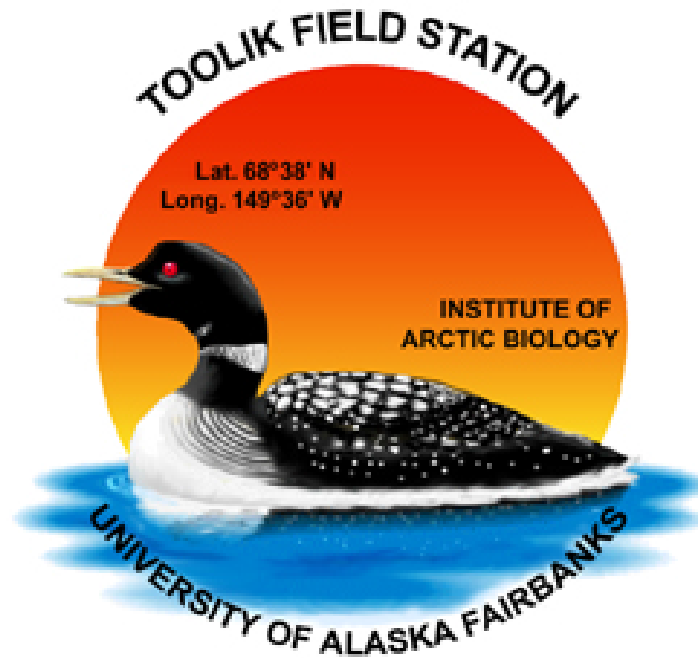


Emergency Action Plan



April 2023

Last Edited by SMF

Table of Contents

Serious Incident Notification Chain	3
Serious Incident Communication Flow Chart	5
Emergency Contact Information	6
Medical Facilities and Airports	8
Introduction	11
Section 1: Immediate Response to Emergencies	12
1.1 Scene Safety	12
1.2 Scene Management	12
1.3 Injury/Illness	12
1.4 Accounting for all personnel (Mustering the Population)	13
1.5 Off-Station Notification	14
Section 2: Emergency Contact Procedures	14
2.1 Emergency Response Resources	14
2.2 Notification from Toolik to Offsite Emergency Contacts	14
2.3 Notification from Offsite Emergency Contacts Onward	15
2.4 Information Dissemination outside of the Serious Incident Contact List	15
Section 3: Description of Facilities and Resources	15
3.1 Facilities Description	15
3.2 Station Communications	16
3.3 Operator	16
3.4 Utilities	17
3.4 Equipment Descriptions	17
3.5 Other Resources: Hospitals	17
Section 4: Contact with the Media	17
Section 5: Training Plan	18
Section 6: Pre-Plans	18
6.1 Pre-plan – Fire Safety and Drill	18
6.2 Pre-Plan - Vehicle Accidents	19
6.3 Pre-Plan – Environmental Emergency Protocols	20
Chemical Spill / Exposure	21
Diesel Fuel	21
6.4 Pre-Plan – Wildlife Encounters	21
6.5 Pre-Plan – Incident Investigation of Fatalities and Serious Injuries	22

6.6 Pre-Plan - Active Shooter	22
6.7 Pre-Plan - Communications Outage	23

Serious Incident Notification Chain

Incidents involving TFS staff

TFS Staff or Resident notifies:

- | | |
|----------------|-------|
| 1. TFS EMT | x2516 |
| 2. TFS Manager | x2511 |

TFS Manager notifies (within 1 hour of incident):

- | | |
|---|--------------|
| 1. TFS Facility Supervisor Mike Reynolds | 717.713.3207 |
|---|--------------|

TFS Facility Supervisor notifies:

- | | |
|--|---------------------------|
| 1. TFS Safety Officer Scott Filippone | 703.609.2847 |
| 2. NSF Co-Op Agreement PI Syndonia Bret-Harte | 907.474.5434 |
| 3. TFS Management Team | uaf-iab-toolik@alaska.edu |

Incidents involving TFS researchers

TFS Staff or Resident notifies:

- | | |
|----------------|-------|
| 1. TFS EMT | x2516 |
| 2. TFS Manager | x2511 |

TFS Manager notifies (within 1 hour of incident):

- | | |
|---|--------------|
| 1. TFS Facility Supervisor Mike Reynolds | 717.713.3207 |
|---|--------------|

TFS Facility Supervisor notifies:

- | | |
|--|---------------------------|
| 1. TFS Safety Officer Scott Filippone | 703.609.2847 |
| 2. NSF Co-Op Agreement PI Syndonia Bret-Harte | 907.474.5434 |
| 3. TFS Management Team | uaf-iab-toolik@alaska.edu |

TFS Safety Officer notifies:

- | | |
|---------------------------|---|
| 1. PI of involved user(s) | Refer to TFS reservation
page for contact info |
|---------------------------|---|

Incidents involving PFS staff or assets (excluding helicopters)

TFS Staff or Resident notifies:

- | | |
|----------------|-------|
| 1. TFS EMT | x2516 |
| 2. TFS Manager | x2511 |

TFS Manager notifies (within 1 hour of incident):

- | | |
|---|--------------|
| 1. TFS Facility Supervisor Mike Reynolds | 717.713.3207 |
|---|--------------|

TFS Facility Supervisor notifies:

- | | |
|--|---------------------|
| 2. TFS Safety Officer Scott Filippone | 703.609.2847 |
| 3. NSF Co-Op Agreement PI Syndonia Bret-Harte | 907.474.5434 |
| 4. TFS Management Team | E-mail |
| 5. PFS Toolik Operations - one of | |
| a. Alaska Construction Supervisor Trace Wright OR | x2580, 307.413.4141 |
| b. Alaska Construction Foreman Travis Moose | X2580 |

