



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
	Coordinator at UNIS	-Establish contact with groups out in the field after working hours. -Receive notification concerning the emergency and alert the teams.
1	Director and Head of Office	-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	Receptionist and Executive Officer, Student Affairs	-Main coordinators at UNIS, handle communications.
3	Head of Safety and Logistics and Engineer, Logistics	-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 Head of Safety and Logistics 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, Lasse Lønnum	79 02 33 05	95 15 07 02
Head of Safety and Logistics, Fred S. Hansen	79 02 33 40	95 28 35 11
Reception UNIS	79 02 33 00	

5.2 After working hours:

	<u>Private</u>	<u>Cell-phone</u>
Coordinator at UNIS		95 28 35 11
Director, Lasse Lønnum	79 02 11 06	95 15 07 02
Head of Safety and Logistics, Fred S. Hansen	79 02 10 25	91 13 33 76
Engineer, Logistics, Jørn Dybdahl	79 02 15 56	95 10 49 52

Lasse Lønnum
Director

Appendices:

1. Instructions for the coordinator 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.

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Appendix 1.

Instructions for the coordinator UNIS.

1. The coordinator UNIS (CU) enters duty according to the list of employees at UNIS.
This is a voluntary duty and the service is paid according to a given rate. The duty as CU at UNIS is initiated when this service cannot be undertaken during the daily operation or by the assistance of the Norwegian Polar Institute.
2. The duty commences after working hours and lasts until the reception at UNIS is operated the following day. To have duty as CU during several days in a row, in the week-end or on a public holiday must be arranged in advance with the Head of Safety and Logistics at UNIS.
3. It is prohibited for the CU to consume any alcohol or otherwise make oneself unable to perform the duty expected.
4. The CU must, during the period of duty, be available on cellular phone or phone and VHF radio at all times. It is prohibited to switch the duty for longer or shorter periods of time without prior consent of the Head of Safety and Logistics at UNIS.
5. The coordinator UNIS has the following tasks:
 - A) Function as a coordinator for groups or individuals from UNIS who return from fieldwork and are supposed to arrive at a given time in Longyearbyen.
 - B) Be available on phone, cellular phone and radio in case of possible notifications to UNIS from persons in the field.
 - C) Initiate the Emergency Alert Plan UNIS if necessary.
 - D) The Governor's Office must be notified when the agreed time of notification has expired. The time of notification is directly agreed upon by the persons in the field and the Head of Safety and Logistics at UNIS and includes a realistic tolerance for natural delays.
 - E) The Management at UNIS must be notified in accordance to the Emergency Alert Plan UNIS, after the Governor's Office has been notified about the emergency.
 - F) List all communications and activities in a logbook.
6. Coordinator UNIS must have the following equipment available at all times.
This equipment must be signed for at the Head of Safety and Logistics UNIS.
 - A) Cellular phone and charger number: 95 28 35 11
 - B) VHF radio and charger number: 55542
 - C) Instruction manual VHF radio.
 - D) Logbook.
 - E) Emergency Alert Plan UNIS.
 - F) Up-dated lists concerning present groups in the field containing:
 - list of participants.
 - address in Longyearbyen to the participants in the field.
 - coordinator and person in charge of the group in the field.
 - list of equipment of the group in the field.
 - the distress beacon number and name of the user.
 - location of the different groups in the field.
 - the scheduled route and possible alternative routes used by the group in the field.
 - time of departure from place of departure.
 - time for arrival in Longyearbyen/final destination.
 - the final time stipulated for reporting to CU for groups arriving from the field.
 - time for notification via radio/telephone etc.
7. Time for notification to the CU must not- if possible- be stipulated to after 2300 hours.
8. The CU must contact the Head of Safety and Logistics before the duty commences to get a short orientation.