIO for the incident
- Develop press releases and statements with the Health & Counseling Department and release them via a UAF ALERT, emails, and other appropriate channels
- Post alerts and updates on social media and the UAF website
- Assist the Health & Counseling Department with developing and delivering social distancing, medical, and treatment information
- Alert University employees to building, department, or campus closures
- Produce a statement following the incident for the media and University stakeholders

### Office of International Programs & Initiatives

- Consider suspending or cancelling all study away programs in the affected area
- Make contact with all students studying in the affected area
- Contact students in politically unstable regions and tell them to contact American Citizen Services at the closest US Embassy

## ANNEX 6: Hazardous Materials Release

### Introduction

The University of Alaska Fairbanks has hazardous materials of varying stability throughout campus in classrooms, facility buildings, and laboratories.

### Situations, Facts, and Assumptions

#### *Situation*

- A hazardous material was released or spilled in a building on campus, creating a hazard that cannot be handled by the building occupants.

#### *Facts*

- The UAF main campus is regulated as a Large Quantity Hazardous Waste Generator (LQG), producing over 1,000 kg/month or 1qt. of acutely hazardous waste/month.
- Research and academic laboratories, the facilities department and maintenance, art departments, power plant operations, and experimental farm operations are all sources of hazardous waste.
- Hazardous materials are heavily regulated by the Department of Transportation, the Environmental Protection Agency (EPA), and the Occupational Safety and Health Administration (OSHA).

#### *Assumptions*

- The hazardous materials release happens in a classroom building or another indoor UAF space.

### Operations

The following section is a non-exhaustive list of departments and groups and their responsibilities during on the University of Alaska Fairbanks main campus.

#### Building Occupants

- The first person on the scene as it develops must use good judgement in determining the seriousness of the spill. All chemical spills must be reported to UAF Emergency Communications Center at (907) 474-7721 or 911 if there is an immediate threat to life or

property. If the materials release causes a fire, the caller also must tell the dispatcher that the fire was caused by a hazardous materials release, to prepare the responding agency.

#### UAF Emergency Communications Center

- Dispatch will contact EHSRM Hazmat Section or the FNSB Hazmat Team to request assistance with spill cleanup.

#### University Relations Department

- Consult Facility Services and the Chancellor's Cabinet while developing earthquake and building collapse alerts.
- Develop and send out a UAF ALERT, emails, or other forms of messages to alert personnel about hazardous conditions and/or campus closures if the incident is ongoing or requires evacuation.
- Alert University employees to building, department, or campus closures.
- Produce a statement following the incident for the media and University stakeholders
- Appoint an PIO for the incident.

#### Facility Services

- The Facility Services' Spill Response Team will determine to either manage the release or contact 911 to handle the situation.
- The Spill Response Team will determine the best course of action to handle the release, if able to be handled by the team.
- Collaborate with local building coordinators to evacuate the area, if necessary.

## ANNEX 7: Missing Persons

### Introduction

The University will participate to the full extent possible in collecting information about and locating missing University personnel.

If a student, employee, or visitor is considered to be missing, individuals should report their disappearance to UPD promptly, especially if the person is under 18, mentally ill or known to be suicidal, or otherwise high-risk.

### Situations, Facts, and Assumptions

#### *Situation*

- University personnel, student, or visitor has been reported missing.

#### *Facts*

- Students residing on campus will not be considered missing if they are not in their residences during recognized University holidays or breaks.

#### *Assumptions*

- The missing person is on main campus or supposed to be in Fairbanks when they go missing.
- The missing person is gone for less than a week before the disappearance is reported.
- The missing person's friends and family will cooperate with the investigation.

### Operations

The following section is a non-exhaustive list of departments and groups and their responsibilities during on the University of Alaska Fairbanks main campus.

#### Personnel on Scene

Should any person or persons at the University go missing, all University personnel are highly encouraged to report it to the UPD, FNSB PD, or other law enforcement agency. Any University staff or facility that receives a missing persons report should immediately forward it to UPD.

### Residence Life

Residence Life will be involved with the missing persons case if the person lived in a residence hall or in other campus housing.

- Identify the missing persons' roommate(s) or suitemate(s).
- Sweep the missing persons' room for them.
- Turn over any and all security footage of the missing person's hall or building to UPD.

