

About This Document

The purpose of the City of Wrangell Emergency Response Plan is to provide those with the responsibility for emergency planning and response the necessary process to assess, mitigate, prepare for, respond to, and recover from disaster emergencies.

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ABBREVIATIONS, ACRONYMS, AND DEFINITIONS

Abbreviations, Acronyms, & Definitions

Frequently used abbreviations, acronyms, and definitions listed below and on the following pages for easy reference.

Alert	Inform people of impending danger.
ACP	Area Contingency Plan
ADEC	Alaska Department of Environmental Conservation.
ADES	Alaska Division of Emergency Services.
ADF&G	Alaska Department of Fish and Game.
ADNR	Alaska Department of Natural Resources
ADOT&PF	Alaska Department of Transportation & Public Facilities
AFB	Air Force Base
ARC (American Red Cross)	The national organization with a congressional mandate to undertake the relief of persons suffering from disaster.
ARRT	Alaska Regional Response Team
AST	Alaska State Troopers.
Avalanche	A mass of sliding snow occurring in mountainous terrain where snow is deposited on slopes of 20 degrees or more.
BOA	Basic Ordering Agreement
CAMEO (Computer Aided Management of Emergency Operations)	Computer program developed by NOAA used to track data required under Title III of SARA.
CCGD17	Commander, 17 th Coast Guard District
CERCLA	Comprehensive Environmental Response, Compensation and Liability Act of 1980.
CHEMTREC (Chemical Transportation Emergency Center)	Operated by the Chemical Manufacturers Association. Provides information and/or assistance to emergency responders. Can be reached 24 hours a day by calling 800-424-9300.
Civil Disorder	Terrorist attack, riot, violent protest, demonstrations, illegal assembly.
Cold Zone	The clean area outside of the contamination control line. Equipment and personnel are not expected to become contaminated in this area. This is the area where resources are assembled to support the hazardous materials release response.
Community Emergency Manager	The individual who has the primary day-to-day responsibilities for emergency management programs and activities, and coordinates a jurisdiction's mitigation, preparedness, response, and recovery activities.
Contamination Reduction Corridor	That area within the Warm Zone where the actual decontamination is to take place.

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CPCS (Common Program Control Station)	An element of the Emergency Alert System. The primary broadcast station in each operational area assigned the responsibility for coordinating the broadcasting of common emergency public information in that area.
Damage Assessment	The appraisal or determination of the actual effects resulting from a disaster emergency. This estimate serves as the basis for the Governor's request for a Presidential Disaster Declaration.
Disaster	Occurrence or imminent threat of wide spread or severe damage, injury, or loss of life or property resulting from a natural or man-made cause including: a. Fire, flood, earthquake, landslide, mudslide, avalanche, wind driven water, weather condition, tsunami, volcanic activity, epidemic, air contamination, blight, infestation, explosion, riot, or shortage of food, water, fuel, or clothing. b. The release of oil or a hazardous substance; if the release requires prompt action to avert environmental danger or damage; and c. Equipment failure, if the failure is not a predictably frequent or recurring event or preventable by adequate equipment maintenance or operation (AS 26.23.900).
Disaster Emergency	The condition declared by proclamation of the governor or declared by the principal executive officer of a political subdivision to designate the imminence or occurrence of a disaster. (AS 26.23.900).
DRC (Disaster Recovery Center)	An office established in the disaster area where individual disaster victims may receive information concerning available assistance and apply for programs for which they are eligible. The DRC will house representatives of the Federal, State and Local agencies that deal directly with the needs of individual victims.
Drought	Prolonged period without rain.
Earthquake	A sudden motion of the ground, which may cause surface faulting (ground rupture) ground shaking and ground failure.
EAS (Emergency Alert System)	Consists of broadcasting radio; television; cable stations; and Federal Communications Commission to operate in controlled interconnecting facilities that have been authorized by the manner during emergencies.
EHS (Extremely Hazardous Substance)	In the text of SARA, Title III, EHS means any substance contained within the list of substances published by the Administrator of the U.S. Environmental Protection Agency. Otherwise known as the 302 Extremely Hazardous Substance List.
EOC (Emergency Operations Center)	Facilities designated for use by governments to direct and manage disaster emergency operations.
Enemy Attack	Hostile action taken against the U.S. by foreign forces resulting in the destruction of military or civilian targets or both.
Energy Shortages	Shortages or interruptions of vehicle fuel, heating oil, natural gas, or disruptions of electrical power.
EPA (Environmental Protection Agency)	The federal agency responsible for regulating air, water, hazardous waste, pesticides, and toxic substances.

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EPCRA	Emergency Planning and Community Right-to-Know Act of 1986.
ESI	Environmental Sensitivity Index
Evacuation	The removal of potentially endangered, but not yet exposed, persons from an area threatened by a hazard. Entry into the evacuation area should not require special protective equipment.
FAA	Federal Aviation Administration
Facility Emergency Coordinator	Facility representative for each Title III 302 facility with an EHS in a quantity exceeding its threshold planning quantity (TPQ), who participates in the emergency planning process for that site.
FCO (Federal Coordinating Officer)	The person appointed by the President to coordinate federal assistance in an emergency or disaster.
FEMA (Federal Emergency Management Agency)	Agency established to oversee federal assistance to local government in the event of major disasters. Also administers the Emergency Management assistance program, which provides emergency management funds to local governments through the states.
Fire	Wildland - Any instance of uncontrolled burning in grasslands, brush, or woodlands. Structural - Uncontrolled burning in residential, commercial, industrial, or other properties in developed areas.
Flood	Flash - Quickly rising small streams after heavy rain or rapid snow melt. Riverine - Periodic overbank flow of rivers and streams. Urban - Overflow of storm sewer system usually due to poor drainage, following heavy rain or rapid snowmelt. Coastal - Flooding along coastal areas associated with severe storms, hurricanes or other events.
FOSC (Federal On-Scene Coordinator)	Federal employee responsible for coordinating the on scene federal response to a hazardous materials incident. The FOSC will usually be a member of the U.S. Coast Guard or the Environmental Protection Agency.
Hazard	Any situation or condition that has the potential of causing injury to people or damage to property.
Hazardous Materials Incident	Uncontrolled or unlicensed release of hazardous materials during storage or use from a fixed facility or during transport outside a fixed facility that may impact the public health, safety, and/or environment.
HAZ-MAT (Hazardous Material)	Any material that is explosive, flammable, poisonous, corrosive, reactive, or radioactive, or any combination, and requires special care in handling because of the hazards it poses to public health, safety, and/or the environment.
HAZWOPER (Hazardous Waste Operations and Emergency Response)	Federal safety and health standards promulgated for hazardous waste operators and emergency response personnel by the Occupational Safety and Health Administration (OSHA) as authorized in SARA, Title I; otherwise known as 20 CFR 1910.120 final rule.

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Hot Zone	That area immediately around a hazardous materials release. That area where contamination does or could occur. The innermost of the three zones of a hazardous material site. Special protection is required for all personnel while in this zone.
IAP (Incident Action Plan)	The Incident Action Plan, which is initially prepared at the first Planning Meeting, contains general control objectives reflecting the overall incident strategy and specific action plans for the next operational period. The Incident Action Plans will have a number of attachments. All incidents require an action plan. For simple incidents, the action plan is not usually in written form. Large or complex incidents will require that the action plan be documented in writing.
IC (Incident Commander)	The individual responsible for the management of all incident operations.
ICP (Incident Command Post)	The location where the incident commander, responders, and technical representatives can make response decisions, deploy resources, and handle communications.
ICS (Incident Command System)	A system which provides effective incident management through the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure to effectively accomplish stated objectives pertaining to an incident.
IDLH	Immediate Danger to Life and Health
IMT (Incident Management Team)	A management team organized within the Incident Command System to effectively achieve stated incident objectives utilizing the five management functions required for response to all hazard, all risk incidents.
Incident	An occurrence or event, either human-caused or natural phenomena, that requires action by emergency service personnel to prevent or minimize loss of life or damage to property and/or natural resources.
Integrated Emergency Management System	A broad, all hazard emergency management system that encompasses all the various types of emergencies, and addresses mitigation, preparedness, response, and recovery activities. It encourages the development of the common management functions required for response to emergencies of all types.
JIC	Joint Information Center
Landslide	A mass of sliding mud or rocks.
LEPC (Local Emergency Planning Committee)	The committee appointed by the Alaska State Emergency Response Commission, as required by Title III of SARA, AS 26.23.073, to perform local emergency planning and community right-to-know activities. Committees are appointed in each planning district in the state and are required to have representation from a variety of groups.
LEPD (Local Emergency Planning District)	The geographical area designated by the Alaska State Emergency Response Commission as the area in which plans must be developed for response to all disasters.

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Local Government	Any county, city, village, town, district, or other political subdivision of any State, Indian tribe or authorized tribal organization, or Alaska Native village or organization and includes any rural community or unincorporated town or village or any other public entity for which an application for assistance is made by a State or political subdivision thereof. (42 USC 5122).
LOSC (Local On-Scene Coordinator)	The designated community emergency coordinator under the local emergency response plan (LERP). Where no LERP exists, the police or fire chief or other emergency services official will serve as the LOSC.
RMAC	A Multi-Agency Coordinating Committee (RMAC) is a group of agency administrators who come together when the character and intensity of the emergency situation significantly impacts or involves other agencies for the intended purpose of improving interagency coordination at the top management level by the execution of the following duties: Setting priorities, acquiring or allocation of resources, coordinating State and Federal disaster designations, providing a political interface with the incident activity, and coordinating information to other agencies and the public.
MBO (Management By Objectives)	Top down management so that all involved know and understand the objectives of the operation.
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
MSDS (Material Safety Data Sheet)	Written or printed material concerning hazardous chemicals, including the manufacturer's name, the chemical's synonyms, trade name, chemical family, hazardous ingredients, physical data, fire and explosion hazard data, health hazard data, reactivity data, spill or leak procedures, special protection information, and special precautions.
NAWAS (Nation Warning System)	The Federal portion of the Civil Defense Warning System, used for the dissemination of warning and other emergency information from Federal and State warning points. It is a dedicated, nationwide, party-line telephone system operated on a 24-hour basis.
NIIMS (National Interagency Incident Management System)	A common system consisting of five major sub-systems that collectively provide a total systems approach to all risk incident management. The sub-systems are: The Incident Command System Standardized training Qualifications and certification system Publications management Supporting technologies
NRC	National Response Center
NRT (National Response Team)	Is the national body responsible for coordinating Federal planning, preparedness, and response actions related to oil discharges and hazardous substance releases.
NOAA	National Oceanic and Atmospheric Administration.

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NWS	National Weather Service.
OEM (Office of Emergency Management)	A branch of the municipal government responsible for the preservation of life and property in the event of a natural or man-made disaster emergency by making maximum use of municipal resources.
OSHA (Occupational Safety and Health Administration)	Part of the U.S. Department of Labor. OSHA develops and enforces federal standards for occupational safety and health.
PIO (Public Information Officer)	A member of the command staff, is responsible for the formulation and release of information about the incident to the news media and other appropriate agencies and organizations.
Political Subdivision	A municipality; an unincorporated village; or another unit of local government. (AS 26.23.900)
PPE (Personal Protective Equipment)	That equipment and clothing required to shield or isolate personnel from chemical, physical, and biological hazards.
RCRA	Resource Conservation Recovery Act of 1976.
RPOSC (Responsible Party On-Scene Coordinator)	Company employee responsible for coordinating the on-scene responsible party response to a hazardous materials incident. The RPOSC will usually be an employee of the company causing the spill or the designated contractor to the spiller.
Safe Refuge Area	An area within the contamination reduction zone for the assemblage of individuals who are witnesses to the hazardous materials incident or who were on site at the time of the spill. This assemblage will provide for the separation of contaminated persons from non-contaminated persons.
Salvation Army (The)	A religious and charitable organization, that in the event of a major disaster, mobilizes its personnel and resources to assist disaster victims and workers. Other aid provided includes food, clothing, shelter, and other needs as indicated.
SARA (Superfund Amendments and Reauthorization Act of 1986)	Title I deals with health and safety issues for hazardous waste workers and emergency response personnel. Title III deals with emergency planning and community right-to-know provisions. Also known as the Emergency Planning Community Right-to-Know Act (EPCRA).
SCO (State Coordinating Officer)	The representative of the Governor who coordinates State, Commonwealth, or Territorial response and recovery activities with those of the Federal Government.
SERC	State Emergency Response Commission.
SITREP	Situation Report
SPCC PLAN	Spill Prevention, Control, and Countermeasures Plan.
SOSC (State On-Scene Coordinator)	State employee responsible for coordinating the on-scene state response to an oil or hazardous substance release. The SOSC will usually be a member of the Alaska Department of Environmental Conservation.
Support Zone	The clean area outside of the contamination control line. Equipment and personnel are not expected to become contaminated in this area. This is the area where resources are assembled to support the hazardous materials operations.

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Title III	The Emergency Planning and Community Right-to-Know Act of 1986 which specifies requirements for organizing the planning and community right-to-know process at the state and local level. See SARA previous page.
Transportation Accident	An accident involving passenger air, highway, rail, or marine travel resulting in death or injury.
Triage	The screening and classification of sick, wounded, or injured persons to determine priority needs in order to ensure the efficient use of medical personnel, equipment and facilities.
Tsunami	Series of traveling ocean waves of great length and long period usually generated by submarine geophysical displacement. May or may not be preceded by an earthquake.
Unified Command	A command structure which provides for all agencies who have jurisdictional responsibility for the incident, either geographical or functional, to jointly manage an incident through a common set of incident objectives, strategy, and priorities.
USCG	United States Coast Guard.
Volcano	An eruption from the earth's interior producing lava flows or violent explosions issuing rock, gases and debris.
Warm Zone	That area between the Hot Zone and the Cold Zone. This zone contains the personnel decontamination station. This zone may require a lesser degree of personnel protection than the Hot Zone. This area separates the contaminated area from the clean area and acts as a buffer to reduce contamination of the clean area.
Warning	Notifies people of the imminent impact of a specific hazard, and protective actions that should be taken.
Weather Extremes	Severe weather includes ice storm, blizzards, extreme cold, drought, and high winds.

CITY OF WRANGELL DISASTER RESPONSE PLAN

VOLUME ONE: ADMINISTRATIVE OVERVIEW

June 2001

**City of Wrangell
Wrangell, Alaska 99929
(907) 874-2381**

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Letter of Promulgation

This plan, the "City of Wrangell Disaster Response Plan", is promulgated effective _____.

The plan is coordinated with the agencies and individuals identified herein. Those assigned tasks for preparedness and response shall consider this plan to be directive in nature.

This plan is designed to satisfy the requirements for the City of Wrangell to develop a city disaster emergency plan as described in Alaska Statute AS 26.23.060(e). The City of Wrangell Mayor or legal successor to that office will implement this plan's emergency response aspects upon declaration of a disaster emergency.

Mayor

SECTION 1 EMERGENCY MANAGEMENT

This section contains the various federal, state, borough, and local statutes, rules, and regulations authorizing emergency management as well as emergency management policy statements.

This section contains the following information:

- Authorities
- Plan Purpose and Executive Approval Statement
- Policy Statement
 - General Policies
 - Operational Policies
 - Levels of Incidents
 - Plan Activation
 - Levels of Activation
 - Activation Procedures
- Responsibilities
- Phases of Disaster Emergency Management
- Disaster Emergency Management Agency
 - Office of Emergency Management
 - Community Emergency Manager
 - Local Emergency Planning Committee
- Disaster Emergency Response Documents
- Disaster Emergency Response Plans
 - Plan Explanations
 - Community Disaster Response Plan
 - City Department Emergency Operations Plan
 - City Department Standard Operating Procedures
 - Concept of Operations
 - First Responders
 - Local
 - Private Sector
 - State
 - Federal

1.1 AUTHORITIES

The City of Wrangell has adopted this Disaster Response Plan under the following local, state and federal authorities:

Federal	PL 81-920 (Civil Defense Act of 1950 as amended)
	PL 93-288 (Disaster Act of 1974)
	PL 96-342 (Improved Civil Defense 1980)
	Title III, Superfund Amendments and Re-authorization Act of 1986
State	AS 14 Chapter 33 (School Crisis Response Planning)
	AS 46 Chapter 9 (Hazardous Substance Release Control)
	AS 26 Chapter 20 (Civil Defense Act)
	AS 26 Chapter 23 (Alaska Disaster Act)
	AS 29 Chapter 25 (Emergency Ordinances)
	AS 29 Chapter 35 (Emergency Disaster Powers)
City of Wrangell	(<i>Emergency Ordinances</i>)
	(<i>Civil Defense Ordinances</i>)

1.2 PLAN PURPOSE AND EXECUTIVE APPROVAL STATEMENT

This Community Disaster Response Plan serves the following purposes:

- Provides a single comprehensive plan for providing emergency and disaster response and recovery services.
- Provides an all-hazard, all-risk analysis of the community.
- Describes the emergency management system of the community.
- Assigns emergency response and disaster recovery responsibilities to agencies, departments, groups, and individuals.
- Describes procedures to maintain continuity of government activities.
- Save lives, reduce casualties, and minimize damage to property and other valuable resources within the community.

This plan consists of the two volumes:

- Volume 1 - Administrative Overview
- Volume 2 - Emergency Operations Guide

This plan shall be activated whenever there is a disaster emergency that could significantly threaten human health, property or the environment.

Upon declaration of a disaster emergency, the designated person responsible for disaster emergency management is authorized to commit the resources necessary to carry out the provisions of this plan.

Mayor

Date

1.3 POLICY STATEMENTS

It is the policy of the City of Wrangell to safeguard life and property by making maximum use of all available resources; public and private, and to minimize the effects of environmental, technological, and civil disaster emergencies. Because of the nature of disaster emergencies, it is also the policy of the City of Wrangell that citizens are encouraged to be self-sufficient for up to 72 hours should a disaster emergency occur.

1.3.1 General Policies

- Essential city services will be maintained as long as, and restored as quickly as conditions permit.
- A disaster emergency will require prompt and effective response and recovery operations by resources from city departments, disaster relief agencies, volunteer organizations, and the private sector.
- Environmental, technological, and civil disaster emergencies may be of such magnitude and severity that other assistance is required.
- City disaster emergency operations will be based on the principle of self-help. The city will be responsible for using all available local resources before requesting assistance from others.
- When the City Manager recognizes that the resources locally available to the city (including mutual aid) will be insufficient to respond to and/or recover from the disaster emergency, the City Manager will request assistance from the next level of supporting government.
- When a disaster emergency exists, all city departments will put their respective emergency operations plans and standard operating procedures into limited or full operation as necessary.
- Incident situation and status reports will be made by the Incident Management Team based upon severity of the disaster emergency or anticipated disaster emergency to include:
 - Estimated time and location of impact.
 - Date, time, and location of the actual disaster emergency, known number of injuries or casualties, and estimated damage at time of report.
 - Date and time of activation of disaster response plans.

Such reports will be forwarded to the City Manager and to the city Office of Emergency Management.

- Access to emergency services shall not be denied on the basis of race, color, national origin, religion, sex, age or disability. The needs of special populations shall be identified and planned for as directed by policy makers and according to federal regulations. Special populations may include, but not limited to:
 - Physically or mentally handicapped
 - Non-English speakers
 - The aged or infirm
 - The incarcerated
 - The hospitalized

Local activities pursuant to the Federal/State Agreement for major disaster recovery will be carried out in accordance with Title 44, CFR, Section 205.16 (Nondiscrimination). Federal disaster assistance is conditional on full compliance with this rule.

- Disaster emergency response often requires decisions to be made quickly under adverse conditions. Government entities complying with this plan shall not be liable for injury, death, or loss of property except in cases of willful misconduct or gross negligence.

1.3.2 Operational Policies

Levels of Incidents

Activation of this plan is based on the following definitions and criteria:

Volume 1 - Administrative Overview
City of Wrangell Disaster Response Plan

Incident Level	Criteria
Level I	The normal operations of the various city departments that can be managed with department policies and SOP and does not require implementation of the plan.
Level II	An incident that has special or unusual characteristics not readily managed by department policies and SOP, and/or requiring response by more than one city department, and/or which is beyond the capabilities of available resources (including mutual aid), will require partial or full implementation of this plan.
Level III	An incident that requires the coordinated response of all levels of city government to save lives of a large portion of the population, protect property and the environment. Such a disaster emergency may require the sheltering or relocation of the affected population. Under such conditions, this plan shall be implemented.

Plan Activation

Emergency incidents occur frequently, but rarely with the scope and complexity that would require the implementation of this Disaster Response Plan. This plan is applicable in those cases where:

- The emergency cannot be effectively managed using department policies and SOP and a local disaster emergency declaration is needed to implement the plan, access local funding and expedite procurement of local response resources; or
- The emergency directly impacts more than one department's jurisdiction, and a coordinated response under a unified command structure is desirable or necessary and a local disaster emergency declaration is needed to implement the plan, access local funding and expedite procurement of local response resources; or
- The resources of the city, including resources available through mutual aid agreements, are overwhelmed and a local disaster emergency is declared, under the terms and authority of AS 26.23.140.

NOTE: Within Alaska only the "chief executive officer" of the involved municipality may declare a disaster emergency (AS 26.23.140). The City Manager is defined as the "chief executive officer" for the City of Wrangell.

Levels of Activation

Activation of the plan will be based on the following definitions and criteria:

Volume 1 - Administrative Overview
City of Wrangell Disaster Response Plan

Activation Level	Criteria
Level I	Implementation of specific sections of the plan and/or individual Incident Management Team positions as requested by the Incident Commander.
Level II	Partial utilization of the EOC and Incident Management Team. This will include using parts of the EOC as needed and the use of a "short team." The activation of a "short" Incident Management Team will include the following positions: 1. Incident Commander A. Public Information Officer 2. Planning Section Chief 3. Logistics/ Finance Section Chief A. EOC Manager
Level III	Full activation of the EOC and Incident Management Team. This will include using the entire EOC and the use of a "long team." The activation of a "long" Incident Management Team will include the complete Command Staff as well as the complete General Staff with the following Incident Command System functions activated: 1. Incident Commander A. Public Information Officer B. Safety Officer C. Liaison Officer 2. Operations Section Chief 3. Planning Section Chief A. Situation Unit Leader B. Resource Unit Leader 4. Logistics Section Chief A. EOC Manager 5. Finance Section Chief

Activation Procedures

ACTIVATION SHALL BEGIN BY CONTACTING WRANGELL DISPATCH AND REQUESTING A SPECIFIC LEVEL OF PLAN ACTIVATION.

The on-scene Incident Commander, Community Emergency Manager or the City Manager will contact Wrangell Dispatch and request a Level I, Level II, or Level III Disaster Response Plan activation as appropriate. The dispatcher on-duty will initiate the requested plan activation level as follows:

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Level I	As directed by the on-scene Incident Commander, Community Emergency Manager or City Manager; will contact by phone, radio, and/or pager those on-call Incident Management Team personnel assigned the Incident Command System position(s) being requested and assist with the implementation of specific sections of the plan as requested and able.
Level II	As directed by the on-scene Incident Commander, Community Emergency Manager or City Manager; will contact by phone, radio, and/or pager those on-call Incident Management Team personnel assigned to the Incident Command System position(s) listed under Levels of Activation ~ Level II, and direct those personnel to report to the EOC. In addition, the Dispatcher will assist with the implementation of the Disaster Response Plan as requested and able.
Level III	As directed by the on-scene Incident Commander, Community Emergency Manager or City Manager; will contact by phone, radio, and/or pager those on-call Incident Management Team personnel assigned to the Incident Command System position(s) listed under Levels of Activation ~ Level III, and direct those personnel to report to the EOC. In addition, the Dispatcher will assist with the implementation of the Disaster Response Plan as requested and able.

1.4 RESPONSIBILITIES

- All city departments are tasked with the following:
 - Assignment of department personnel to the Local Emergency Planning Committee.
 - Development of department emergency operation plan (EOP) and department standard operating procedures (SOP) to implement assigned duties within this plan.
 - Training department personnel to accomplish disaster emergency duties.
 - Assignment of department personnel to Incident Command System positions.
 - Establishment of department internal lines of succession of authority.
 - Protection of department records, materials, facilities, equipment and services.
 - Warning department personnel of impending emergencies.
 - Assignment of department personnel to the Incident Management Team and Emergency Operations Center.
- The City Manager of Wrangell has the ultimate authority and responsibility for the direction and control of city resources during an emergency. On a day-to-day basis, authority is delegated to the Departments of Fire, Police, and Public Works; who have the power to establish control of an emergency through the Incident Command System and the position of Incident Commander. The City Manager may assume the duties of Incident Commander if, in their judgment, emergency response will be enhanced by this action. Operational control of the emergency scene should remain with the lead department or agency.
- Responsibility for coordination of disaster emergency activities with State, Federal, and private organizations has been delegated to the Community Emergency Manager and to those departments involved in emergency response.
- A declaration of a disaster emergency by the City of Wrangell is required to implement the Disaster Response Plan, access city funding, expedite procurement of city response resources and access State and Federal disaster assistance. The City Manager of Wrangell has the legal authority under AS 26.23.140 to declare that a local disaster emergency exists. If the City Manager is unable to act due to absence or incapacity, the next person designated in the city line of succession will exercise local disaster emergency declaration authority. The declared local disaster emergency shall authorize the emergency powers for the period set forth in the city disaster emergency ordinance cited on page 1-1.
- The role of the Mayor and City Council in a declared disaster emergency is primarily that of liaison with the public and with the elected officials of other affected or assisting jurisdictions.

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	Incident Commander	Public Information Officer	Operations Section	Plans Section	Logistics Section	Finance Section / CFO	Public Works / Utilities	Fire & Rescue	Health & Medical / EMS	Police & Law Enforcement	Warning Coordinator	Welfare & Shelter	Emergency Program Manager	EOC Manager	Animal Care & Control Agency	Volunteer Organizations	Other Organizations
Warning			P														
Alerting & Notification			P														
EOC Activation	P	S	S	S	S	S								P			
Communications		S			P					S	S						
Situation/Damage Assessment				P													
Resource Management				P													
Direction & Control	P		S	S						S							
Law Enforcement									S	P							
Fire & Rescue								P	S								
Evacuation	P	S	S	S				S		S							
Mass Care / Shelter & Human Services					S				S		P						
Health & Medical								S	P								
Emergency Public Information		P															
EMS									P								
Public Works							P										
Utilities							P										
Shelter in Place		S						S		S			P				
Logistics Support	S				P												
Finance	S					P											
Continuity of Government	P		S	S	S	S											
Radiological Defense	S												P				
P: Primary Responsibility S: Secondary Responsibility P/S: Depending upon nature and scope of the emergency																	

1.5 PHASES OF EMERGENCY MANAGEMENT

Comprehensive emergency management can be divided into four phases:

- Mitigation
- Preparedness
- Response
- Recovery

Although each phase has tasks assigned to it, the process is dynamic and interconnected. For example, tasks taken to recover from a disaster may have effects on mitigation, preparedness, and response to future occurrences.

Mitigation	Includes those actions taken to eliminate a hazard, or to reduce the potential for damage should a disaster emergency occur. This includes building codes, special identifications and routing requirements for the movement of hazardous materials, land use, and zoning requirements.
Preparedness	Includes actions taken to plan, equip, and train citizens and local governments to respond to emergencies arising from hazards that cannot be eliminated through mitigation. This includes preparation of disaster response plans and guidelines, and exercises to test them. It may also include training in evacuation procedures, home fire safety, and purchase of equipment and supplies needed to respond to the disaster emergency.
Response	Includes actions taken to save lives and protect property during a disaster emergency. This may include search and rescue, fire suppression, evacuation, emergency feeding and sheltering. It may also include such behind the scenes activities as activating disaster plans, and opening and staffing Emergency Operations Centers from which Incident Management Teams manage operations.
Recovery	Includes those processes required to return the jurisdiction to normal. This could include reconstruction of roads and public facilities, securing financial aid for disaster victims, and review and critique of response activities.

The responsibility for mitigation and preparedness is addressed in city codes, departmental standard operating procedures, and position descriptions. Response and recovery tasks are detailed in this Disaster Response Plan.

1.6 EMERGENCY MANAGEMENT AGENCY

This is a description of Wrangell's emergency management program.

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Office of Emergency Management	The Office of Emergency Management, within the office of the Mayor, consists of the Mayor and such other persons as he may appoint from time to time. They are responsible for development of city disaster response and recovery plans, and for coordination of disaster management between the City, the State of Alaska, and other municipalities and response and recovery organizations.
Community Emergency Manager	Under the general direction and supervision of the Mayor or their designee, the community emergency manager has the primary day-to-day responsibility for disaster management programs and activities as they relate to the mitigation, preparedness, response and recovery to disaster emergencies. The community emergency manager is the direct liaison between the Mayor's Office, service area boards, the LEPC and the City of Wrangell 911 Advisory Board; and ensures and directs an open line of communications to the City of Wrangell Assembly and administration.
Local Emergency Planning Committee (LEPC)	The LEPC represents elected officials, responders, private citizens, public health, environmental organizations, media, regulatory agencies, small business, emergency management, transportation, local and state government, and industry. The LEPC prepares disaster emergency response plans for all hazards, whether natural or man-made, and establishes procedures for the receiving and processing of requests from the public for information generated by SARA Title III reporting requirements.

SECTION 2

PLAN MANAGEMENT

This section contains how the plan will be managed including record of changes, distribution list, plan review cycle, and training and exercises.

- Instructions to Plan Holder
- Record of Changes
- Distribution List
- Plan Review Cycle
- Training and Exercises

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City Agencies / Individuals	Number of Copies
Alaska Division of Emergency Services, Anchorage	2
Alaska State Emergency Response Commission	1
Alaska Department of Transportation & Public Facilities, Wrangell Road Maintenance	1
Alaska Department of Environmental Conservation	3
Wrangell Airport Manager	1
Alaska Department of Health & Social Services (Public Health Nurse)	1
Alaska National Guard, Detachment 2, Company A, 6 th Infantry Battalion	1
Private Agencies	
Local Emergency Planning Committee	1
Salvation Army, Wrangell	1
American Red Cross	1
KSTK-FM Radio	1
Wrangell Cablevision	1
Wrangell Sentinel	1
General Telephone Company of Alaska	1
Total Distribution	41

2.4 PLAN REVIEW CYCLE

This Disaster Response Plan will be reviewed and amended, if necessary:

- Whenever the Plan fails in an emergency, or there are significant lessons learned from an actual incident or exercise.
- At least once per year by the Local Emergency Planning Committee.

Changes in policy will require public review and SERC review, but changes to update telephone numbers, personnel, or minor procedural changes do not. The Community Emergency Manager will be responsible for ensuring that revisions are incorporated into all copies of the Plan.

2.5 TRAINING AND EXERCISES

Training and exercises will be conducted on an ongoing basis with major emphasis placed on an annual, interagency exercise that should be conducted prior to the annual review of this plan. The exercises will be critiqued by all participants and observers, and possible corrections to this plan will be submitted to the Local Emergency Planning Committee for consideration.

SECTION 3 GEOGRAPHIC AND DEMOGRAPHIC CHARACTERISTICS

This section is a description and summary of what local conditions make an emergency plan necessary.

3.1 OVERVIEW

Area	Approximately 42 square miles
Location	Wrangell Island, Southeast Alaska
Population	Approximately 3,000
Government	Home Rule City with a Council- Manager form of government. Seven member City Council including an elected Mayor (two-year term). Port Commission and School Board officials are also elected officials.
Geography	On Wrangell Island, bordering Wrangell Narrows, southeast Alaska
Land Use	Residential, recreational, fish and wildlife habitat, commercial logging.
Sensitive Areas	Tongass National Forest: wetlands, old-growth forest Surrounding waterways: commercial fishing, anadromous fish streams
EHS Sites	Wrangell Seafoods (Ammonia, Chlorine)
Hazardous Material Sites	C & E Bradley (Propane) Etolin Transfer (Propane) Wrangell Oil (Petroleum) Delta Western (Petroleum) Wrangell Sawmill (Petroleum) Wrangell Power Utility (Petroleum)
Access	Air – Alaska Airlines and charter air services Marine – Alaska Marine Highway Ferry Service
Airports	Wrangell Airport
Seaports	Alaska Marine Highway Ferry Terminal
Pipelines	City water system
Heating	Primarily heating oil, some propane and wood
Electricity	Wrangell Municipal Light & Power – hydroelectric (Tye Lake Hydroelectric Project), diesel generator backup (5+ mW)
Water	City water system (central piped water). Two reservoirs provide water to the treatment plant, which uses ozone and sand filtration. Average daily consumption is 700,000 gallons/day.
Medical Facilities	Wrangell Medical Center: The facility has resident doctors, a long-term care facility, X-ray equipment, stress testing and other services. Public Health Clinic with a resident nurse practitioner.
Climate	Wrangell lies in the maritime climatic zone and experiences cool summers, mild winters with snow, and year round rainfall. Temperatures: January Average 30.5 F July Average 58.1 65 yr. Maximum Recorded: 92 F 65 yr. Minimum Recorded: -10 F Average Annual Rainfall: 82.4" Average Annual Snowfall: 64" Prevailing Wind Direction: Southeast Mean Hourly Speed 5-15mph

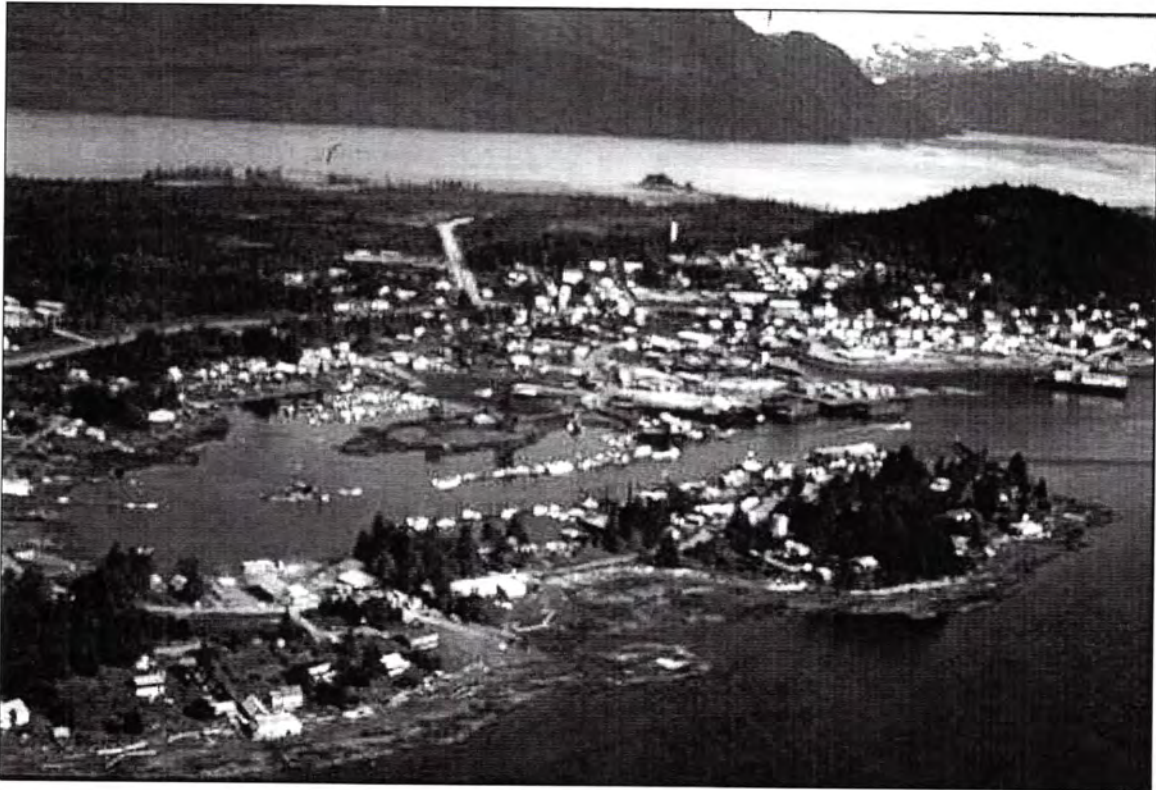


Figure 3-1, Aerial Photograph of Wrangell

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City of Wrangell Disaster Response Plan

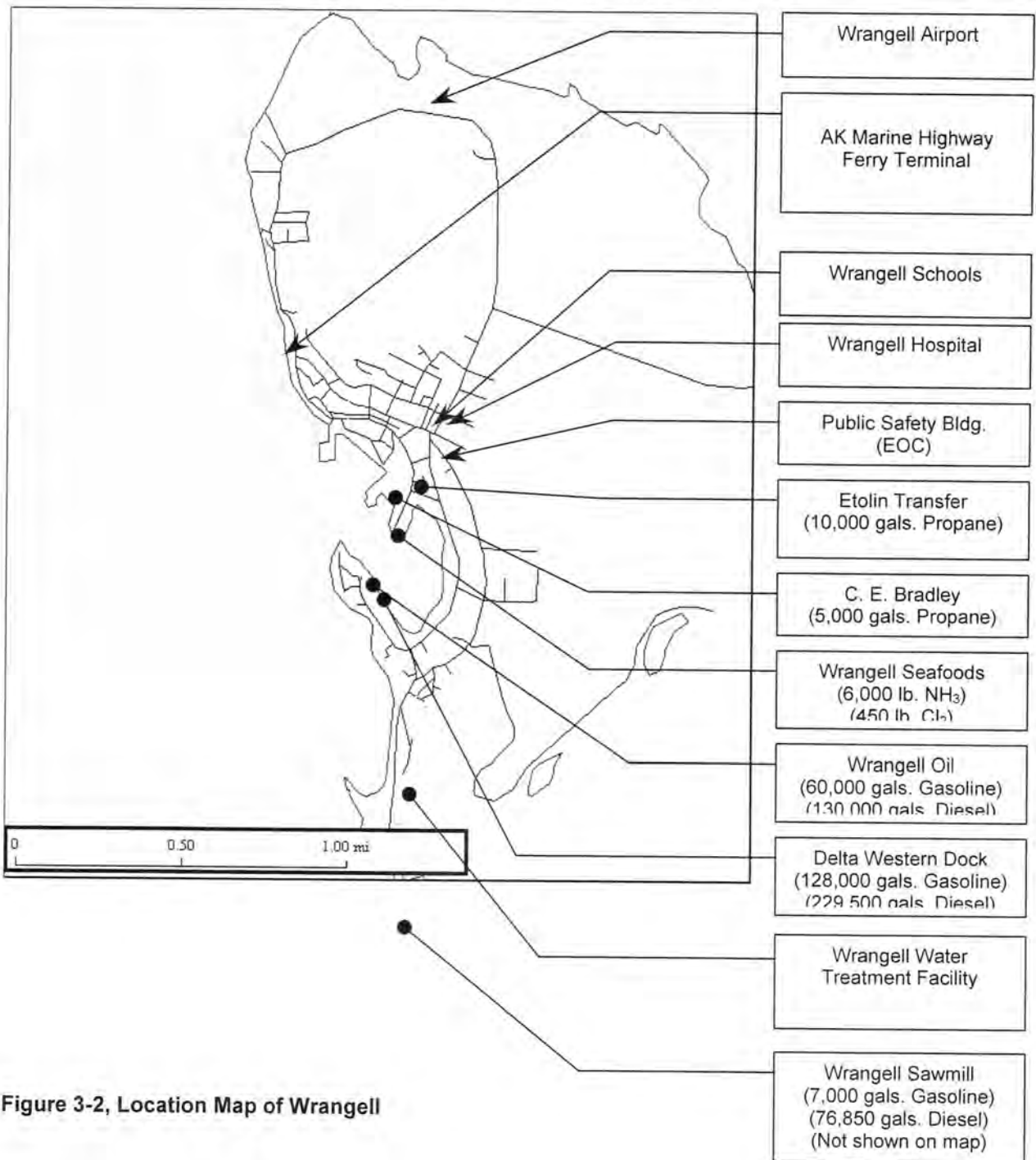


Figure 3-2, Location Map of Wrangell

SECTION 4 HAZARD INFORMATION & ASSESSMENTS

The hazard identifications and risk assessments identify potential hazards and their likelihood of causing an incident. The risk assessment quantifies or qualifies the effects or consequences of an incident on the community and surrounding area. The hazard identification and risk assessment should be reviewed and updated on a scheduled basis and as operational or organizational changes occur.

- Discussion
- Avalanche
- Civil Disorder
- Drought
- Earthquake
- Enemy Attack
- Energy Shortage
- Fire
- Flood
- Hazardous Materials
- Landslide
- Transportation Accident
- Tsunami
- Volcano
- Weather Extremes
- Hazard Analysis Chart
- Other Hazard Maps as Appropriate

4.1 DISCUSSION

The development of an all risk plan requires the analysis of hazards, both natural and technological, that threaten the people, property, and environment within the city. The hazard analysis is the foundation for mitigation strategies, planning and preparedness activities, response capabilities, and recovery and restoration. There are several concepts involved in analyzing the dangers posed by natural and technological hazards. "Hazard", "vulnerability", and "risk" have different meanings but are sometimes used interchangeably. This document adopts the following definitions:

Hazard	Any situation that has the potential for causing injury to life or damage to property and the environment.
Vulnerability	The susceptibility of life, property, and the environment to injury or damage if a hazard manifests its potential.
Risk	The probability that injury to life or damage to property and the environment will occur.

The following steps were employed in conducting this hazard assessment:

- 1. Hazard Identification** Hazards believed to have a major impact on the community are analyzed.
- 2. Vulnerability Analysis** The vulnerability analysis identifies what in the community is susceptible to damage should an identified incident occur. The vulnerability analysis provides information on the extent of the affected area, population that could expect to be affected, property that may be damaged, and the environment that may be affected.
- 3. Risk Analysis** The risk analysis assesses the probability of damage or injury taking place in the community due to an incident occurring and the actual damage that might occur in light of the vulnerability analysis. A "worst case scenario" is chosen for this analysis. The risk analysis provides information on the probability that an incident will occur, the type of harm to people, the type of damage to property, and the type of damage to the environment.

The categories used in conducting this hazard assessment are listed below.

Category	Factors		Severity Rating	Factor Weight
History	The record of occurrences of previous disasters or events.			2
	Low	0-1 event per 100 years	1 point	
	Moderate	2-3 events per 100 years	5 points	
	High	4 + events per 100 years	10 points	
Vulnerability	The percentage of population and property that is at risk to each hazard.			5
	Low	<1 % affected	1 point	
	Moderate	1-10 % affected	5 points	
	High	>10 % affected	10 points	
Maximum Threat	The maximum percentage of population and property that could be impacted under a worst-case scenario.			10
	Low	<5 % affected	1 point	
	Moderate	5-25 % affected	5 points	
	High	>25 % affected	10 points	
Probability	The number of occurrences of each hazard in the past 100 years and the factors contributing to increased or decreased risk for the area involved.			7
	Low	>1 chance per 100 years	1 point	
	Moderate	>1 events per 50 years	5 points	
	High	>1 events per 10 years	10 points	

By multiplying the "severity rating" of the hazard rating system by the "factor weight" associated with the categories above, one arrives at a subscore for history, vulnerability, maximum threat, and probability for each hazard. Adding subscores produces a total score for that hazard.

4.2 DEFINITIONS

Avalanche		A mass of sliding snow occurring in mountainous terrain where snow is deposited on slopes of 20 degrees or more.
Civil Disorder		Civil Disorder is defined as a riot, violent protest, demonstrations or illegal assembly.
Drought		Prolonged period without significant rainfall.
Earthquake		A sudden motion of the ground that may cause surface faulting, ground shaking and ground failure.
Enemy Attack		A hostile action taken against the United States by foreign forces resulting in the destruction of military and/or civilian targets.
Energy Shortages		The shortage or interruption of vehicle fuel, heating oil, natural gas or disruptions of electrical power.
Fire	Wildfire	Any instance of uncontrolled burning in grasslands, brush or woodlands.
	Structural Fire	The uncontrolled burning in residential, commercial, industrial or other properties in developed areas.
Flood	Riverine	Periodic overbank flow of rivers and streams.
	Flash	Quickly rising small streams after heavy rain or rapid snow melt.
	Urban	Overflow of storm sewer system usually due to poor drainage following heavy rain or rapid snowmelt.
	Coastal	Flooding along coastal areas associated with severe storms, hurricanes or other events.
Hazardous Materials	Stationary	The uncontrolled release of hazardous materials from a fixed site such as hazardous materials fabrication, processing or storage sites of hazardous waste treatment, storage or disposal sites.
	Transportation	The uncontrolled release of hazardous materials during transport such as highways, rail lines, pipelines and waterways.

Landslide	A mass of sliding mud or rocks.
Terrorism	The calculated use of violence or threat of violence to produce fear; intended to coerce or intimidate to promote goals that are generally political, religious, or ideological.
Transportation Accidents	An accident involving passenger air, highway, rail and marine travel resulting in death or injury.
Tsunami	A series of traveling ocean waves of great length and long period usually generated by submarine geophysical displacement. May or may not be preceded by an earthquake
Weather Extremes	Severe weather includes ice storms, blizzards, extreme cold, drought and high winds.

4.3 AVALANCHE

The most common hazard associated with avalanches is blockage of the highways. Occasionally, incidents occur in which vehicles, powerlines, gaslines or structures were damaged.

Populations at risk are those who live, work or recreate in those areas prone to avalanches as well as those traveling the road system through known avalanche slide paths and run-out zones.

Mitigation depends on public awareness and individual preparation along with: adequate avalanche forecasting; warning systems and control measures to reduce the loss of life and property; construction of defense structures and strengthening of facilities at risk; zoning ordinances and other comprehensive regulation measures specifically for the reduction of avalanche damage; public sheltering capabilities; and the restoration of services.

Insert Avalanche Hazard Map

4.4 CIVIL DISORDER

Civil disorder includes public demonstrations such as employee strikes, as well as illegal assembly and rioting. At the various seats of local government, the employees and facilities may become targets for acts of civil disorder and sabotage. In addition, facilities of State and Federal agencies existing within the city that may also become the focus for violent activity. Results of these and other actions may precipitate other emergencies such as fire, flood, transportation, hazardous materials incidents, and others. Risks to persons and property at depend on the nature and extent of the incident.

Pre-planning and "worst case scenario" analysis are ways to begin mitigation for acts of civil disturbance.

4.5 DROUGHT

Although Wrangell normally receives substantial precipitation during the course of the year, a prolonged dry spell and/or several years in a row with below-normal rainfall can result in drought-like conditions due to limited water storage. In addition, the presence of drought conditions may lead to, or aggravate, other emergency conditions, such as wildfire and energy shortages. Fish processing plants require large amounts of water and the plants would be economically affected by any water restrictions.

Drought restrictions will ordinarily follow a phased process of implementation, ranging from minor voluntary measures to mandatory reduction of all water use, with penalties for violations. Actual conservation actions will be determined by the Public Works Department in response to current conditions.

Planning and preparedness for drought is primarily the responsibility of the Public Works Department. This includes coordinating the bi-annual review of this plan with the Office of

Emergency Management. Response to drought will require close coordination with the Fire Department to ensure that minimum water levels are maintained for fire suppression.

Mitigation of water shortages depends heavily on public education, individual preparedness and ample water supply sources on the city's part.

4.6 EARTHQUAKE

Approximately 11% of the world's earthquakes occur in Alaska. Of the ten largest earthquakes in the world since 1904, three occurred in Alaska. The general effects of these events include structural damage to bridges, buildings, port and harbor facilities, airport facilities, utilities, and communications systems. In addition, an earthquake of between 6.0 to 8.0 on the Richter scale may be expected to result in additional natural/environmental emergencies such as tsunamis, floods and landslides; industrial/technological emergencies such as fires, explosions, and hazardous materials incidents; disruption of vital services such as water, sewer, power, gas and transportation; damage to and disruption of emergency response facilities, resources and systems; civil and political emergencies such as looting, and damage to water impoundment structures.

4.7 ENEMY ATTACK

As defined in the Federal Emergency Management Agency (FEMA) hazard identification, enemy attack is hostile action taken against the United States by foreign forces resulting in the destruction of military or civilian targets or both.

