

INSERT COMMUNITY NAME
SMALL COMMUNITY EMERGENCY RESPONSE PLAN
Year

- Know this information and how your community will use it during an event.
- Practice this plan. For more information, contact DHS&EM Exercise Team at 907-428-7000.
- Hang this flipchart on the wall for easy access. Choose several different locations where your team can find it quickly when needed, such as next to fire alarms.
- Update contact information annually, or more often. Provide updates to the SEOC.

For disaster assistance 24 hours a day

Call the State Emergency Operations Center (SEOC)

1-800-478-2337

SMALL COMMUNITY EMERGENCY RESPONSE PLAN

The State Emergency Operations Center (SEOC)
is available 24 hours a day to provide information and assistance
1-800-478-2337

State Emergency Operations Center personnel can:

- Be a resource for understanding developing or current emergency situations
- Support local decision-making and actions as you direct and control emergency response
- Collect and share information with other jurisdictions and supporting entities, as needed
- Coordinate and provide resources for preparedness and response

This guide is based on the *Alaska Emergency Response Guide for Small Communities*.

For more information, go to:

http://ready.alaska.gov/documents/AK_Emergency_Response_Guide%20signed.pdf

To request a hard copy, call 1-800-478-2337.



SEOC CONTACT INFORMATION

24 HOUR SUPPORT

Every incident needs an **Incident Commander (IC)**. The IC determines which positions are needed.

Incident Commander
Mayor or Chief

Incident Liaison
I-GAP Coordinator

Your community may have a different way to fill position.

Planning Section Chief
City or Tribal Manager

Operations Section Chief
Community Member

Logistics Section Chief
City or Tribal Clerk

Finance Section Chief
City or Tribal Clerk

Evacuation Specialist
Community Member

Shelter Coordinator
ARC Volunteer

Security Specialist
VPSO/ VPO

Medical Specialist
Health Aide

Common functions:
Every situation is different.

SAMPLE INCIDENT COMMAND SYSTEM (ICS) ORGANIZATION CHART

Incident Command System (ICS) Roles and Responsibilities

Position	Duties and Responsibilities
Incident Commander	Manages the people and resources to respond to the incident.
Incident Liaison	Coordinates with community and outside organizations involved in the incident.
Planning Section Chief	Gathers and analyses incident information; conducts Planning Meetings, and prepares Incident Action Plans (IAP).
Operations Section Chief	Responsible for incident tactical operations – actions, personnel, resources, and staging areas.
Logistics Section Chief	Obtains requested incident facilities, services, and materials.
Finance Section Chief	Tracks costs and manages incident finances.
Evacuation Specialist	Develops plan to shelter in place or move individuals to a safe location.
Shelter Coordinator	Sets up, operates and closes shelter(s) and/or coordinates shelter activities.
Security Specialist	Keeps unauthorized personnel from physically accessing resources, buildings, or confidential information.
Medical Specialist	Provides and/or coordinates emergency health care services.

ICS ROLES AND RESPONSIBILITIES

Take advantage of every opportunity if you have warning of a possible event: Don't wait!

ISSUE	IMMEDIATE ACTIONS
Take immediate action	<input type="checkbox"/> Get the best information possible on situation <input type="checkbox"/> Assess potential risks <input type="checkbox"/> Review and implement local plans
Notify partners	<input type="checkbox"/> Notify or recall, city, tribal, emergency personnel <input type="checkbox"/> Notify regional entities (Borough, Regional Corps) <input type="checkbox"/> Notify the SEOC of possible concerns
Keep everyone safe	<input type="checkbox"/> Take actions to minimize risks to life, health, safety <ul style="list-style-type: none"> • Notify health aides to identify late term pregnant women and at-risk patients • Secure critical infrastructure: communications, power, water, airport and/or runway • Ensure residents are safe and secure • Notify residents in remote areas, as possible • Advise residents to take precautionary measures <input type="checkbox"/> Ensure critical vehicles and equipment are fueled <input type="checkbox"/> Check status of critical infrastructure & resources
Inform everyone	<input type="checkbox"/> Inform leaders, responders, and critical personnel <input type="checkbox"/> Inform community members <input type="checkbox"/> Give clear information, desired actions, warning

CRITICAL PARTNERS	CONTACT & INFORMATION
SEOC	State Emergency Operations Center 1-800-478-2337
VPSO	Insert regional #
Regional Partners	Insert regional #s
SEOC	State Emergency Operations Center 1-800-478-2337
VPSO	Insert local #
Regional Partners	Insert regional #s
SEOC	1-800-478-2337
ARC	American Red Cross: Shelter Support 1-888-345-4376 1-800-451-8267
Local Radio	Insert local #
VHF	Insert local #

IF YOU HAVE ADVANCE WARNING	TAKE PRECAUTIONARY MEASURES
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Life, health and safety are most important.

ISSUE	IMMEDIATE ACTIONS
Take immediate action	<input type="checkbox"/> Get the best information possible <input type="checkbox"/> Begin Search and Rescue (SAR) as necessary <ul style="list-style-type: none"> • Local efforts start with VPSO, Fire (if available) • Major SAR is coordinated through AST <input type="checkbox"/> Call resources: medical, public safety, fire, other
Gather resources	<input type="checkbox"/> Recall, city, tribal, emergency personnel <input type="checkbox"/> Contact regional entities (Borough, Corporations) <input type="checkbox"/> Contact mutual aid partners and the State <input type="checkbox"/> Track response costs for possible \$ assistance <i>Ask SEOC for technical assistance, as needed</i>
Keep everyone safe	<input type="checkbox"/> Secure incident scene and minimize hazards: VPSO <input type="checkbox"/> Work closely with SEOC and ARC on shelter/evac <input type="checkbox"/> Work with clinic and regional health corporation to develop strategies for at-risk groups <input type="checkbox"/> Identify evacuation routes away from harm <input type="checkbox"/> Work with Red Cross to open and supply shelters <i>See Sheltering and Evacuation pages for details</i> <input type="checkbox"/> Notify residents, particularly those at-risk
Assess hazards and damages	<input type="checkbox"/> Check status of critical facilities <input type="checkbox"/> Contact areas not reporting in <input type="checkbox"/> Assess emergency communications systems <input type="checkbox"/> Declare a local state of emergency, if needed <i>See Disaster Declarations page for details</i>
Inform everyone	<input type="checkbox"/> Get critical information to leaders and responders <input type="checkbox"/> Inform community members

PARTNERS	CONTACT & INFORMATION
VPSO	Insert local #
AST	Alaska State Troopers (SAR) Insert regional #
SEOC	State Emergency Operations Center 1-800-478-2337
Reg. Partners	Insert regional #s
SEOC	1-800-478-2337
VPSO	Insert local #
Regional Partners	Insert regional #s
SEOC	State Emergency Operations Center 1-800-478-2337
ARC	American Red Cross: Shelter Support 1-888-345-4376
Local Radio	Insert local #
VHF	Insert local #

- Identify affected areas and operational status of critical services
- Take actions to minimize damages, maximize safety, ensure communications

THE FIRST 4 HOURS

BEGIN RESPONSE

Life, health and safety remain your first priority. Additional actions become increasingly important.

