

# EMERGENCY OPERATIONS PLAN

## NOME, ALASKA



COVER PHOTO: MEGAN HAHN, 2004 FALL STORM

Council Approved 09/27/2011,  
State Approved Copy

*SEPTEMBER 27, 2011 COUNCIL MEETING*

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## LIST OF ACRONYMS

Acronyms used in this document appear below. A complete list of acronyms is available through the Federal Emergency Management Agency.

CFR	Code of Federal Regulations
DHS&EM	(Alaska) Division of Homeland Security and Emergency Management
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Function of the National Response Plan
FEMA	Federal Emergency Management Agency
HAZMAT	Hazardous Materials
ICS	Incident Command System
NIMS	National Incident Management System
NRF	National Response Framework
SECC	State Emergency Coordination Center

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**LETTER OF PROMULGATION**

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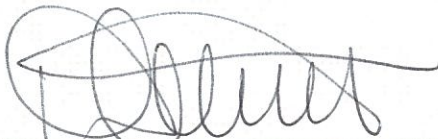
Government at all levels has the responsibility to plan for and respond to disaster emergencies resulting from hazards that are known to threaten the jurisdiction. In view of this fact, the City of Nome has assigned the tasks and responsibility for Emergency Management to include disaster planning, mitigation, response, and recovery to the City Manager's Office. Disaster emergencies may require the City to operate in a manner different from normal, day-to-day routines and may seriously overextend City resources.

The purpose of the City of Nome Emergency Operations Plan (EOP) is to focus on preplanning and allow for a graduated or tailored response to a disaster emergency that requires coordination among departments, agencies, and jurisdictions.

This Emergency Operations Plan has been adopted by a **RESOLUTION** of the Nome Common Council adopted on 9/26, 2011. This plan replaces and supersedes any previous Emergency Operations Plan of the City of Nome, Alaska.

All City staff should become familiar with this plan and their respective roles and responsibilities during a disaster emergency that affects our communities. All City staff and citizens should become familiar with family and home emergency planning and preparedness to help in keeping their homes safe and secure.

Nome Common Council



\_\_\_\_\_  
Mayor Denise Michels

Date: 9/26/11

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## APPROVAL AND IMPLEMENTATION

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The City of Nome Emergency Operations Plan (EOP) is approved and adopted by a Resolution of the City of Nome, which is attached. This plan provides guidance for preparedness, protection, response, and recovery from emergencies that occur in or near the community of Nome. This plan was developed to meet the requirements of the National Response Framework (NRF), the National Incident Management System (NIMS), and the Alaska Division of Homeland Security and Emergency Management (DHS&EM), as well as of authorities and guidance from the Community, the State of Alaska, and the United States Federal Government. This plan supersedes all previous emergency operations plans and is part of a suite of comprehensive emergency plans developed for Nome.

The City Manager of Nome is responsible for the development and maintenance of this plan. Any changes or modifications to this plan must be made with the coordination and approval of City Manager of the City. Modifications to this plan should be signed and dated by the City Manager of Nome.



\_\_\_\_\_  
Mayor Denise Michels

Date: 9/26/11



\_\_\_\_\_  
City Manager Josie Bahnke

Date: 9/26/2011

Presented by:  
City Planner  
Action Taken:  
Yes 5 No 0  
Abstain 0

**CITY OF NOME, ALASKA**

**RESOLUTION NO. R-11-09-05**

**A RESOLUTION APPROVING THE NOME 2011 EMERGENCY OPERATIONS PLAN**

**WHEREAS**, the Nome 2011 Emergency Operations Plan (EOP) updates the 2004 Nome Disaster Plan; and,

**WHEREAS**, the Nome 2011 EOP provides a single comprehensive plan that:

- Provides emergency/disaster response and recovery services;
- Identifies hazards that threaten the City of Nome; and,
- Describes an effective emergency management organization, which utilizes existing local government, agencies and resources and selected volunteer and private resources within the City; and,

**WHEREAS**, at the August 18, 2011 meeting the Local Emergency Planning Committee (LEPC) review the Nome 2011 EOP and recommended that the Nome Common Council approve the plan; and,

**WHEREAS**, the State of Alaska Division of Homeland Security and Emergency Services reviewed and approved the Nome 2011 EOP as written.

**NOW, THEREFORE BE IT RESOLVED** that the Nome Common Council by this resolution hereby approves the Nome 2011 EOP.

**APPROVED** and **SIGNED** this 26<sup>th</sup> day of September, 2011.

  
\_\_\_\_\_  
**DENISE MICHELS, Mayor**

**ATTEST:**

  
\_\_\_\_\_  
**VANESSA MUSICH, City Clerk**

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**RECORD OF PLAN CHANGES**

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The Record of Changes or updates to this plan will be tracked in a table format by change number, date of change, plan page reference, a brief description of the change, and the name of the person or organization making the change.

Change #	Date	Page	Description of Change	Name
001				
002				
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**RECORD OF DISTRIBUTION**

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The plan copies will have a unique control number and the plan Distribution List will also be tracked in a table format. The Distribution List will provide the plan control number, the name of the person and organization receiving the plan, and the date of delivery. If more than one copy of the plan is provided to an organization, the Distribution List will indicate the number of copies provided to that organization.

Control #	Date of Delivery	Name of Plan Recipient	Recipient Agency	# of Copies
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## 2. INTRODUCTION

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The Nome Emergency Operations Plan is designed to provide employees and staff of the City of Nome with a comprehensive, easily implemented reference guide for disasters and emergencies. The plan encompasses an overview of the role of city staff, employees, and departments.

The plan contains information on the emergency response structure of the City of Nome as well as Functional Annexes dealing with special emergency response activities during disasters, and Hazard-Specific Appendices, which provide checklists of basic tasks to be performed when a disaster occurs.

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### 3. AUTHORITIES

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The City of Nome has adopted this Emergency Operations Plan under the following local, state, and federal authorities:

<b>Federal</b>	<ul style="list-style-type: none"> <li>• Presidential Directive #5</li> <li>• Presidential Directive #6</li> <li>• PL 81-920 - Civil Defense Act of 1950 as amended</li> <li>• PL 93-288 - Disaster Act of 1974</li> <li>• PL 103-325 - National Flood Insurance Reform Act of 1994</li> <li>• PL 106-390 - Disaster Mitigation Act of 2000</li> </ul>
<b>State of Alaska</b>	<ul style="list-style-type: none"> <li>• Administrative Order #170</li> <li>• Alaska Statute 26 Chapter 20- Civil Defense Act</li> <li>• Alaska Statute 26 Chapter 23 - Alaska Disaster Act</li> </ul>
<b>Local</b>	<ul style="list-style-type: none"> <li>• Code of Ordinances, City of Nome</li> </ul>

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### 4. SCOPE AND PURPOSE

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The purpose of the City of Nome Emergency Operations Plan is to provide general guidelines and principles for planning, managing, and coordinating the activities of the City government before, during, and after major emergencies and disaster events. The plan is intended to:

- Provide a single comprehensive resource for providing emergency/disaster response and recovery services
- Describe an effective system for management of emergency operations
- Assign responsibilities to agencies, groups, and individuals tasked to support this plan.

- Identify and assign to City departments various responsibilities and tasks for emergency and disaster response operations.
- Maintain continuity of government services
- Provide for recovery in the aftermath of a disaster

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## **5. GENERAL INFORMATION**

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For the plan to be fully effective, all city employees and staff should be familiar with how to implement the plan. Care has been taken to provide a plan that is simple, applicable, and easy to understand. The plan is designed with a three-part progressive format for ease of use and simplicity of understanding. The three parts are: The Basic Plan, Functional Annexes, and Hazard Specific Appendices.

The Basic Plan is an overview of the City of Nome's disaster response organization and policies. The General Concept of Operations is presented in this section, as are assignments of responsibilities for emergency planning and operations. A thorough understanding of the Basic Plan is required before moving on to the Functional Annexes and Response Checklists.

The Functional Annexes describe specific emergency and disaster tasks that represent the critical emergency functions that are required in a disaster or emergency. These are the activities that the City of Nome will undertake during an emergency or disaster. The functional annexes are based on the specific needs, capabilities, and organization of the City of Nome. The functional annexes build on the information presented in the Basic Plan, and do not repeat that information.

Hazard Specific Response Checklists are included to provide a step-by-step listing of the responsibilities of agencies, staff, and employees of the City of Nome. It is up to each organization to develop and maintain plans to meet the responsibilities assigned to each organization, and to assign specific personnel to appropriate tasks. Response checklists are color coded to represent tasks that should be completed during each phase of disaster planning and response: Orange for Warning, Red for Response, and Green for Recovery.

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***SITUATION***

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Please see City of Nome All-Hazard Mitigation Plan for hazard analysis and current situation.

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***POLICIES AND ASSUMPTIONS***

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- A major emergency or disaster could occur at any time.
- Emergencies such as motor vehicle accidents, fires, and medical emergencies occur regularly and are responded to by city departments as a normal part of their day-to-day responsibilities. Occasionally, however, the city will be confronted with larger scale events that cannot be handled in the course of the city’s day-to-day activities. These situations, which are designated as major emergencies or disasters, require a level of response that exceeds the capacity of the city departments that usually handle those incidents. Such situations will require the implementation of this Emergency Operations Plan.
- In accordance with National Incident Management System and National Response Plan guidance, the City of Nome has chosen the Incident Command System as its incident management tool. Use of this Emergency Operations Plan requires that all relevant staff receive Incident Command System training in accordance with their anticipated roles in emergencies and disasters.
- While it is likely that disaster assistance will be available from State and/or Federal agencies in most major emergencies, a significant amount of time may elapse before these agencies become involved and/or fully mobilized to respond. Therefore, the City of Nome must be prepared to carry out disaster response to the best of its ability on an independent basis.
- Priority of effort will be:
  - Save lives
  - Reduce casualties
  - Minimize damage to property and resources
- This plan is based upon the concept that emergency functions for tasked agencies and individuals will generally parallel their normal day-to-day activities. However, day-to-day

functions, which do not contribute directly to the emergency operation, may be suspended in order to mobilize additional resources for emergency response and disaster recovery.

- Use will be made of volunteers (organizations and/or individuals) that can furnish manpower, financial support, and/or supplies to assist in disaster operations.
- In keeping with a nationwide strategy of an Integrated Emergency Management System and an all-hazards approach to planning, this plan is concerned with all types of emergency situations that may develop, including national security issues and natural disasters. It also accounts for activities before, during, and after emergency operations.

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## 6. CONCEPT OF OPERATIONS

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This section will explain the City’s overall approach to an emergency situation.

The City of Nome’s emergency organization is the coordinating agency for all activity connected with civil defense and other disaster operations. It will organize and function using Incident Command System principles.

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### *EMERGENCY MANAGEMENT COORDINATOR*

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Within the office of the City Manager, an Emergency Management Coordinator will be appointed to assist in carrying out the City’s emergency management responsibilities. The Emergency Management Coordinator functions as the City’s emergency organization for planning. This individual is the City’s point of contact for liaison with external government agencies, volunteer groups, and private sector organizations, especially in matters related to disaster mitigation, preparedness, response, and recovery. There are no officially designated facility emergency coordinators (FECs)

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### *INCIDENT COMMAND SYSTEM*

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The City of Nome uses the Incident Command System as its chosen operational structure for incidents and emergencies. The Incident Command System is a component of the National Interagency Incident Management System and is a

standardized system intended to seamlessly integrate responders from many different agencies into the response organization. The Incident Command System enables each level of government to integrate with other levels, public agencies, and with private sector resource providers. Optimum use and integration of existing skilled personnel, emergency facilities, and emergency equipment across all levels of government is encouraged.

Emergency response personnel and those with assigned roles in disaster response must be trained and experienced with the Incident Command System. The principles of the Incident Command System are summarized below, but it is vital that all personnel obtain thorough and relevant training in using the Incident Command System and participating in Incident Command System-managed incidents.

The Incident Command System was developed to provide a standardized system for management of incidents. The Incident Command System is based on the idea that a responder from any agency will be familiar with the Incident Command System and will therefore be able to quickly integrate into the existing incident management structure of a given incident. This is accomplished by using standardized language and position titles, and by breaking all incidents down into five functions that are common to all incidents: Command, Operations, Planning, Logistics, and Finance. All of these functions are performed at most incidents; but please note that in smaller incidents, one or all of these functions can be performed by the same person. Similarly, the Incident Commander of a smaller incident can act as the incident Safety Officer, Liaison Officer, and Information Officer; functions that in larger events are delegated to other people. In this way, Incident Command System can be expanded or contracted as needed based on the size and response requirements of the incident.



