City of Seldovia

P.O. Drawer B, Seldovia, Alaska 99663
Phone: (907) 234-7643, Fax: (907) 234-7430
email: citymanager@cityofseldovia.com
website: www.cityofseldovia.com

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Emergency Operations Plan Letter of Declaration

This Emergency Operations Plan describes the system that will be used to manage the mitigation of, preparation for, response to, and recovery from natural and man-caused disaster emergencies including oil spills and hazardous substance releases. It is an all-hazard, all risk plan based on the National Incident Management System for comprehensive management of disaster emergency relief forces and disaster emergency operations. This Emergency Operations Plan (EOP) consists of eleven sections, each considering a different element of emergency response.

The city uses an all hazard disaster emergency management system that encompasses all types of disaster emergencies and enables each level of government to integrate with other levels, public agencies, and with private sector resource providers under the NIMS Incident Command System. Optimum use and integration of existing skilled personnel, emergency facilities, and emergency equipment across all levels of government and the private sector is encouraged and necessary to the successful implementation of this plan.

This EOP is intended to meet disaster emergency planning requirements of all federal, state, borough and city agencies and departments having jurisdiction over such matters. It is further intended that this document be used as a reference and training aid for municipal, regional, industry and other emergency response personnel to ensure efficient and effective response to and management of disaster emergencies. This EOP will be activated whenever there is a disaster emergency that could significantly threaten human health, property or the environment. Upon declaration of a disaster emergency, the designated person responsible for disaster emergency management is authorized to commit the resources necessary to carry out the provisions of this plan.

This plan is considered a living document and should be continuously updated and revised to reflect lessons learned during drills and actual incidents. The City of Seldovia hereby adopts this Emergency Operations Plan.

Emergency Response Priorities:

The City of Seldovia observes the following response priorities:

- Protection of life and life safety

- Protection of public health

- Protection of the environment and natural resources

- Protection of socioeconomic and cultural resources

- Protection of public and private property

The City and the State of Alaska encourage all citizens to be prepared in case of emergency and be self-sufficient for at least 7 days should a disaster emergency occur.

Purpose of this Plan:

This Emergency Operations Plan serves the following purposes:

- To guide local response in any situation where standard operating procedures or policies are not sufficient to handle the incident.

- To provide policy guidance and operational directives to coordinate and support local response activities.

- To guide local responders in call-out and notification of outside agencies.

- To promote self-sufficiency and to encourage personal responsibility in being prepared for disasters.

- To provide local information and guidance about the City to supplement regional response efforts.

- To identify and plan for the needs of "functional needs" populations.

- To identify a City Incident Management Team (IMT), consisting of representatives for the local government, private industry and other emergency service organizations.

General Policies

- Essential city services will be maintained as long as conditions permit.

- Access to emergency services shall not be denied on the base of race, ethnicity, national origin, religious beliefs, sex, age or functional need.

- Government entities implementing this plan shall not be liable for injury, death, or loss of property except in cases of willful misconduct or gross negligence.

Community and Individual Readiness

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

All community members must remain well informed about local disaster response plans and policies, including evacuation routes, shelter locations, medical facilities, and "shelter in place" procedures.

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

When the emergency exceeds the capabilities of the local government to respond, assistance will be requested from first the Kenai Peninsula Borough, then the State then the Federal Government.

> ***Basic responsibility for disaster emergency planning and response lies first with individuals and heads of households. Community members with assigned emergency response duties should take care of their families first, and then respond as they are able. Visit www.fema.gov for family and personal emergency preparedness planning information.***

Local Emergency Management

- This plan is based on the concept that emergency functions for groups and individuals involved in emergency management will generally parallel their normal day to day functions.

- It is important to maintain organizational continuity and to assign familiar tasks to personnel, however, in large scale disasters it may be necessary to draw upon peoples' basic capacities and use them in areas of greatest need.

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

- Local emergency responders usually know the best ways to apply disaster emergency relief resources within their communities.

- State response organizations will coordinate their activities with the local and borough governments so that the State aid is rendered in the most helpful manner.

- Federal assistance should also be supportive of State and local efforts, not a substitute for them.

Direction and Control

<u>**Role of the City Manager**</u>

The City Manager serves as the chief executive of the City of Seldovia; as such the City Manager holds the authority to declare a local disaster.

AS 26.23.140 A local disaster emergency may be declared only by the principal executive officer of a political subdivision.

Upon the City of Seldovia issuance of a Declaration of Disaster, the City Manager shall:

- Ensure that the Declaration is given prompt and general publicity.

- The Seldovia City Council must continue a disaster declaration past the first seven days.

- Ensure that a copy of the Declaration is promptly filed with the City Clerk. Ensure a copy is sent to the Kenai Peninsula Borough Office of Emergency Management and the Alaska Division of Homeland Security and Emergency Management to be forwarded to the Governor.

- Act in concert with the Governor's and KPB Mayor's office in addressing resources to meet the disaster.

- Ensure that any order or proclamation continuing or terminating a Disaster is also filed with the Alaska Division of Homeland Security and Emergency Management and the City Clerk.

The City Manager reserves the right to act as the Emergency Management Coordinator. The Acting City Manager will be the designated alternate Emergency Management Coordinator in the absence of the City Manager. The City Manager is responsible for the oversight of the City's departments and their use of resources. During an emergency/disaster response requiring implementation of this plan, the City Manager will perform the following:

- Any, or all, elements of the Emergency Management Coordinator's role that he/she reserves for him/herself.
- Advisement to Mayor and/or City Council, as appropriate, as to the nature of the response and the necessity for Declaration of Disaster to obtain additional resources.
- Financial planning and management to meet the immediate emergency response and control phase.
- Financial planning and management to meet the needs of the recovery phases.
- Review with legal section proposed actions, beyond immediate emergency response, that may involve legal exposure to the City.
- Liaison with outside agencies as necessary to facilitate acquisition of needed resources.

Responsibilities of Department Heads, Emergency Personnel and Additional City of Seldovia Personnel

- Department Heads and personnel are responsible for keeping their department's emergency response plans up-to-date and readily available to all departments.

- Department Heads and personnel are responsible for keeping emergency equipment properly maintained. They are to be knowledgeable of government, private equipment, resources and personnel that would be available in support of their operations in the event of a major disaster.

- If applicable department heads and directors are responsible for training subordinate supervisors to carry out duties under their response plans.

- Department Heads and personnel are under the general direction and coordination of the Emergency Management Coordinator during disaster responses, unless otherwise directed by the City Manager. However, they are responsible for the use of their personnel and resources. Directions to their personnel are through their chain of command, and use of their resources is in accordance with their policies and procedures. The exception to this is when their personnel or equipment has been assigned to another department's operation.

- Assignment of personnel, equipment, or resources from one department's operations to another department can occur with the consent of the departments involved or at the direction of the City Manager. When this occurs, the supervisor of the operation being performed is in control and responsible for personnel or resources so transferred.

Phases of Disaster Emergency Management

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

Mitigation

- Mitigation includes those actions taken to eliminate a hazard, or to reduce the potential for damage should a disaster emergency occur.

- Mitigation actions include building codes, special identifications and routing requirements for the movement of hazardous materials, land use, and zoning requirements.

- The City of Seldovia participates in regular All-Hazard Mitigation Plan development with the State and Kenai Peninsula Borough.

Preparedness

- Preparedness includes actions taken to plan, equip, and train citizens and government personnel to respond to local emergencies.

- Preparedness may include developing City Response Plans and conducting exercises to test them, training in evacuation procedures, and purchase of equipment and supplies needed to respond to the disaster emergency.

Response

- Response includes actions taken to save lives and protect property during a

disaster emergency.

- Response may include search and rescue, fire suppression, evacuation, emergency care, feeding and sheltering. It may also include behind-the scene activities such as activating disaster plans, and opening and staffing Emergency Operations Centers (EOCs).

Recovery

- Recovery includes those procedures required to return the jurisdiction to normal following an emergency.

- Recovery could include reconstruction of roads and public facilities, securing financial aid for disaster victims, offering community support counseling and psychological support services, and reviewing and critiquing of response activities.

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

Levels of Emergency Response

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

First Responders

Routine incidents are usually managed by the on-scene first responders who are dispatched to deal with the emergency.
A local emergency responder, usually the person-in-charge from the responding

organization, acts as Incident Commander and leads the response effort at the scene. The Incident Commander follows standard operating procedures or guidelines and requests additional assistance as appropriate. The EOP is not activated.

Local

If the incident can be effectively managed by the initial Incident Commander and on-scene personnel, no further local or outside involvement may be required. For a more serious incident, it may be necessary to activate the local Incident Management Team (IMT) to establish the Emergency Operations Center (EOC), manage emergency operations, coordinate on-scene personnel, and gauge the need to assistance from outside the city. The EOP is activated as needed to manage the multi-agency local response.

Borough

The Kenai Peninsula Borough (KPB) Office of Emergency Management (OEM) has plans and procedures in place to manage region-wide emergencies, or incidents affecting local or tribal jurisdictions within the region or borough.

Under the concept of operations outlined by the State of Alaska, the borough government is the primary liaison between affected communities and the state.

Therefore, the local IMT should coordinate with the KPB/OEM when seeking support from the state of federal governments.

State

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

Multi-agency Coordination (MAC) Group

MAC groups are essential in situations where Federal, State, local and private sector agencies/organizations have significant statutory responsibilities and/or vested interests. The MAC group is made up of top management personnel from responsible agencies, organizations and jurisdictions. MAC group representatives are fully authorized to represent and act on behalf of their parent organizations or

agencies.

Federal

When Federal agencies and resources are added to the local response, coordination between local governments and federal agencies is managed by ADHS&EMS for non-spill emergencies and ADEC for oil and hazardous materials spills. During a response with federal agency involvement, a Joint Federal Office (JFO) will be established to coordinate the response. FEMA is typically the lead agency in disaster emergencies.

After completion of a preliminary damage assessment, the director of FEMA will recommend to the President whether to declare an Emergency or Major Disaster. The President will declare an Emergency or Major Disaster and appoint the Federal Coordinator Officer, who serves as the President's representative to the disaster emergency and leads the federal response and recovery efforts from the field office. If the disaster does not qualify for a Presidential declaration assistance may be available under the statutory authorities of individual federal agencies. The City Emergency Manager may request assistance from the appropriate agencies through the State Emergency Operations Center (SEOC).

Private Sector

In the case of an emergency that originates at a private facility or plant, the person-in-charge of the affected facility will implement the facility emergency plan, activate its own emergency operations center, declare a facility emergency, and communicate with the local response agencies for assistance.

Depending upon the type of incident, the IMT and EOC may be activated to support the response at a private facility, and a Unified Command will be formed, consisting of a private sector representative and an agency representative.

For certain types of incidents, such as fires and hazardous materials releases, local agencies may maintain incident command to protect public health and safety.

Likewise, if the private facility or organization responsible for the incident does not have the planning or personnel in place to support a response, the City IMT and/or EOC may be selectively activated to support the response operations.

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

How to Use This Plan

Section 1:
Background and Overview

- Become Familiar with the contents of this plan
- Conduct drills and modify the plan to reflect lessons learned
- Use the Preparedness Information and Hazard Analysis to plan for possible emergencies

Community and Individual Readiness

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

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

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

*Visit the Kenai Peninsula Borough Office of Emergency Management website at: https://www.kpb.us/emergency-mgmt

DHS

EM – Emergency Management SOA

SECTION 1: 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 City, 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 too long to make notifications and/or requests for assistance, response time may not occur quickly enough to benefit the City.

SECTION 2: RESPONSE CHECKLISTS

This section contains hazard-specific Response Checklists that offer a means to address the following:

- 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.

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

> *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.*

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 6.

- 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.

CITY OF SELDOVIA EMERGENCY OPERATIONS PLAN

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, Fire and EMS	
	Activate incident management team, establish command center.	IC, Logistics	
Response Phase: Incident is Occurring	Review Warning Checklist	All Personnel	Police Department Alaska State Troopers FEMA (disaster relief)
	Disseminate Public Information	PIO	
	Establish shelters, if necessary	Logistics	
	Secure Evacuated Areas	Operations	
	If conditions warrant, declare a local disaster emergency and request state declaration of disaster emergency.	Emergency Manager	
Recovery Phase: Incident has Occurred	Review Warning and 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	

Response Considerations

A number of factors and conditions can impact emergency response and management, particularly in Alaska communities. The following considerations relate to the implementation of the response actions recommended in this EOP.

- Seasonal variations in weather and day length may significantly impact response operations. Significant efficiency losses may occur during the winter season, where cold temperatures, snow cover, shorter day length, and high winds may make certain response activities unsafe or unfeasible.

- Field personnel should always be deployed in pairs or teams.

- Regular check-in procedures (radio telephone) should be used to monitor the safety of field units.

- Incident objectives should always begin with Safety of responders and the public.

> The response actions listed in this EOP are suggestions and guidelines only. City employees, emergency response personnel, and IMT members should always use their best personal and professional judgment before carrying out any emergency response actions that could potentially endanger themselves or others.

Vital Services and Facilities Restoration Sequence

The priorities reflected in this list are general guidelines for stabilizing and restoring vital local infrastructure and services following a major disaster.

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 Shelters Water Treatment Plant Police	Grocery/ Retail Store(s) Public Works Wastewater Facility City offices Port/Harbor office State/Federal Offices	Schools (non shelters) Library Businesses
Energy	Power to fuel pumps Power to EOC 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 personnel	Heavy Equipment	
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	

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
ADOTPF	Alaska Department of Transportation & Public Facilities
LE	Law Enforcement
FEMA	Federal Emergency Management Agency
SPH	South Peninsula Hospital

Coastal Storm Surge/Erosion Response Checklist

COASTAL STORM SURGE/EROSION CHECKLIST (Risk = Moderate)			
SITUATION	**RESPONSE ACTIONS**	**RESPONSIBILITY**	**CONTACTS** See Appendix C for phone numbers
Warning Phase: Threat of Coastal Erosion Exists	Identify areas at risk.	IC/Planning	City Manager
	Evaluate the need for evacuation.	IC/Operations	KPB OEM
	Identify safe areas suitable for relocating evacuees.	Planning	National Weather Service (for weather forecasts)
	Monitor weather reports/forecasts.	Planning IC	ADOTPF Central Region Maintenance (if roadways are threatened)
	Determine whether roadways or transportation facilities are at risk.	Operations (Public Works)	
	Estimate number of evacuees and arrange for relocation.	Planning Operations (LE)	
	Arrange for public alert and warning if necessary.	PIO	
	Inventory heavy equipment for use in response and recovery.	Operations (Public Works)	
	Remove emergency equipment, fuel and medical supplies from threatened areas.	Logistics	
	Establish system to account for response personnel in the field.	Operations Planning	
	Initiate emergency procurement procedures.	Finance	
	Keep records of actions taken and resources used.	Planning	

COASTAL STORM SURGE/EROSION CHECKLIST (Risk=Moderate)

SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
Response Phase: Coastal Erosion is occurring Notify All other organizations listed under WARNING PHASE (above) as appropriate	Review Warning Checklist		Seldovia Police Department DHS&EM (disaster relief) FEMA (disaster relief) American Red Cross (disaster relief and relocation/sheltering) Salvation Army AK (disaster relief)
	Activate incident management team, establish command center, and notify the public of the situation.		
	Establish a watch/observation system for erosion progression.		
	Continue to disseminate public information.		
	Limit travel/recreation om affected areas/		
	Facilitate relocation of displaced residents.		
	Account for all persons in affected area.		
	Establish shelters, if necessary		
	Secure evacuated areas		
	Estimate extent of damage.		
	If conditions warrant, declare a local disaster emergency and request KPB/State declaration of disaster emergency.		
Recovery Phase: Coastal Erosion has occurred	Review warning and 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	Emergency Manager	
	Identify safety hazards and undertake corrective action.	Operations Safety Officer	
	Arrange for debris clearance.	Operations	
	Work to restore damaged utilities and transportation systems (airstrips, roadways, and port facilities) if any.	Operations	

	Arrange for emergency housing as necessary.	Planning	Community Mental Health
	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.	Emergency Manager, delegated as needed	
	Perform an incident critique.	IC with input from all positions	

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. Historically, such waves have been the highest, reaching heights of 100 feet or more and up to one mile inland. All coastal areas are considered to have a "local tsunami" hazard. See the Hazard Response Checklist for TSUNAMIS, also in this section.