The threat of global nuclear war has faded with the end of the "Cold War." All weapons have not been dismantled, however, and the threat of enemy attack still exists. According to various FEMA publications, no military targets are identified in the city. The task of identifying civilian targets subject to hostile action is difficult at best since one has to ascertain the attack objectives of the hostile force(s). Many factors affect the validity of assumptions concerning the effects of an enemy attack. Among them are enemy targeting priorities, weapon size and design, height of burst, and the delivery system accuracy and reliability. In addition, effects can be altered by such things as weather conditions, time of year, topography, and methods and materials used in local building construction.

The FEMA guidance as provided in the Nuclear Attack Planning Basis-1990 Final Project Report (US GPO, 1987 719-953/60059) is accurate in its assessment of weapons effects in the city.

The FEMA project NAPA-90 is an estimate of the potential physical effects of a nuclear attack on the population of the United States in terms of the degree of the potential risk. Three types of potential nuclear attack effects risks and the areas and populations affected by each are defined:

- The direct effects risk from blast overpressure generated by the explosion of a nuclear weapon.
- The potential thermal and secondary blast-ignited fire risk created by the combined effects of blast overpressure damage and the thermal pulse or fireball of a weapon.
- The fallout risk from radiation generated by surface-burst weapons.

Due to the city's lack of proximity to a primary target, blast overpressure and fire risks are of little concern. "Secondary" effects, such as radioactive fallout, electromagnetic pulse (EMP), and nuclear winter, are a concern. Protection from "fallout" requires sheltering. Electrical and electronic equipment need to be protected from EMP.

In conclusion, the threat of enemy attack to the city is statistically extremely low. Preparation for this kind of hazard entails the same kind of planning for the other identified hazards mainly in the areas of sheltering and evacuation.

4.8 ENERGY SHORTAGES

Energy shortages in the city include the shortage or interruption of vehicle fuel, heating oil, bottled gas or disruptions of electrical power. The city's supply of fuel, heating oil, bottled gas, and production of electrical power may be affected by international, national or Alaska conditions, or as a result of major natural or technological emergencies such as earthquakes or periods of unusually cold weather. The moment at which a reduction in supply becomes an emergency, or requires specific action is difficult to pinpoint. Conditions may be exacerbated by panic buying, hoarding, or the time of year in which the crisis occurs. Short of declarations of emergency by either the Director of the Federal Emergency Management Agency (FEMA) or the President of the United States, the fuel supply of the United States is designed to respond to market conditions. People and property at risk are dependent on the extent of shortages or outages. It may involve small segments of the population in isolated instances or can be citywide.

In conclusion, mitigation depends again on public education and awareness for individuals to be prepared to function without normal sources and supplies of energy and for entities such as hospitals, administrations, emergency services, and other vital agencies to have in place alternate and/or backup supplies and capabilities for energy use.

4.9 FIRE

The City of Wrangell has the potential to experience both large structural and urban/wildland interface fires. Large wildland fires also have the potential to affect the city from secondary effects such as air space and road closures due to smoke. Fires may arise as isolated incidents, or be caused by other emergencies such as earthquakes. In addition, they may be complicated by the presence of hazardous materials, and extreme weather conditions.

4.10 FLOOD

The city is at risk to flooding from heavy rains, spring ice jams and rapid snow melt, tidal storm surges and wave runup. The effect of flooding would most likely be a disruption of vital services such as water, sewer, power, gas and transportation; damage to bridges, buildings, port and harbor facilities, airport facilities, utilities and communications systems and additional natural/environmental emergencies such as landslides.

Populations at risk depends on the extent of the scope of flooding, "worst case scenario" would affect the entire city to some degree.

Mitigation depends heavily on zoning ordinances, building codes, flood proofing measures and other comprehensive regulation measures specifically for the reduction of flood damage as well as public awareness and individual preparation and adequate warning systems to reduce the loss of life and property, public sheltering capabilities along with flood control structures and strengthening of facilities at risk, and the restoration of services.

4.11 HAZARDOUS MATERIALS

"Hazardous materials" refers generally to extremely hazardous substances, petroleum, natural gas, synthetic gas, acutely toxic chemicals and other toxic chemicals. Hazardous material incidents addressed include both fixed facilities (manufacturing, processing, storage, and disposal) and Hazmat transportation incidents (highway, waterway, and air).

There are a number of fixed sites where hazardous materials are stored or produced within the city. Air transport is not a common means of transporting hazardous substances into or out of the city. The majority of hazardous substance transport is via barge. Small quantities of hazardous substances are transported to the airports for subsequent distribution on fixed-wing aircraft. There are various fixed site facilities scattered throughout the city storing hazardous substances.

Historically, the hazardous material incidents in the city have involved petroleum products. Small incidents from fixed sites and marine vessels have occurred.

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Currently, there is no hazardous material response capability within the community of Wrangell. As such, for major hazardous material incidents, assistance from state and federal agencies would be required.

Persons, property and environment at risk depend on the nature of the hazardous material spilled, quantities and prevailing environmental conditions (e.g. weather and marine). The worst case scenario has the potential to greatly impact the entire city. The following maps show a typical worst-case scenario for release of ammonia or chlorine, the two most common EHS materials stored and handled in bulk.

In conclusion, one of the hazards that has the potential to impact the entire city is a hazardous materials incident. By identifying the specific hazardous materials and their impact to the city, we can begin to pre-plan to mitigate the risks from this hazard.

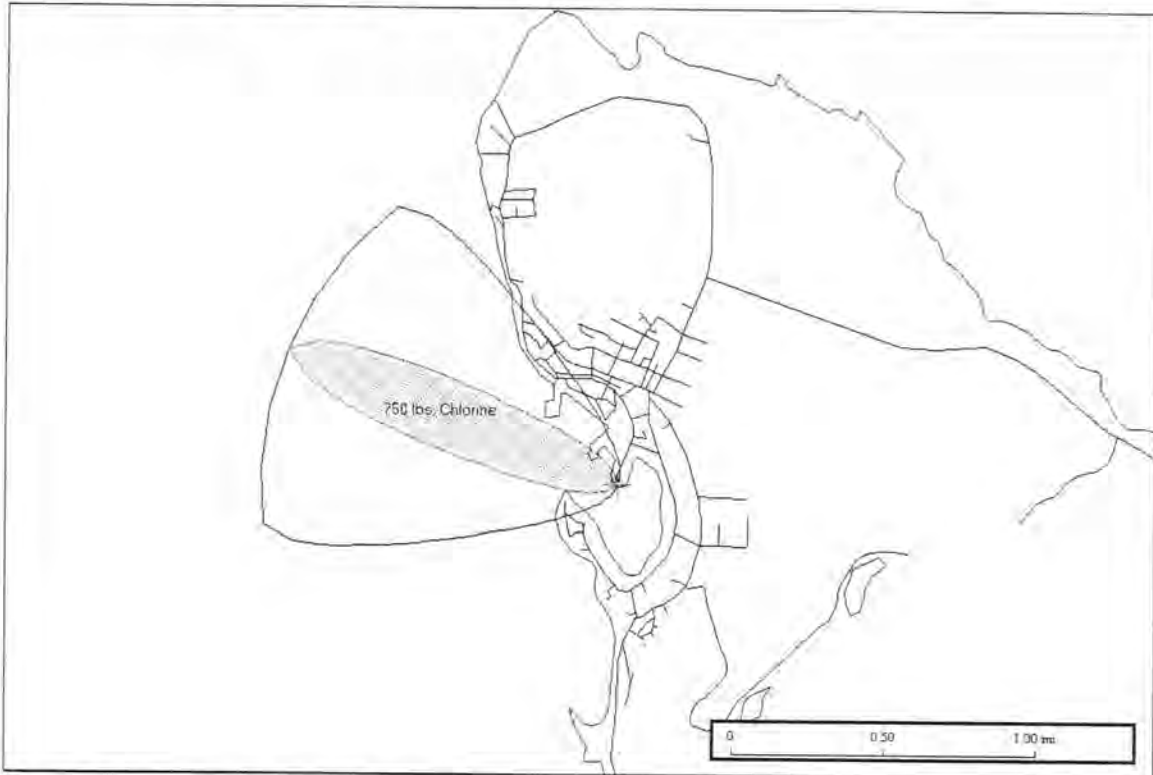


Figure 4-1, Hazardous Materials Release Scenario: Release of 750 pounds of Chlorine

Facility	EHS	Maximum Quantity (lbs)
Wrangell Seafoods	Ammonia	6,000
Wrangell Seafoods	Chlorine	450

Bulk Fuel Facility	Maximum Capacity (gallons)
Wrangell Oil	130,000 (diesel) 60,000 (gasoline)
Delta Western	229,500 (diesel) 128,00 (gasoline)
Wrangell Power Utility	10,000 (diesel)
Wrangell Sawmill	76,850 (diesel) 7,000 (gasoline) 60,000 (gasoline)

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City of Wrangell Disaster Response Plan

C.E. Bradley
Etolin Transfer

5,000 (propane)
10,000 (propane)

SUMMARY OF EHS FACILITIES AND CONTACTS				
EHS Facility	EHS Chemical	Maximum Qty (lbs)	Facility Emergency Coordinator	Phone
Wrangell Seafoods	Ammonia	6,000	Levi Dowl	874-3346
Wrangell Seafoods	Chlorine	450	Levi Dowl	874-3346

HAZMAT RESPONSE CAPABILITY		
Facility/Organization	Hazmat Response Capability	Release Detection Capability
Wrangell Seafoods (ammonia)	None	No release detection equipment
Wrangell Seafoods (chlorine)	None	No release detection equipment

See Figure 3.2 depicting locations of EHS facilities and bulk petroleum facilities.

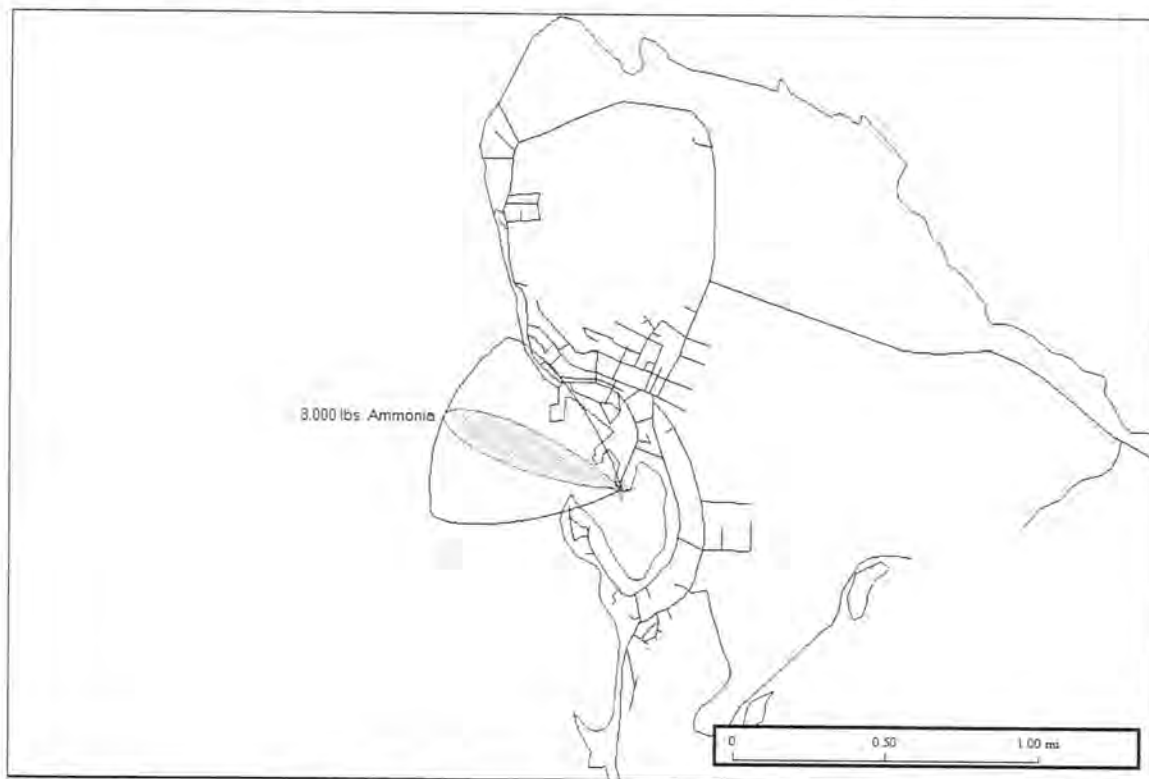


Figure 4-2, Hazardous Materials Release Scenario: Release of 8,000 pounds of Ammonia

4.12 LANDSLIDE

The most common hazard associated with landslides is blockage of the highways. Occasionally, incidents have been reported in which vehicles, power lines, gas lines or structures were damaged. Some residential development is located within landslide paths and on terrain susceptible to mass wasting. However, development in landslide paths is likely to be limited because most are found within National Forest holdings.

Populations at risk are those who live, work or recreate in those areas prone to landslides as well as those traveling the highway system through known landslide slide paths and run-out zones.

Mitigation depends on public awareness and individual preparation along with: adequate landslide forecasting; warning systems and control measures to reduce the loss of life and property; construction of defense structures and strengthening of facilities at risk; zoning ordinances and other comprehensive regulation measures specifically for the reduction of landslide damage; public sheltering capabilities; and the restoration of services.

4.13 TERRORISM

The probability of terrorist action in Wrangell is considered minimal. Terrorism includes violence and or threats of violence, usually premeditated, involving persons or organizations determined to disrupt normal activities. These premeditated actions range from sabotage of governmental facilities to the taking hostages and assassinations. Disruptions may include damage or destruction of vital services such as telephone, electricity, water, and others. Results of these and other actions may precipitate or emergencies such as fire, flood, transportation, hazardous materials incidents, and others. Risks to persons and property depend on the nature and extent of the incident.

4.14 TRANSPORTATION ACCIDENTS

The major types of transportation accidents considered under the City Plan are air, highway, and marine. Transportation accidents that occur along the highway system, air space, and upon the navigable waters would not normally constitute a major emergency unless the accident was complicated by hazardous materials, or mass casualties or fatalities. The city is home to a district airport. The bulk of the air traffic is small to mid-size commercial and private aircraft. In addition to fixed wing aircraft, helicopters fly the area in a variety of activities. Much marine traffic occurs in the waters of the area.

People and property at risk are dependent on the size and location of the accident. Most transportation accidents are localized and are mitigated by city resources and augmented with mutual aid agreements. Accidents on a larger scale or that involve haz-mat and/or mass casualties will require additional resources. These events may also impact much larger areas due to secondary effects.

In conclusion, pre-planning with mutual aid agreements and cooperative aid agreements are the tools for mitigating transportation accidents.

4.15 TSUNAMI

Tsunamis are natural phenomena that are a series of traveling ocean waves of great length and long period, generated by disturbances associated with earthquakes in oceanic and coastal regions.

It should be noted that subareal and submarine landslides, with induced local tsunamis, can and have occurred without an earthquakes. A tsunami greater than one meter in height may be expected to result in additional emergencies such as, industrial/technological emergencies (e.g. fires, explosions, and hazardous materials incidents); disruption of vital services such as water, sewer, power, gas and transportation; damage to and disruption of port and harbor facilities, public works facility, and the wastewater treatment facility.

4.16 WEATHER EXTREMES

There are no regular occurrences of severe weather such as hurricanes, tornadoes, or large hail in the City of Wrangell. Winds more than 50 miles/hour occur occasionally. Freezing rain, large snowfall, drifting snow and high winds are the dominant winter weather hazards that affect the city. Periods of extreme cold occur on a less than frequent basis. The effect of extreme weather would most likely be a disruption of vital services such as water, sewer, power, gas and transportation; damage to and disruption of emergency response facilities, resources and systems. Populations at risk depends on the extent of the scope of weather system, "worst case scenario" would affect the entire city to some degree.

In conclusion, mitigation depends heavily on public education and individual preparedness and shelter planning on the city's part.

4.17 HAZARD ANALYSIS CHART

The charts on the following pages summarize the analysis of potential hazards.

Insert Other Hazard Maps as Appropriate.

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HAZARD ⇄		Avalanche	Civil Disorder	Drought
VULNERABILITY ANALYSIS	Vulnerability Zone	Sections of the road system and parts of some subdivisions.	Community specific.	Entire city zone
	Population within vulnerability zone	Small	Incident specific. Potentially could affect large portion of population	Entire population
	Property that may be affected	Damage to power transmission lines, roadways, vehicles, buildings, structures, and communication systems.	Damage to bridges, buildings, port and harbor facilities, airport facilities, utilities and communications systems; disruption of vital services such as water, sewer, power, gas and transportation; damage to and disruption of emergency response facilities, resources and systems.	Structures due to lack of adequate fire fighting water, damage to livestock.
RISK ANALYSIS	Environment that may be affected	Standing timber, vegetation, soils, landscapes, water quality.	All flora and fauna.	Local vegetation, local large mammals, local fisheries streams.
	Probability of Occurrence	Low	Low	Low
	Consequences to people	Injuries and deaths, hardship due to the disruption of vital services.	Injuries and deaths; hardship due to the disruption of vital services such as water, sewer, power, gas and transportation; disruption of emergency response facilities, resources and systems.	Hardships from loss of water services.
	Consequences to property	A disruption of vital services such as power, communications and transportation services; damage and destruction of vehicles, buildings, structures, and roadways.	Loss of service systems such as water, sewer, power, government, gas and transportation; damage to emergency response facilities, resources and systems.	Damage and loss of structures and properties from fire.
	Consequences to environment	Degradation of vegetation, soils, and watercourses.	Gross destruction to all types of property; environmental degradation	Degradation of woodland habitat from wildland fires, degradation to moose and other large mammals from loss of feed, degradation to fisheries habitat
SEVERITY RATING	Probability of simultaneous emergencies	Moderate	High	Low
	Unusual conditions	N/A	N/A	Economic hardships due to loss of income from fisheries, other.
	Categories	Severity	Severity	Severity
	History	Low	High	Moderate
	Vulnerability	Low	Low	High
	Maximum Threat	Low	Low	Moderate
	Probability	Low	Low	Low
Total		24	42	117

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HAZARD ⇄		Earthquake		Enemy Attack		Energy Shortages	
VULNERABILITY ANALYSIS	Vulnerability Zone	Entire city		Entire city		Entire city	
	Population within vulnerability zone	Entire population		Entire population		Entire population	
	Property that may be affected	Structural damage to bridges, buildings, port and harbor facilities, airport facilities, utilities and communications systems; disruption of vital services such as water, sewer, power, gas, and transportation; damage to and disruption of emergency response facilities, resources and systems		Bridges, buildings, port and harbor facilities, airport facilities, utilities; communications systems from electromagnetic pulse, disruption of vital services such as water, sewer, power, gas and transportation; damage to and disruption of emergency response facilities, resources and systems.		Shortage or interruption of vehicle fuel, heating oil, natural gas or disruptions of electrical power	
	Environment that may be affected			Flora and fauna due to fallout		None anticipated	
RISK ANALYSIS	Probability of Occurrence	Moderate		Low		Low	
	Consequences to people	Injuries and deaths from structure collapse, land deformation, mass casualties.		Long term injuries due to fallout effects, casualties and fatalities.		Hardship due to the disruption of vital services such as water, sewer, power, gas and transportation; disruption of emergency response facilities, resources and systems	
	Consequences to property	Land subsidence and deformation, earth fissures, landslides, mass wasting, forest "blow down," damage due to flooding, and environmental degradation. Gross destruction to all types of property		Damage to electrical and electronic equipment from EMP; damage and loss to above mentioned property from direct effects		Loss of service systems such as water, sewer, power, gas and transportation; damage to emergency response facilities, resources and systems.	
	Consequences to environment	Gross alterations to natural landforms and environmental degradation from hazardous materials		Degradation of flora, fauna, and water and air quality		N/A	
SEVERITY RATING	Probability of simultaneous emergencies	High		High		Low	
	Unusual conditions	Civil and political emergencies such as looting		N/A		N/A	
	Categories	Severity	Points	Severity	Points	Severity	Points
	History	Moderate	10	Low	2	Moderate	10
	Vulnerability	High	50	Low	5	High	50
	Maximum Threat	Moderate	50	High	100	High	100
	Probability	Low	7	Low	7	Low	7
Total		117		114		167	

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HAZARD		Fire	Flood	Hazardous Materials
VULNERABILITY ANALYSIS	Vulnerability Zone	Entire city	Coastal areas below 100 ft above MLW.	Transportation corridors, marine, air, roadways and fixed sites as identified.
	Population within vulnerability zone	Entire population		
	Property that may be affected	Equipment, vehicles, and structures	Structural damage to bridges, buildings, port and harbor facilities, airport facilities, utilities and communications systems; disruption of vital services such as water, sewer, power, gas and transportation; damage to and disruption of emergency response facilities, resources and systems.	Dependent on type of material, quantity, location, and prevailing environmental conditions (i.e. state of the weather and sea state).
	Environment that may be affected	Destruction of flora and fauna	Destruction of flora and fauna	Flora, fauna, ecosystems, air and water quality
RISK ANALYSIS	Probability of Occurrence	High	Low	Moderate
	Consequences to people	Respiratory distress to people exposed to smoke; injury and loss of life to people trapped by fire; need for sheltering due to loss of homes.	Injuries and deaths from being trapped by floodwaters; need for sheltering due to loss of homes.	Full spectrum from no effect to mass casualties and fatalities
	Consequences to property	Destruction of structures, equipment and vehicles; disruption to transportation modes due to smoke and ash.	Destruction to structures, equipment, and vehicles; disruption of transportation modes and services due to destruction of infrastructure.	Physical damage to inhabitable, non-usable
	Consequences to environment	Destruction to flora and fauna; degradation of air quality.	Destruction of flora and fauna; degradation of water quality.	Damage, loss, destruction of flora, fauna, air and water quality to entire ecosystem
	Probability of simultaneous emergencies	High	Moderate	Moderate
SEVERITY RATING	Unusual conditions			
	Categories	Severity	Points	Severity
	History	Moderate	10	Moderate
	Vulnerability	Low	5	Moderate
	Maximum Threat	Moderate	50	High
	Probability	Low	7	Moderate
Total		72	44	170

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HAZARD ⇨		Landslide		Terrorism		Transportation Accident	
VULNERABILITY ANALYSIS	Vulnerability Zone	Sections of the road system and parts of some subdivisions	Entire city			Airport facilities, road system, and marine shipping corridors	
	Population within vulnerability zone	Minimal	Entire population				
	Property that may be affected	Damage to power transmission lines, roadways, vehicles, buildings, structures, and communication systems.	Public and private facilities			Airport facilities, bridges, roadways, harbor facilities, aircraft, vehicles, vessels.	
	Environment that may be affected	Standing timber, vegetation, soils, landscapes, and water quality.	Air and water quality			Air and water quality, localized flora and fauna.	
RISK ANALYSIS	Probability of Occurrence	Low	Low			Moderate	
	Consequences to people	Injuries and deaths, hardship due to the disruption of vital services	Mass casualties, fatalities, disruption of services.			Mass casualties, fatalities.	
	Consequences to property	A disruption of vital services such as power, communications and transportation services, damage and destruction of vehicles, buildings, structures, and roadways.	Damage or destruction.			Damage or destruction.	
	Consequences to environment	Degradation of vegetation, soils, and watercourses.	Degradation of air and water quality, damage to standing timber			Degradation of air and water quality, damage to flora and fauna.	
SEVERITY RATING	Probability of simultaneous emergencies	Moderate	Low			High	
	Unusual conditions	N/A				N/A	
	Categories	Severity	Severity	Severity	Points	Severity	Points
	History	Low	Low	Low	2	Moderate	10
	Vulnerability	Low	Low	Low	5	Low	5
	Maximum Threat	Low	Low	Low	10	Low	10
	Probability	Low	Low	Low	7	Moderate	35
Total		24	24	24		60	

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HAZARD ⇄		Tsunami	Weather Extremes
VULNERABILITY ANALYSIS	Vulnerability Zone	All coastal areas below the 100-ft. contour and within 1 mile of the high tide line.	Entire city
	Population within vulnerability zone	Approximately 3,000 residents	Approximately 4,000 residents
	Property that may be affected	Port and Harbor facilities, Public Works facilities, structures, vehicles, and equipment, transportation facilities such as docks, float systems, and roads.	Damage to service systems such as water, sewer, power, gas and transportation; damage to and disruption of emergency response facilities, resources and systems.
	Environment that may be affected	Wetlands with inclusive flora and fauna.	Standing timber, large mammals.
RISK ANALYSIS	Probability of Occurrence	Moderate	Moderate
	Consequences to people	Death and injuries in wave run up zone, hardship from loss of vital services.	Injuries and deaths, hardships from loss of vital services.
	Consequences to property	Damage as stated above. A tsunami greater than one meter may be expected to result in additional emergencies such as, industrial/technological emergencies as fires, explosions, and hazardous materials incidents; disruption of vital services such as water, sewer, power, gas and transportation; damage to and disruption of emergency response facilities, resources and systems.	A disruption of vital services such as water, sewer, power, gas and transportation; disruption of emergency response facilities, resources and systems.
	Consequences to environment	Loss of wetland habitat, loss of flora and fauna.	Degradation of woodland habitat from high wind and extreme cold; degradation to moose and other large mammals from loss of feed; degradation to farm and stock animals.
SEVERITY RATING	Probability of simultaneous emergencies	High	Moderate
	Unusual conditions	Civil and political emergencies such as looting.	N/A
	Categories	Severity	Severity
	History	Low	Moderate
	Vulnerability	Moderate	High
	Maximum Threat	Moderate	High
	Probability	Low	Moderate
Total		84	195

CITY OF WRANGELL DISASTER RESPONSE PLAN

VOLUME TWO: EMERGENCY OPERATIONS GUIDE

June 2001

**City of Wrangell
Wrangell, Alaska 99929
(907) 874-2381**

How to Use This Volume: Emergency Operations Guide

While no plan can replace the common sense and good judgment of personnel, department directors, managers, and other decision makers, this Emergency Operations Guide provides a system to guide efforts to mitigate and prepare for, respond to, and recover from disaster emergencies. It sets forth general policies and procedures for integrating all emergency and non-emergency response systems into a program for integrated disaster emergency management.

In the event that you need to use this volume:

- 1st.** Go to the Hazard Checklist that is specific to the threat causing the incident. Follow the recommendations listed under the respective emergency phases:
 - Warning
 - Response
 - Recovery
- 2nd.** Use the other sections of the Emergency Operations Guide as directed and/or required by the hazard checklist.

Volume 2 - Emergency Operations Guide
City of Wrangell Disaster Response Plan

Emergency Operations Guide Sections

Section	Title	Contents
1	Hazard Specific Checklists	Contains hazard specific checklists that encompass the warning, response, and recovery phases of specific hazards.
2	Disaster Declaration & Reporting	Gives legal definitions of emergencies and disasters, and explains how to declare a disaster emergency and report one to the Alaska Division of Emergency Services. Procedures for reporting damage assessment are also found in this section.
3	Incident Command System	Explains the Incident Command System. It incorporates command levels, Incident Management Team organization chart and Incident Management Team qualified personnel roster.
4	Public Information	Explains how to manage information flow from incident management team to the public.
5	Communications	Explains the communication planning required for incidents, emergency operation centers, amateur radio operators, and radio caches. Also contains frequency lists for city departments.
6	Alert & Warning	Explains the different methods and procedures to use in alerting and informing the public in the event of an emergency. It includes the emergency alert system, city siren system, door-to-door, and mobile public address systems.
7	Evacuation	Explains the methods and procedures to follow in case evacuation is required.
8	Shelter & Feeding	Explains the procedures, facilities, and organizations required to provide mass care to the public.
9	Health & Medical Services	Describes the procedures for providing for the mental health and physical well-being of individuals affected by the disaster emergency.
10	Resource Management	Describes how resources needed during a disaster emergency will be managed.
11	Organizing for Special Incidents	Explains the Incident Command System as used for special incidents. It incorporates unified command, multi-agency coordination, and special incident organizations for oil spills, hazardous materials, and multi-casualty incidents.
12	Telephone Call List	Provides emergency telephone numbers for use by city responders and incident management team members.
13	Resource List	

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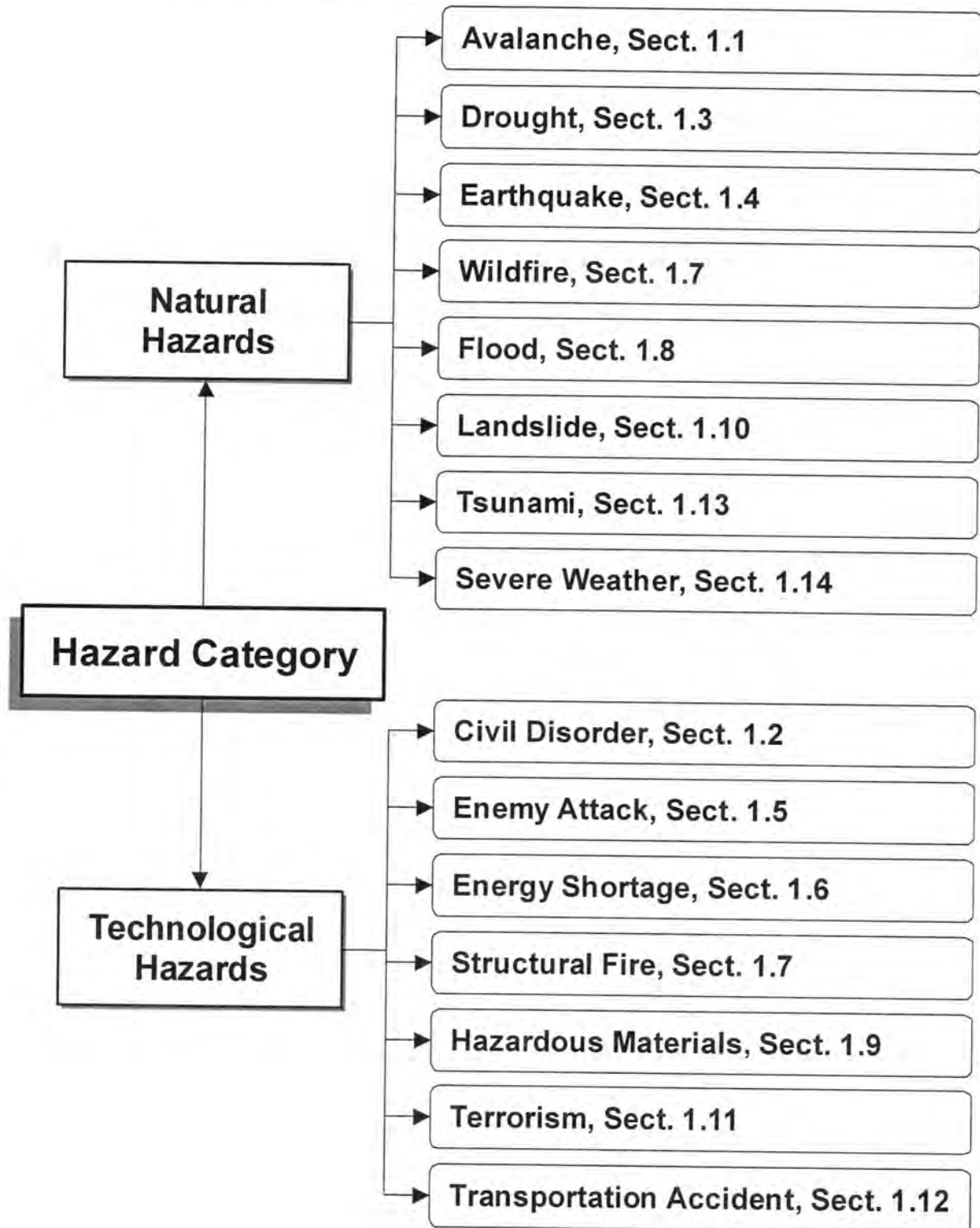
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Section 1 HAZARD SPECIFIC CHECKLISTS



1.1 AVALANCHE

A mass of sliding snow occurring in mountainous terrain where snow is deposited on slopes of 20 degrees or more.

The following are checklists of tasks which may need to be accomplished in preparation for, response to, and recovery from avalanche incidents. They should not be considered all inclusive; some emergencies will not require that all tasks be accomplished, others will require tasks which are not listed.

- If a Disaster Threatens

Use Warning Phase Checklist

- If a Disaster Has Occurred

Use Response Phase Checklist

Use Recovery Phase Checklist

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1.1.1 Avalanche Warning Phase Checklist

1.	Receive and evaluate forecasts and predictions which indicate potential for avalanches. Make whatever confirmations are necessary, and pursue further information and guidance from the Office of Emergency Management, National Weather Service, Alaska Department of Transportation and Public Facilities, or other qualified agencies.
2.	In coordination with these agencies, develop the following estimates on basis of past experience or other available data: a) When avalanche conditions are anticipated and its duration; b) What areas are expected to be subject to avalanching, runout and snow and debris deposition; c) What measures can be taken to lessen the effects and damage anticipated.
3.	Activate Incident Management Team and establish an Emergency Operations Center (EOC) for the city and such Incident Command Posts (ICPs) as necessary and notify the Office of Emergency Management of the extent of the disaster as soon as possible.
4.	Notify all agencies and media which may participate in avalanche recovery operations of the location, time of activation and methods of contact with the EOC. Call the Juneau Forecast Office of the National Weather Service to provide advisory personnel to the EOC.
5.	Initiate inspections of existing control works (e.g. snow sheds, barriers, firing points, etc.) and undertake repairs and strengthening as necessary.
6.	Identify areas safe and suitable for selection and shelter of evacuees and for the storage of evacuated equipment and emergency supplies. Assure that evacuation routes to the areas selected will not become impassable before they can be reached.
7.	Estimate the number of evacuees that can be anticipated and, in consultation with volunteer relief organizations and the SHELTER AND FEEDING SECTION , select suitable shelters and arrange for their operation.
8.	In consultation with the various sections, make preparations for the orderly evacuation and reception of the evacuees, which will progress in phase with the avalanche conditions. Note: Provide for the security of the areas evacuated.
9.	Provide the local news media with winter storm safety rules, winter automobile travel considerations, advice on actions if trapped in a vehicle by a blizzard, and information pertaining to avalanche slide areas and avalanche control actions along the highway systems.
10.	Arrange for the direct broadcast of emergency public information and evacuation instructions per the ALERT AND WARNING SECTION . The National Weather Service, may issue avalanche warnings, but should also keep local officials briefed on their actions. See ALERT AND WARNING SECTION .
11.	Inventory communications capabilities between essential facilities and the emergency operations center. Augment as necessary with auxiliary equipment and operators for emergency requirements. Design an Incident Communications Plan from the information in COMMUNICATION SECTION .
12.	Inventory high clearance vehicles and register owners and operators, including school buses.
13.	Inventory bulldozers, graders, dump trucks, front-end loaders, snowplows and other heavy equipment.
14.	Inventory operators of portable and mobile communications equipment. Make those assignments which can be made in advance.
15.	Arrange for the protection and distribution of emergency services (fire fighting, medical, rescue, law enforcement, public works, etc.) equipment.
16.	Preposition equipment, fuel and the essential supplies for use after slide activity.
17.	Check auxiliary generators and other power and lighting equipment.
18.	Inventory available stocks and sources of supply of equipment and supplies common to the needs of disaster workers. Include special clothing, hard hats, flashlights and batteries, flares, maintenance tools, rescue tools, and rations.

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19.	Advise prospective suppliers as to which personnel are authorized to make emergency purchases in the name of the various local jurisdictions, how they are identified, and what record of the transaction is necessary for subsequent reimbursement.
20.	Arrange for the control of incoming air, marine, and surface traffic to facilitate receipt and delivery of needed supplies and to divert unessential visitors and supplies.
21.	In phase with the situation as it develops, publicize emergency public information to include: a) Description of the situation and identification of areas which are expected experience avalanches; b) Closures of schools, offices, and other facilities; c) Evacuation routes and reception areas; and d) How warning and evacuation instructions will be disseminated. See PUBLIC INFORMATION SECTION.
22.	Prepare for documenting equipment and supplies used, personnel hours spent, including overtime, and other documentation on expenses which might be necessary for later reimbursement.
23.	Sound alert and warning sirens as appropriate. See ALERT AND WARNING SECTION .
24.	Initiate response of volunteer organizations such as the American Red Cross, The Salvation Army, and other similar organizations.
25.	Review the RESPONSE PHASE CHECKLIST on the next page for preparatory action which may be required.

1.1.2 Avalanche Response Phase Checklist

1.	If not already completed, complete those actions items listed in the WARNING PHASE CHECKLIST which can be completed, based on incident priorities of the current situation.
2.	Establish a watch and observation of avalanche activity. Assess the avalanche hazard level. Initiate reporting from public and private agencies that have facilities in the risk areas.
3.	Disseminate public warnings, emergency instructions, and initiate evacuation operations and road closures in phase with the avalanche activity. See ALERT AND WARNING SECTION, EVACUATION SECTION.
4.	Keep in communication with highway, law enforcement, fire, rescue, and others with emergency services responsibilities. Obtain official information on what and how highways and streets are to be kept open, particularly those required by emergency services personnel in case of serious fire, accidents and other emergencies. Obtain estimates of requirements for additional manpower, equipment and supplies.
5.	If conditions warrant, initiate or increase efforts to obtain specific information for broadcasts over radio and television to inform the public of the avalanche situation and what actions should be taken.
6.	Limit travel as required.
7.	Initiate avalanche control work as appropriate.
8.	Conduct reconnaissance of areas becoming impacted.
9.	Review preparations for congregate care and emergency shelter if the situation appears to be worsening. Consider what specific operations may have to be performed and under what conditions. See SHELTER AND FEEDING SECTION.
10.	Provide patrols for the security of evacuated areas.
11.	Where injuries are involved, notify local EMS agencies and medical facilities as soon as possible. Consider establishing the Multi-casualty Organization within the Incident Command System and a medical communications net on the State EMS frequency (155.160 MHz) if multiple patients are injured. See MULTICASUALTY INCIDENT MANAGEMENT (APPENDIX A), HEALTH AND MEDICAL SERVICES SECTION and the COMMUNICATIONS SECTION.
12.	Maintain surveillance of current conditions.
13.	Initiate a "shotgun estimate" of the extent of public and private damage.
14.	Request assistance as necessary and available under the conditions, and continue avalanche disaster operations.
15.	Establish emergency shelters and congregate care stations. Coordinate with the American Red Cross and The Salvation Army. See SHELTER AND FEEDING SECTION.
16.	Notify the Office of Emergency Management of the situation and any required assistance. If conditions warrant, declare the existence of a local disaster emergency and submit a request for a state declaration of disaster emergency if appropriate.
17.	Establish strike teams and/or task forces to assess and document damage to public and private property. Record this information for future reimbursement purposes.
18.	Publicize emergency public information to include: • Description of the situation and location of damaged areas. • Evacuation routes and reception areas. • Location and/or phone number where information concerning the victims may be obtained. • Other information and instructions concerning the public welfare.
19.	Establish traffic control and roadblocks in heavily damaged areas.

1.1.3 Avalanche Recovery Phase Checklist

1.	Initiate surveys for the identification of safety hazards and undertake corrective measures.
2.	Arrange for initial snow and debris clearance and restoration of essential public facilities, transportation systems and utilities.
3.	Restore and maintain essential services such as disrupted utilities, transportation arteries and communications systems. Priority will be given to services for hospitals, emergency operations centers, nursing homes, and housing for the elderly and fire and police departments.
4.	Arrange for partial return of evacuees, particularly the heads of households, for individual damage assessment and cleanup. Phase the return of the remaining evacuees in pace with the rehabilitation progress.
5.	Initiate individual rehabilitation program.
6.	Arrange for emergency housing as may be necessary.
7.	Provide facilities for and publicize the location of disaster aid centers for processing applications for the rehabilitation of individuals and families.
8.	Initiate immediate and long range rehabilitation measures and programs.
9.	Perform post-avalanche cleanup and utilities restoration.
10.	Perform damage assessments.
11.	Provide monetary figures necessary to support a request for disaster declaration.
12.	Release excess personnel and equipment.
13.	Complete and submit necessary reports and paperwork to appropriate agencies.
14.	Perform an incident critique.

1.2 CIVIL DISORDER

Civil Disorder is defined as a terrorist attack, riot, violent protest, demonstrations, or illegal assembly.

The following are checklists of tasks which may need to be accomplished in preparation for, response to, and recovery from incidents of civil disorder. They should not be considered all inclusive; some emergencies will not require that all tasks be accomplished, others will require tasks which are not listed.

- If a Disaster Threatens

Use Warning Phase Checklist

- If a Disaster Has Occurred

Use Response Phase Checklist

Use Recovery Phase Checklist

1.2.1 Civil Disorder Warning Phase Checklist

1.	Receive and evaluate forecasts and reports which indicate a potential for civil disorder. Make whatever confirmations are necessary, and pursue further information and guidance from the Office of Emergency Management, Alaska State Troopers, federal law enforcement agencies, Alaska Division of Emergency Services, or other qualified agencies.
2.	In coordination with these agencies, develop the following estimates on the basis of past experience or other available data: • When a problem is anticipated and its duration. • What areas are expected to be subject to a terrorist attack, riot, violent protest, demonstrations, illegal assembly and to what extent; • On the basis of available indications, how much warning time will be available from the time that an event is definitely imminent until the time that it actually occurs; • Estimate possible consequences; • What measures can be taken to mitigate the possible effects.
3.	Estimate the nature and scope of assistance which may be required by local jurisdictions.
4.	Inventory communications capabilities between essential facilities and the emergency operations center. Augment as necessary with auxiliary equipment and operators for emergency requirements. Design an Incident Communications Plan from the information in the COMMUNICATIONS SECTION .
5.	Receive reports of problems and confirm as soon as possible.
6.	Estimate possible consequences.
7.	Establish liaison with appropriate State and Federal agencies.
8.	In phase with the situation as it develops, publicize emergency public information to include: • Description of the situation and identification of areas which are expected to receive terrorist attack, riot, violent protest, demonstrations, or illegal assembly; • Guidelines on the protection of real and personal property; • Closures of schools, offices, and other facilities. • Evacuation routes and reception areas; and • How warning and evacuation instructions will be disseminated.
9.	Alert staff personnel of impending location assignments.
10.	Maintain an alert or standby of personnel as necessary.
11.	Arrange for the protection and distribution of fire fighting and emergency medical equipment.
12.	Initiate response of volunteer organizations such as the American Red Cross, The Salvation Army, and other similar organizations.
13.	Review the RESPONSE PHASE CHECKLIST on the following pages for preparatory action which may be required.

1.2.2 Civil Disorder Response Phase Checklist

1.	If not already completed, complete those actions items listed in the WARNING PHASE CHECKLIST which can be completed, based on the incident priorities of the current situation.
2.	Activate Incident Management Team and establish an Emergency Operations Center (EOC) in a suitable location within the city and notify Office of Emergency Management as soon as possible of the situation.
3.	Within capabilities, the law enforcement agency with jurisdiction will maintain public order — control crowds and protect property.
4.	Keep the Office of Emergency Management informed of the situation and submit requests for assistance when local resources are inadequate to cope with the emergency. If conditions warrant, declare the existence of a local disaster emergency and submit a request for a state declaration of disaster emergency if appropriate.
5.	Ask the Office of Emergency Management, for National Guard assistance, if necessary.
6.	Establish curfews and meeting size limitations as necessary.
7.	Disseminate emergency public information as necessary to attempt to control the situation.
8.	Issue evacuation orders as appropriate.
9.	Establish crowd control, reconnaissance, rescue and medical strike teams and/or task forces with accompanying communications according to the incident communications plan.
10.	Control fires and the escapement and/or spread of hazardous or toxic substances.
11.	Where injuries are involved, notify local EMS agencies and medical facilities as soon as possible. Consider establishing the Multi-casualty Organization within the Incident Command System and a medical communications net on the State EMS frequency (155.160 MHz) if multiple patients are injured. See MULTICASUALTY INCIDENT MANAGEMENT (APPENDIX A), HEALTH AND MEDICAL SERVICES SECTION and the COMMUNICATIONS SECTION .
12.	Maintain public order — control crowds and protect property.
13.	Publicize emergency public information to include: • Description of the situation and location of damaged areas. • Evacuation routes and reception areas. • Location and/or phone number where information concerning the victims may be obtained. • Other information and instructions concerning the public welfare. See PUBLIC INFORMATION SECTION .
14.	If needed, establish emergency shelters and congregate care facilities. Coordinate with the American Red Cross and The Salvation Army. See SHELTER AND FEEDING SECTION .
15.	Establish traffic control and roadblocks in heavily damaged areas.
16.	Provide patrols for the security of evacuated areas.
17.	Maintain surveillance of current conditions.
18.	Keep in communication with highway, law enforcement, fire, rescue and others with emergency services responsibilities. Obtain official information on what and how highways and streets are to be kept open, particularly those required by emergency service personnel in case of serious fires, accidents and other emergencies. Obtain estimates of requirements for additional manpower, equipment and supplies.
19.	Establish strike teams and/or task forces to assess and document damage to public and private property. Record this information for future reimbursement purposes.
20.	Take other emergency actions as necessary to resolve the immediate and root causes of the riots or disturbances.
21.	Establish emergency morgues, as necessary. Coordinate with the American Red Cross, The Salvation Army and the relief organizations as appropriate. See HEALTH AND MEDICAL SERVICES SECTION .

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1.2.3 Civil Disorder Recovery Phase Checklist

1.	Restore and maintain essential services such as disrupted utilities, transportation arteries, communications systems, public property, and equipment. Priority will be given to services for hospitals, emergency operations centers, nursing homes and housing for the elderly and fire and police departments.
2.	Take other actions necessary to restore public confidence and to solve problems at the root of the disturbances.
3.	Ask the Office of Emergency Management for National Guard Assistance, if necessary.
4.	Establish curfews and meeting size limitations as necessary.
5.	Disseminate emergency public information as necessary to attempt to control the situation.
6.	Arrange for emergency housing as necessary.
7.	Provide facilities for and publicize the location of disaster aid centers for processing applications for the rehabilitation of individuals and families.
8.	Initiate surveys for the identification of safety hazards and undertake corrective measures.
9.	Arrange for initial debris clearance and restoration of essential public utilities and facilities.
10.	Arrange for a health and sanitation survey and initiation of disease prevention measures.
11.	Arrange for handling and identification of fatalities. See HEALTH AND MEDICAL SERVICES SECTION .
12.	Arrange for partial return of evacuees, particularly the heads of households, for individual damage assessment and cleanup. Phase the return of the remaining evacuees in pace with the rehabilitation progress.
13.	Initiate individual rehabilitation program.
14.	Arrange for public distribution of instructions on how to clean and restore real estate and personal property.
15.	Initiate immediate and long range rehabilitation measures and programs.
16.	Take other emergency actions as necessary to resolve the immediate and root causes of the riots or disturbances.
17.	Perform post-incident cleanup and utilities restoration.
18.	Perform damage assessments.
19.	Provide monetary figures necessary to support a request for disaster declaration.
20.	Release excess personnel and equipment.
21.	Complete and submit necessary reports and paperwork to appropriate agencies.
22.	Perform an incident critique.

1.3 DROUGHT

Prolonged period without rain.

The following are checklists of tasks which may need to be accomplished in preparation for, response to, and recovery from drought incidents. They should not be considered all inclusive; some emergencies will not require that all tasks be accomplished, others will require tasks which are not listed.

- If a Disaster Threatens

Use Warning Phase Checklist

- If a Disaster Has Occurred

Use Response Phase Checklist

Use Recovery Phase Checklist

1.3.1 Drought Warning Phase Checklist

1.	The Emergency Manager should keep abreast of developing conditions that pertain to the area. This information should then be disseminated to other departments, agencies, media, etc.
2.	Review city water use and develop curtailment plan. • Prioritize water use. • Develop direction to other departments and agencies. • Coordinate activities with other departments, agencies, and organizations.
3.	Direct other city departments to develop curtailment plans. Items to be considered should include vehicle washing, fire training, street washing, lawn sprinkling, etc.
4.	Establish curtailment plan implementation schedule.
5.	Establish and maintain contact with other effected agencies, industries and jurisdictions. Coordinate plan development and implementation schedules with them.
6.	Develop newspaper articles and radio and television announcements for release when appropriate.
7.	Develop list of industries and facilities which may be particularly vulnerable to drought and include them in drought planning activities.
8.	Assess potential revenue impact of mandatory curtailment.
9.	Research sources of potable water.
10.	Initiate response of volunteer organizations such as the American Red Cross, The Salvation Army, and similar organizations.
11.	Review the RESPONSE PHASE CHECKLIST on the following pages for preparatory action which may be required.