Incidents involving PFS contracted helicopters

TFS Staff or Resident notifies:

- | | |
|----------------|-------|
| 1. TFS EMT | x2516 |
| 2. TFS Manager | x2511 |

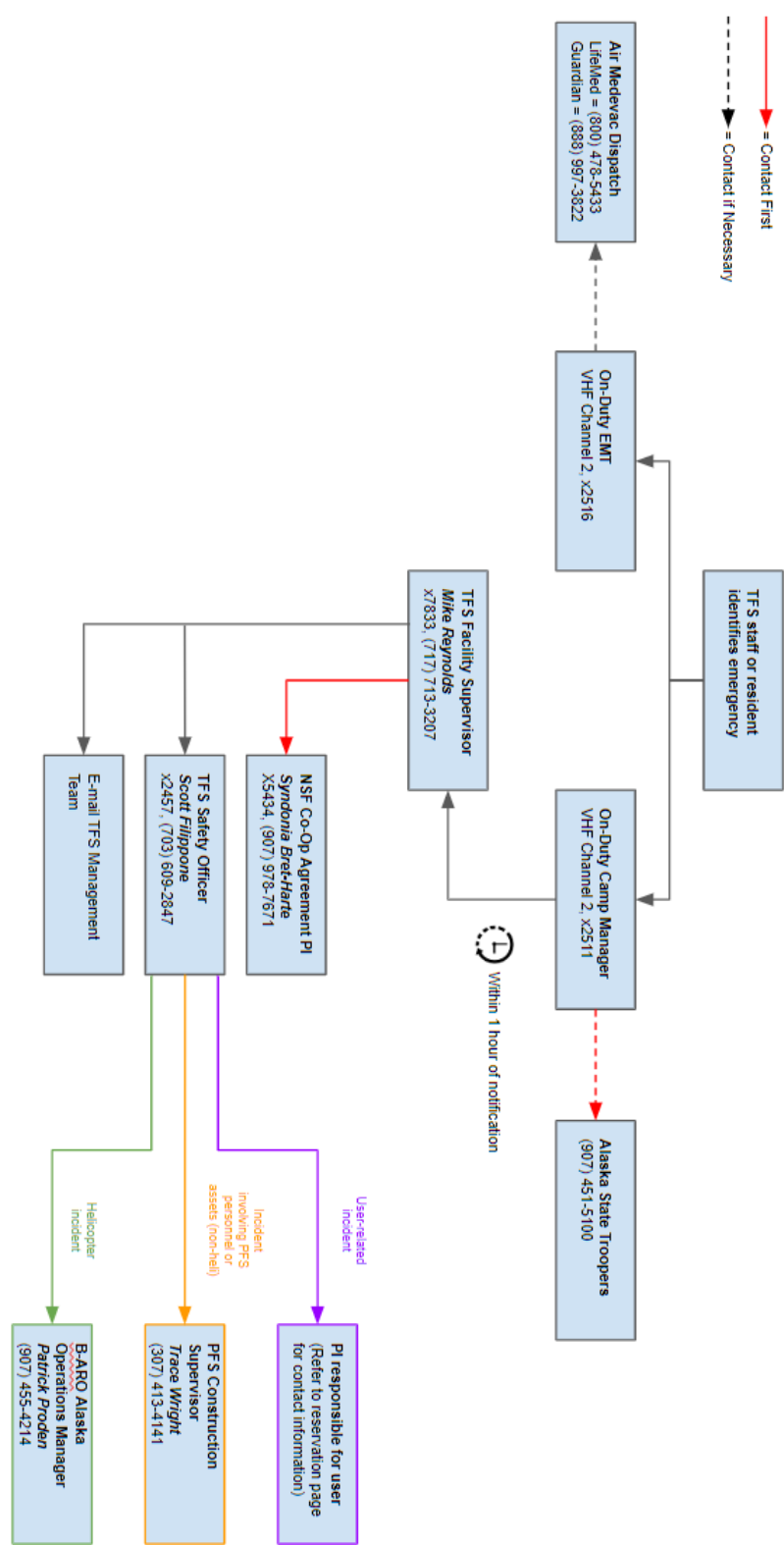
TFS Manager notifies (within 1 hour of incident):

- | | |
|---|--------------|
| 1. TFS Facility Supervisor Mike Reynolds | 717.713.3207 |
|---|--------------|

TFS Facility Supervisor notifies:

- | | |
|--|---------------------------|
| 1. TFS Safety Officer Scott Filippone | 703.609.2847 |
| 2. NSF Co-Op Agreement PI Syndonia Bret-Harte | 907.474.5434 |
| 3. TFS Management Team | uaf-iab-toolik@alaska.edu |
| 4. PFS Alaska Operations Manager Patrick Proden | 907.455.4214 |

