

CITY OF SEWARD EMERGENCY OPERATIONS PLAN



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CITY OF SEWARD

The Gateway to Alaska

5th and Adams St.

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Seward, Alaska 99664

(907) 224-3331

<http://www.cityofseward.net>

How to Use This Plan

Before a disaster/emergency occurs:

- SECTION 1**
Background & Overview
 - Become familiar with the contents of this plan.
 - Conduct drills and modify the plan to reflect lessons learned.
- SECTION 2**
Disaster Preparedness & Hazard Mitigation
 - Use the Preparedness information and Hazard Analysis to plan for possible emergencies.

During a disaster/emergency:

- SECTION 3**
Plan Activation & Disaster Declaration
 - Activate IMT, issue disaster declaration, and initiate situation reporting.
- SECTION 4**
Organizing for Emergencies
 - Set up EOC and assemble Incident Management Team, and implement ICS.
- SECTION 5**
Alert, Warning & Evacuation
 - Initiate alert and warning, evacuate threatened or impacted areas.
- SECTION 6**
Response Action Checklists
 - Use the appropriate Hazard-Specific Response checklist.
- SECTION 7**
Public Information & Communications
 - Set up communication networks.
→ Initiate public and media briefings.
- SECTION 8**
Sheltering & Feeding
 - Establish mass care shelters.

Guidance for managing special incidents:

- SECTION 9**
Public Health & Multicasualty Incidents
 - Multicasualty incidents, public health crises, and emergency medical coordination.
- SECTION 10**
Cruise Ship Incidents
 - Coordinate and manage incidents involving cruise ship passengers and crew.
- SECTION 11**
Oil Spills & Hazardous Materials Incidents
 - Organizing under a Unified Command; response coordination.
- SECTION 12**
Terrorism & WMD Incidents
 - Preparing for and responding to biological, chemical, and radiological attacks.

After a disaster/emergency has occurred:

- SECTION 13**
Post-incident Actions
 - Complete damage assessment and post-incident review.
- SECTION 14**
Resource Management
 - Set up a system to order, track, and account for resource needs.
- APPENDICES**
 - Review information in Appendices.
→ Add new appendices as needed.

Developed by



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Introduction

PLAN ORGANIZATION

This Emergency Operations Plan (EOP) is divided into the following sections:

- 1. BACKGROUND AND OVERVIEW**
 - Background and Procedural Information
 - Emergency Management
 - Plan Management
- 2. EMERGENCY PREPAREDNESS & HAZARD ANALYSIS**
 - Disaster/Emergency Preparedness Information for individuals, community
 - Hazard Summary
- 3. PLAN ACTIVATION AND DISASTER DECLARATION**
 - How to activate the EOP and IMT
 - Disaster declaration and reporting
- 4. ORGANIZING FOR EMERGENCIES**
 - Incident Management Team (IMT) organization, responsibilities, and assignments
 - Where to find additional ICS forms and resources
 - Emergency Operations Center (EOC) facilities
- 5. ALERT, WARNING AND EVACUATION**
 - EAS, community alert systems, sirens
 - Sample messages for evacuation, shelter in place, other emergency announcements; sample evacuation order
 - Evacuation procedures and routes
 - Special populations
- 6. RESPONSE ACTIONS**
 - Hazard-specific Response Guides
- 7. PUBLIC INFORMATION AND COMMUNICATIONS**
 - Incident communications plan & tactical nets
 - Radio communications checklist
 - Local radio channels and frequencies
 - Public information flow & media guidelines
 - Media briefing facilities in the community
- 8. SHELTERING & FEEDING**
 - General shelter facility requirements
 - Services provided at mass care shelters
 - Roles and responsibilities for shelter management and operations
 - Mass Care Shelter Facilities List & Fallout Shelters
- 9. PUBLIC HEALTH AND MULTICASUALTY INCIDENTS**
 - Emergency Medical Services
 - Multi-casualty incident management
 - Mass casualty incidents

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10. CRUISE SHIP INCIDENTS

- Coordinating a cruise ship response
- Managing the evacuation and sheltering of passengers and crew

11. OIL SPILLS AND HAZARDOUS MATERIALS INCIDENTS

- Organizing for oil spills
- Integration with oil spill contingency plans, responders, organizations
- Hazardous materials response organization

12. TERRORISM AND WEAPONS OF MASS DESTRUCTION INCIDENTS

- Preparing for and responding to terrorism & WMD incidents
- Roles and responsibilities of local, state, federal agencies
- Emergency decontamination procedures

13. POST-INCIDENT ACTIONS

- Damage Assessment
- Post-incident Review
- Community Healing Programs

14. RESOURCES AND CONTACT INFORMATION

- Resource management policies and procedures
- Directory of Local Emergency Services, Medical, and Law Enforcement Resources (summary of capabilities and contact information)
- Guide to Additional Resources from Outside Agencies/Organizations

Appendix A: Forms

Appendix B: Sensitive Information - Not available in Public Version

Appendix C: Telephone Directory - Not available in Public Version

Appendix D: Acronyms & Glossary

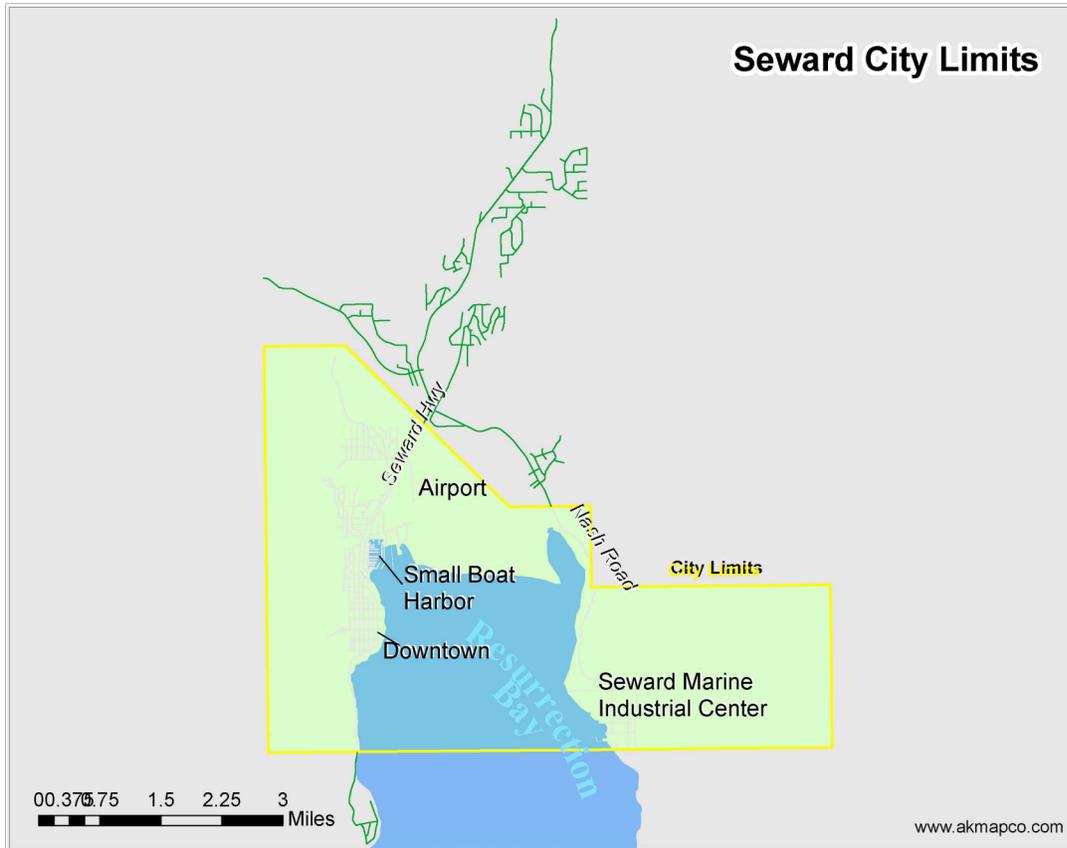
Appendix E: Resource Information Sheets (under development)

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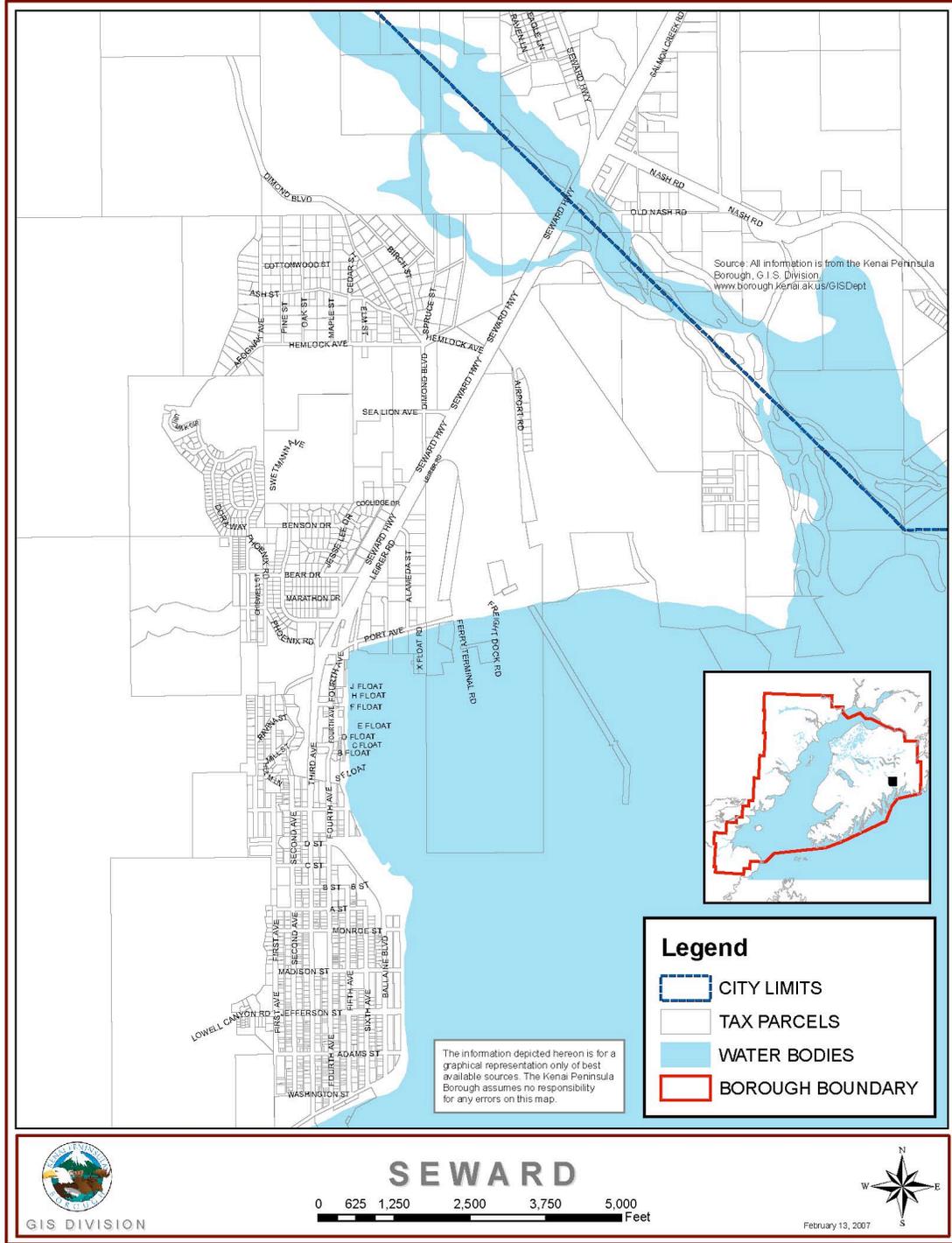
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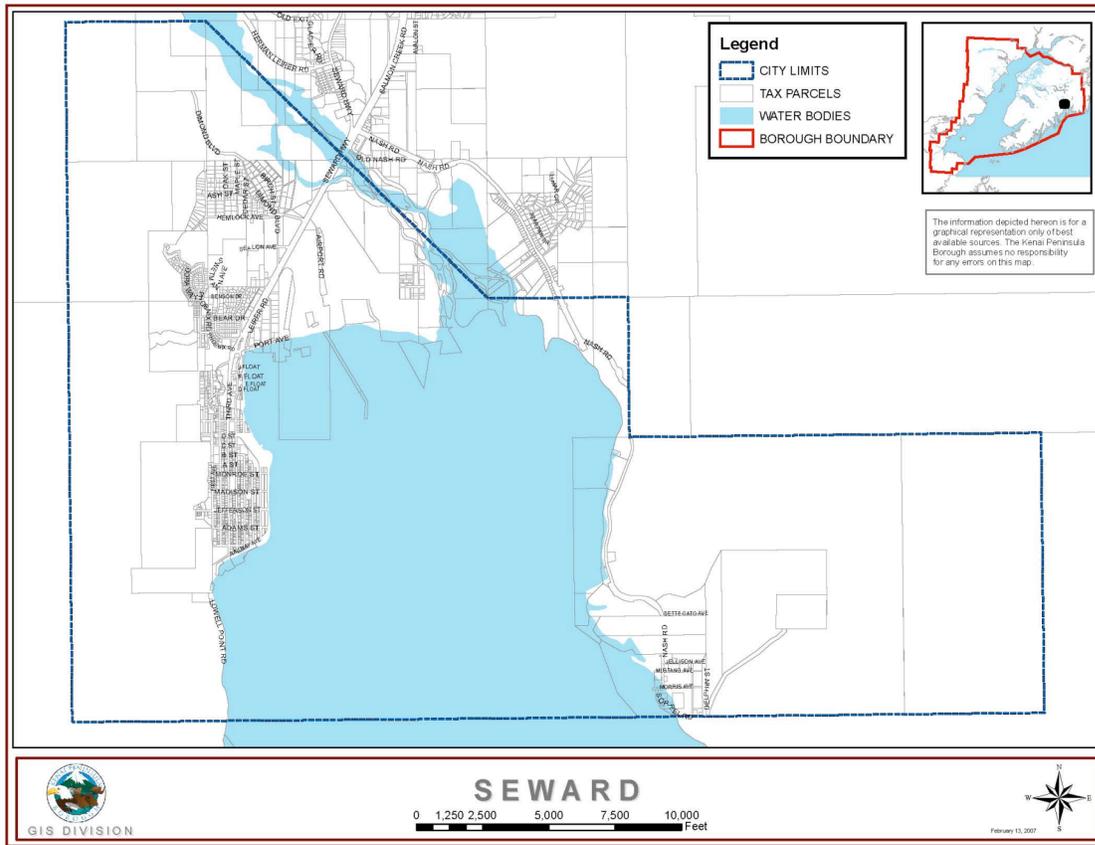
Maps



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Plan Distribution List

The following personnel, positions, departments, and agencies have copies of the Emergency Operations Plan.

Control Number	Plan Holder
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Section 1: Background and Overview

Authorities

City of Seward	Charter and Code of Laws, City of Seward, Title 9, Chapter 9.10 City of Seward, Alaska Resolution 2007-025
Kenai Peninsula Borough	KPB Chapter 2.45 (Emergency Management Agency) KPB Ordinance 93-01
State of Alaska	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) AS 46 Chapter 9 (Hazardous Substance Release Control) State of Alaska Emergency Response Plan (2004) Alaska Federal/State Preparedness Plan for Response to Oil and Hazardous Substance Discharges and Releases (Unified Plan) and Subarea Plans (also Federal Authority)
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) PL 99-499 (Emergency Planning and Community Right-to-Know Act of 1986, SARA Title III) HSPD-5 (Homeland Security Presidential Directive) National Response Plan (2005) National Contingency Plan (1994)

Section 1: Background and Overview

Mutual Aid and Inter-jurisdictional Agreements

The following local, state, and federal Mutual Aid Agreements, Cooperative Agreements, Inter-jurisdictional Agreements, and agency plans and Standard Operating Procedures for the purposes of disaster emergency management are an integral part of this plan and are hereby referenced:

- Bear Creek Fire Dept.
- Moose Pass Fire Dept.
- Alaska State Troopers
- Kenai Peninsula Borough Office of Emergency Management
- Seward Ambulance/Bear Creek medical aid agreement
- Alaska Chadux Corporation (spill response)

Emergency Management Policies

Emergency Response Priorities

The community observes the following response priorities:

- Protection of human life
- Protection of public health
- Protection of public and private property

The city encourages all citizens to be self-sufficient for 5 to 7 days should a disaster emergency occur.

Purpose of this Plan

This Emergency Operations Plan serves the following purposes:

- To describe the system used to provide for comprehensive management of disaster emergency operations within the city limits and to provide a means of integrating into the Kenai Peninsula Borough Emergency Operations Plan
- To guide local response in any situation where standard operating procedures are not sufficient to handle an emergency incident
- To provide policy guidance and operational directives to coordinate and support local response activities
- To guide local responders in call-out and notification of outside agencies
- To promote local preparedness and first response while awaiting outside aid
- To promote self-sufficiency and to encourage personal preparedness
- To identify and plan for the needs of special populations
- To identify a city Incident Management Team (IMT), consisting of representatives from the city government, private industry, and other emergency services organizations

Section 1: Background and Overview

- To serve as a reference and training aid for all city departments, volunteer organizations, and other emergency response personnel within the City, to ensure and efficient management team.

General Policies

- Essential city services will be maintained as long as conditions permit
- Access to emergency services shall not be denied on the base of race, color, national origin, religion, sex, age or disability
- Government entities implementing this plan shall not be liable for injury, death, or loss of property except in cases of willful misconduct or gross negligence

This plan is concerned with all types of emergency situations that may develop. It also accounts for activities before, during and after emergency operations.

City and Individual Readiness

- Because of its relative isolation from major support centers and the travel times involved, the city must be capable of reacting effectively without outside assistance during the critical hours following a natural disaster.
- During natural disasters or other emergencies, normal systems of distribution, communications, and production may be disrupted for periods ranging from days to months, or be non-existent. Therefore, survival in the Seward area would depend on local self-sufficiency.
- Individual and family preparedness is the first step in successful disaster mitigation and response. All community members must remain well informed about local disaster risks.
- All community members must remain well informed about local disaster response plans and policies, including evacuation routes, shelters, mass care facilities, and shelter-in-place procedures.
- When individuals and families cannot respond effectively, it is the responsibility of the local government to protect life and property from the effects of hazardous events.
- When the emergency exceeds the local government's capability to respond, assistance will be requested from the state government. The federal government will provide assistance to the state, when appropriate.

Basic responsibility for disaster emergency planning and response lies first with individuals and heads of households. Community members with assigned emergency response duties should take care of their families first.

Visit www.fema.gov for family and personal emergency preparedness brochures.

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Local Emergency Management

- This plan is organized under the Incident Command System (ICS). City personnel have been pre-identified to fill key ICS positions.
- This plan is based on the concept that emergency functions for groups and individuals involved in emergency management will generally parallel their normal day-to-day functions.
- It is important to maintain organizational continuity and to assign familiar tasks to personnel; however, in large-scale disasters it may be necessary to draw upon peoples' basic capacities and use them in areas of greatest need.
- City departments will continue their normal duties and whatever additional duties assigned to them during a declared disaster. However, day-to-day functions that do not contribute directly to the emergency operation may be suspended for the duration of any emergency.

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Direction and Control

Emergency Preparedness Director

The City Manager is the Emergency Preparedness Director, and is responsible for coordinating all emergency response activities. The Emergency Preparedness Director or designee will make appointments to any position that is not filled. In case of absence of the City Manager and designees, the Mayor will make an appointment for an Emergency Preparedness Director.

Disaster Declaration

The Emergency Preparedness Director or designee has the authority, upon decision that the City's resources are not sufficient to meet the emergency, to determine and declare that a Disaster exists. The Fire Chief or Police Chief is the designated alternate with the authority to declare a local disaster, in the absence of the City Manager. After the City Manager or designee has declared a Disaster, the City Manager will:

- Ensure that the Declaration is given prompt and general publicity.
- Ensure that a copy of the Declaration is promptly filed with the City Clerk. Ensure that a copy is sent through the Kenai Peninsula Borough Office of Emergency Management to the Alaska Division of Homeland Security and Emergency Management to be forwarded to the Governor.
- Act in concert with the Governor and Borough Mayor's office in addressing resources to meet the Disaster.
- Obtain the consent of the City Council if the Declaration of Disaster is to be continued, or renewed, for a period in excess of seven (7) days.
- Ensure that any order or proclamation continuing or terminating a Disaster is also filed with the Alaska Division of Homeland Security and Emergency Services and the City Clerk.

A declaration of disaster emergency by the Emergency Preparedness Director or designee is required to access state and federal disaster assistance, and may expedite procurement of local resources and funding as well.

The Emergency Preparedness Director will serve as the Community Emergency Coordinator (CEC) as defined in Alaska Statute (AS 26.23.060(d)) during a hazardous materials incident or release.

Disaster Declaration Forms are included in Appendix A.

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Phases of Disaster Emergency Management

Disaster emergency management planning can be divided into four phases: mitigation, preparedness, response, and recovery. Although each phase has tasks assigned to it, the process is dynamic and interconnected. This plan addresses all four phases of disaster emergency management, with a focus on response.

Mitigation

- Mitigation includes those actions taken to eliminate a hazard, or to reduce the potential for damage should a disaster emergency occur.
- Mitigation actions include building codes, special identifications and routing requirements for the movement of hazardous materials, land use, and zoning requirements.
- The City of Seward participated in the Kenai Peninsula Borough All-Hazard Mitigation Plan development and additional mitigation information is included in Annex E to that plan.

Preparedness

- Preparedness includes actions taken to plan, equip, and train citizens and government personnel to respond to local emergencies.
- Preparation may include developing Emergency Operations Plans and exercises to test them, training in evacuation procedures, and purchase of equipment and supplies needed to respond to the disaster emergency.

Response

- Response includes actions taken to save lives and protect property during a disaster emergency.
- Response may include search and rescue, fire suppression, evacuation, emergency feeding and sheltering. It may also include behind-the-scenes activities such as activating disaster plans, and opening and staffing Emergency Operations Center.

Recovery

- Recovery includes those processes required to return the jurisdiction to normal following an emergency.
- Recovery could include reconstruction of roads and public facilities, securing financial aid for disaster victims, offering community counseling and psychological support services, and reviewing and analyzing of response activities.

This plan is concerned with all types of emergency situations that may develop. It also accounts for activities before, during and after emergency operations.

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Levels of Emergency Response

When a disaster emergency requires a coordinated response, the following tiered response flow occurs. The response begins with the first responders on-scene, and depending on the incident specifics, may eventually expand to include local, state, and federal government and/or private sector responders, managers, and resources.

First Responders

Routine incidents are usually managed by the on-scene first responders (i.e. Fire, Police, EMS), who are dispatched to deal with the emergency.

A local emergency responder, usually the person-in-charge from the responding organization, acts as Incident Commander and leads the response effort at the scene. The Incident Commander follows standard operating procedures and requests additional assistance as appropriate. The EOP is NOT activated.

Private Sector

In the case of an emergency that originates at a private facility or plant, the person-in-charge of the affected facility will implement the facility Emergency Response Plan, activates its Emergency Operations Center, declare a facility emergency, and communicate with the local community to request assistance.

Private Facilities are expected to develop their own emergency operations manuals and procedures, including evacuation procedures.

Depending upon the type of incident, the IMT and EOC may be activated to support the response at a private facility, and a Unified Command will be formed, consisting of a private sector facility representative and representatives of the local, state, and federal agencies with jurisdiction.

For certain types of incidents, such as fires and hazardous materials releases, local agencies may maintain incident command to protect public health and safety. Likewise, if the private facility or organization responsible for the incident does not have the planning or personnel in place to support a response, the City IMT and/or the Regional IMT and EOC may be selectively activated to support response operations.

Local medical facilities are an important private sector resource to consider during an emergency response. It is important to notify the hospital or clinic when an incident occurs that might result in human casualties.

Local

If the incident can be effectively managed by the initial Incident Commander and on-scene personnel, no further local or outside involvement may be required.

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For a more serious incident, it may be necessary to activate the local Incident Management Team (IMT) to establish the Emergency Operations Center (EOC), manage emergency operations, coordinate on-scene personnel, and gauge the need for assistance from outside the community. The EOP is activated as needed to manage the multi-agency local response.

It is always better to be overly cautious and call for assistance as early on as possible. It will always be possible to scale down the response later, however if you wait to long to make notifications and/or requests for assistance, response time may not occur quickly enough to benefit the community.

Borough

The Kenai Peninsula Borough (KPB) Office of Emergency Management (OEM) has plans and procedures in place to manage region-wide emergencies, or incidents affecting local or tribal jurisdictions within the region or borough. If the severity and magnitude of a disaster should exceed local capabilities, requests for outside assistance will be directed to the KPB OEM.

Under the concept of operations outlined in the State of Alaska Emergency Response Plan for all hazards, and the Federal/State Preparedness Plan for Response to Oil Spills and Hazardous Substance Releases (Unified Plan), the borough government is the primary liaison between affected communities (local or tribal governments) and the state. The KPB OEM is responsible for coordinating the disaster response activities of Borough, State, Federal, and independent agencies which do not have mutual aid support agreements with the City. Therefore, the local IMT should coordinate closely with the KPB OEM when seeking support from the state or federal governments.

In some cases, the Borough may request assistance from the city to respond to a disaster that affects other cities or unincorporated areas in the Borough.

State

When a disaster response exceeds local capabilities, the City may request assistance from the State of Alaska. Typically, such a request would be routed through the KPB OEM. The State of Alaska intends to have direct contact with the local or tribal government only if they are in an unorganized borough.

The State of Alaska Emergency Response Plan (ERP) provides guidance and direction for response to all types of emergencies, with the exception of oil spills and hazardous chemical releases, which fall under the Unified Plan. The Alaska Division of Homeland Security and Emergency Management (DHS&EM) is the lead state agency for emergency response, with the exception of an oil spill or hazardous substance release, during which the Alaska Department of Environmental Conservation (ADEC) becomes the lead state agency. For wildland fires, the Alaska Department of Natural Resources (DNR) Division of Forestry is the lead agency. For search and rescue cases, the Department of Public Safety (DPS) is the lead state agency.

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Under the ERP, a State Coordinating Officer (SCO) may be appointed by the Director of DHS&EM. During incidents where a state-level response is mounted (usually in response to a statewide disaster declaration), a State Emergency Coordination Center (SECC) will be established to coordinate the response. The core mission of the SECC is to respond to requests for support from local IMT, in accordance with the decisions, objectives and priorities established by the MAC Group. In addition, the SECC conducts situational assessment and provides reports to a wide variety of agencies and organizations.

The Governor's Disaster Policy Cabinet (DPC), which consists of selected commissioners from Alaska's executive departments, may recommend the need for state or federal disaster declaration. The DPC will indirectly consider the input of the MAC Group in making such recommendations.

During oil spill and hazardous substance responses, the organizational structure will differ slightly. Instead of an SCO from DHS&EM, ADEC will assign a State On-Scene Coordinator (SOSC) to represent the state in the Unified Command, along with On-Scene Coordinators (OSC) representing the responsible party (RP), the federal government (Federal On-Scene Coordinator or FOSC), and in some cases the local government (Local On-Scene Coordinator or LOSC).

Multi-agency Coordination (MAC) Group

Multi-agency Coordination (MAC) Groups are essential in situations where Federal, State, local and private sector agencies/organizations have significant statutory responsibilities and/or vested interests. The MAC Group is made up of top management personnel from responsible agencies, organizations and jurisdictions supporting or impacted by the event. MAC Group representatives are fully authorized to represent and act on behalf of their parent organizations. The MAC Group accomplishes high-level interagency coordination and establishes policy decisions, objectives and priorities that drive the SECC. Also, local MAC Group members provide direction to their local incident commanders based on the outcomes of MAC Group meetings. During an oil spill response, the MAC Group is replaced by a Regional Stakeholder Committee (RSC), which operates in a similar manner to the MAC.

Federal

When federal agencies and resources are added to the local response, coordination between local governments and federal agencies is managed by ADHS&EM for non-spill emergencies and ADEC for oil and hazardous substance spills. During a response with federal agency involvement, a Joint Federal Office (JFO) will be established to coordinate the response. The Federal Emergency Management Agency (FEMA), under the US Department of Homeland Security (DHS) is typically the lead federal agency in disaster emergencies. For oil spills and hazardous substance releases, the National Contingency Plan (NCP) is the guiding policy document, and the EPA is the lead agency for inland spills while the US Coast Guard is the lead agency for spills to navigable waterways. The federal agencies involved in the response will coordinate with other state and local authorities through the JFO.

After completion of a preliminary damage assessment, the director of FEMA will recommend to the President whether to declare an Emergency or Major Disaster. The

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President will declare an Emergency or Major Disaster and appoint the Federal Coordinating Officer, who serves as the President's representative to the disaster emergency and leads the federal response and recovery efforts from the field office.

In a disaster not qualifying for a Presidential declaration, assistance may be available under the statutory authorities of individual federal agencies. The Community Emergency Manager may request assistance from the appropriate agencies through the SECC.

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Plan Management and Updates

Plan Review Cycle

This Emergency Operations Plan will be reviewed and amended, if necessary:

- As appropriate following each emergency exercise or drill, during which the plan is used, to reflect lessons learned during the drill or emergency
- As appropriate to reflect any changes in city resources, departments, form of government, agency structure or other such event that would impact local emergency services
- At least once every 2 years

The Fire Department is responsible to ensure that revisions are made and incorporated into all copies of the Plan.

Drills and Exercises

Drills, training, and exercises are vital to determine the effectiveness of this EOP. Plan testing will help to ensure the maximum readiness of community members and regional responding organizations involved in emergency response.

This plan includes a log of exercises and training. Exercises may include orientation seminars, tabletop drills, and field exercises. Orientation seminars can be meetings that overview the contents of the plan for local residents. Tabletop drills can be useful for checking the understanding of notification procedures and response actions. Field exercises are useful for teaching personnel how to use certain types of response equipment, such as containment boom or skimmers for oil spill response.

Participants and observers should evaluate training and exercises and identify any elements of the EOP that need to be revised or updated. Following the critique of the test/exercise, the evaluating group should initiate any necessary changes to the basic plan or to city department SOPs or implementation procedures. This is an appropriate time to review and update other information contained in the EOP; e.g., personnel assignments, emergency telephone lists, and resources.

All individuals and departments with identified roles in the Seward Incident Management Team are expected to be familiar with the contents of this plan, to participate in drills and exercises, and to complete the requisite ICS Training as discussed in Section 6.

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Log of Drills, Exercises, and Training

Each city department develops and administers their own training and exercise programs, and maintains records of department personnel participation. It is the responsibility of each department head to periodically supply the Seward Fire Department with updated information regarding training and exercises, for inclusion in this plan.

Any training, drills, or exercises that result in actionable changes to the Seward EOP should be addressed in the next plan update.

Type of Drill/Exercise and Date Held	Participation	Lessons Learned

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Type of Drill/Exercise and Date Held	Participation	Lessons Learned

Section 13 of this plan contains a Post-Incident Evaluation Checklist that may also be used to evaluate drills or exercises.

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Relationship to Other Plans and Policies

There are a number of other regional, state and national emergency response plans and policies that shall be used in conjunction with this plan, as appropriate.

Plans, Policies, and Resources	Agency	Description
National Response Plan (2004)	U.S. Department of Homeland Security	National all-hazard response plan that guides emergency response policies and procedures for the U.S.
http://www.dhs.gov/xprepresp/committees/editorial_0566.shtm		
National Incident Management System (NIMS) Document (2004)	U.S. Department of Homeland Security	Consistent nationwide template to enable efficient and effective response to incidents occurring within the U.S.
http://www.fema.gov/emergency/nims/index.shtm		
National Contingency Plan (1994)	U.S. Coast Guard	An organizational structure that provides procedures for responding to discharges of oil and releases of hazardous substances.
http://www.access.gpo.gov/nara/cfr/waisidx_99/40cfr300_99.html		
National Infrastructure Protection Plan (2006)	U.S. Department of Homeland Security	A national plan designed to protect U.S. critical infrastructure and key resources.
http://www.dhs.gov/xprevprot/programs/editorial_0827.shtm		
State of Alaska Emergency Response Plan (2004)	Alaska Division of Homeland Security and Emergency Management	State Plan designed to ensure a coordinated effort in the management of response to emergencies and disasters.
http://www.ak-prepared.com/plans/acrobat_docs/Alaska_Emergency_Response_Plan.pdf		
State of Alaska All-Hazard Mitigation Plan (2004)	Alaska Division of Homeland Security and Emergency Management	Culmination of a cooperative partnership between local government, DHS&EM, other State and Federal agencies, and FEMA in which mitigation of hazards is discussed.
http://www.ak-prepared.com/plans/mitigation/statehazmitplan.htm		
The Alaska Federal and State Preparedness Plan for Response to Oil and	Alaska Regional Response Team	A document containing information applicable to pollution response within the entire State of Alaska. Written

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Plans, Policies, and Resources	Agency	Description
Hazardous Substance Discharges and Releases (Unified Plan) (1999)		cooperatively by several government agencies.
http://www.akrrt.org/UnifiedPlan/index.shtml		
State of Alaska Pandemic Influenza Plan	Multi-agency	A plan prepared to reduce impacts of an influenza pandemic.
http://www.pandemicflu.alaska.gov/		
Kenai Peninsula Borough All-Hazard Mitigation Plan (2005)	KPB Office of Emergency Management	Borough all-hazard plan intended to minimize the impacts of emergencies or disasters.
http://www.borough.kenai.ak.us/emergency/hazmit/plan.htm		
Kenai Peninsula Borough Emergency Operations Plan (2007)	KPB Office of Emergency Management	Borough plan that guides emergency response – currently under revision (2007)
http://www.borough.kenai.ak.us/emergency/default.htm		
Kenai Peninsula Borough Spruce Bark Beetle Wildfire Mitigation Plan	KPB Spruce Bark Beetle Mitigation Program	Borough plan and program that was written in order to mitigate wildfire and other hazards related to spruce bark beetle-killed spruce.
http://www.borough.kenai.ak.us/sprucebeetle/		
Kenai Peninsula Borough Local Emergency Planning Committee (LEPC) website	KPB LEPC	State of Alaska website describing the Borough's LEPC
http://www.ak-prepared.com/serc/LEPC/Kenai.htm		
Cook Inlet Subarea Oil Spill Contingency Plan (2004)	Cook Inlet Subarea Committee	Regional supplement to the Unified Plan, which details the subarea's oil, and hazardous materials discharge response plan
http://www.akrrt.org/CIplan/CookInletSCP.shtml		
Kenai Peninsula Citizen Corps (KPCC) website	KPCC	Website aimed towards creating prepared communities on the Kenai Peninsula. The KPCC provides training,

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Plans, Policies, and Resources	Agency	Description
		resources, and solutions for disaster risks.
http://www.kpvolunteers.org/		

Section 2: Disaster Preparedness and Hazard Mitigation

Community and Individual Readiness

For information on how individuals and families can prepare for emergencies:

***Contact the American Red Cross to obtain First Aid Manuals and Training Materials for Individuals and Communities.**

www.redcross.org or Kenai Peninsula Office: (907) 283-4556

***Visit the Federal Emergency Management Agency (FEMA) website for family/ personal preparedness brochures: www.fema.gov**

***Visit the Kenai Peninsula Borough Office of Emergency Management "Be Prepared" website at**

<http://www.borough.kenai.ak.us/emergency/prepared/emergency.htm>

City Of Seward All Hazard Mitigation Plan

The Kenai Peninsula Borough has developed an All-Hazard Mitigation Plan to fulfill the FEMA requirement under The Robert T. Stafford Disaster Relief and Emergency Assistance Act (the Act), Section 322, Mitigation Planning enacted by Section 104 of the Disaster Mitigation Act of 2000 (DMA) (P.L. 106-390). The Disaster Mitigation Act of 2000 (DMA 2000), Section 322 (a-d), as implemented through 44 CFR Part 201.6 requires that local governments, as a condition of receiving federal disaster mitigation funds, have a mitigation plan that describes the process for identifying hazards, risks and vulnerabilities, identifying and prioritizing mitigation actions, encouraging development of local mitigation and providing technical support for those efforts. The City of Seward All-Hazard Mitigation Plan is Annex C to the KPB All-Hazard Mitigation Plan. It identifies hazards; establishes community goals and objectives and develops mitigation strategies and activities that are appropriate for the City of Seward.

The City of Seward All-Hazard Mitigation Plan is available through the City of Seward Community Development Office, the Seward Fire Department and the City of Seward Web Site. The plan is also available through the KPB Office of Emergency Management (Annex E to the KPB All-Hazard Mitigation Plan). Copies of the plan are available by calling (907) 224-3445. The plan is also available online at:

<http://www.borough.kenai.ak.us/emergency/HazMit/06final.htm>

Section 2: Disaster Preparedness and Hazard Mitigation

City of Seward Hazard Matrix

The City of Seward All-Hazard Mitigation Plan includes a methodology and analysis used to establish a hazard matrix for the types of disasters and severity of risk facing the City. The Hazard Matrix uses the following categorization scheme for identifying and categorizing hazards:

Probability:

- Y: Hazard is present in jurisdiction but probability unknown
- Y-L: Hazard is present with a low probability of occurrence
- Y-H: Hazard is present with a high probability of occurrence
- N-H: Hazard is not present
- U: Unknown if the hazard occurs in the jurisdiction

Extent:

- Z: Zero
- L: Limited
- T: Total or extensive

Previous Occurrence:

- Y: Yes
- N: No

All Categories:

NI: This hazard was not included in All-Hazard Mitigation Plan, but is included in this EOP

The following table summarizes the information in the City of Seward All-Hazard Mitigation Plan. In some cases, hazards that are addressed in this response plan were not included in the All-Hazard Mitigation Plan, as indicated below.

Hazard	Probability	Extent	Previous Occurrence
Avalanche	Y	L	Y
Coastal Erosion	Y	T	Y
Drought	N-H	Z	N
Earthquake	Y-H	T	Y
Energy Shortage	NI	NI	NI
Fire (wildland)	Y-L	L	Y
Flood	Y-H	L	Y

Section 2: Disaster Preparedness and Hazard Mitigation

Hazard	Probability	Extent	Previous Occurrence
Landslide	Y	L	Y
Oil/Hazmat	NI	NI	NI
Terrorism/WMD	NI	NI	NI
Transportation Accident	NI	NI	NI
Tsunami	Y	L	Y
Volcano	U	Z	Y
Weather Extreme	Y	T	Y

The City of Seward All-Hazards Mitigation Plan does not address the following types of hazards at this time. However, response checklists for these hazards are included in this EOP. Once the KPB and City of Seward Mitigation Plans have been updated to include these additional analyses, this EOP should be correspondingly updated. If any hazards are not found to be present in the community, then the response checklists for these hazards may be removed from Section 3.

- Energy Shortage
- Oil/Hazardous Materials Release
- Terrorism/Weapons of Mass Destruction
- Transportation Accident

The State of Alaska All-Hazard Mitigation Plan uses the additional categories of "Technological" and "Economic" to categorize potential hazards. Since these are relatively non-specific terms, they are not included in the response checklists in this EOP. However, the four categories listed above can generally be considered technological disasters. Economic disasters are not considered in a response context, since most economic crises do not have a distinct emergency management phase. However, all disasters have the potential to cause adverse economic consequence; therefore, the response actions required in response to economic impacts are incorporated into the response checklists in Section 3 and the operational procedures throughout this EOP.

Section 10 of this plan contains specific guidance for responding to incidents that involve or impact cruise ships that are traveling to or from or in port in Seward.

Section 2: Disaster Preparedness and Hazard Mitigation

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Section 3: Plan Activation and Disaster Declaration

Introduction

This section outlines the plan activation, disaster emergency declaration, notification and reporting processes, call out procedures to activate the Incident Management Team, and damage assessment procedures, which the Emergency Preparedness Director and Incident Management Team personnel will implement in the event of a disaster emergency. Prompt and thorough reporting of the disaster conditions will enhance disaster assistance from mutual aid agencies and state and federal entities.

Plan Activation

This Emergency Operations Plan shall be activated or selectively applied in those cases where:

- The City of Seward is notified of a potential/occurring emergency by state or borough agencies; or
- City departments respond to a situation or emergency that cannot be effectively managed using department policies and standard operating procedures (SOPs); or
- City departments respond to a situation or emergency that require the resources and response of three or more city agencies; **or**
- **The City Manager determines that the situation or problem warrants activation of the EOP.**

Levels of Incidents

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

- **Level I Incident** - An incident that can be managed within normal operations of the various city departments and can be managed with department policies and SOP's. May require implementation of the entire or specific sections of the plan and/or individual Incident Management Team positions as requested by the Incident Commander. The EOC may be activated. Shelters may be required. A Level I Incident does not require a disaster declaration; therefore, it does not require emergency procurement or funding.
- **Level II Incident** - An incident where three or more city departments are involved, **or** an incident where the resources of one or more city departments are quickly exhausted, **or** a DECLARED disaster emergency where outside assistance is requested, **or** an incident that has special or unusual characteristics not readily managed by department policies and SOP. The EOC may be activated. Mutual aid may be required. Shelters may be opened.
- **Level III Incident** - A DECLARED disaster emergency that requires the coordinated response of all levels of city government to save lives of a large portion of the population and protect property and the environment. Such a disaster emergency may require the sheltering or relocation of the affected population. The EOC will operate on a 24 hour basis. Outside aid and resources may be required. Assistance from the Borough, the State or

Section 3: Plan Activation and Disaster Declaration

federal Agencies may be required. Under such conditions, this plan will be implemented.

- **Level I or II: In-City Disaster/Emergency:** This plan goes into effect at the direction of the City Manager, or Emergency Preparedness Director, when the resources of three or more City departments are necessary to respond to a man-made or natural disaster that has destroyed, or threatened, property or citizen safety.
- **Level II or III: Area Wide Disaster/Emergency:** This plan, in conjunction with the Kenai Peninsula Borough (KPB) Emergency Response Plan, goes into effect during the following scenarios:
 - at the request of the KPB Emergency Preparedness Director
 - under the direction of the City Manager acting as the North Zone Emergency Preparedness Director
 - under the KPB emergency plan
 - when City resources are necessary to respond to an area wide disaster
 - when this involves use of city resources outside the city
 - situations under which outside agency resources are necessary to assist the city (This does not include routine emergency police and fire services received and provided under mutual aid or similar agreements.)

Section 3: Plan Activation and Disaster Declaration

Activation Procedures

Designation of Scene/Incident Commander

The City Manager, or Emergency Preparedness Director, may designate a scene/incident commander. This assignment may change as the City's response to the disaster changes. If the Emergency Preparedness Director is designating the scene/incident commander, the following general guidelines will be applied:

- During a response, or stage of response, when the primary focus of the operation is fire/hazardous materials/rescue, the Fire Chief, or designee, will perform this role.
- During a response, or stage of response, when the primary focus of the operation is security/evacuation/body recovery/investigation, the Police Chief, or designee, will perform this role.
- During a response, or stage of response, when the primary focus of the operation is flood control/debris removal/restoration of City services, the Public Works Director, or designee, will perform this role.

IMT Activation

When the Emergency Preparedness Director determines that EOP activation is necessary, the City of Seward Incident Management Team should be activated and directed to report to the Emergency Operations Center (EOC). The IMT activation procedure is summarized below. IMT activation proceeds through direct notification of at least one qualified person to fill each IMT position. Qualified personnel are listed in the activation table in order of priority. Dispatch uses this list to contact IMT members. Initial activation involves Command and General Staff, other positions will be filled as needed.

IMT members are assigned to one of two functional sections: the EOC or a Field Operations unit. EOC personnel report to the EOC upon activation. Most IMT positions, with the exception of the Operations Section, will report to the EOC. Some Operations Section personnel will report to the scene or to a field command post, while others will perform their duties from the EOC.

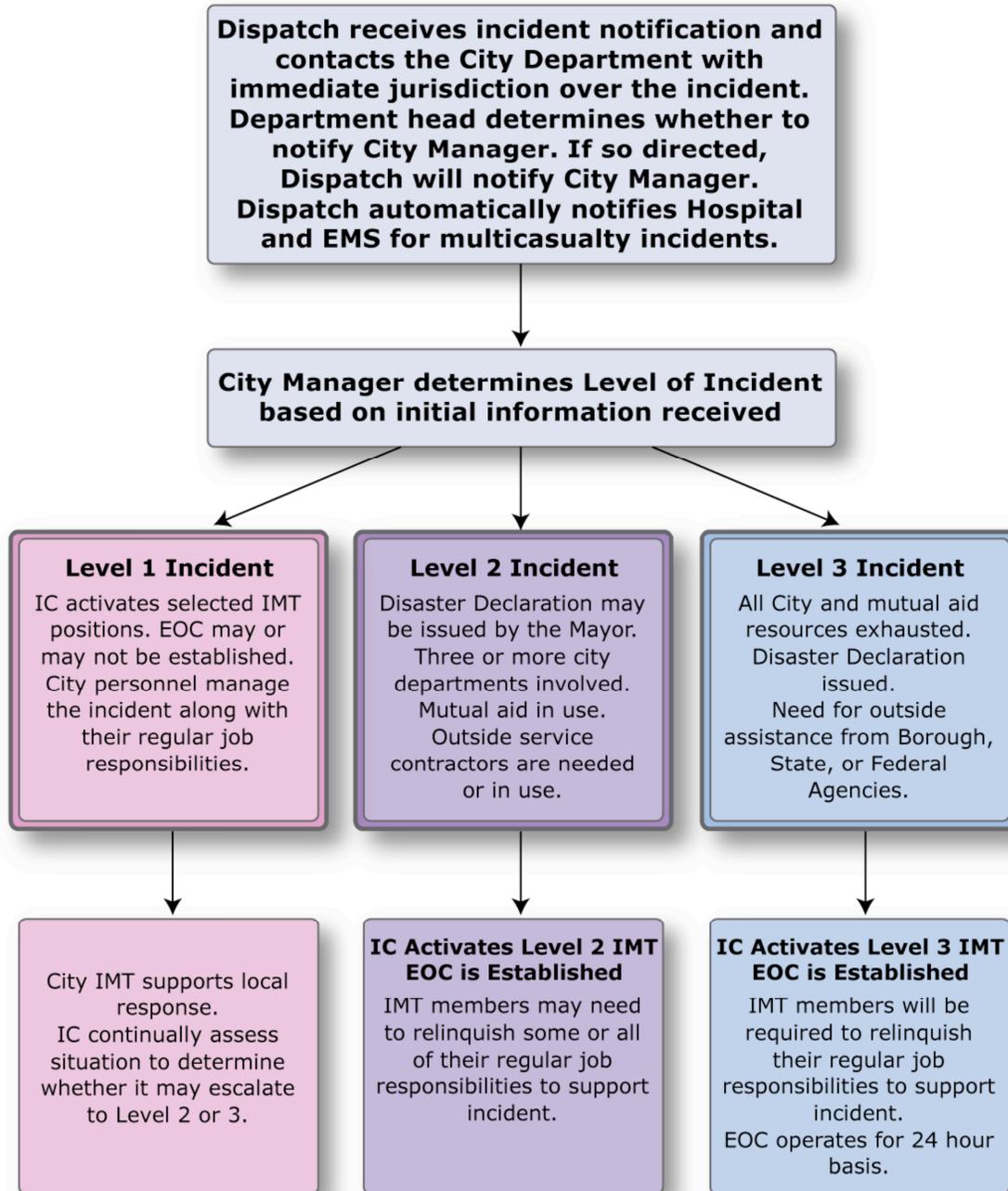
Depending upon the type and severity of the incident, not all IMT positions may be needed to manage the response. In this case, the Emergency Preparedness Director or Incident Commander may choose to deactivate certain IMT positions or functions.

