

**NORTHWEST ARCTIC BOROUGH
LOCAL EMERGENCY PLANNING COMMITTEE**

Interim Emergency Operations Guideline

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LOCAL EMERGENCY PLANNING COMMITTEE**

(An All-Hazards LEPC)

**INTERIM EMERGENCY
OPERATIONS GUIDELINE**

	Pages
I. FOREWORD	2-3
<u>DISASTER HAZARDS</u>	
II. CIVIL DISORDER	4-5
III. ENEMY ATTACK	6-7
IV. ENERGY SHORTAGE	8-9
V. EXTREME WEATHER	10-11
VI. FIRE: MULTI-STRUCTURE or WILDLAND	12-13
VII. FLOOD; RIVERINE or COASTAL	14-16
VIII. HAZARDOUS MATERIAL INCIDENT	17-19
IX. TRANSPORTATION ~ MASS CASUALTY	20-21
<u>OTHER</u>	
X. OTHER HAZARDS	22
XI. APPENDIX A ~ ACTIVATING YOUR EOC	23-25
XII. APPENDIX B ~ EVACUATION ANNEX	26-33

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FOREWORD

By virtue of the federal legislation and Alaska Statutes which authorize and require the existence of disaster planning groups, the Northwest Arctic Borough Local

Emergency Planning Committee (NAB LEPC) is charged with the responsibility of creating and maintaining a Borough-wide **Emergency Operations Plan** (EOP). Historically, the process of drafting a plan and getting State approval has taken many communities several years to complete.

To avoid being without any EOP for the next several years, the NAB LEPC has opted to draft an **Interim Emergency Operations Guideline**. The purpose of this guideline is to provide NAB communities with a common sense guideline which outlines appropriate procedures that can be followed in the event of certain types of disasters. The guideline assumes in most cases that there is an extremely limited capability in Borough communities for responding to many disaster scenarios. This assumption was necessary since the required **Capability Assessment** (which is done as a part of the EOP drafting process) has not yet been performed.

By now you may have recognized that the words "emergency" and "disaster" are often used interchangeably. LEPCs are generally focused on "disaster planning," even though the name LEPC has the word "emergency" in it. In most instances an "emergency" is an event to which a community has some ability to respond. A "disaster" however, is an event which greatly exceeds the response capability of the community. For example, a house fire might be considered an emergency, but a fire spreading to several structures or more could be considered a disaster in many rural communities. Likewise, a two-hour power outage in a rural village is a commonly occurring emergency. However, the total failure or destruction of a village power plant, particularly during winter months, would be considered a disaster and would require response effort from outside the community.

Important note: **The procedures outlined in this guideline are for response to DISASTERS.** IF YOUR COMMUNITY IS EXPERIENCING AN "EMERGENCY," FOLLOW THE PROCEDURES THAT ARE NORMALLY USED IN YOUR COMMUNITY. When in doubt as to whether your community is experiencing an "emergency" or a "disaster," always contact disaster personnel as outlined in this document. If your community has its own local EOP, by all means, follow your plan.

OTHER USEFUL TIPS:

Copy your disaster checklist: Before, or when a disaster occurs, find the

appropriate disaster checklist in this document and make a copy of it. Now you will be able to return the original checklist to the binder, and you may write on the copy as you go through the checklist. Complete the items one by one and check them off as they are completed.

Using more than one checklist at a time: If you are having a disaster involving several hazards at once, (for example, an oil spill accompanied by a fire, OR extreme cold weather accompanied by a total power plant failure) you must make copies of both disaster checklists and work through them at the same time.

CIVIL DISORDER

is defined as a terrorist attack, riot, violent protest, demonstrations or illegal assembly.

AS THE LOCAL AUTHORITY, YOU SHOULD.....

