

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.

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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	
Recovery Phase: Incident 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	
	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	

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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.

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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

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Avalanche Response Checklist

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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	

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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,	

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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	

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Coastal Storm Surge/Erosion Response Checklist

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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)

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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	

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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	

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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.

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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)	

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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
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	

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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		

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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	

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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	

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Energy Shortage/Interruption Response Checklist

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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

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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)		

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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	

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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	

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Fire (Wildland) Response Checklist

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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	

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FIRE CHECKLIST			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
<p>Fire is occurring</p> <p><i>Notify all other organizations listed under WARNING PHASE (above) as appropriate.</i></p>	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	
<p>Recovery Phase:</p> <p>Fire has occurred</p>	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	

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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	

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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.

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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)		

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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	

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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	

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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



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. City of Seward Departments as needed
	Maintain an alert or standby of personnel as necessary.	All Personnel	School District
	Keep records of actions taken & resources used.	Planning (Situations Department)	
Response Phase: Terrorist attack is occurring <i>Notify all other organizations listed under WARNING PHASE (above) as appropriate.</i>	Review Warning checklist.	All Personnel	FEMA Rapid Response Information System (RRIS): Biological/chemical FBI Bomb Data Center (if explosive device) CDC (if suspected biological materials) US Army 103 rd Civil Support Team Army National Guard DHS&EM (disaster relief) FEMA (disaster relief) American Red Cross (disaster relief &
	Activate incident management team, establish EOC.	IC Logistics	
	Coordinate response with state and federal agencies.	IC	
	In case of attack involving hazardous materials, see Hazmat checklist above.	All Personnel	
	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	
	Maintain order – control crowds, protect property.	Operations (LE) Safety Officer	
	Continue to disseminate public information, including evacuation information, shelter in place, how to get information on victims.	PIO	
	Issue evacuation orders as appropriate. Secure evacuated areas.	Operations (LE) Safety Officer	
Account for all persons in affected (evacuated) areas.	Operations (LE) Safety Officer		

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)
	Ensure evacuation routes are passable.	Operations (LE) Safety Officer	DHS&EM (disaster relief)
	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	
Request AST, Red Cross assistance with temporary morgues and burials.	IC	Social support and mental health services	

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	

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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	
	Identify high-risk populations who may need special attention or early evacuation.	Safety Officer Operations (LE)	Alaska Tsunami Warning Center (to find out about tsunami generation)
	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	
	Arrange for public alert and warning.	PIO Safety Officer	Seward Parks & Rec Department for shelters
	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
	Inventory heavy equipment for use in response & recovery.	Operations (Public Works)	Seward Fire Department
	Preposition emergency equipment, fuel, and medical supplies in safe area for use after volcano.	Operations Planning	
Prepare emergency services for possible need for operations in heavy ash and dust environments.	Operations (Public Works)	Seward Electric Department	

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	

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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	Ensure that all

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	