The purpose and organization of the primary Incident Command System functions are as follows:

### **Command Function**

The Command function provides overall management of an incident. The command staff consists of the Incident Commander, the Safety Officer, the Liaison Officer, and the Information Officer. Only one person in a small incident may perform these functions. As the incident grows, the Incident Commander can delegate out each separate function to other people.

It is very important for users of this Emergency Operations Plan, especially those new to the Incident Command System, to understand the difference between the Command function of the Incident Command System and the command and management of on-scene operations. The Incident Commander is not always the person in charge on the scene of the incident. This may be the case in smaller incidents and in larger events before the Emergency Operations Center is activated, but as incidents grow, tactical resources and the oversight of operations may not be under the direct supervision of the Incident Commander. However, until Operations is established as a separate section led by a qualified Operations Chief, the Incident Commander will retain direct control of tactical resources.<sup>1</sup>

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<sup>1</sup> *Fundamentals of Search and Rescue*, National Association for Search and Rescue, 2005.

A basic tenet of Incident Command System is that the person at the top of the organization is responsible until the authority is delegated to another person. Thus, if the Incident Commander is also acting as the on-scene operations commander and finds that the incident is too big to be managed in such a way, he or she should pass the Incident Commander designation to another person so that he or she can focus on on-scene operations; or vice-versa (designate an on-scene operations chief and retain the Incident Commander position).

### **Operations Function**

Operations refer to direct response to the incident and all tactical operations that support response to the incident. Most incidents will start with only an Operations Section; with the Incident Commander being part of Operations. As the incident expands, Operations will become a separate function.

### **Planning Function**

Many times the planning function is performed by the Incident Commander. If a separate planning section has been established, it is probably indicative of a very large and/or prolonged incident. The planning section not only collects and evaluates situation information, but also anticipates potential problems or events that may affect the operations.

### **Logistics Function**

The Logistics function handles obtaining and managing all essential resources for the incident, including personnel, equipment and supplies. The logistics section requests all personnel and equipment for response (usually from outside agencies such as the State of Alaska, National Guard, etc.). Logistics is responsible for ensuring that the response to the incident is supported with adequate personnel and resources. It is important to note that Logistics provides resources for the response effort only, and is not a source of resources for mass care or sheltering.

### **Finance Function**

All financial activities required on site are the responsibility of the Finance section. This function is usually only activated in large, complex incidents.



For additional information about the structure and function of the Incident Command System, please refer to Federal Emergency Management Agency Incident Command System guidance and training reference guides.

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### *EMERGENCY OPERATIONS PLAN ACTIVATION*

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The City of Nome and its emergency services agencies are equipped and prepared to handle day-to-day emergencies and situations without activating the Emergency Operations Plan. The Emergency Operations Plan exists to provide a framework for response efforts arising from situations that exceed, or show the possibility to exceed, the capabilities of the City's emergency services agencies.

When an emergency or situation exceeds or threatens to exceed the capability of the community's normal emergency services, the individual in charge of the incident (police chief, fire chief, public works director, etc.) will inform the City Manager who will, in turn, contact the Mayor and request a proclamation of a local disaster emergency. Should the Mayor be unavailable, the City Manager will have the authority to declare a disaster emergency. Such a proclamation activates the plan, puts the Incident Commander in charge, and authorizes the use of emergency powers defined in this plan. If the magnitude of the disaster exceeds the capability of the City's resources, a request for State assistance will be made. The State Governor, if necessary, will request Federal aid.

A proclamation of disaster emergency activates the disaster response and recovery aspects of this plan and constitutes authority for the deployment and use of any emergency forces to which the plan applies. During the effective period of a disaster emergency, the Incident Commander (see Assignment of Responsibilities) directs all emergency activities and other unorganized elements available for emergency duty. The Incident Commander may delegate or assign direction authority by appropriate orders or regulations.

Once the plan is activated, key members of the City's emergency organization will be notified and called to duty, and the Emergency Operations Center activated.

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***EMERGENCY OPERATIONS CENTER***

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An Emergency Operations Center is a central location from which incidents can be managed. Emergency Operations Centers are usually “activated” during large or prolonged incidents, or for incidents that cannot be managed on-scene. The Fire Hall is designated as the Emergency Operations Center for the city of Nome, with the City Hall serving as a backup location. The Emergency Operations Center should have adequate communications, power generation, comfort facilities, and enough room to house necessary personnel. The Emergency Operations Center will remain operational on a 24-hour basis throughout the response phase and into the early recovery phase (generally when the threat passes or is contained, and essential government and utilities and privately furnished services are restored).

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**7. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

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***GENERAL***

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All City employees should be prepared to be called into service for disaster response. Assigned responsibilities will parallel day-to-day activities whenever possible.

The City of Nome is a separate emergency jurisdiction. It independently directs and controls its emergency plans, programs, and emergency response resources. In matters of mutual interest it cooperates with private sector and volunteer organizations to enhance the protection of lives, property, and resources within the City. Should outside resources (State, Federal, Private or Volunteer) be used, the resources will be supervised by their own agencies but coordinated with the City’s emergency organization.

Direct liaison and mutual aid is routinely exchanged with some State agencies through local offices located in the City including the Department of Public Safety, Department of Transportation and Public Facilities, Department of Fish and Game, Department of Health and Social Services and the Alaska Court System. State emergency and disaster assistance can be requested by contacting the Division of Homeland Security and Emergency Management. State government may assist if technical support, additional authority, or added resources are required to respond effectively to an incident. Most

forms of federal aid in disaster situations will be requested through and coordinated by the Division of Homeland Security and Emergency Management.

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***AGENCY ASSIGNMENTS***

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The following table gives general guidance for agencies' responsibilities during a major disaster:

# City of Nome Emergency Operations Plan

Agency	On-Scene Response	Incident Command	Operations Function	Logistics Function	Finance Function	Planning Function	Alert & Warning	Communications	Public Information	Evacuation	Shelter and Mass Care	Damage Assessment
City Manager												
City Manager's Office												
Mayor												
Police Department												
Fire Department												
Ambulance Department												
City Clerk												
Finance												
Engineering												
City Council												
Port & Harbor												
Public Works												
Building Maintenance												
Public Schools												
Nome Joint Utility												

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## 8. FUNCTIONAL ANNEXES

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The responsibilities listed herein are not intended to be departmental checklists. Each agency will develop internal policies and procedures to perform its assigned duties. At the discretion of the incident commander not all functions may be performed nor all agencies used.

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## *EVACUATION ANNEX*

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### Concept of Operations

- A citywide mass evacuation would likely occur only in the event of an extremely devastating disaster, which has a very low likelihood of occurrence. It is most likely that evacuation will be limited to affected areas and vulnerable populations, and will occur in specific areas of the community. Factors such as magnitude, intensity, spread of onset, and duration of the emergency will determine the type of evacuation required. Area-to-area evacuations might be required because of a small-scale localized incident such as a hazardous materials accident, major fire, avalanche, transportation accident, or flooding.
- The decision about whether or not to evacuate normally rests with the City Manager; however, due to time sensitivity, the senior Police Department official on duty may activate the evacuation order. The City Manager or his/her designated representatives will coordinate and be in charge of the actual evacuation.
- Continuity of government must be maintained in an emergency evacuation situation.
- Evacuation will be coordinated to locations that will provide safety and shelter. Sheltering in place or remaining at home may be a safe alternative when evacuation is not possible. The city's official shelters are the Nome Recreation Center, the High School, and the Elementary School. Due to fiscal constraints, no shelters are pre-stocked with survival supplies.
- Area-to-area evacuations will be initially managed on-scene by the Fire Department, the Police Department, the Ambulance Department, and/or Port and Harbor personnel, who will immediately alert the Emergency Operations Center when the size and scope of the evacuation exceeds routine capacity.
- All mass evacuation information will be coordinated through the Emergency Operations Center and will be broadcast over the Emergency Alert System and the news media. Other forms of evacuation notification may include door-to-door notification, mobile sirens, public address systems, distribution of evacuation cards, and tagging homes.
- Once an evacuation is ordered, the City will make every effort to evacuate all persons from a designated area. Any person who refuses to evacuate at the order of a municipal official will be advised by an emergency official of the associated risk and will be asked to sign a liability release document.
- A public information officer will be dispatched to all evacuation assembly areas.
- Public transportation entities may be used to transport persons from designated evacuation assembly areas.
- People who refuse to follow evacuation orders will be left alone until all who are willing to leave have been evacuated. Time permitting; further efforts will be made to persuade the stay-puts to evacuate.
- School buses can be used to move people to safe areas.

- Special Needs and Institutionalized evacuees (hospital inpatients, people in police custody, etc.) will be relocated and remain in the care of the custodial agency.

### **Responsibilities**

An evacuation may be initiated by any of the following individuals:

- Mayor
- City Manager
- Police Chief
- Fire Chief
- Nome Ambulance Chief
- Emergency Operations Center director
- Senior law enforcement, fire services, ambulance personnel or health officer at the scene of an emergency

Oversight of evacuation activities will be managed by the City Manager.

City agencies tasked with on-scene evacuation activities are:

- Nome Volunteer Fire Department
- Nome Police Department
- Nome Volunteer Ambulance Department
- Port and Harbor

Other considerations:

- Police and public safety personnel will control access to the threatened area and provide security, to the extent possible, for abandoned homes, businesses, and property.
- Operations personnel will also control re-entry traffic, once the threat passes or qualified responders have determined that the affected area is suitable for reoccupation. If necessary, this may require house-by-house or structure-by-structure inspections to ensure that buildings, utilities, roads, and bridges are structurally sound and safe.

### **References**

Anchorage Emergency Operations Plan, Annex 3: Congregate Care

Anchorage Emergency Operations Plan, Annex 7: Vulnerable Populations

National Response Plan, ESF #1: Transportation

National Response Plan, ESF #6: Mass Care, Housing, and Human Services

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## ***DAMAGE ASSESSMENT ANNEX***

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### **Concept of Operations**

Accurate damage assessment information following a disaster is critical to ensure that the incident commander, city manager, and mayor can adequately determine the overall impact of a disaster on the City, evaluate what resources are necessary for recovery, and prioritize resource assignments for response requirements. Damage assessment activities are most likely to be initiated after a major disaster such as a flood or storm surge.

The City will conduct a rapid assessment of buildings, structures, roadways, and utilities as soon as practicable after a major event has occurred and when conditions are deemed safe by the incident commander.

### **Responsibilities**

All City Departments are responsible for assisting with damage assessments.



## References

Anchorage Building Safety Damage Assessment Operations Plan  
Anchorage Emergency Operations Plan

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## *SHELTERING AND MASS CARE ANNEX*

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### **Concept of Operations**

The City will activate shelters and mass care facilities to provide:

- Sheltering of persons who have been displaced from their homes
- Delivery of human services
- Triage and delivery of medical services to support hospital operations when hospitals are operating at or near capacity or during an incident of widespread catastrophic illness
- Staging and dispensing of Strategic National Stockpile assets
- Sheltering of domestic animals
- While the City will strive to meet as many needs as possible at each activated congregate care facility, not all services may be delivered at each facility. For example, a facility may be activated to provide only sheltering or mass prophylaxis services.
- Initial care centers may be activated to provide limited shelter services at the outset of an emergency until a congregate care facility can be activated to provide regular shelter.

### **Responsibilities**

- The Nome Ambulance Department has the responsibility for organizing and managing Mass Care efforts.
- Each individual or head of household within the City is encouraged to develop a family disaster plan that includes maintaining supplies to sustain five to seven days and a plan to shelter with friends or family when necessary.

### **State and Federal Support**

All state and federal assistance is coordinated through the State Emergency Coordination Center. State and Federal resources for sheltering and mass care include the Alaska Disaster Medical Assistance Team, which is coordinated through the Alaska Native Medical Center and may be deployed at the request of the governor; and federal Disaster Medical Assistance Teams, which may be requested during a federally declared disaster.

Other sources of federal support may include Department of Housing and Urban Development and the United States Health and Human Services Department.

