Emergency Action Plan

June 2026

Last edited by TAL

Table of Contents

Incident Log For Station Manager **2**
Serious Incident Notification Chain **3**
Emergency Contact Information **5**
Medical Facilities and Airports **7**
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 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 15
2.3 Notification from Offsite Emergency Contacts Onward 15
2.4 Information Dissemination outside of the Briefing Matrix 15
2.5 Documentation of Emergencies 15
Section 3: Description of Facilities and Resources **16**
3.1 Facilities Description 16
3.2 Station Communications 17
3.3 Operator 17
3.4 Hospitals 18
Section 4: Contact with the Media **18**
Section 5: Training Plan **18**
Section 6: Scenarios **18**
6.1 Fire 19
6.2 Vehicle Accidents 20
6.3 Environmental Emergency 21
Chemical Spill / Exposure 21
Diesel Fuel 22
6.4 Wildlife Encounters 22
6.5 Incident Investigation of Fatalities and Serious Injuries 22
6.6 Communicable Illness 22
6.7 Active Shooter 24
6.8 Communications Outage 24
Appendix: Toolik Field Station Serious Incident Briefing Matrix **27**

Incident Log For Station Manager

This log serves as a memory aid for the on-site manager during complex emergencies, to assist the on-site manager with briefings, and as a record of on-site emergency response.

On-site reporting person's name and contact number	
Location of incident	
Date & time of incident	
Type of Incident (injury/illness, property damage, spill, …)	
Narrative description of incident	
Other persons involved, family contact information and other pertinent information	
Actions taken & times	

Serious Incident Notification Chain

- *THIS SECTION PERTAINS TO NOTIFICATIONS ONLY. HANDS-ON ACTIONS IN AN EMERGENCY ARE DETAILED IN SECTIONS 1 AND 6 BELOW.*
- *FOR TITLE IX RELATED INCIDENTS CONTACT HALEY DUNLEAVY (773) 706 0106*

Incidents involving TFS staff

TFS Staff or Resident notifies:

1. TFS EMT (Apr.16 to Sep.15; or go directly to manager)	x2516
2. TFS Manager	x2511

TFS Manager notifies via conference call:

1. TFS Station Supervisor **Trevor Layman (Mar.-Nov.)**	406.570.0487
OR TFS Administrator Marin Kuizenga (Dec.-Feb)	907.590.0755
2. NSF Co-Op Agreement PI **Syndonia Bret-Harte**	907.474.5434

TFS Station Supervisor (Mar.-Nov.) or TFS Administrator (Dec.-Feb.) notifies:

1. TFS Management Team	uaf-iab-toolik@alaska.edu

NSF Co-Op Agreement PI is responsible for ensuring external notifications are conducted per Briefing Matrix below — See Appendix

Incidents involving TFS researchers

TFS Staff or Resident notifies:

1. TFS EMT (Apr.16 to Sep.15; or go directly to manager)	x2516
2. TFS Manager	x2511

TFS Manager notifies via conference call:

1. TFS Station Supervisor **Trevor Layman (Mar.-Nov.)**	406.570.0487
OR TFS Administrator Marin Kuizenga (Dec.-Feb)	907.590.0755
2. NSF Co-Op Agreement PI **Syndonia Bret-Harte**	907.474.5434

TFS Station Supervisor (Mar.-Nov.) or TFS Administrator (Dec.-Feb.) notifies:

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

2. TFS Management Team uaf-iab-toolik@alaska.edu

NSF Co-Op Agreement PI is responsible for ensuring external notifications are conducted per Briefing Matrix below See Appendix

Incidents involving PFS staff or assets (excluding helicopters)

TFS Staff or Resident notifies:

1. TFS EMT (Apr.16 to Sep.15; or go directly to manager) x2516
2. TFS Manager x2511

TFS Manager notifies (within 1 hour of incident) via conference call:

1. TFS Facility Supervisor **Trevor Layman (Mar.-Nov.)** 406.570.0487
   OR TFS Administrator Marin Kuizenga (Dec.-Feb) 907.590.0755
2. NSF Co-Op Agreement PI **Syndonia Bret-Harte** 907.474.5434

TFS Facility Supervisor (Mar.-Nov.) or TFS Administrator (Dec.-Feb.) notifies:

PFS Toolik Operations - one of
   a. Alaska Construction Supervisor **Trace Wright** OR x2580, 307.413.4141
   b. Alaska Construction Superintendent **Travis Moose, 2026** X2580
   c. TFS Management Team uaf-iab-toolik@alaska.edu

NSF Co-Op Agreement PI is responsible for ensuring external notifications are conducted per Briefing Matrix below See Appendix

Incidents involving PFS contracted helicopters

TFS Staff or Resident notifies:

1. TFS EMT (Apr.16 to Sep.15; or go directly to manager) x2516
2. TFS Manager x2511

TFS Manager notifies (within 1 hour of incident) via conference call:

1. TFS Facility Supervisor **Trevor Layman (Mar.-Nov.)** 406.570.0487
   OR TFS Administrator Marin Kuizenga (Dec.-Feb) 907.590.0755
2. NSF Co-Op Agreement PI **Syndonia Bret-Harte** 907.474.5434

TFS Facility Supervisor (Mar.-Nov.) or TFS Administrator (Dec.-Feb.) notifies:

1. PFS Alaska Operations Manager **Patrick Proden** 907.455.4214
2. TFS Management Team uaf-iab-toolik@alaska.edu

NSF Co-Op Agreement PI is responsible for ensuring external notifications are conducted per Briefing Matrix below See Appendix

Emergency Contact Information

Phone Numbers Last Verified **April 2026**

First Response	
Medical Emergency Contacts	
TFS Clinic	907.455.**2516** (Landline) 907.415.8686 (Cell) VHF radio channel 2
On-Call Remote Physician Sue Dietz Backup On-Call Physician Jay Lemery	907.360.6102 917.861.0272
Main Construction Camp (MCC) Clinic - Prudhoe Bay	907.659.5239 (clinic) 907.659.5181 (gate security) **Dial an "81" before 907 number if calling from the Fairbanks office.**
Fairweather Medical Clinic in Deadhorse (Open 6am-6pm)	907.685.1700
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)
NSB Police in Prudhoe	907.852.6111
UAF Contacts	
Toolik Field Station	
TFS Facility Supervisor, Trevor Layman (Available March-November)	907.455.**2511** (Toolik) 907.474.**7833** (Fairbanks) 406.570.0487 (Cell)
TFS Station Managers, Chad and Lindsey	907.455.**2511** (Toolik)
TFS Safety Officer - Vacant	Vacant
TFS Maintenance Department	907.455.**2523**
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, Marin Kuizenga	907.474.**7641**
UAF Environmental Health, Safety, & Risk Management	
EHSRM Director, Aaron Scheffler	907.474.**6603**
Risk Management, Becca Whitman	907.474.**5487**
Safety Officer, Bethany Pitts	907.474.**5476** (Office)
Environmental Compliance Officer, Bob Forcier	907.474.**5720**
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 (Trace Wright if onsite at Toolik)	907.455.**2580**
PFS Alaska Construction Supervisor - Trace Wright	307.413.4141 (cell)
PFS Alaska Construction On-Site Superintendent	907.455.**2580**
PFS Toolik Maintenance Technician	907.455.**2564**
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 (cell)
Battelle Health and Safety Manager - Bevin Luna	303.746.2987 (cell)

