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(Department/Program)



Alaska Vocational Technical Center

Safety Manual



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Table of Contents

Table of Contents.....	2
Preventing Accidents and Incidents.....	4
Health and Safety Orientation.....	4
Employee and Student Responsibilities.....	4
Student/Employee Safety Orientation List.....	5
Preventative Safety Considerations.....	6
Accident and Injury Reporting.....	6
Vehicle Accidents.....	6
Employee Injury.....	6
Student Accidents and Incidents.....	6
Emergency Response Procedures/Emergency Action Plans.....	7
Emergency Procedures.....	7
⚠ MEDICAL EMERGENCY Response.....	7
⚠ FIRE Response.....	8
FIRE RESPONSE PROCESS.....	8
EVACUATION NOTES AND PRECAUTIONS:.....	8
⚠ EARTHQUAKE and TSUNAMI Response.....	9
Earthquake Response.....	9
Communication and Information.....	9
Tsunami Evacuation.....	10
Tsunami Evacuation Procedures.....	10
Designated Tsunami Evacuation Sites - MAPS ON FOLLOWING PAGES.....	10
⚠ BOMB THREAT Response.....	14
Immediate Actions.....	14
Decision Making for Evacuation.....	14
⚠ ACTIVE SHOOTER Response.....	16
ALICE Response: Alert, Lockdown, Inform, Counter, Evacuate.....	16
⚠ VOLCANIC ERUPTION Safety Response.....	17
Health and Safety Hazard.....	17
Protective Actions.....	17
⚠ SNOW AND ICE Response.....	18
⚠ POWER FAILURE Response.....	18
⚠ HAZMAT SPILL Response.....	19
Small/Incidental Spills.....	19
Large Spills or Emergencies –.....	19

⚠ BLOODBORNE PATHOGEN EXPOSURE Response.....	20
⚠ MENTAL HEALTH CRISIS Response.....	21
Immediate Actions.....	21
Contact Protocol.....	21
Post-Incident Steps.....	21
Appendix A - Accident and Incident Reporting Program (AIP).....	22
Appendix A (continued) - Accident and Incident FORM.....	24
Appendix B - Safety Inspection Checklists.....	27
Appendix C - Hazard Communication Program.....	29
Appendix D- Hazardous Waste Management Plan.....	30
1. Identifying Hazardous Waste.....	30
2. Hazardous Waste Disposal Process.....	30
Seward/KPB Hazardous Waste Disposal Information.....	31
Appendix E - Building/Area Evacuation Plan.....	32
Evacuation Responsibilities for the Safety Monitor:.....	32
Building/department EMPLOYEE LIST.....	33
Blank page for site-specific info.....	34
Appendix F - Campus Map with Physical Addresses.....	35
Appendix G - Phone Numbers.....	36

Preventing Accidents and Incidents

Everyone on the AVTEC campus is responsible for staying alert and reporting hazards or unsafe conditions. If you see something, say something—report concerns to your supervisor, department head, administration, or the Residence Life Office at (907) 224-6100.

Health and Safety Orientation

Safety orientation begins on the first day for all employees and students, including re-hires and part-time staff. It introduces school and department policies, rules, and safety requirements.

- **Supervisors and instructors** are responsible for providing job- and training-specific safety instruction using the orientation checklist. Supervisors must document PPE training using a written certification, including employee name, date, and topics covered
- **Department heads** must hold safety-focused meetings at least twice yearly with employees and document them. Records are maintained and shared with the staff member responsible for tracking COE Standard 6.

Employee and Student Responsibilities

1. Observe all school safety and health rules and apply accident-prevention principles.
2. Report any job-related injury, illness, property damage, or near-miss to the supervisor/instructor and promptly seek treatment.
3. Report hazardous conditions (unsafe equipment, floors, material) and unsafe acts promptly.
4. Observe all hazard and no-smoking signs; smoking is permitted in authorized areas during approved breaks.
5. Keep aisles, walkways, and working areas clear of slipping and tripping hazards.
6. Know the location of fire/safety exits and evacuation procedures.
7. Keep all emergency equipment, including fire extinguishers, fire alarms, fire hoses, exit doors, and stairways, clear of obstacles.
8. Observe all rules and regulations pertaining to a drug- and alcohol-free workplace.
9. Use only the equipment for which you are authorized and properly trained to operate.
10. Inspect equipment and ensure that all guards and other protective devices are in place before operating it.
11. Follow proper lifting procedures at all times.
12. Wear only fitted clothing free from frays, tears, or loose edges; avoid wearing jewelry or unrestrained hair near moving machinery or other sources of entanglement, or around electrical equipment.
13. Ride as a passenger on a vehicle only if it is equipped with a rider's seat and wear a seat belt.
14. Support and participate in AVTEC's efforts to provide a safety and health program.

Student/Employee Safety Orientation List

This form is available in DocuSign
“Shared with Me” Templates.

Instructors/Supervisors: Initial in the provided space to indicate that the subject has been covered, and submit it to the Department Head (for students) or Personnel (for employees). **Training should begin on day one and be completed within 5 days of the start date.**

Trainee Name(s) or class: _____ Date: _____

Supervisor/Instructor: _____ Program/Department: _____

- How to report emergencies**
- Review the Safety Manual** and its location in the building and on the website
- Thorough briefing and demonstration of evacuation and emergency procedures**
 - Emergency** exits and evacuation routes (primary and secondary) and procedures
 - Emergency meeting sites** (primary and secondary)
 - Location and use procedures for **fire alarms** and **fire extinguishers**
- Hazard communication** training as described in the Hazard Communication Program
 - Review **Safety Data Sheets (SDS)** for commonly used products
 - Location of and **expectations for using PPE**
 - Location of **eyewash stations and safety showers** if chemicals are present.
- Location of **first aid** and **bleeding control kits** and **AEDs**
- Accident/incident/near-miss reporting** process and where to find forms (Appendix A)
- Process for **workers' compensation** (employees and student workers only)
- Vehicle safety** and vehicle accident reporting
- Smoking policy** and designated smoking areas
- Training on safety requirements and **operating procedures for all equipment**
- Good housekeeping practices, including **fire prevention** and **slip/trip prevention**
- Proper **lifting techniques** and lifting assistance available (cranes, carts, forklifts, etc.)
- Building security** and expectations for visitors and locking entrances and exits
- Review student/employee **safety responsibilities** (page 1 of safety manual)
- Review and train on **relevant site-specific safety plans (cross out plans not relevant):**
 - Emergency Action Plans
 - Fall Prevention Plan
 - Fire Prevention Plan
 - Machine Guarding Plan
 - Electrical Safety Plan
 - PPE Plan
 - Respiratory Protection
 - Hearing Conservation
 - Materials Handling Plan
 - Lockout Tagout Plan
 - HAZCOM Plan
 - Hazardous waste disposal

Other procedures and hazards specific to this department/training area (list below):

Instructor/Supervisor signature _____

Trainee signature(s) _____

Date Completed: _____

Preventative Safety Considerations

To keep AVTEC safe every day, everyone must take responsibility for preventing hazards before emergencies occur.

- **Report hazards immediately** to your supervisor (e.g., blocked exits, unsafe conditions).
- **Keep hallways and exits clear** of materials that could impede evacuation.
- **Check emergency equipment** (fire extinguishers and alarms) and report any missing or damaged items.
- **Ensure doors and panic bars** work properly during operating hours.
- **Ensure equipment** is shut down and **doors are secured** at the end of work.
- **Store hazardous and combustible materials properly**; report improper storage.
-
- **The Maintenance Department** ensures periodic inspection of fire suppression and alarm systems in accordance with Fire Marshal standards.
- **Keep evacuation routes clear**; report obstructions to the Department Head and the Maintenance Foreman.
- **Quarterly checks**: Department Heads confirm first aid kits, AEDs, and bleeding control kits are stocked and ready.  AED and First Aid Kits.xlsx

Accident and Injury Reporting

OSHA must be notified within 8 hours of a work-related fatality and within 24 hours for hospitalization, amputation, or eye loss.

Vehicle Accidents

The "[Liability Accident Notice](#)" will be used for all vehicular accidents **involving state vehicles** and for **other accidents with the potential for third-party liability claims**. This form should be used for vehicular incidents that involve either staff or students.

