



EMERGENCY ACTION PLAN

Revised 10.2024

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EMERGENCY ACTION PLANS - 29 CFR 1910.38

In accordance with 29 CFR 1910.38, Emergency Action Plans, this plan provides core guidance in the event of an emergency where evacuation of the building is necessary, such as fire, natural disaster, severe weather, workplace violence, or structural failure. This plan describes the actions employees should take to ensure their safety if an emergency occurs.

Emergency plans and proper employee training (such that employees understand their roles and responsibilities within the plan) will result in fewer and less severe employee injuries and less structural damage to the facility during emergencies. This plan is not intended to limit or restrict the initiative, judgment, or independent action required to provide appropriate and effective emergency and disaster mitigation, preparedness, response, and recovery.

1910.38(a)

Application. An employer must have an emergency action plan whenever an OSHA standard in this part requires one. The requirements in this section apply to each such emergency action plan.

1910.38(b)

Written and oral emergency action plans. An emergency action plan must be in writing, kept in the workplace, and available to employees for review. However, an employer with 10 or fewer employees may communicate the plan orally to employees.

1910.38(c)

Minimum elements of an emergency action plan. An emergency action plan must include at a minimum:

1910.38(c)(1)

Procedures for reporting a fire or other emergency;

1910.38(c)(2)

Procedures for emergency evacuation, including type of evacuation and exit route assignments;

1910.38(c)(3)

Procedures to be followed by employees who remain to operate critical plant operations before they evacuate;

1910.38(c)(4)

Procedures to account for all employees after evacuation;

1910.38(c)(5) Procedures to be followed by employees performing rescue or medical duties; and

1910.38(c)(6)

The name or job title of every employee who may be contacted by employees who need more information about the plan or an explanation of their duties under the plan.

1910.38(d)

Employee alarm system. An employer must have and maintain an employee alarm system. The employee alarm system must use a distinctive signal for each purpose and comply with the requirements in § 1910.165.

1910.38(e)

Training. An employer must designate and train employees to assist in a safe and orderly evacuation of other employees.

1910.38(f)

Review of emergency action plan. An employer must review the emergency action plan with each employee covered by the plan:

1910.38(f)(1)

When the plan is developed or the employee is assigned initially to a job;

1910.38(f)(2)

When the employee's responsibilities under the plan change; and

1910.38(f)(3)

When the plan is changed.

EMERGENCY ACTION PLAN DEVELOPMENT AND MAINTENANCE

The Emergency Action Plan (EAP) will be reviewed annually and will be updated and revised as appropriate. Plan changes, updates, and revisions are the responsibility of the Dean of Administration who will ensure that any plan changes are distributed accordingly. Interim revisions will be made when one of the following occurs:

- A. A change in College site, facilities configuration, or a functional change that affects the implementation of the plan.
- B. An incident occurs that requires a review (experience in drills or actual responses that identify needed changes).
- C. Internal assessments, third- party reviews (laws, regulations, and policies).

RESPONSIBILITIES

To ensure emergency evacuation procedures are followed accordingly, responsibilities consist of the following below. It is essential to familiarize yourself with the plan. If you have questions, see your supervisor.

Illisagvik College will:

- A. Provide adequate signaling devices (fire alarm and strobe lights to code).
- B. Provide adequate exit signage and lighting.
- C. Designate areas of safe refuge for those who may have difficulty evacuating immediately.
- D. Make available printed procedures of this plan and required actions.

Individual Staff and Students will:

- A. Be familiar with this Emergency Response Plan and building layout.
- B. Be familiar with at least two exit pathways.
- C. Request assistance when necessary.
- D. If located in a safe refuge area contact 9-911 to let them know your location.
- E. Supervisors are responsible to have contact information for employees.

TRAINING, DRILLS, AND DOCUMENTATION

Training is an integral part of the safety awareness for your department and all employees should be trained on the Emergency Action Plan (EAP) for the building(s) they occupy. **Training must be documented.** All training records will be maintained by the HR office. Each occupant should become familiar with the EAP and shall know evacuation routes, assembly areas, and attend training(s) given by their department. This plan will be posted in each office. **Drills** are optional with the exception of the residence halls. Contact the Dean of Administration if there are any questions pertaining to drills.

INCIDENT COMMAND SYSTEM (ICS)

Iḷisaḡvik College will utilize the ICS in response to a declared college or campus state of emergency. A basic premise of the EAP is that incidents typically are managed at the local level first. In the event of a North Slope Borough state of emergency in Utqiagvik, the college Incident Commander or Operation Section Chief will work under the North Slope Borough Incident Commander and be responsible for prioritizing the allocation and directing the response of college-wide resources as needed. The following flowchart summarizes the ICS structure that the college will employ as needed during an emergency.

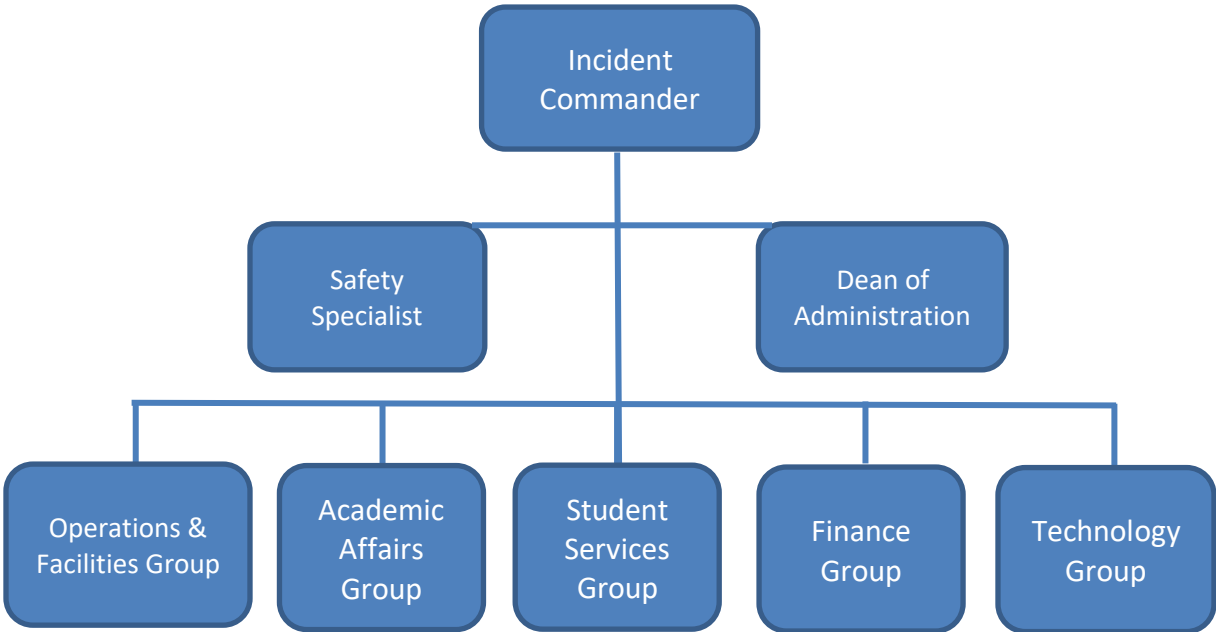
Iḷisaḡvik College – Incident Command System

Incident Commander:

- College President (primary)
- Dean of Administration (secondary)
- Safety Specialist (tertiary)

Management Group:

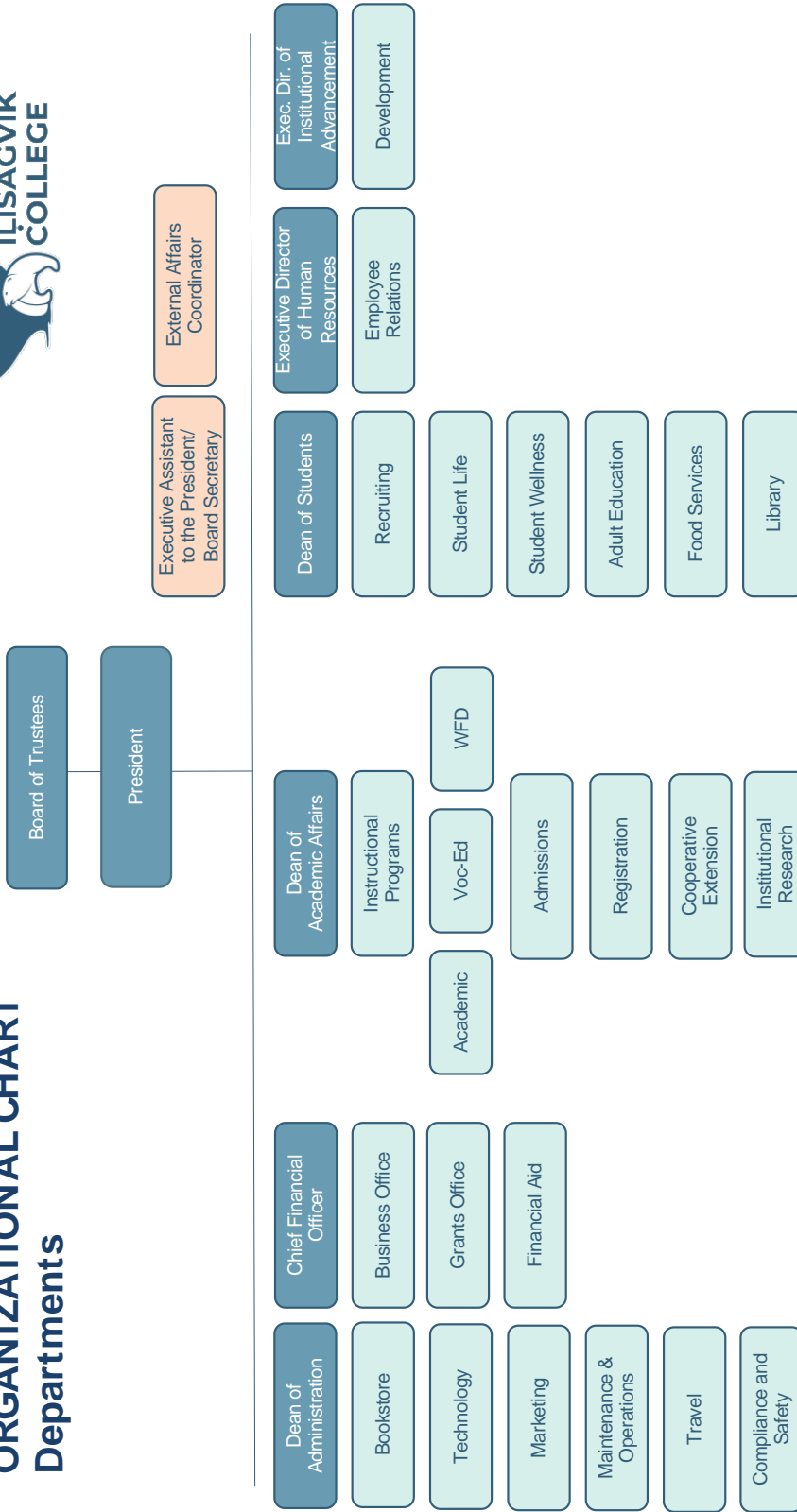
- Dean of Administration
- Dean of Students
- Dean of Academic Affairs
- Executive Director of Human Resources
- Chief Financial Officer
- Director of Technology
- Director of Maintenance & Operations
- Director, Library
- Safety Specialist