The IMT positions are assigned to specific personnel depending on availability and the specifics of the incident. The position descriptions in the City of Seward EOP are meant to be guidelines for city personnel. Due to the number of personnel, the following may occur during an emergency: 1) one individual may need to fill two positions; and/or 2) any one position's description can be modified.

The position descriptions can be modified according to the incident. All modification must be directed by the City Manager and/or Incident Commander.

Section 3: Plan Activation and Disaster Declaration

Activation Procedure

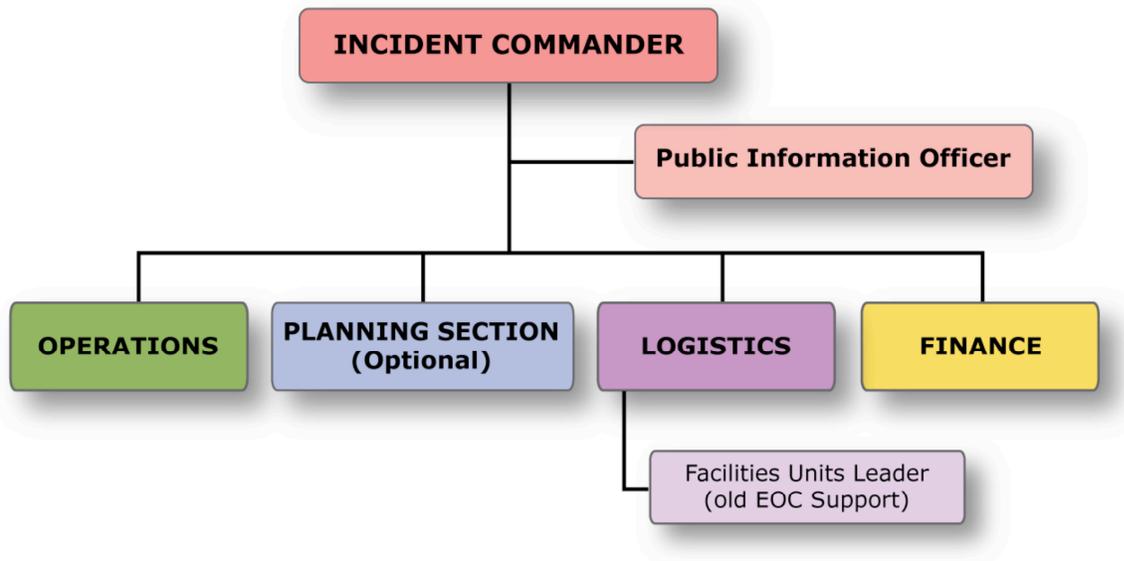


Section 3: Plan Activation and Disaster Declaration

IMT Staffing

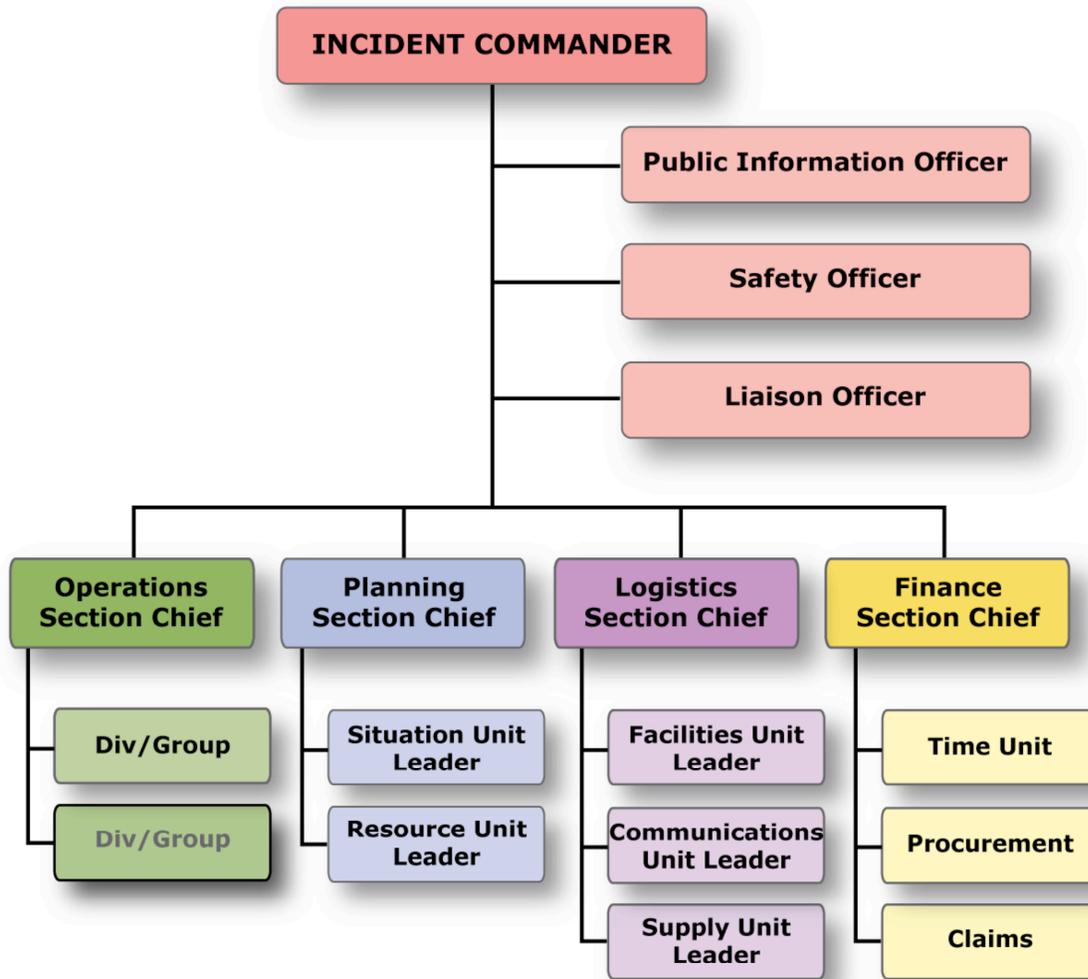
During a Level I incident, only a few select IMT positions would typically be activated. The following diagrams show the IMT functions that might be activated during a Level II or Level III incident. Functions may be activated or deactivated as the incident progresses.

Level II Incident IMT



Section 3: Plan Activation and Disaster Declaration

Level III Incident IMT



Section 4 contains additional ICS organization charts and describes the roles and responsibilities of Seward IMT members.

Section 3: Plan Activation and Disaster Declaration

Declaration of Local Disaster Emergency

The City of Seward City Manager has the legal authority to declare a local disaster emergency under AS 26.23.140. While a local disaster emergency declaration is not necessarily required to implement this Emergency Operations Plan, a disaster declaration may be necessary to expedite procurement of city and borough response resources and access state and federal disaster assistance.

If the City Manager is unable to act due to absence or incapacity, the Fire or Police Chief, or designee, will exercise local disaster emergency declaration authority. 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 of Seward is declaring a local disaster emergency for the purposes of expediting procurement of city or borough response resources or requesting disaster assistance directly from the State of Alaska, use the model declaration forms found in this section. The Alaska Division of Homeland Security and Emergency Management (DHS&EM) makes recommendations on disaster declarations with requests for State assistance and forwards those recommendations to the Governor's Office. The Governor's Disaster Policy Cabinet will also review most declarations before forwarding them, with DHS&EM's recommendations, to the Governor.

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

- Command: Assist with development of disaster declaration packages.
- 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.

Section 3: Plan Activation and Disaster Declaration

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" 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 and distributed via phone, fax, e-mail, radio, hard copy, etc., to at least the following:

- Alaska Division of Homeland Security and Emergency Management
- Assisting federal and state agencies

The Public Information Officer may also distribute State of Alaska Situation Reports 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 Emergency Preparedness Director to advise IMT members and department heads of an incident.

Damage Assessment should begin immediately after the onset of a disaster, as preliminary damage assessment information may be crucial to obtaining outside assistance.

For damage assessment procedures, refer to SECTION 13 of this plan.

For Sample Disaster Declarations, the State of Alaska Situation Report, and the Incident Commander's Delegation of Authority Form, see APPENDIX A

Section 4: Organizing for Emergencies

Introduction

This plan is based on the concept that emergency functions for groups and individuals involved in emergency management will generally parallel their normal day-to-day functions. It is important to maintain organizational continuity and to assign familiar tasks to personnel, however in large-scale disasters it may be necessary to draw upon peoples' basic capacities and use them in areas of greatest need.

Day-to-day functions that do not contribute directly to the emergency operation may be suspended for the duration of any emergency.

Local emergency responders usually know the best ways to apply disaster emergency relief resources within their communities. State response organizations will coordinate their activities with the local and borough governments so that State aid is rendered in the most helpful manner. Federal assistance should also be supportive of State and local efforts, not a substitute for them.

Basic responsibility for disaster emergency planning and response lies first with individuals and heads of households. City personnel with assigned emergency response duties should take care of their families FIRST.

Community and Individual Readiness

Individual and family preparedness is the first step in successful disaster mitigation and response. All community members must remain well informed about local disaster risks.

All community members must remain well informed about local disaster response plans and policies, including evacuation routes, shelters, mass care facilities, and shelter-in-place procedures.

When individuals and families cannot respond effectively, it is the responsibility of the local government to protect life and property from the effects of hazardous events.

When the emergency exceeds the local government's capability to respond, assistance will be requested from the state government. The federal government will provide assistance to the state, when appropriate.

Section 4: Organizing for Emergencies

Incident Management Team

Emergency management operations will follow the **Incident Command System (ICS)**. Local personnel will form an initial **Incident Management Team (IMT)**, which will organize under the principles of ICS. During a major incident where outside agencies become involved, the IMT may expand to include representatives of regional, state, and federal agencies and disaster aid organizations.

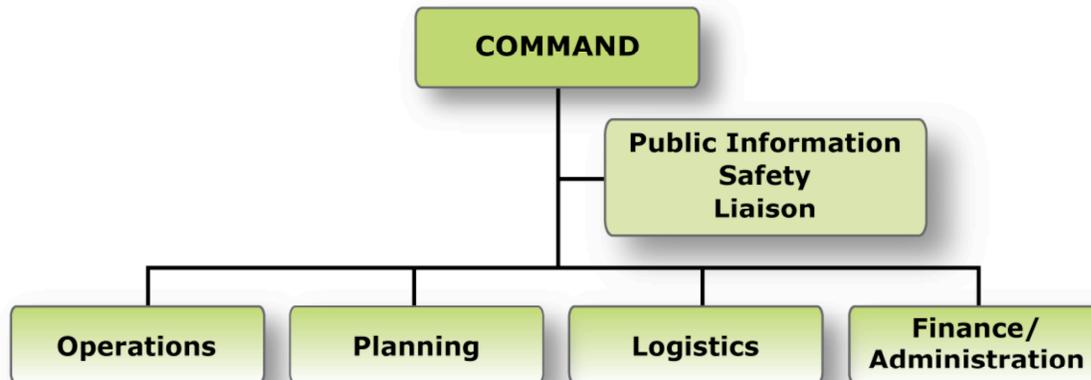
Incident Command System (ICS) is a broad, all hazard emergency management system designed to address mitigation, preparedness, response, and recovery activities. Whenever possible, local responders should organize under the principles of ICS. Understanding this system will also help in coordinating with other regional, state, and federal emergency response entities.

This plan provides a basic overview of ICS for orienting local officials with their responsibilities in the City of Seward IMT. For more information on the NIMS ICS system, refer to the Department of Homeland Security NIMS Document online at http://www.fema.gov/pdf/nims/nims_doc_full.pdf.

Section 4: Organizing for Emergencies

Incident Command System

The ICS format breaks incident management into five basic functions, as shown below.



For small-scale incidents that can be managed wholly within the resources and capabilities of the community, the local Incident Management Team (IMT) may use the five basic ICS functions to organize incident management and emergency response functions.

For incidents that require supplemental response and/or incident management resources from outside agencies or organizations, the local IMT will form the initial incident command, and this organization will eventually be expanded to a full ICS organization, integrating regional emergency operations plans, Subarea Contingency Plans, and or private facility emergency response or oil discharge prevention and contingency plans.

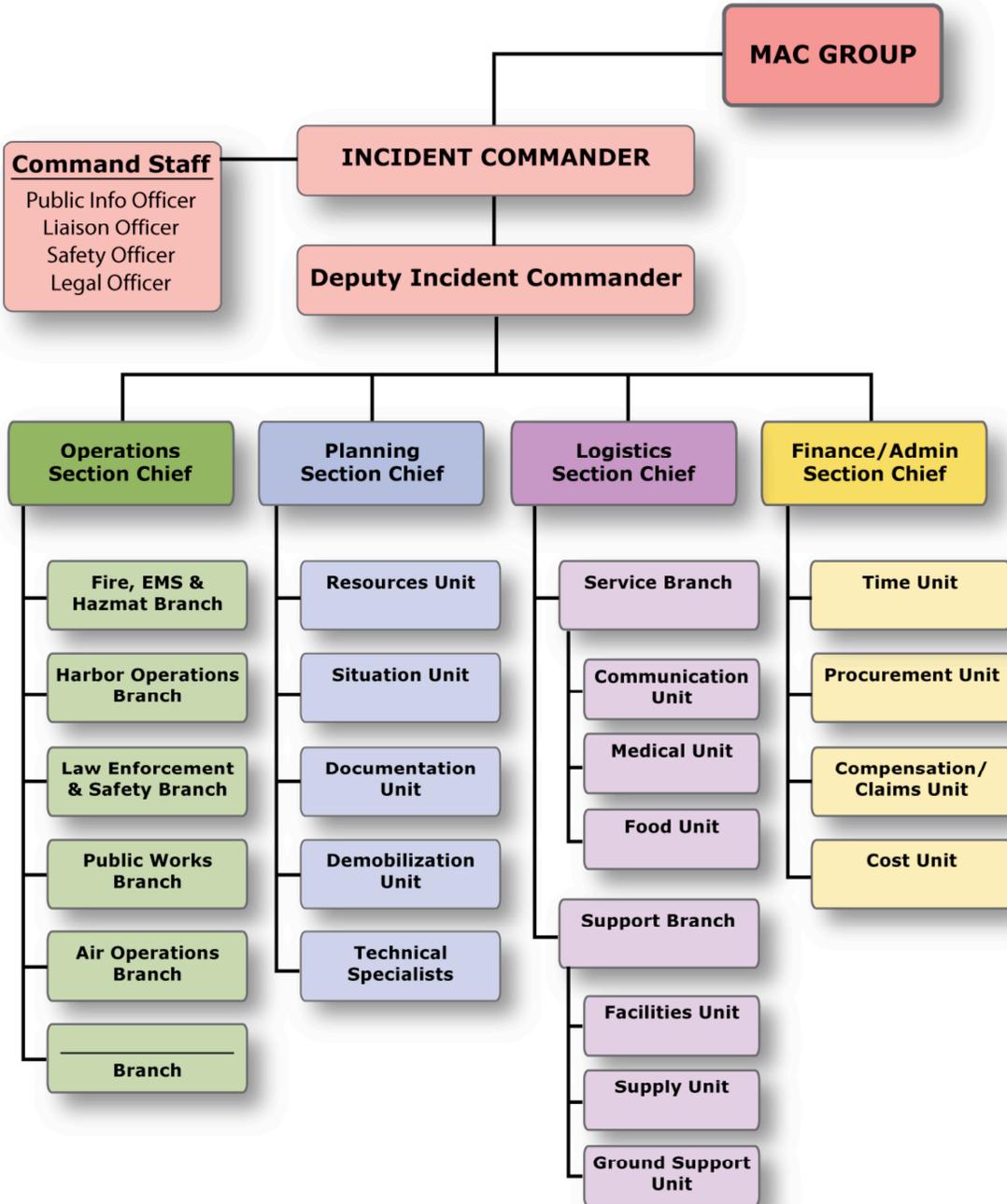
In a regional disaster, local personnel from the IMT may be incorporated into a regional or private industry incident management team organized under one of the plans described above.

The ICS system is FLEXIBLE and positions or functions may be combined or eliminated depending upon the incident. In most cases, the city will not have sufficient personnel to staff a full ICS completely, but will likely activate the major functions. The following organization charts show how a typical ICS may be adapted by the city.

Section 4: Organizing for Emergencies

Full ICS Organization Chart

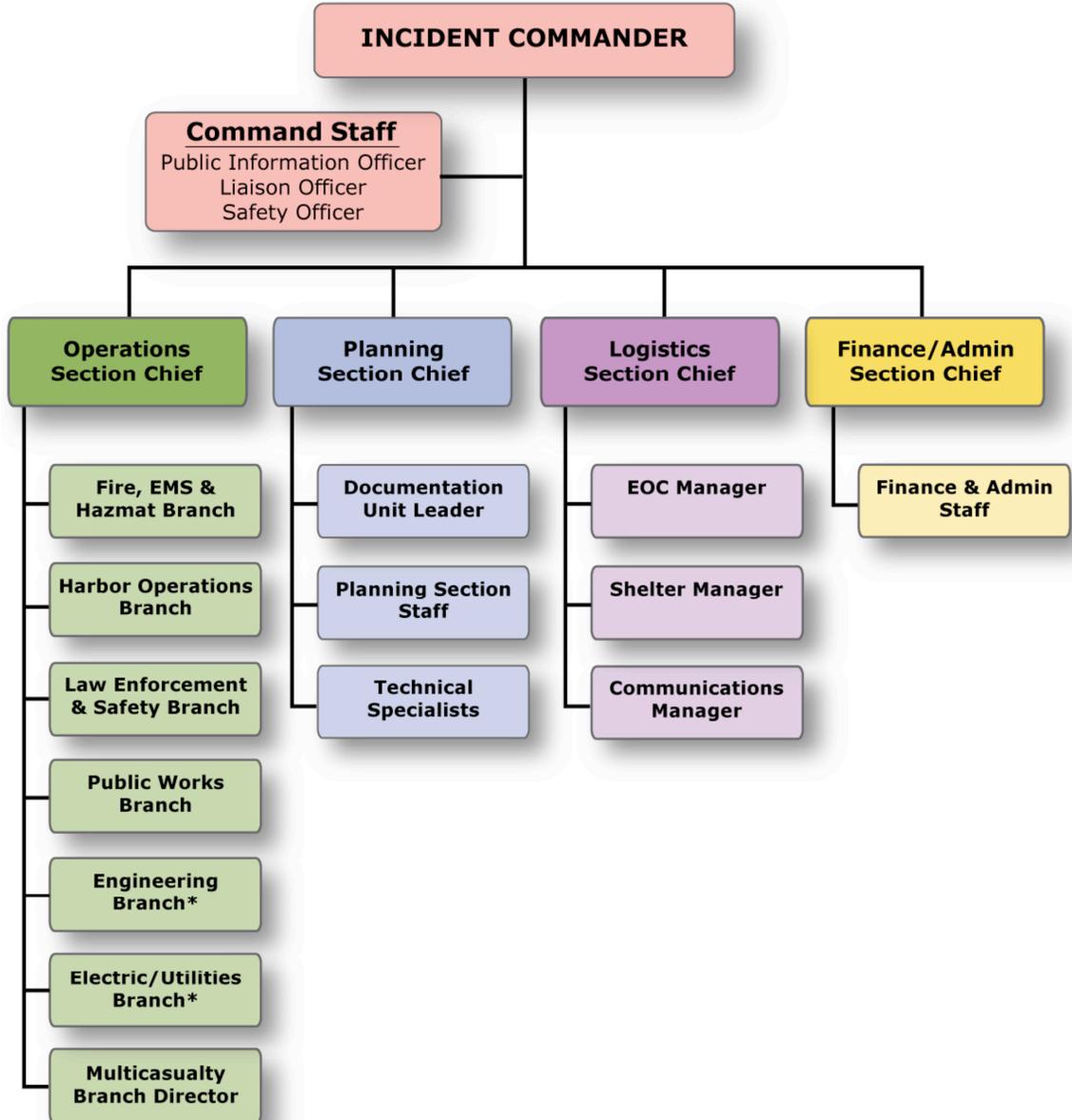
This organization chart shows a typical ICS structure. The City of Seward may not have the need or the capacity to activate all positions for all incidents.



Section 4: Organizing for Emergencies

City of Seward IMT Organization Chart

This organization chart shows those positions that would typically be activated and staffed in the City of Seward, based on available personnel and typical functions required to support citywide disaster operations.



* During some incidents, either or both of these branches could become task forces within the Public Works Branch.

Section 4: Organizing for Emergencies

Common Responsibilities

All Seward IMT personnel have the following responsibilities:

Before an Incident Occurs:

- Ensure that dispatch and plan administrator has up-to-date contact information.
- Inform your immediate supervisor of any out-of-town travel.
- Department heads, advise the City Manager of any out-of-town travel.
- Acquire training to support IMT functions.
- Review and stay familiar with EOP contents.

During a Local Emergency:

- Take care of your family first. Once they are safe and secure, transition to your IMT role.
- Review position responsibilities and ICS checklists.
- Report to EOC or field unit, as directed.
- Perform all job duties as assigned.
- Maintain unit log.

After an Emergency Occurs:

- Turn in all documentation to your immediate supervisor or to Documentation Unit.
- Participate in debriefs and after-action investigations.
- Make recommendations for changes/improvements to EOP or other incident management tools.

Appendix A contains copies of ICS Forms.

Section 4: Organizing for Emergencies

Duties and Responsibilities of City Departments

The following descriptions summarize the assigned duties and responsibilities for certain city departments and employees during a declared emergency. **Most of these individuals will ultimately fill a role on the Incident Management Team.** Unless otherwise specified, these responsibilities are linked to a position (job title) rather than an individual.

Position or City Department	Assigned Emergency Response Duties	IMT Position(s)
City Manager or Assistant City Manager or highest ranking person from city department in charge of the incident	<ul style="list-style-type: none"> Disaster declaration Evacuation order Tsunami siren Identify areas at risk Evaluate need for evacuation Coordinate recovery activities with state and federal relief agencies Complete and submit necessary reports and paperwork to appropriate agencies Estimate the nature & scope of outside assistance that may be required 	Incident Commander
Assistant City Manager or City Department Head, as assigned	<ul style="list-style-type: none"> Assist with Emergency Management Coordinator duties Designated alternate Emergency Management Coordinator Assess staffing – assign additional personnel as needed Keep the City Council informed 	Deputy Incident Commander
City Clerk or Assistant City Clerk Or as assigned	<ul style="list-style-type: none"> Public information releases Media relations & press releases Disseminate public information about shelters, how to find out about victims Work on monetary damage estimates for disaster declaration 	Public Information Officer, Finance Officer
Police Department	<ul style="list-style-type: none"> Evacuate Special Populations Issue evacuation orders as appropriate & direct movement of people. Initiate criminal investigations as needed Protect vital facilities and resources Control access to EOC and to disaster area(s) Limit travel/recreation in affected areas Facilitate relocation of displaced residents Secure evacuated areas Estimate extent of damage Identify safety hazards and undertake corrective action Establish and maintain contact with other affected areas 	Law Enforcement and Public Safety Branch Director, Operations Section Chief

Section 4: Organizing for Emergencies

Position or City Department	Assigned Emergency Response Duties	IMT Position(s)
	<ul style="list-style-type: none"> Maintain public order and crowd control Account for all persons in community 	
Fire Department	<ul style="list-style-type: none"> Arrange for public alert and warning Assess readiness of firefighting equipment Control fires and hazmat releases Provide training for radiological shelter monitors Provide search & rescue if needed Decontaminate hazardous areas Assist police with search and rescue operations Assist police with movement of population to shelters/evacuation points 	Fire, EMS, and Hazmat Branch, Safety Officer, Operations Section Chief
Community Development/ Planning Department	<ul style="list-style-type: none"> Estimate number of evacuees and arrange for relocation Provides maps, plans and other information as needed Provide assistance in identifying potential sites for relocation of evacuees, disaster recovery centers, and other functions Reevaluate zoning ordinances and setback policies Initiate help of volunteer and relief organizations 	Planning Section
Parks and Recreation Dept.	<ul style="list-style-type: none"> Establish shelters Establish disaster aid centers to process applications for the rehabilitation of individuals and families and provide evacuee support Provide staff to manage shelters Conduct shelter training, as needed Coordinate social and support needs at shelters Solicit and coordinate assistance from aid organizations, church groups, and civic, veteran, and fraternal organizations Coordinate emergency welfare and sheltering services with American Red Cross 	Shelter Unit
Providence Seward Medical Center, EMS, and Alaska Public Health Dept.	<ul style="list-style-type: none"> Move medical supplies out of evacuation areas Set up aid centers (if hospital is damaged) Establish safe location for emergency medical care and arrange for medical evacuations as necessary Arrange for handling and identification of fatalities and mental health support services Coordinate and control emergency health and medical programs Provide mass care and treatment Provide mass inoculations, food advisories, and sanitation advisories and instruction for dissemination to the public 	Medical Unit Leader /Multicasualty Branch Leader (depending upon type of incident)
Harbormaster	<ul style="list-style-type: none"> Evacuate harbor if necessary 	Harbor Operations Branch Director

Section 4: Organizing for Emergencies

Position or City Department	Assigned Emergency Response Duties	IMT Position(s)
	<ul style="list-style-type: none"> • Evaluate damage to port facilities • Oversee fuel containment • Contains fuel spills within the harbor • Provide water rescue • Establish communications with marine vessels 	
Public Works Dept.	<ul style="list-style-type: none"> • Clear roads • Bring utilities back online • Move heavy equipment out of evacuation areas • Recruit augmentation personnel to operate heavy equipment • Establish salvage depots for unclaimed personal property • Provide potable water • Provide sanitation facilities • Arrange for debris clearance • Check generators and other backup power 	Public Works Branch Director
Engineering & Building Dept.	<ul style="list-style-type: none"> • Assess damage to city streets and provide documentation • Coordinate with Public works to clear roads • Assess damage to public structures and provide documentation • Assess damage to public utilities and provide documentation • Review emergency shutdown procedures for city buildings • Issue certifications of safe occupancy for public and private structures • Keep record of actions taken and resources used • Assist Planning Section with record-keeping and resource management • Implement disaster response contracts • Provide Storm Damage Report, for forwarding to NWS 	Documentation Unit Leader, Planning Staff Engineering Branch
Electric Utility Department	<ul style="list-style-type: none"> • Review emergency shutdown procedures for electric utilities • Set up portable generators for shelters and other priority structures • Recruit personnel to operate portable power units • Set priorities for electrical power renewal • Disconnect dangerous utility lines to support fire and rescue operations • Check generators and other backup power 	Electric Utility Branch
Library and Personnel Officer	<ul style="list-style-type: none"> • Set up EOC • Provide documentation forms to all IMT personnel and establish filing system • Provide Logistics and Planning support as directed 	Facilities Unit sub-divisions
Seward Public	<ul style="list-style-type: none"> • Integrate personal and family survival training into school 	Shelter staff for

Section 4: Organizing for Emergencies

Position or City Department	Assigned Emergency Response Duties	IMT Position(s)
Schools and AVTEC	<p>curricula</p> <ul style="list-style-type: none">• Provide temporary emergency shelter, feeding, clothing• Provide an area for registration of victims and handling of injuries• Provide staff to assist Parks & Recreation Dept. in manning shelters	school population

These initial response duties and responsibilities relate to the initial stages of an emergency. Once the IMT has been established, city officials and other IMT personnel should follow the ICS checklists for their designated position.

Section 4: Organizing for Emergencies

Seward IMT Roster & Position Descriptions

The IMT positions are assigned to specific personnel depending on availability and the specifics of the incident. The position descriptions in the City of Seward EOP are meant to be guidelines for city personnel. Due to the number of personnel, the following may occur during an emergency: 1) one individual may need to fill two positions; and/or 2) any one position's description can be modified.

The position descriptions can be modified according to the incident. All modification must be directed by the City Manager and/or Incident Commander.

ICS Position	Potential Staff To Fill Role	Reports To:	Supervises	Responsibilities & Authorities
Incident Commander	1. City Manager 2. Assistant City Manager 3. Finance Director 4. Police Chief 5. By Appointment	MAC/City Council & to Borough or State incident command teams if established	Directly- Command & General Staff; Indirectly - All positions	<ul style="list-style-type: none"> Provides for management and control of the IMT. Declare a disaster, activate the IMT, establish an EOC, and implement the EOP. Determine Incident Objectives and strategy. Establish the immediate priorities. Maintains a continuous assessment of each function of the IMT and the field operations units. Approves all reports, plans, press releases, and other official correspondence or documentation produced during the incident. Authorize release of information to the news media. Order the demobilization of the incident when appropriate.
Public Information Officer	1. City Clerk 2. Assistant City Clerk 3. By Appointment	Incident Commander	Public information staff	<ul style="list-style-type: none"> Gathers information for release to the general public, news services, radio, and TV. Determine from the Incident Commander if there are any limits on information release. Develops and receives clearance for emergency instruction to the public and to arrange for the expedient release of public information. Control rumors & reassure the public. Develop material for use in public and media briefings. Obtain Incident Commander's approval of media and public releases.

Section 4: Organizing for Emergencies

ICS Position	Potential Staff To Fill Role	Reports To:	Supervises	Responsibilities & Authorities
				<ul style="list-style-type: none"> • Schedule & conduct regular news conferences and public briefings/meetings. • Arrange for tours and other interviews or briefings that may be required. • Obtain media information that may be useful to incident planning. • Maintain current information summaries and/or displays on the incident.
Liaison Officer	<ol style="list-style-type: none"> 1. Assistant City Manager 2. Executive Liaison Boards & Commissions 	Incident Commander	Liaison staff	<ul style="list-style-type: none"> • Provide a contact point for Agency Representatives. • Assist in establishing and coordinating interagency contacts. • Keep agencies supporting the incident aware of incident status. • Monitor incident operations to identify current or potential Inter-organizational problems. • Participate in planning meetings, providing current resource status, including limitations and capability of assisting agency resources.
Safety Officer	<ol style="list-style-type: none"> 1. Fire Chief 2. Police Chief 3. Contractor 	Incident Commander	Safety Staff	<ul style="list-style-type: none"> • Participate in planning meetings. • Identify hazardous situations associated with the incident. • Review the Incident Action Plan for safety implications. • Exercise emergency authority to stop and prevent unsafe acts. • Investigate accidents that have occurred within the incident area. • Assign assistants as needed. • Review and approve the medical and safety plans.
Legal Officer	<ol style="list-style-type: none"> 1. City Attorney 	Incident Commander	Legal Staff	<ul style="list-style-type: none"> • Monitor phases of operations to assure compliance with city ordinances and emergency declarations. • Provide legal advice and assistance as directed
Operations Section Chief	<ol style="list-style-type: none"> 1. Responsible Department Head for the Incident 2. By Appointment 	Incident Commander	Operations Section Branches	<ul style="list-style-type: none"> • Manages the field and tactical operations from the local EOC. • Requests resources to support tactical operations. • Maintains a continuous assessment of the environment and effects, as well as the damage and injuries throughout general populace. • Coordinates with Planning Section. • Establishes parameters for safe movement of people and the coordination of essential and emergency activities in the community. • Provide guidance and direction to the private sector for shelter safety, exposure control, and countermeasure operations.

Section 4: Organizing for Emergencies

ICS Position	Potential Staff To Fill Role	Reports To:	Supervises	Responsibilities & Authorities
Fire, Hazmat & EMS Branch Director	<ol style="list-style-type: none"> 1. Fire Chief 2. Deputy Fire Chief 3. Assistant Chief SVFD 	Operations Section Chief	Field personnel in branch and in divisions/groups within branch	<ul style="list-style-type: none"> • Oversee branch operations, including radiological monitoring, decontamination, search and rescue, and evacuation. • Coordinate with Safety Officer on identifying and managing fire and hazardous materials hazards and risks. • Make tactical assignments to field personnel to manage hazardous materials and fire response. • Assign specific work tasks to division/group supervisors. • Request resources as needed to support field operations. • Provide regular updates to Operations Section Chief and participate in Planning meetings as directed.
Harbor Operations Branch Director	<ol style="list-style-type: none"> 1. Harbormaster 2. Deputy Harbormaster 3. Harbor Personnel 4. By Appointment 	Operations Section Chief	Field personnel in branch and in divisions/groups within branch	<ul style="list-style-type: none"> • Oversee branch operations, including on-water containment of spilled oil, water rescue, and marine vessel communications. • Coordinate with Safety Officer on identifying and managing hazards to port and vessels. • Make tactical assignments to field personnel to manage harbor operations. • Assign specific work tasks to division/group supervisors. • Request resources as needed to support field operations. • Provide regular updates to Operations Section Chief and participate in Planning meetings as directed.
Public Works Branch Director	<ol style="list-style-type: none"> 1. Public Works Director 2. Water & Sewer Foreman 3. Public Works Personnel 4. By Appointment 	Operations Section Chief	Field personnel in branch and in divisions/groups within branch	<ul style="list-style-type: none"> • Oversee branch operations, including heavy equipment operations, and provision of vital services such as potable water and sanitation. • Coordinate with Engineering and Electrical Branch on assessing damage to vital facilities and restoring local infrastructure. • Make tactical assignments to field personnel to manage public works functions, including heavy equipment operation. • Assign specific work tasks to division/group supervisors. • Request resources as needed to support field operations. • Provide regular updates to Operations Section Chief and participate in Planning meetings as directed.

Section 4: Organizing for Emergencies

ICS Position	Potential Staff To Fill Role	Reports To:	Supervises	Responsibilities & Authorities
Law Enforcement Branch Director	<ol style="list-style-type: none"> 1. Seward Police Chief 2. Lt. Seward Police Dept 3. Sgt. Seward Police Dept 4. By Appointment 	Operations Section Chief	Field personnel in branch and in divisions/groups within branch	<ul style="list-style-type: none"> • Oversee branch operations, including protection of vital facilities, EOC security, on-scene security, search and rescue support, and evacuation. • Coordinate with Fire and EMS Branch. • Make tactical assignments to field personnel to manage public safety and law enforcement. • Assign specific work tasks to division/group supervisors. • Request resources as needed to support field operations. • Provide regular updates to Operations Section Chief and participate in Planning meetings as directed.
Engineering Branch Director	<ol style="list-style-type: none"> 1. Project Manager 2. Building Inspector 3. By Appointment 	Operations Section Chief (may function as part of Public Works branch for smaller incidents)	Field personnel in branch and in divisions/groups within branch	<ul style="list-style-type: none"> • Assess damage to structures and utilities, and determining safe occupancy of buildings. • Assign specific work tasks to division/group supervisors. • Request resources as needed to support field operations. • Provide regular resources as needed to support field operations. • Provide regular updates to Operations Section Chief
Electric Utility Branch Director	<ol style="list-style-type: none"> 1. Electric Utility Manager 2. Electric Field Engineer 3. By Appointment 	Operations Section Chief (may function as part of Public Works branch for smaller incidents)	Field personnel in branch and in divisions/groups within branch	<ul style="list-style-type: none"> • Oversee branch operations, including setting up portable generators, setting priorities for electric power renewal • Coordinate with Engineering Section on assessing damage to vital facilities and restoring local infrastructure • Make tactical assignments to field personnel to manager electrical functions
Multicasualty Branch Director	<ol style="list-style-type: none"> 1. Providence Seward Medical Center 	Operations Section Chief	Field personnel in branch and in	<ul style="list-style-type: none"> • Oversee branch operations, including establishment and management of emergency medical services, morgue facilities, mass inoculations, and public health advisories. • Coordinate with EMS personnel to estimate casualties and plan for

Section 4: Organizing for Emergencies

ICS Position	Potential Staff To Fill Role	Reports To:	Supervises	Responsibilities & Authorities
	2. Public Health 3. By Appointment		divisions/ groups within branch	<p>triage/treatment.</p> <ul style="list-style-type: none"> • Make tactical assignments to field personnel to manage medical treatment and public health functions. • Assign specific work tasks to division/group supervisors. • Request resources as needed to support field operations. • Provide regular updates to Operations Section Chief and participate in Planning meetings as directed.
Air Operations Branch Director	1. Civil Air Patrol 2. As appointed	Operations Section Chief	Field personnel in branch and in divisions/ groups within branch	<ul style="list-style-type: none"> • Oversee branch operations, including management of aircraft and air operations. • Make tactical assignments to field personnel to manage air operations. • Assign specific work tasks to division/group supervisors. • Request resources as needed to support field operations. • Provide regular updates to Operations Section Chief and participate in Planning meetings as directed.
Planning Section Chief	1. Project Manager 2. Planner 3. By Appointment	Incident Commander	All Planning Section Units, Staff, and Technical Specialists	<ul style="list-style-type: none"> • Collects, manages, and disseminates information to support incident operations. • Provides information to: (1) understand the current situation; (2) predict probable course of incident events; (3) prepare alternative strategies. • Supervise preparation of the Incident Action Plan. • Establish information requirements and reporting schedules for Planning Section units (e.g., Resources, Situation Units). • Determine need for any specialized resources in support of the incident. • Establish special information collection activities as necessary, e.g., weather, environmental, toxics, etc. • Compile and display incident status information. • Oversee preparation of Incident demobilization plan.
Documentation Unit Leader	1. Engineering Executive Assistant 2. Finance 3. Fire Dept.	Planning Section Chief	Documentation Staff	<ul style="list-style-type: none"> • Set up work area; begin organization of incident files. • Establish duplication service; respond to requests. • File all official forms and reports. • Review records for accuracy and completeness; inform appropriate units of errors

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ICS Position	Potential Staff To Fill Role	Reports To:	Supervises	Responsibilities & Authorities
	Admin			<ul style="list-style-type: none"> or omissions. • Provide incident documentation as requested. • Store files for post-incident use.
Planning Section Staff (Resources, Situation, Demobilization Units)	<ol style="list-style-type: none"> 1.Engineering Executive Assistant 2.Finance 3.Fire Dept. Admin 	Planning Section Chief	Staff	<ul style="list-style-type: none"> • Oversee check-in of resources. • Track resources. • Prepare, post, or disseminate resource and situation status information as required, including special requests. • Review incident resource records to determine the likely size and extent of demobilization effort. • Develop an incident demobilization plan detailing specific responsibilities and release priorities and procedures.
Planning Section (Technical Staff)	<ol style="list-style-type: none"> 1. IT 2.Scientific or technical experts (public or private sector) 	Planning Section Chief or Unit Leader	Technical support staff	<ul style="list-style-type: none"> • Provide specialized information or analysis as directed.
Logistics Section Chief	<ol style="list-style-type: none"> 1. Planner 2. Planning Executive Assistant 3. Fire Dept. Administrative Assistant 4. By Appointment 	Incident Commander	All Logistics Section Branches and Units	<ul style="list-style-type: none"> • Manage all incident logistics. • Provide support needs for transportation, equipment maintenance, fueling, feeding, supplies, remote communications, medical services, and sleeping facilities. • May set up & manage a base camp for IMT personnel. • Coordinate with Finance Section for procurement of supplies and services to support the incident. • Provide logistical input to the IC in preparing the Incident Action Plan. • Brief Branch Directors and Unit Leaders as needed. • Identify anticipated and known incident service and support requirements. • Request additional resources as needed.
Support Branch Director	<ol style="list-style-type: none"> 1. As assigned 	Logistics Section Chief	Support Branch Units &	<ul style="list-style-type: none"> • Determine facilities activated in support of the incident. • Determine ground support and transportation needs. • Determine need for fuel delivery and vehicle support.

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ICS Position	Potential Staff To Fill Role	Reports To:	Supervises	Responsibilities & Authorities
			staff	<ul style="list-style-type: none"> Determine whether or not mutual aid and contract equipment are in use. Confirm method of inspection. Staff Branch appropriately.
Facilities Unit Leader	<ol style="list-style-type: none"> Personnel Officer Librarian Fire Dept. Admin Asst. 	Logistics Section Chief Support Branch Director (if activated)	Facilities unit staff and EOC Staff	<ul style="list-style-type: none"> Determine requirements for each facility to be established: Sanitation, Sleeping, Feeding, Supply area, Medical support, Communications needs, Security needs, Lighting. Coordinate negotiation for rental office or storage space. Provides support necessary for EOC set up and management, including work space allocation, equipment acquisition, clerical assistance, office supplies, food, sleeping facilities, sanitation requirements, message delivery, and other duties as required.
EOC Manager	<ol style="list-style-type: none"> Personnel Officer Librarian Fire Dept. Admin Asst. 	Logistics Section Chief Support Branch Director (if activated)	EOC staff	<ul style="list-style-type: none"> Provides support necessary for EOC set up and management, including work space allocation, equipment acquisition, clerical assistance, office supplies, food, sleeping facilities, sanitation requirements, message delivery, and other duties as required.
Shelters Manager	<ol style="list-style-type: none"> Parks & Recreation Director Parks & Rec Program Supvr Seward Public Schools Staff/Admin AVTEC staff By Appointment 	Logistics Section Chief Support Branch Director (if activated)	Shelter Staff	<ul style="list-style-type: none"> Responsible for setting up and operating emergency shelters. Identify resource needs to support shelter operations and prepare resource requests. Coordinate with emergency medical and law enforcement personnel to identify incoming injured or displaced persons. Coordinate with Red Cross and other aid organizations. Provide essential shelter services.

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ICS Position	Potential Staff To Fill Role	Reports To:	Supervises	Responsibilities & Authorities
Services Branch Director	<ol style="list-style-type: none"> Public Works Personnel As assigned 	Logistics Section Chief	Service Branch units & staff	<ul style="list-style-type: none"> Determine number of personnel to be fed. Determine communications systems in use. Determine medical support needs of the incident. Assemble, brief, and assign work locations and preliminary work tasks to Branch personnel: Provide summary of emergency situation & of the communications, food, and medical needs of the incident. Ensure that incident personnel receive adequate food and water. Coordinate with Operations to ensure adequate medical support to incident personnel.
Communications Unit Leader	<ol style="list-style-type: none"> Police Dispatch Supervisor Police Dispatcher IT Personnel By Appointment 	Logistics Section Chief Support Branch Director (if activated)	Communications Unit Staff	<ul style="list-style-type: none"> Responsible for setting up and operating an expedient communication system to support the incident, including telephone, UHF radio, CB radio, single side band state control hookup, and any other required equipment. Assists in managing the information flow between field units and the EOC, and will dispatch and receive communication from all agencies involved and forward to the appropriate EOC personnel. Ensures that radio and phone logs are maintained, logging all entries by time and date. Coordinate radio communications between agencies not equipped for direct interagency communications. Prepare and implement the Incident Radio Communications Plan (ICS Form 205). IT personnel will: <ul style="list-style-type: none"> Establish and supervise the Incident Communications Center and Message Center. Establish telephone, computer links, and public address systems.
Medical Unit Leader	<ol style="list-style-type: none"> Providence Seward Hospital Public Health By Appointment 	Logistics Section Chief Services Branch Director (if activated)	Medical Unit Staff	<ul style="list-style-type: none"> Obtain information on any injuries that occurred during initial response operations. Identify Name and location of Safety Officer. Determine: number and location of aid stations; Number and location of stand-by ambulances, helicopters, and medical personnel to assign to the incident; Potential for special medical problems, i.e., hypothermia, dehydration, heat stroke, exposure to hazardous materials, etc.; and Medical supplies needed. Respond to requests for medical treatment and transportation.

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ICS Position	Potential Staff To Fill Role	Reports To:	Supervises	Responsibilities & Authorities
				<ul style="list-style-type: none"> Request/supervise ambulance support. Order through established Incident chain of command. Prepare the Medical Plan (ICS Form 206), including procedures for major medical emergency. This plan should be coordinated with the medical organization within the Operations Section.
Other Logistics Staff/ Functions (i.e. Food, Medical, Supply Units)	Any available city personnel as assigned	Logistics Section Chief	Staff	<ul style="list-style-type: none"> Provide resource support and supply. Determine food and water requirements to support IMT, and arrange for catering or food supply. Coordinate medical support needs with Operations personnel.
Finance Section Chief	<ol style="list-style-type: none"> Finance Director Accounting Supervisor By Appointment 	Incident Commander	All Finance Section Staff	<ul style="list-style-type: none"> Manage all financial aspects of an incident. Arrange for payment of contracted services and supplies. Review resource request orders and approve or deny. Review contracts for payment requirements. Keep track of available city funds and notify IC when operation exceeds capacity of city's funding. Prepare documentation for emergency disaster assistance. Advise IMT of feasibility of acquiring requested support services, and financial consequences to overall operations. Provide financial and cost analysis information as requested. Ensure that all personnel time records are accurately completed and transmitted to home agencies, according to policy. Provide financial input to demobilization planning. Ensure that all obligation documents initiated at the incident are properly prepared and completed. Brief agency administrative personnel on all incident-related financial issues needing attention or followup.
Finance/ Admin Section Staff	<ol style="list-style-type: none"> Finance staff By Appointment 	Finance Section Chief	Staff	<ul style="list-style-type: none"> Provide support for the following functions: time tracking, procurement, compensation/claims, and cost accounting. Maintain records.

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ICS Position	Potential Staff To Fill Role	Reports To:	Supervises	Responsibilities & Authorities
				<ul style="list-style-type: none">• Support Finance Section Chief as directed.

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Training Recommendations for IMT Members

ICS training course information and online courses for ICS-100 and ICS-200 are available at www.nimsonline.com

ICS Position	Recommended Training												
	EOP *	ICS 100	ICS 200	ICS 300	ICS 400	ICS 402	ICS 403	ICS 404	ICS 405	ICS 406	ICS 407	ICS 700	Other
Incident Commander (Emergency Preparedness Director)	X	X	X	X	X	X	X	X	X	X	X	X	
Public Information Officer	X	X	X	X	X			X			X	X	
Liaison Officer	X	X	X	X	X	X	X					X	
Safety Officer	X	X	X	X	X							X	
Legal Officer	X	X	X	X	X							X	
Operations Section Chief	X	X	X	X	X							X	
Fire, Hazmat & EMS Branch Director	X	X	X	X	X							X	
Harbor Operations Branch Director	X	X	X	X	X							X	
Public Works Branch Director	X	X	X	X	X							X	
Law Enforcement Branch Director	X	X	X	X	X							X	
Engineering Branch Director	X	X	X	X	X							X	
Electric Utility Branch Director	X	X	X	X	X							X	
Air Operations Branch Director	X	X	X	X	X							X	

Section 4: Organizing for Emergencies

ICS Position	Recommended Training												
	EOP *	ICS 100	ICS 200	ICS 300	ICS 400	ICS 402	ICS 403	ICS 404	ICS 405	ICS 406	ICS 407	ICS 700	Other
Multicasualty Branch Director													
Planning Section Chief	X	X	X	X	X				X			X	
Documentation Unit Leader	X	X	X	X	X								
Planning Section Staff	X	X	X	X	X								
Planning Section Technical Staff	X	X	X	X	X								
Logistics Section Chief	X	X	X	X	X					X		X	
Support Branch Director	X	X	X	X	X								
Facilities Unit Leader	X	X	X	X	X								
Shelters Manager	X	X	X	X	X								Red Cross shelter class
Services Branch Director	X	X	X	X	X								
Medical Unit Leader	X	X	X	X	X								
Communications Unit Leader	X	X	X	X	X								
Finance/ Administration Section Chief	X	X	X	X	X					X		X	

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ICS Position	Recommended Training												
	EOP *	ICS 100	ICS 200	ICS 300	ICS 400	ICS 402	ICS 403	ICS 404	ICS 405	ICS 406	ICS 407	ICS 700	Other
Time Unit Leader	X	X	X	X	X								
Procurement Unit Leader	X	X	X	X	X								
Compensation/ Claims Unit Leader	X	X	X	X	X								
Cost Unit Leader	X	X	X	X	x								

Section 4: Organizing for Emergencies

Incident Management Team Staffing

Whenever possible, the duties and responsibilities assigned to an individual during an emergency response should be related to that person's day-to-day duties and responsibilities.