EARTHQUAKE CHECKLIST (Risk = Moderate)			
SITUATION	**RESPONSE ACTIONS**	**RESPONSIBILITY**	**CONTACT** **See Appendix C for Phone numbers**
RESPONSE PHASE: Immediately post-earthquake	Warn citizens of the dangers of weakened or collapsing buildings	Operations (LE) Safety Officer/PIO	City Manger (Emergency Manager) Seldovia Police Department Anchor Point Troopers South Peninsula Hospital Alaska Department of Public Health (if human health risks/fatalities) Alaska Tsunami Warning Center DHS&EN (disaster relief) FEMA (disaster relief) American Red Cross (disaster relief and relocation and sheltering) Salvation Army (disaster relief) Neighboring communities (Homer, Port Graham, Halibut Cove, Nanwalek)
	Issue evacuation orders as appropriate	IC	
	Activate IMT and establish command center	IC Logistics	
	Assess Critical Infrastructure (EOC, Shelters, SPH)	Operations (fire)	
	Restore essential Public Utilities and Facilities	Operations (Public Works)	
	Control fires and hazmat releases	Safety	
	Maintain public order and crowd control	Operations (LE)	
	Disseminate public information	PIO	
	Establish shelters	Logistics	
	Secure evacuated areas	Operations	
	Establish safe location for emergency medical care and arrange for medical evacuations as necessary.	Operations (Medical)	
	Inventory heavy equipment for use in response and recovery	Operations Logistics	
	Estimate extent of damage	Operations	
	Establish system to account for response personnel in the field	Operations Planning	
	Initiate emergency procurement procedures	Finance	
	Keep records of actions taken and resources used.	Planning	
	If conditions warrant, declare a local disaster emergency and request state declaration of disaster emergency.	Emergency Manager	
	Review response checklist	All Personnel	
	Coordinate recovery activities with state and federal relief agencies.	IC	
Recovery Phase: Earthquake has occurred	Arrange for debris clearance	Operations (Public Works)	Ensure that all organizations listed under WARNING and RESPONSE phases
	Work to restore damaged utilities and transportation	Operations (Public Works, Airport, Harbor)	

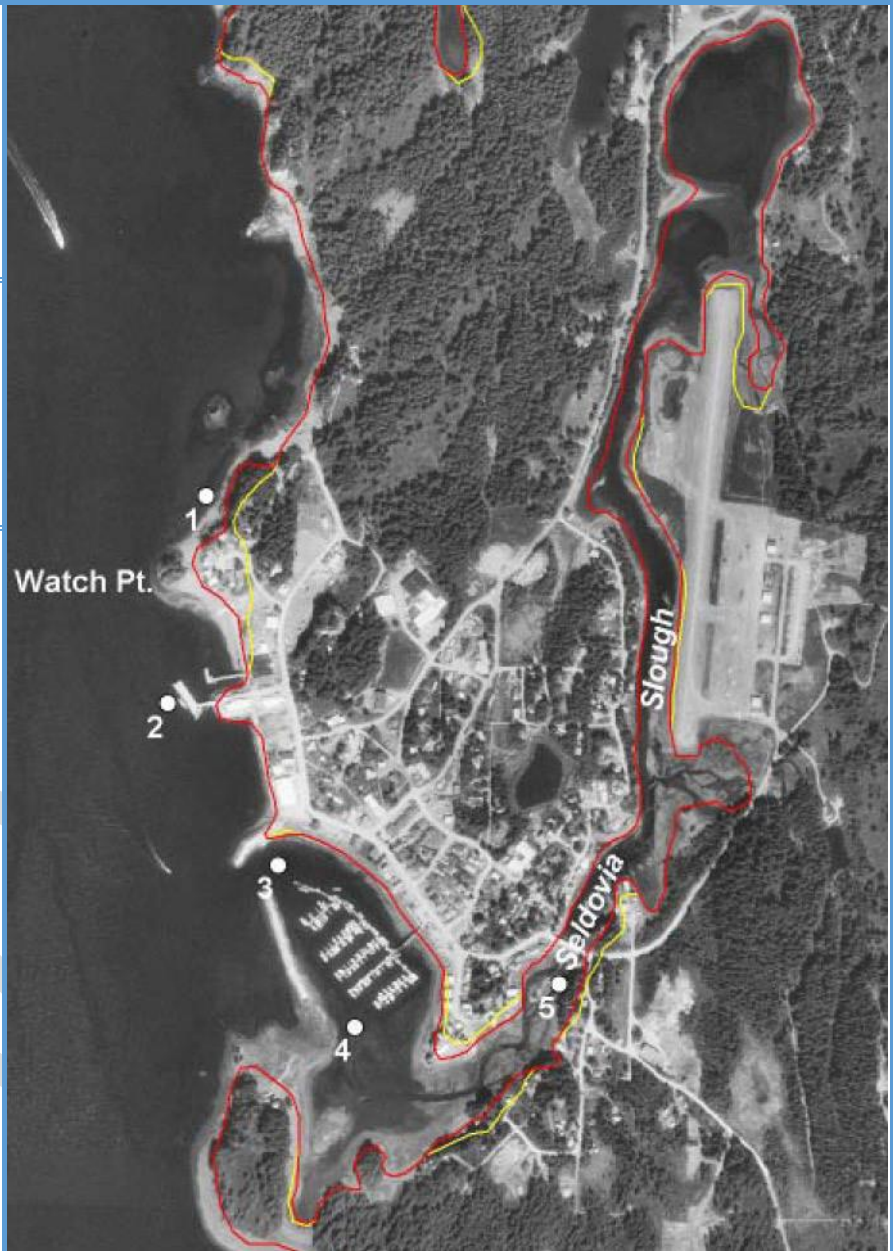| Recovery Phase: Earthquake has occurred	systems (airstrips, roadways, and port facilities)		have been notified, as appropriate
	Assessment of essential infrastructure for safety of operators/occupants.	Operations Safety Officer	
	Arrange for emergency housing as necessary.	Planning	
	Establish disaster 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	
	Arrange for handling and identification of fatalities and mental health support services.	Operations (Medical) Planning	
	Disseminate public information regarding ongoing hazards and relief efforts.	PIO	
	Continue to restore and maintain essential public utilities and facilities.	Operations (Public Works)	
	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.	Emergency Manager	
	Perform an incident critique.	IC, with input from all positions	

Seldovia Tsunami Evacuation Route Map

City of Seldovia Tsunami

Evacuation Map

Additional Notes

-The mapped tsunami zone is the potential extent based on a combination of 13 modeled scenarios. Inundation may be greater than the mapped extent in case of a larger event.

-In the event of a tsunami, go to higher ground, and shelter area if possible, even if you are in an area not within the mapped inundator zone.

-Turn on your radio and listen to the local emergency broad- cast. They will announce where to take sick or injured persons in need of medical attention in an emergency.

ENERGY SHORTAGE/INTERRUPTION RESPONSE CHECKLIST

ENERGY SHORTAGE/INTERRUPTION CHECKLIST (RISK=MODERATE)

SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACT See Appendix C for phone numbers
Warning Phase: **Threat of an energy shortage or interruption exists.**	Identify areas at risk	**IC/Planning**	**Seldovia City Manager (Emergency Manager)** **Seldovia Police Department** **Alaska State Troopers (AST Anchor Point Post)** **Homer Electric Association** **Neighboring Communities (Seldovia Village, Homer, Port Graham, Nanwalek)** **Seldovia Fuel and Lube** **Alaska Communications**
	Estimate possible consequences	**IC/Planning**	
	Inform incident management team as appropriate	**IC PIO**	
	Establish and maintain contact with other affected areas	**IC/Liaison**	
	Coordinate with other state and federal agencies	**IC/Liaison**	
	Alert public utilities and review emergency shutdown procedures.	**City Manager/Operations – Public Works, Harbor**	
	Estimate nature and scope of assistance required by City and threatened utilities.	**Planning**	
	Establish System to account for response personnel in the field	**City Manager/Operations/ Planning**	
	Initiate emergency procurement procedures	**Finance**	
	Keep records of actions taken and resources used.	**Planning**	
	Inventory heavy equipment for use in response and recovery.	**Operations Logistics**	
	Arrange for public announcements via radio, television, newspaper.	**PIO**	
Response Phase: **Energy Shortage or interruption is occurring** **Notify all other organizations listed under WARNING PHASE as appropriate.**	Review Warning Checklist	**All Personnel**	**DHS&EM (disaster Relief)** **FEMA (disaster relief)** **American Red Cross (disaster relief & relocation/sheltering)** **Salvation Army AK (disaster relief)** **Homer Electric Association**
	Activate Incident management team, establish command center	**IC Logistics**	
	Determine the extent of interruption.	**Operations**	
	Disseminate public information.	**PIO**	
	Account for all persons	**Operations (LE) Safety Officer**	
	Prepare to activate shelters or locate emergency housing for evacuees.	**Planning Logistics**	
	Arrange for emergency and backup power for critical services.	**Operations (public works)**	

	Develop energy conservation plan & coordinate with other jurisdictions.	**Planning**	
	Identify potential "back-up" power for critical services.	**Planning**	
	Be ready for problems such as heating problems, low water pressure, little or no communication capabilities.	**Operations (LE, Public Works)**	
	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.	**Emergency Manager/City Manager**	
Recovery Phase: **Energy Shortage has occurred**	Review warning and 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**	
	Perform damage assessments	**Operations (Public Works)**	
	Provide monetary figures necessary to support a request for disaster declaration.	**Finance**	
	Complete and submit necessary reports and paperwork to appropriate agencies	**Emergency Manger delegated as needed.**	
	Perform an incident critique.	**IC, with input from all positions.**	

Fire (Wildland) Response Checklist

FIRE CHECKLIST (Risk=High)			
SITUATION	**RESPONSE ACTIONS**	**RESPONSIBILITY**	**CONTACTS** **See Appendix C for phone numbers**
Warning Phase: **Threat of a Fire Exists**	Identify areas at risk	IC/Planning	City Manager (Emergency Manager) Seldovia Fire Department American Red Cross (if relocation is required) National Weather Service (for rain forecasts) Neighboring communities (Seldovia Village, Homer, Port Graham, Nanwalek, Halibut Cove)
	Assess staffing – assign additional personnel as needed	Planning	
	Determine fire readiness of vehicles and 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)	
	Restrict Outdoor burning	Safety Officer Operations (fire)	
	Establish contact with fire agencies (local, state, federal).	Safety Officer Operations (fire)	
	Survey existing communications.	Operations Logistics	
	Inventory heavy equipment for use in response to recovery	Operations Logistics	
	Consider activation of command center	IC	
	Establish system to account for response in personnel in the field.	Operations Planning	
	Initiate emergency procurement procedures.	Finance	
	Keep records of actions taken and resources used.	Operations Planning	
	Provide public information and direction.	PIO	
Response Phase: **Fire is Occurring** *Notify all other organizations listed under*	Review Warning Checklist	All Personnel	South Peninsula Hospital (If human health risks) Public Health (if human health risks/fatalities DHS&M (disaster relief) American Red Cross (disaster relief & relocation/sheltering)
	Activate incident management team, establish command center.	IC, Logistics	
	Assess and identify affected areas	Operation Planning	
	Continue to disseminate public information	PIO	
	Issue evacuation orders, as necessary	IC	

CITY OF SELDOVIA EMERGENCY OPERATIONS PLAN

WARNING PHASE (above) as appropriate	Account for all persons in affected area	Operations	Salvation Army AK (disaster relief)
	Establish Shelters	Planning Logistics (Shelters)	
	Secure evacuated areas	Operations (LE) Safety Officer	
	Inform EMS, hospitals of injuries	Operations (Medical) Safety Officer	
	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	Emergency Manager	
Recovery Phase: **Fire has occurred**	Review Warning & Response checklists	All Personnel	Ensure that all organizations listed under WARNING and RESPONSE phases have been notified as appropriate.
	Coordinate recovery activities with state and federal relief agencies	IC/Liaison	
	Identify safety hazards and undertake corrective actions	Operations Safety Officer	
	Establish disaster aid centers to process applications for the rehabilitation of individuals and families	Planning/Logistics	
	Restore essential public utilities and facilities	Operations (Public Works)	
	Arrange for emergency housing as necessary	Planning	
	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	Emergency Manager, delegated as needed	
	Perform incident critique	IC, with input from all positions	

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.

FLOOD CHECKLIST (Risk= Moderate)			
SITUATION	**RESPONSE ACTIONS**	**RESPONSIBILITY**	**CONTACTS** **See Appendix C for phone numbers**
Warning Phase: **Threat of flooding exists**	Receive and evaluate forecasts and predictions	IC/Planning	City Manager (Emergency Manager) Seldovia Fire Department American Red Cross (if relocation is required) National Weather Service (for rain forecasts) Neighboring communities (Seldovia Village, Homer, Port Graham, Nanwalek, Halibut Cove)
	Identify areas, facilities, infrastructure at risk	IC/Planning/Operation	
	Develop the following estimates: - 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 Planning	
	Evaluate status of existing flood control devices and barriers.	Operations (Public Works)	
	Evaluate need for evacuation, relocation and sheltering	IC	
	Issue public alert and warning if needed	Safety Officer Operations (LE)	
	Disseminate public information about areas at risk, evacuation routes and shelters	PIO	
	Disseminate public information about areas at risk, evacuation routes, and shelters	Safety Officer Operations (LE)	
	Inventory heavy equipment for use in support response	Operations (Public Works)	
	Establish system to account for response personnel in the field	Operations Safety Officer	
	Initiate emergency procurement procedures	Finance	
	Keep records of actions taken and resources used.	Planning	

	Move emergency equipment, fuel and medical supplies from threatened areas to higher ground.	Operations (Public Works)	
	Activate incident management team, establish command center	IC Logistics	
Response Phase: **Fire is Occurring** *Notify all other organizations listed under WARNING PHASE (above) as appropriate*	Review Warning Checklist	All Personnel	South Peninsula Hospital (If human health risks) Public Health (if human health risks/fatalities DHS&M (disaster relief) American Red Cross (disaster relief & relocation/sheltering) Salvation Army AK (disaster relief)
	Establish a watch/observation system for flood progression/receding.	IC, Logistics	
	Assess and identify affected areas	Operation Planning	
	Continue to disseminate public information	PIO	
	Issue evacuation orders, as necessary	IC	
	Account for all persons in affected area	Operations	
	Establish Shelters	Planning Logistics (Shelters)	
	Secure evacuated areas	Operations (LE) Safety Officer	
	Inform EMS, hospitals of injuries	Operations (Medical) Safety Officer	
	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	Emergency Manager	
Recovery Phase: **Fire has occurred**	Review Warning & Response checklists	All Personnel	Ensure that all organizations listed under WARNING and RESPONSE phases have been notified as appropriate.
	Coordinate recovery activities with state and federal relief agencies	IC/Liaison	
	Identify safety hazards and undertake corrective actions	Operations Safety Officer	
	Establish disaster aid centers to process applications for the rehabilitation of individuals and families	Planning/Logistics	
	Restore essential public utilities and facilities	Operations (Public Works)	
	Arrange for emergency housing as necessary	Planning	
	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	Emergency Manager, delegated as needed	
	Perform incident critique	IC, with input from all positions	

SECTION 3: Alert, Warning & Evacuation

City of Seldovia Alert and Warning Checklist

- Monitor situation and determine need to issue public alert/warning.
  - Receive warnings from ATWC, NOAA, NWS, KPB OEM, AST, others

- Coordinate with KPB OEM if necessary.

- Select one or more of the following alert systems (see operating procedures in this section):
  - Reverse 911 phone alert system
  - Siren Alert and Warning Systems (SAWS)
  - All Hazard Alert Broadcast sirens
  - Emergency Alert System
  - Mobile public address
  - Door to Door Alert

- Formulate Alert and Warning Message (sample messages included in this section) to include:

  - Nature of Emergency
  - Type of response required (evacuate, shelter in place, etc.)
  - Anticipated time, location, and extent of emergency
  - Where to find additional information (radio stations, website, public briefings, etc.)

- Issue regular updates to initial alert/warning messages.

SECTION 3: Alert, Warning & Evacuation

City of Seldovia Evacuation Checklist

- Identify areas at risk and determine extent of evacuation

- Develop evacuation plan (to be signed by City Manager or designee)

- Issue or communicate evacuation orders or recommendations using one or more alert and warning methods

- Ensure shelters and evacuation centers are set up

- Activate Logistics Section to assist with transport and sheltering
  - Activate Red Cross to assist with shelter management

- Activate Planning Section to document and track resources

- Activate Operations Section to oversee evacuation process

- Activate Finance Section to oversee cost accounting and emergency procurement.

- Establish and maintain safety perimeters.

- Coordinate evacuation and sheltering of displaced persons.

  - Police, fire, AST, and emergency services may assist with evacuating persons.
  - Coordinate sheltering with KPBSD, Red Cross
  - Special Care should be taken to ensure that special populations receive evacuation assistance.
- Notify hospitals and medical centers of injuries, fatalities.
- Provide frequent public information and media announcements regarding extent of evacuation, location of shelters, and other developments.
- Conduct surveys to determine when/if evacuated areas are safe for re-entry.
- Notify the public and media when it is safe to reenter evacuated areas.
- Coordinate the repopulation of evacuated areas.

SECTION 3: Alert, Warning & Evacuation

Introduction

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

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

- Siren Alert System;
  - Coastal communities in the Seldovia have an All Hazard Alert Broadcast (AHAB) system in place (siren system)

- The local Emergency Alert System (EAS);
  - Presently activated on the State level, the EAS may be activated on request to OEM.

- KPB Alerts 911 Phone notification system;

  - KPB OEM and Homer Police Department will activate upon request of IC

- Mobile law enforcement and fire dept. public address systems; and

- Door to door contact.

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

General Guidelines

- Upon detection or notification of an emergency condition, the Incident Commander or the Command staff of the department/agency with authority for response shall determine the need for immediate local or regional alert and warning, devise the message and means of delivery, and direct its implementation. This responsibility may be delegated to the Incident Public Information Officer, if the position has been activated.
- Warning information received via telephone should be confirmed by return phone call.
- EAS authorized personnel shall provide preliminary (best available) public safety information to the appropriate EAS station for immediate broadcast.
- OEM will update communities of status of local activation ability as it becomes available.
- Updated information will be given to the public through the methods outlined above, and according to guidance outlined in the Public Information Section.
- A log of all warnings issued during the incident shall be maintained by the Public Information Officer, or the city or borough official issuing the warning. An example of the warning log form can be found at the end of this section. Rumor control may become essential to the public information effort. The phone banks assigned to the Public Information function within the EOC may be activated under the direction of the Public Information Officer to respond to inquiries from the public.
- Rumor control may become essential to the public information effort. The phone banks assigned to the Public Information function within the EOC may be activated under the direction of the Public Information Officer to respond to inquiries from the public.

City of Seldovia Alert and Warning System

All Hazard Alert Broadcast System (AHAB)

The all hazard alert broadcast system consists of 14 siren stations in coastal areas of the Kenai Peninsula Borough, linked together and connected to he Borough Office of Emergency Management, Homer Dispatch, and Seward Dispatch facilities. Its primary purpose is to alert and warn coastal areas in the event of a tsunami, however the siren alert system can also be used for alert and warning in other emergency situations, including hazardous substance releases.

An AHAB system is in place to serve the City of Seldovia. This system will provide traditional tsunami and warnings for other emergencies, and will be able to provide emergency voice announcements (Amber Alerts, evacuation routing, other info, etc.).

The following table describes the siren alert system in the City of Seldovia

Number/location of fixed sirens in City	One- located at Susan B English School
Maintenance of SAWS	Kenai Peninsula Borough Office of Emergency Operations maintains the sirens in Seldovia. They are continually monitored at the KPB OEM and Seldovia City Office in addition a weekly audible test is conducted by the National Weather Service
Authority/responsibility for siren activation	The following personnel have authority in their own right to activate the AHAB system. However, this should not be done without the knowledge and concurrence of the incident commander: • Kenai Peninsula Borough: Mayor, Emergency Manager, Incident Commander • City of Seldovia: City Manager, or designated Emergency Manager
Manual vs. Automatic Activation	The sirens may be either remotely activated by the Borough or through a manual switch. The sirens can be activated at each site, in a group or all at once.

Types of emergencies where the sirens would be sounded:	Tsunamis, hazardous substances release, any other emergency when authorities would need to alert the public, address the public, or warn the public to evacuate.
Siren Tones and Meanings:	The KPB sirens have the capability of generating pre-recorded alerts and messages, as well as public address functions that use a text to speech engine to deliver messages to the incident.
Tsunami alert and warning signals and procedures:	If a tsunami is imminent in Seldovia because an earthquake has occurred which has lasted more than 30 seconds or longer and causes difficulty in standing, or other information has been received that would cause authorities to believe that a tsunami is imminent, the procedure described below should be followed.
Tsunami-Ready Community Participation:	Seldovia is developing its Tsunami-Ready Plan. Signs designating the Tsunami Evacuation Route are clearly displayed throughout Seldovia City Limits.
Public address capability:	AHAB is capable of transmitting voice messages for public address.
Testing schedule:	This siren system is tested weekly by the NWS.
Other information about siren alert system:	New AHAB are maintained by the KPB annually.