ISSUE	IMMEDIATE ACTIONS
Establish Team	<input type="checkbox"/> Establish Emergency Operations Center (EOC) or Incident Command Post (ICP)
Set schedules	<input type="checkbox"/> Consider 14-day operational period <input type="checkbox"/> Schedule workers so they have adequate rest <input type="checkbox"/> Set regular times for locals to report status and to request State/Federal assistance <input type="checkbox"/> Track response costs for each response function <i>Ask SEOC for technical assistance, as needed; early help from State Disaster Assistance staff increases recoupment</i>
Address shortfalls	<input type="checkbox"/> Assess critical resource shortfalls <input type="checkbox"/> Request initial mutual aid and State support
Prepare transportation routes	<ul style="list-style-type: none"> • Assess road and transportation conditions • Designate primary and secondary travel routes • Plan alternative methods for moving resources • Prioritize and implement debris clearance • Have traffic control for critical routes
Continue any sheltering and evacuation	<input type="checkbox"/> Assess conditions at shelter <input type="checkbox"/> Arrange for ongoing staffing and resupply <input type="checkbox"/> Coordinate with all resources for any evacuation actions
Update everyone	<input type="checkbox"/> Update leaders, responders, and critical personnel (if possible, set schedule) <input type="checkbox"/> Continue to inform community members

CRITICAL PARTNERS	ADDITIONAL ACTIONS & INFORMATION
SEOC	<p style="text-align: center;">State Emergency Operations Center 1-800-478-2337</p>
	<ul style="list-style-type: none"> • Identify affected areas and operational status of critical services • Take actions to minimize damages, maximize safety, and ensure communications
ARC	<p style="text-align: center;"><i>Coordinate resources and understand local roles and costs with ARC and SEOC.</i></p> <p style="text-align: center;">1-888-345-4376</p>
SEOC	<p style="text-align: center;">1-800-478-2337</p> <ul style="list-style-type: none"> • Give specific information: safety precautions; where to get food, water, shelter; what to do with pets; and other essentials

THE FIRST 12 HOURS

PREPARE FOR SUSTAINED RESPONSE

New issues are likely to emerge. As responders and leaders become tired, attend to safety and decision making. Try to stay updated on new information and needs so that you can provide reports and request assistance.

ISSUE	IMMEDIATE ACTIONS
Review schedules	<input type="checkbox"/> Include adequate rest in work schedules for EOC, rescue, shelter, security and others <input type="checkbox"/> Check that response costs are being tracked <i>Ask SEOC for technical assistance, as needed</i>
Continue response support	<input type="checkbox"/> Support on-scene incident management <input type="checkbox"/> Order any needed materials, equipment, and workers needed to continue operations <input type="checkbox"/> Seek resources from mutual aid partners and the state as needed
Prepare for resources to arrive	<input type="checkbox"/> Designate staging areas <input type="checkbox"/> Plan for incoming support personnel: rest, sleeping, and work space; meals; etc.
Assess situation and resource needs	<input type="checkbox"/> Assess situation status and resource needs of affected facilities (include sites of historical or cultural significance) <input type="checkbox"/> Request resources as required
Gather damage information	<input type="checkbox"/> Gather and report information about known damages in affected areas <input type="checkbox"/> Collect information on homes in affected areas and, as possible, other structures <i>See Damage Assessment page for details</i>
Update everyone	<input type="checkbox"/> Provide information on regular schedule to leaders and community residents <input type="checkbox"/> Get information out in more than one way

CRITICAL PARTNERS	ADDITIONAL ACTIONS & INFORMATION
SEOC	State Emergency Operations Center 1-800-478-2337
SEOC	State Emergency Operations Center 1-800-478-2337
ARC	American Red Cross: Shelter Support 1-888-345-4376 1-800-451-8267

- Use all available means that work for your community: briefings; meetings; radio; VHF; flyers at store, city/tribal office, post office, etc.

Stabilize support for affected areas and resume services in unaffected areas, as appropriate.

ISSUE	IMMEDIATE ACTIONS
Review worker status	<input type="checkbox"/> Check that work schedules continue to provide adequate rest for workers
Continue response support	<input type="checkbox"/> Support on-scene incident management <input type="checkbox"/> Seek resources from mutual aid partners and the state as needed: order needed materials, equipment, and workers
Meet resource needs	<input type="checkbox"/> Identify new resource needs <input type="checkbox"/> Process outstanding resource requests <input type="checkbox"/> Plan for additional incoming response, regional, and state/federal agency personnel <input type="checkbox"/> Non-local personnel who were originally self-sufficient may now need additional support <input type="checkbox"/> Check cost-tracking for all resources
Establish distribution systems	<input type="checkbox"/> Establish distribution systems for persons not in sheltering facilities as needed for: <ul style="list-style-type: none"> • Emergency drinking water • Food and other essentials
Assess shelter operations	<input type="checkbox"/> Continue to work with Red Cross <input type="checkbox"/> Begin to plan shelter closures or plan for longer shelter operations
Assess/report damages	<input type="checkbox"/> Continue local damage assessments with emphasis on critical facilities
Update everyone	<input type="checkbox"/> Review and revise situation reporting <input type="checkbox"/> Continue regularly scheduled public information updates to leaders and residents

CRITICAL PARTNERS	ADDITIONAL ACTIONS & INFORMATION
SEOC	State Emergency Operations Center 1-800-478-2337
ARC	1-888-345-4376 1-800-451-8267
SEOC	State Emergency Operations Center 1-800-478-2337
	<ul style="list-style-type: none"> • Update steps the public should take, available services and key contact information, ways they can help, and any necessary rumor control

THROUGH 48 HOURS

STABILIZE SUPPORT FOR AFFECTED AREAS

For significant events, begin the transition from immediate response to sustained operations.

