



EMERGENCY ALERT PLAN UNIS

1. INTENTION:

The Emergency Alert Plan for UNIS provide guidelines to the internal management and organization at UNIS in case of emergency.

The Emergency Alert Plan ensures that different tasks are divided and solved in a manner that UNIS in the best way possible can give information- and any other support- to each party involved.

2. RESPONSIBILITY:

The Emergency Alert Plan for UNIS is based on the Safety Instructions for UNIS that provides guidelines to the preparations as well as to all the practical fieldwork done by UNIS.

The Emergency Alert Plan provides guidelines only to the activities carried out under UNIS' directions. In case of an emergency, despite of all the precautions made according to the Safety Instructions, UNIS defines its responsibility as follows:

- 1) Limit the extent of the emergency with all means at UNIS' disposal.
- 2) Notify the Governor's Office.
- 3) Get hold of all available information about the person/persons involved in the emergency.
- 4) Coordinate and take charge of communication at UNIS.
- 5) Participate with other kinds of support in the rescue work upon request.

3. COORDINATION AND MANAGEMENT AT UNIS:

3.1 In case of an emergency, UNIS will arrange the internal actions into teams where responsibility and tasks will be divided as follows:

TEAM	MEMBERS	TASKS
	<ul style="list-style-type: none"> - Contact person at UNIS (On duty service) 	<ul style="list-style-type: none"> -Establish contact with groups out in the field after working hours. -Receive notification after working hours concerning an emergency and initiate the emergency alert plan.
1	<p><u>Management group</u></p> <ul style="list-style-type: none"> - Director - Assistant director - Director of HSE & infrastructure - Info consultant 	<ul style="list-style-type: none"> -Be in charge of, and coordinate the actions at UNIS. -Contact next of kin. -Contact media. -Alert the Governor's Office. -Inform students and employees. -Inform the local community. -Alert the hospital.
2	<p><u>Internal organizing group</u></p> <ul style="list-style-type: none"> - Receptionists - Executive Officers for student Affairs (Stud.adm.) 	<ul style="list-style-type: none"> - Main coordinators at UNIS front desk. - Entrance control. - Handle all incoming enquires to the right persons at UNIS. - Assist the Management group in internal communications and information.
3	<p><u>Logistics group</u></p> <ul style="list-style-type: none"> - Coordinator of logistics. - Engineers at the Logistics departmet.. 	<ul style="list-style-type: none"> Keep in touch with the rescue party. (Operational management). -All information of the persons in the field. -Logistic and other support to the rescue work.

3.2 All information from UNIS and contact with the media must only be done by the Director at UNIS.

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4. ALERT STAGES

The nature of the Emergency determines what kind of resources UNIS must provide during the rescue. The following table shows how the activities at UNIS increases according to the Emergency in question.

Alert stages	Nature of the Emergency	Action
1	One or more persons connected to UNIS have been involved in an emergency or are missing.	The Governor's office must be notified. The Director and the Director of HSE must be notified. A decision is made whether to initiate a rescue mission.
2	A rescue mission is initiated. Information and contact at UNIS are needed.	One person from team 1 and 3 meet at UNIS.
3	The nature of the Emergency demands more detailed information from UNIS.	One person from team 2 meets at UNIS.
4	The duration of the rescue mission is extensive and the nature of the emergency demands that more persons are needed to fulfill the different tasks.	All persons from team 1, 2 and 3 meet at UNIS.

5. NOTIFICATION OF EMERGENCY TO UNIS

5.1 During working hours:

		<u>Work</u>	<u>Cell-phone</u>
Director,		79 02 33 05	
Assistant Director	Helen F. Flå	79 02 33 08	91 70 17 69
Director of HSE & infrastructure	Fred S. Hansen	79 02 33 40	91 70 76 40
Reception at UNIS		79 02 33 00	

5.2 After working hours:

		<u>Private</u>	<u>Cell-phone</u>
Contact person at UNIS			95 28 35 11
Director,			
Assistant Director	Helen F. Flå		91 70 17 69
Director of HSE & infrastructure	Fred S. Hansen	79 02 10 25	91 70 76 40

Helen F. Flå
Assistant Director

Appendices:

1. Instructions for the contact person at UNIS.
2. List of telephone numbers UNIS.
3. List of telephone numbers Isfjord Radio.
4. List of telephone numbers Svalbard Radio.
5. List of telephone numbers the Governor's Office.
6. List of telephone numbers the Norwegian Polar Institute.
7. List of telephone numbers the Red Cross.
8. List of telephone numbers Longyearbyen Hospital.