Employee Injury

The "[State of Alaska Report of Occupational Injury or Illness](#)" will be used for all on-the-job accidents that result in employee bodily injury (**including student workers**). This accident report is used to report on-the-job injuries to the workers' compensation carrier, and must be filed within 10 days of injury.

Student Accidents and Incidents

The "[Accident and Incident Report](#) and Investigation Process" (Appendix A) will be used for all accidents and near-misses involving students.

All reports should be completed as soon as practicable after the events leading to the report have been mitigated, and while the events are fresh in the supervisor's mind, but within 48 hours of the incident. They are then forwarded to the Accident Program Administrator.

Emergency Response Procedures/Emergency Action Plans

The emergency safety procedures provide all personnel with pre-planned responses to potential emergency situations with the primary aim of saving lives and reducing injuries.

There are specific actions to take depending on the nature and cause of the emergency. All staff and students should read and become familiar with the responses. Department heads, supervisors, and leads must know them and ensure their students and staff are trained. These procedures do not cover every condition that might develop, and it may not always be possible to follow every procedural step.

Emergency Procedures

Leadership is responsible for the following and for ensuring that staff and students in their programs or work areas are aware of the process for each emergency.

1. Ensure all staff and students evacuate when affected.
2. Designating the area to assemble after evacuation, and accounting for them at that location.
3. In the event of a fire, check to ensure all windows and fire doors are closed, that lights and electrical equipment are turned off, and that no individuals are left behind.
4. In the event of an earthquake or tsunami, inform personnel whether the building must be evacuated and designate a meeting place outside the building.

MEDICAL EMERGENCY Response

Call 911 in the event of a life-threatening medical emergency. The Fire Department or Emergency Medical Technicians (EMT) will direct all rescue and medical duties.

Be prepared to give the following information:

- Address of the building (see appendix for campus map with physical addresses)
- Type of problem or injury
- The individual's present condition
- Sequence of events leading to the emergency
- Type of aid being rendered

Do not move critically injured people (unless leaving them in place may cause more harm).

Keep them lying down, covered, and warm.

First Aid: If illness or injury is life-threatening, always call 911 before providing care. Any personnel trained to provide basic first aid or CPR are valuable and should not hesitate to provide medical treatment within their scope of training.

If a non-life-threatening injury or illness requires medical attention and you need a ride to a hospital or clinic, call the dorm attendant at (907)362-1645.

Mass Casualty Kit: A bright orange canvas mass casualty kit with 10 ziplocks, each containing gloves, bandages, a CPR face shield, and a rubber tourniquet, is located on the hallway shelves at the back right-hand side of the administration offices upstairs at 809 First Lake.

When the incident concludes, the supervisor or department head must be notified, and the accident report and investigation process (Appendix A) must be completed.

⚠ FIRE Response

Preparedness: While fires are unlikely, it is the responsibility of all AVTEC students and staff to be aware of the locations of primary and alternate exits, be familiar with available evacuation routes and Designated Meeting Sites, and know the locations of pull stations and fire extinguishers. During orientation, AVTEC Instructors and Department Heads will inform students about evacuation procedures and the location and use of emergency supplies in the event of a fire in a campus building.

FIRE RESPONSE PROCESS

1. Persons discovering a **fire, visible smoke, or explosion** should activate the nearest **fire alarm pull station**.
2. Small fires can be extinguished only if you are trained to use a fire extinguisher.
3. **Alert people** in the immediate area to begin evacuation. Assist those with disabilities. **DO NOT USE ELEVATORS.**
4. **Close doors** to confine the fire (if it can be done safely). **DO NOT LOCK DOORS.**
5. **Dial 911.** Give your name and provide the location, telephone number, and description of the fire. Speak slowly and clearly. Wait for the dispatcher to hang up first. On occasion, the dispatcher may need additional information or may provide you with further instructions. Do not make the call from an area that is in danger.
6. All occupants should proceed to their **Designated Meeting Site** and await further instructions from their Safety Monitor. (See Appendix D)
7. Have persons knowledgeable about the incident and location **assist the fire dept.**
8. All fires, even those that have been extinguished, must be reported to your supervisor and maintenance immediately.
9. **Complete an Incident/Accident Report** within 24 hours.

EVACUATION NOTES AND PRECAUTIONS:

- Never enter a smoke-filled room.
- Never enter a room if the door is warm to the touch. (When exiting, feel doors and door knobs that you suspect may be hot; the back of your hand is more sensitive)
- If you are able to assist persons with a disability, take them a safe distance from the fire, but do not attempt to move them downstairs. Immediately alert emergency rescue personnel to the locations of persons in the building who need to be rescued.
- If you are trapped in a building and a window is available, place an article of clothing (coat, etc.) on the window as a marker for rescue crews. Stay near the floor, where the air will be less toxic. Shout out at regular intervals to alert emergency crews.
- **DO NOT RE-ENTER THE BUILDING UNTIL GIVEN PERMISSION FROM THE FIRE DEPT.**

⚠ EARTHQUAKE and TSUNAMI Response

Purpose

To protect the AVTEC community, prompt, coordinated action is required during earthquakes and potential tsunamis.

Background

Seward experiences frequent minor earthquakes. These typically last a few seconds and cause no damage. However, even during minor earthquakes, members of the AVTEC Campus Community should remain alert. Earthquakes often occur in clusters, and a small tremor may precede a larger event.

Large or long-duration earthquakes may trigger localized tsunamis in Resurrection Bay. The bay's underwater topography makes it susceptible to underwater landslides (submarine avalanches) that can generate tsunamis with little or no warning. Because localized tsunamis can develop quickly, immediate evacuation to higher ground is essential after a major earthquake.

Earthquake Response

During Shaking (Any Size):

Stay calm and shelter in place.

- **Indoors:** Take cover under sturdy furniture or near interior walls. Avoid windows and heavy equipment.
- **Outdoors:** Move to open areas away from buildings, trees, and power lines.
- **In Vehicles:** Exit and sit beside the vehicle (not underneath).
- Do not use elevators.

After Shaking Stops:

- Check for injuries and hazards.
- Report serious hazards to a supervisor or call 911.
- Be alert for aftershocks.
- Listen for Tsunami sirens or tune in to 91.7 FM for updates.
- After a **major earthquake**, begin evacuation procedures immediately

An earthquake is considered MAJOR if:

- Shaking lasts more than 30 seconds
 - Shaking is strong enough to make walking or standing difficult
 - After a **minor earthquake** stops and no hazards are detected, resume normal activities
- An earthquake is considered MINOR unless it meets the specific parameters of a major earthquake.**

Communication and Information

- Tune in to **91.7 FM** for official updates and instructions.
- Follow sirens and alerts from the Tsunami Alert System.
- Obey all instructions from emergency officials.

Tsunami Evacuation

Evacuate to higher ground immediately if:

- An official evacuation is announced.
- Shaking lasted more than 30 seconds.
- Shaking made walking or standing difficult.

