



UNIVERSITY
of **ALASKA**
SOUTHEAST

A DESTINATION OF CHOICE

2019-2020

Juneau
Campus

CAMPUS EMERGENCY ACTION PLAN



University of Alaska Southeast- Juneau
11066 Auke Lake Way, Juneau, AK 99801



IN CASE OF EMERGENCY

 Fire	 Crime	 Hazardous Material Spill	 Medical Emergency
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JUNEAU DISPATCH

911

For a Campus wide alert dial 5500

Note: Dialing 911 will simultaneously dispatch Juneau Police as well as other Local Agency Emergency Responders

IMPORTANT CONTACT NUMBERS:

Facilities & Maintenance Department	907-796-6496	<u>After Hours</u> 1-866-999-1822
IT Classroom Support Desk	907-796-6521	
Bartlett Hospital Emergency Department	907-796-8427	
Juneau Student Housing	907-796-6443	
UAS Chancellors Office	907-796-6568	
Student Services	907-796-6000	
UAS Health & Safety Department	907-796-6077	
Egan Library	907-796-7600	
United States Coast Guard Sector Juneau	907-463-2980	
Juneau Police Business Line (Non-Emergency 24 hours)	907-586-0600	

CRITICAL INCIDENT INFORMATION REPORTING FORMAT EXAMPLE

THE CAMPUS SENIOR LEADERSHIP SHALL BE INFORMED WHENEVER THE FOLLOWING INCIDENTS OR EVENTS OCCUR

- **Death or serious injury of any person on campus property, including contractors and guests.** *Note: A Serious Injury is defined as needing immediate medical attention, or transportation to a hospital emergency room.*

Notification Tree At A Glance:

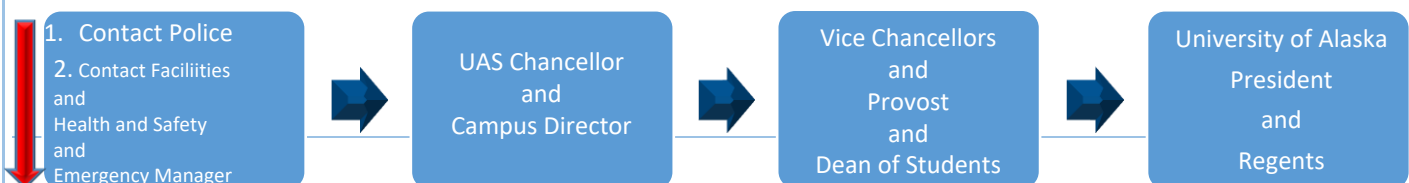




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UAS Commitment to Health & Safety...

UAS is dedicated to providing exceptional educational opportunities while ensuring the safety of students, faculty, staff and visitors. Given that emergencies cannot always be avoided, our common first line of defense is our own initial actions (i.e., those things that we do before emergency responders arrive).

The resources and personnel presented herein are intended to provide you the tools, understanding, and encouragement in order to institutionalize the safe and healthful learning environment we all expect and have come to know.



What is an Emergency

An emergency is an unexpected serious situation demanding immediate action. These can range from a minor medical emergency to a large-scale natural disaster. Emergency preparedness is the process by which individuals, organizations and governments consider possible emergencies and take precautions, in advance, to avoid and/or effectively respond to such emergent circumstances.

In an emergency, you should:

Be Aware of Your Surroundings. Being aware of where you are and what is happening around you can help you to understand how information, events and your own actions will impact your safety and your ability to protect yourself, both now and in the near future.

Protect Yourself. Based upon your assessment of the situation, use your best judgment to protect yourself and, if possible, others.

Call for Help. Any emergency service can be summoned by calling 911 from a Campus phone or use your cell phone and dial 911. You can also call 911 directly. It will send Police, Fire and Emergency Medical agencies if needed.

Help Others. Once you are safely away from the danger, warn others of the hazard and help if you can without putting yourself in danger.

Campus Wide Alert: University of Alaska Southeast utilizes the Alertus Mass Notification System messaging platform to enhance our emergency communications during crisis situations. This is broadcast through the campus phone system.

UAS also uses the RAVE alert system. This system will allow us to broadcast critical information in real time to mobile devices (text and voice) as well as through email. This is particularly important for people who may be in or near the crisis zone. Your information is automatically loaded into the RAVE alert system by means of your personnel file in ualert online. Make sure you go to your file and ensure you information is correct.

There is a companion app for your mobile devices called RAVE Guardian.





SECTION 1: Personal Safety

While UAS has done much to make this a safe campus, safety ultimately becomes a personal matter. How safe you are depends on your preparation and how much attention you pay to your surroundings. This next section describes ways that you can protect yourself in situations involving:

- Active Shooter
- Concerning Behavior
- Bomb Threat
- Suspicious Letter/Package
- Suspicious Substance



Active Shooter

An active shooter is defined as one or more subjects who actively engage in killing or causing life-threatening injuries to multiple people in a confined and populated area. Active shooter situations are dynamic, evolve quickly, and often end before law enforcement arrives at the scene. How you respond to an active shooter will be dictated by the specific circumstances of the encounter. If you find yourself in an active shooter situation, try to remain as calm as possible and use these suggested actions to help you plan a strategy for survival.

For links to safety videos on how to survive an active shooter situation, please visit <https://www.youtube.com/watch?v=5VcSwejU2D0&feature=youtu.be>

RUN. HIDE. FIGHT.

Should you ever find yourself in the middle of an active shooter incident, your survival may depend on whether or not you have a plan. The plan doesn't have to be complicated. There are three things you could do that make a difference: Run. Hide. Fight.

RUN- When an active shooter is in your vicinity:

- If there is an escape path, attempt to evacuate
- Evacuate whether others agree to or not
- Leave your belongings behind
- Help others escape if possible
- Prevent others from entering the area
- Call Campus Police when you are safe



HIDE. If an evacuation is not possible, find a place to hide.

- Lock and/or blockade the door
- Silence your cell phone
- Hide behind large objects
- Remain very quiet

Your hiding place should:

- Be out of the shooter's view
- Provide protection if shots are fired in your direction
- Not trap or restrict your options for movement



FIGHT. As a last resort, and only if your life is in danger:

- Attempt to incapacitate the shooter
- Act with physical aggression
- Improvise weapons
- Commit to your actions

NOTE: Arriving law enforcement's first priority is to engage and stop the shooter as soon as possible. Officers will form teams and immediately proceed to engage the shooter, moving towards the sound of gunfire.



When law enforcement arrives:

- Remain calm and follow instructions
- Keep your hands empty and visible at all times!
- Avoid pointing or yelling
- Know that help for the injured is on its way

Armed Citizen Intervention

Individuals with a license to carry a handgun should follow the "Run, Hide, Fight" principles. Remember, your weapon is for your defense. You should not go on the offensive and seek out the shooter. You could be mistaken as the shooter by a civilian or law enforcement officers.

Remember law enforcement officers will be responding to the scene. Should you have to engage the shooter, contact the Police at 911 from a Campus phone or use your cell phone and dial 911 when it is safe to do so. Provide your location, your description, and what has taken place for first responders.

Be aware, responding officers could potentially see you as a threat. Secure or distance yourself from your weapon as soon as possible and make your hands visible to arriving officers.



Wildlife Encounters

We at UAS are committed to living in harmony with wildlife.

Bear Encounter

Living in Alaska means you will likely have occasions to experience recurring encounters with bears in the community. University of Alaska Southeast campuses are surrounded by prime bear habitat and it isn't uncommon to see bears wandering through town. We live here in bear country and feel lucky to do so. Because we understand our responsibility to the wildlife whose home we share, our communities were among the first in the nation to enact laws aimed at keeping bears out of garbage.

What do I do if I see a bear?

Southeast Alaska is prime bear country and a bear passing through is generally not a threat. Brown bears prefer to stay away from heavily used or populated areas.

All bears are curious, intelligent and tend to avoid or ignore people. Bears in town are rarely aggressive toward people and no serious attacks have ever been reported in the towns where UAS is located. If given space, time, and the opportunity to retreat, most bears will wander back into the woods. It is important to note coastal brown bears are more likely to defend themselves when threatened.



Bear Encounter Quick Thoughts...

Is the Bear eating natural foods and/or just passing through?

If a bear is eating natural foods such as berries or grass leave it alone and give it time and space to leave. Unless the bear receives food rewards (garbage, dog food, birdseed), it will generally move on.