1.3.2 Drought Response Phase Checklist

1.	If not already completed, complete those actions items listed in the WARNING PHASE CHECKLIST which can be completed, based on the incident priorities of the current situation.
2.	Activate Incident Management Team and establish an Emergency Operations Center (EOC) for the city and such Incident Command Posts (ICPs) as necessary and notify the Office of Emergency Management of the extent of the disaster as soon as possible.
3.	Begin public information and conservation plan at whatever level is indicated by conditions. These programs should be coordinated with other effected jurisdictions.
4.	Continue to monitor drought conditions. Keep City Manager and other city departments updated.
5.	Monitor status of pumps in city reservoirs to insure that they are not damaged if water drops below minimum levels.
6.	Establish daily consumption reporting procedures. These reports should include the previous day's consumption, reservoir levels and daily demand. Provide copies to city department heads.
7.	Develop revenue loss projection and rate structure adjustment proposal.
8.	Advise Fire Department if reservoir levels are projected to fall below minimum levels required for fire suppression.
9.	Adjust staffing as necessary to respond to increased calls from the public.
10.	Notify the Office of Emergency Management of the situation and any required assistance. If conditions warrant, declare the existence of a local disaster emergency and submit a request for a state declaration of disaster emergency if appropriate.
11.	If necessary, request potable water assistance. Determine delivery points and schedules.
12.	Establish and maintain contact with drought vulnerable industries and facilities and assist in disaster relief efforts.

1.3.3 Drought Recovery Phase Checklist

1.	Perform post-drought cleanup and utilities restoration.
2.	Perform damage assessments.
3.	Provide monetary figures necessary to support a request for disaster declaration.
4.	Provide facilities for and publicize the location of disaster aid centers for processing applications for the rehabilitation of individuals and families.
5.	Release excess personnel and equipment.
6.	Complete and submit necessary reports and paperwork to appropriate agencies.
7.	Perform an incident critique.

1.4 EARTHQUAKE

A sudden motion of the ground which may cause surface faulting (ground faulting), ground shaking and ground failure.

WARNING

A strong earthquake whose epicenter is located a short distance away can generate a "local tsunami" in nearby waters and could reach the coastal areas before a warning is issued. Historically, such waves have been the highest, reaching heights of 100 feet or more and up to one mile inland. Most of the city coastal areas are considered to have a "local tsunami" hazard.

See the Hazard Checklist, "Tsunami" in this volume.

The following are checklists of tasks which may need to be accomplished in preparation for, response to, and recovery from incidents of earthquake. They should not be considered all inclusive; some emergencies will not require that all tasks be accomplished, others will require tasks which are not listed.

➤ If a Disaster Has Occurred

Use Response Phase Checklist

Use Recovery Phase Checklist

1.4.1 Earthquake Response Phase Checklist

1.	Warn citizens of the danger of the collapse of structures weakened or damaged by the earthquake. Utilize the Emergency Alert System, if necessary.
2.	Issue evacuation orders as appropriate. Identify evacuation routes and destination points.
3.	Activate Incident Management Team and establish an Emergency Operations Center (EOC) for the city and such Incident Command Posts (ICP) as necessary and notify the Office of Emergency Management of the extent of the disaster as soon as possible.
4.	Survey existing communications. Establish short and long range communications nets as available, with assistance from amateur and citizen's band radio operators (preferably only those affiliated with organizations such as ARES, AARL, or REACT).
5.	Activate reconnaissance, rescue and medical strike teams and/or task forces with accompanying communications according to the incident communications plan.
6.	Where injuries are involved, notify local EMS agencies and medical facilities as soon as possible. Consider establishing the Multi-casualty Organization within the Command System and a medical communications net on the State EMS frequency (155.160 MHz) if multiple patients are injured. See MULTICASUALTY INCIDENT MANAGEMENT (APPENDIX A), HEALTH AND MEDICAL SERVICES SECTION and the COMMUNICATIONS SECTION .
7.	Control fires and the escapement and/or spread of hazardous or toxic substances. An early check should be made of the industrial areas, hazardous materials storage areas and propane and bulk fuel plants to determine if any dangerous or toxic substances are leaking from damaged tanks.
8.	Maintain public order — control crowds and protect property. Special emphasis will be given to food stores and bulk food sales firms.
9.	Restore and maintain essential services such as disrupted utilities, transportation arteries and communications systems. Priority will be given to services for hospitals, emergency operations centers, nursing homes, and housing for the elderly and fire and police departments.
10.	Establish emergency shelters and congregate care stations. Coordinate with the American Red Cross and The Salvation Army. See SHELTER AND FEEDING SECTION .
11.	Note: Provide for the security of the areas evacuated.
12.	Notify the Office of Emergency Management of the situation and any required assistance. If conditions warrant, declare the existence of a local disaster emergency and submit a request for a state declaration of disaster emergency if appropriate.
13.	Establish strike teams and/or task forces to assess and document damage to public and private property. Record this information for future reimbursement purposes.
14.	Publicize emergency public information to include: ▪ Description of the situation and location of damaged areas. ▪ Evacuation routes and reception areas. ▪ Location and/or phone number where information concerning the victims may be obtained. ▪ Other information and instructions concerning the public welfare
15.	Establish traffic control and roadblocks in heavily damaged areas.
16.	Establish, as necessary, field surgical and medical care teams where hospital buildings or other medical facilities are destroyed or damaged beyond use, or where essential utilities are inoperative in these buildings.
17.	Prepare to assist, within available resources, other areas with repair of damage.
18.	Establish emergency morgues, as necessary. Coordinate with the American Red Cross, The Salvation Army and the relief organizations as appropriate. See HEALTH AND MEDICAL SERVICES SECTION .

1.4.2 Earthquake Recovery Phase Checklist

1.	Arrange for the security of the area from visitors and souvenir hunters.
2.	Provide facilities for and publicize the location of disaster aid centers for processing applications for the rehabilitation of individuals and families.
3.	Initiate surveys for the identification of safety hazards and undertake corrective measures.
4.	Arrange for initial debris clearance and restoration of essential public utilities and facilities.
5.	Arrange for a health and sanitation survey and initiation of disease prevention measures.
6.	Arrange for handling and identification of fatalities. See HEALTH & MEDICAL SERVICES SECTION .
7.	Arrange for emergency housing as necessary.
8.	Arrange for partial return of evacuees, for individual damage assessment and cleanup. Phase the return of the remaining evacuees in pace with the rehabilitation progress.
9.	Initiate individual rehabilitation program.
10.	Arrange for public distribution of instructions on how to clean and restore real and personal property
11.	Initiate immediate and long range rehabilitation measures and programs.
12.	Perform post-earthquake cleanup and utilities restoration.
13.	Perform damage assessments.
14.	Provide monetary figures necessary to support a request for disaster declaration.
15.	Release excess personnel and equipment.
16.	Complete and submit necessary reports and paperwork to appropriate agencies.
17.	Perform an incident critique.

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Earthquake Stabilization/Restoration Sequence

	Priority 1	Priority 2	Priority 3
Communication	Emergency response EOC EAS radio station	Essential telephone circuits Non-EAS stations	Data and commercial communications services
Facilities	EOC Dispatch Center Fire stations Hospital Red Cross shelters Water treatment plant	Grocery stores Public Works Sewer treatment plant City Hall Harbor office & shop	Schools Library Businesses
Energy	Power to fuel pumps Power to EOC Power to shelters Power to hospital Power to water treatment plant	Power to sewer treatment Heating/Cooking Power to City Facilities	Dwellings Businesses
Transportation	Primary routes Evacuation routes Airport	Secondary routes Port facilities	Harbor facilities
Equipment	Emergency generators Emergency response vehicles	Heavy equipment	Buses
Personnel	City Dept. Heads Emergency response personnel	Workers essential to reconstruction, debris and waste disposal	Personnel necessary for economic recovery
Water	Fire suppression Potable water Sanitation	Industrial processes	

The priorities reflected in this matrix are general guidelines for returning the city to operational and economic normalcy.

1.5 ENEMY ATTACK

A hostile action taken against the United States by foreign forces resulting in the destruction of military or civilian targets or both.

The following are checklists of tasks which may need to be accomplished in preparation for, response to, and recovery from enemy attack incidents. They should not be considered all inclusive; some emergencies will not require that all tasks be accomplished, others will require tasks which are not listed.

- If a Disaster Threatens

Use Warning Phase Checklist

- If a Disaster Has Occurred

Use Response Phase Checklist

Use Recovery Phase Checklist

1.5.1 Enemy Attack Warning Phase Checklist

1.	Receive and evaluate report and confirm as soon as possible.
2.	Develop the following estimates on the basis of modeling or other available data: • What areas are expected to be subject to attack and to what extent? • On the basis of available indications, how much warning time will be available from the time that attack is definitely imminent until the time that it actually occurs? • Estimate possible consequences? • What measures can be taken to mitigate the possible effects?
3.	Identify and select areas suitable sheltering evacuees and for the storage of evacuated equipment and emergency supplies. Assure that evacuation routes to the areas selected will not become impassable before they can be reached.
4.	Estimate the number of evacuees and, in consultation with volunteer relief organizations and the SHELTER AND FEEDING SECTION , select suitable shelters and arrange for their operation.
5.	In consultation with the various sections, make preparations for the orderly evacuation and reception of the evacuees, which will progress in phase with the conditions.
6.	In consultation with the various sections, make preparations for the orderly evacuation and reception of the evacuees, which will progress in phase with the threat of attack. See EVACUATION SECTION .
7.	Activate the Incident Management Team. Establish an emergency operations center (EOC) in a safe and suitable location.
8.	Arrange for the direct broadcast of emergency public information and evacuation instructions per ALERT AND WARNING SECTION .
9.	Inventory communications capabilities between essential facilities and the emergency operations center. Augment as necessary with auxiliary equipment and operators for emergency requirements. Consult the COMMUNICATIONS SECTION .
10.	Inventory high clearance vehicles and register owners and operators. Include school buses. Organize and establish a ready emergency motor pool and a reserve. Arrange for central dispatch for motor pool.
11.	Inventory bulldozers, graders, dump trucks, front-end loaders and other heavy equipment.
12.	Inventory motorboats. Test run motors and have a supply of fuel safely stored. Assure adequate equipping with running lights, life jackets, rubber boots, rope and flashlights with spare batteries.
13.	Inventory auxiliary power plants, pumps, pipe and hose. Organize personnel and equipment into strike teams and task forces.
14.	Inventory operators of portable and mobile communications equipment. Make those assignments which can be made in advance.
15.	Arrange for the protection and distribution of fire fighting and emergency medical equipment.
16.	Inventory available stocks and sources of supply of equipment and supplies common to the needs of disaster workers. Include special clothing, hard hats, boots, flashlights and batteries, flares, maintenance tools, rescue tools and rations.
17.	Advise prospective suppliers as to which personnel are authorized to make emergency purchases in the name of the various local jurisdictions, how they are identified and what record of the transaction is necessary for subsequent reimbursement.
18.	Arrange for the control of incoming air, marine and surface traffic to facilitate receipt and delivery of needed supplies and to divert non- supplies.
19.	As the situation develops, publicize emergency public information to include: • Description of the situation and identification of areas which are expected to sustain attack; • Evacuation routes and reception areas; and • How warning and evacuation instructions will be disseminated.
20.	Prepare for documenting equipment and supplies used, personnel hours spent, including overtime, and other documentation on expenses which might be necessary for later reimbursement.
21.	Sound alert and warning sirens as appropriate. See ALERT AND WARNING SECTION .
22.	Establish liaison with Office of Emergency Management and other appropriate State and

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	Federal agencies.
23.	Initiate response of volunteer organizations such as the American Red Cross, The Salvation Army, and other similar organizations.
24.	Review the RESPONSE PHASE CHECKLIST on the following pages for preparatory action which may be required.

1.5.2 Enemy Attack Response Phase Checklist

1.	If not already completed, complete those actions items listed in the WARNING PHASE CHECKLIST which can be completed, based on the incident priorities of the current situation.
2.	Where injuries are involved, notify local EMS agencies and medical facilities as soon as possible. Consider establishing the Multi-casualty Organization within the Incident Command System and a medical communications net on the State EMS frequency (155.160 MHz) if multiple patients are injured. See MULTICASUALTY INCIDENT MANAGEMENT (APPENDIX A), HEALTH AND MEDICAL SERVICES SECTION and the COMMUNICATIONS SECTION .
3.	If hazardous or toxic materials are present, warn the citizens in the danger area according to the ALERT AND WARNING SECTION .
4.	Warn citizens of the danger of the collapse of structures weakened or damaged by the attack.
5.	Issue evacuation orders as appropriate.
6.	Survey existing communications. Establish short and long range communications nets as available, with assistance from amateur and citizen's band radio operators.
7.	Activate reconnaissance, rescue; and medical strike teams and/or task forces.
8.	Control fires and the escapement and/or spread of hazardous or toxic substances. An early check should be made of the industrial areas, hazardous materials storage area and propane and bulk fuel plants to determine if any dangerous or toxic substances are leaking from damaged tanks.
9.	Establish a radiological monitoring strike teams and/or task force(s) if radioactive materials are believed to be involved.
10.	Maintain public order — control crowds and protect property.
11.	Restore and maintain essential services, such as disrupted utilities, transportation arteries and communications systems. Priority will be given to services for hospitals, emergency operations centers, nursing homes and housing for the elderly and fire and law enforcement departments.
12.	Establish emergency shelters and congregate care stations, as necessary. Coordinate with the American Red Cross, The Salvation Army and relief organizations as appropriate.
13.	Notify the Office of Emergency Management of the situation and any required assistance. If conditions warrant, declare the existence of a local disaster emergency and submit a request for a state declaration of disaster emergency if appropriate.
14.	Establish strike teams and/or task forces to assess and document damage to public and private property. Record this information for future reimbursement purposes.
15.	Publicize emergency public information to include: • Description of the situation and location of damaged areas. • Evacuation routes and reception areas. • Location and/or phone number where information concerning the victims may be obtained. • Other information and instructions concerning the public welfare. See PUBLIC INFORMATION SECTION .
16.	Establish traffic control and roadblocks in heavily damaged areas.
17.	Establish, as necessary, field surgical and medical care teams where hospital buildings or other medical facilities are destroyed or damaged beyond use, or where essential utilities are inoperative in these buildings.
18.	Prepare to assist, within available resources, other areas with repair of damage.
19.	Establish emergency morgues, as necessary. Coordinate with the American Red Cross, The Salvation Army and the relief organizations as appropriate. See HEALTH AND MEDICAL SERVICES SECTION .

1.5.3 Enemy Attack Recovery Phase Checklist

1.	Arrange for the security of the area from visitors and souvenir hunters.
2.	Provide facilities for and publicize the location of disaster aid centers for processing applications for the rehabilitation of individuals and families.
3.	Initiate surveys for the identification of safety hazards and undertake corrective measures.
4.	Arrange for initial debris clearance and restoration of essential public utilities and facilities.
5.	Arrange for a health and sanitation survey and initiation of disease prevention measures.
6.	Arrange for handling and identification of fatalities. SEE HEALTH AND MEDICAL SERVICES SECTION.
7.	Arrange for emergency housing as necessary.
8.	Arrange for partial return of evacuees, particularly the heads of households, for individual damage assessment and cleanup. Phase the return of the remaining evacuees in pace with the rehabilitation progress.
9.	Initiate individual rehabilitation program.
10.	Arrange for public distribution of instructions on how to clean and restore real and personal property.
11.	Arrange for emergency housing as may be necessary.
12.	Initiate immediate and long range rehabilitation measures and programs.
13.	Perform post-attack cleanup and utilities restoration.
14.	Perform damage assessments.
15.	Provide monetary figures necessary to support a request for disaster declaration.
16.	Release excess personnel and equipment.
17.	Complete and submit necessary reports and paperwork to appropriate agencies.
18.	Perform an incident critique.

1.6 ENERGY SHORTAGE

The shortage or interruption of vehicle fuel, heating oil, natural gas, or disruptions of electrical power.

The following are checklists of tasks which may need to be accomplished in preparation for, response to, and recovery from energy shortage incidents. They should not be considered all inclusive; some emergencies will not require that all tasks be accomplished, others will require tasks which are not listed.

- If a Disaster Threatens

Use Warning Phase Checklist

- If a Disaster Has Occurred

Use Response Phase Checklist

Use Recovery Phase Checklist

1.6.1 Energy Shortage Warning Phase Checklist

1.	Receive report and confirm as soon as possible.
2.	Estimate possible consequences.
3.	Establish liaison with Office of Emergency Management and other appropriate State and Federal Agencies: • Alaska Department of Commerce and Economic Development; • Alaska Public Utilities Commission; • Alaska Department of Transportation and Public Facilities; • Army Corps. of Engineers; and • Alaska Department of Environmental Conservation.
4.	Alert public utilities which may be threatened and review emergency shutdown procedures.
5.	Estimate the nature and scope of assistance which may be required by threatened utilities.
6.	Alert Incident Management Team personnel of impending location assignments.
7.	Maintain an alert or standby of personnel as necessary.
8.	Initiate response of volunteer organizations such as the American Red Cross, The Salvation Army, and other similar organizations.
9.	Review the RESPONSE PHASE CHECKLIST on the following pages for preparatory action which may be required.

1.6.2 Energy Shortage Response Phase Checklist

1.	If not already completed, complete those actions items listed in the WARNING PHASE CHECKLIST which can be completed, based on the incident priorities of the current situation.
2.	Determine the extent of damage to the affected utilities by inquiry or reconnaissance. Request prognosis on restoration of service and any special resources required to accomplish.
3.	Locate staff personnel of key affected utilities within the EOC or at other locations as required to coordinate emergency restoration of affected utilities.
4.	Pursue those measures necessary to minimize any hazard to the general public and to limit additional utility damage. Prepare resource requests for submittal to state, local, and military agencies.
5.	Respond to fast-developing health and safety hazards involving energy shortages: • Arrange for emergency power where needed, for hospitals, nursing homes and residential users of critical life-sustaining equipment. • Identify / plan emergency assistance to local governmental, commercial and industrial facilities (such as computers, food freezers, etc.) whose equipment and stocks could be damaged by voltage reduction and who don't have their own emergency power generating equipment. • Keep filling station operators and fuel distributors advised of emergency methods of pumping gasoline and fuel. • Develop personnel and material readiness to augment fire and law enforcement forces to cope with problems such as inactivated traffic signals, street lights, burglar and fire alarms, stopped elevators and lowered water pressure. • Be ready to advise householders what to do when home freezers stop in warm weather.
6.	Respond to heating problems: • Develop an advance listing of specific apartment buildings and other residential facilities from which past experience may be expected to have (or claim to have) heating problems — for example those facilities with no capabilities to switch fuels, poor credit with fuel distributors or a history of landlord-tenant confrontations. • Develop contacts and inquiry procedures regarding these buildings that will enable the Mayor or his designee to quickly assess the validity of their claims of hardship, so that requests made to the Alaska Public Utilities Commission or ADES for Fuel "set-aside" or "State Reserve" deployment to the City may be backed up with hard facts. • Alert heating fuel distributors who customarily serve the buildings in trouble when assistance from the Alaska Public Utilities Commission is being requested (NOTE: The Office of Emergency Management will not get involved in credit matters). • Prepare to host evacuees in cases where a lack of fuel forces householders or apartment dwellers to evacuate their homes in cold weather. See SHELTER AND FEEDING SECTION. • To safely delay evacuation as long as possible, arrange with all available local media to urge people to turn down their thermostats to the lowest possible levels consistent with safety and the health condition of the residents. • Stand ready to: 1) Advise all evacuating householders and other building operators how to shut down their homes and buildings to avoid property damage, and 2) Ensure law enforcement surveillance, within resources, of deserted buildings. • Alert the best sources of "back-up" alternate fuels in case the normally used heating fuels are in short supply, for example, emergency sources of coal and wood (when necessary, publicize government regulations and instructions on how needy citizens may cut wood on government lands; also publicize lists of wood-using industrial plants, lumber yards and building supply stores where citizens may obtain scraps for fuel). • Arrange for stockpiling emergency supplies of local government-owned fuels: ensure compliance with local fire and building codes, also insurance coverage (NOTE: stocks of heating oil and gasoline should be "turned over" periodically: they do not keep indefinitely). NOTE: IN THESE SITUATIONS, THE CITY CAN BE CLASSIFIED, BY FEDERAL

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	DEFINITION, AS A "WHOLESALE PURCHASE CONSUMER." • Assist low-income or unemployed people to make local contacts for special services and aid otherwise unavailable to them (e.g. services under the Federal Community Services Act of 1974, Section 222<a> and the National Energy Conservation Policy Act, PL 95-619).
7.	Respond to Electrical Power Emergencies: • Identify and plan emergency assistance to the local governmental, commercial and industrial facilities (such as computers, food freezers, etc.): 1) Whose equipment and stocks could be damaged by voltage reduction, and 2) Who do not have their own emergency power generating equipment. • Review city legal powers to impose restrictions and curtailments; initiate required new measures, authorities, etc. • Impose shift schedules and curfews for governmental departments when shortages prevent simultaneous operation of all equipment units. • Review the locations and KW ratings of emergency generating equipment within the city and plan for possible emergency hookups. Arrange for emergency power where needed, for hospitals, nursing homes and residential users of critical life-sustaining equipment. • Where "ready-to-use" standby generating equipment may be inadequate, plan to improvise by use of induction motors run as generators. (NOTE: this use of motors should only be done by qualified electricians). • Arrange with utilities to receive advance confidential notices of areas that will be affected by load-shedding or rolling-blackout sequences. Identify all public and private essential facilities that would be affected and develop appropriate counter-measures, including provisions for high-rise buildings that might suffer losses of water-lift, light, and elevator capabilities. Let the power company do all the actual notifying of customers. • Maintain a ready selection of draft statements which, when adapted to a specific emergency, can be handed to representatives of the media. These statements should cover the emergency situation and government measures in effect. Fully coordinate with the utility companies before issuing these statements. • Try to interest local building materials dealers in offering discounts on insulating materials to householders and others who have electrically heated buildings, to encourage reduction of heat loss.
8.	Respond to Natural Gas Emergencies: • Assist local users who have "interruptible" gas supply contracts, to prepare to obtain and use substitute fuels, such as fuel oil, where it will suffice. • Review city powers to impose restrictions and curtailments on gas users; initiate required new measures; such as enactment of ordinances, etc. • Encourage hospitals and nursing homes to install bypass valves and couplings in natural gas supply lines, on the owner's side of the shutoff valve, so that if the normal pipeline supply is cut off, the local gas company's tank-trucks of compressed gas ("tube trailers") can hook into the user-building's supply lines. • Be prepared to deal with the news media, as outlined for electrical power, in full and careful coordination with gas suppliers. • Promote improved insulation in gas-heated buildings, as outlined for electrical power.

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9.	Respond to Motor Gasoline Shortages: • If the State government will place pre-designated "set-aside" monthly quantities of gasoline under local government control, arrange with selected service station operators (selected on a rotating basis that assures greatest possible equity among operators) to agree to use it to keep open during night hours, on weekends and holidays, so that workers, travelers, tourists, ambulances, public safety vehicles, etc. will have assured sources of motor fuel in the event of area shortages. • Give wide publicity to such station's locations and operating hours. • Find oil company terminal operators who will cooperate in delivering less than a full tank load a trip. • Promote conservation by all users, including government, business and private citizens. • If mandatory petroleum allocation programs are likely to be imposed, or are already in effect, be ready to inform or remind users of the advisability of: 1) Establishing a pre-emergency purchase-volume relationship with an oil-supplier, and 2) Staying with this supplier.
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1.6.3 Energy Shortage Recovery Phase Checklist

1.	Prepare maps identifying points or areas of damage for damage assessment strike teams and/or task forces.
2.	Provide representation at regional meetings to effectively portray the situation, requirements, and problems of the public utilities in the affected areas.
3.	In coordination with the Office of Emergency Management, evaluate damage assessment data and establish priorities for utilities restoration.
4.	As restoration progresses, phase out temporary emergency assistance as rapidly as possible. Insure that borrowed equipment is returned or accounted for.
5.	Provide facilities for and publicize the location of disaster aid centers for processing applications for the rehabilitation of individuals and families.
6.	In coordination with Office of Emergency Management, assist individual utilities in the administration of Federal and State assistance as may be necessary.
7.	Perform post-incident cleanup and utilities restoration.
8.	Perform damage assessments.
9.	Provide monetary figures necessary to support a request for disaster declaration.
10.	Release excess personnel and equipment.
11.	Complete and submit necessary reports and paperwork to appropriate agencies.
12.	Perform an incident critique.

1.7 FIRE ~ WILDFIRE / STRUCTURAL

Fire ~ Wildfire

Any instance of uncontrolled burning in grasslands, brush, or woodlands.

Fire ~ Structural

The uncontrolled burning in residential, commercial, industrial, or other properties in developed areas. All urban areas are at risk to personal injury or property damage due to fire.

The following are checklists of tasks which may need to be accomplished in preparation for, response to, and recovery from incidents of fire. They should not be considered all inclusive; some emergencies will not require that all tasks be accomplished, others will require tasks which are not listed.

- If a Disaster Threatens

Use Warning Phase Checklist

- If a Disaster Has Occurred

Use Response Phase Checklist

Use Recovery Phase Checklist

1.7.1 Fire Warning Phase Checklist

1.	Assess staffing. Increase personnel during periods of increased risk as necessary. So far as is practical, put personnel and equipment on alert, and keep in communication with operating and alerted crews.
2.	Review status and location of equipment, fuel, and other essential supplies.
3.	Consider repositioning equipment if current location could become cut off, or if staging equipment closer to high-risk areas would be more effective.
4.	Check auxiliary generators and other power, lighting and communications equipment.
5.	Determine fire readiness of vehicles and equipment. Provide wildland equipment, hose, Nomex, etc. as necessary.
6.	Conduct wildland suppression training for personnel.
7.	Alert field personnel and fire stations. Consider providing daily fire weather briefings during periods of extreme fire danger.
8.	Restrict outdoor burning as necessary.
9.	Assess the fire situation, including a determination of affected areas. Obtain information such as current and predicted speed and direction of wind, resources committed and available, etc.
10.	Consider activation of the EOC.
11.	Establish and maintain contact with mutual aid cooperators and other fire agencies. In the case of wildland fire, consider requesting a representative of the BLM Alaska Fire Service and/or Alaska State Division of Forestry to provide liaison with federal/state wildfire resources such as aerial retardant aircraft.
12.	Establish and maintain contact with the National Weather Service to ensure adequate forecasting support. Make sure on-scene personnel receive all weather information on a timely basis.
13.	Provide public information and direction.
14.	Establish contact with assisting social service agencies such as the American Red Cross, The Salvation Army and others.
15.	Undertake those actions listed in the WARNING PHASE CHECKLIST which can be accomplished according to the priorities of the situation.

1.7.2 Fire Response Phase Checklist

1.	If not already completed, complete those actions items listed in the WARNING PHASE CHECKLIST which can be completed, based on the incident priorities of the current situation.
2.	Assess the fire situation including determination of affected areas. Obtain information such as current and predicted speed and direction of wind, resources committed and available, etc.
3.	Warn citizens in possible danger from the fire or from toxic fumes or materials.
4.	Issue evacuation orders as appropriate. See ALERT AND WARNING, EVACUATION SECTIONS .
5.	Activate Incident Management Team and establish an Emergency Operations Center (EOC) for the city and such Incident Command Posts (ICPs) as necessary and notify the Office of Emergency Management of the extent of the disaster as soon as possible.
6.	Maintain communications with operating units and fire personnel. Survey existing communications and augment as necessary.
7.	Keep information on access routes up to date. Request the assistance of Law Enforcement in establishing and maintaining access and evacuation routes. Utilize appropriate routes as conditions change. Keep other departments informed of changes in the use of such routes.
8.	Notify the Office of Emergency Management if conditions warrant.
9.	Establish reconnaissance and rescue strike team(s) and/or task force(s) with accompanying communications as necessary.
10.	Where injuries are involved, notify local EMS agencies and medical facilities as soon as possible. Consider establishing the Multi-casualty the Incident Command System and a medical communications net on the State EMS frequency (155.160 MHz) if multiple patients are injured. See MULTICASUALTY INCIDENT MANAGEMENT (APPENDIX A), HEALTH AND MEDICAL SERVICES SECTION and the COMMUNICATIONS SECTION .
11.	Establish and maintain contact with the National Weather Service to ensure adequate forecasting support. Make sure on-scene personnel receive all weather information on a timely basis.
12.	Assist in controlling fires and the escapement and/or spread of hazardous materials.
13.	Coordinate scene control with Law Enforcement. Allow no one in the fire area except authorized emergency personnel and properly escorted press.
14.	Maintain public order — control crowds and protect property and keep the access routes to the fire(s) open.
15.	If needed, restore and maintain essential services such as disrupted utilities, transportation arteries and communications systems. Priority must be given to services for hospitals, emergency operations centers, nursing homes and public safety facilities.
16.	Establish emergency shelters and communal care facilities as necessary. Coordinate with volunteer agencies such as the American Red Cross and The Salvation Army as appropriate. See SHELTER AND FEEDING SECTION .
17.	In consultation with the various sections, make preparations for the orderly evacuation and reception of the evacuees, which will progress in phase with the fire conditions. Note: Provide for the security of the areas evacuated.
18.	Establish strike teams and/or task forces to assess and document damage to public and private property as necessary. Record this information.
19.	Publicize emergency public information to include: • Description of the situation and location of damaged or threatened areas. • Evacuation routes and reception areas. • If applicable, location or phone number where information concerning victims may be obtained. • Other information and instructions concerning the public welfare. See Public Information Section .
20.	Establish other traffic control and road blocks as necessary.
21.	Notify the Office of Emergency Management of the situation and any required assistance. If conditions warrant, declare the existence of a local disaster emergency and submit a request for a declaration of disaster emergency if appropriate.

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| 22. | Establish emergency morgues, as necessary. Coordinate with the American Red Cross, The Salvation Army and the relief organizations as appropriate. See HEALTH AND MEDICAL SERVICES SECTION . |
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1.7.3 Fire Recovery Phase Checklist

1.	Initiate surveys for the identification of safety hazards and undertake corrective measures.
2.	Arrange for initial debris clearance and restoration of essential public facilities and utilities.
3.	Arrange for emergency housing as necessary.
4.	Provide facilities for and publicize the location of disaster aid centers for processing applications for the rehabilitation of individuals and families.
5.	Arrange for handling and identification of fatalities. See HEALTH AND MEDICAL SERVICES SECTION .
6.	Perform damage assessments.
7.	Provide monetary figures necessary to support a request for disaster declaration.
8.	Release excess personnel and equipment.
9.	Complete and submit necessary reports and paperwork to appropriate agencies.
10.	Perform an incident critique.

1.8 FLOOD

Flood~Riverine Periodic overbank flow of rivers and streams.

Flood~Flash Quickly rising small streams after heavy rain or rapid snow melt.

Flood~Urban Overflow of storm sewer system usually due to poor drainage, following heavy rain or rapid snowmelt.

Flood~Coastal Flooding along coastal areas associated with severe storms, hurricanes and other events.

WARNING

Initiate actions listed in the Warning Phase Checklist. IF WARNING TIME IS EXTREMELY LIMITED, use the procedures in the Alert and Warning Section to notify the public to evacuate and the location of emergency evacuation reception stations. Evacuate the low-lying areas and worry about other things later. Form a dragnet beginning with those homes and other buildings nearest the approaching water and work back toward a safe area. Use uniformed personnel or otherwise recognizable officials to give authenticity to the urgency of the evacuation. Use the evacuees to help move out the others as they go along.

The following are checklists of tasks which may need to be accomplished in preparation for, response to, and recovery from flood incidents. They should not be considered all inclusive; some emergencies will not require that all tasks be accomplished, others will require tasks which are not listed.

- If a Disaster Threatens

Use Warning Phase Checklist

- If a Disaster Has Occurred

Use Response Phase Checklist

Use Recovery Phase Checklist

1.8.1 Flood Warning Phase Checklist

1.	Receive and evaluate forecasts and predictions which indicate a potential for flooding. Make whatever confirmations are necessary, and pursue further information and guidance from the National Weather Service, the Army Corps of Engineers, or other qualified agencies.
2.	In coordination with these agencies, develop the following estimates on the basis of past experience or other available data: • The level above flood stage that is anticipated, when flooding will start and how long it will take to crest; • What areas are expected to be subject to flooding and to what extent; • On the basis of available physical indications, how much warning time will be available from the time that flooding is definitely imminent until the time that it actually occurs; and • What measures can be taken to eliminate obstructions or otherwise aid the run-off of water in stream channels.
3.	Identify available stocks of sandbags and other available stocks of dike-building material and arrange for their availability and distribution.
4.	Identify high ground and select areas safe and suitable for the sheltering of evacuees and for the storage of evacuated equipment and emergency supplies. Assure that evacuation routes to the areas selected will not become impassable before they can be reached.
5.	If availability of evacuation routes is limited, and some flooding may occur but not render the route impassable, arrange for markers to identify the alignment, or arrange for pilot vehicles to guide evacuees.
6.	Estimate the number of evacuees and, in consultation with volunteer relief organizations and the SHELTER AND FEEDING SECTION , select suitable shelters and arrange for their operation.
7.	In consultation with the various sections, make preparations for the orderly evacuation and reception of the evacuees, which will progress in phase with the rise of the water. Note: Provide for the security of the areas evacuated.
8.	Activate Incident Management Teams and establish an Emergency Operation Center (EOC) for the city and such Incident Command Posts (ICPs) as necessary and notify the Office of Emergency Management of the extent of the disaster as soon as possible.
9.	Arrange for the direct broadcast of emergency public information and evacuation instructions per ALERT AND WARNING SECTION . The National Weather Service may issue flood watches and warnings directly through the EAS, but should also keep local officials briefed on their actions.
10.	Survey essential facilities such as hospitals, communications centers, broadcast stations, power and heat generating facilities, distribution systems and other utilities. Undertake feasible flood proofing measures.
11.	On the basis of anticipated flood levels, arrange for public equipment and supplies to be elevated or moved to an upper floor to avoid water damage. Insure that essential public records are protected.
12.	Inventory communications capabilities between essential facilities and the emergency operations center. Augment as necessary with auxiliary equipment and operators for emergency requirements. Design an Incident Communications Plan from the information in COMMUNICATIONS SECTION .
13.	Arrange for petroleum distributors to meet the additional demand for fuels in preparation for the emergency and establish, if possible, the amounts of various fuels and oils on hand and arrange for the establishment of operable means of distribution during the emergency.
14.	Inventory high clearance vehicles and register owners and operators. Include school buses. Organize and establish a ready emergency motor pool and a reserve. Arrange for central dispatch and recording of missions assigned and accomplished. Assign to missions and areas in advance as much as possible.
15.	Inventory bulldozers, graders, dump trucks, front-end loaders and other heavy equipment. Organize and establish a ready emergency motor pool and reserve.
16.	Inventory motorboats. Test run motors and have a supply of fuel safely stored. Assure adequate equipping with running lights, life jackets, rubber boots, rope and flashlights with spare batteries. Organize and establish a ready emergency motor pool and reserve.

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17.	Inventory auxiliary power plants, pumps, pipe and hose. Organize personnel and equipment into teams which will respond to dispatch.
18.	Inventory operators of portable and mobile communications equipment. Make those assignments which can be made in advance.
19.	Arrange for the protection and distribution of fire fighting equipment away from probable flooded areas.
20.	Inventory available stocks and sources of supply of equipment and supplies common to the needs of disaster workers. Include special clothing, hard hats, rubber boots, flotation gear, flashlights and batteries, flares, maintenance tools, rescue tools and rations.
21.	Advise prospective suppliers as to which personnel are authorized to make emergency purchases in the name of the various local jurisdictions, how they are identified and what record of the transaction is necessary for subsequent reimbursement.
22.	Arrange for the control of incoming air, marine, and surface traffic to facilitate receipt and delivery of needed supplies and to divert unessential visitors and supplies.
23.	In phase with the situation as it develops, publicize emergency public information to include: • Description of the situation and identification of areas which are expected to flood at various stages of river level; • Guidelines on flood proofing measures and the protection of real and personal property; • Evacuation routes and reception areas; and • How warning and evacuation instructions will be disseminated. See Public Information Section.
24.	Prepare for documenting equipment and supplies used, personnel hours spent, including overtime, and other documentation on expenses which might be necessary for later reimbursement.
25.	Sound alert and warning sirens as appropriate. See ALERT AND WARNING SECTION .
26.	Initiate response of volunteer organizations such as the American Red Cross, The Salvation Army, and other similar organizations.
27.	Review the RESPONSE PHASE CHECKLIST on the following pages for preparatory action which may be required.

1.8.2 Flood Response Phase Checklist

1.	If not already completed, complete those actions items listed in the WARNING PHASE CHECKLIST which can be completed, based on the incident priorities of the current situation.
2.	Establish a watch and observation of water conditions. The National Weather Service Anchorage Forecast Office should be contacted for river gage readings as required.
3.	Disseminate public warnings, emergency instructions and initiate evacuation operations in phase with the rise of the water.
4.	Intensify last minute strengthening of flood control works and flood proofing to protect essential facilities. Implement emergency shutoff procedures as necessary.
5.	Conduct reconnaissance of areas becoming inundated and dispatch rescue units to stranded individuals.
6.	Provide patrols for the security of evacuated areas.
7.	Maintain surveillance of water flow conditions. On streams watch for obstructions upstream which may cause temporary restriction, and then cause a sudden release of water. Watch for obstructions downstream which may cause a backup of water and raise the flood level. Watch for local jamming of ice, logs or uprooted trees at sharp bends in the river or at bridges. Again, this should be coordinated with the National Weather Service.
8.	Initiate a "shotgun estimate" of the extent of public and private damage.
9.	Request assistance as necessary and available under the conditions, and continue flood disaster operations.
10.	Begin damage assessments on public facilities.
11.	Notify the Office of Emergency Management of the situation and any required assistance. If conditions warrant, declare the existence of a local disaster emergency and submit a request for a state declaration of disaster emergency if appropriate.
12.	Where injuries are involved, notify local EMS agencies and medical facilities as soon as possible. Consider establishing the Multi-casualty Organization within the Incident Command System and a medical communications net on the State EMS frequency (155.160 MHz) if multiple patients are injured. See MULTICASUALTY INCIDENT MANAGEMENT (APPENDIX A), HEALTH AND MEDICAL SERVICES SECTION and the COMMUNICATIONS SECTION .

1.8.3 Flood Recovery Phase Checklist

1.	Initiate surveys for the identification of safety hazards and undertake corrective measures.
2.	Perform damage assessments.
3.	Arrange for initial debris clearance and restoration of essential public facilities and utilities.
4.	Arrange for the clearing of culverts and drainage of water pockets.
5.	Arrange for a health and sanitation survey and initiation of disease prevention measures.
6.	Arrange for partial return of evacuees, particularly the heads of households, for individual damage assessment and cleanup. Phase the return of the remaining evacuees in pace with the rehabilitation progress.
7.	Initiate individual rehabilitation program.
8.	Arrange for public distribution of instructions on how to clean and restore real and personal property.
9.	Undertake general debris clearance.
10.	Arrange for emergency housing as may be necessary.
11.	Initiate immediate and long range rehabilitation measures and programs.
12.	Provide monetary figures necessary to support a request for disaster declaration.
13.	Provide facilities for and publicize the location of disaster aid centers for processing applications for the rehabilitation of individuals and families.
14.	Release excess personnel and equipment.
15.	Complete and submit necessary reports and paperwork to appropriate agencies.
16.	Perform an incident critique.

1.9 HAZARDOUS MATERIALS

1.9.1 Hazardous Materials ~ Stationary

The uncontrolled release of hazardous materials from a fixed site; such as hazardous materials fabrication, processing, or storage sites or hazardous waste treatment, storage, or disposal sites.

1.9.2 Hazardous Materials ~ Transportation

The uncontrolled release of hazardous materials during transport; such as highways, rail lines, pipelines, or water ways.

The following are checklists of tasks which may need to be accomplished in preparation for, response to, and recovery from haz-mat incidents. They should not be considered all inclusive; some emergencies will not require that all tasks be accomplished, others will require tasks which are not listed.

➤ If a Disaster Has Occurred

Use Response Phase Checklist

Use Recovery Phase Checklist

1.9.3 Hazardous Materials Response Phase Checklist

1.	Notify the nearest fire department if not already on scene, Office of Emergency Management and the Alaska Department of Environmental Conservation (ADEC). • If in a fire service area, the fire chief is the initial Incident Commander. • If outside of a fire service area, the ranking Alaska State Trooper is the initial Incident Commander.
2.	Establish Incident Command Post. If needed, activate Incident Management Team and establish Emergency Operations Center.
3.	Take steps necessary to isolate the area where the release has occurred. Safety of all personnel is the number one priority. Maintain isolation of the area until expert personnel have removed or neutralized the hazard.
4.	Identify at-risk facilities such as hospitals, nursing homes, and elderly care facilities.
5.	Determine if type of incident warrants evacuation or sheltering-in-place. Depending on the situation, evacuation may increase risks to health and safety, especially for individuals in at-risk facilities. Occupied facilities may have adequate areas for providing safe shelter during incidents. See SHELTER-IN-PLACE under EVACUATION SECTION .
6.	Initiate evacuation procedures of local and downwind areas as appropriate according to the evacuation section. See ALERT AND WARNING SECTION , EVACUATION SECTION .
7.	Senior fire official will obtain a wind direction forecast. The wind direction along with chemical type, method of release, temperature, etc. will be entered into the CAMEO computer program, if available, to plot the predicted plume size and direction.
8.	If injuries are involved, notify local EMS agencies and medical facilities as soon as possible. If multiple patients are injured, consider establishing the Multi-casualty Organization within the Incident Command System and a medical communications net on the State EMS frequency (155.160 MHz). See MULTICASUALTY INCIDENT MANAGEMENT (APPENDIX A) , HEALTH AND MEDICAL SERVICES SECTION and COMMUNICATIONS SECTION .
9.	If a radiological accident involves injuries, provide a Radiological Response Strike Team and/or Task Force to local medical care facilities treating the injured.
10.	If a shipment is involved, obtain the bill of lading and notify the shipper and addressee. If radiological materials are involved, the Office of Emergency Management will notify ADEC, who will notify the Nuclear Regulatory Commission. If other hazardous materials are involved, the Office of Emergency Management will notify ADEC and CHEMTREC (1-800-424-9300).
11.	If needed, establish emergency shelters and congregate care facilities for evacuees. See SHELTER AND FEEDING SECTION .
12.	Initiate response of volunteer organizations such as the American Red Cross, The Salvation Army, and other similar organizations.
13.	Restore and maintain essential services such as disrupted utilities, transportation arteries and communications systems. Priority will be given to services for hospitals, emergency operations centers, nursing homes and housing for the elderly and fire and police departments.
14.	Notify the Office of Emergency Management of the situation and any required assistance. If necessary, declare existence of a local disaster emergency and submit requests for declaration of disaster emergency.
15.	Publicize emergency public information to include: • Description of the situation and location of the incident; • Evacuation routes and reception areas, as necessary; • Location and/or phone number where information concerning the victims may be obtained; • Other information and instructions concerning the public welfare. See PUBLIC INFORMATION SECTION .

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Table 1-1, Hazardous Materials Commonly Shipped in Southeast Alaska

MATERIAL	UN#	REQUIRED LABELS (S)	HAZARD CLASS	Immediate Evacuation
Acetylene	1001	Flammable Gas	(2.1)	
Ammonium Hydroxide	2672	Corrosive	(8)	Yes*
Anhydrous Ammonia	1005	Non-Flammable Gas or Poison Gas	(2.2) (2.3)	Yes*
Anhydrous Hydrazine	2029	Flammable Liquid / Poison / Corrosive	(3)	
Blasting Agent NOS		Blasting Agent	(1.5)	
Caustic Soda (Sodium Hydroxide)	1824	Corrosive	(8)	
Chlorine	1017	Non-flammable Gas	(2.3)	Yes*
Ethyl Methyl Ketone	1193	Flammable Liquid	(3)	
Formaldehyde (37% solution)	1198	Flammable Liquid	(3)	
Helium	1046	Non-flammable Gas	(2.2)	
High Explosive		1.1 Explosives		Yes*
Hydrogen Peroxide	2015	Oxidizer / Corrosive	(5.1)	
Lead Sulfide				
Nitric Acid >40%	2031	Corrosive	(8)	
Nitric Acid <40%	1760	Corrosive	(8)	
Oxygen	1072	Non-Flammable Gas / Oxidizer	(2.2)	
Propane	1075	Flammable Gas	(2.1)	
Phenol, liquid	2821	Poison	(6.1)	
Phosphoric Acid	1085	Corrosive	(8)	
Sodium Hydroxide	1823	Corrosive	(8)	
Sodium Hypochlorite	1791	Corrosive	(8)	
Sulfur Dioxide	1079	Poison Gas	(2.3)	Yes*
Sulfuric Acid >51%	1830	Corrosive	(8)	
Sulfuric Acid <51%	1760	Corrosive	(8)	
Sulfur, solid	1350	Flammable Solid	(4.1)	
Toluene	1294	Flammable Liquid	(3)	

* Refer to the current North American Emergency Response Guidebook for recommended evacuation distances.

Substances highlighted with bold letters are classified as Extremely Hazardous Substances (EHS) as originally established by the Emergency Planning and Community Right-to-Know Act of 1986.

1.9.4 Hazardous Materials Recovery Phase Checklist

1.	Assure that all hazardous materials have been disposed of or neutralized.
2.	Initiate surveys for the identification of safety hazards and undertake necessary corrective measures.
3.	Perform other actions as necessary to recovery from the situation.
4.	Perform post-incident cleanup and utilities restoration.
5.	Perform damage assessments.
6.	Provide monetary figures necessary to support a request for disaster declaration.
7.	Provide facilities for and publicize the location of disaster aid centers for processing applications for the rehabilitation of individuals and families.
8.	Release excess personnel and equipment.
9.	Complete and submit necessary reports and paperwork to appropriate agencies.
10.	Perform an incident critique.

1.10 LANDSLIDE

A mass of sliding mud or rocks.

The following are checklists of tasks which may need to be accomplished in preparation for, response to, and recovery from landslide incidents. They should not be considered all inclusive; some emergencies will not require that all tasks be accomplished, others will require tasks which are not listed.

- If a Disaster Threatens

Use Warning Phase Checklist

- If a Disaster Has Occurred

Use Response Phase Checklist

Use Recovery Phase Checklist

1.10.1 Landslide Warning Phase Checklist

1.	Receive and evaluate forecasts and predictions which indicate potential for landslides. Make whatever confirmations are necessary, and pursue further information and guidance from the Office of Emergency Management, National Weather Service, Alaska Department of Transportation and Public Facilities, or other qualified agencies.
2.	In coordination with these agencies, develop the following estimates on the basis of past experience or other available data: • When are landslide conditions anticipated and what will be its duration? • What areas are expected to be subject to landsliding, runout and debris deposition? • What measures can be taken to lessen the effects and damage anticipated?
3.	Activate Incident Management Team and establish an Emergency Operations Center (EOC) and such Incident Command Posts (ICPs) as necessary and notify the Office of Emergency Management of the extent of the disaster as soon as possible.
4.	Notify all agencies and media which may participate in landslide recovery operations of the location, time of activation and methods of contact with the EOC. Call the Anchorage Forecast Office of the National Weather Service to provide advisory personnel to the EOC.
5.	Initiate inspections of existing control works (e.g., barriers, etc.) and undertake repairs and strengthening as necessary.
6.	Identify areas safe and suitable for selection and shelter of evacuees and for the storage of evacuated equipment and emergency supplies. Assure that evacuation routes to the areas selected will not become impassable before they can be reached.
7.	Estimate the number of evacuees that can be anticipated and, in consultation with volunteer relief organizations and the SHELTER AND FEEDING SECTION , select suitable shelters and arrange for their operation.
8.	In consultation with the various sections, make preparations for the orderly evacuation and reception of the evacuees, which will progress in slide conditions. Note: Provide for the security of the areas evacuated.
9.	Provide the local news media with storm safety rules, vehicle travel considerations, advice on actions if trapped in a vehicle, and information pertaining to landslide areas and landslide control actions along the highway systems.
10.	Arrange for the direct broadcast of emergency public information and evacuation instructions per the ALERT AND WARNING SECTION . The National Weather Service, may issue heavy precipitation warnings, but should also keep local officials briefed on their actions. See ALERT AND WARNING SECTION .
11.	Inventory communications capabilities between essential facilities and the Emergency Operations Center. Augment as necessary with auxiliary equipment and operators for emergency requirements. Design an Incident Communications Plan from the information in COMMUNICATION SECTION .
12.	Inventory high clearance vehicles and register owners and operators. Include school buses.
13.	Inventory bulldozers, graders, dump trucks, front-end loaders, snowplows and other heavy equipment.
14.	Inventory operators of portable and mobile communications equipment. Make those assignments which can be made in advance.
15.	Arrange for the protection and distribution of emergency services (fire fighting, medical, rescue, law enforcement, public works, etc.) equipment.
16.	Preposition equipment, fuel and the essential supplies for use after slide activity.
17.	Check auxiliary generators and other power and lighting equipment.
18.	Inventory available stocks and sources of supply of equipment and supplies common to the needs of disaster workers. Include special clothing, hard hats, flashlights and batteries, flares, maintenance tools, rescue tools, and rations.
19.	Advise prospective suppliers as to which personnel are authorized to make emergency purchases in the name of the various local jurisdictions, how they are identified, and what record of the transaction is necessary for subsequent reimbursement.