Serious Incident Communication Flow Chart



Emergency Contact Information

First Response	
Medical Emergency Contacts	
TFS Clinic	907.455. 2516 (Landline) 907.415.8686 (Cell) VHF radio channel 2
BP East Medical Clinic - Deadhorse (note: can only access in an emergency, with prior approval or with BP employee/contractor access badge)	907.659.5239
Pump station number 4 paramedic	907.450.4416
Emergency, Police and Security	
Alaska State Troopers	911 907.451.5100 (local Fairbanks number) CB radio channel 19
UAF Police	907.474.7721 (local Fairbanks number)
UAF Contacts	
Toolik Field Station	
TFS Facility Supervisor, Mike Reynolds	907.455. 2511 (Toolik) 907.474. 7833 (Fairbanks) 717.713.3207 (Cell)
TFS Assistant Station Managers, Chad and Justin	907.455. 2511 (Toolik)
TFS Safety Officer, Scott Filippone	907.455. 2516 (Toolik) 907.474. 2457 (Fairbanks) 703.609.2847 (Cell)
TFS SEDC Manager, Amanda Young	907.474. 6826 (Fairbanks)
Fairbanks Office	
TFS PI of NSF Cooperative Agreement, Syndonia Bret-Harte	907.474. 5434
IAB Director, Diane O'Brien	907.474. 5762
IAB Safety Officer, Dan Uliassi	907.474. 5455
TFS Program Administrator	907.474. 7641
UAF Environmental Health, Safety, & Risk Management	
EHSRM Director, Tracey Martinson	907.474. 6603
Risk Management, Elizabeth Hughes-Hageman	907.474. 6015
Safety Officer, David Vazquez	907.474. 5476 (Office)
Environmental Compliance Officer, Russ Steiger	907.474. 5812
Hazardous Materials Lead, Kris Riley	907.474. 5617
Battelle Arctic Research Operations (ARO) Contacts	
Polar Field Services (PFS) Toolik operations	
PFS Toolik Construction Office - Whalen Trailer	907.455. 2580

(Trace Wright or Jason Neely, if onsite at Toolik)	
PFS Alaska Construction Supervisor - Trace Wright	307.413.4141 (cell)
PFS Alaska Construction Foreman - Travis Moose	907.455.2580
PFS Toolik Maintenance Technician	907.455.2564 (wireless) 907.455.2523 (IAB maintenance desk)
PFS Toolik Helo Coordinator Tent – PFS staffed in summer	907.455.2533 / 907.455.2555
PFS Health and Safety Manager - Greg Huey	505.670.1878
Battelle Health and Safety Manager - Kim Derry	303.349.6382 (cell)

Toolik, North Slope and Alaska Resources		
Hospitals / Clinics		
Samuel Simmonds Memorial Hospital in Utqiagvik	907.852.4611	
Fairbanks Memorial Hospital	907.452.8181 (local Fairbanks number)	
BP East Medical Clinic (Deadhorse, AK – Note: only available for emergencies or to those with BP employee/contractor access badge)	907.659.5239	
Anchorage Regional Hospital	907.276.1131	
Providence Hospital Anchorage	907.212.4824	
Fire / Spill Emergency		
Toolik Safety Office / EMT	907.455.2516 VHF radio channel 2	
Search and Rescue (SAR)		
North Slope Borough SAR	907.852.0401	
Air Services / Flight Support		
Guardian Flight (air ambulance)	888.997.3822	
LifeMed Alaska (air ambulance)	800.478.5433	
Civil Aviation VHF Emergency Frequency	121.5	
Automobile Accidents, Battelle ARO provided		
Policy No. 73621163, exp: 4/19/2023		
NSF-owned vehicle	Joni Gomori, Battelle ARO	(614) 424-4197
Rental	Joni Gomori, Battelle ARO	(614) 424-4197

Information about incident	
	On-site reporting person's name and contact number
	Facility or project
	Date/Time of incident
	Location of incident
	Type of incident (injury/illness, property damage, spill, ...)
	A description of the incident, persons involved, family contact information and other Information readily available
	Description of immediate and/or short-term corrective actions

variety of prescription medications. *****Special Note***** You MUST call the clinic and obtain approval before you begin transporting or you may not be allowed past the security checkpoint.