- ___ 1. Receive reports of problems and confirm as soon as possible.
- ___ 2. Estimate consequences.
- ___ 3. Notify the VPSO, local clinic, and EMS responders of reported injuries.
- ___ 4. Contact Northwest Arctic Borough (1-800-478-1110) and/or Alaska State Troopers (1-800-789-3222). If these attempts fail, contact Division of Emergency Services (1-800-478-2337).
- ___ 5. Activate your Emergency Operation Center (EOC), if you have one. If not, choose a *safe* location to establish a Coordination Center, which should *ideally* have communications capability and a back-up power source. *See Appendix A*
- ___ 6. Determine if there are any damaged or weakened structures, or any possible toxic or hazardous substances present. If so, see #7.
- ___ 7. Issue evacuation orders; begin evacuation procedures. *See Appendix B*
- ___ 8. Publicize emergency information by using CB Radio, VHF Radio, KOTZ Radio (907) 442-3434, or GCI Scanner Announcement (907) 442-2620, or broadcast information by bullhorn or door-to-door contact if power failure exists.
 - ___ a) Publicize any location where people can go for aid.
- ___ 9. Assess your local performance in responding to your situation and request additional outside assistance, as necessary.
- ___ 10. Only if necessary, declare the existence of a local disaster and request disaster declarations from the Borough and the State, if appropriate.
- ___ 11. Maintain public order, control crowds, and protect property to the fullest extent possible utilizing VPSOs, State Troopers, or others.

CIVIL DISORDER (continued)

- ___ 12. Maintain surveillance of current conditions and keep in contact with Northwest Arctic Borough, Alaska State Troopers, and other agencies on a frequent basis.

- ___ 13. Restore and maintain essential services (as best you can) as soon as possible, with priority given to health clinics, emergency operation centers, housing for elderly, police stations, and fire departments.

- ___ 14. Take necessary action to restore public confidence; inform public as to your response actions and your future plans; do so at regular intervals.

- ___ 15. Begin an assessment process to estimate costs of damages. This will be necessary to support your request for a disaster declaration. Ask for assistance from building contractors on this task.

- ___ 16. Consult with Northwest Arctic Borough regarding "Recovery Phase" procedures.

ENEMY ATTACK

is defined as a hostile action taken against the United States by foreign forces with the intent of destroying military and/or civilian targets (for example, Kotzebue Long Range Radar Station, or Red Dog Mine / Delong Mountain Portsite).

AS THE LOCAL AUTHORITY, YOU SHOULD.....

- ___ 1. Receive reports of problems and confirm as soon as possible.
- ___ 2. Estimate consequences.
- ___ 3. Notify the VPSO, local clinic, and EMS responders of reported injuries.
- ___ 4. Contact Northwest Arctic Borough (1-800-478-1110) and/or Alaska State Troopers (1-800-789-3222). If these attempts fail, contact Division of Emergency Services (1-800-478-2337).
- ___ 5. Activate your Emergency Operation Center (EOC), if you have one. If not, choose a *safe* location to establish a Coordination Center, which should *ideally* have communications capability and a back-up power source. *See Appendix A*
- ___ 6. Determine if there are any damaged or weakened structures, or any possible toxic or hazardous substances present. If so, see #7.
- ___ 7. Issue evacuation orders; begin evacuation procedures. *See Appendix B*
- ___ 8. Establish shelters and temporary emergency care centers, as necessary.
- ___ 9. Publicize emergency information by using CB Radio, VHF Radio, KOTZ Radio (907) 442-3434, or GCI Scanner Announcement (907) 442-2620, or broadcast information by bullhorn or door-to-door contact if power failure exists.
 - ___ a) Publicize any location where people can go for aid.
- ___ 10. Establish any back-up communication network possible, using CB Radio, VHF Radio, HAM Radio, or National Guard HF Radio, if available.