## References

Anchorage Emergency Operations Plan, Annex 7: Vulnerable Populations.  
Anchorage Emergency Operations Plan, Annex 8: Behavioral Health  
National Response Plan, ESF #6: Mass Care, Housing, and Human Services

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## *PUBLIC INFORMATION ANNEX*

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### Concept of Operations

One of the functions of government is to keep the general public informed during times of emergency. Citizens can respond much more effectively to crisis situations when they are well informed. The Public Information function is meant to determine which messages are released to the public and how they are disseminated. The Public Information function ensures that clear communication with the public is maintained and that confusing or contradicting messages are not issued. Information released to the public should:

- Provide specific and detailed information about the disaster or emergency
- Inform the public of:
  - any actions they should take to protect themselves
  - evacuation orders
  - location of shelters and/or mass care facilities
- Keep the public informed of the status of the disaster or emergency
- Provide any other relevant information

### Responsibilities

The City of Nome does not have a full time Public Information Officer. During non-emergency periods, the overall responsibility for the dissemination of disaster-related public information rests with the City Manager. The City Manager and the Mayor have the primary responsibility for public information. Either person may appoint a Public Information Officer to organize and coordinate the dissemination of information. The City Clerk will usually serve as the Public Information Officer. The Public Information Officer reports directly to the Incident Commander and will serve as the primary focal point for all information releases pertaining to the emergency.

The Public Information Officer will coordinate information releases with Emergency Operations Center staff to ensure accuracy. S/he will also provide copies of information releases to the State Division of Homeland Security and Emergency Management when appropriate. The Public Information Officer is responsible for establishing contacts with local media and coordinating all press releases.

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## ***ALERT AND WARNING ANNEX***

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### **Concept of Operations**

Rapid dissemination of warning and emergency information about an imminent or occurring emergency is critical to protecting life, safety, and health during an emergency. The City will provide public information and instructions before, during, and after emergencies.

A Joint Information Center will be established during a high-visibility or high severity incident to serve as the central contact point for all news media and to coordinate all incident-related public information activities. All municipal agencies releasing information concerning their emergency actions will coordinate through the Emergency Operations Center or the Joint Information Center.

The City will ensure that emergency information transmitted to the public clearly conveys the following information:

- The nature of the emergency
- The location of the emergency
- How the emergency can affect them
- What protective action to take
- Where to get help

Emergency notifications include methods accessible to persons with disabilities including open captioning, door-to-door notifications, mobile loudspeakers, or other available means. The Nome community siren will be utilized to notify residents of pertinent information being broadcast on radio and television frequencies.

### **Responsibilities**

The Nome Police Department is responsible for disseminating warning messages and emergency alerts. The Police Department will receive notification of public information from the City Manager's office and will deliver the message to the public using appropriate means.

## References

Office of Emergency Management Public Information Plan  
National Response Plan, Support Annex: Public Affairs

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## *COMMUNICATIONS ANNEX*

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### Concept of Operations

The primary method of communication between the City of Nome and local city, state, and private agencies is the telephone. In the event of telephone failure, two-way voice communication may be possible through the use of radios and with the help of amateur radio operators.

The primary method of communication with the public is use of KNOM, KICY, and the Nome GCI cable station, Channel 4. The community siren will be used as a signal for residents to tune into their radios or televisions for definitive instructions or announcements.

Nome is a State Warning Point with direct access into the National Warning System. Statewide emergency broadcasts can be picked up in Nome from the Common Program Control Station, KNOM AM-FM, or the Alaska Rural Communication System.

### Responsibilities

The Police Department and Fire Department share primary responsibility for Communications.

## RESPONSIBLE PARTY HAZMAT ACTION

### A. DISCOVERY AND NOTIFICATION

Any person in charge of a vessel or a facility shall report releases of hazardous materials in excess of the reportable quantity (RQ) as defined in Table 1 of 49 CFR 172.101 to the National Response Center (NRC) (800-424-8802) in accordance with the National Contingency Plan. Any release regardless of the amount is required to be reported to the State of Alaska. Notification of the State can be done by contacting the Department of Environmental Conservation, either at the local office or through the 24-hour telephone number, 800-478-9300.

If direct reporting to the NRC is not immediately practicable, reports will be made to the Captain of the Port Western Alaska (the USCG FOSC for the Northwest Arctic subarea), (907-271-6700). The Environmental Protection Agency's predesignated FOSC may also be contacted through the regional 24-hour response telephone number (206-553-1263). All such reports shall be promptly relayed to the NRC.

***In any event, the person in charge of the vessel or facility involved in a hazardous material release shall notify the NRC and the State of Alaska as soon as possible.***

As much information as possible shall be reported. This will include, but is not limited to, the following:

1. Location of the release
2. Type(s) of material(s) released, including any pertinent MSDS data
3. An estimate of the quantity of material released
4. Possible source of the release
5. Date and time of the release
6. Population and/or environment at risk.

### B. REMOVAL ACTION

The responsible party shall, to the fullest extent possible, perform promptly the necessary removal action to the satisfaction of the predesignated FOSC and SOSC.

Regardless of whether or not a cleanup will be conducted, the responsible party shall cooperate fully with all federal, state, and local agencies to ensure that the incident is handled in a safe, proper manner.

Facility Operator – Any petroleum tank farm companies operating shore-side within the Port of Nome facility, including their employees or designees. Specifically Bonanza Fuel, Inc. (BFI),

Crowley Marine Services (CMS) and Nome Joint Utility Systems (NJUS). These companies have been designated by the USCG as Petroleum Facility Operators for the Port of Nome.

The following tables are descriptions of emergency equipment and facilities in the City, and persons responsible.

**Table 1 City of Nome Emergency Facilities**





<b>Dept.</b>	<b>BUILDING</b>	<b>Address</b>	<b>Building</b>	<b>Person</b>	<b>Construction</b>
Admin	City Hall	102 Division	30 yrs	City Manager	1976
NVFD	Firehall	500 Bering Street	30 yrs	Fire Chief	1971
PWB	Public Works	404 W 4th Avenue	30 yrs	City Manager	1982
Admin	Convention Center	405 River Street	30 yrs	City Manager	1975
Rec	Recreation Center	208 E 6th Avenue	30 yrs	Rec Director	1983
NVFD	Firehall/Icy View	401 Out of the Way	30 yrs	Fire Chief	1983
Police	Morgue	1004 Seppala Dr.	30 yrs	Police Chief	1983
PWB	Dump Building	1591 Center Creek Rd.	30 yrs	City Manager	1989
Police	Public Safety Building, inc. Ambulance bays	505 Bering Street	30 yrs	Police Chief Ambulance Chief	1996
Admin	St. Joseph Church	407 Bering Street	30 yrs	City Manager	1996
PWB	Dog Pound	Port Road	30 yrs	Animal Control Officer	1973

**Table 2 City of Nome Emergency Equipment**

<b>DEPARTMENT</b>	<b>DATE IN</b>	<b>SERVICE</b>	<b>LICENSE#</b>	<b>YEAR</b>	<b>MAKE</b>	<b>MODEL</b>
ADMIN	4/26/1995		XXU 249	1995	Chev	Suburban
Responsible Party: City Manager						
POLICE	9/12/1996		XXU 337	1996	Chev	Astro Van
POLICE	1/5/2000		XXW 322	1999	Ford	Expedition
POLICE	10/19/2004		XXY 290	2005	Chevy	Astro Van
POLICE	10/31/2005		XXY293	2006	Chevy	Tahoe
POLICE	10/31/2005		XXY294	2006	Chevy	Tahoe
POLICE	10/31/2005		XYA612	2006	Chevy	Tahoe
POLICE	10/31/2005			2006	Chevy	Tahoe Packages x 3
POLICE	06/01/2007		XYA616	2007	Chevy	Tahoe + Police Package
POLICE	02/01/2008		XYB425	2008	Chevy	Tahoe
POLICE	1/5/2000		XXW 321	1999	Ford	Expedition
POLICE	3/25/2003		XXW 983	2003	FORD	Expedition

Responsible Party: Police Chief					
ANIMAL	9/3/1999	XXW 323	1992	Chev	Blazer
ANIMAL	12/27/2004	XXY 289	1995	Ford	Explorer 4x4
Responsible Party: Animal Control Officer					
NVFD		XXK 205	1965	Ford	Firetruck #2 (Monofill)
NVFD		XXK 211	1959	Ford	Firetruck #3 (IV)
NVFD	10/23/1977	XXK 206	1977	Ford	Snorkle #1
NVFD	10/2/1981	XXH 921	1980	Ford	Pumper #6
NVFD	9/28/1984	NVFD	1984	GMC	Pickup
NVFD	11/8/1990		Boston Whaler Boat w/		Trlr 24'
NVFD	6/22/1990	XXY 925	1999	KME	Rescue Fire Truck
NVFD	3/31/1999	XXY 422	1994	RAMC	FB Blue Trailer
NVFD	3/31/1999	XXY 421	1993	RAMC	FB Blue Trailer
NVFD	4/8/1999		1959	WHKA	VN Yellow trailer
NVFD	4/8/1999		1959	WHKA	VN Yellow trailer
NVFD	4/8/1999		1937	Chev	Red Fire Truck
NVFD	8/4/1987	XXP 444	1987	Ford	Firetruck #7
NVFD	6/19/2009	XYC 877	2009	Pierce	75' Pierce Impel 11/09
NVFD	7/31/2009				75' Pierce Impel FWT
Responsible Party: Fire Chief					
PWB	4/26/1995	XXU 250	1995	Chev	Astro Cargo
PWB	7/9/1997	XXV 885	1997	GMC	One Ton Crew Cab 4x4
PWB	11/14/1998	XXY 483	1990	Ford	150 Van
Responsible Party: City Manager					
PWR	9/21/1979		1979	Cat	D7G Dozer
PWR	10/14/1993		1980	JD644B	Loader/SnowBlwr
PWR	7/6/1981	XXN 788	1981	Chev	Stakebed
PWR	9/20/1982		1982	Cat	966D Loader
PWR	7/25/1990	XXR 752	1990	GMC	4x4 Truck
PWR	10/1/1996		1995	Caterpillar	140H
PWR	7/24/1996		1995	Caterpillar	966F
PWR	9/14/1998	XXY 369	1998	Ford	Supercab 4x4 Truck (1/2)
PWR	9/3/1999	XXW 320	1982	Ford	8CY Dump/Plow Truck
PWR	8/6/2002	XXW 982	1995	KW	Water Truck
PWR	10/4/1982		1982	Case	Backhoe
PWR	10/24/2000			Astencook	Portable Asphalt Recycler
PWR	9/18/2000	XXW 654	2000	CFCO	Supershot 60
PWR	9/7/2004			Cat	D7R Dozer
PWR	8/12/2004	YYV 124	2004	Ford	F350
PWR	9/30/2005		2005	MP-318	Snowblower
PWR	7/13/2007		2007	Caterpillar	966H
PWR	11/14/2007	XYA617	1994	WHGM	AutoCar
PWR	10/1/2008	XYA 621	2008	International	Dump Truck

PWR	6/15/2010	XYE 477	2010	Cat	160M Grader
PWR - Landfill	5/19/2010	XYC 879	1989	Ford	Pickup
PWR		XXK 201	1971	Cat	Grader 12
PWR	11/18/1994	XXY 287	1982	Ford	Dump Truck
PWR	8/20/1979	XXY 288	1979	GMC	Dump Truck
Responsible Party: City Manager					
NVAS	9/12/1996	XXV 284	1993	Ambulance	Medic #1/Ford
NVAS	9/2/2003	XXW 985	2003	Ambulance	Medic # /Ford F-350
NVAS	11/25/2008			Ambulance	Medic # /Ford F-450
NVAS	9/14/2009		2004	Donated	TRX 450 4-wheeler
Responsible Party: Ambulance Chief					

The City of Nome All-Hazards Plan lists the following extremely hazardous substances located within the Nome flood plain.

- Jet A Fuel - Nome Airport, Alaska Airlines
- Diesel - Nome Airport, US DOT
- Diesel - Nome FAA, US DOT
- Heating Oil, Class 3 - Nome Army Aviation
- Jet A Fuel - Nome Army Aviation
- Trichlorethane - Nome, Army Aviation
- Methanol - Nome, Army Aviation
- Heating Oil - Nome, Federal Scout Armory

The City of Nome does not have specific transportation routes for extremely hazardous substances. The substances come into Nome either from the airport or the port. There are no alternative routes available. Nome is not on the road system. Please see the following map.

There are no at-risk facilities near the above listed facilities with extremely hazardous substances. At-risk facilities such as the hospital, elder care facilities and schools are not located near the airport or the armory.

Training programs/schedules for emergency response and medical personal take place in the City of Nome on an annual basis. The emergency operations plan and incident command exercises also take place in Nome on an annual basis.

