

CITY OF HOMER

EMERGENCY OPERATIONS

PLAN



2013 Update and Revision

Draft 1.0



City of Homer

491 East Pioneer Avenue

Homer, Alaska 99603

(907) 235-8121

www.cityofhomer-ak.gov

Emergency Operations Plan Letter of Promulgation

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 (NIMS) for comprehensive management of disaster emergency relief forces and disaster emergency operations. This Emergency Operations Plan (EOP) consists of fourteen 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 (ICS). 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 Homer hereby adopts this Emergency Operations Plan.

The Honorable Mary E. Beth Wythe, Mayor

Date

Walt Wrede, City Manager

Date

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How to Use This Plan

Before a disaster/emergency occurs:

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

During a disaster/emergency:

- SECTION 3**
Response Actions
 - Use the appropriate Hazard-Specific Response Checklist.
- SECTION 4**
Alert, Warning & Evacuation
 - Initiate alert, warning, and evacuation as appropriate.
- SECTION 5**
Plan Activation & Disaster Declaration
 - Activate IMT, issue disaster declaration, and initiate situation reporting.
- SECTION 6**
Organizing Emergencies
 - Set up EOC and assemble Incident Management Team. Implement ICS.
- SECTION 7**
Public Information & Communications
 - Set up communication networks. Initiate public and media briefings.
- SECTION 8**
Sheltering
 - Establish mass care shelters.

Guidance for managing special incidents:

- SECTION 9**
Public Health & Multicasualty Incidents
 - Multicasualty incidents, public health crises, and emergency medical coordination.
- SECTION 10**
Oil and Hazmat Spills
 - Organizing under a Unified Command; response coordination.
- SECTION 11**
Terrorism & WMD Incidents
 - Preparing for and responding to biological, chemical, and radiological attacks.

After a disaster/emergency has occurred:

- SECTION 12**
Post-incident Actions
 - Complete damage assessment and post-incident review.
 - Implement community healing programs and seek assistance from volunteer relief agencies, as necessary.
- SECTION 13**
Resources & Contact Information
 - Identify local, regional, state, and federal resources.
- SECTION 14**
Appendices
 - Review information in Appendices. Add new appendices as needed.

Originally Developed by:



Plan update developed by the City of Homer EOP Review Committee:

City Manager – Walt Wrede

Councilwoman – Francie Roberts

Fire Chief – Robert Painter

Planning Director – Rick Abboud

Port & Harbor Director – Bryan Hawkins

Library Director – Anne Dixon

Information Technology Manager – Nick Poolos

Homer Police Dept. – Lt. Randy Rosencrans

Support Services Director, South Peninsula Hospital – Glenn Radeke

Public Health Nurse – Sharon Whytal

Seldovia Village Tribe Clinic/Homer – Windy Russ

Emergency Department Coordinator, South Peninsula Hospital – Pam Fredrick

PLAN ORGANIZATION

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

1. BACKGROUND AND OVERVIEW
 - Background and Procedural Information
 - Emergency Management
 - Plan Management

2. EMERGENCY PREPAREDNESS & HAZARD ANALYSIS
 - Disaster/Emergency Preparedness Information for individuals, community
 - Hazard Summary

3. RESPONSE ACTIONS
 - Hazard-specific Response Guides

4. ALERT, WARNING AND EVACUATION
 - EAS, community alert systems, sirens
 - Sample messages for evacuation, shelter in place, other emergency announcements; sample evacuation order
 - Evacuation procedures and routes
 - Special populations `

Introduction

5. PLAN ACTIVATION AND DISASTER DECLARATION

- How to activate the EOP and IMT
- Disaster declaration and reporting

6. ORGANIZING FOR EMERGENCIES

- Duties and responsibilities of city departments in implementing the EOP
- Incident Management Team (IMT) organization, responsibilities, and assignments
- Where to find additional ICS forms and resources
- Emergency Operations Center (EOC) facilities

7. PUBLIC INFORMATION AND COMMUNICATIONS

- Incident communications plan & tactical nets
- Radio communications checklist
- Local radio channels and frequencies
- Public information flow & media guidelines
- Media briefing facilities in the City

Introduction

8. SHELTERING & FEEDING
 - General shelter facility requirements
 - Services provided at mass care shelters
 - Roles and responsibilities for shelter management and operations
 - Mass Care Shelter Facilities List & Fallout Shelters
 - Pet Shelter Addendum

9. PUBLIC HEALTH AND MULTI-CASUALTY INCIDENTS
 - Emergency Medical Services
 - Multi-casualty incident management
 - Mass casualty incidents
 - Pandemic Illness

10. OIL SPILLS AND HAZARDOUS MATERIALS INCIDENTS
 - Organizing for oil spills
 - Integration with oil spill contingency plans, responders, organizations
 - Hazardous materials response organization

11. TERRORISM AND WEAPONS OF MASS DESTRUCTION INCIDENTS
 - Preparing for and responding to terrorism & WMD incidents
 - Roles and responsibilities of local, state, federal agencies
 - Emergency decontamination procedures

Introduction

12. POST-INCIDENT ACTIONS

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

13. RESOURCES AND CONTACT INFORMATION

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

14. APPENDICES

- Appendix A: Forms
- Appendix B: Sensitive Information
- Appendix C: Telephone Directory
- Appendix D: Acronyms & Glossary

Introduction

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Section 1: Background & Overview

Mutual Aid and Interjurisdictional Agreements

The following local, state and federal Mutual Aid Agreements, Cooperative Agreements, Annual Operating Plans, Memorandums of Understanding and agency plans for the purpose of disaster emergency management are an integral part of this plan and are hereby referenced:

- Kachemak Emergency Service Area
- Anchor Point Emergency Service Area
- Seldovia Fire and Rescue
- Port Graham Emergency Medical Services
- Nanwalek Emergency Medical Services
- State of Alaska Division of Forestry
 - Annual Operating Plan
 - Cooperative Agreement
- Alaska State Parks (Kachemak Bay State Park)
- Kachemak City (annual operating contract)
- United States Coast Guard
 - Roanoke Island
 - Hickory
- Alaska State Troopers
- Department of Corrections
- Kenai Peninsula Borough-wide Mutual Aid Agreement (fire departments)
- Homer Electric Association, Bradley Lake Hydroelectric Facility
- Kenai Peninsula Borough 911

Section 1: Background & Overview

Emergency Management Policies

Emergency Response Priorities

The City 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

Section 1: Background & Overview

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 basis 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 and 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.

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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

Roles of Elected Officials

The Mayor, upon being advised by the City Manager that the City's resources are not sufficient to meet the emergency, can determine and declare that a Disaster exists. The City Manager designated the alternate, has the authority to declare a local disaster in the absence of the Mayor. After the Mayor or designee has declared a Disaster, the Mayor or designee will:

- Ensure that the Declaration is given prompt and general publicity.
- Ensure that a copy of the Declaration is promptly filed with the City Clerk. Ensure 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

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also filed with the Alaska Division of Homeland Security and Emergency Management and the City Clerk.

Role of the City Manager

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 and Directors

- Department Heads and Directors are responsible for keeping their department's emergency response plans up-to-date and readily available to subordinate supervisors.
- Department Heads and Directors 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.
- Department Heads and Directors are responsible for training subordinate

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supervisors to carry out duties under their response plans.

- Department Heads and Directors 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.

Section 1: Background & Overview

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 Homer 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

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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.

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Levels of Emergency Response

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

First Responders

Routine incidents are usually managed by the on-scene first responders 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 or federal governments.

State

When a disaster response exceeds local capabilities, the City Emergency Manager

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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

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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.

Section 2: Disaster Preparedness & Hazard Mitigation

Community and Individual Readiness

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

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

www.redcross.org

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

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

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

City of Homer All-Hazard Mitigation Plan

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

The City of Homer All-Hazard Mitigation Plan is available on-line from the City of Homer Website at <http://www.cityofhomer-ak.gov/>

Section 2: Disaster Preparedness & Hazard Mitigation

City of Homer Hazard Matrix

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

Hazard Identification:

Y - Hazard is present in jurisdiction but probability unknown

N - Hazard is not present

U - Unknown if the hazard occurs in the jurisdiction

Risk:

L - Hazard is present with a low probability of occurrence

M - Hazard is present with a moderate probability of occurrence

H - Hazard is present with a high probability of occurrence

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

Hazard	Identification	Risk
Avalanche	Y	Unknown
Coastal Storm Surge/ Erosion	Y	M
Earthquake	Y	M
Energy Shortage	Y	M
Fire (wildland)	Y	H
Flood	Y	M
Landslide	Y	Unknown
Oil/Hazmat	Y	M
Terrorism/WMD	Y	L

Section 2: Disaster Preparedness & Hazard Mitigation

Hazard	Identification	Risk
Transportation Accident	Y	M (Marine & Air) L (Highway)
Tsunami	Y	M
Volcano	Y	M
Weather Extreme	Y	H

For emergency response actions and checklists specific to each hazard, turn to SECTION 3, RESPONSE ACTIONS.

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

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

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

Section 2: Disaster Preparedness & Hazard Mitigation

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Section 3: 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.

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.

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

Section 3: Response Actions

How to Use the Checklists

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

- Checklist actions are organized by **response phase**: warning, response, and recovery. For some types of incidents (e.g. earthquakes), no warning will occur.
- For each response phase, the checklist identifies **response actions**, which are general actions/activities that may be appropriate or necessary during the type of incident.
- For each response action, there is an **assigned responsibility** that indicates which IMT position/division is most likely to carry out that action. These assignments presume that an IMT has been or is being established. These are guidelines only, and should be adapted to meet the incident needs based on the level of IMT established. An IMT organization chart is in Section 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.

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

Section 14 of this plan contains department-specific checklists for city departments to use BEFORE an IMT is established and during transition from their day-to-day roles to their IMT positions.

Section 3: Response Actions

Hazards Included in Checklists

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

Hazard Checklist	Page
Avalanche	3-7
Coastal storm surge/erosion	3-11
Earthquake	3-15
Energy Shortage	3-19
Fire (wildland)	3-23
Flood	3-27
Landslide	3-31
Oil/hazardous materials release	3-35
Terrorism/Weapons of mass destruction	3-39
Transportation Accident	3-45
Tsunami	3-49
Volcano	3-53
Weather Extremes	3-59

Section 3: Response Actions

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.

Section 3: Response Actions

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 Hospital Shelters Water Treatment Plant Police	Grocery Stores Public Works Sewer Treatment Plant City offices Port/Harbor office State/Federal offices	Schools (non-shelters) Library Businesses
Energy	Power to fuel pumps Power to EOC Power to shelters Power to hospital Power to water treatment plant	Power to sewer treatment Heating/cooking Power to public facilities	Dwellings Businesses
Transportation	Primary routes Evacuation routes Airport	Secondary routes Port facilities	Harbor facilities
Equipment	Emergency generators Emergency response vehicles	Heavy Equipment	Buses
Personnel	ICS staff Emergency response personnel	Workers essential to reconstruction, debris and waste disposal	Personnel necessary for economic recovery
Water	Fire suppression Potable water Sanitation	Industrial processes	

Section 3: Response Actions

Acronyms and Abbreviations

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

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

Section 3: Response Actions

Avalanche Response Checklist

While threat of an avalanche within the city limits of Homer is remote, avalanche along the Seward Highway can impact the City of Homer by cutting the distribution of goods and commodities south of Anchorage, requiring that materials be shipped or flown into Homer for use.

Section 3: Response Actions

AVALANCHE CHECKLIST (Risk = Unknown)			
SITUATION	RESPONSE ACTIONS	IMT RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
Warning Phase: Threat of an Avalanche Exists	Identify areas at risk.	IC/Planning Section	Homer City Manager (Emergency Manager) Homer Police Department Homer Fire Department KPB OEM National Weather Service (for snow forecasts) ADOTPF Central Region Maintenance (if roadways are threatened) KBBI (for public warnings)
	Issue public safety announcements regarding avalanche-prone areas.	Public Information Officer	
	Arrange for public alert and warning.	Safety Officer Operations (LE)	
	Ensure evacuation routes are passable.	Safety/LE	
	Evaluate need for sheltering.	IC	
	Notify local responders of potential need for search & rescue.	IC	
	Inventory heavy equipment for use in response & recovery.	Operations (Public Works)	
	Establish system to account for response personnel in the field.	Operations Planning	
	Initiate emergency procurement procedures.	Finance	
	Keep records of actions taken & resources used.	Planning	
	Preposition emergency equipment, fuel, and medical supplies in safe area for use after avalanche.	Logistics (Medical)	
Arrange for safe delivery of incoming response personnel and supplies.	Logistics		
Response Phase: Avalanche is	Review Warning checklist.	All personnel	South Peninsula Hospital
	Establish command center, if necessary.	Logistics	AST (Anchor Point Post)

Section 3: Response Actions

AVALANCHE CHECKLIST (Risk = Unknown)			
SITUATION	RESPONSE ACTIONS	IMT RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
occurring	Establish a watch/ observation system for future avalanches.	Planning	DHS&EM (disaster relief) FEMA (disaster relief) American Red Cross (disaster relief & relocation/sheltering) Salvation Army AK (disaster relief) Notify all other organizations listed under WARNING PHASE (above) as appropriate.
	Launch search & rescue efforts as needed.	Operations (LE) Safety Officer	
	Disseminate public information.	PIO Liaison Officer	
	Limit travel/recreation in affected areas.	Operations (LE) Safety Officer	
	Account for all persons in affected area.	Operations (LE) Safety Officer	
	Establish shelters.	Logistics	
	Secure evacuated areas.	Operations (LE) Safety Officer	
	Establish safe location for emergency medical care.	Operations (Medical)	
	If conditions warrant, declare a local disaster emergency and request state declaration of disaster emergency.	Emergency Manager	
Recovery Phase: Avalanche has occurred.	Review Warning & Response checklists.	All personnel	Ensure that all organizations listed under WARNING and RESPONSE phases have been notified, as appropriate.
	Coordinate recovery activities with local, state, and federal agencies.	Emergency Manager	
	Identify safety hazards and undertake corrective action.	Safety Officer	

Section 3: Response Actions

AVALANCHE CHECKLIST (Risk = Unknown)			
SITUATION	RESPONSE ACTIONS	IMT RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
	Arrange for snow and debris clearance.	Operations (Public Works)	
	Restore damaged utilities and transportation systems (air, road, port)	Operations (Public Works, Harbor, Airport Branches)	
	Arrange emergency housing as needed.	Planning	
	Perform damage assessments, post-incident cleanup, and utilities restoration.	Planning	
	Continue to disseminate public information regarding ongoing hazards and relief efforts.	PIO	
	Initiate community healing programs, as needed.	Liaison Officer	
	Provide monetary figures necessary to support a request for disaster declaration.	Finance	
	Complete and submit necessary reports and paperwork to appropriate agencies.	Emergency Manager, delegated as needed	
	Perform an incident critique.	IC with input from all positions	

Section 3: Response Actions

Coastal Storm Surge/Erosion Response Checklist

Section 3: Response Actions

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	Homer City Manager (Emergency Manager)
	Evaluate 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 & 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 & resources used.	Planning		

Section 3: Response Actions

COASTAL STORM SURGE/EROSION CHECKLIST (Risk = Moderate)			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
Response Phase: Coastal Erosion is occurring <i>Notify all other organizations listed under WARNING PHASE (above) as appropriate.</i>	Review Warning checklist.	All Personnel	Homer Police Department (relocation)
	Activate incident management team, establish command center, and notify the public of the situation.	IC, Logistics, PIO	AST (Anchor Point Post) DHS&EM (disaster relief)
	Establish a watch/ observation system for erosion progression.	Operations Planning	FEMA (disaster relief)
	Continue to disseminate public information.	PIO Liaison Officer	American Red Cross (disaster relief & relocation/sheltering)
	Limit travel/recreation in affected areas.	Operations	Salvation Army AK (disaster relief)
	Facilitate relocation of displaced residents.	Logistics	
	Account for all persons in affected area.	Operations	
	Establish shelters, if necessary.	Logistics	
	Secure evacuated areas.	Operations	
	Estimate extent of damage.	Planning	
Recovery Phase: Coastal	If conditions warrant, declare a local disaster emergency and request KPB/state declaration of disaster emergency.	Emergency Manager	
	Review Warning & Response checklists.	All Personnel	Ensure that all organizations listed under WARNING and RESPONSE phases have been notified, as
Coordinate recovery activities with state and federal relief agencies.	Emergency Manager		

Section 3: Response Actions

COASTAL STORM SURGE/EROSION CHECKLIST (Risk = Moderate)			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
Erosion has occurred	Identify safety hazards and undertake corrective action.	Operations Safety Officer	appropriate. Community Mental Health
	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	
	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	

Section 3: Response Actions

Response Checklist: EARTHQUAKE

WARNING: Earthquakes occur without sufficient warning to undertake incident-specific preparations. A strong earthquake whose epicenter is located a short distance away can generate a “local tsunami” in nearby waters, and the tsunami could reach coastal areas before a warning is issued. 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.

Section 3: Response Actions

EARTHQUAKE CHECKLIST (Risk = Moderate)			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS 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	Homer City Manager (Emergency Manager) Homer Police Department (relocation) AST (Anchor Point Post) South Peninsula Hospital (if human health risks) Alaska Department of Public Health (if human health risks/fatalities) Alaska Tsunami Warning Center DHS&EM (disaster relief) FEMA (disaster relief) American Red Cross (disaster relief & relocation/sheltering) Salvation Army AK (disaster relief) Neighboring communities (Seldovia, Halibut Cove, Port Graham, Nanwalek)
	Issue evacuation orders as appropriate.	IC	
	Activate IMT & 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		

Section 3: Response Actions

EARTHQUAKE CHECKLIST (Risk = Moderate)			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
	Initiate emergency procurement procedures.	Finance	
	Keep records of actions taken & resources used.	Planning	
	If conditions warrant, declare a local disaster emergency and request state declaration of disaster emergency.	Emergency Manager	
Recovery Phase: Earthquake has occurred	Review Response checklist.	All Personnel	Ensure that all organizations listed under WARNING and RESPONSE phases have been notified, as appropriate.
	Coordinate recovery activities with state and federal relief agencies.	IC	
	Arrange for debris clearance.	Operations (Public Works)	
	Work to restore damaged utilities and transportation systems (airstrips, roadways, and port facilities).	Operations (Public Works, Airport, Harbor)	
	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		

Section 3: Response Actions

EARTHQUAKE CHECKLIST (Risk = Moderate)			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
	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	

Section 3: Response Actions

Energy Shortage/Interruption Response Checklist

Section 3: Response Actions

ENERGY SHORTAGE/INTERRUPTION CHECKLIST (Risk = Moderate)			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
Warning Phase: Threat of an Energy Shortage or Interruption Exists	Identify areas at risk.	IC/Planning	Homer City Manager (Emergency Manager) Homer Police Department AST (Anchor Point Post) Homer Electric Association Neighboring communities (Seldovia, Halibut Cove, Port Graham, Nanwalek) Enstar (Natural Gas) Petro Marine Home Run Oil Suburban Propane Amerigas
	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.	Operations (Public Works)	
	Estimate nature & scope of assistance required by City & threatened utilities.	Planning	
	Establish system to account for response personnel in the field.	Operations Planning	
	Initiate emergency procurement procedures.	Finance	
	Keep records of actions taken & resources used.	Planning	
	Inventory heavy equipment for use in response and recovery.	Operations Logistics	
	Arrange for public announcements via radio, television, newspaper.	PIO	

Section 3: Response Actions

ENERGY SHORTAGE/INTERRUPTION CHECKLIST (Risk = Moderate)				
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers	
Response Phase: Energy Shortage or Interruption is occurring Notify all other organizations listed under WARNING PHASE (above) as appropriate.	Review Warning checklist.	All Personnel		
	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" fuels, such as cut wood, and plan for allocation.	Planning		
	Be ready for problems such as inactivated traffic signals, street lights, heating problems, low water pressure.	Operations (LE, Public Works)		DHS&EM (disaster relief) FEMA (disaster relief)
	Provide special assistance to low income and homeless as needed.	Planning Liaison Officer		American Red Cross (disaster relief & relocation/sheltering)
	If conditions warrant, declare a local disaster emergency and request state declaration of disaster emergency.	Emergency Manager	Salvation Army AK (disaster relief)	

Section 3: Response Actions

ENERGY SHORTAGE/INTERRUPTION CHECKLIST (Risk = Moderate)			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
Recovery Phase: Energy Shortage has occurred	Review Warning & Response checklists.	All Personnel	Ensure that all organizations listed under WARNING and RESPONSE phases have been notified, as appropriate.
	Coordinate recovery activities with state and federal relief agencies.	IC	
	Establish disaster aid centers to process applications for the rehabilitation of individuals and families.	Planning	
	Establish priorities for utility restoration.	Operations	
	Restore essential public utilities and facilities.	Operations (Public Works)	
	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 an incident critique.	IC, with input from all positions		

Section 3: Response Actions

Fire (Wildland) Response Checklist

Section 3: Response Actions

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	Homer City Manager (Emergency Manager) Homer Fire Department American Red Cross (if relocation is required) ADNR Forestry National Weather Service (for rain forecasts) Neighboring communities (Seldovia, Halibut Cove, Port Graham, Nanwalek)
	Assess staffing – assign additional personnel as needed.	Planning	
	Determine fire readiness of vehicles & equipment.	Safety Officer Operations (LE, Fire)	
	Determine water levels for fire fighting.	Safety Officer Operations (Fire)	
	Check auxiliary generators and other power, lighting, and communications, equipment.	Operations (Public Works)	
	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 and recovery	Operations Logistics	
	Consider activation of command center	IC	
	Establish system to account for response personnel in the field.	Operations Planning	
	Initiate emergency procurement procedures.	Finance	
Keep records of actions taken & resources used.	Planning		

Section 3: Response Actions

FIRE CHECKLIST (Risk = High)			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
	Provide public information and direction.	PIO	
Response Phase: Fire is occurring <i>Notify all other organizations listed under WARNING PHASE (above) as appropriate.</i>	Review Warning checklist.	All Personnel	South Peninsula Hospital (if human health risks) Public Health (if human health risks/fatalities) DHS&EM (disaster relief) FEMA (disaster relief) American Red Cross (disaster relief & relocation/sheltering) Salvation Army AK (disaster relief)
	Activate incident management team, establish command center.	IC, Logistics	
	Assess and identify affected areas.	Operations 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	

Section 3: Response Actions

FIRE CHECKLIST (Risk = High)			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
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 an incident critique.	IC, with input from all positions		

Section 3: Response Actions

Flood Response Checklist

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

Section 3: Response Actions

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	Homer City Manager (Emergency Manager) ADOTPF Central Region Maintenance (if roadways are threatened) KPB OEM Army Corps of Engineers National Weather Service (for weather forecasts)
	Identify areas, facilities, infrastructure at risk.	IC/Planning/Operation	
	Develop the following estimates: <ul style="list-style-type: none"> • Anticipated flood levels and timeline; • Areas at risk; • How much warning time will elapse; and • What measures can be taken to eliminate obstructions or otherwise aid the run-off of water in stream channels. 	IC 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.	Safety Officer Operations (LE)	
	Inventory heavy equipment, vehicles, and vessels to 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 & resources used.	Planning		

Section 3: Response Actions

FLOOD CHECKLIST (Risk = Moderate)			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
	Move emergency equipment, fuel, and medical supplies from threatened areas to higher ground.	Operations (Public Works)	
	Activate incident management team, establish command center.	IC Logistics	
Response Phase: Flood is occurring <i>Notify all other organizations listed under WARNING PHASE (above) as appropriate</i>	Review Warning checklist.	All Personnel	Homer Police Department
	Establish a watch/ observation system for flood progression/receding.	Operations Planning	AST (Anchor Point Post)
	Conduct reconnaissance and search/rescue in flooded areas/	Operations	South Peninsula Hospital (if human health risks)
	Continue to disseminate public information.	PIO	DHS&EM (disaster relief)
	Limit travel/recreation in affected areas.	Operations (LE) Safety Officer	FEMA (disaster relief)
	Account for all persons in affected area.	Operations Safety Officer	American Red Cross (disaster relief & relocation/sheltering)
	Facilitate relocation of displaced residents.	Planning	Salvation Army AK (disaster relief)
	Inform EMS, hospitals of injuries.	Safety Officer Operations (Medical)	
	Establish shelters, if necessary.	Logistics	
	Secure evacuated areas.	Operations (LE) Safety Officer	
	Estimate extent of damage.	Operations Planning	
	Keep the City Council informed.	PIO/Liaison	
If conditions warrant, declare a local disaster emergency and request state declaration of disaster emergency.	Emergency Manager		

Section 3: Response Actions

FLOOD CHECKLIST (Risk = Moderate)			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
Recovery Phase: Flood has occurred	Review Warning & Response checklists.	All Personnel	Ensure that all organizations listed under WARNING and RESPONSE phases have been notified, as appropriate.
	Coordinate recovery activities with state and federal relief agencies.	IC	
	Identify safety hazards and undertake corrective action, including health and sanitation surveys and initiation of disease prevention measures.	Operations (LE) Safety Officer	
	Arrange for debris clearance, especially in culverts/drainage areas.	Operations (Public Works)	
	Work to restore damaged utilities and transportation systems (airstrips, roadways, and port facilities), if any.	Operations (Public Works)	
	Arrange for emergency housing as necessary.	Planning	
	Establish disaster aid centers to process applications for the rehabilitation of individuals and families.	Planning Logistics	
	Establish Community Healing Program, if needed.	Liaison	
	Work on monetary damage estimates for disaster declaration.	Finance	
	Complete and submit necessary reports and paperwork to appropriate agencies.	Emergency Manager, delegated as needed	
Perform an incident critique.	IC, with input from all positions		

Section 3: Response Actions

Landslide Response Checklist

Section 3: Response Actions

LANDSLIDE CHECKLIST (Risk = Unknown)			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
Warning Phase: Threat of a Landslide Exists	Receive and evaluate forecasts of landslide potential.	IC/Planning	Homer City Manager (Emergency Manager) Homer Police Department AST (Anchor Point Post) ADOTPF Central Region Maintenance (if roadways are threatened) American Red Cross (if relocation is required) National Weather Service (for rain forecasts) KBBI (for public warnings)
	Identify areas at risk and potential mitigation measures.	IC/Planning/Operations	
	Activate incident management team, establish command center.	IC Logistics	
	Issue public safety announcements regarding landslide-prone areas, evacuation areas & routes, safety precautions.	PIO	
	Arrange for public alert and warning.	IC/PIO Operations (LE)	
	Ensure evacuation routes are passable.	Safety Officer Operations (LE)	
	Account for all persons in affected area.	Safety Officer Operations (LE)	
	Evaluate need for sheltering.	IC/Planning	
	Evaluate existing landslide control structures/measures.	Operations IC	
	Notify local responders of potential need for search & rescue.	IC Safety Officer Operations (LE)	
	Inventory heavy equipment for use in response & recovery.	Operations (Public Works)	
Establish system to account for response personnel in the field.	Operations Safety Officer		

Section 3: Response Actions

LANDSLIDE CHECKLIST (Risk = Unknown)			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
	Initiate emergency procurement procedures.	Finance	
	Keep records of actions taken & resources used.	Planning	
	Preposition emergency equipment, fuel, and medical supplies in safe area for use after landslide.	Operations	
	Check auxiliary power supplies.	Operations (Public Works)	
Response Phase: Landslide is occurring <i>Notify all other organizations listed under WARNING PHASE (above) as appropriate.</i>	Review Warning checklist.	All Personnel	South Peninsula Hospital DHS&EM (disaster relief) FEMA (disaster relief) American Red Cross (disaster relief & relocation/sheltering) Salvation Army AK (disaster relief)
	Establish a watch/ observation system for future landslides.	Operations	
	Launch search & rescue efforts as needed.	Operations (Fire) Operations (LE)	
	Continue to disseminate public information, warnings & instructions.	PIO	
	Limit travel/recreation in affected areas.	Operations (LE) Safety Officer	
	Establish shelters and care stations.	Logistics Operations (Medical)	
	Secure evacuated areas.	Operations (LE) Safety Officer	
	Inform EMS, hospitals of injuries.	Safety Officer Operations (LE, Medical)	
	If conditions warrant, declare a local disaster emergency and request state declaration of disaster emergency.	Emergency Manager	