ENEMY ATTACK (continued)

- ___ 11. Assess your local performance in responding to your situation and request additional outside assistance, as necessary.
- ___ 12. *Only if necessary*, declare the existence of a local disaster and request disaster declarations from the Borough and the State, as appropriate.
- ___ 13. Maintain public order, control crowds, and protect property to the fullest extent possible utilizing VPSOs, State Troopers, or others.
- ___ 14. Maintain surveillance of current conditions and keep in contact with Northwest Arctic Borough, Alaska State Troopers, and other agencies on a frequent basis.
- ___ 15. Restore and maintain essential services (as best you can) as soon as possible, with priority given to health clinics, emergency operation centers, housing for elderly, police stations, and fire departments.
- ___ 16. Take necessary action to restore public confidence; inform public as to your response actions and your future plans; do so at regular intervals.
- ___ 17. Begin an assessment process to estimate costs of damages. This will be necessary to support your request for a disaster declaration. Ask for assistance from building contractors on this task.
- ___ 18. Consult with Northwest Arctic Borough regarding "Recovery Phase" procedures.

ENERGY SHORTAGE

is defined as disruptions in electrical power, or shortage of heating or motor fuels

AS THE LOCAL AUTHORITY, YOU SHOULD.....

- ___ 1. Receive reports of problems and confirm as soon as possible. If fuel shortage is the problem, contact other organizations in your community who store fuel and attempt to borrow or buy fuel from them.
- ___ 2. Estimate consequences of the problem.
- ___ 3. Contact Northwest Arctic Borough (1-800-478-1110) or call Kotzebue Dispatch (1-907-442-3911) to relay a message to Borough personnel. If unsuccessful, contact Division of Emergency Services (1-800-478-2337).
- ___ 4. Contact (or have the Borough contact) your local electric utility support group and request advice or assistance: AVEC (1-800-478-1818), Kotzebue Electric Association (1-907-442-3491 Or 3493), or State of Alaska-Rural Energy Group (1-907-269-4697).
- ___ 5. *If the emergency continues*, activate your Emergency Operation Center (EOC), if you have one. If not, choose a *safe* location to establish a Coordination Center, which should *ideally* have communications capability and a back-up power source. *See Appendix A*
- ___ 6. Call in power plant or fuel farm personnel if they are available.
- ___ 7. Identify a potential shelter location in a facility that has standby power generator, such as your school. Contact the Principal or other school official and give notice of the potential need to open a shelter.
- ___ 8. Publicize emergency information by using CB Radio, VHF Radio, KOTZ Radio (907) 442-3434, or GCI Scanner Announcement (907) 442-2620, or broadcast information by bullhorn or door-to-door contact if power failure exists.
 - ___ a) Advise residents to shelter in place (in their homes) if possible.
 - ___ b) Advise residents of expected duration of outage.
 - ___ c) Caution residents in the use of open flame for heat or light. Improper use

ENERGY SHORTAGE (continued)

...of open flame could result in injury, structure fire, or death by asphyxiation

- ___ d) Advise residents needing shelter to contact the EOC.
- ___ e) Establish shelter, if necessary, and advise public of location. *See Appendix B.*

- ___ 9. Provide temporary fuel or back-up power, if possible, to critical facilities such as the Health Clinic, Phone Building, Water Plant, etc.

- ___ 10. Assess your local performance in responding to your situation and request additional outside assistance, as necessary.

- ___ 11. Only if necessary, declare the existence of a local disaster and request disaster declarations from the Borough and the State, as appropriate.

- ___ 12. Maintain public order, control crowds, and protect property to the fullest extent possible utilizing VPSOs, or others.

- ___ 13. Maintain surveillance of current conditions and keep in contact with Northwest Arctic Borough, and other agencies on a frequent basis.

- ___ 14. Continue to restore and maintain essential services (as best you can) as soon as possible, with priority given to health clinics, emergency operation centers, housing for elderly, police stations, and fire departments.

- ___ 15. Take necessary action to restore public confidence; inform public as to your response actions and your future plans; do so at regular intervals.

- ___ 16. Begin an assessment process to estimate costs of damages. This will be necessary to support your request for a disaster declaration. Ask for assistance from building contractors on this task.