Is the Bear climbing onto property?

If a bear is climbing onto your porch or deck, encourage it to leave by banging pots or making other loud noises. After the bear leaves remove any attractants.

Is the Bear getting into garbage?

If a bear is getting into garbage, wait in a safe place—a car or building—until you are sure the bear has gone. Clean up whatever attracted it to your area, and keep trash cans inaccessible until the morning of trash pickup day. Don't give the bear another chance at getting a food reward.

Does the Bear have cubs?

A bear's first line of defense is retreat, but sows with cubs can be very aggressive towards other bears and people they perceive as threats. Make sure you don't get between a sow and her cubs. Given space and with her cubs out of danger, female bears don't have to make vigorous defenses that risk potential injury.

If a bear encounter results in a personal injury Call 911 immediately.

There is no need to call police to report bear activity unless it is being threat.

Other Wildlife Encounters

We at UAS are committed to living in harmony with wildlife.

Marine Mammal Encounter

Living in coastal Alaska means you may have occasions to experience encounters with seals or other marine mammals. University of Alaska Southeast Sitka campus is adjacent to marine habitat and it isn't uncommon to see mammals in and around the area. Few places in the world offer such an opportunity. Marine Mammals are protected by the Marine Mammal Protection Act. It is a Federal Offense to "Take", harass, or pursue any marine mammal, except for take by Alaska natives for subsistence use or to create and sell authentic articles of handicrafts and clothing.

What do I do if I see a sick or injured Marine Animal?

Contact NOAA Fisheries (877) 925-7773

Do not go near or attempt touch or feed the animal.

Stay back to provide rescue workers plenty of space to work.

Do not pour water or cover up seals or sea lions.

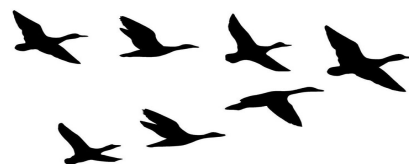
If you see someone harassing a Sea Lion, tell them to stay clear.



Living With Birds

Birds play a vital role in Alaskan ecosystems: feeding on insects, pollinating plants, and dispersing seeds. Some birds are hunted for food while others count among the state's top predators. Birds also matter to the people of Alaska because they help define our culture and contribute to our economy.

Federal and state laws protect both migratory and non-migratory species. Most birds in Alaska fall under the Migratory Bird Treaty Act (MBTA), which makes it illegal to injure, capture, or kill migratory birds or to interfere with their nests when active. For example, if a bird builds a nest in an inconvenient place or in a location where birds and young will not be safe, the nest can be moved only if no eggs or young are in the nest.



The best rule of thumb if you find any baby animal, including a bird, is just to leave it alone. The parents may be nearby, waiting for you to leave the area. Touching animals can also result in diseases passing from wildlife to humans, or vice versa.

If you do inadvertently happen to touch a bird's egg or nest, rest assured that your scent alone won't cause the parents to flee. Just leave the area as quickly and quietly as you can, and do what you can to minimize your disturbance.

Concerning Behavior

Oftentimes after a tragedy, people come forward with information and observations that, in retrospect, may have signaled a larger issue. This information when viewed collectively may be helpful in preventing tragic events and initiating assistance to an individual. UAS is committed to a proactive approach and needs your help. As a member of this University community, if you observe any behavior that is concerning contact the emergency management planner via phone (907) 796-6015 or email uas.emergency@alaska.edu and provide detailed information of the concern. This information will go to members of the Incident Management Team. This team is comprised of University leadership charged with helping students, faculty and staff in an emergency or crisis. The following resources are also available by phone during business hours, please see below.

In reference to student behavior support:

Student Services

(907) 796-6000

Dean of Students & Campus Life

(907) 654-1070

In reference to staff and/or faculty behavior support:

UAS Human Resources

(907) 796-6273

Employee Assistance Program


(888)-993-7650





**NOW
PREPARE**

- > Sign up for active shooter training
- > If you see something suspicious, say something
- > Know the campus response plans
- > Identify the exits and good places to hide
- > Learn and practice first aid skills and use of tourniquets

**DURING
SURVIVE**

Run 

Hide 

Fight 

You may need to use more than one option.

**AFTER
BE SAFE**

Help law enforcement

Seek out medical help

Help others survive

Seek help to cope with psychological trauma



SECTION 2: Bomb Threat / Suspicious Package

A bomb threat is generally defined as a verbal or written threat to detonate an explosive or incendiary device to cause property damage, injuries or loss of life whether or not such a device actually exists. There are two main reasons someone may call with a bomb threat:

- The person knows of an explosive device that is in place and wants to minimize injuries
- The person wants to create an environment of panic/confusion or to interrupt normal office/building functions
- Unfortunately, there is often no way to tell which is the motivation of the caller until after a thorough investigation is conducted. This means that there will always be a response to the threat by emergency services personnel (police, fire and medical).

If you receive a call on a campus phone:

Immediately after the call is terminated

- Call 911 from a Campus phone or use your cellphone to dial 911 and the dispatcher will notify Emergency Services
- Document the conversation using the **Bomb Threat Checklist** *located in the appendix of this document.*
- Notify the department head/building proctor
- Meet with and assist Police personnel
- As directed by Police or Fire Emergency Services, help locate/identify suspicious items
- Evacuate the building, as directed
- **DO NOT** re-enter the building until cleared by authorized personnel

Campus-Wide Bomb Threat

Evacuation Procedures

In the event that you are asked to evacuate campus due to a campus-wide bomb threat:

- Evacuation orders will be disseminated via Campus Alert 9400
- Do not activate the building fire alarm system to achieve evacuation
- Remain calm but act quickly
- Promptly secure equipment, research, etc. in safe shutdown condition before leaving
- Spread the word of the evacuation order to others as you exit the building
- Remember to take personal belongings with you (backpacks, briefcases, purses, car keys, personal computing devices, etc.)
- Pedestrians should exit campus by the shortest route
- Exit campus as directed in the Campus Alert message
- You may use your vehicle to leave campus unless directed otherwise in the UAS Campus Alert message
- If possible, Transportation Services will continue to operate off-campus routes, outbound only. Bus pickup locations may be altered, changes will be announced.
- **DO NOT** call 911 unless there is an immediate, life-threatening emergency during the evacuation.

Suspicious Letter, Package or Substance

If you receive a suspicious letter or package:

- **DO NOT** Handle
- **DO NOT** shake or bump
- **DO NOT** open, smell or taste
- **DO** Treat it as suspect!!
- **DO** Call 911
- **DO** Isolate the area immediately



Common Features of Suspicious Packages:

- Are unexpected or from someone unfamiliar to you
- Have no return address or a return address that can't be verified as legitimate
- Are marked with restrictive endorsements such as "**DO NOT** X-ray"
- Are buzzing, ticking or making noise
- Feel warm or hot
- Have protruding wires or aluminum foil, strange odors, leaking fluids or have stains
- Show a city or state in the postmark that doesn't match the return address
- Are of unusual weight given their size or are lopsided or oddly shaped
- Are marked with threatening language
- Have inappropriate or unusual labeling
- Have excessive postage or packaging material, such as masking tape and string
- Have misspellings of common words
- Are addressed to someone no longer with your organization or are otherwise outdated
- Have incorrect titles or titles without a name
- Are left in unusual areas or are not addressed to a specific person
- Have handwritten or poorly typed addresses

If a package or letter is open and/or a threat is identified:

For a bomb

- Evacuate immediately
- Call 911 from a Campus phone, or use your cell phone to dial 911

For radiological

- Shield yourself from the object
- Limit exposure—**DO NOT** handle
- Evacuate area
- Call 911

For biological or chemical

- Isolate—**DO NOT** handle
- Call 911
- Wash your hands thoroughly with soap and water



Suspicious Substance in a Campus Building

- Clear and isolate the contaminated area. Do not touch or disturb anything

- Call Police at 911
- Wash your hands with soap and water
- Identify individuals who may have been exposed to the material
- **DO NOT** leave premises until dismissed by authorities



SECTION 3: Medical Emergency

A medical emergency is an injury or illness that is acute and poses an immediate threat to a person’s life or long-term health. This next section describes ways that you can protect yourself in situations involving:

- First Aid
- Poison
- Radiation

When dialing 911:

- Stay calm.
- Tell the dispatcher your location.
- Answer the questions.
- **DO NOT** hang up until told.
- Follow all directions given



Medical Emergency Quick Hitters

If an ambulance is needed: Call 911

Example incidents that require an ambulance include:

- Chest pains, difficulty breathing, uncontrolled bleeding, sudden confusion or an altered mental status. Also someone choking or if they require cardiopulmonary resuscitation (CPR).
- Provide the dispatcher with:
 - ⚓ Location of emergency
 - ⚓ Type of injury, if known
 - ⚓ Brief description of injured person (gender, age, etc.)
- Render first aid, as trained
- Make injured as comfortable as possible



If an ambulance is not needed:

- Render first aid, as trained
- Assist with transportation of an employee to their personal physician or a student to Bartlett Regional Hospital, if appropriate
- If incident involves faculty, a staff member or a student, please complete the appropriate injury reporting form that can be found at the **Origami** Incident reporting webpage.