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20.	Arrange for the control of incoming air, marine, and surface traffic to facilitate receipt and delivery of needed supplies and to divert unessential visitors and supplies.
21.	In phase with the situation as it develops, publicize emergency public information to include: • Description of the situation and identification of areas which are expected to experience landslides. • Closures of schools, offices, and other facilities. • Evacuation routes and reception areas. • How warning and evacuation instructions will be disseminated. See PUBLIC INFORMATION SECTION.
22.	Prepare for documenting equipment and supplies used, personnel hours spent, including overtime, and other documentation on expenses which might be necessary for later reimbursement.
23.	Sound alert and warning sirens as appropriate. See ALERT AND WARNING SECTION .
24.	Initiate response of volunteer organizations such as the American Red Cross, The Salvation Army, and other similar organizations.
25.	Review the RESPONSE PHASE CHECKLIST on the following pages for preparatory action which may be required.

1.10.2 Landslide Response Phase Checklist

1.	If not already completed, complete those actions items listed in the WARNING PHASE CHECKLIST which can be completed, based on the incident priorities of the current situation.
2.	Establish a watch and observation of landslide activity. Assess the landslide hazard level. Initiate reporting from public and private agencies that have facilities in the risk areas.
3.	Disseminate public warnings, emergency instructions, and initiate evacuation operations and road closures based on the landslide activity. See ALERT AND WARNING SECTION, EVACUATION SECTION.
4.	Keep in communication with highway, law enforcement, fire, rescue, and others with emergency services responsibilities. Obtain official information on what and how highways and streets are to be kept open, particularly those required by emergency services personnel in case of serious fire, accidents and other emergencies. Obtain estimates of requirements for additional manpower, equipment and supplies.
5.	If necessary, initiate or increase efforts to obtain specific information for broadcasts over radio and television to inform the public of the landslide situation and what actions should be taken.
6.	Limit travel as required.
7.	Initiate landslide control work as appropriate.
8.	Conduct reconnaissance of areas becoming impacted.
9.	Review preparations for congregate care and emergency shelter if the situation appears to be worsening. Consider what specific operations may have to be performed and under what conditions. See SHELTER AND FEEDING SECTION.
10.	Provide patrols for the security of evacuated areas.
11.	Where injuries are involved, notify local EMS agencies and medical facilities as soon as possible. Consider establishing the Multi-casualty organization within the Incident Command System and a medical on the State EMS frequency (155.160 MHz) if multiple patients are injured. See MULTICASUALTY INCIDENT MANAGEMENT (APPENDIX A), HEALTH AND MEDICAL SERVICES SECTION and the COMMUNICATIONS SECTION.
12.	Maintain surveillance of current conditions.
13.	Initiate a "shotgun estimate" of the extent of public and private damage.
14.	Request assistance as necessary and available under the conditions, and continue landslide disaster operations.
15.	Establish emergency shelters and congregate care stations. Coordinate with the American Red Cross and The Salvation Army. See SHELTER AND FEEDING SECTION.
16.	Notify the Office of Emergency Management of the situation and any required assistance. If conditions warrant, declare the existence of a local disaster emergency and submit a request for a state declaration of disaster emergency if appropriate.
17.	Establish strike teams and/or task forces to assess and document damage to public and private property. Record this information for future reimbursement purposes.
18.	Publicize emergency public information to include: • Description of the situation and location of damaged areas. • Evacuation routes and reception areas. • Location and/or phone number where information concerning the victims may be obtained. • Other information and instructions concerning the public welfare.
19.	Establish traffic control and roadblocks in heavily damaged areas.

1.10.3 Landslide Recovery Phase Checklist

1.	Initiate surveys for the identification of safety hazards and undertake corrective measures.
2.	Perform damage assessments.
3.	Arrange for initial snow and debris clearance and restoration of essential public facilities, transportation systems and utilities.
4.	Restore and maintain essential services such as disrupted utilities, transportation arteries and communications systems. Priority will be given to services for hospitals, emergency operations centers, nursing homes, and housing for the elderly and fire and police departments.
5.	Arrange for partial return of evacuees, particularly the heads of households, for individual damage assessment and cleanup. Phase the return of the remaining evacuees in pace with the rehabilitation progress.
6.	Initiate individual rehabilitation program.
7.	Arrange for emergency housing as may be necessary.
8.	Initiate immediate and long range rehabilitation measures and programs.
9.	Provide monetary figures necessary to support a request for disaster declaration.
10.	Provide facilities for and publicize the location of disaster aid centers for processing applications for the rehabilitation of individuals and families.
11.	Release excess personnel and equipment.
12.	Complete and submit necessary reports and paperwork to appropriate agencies.
13.	Perform an incident critique.

1.11 TERRORISM

The calculated use of violence or threat of violence to produce fear; intended to coerce or intimidate to promote goals that are generally political, religious, or ideological.

The following are checklists of tasks which may need to be accomplished in preparation for, response to, and recovery from terrorist incidents. They should not be considered all inclusive; some emergencies will not require that all tasks be accomplished, others will require tasks which are not listed.

- If an Incident Threatens

Use Warning Phase Checklist

- If an Incident Has Occurred

Use Response Phase Checklist

Use Recovery Phase Checklist

1.11.1 Terrorism Warning Phase Checklist

1.	Review local plans
2.	Hold meetings with law enforcement and federal officials to discuss possible scenarios and appropriate local action required.
3.	Brief local government officials on any pre-emergency developments.

1.11.2 Terrorism Response Phase Checklist

1.	Activate the Emergency Operations Center (EOC) if conditions warrant. The Emergency Manager will function as a Liaison Officer for law enforcement authorities.
2.	Notify the law enforcement agency with jurisdiction for that area if not already done. They will be incident command for this activity.
3.	Notify the FBI if the situation warrants (depending on the type of terrorist act).
4.	Place fire and EMS (as well as other law enforcement departments) on standby status. Modify normal response procedures if necessary. Secure police protection for responding fire and EMS crews and apparatus.
5.	Notify the chairperson of the Local Emergency Planning Committee if the event involves hazardous materials.
6.	Notify the Alaska Division of Emergency Services. Secure state services through them upon the Mayor's declaration of a disaster, should the event go beyond local capabilities.
7.	If necessary, the RMAC will order curfews, restrictions on the sales of gasoline, restrictions on the sales of liquor, or any other restrictions. Establish security for public officials.
8.	Disseminate information through the Public Information Officer. Subject of media releases will be carefully planned by state, federal, and local officials.
9.	Take other emergency actions as necessary.

1.11.3 Terrorism Recovery Phase Checklist

1.	Initiate surveys for the identification of safety hazards and undertake corrective measures.
2.	Assist the Alaska Division of Emergency Services with damage assessment and disaster fund distribution.
3.	Arrange for initial debris clearance and restoration of essential public facilities, services, and utilities.
4.	Take actions to secure interim emergency repairs to damaged public facilities.
5.	Take actions to restore public confidence.
6.	Hold critical incident stress debriefings for responders as necessary.
7.	Complete and submit necessary reports and paperwork to appropriate agencies.
8.	Perform an incident critique.

1.12 TRANSPORTATION

An accident involving passenger air, highway, and marine travel resulting in death or injury.

The following are checklists of tasks which may need to be accomplished in preparation for, response to, and recovery from transportation incidents. They should not be considered all inclusive; some emergencies will not require that all tasks be accomplished, others will require tasks which are not listed.

➤ If a Disaster Has Occurred

Use Response Phase Checklist

Use Recovery Phase Checklist

1.12.1 Transportation Response Phase Checklist

1.	Activate Incident Management Team and establish an Emergency Operations Center (EOC) for the city and such Incident Command Posts (ICPs) as necessary and notify the Office of Emergency Management of the extent of the disaster as soon as possible. Where Airport FAA officials are present, a Unified Command structure may be advisable.
2.	(AVIATION) Notify FAA and NTSB. (HIGHWAY) Notify NTSB if necessary. (MARINE) Notify U.S. Coast Guard.
3.	Where injuries are involved, notify local EMS agencies and medical facilities as soon as possible. Consider establishing the Multi-casualty Organization within the Incident Command System and a medical communications net on the State EMS frequency (155.160 MHz) if multiple patients are injured. See MULTICASUALTY INCIDENT MANAGEMENT (APPENDIX A), HEALTH AND MEDICAL SERVICES SECTION and the COMMUNICATIONS SECTION .
4.	If hazardous or toxic materials are present or suspected, warn the citizens in the danger area (e.g. blast or down wind dispersion area) according to the ALERT AND WARNING SECTION .
5.	Initiate evacuation procedures as necessary. See EVACUATION SECTION . Note: Provide for the security of the areas evacuated.
6.	Establish specific operational areas around the accident site as follows: <u>Immediate Danger ("Hot") Zone</u> -- This is the space immediately surrounding the accident site or other center of trouble. Only critical life-support measures will be carried out in this area. Persons without protective clothing should not enter this area before the threat of fire or explosion has been eliminated. <u>Triage Area</u> -- This is the area in which all patients are to be sorted out and assessed for priority of treatment and/or transport. This area will be designated by the field commander in charge at the scene. Normally only one triage area will be used. A first aid station and a morgue area can also be set up in or near this area. The senior medical person initially at the scene when this area is established will be in charge of the triage area, if he is not Incident Commander. <u>Treatment Area</u> -- Conditions may warrant a separate area to initiate patient treatment if unable to accomplish tasks in the Triage Area. Coordination with the Transportation Officer could occur at both the Triage and Treatment Areas. Treatment Officer should be at least an EMT-II. All ambulatory patients released from the Triage Area will be logged out and sent to either the Treatment Area or transported directly to a local medical facility for evaluation. <u>Command Post (CP)</u> -- This is the area where initial incident command is established. <u>Staging Area</u> -- This is the area designated for arriving ambulances and other resources, where they are to remain until needed. This area is to be established by the incident commander in an area where access to the accident site by other emergency vehicles will not be blocked. <u>Incident Command Center (ICC)</u> -- This area will be established in the access area to the accident site or at some other convenient location. It will coordinate requests for all resources - equipment, personnel - required to manage the crash site and impacted areas. It is imperative that a representative of the airline in question be present at the ICC. <u>Control Area</u> -- This area will be established by the police as a security cordon. Personnel other than disaster workers (including volunteers) and press (only with special clearance) will not be allowed inside this area. <u>Media Area</u> -- This is a specific area for all media representatives to gather for periodic briefings by the Public Information Officer. This area will not be near the CP or ICC and will be away from airline offices, passengers, relatives, or other effected persons.
7.	Initiate response of volunteer organizations such as the American Red Cross, The Salvation Army, and other similar organizations.
8.	Establish reconnaissance and rescue strike teams and/or task forces as needed and grid out the area to be searched.

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9.	Notify the Office of Emergency Management of the situation and any required assistance. If conditions warrant, declare the existence of a local disaster emergency and submit a request for a state declaration of disaster emergency if appropriate.
10.	Control fires and the escapement and/or spread of hazardous or toxic substances. The ranking fire official at the scene will designate the immediate danger zone and will provide critical life-support and remove patients from this area.
11.	Establish a radiological monitoring strike team and/or task force if radioactive materials are believed to be involved and monitoring equipment can be secured.
12.	Maintain the public order. Control traffic and crowds. The police will establish the ambulance staging area and with direction from the Incident Commander will set up the perimeter of the control area. They should notify the Medical Unit Leader or dispatcher of the accident location, access routes(s), and any special control ingress/egress points. Police will attempt to control the ingress and egress of all traffic to and from the scene.
13.	Restore and maintain essential services such as utilities, transportation arteries and communications systems. Priority will be given to services for hospitals, emergency operations centers, nursing homes and housing for the elderly and fire and police departments.
14.	Where airport, airfield or FAA officials are present, the Incident Commander will work with their advice and assistance (unified command).
15.	Establish emergency shelters and congregate care stations, as necessary. Coordinate with the American Red Cross, The Salvation Army and the relief organizations as appropriate. See SHELTER AND FEEDING SECTION.
16.	Publicize emergency public information to include: • Description of the situation and location of the accident. • Evacuation routes and reception areas. • Location and/or phone numbers where information concerning the victims may be obtained. • Other information and instructions concerning the public welfare. See PUBLIC INFORMATION SECTION.
17.	Establish emergency morgues, as necessary. Coordinate with the American Red Cross, The Salvation Army and the relief organizations as appropriate. See HEALTH AND MEDICAL SERVICES SECTION.

1.12.2 Transportation Recovery Phase Checklist

1.	Arrange for the security of the area from visitors and souvenir hunters until the FAA NTSB and/or military officials have completed their inspections of the crash or accident site.
2.	Initiate surveys for the identification of safety hazards and undertake corrective measures.
3.	Arrange for initial debris clearance and restoration of essential public facilities and utilities.
4.	Arrange for handling and identification of fatalities. See HEALTH AND MEDICAL SERVICES SECTION .
5.	Arrange for emergency housing as necessary.
6.	Perform damage assessments.
7.	Provide monetary figures necessary to support a request for disaster declaration.
8.	Provide facilities for and publicize the location of disaster aid centers for processing applications for the rehabilitation of individuals and families.
9.	Release excess personnel and equipment.
10.	Complete and submit necessary reports and paperwork to appropriate agencies.
11.	Perform an incident critique.

1.13 TSUNAMI

A series of traveling ocean waves of great length and long period usually generated by submarine geophysical displacement. May or may not be preceded by an earthquake.

WARNING

IF WARNING TIME IS EXTREMELY LIMITED, activate the tsunami notification system locally to notify to evacuate and the location of emergency evacuation routes and reception areas. Then evacuate the low-lying areas and worry about other things later. Form a dragnet beginning with those areas, homes, and buildings nearest the approaching water and work back toward a safe area. Use uniformed personnel or otherwise recognizable officials to give authenticity to the urgency of the evacuation. Use the evacuees to help move out the others as they go along.

See the Alert and Warning Section in this volume.

The following are checklists of tasks which may need to be accomplished in preparation for, response to, and recovery from tsunami incidents. They should not be considered all inclusive; some emergencies will not require that all tasks be accomplished, others will require tasks which are not listed.

- If a Disaster Threatens
Use Warning Phase Checklist
- If a Disaster Has Occurred
Use Response Phase Checklist
Use Recovery Phase Checklist

1.13.1 Tsunami Warning Phase Checklist

1.	Receive and evaluate forecasts and predictions which indicate a potential for a Tsunami. Make whatever confirmations are necessary, and pursue further information and guidance from the Office of Emergency Management, Alaska Tsunami Warning Center, Alaska Division of Emergency Services, National Weather Service, FEMA, or other qualified agencies.
2.	In coordination with these agencies, develop the following estimates on the basis of past experience or other available data: The size of the waves that are anticipated and estimated time of arrival in your location; What areas are expected to be subject to flooding and to what extent; and On the basis of available physical indications, how much warning time will be available from the time that tsunami flooding is definitely imminent until the time that it actually occurs.
3.	Sound alert and warning sirens as appropriate. See ALERT AND WARNING SECTION .
4.	Identify high ground and select areas safe and suitable for the sheltering of evacuees and for the storage of evacuated equipment and emergency supplies (at least above the 100 ft. elevation contour and/or one mile inland). Assure that evacuation routes to the areas selected will not become impassable before they can be reached.
5.	If availability of evacuation routes is limited, and some flooding may occur but not render the route impassable, arrange for markers to identify the alignment, or arrange for pilot vehicles to guide evacuees.
6.	Estimate the number of evacuees and, in consultation with volunteer relief organizations and the SHELTER AND FEEDING SECTION , select suitable shelters and arrange for their operation.
7.	Initiate response of volunteer organizations such as the American Red Cross, The Salvation Army, and other similar organizations.
8.	In consultation with the various sections, make preparations for the orderly evacuation and reception of the evacuees, which will progress in phase with the arrival of the tsunami. Note: Provide for the security of the areas evacuated.
9.	Activate Incident Management Team and establish an Emergency Operations Center (EOC) for the city and such Incident Command Posts (ICPs) as necessary and notify the Office of Emergency Management of the extent of the disaster as soon as possible.
10.	Arrange for the direct broadcast of emergency public information and evacuation instructions per the ALERT AND WARNING SECTION .
11.	On the basis of anticipated flood levels, arrange for equipment and supplies to be moved to avoid damage.
12.	Inventory communications capabilities between essential facilities and the emergency operations center. Augment as necessary with auxiliary equipment and operators for emergency requirements. Design an Incident Communications Plan from the information in COMMUNICATION SECTION .
13.	Establish, if possible, the amounts of various fuels and oils on hand and arrange for the establishment of operable means of distribution during the emergency.
14.	Inventory high clearance vehicles and register owners and operators. Include school buses. Organize and establish a ready emergency motor pool and a reserve.
15.	Inventory bulldozers, graders, dump trucks, front-end loaders and other heavy equipment. Organize and establish a ready emergency motor pool and a reserve.
16.	Inventory motorboats. Test run motors and have a supply of fuel safely stored. Assure adequate equipping with running lights, life jackets, rubber boots, rope and flashlights with spare batteries. Organize and establish a ready emergency motor pool and a reserve.
17.	Inventory auxiliary power plants, pumps, pipe and hose. Organize personnel and equipment into strike team(s) and/or task force(s) which will respond to dispatch.
18.	Inventory operators of portable and mobile communications equipment. Make those assignments which can be made in advance.
19.	Arrange for the protection and distribution of fire fighting equipment away from probable flooded areas.

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20.	Inventory available stocks and sources of supply of equipment and supplies common to the needs of disaster workers. Include special clothing, hard hats, rubber boots, flotation gear, flashlights and batteries, flares, maintenance tools, rescue tools and rations.
21.	Advise prospective suppliers as to which personnel are authorized to make emergency purchases in the name of the various local jurisdictions, how they are identified and what record of the transaction is necessary for subsequent reimbursement.
22.	Arrange for the control of incoming air, marine, and surface traffic to facilitate receipt and delivery of needed supplies and to divert unessential visitors and supplies.
23.	In phase with the situation as it develops, publicize emergency public information to include: • Description of the situation and identification of areas which are expected to flood; • Evacuation routes and reception areas; and • How warning and evacuation instructions will be disseminated. See PUBLIC INFORMATION SECTION.
24.	Prepare for documenting equipment and supplies used, personnel hours spent, including overtime, and other documentation on expenses which might be necessary for later reimbursement.
25.	Review the RESPONSE PHASE CHECKLIST on the following pages for preparatory action which may be required.

1.13.2 Tsunami Response Phase Checklist

1.	If not already completed, complete those actions items listed in the WARNING PHASE CHECKLIST which can be completed, based on the incident priorities of the current situation.
2.	Establish a watch and observation of sea conditions. The Alaska Tsunami Warning Center should be contacted for reported events in other locations.
3.	Disseminate public warnings, emergency instructions and initiate evacuation operations based on the anticipated severity of the Tsunami. See ALERT AND WARNING, EVACUATION SECTIONS .
4.	Implement emergency utility shutoff procedures as necessary.
5.	Conduct reconnaissance of areas inundated and dispatch rescue units as needed.
6.	Provide patrols for the security of evacuated areas.
7.	Initiate a "shotgun estimate" of the extent of public and private damage.
8.	Request assistance as necessary and available under the conditions, and continue tsunami disaster operations.
9.	Begin damage assessment on public and vital services, and facilities.
10.	Where injuries are involved, notify local EMS agencies and medical facilities as soon as possible. Consider establishing the Multi-casualty Organization within the Incident Command System and a medical communications net on the State EMS frequency (155.160 MHz) if multiple patients are injured. See MULTICASUALTY INCIDENT MANAGEMENT (APPENDIX A), HEALTH AND MEDICAL SERVICES SECTION and the COMMUNICATIONS SECTION .
11.	Notify the Office of Emergency Management of the situation and any required assistance. If conditions warrant, declare the existence of a local disaster emergency and submit a request for a state declaration of disaster emergency if appropriate.
12.	Establish emergency morgues, as necessary. Coordinate with the American Red Cross, The Salvation Army and the relief organizations as appropriate. See HEALTH AND MEDICAL SERVICES SECTION .

1.13.3 Tsunami Recovery Phase Checklist

1.	Initiate surveys for the identification of safety hazards and undertake corrective measures.
2.	Perform damage assessments.
3.	Arrange for initial debris clearance and restoration of essential public facilities, services, and utilities.
4.	Arrange for the drainage of water pockets.
5.	Arrange for a health and sanitation survey and initiation of disease prevention measures.
6.	Arrange for handling and identification of fatalities. See HEALTH AND MEDICAL SERVICES SECTION .
7.	Arrange for partial return of evacuees, particularly the heads of households, for individual damage assessment and cleanup. Phase the return of the remaining evacuees in pace with the rehabilitation progress.
8.	Initiate individual rehabilitation program.
9.	Arrange for public distribution of instructions on how to clean and restore real and personal property.
10.	Undertake general debris clearance.
11.	Arrange for emergency housing as may be necessary.
12.	Initiate immediate and long range rehabilitation measures and programs.
13.	Provide monetary figures necessary to support a request for disaster declaration.
14.	Provide facilities for and publicize the location of disaster aid centers for processing applications for the rehabilitation of individuals and families.
15.	Release excess personnel and equipment.
16.	Complete and submit necessary reports and paperwork to appropriate agencies.
17.	Perform an incident critique.

1.14 WEATHER EXTREMES

Severe weather includes ice storms, blizzards, extreme cold, extreme heat and high winds.

The following are checklists of tasks which may need to be accomplished in preparation for, response to, and recovery from incidents of weather extremes. They should not be considered all inclusive; some emergencies will not require that all tasks be accomplished, others will require tasks which are not listed.

- If a Disaster Threatens
Use Warning Phase Checklist
- If a Disaster Has Occurred
Use Response Phase Checklist
Use Recovery Phase Checklist

1.14.1 Weather Extremes Warning Phase Checklist

1.	Make contact with HAM radio club, snowmobile, ski, and other emergency rescue and medical teams in the area.
2.	The Emergency Manager should contact the National Weather Service and establish those rules on definitions, especially "Heavy Snow Warnings," and "Cold Wave Warning," "High Wind Warning," and Ice Storm" that pertain to the area. This information should then be disseminated to other agencies, media, etc.
3.	Provide the local news media with winter storm safety rules, winter vehicle travel considerations, advice on actions if trapped in a vehicle by a blizzard, and other appropriate information pertaining to the area. NOAA Weather Radio broadcasts this information as needed, but further releases are desirable.
4.	Determine the location and amounts of snow fencing, sand and gravel, salt, fuel supplies, or other materials needed, and install and fill these as required.
5.	Assess feasibility of releasing non-essential personnel. Establish procedure for advising personnel whether or not to report to work. Unless specific instructions are given to the contrary, all city personnel are expected to report for work.
6.	Establish a system, procedure, and contacts for "school closing" or "employee stay home" announcements.
7.	Develop newspaper articles and radio and television announcements for release when appropriate (e.g., requesting home owners to remove snow from fire hydrants or other places that might impede emergency actions).
8.	Check generators, other power, lighting and communications equipment.
9.	Alert field personnel of impending situation.
10.	So far as is practical, put personnel and equipment on stand-by, and maintain communication with operating and stand-by crews.
11.	Initiate response of volunteer organizations such as the American Red Cross, The Salvation Army, and other similar organizations.
12.	Review the RESPONSE PHASE CHECKLIST on the following pages for preparatory action which may be required.

1.14.2 Weather Extremes Response Phase Checklist

1.	If not already completed, complete those actions items listed in the WARNING PHASE CHECKLIST which can be completed, based on the incident priorities of the current situation.
2.	Activate Incident Management Team and establish an Emergency Operations Center (EOC) for the city and such Incident Command Posts (ICPs) as necessary and notify the Office of Emergency Management of the extent of the disaster as soon as possible.
3.	Assess the storm situation, including a determination of the potential storm risk area, and obtain information such as speed and direction of wind, precipitation, barometric readings, fall of snow, sleet, etc. Initiate reporting from public and private agencies and utilities that have facilities in the risk area.
4.	Keep in communication with highway, law enforcement, fire, rescue and others with emergency services responsibilities. Obtain official information on what and how highways and streets are to be kept open, particularly those required by emergency service personnel in case of serious fires, accidents and other emergencies. Obtain estimates of requirements for additional manpower, equipment and supplies.
5.	If conditions warrant, initiate or increase efforts to obtain specific information for broadcasts over radio and television to inform the public of the storm situation and what actions should be taken.
6.	Preposition equipment, fuel and the essential supplies for use after the storm.
7.	Check auxiliary generators and other power and lighting equipment.
8.	Review preparations for congregate care and emergency shelter if the situation appears to be worsening. Consider what specific operations may have to be performed and under what conditions. See SHELTER AND FEEDING SECTION .
9.	Limit travel as required.
10.	Notify the Office of Emergency Management of the situation and any required assistance. If conditions warrant, declare the existence of a local disaster emergency and submit a request for a state declaration of disaster emergency if appropriate.

1.14.3 Weather Extremes Recovery Phase Checklist

1.	Perform post-storm cleanup and utilities restoration.
2.	Perform damage assessments.
3.	Provide monetary figures necessary to support a request for disaster declaration.
4.	Provide facilities for and publicize the location of disaster aid centers for processing applications for the rehabilitation of individuals and families.
5.	Release excess personnel and equipment.
6.	Complete and submit necessary reports and paperwork to appropriate agencies.
7.	Perform an incident critique.

SECTION 2 DISASTER DECLARATION & REPORTING

Introduction

Plan Activation

Declaration of Local Disaster Emergency

State of Alaska Disaster Declarations

Definitions

Reporting

Damage Assessment

Support Services for Citizen Assistance

**Appendix A: Local Government Disaster Declaration Without
Request For State Assistance**

**Appendix B: Local Government Disaster Declaration With
Request For State Assistance**

Appendix C: State of Alaska Situation Report

Appendix D: Incident Commander's Delegation of Authority

2.1 INTRODUCTION

Disaster assistance from mutual aid agencies, and State and Federal entities, will be enhanced by prompt and thorough reporting of the disaster conditions. This section outlines the plan activation, disaster emergency declaration, notification and reporting processes, and damage assessment procedures that the city will implement in the event of a disaster emergency.

2.2 PLAN ACTIVATION

Emergency incidents occur frequently, but rarely with the scope and complexity which would require the implementation of this Disaster Response Plan. This plan is applicable in those cases where:

- The emergency cannot be effectively managed using department policies and SOP'S, or
- The emergency directly impacts more than one department's jurisdiction, and a coordinated response under a unified command structure is desirable or necessary, or
- The resources of the city, including resources available through mutual aid agreements, are overwhelmed and a local disaster emergency is declared, under the terms and authority of AS 26.23.140.

NOTE: Within Alaska only the chief executive officer of the involved municipality may declare a disaster emergency. (AS 26.23.140). The City Manager is defined as the chief executive officer for the City of Wrangell.

Activation shall begin by contacting Dispatch and requesting a specific level of plan activation.

2.2.1 Levels of Incidents

Activation of the plan will be based on the following incident level definitions and criteria:

Incident Level	Description
Level I	The normal operations of the various city departments that can be managed with department policies and SOP and does not require implementation of the plan.
Level II	An incident that has special or unusual characteristics not readily managed by department policies and SOP, and/or requiring response by more than one city department, and/or which is beyond the capabilities of available resources (including mutual aid), may require partial or full implementation of this plan.
Level III	An incident that requires the coordinated response of all levels of city government to save lives and protect the property of a large portion of the population. Such an emergency may require the sheltering or relocation of the affected population. Under such conditions, this plan shall be implemented.

2.2.2 Levels of Activation

Activation of the plan will be based on the following activation level definitions and criteria:

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Level I Activation	Implementation of specific sections of the plan and individual Incident Management Team positions as requested by the Incident Commander.
Level II Activation	Partial utilization of the EOC and Incident Management Team. This will include using parts of the EOC as needed and the use of a "short team." The activation of a "short" Incident Management Team will include the following positions: 1. Incident Commander A. Public Information Officer 2. Planning Section Chief 3. Logistics/ Finance Section Chief B. EOC Manager
Level III Activation	Full activation of the EOC and Incident Management Team. This will include: using the entire EOC and the use of a "long team." The activation of a "long" Incident Management Team will include the complete Command Staff as well as the complete General Staff with the following Incident Command System functions activated: 1. Incident Commander A. Public Information Officer B. Safety Officer C. Liaison Officer 2. Operations Section Chief 3. Planning Section Chief A. Situation Unit Leader B. Resource Unit Leader 4. Logistics Section Chief A. Services Branch Director B. Support Branch Director C. EOC Manager 5. Finance Section Chief

2.2.3 Activation Procedures

The on-scene Incident Commander, Community Emergency Manager or the City Manager will contact Emergency Dispatch and request a Level I, Level II, or Level III Disaster Response Plan activation as appropriate. The dispatcher on-duty will initiate the requested plan activation level as follows:

Level I	As directed by the on-scene Incident Commander, Community Emergency Manager or City Manager; will contact by phone, radio, and/or pager those on-call Incident Management Team personnel assigned the Incident Command System position(s) being requested and assist with the implementation of specific sections of the plan as requested and able.
Level II	As directed by the on-scene Incident Commander, Community Emergency Manager or City Manager; will contact by phone, radio, and/or pager those on-call Incident Management Team personnel assigned the Incident Command System position(s) listed under Level II Activation, and direct those personnel to report to the EOC. In addition, the Dispatcher will assist with the implementation of the Disaster Response Plan as requested and able.
Level III	As directed by the on-scene Incident Commander, Community Emergency Manager or City Manager; will contact by phone, radio, and/or pager those on-call Incident Management Team personnel assigned the Incident Command System position(s) listed under Level III Activation, and direct those personnel to report to the EOC. In addition, the Dispatcher will assist with the implementation of the Disaster Response Plan as requested and able.

2.3 DECLARATION OF LOCAL DISASTER EMERGENCY

A declaration of a local "disaster emergency" (See definition of disaster emergency, page 2-7, this section) by the City of Wrangell is required to implement the Disaster Response Plan, access city funding, expedite procurement of city response resources and access State and Federal disaster assistance. The

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City Manager of Wrangell has the legal authority under AS 26.23.140 to declare that a local disaster emergency exists. If the City Manager is unable to act due to absence or incapacity, the next person designated in the city line of succession will exercise local disaster emergency declaration authority. The declared local disaster emergency shall authorize the emergency powers for the period set forth in the city disaster emergency ordinance. The declaration of a local disaster emergency must include a description of the situation and existing conditions, must delineate the geographic boundaries, and must outline what special powers are being activated by the city.

In the event that the city is declaring a local disaster emergency for the purposes of implementing the Disaster Response Plan, accessing city funding, and expediting procurement of city response resources, use the model declaration form found in this section.

If additional assistance is required to aid the community response to a disaster emergency, the community should request assistance directly from the state using the model declaration form found in this section.

Within the Incident Management Team, the Command and General Staffs have the following responsibilities in the declaration process:

Component	Responsibilities
Command	Present package to City Manager.
Operations	Identify necessary resources, and outline special powers needed to respond to the emergency. Assist in initial damage assessment.
Planning	Provide situation and resource summaries and initial and preliminary damage assessments.
Logistics	Compile resource requests.
Finance	Assist in preliminary damage assessment and coordinate damage survey activities.

2.4 STATE OF ALASKA DISASTER DECLARATIONS

The Division of Emergency Services makes recommendations on disaster declarations with requests for State assistance. It then forwards the recommendations to the Governor's Office. Most declarations, along with DES' recommendations, will also be reviewed by the Governor's Disaster Policy Cabinet before going to the Governor.

The request for a disaster emergency declaration with assistance does not indicate the surrender of command responsibility and authority.

NOTE: City of Wrangell request for a State declaration must be processed through the State of Alaska Division of Emergency Services.

2.5 DEFINITIONS

Current legislation defines "disaster emergency" as:

"... the condition declared by proclamation of the governor or declared by the principal executive officer of a political subdivision to designate the imminence or occurrence of a disaster." (AS 26.23.900)

In addition, a "disaster" is defined as:

"... occurrence or imminent threat of wide spread or severe damage, injury, or loss of life or property resulting from a natural or man-made cause including:

- a. Fire, flood, earthquake, landslide, mudslide, avalanche, wind-driven water, weather condition, tsunami, volcanic activity, epidemic, air contamination, blight, infestation, explosion, riot, or shortage of food, water, fuel, or clothing,

- b. The release of oil or a hazardous substance, if the release requires prompt action to avoid environmental danger or damage, and
- c. Equipment failure, if the failure is not a predictably frequent or recurring event or preventable by adequate equipment maintenance or operation." (AS 26.23.900)

2.6 REPORTING

Accurate incident status summaries are important to decision makers within the Incident Management Team (IMT) staff, as well as to assisting agencies and the public. The State of Alaska "Situation Report" (Appendix A), shall be completed as soon as possible after the onset of an emergency, and shall be updated at least every 12 hours thereafter. The State of Alaska "Situation Report" shall be prepared by the Planning Section on all level II & III activation's, and distributed via phone, fax, e-mail, radio, hard copy, etc. to at least the following:

- City Manager
- Office of Emergency Management
- Incident Management Team
- Alaska Division of Emergency Services
- Assisting Federal and State agencies

The Public Information Officer may also distribute State of Alaska "Situation Report" to the media, the public, assisting agencies, adjacent jurisdictions, and volunteer organizations at the direction of the Incident Commander. The State of Alaska "Situation Report" may also be used by the City Manager to advise city staff of a Level I activation.

2.7 DAMAGE ASSESSMENT

Damage assessment is conducted in three phases:

1. Initial Damage Assessment.
2. Preliminary Damage Assessment.
3. Damage Survey Reports Development.

The initial assessment provides supporting information for the disaster declaration, and is the responsibility of the local government. The preliminary damage assessment and the damage survey reporting process are in-depth analysis of long term effects and costs of the emergency, and are done with the combined efforts of local, state, and federal agencies.

2.7.1 Initial Damage Assessment

Organization and supervision of the initial damage assessment is the responsibility of the Planning Section, with supporting fiscal documentation from the Finance Section, of the Incident Management Team. Efficient accomplishment of this task will require major assistance from all departments and available volunteer resources. If the city can document actual costs, these should be used to develop accurate cost estimates.

Record keeping, especially of expenditures, should be started very early in the incident. The Finance Section will assign a charge code to which all incident related expenditures will be coded.

The initial damage assessment should begin as soon as possible after the impact of the emergency, and should be conducted using the following priorities:

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Priority 1 - Public safety and restoration of vital services	1. EOC, Dispatch-Communications centers, fire stations. 2. Hazardous materials industries, natural gas pipelines. 3. Hospitals, schools and shelters. 4. Power, telephone, and radio communications systems. 5. Bridges and overpasses. 6. Major businesses. NOTE: Each facility should be analyzed for structural integrity and safety, functional capability, and estimated cost to repair or replace.
Priority 2 - Assessment of damage to support emergency or major disaster declaration.	An estimate of numbers of private dwellings and businesses affected by the incident will be needed to support the request for a State or Federal declaration. A "windshield" survey (a cursory, "drive-by" damage assessment) should be made at the same time as the more detailed survey required for priority 1 facilities. 1. Private homes, multiple family dwellings. 2. Businesses.

2.7.2 Preliminary Damage Assessment

The initial damage assessment should provide the basis for subsequent assessment activities. The preliminary damage assessment builds upon that information to provide supporting documentation for State and Federal disaster assistance. Assessment activities shall be directed and supervised by the Planning Section, with cost information provided by the Finance Section.

1. Assign personnel to State and Federal Damage Assessment Teams. The Planning Section should arrange appointments with managers and/or owners of affected facilities in order to facilitate the process. The State ~ Federal teams will complete the FEMA forms. Although the city is not responsible for completing these forms, personnel assigned to teams should be familiar with the information gathered on them.
2. Provide current cost (Finance Section Chief) and damage assessment (Planning Section Chief) information to the other members of the Command and General Staff.

2.7.3 Damage Survey Reports Development

The FEMA Form 90-91, Damage Survey Reports (DSR) process is the primary responsibility of the State and Federal representatives on the Damage Assessment Teams, and is the third phase of the damage assessment process. During this phase, detailed evaluations of the fiscal and social impacts of each project are developed and documented. The primary purpose of the DSR is to document the scope of work for the repair of eligible public assistance projects and establish an estimated cost for them.

2.8 SUPPORT SERVICES FOR CITIZEN ASSISTANCE

2.8.1 Disaster Recovery Center (DRC)

The Logistics Section may be called upon to arrange a large facility to serve as a Disaster Recovery Center (DRC), where citizens can meet with Federal/State/local and volunteer agency representatives to apply for disaster assistance. Appropriate facilities include schools, churches, and community centers. Advertising of these facilities will be coordinated by the Public Information Officer through the Joint Information Center (if activated). Federal, State, local and volunteer agencies may provide or accept applications for the following services through the Disaster Recovery Center.

- Temporary housing for disaster victims whose homes are uninhabitable as a result of a disaster.
- Essential repairs to owner occupied residences in lieu of temporary housing, so that families can return to their damaged homes.
- Disaster unemployment and job placement assistance for those unemployed as a result of a major disaster.
- Disaster loans to individuals, businesses, and farmers for refinancing, repair, rehabilitation, or replacement of damaged real and personal property not fully covered by insurance.

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- Agricultural assistance payments and technical assistance, and federal grants for the purchase or transportation of livestock.
- Information on the availability of food stamps and eligibility requirements.
- Individual and family grants to meet disaster related expenses and other needs of those adversely affected by "major disasters" when they are unable to meet such needs through other means.
- Legal counseling to low-income families and individuals.
- Tax counseling concerning various disaster related tax benefits.
- Consumer counseling and assistance in obtaining insurance benefits.
- Crisis counseling and referrals to mental health agencies to relieve disaster caused mental health problems.
- Social Security assistance for recipients or survivors, such as death or disability benefits or monthly payments.
- Veteran's assistance, such as death benefits, pensions, insurance settlements, and adjustments to home mortgages held by the Veteran's Administration if a VA insured home has been damaged.
- Other specific programs and services as appropriate to the disaster.
- Logistics may also arrange office space, document reproduction services, etc. for State and Federal damage assessment teams.

If federal mobile homes are to be provided for use as emergency shelter, Logistics may assist in choosing sites and site preparation, consistent with local comprehensive land use plans.

APPENDIX A: LOCAL GOVERNMENT DISASTER DECLARATION WITHOUT REQUEST FOR STATE ASSISTANCE

Comments

A brief description of the disaster or emergency, when it happened and where it struck.

A statement describing the political subdivision.

A statement outlining the disaster or emergency conditions, areas affected, damages.

A statement that local capability has been exceeded.

A statement by the appropriate principal executive officer authorized to declare a disaster emergency.

Signature of principal executive officer authorized by local ordinance.

Example

WHEREAS, commencing on (date), the City of Wrangell, Alaska sustained severe losses and threats to life and property from (describe the event or situation); and,

WHEREAS, the City of Wrangell is a political subdivision within the State of Alaska; and,

WHEREAS, the following conditions exist as a result of the disaster emergency (describe the event and the impacts to community, damages, and etc.); and,

WHEREAS, the severity and magnitude of the emergency is beyond the timely and effective response capability of local resources; and,

THEREFORE, be it resolved that the (manager, mayor, council president, etc.) of the City of Wrangell does declare a Disaster Emergency per AS 26.23.140 to exist in the City of Wrangell.

SIGNED this _____ day of _____
20____

(Principal Executive Officer)

APPENDIX B: LOCAL GOVERNMENT DISASTER DECLARATION WITH REQUEST FOR STATE ASSISTANCE

Comments

A brief description of the disaster or emergency, when it happened and where it struck

A statement describing the political subdivision.

A statement outlining the disaster or emergency conditions, areas affected, damages.

A statement that local capability has been exceeded.

A statement by the appropriate principal executive officer authorized to declare a disaster emergency.

A request that the Governor designate the Political Subdivision a disaster area and request State assistance

A brief statement and estimated value of local government commitment to the disaster. This can be "in-kind" use of equipment or personnel.

Signature of principal executive officer authorized by local ordinance.

Example

WHEREAS, commencing on (date), the City of Wrangell, Alaska sustained severe losses and threats to life and property from (describe the event or situation); and,

WHEREAS, the City of Wrangell is a political subdivision within the State of Alaska; and,

WHEREAS, the following conditions exist as a result of the disaster emergency (describe the event and the impacts to community, damages, and etc.); and,

WHEREAS, the severity and magnitude of the emergency is beyond the timely and effective response capability of local resources; and,

THEREFORE, be it resolved that the City manager, mayor, council president, etc.) of Wrangell does declare a Disaster Emergency per AS 26.23.140 to exist in the City of Wrangell.

FURTHERMORE, it is requested that the Governor declare a Disaster Emergency to exist as described in AS 26.23 and provide State assistance to the City of Wrangell in its response and recovery from this event.

FURTHER, the undersigned certifies that the City of Wrangell has or will expend local resources in the amount of _____ as a result of this disaster for which no State or Federal reimbursement will be requested.

SIGNED this _____ day of _____ 20__

(Principal Executive Officer)

APPENDIX C: State of Alaska Situation Report

Incident Name: _____		
Incident #	Date/Time:	Prepared By:

1. JURISDICTION NAME:

2. CASUALTY STATUS:

a. Confirmed Dead

c. Injured

b. Missing

d. Estimated Sheltered Population

3. GENERAL SITUATION:

4. ROAD CLOSURES:

5. CURRENT SHELTERING/EVACUATION STATUS:

Total Shelters Open:

Total Registered at Shelter:

Total Persons Sheltered Last Night:

6. CURRENT PRIORITY NEEDS:

7. FUTURE OUTLOOK/PLANNED ACTIONS:

8. WEATHER:

9. OTHER COMMENTS:

10. STATE EMERGENCY COORDINATION CENTER OPERATIONS:

Hours of Operation:

Phone Contacts:

APPENDIX D: Incident Commander's Delegation of Authority

Pursuant to the City of Wrangell's Declaration of a Local Disaster Emergency, the City of Wrangell's Disaster Response Plan has been activated.

I hereby authorize _____ to act as Incident Commander for response and recovery operations under the City of Wrangell's Disaster Response Plan.

I hereby delegate the Incident Commander all authority to provide response and recovery operations to the declared disaster emergency under the City of Wrangell's Disaster Response Plan and to act on behalf of and with the authority of the City of Wrangell in carrying out those operations within the geographic boundaries of the declared disaster emergency.

This delegation continues for a period of ten days or until earlier modified or terminated by the Emergency Management Coordinator or Chief Executive Officer of the City of Wrangell.

DATE: _____

Mayor/City Manager
City of Wrangell

SECTION 3 INCIDENT COMMAND SYSTEM

General Command Levels

IMT Qualified Personnel Roster

IMT Organizational Chart

3.1 GENERAL

The City of Wrangell uses an Integrated Emergency Management System (IEMS), which is a broad, all hazard emergency management system which encompasses all the various types of emergencies; and addresses mitigation, preparedness, response, and recovery activities. The IEMS actively encourages the development of the common management functions required for response to emergencies for all types, while recognizing the unique preparedness requirements of specific hazards. IEMS enables each level of government to integrate with other levels, public agencies, and with private sector resource providers. Optimum use and integration of existing skilled personnel, emergency facilities, and emergency equipment across all levels of government is encouraged.

The incident management organization utilized in the City of Wrangell is the Incident Command System component of the National Interagency Incident Management System (NIIMS).

Emergency response personnel must be trained and experienced with the Incident Command System (ICS). The Incident Command System is adaptable to meet the needs of small to very large incidents as well as for multiple incidents. There are many factors that determine the complexity of an incident. These include:

- Size
- Location
- Jurisdictions involved
- Political sensitivity
- Organizational complexity
- Values-at-risk
- Varying agency policies

Exactly when an incident goes from one complexity to the next is "in the eyes of the beholder." There is usually no clear-cut line between complexities. The jurisdictional head or designated representative must determine the complexity of an incident and assign qualified personnel as needed. In situations where multiple agencies and jurisdictions are involved, the determination of complexity and assignment of personnel should be agreed upon jointly.

NOTE: For ICS position descriptions and position checklists refer to the NIIMS Incident Command System, Field Operations Guide (ICS-420).

3.2 COMMAND LEVELS

Command is responsible for overall management of the incident. Command also includes certain staff functions required to support the command function. The command function within the ICS may be conducted in two general ways:

- Single Command
- Unified Command

3.2.1 Single Command

When an incident occurs within an area that has one department/agency with jurisdictional authority, and there is no overlapping of jurisdictional authority, an incident commander (IC) will be designated by that department/agency to have overall management responsibility for that incident. The IC will prepare incident objectives that will be the foundation upon which action planning will be based. The IC may have a deputy who should have the same qualifications as the IC, and may work directly with or be the relief for the IC.

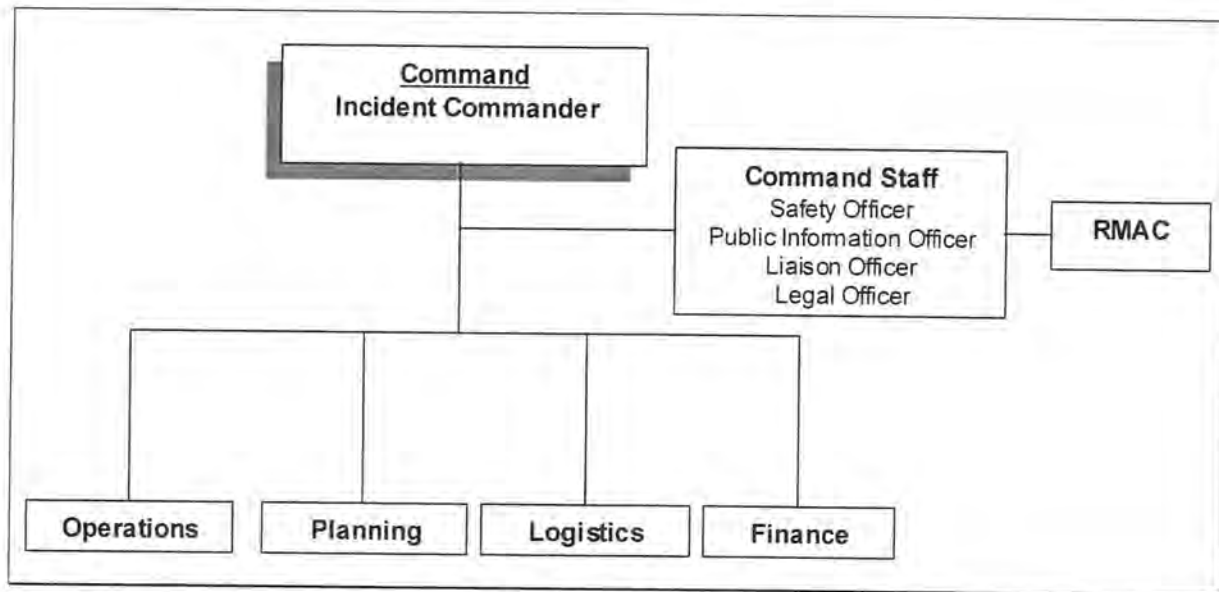


Figure 3-1, Single Command Incident Management Team

City of Wrangell Incident Management Team Qualified Personnel Roster

Incident Commander		
Dave Soulak	City Manager	Incident Commander
Command Staff		
Carol Rushmore	Director of Tourism	Public Information Officer
		Safety Officer
		Liaison Officer
	City Attorney	Legal Officer
Operations Section ~ Support Staff		
Bob Caldwell	Director of Public Works	Operations Section Chief
Planning Section ~ Support Staff		
Christie Jamieson	City Clerk	Planning Section Chief
Logistics and Finance Sections ~ Support Staff		
Jeff Jabusch	Director of Finance	Logistics Section Chief

3.2.2 Unified Command

In Incident Command System, Unified Command is a unified team effort which allows all agencies with responsibility for the incident, either geographical or functional, to manage an incident by establishing a common set of incident objectives and strategies. It is typically activated for incidents where multiple agencies or organizations have overlapping responsibilities. See Section 11.2 for further discussion of Unified Command.

