Local Emergency Preparedness Plan for the Faculty of Biosciences, Fisheries and Economics
# LOCAL EMERGENCY PREPAREDNESS PLAN

Faculty of Biosciences, Fisheries and Economics (BFE)

Approved by the Faculty Director on 211.2010, amended on 16.6.2011

Abbreviations: LEPG – Local Emergency Preparedness Group, LRG – Local Response Group, CERG – Central Emergency Response Group, Meeting room – the meeting room is A-124 in the Norwegian College of Fishery Science building

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ORGANISATION OF THE EMERGENCY PREPAREDNESS SERVICE

1.1 Faculty management and Local Emergency Preparedness Group

The faculty has a Local Emergency Preparedness Group (LEPG), which leads the crisis management at the faculty. It comprises the faculty’s management group and is headed by the Dean.

The Dean has the authority to implement emergency preparedness and order the necessary crew in accordance with the Local Emergency Preparedness Plan. The Dean is responsible for the faculty’s Local Emergency Preparedness Plan and that it is made known to the students and employees at the faculty. The Dean also has the overall responsibility for crisis management at the faculty, including appointing members of the LEPG.

The employees and students have a responsibility to:

- familiarise themselves with the local emergency preparedness routines
- follow the posted emergency alert plan
- comply with instructions from the crisis management

1.2 Scope and background experience

The Local Emergency Preparedness Plan is aimed at everyone who works/studies at the faculty’s premises. It also covers people who are attached to the faculty in an academic or employment relationship, but who are working/studying outside the faculty’s premises.

The faculty’s buildings cover the Norwegian College of Fishery Science building (NFH-bygget), the premises in the Science building (Naturfagbygget) used by the Department of Arctic and Marine Biology, the Non-experimental Science building (Teorifagbygget), the Arctic Biology building, the premises at the Tromsø Science Park used by Marbank, Marbio and MabCent, the premises in Non-experimental Science building (Teorifagbygget) used by the Tromsø University Business School, the Climate Laboratory and the research vessel warehouse.

The Emergency Preparedness Plan is not suitable for all situations, as it is impossible to anticipate in detail the individual event which may occur. Consequently, the Emergency Preparedness Plan must be supplemented by good preparation, professional knowledge, initiative and creatively.

The Emergency Preparedness Plan is adjusted continually based on experiences from actual events, practical exercises and risk analyses. An overview of potential hazard and accident situations will be entered in e-Phorte when it is charted.
1.3 Local response groups

In a crisis situation, one or more local response groups will be established. In light of the faculty’s spread localisation, the response group(s) will be active within one of the buildings mentioned under point 1.3.

The Local Response Group (LRG) is responsible for the practical crisis management within their area until the responsibility is overtaken by an external support system such as the Police, fire and rescue or ambulance personnel. This covers the evacuation and cordonning off of exposed areas, providing first aid, obtaining the necessary documentation for the support system and the keeping of a log of the course of events.

1.3.1 Norwegian College of Fishery Science building (NFH-bygget)

In a crisis situation, the following are regarded as being part of the Norwegian College of Fishery Science building:

Norwegian College of Fishery Science
The faculty’s administration
The canteen at the Norwegian College of Fishery Science building
Teaching rooms, laboratories, storerooms and other common rooms in the Norwegian College of Fishery Science building
As well as staff and students on excursions

Clearing of air-raid shelter: In the case of instructions to clear the air-raid shelter, the following rooms shall be cleared within 72 hours: B-061, B-063, B-064, B-065, B-066 and B-067. The content of these rooms shall be moved to the canteen.

Assembly area in the event of evacuation: See separate attachment

1.3.2 Science building

In a crisis situation, the following are regarded as being part of the Science building (Naturfagbygget):

The Department of Arctic and Marine Biology, including the storeroom at the Fløyahallen
The canteen at the Science building
Teaching rooms, laboratories, storerooms and other common rooms in the Science building
As well as staff and students on excursions

Clearing of air-raid shelter: In the case of instructions to clear the air-raid shelter, this room shall be cleared within 72 hours. The content of this room shall be moved to the canteen. The Department of Property Management shall be contacted to assist with the moving of the archives.