- DOT Emergency Response Guidebook (current edition) -<http://hazmat.dot.gov/gydebook.htm>
- CHEMTREC, Chemical/Hazardous Substance information, 800-424-9300
- SAX - Dangerous Properties of Hazardous Materials
- IMDC Codes  Material Safety Data Sheets (MSDS) - <http://www.hazard.com/msds/index.php>
- NFPA Fire Protection Guide On Hazardous Materials
- NIOSH/OSHA/USCG/EPA Occupational Safety and Health Guidance Manual for Hazardous Waste Site Activities. Also, the NIOSH/OSHA Pocket Guide Book <http://www.cdc.gov/niosh/npg/npg.html>
- HartCrowser, Inc., 1999. 1998 Statewide Hazardous Material Inventory. Prepared for Alaska Department of Environmental Conservation, Division of Spill Prevention and Response.
- HartCrowser, Inc., 1999. Alaska Level A and B Hazardous Material Response Resources. Prepared for Alaska Department of Environmental Conservation, Division of Spill Prevention and Response.
- HartCrowser, 2000. Evaluation of Chemical Threats to the Alaska Public. Prepared for Alaska Department of Environmental Conservation, Division of Spill Prevention and Response.
- State of Alaska Tier Two Summary Report (available through ADEC). The tier two data can be reviewed using the CAMEO program. The basic report is available at: [www.ak-prepared.com/serc/](http://www.ak-prepared.com/serc/)
- Statewide Hazardous Materials (Hazmat) Commodity Flow Study, June 2005. The basic report is available at: [www.ak-prepared.com/serc/](http://www.ak-prepared.com/serc/)
- Oil and Chemical Response Reference Library at the Marine Safety Office in Valdez. This library consists of a Macintosh Computer System with CAMEO, plus all of the publications listed above. A complete library listing is maintained and updated as new/revised publications/programs are received.
- Spill Tactics for Alaska Responders (STAR) Manual, April 2006.  
<http://www.dec.state.ak.us/spar/perp/star/index.htm>

## References

Northwest Arctic Subarea Contingency Plan, HAZMAT Section, August 2010  
City of Nome All-Hazard Mitigation Plan, 2007

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## HAZARD SPECIFIC ANNEXES

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**ALL-HAZARDS**


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<b>WARNING</b>	<p>Notify City Manager and/or Mayor</p> <p>Pursue further information and guidance from Division of Homeland Security and Emergency Management, National Weather Service, and/or other relevant agencies</p> <p>Develop the following estimates based on best available data:</p> <p>When conditions are expected and their duration</p> <p>What areas may be affected</p> <p>Potential mitigation and/or response actions that may reduce damages</p> <p>Issue appropriate Alert and Warning</p> <p>As much as is practical, put equipment and personnel on standby for call-out as needed</p>	<b>WARNING</b>
<b>RESPONSE</b>	<p>Notify appropriate response agencies</p> <p>Establish Emergency Operations Center</p> <p>Declare local disaster if appropriate</p> <p>Notify Division of Homeland Security and Emergency Management of situation and any required assistance. Keep SECC updated as to current situation until downgraded.</p> <p>Identify potential areas of safe and suitable ground for evacuation and/or sheltering</p> <p>Estimate potential number of evacuees, select suitable shelters, and arrange for their operation.</p> <p>Provide the local news media with disaster safety rules, travel considerations, road and other closures, and information pertaining to affected areas.</p> <p>Make necessary evacuation arrangements</p> <p>Pre-position equipment, fuel, and essential supplies necessary for the emergency response</p> <p>Control incoming air, marine, and surface traffic to facilitate receipt and delivery of needed supplies and to divert nonessential visitors and supplies</p> <p>Arrange for the direct broadcast of emergency public information and evacuation instructions per Alert and Warning.</p> <p>Initiate response of local volunteer organizations</p> <p>Establish “strike teams” and/or task forces to assess and document damage to public and private property.</p> <p>Establish traffic control and/or roadblocks in necessary areas</p> <p>Monitor industrial facilities and/or any facility with hazardous materials storage for threat of leakage of hazardous materials</p> <p>As necessary, impose restrictions on the sale of gasoline, groceries, fuel, etc. and impose price freezes as appropriate</p>	<b>RESPONSE</b>
<b>RECOVERY</b>	<p>Identify remaining safety hazards and undertake corrective measures</p> <p>Initiate ballpark estimate of damages</p> <p>Arrange for debris clearance if necessary</p> <p>Conduct health and sanitation survey to identify any problems or threats to public safety</p> <p>Restore and maintain essential services (priority given to critical facilities)</p> <p>Clear evacuees to return to homes</p> <p>Arrange for long term emergency housing if necessary</p> <p>Initiate immediate and long-range rehabilitation measures and programs</p> <p>Perform detailed damage assessment</p> <p>Release personnel from disaster duties as appropriate</p> <p>Complete and submit necessary reports and paperwork to appropriate agencies</p> <p>Perform other actions as necessary to recover from the incident</p>	<b>RECOVERY</b>



## STORM SURGE/FLOODING

<p style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>WARNING</b></p>	<p>Upon receipt of forecasts or warnings that indicate potential for storm surges, flooding, or potential ice override:                  Utilize All-Hazards Warning checklist                  Arrange for broadcast of appropriate Warning announcement                  Establish a watch and observation of storm surge and/or flood conditions.                  Notify public and private agencies that have facilities in the affected areas.</p>	<p style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>WARNING</b></p>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>RESPONSE</b></p>	<p>Utilize All-Hazards Response checklist                  Notify all agencies and media that may participate in storm surge recovery operations of the location, time of activation, and methods of contact with Emergency Operations Center. Provide phone numbers and names of Emergency Operations Center personnel.                  Identify available stocks of sandbags and other dike-building materials                  As situation develops, publicize emergency public information to include:                  Description of the situation and identification of areas that are expected to be impacted by storm surge                  Guidelines on flood proofing measures and the protection of real and personal property                  Maintain surveillance of current conditions and water levels. On streams, watch for obstructions upstream that may cause temporary restriction and then cause a sudden release of water. Watch for jamming of ice, logs, or uprooted bushes or tundra at sharp bends in the river or at bridges.                  Where necessary, continue and/or improve/strengthen storm surge, flood control, shoreline erosion, and/or ice override protection to protect essential facilities. Implement emergency shutoff procedures as necessary.</p>	<p style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>RESPONSE</b></p>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>RECOVERY</b></p>	<p>Utilize All-Hazards Recovery checklist                  Provide residents with cleanup and recovery information, including:                  health advisories                  salvage and repair instructions                  information on how to apply for individual assistance                  information on continuing road closures                  other relevant information.</p>	<p style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>RECOVERY</b></p>

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## TSUNAMI

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<b>WARNING</b>	<p>Upon receipt of forecasts and predictions that indicate a potential for tsunami:</p> <ul style="list-style-type: none"> <li>Utilize All-Hazards Warning checklist</li> <li>Arrange for broadcast of appropriate Warning announcement</li> <li>Sound alert and warning sirens as appropriate</li> <li>Broadcast information regarding safe areas and high ground for evacuation purposes</li> <li>Based on available data and/or information from National Weather Service, Alaska Tsunami Warning Center, or other sources, develop estimates of:               <ul style="list-style-type: none"> <li>The anticipated size of the waves</li> <li>What areas may be impacted</li> <li>Time until the waves arrive onshore</li> </ul> </li> </ul>	<b>WARNING</b>
<b>RESPONSE</b>	<p>When it is evident that a tsunami is likely:</p> <ul style="list-style-type: none"> <li>Activate tsunami sirens</li> <li>Utilize All-Hazards Response checklist</li> <li>Broadcast Tsunami warning</li> <li>Broadcast information regarding safe areas, shelters, and high ground</li> <li>Arrange for the prompt evacuation of special needs populations.</li> <li>Establish emergency shelters</li> <li>Request outside assistance as necessary</li> <li>Broadcast regular situation updates, especially regarding the status of additional waves following the first</li> <li>Continue broadcasting warnings and sounding tsunami sirens until all waves have passed.</li> </ul>	<b>RESPONSE</b>
<b>RECOVERY</b>	<ul style="list-style-type: none"> <li>Initiate debris clearance plan</li> <li>Map areas that tsunami struck for future reference</li> </ul>	<b>RECOVERY</b>

## SEVERE WEATHER

<b>WARNING</b>	<p>Upon receipt of a Severe Weather warning:            Utilize All-Hazards Warning checklist            Identify the types of severe weather that can be expected and issue a formal alert or warning            If extended period of isolation is expected, contact Alaska Commercial, Safeway, Nome Grocery, and smaller convenience stores to determine status of local grocery stocks            Prepare alternative sheltering for special needs populations, particularly the elderly and disabled living alone            Ensure that emergency generators and other power equipment is functioning and has adequate fuel supply</p>	<b>WARNING</b>
<b>RESPONSE</b>	<p>Should Severe Weather occur:            Utilize All-Hazards Response checklist            Continue to monitor status of weather via National Oceanic and Atmospheric Administration/National Weather Service            Employ emergency generators and other power equipment as needed to protect life and property            Ensure that all households have adequate heat sources, particularly in times of extended severe weather, such as severe cold            Deploy personnel regularly to check on and/or assist special needs populations</p>	<b>RESPONSE</b>
<b>RECOVERY</b>	<p>Utilize All-Hazards Recovery Checklist            Perform post-storm cleanup and utilities restoration            Provide public with situation information including:            Health advisories            Road closures            Other hazards</p>	<b>RECOVERY</b>

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## FIRE

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<b>WARNING</b>	Warning time for fires does not apply because fires start without warning. The presence of a fire should indicate the necessity for utilizing the response phase checklists.	<b>WARNING</b>
<b>RESPONSE</b>	Assess the fire situation, including a determination of the area to which the fire might spread and an estimate of speed and direction of wind at the scene. Determine if evacuation of the area is warranted or search and rescue required Be ready to supply additional equipment to augment Fire Department resources as requested.	<b>RESPONSE</b>
<b>RECOVERY</b>	Implement demolition and clean up of damaged buildings	<b>RECOVERY</b>

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## EARTHQUAKE

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<b>WARNING</b>	Warning phase information is unnecessary as earthquakes occur without any warning.	<b>WARNING</b>
<b>RESPONSE</b>	<p>Immediately after an earthquake:  Utilize All-Hazards Response checklist  Conduct damage assessment and identify areas of continuing hazard, including but not limited to:  Unstable buildings  Fires  Downed power lines  Potential for tsunami  Oil and hazardous materials spills  Release regular updates regarding damages and possible aftershocks. Post-earthquake messages should focus on reassurance and providing as much information as possible to the public.</p>	<b>RESPONSE</b>
<b>RECOVERY</b>	Utilize All-Hazard Recovery Phase checklist.	<b>RECOVERY</b>

## HAZARDOUS MATERIALS

<b>WARNING</b>	<p>Utilize All-Hazards Warning Phase checklist.                  Direct the responsible party/facility owner to report the release immediately to the Alaska Department of Environmental Conservation (ADEC) at 1-800-478-2121 (during normal working hours).</p> <p><b>State Owned Response Equipment Containers</b></p>	<b>WARNING</b>
<b>RESPONSE</b>	<p>Utilize All-Hazards Response Phase checklist                  Isolate area where release has occurred                  Maintain safety of personnel as number one priority                  Maintain isolation of area until hazard has been removed or neutralized                  Calculate plume size and direction.                  Determine whether incident warrants evacuation or sheltering in-place                  Initiate evacuation procedures.                  Determine and assess local HAZMAT response capabilities (e.g., facility owner, local firefighting) to respond to the situation. Request assistance (through ADEC) from the Statewide HAZMAT Team if the situation exceeds the capabilities of the facility owner or the local jurisdiction.                  If the Statewide HAZMAT Response Team is deployed, prepare to receive and support the team to the extent possible.</p>	<b>RESPONSE</b>
<b>RECOVERY</b>	<p>Utilize All-Hazards Recovery Phase Checklist                  Ensure that all hazardous materials have been disposed of or neutralized                  Identify safety hazards and undertake necessary corrective measures</p>	<b>RECOVERY</b>

## WEAPONS AND TERRORISM

<b>WARNING</b>	<p>Utilize All-Hazards Warning Phase checklist                  Notify SECC immediately                  Accelerate training in all categories applicable to the pending emergency                  Warn personnel when attack is imminent</p>	<b>WARNING</b>
<b>RESPONSE</b>	<p>Utilize All-Hazards Response Phase Checklist</p>	<b>RESPONSE</b>
<b>RECOVERY</b>	<p>Utilize All-Hazards Recovery Phase Checklist                  When danger has passed, notify residents.</p>	<b>RECOVERY</b>