ORGANIZATIONAL CHART Departments



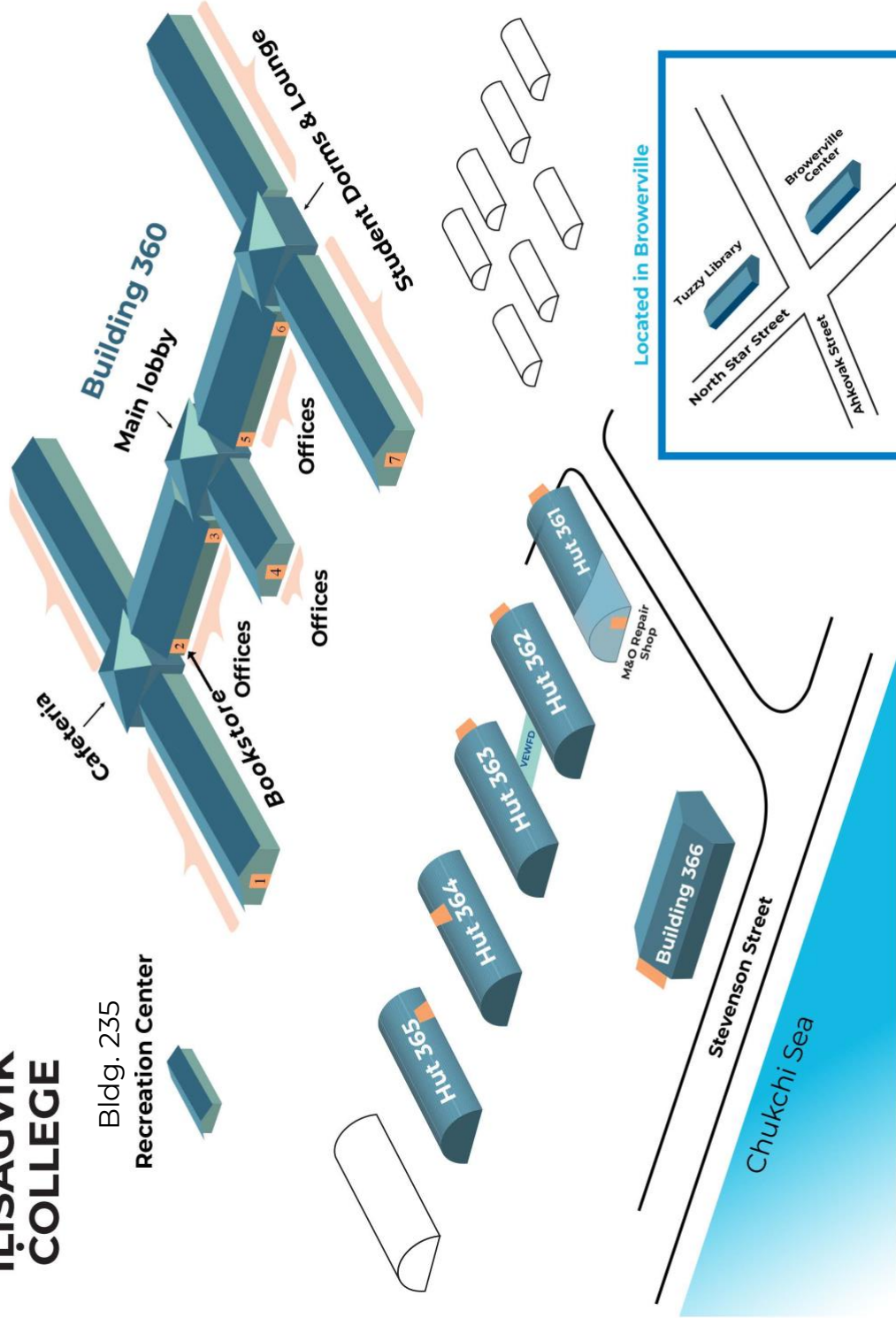
ORGANIZATIONAL CHART



Revised August 15, 2024

CAMPUS MAP

NARL Main Campus



Browerville Center
 4493 North Star St.
 Tuzzy Library
 5421 North Star St.

EMERGENCY CONTACT INFORMATION

GENERAL EMERGENCY PHONE NUMBERS	
AMBULANCE / FIRE / POLICE/EMERGENCY	911
NSB Police Department (non-emergency)	852-6111
NSB Fire Department (non-emergency)	852-0234
Samuel Simmonds Memorial Hospital	852-4611
Poison Control	1-800-478-3193
NSB Health Crisis Line	852-0267 (1-800-478-0267)
NSB Risk Management	852-0248 (cell 367-3841)
NSB Public Works Shop I	852-0489
NSB Volunteer Search & Rescue Base	852-2808
BUECI (water, gas, electric)	852-6166 or 852-3176 (on-call)
IĻISAĖVIK COLLEGE EMERGENCY CONTACTS	
Recorded Hotline/Main	852-3333
Online Alerts	lĵisaĖvik.edu
Cell phone alert system	LiveSafe
IĵisaĖvik College Van Service	907-319-8773
Browerville Center	852-1770
IĻISAĖVIK COLLEGE STAFF CONTACTS	
PRESIDENT	852-1772 (work) 907-301-1316 (cell)
DEAN OF ADMINISTRATION	852-1768 (work) 907-310-9996 (cell)
DEAN OF STUDENTS & TITLE IX COORDINATOR	852-1766 (work) 262-994-7850 (cell)
DEAN OF ACADEMIC AFFAIRS	852-1730 (work) 907-319-8753 (cell)
SAFETY SPECIALIST	852-1710 (work) 907-367-6098 (cell)
EXECUTIVE DIRECTOR OF HUMAN RESOURCES	852-1838 (work) 219-616-7671 (cell)
CHIEF FINANCIAL OFFICER	852-1823 (work) 913-915-3443 (cell)
INFORMATION TECHNOLOGY DEPARTMENT	852-1776 (work) 907-319-8743 (on-call) 907-319-6656 (on-call)
DIRECTOR OF MAINTENANCE AND OPERATIONS	852-1852 (work) 907-319-8769 (cell)
MAINTENANCE MANAGER	907-855-0267 (cell)
DIRECTOR OF LIBRARY SERVICES	852-4050 (work) 907-885-5444 (cell)

MEDICAL SUPPLIES INFORMATION

The following sites are locations where medical supplies or equipment is located:

BUILDING LOCATION	FIRST AID KITS (Locations vary)
<u>MAIN CAMPUS BLDG 360</u>	Main Lobby – (next to mailboxes) Student Lounge - women’s side (wall cabinet); men’s side (wall cabinet) Kitchen – (far right corner next to cleaning solutions)
<u>TUZZY CAMPUS</u>	Tuzzy Library - behind the front desk in drawer (far right side)
<u>BROWERVILLE CAMPUS</u>	Restrooms
<u>HUTS & BUILDINGS</u>	Hut 361 (1 kit) – in bathroom Hut 362 (1 kit) – in cabinet in the break room Hut 363 (1 kit) - on the wall at the bottom of stairs Hut 364 (1 kit) - between the men and women’s bathroom Hut 365 (1 kit) - between the men and women’s bathroom Building 366 (1 kit) – classroom/kitchen downstairs
<u>Gym/Recreation Center</u>	On the wall next to punching bag

BUILDING LOCATION	AUTOMATED EXTERNAL DEFIBRILLATOR - AED (Locations vary)
<u>MAIN CAMPUS BLDG 360</u>	Main Lobby - (next to mailboxes) Men’s side residential wing - (next to Student Lounge)
<u>TUZZY CAMPUS</u>	Tuzzy Library - behind the front desk in drawer (far right side)
<u>Hut 362</u>	In the cabinet in the break room
<u>Gym/Recreation Center</u>	Main floor, mounted on the wall next to punching bag

Monitoring of devices:

AED, emergency lights, and fire extinguishers are checked monthly. Yukon Fire performs annual inspections to assess the fire panel, sprinkler system, and smoke detectors.

WEATHER CLOSURES & LATE STARTS

The College takes into consideration the conditions throughout Utqiagvik, not just NARL. All staff are required to sign up for **LiveSafe** upon hire (See Information Technology personnel for more info).

If the NARL campus is closed, the Browerville Center will be closed as well. Tuzzy Library will follow NARL campus closures unless after consulting with the Dean of Administration and the President's Office it is determined that the library will remain open.

Late Starts- The College may implement a late start. Roads will be reevaluated later in the morning. If conditions remain the same, the campus will be closed for the entire day. Late starts and closures will be announced via email, posted on the Iḷisaġvik website, and an alert will be sent through LiveSafe.

The classification of hazardous weather conditions is dependent upon a host of factors (exact weather incident, time of day, time of year, etc...). In general, hazardous weather conditions can be broken down in terms of severity and probable emergency actions, as follows:

Level 1— (EXTREME CAUTION) Visibility with less than 500 feet. This requires extreme caution & arctic gear (clothing). Those that impact transportation across campus (along with roads for personnel coming to or leaving campus by car, or along pathways for personnel walking to their class/working location). Incident types in this category include moderate snowfall or light blizzard weather, and typical emergency actions may include activation of the Physical Plant emergency snow removal plan, as well as communication by Human Resources as to the hazardous conditions.

Level 2— (CONVOY TRAVEL) Visibility with less than 250 feet. Recommends convoy travel and arctic gear (clothing). It is recommended to use the buddy system when traveling. Those that involve significant impacts to vehicular/foot transportation, or conditions that threaten building safety. Incident types in this category include heavy snow, accumulations of freezing rain/blizzard, electrical storms, heavy wind, and typical emergency actions may include college closure and event cancellation (in addition to the other Level 1 actions).

Level 3— (CRITICAL CAUTION) Visibility with less than 100 feet or temperatures and a windchill of -70°F Those that involve imminently threatening impacts to transportation and building safety. Incident types in this category include severe blizzard and high wind warnings and sustained ice storms with related power outages. Typical emergency actions include orders to shelter in place using the outdoor warning sirens and reverse 911 system (Emergency Services notifying the general public) in addition to the other Level 1/2 actions.