Section 3: Response Actions

LANDSLIDE CHECKLIST (Risk = Unknown)			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
Recovery Phase: Landslide has occurred	Review Warning & Response checklists.	All Personnel	Ensure that all organizations listed under WARNING and RESPONSE phases have been notified, as appropriate.
	Coordinate recovery activities with local, state, and federal agencies.	IC	
	Identify safety hazards and undertake corrective action.	Operations	
	Arrange for debris clearance.	Operations (Public Works)	
	Restore damaged utilities and transportation systems (air, road, port)	Operations (Public Works, airport, harbor)	
	Arrange emergency housing as needed.	Planning Logistics	
	Perform damage assessments, post-incident cleanup, and utilities restoration.	Operations	
	Continue to disseminate public information.	PIO	
	Establish Community Healing Program, if needed.	Liaison	
	Establish disaster aid centers to process applications for the rehabilitation of individuals and families.	Planning	
	Provide monetary figures necessary to support a request for disaster declaration.	Finance	
	Complete and submit necessary reports and paperwork to appropriate agencies.	Emergency Manager, delegated as needed	
Perform an incident critique.	IC, with input from all positions		

Section 3: Response Actions

Oil Spill/Hazardous Materials Release Response Checklist

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

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

ALASKA DEPARTMENT OF ENVIRONMENTAL CONSERVATION

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

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

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

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

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

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

Section 3: Response Actions

OIL SPILL/HAZMAT CHECKLIST (Risk = Moderate)			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
Response Phase: Oil Spill or Hazardous materials release is occurring	Assess the situation to determine type of release, approximate size, weather factors, etc.	IC/Planning	Homer City Manager (Emergency Manager)
	Secure the area where release has occurred.	Safety Officer Operations (LE)	Homer Fire Department
	If safe to do so, stop the leak and initiate containment.	IC Operations (Fire/Hazmat)	Harbor Master (if vessel/port spill)
	Identify materials involved. Look for information on labels, shipping papers.	Operations (Fire/Hazmat) Safety Officer	South Peninsula Hospital (if human health risks)
	Disseminate public information about evacuation or shelter-in-place.	PIO	National Response Center
	Initiate evacuation, if necessary.	Safety Officer Operations (LE)	ADEC Spill Reporting
	Prepare to activate shelters or locate emergency housing for evacuees.	Planning Logistics (Shelters)	Alaska Chadux (oil spill cleanup)
	Inform EMS, hospitals of injuries.	Operations (EMS) Operations (LE)	CISPRI (oil spill cleanup)
	Activate incident management team, establish command center.	IC, Logistics	Alyeska SERVS (oil spill cleanup)
	Monitor public health & safety and respond to developing hazards.	Safety Officer Operations (Fire/Hazmat/EMS)	U.S. Coast Guard MSD Kenai
	Restore and maintain essential services.	Operations (Public Works)	CHEMTREC

Section 3: Response Actions

OIL SPILL/HAZMAT CHECKLIST (Risk = Moderate)			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
	Inventory heavy equipment for use in response & recovery.	Operations (Public Works)	Call 800 numbers listed on shipping papers/labels.
	Establish system to account for response personnel in the field.	Operations Planning	
	Initiate emergency procurement procedures.	Finance	
	Keep records of actions taken & resources used.	Planning	
	If conditions warrant, declare a local disaster emergency and request state declaration of disaster emergency.	Emergency Manager	
	Refer to the appropriate Facility Response Plan (FRP) or Vessel Response Plan (VRP), or if no plan exists, refer to the Subarea Contingency Plan (SCP).	All Personnel	
Recovery Phase: Oil Spill or Hazardous materials release has occurred	Review Response checklist.	All Personnel	Ensure that all organizations listed under RESPONSE phase have been notified, as appropriate.
	Ensure that all hazardous materials have been disposed of or neutralized.	Operations (Fire/Hazmat) Safety Officer	
	Identify safety hazards and undertake corrective action.	Operations (Fire/Hazmat) Safety Officer	
	Perform post-incident cleanup and restore damaged utilities and transportation systems.	Operations	
	Coordinate recovery activities with state and federal relief agencies.	IC	
	Establish disaster aid centers to process applications for the rehabilitation of individuals and families.	Planning	

Section 3: Response Actions

OIL SPILL/HAZMAT CHECKLIST (Risk = Moderate)			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
	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 an incident critique.	IC, with input from all positions	

Section 3: Response Actions

Terrorism/Weapons of Mass Destruction Response Checklist

Section 3: Response Actions

TERRORISM/WMD CHECKLIST (Risk = Low)			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
Warning Phase: Threat of a Terrorist attack Exists	Investigate threats through local, state, federal law enforcement channels. Identify: <ul style="list-style-type: none"> Type of threat; What areas will be impacted and to what extent; How much warning time will elapse; What are possible consequences; and What measures can be taken to mitigate the possible effects. 	IC with support from all functions	Terrorism warnings may come directly from the FBI. If the warning is generated locally, the FBI Terrorism Hotline is the central point of contact for all federal agencies. Alaska 24-hr Terrorism Hotline (FBI) National Terrorism Hotline (NTH) Homer City Manager (Emergency Manager) Homer Police Department Homer Fire Department AST (Anchor Point Post) South Peninsula Hospital Alaska Department of Public Health (if human health risks/fatalities) Other state/federal law enforcement agencies, as needed.
	Estimate the nature and scope of outside assistance that may be required.	IC/Planning	
	Initiate incident communications plan.	IC Logistics	
	Publicize emergency public information to include: <ul style="list-style-type: none"> Description of the situation and identification of areas at risk; Guidelines on the protection of real and personal property; Location of emergency shelters or need to shelter in place; Closures of schools, offices, and other facilities; and Evacuation routes and reception areas and how future warning and evacuation instructions will be disseminated. 	PIO	
	Maintain an alert or standby of personnel as necessary.	All Personnel	

Section 3: Response Actions

TERRORISM/WMD CHECKLIST (Risk = Low)			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
	Inventory heavy equipment for use in response & recovery.	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 & resources used.	Planning	
Response Phase: Terrorist attack is occurring <i>Notify all other organizations listed under WARNING PHASE (above) as appropriate</i>	Review Warning checklist.	All Personnel	FEMA Rapid Response Information System (RRIS): Biological/chemical FBI Bomb Data Center (if explosive device) CDC (if suspected biological materials) US Army 103 rd Civil Support Team Army National Guard DHS&EM (disaster relief) FEMA (disaster relief) American Red Cross (disaster relief &
	Activate incident management team, establish command center.	IC Logistics	
	Coordinate response with state and federal agencies.	IC	
	In case of attack involving hazardous materials, see Hazmat checklist above.	All Personnel	
	If anthrax suspected, contain substance in double bag and wash hands with soap and water, no decon needed if substance is contained.	Operations (LE, Fire/Hazmat) Safety Officer	
	Maintain order – control crowds, protect property.	Operations (LE) Safety Officer	
	Continue to disseminate public information, including evacuation information, shelter in place, how to get information on victims.	PIO	
	Issue evacuation orders as appropriate. Secure evacuated areas.	Operations (LE) Safety Officer	
Account for all persons in affected (evacuated) areas.	Operations (LE) Safety Officer		

Section 3: Response Actions

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

Section 3: Response Actions

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

Section 3: Response Actions

TERRORISM/WMD CHECKLIST (Risk = Low)			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
	Initiate criminal investigations as needed.	Operations (LE)	

Section 3: Response Actions

Transportation Accident Response Checklist

Section 3: Response Actions

TRANSPORTATION ACCIDENT CHECKLIST (Risk = Moderate for marine & air, Low for highway)			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
Response Phase: Accident is occurring.	Secure the area. Control crowds.	Operations (LE) Safety Officer	Homer City Manager (Emergency Manager)
	Control fires and hazmat releases as necessary. Refer to the appropriate checklist.	Safety Officer Operations (Fire/Hazmat)	Homer Police Department
	Activate IMT, establish EOC	IC Logistics	Homer Fire Department
	Inform EMS, hospital if injuries	Safety Officer Operations (EMS)	AST (Anchor Point Post)
	Evaluate need for evacuation and sheltering	IC	South Peninsula Hospital
	Arrange for public alert and warning.	PIO	
	Account for all persons in affected area.	Operations (LE) Safety Officer	ADOTPF Airport manager/Central Region Maintenance (if roadways impacted)
	Ensure evacuation routes are passable.	Operations (LE) Safety Officer	DHS&EM (disaster relief)
	Establish a radiological monitoring strike teams and/or task force(s) if radioactive materials are believed to be involved.	Planning Operations (Fire/Hazmat)	FEMA (disaster relief)
	Establish shelters as necessary.	Logistics	
	Establish emergency medical care facilities and arrange for medical evacuations, as necessary.	Operations (Medical) Logistics	American Red Cross (disaster relief & relocation/sheltering)
	Inventory heavy equipment for use in response & recovery.	Operations (Public Works)	Salvation Army AK (disaster relief)
	Establish system to account for response personnel in the field.	Operations Safety Officer	
Initiate emergency procurement procedures.	Finance	Social support and mental health services	

Section 3: Response Actions

TRANSPORTATION ACCIDENT CHECKLIST (Risk = Moderate for marine & air, Low for highway)			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
	Keep records of actions taken & resources used.	Planning	
	Disseminate public information about shelters, how to find out about victims.	PIO	
	Request AST, Health Department assistance with temporary morgues and burials.	Logistics/Planning	
	Restore and maintain essential services.	Operations (Public Works)	
Recovery Phase: Accident has occurred	Review Response checklist.	All Personnel	Ensure that all organizations listed under RESPONSE phase have been notified, as appropriate.
	Maintain scene security.	Operations (LE)	
	Identify safety hazards and undertake corrective action.	Operations (Fire/Hazmat) Safety Officer	
	Arrange for emergency housing as necessary.	Planning Logistics	
	Establish disaster aid centers to process applications for the rehabilitation of individuals and families.	Logistics Liaison Officer	
	Arrange for initial debris clearance and restoration of essential public utilities, facilities, and transportation systems.	Operations (Public Works)	
	Arrange for handling and identification of fatalities and mental health support services.	Operations (Medical) Liaison Officer Logistics	
	Continue to disseminate public information.	PIO	
Establish Community Healing Program, if needed.	Liaison Officer		

Section 3: Response Actions

TRANSPORTATION ACCIDENT CHECKLIST (Risk = Moderate for marine & air, Low for highway)			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
	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	

Section 3: Response Actions

Tsunami Response Checklist

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

Section 3: Response Actions

TSUNAMI CHECKLIST (Risk = Moderate)			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
Warning Phase: Tsunami watch or warning has been issued.	Confirm reports with AK Tsunami Warning Center and gather as much information as possible.	IC	Alaska Tsunami Warning Center
	Develop the following estimates: <ul style="list-style-type: none"> Wave size and ETA; Estimated inundation area; Amount of warning time. 	IC	Homer City Manager (Emergency Manager)
	Sound alarm/alert system.	Safety Officer Operations (LE)	American Red Cross (if relocation or sheltering is required)
	Attempt to notify outlying populations via VHF radio or SSB (fish camps, fishing vessels, etc., beyond city siren system).	Safety Officer Operations (LE)	Homer Police Department
	Initiate evacuation to high ground. Provide additional assistance to special populations as necessary.	Safety Officer Operations (LE)	Homer Fire Department
	Identify safe location for sheltering evacuees. Establish shelters.	Planning Logistics	Harbor Offices
	Initiate boat evacuations (to deep water), if safe to do so.	Operations (Harbor)	AST (Anchor Point Post)
	Activate incident management team, establish command center.	IC Logistics	Neighboring communities (Seldovia, Halibut Cove, Port Graham, Nanwalek)
	Inform EMS, clinic, hospitals of injuries.	Safety Officer Operations (LE/EMS)	
	Notify local responders of potential need for search & rescue.	Safety Officer Operations (LE)	
	Inventory heavy equipment for use in response & recovery.	Operations (Public Works)	
	Establish system to account for response personnel in the field.	Operations Safety Officer	

Section 3: Response Actions

TSUNAMI CHECKLIST (Risk = Moderate)			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
	Initiate emergency procurement procedures.	Finance	
	Keep records of actions taken & resources used.	Planning	
	Preposition emergency equipment, fuel, and medical supplies in safe area.	Operations	
Response Phase: Tsunami is occurring (NOTE: Response and Recovery phases may be simultaneous, as the response period is usually very brief for a tsunami)	Review Warning checklist.	All Personnel	South Peninsula Hospital (if injury or death)
	Continue to monitor situation through Tsunami Warning Center.	IC Planning	DHS&EM (disaster relief)
	Monitor sea conditions (from a safe location).	Operations (Harbor) Planning	FEMA (disaster relief)
	Establish emergency medical care facilities and arrange for medical evacuations, as necessary.	Operations (Medical)	American Red Cross (disaster relief & relocation/sheltering)
	Disseminate public information about shelters, how to find out about victims.	PIO	Salvation Army AK (disaster relief)
	Account for all persons in affected areas.	Operations (LE) Safety Officer	Social support and mental health services
	Implement emergency utility cutoff as needed.	Operations (Public Works)	Notify all other organizations listed under WARNING PHASE (above) as appropriate.
	If conditions warrant, declare a local disaster emergency and request state declaration of disaster emergency.	Emergency Manager	
	Work to restore damaged utilities and transportation systems (airstrips, roadways, and port facilities).	Operations (Public Works)	
Arrange for emergency housing and sheltering as necessary.	Planning Logistics		

Section 3: Response Actions

TSUNAMI CHECKLIST (Risk = Moderate)			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
Recovery Phase: Tsunami has occurred	Review Warning & Response checklists.	All Personnel	Ensure that all organizations listed under WARNING and RESPONSE phases have been notified, as appropriate.
	Coordinate recovery activities with state and federal relief agencies.	IC	
	Identify safety hazards and undertake corrective action, including health and sanitation surveys and initiation of disease prevention measures.	Operations (LE, Fire/Hazmat) Safety Officer	
	Arrange for debris clearance, especially in culverts/drainage areas.	Operations (Public Works)	
	Work to restore damaged utilities and transportation systems (airstrips, roadways, and port facilities), if any.	Operations (Public Works, Airport, Harbor)	
	Arrange for emergency housing as necessary.	Planning Logistics	
	Establish disaster aid centers to process applications for the rehabilitation of individuals and families.	Logistics Liaison Officer	
	Request AST, Red Cross assistance with temporary morgues and burials.	IC	
	Establish Community Healing Program, if needed.	Liaison Officer	
	Work on monetary damage estimates for disaster declaration.	Finance	
	Complete and submit necessary reports and paperwork to appropriate agencies.	Emergency Manager, delegated as needed	
	Perform an incident critique.	IC, with input from all positions	

Section 3: Response Actions

Volcano Response Checklist

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

Section 3: Response Actions

VOLCANO CHECKLIST (Risk = Moderate)			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
<p>Warning Phase:</p> <p>Threat of a Volcano Exists</p> <p><i>Note: NOAA Weather Radio will broadcast periodic updates during volcanic eruptions.</i></p>	Evaluate forecasts & predictions. Confirm risks with AK Volcano Observatory.	IC/Planning	Alaska Volcano Observatory
	Identify type of risk (mudslide, ash cloud, etc.) and areas at risk.	IC	Alaska Tsunami Warning Center (to find out about tsunami generation)
	Identify high-risk populations who may need special attention or early evacuation.	Safety Officer Operations (LE)	National Weather Service
	Activate incident management team, establish command center.	IC Logistics	Homer City Manager (Emergency Manager)
	Identify safe areas suitable for sheltering evacuees. Set up shelters.	Operations (LE) Safety Officer Logistics	American Red Cross (if relocation is required)
	Ensure that evacuation routes are passable.	Operations (LE) Safety Officer	Homer Police Department
	Arrange for public alert and warning.	Operations (LE) Safety Officer	Homer Fire Department
	Notify public of ash fall safety rules, vehicle travel considerations, and other appropriate information.	PIO	AST (Anchor Point Post)
	Contact and warn outlying populations, small aircraft, fishing vessels, or others that may be threatened by ash fall.	Operations (LE) Safety Officer	Neighboring
	Inventory heavy equipment for use in response & recovery.	Operations (Public Works)	
	Establish system to account for response personnel in the field.	Operations Safety Officer	
Initiate emergency procurement procedures.	Finance		

Section 3: Response Actions

VOLCANO CHECKLIST (Risk = Moderate)			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
	Keep records of actions taken & resources used.	Planning	communities (Seldovia, Halibut Cove, Port Graham, Nanwalek)
	Preposition emergency equipment, fuel, and medical supplies in safe area for use after volcano.	Operations Planning	
	Prepare emergency services for possible need for operations in heavy ash and dust environments.	Operations (Public Works)	
Response Phase: Volcano is occurring Note: NOAA Weather Radio will broadcast periodic updates during volcanic eruptions. Notify all other organizations listed under WARNING PHASE (above) as appropriate.	Review Warning checklist.	All Personnel	South Peninsula Hospital (if injury or death)
	Establish a watch/observation system for volcano activity.	Planning	Public Health Department (if human health risks or fatalities)
	Continue to assess eruption situation.	Planning	
	Continue to disseminate public information.	PIO	ADOTPF Central Region Maintenance (if roadways are threatened)
	Arrange for emergency housing and sheltering as necessary.	Planning Logistics	
	Secure evacuated areas.	Operations (LE) Safety Officer	DHS&EM (disaster relief)
	Account for all persons from affected areas.	Operations (LE) Safety Officer	FEMA (disaster relief)
	Establish facility/safe location for emergency medical care.	Operations (Medical) Logistics	American Red Cross (disaster relief & relocation/sheltering)
	Establish emergency medical care facilities and arrange for medical evacuations, as necessary.	Operations (Medical) Logistics	
	Inform EMS, hospitals of injuries.	Operations (Medical)	Salvation Army AK
Disseminate public information about shelters, how to find out about victims.	PIO		

Section 3: Response Actions

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

Section 3: Response Actions

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

Section 3: Response Actions

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Section 3: Response Actions

Weather Extremes Response Checklist

WEATHER EXTREMES CHECKLIST (Risk = High)			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
Warning Phase: Threat of Extreme Weather/ High Winds Exists	Confirm forecasts with National Weather Service.	IC/Planning	Homer City Manager (Emergency Manager)
	Identify areas at risk.	IC/Planning	AST (Anchor Point Post)
	Disseminate public information.	PIO	ADOTPF Central Region Maintenance (if roadways are threatened)
	Assess current levels of heavy equipment for snow removal, etc.	Operations (Public Works) Planning	Homer Police Department
	Assess fuel levels. Initiate conservation programs as necessary.	Operations (Public Works) Planning	American Red Cross (if relocation is required)
	Check generators and other backup power.	Operations (Public Works)	National Weather Service (for forecasts)
	Preposition emergency equipment, fuel, and medical supplies in safe area for use after extreme weather is over.	Operations (Public Works) Planning	
Response Phase: Extreme weather is occurring <i>Notify all</i>	Review Warning checklist.	All Personnel	ADNR Forestry (for fire risk)
	Continue to monitor forecasts.	IC	South Peninsula Hospital (if injury/death)
	Activate incident management team, establish command center.	IC Logistics	DHS&EM (disaster relief)
	Continue to disseminate public information.	PIO	FEMA (disaster relief)
	Account for all persons from affected areas.	Operations (LE) Safety Officer	American Red Cross

Section 3: Response Actions

WEATHER EXTREMES CHECKLIST (Risk = High)			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
<i>other organizations listed under WARNING PHASE (above) as appropriate.</i>	Determine the need to establish shelters for those who may be without heat or essential services.	Planning	(disaster relief & relocation/sheltering)
	Keep in communication with state/federal emergency response agencies.	IC	Salvation Army AK (disaster relief)
	Inform EMS, hospitals, clinic of injuries.	Safety Officer Operations (LE, EMS)	
	Establish emergency medical care facilities and arrange for medical evacuations, as necessary.	Operations (Medical)	
	If conditions warrant, declare a local disaster emergency and request state declaration of disaster emergency.	Emergency Manager	
Recovery Phase: Extreme Weather 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	
	Provide Storm Damage Report, for forwarding to NWS.	Emergency Manager, delegated as needed	
	Identify safety hazards and undertake corrective action.	Operations	
	Establish disaster aid centers to process applications for the rehabilitation of individuals and families.	Logistics	
	Arrange for snow and debris clearance.	Operations (Public Works)	
	Restore essential public utilities and facilities.	Operations (Public Works)	
	Perform damage assessments.	Operations	
	Establish Community Healing Program, if needed.	Liaison Officer	

Section 3: Response Actions

WEATHER EXTREMES CHECKLIST (Risk = High)			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
	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 an incident critique.	IC, with input from all positions	

Section 3: Response Actions

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Section 4: Alert, Warning & Evacuation

City of Homer 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 (AHAB)
 - Emergency Alert System (EAS)
 - Mobile public address
 - Door-to-door alert
- Formulate Alert and Warning Message (sample messages included in this section) to include:
 - Nature of emergency
 - Type of response required (evacuate, shelter in place, etc.)
 - Anticipated time, location, and extent of emergency
 - Where to find additional information (radio stations, website, public briefings, etc.)
- Issue regular updates to initial alert/warning messages.

Section 4: Alert, Warning & Evacuation

City of Homer 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 (Reverse 911, EAS, door-to-door contact, mobile public address, sirens).
- Ensure shelters and evacuation centers are set up.
- Activate Logistics Section to assist with transport and sheltering.
 - Activate Red Cross to assist with shelter management.
- Activate Planning Section to document and track resources.
- Activate Operations Section to oversee evacuation process.
- Activate Finance Section to oversee cost accounting and emergency procurement.
- Establish and maintain safety perimeters.
- Coordinate evacuation and sheltering of displaced persons.
 - Police, fire, AST, and emergency services may assist with evacuating persons.
 - Coordinate sheltering with KPBSD, Red Cross.
 - Special care should be taken to ensure that special populations receive evacuation assistance.
- Notify hospitals and medical centers of injuries, fatalities.
- Provide frequent public information and media announcements regarding extent of evacuation, location of shelters, and other developments.
- Conduct surveys to determine when/if evacuated areas are safe for re-entry.
- Notify the public and media when it is safe to reenter evacuated areas.
- Coordinate the repopulation of evacuated areas.

Section 4: 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 Homer have an All Hazard Alert Broadcast (AHAB) system in place (siren system)
- The local Emergency Alert System (EAS);
 - Presently activated on the State level, with planning ongoing to enable local activation.
- Reverse 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.

Section 4: Alert, Warning & Evacuation

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

Section 4: Alert, Warning & Evacuation

City of Homer Alert and Warning System

Siren Alert and Warning System (SAWS)

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

- An AHAB system is in place to serve the Homer. 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 Homer.

Number/location of fixed sirens in City:	There are six coastal sirens located along the shoreline of Homer beginning with the Homer Harbormasters Office and ending at Bishop's Beach.
Maintenance of SAWS:	Kenai Peninsula Borough Office of Emergency Operations maintains the sirens in Homer. They are continually monitored at the KPB OEM and Homer PD. 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: <ul style="list-style-type: none">• Alaska State Troopers: Detachment Commander, Deputy Commander, Out Post Supervisor, or Dispatch Supervisor• Kenai Peninsula Borough: Mayor, Emergency Management Coordinator, Incident Commander• City of Homer: City Manager, Mayor, Emergency Manager, Homer PSAP
Manual vs. automatic activation:	The sirens may be either remotely activated by the Borough or state, or through a manual switch. The sirens can be activated individually by inputting the location activation code; sirens can be activated by "sectors" by inputting the sector activation code; sirens can be activated in all locations simultaneously by inputting the all stations activation code.

Section 4: Alert, Warning & Evacuation

Types of emergencies where the sirens would be sounded:	Tsunamis, hazardous substances releases, any other emergency when authorities would need to alert the public, address the public, or warn the public to evacuate.
Siren tones and meaning:	<p>The KPB-sirens have the capability of generating the following tones, which serve the following functions:</p> <ul style="list-style-type: none"> • Alert Tone (Continuous blast for 3 minutes duration): ALERT THE PUBLIC • Public Address Message (Transmits Voice Message): WARN THE PUBLIC • Air Horn blast of any length followed by public address message: ALL CLEAR
Tsunami alert and warning signals and procedures:	If a tsunami is imminent in Homer 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:	Homer is a NOAA Tsunami-ready Community. Signs designating the Tsunami Evacuation Route are clearly displayed along Homer Spit Road and Kachemak Drive.
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 ATWC (Alaska 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

City of Homer Emergency Operations Plan

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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 area. 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 event, issuing updates at least hourly. As conditions warrant, the watch will be continued, upgraded or cancelled.

Section 4: Alert, Warning & Evacuation

Procedures for Siren Activation – Tsunami

The siren system may be automatically activated by the Alaska Tsunami Warning Center (AWTC) in the event of an imminent tsunami.

The sirens may be activated locally if local officials believe a local tsunami is IMMEDIATE 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: "Homer, this is a warning for an Imminent Tsunami. Move to high ground."

- Wait ten (10) seconds and then repeat announcement.
- Wait ten (10) seconds once more and repeat announcement for a third time.
- Local authorized personnel should inform the KPB-OEM and/or the Alaska State Troopers of the siren activation as soon as possible.

Homer Police Dispatch has a Notification List and Procedure for Tsunami Watches and Warnings, which indicates that the following notifications will be made:

***Homer Police, Fire, Harbor, and Public Works departments**

***Seldovia Police**

Section 4: Alert, Warning & Evacuation

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.
- After completing the siren signal tone, use the Public Address function if available. The following is a sample message:

“Homer, this is (warning or notice of immediate evacuation) due to the fact that (describe the situation). Persons are directed to (give instruction i.e. evacuate to...) location (or other instructions).”

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

Section 4: Alert, Warning & Evacuation

Emergency Alert System

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

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

<p>EAS messages are broadcast on the following local frequencies:</p>	<p>KFQD is the Common Program Control Station (CPCS-1), and KENI is the CPCS-2 for the region. Both radio stations are located in Anchorage.</p> <p>The Kenai Peninsula Borough Office of Emergency Operations has the ability to remote broadcast emergency messages over radio stations KWWV 103.5 FM and KBBI 890 AM in Homer.</p>
<p>Authority/responsibility for EAS activation:</p>	<p>The following personnel have authority in their own right to activate the EAS. However, this should not be done without the knowledge and concurrence of the incident Commander:</p> <ul style="list-style-type: none"> • Alaska State Troopers: Detachment Commander, Deputy Commander, Out Post Supervisor, or Dispatch Supervisor • Kenai Peninsula Borough: Mayor, Emergency Management Coordinator, Incident Commander • City of Homer: City Manager, Mayor, Emergency Manager
<p>Contact information to request activation of EAS:</p>	<p>To request activation of the KPB-EAS Plan, call KFQD at 907-275-2277 (primary) or KENI at 907-522-1515 (secondary)</p>
<p>How to activate EAS in an event telephones and other communications means are out:</p>	<p>If the telephone and National Warning System radio and High Frequency radio are inoperative, 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.</p>
<p>Testing schedule:</p>	<p>Testing occurs quarterly. Tests are planned at least 6 to 12 months in advance.</p>
<p>Other information:</p>	<p>KPB OEM is in the process of becoming a "cog" in the EAS activation system to enable interruption of local broadcasts with messages</p>

Section 4: Alert, Warning & Evacuation

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.

Section 4: Alert, Warning & Evacuation

Reverse 911 Phone Notification System

The KPB is the first government in the State of Alaska to offer reverse 911 activation. This computerized phone warning system allows the Borough to notify many residents simultaneously of an impending disaster. The Borough joins more than 500 communities across America being served by this state-of-the-art system.

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.
Authority/responsibility for AEN 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: <ul style="list-style-type: none">• Alaska State Troopers: Detachment Commander, Deputy Commander, Out Post Supervisor, or Dispatch Supervisor• Kenai Peninsula Borough: Mayor, Emergency Management Coordinator, Incident Commander• City of Homer: City Manager, Mayor, Emergency Management Coordinator
Contact information to request activation of AEN:	OEM Coordinator after hours: 907-398-3533 OEM Office during regular hours: 907-262-4910 Soldotna Comm Center 24-hrs: 907-262-4453
Testing schedule:	Weekly
Other information:	Detailed information on reverse 911 function and local activation is available through the KPB OEM

Section 4: Alert, Warning & Evacuation

Mobile Public Address System

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

Available mobile public address system(s):	Every Police and Fire vehicle in the City fleet
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.

Section 4: Alert, Warning & 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 Homer 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 Homer area should listen to the radio or television for further information.”

Shelter in Place Message

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

Section 4: Alert, Warning & Evacuation

Prepare to Evacuate Message

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

Section 4: Alert, Warning & Evacuation

Evacuation

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

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

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

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

Evacuation may occur in one of two manners. Local residents may be evacuated from their homes into one or more pre-designated shelters or into the safe homes of neighbors and family. 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.