In our community, it may be difficult to staff an Incident Management Team with more than a handful of individuals. However, with mutual aid, there may be sufficient municipal personnel to assign individual IMT/ICS positions.

Regardless of the level of personnel resources available within the community, it is useful to pre-identify those individuals within the community with a defined emergency response role (See page 4-11 for city department roles).

It is recommended that emergency management roles be linked to a specific position within a community rather than to an individual.

The Incident Management Team (IMT) must be trained and experienced with the Incident Command System (ICS) in order to effectively implement this plan. The Incident Command System is adaptable to meet the needs of small to very large incidents as well as for multiple incidents. Factors that determine the complexity of an incident include:

- Size
- Location
- Duration of incident
- Jurisdictions involved
- Political sensitivity
- Organizational complexity
- Resources-at-risk
- Relevant agency policies

The exact moment when an incident shifts from one level of complexity to the next is often a matter of perception. The jurisdictional head or designated representative in charge must assess 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.

Guidelines for IMT Shift Scheduling

IMT staffing should be managed using a rotating shift schedule and standardized relief procedures to ensure the following:

- IMT members should receive sufficient rest.
- IMT staffing levels should remain consistent and appropriate to incident needs.
- Adequate briefings should be held during shift changes so that no information is lost during IMT shift changes.

The following guidelines apply to shift scheduling:

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- Establish shift length and rotation schedules early in the response.
- Develop a shift change schedule.
- Hold full team shift change briefing for all incoming and outgoing personnel to summarize incident status and priorities.
- Identify back-up personnel for all activated positions.
- Notify personnel in advance that they are scheduled for upcoming shifts
- Limit shift length to 12 hours, if possible.
- Ensure that rotating shifts overlap (20 to 30 minutes should suffice) to facilitate in/out briefings.
- Encourage Crisis Management Team members to take breaks and rest as needed
- Assign a designated "break room".

Span of Control

"Span of Control" refers to how many organizational elements may be directly managed by another person.

- Maintaining adequate span of control throughout the ICS Organization is very important.
- Span of control may vary from 3 to 7, and a ratio of one to five reporting elements is recommended. If the number of reporting elements falls outside of those ranges, expansion or consolidation of the organization may be necessary.
- There will be exceptions, for example in some applications of ICS; specially trained crews may utilize a larger span of control.

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City of Seward IMT Contact Information

See Appendix A for a form to be used for City of Seward IMT Contact Information.

Section 4: Organizing for Emergencies

Emergency Operation Center

The Emergency Operations Center (EOC) is a facility designated for managing disaster emergencies. The Incident Management Team uses the EOC as their center of operations to direct the overall disaster emergency response.

The EOC centralizes incident management and does the following:

- Provides a 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 a central location for planning meetings, tactics meetings, shift briefings, media briefings, press conferences, public information releases and other information dissemination
- Facilitates efficient and effective communications
- Enhances coordination between involved agencies by co-locating agency representatives in the EOC, providing for scheduled points of contact, and establishing effective lines of communication to facilitate this coordination
- Sustains operations during extended periods of time by locating the incident management team in an EOC facility that minimizes disruptions of everyday functions within other organizations and agencies
- Provides continuity using round-the-clock staffing and a systematic means to brief members of the IMT through shift briefings when shifts change

The Emergency Preparedness Director will determine whether the EOC is fully or partially staffed, and will determine its hours of operations based on the type of incident.

EOC Configuration

The layout of the EOC will be determined by several factors, including:

- 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
- Lessons learned from previous incidents

General elements that should be considered when designing the layout of the EOC include the following:

- IMT functional sections (e.g., command, planning, logistics) should be positioned adjacent to displays that require their input and posted information that they manage.
- The Incident Commander should be located so that he/she can be easily informed at all times of the 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.

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EOC Facilities

The following facilities have been identified as potential EOC locations within the City of Seward.

Facility	Location	Point of Contact	Considerations
City Council Chambers (City Hall)	410 Adams St.	City Clerk	Primary
Seward Fire Station	316 4 th Ave.	Fire Chief	Secondary
KPB Mobile Command Post	At KPB in Soldotna – could be in Seward in 24 hours if road conditions permit	KPB OEM	Secondary - May be the best option in scenario where local buildings are damaged or unusable.
Seward High School	2100 Swetmann Ave.	School 224-3351	Secondary EOC in case of tsunami.

Additional supplies and planning are needed to ensure that an EOC could be quickly and expeditiously established at any of the locations listed above. In developing this EOP, members of City of Seward departments have identified the need for follow-up:

***Identify additional alternate EOC locations.**

***Develop caches of EOC equipment and store in easily portable containers that can be dispatched to the appropriate EOC. This equipment should include basic supplies, EOP copies, forms, telephones, other electronic equipment, maps, and other supplies to support the EOC function.**

***EOC equipment should be stored in an area above the tsunami inundation line.**

***The KPB EOP contains more detailed information about the types and quantities of supplies needed to set up and run an EOC.**

Section 5: Alert, Warning and Evacuation

City of Seward Alert and Warning Checklist

- Monitor situation and determine need to issue public alert/warning.
 - Receive warnings from ATWC, NOAA, KPB OEM, AST, others
- Coordinate with KPB OEM if necessary.
- Select one or more of the following alert systems (see operating procedures in this section):
 - American Emergency Notification (AEN)
 - Siren Alert and Warning Systems (SAWS)
 - All-Hazard Alert Broadcast sirens (AHAB)
 - Emergency Alert System (EAS)
 - Mobile public address
 - Door-to-door alert
- Formulate Alert and Warning Message (sample messages included in this section) to include:
 - Nature of emergency
 - Type of response required (evacuate, shelter in place, etc.)
 - Anticipated time, location, and extent of emergency
 - Where to find additional information (radio stations, website, public briefings, etc.)
- Issue regular updates to initial alert/warning messages.

Section 5: Alert, Warning and Evacuation

City of Seward Evacuation Checklist

- Identify areas at risk and determine extent of evacuation.
- Develop evacuation plan (to be signed by City Manager or designee).
- Issue or communicate evacuation orders or recommendations using one or more alert and warning methods (EAS, AEN, door-to-door contact, mobile public address, sirens).
- Ensure shelters and evacuation centers are set up.
- Activate Logistics Section to assist with transport and sheltering.
 - Activate Red Cross to assist with shelter management.
- Activate Planning Section to document and track resources.
- Activate Operations Section to oversee evacuation process.
- Activate Finance Section to oversee cost accounting and emergency procurement.
- Establish and maintain safety perimeters.
- Coordinate evacuation and sheltering of displaced persons.
 - Police, fire, AST, and emergency services may assist with evacuating persons.
 - Coordinate sheltering with KPBSD, Red Cross.
 - Special care should be taken to ensure that special populations receive evacuation assistance.
- Notify hospitals and medical centers of injuries, fatalities.
- Provide frequent public information and media announcements regarding extent of evacuation, location of shelters, and other developments.
- Conduct surveys to determine when/if evacuated areas are safe for re-entry.
- Notify the public and media when it is safe to reenter evacuated areas.
- Coordinate the repopulation of evacuated areas.

Section 5: Alert, Warning and Evacuation

Alert, Warning and Evacuation Systems

Introduction

The effectiveness of an alert and warning system depends largely upon the specificity and clarity of the instructions given 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 more 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, Emergency Management Coordinator, and the Facility Environmental Coordinator. In addition, messages must be geographically precise, repeated more than once, and presented in more than one medium.

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

- Siren Alert System;
 - Seven siren locations in the community, five of which are located within the City of Seward. The other two sirens are located in the Borough area at Lowell Point and Nash Road. The Borough maintains all the siren units.
 - Coastal communities in the Seward area will have at least one new All Hazard Alert Broadcast (AHAB) siren in place by Fall 2007
- The local Emergency Alert System (EAS);
 - Presently activated on the State level, with planning ongoing to enable local activation
- American Emergency Notification (AEN), formerly Community Alert Network (CAN) notification system;
 - OEM will activate upon request of IC
- Mobile law enforcement, the fire department and harbor department. public address systems; and
- Door to door contact (boat to boat)- camper to camper – etc.)

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

General Guidelines

- Upon detection or notification of an emergency condition, the Incident Commander or the Command staff of the department/agency with authority for response shall determine the need for immediate local or regional alert and warning, devise the message and means of delivery, and direct its implementation. This responsibility may be delegated to the Incident Public Information Officer, if the position has been activated.
- Warning information received via telephone should be confirmed by return phone call.

Section 5: Alert, Warning and Evacuation

- EAS authorized personnel shall provide preliminary (best available) public safety information to the appropriate EAS station for immediate broadcast.
- KPB will update communities of status of local activation ability as it becomes available.
- 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 or borough official issuing the warning. An example of the warning log form can be found at the end of this section.
- 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.

Section 5: Alert, Warning and Evacuation

City of Seward Alert and Warning System

Siren Alert and Warning System (SAWS)

The siren alert and warning system consists of 23 siren stations throughout the Kenai Peninsula Borough, linked together and connected to the Alaska State Troopers in Anchor Point, the Borough Office of Emergency Management and the Soldotna E911 Communication Center, and City of Homer and Seward Police and Port and Harbor Departments to provide emergency alert and warning to the public. Its primary purpose is to alert and warn coastal areas in the event of a tsunami, however the siren alert system can also be used for alert and warning in other emergency situations, including hazardous substance releases.

- The KPB is currently transitioning to the new AHAB system, and one siren is planned for Seward. This system will provide traditional tsunami and warnings for other emergencies, and will be able to provide emergency voice announcements (Amber Alerts, evac routing, other info, etc.).
- While the long-term plan is to phase out the traditional SAWS system borough-wide, in the near term the City of Seward will continue to use the old siren system until AHAB is fully implemented.

The following table describes the siren alert system in the City of Seward.

Number/location of fixed sirens in community:	Seven sirens total, at the following locations: 1 – Fire Hall 2 – Harbor building 3 – DOT building 4 – Swetmann & Bear 5 – Seward Marine Industrial Center (SMIC) 6 – Nash Road by the Short Stop Store 7 – Lowell Point by sewer pond.
Maintenance of SAWS:	All sirens are maintained by Kenai Peninsula Borough (KPB).
Authority/responsibility for siren activation:	The City Manager or designee can activate sirens at the request of a city department head or Incident Commander.
Manual vs. automatic activation:	The City of Seward activates the sirens using an encoder device at dispatch. The KPB cannot activate Seward’s sirens remotely. When the new AHAB sirens come online, the encoder for the AHAB sirens is supposed to be able to activate the old sirens as well, but this will need to be verified.
Types of emergencies where	Tsunamis, hazardous substances releases, any other emergency when authorities would need to alert the

Section 5: Alert, Warning and Evacuation

the sirens would be sounded:	public, address the public, or warn the public to evacuate.
Siren tones and meaning:	<p>The KPB-SAWS has the capability of generating the following tones, which serve the following functions:</p> <ul style="list-style-type: none"> • Attack Tone (short blasts for 3 minutes duration): EVACUATE • Alert Tone (continuous blast for 3 minutes duration): ALERT THE PUBLIC THAT AN EMERGENCY/EVACUATION IS POSSIBLE • Public Address Message (Transmits Voice Message): WARN THE PUBLIC • Air Horn (blast of any duration followed by public address message): ALL CLEAR
Tsunami alert and warning signals and procedures:	<p>If a tsunami is imminent in Seward because an earthquake has occurred which has lasted more than 30 seconds or longer and causes difficulty in standing, or other information has been received that would cause authorities to believe that a tsunami is imminent, the tsunami alert procedure described below should be followed.</p> <p>Dispatcher should activate the alert tone for the preset time and reactivate the tone if directed to do so.</p>
Tsunami-Ready Community Participation:	Seward is a Tsunami-Ready community. It was the first community in the state to participate in this program.
Public address capability:	SAWS is capable of transmitting voice messages for public address.
Testing schedule:	Seward Police Department Dispatch runs the siren test the first Thursday of every month at 12 noon.

Section 5: Alert, Warning and Evacuation

Alaska Tsunami Watch and Warning System

NOAA (National Oceanic and Atmospheric Administration) and the ATWC (Alaska Tsunami Warning Center) have adopted the following standardized terminology for tsunami warnings.

Tsunami Warning: The highest level of tsunami alert. Warnings are issued by the TWCs due to the imminent threat of a tsunami from a large undersea earthquake, or following confirmation that a potentially destructive tsunami is underway. They may initially be based only on seismic information as a means of providing the earliest possible alert. Warnings advise that appropriate actions be taken in response to the tsunami threat. Such actions could include the evacuation of low-lying coastal areas and the movement of boats and ships out of harbors to deep waters. Warnings are updated at least hourly, or as conditions warrant, to continue, expand, restrict, or end the Warning.

Tsunami Watch: The second highest level of tsunami alert. Watches are issued by the TWCs based on seismic information without confirmation that a destructive tsunami is underway. It is issued as a means of providing advance alert to areas that could be impacted by a destructive tsunami. Watches are updated at least hourly to continue them, expand their coverage, upgrade them to a Warning, or end the alert. A watch for a particular area may be included in the text of the message that disseminates a Warning for another area.

Tsunami Advisory: The third highest level of tsunami alert. Advisories are issued by the TWCs to coastal populations within areas not currently in either warning or watch status when a tsunami warning has been issued for another region of the same ocean. An Advisory indicates that an area is either outside the current warning and watch regions, or that the tsunami poses no danger to that area. The Center issuing the Advisory will continue to monitor the event, issuing updates at least hourly. As conditions warrant, the Advisory will either be continued, upgraded to a watch or warning, or ended.

Section 5: Alert, Warning and Evacuation

Procedures for Siren Alert and Warning Activation – Tsunami

The SAWS may be activated locally if local officials believe a local tsunami is IMMIDENT because the area has experienced a strong earthquake that has lasted for 30 seconds or longer and causes difficulty in standing, or other information provided by credible sources.

- Local authorized personnel should signal a community-wide EVACUATION by manually initiating the constant short blasts for 3 minutes.
- Local authorized personnel should then WARN THE PUBLIC with a public address message, announcing the following:

TSUNAMI PUBLIC ADDRESS: "Seward, 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.

General Alert and Warning Procedures – Non-tsunami

The SAWS can be activated in other emergencies to notify the public of an immediate threat to public health or safety. The following procedures apply:

- Determine the type of siren and siren signal to be sounded.
- After completing the siren signal tone, use the Public Address function if available. The following is a sample message:

"Seward, 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.
- Local siren 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 of loss of life and property.
- "ALL CLEAR" notices should be announced either through the alert/warning public address system or through media or public announcements.

Section 5: Alert, Warning and Evacuation

Emergency Alert System

The Emergency Alert System (EAS) consists of broadcast radio and television 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. EAS warnings are broadcast via radio and television stations; therefore this system is not practical for highly localized emergencies.

The following table describes the EAS in the City of Seward.

EAS messages are broadcast on the following local frequencies:	<p>KFQD is the Common Program Control Station (CPCS-1), and KENI is the CPCS-2 for the region. Both radio stations are located in Anchorage.</p> <p>The Kenai Peninsula Borough Office of Emergency Operations will have the ability to remote broadcast emergency messages via KSRM (AM) for the Central KPB, and public radio (FM) across the KPB</p>
Authority/responsibility for EAS activation:	<p>The following personnel have authority in their own right to activate the EAS. However, this should not be done without the knowledge and concurrence of the incident Commander:</p> <ul style="list-style-type: none"> • Alaska State Troopers: Detachment Commander, Deputy Commander, Out Post Supervisor, or Dispatch Supervisor • Kenai Peninsula Borough: Mayor, Emergency Management Coordinator, Incident Commander • City of Seward: City Manager, Mayor, through KPB Emergency Management Coordinator
Contact information to request activation of EAS:	<p>To request activation of the KPB-EAS Plan, call KFQD at 907-275-2277 (primary) or KENI at 907-522-1515 (secondary) or KPB OEM 907-398-3533</p>
How to activate EAS in an event telephones and other communications means are out:	<p>If the telephone and National Warning System radio and High Frequency radio are inoperative, contact the Alaska State Troopers by VHF radio, cell phone or Sat phone and request they relay the emergency announcement to the Anchorage Alaska State Troopers to broadcast via KFQD or KENI.</p>
Testing schedule:	<p>Testing occurs quarterly. Tests are planned at least 6 to 12 months in advance.</p>
Other information:	<p>KPB OEM is in the process of becoming a "cog" in the EAS activation system to enable interruption of local broadcasts with messages.</p>

Section 5: Alert, Warning and Evacuation

Procedures for EAS Activation

To request activation of the EAS Plan, contact the broadcast outlet identified above. Provide authentication (callback) information so EAS station can authenticate the source and authority. The table above identifies positions within the city with the authority to activate the EAS. This authority may be delegated as needed, although such delegation should be in writing.

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.

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

If possible, the Incident Commander should be advised of EAS activation as early as possible.

Section 5: Alert, Warning and Evacuation

American Emergency Notification (AEN)

The KPB is the first government in the State of Alaska to offer the Emergency Alert Network (EAN). This computerized phone warning system allows the Borough to notify many residents simultaneously of an impending disaster. The Borough joins more than 500 communities across America being served by this state-of-the-art system.

<p>How the AEN system works:</p>	<p>AEN can be compared to a reverse 911 call. The OEM office can place an emergency call to virtually all phone lines within the Borough in a matter of minutes, or to as few as a single home or neighborhood with a targeted emergency message. Messages are composed by the requesting agency and input & transmitted by OEM. This system does NOT function the same as the CAN System and will need to be activated through OEM until further notice.</p>
<p>Authority/responsibility for AEN activation:</p>	<p>The following personnel have authority in their own right to request activation of AEN through OEM. However, this should not be done without the knowledge and concurrence of the incident Commander:</p> <ul style="list-style-type: none"> • Alaska State Troopers: Detachment Commander, Deputy Commander, Out Post Supervisor, or Dispatch Supervisor • Kenai Peninsula Borough: Mayor, Emergency Management Coordinator, Incident Commander • City of Seward: City Manager, Mayor, Emergency Management Coordinator
<p>Contact information to request activation of AEN:</p>	<p>OEM Coordinator after hours: 907-398-3533 OEM Office during regular hours: 907-262-4910 Soldotna Comm Center 24-hrs: 907-262-4453</p>
<p>Testing schedule:</p>	<p>Weekly</p>
<p>Other information:</p>	<p>Detailed information on AEN function and local activation is available through the KPB OEM</p>

Section 5: Alert, Warning and Evacuation

Mobile Public Address System

Mobile public address may be used by itself or to supplement fixed sirens or other alert and warning systems. Mobile public address messages should briefly explain the nature of the emergency and the type of public response required.

Available mobile public address system(s):	Every Police and Fire Vehicle in the City fleet, Harbor vessels
Authority to activate the mobile public address system:	Emergency Preparedness Director, Fire Chief, Chief of Police, Harbormaster
Procedure for activating the mobile public address system:	Emergency Manager phones the Fire or Police Chief and requests activation of the PA system.

Door-to-Door Alert

Door-to-door alert may be necessary in the event of a rapidly emerging incident that 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. In the boat harbor, vessels may be used for boat-to-boat alert, following the same principals as door-to-door alerts. The same alert procedures will apply to RV parks and camping sites.

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.

Door-to-door alert messages should briefly explain the nature of the emergency and the type of public response required.

Special Populations

Special populations include nursing homes, senior citizen centers, schools, shopping centers, hospitals, day care centers, rehabilitation centers, the boat harbor, camper park, and other such locations where there may be a large population of persons or populations with special needs. Regardless of the emergency alert and/or warning system used, these special populations may require additional, targeted warnings, especially if evacuation is necessary. The Incident Commander should consider the location and needs of these special populations during the earliest phases of alert and warning.

Section 5: Alert, Warning and Evacuation

Evacuation considerations for special populations, including a map showing the location of special populations, are addressed later in this section under EVACUATION.

Sample Alert and Warning Messages

The following are examples of wording for various types of emergency alert and warning messages.

General Information Message

"At *(time)* today, City of Seward public safety officials reported an *(describe the event, emergency, incident)*. The *(event)* occurred at *(location and time)* today. The Incident Commander, City/Borough Manager/Mayor, and the Chiefs of Police and Fire request that all persons in the Seward area should listen to the radio or television for further information."

Shelter in Place Message

"At *(time)* today, City of Seward 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 the Seward area 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, go indoors and remain inside. Turn off heating, 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."

Section 5: Alert, Warning and Evacuation

Prepare to Evacuate Message

"At *(time)* today, City of Seward public safety officials reported a potentially serious condition involving *(description of situation)*. The incident is occurring at *(location)*. The Incident Commander, City/Borough 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, City of Seward public safety officials reported an incident involving *(description of situation)*. The incident occurred at *(location and time)*. The Incident Commander, City/Borough 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 5: Alert, Warning and Evacuation

Evacuation

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, volcanic activity, 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.

The basic approach to evacuation is the same regardless of the type of threat.

- Determine the area at risk, then to compare the risks associated with evacuation with the risks of leaving the threatened population in place.
- Designate appropriate low risk areas, provide automobile or ATV transportation for those without private transportation, open and staff shelter to house and feed the evacuated population, and provide clear and understandable instructions to the public.

KPB OEM has shelter assistance available in cooperation with the Red Cross and Kenai Peninsula Borough School District. Local IC should consider notifying OEM for assistance in sheltering needs.

Evacuation may occur in one of two manners. Local residents may be evacuated from their homes into one or more pre-designated shelters or into the safe homes of neighbors and family. Alternatively, a situation may be severe enough that most or all of the population will be evacuated outside of the community, to a neighboring community, a facility such as a cannery, a barge, or other temporary housing structure.

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 already impacted by a hazard is considered a rescue, and will be conducted according to local Emergency Services responder's standard operating guidelines.

Section 5: Alert, Warning and Evacuation

Seward Evacuation Zones

Seward has been divided into six management zones. The city has installed evacuation route signs throughout the community to direct the population to safe areas.

- Zone 1 The area from Van Buren Street – south to the city limits
- Zone 2 The area from Van Buren Street – north to Hemlock Street (Forest Acres)
- Zone 3 The area from Hemlock Street – north to the city limits (airport area)
- Zone 4 The area from 4th of July Creek – north to the city limits
- Zone 5 The area incorporated in the Bear Creek Fire Services District
- Zone 6 The area from Lowell Point – north to city limits

Tsunami Evacuation Plan

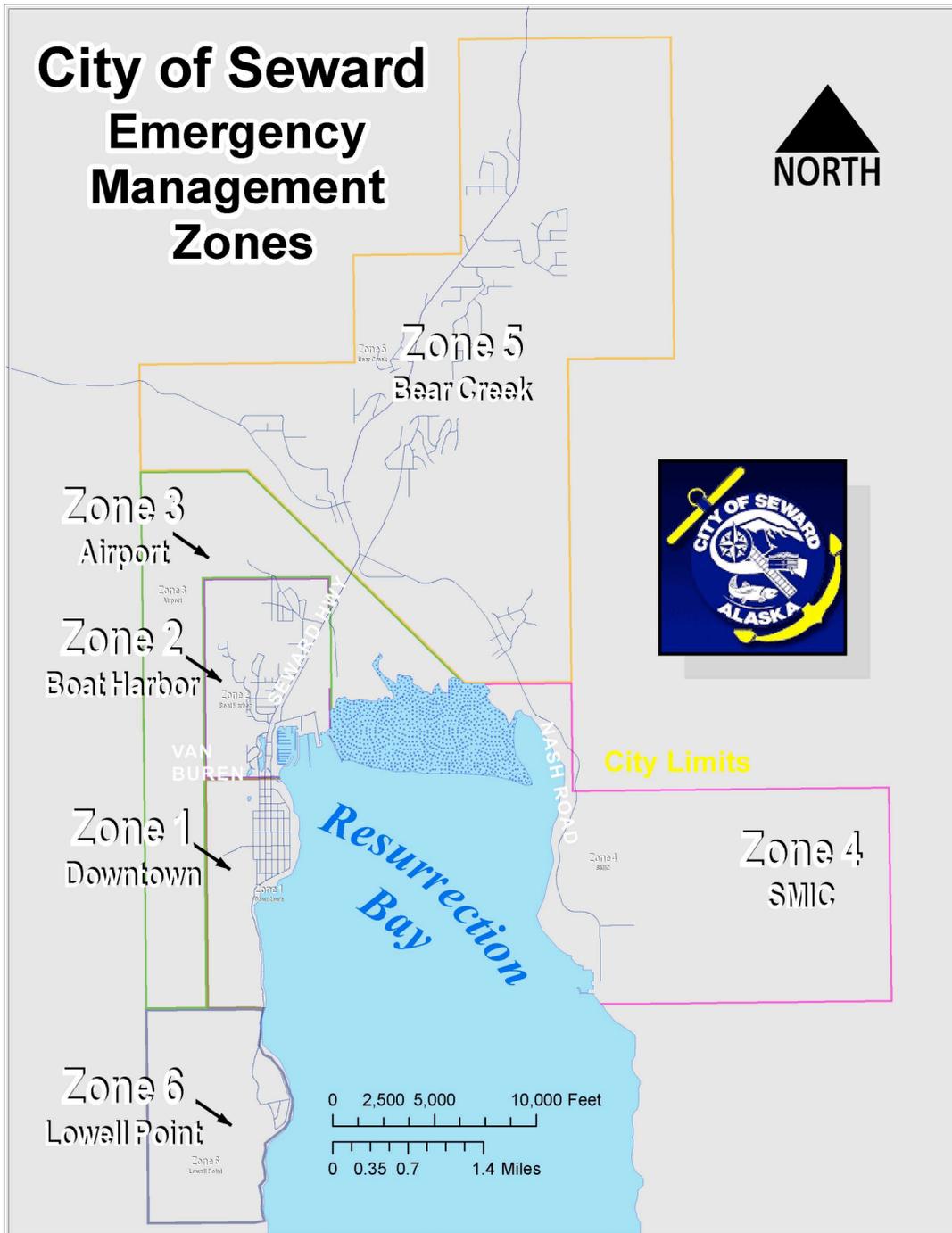
The tsunami evacuation plan for Seward involves primary and secondary evacuation areas, determined by their elevation above sea level and therefore their susceptibility to tsunami inundation. **Primary evacuation** applies to all areas below the 50-foot elevation, and would occur whenever a strong local earthquake is felt, and whenever a tsunami warning is issued. **Secondary evacuation** applies to all areas below the 100-foot elevation, and would occur if the tsunami is anticipated to exceed 50 feet in height, or during a high tide event.

The following table shows the designated evacuation points for each zone during primary and secondary evacuations.

Zone	Primary Evacuation Shelters	Secondary Evacuation Areas
Zone 1	AVTEC Student Service Center (Gym) – 519 4 th Avenue	1 st Avenue – streets between Providence Seward Medical Center and Wesley Rehabilitation Center
Zone 2	Seward High School 2100 Swetmann Avenue	Seward Schools
Zone 3	Seward High School 2100 Swetmann Avenue	Seward Schools
Zone 4	Mile 3 to 4 Nash Road	Seward Schools
Zone 5	As per AST & BCVFD directives Bear Creek Fire Department Mile 5.5 Seward Highway is a shelter	As per AST & BCVFD directives
Zone 6	AVTEC Student Services Center (Gym) 519 Fourth Avenue	Area by Providence Seward Medical Center - First Avenue and Jefferson

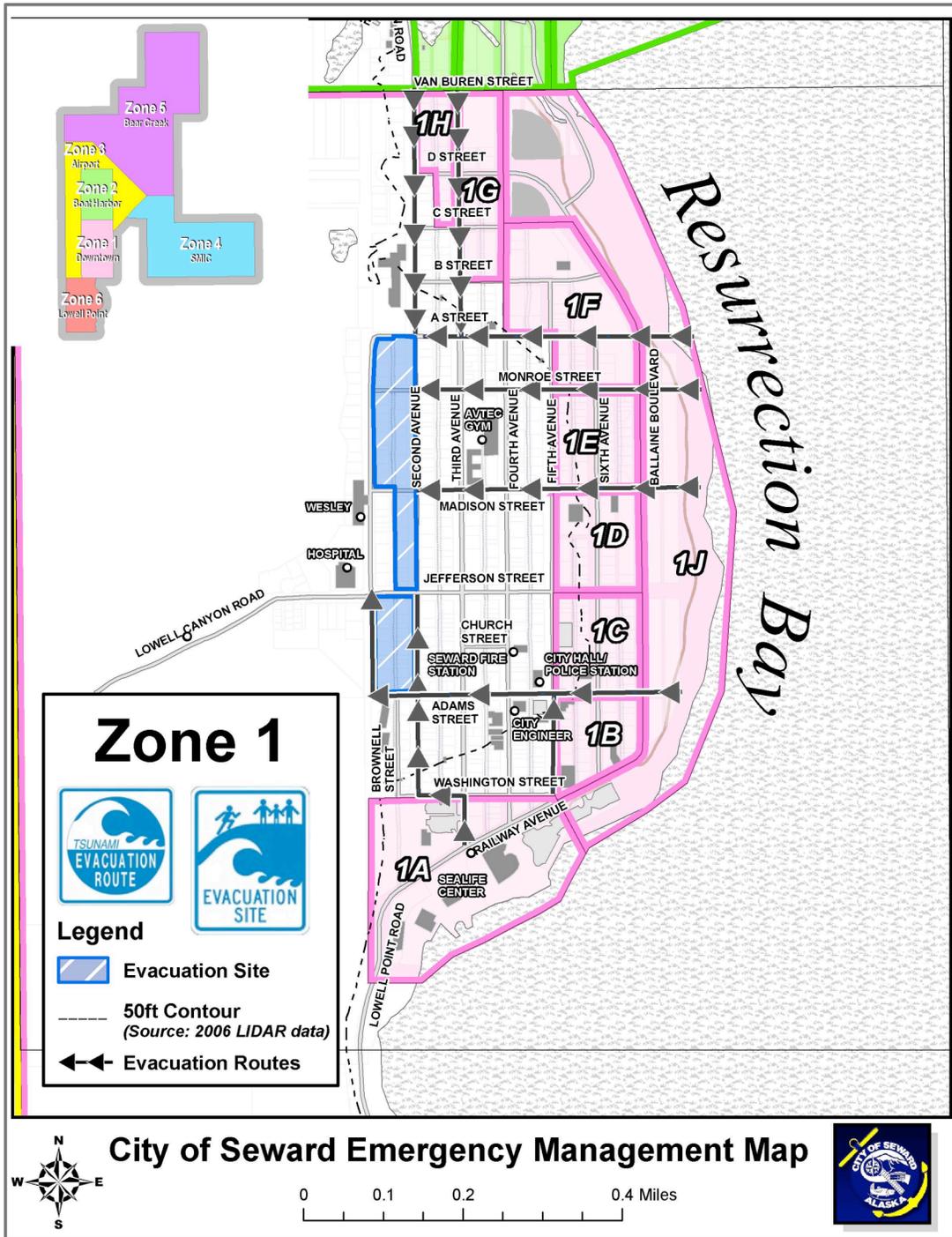
Section 5: Alert, Warning and Evacuation

Emergency Management Areas

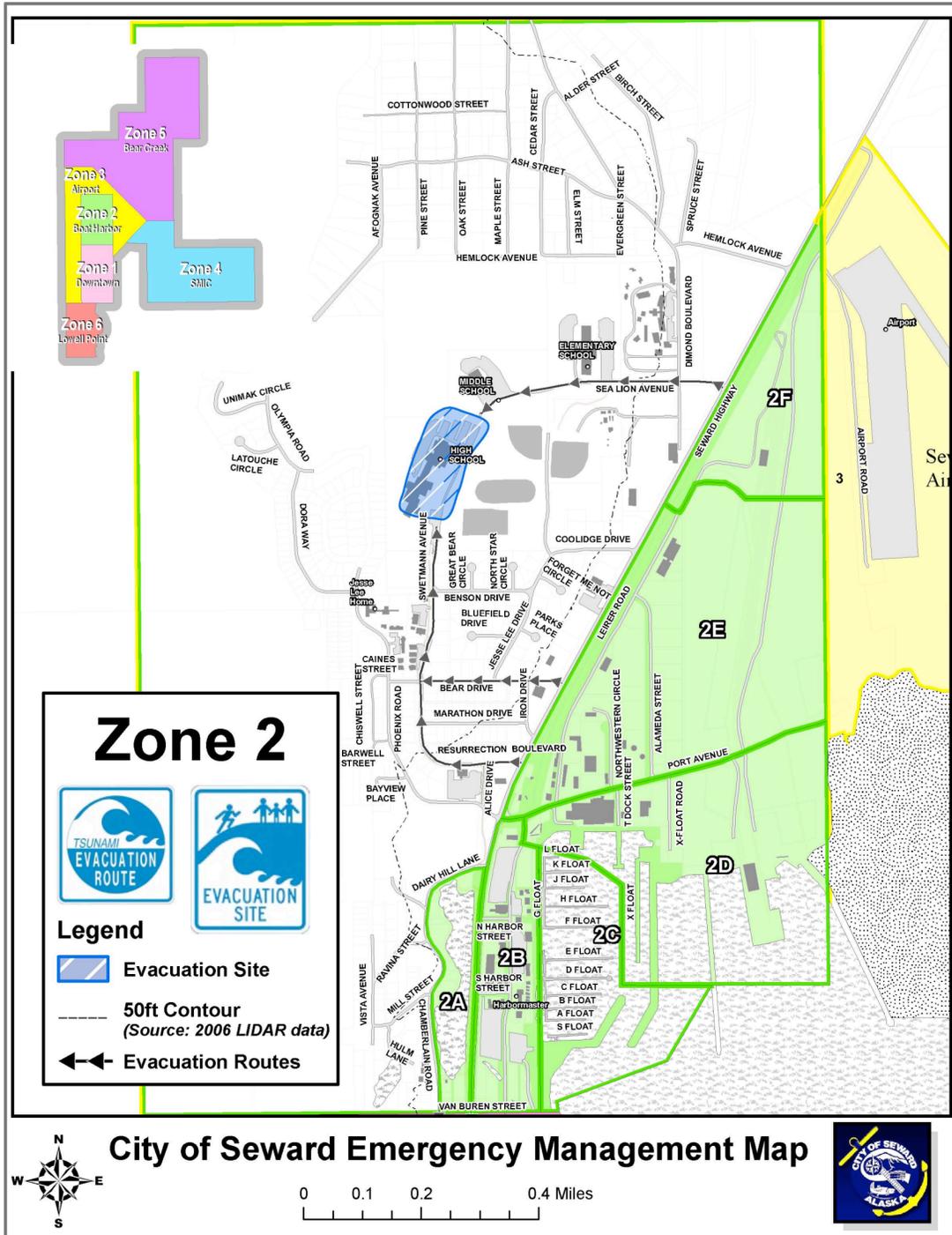


Section 5: Alert, Warning and Evacuation

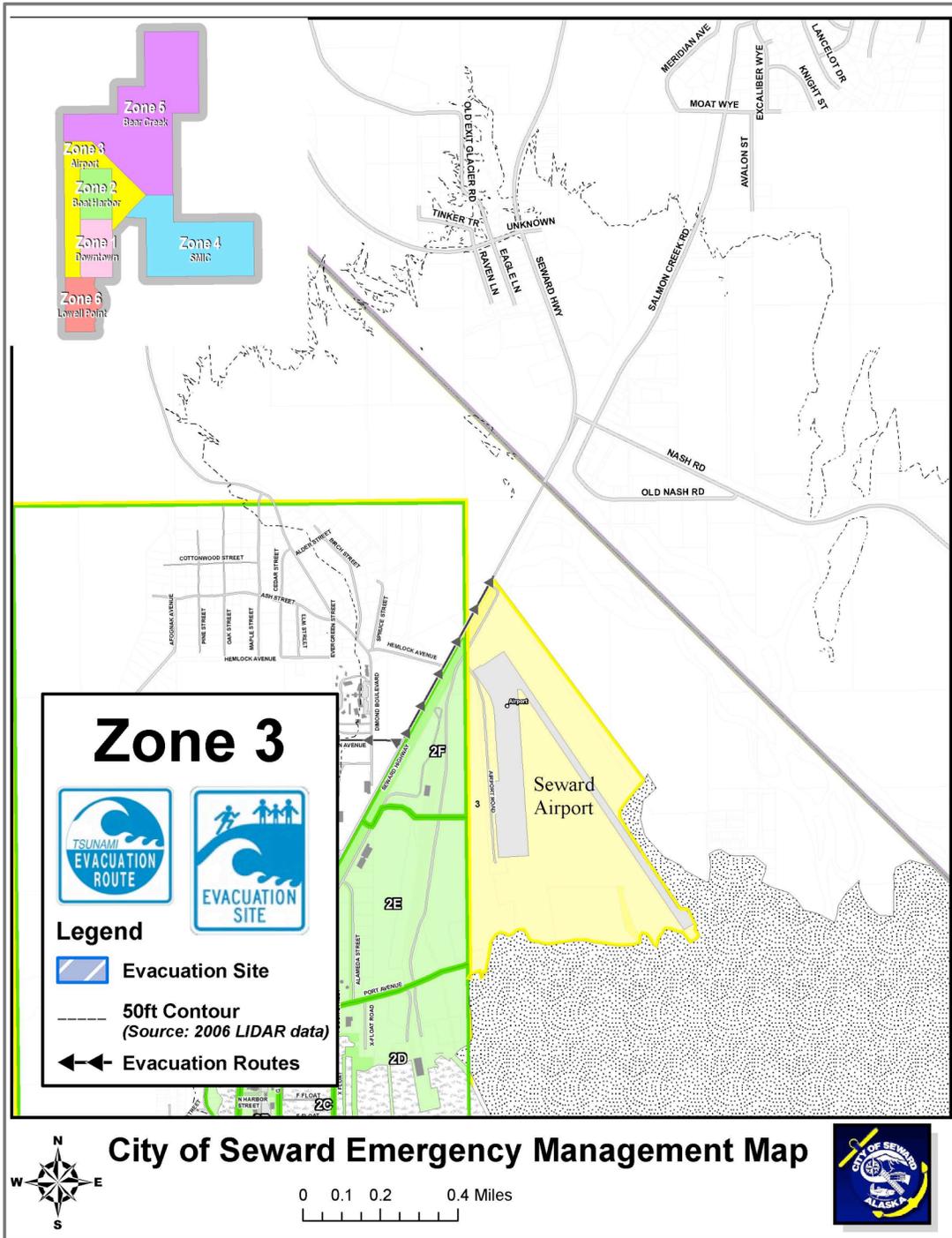
Evacuation Zone Maps



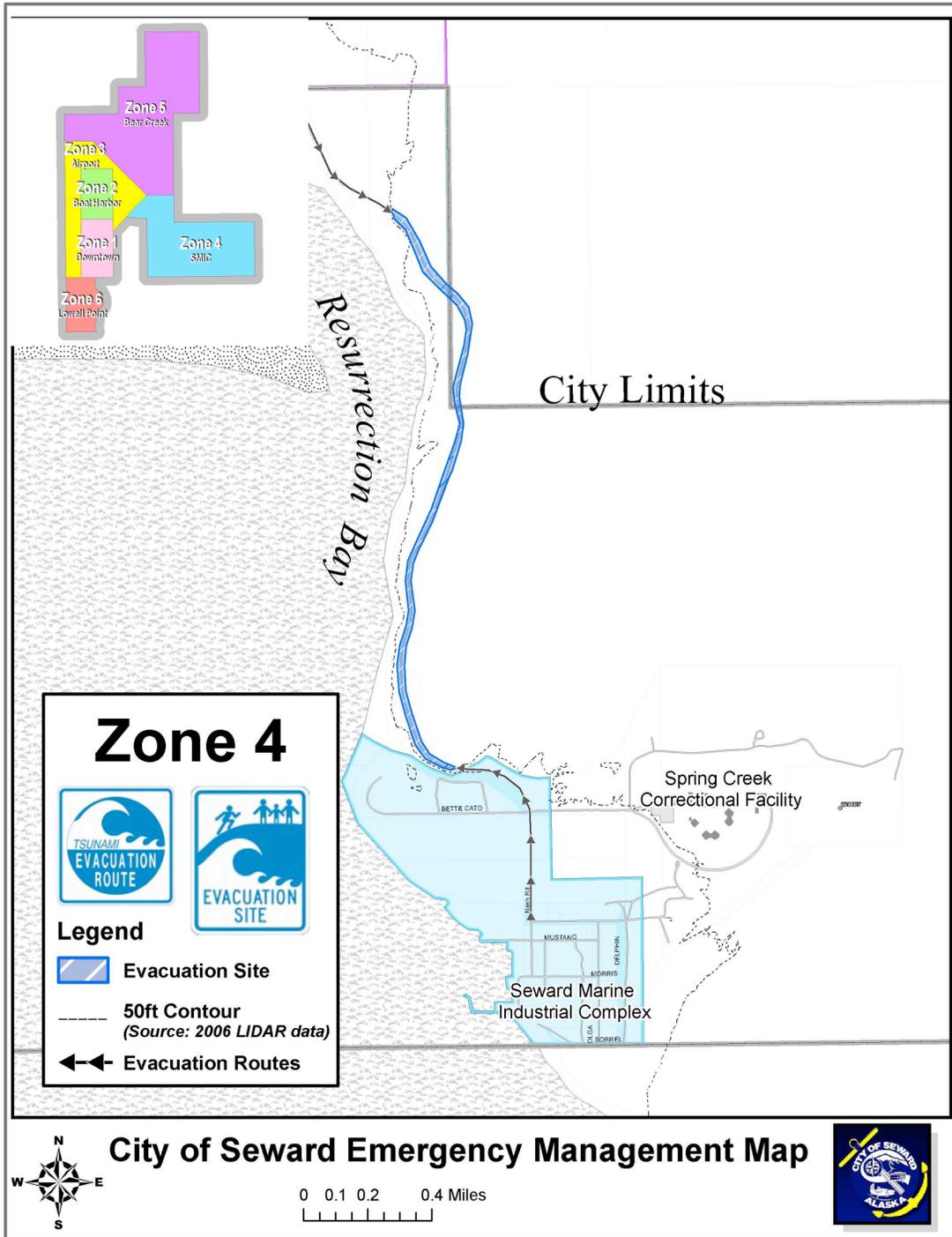
Section 5: Alert, Warning and Evacuation



Section 5: Alert, Warning and Evacuation



Section 5: Alert, Warning and Evacuation



Section 5: Alert, Warning and Evacuation

Tsunami Mapping and Inundation Levels

Tsunami inundation maps for the City of Seward are being developed by the University of Alaska Fairbanks. It is anticipated that these maps will be completed in 2007.

Once the new inundation maps are completed, it may be necessary to alter the Seward tsunami evacuation plan, if inundation levels exceed the 50 and 100-foot contour lines presently used to distinguish evacuation areas.

MINIMUM WARNING: Should a sever earthquake occur in the water areas in the vicinity of Seward, it is possible that it could generate a tsunami which would hit the community before the Tsunami Warning Center could determine the location and intensity of the disturbance. It is highly likely that an earthquake of the intensity required to generate a tsunami would be felt by local residents. The public should be aware that, IF A SEVERE EARTHQUAKE IS FELT WHICH CONTINUES FOR 30 SECONDS OR LONGER, THEY SHOULD IMMEDIATE PROCEED TO A SAFE AREA WITHOUT AWAITING OFFICIAL NOTIFICATION.

Section 5: Alert, Warning and Evacuation

Special Populations List

The following special populations have been identified in the community.

Name of Organization	Total # of occupants	Address	Contact information (telephone & alternate contact)	Special needs and other considerations
Lil Kritter's Day Care	38 children	310 A Street	Marsha Ambacher 907-224-5400 Emergency ctc 362-1090	Monday Thru Friday Times 7:45am to 5:30pm Children ages 6 months to 12 years
Shirley's Kids	7 maximum children	222 N. Star Circle	224-3528 Shirley Dieckgraeff	Monday thru Friday Times: 7:45am to 6:00pm Ages 2yrs to 7yrs some kids after school care only
Roos' Rascals	22 children	304 Madison Ave (3 rd & Madison)	224-8432 Lisa Stucky Emergency ctc home 288-5797	Monday thru Friday Times: 7:00am to 9:00 pm Ages 6 months to 12 years
Day Star Daycare		305 Coolidge	224-8441 Diana Clark	
Wesley Rehab Center / a Providence Medical Facility		431 1 st Avenue	224-5241	Part of Providence Seward Medical Center Elderly and disabled persons in facility care
Providence Medical Center		417 1 st Ave	224-5205	Hospital / clinic facility. Maximum 6 beds

Section 5: Alert, Warning and Evacuation

Name of Organization	Total # of occupants	Address	Contact information (telephone & alternate contact)	Special needs and other considerations
Glacier View Apartments		200 Lowell Canyon Rd	224-3737	Independent living apartments 1 st floor 8 Apartments 2 nd floor 11 Apartments 3 rd floor 11 Apartments
SeaView Group Home 4 Plex		601 6 th AVE	224-5257	Independent Living
SeaView Group Home		1400 Chamberlain	224-5257	Assisted Living Group Home
Camper Park				
Seward Small Boat Harbor	738 slips			
City Jail				
Spring Creek				

Section 5: Alert, Warning and Evacuation

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Section 6: Response Actions

Introduction

This section should serve as a starting point for organizing a disaster response. This section uses simplified action guides (checklists) to help guide local response activities and to identify the types of circumstances and scale of disasters where outside assistance may be necessary.

- While this EOP has been designed to promote the highest possible level of self-sufficiency for disaster response within the community, there will always be some circumstances where regional, state, or federal resources will be necessary to support the response.
- There will also be certain types of disasters where the scale is such that multiple communities are affected and a coordinated, regional response will be necessary.

It is always better to be overly cautious and call for assistance as early on as possible. It will always be possible to scale down the response later, however if you wait to long to make notifications and/or requests for assistance, response time may not occur quickly enough to benefit the community.

Response Checklists

The hazard-specific Response Checklists in this section include:

- notifications,
- protective actions,
- special and unique response procedures,
- emergency public information, and
- other response needs generated by a particular hazard.

The checklists are organized by hazard type and focus on the special planning needs and regulatory issues generated by the hazard and identify appropriate outside agencies to contact for assistance in each case.

These checklists are only guides, and all actions may not be appropriate in every situation. All responders and emergency personnel should use their own good judgment and common sense when carrying out the actions in this plan.

Section 6: Response Actions

How to Use the Checklists

The sample checklist below shows how the response checklists are organized.

- Checklist actions are organized by **response phase**: warning, response, and recovery. For some types of incidents (e.g. earthquakes), no warning will occur.
- For each response phase, the checklist identifies **response actions**, which are general actions/activities that may be appropriate or necessary during the type of incident.
- For each response action, there is an **assigned responsibility** that indicates which IMT position/division is most likely to carry out that action. These assignments presume that an IMT has been or is being established. These are guidelines only, and should be adapted to meet the incident needs based on the level of IMT established. An IMT organization chart is in Section 4.
- City departments, state and federal agencies, and other entities that may be able to provide assistance or guidance during the incident are listed in the **contacts** column. Phone numbers are listed in Appendix C in alphabetical order.