Assembly area in the event of evacuation: See separate attachment
1.3.3 Non-experimental Science building

In a crisis situation, the following are regarded as being part of the Non-experimental Science building (Teorifagbygget):
- Tromsø University Business School, House 5 (3rd and 4th floors)
- Teaching and meeting rooms in these premises
- As well as staff and students on excursions

Assembly area in the event of evacuation: See separate attachment

1.3.4 Tromsø Science Park, Marbank/ Marbio/ MabCent, Sykehusveien 22

In a crisis situation, the following are regarded as being part of the Tromsø Science Park (Forskningsparken):
- Marbank/ Marbio/ MabCent:
  - The premises used by Marbank, Marbio and MabCent
  - As well as staff and students on excursions

Assembly area in the event of evacuation: See separate attachment

1.3.5 Arctic Biology Building

In a crisis situation, the following are regarded as being part of the Arctic Biology building:
- The buildings belonging to the Department of Arctic and Marine Biology
- As well as staff and students on excursions

Assembly area in the event of evacuation: See separate attachment

1.3.6 Climate Laboratory, Holtveien 62

The Climate Laboratory will not have its own LRG.

A crisis situation at the facility must be managed by staff at the facility and those who at any given time are responsible for the activities at the facility. They shall follow the general instructions which are applicable for the local response groups (point 4.6) and report to the LEPG.

Staff members at Bioforsk who use the areas of Climate Laboratory which belong to the University of Tromsø shall follow the UiT emergency preparedness and HSE system.

Assembly area in the event of evacuation: See separate attachment
1.3.7 Research vessel warehouse, Stakkevollveien no.1
The Research vessel warehouse will not have its own LRG.

A crisis situation at the warehouse must be managed by staff members that at any given time are responsible for the activities at the warehouse. They shall follow the general instructions which are applicable for the local response groups (point 4.6) and report to the LEPG.

1.4 Material resources and aids

1.4.1 Written documentation
The following documentation shall exist in writing:
- A printed copy of the Local Emergency Preparedness Plan shall be available in every building
- Updated plans of the building shall also be available, with the following marked:
  - Emergency exits and assembly points
  - Placement of emergency equipment
  - Stores of inflammable and harmful substances, including gas of the stated type
  - List of important internal and external telephone numbers
  - List of emergency aid equipment with specification and place of storage
  - Plan for clearing of air-raid shelter within 72 hours for the use of external authorities
  - Meeting room for the Local Emergency Preparedness Group
- The board room, A-124 in the Norwegian College of Fishery Science building will be the location of the faculty’s LEPG. This room shall contain facilities such as:
  - Internet access and computer (a laptop computer is dedicated to the LRG, which is used by the HSE advisor at BFE; members of the LEPG bring a laptop computer)
  - Telephone (1)
  - Whiteboard and flip-over with suitable pens and overhead projector
  - Cupboard to store written material
  - Table and chairs
  - Log book

1.4.2 Mobile emergency equipment
All buildings shall have the following emergency equipment placed at the marked points on the plans under point 4.7.1:
- List of important internal and external telephone numbers
- Cordon/warning tape
- First aid kit
- stretcher and woollen blanket
Buildings or sections of buildings in which harmful and explosive substances are stored shall have easy access to the electronic materials register to view material safety data sheets. There shall also be a list of telephone numbers to contacts in other buildings who can assist with obtaining material safety data sheets in the event of evacuation.

In addition, the following first aid equipment / emergency equipment shall be stored at the named place as indicated on the attached plans:

- Eye wash kit
- Eye / respiratory protective mask with combination filter
- Chemical protective suit
- Boots
- Gloves
- Absorbent material (vermiculite)

Units in which open radioactive sources with high energy (125J, 32P or similar) or an irradiator system of the type IBL 437C with 137Cs source are stored or used shall have a dosimeter for measuring of ionizing radiation stored at a named place.

For sea-going expeditions, fieldwork and other external activities, the manager responsible shall ensure that the required emergency equipment forms part of the equipment taken on the sea-going expedition, field trip etc.
2 CRISIS MANAGEMENT AT THE FACULTY

2.1 Main tasks in a crisis situation - summary

The Local Emergency Preparedness Plan is implemented when the evacuation alarm is sounded or the alarm is raised in another manner.