### Dean of Students Office

The Dean of Students Office will be involved with the case if the missing person was a University student, professor, or staffer.

- Identify the missing person's class schedule and emergency contact information.
- If the missing person is over 18 or an emancipated minor, the Dean of Students Office will contact the person's emergency contact.
- If the missing person is under 18 and not emancipated, the Dean's Office will contact the person's parent or guardian.

### University Police Department

The University Police Department will be the lead department in all missing persons cases.

- Conduct or coordinate an investigation to determine if a student is missing and/or has been missing for 24 hours or more.
- If criminal activity or malicious intent is suspected, UPD may activate mutual aid agreements and partner with FSNB PD to investigate.
- Interview the missing person's friends, professors, and associates to gather information and attempt the missing person's clothing description, vehicle, and other details which may guide the investigation.
- Interview the reporting person about their concerns and attempt to gather details about the missing person.
- Once the missing person is located, the reporting person will be notified.



### University Relations Department

The University Relations Department will be involved in all missing persons cases.

- Develop a press release for the missing person event to release to the local media to run.
- Alert University personnel and students about the missing person via a UAF ALERT, email, or other forms of communication as needed.
- Write updates on the situation for release as required or requested.
- Gather information about the missing person from the Dean of Students Office and/or UPD for press releases.



## ANNEX 8: Utilities Failure – Power Plant

### Introduction

The UAF main campus relies on the Atkinson Heat and Power Plant to provide heat and power to all buildings. The power plant was built in 1962 and came online in 1964 to provide heat and power for the University. Currently, the main boilers within it need to be replaced due to their age. The power plant is currently going through a major renovation to replace the main boilers and construction is expected to be completed in 2018.

### Situation, Facts, and Assumptions

#### *Situation*

- One of the UAF power plant's main boilers has shut down due to mechanical failure and on-site back-up is not available.
- A significant amount (<50%) of the University of Alaska Fairbanks main campus does not power or heat, including residence halls and faculty housing.

#### *Facts*

- The University of Alaska Fairbanks relies on the Atkinson Heat and Power Plant to provide electricity, heating, and cooling for about 3 million square feet of academic, research, office, and housing space on campus.
- A catastrophic failure could be up to one billion dollars in damages to the University and pose a safety risk to everyone that frequents UAF campus.
- The power plant has enough stored back-up oil to heat campus for 7 – 10 days following a failure.

#### *Assumptions*

- If the failure occurred during winter, freeze-up would cause significant damage to all buildings on campus and structural damage due to freeze-ups may cause millions in damages and secondary disasters.

### Operations

The following section is a non-exhaustive list of departments and groups and their responsibilities during a power plant failure event on the University of Alaska Fairbanks main campus.

### Facility Services

- Utilize the Facilities Services Incident Communication Plan to activate Facility Services' emergency response.
- Determine the failure within the power plant and work to correct it.
- Communicate with the power plant to determine what resources are needed to repair the break.
- Determine the buildings and/or locations that have damage, heat, and/or power failures.
- Prioritize structural repairs and power restoration.
- Utilize generators and/or heaters to power or heat high-priority buildings.
- Call upon mutual aid agreements with GVA and/or Fort Wainwright for generators and/or heaters.
- Evacuate classroom buildings or residence halls that have power or heat failures.
- Move temperature sensitive research materials and equipment to other classroom buildings if necessary.
- Document any damages sustained during the event.