ALASKA TSUNAMI WATCH AND WARNING SYSTEM

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

Warning: **The highest level of tsunami alert:** Warnings are issued by the TWCs due to the imminent threat of a tsunami from a large undersea earthquake, or following confirmation that a potentially destructive tsunami is underway. They may initially be based only on seismic

information as a means of providing the earliest possible alert. Warnings advise that appropriate actions be taken in response to the tsunami threat. Such actions could include the evacuation of low-lying coastal areas and the movement of boats and ships out of harbors to deep waters. Warnings are updated at least hourly or as conditions warrant to continue, expand, restrict or end the Warning.

Advisory: **The second highest level of tsunami alert.** Advisories are issued by the TWCs based on seismic information without confirmation that a destructive tsunami is underway. It is issued as a means of providing advance alert to areas that could be impacted by a destructive tsunami. Advisories are updated at least hourly to continue them, expand their coverage, upgrade them to a Warning, or end the alert. An advisory for a particular area may be included in the text of the message that disseminates a Warning for another areas. Actions include staying clear of coastal areas and beaches and staying alert for changing conditions and ocean currents.

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

Procedures for Siren Activation – Tsunami

The siren system may be automatically activated by the National Tsunami Warning Center (NWTC) in the event of an imminent tsunami. This occurs when a tsunami warning is issued by the NTWC.

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

- Local authorized personnel should signal a tsunami warning by activating the siren system.

- Local authorized personnel should then WARN THE PUBLIC with a public address message, announcing the following:

> **TSUNAMI PUBLIC ADDRESS:**
> **"Seldovia, this is a warning for an Imminent Tsunami.**
> **Move to high ground."**

  o Wait ten (10) seconds and then repeat announcement.

  o Wait ten (10) seconds once more and repeat announcement for a third time.

- Local authorized personnel should inform the KPB-OEM and/or the Alaska State Troopers of the siren activation as soon as possible.

> **Seldovia Police Dispatch has a Notification List and Procedure for Tsunami Watches and Warnings, which indicates that the following notifications will be made:**
> ***Seldovia Police, Fire, EMS, Harbor, and Public Works departments**

General Alert and Warning Procedures – Non-tsunami

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

- Determine the type of siren and siren signal to be sounded.

- Use the Public Address function if available. The PA function cannot be activated at the siren itself; it must be done by the KPB OEM.

- The following is a sample message:

> **"Seldovia, this is (**warning or notice of immediate evacuation**) due to the fact that (**describe the situation**). Persons are directed to** (give instruction i.e. evacuate to…**) location (**or other instructions**)."**

> o Wait ten (10) seconds. Repeat announcement.
> o Wait ten (10) seconds and repeat announcement for a third time.

- Local siren activation will be by the designated authorized personnel when an emergency situation threatens and/or exists and where notification will protect the public from serious injury of loss of life and property.

- Inform the KPB-OEM and/or the Alaska State Troopers of the siren alert activation as soon as possible.

- "ALL CLEAR" notices should be announced either through the alert/warning public address system or through media or public announcements.

Emergency Alert System

The Emergency Alert System (EAS) consists of broadcast radio and television stations linked together and to government offices to provide emergency alert and warning to the public. The system may also be used to call duty personnel in the event of phone system failure. EAS warnings are broadcast via radio and television stations; therefore, this system is not practical for highly localized emergencies.

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

EAS messages are broadcast on the following local frequencies:	KFQD is the Common Program Control Station (CPCS-1), and KENI is the CPCS-2 for the region. Both radio stations are located in Anchorage. The Kenai Peninsula Borough Office of Emergency Operations has the ability to remote broadcast emergency messages over radio stations KWVV 103.5 FM and KBBI 890 AM in Homer.
Authority/responsibility for EAS activation:	The following personnel have authority in their own right to activate the EAS. However, this should not be done without the knowledge and concurrence of the incident Commander: • Alaska State Troopers: Detachment Commander, Deputy Commander, Out Post Supervisor, or Dispatch Supervisor • Kenai Peninsula Borough: Mayor, Emergency Management Coordinator, Incident Commander • City of Seldovia: City Manager, Mayor, Emergency Manager
Contact information to request activation of EAS:	To request activation of the KPB-EAS Plan call KPB Office of Emergency Management (907)714-2415
How to activate EAS in an event telephones and other communications means are out:	If the telephone and National Warning System radio and High Frequency radio are in operative, contact the Alaska State Troopers by VHF radio and request they relay the emergency announcement to the Anchorage Alaska State Troopers to broadcast via KFQD or KENI
Testing schedule:	Testing occurs quarterly. Tests are planned at least 6 to 12 months in advance.

Procedures for EAS Activation

To request activation of the EAS Plan, contact the broadcast outlet identified above. Provide

authentication (call-back) information so EAS station can authenticate the source and authority.

The table above identifies positions within the city with the authority to activate the EAS. This

authority may be delegated as needed, although such delegation should be in writing.

Work out broadcast details (i.e. live or recorded, immediate or delayed) with broadcast station personnel. It is recommended that activating officials use the following format when delivering the emergency announcement to the broadcast station.

> "**THIS IS** (Name, Title and Name of Agency), **I REQUEST TO ACTIVATE THE AREA EMERGENCY ALERT SYSTEM. I AUTHENTICATE AS FOLLOWS** (Your Office or Home Telephone number)."

Furnish the following information:

- Situation Summary (nature of the emergency).
- Action being taken by local authorities.
- Instructions or message to the public.
- Keep the line open if necessary. Declare termination of EAS Plan at completion of alert-warning.

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

KPB Alerts Phone Notification System

This computerized phone warning system allows the Borough to notify many residents simultaneously of an impending disaster.

How the AEN system works:	The OEM office can place an emergency call to virtually all phone lines within the Borough in a matter of minutes, or to as few as a single home or neighborhood with a targeted emergency message. Messages are composed by the requesting agency and input & transmitted by OEM. In addition, the system transmits text messages and calls to mobile devices for those residents that have opted in to the system and posts information on Facebook and Twitter social media accounts.

Authority/responsibility for activation:	The following personnel have authority in their own right to request activation of reverse 911 through OEM. However, this should not be done without the knowledge and concurrence of the incident Commander: • Kenai Peninsula Borough: Mayor, Emergency Manager, Incident Commander • City of Seldovia: City Manager, Mayor, Emergency Management Coordinator
Contact information to request activation of AEN:	OEM on call duty officer: (907) 714-2415 OEM Office during regular hours: 907-262-4910 Soldotna Comm Center 24-hrs: 907-262-4453
Testing schedule:	Periodic
Other information:	Detailed information on functions and local activation is available through the KPB OEM

Mobile Public Address System

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

Available mobile public address system(s):	Every Police and Fire vehicle in the City fleet
Authority to activate the mobile public address system:	Emergency Management Coordinator, Fire Chief, or Chief of Police
Procedure for activating the mobile public address system:	Emergency Manager phones the Fire or Police Chief and requests activation of the Public Address system.

Door-to-Door Alert

Door-to-door alert is the least efficient notification system in an emergency but may be necessary in the event of a rapidly emerging incident that poses a clear threat to public safety. Residents will be directed to temporary shelter depending upon the weather and the expected duration of the emergency.

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

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

Special Populations

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

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

Sample Alert and Warning Messages

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

General Information Message

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

Shelter in Place Message

"At *(time)* today, City of Seldovia public safety officials reported an industrial accident involving hazardous materials. The accident occurred at *(location and time)* today. The Incident Commander, City Manager/Mayor, and the Chief of Police and Fire request that all persons in the Seldovia area should remain inside their houses or other closed building until their radio, television, or public safety officials say they can leave safely. If you are in the affected area, go indoors and remain inside. Turn off heating, ventilation, and cooling systems and window or attic fans. Close all windows, doors and vents, and cover cracks with tape or wet rags. Keep pets and children inside. If you are inside and experience difficulty breathing, cover your mouth and nose with a damp cloth. If you are outside, cover your nose and mouth with a handkerchief or other cloth until you can reach a building. Failure to follow these instructions may result in exposure to the hazardous materials. Listen to the radio or television for further information."

Prepare to Evacuate Message

"At *(time)* today, City of Seldovia public safety officials reported a potentially serious condition involving *(description of situation)*. The incident is occurring at *(location)*. The Incident Commander, City/Borough Manager/Mayor, and the Chiefs of Police and Fire request all persons in *(affected area)* to stay indoors and prepare to evacuate. If you are in your home, gather all necessary medications and clothing. You do not need to evacuate at this time, but stay tuned to this station for further instructions. This message will be repeated at intervals until conditions change."

Evacuation Message

"At *(time)* today, City of Seldovia public safety officials reported an incident involving *(description of situation)*. The incident occurred at *(location and time)*. The Incident Commander, City/Borough Manager/Mayor, and the Chiefs of Police and Fire request all persons in *(names of area)* to evacuate the area in an orderly manner. Please take the following actions to secure your home before you leave *(instructions may include shutting off gas and water, etc.)*. Drive or walk toward *(evacuation route)*. Emergency personnel will be along this route to direct you out of the area. Please observe normal traffic laws. Failure to leave the area may result in severe injury or death. This message will be repeated until conditions change."

EVACUATION

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

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

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

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

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

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

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

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

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

In Alaska, the authority for ordering a mandatory evacuation rests with the Governor. For general Evacuation Considerations and Procedures, see the Kenai Peninsula Borough Emergency Operation Plan
For *Sample Warning Message Log* & *Sample Evacuation Order*, see Appendix A

Emergency evacuation shelter locations within City:	Susan B English School
Location of evacuation route signs:	Tsunami Evacuation Route Signs exist throughout Seldovia City Limits. See Seldovia Tsunami Evacuation Route Map in this section.
Possible locations outside the City where the local population could be evacuated in the event, they need to leave the City:	Barbara Heights Fire Department – Seldovia Village Tribe 2800 Jakolof Bay Road
Who has the authority to sign an evacuation order?	The City Manager, Incident Commander, and Law Enforcement Officer in Charge all must sign the Evacuation Order.
Responsibility for alerting special populations of evacuation and assisting special populations in evacuating:	The Logistics Section of the ICS, with assistance from the fire Department Operations as requested.

ALERT, WARNING & EVACUATION

Special Populations List

The following special populations have been identified in the City

Name of Organization	Total # of Occupants	Address	Contact Information (telephone & alternate contact)	Special needs and other considerations.

> The Department of Public Health and/or local EMS may have additional information about the locations of households with respirator-dependent individuals.
> Homer Electric Association also maintains a list of households that are dependent upon electrical power to support respirators.

Section 4: Plan Activation and Disaster Declaration

Introduction

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

Plan Activation

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

- The emergency cannot be effectively managed using department policies and Standard Operating Procedures (SOPs), or
- The emergency directly impacts more than one department's jurisdiction, and a coordinated response under a unified command structure is desirable or necessary, or
- The resources of the city and borough, including resources available through mutual aid agreements, are overwhelmed and the Emergency Management Coordinator or designee declares a local disaster emergency.

Levels of Incidents

Activation of the plan will be based on the following definitions and criteria, which are consistent with the KPB Emergency Operations Plan:

- **Level I Incident** - An incident that can be managed within normal operations of the various city departments and can be managed with department policies and SOP's. May require implementation of the entire or specific sections of the plan and/or individual Incident Management Team positions as requested by the Incident Commander. The EOC may be activated. Shelters may be required. A Level I Incident does not require a disaster declaration; therefore, it does not require emergency procurement or funding.

- **Level II Incident** – An incident where three or more city departments are involved, **or** an incident where the resources of one or more city departments are quickly exhausted, **or** a DECLARED disaster emergency where outside assistance is requested, **or** an incident that has special or unusual characteristics not readily managed by department policies and SOP. The EOC may be activated. Mutual aid may be required. Shelters may be opened.

- **Level III Incident** - A DECLARED disaster emergency that requires the coordinated response of all levels of city government to save lives of a large portion of the population and protect property and the environment. Such a disaster emergency may require the sheltering or relocation of the affected population. The EOC will operate on a 24-hour basis. Outside aid and resources may be required. Assistance from the Borough, the State or federal Agencies may be required. Under such conditions, this plan will be implemented.

- **Level I or II: In-City Disaster/Emergency:** This plan goes into effect at the direction of the City Manager, or Director of Emergency Services, when the resources of three or more City departments are necessary to respond to a man-made or natural disaster that has destroyed, or threatened, property or citizen safety.

- **Level II or III: Area wide Disaster/Emergency:** This plan, in conjunction with the Kenai Peninsula Borough (KPB) Emergency Response Plan, goes into effect during the following scenarios:

    o at the request of the KPB Emergency Manager

    o under the direction of the City Manager acting as the South Zone Emergency Preparedness Director

    o under the KPB emergency plan

    o when City resources are necessary to respond to an area wide disaster

    o When this involves use of city resources outside the city

    o Situations under which outside agency resources are necessary to assist the city (This does not include routine emergency police and fire services received and provided under mutual aid or similar agreements.)

Section 6 contains examples of organization charts for Level I, II and III incidents. The exact positions that will be activated and filled may vary according to the type of incident.

Activation Procedure

Dispatch receives incident notification and contacts the City Department with immediate jurisdiction over the incident.
Department head determines whether to notify City Manager. If so directed, Dispatch will notify City Manager.
Dispatch automatically notifies and EMS for multicasualty incidents.

City Manager determines Level of Incident based on initial information received

Level 1 Incident

IC activates selected IMT positions. EOC may or may not be established. City personnel manage the incident along with their regular job responsibilities.

Level 2 Incident

Disaster Declaration may be Issued by the Mayor.
Three or more city departments involved.
Mutual aid in use.
Outside service contractors are needed or in use.

Level 3 Incident

All City and mutual aid resources exhausted. Disaster Declaration issued.
Need for outside assistance from Borough, State, or Federal Agencies.

City IMT supports local response.
IC continually assess situation to determine whether it may escalate to Level 2 or 3.

IC Activates Level 2 IMT EOC Is Established
IMT members may need to relinquish some or all of their regular job responsibilities to support incident.

IC Activates Level 3 IMT EOC is Established
IMT members will be required to relinquish their regular job responsibilities to support incident.
EOC operates for 24-hour basis.

In most incidents, Dispatch will be responsible for contacting individual IMT members. In an emergency where public address/emergency alert systems are used to alert the public, messages may also be broadcast directing Incident Management Team personnel to report to the EOC. However, public address shall not be used as a primary method of activating the EOC.

Declaration of Local Disaster Emergency

The Mayor has the legal authority to declare a local disaster emergency under City Code SMC 2.24.020, Kenai Peninsula Borough Code Chapter 2.45.020, and AS 26.23.140. While a local disaster emergency declaration in not necessarily required to implement this Emergency Operations Plan, a disaster declaration may be necessary to expedite procurement of city and borough response resources and access state and federal disaster assistance.

If the Mayor is unable to act due to absence or incapacity, the Emergency Management Coordinator (City Manager) or designee will exercise local disaster emergency declaration authority. The declaration of a local disaster emergency must include a description of the situation and existing conditions, must delineate the geographic boundaries, and must outline what special powers are being activated by the city.

In the event that the City of Seldovia is declaring a local disaster emergency for the purposes of expediting procurement of city or borough response resources or requesting disaster assistance directly from the State of Alaska, use the model declaration forms found in this section. The Alaska Division of Homeland Security and Emergency Management (DHS&EM) makes recommendations on disaster declarations with requests for State assistance and forwards those recommendations to the Governor's Office. The Governor's Disaster Policy Cabinet will also review most declarations before forwarding them, with DHS&EM's recommendations, to the Governor.

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

- Command: Assist with development of disaster declaration packages.
- Operations: Identify necessary resources, and outline special powers needed to respond to the emergency. Assist in initial damage assessment.
- Planning: Provide situation and resource summaries and initial and preliminary damage assessments.
- Logistics: Compile resource requests.
- Finance: Assist in preliminary damage assessment and coordinate damage survey activities.

Reporting

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

- Kenai Peninsula Borough Office of Emergency Management
- Alaska Division of Homeland Security and Emergency Management
- Assisting federal and state agencies

The Public Information Officer may also distribute State of Alaska Situation Reports to the media, the public, assisting agencies, adjacent jurisdictions, and volunteer organizations at the direction of the Incident Commander. The State of Alaska Situation Report may also be used by the Emergency Management Coordinator to advise IMT members and department heads of an incident.