3.3 INCIDENT COMMANDER

The Incident Commander (IC) is responsible for the overall management of all incident management activities, including developing strategic objectives and approving the ordering and release of resources.

The Incident Commander will lead an Incident Management Team composed of Operations, Planning, Logistics, and Finance sections. The Section Chiefs for each section forms the General Staff.

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In addition to supervising the Incident Management Team, the Incident Commander has four sub-functional areas collectively identified as the Command Staff: public information; safety; liaison; and legal officer. Individuals may be assigned to assist the Incident Commander in each of these Command Staff functions.

The Incident Commander reports to the community mayor/city manager, unless the Incident Commander is the mayor/city manager, in which case he/she reports to the body of elected legislators (council or assembly). In the event of a catastrophic event, the Incident Commander may choose to form a Deputy Incident Commander position and delegate some of the IC's duties.

The Incident Commander is responsible for the overall management of all incident activities including the development of strategy and for approving the ordering and release of resources.

The Incident Commander will lead an Incident Management Team (IMT) composed of Operations, Planning, Logistics, and Finance Sections. These sections make up the General Staff.

In addition to supervising the IMT, the Incident Commander has four sub-functional areas collectively identified as the Command Staff: public information; safety; liaison; and legal. Individuals may be assigned to assist the Incident Commander in each of these command staff functions.

Appendix A: Incident Commander Responsibilities & Duties

REPORTS TO	City Manager/City Mayor or City Council/Assembly	
REPORTS TO YOU	Command Staff,	Information Officer Safety Officer Liaison Officer Legal Officer
	General Staff	Operations Section Chief Planning Section Chief Logistics Section Chief Finance Section Chief
ICS FORMS PREPARED	ICS-201, 202, 307	
ICS FORMS REVIEWED	Incident Action Plan	
ICS FORMS APPROVED	ICS-200, 209, 215	

The Incident Commander is responsible for incident activities including the development and implementation of strategic decisions and for approving the ordering and releasing of resources.

- Obtain incident briefing and Initial Briefing Form (ICS Form-201) from prior Incident Commander.
- Obtain Disaster Proclamation and Delegation of Authority when available.
- Assess incident situation.
- Review the current situation status and initial strategic objectives. Ensure that all State and Federal agencies impacted by the incident are notified.
- Conduct initial briefing
- Activate elements of the incident command system and incident management team.
- Request additional resources if required.
- Confirm dispatch and arrival of requested resources.
- Assign individuals to Command Staff positions as needed.
- Give work assignments.
- Brief command staff and general staff (Section Chiefs).
 - A summary of the incident organization.
 - A review of current incident activities.
 - A summary of resources already dispatched.
 - The time and location of first planning meeting.
 - Special instructions, including specific delegation of authority to carry out particular functions.
 - Notify Resources Unit of the various command and general staff organizational elements activated, including name of person assigned to each position.
- Ensure planning meetings are conducted.
 - Schedule meeting times and location.
 - Notify participants: Command and General Staffs, others as necessary.

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- Develop the strategic objectives (ICS Form-202) for Incident Action Plan.
- Participate in development of incident action plan for next operational period.
- Help prepare logistics service and support requirements associated with the Incident Action Plan (e.g., communications plan).
- Review safety considerations with Safety Officer.
- Approve and authorize implementation of incident action plan.
- Review Incident Action Plan for completeness and accuracy.
- Approve Incident Action Plan Cover (ICS Form-200).
- Verify that objectives are incorporated and prioritized.
- Make any required changes and authorize release of plan.
- Determine information needs and inform command personnel of needs.
 - Identify any special information needed from each section chief.
 - Prepare information list from each section and command staff.
 - Provide lists to appropriate personnel or facility.
- Coordinate staff activity.
 - Periodically check progress on assigned tasks of general and command staff personnel.
 - Oversee the adequacy of the general welfare and safety of personnel.
 - Notify resources unit of changes to command and/or general staff organization including the name of the person assigned to each position.
 - Remain available and in contact.
 - Ensure that Liaison Officer is making periodic contact with participating agencies.
- Manage incident operations.
 - Review information concerning significant changes in the status of the situation, weather, or status of resources.
 - Review modifications to the current incident.
 - Review Incident Action Plan (Operations Planning Work Sheet, ICS Form-215) from the Operations Section Chief.
 - Identify major changes to incident operations which are immediately required.
 - Be visible in the EOC and manage the Section Chiefs and command staff.
 - Approve request for additional resources and requests for release of resources.
 - Review requests for critical resources (people, equipment, and supplies). If necessary, provide direction to the Logistics Chief concerning allocation of critical resources.
 - In consultation with the general staff, determine the need to activate staging areas.
 - To obtain additional resources, direct the Logistics Chief to activate service agreements and contract agreements.
 - Review recommendations for any release of resources and supplies from the general staff.
- Approve request for additional resources and requests for release of resources.
- Approve release recommendations.
- Verify that local agency dispatch centers are notified of intended releases.

- Direct the Planning Chief to prepare an assignment list for release of resources.
- Direct the Logistics Chief to release resources and supplies at staging areas.
- Authorize release of information to news media.
 - Review materials submitted by the information officer for release to the news media.
 - Coordinate releases with other agency officials.
 - Ensure that public officials are available for press conferences.
- Insure Incident Status Summary (ICS Form-209) is completed and forwarded to Area Command.
- Approve plan for demobilization.
 - Review recommendations for release of resources and supplies from the Demobilization Unit.
 - Schedule demobilization planning meeting.
 - Ensure that current and future resource and supply requirements have been closely estimated.
 - Establish general service and support requirements.
 - Modify specific work assignments for general and command staff as required.
 - Review safety considerations with the Safety Officer.
- Direct Planning Chief to document the Demobilization Plan.

SECTION 4 PUBLIC INFORMATION

Introduction

Assignment of Responsibilities

Disaster Emergency Public Information Organization

Concepts of Operations

Public Information Forms

Appendix A: Public Information Officer Responsibilities & Duties

4.1 INTRODUCTION

A disaster organization which is not a center of information will find it difficult to remain a center of control. Coordination with the media, and the orchestration of an effective response from the entire community, can best be accomplished by establishing a procedure which provides complete and accurate information before, during, and after an emergency. Effective public information can enhance respect and understanding of local government, as well as aid in response to emergencies.

Experience has shown that major incidents often result in intense media attention from both local and national news agencies. In addition, an informed community can assist local government in expeditious response to emergency situations.

This document will be placed in effect when the Incident Management Team is activated, or when the city public information officials determine that the best interests of the city and the public are better served by its implementation. At all other times, guidelines remain in effect.

4.2 ASSIGNMENT OF RESPONSIBILITIES

During routine operations, public information for the city is the responsibility of the city Public Information Officer. Public information concerning the activities of specific departments, such as police or fire, is the responsibility of the Public Information Officer of that department.

During an emergency which involves the activation of the Incident Management Team, or at the discretion of the city and department Public Information Officers (PIO), a lead PIO shall be appointed to coordinate the dissemination of information about the incident. This person shall assume the duties of the Incident Public Information Officer, in the EOC, and shall disseminate public information with the approval of the Incident Commander.

Other department and agency Public Information Officers shall support the Incident PIO as assigned, and shall refer inquiries concerning the incident to the PIO.

The Public Information Officer, a member of the Command Staff, is responsible for the formulation and release of information about the incident to the news media and other appropriate agencies and organizations. The incident information function is a primary link between the media, the public, and the IMT. The strength of this link depends on the working relationship between the information officer and the other team members and understanding one another's jobs and responsibilities.

4.3 DISASTER EMERGENCY PUBLIC INFORMATION ORGANIZATION

In the event of an extremely complex incident, the PIO may be assisted by the staff represented in the outline below. In the absence of the city PIO (or at the discretion of the Incident Commander and the public information staff), the position of Incident Public Information Officer may be assumed by the Public Information Officer from the lead department or agency. Each department or agency should have an assigned primary and alternate PIO, especially if the primary PIO would have operational duties at a major incident. In addition, the PIO function should be filled at field command posts, congregate care shelters, EOCs, and the various agencies, all reporting to and coordinating with the incident PIO.

NOTE: For ICS position descriptions and position checklists refer to the NIIMS Incident Command System, Field Operations Guide (ICS-420).

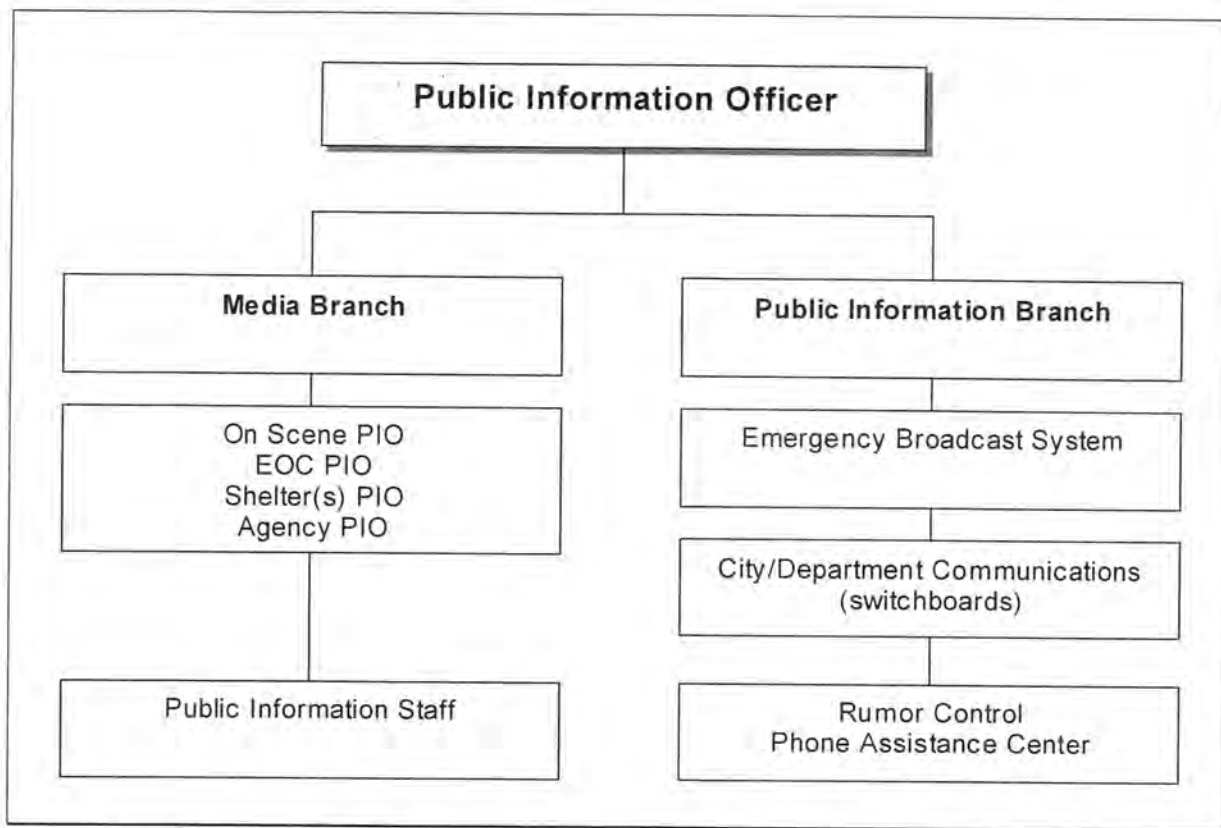


Figure 4-1, Public Information Organization

Concepts of Operations

4.3.1 Information Flow

Although the public information process is fluid, and must be able to respond to a variety of sources and requests for information, the following flow of incident information should be observed whenever possible.

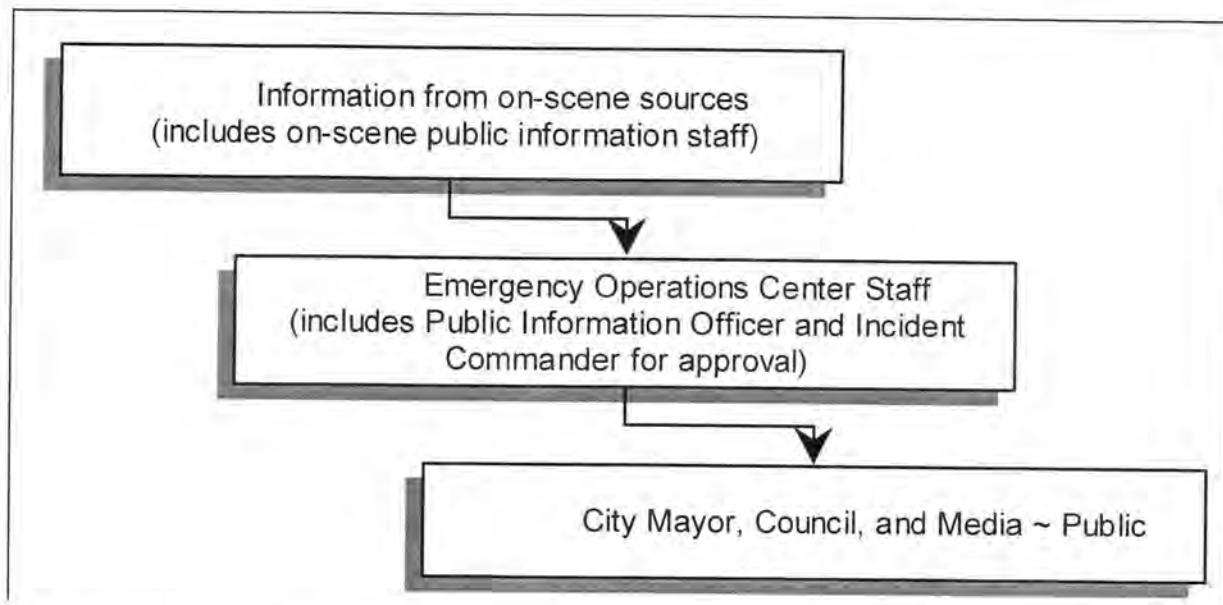


Figure 4-1, Information Flow

4.3.2 Release of Information Guidelines

In emergencies, the Public Information Officer shall use guidelines in evaluating and releasing information concerning the incident.

1. Accurate information will be provided to the media. Those facts which can be confirmed should be released within twenty minutes of the event. If little information is available, the following statement should be issued.

"We are aware that an (accident-incident) involving (type of incident) occurred at approximately (time), in the vicinity of (general location). Emergency crews are responding, and we will have additional information available as we are able to confirm it. We will hold a briefing at (location), and will notify the press at least 1/2 hour prior to the briefing. At this time, this briefing is the only place where officials authorized to speak about the incident and confirmed information will be available. Thank you for your assistance."

2. Emergency information dissemination should be restricted to approved, specific, and verified information concerning the event, and should include:

- Nature and extent of emergency occurrence.
- Impacted or potentially affected areas of the city.
- Advice on emergency safety procedures, if any.
- Activities being conducted by the city agencies to combat the hazardous conditions, or mitigate the effects.
- Procedures for reporting emergency conditions to the EOC.

3. Information concerning the event should be consistent for all members of the media.

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4. Information should be presented in an objective manner.
5. Rumor control is vital during emergency situations. Sensitive or critical information must be verified and authorized by the Incident Commander before release. Inaccurate information published by the media should be corrected. Unconfirmed rumors or information from unauthorized or unnamed sources may be responded to in the following manner.

"We will not confirm that until we have been able to check out the information through authorized sources. Once we have confirmed information, we will release it to all members of the media at the same time."

6. Information that media representatives often request includes:

Disaster	What is it?
Location	Where is it?
Time	When did it occur? How long will it last?
Deaths	Are there any deaths? How many?
Injuries	Are there any injuries? How many? What are the nature of the injuries? Where are they being treated?
Involved Agencies	What other agencies responded? How many agencies and personnel? What level of involvement do they have?

7. Do not release information which might hinder emergency response, prejudice the outcome of an investigation, or pose a further threat to public safety. Examples include:

- Personal conjecture about the course of the emergency, or the conduct of the response.
- Opinions about evidence, or a suspect or a defendant's character, guilt or innocence.
- Contents of statements used in alibis, admissions, or confessions.
- References to the results of various tests and examinations.
- Statements which might jeopardize the testimony of credible witnesses.
- Demeaning information ~ statements which have no bearing on the incident.
- Information which might be compromising.

8. In an incident involving fatalities, the names of the victims or the cause of death shall not be released without authorization from the medical examiner's office.

9. Confidential information is not to be released. This includes the home phone numbers and addresses of city agency personnel and volunteer emergency workers.

10. The Public Information Officer will not allow media access to the EOC except under limited, controlled circumstances, and only with the prior approval of the Incident Commander. Before being admitted to the EOC, media representatives shall display appropriate identification, and shall be escorted by a member of the public information staff.

11. Public information briefings, releases, interviews, and warnings shall be log ged, and if possible, tape-recorded. Copies shall become part of the final incident package.

12. Whenever possible and appropriate, media briefings shall be scheduled in cooperation with media deadlines. For national media representatives, these times are generally 1100 and 1500 EST. Do not commit to firm briefing times unless it is certain that these times can be kept. It may be more efficient to notify the media one-half hour in advance of a briefing.

4.3.3 Media Briefing Facilities

The following areas may be available for media briefings during emergencies:

- City Council Chamber
- Administration Conference Rooms

In the event of a major, protracted incident, it may be more convenient for the city and efficient for the media, for briefings to take place at a conference center, or large hotel, where activities will not interfere with the conduct of the incident.

As able, the public information staff may assist the media in such logistical support as finding hotel rooms, providing coffee and refreshments for early morning briefings, making arrangements for additional phones, etc.

4.3.4 Media Access to the Scene

In cooperation with on-scene personnel, media representatives may be allowed restricted access to the scene. This should be done with regard to the safety of media personnel, the impact on response, and the wishes and concerns of the victims. On-scene visits by the media must be accompanied by a member of the Public Information staff. A release of liability should be signed by all representatives before they visit the scene.

If it is not safe or practical to admit all media representatives to the scene, a media "pool" may be created, where media representatives select one camera crew to take footage for all. If even such controlled access is impractical, a "staged" photo opportunity to tape response vehicles or support activities may satisfy the media's need for video footage.

Protect response personnel from unwanted media intrusion. Off shift personnel should be provided uninterrupted rest. It may be necessary to provide security to fire stations and allow them to disconnect telephones to ensure privacy.

Victims and families should have access to public officials without having to face the media. Try to provide a secure entrance to briefing areas, or arrange a meeting and interview room away from the press.

The media may be allowed access to response personnel at the discretion of the Public Information Officer, the Operations Section Chief, and the Incident Commander, only if such an interview does not interfere with the response effort. City agency personnel should not comment on the incident without the knowledge and consent of the personnel listed above.

4.3.5 Rumor Control and Public Assistance

The Public Information Officer may establish a separate "Branch" to deal with providing emergency information to the public through the EAS and rumor control lines. Rumor control numbers shall be published via the media. Release will result in fewer non-emergency calls to 911 and the EOC General Staff, will aid in information gathering, and will offer the public a means of getting valid information about the incident, rather than potentially harmful rumors.

Requests for non-emergency assistance received by the public information staff should be routed to the appropriate EOC staff.

4.3.6 Intra-City ~ Agency Communications

The city agency communications points of main switchboards, as well as city agency staff not directly involved in the emergency response, must receive up to date information about the incident, including the numbers for Rumor Control, since the public will attempt to contact the city agency through these familiar routes.

4.3.7 Joint Information Centers

In a very large incident involving all levels of government, the Public Information Officer may become a member of, or feed information to, a Joint Information Center (JIC). A JIC may be set up in a central

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location, and is designed to allow Public Information Officers from involved response and recovery agencies to coordinate information released to the media and the public.

4.4 PUBLIC INFORMATION FORMS

The following forms or documents have been developed to assist in overall public information coordination:

Incident Status Summary (ICS Form 209)	This form will be completed by the Planning Section or the official requesting activation of this plan. The information contained is a brief analysis of the type of incident, damage, injuries or deaths, and initial response.
Incident Action Plan (ICS Form 201)	This document will be completed for complex incidents by the Planning Section. It contains more detailed information about the incident, responders, and plans for control. With the approval of the Incident Commander, portions of the Incident Action Plan may be used to brief, or be release to the media.
Unit Log (ICS Form 214)	The unit log is used to document action taken, instructions to unit staff, and occurrences significant to the unit. NOTE: All units activated in the EOC will maintain unit logs.
Warning Message Log	The Warning Message Log is used to document time, method and nature of warnings to the public, and is maintained by the public information staff. NOTE: See Alert and Warning Section, Appendix A for copy of Warning Message Log.

All of the above forms will become part of the final incident package.

A list of local media contacts can be found in the Telephone Call List. It includes area EAS stations, television stations, and newspapers. It does not include all area media representatives.

Appendix A: Public Information Officer Responsibilities & Duties

REPORTS TO	Incident Commander
REPORTS TO YOU	Information Officer, other staff as assigned
ICS FORMS PREPARED	ICS-214, 307
ICS FORMS REVIEWED	ICS-201, 203, 207, 209
ICS FORMS APPROVED	N/A

The Information Officer, a member of the command staff, is responsible for the formulation and release of information about the incident to the news media and other appropriate agencies and organizations.

- Obtain briefing from Incident Commander.
- Obtain the following information:
 - Current status of incident (ICS Form-209)
 - Summary of incident organization (ICS Form-201,203,207)
 - Instruction on the point of contact for media (e.g., EOC or other location.)
- Contact the jurisdictional agency to coordinate public information activities.
 - Ensure that there is only one public or media contact point where other local, state, or federal agencies are involved with the incident management.
 - If necessary, have Incident Commander ensure that there is no duplication of conflicting information.
 - Identify site for press briefings and communicate with local, state, national, and international media.
 - Set time for press briefings and ensure that team members who will participate are on time.
 - Clear all releases through process approved by Incident Commander in a timely manner.
 - Ensure that team members are available to media but do not interfere with team productivity.
- Establish single incident information center whenever possible.
 - Obtain approval location from Incident Commander.
 - Inform media and the public of the location of the information center and method(s) of access.
 - Ensure that information centers are not duplicated.
- Arrange for necessary work space, materials, telephones, and staffing.
- Obtain copies of current ICS Form-209's.
- Prepare information summary as soon as possible after arrival.
 - Attend team planning and briefing meetings.
 - Monitor incident management team activity and work closely with situation unit leader for updated status.
 - Review all status reports (ICS Form-209's) for changes.
 - Provide Incident Commander with proposed media and public information summaries.

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- Observe constraints on the release of information imposed by the incident commander. Establish guidelines for releasing public information.
 - How often does the Incident Commander want to have media briefings?
 - Who should attend media briefings?
 - How often should written releases be made?
 - How often and under what circumstances will the EAS be used?
 - Method preferred for release of information to evacuees and their families.
 - Release of information on deceased names and numbers.
- Obtain approval for release from incident commander.
 - Have clear understanding with Incident Commander on approval process for media or other information release.
 - Establish who on Incident Management Team will have authority to clear information release in the absence of the Incident Commander.
- Release news to news media and post information in EOC and other appropriate locations.
- Attend meetings to update information releases.
 - Stay current with meetings scheduled.
 - If not available for scheduled meetings, appoint someone to take your place.
 - Ensure that you are aware of meeting agenda so that you can be prepared to speak at the appropriate time.
- Keep your remarks concise and within the time allocated by the Planning Chief.
- Respond to special requests for information.
 - Schedule periodic media briefing (once each day) where principal team members are available to the press.
- Any press relations should provide insulation, not isolation between incident management team and media.
 - Media will go to where the story is and will not accept press briefings alone.
 - Ensure that press does not enter any incident area without clearance from Incident Commander.
 - Ensure that media has a pool arrangement if excessive numbers of media personnel wish tours of the incident.
- Maintain Unit Log (ICS Form-214).

SECTION 5 COMMUNICATIONS

Description

Communication Systems

EOC Communications

Amateur Radio Operators (HAMS)

Federal Radio Caches

Appendix A: City of Wrangell Radio Frequencies List

**Appendix B: Communications Center Manager Responsibilities
& Duties**

Appendix C: Incident Dispatcher Responsibilities & Duties

5.1 DESCRIPTION

Effective emergency communications among on-scene responders, Incident Management Team staff, communication points, and the public is vital to the protection of life and property as well as efficient and effective incident management. The method used to accomplish efficient and effective multi-jurisdictional incident management is in the use of a common communications plan and an incident based communications center among all participating agencies. This plan is needed to tie together the tactical and support units of the various agencies and organizations and to maintain communications discipline.

All communications between organizational elements should be in plain English, and all communications should be confined only to essential messages.

The communications unit of the Incident Management Team (IMT) is responsible for all communications planning at the incident. This will include incident established radio networks, on-site telephone, public address, and off-incident telephone/microwave/radio systems. Effective communications is the responsibility of all personnel involved in managing incidents and will be accomplished by using the guidelines in this section, the **Alert and Warning Section**, and the **Public Information Section**.

5.2 COMMUNICATION SYSTEMS

Radio networks (NETS) for large incidents will normally be organized as follows:

Command Net	This net should link together incident command, key staff members, section chiefs, division and group supervisors.
Tactical Nets	There may be several tactical nets. They may be established around agencies, departments, geographical areas, or even specific functions. The determination of how nets are set up should be a joint planning/operations function. The Communications Unit Leader will develop the plan.
Support Net	A support net will be established primarily to handle status-changing for resources as well as for support requests and certain other non-tactical or command functions.
Ground To Air Net	A ground to air tactical frequency may be designated, or regular tactical nets may be used to coordinate ground to air traffic.
Air To Air Nets	Air to air nets will normally be predesignated and assigned for use at the incident.

When the Incident Management Team is activated, a Communications Unit Leader will be assigned. The Communications Unit Leader is responsible for the developing of plans to make the most effective use of incident assigned communications equipment and facilities. This is especially important in determining required radio nets, establishing inter-agency frequency assignments and insuring that maximum use is made of all assigned communications capability.

NOTE: For ICS position descriptions and position checklists refer to the NIIMS Incident Command System, Field Operations Guide (ICS-420).

NOTE: City radio frequencies are listed in Appendix A, this section.

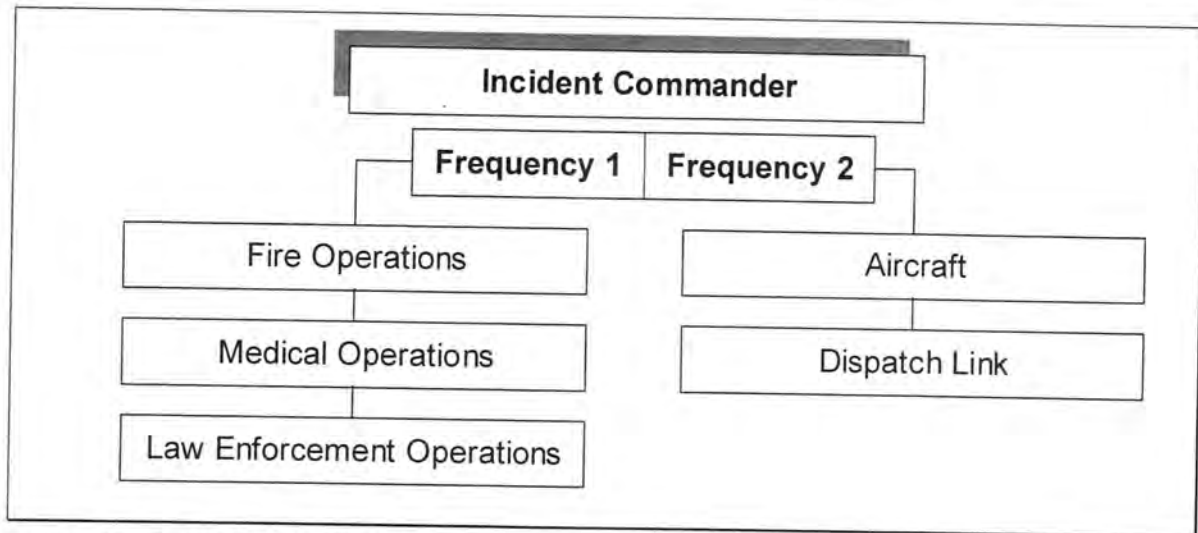


Figure 5-1, Small Size Radio Net

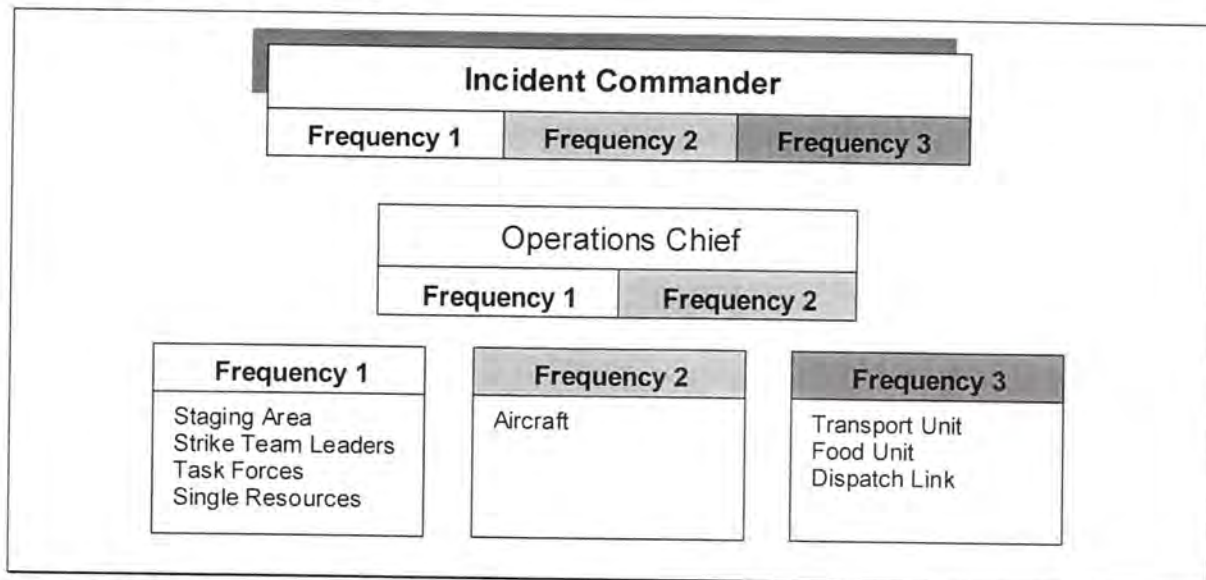


Figure 5-2, Medium Size Radio Net

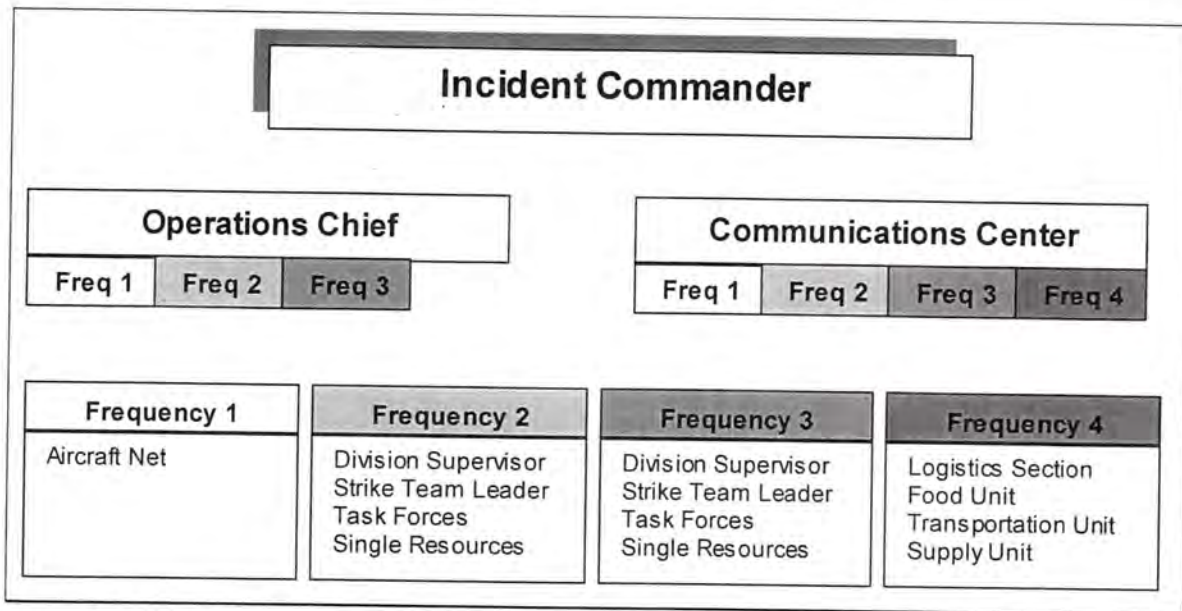


Figure 5-3, Large Size Radio Net

5.3 EOC COMMUNICATIONS

During activation, communications in the EOC are the responsibility of the Communications Unit within the Logistics Section.

NOTE: For ICS position descriptions and position checklists refer to the NIIMS Incident Command System, Field Operations Guide (ICS-420).

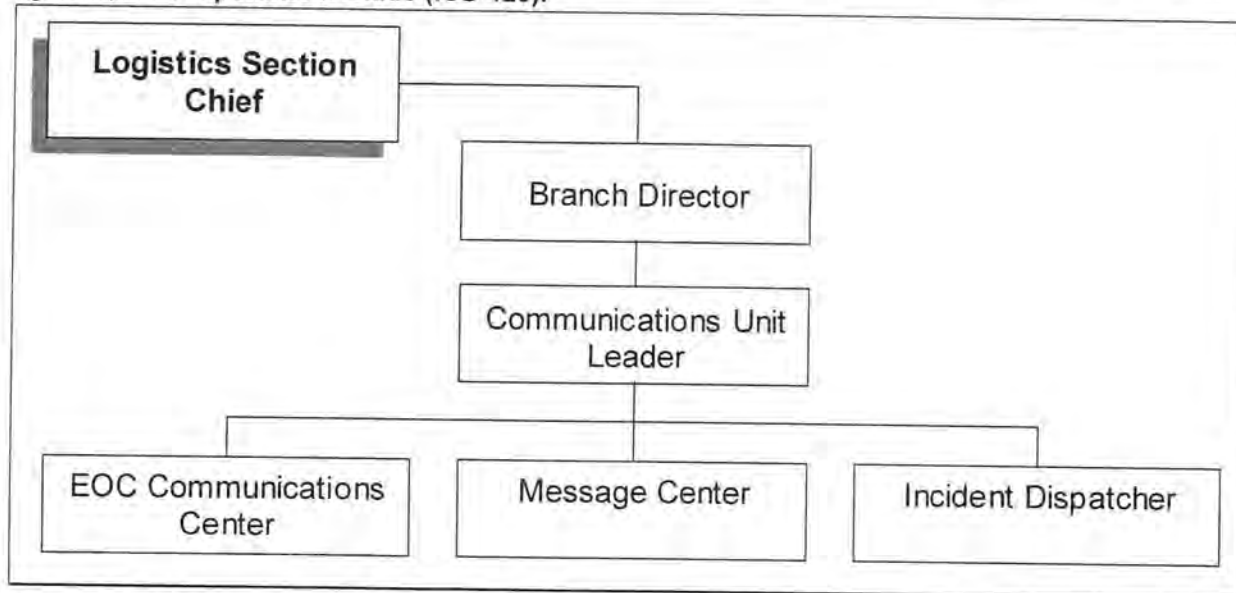


Figure 5-4, Communications Organizational Chart

5.3.1 EOC Communications Center

The EOC Communications Center is the centralized point within the EOC where incident communications equipment and operators are located for the transmission and receiving of information from field operations, off-site facilities, off-site agencies and other communication points that have a need to communicate with the EOC. The communications center and the rigorous control of information flow to and from the center is the essence of the EOC. Without this critical communications flow there is no effective incident management.

The Communications Center is the responsibility of the Communications Center Manager, under the supervision of the Communications Unit Leader within the Logistics Section. Located within this center are the various types of communications equipment required by the EOC, including telephone banks and switchboards, fax machines, radios, teletypes and telex machines, and others.

As well as the communications equipment, the various equipment operators will be working in the communications center, such as: phone and switchboard operators; dispatchers and radio operators; amateur radio (HAM) radio operators; and helpers.

5.3.2 Amateur Radio Operators (HAM)

There exists throughout the state an extensive network of amateur radio operators, usually referred to as HAMS. These radio operators for the most part, have personal radio equipment that they operate, as well as being qualified to operate other radio equipment. The capabilities include, but not limited to HF and VHF, with both voice and hard copy transmissions. The amateur radio operators are organized into clubs that are an effective means of communication and should be utilized in the event of a major emergency by contacting the club personnel in your area.

NOTE: Ham radio equipment must be used by a qualified radio operator.

5.3.3 Federal Radio Caches

The U.S. Forest Service and Bureau of Land Management maintain radio caches strategically located across the country, primarily to support the national effort in wildland firefighting. These radio caches contain radio kits, including numbers of portable HF-FM radios and repeater kits that can be deployed to field assignments. The Bureau of Land Management, Alaska Fire Service, maintains a fire warehouse in Fairbanks with a number of radio kits, as well as communications support technicians that can be utilized in the event of a declared disaster emergency. All requests for Federal radio kits and support must be requested through the Division of Emergency Services.

5.3.4 EOC Communications Center Operations

Messages are received by operators in the communications center. Messages that cannot be transmitted via phone and/or radio are transferred to hard copy by utilizing the EOC message form (ICS Form-213). This form is then forwarded to the message center for proper routing to the appropriate individual and/or section.

All incident related calls should be referred to the communications center, with the exception of requests for general information which can be satisfied by the Phone Assistance Operators (Rumor Control Group), which is part of the Public Information Officer staff, utilizing the prepared statement provided by the PIO staff. Any requests for assistance or information not satisfied by the Rumor Control Group should be referred to the appropriate individual and/or section within the EOC.

All communication points shall be furnished EOC section phone numbers and the names of personnel staffing the section. Additional phones will be assigned to the PIO staff to receive calls from the media and public.

Phone lines will be dedicated to providing a communications link between the communications points and the EOC. These numbers shall not be released to the public or any other entities.

Communications between the EOC and communications points may be further augmented with written messages using the general message form (ICS Form-213).

NOTE: See Message Center section for more info on message form distribution and use.

Appendix A: City of Wrangell Radio Frequencies List

Description	Transmit Frequency	Receive Frequency
Air Guard	168.625	168.625
Alaska Command	155.295	155.295
Alaska State Troopers	155.250	155.250
Alaska Highway Department	47.040	47.040
	47.160	47.160
Alaska State EMS	155.160	155.160
Medi-Flight	155.160	155.160
U.S. Forest Service #1	169.175	169.175
U.S. Forest Service #2	169.875	169.875
U.S. Forest Service #3	169.900	169.175
U.S. Forest Service #4	169.950	169.175
Wrangell Police	154.770	155.595
Wrangell Fire	155.715	155.715
Wrangell EMS	155.715	155.715
Wrangell Public Works	155.835	155.835
Wrangell General Hospital (paging)	155.340	155.340
VHF Marine 16 (USCG)	156.800	156.800
VHF Marine 10	156.500	156.500
VHF Marine 68	156.425	156.425
VHF Marine 21	157.050	157.050
VHF Marine 22	157.160	157.160
VHF Marine 80	157.025	157.025

Appendix B: Communications Center Manager Responsibilities & Duties

REPORTS TO	Communication Unit Leader
REPORTS TO YOU	Incident dispatchers, radio operators, phone operators, helpers.
ICS FORMS PREPARED	ICS-214, 307
ICS FORMS REVIEWED	ICS-205, 216, 217, Incident Action Plan
ICS FORMS APPROVED	N/A

The Communications Center Manager, part of the Communications Unit, is responsible for receiving and transmitting messages between various communication points and the EOC. These messages may be transmitted and received via telephone, fax-machine, various types of radios, teletype and telex machines, and other. The Communications Center Manager reports to the Communications Unit Leader.

- Obtain briefing from Communications Unit Leader.
- Establish the Communications Center.
 - Verify that appropriate equipment and supplies are assembled.
 - Establish the appropriate location for the communications center.
 - Provide for the establishment of the message center within the communications center.
- Determine communications center personnel staffing requirements.
 - Adequate number of incident dispatchers.
 - Adequate number of radio operators.
 - Adequate number of phone operators.
 - Adequate number of helpers.
- Assign duties to communications center personnel.
- Route any check-in data received in communications center from off-site check-in locations to the resource status unit.
- Establish message routing procedure for messages received at the Communications Center.
- Establish message routing procedures to distribute resource status change information to the message center.
- Notify EOC personnel that the Communications Center is in operation, including the identification of and restrictions of radio frequencies, phone lines, and fax lines currently in use.
- Oversee communications center operations and maintain direct supervision of center personnel by:
 - Periodically checking work performance tasks of center personnel.
 - Coordinating activities of center personnel.
 - Identifying and resolving problems.
 - Establishing priorities.

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- Ensuring personnel are maintaining close coordination with each other and message center personnel.
- Maintain message log for all messages received and transmitted by the center.
- Maintain Unit Log (ICS Form-214).

Appendix C: Incident Dispatcher Responsibilities & Duties

REPORTS TO	Communication Center Manager
REPORTS TO YOU	N/A
ICS FORMS PREPARED	ICS-213, 214, 307
ICS FORMS REVIEWED	ICS-205, 216, 217, Incident Action Plan
ICS FORMS APPROVED	N/A

The Incident Dispatcher is responsible for receiving and transmitting messages between communication points and the EOC, and to provide dispatch services as necessary.

- Obtain briefing from the Communication Center Manager.
- Determine the following information:
 - Location of communications center.
 - Communication center procedures.
 - Frequencies in use and assignments.
 - Radio nets currently established or to be established.
 - Equipment status.
- Determine the following information:
 - Communication capabilities, limitations, and restrictions.
 - Message center routing procedures.
- Determine personnel staffing requirements.
- Review frequency assignments and radio designator.
- Obtain and review incident organization chart.

(ICS Form-207), Incident Communications Plan (ICS Form-205), Radio Assignment Worksheet (ICS Form-217), and Incident Action Plan.

- Assist in setting up communications center.
- Receive and transmit messages within and external to the incident. Document hard copy messages on message form (ICS Form-213) and forward to Message Center Manager for distribution.
- Maintain message log of transmissions.
- Request servicing of any inoperable or marginal equipment through the Communication Center Manager.
- Provide briefing to relief dispatch personnel on the following information.
 - Current communications status and activity.
 - Current equipment status.
 - Any unusual communications situations.

SECTION 6 ALERT & WARNING

Description

General Guidelines

Siren Alert and Warning System

Emergency Alert System

Mobile Public Address System

Door-to-Door Alert

General Operating Procedures

IMT Staff Action Checklists

Appendix A: Warning Message Log

Appendix B: Siren Alert and Warning System Plan

Appendix C: Emergency Alert System Operation Plan

Appendix D: Sample Alert & Warning Messages

NOTICE! If you have been referred to this section from the TSUNAMI HAZARD CHECKLIST or are referring to this section because a tsunami threatens your location refer immediately to the "Siren Alert and Warning System Plan," Appendix B in this section

6.1 DESCRIPTION

The effectiveness of an alert and warning system depends in a large degree upon the specificity and clarity of instructions, and whether or not the public perceives the warning entity as credible at the time the warning is issued. Studies have shown that warnings issued in the names of several authorities are more likely to be perceived as credible than those issued under a single authority. For example, an alert issued in response to a hazardous materials incident might be issued in the names of the Incident Commander, the Community Emergency Manager, and the City Manager. In addition, messages must be geographically precise, repeated more than once, and presented in more than one medium.

Access to disaster emergency shelter services shall not be denied on the basis of race, color, national origin, religion, sex, age or disability. The needs of special populations shall be identified and planned for. Special populations may include, but not limited to:

- physically (e.g., hearing-impaired, sight-impaired, mobility-impaired) or mentally handicapped
- non-English speakers
- the institutionalized
- the aged or infirm
- the incarcerated
- the hospitalized
- children in school
- children in day care centers
- nursing home residents
- transient populations
- people without transportation

The following methods can be utilized as an alert and warning system:

- a) the Siren Alert and Warning System (SAWS).
- b) the local Emergency Alert System (EAS).
- c) mobile law enforcement and fire dept. public address systems, and
- d) door to door contact.

These methods may be used separately, or in combination to alert and warn the public of an emergency.

6.2 GENERAL GUIDELINES

Upon detection of an emergency condition arising within a local jurisdiction, the Incident Commander will decide if there is a need for immediate local or city-wide alert and warning, devise the message and means of delivery, and direct its implementation. If the position is utilized, the Incident Public Information Officer may be delegated this responsibility.

- The city may receive warning information from Office of Emergency Management (OEM) via the various alert and warning systems.
- Warning information received via telephone should be confirmed by return phone call. When warnings are received in this manner, the Command staff of the department ~ agency with authority for response shall determine the need for further alert and warning, devise the message and means of delivery, and direct its implementation.
- EAS authorized personnel shall provide preliminary (best available) public safety information to the appropriate EAS station for immediate broadcast.
- Updated information will be given to the public through the methods outlined above, and according to guidance outlined in the Public Information Section.

- A log of all warnings issued during the incident shall be maintained by the Public Information Officer, or the city official issuing the warning.
NOTE: An example of the warning log form can be found as Appendix A.
- Rumor control may become essential to the public information effort. The phone banks assigned to the Public Information function within the EOC may be activated under the direction of the Public Information Officer to respond to inquiries from the public.

6.3 SIREN ALERT AND WARNING SYSTEM

The Siren Alert and Warning System (SAWS) consists of siren stations throughout the city linked together and connected to the Alaska State Troopers and the Office of Emergency Management to provide emergency alert and warning to the public. Its primary purpose is alert and warning to coastal areas in the event of a tsunami. The SAWS can also be used for alert and warning in other emergency situations.

NOTE: Detailed instructions for the activation and use of the Siren Alert and Warning System (SAWS) are outlined in the Siren Alert and Warning System Plan (Appendix B) following. Sample alert and warning messages can be found in Appendix D.

6.4 EMERGENCY ALERT SYSTEM

The Emergency Alert System (EAS) consists of broadcast stations linked together and to government offices to provide emergency alert and warning to the public. The system may also be used to call duty personnel in the event of phone system failure.

NOTE: Detailed instructions for the activation and use of the Emergency Alert System are outlined in the Operational Area EAS Plan (Appendix C). Sample alert and warning messages can be found in Appendix D.

6.5 MOBILE PUBLIC ADDRESS SYSTEMS

Direction of these assets shall be the responsibility of the Incident Commander through the Operations Section (most commonly through the Law Enforcement Branch Director). All messages should be approved by the Incident Commander, and coordinated with the Public Information Officer to ensure that conflicting information is not issued.

NOTE: See Evacuation Section, Appendix B, for guidelines on use of mobile Public Address systems.

6.6 DOOR TO DOOR ALERT

Door to door alert may be necessary in the event of a rapidly emerging incident which poses a clear threat to public safety. Residents will be directed to temporary shelter depending upon the weather, and the expected duration of the emergency.