Section 4: Alert, Warning & Evacuation

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

City of Homer Evacuation Considerations

<p>Emergency evacuation shelter locations within City:</p>	<p>Homer High School, Access from East Road</p> <p>West Homer Elementary School on West Soundview</p> <p>Homer Middle School, Sterling Hwy across from the Bidarka Best Western</p> <p>Faith Lutheran Church located on West Soundview and the Sterling Highway</p>
<p>Location of evacuation route signs:</p>	<p>Tsunami Evacuation Route Signs exist on Kachemak Drive. See the Homer Tsunami Evacuation Route Map in this section.</p>
<p>Possible locations outside the City where the local population could be evacuated in the event they need to leave the City:</p>	<p>Soldotna would be the closest location to shelter the amount of residents in the Homer area. Combined location shelter occupancy within Soldotna numbers over 3,800.</p>
<p>Who has the authority to sign an evacuation order?</p>	<p>The City Manager, Incident Commander, and Law Enforcement Officer in Charge must all sign the Evacuation Order.</p>
<p>Responsibility for alerting special populations of evacuation and assisting special populations in evacuating:</p>	<p>The Logistics Section of the ICS, with assistance from the Fire Department Operations as requested.</p>

Consider requesting assistance from First Student (school buses).

Section 4: 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
South Peninsula Hospital	22 beds	4300 Bartlett St.	235-8101	
SPH Long Term Care	25 beds	4300 Bartlett St.	235-0233	
Independent Living Center	Serves 600- 700 clients Peninsula wide	3953 Bartlett St.	235-7911	Developmental Disability clients
Pride Program Supported Living	50	South Peninsula Behavioral Health 3948 Ben Walters Lane	235-7805 x 237	Developmental Disability adult/ child support program
SPH Home Health Care (Homebound Elders)	30-50		235-0369	Acute Care-Homebound
Supported Living CMI, Bear Creek	6	Bear Creek	235-2849	CMI Only
Cruise Ships	0-1/ year 10-30	Homer Harbor	235-3160	
Homeless Population, School Youth Home Liaison	40		235-8130	
Haven House Shelter	15 beds	3776 Lake St.	235-7712	
Fern Ridge, LTC	5	40835 Mclay	235-4345	

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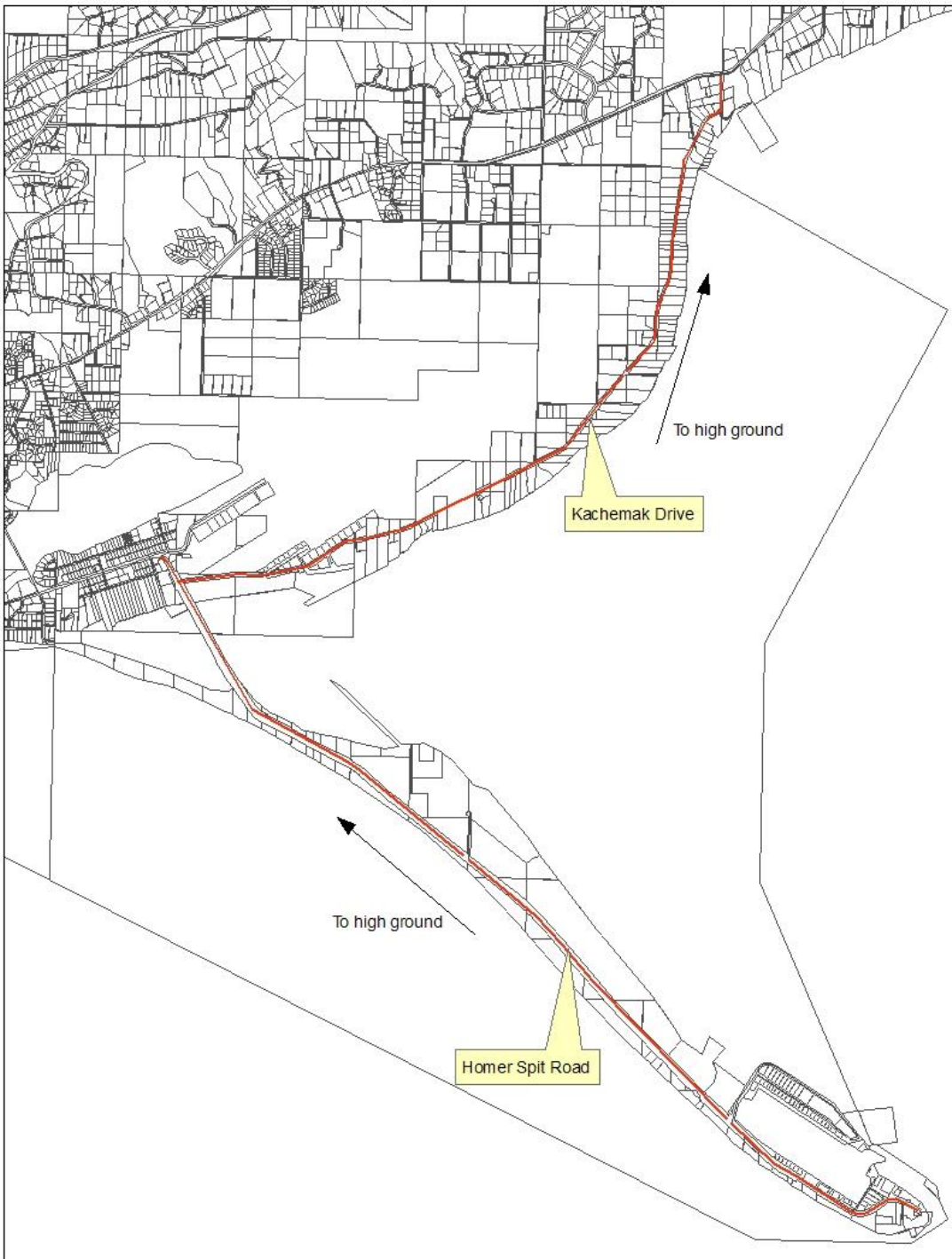
Name of Organization	Total # of occupants	Address	Contact information (telephone & alternate contact)	Special needs and other considerations
Friendship Terrace Assisted Living	40	250 Herndon Dr.	235-6727	
Johnson's Assisted Living	5	4201 Kachemak Way	235-6327	
Living Vessel Ark Assisted Living	6	1152 Seabreeze Ct.	235-7942	
Main Street Assisted Living	4	4136 Main St.	235-6149	
Maria's Majestic View Assisted Living	4	PO Box 3486	235-6413	
Meals on Wheels	4	Homer Senior Center 3935 Svedlund St.	235-7655	Transportation needs

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: Alert, Warning & Evacuation

Homer Tsunami Evacuation Route Map

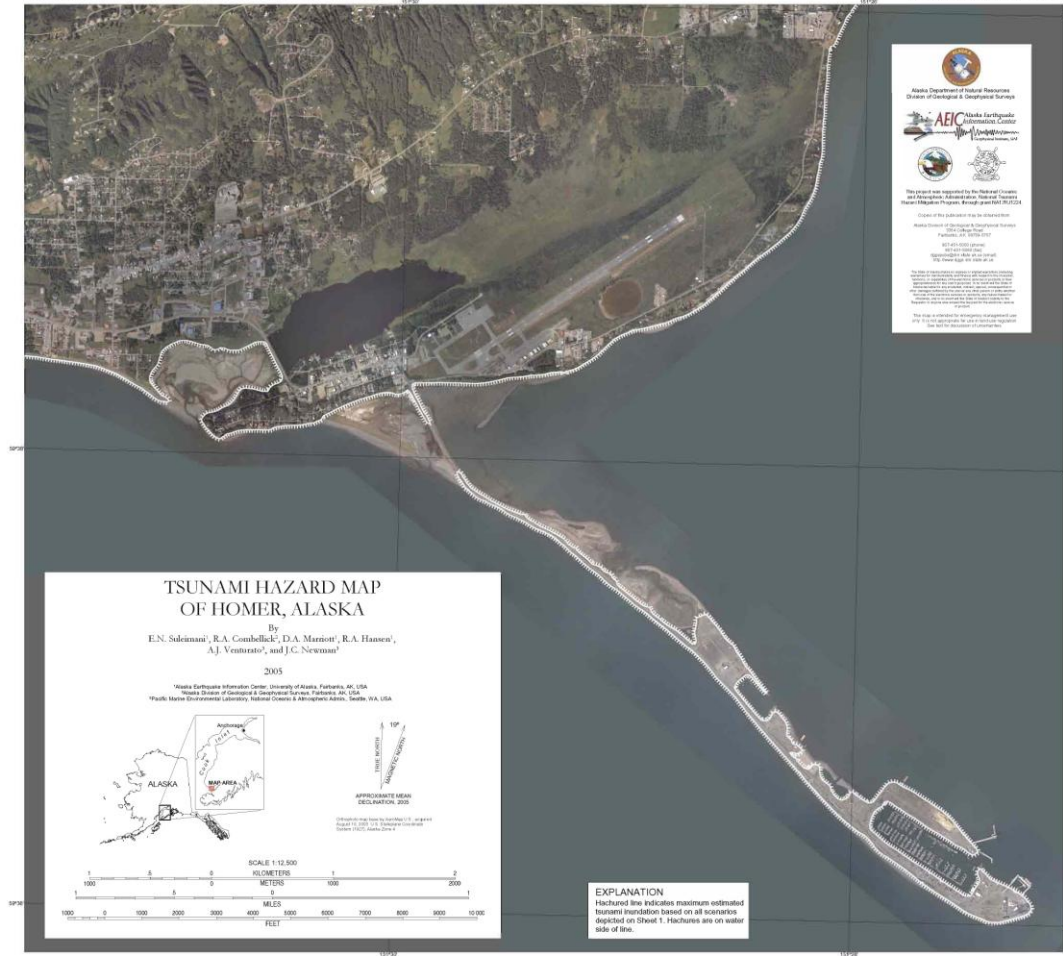


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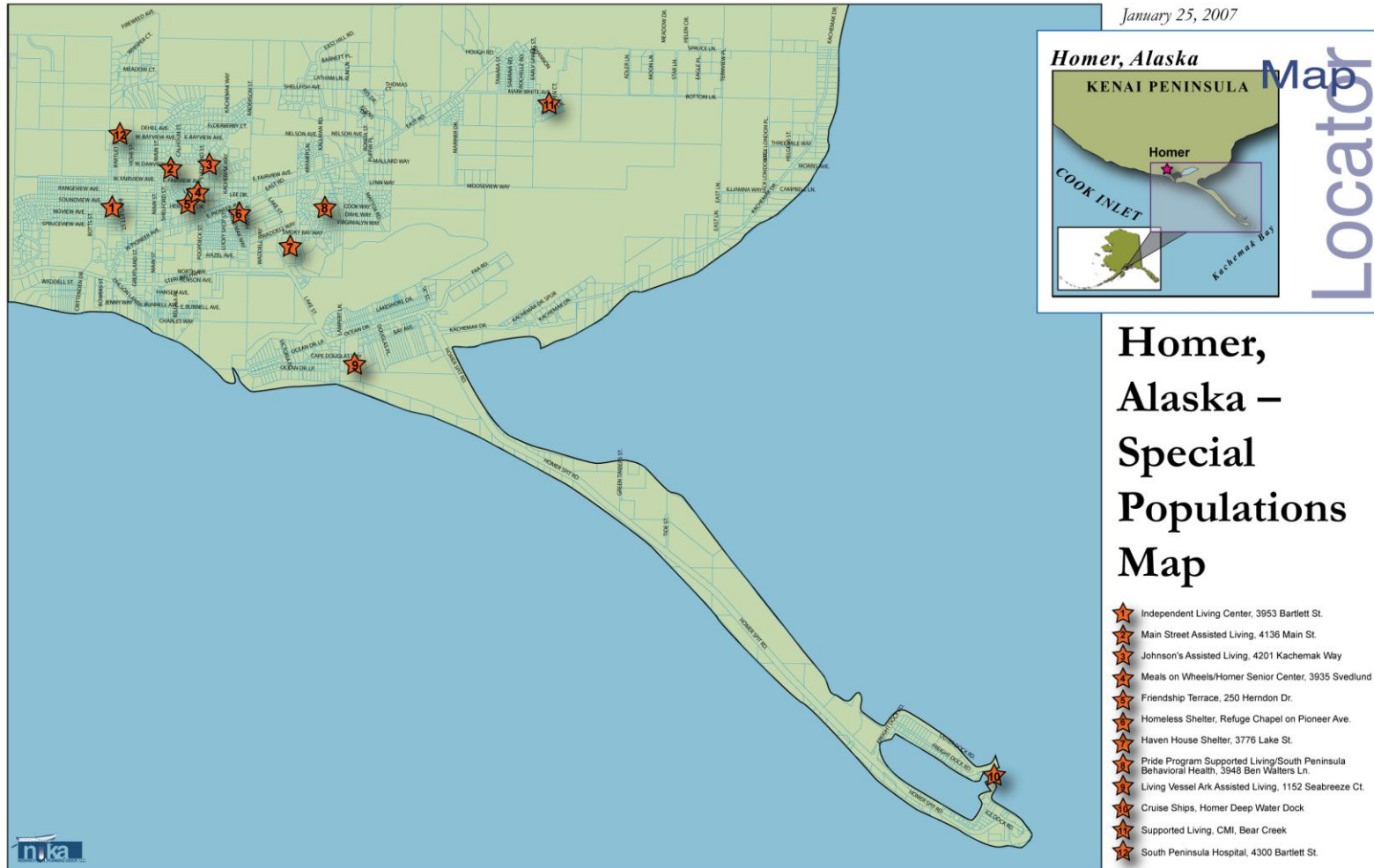
Tsunami Inundation Map

A JOINT PUBLICATION OF THE ALASKA DIVISION OF GEOLOGICAL & GEOPHYSICAL SURVEYS
AND THE GEOPHYSICAL INSTITUTE, UNIVERSITY OF ALASKA FAIRBANKS
IN COOPERATION WITH KENAI PENINSULA BOROUGH AND CITY OF HOMER

ADGGS REPORT OF INVESTIGATIONS 2005-2
SULEIMANI AND OTHERS, 2005, SHEET 2 OF 2
Explanatory text accompanies maps



Section 4: Alert, Warning & Evacuation



Section 5: Plan Activation & 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

Section 5: Plan Activation & Disaster Declaration

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:
 - at the request of the KPB Emergency Preparedness Director
 - under the direction of the City Manager acting as the South Zone Emergency Preparedness Director
 - under the KPB emergency plan
 - when City resources are necessary to respond to an area wide disaster
 - When this involves use of city resources outside the city
 - Situations under which outside agency resources are necessary to assist the city (This does not include routine emergency police and fire services received and provided under mutual aid or similar agreements.)

Section 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.

Section 5: Plan Activation & Disaster Declaration

Activation Procedures

Designation of Scene/Incident Commander

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

- During a response, or stage of response, when the primary focus of the operation is fire/hazardous materials/rescue, the Fire Chief, or designee, will perform this role.
- During a response, or stage of response, when the primary focus of the operation is security/evacuation/body recovery/investigation, the Police Chief, or designee, will perform this role.
- During a response, or stage of response, when the primary focus of the operation is flood control/debris removal/restoration of City services, the Public Works Director, or designee, will perform this role.
- During an operation on the Homer Municipal Airport covered by the Airport Emergency Plan, the official designated in that plan will normally perform this role.

IMT Activation

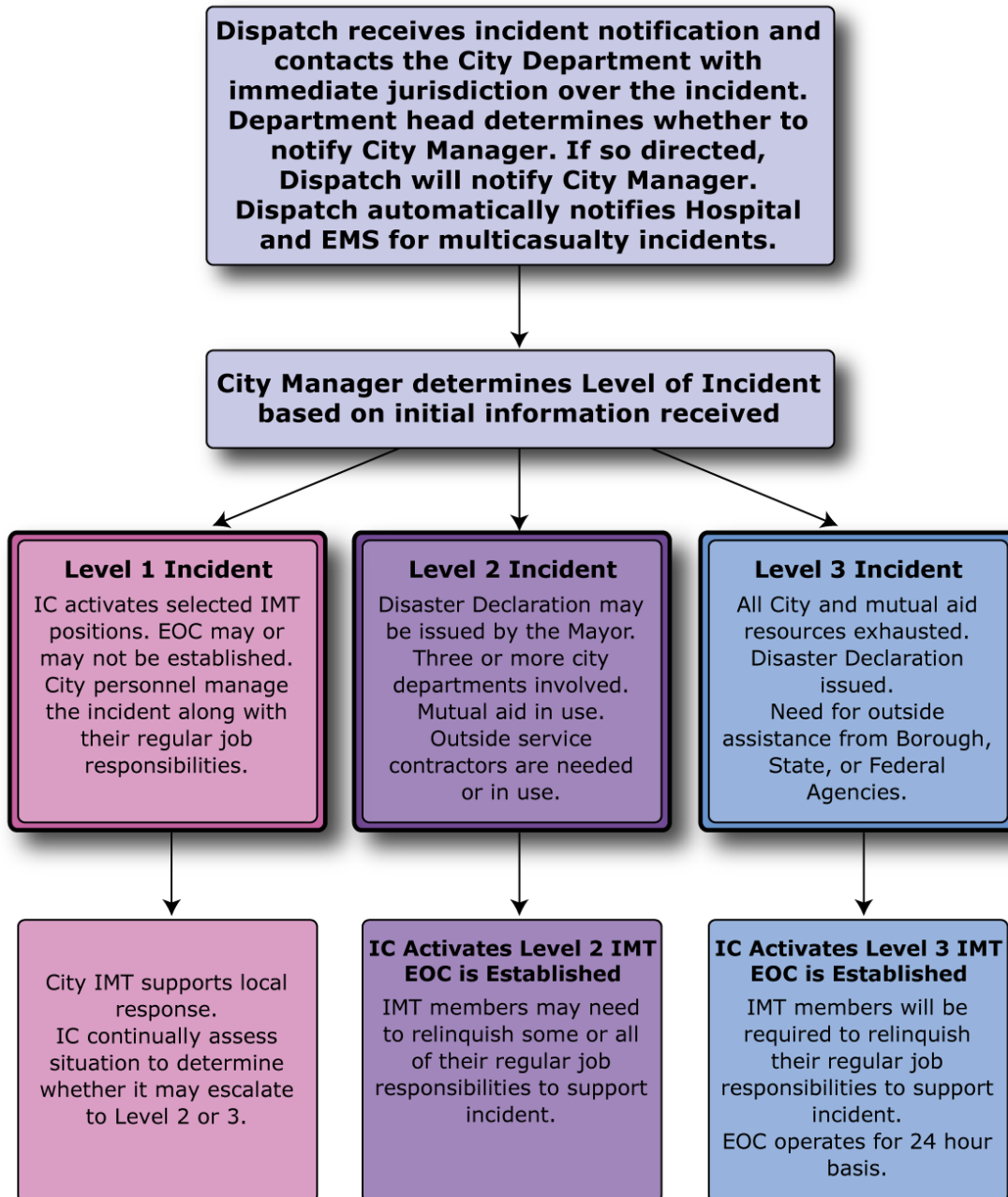
When the City Manager, designee, or Incident Commander determines that EOP activation is necessary, the City of Homer Incident Management Team should be activated and directed to report to the Emergency Operations Center (EOC). The IMT activation procedure is summarized below. IMT activation proceeds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

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

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

Section 5: Plan Activation & Disaster Declaration

Activation Procedure



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.

Section 5: Plan Activation & Disaster Declaration

Declaration of Local Disaster Emergency

The Mayor has the legal authority to declare a local disaster emergency under City Code HCC 1.08.040, Kenai Peninsula Borough Code Chapter 2.45.020, and AS 26.23.140. While a local disaster emergency declaration is not necessarily required to implement this Emergency Operations Plan, a disaster declaration may be necessary to expedite procurement of city and borough response resources and access state and federal disaster assistance.

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

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

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

Section 5: Plan Activation & Disaster Declaration

Reporting

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

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

The Public Information Officer may also distribute State of Alaska Situation Reports to the media, the public, assisting agencies, adjacent jurisdictions, and volunteer organizations at the direction of the Incident Commander. The State of Alaska Situation Report may also be used by the Emergency 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 6: 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.

Section 6: Organizing for Emergencies

Incident Management Team

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

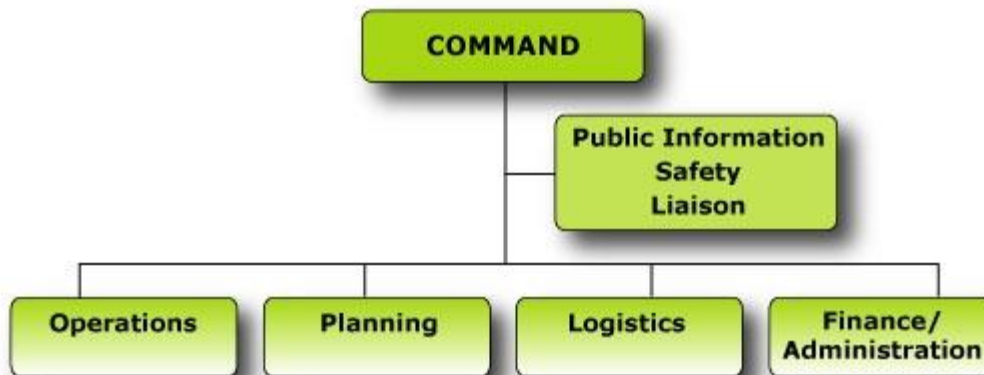
Incident Command System (ICS) is a broad, all hazard emergency management system designed to address mitigation, preparedness, response, and recovery activities. Whenever possible, local responders should organize under the principles of ICS. Understanding this system will also help in coordinating with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

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

Section 6: Organizing for Emergencies

Incident Command System

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



For small-scale incidents that can be managed wholly within the resources and capabilities of the 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.

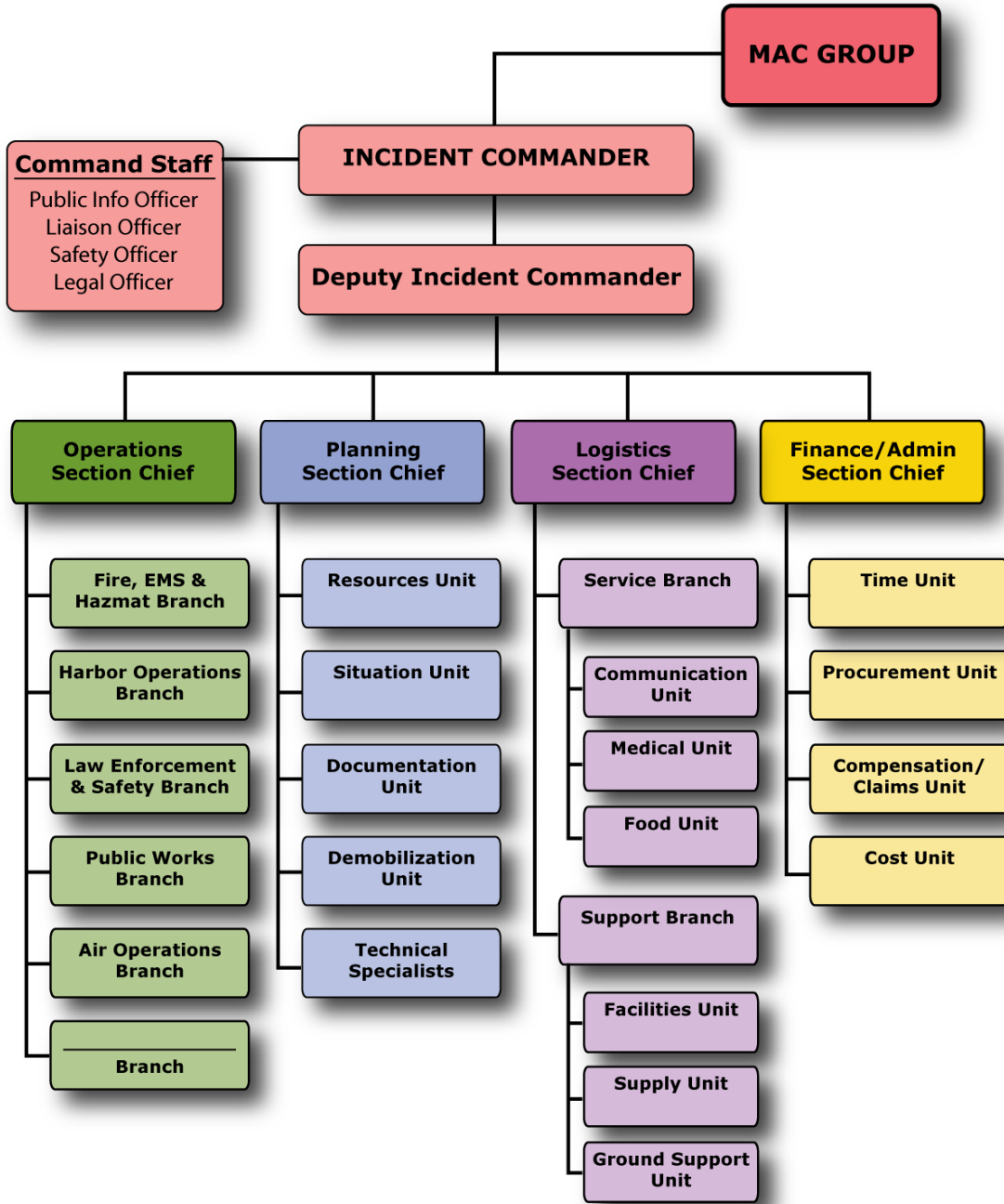
In a regional disaster, local personnel from the IMT may be incorporated into a regional or private industry incident management team organized under one of the plans described above.

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.