SAMPLE RESPONSE CHECKLIST (risk = unknown)			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
Warning Phase: Threat of Incident Exists	Receive information	IC	City Manager KPB OEM DHS&EM
	Identify risks	IC	
	Inventory heavy equipment, vehicles, and vessels to support response.	Public Works	
	Activate incident management team, establish command center.	IC, Logistics	
Response Phase: Incident is occurring	Review Warning checklist.	All Personnel	Police Department
	Disseminate public information	PIO	Alaska State Troopers)
	Establish shelters, if necessary.	Logistics	
	Secure evacuated areas.	Operations	FEMA (disaster relief)
	If conditions warrant, declare a local disaster emergency and request state declaration of disaster emergency.	Emergency Manager	
Review Warning & Response checklists.	All Personnel	Ensure that all organizations listed under WARNING and RESPONSE phases have been notified, as appropriate.	
Coordinate recovery activities with state and federal relief agencies.	IC		
Arrange for debris clearance.	Public Works		
Work to restore damaged utilities and transportation systems (airstrips, roadways, and port facilities), if any.	Public Works		
Establish disaster aid centers to process applications for the rehabilitation of individuals and families.	Planning, Logistics		
Perform an incident critique.	IC, with input from all positions		

Section 6: Response Actions

Hazards Included in Checklists

Based on the information in the City of Seward, KPB and State of Alaska All-Hazard Mitigation Plans, the following hazard-specific response checklists are included in this plan:

HAZARD CHECKLIST	PAGE #
Avalanche	6-5
Coastal Storm Surge/Erosion	6-9
Earthquake	6-13
Energy Shortage	6-21
Fire (Wildland)	6-25
Flood	6-29
Landslide	6-35
Oil/Hazardous Materials Release	6-39
Terrorism/Weapons of Mass Destruction	6-43
Transportation Accident	6-50
Tsunami	6-54
Volcano	6-60
Weather Extremes	6-66

For a discussion of the relative risks of these hazards to the City of Seward, refer to Section 2 of this plan or to the City of Seward Mitigation Plan.

Section 10 of this plan contains guidelines for responding to incidents when a cruise ship is also impacted.

Section 6: Response Actions

Acronyms and Abbreviations

The following abbreviations are commonly used throughout the checklists in this section. A full list of acronyms and abbreviations is included in Appendix D.

IMT	Incident Management Team
IC	Incident Commander
AST	Alaska State Troopers
DHS	United States Department of Homeland Security
DHS&EM	Department of Homeland Security and Emergency Management (Alaska, a division of DMVA)
PIO	Public Information Officer
KPB	Kenai Peninsula Borough
OEM	Office of Emergency Management (Kenai Peninsula Borough)
ADOTPF	Alaska Department of Transportation & Public Facilities
LE	Law Enforcement
FEMA	Federal Emergency Management Agency

Section 6: Response Actions

Avalanche Response Checklist

Section 6: Response Actions

AVALANCHE CHECKLIST			
SITUATION	RESPONSE ACTIONS	IMT RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
Warning Phase: Threat of an avalanche exists	Identify areas at risk.	IC	Seward City Manager (Emergency Preparedness Director)
	Issue public safety announcements regarding avalanche-prone areas.	Public Information Officer	Seward Police Department
	Arrange for public alert and warning.	Safety Officer PIO	Seward Fire Department
	Ensure evacuation routes are passable.	Safety/LE	KPB Office of Emergency Management
	Evaluate need for sheltering.	IC	National Weather Service (for snow forecasts)
	Notify local responders of potential need for search & rescue.	IC	ADOTPF Central Region Maintenance (if roadways are threatened)
	Inventory heavy equipment for use in response & recovery.	Operations (Public Works, Engineering)	KWAVE/KPEN (for public warnings)
	Preposition emergency equipment, fuel, and medical supplies in safe area for use after avalanche.	Logistics (Medical)	Seward Public Works
	Arrange for safe delivery of incoming response personnel and supplies.	Logistics	Seward City Clerk
Response Phase: Avalanche is occurring	Keep records of actions taken & resources used.	Planning (Situations Department)	School District
	Review Warning checklist.	All personnel	Providence Seward Medical & Care Center
	Establish EOC, if necessary.	Logistics	AST (Seward Post)
	Establish a watch/ observation system for future avalanches.	Planning	

Section 6: Response Actions

AVALANCHE CHECKLIST			
SITUATION	RESPONSE ACTIONS	IMT RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
	Launch search & rescue efforts as needed.	Operations (LE) Safety Officer	DHS&EM (disaster relief)
	Disseminate public information.	PIO Liaison Officer	FEMA (disaster relief)
	Limit travel/recreation in affected areas.	Operations (LE) Safety Officer	Seward Parks 7 Rec Department
	Account for all persons in affected area.	Operations (LE) Safety Officer	American Red Cross (disaster relief & relocation/sheltering)
	Establish shelters.	Logistics	Notify all other organizations listed under WARNING PHASE (above) as appropriate.
	Secure evacuated areas.	Operations (LE) Safety Officer	
	Establish safe location for emergency medical care.	Operations (Medical)	
	If conditions warrant, declare a local disaster emergency and request state declaration of disaster emergency.	IC	
Recovery Phase: Avalanche has occurred	Review Warning & Response checklists.	All personnel	Ensure that all organizations listed under WARNING and RESPONSE phases have been notified, as appropriate.
	Coordinate recovery activities with local, state, and federal agencies.	IC	
	Identify safety hazards and undertake corrective action.	Safety Officer	
	Arrange for snow and debris clearance.	Operations (Public Works, Engineering)	
	Restore damaged utilities and transportation systems (air, road, port)	Operations (Public Works, Harbor,	

Section 6: Response Actions

AVALANCHE CHECKLIST			
SITUATION	RESPONSE ACTIONS	IMT RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
		Engineering, Electric, Airport Branches)	
	Arrange emergency housing as needed.	Planning	
	Perform damage assessments, post-incident cleanup, and utilities restoration.	Planning (situations division)	
	Continue to disseminate public information regarding ongoing hazards and relief efforts.	PIO	
	Initiate community healing programs, as needed.	Liaison Officer	
	Provide monetary figures necessary to support a request for disaster declaration.	Finance	
	Complete and submit necessary reports and paperwork to appropriate agencies.	IC, delegated as needed	
	Perform an incident critique.	IC with input from all positions	

Section 6: Response Actions

Coastal Storm Surge/Erosion Response Checklist

Section 6: Response Actions

COASTAL STORM SURGE/EROSION CHECKLIST			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
Warning Phase: Threat of coastal erosion exists	Identify areas at risk.	IC	Seward City Manager (Emergency Preparedness Director)
	Evaluate need for evacuation.	IC	KPB OEM
	Identify safe areas suitable for relocating evacuees.	Planning	National Weather Service (for weather forecasts)
	Determine whether roadways or transportation facilities are at risk.	Operations (Public Works)	ADOTPF Central Region Maintenance (if roadways are threatened)
	Estimate number of evacuees and arrange for relocation.	Planning Operations (LE)	Seward Publics Works Department
	Arrange for public alert and warning if necessary.	PIO	Seward Harbor Department
	Inventory heavy equipment for use in response & recovery.	Operations (Public Works)	School District
	Remove emergency equipment, fuel, and medical supplies from threatened areas.	Logistics	
	Keep records of actions taken & resources used.	Planning (Situations Department)	
Response Phase: Coastal erosion is occurring	Review Warning checklist.	All Personnel	City Department to fill IMT
	Activate incident management team, establish EOC, and notify the public of the situation.	IC, Logistics, PIO	Seward Police Department (relocation)
	Establish a watch/ observation system for erosion progression.	Operations Planning	DHS&EM (disaster relief)

Section 6: Response Actions

COASTAL STORM SURGE/EROSION CHECKLIST			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
<i>Notify all other organizations listed under WARNING PHASE (above) as appropriate.</i>	Continue to disseminate public information.	PIO Liaison Officer	FEMA (disaster relief)
	Limit travel/recreation in affected areas.	Operations	American Red Cross (disaster relief & relocation/sheltering)
	Facilitate relocation of displaced residents.	Logistics	Salvation Army AK (disaster relief)
	Account for all persons in affected area.	Operations	
	Establish shelters, if necessary.	Logistics	
	Secure evacuated areas.	Operations	
	Estimate extent of damage.	Planning	
	If conditions warrant, declare a local disaster emergency and request state declaration of disaster emergency.	IC	
Recovery Phase: Coastal erosion has occurred	Review Warning & Response checklists.	All Personnel	Ensure that all organizations listed under WARNING and RESPONSE phases have been notified, as appropriate.
	Coordinate recovery activities with state and federal relief agencies.	IC	
	Reevaluate zoning ordinances and setback policies.	Planning	
	Identify safety hazards and undertake corrective action.	Operations Safety Officer	
	Arrange for debris clearance.	Operations	

Section 6: Response Actions

COASTAL STORM SURGE/EROSION CHECKLIST			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
	Work to restore damaged utilities and transportation systems (airstrips, roadways, and port facilities), if any.	Operations	
	Arrange for emergency housing as necessary.	Planning	
	Establish disaster aid centers to process applications for the rehabilitation of individuals and families.	Logistics	
	Establish Community Healing Program, if needed.	Liaison	
	Work on monetary damage estimates for disaster declaration.	Finance	
	Complete and submit necessary reports and paperwork to appropriate agencies.	IC, delegated as needed	
	Perform an incident critique.	IC with input from all positions	

Section 6: Response Actions

Response Checklist: EARTHQUAKE

WARNING: Earthquakes occur without sufficient warning to undertake incident-specific preparations. A strong earthquake whose epicenter is located a short distance away can generate a "local tsunami" in nearby waters, and the tsunami could reach coastal areas before a warning is issued. All coastal areas are considered to have a "local tsunami" hazard. See the Hazard Response Checklist for TSUNAMIS, also in this section.

Section 6: Response Actions

EARTHQUAKE CHECKLIST			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
Response Phase: Earthquake is occurring	Warn citizens of the dangers of weakened or collapsing buildings.	Operations (LE) Safety Officer	Seward City Manager (Emergency Preparedness Director) Seward Police Department (relocation) Seward City Clerk Seward Personnel Officer Seward Engineering Dept Seward Public Works Dept Seward Fire Department AST (Seward Post) Providence Seward Medical & Care Center (if human health risks) Alaska Department of Public Health (if human health risks/fatalities) Alaska Tsunami Warning Center DHS&EM (disaster relief)
	Issue evacuation orders as appropriate.	IC	
	Initiate tsunami watch.	IC/Planning	
	Activate IMT & establish EOC.	IC Logistics	
	Survey existing communications and establish communications nets using available resources.	Logistics (Communications)	
	Establish reconnaissance to size up situation. Record information.	Operations	
	Order all fire and medical apparatus out of stations.	Operations/Logistics	
	Maintain public order and crowd control. Control looting, particularly at food stores.	Operations (LE)	
	Disseminate public information.	PIO	
	Establish safe location for emergency medical care and arrange for medical evacuations as necessary.	Operations (Medical)	
	Respond to priority situations: *Fires with trapped victims *Fires with probability of rapid spread *Trapped victims *Severe medical cases *Large fires with no spread potential	Operations (various branches)	

Section 6: Response Actions

EARTHQUAKE CHECKLIST			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
	*Major petroleum and gas leaks *Minor medical cases *General assistance		FEMA (disaster relief) American Red Cross (disaster relief & relocation/sheltering)
	Account for all persons in community.	Operations (LE)	School District
	Establish shelters.	Logistics	
	Secure evacuated areas.	Operations	
	Estimate extent of damage.	Operations	
	If conditions warrant, declare a local disaster emergency and request state declaration of disaster emergency.	IC	
	Keep records of actions taken & resources used.	Planning (Situations Department)	
Recovery Phase: Earthquake has occurred	Review Response checklist.	All Personnel	Ensure that all organizations listed under WARNING and RESPONSE phases have been notified, as appropriate.
	Restore essential public utilities and facilities.	Operations (Public Works, Engineering, Electric)	
	Notify state EOC (SECC) of damage estimates and casualties	Liaison Officer	
	Coordinate recovery activities with state and federal relief agencies. Request assistance as needed.	IC	
	Assess damage to: *Electrical utilities *Water systems *Streets	Operations (various branches), Planning	

Section 6: Response Actions

EARTHQUAKE CHECKLIST			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
	*Evacuation centers *Hospitals *Communication systems		
	Conduct damage surveys of public buildings and private homes.	Operations (Engineering/Facilities)	
	Arrange for debris clearance.	Operations (Public Works)	
	Work to restore damaged utilities and transportation systems (airstrips, roadways, and port facilities).	Operations (Public Works, Engineering, Electric, ADOTPF, Harbor)	
	Assessment of critical infrastructure for safety of operators/ occupants.	Operations Safety Officer	
	Arrange for emergency housing as necessary.	Planning	
	Establish disaster aid centers to process applications for the rehabilitation of individuals and families.	Planning	
	Survey safety hazards and undertake corrective measures, including a health and sanitation survey and disease prevention measures.	Operations Safety Officer	
	Establish a safe water supply.	Logistics/ Operations	
	Establish sanitation facilities.	Logistics / Operations	

Section 6: Response Actions

EARTHQUAKE CHECKLIST			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
	Arrange for handling and identification of fatalities and mental health support services.	Operations (Medical) Planning	
	Establish temporary morgue if required.	Operations (Medical)	
	Disseminate public information regarding: *Ongoing hazards and relief efforts *Shelter locations *Food center locations *Sanitation facilities *Potable water *Medical aid stations *Emergency communications systems	PIO	
	Continue to restore and maintain essential public utilities and facilities.	Operations (Public Works, Engineering, Electric)	
	Establish Community Healing Program, if needed.	Liaison	
	Perform damage assessments.	Operations	
	Provide monetary figures necessary to support a request for disaster declaration.	Finance	
	Complete and submit necessary reports and paperwork to agencies. (See Appendix A)	IC	
	Perform an incident critique.	IC, with input from all positions	

Section 6: Response Actions

Earthquake Stabilization and Restoration Sequence

The priorities reflected in this list are general guidelines for returning Seward to operational and economic normalcy following an earthquake.

Type of Service	Priority 1	Priority 2	Priority 3
Communications	Emergency response EOC Police Dispatch AST Dispatch	Essential phone circuits EAS radio station services	Data and other commercial Non-EAS radio stations
Facilities	EOC Dispatch Center Fire Stations Hospital Shelters Water Treatment Plant Public Works	Grocery Stores Sewer Treatment Plant City/Borough offices Port/Harbor office State/Federal offices	Schools (non-shelters) 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 public 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	ICS staff Emergency response personnel	Workers essential to reconstruction, debris and waste disposal	Personnel necessary for economic recovery
Water	Fire suppression Potable water Sanitation	Industrial processes	

Section 6: Response Actions

Energy Shortage/Interruption Response Checklist

Section 6: Response Actions

ENERGY SHORTAGE/INTERRUPTION CHECKLIST			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
Warning Phase: Threat of an energy shortage or interruption exists	Identify areas at risk.	IC	Seward City Manager (Emergency Preparedness Director)
	Estimate possible consequences.	IC	
	Inform incident management team as appropriate.	IC	Seward Police Department
	Establish and maintain contact with other affected areas.	IC	AST (Seward Post)
	Coordinate with other state and federal agencies.	IC	Seward Electric Department
	Alert public utilities and review emergency shutdown procedures.	Operations (Electric)	Seward City Clerk
	Estimate nature & scope of assistance required by community & threatened utilities.	Planning	Seward Community Development Dept
	Establish rationing or conservation system, as appropriate.	IC Planning	Providence Seward Medical Center
	Arrange for public announcements via radio, television, newspaper.	PIO	
	Keep records of actions taken & resources used.	Planning (Situations Department)	Alaska Department of Public Health Ready Care Home Health Care Seward Volunteer Ambulance Corp School District

Section 6: Response Actions

ENERGY SHORTAGE/INTERRUPTION CHECKLIST			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
Response Phase: Energy shortage or interruption is occurring. <i>Notify all other organizations listed under WARNING PHASE (above) as appropriate.</i>	Review Warning checklist.	All Personnel	City of Seward Departments as needed DHS&EM (disaster relief) FEMA (disaster relief) American Red Cross (disaster relief & relocation/sheltering) Salvation Army AK (disaster relief)
	Activate incident management team, establish EOC.	IC Logistics	
	Determine the extent of interruption. Estimate duration of interruption or outage.	Operations	
	Disseminate public information.	PIO	
	Account for all persons.	Operations (LE) Safety Officer	
	Dispatch repair crews from appropriate utilities.	Operations (Public Works, Engineering, Electric)	
	Prepare to activate shelters or locate emergency housing for evacuees.	Planning Logistics	
	Arrange for emergency and backup power for critical services.	Operations (Public Works, Engineering, Electric)	
	Develop energy conservation plan & coordinate with other jurisdictions.	Planning	
	Identify potential "back-up" fuels, such as cut wood, and plan for allocation.	Planning	
If loss of water system, determine possibility of rerouting using fire hoses.	Operations (Public Works)		

Section 6: Response Actions

ENERGY SHORTAGE/INTERRUPTION CHECKLIST			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
	Be ready for problems such street lights, heating problems, low water pressure.	Operations (LE, Public Works, Engineering)	
	Provide special assistance to low income and homeless as needed.	Planning Liaison Officer	
	If conditions warrant, declare a local disaster emergency and request state declaration of disaster emergency.	IC	
Recovery Phase: Energy Shortage has occurred	Review Warning & Response checklists.	All Personnel	Ensure that all organizations listed under WARNING and RESPONSE phases have been notified, as appropriate.
	Coordinate recovery activities with state and federal relief agencies.	IC	
	Establish disaster aid centers to process applications for the rehabilitation of individuals and families.	Planning	
	Establish priorities for utility restoration.	Operations	
	Restore essential public utilities and facilities.	Operations (Public Works, Engineering, Electric)	
	Establish Community Healing Program, if needed.	Liaison	
	Perform damage assessments.	Operations	
	Provide monetary figures necessary to support a request for disaster declaration.	Finance	
	Complete and submit necessary reports and paperwork to appropriate agencies.	IC, delegated as needed	

Section 6: Response Actions

ENERGY SHORTAGE/INTERRUPTION CHECKLIST			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
	Perform an incident critique.	IC, with input from all positions	

Section 6: Response Actions

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Section 6: Response Actions

Fire (Wildland) Response Checklist

Section 6: Response Actions

FIRE CHECKLIST			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
Warning Phase: Threat of a fire exists (See also Drought checklists)	Identify areas at risk.	IC	Seward City Manager (Emergency Preparedness Director) Seward Fire Department American Red Cross (if relocation is required) US Forest Service National Weather Service (for rain forecasts) Seward City Clerk School District
	Assess staffing – assign additional personnel as needed.	Planning	
	Determine fire readiness of vehicles & equipment.	Safety Officer Operations (LE, Fire)	
	Determine water levels for fire fighting.	Safety Officer Operations (Fire)	
	Check auxiliary generators and other power, lighting, and communications, equipment.	Operations (Public Works, , Electric)	
	Restrict outdoor burning.	Safety Officer Operations (Fire)	
	Establish contact with fire agencies (local, state, federal).	Safety Officer Operations (Fire)	
	Survey existing communications.	Operations Logistics	
	Consider activation of EOC	IC	
	Provide public information and direction.	PIO	
	Keep records of actions taken & resources used.	Planning (Situations Department)	
Response Phase:	Review Warning checklist.	All Personnel	Providence Seward Medical & Care Center (if human
	Activate incident management team, establish EOC.	IC, Logistics	

Section 6: Response Actions

FIRE CHECKLIST			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
Fire is occurring <i>Notify all other organizations listed under WARNING PHASE (above) as appropriate.</i>	Assess and identify affected areas.	Operations Planning	health risks)
	Continue to disseminate public information.	PIO	Alaska Department of Public Health (if human health risks/air quality)
	Issue evacuation orders, as necessary.	IC	DHS&EM (disaster relief)
	Account for all persons in affected area.	Operations	FEMA (disaster relief)
	Establish shelters.	Planning Logistics (Shelters)	Seward Parks & Rec
	Secure evacuated areas.	Operations (LE) Safety Officer	American Red Cross (disaster relief & relocation/sheltering)
	Inform EMS, hospitals of injuries.	Operations (Medical) Safety Officer	Salvation Army AK (disaster relief)
	Establish facility/safe location for emergency medical care.	Operations (Medical) Safety Officer	
	If conditions warrant, declare a local disaster emergency and request state declaration of disaster emergency.	IC	
Recovery Phase: Fire has occurred	Review Warning & Response checklists.	All Personnel	Ensure that all organizations listed under WARNING and RESPONSE phases have been notified, as appropriate.
	Coordinate recovery activities with state and federal relief agencies.	IC	
	Identify safety hazards and undertake corrective actions.	Operations Safety Officer	

Section 6: Response Actions

FIRE CHECKLIST			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
	Establish disaster aid centers to process applications for the rehabilitation of individuals and families.	Planning	
	Restore essential public utilities and facilities.	Operations (Public Works, Engineering, Electric)	
	Arrange for emergency housing, as necessary.	Planning	
	Establish Community Healing Program, if needed.	Liaison	
	Perform damage assessments of public buildings and private homes.	Operations	
	Provide monetary figures necessary to support a request for disaster declaration.	Finance	
	Complete and submit necessary reports and paperwork to appropriate agencies.	IC, delegated as needed	
	Perform an incident critique.	IC, with input from all positions	

Section 6: Response Actions

Flood Response Checklist

IF WARNING TIME IS EXTREMELY LIMITED, use the procedures in the Alert and Warning Section to notify the public to evacuate and tell them where to go. Evacuate the low-lying areas first, starting with those homes and other buildings nearest the approaching water, and work back toward a safe area. Use the evacuees to help move out the others as they go along.

Section 6: Response Actions

FLOOD CHECKLIST			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
Warning Phase: Threat of flooding exists	Receive and evaluate forecasts and predictions.	IC	Seward City Manager (Emergency Preparedness Director) Seward Public Works ADOTPF Central Region Maintenance (if roadways are threatened) KPB OEM National Weather Service (for weather forecasts) Seward City Clerk Seward Police Department Seward Fire Department School District
	Establish river watch/evaluation system.	IC	
	Identify areas, facilities, infrastructure at risk.	IC	
	Develop the following estimates: <ul style="list-style-type: none"> Anticipated flood levels and timeline; Areas at risk; How much warning time will elapse; and What measures can be taken to eliminate obstructions or otherwise aid the run-off of water in stream channels. 	IC	
	Evaluate status of existing flood control devices and barriers.	Operations (Public Works)	
	Implement emergency shutoff procedures as necessary.	Operations (Public Works, Engineering, Electric)	
	Maintain surveillance of river and stream flow, watching for obstructions that could exacerbate situation.	Operations/Planning	
	Evaluate need for evacuation, relocation and sheltering.	IC	
	Issue public alert and warning if needed.	Safety Officer PIO	
	Disseminate public information about areas at risk, evacuation routes, shelters.	Safety Officer Operations (LE)	
Inventory heavy equipment, vehicles, and vessels to support response.	Operations (Public Works)		

Section 6: Response Actions

FLOOD CHECKLIST			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
	Move emergency equipment, fuel, and medical supplies from threatened areas to higher ground.	Operations (Public Works, Medical)	
	Activate incident management team, establish EOC.	IC Logistics	
	Keep records of actions taken & resources used.	Planning (Situations Department)	
Response Phase: Flood is occurring <i>Notify all other organizations listed under WARNING PHASE (above) as appropriate.</i>	Review Warning checklist.	All Personnel	AST (Seward Post)
	Establish a watch/ observation system for flood progression/receding.	Operations Planning	Providence Seward Medical & Care Center (if human health risks)
	Conduct reconnaissance and search/rescue in flooded areas.	Operations	Alaska Department of Public Health
	Organize personnel and equipment into teams/task forces that may be dispatched as needed.	Operations	DHS&EM (disaster relief) FEMA (disaster relief)
	If evacuation routes are threatened or impacted, mark alternate routes or provide assistance along passable routes, using watercraft if safe to do so.	Operations (LE) Safety Officer	American Red Cross (disaster relief & relocation/sheltering) Army Corp of Engineers
	Continue to disseminate public information, including: *Description of situation and affected areas *Guidelines on flood-proofing measures and the protection of personal and real property *Evacuation routes & reception areas *How future messages will be communicated	PIO	
	Identify available supplies of sandbags and other dike-building materials & arrange for their distribution.	Planning Operations	

Section 6: Response Actions

FLOOD CHECKLIST			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
	Inventory portable communications systems and set up communications networks.	Logistics (Communications)	
	Limit travel/recreation in affected areas.	Operations (LE) Safety Officer	
	Account for all persons in affected area.	Operations Safety Officer	
	Facilitate relocation of displaced residents.	Planning	
	Inform EMS, hospitals of injuries.	Safety Officer Operations (Medical)	
	Establish shelters, if necessary.	Logistics	
	Secure evacuated areas & conduct periodic patrols.	Operations (LE) Safety Officer	
	Estimate extent of damage.	Operations Planning	
	Keep the City Council informed.	IC	
	Divert incoming traffic (air, marine, ground) and non-essential visitors and supplies.	Planning Operations	
	If conditions warrant, declare a local disaster emergency and request state declaration of disaster emergency.	IC	
Recovery Phase: Flood has occurred	Review Warning & Response checklists.	All Personnel	Ensure that all organizations listed under WARNING and RESPONSE phases have been notified, as appropriate.
	Coordinate recovery activities with state and federal relief agencies.	IC	
	Identify safety hazards and undertake corrective action, including health and sanitation surveys and initiation of disease prevention measures.	Operations (LE) Safety Officer	

Section 6: Response Actions

FLOOD CHECKLIST			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
	Arrange for debris clearance, especially in culverts/drainage areas.	Operations (Public Works, Engineering)	
	Work to restore damaged utilities and transportation systems (airstrips, roadways, and port facilities), if any.	Operations (Public Works, Engineering, Electric)	
	Arrange for emergency housing as necessary.	Planning	
	Establish disaster aid centers to process applications for the rehabilitation of individuals and families.	Planning Logistics	
	Establish Community Healing Program, if needed.	Liaison	
	Work on monetary damage estimates for disaster declaration.	Finance	
	Complete and submit necessary reports and paperwork to appropriate agencies.	IC, delegated as needed	
	Perform an incident critique.	IC, with input from all positions	

Section 6: Response Actions

Landslide Response Checklist

Section 6: Response Actions

LANDSLIDE CHECKLIST			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
Warning Phase: Threat of a landslide exists	Receive and evaluate forecasts of landslide potential.	IC	Seward City Manager (Emergency Preparedness Director) Seward Police Department AST (Seward Post) Seward Public Works ADOTPF Central Region Maintenance (if roadways are threatened) National Weather Service (for rain forecasts) KWAVE/KPEN (for public warnings) School District
	Identify areas at risk and potential mitigation measures.	IC	
	Activate incident management team, establish EOC.	IC Logistics	
	Issue public safety announcements regarding landslide-prone areas, evacuation areas & routes, safety precautions.	PIO	
	Arrange for public alert and warning.	Safety Officer PIO	
	Ensure evacuation routes are passable.	Safety Officer Operations (LE)	
	Account for all persons in affected area.	Safety Officer Operations (LE)	
	Evaluate need for sheltering.	IC	
	Evaluate existing landslide control structures/measures.	Operations IC	
	Notify local responders of potential need for search & rescue.	IC Safety Officer Operations (LE)	
	Inventory heavy equipment for use in response & recovery.	Operations (Public Works, Engineering)	
Preposition emergency equipment, fuel, and medical supplies in safe area for use after landslide.	Operations		

Section 6: Response Actions

LANDSLIDE CHECKLIST			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
	Check auxiliary power supplies.	Operations (Public Works, Engineering, Electric)	
	Keep records of actions taken & resources used.	Planning (Situations Department)	
Response Phase: Landslide is occurring <i>Notify all other organizations listed under WARNING PHASE (above) as appropriate.</i>	Review Warning checklist.	All Personnel	City of Seward Departments as needed Providence Seward Medical & Care Center Alaska Department of Public Health DHS&EM (disaster relief) FEMA (disaster relief) American Red Cross (disaster relief & relocation/sheltering) Salvation Army AK (disaster relief)
	Establish a watch/ observation system for future landslides.	Operations	
	Launch search & rescue efforts as needed.	Safety Officer Operations (LE)	
	Continue to disseminate public information, warnings & instructions.	PIO	
	Limit travel/recreation in affected areas.	Operations (LE) Safety Officer	
	Establish shelters and care stations.	Logistics Operations (Medical)	
	Secure evacuated areas.	Operations (LE) Safety Officer	
	Inform EMS, hospitals of injuries.	Safety Officer Operations (LE, Medical)	
	If conditions warrant, declare a local disaster emergency and request state declaration of disaster emergency.	IC	
Recovery Phase:	Review Warning & Response checklists.	All Personnel	Ensure that all organizations listed under WARNING and RESPONSE
	Coordinate recovery activities with local, state, and federal agencies.	IC	

Section 6: Response Actions

LANDSLIDE CHECKLIST			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
Landslide has occurred	Identify safety hazards and undertake corrective action.	Operations	phases have been notified, as appropriate.
	Arrange for debris clearance.	Operations (Public Works, Engineering)	
	Restore damaged utilities and transportation systems (air, road, port)	Operations (Public Works, Engineering, Electric, harbor)	
	Arrange emergency housing as needed.	Planning Logistics	
	Perform damage assessments, post-incident cleanup, and utilities restoration.	Operations	
	Continue to disseminate public information.	PIO	
	Establish Community Healing Program, if needed.	Liaison	
	Establish disaster aid centers to process applications for the rehabilitation of individuals and families.	Planning	
	Provide monetary figures necessary to support a request for disaster declaration.	Finance	
	Complete and submit necessary reports and paperwork to appropriate agencies.	IC, delegated as needed	
Perform an incident critique.	IC, with input from all positions		

Section 6: Response Actions

Oil Spill/Hazardous Materials Release Response Checklist

NATIONAL RESPONSE CENTER 24-HR CONTACT: 1-800-424-8802

The NRC must be contacted whenever an oil discharge enters or threatens to enter navigable waters of the United States or whenever a hazardous substance greater than a reportable quantity is released. Failing to report such releases to the NRC can result in severe fines.

ALASKA DEPARTMENT OF ENVIRONMENTAL CONSERVATION

State law requires all oil and hazardous substance releases to be reported to ADEC.

During normal business hours call or fax a completed spill report form to the nearest ADEC Area Response Team. Outside normal business hours, call 1-800-478-9300

Central Response Team: 269-3063 (ph) 269-7648 (fax)

Only trained responders with the requisite Hazardous Materials certification should take part in tactical oil spill response operations.

Refer to the Unified Plan and Subarea Contingency Plan for additional information on organizing for Oil Spill and Hazardous Materials response and for response strategies and additional notification information.

<http://www.akrrt.org/CIplan/CookInletSCP.shtml>

Section 6: Response Actions

OIL SPILL/HAZMAT CHECKLIST			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
Response Phase: Oil Spill or hazardous materials release is occurring	Dispatch fire dept	IC	Harbor Master (if vessel/port spill)
	Activate IMT and set up EOC.	IC	Seward Fire Department
	Assess the situation to determine type of release, approximate size, weather factors, etc.	IC	Seward City Manager (Emergency Preparedness Director)
	Report spill to ADEC and National Response Center.	IC	National Response Center
	Secure the area where release has occurred.	Safety Officer Operations (LE)	ADEC Spill Reporting
	If safe to do so, stop the leak and initiate containment.	IC Operations (Fire/Hazmat)	USCG Sector Anchorage
	Identify materials involved. Look for information on labels, shipping papers.	IC Safety Officer	Alaska Chadux (oil spill cleanup)
	Disseminate public information about evacuation or shelter-in-place.	PIO	KPB Office of Emergency Management
	Initiate evacuation, if necessary.	Safety Officer Operations (LE)	Providence Seward Medical & Care Center (if human health risks)
	Prepare to activate shelters or locate emergency housing for evacuees.	Planning Logistics (Shelters)	Alaska Department of Public Health
	Inform EMS, hospitals of injuries.	Safety Officer Operations (LE)	
	Activate incident management team, establish EOC.	IC, Logistics	CISPRI (oil spill cleanup)
Monitor public health & safety and respond to developing hazards.	Safety Officer Operations		

Section 6: Response Actions

OIL SPILL/HAZMAT CHECKLIST			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
		(Fire/Hazmat/EMS)	Alyeska SERVS (oil spill cleanup) CHEMTREC Call 800 number listed on shipping papers/labels. School District
	Restore and maintain essential services.	Operations (Public Works, Engineering, Electric)	
	If conditions warrant, declare a local disaster emergency and request state declaration of disaster emergency.	IC	
	Refer to the appropriate Facility Response Plan (FRP) or Vessel Response Plan (VRP), or if no plan exists, refer to the Subarea Contingency Plan (SCP).	All Personnel	
	Keep records of actions taken & resources used.	Planning (Situations Department)	
Recovery Phase: Oil Spill or hazardous materials release has occurred	Review Response checklist.	All Personnel	Ensure that all organizations listed under RESPONSE phase have been notified, as appropriate.
	Ensure that all hazardous materials have been disposed of or neutralized.	Operations (Fire/Hazmat) Safety Officer	
	Identify safety hazards and undertake corrective action.	Operations (Fire/Hazmat) Safety Officer	
	Perform post-incident cleanup and restore damaged utilities and transportation systems.	Operations	
	Coordinate recovery activities with state and federal relief agencies.	IC	
	Establish disaster aid centers to process applications for the rehabilitation of individuals and families.	Planning	
	Establish Community Healing Program, if needed.	Liaison	
	Perform damage assessments of public buildings and	Operations	

Section 6: Response Actions

OIL SPILL/HAZMAT CHECKLIST			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
	private homes.		
	Provide monetary figures necessary to support a request for disaster declaration.	Finance	
	Complete and submit necessary reports and paperwork to appropriate agencies.	IC, delegated as needed	
	Perform an incident critique.	IC, with input from all positions	

Section 6: Response Actions

Terrorism/Weapons of Mass Destruction Response Checklist

Section 6: Response Actions

TERRORISM/WMD CHECKLIST			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
Warning Phase: Threat of a terrorist attack exists	Investigate threats through local, state, federal law enforcement channels. Identify: <ul style="list-style-type: none"> Type of threat; What areas will be impacted and to what extent; How much warning time will elapse; What are possible consequences; and What measures can be taken to mitigate the possible effects. 	IC with support from all functions	Terrorism warnings may come directly from the FBI. If the warning is generated locally, the FBI Terrorism Hotline is the central point of contact for all federal agencies. Alaska 24-hr Terrorism Hotline (FBI) National Terrorism Hotline (NTH) Seward City Manager (Emergency Preparedness Director) Seward Police Department Seward Fire Department AST (Seward Post) Providence Seward Medical & Care Center Alaska Department of Public Health (if human health risks/fatalities) Other state/federal law enforcement agencies, as
	Estimate the nature and scope of outside assistance that may be required.	IC	
	Initiate incident communications plan.	IC Logistics	
	Survey available equipment for monitoring radiological or biological hazards.	Safety Officer	
	Publicize emergency public information to include: <ul style="list-style-type: none"> Description of the situation and identification of areas at risk; Guidelines on the protection of real and personal property; Location of emergency shelters or need to shelter in place; Closures of schools, offices, and other facilities; and Evacuation routes and reception areas and how future warning and evacuation instructions will be disseminated. 	PIO	
	If threat of radioactive fallout, disseminate information about:	PIO	

Section 6: Response Actions

TERRORISM/WMD CHECKLIST			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
	*Shelter locations *Food supplies to be taken to shelters *Exposure levels, dangers & protection *Shelter improvisation		needed.
	Maintain an alert or standby of personnel as necessary.	All Personnel	City of Seward Departments as needed
	Keep records of actions taken & resources used.	Planning (Situations Department)	School District
Response Phase: Terrorist attack is occurring <i>Notify all other organizations listed under WARNING PHASE (above) as appropriate.</i>	Review Warning checklist.	All Personnel	
	Activate incident management team, establish EOC.	IC Logistics	FEMA Rapid Response Information System (RRIS):
	Coordinate response with state and federal agencies.	IC	Biological/chemical FBI Bomb Data Center (if explosive device)
	In case of attack involving hazardous materials, see Hazmat checklist above.	All Personnel	CDC (if suspected biological materials)
	If anthrax suspected, contain substance in double bag and wash hands with soap and water, no decon needed if substance is contained.	Operations (LE, Fire/Hazmat) Safety Officer	US Army 103 rd Civil Support Team
	Maintain order – control crowds, protect property.	Operations (LE) Safety Officer	Army National Guard
	Continue to disseminate public information, including evacuation information, shelter in place, how to get information on victims.	PIO	DHS&EM (disaster relief)
	Issue evacuation orders as appropriate. Secure evacuated areas.	Operations (LE) Safety Officer	FEMA (disaster relief)
Account for all persons in affected (evacuated) areas.	Operations (LE) Safety Officer	American Red Cross (disaster relief &	

Section 6: Response Actions

TERRORISM/WMD CHECKLIST			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
	Establish crowd control, reconnaissance, rescue, and medical strike teams/task forces with command center communications.	Operations (LE) Safety Officer	relocation/sheltering) Salvation Army AK (disaster relief) Mental health support services SeaView Community Services
	Control fires and the escapement and/or spread of hazardous or toxic substances.	Operations (Fire/Hazmat) Safety Officer	
	Search for secondary devices.	Operations (LE, Fire/Hazmat) Safety Officer	
	Inform EMS, hospitals of injuries, especially if contaminated victims involved.	Operations (LE, Fire/Hazmat) Safety Officer	
	Conduct emergency decontamination.	Operations (Fire/Hazmat) Safety Officer	
	Establish shelters as needed.	Logistics (Shelters)	
	Establish emergency morgues, as necessary.	Logistics	
	If conditions warrant, declare a local disaster emergency and request state declaration of disaster emergency.	IC	
Recovery Phase: Terrorist attack has occurred	Review Warning & Response checklists.	All Personnel	Ensure that all organizations listed under WARNING and RESPONSE phases have been notified, as appropriate.
	Take other actions necessary to restore public confidence and to solve problems at the root of the disturbances.	Operations IC Liaison Officer	
	Initiate criminal investigations as needed.	Operations (LE) IC	
	Arrange for emergency housing as necessary.	Planning	

Section 6: Response Actions

TERRORISM/WMD CHECKLIST			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
	Establish disaster aid centers to process applications for the rehabilitation of individuals and families.	Logistics	
	Survey safety hazards and undertake corrective measures, including a health and sanitation survey and disease prevention measures.	Operations (Fire/Hazmat) Safety Officer	
	Arrange for initial debris clearance and restoration of essential public utilities and facilities.	Operations (Public Works, Engineering, Electric)	
	Arrange for handling and identification of fatalities and mental health support services.	Operations (Medical, LE) Liaison Officer	
	Initiate immediate and long range rehabilitation measures and programs.	Liaison Officer IC	
	Continue to disseminate public information regarding ongoing hazards and relief efforts.	PIO	
	Establish Community Healing Program, if needed.	Liaison Officer	
	Work on monetary damage estimates for disaster declaration.	Finance	
	Complete and submit necessary reports and paperwork to appropriate agencies.	IC, delegated as needed	
	Perform an incident critique.	IC, input from all positions	
	Take other actions necessary to restore public confidence and to solve problems at the root of the disturbances.	IC PIO	
Initiate criminal investigations as needed.	Operations (LE)		

Section 6: Response Actions

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Transportation Accident Response Checklist

Section 6: Response Actions

TRANSPORTATION ACCIDENT CHECKLIST			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
Response Phase: Accident is occurring	Secure the area. Control crowds.	Operations (LE) Safety Officer	Seward City Manager (Emergency Preparedness Director)
	Control fires and hazmat releases as necessary. Refer to the appropriate checklist.	Safety Officer Operations (Fire/Hazmat)	
	Activate IMT, establish EOC	IC Logistics	Seward Fire Department
	Inform EMS, hospital if injuries	Safety Officer Operations (EMS)	AST
	Evaluate need for evacuation and sheltering	IC	Providence Seward Medical & Care Center
	Arrange for public alert and warning.	PIO	
	Account for all persons in affected area.	Operations (LE) Safety Officer	ADOTPF Central Region Maintenance (if roadways impacted) DHS&EM (disaster relief)
	Ensure evacuation routes are passable.	Operations (LE) Safety Officer	
	Establish radiological monitoring strike teams and/or task force(s) if radioactive materials may be involved.	Planning Operations (Fire/Hazmat)	FEMA (disaster relief)
	Establish shelters as necessary.	Logistics	American Red Cross (disaster relief & relocation/sheltering)
	Establish emergency medical care facilities and arrange for medical evacuations, as necessary.	Operations (Medical) Logistics	Salvation Army AK (disaster relief)
	Disseminate public information about shelters, how to find out about victims.	PIO	Social support and mental health services
Request AST, Red Cross assistance with temporary morgues and burials.	IC		

Section 6: Response Actions

TRANSPORTATION ACCIDENT CHECKLIST			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
	Restore and maintain essential services.	Operations (Public Works, Engineering, Electric)	School District
	Keep records of actions taken & resources used.	Planning (Situations Department)	
Recovery Phase: Accident has occurred	Review Response checklist.	All Personnel	Ensure that all organizations listed under RESPONSE phase have been notified, as appropriate.
	Maintain scene security.	Operations (LE)	
	Identify safety hazards and undertake corrective action.	Operations (Fire/Hazmat) Safety Officer	
	Arrange for emergency housing as necessary.	Planning Logistics	
	Establish disaster aid centers to process applications for the rehabilitation of individuals and families.	Logistics Liaison Officer	
	Arrange for initial debris clearance and restoration of essential public utilities, facilities, and transportation systems.	Operations (Public Works, Engineering, Electric)	
	Arrange for handling and identification of fatalities and mental health support services.	Operations (Medical) Liaison Officer Logistics	
	Continue to disseminate public information.	PIO	
	Establish Community Healing Program, if needed.	Liaison Officer	
	Work on monetary damage estimates for disaster declaration.	Finance	
Complete and submit paperwork to agencies.	IC, delegated as needed		

Section 6: Response Actions

TRANSPORTATION ACCIDENT CHECKLIST			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
	Perform an incident critique.	IC, input from all positions	

Section 6: Response Actions

Tsunami Response Checklist

A tsunami that is generated from close-by can reach the shore in less than ten minutes. This does not allow authorities time to issue a warning. The only warning might be movement in the ground, which could alert people close to the shore that a tsunami is imminent. If a major earthquake gives cause to suspect a tsunami, one of the following warnings may be issued:

Tsunami Warning — Highest level of tsunami alert. The threat of a tsunami is imminent.

Tsunami Watch — Issued based on seismic information *without* confirmation that a destructive tsunami is underway.

Tsunami Advisory — Issued to coastal populations when a Tsunami Warning has been issued *elsewhere* in the same ocean, but neither a Tsunami Watch nor a Tsunami Warning is indicated for that location.

PROTECT HUMAN LIFE FIRST! If warning time is limited, activate the tsunami notification system locally. Tell people when to evacuate and where to go. Then evacuate the low-lying areas and worry about other things later. Use the evacuees to help move out the others as they go along.

Section 6: Response Actions

TSUNAMI CHECKLIST			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
Warning Phase: Tsunami watch or warning has been issued	Confirm reports with AK Tsunami Warning Center and gather as much information as possible.	IC	Alaska Tsunami Warning Center
	Develop the following estimates: <ul style="list-style-type: none"> Wave size and ETA; Estimated inundation area; Amount of warning time. 	IC	Seward City Manager (Emergency Preparedness Director)
	If warning time is 30 minutes or less: *Sound siren alarms (attack signal) *Activate IMT & EOC *Establish traffic control at major intersections *Dispatch fire and medical crews to safe area *Initiate public broadcasts *Notify shelters *Notify private resources (time permitting)	IC Operations Safety PIO Other positions as directed by IC	Seward Parks & Rec Department for shelters American Red Cross (if relocation or sheltering is required) Seward Police Department
	If warning time is greater than one hour: *Take all actions listed under 30 minutes or less warning ** Do not sound sirens unless directed***** *Take all warning actions listed below	Various positions as directed by IC	Seward Fire Department AST (Seward Post)
	Alert city departments and medical facilities	IC	Bear Creek Volunteer Fire Dept.
	Sound alarm/alert system as directed.	Safety Officer PIO	Seward City Clerk
	Alert Troopers & Bear Creek Volunteer Fire Dept.	Liaison Officer Operations	City of Seward Departments as needed
	Attempt to notify outlying populations via VHF radio or SSB (fish camps, fishing vessels, etc., beyond city siren system).	Safety Officer Operations (LE)	School District

Section 6: Response Actions

TSUNAMI CHECKLIST			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
	Initiate block-by-block evacuation of low-lying areas to high ground. Provide additional assistance to special populations as necessary.	Safety Officer Operations (LE)	
	Control traffic along evacuation routes. Seal off evacuated areas.	Operations (LE)	
	Identify safe location for sheltering evacuees. Establish shelters.	Planning Logistics	
	Initiate boat evacuations (to deep water), if safe to do so.	Operations (Harbor)	
	Activate incident management team, establish EOC.	IC Logistics	
	Inform EMS, clinic, hospitals of potential injuries.	Safety Officer Operations (LE/EMS)	
	Notify local responders of potential need for search & rescue.	Safety Officer Operations (LE)	
	Inventory heavy equipment for use in response & recovery.	Operations (Public Works)	
	Initiate watch from safe lookout area.	Planning Operations	
	Alert food services.	Logistics	
	Preposition emergency equipment, fuel, and medical supplies in safe area.	Operations	
	Keep records of actions taken & resources used.	Planning (Situations Department)	
Response	Review Warning checklist.	All Personnel	Providence Seward Medical & Care Center (if

Section 6: Response Actions

TSUNAMI CHECKLIST			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
Phase: Tsunami is occurring <i>NOTE: Response and Recovery phases may be simultaneous, as the response period is usually very brief for a tsunami.</i>	Continue to monitor situation through Tsunami Warning Center.	IC Planning	injury or death) DHS&EM (disaster relief) FEMA (disaster relief) American Red Cross (disaster relief & relocation/sheltering) Salvation Army AK (disaster relief) Social support and mental health services Notify all other organizations listed under WARNING PHASE (above) as appropriate.
	Monitor sea conditions (from a safe location).	Operations (Harbor) Planning	
	Establish emergency medical care facilities and arrange for medical evacuations, as necessary.	Operations (Medical)	
	Disseminate public information about shelters, how to find out about victims.	PIO	
	Account for all persons in affected areas.	Operations (LE) Safety Officer	
	Implement emergency utility cutoff as needed.	Operations (Public Works, Engineering, Electric)	
	If conditions warrant, declare a local disaster emergency and request state declaration of disaster emergency.	IC	
	Work to restore damaged utilities and transportation systems (airstrips, roadways, and port facilities).	Operations (Public Works, Engineering, Electric)	
	Arrange for emergency housing and sheltering as necessary.	Planning Logistics	
Recovery Phase: Tsunami has occurred	Review Warning & Response checklists.	All Personnel	Ensure that all organizations listed under WARNING and RESPONSE phases have been notified, as appropriate.
	Coordinate recovery activities with state and federal relief agencies.	IC	
	Identify safety hazards and undertake corrective action, including health and sanitation surveys and initiation of disease prevention measures.	Operations (LE, Fire/Hazmat) Safety Officer	
	Arrange for debris clearance, especially in culverts/drainage areas.	Operations (Public Works, Engineering)	

Section 6: Response Actions

TSUNAMI CHECKLIST			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
	Work to restore damaged utilities and transportation systems (airstrips, roadways, and port facilities), if any.	Operations (Public Works, Engineering, Electric, Airport, Harbor)	
	Arrange for emergency housing as necessary.	Planning Logistics	
	Establish disaster aid centers to process applications for the rehabilitation of individuals and families.	Logistics Liaison Officer	
	Request AST, Red Cross assistance with temporary morgues and burials.	IC	
	Establish Community Healing Program, if needed.	Liaison Officer	
	Work on monetary damage estimates for disaster declaration.	Finance	
	Complete and submit necessary reports and paperwork to appropriate agencies.	IC, delegated as needed	
	Perform an incident critique.	IC, with input from all positions	

Section 6: Response Actions

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Section 6: Response Actions

Volcano Response Checklist

If WARNING TIME IS EXTREMELY LIMITED, there are two conditions that the community should be concerned with regarding volcano activity: EARTHQUAKES AND TSUNAMIS. The second condition, tsunami, is the more emergent one. The threat of "local tsunami" can generate large waves with little or no warning. Historically, such waves have been the highest, reaching heights of 100 feet or more and up to one mile inland. Most of the community's coastal areas are considered to have a "local tsunami" hazard.