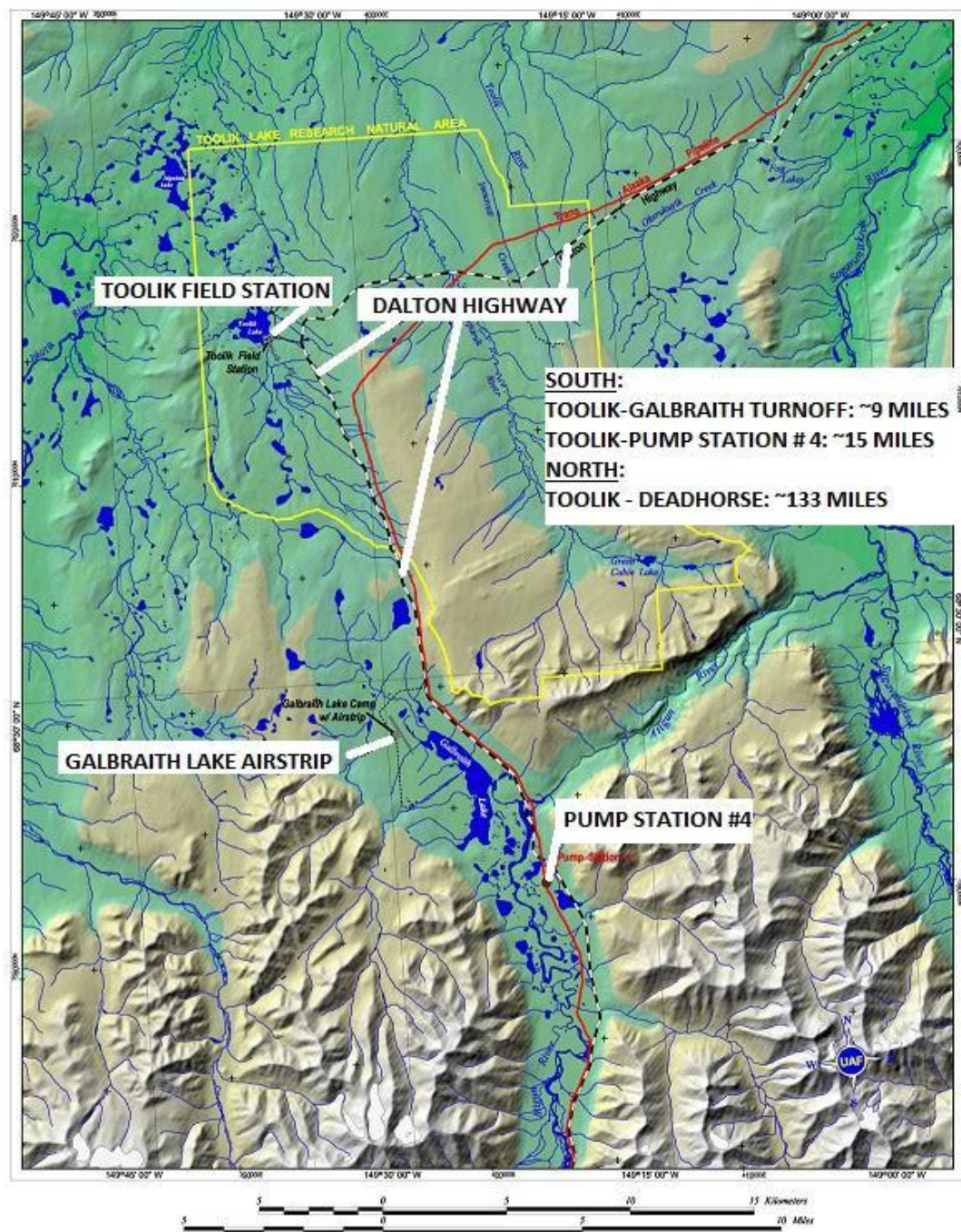
Clinic phone: (907) 659-5239

Galbraith Airport

9.5 miles south of Toolik Field Station w/ 2 mile access road - Estimated Travel Time: 25 min.

Galbraith Airport is located 2 miles down an access road that branches off the Dalton Highway 9.5 miles south of Toolik. The airstrip is maintained by the State of Alaska and is only open to pre-arranged flights. This airstrip is capable of receiving fixed-wing medevac flights and is to be used when someone must be evacuated out of camp via air ambulance.

Coordinates of Galbraith Airport: 68.480 N, 149.495 W



SCALE: 1 : 125,720
PROJECTION: ALBERS EQUALAREA
1ST STANDARD PARALLEL: 65 0' 0" N
2ND STANDARD PARALLEL: 65 0' 0" N
CENTRAL MERIDIAN: 154 0' 0" W
LATITUDE OF ORIGIN: 50 0' 0" N
DATUM: NAD83
GRID LINES: GEOGRAPHIC (lat./long)
QUADRANT: NORTHWEST
GRID TICS: UNIVERSAL TRANSVERSE MERCATOR (UTM)
UNITS: METERS
ZONE: 6 NORTH



This map is accurate to the best knowledge of the author as of November 18, 2001.
This map is NOT considered the "official" land status map for legal purposes.
Note that land status is subject to change, and that verification of the most current status through BLM Northern Field Office, Caribou Unit is necessary.

Toolik Lake R. N. A. & Adjacent Lands

Toolik Field Station

Institute of Arctic Biology
University of Alaska Fairbanks

Andrew W. Dalser
GIS & Remote Sensing Manager
Toolik Field Station
Institute of Arctic Biology
311 Irving
P.O. Box 757000
University of Alaska Fairbanks
Fairbanks, AK 99775

(907) 474-2444 phone
(907) 474-2222 fax
awd@uaf.edu
www.uaf.edu/toolik



November 19, 2001

Introduction

This Emergency Action Plan (EAP) serves to outline the appropriate emergency response procedures for staff and residents of the Toolik Field Station (TFS). Individuals who spend time at TFS are expected to have familiarized themselves with the information contained in this document. While this plan provides procedures for a variety of possible emergency situations, it is important to remember that incidents can be very dynamic. These procedures exist to provide a framework to build upon, allowing for easier adaptation to chaotic situations. This document is not meant to replace position specific safety training, but to supplement it.

TFS staff and residents are required to receive instruction on this EAP as part of their safety orientation when they first arrive at the field station. Furthermore, returning staff and residents must undergo an annual refresher that will address any changes to the document since the last field season. Documentation of this training will be collected and maintained by the TFS Safety Officer.

This plan should be utilized when a **serious incident** occurs. For the purposes of TFS operations, a **serious incident** meets, but is not limited to, any of the following criteria:

- Work related death
- Life or limb threatening injury or illness of any person on station
- Kidnap/missing person
- Acts or threats of terrorism
- Event that involves a fire, explosion, or property damage that requires a site evacuation or is estimated to result in greater than \$500,000 in damage
- Spill or release of hazardous materials or substances that involves a significant threat of imminent harm to anyone onsite or the environment

Any questions about what classifies as a “serious incident” should be directed to the TFS Safety Officer or on-duty camp manager.

In the event of an incident, individual safety takes precedence over that of others. Rescue actions should only be undertaken if rescuers are able to perform them safely and willingly. Individuals are not expected to perform rescue actions if they feel it puts their health at risk.

Section 1: Immediate Response to Emergencies

All incidents must be reported to the On-Duty EMT and Camp Manager. The EMT should be notified first if the incident involves any injuries or illness.