Section 6: Organizing for Emergencies

Full ICS Organization Chart

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

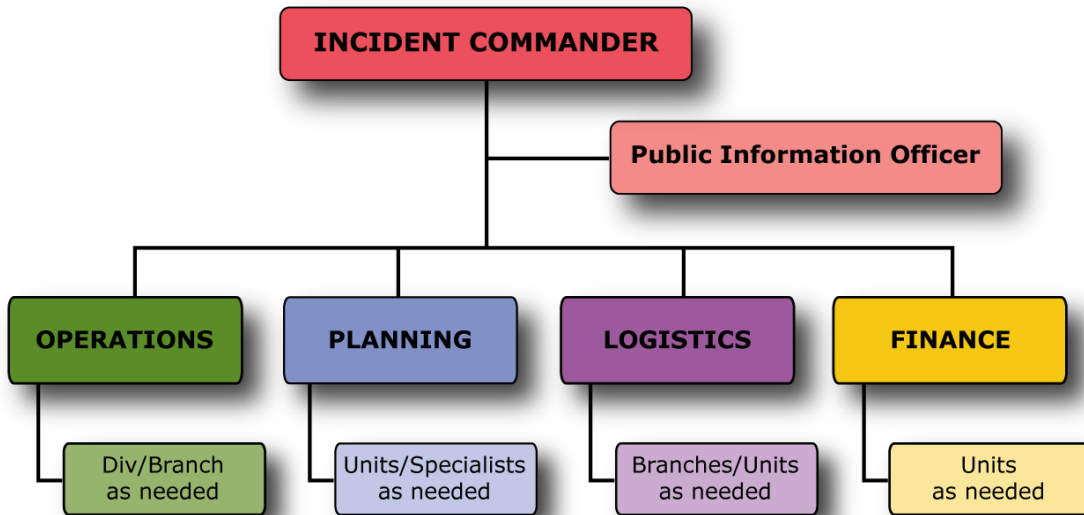


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Typical IMT Organization Charts for Level II and III Incidents

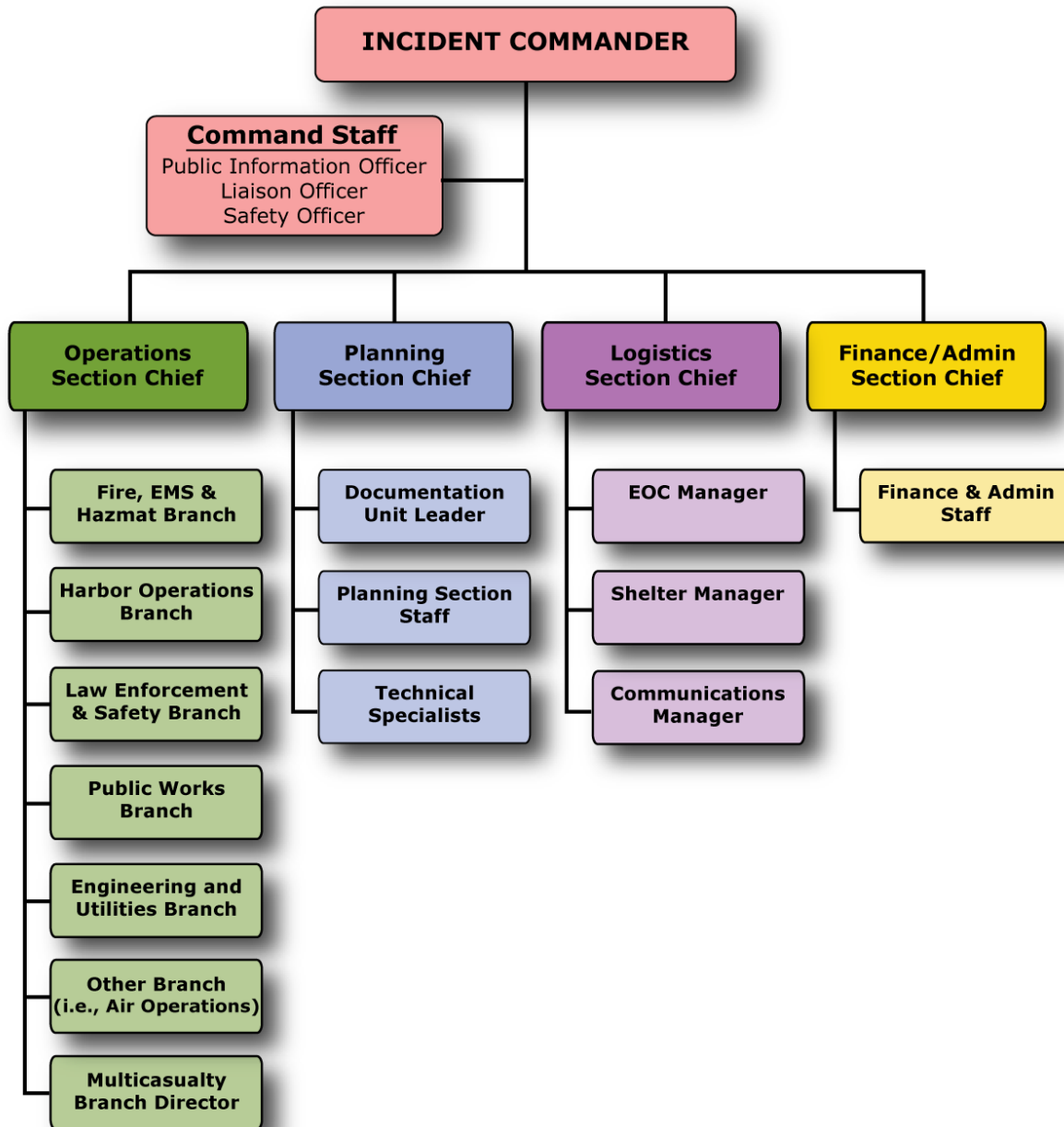
The following organization charts show positions that might typically be activated for Level II and III incidents, based on available personnel and typical functions required to support citywide disaster operations. Levels of incidents are discussed in Section 5.

Example of Level II IMT Organization



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Example of Level III IMT Organization



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Common Responsibilities

All potential Homer 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.

Appendix A contains copies of ICS Forms.

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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)	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Public information releases • Media relations & press releases • Disseminate public information about shelters, how to find out about victims 	Public Information Officer

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Position or City Department	Assigned Emergency Response Duties	IMT Position(s)
South Peninsula Hospital, EMS	<ul style="list-style-type: none"> • 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
Police Department, Alaska State Troopers, Fire Department	<ul style="list-style-type: none"> • 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 	Law Enforcement and Public Safety Branch Director
Fire Department	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Limit travel/recreation in affected areas • Identify safety hazards and undertake corrective action 	Safety Officer
AST, Police, Fire, or City Administration, depending upon emergency	<ul style="list-style-type: none"> • Estimate extent of damage • Establish and maintain contact with other affected areas • Notify local responders of potential need for search & rescue 	Operations Section

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Position or City Department	Assigned Emergency Response Duties	IMT Position(s)
Planning Department	<ul style="list-style-type: none"> • 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 Section
Public Works	<ul style="list-style-type: none"> • Establish EOC • Establish shelters 	Logistics Section – Facilities Unit
Personnel Officer Special Projects Coordinator	<ul style="list-style-type: none"> • Establish Community Healing Program, if needed 	Liaison Officer
Finance Department	<ul style="list-style-type: none"> • Work on monetary damage estimates for disaster declaration 	Finance Section
Harbormaster	<ul style="list-style-type: none"> • Evacuate harbor • Establish materials loading/offloading areas 	Harbor Operations Branch Director
Public Works	<ul style="list-style-type: none"> • Clear roads • Bring utilities back online • Move heavy equipment out of evacuation areas • Arrange for debris clearance • Check generators and other backup power 	Public Works Branch Director

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Position or City Department	Assigned Emergency Response Duties	IMT Position(s)
Public Library Staff	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Open designated shelter and activate shelter plan 	Shelter Manager

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Homer IMT Roster and Position Descriptions

ICS Position	Order of Succession	Reports To:	Supervises	Responsibilities & Authorities
Incident Commander	<ol style="list-style-type: none"> 1. City Manager 2. Fire Chief 3. Police Chief 4. By Appointment 	MAC/City Council & to Borough or State incident command teams if established	<p>Directly-Command & General Staff;</p> <p>Indirectly - All positions</p>	<ul style="list-style-type: none"> • Provides for management and control of the IMT. • Declare a disaster, activate the IMT, establish an EOC, and implement the EOP. • Determine Incident Objectives and strategy. • Establish the immediate priorities. • Maintains a continuous assessment of each function of the IMT and the field operations units. • Approves all reports, plans, press releases, and other official correspondence or documentation produced during the incident. • Authorize release of information to the news media. • Order the demobilization of the incident when appropriate.
Public Information Officer	<ol style="list-style-type: none"> 1. City PIO 2. HVFD PIO 3. HPD PIO 4. SPH PIO 5. KPB PIO 	Incident Commander	Public information staff	<ul style="list-style-type: none"> • Gathers information for release to the general public, news services, radio, and TV. • Determine from the Incident Commander if there are any limits on information release. • Develops and receives clearance for emergency instruction to the public and to arrange for the expedient release of public information. • Control rumors & reassure the public. • Develop material for use in public and media briefings. • Obtain Incident Commander's approval of media and public releases. • Schedule & conduct regular news conferences and public briefings/meetings. • Arrange for tours and other interviews or briefings that may be required. • Obtain media information that may be useful to incident planning. • Maintain current information summaries and/or displays on the incident.
Liaison Officer	<ol style="list-style-type: none"> 1. Personnel Officer 2. Special Projects Coordinator 	Incident Commander	Liaison staff	<ul style="list-style-type: none"> • Provide a contact point for Agency Representatives. • Assist in establishing and coordinating interagency contacts. • Keep agencies supporting the incident aware of incident status. • Monitor incident operations to identify current or potential Inter-organizational problems. • Participate in planning meetings, providing current resource status, including limitations and capability of assisting agency resources.

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ICS Position	Order of Succession	Reports To:	Supervises	Responsibilities & Authorities
Safety Officer	1. Incident Safety Officer	Incident Commander	Safety Staff	<ul style="list-style-type: none"> • Participate in planning meetings. • Identify hazardous situations associated with the incident. • Review the Incident Action Plan for safety implications. • Exercise emergency authority to stop and prevent unsafe acts. • Investigate accidents that have occurred within the incident area. • Assign assistants as needed. • Review and approve the medical and safety plans.
Legal Officer	1. City Attorney	Incident Commander	Legal Staff	<ul style="list-style-type: none"> • Monitor phases of operations to assure compliance with city ordinances and emergency declarations. • Provide legal advice and assistance as directed
Operations Section Chief	Various department heads, depending upon type of incident. IC will appoint.	Incident Commander	Operations Section Branches	<ul style="list-style-type: none"> • Manages the field and tactical operations from the local EOC. • Requests resources to support tactical operations. • Maintains a continuous assessment of the environment and effects, as well as the damage and injuries throughout general populace. • Coordinates with Planning Section. • Establishes parameters for safe movement of people and the coordination of essential and emergency activities in the community. • Provide guidance and direction to the private sector for shelter safety, exposure control, and countermeasure operations.
Fire, Hazmat & EMS Branch Director	1. Fire Chief 2. Fire Officer 3. As assigned	Operations Section Chief	Field personnel in branch and in divisions/groups within branch	<ul style="list-style-type: none"> • Oversee branch operations, including radiological monitoring, decontamination, search and rescue, and evacuation. • Coordinate with Safety Officer on identifying and managing fire and hazardous materials hazards and risks. • Make tactical assignments to field personnel to manage hazardous materials and fire response. • Assign specific work tasks to division/group supervisors. • Request resources as needed to support field operations. • Provide regular updates to Operations Section Chief and participate in Planning meetings as directed.

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ICS Position	Order of Succession	Reports To:	Supervises	Responsibilities & Authorities
Harbor Operations Branch Director	<ol style="list-style-type: none"> 1. Harbor Director 2. Deputy Harbor Director 3. By Appointment 	Operations Section Chief	Field personnel in branch and in divisions/groups within branch	<ul style="list-style-type: none"> • Oversee branch operations, including on-water containment of spilled oil, water rescue, and marine vessel communications. • Coordinate with Safety Officer on identifying and managing hazards to port and vessels. • Make tactical assignments to field personnel to manage harbor operations. • Assign specific work tasks to division/group supervisors. • Request resources as needed to support field operations. • Provide regular updates to Operations Section Chief and participate in Planning meetings as directed.
Public Works Branch Director	<ol style="list-style-type: none"> 1. Public Works Director 2. Public Works personnel 3. By Appointment 	Operations Section Chief	Field personnel in branch and in divisions/groups within branch	<ul style="list-style-type: none"> • Oversee branch operations, including heavy equipment operations, and provision of vital services such as potable water and sanitation. • Coordinate with Engineering and Electrical Branch on assessing damage to vital facilities and restoring local infrastructure. • Make tactical assignments to field personnel to manage public works functions, including heavy equipment operation. • Assign specific work tasks to division/group supervisors. • Request resources as needed to support field operations. • Provide regular updates to Operations Section Chief and participate in Planning meetings as directed.
Law Enforcement Branch Director	<ol style="list-style-type: none"> 1. Police Chief 2. HPD Lt 3. HPD Sgt. 	Operations Section Chief	Field personnel in branch and in divisions/groups within branch	<ul style="list-style-type: none"> • Oversee branch operations, including protection of vital facilities, EOC security, on-scene security, search and rescue support, and evacuation. • Coordinate with Fire and EMS Branch. • Make tactical assignments to field personnel to manage public safety and law enforcement. • Assign specific work tasks to division/group supervisors. • Request resources as needed to support field operations. • Provide regular updates to Operations Section Chief and participate in Planning meetings as directed.

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ICS Position	Order of Succession	Reports To:	Supervises	Responsibilities & Authorities
Air Operations Branch Director	1. Airport Manager	Operations Section Chief	Field personnel in branch and in divisions/groups within branch	<ul style="list-style-type: none"> Oversee branch operations, including management of aircraft and air operations. Make tactical assignments to field personnel to manage air operations. Assign specific work tasks to division/group supervisors. Request resources as needed to support field operations. Provide regular updates to Operations Section Chief and participate in Planning meetings as directed.
Multicasualty Branch Director	1. South Peninsula Hospital 2. Public Health 3. By Appointment	Operations Section Chief	Field personnel in branch and in divisions/groups within branch	<ul style="list-style-type: none"> Oversee branch operations, including establishment and management of emergency medical services, morgue facilities, mass inoculations, and public health advisories. Coordinate with EMS personnel to estimate casualties and plan for 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	<ul style="list-style-type: none"> Collects, manages, and disseminates information to support incident operations. Provides information to: (1) understand the current situation; (2) predict probable course of incident events; (3) prepare alternative strategies. Supervise preparation of the Incident Action Plan. Establish information requirements and reporting schedules for Planning Section units (e.g., Resources, Situation Units). Determine need for any specialized resources in support of the incident. Establish special information collection activities as necessary, e.g., weather, environmental, toxics, etc. Compile and display incident status information. Oversee preparation of Incident demobilization plan.

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ICS Position	Order of Succession	Reports To:	Supervises	Responsibilities & Authorities
Planning Section Staff (Documentation, Resources, Situation, Demobilization Units)	1. Planning Dept. Staff 2. By Appointment	Planning Section Chief	Staff	<ul style="list-style-type: none"> • Set up work area; begin organization of incident files. • Establish duplication service; respond to requests. • File all official forms and reports. • Review records for accuracy and completeness; inform appropriate units of errors or omissions. • Provide incident documentation as requested. • Store files for post-incident use. Oversee check-in of resources. • Track resources. • Prepare, post, or disseminate resource and situation status information as required, including special requests. • Review incident resource records to determine the likely size and extent of demobilization effort. • Develop an incident demobilization plan detailing specific responsibilities and release priorities and procedures.
Planning Section Technical Staff	Scientific or technical experts (public or private sector)	Planning Section Chief or Unit Leader	Technical support staff	<ul style="list-style-type: none"> • Provide specialized information or analysis as directed.
Logistics Section Chief	1. Public Works Director 2. Public Works Supervisor 3. By Appointment	Incident Commander	All Logistics Section Branches and Units	<ul style="list-style-type: none"> • Manage all incident logistics. • Provide support needs for transportation, equipment maintenance, fueling, feeding, supplies, remote communications, medical services, and sleeping facilities. • May set up & manage a base camp for IMT personnel. • Coordinate with Finance Section for procurement of supplies and services to support the incident. • Provide logistical input to the IC in preparing the Incident Action Plan. • Brief Branch Directors and Unit Leaders as needed. • Identify anticipated and known incident service and support requirements. • Request additional resources as needed.

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ICS Position	Order of Succession	Reports To:	Supervises	Responsibilities & Authorities
Support Branch Director	<ol style="list-style-type: none"> 1. Fire Services Coordinator 2. As assigned 	Logistics Section Chief	Support Branch Units & staff	<ul style="list-style-type: none"> • Determine facilities activated in support of the incident. • Determine ground support and transportation needs. • Determine need for fuel delivery and vehicle support. • Determine whether or not mutual aid and contract equipment are in use. Confirm method of inspection. • Staff Branch appropriately.
Facilities Unit Leader	<ol style="list-style-type: none"> 1. Public Works Personnel 2. As assigned 	Support Branch Director (if activated) Logistics Section Chief	Facilities unit staff	<ul style="list-style-type: none"> • Determine requirements for each facility to be established: Sanitation, Sleeping, Feeding, Supply area, Medical support, Communications needs, Security needs, Lighting. • Coordinate negotiation for rental office or storage space.
EOC Manager	<ol style="list-style-type: none"> 1. IT Director 2. As assigned 	Logistics Section Chief Support Branch Director (if activated)	EOC staff	<ul style="list-style-type: none"> • Provides support necessary for EOC set up and management, including work space allocation, equipment acquisition, clerical assistance, office supplies, food, sleeping facilities, sanitation requirements, message delivery, and other duties as required.
Services Branch Director	<ol style="list-style-type: none"> 1. Public Works Personnel 2. As assigned 	Logistics Section Chief	Service Branch units & staff	<ul style="list-style-type: none"> • Determine number of personnel to be fed. • Determine communications systems in use. • Determine medical support needs of the incident. • Assemble, brief, and assign work locations and preliminary work tasks to Branch personnel: Provide summary of emergency situation & of the communications, food, and medical needs of the incident. • Ensure that incident personnel receive adequate food and water. • Coordinate with Operations to ensure adequate medical support to incident personnel.

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ICS Position	Order of Succession	Reports To:	Supervises	Responsibilities & Authorities
Comm. Unit Leader	<ol style="list-style-type: none"> Lead Dispatcher if available IT staff 	Logistics Section Chief Services Branch Director (if activated)	Communications Unit Staff	<ul style="list-style-type: none"> Responsible for setting up and operating an expedient communication system to support the incident, including telephone, UHF radio, CB radio, single side band state control hookup, and any other required equipment. Assists in managing the information flow between field units and the EOC, and will dispatch and receive communication from all agencies involved and forward to the appropriate EOC personnel. Ensures that radio and phone logs are maintained, logging all entries by time and date. Coordinate radio communications between agencies not equipped for direct interagency communications. Prepare and implement the Incident Radio Communications Plan (ICS Form 205). Establish and supervise the Incident Communications Center and Message Center. Establish telephone, computer links, and public address systems.
Medical Unit Leader	<ol style="list-style-type: none"> Medical Director Lead Medic 	Logistics Section Chief Services Branch Director (if activated)	Medical Unit Staff	<ul style="list-style-type: none"> Obtain information on any injuries that occurred during initial response operations. Identify Name and location of Safety Officer. Determine: number and location of aid stations; Number and location of stand-by ambulances, helicopters, and medical personnel to assign to the incident; Potential for special medical problems, i.e., hypothermia, dehydration, heat stroke, exposure to hazardous materials, etc.; and Medical supplies needed. Respond to requests for medical treatment and transportation. Request/supervise ambulance support. Order through established Incident chain of command. Prepare the Medical Plan (ICS Form 206), including procedures for major medical emergency. This plan should be coordinated with the medical organization within the Operations Section.
Shelters Manager	<ol style="list-style-type: none"> Red Cross Volunteer 	Logistics Section Chief Support Branch Director (if activated)	Shelter Staff	<ul style="list-style-type: none"> Responsible for setting up and operating emergency shelters. Identify resource needs to support shelter operations and prepare resource requests. Coordinate with emergency medical and law enforcement personnel to identify incoming injured or displaced persons. Coordinate with Red Cross and other aid organizations. Provide essential shelter services.

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ICS Position	Order of Succession	Reports To:	Supervises	Responsibilities & Authorities
Other Logistics Staff/Functions (i.e. Food, Medical, Supply Units)	Any available city personnel as assigned	Logistics Section Chief	Staff	<ul style="list-style-type: none"> • Provide resource support and supply. • Determine food and water requirements to support IMT, and arrange for catering or food supply. • Coordinate medical support needs with Operations personnel.
Finance/ Administration Section Chief	<ol style="list-style-type: none"> 1. Finance Dir. 2. Dep. Finance Director 	Incident Commander	All Finance Section Staff	<ul style="list-style-type: none"> • Manage all financial aspects of an incident. • Arrange for payment of contracted services and supplies. • Review resource request orders and approve or deny. • Review contracts for payment requirements. • Keep track of available city funds and notify IC when operation exceeds capacity of city's funding. • Prepare documentation for emergency disaster assistance. • Advise IMT of feasibility of acquiring requested support services, and financial consequences to overall operations. • Provide financial and cost analysis information as requested. • Ensure that all personnel time records are accurately completed and transmitted to home agencies, according to policy. • Provide financial input to demobilization planning. • Ensure that all obligation documents initiated at the incident are properly prepared and completed. • Brief agency administrative personnel on all incident-related financial issues needing attention or followup.
Finance/ Admin Section Staff	<ol style="list-style-type: none"> 1. City Finance staff 2. As assigned 	Finance Section Chief	Staff	<ul style="list-style-type: none"> • Provide support for the following functions: time tracking, procurement, compensation/claims, and cost accounting. • Maintain records. • Support Finance Section Chief as directed.

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Training Recommendations for IMT Members

ICS training course information and online courses for ICS-100 and ICS-200 are available at FEMA.gov

ICS Position	Recommended Training												Other
	EOP *	ICS 100	ICS 200	ICS 300	ICS 400	ICS 402	ICS 403	ICS 404	ICS 405	ICS 406	ICS 407	ICS 700	
Emergency Management Coordinator	X	X	X			X	X						X
Incident Commander/ Deputy IC	X	X	X	X	X	X	X	X	X	X	X	X	X
Public Information Officer	X	X	X	X	X			X			X	X	
Liaison Officer	X	X	X	X	X	X	X						X
Safety Officer	X	X	X	X	X								X
Legal Officer	X	X	X	X	X								X
Operations Section Chief	X	X	X	X	X								X
Fire, Hazmat & EMS Branch Director	X	X	X	X	X								
Harbor Operations Branch Director	X	X	X	X	X								
Public Works Branch Director	X	X	X	X	X								

Building
Assess.

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ICS Position	Recommended Training												
	EOP *	ICS 100	ICS 200	ICS 300	ICS 400	ICS 402	ICS 403	ICS 404	ICS 405	ICS 406	ICS 407	ICS 700	Other
Law Enforcement Branch Director	X	X	X	X	X								
Air Operations Branch Director	X	X	X	X	X								
Planning Section Chief	X	X	X	X	X				X			X	
Planning Section Unit Leaders	X	X	X	X	X								
Planning Section Technical Staff	X	X	X	X	X								
Logistics Section Chief	X	X	X	X	X					X		X	
Support Branch Director	X	X	X	X	X								
Facilities Unit Leader	X	X	X	X	X								
Shelters Manager	X	X	X	X	X								Shelter Manager
Services Branch Director	X	X	X	X	X								

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ICS Position	Recommended Training												
	EOP *	ICS 100	ICS 200	ICS 300	ICS 400	ICS 402	ICS 403	ICS 404	ICS 405	ICS 406	ICS 407	ICS 700	Other
EOC Manager	X	X	X	X	X								
Medical Unit Leader	X	X	X	X	X								
Communications Unit Leader	X	X	X	X	X								
Finance/ Administration Section Chief	X	X	X	X	X					X			X
Time Unit Leader	X	X	X	X	X								
Procurement Unit Leader	X	X	X	X	X								
Compensation/ Claims Unit Leader	X	X	X	X	X								
Cost Unit Leader	X	X	X	X	x								

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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. However, in larger communities, 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 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.

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- 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.

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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 6: Organizing For Emergencies

EOC Facilities

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

Facility	Location	Contact Number	Considerations
Fire Department	604 E. Pioneer Ave	235-3155	Hazard Protected, Standby power
City Hall Council Chambers	491 E. Pioneer Ave	235-8121	Hazard Protected, Standby Power
Public Library	500 Hazel Ave.	235-3180	Many phone lines and computers, no standby power
HERC Building	360 W. Pioneer Ave.	235-8121 (city hall)	Many phone lines, already survived 1964 earthquake

Section 6: Organizing For Emergencies

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Section 7: 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.

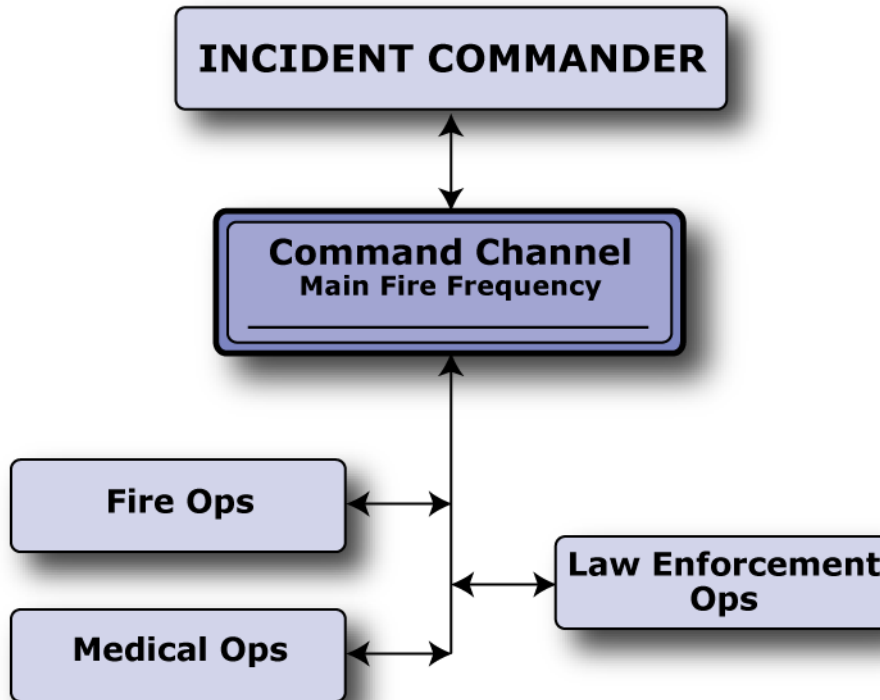
The incident communications plan should identify how each functional unit will communicate internally, and how communications will be coordinated among IMT functions and between field locations and the EOC. It is important to identify common communication channels, especially when dealing with multiple 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.

Section 7: Incident Communications

Radio Nets

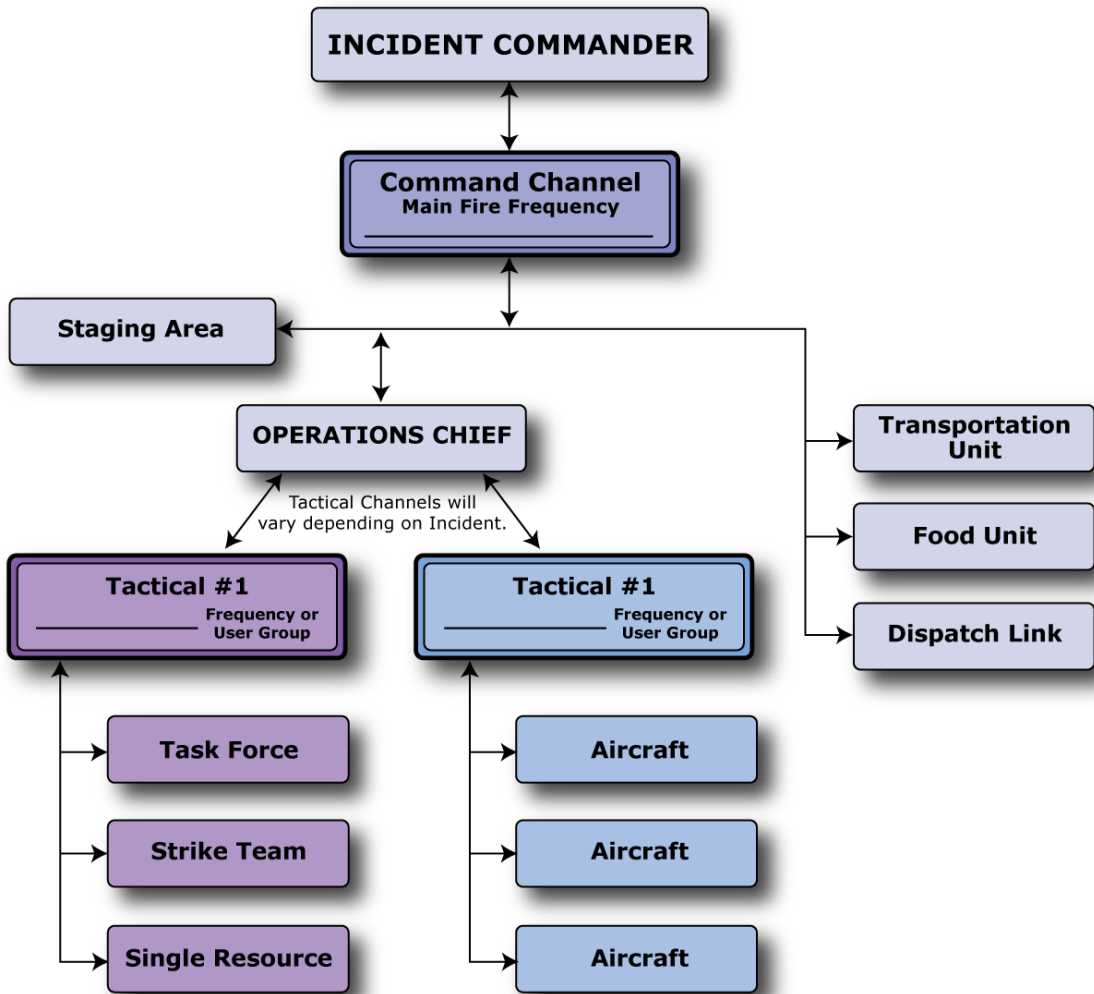
The following diagrams show how small, medium and large-sized radio nets may be organized.