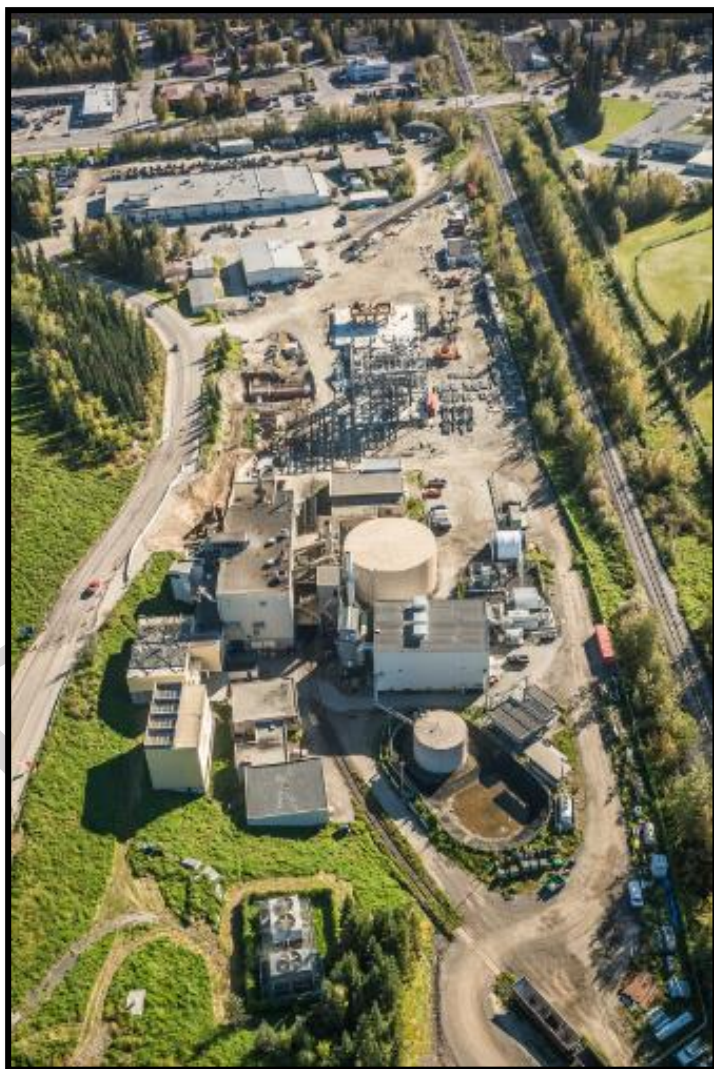
### University Relations Department

- Appoint an PIO for the incident.
- Consult Facility Services and the Chancellor's Cabinet while developing power and heat outage alerts.
- Develop and send out a UAF ALERT, emails, or other forms of messages to alert personnel about power and heat outages.
- Alert University employees and students to building or campus closures.
- Produce a statement about the incident for the media and University stakeholders.
- Post alerts and updates on social media and the UAF website.

### Chancellor's Cabinet

- Convene to review the circumstances and conditions.
- The Chancellor must determine whether to cancel classes or close campus.
- The Chancellor may close campus and authorize the use of administrative leave for employee absences from work.

- If the closure is extended, hold classes distance, if possible, or modify academic calendar due to extended closures.



## ANNEX 9: Utilities Failure – Water

### Introduction

The University of Alaska Fairbanks' water supply provides drinking water for thousands of on-campus residents, water for firefighting services, and other campus utilities.

### Situation, Facts, and Assumptions

#### *Situation*

- Campus' water supply has an unplanned outage.

#### *Facts*

- The campus' water supply will only shut down if there is an incident within the power plant or other major disaster.
- During a crisis, the campus can temporarily cross connect to the city water supply.

#### *Assumptions*

- A water crisis will be a secondary emergency and only occur due to a power plant failure or other catastrophic disaster.

### Operations

The following section is a non-exhaustive list of departments and groups and their responsibilities during a water outage event on the University of Alaska Fairbanks main campus.

#### Facility Services

- Utilize the Facilities Services Incident Communication Plan to activate Facility Services' emergency response.
- Determine the failure causing the water outage and work to correct it.
- Communicate with the power plant to determine what resources are needed to repair the break.
- Determine the buildings and/or locations that have water failures and how widespread the outage is.
- Cross connect to the city water, if the outage is going to be longer than a few hours.
- Establish a fire watch with UFD, since some building sprinklers would be disabled.

#### University Fire Department

- Establish a fire watch with Facility Services, since some building sprinklers would be disabled.

#### Marketing & Communication Department

- Appoint an PIO for the incident.
- Consult Facility Services while developing water outage alerts.
- Develop and send out a UAF ALERT, emails, or other forms of messages to alert personnel about water outages.
- Alert University employees and students to building closures.
- Produce a statement about the incident for the media and University stakeholders.
- Post alerts and updates on social media and the UAF website.

#### Residence Life

If the affected buildings are residence halls, Residence Life will be involved.

- Alert students in affected halls that of the water outage.
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