Tsunami Evacuation Procedures

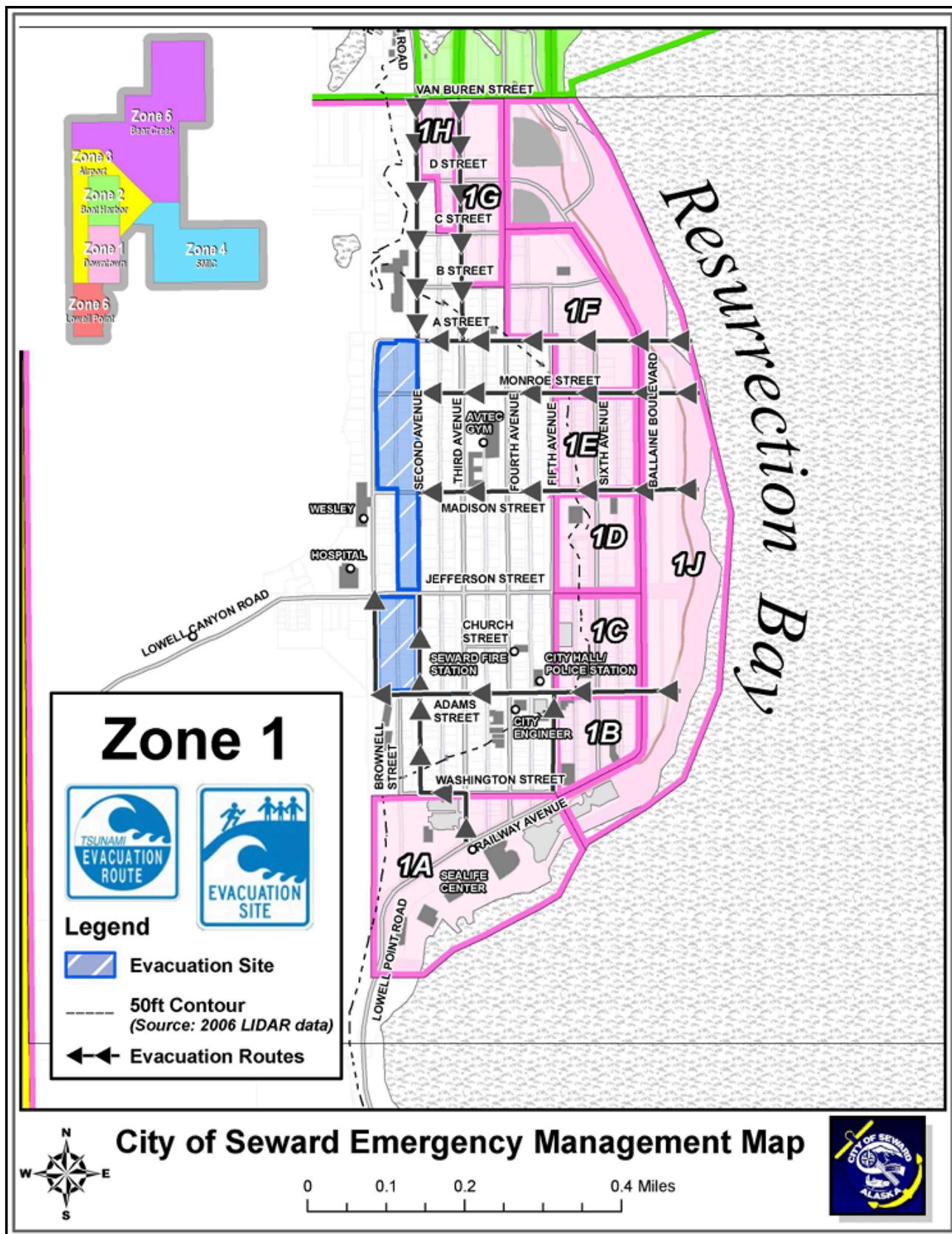
<u>Action Steps</u>	<u>Details</u>
After a major earthquake or Tsunami siren or radio alert	<ul style="list-style-type: none"> - Evacuate to higher ground without delay. - Do not stop to pack belongings. Grab only essentials.
Elevation Requirement	<ul style="list-style-type: none"> - Stay at least 100 feet above sea level until an official "All Clear" is issued.
Transportation Guidance	<ul style="list-style-type: none"> - Use a vehicle if safe. If traffic is blocked, park off-road and proceed on foot. - Avoid low-lying areas, bridges, and waterfront zones, such as the boat harbor, Lowell Point Road, or the bridges over the Resurrection River -DO NOT GO to the Hospital, fire/police departments, or other facilities unless injured or directed by officials.

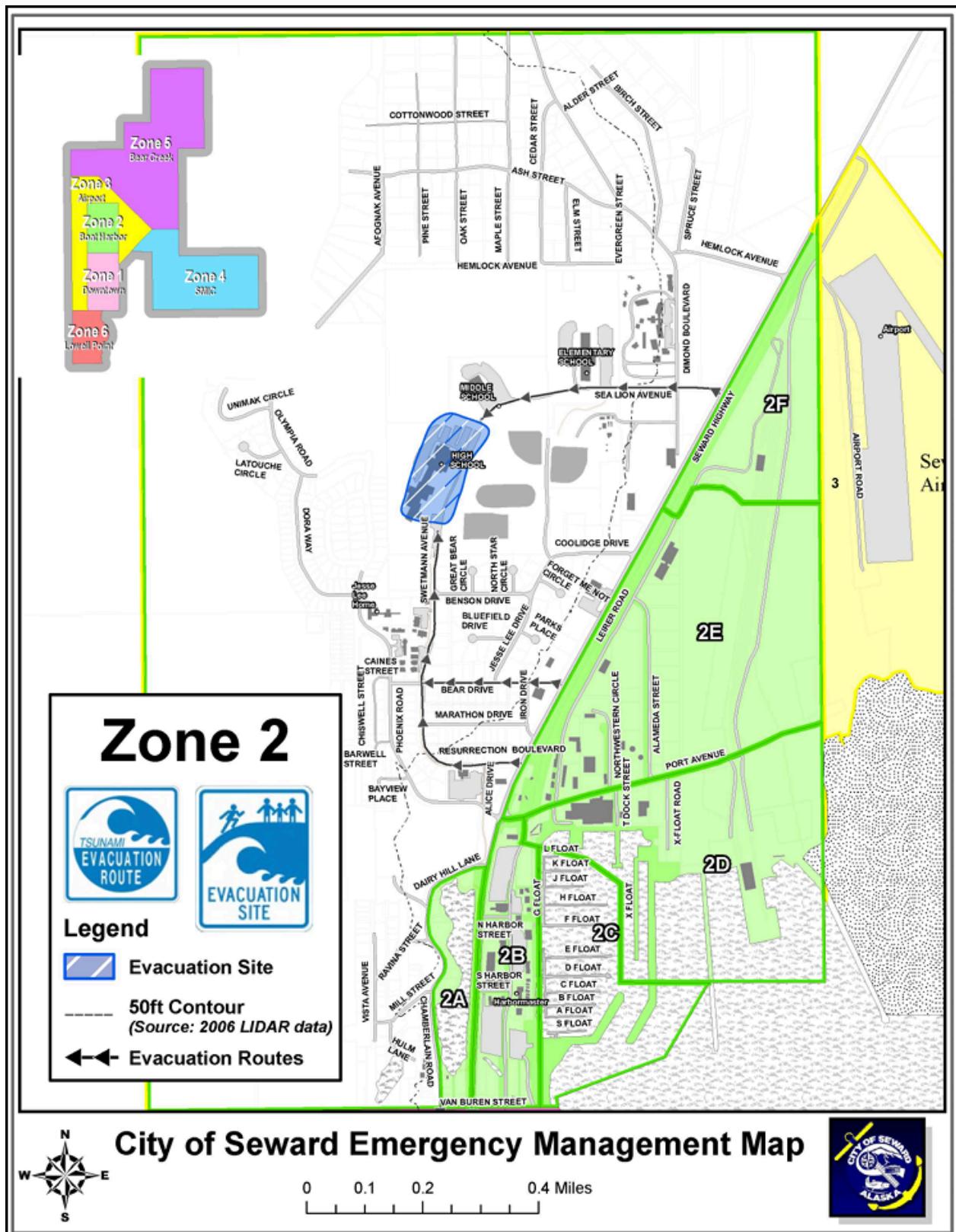
Designated Tsunami Evacuation Sites - MAPS ON FOLLOWING PAGES

Campus	Evacuation Site	Description
Residence Life & First Lake Facility Campuses (Zone 1)	Downtown Evacuation Site	Area of First Avenue between Madison and Jefferson. Proceed by foot or vehicle with haste. See Zone 1 Map.
Applied Technologies & Port Avenue Campuses (Zone 2)	North Seward Evacuation Site	Seward High School parking lot. Proceed by foot or vehicle with haste. See Zone 2 Map.
Maritime Safety Training Facility Campus (Zone 4)	East Seward Evacuation Site	Milepost 3–4 on Nash Road (high point overlooking Resurrection Bay). Proceed by foot or vehicle with haste. See Zone 4 Map.