> *Damage Assessment should begin immediately after the onset of a disaster, as preliminary damage assessment information may be crucial to obtaining outside assistance.*
>
> *For damage assessment procedures, refer to SECTION 12 of this plan.*
>
> *For Sample Disaster Declarations, the State of Alaska Situation Report, and the Incident Commander's Delegation of Authority Form, see APPENDIX A*

Section 5: Organizing for Emergencies

Introduction

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

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

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

> **Basic responsibility for disaster emergency planning and response lies first with individuals and heads of households. Community members with assigned emergency response duties should take care of their families FIRST. All first responders should be prepared: See "Ready Responder"**

Community and Individual Readiness

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

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

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

When the emergency exceeds the local government's capability to respond, assistance will be requested from the borough government. When the emergency exceeds the borough's capabilities to respond

assistance will be sought from the state. The federal government will provide assistance to the state, when appropriate.
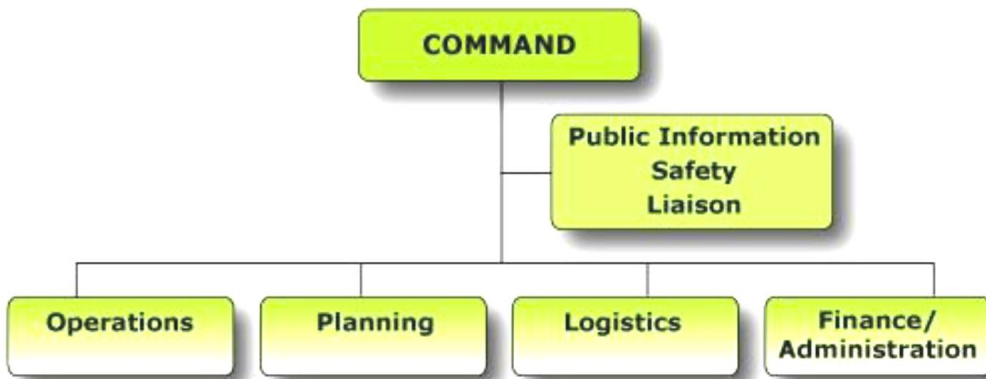
Incident Management Team

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

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

This plan provides a basic overview of ICS for the purpose of orienting local officials with their responsibilities in the City of Seldovia IMT. For more information on the NIMS ICS system by contacting FEMA.gov

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

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

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

In a regional disaster, local personnel from the IMT may be incorporated into a regional or private industry incident management team organized under one of the plans described above.
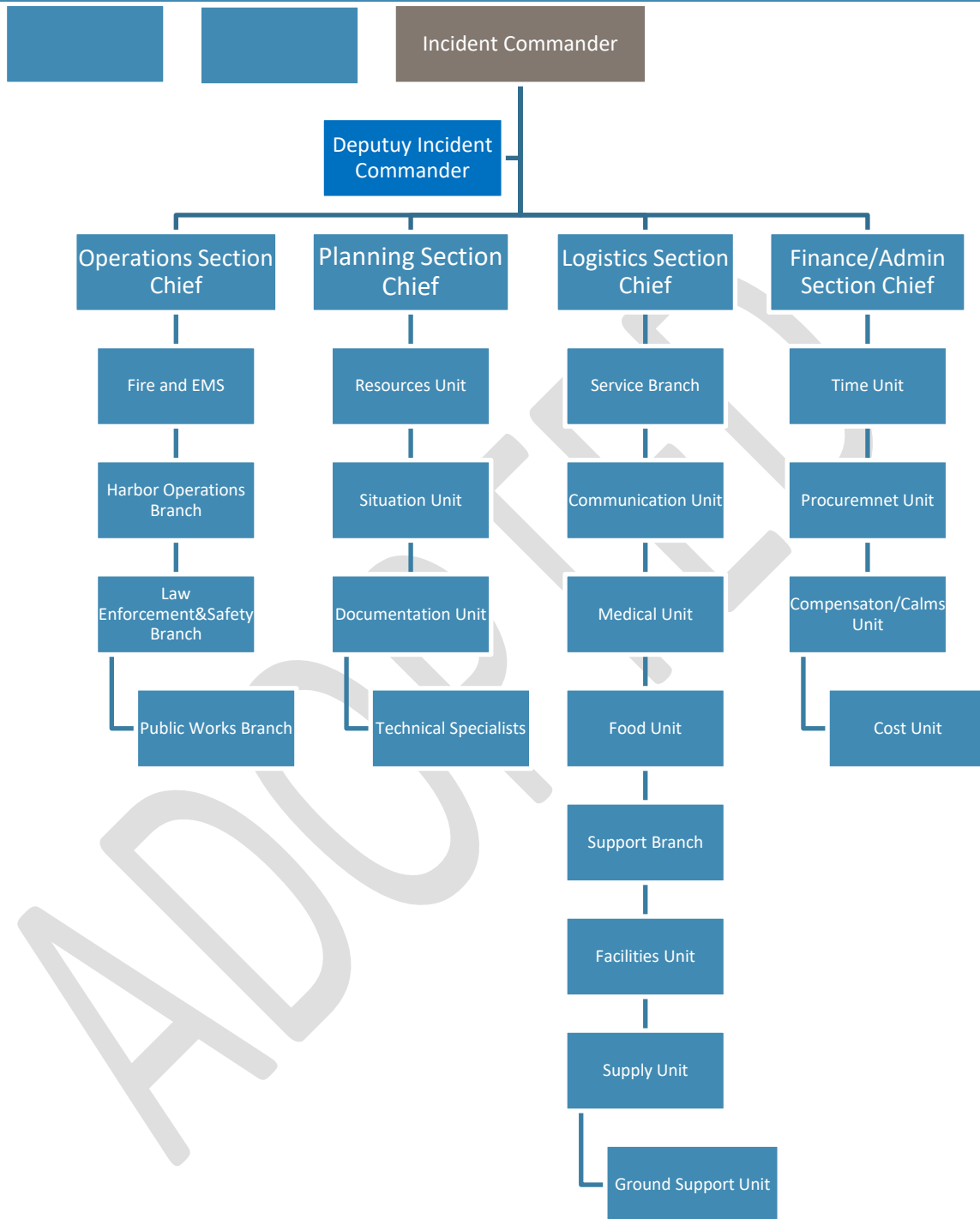
The ICS system is FLEXIBLE and positions or functions may be combined or eliminated depending upon the incident. In most cases, the city will not have sufficient personnel to staff a full ICS completely, but will likely activate the major functions. The following organization charts show how a typical ICS may be adapted by the city.

Full ICS Organization Chart

This organization chart shows a typical ICS structure. The City of Seldovia may not have the need or the capacity to activate all positions for all incidents.
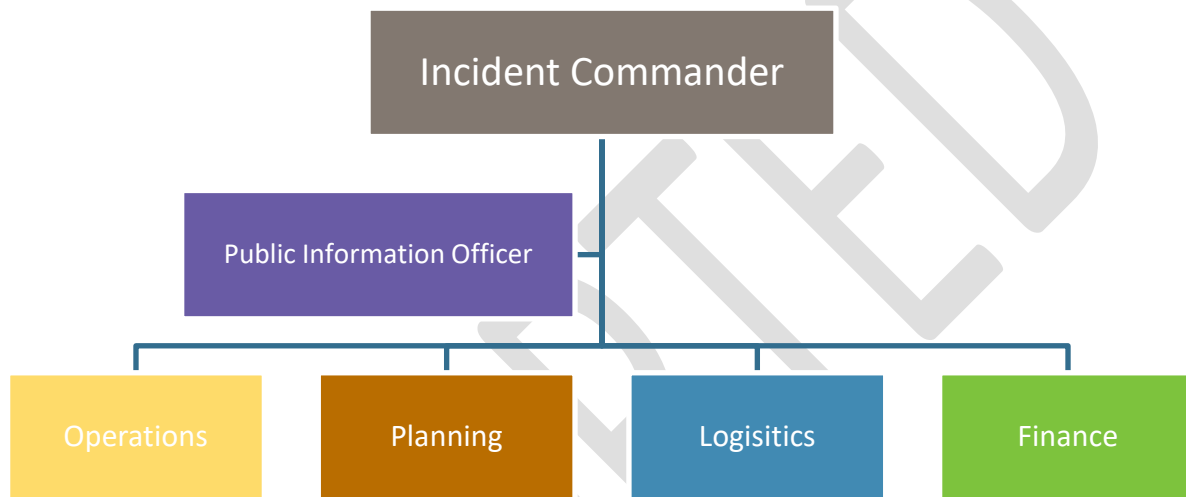
CITY OF SELDOVIA EMERGENCY OPERATIONS PLAN

```
                                    Incident Commander

                              Deputuy Incident
                                 Commander

        Operations Section    Planning Section    Logistics Section    Finance/Admin
             Chief                 Chief               Chief           Section Chief

          Fire and EMS         Resources Unit       Service Branch        Time Unit

        Harbor Operations      Situation Unit     Communication Unit   Procuremnet Unit
             Branch

             Law              Documentation Unit     Medical Unit     Compensaton/Calms
       Enforcement&Safety                                                   Unit
            Branch

         Public Works Branch  Technical Specialists    Food Unit          Cost Unit

                                                    Support Branch

                                                    Facilities Unit

                                                     Supply Unit

                                                  Ground Support Unit
```
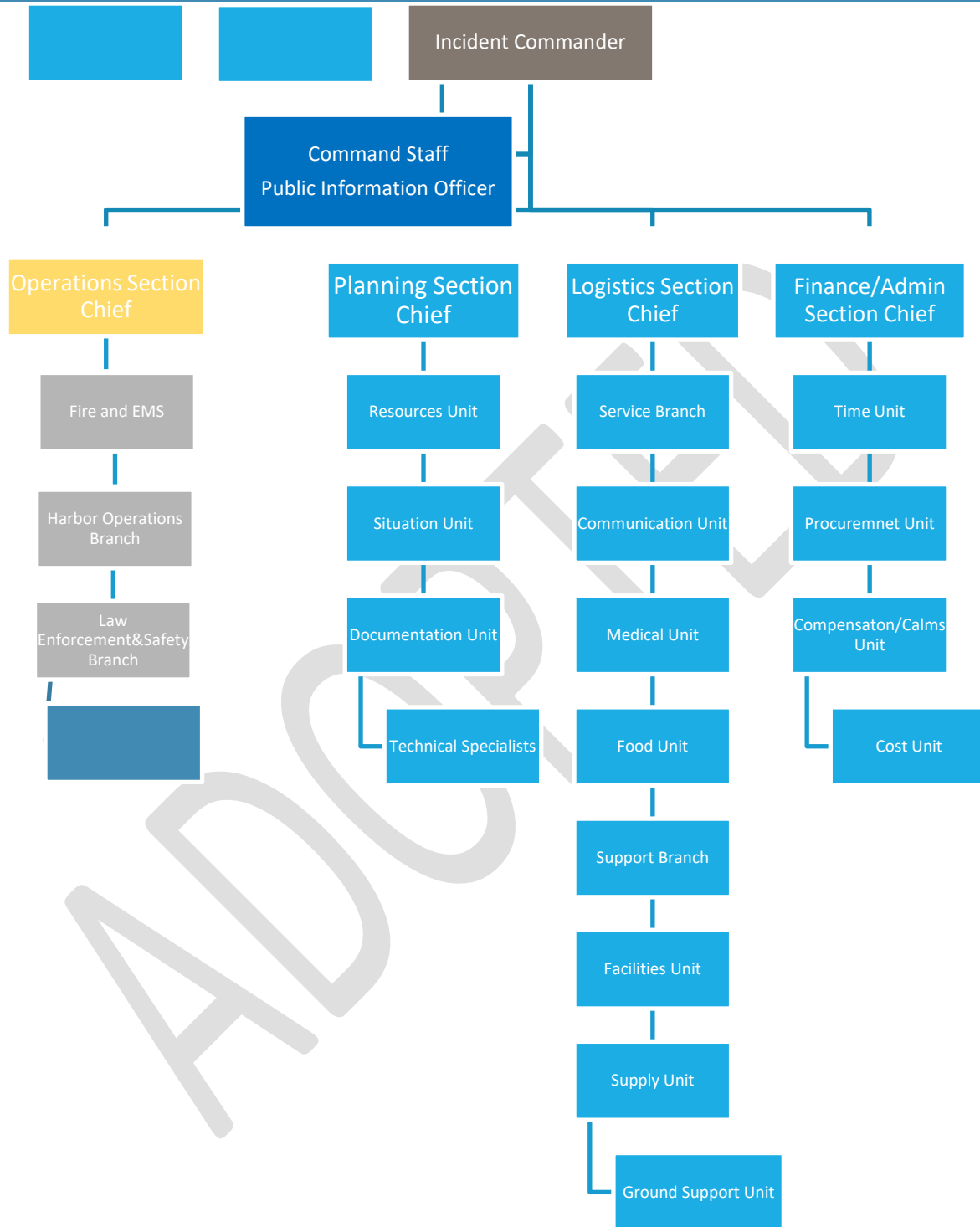
Typical IMT Organization Charts for Level II and III Incidents

The following organization charts show positions that might typically be activated for Level II and III incidents, based on available personnel and typical functions required to support citywide disaster operations. Levels of incidents are discussed in Section 5.

```
                    ┌──────────────────────────┐
                    │   Incident Commander     │
                    └──────────────────────────┘
              ┌─────────────────────────┐
              │ Public Information Officer │
              └─────────────────────────┘
   ┌────────────┐  ┌────────────┐  ┌────────────┐  ┌────────────┐
   │ Operations │  │  Planning  │  │ Logisitics │  │  Finance   │
   └────────────┘  └────────────┘  └────────────┘  └────────────┘
```

Example of Level III IMT Organization

CITY OF SELDOVIA EMERGENCY OPERATIONS PLAN

Incident Commander

Command Staff
Public Information Officer

Operations Section Chief

Fire and EMS

Harbor Operations Branch

Law Enforcement&Safety Branch

Planning Section Chief

Resources Unit

Situation Unit

Documentation Unit

Technical Specialists

Logistics Section Chief

Service Branch

Communication Unit

Medical Unit

Food Unit

Support Branch

Facilities Unit

Supply Unit

Ground Support Unit

Finance/Admin Section Chief

Time Unit

Procuremnet Unit

Compensaton/Calms Unit

Cost Unit

Common Responsibilities

All potential Seldovia IMT personnel have the following responsibilities:

Before an Incident Occurs:

- Ensure that dispatch has up-to-date contact information.
- Inform your immediate supervisor of any out-of-town travel.
- Acquire training to support IMT functions.
- Review and stay familiar with EOP contents.

During a Local Emergency: (Following an event or notification)

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

After an Emergency Occurs:

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

Section 6: Duties and Responsibilities of City Departments

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

Position or City Department	Assigned Emergency Response Duties	IMT Position(s)
Emergency Management Coordinator (City Manager)	• Assist mayor with disaster declaration • Evacuation order • Assume or assign role of Incident Commander • Coordinate recovery activities with borough, state and federal relief agencies • Keep the Mayor & City Council informed	Incident Commander or Liaison or MAC Group
Highest Ranking person from City department in charge as delegated by City Manager	• Identify areas at risk • Evaluate need for evacuation • Assess staffing – assign additional personnel as needed • Complete and submit necessary reports and paperwork to appropriate agencies • Estimate the nature & scope of outside assistance that may be required	Incident Commander
City PIO	• Public information releases • Media relations & press releases • Disseminate public information about shelters, how to find out about victims	Public Information Officer

Seldovia EMS	• Move medical supplies out of evacuation areas, if threatened • Set up aid centers • Establish safe location for emergency medical care and arrange for medical evacuations as necessary • Arrange for handling and identification of fatalities and mental health support services	Medical Unit Leader, EMS Chief
Police Department, Seldovia Fire Department, Alaska State Troopers	• Evacuate Special Populations • Issue evacuation orders as appropriate • Initiate criminal investigations as needed • Facilitate relocation of displaced residents • Secure evacuated areas • Maintain public order and crowd control • Account for all persons in community	Police Chief and Public Safety Officer
Fire Department	• Arrange for public alert and warning • Alert public utilities and review emergency shutdown procedures • Assess readiness of firefighting equipment • Control fires and hazmat releases	Fire, EMS, and Hazmat Branch
Police Department Fire Department	• Limit travel/recreation in affected areas • Identify safety hazards and undertake corrective action	Safety Officer

AST, Police, Fire or City Administration depending upon emergency	- Estimate extent of damage - Establish and maintain contact with other affected areas - Notify local responders of potential need for search & rescue	Operations Section
Planning Department	- Estimate number of evacuees and arrange for relocation - Keep record of actions taken and resources used - Establish disaster aid centers to process applications for the rehabilitation of individuals and families - Initiate help of volunteer and relief organizations - Provide Storm Damage Report, for forwarding to NWS	Planning Sections (TBD)
Public Works	- Establish EOC - Establish shelters	Logistics Section – Facilities Unit (TBD)
Personnel Officer Special Projects Coordinator	Establish Community Healing Program, if needed	Liaison Officer (TBD)
Finance Department	Work on monetary damage estimates for disaster declaration	Finance Section
Harbormaster	- Evacuate harbor - Establish materials loading/offloading areas	Harbor Operations Branch Director
Public Works	- Clear roads - Bring utilities back online - Move heavy equipment out of evacuation areas	Public Works Director

	• Arrange for debris clearance • Check generators and other backup power	
Public Library Staff	• The library director will be available to meet with the team to receive research assignments and report research findings • Provide emergency responder services during times of need (e.g., manage emergency call centers; assist first responders; provide information to the public about relief services) • The library's equipment (e.g., public access workstations; laptops; telephones) may be used by first responders during times of disaster • The library's public computing and Internet access services may be used by the public to access emergency relief services and benefits (i.e., FEMA) during times of disaster • Provide disaster related materials for children, including storybooks for very young children, and fiction and non-fiction for older children	==Library Director and Personnel==
American Red Cross personnel, KPB OEM, KPBSD	• Open designated shelter and activate shelter plan	==Shelter Manager==

Seldovia IMT Roster and Position Descriptions

ICS Position	Order of Succession	Reports To:	Supervises	Responsibilities & Authorities
Incident Commander	1. City Manager 2. Fire Chief 3. Police Chief 4. By Appointment	MAC/City Council & to Borough or State incident command teams if established	Directly-Command & General Staff; Indirectly - All positions	• Provides for management and control of the IMT. • Declare a disaster, activate the IMT, establish an EOC, and implement the EOP. • Determine Incident Objectives and strategy. • Establish the immediate priorities. • Maintains a continuous assessment of each function of the IMT and the field operations units. • Approves all reports, plans, press releases, and other official correspondence or documentation produced during the incident. • Authorize release of information to the news media. • Order the demobilization of the incident when appropriate
Public Information Officer	1. City PIO 2. SVFD PIO 3. SPD PIO 4. EMS PIO 5. KPB PIO	Incident Commander	Public information staff	• Gathers information for release to the general public, news services, radio, and TV. • Determine from the Incident Commander if there are any limits on information release. • Develops and receives clearance for emergency instruction to the public and to arrange for the expedient release of public information. • Control rumors & reassure the public. • Develop material for use in public and media briefings. • Obtain Incident Commander's approval of media and public releases.

				• Schedule & conduct regular news conferences and public briefings/meetings. • Arrange for tours and other interviews or briefings that may be required. • Obtain media information that may be useful to incident planning. • Maintain current information summaries and/or displays on the incident.
Liaison Officer	1. Personnel Officer 2. Special Projects Coordinator	Incident Commander	Liaison staff	• Provide a contact point for Agency Representatives. • Assist in establishing and coordinating interagency contacts. Keep agencies supporting the incident aware of incident status. • Monitor incident operations to identify current or potential Inter-organizational problems. • Participate in planning meetings, providing current resource status, including • limitations and capability of assisting agency resources.
Safety Officer	1. Incident Safety Officer	Incident Commander	Safety Staff	• Participate in planning meetings. • Identify hazardous situations associated with the incident. • Review the Incident Action Plan for safety implications. • Exercise emergency authority to stop and prevent unsafe acts.

				• Investigate accidents that have occurred within the incident area. • Assign assistants as needed. • Review and approve the medical and safety plans.
Legal Officer	1. City Attorney	Incident Commander	Operations Section Branches	• Monitor phases of operations to assure compliance with city ordinances and emergency declarations. • Provide legal advice and assistance as directed
Fire, Hazmat & EMS Branch Director	1. Fire Chief 2. Safety Officer 3. As Assigned	Operations Section Chief	Field personnel in branch and in divisions/ groups within branch	• Manages the field and tactical operations from the local EOC. • Requests resources to support tactical operations. • Maintains a continuous assessment of the environment and effects, as well as the damage and injuries throughout general populace. • Coordinates with Planning Section. • Establishes parameters for safe movement of people and the coordination of essential and emergency activities in the community. • Provide guidance and direction to the private sector for shelter safety, exposure control, and countermeasure operations.
Harbor Operations Branch Director	1. Harbor Director 2. Deputy Harbor Director 3. By Appointment	Operations Section Chief	Field personnel in branch and in divisions/ groups within branch	• Oversee branch operations, including radiological monitoring, decontamination, search and rescue, and evacuation. • Coordinate with Safety Officer on identifying and managing fire and hazardous materials hazards and risks.