The Local Response Group (LRG) has preparedness responsibility in their respective buildings, the Norwegian College of Fishery Science building, the Science building and the Arctic Biology building during normal working hours. The groups shall manage the internal effort to get a danger or accident situation under control. If a public rescue authority (fire department, Police, ambulance) is called, the group shall provide assistance.

All members of the LRG shall have basic fire and first aid training. The groups are obliged to carry out training and practical exercises in connection with the Emergency Preparedness Plan.

The LRG is responsible for crisis management (see points 1.3 and 2.4) until the LEPG has been alerted and established. The LRG shall alert the closest available superior who leads the group.

For those who do not have an LRG, the first person to arrive at the incident site shall function as the LRG during the actual incident and will have responsibility for crisis management until the LEPG is notified and established.

When the alarm sounds or notification is given in another manner, the local preparedness group assembles in the board room, A-124, in the Norwegian College of Fishery Science building.

In a crisis situation, i.e. a situation in which the faculty requires outside assistance, the main task for the faculty and the affected department(s) is to be a local resource in relation to the following tasks:

- Alert the Fire Department / Police / Ambulance (phone: 0-110/0-112/0-113, if in doubt ring 0-113).
- In certain cases manage the situation until the Fire and Rescue services and Police arrive
- Provide support for the Fire and Rescue services and Police, contact specialists and provide the necessary information
- Notify the university management / Central emergency preparedness group (CEPG), department managers and others with management functions within 15 minutes
- Coordinate between the incident site and the university management (CEPG)
- Obtain the necessary information about next of kin, materials register, the building(s), etc.
- Ensure the next of kin are informed as soon as possible. This shall be coordinated with the Police.
- Notify the Norwegian Labour Inspection Authority within one hour of any accident that requires medical attention. Følge opp dem som er berørt av hendelsen.
- Media management – distribution of roles with the university management / CEPG.
2.2 Emergency numbers – external and internal

The Emergency Preparedness Plan is published on the faculty’s website. Emergency numbers are also displayed at central points in the buildings.

External emergency numbers: Fire Department: 0 - 110
                        Police: 0 - 112
                        Ambulance: 0 – 113 (if in doubt, ring this number)

Internal emergency number (24-hour service): 77 64 44 44

2.3 Alerts

An alert is normally given by sounding the evacuation alarm or by direct enquiry to the faculty or department from students or employees. The faculty may also be alerted to a crisis situation by the SEPG notifying the faculty management.

The LEPG shall alert/summons:
- The people who are responsible for the area hit by the crisis
- Specialists, if not already summoned
- People who are in the exposed area (arrange for evacuation, if this is necessary and if it has not already been done)

The LRG shall also make sure the CEPG has been alerted, and that the following tasks have been attended to:
- In cases of serious personal injury or fatal incidents or a risk of this, the Police and Norwegian Labour Inspection Authority shall be alerted.
- In cases of acute pollution, the Fire Department shall be alerted. They shall notify the Norwegian Climate and Pollution Agency.
- In cases of accidents/incidents that have led to, or can lead to, people being exposed to harmful radiation, the Norwegian Radiation Protection Authority shall be alerted.
- Information and offers of help to next of kin occur in consultation with the Police.
- Information to employees occurs in consultation with the CEPG.
- CEPG shall be kept currently updated.
- Telephone numbers for alerting the Fire Department / Police / Ambulance, as well as LEPG and SEPG shall be displayed in central positions in the buildings.
2.4 Evacuation

When the evacuation alarm is sounded, or other conditions call for it, the buildings shall be evacuated in accordance with the evacuation plan for the building in question (see point 4.6.4).

The following is a list of assembly points in the event of evacuation of building(s) that are a part of the faculty: See separate attachment

Manual fire alarms are situated in the buildings and are marked on the fire plans. Activation will sound the alarm and lead to evacuation. It is also necessary to alert the Fire Department, which will turn out.

2.5 Local Emergency Preparedness Group (LEPG)

2.5.1 Summons and establishment

The LEPG comes into force in the event of an alarm/alert of an accident or other undesired incident. The member of the LEPG who receives notification of a crisis situation summons the other members of the group who assemble in the board room, A-124, in the Norwegian College of Fishery Science building. When the evacuation alarm is sounded in the Norwegian College of Fishery Science building, the group assembles immediately outside the main entrance; in case of other incidents the LEPG assembles in the board room.