Instructions for the on-duty person at UNIS

The purpose of the duty service is to:

- ensure there is a continual manned point of contact at UNIS outside normal working hours
- ensure that field projects which have a duty to report outside normal working hours are followed up
- ensure that staff undertaking laboratory work who have a duty to report after normal working hours are followed up
- ensure that faults with critical infrastructure are detected and steps implemented to avoid damage to material and samples
- ensure that guests at UNIS can receive help to solve challenges which cannot wait until the next working day
- ensure that students at UNIS have a point of contact in the event of serious sickness or accidents
- ensure that local authorities have a point of contact at UNIS in the event of injury or accident
- function as part of UNIS's fire protection team at UNIS Guest House (UGH) and UNIS's premises in the Science Park in the event of fire outside normal working hours
- arrange access by prior arrangement to logistical material and premises outside normal working hours
- contribute to UNIS's premises at the Science Park are not used by unauthorised persons outside normal working hours
- check UNIS's boats outside normal working hours in periods when boats are moored in the sea

Administrative provisions

Working hours

The duty service is normally for a period of one week. The duty swaps at 3.30pm each Monday. The duty service is an on-call solution in which the on-duty person shall be at the workplace within 45 minutes of the need arising. In the event of a fire alarm, the on-duty person shall be at UNIS or UGH as quickly as possible.

The duty service involves the on-duty person attending UNIS in person every evening between 6pm and 11.59pm. This presupposes that all reported tasks can to the degree possible be attended to during this attendance. If tasks arise that lead to this attendance taking longer than one hour, this may be compensated by the payment of overtime.

The on-duty person's authority

The on-duty person has the authority to make decisions on behalf of UNIS's management if the management may not be contacted, and this is necessary in order to prevent misuse of material resources, damage to material or injury to persons.

Permanency throughout the year

The duty arrangement shall be operative every day year-round. The Director may on special occasions determine that the duty arrangement may stop for a short period.

Remuneration

The duty service is remunerated with the sum of NOK 8000 per week. Call-outs outside the fixed inspection round are compensated in the normal manner with the payment of overtime. When working on a public holiday, an on-duty person is compensated with 100 % overtime.

Use of UNIS vehicle

The on-duty person must have access to a vehicle during their duty period. They may either use their private vehicle or the Logistics unit can provide a suitable vehicle. The use of a private vehicle

is compensated with the sum of NOK 100 per day of duty for those who have not previously received compensation for the use of a private vehicle for work purposes.

Training

The on-duty person shall have the necessary training to perform the task. UNIS organises on-duty responsibilities training for everyone who will participate in the duty service. The scope of the training depends on the candidate's prior knowledge about UNIS. The training shall as a minimum provide the candidate an insight into the following:

- The HSE and logistics routes at UNIS for laboratory work, field work and sea excursions
- Use of the "duty cell phone" and fall alarm
- Training in UNIS's HSE regulations and emergency response plan
- Guided tour of premises and infrastructure in the Science Park and at UGH
- Guided tour of external storage facilities and boat sites, including the UNIS's vessel Viking Explorer
- Necessary training in critical infrastructure:
 - o Gas alarm
 - o Fuse box
 - o Freezers
 - o Protective equipment in the laboratories
 - o Regulations for use of special vehicles, tools and rooms in the logistics areas
- Use of extinguishers (locally in the building and as a practical exercise at the fire training field)
- Fire protection plan at UGH and in the Science Park
- Routines for booking of guests and use of UGH

Which staff may participate in the duty service?

Any staff at UNIS may participate in the duty service. Employees may therefore be recruited for the scheme from throughout the organisation. Persons available to be on duty are listed in a duty pool. The intention is to fill the duty service on a voluntary basis, but staff who have declared themselves willing to participate in the duty service may be instructed to be on duty.

Distribution of duty weeks

The duty plan is prepared quarterly. Once the duty plan is prepared, persons are free to swap duty weeks among themselves.

Practical conditions relating to gear and means of communication

The on-duty person will have the opportunity to use the following gear during their duty period:

- UNIS cell phone
- Suitable clothing for the relevant season and tasks
- Head light

Tasks for the on-duty person

1. General duties

- a. The on-duty person must remain within 45 minutes of the workplace.
- b. The on-duty person must be in a position to carry out his/her duties at all times and must therefore not consume alcohol or in other ways prevent him/her from turning out.
- c. The on-duty person shall be able to be contacted by cell phone at all times.
- d. The on-duty person shall record all incidents, contacts and tasks in the duty folder.
- e. The on-duty person shall not implement work or give advice in areas that exceed their area of competence. In such cases, the relevant staff responsible at UNIS shall be notified.
- f. The on-duty person shall not attempt to carry out tasks that may pose a danger or health risk. In such cases, the relevant specialists at UNIS or external experts shall be notified (e.g. boats that have broken loose from their mooring or dealing with potentially hazardous chemicals or gases).