Toolik, North Slope and Alaska Resources	
Hospitals / Clinics	
Samuel Simmonds Memorial Hospital in Utqiaġvik	907.852.4611
Fairbanks Memorial Hospital	907.452.8181 (local Fairbanks number)
Main Construction Camp (MCC) Medical Clinic (Prudhoe Bay, AK	907.659.5239 (clinic) 907.659.5181 (gate security) **Dial a "81" before 907 number if calling from the Fairbanks office**
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. **Dial a "81" before 907 number if calling from the Fairbanks office.**
Air Services / Flight Support	
Guardian Flight (air ambulance)	855.291.8989. **Dial a "81" before 907 number if calling from the Fairbanks office.**

LifeMed Alaska (air ambulance)	800.478.5433. **Dial a "81" before 907 number if calling from the Fairbanks office.**
Civil Aviation VHF Emergency Frequency	121.5

Medical Facilities and Airports

TFS EMT Facility
At the station
The EMT Facility serves as the Toolik Field Station's on-site medical facility and residence for the TFS EMT. There is 24/7 staffing by an EMT between April and September, with intermittent staffing during the winter months. This facility is capable of supporting Basic Life Support (BLS) procedures that are capable of treating minor injuries, as well as attempting to stabilize critical patients to prepare them for transport. The EMT should be called at x2516 in the event of a medical emergency or hazardous materials spill.

The EMT also carries a mobile phone that can be reached at (907) 455-2516. EMT contact information is posted throughout the station on the phone lists.

Pump Station 4
15 miles south of Toolik Field Station - Estimated Travel Time: 30 minutes
A Trans-Alaska Pipeline pump station that staffs a paramedic year-round. While able to provide Advanced Life Support (ALS) services in the case of an emergency, this is done as a favor and should not be relied upon. Transporting patients to Pump Station 4 should only be done with prior approval by the station paramedic. In the event of a medevac, Pump Station 4 may be able to lend their ambulance to assist with transport to Prudhoe Bay.

Station phone: (907) 450-4407

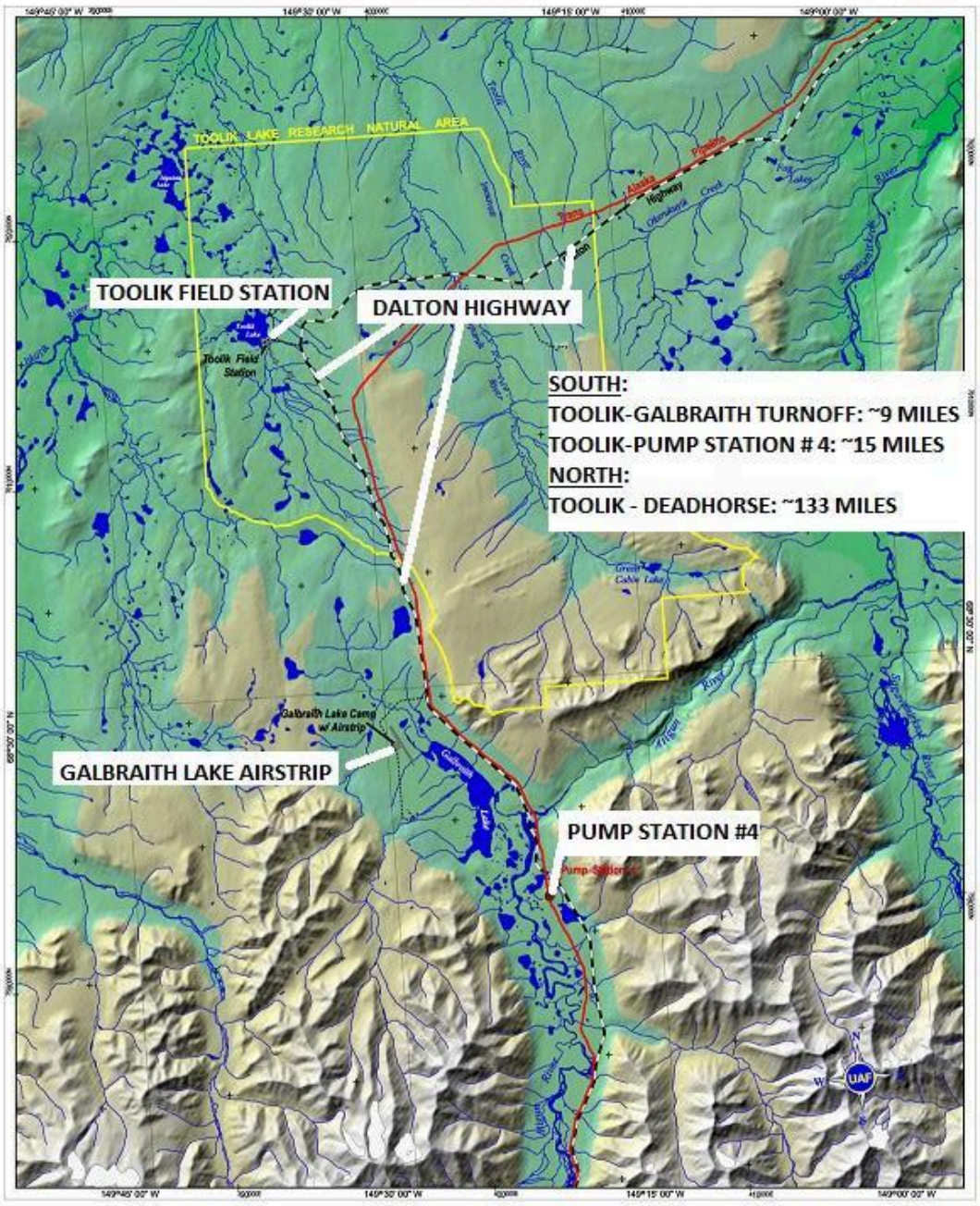
Coordinates of Pump Station 4: 68.422 N, 149.359 W