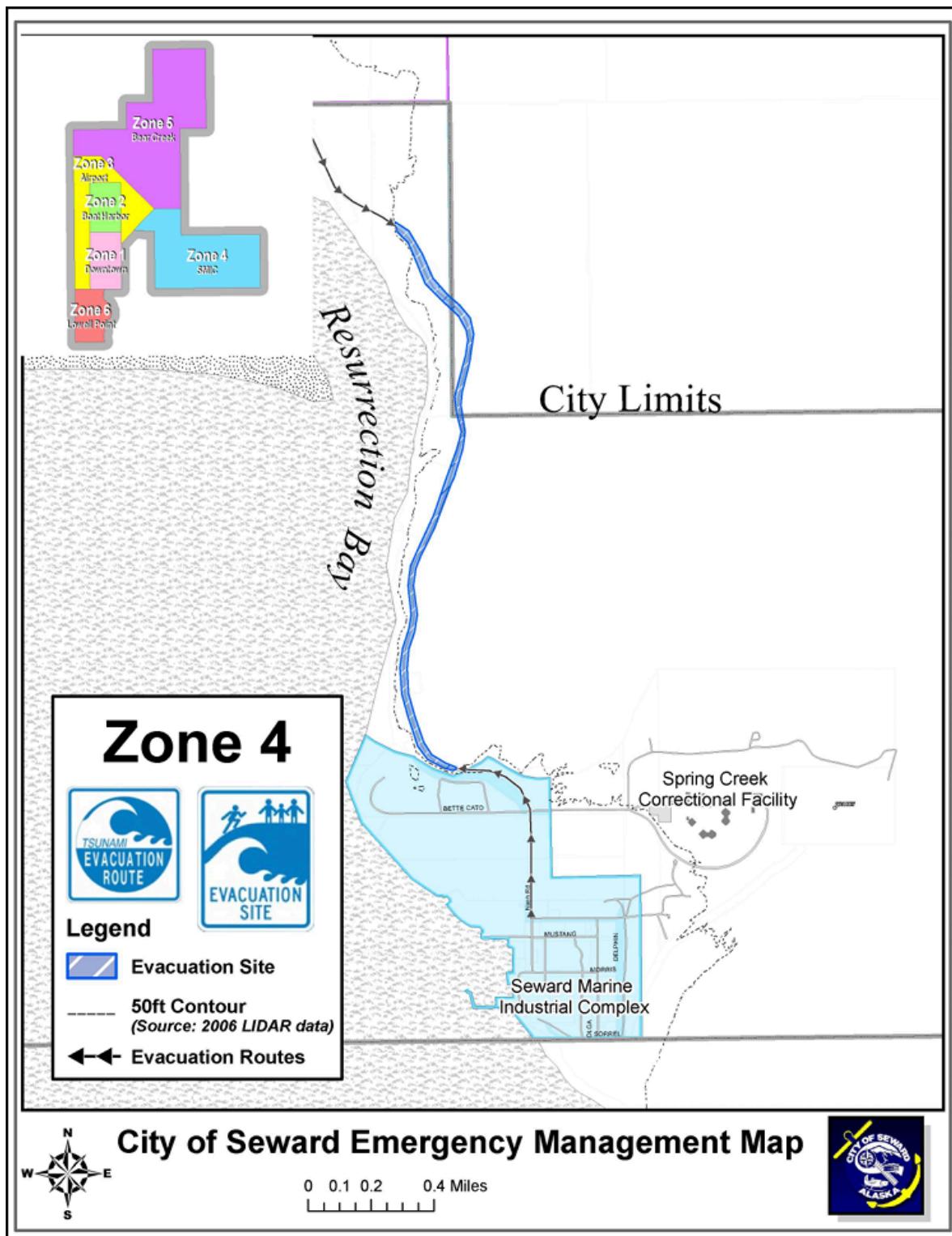
DO NOT leave the evacuation area until an official "all clear" is announced by authorities.

Residence Life & First Lake Facility Campuses:





Maritime Safety Facility:



References and Authority

This policy aligns with guidance from:

- The [City of Seward Emergency Operations Plan](#) (maps are from this plan)
- The Alaska Division of Homeland Security and Emergency Management (DHS&EM)
- The National Weather Service – Tsunami Warning Center

⚠ BOMB THREAT Response

To ensure everyone's safety, all bomb threats will be treated as real until proven otherwise.

A bomb threat may come in various formats, but it is always essential to compile as much information as possible. Most bomb threats are transmitted by telephone; use the TELEPHONE BOMB THREAT CHECKLIST on the next page. In the case of a written threat, the document should be handled by as few people as possible, as it is evidence that should be turned over to the local or Alaska State Police Department. If the threat arrives by e-mail, make sure to save the information on your computer.

Immediate Actions

1. If you receive a call with this type of threat, remain calm and use the Telephone Bomb Threat checklist on the next page immediately.
2. **Call 911, or have someone else call if you are on the phone with the person who has made the threat. Then contact the department head in your area and call the Residence Life Office at (907) 224-6100/ cell: (907) 362-1645.**
3. Make a cursory inspection of your area for anything suspicious, but do not open drawers or cabinets or turn lights on or off. If you see a suspicious object or package, report it to law enforcement, but under no circumstances should you touch, tamper with, or move it.
4. Do not lock doors, turn off lights or equipment, or pull fire alarms. Do not use electronic devices or radios, as the frequency can detonate or activate a bomb circuit.
5. The Director or a designee will decide whether to evacuate after evaluating available information. **Staff will be notified of a bomb threat evacuation via verbal warning and email notification.**
6. **If instructed to evacuate**, move a safe distance away from the building (at least 500 feet). If safe and directed to do so, report to the Designated Meeting site for that specific building.
7. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews. Do not re-enter an evacuated building until instructed to do so. Be sure to contact the Department Head responsible for the facility once you have evacuated to a safe location.
8. An all-clear will be issued by the agency handling the incident.

Decision Making for Evacuation

The Director or designee will determine if the threat is legitimate and requires evacuation based on the information available, including but not limited to:

- Nature of the threat
- The specificity of location and time of detonation
- Circumstances related to the threat (i.e., political climate, series of events leading to threat, any relevant historical events/anniversaries)

BOMB THREAT PROCEDURES

This quick reference checklist is designed to help employees and decision-makers in commercial facilities, schools, etc., respond to a bomb threat in an orderly and controlled manner, in coordination with first responders and other stakeholders.

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:

- Remain calm & do not hang up, keep the caller on the line for as long as possible
- If possible, signal other staff members to listen & notify Site Decision Maker(s)
- If the phone has a display, copy the number and/or letters on the display
- Write down the exact wording of the threat
- Record the call, if possible
- Fill out the Bomb Threat Checklist immediately

If you receive a written threat:

- Handle the document as little as possible
- Note the date, time, and location the document was found
- Secure the document and do not alter the item in any way
- Notify the organization Site Decision Maker(s)

If you receive a social media or email threat:

- Do not turn off or log out of the account
- Leave the message open on the device
- Take a screenshot, or copy the message and subject line
- Note the date and time
- Notify the organization Site Decision Maker(s)

*Refer to your local bomb threat management plan for evacuation criteria

DO NOT:

- Use two-way radios or a cell phone near a suspicious item
- Touch or move a suspicious item

IF A SUSPICIOUS ITEM IS FOUND, CALL 911

For more information about this form, contact the CISA Office for Bombing Prevention at: OBP@cisa.dhs.gov



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/level of noise)
- Estimated age:
- Is the voice familiar? If so, who does it sound like?
- Other points:

Caller's Voice	Background Sounds	Threat Language
<input type="checkbox"/> Female	<input type="checkbox"/> Animal noises	<input type="checkbox"/> Incoherent
<input type="checkbox"/> Male	<input type="checkbox"/> House noises	<input type="checkbox"/> Message read
<input type="checkbox"/> Accent	<input type="checkbox"/> Kitchen noises	<input type="checkbox"/> Taped message
<input type="checkbox"/> Angry	<input type="checkbox"/> Street noises	<input type="checkbox"/> Irrational
<input type="checkbox"/> Calm	<input type="checkbox"/> Booth	<input type="checkbox"/> Profane
<input type="checkbox"/> Clearing throat	<input type="checkbox"/> PA system	<input type="checkbox"/> Well-spoken
<input type="checkbox"/> Coughing	<input type="checkbox"/> Conversation	
<input type="checkbox"/> Cracking Voice	<input type="checkbox"/> Music	
<input type="checkbox"/> Crying	<input type="checkbox"/> Motor	
<input type="checkbox"/> Deep	<input type="checkbox"/> Clear	
<input type="checkbox"/> Deep breathing	<input type="checkbox"/> Static	
<input type="checkbox"/> Disguised	<input type="checkbox"/> Office machinery	
<input type="checkbox"/> Distinct	<input type="checkbox"/> Factory machinery	
<input type="checkbox"/> Excited	<input type="checkbox"/> Local	
<input type="checkbox"/> Laughter	<input type="checkbox"/> Long distance	
<input type="checkbox"/> Lisp		
<input type="checkbox"/> Loud		
<input type="checkbox"/> Nasal		
<input type="checkbox"/> Normal		
<input type="checkbox"/> Ragged		
<input type="checkbox"/> Rapid		
<input type="checkbox"/> Raspy		
<input type="checkbox"/> Slow		
<input type="checkbox"/> Slurred		
<input type="checkbox"/> Soft		
<input type="checkbox"/> Stutter		

OTHER INFORMATION:

⚠ ACTIVE SHOOTER Response

"Active shooter" is the term used to describe a person or persons who are actively engaged in attempting to kill people, either randomly or with purpose.

Student and staff safety is always first; apprehending violators and retrieving weapons is second. Treat all weapon-related information (rumors) as accurate and plan appropriately.

An "ALICE Response" will be implemented in the following circumstances:

- Person with a weapon
- Unidentified confrontational intruder
- Significant group disturbance or altercation
- Violent Intruder – on or near AVTEC property
- Hostage situation

ALICE Response: Alert, Lockdown, Inform, Counter, Evacuate

Experience shows that these situations typically escalate and resolve quickly, so you need to be prepared to protect yourself before law enforcement arrives. The ALICE Response is intended to help you quickly determine the most reasonable way to protect your own life. Remember that students and visitors are likely to follow the lead of employees and managers during a violent intruder situation:

When completing the ALICE steps ...

- Attempt to remain calm.
- Do not attempt to carry anything while evacuating.
- Move quickly, keep your hands visible, and follow the instructions of any police officers you may encounter.
- Do not attempt to remove injured people. Instead, leave wounded victims where they are and notify authorities of their location as soon as possible.
- Law Enforcement Officers may be in uniform or plain clothes. If they give you an instruction, comply immediately and do not ask questions, but provide them with information about the location of the shooter if you are aware.

ALERT:

Whenever you suspect or identify an active shooter, Alert others and activate the 911 system. Use plain, specific language to alert others of the danger. The point of this step is to notify others, not to instruct them on what to do. Call 911 as soon as possible. If you are unable to speak, leave the line open so the dispatcher can hear.

LOCKDOWN:

If evacuation is not possible, find a place to hide where the violent intruder is less likely to find you. Lock the door and/or barricade the door with heavy furniture. Find a hiding place in the room away from windows and behind large items that could provide protection if shots are fired. Silence cell phones and remain quiet. Try not to limit your options for movement/evacuation.

INFORM:

Continue alerting others in the area and the 911 operator with real-time information about the situation. Use any means necessary to inform as many people as possible, since the situation will likely change rapidly.

COUNTER:

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the confrontational intruder by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions
- Create noise, movement, and distraction to reduce the shooter's accuracy

EVACUATE:

As soon as it is safe to do so, remove yourself from the danger zone as quickly as possible. You may evacuate through a door or a window if it is safe. Evacuate quickly, and as soon as you are safe, notify your supervisor of your location and that you are safe.

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where a violent intruder may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

VOLCANIC ERUPTION Safety Response

Members of the AVTEC community should be aware of what to do in the event of an eruption, as Seward is located approximately 125 miles east of several active volcanoes. In most cases, you should expect several hours' advance notice. In the event of volcanic ashfall, notifications will be provided through the community-wide notification system and local radio stations.

Health and Safety Hazard

During eruptions, large quantities of abrasive ash enter the atmosphere and can be brought by prevailing winds to the Seward area. Volcanic ash is a respiratory irritant and may cause serious breathing problems for anyone exposed, especially those with underlying respiratory conditions. It is also harmful to motorized engines and electronic devices. Volcanic eruptions are also associated with earthquakes.

Protective Actions

When made aware of ashfall, if you are indoors, remain in place. Wear an N95 mask, a cloth mask, or another type of air filter if you are in an area with ash. These masks are in volcano response bins, and more are available from the dorm office. **NOTE:** The [Emergency Action Plan](#) describes **Closure and Operations Shutdown Procedures**

Close and lock all windows and turn off ventilation systems and electronic devices. If you are outdoors, seek indoor cover at the nearest point. Turn off and cover computers and other electronics with plastic sheeting or plastic bags. Monitor your local radio and television stations as well as the local emergency warning sirens for updated information. Avoid driving motor vehicles if possible.

⚠ SNOW AND ICE Response

Snow, sleet, and dangerous conditions occur frequently in Seward during the cold weather months. In most circumstances, Facility Maintenance personnel will have parking lots and building entrances cleared and safe before 7 AM. Staff who find an unsafe situation can put in a maintenance request or ask their supervisor to do so. Students can notify an AVTEC staff member or the Residence Life Office (907) 224-6100 as soon as possible so the danger may be remedied.

Whenever the temperature is below freezing, take special care to be aware of your surroundings when walking outside and consider wearing cleats while walking outdoors on campus. There may be hazards relating to slips, trips, and falls, as well as snow and ice falling from rooftops, and a greater likelihood of vehicular accidents due to poor visibility. Any time you do not feel that pedestrian or vehicle travel is safe, you should remain in a safe location and notify your supervisor or the Residence Life Office (907) 224-6100.

Even in dangerous weather, it is unlikely that AVTEC will receive approval to close a facility before employees and students typically leave home for work. Therefore, if you wake up and feel it is unsafe to travel to work, please contact your supervisor or instructor and follow the communication process you have worked out with them. If you are unable to make it to work for a whole or partial shift, you will likely need to take leave as an employee or have an absence recorded as a student.

⚠ POWER FAILURE Response

Power failures may occur at any time in Seward. Most power outages last less than 60 minutes. While regular electric power for the entire community is generated in plants far away, the City of Seward maintains generator capacity for when the intertie/grid experiences an outage. All members of the campus community should recognize that power failures are an emergency situation and remain calm.

While the power is out, if the building where you are located is safe, shelter in place. If you need to evacuate, proceed calmly and safely to the designated building evacuation point. Be aware that emergency lights are powered by batteries with a limited lifespan of about 20 minutes, are positioned to provide lighting at an exit point, and may not last the entire duration of the outage. If possible, stay in an area with a window.

⚠ HAZMAT SPILL Response

Hazardous materials include explosives, flammable and combustible substances, poisons, and radioactive materials. **Spill kits should be located in areas where used oil and chemicals are stored.** Emergency response to hazardous substance releases will follow OSHA HAZWOPER requirements, including site control, PPE, and decontamination procedures.

Small/Incidental Spills

Small/Incidental spills are spills that do not pose significant safety or health risks and can be cleaned up by employees in the immediate area using proper PPE and training. Always consult the Safety Data Sheet when chemicals spill. An incidental spill is generally less than 1 liter, not highly toxic or reactive, and not in a public area.

Though small spills can be cleaned by trained individuals using proper PPE, you may notify AVTEC maintenance by cell phone at (907) 362-1194/foreman at (907) 362-1620/ lead for any Hazardous Materials spill or release.

Construct dikes around material storage areas to contain spills. Do not allow spills into floor drains, dike if necessary.

Large Spills or Emergencies –

A large spill or hazardous release requires specialized training and equipment and may involve outside resources or a Hazmat team. Situations that qualify as large or emergency spills include:

- A spill that spreads rapidly or enters the atmosphere or ground.
- A spill that endangers people or the environment.
- Any spill in a quantity that cannot be readily absorbed, neutralized, or contained properly with equipment on hand.
- A situation where the chemical is unknown or cannot be handled safely by those present.