SEVERE WEATHER AND NATURAL DISASTERS

Earthquake:

If indoors:

- DO NOT rush out of the building while it is shaking.
- Get under a desk or table or move to an inside hallway or against an inside concrete wall.
- Keep away from exterior walls, overhead fixtures, windows, filing cabinets, bookcases, equipment, and electrical power.
- Do not be surprised if the fire alarm or sprinkler systems come on.
- Do not use your telephone or cell phone, EXCEPT for a medical or fire emergency.

If outdoors:

- Get into the open, away from buildings, light poles, and power lines.

Flood:

If indoors:

- Be ready to evacuate as directed by the supervisor on duty.
- Follow the recommended primary and secondary evacuation routes – know two ways out of the building.

If outdoors:

- Avoid walking or driving through flood water.

Blizzard:

If indoors:

- Stay calm and await instructions from the supervisor on duty.
- Stay indoors if possible!

If there is no heat:

- Close off unneeded rooms or areas.
- Stuff towels or rags in cracks under doors.
- Cover windows at night.
- Eat and drink. Food provides the body with energy and heat. Fluids prevent dehydration.
- Wear layers of loose-fitting, lightweight, warm clothing, if available.

BUILDING ALARM(S)

All buildings have fire alarms.

- When you hear the fire/evacuation alarm, leave the building immediately and go to your identified muster point.

EMERGENCY NOTIFICATION PROCEDURES

When you call 911 from any Iḷisaḡvik College office location you will be connected to the Police and North Slope Borough Fire Department. Call from a safe location and remember to do the following:

- Stay calm.
- Be prepared to answer the following questions:
 - Where is the emergency located?
 - What is the emergency? (Fire, medical, hazardous materials, etc.)
 - How did it happen?
 - When did it happen/time and day?
 - Who are you? (your name)
- Gather any information that may be useful for the emergency responders (e.g. are there any injuries involved? Are their weapons involved?)
- Do not hang up until instructed to do so by the dispatcher.

Emergency Response when the fire alarm sounds:

- Respond to building exit points.
- Evacuate all occupants. The floor wardens will ensure all employees in their area have exited the building.
- Prevent occupants from re-entering the building until an all-clear is given.
- Communicate status of emergency to **Incident Commander** and **building occupants**.
- If it is not safe to re-enter the building, employees will walk to the huts to stay out of the weather and wait for further instructions from the President or Dean of Administration.

Monitoring of Alarms/Devices:

AED, emergency lights, and fire extinguishers are checked monthly. Yukon Fire performs annual inspections to assess the fire panel, sprinkler system, and smoke detectors.

BUILDING SPECIFIC ASSEMBLY AREA & MUSTER LOCATIONS

The following apply during fires and other workplace emergencies requiring evacuation:

- The fire alarm will be activated, and personnel will calmly evacuate using designated escape routes.
- Floor wardens will notify personnel to exit, once their area is clear.
- Personnel will assemble and remain in the Evacuation Assembly Area. Leaving the group or failing to report to the Evacuation Assembly Area can cause unnecessary effort locating personnel believed to be missing.
- Immediately notify your Supervisor of missing or unaccounted personnel.
- Stay alert and listen for instructions.
- Await guidance to disperse, return to the building or take additional measures.
- In the event of a Medical or other emergency that does NOT require evacuation, CALL 911 to alert Police and notify the Dean of Administration at 907-310-9996.
- Contact M&O: 907-852-1852; M&O Director Cell: 907-319-8769; M&O Manager Cell: 907-319-6657

Browerville Center:

Stuaqpak Store (primary)
Tuzzy Library (secondary)

Hut 362

Building 360 Cafeteria (primary)
Hut 364 (secondary)

Building 366

Building 360 Cafeteria (primary)
Hut 364 (secondary)

Tuzzy Library:

Stuaqpak Store (primary)
Browerville Center (secondary)

Hut 363

Building 360 Cafeteria (primary)
Hut 364 (secondary)

Recreation Center

Building 360 Cafeteria (primary)
Hut 364 (secondary)

Building 360

Hut 363 (primary)
Hut 364 (secondary)

Hut 364

Building 360 Cafeteria (primary)
Hut 365 (secondary)

Warehouse

Building 360 Cafeteria (primary)
Hut 364 (secondary)

Hut 361

Building 360 Cafeteria (primary)
Hut 364 (secondary)

Hut 365

Building 360 Cafeteria (primary)
Hut 364 (secondary)

Narl Campus

Tuzzy Library (primary)
Browerville Center (secondary)

CAMPUS LOCKDOWN PROCEDURES

Lockdown Defined

A "lockdown" is a form of "sheltering-in-place" that is a temporary technique utilized to limit human exposure to an apparent life-threatening, hostile or hazardous situation or threat. When designated staff declare a lockdown, occupants of any building within the impacted area are to remain in their respective spaces locking all doors and windows and not allowing entry or exit to a secured area until the "all clear" confirmation has been given.

Individuals may be required to move to a safe location if they are immediately adjacent to the life-threatening or hazardous situation (e.g. active shooter, bomb threat, fire, etc.). In all cases, individuals must follow the directions of administration staff and law enforcement officials.

Examples of life-threatening or hazardous situations that may require a campus lockdown include, but is not limited to:

- **Severe weather**
- **Bomb Threats**
- **Intruder/Trespasser/Active Shooter**
- **Hostage Situation on or nearby college property**

Initiation of "Lockdown" Procedure

If the risk assessment determines the need to secure a building or buildings to protect the campus community and to prevent an escalation of the emergency, the following people may give the order to "Lockdown" specific areas or the entire campus: Iḷisaḡvik College President, Dean of Administration, and the Dean of Students. In the unlikely event that all three of these people are unreachable, the Director of Maintenance will serve as an alternate person able to call for "Lockdown."

1. Notice that a "Lockdown" has been issued will be broadcast over the college's mass notification system (SSC Dorm Intercom and phone announcement), LiveSafe, and by other appropriate means.
2. All campus buildings are to be secured to prevent entrance from unauthorized persons.
3. Follow instructions and try to remain calm; Silence your cell phones, the vibration noise may alert an intruder to your location.
4. Close and lock all doors and windows immediately and turn off lights, barricade doors if possible and take cover to protect yourself.
5. Do not leave a safe place!
 - a. Students in residence halls are to remain in their rooms with the door locked.
 - b. Staff members are to remain in their offices, or a secure area, preferably without windows, with the door locked.
 - c. Faculty members are to remain in their classroom or office with the doors locked or barricaded, where possible.
 - d. Students, Staff, and Faculty in a common area should make their way to the closest office or locking room, close and lock the doors, and barricade the door if possible.
6. Stay where you are, and stay quiet until the "All Clear" is given via the intercom and LiveSafe system.

PLAIN LANGUAGE ALERTS

The goal of the plain-language alert is to encourage all Iḷisaḡvik employees, students, and visitors to use plain-language alerts in the event of an emergency in place of specific color codes. The alerts are constructed purposefully to allow Iḷisaḡvik to personalize the information to their facilities and provide site-specific details.

The intent of using plain-language alerts is to:

- Promote the safety of students, employees, and visitors
- Reduce errors
- Increase transparency of communications and safety protocols
- Align with national safety recommendations
- Reduce confusion for employees or students who work in more than one facility

The recommended plain-language alerts are divided into four categories: facility alerts, medical alerts, security alerts, and weather alerts.

Facility Alerts

The purpose of facility alerts is to provide for the safety and security of students, employees, and visitors at all times, including the management of essential utilities.

Examples:

- Evacuation
- Fire
- Hazardous spill (but not mass patient decontamination)
- Loss of electrical power

Facility Alert

Event	Recommended Plain Language
Emergency Plan Activation	Facility Alert + Emergency Plan Activation + Descriptor

Medical Alerts

The purpose of medical alerts is to provide medical care and support to incident victims while maintaining the care and safety of students, employees, and visitors within an Iḷisaḡvik facility during an incident.

This is the only category where the recommendation is to keep the existing, widely used color code – Code Blue – and not replace the color with plain language. The rationale is that Code Blue is almost universally used and understood by health care providers and laypeople alike as indicating a medical emergency.

Medical Alert

Event	Recommended Plain Language
Medical Alert	Code Blue

Security Alerts

The purpose of security alerts is to protect students, employees, and visitors from any situation or person posing a threat to the safety of any individual(s) within Iñisaġvik College.

Examples:

- Missing person
- Armed violent intruder, active shooter, hostage
- Bomb threat
- Suspicious package
- Combative person/patient

Security Alert

Event	Recommended Plain Language
Armed Violent Intruder/ Active Shooter/ Hostage	Security Alert + Descriptor (threat/location)
Lockdown	Security Alert + Descriptor (threat/location)
Combative Person	Security Alert + Security Assistance Requested (location)

Weather Alerts

The purpose of weather alerts is to provide clear, plain-language instructions and situational awareness to Iñisaġvik students, employees, and visitors in the event of dangerous or extreme weather events.

Examples:

- Flash flood; flood watch; flood warning
- Winter weather advisory
- Blizzard
- Wind chill factor

Weather Alert

Event	Recommended Plain Language
Severe Weather	Weather Alert + Descriptor (location)

FIRE & SMOKE

IF YOU **HEAR THE FIRE ALARM**:

1. Evacuate by the planned building route. [closing of interior doors is not required]
2. Have alternate routes in mind in case the planned route is blocked.
3. Assume all alarms are real.
4. The area Safety Leader(s) ensure that all persons (employees, clients, visitors) have evacuated from all offices, spaces, restrooms within their designated area during an emergency. This person will be the last individual from their designated section to evacuate the building and shall confirm that a complete evacuation has occurred to the Safety Specialist once outside in the designated assembly area.
5. The Safety Specialist will brief the Fire Department of concerns upon their arrival.
6. Remain outside of the building until the **ALL CLEAR** is given by the authorities. If possible, go to Hut 364 or Hut 365, or Hut personnel go to Building 360—for protection from the weather.

IF YOU **SEE FLAMES** THAT CANNOT BE IMMEDIATELY EXTINGUISHED:

1. Activate the nearest fire alarm.
2. Call 911 as soon as possible to report the fire.
3. Evacuate by the planned route (see Building Evacuation Route). **[CLOSING OF INTERIOR DOORS IS DEPARTMENT/PROGRAM SPECIFIC]**
4. Have alternate routes in mind in case the planned route is blocked.
5. The area Safety Leader(s) ensure that all persons (employees, clients, visitors) have evacuated from all offices, spaces, restrooms within their designated area during an emergency. This person will be the last individual from their designated section to evacuate the building and shall confirm that a complete evacuation has occurred to the Safety Specialist once outside in the designated assembly area.
6. The Safety Specialist will brief the Fire Department of concerns upon their arrival.
7. Remain outside of the building until **ALL CLEAR** is given by the authorities. (If needed, seek shelter at Hut 364 or 365.)