Main Construction Camp (MCC) Medical Clinic - Deadhorse
133 miles north of Toolik Field Station - Estimated Travel Time: 4 hours
This facility is located 1.5 miles **past the security checkpoint** to the oil fields. It is staffed with Physician Assistants and capable of treating most non-life-threatening injuries. Able to perform wound closure, basic radiography, fracture immobilization, and administer a variety of prescription medications. The clinic may be able to send an ambulance to retrieve someone from Toolik, as available. Consider this option when transporting a patient in a truck results in degradation of care, and weather is closed to air medevac. ***Special Note*** You MUST call the clinic and obtain approval before you begin transporting or you may not be allowed past the security checkpoint.

MCC Clinic phone: (907) 659-5239
MCC Gate Security: (907) 659-5181

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 the station via air ambulance.

Coordinates of Galbraith Airport: 68.480 N, 149.495 W



SCALE : 1 : 126,720
PROJECTION : ALBERS EQUALAREA
1ST STANDARD PARALLEL : 55 0' 0" N
2ND STANDARD PARALLEL : 65 0' 0" N
CENTRAL MERIDIAN : 154 0' 0" W
LATITUDE OF ORIGIN : 50 0' 0" N
DATUM : NAD27
GRID LINES : GEOGRAPHIC (lat. / long)
QUADRANT : NORTHWEST
GRID TICS : UNIVERSAL TRANSVERSE MERCATOR (UTM)
UNITS : METERS
ZONE : 6 NORTH

UAF UNIVERSITY OF ALASKA FAIRBANKS

This map is accurate to the best knowledge of the author as of November 19, 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, Galbraith Unit) is necessary.

Toolik Lake R. N. A. & Adjacent Lands

Toolik Field Station
Institute of Arctic Biology
University of Alaska Fairbanks

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

(907) 474-2466 phone
(907) 474-2302 fax
fnawb@uaf.edu
www.uaf.edu/toolik

November 19, 2001

Medevac Decision Aid		
	Good Weather	**Foul Weather**
Emergency	Air ambulance from Galbraith via Guardian or LifeMed.	Contact 911 to see if more robust air transport is available. Consider overland transport to Deadhorse with assistance of PS4 or Deadhorse ambulance.
Non-Emergent Urgent Care	Transport to Deadhorse in a TFS vehicle or PS4/Deadhorse ambulance if needed and available.	
Non-Emergent and Long Drive Appropriate	Transport to Fairbanks in a TFS vehicle.	