First Aid

First Aid is any emergency care or treatment given to an ill or injured person before regular medical aid can be administered. Although some aspects of first aid require training, such as CPR, most first aid can be administered by a lay person using common sense and minimal equipment for minor injuries.

There are three main aims of first aid:

- Preserve life
- Prevent further injury
- Promote recovery

The aims are met in the following ways:

- Preventing heavy blood loss
- Maintaining breathing
- Preventing shock
- Getting the victim to a physician or Emergency Medical



People who provide first aid must remember the following:

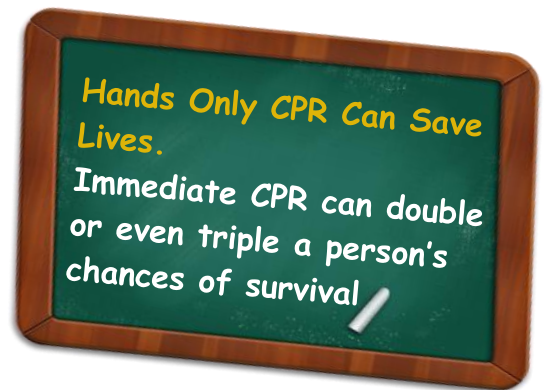
- Avoid panic. Remain Calm and inspire confidence
- Do only what is necessary until professional help is obtained
- Remember, the first step in any serious emergency is to **call 911**. Emergency medical dispatchers will give basic first aid instructions over the phone while the ambulance is on its way.

Hands-Only CPR Instructions

- Call 911 if a teenager or adult suddenly collapses.
- **When you begin CPR:**
Place the heel of one hand on the person's sternum (breastbone) at the center of his or her chest. Push hard and straight down at least two inches. Push fast, giving between 100–120 compressions per minute until help arrives.

Limit pauses between compressions to only a few seconds. Allow the chest to come back to its normal position.

Use the classic disco song “Stayin’ Alive” to help with your compression rate.
- Use an AED if available. When an AED arrives, **turn it ON** and follow the prompts.



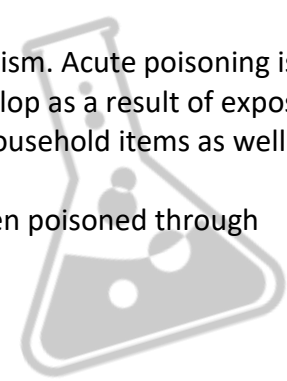
Note: To become certified in CPR, contact Health and Safety at 907-796-6077

Poison:

Poison is a substance that through its chemical action can kill, injure or impair an organism. Acute poisoning is exposure to a poison on one occasion or during a short period of time. Symptoms develop as a result of exposure or in close proximity of a substance. Poisonous materials can be found in a variety of household items as well as in laboratory reagents and chemicals.

Many poisons react differently to various treatments, so if you suspect a victim has been poisoned through ingestion, inhalation or skin exposure:

- Try to determine what the poisoning agent is
- **Call 911**
- Or call Poison Control Center at (800) 222-1222 for specific first aid instructions





SECTION 4: Fire

A major fire occurring on the University of Alaska Southeast campus or housing area could involve areas where multiple-occupancy residences and/ or facilities are clustered closely together, increasing the possibility of rapid spread of a structural fire. Thus, it is very important for the campus community to recognize fire hazards, practice building evacuations and know what to do when the fire alarm sounds.

Rescue

- Rescue anyone (including yourself) who is in immediate danger from the fire. Remove these people to the closest safe area, simultaneously notifying other building occupants to evacuate the area.
- Use the stairs.
- **DO NOT** use elevators.

Alarm

- Sound the fire alarm by pulling the nearest fire alarm pull station and calling 911

Confine

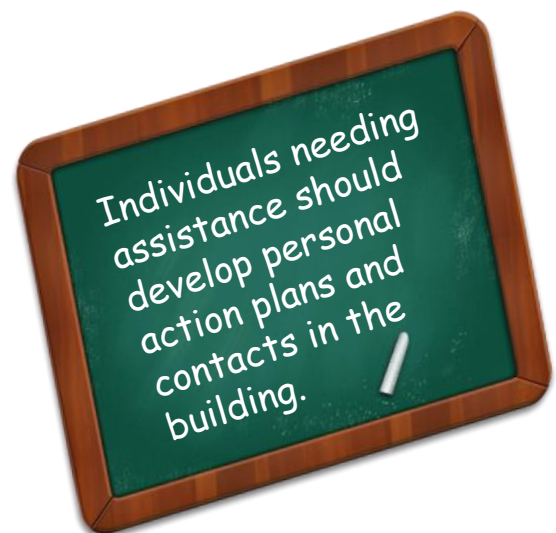
- Confine the fire by closing all doors and windows in and around the fire area. This will help prevent the spread of smoke and fire. Shut off appliances and other equipment. Leave lights on.

Extinguish

- Extinguish the fire by using a portable fire extinguisher only if it is safe to do so.

In preparation for a fire emergency:

- Plan and practice an escape route
- Post emergency numbers near telephones
- Get training from Health and Safety on using fire extinguishers
- **DO NOT** store combustible materials in closed areas or near a heat source.
- Extension cords can be dangerous. Never run them under carpets, or anywhere they can be pinched under or behind furniture. Avoid overloading electrical sockets and plugging extension cords together
- Keep all electrical appliances away from anything that can catch fire. Remember to always turn them off at the end of the day
- Pay attention to housekeeping issues. **DO NOT** clutter exits, stairways and storage areas with waste paper, empty boxes and other fire hazards



How to use a Fire Extinguisher



How To Use Fire Extinguisher

Remember the **PASS** word (**P**ull - **A**im - **S**queeze - **S**weep)

P	A	S	S
<u>Pull</u>	<u>Aim</u>	<u>Squeeze</u>	<u>Sweep</u>
Pull The Pin	Aim at the Base of Fire	Squeeze the Operating Handle	Sweep From Side to Side
↓	↓	↓	↓
Break seal and test Extinguisher	Ensure you have a means of escape	To Operate Extinguisher and discharge the agent	Completely Extinguish the Fire
			

**In case of a fire:
Call 911**

- Activate a fire alarm or pull station
- Call 911 and give your name, building name, address, floor, location and related information
- Evacuate the building using Building Evacuation instructions
- If fire is in the building, activate nearest fire alarm pull station and evacuate the building
- **DO NOT** enter building until authorized by emergency personnel
- Follow instructions from emergency personnel



SECTION 5: Hazardous Materials

Hazardous materials come in the form of explosives, flammable and combustible substances,

poisons and radioactive materials. Many products containing hazardous chemicals are used and stored in homes routinely, and in the university research setting, these materials are handled daily.

Hazardous materials in various forms can cause death, serious injury, long-lasting health effects and damage to buildings, homes and other property.

Hazardous Materials Management

- Pay attention to housekeeping issues. **DO NOT** clutter exits, stairways and storage areas with waste materials, used/soiled rags and other contaminated materials
- Post emergency numbers near telephones
- Get training from Environmental Health and Safety on using fire extinguishers, and spill clean-up.
- **DO NOT** store combustible materials in closed areas or near a heat source
- Ensure all hazardous materials and waste are kept in a container that is labeled and the container lid present and functioning.