IF YOU **SMELL SMOKE** OR BELIEVE SOMETHING MAY BE BURNING:

1. Call 911 as soon as possible.
2. If you believe evacuation is in order, activate the nearest fire alarm.
3. Evacuate by the planned route (see Building Evacuation Route). **[CLOSING OF INTERIOR DOORS IS DEPARTMENT/PROGRAM SPECIFIC]**
4. Have alternate routes in mind in case the planned route is blocked.
5. The area Safety Leader(s) ensure that all persons (employees, clients, visitors) have evacuated from all offices, spaces, restrooms within their designated area during an emergency. This person will be the last individual from their designated section to evacuate the building and shall confirm that a complete evacuation has occurred to the Safety Specialist once outside in the designated assembly area.
6. The Safety Specialist will brief the Fire Department of concerns upon their arrival.
7. Remain outside of the building until **ALL CLEAR** is given by the authorities. (if needed seek shelter at Hut 364 or 365.)

GENERAL FIRE PRECAUTIONS:

1. **STAY CALM!!!**
2. If caught in smoke, stay low to the floor and keep your mouth and nose covered with cloth.
3. DO NOT exit if the door is hot. Consider alternate exits like windows. Be Prudent!
4. If clothing catches fire, **STOP, DROP, and ROLL.**

EXTENDED POWER LOSS (More than one hour)

In the event of electrical power failure, emergency generators and/or battery-operated emergency lighting will activate in hallways to allow occupants to more safely leave the building.

1. Contact the Facility Maintenance and/or DA staff using the telephone number listed below that corresponds to the date/time if you need assistance.

PRIMARY - Director of Maintenance & Operations Weekday 8:30am-5:00pm/Daytime	907-319-8769 (c)
SECONDARY - Maintenance Manager	907-855-0267 (c)
Dean of Administration After 5:00pm & Weekends (use cell)	852-1768 907-310-9996 (c)
Barrow Utilities & Electric Cooperative Inc. (BUECI)	852-6166
BUECI - After 5:00pm & Weekends	852-3176

2. Brief M&O of concerns upon their arrival.
3. Await instruction from M&O until the all-clear are given to resume work.
4. Complete necessary forms when applicable.

Maintenance will determine if the facility will be vacated and if the outage will last for an extended period of time.

If electrical power is disrupted to many or all buildings, the executive-level staff will evaluate whether classes should be canceled.

Email, website advisories, and LiveSafe alerts will be posted when power is restored in the campus is returned to open and operational status.

During area-wide crises, displaced residential students may be relocated to Tuzzy Library or another facility with significant emergency generator power and heat capabilities. Shelter options will be evaluated by the executive-level personnel.

Upon restoration of heat and power: Electronic equipment should be brought up to ambient temperatures before energizing to prevent condensation from forming on circuitry.

CHEMICAL SPILLS

When a chemical spill has occurred:

- DO NOT attempt to clean the spill.
- Immediately notify FIRE/POLICE 911.
- Notify the Dean of Administration (DA) at 852-1768 or 907-310-9996 and Director of Maintenance & Operations at 852-1852 or 907-319-8769.
- If you believe an evacuation is in order, gather all staff, visitors, and students as well as any logbooks, radios, and keys (if applicable) and proceed to your external meeting place.
- Remain outside of the building until the “all clear” is given by the authorities.
- Notify the Safety Specialist in the building where the spill occurred.
- Secure the area and alert other building occupants.
- Attend to injured personnel and call the medical emergency number 911 if required.
- Evacuate the building or area.

FUME-HOOD FAILURE (Kitchen only)

In the event of a fume-hood failure or low-flow alarm:

- Discontinue all fume hood operations and only if it is safe to do so, place lids on open containers, lower the hood sash, and secure reactions that may be generating hazardous emissions.
- Notify DA at 852-1768 or 907-310-9996 and Director of Maintenance & Operations at 852-1852 or 907-319-8769.
- If the danger level is imminent, leave the kitchen immediately and go to a known safe area.
- After arriving in a safe area, call 911.

BOMB THREATS

Bomb threats are serious until proven otherwise. Remain calm and obtain information using the checklist on the following page as your guide.

DO NOT:

- Use two-way radios or a cellular phone; radio signals have the potential to detonate a bomb.
- Evacuate the building until police arrive and evaluate the threat.
- Activate the fire alarm.
- Touch or move a suspicious package.

Signs of a suspicious package:

- No return address.
- Excessive postage.
- Stains.
- Strange odor.
- Strange sounds.
- Unexpected delivery.

If a bomb threat is received by phone:

- If your phone has a display, copy the number and/or letters on the window display.
- The most crucial information you can obtain from the caller is detonation time, location, and appearance of the bomb.
- **DO NOT HANG UP.** Have someone call 911 from another phone. Give the phone number/office/location where the bomb threat was received. i.e.: President's Office, Main Number (852-3333,) HUT—number, office location, number called.

If the bomb threat is received by note:

- Call 9-911 immediately.
- **DO NOT** handle the note.

BOMB THREAT CHECKLIST

Date/Time Call Received: _____ Number at which call was received: _____

Exact words of caller: _____

TRY TO KEEP THE CALLER TALKING. ASK QUESTIONS LIKE:

Where is the bomb located? _____

When will it go off? _____

What kind of bomb is it? _____

What does it look like? _____

How did it get into the building? _____

Why was the bomb put there? _____

Where are you calling from? _____

What is your name and address? _____

(Circle all that apply to the caller)

VOICE	SPEECH	MANNER	BACKGROUND NOISE	LANGUAGE SKILLS
--------------	---------------	---------------	-------------------------	------------------------

Male	Fast	Calm	Machines	Excellent
------	------	------	----------	-----------

Female	Slow	Angry	Traffic	Good
--------	------	-------	---------	------

Accent	Distinct	Rational	Voices	Fair
--------	----------	----------	--------	------

Young	Distorted	Irrational	Music	Poor
-------	-----------	------------	-------	------

Old	Nasal	Coherent	Planes	Foul
-----	-------	----------	--------	------

Loud	Slurred	Incoherent	Quiet	Other
------	---------	------------	-------	-------

Soft	Lisp	Deliberate	Other	
------	------	------------	-------	--

Deep	Other	Emotional		
------	-------	-----------	--	--

High Pitched		Other		
--------------	--	-------	--	--

Raspy

Pleasant

Intoxicated

Is voice familiar? If so, who does it sound like? _____

Time caller hung up: _____

Name of person receiving call: _____

Telephone number at which Bomb Threat was received: _____

Remarks: _____

Date & time security notified: _____

SERIOUS INJURY OR DEATH

1. Call 911. Briefly describe the incident, nature of the injuries, and location of the injured.
2. Immediately call the President at 852-1772 (w) or (907) 301-1316 (c) and DA 852-1768 (w) or (907) 310-9996 (c).
3. Contact your Supervisor immediately.
4. Do not help the victim or attempt rescue unless you're ABSOLUTELY certain the environment is safe and does not present a life-threatening situation to you.
5. If you detect the victim is not breathing and the heart is not beating, and you are trained to use CPR, begin CPR. Do not move the person's head or neck in the process.
6. If you observe through a closed door's vision panel a medical emergency or a potentially hazardous situation, do not open the door because a smoldering fire could flare up or cause you to be surrounded by a harmful atmosphere.
7. Do not move an injured person unless they are in further danger (e.g., advancing fire or prolonged exposure to extreme cold).
8. Minimize staff/student exposure to the scene. Grief counseling will be provided as needed.
9. If a potential crime was committed, treat the area as a crime scene and DO NOT disturb possible evidence.
10. Staff members will either secure the scene by locking up the area or by posting members to secure as large an area as possible.
11. Staff members are to identify themselves to emergency personnel.
12. If there is a witness to suicide, homicide, or accident, encourage the witness to go into a quiet, safe area and be supportive until the police arrive.
13. Do not give out any information to anyone. Only the president or designee can issue information regarding the incident.
14. The police, not college personnel, will notify family members.

The President or DA will confirm the information to the staff through an announcement or meeting.

All critical information, recovery plans, and follow-up procedures will be communicated via staff meetings.

ACTIVE SHOOTER

Iḷisaḡvik College recognizes that active shooter situations are a possibility for any school. Therefore, the purpose of this section is to take steps to prepare for an active shooter event. Prevention of an active shooter situation relies upon the careful observation of employees, students, and members of the community who are on campus.

Should an unauthorized person or persons gain entrance to the building, staff will implement procedures to ensure the safety of all individuals. Use your discretion as to everyone's personal safety in making your decision:

DO THE FOLLOWING:

1. Stay calm.
2. **IF ANGER IS SUSPECTED:**
 - a. Question the intruder as to identity and nature of being at the facility (if possible obtain this information without opening the doors to the facility).
 - b. If you are in need of additional staff assistance but do not want the intruder/upset person to know you are in need of help, you can initiate **"red file"**.
 - i. You can request a red file to your office to note that you are in need of immediate assistance. (Ex. Hi this this Jane, can you bring that **red file** to my office or Hi this is Jane, I can't find that **red file** you need.)
 - c. If the person has no authorized purpose for being in the facility, the person should be deemed an intruder and staff should call **911** (cell) or **9-911** (campus phone).
3. Designated staff calls **911 or 9-911** and says, "This is **(staff name and building location)** we have an intruder." Inform of the following:
 - a. Suspect description
 - b. Suspect name (if known)
 - c. Whether intruder is armed and with what weapon (knife, gun, baseball bat, etc.)
 - d. Where you are located in the building
 - e. Injuries (number of injured & type of injuries)
 - f. **DO NOT** hang up until 911 tells you to do so.
4. If phone lines have been cut, use cell phones or activate the fire alarm (when applicable) for emergency response.

Active Violence Response

An active violence incident involves an individual actively engaged in killing or attempting to kill people in a confined and populated area; the individual may be armed with a firearm or bladed weapon or may engage in other violent acts such as driving a vehicle into a crowd.

Active violence situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the violence and mitigate harm to victims. Chances are you will never find yourself in an active shooter situation, but everyone must take

the time to prepare. You can take decisive action to improve your chances of survival. The primary purpose of this response plan is to prevent, reduce, or limit access to potential victims and to mitigate the loss of life.

WHEN AN ACTIVE SHOOTER/INTRUDER INCIDENT OCCURS

ALICE Active Shooter Response

“**ALICE**” is an acronym for five steps the proponents say can be used to increase your chances of surviving a surprise attack by an Active Shooter. **ALICE** stands for:

Alert-is when you first become aware of a threat. The sooner you understand that you’re in danger, the sooner you can save yourself. A speedy response is critical. Seconds count.