For smaller events, begin to prepare for certain operations to end. Other actions, such as damage assessment, will increase.

ISSUE	IMMEDIATE ACTIONS
Review worker status	<input type="checkbox"/> Check that work schedules continue to provide adequate rest for workers
Support response	<input type="checkbox"/> Support on-scene incident management <input type="checkbox"/> Support clinic and other critical resupply
Meet resource needs	<input type="checkbox"/> Identify new resource needs <input type="checkbox"/> Process outstanding resource requests <input type="checkbox"/> Plan for additional incoming response, regional, and state/federal agency personnel <input type="checkbox"/> Non-local personnel who were originally self-sufficient may now need additional support <input type="checkbox"/> Track response costs for possible \$ assistance
Establish distribution systems	<input type="checkbox"/> Establish distribution systems for: <ul style="list-style-type: none"> • Emergency drinking water • Food and other essentials
Manage debris	<input type="checkbox"/> Move from emergency clearance of essential roadways to debris removal, if possible
Assess shelter operations	<input type="checkbox"/> Evaluate shelter and mass-care needs in collaboration with the Red Cross <input type="checkbox"/> Consider longer-term needs of at-risk groups
Manage volunteers and donations	<input type="checkbox"/> Prepare to manage volunteers & donations <input type="checkbox"/> If possible, assign a position in EOC or IMT <input type="checkbox"/> Let the public know what is and isn't needed
Report damages	<input type="checkbox"/> Transition to initial damage assessments required by State and FEMA
Update everyone	<input type="checkbox"/> Continue regularly scheduled public information updates to leaders and residents

CRITICAL PARTNERS	ADDITIONAL ACTIONS & INFORMATION
SEOC	State Emergency Operations Center 1-800-478-2337
	<ul style="list-style-type: none"> • Track staff time and equipment costs for possible reimbursement above normal expenses
ARC	1-888-345-4376 1-800-451-8267
State VAL	<i>Ask for State Voluntary Agency Liaison at State Emergency Operations Center</i> 1-800-478-2337
SEOC	1-800-478-2337
	<ul style="list-style-type: none"> • Include information on returning home or moving from shelters; donations; applying for disaster assistance; critical timelines and desired actions

THROUGH 72 HOURS

SUSTAINED OPERATIONS

For significant events, begin the transition from immediate response to sustained operations.

For smaller events, begin to prepare for certain operations to end. Other actions, such as damage assessment, will increase.

ISSUE	IMMEDIATE ACTIONS
Review worker status	<input type="checkbox"/> Check that work schedules continue to provide adequate rest for workers <input type="checkbox"/> Provide for responder mental health support <input type="checkbox"/> Track response costs for possible \$ assistance
Continue mass care	<input type="checkbox"/> Locate and open relief supply and food distribution points outside of shelters <input type="checkbox"/> Provide support for and work to relocate those who need special support and care
Restore functions	<input type="checkbox"/> Work with Red Cross and others for unmet immediate needs and recovery needs <input type="checkbox"/> Coordinate with local businesses to open as quickly as possible
Manage volunteers and donations	<input type="checkbox"/> Prepare to manage volunteers & donations <input type="checkbox"/> If possible, assign a position in EOC or IMT <input type="checkbox"/> Let the public know what is and isn't needed
Assess damages and manage debris	<input type="checkbox"/> Begin widespread safety/damage assessments of public infrastructure, homes and businesses <input type="checkbox"/> Continue to collect, transport, segregate, recycle and dispose of disaster debris
Update everyone	<input type="checkbox"/> Develop and distribute a <i>Disaster Fact Sheet</i> to update residents, responders, and media

CRITICAL PARTNERS	ADDITIONAL ACTIONS & INFORMATION
SEOC	State Emergency Operations Center 1-800-478-2337
ARC	American Red Cross of Alaska 1-888-345-4376 1-800-451-8267
State VAL	Ask for <i>State Voluntary Agency Liaison</i> at State Emergency Operations Center 1-800-478-2337
SEOC	1-800-478-2337
	<ul style="list-style-type: none"> • Provide information on disaster assistance programs and on what to expect become increasingly important. Continue to work with the SEOC.

Events such as floods and storms will require decisions on whether to stay put (“shelter-in-place”), move to a shelter, or evacuate outside the community. **These decisions are made by the authorized local official.** Report the situation to the SEOC.

ISSUE	IMMEDIATE ACTIONS	CRITICAL PARTNERS	ADDITIONAL ACTIONS & INFORMATION
Decide best action	<ul style="list-style-type: none"> <input type="checkbox"/> Get the best information possible on situation <input type="checkbox"/> Assess risks and decide to shelter-in-place, move to a shelter, or evacuate outside the community (may be limited to certain areas) • Safety is the primary concern: Is it safer to stay in place or move residents? <ul style="list-style-type: none"> ▪ Use the SEOC as a resource ▪ Seek expert opinion: SEOC, NWS, AST, DOF ▪ Estimate time needed to move affected residents 	SEOC	1-800-478-2337
		National Weather Service	Insert regional #
		Alaska State Troopers	Insert regional #
		Division of Forestry	Insert regional #
		American Red Cross	1-888-345-4376 1-800-451-8267