Chemical Spills

Hazardous material release/chemical spill inside a building:

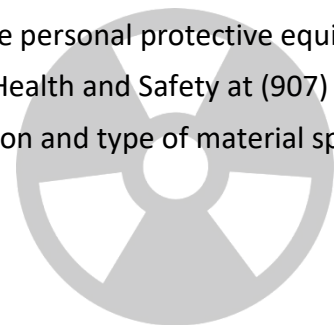
- Isolate and secure the spill area, make sure the heating/air conditioning (HVAC) system is shut down.
- Warn others in the immediate area
- Based on the hazard, attempt cleanup if trained and only if you have the appropriate personal protective equipment
- If assistance is needed, call 911 and give the location and type of material spilled
- Evacuate the building if required (use of public address system preferred or use of building fire alarm system)
- Meet with and assist emergency response personnel

Hazardous material release/chemical spill outside the building:

- Isolate and secure the spill area
- Warn others in the immediate area
- Based upon the hazard, attempt cleanup if trained and have appropriate personal protective equipment
- If unable to cleanup but conditions do not require evacuation, contact Health and Safety at (907) 796-6077
- If assistance is needed, call 911 from a safe distance, and give the location and type of material spilled
- **DO NOT** wash spilled material into storm drain
- Meet with and assist emergency response personnel

Chemical Contamination

- Assist with emergency eyewash/shower use, as appropriate provide first aid immediately for serious injuries
- Call 911 and give the location, type of material involved and extent of injuries



- Notify Environmental Health and Safety at (907) 796-6077
- If it is possible to remove contaminated clothing without harming the victim, do so
- Obtain a Safety Data Sheet for the material involved.
- A Safety Data Sheet is a document created by a manufacturer or distributor of a chemical that provides information about the contents, characteristics, physical hazards and health hazards associated with the chemical.
- For Safety Data Sheet information visit the Safety & Risk Management webpage

Gas Leaks

A gas leak refers to a leak of propane gas, from a pipe or other containment, into any other area where gas should not be. Although propane gas is by nature colorless and odorless, scents in the form of traces of mercaptan are added to assist in identifying leaks.

As propane gas can explode when exposed to flame or sparks, it is important to report any suspected gas leaks **IMMEDIATELY.**

If you smell a gas odor, or if a gas monitor alarm sounds and reads "GAS":

- Evacuate and secure area Warn others in the immediate area
- Call the Facilities Services at (907) 796-6496 during normal business hours or after hours contact Facilities at 1-866-999-1822 and give your name and the location of odor
- Notify faculty / staff
- Meet with and assist emergency response personnel

If there is a major leak such as a broken pipe:

- Call 911 and give the dispatcher your name, location of odor and related information
- Initiate an evacuation of the building or if outside, isolate the area
- Warn others in the immediate area
- Prevent source of ignition (cigarettes, electrical equipment, etc.)
- Meet with and assist emergency response personnel
- **DO NOT** reenter building or the evacuation zone until cleared by authorized personnel



SECTION 6: Evacuation

If you need special assistance, contact your Resident Advisor, Building Proctor or other appropriate emergency contact. If these persons are not available, call 911 for assistance.

Building Evacuation

When the building fire alarms sound:

- Immediately evacuate using building emergency plan procedures
- Walk to nearest exit/stairwell



- (close doors behind you)
- **DO NOT** use the elevators
- Proceed to the designated gathering area outside the building and report to your Floor Proctor (for a headcount)
- **DO NOT** re-enter the building until cleared by authorized personnel
- Assist with the evacuation of individuals with special needs

If the fire is outside a building:

- Call 911 and give your name, building name, address, floor, location and related information
- **DO NOT** activate the building fire alarm system

You can use a portable fire extinguisher if:

- You are properly trained (you have had hands-on training)
- It is a small, contained fire (e.g., wastebasket)
- You can extinguish it within 12 seconds (evacuate if it takes longer)

If you are unable to leave the building, you should create an area of refuge:

Seal the room. Use wet cloth to stuff around cracks in floors and seal up vents to protect against smoke

- **DO NOT** break windows, unless as a last resort for escape
- Stay low under smoke. The freshest air is near the floor.
- Keep a wet cloth over your nose and mouth; breathe through your nose only
- Signal for help. call 911 or hang something in the window

After a fire:

- Give first aid where appropriate. Seriously injured or burned victims should be transported to professional medical help immediately
- Stay out of damaged buildings. Return to buildings when local fire authorities say it is safe
- Look for structural damage
- Discard food that has been exposed to heat, smoke or soot
- **DO NOT** discard damaged goods until after an inventory has been taken

Area Evacuation

An evacuation is an organized withdrawal from a building or area to reach safe haven. Upon notification to evacuate, quickly:

- Dress appropriately for the weather
- Take only essentials with you (e.g., eyeglasses, medications, identification and cash/checkbook/credit cards)—do not pack belongings
- Turn off unnecessary equipment, computers and appliances
- Close the door as you exit your room or office
- Follow the directions provided for safe routes of evacuation
- Listen to radio, if available, to monitor emergency status
- **DO NOT** use your personal vehicle for evacuation unless specifically instructed to do so. If cars are used to evacuate, protect against hazardous materials by keeping windows closed and outside air conditioning systems turned off





SECTION 7: Shelter-in-Place

In some emergency situations, such as flooding or release of hazardous materials, emergency responders may order protective actions for persons who live or work on campus.

Typically, these protective actions are to evacuate to a safer area or to shelter-in-place. It is possible that some emergency scenarios could result in one of these protective actions being ordered for one part of campus and the other protective action for a different area of campus. When such actions are warranted, you will be appropriately advised by police, fire, safety or university officials via the UAS Campus Alert System, public address systems, loudspeakers, door-to-door notifications or other appropriate means.

Method to Protect

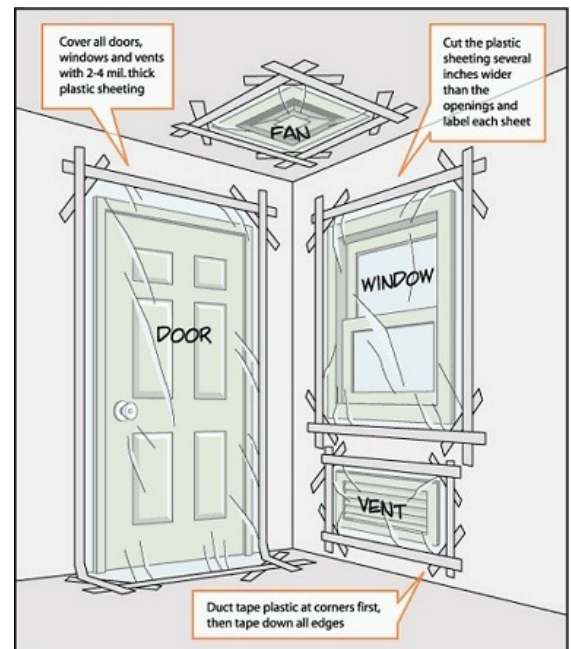
When emergency conditions do not warrant or allow evacuation, the safest method to protect individuals may be to take shelter inside a campus building and await further instructions.

- Move indoors or remain there—avoid windows and areas with glass
- If available, take a radio or television to the room to track emergency status
- Keep telephone lines free for emergency responders.
- **DO NOT** call 911 for information.



If hazardous materials are involved:

- Turn off all ventilation systems and close all inlets from the outside
- Select a room(s) which is easy to seal and, if possible, has a water supply and access to restrooms
- If you smell gas or vapor, hold a wet cloth loosely over your nose and mouth and breathe through it in as normal a fashion as possible





SECTION 8: Earthquake

➤ **IF AN EARTHQUAKE OCCURS: Drop, Cover & Hold**

Take cover immediately under a desk, table or chair, between seating rows in lecture halls or against corridor walls.

Drop and cover your head for protection from material that might fall from the ceiling, walls or bookshelves.

Stay under cover until the shaking stops.

If you are outdoors, keep away from buildings, poles or other structures that could collapse or overturn.

Be alert for aftershocks.

➤ **AFTER THE SHAKING STOPS**

Check yourself and others for injuries.

Carefully evacuate the building, assist special needs individuals in exiting the building and proceed to the evacuation meeting point. This location is listed on the evacuation floor plans posted near each room exit.

Remain calm and do not panic.

Assist others. Report injuries to Campus Facilities at ext. 7722 or (907) 747-7722.

If the emergency is impacting the evacuation meeting point, or if you are instructed to do so by college authorities or first responders, proceed to the alternate primary or secondary assembly area and await further directions from officials.