The Dean or his/her deputy implements the Emergency Preparedness Plan, if it has not already been done, and heads the LEPG. If none of these are present, the group elects a leader who functions until the Dean or his/her deputy enters the group.

The LEPG has the following tasks:

- Notify local managers at the faculty who are regarded as being affected by the incident
- Notify relevant specialists, if this has not already been done
- Head the crisis management work
- Refer also to point 1.1

Members of the LEPG and their deputies should enter important numbers from the emergency alert list (see point 4.3) on their mobile phone.

2.5.2 Cooperation with CEPG – distribution of tasks and communication

The distribution of tasks shall be clarified with the CEPG when the incident has been clarified. Moreover, refer to the Emergency Preparedness Handbook for UiT and appendices (see point 4.6.3).

All media enquiries shall be directed to the University Director.
2.6 Local Response Group (LRG)

The Local Response Group (LRG) has preparedness responsibility in their respective buildings, the Norwegian College of Fishery Science building, the Science building and the Arctic Biology building during normal working hours. The groups shall manage the internal effort to get a danger or accident situation under control. If a public rescue authority (fire department, Police, ambulance) is called, the group shall provide assistance.

All members of the LRG shall have basic fire and first aid training. The groups are obliged to carry out training and practical exercises in connection with the Emergency Preparedness Plan.

The LRG is responsible for crisis management (see points 1.3 and 2.4) until the LEPG has been alerted and established. The LRG shall alert the closest available superior who leads the group.

The LEPG has the following tasks in a crisis situation:

- Alert the Fire Department / Police / Ambulance (phone: 0-110/0-112/0-113)
- Alert local management at the affected department(s)
- Evacuate people from the dangerous area
- Perform basic first aid
- Alert the faculty management / LEPG
- Limit material damage if this is possible without being injurious to one’s health
- Cordon off the dangerous area and keep unauthorized people away from the area
- Meet Fire and Rescue personnel and provide the necessary assistance and information, including informing about rooms containing harmful or inflammable substances

LRG has the following tasks in a crisis situation:

- Alert Fire Department / Police / Ambulance (phone: 0-110/0-112/0-113)

In addition:

- Arrange contact with specialists (see point 4.3.3)
- Inform about the position of emergency equipment
- Convey information about the materials register
- Lead rescue personnel in the building
- Provide a written log to the LEPG

Rescue personnel must consult with a specialist before they enter laboratory areas or areas marked with:

- Gas under pressure
- Danger of radiation
- Inflammable and/or harmful chemicals
2.7 *Fieldwork, sea-going expeditions and travel*

For fieldwork and sea-going expeditions, the leader is responsible for the CEPG being alerted in the event of an accident/incident.

The leader is also responsible for ensuring that the prescribed emergency equipment and communication equipment is available and that crisis management occurs in accordance with the guidelines for safety on fieldwork and sea-going expeditions under the auspices of the University of Tromsø (see point 4.6.2).

In the case of travel the Police will normally be involved and the faculty’s role will be to obtain the information that is required and to contact the next of kin in agreement with the Police.
3 FOLLOW-UP WORK

After an incident/accident the leader of the LEPG shall submit a report or memorandum to the UiT’s chief safety representative. Personal injury shall be reported in accordance with the guidelines for the follow-up of injuries and near accidents.

3.1 Evaluation and debriefing

After the LEPG has been in action, a debriefing shall be arranged to review the incident and conduct an evaluation of the effort of the LEPG and the affected parties:

- Did the routines function as they should?
- Did all the equipment work?
- Did one succeed in bringing the situation under control?
- Did the distribution of tasks work – did everyone do their jobs?

After an accident / undesired incident in which both the LEPG and CEPG have been in action, these groups shall hold a debriefing meeting. This involves the parties involved gathering to discuss/evaluate their experiences from the incident and that people who are particularly exposed/vulnerable are identified and taken care of. It is the responsibility of the Director of Human Resources to ensure such a debriefing meeting is conducted. Specialist assistance may be sought from UNN for this task, if required.

The Director of Human Resources is responsible, in collaboration with the local unit, student pastor and student advisory service, for mapping other groups or individuals at the institution who have been involved, and to ensure a debriefing is conducted with these.