Lockdown-If EVACUATION is not a safe option, barricade entry points into your room in an effort to create a semi-secure starting point.

Inform-The purpose of INFORM is to continue to communicate information in as real-time as possible if it is safe to do so. Armed intruder situations are unpredictable and evolve quickly, which means that ongoing, real-time information is key to making effective survival decisions. Information should always be clear, direct, and in plain language, not using codes. If the shooter is known to be in an isolated section of a building, occupants in other wards can safely evacuate while those in direct danger can perform enhanced lockdown and prepare to counter.

Counter-ALICE Training does not believe that actively confronting a violent intruder is the best method for ensuring the safety of those involved. Counter is a strategy of last resort. Counter focuses on actions that create noise, movement, distance, and distraction with the intent of reducing the shooter’s ability to shoot accurately. Creating a dynamic environment decreases the shooter’s chance of hitting a target and can provide the precious seconds needed in order to evacuate.

Evacuate-ALICE provides techniques for safer and more strategic evacuations. Evacuating to a safe area takes people out of harm’s way and hopefully prevents civilians from having to come into any contact with the shooter.

What should I expect when police officers arrive?

- Remain calm and be prepared to show your hands to arriving police officers.
- Do not slow down responding officers, follow their instructions and keep moving. Do advise them where the suspects may be in the building.
- Don’t assume someone else is calling 911. If you have specific information and have made it out safely, call the police.

ACTIVE SHOOTER WARNING SIGNS:

Someone may need help if:

- **Their behavior is unusually aggressive, odd or scary**
- **They make threats of violence or retribution (serious or joking)**
- **They are distraught or show signs of suicide**
- **They are overheard making comments of planned/intended violence**
- **They fight to perform acts of violence on the institution**
- **There is a gain/cult ideation**
- **There is a presence of weapons (guns, knives, and suspicious objects)**

Good Practices for Coping with an Active Shooter:

- **Be aware of your environment and all possible dangers**
- **Take note of the two nearest exits in any facility you visit**
- **If you're in an office, stay there and secure the door**
- **If you are in a hallway, get into a room and secure the door**

As a last resort, you may choose to attempt to take the shooter down—when the shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her.

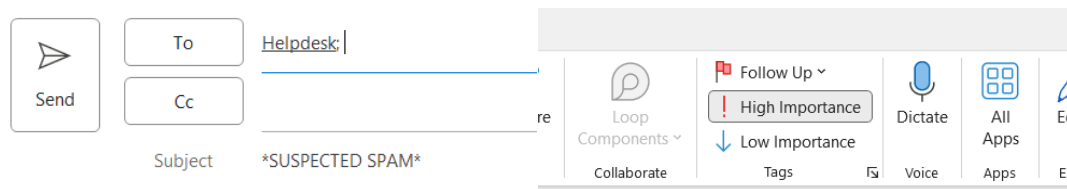
INFORMATION TECHNOLOGY

Help Desk contact information:

Help Desk Office 852 - 1776
Help Desk On Call 907-319-8763
907-319-6656
Help Desk email helpdesk@ilisagvik.edu

Suspected Spam and Phishing Scams:

Do not reply or open any links in suspected spam and phishing scam emails.
Forward the email to helpdesk@ilisagvik.edu with *SUSPECTED SPAM* or *SUSPECTED SCAM* in the subject line and flag the email as important.



In the event of internet outage due to a power outage, or a catastrophic issue with the fiber optic cable, Help Desk has Star Link set up at each building. Updates will be issued generally through email and for catastrophic events, through LiveSafe.

DOMESTIC VIOLENCE

The Department of Justice defines domestic violence as a “pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner.” The pattern of abusive behavior can include psychological abuse, physical abuse, sexual abuse, emotional abuse, or economic abuse. The College will cooperate fully with all law enforcement agencies and will take all appropriate actions to provide safety in the workplace. Safety for all employees, students, and visitors is the College’s goal and will be the guiding principle for all actions taken. For general questions and guidance, contact the Executive Director of Human Resources.

Domestic Violence in the Workplace:

- Domestic violence threats must always be taken seriously.
- Call 911 (cell) or 9-911(campus phone) for any observed acts of violence or threats that appear to pose a threat of violence.
- If a person reports being directly threatened by a domestic partner on campus, encourage the person to move to a secure area. If safety is a concern, call 911 or 9-911. Next, contact your direct supervisor, nearest member of management, or the Department of Human Resources.
- Employees are expected to promptly report non-emergent acts or threats of domestic violence that occur on the College campus, properties, or at College-sponsored events to their direct supervisor or Department of Human Resources.
- If a third-party report of potential violence is received, the threatened person must be immediately warned and encouraged to seek safety. If an emergency, call 911 and notify the Executive Director of Human Resources or Dean of Administration.
- Employees are responsible for notifying the College of any protective orders.
 - Employees should notify the Department of Human Resources if a restraining order is in place. HR will work with the Dean of Administration and immediate supervisor to assess the risk when considering workplace safety. Management will work with available resources (e.g., legal counsel, police, survivor) to determine the appropriate action to be taken.
 - To the extent possible, information will remain confidential. Only the amount of information necessary to protect the safety of the individual and other employees.
- **Resources:** If an employee is a victim of abuse, he or she is encouraged to seek support from the Department of Human Resources and/or Arctic Women in Crisis, which also serves male survivors of violence.

Title IX Reporting: Reports of Domestic Violence or Sexual Abuse Involving Students

- For all reports of domestic violence or sexual abuse involving students (age 18 or older), contact the **Title IX Coordinator (907-852-1766)** or police if an emergency.
- For all reports of abuse/violence involving minors (17 or younger):
 - Contact the police if an emergency.
 - Contact the Alaska Office of Children’s Services & Title IX Coordinator
- Review the Employee and Student Handbook for additional information on Title IX reporting.

SUICIDE INTERVENTION

Staff will use all means possible to intervene if a caller has a plan and the means to complete a suicide. Until staff has determined the caller is suicidal, treat the call like any other crisis call and use active listening.

1. **If you become aware of suicidal intentions or threats to harm themselves or others by an individual calling the facility: DO NOT disconnect the caller unless you hear a dial tone.**
2. As appropriate, ask, "Are you thinking of killing yourself?"
3. If the caller answers NO, continue with active listening.
4. Stay calm and try to keep the caller calm by being comforting and supportive.
5. Attempt to get as much information as possible as far as their name, the phone number they are calling from, and their location.
6. If the caller says they are suicidal, ask if they have a plan.
7. If the caller says they have a plan, ask for specifics.
8. Offer assistance by telling them you can get them immediate help.
9. If it is determined the caller has the means available to commit suicide, attempt to reduce the danger. For example, say, "I want you to flush the pills down the toilet."
10. If the caller will not "flush the pills down the toilet," try to keep them on the line until you can get emergency personnel to where they are located.
11. If another staff is present, provide them with the information and ask them to call 911 or 9-911 (campus phone). If there is not another staff person present, ask the caller if they will please stay on the line while you put them on hold (*this should only be done as a last resort*).
12. Tell them you are calling 911 for officers to perform a wellness check. **DO NOT** lie to the caller if they are in danger of self-harm or suicide (this will negatively impact their trust in you).
13. Call 911; identify yourself and your building location and give them the name and address of the caller.
14. Return to the caller and talk with them until the police or ambulance arrive, continually offering comfort and support.
15. Debrief with appropriate staff.

CPR INSTRUCTIONS

Save a Life - Show you CARE!™



**American
CPR Training**

www.AmericanCPR.com

American CPR Training: CPR Update
New 2015 ECC / ILCOR Guidelines



The first step is now the easiest...
"Don't Stress... Compress!"™
CARE CPR™


1 Check for responsiveness
no breath, gasping, or
inadequate breathing

2 Call 911 / Activate EMS
get an AED if available

3  **Compress Chest**
deliver 30 compressions
heels of both hands at
center of chest
rate of 100 - 120 per minute
depth of 2" - 2.4" (5 to 6 cm) **C**

4  **Airway**
open airway
tilt head
lift chin
(if no neck trauma suspected) **A**

5  **Rescue Breathing**
pinch nose
seal mouth
deliver 2 breaths
about 1 second each breath
watch chest rise
continue 30:2 compression
to breath cycle **R**

6  **External Defibrillation**
use of an AED is a vital part
of the lifesaving sequence
know where the nearest
AED is located **E**

Don't Stress... Compress!™
If a trained rescuer cannot perform the rescue breaths included in full CPR, or a bystander is not trained in CPR, the rescuer should provide compression-only CPR for the adult victim who suddenly collapses, with 100+ rapid and firm compressions per minute in the center of the chest.

Adult CPR Reminder

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2015 CPR Guideline Updates are based on the most current literature and evidence available.
(Bookmark this page for when the new 2020 CPR guidelines come out!)

Cardiopulmonary Resuscitation (CPR) is a series of actions that may significantly increase the chance of survival following cardiac arrest. In most cardiac arrests, the critical elements of CPR are chest compressions and early defibrillation. Each situation is different depending on the rescuer, the victim, and the circumstances, but the key to success is early intervention.

In the updated C-A-R-E sequence, chest compressions will be initiated right away and rescue breathing only minimally delayed for all age groups, other than newborns.

The A-B-C steps could be a reason why less than one third of people in cardiac arrest receive bystander CPR. A-B-C starts with the most difficult steps: opening the airway and delivering rescue breaths. C-A-R-E starts with the easiest step: chest compressions.

Adult, Child & Infant CPR: Major changes

Adult, Child & Infant CPR steps for the trained "bystander" rescuers will change from "A-B-C" (Airway, Breathing, Compressions) to "C-A-R-E" (Compress Chest, Airway, Rescue Breathing & External Defibrillation).

External Defibrillation and use of an AED remains a critical part of the steps. **Also applies to Advanced / Healthcare CPR.**

Bystander / One rescuer Adult, Child & Infant CPR will no longer include the step to "Look, Listen and Feel". **Also applies to Advanced / Healthcare CPR.**

Chest compressions are the foundation of effective CPR

A compression rate of 100-120 per minute.

Also applies to Advanced / Healthcare CPR.

Adult compression depth: push down at least 2"-2.4" in. (5-6cm)

Child compression depth: push down 2 in. or 1/3 the anterior-posterior dimension of the chest.

Infant compression depth: push down 1-1/2" in. or 1/3 the anterior-posterior dimension of the chest.

Also applies to Advanced / Healthcare CPR.

Effective CPR includes proper compression depth and rate depending on the victim's size and that complete chest recoil is allowed to maximize the benefit of the chest compressions.