If you encounter a hazardous materials emergency, do not attempt cleanup. Instead:

1. Call AVTEC Maintenance at (907) 362-1194 or (907) 362-1620.
2. Evacuate the area immediately and move to a safe location, preferably upwind and uphill.
3. Call 911 if the situation poses an immediate threat to life or property.
4. When responders arrive, provide clear information: what spilled, where it is located, and whether anyone needs rescue or medical attention.
5. If someone has been contaminated, consult the SDS for first aid guidance and provide basic care until emergency medical services arrive.
6. Complete the "[Accident and Incident Report and Investigation Process](#)" (appendix A) for all accidents and near-misses involving hazardous chemical spills.

⚠ BLOODBORNE PATHOGEN EXPOSURE Response

OSHA's standard for reducing exposure risk and infection control is grounded on the adoption of Universal Precautions. **Universal Precautions** assumes that all body fluids (blood, saliva, secretions) and sites (open wounds and mucous membranes) contain pathogenic microorganisms, such as HBV, HCV, and HIV, which are potentially infectious. Treat all potentially infectious materials with appropriate precautions, including hand hygiene, the use of personal protective equipment (PPE), and engineering and work practice controls to limit exposure.

In the event of a possible exposure to blood or other potentially infectious materials (OPIM), employees and students must take the following steps:

Immediate First Aid

- **Skin exposure:** Wash the affected area thoroughly with soap and water.
- **Eye, nose, or mouth exposure:** Rinse the area with clean water or saline for at least 15 minutes.

Report the Exposure

- Notify your supervisor or instructor **immediately**.
- Complete the "[Accident Report](#) and Investigation Process" (appendix A) as soon as possible. Individuals exposed while on the job should also complete the "[State of Alaska Report of Occupational Injury or Illness](#)" within 10 days of the incident.

Seek Medical Evaluation

- Go to a licensed medical provider or emergency room for evaluation, treatment, and follow-up testing as recommended.

Contain and Clean the Area

- Restrict access to the affected area until it is cleaned.
- Ensure cleanup is performed by trained personnel using appropriate PPE and approved disinfectants. Custodial Supervisor work cell: (907) 362-1295

Follow-Up

- Participate in any required post-exposure testing or counseling.
- Follow all medical recommendations and report any symptoms or concerns.
- Employees with occupational exposure will be offered Hepatitis B vaccination at no cost.

⚠ MENTAL HEALTH CRISIS Response

Recognizing Warning Signs

Indicators of mental health distress may include:

- Persistent sadness, hopelessness, or tearfulness
- Irritability, anger, or hostility
- Withdrawal from social connections
- Loss of interest in usual activities
- Fatigue, lack of energy, or difficulty concentrating
- Feelings of worthlessness or guilt
- Restlessness, agitation, or inability to self-regulate

Immediate Actions

1. **Assess Safety:** Look for imminent risks: self-harm, threats, disorientation, medical issues, weapons.
2. If there is any immediate danger, **call 911** and ensure your personal safety.
3. **Stay with the individual if safe;** move others away if necessary.
4. Follow the **contact protocol** below

Contact Protocol

- **Emergency (imminent risk):**
 - Call **911** immediately.
 - Notify your Supervisor.
- **Recommendations for Significant Distress (but no immediate danger):**
 - Call or text **988** (Suicide & Crisis Lifeline).
 - For a student, notify the AVTEC Counselor.
- **Mild distress:**
 - Students are advised to speak to the AVTEC Counselor for follow-up and potential referrals
 - Staff health insurance includes access to TeleDoc and in-person therapy and counseling. See <https://drb.alaska.gov/employee/healthplans.html#wellbeing>

Stay with the person if you are able to do so

- Validate feelings: “I can see this is really hard for you.” Avoid arguing.
- Maintain a supportive, nonjudgmental tone.
- Speak calmly and clearly; use short, simple phrases.
- Reduce noise and stimulation. (e.g., “Would you like to sit here or in a quieter space?”).
- AVTEC or personal vehicles should not be used to transport anyone in crisis.

Post-Incident Steps

- Complete an incident report promptly if an injury occurred or if emergency services were called.
- Notify Supervisor and ensure follow-up with AVTEC Counselor.
- Consider offering a debriefing for staff and students involved.

Appendix A - Accident and Incident Reporting Program (AIP)

Purpose

The purpose of the AVTEC Accident Investigation Program is to **investigate all accidents and near misses**, identify **root causes**, and **implement corrective actions** to prevent recurrence.

Note: This program is **not intended to assign blame, but to prevent accidents.**

Scope

AVTEC strives to create and maintain a safe and healthy workplace for employees, students, and on-site contractors. This program is integrated into AVTEC's Health and Safety Program and is a collaborative effort that includes all employees.

Department Heads are:

- Support the health and safety of all employees/students within their departments through their active support of the accident investigation program
- Required to attend accident investigation training facilitated by the AVTEC safety committee to familiarize themselves with the elements of the program
- Responsible for ensuring that employees/students under their supervision have received the appropriate training on accident reporting
- Responsible for initiating the accident investigation process within one business day of an incident
- Responsible for implementing approved corrective actions and ensuring they are completed

Instructors. Every AVTEC Instructor is responsible for conducting himself/herself in accordance with this policy and program. All instructors will:

- Attend accident and near-miss reporting training
- Report all accidents and near misses to their Department Head within 2 hours of the incident.

Accident – An undesired event that results in personal injury or property damage.

Administrative (or Work Practice) Controls – Procedures that are used to reduce the duration, frequency, or severity of exposure to a hazard. These may include work methods training, job rotation, and gradual introduction to work.

Engineering Controls – A method of eliminating or reducing the quantity or severity of job risk factors by redesigning equipment, processes, tools, and workstations.

Near Miss – An incident where no property was damaged and no personal injury sustained, but where damage and/or injury easily could have occurred given a slight shift in time or position.

Personal Protective Equipment (PPE) – Gloves, kneepads, and other equipment worn by employees that may help reduce hazards until other controls can be implemented, or to supplement existing controls.

Root Cause – A condition that contributes to an incident or near miss. They are not always obvious and may include factors such as insufficient training, poor safety leadership, weak rule enforcement, or inadequate safety procedures.

Appendix A (continued) - Accident and Incident Reporting

1. Reporting

Report any accident or near miss to their immediate supervisor within 2 working hours, or as soon as possible, of the incident. The Supervisor uses the Accident Investigation Report Form to document the details and any proposed corrective action(s) to prevent future occurrences. **Supervisors** are to begin the accident investigation process within 24 hours of the initial incident. A copy of the initial report is to be forwarded to the AIP Administrator within 48 hours of an accident or near miss. *OSHA must be notified within 8 hours of a work-related fatality and within 24 hours of hospitalization, amputation, or eye loss.

2. Event Reconstruction

Interviews. Within 24 hours, the Department Head or Instructor of the employee/student involved in the accident or near miss will begin interviewing employees/students who were involved or in proximity to the incident, or who are familiar with the related processes or work practices. All individuals will be interviewed separately. A minimum of two people must be interviewed for any accident or near-miss reported.

Event Timeline. An event timeline will be developed for each reported accident or near miss. This timeline will start with the accident or near miss and be developed **in reverse** using information obtained from the interviews. Each event and employee/student decision is to be added to the timeline. Also, the timeline will include all physical and emotional conditions known at the time of each action.

Identifying Root Cause(s). After the timeline is established, the investigator(s) will determine the root cause(s).

Analyzing root causes of incidents. The simplest method is known as the “5 whys.” In this question-asking technique, the investigator asks the same question repeatedly – usually “What caused or allowed this condition/practice to occur?” or simply “Why?” – until the root cause(s) are found. The example below illustrates how the 5 whys might be applied to an incident.

Incident: While repairing a press, Bob suffered an injury to his finger when it started unexpectedly.

1. **Why was Bob's finger injured?** The ram on the press he was repairing unexpectedly came down.
2. **Why did the ram on the press come down?** Another employee started up the machine without realizing Bob was in the danger zone. Bob had shut down the machine, but not performed an energy lockout, so there was still power to the ram.
3. **Why didn't Bob perform an energy lockout?** The machine wasn't locked out because there is no company lockout/tagout program. Bob has never been trained on hazardous energy control because management thought it was too expensive.