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## MASS CASUALTY

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<b>WARNING</b>	<p>Utilize All-Hazards Warning Phase checklist</p> <p>Notify SECC immediately</p> <p>Put call-out staff on “standby” for potential response</p> <p>Ensure that enough staff will be available for callout; if not, notify SECC of immediate need for more personnel</p> <p>Alert SECC of potential need to transport victims to other locations. (Other sources of assistance may be Alaska Airlines, LifeGuard, National Guard, etc.)</p>	<b>WARNING</b>
<b>RESPONSE</b>	<p>Utilize All-Hazards Response Phase Checklist</p> <p>Evaluate availability of personnel and request additional assistance as needed</p> <p>Enhance triage capabilities</p> <p>Continually update triage reports to reflect current situation</p> <p>Arrange for transport of victims to other facilities if necessary</p>	<b>RESPONSE</b>
<b>RECOVERY</b>	<p>Utilize All-Hazards Recovery Phase Checklist</p> <p>Inventory medical supplies and replace as needed</p>	<b>RECOVERY</b>



## INFECTIOUS DISEASE/EPIDEMIC/ FOOD BORNE ILLNESS

<b>WARNING</b>	<p>Utilize All-Hazards Warning Phase checklist                  Notify SECC immediately                  Immediately try to identify source of potential illness                  Isolate/quarantine possible sources of contamination                  Issue public information regarding sources of infection</p>	<b>WARNING</b>
<b>RESPONSE</b>	<p>Utilize All-Hazards Response Phase Checklist                  Refer to Mass Casualty checklist as needed                  Maintain isolation/quarantine as necessary</p>	<b>RESPONSE</b>
<b>RECOVERY</b>	<p>Utilize All-Hazards Recovery Phase Checklist                  When danger has passed, notify residents.</p>	<b>RECOVERY</b>



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## 9. APPENDIXES A - N

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Appendixes A through N are reproduced from the State of Alaska Division of Homeland Security Emergency Operations Plan Template.

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### *APPENDIX A      DISINFECTION PROCEDURES FOR DRINKING WATER*

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There are three basic procedures for disinfecting water:

1.     **Boiling**

Boiling is the safest method of disinfecting water. Bring water to a rolling boil for at least two minutes, keeping in mind some water will evaporate. Boiled water will taste better if you put oxygen back into it by pouring the water from one container to another several times.

2.     **Disinfectant Tablets**

These tablets are available at most sporting goods or drug stores. Follow directions on the package. Usually one tablet is enough for one quart of water. The dose should be doubled for cloudy water.

3.     **Bleach Disinfectant**

Liquid household bleach can be used if the label lists sodium hypochlorite as the only active ingredient and there is no perfume (such as "lemon scent") in the bottle. Add bleach according to the table below, stir, and let stand for 30 minutes. If the water does not taste and smell of chlorine after 30 minutes, add another dose and let stand another 15 minutes.

**Note:** Do not use this method to disinfect water in a waterbed. Use manufacturer provided disinfectant that will not harm the plastic.

<u>AMOUNT OF WATER</u>	<u>CLEAR WATER</u>	<u>CLOUDY WATER</u>
1 quart	2 drops	4 drops
1 gallon	8 drops	16 drops
5 gallons	1/2 teaspoon	1 teaspoon

**APPENDIX B PRE-EVACUATION CONTACT**

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Name of Person Contacted: (by phone or in person?)					
Address or Location of Contact:					
Number of persons at this location:	Adults		Minors		
	Males	Females	Males	Females	
Transportation Available		Yes		No	
Pets/Animals needing attention		Yes		No	
Special Needs or Assistance Required: (explain)					
Phone Number at contact location					
Emergency Contact Name					
Emergency Contact Number					
Electronic media most often on at contact location		Television	Radio	None	
Other information:					
Contact Made By:					

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**APPENDIX C      BASIC EMERGENCY KIT**

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Everyone should plan to be “on their own” for one week before relief, this could be longer if poor weather conditions are present or your airport runway becomes compromised.

A key element in an emergency kit is to make sure they are organized, easy to find and easy to carry (in a waterproof container, suitcase with wheels or in a backpack). The Salvation Army recommends packing the items in a sturdy sealable trash barrel. Whatever you do, do not wait for a disaster to happen.

Think of ways to pack your emergency kit so that you can easily take it with you.

- Water – one gallon of water per person per day (Include small bottles that can be carried easily in case of an evacuation order).
- Food – that will not spoil, such as canned food, energy bars and dried foods (remember to replace the food and water once a year).
- Disposable dishes, utensils and containers.
- Manual can opener.
- Flashlight and batteries. (one per person)
- Candles and matches or lighter.
- Battery-powered or wind-up radio (and extra batteries).
- First aid kit.
  - sterile bandages, 2 and 4 inch wide rolls
  - bandages (large triangle and plastic strips)
  - cotton-tipped swabs
  - sterile absorbent cotton
  - ace and butterfly bandages disposable diapers large gauze
  - adhesive tape, 2 inch wide roll
  - petroleum jelly
  - rubbing alcohol
  - tissues
- Special needs items – medications, infant formula, diapers, eyeglasses, etc.
- Extra keys – for your car and house.
- Cash – Minimum of \$100, include smaller bills and change for payphones. Remember, if it is a large disaster, credit card machines will not be working.
- Emergency plan – ensure it contains your contact information.
- Change of clothing and footwear – for each household member.

- Sleeping bag or warm blanket – for each household member, plastic sheet or tarp.
- A whistle – in case you need to attract attention.
- Garbage bags – for personal sanitation.
- Toilet paper and other toiletries. Shovel and Bucket with plastic liners.
- Safety gloves.
- Basic tools – hammer, pliers, wrench, screwdrivers, fasteners, work gloves.
- Small stove and fuel – follow manufacturer’s directions and store properly.
- Two additional gallons of water per person per day – for cooking and cleaning.
- Copies of personal documents – keep in a waterproof container.
  - driver’s license
  - list of credit cards, checking and savings account numbers
  - insurance policies
  - birth certificates
  - medical history
  - passports
  - US service discharge papers
  - pink slips for autos, boats, etc.
  - Social Security cards
  - wills
  - household inventory
  - pictures of each room in home, from 2 angles (for insurance)
- Cards/Games/Books.
- Extra batteries.

### **Identifying Vital Records**

Vital records may be defined as records required to facilitate the local government's essential operations, to protect legal and financial interests.

Many records marked as "permanent" in general record schedules, or as "archival" in record disposition authorities, will be vital. The following is not comprehensive checklist:

- Accounts Payable/Receivable
- Bank Account Information
- Budgets
- Capital Asset Records
- Charters
- Emergency Plans
- Contracts, Leases, Agreements
- Deeds
- Disaster Recovery Plan
- Equipment/Supplies Inventories
- General Ledgers
- Insurance Policies
- Licenses and Permits
- Maps (taxation, topographical, utility)
- Payroll/Pension Fund Records
- Police Identification/Fingerprint Files
- Property Tax Assessment Records
- Treasurer's Reports
- Vital Records List
- Vital Statistics (births, marriages, divorces, deaths)
- Wills
- Zoning Records

## Protecting Vital Records

The best method of protecting vital records is through duplication and dispersal.

Paper records and non-digital photographs may be photocopied and/or scanned into electronic files. Files, computer programs, digital photographs, and other electronic media should be backed up on CD-RW disks, USB "flash drives," etc.

- Hold copies of vital records in a vault or safe. However, if the vault or safe is not "disaster proof", copies and originals will be lost if the entire facility is destroyed.
- Off-site storage is usually a better method of dispersal. It involves keeping copies of vital records at a location outside the agency, in case the originals are destroyed.

Whatever method, the off-site facility should offer high volume storage and quick records retrieval in the event of an emergency.

## What to Do When the Incident Starts

While the following emergency measures are no substitute for a disaster plan, they may enable agencies without a plan to get through. Steps to protect your vital records:

- Take back-up computer disks and tapes out of the office.
- Ideally, the temporary storage area should have a properly controlled environment and a means of access to the records (back-up computer equipment, etc.).
- Wrap each computer in a plastic garbage bag and secure the bag with a tie around the electrical cord.
- If you are unable to remove paper records from the site, get them as far above the floor as possible.
- Identify a temporary site or sites where agency functions can resume and records salvage operations can be started.

## Salvaging Water Damaged Records

Water damaged records are usually recoverable if salvage work begins within two days. Thereafter, mold and mildew develop rapidly.

Because the disaster site will be extremely humid, ideally salvage must be in a clean, dry area with a temperature of 65 degrees and a relative humidity of 40%.

Cover work areas with plastic sheeting and move water damaged records with extreme care. Milk crates or similar ventilated plastic cartons are good carriers.



Do not try to separate stuck together pages as long as they are saturated. When the pages are drier, place paper towels between them to absorb water. Change the towels frequently, using fans to circulate air over damaged records.

Vacuum freeze-drying is the best and quickest way of drying paper records, but it is expensive and requires professional assistance.

**Clothing**

- Infants (diapers)
- Children
- Adults
- Winter/cold weather
- Rain gear

**Food**

- Type of food
- Baby food (formula, etc.)
- Specialized (religious, dietary, etc.)
- Animal and pet feed
- Storage facilities / Refrigeration

**Water and Sanitation**

- Potable water
- Disinfectant (chlorine powder or bleach)
- Latrines
- Cleaning supplies (soap, detergent, etc.)
- Manpower for repair of drinking water points
- Disinfection of the community water system/wells
- Extra water testing to rule out contamination or impact to the water system

**Education**

- Infrastructure (temporary or permanent)
- Teacher kits and substitute teacher/assistant training
- Reading materials, supplies

**Health**

- Medical staff
- Supplies (medical and pharmacy supplies, IV fluids, medical equipment, etc.)
- Mobile communications and ambulance unit

- Immunization vaccine
- Disease surveillance

**Infrastructure**

- Repair of roads, railways, and bridges
- Repair of community power supply and transmission lines
- Repair of telecommunications
- Repair of airport facilities and runway
- Repair of sewer and septic facilities, water tanks, and pipelines
- Repair of heating plants and circulation systems
- Repair of equipment needed to restore damaged facilities
- Repair of fuel storage facilities
- Repair of government buildings (post office, city office, shelter, etc.)
- Repair of school buildings and facilities
- Repair of emergency vehicles (fire, ambulance, police, etc.)
- Repair of snow removal and debris removal equipment needed to clear roads
- Manpower needed to accomplish the work listed above
- Availability of materials, supplies, and fuel

**Special Needs**

- Medical supplies (oxygen, handicap needs, special drugs, etc.)
- Personal needs (contacts, eyeglasses, hearing aids, prescriptions, etc.)

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**APPENDIX F EVACUATION AUTHORIZATION/ORDER**

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1. **AUTHORITY:** Authority for evacuation during this incident is based on the following references:

A. **Legal Authority:** \_\_\_\_\_

B. **Disaster Plan:** \_\_\_\_\_

2. **RESPONSIBILITY:** The agency responsible for planning, implementing, and managing an evacuation during this incident is identified as the: \_\_\_\_\_

3. **INCIDENT COMMANDER:** I have determined this emergency may pose a significant threat to the health and safety of persons within the area described in the attached *Incident Evacuation Plan*.

A. The affected Principal Executive Officer(s) is/are requested to review the attached plan, initiate necessary proclamations or declarations, and grant extraordinary authority for me to implement elements of the evacuation plan as conditions warrant.

OR

B. The nature of this emergency does not permit prior evacuation authorization. I order the immediate implementation of evacuation efforts as noted in the attached plan.

OR

C. The evacuation was ordered during the Initial Attack of this incident and the attached plan documents the decisions for that action.

---

SIGNATURE and TITLE of INCIDENT COMMANDER

---

DATE and TIME

4. **PRINCIPAL EXECUTIVE OFFICER (S):** As the official(s) having legal responsibility for the approval of evacuations within this jurisdiction:

A. The *Incident Evacuation Plan* has been reviewed, necessary proclamations or declarations have been completed, and the Incident Commander is granted authority to implement elements of the plan.

OR

B. The *Incident Evacuation Plan* has been reviewed, and it is my/our decision to withhold approval of the Incident Commander's request to implement elements of

the plan. Attached is the basis for the decision. The decision may be reviewed and amended.