- ___ 17. Consult with Northwest Arctic Borough regarding "Recovery Phase" procedures.

EXTREME WEATHER

is defined as severe weather (including blizzard, ice storm, extreme prolonged cold, and high winds) which threatens to cause widespread damage (to property or infrastructure), personal injury, or death.

AS THE LOCAL AUTHORITY, YOU SHOULD.....

- ___ 1. Anticipate the extreme weather events by doing the following:
 - ___ a. Receive extreme weather warnings via KOTZ radio broadcasts of the National Weather Service. Relay warning to residents via CB radio or VHF radio advising them important weather factors.
 - ___ b. Advise residents to take measures to protect life and property. Discourage travel unless it is absolutely necessary. Encourage travelers to notify others of their intentions and their schedule.
 - ___ c. Advise residents and facility owners to check heat, water, and sewer systems; insure that adequate fuel supply is on hand. Remind power plant and water plant operators to perform any upcoming preventative maintenance procedures in advance of impending weather.
 - ___ d. Advise owners of fuel oil heaters to purchase and use diesel fuel conditioner in their stove oil tanks to prevent gelling of stove oil at temperatures below - 40 degrees F.
 - ___ e. Check back-up power and communications equipment.
- ___ 2. Activate your Emergency Operation Center (EOC), if you have one. If not, choose a *safe* location to establish a Coordination Center, which should *ideally* have communications capability and a back-up power source. *See Appendix A*
- ___ 3. Assess the storm situation by checking local conditions, including temperature, wind speed, wind direction, barometric pressure, and degree of precipitation.
- ___ 4. Maintain communications with your VPSO, local clinic, EMS, and fire responders. Ask local residents and agencies to report any problems to the EOC.
- ___ 5. Contact Northwest Arctic Borough (1-800-478-1110) and/or Alaska State Troopers(1-800-789-3222). If these attempts fail, contact Division of Emergency Services(1-800-478-2337).

EXTREME WEATHER (continued)

- ___ 6. Assess your local performance in dealing with your situation and request outside assistance, if necessary.
- ___ 7. Establish temporary shelters for residents without heat or electricity.
- ___ 8. Only if necessary, declare the existence of a local disaster and request disaster declarations from the Borough and the State, if appropriate.
- ___ 9. Publicize emergency information by using CB Radio, VHF Radio, KOTZ Radio (907) 442-3434, or GCI Scanner Announcement (907) 442-2620, or broadcast information by bullhorn or door-to-door contact if power failure exists.
 - ___ a) Publicize any location where people can go for aid.
- ___ 10. Maintain surveillance of current conditions and keep in contact with Northwest Arctic Borough, Alaska State Troopers, and other agencies on a frequent basis.
- ___ 11. Restore and maintain essential services (as best you can) as soon as possible, with priority given to health clinics, emergency operation centers, housing for elderly, police stations, and fire departments.
- ___ 12. Take necessary action to restore public confidence; inform public as to your response actions and your future plans; do so at regular intervals.
- ___ 13. Begin an assessment process to estimate costs of damages. This will be necessary to support your request for a disaster declaration. Ask for assistance from building contractors on this task.
- ___ 14. Consult with Northwest Arctic Borough regarding "Recovery Phase" procedures.

FIRE: MULTI-STRUCTURE or WILDLAND

is defined as the uncontrolled burning of multiple residential, commercial, or industrial structures, OR the uncontrolled burning of grasslands, brush, or woodlands.

AS THE LOCAL AUTHORITY, YOU SHOULD.....