1.1 Scene Safety

Scene safety is the most important aspect of any emergency response. This applies to the individuals involved in the incident, the responders, and any bystanders. When approaching a scene it is vital that one does not rush in before evaluating it for potential hazards. When evaluating a scene:

- Stop and breathe - Give your mind time to process the events before rushing in blindly.
- Determine the cause of the incident - What has gone wrong? Does it still pose a threat? What actions need to be taken to prevent further damage?
- Look for hazards - Is the site dangerous to enter? What needs to be done before the scene is safe to enter?
- Plan - Establish a plan to move forward. Consider requesting additional resources if able.

Do not enter a scene if you feel that you cannot safely do so. Personal safety should be the top priority for any responder; a scene should **never** be entered until it has been evaluated and deemed safe to do so by responders.

1.2 Scene Management

Emergencies tend to grab peoples' attention, and attention tends to draw people to its source. Due to the large number of residents in camp during the summer season, special attention should be given to cordoning off an emergency scene and preventing access to those that are not responding to an incident.

- Account for everyone on station.
- Ensure that any hazards have been identified and marked appropriately.
- Limit access to the incident site to those involved with the response effort.
- Document the incident with pictures and statements after the scene is secure.

Keeping bystanders occupied is a helpful way to maintain a crowd while simultaneously assisting the response effort. Consider asking energetic bystanders to help establish a perimeter or gather gear. Unruly bystanders should be removed from the scene to avoid unforeseen complications.

1.3 Injury/Illness

After scene hazards have been identified and isolated a responder's first priority should be to locate any sick or injured individuals. Immediate life threats should be stabilized if a responder is adequately trained and has the necessary equipment to render first aid. Responders should not attempt medical interventions that they do not feel comfortable with or that lie outside of their scope of practice. First aid kits can be found in multiple buildings around camp. An injured or

unresponsive person should not be moved until they have been stabilized unless there is immediate or continued hazard exposure (ex. Electrical shock, falling objects, extreme cold or fire/explosion).

During construction campaigns or periods of high camp population an EMT is stationed in the EMT Facility. When an on-duty EMT is present, they should be notified as soon as possible in order to begin the transport process. The EMT will assume care of the sick and injured, and determine the potential transport priority and mechanism. Whether or not the TFS EMT is present, the camp manager should also be notified to effectively coordinate camp operations.

The Toolik Field Station is equipped to handle most minor to moderate injuries treatable using common Basic Life Support (BLS) procedures. Should the EMT (or their stand-in) determine that the demands of the illness/injury exceed the resources available in camp the patient(s) will be transported outside of camp to a higher level of medical care. The EMT will accompany the patient during transport and render medical care until they reach their transport destination.

Transport options include:

- Prudhoe Bay Clinic - 3 hrs North - Highest level of care: PA
- Pump Station 4 - 30 mins South - Highest level of care: Paramedic
- Fairbanks - Highest level of care: Physician
 - By ground - 9 hrs
 - Medevac - ~2 hrs total (Including flight to Galbraith Airstrip and back to Fairbanks)

When a medevac is required the TFS EMT or Toolik Site Manager will contact the air ambulance service to arrange a pickup at Galbraith Airport, near Pump Station #4 and approximately 10 miles south of TFS. If the PFS-contracted helicopter is available, it will transport the patient and EMT to the airport to await transfer to Guardian Flight. If the helicopter is unavailable, the group will be transported by truck to Galbraith. **Refer to map on page 10 for location of Pump Station #4 and Galbraith Airport.**

TFS is an Americans with Disability Act (ADA)-exempt facility. Anyone who has been injured to the point of limited mobility will not remain in camp.

1.4 Accounting for all personnel (Mustering the Population)

In any event involving **evacuation** of personnel **from a building or research area, all personnel will muster in front of the Dining Hall. If this area is unsafe, the alternate** muster location is **the Cold Storage Tent**. The camp manager will perform a head count to ensure that all camp residents are accounted for. If the site supervisor is incapacitated or unavailable, the maintenance lead will account for personnel. Any injuries should be attended to by the EMT.

To account for camp residents out in the field, the camp manager should coordinate between the Toolik reservation page, camp sign-out board, and any PIs/supervisors that may be present.

After an incident site has been deemed clear by TFS staff or outside emergency crews, the camp manager will work with the TFS EMT to determine if the worksite is acceptable for re-entry of employees or take action to make the site safe.

1.5 Off-Station Notification

After the camp manager has been notified of an incident it is their responsibility to initiate the off-station communication chain if they deem the occurrence to be a “serious incident”.

For all “serious incidents” the camp manager will refer to “Section 2: Emergency Contact Procedures”.

In order to establish effective communication between parties the notifier should follow these guidelines during an incident:

- Before calling: Document what happened, names of patients or missing persons, condition of patients or responders. Is the situation under control? Do you require additional resources?
- During calls: Create a log to assist with tracking the timeline of events.
- Before hanging up: Establish a plan for an update within an hour or less (depending on the nature of the incident)

Section 2: Emergency Contact Procedures

All communication regarding serious incidents will use the following protocol:

(Refer to “Emergency Contact Information” for a list of phone numbers)

2.1 Emergency Response Resources

The on-duty EMT should be notified during incidents involving illness, injuries, or hazardous materials.

Additional resources, such as the Alaska State Troopers or Search and Rescue should be requested if the situation warrants it.

2.2 Notification from Toolik to Offsite Emergency Contacts

After being notified of an emergency the on-duty Camp Manager will ensure that the scene is secure and notify the TFS Facility Supervisor. The Facility Supervisor is then responsible for proceeding through the Serious Incident Notification Tree and notifying the appropriate parties.

For incidents involving researchers the Facility Supervisor is also responsible for notifying the affected researcher's PI or home institution (whichever is feasible).