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 relevant sections of this EAP as part of their safety orientation when they first arrive at the field station.

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 on-duty station 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 Station 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 not to 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 by responders.

1.2 Scene Management

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

- Account for everyone at the 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 can help maintain the 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 the station. An injured or unresponsive person should not be moved until they have been stabilized unless there is

immediate or continued hazard exposure (e.g., electrical shock, falling objects, extreme cold or fire/explosion).

During construction campaigns or periods of high station population, an EMT is stationed in the EMT Facility. When an on-duty EMT is present, they should be notified as soon as possible 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 station manager should also be notified to effectively coordinate station 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 at the station the patient(s) will be transported outside of the station 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 medevac.If the helicopter is unavailable, the group will be transported by truck to Galbraith. When possible, medevac should be requested from the air ambulance service with whom the injured party has a subscription to avoid ruinous expense. This information is captured on TFS Admin user profiles. **Refer to the map on page 10 for the location of Pump Station #4 and Galbraith Airport**.

1.4 Mustering the Population

In any event involving **the 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 Garage.** The station manager will perform a head count to ensure that all station 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 station residents out in the field, the station manager should coordinate between the Toolik reservation page, station 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 station 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 station 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”. Many notifications can be delegated by the manager to the station supervisor or NSF PI. A list of external stakeholders can be found in the Briefing Matrix appendix at the end of this document.

The station manager may delegate an assistant from the station population to assist with communications or other elements of emergency response.

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

To establish effective communication between parties, the notifier should follow these guidelines during an incident:

- Before calling: Document what happened, where it took place, the names of patients or missing persons, and the 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. The EMT is encouraged to summon a WFR or other member of the station population to assist with the emergency response.

Medical incidents beyond the scope of practice of the on-site EMT/WFR should be referred to Dr. Sue Dietz at 907.360.6102 or if unavailable, to Dr. Jay Lemery at 917.861.0272.

Additional resources, such as the Alaska State Troopers or Search and Rescue, should be requested if the situation warrants it. Contact information for these groups is found in the Emergency Contact Information table at the beginning of this document.

2.2 Notification from Toolik to Offsite Emergency Contacts

After being notified of an emergency, the on-duty Station 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. If the Facility Supervisor is off-shift (December-February), then the Station Manager can delegate offsite notification to an appropriate and available member of the management team (Station Administrator, NSF PI, etc.), who will use the Briefing Matrix appendix at the end of this document to conduct notifications. The NSF PI is responsible for ensuring external notifications have been conducted in accordance with the Briefing Matrix.

2.3 Notification from Offsite Emergency Contacts Onward

The off-site 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 Briefing Matrix

If a question arises about the appropriateness of a notification, Toolik personnel will direct all questions to Haley Dunleavy, 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.

2.5 Documentation of Emergencies

Documentation of emergencies is important for reasons of legal liability, capturing statistics for mandatory reporting, and for studying emergencies in order to learn from them.

During an emergency response, actions are more important than documentation, but the on-site manager should make a reasonable effort to document actions taken using the incident log at the beginning of the EAP. Making handwritten notes in the incident log not only serves the documentation purposes above, but also can serve as a memory aid for the manager during a stressful situation.

Emergency responses should also be documented in the EMT log, which serves as a tool for capturing data for NSF-mandated reporting, and for capturing training and drills. Unlike the handwritten incident log above, the EMT log is electronic, and should be filled out after the fact rather than during an emergency. The EMT log is the responsibility of the EMT when EMT's are present on station, and the on-site manager when no EMT is present. The EMT Log is located in the EMT folder of the shared drive, and access is restricted to the Management Team, on-site managers, and EMT's because it contains medically sensitive information.