- ___ 1. Receive reports of problems and confirm as soon as possible.
- ___ 2. Assess fire situation; determine affected areas; obtain information such as wind speed and direction; determine if any resources have already been committed and what resources remain available.
- ___ 3. Estimate consequences.
- ___ 4. Notify your *trained* fire fighters and emergency response personnel in the event of structure fire.
- ___ 5. Restrict access to the fire area to authorized emergency personnel only.
- ___ 6. Issue evacuation orders for any portion of your community at risk due to structure or wildland fire.
- ___ 7. Contact Northwest Arctic Borough (1-800-478-1110) and/or Alaska State Troopers(1-800-789-3222). If these attempts fail, contact Division of Emergency Services(1-800-478-2337).
- ___ 8. Contact (or ask the Borough or Troopers to contact) BLM Alaska Fire Service Desk in Galena (1-800-237-3644) in the event of a wildland fire.
- ___ 9. Activate your Emergency Operation Center (EOC), if you have one. If not, choose a *safe* location to establish an Coordination Center, which should *ideally* have communications capability and a back-up power source. *See Appendix A*
- ___ 10. Contact the National Weather Service at Kotzebue (907- 442-3231) for weather forecasting assistance and relay this information to all field personnel at frequent intervals.

FIRE: MULTI-STRUCTURE or WILDLAND (continued)

- ___ 11. Consider re-positioning response equipment if its location could be cut off by the fire or if it could otherwise be put at risk by the emergency.
- ___ 12. Issue evacuation orders if FIRE or SMOKE from a wildland fire poses a health or safety risk to any portion of your population. *See Appendix B.*
- ___ 13. Publicize emergency information by using CB Radio, VHF Radio, KOTZ Radio (907) 442-3434, or GCI Scanner Announcement (907) 442-2620, or broadcast information by bullhorn or door-to-door contact if power failure exists.
 - ___ a. Warn public of any danger from fire, smoke, or toxic fumes, etc.
 - ___ b. Publicize any location where people can go for aid.
- ___ 14. Establish emergency shelters or temporary emergency care facilities, as necessary.
- ___ 15. Assess your local performance in responding to your situation and request additional outside assistance, as necessary.
- ___ 16. Only if necessary, declare the existence of a local disaster and request disaster declarations from the Borough and the State, if appropriate.
- ___ 17. Maintain surveillance of current conditions and keep in contact with Northwest Arctic Borough, Alaska State Troopers, and other agencies on a frequent basis.
- ___ 18. Take necessary action to restore public confidence; inform public as to your response actions and your future plans; do so at regular intervals.
- ___ 19. Begin an assessment process to estimate costs of damages. This will be necessary to support your request for a disaster declaration. Ask for assistance from building contractors on this task.
- ___ 20. Consult with Northwest Arctic Borough regarding "Recovery Phase" procedures.

FLOOD

is defined as one of the following....

FLOOD~RIVERINE: Periodic overbank flow of rivers and streams due to heavy and / or sustained rainfall.

FLOOD~SPRING BREAK-UP: Springtime rise in river water levels due to downstream ice dams, or the break-up of upstream ice dams, coupled with run-off from snow melt.

FLOOD~COASTAL: High levels of coastal waters associated with severe storms, possibly combined with unusually high tides.

AS THE LOCAL AUTHORITY, YOU SHOULD.....

- ___ 1. Receive reports of problems and confirm as soon as possible.
- ___ 2. Assess flooding situation; determine affected areas; obtain information such as wind speed and direction; determine how fast the water level is rising.
- ___ 3. Estimate consequences.
- ___ 4. Contact Northwest Arctic Borough (1-800-478-1110) and/or Alaska State Troopers(1-800-789-3222). If these attempts fail, contact Division of Emergency Services(1-800-478-2337).
- ___ 5. Activate your Emergency Operation Center (EOC), if you have one. If not, choose a *safe* location to establish an Coordination Center, which should *ideally* be above the 100 year flood level and have communications capability and a back-up power source. *See Appendix A*
- ___ 6. Obtain current weather information including local conditions as well as area forecasts. Contact National Weather Service Station in Kotzebue (1-907-442-3231)
- ___ 7. Publicize emergency information by using CB Radio, VHF Radio, KOTZ Radio (907) 442-3434, or GCI Scanner Announcement (907) 442-2620, or broadcast information by bullhorn or door-to-door contact if power failure exists.
 - ___ a. Warn public to take measures to protect life and property, including moving dogs, ATVs, and other personal property to a safe location.