For incidents involving CPS personnel or assets (including helicopters) the Facility Supervisor is also responsible for notifying the PFS Construction Supervisor.

2.3 Notification from Offsite Emergency Contacts Onward

The offsite emergency contacts will proceed to notify any and all appropriate authorities and organizations. In addition, they will keep a record of who they have notified and the time of notification to ensure all required parties have been contacted.

2.4 Information Dissemination outside of the Serious Incident Contact List

Toolik personnel will direct all questions to Donie Bret-Harte, who will work with NSF to determine the appropriate communication and person to conduct communication for any incident.

No TFS personnel are authorized to communicate with the media or any non-SAR-related outside agencies during or after an emergency situation. See section 4 for more information on media inquiries.

Section 3: Description of Facilities and Resources

3.1 Facilities Description

TFS is located at 68.627N, 149.595W, on the north side of the Brooks Range in northern Alaska. It is reached via a spur road approximately 1 mile long near mile marker 284.5 of the Dalton Highway (Haul Road) between Fairbanks and Deadhorse.

Station elevation is 720 meters above sea level.

TFS is located on land set aside as a Research Natural Area by the Bureau of Land Management. The station is staffed year-round by TFS staff adjusted to meet the seasonal operational requirements of infrastructure and researchers. Currently, 2 TFS staff members and 1 CPR employee maintain the facilities during the winter months between November and March. TFS employs a number of seasonal staff to supplement year-round positions during the "field season", which comprises periods of high population between April and October.

Polar Field Services, a subcontractor to Battelle Arctic Research Operations (ARO), and a member of the Battelle ARO team, has limited responsibilities at TFS consisting of coordinating helicopter operations during the summer, facilities construction and science support in the

spring and autumn, along with a year-round maintenance presence at the camp for certain buildings and operational needs.

3.2 Station Communications

Fiber optic service provides the primary mode of communications for TFS. The inter-camp local area network (LAN) supports a UACN/Fairbanks based internet protocol (IP) telephone service. Therefore, phone calls at the station are treated as local to Fairbanks. Two telephones are positioned in each lab. Additionally, two general-use telephones are located in the Meeting Trailer and in the Cotton Grass dormitory lounge. The telephone in the station office is reserved for business communication only. Each station phone has an assigned number and can receive incoming calls but phones are configured to prevent direct-dial long-distance. Personal long-distance phone calls can be made by using phone cards or calling collect. The station has a dedicated fax machine located in the office.

The station maintains an ultra-high frequency (UHF) radio network. Satellite phones are available for projects outside the radio network coverage area. During summer, the PFS Toolik helicopter coordinator has satellite phones that can be used to dial out in an emergency.

3.3 Operator

The field station is operated by the University of Alaska Fairbanks' Institute of Arctic Biology (IAB).

IAB/UAF
902 N. Koyukuk Drive
P.O. Box 757000
Fairbanks, AK 99775-7000
907-474-7640
907-474-6967 (fax)
www.iab.uaf.edu

IAB supplies staffing and administrative support functions. During the summer peak season, IAB provides an onsite Emergency Medical Technician (EMT) who oversees hazardous waste handling and disposal, and other HSE issues.

The primary purpose for TFS is to support scientific research. TFS includes one of 26 worldwide Long-Term Ecological Research (LTER) sites supported by the National Science Foundation (NSF). Additional research is supported by NSF, the U.S. Department of Energy, and the National Aeronautics and Space Administration. Up to 350 scientists may be accommodated at TFS between April and October each year, with a peak science population of over 100 people at any given time. TFS supports short-term projects during the winter.

3.4 Utilities

Electricity and potable water are generated locally and utility service is provided by TFS staff. Contact the maintenance manager with any questions or problems.

Most solid waste is segregated onsite and disposed of remotely. Wastewater is collected and trucked to Prudhoe Bay. Therefore, water rationing is in effect for showers, laundry, and other personal uses. Please conserve resources and notify the maintenance manager immediately if you discover a water leak. Refer to https://toolik.alaska.edu/user_guide/orientation.php for more information.

3.4 Equipment Descriptions

PFS Maintenance Crew Cab 4x4 Truck (1) on site year round.

PFS Construction Crew Cab 4x4 Truck (2) on site seasonally Apr to June and Aug to Sept.

PFS or TFS Snowmobiles on site year round and readily accessible.

PFS electric 4x4 Polaris buggy on site year round

Various other PFS or TFS vehicles, heavy equipment, and machinery on site at Toolik are readily available year round.

PFS Maintenance Crew (year-round) and Helo Coordinator (summer) have satellite phones should the VoIP (Voice Over IP) phone line between Toolik and Fairbanks fail.

3.5 Other Resources: Hospitals

Samuel Simmonds Memorial Hospital in Utqiagvik – Emergency Care Facility

Fairbanks Memorial Hospital – Full service hospital and emergency care

Anchorage – Full service hospital and emergency care

Section 4: Contact with the Media

All media inquiries regarding TFS and its operations must be referred to the NSF Cooperative Agreement PI (Donie Bret-Harte) or her designee who will work with NSF Media Relations personnel. These are the ONLY personnel authorized to make or approve public statements pertaining to TFS or its operations.

Participants will not transmit or send images or statements regarding incidents via email, internet posts, social media, telephone or any other method.

If authorized, communication may occur between TFS employees regarding the incident.

Section 5: Training Plan

All TFS employees and on-site TFS visitors must be trained on the contents of this Emergency Action Plan as part of the general Health, Safety, and Environmental Program orientation. This will occur annually for employees.

Visitation includes unescorted access to work areas for the purposes of observing activities. It does not include inspections by regulatory agencies or other governing bodies or when accompanied by a trained TFS employee.