Direction of this activity shall be the responsibility of the Incident Commander through the Operations Section Chief (ordinarily through the Law Enforcement Branch Director). All messages should be approved by the Incident Commander and coordinated with the Public Information Officer to ensure conflicting information is not issued.

NOTE: See Evacuation Section, Appendix B, for guidelines for door-to-door alert protocols.

6.7 GENERAL OPERATING PROCEDURES

Personnel authorized to activate the EAS Plan and the SAWS Plan are as follows:

- The Incident Commander (IC) on the Incident Management Team (IMT) during an incident which, in the Incident Commander's judgment, threatens public safety.

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- Any member of the Command Staff of a city IMT at the direction of the Incident Commander. Delegation of this authority by the IC to another member of the IMT staff must be documented in writing at the time of the order.
- The following personnel have authority in their own right to activate the EAS and SAWS. However, this should not be done without the knowledge and concurrence of the Incident Commander.

AGENCY	TITLE
AK State Troopers Detachment	Detachment Commander Deputy Commander Out Post Supervisor SAR Coordinator Dispatch Supervisor
City of Wrangell	City Manager Mayor Community Emergency Manager

In the event of a major disaster which involves the failure or the overloading of the telephone system, the EAS may be used to notify off-duty emergency services personnel to return to work.

When the threat to public safety has passed, the activating official will contact KSTK (or appropriate radio station) and/or the cable provider and terminate emergency transmissions.

6.8 IMT STAFF ACTION CHECKLISTS

Command and Command Staff	Development of warning messages, and activation of the SAWS and EAS systems is the responsibility of the Incident Commander or delegated to the Public Information Officer. All messages will be approved by Command before release. • With input from other IMT Sections and from the Operations Section Chief, determine the proper protective actions, warning mediums, and the need to activate this plan. • Gather information from Planning and Logistics Sections on affected areas, evacuation routes, and shelter locations. • Develop public information bulletins. Confirm bulletins with Incident Commander prior to release. • Request activation of appropriate alerting methods. Coordinate use of field alerting resources with Operations Section Chief. • Activate the various alert and warning systems if indicated. • Schedule and hold media briefings. • Document bulletins, monitor public information flow. Correct misinformation, provide rumor control. • Publicize the end of emergency conditions. • Terminate warnings.
Planning Section	• Monitor progress of field alert and warnings. • Track resources dedicated to the alert and warning effort. • Develop alert and warning contingency plans.
Logistics Section	• Support alert and warning activities as requested.
Operations Section	• Supervise, coordinate and deploy field alert and warning resources. • Advise field personnel of strategic considerations; provide tactical input. • Coordinate activities with field personnel, Public Information Officer, and Planning and Logistics Sections. • Advise Planning Section, Command and PIO of progress of alert and warning activities.
Finance Section	• Support alert and warning activities as requested.

Appendix A: Warning Message Log

1. Date _____ Time _____ Warning # _____

2. Situation:

Describe emergency incident. Include description of threat to life ~ safety, and specific geographic boundaries affected and covered by this warning.

3. Content of Warning: (Include exact wording of warning given.)

4. Method of Warning: _____ Alert/Warning Sirens _____ EAS _____ Cable Alert
_____ Mobile Public Address _____ Door to Door Contact

Signature of authorizing official _____

5. Warning Terminated _____ Date _____ Time _____

Ensure that all methods of alert and warning have been notified to terminate activities.

Signature of terminating official _____

BEGIN A NEW FORM FOR SUBSEQUENT WARNING MESSAGES

Appendix B: Siren Alert & Warning System Plan

NOTICE!

If you have been referred to this section because of a local Tsunami event and the Tsunami is:

Imminent - A wave is likely to happen without delay!

Follow the instructions listed below under the heading:

Tsunami Imminent

If you believe a local tsunami is IMMINENT due to the fact that; 1) your location has experienced a strong earthquake that has lasted for 30 seconds or longer and causes difficulty in standing, 2) or other information you have received, proceed as follows:

- A. Proceed with EVACUATION action, initiate the ATTACK signal tone (short blasts for three (3) minutes) by your local authorized personnel.
- B. After completing the EVACUATION action using the ATTACK tone, initiate the WARNING action using the PUBLIC ADDRESS function with each activated location to announce the following:
“(Location), this is a warning for an Imminent Tsunami move to high ground.”
 - Wait ten (10) seconds and then repeat announcement.
 - Wait ten (10) seconds once more and repeat announcement for a third time.
- C. Inform Office of Emergency Management and/or the Alaska State Troopers of your actions and SAWS activation as soon as possible.

General Operating Procedures

If information received at the Office of Emergency Management or the Alaska State Troopers is that an disaster emergency situation threatens and/or exists proceed as follows:

- A. Determine if you want to initiate an “alert and warning” or an “immediate evacuation” siren signal tone. Signal will be initiated by the following agencies.
 1. Office of Emergency Management.
 2. Secondary initiator Alaska State Troopers.
 3. City of Wrangell initiator.
- B. After completing the three-minute siren signal tone, use the Public Address (PA) function with each activated location to announce the following:

“(State location of site) , THIS IS (warning or notice of immediate evacuation) DUE TO THE FACT THAT (describe the situation). PERSONS ARE DIRECTED TO (give instruction i.e. evacuate to...) LOCATION (or other instructions).”

- Wait ten (10) seconds. Repeat announcement.
- Wait ten (10) seconds and repeat announcement for a third time.
- C. Local SAWS activation will be by the designated authorized personnel when an emergency situation threatens and/or exists and where notification will protect the public from serious injury or loss of life and property.

In each incident where the SAWS are initiated locally, it will be reported to the Office of Emergency Management or the Alaska State Troopers as appropriate as soon as possible.

- E. The SAWS has the capability to generate the following tones and functions:

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ATTACK TONE	Short blasts for three (3) minutes duration
WAIL TONE	Continuous wavering blast for three (3) minutes duration
ALERT TONE	Continuous blast for three (3) minutes duration
PUBLIC ADDRESS	Transmits voice messages
AIR HORN	Air horn blast any length duration

The following tones will be utilized for individual actions:

ALERT THE PUBLIC	Alert Tone
WARN THE PUBLIC	Public Address Message
EVACUATE	Attack Tone
ALL CLEAR	Air Horn followed by Public Address message.

F. The SAWS has sirens located in various locations. These sirens can be activated individually by inputting the LOCATION ACTIVATION CODE, sirens can be activated by "sectors" by inputting the SECTOR ACTIVATION CODE, and sirens can be activated simultaneously in all locations by inputting the ALL STATIONS ACTIVATION CODE.

Appendix C: Emergency Alert System Operation Plan

General

When an emergency situation exists, a designated authorized personnel from the list found in General Operating Procedures, may request activation of the EAS plan through KSTK, the Common Program Control Station (CPCS-1). If unable to contact KSTK, the official will contact KSTK (CPCS-2) by commercial telephone.

Radio stations KSTK or KSTK, will immediately activate the Operational Area EAS Plan in accordance with their own operating procedures.

The Office of Emergency Management has the capability to remote broadcast over KSTK for local emergency public information needs. In the event that KSTK and KSTK are disabled, local radio stations could be notified to monitor KSTK for emergency information.

If the telephone and NAWAS radio and HF radio are inoperative, contact the Alaska State Troopers by VHF radio and request they relay the emergency announcement to the Anchorage Alaska State Troopers for further relay to KSTK or KSTK as appropriate.

General Operating Procedures

To request activation of the EAS Plan, call KSTK (primary), or KSTK (secondary) as appropriate, using the call back authentication procedures as outlined.

NOTE: See Telephone Call list for home phone numbers of broadcast station personnel and EAS authorized personnel.

Work out broadcast details (i.e. live or recorded, immediate or delayed) with broadcast station personnel.

It is recommended that activating officials use the following format when delivering the emergency announcement to the broadcast station. The format is general in nature to allow for the uniqueness of each emergency situation, yet broad enough to ensure completeness.

Emergency Alert Announcement:

"THIS IS (Name, Title and Name of Agency), I REQUEST TO ACTIVATE THE AREA EMERGENCY ALERT SYSTEM.

I AUTHENTICATE AS FOLLOWS (Your Office or Home Telephone number)."Furnish the following information:

- Situation Summary (nature of the emergency).
- Action being taken by local authorities.
- Instructions or message to the public.

NOTE: Keep the line open if necessary. Declare termination of EAS Plan at completion of alert-warning.

**EMERGENCY ALERT SYSTEM (EAS)
PROCEDURES FOR THE**

CITY OF WRANGELL

EAS LOCAL AREA

INCLUDES THE FOLLOWING BOROUGHES AND TOWNS

CITY OF WRANGELL

I. INTRODUCTION

This Emergency Alert System (EAS) Local Area Plan was developed by the Wrangell Local Area Emergency Communications Committee in cooperation with local broadcast and cable operators. The Plan outlines the methods used to disseminate emergency information and warning to the general public in the Wrangell EAS Local Area or any portion thereof, within the broadcast coverage and cable system service areas, at the request of local, State and Federal officials. This local EAS plan may be activated in response to common local emergency situations such as power outages, floods, civil disorders, earthquakes, heavy snows, toxic chemical leaks or any occurrence which poses a danger to life or property.

Acceptance of/or participation in this plan shall not be deemed as a relinquishment of program control, and shall not be deemed to prohibit a broadcast licensee or cable operator from exercising his independent discretion and responsibility in any given situation. Broadcast stations and cable systems originating emergency communications shall be deemed to have conferred rebroadcast authority. The concept of management of each broadcast station and cable system to exercise discretion regarding the transmission of emergency information and instructions to the general public is provided by the FCC Rules and Regulations.

II. AUTHORITY

Title 47 U.S.C. 151, 154 (i) and (o), 303 (r), 524(g) and 606; and 47 C.F.R. Part 11, FCC Rules and Regulations, Emergency Alert System (EAS)

III. KEY EAS SOURCES

A. Local Primary Source (LP-1)

Location	101.7 mHz (FM)
EAS Codes in Encoder/Decoder	N/A
EAS Monitoring Assignments	
Contact	
Telephone	874-3293
Unlisted Telephone	
Hours of Operation	
Communications Facilities	KSTK 101.7 FM Stikine Radio Network

B. Local Primary Source (LP-2)

Location	
EAS Codes in Encoder/Decoder	
EAS Monitoring Assignments	
Contact	
Telephone	
Unlisted Telephone	
Hours of Operation	
Communications Facilities	

IV. AUTHENTICATION (See ANNEX B)

The following two steps should be performed, in order, when an EAS alert or test is first received in order to determine the legitimacy of the alert.

A. Test and Emergency Code Words

Authenticate the alert or test by comparing the preset code word to the authentication word in the EAS alert.

Testing Code Word (if used)	N/A
Actual Emergency Code Word	N/A

B. Return Telephone Call

Return telephone call to appropriate number (listed in Annex A).

Note: National Weather Service (NWS) warnings received via NOAA Weather Radio, NOAA Weather Wire or AP, Reuters and UPI wire services do not need additional authentication.

V. IMPLEMENTATION

The following procedures should be used to implement EAS alerts.

A. Procedures for Designated Officials

1. Activation Request

Request activation of the EAS facilities through the LP-1 (or LP-2 if the LP-1 cannot be contacted) via phone or other available communications facilities.

Note: When "severe weather" warnings are issued by the NWS, the NWS can notify the LP-1 directly.

2. Contact Format

Designated officials use the following format when contacting the key EAS sources:

"This is (Name/Title) of (Organization). I request that the Emergency Alert System be activated for the Local Area because of (Description of emergency)."

Use Authentication as noted in paragraph IV above.

3. Details of Transmission

Upon authentication, designated officials, EAS source personnel determine transmission details (i.e., live or recorded, immediate or delayed). Officials should provide emergency program material including a description of the of the emergency, actions being taken by local government, and instructions to the public.

4. Lines of Communication

Keep line of communication open if necessary.

5. Specific Area Activation

For a unique emergency not involving the entire local area, local authorities may request activation of the EAS through the broadcast station and cable system serving only the affected area.

B. Procedures for Broadcast and Cable System Personnel

1. LP-1 Response to EAS Alert

Upon receipt of a request to activate the local EAS from appropriate authority (verify authenticity via method described in IV above), the LP-1 (or alternate LP-2) may proceed as follows:

a. ANNOUNCEMENT

Broadcast the following announcement:

"WE INTERRUPT THIS PROGRAM BECAUSE OF A LOCAL EMERGENCY. IMPORTANT INFORMATION WILL FOLLOW."

b. TRANSMISSION OF EAS CODES

Transmit the EAS header codes and Attention Signal.

c. ANNOUNCEMENT

Transmit the following announcement and material:

"WE INTERRUPT THIS PROGRAM TO ACTIVATE THE EMERGENCY ALERT SYSTEM FOR THE WRANGELL LOCAL AREA BECAUSE OF A LOCAL EMERGENCY. IMPORTANT INSTRUCTIONS WILL FOLLOW."

*** Follow with emergency program ***

d. TERMINATION

To terminate the EAS message (immediately or later), make the following announcement:

"THIS CONCLUDES EAS PROGRAMMING. ALL BROADCAST STATIONS AND CABLE SYSTEMS MAY NOW RESUME NORMAL OPERATIONS."

e. END-OF-MESSAGE CODE

Transmit the EAS End of Message (EOM) code.

Important Note: For State and local emergencies, broadcasters and cable operators have the option of transmitting only the EAS header and EOM codes without an audio emergency message. This is acceptable so that EAS coded messages can be unobtrusively relayed through areas unaffected by the emergency.

2. *Procedures for Monitoring Stations and Cable Systems*

All other broadcast stations and cable systems are monitoring key sources via EAS monitor receiver/decoders and will be alerted by the header codes and attention signal. Each station and cable system upon receipt of the signal will, at the discretion of management, perform the same procedures as in step 1 above by transmitting the emergency message from the LP-1 or LP-2.

3. *Responsibility to Provide Confirmed Information*

To avoid unnecessary escalation of public confusion, all stations and cable systems must be cautious in providing news and information pertaining to the emergency. All messages must be based on definite and confirmed facts. The public must not be left to decide what is or is not fact.

4. *Resume Normal Programming*

Upon completion of the above transmission procedures, resume normal programming. Appropriate notations should be made in the station and cable system records. A very brief summary may be sent to the FCC for information purposes only.

VI. TESTS

Tests of these EAS procedures shall be conducted on a random or scheduled basis from a point which would originate the common emergency message.

VII. ANNEXES

- ANNEX A LIST OF DESIGNATED OFFICIALS AND PHONE NUMBERS
- ANNEX B AUTHENTICATION PROCEDURES
- ANNEX C APPROVALS
- ANNEX D LIST OF EAS CODES TRANSMITTED BY KEY EAS SOURCES

OPERATOR PLEASE POST

ANNEX A

Designated Officials For the Wrangell EAS Plan

AGENCY	TITLE	Name	Home Phone	Work Phone

ANNEX B

AUTHENTICATION PROCEDURES

<u>ALERT LEVEL</u>	<u>AUTHENTICATION METHOD</u>	<u>SOURCE</u>
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Federal

State

Local

ANNEX C

This Wrangell EAS Local Area plan was developed and approved by the Wrangell EAS Local Emergency Communications Committee.

The plan is coordinated with and distributed to all designated officials listed in Annex A and all broadcast stations and cable systems listed in Annex E.

Broadcast EAS Local Area Chair Date

Cable EAS Local Area Chair Date

National Weather Service Date

Local Government Official Date

ANNEX D

LIST OF EAS CODES TRANSMITTED BY EAS KEY SOURCES

Key EAS Source (County FIPS #)	ORG - Originator	EEE - Event

Appendix D: Sample Alert & Warning Messages

General Information Message	"At (time) today, (jurisdiction name) public safety officials reported an (describe the event, emergency, incident). The (event) occurred at (location and time) today. The Incident Commander, City Manager/Mayor, and the Chiefs of Police and Fire request that all persons in (names of areas) should listen to the radio or television for further information."
Shelter in Place Message	"At (time) today, (jurisdiction name) public safety officials reported an industrial accident involving hazardous materials. The accident occurred at (location and time) today. The Incident Commander, City Manager/Mayor, and the Chiefs of Police and Fire request that all persons in (names of areas) should remain inside their houses or other closed building until their radio, television, or public safety officials say they can leave safely. If you are in the affected area, turn off heat, ventilation, and cooling systems and window or attic fans. Close all windows, doors and vents, and cover cracks with tape or wet rags. Keep pets and children inside. If you are inside and experience difficulty breathing, cover your mouth and nose with a damp cloth. If you are outside, cover your nose and mouth with a handkerchief or other cloth until you can reach a building. Failure to follow these instructions may result in exposure to the hazardous materials. Listen to the radio or television for further information."
Prepare to Evacuate Message	"At (time) today, (jurisdiction name) public safety officials reported a potentially serious condition involving (description of situation). The incident is occurring at (location). The Incident Commander, City Manager/Mayor, and the Chiefs of Police and Fire request all persons in (affected area) to stay indoors and prepare to evacuate. If you are in your home, gather all necessary medications and clothing. You do not need to evacuate at this time, but stay tuned to this station for further instructions. This message will be repeated at intervals until conditions change."
Evacuation Message	"At (time) today, (jurisdiction name) public safety officials reported an incident involving (description of situation). The incident occurred at (location and time). The Incident Commander, City Manager/Mayor, and the Chiefs of Police and Fire request all persons in (names of area) to evacuate the area in an orderly manner. Please take the following actions to secure your home before you leave (instructions may include shutting off gas and water, etc.). Drive or walk toward (evacuation route). Emergency personnel will be along this route to direct you out of the area. Please observe normal traffic laws. Failure to leave the area may result in severe injury or death. This message will be repeated until conditions change."

SECTION 7 EVACUATION

Description

Evacuation Considerations

Shelter-In-Place

Evacuation Implementation Guidelines

Appendix A: Evacuation Order

Appendix B: Evacuation Standard Operating Procedures

7.1 DESCRIPTION

Emergencies or disasters may require the evacuation of people from hazard areas to areas of lower risk. During emergencies such as tsunamis, floods, hazardous materials spills or releases, accidents or threats involving nuclear materials, major fires, dam breaches or failures, and other incidents, local emergency responders or Incident Management Teams may determine that the evacuation of all or part of the city is prudent to minimize loss of life.

Access to disaster emergency shelter services shall not be denied on the basis of race, color, national origin, religion, sex, age or disability. The needs of special populations shall be identified and planned for. Special populations may include, but not limited to:

- physically (e.g., hearing-impaired, sight-impaired, mobility-impaired) or mentally handicapped
- non-English speakers
- the institutionalized
- the aged or infirm
- the incarcerated
- the hospitalized
- children in school
- children in day care centers
- nursing home residents
- transient populations
- people without transportation

The basic approach to evacuation is the same regardless of the type of threat. It is necessary to determine the area at risk, then to compare the risks associated with evacuation with the risks of leaving the threatened population in place. Next, managers must designate roads leading to appropriate low risk areas, provide bus or other transportation for those without private transportation, open and staff buildings to house and feed the evacuated population, and provide clear and understandable instructions to the public.

Experience has shown that during most emergency conditions for which there is advanced warning,

- 50% or more residents in threatened areas will evacuate their homes before ordered to do so by public officials.
- 80% of evacuees will seek shelter from relatives or friends rather than use designated public emergency housing facilities.

There is a great need to focus on the problem of treating evacuation not simply as the removal of the population from areas in which they are at risk, but rather the lengthy cycle of removing, relocating, and returning the population to the original area.

For the purposes of this plan, an evacuation is the removal of persons from the path of a threat prior to impact. Removal of victims from an area impacted by a hazard is considered a rescue, and will be conducted according to local Emergency Services responders standard operating guidelines.

In Alaska, the authority for ordering a mandatory evacuation rests with the Governor.

7.2 EVACUATION CONSIDERATIONS

7.2.1 Identification of Need

Not all emergencies requiring protective action on the part of the public require evacuation. The Incident Commander must weigh the risks of the hazard danger against the risks of evacuating or sheltering in place.

7.2.2 Identification of Area Affected

Before an evacuation can be implemented, the following activities must take place:

- Identify high hazard areas, including those areas which may be impacted if the incident escalates or conditions change.
- Identify potential evacuation routes, their capacities, and vulnerability to the hazard.
- Alert and warn the public at risk. Include specific information about the risk, the protective actions which need to be taken, and the possible risks of noncompliance.

7.2.3 Determination of the Time Needed for Evacuation

The following formula can be used to estimate the time needed to evacuate a threatened area:

$$TD + TA + TM + TT = TN$$

TD = Time from response to decision to evacuate.

TA = Time needed to alert and instruct the public, usually estimated to be from 15-60 minutes, depending upon the time of day, etc.

TM = Time needed to mobilize the population once warned. Under ideal circumstances, 500 vehicles can pass a single point in one hour on urban streets and 850 vehicles can pass a single point in one hour on two lane rural roads. Estimate four persons per vehicle. Adjust accordingly for rain, snow, and poor road conditions.

TT = Time required to leave the hazard area.

TN = Total time required to evacuate.

For example, it takes incident personnel 15 minutes to make the decision that evacuation is the appropriate protective action. TD=15.

- Once a decision has been made, it takes 25 minutes to activate the EAS, and to complete the door-to-door contact in the immediate risk area. (TD=15) + (TN=25) = 40.
- Once notified, it takes 30 minutes for the population to leave their homes and enter the evacuation route system, using one major route north out of the area, and one major route south. (TD=15) + (TN=25) + (TM=30)=1 hour and 10 minutes.
- Once on the road, it takes each vehicle 15 minutes to clear the hazard area. (TD=15) + (TN=25) + (TM=30) + (TT=15)=TN 1 hour and 25 minutes total evacuation time.

7.2.4 Special Considerations

Area of Special Consideration	Description
Shopping Centers	The relatively large concentration of persons, is a particular problem. Effective communication of information to people in shopping centers is extremely difficult. How will the information be given? If driving away from the area is not possible, what are the alternatives?
Schools	Schools in the danger area present a particularly delicate problem; as early release procedures would not be a practical alternative for evacuation, students might be released directly into the path of the impending hazard. • Bus evacuation is not practical in most instances, the time necessary to organize bus drivers during certain times of the day presents difficulties. • If the evacuation is immediate (i.e. cloud of toxic gas), the children can be instructed to walk away from the hazard. School officials need to develop plans for the walk-away method to include routes, collection points outside the danger area, student accountability, etc. • Students should not be allowed to use their private vehicles for emergency evacuation due to the problem of adding more vehicles to the existing confusion without traffic control. • School officials should maintain direct control over students until they are released at relocation centers prearranged with parents. Parents should not be allowed to pick-up students at the school.
Nursing Homes / Senior Centers	Because of the nature of the residents, the most pressing danger is the time necessary for safe evacuation. The physical limitations of moving elderly and infirm residents would be far to long for practical rapid evacuation. • Buses are a practical means of moving residents. The majority can be wheeled to collection points and carried to buses. • Residents should not be released to relatives until they reach the relocation center.
Hospitals	The most critical feature in hospital evacuation would be the substantial commitment of resources and transportation. • Many patients in hospitals are ambulatory and can be moved with buses. Many bus aisles are wide enough to accommodate wheelchairs. If not, the collect and carry method discussed under nursing homes would apply. • Some ambulances will be required. In the event that ambulances are tied up with other priorities, utilize station wagons, vans, and buses. • Check with hospital evacuation plans, especially procedures to discharge patients to relatives and friends outside the danger area.
Utilities	If the hazard impact area threatens certain utilities, especially control centers for electrical power, telephone or water plants, loss of those utilities must be anticipated.
Family Pets	Household pets within an evacuation area can become a substantial problem. Plans need to be developed to handle pets at the evacuation centers to minimize psychological impact. Provisions need to be made to house and care for pets either at the evacuation shelter or off site.

7.3 SHELTER IN PLACE

Not all emergencies requiring protective action on the part of the public require evacuation. A viable option of protecting the public is "shelter in place", whereas the public is told to remain indoors at their

home, place of business, school, etc. The Incident Commander must weigh the risk of the hazard danger against the risk inherent in evacuation versus protection in place. If "shelter in place" is to be used, it must be implemented using the various alert and warning systems. See **ALERT AND WARNING SECTION**.

- Persons should remain inside their houses or other closed building until their radio, television, or public safety officials say they can leave safely.
- Persons in the affected area should turn off heat, ventilation, and cooling systems and window or attic fans.
- Close all windows, doors and vents, and cover cracks with tape or wet rags.
- Keep pets and children inside.
- Persons who are inside and experience difficulty breathing should cover their mouth and nose with a damp cloth.
- Persons who are outside should cover their nose and mouth with a handkerchief or other cloth until you can reach a building.
- Listen to the radio or television for further information.

7.4 EVACUATION IMPLEMENTATION GUIDELINES

7.4.1 City Manager ~ Governor

- At the request of the Incident Commander, sign the evacuation order.

7.4.2 Command Staff

- The Incident Commander, regardless of agency or whether on-scene or in the EOC, shall determine the need to evacuate an area, the extent of the area to be evacuated, develop an evacuation plan, activate the alert and warning system, and direct the implementation of the evacuation plan.
- In the event of a major evacuation in response to an incident under the overall Command of a non-law enforcement agency, unified command between that agency and Law Enforcement agencies should be considered to facilitate coordination of evacuation operations. In addition, a Law Enforcement Officer may be assigned to the Planning Section to assist in development of evacuation contingency plans.
- The Command Staff will utilize the alert and warning guidelines described in Alert and Warning Section, to warn the public of the emergency condition, and provide the public with evacuation and shelter information.
- The Incident Commander will establish an inside and outside security perimeter, and shall provide criteria for access to them. Security of the inner perimeter shall be the responsibility of the lead emergency response agency; security of the outer perimeter shall be maintained by the Law Enforcement agency. The outer perimeter will allow for the potential escalation of the hazard, thus ensuring an ample margin of safety for emergency personnel. The Field Command Post will be established within the outer perimeter (unless Command is in the EOC), and only personnel meeting Command criteria for access will be allowed to enter this area.
- The Incident Commander will identify appropriate reception areas for evacuees, and shall assign personnel to provide liaison to those persons in the reception area, and security to the facility. If reception or sheltering is needed, the Logistics Function should be activated and the American Red Cross / The Salvation Army notified to begin arranging shelter and transportation.
- As the emergency response progresses and more information becomes available, the Public Information staff will utilize the procedures described in Public Information Section of this plan to provide the media and the public with information on:
 - Modes of transportation for evacuees unable to provide their own.
 - The reason for the evacuation.
 - The location of reception areas or shelters. See **SHELTER AND FEEDING SECTION**.
 - Possible results of failure to evacuate.
- Ensure that an official evacuation order is signed by the City Manager or their designate, the Law Enforcement Officer in Charge, and the Incident Commander.
- Notify Office of Emergency Management of the evacuation.
- If it is anticipated that shelters will be needed, contact the American Red Cross/The Salvation Army.

- After the emergency event has ended:
- IMT personnel will allow the early return of persons needed to staff essential services and to open vital businesses as soon as this can be done safely.
- Incident Command will direct a general return to the evacuated area as soon as possible.
- The Public Information Officer will advise the public and the media of the termination of the evacuation order and the lifting of the security perimeter.

7.4.3 Operations Section

- Supervise personnel necessary to support evacuation, including mutual aid.
- Relay strategic considerations, and develop tactics for evacuation operations.
- Implement evacuation plan.
- Establish and maintain control of outer perimeter, restrict access to those persons properly authorized and protected.
- Supervise and conduct mobile public address system and door-to-door alert and warning.
- Establish and maintain crowd and traffic control, providing for security in areas evacuated.
- Request resources through Logistics Section(if activated).
- Designate neighborhood congregation points for evacuees who need transportation to reception areas or shelters. Notify Command of persons who need assistance in leaving their homes.
- Keep Command, Planning Section, and Public Information Officer apprised of activities.

Law Enforcement Agencies Operations:

- Directs overall evacuation operations.
- Establishes and maintain outer perimeter.
- Provides traffic and crowd control.
- Signs the evacuation order.
- Provides security for emergency housing facilities as requested.
- Law Enforcement agencies do not have the capability to conduct evacuations in areas contaminated by hazardous materials.

Public Works Operations:

- Provide resources such as vehicles, personnel to assist with traffic movement and crowd control.
- Keep routes open and free of debris, and to provide highway signs and barricades.

Fire Department Operations:

- Establishes and maintain inner perimeter on hazardous materials incidents.
- Rescues trapped victims, and victims in hazardous atmospheres.
- Assists in the evacuation process as requested.
- Provides fire stations for use as reception points.

American Red Cross ~ The Salvation Army:

- The American Red Cross will oversee all emergency housing activities, including:
- Directing ARC/Salvation Army personnel to meet evacuees at reception areas and assigning evacuees to emergency housing facilities.
- Providing information to IMT concerning numbers of evacuees being sheltered, etc.

7.4.4 Logistics Section

- Arrange transportation for groups or individuals requiring assistance or special considerations to evacuate, such as the elderly, disabled, hospital patients, residents of nursing homes, and prisoners.
- Advise Command of the activation of appropriate shelter or reception facilities.
- As requested, assist the American Red Cross/The Salvation Army in movement of volunteers to reception areas and shelters. A Facilities Unit Leader may be assigned to provide liaison and coordination between the EOC and Red Cross shelters.
- Procure additional personnel needed to support shelter operations. May include, but not be limited to, shelter security, Facilities Unit Leader, Transportation Unit Leader, etc.
- Facilitate procurement of additional barricades, signs, etc.

7.4.5 Planning Section

- With input from on-scene personnel, determine and mark evacuation routes, safety perimeters, transportation pick-up points, reception areas, and shelters on EOC maps. Long evacuation routes, such as might be experienced during a national security crisis, should also designate rest areas, facilities for vehicle fuel and maintenance, and information centers.
- Provide the above information to Public Information Officer, Operations Section, and assisting agencies, such as mutual aid cooperators and the American Red Cross ~ The Salvation Army.
- Document and track resources assigned to the evacuation effort, including personnel, vehicles, and facilities.
- Track and document progress of evacuation operations, provide contingency planning.

7.4.6 Finance Section

- Support other Sections as requested.
- Document fiscal resources dedicated to the evacuation effort.
- Provide information on the financial impact of the evacuation to the planning process.

NOTE: For ICS position descriptions and position checklists refer to the NIIMS Incident Command System, Field Operations Guide (ICS-420).

NOTE: See Shelter and Feeding Section for information on feeding and sheltering.

Appendix A: Evacuation Order

An emergency condition exists in the

(give location and/or areas impacted).

The IMT and/or City Manager has determined that there is the need to evacuate portions of the City. Such evacuation is needed to ensure the safety of the public.

Therefore:

The Incident Commander and/or City Manager is requesting the immediate evacuation of:

The Incident Commander and /or City Manager requests that those needing special assistance to call _____ This number has been established to respond to evacuation assistance requests only.

The Incident Commander and/or City Manager is restricting all entry into the hazard area. No one will be allowed to re-enter the area after _____ (time) AM/PM.

Information and instructions from the Incident Management Team will be transmitted by radio from _____ (list radio stations that will be broadcasting info). Public information will also be available from American Red Cross representatives at facilities now being opened to the public for emergency housing.

The Incident Management Team will advise the public of the lifting of this order when public safety is assured.

Date _____

Signed _____

City Manager

Signed _____

Incident Commander

Signed _____

Law Enforcement
(Officer In Charge)

Appendix B: Evacuation Standard Operating Procedures

General

Citizens should be informed of the need to leave a hazardous area, and the possible consequences of not leaving.

These protocols cover door-to-door and mobile public address processes. These methods may be conducted singly, however it is strongly recommended that they be used in combination, or in conjunction with the Siren Alert and Warning System and Emergency Alert System in order to provide to the target audience a means of confirmation in order for the warning system to be effective.

Door to Door

Door to door, contact is an effective, but time and labor intensive method of alerting, warning, and evacuating an area. More detailed information can be shared with the populace, and positive confirmation can be made that the individual received the warning, understood the instructions, and knows the consequences of his or her actions.

Personnel responsible for the evacuation should be provided with a written evacuation order which includes:

- Type of incident, location of incident, expected duration, and available time to evacuate.
- Recommended actions to be taken by the public.
- Implications of not following actions.
- Evacuation route.
- Reception ~ shelter location.
- Neighborhood congregation point for those needing transportation.

Citizens who obstruct the evacuation process may be arrested.

Conduct Door to Door Evacuation

- Knock, ring bell, etc. Allow at least one minute for response, more at night.
- If no answer, document time and address, move to next facility.

If answered, "hand-out" evacuation order (preferred method) or read prepared evacuation order, and:

- Determine how many persons are in the building.
- Determine whether they intend to leave, have a place to go, and transportation. If yes to all, document time and address. Using plastic flagging, mark the building in a conspicuous place to indicate that contact has been made. Go to next facility.
- If they do not intend to leave, ask if they understand the possible dangers if they stay, document the time, address, and number of people remaining. Using plastic flagging, mark the building in a conspicuous place to indicate that contact has been made. Move to next facility.
- If they intend to leave, but do not have transportation, document the number of people needing assistance, the time and address, and special transportation requirements (ambulance, handicapped van, etc.) and report this information immediately to your supervisor. Advise citizens who are able to walk to proceed to the designated congregation point, do not stop your activities to remove them from the area.
- If they intend to leave, but do not have a place to go, refer them to the shelter or reception point. Document time and action taken. Using plastic flagging, mark the building in a conspicuous place to indicate that contact has been made. Move to the next facility.

Reporting

After clearing a portion of your assigned area (this may be block by block in a residential area, by store in a shopping center, by floor in an office building or hospital, or by apartment building in a major apartment complex), report information collected to your supervisor. Your supervisor should inform the Incident Commander or Operations Section Chief, and the Planning Section (if activated).

BECAUSE OF THE EXTRA TIME NEEDED TO ARRANGE TRANSPORTATION, INFORMATION ON PEOPLE NEEDING EVACUATION ASSISTANCE SHOULD BE TRANSMITTED AT THE TIME OF COLLECTION.

Mobile Public Address

Mobile public address is more time efficient than door-to-door contact, but is able to convey only a limited amount of information. It is most effective when used in combination with the SAWS, EAS, and door-to-door contact. It may be used to alert and warn the public prior to the request to evacuate, or to advise of protective actions short of evacuation.

Receive assignment from officer supervising the evacuation. Your supervisor should give you a prepared statement which includes:

- Type of incident, expected duration, and available time to evacuate.
- Recommended actions to be taken by the public.
- Implications of not following actions.
- Evacuation route.
- Neighborhood congregation point for those needing transportation.
- Reception/shelter point.
- TV or radio station with more information.

Conduct Alert

Repeat message at each intersection, and at least once mid-block, depending upon length of block. Do not stop to give information, etc.

When an assigned area has been covered, note date and time, and report completion to your supervisor. Your supervisor should advise the Incident Commander or the Operations Section Chief, and the Planning Section (if activated).

SECTION 8 SHELTER & FEEDING

Description

Appendix A: Mass Care Shelter Standard Operating Procedures

Appendix B: Mass Care Facility Shelter Checklist

Appendix C: Mass Care Facility Shelter Requirements & Resources

Appendix D: Mass Care Facilities List

Appendix E: Nuclear Fallout Shelter Facilities List

8.1 DESCRIPTION

Access to disaster emergency shelter services shall not be denied on the basis of race, color, national origin, religion, sex, age or disability. The needs of special populations shall be identified and planned for. Special populations may include, but not limited to:

- Physically (e.g., hearing-impaired, sight-impaired, mobility-impaired) or mentally handicapped
- Non-English speakers
- The institutionalized
- The aged or infirm
- The incarcerated
- The hospitalized
- Children in school
- Children in day care centers
- Nursing home residents
- Transient populations
- People without transportation

Local government is responsible for the development of a capability to provide mass care services for its citizens in the event of a disaster emergency and should be prepared to receive and care for people evacuated from the area directly impacted by a disaster emergency. The requirements for mass care services vary depending upon the nature and phase of the disaster emergency. Local officials must be ready to provide different types of support in response to the unique nature of the situation. Shelter planning should also provide for the need to shelter citizens in the local community who are not from the local community but have been displaced by a disaster emergency and transported to your local community. Prior to the onset of a disaster emergency (warning phase), facilities (e.g., schools, churches, nonessential government buildings, etc.) are needed to register, shelter, feed, protect, and provide for other human needs of an evacuated population.

During the response phase of the disaster emergency, these facilities may be used to provide evacuees physical protection from the effects of the disaster emergency (e.g., water and wind associated with storms, earthquake aftershocks, etc.). During the recovery phase, these facilities may be used on a long-term basis to feed, care for, and provide temporary housing to the disaster emergency victims whose homes have been severely damaged or destroyed or cannot return to their homes because of damage to or roads that are impassable. Other long-term recovery phase mass care options may include: kitchens to feed people; water supply stations; first aid stations; temporary housing in rental units, tents, hotels/motels, and mobile homes; hygiene facilities (portable toilets and showers); mail service; etc. Citizens requiring emergency medical services would receive those services from designated health care providers and not at mass care shelters.

Mass care services may be provided by community government or by non-governmental entities (e.g., public, nonprofit, or private-sector organizations) to manage shelters the community government does not run itself. These non-governmental organizations may work in conjunction with community government efforts or independently of them.

During disaster emergency incidents, one or more mass care facilities (shelters), may be established to provide for the needs of displaced members of the public. Shelters may be in place for several hours or several days, and may need to be moved depending on the nature of the incident.

Shelters managed by the City of Wrangell and not non-governmental organizations (e.g. American Red Cross, The Salvation Army, churches, etc.) during a local disaster emergency will be part of the Incident Management Team and use the Incident Command System. Incident Command System functional unit activities may be performed at the shelter(s). These could include: supply, medical, transportation, food, communications, public information, and finance as well as the shelter unit functions of facility maintenance and security. Shelters will be under the direction of Shelter Managers who report to the Facilities Unit Leader under the Incident Command System.

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Shelter Managers are responsible to provide non-technical coordination for all Incident Command System functional units operating within the shelter. Functional Units assigned to shelters will be determined by the Incident Management Team general staff.

NOTE: For ICS position descriptions and position checklists refer to the NIIMS Incident Command System, Field Operations Guide (ICS-420).

NOTE: For shelter operating procedures, See APPENDIX A, this section.

NOTE: For a listing of surveyed shelters within the city, See APPENDIX B, this section.

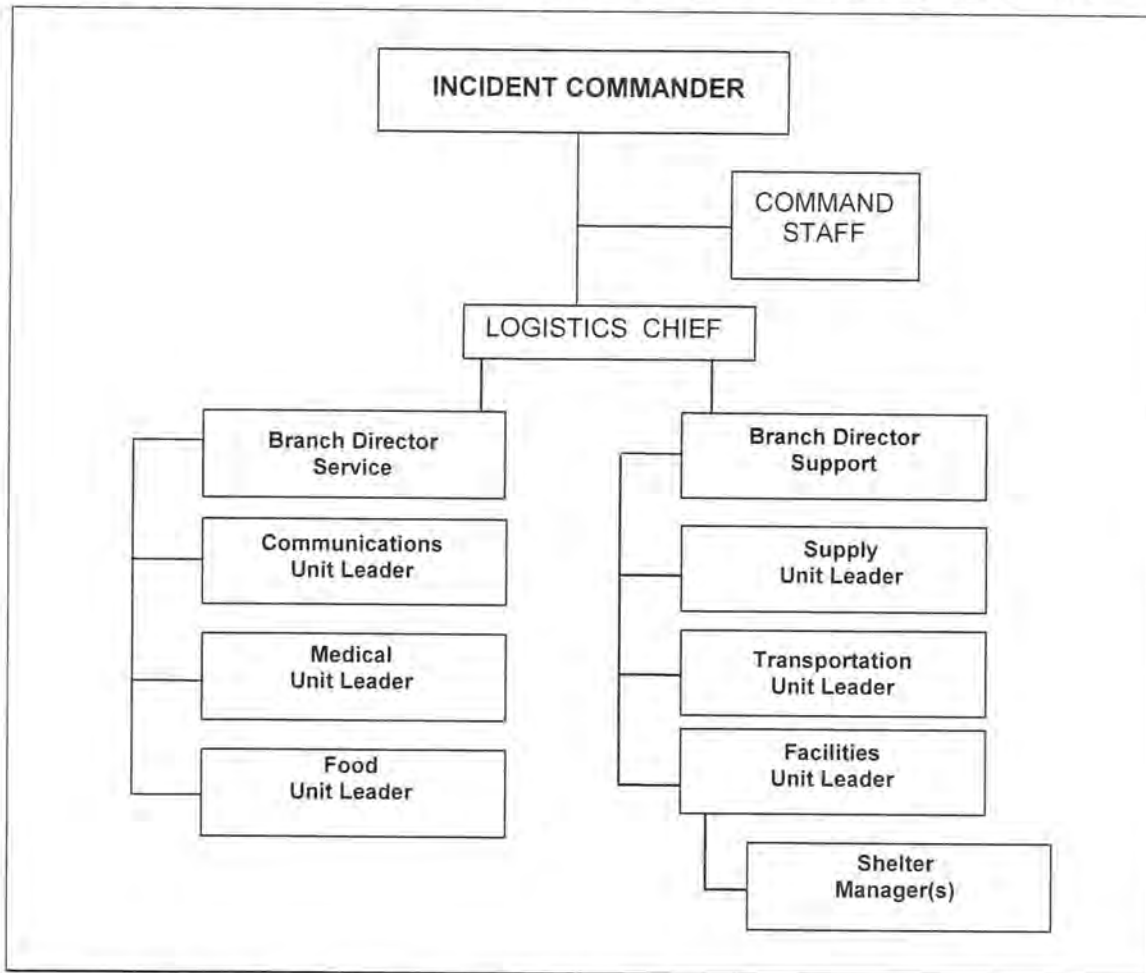
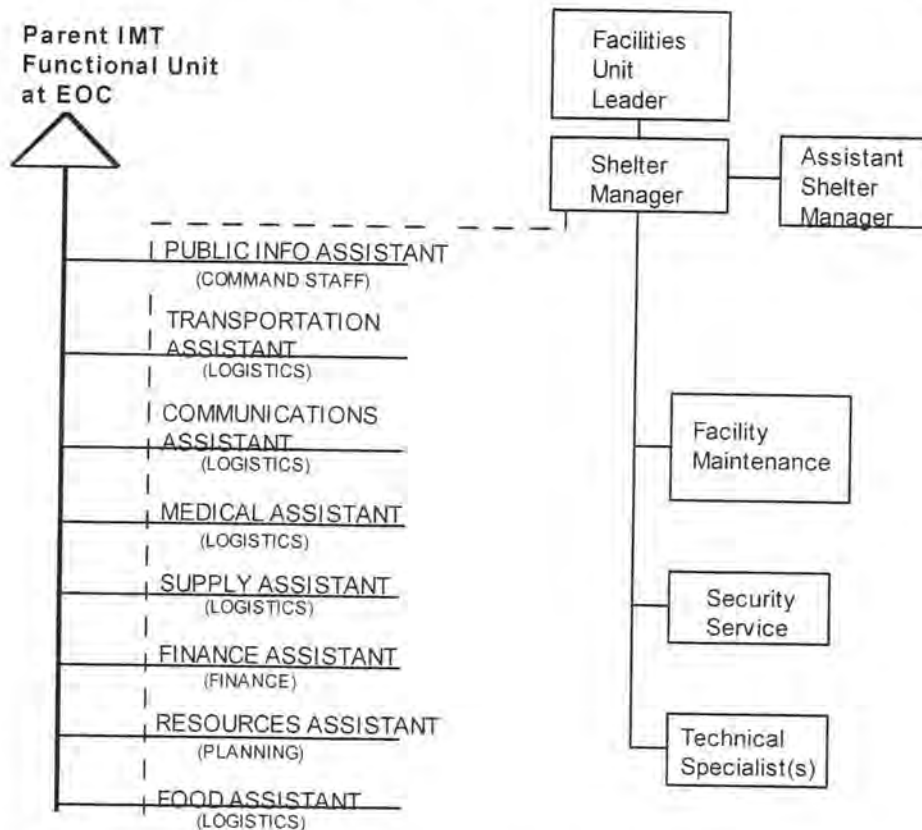


Figure 8-1, Shelter Operations Within the Incident Management Team

City of Wrangell ICS Shelter Manager Organization and Reporting Relationships



The Shelter Manager will provide direct supervision for all facility maintenance and security services at the shelter. Several of the functional unit activities which are performed at the EOC may also be performed at the shelter(s). These functional units assigned to the shelter(s) will receive their direct supervision from their unit leaders at the EOC. During the time that a shelter is established, the Shelter Manager will be responsible to provide non-technical coordination for all units operating within the shelter in order to ensure orderly and harmonious operation of the shelter and efficient use of all resources and personnel assigned to the shelter.

Sheltering and feeding citizens during a disaster is a task of the American Red Cross and a service of The Salvation Army.

Besides sheltering and feeding, the American Red Cross can perform a variety of other valuable emergency services, including additional support for disaster victims, providing supplies and services to disaster workers, coordination of other volunteer organizations, and assistance to local governments in damage assessment. For more information on the services of the American Red Cross, call the nearest chapter.

In the event of a major disaster, whether local, regional, national, or international, The Salvation Army mobilizes its personnel and resources to provide assistance to disaster victims and workers. The Salvation Army provides immediate aid during the period of critical disruption following the disaster, which may include food, clothing, shelter, and other needs as indicated. Continuing care, in response to request for assistance is also provided. For more information on the services of The Salvation Army, call The Salvation Army at its nearest office.

American Red Cross Contracted Shelters

The school district and the City of Wrangell have authorized the Alaska Chapter of the American Red Cross to use public school buildings, grounds, equipment, and other public facilities for mass care shelters required in the conduct of American Red Cross disaster relief activities. When the American Red Cross agrees to manage or open a shelter under its own authority, it is considered a non-governmental "sheltering organization." As a non-governmental sheltering organization, all American Red Cross managed facilities will report to a central American Red Cross location. As data are gathered, analyzed, and confirmed, it will be shared on a timely basis with the local community Emergency Operations Center.

Only the American Red Cross can activate these agreements. Incident Management Teams may request that a shelter be opened by calling the nearest chapter of the American Red Cross.

Prior to the opening of a shelter, it may be necessary to provide temporary accommodations for evacuees. For information on temporary reception areas, See EVACUATION SECTION.

It is strongly recommended that local jurisdictions conduct a survey of suitable shelter facilities other than the schools to use in the event of a disaster emergency in case the school facilities cannot be used for one reason or another. Types of facilities that can be used are churches, community centers, senior centers, federal, state, and city buildings, etc. Local jurisdictions should maintain an up to date listing of these alternate facilities with location, contact person and telephone numbers, kitchen facilities, emergency power and heat, and number of people that can be fed and housed.

8.1.1 Fallout Shelters

Although there are no fully equipped or maintained public fallout shelters within the city, the facilities listed in APPENDIX C, THIS SECTION may offer limited, short-term protection against radiation.

No agreements exist with the listed facilities to allow use during a radiological event. The city does have very limited personnel trained in fallout shelter management.

8.1.2 Pet Shelters

Household pets within evacuation areas can become substantial problem in an emergency. The public needs to know that pets will not be accepted at the shelter facilities. If possible, arrangements should be worked out with local kennels, local pounds, or veterinarians for small animals. For large animals, local residents might have facilities and/or pasture available for use by those required to evacuate. Develop a specific Incident Action Plan for Evacuation Plan Instructions.

8.1.3 Emergency Response Personnel

Arrangements for the feeding and sheltering of Incident Management Team personnel is the responsibility of the Logistics Section of the IMT staff. If practical, response personnel will be released to their homes or stations to sleep. If returning home is not practical, space may be arranged in a shelter.

The city may establish purchase agreements with local restaurants; these may be used to provide for lunches and dinners. The American Red Cross ~ The Salvation Army will feed disaster workers in their feeding and shelter operations, as well as providing coffee and snacks to on-scene personnel.

Appendix A: Mass Care Shelter Standard Operating Procedures

Definition

A mass care shelter is a large facility used to provide temporary shelter for groups of disaster victims. Before setting up a mass care shelter, attempts should be made to house families with relatives, friends, or other persons offering space. Since a shelter provides only a temporary means of caring for people, plans should be made to close the shelter as quickly as possible. Families are best able to recover from the effects of a disaster when they are in their own living quarters.

