

EMERGENCY PREPAREDNESS PLAN



The University Centre in Svalbard

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Emergency phone medical help (hospital):	113	Longyearbyen hospital + 47 79 02 42 00
Emergency phone number fire :	110	On duty phone: + 47 91 10 97 00

Plan revised: 03.01.2022



From Emergency Exercise Svalbard, 4–5 November 2014. Photo: Stefan Claes

UNIS HSE documentation		Version no.: 1	Takes effect on:	
Revision no.:4	Revision date: 03.01.22	Document type: Emergency preparedness plan for UNIS		
Drawn up by: Fred S. Hansen, UNIS		Document code: HSE 9.02 Emergency preparedness plan		
Approved by: The UNIS leader group		Page 1 of 2		

EMERGENCY PREPAREDNESS PLAN FOR UNIS

1. OBJECTIVE:

The Emergency Preparedness Plan for UNIS provides guidelines to the internal management and organization at UNIS in case of a crisis or emergency in connection with the activity at UNIS. The Emergency Preparedness Plan ensures that different tasks are distributed and solved in a manner that enables UNIS to, in the best way possible, provide information – and any other support – to all parties involved.

The Emergency Preparedness Plan may also be initiated in connection with external crises or emergencies that have an impact on UNIS or its staff and students, or when UNIS' recourses are needed in a local crisis or emergency.

2. RESPONSIBILITY:

The Emergency Preparedness Plan for UNIS is based on the Safety Instructions for UNIS, which provide guidelines for preparations as well as for all the practical fieldwork carried out by UNIS. The Emergency Preparedness Plan provides guidelines for the activities carried out under UNIS' directions. In case of a crisis or emergency in connection with UNIS' activities, UNIS defines its responsibility as follows:


- 1) Limit the extent of the emergency with all means at UNIS' disposal
- 2) Inform the Governor of Svalbard
- 3) Obtain all available information about the person(s) involved in the emergency
- 4) Coordinate and take charge of communication at UNIS
- 5) Assist other emergency response providers in the rescue work, upon request

As a major institution in Longyearbyen and Svalbard, UNIS will place at disposal all available resources in case of a crisis or emergency in which the local authorities require our assistance.

3. COORDINATION AND MANAGEMENT AT UNIS:

3.1 In case of a crisis or an emergency, UNIS will arrange the internal achievements into teams where responsibility and tasks will be divided as follows (please see attachments for detailed work descriptions and standard operation procedures, SOP.):

TEAM	MEMBERS	TASKS
	<u>On-duty person</u>	- Establish contact with groups out in the field after working hours - Receive notification after working hours concerning an emergency and initiate the Emergency Preparedness Plan - Alert the Office of the Governor of Svalbard (SAR organisation)
1	<u>Director</u> - Administrating Director	- Strategic decisions and leadership - Internal information to bodies at UNIS - Information to external institutions and local community - Statements to media and press conferences
2	<u>Emergency management HQ</u> - Director of HSE & Infrastructure - Log writer - HQ co-worker	- Operational management - Manage and coordinate the efforts at UNIS - Maintain close contact with the SAR organisation and the Governor of Svalbard
3	<u>Liaison with the Governor of Svalbard</u> - Coordinator of logistical services	- Work closely with the Office of the Governor of Svalbard to coordinate the efforts between the rescue operation and UNIS
4	<u>Information group</u> - Information consultant - IT personnel - Executive Officers for Student Affairs - Librarians	- Contact next of kin - Contact media - Inform students and staff - Assist the Director in internal and external communication and information work - Practical attendance of students, staff and next of kin
5	<u>Front desk group</u> - Receptionists - Executive officers from Administration	- Main coordinators at UNIS front desk - Entrance control - Handle all incoming enquires and direct visitors to the right person(s) at UNIS - Coordinate and distribute all incoming telephone calls to UNIS
6	<u>Logistics group</u> - Material technician - Engineers at the Logistics department	- Obtain all information about the person(s) from UNIS affected by the emergency - Provide logistics and other support to the emergency organisation and rescue work - Back up resources for the emergency organisation

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3.2 All information from UNIS and contact with the media must be handled by the Director at UNIS or the person(s) the Director delegates this task to.

4. ALERT STAGES

The kind of resources UNIS must provide and the organisation required will be determined by the nature of the emergency. The following table shows the emergency organisation required at UNIS depending on various emergency scenarios:

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 Office of the Governor of Svalbard must be notified. The Director and the Director of HSE must be notified. A decision must be made about whether to initiate the Emergency Preparedness Plan.
2	A rescue mission is initiated. Information and contact at UNIS are needed.	One person from teams 1, 2, 4 and 5 meet at UNIS.
3	The nature of the emergency demands more resources and detailed information from UNIS.	One person from teams 3 and 6 meet at UNIS.
4	The duration of the rescue mission is extensive and the nature of the emergency demands that more persons are needed to fulfil the various tasks.	The teams need to be strengthened with further personnel in the various teams. Rotation of work is initiated.

5. NOTIFICATION OF EMERGENCY TO UNIS

5.1 During working hours:

Director	Jøran I. Moen	Telephone +47 91 55 64 14
Director of HSE & Infrastructure	Fred S. Hansen	+47 91 70 76 40
Reception at UNIS		+47 79 02 33 00

5.2 After working hours:

On-duty person at UNIS	NN	Telephone +47 95 28 35 11
Director	Jøran I. Moen	+47 91 55 64 14
Director of HSE & Infrastructure	Fred S. Hansen	+47 91 70 76 40

Jøran Idar Moen
Director

Appendices:

1. Positions to be filled at UNIS during an emergency
2. Organisational map for the UNIS emergency organisation
3. Role and responsibility 1. Director level
4. Role and responsibility 2. Leader of Emergency HQ
5. Role and responsibility 3. Liaison to the Governor on Svalbard
6. Role and responsibility 4. Leader of the Information team
7. Role and responsibility 5. Information team – next of kin
8. Role and responsibility 6. Information team - students and staff
9. Role and responsibility 7. Front desk team
10. Role and responsibility 8. Logistics team
11. Standard operating procedure in case of lethal violence (PLIVO), SOP 1.
12. Evacuation points and routes from UNIS.
13. Designated rooms and facilities at UNIS and in the Science Centre
14. Pandemic plan
15. Telephone list of all staff at UNIS
16. Contact information for external institutions and authorities
17. Instructions for the “On duty” service
18. Fire protection plan for Forskningsparken
19. Revision tracking list