Section 6: Response Actions

VOLCANO CHECKLIST			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
Warning Phase: Threat of a volcano exists <i>Note: NOAA Weather Radio will broadcast periodic updates during volcanic eruptions.</i>	Evaluate forecasts & predictions. Confirm risks with AK Volcano Observatory.	IC	Alaska Volcano Observatory
	Identify type of risk (mudslide, ash cloud, etc.) and areas at risk.	IC	Alaska Tsunami Warning Center (to find out about tsunami generation)
	Identify high-risk populations who may need special attention or early evacuation.	Safety Officer Operations (LE)	
	Activate incident management team, establish EOC.	IC Logistics	National Weather Service
	Identify safe areas suitable for sheltering evacuees. Set up shelters.	Operations (LE) Safety Officer Logistics	Seward City Manager (Emergency Preparedness Director)
	Ensure that evacuation routes are passable.	Operations (LE) Safety Officer	Seward Parks & Rec Department for shelters
	Arrange for public alert and warning.	PIO Safety Officer	
	Notify public of ashfall safety rules, vehicle travel considerations, and other appropriate information.	PIO	American Red Cross (if relocation is required)
	Contact and warn outlying populations, small aircraft, fishing vessels, or others that may be threatened by ash fall.	Operations (LE) Safety Officer	Seward Police Department Seward Fire Department
	Inventory heavy equipment for use in response & recovery.	Operations (Public Works)	
	Preposition emergency equipment, fuel, and medical supplies in safe area for use after volcano.	Operations Planning	Seward Electric Department
Prepare emergency services for possible need for operations in heavy ash and dust environments.	Operations (Public Works)		

Section 6: Response Actions

VOLCANO CHECKLIST			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
	Keep records of actions taken & resources used.	Planning (Situations Department)	School District Seward Public Works AST (Seward Post)
<p>Response Phase: Volcano is occurring</p> <p><i>Note: NOAA Weather Radio will broadcast periodic updates during volcanic eruptions.</i></p> <p><i>Notify all other organizations listed under WARNING PHASE (above) as appropriate.</i></p>	Review Warning checklist.	All Personnel	Providence Seward Medical & Care Center (if injury or death)
	Establish a watch/observation system for volcano activity.	Planning	Alaska Department of Public Health
	Continue to assess eruption situation.	Planning	ADOTPF Central Region Maintenance (if roadways are threatened)
	Continue to disseminate public information.	PIO	DHS&EM (disaster relief)
	Arrange for emergency housing and sheltering as necessary.	Planning Logistics	FEMA (disaster relief)
	Secure evacuated areas.	Operations (LE) Safety Officer	American Red Cross (disaster relief & relocation/sheltering)
	Account for all persons from affected areas.	Operations (LE) Safety Officer	Salvation Army AK (disaster relief)
	Establish facility/safe location for emergency medical care.	Operations (Medical) Logistics	Social support and mental health services
	Establish emergency medical care facilities and arrange for medical evacuations, as necessary.	Operations (Medical) Logistics	
	Inform EMS, hospitals of injuries.	Operations (Medical)	
	Disseminate public information about shelters, how to find out about victims.	PIO	
Implement emergency utility cutoff as needed.	Operations (Public		

Section 6: Response Actions

VOLCANO CHECKLIST			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
		Works, Engineering, Electric)	
	Conduct reconnaissance of areas becoming impacted, especially by heavy ash fallout. Be alert to building and structural failure due to increased roof loading from ash and debris	Operations (LE, Fire/Hazmat, Engineering) Safety Officer	
	Work to restore damaged utilities and transportation systems (airstrips, roadways, and port facilities).	Operations (Public Works, Engineering, Airport, Harbor, Electric)	
	If conditions warrant, declare a local disaster emergency and request state declaration of disaster emergency.	IC	
Recovery Phase: Volcano has occurred	Review Warning & Response checklists.	All Personnel	Ensure that all organizations listed under WARNING and RESPONSE phases have been notified, as appropriate.
	Coordinate recovery activities with state and federal relief agencies.	IC	
	Identify safety hazards and undertake corrective action, including health and sanitation surveys and initiation of disease prevention measures.	Operations (LE, Fire/Hazmat) Safety Officer	
	Arrange for debris clearance, especially in culverts/drainage areas.	Operations (Public Works, Engineering)	
	Work to restore damaged utilities and transportation systems (airstrips, roadways, and port facilities), if any.	Operations (Public Works, Airport, Engineering, Electric Harbor)	
	Arrange for emergency housing as necessary.	Planning Logistics	
	Establish disaster aid centers to process applications for the rehabilitation of individuals and families.	Logistics Liaison Officer	

Section 6: Response Actions

VOLCANO CHECKLIST			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
	Establish Community Healing Program, if needed.	Liaison Officer	
	Work on monetary damage estimates for disaster declaration.	Finance	
	Complete and submit necessary reports and paperwork to appropriate agencies.	IC, delegated as needed	
	Perform an incident critique.	IC, with input from all positions	

Section 6: Response Actions

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Section 6: Response Actions

Weather Extremes Response Checklist

Extreme weather or severe winter storms may cause energy shortages or outages. Refer to Energy Shortage Checklists, this section, for actions to take if local water, electric, or fuel oil supplies are threatened or affected.

Section 6: Response Actions

WEATHER EXTREMES CHECKLIST			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
Warning Phase: Threat of extreme weather/ high winds exists	Confirm forecasts with National Weather Service.	IC	Seward City Manager (Emergency Preparedness Director)
	Identify areas at risk.	IC	AST (Seward Post)
	Disseminate public information, including travel advisories as appropriate.	PIO	ADOTPF Central Region Maintenance (if roadways are threatened)
	Assess current levels of heavy equipment for snow removal, etc.	Operations (Public Works) Planning	Seward Police Department
	Establish contracts for private assistance if need is anticipated.	Operations (Public Works, Engineering)	City of Seward Departments as needed or impacted
	Assess fuel levels. Initiate conservation programs as necessary.	Operations (Public Works, Engineering, Electric) Planning	American Red Cross (if relocation is required)
	Check generators and other backup power.	Operations (Public Works, Engineering, Electric)	National Weather Service (for forecasts)
	Preposition emergency equipment, fuel, and medical supplies in safe area for use after extreme weather is over.	Operations (Public Works, Engineering, Electric) Planning	School District
	Keep records of actions taken & resources used.	Planning (Situations Department)	
Response Phase:	Review Warning checklist.	All Personnel	US Forest Service (for fire risk)
	Continue to monitor forecasts.	IC	Providence Seward

Section 6: Response Actions

WEATHER EXTREMES CHECKLIST			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
<p>Extreme weather is occurring</p> <p><i>Notify all other organizations listed under WARNING PHASE (above) as appropriate.</i></p>	Activate incident management team, establish EOC.	IC Logistics	Medical & Care Center (if injury/death)
	Continue to disseminate public information.	PIO	DHS&EM (disaster relief)
	In the case of heavy snowfall, inform public about the risks of: *Snow load & building collapse * Snow load on Boats- unstable in harbor *Dangers of clearing roofs *Importance of keeping fire hydrants clear *Importance of keeping exit doors clear & operational	PIO	FEMA (disaster relief) American Red Cross (disaster relief & relocation/sheltering) Salvation Army AK (disaster relief)
	Account for all persons from affected areas.	Operations (LE) Safety Officer	
	Determine the need to establish shelters for those who may be without heat or essential services.	Planning	
	Keep in communication with state/federal emergency response agencies.	IC	
	Inform EMS, hospitals, clinic of injuries.	Safety Officer Operations (LE, EMS)	
	Establish emergency medical care facilities and arrange for medical evacuations, as necessary.	Operations (Medical)	
	If conditions warrant, declare a local disaster emergency and request state declaration of disaster emergency.	IC	
	Recovery	Review Warning & Response checklists.	All Personnel

Section 6: Response Actions

WEATHER EXTREMES CHECKLIST			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
Phase: Extreme weather has occurred	Coordinate recovery activities with state and federal relief agencies.	IC	organizations listed under WARNING and RESPONSE phases have been notified, as appropriate.
	Provide Storm Damage Report, for forwarding to NWS.	IC, delegated as needed	
	Identify safety hazards and undertake corrective action.	Operations	
	Establish disaster aid centers to process applications for the rehabilitation of individuals and families.	Logistics	
	Arrange for snow and debris clearance.	Operations (Public Works, Engineering)	
	Restore essential public utilities and facilities.	Operations (Public Works, Engineering, Electric)	
	Perform damage assessments of public buildings and private homes.	Operations	
	Establish Community Healing Program, if needed.	Liaison Officer	
	Provide monetary figures necessary to support a request for disaster declaration.	Finance	
	Complete and submit necessary reports and paperwork to appropriate agencies.	IC, delegated as needed	
	Perform an incident critique.	IC, with input from all positions	

Section 7: Incident Communications

Introduction

Incident communications may be the single most important element of a response, yet it is a common problem area. 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 with agreed-upon frequencies designated to various incident functions.

This communications plan will tie together the tactical and support units of the various agencies and organizations and maintain communications discipline.

The EOC should include a designated communications center to serve as the central hub for all incident communications.

All incident communications should be limited to essential information.

Communications Plan

The communications unit of the Incident Management Team (IMT), which works as part of the Logistics Section in the ICS, 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.

An incident communications plan should be developed early in the response, to ensure that effective communications will occur among task forces, strike teams, unit leaders, and the Incident Commander/EOC. The Communications Unit Leader will develop the "comms" plan using ICS Form 205.

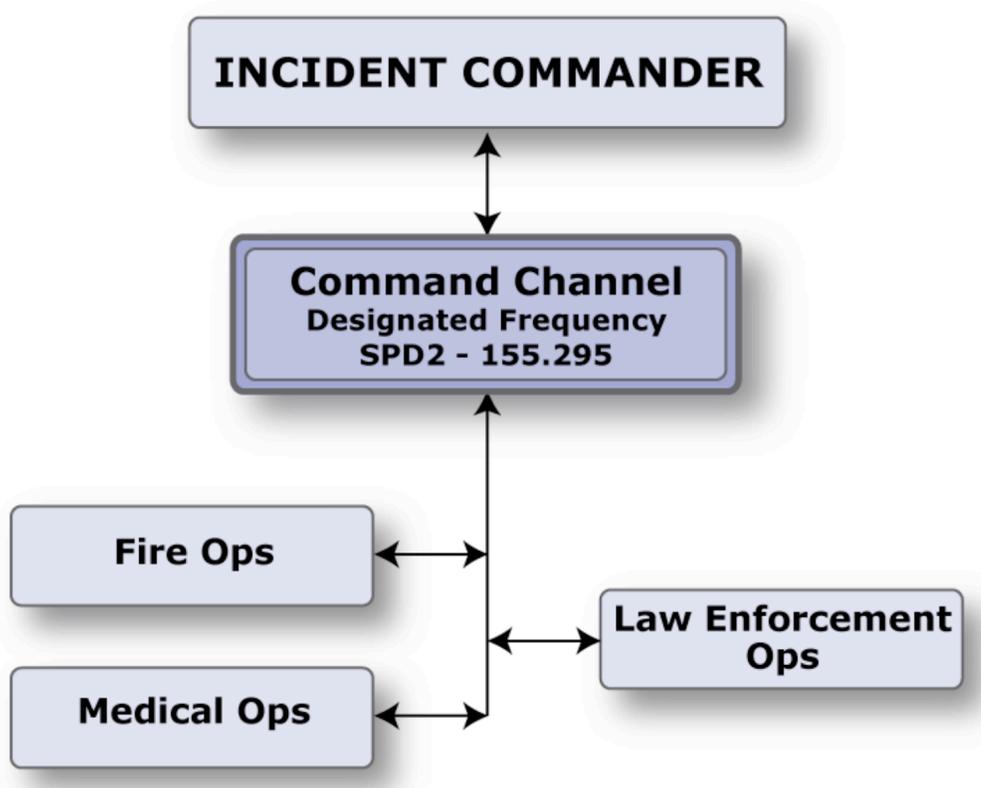
The incident communications plan should identify how each functional unit will communicate internally, and how communications will be coordinated among IMT functions and between field locations and the EOC. It is important to identify common communication channels, especially when dealing with multiple agencies or response organizations. A phone directory should also be developed, identifying the telephone numbers or extensions of all IMT members in the EOC or the field.

Section 7: Incident Communications

Radio Nets

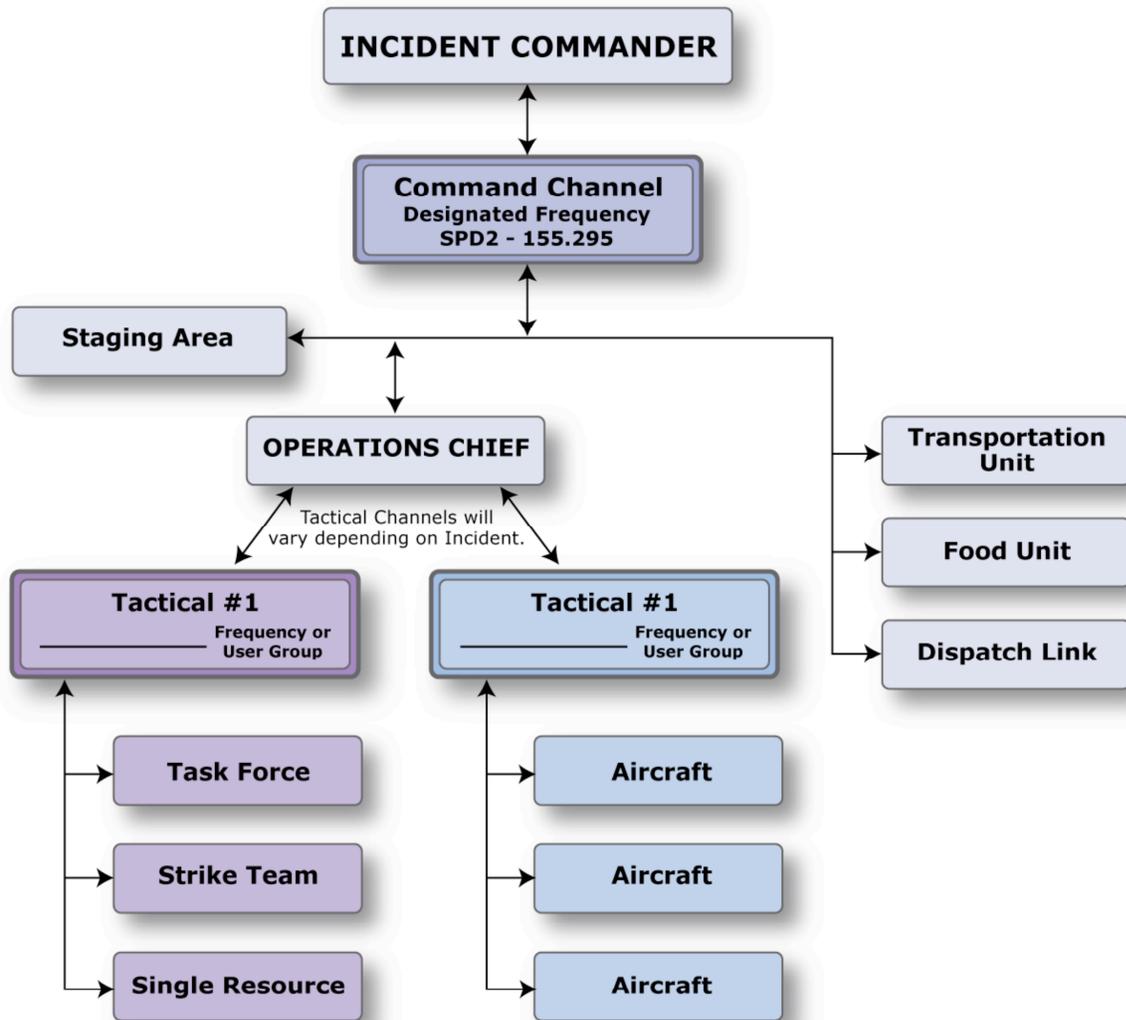
The following diagrams show how small, medium, and large-sized radio nets may be organized.

Small Size Radio Net



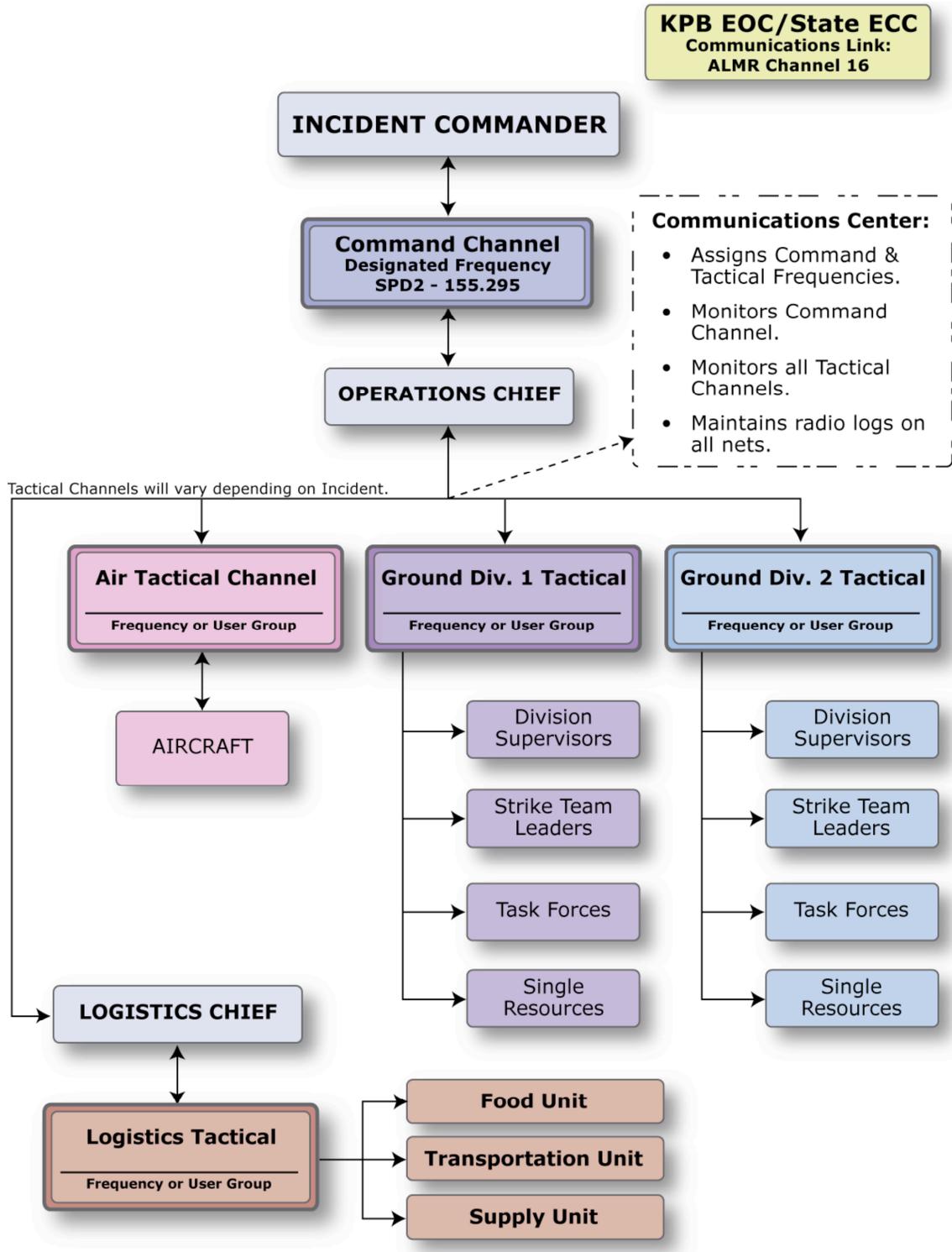
Section 7: Incident Communications

Medium Size Radio Net



Section 7: Incident Communications

Large Size Radio Net



Section 7: Incident Communications

Basic Radio Communications Checklist

An Incident Radio Communications Plan (See Sample Communications Plan in this Section, or ICS Form 205) directs radio communications during a spill response. Clear and accurate radio communication is critical to a successful response. The following general radio communications checklist has been developed for all response personnel.

- Obtain, review and follow the communications plan.
- Determine your primary and alternate communications channels.
- If you are assigned a radio, check it out and function test all channels.
- Obtain an extra battery and/or charger.
- Establish a communications schedule with your supervisor or dispatch.
- Establish a procedure for failed communications with your supervisor or dispatch.
- Establish a procedure for emergencies with your supervisor or dispatch.
- Use only assigned channels.
- Monitor your radio.
- Keep all communications to essential information
- Use the following system for phonetic spelling:

A - ALPHA	U - UNIFORM
B - BRAVO	V - VICTOR
C - CHARLIE	W - WHISKEY
D - DELTA	X - X-RAY
E - ECHO	Y - YANKEE
F - FOXTROT	Z - ZULU
G - GOLF	
H - HOTEL	
I - INDIA	
J - JULIET	
K - KILO	
L - LIMA	
M - MIKE	
N - NOVEMBER	
O - OSCAR	
P - PAPA	
Q - QUEBEC	
R - ROMEO	
S - SIERRA	
T - TANGO	

Section 7: Incident Communications

Seward Communications Resources and Capabilities

Citywide Radio Communications

Seward has an analog VHF radio system with a simplex and repeater system to support everyday and emergency operations of city departments. Departments are assigned and licensed different frequencies, as listed on the following pages.

Alaska Land Mobile Radio (ALMR)

During a large incident or one where multiple jurisdictions are involved, the Alaska Land Mobile Radio (ALMR) system may be utilized to support incident communications. ALMR is a two-way radio system in use today by first responders and public safety officials in Alaska. In Seward, only those city departments with emergency response functions will be assigned ALMR radios, therefore this system could not be used as the sole communications medium for a citywide incident where other departments were involved.

ALMR divides the state into five regions, corresponding to Alaska State Trooper detachment zones. The City of Seward operates as part of the Kenai Peninsula Borough detachment E. Within this zone, ALMR radios will have designated frequencies and "talk routes." Channel or talk route 1 is a hailing frequency. Channel 16 is an all-listen frequency. Other frequencies will be assigned as needed. The local EOC would likely need to establish a command channel other than 16, since channel 16 would provide a borough-wide all-listen that would include other EOCs in other jurisdictions.

As ALMR is implemented more broadly within the borough and the state, some of the existing operational frequencies used for emergency management in Seward may be eliminated.

Section 7: Incident Communications

City of Seward Radio Frequencies List

The DISASTER/EMERGENCY frequency monitored at the EOC is:

SPD2 - 155.295

This is the only common channel that links the city with Spring Creek Prison

Common Emergency Channels

CB: Marine VHF: SSB:

Local Agency / Department Assigned Frequencies

Description	Transmit Frequency	Receive Frequency
Police Dept.	155.250	155.250
Police Dept. #2	155.295	155.295
Fire Dept.	154.430	154.430
Fire Dept. #2	153.920	153.920
AST Simplex	155.250	155.250
AST Repeater	161.130	155.790
EMS State/Seward AMB	155.160	155.160
EMS-A/Repeater	158.940	155.025
EMS-B/Repeater	156.015	155.115
KPB-OEM/Simplex	154.085	154.085
KPB-OEM/Repeater	155.085	155.085
Command/State	155.295	155.295
Electric	153.485	153.485
Fire/Bear Creek	154.250	154.250
Fire/Bear Creek/Repeater	159.450	154.250
Parking Enforcement - City of Seward	158.265	158.265
Parks & Recreation	153.740	153.740
Public Works	154.980	154.980
Public Works Repeater	158.760	154.980

Section 7: Incident Communications

Additional Local and Regional Frequencies

Description	Transmit Frequency	Receive Frequency	TX Code
Afognak	151.925	151.925	
ADOTPF Main Frequency	47.04	47.04	
Alaska Railroad Channel 1 (Train to train/dispatcher alternate)	164.6250	164.6250	
Alaska Railroad Channel 2 (Train to dispatcher)	164.6250	165.3375	
Alaska Railroad Channel 3 (yard)	165.2625	165.2625	
Alaska Railroad Channel 4 (yard – gravel or coal)	164.9875	164.9875	
Alaska Railroad Channels 5 & 6 (yard)	161.4150	161.4150	
Alaska Railroad Channels 7 & 8 (reserved)	n/a	n/a	
Alaska Railroad Channel 9 (radio telephone)	171.3125	171.3625	
Alaska Railroad Channel 10 (radio telephone)	166.2250	171.3375	
Alaska Railroad Channel 11 (radio telephone)	166.3750	171.7250	
Alaska Railroad Channel 12 (maintenance of way)	161.4750	161.4750	
Alaska Railroad Channel 13 (maintenance of way)	161.5050	161.5050	
Alaska Railroad Channel 14 (maintenance of way)	161.5350	161.5350	
Alaska Railroad Channel 15 (maintenance of way)	161.5650	161.5650	
AST Cooper Landing	159.090	155.520	114.8 (2A)
AST Kenai	161.010	155.730	127.3 (3A)
AST Moose Pass	161.130	155.790	127.3 (3A)
AST Portage	161.010	155.415	127.3 (3A)
AST Silvertip	161.010	155.730	114.8
CES	154.325	154.325	
CES Repeater	159.195	154.385	
Exit Glacier Repeater	168.500	166.300	100.00 (12)
Forestry	169.175	169.175	
Kenai Fjords National Park (KFNP)	166.750	166.750	

Section 7: Incident Communications

Description	Transmit Frequency	Receive Frequency	TX Code
Simplex			
KFNP Exit Glacier/Seal Rocks	166.750	168.575	131.8
KFNP Rugged Island	166.300	168.500	100.00
KFNP McArthur Pass	166.300	168.500	123.00
KFNP Old Exit Glacier Road Maintenance Yard Rptr	164.750	166.900	100.00
Kenai Fjords Tours	150.815	150.815	
Kenai Fjords Tours	151.685	151.685	
Kenai Peninsula Civil Defense	154.085	154.085	
Lifeguard	155.325	155.325	
Marathon Fuel	151.715		
METCO	154.515	154.515	
Moose Pass Fire Company	158.955	153.945	
Seward Marine Center SSB	4146.0	4146.0	
Seward Marine Center SSB	8294.0	8294.0	
Seward Marine Center SSB	6224.0	6224.0	
SVAC (State Medical)	155.160	155.160	
U.S. Forest Service Simplex	169.175	169.175	
U.S. Forest Service Repeater	169.975	169.175	110.9
U.S. Forest Service Repeater	169.975	169.175	123.0
U.S. Forest Service Repeater	169.975	169.175	131.8
U.S. Forest Service Repeater	169.125	169.125	136.5

Marine VHF Frequencies

Frequency	User
156.500	Marine 10
156.800	Marine 16 Seward Harbor working Channel
157.050	Marine 21
157.100	Marine 22
157.400	Marine 28
162.550	Marine Weather
157.050	Marine Weather
Alaska Railroad Channels 7 & 10 & 16	Available marine frequencies

Section 7: Incident Communications

Public Information

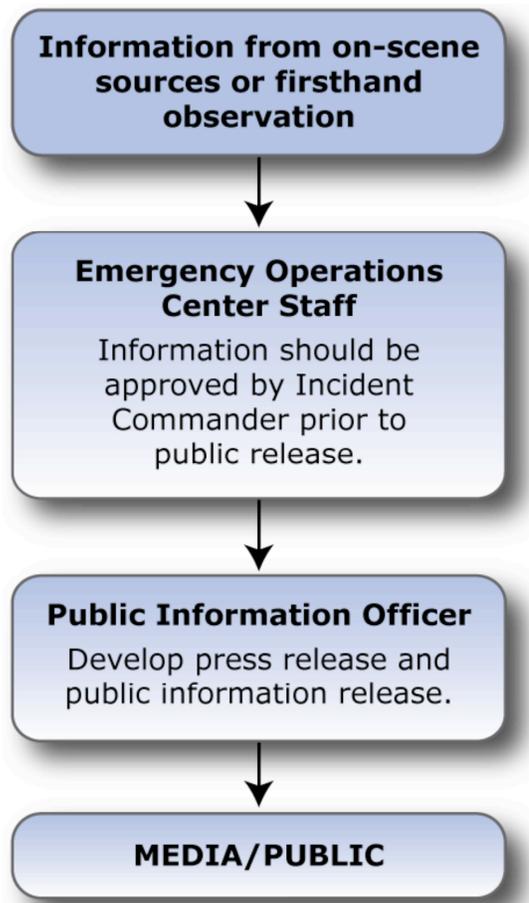
During a regional emergency that involves the activation of the Incident Management Team, a Public Information Officer (PIO) should be appointed to coordinate the dissemination of information about the incident. The Public Information Officer is responsible for the formulation and release of information about the incident to the public, the news media and other appropriate agencies and organizations.

Public Information Flow

During an emergency, it is important to quickly disseminate information in order to orchestrate an effective, community-wide response.

The timely and effective distribution of public information can enhance respect and understanding of local government, galvanize public support, and aid in response to emergencies.

The following flow of incident information should be observed whenever possible.



Section 7: Incident Communications

Media Guidelines

Consider the following guidelines before releasing information to the media.

- Provide accurate and consistent information. Release only those facts which can be confirmed. If little information is available, indicate this fact and schedule future briefings as information comes in.
- Release only approved, specific and verified information, such as:
 - Nature and extent of emergency occurrence
 - Impacted or potentially affected areas of the community
 - Advice on emergency safety procedures (as applies)
 - Mitigation activities being conducted by responders
 - Procedures for reporting emergency conditions to the EOC
- Control rumors. Correct any inaccurate information published by the media.
- Do not release information that might hinder emergency response, prejudice the outcome of an investigation, or pose a further threat to public safety.
- Do not allow media access to the EOC except under limited, controlled circumstances, and only with the prior approval of the Incident Commander.
- Keep logs and, if possible, tape recordings of public information briefings, releases, interviews, and warnings.

Media Briefing Facilities

In the event of a major, protracted incident, it may be more convenient for the EOC and more efficient for the media for briefings to take place at a conference room or banquet facilities in a local hotel, where public information activities will not interfere with the conduct of the incident.

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

The following have been identified as potential media briefing facilities during a local emergency:

Facility	Location	Comments
Exterior of City Hall	410 Adams St.	In the past, public information briefings have been held outside of city hall to eliminate the need for the PIO to travel away from the EOC.
State Court area within City Hall	410 Adams St.	Security would be needed to keep media out of actual EOC.
Liberty Theatre	305 Adams St.	Coordinate with theatre staff - (907) 224-5418
Seward Community Library	238 5 th Ave.	

Section 7: Incident Communications

Facility	Location	Comments
Seward high school	2100 Swetmann	Might be an option if media can't get into city. Coordinate with KPBSD.

A list of local media contacts can be found in SECTION 13 of this plan. It includes radio and major television stations, and newspapers. It does not include all area media representatives.

Media Access to the Scene

In cooperation with on-scene personnel, media representatives may be allowed restricted access to the scene, depending on the nature and location of the incident. This should be done only after considering the safety of media personnel, the impact on response, and the wishes and concerns of the victims. Media representatives who are allowed access to the scene must be accompanied by a member of the Public Information staff. All media representatives should sign a release of liability 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 in an area free from media access. It may be necessary to provide security to fire stations or other "home bases" for responders 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/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, borough and agency personnel should not comment on the incident without the knowledge and consent of the personnel listed above.

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 (emergency alert system) and public information/rumor control lines. Public information numbers may 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.

Section 7: Incident Communications

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

Intra-Agency Communications

Agency staff (city and borough) not directly involved in the emergency response, especially switchboard operators, must receive updated and accurate information about the incident. This information should include the phone numbers for public information/rumor control lines, in case the public attempts to contact city or borough agencies/departments directly seeking information on the incident.

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 is a central clearinghouse established by State and Federal agencies, and is designed to allow Public Information Officers from involved response and recovery agencies to coordinate information released to the media and the public.

Incident Websites

During incidents where electrical power is uninterrupted, an Incident website may be developed as a tool to disseminate information to the media and the public. Incident websites may include the following types of information:

- Situation reports issued by the City, the Unified Command, or other agencies with jurisdiction
- Public information messages about evacuation, shelters, disaster assistance, public health advisories, etc.
- Photographs of the incident scene
- Information for families of potential victims
- Public media/media briefing schedules
- Phone numbers or web links for additional information

Public Information Forms

The following forms or documents have been developed to assist in overall public information coordination. All of the following forms will become part of the final incident package.

Incident Status Summary (ICS Form 209)

The Planning Section or the official requesting activation of this plan will complete this form. The information contained is a brief analysis of the type of incident, damage, injuries or deaths, and initial response.

Incident Action Plan

The Planning Section will complete this document for complex incidents. 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 released to the media.

Section 7: Incident Communications

Unit Log (ICS Form 214)

The unit log is used to document action taken, instructions to unit staff, and occurrences significant to the unit. *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.

ICS and other Forms are located in Appendix A.

Section 8: Sheltering and Feeding

Basic Seward Shelter Plan

This plan summarizes the major actions necessary to establish shelter(s) in Seward. Depending on the incident, multiple facilities may be opened, or a single shelter may be designated.

Contact the City of Seward Parks and Recreation Department to open shelters.

- (907) 224-4054
- After hours, contact Dispatch

Determine which shelters to open.

Each facility has different resources, and the type, location and severity of the incident will all affect the choice of shelter(s). Follow these general guidelines in selecting a shelter, recognizing that no buildings should be used as shelters if they have suffered structural damage. **Before designating a shelter facility, ensure that the structure has been inspected and designated as safe by qualified engineers or building inspectors.**

Appendix F contains resource sheets for each listed shelter identifying capacity, kitchen facilities, and other considerations.

Primary Shelter:

- AVTEC 519 4th Avenue
- Seward High School 2100 Swetman

Secondary Shelters:

- Seward Middle School 304 Sea Lion Drive
- Seward Elementary School 606 Sea Lion Drive

Other Potential Shelter Locations

- Bear Creek Volunteer Fire Dept: 224-3345
- Chugachmiut North Star Health Clinic: 224-3076
- Seward Senior Center : 224-5604
- Memorial United Methodist Church: 224-7368
- Sacred Heart Catholic Church: 224-5414
- Seaview Community Services: 224-5257
- Seward Chamber of Commerce: 224-8051
- Seward Fisheries: 224-3381

Section 8: Sheltering and Feeding

- St. Peter's Episcopal Church: 224-3925
- United Pentecostal Church of Seward: 224-5468

Assign a shelter manager(s) for each shelter.

In the City of Seward, the Parks and Recreation Department is responsible for the local administration and management of shelters.

When school is not in session, schools may be used as shelters. Teachers and building employees may be used to staff the facility. Both the KPBSD School District and the Red Cross have staff trained in mass care and shelter operations.

Locate shelter kit

The Seward shelter kits are stored at the AVTEC gym and near the High School. Shelter kits contain the following items necessary to establish/start up one shelter:

- Red Cross signs (to designate shelter)
- Bathroom supplies (paper towels, toilet paper, tissues, etc.)
- Office Supplies (clipboards, index cards, legal pads, pencils, staples, markers, name badges, etc.)
- Flashlights
- Radio (battery powered)
- Batteries
- All-purpose cleaner
- Red cross shelter books & registration forms
- Whistle, orange tape, and other misc. items

NOTE: It is EXTREMELY IMPORTANT that potential shelter facilities be inspected for stability before they are opened as shelters. Multistory buildings are particularly at risk.

Section 8: Sheltering and Feeding

Sheltering and Feeding

Establishing and managing shelters is primarily a local function; however, outside agencies and organizations are often able to support shelter operations. In Seward, the American Red Cross is the primary outside organization that will support shelter operations, including providing shelter resources and staff. However, because some local emergencies may cut off access to Seward from outside communities, it is important that shelter planning consider the need for self-sufficiency.

Services provided at the shelter include:

- Food
- Individual assistance and counseling
- Emergency medical services (provided by Public Health and local medical services)
- Space for sleeping
- Child care (provided by other agencies)
- Recreational services (provided by other agencies)
- Bathing and bathroom facilities
- A system for keeping track of shelter occupants

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

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

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

Prior to the opening of a shelter, it may be necessary to provide temporary accommodations for evacuees. For information on temporary reception areas, see SECTION 5 (Alert, Warning, and Evacuation).

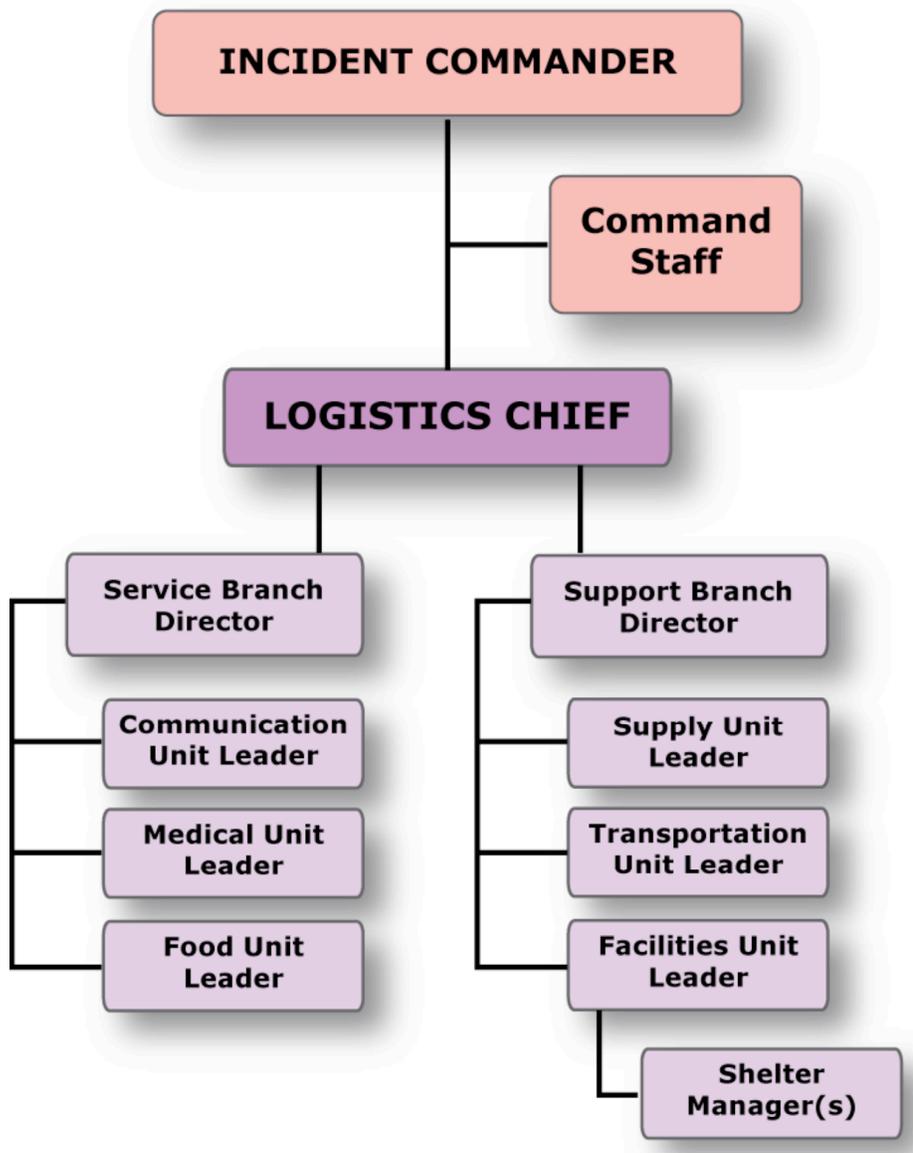
Every shelter should have a shelter manager on duty 24-hours a day.

Shelter residents can and should do a large proportion of the work associated with shelter management, including administrative duties, cooking, cleaning, maintenance, childcare, and other duties.

Section 8: Sheltering and Feeding

Shelter Organization within the City of Seward Incident Management Team

The following organization shows where the Shelter Manager would be located in a fully-developed ICS organization. For the Seward IMT, due to limited numbers of personnel to staff the response, the Logistics Section may be collapsed so that the unit and/or branch functions are combined or absorbed by other positions. In some cases, the Shelter Manager may report directly to the Support Branch Director and/or to the Logistics Section Chief.



Section 8: Sheltering and Feeding

City of Seward Shelter Operations

In the City of Seward, the Parks and Recreation Department is responsible for the local administration and management of shelters.

The Kenai Peninsula Borough, Kenai Peninsula School District and American Red Cross have assumed joint responsibility to provide mass care services for local citizens in the event of a disaster emergency. The requirements for mass care services vary depending upon the nature and phase of the disaster emergency. In Seward, local officials must be ready to provide different types of support in response to the unique nature of the situation. Shelter planning must not only provide for the need to shelter citizens in the local community, but must also plan to shelter individuals who are not from the local community. Summer tourists and those displaced by a disaster emergency will impact Seward.

Shelters will be under the direction of Shelter Managers who report to the Facilities Unit Leader under the Logistics Section in the Incident Command System. 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.

For shelter manager position description and responsibilities under the Incident Command System, see the Kenai Peninsula Borough Emergency Operations Plan.

American Red Cross Contracted Shelters

The Kenai Peninsula Borough School District maintains primary responsibility for operating shelters in local public schools for the children during school hours. The school district has worked cooperatively with the Alaska Chapter of the American Red Cross to coordinate sheltering and mass care resources in Seward, and the School District relies on Red Cross resources, such as cots and blankets, to operate the shelters. It is very important that the Shelters Manager coordinates all efforts with the Red Cross, the Salvation Army, and the National Guard. During an incident where sheltering needs are significant, the American Red Cross may step in to manage or operate a shelter by request 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.

The Incident Commander or other authorized IMT personnel may request that a Red Cross managed shelter be opened by calling the nearest chapter of the American Red Cross. Office-283-4556 Cell-398-9616

Section 8: Sheltering and Feeding

It is important to note that a few suitable shelter facilities other than the public schools have been identified for use in case the school facilities cannot be used as shelters for one reason or another. Other facilities that should be considered as potential shelters include churches, community centers, senior centers, federal, state, and city buildings, etc. Several of these alternate facilities are identified in this section, with information including location, contact person and telephone numbers, kitchen facilities, emergency power and heat, and number of people that can be fed and housed. Shelter resources are also identified in the Resource Section.

Fallout Shelters

Although there are no fully equipped or maintained public fallout shelters within Seward, the facilities listed later in this section may offer limited, short-term protection against radiation. No agreements exist with the listed facilities to allow use during a radiological event. There are no city or borough personnel trained in fallout shelter management.

Pet Shelters

Household pets create substantial problems in evacuation areas and shelters during an emergency. The public must be aware that *pets will not be accepted at the shelter facilities*. Evacuated residents should be informed that their pets would not be accepted at the local shelters.

There is no formal pet shelter plan in the Seward region, although the Kenai Peninsula Borough LEPC is in the process of developing one (2007). There are a limited number of cages available to hold displaced animals the shelter, the local veterinary practices, and "foster homes." There are presently no arrangements in the city to house livestock.

Evacuated residents should be provided with information about the LOCATION and RULES of the pet shelter, including the types of household pets accepted.

Emergency Response Personnel

Arrangements for the feeding and sheltering of Incident Management Team personnel are 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. It is important that IMT and response personnel have separate sleeping and eating facilities within a shelter. Whenever possible, IMT personnel accommodations should be separated from the general population in a shelter, in order to preserve morale among IMT personnel and ensure that they are able to get sufficient rest during off hours.

The Incident Management Team may establish purchase agreements with local restaurants; these may be used to provide for lunches and dinners for response and IMT personnel. Relief agencies such as The American Red Cross and the Salvation Army will generally feed disaster workers in their feeding and shelter operations, as

Section 8: Sheltering and Feeding

well as providing coffee and snacks to on-scene personnel. Efforts to feed and shelter response and IMT personnel should be coordinated with relief agencies as much as possible.

Shelter Management Assignments and Responsibilities

Role	Name/Position of Community Member Assigned	Duties and Responsibilities
Shelter Manager:	City of Seward Parks and Recreation Department	Establish shelter Manage shelter operations Coordinate with volunteer relief agencies Duties as assigned
Assistant Shelter Manager:	American Red Cross Shelter Manager Volunteer (see <i>Appendix C for Red Cross telephone numbers</i>)	Assist shelter manager Fill in for shelter manager if unavailable Provide alternate for 24-hr staffing Duties as assigned
Nurse/medical officer:	Contact Local Public Health and work hand in hand with local medical personnel.	Move medical supplies to shelter, if needed Triage, first aid Human health services
Administration:	Parks and Recreation staff American Red Cross Volunteer	Registration Record keeping Duties as assigned
Food Staff:	Parks and Recreation staff American Red Cross Volunteers	Prepare and serve meals Duties as assigned, such as cleaning up
Social services:	Parks and recreation staff SeaView Community Services American Red Cross Volunteers	Assist shelter residents in accessing social and family services Liaison to other social service agencies/organizations Duties as assigned
Liaison/Public Information officer:	City of Seward City Clerk	Disseminate information to the public and media Work hand in hand with Borough

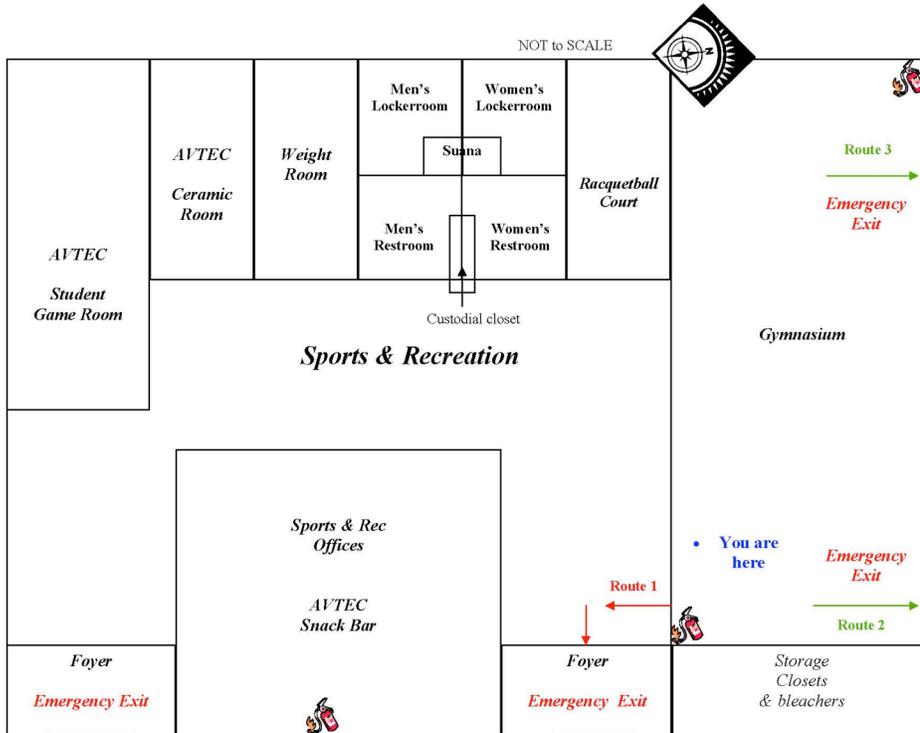
Section 8: Sheltering and Feeding

Role	Name/Position of Community Member Assigned	Duties and Responsibilities
		PIO (907-646-5412)
Maintenance and sanitation:	Seward Parks & Rec Staff American Red Cross Volunteers (<i>See Appendix C for telephone numbers</i>)	Maintain and clean facilities Duties as assigned

Note that the Hospital facility and staff should not be considered as sheltering resources, as their primary focus is on providing medical care for injured victims at the hospital.