Small Size Radio Net



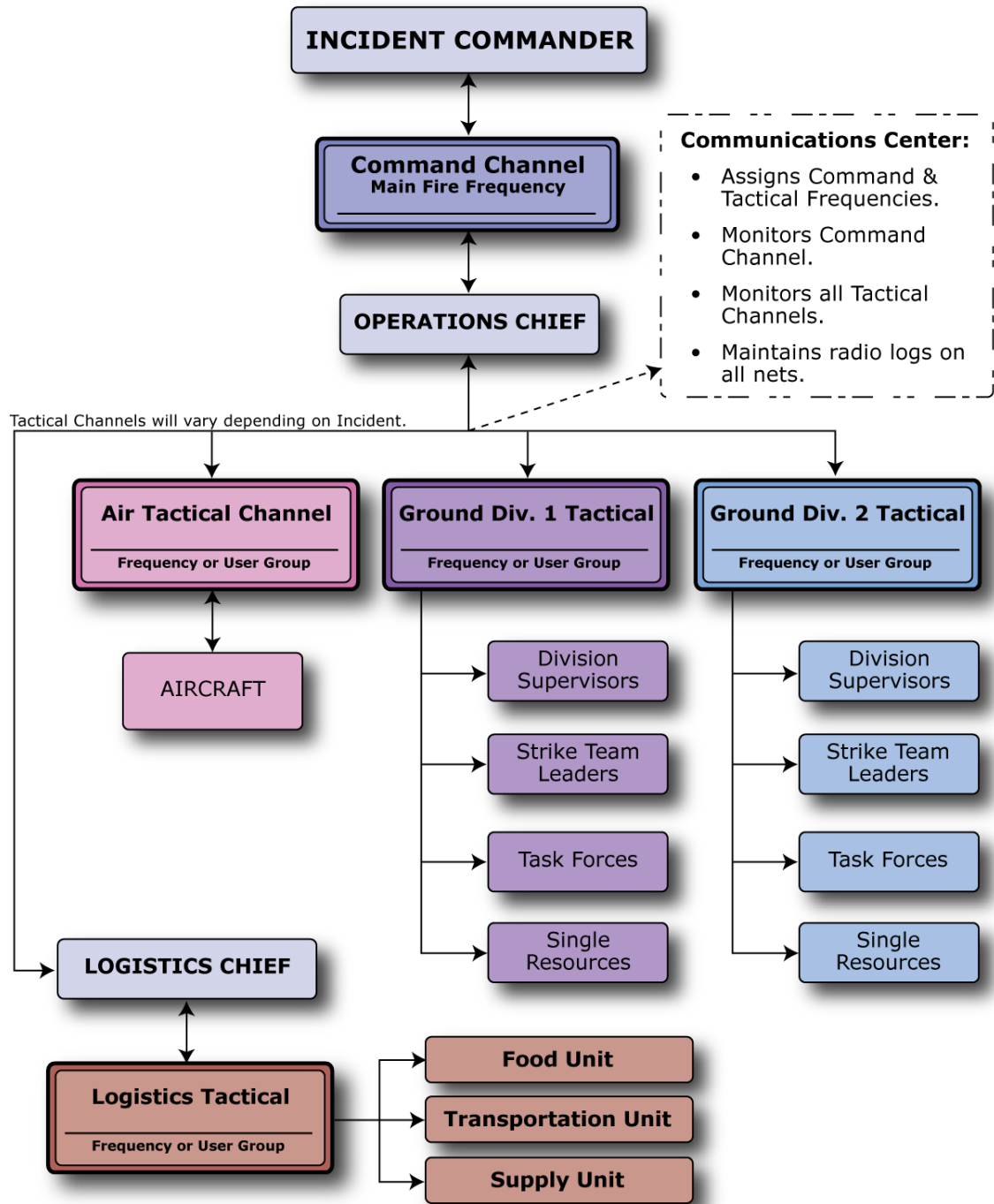
Section 7: Incident Communications

Medium Size Radio Net



Section 7: Incident Communications

Large Size Radio Net



Section 7: Incident Communications

Basic Radio Communications Checklist

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
B - BRAVO
C - CHARLIE
D - DELTA
E - ECHO
F - FOXTROT
G - GOLF
H - HOTEL
I - INDIA
J - JULIET
K - KILO
L - LIMA
M - MIKE

N - NOVEMBER
O - OSCAR
P - PAPA
Q - QUEBEC
R - ROMEO
S - SIERRA
T - TANGO
U - UNIFORM
V - VICTOR
W - WHISKEY
X - X-RAY
Y - YANKEE
Z - ZULU

Section 7: Incident Communications

City of Homer Radio Frequencies List

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

Common Emergency Channels

CB: CH 9 **Marine VHF:** CH 6 & 16 **SSB:** 4125 kHz

Local Agency / Department Assigned Frequencies

Description	Transmit Frequency	Receive Frequency
City of Homer Police Dept. #1	158.7900	155.3100
City of Homer Police Dept. #2	158.7350	155.6250
Alaska State Troopers Statewide	155.2500	155.2500
Alaska State Troopers Repeater	161.010	155.4150
Homer Volunteer Fire Dept. #1	153.8900	154.4150
Homer Volunteer Fire Dept. #2	153.8300	154.3700
HVFD Simplex	154.4150	154.4150
PUBLIC WORKS	158.9400	153.9050
PORT & HARBOR	156.0000	156.0000
KESA	155.0850	154.0850
AST SIMPLEX	155.2500	155.2500
WEATHER BROADCAST (NOAA)		162.400
EMS Repeater (EMS 3)	158.8950	151.2050
Ambulance Inbound	154.0250	154.0250
State Forestry (DELTA)	159.3450	151.2800
Marine VHF-16	156.800	156.800
Marine VHF-10	156.500	156.500
Interagency (TAC) 1	159.3750	159.3750
TAC 2	172.225	172.225
Anchor Point VFD	158.865	153.950
VTAC 11	151.1375	151.1375
VTAC 12	154.4525	154.4525
VTAC 13	158.7375	158.7375
VTAC 14	159.4725	159.4725

Section 7: Incident Communications

Marine VHF Frequencies

Frequency	User
156.8000	Homer Harbor Standby (16)
156.5000	Homer Harbor Talk (10)
156.425	Channel 68
157.1000	Channel 22
157.0500	Channel 21
162.4000	Marine Weather

Section 7: Incident Communications

Public Information

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

Public Information Flow

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

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

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



Section 7: Incident Communications

Media Guidelines

Consider the following guidelines before releasing information to the media.

- Provide accurate and consistent information. Release only those facts which can be confirmed. If little information is available, indicate this fact and schedule future briefings as information comes in.
- Release only approved, specific and verified information, such as:
 - Nature and extent of emergency occurrence.
 - Impacted or potentially affected areas of the community.
 - Advice on emergency safety procedures, if any.
 - Mitigation activities being conducted by responders.
 - Procedures for reporting emergency conditions to the EOC.
- Control rumors. Correct any inaccurate information published by the media.
- Do not release information 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 Homer Council Chambers	491 E. Pioneer Ave.	City Clerks Office 235-8121
Homer Public Library	500 Hazel Ave.	Library Director 235-3180

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

Section 7: Incident Communications

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

Section 7: Incident Communications

Information Officers from involved response and recovery agencies to coordinate information released to the media and the public.

Incident Websites

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

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

Public Information Forms

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

Incident Status Summary (ICS Form 209)

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

Incident Action Plan

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

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 7: Incident Communications

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Section 8: Sheltering & Feeding

Basic Homer Shelter Plan

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

Contact the KPB/OEM and ARC to open shelters.

- Homer High School 235-4600
- West Homer Elementary School 235-5750

Determine which shelters to open.

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

City of Homer: (Prioritize based on need, in fully fire sprinklered buildings)

- 1st Homer High School
- 2nd West Homer Elementary School

Alternate/Supplementary Facilities:

- Paul Banks Elementary School
- Homer Middle School
- Faith Lutheran Church
- HERC Building

Other possible shelters:

- All KPBSD facilities
- State Ferries, Tour Vessels
- Local hotels/motels

Section 8: Sheltering & Feeding

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

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

Section 8: Sheltering & Feeding

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 Homer, 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).

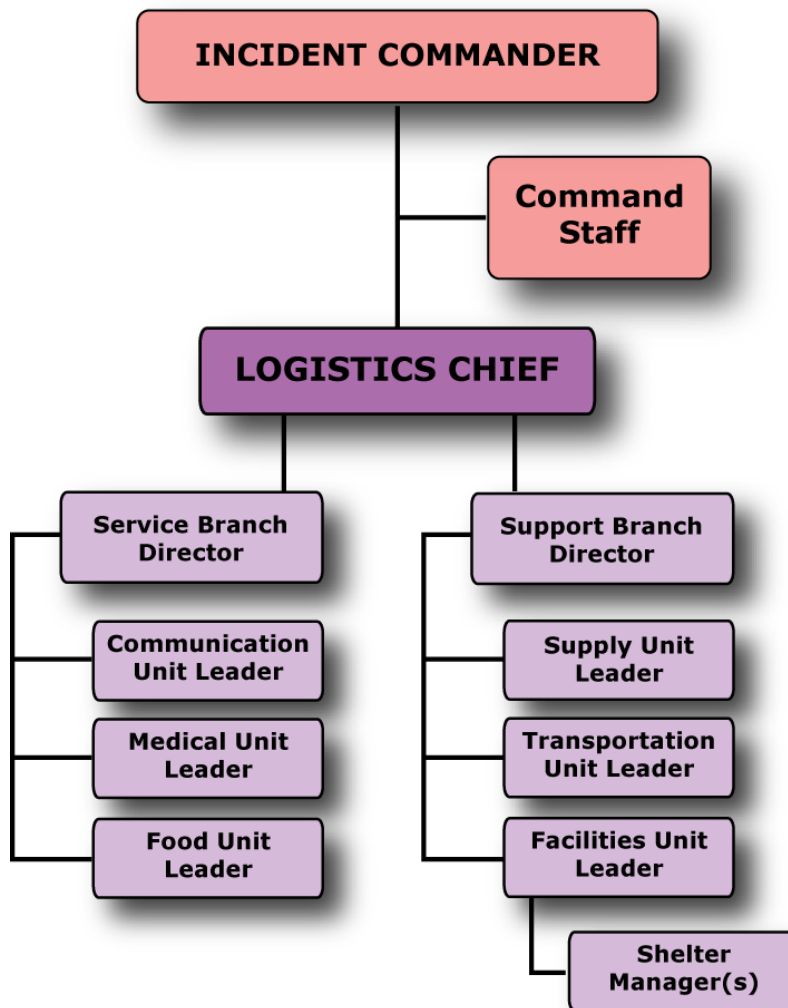
Every shelter should have a shelter manager on duty 24-hours a day.

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

Section 8: Sheltering & Feeding

Shelter Organization within the City of Homer Incident Management Team

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



Section 8: Sheltering & Feeding

City of Homer 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 Homer, 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 Homer.

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 Homer, 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.

Section 8: Sheltering & Feeding

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.

Shelter Management Assignments and Responsibilities

Identify local persons (either by name or position) who are qualified to fill the following roles in managing the emergency shelter. In smaller communities or for disasters that only impact a small portion of the population, it may be feasible to assign the same person to multiple roles.

Role	Name/Position of Community Member Assigned	Duties and Responsibilities
Shelter Manager:	American Red Cross Shelter Manager Volunteer (<i>See Appendix C for Red Cross phone numbers</i>)	Establish shelter Manage shelter operations Coordinate with volunteer relief agencies Duties as assigned
Assistant Shelter Manager:	American Red Cross Shelter Manager Assist. Volunteer (<i>See Appendix C for Red Cross phone numbers</i>)	Assist shelter manager Fill in for shelter manager if unavailable Provide alternate for 24-hr staffing Duties as assigned

Section 8: Sheltering & Feeding

Role	Name/Position of Community Member Assigned	Duties and Responsibilities
Nurse/medical officer:	Contact Local Public Health and work hand in hand with local medical personnel.	Move medical supplies to shelter, if needed Triage, first aid Human health services
Administration:	American Red Cross Volunteer <i>(See Appendix C for Red Cross phone numbers)</i>	Registration Record keeping Duties as assigned
Food Staff:	American Red Cross Volunteers <i>(See Appendix C for Red Cross phone numbers)</i>	Prepare and serve meals Duties as assigned, such as cleaning up
Social services:	American Red Cross Volunteers <i>(See Appendix C for Red Cross phone numbers)</i>	Assist shelter residents in accessing social and family services Liaison to other social service agencies/organizations Duties as assigned
Liaison/Public Information officer:	COH and KPB both have PIO's that may be available.	Disseminate information to the public and media Work hand in hand with Borough PIO
Maintenance and sanitation:	American Red Cross Volunteers <i>(See Appendix C for Red Cross phone numbers)</i>	Maintain and clean facilities Duties as assigned

Section 8: Sheltering & Feeding

City of Homer Mass Care Shelter Facilities List

	Homer High School	West Homer Elementary School	Paul Banks Elementary School	Homer Middle School	Faith Lutheran Church
Location and Contact (907-)	600 East Fairview Ave. 235-4600	3719 Soundview Ave. 235-55750	1340 East Rd. 226-1801	500 Sterling Hwy. 235-5700	3634 Soundview Ave. 235-7600
Shelter Type	Primary	Primary	Primary	Primary	Secondary
Maximum Occupancy	517	413	372	182	64
Red Cross Agreement	Yes	Yes	Yes	Yes	Yes
Potential Staffing	school faculty/ staff	School faculty/ staff	School faculty/ staff	School faculty/ staff	Paid Staff & Congregation
# of usable rooms	21	22	19	9	3
Total usable space (ft²)	20,695	16,500	14,896	7,290	2,500

Section 8: Sheltering & Feeding

	Homer High School	West Homer Elementary School	Paul Banks Elementary School	Homer Middle School	Faith Lutheran Church
Kitchen Facilities & equipment	Full Commercial	Full Commercial	Refrigerator, walk-in freezer, griddle, 2 ovens, 2 convection ovens, microwaves	None	Full residential
Food Serving Area	Multi-purpose room	Multi-purpose room	Multi-purpose room		Sanctuary
Max Seating Capacity	416	300	200	100	100
# Meals served at one time	2000 daily	350	300	0	100
Heating & cooking fuels	Fuel oil/ LP Gas	Fuel Oil/ Electric	Fuel Oil/ Electric	Fuel Oil/ none	Fuel Oil/ Electric
Water Source	Municipal	Municipal	Municipal	Municipal	Municipal
Swimming Pool	Yes	No	No	No	No

Section 8: Sheltering & Feeding

	Homer High School	West Homer Elementary School	Paul Banks Elementary School	Homer Middle School	Faith Lutheran Church
Radio Comms	No	No	No	Yes, programmable	No
Generator	Yes	Yes	Yes	Yes	No
Emergency Power	Lighting, Heating, Kitchen	Boilers, Kitchen, Emergency Lighting	Essential Services only	Essential services only	No
Health Care Beds	4	3	2	1	0
Handicap Accessible & Handicap Bathrooms?	Yes & Yes	Yes & Yes	Yes & Yes	Yes & Yes	Yes & Yes
Total toilets	59 (32 M, 27 F)	24 (8 M, 14 F, 2 Unisex)	14 (5 M, 9 F)	21 (7 M, 14 F)	4 (1 M, 2 F, 1 Unisex)
Total wash basins	27 (13 M, 14 F)	14 (6 M, 6 F, 2 Unisex)	12 (6 M, 6 F)	12 (6 M, 6 F)	4 (1 M, 2 F, 1 Unisex)
Total showers	84 (42 M, 42 F)	2 Unisex	0	26 (12 M, 14 F)	1 Unisex
Nursery Area	No	No	No	No	Yes

Section 8: Sheltering & Feeding

	Homer High School	West Homer Elementary School	Paul Banks Elementary School	Homer Middle School	Faith Lutheran Church
Office Space	Yes	Yes	Yes	Yes	Yes
Additional Rooms	Library, auditorium, gymnasium, home economics room	Multi-purpose room, teachers lounge, library, 2 conference rooms	Multi-purpose room, teachers lounge, library	Library, teachers lounge, gymnasium, home economics room	Multipurpose room, sanctuary
Outdoor Areas	Athletic fields, fenced courts	Playground areas, fenced grounds	Playground areas, athletic fields, fenced courts	Athletic fields, fenced courts	Fenced court, playground
Vehicles in Parking Area	600	107	150	150	75
Facility Limitations	May not be accessible in all types of disasters	May not be accessible in all types of disasters	May not be accessible in all types of disasters	May not be accessible in all types of disasters	May not be accessible in a power outage.

Section 8: Sheltering & Feeding

All of the shelters listed above are considered “non-operational” and “expedient”, meaning they lack some capability necessary to serve as a fallout shelter, but the missing capability can be remedied or constructed during the warning phase. Contact the Alaska Division of Homeland Security and Emergency Management for assistance and guidance regarding fallout shelter maintenance.

Section 8: Sheltering & Feeding

Pet Sheltering Plan Addendum

I. Purpose

Emergency pet sheltering, also referred to as pet-accessible shelters, is designed to meet the needs of people and their small animals that are displaced from their homes during emergencies and disasters. Animal owners are primarily responsible for their animals, and should have disaster and emergency plans prepared for their animals. However there will be situations where pet owners decide to evacuate with their pets and require assistance in sheltering the pets.

II. Authority

The Pets Evacuation and Transportation Standards Act (Public Law 109-308) requires that local governments plan for the sheltering and care of household pets and service animals during emergencies where shelters are established. This plan will address both the American Red Cross and American Disabilities Act (ADA) standards and will take into consideration the needs of pet owners and the safety of the public and health considerations of all citizens.

III. Situations and Assumptions

- A. Situation. Over 60% of all households own a pet. This implies during large-scale disasters, pet ownership may affect the behavior of large segments of the population at risk. Awareness of local and borough plans for sheltering pets in conjunction with people shelters will encourage some pet owners to evacuate as opposed to sheltering in place. If displaced persons shelters are established during and incident, establishing a corresponding pet shelter may be considered.
- B. Protection of human life is the immediate concern of first responders. During a disaster, first responders are not responsible for, but may assist with the rescue, evacuation, sheltering or welfare of animals.
- C. Assumptions.
 - a. Through public education, animal owners should know how to prepare themselves and their animals for an emergency.
 - b. Coordination of pet evacuation and sheltering is primarily the responsibility of the pet owner with assistance, when needed, by the local jurisdiction. The KPB will assist local shelters requests for assistance as required and resources allow.
 - c. The plan assumes that suitable locations for pet shelters are available following a disaster, or may become available with time and coordination of local and borough resources.
 - d. If a local emergency incapacitates local veterinary and animal care resources of if such resources are found to be insufficient to meet the

Section 8: Sheltering & Feeding

animal care needs the COH may request additional resources from the Borough, State or Federal agencies.

IV. Concept of Operations

- A. When a decision is made by local authorities to open emergency shelters, supporting agencies will be notified and should be ready to activate a pet shelter.
- B. Animal owners should be prepared to evacuate and provide shelter for their pets and service animals in the event of an emergency requiring evacuation. Livestock owners are solely responsible for transportation and sheltering of their livestock.
- C. The COH and KPB will support the movement of evacuees transporting domestic household pets provided that residents are able to evacuate their pets in a manner that does not threaten the safety or welfare of first responders or other evacuees. All animals must be restrained or kenneled and no person shall be allowed to transport more animals than they can control. Priority will be given to service animals.
- D. Animals addressed in this plan include:
 - a. Service Animals: As defined by the ADA any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are NOT considered to be service animals. The works or tasks performed by a service animal must be directly related to the individual's disability. In addition to the provisions about service dogs, the revised ADA regulations hve a new separate provision regarding miniature hours that have been individually trained to do work or perform tasks for people with disabilities.
 - b. Under the ADA, State and Local governments, businesses, and nonprofit organizations that serve the public generally must allow service animals to accompany people with disabilities in all areas of the facility where the public is normally allowed to go. Service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices.
 - c. Household Pets: Household pets are domestic animals such as dogs, cats, rabbits, rodents, or turtles that are traditionally kept in the home for pleasure rather than for commercial purposes. The can travel in commercial carriers, and be housed in temporary facilities. Household pets do not include reptiles (except turtles) amphibians, fish, insects/arachnids, farm animals (except miniature horses trained as service animals), and animals kept for racing purposes. Household pets cannot be admitted into the human shelter.

Section 8: Sheltering & Feeding

E. Evacuation:

- a. The COH cannot mandate an evacuation. Owners are expected to evacuate their pets from hazardous areas. The COH will protect human life over protecting animals and therefore may determine that it is unsafe for citizens to enter or re-enter a disaster area to rescue animals. The Incident Commander is the authority regulating access to the evacuated areas.
- b. Pet owners must provide supplies for each pet including a collar or harness with ID tag, leash, water and food bowls, bedding, food and any necessary medications. Owners are encouraged to have access to and bring any pet medical records with them when they evacuate.
- c. Every attempt will be made to identify each pet with their owner's information, so that if separated they can be reunited at a later date or time.

F. Pet Shelter Operations:

- a. A pet shelter will be considered anytime a human shelter is established. When the Homer Animal Shelter is at capacity or not available the COH may request additional resources from the KPB, other animal shelters, volunteer animal rescue agencies or the state.
- b. The size of the pet shelter will be determined based on need.
- c. Pet owners are primarily responsible for the care and feeding of their pets while being sheltered. Pet owners will have access to the pet shelter whenever necessary.
- d. Pets must accompany the owner when the owner leaves the shelter.
- e. Pets that are uncontrollable, or present a danger to shelter operators of the public may be denied admittance or removed from the shelter. Pets that bite any persons shall be quarantined at the Homer Animal Shelter until such time as their vaccination status can be verified.

Section 9: Public Health & Multi-Casualty Incidents

Introduction

Public Health Services, as defined in this EOP, includes those activities associated with lifesaving; transport, evacuation, and treatment of the injured; disposition of the dead; and disease control activities related to sanitation, preventing contamination of water and food supplies, etc., during response operations and recovery operations. It focuses on health and medical problems under emergency conditions of varying scopes.

This section describes medical resources and approaches for addressing public health problems in the City of Homer.

For a detailed description of Public Health and Multi-casualty Incident Management, see the Kenai Peninsula Borough Emergency Operations Plan

Emergency Medical Services

The Homer Volunteer Fire Department provides emergency medical services (EMS) and ambulance transport services within the city limits of Homer and Kachemak City. Anchor Point Volunteer Fire Department and Kachemak Emergency Service Area (KESA) also offers EMS and transport services to the surrounding areas. During a disaster emergency, one or more of the available emergency services providers would provide emergency medical services as needed. Mutual aid agreements exist among the fire departments to ensure adequate resources are available for a major or multi-jurisdictional disaster, within the scope of their capability. Additional state and federal government emergency medical resources can be accessed by contacting the Alaska Division of Homeland Security and Emergency Management and requesting assistance.

The Homer Volunteer Fire Department will be the agency responsible for establishing the on-scene Incident Command Post utilizing the NIMS Incident Command System, special ICS structure for a multi-casualty incident, using either single or unified command as appropriate (See the Kenai Peninsula Borough Emergency Operations Plan for more information.)

A triage system will be initiated with initial care provided in the field and secondary care provided at the South Peninsula Hospital (SPH). SPH has an emergency response plan, which should be integrated with IMT health and medical service activities to the maximum extent possible. The SPH is looking at using their portable classroom (conference room 3), as an off-site triage area for disaster emergencies. There are 3 "negative pressure" rooms available at SPH for patient isolation; 1 in the emergency department and 2 in Acute Care. However, all designations for triage/treatment will be incident-specific depending upon the type and scope of local emergency.

Section 9: Public Health & Multi-Casualty Incidents

In the event that the hospital is overwhelmed with patients, provisions for the transfer of patients to the appropriate medical facility would be the responsibility of the hospital in "coordination" with the Incident Management Team commanding the incident.

Because medical resources are limited in Homer, a local emergency that involves more than 5 critically injured patients is considered a multi-casualty event.

Refer to SECTION 13 of this plan for additional information about Emergency Medical Resources in Homer.

Fatality Management

At present, the South Peninsula Hospital has morgue facilities for 2 deceased patients. There is one private facility in Homer, Homer Funeral Home (235-6861). However, for most multi-fatality incidents, it will be necessary to set up a temporary morgue. The ice rink on the Homer Spit, airplane hangars, and refrigeration trucks would all be options in a multi-fatality emergency; however the bags must be procured through the Alaska State Troopers or other sources. The State Medical Examiner is responsible for the collection, identification, and disposition of deceased persons and human tissue from a multi-casualty incident. In addition, FEMA has the capability to provide Disaster Mortuary Assistance Teams (DMORT) to respond to the scene of a multi-casualty incident. Both the State Medical Examiner and FEMA DMORT can be accessed by contacting the Alaska Division of Homeland Security and Emergency Management and requesting assistance.

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

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

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Public Health

The Alaska Department of Health and Social Services/Public Health Service has a local office in Homer. DHSS/Public Health's purpose is to assist local agencies in responding to and mitigating any type of public health event. Public health concerns during a disaster emergency include identifying and controlling environmental health hazards, issuing health advisories to the public on emergency water supplies, waste disposal, disease vectors, food monitoring at mass care facilities, immunizations and disinfections would be the responsibility of the State of Alaska Department of Health and Social Services which can be accessed by contacting the Alaska Division of Homeland Security and Emergency Management and requesting assistance.

Persons exposed to, or ill with, a contagious ailment will be directed to remain in isolation at home in order to prevent overloading at the hospital, unless they are so ill as to require hospitalization. Refer to the City of Homer Pandemic Flu Emergency Response Plan for more information about isolation during a contagious disease incident.

All decisions regarding patient routing and isolation should be made by the Incident Commander/Unified Command based on incident-specific concerns.

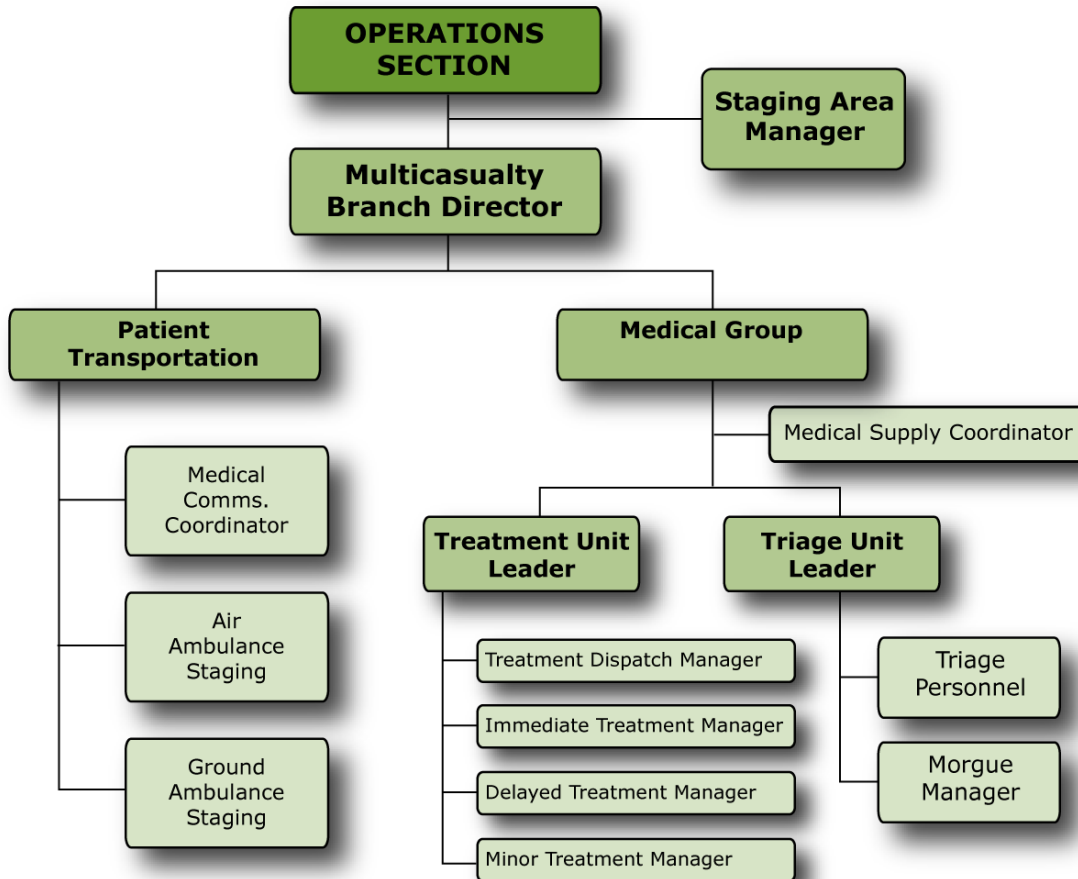
Mental Health

Mental health services in Homer are provided by the South Peninsula Community Mental Health Center and several private practitioners. To access those services, the Mental Health Center's Community Support Program can be contacted directly during normal business hours (907-235-7701). There is a clinician on-call for after hours contact; contact the SPH for the on-call list. Other agencies such as the American Red Cross, The Salvation Army, various religious clergy and private mental health professionals can provide personnel and counselors to aid in delivering mental health support to victims and families affected by a disaster emergency. In addition, state mental health services can be accessed by contacting the Alaska Division of Homeland Security and Emergency Management and requesting assistance. Critical incident stress treatment for responders is also available through the channels identified above.