FLOOD (continued)

- _____ b. Advise public of pre-designated high ground locations and evacuation routes to be used in the event of evacuation.
- _____ c. Notify your Search and Rescue personnel to standby for instructions and to ready any watercraft that may be available for rescue or evacuation operations.

- _____ 8. Consider re-positioning response equipment, medical supplies, portable communication equipment, or other useful assets if their location could be cut off by the flooding or if it could otherwise be put at risk by the emergency.

- _____ 9. Survey important facilities such as health clinic, telephone building, power plant, bulk fuel storage yard, water plant, etc. and determine if sand bag diking or other preventative measures can be taken to protect facilities.

- _____ 10. Take protective measures, if possible, and if necessary.

- _____ 11. Determine *in advance* the flood level at which you will need to begin evacuation procedures, in order to assure public safety.

- _____ 12. Issue evacuation orders and begin evacuation procedures, if necessary. *See Appendix B.*

- _____ 13. Establish emergency shelters or temporary emergency care facilities, as necessary.

- _____ 14. Assess your local performance in responding to your situation and request additional outside assistance, as necessary.

- _____ 15. *Only if necessary*, declare the existence of a local disaster and request disaster declarations from the Borough and the State, if appropriate.

- _____ 16. Maintain surveillance of current conditions and keep in contact with Northwest Arctic Borough, Alaska State Troopers, and other agencies on a frequent basis.

- _____ 17. Take necessary action to restore public confidence; inform the public as to your actions and your plan for future actions; do so at regular intervals.

FLOOD (continued)

- _____ 18. Begin an assessment process to estimate costs of damages. This will be necessary to support your request for a disaster declaration. Ask for assistance from building contractors on this task.

- _____ 19. Consult with Northwest Arctic Borough regarding "Recovery Phase" procedures.

HAZARDOUS MATERIALS INCIDENT

is defined as one of the following....

STATIONARY INCIDENT: the uncontrolled release of a hazardous material (i.e. oil spill or chemical release) from a fixed site such as a bulk fuel storage facility, industrial plant, or disposal site.

TRANSPORTATION INCIDENT: the uncontrolled release of a hazardous material from a transport container during transport via roadway, waterway, or airway.

AS THE LOCAL AUTHORITY, YOU SHOULD.....

- ___ 1. Receive reports of problems and confirm as soon as possible.
- ___ 2. Notify nearest Fire Department which has trained *hazardous material incident responders*. Fire Department personnel SHOULD NOT engage in response unless they have had this training.
- ___ 3. Notify the Health Clinic and EMS first responders of any reported injuries, and remind them of the possible need for decontamination of victims prior to treatment. Call Northwest Arctic Borough (1-800-478-1110) or Maniilaq Medical Center (1-800-478-3312) for guidance on decontamination procedures.
- ___ 4. Activate your Emergency Operation Center (EOC), if you have one. If not, choose a *safe* location (i.e. upwind of the incident) to establish an Coordination Center, which should *ideally* have communications capability and a back-up power source. *See Appendix A*
- ___ 5. Establish a secure "safe zone" around the incident area and limit access to the area to authorized, trained emergency personnel only. Maintain this security until a HAZMAT expert has arrived on scene.
- ___ 6. Determine if any portion of your community is near, downwind of, or downstream of the incident area and thus at risk.
- ___ 7. Issue evacuation orders and begin evacuation procedures if a threat to the public exists; *See Appendix B*.
- ___ 8. Establish emergency shelters or temporary emergency care facilities, as necessary.