Section 8: Sheltering and Feeding

Shelter Floor Plan: AVTEC Gym



Section 8: Sheltering and Feeding

Shelter Floor Plan: Seward High School

Lower Level



Section 8: Sheltering and Feeding

Upper Level



Section 8: Sheltering and Feeding

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Section 9: Public Health and Multi-casualty Incidents

Public Health and Multi-casualty Incidents

Introduction

Public Health Services includes those activities 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 medical resources and approaches for addressing public health problems in the City of Seward.

For information on general Public Health procedures and multi-casualty incidents, see the Kenai Peninsula Borough Emergency Operations Plan

Emergency Medical Services

The Seward Volunteer Ambulance Corps emergency medical services (EMS) and ambulance transport services within the City of Seward. A mutual aid agreement exists between the Seward Ambulance Corps and the Bear Creek Fire Dept., excluding the prison population. Additional state and federal government emergency medical resources can be accessed by contacting the Alaska Division of Homeland Security and Emergency Management and requesting assistance.

A triage system will be initiated with initial care provided in the field and secondary care provided at the Providence Seward Medical Center. The Wesley Rehabilitation and Care Center and/or the Chugachmiut North Star Clinic could serve as back-up medical facilities in cases where Providence Medical Center is overwhelmed.

Because medical resources are limited in Seward, a local emergency that involves more than 2 critically injured patients is considered a multi-casualty event.

Refer to SECTION 14 of this plan for additional information about Emergency Medical Resources in Seward.

Section 9: Public Health and Multi-casualty Incidents

Fatality Management

At present, the Providence Seward Medical Center has no morgue facilities. A makeshift morgue would be necessary

Body bags must be procured through the Alaska State Troopers or other sources. The State 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 Homeland Security and Emergency Management and requesting assistance.

It is important that temporary morgues be set up at a reasonable distance from human shelters, in order to avoid any negative psychological impacts associated with viewing deceased patients.

The State Medical Examiner's Office can provide assistance with fatality management and temporary morgues: 1-888-332-3273 (1-888-DECEASED)

Public Health

The Alaska Department of Health and Social Services/Public Health Service has a local public health nurse in Seward. DHSS/Public Health's purpose is to assist local agencies in responding to and mitigating any type of public health event. Public health concerns during a disaster emergency include 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 disinfections 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 Homeland Security and Emergency Management and requesting assistance.

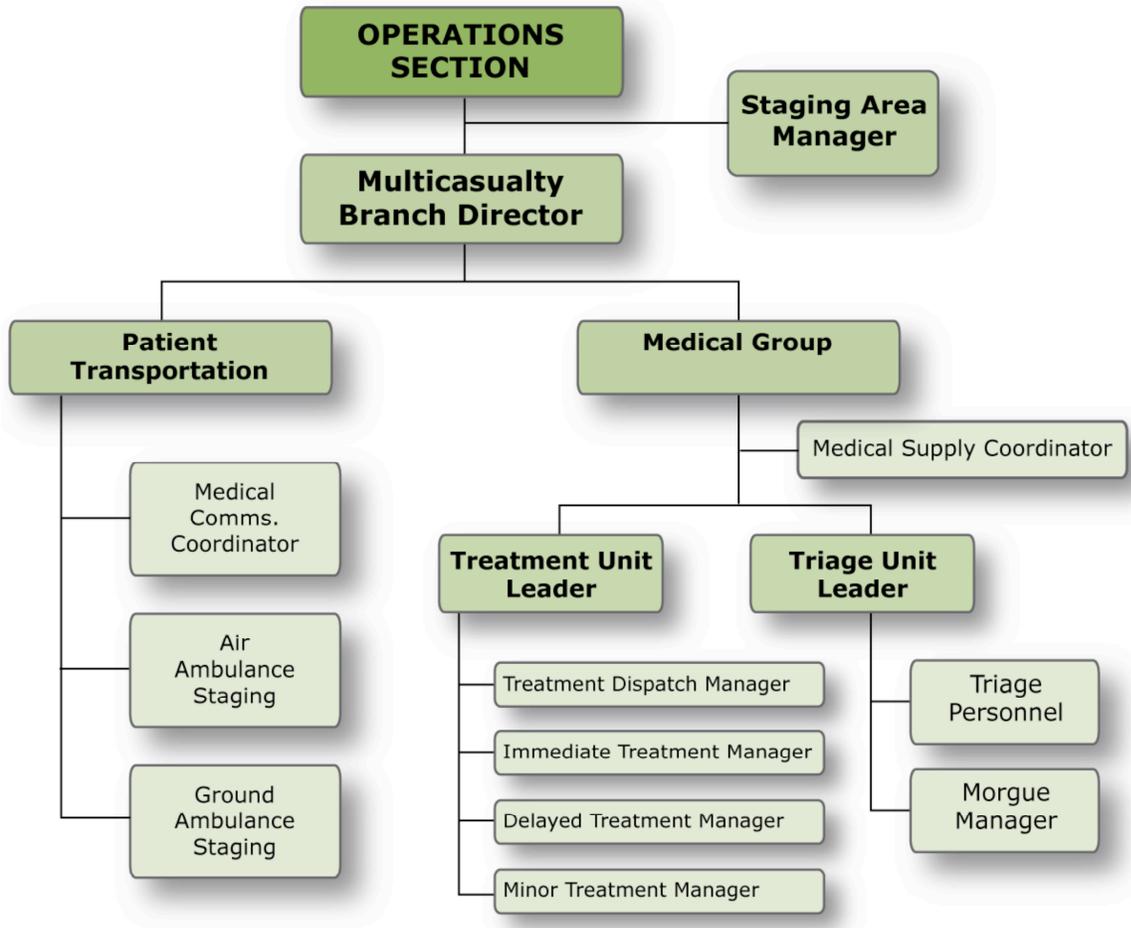
Mental Health

Mental health services in Seward are provided by Seaview Community Services, which is reachable at 907-224-5257 or toll free at 1-888-224-5257.

Other agencies such as the American Red Cross, The Salvation Army, various religious clergy and private mental health professionals can provide personnel and counselors to aid in delivering mental health support to victims and families affected by a disaster emergency. In addition, state mental health services can be accessed by contacting the Alaska Division of Homeland Security and Emergency Management and requesting assistance. Critical incident stress treatment for responders is also available through the channels identified above.

Multi-casualty Branch Organization Chart

The following organization chart shows how a Multi-casualty Branch would be organized in a large-scale emergency. In the City of Seward, it may not be possible to fill every position, so one or more functions or groups may be combined.



Section 9: Public Health and Multi-casualty Incidents

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Section 10: Cruise Ship Incidents

Introduction

This section describes the role and responsibilities of the City of Seward when an emergency incident occurs that either directly involves or impacts cruise ship passengers and/or crew in Seward.

The role of the City of Seward during a cruise ship emergency is to assist and support, within the city's capability, in managing the shoreside response to a cruise ship emergency.

This section describes the roles and responsibilities of city departments when a cruise ship emergency occurs, and also describes how a response would be coordinated with the U.S. Coast Guard, cruise ship companies, government officials, and other entities.

Seward Cruise Ship Emergencies

Cruise ship traffic in and out of Seward is seasonal, with most cruise ship visits from mid-May to mid-September. The number of ships that visit Seward each season varies significantly. Historically, the total number of cruise ships to visit Seward each year has varied from less than 20 to more than 100. Crew sizes and passenger capacities vary among the various types of ships to visit Seward, with the largest vessels having 1200 to 1500 people (passengers and crew) on board.

Seward is a turnaround point for many Alaska tour packages, so sometimes cruise ships may disembark and the passengers may transfer over to bus or train legs. The cruise lines maintain buses to transport passengers. These cruise ship buses, as well as the tour buses often hired to meet the ship, may be an important evacuation/transport resource if a cruise ship incident should occur.

Depending upon the type of incident, a cruise ship emergency could involve one or more of the following elements:

- Fuel oil or hazardous materials release
- Mass casualty
- Public health emergency (infectious disease outbreak)
- Terrorist act
- Mass evacuation
- Sheltering of displaced passengers and crew due to vessel fire, grounding, accident, or other emergency
- Search and rescue to locate lost passengers or crewmembers

Section 10: Cruise Ship Incidents

Cruise Ship Incident Management

A cruise ship emergency will likely utilize a Unified Command structure, through which all agencies with jurisdictional responsibility come together under a single command and control structure. The Unified Command directs all aspects of incident response and uses a designated IC to manage response operations. The IC will be chosen by the Unified Commanders and will normally be the RP's designated official. At any one time, there can be only one IC; however, the IC can change as the incident changes.

Communications

During a cruise ship incident with shoreside involvement, passengers and crew, and their friends and relatives will have a strong desire to know what is going on. Family and friends may overload the city's communications systems trying to find out if their loved ones have been affected by a cruise ship emergency. Those on the vessel will attempt to notify their loved ones quickly about their status. Relatives typically do not know the name of the vessel their family member(s) is on – only that they are "cruising somewhere in Alaska." With 45,000 cruise ship passengers in Alaska at any given moment during the cruise season, the demand for information will be tremendous. When a cruise ship incident occurs, Seward can expect calls from around the world.

Experience has shown that good communications during a cruise ship incident is vital. Yet, good communications with cruise ships can be very difficult in many parts of coastal Alaska. Marine communications is very sophisticated on modern cruise ships but must be used primarily for communicating with the ship owners and operators, the U.S. Coast Guard, and other response agencies. On the other hand, many passengers may have cellular telephones and attempt to use those phones to call family and friends to inform them of the situation. Considering all of this, a good communications plan is essential. Cruise lines will establish a "1-800" number to handle passenger status inquiries. The Seward IMT, JIC, and SECC should assist in publicizing this number.

It is critical that the city coordinate with the cruise ship company and the state or federal incident management team to ensure that a 1-800 number for information about the incident is widely published. The local EOC phone number should NEVER be published.

Emergency Medical Services

Medical needs can be high in a cruise ship emergency. The ship's medical staff and spaces are limited. Their capacity to handle medical emergencies will likely be exceeded very quickly. Medical assistance by local responders will be provided much easier if the ship is in port than if it is underway in the region and heading for Seward and immediate evacuation is needed for a large number of people. Evacuation of people needing medical attention from the ship by commercial helicopter is not likely, since most commercial helicopters do not have passenger hoisting capability and experience. In the event of a possible WMD incident first

Section 10: Cruise Ship Incidents

responders, including EMS, should be aware of possible contamination of personnel equipment, and medical facilities.

Since emergency medical resources and treatment capabilities are limited in the City of Seward, it is important to work with the cruise line and the incident response to help them identify hospitals and treatment facilities in other KPB cities or other parts of the Tri-Borough region.

Reception Centers

Any of the shelter facilities identified in Section 8 of this plan may be used for the reception and sheltering of cruise ship evacuees. However, since some facilities are also used as schools, dorms, or other seasonal uses, it is important to consider the potential disruption caused by the use of such facilities.

An incident that affects both the City of Seward and a cruise ship may pose significant challenges due to the need to shelter both displaced local residents and cruise ship passengers and crew.

Section 10: Cruise Ship Incidents

Roles and Responsibilities

City of Seward

The City of Seward will play a significant role in a cruise ship emergency if the vessel is moored or anchored in Seward's ports and harbors, or is near Seward waters and intends to proceed in the event of an emergency to Seward. City officials will be notified and may be asked for assistance by the U.S. Coast Guard. City officials may also be the first notified of a cruise ship emergency through dispatch. In any case, the City Manager should be immediately notified and should determine whether to activate the IMT and implement the EOP.

The main role for the City of Seward during a cruise ship emergency may be to provide, through Unified Command:

- Use of the City Emergency Operations Center (EOC),
- Shoreside marine firefighting support (air, foam, water),
- Emergency medical services (EMS) for injured passengers and crew landed ashore,
- Support management of designated landing areas,
- Assistance in evacuee transport from the landing area to the reception/processing area (security, crowd control, ground transport coordination),
- Activation and staffing of the reception area until it can be fully staffed by cruise industry personnel,
- Assistance in evacuee accountability and reporting,
- Assistance to the cruise industry in providing lodging and shelter in the event that the capacity of the reception facility and local hotel accommodations are exceeded,
- Staff for the Unified Command Joint Information Center (JIC), including providing information for family and friends of the evacuees and injured.

Section 10: Cruise Ship Incidents

Key Local Functions During a Cruise Ship Incident

Action	Coordinate With:
Activate Seward EOP/IMT.	All city departments Unified Command
Notify Providence Seward Medical Center of injuries/illness.	Ship's medical personnel Public Health
Prepare port facilities for landing & movement of passengers.	Local transportation resources (buses, vessels, etc.)
Assist with establishment of reception areas for displaced passengers and crew.	Cruise ship company Aid organizations
Provide triage, medical treatment, patient transport for injured persons landed ashore.	Regional and state medical resources
Provide representative to Unified Command.	Harbormaster
Set up local emergency shelters as needed.	Cruise ship company, aid organizations, KPB SD

Appendix A contains a Cruise Ship Incident Assessment Form that may be useful in collecting information on a cruise ship incident.

Responsible Party (Vessel owner/operator)

The first line of responsibility rests with the owners and operators of cruise ships, called "the Responsible Party" (RP). They are obligated to take all necessary precautions to prevent and respond to cruise ship casualties. They have significant resources to meet their obligations, including financial and organizational resources, professional and experienced staff on the ships and in their company, and access to emergency and safety equipment. The cruise ship industry has established company emergency plans and emergency operations procedures. In addition, they frequently exercise their plans and procedures both internally and with government responders.

Cruise ship companies are represented in Seward through an agent. The agent working with a company experiencing an emergency will likely be the first person to respond for the company in Seward. The agent will mobilize local cruise industry resources until company representatives arrive.

Section 10: Cruise Ship Incidents

Federal Agencies

The U.S. Coast Guard (USCG) is the lead federal agency with jurisdiction for responding to maritime emergencies in U.S. waters. The Commander, Seventeenth Coast Guard District (located in Juneau) executes those responsibilities for cruise ship incidents in all Alaska waters. In Seward, Sector Anchorage (formerly MSO Anchorage) has primary responsibility for responding to marine casualties and security threats, while the District Command Center and District operating units in the region will manage the SAR operations aspects of the emergency. The Commanding Officer, Sector Anchorage is assigned responsibilities for port safety and security as the Captain of the Port (COTP) for Western Alaska, and as the Officer-in-Charge of Marine Inspection (OCMI) Western Alaska for commercial vessel safety. For cruise ship casualties, the COTP normally assumes the role as the federal Incident Commander for marine safety aspects of the incident. Since Coast Guard units work well together during a response to a significant cruise ship incident, the transition from a SAR-focused operation to a marine safety operation will not be a formal one. There will most likely be a gradual shift in priorities as the event evolves and the Coast Guard Incident Commander will change from the District Command Center as the case shifts from SAR to the Commanding Officer of Sector Anchorage for marine safety operations.

The Federal Bureau of Investigations (FBI) has lead responsibility for criminal investigation of terrorist acts and threats inside the U.S., as well as for related intelligence collection. The FBI shall also coordinate the activities of other members of the law enforcement community to detect, prevent, preempt, and disrupt terrorist attacks within the U.S.

The Bureau of Customs and Border Protection will likely be a significant participant in passenger and crew reception and tracking.

State of Alaska

The Alaska Department of Military and Veterans Affairs, Division of Homeland Security and Emergency Management (DHS&EM) operates the State Emergency Coordination Center (SECC) and helps coordinate and provide logistic support for the response of state agencies to emergencies and disasters. In addition, DHS&EM, through the State Emergency Coordination Center, will coordinate with Federal Government agencies to request assets that are not available from local and State resources, such as; Disaster Mortuary Operational Response Team (DMORT), Disaster Medical Assistance Team (DMAT), and DOD MEDEVAC resources.

The Alaska Department of Environmental Conservation is the lead State agency with jurisdiction for responding to releases of hazardous material and oil spills. During a cruise ship incident the State On Scene Coordinator (SOSC) will direct and coordinate the State's response to an actual or potential spill.

The Alaska State Troopers will be involved when there is the possibility that the cause of the casualty was due to criminal activity. They will assist the FBI. They may also provide persons for the Coast Guard Away Team.

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The Alaska Department of Health and Social Services may assist Unified Command in coordinating requests for medical assets within the City of Seward.

Evacuation and Care of Passengers and Crew

Note: In February 2004, a Working Group composed of governmental response agencies and the cruise ship industry developed general procedures for the management of evacuees. This information is adapted here for the City of Seward

Overview

The decision to remove passengers and non-essential crew rests with the master of the vessel, who will consult with the vessel's company officials and the Coast Guard. If the vessel is underway and a decision is made to evacuate people, the Coast Guard will lead the operation to remove people and likely ask for assistance from the City and the State to work with the RP (under the overall umbrella of Unified Command) to:

- Designate landing areas for helicopters and rescue vessels
- Provide shoreside transportation for evacuees
- Track the whereabouts of evacuees
- Provide shelter / lodging for evacuees
- Provide appropriate medical treatment for evacuees

Standard Procedures for Evacuee Accountability

If large numbers of passengers and crew are evacuated from a vessel, the following procedure for accountability is recommended.

1. Master of vessel orders evacuation.

- Master notifies USCG SAR Mission Controller (SMC) and responsible industry party of evacuation plan. Notification of impending evacuation is passed as required.

2. USCG SAR Mission Coordinator (SMC) designates an On Scene Commander (OSC), if not already assigned.

- The OSC is responsible to coordinate all on scene rescue assets, to track lifeboats and life rafts, and to manage empty life boats/rafts.
- Rescue boats report total number of evacuees on board to OSC.
- OSC directs the rescue boats to landing site, and reports departure of each to USCG (RCC) with total count of evacuees. RCC relays information to the industry EOC.

Section 10: Cruise Ship Incidents

- Rescue boats report their arrival time at landing site to the OSC, and confirm the total number of persons offloaded. OSC provides additional tasking as required to the rescue boat.

3. Unified Command takes the following action:

- Implements an evacuee accountability process. [See Items 7 and 8.]
- Determines / designates best landing site(s) for rescue boats and relays information to RCC, OSC and responsible industry party EOC. [See Item 4.]
 - Designation of landing sites will depend on weather, travel distance, water depth, transportation support, ability to safely discharge passengers from rescue boats, and other local concerns or limiting factors for ground transportation.
 - If terrorist related incident, landing site(s) shall be inspected for explosive devices prior to the arrival of evacuees, and appropriate actions implemented taken to deter secondary attacks.
- Identifies best options for reception center(s) and coordinates with responsible industry party for activation.
 - If terrorist related incident, reception center(s) shall be inspected for explosive devices prior to the arrival of evacuees, and appropriate actions implemented to deter secondary attacks.

4. Unified Command activates and secures landing site(s):

- Unified Command designates a Landing Area Manager for each site. The Landing Area Manager is responsible for overall site management, security, safety, and ensuring protocols are followed.
- Responsible industry party, supported by local community resources and USCG, will normally operate the landing sites
- Local, state, or federal law enforcement will secure site and be responsible for site security, crowd and traffic control.
 - If terrorist related incident, landing site(s) shall be inspected for explosive devices prior to the arrival of evacuees, and appropriate actions implemented to deter secondary attacks.
 - Local emergency response services will establish required decontamination and triage areas at landing site and transport injured persons to Providence Medical Center or suitable clinic or hospital.
 - Port department or facility owner will clear docks and landing areas to facilitate operations.

5. Unified Command designates helicopter-landing pads as required.

- Assign helicopter pad manger for each site.
- Inform FAA of sites.

Section 10: Cruise Ship Incidents

6. Responsible industry party and local agents arrange transport from landing site(s) to reception center(s) for evacuees not in need of immediate medical attention. [See Item 9 for basic reception center requirements.]

- If terrorist related incident, transport vehicles shall be inspected for explosive devices prior to the arrival of evacuees,, and appropriate actions implemented to deter secondary attacks during transport.

7. Unified Command establishes an Evacuee Accountability Branch at the appropriate command post or reception center to manage passenger and crew tracking. Responsible Industry party and their agents will normally take the lead, but may be assisted with available resources from the USCG, U.S. Customs and Border Protection (CBP), Red Cross or other local agency.

- For a foreign flagged vessel or ship arriving from a foreign country, the US Bureau of Customs and Border Protection may require all passengers and crew to be tracked from landing site to reception center. At the reception center, the Bureau of Customs and Border Protection may implement emergency arrival and screening processes.
- If the situation requires evacuees to be cleared by law enforcement prior to final release, the Unified Command shall implement as quickly as possible procedures to contain all evacuees at the landing site, and to process, screen, and as necessary, interview personnel at the reception center.

8. Recommended evacuee accountability process and responsibilities:

- **Step 1:** MEDEVAC patients from the vessel are tracked by USCG RCC.
 - Gather patient information & relay to hospitals, reception centers
- **Step 2:** Evacuees board rescue vessels.
 - Track total number of evacuees being transported. OSC will direct the rescue vessel to the designated landing site.
 - An accurate list of passenger names is not vital at this stage because when the rescue vessel reaches the landing site, the group will likely be split up or combined with others for transport to reception center(s).
 - Secure landing site to keep people from wandering off.
- **Step 3:** Evacuees arrive at landing site and are transported to reception center(s).
 - If terrorist related incident, landing sites and reception center(s) shall be inspected for explosive devices prior to the arrival of evacuees, and appropriate actions taken to deter secondary attacks.

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- Evacuees requiring decontamination or medical attention will be decontaminated /triaged by local response personnel. Evacuees in need of immediate medical treatment will be transported by local EMS to medical facilities. If possible, patient identification will be gathered prior to transport and provided to accountability branch. If information is not available prior to the patient being admitted to the hospital, USCG will coordinate with hospital officials for release of patient information necessary for passenger accountability.
- Evacuees not requiring decontamination / medical treatment will be loaded onto buses or other vehicles for transport to reception center(s). Ideally, a responsible industry party official, or other designated person, will accompany each transport vehicle. While enroute to the reception center, this official will develop an accurate list of full names (required), cabin numbers (required), and other requested information. If not possible to place a dedicated official on each transport vehicle, the driver, or a reception center official, will collect required information as passengers depart the transport vehicle. At a minimum, this tracking information must be taken as evacuees depart the bus or vehicle.
- For ease of data collection and comparison, a standard format for recording information is recommended, but not critical as long as information is eligible and accurate.
- Throughout the process, the importance of accountability in the rescue process will be stressed to passengers.
- **Step 4:** Evacuees arrive at the Reception Center(s).
 - Passengers and crew are escorted into the reception center. The list of evacuees from Step 3 is delivered to the reception area check in manager. Evacuee names are checked against the "souls on board" manifest provided by the agents.
 - Passengers are instructed to stay with their group until processed at the reception area. Accountability is again stressed to evacuees so they do not leave reception area until processed by the accountability team, and as required, by the Customs and Border Protection Service and law enforcement officials.
 - As appropriate, Customs/Border Protection may implement emergency arrival and screening processes.
 - If evacuees departed the vessel without proper identification, vessel operators, Customs/Border Protection, and TSA will coordinate on requirements and process to permit clearance and travel. Vessel operators often maintain copies of passports or other identification documents for passengers and crew.
 - If available, information sheets are handed out to evacuees.
- **Step 5:** Accountability Reporting.
 - An agent appointed by the responsible industry party will consolidate accountability reports from all reception centers. The USCG and

Section 10: Cruise Ship Incidents

Customs may provide resources to assist in this process to speed the flow of information.

- Consolidated passenger and crew accountability information will be transmitted at regular intervals by the most rapid means available to the USCGD17 (RCC) and responsible industry party EOC. If desired, the RCC and responsible industry party EOC may again compare the information received to their copy of the souls on board list.
- Terminations of rescue efforts will occur only after all passengers and crew are accounted for and determined to be safe.
- Responsible industry party shall maintain accountability of passengers and crew ashore until travel arrangements are completed.
- **Step 6:** Accounting for personnel remaining on board vessel.
 - As required, once all passengers and non –essential crew are evacuated, the master of the vessel will provide the OSC a list of all personnel remaining on board to continue response efforts. This information will be relayed to USCG(RCC), reception center, and responsible industry party EOC.

9. Reception Center Requirements

- Responsible industry party will coordinate with agents and local community resources to identify, secure, and staff a reception center.
- If terrorist related incident, reception center(s) shall be inspected for explosive devices prior to the arrival of evacuees, and actions taken to deter secondary attacks.
- As a minimum, reception centers should provide:
 - Registration and check in-out desk
 - Information desk
 - Food / Water (Red Cross / Salvation Army can assist)
 - Rest rooms
 - Security
- The following services are desirable for the reception center if space and resources permit and can be provided in time for benefit. These services typically require pre-planning by local communities and response organizations.
 - Communications access: telephone, Internet
 - Medical Services
 - Mental health/stress services
 - Comfort kits: clothing, hygiene items, etc.
 - Rest areas: Cots/blankets
 - Recreation, if possible

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- Message Center
- Interview rooms
- Translator services

10. As necessary, USCG, Alaska State Troopers, medical services, and company officials confirm next of kin notification procedures. Morgue services will be provided in accordance with city/state plans.

Section 11: Oil Spills and Hazardous Materials Incidents

Introduction

This section addresses direction and control of emergency incidents where the general Incident Management Team structure may require modification or addition of positions and branches to coordinate particular incident-specific activities. The special incidents addressed in this section include oil spills and hazardous substance releases. Several other guidance documents are available to assist in managing an oil or hazardous substance release incident including the Alaska Incident Management System (AIMS) Guide as well as the U.S. Coast Guard's Field Operations Guide.

Oil Spill Incident Management

Due to the complex nature of oil spills, many different agencies with jurisdictional authority and statutorily mandated responsibilities will be involved. In Seward, the unified command structure for oil spill incidents includes a Federal On-Scene Coordinator (FOSC) from the U.S. Coast Guard (MSO/Anchorage Captain of the Port) or Environmental Protection Agency; a State On-Scene Coordinator (SOSC) from the Alaska Department of Environmental Conservation; a Local On-Scene Coordinator (LOSC), the Seward Emergency Preparedness Director (City Manager) or designee; and a Responsible Party On-Scene Coordinator (RPOSC), who represents the spiller. In most cases, the RPOSC becomes the Incident Commander, because under state and federal law the spiller is responsible and liable for containing, cleaning up and removing the spilled oil. However, in some cases, the Responsible Party may be unavailable or unable/unwilling to properly mitigate the spill effects, and in such cases, the IC will be either the FOSC or SOSC.

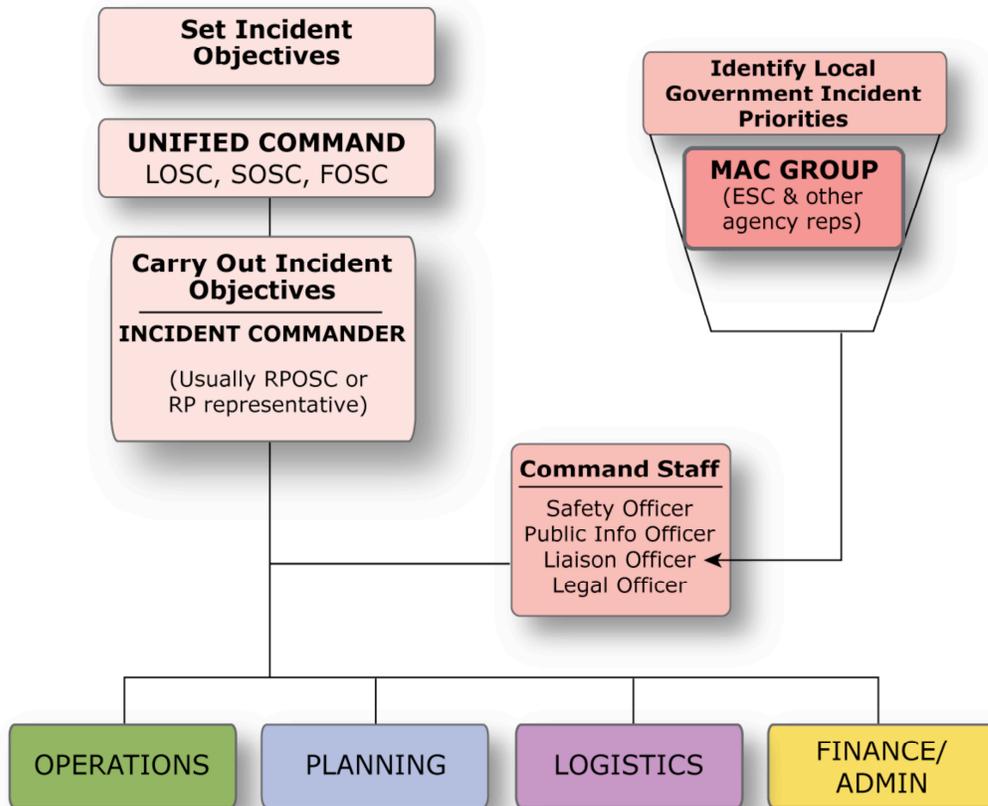
For a detailed discussion of the response structure for oil and hazardous substance response, refer to the "Alaska Federal/State Preparedness Plan for Response to Oil and Hazardous Substance Discharge/Releases" (the Unified Plan), and the Cook Inlet Subarea Oil Spill Contingency Plan.

The Unified Plan and Subarea Plan shall be used together and in combination with this Emergency Operations Plan to guide oil spill response in Seward. This Emergency Operations Plan will be the primary guidance document only so long as an immediate public health risk exists, which would cause the LOSC to assume control of the incident and implement activities such as evacuation. Once oil spill response operations (i.e. containment, skimming, recovery) begin in earnest, the Unified Plan and Subarea Plan, along with the Responsible Party's oil spill contingency plan, become the guiding documents.

In an oil spill incident management there may be many agencies and jurisdictions involved, therefore the MAC Group may consist of additional agency representatives in addition to the City of Seward to provide input to the Unified Command.

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Oil Spill/Hazmat Release Organizational Chart (Unified Command)



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Hazardous Materials Incidents

The hazardous materials incident organization is designed to provide supervision and control for the essential functions common to most hazmat incidents. Hazardous materials releases require enhanced control of the tactical operations and personnel/equipment mobilization to provide a greater degree of safety and reduce the probability of spreading contaminants.

For most hazmat incidents, the primary response functions will be directed by the Hazardous Materials Group Supervisor, who reports directly to the Operations Section Chief. All personnel and resources involved in the hazmat response 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 (that area immediately around a hazardous materials release area where contamination does or could occur. Special protection is required for all personnel while in this 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. (Warm Zone = that area between the Hot Zone and the Cold Zone which separates the contaminated area from the clean area and acts as a buffer to reduce contamination of the clean area. This zone contains the personnel decontamination station and may require a lesser degree of personnel protection than the Hot Zone.)
- **Decontamination Leader:** The Decontamination (Decon) 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, including all tactical operations carried out in the Hot Zone. The following principles apply to all hazmat incidents:

- All rescue operations will come under the Hazmat Group Supervisor's direction. Other tactical objectives that occur outside of the hazmat control zones (i.e. evacuation) are not the responsibility of the Hazmat Group Supervisor. These other tactical objectives will be carried out through the normal channels within the Kodiak IMT organization.
- In addition to the three primary functions, the Hazmat Group Supervisor may work with an Assistant Safety Officer, who must be Hazmat trained and present at the hazmat incident site.
- The Incident Safety Officer will have overall incident safety authority, with an Assistant Safety Officer working directly with the Hazmat Group Supervisor, as appropriate. The Group Supervisor may also supervise one or more Technical Specialists. Federal regulations require that a Safety Officer be appointed to all hazmat incidents.

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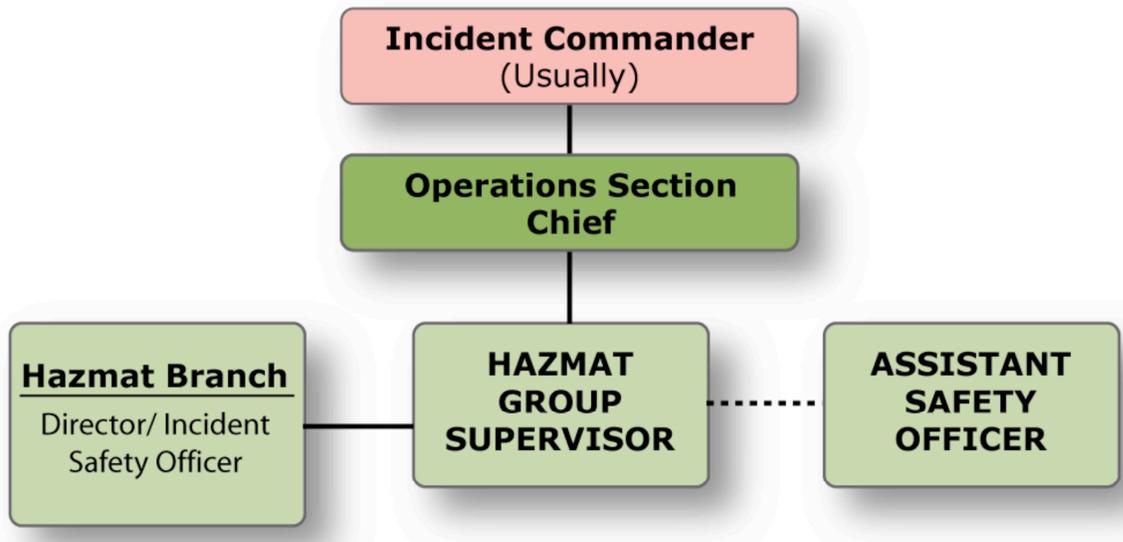
- Tactical operations outside of the controlled zones, as well as many other hazmat incident functions will be managed by regular ICS positions. In most cases, Division/Group Supervisors will manage the array of tactical objectives such as evacuation, isolation, medical, traffic control, etc. Other needs will be met by activating Command and General Staff positions as appropriate and necessary.

The following pages contain hazmat incident organization diagrams, which demonstrate the range of functional positions that may be activated during a hazmat response. A relatively minor response may never progress beyond activation of an initial hazmat response organization, while a major hazardous materials incident may require a multi-branch incident organization. As with all emergencies, the Incident Commander, guided by the Unified Command, will be responsible for activating IMT positions during a hazardous materials incident response.

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Hazardous Materials Incident Initial Response

Initial hazmat response resources are managed by the Incident Commander, who may also initially handle all Command and General Staff functions until additional personnel are activated. Once activated, the Hazardous Materials Group Supervisor will assume responsibility for Entry, Site Access and Decontamination until personnel are assigned to these functions.



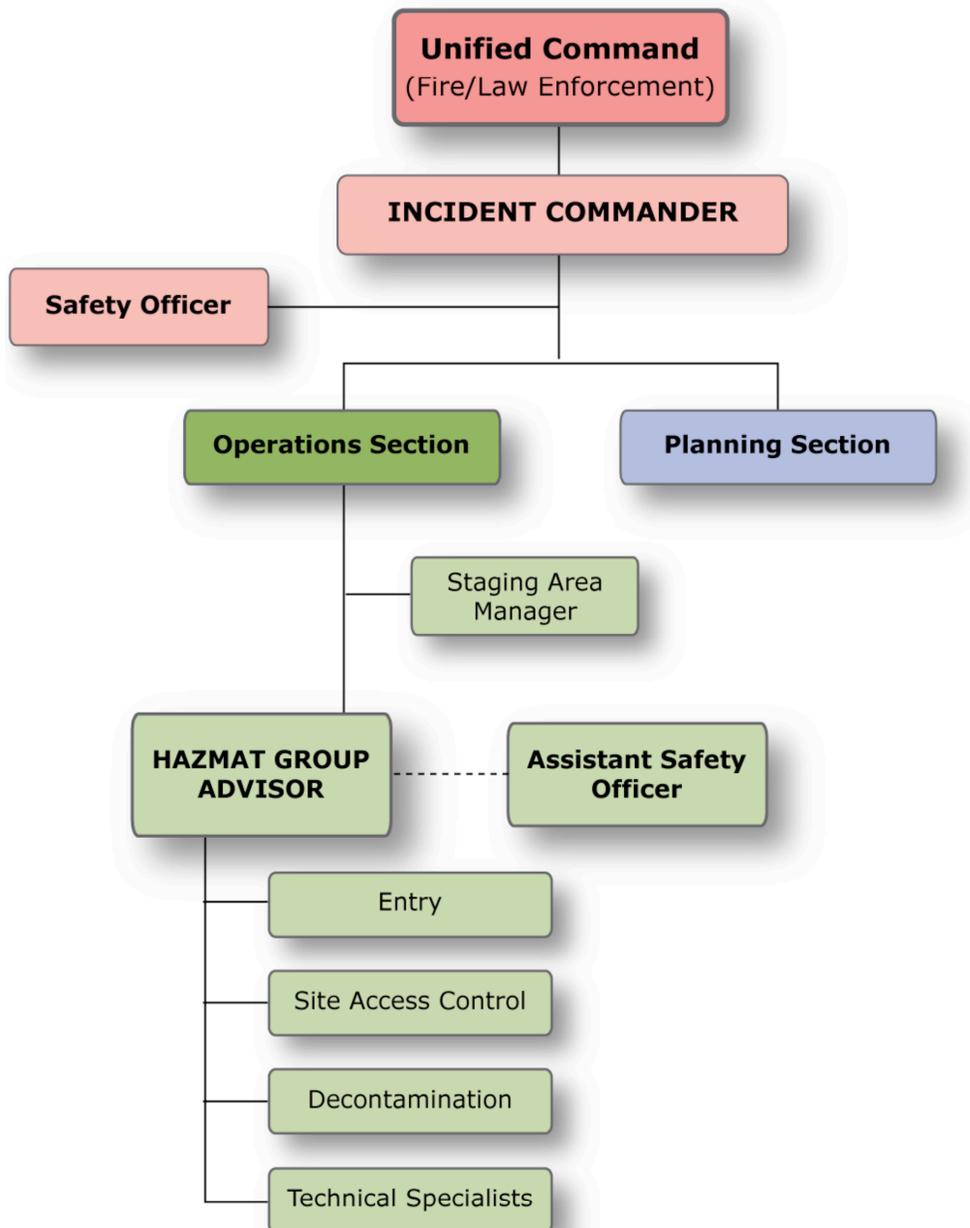
If Hazardous materials incident occurs in a fire service area, the fire chief will be the initial Incident Commander. If outside of a fire service area, the ranking Alaska State Trooper will be the initial Incident Commander. Command may be transferred upon activation of the Emergency Operations Center.

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Hazardous Materials Incident Reinforced Response

(3 to 15 Enforcement Units involved) Fire/Law

At this level of hazmat response, the two Incident Commanders (Fire/Law Enforcement) have joined to establish a Unified Command. They have established a Hazardous Materials Group to manage all activities around the control zones and have organized law enforcement units into a task force to isolate the operational area. The ICS have decided to establish a Planning Section, a Staging Area Manager, and a Safety Officer.



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Hazardous Materials Incident Multi-Division/Multi-Branch Response

At this level, the Unified Command/Incident Commander has activated most or all Command and General Staff positions and has established additional functional groups and a total of four branches in the Operations Section. Organization within Planning, Logistics, and Finance/Administration Sections will be the same as for other incidents.

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Section 12: Terrorism & WMD Incidents

Terrorism/WMD Preparedness and Response

Anti-terrorism preparedness and response are primarily state and federal functions. However, the city also has a role in terrorism and WMD incidents. Section 3 contains response action checklists for the city to follow in the event of a terrorist attack.

While a significant attack is considered unlikely in Seward, the consequences of a major incident could be catastrophic and would require a coordinated multi-jurisdictional law enforcement and emergency management response. An act of terrorism may include:

- kidnapping;
- hijacking;
- attack involving chemical, biological, radiological/nuclear or explosive weapons (CBRNE);
- cyber attack;
- assassination;
- extortion;
- intentional contamination of food sources, water, or air; and/or
- threats to commit such acts.

Mitigation

The city can mitigate the potential occurrence or impacts of a terrorist incident as follows:

- Coordinate with borough, state and federal partners to identify potential targets and determine their vulnerability and impact if attacked.
- Provide representation to the Joint Terrorism Task Force to monitor intelligence regarding potential terrorist groups and maintain profile information on groups suspected active in the local area.
- Establish appropriate security programs for public facilities that are potential targets and recommend such programs to private property owners.

Under most threat conditions, private business is responsible for protecting itself from terrorist attacks. Individual citizens and families can help prevent terrorist attacks by being observant in their communities, reporting suspicious activity, and being aware of federal threat levels.

Preparedness

The US Department of Homeland Security has developed a color-coded threat level system as a guideline to establish the existing local terrorism threat level. The borough mayor may choose whether to adopt the recommended threat level based on a credible local threat. As threat levels rise, the borough will establish appropriate increased readiness actions.

Section 12: Terrorism & WMD Incidents

The city can prepare for a terrorism or WMD incident as follows:

- Arrange regular terrorism awareness training for law enforcement, fire service, public health workers, emergency responders, and emergency management staff.
- Establish mutual aid agreements to enhance response capabilities.
- **Conduct** drills and exercises to test plans, procedures, and training and encourage public and private partners to participate.

Response

A terrorism response may be triggered if any of the following events occur:

- Credible threat or incident involving CBRNE agents
- Incident of unknown origin that creates mass casualties within in a short period
- Incident where victims display signs or symptoms of a CBRNE event with an unknown or suspicious origin
- Sudden or repeated occurrences of any illness or disease not typically seen in a geographical area
- Incident or series of incidents that indicate cyber intrusions or cyber attacks

The city will immediately notify the Alaska Division of Homeland Security and Emergency Management upon identification of a specific threat or terrorist event.

The city will manage local response to a terrorism or WMD incident as follows:

- When a credible threat exists, the city will activate its EOC to facilitate response and will invite the FBI and the Alaska Division of Homeland Security and Emergency Management to provide liaison personnel.
- The city will assist in the establishment of a joint field office to provide a central location for coordination of federal, state, and local agencies.
- Any chemical, biological, radiological, nuclear, or explosive event should be treated as a crime scene until authorities determine it is not a terrorist attack.
- If there is a local incident site, an incident command post will be established by first responders. Incident command will transition into a unified command as state and federal responders arrive to augment local response.
- If there is no local incident site, such as during incidents involving biological agents or cyber attacks, response activities will be directed and controlled from the EOC.
- A terrorist incident may be simultaneously a crime scene and a hazardous materials (Hazmat) site and may cross jurisdictional boundaries. The IMT will establish operating areas and formulate a plan of action that considers the needs of all jurisdictions and agencies.
- A crime scene area may be established to protect evidence. Access may be restricted by state, federal, or local law enforcement personnel.

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- A Hazmat area may include a portion of or the entire crime scene. Access may be restricted to response personnel equipped with personal protective equipment and using decontamination procedures.
- The incident area includes the crime scene, the Hazmat area, and areas used for incident support operation. Access may be controlled and egress restricted if quarantine is implemented.
- City personnel may be called upon by the Alaska Department of Health and Social Services to assist with isolation and quarantine and/or dispensation of mass prophylaxis or Strategic National Stockpile assets. All requirements of the Fair Labor Standards Act will apply and compensation will be in accordance with existing rules and bargaining agreements.
- Evacuation of an area or facility may be ordered because of a credible threat.
- Evacuation may be required from inside the perimeter of the scene to guard against further casualties from initial agent release, additional agents, or secondary devices.
- Long-term relocation may be ordered if an area is contaminated by a CBRNE agent.

Recovery

The city will manage local recovery from a terrorism or WMD incident as follows:

- Assist borough, state and federal agencies with decontamination of local affected sites (see guidance later in this section).
- Identify and restrict access to all structurally unsafe buildings.
- Attempt to remediate and clean up any hazardous materials affecting local water, sewer, or drainage systems.
- Provide traffic control for the return of evacuees.
- Assist the Red Cross in arranging temporary housing for evacuees who cannot return to their homes.
- For areas that cannot be decontaminated and returned to normal use in the near term, the Borough will develop and implement appropriate access controls.
- Cooperate with state and federal agencies to investigate the cause of a terrorism incident.
- Conduct critical incident stress management for emergency responders.
- Debrief response personnel, prepare an incident report, and update plans and procedures based on lessons learned.
- Restore normal services as soon as practicable after a terrorism incident.

Section 12: Terrorism & WMD Incidents

Terrorism/WMD Response Procedures

Responses to and recovery from incidents that involve terrorist use of WMD will most likely involve a Unified Command structure, as described in this section.

Crisis Management

During the crisis management phase, the Alaska Division of Homeland Security and Emergency Management (ADHS&EM) will activate the State Emergency Coordination Center (SECC) as necessary to support local response and support activities. In order to support federal crisis management operations, ADHS&EM will dispatch personnel to the Joint Operations Center (JOC) as requested.

During crisis management, the FBI field office responsible for the incident area will establish and operate a JOC. The JOC is generally composed of a Command Group, Operations Group, Support Group, and Consequence Management Group. Local and state agencies will be requested to provide support and liaison.

Consequence Management

When consequence management operations are implemented, ADHS&EM will activate or continue 24-hour SECC operations and prepare to coordinate assistance as needed. ADHS&EM will use the structures outlined in the state emergency management plans to coordinate support for local response through recovery operations.

As the terrorist incident progresses, FEMA will consult with the Governor's office and the White House. When directed, FEMA may use the authority of the Stafford Act to preposition federal consequence management assets or implement a federal consequence management response.

When consequence management operations begin, FEMA will begin to disengage from the JOC and form Joint Information Centers (JIC) in the field and Washington, DC. The JIC will be the media centers for the release of all information to the press. FEMA will use FRP structures such as regional operations centers, disaster field offices, federal coordinating offices, and so forth to coordinate federal support for state and local recovery operations.

For general Terrorism/WMD Response Procedures within the Kenai Peninsula Borough, please see the KPB Emergency Operations Plan

Section 12: Terrorism & WMD Incidents

Lead Agencies

ADHS&EM and the Alaska State Troopers (AST) are the lead state agencies for terrorism/WMD response. FEMA and the FBI are the lead federal agencies. FEMA is the lead federal agency responsible for consequence management response to a terrorist incident involving the employment of WMD. The FBI is the lead federal agency responsible for crisis management response to a terrorist incident involving the employment of WMD.