➤ **IMPORTANT—DO NOT RETURN TO AN EVACUATED BUILDING** until and unless told to do so

➤ **ADDITIONAL INSTRUCTIONS**

Take emergency supplies with you when you evacuate (e.g. ID, medications, etc.)

Always be alert for aftershocks.

Do not enter buildings until they are examined.

Await official instructions from Campus or other authorized personnel.

Be patient and help others.





Tsunami

Tsunami are considered to be one of nature’s most destructive events.

First, familiarize yourself with the differences between a tsunami watch and tsunami warning.

- **Tsunami Watch**—This means that tsunamis are possible.
You should remain alert for and stay tuned to NOAA Weather Radios, commercial radio or the local news for more information.
- **Tsunami Warning**—This means that a tsunami has been sighted or indicated by weather radar. You should move to higher ground immediately.

If a tsunami warning has been issued, you should:

- Move to higher ground, every second counts, so only take essential items like identification and medical needs. You don’t want to be wasting time packing clothes, shoes, toys or other items that can be easily replaced. Your life is more important!
- Stay away from coastal waterways, move to higher ground.
- Call 911 if emergency help is needed

Once the alert has passed, you should:

- Check yourself and those around you for injuries
- If you smell gas or hear a hissing sound indoors open windows and leave the building.
- Monitor your portable or weather radio for instructions or an official "all clear" notice. Radio stations will broadcast what to do, the location of emergency shelters, medical aid stations and the extent of damage
- Evacuate damaged buildings. Do not reenter until declared safe by authorities
- Call 911 only to report a life-threatening emergency





SECTION 9: Severe Weather

Severe weather is defined as any aspect of the weather that can pose a threat to life and property.

Severe Weather Quick Hitters



Where to get local weather conditions:

Local media outlets will provide updates and information on severe weather.

UAS officials will notify local outlets regarding closings or return-to-work situations.

(Below are suggested local channels and radio stations.)

Television (cable/satellite channels may vary)

- NBC
- CBS
- ABC
- PBS

Radio

- KTOO, 104.3 FM
- KINY, 800 AM
- KTKU, 105.1 FM
- KRNN, 102.7 FM
- KJNO, 630 AM

Online

- National Weather Service: www.weather.gov
- If severe weather threatens you should follow directions given by the University.
- Listen to radio and television for weather updates
- Check with media for return-to-work status

High Wind Events

Gale Force Winds

High winds are the most common extreme weather event in Southeast Alaska. These gale force / high wind events typically occur from October through April. Hurricane force wind gusts (72 mph or greater) occur roughly once every two years. Strong wind shear and turbulence can affect the operation of air transportation in the area. Gale force winds can also cause dangerous marine weather conditions, with high surf and wave heights in the area topping 38 feet. One lesson from historical wind storms is the necessity of watching tides when heavy weather is approaching. The direction and the magnitude of the wind can greatly inhibit or enhance the tide height.

Winter Weather

Winter storms are known as deceptive killers because most deaths are indirectly related to the storm, such as vehicle accidents caused by winter road conditions, improper use of heaters, and exposure/hypothermia. Severe winter weather includes freezing temperatures, freezing rain, ice, heavy snow and blizzards. Accumulation of ice or snow can knock down trees, power lines, and structures causing power outages, utility disruptions, and communication interruptions.

What to do during a Winter Storm:

- Stay indoors, minimize travel and monitor local weather broadcasts and weather conditions
- If you must travel, drive slowly and increase distance required for stopping
- Watch for downed trees and power lines
- Never use a portable generator or operate unvented fuel-burning appliances in an enclosed space.

Dense Fog

Dense fog is fog that reduces visibilities to 1/4 mile or less for an hour or longer. Fog usually forms under clearing skies after several days of rain. Dense fog occurs in Southeast Alaska fairly often and can last up to a week at a time. Most dense fog events happen in November and December, and can interrupt aviation service as well as make driving and boating hazardous. Dense fog can also significantly affect air travel.

Lightning

An average of 300 people are injured and 80 people are killed each year by lightning in the United States alone. If atmospheric conditions are favorable for lightning a communication will be sent out via the Campus Alert System x9400. When the danger has passed a new message will be communicated.

When the warning is sounded:

- Cease outdoor activities
- Seek shelter inside a building or automobile

Avoid:

- Open areas; places near water, trees, metal fences, overhead wires or power lines; elevated ground or open vehicles
- Using radios or cellular phones outdoors

Remember:

The 30/30 lightning safety rule: Go indoors if, after seeing lightning, you cannot count to 30 before hearing thunder. Stay indoors for 30 minutes after hearing the last clap of thunder

Note: Campus Wide Alert may be used to issue information concerning University delays and cancellations.

CLASSROOM EMERGENCY QUICK GUIDE



DIAL 911 POLICE | FIRE
EMERGENCY MEDICAL SERVICES

UAS FACILITIES SERVICES: (907) 796-6496
After Hours: 1-866-999-1822

EMERGENCY PROCEDURES

Campus emergency information will be initiated as soon as the situation allows. Communication utilizes a variety of methods, including text message, loud speakers, and the Informacast Campus Alert System:

DIAL 5500, then 54321# on any CAMPUS PHONE

CAMPUS EMERGENCY ACTION PLAN >



EVACUATION*

EVACUATE USING THE NEAREST EXIT
WALK, DO NOT RUN
DO NOT USE ELEVATORS
Take personal belongings if readily available (keys, wallet, purse, cell phone)
Follow directions given by campus officials
Go to designated evacuation point. Do not return to building until instructed to do so



FIRE

EVACUATE THE BUILDING, DO NOT USE ELEVATORS
Notify other occupants
Go to designated evacuation point. Do not return until authorized by emergency personnel
Fire extinguisher instructions if trained:
P Pull the pin
A Aim at base of fire
S Squeeze the handle
S Sweep from side to side



HAZARDOUS SPILL

If persons are in danger or injured, call 911
For non-emergency spills, contact UAS Facilities
Alert others and move away from spill hazard to a safe location
Follow directions given by emergency personnel
Notify emergency personnel if you have been exposed to or have additional information about the hazard



MEDICAL EMERGENCY

For all medical emergencies, call 911
Describe the nature and severity of the emergency to the dispatcher
Provide the location on campus
Keep the victim calm and comfortable
Provide basic First Aid/CPR/AED if trained
Report the injury to Health and Safety: (907) 796-6077



SUSPICIOUS PACKAGE

Do not touch or disturb
Notify supervisory personnel
Pay attention to surroundings for additional threats
Call 911, describe the object
Be prepared to evacuate



POWER OUTAGE

Remain calm, provide assistance to others
Move cautiously to a lighted area. Exits marked by lit signs
Turn off computers and other sensitive equipment
Prolonged outage?
Call UAS Facilities



ACTIVE SHOOTER*

RUN if there is an escape path to a safe location
Leave your belongings
HIDE if you cannot get out safely. Hide, lock, and barricade the doors. Silence your cell phone and stay quiet
FIGHT as a last resort, only if your life is in danger. Disrupt or incapacitate the active shooter by:
Acting aggressively
Yelling, throwing items, and improvise weapons
Commit to your actions



EARTHQUAKE

DROP, COVER and HOLD under a table, desk, or against an interior wall until shaking stops
Do not seek shelter in a doorway
Check yourself and others for injuries
Evacuate the building using the nearest exit
Move toward the safest location, away from buildings, trees, and power lines
Do not leave campus until you have reported your status to a supervisor, advisor, or instructor



SUSPICIOUS PERSON

You can offer assistance if appropriate; do not confront or let the person into a locked building
Move to a safe location if possible and call 911
Provide as much info as possible for responding police officers



SHELTER IN PLACE*

Stay in the building, close and lock doors and windows
Move away from windows
Do not use elevators
Remain in shelter area until emergency personnel announce it is safe