Root causes: Lack of lockout/tagout program, lack of employee training on hazardous energy control and poor safety leadership as demonstrated by unwillingness to spend money on employee safety training.

3. Corrective Action

Recommending Specific Solution(s). After the root causes are identified, corrective actions will be determined to reduce or eliminate those hazardous conditions. The Department Head/Instructors and employees/students will develop and propose specific, operationally feasible improvements. Those possible improvements will be submitted to the AIP Administrator for validation, final approval and guidance for an implementation strategy.

Possible solutions will be prioritized using the following hierarchy.

15. **Elimination** – eliminating the hazard from the workplace
16. **Substitution** – replacing a hazardous substance or activity with a less hazardous one
17. **Engineering controls** – providing guards, ventilation or other equipment to control the hazard
18. **Administrative controls** – developing policies and procedures for safe work practices

19. **Personal protective equipment:** respirators, earplugs, safety glasses, etc.

Appendix A (continued) - Accident and Incident FORM

Accident/Incident Information		This form is available in DocuSign "Shared with Me" Templates.
Name(s) of Injured Employee/Student(s):	Training Program:	
This involved: <input type="checkbox"/> Near Miss <input type="checkbox"/> First Aid <input type="checkbox"/> Dr. Visit Only <input type="checkbox"/> ER visit <input type="checkbox"/> Lost Time <input type="checkbox"/> Death <input type="checkbox"/> Property damage		
Date and Time of Accident:	Days lost from program:	
Exact location of the incident:	Activity when the incident occurred:	
What PPE or other preventative measures were being used?		
Was a hazardous chemical with an SDS involved? Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, was the SDS reviewed and followed before and after the incident?	
*If yes, forward to the Hazard Communication Plan Administrator		
Describe Nature of Accident, Injury, or Illness:		
Describe the situation, context, and relevant considerations before and during the incident.		
Describe the apparent cause or mechanism of injury:		
Part(s) of Body Affected:		
Describe Medical Treatment Administered:		
Were the unsafe acts or conditions reported prior to the incident? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Have there been similar incidents or near misses prior to this one? Yes <input type="checkbox"/> No <input type="checkbox"/>		

AVTEC Accident/Incident Investigation Report v2025 Part 1 OSHA must be notified within 8 hours of a work-related fatality and within 24 hours for hospitalization, amputation, or eye loss.

AVTEC Accident/Incident Investigation Report v2025 Part 2

Witness Interview Information	
Witness #1 Name:	Phone:
Witness's Description of Accident/Incident:	
Witness's Signature:	
Witness #2 Name:	Phone:
Witness's Description of Accident/Incident:	
Witness's Signature:	

Supervisor description of reconstructed timeline:

Investigation Results/Corrective Action	The AIP Administrator must review this section.
List contributing factors/root causes:	
Was a mandatory safe work practice violated?	
Was the unsafe condition, practice or protective equipment problem corrected immediately? If no, what has been done to ensure correction?	
Do additional mandatory safe work practices need to be implemented? If yes, please describe safe work practice:	
List corrective actions taken and date implemented:	
Signature of Investigator:	
Signature of Person Responsible for Corrective Actions:	

*Submit all 3 sections together to Personnel or the Administrative Assistant. The AIP Administrator also keeps a copy.

Appendix B - Safety Inspection Checklists

**This list is specific to construction. OTHER program-specific checklists can be printed [here](#) and revised as needed.*

Frequency: Site-specific Safety Inspection Checklists should be used regularly (e.g., weekly, biweekly, or monthly) to ensure safety standards are met and to address potential hazards. At a minimum, they must be completed by program instructors and signed and retained by department heads in August, December, and May.

Follow-up: Any issues identified during the inspection should be immediately addressed. Create an action plan for corrective measures, and ensure all steps are taken to eliminate or mitigate risks.

Date of the Inspection: _____ Area Inspection: _____

General Facility Safety

1. Are all walkways, aisles, and emergency exits clear and unobstructed?
 Yes No If No, Explain _____
2. Is the facility free from slip, trip, and fall hazards (e.g., cords, tools, materials, debris)?
 Yes No If No, Explain _____
3. Is the facility properly lit, with all light fixtures functioning and free of glare or shadows?
 Yes No If No, Explain _____
4. Are work areas clean and organized, with tools and materials stored safely?
 Yes No If No, Explain _____
5. Are all fire exits clearly marked, unlocked, and easily accessible?
 Yes No If No, Explain _____

Personal Protective Equipment (PPE)

6. Are all workers and trainees provided with appropriate PPE (e.g., hard hats, safety glasses, gloves, high-visibility vests, hearing protection)?
 Yes No If No, Explain _____
7. Is the PPE in good condition and properly maintained (no cracks, tears, or excessive wear)?
 Yes No If No, Explain _____
8. Are trainees wearing appropriate footwear (e.g., steel-toe boots) when in the training area?
 Yes No If No, Explain _____
9. Are face shields or goggles available for tasks involving flying debris or hazardous materials?
 Yes No If No, Explain _____
10. Are respirators and hearing protection available and used for tasks that involve dust, noise, or fumes?
 Yes No If No, Explain _____

Tools and Equipment Safety

11. Are all tools and equipment regularly inspected for defects or damage?
 Yes No If No, Explain _____

12. Are power tools used in accordance with manufacturer guidelines and maintained in good working condition?

Yes No If No, Explain _____

13. Are portable tools properly grounded or double-insulated to prevent electrical shock hazards?

Yes No If No, Explain _____

14. Are machines and tools equipped with appropriate safety guards or shields to prevent injury?

Yes No If No, Explain _____

15. Are extension cords in good condition (without exposed wiring, frays, or damage)?

Yes No If No, Explain _____

Safety and Hazards

16. Are scaffolds and ladders inspected for stability and safety before use?

Yes No If No, Explain _____

17. Are fall protection systems (e.g., guardrails, safety harnesses) used when working at heights (e.g., scaffolding, roofs)?

Yes No If No, Explain _____

18. Are OSHA safety posters and required signage displayed prominently in the facility?

Yes No If No, Explain _____

19. Are trainees given a safety orientation and required to sign off on safety training materials?

Yes No If No, Explain _____

Emergency Procedures and First Aid

20. Are emergency exits and evacuation routes clearly posted, and have all workers been trained on evacuation procedures?

Yes No If No, Explain _____

21. Are first aid kits readily available, fully stocked, and located in easily accessible areas throughout the facility?

Yes No If No, Explain _____

22. Are emergency eyewash stations and first aid kits readily available, fully stocked, and located in easily accessible areas of the shop?

Yes No If No, Explain _____

Inspector Signature _____ Date _____

Department Head Signature _____ Date _____

Additional Notes and Recommendations:

Appendix C - Hazard Communication Program

As an educational institution and employer, we provide information on chemical and physical agent hazards and their control through our comprehensive Hazard Communication Program, which includes a [Hazard Communication Plan](#), container labeling, Safety Data Sheets (SDS), and training.

All containers must display GHS-compliant labels. SDS must be accessible in each work area during all shifts.

Container Labeling

It is the policy of AVTEC that no container of hazardous chemicals will be released for use unless it has a readable label with the following information:

- Containers are clearly labeled as to their contents
- Appropriate hazard warnings
- The name and address of the manufacturer
- This responsibility has been assigned to the Department Head or their representative.

Secondary Containers

The Department Head in each department will ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with generic labels that include fill-in blocks for identity and hazard warnings.

Safety Data Sheets (SDS)

AVTEC maintains Safety Data Sheets (SDS) for hazardous chemical and physical agents present on campus. SDS are accessible to employees through the appropriate department or supervisor. Employees are encouraged to familiarize themselves with the location of SDS relevant to their work area. AVTEC maintains a master [Index of Chemicals by Location](#).

Recordkeeping System

Documentation for AVTEC's Hazard Communication Program will be maintained in a single master file located with Procurement. It will contain the written program, chemical list, lists of training attendants, training schedules, training outlines, and all notes from inspections and audits related to the hazard communication effort. A [poster that contains the provisions of ASI8.60.065--18.60.068](#) must be posted at each building.