				• Make tactical assignments to field personnel to manage hazardous materials and fire response. • Assign specific work tasks to division/group supervisors. • Request resources as needed to support field operations. • Provide regular updates to Operations Section Chief and participate in Planning meetings as directed.
Public Works Branch Director	1. Public Works Director 2. Public Works personnel 3. By Appointment	Operations Section Chief	Field personnel in branch and in divisions/ groups within branch	• Oversee branch operations, including on-water containment of spilled oil, water rescue, and marine vessel communications. • Coordinate with Safety Officer on identifying and managing hazards to port and vessels. • Make tactical assignments to field personnel to manage harbor operations. • Assign specific work tasks to division/group supervisors. • Request resources as needed to support field operations. • Provide regular updates to Operations Section Chief and participate in Planning meetings as directed.
Law Enforcement Branch Director	1. Police Chief	Operations Section Chief	Field personnel in branch and in divisions/ groups within branch	• Oversee branch operations, including protection of vital facilities, EOC security, on-scene security, search and rescue support, and evacuation. • Coordinate with Fire and EMS Branch. • Make tactical assignments to field personnel to manage public safety and law enforcement. • Assign specific work tasks to division/group supervisors. • Request resources as needed to support field operations.

				• Provide regular updates to Operations Section Chief and participate in Planning meetings as directed.
Air Operations Branch Director	1. Airport Manager	Operations Sections Chief	Field personnel in branch and in divisions/groups within branch	• Oversee branch operations, including management of aircraft and air operations • Assign specific work tasks to division/group supervisors • Request resources as needed to support field operations. • Provide regular updates to Operations Section Chief and participate in Planning meetings as directed
Multicasuality Branch Director	1. South Peninsula Hospital 2. Public Health 3. By Appointment 4. <mark>Seldovia Village Tribe Health and Wellness</mark>	Operations Section Chief	Field personnel in branch and in divisions/groups within branch	• Oversee branch operations including establishment and management of emergency medical services, morgue facilities, mass inoculations, and public health advisors. • Coordinate with EMS personnel to estimate casualties and plan for triage treatment • Make tactical assignments to field personnel to manage medical treatment and public health functions. • Assign specific work tasks to division/group supervisors • Request resources as needed to support field operations • Provide regular updates to Operations Section Chief and participate in Planning meetings as directed.
Planning Section Chief	1. Planning Dept. Head 2. Planning Dept. Personnel 3. By Appointment	Incident Commander	All Planning Section Units, Staff, and Technical Specialists	• Collects, manages, and disseminates information to support incident operations • Provides information to: (1) understand the current situation (2) predict probable course of incident events; (3) prepare alternative strategies • Supervise preparation of the Incident Action Plan

				• Establish information requirements and reporting schedules for Planning Section units (e.g. Resources, Situation Units) • Determine need for any specialized resources in support of the incident. • Establish special information collection activities as necessary (i.e. weather, environmental, toxins) • Compile and display incident status information • Oversee preparation of Incident demobilizations plan
Planning Section Technical Staff	Scientific or technical experts (public or private sector)	Planning Section Chief or Unit Leader	Technical support staff	Provide specialized information or analysis as directed.
Logistics Section Chief	1. Public Works Director 2. By Appointment	Incident Commander	All Logistics Section Branches and Units	• Manage all incident logistics • Provide support needs for transportation, equipment maintenance, fueling, feeding, supplies, remote communications, medical services, and sleeping facilities. • May set up and manager a base camp for IMT personnel • Coordinate with Finance Section for procurement of supplies and services to support the incident • Provide logistical input to the IC in preparing the Incident Action Plan • Brief Branch Directors and Unit Leaders as needed • Identify anticipated and known incident service and support requirements • Request additional resources as needed
Support Branch Director	1. Fire Services Coordinator 2. As assigned	Logistics Section Chief	Support Branch Units and Staff	• Determine facilities activated in support of the incident • Determine ground support and transportation needs

				• Determine need for fuel delivery and vehicle support • Determine whether or not mutual aid and contract equipment are in use. Confirm method of inspection. • Staff Branch appropriately.
Facilities Unit Leader	1. Public Works Personnel 2. As Assigned	Support Branch Director (if activated) Logistics Section Chief	Facilities Unit Staff	• Determine requirements for each facility to be established: Sanitation, Sleeping, Feeding, Supply Area, Medical Support, Communications need, Security Needs, Lighting. • Coordinate negotiation for rental office or storage space.
EOC Manager	1. As assigned	Logistics Section Chief Support Branch Director (if activated)	EOC Staff	• Provides support necessary for EOC set up and management, including work space allocation, equipment acquisition, clerical assistance, office supplies, food, sleeping facilities, sanitation requirements, message delivery, and other duties as required.
Services Branch Director	1. Public Works Personnel 2. As assigned	Logistics Section Chief	Service Branch units & Staff	• Determine number of personnel to be fed • Determine communications systems in use • Determine medical support needs of the incident • Assemble, brief, and assign work locations and preliminary work tasks to Branch personnel: Provide summary of emergency situation & of the communications, food and medical needs of the incident. • Ensure that incident personnel receive adequate food and water • Coordinate with Operations to ensure adequate medical support to incident personnel.

Communications Unit Leader	1. Lead Dispatcher if available 2. As assigned	Logistics Section Chief Services Branch Director (if activated)	Communications Unit Staff	• Responsible for setting up and operating an expedient communication system to support the incident, including telephone, UHF radio, CB radio, single side band state control hookup, and any other required equipment. • Assists in managing the information flow between field units and the EOC, and will dispatch and receive communication from all agencies involved and forward to the appropriate EOC personnel. • Ensures that radio and phone logs are maintained, logging all entries by date and time. • Coordinate radio communications between agencies not equipped for direct interagency communications. • Prepare and implement the Incident Radio Communications Plan (ICS Form 205) • Establish and supervise the Incident Communications Center and Message Center • Establish telephone, computer links, and public address systems.
Medical Unit Leader	1. Medical Director 2. Lead Medic	Logistics Section Chief Services Branch Director (if activated)	Medical Unit Staff	• Obtain information on any injuries that occurred during initial response operations. • Identify Name and location of Safety Officer • Determine: number and location of aid stations; number and location of stand-by ambulances, helicopters, and medical personnel to assign to the incident

				• Respond to requests for medical treatment and transportation • Request/supervise ambulance support • Prepare the Medical Plan (ICS Form 206) including procedures for major medical emergency. **This plan should be coordinated with the medical organization within the Operations Section.**
Shelters Manager	1. Red Cross Volunteer			
Other Logistics Staff/Functions (i.e. Food, Medical, Supply Units)	Any available city personnel as assigned	Logistics Section Chief	Staff	• Provide resource support and supply • Determine food and water requirements to support IMT, and arrange for catering or food supply. • Coordinate medical support needs with Operations personnel.
Finance/Administration Section Chief	1. City Finance Staff 2. As assigned 3.	Finance Section Chief	Staff	• Provide support for the following functions: time tracking, procurement, compensation/claims, and cost accounting. • Maintain records. • Support Finance Section Chief as directed.

Incident Management Team Staffing

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

In small communities it may be difficult to staff an Incident Management Team with more than a handful of individuals. In larger communities however, there may be sufficient municipal personnel to assign individual IMT/ICS positions.

Regardless of the level of personnel resources available within the City, it is useful to pre-identify those individuals within the City with a defined emergency response role.

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

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

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

The exact moment when an incident shifts from one level of complexity to the next is often a matter of perception. The jurisdictional head or designated representative in charge must assess the complexity of an incident and assign qualified personnel as needed. In situations where multiple agencies and jurisdictions are involved, the determination of complexity and assignment of personnel should be agreed upon jointly.

Guidelines for IMT Shift Scheduling

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

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

The following guidelines apply to shift scheduling:

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

Span of Control

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

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

Emergency Operation Center

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

The EOC centralizes incident management and also does the following:

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

EOC Configuration

The layout of the EOC will be determined by several factors, including:
- Number of members of the Incident Management Team.
- Size, shape, and number of the room(s) available for the EOC.
- Location of the communications systems equipment to be utilized.
- Lessons learned from previous incidents.

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

- IMT functional sections (e.g., command, planning, and logistics) should be positioned adjacent to displays that require their input and posted information that they manage.
- The Incident Commander should be located so that he/she can be easily informed at all times of the current status of the incident.
- IMT members whose functional responsibilities cause them to interact frequently, or have a need to coordinate together should be co-located.

Section 7: Emergency Operations Facilities

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

Facility	Location	Contact Number	Considerations
Seldovia City Offices	245 Dock Street Seldovia, Alaska	907-234-7643	Multiple phone lines, internet and computers, no standby power
Seldovia Volunteer Fire Department	259 Seldovia Street Seldovia, Alaska	907-234-7812	Access to emergency equipment and personnel, internet, phone lines, centrally located.
Multi-Purpose Room	259 Seldovia Street Seldovia, Alaska	907-234-7893	Access to emergency equipment and personnel, internet, phone lines, centrally located.
Public Library	259 Seldovia Street Seldovia, Alaska	907-234-	Multiple phone lines, internet and computers, no standby power
Susan B English School	365 Winifred Seldovia, Alaska	907-234-7616	Multiple phone lines, internet and computers, standby power
Susan B English School Shop	329 English Drive Seldovia, Alaska	Phone?	Internet access? Hazard protected, structurally sound, ample space
Sea Otter Community Center	365 Winifred Seldovia, Alaska	907-234-4110	Multiple phone lines, internet and computers, no standby power

Section 8: Incident Communications

Introduction

Incident communications may be the single most important element of a response, and it is an area where problems are common. Effective emergency communications among on-scene responders, Incident Management Team staff, communication points, and the public is vital to the protection of life and property as well as efficient and effective incident management.

The method used to accomplish efficient and effective multi-jurisdictional incident management is in the use of a common communications plan with agreed-upon frequencies designated to various incident functions.

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

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

> **All incident communications should be limited to essential information.**

Communications Plan

The communications unit of the Incident Management Team (IMT), which works as part of the Logistics Section in the ICS, is responsible for all communications planning at the incident. This will include incident established radio networks, on-site telephone, public address, and off-incident telephone/microwave/radio systems.

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

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

Basic Radio Communications Checklist

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

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

A-	Alpha	N-	November
B-	B- Brave	O-	Oscar
C-	Charlie	P-	Papa
D-	Delta	Q-	Quebec
E-	Echo	R-	Romeo
F-	Foxtrot	S-	Sierra
G-	Golf	T-	Tango
H-	Hotel	U-	Uniform
I-	India	V-	Victor
J-	Juliet	W-	Whiskey
K-	Kilo	X-	X-Ray
L-	Lima	Y-	Yankee
M-	Mike	Z-	Zulu

City of Seldovia Radio Frequencies List

The DISASTER/EMERGENCY frequency monitored at the EOC is:
Seldovia Volunteer Fire Department Main Frequency

Common Emergency Channels:

CB: CH _____   Marine VHF: CH _____&_____   SSB: _____kHz

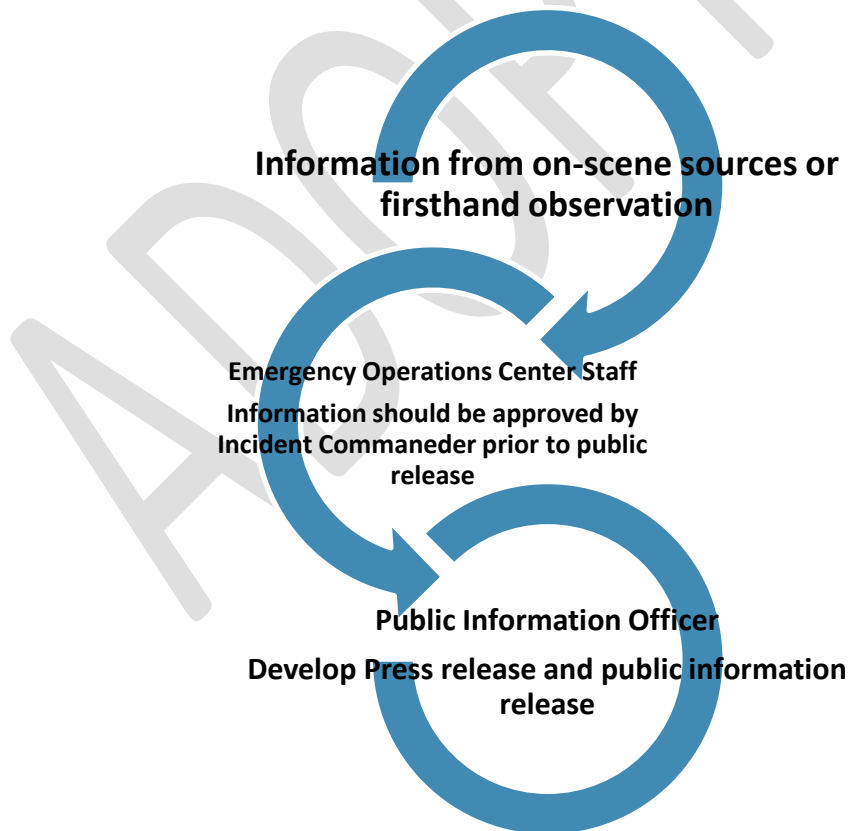| Description	Transmit Frequency	Receive Frequency
City of Seldovia Police Dept		
Alaska State Troopers Statewide	155.2500	155.2500
Alaska State Troopers Repeater	161.010	155.4150
Seldovia Volunteer Fire Department		
Weather Broadcast (NOAA)	162.400	162.400
EMS Repeater	155.895	151.205
Marine VHF-16	156.800	156.800
Marine VHF-10	156.500	156.500
Homer Volunteer Fire Department	153.8900	154.4150
Marine VHF Frequencies		
Homer Harbor Standby (16)	156.8000	
Homer Harbor Talk (10)	156.5000	
Marine Weather	162.4000	

Section 9: Public Information

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

Public Information Flow

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

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

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

Information from on-scene sources or firsthand observation

Emergency Operations Center Staff

Information should be approved by Incident Commaneder prior to public release

Public Information Officer

Develop Press release and public information release

Media Guidelines

Consider the following guidelines before releasing information to the media.

- Provide accurate and consistent information. Release only those facts which can be confirmed. If little information is available, indicate this fact and schedule future briefings as information comes in.

- Release only approved, specific and verified information, such as:

  o Nature and extent of emergency occurrence.

  o Impacted or potentially affected areas of the community.

  o Advice on emergency safety procedures, if any.

  o Mitigation activities being conducted by responders.

  o Procedures for reporting emergency conditions to the EOC.

- Control rumors. Correct any inaccurate information published by the media.

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

- Do not allow media access to the EOC except under limited, controlled circumstances, and only with the prior approval of the Incident Commander.

- Keep logs and, if possible, tape recordings of public information briefings, releases, interviews, and warnings.

Media Briefing Facilities

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

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

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

Facility	Location	Point of Contact
City of Seldovia Council Chambers	259 Seldovia Street Seldovia, Alaska	City Clerk's Office: 234-7643 Chambers: 234-7893
Sea Otter Community Center	365 Winifred Seldovia, Alaska	234-4110

Media Access to the Scene

In cooperation with on-scene personnel, media representatives may be allowed restricted access to the scene, depending on the nature and location of the incident. This should be done only after considering the safety of media personnel, the impact on response, and the wishes and concerns of the victims. Media representatives who are allowed access to the scene must be accompanied by a member of the Public Information staff. A release of liability should be signed by all media representatives before they visit the scene.

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

Protect response personnel from unwanted media intrusion. Off shift personnel should be provided uninterrupted rest in an area free from media access. It may be necessary to provide security to fire stations or other "home bases" for responders and allow them to disconnect telephones to ensure privacy.

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

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

Rumor Control and Public Assistance

The Public Information Officer may establish a separate "Branch" to deal with providing emergency information to the public through the EAS (emergency alert system) and public information/rumor control lines. Public information numbers may be published via the media. Release will result in fewer non-emergency calls to 911 and the EOC General Staff, will aid in information gathering, and will offer the public a means of getting valid information about the incident, rather than potentially harmful rumors.
Requests for non-emergency assistance received by the public information staff should be routed to the appropriate EOC staff.

Intra-Agency Communications

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

Joint Information Centers

In a very large incident involving all levels of government, the Public Information Officer may become a member of, or feed information to, a Joint Information Center (JIC). A JIC may be set up in a central location, and is designed to allow Public Information Officers from involved response and recovery agencies to coordinate information released to the media and the public.

Incident Websites

Public Information Forms

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

Section 9: Incident Status Summary (ICS Form 209)

The Planning Section will complete this document for complex incidents. It contains more detailed information about the incident, responders, and plans for control. With the approval, of the Incident Commander, portions of the Incident Action Plan may be used to brief, or be released to the media.

Unit Log (ICS Form 214)

The Unit Log is used to document action taken, instructions to unit staff, and occurrences significant to the unit. *All units activated in the EOC will maintain unit logs.*

Warning Message Log

The Warning Message Log is used to document time, method and nature of warnings to the public, and is maintained by the public information staff.

ICS and other forms are located in Appendix A.

Section 10: Basic Seldovia Shelter Plan

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

Contact the KPB/OEM and ARC to open shelter.
- Susan B English 234-7643

Alternate/Supplementary Facilities:

City of Seldovia Multipurpose Building

Seldovia Sea Otter Community Center

Susan B English School Shop

Seldovia Village Tribe Conference Center

Seldovia Bible Chapel

Other possible shelters:

Local hotels/motels

AeroTech Hangar

Assign a shelter manager(s) for each shelter.

Both the KPB/OEM and the Red Cross have staff trained in mass care and shelter operations.

Locate shelter kit (should be provided by ARC).

The shelter kit contains the following items necessary to establish/start up one shelter:

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

Sheltering and Feeding

Establishing and managing shelters is first and foremost a local function; however, outside agencies and organizations are often able to support shelter operations. In Seldovia, the American Red Cross is the primary outside organization that will support shelter operations, including providing shelter resources and staff.

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

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

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

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

Prior to the opening of a shelter, it may be necessary to provide temporary accommodations for evacuees. For information on temporary reception areas, see SECTION 4 (Evacuation).

City of Seldovia Shelter Operations

The Kenai Peninsula Borough and American Red Cross have assumed joint responsibility to provide mass care services for local citizens in the event of a disaster emergency.
The requirements for mass care services vary depending upon the nature and phase of the disaster emergency. In Seldovia, local officials must be ready to provide different types of support in response to the unique nature of the situation. Shelter planning must not only provide for the need to shelter citizens in the local community, but must also plan to shelter individuals who are not from the local community but have been displaced by a disaster emergency and transported to Seldovia.
Shelters will be under the direction of Shelter Managers who report to the Facilities Unit Leader under the Logistics Section in the Incident Command System. Shelter Managers are responsible to provide non-technical coordination for all Incident Command System functional units operating within the shelter. Functional Units assigned to shelters will be determined by the Incident Management Team general staff.