TIMELINE	SHELTER-IN-PLACE WITHIN COMMUNITY	VS.	EVACUATION AWAY FROM COMMUNITY
Planning Phase	<ul style="list-style-type: none"> <input type="checkbox"/> Determine areas or facilities at risk. Prioritize: <ul style="list-style-type: none"> • Areas with immediate life safety threats • Medically fragile, elderly, disabled, late-term pregnancies, young children, home-bound <input type="checkbox"/> Plan and check on evacuation routes. <input type="checkbox"/> Determine how and where residents will be picked up, if they need transportation <input type="checkbox"/> Estimate number of people who will need shelter <input type="checkbox"/> Coordinate with Red Cross for shelter support 		<p><i>Evacuation by air or other means outside the community is an emergency measure to save lives in immediate danger, considered after other strategies.</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Safety is primary. Plan, check on evacuation routes <input type="checkbox"/> Coordinate transportation: vehicles, routes, drivers <input type="checkbox"/> Community may be responsible for costs of evacuation away from the community. Contact SEOC in advance, if safe to do so.
Advance Warning	<ul style="list-style-type: none"> <input type="checkbox"/> Provide advance warning. Coordinate precautionary measures for at-risk populations <input type="checkbox"/> Prepare temporary shelters <input type="checkbox"/> Coordinate transportation: vehicles, routes, drivers <input type="checkbox"/> Coordinate with schools on closures, sheltering 		<ul style="list-style-type: none"> <input type="checkbox"/> Notify all residents of potential actions, including school and other facilities <input type="checkbox"/> Coordinate transportation: vehicles, routes, drivers <input type="checkbox"/> Advise receiving jurisdiction of potential evacuation <input type="checkbox"/> Coordinate with school/shelters; check supplies
Movement/ Evacuation Phase	<ul style="list-style-type: none"> <input type="checkbox"/> Announce move to shelter to special needs populations, assisting as needed <input type="checkbox"/> Notify public using available warning systems and media. Give evacuation areas and critical information (see reverse for details) <input type="checkbox"/> Staff and open temporary shelters <input type="checkbox"/> Have a system for documenting shelter residents <input type="checkbox"/> Provide situation reports to region and SEOC 		<ul style="list-style-type: none"> <input type="checkbox"/> Advise receiving jurisdiction of evacuation, timelines, numbers, and other needs <input type="checkbox"/> Announce evacuation to special needs populations, assisting if needed <input type="checkbox"/> Notify public using available warning systems and media. Give evacuation areas, critical information <input type="checkbox"/> Have a system for documenting evacuees <input type="checkbox"/> Provide situation reports to region and SEOC

SHELTERING vs. EVACUATION

CRITICAL DECISIONS AND ACTIONS

Keeping the community informed throughout advance warnings, disaster response, and the return home for sheltered or evacuated residents, planning ahead and are two essential activities.

ISSUE	IMMEDIATE ACTIONS	CRITICAL PARTNERS	ADDITIONAL ACTIONS & INFORMATION
Informing Residents of Shelter and/or Evacuation			
General instructions for residents	<p><i>Specific instructions will vary with the situation.</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Give current, specific information <input type="checkbox"/> Keep listening to the radio or VHF (or other source of information) for updated instructions 	SEOC	State Emergency Operations Center 1-800-478-2337
Advance warning	<ul style="list-style-type: none"> <input type="checkbox"/> Take precautionary actions, such as moving at-risk objects, boarding windows, if safe to do so <input type="checkbox"/> Encourage residents to gather supplies (see <i>Alaska Emergency Response Guide</i> & ready.alaska.gov) 		
Moving to shelters or evacuation points	<ul style="list-style-type: none"> <input type="checkbox"/> Provide specific instructions for moving to shelter or evacuation points: Use caution when moving, gather at specific locations or landmarks. <input type="checkbox"/> Include specific information on pets (animal sheltering plan): locations receiving pets; shelters accepting pets; supplies to include for pets; etc. <input type="checkbox"/> Inform residents where to get information for return. 	ARC	American Red Cross of Alaska 1-888-345-4376 1-800-451-8267 <hr style="border-top: 1px dashed black;"/> <i>Items to bring to shelter or evacuation point:</i> <ul style="list-style-type: none"> <li style="width: 33%;">• Identification <li style="width: 33%;">• Medications/Prescriptions (3 days) <li style="width: 33%;">• Contact info <li style="width: 33%;">• Clothes (3 days) <li style="width: 33%;">• Personal supplies, toiletries <li style="width: 33%;">• Med. equipment <li style="width: 33%;">• Games <li style="width: 33%;">• Essentials for self and family
Returning Evacuees Safely Home			
Ensure ability to return safely	<p><i>Before evacuees are returned home, be sure:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Threat has resolved <input type="checkbox"/> Enough debris removed so roads/bridges safe to use <input type="checkbox"/> Downed power lines cleared; ruptured utility lines repaired (service may still be out); other safety hazards addressed <input type="checkbox"/> Structures inspected and safe for occupancy <input type="checkbox"/> Adequate water available for firefighting 	SEOC	1-800-478-2337
Coordinate evacuee return	<ul style="list-style-type: none"> <input type="checkbox"/> Update agencies and workers on return plan <input type="checkbox"/> Coordinate messaging to evacuees (For more information, see <i>Evacuation – Returning Home</i> tab) 	SEOC	1-800-478-2337
Give evacuees return information	<ul style="list-style-type: none"> <input type="checkbox"/> Coordinate messaging to evacuees with shelter <input type="checkbox"/> Include in messages information on: <ul style="list-style-type: none"> • Using caution in reactivating utilities and appliances • Cleanup instructions; debris removal and disposal • Documenting and minimizing damages 	SEOC	1-800-478-2337

TIMELINE

SHELTER OPERATIONS

Before event

- Work with ARC to develop shelter plan:
 - Identify and document shelter(s) in RC database
 - Train shelter manager and others

- Estimate essential supplies and staff based on size
- Have a way to register each person in the shelter
- Test cell phone communications, if used

During event

- Notify, request support from state/vol. agencies
- Establish and maintain contact with Red Cross
 - Order supplies and personnel
 - Provide shelter report
- Check building status and inventory and document
See ARC Facility/Shelter Opening Checklist (reverse)
 - Assess amount of food on-site, feeding options
 - Prepare rooms for occupancy
- Recruit shelter staff and/or volunteers, as needed
- Provide for security in and outside shelters (VPSO)

- Work with clinic/public health for medical support
- Plan for needs of vulnerable, at-risk populations – including language, medical, transportation issues
- Implement shelter rules and guidelines
- Begin beverages, snacks, meals as soon as possible
- Arrange for pet care, if needed
- Provide initial information and updates (radio, VHF, PA, in-person, etc.)
- Register and track each shelter resident
- Document all actions and costs

After event

- Document and release residents from shelter
- Clean and conduct post-shelter inspection
See ARC Facility/Shelter Facility Closing (reverse)

- Replenish supplies
- Evaluate operations and modify shelter plan for future use