Training will include a review of incident reporting procedures and a tour of TFS facilities specifically including the following sites:

- Medical Facility
- Dining hall muster point
- Cold Storage tent alternate muster point
- Locations of emergency response equipment

Employee training will be acknowledged and recorded. Original records will be maintained on site and training rosters will be sent annually to Scott Filippone.

Section 6: Pre-Plans

Pre-plans describe different types of incidents and provide basic information on response options. Pre-plans outlined here may not be a comprehensive list of possible incidents or responses – the intent is to provide general procedures and protocols.

6.1 Pre-plan – Fire Safety and Drill

Toolik Field Station's priority is the safety of employees, researchers and others. Buildings should be allowed to burn rather than compromise safety.

If a fire is detected, quickly try to determine the source. If you see or smell smoke, assume a fire is causing it. For some types of fires, such as electrical, it may be possible to turn off a switch to eliminate the source remotely though the fire may have spread to other flammable materials.

When a fire is noticed, individuals should first alert others to the danger.

Small fires can be fought using fire extinguishers located in each vehicle or building. If there is any question about the source or size of a fire, or the fire cannot be put out after emptying a fire extinguisher, evacuation procedures should be initiated and other personnel informed immediately. Even small fires can quickly spread or cause an explosion, so extreme caution should be exercised when a fire is detected. Sound the alarm immediately.

When using a fire extinguisher, utilize the PASS method of operating:

Pull pin to unlock the extinguishers activating lever

Aim low, and point the extinguisher at the base of the fire

Squeeze lever to begin discharging contents of the extinguisher

Sweep back and forth, moving closer as the fire subsides.

All persons will gather at the primary muster point to make sure everyone is accounted for, as soon as the alarm is raised.

Alert the site supervisor or point of contact and other site management of the event, as soon as possible.

If someone cannot be accounted for then search procedures will be initiated and the site supervisor will alert their supervisor or point of contact and other site management if that person has not been located within 30 minutes.

A helpful acronym is to REACT to a fire:

Remove persons from immediate danger.

Ensure doors and windows are closed, to prevent spread of fire/smoke.

Activate the building/camp alarms.

Call the other crew members for help.

Treat all fires as dangerous.

6.2 Pre-Plan - Vehicle Accidents

In all vehicle accidents, the primary priority is to assess the condition of personnel, stabilize the injured parties, and contact emergency response agencies.

- Do not approach a compromised vehicle unless you are sure the situation has stabilized. Assess the condition of the driver and passengers. If any injury is suspected and there is no immediate danger, affected personnel should remain in the vehicle until medical staff can assess.
- If another vehicle was involved, check on the other vehicle's occupants.
- Provide first aid as necessary, including treatment for shock.
- Contact local emergency officials as listed in the Emergency Contact Information Section
- Unless directed by emergency response personnel, do not move the vehicle(s).
- Follow the instructions of the responding emergency officials.
- Take pictures of the accident site to aid in any investigation or insurance claim
- Contact the station manager, supervisor, or POC.
- Contact the vehicle insurance carrier listed in the Emergency Contact Information Section
- Complete an incident report and submit it within 24 hours

- In the event that an employee is affected by a fuel spill while refueling one of the vehicles, refer to Pre-Plan Chemical Spills/ Exposure

If you become stuck in a vehicle away from camp during extreme winter conditions:

- Run the engine for approximately 10 minutes per hour. This will both provide heat and conserve fuel. Be sure that the exhaust pipe remains clear to avoid carbon monoxide poisoning.
- Emergency kits are carried in trucks during the winter months. Locate the ActionPacker labeled “Winter Emergency Kit” for food, stoves, and other survival equipment.
- Make the vehicle visible by displaying brightly colored cloth from the antenna or a window and turning on the dome light when running the engine. Avoid running the vehicle battery down by leaving the lights on continuously.

In snowmobile and other ATV type vehicles where the operator is in an exposed position, the chances for injury are greater. Be especially aware of possible injuries to the neck/back and internal injuries caused by rollover. Crushed or broken limbs are also possible and are more apparent.

It is preferable to immobilize the patient until the medic can arrive, but this may be impractical due to temperature or weather conditions. Employees are advised to use their best judgment if this situation should occur.

6.3 Pre-Plan – Environmental Emergency Protocols

1. If persons are injured, assist injured persons as required. Make the area safe or remove any employee from further exposure before providing medical help.
2. Stop the release of contaminants (if non-hazardous) and stabilize the situation using any means possible without endangering the safety of the crew.
3. As soon as it is practical to do so after any such incident, begin contacting persons as outlined in **Section 2: Emergency Contact Procedures**. Provide preliminary details on how much was spilled, when, what and how. Explain what you have done so far to stop the leak and clean up.
4. Evaluate how the spill will affect operations.
5. Document the spill: How did it happen? How much was spilled? Provide pictures, depth of spill and so forth.
6. Wait for further direction.

Note: Only those with documented HAZWOPER training should attempt to clean up a spill.

Chemical Spill / Exposure

General procedures for responding to a chemical spill or exposure are:

- Identify the material causing exposure and its source.
- Obtain the SDS from the on-site file and identify the specific risks and procedures of the substance in question.