"Don't Stress! Compress!"™ Compression-Only CPR

All trained rescuers should provide chest compressions for victims of cardiac arrest. In addition, if the trained rescuer is able to perform rescue breaths, compressions and breaths should be provided in a ratio of 30 compressions to 2 breaths, averaging 100-120 compressions per minute. But... If a trained rescuer cannot perform the rescue breaths, or a bystander is not trained in CPR, the bystander should provide compression-only CPR for the adult victim who suddenly collapses, with a rate of 100-120 rapid and firm compressions in the center of the chest. Compression-Only CPR is an acceptable life-saving method for Bystander Rescuers not trained in full CPR, or Trained Rescuers unable to perform Rescue Breaths included in CPR. Whenever available, follow the directions of the EMS/911 dispatcher.

American CPR Training® - a division of Express Companies, Inc. & part of the Safety.com family of Safety Providers.

OFF-CAMPUS ASSISTANCE AND MUTUAL AID

Some events may warrant the interface, coordination, and use of offsite organizations and agencies at the federal, state, and local level. These services will always be summoned in the event of fire, flood, confirmed bomb threat, environmental hazard, serious multiple injury accidents, civil disorder or mass demonstrations, chemical spill, hostile intruder/active shooter, and the like. Police and fire companies and other government related agencies are required to have emergency response strategies in place and are usually well equipped to provide immediate assistance as well as knowledge of appropriate resources for secondary assistance. The College will work with outside authorities to support their efforts, as requested.

OFF-CAMPUS LEASED HOUSING BY THE COLLEGE

Compliance – College employees agrees to abide by and comply with all terms and conditions of their signed lease, as now in effect or hereafter may be amended. Employee agrees to comply with the Housing Agreement, which contains additional obligations and requirements. Please contact the Office of the Dean of Administration for a copy of your lease agreement.

OUT OF TOWN TRAVEL

You are required to notify Ilisagvik College when you will be traveling out of town to ensure oversight and monitoring to avoid plumbing and electrical issues, as well as vandalism and trespassing.

Oversight may include:

- Entering the property to:
 - Ensure the heat is working.
 - Ensure the electricity is working.
 - No unauthorized entry has occurred.
 - No vandalism has occurred.
- Depending on the time of year to bypass the water to the property to prevent water pipes from freezing.

IĻISAGVIK COLLEGE - EMERGENCY PREPAREDNESS TEST

Type of Drill

- | | |
|--|--|
| <input type="checkbox"/> Fire | <input type="checkbox"/> Bomb Threat |
| <input type="checkbox"/> Utility Failure | <input type="checkbox"/> Natural Disaster |
| <input type="checkbox"/> Medical Emergency | <input type="checkbox"/> Workplace Threat/Violence |