OR

- C. I/we have been advised of the Incident Commander's use of extraordinary authority to proceed with evacuation. The basis for that decision has been reviewed and I/we  do  do not authorize continued evacuation efforts.

---

SIGNATURE and TITLE

---

DATE and TIME

**APPENDIX G GENERAL EVACUATION CHECKLIST**

✓		Assigned
	<b>PLANNING:</b>	
	1. Determine evacuation area(s) at risk: <ul style="list-style-type: none"> <li>▪ Use readily identifiable boundaries</li> <li>▪ Determine population of risk area(s)</li> <li>▪ Identify any special needs facilities and populations in risk area(s)</li> </ul>	
	2. Determine evacuation routes for risk area(s) & check the status of these routes.	
	3. Estimate public transportation requirements & determine pickup points.	
	4. Determine temporary shelter requirements. <b>**Identify number of people.</b>	
	<b>ADVANCE WARNING:</b>	
	5. Provide advance warning to special needs facilities and advise them to activate evacuation, transportation & reception arrangements.	
	6. Coordinate with special needs facilities regarding precautionary evacuation. Identify and alert special needs populations.	
	7. Ready temporary shelters for use.	
	8. Coordinate with transportation providers to ensure vehicles & drivers will be available when and where needed.	
	9. Coordinate with school districts regarding closure of schools.	
	10. Advise neighboring jurisdictions if evacuation to their community is expected.	
	<b>EVACUATION:</b>	
	11. Advise neighboring jurisdictions that evacuation recommendation or order will be issued. <b>**Identify number of people to be evacuated.</b>	
	12. Disseminate evacuation recommendation or order to special needs facilities and populations. Provide assistance in evacuating, if needed.	
	13. Disseminate evacuation recommendation or order to the public through available warning systems, clearly identifying evacuating areas, and shelter locations.	
	14. Provide amplifying information to the public through the media. Emergency public information should address: <ul style="list-style-type: none"> <li>▪ What should be done to secure buildings being evacuated</li> <li>▪ What evacuees should take with them</li> <li>▪ Where evacuees should go and how they should get there</li> <li>▪ Provisions for special needs population and those without transportation</li> </ul>	
	15. Staff and open temporary shelters. <ul style="list-style-type: none"> <li>▪ Track all individuals (families) placed in the local shelter.</li> <li>▪ If leaving the community track all individuals and location they will be sheltered.</li> </ul>	
	16. Provide Situation Reports on evacuation to the local Disaster District (and SECC).	
	<b>PRIOR TO THE RETURN OF EVACUEES</b>	
	17. If evacuated areas have been damaged, reopen roads, eliminate significant health and safety hazards, and conduct damage assessments.	
	18. Determine requirements and coordinate provision for evacuee return transportation.	
	19. Advise neighboring jurisdictions (and SECC) that return of evacuees will begin.	
	<b>RETURN OF EVACUEES</b>	
	20. Advise evacuees through the media that they can return to their homes.	
	21. Coordinate with special needs facilities to return those evacuees back.	
	22. If evacuated areas have sustained damage, provide the public information that addresses: <ul style="list-style-type: none"> <li>▪ Documenting damage &amp; making expedient repairs</li> <li>▪ Caution in reactivating utilities and damaged appliances</li> <li>▪ Cleanup and removal/disposal of debris</li> </ul>	
	23. Terminate temporary shelter and mass care operations.	
	24. Maintain control for areas that cannot be safely reoccupied.	

**APPENDIX H POTENTIAL EVACUATION SHELTER AREAS**

Shelter ID/Name/Phone Number	Location/Description (include capacity)	Shelter Manager	Responsible Agency	Evacuation Time

**APPENDIX I      EVACUATION ROLES AND RESPONSIBILITIES**

The following table provides general responsibilities for various emergency management/ICS positions, agencies and organizations. Understand you may require one or all of the positions. A General Evacuation Checklist outlining action items is contained in *Appendix G*.

<i>Personnel/Agency/ Organization</i>	<i>Evacuation Responsibilities</i>
The Incident Commander (IC)/ Unified Command will:	<ul style="list-style-type: none"> <li>• Ensure clear authority and knowledge of agency policy.</li> <li>• Ensure incident safety.</li> <li>• Establish an Incident Command Post.</li> <li>• Obtaining a briefing from the prior IC and/or assess the situation.</li> <li>• Establish immediate priorities.</li> <li>• Determining incident objectives and strategies.</li> <li>• Establish the level of organization needed, and continuously monitor the operation and effectiveness of that organization.</li> <li>• Approve and implement the Incident Action Plan (IAP).</li> <li>• Approve requests for additional resources or for the release of resources.</li> <li>• Authorize the release of information to the news media.</li> <li>• Order the demobilization of the incident when appropriate.</li> <li>• Ensure incident after-action reports are complete.</li> </ul>
Operations Section Chief:	<ul style="list-style-type: none"> <li>• Assure safety of and manage tactical operations.</li> <li>• Develop the operations portion and Make or approve changes to the IAP.</li> <li>• Request additional resources to support tactical operations.</li> <li>• Maintain close contact with IC, subordinate operations personnel, and other agencies involved in the incident.</li> </ul>
Plans Section Chief:	<ul style="list-style-type: none"> <li>• Collect and manage all incident-relevant operational data.</li> <li>• Supervise preparation of and incorporate traffic, medical, and communications plans and other supporting materials into the IAP.</li> <li>• Conduct and facilitate planning meetings.</li> <li>• Reassign personnel within the ICS organization.</li> <li>• Compile and display incident status information.</li> <li>• Assemble / disassemble Task Forces and Strike Teams not in operations.</li> <li>• Assemble information on alternative strategies.</li> <li>• Report significant changes in the incident status.</li> <li>• Oversee preparation of the demobilization plan</li> </ul>
Logistics Section Chief:	<ul style="list-style-type: none"> <li>• Provide all facilities, transportation, communications, supplies, equipment maintenance and fueling, food and medical services for incident personnel, and all off-incident resources.</li> <li>• Manage all incident logistics.</li> <li>• Provide logistical input to the IAP.</li> <li>• Identify anticipated and known incident service and support requirements.</li> <li>• Oversee demobilization of the logistics section and associated resources.</li> </ul>



<i>Personnel/Agency/ Organization</i>	<i>Evacuation Responsibilities</i>
Finance/ Administration Section Chief:	<ul style="list-style-type: none"> <li>• Manage all financial aspects of an incident.</li> <li>• Provide financial and cost analysis information as requested.</li> <li>• Develop an operating plan for the finance/administration section.</li> <li>• Maintain daily contact with agency(s) headquarters on finance matters.</li> <li>• Ensure personnel time records are accurate, complete and transmitted to home agencies.</li> <li>• Brief agency administrative personnel on all incident-related financial issues that require attention or follow-up.</li> <li>• Provide input to the IAP.</li> </ul>
Evacuation Branch Director:	<ul style="list-style-type: none"> <li>• Obtain briefings from the Operation Section Chief.</li> <li>• Determine authority for executing an evacuation.</li> <li>• Develop evacuation plan.</li> <li>• Participate in the development of the IAP.</li> <li>• Coordinate with Red Cross, Salvation Army and other relief agencies to ensure adequate evacuation shelters are available.</li> <li>• Determine location of inner and outer perimeters and develop perimeter and access control strategy.</li> <li>• Develop message for the teams when issuing an "Evacuation Directive".</li> <li>• Maintain unit logs (ICS Form 214)</li> </ul>
Shelter Group Supervisor:	<ul style="list-style-type: none"> <li>• Obtain briefings from Evacuation Branch Director or Operations Section Chief.</li> <li>• Review assignments with all group resources.</li> <li>• Inform incident communications and/or resource unit of all status changes of resources assigned to the group.</li> <li>• Coordinate with the Red Cross, Salvation Army and other volunteer groups to ensure that adequate shelters are in place and they are managed efficiently.</li> <li>• Keep supervisor informed of situation and resource status.</li> <li>• Ensure shelters are safe, secure, staffed, have adequate food and bedding.</li> <li>• Maintain a log of unattended minors at the shelter.</li> <li>• Ensure shelters have a contact point for citizens to locate evacuated relatives.</li> <li>• Keep supervisor informed of hazardous situations and significant events.</li> <li>• Ensure assigned personnel and equipment go on and off duty in a timely manner.</li> <li>• Approve and turn in time for all resources assigned to the group.</li> <li>• Evaluate performance of all resources assigned to the group.</li> <li>• Maintain unit log (ICS Form 214).</li> </ul>
Safety Officer:	<ul style="list-style-type: none"> <li>• Identify and mitigate hazardous situations.</li> <li>• Make safety messages and briefings.</li> <li>• Exercise emergency authority to stop and prevent unsafe acts.</li> <li>• Review the IAP for safety implications.</li> </ul>

Personnel/Agency/ Organization	Evacuation Responsibilities
	<ul style="list-style-type: none"> <li>• Participate in planning meetings.</li> </ul>

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**APPENDIX J INITIAL DAMAGE ASSESSMENT REPORT**

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Reporting location \_\_\_\_\_ (Name of Village/City/Borough) \_\_\_\_\_ (date & time)

Reported by \_\_\_\_\_ (Name) \_\_\_\_\_ (title)

**NOTE: If this is a Borough report but does not include all affected cities and villages in the Borough, specify the city or towns excluded.  
(Example: Kenai Peninsula Borough less the City of Homer)**

Area(s) affected \_\_\_\_\_

Cause of damage \_\_\_\_\_ (e.g., flood, fire, windstorm, earthquake, landslide, etc.)

**Persons and Needs**  
(Insert approximate numbers in space provided)

- |                               |                          |
|-------------------------------|--------------------------|
| A. Deceased _____             | F. Need food _____       |
| B. Injured _____              | G. Need water _____      |
| C. Missing _____              | H. Need sanitation _____ |
| D. Require medical help _____ | I. Need clothing _____   |
| E. Need shelter _____         |                          |

**Damage to essential or lifeline facilities (minor, major or none)**

- |                           |                           |
|---------------------------|---------------------------|
| A. Hospital/Clinics _____ | H. Communications _____   |
| B. Power Plants _____     | I. Railroads _____        |
| C. Fuel Supply _____      | J. Airports/Runways _____ |
| D. Roads _____            | K. Water Treatment _____  |
| E. Bridges _____          | L. Sewage Plants _____    |

F. Schools \_\_\_\_\_ M. Distribution Lines \_\_\_\_\_  
 G. Community Buildings \_\_\_\_\_ N. Heating Systems \_\_\_\_\_

**Damage to private property**

A. Dwelling Units % \_\_\_\_ \$ \_\_\_\_\_ C. Farms & Ranches% \_\_\_\_ \$ \_\_\_\_\_  
 B. Commercial Bldg% \_\_\_\_ \$ \_\_\_\_\_ D. Livestock % \_\_\_\_ \$ \_\_\_\_\_

Are there large accumulations of debris? \_\_\_\_ Yes \_\_\_\_ No (If yes, explain in remarks)

Is the local government intact enough to fulfill its governing functions? Yes \_\_\_\_ No \_\_\_\_

**Possible Needs for DHS&EM emergency assistance**

A. Search and Rescue	Yes ____	No ____	Unsure ____
B. Evacuation	Yes ____	No ____	Unsure ____
C. Security/Protection	Yes ____	No ____	Unsure ____
D. Medical and Health	Yes ____	No ____	Unsure ____
E. Shelter and Clothing	Yes ____	No ____	Unsure ____
F. Food	Yes ____	No ____	Unsure ____
G. Water	Yes ____	No ____	Unsure ____
H. Repairs to communication systems	Yes ____	No ____	Unsure ____
I. Repairs to Bank Protection	Yes ____	No ____	Unsure ____
J. Other (Specify) _____			

Location of Emergency Operations Center (EOC) \_\_\_\_\_

Telephone Number of EOC \_\_\_\_\_

Other Communications \_\_\_\_\_

Amount of local government funding available and expected to be appropriated to meet the needs of this disaster \_\_\_\_\_

Remarks \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Name and Title of Person Filing Report \_\_\_\_\_

Contact phone number \_\_\_\_\_

Date and Time \_\_\_\_\_

The next report with more details will be sent \_\_\_\_\_

Local government should be prepared to provide the following information when requesting resources from the State:

**All Requests**

- What need does the requested resource fill?
- List full item description, quantity, actual delivery location, and point of contact.
- Does the requestor have the ability to pick up the resource or will it need to be delivered? Where? When? To Whom?