- Contain the source to prevent further contamination.
- Contain the released material and properly dispose of waste.
- Outside assistance may be required to accomplish these steps. It may be necessary to don PPE or to provide adequate ventilation before performing any of these tasks.
- The United States Environmental Protection Agency (EPA) and State of Alaska have identified a list of hazardous chemicals and their “reportable quantities (RQ)”. If an environmental release exceeds the RQ then additional reporting and follow-up measures are required beyond TFS Incident Reporting procedures. Note: some reporting requirements require reporting within 15 minutes of the release, some reportable quantities such as methanol and sewage have a reporting quantity of any amount. For these reasons it is important to make notifications to TFS management as quickly as possible.
- **Note: if a substance/material releases unexpectedly and the onsite staff are not familiar with the material, rather than responding to contain and remediate the area, staff will evacuate the area until it is clear what the material is, and what hazards exist. If it is not possible to confirm the identification of the substance and subsequent hazards, staff will call the local fire dept. for assistance.**

Diesel Fuel

During fueling and fuel transfers, employees may be exposed to diesel vapors, which can irritate eyes, nose, throat and lungs. Excessive short-term exposure can lead to dizziness, drowsiness, loss of coordination, headaches, nausea, and possibly even asphyxiation. Inhalation of diesel vapors over lengthy periods of time may cause kidney damage and reduce the clotting ability of blood.

Skin contact can lead to a number of problems, the first of which is the relative temperature of the fuel. Even very brief contact with sub-zero fuel can cause immediate frostbite. If an employee is splashed with very cold fuel, they should immediately remove any soaked clothing that contacts the skin and seek first aid. Lengthy exposure may lead to painful redness and, in extreme situations, chemical burn blisters. It is important to thoroughly clean the affected area as quickly as possible and treat with appropriate first aid.

6.4 Pre-Plan – Wildlife Encounters

If attacked or bitten by any wildlife treat for any injuries at the scene and seek medical care on return. Rabies or infections are a concern from any animal bites; most bite injuries will be transported out of camp immediately for vaccinations and antibiotic treatment.

6.5 Pre-Plan – Incident Investigation of Fatalities and Serious Injuries

All fatalities and serious incidents require an incident investigation to understand what happened and what we can do in the future to prevent such outcomes.

Once the scene is secure staff or others must document the scene/incident as soon as possible.

Witness statements

- Obtain written statements from all witnesses present.
- Write a detailed summary of the events immediately before, during and after the incident.

Organize and track all the evidence and statements so that the incident investigator can see what has been done when they arrive on site. HSE can provide more details on what should be done.

Fatality

In the case of a fatality a Coroner or Licensed Physician is required to officially establish death.

Law enforcement and regulatory agencies have a legal interest to determine the cause of death. They will want to inspect the body and the place of death to determine whether a crime was committed and/or if a public health hazard exists. Law officials are also responsible for ensuring the body is disposed of properly.

For these reasons, it is important not to disturb the scene and to preserve the body. Only consider moving the body if it presents a hazard to rescuers or to preserve it because of environmental or other factors.

6.6 Pre-Plan - Active Shooter

The purpose of this pre-plan is to provide countermeasures when confronted by an active shooter and identifies your expectations during an active shooter event and who you should try to involve as soon as you are safely able to do so.

Discovery

Upon discovery of the active shooter, or when in the vicinity of, or confronted by an active shooter, quickly assess and determine the most reasonable way to protect your own life through use of three potential response action items or paths.

The actions include:

- Evacuation
- Hiding out
- As a last resort, taking action against the active shooter. When the shooter is in close range and you cannot flee, your chance of survival is much greater if you try to incapacitate the shooter.
- Call 911 if an option and when safe to do so.

Human Resources' Responsibilities

- Conduct effective employee screening and background checks.
- Create a system for reporting signs of potentially violent behavior.
- Make counseling services available to employees.

- Review and update policies and procedures for managing an active shooter situation, as well as after action planning.
 - Know the two nearest exits of any facility you visit.
 - If you are in an office, stay there and secure the door.
 - If you are in a hallway, get into a room and secure the door.

6.7 Pre-Plan - Communications Outage

Onsite Staff Response

Instructions for Users and Staff (Not including camp manager)

1. Notify the camp manager of the outage

Instructions for Camp Manager

1. Call OIT with a Sat Phone and follow their instructions
OIT Phone #: (907) 450-8300
2. Call Toolik Staff in Fairbanks until you reach one of the following:

Mike Reynolds

Fairbanks phone: (907) 474-7833

Cell phone: (717) 713-3207

Marin Kuizenga

Fairbanks phone: (907) 474-7641

Scott Filippone

Fairbanks phone: (907) 474-2516

Cell phone: (703) 609-2847

Amanda Young

Fairbanks phone: (907) 474-7550

Cell phone: (907) 388-3190

3. Add a message to the dining hall white board about the connectivity issues
4. Call OIT for an update periodically unless it is a GCI issue

Fairbanks Staff Response

1. Go to the Network/weather map for OIT <http://weathermap.sw.alaska.edu/wan.html>
2. Look to see if there is a connection with Toolik Field Station

3. If not Submit a ticket with OIT about the internet being down at Toolik and call just to be sure.
<https://www.alaska.edu/oit/get-help>
OIT Phone #: (907) 450-8300
 4. Make an announcement on the Website
 - a. Go to Perch -> Announcements -> Write new announcement letting users and others know there is an outage up at Toolik
 5. Email and notify all Fairbanks staff of the outage
-

After Service Has Returned

Onsite Staff Response

Instructions for Users and Staff (Not including camp manager)

1. Notify the camp manager

Instructions for Camp Manager

1. Contact the individual that you called during the outage and let them know that service has returned
2. Remove any notification signage that you put up during the outage

Fairbanks Staff Response

1. Change the outage announcement on the website to indicate that service has returned
 - a. This message should be left up for 24 hours and then be deleted
2. Email Fairbanks staff and update them