Date: _____

Time: _____

Location: _____

Actual Event: _____

Fire Department Called: Yes No

Responsible Staff: _____

Evacuation Yes No #Minutes: _____

All Evacuees accounted for? Yes No #Persons: _____

Outcome: _____

Actions needed to improve effectiveness of procedures: _____

Responsible Staff Signature

Printed Name

Date

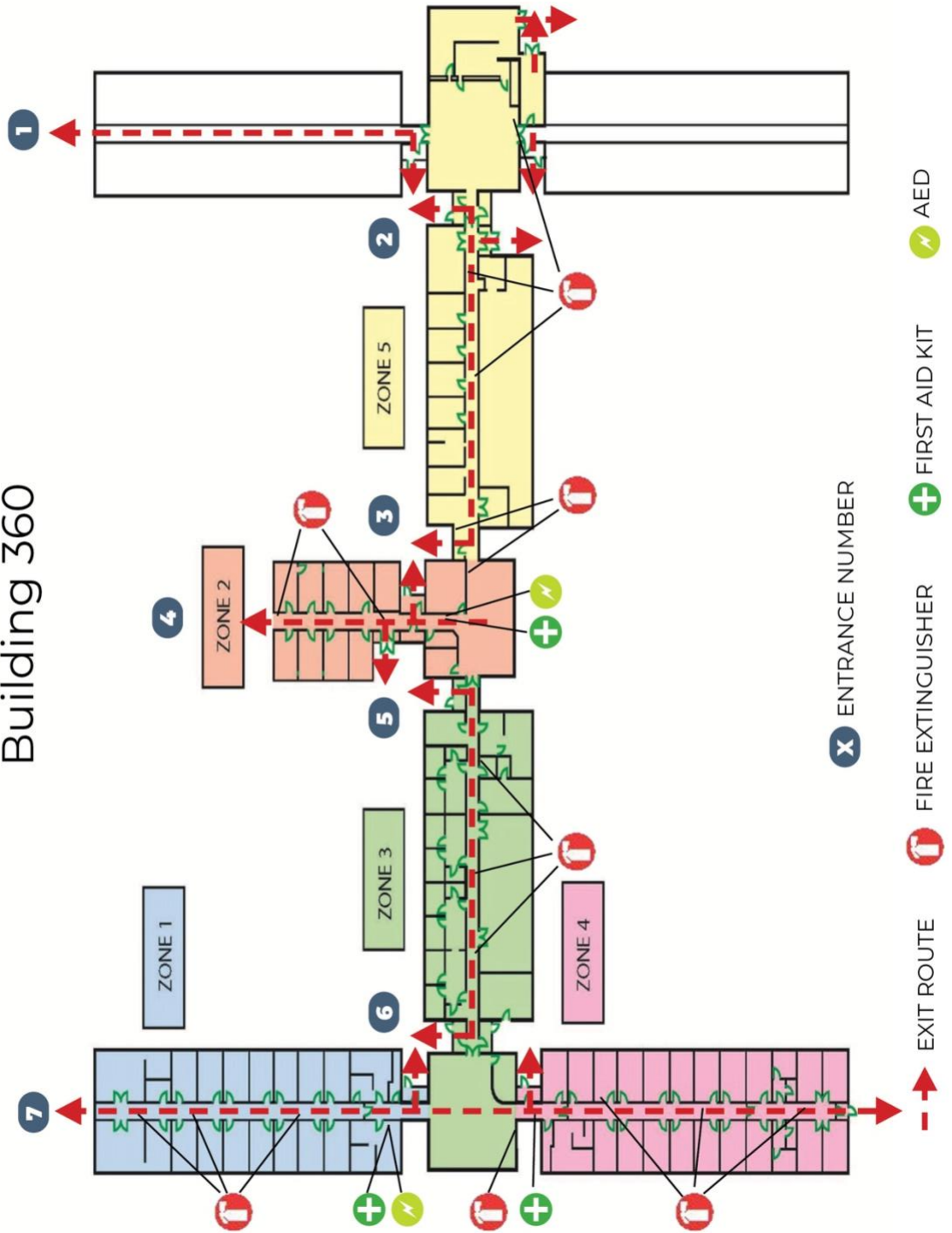
Department Dean Signature

Printed Name

Date

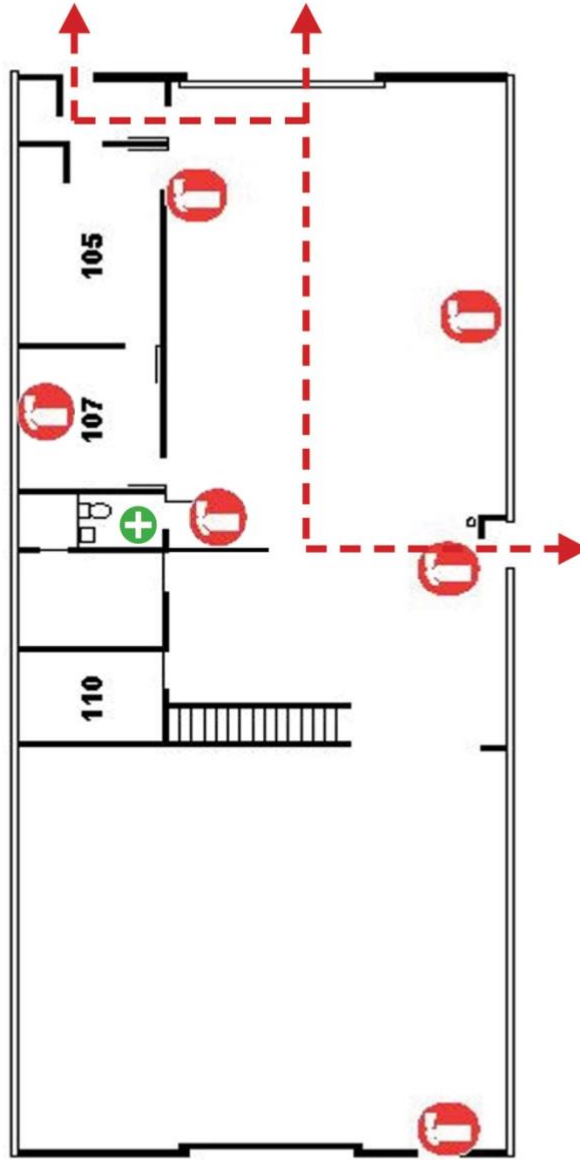
APPENDIX - BUILDING PLANS
 Building 360

EMERGENCY EVACUATION PLAN
 Building 360



EMERGENCY EVACUATION PLAN

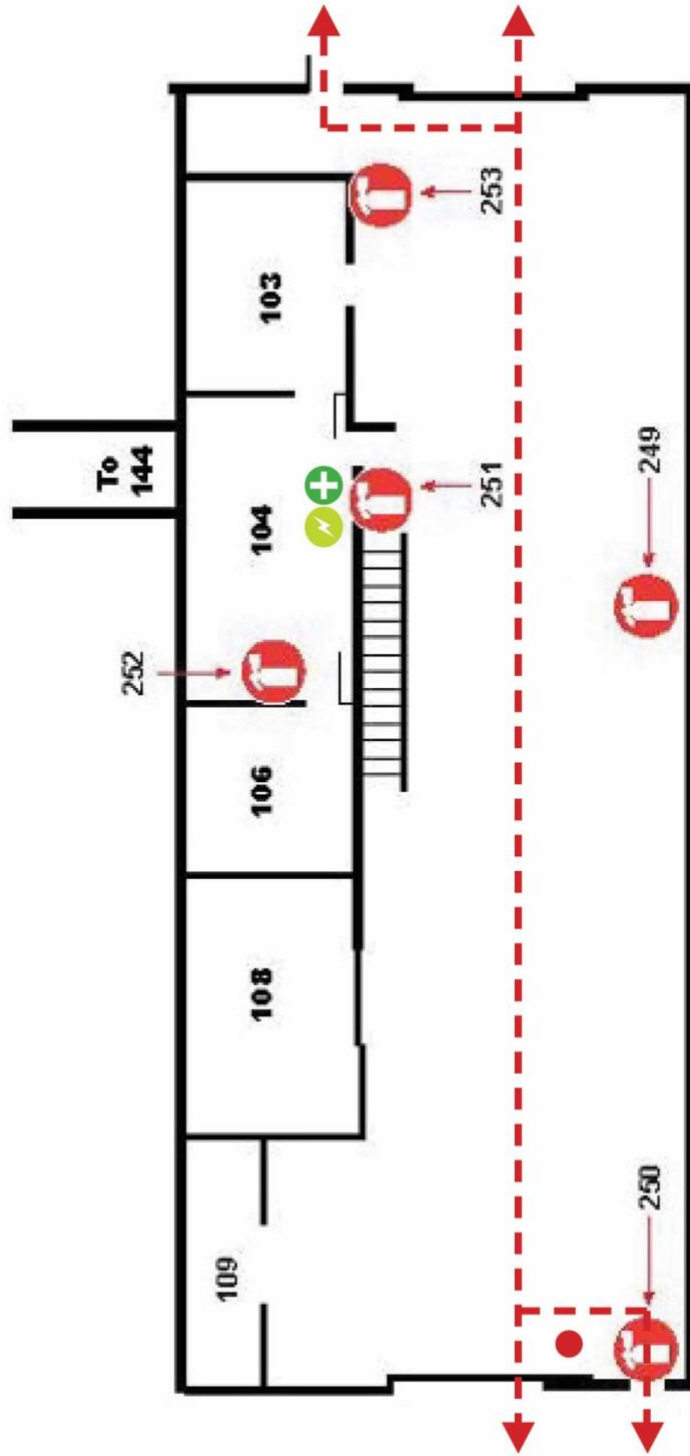
FIRE EXTINGUISHER LAYOUT BUILDING 361



- EXIT ROUTE
- FIRE EXTINGUISHER
- FIRST AID KIT
- AED

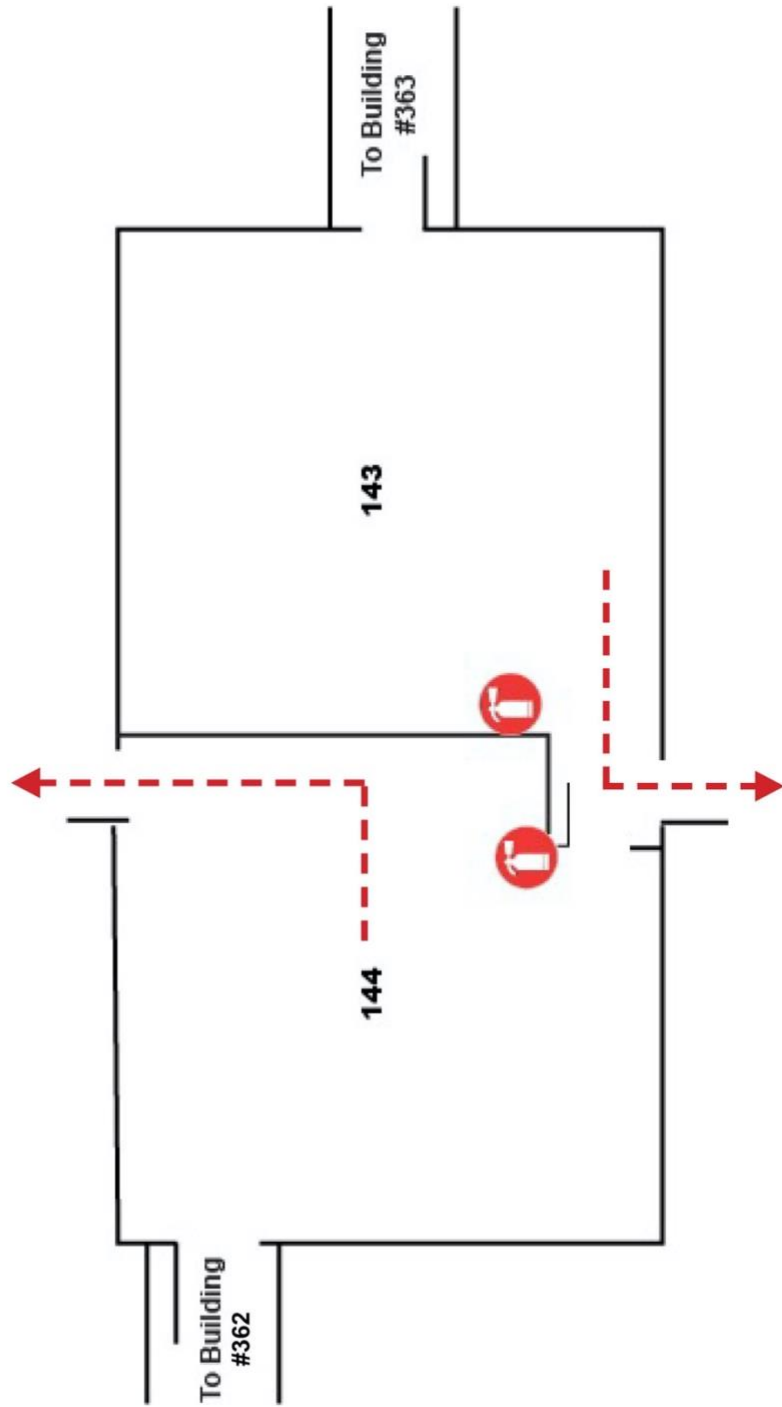
EMERGENCY EVACUATION PLAN

FIRE EXTINGUISHER LAYOUT HUT 362



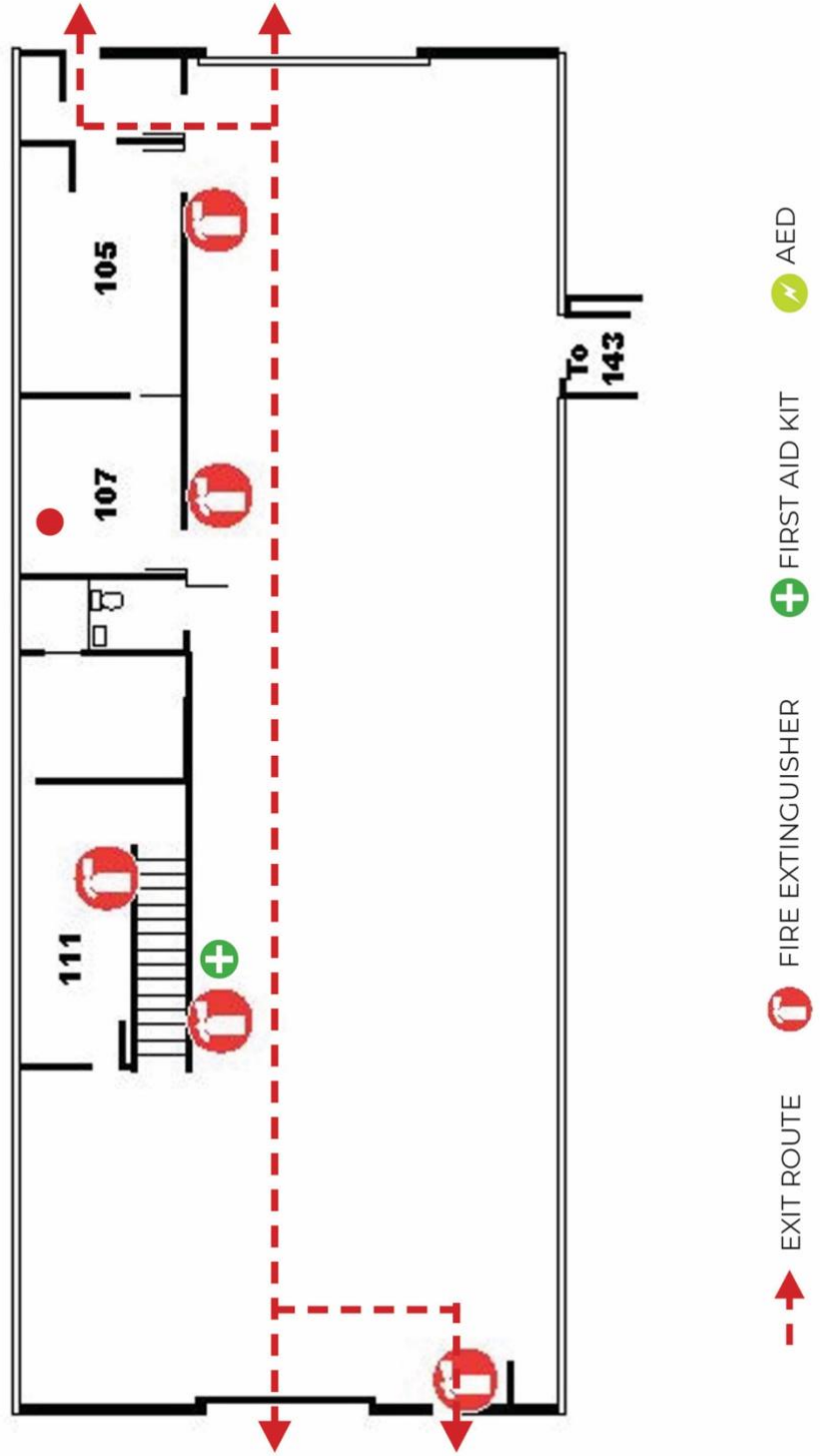
- EXIT ROUTE
- FIRE EXTINGUISHER