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Multi-casualty Branch Organization

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



Section 9: Public Health & Multi-Casualty Incidents

I. INTRODUCTION

Unlike influenza epidemics, which occur seasonally and result in an average of 36,000 deaths in the U.S. each year, influenza pandemics (global epidemics) occur sporadically, and have the potential to result in hundreds of thousands of deaths nationally over the course of one year. During the 20th century there were three influenza pandemics, the most severe of which occurred in 1918-19 and caused over 500,000 deaths in the U.S. and more than 50 million deaths worldwide.

Influenza pandemics occur when there is a major change in the structure of a strain of influenza virus such that most (or all) of the world's population is susceptible to infection. These major changes emerge by at least two mechanisms: genetic recombination and adaptive mutation. Of the three influenza pandemics in the 20th century, two (1957 and 1968) occurred as a result of major changes in the genetic composition of the virus through the recombination of genetic elements from novel and human influenza strains, and one (1918) occurred as a result of adaptive mutations that allowed the virus to be efficiently transmitted first from birds to humans and then from person-to-person.

At some point in the future, the world will be faced with another pandemic caused by a strain of influenza virus that spreads rapidly and causes extraordinarily high rates of illness and death higher, in fact, than virtually any other natural health threat. Because novel influenza viruses have the potential to spread rapidly, high levels of absenteeism in the workforce can quickly jeopardize essential community services, including healthcare services throughout affected regions. Furthermore, it is currently estimated that it will only take one to six months from the time the pandemic is identified to the time that the first outbreak will occur in Alaska, provided the pandemic does not start in Alaska. Because no one can predict exactly when or where the next influenza pandemic will occur, and little time will be available to prepare after the pandemic is first identified, it is critically important for us to promptly maximize our ability to respond effectively to this imminent threat.

As Alaskans we understand that we live in a remote portion of the world. As Alaskans living in the Kenai Peninsula of Alaska we understand that we are even more remote. One of Alaska's attractions is the low population density. Due to the remoteness, and relatively small population we are writing this plan with the assumption that we can expect little to no help from the outside world. This plan uses the resources available to us here in South-Central Alaska. It is understood that we will need help from the outside.

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Obviously we can't produce our own vaccines or anti-viral medications. Until such time as we get the necessary resources we will have to rely on our own.

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Based upon estimates from the State of Alaska Division of Public Health, Alaska might see the following impact **based on a 30% attack rate.**

	State of Alaska (Pop. 650,000)	Anchorage Area (Pop. 350,000)	Kenai Peninsula Borough (Pop.51,000)	Smaller Alaskan Community (Pop.5,000)
Up to 30% of pop. will become ill with flu	195,000	105,000	15,300	1,500
Up to 15% of pop. will require out- patient visits	97,500	52,500	7,650	750
Up to 0.3% of pop. will require hospitalization	1,950	1,050	153	15
Up to 0.1% of pop. will die of flu related causes	650	350	51	5

Based upon estimates from the State of Alaska Division of Public Health, Alaska might see the following impact **based on a 50% attack rate.**

	State of Alaska (Pop. 650,000)	Anchorage Area (Pop. 350,000)	Kenai Peninsula Borough (Pop.51,000)	Smaller Alaskan Community (Pop.5,000)
Up to 50% of pop. will become ill with flu	325,000	175,000	25,500	2,500
Up to 25% of pop. will require out- patient visits	162,500	87,500	12,750	1,250
Up to 3% of pop. will require hospitalization	19,500	10,500	1,530	150
Up to 2.5% of pop. will die of flu related causes	16,250	8,700	1,275	125

There are several characteristics of influenza pandemic that differentiate it from other public health emergencies.

- It has the potential to suddenly cause illness in a very large number of people, who could easily overwhelm the health care system throughout the nation.

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- A pandemic outbreak could also jeopardize essential community services by causing high levels of absenteeism in critical positions in every workforce.
- It is likely that vaccines against the new virus will not be available for six months or longer following the emergence of the virus.
- Basic services, such as health care, law enforcement, fire, emergency response, communications, transportation, and utilities, could be disrupted during a pandemic.
- Pandemics, unlike other emergency events, could last for several weeks, or more likely, several months.

Summary of Key Pandemic Preparedness and Response Principles Addressed in this Plan

A. Monitor statewide disease surveillance programs and coordinate with state and federal agencies to detect pandemic influenza strains in humans and animals.

1. Global surveillance networks identify circulating influenza strains, including novel strains that have the potential for causing pandemic outbreaks among domestic animals and persons in several countries.
2. State, national and international surveillance efforts and laboratory testing, serves as an early warning system for potential pandemics and a critical component of pandemic response plans.

B. Ensure mass vaccination plans and protocols are in place to rapidly administer vaccine and monitor in collaboration with State and Federal agencies vaccine effectiveness and safety.

1. Demand for vaccine will significantly exceed supply during the pandemic, and may not be available at all for the first six months or longer after the initial outbreak. Therefore, priority groups have been established by the City of Homer (See Appendix A), based on national recommendations from the U.S. Department of Health and Human Services (DHHS) and in collaboration with the State Division of Public Health, to provide guidance regarding the use and distribution of vaccine in the Kenai Peninsula Borough (KPB) when supplies become available. During a pandemic, however, The City of Homer and KPB will consider national guidelines and local epidemiological data to adjust and finalize priority groups as necessary.

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2. As vaccine supplies increase, the City of Homer and KPB will, in collaboration with the State Division of Public Health, coordinate to vaccinate the population in accordance with the Mass Vaccination Plan adopted by the KPB and State of Alaska.
3. Develop Mass Dispensing Plan in cooperation with SOA PHD, South Peninsula Hospital and other area clinics and health providers.
4. Develop protocols to allow EMS providers to assist with delivery of public health vaccines in certain circumstances such as training drill, mass vaccination clinics and declared public health emergencies.

C. Establish guidelines for the utilization of antiviral medications by medical staff for treatment and prevention of influenza.

1. Antiviral medications can both prevent and treat influenza infection. Prophylaxis of individuals would need to continue throughout the period of exposure, possibly weeks to months. Treatment can decrease the severity of illness and resulting complications of infection. For optimal impact, treatment needs to be started as soon as possible, preferably within 48 hours of the onset of illness.
2. The current supply of influenza antiviral medications is extremely limited and production cannot be rapidly expanded.
3. Educating health care workers before and during the pandemic on the appropriate use of antiviral drugs will be important to maximize the effectiveness of antiviral medications.
4. Local protocols for prioritizing the use of antiviral medicines have been developed by the City of Homer and KPB (See Appendix B) in consultation with the State Division of Public Health, and were based on federal guidelines from the Centers for Disease Control (CDC).

D. Develop capabilities to implement non-medical measures to decrease the spread of disease throughout the Southern Kenai Peninsula Borough as guided by the epidemiology of the pandemic.

1. Emphasizing infection control measures (hand washing, using alcohol hand gel, respiratory etiquette, staying home when sick, and avoiding unnecessary contact with other persons during a pandemic) in health care facilities, including hospitals, out-patient care settings and long-term care facilities, as well as workplaces, other community settings and the home can limit the spread of influenza among high-risk populations and health care workers.

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2. Voluntary isolation of ill persons at home is an infection control measure that will be implemented throughout all stages of a pandemic.
3. Due to the fact that influenza is highly infectious and can be transmitted by people who appear to be well, voluntary home quarantine of exposed individuals is likely to be a viable strategy for preventing the spread of the disease in the community during the first stages of a pandemic.
4. Social distancing measures such as limiting public gatherings, closing schools, churches, and recreational facilities, and restricting the use of public transportation systems are intended to decrease opportunities for close contact among persons in the community, thereby decreasing the potential for influenza transmission among the population and possibly slowing the spread of a pandemic. Decision makers must consider the scope of their legal authorities, social and economic impacts, anticipated effectiveness and current epidemiology of the pandemic prior to implementing these measures.

E. Assist Local Health Care Providers (LHCP), emergency responders, elected leaders, the business community, and community based organizations with pandemic preparedness planning aimed at maintaining the provision of health care services, sustaining essential community services, and limiting the spread of disease throughout the duration of a pandemic.

1. An influenza pandemic will place a substantial burden on inpatient and outpatient health care services. Demands for medical supplies, equipment, and hospital beds may exceed available resources for several weeks or months.
2. Strategies to increase hospital bed availability during a pandemic include deferring elective procedures, implementing more stringent criteria for hospital admission, earlier discharge of patients with follow-up by home health care personnel, and establishing alternate care facilities in nontraditional sites.
3. As demands for health care resources and services increase sharply, illness and absenteeism among health care workers will further strain the ability to provide quality care.
4. Absenteeism during a pandemic among critical infrastructure agencies, businesses, and community based organizations must be accounted for in business continuity plans.

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F. Communicate with and educate the public, LHCP (Local Hospital, Clinics and Practitioners), local government, community leaders, other Kachemak Bay and South Kenai Peninsula communities, and the media about the consequences of influenza pandemic and what each person can do to prepare.

1. Influencing public behavior toward basic infection control measures will be a key factor in limiting the spread of influenza during a pandemic.
2. Communicating clear, concise and accurate information about influenza, the course of the pandemic, and response activities will increase awareness, limit public panic and speculation, and sustain confidence in the public health system.

G. Coordinate with Law Enforcement Professionals to ensure security of community.

1. Protecting the peace during civil disturbances that may be the result of food shortages, long lines at vaccination clinics, etc...
2. Provide security during the transport of vaccines during shortages.
3. Coordinate efforts with the Alaska State Defense Force

II. PURPOSE OF THIS PLAN

The Pandemic Influenza Response Plan for the City of Homer provides guidance to local government officials regarding detection, response and recovery from an influenza pandemic. The Plan describes the unique challenges posed by a pandemic that may necessitate specific leadership decisions, response actions, and communication mechanisms. Specifically, the purpose of the plan is to:

1. Define preparedness activities that should be undertaken before a pandemic occurs that will enhance the effectiveness of response measures.
2. Describe the response, coordination and decision making structure that will incorporate City of Homer, the health care system within the Kenai Peninsula Borough, other emergency response agencies, and state and federal agencies during a pandemic.
3. Define roles and responsibilities for Homer, LHCP and emergency response agencies during all phases of a pandemic.

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4. Coordinate the dissemination of information and resources with the entire Kachemak Bay area and Southern Kenai Peninsula.
5. Describe expectations of the Homer Public Health Center staff in a pandemic response and the purpose of the local plan.
6. Serve as a guide for LHCP, emergency response agencies and businesses in the development of pandemic influenza response plans.
7. Provide technical support and information on which preparedness and response actions are based.
8. During an influenza pandemic, the City of Homer and community leaders will utilize the plan to achieve the following goals:
 - a. Limit the number of illnesses and deaths
 - b. Preserve continuity of essential government functions
 - c. Minimize social disruption
 - d. Minimize economic losses
9. The plan will be coordinated with other City of Homer preparedness plans and activities, and with the plans of community, Borough, State and Federal providers.

III. SCOPE OF THE PLAN

This Plan is an Annex to the City of Homer Emergency Operations Plan. This Plan primarily focuses on the roles, responsibilities, and activities of the City of Homer. However, specific responsibilities for key response providers are included to highlight points of coordination between agencies during a pandemic. It is expected that health care facilities and health care professionals, essential service providers, local government officials, and business leaders will develop and incorporate procedures and protocols addressing influenza preparedness and response activities into their emergency response plans.

Federal and state departments of agriculture are primarily responsible for surveillance and control of influenza outbreaks in domestic animals, although

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agricultural control measures interface with public health actions to prevent transmission into humans. This plan primarily addresses planning and response activities related to Human pandemic issues. Bird outbreaks, surveillance and control measures are the primary responsibility of the following agencies: USFW, SOA F&G, USDA. Homer will collaborate with and support these Federal and State agencies.

IV. PLANNING ASSUMPTIONS

1. Influenza pandemic will result in the rapid spread of the infection with outbreaks throughout the world. Communities across the state and the country may be impacted simultaneously.
2. There will be a need for heightened global, national and local surveillance.
3. Novel influenza strains may arrive and cause outbreaks in the Kenai Peninsula Borough prior to the onset of a pandemic, including those that could significantly impact local domestic poultry, wild and exotic birds, and other species. These strains can develop in domestic birds as well.
4. Homer and KPB will not be able to rely on timely State or Federal assistance to support local pandemic flu response efforts.
5. Antiviral medications will be in extremely short supply. Local supplies of antiviral medications will be prioritized by the City of Homer and KPB for use in hospitalized influenza patients, health care workers providing care for patients, and other priority groups based on current national guidelines and in consultation with the State Division of Public Health. (See Appendix B)
6. A vaccine for the pandemic influenza strain will not likely be available for six months or longer following the emergence of a novel virus.
 - a. As vaccine becomes available, it will be in short supply and may require two doses. Any vaccines will be typically distributed and administered by the State Division of Public Health based on SOA DPH MDC plans.
 - b. Insufficient supplies of vaccines and antiviral medicines will place greater emphasis on social distancing strategies and public education to control the spread of the disease in community.

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7. The number of ill people requiring outpatient medical care and hospitalization will likely overwhelm the local health care system.
 - a. Hospitals and clinics will have to modify their operational structure to respond to high patient volumes and maintain functionality of critical systems.
 - b. The local health care system and emergency responders may have to respond to increased demands for service while their workforces experience 25-35% absenteeism due to illness.
 - c. Demand for inpatient beds and ventilators could increase by 25% or more, and prioritization criteria for access to limited services and resources will be needed.
 - d. There will be tremendous demand for urgent medical care services.
 - e. Infection control measures specific to the management of influenza patients will need to be developed and implemented at health care facilities, outpatient care settings and long-term care facilities.
 - f. Local health care systems will need to develop alternative care sites (designated "flu clinics") to relieve demand on hospital emergency rooms and care for persons not ill enough to merit hospitalization but who cannot be cared for at home.
 - g. The number of fatalities experienced during the first few weeks of a pandemic could overwhelm the resources of the State Medical Examiner's Office, hospital morgues, and funeral homes.
 - h. The demand for home care and social services will increase dramatically.
8. There could be significant disruption of public and privately owned critical infrastructure including; transportation, commerce, utilities, public safety, agriculture and communications.
9. Social distancing strategies aimed at reducing the spread of infection such as closing schools, community centers, and other public gathering points and canceling public events may be implemented during a pandemic.

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10. Some persons will be unable or unwilling to comply with isolation directives. For others, social distancing strategies may be less feasible (for example, homeless populations who live in congregate settings). It will be important to develop and disseminate strategies for infection control appropriate for these environments and populations.
11. The general public, LHCP, emergency response agencies, and elected leaders will need continuous updates on the status of the pandemic outbreak, impacts on critical services, the steps the City of Homer and KPB are taking to address the incident, and steps response providers and the public can take to protect themselves.

V. GOVERNMENTAL ROLES

A. FEDERAL GOVERNMENTS ROLE

An influenza pandemic will represent a national health emergency requiring a coordinated response. The Department of Homeland Security has the primary responsibility for coordinating domestic incident management and will coordinate all non-medical support and response actions across all federal departments and agencies. The U.S. Department of Health and Human Services (DHHS) will coordinate the overall public health and medical emergency response efforts across all federal departments and agencies. Authorities exist under the Public Health Service Act for the DHHS Secretary to declare a public health emergency and to coordinate response functions. In addition, the President can declare an emergency and activate the Federal Response Plan, in accordance with the Stafford Act, under which HHS has lead authority for Emergency Support Function #8 (ESF8).

DHHS response activities will be coordinated in the Office of the Assistant Secretary for Public Health Emergency Preparedness in collaboration with the Office of the Assistant Secretary for Public Health and Science and will be directed through the Secretary's Command Center. The Command Center will maintain communication with DHHS agency emergency operations centers and with other Departments. DHHS agencies will coordinate activities in their areas of expertise. Chartered advisory committees will provide recommendations and advice. Expert reviews and guidance also may be obtained from committees established by the National Academy of Sciences, Institute of Medicine or in other forums.

B. STATE GOVERNMENTS ROLE

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1. States are individually responsible for coordination of the pandemic influenza response within and between their jurisdictions. Specific Alaska Division of Public Health responsibilities include:
 - a. Identification of public and private sector providers needed for effective planning and response.
 - b. Development of key components of pandemic influenza preparedness plan; surveillance and investigation, distribution of vaccine and antivirals, health care systems including infection control, social distancing, isolation, quarantine, and communications.
 - c. Integration of pandemic influenza planning with other planning activities conducted under CDC, and Health Resources & Services Administration (HRSA) bioterrorism preparedness cooperative agreements with states.
 - d. Coordination to ensure development of local plans as called for by the state plan and to provide resources, such as templates to assist in the planning process.
 - e. Coordination with the Kenai Peninsula Borough (KPB), City of Homer and health care facilities in planning pandemic services and activities.
 - f. Coordination with the Department of Environmental Conservation (DEC) for animal health issues related to pandemic influenza.
 - g. Development of data management systems needed to implement components of the plan.
 - h. Assistance to local areas, the Alaska State Hospital and Nursing Home Association (ASHNHA) Preparedness Program, and other organizations in exercising plans.
 - i. Coordination with the adjoining jurisdictions of British Columbia, Yukon Territory, and Washington State.
2. The State Division of Homeland Security and Emergency Management have the following non-medical responsibilities:
 - a. Coordinate the state's efforts in all non-medical response issues.

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- b. Work with local government funding/planning/recovery
- c. Contact point to the State Governor
- d. Access to SECC in Anchorage
- e. Liaison to Federal Government

C. LOCAL GOVERNMENTS ROLE

The Kenai Peninsula Borough and City of Homer are ultimately responsible for response to disasters within the geographic boundaries of the Borough and City. It is the residents of this borough and city who are at the greatest risk, and it is those residents who have the greatest interest in its well-being. We recognize that aid will be coming from State and Federal agencies. We also recognize that aid may not arrive in a timely manner. So, it is incumbent upon us to plan and prepare to handle these situations with little or no help from outside agencies.

1. The City of Homer will activate the Emergency Operations Center (EOC) to assist with accomplishing tasks outlined in this annex. Per Presidential Directive #5 NIMS ICS (National Incident Management System Incident Command System) will be used.
2. A unified command will be formed between the City, Borough, and the State Division of Public Health.
3. Facilitate the planning activities being accomplished at all levels of the city. This includes governmental and non-governmental agencies, LHCP, critical infrastructure, private business, and private citizens.
4. Coordinate and collaborate with SOA DPH with the public information campaign to educate the citizens of the City of Homer and the community members of the Southern KPB to the Pandemic Flu Plan and assist them in developing their own plans.
5. Gather information from State and Federal agencies that are conducting surveillance activities within Alaska to use when making decisions regarding pandemic flu.
6. Monitor progression of pandemics and potential pandemics wherever they may be occurring.

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7. The Homer Public Information Officer (PIO) will coordinate, through a Joint Information Center (JIC), all information being disseminated to city and borough residents.
8. Coordinate social distancing procedures as they become necessary.
9. Provide logistical support to the LHCP to assist them in meeting their goals.
10. Facilitate exercises of this plan.
11. Coordinate, as needed or requested, with other small Kachemak Bay community officials and tribal health organizations to ensure equitable delivery of medications, vaccine, resources, personnel and other health services.

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VI. 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.

VII. CONCEPT OF OPERATIONS

A. Overview

1. KPB and its entities, and City of Homer will coordinate the local health and medical response to a pandemic with State, Federal, and local agencies and officials.
2. The City of Homer will respond under the auspices of the City of Homer Emergency Operations Plan and this annex.

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3. The Borough and City of Homer 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 response, and steps the public can take to reduce the risks of infection.

B. Direction and Control

1. The SOA DPH response will be managed per the guidance and protocols included in the State "PanFlu" Plan in coordination with this Plan and the City of Homer Emergency Operations Plan.
2. Homer and all response providers will operate under the NIMS Incident Command System throughout the duration of the pandemic response.
3. Homer 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 Homer and the Kenai Peninsula Borough are not directly affected, Homer 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 Homer will communicate with LHCP to coordinate management of health care system resources and information.
6. Homer, KPB, and the State Division of Public Health will assess the viability of social distancing measures and establish criteria for their implementation.

C. Communications

The City of Homer, 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.

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D. 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. Homer'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.

E. Surveillance

Surveillance is to be conducted across the State of Alaska by State and Federal agencies. The City of Homer 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.

F. 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.

G. Vaccine and Antiviral Medications

The City of Homer will work with the State of Alaska Department of Public Health's Mass Vaccination Plan and the State's Strategic

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National Stockpile distribution plan to get the necessary vaccines and antiviral medications to the residents.

H. 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.

I. 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 Homer.

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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 Homer Mayor after consultation with local chancellors or other school officials as appropriate.

VIII. 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.

B. Business Community

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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 amount 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 on 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 www.pandemicflu.gov

C. 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.

D. City of Homer

1. Facilitate pandemic planning and response activities with emergency response agencies, 911 dispatch centers, South Peninsula Hospital, Homer Public Health Center, and other health care facilities/clinics.

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2. Conduct training, drills and evaluated exercises to enhance Homer's readiness to respond to a pandemic.
3. Coordinate planning and response activities with the various stakeholders within the Greater Homer Community including: Homer Public Health Center, South Peninsula Hospital and other LHCPs.
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 preventive measures on 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.

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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. Homer Public Information Officer (PIO)
 - 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. Educate the public on how they can protect themselves from becoming infected and infecting others.

E. Local Health Care Providers (LHCP)

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. Hospitals 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.

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F. American Red Cross

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

G. 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.

H. 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.

I. 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.

J. 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.

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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 Homer'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.

K. 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.

L. State Medical Examiner's Office

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

M. 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.

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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.

N. 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).

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.

IX. RESPONSE RESPONSIBILITIES

A. Residents

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1. Stay well informed of current world events concerning pandemics.
2. Monitor the appropriate KPB OEM or Homer website, local radio and television for important local news regarding pandemic response.
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. If you have children:
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.
If your child is sick, keep him/her at home.
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 Homer. 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.

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C. All Federal, State, Local Agencies and LHCP

1. Mobilize all necessary staff to support the Homer 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 & City of Homer

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 Homer 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 Homer 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 Homer 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.

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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.
11. **Public Information Officer (PIO)**
 - 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. During pandemic establish a Joint Information Center (JIC) to ensure the public is getting the most accurate and current information possible.
 - c. Activate and direct the management of public information call centers focused on providing health information to the public.
 - d. Communications during Pandemic Phases 1, 2, 3;
 - a) The PIO will:
 - Assess the information needs of health care providers.
 - Assess the information needs of the general public.
 - Identify any logistical constraints to effective communications, such as communications staffing and equipment needs, and public information call center staffing and capacity.
 - 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.

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- 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 educating diverse communities such as limited English speaking and homeless citizens.
- e. 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.

E. Local Health Care Providers (LHCP)

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:

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- 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 Homer, 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.

F. American Red Cross

1. Supply cots and bedding as available and needed for Alternate Treatment Sites.

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2. Coordinate, recruit and support volunteers for use throughout the borough.
3. Perform other duties as requested by the IC.

G. School District

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

H. 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.

I. Amateur Radio Group

1. Assist with communications network to connect all parties to this response.
4. Perform other duties as requested by the IC.

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.

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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.

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M. United States Department of Health and Human Services

1. Coordinate the national response to an influenza pandemic.
2. 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.

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.

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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

Monitor global pandemic conditions and provide information updates.

Facilitate enhanced global pandemic preparedness, surveillance, vaccine development, and health response.

Declare global pandemic phase and adjust phases based on current outbreak conditions.

X. 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 Managers 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.

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XI. 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 Homer, 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 Homer 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.

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Appendix A

The City/Borough Priority Groups for Influenza Vaccination during a Pandemic

This appendix is based on State Recommendations. Vaccinations will be administered in sequential order. Tier 1 will receive vaccinations first until the entire Tier has been completed, followed by Tier 2, 3, and 4. Within each Tier, individuals in Sub-tier A will be vaccinated first until completed, then Sub-tiers B, C, and D.

Tier 1	Sub-tier A	Sub-tier B	Sub-tier C
Description	<ul style="list-style-type: none"> ➤ Health care workers (HCW's) providing direct patient care ➤ Essential healthcare support personnel ➤ Vaccinators ➤ Public Safety workers including EMS, police, fire, 911 dispatchers ➤ Other Public health emergency responders ➤ All family members of Sub-tier A ➤ Critical transportation workers (air taxi pilots, etc.) 	<ul style="list-style-type: none"> ➤ High-risk patients 65 years old or older with one high risk condition ➤ Patients 6 months to 64 years old with two high risk conditions ➤ Patients 6 months or older hospitalized in the past year for influenza, pneumonia, or a high-risk condition ➤ Utility workers essential for maintenance of power, water, and sewage system ➤ Key government leaders ➤ All EOC personnel ➤ Mental Health Care Providers 	<ul style="list-style-type: none"> ➤ Pregnant women ➤ Household contacts of people who are severely immunocompromised ➤ Household contacts of children less than 6 months old ➤ Transportation workers transporting fuel, water, food and medical supplies as well as public ground transportation
Total Number	TBD	TBD	TBD

Tier 2	Sub-tier A	Sub-tier B
Description	<ul style="list-style-type: none"> ➤ All healthy people 65 years old and older ➤ People 6 months to 64 years old with one high risk condition ➤ Healthy children 6 to 23 months old 	<ul style="list-style-type: none"> ➤ Correctional facility staff ➤ Telecommunications workers for essential network operations and maintenance
Total Number	TBD	TBD

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Appendix A (continued)

The City/Borough Priority Groups for Influenza Vaccination during a Pandemic

Tier 3	Sub-tier A
Description	<ul style="list-style-type: none">➤ Key government health decision-makers➤ Funeral home directors and embalmers
Total Number	TBD

Tier 4	Sub-tier A
Description	<ul style="list-style-type: none">➤ Healthy people 2 to 64 years old not included in the categories above
Total Number	TBD

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APPENDIX B

City/Borough Priority Groups for Receiving Antiviral Medications during a Pandemic

This appendix is based on State Recommendations. If antiviral supplies are limited, treatment and prophylaxis during a pandemic will be prioritized as follows:

1. Treat patients hospitalized with influenza.
 - Note: Antiviral Medications are most effective either before or within 24 – 48 hours of onset of symptoms of influenza. Depending on quantities of antiviral medications rationing based on onset of symptoms may be necessary. After 48 hours the effectiveness of antiviral medications is greatly reduced.
2. Treat health care workers with direct patient contact and Emergency Medical System workers.
3. Treat highest risk outpatients disease based on medical determination i.e. immunocompromised patients and pregnant women.
4. Treat pandemic health responders, public safety, key government decision makers and critical transportation workers.
5. Treat increased risk populations – young children 12 – 23 months old, people over 65, and people with underlying medical conditions.
7. Provide post-exposure prophylaxis in certain environments (e.g., nursing homes and other residential settings).
8. Provide prophylaxis for Emergency Medical System and health care workers and in emergency rooms, Intensive Care Units, and dialysis centers.
9. Treat critical infrastructure responders and health care workers without direct patient contact.
10. Treat other outpatients not included in categories above.
11. Provide prophylaxis to highest risk outpatients (immunocompromised and pregnant women).
12. Provide prophylaxis for other health care workers with direct patient contact.