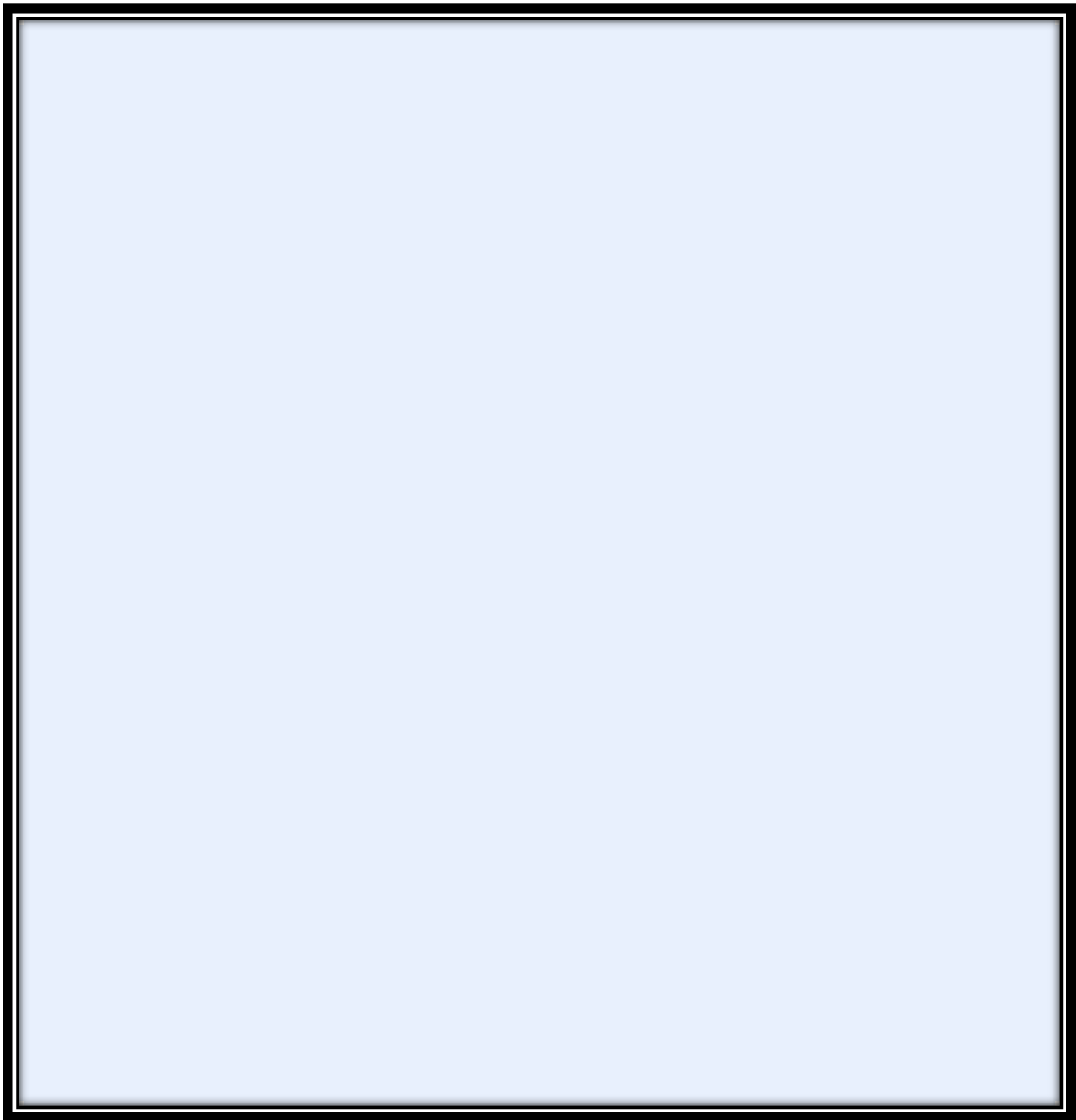


Primary Shelter Information

Shelter		Location		Phone	Contact to OK Use and Open Shelter	
Restrictions on use/availability, if any:					Primary Name:	
					Number:	
					Backup Name:	
					Number:	
Bed Capacity (15-20 sq ft/person)	Number of Showers	Number of Bathrooms	ADA Accessibility		Emergency Power/ Generator	Kitchen Facilities
			Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Alternate Shelter Information

Shelter		Location		Phone	Contact to OK Use and Open Shelter	
Restrictions on use/availability, if any:					Primary Name:	
					Number:	
					Backup Name:	
					Number:	
Bed Capacity	Number of Showers	Number of Bathrooms	ADA Accessibility		Emergency Power/ Generator	Kitchen Facilities
			Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>



COMMUNITY MAP LEGEND



EMERGENCY SHELTER



EMERGENCY EVACUATION ROUTE



HOSPITAL or CLINIC



EMERGENCY OPERATIONS CENTER

Evacuation Routes to Shelters within Community

Routes are marked on **Evacuation Community Map** tab

*For information about shelter and evacuation decisions, see **Sheltering vs. Evacuation** tab*

*Information in **red** may not be known in advance*

*The column in **red** is for information as it develops during and after the event.*

Evacuation Routes					
Route Name	Start Location	Finish Location	Distance	Route Condition	Required Debris Removal/ Transportation Assistance

Routes and Air Transport Information for Evacuation Away from the Community

Community may be responsible for costs of evacuation away from the community. Contact SEOC in advance, if safe to do so.

Evacuation Routes					
Route Name	Start Location	Finish Location	Distance	Route Condition (gravel, paved)	Required Debris Removal/ Transportation Assistance

Airport Information				
Airport Name	Airport Location	# of Runways	Runway Distance(s)	Largest Aircraft

Airline Information (add more rows if needed)			
Airline Name	Hub Location	Phone Number	Contact Name

Whether returning from a shelter or evacuation outside the community, advance planning makes evacuee return easier for residents and leaders alike.

ISSUE	IMMEDIATE ACTIONS	CRITICAL PARTNERS	ADDITIONAL ACTIONS & INFORMATION
Plan for return of evacuees	<ul style="list-style-type: none"> <input type="checkbox"/> If evacuated areas have been damaged: <ul style="list-style-type: none"> • Reopen roads • Eliminate significant health and safety hazards • Conduct damage assessments <input type="checkbox"/> Advise receiving jurisdictions (and the SEOC) that return of evacuees will begin <input type="checkbox"/> Coordinate transportation and other logistics for evacuee return <input type="checkbox"/> Update list of shelter residents or evacuees 	SEOC	1-800-478-2337
Safely return evacuees	<ul style="list-style-type: none"> <input type="checkbox"/> Coordinate as needed to ensure safe return of evacuees with special needs <input type="checkbox"/> Advise evacuees that they can return home <ul style="list-style-type: none"> • If evacuated areas have sustained damage, provide the public information on: <ul style="list-style-type: none"> ▪ Documenting damages and making expedient repairs ▪ Using caution in reactivating utilities and damaged appliances ▪ Cleanup and removal/disposal of debris <input type="checkbox"/> End temporary shelter/mass care operations <input type="checkbox"/> Maintain control of areas that cannot be safely reoccupied 	ARC	American Red Cross of Alaska 1-888-345-4376 1-800-451-8267
Support evacuees who cannot return home	<ul style="list-style-type: none"> <input type="checkbox"/> Designate a liaison to work with regional and State partners to work with regional, State, and voluntary agency partners to: <ul style="list-style-type: none"> • Identify evacuees whose homes are uninhabitable or cannot be reached as a result of the disaster • Find temporary housing solutions for affected residents • Identify, locate, and distribute items meeting basic needs of affected residents 	State VAL	Ask for <i>State Voluntary Agency Liaison</i> at State Emergency Operations Center 1-800-478-2337
		ARC	American Red Cross of Alaska 1-888-345-4376 1-800-451-8267