Finally, the most knowledgeable party shall submit a Qualtrics report after an emergency. Qualtrics serves as a front-end for university mandated reporting like ORIGAMI. Non-UAF personnel, including PI's and contractors, are able to submit Qualtrics reports, and should do so if they are the ones with the most information about the incident. Qualtrics is also used to capture many non-emergent reports, including near misses and minor injuries, which are outside the scope of the EAP. The Station Supervisor shall verify that the most knowledgeable party follows-through with submitting a Qualtrics report, that the EMT Log is kept up-to-date.

Emergency Logs Maintained at Toolik Field Station			
Log	**Responsible Party**	**Purpose**	**Quality Assurance**
Incident Log for Station Manager	On-Site Manager	Rough log to capture events during emergency & memory aid for manager	N/A
EMT Log	EMT (Summer) or On-Site Manager	NSF Mandated Reporting Compliance, Training	Station Supervisor
Qualtrics	Most Knowledgeable Party	UAF Mandated Reporting Compliance	Station Supervisor

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, 3 TFS staff members and 1 PFS employee maintain the facilities during the winter months between October and April. TFS employs a number of seasonal staff to supplement year-round positions during the “field season”, which comprises periods of high population between May and September.

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 station for certain buildings and operational needs.

3.2 Station Communications

Fiber optic service provides the primary mode of communications for TFS. The inter-station 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 Dining Hall 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 additional 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 on-site Emergency Medical Technician (EMT) who oversees hazardous waste handling and disposal, and other HSE issues.

The primary purpose of 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 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 UAF and 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 according to their level of responsibility in an emergency. 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 TFS facilities specifically including the following sites:

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

Section 6: Scenarios

Scenarios describe different types of incidents and provide basic information on response options. **The intent of this section is to generate useful suggestions that may be taken in the event of an emergency, but it is not a prescriptive policy nor comprehensive in scope.**

6.1 Fire

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 one 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, use 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 1 hour.

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/station alarms.

Call the other crew members for help.
Treat all fires as dangerous.

6.2 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, if comfortable.
- 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 and EMT.
- 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 the station 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 Environmental Emergency

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. Do not approach the scene if you cannot safely do so.
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.

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.
- Contact UAF EHSRM as soon as possible - they will take over notification duties to the appropriate regulatory agencies. 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 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 the station immediately for vaccinations and antibiotic treatment.

6.5 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

Law enforcement has a vested interest in investigating fatalities; 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. A coroner or Licensed Physician is required to officially establish death.

6.6 Communicable Illness

The following communicable illness mitigation plan is a tool that may be implemented by TFS management with the approval of the NSF PI and IAB Director. TFS is a remote field station without ready access to definitive medical treatment; thus, it is a priority to prevent outbreaks from occurring, and to manage and reduce their spread.

A: Pre-Travel

1. Travelers who have experienced symptoms consistent with a communicable illness, or who have been exposed to someone who has or is suspected of having a communicable illness, should report for an evaluation by the TFS Safety Officer prior to departure. Travelers may be subject to additional testing procedures at station leadership's discretion. Those who test positive, exhibit symptoms, and/or are reasonably suspected to have an active communicable illness, may be unable to travel to TFS on their scheduled date of departure.
2. If a traveler is unable to depart for TFS on their scheduled departure date, it is the responsibility of their project to cover costs of their lodging in Fairbanks until they can travel to TFS.

B: Post-Arrival

1. Self-monitor daily for common symptoms of illness and immediately report any symptoms to the on-site EMT or Station Manager. These symptoms include, but are not limited to: runny nose, shortness of breath, fever, headache, cough, nausea, diarrhea, vomiting, and fainting.
2. Those exhibiting symptoms of a communicable illness at TFS may be required to undergo additional monitoring precautions, per direction from the on-site EMT.