Appendix D- Hazardous Waste Management Plan

Responsibilities

Employees must identify any hazardous waste they may be producing and ensure it is handled in accordance with these guidelines.

Department Heads must ensure this plan is implemented within their departments and that active waste minimization is achieved by investigating material substitution, scale reduction, chemical exchange, and purchasing controls.

The **Safety Committee** must update this plan in response to regulatory changes and the needs of the AVTEC community, and ensure department heads are trained on it.

The **Maintenance Foreman** will maintain an inventory of HW requiring disposal and execute that disposal in accordance with this plan.

1. Identifying Hazardous Waste

Hazardous wastes are wastes that, in sufficient quantities and concentrations, pose a threat to human life/health, or the environment when improperly stored, transported, treated, or disposed of. Wastes are designated “hazardous” if they are:

- **IGNITABLE:** Combustible under certain conditions
- **CORROSIVE:** Highly acidic, basic, and/or capable of corroding metal
- **TOXIC:** Harmful or fatal when ingested or absorbed
- **REACTIVE:** Unstable under normal conditions and capable of creating explosions and/or toxic fumes, gases, and vapors when mixed with water

Labeling

A chemical container must be clearly labeled and dated as hazardous waste and reported to maintenance for inventory and disposal (see section VIII) at the time its content is designated as hazardous waste.

Packaging

- Waste storage must be non-leaking, chemical compatible, and clearly labeled.
- All containers must remain closed at all times except when adding material.
- Do not overfill the container with liquid waste. Allow an empty space of approximately five percent of the container volume to allow for thermal expansion.
- Be suspicious of any pressure build-up inside the container.
- Cans of picric acid or other peroxide-forming or shock-sensitive items are to be left in place until safety personnel have evaluated their condition.
- Do not mix incompatible chemicals.
- Do not mix hazardous materials with non-hazardous materials.
- Loose solid materials must be placed in a sealed container or in a covered cardboard box lined with two polyethylene bags.

2. Hazardous Waste Disposal Process

Reporting Waste for Disposal

Employees who generate hazardous waste and are unable to properly dispose of it themselves must report materials requiring disposal to the Foreman by email.

Include this information:

- Location of the waste (must be clearly marked with a hazardous waste label)
- Waste type and any handling considerations (refer to SDS; Maintenance has access to all SDS inventories)
- Storage quantity, container type, and approximate weight
- Date the waste needs to be removed from the current storage location

Inventory of Waste and Disposal

The Maintenance Foreman will update the hazardous waste inventory and determine whether transportation for storage is necessary.

The foreman will review the inventory of waste and:

- Determine when disposal at a hazardous waste event is warranted
- Select a hazardous waste disposal date
- Pre-register for the event
- Request a cost estimate during registration
- Create a stock request for disposal based on the cost estimate
- Assign a crew and vehicle for collection and disposal (dates are Saturdays)
- Provide Procurement with invoices for prompt payment

Seward/KPB Hazardous Waste Disposal Information

Seward Transfer Facility

- 3200 Dimond Blvd, Seward, AK, (907) 224-5327
- **Used oil and batteries** are accepted daily. Other Hazardous Waste must be disposed of at a hazardous waste disposal event (see below).

Seward Hazardous Waste Disposal Events

- Events are held at the Seward Transfer Station on designated Saturdays and hosted by Republic Services.
- Call Republic Services at [\(907\) 931-0349](tel:(907)931-0349) to pre-register or for questions
- Find dates on the KPB [Hazardous Waste Collection Schedule](#)
- Commercial disposers and households with more than 55 gallons (equivalent to one drum) are required to pre-register one week prior to the disposal date.
- [Hazardous Waste Disposal Guidance](#)

Appendix E - Building/Area Evacuation Plan

Copy and post this page by evacuation routes. Update annually or if information changes.

Building/Area: _____

1. Each work area should establish, in advance, a primary and a secondary evacuation route (in case the primary route is blocked) in the event of fire, flood, blackout, etc. Do not use elevators to evacuate. Do not block stairwells.

Primary Evacuation Route: _____

Secondary Evacuation Route: _____

2. Establish an outdoor meeting place short distance from the building where evacuees can account for all staff and visitors.

Designated Meeting Site: _____

Secondary Meeting Site: _____

3. Designate a position/alternate who will take charge in the event of fire or another emergency.

Safety Monitor: _____

Alternate Safety Monitor: _____

Evacuation Responsibilities for the Safety Monitor:

- Ensure that R.A.C.E. is followed if smoke or flame is discovered in work area:
 - Rescue
 - Alarm
 - Close all doors
 - Evacuate
 - Call 911** and/or supervisor as appropriate
- Account for all staff and visitors at the Designated Meeting Site.
- Be aware of impaired staff and visitors who may need to be assisted.
- When safety allows, prepare to shut off piped gases and compressed gas cylinders at the valve, which may feed a fire.
- Identify yourself as the Safety Monitor for your work area to the Emergency Coordinator and emergency responders.
- Notify emergency responders of any personnel who remain trapped in the building, are performing critical operations shutdown, or are unaccounted for.
- OTHER:**

Building/department EMPLOYEE LIST

Name	Job	Building/Room Number
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____
13. _____	_____	_____
14. _____	_____	_____
15. _____	_____	_____
16. _____	_____	_____
17. _____	_____	_____
18. _____	_____	_____
19. _____	_____	_____
20. _____	_____	_____

Blank page for site-specific info

Appendix F - Campus Map with Physical Addresses

Guide to AVTEC Facilities

Seward Campus Map

Applied Technologies Facility
1916 Leirer Rd, Seward, AK 99664
• Industrial Welding
1906 Alameda Rd, Seward, AK 99664
• Diesel/Heavy Equipment Technologies

Energy Building
1912 Leirer Rd, Seward, AK 99664
• Industrial Electricity
• Power Plant

Port Avenue Facility
808 Port Ave, Seward, AK 99664
• Plumbing and Heating
• Refrigeration

First Lake Facility
809 Second Ave, Seward, AK 99664
• Administration, Business Office (Admissions, Financial Aid)
• Alaska Maritime Training Center
• Business and Office Technology
• Information Technology staff offices
709 Second Ave, Seward, AK 99664
• Construction Technology
• Industrial Machine and Maintenance

Information Technology Facility
703 Second Ave, Seward, AK 99664
• Information Technology

Alaska Culinary Academy & Cafeteria
518 Third Ave, Seward, AK 99664
• Culinary Arts

Student Services Center
519 Fourth Ave, Seward, AK 99664
• Counseling/Title IX
• Library/Media Center
• Gym

Willard E. Dunham & Fourth Ave Residence Halls
516 Third Ave, Seward, AK 99664
505 Fourth Ave, Seward, AK 99664

AVTEC Apartments
438 - 440 Fourth Ave, Seward, AK 99664
303 Madison St, Seward, AK 99664

NOTE: There are designated accessible parking spaces at all AVTEC facilities.

Appendix G - Phone Numbers

Fire, medical, or threat to life or property

IN AN EMERGENCY, Dial 911

AVTEC

Operations Manager	Cell: (907) 769-1836	Phone: (907) 224-6151
Director's Office	Cell: (907) 769- 1837	Phone: (907) 224-6150
Maintenance Foreman	Cell: (907) 362-1194	Phone: (907) 224-6135
AVTEC Front Desk	Phone: (907) 224-3322	
AVTEC Dorms 24-hr	Cell (907) 362-1645	
AVTEC Counselor	Cell: (907) 422-7277	Phone: (907) 224-6171

Seward Area

Seward Fire Dept.	Non-emergency (907) 224-3445
Seward City Police	Non-emergency: (907) 224- 3338
Alaska State Troopers (Seward)	Phone: (907) 224-3346
Seward Providence Medical Center	Phone: (907) 224-2273

24-hour Crisis Support

Poison Control	Phone: 1-800-222-1222
Suicide and Crisis Life Line	Call or Text 988
National Domestic Violence Hotline	Phone: 1-800-799-SAFE (7233)
National Sexual Assault Hotline	Phone: 1-800-656-4673
Veterans Crisis Line	Dial 988, then press 1 or Text 838255