Before, during and after a disaster, community medical responders play a critical role.

This sheet summarizes critical clinic-based actions and reviews the role of the Medical Specialist during and after a disaster.

ISSUE	IMMEDIATE ACTIONS	CRITICAL PARTNERS	ADDITIONAL ACTIONS & INFORMATION
Open for emergencies only	<ul style="list-style-type: none"> <input type="checkbox"/> Open clinic for emergencies only <input type="checkbox"/> Provide 24-hour emergency care <input type="checkbox"/> Assess, prepare, and staff alternate care site(s) for use as needed <input type="checkbox"/> Request additional support as needed 	Regional Health Corporation	Insert local #
Ensure power and supplies	<ul style="list-style-type: none"> <input type="checkbox"/> Follow clinic EOP <input type="checkbox"/> Check clinic generators and alternate care sites for diesel fuel, response vehicle gas, and propane; request as needed <input type="checkbox"/> Check supplies of medications, IV supplies, and secured narcotics; request as needed <input type="checkbox"/> Check status of oxygen tanks, emergency trauma packs and request support as needed <input type="checkbox"/> If alternate site may be needed, coordinate or develop plan to move essentials 	SEOC	State Emergency Operations Center 1-800-478-2337
Evaluate at-risk patients	<ul style="list-style-type: none"> <input type="checkbox"/> Consider medevac for individuals with serious conditions or late-term pregnancy <input type="checkbox"/> Notify Incident Commander of concerns for sheltering or evacuating individuals who do not require medevac, but who are medically fragile, elderly, disabled, or home-bound and who may need additional assistance 	Clinic	Insert local #
Designate Medical Specialist and review role	<p><i>Notify designated provider to take charge and:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Provide and document patient care <input type="checkbox"/> Ensure care to special needs residents <input type="checkbox"/> Establish alternate care sites, if needed <input type="checkbox"/> Assist with evacuations and patients <input type="checkbox"/> Provide medical care to sheltered citizens <input type="checkbox"/> Identify health risks or problems associated with event and seek assistance from community leaders and health corporation <input type="checkbox"/> Provide information to Incident Commander <input type="checkbox"/> Document response actions 	Regional Health Corporation	Insert local #

Documenting essential information in advance supports emergency response.

Sleeping capacities are intended for staff rather than patients.

Primary Clinic Information			
Clinic Name	Location	Phone Numbers	Contact
		Phone:	Primary Name:
		Fax:	Number:
		Sat Phone:	Backup Name:
			Number:

Sleeping Capacity	Number of Showers	Number of Bathrooms	ADA Accessibility	Emergency Power/ Generator	Kitchen Facilities
			Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Alternate Clinic Site Information			
Clinic Name	Location	Phone Numbers	Contact
		Phone:	Primary Name:
		Fax:	Number:
		Sat Phone:	Backup Name:
			Number:

Sleeping Capacity	Number of Showers	Number of Bathrooms	ADA Accessibility	Emergency Power / Generator	Kitchen Facilities
			Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Even critical, immediate actions (including Search and Rescue operations) involve damage assessment. Damage assessments happen several times throughout response and recovery. The **Initial Damage Assessment** form provides a quick way to document affected areas and numbers, risks to life safety and health, status of essential services, and affected infrastructure.

ISSUE	IMMEDIATE ACTIONS	CRITICAL PARTNERS	ADDITIONAL ACTIONS & INFORMATION
Understand local roles	<input type="checkbox"/> Communities are responsible for providing initial damage assessment as soon as possible to SEOC <input type="checkbox"/> Use the Community Map to document damage	SEOC	1-800-478-2337
Ways to assess damages	<input type="checkbox"/> Walking or driving <input type="checkbox"/> By air – used over large areas or vast damage <input type="checkbox"/> Reports from individuals, experts	SEOC	1-800-478-2337 American Red Cross of Alaska
		ARC	1-888-345-4376

INITIAL DAMAGE ASSESSMENT FORM

Community:	Date:	Affected Areas:	Cause of Damage:
Reporter:	Time:		Secondary Damage:

	STATUS	NUMBER	ASSISTANCE	# NEEDED	# PROVIDED TO DATE	CRITICAL SHORTFALLS		
						YES	NO	
Life/ Safety	Injured		Precautionary Evacuation			Shelter		
	Clinic/Hospital		Search & Rescue			Shelter Supplies		
	Missing		Sheltering			Public Safety		
	Dead		Medevac			Other (specify)		

Communications	EQUIPMENT	STATUS		EQUIPMENT	STATUS	
	Phone System	<input type="checkbox"/> Intact <input type="checkbox"/> Partial	<input type="checkbox"/> Inoperable <input type="checkbox"/> Assistance Needed	Satellite Phones	<input type="checkbox"/> Intact <input type="checkbox"/> Partial	<input type="checkbox"/> Inoperable <input type="checkbox"/> Assistance Needed
Cell Phones	<input type="checkbox"/> Intact <input type="checkbox"/> Partial	<input type="checkbox"/> Inoperable <input type="checkbox"/> Assistance Needed	Emergency Radio	<input type="checkbox"/> Intact <input type="checkbox"/> Partial	<input type="checkbox"/> Inoperable <input type="checkbox"/> Assistance Needed	