Alaska Division of Homeland Security and Emergency Management (DHS&EM)

ADHS&EM is the lead Alaska agency responsible for consequence management response to a terrorist incident involving the employment of WMD. In general, ADHS&EM's key functions include:

- Acting as the primary state agency for information and planning. This includes activating the SECC, implementing the NIIMS ICS system for acquiring resources, maintaining a statewide emergency public information process, and implementing procedures for responding to media and official requests for information and access to the incident site or operations area.
- Coordinating emergency activities in the Governor's absence and other state-level activities such as damage assessment and reporting, donations management operations, and recovery assistance programs
- Maintaining communication, warning, and notification capabilities to provide various jurisdictions and agencies with relevant information concerning terrorist events or imminent threats and disseminating warnings or emergency information to the public
- Assessing the need for additional resources from outside the state and preparing proclamations, executive orders, and requests for emergency or major disaster declarations as necessary to make those resources available
- Advising the Governor concerning activation of the Alaska National Guard (including the Civil Support Team) for emergency service
- Coordinating with DEC in providing HAZMAT support from the Statewide Hazmat Response Team to contain, confine, and control releases of hazardous material. HAZMAT will also:
 - Perform initial estimates of the downwind hazard (DWH).
 - Perform surveys and obtain samples to determine the nature and identity of the hazard.
 - Advise the IC on appropriate protective actions and equipment.
 - Monitor the incident area, the boundaries between zones, the downwind hazard (DWH) area, and the ICP for hazardous material.
- Requesting the US Coast Guard assistance for emergency service within their capabilities

Section 12: Terrorism & WMD Incidents

Alaska State Troopers (AST)

AST is the lead Alaska agency responsible for crisis management response to a terrorist incident involving the employment of WMD. In general, AST's key functions include:

- Serving as the primary state agency for law enforcement and criminal investigations This includes acting as the state's liaison to the FBI, cooperating with local law enforcement agencies to restrict and control incident site access, and implementing methods to maintain records of persons unaccounted for and presumed involved in the incident.
- Establishing liaison with local and state agencies to assist in traffic control, evacuation of threatened areas, providing security or escorts, and establishing and administering checkpoints to regulate transportation of donated goods
- Operating the primary state warning point of the National Warning System and, in cooperation with ADHS&EM when necessary, disseminating primary warning to local jurisdictions.

Roles and Responsibilities of Local Agencies

Fire Department

- Acts as the lead agency and establishes an incident command post if first on scene.
- Conducts all fire suppression and rescue operations.
- Coordinates search and rescue operations as needed
- Deploys EMS teams and implements mass casualty protocols as required.
- Deploys hazardous materials response teams and decontamination units as needed.
- Integrates all supporting EMS agencies into on scene medical operations.
- Identifies and restricts access to unsafe structures as able.
- Identifies requirements for debris clearance to expedite fire and rescue operations.
- Provides evacuation support as able.
- Provides regular training for hazardous materials mitigation and emergency response.
- Tracks local inventories of hazardous materials and develops awareness programs for businesses that handle inventories of potential weapon-making materials.
- Coordinates with Health and Human Services to establish appropriate actions to protect the public when a CBRNE event has occurred.
- Provides information to the public under the Community Right-to-Know Act.

Section 12: Terrorism & WMD Incidents

- Coordinates necessary actions to decontaminate hazardous material sites and remains on site until immediate health and safety risks have been resolved.
- Develops and implements appropriate access controls for areas unable to be decontaminated in the near term.
- Provides personnel support as able to assist Health and Human Services with dispensation of Strategic National Stockpile supplies.

Police Department

- Acts as the lead agency and establishes an incident command post if first on scene.
- Acts as the lead local agency in anti-terrorist operations.
- Participates in statewide Joint Terrorism Task Force activities.
- Coordinates with privately owned high-risk and critical facilities to recommend appropriate security programs.
- Conducts terrorism response training for law enforcement personnel.
- Supports public education and awareness activities.
- Coordinates the deployment and operation of counter-terrorist response elements.
- Establishes control zones and orders evacuation from the hot and warm zones.
- Secures scene, reroutes traffic, and implements crowd control measures as needed.
- Provides security at incident site, operational areas, and critical facilities including Strategic National Stockpile dispensing sites.
- Provides requested support for evacuation operations.
- Conducts reconnaissance in vicinity of the incident site to identify threats from delayed action and secondary weapons.
- Cooperates with state and federal agencies to investigate the incident and to identify and apprehend suspects.
- Coordinates with the EOC Mental Health Unit to provide chaplains to deliver comfort and solace for emergency workers and disaster victims as able.

Hospital

- Maintain medical surveillance for CBRNE signs and symptoms.
- Provide emergency and routine medical care.
- Provide updates to the EOC regarding hospital capabilities and capacity.
- Supply a medical liaison to the EOC.
- Establish onsite decontamination capabilities whenever decontamination is necessary.

Section 12: Terrorism & WMD Incidents

Roles and Responsibilities of Other State and Federal Agencies

Alaska Department of Health and Social Services (Division of Public Health)

- Assumes the lead role for protecting public health during a bioterrorism incident.
- Enforces borough and local codes concerning environmental, public health, or safety issues.
- Advises the incident commander of decontamination protocols, symptoms, and recommended medical treatments related to CBRNE.
- Dispatches a medical officer to the site as necessary.
- Maintains medical surveillance for CBRNE signs and symptoms.
- Coordinates with the State of Alaska to activate the Strategic National Stockpile.
- Acts as the lead agency for the dispensation of mass prophylaxis or inoculations, including Strategic National Stockpile assets when activated.
- Coordinates isolation and quarantine measures with appropriate state and local agencies.
- Coordinates dissemination of critical public health information.

KPB School District

- Provides for the safety of students and notifies the EOC of any student relocation.
- Augments congregate care operations by making facilities and resources available when school is not in session or when the needs of students have been met.
- Assists the EOC with transportation services after ensuring the transportation needs of students have been met.
- Augments nursing services as directed by the EOC and as appropriate based on the availability of nurses after student needs have been met.

For WMD Decontamination Guidelines, see the KPB Emergency Operations Plan

Section 13: Post-Incident Actions

Damage Assessment

Damage assessment is conducted in three phases: Initial Damage Assessment, Preliminary Damage Assessment, and 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.

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**. Efficient accomplishment of this task will require major assistance from all departments and available volunteer resources. If the city and borough 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:

- Priority 1 - Public safety and restoration of vital services. Each facility should be analyzed for structural integrity and safety, functional capability, and estimated cost to repair or replace.
 - EOC, Dispatch-Communications centers, fire stations.
 - Hazardous materials industries, natural gas pipelines
 - Hospitals, schools, and shelters
 - Power, telephone, and radio communications systems
 - Bridges and overpasses.
- Priority 2 – Private establishments with important community functions.
 - Major businesses
- Priority 3 - Assessment of damage to support emergency or major disaster declaration An estimated number of private dwellings and businesses affected by the incident will be needed to support the request for a state or federal declaration. A cursory, “drive-by” damage assessment should be made at the same time as the more detailed survey required for Priority 1 and 2 facilities.
 - Private homes, multiple family dwellings
 - Businesses

Section 13: Post-Incident Actions

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.

- 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 Seward is not responsible for completing these forms, personnel assigned to teams should be familiar with the information gathered on them.
 - The Engineering and Building Department as well as the Finance Department will be involved in the damage assessment process.
- Gather information using survey/damage assessment teams on foot (door-to-door surveys); in vehicles or vessels (observing damage through a slow moving car/boat); using aerial surveillance; and/or using telephone surveys if phone lines are still operable.
- Verify any information gathered second-hand or through hearsay as soon as possible.
- Provide current cost estimates (Finance Section Chief) and damage assessment information (Planning Section Chief) to the other members of the General Staff.
- Include, to the extent possible, the following information in the preliminary damage assessment:
 - A description of the disaster
 - Where the disaster struck
 - Approximate number of families affected.
 - Demographics of the affected area
 - Whether the disaster is still occurring, as well as other current conditions
 - Any conditions that could affect the ability to carry out relief operations
- Note the affected areas as precisely as possible on street maps. Create a master map of all affected areas that consolidates information from the street maps and shows the overall extent of the disaster.
- Provide demographic characteristics of the affected areas, including basic dwelling structure types, home ownership, and adequacy of hazard insurance.
- Acquire information of interest to other functions, such as reports of deaths and injuries, evacuated families, and widespread utility outages. Any such information should be passed to the appropriate ICS functions.

Section 13: Post-Incident Actions

Damage Survey Reports

The FEMA 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.

A well-documented and thorough preliminary damage assessment will facilitate the DSR development process. The City of Seward will have the opportunity to assign a person or persons to the Damage Survey team to participate in this process.

Logistics may arrange for office space, document reproduction services, and other services 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.

Vital Facilities Map

Appendix B contains a vital facilities map that identifies those facilities considered vital to response, command, sheltering and feeding, communications, and health and medical services in Seward during an emergency.

Appendix B is located in a separate binder with other EOP Appendices. For access to this information, contact the Seward Fire Department.

Section 13: Post-Incident Actions

Disaster Recovery Assistance for Local Citizens

Disaster Recovery Center (DRC)

The Logistics Section may need 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. The Public Information Officer should coordinate the advertising for the DRC 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 because 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 because 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.
- 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

Section 13: Post-Incident Actions

Post-Incident Evaluation

Each time the Incident Management Team and Emergency Operations Center are exercised, either in a real emergency or during a planned drill, it is important that all participants take the opportunity to learn from the experience of managing an emergency incident.

A post-incident evaluation or "debrief" is a tool that can facilitate this process, by allowing incident personnel to reflect briefly on the lessons learned during an emergency response. Consider the following questions in conducting a post-incident evaluation.

- Did Incident Management Team personnel integrate effectively to respond to the incident at hand?
- Were staffing levels adequate?
- Did the EOC space function adequately?
- What were the most successful elements of the incident response?
- What were the major problems?
- What specific actions were taken to improve the effectiveness of the response?
- How did communications flow within the EOC?
- Were all personnel comfortable/familiar with their expected roles and responsibilities?
- How did IMT personnel integrate with other agencies/organizations?
- Was the information in this plan useful in guiding the response? How might you revise the plan based on this experience?
- Was there adequate resource information/telephone numbers in the plan?
- Did external notifications occur quickly and effectively?
- Was the alert/siren system effective?
- Did evacuation occur smoothly?
- Was the shelter facility adequate?
- What were the major "lessons" learned?
- What would you do differently next time?
- What would you do the same?

Keep records of the post-incident evaluations developed and insert copies into this plan to jog memories during future incidents or drills.

Section 13: Post-Incident Actions

Community Healing Programs

Promoting Community Healing

In the initial days of the disaster, community officials may be so absorbed with responding to the initial emergency that less tangible needs of the community may be neglected at first. However, community members may suffer from a number of disaster-related stresses, including the following:

- Emotional distress
- Financial loss
- Childcare issues
- Family relationship strain
- Physical health concerns

Community outreach programs are an important component of any disaster response and recovery effort. These programs should include activities that help residents understand the nature and kinds of stress reactions they are experiencing and provide information and resources to assist them in coping with the effects of the disaster.

Suggested Community Outreach/Healing Programs

In the wake of a disaster emergency, community leaders should bring residents together to address and respond to problems on a broader-based community level. It is helpful to use organizations that are already in place – such as churches, trade/professional groups, Moose/Elks/Eagles, Girl/Boy scouts, Tribal or Native organizations, Parent/Teacher groups, etc. Also, special outreach programs can be implemented to reach out to the community as a whole.

Community outreach activities may include the following:

- In-service training for local professionals
- Distribution of community education materials
- Peer Listener programs
- Talking circles

Community Education Materials

Community education information can be distributed through printed leaflets, community service announcements on local broadcast media, or print ads in local newspapers. Community education materials may be general in nature, discussing disaster recovery and response issues, or may focus on specific problems such as depression, anxiety, domestic violence, or substance abuse.

Consider the following in developing and distributing community education materials:

- Determine the specific needs of your community and focus on them.

Section 13: Post-Incident Actions

- Select a time for broadcast announcements when your target audience will most likely be reached.
- Run newspaper ads or articles at regular intervals.
- Place educational leaflets in areas of greatest community interest (community centers, mental health facilities, clinics, other meeting places).
- Distribute leaflets at major public events like festivals, fairs, etc.
- Consider bulk mailing through the post office or door-to-door distribution.

In-service Training for Community Professionals

Local community professionals such as schoolteachers, law enforcement personnel, and religious/spiritual leaders can take an active role in promoting community healing following a disaster emergency. Because these individuals are in constant contact with members of the community, they should be trained to recognize, counsel, and refer individuals with special needs following a disaster.

In-service training programs provide resources and instruction to guide professionals in promoting the community healing process. The following are suggestions for organizing and administering in-service programs:

- Select a qualified mental health professional to deliver the in-service training.
- Deliver in-service training programs in a manner that makes it easy for local professionals to attend and participate.

Peer Listener Programs

A peer listener-training program can train local residents to provide help to disaster-impacted communities and individuals. The peer listener acts as a friend, advisor and referral agent for individuals that may not desire to seek professional services or may not know that help is available.

Community leaders who are considering using peer listener training to facilitate community healing should consider the following:

- Peer listener training should be provided by qualified mental health professionals.
- Peer listeners should be volunteers from within a community who are highly trusted, dependable, and discreet. They should represent all cultural, ethnic and age groups.
- Peer listener training usually takes about 2 days.
- Community leaders should follow up with peer listeners to ensure all community needs are being met.

SECTION 14 of this plan lists additional resources available to assist with Social Services, Counseling, And Mental Health Services as well as Teaching and Community Outreach Materials in Disaster Mental Health and Emergency Response.

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Disaster Recovery Centers (DRC)

In addition to local Community Healing efforts, a Disaster Recovery Center (DRC) may be created to assist local citizens in applying for state or federal disaster assistance. Appropriate facilities may include schools, churches, and community centers. Federal, state, local and volunteer agencies may provide or accept applications for the following services through the Disaster Recovery Center:

- Temporary housing
- Essential repairs to damaged homes
- Disaster unemployment and job placement assistance
- Disaster loans
- Agricultural assistance payments and technical assistance
- Information on the availability of food stamps and eligibility requirements
- Individual and family grants to meet disaster related expenses
- Legal counseling
- Tax counseling
- Consumer counseling
- Crisis counseling
- Social Security assistance
- Veteran's assistance
- Other specific programs and services as appropriate to the disaster

Disaster Recovery Centers can be developed with the support of the American Red Cross, the Salvation Army, or other Aid organizations.

For information on helping child victims after a disaster, visit the Federal Emergency Management Agency, KPB OEM, and American Red Cross websites where publications are available.

www.fema.gov

<http://www.borough.kenai.ak.us/emergency/prepared/emergency.htm>

www.redcross.org

Section 14: Resource Guide

Emergency Response Resources

This section contains general agency resource information for emergency services, law enforcement, and medical services within the community.

Those organizations/businesses listed in this guide are under no obligation to make their resources available. They made the information available in an effort to facilitate the coordination of efforts during any emergency event, and it is to be used only in that capacity.

This section also lists additional planning, training, and response resources available from outside agencies and organizations.

For information on managing resources and volunteers, see the Kenai Peninsula Borough Emergency Operations Plan

For Volunteer Request Form and Volunteer Registration Form, see Appendix A.

Purchasing and Contracting Authorization

When the EOC is activated, IMT personnel may work through the appropriate channels to request resources. Any goods or services purchased **must** be approved by the IC or designated EOC official with "signing authority." Purchases that are made outside of this system may not be reimbursable and would therefore become the personal responsibility of the person/department making the purchase.

Title 6 of the Seward City Code represents the City's "Purchasing, Contracts, and Professional Services" ordinances. As it pertains to emergencies, SCC 6.10.120 exempts from the competitive sealed bid and alternate procurement procedures, purchases "Where an emergency makes the delay incident to competitive bidding unreasonable." (SCC 6.10.120(a)(2). Further, SCC 6.10.120(a)3 makes a purchase exempt "Where an emergency makes the delay incident to the procedures for rejecting a low bid set out in 6.10.140 unreasonable." Emergency purchases should be reported to the City Council at their next regularly scheduled meeting, whenever possible.

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Federal Reimbursement for Equipment Costs

The Stafford Act includes provisions for how FEMA will reimburse municipalities, states, and private entities for equipment and labor used during an emergency response. 44 CFR 226.228 describes the general policies for determining allowable costs. In accordance with the federal regulations, the Department of Homeland Security publishes a reimbursable rate schedule for equipment in good working order. These rates are applicable to major disasters and emergencies declared by the president on or after August 2005.

The schedule is available at

<http://www.fema.gov/government/grant/pa/eqrates.shtm>

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Seward Resource Information Sheets

Appendix E contains the most recent resource information submission for the local sources listed in this section.

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Resource Index

This table summarizes local resource availability, and indicates the types of resources that each source **may** be able to provide. NO contracts or agreements have been made between these entities and the City of Seward. Following this index is a complete set of resource sheets from each source, listing resource information in detail.

An asterisk (*) indicates that a contract is in place. Contracts are updated annually. All are managed by the fire department with the exception of emergency debris removal, which is managed by the Engineering Executive Assistant in the Engineering & Building Dept.

See the resource page in Appendix F for each listed organization for more information.

Resources	Source	Contact (907-)
Buses/Vans	Alaska Chadux Corporation	278-3322
	AVTEC	224-3322
	City of Seward	224-3331
	Civil Air Patrol	224-3000
	Kenai Fjords National Park	224-3175
	Kenai Fjords Tours	224-8068
	Salvation Army	224-5010
	Seward Fisheries	224-3381
	Seaview Community Services	224-5257
	Seward Middle/High School	224-3351
	Wesley Rehabilitation & Care Center	224-5241
Churches	Memorial United Methodist Church	224-7368
	Sacred Heart Catholic Church	224-5414
	St. Peter's Episcopal Church	224-3975
	United Pentecostal Church of Seward	224-5468
Clothing	Salvation Army	224-5010
Confined Space	Seward Fisheries	224-3381

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Resources	Source	Contact (907-)
Equipment		
Dive Equipment	Bear Creek V. Fire Department	224-3345
	Seward Marine Center	224-5261
Emergency Services	Bear Creek V. Fire Department	224-3345
	Seward V. Ambulance Corp	224-3987
	Seward V. Fire Department	224-3445
Equipment/Heavy - Climbing Equipment (Also includes forklifts and bobcats)	Afognak Logging	224-3130
	Alaska Railroa	265-2649
	AVTEC	224-3322
	City of Seward	224-3331
	Kenai Fjords National Park	224-3175
	METCO	224-3151
	Seward Alaska DOT	224-3086
	Seward Fisheries	224-3381
	Seward Marine Center	224-5261
	Seward Mountain Shop	224-5050
Generators	Bear Creek V. Fire Department	224-3345
	City of Seward	224-3331
	Kenai Fjords National Park	224-3175
	Seward Alaska DOT	224-3086
	Seward V. Fire Department	224-3445
	U.S. Forest Service	224-3374
Health Providers	Chugachmiut	224-3076
	Harbor Medical Clini	224-8901
	Providence Seward	224-5205
	Wesley Rehabilitation & Care Center	224-5241

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Resources	Source	Contact (907-)
Kitchen Areas	AVTEC	224-3322
	Memorial United Methodist Church	224-7368
	Sacred Heart Catholic Church	224-5414
	Seward Community and Senior Center	224-5604
	Seward Elementary School	224-3356
	Seward Fisheries	224-3381
	Seward Middle/High School	224-3351
	St. Peter's Episcopal Church	224-3975
	United Pentecostal Church of Seward	224-5468
	Wesley Rehabilitation & Care Center	224-5241
Maps of Seward	Seward Mountain Shop	224-5050
Medical Supplies	Bear Creek V. Fire Department	224-3345
	Seward Fisheries	224-3381
	Seward V. Ambulance Corp	224-3987
	Seward V. Fire Department	224-3445
Mental/Spiritual Health	Salvation Army	224-5010
	Seaview Community Center	224-5257
Oil Spill Equipment	Alaska Chadux Corporation	278-3322
	BP Exploration (Alaska)	564-5843
Pumps	Bear Creek V. Fire Department	224-3345
	City of Seward	224-3331
	Seward Marine Center	224-5261
	Seward V. Fire Department	224-3445
	U.S. Forest Service	224-3374

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Resources	Source	Contact (907-)
Radios – Portable/base stations	Alaska Railroad	265-2659
	Bear Creek V. Fire Department	224-3345
	City of Seward	224-3331
	Civil Air Patrol	224-3000
	Kenai Fjords National Park	224-3175
	Kenai Fjords Tours	224-8068
	Providence Seward Medical Center	224-5205
	Seward Alaska DOT	224-3086
	Seward Fisheries	224-3381
	Seward Marine Center	224-5261
	Seward Middle/High School	224-3351
	Seward V. Fire Department	224-3445
	U.S. Forest Service	224-3374
	Wesley Rehabilitation & Care Center	224-5241
Rescue Equipment	Bear Creek V. Fire Department	224-3345
	Kenai Fjords National Park	224-3175
	Seward Fisheries	224-3381
	Seward V. Fire Department	224-3445
Shelter Provider and Shelter Areas (Bold text indicates primary shelter locations.)	American Red Cross	262-4541
	AVTEC	224-3322
	Bear Creek V. Fire Department	224-3345
	Chugachmiut North Star Health Clinic	224-3076
	Kenai Fjords Tours	224-8068
	Memorial United Methodist Church	224-7368

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Resources	Source	Contact (907-)
	Sacred Heart Catholic Church	224-5414
	Seaview Community Services	224-5257
	Seward Chamber of Commerce	224-8051
	Seward Elementary School	224-3356
	Seward Fisheries	224-3381
	Seward Middle/High School	224-3351
	Seward Senior Citizens & Comm. Center	224-5604
	St. Peter's Episcopal Church	224-3975
	United Pentecostal Church of Seward	224-5468
	Wesley Rehabilitation & Care Center	224-5241
Tools (hand)	Bear Creek V. Fire Department	224-3345
	Seward V. Fire Department	224-3445
	U.S. Forest Service (chainsaws)	224-3374
Transportation Providers	Civil Air Patrol	224-3000
	Kenai Fjords Tours	224-8068
Trucks – 4-wheel drive vehicles & 4-wheelers	City of Seward	224-3331
	Civil Air Patrol	224-3000
	Kenai Fjords National Park	224-3175
	Kenai Fjords Tours	224-8068
	Providence Seward Medical Center	224-5205
	Seward Alaska DOT/PF	224-3086
	Seward Fire Dept	224-3445
	Seward Fisheries	224-3381
	Seward Marine Center	224-5261
		224-3374

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Resources	Source	Contact (907-)
	U.S. Forest Service	
Vessels/Motor	Alaska Chadux Corporation	278-3322
	Kenai Fjords National Park	224-3175
	Kenai Fjords Tours	224-8068
	Seward Fire Dept	224-3445
	Seward Fisheries	224-3381
	U.S. Forest Service	224-3374
Volunteers	Seward Sentinels	224-2483

Section 14: Resource Guide

Resource Needs

The following organizations/businesses have indicated that they **may** need the listed resources or assistance during an emergency event. This information is made available in an effort to facilitate the coordination of resources, and does not imply that the City has an obligation to make the resources or assistance available.

See the resource page in Appendix E for each listed organization for more information.

Resource Needs	Details	Organization	Contact (907-)
Administrative support	Phoning seniors	Seward Senior Citizens & Community Center	224-5604
	Literature/information dissemination	Seward Chamber of Commerce	224-3356
Crowd/traffic control	Assistance with injured/frightened students	Seward Elementary School	224-3356
		Seward Middle/High School	224-3351
Electrical source	No backup generator if power goes out	Chugachmiut North Star Health Clinic	224-3076/ 224-3940
	Additional generator power for electricity	Seward Elementary School	224-3356
		Seward Middle/High School	224-3351
Food	Baby food/supplies, food for staff and patients	Providence Seward Medical Center	224-5205
	Food to distribute	Salvation Army of Seward	224-8068
Fuel	For boats/vehicles	Kenai Fjords National Park	224-3175
		Kenai Fjords Tours	224-8068
Medical supplies	Blankets, body bags, IV fluids, IV tubing, medications, splints, stretcher and cots, ventilator	Providence Seward Medical Center	224-5205
Shelter supplies	Cots (if facility is used as a shelter)	Memorial United Methodist Church	224-5604

Section 14: Resource Guide

Resource Needs	Details	Organization	Contact (907-)
Transportation	Seniors to shelters or appropriate locations May need help with visitors at Exit Glacier	Seward Senior Citizens and Community Center Kenai Fjords National Park	224-5604 224-3175
Volunteers	To help distribute food Volunteer staff	Salvation Army of Seward Wesley Rehabilitation & Care Center	224-5010 224-5241

Section 14: Resource Guide

Outside Emergency Response Agencies and Resources

This table provides information about various local, state, and federal agency branches to contact in case of emergencies. The information in this table corresponds with the notification directions in the hazard-specific response checklists in SECTION 3 of this plan.

AGENCY NAME & Location	Primary Contact in case of:	Secondary Contact in case of:	Additional Assistance & Resources that May be Available
REGIONAL			
Alaska Regional Hospital Anchorage	<ul style="list-style-type: none"> • Mass Casualty • 24 hr medical Emergency 	<ul style="list-style-type: none"> • Transportation Accident • All emergencies w/ injuries 	<ul style="list-style-type: none"> • Emergency medical • Medical evacuation • 24-hour emergency care • Temporary morgue
Kenai Peninsula Borough Office of Emergency Management Kenai	<ul style="list-style-type: none"> • Coastal Erosion • Extreme Weather • Volcano • Misc. emergencies 	<ul style="list-style-type: none"> • Landslide • Drought • Tsunami • Earthquake • Hazmat Release 	<ul style="list-style-type: none"> • Disaster declaration • Access to city & borough emergency response resources • Liaison with state/ federal agencies
Regional Mental Health Center	n/a	<ul style="list-style-type: none"> • Mass Casualty • Transportation Accident • Any disaster involving major loss of life or property in community 	<ul style="list-style-type: none"> • Critical incident stress debriefing • Community healing programs
Cook Inlet Tribal Council, Inc. Anchorage	n/a	<ul style="list-style-type: none"> • All disasters, especially those with community impacts 	<ul style="list-style-type: none"> • Non-medical social services • Critical Incident Stress Debriefing • BIA burial assistance

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AGENCY NAME & Location	Primary Contact in case of:	Secondary Contact in case of:	Additional Assistance & Resources that May be Available
			(AKH, OH)
Kenai Peninsula Borough School District	n/a	<ul style="list-style-type: none"> All disasters where SHELTERS needed 	<ul style="list-style-type: none"> SHELTERING Some trained personnel & shelter resources.
STATE OF ALASKA			
Alaska State Troopers (AST)	<ul style="list-style-type: none"> Crime Landslide Drought Tsunami Earthquake Transportation Accident Search & Rescue 	<ul style="list-style-type: none"> Wildland or structural fire Coastal Erosion Flood Extreme Weather Volcano Mass casualty 	<ul style="list-style-type: none"> Law enforcement Peacekeeping Search & Rescue Liaison with state/ federal agencies Evacuation Misc. emergency-related services
Alaska Tsunami Warning Center (ATWC)	<ul style="list-style-type: none"> Tsunami Earthquake Volcano 	n/a	<ul style="list-style-type: none"> Tsunami forecasting Tsunami watch and warnings
ADNR Division of Forestry	<ul style="list-style-type: none"> Drought Wildland Fires 	n/a	<ul style="list-style-type: none"> Trained personnel and equipment for wildland fire response.
ADEC Spill Prevention and Response	<ul style="list-style-type: none"> Oil spill/ hazardous substance release 	n/a	<ul style="list-style-type: none"> ICS-trained personnel (SOSC) Hazardous materials and oil spill response personnel and equipment
Department of Homeland Security & Emergency	<ul style="list-style-type: none"> Disaster relief (all emergencies) Disaster 	<ul style="list-style-type: none"> Terrorism/WMD 	<ul style="list-style-type: none"> Emergency management and coordination

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AGENCY NAME & Location	Primary Contact in case of:	Secondary Contact in case of:	Additional Assistance & Resources that May be Available
Management	declaration		<ul style="list-style-type: none"> Access to state and federal disaster support funding
FEDERAL			
EPA Emergency Response Unit	<ul style="list-style-type: none"> Oil spill/ hazardous substance release to land 	n/a	<ul style="list-style-type: none"> ICS-trained personnel (FOSC) Hazardous materials and oil spill response personnel and equipment
Federal Bureau of Investigations (FBI) Terrorism Hotline	<ul style="list-style-type: none"> Terrorist Attack/WMD 	n/a	<ul style="list-style-type: none"> Central reporting point for all terrorism threats discovered locally
Federal Emergency Management Agency (FEMA)	<ul style="list-style-type: none"> Disaster relief (all emergencies) 	n/a	
USCG	<ul style="list-style-type: none"> Oil Spill/hazardous substance release to water Search and Rescue (water) Medivac 	<ul style="list-style-type: none"> Transportation Accident (marine/air) 	<ul style="list-style-type: none"> ICS-trained personnel (FOSC) Hazmat and oil spill response personnel and equipment Vessels Helicopter and aircraft support
NOAA/NWS Alaska Forecast Center	<ul style="list-style-type: none"> Avalanche Coastal Erosion Drought Fire (if drought-related) Flood 		<ul style="list-style-type: none"> Real-time weather forecasts for Alaska region Severe weather watch or warnings

Section 14: Resource Guide

AGENCY NAME & Location	Primary Contact in case of:	Secondary Contact in case of:	Additional Assistance & Resources that May be Available
	<ul style="list-style-type: none"> • Landslide 		
NON-GOVERNMENTAL ORGANIZATIONS			
American Red Cross, local Chapter	n/a	<ul style="list-style-type: none"> • All disasters where SHELTERS needed • Disaster relief (all emergencies) 	<ul style="list-style-type: none"> • Shelters • General disaster relief • Donations management
The Salvation Army	n/a	<ul style="list-style-type: none"> • All disasters where SHELTERS or food/clothes needed. • Disaster relief (all emergencies) 	<ul style="list-style-type: none"> • Shelters • General disaster relief (food, clothing)

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Additional Support and Training Resources

Emergency Response Training/Disaster Preparedness Organizations and Materials

NAME	CONTACT	SERVICES
Ready America (DHS)	800-BE-READY or 800-237-3239 http://www.ready.gov	Information on preparing your family for an emergency and on what to do in various emergency scenarios. Teaching and outreach materials for adults and children.
FEMA Education and Training Materials	http://www.fema.gov/cgi-shl/selector.pl?URL=%2Fabout%2Ftraining%2Findex.shtm&Submit=Go+	Information and courses for emergency personnel, resources for teachers and parents, information for kids, and resources for community-based mitigation programs.
FEMA Publications – Online Library	http://www.fema.gov/librariy/	Extensive collection of documents, video clips, and instruction materials available free through online library. Includes subjects such as Mitigation, Preparedness and Training, Response, Pets in Emergencies, Disaster Information for Kids, and many others.
Community Emergency Response Team (CERT) Program	http://training.fema.gov/EMIWeb/CERT/	Information to help communities establish and maintain an effective CERT program, and to network with people throughout the United States and its territories regarding CERT activities.
FEMA EMI Training courses and independent study materials	http://training.fema.gov/EMIWeb/EMICourses/	FEMA Emergency Management Institute (EMI) provides training courses for ICS, emergency response, planning, and related topics. Independents study also available.
Project Impact – ESRI and FEMA	http://www.esri.com/hazards/	Partnership project aimed at providing multi-hazard maps and information to U.S. residents, business owners, schools, community groups, and local governments via the Internet.
American Red Cross Educational materials	http://www.redcross.org/ 907-552-1110 (Anchorage, 24-hr) 907-451-8267 (Fairbanks, 24-hr)	Variety of disaster education materials available free online, including curricula for children of all ages, other instruction materials, and CD-rom computer games.
The Right-to-	http://www.rtk.net/	Free access to numerous databases, text

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NAME	CONTACT	SERVICES
Know Network		files, and conferences on the environment, housing, and sustainable development.

Search and Rescue

NAME	CONTACT	SERVICES
National Association for Search and Rescue (NASAR)	(703) 222-6277 http://www.nasar.org/	Non-profit membership association comprised of paid and non-paid professionals - all active or interested in search and rescue, disaster aid, emergency medicine and awareness education
Mountain Rescue Association	Mountain Rescue Association http://www.mra.org/	Volunteer organization dedicated to wilderness rescue and mountain safety education
Cibola Search & Rescue Mini-Lessons	http://www.swcp.com/csar/minilessons.shtml	New Mexico SAR organization with online library of mini-lessons regarding conducting Search and Rescue Missions.
Civil Air Patrol	907-283-7801	The CAP is the civilian auxiliary of the United States Air Force, specializing in Search and Rescue.

Fire Fighting

NAME	CONTACT	SERVICES
FEMA National Fire Academy (NFA)	800-238-3358, ext. 1035 or 301-447-1035 http://www.usfa.fema.gov/nfa/tr_gen.htm	Free training available for any person with substantial involvement in fire prevention and control, emergency medical services, fire-related emergency management activities, or allied professions
Alaska Fire Service Training (Department of Public Safety)	907-269-5789 or 907-269-5491 http://www.dps.state.ak.us/fire/asp/tebheadquarters.asp	Provides testing and certification for firefighters, and accredits local agencies to develop and provide training. Technical assistance teams available to travel to communities.
Seward Fire Department Training Center	907-283-3054	Fire Service Training and Equipment

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Oil Spill and Hazardous Materials Response Planning, Training and Materials

NAME	CONTACT	SERVICES
National Response Team	http://www.nrt.org/ 800-424-8802 (National Response Center)	Technical assistance, resources and coordination on preparedness, planning, response and recovery activities for oil and hazmat. Links to plans, training materials, reports, including National Contingency Plan.
Alaska Regional Response Team	http://www.akrrt.org/ Contact via phone through NRT	Maintain all Alaska Subarea Plans and Unified Plan. Links to maps, other planning resources.
Alaska Geographic Response Strategies	http://www.dec.state.ak.us/spar/perp/grs/home.htm	Website with links to site-specific environmental protection plans for oil spill response. GRS exist for hundreds of sites in several regions of the state. GRS include maps, diagrams, and detailed tactics, as well as information about resources-at-risk.
Spill Tactics for Alaska Responders (STAR) Manual	http://www.dec.state.ak.us/spar/perp/star/index.htm	Website with standardized tactics for use by trained spill responders.
Alaska Geospatial Database of Oil Spill Planning Maps	http://www.asgdc.state.ak.us/maps/cplans/subareas.html	List of links to ESI, MESA, and other environmental sensitivity maps throughout the State of Alaska.
NOAA Office of Restoration and Response - Spill Tools	Main office: 301-713-2989 Seattle office: 206-526-6317 http://archive.orr.noaa.gov/oilaid/spiltool/spiltool.html	Computer-based tools for spill planning and response.
USDOT Office of Hazardous Materials Initiatives and Training	202-366-4900 http://hazmat.dot.gov/training/training.htm	Hazmat Training and Grant programs

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Community Healing and Psychological Impacts

NAME	CONTACT	SERVICES
"Coping with Technological Disasters" Guidebook and Series	Prince William Sound Regional Citizen Advisory Council (Anchorage) 907-277-7222 http://www.pwsrcac.org	Guidebook, training videos, audio tape listening series, and informational pamphlets available to facility community-wide disaster mental health program. Designed especially for Alaskan communities.
Guided Disaster Response Workbooks for Children, Families and Teachers	The Children's Psychological Health Center http://www.cphc-sf.org/disaster_books.htm 415-474-1854	Workbooks designed to help children, teenagers, and families overcome bad memories and fears following a disaster.

Index of Forms

This section contains forms that are referenced throughout the plan and are reprinted here to make them easy to access, remove, reproduce, and fill out. Blank pages are included in anticipation of double-sided reproduction. The following forms are included in this section, categorized by purpose. Note that ICS forms are listed separately at the end of this index.

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Warning Message Log Example

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
- AEN
- Cable Alert
- Mobile Public Address
- Door to Door Contact

Signature of authorizing official _____

5. **Warning Terminated:** Date _____ Time _____

Signature of terminating official _____

Ensure that all methods of alert and warning have been notified to terminate activities, including local media.

BEGIN A NEW FORM FOR SUBSEQUENT WARNING MESSAGES.

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Sample Evacuation Order

An emergency condition exists in the _____ (give location and/or areas impacted).

The IMT and/or Emergency Services Director has determined that there is the need to evacuate portions of the Seward area. Such evacuation is needed to ensure the safety of the public.

Therefore:

The Incident Commander and/or Emergency Manager is requesting the immediate evacuation of (list areas):

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

The Incident Commander and/or Emergency 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.

Signed _____ Date _____
Emergency Manager

Signed _____ Date _____
Incident Commander

Signed _____ Date _____
Law Enforcement (Officer In Charge)

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Sample Local Government Disaster Declaration Without Request for State Assistance

WHEREAS, commencing on _____ (date), the City of Seward, Alaska sustained severe losses and threats to life and property from

_____ (des

cribe the event or situation); and,

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

WHEREAS, the following conditions exist as a result of the disaster emergency

_____ (descri

be the event and the impacts to community, damages, 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 _____ (mayor or designee) does declare a Disaster Emergency per AS 26.23.140 to exist in the City of Seward.

SIGNED this _____ day of _____ 20 _____

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Sample Local Government Disaster Declaration with Request For Borough Assistance

WHEREAS, commencing on _____ (date), the City of Seward, Alaska sustained severe losses and threats to life and property from

_____ (des

cribe the event or situation); and,

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

WHEREAS, the following conditions exist as a result of the disaster emergency

_____ (descri

be the event and the impacts to community, damages, 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 _____ (mayor or designee) of the City of Seward does declare a Disaster Emergency per AS 26.23.140 to exist in the City of Seward.

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

(Disaster Declaration Continued)

FURTHER, the undersigned certifies that the City of Seward has or will expend local resources in the amount of _____
(insert \$USD amount), as a result of this disaster for which no borough reimbursement will be requested.

SIGNED this _____ day of _____ 20 _____

Sample Local Government Disaster Declaration with Request for State Assistance

WHEREAS, commencing on _____ (date), the City of Seward, Alaska sustained severe losses and threats to life and property from

_____ (des

cribe the event or situation); and,

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

WHEREAS, the following conditions exist as a result of the disaster emergency

_____ (descri

be the event and the impacts to community, damages, 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 _____ (mayor or designee) of the City of Seward does declare a Disaster Emergency per AS 26.23.140 to exist in the City of Seward.

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 Seward in its response and recovery from this event.

(Disaster Declaration Continued)

FURTHER, the undersigned certifies that the City of Seward has or will expend local resources in the amount of _____ (insert \$USD amount), as a result of this disaster for which no State or Federal reimbursement will be requested.

SIGNED this _____ day of _____ 20_____

Daily Job Report Form

Date: _____

Job #: _____

Job:

Location:

Description of Daily Task

Personnel

On the Job	Contr/City	Reg Time	OT

Equipment on the Job	Hours Used:

Materials Purchased

Material	QTY	Vendor	Cost

Materials Rented

Material	QTY	Vendor	Cost

This page is intentionally blank.

State of Alaska Situation Report

(Incident Name)

Incident #	Date/Time:	Prepared By:
------------	------------	--------------

1. JURISDICTION NAME:

2. CASUALTY STATUS:

Confirmed Dead:

Missing:

Injured:

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:

State of Alaska Situation Report (continued)

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:

Incident Commander's Delegation of Authority

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

I hereby authorize _____ to act as Incident Commander for response and recovery operations under the City of Seward Emergency Operations Plan.

I hereby delegate the Incident Commander all authority to provide response and recovery operations to the declared disaster emergency under the City of Seward Emergency Operations Plan and to act on behalf of and with the authority of the City of Seward and Kenai Peninsula Borough 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 the City of Seward Mayor.

DATE: _____

City of Seward Manager

This page is intentionally blank.

Volunteer Request Form

Date/time: _____

Requesting organization/agency/ICS unit: _____

Name of contact: _____ Phone: _____ Fax: _____

VOLUNTEER NEEDS

Total Number of Volunteers Needed: _____

Job Title/Description: _____

Duties	Experience/ Skills	Training Provided?

Equipment/Special Clothing Needs: _____

Brief Description of Training to be Provided: _____

Job Location: _____

Date/time volunteers needed: _____

Please check if available: Restrooms Parking Safety Equipment

Telephone Transportation to Work Site

Volunteer(s) should report to the following person for additional training/instruction:

Name: _____ Phone: _____ Fax: _____

Location: _____

FOR OFFICE USE ONLY:

Follow up date & time: _____ *Follow up action:*

Position(s) filled? Volunteer name(s): _____

Volunteer Registration Form

Name: _____ Date: _____

Phone (day): _____ (eve.) _____ (fax) _____

Address: _____

Present employer: _____ Occupation: _____

Are you currently affiliated with any response organization/volunteer group? Which?

Are you certified in any of the following? Certification Type/Agency Expiration Date

Heavy Equipment Operator: _____

ICS Training: _____

Firefighting: _____

Bird Rescue/Wildlife Hazing/Rehab: _____

Hazmat/Hazwoper: _____

First Aid/CPR: _____

Coast Guard licenses: _____

Other: _____

Placement Administrative/Clerical Food Service/Sheltering

Preference: Basic Needs/Logistics First Aid On-Water operations

Repair/Construction Transportation Other _____

Emergency Contact - Name: _____ Phone (day & eve): _____

Address: _____

Waiver: I agree to volunteer my services at my own risk and hereby release the Incident Management Team and any involved agencies or persons from liability for any injuries, hardship, or death that should result from my activities as a volunteer to this emergency response effort.

Signature: _____ Date:

FOR OFFICE USE ONLY:

Training completed? _____ *Date completed* _____ *Initials*

Placed: _____ *Date:* _____ *By:*

Cruise Ship Incident Evaluation Form

Basic Emergency Information

Time incident occurred:

Person or organization providing initial notification

Call-back or contact information

Vessel/facility name:

Type of vessel incident:

___ fire; ___ explosion; ___ collision; ___ grounding; ___
oil/chemical spill; ___ hijacking or hostage-taking or
other terrorist-related incident

If cruise ship, how many passengers and crew on board?

If Alaska Marine Highway vessel, how many passengers
and crew on board? _____

Number of vehicles on car deck _____, known
hazmat on board

Cruise Ship Incident Evaluation Form

Location	
	Latitude _____ N, Longitude _____ W and/or Landmark location:
	Is the vessel anchored or moored or underway? _____
Yes/No	Is the incident location within CBJ's jurisdiction? or
Yes/No	Is the vessel expected to enter CBJ jurisdiction? ETA:
Notifications and Initial Response	
Yes/No	Has the Coast Guard been notified?
Yes/No	Has the State of Alaska been notified? [Business hours call ADEC at 465-5340; Alaska State Trooper's 24-hour dispatcher 1-800-478-9300 (after hours for oil spills) or 1-907-428-7200 (regular State Trooper dispatch)]
	<p>What resources have responded to the emergency?</p> <p>SAR vessels</p> <p>_____ ETA</p> <p>_____ ETA</p> <p>_____ ETA</p> <p>_____</p> <p>Tug or assist vessel _____ ETA</p> <p>_____</p>

Cruise Ship Incident Evaluation Form

On scene weather conditions

Weather on scene at _____ (time) from (check below):
 _____ http://pajk.arh.noaa.gov/index_marine.php
 _____ <http://pajk.arh.noaa.gov/>
 _____ <http://home.gci.net/~westjuneau/weather/current.htm>
 (unofficial but complete information)

Winds _____ knots from (check the appropriate point on the compass quadrant)



Sea conditions: Wave height _____ ft

Circle all that apply: rain
 fog
 snow
 sleet/freezing rain
 clear

Sea temp _____ F; Air temp _____ F

Next high tide: _____ ft at _____ am/pm
 Next low tide: _____ ft at _____ am/pm

Persons in Distress

Yes/No

Are there fatalities/injuries? _____ / _____

Yes/No

Are any of the crew or passengers unaccounted for?

Cruise Ship Incident Evaluation Form

Yes/No	<p>Have personnel abandoned ship?</p> <p>Is anyone in the water?</p> <p>How many?</p> <p>Any special medical needs or concerns?</p> <p>Are SAR units en route?</p>
	<p>Number injured personnel, their location and special needs:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
	<p>Number of non-injured personnel and where mustered or gathered.</p> <p>_____</p> <p>_____</p>

Environmental Threats

Yes/No	<p>Is the vessel spilling oil? What type of oil?</p> <p>What is type and quantity of oil carried on board?</p>
--------	---

The vessel operator's intentions

- Stay on board, fight the fire or otherwise deal with casualty?
 - Abandon ship? (Note: normally not a planned event)
 - Will passengers and non-essential crew be evacuated?
 - Anchor? Moor? Where?
- _____
- _____

Assistance Needed from City of Seward

Yes/No	<p>What assistance is the vessel likely to need from the city? Circle all possibilities:</p> <ul style="list-style-type: none"> • Transportation of evacuees. • Shelter for evacuees • Medical support • Firefighting support (see next block)
--------	--

Cruise Ship Incident Evaluation Form

Cruise Ship Incident Evaluation Form	
Yes/No	Firefighting Assistance <ul style="list-style-type: none">• Does the vessel need air bottles? (What type?)• Does the vessel need firefighting water?<ul style="list-style-type: none">➢ For internal compartments?➢ For superstructure or to cool hull?• Does the vessel need foam?• Does the vessel need to recharge its carbon dioxide extinguishing system?• Communications and field command post support?

NIMS ICS Forms

A set of selected, commonly used ICS Forms is included in this plan, with the intention that they be removed, reproduced, and used as needed to support city emergency response operations. ICS forms are readily available for free download from a number of websites.