American Red Cross Contracted Shelters

The Kenai Peninsula Borough OEM maintains primary responsibility for operating shelters in local public schools. The KPBSD has worked cooperatively with the Alaska Chapter of the American Red Cross to coordinate sheltering and mass care resources in Seldovia, and the School District relies on Red Cross resources, such as cots and blankets, to operate the shelters.

It is very important that the Shelters Manager coordinates all efforts with the Red Cross, the Salvation Army, and the National Guard. During an incident where sheltering needs are significant, the American Red Cross may step in to manage or operate a shelter under its own authority as a non-governmental "sheltering organization." All American Red Cross managed facilities will report to a central American Red Cross location. As data are gathered, analyzed, and confirmed, it will be shared on a timely basis with the local City Emergency Operations Center.

> The Incident Commander or other authorized IMT personnel may request that a Red Cross managed shelter be opened by calling the nearest chapter of the American Red Cross

It is important to note that a few suitable shelter facilities other than the public schools have been identified for use in case the school facilities cannot be used as shelters for one reason or another. Other facilities that should be considered as potential shelters include churches, community centers, senior centers, federal, state, and city buildings, etc. Several of these alternate facilities are identified in this section, with information including location, contact person and telephone numbers, kitchen facilities, emergency power and heat, and number of people that can be fed and housed. Shelter resources are also identified in SECTION 13.

Emergency Response Personnel

Arrangements for the feeding and sheltering of Incident Management Team personnel are the responsibility of the Logistics Section of the IMT staff. If practical, response personnel will be released to their homes or stations to sleep. If returning home is not practical, space may be arranged in a shelter. It is important that IMT and response personnel have separate sleeping and eating facilities within a shelter. Whenever possible, IMT personnel accommodations should be separated from the general population in a shelter, in order to preserve morale among IMT personnel and ensure that they are able to get sufficient rest during off hours. The Incident Management Team may establish purchase agreements with local restaurants; these may be used to provide for lunches and dinners for response and IMT personnel. Relief agencies such as The American Red Cross and the Salvation Army will generally feed disaster workers in their feeding and shelter operations, as well as providing coffee and snacks to on-scene personnel. Efforts to feed and shelter response and IMT personnel should be coordinated with relief agencies as much as possible.

City of Seldovia Mass Care Shelter Facilities List

	Susan B English School	Susan B English Shop	Sea Otter Community Center	City of Seldovia Multi-purpose Building	
Location and Contact (907-)	365 Winifred Ave. 234-7616	329 English Drive	365 Winifred Ave. 234-4110	259 Seldovia Street 234-7893	
Shelter Type	Primary	Primary	Primary	Primary	
Maximum Occupancy					
Red Cross Agreement					
Potential Staffing					
# of useable Rooms					
Total Useable Space (ft^2)					
Kitchen Facilities and Equipment	Full Commercial	None	Full Kitchen, noncommercial	Full Kitchen noncommercial	

	CITY OF SELDOVIA EMERGENCY OPERATIONS PLAN				
	Susan B English School	**Susan B English Shop**	**Sea Otter Community Center**	**City of Seldovia Multi-purpose Building**	
Food Serving Area	Cafeteria		Common Area	Multi-purpose Room	
Max Seating Capacity					
# Meals served at one time					
Heating and Cooking Fuels				Fuel Oil/Electric	
Water Source	Municipal	Municipal	Municipal	Municipal	
Swimming Pool	Yes	No	No	No	
Radio Comms					
Generator	Yes			Yes- Partial	
Emergency Power					
Health Care Beds					
ADA compliant					
Total Toilets					
Total Wash Basins					
Total Showers					
Nursery Area					

Section 10: Public Health and Multi-Casualty Incidents

Phases of a Pandemic

The World Health Organization (WHO) has developed a global influenza preparedness plan that includes a classification system for guiding planning and response activities for an influenza pandemic. This classification system is comprised of six phases of increasing public health risk associated with the emergence and spread of a new influenza virus subtype that may lead to a pandemic. The Director General of the WHO formally declares the current global pandemic phase and adjusts the phase level to correspond with pandemic conditions around the world. For each phase, the global influenza preparedness plan identifies response measures the WHO will take, and recommends actions that countries around the world should implement.

Pandemic Period	World Events	Phase of Pandemic
Inter-Pandemic Period, New Virus in animals, no human cases	Low Risk of Human Cases	1
	Higher Risk of Human Cases	2
Pandemic Alert Period New Virus causes human cases	No or very limited human to human transmission	3
	Evidence of increased human to human transmission	4
	Evidence of significant human to human transmission	5
Pandemic Period	Efficient and sustained human to human transmission	6

In accordance with the U.S. Department of Health and Human Services Pandemic Influenza Strategic Plan, DHHS will determine and communicate the pandemic phase level for the U.S. based on the global pandemic phase and the extent of disease spread throughout the country.

Concept of Operations

A. **Overview:**
1. KPB and its entities, and the City of Seldovia will coordinate the local health and medical response to a pandemic with State, Federal, and local agencies and officials.
2. The City of Seldovia will respond under the auspices of the City of Seldovia Emergency Operations Plan and this annex.
3. The Borough and the City of Seldovia response actions will emphasize disease surveillance and investigation, social distancing measures to reduce the spread of infection, and providing frequent communication and education to the public about the pandemic, the SOA DPH response, and/or HPHC and steps the public can take to reduce the risks of infection.

B. **Direction and Control**
1. The State of Alaska Department of Public Health will be managed per the guidance and protocols included in the State "PanFlu" Plan in coordination with this Plan and the City of Seldovia Emergency Operations Plan.
2. Seldovia and all response providers will operate under the NIMS Incident Command System throughout the duration of the pandemic response.
3. Seldovia will activate their Emergency Operations Center to coordinate and monitor the borough-wide public health and medical response during a pandemic.
4. During Pandemic Phases 1, 2 and 3, where Seldovia and the Kenai Peninsula Borough are not directly affected, Seldovia will participate in health system preparedness efforts and assist with education efforts in conjunction with the State of Alaska Division of Public Health for pandemic response.
5. During Pandemic Phases 4, 5 and 6 Seldovia will communicate with LHCP to coordinate management of health care system resources and information.
6. Seldovia, KPB, and the State Division of Public Health will assess the viability of social distancing measures and establish criteria for their implementation.

Communications

The City of Seldovia, in conjunction with the State of Alaska Division of Public Health, will serve as the lead agency in the City for risk communication messaging and public education regarding pandemic influenza. All LHCP, State, Federal, and Borough agencies PIO's will coordinate information dissemination through the Joint Information Center (JIC). Communications with the public and LHCP will be a critical component of the pandemic response, including managing the utilization of health care services.

Mitigation

Mitigation activities are taken in advance of an influenza pandemic to prevent or temper its impact. Mitigation efforts should occur primarily during pandemic phases 1-3. Seldovia's pre-event mitigation activities include:

     1. Workshops/public meetings to discuss current issues.

     2. Press releases to local media outlets as new information become available.

     3. Continued planning and exercising.

     4. Assist LHCP with their preparations.

Surveillance.

Surveillance is to be conducted across the State of Alaska by State and Federal agencies. The City of Seldovia Director of Emergency Services will remain in close communication with these agencies and use relevant surveillance information while planning for a response to a potential pandemic.

Public Education

Public Education through all phases of a pandemic may involve any or all of the following elements:
1. Dissemination of printed and web-based information
2. Frequent use of radio, television and print media.
3. Coordination with other health care providers and caregivers to ensure consistent messaging.
4. Implementation of public information call center.

Vaccine and Antiviral Medications

The City of Seldovia will work with the State of Alaska Department of Public Health's Mass Vaccination Plan and the State's Strategic National Stockpile distribution plan to get the necessary vaccines and antiviral medications to the residents.

Isolation and Quarantine

During all phases of a pandemic; persons exposed to, or ill with, a novel influenza virus will be directed to remain in isolation at home, to the extent possible. Hospitals should implement isolation protocols for all patients suspected of being infected with pandemic influenza based on case definitions obtained from State of Alaska (SOA DPH) Section of Epidemiology. Alternate care facilities will be identified and activated to serve as alternate medical treatment facilities to hospitals. Once person-to-person transmission is established locally, quarantine of individuals exposed to influenza cases will be of limited value in preventing further spread of the disease. Quarantine of contacts of influenza cases may be beneficial during the earliest phases of a pandemic, and in response to an influenza virus that has not achieved the ability to spread easily from person-to-person.

Social Distancing Strategies

1. Social distancing strategies are non-medical measures intended to reduce the spread of disease from person-to-person by discouraging or preventing people from coming in close contact with each other. These strategies could include:
> a. Closing public and private schools, colleges and universities.
> b. Closing non-essential government functions.
> c. Implementing emergency staffing plans for the public and private sector including increasing telecommuting and flex scheduling.
> d. Closing public gathering places including stadiums, theaters, churches, community centers and other facilities.

2. Decisions regarding the implementation of social distancing measures including suspending large public gatherings and closing stadiums, theaters, churches, community centers, and other facilities where large numbers of people gather will be made jointly and concurrently by the State Public Health Officer, and the Kenai Peninsula Borough Mayor and coordinated with the Mayor of the City of Seldovia.

3. Decisions regarding the closing of all public schools will be made by the State Public Health Officer, the KPB Superintendent of Schools, the Kenai Peninsula Borough Mayor, in consultation with local officials and emergency managers.

4. Decisions regarding the closing of private schools, community colleges in the Kenai Peninsula Borough will be made by the State Public Health Officer, KPB Mayor and City of Seldovia Mayor after consultation with local chancellors or other school officials as appropriate.

Mitigation and Planning Responsibilities

  A. Borough Residents
    1. Stay well informed of current world events concerning pandemics.
    2. Help prevent the spread of disease:
        a. Practice good hygiene, wash hands frequently (teach your children good hygiene)
        b. Practice proper respiratory etiquette. Cover mouth and nose when coughing or sneezing, preferably with a handkerchief.
        c. If you are sick, stay at home. Don't share your illness with co-workers and the general public.
        d. Eat healthy, drink plenty of water, exercise and get plenty of rest. If you live a healthy life-style you will be less likely to get sick. If you do get sick, your body will be stronger and better able to recover.
    3. Maintain an emergency cache of supplies that would be necessary to sustain you and your family for up to two weeks. See Appendix F for a checklist designed to help you be prepared for almost any disaster.
    4.   Discuss your workplace pandemic preparedness plan with your employer. Find out what your role is and be prepared to perform it.

Business Community

1. Stay well informed of current world events concerning pandemics.

2. Develop a plan under which your business can operate / survive a 35% reduction in workforce. This plan should include:

    a. provisions to assist employees with their individual plans

    b. a liberal sick leave policy for pandemic events

    c. differential scheduling to reduce the number of employees that come into contact with each other

    d. considerations for telecommuting where possible

    e. considerations for helping your customers with pandemic issues

    f. considerations for helping your vendors / suppliers with pandemic issues

    g. considerations for significant reductions in business potential during pandemic flu and those economic impacts your business viability

3. Work with local Civic Groups and Chambers of Commerce while developing your plan.

4. Further information and a checklist of activities can be found at https://www.cdc.gov/flu/pandemic-resources/index.htm

All Federal, State, Local Agencies and LHCP

1. Identify mission critical functions that must be maintained during all hazards including a pandemic.
2. Identify staff that can be cross-trained to perform emergency response functions.
3. Identify functions that could be temporarily discontinued or performed via telecommuting for several weeks.

City of Seldovia

1. Facilitate pandemic planning and response activities with emergency response agencies, 911 dispatch centers, Seldovia Village Tribes Health Clinic, South Peninsula Hospital, other health care facilities/clinics.
2. Conduct training, drills and evaluated exercises to enhance Seldovia' s readiness to respond to a pandemic.
3. Coordinate planning and response activities with the various stakeholders within Seldovia including: Seldovia Village Tribe's Health Clinic, South Peninsula Hospital, and other Local Health Care Providers (LHCP).
4. Collaborate with HPHC regarding the potential social and economic impacts of social distancing measures and the extent to which implementation of such measures are feasible.
5. Coordinate, in conjunction with the State of Alaska Division of Public Health, city wide pandemic planning, education and outreach efforts with:
    a. School Systems

    b. Business Community

    c. Community Based Organizations

6. Coordinate with economic development agencies and chambers of commerce regarding the economic consequences of a pandemic.
7. Educate the public, response providers, businesses, community-based organizations and elected leaders about influenza pandemics, expected impacts and consequences, and preventative measures in the community.
8. Through liaison with agriculture and wildlife agencies, monitor surveillance data.
9. Coordinate, with State Division of Public Health and Kenai Peninsula Borough planning for and implementation of disease containment strategies and authorities.
10. Support the LHCP planning and response efforts for medical surge capacity including mass casualty and mass fatality incidents.
11. Provide effective communications to the public, the media, elected officials, LHCP, religious based organizations, business and community leaders throughout public health emergencies.
12. Develop procedures in conjunction with the State of Alaska and Kenai Peninsula Borough for the storage and disposition of the deceased during a pandemic when traditional methods are overwhelmed.
13. Seldovia Public Information Officer (PIO)
    a. a. Provide accurate, timely information to the public regarding preparations for a pandemic, the impacts of the outbreak, local response actions and disease control recommendations.
    b. b. Educate the public on how they can protect themselves from becoming infected and infecting others.

Seldovia Emergency Medical Services

1. The Seldovia EMS will work in conjunction with the Borough and Seldovia Village Tribe Health Center to maximize the health care system's ability to provide medical care during a pandemic. Specific steps include:

    a. Clinics and health care organizations will develop pandemic influenza response plans.

    b. Identify and prioritize response issues affecting the borough-wide LHCP during a pandemic.

    c. Develop mechanisms to efficiently share information and resources between LHCP, and to communicate with the Emergency Operations Center, as appropriate.

2. Hospitals and other health care facilities will develop pandemic response plans consistent with the health care planning guidance contained in the U.S. Department of Health and Human Services Pandemic Influenza Plan. Health care facility pandemic response plans will address medical surge capacity to sustain health care delivery capabilities when routine systems are overwhelmed.

3. LHCP should participate in local influenza surveillance activities.

4. Hospitals will develop infection control plans to triage and isolate infectious patients and protect staff from disease transmission.

American Red Cross

1. Assist with pre-response and mitigation planning efforts.

School District

1. Monitor School absenteeism and report levels approaching over 7.5% to the KPB Office of Emergency Management and to the SOA Section of Epidemiology.
2. Educate parents and guardians on the importance of having sick children stay at home.
3. Maintain a Pandemic Flu Plan for the School District. Provide training to faculty and staff on this plan.

Law Enforcement

1. Assist with pre-response planning efforts.
2. Provide security, as needed to protect strategic stockpiles of vaccines and medications at various storage and dispensing sites in the city.
3. Assist with maintaining order and compliance with legally issued orders of quarantine, closures or other social distancing measures deemed necessary for public health and safety.

Local Emergency Planning Committee (LEPC)

1. Assist in development of Pandemic Flu Response Plan.
2. Develop and conduct exercises to test this plan.
3. Perform other duties as requested by the IC.

State Division of Public Health

1. Participate in planning activities focused to develop capacity for community-based influenza evaluation and treatment clinics. Plan coordination between communities and hospitals to develop Alternate Care site plans.
2. Develop infection control plans with technical assistance from the Center for Disease Control (CDC), to protect staff and clients.
3. Educate health care providers about influenza pandemics and involve them in community pandemic response planning through the local health care facilities.
4. Communicate and coordinate directly with Seldovia's Public Safety Departments or, if activated, through the EOC, regarding pandemic preparedness and response activities
5. Coordinate statewide pandemic planning and preparedness efforts.
6. Coordinate statewide surveillance activities.
7. Operate a CDC Laboratory Response Network public health reference laboratory for novel influenza virus testing.

State Division of Homeland Security and Emergency Management

Through the State Emergency Coordination Center (SECC) provide response guidance and technical resources for planning and exercise coordination.

State Medical Examiner's Office

1. Lead mass fatality planning efforts.
2. Incorporate funeral home directors into planning efforts for pandemic response.

United States Department of Health and Human Services

1. Provide overall guidance on pandemic influenza planning within the United States.
2. Provide guidance and tools to promote pandemic preparedness planning and coordination for states and local jurisdictions.
3. Provide guidance to state and local health departments regarding prioritization of limited supplies of antiviral medications and vaccines.
4. Determine and communicate the pandemic phase for the U.S. based on the global pandemic phase (established by WHO) and the extent of disease spread throughout the country.

United States Center for Disease Control and Prevention (CDC)

1. Conduct national and international disease surveillance.
2. Carry out statewide surveillance, epidemiological investigation and disease control activities.
3. Develop reference strains for vaccines and conduct research to understand transmission and pathogenicity of viruses with pandemic potential.
4. Develop, evaluate, and modify disease control and prevention strategies.
5. Support vaccination programs.
6. Monitor the nation-wide impact of a pandemic.
7. Coordinate the stockpiling of antiviral drugs and other essential materials within the Strategic National Stockpile (SNS).

World Health Organization

1. Monitor global pandemic conditions and provide information updates.
2. Facilitate enhanced global pandemic preparedness, surveillance, vaccine development, and health response.
3. Declare global pandemic phase and adjust phases based on current outbreak conditions.

Response Responsibilities

A. **Residents**
1. Stay well informed of current world events concerning pandemics.
2. Monitor the appropriate KPB OEM or Seldovia Website, local radio and television for important local news regarding pandemic response.
3. Maintain an emergency case of supplies that would be necessary to sustain you and your family for up to two weeks. See Appendix F for a checklist designed to help you be prepared for almost any disaster.
4. If you have children:
   a. Stay in contact with your children's schools. Be prepared to either care for or have alternate care for your children during the day should the schools be closed.
   b. If your child is sick, keep him/her at home.
   c. Educate yourself on mental health care for your children during an event.
5. Follow the directives issued by the State Division of Public Health, KPB and City of Seldovia. Follow recommended social distancing measures as closely as possible.
6. If you have pets, plan for their care and feeding if you were to become incapacitated for any length of time.

B. **Community**
1. Stay well informed of current world events concerning pandemics.
2. As needed follow your pandemic response plan to keep your business going.
3. Monitor local radio and television for important local news regarding pandemic response.
4. Follow directives issued by the Director of Emergency Services, KPB Office of Emergency Management and the State Division of Public Health. Follow recommended social distancing measures as closely as possible.

C. **All Federal, State, Local Agencies and LHCP**
1. Mobilize all necessary staff to support the Seldovia pandemic influenza response, as directed by the Incident Commander (IC).
2. Maintain or become proficient in the National Incident Management System and Incident Command System courses; IS700 and ICS100 minimum for all potential responders.