Utilities and Fuel	EQUIPMENT	STATUS		EQUIPMENT	STATUS	
	Water	<input type="checkbox"/> Intact <input type="checkbox"/> Partial	<input type="checkbox"/> Inoperable <input type="checkbox"/> Assistance Needed	Heat / Power	<input type="checkbox"/> Intact <input type="checkbox"/> Partial	<input type="checkbox"/> Inoperable <input type="checkbox"/> Assistance Needed
Sewer	<input type="checkbox"/> Intact <input type="checkbox"/> Partial	<input type="checkbox"/> Inoperable <input type="checkbox"/> Assistance Needed	Fuel / Tank Farm	<input type="checkbox"/> Intact <input type="checkbox"/> Partial	<input type="checkbox"/> Inoperable <input type="checkbox"/> Assistance Needed	
DEC After Hours Hotline: 1-800-478-9300				AVEC: 1-800-478-1818		

Transportation	ROAD	STATUS		ROAD	STATUS	
	Evacuation Routes	<input type="checkbox"/> Open <input type="checkbox"/> Partial closure	<input type="checkbox"/> Full closure <input type="checkbox"/> Debris Removal needed	Major Road:	<input type="checkbox"/> Intact <input type="checkbox"/> Partial	<input type="checkbox"/> Inoperable <input type="checkbox"/> Assistance Needed
Airstrip/Airport	<input type="checkbox"/> Intact <input type="checkbox"/> Lights out	<input type="checkbox"/> No access <input type="checkbox"/> Runway damaged <input type="checkbox"/> Runway destroyed	Bridge/Other:	<input type="checkbox"/> Intact <input type="checkbox"/> Partial	<input type="checkbox"/> Inoperable <input type="checkbox"/> Assistance Needed	

INITIAL DAMAGE REPORT: CRITICAL STRUCTURES

FACILITY	PHONE	DESTROYED	MAJOR	MINOR	AFFECTED	INACCESSIBLE	COMMENTS
Clinic/Health facility	Insert local #						
Fire	Insert local #						
VPSO/Troopers	Insert local #						
School	Insert local #						
City Office	Insert local #						
Tribal Office	Insert local #						
Community building	Insert local #						
Power facility	Insert local #						
Fuel facility	Insert local #						
Sewage/Lagoon	Insert local #						
Water/Wastewater	Insert local #						
Store	Insert local #						
Washeteria	Insert local #						
Church(es)	Insert local #						
Insert additional facility	Insert local #						
Insert additional facility	Insert local #						
Resources:	Reg. Health Corp. Insert #	Native Corp. Insert #	Native Non-Profit Insert #	ANTHC 729-1900	DOT 269-6323	DEC 1-800-478-9300	SEOC 1-800-478-2337

BUSINESSES

DESTROYED	MAJOR	MINOR	AFFECTED	INACCESSIBLE

HOMES

Gather this information as quickly as possible:

Get this information if possible:

STRUCTURES		SINGLE FAMILY	MULTI-FAMILY	TRIBAL/HSG AUTHORITY	TOTAL	# OWNER OCCUPIED	# UNINSURED	# LOW INCOME	COMMENTS
CATEGORIES									
DESTROYED	owner								
	renter								
	secondary residence								
MAJOR	owner								
	renter								
	secondary residence								
MINOR	owner								
	renter								
	secondary residence								
AFFECTED	owner								
	renter								
	secondary residence								
INACCESSIBLE	owner								
	renter								
	secondary residence								

DESTROYED Totally uninhabitable and beyond repair	MAJOR Uninhabitable without major structural repairs	MINOR Can be lived in or used with minor repairs	AFFECTED Livable/usable as is; minor structure or contents damage	INACCESSIBLE Disaster prevents access: road out; snow; debris
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DAMAGE ASSESSMENT

CRITICAL BUILDINGS, HOMES AND BUSINESSES

Request assistance from governmental disaster assistance agencies through a declaration of emergency or disaster. This checklist includes the information required in a declaration, as used in the sample letter, below.

INFORMATION YOU WILL NEED FOR A LOCAL DECLARATION:

Contact the SEOC for assistance

- | | |
|---|--|
| <input type="checkbox"/> Brief description of cause of disaster or emergency, where it happened, and when it occurred | <input type="checkbox"/> Statement by appropriate executive office (mayor, council president, etc.) authorized to declare a disaster |
| <input type="checkbox"/> Statement describing political subdivision | <input type="checkbox"/> Types of assistance requested (may attach summarized list) |
| <input type="checkbox"/> Description of disaster or emergency conditions, areas and numbers affected, damages | <input type="checkbox"/> Amount jurisdiction has or will spend for this event |
| <input type="checkbox"/> Statement that local capacity has been exceeded | <input type="checkbox"/> Date and signature of authorized principal executive officer |

S A M P L E

**LOCAL GOVERNMENT DISASTER DECLARATION
WITH REQUEST FOR STATE ASSISTANCE**

WHEREAS, commencing on (date, year), the City/Village of _____, Alaska sustained severe losses and threats to life and property from strong winds and higher-than-normal storm surges that caused widespread flooding of the entire village and severe damage or destruction of the city's power plant and transmission lines, sewer and water collection facilities, and transportation infrastructure; and,

WHEREAS, the City/Village of _____ is a political subdivision that has jurisdictional boundaries outside of a recognized borough; and,

WHEREAS, the following conditions exist as a result of the disaster emergency: widespread flooding within the village area resulting in inundation of, and severe damage to, approximately 14 homes, requiring evacuation and sheltering of the residents; severe damage to four local businesses and five public buildings; severe damage to personal and real property and subsistence equipment; deposition of vegetation and building debris on major roads and the airport runway requiring debris removal; loss of electrical power citywide, which required temporary repair and future permanent repairs; reduced capability of the water and sewer lines, which will require professional inspection and permanent repairs; washouts along four major roads and significant loss of embankment along the north side of the airport runway, requiring emergency protective measures to be taken; and,

WHEREAS, the severity and magnitude of the emergency is beyond the timely and effective response capability of local resources; and there are insufficient regularly appropriated funds to cover these expenses; and,

THEREFORE, be it resolved that the mayor of _____ does declare a disaster emergency per AS 26.23.140 to exist in the City/Village of _____.

FURTHERMORE, it is requested that the governor of the State of Alaska declare a disaster emergency to exist as described in AS 26.23 and provide disaster assistance to the City/Village of _____ in its response and recovery from this event. The City/Village specifically requests individual disaster relief for 14 homeowners with flooded homes and damaged personal, real, and subsistence property, public disaster assistance for emergency protective measures, temporary and permanent repairs to the city sewer, water, and transportation infrastructure, with technical assistance and funding to evaluate the damage to, and perform needed repairs to, the city water collection and transmission systems.