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*Based on guidelines included in the
Department of Health and Human Services Pandemic Influenza Plan, 2005*

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APPENDIX C

Pandemic Response Checklist

OPERATIONAL CHECKLIST	Interpandemic & Pandemic Alert Periods	Pandemic Alert Periods			Pandemic Period
	Phases 1 & 2	Phase 3	Phase 4	Phase 5	Phase 6
Pandemic Influenza Response Plan					
Monitor virology surveillance / Brief City Administration as needed					
Monitor influenza activity statewide / Brief City Administration as needed					
Educate the public concerning influenza pandemics and prevention measures (In conjunction with State Division of Public Health)					
Develop and update web page containing most current information available					
Educate the public concerning social distancing measures and voluntary isolation (In conjunction with State Division of Public Health)					
Educate public concerning priority groups for vaccines and prophylaxis.					
Provide information to the general public to assist them in developing individual plans for their families. (In conjunction with State Division of Public Health)					
Work with business community assisting them to develop specific plans for their business. (In conjunction with State Division of Public Health)					
Educate public concerning travel to countries impacted by influenza (In conjunction with CDC as necessary)					
Coordinate mitigation and response planning efforts with KPB School District					
Conduct training and pandemic flu response evaluated drills with LHCP, the military, KPB School District, and emergency response agencies.					
Activate and manage the Homer Emergency Operations Center					
Coordinate response efforts with State Emergency Coordination Center and the State Division of Homeland Security and Emergency Management					
Assess public information needs and provide to the public regarding Homer preparations and response					
Coordinate with State Division of Public Health and CDC to develop common health messages					
Review Continuity of Government section of the Homer Emergency Operations Plan and take appropriate actions.					
Upon request from SPH open alternate treatment facility					
Evaluate need for JIC based on specific characteristics					

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of the pandemic					
Establish a public information call center					

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APPENDIX C (continued)

Pandemic Response Checklist

OPERATIONAL CHECKLIST	Interpandemic & Pandemic Alert Periods	Pandemic Alert Periods			Pandemic Period
		Phase 3	Phase 4	Phase 5	
Pandemic Influenza Response Plan	Phases 1 & 2	Phase 3	Phase 4	Phase 5	Phase 6
Consider activating Community Wide Notification System to disseminate any critical information.					
Consider suspending routine borough activities and reassign personnel					
Implement Social Distancing Measures as needed					
Consider closing Schools					
Review priority groups for mass vaccination and prophylaxis clinics					
Assist in the preparation of mass vaccination / prophylaxis clinics					
Establish mass vaccination / prophylaxis clinics as medications become available					
Assist the State Division of Public Health with the activation of the Strategic National Stockpile (SNS) as outlined in the Homer EOP.					

Currently being accomplished	
Consider implementing	

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APPENDIX D

Recommended Protective Measures to Reduce the Spread of Pandemic Influenza

		Phase of Pandemic					
		1	2	3	4	5	6
Protective Measures	Public Information and education campaign						
	Individual isolation of influenza cases						
	Quarantine close contacts of influenza cases						
	Recommend the public defer travel to countries impacted by pandemic						
	Close all public and private schools, colleges and universities						
	Encourage public and private sector to implement pandemic emergency staffing plans						
	Suspend government functions not dedicated to pandemic response or critical continuity						
	Suspend large gatherings (sports events, concerts)						
	Close churches, theaters and other places where crowds gather						
	Encourage use of public transit only for essential travel						

Consider implementing protective measures	
Implement protective measure	

Section 9: Public Health & Multi-Casualty Incidents

APPENDIX F

PANDEMIC FLU PLANNING CHECKLIST OF INDIVIDUALS & FAMILIES

1. To plan for a pandemic:

- Store a two week supply of water and food. During a pandemic, if you cannot get to a store, or if stores are out of supplies, it will be important for you to have extra supplies on hand. This can be useful in other types of emergencies, such as power outages and disasters.
- Ask your doctor and insurance company if you can get an extra supply of your regular prescription drugs.
- Have nonprescription drugs and other health supplies on hand, including pain relievers, stomach remedies, cough and cold medicines, fluids with electrolytes, and vitamins.
- Talk with family members and loved ones about how they would be cared for if they got sick, or what will be needed to care for them in your home.
- Volunteer with local groups to prepare and assist with emergency response.
- Get involved in your community as it works to prepare for an influenza pandemic.

2. To limit the spread of germs and prevent infection:

- Teach your children to wash hands frequently with soap and water, and model the correct behavior.
- Teach your children to cover coughs and sneezes with tissues or handkerchief, and be sure to model that behavior.
- Teach your children to stay away from others as much as possible if they are sick. Stay home from work or school if sick.

3. Items to have on hand for an extended stay at home:

Examples of food and non-perishables

- Ready-to-eat canned meats, fish, fruits, vegetables, beans, and soups
- Protein or fruit bars

Section 9: Public Health & Multi-Casualty Incidents

- Dry cereal or granola
- Peanut butter or nuts
- Dried fruit
- Crackers
- Canned juices
- Bottled water
- Canned or jarred baby food and formula
- Pet food
- Other non-perishable foods

Examples of medical, health, and emergency supplies

- Prescribed medical supplies such as glucose and blood-pressure equipment
- Soap and water, or alcohol based hand wash
- Medicines for fever, such as acetaminophen or ibuprofen
- Thermometer
- Anti-diarrhea medication
- Vitamins
- Fluid with electrolytes
- Cleansing agent/soap
- Flashlight and spare batteries
- Portable radio
- Manual can opener
- Garbage bags
- Toiletries

Section 10: Oil Spills & Hazmat Incidents

Introduction

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

Oil Spill Incidents

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

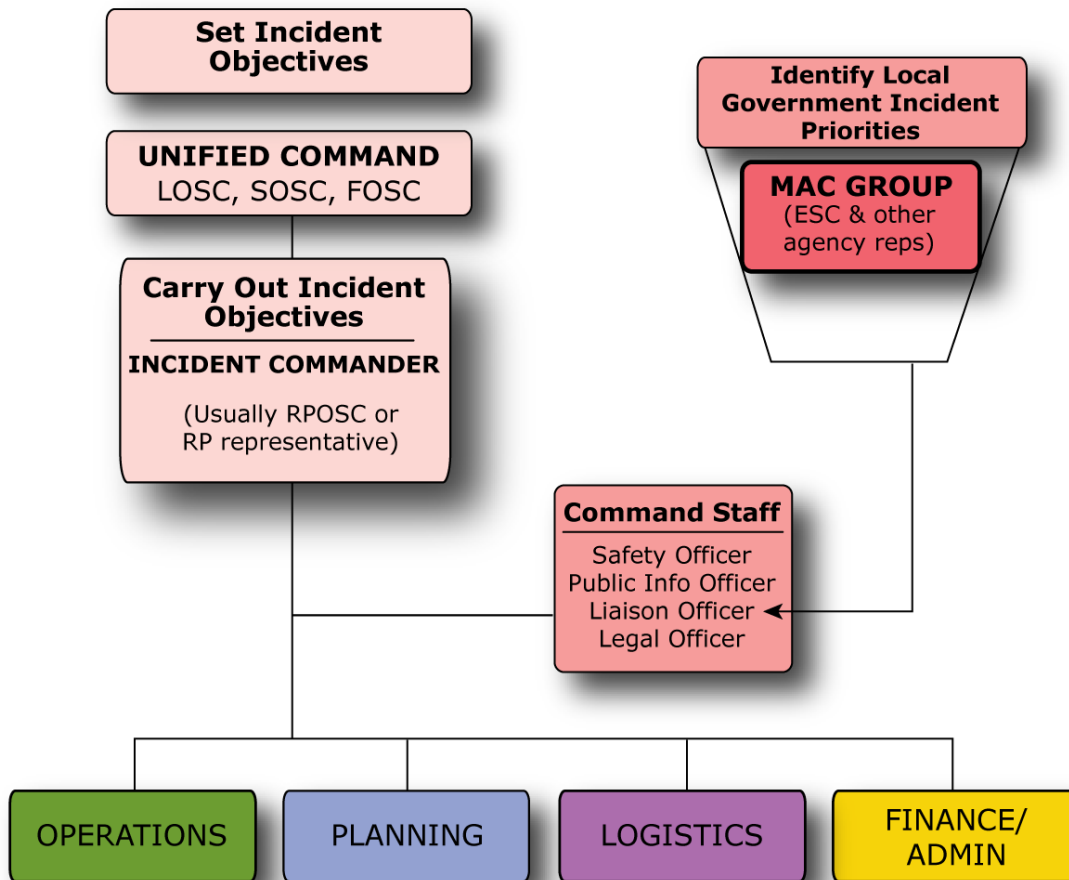
For a detailed discussion of the response structure for oil and hazardous substance response, refer to the "Alaska Federal/State Preparedness Plan for Response to Oil and Hazardous Substance Discharge/Releases" (the Unified Plan), and the Cook Inlet Subarea Oil Spill Contingency Plan.

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

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

Section 10: Oil Spills & Hazmat Incidents

Oil Spill/Hazmat Release Organizational Chart (Unified Command)



Section 10: Oil Spills & Hazmat Incidents

Hazardous Materials Incidents

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

For most hazmat incidents, the primary response functions will be directed by the Hazardous Materials Group Supervisor, who reports directly to the Operations Section Chief. All personnel and resources involved in the hazmat response will be supervised by one of the functional leaders or the Hazardous Materials Group Supervisor. The three functional positions within the Hazardous Materials Group are:

- **Entry Leader:** The Entry Leader supervises all personnel operating in the Hot Zone (that area immediately around a hazardous materials release area where contamination does or could occur. Special protection is required for all personnel while in this zone.) The Entry Leader has the responsibility to direct all tactics and control the positions and functions of all personnel in the Hot Zone.
- **Site Access Control Leader:** The Site Access Control Leader controls all movement of personnel and equipment between the control zones and has the responsibility for isolating the Hot and Warm Zone and ensuring that citizens and personnel use proper access routes. (Warm Zone = that area between the Hot Zone and the Cold Zone which separates the contaminated area from the clean area and acts as a buffer to reduce contamination of the clean area. This zone contains the personnel decontamination station and may require a lesser degree of personnel protection than the Hot Zone.)
- **Decontamination Leader:** The Decontamination (Decon) Leader ensures all rescue victims, personnel, and equipment have been decontaminated before leaving the incident.

The Hazardous Materials Group Supervisor manages these three functional responsibilities, including all tactical operations carried out in the Hot Zone. The following principles apply to all hazmat incidents:

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

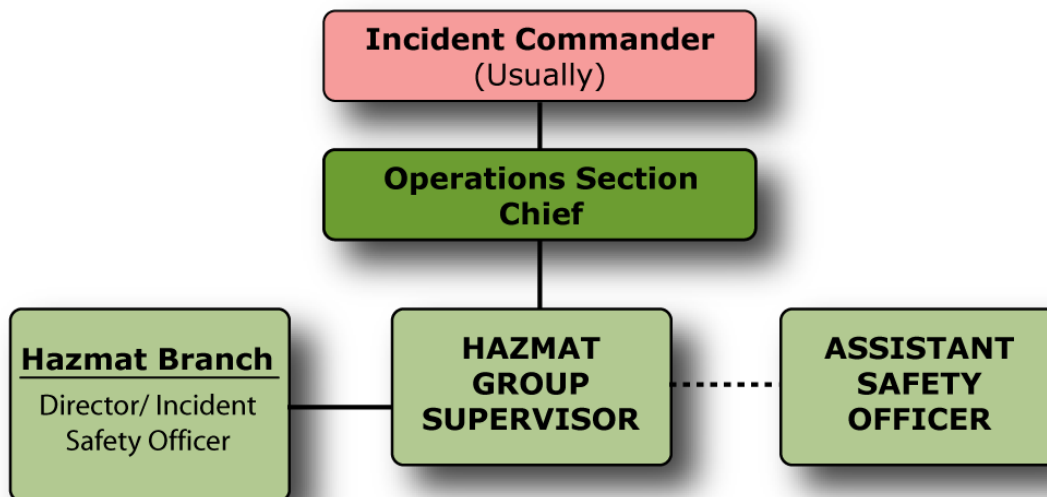
Section 10: Oil Spills & Hazmat Incidents

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

The following pages contain hazmat incident organization diagrams which demonstrate the range of functional positions that may be activated during a hazmat response. A relatively minor response may never progress beyond activation of an initial hazmat response organization, while a major hazardous materials incident may require a multi-branch incident organization. As with all emergencies, the Incident Commander, guided by the Unified Command, will be responsible for activating IMT positions during a hazardous materials incident response. For Hazmat Group position descriptions and position checklists, See SECTION 6.

Hazardous Materials Incident Initial Response

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



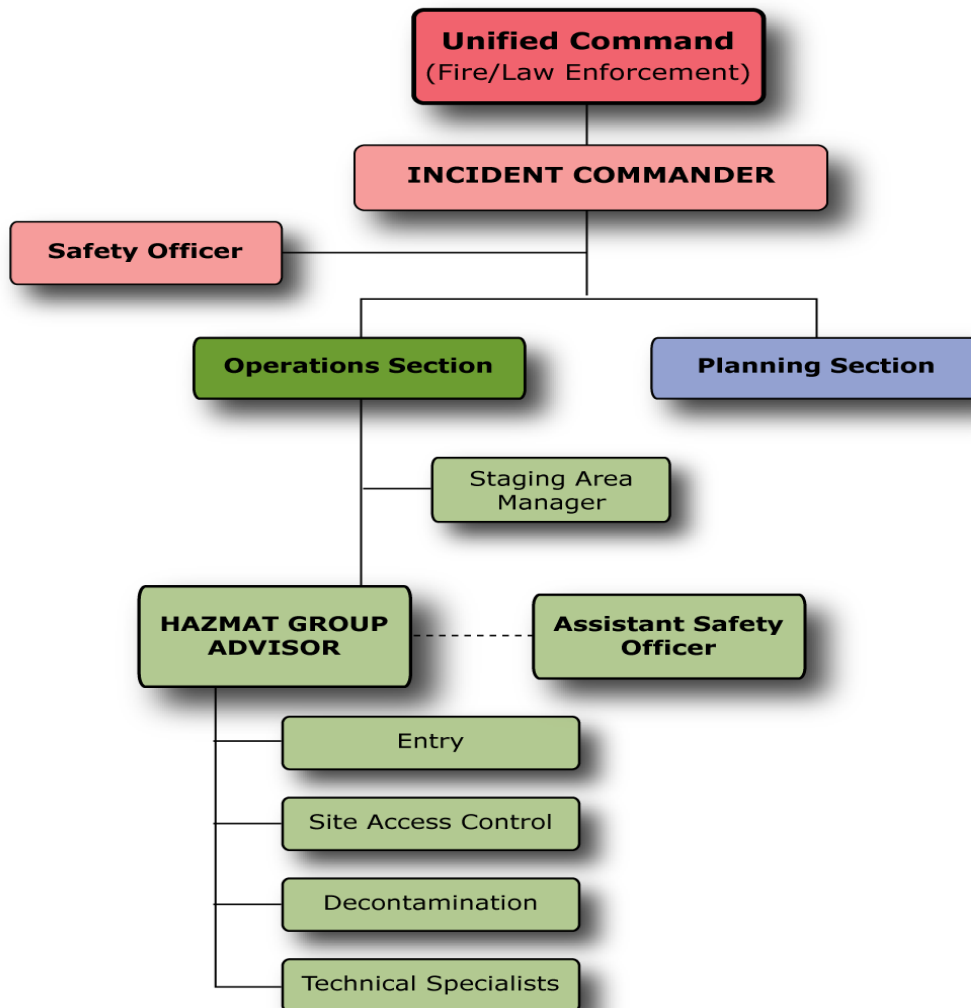
Section 10: Oil Spills & Hazmat Incidents

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

Hazardous Materials Incident Reinforced Response

(3 to 15 Enforcement Units involved) Fire/Law

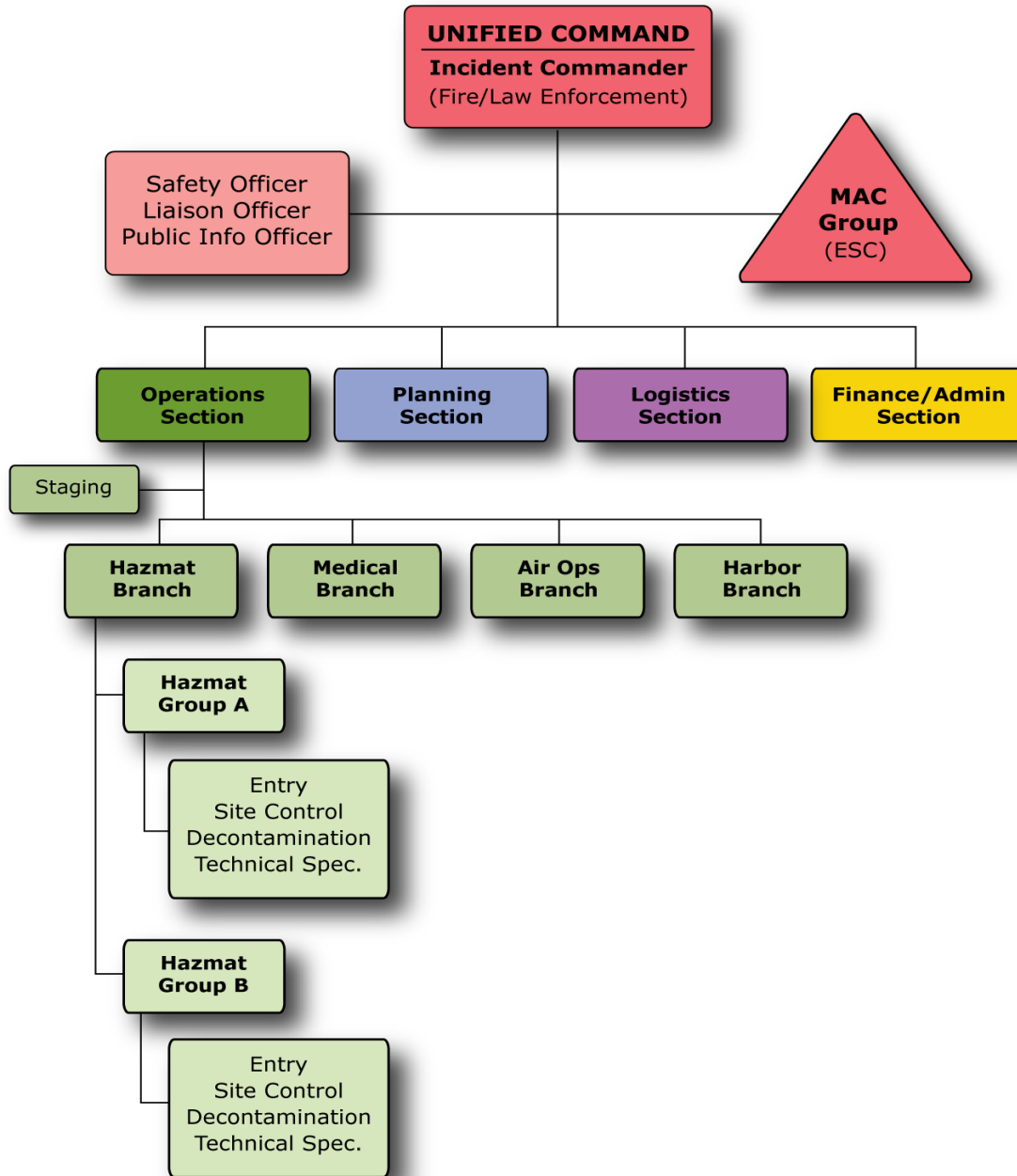
At this level of hazmat response, the two Incident Commanders (Fire/Law Enforcement) have joined together to establish a Unified Command. They have established a Hazardous Materials Group to manage all activities around the control zones and have organized law enforcement units into a task force to isolate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



Section 10: Oil Spills & Hazmat Incidents

Hazardous Materials Incident Multi-Division/Multi-Branch Response

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

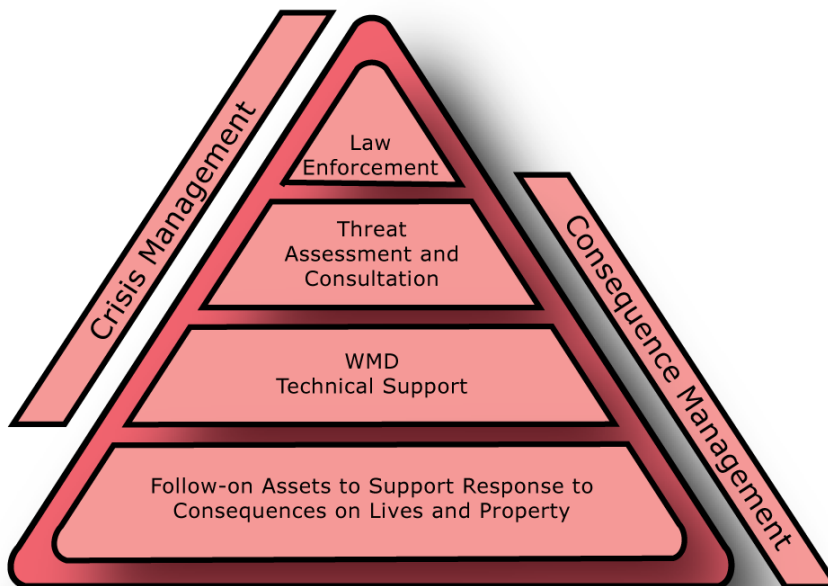


Section 11: Terrorism and WMD Incidents

Introduction

Presidential Decision Directive 39 (PDD-39), "*United States Policy on Counterterrorism*," directs that measures be taken to reduce the nation's vulnerability to terrorism, to deter and respond to terrorist acts, and to strengthen capabilities to prevent and manage the consequences of terrorist use of WMD. To support this goal, the Federal Emergency Management Agency (FEMA) developed the Terrorism Incident Annex (TIA) to the Federal Response Plan (FRP). The TIA distinguishes between crisis and consequence management as follows:

- **Crisis management** refers to measures to identify, acquire, and plan the use of resources needed to anticipate and/or resolve a threat or act of terrorism. The federal government has primary responsibility to prevent and respond to acts of terrorism; state and local governments provide assistance as required. Crisis management is predominantly a law enforcement response. Based on the situation, a federal crisis management response may be supported by technical operations and by federal consequence management, which may operate concurrently.
- **Consequence management** includes measures to protect public health and safety, restore government services, and provide emergency relief to governments, businesses, and individuals affected by the consequences of terrorism. The local and state authorities have primary responsibility to respond to the consequences of terrorism; the federal government provides assistance as necessary (see Figure 2-12-1).



Source: Department of Health and Human Services

Section 11: Terrorism and WMD Incidents

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

Terrorism/WMD Response Procedures

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

Crisis Management

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

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

Consequence management

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

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

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

Lead Agencies

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

Section 11: Terrorism and WMD Incidents

agency responsible for crisis management response to a terrorist incident involving the employment of WMD.

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

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

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

Alaska State Troopers (AST)

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

- Serving as the primary state agency for law enforcement and criminal investigations. This includes acting as the state's liaison to the FBI, cooperating with local law enforcement agencies to restrict and control

Section 11: Terrorism and WMD Incidents

incident site access, and implementing methods to maintain records of persons unaccounted for and presumed involved in the incident.

- Establishing liaison with local and state agencies to assist in traffic control, evacuation of threatened areas, providing security or escorts, and establishing and administering checkpoints to regulate transportation of donated goods.
- Operating the primary state warning point of the National Warning System and, in cooperation with ADHS&EM when necessary, disseminating primary warning to local jurisdictions.

Homer WMD Emergency Decontamination

Following an overt WMD terrorist incident the immediate concern is to corral and isolate the ambulatory victims so that contamination does not spread. Decontamination must begin quickly in order to reduce the duration of human exposure to chemical agents, biological agents, or radiation. Ideally, decontamination should also improve the environment for human health until evacuation can be accomplished. Conversely, since the attack may go unnoticed, decontamination may not be possible following a covert attack using WMD materials. Homer has one fully equipped decontamination systems, as well as partial supplies at the South Peninsula Hospital. In addition, resources from Anchorage or Fairbanks may also be available to the region in support of local efforts.

For WMD Decontamination Guidelines, see the KPB Emergency Operations Plan

Section 12: Post-Incident Actions

Damage Assessment

Damage assessment is conducted in three phases: Initial Damage Assessment, Preliminary Damage Assessment, and Damage Survey Reports Development. The initial assessment provides supporting information for the disaster declaration, and is the responsibility of the local government. The preliminary damage assessment and the damage survey reporting process are in-depth analysis of long term effects and costs of the emergency, and are done with the combined efforts of local, state, and federal agencies.

Initial Damage Assessment

Organization and supervision of the initial damage assessment is the responsibility of the **Planning Section**, with supporting fiscal documentation from the **Finance Section**. Efficient accomplishment of this task will require major assistance from all departments and available volunteer resources. If the city and borough can document actual costs, these should be used to develop accurate cost estimates. Record keeping, especially of expenditures, should be started very early in the incident. The Finance Section will assign a charge code to which all incident related expenditures will be coded.

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

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

Section 12: Post-Incident Actions

Preliminary Damage Assessment

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

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

Section 12: Post-Incident Actions

Damage Survey Reports Development

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

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

Logistics may arrange for office space, document reproduction services, and other services for state and federal damage assessment teams. If federal mobile homes are to be provided for use as emergency shelter, Logistics may assist in choosing sites and site preparation, consistent with local comprehensive land use plans.

Vital Facilities Map

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

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

Section 12: Post-Incident Actions

Disaster Recovery Assistance for Local Citizens

Disaster Recovery Center (DRC)

The Logistics Section may need to arrange a large facility to serve as a Disaster Recovery Center (DRC), where citizens can meet with federal/state/local and volunteer agency representatives to apply for disaster assistance. Appropriate facilities include schools, churches, and community centers. The Public Information Officer should coordinate the advertising for the DRC through the Joint Information Center (if activated). Federal, state, local, and volunteer agencies may provide or accept applications for the following services through the Disaster Recovery Center:

- Temporary housing for disaster victims whose homes are uninhabitable because of a disaster
- Essential repairs to owner occupied residences in lieu of temporary housing, so that families can return to their damaged homes.
- Disaster unemployment and job placement assistance for those unemployed because of a major disaster
- Disaster loans to individuals, businesses, and farmers for refinancing, repair, rehabilitation, or replacement of damaged real and personal property not fully covered by insurance.
- Agricultural assistance payments and technical assistance, and federal grants for the purchase or transportation of livestock
- Information on the availability of food stamps and eligibility requirements
- Individual and family grants to meet disaster related expenses and other needs of those adversely affected by "major disasters" when they are unable to meet such needs through other means.
- Legal counseling to low income families and individuals
- Tax counseling concerning various disaster- related tax benefits.
- Consumer counseling and assistance in obtaining insurance benefits
- Crisis counseling and referrals to mental health agencies to relieve disaster caused mental health problems.
- Social Security assistance for recipients or survivors, such as death or disability benefits or monthly payments
- Veteran's assistance, such as death benefits, pensions, insurance settlements, and adjustments to home mortgages held by the Veteran's Administration if a VA insured home has been damaged
- Other specific programs and services as appropriate to the disaster

Section 12: Post-Incident Actions

Post-Incident Evaluation

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

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

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

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

Section 12: Post-Incident Actions

Community Healing Programs

Promoting Community Healing

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

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

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

Suggested Community Outreach/Healing Programs

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

Community outreach activities may include the following:

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

Community Education Materials

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

Consider the following in developing and distributing community education materials:

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

Section 12: Post-Incident Actions

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

In-service Training for Community Professionals

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

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

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

Peer Listener Programs

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

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

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

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

Section 12: Post-Incident Actions

Disaster Recovery Centers (DRC)

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

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

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

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

www.fema.gov

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

www.redcross.org

Section 13: 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

Section 13: Resources

order. These rates are applicable to major disasters and emergencies declared by the president on or after August 2005.

The schedule is available at

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

Section 13: Resources

Health & 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).

The following facilities have dynamic staffing levels and capabilities; call for current information.

Homer Medical Clinic 235-8586

Seldovia Village Tribe Health Center (in Homer) 226-2228

Kachemak Bay Medical Clinic 235-7000

Facility Name, Location, & Contact Information	Staffing	Equipment and Capabilities	Mass Casualty capability & Medevac Threshold?
South Peninsula Hospital, 4300 Bartlett St. Homer 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	2 Full Time PHN	Public Health in Homer has access to state health	n/a

City of Homer Emergency Operations Plan

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Homer Public Health Center 195 E. Bunnell Ave., Ste. C 235-8557	1 Part Time PHN 1 Full Time Admin Clerk 1 Part Time Admin Clerk	resources through the State Emergency Coordination Center (SECC). Equipped with PPE	
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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.