**Drinking Water**

- How many persons need drinking water and how many days will they need water?
- If water tankers are provided to meet the need, does the requestor have suitable containers for distribution?
- If bottled water is provided, does the requestor have a loading dock and the appropriate equipment (forklift, pallet jacks, etc.) to offload the pallets?

**Food**

- How many persons need food and for how long?
- How many meals per day per person will be served?
- Are facilities and personnel available to prepare hot meals?

**Generators**

- What type of facility requires the generator? Does the facility have a quick connect for the generator?
- What size generator (Kilovolts or Kiloamps) is needed?
- What voltage? What phase?
- Can the requestor refuel the generator? If yes, can the requestor provide either gasoline or diesel?
- Does the requestor have trained/qualified personnel to maintain the generator? If necessary, does the requestor have a forklift to off-load the generator?

**Pumps**

- What is the necessary pipe/hose diameter or volume of water in gallons per minute?
- Does the water being pumped contain debris?
- What is the necessary pipe/hose length?
- Can the requestor refuel the pump? If yes, can the requestor provide either gasoline or diesel?
- Does the requestor have trained/qualified personnel to maintain the pump? If necessary, does the requestor have a forklift to off-load the pump?

**Shelter**

- How many persons need shelter and for how long?
- If shelters are provided to meet the need, does the requestor have a suitable location(s) for setup?
- If shelter is provided, does the requestor have a forklift to offload pallets?
- Does the requestor have trained/qualified personnel to set up, maintain, and run the shelters?

**Vehicles**

- If a truck is needed, what size of truck (volume and tonnage)?
- Does the truck require four-wheel drive capability?
- What type of fuel is available in the community (gasoline or diesel)?

**Animals**

- Is pet food, shelter, or water for big animals and valuable livestock needed?

**Fuel Products**

- Does the community require fuel or other petroleum products?
- What is the fuel for?
- What type of fuel?

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***APPENDIX L LOCAL GOVERNMENT DISASTER DECLARATION***

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**Comments**

**Example**

A brief description of the disaster or emergency, (borough, when it happened and where it struck

WHEREAS, commencing on (date), the city, or local government), Alaska sustained severe losses and threats to life and property from (describe the event or situation); and,

A statement describing the political subdivision.

WHEREAS, the (borough, city, or local government) is a political subdivision within the State of Alaska; and,

A statement outlining the disaster or emergency conditions, areas affected, damages.

WHEREAS, the following conditions exist as a result of the disaster emergency (describe the event and the impacts to community, damages, and etc.); and,

A statement that local capability has been exceeded.

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

A statement by the appropriate principal (Borough executive officer authorized to declare a disaster emergency.

THEREFORE, be it resolved that the manager, mayor, council president, etc.) of (political subdivision) does declare a Disaster Emergency per AS 26.23.140 to exist in (describe the area affected or identify a political subdivision). (The applicant should attach a summarized list that describes the type of assistance being requested.)

A statement indicating the amount of funds expended by the community for this event.

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

Signature of principal executive officer authorized by local ordinance, or State law.

SIGNED this \_\_\_\_\_ day of \_\_\_\_\_, 201 \_\_\_\_\_

\_\_\_\_\_  
(Principal Executive Officer)  
Title (e.g., mayor, council president, etc.)  
(Borough, City, or Local Government)

**APPENDIX M CONTACT NUMBERS**

**Governmental Agency Phone Numbers**

Agencies	Contact	Phone	Fax
<b>Federal Agencies</b>			
National Park Service	Manager	907.443.2522	907.443.6139
NWS, Anchorage Forecast	Duty Hydrologist	907.266.5105	907.266.5182
NWS, River Forecast Center	Hydrologist	907.266.5160	
NWS, Anchorage Forecast	Warning Coordination	907.266.5117	907.266.5188
NWS, Fairbanks Forecast	Forecaster	907.458.3708	907.458.3737
NWS, Fairbanks Forecast	Warning Coordination	907.458.3712	907.458.3737
NWS, Meteorology Office	Meteorologist	907.271.3507	907.271.3711
<b>State Agencies</b>			
Division of Homeland Security and Emergency Management	State Emergency Coordination Center	907.428.7100 1.800.478.2337	907-428-7095
ADEC, Disaster Response	Emergency Coordinator	907-376-1850	907.376.2382
	Anchorage	907-269-3063	
	Fairbanks	907-451-2121	
AST, Nome Post	Commander	907.443.2835	907.443.5840
AST, Fairbanks Post	Commander	907-451-5100	907.451.5317
AST, Kotzebue Post	Commander	800.789.3222	907.442.3221
AK Corps of Engineers	Hydraulic Engineer	907-753-2513	907-753-2748
AVEC		1.800.478.1818	
DCCED, Flood Insurance	Floodplain Manager	907.264.5836	907.269.4539
DCCED, Division of Energy	Deputy Director	907.771.3025	907.771.3044
<b>Local Agencies</b>			
City Administration	City Manager	907.442.6601	907.443.5349
Nome Police Department	Chief of Police	907.443.5262	907.443.2266
Nome Fire Department	Fire Chief	907.443.2355	907.443.4109
Ambulance	Ambulance Chief	907.443.7557	907.443.4109
Emergency Services	Administrator	907.443.8522	907.443.4109
	Technician	907.443.8521	907.443.4109
Port and Harbor	Port Director	907.443.6619	907.443.5473
Public Works – Buildings	Director	907.443.6511	907.443.7104
Public Works – Roads	Director	907.443.5653	907.443.7104
Rec Center (emergency shelter)	Director	907.443.7770	907.443.7743
Nome Joint Utilities	Manager	907.443.6302	907.443.6587
Nome Public Schools	Superintendent	907.443.2231	907.443.5144

APPENDIX M - CONTACT NUMBERS



### Pre-Disaster Checklists

In an emergency of any type, you will not have time to make lists of things you need to survive. Now is the time to see to the safety of your community and families.

#### Family Checklist

Gather your family together and discuss the disaster possibilities in your area and what actions to take when they occur. Your family Disaster Plan should include the following:

- Prepare a 3-day Disaster Emergency Survival Kit and make sure all family members know where it is located. (see *Appendix C*)
- Make sure all family members know where the water supply is for the kit.
- Determine the best ways to evacuate the house. Locate the best escape routes from each room. Decide where you will meet after you have evacuated the house.
- Decide how you will evacuate those who cannot exit the house without help (elderly, young children), as well as pets.
- Know where the gas shut-off valve is located. Most are located outside along the base of the house, have a wrench in an easily accessible place.
- Know where the water shut-off valve is located.
- Know where the electrical circuit breaker box is located.
- Determine where to go if your house is so badly damaged that you cannot live in it.
- You should keep important documents, titles, deeds, birth certificates etc., replaceable pictures and your insurance policy in a safe deposit box or fire proof safe. (see *Appendix D*)

#### Fire Evacuation Preparedness

Fires consume remote cabins and homes, even homes near towns are at risk. Alaska's fire season is the period between May 1 and September 30.

- Close windows, vents, and doors. (closing inside doors can slow the spread of fire)
- Turn off pilot lights.
- Open fire place damper and close screens.
- Seal attic and ground vents.
- Cover windows with ½ inch or thicker plywood.
- Turn off propane tanks.
- Wet or remove shrubs within 15 feet of your home.
- Fill trashcans and buckets with water. Place them where firefighters can find them.
- Fill sinks and bathtubs with water.

### Earthquake Preparedness

Unlike other disasters, an earthquake cannot be seen, tracked, or predicted. They strike without warning and may range in magnitude from a slight tremor to a “Great Earthquake”, and may last from a few seconds to as long as five minutes.

The best way to survive a major earthquake is to prepare BEFORE one strikes. Follow the family checklist guidelines and identify and secure items that could fall during the tremor.

### Flood Preparedness

Preparing for a flood begins before one ravages the community.

- Know the flood history of your area.
- Realize you may be at risk living or working in a low-lying area.
- Consider buying Flood Insurance; you already have it, make sure it is up to date.
- Be prepared for several days of isolation if your airport floods.
- Sandbag levees can divert water and debris from your property.
- Have pumps to remove water.
- Move furniture and valuables to upper floor or try to elevate them.
- Listen for current flood information on radio and TV. You can check breakup reports on the Internet at DHS&EM web site [www.ready.alaska.gov](http://www.ready.alaska.gov) or the River Forecast Center web site <http://aprfc.arh.noaa.gov>.
- Remember that flooding is serious.
  - Make sure your family and pets are safe.
  - Keep them away from culverts and floodwaters.
  - Do Not leave pets in areas that might be flooded.

### Ice Jams

When the breakup front meets sufficiently strong ice, the moving ice stops and jams. The severity of the water level is directly related to the flow velocity under the ice cover.

In years with greater runoff, the discharge and velocity will be larger. When the ice stops, chunk ice from upstream often submerges under the stopped ice to form a thickened jam or hanging dam. Water levels upstream of such jams increase rapidly and often cause major flooding in upstream villages.

### Winter Storms

Major winter storms can be lethal.

- Verify your emergency supply kit before the onset of winter.
- Have safe alternate/emergency means of heating.
- Winterize your home:
  - Insulate walls and attic.
  - Caulk and weather-strip doors and windows.

- Install storm windows or cover inside windows with plastic.
- Keep pipes from freezing.
  - Wrap pipes in insulation or layers of old newspapers.
  - Cover the newspapers with plastic to keep out moisture.
  - Let faucets drip a little to avoid freezing.
- Watch others for signs of frostbite and hypothermia.
- Check elderly individuals within the community.

### **Severe Storms**

Severe Storms include thunderstorms, lightning, high winds, and heavy rain/flash floods.

- When weather reports are not favorable keep an eye on the sky.
- When the skies darken get inside.
- Hail can range from pea to grapefruit sized.
- Flash floods can travel great distances down river/stream. Even if you do not experience the storm, a 15-20 feet high wall of water can wash into your community.

### **Pets/Livestock Preparation**

- Prepare an emergency kit for each animal.
  - Be sure to have at least a three-day supply of water for each pet.
  - Water containers and serving dishes should be sturdy and unbreakable.
  - Store at least a three-day supply of food for each pet. Use dry food, if possible, for emergency rations. Use a rodent-proof storage container. Rotate stored food into a pet's regular diet quarterly to ensure fresh food in the kit.
- Small pets often have cages or carriers, using it as storage for the pet's emergency kit serves as a reminder to check the kit regularly.
- Larger pets (large dogs, horses, etc.) should have a spare leash, halter or collar, blanket, and bedding if needed.

## **Disaster Response Checklists**

### **Wildfires**

- If you see a fire approaching your home, report it to the Department of Natural Resources/Division of Forestry at 907-761-6233.
- Dress properly to avoid burns (do NOT wear synthetic fabrics).
- Carry a damp cloth for added protection.
- If you are trapped by fire while trying to evacuate in your car:
  - Park in an area clear of vegetation
  - Turn off the motor
  - Close vehicle windows and vents

- Cover yourself with a blanket
- Lie on the floor.
- If you are trapped by fire while evacuating on foot:
  - Select an area clear of vegetation
  - Lie in a ditch
  - Cover any exposed skin with blanket or jacket
  - Avoid canyons that can concentrate and channel fire.
- If you must stay in your home:
  - Stay inside and away from outside walls
  - Close all doors but leave them unlocked
  - Keep the family calm and together.

### **Hazardous Materials Incident**

- Listen to designated radio/TV stations and follow the instructions immediately.
- Keep as far away from the site as possible.
- Keep your body fully covered.
- Avoid eating or drinking any uncovered items.
- Prepare for potential evacuation.
- Close all doors and windows

#### **For in-place sheltering:**

- Turn off ventilation systems and close fireplace damper.
- Close window curtains, shades and blinds.
- Bring the disaster supplies/emergency kit and battery powered radio.
- Jam wet towel in the cracks under doors and by windows.
- Stay inside until the radio announces it is safe to come out.

### **Earthquake**

#### **If You are Inside**

- Drop to the floor and take cover. Hold the protection and prepared to move with it.
- If you cannot get under furniture, seek cover against an interior wall.
- Avoid windows, mirrors, fireplaces and large furniture that might fall on you.
- If you are in bed, stay there and protect yourself with pillows.

#### **If You are Inside a High-rise Building**

- Stay inside; newer buildings are designed to sway several feet.
- Do not use elevators.
- Be ready for an alarm or sprinkler system to activate.

**If You are Outside**

- Attempt to move to an open area away from buildings, power lines and falling debris.
- Get low to the ground to keep your balance.