D. **Kenai Peninsula Borough and City of Seldovia**
1. Coordinate response to a flu pandemic with the State Emergency Coordination Center (SECC), and the State Division of Homeland Security and Emergency Management.
2. Coordinate activation and management of the KPB and Seldovia Emergency Operations Center(s) as necessary.
3. Provide advice to the local State Public Health Officer regarding the potential social and economic impacts of social distancing measures, and the extent to which implementation of such measures is feasible.
4. During a pandemic, KPB/City of Seldovia may suspend routine borough operations to provide staff for flu clinics, call centers, or to fulfill other duties as necessary.
5. The Borough/City will work in conjunction with the LHCP to maximize the health care system's ability to provide medical care during a pandemic.

6. Coordinate the community's emergency response through the KPB and Seldovia Emergency Operations Plan.
7. Monitor state-wide surveillance to track the spread of the human disease and its impact on the community. Through liaison with agriculture and wildlife agencies, facilitate influenza surveillance in animals in the Borough and monitor surveillance data.
8. Coordinate with the State Division of Public Health planning for and implementation of disease containment strategies and authorities.
9. Support the LHCP planning and response efforts for medical surge capacity including mass casualty and mass fatality incidents.
10. Provide effective communications to the public, the media, elected officials, LHCP, religious based organizations, business and community leaders throughout public health emergencies.

E. **Public Information Officer (PIO)**

1. Provide accurate, timely information to the public regarding preparations for a pandemic, the impacts of the outbreak, local response actions and disease control recommendations.
2. During pandemic establish a Joint Information Center (JIC) to ensure the public is getting the most accurate and current information possible.
3. Activate and direct the management of public information call centers focused on providing health information to the public.
4. Communications during Pandemic Phases 1, 2, 3;
    a. The PIO will:
        i. Assess the information needs of the health care providers
        ii. Assess the information needs of the general public
        iii. Identify any logistical constraints to effective communications, such as communications staffing and equipment needs, and public information call center staffing and capacity.
        iv. Intensify public education efforts about influenza pandemics, animal influenza and steps that can be taken to reduce exposure to infection. Information may be disseminated via web site postings, newspaper editorials, flyers and billboards, television and radio broadcasts.
        v. Coordinate with CDC, and State Division of Public Health to develop common health messages and education materials.
    b. The PIO will work with the local State Public Health Department PIO and other appropriate agencies to develop a communications strategy for vulnerable populations including identifying appropriate community providers for reaching and education diverse communities.
5. Communications during Phases 4, 5, 6;
    a. Public Information Officer (PIO) will evaluate the need to establish a Joint Information Center (JIC) in conjunction with appropriate health system and response providers. A JIC will be activated when Incident Command (IC) deems it necessary based on specific characteristics of the pandemic.
    b. The IC will evaluate the need to establish a public information call center to respond to public inquiries.

    c. The PIO will work with the LHCP and the State Division of Public Health to develop public information messages related to the utilization of the health care system and other resources (call centers, etc.).

    d. As the pandemic expands, the PIO will provide timely updates on the pandemic and will organize regular media briefings.

    e. The PIO will keep the public informed about steps that should be taken to protect against infection, treatment options for individuals who are infected, the status of the spread of the outbreak in the community, and the disease control and containment strategies that are being implemented.

F.   **Local Health Care Providers (LHCP) – Seldovia Village Tribe Health Clinic**

1. The LHCP will work in conjunction with the Borough and City to maximize the health care system's ability to provide medical care during a pandemic. Specific steps include:
       a. Coordinate with the local State Public Health Officer regarding policy level decisions regarding the operations of the local health system.
       b. Assure that relevant communications from LHCP and the HPHC to the Borough and City are accomplished in a timely manner.
2. During a pandemic impacting Seldovia, all efforts will be employed to sustain the functionality of the health care system while maintaining an acceptable level of medical care. In order to accomplish this, LHCP may need to:
       a. Limit the provision of health care services to patients with urgent, health problems requiring immediate hospitalization.
       b. Take steps to increase hospital bed capacity to care for the extreme numbers of influenza patients.
       c. Mobilize and deploy staff between medical institutions to address critical, staffing issues.
       d. Implement pandemic-specific patient triage and management procedures.
3. During a pandemic, alternate care facilities will be identified and activated to serve as alternate medical treatment facilities to hospitals.
       a. These facilities will add to the existing bed capacity in the borough and provide supportive care to influenza patients, or will serve as flu clinics to relieve the burden on hospital emergency departments.
       b. Locating, staffing and supplying these sites will be accomplished through a coordinated effort between Borough, City, and LHCP and the State of Alaska Division of Public Health.
       c. Available sites that could be used are to be identified.

G. American Red Cross

1. Supply cots and bedding as available and needed for Alternate Treatment Sites.
2. Coordinate, recruit and support volunteers for use throughout the borough.
3. Perform other duties as requested by the IC.

H.   School District

1. Assist in making the determination on when to close the schools.
2. Reassign staff as needed and requested by the EOC.

I.   Law Enforcement

1. Assist with crowd and traffic control at flu treatment centers.
2. Perform other law enforcement activities as requested by the IC.
3. Provide additional staff as available and requested by the EOC.

J.   State Division of Public Health (SOA DPH)

1. Provide/designate a local PHN liaison.
2. Lead and coordinate all mass dispensing clinic response activities.
3. Communicate and coordinate directly with the Borough and City, and if activated, through the EOC, regarding pandemic preparedness and response activities.
4. Coordinate directly with LHCP and make decisions regarding strategies, thresholds and methods for reallocating resources and temporary restructuring of health system operations in response to a pandemic.
5. Communicate public health directives regarding social distancing strategies and other protective actions to elected leaders, the business community, schools, the LHCP through the EOC.
6. Coordinate statewide surveillance activities.
7. Operate a CDC Laboratory Response Network public health reference laboratory for novel influenza virus testing.
8. Coordinate submission of pandemic epidemiological and dissemination of statewide data and situation updates to LHCP and the EOC.
9. Coordinate development and implementation of disease containment strategies across multiple borough and regions within the state.
10. Request federal assistance to support the local health and medical response, including antiviral medicines and vaccines from the Strategic National Stockpile (SNS), when local and state resources are exceeded.
11. Through the JIC, educate and inform the public on the course of the pandemic and preventive measures.

K.   State Division of Homeland Security and Emergency Management

1. Through the State Emergency Coordination Center (SECC) provide response guidance and technical resources for response to a pandemic situation in the Borough.
2. Provide access to the Governor of the State of Alaska
3. When appropriate, request assistance from the federal government
4. Provide through state and federal grants.

L.   State Medical Examiner's Office

1. Lead mass fatality planning and response efforts.
2. Coordinate with and support hospitals regarding mass fatalities planning and response.

M. United States Department of Health and Human Services

1. Coordinate the national response to an influenza pandemic.
2. Determine and coordinate the pandemic phase for the US based on the global pandemic phase (established by WHO) and the extent of disease spread throughout the country.

N. United States Center for Disease Control and Prevention (CDC)

1. Conduct national and international disease surveillance.
2. Carry out state-wide surveillance, epidemiological investigation and disease control activities in coordination with SOA DPH.
3. Provide information and technical support on surveillance, epidemiology and clinical issues, including case identification, laboratory testing, management, and infection control to LHCP and facilities and the KPB Office of Emergency Management.
4. Make recommendations regarding the need for individual and group isolation and quarantine.
5. Work with the PIO to develop and disseminate risk communications messages to the public.
6. Provide recommendations to the local State Public Health Officer regarding measures to sustain the functionality of the local health care system.
7. Coordinate receipt of vaccines in conjunction with the State Public Health Officer, and develop strategies for storage, distribution and allocation of vaccines among LHCP.
8. Serve as a liaison to the WHO.
9. Support vaccination programs and monitor vaccine safety.
10. Investigate pandemic outbreaks and define the epidemiology of the disease.
11. Monitor the nation-wide impact of a pandemic.
12. Coordinate the stockpiling of antiviral drugs and other essential materials within the Strategic National Stockpile (SNS).
13. Coordinate the implementation of international and U.S. travel restrictions.

O. World Health Organization

1. Monitor global pandemic conditions and provide information updates.
2. Facilitate enhanced global pandemic preparedness, surveillance, vaccine development, and health response.
3. Declare global pandemic phase and adjust phases based on current outbreak conditions.

Maintenance of Essential Services

A. One of the critical needs during a flu pandemic will be to maintain essential community services.
   1. With the possibility that 25-35% of the workforce could be absent due to illness, it may be difficult to maintain adequate staffing for certain critical functions.
   2. There is the possibility that services could be disrupted if significant numbers of public health, law enforcement, fire and emergency response, medical care, transportation, communications, and public utility personnel are unable to carry out critical functions due to illness.

B. Government agencies and private businesses, particularly those that provide essential services to the public, must develop and maintain continuity of operations plans and protocols that address the unique consequences of a pandemic.
C. The Director of Emergency Services in conjunction with the City Manager's office will lead continuity of government efforts as referenced in the Emergency Operations Plan.
D. The Director of Emergency Services will participate in and support logistical and non-medical infrastructure planning with hospital facilities.

Recovery

1. Recovery from an influenza pandemic will begin when it is determined that adequate supplies, resources and response system capacity exist to manage ongoing activities without continued assistance from pandemic response systems.
2. In consultation with the KPB, City of Seldovia, health care facilities, and tribal entities, SOA DPH will recommend specific actions to be taken to return the health care system and government functions to pre-event status.
3. KPB OEM will assess the impact of the pandemic on the community's health as measured by morbidity and mortality and report findings to all response providers.
4. KPB OEM will assist health care and business community members in assessing the economic impact of the pandemic.
5. The City of Seldovia and KPB OEM will conduct an after-action evaluation of the pandemic response in collaboration with State, Federal agencies and LHCPs. The evaluation will include recommendations for amendments to the Pandemic Influenza Response Annex.
6. The City and Borough Administration will determine what the economic impact to the community has been.

Section 11: Resources

Emergency Response Resources

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

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

> **This section also lists additional planning, training, and response resources available from outside agencies and organizations.**
>
> **For information on managing resources and volunteers, see the Kenai Peninsula Borough Emergency Operations Plan**

Purchasing and Contracting Authorization

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

> **It is extremely important that all resources used during an incident are ordered through the proper channels. Resource order forms provide one tool to document who ordered the resource, for what purpose, and who authorized the purchase or contract. Such records are extremely useful for cost recovery and disaster assistance.**
>
> **APPENDIX A contains an example of a Resource Order Form.**

Federal Reimbursement for Equipment Costs

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

The schedule is available at http://www.fema.gov/government/grant/pa/eqrates.shtm

Health and Emergency Medical Services

Health and Medical Services includes those activities associated with lifesaving; transport, evacuation, and treatment of the injured; disposition of the dead; and disease control activities during response operations and recovery operations.
There may be additional doctors or registered nurses who practice in the City, either full-time or during periodic visits. Seriously ill patients are medically evacuated from the City for treatment at a larger hospital facility. There are two potential avenues available for obtaining additional professional staff for medical disaster needs: Alaska Nurse Alert System or Alaska Respond. Both systems may be contacted through normal chains of command during a disaster (SEOC, KPB/OEM).

Health and Emergency Medical Services:

In Seldovia:
    Seldovia Village Tribe Health Clinic: 907-435-3262
    http://svthw.org/

 In Homer:
    South Peninsula Hospital – 4300 Bartlett Street Homer, AK
    907-235-8101
    https://www.sphosp.org/

    Homer Medical Clinic – 907-235-8586

CITY OF SELDOVIA EMERGENCY OPERATIONS PLAN			
Facility Name, Location, and Contact Information	**Staffing**	**Equipment and Capabilities**	**Mass Casualty capability and Medevac Threshold?**
South Peninsula Hospital 4300 Bartlett St. Seldovia 907-235-8101	1 Ortho Surgeon. 4 General Surgeons, 1 OB/GYN Surgeon and 7 Family Practitioners along with Certified Nurse Midwives and Advanced Nurse Practitioners/PA's.	Operating Rooms, Anesthesiologist, X-ray, 2 Ventilators, Standby Power, Mass Casualty Supplies, ALS, BLS	Mass Casualty Capability: 5 Medevac Threshold: 3
State of Alaska DHSS/DPH/SOPH Seldovia Public Health Center 195 E. Bunnell Ave., Ste. C 235-8557	2 Full Time PHN 1 Part Time PHN 1 Full Time Admin Clerk 1 Part Time Admin Clerk	Public Health in Seldovia has access to state health resources through the State Emergency Coordination Center (SECC). Equipped with PPE	n/a

Other Medical or Health Care Services

Additional health care services or trained personnel may be available to the City on a regular or periodic basis. Use this section to provide additional information about locally-available health and medical services.

Local EMT personnel and capabilities:	Seldovia Volunteer Fire and EMS Department: Barbara Heights Volunteer Fire Department: Harbor Department has ETT-trained employee
Local nurses or individuals with nursing training?	Seldovia Village Tribe Health Clinic
Doctors in practice? Periodic doctor visits? If so, specialty, schedule, etc.?	Seldovia Village Tribe Health Clinic
Mental Health professionals?	Community Mental Health Center, Seldovia: 907-235-7701

Social Services, Counseling, and Mental Health Services

The following agencies and organizations may be able to provide disaster relief assistance to promote community healing.

Name	Phone	Services
Agencies and Non-Profit Groups		
American Red Cross Anchorage Office	907-277-1538 907-552-1110 (24-hr)	Disaster relief, sheltering, social services
Healthy Alaskans Hotline	800-478-2221	Nutritional support services, such as WIC
South Peninsula Hospital Home Care Coordination	907-235-0369	Child and family social services, respite care
South Peninsula Community Mental Health Center	907-235-7701	Marriage, Family, Child & Individual Counseling & Mental Health Services

Law Enforcement and Emergency Response Resources

Seldovia Police Department

The Seldovia police department and officers provide a wide range of public safety services, including:

- Enforcement of State and Federal laws.
- Enforcement of City ordinances.
- Assisting other State, Federal, and local agencies (as appropriate).
- Coordination of search and rescue.
- Coordination of public safety during local disasters.
- Providing basic First Aid assistance only when other licensed medical professional care is immediately unavailable.
- Patrol buildings and roads. Coordinate community service work with Court

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To Contact the Seldovia Police Department:

For emergencies: 911
Office: 907-234-7640

</div>

Name of Chief of Police And contact information	Paul Cushman 907- 234-7640 (number forwards directly to cell)
	Chief Cushman is trained in various specialized capacities, he is the sole member of the police department, however, has several points of contact and support if necessary. He is essential and critical in a multitude of scenarios.

Alaska State Troopers

Alaska State Troopers (AST) are a division of the Alaska Department of Public Safety. AST handle all state law enforcement (including fish and wildlife). AST are also active in search and rescue and may provide emergency medical response in some situations.

> **To contact the Alaska State Troopers (Anchor Point post): 911, 907-235-8239 Office**

Name of AST Sergeant and contact information	To contact AST, go through Seldovia Dispatch at 907-235-3150
Staffing Levels for AST:	Varies
What type and level of specialized training have the troopers received?	Individual officers in Anchor Point have received a wide range of specialized training, mostly in different aspects of Search & Rescue. Some of this specialized training includes diving, high risk entry, and SWAT
Who supervises the local AST?	907-260-2708

Seldovia Volunteer Fire Department

To contact the Fire Department:
For emergencies: 911
Office: 907-234-7812

Name of Fire Chief and Deputies:	Andrew Mattox
Size of Fire Department	12
Full time/Part time? Paid? Volunteer?	1 part time/ paid/safety Officer . Otherwise 100% volunteer
Firefighting capabilities?	1 engine, 1 tanker, I rescue truck
Search and Rescue (SAR) capabilities?	>>>>>>>>>>
Emergency Medical Services (EMS) capabilities?	Personnel, thermal imaging camera
Local Firefighting resources?	1 engine, 1 tanker, I rescue truck, 1 wildland trailer, utility trucks, loader, backhoe
Local SAR Resources?	
Local EMS Resources?	1 ambulance, >>>>>>>>>

Other Law Enforcement and Emergency Response Groups

Organization Name and Contact Information	Duties and Capabilities
Alaska State Defense Force (49th Military Police Brigade) with activation through the Commander of the Coastal Command by the National Guard POMSO Brigade HQ is (907) 428-6850 or (907) 428-6875	Military police brigade
National Marine Fisheries Service Enforcement, 3665 Ben Walters Lane, Ste. E 235-2337	Law Enforcement for national commercial fisheries.
ADNR, Div. of Parks & Outdoor Rec. Mi. 168.5 Sterling Hwy. 235-7024	Law Enforcement in Kachemak Bay State Park.
Alaska Maritime National Wildlife Refuge 95 Sterling Highway, Suite 1 Seldovia, AK 99603 - 8021 E-mail: alaskamaritime@fws.gov Phone Number: 907-235-6546	U.S. Fish and Wildlife Service-trained law enforcement officers may be available to support city
Alaska Department of Fish and Game 3298 Douglas Place, Seldovia, AK 99603 (907) 235-8191	ADFG may have trained conservation or enforcement officers who can assist with law enforcement.
USCG Auxiliary Hickory 235-5235 Roanoke Island 235-5336	USCG Auxiliary vessels stationed in Seldovia harbor.
Civil Air Patrol 235-8062	Voluntary Search and Rescue Services
Snomads Group 235-0771	Snow and ice search and rescue team

Outside Emergency Response Agencies and Resources

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

Agency Name And Location	Primary Contact In case of:	Secondary Contact In case of:	Additional Assistance and Resources that May be Available
REGIONAL			
Alaska Regional Hospital **Anchorage**	• Mass Casualty • 24 hr. medical Emergency	• Transportation Accident • All emergencies w/ injuries	• Emergency medical • Medical evacuation • 24-hour emergency care • Temporary morgue
Kenai Peninsula Borough **Office of Emergency Management** **Kenai**	• Coastal Erosion • Extreme Weather • Volcano • Misc. emergencies	• Landslide • Drought • Tsunami • Earthquake • Hazmat Release	• Disaster declaration • Access to city & borough emergency response resources • Liaison with state/ federal agencies
Regional Mental Health Center	n/a	• Mass Casualty • Transportation Accident • Any disaster involving major loss of life or property in community	• Critical incident stress debriefing • Community healing programs
Cook Inlet Tribal Council Inc **Anchorage**	n/a	• All disasters, especially those with a community impacts component.	• Non-medical social services • Critical Incident Stress Debriefing

			• BIA burial assistance (AKH, OH)
Kenai Peninsula Borough School District	n/a	• All disasters where SHELTERS needed	• SHELTERING • Some trained personnel & shelter resources.
STATE OF ALASKA			
Alaska State Troopers (AST)	Crime Landslide Drought Tsunami Earthquake Transportation Accident Search & Rescue	• Wildland or structural fire • Coastal Erosion • Flood • Extreme Weather • Volcano • Mass casualty	• Law enforcement • Peacekeeping • Search & Rescue • Liaison with state/ federal agencies • Evacuation • Misc. emergency-related services
Alaska Tsunami Warning Center (ATWC)	Tsunami Earthquake Volcano	N/A	• Tsunami forecasting • Tsunami watch and warnings
ADNR Division of Forestry	Drought Wildland Fires	N/A	• Trained personnel and equipment for wildland fire response.
ADEC Spill Prevention and Response	Oil spill/hazardous substance release	N/A	• ICS-trained personnel (SOSC) • Hazardous materials and oil spill response personnel and equipment
Department of Homeland Security & Emergency Management	Disaster relief (all emergencies) Disaster declaration	• Terrorism/WMD	• Emergency management and coordination

			• Access to state and federal disaster support funding
State Emergency Coordination Center	All emergencies in which State resources are requested	• N/A	
Alaska State Defense Force (49th Military Police Brigade)	Law enforcement	• As Requested,	

FEDERAL			
EPA Emergency Response Unit	• Oil Spill • Hazardous substance release to land	N/A	• ICS-trained personnel (FOSC) • Hazardous materials and oil spill response personnel and equipment
Federal Bureau of Investigations (FBI) Terrorism Hotline	• Terrorist Attack/WMD	N/A	• Central reporting point for all terrorism threats discovered locally
Federal Emergency Management Agency FEMA	• Disaster Relief (all emergencies)	N/A	
USCG	• Oil Spill/hazardous substance release to water • Search and Rescue (water) Medivac	• Transportation Accident (Marine/Air)	• ICS-trained personnel (FOSC) • Hazmat and oil spill response personnel and equipment • Vessels

			• Helicopter and aircraft support
NOAA/NWS Alaska Forecast Center	• Avalanche • Coastal • Erosion • Drought • Fire (if drought-related) Flood • Landslide		• Real-time weather forecasts for Alaska region • Severe weather watch or warnings

Summary of Community Emergency Response Resources and Capabilities

Fill out the following tables with as much specificity as possible to describe the emergency response resources and capabilities available within departments and agencies of the City.