Following the debriefing, the Director of Human Resources is responsible for ensuring that a plan is drawn up to follow-up groups and/or individuals. The plan shall stipulate whether the LEPG or CEPG and/or other bodies are responsible for the follow-up work.

3.2 Updating and revision

The Dean is responsible for ensuring that the Emergency Preparedness Plan, including the emergency alert lists, emergency equipment and computer programs are kept updated. The emergency alert lists, emergency aid equipment and computer programs for crisis management shall be updated annually in January, Mai and September. The rest of the emergency preparedness handbook shall be updated as required. The computers earmarked for emergency preparedness shall be tested/operated four times per year, in March, May, September and December.
3.3 Exercises

The faculty management shall call the LEPG to a meeting to review the Emergency Preparedness Plan once a year with a theoretical exercise. Practical exercises involving evacuations shall be held twice per year. Actual incidents that trigger action for the LEPG may replace practical exercises. Emphasis shall be on information both internally and externally and tackling of ongoing pressure.

4 APPENDICES

4.1 Emergency numbers – external and internal

The Emergency Preparedness Plan is published on the faculty’s website. Emergency numbers are also displayed at central points in the buildings.

External emergency numbers:  
- Fire Department: 0 - 110
- Police: 0 - 112
- Ambulance: 0 – 113 (if in doubt, ring this number)

Internal emergency number (24-hour service): 77 64 44 44

4.2 Alerts in general

An alert is normally given by sounding the evacuation alarm or by direct enquiry to the faculty or department from students or employees. The faculty may also be alerted to a crisis situation by the SEPG notifying the faculty management.

The LEPG shall alert/summons:
- The people who are responsible for the area hit by the crisis
- Specialists, if not already summoned
- People who are in the exposed area (arrange for evacuation, if this is necessary and if it has not already been done)

The LRG shall also make sure the CEPG has been alerted, and that the following tasks have been attended to:
- In cases of serious personal injury or fatal incidents or a risk of this, the Police and Norwegian Labour Inspection Authority shall be alerted.
- In cases of acute pollution, the Fire Department shall be alerted. They shall notify the Norwegian Climate and Pollution Agency.
- In cases of accidents/incidents that have led to, or can lead to, people being exposed to harmful radiation, the Norwegian Radiation Protection Authority shall be alerted.
• Information and offers of help to next of kin occur in consultation with the Police.
• Information to employees occurs in consultation with the CEPG.

Telephone numbers for alerting the Fire Department / Police / Ambulance, as well as LEPG and SEPG shall be displayed in central positions in the buildings.

### 4.3 Alerts - internally at the faculty

#### 4.3.1 Emergency alert list for LEPG

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Phone UiT</th>
<th>E-mail address</th>
<th>Mobile no.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leader – Dean</td>
<td>Edel Odny Elvevoll</td>
<td>46001/03</td>
<td><a href="mailto:Edel.Elvevoll@uit.no">Edel.Elvevoll@uit.no</a></td>
<td>992 46 579/77 66 247</td>
</tr>
<tr>
<td>Deputy – Faculty Director</td>
<td>Terje Aspen</td>
<td></td>
<td><a href="mailto:Terje.Aspen@uit.no">Terje.Aspen@uit.no</a></td>
<td></td>
</tr>
<tr>
<td>Director of Human Resources</td>
<td>Christian Hansen</td>
<td>46963</td>
<td><a href="mailto:Christian.Hansen@uit.no">Christian.Hansen@uit.no</a></td>
<td>452 30 220</td>
</tr>
<tr>
<td>Deputy Head of Department of Finance and Human Resources</td>
<td>Anne Høydal</td>
<td>44389</td>
<td>Anne.Hø<a href="mailto:ydal@uit.no">ydal@uit.no</a></td>
<td>958 00 948</td>
</tr>
<tr>
<td>Head of Studies</td>
<td>Morten Sætran</td>
<td>44983/01</td>
<td>Morten.Sæ<a href="mailto:tran@uit.no">tran@uit.no</a></td>
<td>481 51 072/76 27 895</td>
</tr>
<tr>
<td>Deputy – Head of the Research Section BFE</td>
<td>Linda Hamrin Nesby</td>
<td>46011</td>
<td><a href="mailto:Linda.Nesby@uit.no">Linda.Nesby@uit.no</a></td>
<td></td>
</tr>
<tr>
<td>Emergency Preparedness Coordinator / HSE Advisor</td>
<td>Karin Lia</td>
<td>46095</td>
<td><a href="mailto:Karin.Lia@uit.no">Karin.Lia@uit.no</a></td>
<td>959 90 046/92 22 416</td>
</tr>
</tbody>
</table>