C: Guidelines for Confirmed Illnesses

A station resident who tests positive for, or is confirmed to have contracted, a communicable illness *may* be required to:

1. Isolate in their room.
    a. Those in isolation may continue conducting outdoor field work if they are able to distance themselves from the rest of the station population. Lab access should be avoided but may be granted on a case-by-case basis to be determined by the on-site EMT and Station Manager.
2. Wear an N-95 or KN-95 mask for respiratory illnesses, when leaving their room.
3. Avoid contact with other station residents and do not enter other

buildings unless necessary.

The on-site EMT will monitor the health status of sick residents and will determine when they are eligible to leave isolation. Sick individuals may be subject to additional illness-dependent treatment, monitoring, and/or isolation precautions not mentioned above, at the discretion of the TFS EMT. Those with life-threatening symptoms, as determined by medical direction, will be immediately sent out of TFS via medevac. Those who wish to leave TFS when sick will be able to do so depending on truck and driver availability.

6.7 Active Shooter

The purpose of this scenario is to provide countermeasures when confronted by an active shooter and identify 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 the 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 as soon as safe to do so.
- 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.

6.8 Communications Outage

<u>Onsite Staff Response</u>

Instructions for Users and Staff

1. Notify the station manager of the outage

Instructions for the Station 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:

Trevor Layman
Fairbanks phone: (907) 474-7833
Cell phone: (406) 570-0487

Marin Kuizenga
Fairbanks phone: (907) 474-7641
Cell phone: (907) 590-0755

Amanda Young
Fairbanks phone: (907) 474-7550
Cell phone: (907) 388-3190

3. Add a message to the dining hall whiteboard 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 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.
   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 the station manager)

1. Notify the station manager

Instructions for the Station 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

Appendix: Toolik Field Station Serious Incident Briefing Matrix

- These briefings are to be conducted promptly but **AFTER** addressing immediate threats to life, limb, and property.
- This tool exists to aid the TFS Management Team with external notifications in the event of serious incidents as defined by the EAP. A member of the management team will conduct these briefings while the on-site station manager addresses the hands-on emergency response.

	Incident Involving TFS Staff or Assets	**Incident Involving NSF Funded Users/Researchers**	**Incident Involving Non-NSF Users/Researchers**	**Incidents Involving PFS Staff or Assets (Non-Helicopter)**	**Incidents Involving Battelle Contracted Helicopters**
TFS Management Team uaf-iab-toolik@alaska.edu	X	X	X	X	X
NSF RSL Renee Crain rcrain@nsf.gov Frank Rack frack@nsf.gov Kate Ruck kruck@nsf.gov	X	X	X	X	X
NSF Polar Programs Safety Office opp-safety@nsf.gov	NSF contacts NSF Safety	NSF contacts NSF Safety	NSF contacts NSF Safety	NSF contacts NSF Safety	NSF contacts NSF Safety
UAF IAB Director Diane O'Brien 907.474.7648	X	X	X	X	X
UAF EHSRM via Origami https://live.origamirisk.com/	X	X	X	X	X
UAF Public Affairs Marmian Grimes 907.474.7902	Consider Depending on Severity	Consider Depending on Severity	Consider Depending on Severity	Consider Depending on Severity	Consider Depending on Severity
User/Researcher PI https://lat68.toolik.alaska.edu/admin/projects.php		X	X		If User/Researcher Involved

	Incident Involving TFS Staff or Assets	Incident Involving NSF Funded Users/Researchers	Incident Involving Non-NSF Users/Researchers	Incidents Involving PFS Staff or Assets (Non-Helicopter)	Incidents Involving Battelle Contracted Helicopters
Battelle ARO Brian Hawkins		X		X	X
Battelle Health and Safety Manager Bevin Luna 303.746.2987					X
PFS Health and Safety Manager Greg Hurley 505.670.1878				Consider Depending on Severity	X
PFS Construction Trace Wright 307.413.4141 Travis Moose x2580				X	
PFS Operations Patrick Proden 907.455.4214					X