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

SIGNED this 2nd day of Month, Year

Signature
John Q. Doe, Mayor
City/Village of _____

Use this reference chart to plan for activities following a disaster. Many deadlines are critical and most require community leadership and collaboration.

Milestone	Action	To/With	Time Frame
Incident occurs	Report incident	To borough (if applicable); otherwise, SEOC	As soon as practical, but typically within 3 days of event
Local emergency protective measures	Protect life and property	--	Before, during, and after event
Local damage assessment	Use checklist to document visible damages	To Borough or SEOC	Within 10 days of event
Local emergency/disaster declaration	Based on severity and local ability to respond, make declaration and request specific assistance	To Borough or SEOC	Within 10 days of event
Borough emergency/disaster declaration (where applicable)	Based on severity and borough's ability to respond, make declaration with/without request for State assistance	To SEOC	Within 14 days of event
Life safety and initial damage assessment	DHS&EM works with local officials to identify life-safety threats, initial damages, and impact to the community	With DHS&EM	Within 14 days of event
State disaster declaration	Upon review of the DHS&EM assessment and recommendations from cabinet staff, the governor determines if a state disaster should be declared and what types and levels of assistance should be provided	Disaster Policy Cabinet to Governor	Determined by severity on a case-by-case basis; typically within 30 days of event
Joint Preliminary Damage Assessment (PDA)	<i>If a request for Federal assistance is expected</i> , the State and FEMA conduct a joint PDA to determine if Federal disaster thresholds are met	Local-State-FEMA	Typically within 30 days of event
State request for Federal declaration	Based on severity and PDA findings, the governor <i>may</i> formally request Federal assistance through FEMA	Governor to FEMA to President	Must be within 30 days from date of event
Federal disaster declaration	Presidential declaration	President to Governor	Typically within 30 days of a State request
Kickoff meeting to develop project worksheets	State and FEMA conduct meetings in the community to discuss the disaster process and begin developing project worksheets that outline eligible repairs	Local-State-FEMA	Typically within 14 days of a State or Federal declaration
Complete emergency and permanent work	Complete project worksheets and projects for emergency and permanent work	Local-State-FEMA	6 months and 18 months from date of declaration, respectively

STATE AND FEDERAL CONTACT INFORMATION

STATE OF ALASKA

Agency	Assistance	Contact / Phone	Fax
State Emergency Operations Center (SEOC)/DHS&EM	Plan, prepare, exercise for, respond to, and begin recovery from disasters	Toll Free: 1-800-478-2337 Anchorage: 428-7100	907-428-7095
Department of Commerce, Community, and Economic Development (DCCED)	Flood plain insurance/management (NFIP) Alaska Energy Authority (AEA)	NFIP: 269-4583 or 269-4567 AEA: 771-3025	907-269-4539 907-771-3044
Department of Environmental Conservation (ADEC) Disaster Response	Environmental health and hazardous spills	Emergency Coordinator: 376-1850/1865 Anchorage Office: 269-3063 Fairbanks Office: 451-2121 Juneau Office: 465-5340 After Hours Hotline: 1-800-478-9300	907-376-2382
Department of Health and Social Services (DHSS)	Medical and public health	Toll Free: 1-888-972-6358 Anchorage: 334-2690	
Department of Transportation & Public Facilities (DOT&PF)	Alaska transportation infrastructure systems	511 Anchorage: 269-6323	
Division of Forestry	Fire protection services	Palmer: 761-6225 Fairbanks: 451-2660	
Alaska Interagency Coordination Center (AICC)	Wildland fire management and suppression	Toll Free: 1-800-237-3633 Fort Wainwright: 356-5600	907-345-5678
Alaska Native Tribal Health Consortium (ANTHC)	Manage statewide health services for Alaska Natives	Anchorage: 729-1900	907-729-1901
Alaska Village Electric Cooperative (AVEC)	Electric utility	Toll Free: 1-800-478-1818 Anchorage: 561-1818	
Alaska State Troopers (AST)	Public safety	Commander, Bethel: 543-2294 Commander, Fairbanks: 451-5100 Commander, Kotzebue: 1-800-789-3222 Toll Free: 1-800-789-3222	907-543-5102 907-451-5317 907-442-3221
FEDERAL			
American Red Cross (ARC)	Disaster assistance, Shelter operations	Toll Free: 1-888-345-4376 Toll Free alt. #: 1-800-451-8267 Anchorage: 907-646-5400/5407/5423	907-276-1465
Army Corps of Engineers (USACE)	Hydraulic Engineer	Anchorage: 907-753-2513	907-276-1465
National Weather Service (NWS)	Duty Hydrologist River Forecast Center Hydrologist Warn. Coordinator Meteorologist Lead Forecaster: Warn. Coord. Meteorologist Lead Forecaster: Warn. Coord. Meteorologist	Anchorage: 266-5105 Anchorage: 266-5160 Anchorage: 266-5117 Fairbanks: 458-3708 Fairbanks: 458-3712 Juneau: 790-6824 Juneau: 790-6803	266-5182 266-5182 266-5188 458-3737 458-3737 790-6827 790-6827

Update emergency contact information regularly. Providing updates to the SEOC speeds future notification and assistance.

Community Contact Information

Title	Agency and Contact Name	Phone	Fax	Email
Incident Commander				
Incident Liaison				
Planning Section Chief				
Operations Section Chief				
Logistics Section Chief				
Finance Section Chief				
Evacuation Specialist				
Shelter Coordinator				
Security Specialist				
Medical Specialist				
City Office				
Tribal Office				
School Principal				
School Maintenance				
Clinic/Health Aide				
Hospital Service Provider				
Airport Maintenance				
Power Company				
Fuel Company				
Telephone Company				
Sewage/Lagoon				
Water/Wastewater Plant				
Washeteria				
Church				
Alaska Native Non-Profit Organization				
Alaska Native For-profit Corporation				

Lodging Facilities

Lodging Name	Location	Phone Number	Owner Name

Local Store Information

Store Name	Location	Phone Number	Owner Name

Airport Information

Airport Name	Airport Location	# of Runways	Runway Distance(s)	Largest Aircraft

Airline Information (add more rows if needed)

Airline Name	Hub Location	Phone Number	Contact Name

Radio Communication Information

Channel Name	Primary Use	Agencies Supported	Frequency/Band