2. Following up of duty to report during field work or laboratory work

- a. The on-duty person shall each afternoon before 3.30pm ascertain which field parties are out and have a duty to report during the evening/night.
- b. The on-duty person shall each afternoon before 3.30pm ascertain which persons/groups are working in the laboratories and who have a duty to report during the evening/night.
- c. If questions arise concerning groups in the field or laboratories, the Logistics Coordinator or Laboratory Leader shall be contacted.
- d. Before weekends and public holidays the on-duty person shall contact the Logistics Coordinator and Laboratory Leader to check which groups plan to be in the field/laboratory.
- e. The on-duty person shall each weekday afternoon check the register at reception to see which groups have checked in during the day, and to see if there are any messages for the on-duty person.
- f. If groups in the field do not report in accordance with the agreement on the HSE form, the following shall be put into effect:
 - i. Consult the Logistics Coordinator or HSE Director, if this is possible.
 - ii. Send notification to the Governor of Svalbard.
 - iii. Implement the emergency response plan.
- g. If staff or groups in the laboratory do not report in accordance with the agreement, contact the staff or check the laboratory areas.

3. Receipt of notification of accident or other serious incident linked to field work or laboratory work

- a. On notification of an accident, the on-duty person shall record the details on the form (attached) in the duty folder. The following tasks shall then be put into effect:
 - i. Report the accident without delay to the Governor of Svalbard.
 - ii. Implement UNIS's emergency response plan (attached) with immediate effect.
 - iii. Until the emergency response organisation has come in place, the on-duty person shall carry out the following tasks:
 1. Obtain all relevant information about those involved in the accident and ensure that the Governor of Svalbard receives this information.
 2. Maintain contact with the person(s) involved in the accident and assist in the best possible manner and provide advice so that the scope of the accident is limited.
 3. Maintain contact with the local rescue managers at the Governor of Svalbard's Office.
 4. Keep UNIS's management updated until the emergency response organisation is in place.

4. Fire protection in the Science Park and at UNIS Guest House (UGH)

- a. On notification of a fire in these facilities, the on-duty person shall:
 - i. Turn out as quickly as possible to the site of the fire to assist the fire department to take care of staff, students and others who are in the buildings (see attachment Fire instructions)
 - ii. Implement UNIS's emergency response plan.
 - iii. Maintain on site contact with the local rescue management and fire department.
 - iv. Keep UNIS's management updated until the emergency response organisation is in place.
- b. The on-duty person shall each weekday at 3.30pm take the list stating the number of guests at UGH and place this in the entrance foyer at UGH. This list shall also be kept in the "In field" shelf at reception.

5. Control of UNIS's boats

- a. A minimum of once per day, after 6pm, check that UNIS's boats are securely in their respective places.
- b. In strong wind, or ice drift, carry out further checks to ensure the boats are secure.
- c. If the need arises to rescue boats that have broken loose from their moorings, or other activities that may pose a risk for personal injury, the on-duty person shall contact other staff members at UNIS so that the task can be carried out in a safe manner.
- d. A life jacket or personal flotation device shall be used when venturing onto the jetty or breakwater.

6. Control of UNIS's premises in the Science Park

- a. The on-duty person shall at 4pm, after completion of normal working hours, check that all doors to Logistics areas are closed. If work is still in progress in the premises, a specific person shall be given responsibility to lock the door(s). This person shall be listed in the duty folder.
- b. At least once outside normal working hours, after 6pm, the on-duty person shall inspect UNIS's premises in the Science Park to ensure that doors are locked, that no unauthorised persons are in the building and that no illegal activity is taking place. As a minimum the following areas shall be inspected:
 - i. All logistics areas
 - ii. All laboratory facilities
 - iii. All freezer and cold storage rooms.
 - iv. Canteen and kitchen
 - v. In addition, the on-duty person shall check all wings in the building.
- c. The on-duty person may in certain cases, upon request from UNIS's management, be used to check that festivities in UNIS's premises are taking place in accordance with the agreement and that these end by the stipulated time.

7. Practical assistance to staff, students and guests outside normal working hours

- a. If required, the on-duty person shall provide assistance to staff and students at UNIS with:
 - i. Access to Logistics areas outside normal working hours (upon agreement with the Logistics Coordinator)
 - ii. Delivery and return of material (upon agreement with the Logistics Coordinator)
- b. If required, the on-duty person shall assist UNIS's guests with any problems that arise during their stay at UNIS.

8. Point of contact for students

- a. The on-duty person may be contacted by students who need acute help in connection with infrastructure at Nybyen, or injuries or accidents that have occurred in the students' free time. In such cases, the on-duty person shall:
 - i. Offer advice and guidance so that the students receive help to solve the challenge(s).
 - ii. In the event of injury or accident, ensure that the students receive help to undertake the correct notifications and steps.
 - iii. In the event of serious incidents, implement UNIS's emergency response plan.

9. Attachments:

- a. Check list of fixed tasks for the on-duty person
- b. Standard Operating Procedures (SOP)
 - i. Fire
 - ii. Receipt and notification of accidents
 - iii. Inspection of UNIS facilities
- c. UNIS emergency response plan
- d. Use of fall alarm in laboratories
- e. Routines for use of UGH

- f.** Telephone list for all staff at UNIS
- g.** Telephone list for all relevant services and emergency functions.