*FEMA NIMS-ICS forms are available at

http://training.fema.gov/EMIWeb/IS/ICSResource/ICSResCntr_Forms.htm

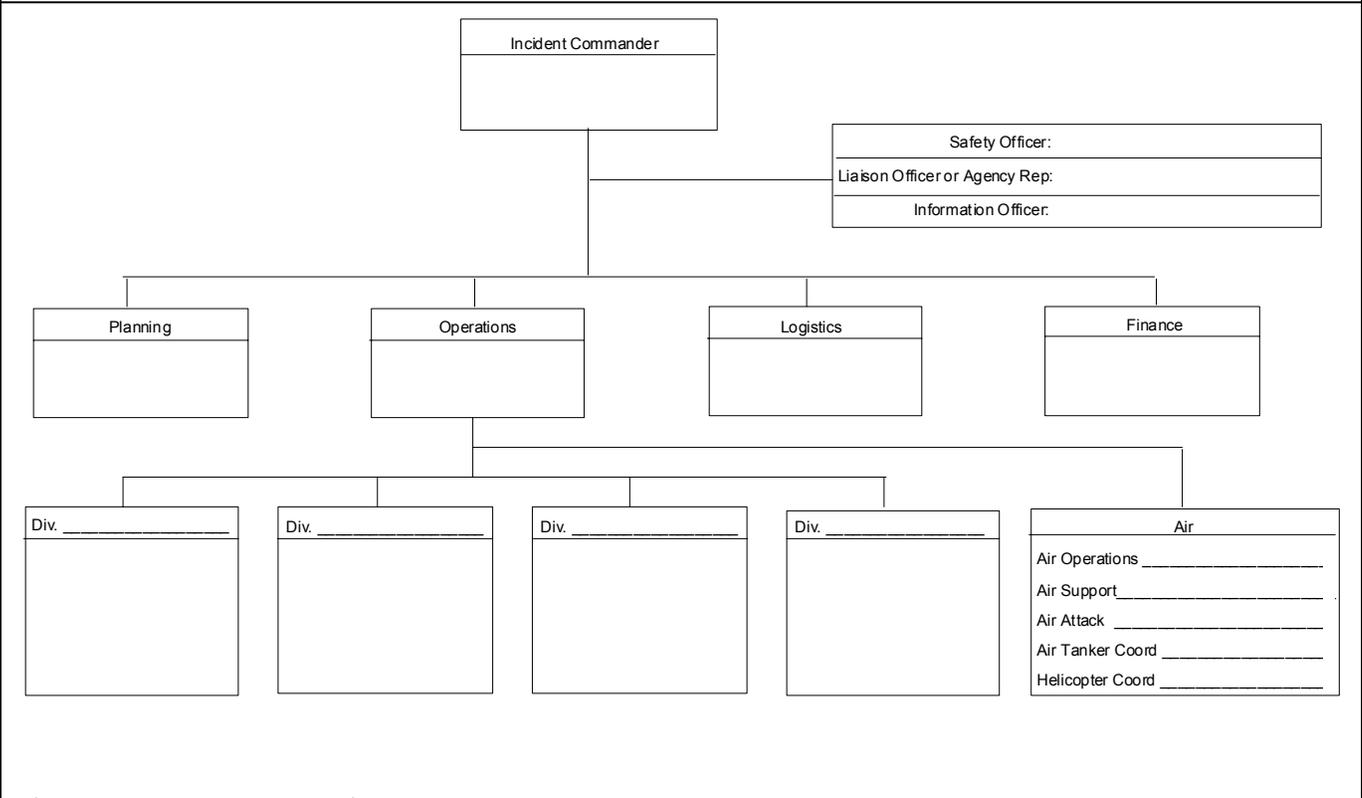
*Fires Service ICS forms are available at

http://www.nimsonline.com/download_center/index.htm#forms

INCIDENT BRIEFING	1. Incident Name	2. Date	3. Time
--------------------------	------------------	---------	---------

4. Map Sketch

5. Current Organization



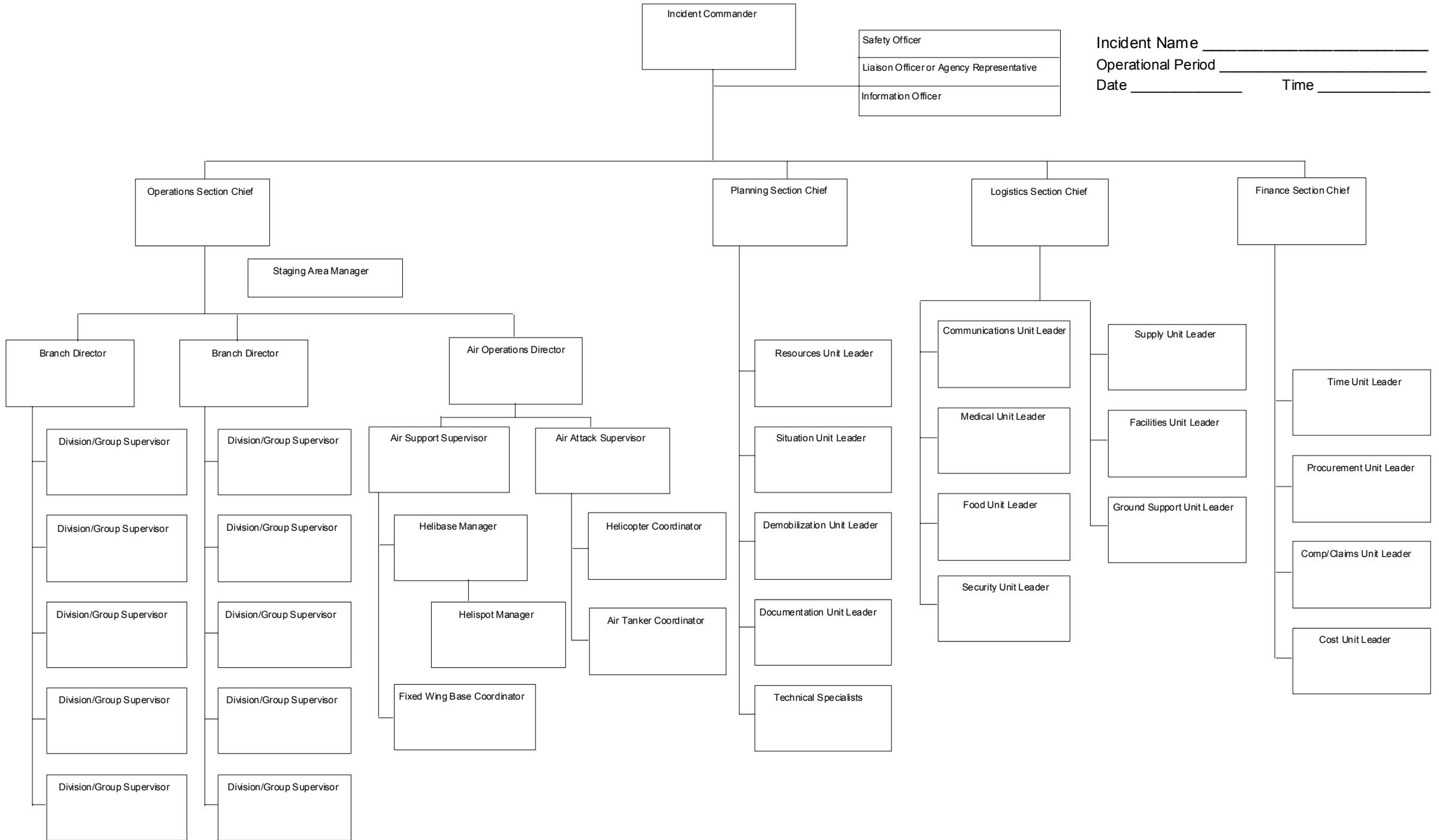
Page 1 of	6. Prepared by (Name and Position)
-----------	------------------------------------

INCIDENT OBJECTIVES	1. Incident Name	2. Date	3. Time
4. Operational Period			
5. General Control Objectives for the Incident (include alternatives)			
6. Weather Forecast for Period			
7. General Safety Message			
8. Attachments (mark if attached)			
<input type="checkbox"/> Organization List - ICS 203	<input type="checkbox"/> Medical Plan - ICS 206	<input type="checkbox"/> (Other)	
<input type="checkbox"/> Div. Assignment Lists - ICS 204	<input type="checkbox"/> Incident Map	<input type="checkbox"/>	
<input type="checkbox"/> Communications Plan - ICS 205	<input type="checkbox"/> Traffic Plan	<input type="checkbox"/>	
9. Prepared by (Planning Section Chief)	10. Approved by (Incident Commander)		

ORGANIZATION ASSIGNMENT LIST		a. Branch I - Division/Groups	
1. Incident Name		Branch Director	
		Deputy	
		Division/Group	
2. Date	3. Time	Division/Group	
		Division/Group	
4. Operational Period		Division/Group	
		Division/Group	
Position	Name	b. Branch II - Division/Groups	
5. Incident Commander and Staff		Branch Director	
Incident Commander		Deputy	
Deputy		Division/Group	
Safety Officer		Division/Group	
Information Officer		Division/Group	
Liaison Officer		Division/Group	
6. Agency Representative		Division/Group	
Agency	Name	c. Branch III - Division/Groups	
		Branch Director	
		Deputy	
		Division/Group	
7. Planning Section		Division/Group	
Chief		d. Air Operations Branch	
Deputy		Air Operations Branch Director	
Resources Unit		Air Attack Supervisor	
Situation Unit		Air Support Supervisor	
Documentation Unit		Helicopter Coordinator	
Demobilization Unit		Air Tanker Coordinator	
Technical Specialists		10. Finance Section	
Human Resources		Chief	
Training		Deputy	
		Time Unit	
		Procurement Unit	
		Compensation/Claims Unit	
		Cost Unit	
8. Logistics Section		Prepared by (Resource Unit Leader)	
Chief			
Deputy			
Supply Unit			
Facilities Unit			
Ground Support Unit			
Communications Unit			
Medical Unit			
Security Unit			
Food Unit			
9. Operations Section			
Chief			
Deputy			

INCIDENT RADIO COMMUNICATIONS PLAN		1. Incident Name		2. Date/Time Prepared		3. Operational Period Date/Time	
		4. Basic Radio Channel Utilization					
Radio Type/Cache	Channel	Function	Frequency/Tone	Assignment	Remarks		
King NIFC							
King NIFC							
King NIFC							
King NIFC							
King NIFC							
King NIFC							
King NIFC							
King NIFC							
5. Prepared by (Communications Unit)							

MEDICAL PLAN	1. Incident Name	2. Date Prepared	3. Time Prepared	4. Operational Period				
	5. Incident Medical Aid Station							
Medical Aid Stations	Location			Paramedics		Yes	No	
6. Transportation								
A. Ambulance Services								
Name	Address		Phone		Paramedics		Yes	No
B. Incident Ambulances								
Name	Location			Paramedics		Yes	No	
7. Hospitals								
Name	Address		Travel Time		Helipad		Burn Center	
			Air	Ground	Yes	No	Yes	No
8. Medical Emergency Procedures								
Prepared by (Medical Unit Leader)				10. Reviewed by (Safety Officer)				



Incident Name _____
 Operational Period _____
 Date _____ Time _____

General Instructions

Completion of the Incident Status Summary will be as specified by Agency or municipality. Report by telephone, teletype, computer, or facsimile to the local Agency or municipality headquarters by 2100 hours daily on incidents as required by Agency or municipality (reports are normally required on life threatening situations, real property threatened or destroyed, high resource damage potential, and complex incidents that could have political ramifications). Normally, wildland agencies require a report on all Class D (100 acres plus) and larger incidents (unless primarily grass type in which case report Class E (300 acres or larger)). The first summary will cover the period from the start of the incident to 2100 hour the first day of the incident, if at least four hours have elapsed; thereafter the summary will cover the 24 hour period ending at 1900 (this reporting time will enable compilation of reporting data and submission of report to local agency or municipality headquarters by 2100 hours) daily until incident is under control. Wildland fire agencies will send the summary to NIFC by 2400 hours Mountain Time.

1. Enter date and time report completed (mandatory).
2. Check appropriate space (mandatory).
3. Provide name given to incident by Incident Commander or Agency (mandatory).
4. Enter number assigned to incident by Agency (mandatory).
5. Enter first initial and last name of Incident Commander (optional).
6. Enter Agency or Municipality (mandatory).
7. Enter County where incident is occurring (optional).
8. Enter type of incident, e.g. wildland fire (enter fuel type), structure fire, hazardous chemical spill, etc. (mandatory).
9. Enter legal description and general location. Use remarks for additional date if necessary (mandatory).
10. Enter date and zulu time incident started (mandatory - maximum of six characters for date and four characters for time).
11. Enter specific cause or under investigation (mandatory).
12. Enter area involved, e.g. 50 acres, top three floors of building, etc. (mandatory).
13. Enter estimate of percent of containment (mandatory).
14. Enter estimate of date and time of total containment (mandatory).
15. Enter estimated date and time of control (mandatory).
16. Enter actual date and time fire was declared controlled (mandatory).
17. Report significant threat to structures, watershed, timber, wildlife habitat or other valuable resources (mandatory).
18. Enter control problems, e.g. accessibility, fuels, rocky terrain, high winds, structures (mandatory).
19. Enter estimated dollar value of total damage to date. Include structures, watershed, timber, etc. Be specific in remarks (mandatory).
20. Enter estimate of values saved as result of all suppression efforts (optional).
21. Enter any serious injuries or deaths which have occurred since the last report. Be specific in remarks (mandatory).
22. Indicate the extent of line completed by chains or other units of measurement (optional).
23. Indicate line to be constructed by chains or other units of measurement (optional).
24. Indicate current weather conditions at the incident (mandatory).
25. Indicate predicted weather conditions for the next operational period (mandatory).
26. Provide total incident cost to date (optional).
27. Provide estimated total cost for entire incident (optional).
28. List agencies which have resources assigned to the incident (mandatory).
29. Enter resource information under appropriate Agency column by single resource or strike team (mandatory).
30. List by name those agencies which are providing support (e.g. Salvation Army, Red Cross, Law Enforcement, National Weather Service, etc. mandatory).
31. The Remarks space can be used to (1) list additional resources not covered in Section 28/29; (2) provide more information on location; (3) enter additional information regarding threat control problems, anticipated release or demobilization, etc. (mandatory).
32. This will normally be the Incident Situation Status Unit Leader (mandatory).
33. This will normally be the Incident Planning Section Chief (mandatory).
34. The ID of the Agency entering the report will be entered (optional).

INCIDENT STATUS SUMMARY FS-5100-11

1. Date/Time		2. Initial <input type="checkbox"/> Update <input type="checkbox"/> Final <input type="checkbox"/>		3. Incident Name				4. Incident Number																			
5. Incident Commander		6. Jurisdiction		7. County		8. Type Incident		9. Location				10. Started Date/Time															
11. Cause		12. Area Involved		13. % Controlled		14. Expected Containment Date/Time		15. Estimated Controlled Date/Time				16. Declared Controlled Date/Time															
17. Current Threat						18. Control Problems																					
19. Est. Loss		20. Est Savings		21. Injuries		Deaths		22. Line Built				23. Line to Build															
24. Current Weather WS Temp WD RH				25. Predicted Weather WS Temp WD RH				26. Cost to Date				27. Est. Total Cost															
28. Agencies																											
29. Resources																										TOTALS	
Kind of Resource	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST	
ENGINES																											
DOZERS																											
CREWS Number of Crews:																											
Number of Crew Personnel:																											
HELICOPTERS																											
AIR TANKERS																											
TRUCK COS.																											
RESCUE/MED.																											
WATER TENDERS																											
OVERHEAD PERSONNL																											
TOTAL PERSONNEL																											
30. Cooperating Agencies																											
31. Remarks																											
32. Prepared by												33. Approved by								34. Sent to:							
																				Date		Time		By			

17. Prepared by (Name and Position) *Use back for remarks or comments*

GENERAL MESSAGE		
TO:		POSITION:
FROM:		POSITION:
SUBJECT:	DATE:	TIME:
MESSAGE:		
SIGNATURE:		POSITION:
REPLY:		
DATE:	TIME:	SIGNATURE/POSITION:

OPERATIONAL PLANNING WORK SHEET

1. Incident Name	2. Date Prepared	3. Operational Period (Date/Time)
	Time Prepared	

4. Division/ Group or Other	5.	Resource by Type (Show Strike Team as ST)																			6. Reporting Location	7. Requested Arrival Time	
Location	Work Assignments																			Other			
		1	2	3	4	1	2	1	2	1	2	3	1	2	3	4	1	2	3				
9.	Total Resources - Single	Req																					
		Have																					
		Need																					
	Total Resources - Strike Teams	Req																					
		Have																					
		Need																					

Prepared by (Name and Position)

RADIO REQUIREMENTS WORKSHEET			1. Incident Name						2. Date		3. Time	
			4. Branch			5. Agency			6. Operational Period			7. Tactical Frequency
8. Division/Group			Division/Group			Division/Group			Division/Group			
Agency			Agency			Agency			Agency			
9. Agency	ID No.	Radio Requirements	Agency	ID No.	Radio Requirements	Agency	ID No.	Radio Requirements	Agency	ID No.	Radio Requirements	
Page 1 of			10. Prepared by (Name and Position)									

Instructions for completing the Demobilization Checkout (ICS form 221)

Prior to actual Demob Planning Section (Demob Unit) should check with the Command Staff (Liaison Officer) to determine any agency specific needs related to demob and release. If any, add to line Number 11.

Item No.	Item Title	Instructions
1.	Incident Name/No.	Enter Name and/or Number of Incident.
2.	Date & Time	Enter Date and Time prepared.
3.	Demob. No.	Enter Agency Request Number, Order Number, or Agency Demob Number if applicable.
4.	Unit/Personnel Released	Enter appropriate vehicle or Strike Team/Task Force ID Number(s) and Leader's name or individual overhead or staff personnel being released.
5.	Transportation	Enter Method and vehicle ID number for transportation back to home unit. Enter N/A if own transportation is provided. <i>Additional specific details should be included in Remarks, block # 12.</i>
6.	Actual Release Date/Time	To be completed at conclusion of Demob at time of actual release from incident. <i>Would normally be last item of form to be completed.</i>
7.	Manifest	Mark appropriate box. If yes, enter manifest number. <i>Some agencies require a manifest for air travel.</i>
8.	Destination	Enter the location to which Unit or personnel have been released. <i>i.e. Area, Region, Home Base, Airport, Mobilization Center, etc.</i>
9.	Area/Agency/ Region Notified	Identify the Area, Agency, or Region notified and enter date and time of notification.
10.	Unit Leader Responsible for Collecting Performance Ratings	Self-explanatory. <i>Not all agencies require these ratings.</i>
11.	Resource Supervision	Demob Unit Leader will identify with a check in the box to the left of those units requiring check-out. Identified Unit Leaders are to initial to the right to indicate release. Blank boxes are provided for any additional check, (unit requirements as needed), i.e. Safety Officer, Agency Rep., etc.
12.	Remarks	Any additional information pertaining to demob or release.
13.	Prepared by	Enter the name of the person who prepared this Demobilization Checkout, including the Date and Time.

DEMOBILIZATION CHECKOUT

1. Incident Name/Number	2. Date/Time	3. Demob. No.
-------------------------	--------------	---------------

4. Unit/Personnel Released

5. Transportation Type/No.

6. Actual Release Date/Time	7. Manifest? <input type="checkbox"/> Yes <input type="checkbox"/> No Number
-----------------------------	--

8. Destination	9. Notified: <input type="checkbox"/> Agency <input type="checkbox"/> Region <input type="checkbox"/> Area <input type="checkbox"/> Dispatch Name: Date:
----------------	--

10. Unit Leader Responsible for Collecting Performance Rating

11. Unit/Personnel

You and your resources have been released subject to sign off from the following:
Demob. Unit Leader check the appropriate box

Logistics Section
<input type="checkbox"/> Supply Unit _____
<input type="checkbox"/> Communications Unit _____
<input type="checkbox"/> Facilities Unit _____
<input type="checkbox"/> Ground Support Unit Leader _____

Planning Section
<input type="checkbox"/> Documentation Unit _____

Finance Section
<input type="checkbox"/> Time Unit _____

Other
<input type="checkbox"/>
<input type="checkbox"/>

12. Remarks

13. Prepared by (include Date and Time)

INCIDENT/PROJECT ORDER NUMBER	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12	RESOURCE ORDER	INITIAL DATE/TIME <i>04-05-03</i>	2. INCIDENT/PROJECT NAME <i>Mormon Cricket # 1</i>				3. INCIDENT /PROJECT ORDER NUMBER <i>10-03-E6-1234</i>				4. OFFICE REFERENCE NUMBER <i>USDA-APHIS-I4</i>				
	----- <i>Personnel</i>															
	5. DESCRIPTIVE LOCATION/RESPONSE AREA <i>Southern Elmore County</i>				6. SEC.	TWN	RNG	Base MDM	8. INCIDENT BASE/PHONE NUMBER <i>208-123-4567</i>				9. JURISDICTION/AGENCY ID - Dept. of Ag.			
					7. MAP REFERENCE								10. ORDERING OFFICE ID - Dept. of Ag.			
	11. AIRCRAFT INFORMATION				LAT.				LONG.							
	BEARING	DISTANCE	BASE OR OMNI	AIR CONTACT	FREQUENCY	Ground Contact	FREQUENCY	RELOAD BASE	OTHER AIRCRAFT/HAZARDS							
	12.	Request Number	Ordered Date/Time	From To	QTY	RESOURCE REQUESTED	Needed Date/Time	Deliver To	To From	Time	Agency ID	RESOURCE ASSIGNED	ETD ETA	RELEASED Date To		Time ETA
	<i>0-1</i>	<i>04/05 1000</i>	<i>10 M. <input type="checkbox"/> Smith/<input type="checkbox"/> T. Able</i>	<i>1</i>	<i>Entomologist</i>	<i>04-07 <input type="checkbox"/> 1200</i>	<i>see <input type="checkbox"/> action <input type="checkbox"/> taken</i>	<i>T. Pole/<input type="checkbox"/> C. Davis</i>	<i>1030</i>	<i>PPQ <input type="checkbox"/> 05</i>	<i>Bill Paxton</i>	<i>0800/<input type="checkbox"/> 1030</i>				
	<i>0-2</i>	<i>04/05 <input type="checkbox"/> 1000</i>	<i>10 M. <input type="checkbox"/> Smith/<input type="checkbox"/> T. Able</i>	<i>1</i>	<i>Entomologist</i>	<i>04-07 <input type="checkbox"/> 1200</i>	<i>see <input type="checkbox"/> action <input type="checkbox"/> taken</i>	<i>T. Pole/<input type="checkbox"/> C. Davis</i>	<i>1030</i>	<i>PPQ <input type="checkbox"/> 06</i>	<i>Martha Hill</i>	<i>0800/<input type="checkbox"/> 1030</i>				
	<i>0-3</i>	<i>04/06 <input type="checkbox"/> 1300</i>	<i>10 T. Fray/ T. Able</i>	<i>1</i>	<i>Operations S.C.</i>	<i>04-08 <input type="checkbox"/> 0800</i>	<i>ICP</i>	<i>T. Pole/<input type="checkbox"/> C. Davis</i>	<i>1310</i>	<i>PPQ <input type="checkbox"/> 25</i>	<i>Brent Woods</i>	<i>4-7 <input type="checkbox"/> 1500/<input type="checkbox"/> 4-7 1900</i>				
13. ORDER RELAYED				ACTION TAKEN				ORDER RELAYED				ACTION TAKEN				
Req. No.	Date	Time	To/From					Req. No.	Date	Time	To/From					
<i>0-1/2</i>	<i>04/05</i>	<i>1030</i>	<i>T. Pole/C. Davis</i>	<i>Request filled. ETA 04-07 <input type="checkbox"/> 1030 UA 235 departs LAX <input type="checkbox"/> 0800 arrives BOI 1100. Plane.</i>								<i>Will be met in BOI by Kelly <input type="checkbox"/> Phone#: 208-344-7825. <input type="checkbox"/> Relayed. Confirmed phone #.</i>				
									<i>04/05</i>	<i>1030 M. Smith/T.Pole</i>						

Acronyms and Abbreviations

ACS	Alaska Communications Systems
ADEC	Alaska Department of Environmental Conservation
ADNR	Alaska Department of Natural Resources
ADOTPF	Alaska Department of Transportation and Public Facilities
AEN	American Emergency Network
AEP	Airport Emergency Plan
AHAB	All Hazard Alert Broadcast
ALS	Advanced life support
ARRT	Alaska Regional Response Team
AS	Alaska Statute
AST	Alaska State Troopers
ATC	Air Traffic Controller
ATV	All-terrain vehicle
ATWC	Alaska Tsunami Warning Center
AVTEC	Alaska Vocational Technical Center
BIA	Bureau of Indian Affairs
BLS	Basic life support
CAN	Community Alert Network
CB	Citizen's band
CDC	Center for Disease Control
CEC	Community Emergency Coordinator
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act
CERT	Community Emergency Response Team

Appendix D: Acronyms, Abbreviations & Glossary

CFR	Code of Federal Regulations
CHA	Community Health Aide
CHR	Community Health Representative
CHEMTREC	Chemical Transportation Emergency Center
CISPRI	Cook Inlet Spill Prevention and Response, Inc.
CP	Command Post
CPCS	Central Peninsula Counseling Services
CPGH	Central Peninsula General Hospital
DHS	United States Department of Homeland Security
DHS&EM	Department of Homeland Security and Emergency Management (Alaska, a division of DMVA)
DMA	Disaster Mitigation Act (federal)
DMORT	Disaster Mortuary Assistance Teams
DMVA	Department of Military and Veteran Affairs (Alaska)
DNR	Department of Natural Resources (Alaska)
DPC	Disaster Policy Cabinet (Alaska)
DPS	Department of Public Safety (Alaska)
DRC	Disaster Recovery Center
DWH	Downwind hazard
EAS	Emergency Alert System
ECC	Emergency Coordination Center
EHS	Extremely Hazardous Substance
EMS	Emergency Medical Services
EMT	Emergency Medical Technician
EOC	Emergency Operations Center

Appendix D: Acronyms, Abbreviations & Glossary

EOP	Emergency Operation Plan
EPA	United States Environmental Protection Agency
EPCRA	Emergency Preparedness and Community Right-to-Know Act
ERP	Emergency Response Plan
ETA	Estimated time of arrival
FAA	Federal Aviation Administration
FBI	Federal Bureau of Investigations
FEMA	Federal Emergency Management Agency
FOSC	Federal On-Scene Coordinator
FRP	Facility Response Plan
Hazmat	Hazardous Materials
HEA	Homer Electric Association (utility)
HSPD	Homeland Security Presidential Directive
IC	Incident Commander
ICS	Incident Command System
IMT	Incident Management Team
JFO	Joint Field Office
JIC	Joint Information Center
JOC	Joint Operations Center
KFNP	Kenai Fjords National Park
KPB	Kenai Peninsula Borough
KPBSD	Kenai Peninsula Borough School District
KPCC	Kenai Peninsula Citizen Corps
LEPC	Local Emergency Planning Committee
LEPD	Local Emergency Planning District

Appendix D: Acronyms, Abbreviations & Glossary

LOSC	Local On-Scene Coordinator
MAC	Multi-Agency Coordination Group
MRE	Meals ready-to-eat
MSD	Marine Safety Detachment (US Coast Guard unit)
MSDS	Material Safety Data Sheet
NBC	Nuclear/radiological or biological/chemical
NCP	National Contingency Plan
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Administration
NRC	National Response Center
NRP	National Response Plan
NRT	National Response Team
NTH	National Terrorism Hotline
NWCG	National Wildfire Coordinating Group
NWS	National Weather Service
OEM	Office of Emergency Management
OSC	On-Scene Coordinator
OSHA	Occupational Safety and Health Administration
PDD	Presidential Decision Directive
PIO	Public Information Officer
PL	Public Law
POD	Probability of detection
PPE	Personal Protective Equipment
PW	Project worksheet
RCRA	Resource Conservation and Recovery Act

Appendix D: Acronyms, Abbreviations & Glossary

RP	Responsible Party
RRT	Regional Response Team
RSC	Regional Stakeholders' Committee
SARA	Superfund Amendments and Reauthorization Act
SAWS	Siren Alert and Warning System
SECC	State Emergency Coordination Center
SERC	State Emergency Response Commission
SCO	State Coordinating Officer
SCP	Subarea Contingency Plan
SOP	Standard Operating Procedure
SOSC	State On-Scene Coordinator
SSB	Single side band
STAR	Spill Tactics for Alaska Responders
TEC	Tribal Emergency Coordinator
TIA	Terrorism Information Annex
UHF	Ultra-high frequency
US	United States
USCG	United States Coast Guard
USFA	United States Fire Administration
USGS	United States Geological Survey
VHF	Very high frequency
VM	Volunteer manager
VPSO	Village Public Safety Officer
VRP	Vessel Response Plan
WMD	Weapons of mass destruction

Appendix D: Acronyms, Abbreviations & Glossary

Glossary

Term	Meaning
Alert	Informs people of impending danger.
Alpha Radiation	The least penetrating type of nuclear radiation; can be stopped by thin materials, such as a sheet of paper, and pose no direct or external radiation threat. Alpha radiation is not considered dangerous unless alpha-contaminated particles are ingested or inhaled.
American Red Cross (ARC)	The national organization with a congressional mandate to undertake the relief of persons suffering from disaster.
Avalanche	A mass of sliding snow occurring in mountainous terrain where snow is deposited on slopes of 20 degrees or more.
Background Radiation	Natural radioactivity from the environment. Most background radiation results from cosmic radiation and from naturally occurring radioactive materials in the environment.
Bacteria	Single-celled organisms that multiply by cell division and can cause disease in humans, plants or animals. Examples include anthrax, cholera, plague, and tularemia.
Biological Agent	Living organisms, or the material derived from them, which harm or cause disease in humans, animals, or plants, or cause deterioration of material. Biological agents may be found as liquid droplets, aerosols, or dry powders. There are three different types of biological agents: bacteria, viruses, and toxins.
Blister Agent	A chemical agent, also called a vesicant, which causes severe blistering and burns to the eyes, skin, and tissues of the respiratory tract. Exposure is through liquid or vapor contact. Also referred to as mustard agents; examples include mustard and Lewisite.
Blood Agent	A chemical agent that interferes with cellular respiration (the exchange of oxygen and carbon dioxide between blood and tissues) and causes asphyxiation. Common examples are hydrogen cyanide and cyanogen chloride.
Chemical Agent	A chemical substance intended for use in military operations to kill, seriously injure, or incapacitate personnel through its physiological effects. Excluded from consideration are riot control agents, chemical herbicides, smoke, and flame.
Chemical Transportation Emergency Center (CHEMTREC)	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.
Chemical Weapon	The term "chemical weapon" means any weapon that is designed or intended to cause widespread death or serious bodily injury through the release, dissemination, or impact of toxic or poisonous chemicals or precursors of toxic or poisonous chemicals. (Sec 2332c)

Appendix D: Acronyms, Abbreviations & Glossary

Term	Meaning
Choking Agent	A chemical agent that causes damage to the tissues of the respiratory system and the eyes. In sufficient amounts, secondary infections can take place, and in higher concentrations, death occurs. A protective mask is sufficient to provide protection, if the atmosphere contains sufficient oxygen to support life.
Chronic Radiation Dose	A dose of ionizing radiation received either continuously or intermittently over a prolonged period of time. A chronic radiation dose may be high enough to cause radiation sickness and death, but if received at a low dose rate, a significant portion of the acute cellular damage will be repaired.
Civil Disorder	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.
Combating Terrorism	Actions, including antiterrorism (defensive measures taken to reduce vulnerability to terrorist acts) and counter-terrorism (offensive measures taken to prevent, deter and respond to terrorism), taken to oppose terrorism throughout the entire threat spectrum.
Common Program Control Station (CPCS)	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.
Computer Aided Management of Emergency Operations (CAMEO)	Computer program developed by NOAA used to track data required under Title III of SARA.
Consequence Management	The response to a disaster, which focuses on alleviating damage, loss, hardship, or suffering. Actions include the measures to protect public health and safety, restore essential government services, and provide relief to governments, businesses, and individuals affected by the consequences of terrorism. The Federal Emergency Management Agency has the lead in consequence management.
Contamination	The deposit and/or absorption of radioactive material, biological agents, or chemical agents onto structures, areas, personnel, or objects; food and/or water made unfit for human or animal consumption by the presence of environmental chemicals, radioactive elements, bacteria or organisms in decomposing material (including the food substance itself), or waste in food or water.

Appendix D: Acronyms, Abbreviations & Glossary

Term	Meaning
Contamination Control	Procedures to avoid, reduce, remove or render harmless, temporarily or permanently, NBC contamination for the purpose of maintaining or enhancing the efficient conduct of military operations.
Contamination Reduction Corridor	That area within the Warm Zone where the actual decontamination is to take place.
Counter-terrorism	The full range of activities directed against terrorism, including preventive and crisis management efforts.
Crisis Management	The measures to identify, acquire, and plan the use of resources to anticipate, prevent, and/or resolve a threat or act of terrorism. The Federal Bureau of Investigation (FBI) is the lead federal agency for crisis management.
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.
Decontaminate	To absorb, break down, neutralize, or remove a chemical, biological or radioactive material posing a threat to equipment or personnel.
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: 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, or fuel. The release of oil or a hazardous substance; if the release requires prompt action to avert environmental danger or damage; and 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).
Disaster Recovery Center (DRC)	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.

Appendix D: Acronyms, Abbreviations & Glossary

Term	Meaning
Dissemination Devices	Mechanical devices which generally employ bursting, spraying, or exploding to spread NBC material and increase the potential number of people who may become contaminated or exposed to the material. These devices may produce a limited, local contaminated area or a larger downwind hazard area, depending on the amount of agent involved and the method of dispersal.
Drought	Prolonged period without rain.
Earthquake	A sudden motion of the ground, which may cause surface faulting (ground rupture) ground shaking, and ground failure.
Emergency	As defined at Title V of P.L. 93-288, Section 102(1), an emergency is any occasion or instance for which, in the determination of the President, federal assistance is needed to supplement state and local efforts and capabilities to save lives and to protect property and public health and safety. Title V includes authority for the President to direct federal agencies to provide emergency assistance to save lives and protect property and public health and safety for emergencies other than natural disasters. Under Title V, the President may direct the provision of emergency assistance either at the request of a Governor (Section 501(a)) or upon determination by the President that an emergency exists for which the primary responsibility for response rests with the United States (501(b)).
Emergency Alert System (EAS)	Consists of broadcasting radio; television; cable stations; and interconnecting facilities, which have been authorized by the Federal Communications Commission to operate in a controlled manner during emergencies.
Emergency Decontamination	Decontamination employed to save lives by neutralizing agent from the skin.
Emergency Operations Center (EOC)	Facilities designated for use by governments to direct and manage disaster emergency operations.
Emergency Operations Plan (EOP)	A locally developed planning document which provides a minimum process to assess, mitigate, prepare for, respond to, and recover from disaster emergencies.
Emergency Response	A response effort by employees outside the immediate release area or by other designated responders (i.e., mutual aid groups, local fire departments, etc.) to an occurrence that results, or is likely to result, in an uncontrolled release of a hazardous substance. Responses to incidental releases of hazardous substances where the substance can be absorbed, neutralized, or otherwise controlled at the time of release by employees in the immediate release area or by maintenance personnel are not considered emergency responses. Responses to releases of hazardous substances where there is no potential safety or health hazard (i.e., fire, explosion, or chemical exposure) are not considered emergency responses.

Appendix D: Acronyms, Abbreviations & Glossary

Term	Meaning
Emergency Preparedness Director	In Seward, the City Manager (or designee) is the Emergency Preparedness Director, with responsibility for the overall direction and control of all local incidents and emergencies.
Emergency Support Functions (ESF)	The Federal Response Plan (FRP) details 12 ESFs in place to coordinate operations during federal involvement in an incident: transportation, communications, public works and engineering, fire fighting, information and planning, mass care, resource support, health and medical services, urban search and rescue, hazardous materials, food, and energy.
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	Shortage or interruption of vehicle fuel, heating oil, natural gas, or disruptions of electrical power.
Environmental Protection Agency (EPA)	The federal agency responsible for regulating air, water, hazardous waste, pesticides, and toxic substances.
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.
Extremely Hazardous Substance (EHS)	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.
Facility Emergency	Facility representative for each Title III 302 facility with an EHS Coordinator in a quantity exceeding its threshold planning quantity (TPQ), who participates in the emergency planning process for that site.
Federal Coordinating Officer (FCO)	The person appointed by the President to coordinate federal Assistance in an emergency or disaster
Federal Emergency Management Agency (FEMA)	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.
Federal On-Scene Coordinator (FOSC)	Federal employee responsible for coordinating the on scene federal response in a multi-jurisdictional incident (often a hazardous materials incident or oil spill.) The FOSC is typically part of the Unified Command consisting of the local, state, and federal and, often the responsible party on-scene coordinators and will usually be a member of the U.S. Coast Guard or the Environmental Protection Agency.

Appendix D: Acronyms, Abbreviations & Glossary

Term	Meaning
Federal Response Plan (FRP)	Developed to expedite federal support to disasters. Generally, the FRP is activated when the state's resources are not sufficient to cope with a disaster and the governor has requested federal assistance.
Fire - Wildland	Any instance of uncontrolled burning in grasslands, brush, or woodlands.
Fire - 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. (I.e. breakup ice jam flooding.)
Flood - Riverine	Periodic overbank flow of rivers and streams.
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 or other events.
Gamma Radiation	Gamma rays are high-energy, ionizing radiation that travel at the speed of light and have great penetrating power. They can cause skin burns, severely injure internal organs, and have long-term physiological effects.
Hazard	Any situation or condition that has the potential of causing injury to people or damage to property.
Hazardous Materials Release	Uncontrolled or unlicensed release of hazardous materials Incident 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.
Hazmat (Hazardous Material)	Any material, which 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.
Hazardous substance	Any substance designated or listed under (A) through (D) of this definition, exposure at which results or may result in adverse effects on the health or safety of employees: (A) Any substance defined under section 101(14) of CERCLA; (B) Any biologic agent and other disease causing agent which after release into the environment and upon exposure, ingestion, inhalation, or assimilation into any person, either directly from the environment or indirectly by ingestion through food chains, will or may reasonably be anticipated to cause death, disease, behavioral abnormalities, cancer, genetic mutation, physiological malfunctions (including malfunctions in reproduction) or physical deformations in such persons or their offspring. (C) Any substance listed by the U. S. Department of Transportation as hazardous materials under 49 CFR 172.101; and (D) Hazardous waste as herein defined.

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Term	Meaning
Hazardous Waste	A waste or combination of wastes as defined in 40 CFR 261.3, or those substances defined as hazardous wastes in 49 CFR 171.8.
Hazardous Waste Operations and Emergency Response (HAZWOPER)	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.
HAZMAT Team.	An organized group of employees, designated by the employer, who are expected to perform work to handle and control actual or potential leaks or spills of hazardous substances requiring possible close approach to the substance. The team members perform responses to releases or potential releases of hazardous substances for the purpose of control or stabilization of the incident. A HAZMAT team is not a fire brigade nor is a typical fire brigade a HAZMAT team. A HAZMAT team, however, may be a separate component of a fire brigade or fire department.
Hot Zone	That area immediately around a hazardous materials release. That area where contamination does or may occur. The innermost of the three zones of a hazmat site. Special protection is required for all personnel while in this zone.
Improvised Nuclear Device (IND)	An IND is defined as a device incorporating radioactive materials designed to result in the formation of an explosive nuclear yield. Such devices may be fabricated in a completely improvised manner or may result from the sabotage, seizure, theft, or loss of a US or foreign nuclear weapon.
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.
Incident Action Plan (IAP)	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.
Incident Command Post (ICP)	Facility where the incident commander, responders, and technical representatives can make response decisions, deploy resources, and handle communications.
Incident Command System (ICS)	System that 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.

Appendix D: Acronyms, Abbreviations & Glossary

Term	Meaning
Incident Commander (IC)	The individual responsible for the management of all incident operations.
Incident Management Team (IMT)	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.
Integrated Emergency Management System (IEMS)	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.
International Terrorism	Activities that involve violent acts or acts dangerous to human life that are a violation of the criminal laws of the United States or of any State, or that would be a criminal violation if committed within the jurisdiction of the United States or any State; appear to be intended - to intimidate or coerce a civilian population; to influence the policy of a government by intimidation or coercion; or, to affect the conduct of a government by assassination or kidnapping; and occur primarily outside the territorial jurisdiction of the United States, or transcend national boundaries in terms of the means by which they are accomplished, the persons they appear intended to intimidate or coerce, or the locale in which their perpetrators operate or seek asylum. (Sec 2331)
Joint Information Center (JIC)	The primary field location for the coordination of federal and state media relations, located in or near the DFO.
Joint Operations Center (JOC)	The center established by and under the direction of the FBI at or near the site of the event that serves as the nucleus for decision-making, coordination, and overall management of ongoing operations. The JOC is an expansion of the on-scene FBI command post.
Landslide	A mass of sliding mud or rocks.
Local Emergency Planning Committee (LEPC)	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.
Local Emergency Planning District (LEPD)	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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Term	Meaning
Local On-Scene Coordinator (LOSC)	The designated local community emergency response representative in a multi-jurisdictional incident. The Local On-Scene Coordinator is usually the local Emergency Manager or designee. For oil spills and hazardous substance releases, the LOSC will represent the local government in the Unified Command potentially consisting of local, state, and federal on-scene coordinators as well as a Responsible Party on-scene coordinator.
Multi-Agency Coordination Group (MAC)	A Multi-agency Coordination (MAC) group is a group of agency administrators who come together, when the character and intensity of the emergency situation significantly impacts or involves multiple agencies and jurisdictions, for the intended purpose of improving interagency coordination and sharing resources at the top management level. The MAC group may execute the following duties: Setting priorities and policy-level incident objectives, acquiring/allocating resources, coordinating State and Federal disaster designations, providing a political interface with the incident activity, and coordinating information to other agencies and the public. The City Council may fill the role of MAC in certain citywide disasters.
Management by Objectives (MBO)	Top down management so that all involved know and understand the objectives of the operation.
Material Safety Data Sheet (MSDS)	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.
National Emergency Coordination Center (NECC)	The FEMA facility, which provides notification to headquarters and regional responders of implementation of the RFP.
National Warning System (NAWAS)	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.
National Interagency Incident Management System (NIIMS)	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: <ul style="list-style-type: none"> - The Incident Command System - Standardized training - Qualifications and certification system - Publications management - Supporting technologies

Appendix D: Acronyms, Abbreviations & Glossary

Term	Meaning
National Response Team (NRT)	The national body responsible for coordinating Federal planning, preparedness, and response actions related to oil discharges and hazardous substance releases.
Nerve Agent	A chemical agent that interferes with the central nervous system. Exposure is primarily through contact with the liquid (skin and eyes) and secondarily through inhalation of the vapor. Examples of nerve agents are Sarin, Soman, Tabun, and VX agent.
Nuclear Incident	A nuclear incident is defined as any situation involving lost, stolen, missing, or the unauthorized possession of Special Nuclear Material, Controlled Nuclear Material, By-Product Material, Source Material, nuclear weapons, or components thereof. Nuclear incidents also include the use of improvised nuclear devices, radioactive dispersal devices, or the threatened use of such items, as defined by the Atomic Energy Act (AEA) of 1954, as amended.
Nuclear Radiation	Particulate and electromagnetic radiation emitted from atomic nuclei in various nuclear processes. The important forms of nuclear radiation, from a weapon standpoint, are alpha and beta particles, gamma rays, and neutrons. All nuclear radiation is ionizing radiation, but the reverse is not true; X-rays for example, are included among ionizing radiation, but they are not nuclear radiation since they do not originate from atomic nuclei.
Occupational Safety and Health Administration (OSHA)	Part of the U.S. Department of Labor. OSHA develops and enforces federal standards for occupational safety and health.
Personal Protective Equipment (PPE)	That equipment and clothing required to shield or isolate personnel from chemical, physical, and biological hazards.
Public Information Officer (PIO)	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.
Presidential Decision Directive 39 (PPD-39)	Issued in June 1995, PPD-39, United States Policy on Counterterrorism, directed a number of measures to reduce the nation's vulnerability to terrorism, to deter and respond to terrorist acts, and to straighten capabilities to prevent and manage the consequences of terrorist use of nuclear, biological, and chemical weapons.

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Term	Meaning
Primary Agency	The federal department or agency assigned primary responsibility to manage and coordinate a specific ESF. Primary agencies are designated based on their having the most authorities, resources, capabilities, or expertise relative to accomplishment of the specific ESF support. Primary agencies are responsible for overall planning and coordination of the delivery of ESF-related federal assistance to their state counterparts in conjunction with their support agencies.
Radiation Dose	Total amount of ionizing radiation absorbed by material or tissues, commonly expressed in centigray. The term is often used as the exposure dose expressed in roentgens, which is a measure of the total amount of ionization that the quantity of radiation could produce in air. This should be distinguished from the absorbed radiation per gram of specified body tissue. Further, the biological dose, in rems, is a measure of the biological effectiveness of radiation exposure.
Radiation Dose Rate	The radiation dose (dosage) absorbed per unit of time.
Response	Activities to address the immediate and short-term effects of an emergency or disaster. Response includes immediate actions to save lives, protect property, and meet basic human needs. Based on the requirements of the situation, response assistance will be provided to an affected state under the Federal Response Plan using a partial activation of selected ESFs or the full activation of all ESFs to meet the needs of the situation.
Responsible Party On-Scene Coordinator (RPOSC)	Company employee responsible for coordinating the on-scene responsible party response to a hazardous materials or oil spill incident. The RPOSC will usually be an employee of the company causing the spill or the designated contractor to the spiller. The RPOSC may integrate with local, state, and federal on-scene coordinators in a Unified Command structure.
Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288	Authorizes the federal government to respond to disasters and emergencies in order to help state and local governments save lives and to protect public health, safety and property.
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, which in the event of a major disaster, mobilizes its personnel and resources to provide assistance to disaster victims and workers. Other aid provided includes food, clothing, shelter, and other needs as indicated.

Appendix D: Acronyms, Abbreviations & Glossary

Term	Meaning
State Coordinating Officer (SCO)	The representative of the governor who coordinates state response and recovery activities with those of the local and federal government.
Superfund Amendments and Reauthorization Act of 1986 (SARA)	The federal law that addresses various hazardous materials storage and remediation issues. 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.
SARA Title III	The Emergency Planning and Community Right-to-Know Act of 1986 (Title III of the Superfund Amendments and Reauthorization Act of 1986) which specifies requirements for organizing the planning and community right-to-know process at the state and local level.
State On-Scene (SOSC)	State employee responsible for coordinating the on-scene state Coordinator response to a hazardous materials or oil spill incident. The SOSC will often represent the Alaska Department of Environmental Conservation and will work with the local, federal, and responsible party on-scene coordinators in the Unified Command.
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.
Terrorism	The unlawful use of force against persons or property to intimidate or coerce a government, the civilian population or any segment thereof, in the furtherance of political or social objectives. This definition includes three elements: (1) Terrorist activities are illegal and involve the use of force. (2) The actions are intended to intimidate or coerce. (3) The actions are committed in support of political or social objectives.
Toxins	A class of biological poison resulting from the byproduct of living organisms. A toxin may be obtained naturally (from secretions of various living organisms) or synthesized.
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.

Appendix D: Acronyms, Abbreviations & Glossary

Term	Meaning
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. Members of the Unified Command are often referred to as on-scene coordinators from their respective agency or jurisdiction.
Virus	The simplest type of microorganism, lacking a system for its own metabolism. It depends on living cells to multiply and cannot live long outside of a host. Examples of diseases caused by viruses are smallpox and Ebola.
Volcano	An eruption from the earth is 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.
Weapons of Mass Destruction	In arms control usage, weapons capable of a high order of destruction and/or of being used in such a manner as to destroy large numbers of people; can be nuclear, chemical, biological, and radiological weapons.
Weather Extremes	Severe weather includes ice storm, blizzards, extreme cold, drought, and high winds.

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This section contains the resource data sheets that have been distributed to the entities listed in the table below to capture information about local resources and capabilities, which is summarized in Section 14 of this plan.

Source	Phone # (907)
Afognak Logging	224-3130
Alaska Chadux Corporation	
Alaska Railroad	265-2649
Alaska Vocational Technical Center (AVTEC)	224-3322
American Red Cross	262-4541
Bear Creek Fire Department	224-3345
BP Exploration (Alaska) Inc	
Chugachmiut	224-3076
City of Seward	224-3331
Civil Air Patrol	224-3000
Harbor Medical Clinic	224-8901
Kenai Fjords National Park	224-3175
Kenai Fjords Tours	
Memorial United Methodist Church	
METCO	224-3151
Providence Seward Medical Center	224-5205
Sacred Heart Catholic Church	224-5414
Salvation Army of Seward	224-5010
SeaView Community Services	224-5257
Seward Alaska DOT/PF - Seward Highways	224-3086
Seward Chamber of Commerce	224-8051
Seward Elementary School	224-3356
Seward Fisheries	224-3381
Seward Marine Center	224-5261
Seward Middle/High School	224-3351
Seward Mountain Shop.	
Seward Senior Citizens and Community Center	224-5604

Source	Phone # (907)
Seward Sentinels	
Seward Volunteer Ambulance Corp	224-3987
Seward Volunteer Fire Department	224-3445
Spring Creek Correctional Center	
St Peter's Episcopal Church	224-3975
United Pentecostal Church	224-5468
United States Forest Service	224-3374
Wesley Rehabilitation & Care Center	224-5241

Appendix E: Resource Data Sheets