Shelter Requirements

To be effective as a shelter, a facility should:

- Be usable following a disaster.
- Be located near to, but outside of, the risk area.
- Be located reasonably near victim's homes.
- Be an appropriate size. (If one shelter is sufficient, only one should be established.)
- Be safe and healthful.
- Have an adequate supply of drinking water.
- Have adequate toilet and bathing facilities.
- Have facilities for cooking, serving, and storing food.
- Have a storage area that can be secured.
- Have separate rooms that can be used for the elderly, for families with small children, and for nursing and office space.
- Have space that can be used as a recreation area.
- Have a parking area.
- Be accessible to public transportation.
- Have adequate fire and police protection.

EVERY SHELTER MUST HAVE SHELTER MANAGEMENT COVERAGE ON A 24-HOUR BASIS

Services Provided at the Shelter

The following services should be provided to shelter occupants:

Food

In general, feeding for a shelter operation falls into one of two categories:

- Feeding within the shelter, either prepared in the shelter or brought in from outside sources, and
- The arrangement to feed persons in a nearby commercial establishment.

The Shelter Manager is responsible for feeding people housed under their management, and for maintaining a daily count of people fed within the shelter. Shelter occupants can assist as cook's helpers and servers, and can serve on the cleanup crew.

Hot meals should be provided twice a day. Additionally, a midday lunch should be provided for children, the aged, expectant and nursing mothers, laborers, disaster workers, and disaster victims doing heavy work. Afternoon snacks can also be provided. Special diet problems will be handled as recommended by medical and nursing staff on duty at the shelter.

Menus will be planned in terms of foods available, with perishable foods being used first. Sufficient food should be prepared to provide second servings.

Note: USDA foods may be available subject to approval by appropriate government agencies (e.g., school administration) and American Red Cross authorities.

Individual Assistance and Counseling

Provide help in solving disaster related problems such as the need for transportation and permanent housing.

Emergency Medical Services

Adequate medical services provided to shelter occupants to care for those who become ill or injured, protect the health of residents, and supervise the sanitation of the shelter. In the absence of qualified medical staff, all medical problems should be referred to a local emergency department, health care facility or physician. In such an event, the Shelter Manager must retain records of individuals, a description of their illness or injury, and the medical facility used.

Sleeping

Occupants are provided with cots, blankets and a specific area for sleeping.

Child Care

If a shelter remains open for more than a day or two, a childcare facility should be considered.

Recreation Services

If large numbers of persons are housed in the shelter, and if the shelter operation is prolonged, it is advisable to provide recreation facilities. Activities are provided to relieve tensions and improve morale of occupants of all ages. Appropriate recreation activities include movies, television, newspapers and magazines, games, and crafts.

Shelter Maintenance

Provide for building maintenance and upkeep. The staff normally responsible for the facility may be available for this purpose. Shelter residents should be asked to assist. Necessary activities include the following:

- Acquire additional supplies and equipment such as furniture, safety and cleaning equipment, and tools.
- Arrange for janitorial services.
- Arrange for the installation of additional temporary facilities such as showers and toilets.
- Move furniture as necessary.
- Prepare and supervise the use of the grounds and yard for parking and recreation, if necessary.
- Maintain a system of record keeping to facilitate returning the building to its original condition upon closing, and document any damages and related expenses.

Allocation of Space

The Shelter Manager is responsible for allocating space in the facility for the following purposes:

- Reception and registration of shelter occupants.
- Family assistance.
- Shelter Manager's office.
- Emergency medical care.
- Sleeping accommodations with family units together.
- Food service and feeding area.
- Storage of food and supplies.
- Restrooms and bathing facilities.
- Storage area for occupant's possessions.
- Nursery.
- Childcare.
- Recreation area.
- Family Service interviewing area.

Shelter Reception and Registration

The Shelter Manager is responsible for ensuring that a simple record is kept of every person who is housed in the shelter. At the reception desk, the family or individual should be assigned to an appropriate lodging area. They should proceed to the registration desk before going on to their lodging area. A

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Disaster Shelter Registration form (ARC Form 5972) should be completed for each family registering at the shelter. If copies of these forms are not immediately available, the following information on each family should be recorded on an index card:

- The last, first, and middle names of the head of household and spouse, and the wife's maiden name.
- Name and ages of all family members.
- Any health problems of family members.
- The family's pre-disaster address.
- The family's pre-disaster telephone number.
- The date the family arrived at the shelter.

Registration cards should be made in duplicate. One copy is for the shelter manager's files, and one copy is sent to the EOC for the Plans Section. If it is not practical to make cards in duplicate, an alphabetical list of shelter occupants can be submitted.

When a family moves from a shelter, it should be so indicated on the registration cards, the EOC notified, and the following information should be recorded:

- The date the family departs.
- Their post-disaster address.
- Their post-disaster telephone number.

It is important that people be registered as soon as they arrive in the shelter, or as soon as practicable. (This is not to be confused with registering families for individual assistance, e.g. Family Services.)

Facility Planning Guidelines

Essential Shelter Needs

Equipment needed in a shelter includes cots and blankets, chairs, tables, drinking cups, hot plates for warming baby formula, brooms, trash cans, loudspeakers, emergency equipment such as candles, lanterns, flashlights, and generators, and a telephone.

Shelter supplies needed include soap, towels, toilet tissue, disposable diapers, and cleaning items such as detergent and soap.

Service Required	National Standard	For 125 People
Sleeping space	40 to 60 square feet per person	5,000 to 7,000 square feet
Food	2,500 calories, or 3.5 pounds of food, per person per day	437.5 pounds of food per day
Potable water	5 gallons per person per day	625 gallons per day
Toilets and showers	1 per 40 persons	4
Comfort kits	1 per person	125
Blankets	2 per person	250
Cots	1 per person	125
Medical supplies	as needed	as needed

Office supplies needed include a telephone, carbon paper, disaster forms, cards, file folders, paper, paper clips, and pencils.

Staffing the Shelter

Shelter staff in addition to the Shelter Manager may include:

- Assistant manager
- Nurse
- Registration workers
- Food preparation workers
- Feeding staff

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- Family Service workers
- Public Information Officer
- Building maintenance and sanitation

If the shelter is a school, the principal or a designated member of his/her staff should be part of the shelter staff. In addition, the regular staff working in the building that is being used as a shelter (e.g. faculty, as well as office, cafeteria, and especially maintenance staff), should be the primary resource for personnel to operate the shelter, as they have the most complete knowledge of the facility and can best safeguard against damage.

The following are suggested requirements for shelters operating on a 24-hour basis. Circumstances will dictate actual needs.

POSITION	SHELTER OCCUPANTS		
	200	500	1000
Manager and assistants	3	3	3
Clerks and recorders *	1	1	2
Messengers *	2	2	5
Security and safety*	2	2	4
Transportation coordinator*	1	1	1
Nurses	3	4	5
Doctor (on call)	1	1	2
Ancillary (first aid)*	4	8	15
Clerical (nursing assistance)*	1	3	4
Cook	1	3	4
Cook assistants*	3	4	8
Kitchen helpers*	4	12	24
Servers*	3	3	6
Building maintenance supervisor	1	1	1
Janitor*	2	2	2
Reception/registrar*	3	4	6
Dormitory supervisor	1	2	3
Interviewers (assistance)	5	11	21
Records and reports*	1	2	4
Supply/storekeeper	1	1	2
Recreation (baby-sitters)*	3	4	9
TOTAL	46	73	131

* In most instances, 85 percent of the work should be done by shelter residents

Appendix B: Mass Care Facility Shelter Checklist

- θ 4. Select appropriate facility for use as a shelter.
- θ 5. Notify and request to the shelter the regular working staff of the facility being used as a shelter, e.g., school principal, maintenance staff, office staff, and cafeteria staff.
- θ 6. Provide shelter staff coverage on a 24-hour basis.
- θ 7. Set up reception and registration areas.
- θ 8. Inventory supplies already in shelter before and after shelter use.
- θ 9. Provide for food and drink as soon as possible.
- θ 10. Secure needed supplies such as blankets, cots, chairs, drinking cups, hot plates, Trash cans, loudspeakers, tables, soap, towels, toilet paper, sanitary napkins and tampons, disposable diapers, lanterns, flashlights, and generators.
- θ 11. Provide for restrooms.
- θ 12. Provide sleeping areas.
- θ 13. Provide cooking and feeding areas.
- θ 14. Provide for shelter security.
- θ 15. Arrange for parking areas.
- θ 16. Arrange for transportation needs.
- θ 17. Arrange for communications between the shelter, EOC, transportation unit and others.
- θ 18. Provide for emergency medical services.
- θ 19. Provide for play areas for children.
- θ 20. Prohibit the following:
 - money donations
 - clothing donations
 - weapons
 - animals
 - alcohol and non-medicinal drugs.
- θ 21. Provide for office for shelter manager.
- θ 22. Provide for administrative office.
- θ 23. Provide for recreational service.
- θ 24. Provide for fire and police protection.
- θ 25. Keep receipts of all borrowed and purchased equipment.
- θ 26. Provide for public information.

Appendix C: Mass Care Facility Shelter Requirements & Resources

TEMPORARY SHELTER

- Schools
- Churches
- Public buildings
- Motels
- Hotels

MASS FEEDING

- School cafeterias
- Church groups
- Fire department auxiliaries
- Fast food restaurants
- Caterers

FOOD SUPPLIES

- USDA
- Grocery wholesalers
- Retail grocery stores
- Food Bank

MOBILE FEEDING

- Four-wheel-drive clubs
- Meals-on-wheels programs
- Rental vehicles
- Vehicles of the national disaster fleet

RECREATION AND CHILD CARE

- County and city recreation departments
- Physical education teachers
- Church of the Brethren

MENTAL HEALTH

- State and city mental health agencies
- Church counseling groups
- Private counseling agencies

COTS AND BLANKETS

- Government emergency management office
- Local National Guard and reserve units
- Fire departments
- Red Cross chapters
- Disaster field supply centers

COMMUNICATIONS

- Government Emergency Management Office
- Ham Radio Club

OFFICE SUPPLIES

- Schools and other facilities used for mass care
- Local office supply stores
- Local department stores

TRANSPORTATION

- School district buses
- Fleets of other private agencies
- Church buses
- Local trucking companies
- Red Cross chapters
- Local rental agencies
- Vehicles of the national disaster fleet

ASSISTANCE WITH PETS

- Local SPCA or Humane Society
- Government animal control unit
- Local kennels
- Veterinarians
- Local residents

Appendix D: Mass Care Facilities List

Facility Name	Location	Occupancy
Wrangell High School	Reid Street	2394
Evergreen Elementary	350 Bennett Street	792
Wrangell Hospital	340 Bennett Street	516
Public Safety Building – EOC	431 Zimovia Highway	495
City Market	423 Front Street	446
Stikine Inn	107 Front Street	446
City Market Hardware	408 Front Street	324
Benjamin's Supermarket	223 Brueger Street	322
US Post Office	112 Federal Way	321
Wrangell Dru, Inc.	202 Front Street	288
USFS Ranger Station	525 Bennett Street	272
Otteson's Hardware	104 Front Street	259
Hardings Old Sourdough	1104 Peninsula Avenue	252
TEMSCO Air	Airport Road	222
Church of God	212 Bennett Street	183
First Presbyterian Church	220 Church Street	178
Elks Lodge	213 Front Street	168
Assembly of God	MP 1.5 Zimovia Highway	164
Diamond C Restaurant	215 Front Street	161
Thunderbird Hotel	253 Front Street	154
Marine Bar & Restaurant	274 Shakes Street	151
Electric Utility	1064 Case Avenue	133
Alaska Airlines	Airport Road	126
Wrangell Public Works	1119 Case Avenue	122
Roadhouse Inn	MP4 Zimovia Highway	120
Salvation Army	611 Zimovia Highway	102
Maggie's & Sons Pizza	214 Front Street	100
Wrangell Cablevision	325 Front Street	86
Wrangell City Hall	205 Brueger Street	84
Ketchikan Air Service	Airport Road	78
AK DOT&PF	Bennett Street	72
Church of Latter Day Saints	MP 3.5 Zimovia Highway	70
Sewage Treatment Plant	MP 1.7 Zimovia Highway	69
KSTK Radio	202 Michaels Street	60
J & W's Restaurant	120 Front Street	50
Lutheran Church	MP .5 Zimovia Highway	50
Sunrise Aviation	Airport Road	50
Bible Baptist Church	538 Church Street	38
St. Phillips Episcopal Church	444 Church Street	38
Alaska Marine Highway	Stikine Avenue	29
National Guard Armory	Bennett Street	29
GTE Frame	20 Front Street	26
Dreyer's Old Time	302 Front Street	24
Wrangell Sentinel	312 Front Street	19
Airport Fire/Rescue Building	Airport Road	14
Total		10,053

Appendix E: Nuclear Fallout Shelter Facilities List

Facility Name / Location	Shelter Occupancy											
	Basement				First Floor				Upper Floor			
	Cat 0	Cat 1	Cat 2	Cat 4	Cat 0	Cat 1	Cat 2	Cat 4	Cat 0	Cat 1	Cat 2	Cat 4
U.S. Post Office 112 Federal Way	0	0	0	333	68	60	0	0	193	0	0	0
Public Safety - EOC 431 Zimovia Hwy	0	0	320	0	0	0	0	0	0	0	0	0
Wrangell High School Reid Street	0	0	324	0	53	383	1188	0	0	0	180	0
Sewage Treatment Plant 1.7 mile Zimovia Hwy	0	0	0	0	14	63	41	0	7	64	0	0
Totals	0	0	664	333	135	506	1229	0	200	64	180	0

Protection Factors

Cat 0	10-19
Cat 1	20-39
Cat 2	40-99
Cat 4	>100

SECTION 9 HEALTH & MEDICAL SERVICES

Introduction

Concept of Operations

Appendix A ~ Multi-Casualty Incident Management

Appendix B ~ Temporary Morgue Services Checklist

9.1 INTRODUCTION

Health and Human Services deals with the activities that are associated with lifesaving; transport, evacuation, and treatment of the injured; disposition of the dead; and disease control activities related to sanitation, preventing contamination of water and food supplies, etc., during response operations and recovery operations. It focuses on health and medical problems under emergency conditions of varying scopes.

This section describes policies and procedures for mobilizing medical resources and public health problems under disaster emergency conditions. Approaches for dealing with mass casualty and mass fatality situations are covered.

9.2 CONCEPT OF OPERATIONS

9.2.1 Emergency Medical Services

The provider of emergency medical services (EMS) to the City of Wrangell is the Wrangell Volunteer Fire Department. During a disaster emergency that resulted in multiple casualties, the Wrangell Volunteer Fire Department would be the closest forces to provide emergency medical services.

The Wrangell Volunteer Fire Department will be the agency responsible for establishing the on-scene Incident Command Post utilizing the NIIMS Incident Command System, special ICS structure for a multi-casualty incident, using either single or unified command as appropriate.

A triage system would be initiated with initial care provided in the field and secondary care provided at the hospital. In the event that the hospital facility is overwhelmed with patients, provisions for the transfer of patients to the appropriate medical facility would be the responsibility of the hospital in "coordination" with the Incident Management Team commanding the incident.

9.2.2 Fatality Management

In the event of a multi fatality incident, procedures to set up a temporary morgue will have to be initiated. The State of Alaska Medical Examiner is responsible for the collection, identification and disposition of deceased persons and human tissue from a multi-casualty incident. In addition, FEMA has the capability to provide Disaster Mortuary Assistance Teams (DMORT) to respond to the scene of a multi-casualty incident. Both the State Medical Examiner and FEMA DMORT can be accessed by contacting the Alaska Division of Emergency Services and requesting assistance. See APPENDIX B, this section, this volume for temporary morgue services checklist.

9.2.3 Public Health

The community of Wrangell does not have a public health department. Public health concerns during a disaster emergency such as identifying and controlling environmental health hazards, issuing health advisories to the public on emergency water supplies, waste disposal, disease vectors, food monitoring at mass care facilities, immunizations and disinfection would be the responsibility of the State of Alaska Department of Health and Social Services which can be accessed by contacting the Alaska Division of Emergency Services and requesting assistance.

9.2.4 Mental Health

Mental health services in Wrangell are provided for by the Community Mental Health Clinic. To access those services, the Community Mental Health Clinic can be contacted directly during normal business hours or through police dispatch after hours. There is a clinician on-call for after hours contact. Other agencies such as the American Red Cross, The Salvation Army, various religious clergy and others can provide personnel and counselors to aid in delivering mental health support to victims and families affected by a disaster emergency. In addition, State of Alaska resources for mental health services can be accessed by contacting the Alaska Division of Emergency Services and requesting assistance.

Mental health support for the responders involved in a multi-casualty incident is provided by the community Critical Incident Stress Debriefing Team (CISD Team). This team is activated through the

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Wrangell Volunteer Fire Department and consist of trained members from various agencies and professions to aid responders in dealing with critical stress relating from the incident.

Appendix A: Multi-casualty Incident Management Response Operations Guidelines

Medical and rescue crews shall not attempt to question train engineers, bus drivers, vessel crews or aircraft flight crews as to the cause of the accident. Such questions are the responsibility of the investigating agency. Additional security may be needed to protect such personnel from the media.

Emergency Medical Services

- ___ 1. Implement the Multi-casualty Incident Command System which will establish an emergency medical organization within the Incident Command System.
NOTE: See Section 11, Organizing for Special Incidents, Multi-casualty Incident, this volume.
- ___ 2. Respond to the disaster scene with emergency medical units.
- ___ 3. Provide personnel and equipment to administer emergency medical assistance at the disaster scene.
- ___ 4. Coordinate with hospitals and other public health services organizations to ensure all medical operations are thoroughly integrated.
- ___ 5. Assist in the triage of the injured, as appropriate.
- ___ 6. Coordinate with local and regional hospitals to ensure casualties are transported to the appropriate hospital.
- ___ 7. Provide appropriate emergency medical supplies for disaster use.
- ___ 8. Maintain updated resource inventories of emergency medical supplies and equipment.
- ___ 9. Maintain a casualty/patient tracking system.
- ___ 10. Establish and maintain field communications and coordination with other responding emergency teams (medical, fire, police, public works, etc.) and radio or telephone communications with hospitals, as appropriate.
- ___ 11. Maintain liaison with the American Red Cross/ The Salvation Army and volunteer service agencies within the jurisdiction.
- ___ 12. Coordinate with business and industry emergency medical units.
- ___ 13. Coordinate procurement, screening and allocation of critical public and private resources required to support disaster related health and medical care operations.
- ___ 14. If appropriate, provide information through the PIO to the news media on the number of injuries, deaths, etc.

Law Enforcement

- ___ 1. Assist Medical Examiner in the identification of fatalities.
- ___ 2. Provide for the security, property protection and evidence collection.

Hospitals

- ___ 1. Implement hospital disaster plan.
- ___ 2. Establish and maintain field and interhospital medical communications.
- ___ 3. Provide medical guidance, as needed, to EMS units, field collection and/or treatment locations, etc.
- ___ 4. Coordinate with medical response personnel at the disaster scene to ensure that casualties are transported to the appropriate medical facility.
- ___ 5. Distribute existing patients to and among hospitals based on capability to treat and bed capacity, including transfers out of the area and/or rerouting to alternative facilities.
- ___ 6. Make available upon request qualified medical personnel, supplies and equipment located in the jurisdiction.
- ___ 7. Coordinate with other area hospitals involved in caring for the injured.
- ___ 8. Maintain liaison with the coordinators of other emergency services such as fire and rescue departments, law enforcement, public works, emergency management agency, etc.
- ___ 9. If appropriate, provide information through the PIO to the news media on the number of injuries, deaths, etc.
- ___ 10. Assist in the reunification of the injured with their families.

Medical Examiner

- ___ 1. Coordinate local resources used for the collection, identification, and disposition of deceased persons and human tissues.
- ___ 2. Select an adequate number of qualified personnel to start temporary morgue sites.
- ___ 3. Establish collection points to facilitate recovery operations.
- ___ 4. Coordinate with search and rescue teams.
- ___ 5. Determine cause of death.
- ___ 6. Designate an adequate number of persons to perform the duties of Deputy Coroners.
- ___ 7. Protect the property and personnel effects of the deceased.
- ___ 8. Notify next of kin of the deceased.
- ___ 9. Establish and maintain a comprehensive record keeping systems for continuous updating and recording of fatality numbers.
- ___ 10. Submit requests for mutual aid assistance if required.
- ___ 11. Provide information through the PIO to the news media on the number of deaths, morgue operations, etc., as appropriate.
- ___ 12. Coordinate services of:
 - Funeral directors and morticians.
 - Other pathologists
 - The American Red Cross for location and notification of relatives.
 - Dentist and x-ray technicians for purposes of identification.
 - Law enforcement agencies for security, property protection and evidence collection.

Military Agencies

- ___ 1. Provide personnel and equipment to support medical operations during disaster situations (at the direction of the Governor).

American Red Cross

- ___ 1. Provide food for emergency medical workers and patients if requested.
- ___ 2. Maintain a medical evacuee tracking system.
- ___ 3. Assist in the notification of the next of kin of the injured and deceased.
- ___ 4. Assist with the reunification of the injured with their families.
- ___ 5. Provide blood, blood substitutes and blood byproducts and/or implement reciprocal agreements for replacement of blood items.
- ___ 6. Provide first aid and other related medical support at temporary treatment centers, as requested, and within capability.
- ___ 7. Provide supplementary medical, nursing aid, and other health services upon request and within capability.
- ___ 8. Provide assistance for the special needs of the handicapped, elderly, orphaned children, and those children separated from their parents.

Mental Health Agencies

- ___ 1. Ensure professional psychological support is available for victims and involved personnel (on an as needed basis) during all phases of the disaster.
- ___ 2. At inpatient facilities:
 - Care for patients who reside in mental health facilities during disaster and emergency conditions.
 - Implement the mental health facility disaster plan.
 - Coordinate the evacuation of patients from damaged or threatened mental health facilities.
 - Protect and provide security for those people committed to inpatient mental health facilities.
 - Prepare for and coordinate the reception of mental patients evacuated from other such facilities.

Accident Investigation

The National Transportation Safety Board (NTSB) is responsible for accident investigations on all aircraft, and selected accidents involving surface transportation. The FAA may assist the NTSB in accident investigation. Investigations of accidents involving public use aircraft (public use aircraft are those aircraft used by government entities) are normally conducted by the agency operating the aircraft. Coordination of the incident with these agencies is vital. None of the investigative agencies have the authority to direct

emergency services during the rescue phase, but they may direct the removal of bodies and debris. It is NTSB policy to be on the scene of a major accident as soon as possible. In minor accidents, the FAA, instead of the NTSB, may respond to the scene.

It is vital that the Incident Commander contact the NTSB prior to removing deceased victims, or moving aircraft wreckage. This can be accomplished by contacting any FAA facility, or directly calling the NTSB.

Debris Removal and Scene Security

Mass Casualty scenes involving public transportation (e.g. airlines, cruise ships, ferries, buses, trains, etc.) should be treated as a crime scene. Removal of accident-related debris from the impact area except as necessary to facilitate rescue should not be attempted by emergency response personnel without clear direction from the appropriate authority. Accident investigation is highly dependent upon the preservation of the accident scene which should be maintained in as close to impact condition as possible. Removal of debris will ordinarily be accomplished by, or under the direction of, investigative agencies such as the NTSB or FAA. Scene security is of extreme importance, and shall take place under the direction of law enforcement.

When responding to and securing the scene of a transportation accident, the following steps shall be considered:

1. If bodies must be removed prior to the arrival of investigators, attempt to identify the victim, and mark the position in which the body was found. The location and position of bodies may be valuable clues to the cause of the accident. Assign a photographer to document accident scene, and the location of bodies prior to their removal. The following procedure shall be used prior to, and during removal:
 - a. Use spray paint to number the location of each body, making sure the number is easily visible on the ground, or on debris next to the body.
 - b. Photograph the scene, making sure the number will appear in the photograph.
 - c. Mark the body bag with the same number.
 - d. Place body in body bag.
 - e. Bags for personal effects should be marked with the same number.
 - f. Subsequent paperwork should reference the same number.
2. Mark cuts or tears in metal or other materials made in order to rescue victims to differentiate them from those which were the result of the accident.
3. Protect the scene from "souvenir" hunters. This may require lighting the scene at night to ensure a secure perimeter.

Logistical Support

The following is a partial listing of possible sources of additional medical services providers during a multi-casualty incident coordinated through the Alaska Division of Emergency Services :

- Medical Response Teams. Identify pre-organized disaster teams available within the jurisdiction. Mutual aid from neighboring jurisdictions, State sources such as National Guard or militia units, Federal sources such as military, Centers for Disease Control, and National Disaster Medical Systems sources.
- Addition Personnel. These are additional sources of health and medical personnel that can be used to augment disaster medical teams. They include:
 - local government EMS personnel from medical and public health agencies and fire, police, public work and other emergency services departments. Among these would be general physicians, specialists, nurses, laboratory and x-ray technicians, ambulance crews, etc.
 - State employed general physicians, specialists, nurses, laboratory and x-ray technicians, ambulance crews, etc.
 - Volunteer/bystander health professionals including general physicians, specialists, nurses, laboratory and x-ray technicians, ambulance crews, etc.
- U. S. Public Health Service Teams to include Disaster Medical Assistance Teams (DMAT) and Veterinary Medical Assistance Teams.
- Other volunteer medical personnel from throughout the State.
- U. S. Armed Forces and the U.S. Coast Guard

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- Indian Health Service
- Department of Veterans Affairs personnel.
- Volunteer medical personnel from other states.
- Business and industry medical departments.

The following are some of the support needs of the organizations performing health and medical functions on the Incident Management Team commanding a multi-casualty incident. Specific matters needing attention include:

- Sources of medical supplies and equipment.
- Local stores (hospitals, clinics, pharmacies, emergency vehicles, local government resources, etc.).
- County-stored emergency aid stations where available and usable.
- Mutual aid from jurisdictions not affected by the disaster.
- Private sector suppliers in the State.
- Private sector health care organizations that maintain a supply system for medical supplies and equipment.
- National Disaster Medical System (includes U.S. Department of Defense, Department of Health and Human Services, Department of Veterans Affairs, American Veterinary Medical Association, and FEMA)

NOTE: Local jurisdictions should work through the Alaska Division of Emergency Services to obtain resources under the control of the State and Federal Government.

- Acquisition of medical/health equipment and supplies including:
 - Initial supply and re-supply for field medical operations.
 - Initial supply and re-supply for health and mortuary services.
 - Re-supply of hospitals in the affected area.
 - Re-supply of hospitals and other facilities outside the disaster area receiving casualties.
- Transportation of medical/health supplies, personnel and equipment:
 - Local government-owned and commercial fixed-wing aircraft, rotor-wing aircraft, trucks and buses.
 - U.S. Armed Forces fixed and rotor winged aircraft, trucks and buses.
 - Private and public ambulance companies.
 - Water transport.
 - Limousine and taxi companies.
 - Mortuaries (for hearses).
 - Four-wheel drive and high clearance vehicles for medical evacuations under bad weather or terrain conditions.
- Shelter and feeding of field, health and medical personnel and patients.
- Identification and selection of suitable facilities to serve as temporary morgue.
- Acquisition of embalming supplies, body bags, and necessary heavy equipment suitable for dealing with a mass fatality situation.

Care for Families of Victims

Special care should be taken to provide up-to-date information to friends and family of victims. Consideration should be given to keeping all such people in a central location where they can be protected from the press, and where information can be provided as it becomes available. These services will usually take place under the direction of other entities, such as the operator of the facility or the airline in the event of an air disaster. The Public Information Officer should expect calls from relatives, the press, and concerned citizens, and may be requested to assist in providing information to friends and families of victims. Assign a member of the clergy, a social worker, to each family, if possible.

Mass Fatalities

Under normal circumstances, determination of the cause of death, investigation of the scene of the fatality, disposal of human remains, and notification of next of kin is the responsibility of the Medical Examiner. However, in the event of a catastrophic disaster, the local jurisdiction may become responsible for those functions. If an event causes multiple fatalities, the following process shall be followed:

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1. Contact the Office of the Medical Examiner, and determine its ability to respond to the incident. If the Office will be unable to dispatch law enforcement, fire, or emergency medical services personnel with instructions to:
 - a. Determine and document the cause of death to the best of their ability.
 - b. Photograph scene.
 - c. Obtain body bags, and place personal effects with body.
 - d. Confirm identification if possible.
 - e. Transport remains to funeral home or temporary morgue.
 - f. Relay identification of deceased (if that can be determined) to the Planning Section.
2. With the approval of Command, the Planning Section will contact funeral home directors, police and fire chaplains, clergy, American Red Cross and others to notify the next of kin.
3. The Planning Section will provide copies of documentation to Office of the Medical Examiner.

Appendix B: Temporary Morgue Services Checklist

Temporary morgues may be necessary in the event of an incident which results in either damage to existing mortuary facilities, or numbers of fatalities which exceed their capabilities. Identification of victims may be a long and complicated process. Facilities which might be used as temporary morgues include school gymnasiums, armories, or other secure, air conditioned buildings. Facilities should provide:

- A receiving entrance protected from public view.
- A plainly marked general information area, easily accessible, and where it will not interfere with free passage to the operational area.
- A waiting room and public restrooms.
- Separate rooms for interviews with individuals seeking missing persons.
- Private viewing rooms for identification purposes.
- Telephone area and personnel adequate to handle incoming and outgoing calls.
- Working area for the press.
- Working area for the clergy.

In addition to the above, the facility should provide work spaces with the following provisions:

- Storage space for bodies. Should be divided to provide segregated areas for each of the following: male adults, female adults, male children, female children, and those whose sex cannot be determined.
- 220 volt, AC current for X-ray equipment.
- Tables for examination.
- Running water.
- Good ventilation.
- Good lighting.

SECTION 10 RESOURCE MANAGEMENT

Description

General Guidelines

Emergency Fiscal Management

Incident Command

Mutual Aid

Donations Management

Volunteer Management

Appendix A ~ Volunteer Request Form

Appendix B ~ Volunteer Registration Form

10.1 DESCRIPTION

The City of Wrangell Incident Management Team staff has the authority under emergency conditions to establish priorities for the assignment and use of all city resources and personnel. The city will commit all its resources, if necessary, to protect lives, property and the environment.

During a major emergency, it will be necessary to make difficult choices among competing requests for the same resource. To assure that the status of resource requests and commitments can be maintained throughout the emergency, the Logistics and Planning Sections of the Incident Management Team staff will track resources assigned to the emergency. The Operations Section will assist in identifying resource needs, and resources which can be released from the incident.

The Incident Commander has the overall responsibility for establishing resource priorities. In a situation where resource allocations are in dispute, the Incident Commander has the final allocation authority. In the event of a long-term emergency affecting major city operations, the RMAC will convene to re-order city services and priorities to support the Incident.

In the event of a disaster impacting the entire region, additional coordination entities may be established to assist in resource management and allocation. Incident Management Team staff will cooperate with such entities according to established agreements, guidelines and procedures.

The Operations, Logistics and Planning Sections have primary responsibility for coordinating the resource management effort, including:

Operations Section:	• Provides the Incident Management Team staff with additional resource needs. • Identifies resources which are excess and can be released or reassigned.
Planning Section:	• Provides the Incident Management Team staff with a timely inventory of needs and commitments. • Identifies those public facilities essential to the community, provides a recommended priority list to the Command and General Staff, and assists in the coordination of facility repair and restoration of services.
Logistics Section:	• Serves as the primary point of contact for resource requests from the Incident Management Team staff, cooperating jurisdictions, and resource management organizations. • Resource lists appear in the Resource Manual, Volume Four of this plan. In addition, each department is responsible for developing and maintaining mutual aid agreements to augment resources, and department-specific inventories of resources which might be available to them in an emergency. • Shelter, and feeding, appear in the Shelter and Feeding Section of this plan.

10.2 GENERAL GUIDELINES

Under emergency conditions, members of the Wrangell Incident Management Team and City Manager will allocate resources according to the following guidelines:

- Deploy resources according to the following priorities:
 - Protection of life
 - Responders
 - At risk populations
 - Public at large
 - Incident stabilization
 - Protection of mobile response resources.
 - Isolation of the impacted area.
 - Containment (if possible) of the incident.
 - Property conservation

- Protection of public facilities essential to life safety or emergency response.
- Protection of the environment where degradation will adversely impact public safety
- Protection of private property.
- Distribute resources in a manner which provides the most benefit for the amount of resources expended.
- Coordinate citizen appeals for assistance through the Public Information Officer at the EOC. Citizens will be given information through local media about where to make these requests.
- Escalate the activation of other available resources by activating mutual aid agreements with other jurisdictions.
- Should the emergency be of such magnitude that all local resources are committed or expended, the City Manager request assistance from Regional, State, and Federal sources.
- Activation of Regional, State, and/or Federal resources will be accomplished in a timely manner through a request for declaration of a local disaster emergency.

NOTE: See Disaster Declaration and Reporting, Section Two, this volume.

10.3 EMERGENCY FISCAL MANAGEMENT

During a disaster emergency, Wrangell is likely to find it necessary to redirect city funds in order to effectively respond. Although the authority to adjust department budgets and funding priorities rests with the city council, emergency procurement authority is delegated to each department director.

Tracking the expenditures related to an incident is the responsibility of the Finance Section on the Incident Management Team. This section will be staffed by members of the Finance Department

NOTE: For ICS position descriptions and position checklists refer to the NIIMS Incident Command System, Field Operations Guide (ICS-420).

If a disaster in the City of Wrangell requires redirection of city fiscal resources beyond the procurement authority of department directors, the following general procedures will be followed:

- The City Council will meet in emergency session to decide how to respond to the emergency funding needs.
- If a quorum of Councilors cannot be reached, and if a prompt decision will protect lives, city resources and facilities, the environment, or private property, the City Manager, Department Directors or their designates, may act on emergency funding requests.
- In order to facilitate tracking of financial resources committed to the incident, and to provide the necessary documentation should a disaster declaration be necessary, a separate charge code for all incident-related personnel time, losses and purchases will be established by the Finance Section or Department.

10.4 INCIDENT COMMAND

Wrangell's emergency response to a major event may involve a variety of local, regional, state, federal, and private sector resources. No single agency or department will have the necessary resources to carry out all response activities. Coordination, direction and control of all response resources will be provided by the Incident Management Team organization managing the incident.

In a major emergency, or if an incident is one part of an area-wide disaster, the Emergency Operations Center (EOC) will be activated, and the Incident Command System and structure described in the Incident Command System Section of this volume will be implemented. When the EOC is activated, overall incident management, direction and control will come from the Incident Commander and staff of the Incident Management Team. On-scene tactical direction and control will remain the responsibility of the Operations Section Chief.

10.5 MUTUAL AID

The city maintains mutual aid agreements, both formal and informal, which facilitate bringing additional resources to the scene of an emergency. Each department is responsible for developing those agreements necessary to augment available resources. Some of these agreements are outlined below:

- Agreement among local law enforcement agencies to provide back-up law enforcement services.
- Mutual aid agreements among local fire organizations. These agreements are on file in the Fire Department.

10.6 DONATIONS MANAGEMENT

During a major disaster emergency, the issue of donations usually arises. There are two categories of donations, solicited and unsolicited.

Solicited donations occur when high priority needs cannot be satisfied quickly through procurement and hiring, or when cost begins to outweigh time as a consideration and an appeal is made through the Logistics Section with coordination with the Public Information Officer for donations of the good and/or services required.

Unsolicited donations occur when goods and services pour into the area impacted by the disaster emergency due to the generosity of people who perceive that the goods and services are needed or due to the poorly communicated resources needs of the Incident Management Team. Sometimes these donations are inappropriate and/or far in excess of local needs. Recipient communities must be prepared to handle this influx of goods and services.

The management of donations can be dealt with in either of two ways: the appointing of a Donations Manager within the Logistics Section on the Incident Management Team; or the delegation of donations management work to voluntary agencies such as the Seventh Day Adventist Church coordinating with the Incident Management Team. The important thing is to ensure that the entire process of Donations Management is well coordinated.

Those jurisdictions electing to use volunteer agencies to manage donations need to coordinate and link those agencies closely with the Logistics Section. Each will rely on the Incident Management Team transportation, distribution and traffic flow systems. Each needs access to other's information regarding needs and supply. Donations Management can supplement the Logistics Section's efforts to obtain certain items and should also relay useful offers and bids from the contractors and vendors that inevitably call the EOC.

If a jurisdiction is anticipating an extensive donation of goods and services, the following facilities to handle donations may be appropriate:

- **Donations Coordination Center/Phone Bank** - At a Donations Coordination Center, representatives of the jurisdictions government and volunteer agencies or assigned staff of the Incident Management Team, screen unsolicited donation offers and match them with possible recipient organizations. Jurisdictions might choose to set up an "800" phone number at this facility.
- **Checkpoints** - Checkpoints permit inspection, scheduling and routing/rerouting of inbound vehicles bearing donations.
- **Reception Centers** - A Reception Center serves as a collection point and sorting area for unsolicited donations of goods. It should be located as close to air, water, road and rail transport facilities as is feasible outside the disaster area. Other considerations include parking, covered storage space and ample room for trucks to maneuver.
- **Warehouses** - Where possible, the donations effort should rely on volunteer agencies own warehousing capacity. However, should additional space be necessary, particularly when disposal of donations becomes difficult, the jurisdiction should have on hand information from Realtors to locate suitable warehousing space quickly.
- **Distribution Centers** - Goods are distributed directly to victims at Distribution Centers. Churches and volunteer agencies own are good locations. In State or Federally declared disasters, Distribution Centers and Disaster Recovery Centers (DRCs) can be collocated or fairly near one another to allow "one-stop" service delivery to the affected public.

NOTE: For ICS position descriptions and position checklists refer to the NIIMS Incident Command System, Field Operations Guide (ICS-420).

10.7 VOLUNTEER MANAGEMENT

During a major disaster emergency, the issue of the convergence of large numbers of volunteers who often respond, must be effectively dealt with. One way is to use the position of Volunteer Manager.

The Volunteer Manager is responsible for the overall management of the volunteer program, including communications, recruitment, training and referral. The Volunteer Manager is part of the Incident Management Team and can be placed either in the Planning Section or the Logistics Section, to identify issues and needs where volunteers can be utilized and provide assistance. Communications with the Public Information Officer and other members of the Incident Management Team is important to the success of this program.

The Volunteer Manager would operate a Volunteer Referral Center, opened immediately after the incident occurs, to respond to needs for resources. The Public Information Officer will work with the local media to provide the public with information to contact the referral center.

As volunteers contact the referral center, they will be referred to the appropriate agencies where they can best contribute their skills and interest. The center will provide initial screening and orientation. Once the volunteer is referred, the agency will be responsible for further screening, training and supervision.

10.7.1 Insurance/Liability

In most cases, volunteers will be referred to volunteer agencies who will be directly responsible for placing most volunteers in the field. At this time there is no state provided umbrella for insurance/liability/workman's compensation coverage to use volunteers in a disaster emergency, so local jurisdictions need to decide whether to use volunteers and provide coverage under their umbrella or refer volunteers to service agencies who carry insurance coverage's for their workers. Note, agencies like the American Red Cross and others will only use volunteers who have had that agency's specific training and are approved for use by that agency. This can create difficulties with the convergence of non-agency trained volunteers and their use in disaster operations in regard to insurance/liability/workman's compensation issues.

10.7.2 Facility Requirements

The Volunteer Referral Center requires easy public access, a room for reception and for training, and communications capabilities. The actual facility depends on the magnitude of the disaster emergency. The center could be co-located in the EOC, or other facilities such as a school, church, recreation center, community hall, etc. used. Some of the supplies needed include: computers, telephones, fax machines, copiers, office supplies, etc.

It is advantageous to set up and publicize a separate "800" number for interested volunteers.

10.7.3 Coordination with Social Service Agencies

In an emergency situation, many resources are stretched to the maximum and need of additional personnel resources. Needs for volunteers will arise as a disaster emergency develops.

To maintain a process for coordinating needs and resources with local agencies, prior to a disaster emergency, training sessions with agencies and potential volunteers will familiarize new personnel on how volunteers are utilized during and incident.

During response and recovery operations, the following process will be used to identify needs and place volunteers:

- As soon as possible, a Volunteer Referral Center will be established.
- An "800" number and fax number will be established and publicized.
- Agencies are to submit forms the referral center for needed volunteers.
NOTE: See Volunteer Request Form, APPENDIX D, this section, this volume.
- Working with the Public Information Officer, information will be distributed to the local media for those interested in volunteering.

- As potential volunteers contact the referral center, they will be screened and referred to the agencies or organizations based on their skills and availability. The referral agency will be responsible for additional screening, approving assignments of volunteers, training and supervision.

10.7.4 Training and Skill Identification

The implementation of a process for identifying volunteer's skills and training needs for specific volunteer jobs is essential to provide the local jurisdiction with a cadre of well trained, safety conscious volunteers ready to be used in a disaster emergency.

A training module should be presented to interested volunteers to cover the following topics:

- Basic orientation to the Emergency Response Plan.
- Procedures for general and specific jobs e.g., shelter workers, referral center, logistics training, clean-up organization, food distribution, wildlife rescue and rehab, etc.
- Special site hazards, environmental and cultural issues.
- Safety training.
- Liability
- Limitations on non-professionals.

A data base of volunteers who have completed the training and registered for specific jobs will be used to activate workers.

In a response effort, volunteers not pre-trained will fill out a registration form listing preferences and skills. If not placed immediately, these will be available to the referral center as requests are received for volunteers. NOTE: See Volunteer Registration Form, APPENDIX C, this section, this volume.

Appendix A: Volunteer Request Form

Date _____

Agency/Organization _____

Mailing Address _____

Contact _____ Phone _____ Fax _____

JOB DESCRIPTION

Title _____ Number of Volunteers Needed _____

Description _____

Duties	Specific Skills or Knowledge Needed	Training provided?
1.		
2.		
3.		
4.		

Equipment or special clothing needed _____

Additional training provided by agency _____

Location of job _____

Date volunteer(s) needed _____ Time(s) needed _____

Please check if available:

☐
☐
☐

Restrooms

Parking

Safety Equipment

☐
☐
☐

Transportation to work site

Telephone

Volunteer should report to the following person for additional screening and training:

Name _____

Phone _____

Location _____

Fax _____

Appendix B: Volunteer Registration Form

Date _____

Name _____

Phone(daytime) _____ (evening) _____

Mailing Address _____

Volunteer Training Completed: Yes(date) _____ No _____

Experience/Skills (please circle those you are experienced in):

☐
☐
☐

Office

Computer

Radio Communication

☐
☐
☐

Volunteer Management

Other _____

Placement preference (please circle your preferences):

☐
☐
☐

Clerical

clean-up

shelter assistance

☐
☐
☐

bird wildlife rescue, rehab

food, supply distribution

other _____

Emergency Contact

Name _____ Phone: _____

Daytime _____

Evening _____

Address _____

City _____ State _____ Zip _____

WAIVER

Signature _____ Date _____

Placed _____

Date _____ By _____

SECTION 11 ORGANIZING FOR SPECIAL INCIDENTS

Emergency Operations Center

Unified Command

Regional Multi-Agency Coordinating Committee (RMAC)

Special Incident Organization

Oil Spill Incident

Hazardous Materials Incident

Multi-casualty Incident

Appendix A: EOC Supplies

Appendix B: EOC Manager Responsibilities & Duties

11.1 EMERGENCY OPERATIONS CENTER

During a disaster emergency, the use of the Emergency Operations Center (EOC) as a centralized management center to facilitate policy making, coordination, and overall direction of responding forces in large-scale disaster emergency situations greatly facilitates the management of the overall incident. The Incident Commander will direct all response and recovery activities from the EOC. This method is used by many communities and is very useful in situations where the community has received warning that, within a given time period (e.g. 72 hours), it may experience the effects of a specific threat (e.g., severe storm, riverine flood, etc.). In such situations there are a number of operational actions and measures that must be taken before the consequences of the disaster emergency directly impact on the community or an incident site is established. These include issuance of emergency information to the public, suspension or curtailment of government and public services (health, welfare, public safety, judicial, etc.; school and business closure; cancellation of public events, etc.), evacuation actions, mass care activities (to include set up and staffing of shelters to receive, feed, and care for evacuees). This method is also useful in situations where the community is struck by a large-scale disaster emergency (e.g., earthquake) that severely impacts the entire community with little or no warning. In such situations, centralized direction of response organizations provides the Incident Commander an opportunity to:

- Get a clear picture of the scope of the situation throughout the community based on information received in the EOC.
- Work closely with the appropriate representatives from the emergency services organizations (fire, police, public works, health and medical) and other supporting agencies so that response actions and activities can be prioritized based on the overall situation in the community.
- Redirect or adjust response actions and use of resources to meet the needs of disaster victims and protect property as the situation warrants.

11.1.1 Description

The Emergency Operations Center (EOC) is a facility designated for managing the disaster emergency. It is where the Incident Management Team makes decisions to allocate and coordinate resources, provides for incident communications coordination and directs the overall disaster emergency response. It provides for the centralized locating of the five functional sections of the Incident Management Team: Command; Operations; Planning; Logistics; and Finance.

By locating the incident management team in a single facility, the emergency operations center (EOC), the following advantages are realized:

Centralizes Incident Management

- Provides central point where all information pertaining to the incident is received and analyzed, incident priorities are determined, strategies are developed and critical resources are assigned to tactical operations.
- Provides for the efficient and effective use of all modes of communications available for the incident.
- Enhances coordination between involved agencies. All involved agencies, departments, and organizations must be willing to coordinate activities with each other. By locating agency representatives in the EOC, or providing for scheduled points of contact, effective lines of communication can be established to facilitate this coordination.
- Provides for sustaining operations during extended periods of time. By locating the incident management team in an EOC, the entire response can be managed and disruptions minimized to the organizations not directly involved, so they may continue with their normal duties and responsibilities.
- Establishes continuity of the response efforts through "round-the-clock" staffing at a centralized point, the EOC. This also provides for systematic means to conduct planning and tactics meetings and brief members of the IMT of the new elements of the incident action plan through shift briefings when shifts change.
- Provides for a single location to focus attention on the incident. An EOC not only provides a facility with operating space for the functional areas of the IMT, but also provides a centralized location to

conduct planning meetings, tactics meetings, shift briefings, media briefings, press conferences, public information releases and other information dissemination.

Provides for Situation Status Management

- Establishes a central location for information to be gathered, analyzed, tracked, displayed, distributed and stored.
- Provides for the verification of information by authorized members of the incident management team.
- Provides for immediate availability of incident information.

Provides for Resource Status Management

- Establishes a single location for all resource status information. By requiring all resources to be tracked (e.g., personnel, equipment, aircraft), their location and status are immediately available to members of the IMT to facilitate the matching of, or need for, resources to achieve the strategic objectives of the Incident Action Plan.

11.1.2 EOC Requirements

The EOC must be accessible, must lend itself to 24 hour operations, must support your communications system, and must have some food service capabilities.