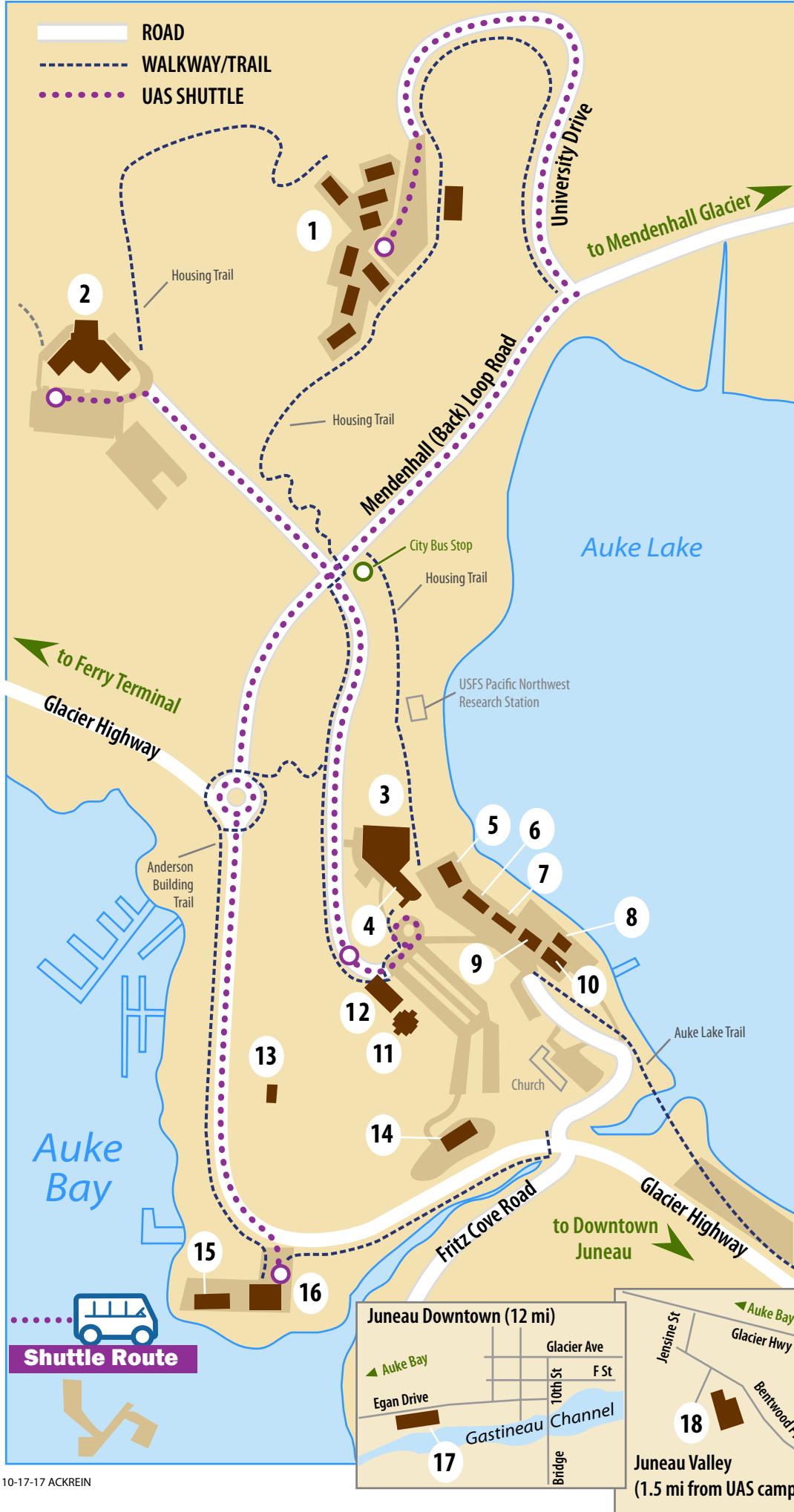
*Note: EVACUATION and SHELTER IN PLACE procedures are different for ACTIVE SHOOTER/VIOLENT INTRUDER

ACTIVE SHOOTER RESPONSE PROTOCOL
CAMPUS AND PERSONAL EMERGENCY PREPAREDNESS:
uas.alaska.edu/facilities_services/emergency-management.html



UNIVERSITY of ALASKA, SOUTHEAST

UAS Emergency Management | (907) 796-6015



- 1 STUDENT HOUSING**
- 2 REC CENTER** ♀
- 3 EGAN LIBRARY** ♀
Learning Center, Writing Center, CELT
- 4 EGAN CLASSROOM WING**
UPPER LEVEL: Classrooms, Glacier View Room, Spike's Cafe
LOWER LEVEL: Classrooms, Lecture Hall
- 5 MOURANT BUILDING** ♀
UPPER LEVEL: Lakeside Grill, Lakeside Convenience Store
LOWER LEVELS: Academic Exchange, Advising, Career Services, Counseling, Dining Services Office, Disability Support, Health Services, Student Activities, Native & Rural Student Center, PITAAS, Peer Advising, Student Government, Whalesong Student Newspaper
- 6 NOVATNEY BUILDING**
UPPER LEVEL: Admissions, Registrar, Financial Aid, Student Accounts (Cashier), Vice Chancellor of Enrollment Management and Student Affairs
LOWER LEVEL: Faculty Offices
- 7 WHITEHEAD BUILDING**
UPPER LEVEL: School of Arts & Sciences
LOWER LEVEL: Classrooms
- 8 HENDRICKSON ANNEX** ♀
School of Education
- 9 SOBOLEFF BUILDING** ♀
UPPER LEVEL: School of Arts & Sciences
LOWER LEVEL: Classrooms
- 10 HENDRICKSON BUILDING**
UPPER LEVEL: Administrative Offices, Chancellor, Provost, Human Resources, Business Office
LOWER LEVEL: IT Services
- 11 NOYES PAVILION**
- 12 JOHN R. PUGH RESIDENCE HALL**
- 13 FACILITY ANNEX**
- 14 FACILITIES SERVICES**
- 15 AUKE BAY STATION**
- 16 ANDERSON BUILDING** ♀
UPPER LEVEL: Biology Teaching Labs, Classrooms, Genetics Lab
MIDDLE LEVEL: Classrooms, Study Lounge
LOWER LEVEL: Wet Labs, Dive Locker
- 17 TECHNICAL EDUCATION CENTER**
School of Career Education:
Applied Technology, Health Sciences Classroom
- 18 NATURAL SCIENCE RESEARCH LAB**

Key: ♀ ALL GENDER RESTROOM AVAILABLE

BOMB THREAT CALL PROCEDURES

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist (reverse side) immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of the call, do not hang up, but from a different phone, contact FPS immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call 911 and notify your supervisor
- Handle the note as minimally as possible.

If a bomb threat is received by email:

- Call the UAS Emergency Management Planner (907) 796-6015
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

DO NOT:

- Use two-way radios or cellular phone near the package; 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.

WHO TO CONTACT (select one)

- Police (dial 911)
- Emergency Management Planner (907) 796-6015
- Tell your immediate supervisor

BOMB THREAT CHECKLIST

Date: Time:

Time Caller Hung Up: Phone Number Where Call Received:

Ask Caller:

- Where is the bomb located? (Building, Floor, Room, etc.)
- When will it go off?
- What does it look like?
- What kind of bomb is it?
- What will make it explode?
- Did you place the bomb? Yes No
- Why?
- What is your name?

Exact Words of Threat:

Information About Caller:

- Where is the caller located? (Background and level of noise)
- Estimated age:
- Is voice familiar? If so, who does it sound like?
- Other points:

Caller's Voice

- Accent
- Angry
- Calm
- Clearing throat
- Coughing
- Cracking voice
- Crying
- Deep
- Deep breathing
- Disguised
- Distinct
- Excited
- Female
- Laughter
- Lisp
- Loud
- Male
- Nasal
- Normal
- Ragged
- Rapid
- Raspy
- Slow
- Slurred
- Soft
- Stutter

Background Sounds:

- Animal Noises
- House Noises
- Kitchen Noises
- Street Noises
- Booth
- PA system
- Conversation
- Music
- Motor
- Clear
- Static
- Office machinery
- Factory machinery
- Local
- Long distance

Threat Language:

- Incoherent
- Message read
- Taped
- Irrational
- Profane
- Well-spoken

Other Information:

POSTAL AND SHIPPING: IDENTIFICATION AND MITIGATION OF SUSPICIOUS MAIL AND PACKAGES

SCOPE: This product is intended for those who might be required to handle mail and packages in the course of their work in order to promote awareness and coordination among public safety and private sector entities, and to improve their ability to identify, report, and mitigate the effects of suspicious mail and packages. For specific suspicious package indicator information, refer to the products in the Resources section. None of the information in this document is intended to replace existing standard operating procedures or policies. This product was developed in coordination with the US Postal Service and postal/shipping private sector partners.