#### 4.3.2 Alert list for local managers / contact people

LEPG shall alert the local managers at the faculty in accordance with this list, as required:

<table>
<thead>
<tr>
<th>LOCAL MANAGERS / CONTACT PEOPLE – Alert list</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position</td>
</tr>
<tr>
<td>Dean</td>
</tr>
<tr>
<td>Deputy, Vice-Dean</td>
</tr>
<tr>
<td>Faculty Director</td>
</tr>
<tr>
<td>Head of Department, AMB</td>
</tr>
<tr>
<td>Deputy</td>
</tr>
<tr>
<td>---------------------------------------------</td>
</tr>
<tr>
<td>Head of Department, NFH</td>
</tr>
<tr>
<td>Deputy</td>
</tr>
<tr>
<td>Head of Department, HHT</td>
</tr>
<tr>
<td>Deputy</td>
</tr>
<tr>
<td>Research vessel services</td>
</tr>
</tbody>
</table>
4.3.3 Alert list for Specialists – members of the LRG

The people on the list of specialists below have agreed to enter the LRG if their specialist knowledge is necessary in the crisis management.

<table>
<thead>
<tr>
<th>Field / specialization</th>
<th>Name</th>
<th>Phone UiT</th>
<th>Mobile no.</th>
</tr>
</thead>
<tbody>
<tr>
<td>LRG leader, NFH-bygget</td>
<td>Karin Lia</td>
<td>46095</td>
<td>959 90 046</td>
</tr>
<tr>
<td>LRG deputy leader, NFH-bygget</td>
<td>Christian Hansen</td>
<td>46963</td>
<td>452 30 220</td>
</tr>
<tr>
<td>Chemicals, NFH-bygget</td>
<td>Sigrid Øygarden</td>
<td>44518</td>
<td>915 28 699</td>
</tr>
<tr>
<td>Chemicals, NFH-bygget</td>
<td>Bjørn Hansen</td>
<td>44483</td>
<td>915 63 627</td>
</tr>
<tr>
<td>Ionizing radiation NFH-bygget</td>
<td>Tanja Hanebrekke</td>
<td>46727</td>
<td>970 68 444</td>
</tr>
<tr>
<td>First aid, NFH-bygget</td>
<td>Trine-Lise Heimkjær</td>
<td>46044</td>
<td>906 20 858</td>
</tr>
<tr>
<td>Building NFH-bygget/ Fire Protection Leader</td>
<td>Eivind Jensen</td>
<td>46041</td>
<td>901 00 157</td>
</tr>
<tr>
<td>LRG Science building</td>
<td>Gerd Anne Haugan</td>
<td>44391</td>
<td>913 67 52</td>
</tr>
<tr>
<td>LRG deputy leader, Science building</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chemicals/Ionizing radiation, Science building, AMB</td>
<td>Coby Weber</td>
<td>44463</td>
<td>416 14 574</td>
</tr>
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<td>Chemicals/Ionizing radiation, Science building, JG</td>
<td></td>
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<tr>
<td>Building Science building / Fire Protection Leader Deputy</td>
<td>Gunnar Johansen</td>
<td>44395</td>
<td>917 98 059</td>
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<tr>
<td>Building Science building / Fire Protection Leader Deputy</td>
<td>Frode Hansen</td>
<td>23128</td>
<td>482 30 261</td>
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<tr>
<td>Arctic Biology building</td>
<td>Lars Folkow</td>
<td>44792</td>
<td>901 55 626</td>
</tr>
<tr>
<td>Building Teorifagbygget / Fire Protection Leader House 5</td>
<td>Stig Olav Samuelsen</td>
<td>46310</td>
<td>907 46 475</td>
</tr>
<tr>
<td>Climate Laboratory</td>
<td>Leidulf Lund</td>
<td>44895</td>
<td>984 14 205</td>
</tr>
<tr>
<td>Research vessel warehouse</td>
<td>Jon Einar Hansen</td>
<td>45101</td>
<td>900 82 436</td>
</tr>
<tr>
<td>Tromsø Science Park</td>
<td></td>
<td></td>
<td>777 51 250</td>
</tr>
</tbody>
</table>

4.3.4 Information sent to the employees shall be coordinated with the CEPG
4.4 Alerting of the university management

Phone: 77 64 44 44

4.5 Alerts - external

4.5.1 Next of kin – notification and information (omitted from web version)
UiT’s info to next of kin shall be clarified with the Police. There shall be dialogue between UiT and the Police. The Police can provide a liaison officer in the CEPG or to contact next of kin.