Facilities and equipment for the EOC should be pre-identified, procured and available for immediate set-up. They include the following:

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Office Space	The EOC needs adequate space to support the activities of the IMT. This is a function of the size of the IMT, the phase of the disaster emergency, and the jurisdictions and agencies involved. Adequate space is needed to co-locate functional areas (Plans, Logistics, etc.) and agencies that need to interact with each other, as well as access to communication and display systems.
Lighting	The EOC needs to have adequate lighting for staff to carry out their duties. An auxiliary power source is mandatory for the EOC, either permanently hardwired for the facility or the ability to convert to an external power source in a minimum of time and disruption.
Heating and Cooling	Similar to adequate lighting with the same needs for auxiliary power and/or auxiliary sources of heat.
Security	The EOC needs to be easily secured against intrusion. Access to the EOC should be allowed to only authorized personnel and staff.
Communications Equipment	It is vital that the EOC have adequate communications equipment and that it is accessible to all personnel.
Telephones	Adequate numbers of handsets, incoming and outgoing lines, and switchboards are required to handle the information flow of an incident. It is strongly recommended that at least twelve phone lines be provided.
Fax Machine	A fax machine for transmittal of hard copy information in real time. It is recommended that at least two fax machines be provided for, one for outgoing messages and one for incoming messages.
Computers	Computer hardware with adequate data storage space, priority use, and support personnel for the management of incident information and data. Internet capability is desirable for accessing online emergency resources. Mechanical back-up systems such as resource locator systems and hand written display boards are recommended.
Incident Radios	Access to incident radios for the respective sections needs to be provided for.
Amateur (HAM) Radios	A suitable area for the amateur (ham) radio operators needs to be provided for. Requirements for power sources, antennas, etc. need to be met.
T.V.'S and Radios	Adequate numbers of T.V.'s and radios need to be provided for in the EOC to monitor press releases, news media and gather incident information.
Briefing Area	An area separate from the main EOC operations area where meetings and briefings can be conducted for shift briefings, strategy meetings, news media briefings and others that will not adversely impact the EOC operations.
Food Service	An area for serving and/or preparing meals and/or foodstuffs for the EOC staff. Some provisions need to be made to feed EOC staff. At the very least, hot and cold beverages and snack food needs to be available at the EOC.
Drinking Water	An adequate supply of drinking water should be on site, especially a back-up supply (e.g., bottled water) for use by personnel in the EOC.
Toilets	Adequate toilet facilities need to be provided for the EOC staff.
Office Supplies	An adequate amount of office supplies and equipment such as tables and chairs to support the EOC staff needs to be available.
Noise Level in EOC	A relatively quiet work area is required for all functional areas to efficiently and effectively conduct business. Minimize noise disturbance in the EOC from equipment (e.g., generators, apparatus, machinery), media briefings, and groups of people.
Crowding	Only individuals required to perform IMT duties should be allowed in the EOC. Do not use facilities that would impact and hinder response agencies (i.e. fire, police, public works, etc.) nor hinder government functions that need to be provided in addition to the disaster emergency response.

EOC Configuration

The EOC may take on many shapes and forms. The layout may be standardized, permanently designed and set up to be used in all disaster emergencies, or it may be a flexible setup based on the facility chosen and the kind of response to a specific incident. The layout of the EOC will be determined by several factors:

- Number of members of the Incident Management Team.
- Size, shape, and number of the room(s) available for the EOC.
- Location of the communications systems equipment to be utilized.
- "Real life" information acquired through actual activation and use of the EOC.

The basic layout showing the placement of furniture and office equipment, location of displays and maps, and the communications systems array within the EOC should be depicted in a floor plan drawing.

Variations in the magnitude and type of disaster emergencies may necessitate modifications to the EOC layout. Since the management of a disaster emergency entails different phases that have unique characteristics, the configuration of the EOC may be changed to reflect the different numbers and make-up of the IMT personnel.

Given that each disaster emergency has many unique characteristics, there are general elements that should be considered when designing the layout of the EOC.

- IMT functional sections (e.g., plans, logistics) should be positioned adjacent to displays that require their input and posting of information that they manage.
- IMT operational personnel and functional sections utilizing their own communication nets, must either be located near their communications equipment or have the capability to move the equipment to their location in the EOC.
- The Incident Commander needs to manage the overall incident, therefore needs to be located so that he/she can be informed at all times of the current status of the incident.
- IMT members whose functional responsibilities cause them to interact frequently, or have a need to coordinate together should be co-located.

Controlling the flow of information into, out-of, and within the EOC is one of the greatest challenges during actual EOC operations. An information flow path must be implemented, with a method of tracking and verify this information established. In order for the members of the IMT to accurately access the status of a disaster emergency, a system to manage this flow of information is necessary.

During a disaster emergency, a major responsibility of the Public Information Officer will be to respond to request for information from the general public. The telephone operators within the EOC communications center will be flooded with request for information pertaining to the incident. If timely and accurate information is not provided, these requests for information will be made to the response agencies (e.g., police, fire, EMS), greatly hindering those agencies. The EOC communications center must be structured to handle and respond to public inquiries in a timely fashion. A bank of telephones within the EOC communication center, a "rumor control" for public inquiries, provides for this need. Personnel operating in rumor control must have accurate and current information provided by the Public Information Officer and approved by the incident commander for release to the public.

11.2 UNIFIED COMMAND

Unified command is a command structure which provides for all agencies who have jurisdictional responsibility for the incident, either geographical or functional, to jointly manage an incident through a common set of incident objectives, strategy, and priorities.

A representative from each of the involved jurisdictions shares in carrying out the command function, collectively directing incident management. Although the command function is shared, as a point of practicality, the commander with the department/agency that has the greater incident priorities and/or objectives, should be designated the primary commander for ease of chain of command.

The concept of Unified Command simply means that all agencies who have jurisdictional responsibility at the incident contribute to the process of:

- Determining overall incident objectives.
- Selecting strategy.
- Ensuring that integration of tactical activities will be accomplished through the assignment of a single Operations Section Chief.
- Making maximum use of all assigned resources.
- Agreeing to resource ordering processes including who pays for what.

11.2.1 Unified Command Goals

- Improve the information flow and interfaces between all agencies.
- Develop a single collective approach to the incident regardless of its functional complexities.
- Optimize the efforts of all agencies as they perform their respective missions.
- Reduce or eliminate duplicate efforts or omissions.
- Improve each department/agency's awareness of the plans and actions of all others.
- Ensure that all agencies with responsibility for the incident have an understanding of their organization's goals, objectives, and restrictions.
- Ensure that no department/agency's authority will be compromised.
- Develop one set of objectives for the entire incident.

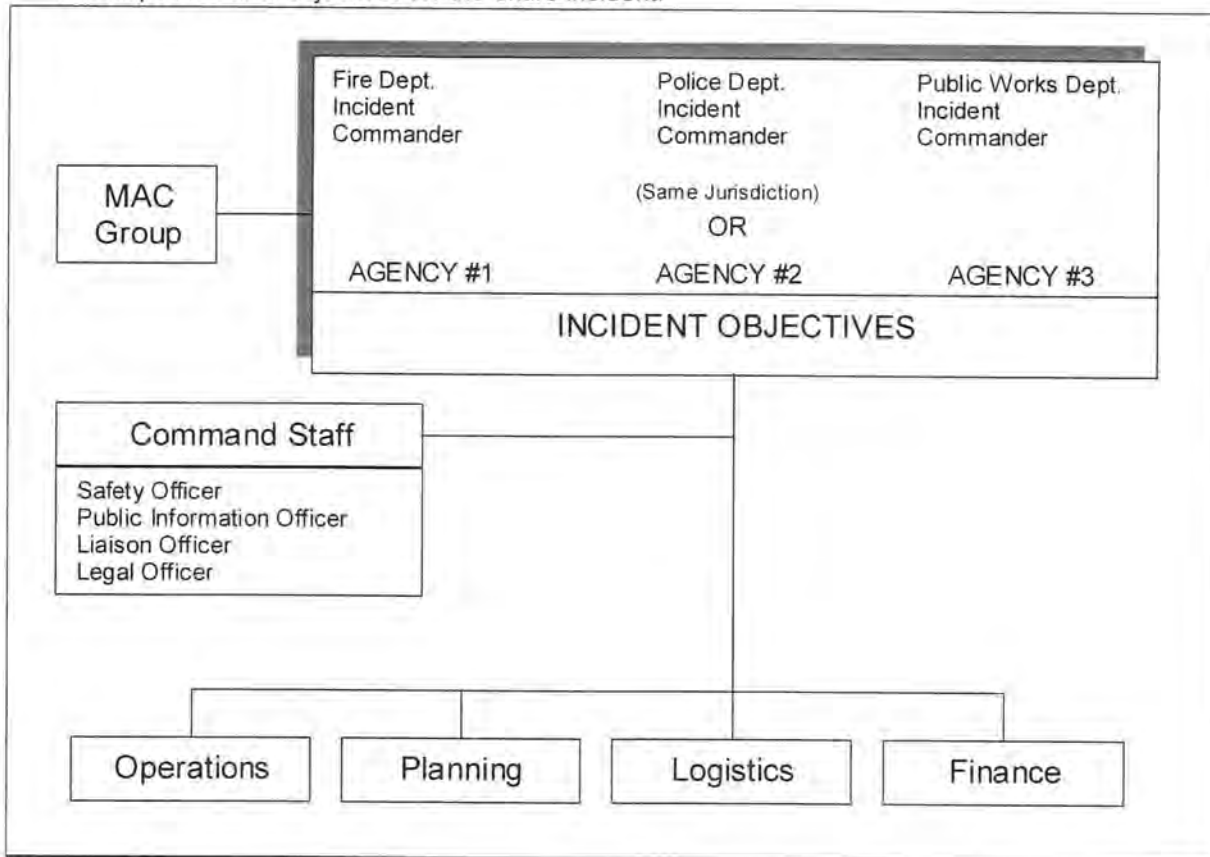


Figure 11-1, Unified Command

11.3 REGIONAL MULTI-AGENCY COORDINATING COMMITTEE (RMAC)

A RMAC would normally be established when the character, complexity, and intensity of the emergency situation significantly impacts or involves more than one agency. Members of the RMAC are agency representatives who have line authority or delegated line authority for the purposes of decision making. The purpose of the RMAC is to get decisions made by the right people in a timely manner and to get the

needed actions implemented. Members of the RMAC can include district managers, area managers, park superintendents, forest supervisors, local city mayors, city managers, council members, and assembly members. If a governmental entity is participating in or being impacted by the situation, it may/should be represented on the RMAC.

Activation of the RMAC is for the intended purpose of improving interagency coordination at the top management level. The duties and responsibilities of the RMAC are as follows:

- Being informed of the overall situation.
- Setting priorities.
- Acquiring or allocating resources.
- Coordinating state and federal disaster declarations.
- Providing a political interface with the incident activity.
- Coordinating the information to other agencies and the publics.

The goal of the RMAC is to improve the quality and timeliness of the execution of these duties and responsibilities. If it can't or isn't doing this, it is not needed and becomes a negative influence.

It is very important that the RMAC set the pace for what is to be done and not get involved in doing it. Two products of the RMAC are decisions and direction, and can take the form of:

- Policy establishment.
- Policy modification.
- Directions (procedures, standards, methods).
- Guidelines (soft direction).

The standard criteria to be used by the RMAC in establishing priorities are:

- 1) Potential to destroy:
 - Human life.
 - Property (type and amount).
 - Environment (type and amount).
- 2) Social ~ political and economic consequences.
- 3) Difficulty of control:
 - Growth potential.
 - Difficulty of terrain.

RMAC's provide off-site incident coordination. RMAC's are not an expansion of the IC system, but rather an expansion of the coordination and management system that support "on-the-ground" Incident Management Teams.

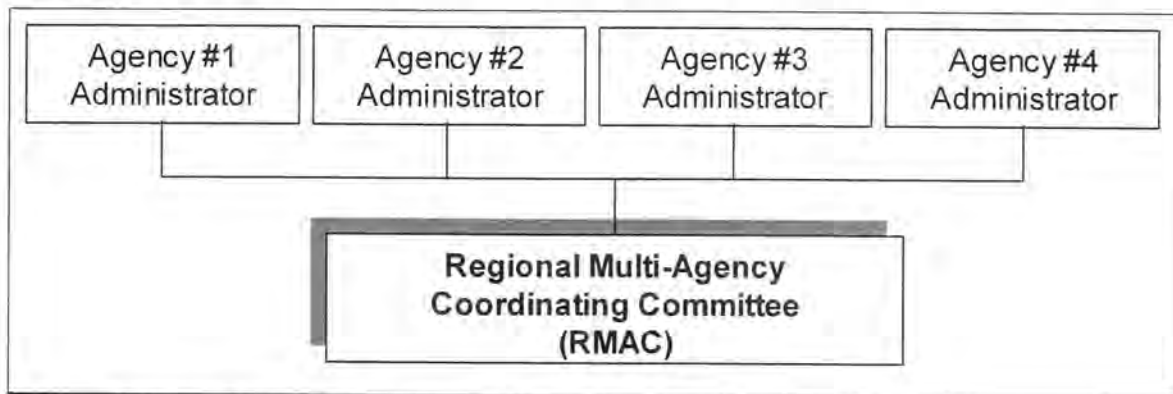


Figure 11-2, Multi-Agency Coordinating Committee (RMAC)

11.4 SPECIAL INCIDENT ORGANIZATION

There will occur special incidents in which the NIIMS Incident Command System will need to be modified slightly in order to address the unique characteristics that are inherent to these incidents. The basic ICS structure remains with the same five incident functions, with additional positions and lines of authority

added. These special incidents include, but are not limited to oil spills, hazardous material spills, and multicasualty incidents.

11.4.1 Oil Spill Incident

Due to the complexities of oil spills, many different agencies with jurisdictional authority and statutory functional responsibilities will be involved. A unified command structure is best utilized incorporating the Federal On Scene Coordinator (FOSC), State On Scene Coordinator (SOSC), Local On-Scene Coordinator (LOSC), and the Responsible Party On Scene Coordinator (RPOSC). This last individual would most likely be the primary IC, since that agency/organization/company is responsible and liable for mitigating the spill effects. The Local On-Scene Coordinator (LOSC) will be part of the Unified Command only when there is an imminent threat to public safety. In the absence of such a threat, the local community will be represented via the Regional Multi-Agency Coordinating Committee (RMAC).

For a detailed discussion of the response structure for oil and hazardous substance response, refer to the "Alaska Federal/State Preparedness Plan for Response to Oil and Hazardous Substance Discharge/Releases" (the Unified Plan) and the Southeast Subarea Plan. For position-specific checklists, refer to the **Alaska Incident Management System (AIMS) Guide for Oil and Hazardous Substance Response**.

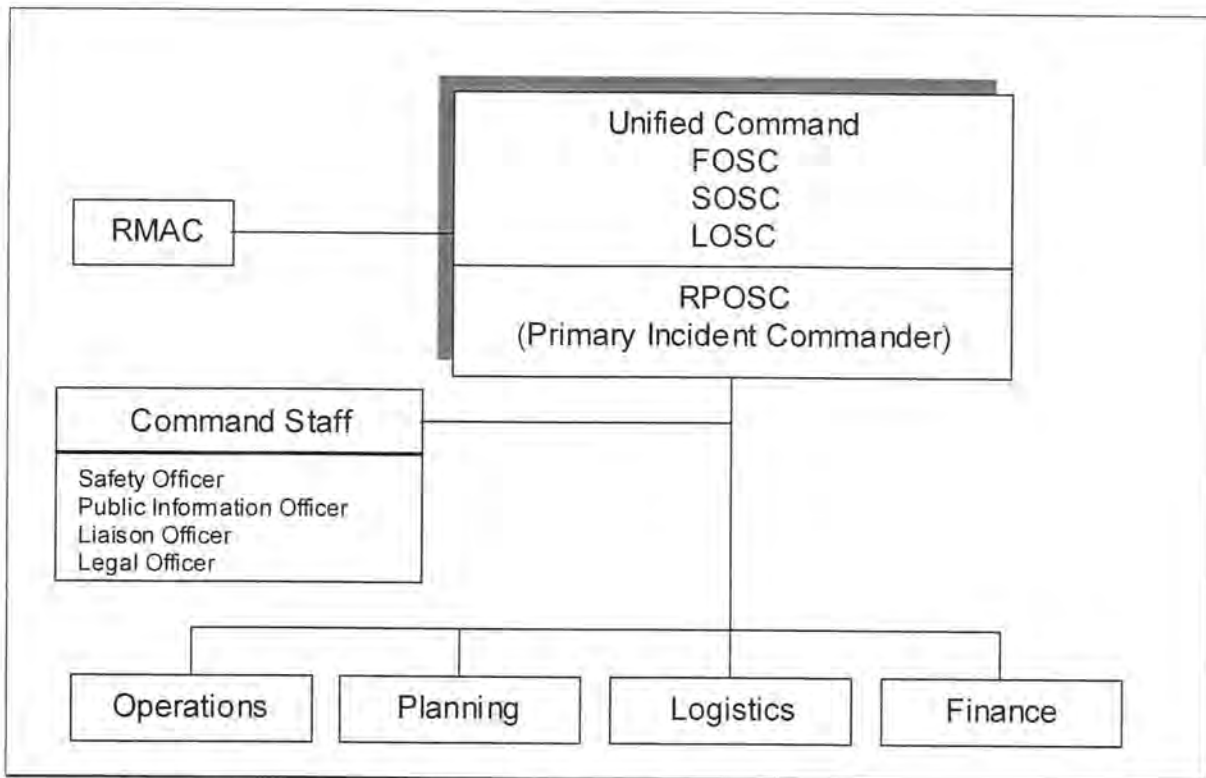


Figure 11-3, Oil Spill / Hazardous Materials Release Organizational Chart

11.4.2 Hazardous Materials Incident

The hazardous materials incident organization is designed to provide an organizational structure that will provide necessary supervision and control for the essential functions required at virtually all Hazardous material incidents. Controlling the tactical operations and movement of personnel and equipment will provide a greater degree of safety and also reduce the probability of spreading contaminants.

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The primary functions will be directed by the Hazardous Materials Group Supervisor, and all resources that have a direct involvement with the hazardous material will be supervised by one of the functional leaders or the Hazardous Materials Group Supervisor.

The three functional positions within the Hazardous Materials Group are:

Entry Leader	The Entry Leader supervises all personnel operating in the Hot Zone. The Entry Leader has the responsibility to direct all tactics and control the positions and functions of all personnel in the Hot Zone.
Site Access Control Leader	The Site Access Control Leader controls all movement of personnel and equipment between the control zones and has the responsibility for isolating the Hot and Warm Zone and ensuring that citizens and personnel use proper access routes.
Decontamination Leader	The Decontamination Leader ensures all rescue victims, personnel, and equipment have been decontaminated before leaving the incident.

The Hazardous Materials Group Supervisor manages these three functional responsibilities which includes all tactical operations carried out in the Hot Zone.

- All rescue operations will come under the group supervisor's direction. Evacuation and all other tactical objectives that are outside of the control zones are not the responsibility of the Hazardous material Group Supervisor.
- In addition to the three primary functions, the Hazardous Material Group Supervisor will work with an Assistant Safety Officer, who is hazardous material trained, and who must be present at the hazardous site.
- The Incident Safety Officer will have overall incident safety authority, with the Assistant Safety Officer working directly with the Hazardous Material Group Supervisor. The Group Supervisor may also supervise one or more Technical Specialists.
- Tactical operations outside of the controlled zones, as well as many other hazardous materials related functions will be managed by regular ICS positions. In most cases, the array of tactical objectives such as evacuation, isolation, medical, traffic control, etc., will be managed by Division ~ Group Supervisors. Other needs will be met by filling Command and General Staff Positions.

It is assumed that all hazardous material incidents will be managed under Unified Command principles because in virtually all cases several agencies will have some statutory functional responsibility for incident mitigation. Depending on incident factors, several agencies will respond to a hazardous materials incident.

NOTE: For ICS position descriptions and position checklists refer to the Alaska Incident Management System (AIMS) Guide for Oil and Hazardous Substance Response.

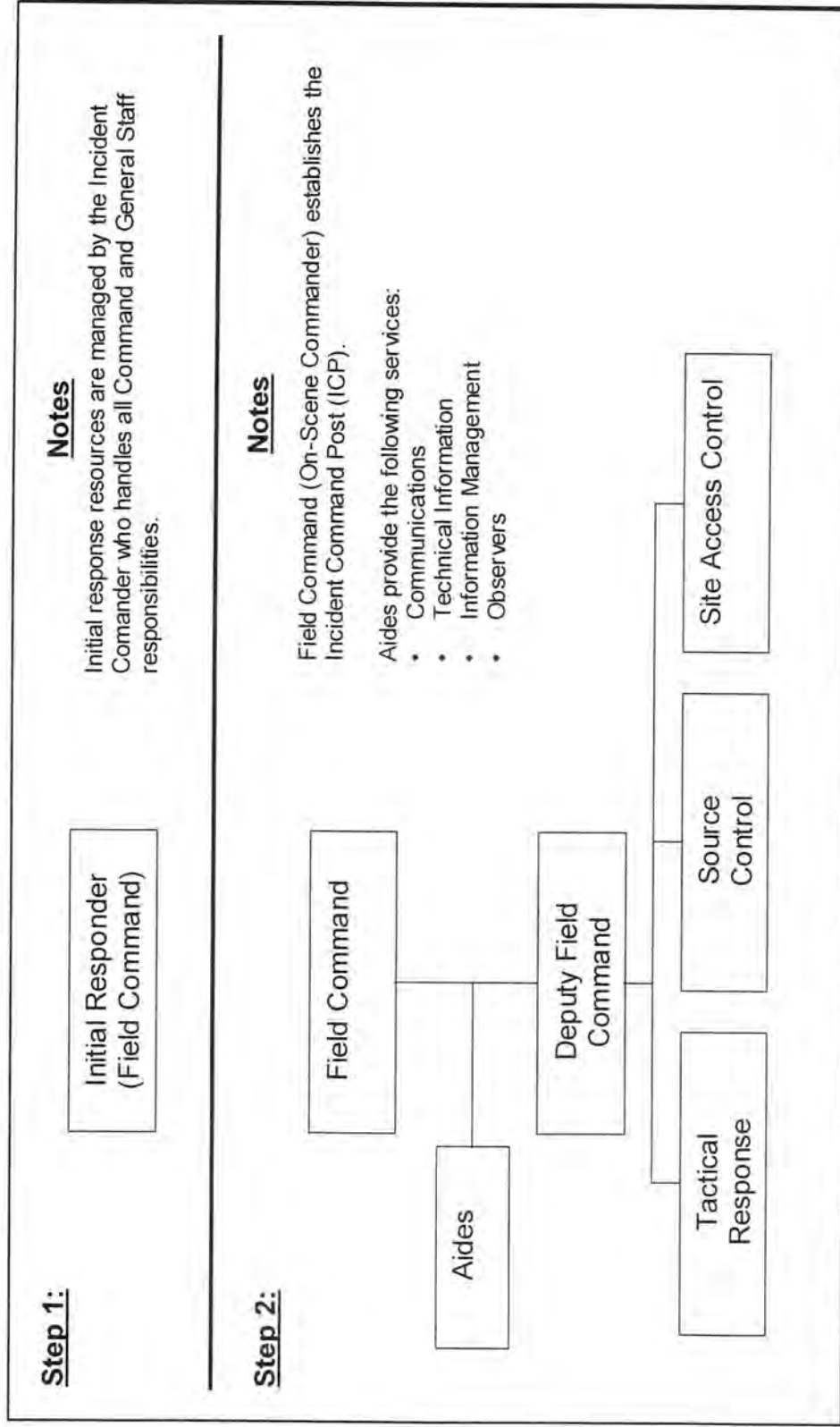


Figure 11-4, Hazardous Materials Incident Initial Response

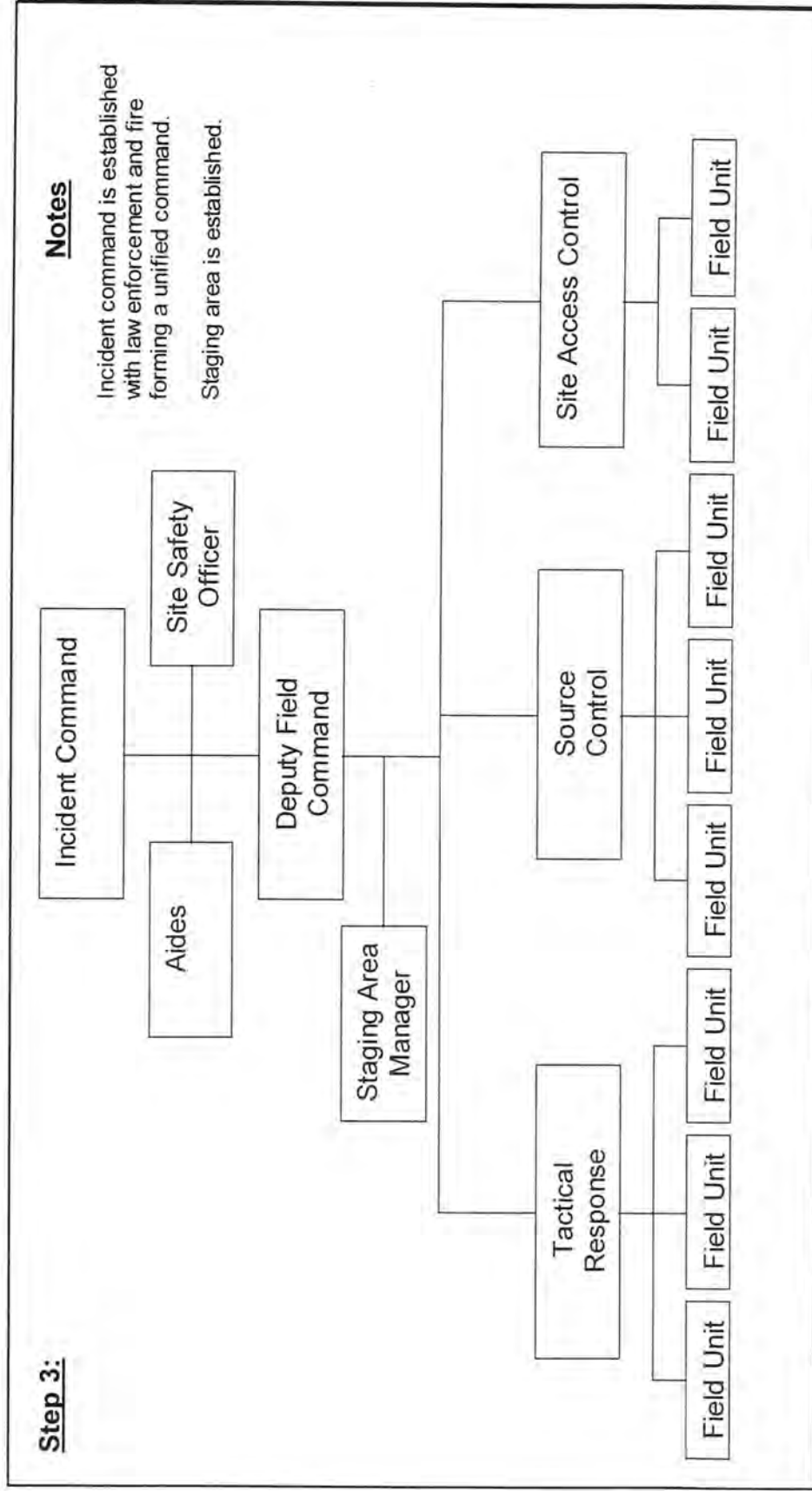


Figure 11-5, Hazardous Materials Incident Reinforced Response

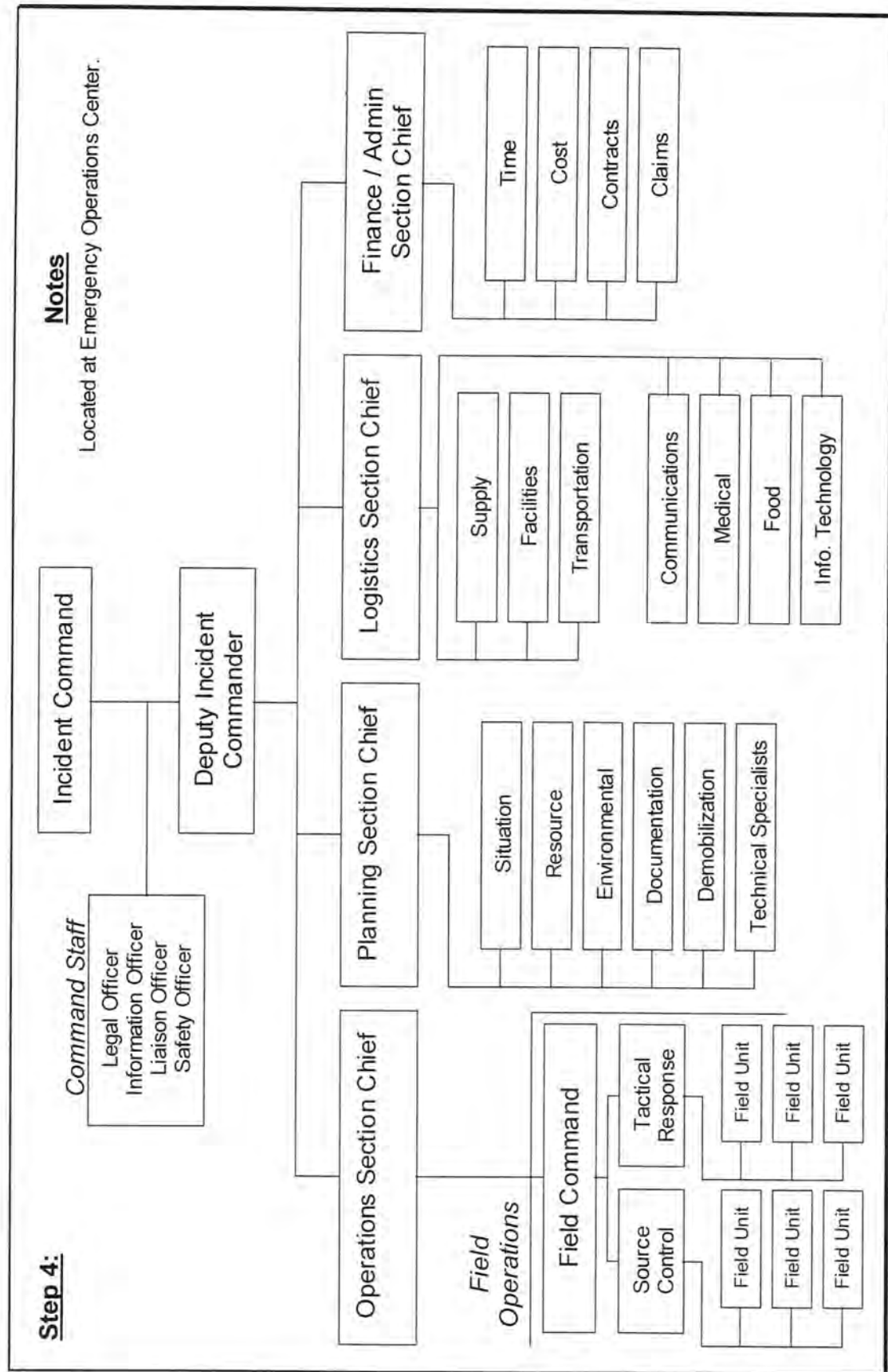


Figure 11-6, Hazardous Materials Incident Multi-Division Response

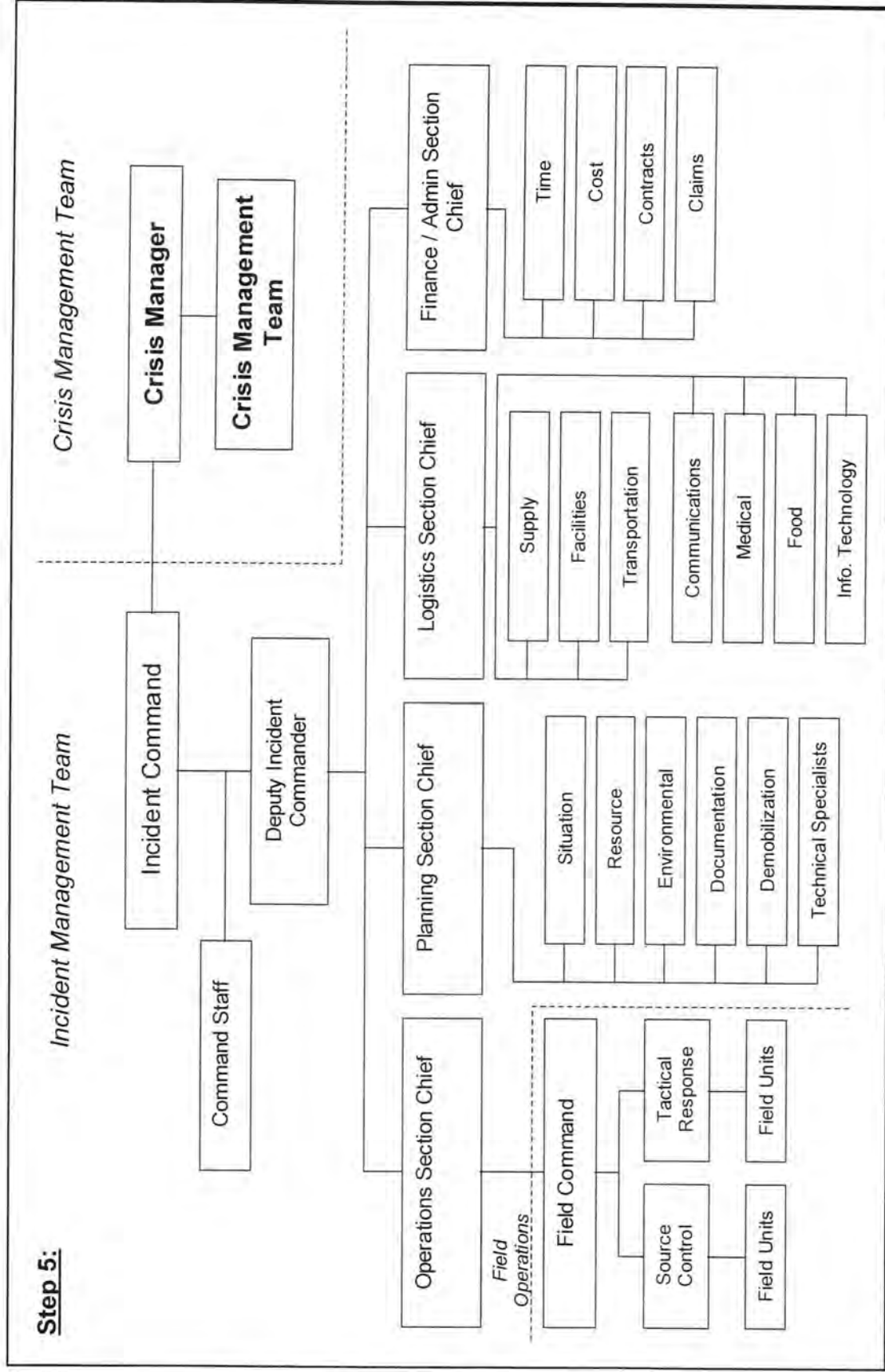


Figure 11-7, Hazardous Materials Incident Multi-Branch Response

11.4.3 Multi-casualty Incident

The following ICS organizational structure is designed to provide an organized response to multi-casualty emergency medical incidents, establishing the systematic sharing of emergency medical resources in order to provide appropriate emergency medical service.

This will establish an emergency medical organization within the Incident Command System. The Multi-casualty Branch Structure is designed to provide the Incident Commander with a basic expandable system for handling any number of patients in a multi-casualty incident.

One or more additional Medical Group ~ Division may be established under the Multi-casualty Branch Director, if geographical or incident conditions warrant. The degree of implementation will depend upon the complexity of the incident.

NOTE: For Multi-casualty Incidents, Medical Group and Patient Transportation Group position descriptions and position checklists, refer to the NIIMS Incident Command System, Field Operations Guide (ICS-420).

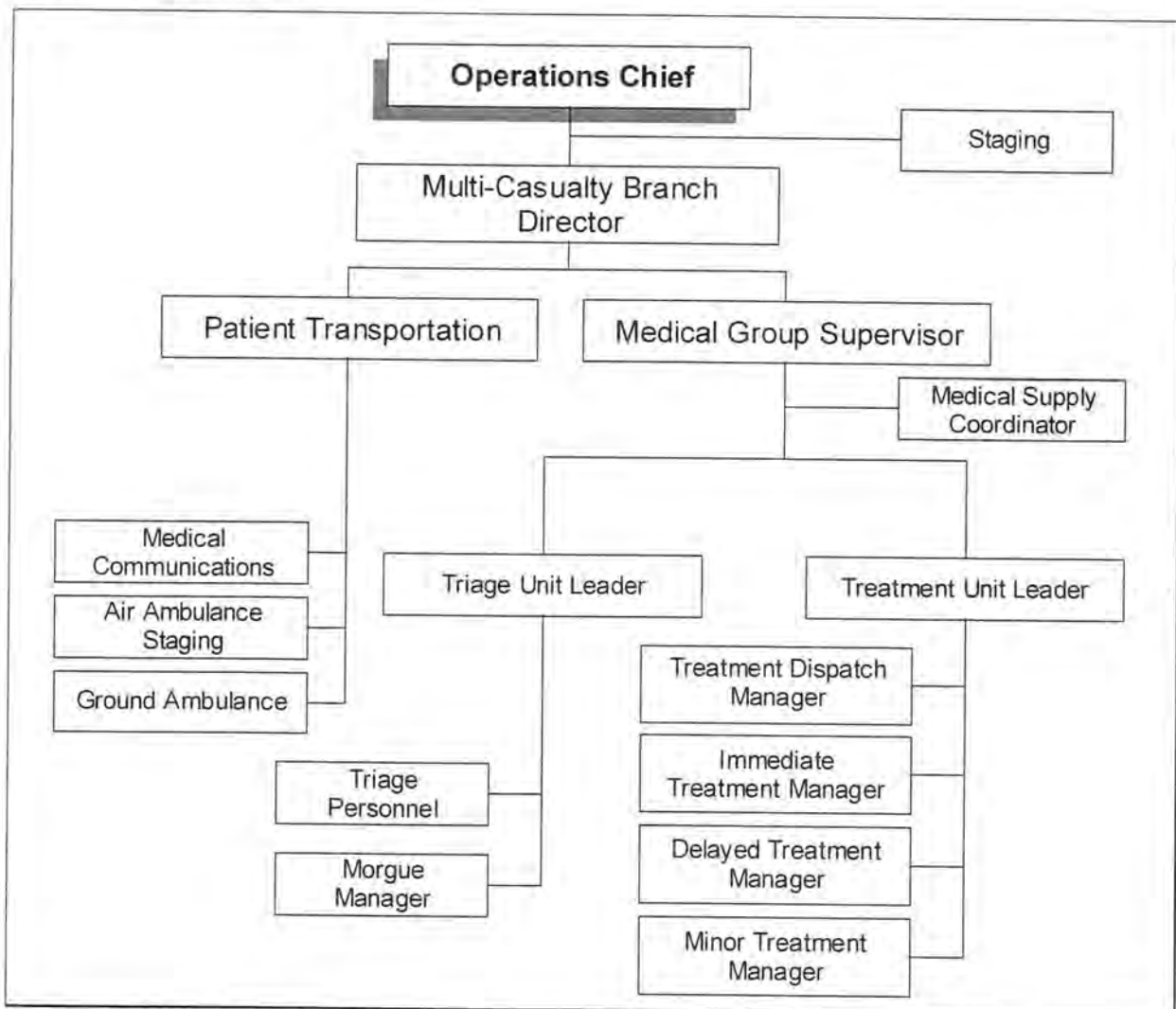
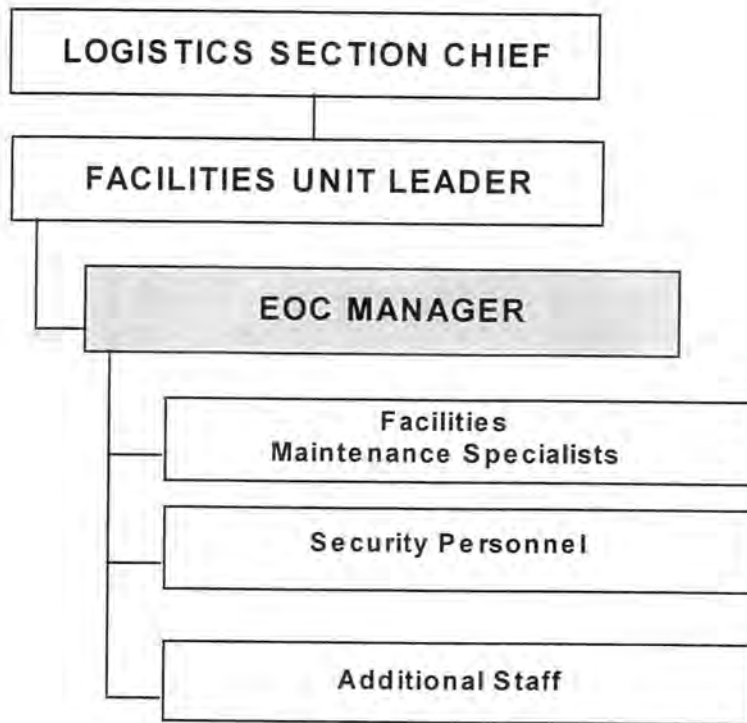


Figure 11-8, Multi-Casualty Incident Organizational Chart

Appendix A: EOC Supplies

☐ Auxiliary power	☐ Writing pads
☐ Telephones	☐ Pencils
☐ handsets	☐ Pens; black and red ink
☐ lines	☐ Assorted rubber bands
☐ switchboard	☐ Scotch Tape
☐ Fax machine	☐ Standard file folders
☐ Copy Machine	☐ Erasers
☐ Computer terminal	☐ Post-it- pads,
☐ Typewriters/word processors	☐ small
☐ T.V.s	☐ medium
☐ VCR	☐ large
☐ Radios	☐ Legal size writing pads
☐ Extension cords	☐ Legal size clipboards
☐ Tables	☐ Three hole punch
☐ Chairs	☐ File folder labels
☐ Overhead with screen	☐ 2" x 3" blank labels
☐ Bulletin boards	☐ Telephone memo call pads
☐ Display boards	☐ Dictionary
☐ Maps	☐ Erasable felt tip pens, assorted colors
☐ Map Pens (Vis a Vis) 8 colors	☐ Copy paper
☐ Clear plastic mylar	☐ Computer printer paper
☐ Flip Chart easel	☐ Fax paper
☐ Flipchart pads	☐ Boxes for filing
☐ Large manila envelopes 12" x 16"	☐ ICS forms
☐ Heavy duty staplers	☐ Other forms
☐ Heavy duty staples	☐ Name tags
☐ Standard desk top staplers	☐ Physical needs
☐ Standard desk top staples	☐ coffee
☐ Paper clips	☐ smoking area
☐ Staple puller	☐ restrooms
☐ Push pins	☐ food
☐ 1" masking tape	

Appendix B: EOC Manager Responsibilities & Duties



REPORTS TO	Facilities Unit Leader
REPORTS TO YOU	Facility Maintenance Specialists, Security Personnel and unit staff as assigned.
ICS FORMS PREPARED	ICS-214, 307
ICS FORMS REVIEWED	N/A
ICS FORMS APPROVED	N/A

The EOC Manager is responsible for ensuring that appropriate sanitation, security, and facility management services are conducted at the EOC.

- Obtain briefing from Facilities Unit Leader if activated or Logistics Chief.
- Determine personnel support requirements for the EOC facility.
 - Identify additional personnel required for establishing, operating, and demobilizing the EOC.
 - Request additional personnel from Facilities Unit Leader. Request should include:
 - Number of personnel needed.
 - Qualifications
 - Reporting location
 - Reporting time
 - Release any excess personnel.
 - Obtain necessary equipment and supplies.
 - Determine EOC requirements.

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- Review the incident action plan and logistics section instructions to determine the expected duration and scope of incident.
- Review any agency pre-plans to identify applicable facilities, locations, and layouts.
- Plan layout of EOC facility.
 - Determine services to be established at the EOC.
 - Kitchen, feeding area.
 - Sanitation
 - Sleeping
 - Showers
 - Supplies
 - Medical
 - Communications Center
 - Message Center
 - Determine the following requirements for the EOC.
 - Space
 - Specific location
 - Access
 - Lighting
 - Security
 - Safety
- Plan EOC layout in accordance with the requirements listed on the previous page. When using an established facility, use pre-planned layout.
 - Notify Facilities Unit Leader of established layout.
- Ensure that all facilities and equipment are set up and properly functioning.
- Make sleeping area assignments.
- Ensure strict compliance with all applicable safety regulations.
- Ensure that all facility maintenance services are provided.
 - Determine the types of maintenance services required, such as sanitation showers, policing, lighting, and safety.
 - Determine and request the number and type of personnel needed to perform maintenance services.
 - Provide Security Services.
 - Determine areas within the EOC where security must be provided.
 - Determine and request the number and type of personnel needed to provide security services.
 - Demobilize facilities in accordance with incident demobilization plan.
 - Review demobilization plan to determine scheduling for reduction of incident operations.
 - Identify reduced requirements for EOC.
 - Modify EOC planning based on reductions in personnel services.
 - Demobilize the EOC following the reduction schedule.
- Maintain Unit Log (ICS Form-214).

SECTION 12 TELEPHONE CALL LIST

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Agency		Telephone	Fax/Email
U.S. Environmental Protection Agency	Anchorage Office	907-271-5083	907-271-3424
	Region X, Seattle	206-553-1677 206-553-1263	
U.S. Forest Service, Tongass National Forest	Wrangell	874-2323	
	Chatham Area	907-747-6671	
	Sitka Ranger District	907-747-4220	
U.S. Fish & Wildlife Service			
Local / Regional / National Emergency Contacts			
Amateur Radio (Ham)	Joyce Bryner	874-3174	
	Jeremy Maxand	874-3709	
	Bob Kurtti	874-3849	
	Don Schrimmer	874-3830	
	Ronald Kline	874-2234	
American Red Cross	Anchorage Office	907-277-1538 907-552-1110	
CHEMTREC		800-424-9300	
ATSDR		404-639-0615	
Washington State Poison Control Center		206-526-2121 800-478-3193	
Newspapers	Anchorage Daily News		
	Wrangell Sentinel	874-2301	
	Sitka Daily Sentinel	907-747-3219	
Radio Marine Operator (channel 26)		483-2628	
Radio / TV Stations	KSTK 101.7 FM Stikine Radio Network	874-3293	874-2345
	KRSA-FM 94.9 FM	800-478-5772	
	GCI (Wrangell Cablevision)	874-2392 800-800-4800	
Salvation Army		874-3753	874-3433
Wrangell Search & Rescue		874-3223	
Wrangell Senior Center		874-2066	
Wrangell Senior Apartments		874-3944	
Hospitals & Health Care	Wrangell Medical Center	Brian Gilbert 874-7000	bgilbert@hisea.org
	Wrangell General Hospital	874-7000	
	Wrangell Mental Health	874-2373	
	Avenues to Recovery	874-3338	
	SEARHC Mt. Edgumbe Hospital	907-966-2411	
City of Wrangell			
Ambulance or Fire		911 874-3223	
Building Inspector		874-3904	
City Council	Fern Neimeyer, Mayor		874-2381
City Departments	City Manager	Dave Soulak	874-2381 874-3952 cmgwrgrg@seapac.net
	City Clerk	Christie Jamieson	874-2381 ctyclerk@seapac.net
	Finance Director	Jeff Jabusch	874-2381

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Agency			Telephone	Fax/Email
	Economic Development	Carol Rushmore	874-2381	ecodev@wrangell.com
	Planning and Zoning	Carol Rushmore	874-2381	ecodev@wrangell.com
	Tourism	Carol Rushmore	874-2381	wrangell@wrangell.com
City Engineer			874-3494	
Community Center			874-2191	
Fire Dept.	Tim Bunes		874-3223	wrgfd@seapac.net
Museum	Teresa Thibault		874-3770	museum@wrangell.com
Parks and Recreation	Brenda Gablehouse		874-2477	parksrec@seapac.net
Police Dept	Chief Tom Clemons		874-3304	wrgakpd@seapac.net
Ports and Harbors	Port Commission		874-2381	
	Dave Mork, Harbormaster		874-3736	harbor@wrangell.com
Public Library	Kay Jabusch		874-3535	library@seapac.net
Public Swimming Pool			874-2444	
Public Works Department	Bob Caldwell		874-3904	wrgworks@seapac.net
	Water and Sewer			
	Water Dam			
	Water and Sewer Bills			
	Waste Water Treatment Plant	Gail Glass	874-3458	wrgwwtp@seapac.net
		Joe Smith	874-3458	wrgwwtp@seapac.net
Wrangell Chamber of Commerce			874-3901	874-3905
Wrangell Cooperative Association			874-3481	874-2982
Wrangell District Court			874-2311	
Wrangell Municipal Light & Power	Tim Gillen		874-3602	wmlpak@seapac.net
	City Light Plant		874-3612	874-3614
	Electrical Inspector		874-2055	
Wrangell City Schools	Central Office		874-2321	
	Woody Wilson, Superintendent		874-2347	874-3137 woody_wilson@fc.wsd.k12.ak.us
	School Board		874-2347	
	Evergreen Elementary School		874-2321	
	Stikine Middle School		874-3393	
	Wrangell High School		874-3395	
	Community Schools		874-3395 ext. 245	
			874-3199	

SECTION 13 RESOURCE LIST

Section 13 RESOURCE LIST