<p>Local EMT personnel and capabilities:</p>	<p>Homer Volunteer Fire Department: ALS personnel and 2 ALS ambulances</p> <p>Anchor Point Volunteer Fire Department: ALS personnel and 3 ALS ambulances</p> <p>Kachemak Emergency Medical Services: ALS personnel and 2 ALS ambulances</p> <p>Harbor Department has ETT-trained employees.</p>
<p>Local nurses or individuals with nursing training?</p>	<p>South Peninsula Hospital, Homer 907-235-8101</p> <p>Homer Public Health Center, 235-8857</p> <p>KPBSD school nurses</p> <p>Homer Medical clinic</p> <p>Kachemak Bay Medical Clinic</p> <p>Seldovia Village Tribal Clinic</p>
<p>Doctors in practice?</p> <p>Periodic doctor visits?</p> <p>If so, specialty, schedule, etc.?</p>	<p>South Peninsula Hospital, Homer: 907-235-8101</p> <p>Seldovia Village Tribe Clinic, Homer 907-226-2228</p>

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Dental care?	Vicki Hodnik, DDS, 235-7585 Lawrence Johnston, DDS, SVT Dental Center, 226-2311 Douglas Lien, DDS, 235-3618 Charles Cordova, DDS, 235-6106, Karen Lamendola, DDS, MS, Orthodontics, 235-2358, Jay Marley, DDS, 235-8909, Thomas Munger, DDS, 235-2010, Susan Polis, DDS, 235-1286, Dennis Anderson, DDS, 235-7896. Jeff Bartley, DDS, 226-3700 Edward Todd, DDS, 235-8574
Mental Health professionals?	Community Mental Health Center, Homer: 907-235-7701

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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
Homer Senior Citizens, Inc.	907-235-7655	Senior Services, Adult Day Care, Meals and social programs.
Alaska Family Services Homer	907-235-5495	Sheltering and social services for abused women/children; meals, outreach program

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Law Enforcement and Emergency Response Resources

Homer Police Department

The Homer 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

To contact the Homer Police Department: 911, 907-235-3150

Name of Chief of Police and contact information:	Mark Robl: 907-399-4292 (cell)
Staffing Levels for Local Police:	12 Officers, 7 Dispatchers, 7 Community Jail Officers

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What type & level of specialized training have the police received?	Officers have various Specialized training in several subjects, but they do not have any specialized formal teams
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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 (station phone)

Name of AST Sergeant and contact information:	To contact AST go through Homer Dispatch at 235-3150
Staffing levels for AST:	Varies
What type & 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? (include contact information)	907-260-2708

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Homer Volunteer Fire Department

To contact the Fire Department:

911, 907-235-3155 (station phone)

Name of Fire Chief and Deputies:	Robert Painter, Chief
Size of Fire Department):	30
Full time/part time? Paid or volunteer?	Combination department – 5 paid, rest volunteer
Firefighting capabilities?	1 engine, 2 tankers, 2 brush units, 1 rescue truck, 1 reserve engine
Search and rescue (SAR) capabilities?	Heavy Rescue, Surface Water Rescue, Confined Space Rescue
Emergency Medical Services (EMS) capabilities?	ALS, BLS,
Local firefighting resources?	1 Engine, 2 Pumper/Tankers, 2 Brush Units, 2 Utility Trucks, 1 Rescue Truck, 1 reserve engine

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Local SAR resources?	Personnel; 6 wheeler rescue sled/trailer; thermal imaging camera
Local EMS resources?	2 ambulances, 1 SUV equipped with basic medical supplies, ALS, BLS

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Other Law Enforcement & Emergency Response Groups

Organization Name and Contact Information	Duties and Capabilities
Alaska State Defense Force (49 th 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 Homer, 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, Homer, 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 Homer harbor.
Civil Air Patrol 235-8062	Voluntary Search and Rescue Services

Section 13: Resources

Snomads Group 235-0771	Snow and ice search and rescue team
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Section 13: Resources

Outside Emergency Response Agencies and Resources

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

AGENCY NAME & Location	Primary Contact in case of:	Secondary Contact in case of:	Additional Assistance & Resources that May be Available
REGIONAL			
Alaska Regional Hospital Anchorage	<ul style="list-style-type: none"> • Mass Casualty • 24 hr medical Emergency 	<ul style="list-style-type: none"> • Transportation Accident • All emergencies w/ injuries 	<ul style="list-style-type: none"> • Emergency medical • Medical evacuation • 24-hour emergency care • Temporary morgue
Kenai Peninsula Borough Office of Emergency Management Kenai	<ul style="list-style-type: none"> • Coastal Erosion • Extreme Weather • Volcano • Misc. emergencies 	<ul style="list-style-type: none"> • Landslide • Drought • Tsunami • Earthquake • Hazmat Release 	<ul style="list-style-type: none"> • Disaster declaration • Access to city & borough emergency response resources • Liaison with state/ federal agencies

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AGENCY NAME & Location	Primary Contact in case of:	Secondary Contact in case of:	Additional Assistance & Resources that May be Available
Regional Mental Health Center	n/a	<ul style="list-style-type: none"> • Mass Casualty • Transportation Accident • Any disaster involving major loss of life or property in community 	<ul style="list-style-type: none"> • Critical incident stress debriefing • Community healing programs
Cook Inlet Tribal Council, Inc. Anchorage	n/a	<ul style="list-style-type: none"> • All disasters, especially those with a community impacts component. 	<ul style="list-style-type: none"> • Non-medical social services • Critical Incident Stress Debriefing • BIA burial assistance (AKH, OH)
Kenai Peninsula Borough School District	n/a	<ul style="list-style-type: none"> • All disasters where SHELTERS needed 	<ul style="list-style-type: none"> • SHELTERING • Some trained personnel & shelter resources.
STATE OF ALASKA			

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AGENCY NAME & Location	Primary Contact in case of:	Secondary Contact in case of:	Additional Assistance & Resources that May be Available
Alaska State Troopers (AST)	<ul style="list-style-type: none"> • Crime • Landslide • Drought • Tsunami • Earthquake • Transportation Accident • Search & Rescue 	<ul style="list-style-type: none"> • Wildland or structural fire • Coastal Erosion • Flood • Extreme Weather • Volcano • Mass casualty 	<ul style="list-style-type: none"> • Law enforcement • Peacekeeping • Search & Rescue • Liaison with state/ federal agencies • Evacuation • Misc. emergency-related services
Alaska Tsunami Warning Center (ATWC)	<ul style="list-style-type: none"> • Tsunami • Earthquake • Volcano 	n/a	<ul style="list-style-type: none"> • Tsunami forecasting • Tsunami watch and warnings
ADNR Division of Forestry	<ul style="list-style-type: none"> • Drought • Wildland Fires 	n/a	<ul style="list-style-type: none"> • Trained personnel and equipment for wildland fire response.
ADEC Spill Prevention and Response	<ul style="list-style-type: none"> • Oil spill/hazardous substance release 	n/a	<ul style="list-style-type: none"> • ICS-trained personnel (SOSC) • Hazardous materials and oil spill response personnel and equipment

Section 13: Resources

AGENCY NAME & Location	Primary Contact in case of:	Secondary Contact in case of:	Additional Assistance & Resources that May be Available
Department of Homeland Security & Emergency Management	<ul style="list-style-type: none"> Disaster relief (all emergencies) Disaster declaration 	<ul style="list-style-type: none"> Terrorism/WMD 	<ul style="list-style-type: none"> Emergency management and coordination Access to state and federal disaster support funding
State Emergency Coordination Center	<ul style="list-style-type: none"> All emergencies in which State resources are requested 	<ul style="list-style-type: none"> n/a 	
Alaska State Defense Force (49th Military Police Brigade)	<ul style="list-style-type: none"> Law enforcement 	<ul style="list-style-type: none"> AS requested 	
FEDERAL			
EPA Emergency Response Unit	<ul style="list-style-type: none"> Oil spill/ hazardous substance release to land 	n/a	<ul style="list-style-type: none"> ICS-trained personnel (FOSC) Hazardous materials and oil spill response personnel and equipment
Federal Bureau of Investigations (FBI) Terrorism Hotline	<ul style="list-style-type: none"> Terrorist Attack/WMD 	n/a	<ul style="list-style-type: none"> Central reporting point for all terrorism threats discovered locally

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AGENCY NAME & Location	Primary Contact in case of:	Secondary Contact in case of:	Additional Assistance & Resources that May be Available
Federal Emergency Management Agency (FEMA)	<ul style="list-style-type: none"> Disaster relief (all emergencies) 	n/a	
USCG	<ul style="list-style-type: none"> Oil Spill/hazardous substance release to water Search and Rescue (water) Medivac 	<ul style="list-style-type: none"> Transportation Accident (marine/air) 	<ul style="list-style-type: none"> ICS-trained personnel (FOSC) Hazmat and oil spill response personnel and equipment Vessels Helicopter and aircraft support
NOAA/NWS Alaska Forecast Center	<ul style="list-style-type: none"> Avalanche Coastal Erosion Drought Fire (if drought-related) Flood Landslide 		<ul style="list-style-type: none"> Real-time weather forecasts for Alaska region Severe weather watch or warnings
NON-GOVERNMENTAL ORGANIZATIONS			
American Red Cross, local Chapter	n/a	<ul style="list-style-type: none"> All disasters where SHELTERS needed Disaster relief (all emergencies) 	<ul style="list-style-type: none"> Shelters General disaster relief Donations management

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

Section 13: Resources

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

Resource/ Capability	South Peninsula Hospital	City Police Department	Alaska State Troopers	Fire Department	Harbor Master's Office
EMT Trained Personnel	ER Techs may be current or former EMT ER all RN Staff	None	None	3 paid FF/EMT-3, 1 MICP/Paramedic Volunteer EMT, all levels	4 ETT trained
Oxygen equipment	Multiple units available for free- flowing O2 delivery	None	None	3 large tanks and 9 D size cylinders	1 Portable Jumbo D
Patient Beds	25	None	None	3 gurneys	No

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Resource/ Capability	South Peninsula Hospital	City Police Department	Alaska State Troopers	Fire Department	Harbor Master's Office
Spare blankets & pillows	Large inventory	1 Dozen	Each patrol car has multiple blankets	40 Wool Blankets; 3 cases @25 per case emergency blankets; 0 Pillows	None
24 hour care?	Yes	Yes, transport	Yes (criminal response & SAR)	n/a	No
Anesthesia	24 hour anesthesia provider coverage	n/a	No	n/a	No
Jump kits for emergency	n/a	n/a	Basic First Aid and AED's	10	1 Trauma Kit
I.V. materials	Large inventory	n/a	No	36 Start Kits; 10 drip sets; 25 IV catheters each size 14 - 24 gauge	None
EMS equipment	Emergency Department	No	Basic First Aid	2 medic units; 1 Rescue	None
Bandaging		No	Same as above	3 - KED, 15	None

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Resource/ Capability	South Peninsula Hospital	City Police Department	Alaska State Troopers	Fire Department	Harbor Master's Office
and Splinting Supplies	Yes			Backboards; 3 sets of vacuum splits	
Trauma Kit	Yes	No	Same as above	9 Trauma kits	1 kit
ALS/BLS?	Yes	No	None	Both services offered	No
X-Ray	24 hour service	No	None	n/a	No
Lab & Testing Equipment	24 hour service	No	None	n/a	No
Drugs & Medicines	Full Pharmacy; Pharmacist on site 10 hrs/day	No	None	Full EMT-3 and Expanded Scope Medications	No
Ambulance	No	No	Local volunteer	2	No

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Resource/ Capability	South Peninsula Hospital	City Police Department	Alaska State Troopers	Fire Department	Harbor Master's Office
Ventilators	2	No	Basic CPR masks	None	No
Defibrillator	5	3 AED	Yes (3 for post)	2 LP/15, 1 LP/10	1 AED
Mass casualty supplies	Large inventory dressings, etc.	None	No	3-4 extra backboards – Extra full round of Meds – separate storage	None

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Heavy Equipment Resources

Resource/ Capability	City Police Department	Alaska State Troopers	Fire Department	Harbor Master's Office
Vehicles	10	Yes (7)	1 Command	4- 4X4 Ford Pickups
Utility Units	0	Local volunteer	3	0
Road Grader	0	Available through DOT	Available through Public Works	0
Crane/ Forklift	0	Same	Available through Public Works	0
Fire Truck	0 1	Local volunteer	2 -Engine, 2-2K Gal. Tanker/Pumpers, 1 Brush Truck	0
Fire Equipment	15 est. turnouts	Same	Full Compliment of Ladders, Hose, Nozzles, SCBA's, generators and lighting equipment, portable SCBA cascade air units X	6 Portable Fire Carts

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Resource/ Capability	City Police Department	Alaska State Troopers	Fire Department	Harbor Master's Office
			2; cold water rescue equipment, and Full Haz-Mat Decon Trailer.	
Detention Area?	8 bed	Yes. Homer jail and two jail cells at Anchor Point Post	n/a	No
Front End Loader	0	Available though DOT	Available through Public Works	0
Dump Truck	0	Same	Available through Public Works	0
Back Hoe	00	Same	Available through Public Works	0
Bulldozer	0	Same	Available through Public Works	0
Welder	0	Same	Available through Public Works	0

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Resource/ Capability	City Police Department	Alaska State Troopers	Fire Department	Harbor Master's Office
Shovels, saws, etc	3 saws, 10 shovels	Yes, in each patrol car & at DOT	Full complement of wildland fire and structural firefighting hand tools, including saws, axes, shovels, pumps, etc.	assorted tools
Vessels	0	P/V Augustine in Homer harbor	Available through Port & Harbor	Tug, 21' Skiff, 17' Skiff
Aircraft	0	Many when called for (1 based in Soldotna)	Available through Airport	0
Portable generators	1	Many when needed. One on hand	5	3
Food Supplies	minimal	Local stores	On hand Rehab supplies	0
Weapons & ammunition	12 Rifles	Lots	n/a	0

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Resource/ Capability	City Police Department	Alaska State Troopers	Fire Department	Harbor Master's Office
	15 Pistols 12 Shotguns 10,000 Rnds. Ammo			
Body Bags	5	Many and liners too	14	0
Other			All risk Department with quality resources	Water Pumps

Communications Resources

Resource/ Capability	City Police Department	Alaska State Troopers	Fire Department	Harbor Master's Office
VHF radios	20	In all patrol cars, boats and planes.	10 mobile radios, 1 Base Station, and 40 Portable radios	15
CB radio	3	None	0	1

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SSB radio	1	None	0	1
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Section 13: Resources

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.

Petro Marine Services in the Homer Marina also carries a limited supply of oil spill resources. Call 235-8545 for current inventory.

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City-Owned Oil Spill Equipment

Resource/ Capability	City Government	Fire Department
Response vessels	HMO: 3	Available through Port & Harbor
Work boats/ skiffs	HMO: 3	
Oil boom	HMO: 800' Containment, 1400' Absorbent	
Anchor systems		Available through USCG
Skimming system(s)		Available through USCG
Oil storage bladders or tanks		Available through USCG
Pumps	HMO: 7	Available through USCG
Sorbent materials (snare, pads, etc.)	HMO: 1600' Sorbent Boom, 1000 Pads	Department carries a limited supply of absorbent materials
Chemical dispersants		
PPE		50 sets fire gear, 45 set EMS gear, 30 sets Wildland Fire gear
Other spill response equipment	800' of 4" Containment Boom	

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Logistics Resources

Local Communications Service Providers

Local telephone service:	Alaska Communication Systems 800-808-8083
Long distance telephone service:	ACS 800-808-8083
	GCI 907-235-6366
Cellular telephone service:	ACS Wireless 800-808-8083
	AT&T Wireless 235-4730
Internet service provider(s):	ACS Internet 800-808-8083

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Airplane Charters and Rentals

Carrier Name & Address	Phone/Fax (907)
ERA Aviation	235-7565

Tug Operators and Vessel Charters

Company Name & Address	Phone/Fax (907)
Cook Inlet Marine PO Box 470 Homer, AK 99603	235-8086
North Star Terminal & Stevedore Co. LLC	235-6008

Fuel and Utilities

Company Name & Address	Phone/Fax (907)
Homer Electric Association 3977 Lake St. Homer AK 99603	235-8551
Petro Marine Services 4755 Homer Spit Rd. Homer, AK 99603	235-8818
Home Run Oil Company 60998 East Road Homer, AK 99603	235-1393

Ground Transportation and Storage

Company Name & Address	Phone/Fax (907)
AK Enterprises Homer	235-2532
Carlile Transportation Systems Kenai	283-2884

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Company Name & Address	Phone/Fax (907)
Lynden Transport, Inc. 53325 Henley Ave. Kenai	283-9640

Food and Supplies

Company Name & Address	Phone/Fax (907)
Save U More 3611 Greatland St. Homer, AK 99603	235-8661
Safeway 90 Sterling Hwy. Homer, AK 99603	226-1010
Kachemak Wholesale 601 E. Pioneer Ave. Homer, AK 99603	235-1862

Lodging and Catering

Company Name & Address	Phone/Fax (907)
Best Western Bidarka Inn 575 Sterling Hwy. Homer, AK 99603	235-8148
Land's End 4786 Homer Spit Rd. Homer, AK 99603	235-0400
Heritage Hotel 147 E. Pioneer Ave. Homer, AK 99603	235-7787
Ocean Shores 451 Sterling Hwy. Homer, AK 99603	235-7775

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Additional Support and Training Resources

Emergency Response Training/Disaster Preparedness Organizations and Materials

NAME	CONTACT	SERVICES
Ready America (DHS)	800-BE-READY or 800-237-3239 http://www.ready.gov	Information on preparing your family for an emergency and on what to do in various emergency scenarios. Teaching and outreach materials for adults and children.
FEMA Education and Training Materials	http://www.fema.gov	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.

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NAME	CONTACT	SERVICES
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	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.

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Fire Fighting

NAME	CONTACT	SERVICES
FEMA National Fire Academy (NFA)	800-238-3358, ext. 1035 or 301-447-1035 http://www.usfa.fema.gov/nfa/	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)	<i>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.</i>
Alaska Regional Response Team	http://alaskarrt.org/	Maintain all Alaska Subarea Plans and Unified Plan. Links to maps, other planning resources.
Alaska Geographic Response Strategies	http://www.dec.state.ak.us/spar/perp/grs/home.htm	Website with links to site-specific environmental protection plans for oil spill response. GRS exist for hundreds of sites in several regions of the state. GRS include maps, diagrams, and detailed tactics, as well as information about

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		resources-at-risk.
Spill Tactics for Alaska Responders (STAR) Manual	http://www.dec.state.ak.us/spar/perp/star/index.htm	Website with standardized tactics for use by trained spill responders.
Alaska Geospatial Database of Oil Spill Planning Maps	http://www.asgdc.state.ak.us/maps/cplans/subareas.html	List of links to ESI, MESA, and other environmental sensitivity maps throughout the State of Alaska.
NOAA Office of Restoration and Response - Spill Tools	Main office: 301-713-2989 <i>Seattle office: 206-526-6317</i> http://archive.orr.noaa.gov/oilaid/spiltool/spiltool.html	Computer-based tools for spill planning and response.
USDOT Office of Hazardous Materials Initiatives and Training	202-366-4900 http://hazmat.dot.gov/training/training.htm	Hazmat Training and Grant programs

Community Healing and Psychological Impacts

NAME	CONTACT	SERVICES
"Coping with Technological Disasters" Guidebook and Series	Prince William Sound Regional Citizen Advisory Council (Anchorage) 907-277-7222 http://www.pwsrccac.org	Guidebook, training videos, audio tape listening series, and informational pamphlets available to facility community-wide disaster mental health program. Designed especially for Alaskan communities.

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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.

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ICS 308 – Resource Order Form

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:

- Alert/Warning Sirens
- EAS
- Reverse 911
- Weather Radio
- Mobile Public Address
- Door to Door Contact

Signature of authorizing official _____

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

Signature of terminating official _____

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

BEGIN A NEW FORM FOR SUBSEQUENT WARNING MESSAGES.

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Sample Evacuation Order

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

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

Therefore:

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

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

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

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

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

Signed _____ Date _____

Emergency Manager (City Manager)

Signed _____ Date _____

Incident Commander

Signed _____ Date _____

Law Enforcement (Officer In Charge)

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Sample Local Government Disaster Declaration Without Request for State Assistance

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

_____ (des

cribe the event or situation); and,

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

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

_____ (descri

be the event and the impacts to community, damages, etc.); and,

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

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

SIGNED this _____ day of _____ 20 _____

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Sample Local Government Disaster Declaration with Request For Borough Assistance

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

_____ (des

cribe the event or situation); and,

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

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

_____ (descri

be the event and the impacts to community, damages, etc.); and,

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

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

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 Homer in its response and recovery from this event.

(Disaster Declaration Continued)

FURTHER, the undersigned certifies that the City of Homer 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 Homer, Alaska sustained severe losses and threats to life and property from

_____ (des

cribe the event or situation); and,

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

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

_____ (descri

be the event and the impacts to community, damages, etc.); and,

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

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

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 Homer in its response and recovery from this event.

(Disaster Declaration Continued)

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

SIGNED this _____ day of _____ 20 _____

Daily Job Report Form

Date: _____

Job #: _____

Job:

Location:

Description of Daily Task

Equipment on the Job	Hours Used:

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State of Alaska Situation Report

_____ (Incident Name)

Incident #	Date/Time:	Prepared By:
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1. JURISDICTION NAME:

2. CASUALTY STATUS:

Confirmed Dead:

Missing:

Injured:

Estimated Sheltered Population:

3. GENERAL SITUATION:

4. ROAD CLOSURES:

5. CURRENT SHELTERING/EVACUATION STATUS:

Total Shelters Open:

Total Registered at Shelter:

Total Persons Sheltered Last Night:

State of Alaska Situation Report (continued)

6. CURRENT PRIORITY NEEDS:

7. FUTURE OUTLOOK/PLANNED ACTIONS:

8. WEATHER:

9. OTHER COMMENTS:

10. STATE EMERGENCY COORDINATION CENTER OPERATIONS:

Hours of Operation:

Phone Contacts:

Incident Commander's Delegation of Authority

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

I hereby authorize _____ to act as Incident Commander for response and recovery operations under the City of Homer 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 Homer Emergency Operations Plan and to act on behalf of and with the authority of the City of Homer 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 Homer Mayor.

DATE: _____ _____ City of Homer Manager

Volunteer Request Form

Date/time: _____

Requesting organization/agency/ICS unit: _____

Name of contact: _____ Phone: _____ Fax: _____

VOLUNTEER NEEDS

Total Number of Volunteers Needed: _____

Job Title/Description: _____

Duties	Experience/ Skills	Training Provided?

Equipment/Special Clothing Needs: _____

Brief Description of Training to be Provided: _____

Job Location: _____

Date/time volunteers needed: _____

Please check if available: Restrooms Parking Safety Equipment

Telephone Transportation to Work Site

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

Name: _____ Phone: _____ Fax: _____

Location: _____

FOR OFFICE USE ONLY:

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

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

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Volunteer Registration Form

Name: _____

Date: _____

Phone (day): _____ (eve.) _____

(fax) _____

Address: _____

Present employer: _____ Occupation: _____

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

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

Heavy Equipment Operator:

ICS Training:

Firefighting:

Bird Rescue/Wildlife Hazing/Rehab:

Hazmat/Hazard Waste Operator:

First Aid/CPR:

Coast Guard licenses:

Other:

Placement: ___ Administrative/Clerical ___ Food Service/Sheltering

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

___ Repair/Construction ___ Transportation ___ Other _____

Emergency Contact - Name: _____

Phone (day & eve): _____

Address: _____

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

Signature: _____ Date: _____

FOR OFFICE USE ONLY:

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

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

NIMS ICS Forms

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

*FEMA NIMS-ICS forms are available at

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

Shelter Admission / Discharge for Animal

Owner's Full Name: _____

Owner's Full Address: _____

Owner's Home Number: _____ work: _____ cell: _____

Out-of-area contact Name/Phone Number: _____

Description of Animal: **Dog** **Cat** **Other:** _____

Male Female Intact In heat Neutered/Spayed

Name: _____ Breed: _____

Color: _____ Age: _____ Distinctive Markings: _____

Do you have a kennel/cage for your pet: Y/N _____

Micro Chip: Y/N _____ Medication Required: _____

Primary Veterinarian: _____

City & State: _____

I certify that my pet has no history of aggressive behavior and has not been diagnosed with any contagious diseases for which it has not received successful treatment.

I hereby agree to hold harmless all persons, organizations, corporations or government agencies involved in the care and sheltering of my animal(s). I further agree to indemnify any persons or entities which may have suffered any loss or damage as a result of the care and sheltering of my animals(s). I further agree that if I fail to provide care for my animals(s) for 24 hours my animal(s) will be transferred to the designated animal shelter.

Pet Owner's Signature Pet Owner's Printed Name Date

Arrival Date _____ Time _____ Registration
No. _____

PET OWNER SHELTERING AGREEMENT

I understand that emergencies exist and that limited arrangements have been made to allow myself, my family and pet to remain in the shelter facility. I understand and agree to abide by the pet care rules contained in this agreement and have explained them to any other family member accompanying me and my pet.

1. My pet will remain contained in its approved carrier or under my control with a leash at all times.
2. I agree to properly feed, water and care for my pet not less than twice daily.
3. I agree to properly dispose of my pets waste, clean and disinfect the kennel/cage when soiled by my pet.
4. I will not pet, approach or handle any other animal other than my own. I will not allow my pet to interact with any other people or pets.
5. Pet owners may not bring their pet into the human shelter areas.
6. I permit my pet to be examined and handled as necessary by animal shelter personnel.
7. I acknowledge that my failure to follow these rules may result in the removal of my pet from the shelter. I further understand that if my pet becomes unruly, aggressive, show signs of contagious disease, is infested with parasites or begins to show signs of stress-related conditions, my pet may be removed to a remote location. I understand that any decision concerning the care and welfare of my pet and the shelter population as a whole are within the sole discretion of the Pet Shelter Unit Leader, whose decisions are final.
8. The owner agrees that when they leave the shelter, their pet must accompany them. The pet must be "logged out" at the Registration area when removed from the shelter.

(Signature of pet owner)

(Date)

ANIMAL CARE GUIDELINES

Dogs:

- Kennel or crate large enough for pet to stand up, turn around comfortably and room for food and water;
- Dogs shall be walked at least twice a day for 20-minute intervals;
- The kennel shall have prominently posted:
 - Owner's Name;
 - Pet's Name;
 - Owner contact information (cell phone, pager, shelter sleeping location, etc...)
- Potable water shall be available at all times;
- Water container should be rust proof, cleaned daily and mounted so the animal cannot tip it over or urinate in it;
- Self feeders, if used, should be mounted so dogs cannot urinate or defecate in them;
- Bedding of blankets or towels must be used and in sufficient quantity that replacements are readily available should soiling occur;
- Owner to supply newspapers, plastic disposable gloves and trash bags for owner to handle waste;
- Medicines and food should be in sufficient quantity to support the animal.

Cats:

- Kennel or crate large enough for pet to stand up, turn around comfortably and room for food, water and litter;
- Cat kennels shall be serviced (cleaned) at least twice a day;
- The kennel shall have prominently posted:
 - Owner's Name;
 - Pets name;
 - Owner's contact information (cell phone, pager, shelter sleeping location, etc...)
- Cat litter and pan must be provided in each cage;
- Water and dry food should be available at all times;
- Bedding of blankets or towels must be used with sufficient quantity readily available should soiling occur;
- Medicines and food should be in sufficient quantity to support your animal.

Daily Animal Log

Shelter location _____

Date _____

Owner name	Pet name	OUT time	IN time	Circle Appropriate		
				Feed Visit	Walk Medicate	Water Other
				Feed Visit	Walk Medicate	Water Other
				Feed Visit	Walk Medicate	Water Other
				Feed Visit	Walk Medicate	Water Other
				Feed Visit	Walk Medicate	Water Other
				Feed Visit	Walk Medicate	Water Other
				Feed Visit	Walk Medicate	Water Other
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				Feed Visit	Walk Medicate	Water Other
				Feed Visit	Walk Medicate	Water Other
				Feed Visit	Walk Medicate	Water Other

Page _____ of _____

**CONTACT INFORMATION FOR OWNER SEEKING LOST PET
PLEASE USE A SEPARATE FORM FOR EACH LOST PET.**

OWNER'S NAME: _____

ADDRESS: _____

HOME PHONE: _____ **CELL PHONE:** _____

WORK PHONE: _____

PET'S NAME: _____

TYPE OF ANIMAL (DOG/CAT/ETC): _____

BREED: _____

COLOR(S): _____

MALE: _____ **INTACT (Y/N):** _____ **FEMALE:** _____

SIZE (S/M/L/XL): _____

MICROCHIPPED (Y/N): _____ **CHIP NUMBER:** _____

COLLAR/HARNESS DESCRIPTION: _____

WEARING TAGS (Y/N): _____ **CITY LICENSE:** _____

ANY UNUSUAL DESCRIPTION (SUCH AS MISSING PARTS, SCARS, ETC):

LOCATION LAST SEEN: _____

ALTERNATE CONTACT PERSON:

NAME: _____ **PHONE:** _____

DATE: _____

ATTACH PHOTO OF PET TO THIS FORM