**If You are Driving**

- Pull over to the side of the road.
- Stay in the vehicle, especially if electrical wires fall on your vehicle.
- Avoid overpasses.
- Listen to the radio for reports.

**Flood**

- Use a battery powered radio for flood updates.
- Turn off electrical power and gas.
- If caught in your house by floodwaters move to a second story or roof. Take warm clothes, flashlight and radio.
- Do Not try to walk or swim through flood waters. (current and sewage hazards)

**If Evacuating by Car**

- Stock the car with supplies. (see basic emergency kit)
- Keep the gas tank at least ½ full. Gas pumps might not be working.
- Do Not drive where the water is over the road, it might already be washed away.

**Winter Storms**

- Stay indoors and dress warmly.
- Conserve fuel; lower the thermostat and close off any unused rooms.
- If the pipes freeze, remove any insulation and wrap pipes in rags. Open all faucets and pour hot water over the pipes, starting where they are most exposed to the cold.
- Wear loose-fitting, layered, lightweight clothing. Layers can be removed to prevent perspiration and chill. Outer garments should be tightly woven and water repellent.
- KEEP DRY Change wet clothing frequently to prevent a loss of body heat.
- Remember the acronym C-O-L-D when wearing clothing in cold weather:
  - C: keep it Clean;
  - O: avoid Overheating;
  - L: wear clothing Loose and in Layers;
  - D: keep clothing Dry
- Cover your mouth to protect your lungs from extremely cold air when outdoors.

## Severe Storms

### If caught outside

- Stay out of open areas and away from utility poles, trees and bodies of water.
- Seek shelter in a low-lying area. As soon as the storm passes, get out of the lower area in case of flash flooding.
- Stay away from metal items (i.e. fences) or machinery (i.e. tractors).
- If you feel the hair standing on end, lightning may be going to strike you. Immediately drop to your knees, bend forward and place your hands on your knees. Do Not lie flat on the ground.

### Post Disaster Checklists

- Use a flashlight, not matches or electrical switches, and check for gas leaks.
- Clean up spilled medicines, bleaches and all flammable/hazardous liquids.
- Confine or secure pets.
- Check on neighbors, especially elderly or disabled persons.
- Stay away from downed power lines.
- Contact your insurance company.
- Contact the local disaster relief service, they can provide temporary housing, etc.
- Pre-1980 structures likely contain asbestos. (hazardous when disturbed or heated).
- Do Not use food exposed to excessive heat, water or smoke.
- Protect your property from further damage, vandalism and theft.
- Do Not use electrical appliances until they have been cleaned and checked.
- Start collecting receipts and tracking all cost spent on disaster recovery.
- Wear protective clothing.
- Take "after damage" photos for insurance and income tax claims.
- Boil your water until there is a public announcement that the water supply is potable.
- Secure vital paper documents.

### *Cleanup Tips for Fire and Smoke Damage*

#### DO

- Check the roof, attic and yard; and extinguish any sparks or embers.
- Blow off or vacuum any loose dust or smoke particles from upholstery.
- Open windows and doors for ventilation.

- Change furnace filter if blower is operating.

DO NOT

- Use upholstered furniture until cleaned.
- Send garments to *ordinary* dry cleaner or smoke and odor may be set into the fabric.

***After an Earthquake***

- Turn the gas off only if you smell gas/suspect a gas leak (1/4 turn).
- Never touch downed power lines.
- Do Not turn off power unless you suspect a break in the system or a gas leak.
  - Turn off electricity if your house has a circuit box:
    - Switch all small switches to the off position first.
    - Turn off the main power switch second.
  - Turn off electricity if your house has a fuse box:
    - First unscrew all fuses.
    - Turn off the main.
- Only turn off the water if you suspect damage or trying to prevent contamination.
- Replace any phone receivers that may have been knocked off.
- Draw cold water into containers or the tub in case water service is disrupted.

***After a Flood***

- Immediately file a claim with your insurance agent.
- Prior to entering a building check for structural damage.
- Immediately begin cleanup measures.
- Shovel out mud while it is still moist to allow surfaces to dry.
- Drain and clean flooded basements as soon as possible. However, pumping water out too quickly can cause structural damage. Pump out 1/3 of the volume per day.

***Cleanup Tips for Water Damage***

DO

- Remove as much water as possible.
- Remove the furniture from standing water and place on blocks.
- If ceiling is sagging from trapped water, punch holes in it to drain the water (do not forget to catch the water). Stay out of the rooms until the water is released.
- Once water is removed, scrub the floors, walls, and woodwork with a disinfecting solution ½ cup of chlorine in 1 gallon of water. Let set for 15 minutes then dry.
- Remove all carpet and pads for drying.
- Remove all wet insulation and wallboard immediately; otherwise, the moisture will continue to wick up the wall.

DO NOT

- Use your household vacuum cleaner to remove water.
- Use electrical fixtures in rooms with sagging or wet ceilings.
- Use TV's or other appliances while standing on a wet carpet or floor.
- Leave books, magazines, etc. on wet carpets or floors. (see *Appendix D*)

***Cleanup Tips after Ash Fall***

- Wear a respirator during ash cleanup.
- Consider using goggles for eye protection.
- Remove heavy accumulations of ash from flat or low-pitched roofs and rain gutters.
- Mow lawns when damp and bag lawn clippings to reduce dust.
- Replace items used from the emergency kit.
- Keep pets indoors as much as possible.





## Alaska Department of Environmental Conservation



### Nome Pre-Positioned Response CONEX

The Response Conex is located in the ADOT facility.

#### Contacts for access to this conex:

Tyler Johnson 907-443-3430/ or 304-1299, Erik Lie 907-443-3419/ or 304-1298, Larry Smithisler 907-443-3411/ or 304-1297.

ADEC Fairbanks Responders 451-2121  
After Hours call 1-800-478-9300



2010 New Conex Location

#### Contents of Conex



#### Conex Inventory

BOOM: 2-25FT SECTIONS, 4-50FT SECTIONS, (2-TOWING BRIDLE ASSY.)  
6/EA 22 LB DANFORTH ANCHORS

**Conex Inventory, continued**

3/EA 4' X 3/8" CHAINS  
1/EA 50 FT POLY DACRON BLEND ROPE ASSEMBLIES  
15/EA SNAP HOOKS  
1/EA PADLOCK  
1/EA PORTABLE STORAGE UNIT  
2/EA 85-GALLON OVERPACK DRUMS  
30/EA 85-GALLON DRUM LINERS  
2/EA 55-GALLON DRUMS  
1/EA STANDARD DRUM PLUG WRENCH (MIN. 15" IN LENGTH)  
1/EA 100' X 100' 20 MIL PLASTIC LINER  
8/EA RATCHET ASSEMBLY CARGO STRAPS  
3/EA 100' COLD WEATHER MULTI-PRONG EXTENSION CORD  
1/EA 1000W-1500W PORTABLE FLOODLIGHT, STEEL, ADJUST. TO 11' HIGH  
8/EA HARD HATS  
15/EA TYVEK SUITS  
10/EA SAFETY EYEWEAR  
12/PR NITRILE GLOVES-SIZE  
9-12/PR NITRILE GLOVES-SIZE L  
10 1/BOX LATEX DISPOSABLE GLOVES  
12/EA GREEN JUMBO GLOVES  
3/EA RAIN SUITS (SIZE M)  
6/EA RAIN SUITS (SIZE L)  
3/EA RAIN SUITS (SIZE XL)  
10/PR BLACK LATEX OVER BOOTS (SIZE M)  
10/PR BLACK LATEX OVER BOOTS (SIZE L)  
1/EA CARTON-6 MIL TRASH BAGS  
2/BDL STATIC RESISTANT SORBENT

PADS (BUNDLES)  
1/SPOOL 500' 3/8' TWISTED NYLON ROPE  
10/BDL OIL SORBENT SHEETS (BUNDLES)  
4/BDL OIL SORBENT BOOM (BUNDLES)  
2/EA BAGS LOOSE ABSORBENT MATERIAL  
1/EA SORBENT PAD HAND WRINGER, RUSTPROOF, STEEL FRAME  
2/EA FLAT NOSE SHOVEL, NON SPARKING 2/EA  
39" RESPONSE SHOVEL  
4/EA ROUND NOSE SHOVELS  
3/EA HARD TINE RAKES  
1/EA SLEDGE HAMMER, 10-15 LB HEAD  
1EA SMALL TOOL BOX: 25' TAPE, CRESCENT WRENCHES, HAMMERS.  
10/EA REBAR, 1/2"-5/8" DIAMETER, 4'-5' LONG, STEEL, RIBBED  
1/EA 500-GALLON STORAGE TANK, POLYETHYLENE, SKID MOUNTED  
1/EA 500-GALLON FOL-DA-TANK  
1/EA 100' GARDEN HOSE  
20/EA GARDEN HOSE CONNECTORS  
1/EA RUBBER SNOW BERM IN TOTE  
1/EA SNOW FENCE  
35/EA "T" FENCE POSTS  
4/EA SNOW SLEDS  
1/EA 22 MIL LINER (DIMENSIONS OF 20' X 20')  
17/EA SUPER SACKS 2/EA ROLLS OF DUCT TAPE

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## GLOSSARY OF KEY TERMS

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**Agency:** An organization or division of government or a private or non-profit entity with a specific function offering a particular kind of assistance.

**Branch:** The organizational level situated between the units and section and having functional responsibility for major aspects of incident operations.

**Chemical Weapons:** Solids, liquids, or gases designed to effect lethal or serious damage to plants and animals.

**Operating Picture:** A broad view of the overall situation as reflected by situation reports, aerial photography, and other information or intelligence.

**Emergency Operations Center:** The physical location where coordination of information and resources to support incident management activities normally takes place.

**Emergency:** Any unforeseen occurrence or condition that results or apparently will result in an insufficiency of services or facilities substantial enough to endanger the public health, safety, or welfare.

**Evacuation:** Organized, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

**Fire Department:** The Nome Fire Department.

**Hazard:** Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

**Hazardous Materials:** A chemical spill or release at any facility that produces, uses, or stores chemicals, or from a vehicle, train, ship, plane, or pipeline.

**Incident:** A situation that requires an emergency response to protect life or property.

**Incident Commander:** The individual with overall responsibility and authority for conducting incident operations, including the development of strategies and tactics and the ordering and release of resources.

**Incident Command System:** A standardized on-scene emergency management construct designed to establish an integrated organizational structure that reflects the complexity and demands of an incident without being hindered by jurisdictional boundaries.

**Joint Information Center:** A facility established to coordinate incident-related public information activities and provide a central point of contact for news media at the scene.

**Jurisdiction:** A range or sphere of authority, which can be political or geographical including local, **Liaison:** A form of communication for establishing and maintaining mutual understanding and cooperation.

**Logistics Section:** The section responsible for providing facilities, services, and material support for the incident.

**Mitigation:** Activities that reduce the probability of a disaster occurring and lessen the damage of unavoidable hazards. Mitigation efforts include amending building codes, implementing land use guidelines, and initiating structural retrofitting measures.

**National Response Plan:** A plan that integrates federal domestic prevention, preparedness, response, and recovery plans into one all-discipline, all-hazards plan.

**Operations Section:** The section responsible for all tactical incident operations, which may be located both in the field and in the EOC.

**Planning Section:** The section responsible for collection, evaluation, and dissemination of

operational information related to the incident, and for the preparation and documentation of the Incident Action Plan.

**Public Information Officer:** A member of the command staff responsible for interfacing with the public and media or with other agencies with incident-related information.

**Recovery:** Efforts focused on restoring the community to its normal or improved state of affairs including repairing roads, restoring communications, and finding housing for displaced families.

**Resources:** Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations.

**Response:** The delivery of services during an emergency to help protect life and property and speed recovery. Warning, evacuation, and rescue are examples of response actions.

**Section:** The organizational level situated between the branch and the incident command and having responsibility for a major functional area of incident management.

**Terrorism:** Activity intended to intimidate or coerce civilians, influence a government, or affect the conduct of a government by mass destruction, assassination, or kidnapping.

**Threat:** An indication of possible violence, harm, or danger.

**Transportation Accident:** A collision or accident involving motor vehicles, watercraft, trains, aircraft, or pipelines.

**Unit:** The organizational element having functional responsibility for a specific incident planning, logistics, or finance/administration activity.

**Volunteer:** An individual accepted to perform services without promise, expectation, or receipt of compensation for services.

**Wildfire:** Uncontrolled burning of grasslands, brush, or woodlands.