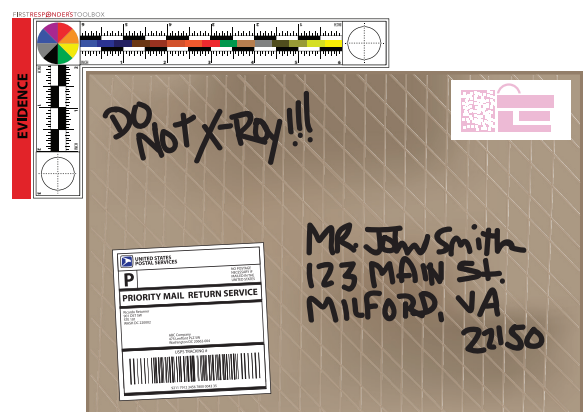
WHAT IS SUSPICIOUS? With no single list of all possible indicators, suspicious encounters can be anything that cannot easily be dismissed at that time, and should be reported.

- Incidents involving suspicious mail and packages should be reported immediately to the appropriate manager, security personnel, public safety official, first responder, or other responsible party. If the facility is a multi-tenant facility, appropriate building management should also be notified.
- Suspicious mail response procedures will vary by organization and will be based on a combination of factors such as the type and location of the item discovered (CBRNE, dangerous items, hoaxes, and threatening content), personnel, and specific organization emergency response protocols.
- Early notification of appropriate federal partners (US Postal Inspection Service, FBI, ATF), regional fusion center, closest medical facility(s), and private shipping or courier company will assist in incident stabilization and investigation.
- First responder agencies, including 911 emergency call and dispatch centers, should familiarize themselves with updated policies, procedures, and resources within their area of responsibility to notify and inform appropriate response personnel effectively.

UPON DISCOVERY: If a suspicious letter or package is discovered:

- 1) Follow established policies and procedures;
- 2) **DO NOT** disturb, handle or open;
- 3) Evacuate the premise/area;
- 4) **Notify 911** and remain in contact with call taker or provide with a call back number; and
- 5) List persons in the immediate discovery area for potential medical treatment and follow up questioning.

PROVIDE A DETAILED DESCRIPTION OF THE ITEM, INCLUDING PHYSICAL APPEARANCE, ORIGIN, AND INTENDED DESTINATION:



- Label**
- Computer generated
 - Handwritten/postage
 - Courier/hand delivered

Expecting the letter/package?

- Recognize the sender?

Early engagement

- Federal law enforcement partners
- US Postal Inspection Service
- Private shipping company
- Courier/hand delivered

Suspicious circumstances

- **Who, What, When, Where, Why, and How**
- Detailed Physical Description



- Pictures**
- **IF SAFE** and without moving item
 - Each visible side of suspicious letter/package
 - Size and color reference
 - Visible names, addresses, labels, declarations, and postage
 - **Do NOT** send or upload images in vicinity of package

CHARACTERISTICS AND IMPORTANT CONSIDERATIONS FOR SUSPECTED CBRNE OR HOAX DEVICE LETTER OR PACKAGE:

EXPLOSIVE: Parcel bomb attacks may be placed into the parcel system in clusters or over a period of time, so the presence of one device requires an immediate investigation to determine if additional parcel bombs remain within the shipping system. The origin, components, and intended destination of the package will be important clues in identifying the bomber and a possible motive.

- Evacuate to a safe distance without using cell phone or radios in the line of sight or vicinity of the potential device, because doing so could cause the explosive device to detonate.
- Explosive devices may be intentionally disguised to provide a false sense that the device is a “dud” and, therefore, safe to handle. However, no device should be handled until rendered safe by qualified experts.

CHEMICAL/BIOHAZARD: Because of the minuscule size and amount needed for biological agents, the threat may not be as immediately apparent, possibly delaying consequence management and causing further contamination. Chemical threats may be aerosols, liquids or solids, small in size, light in weight, and contained until opened, making detection problematic. Leaks or spills—including powders, stains and discoloration—may be indicators.

- **Do NOT** attempt to clean up leaks or spills.
- If possible, close windows and doors and shut off HVAC systems to prevent further contamination.
- Report any signs or symptoms of exposure.
- Isolate those potentially exposed for further triage.

RADIATION OR NUCLEAR: Radioactive materials are widely used in agriculture, medicine, industry, and research. The use of a radiological dispersion device (RDD), or “dirty bomb,” requires minimal technical knowledge to build and deploy.

- Evacuate to a safe distance without using cell phones or radios in the line of sight or vicinity of the potential RDD, because doing so could cause a device to detonate.
- Isolate those potentially exposed for further triage.

HOAX: The use of a hoax package/letter may be designed to elicit a specific response, which may be used by terrorists to spread fear, divert, test, and/or determine response capabilities or assess security features, and may have the potential to develop complacency among screening and security staff or first responders. Hoax packages/letters may also be used to delay or cancel events.

SAFETY REMINDER: ONLY QUALIFIED EXPERTS SHOULD ATTEMPT TO RENDER WOULD-BE CBRNE DEVICES OR COMPONENTS SAFE, AS IMPROPER HANDLING MAY CAUSE INJURIES OR FATALITIES, OR CONTAMINATE FORENSIC EVIDENCE.

RESPONDING PERSONNEL should note the details of anything out of the ordinary and follow up with the reporting party to help guide or determine additional response needs. This may include screening the area for potential secondary attacks, establishing a unified command post to ensure efficient response, incident stabilization—including possible requests for EOD or HazMat, as exposure may result in numerous types of traumatic injuries (blast pressure, internal, burns, and shrapnel)—and the smooth transition to the investigation phase. It is important to note that evidence collection drives the need for complete and accurate reporting to assist with a follow-on investigation.

POSTAL AND SHIPPING: IDENTIFICATION AND MITIGATION OF SUSPICIOUS MAIL AND PACKAGES *Continued*

OUTLOOK: In the near- to mid-term, terrorists and criminals will likely attempt to circumvent security measures by taking advantage of new technologies and adapting existing services. As the postal and shipping sector continues to expand and evolve to meet business and consumer needs, public safety and private sector entities will need to update their policies and procedures periodically. Policies and procedures should take into account ways in which terrorists may leverage emerging technologies such as Unmanned Aerial Systems, or online retailers or pop-up shippers to “rebag” hazardous materials,



IMAGE TAKEN FROM AN ONLINE ENGLISH-LANGUAGE TERRORIST PUBLICATION ESPOUSING THE USE OF EXPLOSIVE PACKAGES

including explosives, or radiological, biological or chemical materials. Actionable intelligence often results from information sharing between partners at all levels, as each may be aware of potentially related bits of information that will help develop a greater understanding of a threat and identify trends in terrorist and criminal tactics. First responders and private sector entities are encouraged to establish a rapport before an incident. Regular information sharing/tracking and participation in preparedness exercises among the Intelligence Community, other government agencies, first responders, public safety officials, and private sector partners will help to ensure a rapid response, medical countermeasures, and investigation.

The identification and mitigation of suspicious mail and packages remains a complex, resource-intensive issue which may be effectively addressed through intergovernmental and private sector partnerships. Terrorists will continue to exploit the postal and shipping sectors in various ways, including mailing and shipping explosives, hazardous chemicals, and their precursors; carrying out attacks; delivering threats; propagating hoaxes; performing financing and support activities; and testing security. The accessibility of the postal and shipping sector, combined with English-language media encouraging related terrorist attacks and the publicity surrounding incidents involving suspicious packages may spur ongoing or increased interest by nefarious actors.

UNDERSTANDING THE INDICATORS: Basic “indicators” of suspicious mail and packages are readily available. The challenge is ensuring the appropriate training and reporting mechanisms are in place so that indicators are communicated to relevant stakeholders. Any parcel can be deemed “suspicious” depending on the expectations of the handler, recipient, or any other individual reporting the package. The package, its delivery mechanism, and the person delivering the package may all display suspicious indicators and behaviors. Terrorists and criminals will likely use seemingly innocuous methods and are only limited by their creativity, access to materials, and knowledge; therefore, it is important that stakeholders maintain a low threshold for suspicion. Indicators of suspicious mail or packages may be observed by any individual involved in any part of the shipping and handling process from initial order to final delivery.

- **Who:** Vendor, packager, shipper, driver, handler, inspector, law enforcement, the general public, or the recipient.
- **Where:** Shipping and packing facility, shipping and delivery vehicle, cargo screening facility, mailroom, and business or residence to which mail or package is delivered.