The Police notify next of kin in cases of serious personal injury, deaths and if someone is missing. The University Hospital of Northern Norway (UNN) notifies next of kin of those who are at the hospital, and notify the Police that the next of kin has been notified. Uninjured people can notify family members themselves.

UiT must care about the next of kin/family members, and assist with practical arrangements such as airline tickets, hotel accommodation and a meeting place at UiT etc.

UiT can inform the next of kin that they may contact the Police and UNN. The Police team dealing with next of kin will coordinate with UiT’s telephone line for next of kin.

UiT does not currently have an overview of the next of kin of employees or students. However, a new HR computer system will enable the next of kin of employees to be registered. The national student register does not currently enable next of kin to be registered.

4.5.2 Norwegian Labour Inspection Authority
In the event of death or injuries requiring medical attention, the Norwegian Labour Inspection Authority shall be notified within one hour on phone 77 64 83 00 or 815 48 222 during working hours or on mobile phone 976 66 672 after hours.

4.5.3 Media – collaboration with CEPG and Police (omitted from web version)
The Police enter into dialogue with the press, but does not cordon off the whole building. The faculty ensures that the press is kept away from areas which they shall no gain access to. The Police want coordination with UiT concerning the information UiT releases. When the CEPG is involved, this group deals with the press. CEPG shall send out a press release as soon as possible, so CEPG has ownership of the information.
If CEPG sends someone to the incident site, the Police or similar, this person must be kept currently updated about decisions made by CEPG. CEPG clarifies who shall keep who updated (good to use a whiteboard to maintain an overview).

4.5.4 Other external actors

With reference to point 4.7.3 of the Emergency preparedness handbook for UiT

4.6 Internal routines / instructions

4.6.1 Instructions for Local Emergency Preparedness Group
4.6.2 Instructions for Local Response Group
4.6.3 Instructions for evacuation personnel
4.6.4 The role of the operational staff in the Local Emergency Preparedness Plan
4.6.5 Instructions for events in BFE’s common areas and canteen
4.6.6 Instructions in the event of a fire alarm at BFE during an examination
4.6.7 Instructions for handling of alert of fire, accident or other dangerous situation at the Norwegian College of Fishery Science
4.6.8 Instructions for crisis management on fieldwork, sea-going expeditions and other external work
4.6.9 Instructions in the event of a bomb threat
4.6.10 Instructions for dealing with suspicious packages (explosives, infectious matter, poison etc)
4.6.11 Emergency Preparedness Plan for Arctic Biology building
4.6.12 Log form for Local emergency preparedness group at BFE

4.7 Appendices in separate folders
The printed version of the Local Emergency Preparedness Plan shall include printed copies of the following documents:

### 4.7.1 Building plans

Each building, i.e. the Norwegian College of Fishery Science building (NFH-bygget), the Science building (Naturfagbygget), the Arctic Biology building, Tromsø Science Park Marbank, Marbio and MabCent, the Climate Laboratory and the Research vessel warehouse, shall have a folder with plans showing emergency exists, areas with harmful and inflammable substances and the position of emergency aid equipment.

### 4.7.2 Guidelines for fieldwork and sea-going expeditions


### 4.7.3 Emergency preparedness handbook for the University of Tromsø

This handbook contains UiT’s/CEPG’s internal and external emergency alert lists and detailed guidelines/instructions for managing of various aspects of a crisis situation.


### 4.7.4 Evacuation plans

Links:

- Norwegian College of Fishery Science building (NFH-bygget)
- Science building (Naturfagbygget)
- Arctic Biology building
- Tromsø Science Park Marbio/Marbank/Mabcent
- Climate Laboratory
- Research vessel services