Medical Resources

To access State and Alaska resources, all requests must go through the State Emergency Coordination Center (SECC). Call DHS&EM at 907-428-7000

Resource/Capability	City Police Department	Alaska State Troopers	Fire Department/EMS	Harbor Master's Office
EMT Trained Personnel				
Oxygen Equipment				
Patient Beds				
Spare Blankets and Pillows				
24 Hour Care?				
Anesthesia				
Jump Kits for Emergency				
IV Materials				

EMS Equipment				
Bandaging and Splinting Supplies				
Trauma Kit				
ALS/BLS?				
X-Ray				
Lab & Testing Equipment Drugs and Medicines				
Ambulance				
Ventilators				
Defibrillator				
Mass Casualty Supplies				

Heavy Equipment Resources

Resource/Capability	City Police Department	Alaska State Troopers	Fire Department/EMS	Public Works
Vehicles	Police Truck Backup Police Expedition			
Utility Units				
Road Grader				1 Grader
Crane/Forklift				On Dock
Fire Truck			Fire Engine I; Fire And Rescue Truck	
Fire Equipment			Variety of Emergency Fire Equipment	
Detention Area?	Jail – 2 Cells			
Front End Loader				1 Frond End Loader

Dump Truck				
Back Hoe				1 Back Hoe
Bulldozer				
Welder				Mobile Welder
Shovels, Saws, etc.			Variety of Tools	Various Tools
Vessels				Skiff
Aircraft				
Portable Generators				
Food Supplies				
Weapons and Ammunition				
Body Bags				
Other				

Communications Resources

Resource/Capability	City Police Department	Alaska State Troopers	Fire Department	Harbor Master's Office
VHF Radios				
CB Radios				
SSB Radio				

Oil Spill And Hazardous Materials Response Resources

Oil spill and hazmat response resources are not typically maintained by local governments. However, there may be equipment available locally that is owned by other entities (state or federal government or spill response organizations), which may be accessed through mutual aid agreements or similar arrangements.

Cook Inlet Spill Preparation & Response, Inc. (CISPRI) is a Tier 3 Oil Spill Removal Organization (OSRO) for both vessels and facilities in Cook Inlet and the Gulf of Alaska under U. S. Coast Guard OSRO Guidelines, and is registered as a Primary Response Action Contractor with the State of Alaska. As such, CISPRI has a substantial amount of oil spill response equipment in caches around Cook Inlet, primarily in Nikiski, Anchorage, Homer, and at the Drift River terminal. Inventories at each site generally contain oil containment boom, oil-skimming systems, storage containers for recovered oil, and necessary support equipment. CISPRI also has the equipment to conduct dispersant application and in-situ burning. Inventory amounts are not static and are changed as necessary to meeting CISPRI's training, preventive maintenance, and renewal programs. For specific information as to the inventory amounts at any site at a given time, please contact CISPRI at (907)-776-5129.

Alaska Chadux Corporation is an Alaska state-approved Primary Response Action Contractor (PRAC) and USCG-approved Oil Spill Removal Organization (OSRO). Chadux maintains an inventory of oil spill response equipment in various locations statewide, including Anchorage, Nikiski, and Seward. Their equipment inventory is available online at www.chadux.com. Chadux can be contacted at (907) 348-2365.

For United States Coast Guard Auxiliary Vessel supplies and capabilities, call either the Hickory at 235-5235, or the Roanoke Island at 235-5336.

City -Owned Oil Spill Equipment

Resource/Capability	City Government	Fire Department
Response Vessels		
Work Boat/Skiffs		
Oil Boom		
Anchor Systems		
Skimming Systems		
Oil Storage bladders or tanks		
Pumps		
Sorbent Materials (snare, pads, etc.)		
Chemical Dispersants		
PPE		
Other Spill Response Equipment		

Logistics Resources

Local Communications Providers

Service	Company And Phone
Local Telephone Service	Alaska Communications Systems 1-800-808-8083
Long Distance Telephone Service	Alaska Communications Systems 1-800-808-8083
Cellular Telephone Service	GCI 907-235-6366
	Verizon Wireless 1-800-922-0204 1-888-262-1999 611
Internet Service Provider	ACS Internet 1-800-808-8083

Airplane Charters and Rentals

Company	Phone
Smokey Bay Air	907-235-1511 1-888-281-2635
KBay Air	907-235-8787 1-877-221-5029
Alaska Air Taxi	907-243-3944 1-800-789-5232

Vessel Charters

Company	Phone
Makos Water Taxi	907-235-9055

Fuel and Utilities

Company Name and Address	Phone /Fax
Seldovia Fuel and Lube	907-234-7622
Homer Electric Association	907-235-8551

Ground Transportation

Company Name and Address	Phone
Halo Cab	907-399-4229
Karavan Transfer	907-235-7031

Food and Supplies

Company Name and Address	Phone
Crabpot Grocery	907-234-7435
Owls Nest Variety Store	907-234-2029
Seldovia Fuel and Lube	907-234-7622

Lodging and Catering – Year Around

Company Name and Address	Phone
Boardwalk Hotel	907-234-7816
Central Suites	907-234-3700

Additional Support and Training Resources

Emergency Response Training/Disaster Preparedness Organizations and Materials

Name	Contact	Services
Ready America (DHS)	800-BE-READY or 800-237-3239 http://www.ready.gov	Information on preparing your family for an emergency and on what to do in various emergency scenarios. Teaching and outreach materials for adults and children.
FEMA Education and Training Materials	http://www.fema.gov/	Information and courses for emergency personnel, resources for teachers and parents, information for kids, and resources for community-based mitigation programs.
FEMA Publications – Online Library	http://www.fema.gov/library/	Extensive collection of documents, video clips, and instruction materials available free through online library. Includes subjects such as Mitigation, Preparedness and Training, Response, Pets in Emergencies, Disaster Information for Kids, and many others.
Community Emergency Response Team (CERT) Program	http://www.ready.gov/community-emergency-response-teams-cert	Information to help communities establish and maintain an effective CERT program, and to network with people throughout the United States and its

		territories regarding CERT activities.
FEMA EMI Training courses and independent study materials	http://training.fema.gov/EMIWeb/EMICourses/	FEMA Emergency Management Institute (EMI) provides training courses for ICS, emergency response, planning, and related topics. Independents study also available.
Project Impact – ESRI and FEMA	http://www.fema.gov/hazus/	Partnership project aimed at providing multi-hazard maps and information to U.S. residents, business owners, schools, community groups, and local governments via the Internet.
American Red Cross Educational materials	http://www.redcross.org/ 907-552-1110 (Anchorage, 24-hr)	Variety of disaster education materials available free online, including curricula for children of all ages, other instruction materials, and CD-rom computer games.
The Right-to-Know Network	http://www.rtk.net/	Free access to numerous databases, text files, and conferences on the environment, housing, and sustainable development.

Search and Rescue

NAME	CONTACT	SERVICES
National Association for Search and Rescue (NASAR)	(703) 222-6277 http://www.nasar.org/	Non-profit membership association comprised of paid and non-paid professionals - all active or interested in search and rescue, disaster aid, emergency medicine and awareness education
Mountain Rescue Association	http://www.mra.org/	Volunteer organization dedicated to wilderness rescue and mountain safety education
Cibola Search & Rescue Mini-Lessons	http://www.cibolasar.org/	New Mexico SAR organization with online library of mini-lessons regarding conducting Search and Rescue Missions.

Fire Fighting

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

Oil Spill and Hazardous Materials Response Planning, Training and Materials

Name	Contact	Services
National Response Team	http://www.nrt.org/ 800-424-8802 (National Response Center)	*Technical assistance, resources and coordination on preparedness, planning, response and recovery activities for oil and hazmat. Links to plans, training materials, reports, including National Contingency Plan.*
Alaska Regional Response Team	http://alaskarrt.org/	Maintain all Alaska Sub-Area plans and unified plan. Links to maps, other planning resources.
Alaska Geographic Response Strategies	http://www.dec.state.ak.us/spar/perp/grs/home.htm	Website with links to site-specific environmental protection plans for oil spill response. GRS exist for hundreds of sites in several regions of the state. GRS include maps, diagrams, and

		detailed tactics, as well as information about resources at risk.
Spill Tactics for Alaska Responders Manual	http://www.dec.state.ak.us/spar/perp/star/index.htm	Website with standardized tactics for use by trained spill responders.
Alaska Geospatial Database of Oil Spill Planning Maps	http://www.asgdc.state.ak.us/maps/cplans/subareas.html	Links of links to ESI, MESA, and other environmental sensitivity maps throughout the State of Alaska.
NOAA Office of Restoration and Response Spill Tools	Main Office: 301-713-2989 Seattle Office: 206-526-6317 http://archive.orr.noaa.gov/oilaids/spiltool.html	Computer based tools for spill planning and response.
USDOT Office of Hazardous Materials Initiatives and Training	202-366-4900 https://www.phmsa.dot.gov/resources	Hazmat information, training and resources.
CISPRI	907-776-5129 https://cispri.org https://cispri.org/docs/	Certified Oil Spill Removal Organization and State of Alaska Primary Response Action Contractor serving Cook Inlet Region of Alaska.

COMMUNITY HEALING AND PSYCHOLOGICAL IMPACTS

NAME	CONTACT	SERVICES
Coping with Technological Disasters and Peer Listener Training	Prince William Regional Citizens' Advisory Council http://www.pwsrcac.org/programs/oil-spill-prevention/coping-with-technological-disasters/	Resources available to community; supports community-wide disaster mental health program. Designed specifically for Alaskan Communities.

Appendix A: Forms

Index of Forms

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

Form Name	Page Number
Warning and Evacuation Forms	
Warning Message Log Example	
Sample Evacuation Order	
Disaster Declaration Forms	
Sample Local Government Disaster Declaration with Request for State Assistance	
Sample Local Government Disaster Declaration with Request for Borough Assistance	
Sample Local Government Disaster Declaration with Request for State Assistance	
Situation Reporting	
City of Seldovia – Daily Job Report	
State of Alaska Situation Report	
Delegation of Authority	

CITY OF SELDOVIA EMERGENCY OPERATIONS PLAN

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Volunteer Management	
Volunteer Request Form	
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ICS Forms	
ICS 201 – Incident Briefing Form	
ICS 202- Incident Objectives List	
ICS 203 – Organizational Assignment List	
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ICS 206- Medical Plan	
ICS 207 – Organizational Chart	
ICS 209 – Incident Status Summary Report	
ICS 210 – Status Change Card	
ICS 211 – Incident Check-in Lists	
ICS 213 – General Message Form	
ICS 214- Unit Log Form	
ICS 215 – Operational Planning Worksheet	
ICS 216 – Radio Requirements Worksheet	
ICS 217- Radio Frequency Assignments Worksheet	
ICS 218 – Support Vehicle Inventory Form	
ICS 221 – Demobilization Checkout	
ICS 308 – Resource Order Form	

CITY OF SELDOVIA EMERGENCY OPERATIONS PLAN	
Alternate Resource Order Form (Simpler than ICS 308)	

Warning Message Log Example

1. Date _____Time_____Warning #_____

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

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

4. Method of Warning:

   a. Alert/Warning Sirens
   b. EAS
   c. Reverse 911
   d. Weather Radio
   e. Mobile Public Address
   f. Door To Door Contact

   Signature of authorizing official _____

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

Signature of terminating official _____

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

BEGIN NEW FORM FOR SUBSEQUENT WARNING MESSAGES

Sample Evacuation Order

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

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

Therefore:

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

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

Information and instructions from the Incident Management Team will be transmitted by radio from _____ (list radio stations that will be broadcasting info). Public information will also be available from American Red Cross representatives at facilities not being opened to the public for emergency housing.

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

Signed _____ Date _____
      Emergency Manager (City Manager)

Signed _____ Date _____
      Incident Commander

Signed _____ Date _____
      Law Enforcement (Officer in Charge)

Sample Local Government Disaster Declaration Without Request for State Assistance

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

_____
_____
_____
_____
_____
__(describe the event or the situation); and,

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

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

_____
_____
_____
_____
_____
_____
_____
_____
___(describe the event and the impacts to community, damages, etc.); and,

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

THEREFORE, be it resolved that the _____(mayor or designee) does declare a Disaster Emergency per AS 26.23.140 to exist in the City of Seldovia.

Signed this _____day of_____20___

_____

Sample Local Government Disaster Declaration with Request for Borough Assistance

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

_____
_____
_____
_____
_____
__(describe the event or the situation); and,

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

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

_____
_____
_____
_____
_____
_____
___(describe the event and the impacts to community, damages, etc.); and,

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

THEREFORE, be it resolved that the _____(mayor or designee) does declare a Disaster Emergency per AS 26.23.140 to exist in the City of Seldovia.

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

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

Signed this _____day of_____20___

_____

Sample Local Government Disaster Declaration with Request for State Assistance

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

_____
_____
_____
_____
_____
__(describe the event or the situation); and,

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

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

_____
_____
_____
_____
_____
_____
___(describe the event and the impacts to community, damages, etc.); and,

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

THEREFORE, be it resolved that the _____(mayor or designee) does declare a Disaster Emergency per AS 26.23.140 to exist in the City of Seldovia.

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

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

Signed this _____day of_____20___

_____

CITY OF SELDOVIA EMERGENCY OPERATIONS PLAN

Daily Job Report Form

Date: _____

Job # _____

Job:

_____

Location:

_____

Description of Daily Task

_____
_____
_____
_____
_____
_____
_____

Personnel			
On the Job	Department	Regular Time	OT

Equipment on the Job	Hours Used

Materials Purchased			
Material	**Quantity**	**Vendor**	**Cost**

Materials Rented			
Material	**Quantity**	**Vendor**	**Cost**

State of Alaska Situation Report

_____(Incident Name)

Incident #	Date/Time:	Prepared By:

1. **Jurisdiction Name**
2. **Casualty Status**
    a. **Confirmed Dead:**
    b. **Missing:**
    c. **Injured:**
    d. **Estimated Sheltered Population:**
3. **General Situation:**

4. **Road Closures:**

5. **Current Sheltering/Evacuation Status:**
    a. **Total Shelters Open:**
    b. **Total Registered at Shelter:**
    c. **Total Persons Sheltered Last Night:**

6. **Current Priority Needs:**

7. **Outlook – Future; Planned Actions:**

8. **Weather**

9. **Other Comments:**

10. **State Emergency Coordination Center Operations:**
    Hours of Operation:
    Phone Contacts:

Incident Commander's Delegation of Authority

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

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

I hereby delegate the Incident Commander all authority to provide response and recovery operations to the declared disaster emergency under the City of Seldovia Emergency Operations Plan and to act on behalf of and with the authority of the City of Seldovia and Kenai Peninsula Borough in carrying out those operations within the geographic boundaries of the declared disaster emergency.

This delegation continues for a period of ten days or until earlier modified or terminated by the Emergency Management Coordinator or the City of Seldovia Mayor.

DATE: _____

_____

City of Seldovia City Manager

Volunteer Request Form

Date/time: _____

Requesting organization/agency/ICS unit: _____

Name of Contact: _____ Phone: _____ Fax: _____
Email: _____

VOLUNTEER NEEDS

Total Number of Volunteers Needed: _____

Job Title/Description: _____

Duties	Experience/Skills	Training Provided?

Equipment/Special Clothing/PPE Needs:
_____
_____
_____

Brief Description of Training to be Provided:
_____
_____
_____

Job Location:
_____
_____

Date/Time volunteers needed:
_____
_____

Please check if available: _____ Restrooms _____ Parking ____Safety Equipment ___Telephone ___Transportation to Work Site

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

Name: _____**Phone:**_____**Fax:**_____

Email: _____

Location:_____

For Office Use Only:

      Follow up date and Time: _____**Follow up Action:** _____

      Position(s) Filled? _____ **Volunteer Name:** _____

Volunteer Registration Form

Name: _____

Date: _____ Phone (day): _____ (eve) _____
(Fax) _____ Email: _____

Address: _____

Present Employer: _____Occupation: _____
Are you currently affiliated with any response organization/volunteer group? Which?
_____
_____

Are you certified in any of the following? Certification Type/Agency Expiration Date
Heavy Equipment Operator:

_____

ICS Training:

_____

Fire Fighting:

_____

Bird Rescue/Wildlife Hazing/Rehab:

_____

Hazmat/Hazard Waste Operator:

_____

First Aid/CPR:

_____

Coast Guard Licenses:
_____

Other: _____

Placement: ___ Admin/Clerical ___Food Service/Sheltering
Preference: ___Basic Needs/Logistics ___First Aid ___On-Water operations ___Repair/Construction
___Transportation ___Other _____
Emergency Contact – Name: _____
Phone (day & eve): _____
Address: _____
Email: _____

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

Signature: _____Date: _____

FOR OFFICE USE ONLY:

Training completed? _____ **Date Completed:** _____ **Initials** _____
Placed: _____**Date:** _____**By:**_____

NIMS ICS FORMS

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

*FEMA NIMS-ICS forms are available at

http://training.fema.gov/EMIWeb/IS/ICSResource/ICSResCntr Forms.html