ORGANIZATIONAL ROLES: The postal and shipping sector plays an important role for investigative officials to identify individuals purchasing and selling illicit materials (precursor materials, weapons, toxins, narcotics, etc.) through Darknet marketplaces, as these items can be intercepted in transit and may contain important identifiers regarding origin, proxy, and mailing address of the perpetrators.

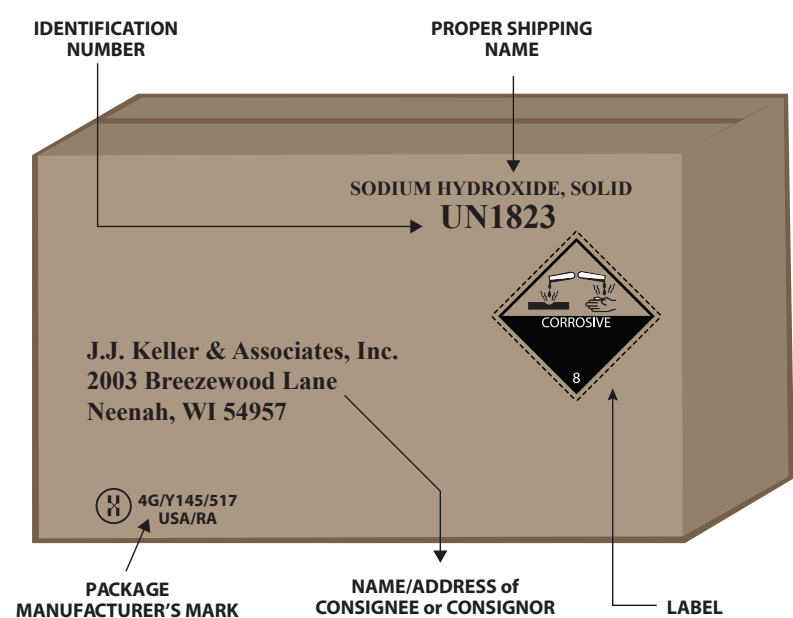
• **US Postal Service:** When a suspicious mail incident occurs on USPS property, US Postal Inspection Service (USPIS) conducts an internal response and investigation. Based on their assessment of the incident, USPIS may request specific support such as bomb squads or HAZMAT teams. If the incident occurs off USPS property, USPIS may liaise with first responders, potentially utilizing standing relationships with JTTFs. It is illegal for anyone other than the recipient to open a piece of US domestic mail once it has entered the postal system—including for Postal Inspectors—without a federal search warrant.

• **Private Sector:** Private sector shipping and delivery companies maintain their own individual response procedures, which may vary from one location to another. Companies typically notify both local law enforcement and onsite security in the event of an incident, and in general, will clear the incident internally if deemed appropriate, based on internal policies and resources. Shipping and delivery companies maintain internal security practices which include the ability to open suspicious packages, but reporting depends on employees, highlighting the importance of regular training.

SHIPPING AND HANDLING: All organizations that handle mail and packages should consider a defined screening element as an essential part of a complete security program. Developing and continually updating a comprehensive letter and package-screening program should consider:

- Screening all mail and packages when they first arrive;
- When possible, offsite mail screening has the potential to lessen exposure or damage;
- Training personnel who sort mail by hand or sign for packages to properly screen incoming items; and
- Verifying couriers and screening hand-delivered letters and packages.

NON-BULK PACKAGE:
Correctly Shipped Hazardous Material Packaging



RESOURCES:

- **US Postal Inspection Service Poster**—<https://about.usps.com/posters/pos84.pdf>
- **USPS—Guide to Mail Center Security**—<https://aboutUSPS.com/publications/pub166.pdf>
- **FBI/DHS—BOMB THREAT STAND-OFF CARD**—<https://tripwire.dhs.gov/IED/resources/docs/DHS-DOJ%20Bomb%20Threat%20Stand-off%20Card.pdf>
- **DHS—BEST PRACTICES FOR MAIL SCREENING AND HANDLING PROCESSES: A Guide for the Public and Private Sectors**—1st Edition—https://www.dhs.gov/sites/default/files/publications/Mail_Handling_Document_NonFOUO%209-27-2012.pdf
- **DHS—National Protection & Program Directorate—Hazardous Information Training Sheet “Safe Mail Handling Procedures”**—<http://www.osec.doc.gov/osy/PDF/SafeMailing.pdf>
- **DHS—TripWire**—“How to React Quickly and Safely to Suspicious Packages and Bomb Threats”—<https://tripwire.dhs.gov/IED/resources/jsp/loginPopup2.jsp>
- **DHS—What To Do—Bomb Threat**—<https://www.dhs.gov/what-to-do-bomb-threat>
- **DHS—Bomb-Making Materials Awareness Program**—<https://dhs.gov/bmap>
- **DHS—Counter-IED Training and Resources Page**—<https://www.dhs.gov/bombing-prevention-training#>
- **National Explosive Task Force (NETF)**—“Suspicious Package Indicators & Recommended Response Procedures”—<https://www.fbi.gov/file-repository/suspicious-package-indicators.pdf/view>
- **Nationwide Suspicious Activity Reporting (SAR) Initiative (NSI)**—<https://nsi.ncire.gov>
- **CHEMTREC**—1-800-424-9300
- **National Poison Control Center**—1-800-222-1222



PANDEMIC

A pandemic is an epidemic occurring on a scale which crosses international boundaries, usually affecting a large number of people, and for which there is little or no immunity. A disease or condition is not a pandemic merely because it is widespread or kills many people; it must also be infectious. For instance, cancer is responsible for many deaths but is not considered a pandemic because the disease is not infectious or contagious. Modes of disease transmission include coughing & sneezing, as well as contact with the virus on objects in daily life.

Work managers need to determine how to keep critical processes running if there is a 40-50% absenteeism rate. Health and Safety and the Student Health Center will be in close communication with the municipal Department of Health and Human Services for the latest CDC health advisories. The UAS Incident Management Team will be activated when needed and may assist in advising the Chancellor of prudent options such as canceling classes, closing the university, sending/keeping “non-essential” employees home.

1. In campus departments, you can plan for pandemic by:

- a. Determine who are the essential employees/positions that must be at work to keep the core processes running
- b. Cross train employees for temporary re-assignment to vital areas
- c. Create a method for some employees to work from home
- d. Stockpile gloves, hand wash, N-95 masks, and similar items for those employees who do report to the office
- e. Implement a mandatory stay-home policy for employees who are symptomatic (fever, chills, headache, runny nose, etc.)
- f. Create a liberal leave policy for personnel who must care for sick family members
- g. Plan to cancel vacation (and other types of) leave

2. Reduce risk of infection by:

- a. Isolating those who are already sick
- b. Quarantine those in homes with sick people
- c. Dismiss student from classes, social activities, child care
- d. Encourage alternatives to face-to-face meetings (“social distancing”)
- e. Reduce staff density in working group areas
- f. Modify or postpone public gatherings
- g. Cancel work related travel

3. Prevention and Control:

- a. Do not cough into the hand or the air in public (cough into the shirt or forearm/elbow if tissues are unavailable)
- b. Use tissues and dispose of them properly
- c. Eliminate handshaking
- d. Wash hands frequently and thoroughly
- e. Use antiseptic towelettes or antiseptic gels if soap & water are not available
- f. Avoid touching the eyes and mouth
- g. Get an annual flu vaccination to mitigate the impact of possible pandemic strains of flu
- h. Disinfect surfaces and commons areas, including work vehicles, to whatever degree is possible
- i. Use disposable cups and utensils
- j. Create a departmental disease surveillance protocol to monitor employees for signs of illness
- k. Enhance ventilation of offices by opening a window if possible
- l. Make N-95 (or higher) particulate face masks available to all employees
- m. At home, stockpile enough food, medications, water and related living supplies for 21 days

4. Special duties of University Health and Safety / Emergency Management:

- a. Guarding vaccine distribution chains & distribution sites from the Strategic National Stockpile to maintain order and prevent theft
- b. Enforcing closure orders, curfews, travel limitations, and restrictions on gatherings
- c. Enforcing quarantine orders and other involuntary restrictions
- d. Arranging for secure disposition of dead bodies during surges in deaths
- e. Assisting health care providers & other agencies with delivery of essential food & medicine
- f. Work with Public Information Officers to disseminate information and alerts via mass e-mails, Rave Alert system, press conferences and other options.