- FIRST AID KIT
- AED

FIRE EXTINGUISHER LAYOUT VEWFD Classroom



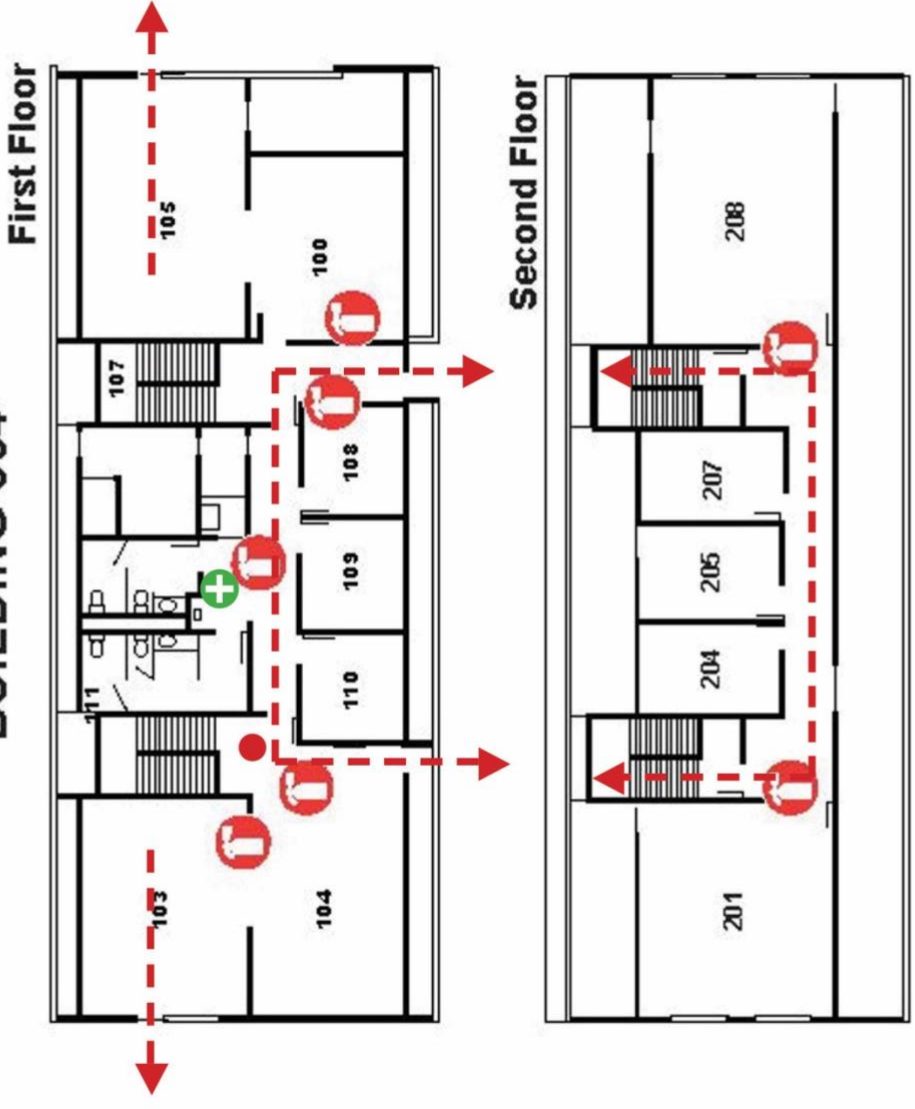
EMERGENCY EVACUATION PLAN

FIRE EXTINGUISHER LAYOUT BUILDING 363



EMERGENCY EVACUATION PLAN

FIRE EXTINGUISHER LAYOUT BUILDING 364

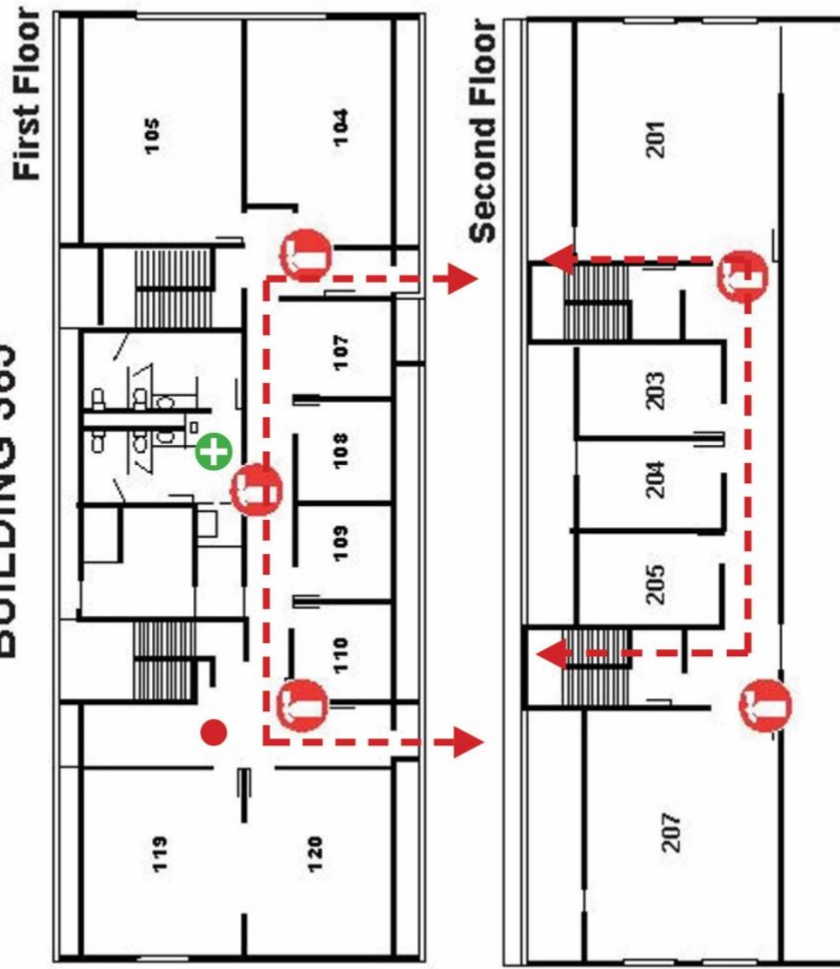


- EXIT ROUTE
- FIRE EXTINGUISHER
- FIRST AID KIT
- AED

EMERGENCY EVACUATION PLAN

FIRE EXTINGUISHER LAYOUT

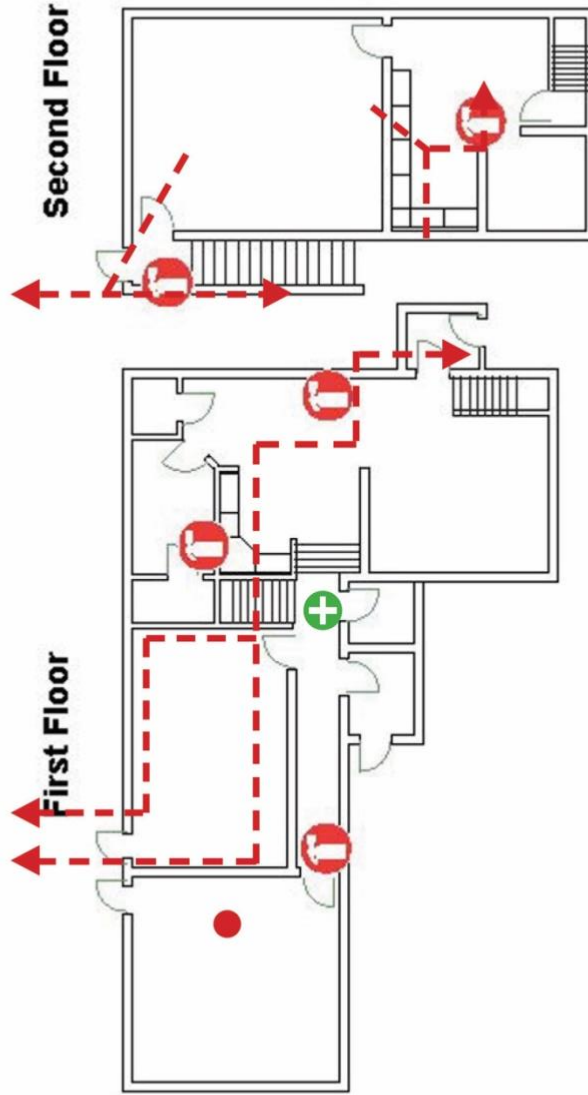
BUILDING 365



- EXIT ROUTE
- FIRE EXTINGUISHER
- FIRST AID KIT
- AED

EMERGENCY EVACUATION PLAN

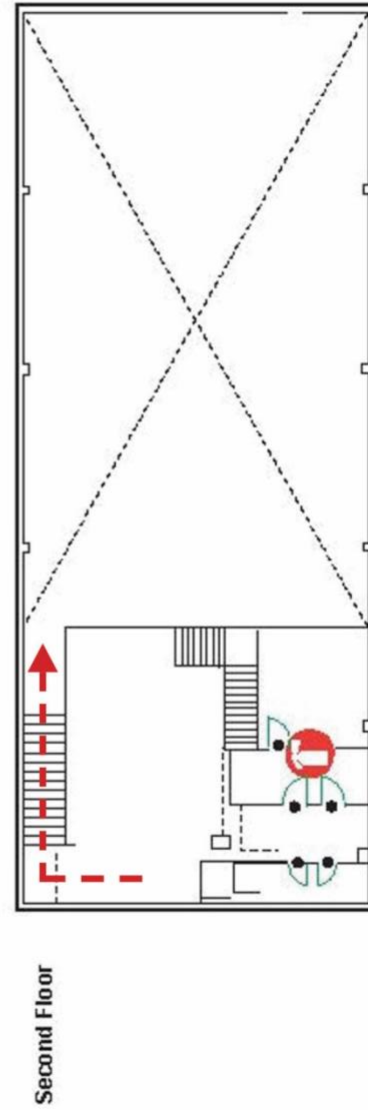
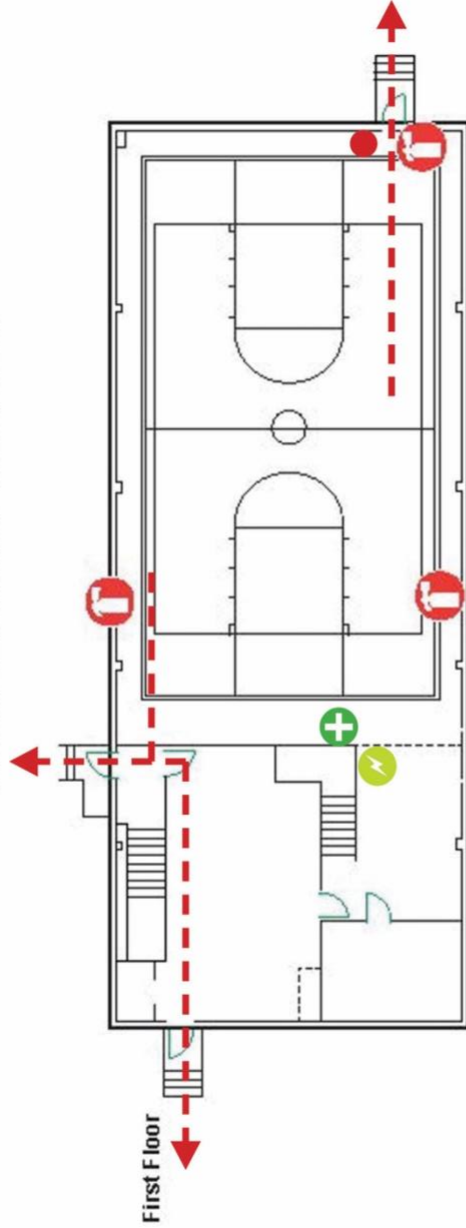
FIRE EXTINGUISHER LAYOUT BROWERVILLE CENTER 4493 Boxer St.



- EXIT ROUTE
- FIRE EXTINGUISHER
- FIRST AID KIT
- AED

EMERGENCY EVACUATION PLAN

FIRE EXTINGUISHER LAYOUT RECREATION CENTER



-  EXIT ROUTE
-  FIRE EXTINGUISHER
-  FIRST AID KIT
-  AED

Tuzzy Library