HAZARDOUS MATERIALS INCIDENT (continued)

- ___ 9. Contact Northwest Arctic Borough (1-800-478-1110) and/or Alaska State Troopers(1-800-789-3222). If these attempts fail, contact Division of Emergency Services(1-800-478-2337).
- ___ a. Report the nature and size of the incident, the local weather conditions, and the possible consequences of the incident.
- ___ b. Request that the Borough use available information including wind direction, air temperature, chemical or material type, and method of release to plot the predicted plume size and direction of travel, by using the CAMEO computer program. *This information will be of great importance in determining the need for and method of additional evacuation.*
- ___ c. Request that the Borough notify other agencies as required and necessary, including ADEC, ADES, ADOT, FAA, USCG, or the Responsible Party (party responsible for the incident, i.e. owner of the tank or facility).
- ___ 10. Publicize emergency information by using CB Radio, VHF Radio, KOTZ Radio (907) 442-3434, or GCI Scanner Announcement (907) 442-2620, or broadcast information by bullhorn or door-to-door contact if power failure exists.
- ___ a. Warn public of any danger from fire, smoke, or toxic fumes, etc.
- ___ b. Publicize any location where people can go for aid.
- ___ 11. Consider re-positioning response equipment if its location could be cut off by the fire or if it could otherwise be put at risk by the emergency.
- ___ 12. Assess your local performance in responding to your situation and request additional outside assistance, as necessary.
- ___ 13. Only if necessary, declare the existence of a local disaster and request disaster declarations from the Borough and the State, if appropriate.
- ___ 14. Maintain surveillance of current conditions and keep in contact with Northwest Arctic Borough, Alaska State Troopers, and other agencies on a frequent basis.
- ___ 15. Take necessary action to restore public confidence; inform public as to your response actions and your future plans; do so at regular intervals.

HAZARDOUS MATERIALS INCIDENT (continued)

- _____ 16. Begin an assessment process to estimate costs of damages. This will be necessary to support your request for a disaster declaration. Ask for assistance from building contractors on this task.

- _____ 17. Consult with Northwest Arctic Borough regarding "Recovery Phase" procedures.

TRANSPORTATION~ MASS CASUALTY INCIDENT

is defined as any incident involving air or marine travel which results in multiple injuries and or deaths.

AS THE LOCAL AUTHORITY, YOU SHOULD.....

- ___ 1. Receive reports of problems and confirm as soon as possible.
- ___ 2. Notify your local EMS/ First Responders, Fire Volunteers, Search & Rescue, and Health Clinic personnel.
- ___ 3. Activate your Emergency Operation Center (EOC), if you have one. If not, choose a *safe* location to establish an Coordination Center, which should *ideally* have communications capability and a back-up power source. *See Appendix A*
- ___ 4. Determine if the accident site is located in or near a populated part of your community and if there is a threat to public welfare due to fire, explosion, or toxic fumes.
- ___ 5. Issue evacuation orders and begin evacuation procedures, if appropriate; *See Appendix B.*
- ___ 5. Contact Northwest Arctic Borough (1-800-478-1110) and/or Alaska State Troopers(1-800-789-3222). If these attempts fail, contact Division of Emergency Services(1-800-478-2337).
- ___ 6. Request advice from the Borough or from ADOT on required procedures for dealing with aircraft incidents, particularly those involving multiple fatalities.
- ___ 6. Request the Borough to contact other agencies as appropriate, including ADES, ADOT, FAA, NTSB, American Red Cross, the transportation company, etc.
- ___ 7. Establish a security perimeter around the incident site and maintain a "safe zone" by limiting access to authorized rescue personnel only.
- ___ 8. Establish emergency shelters, temporary emergency care facilities, and temporary morgues, as necessary.

TRANSPORTATION~ MASS CASUALTY INCIDENT (continued)

- ___ 9. Publicize emergency information by using CB Radio, VHF Radio, KOTZ Radio (907) 442-3434, or GCI Scanner Announcement (907) 442-2620, or broadcast information by bullhorn or door-to-door contact if power failure exists.
 - ___ a. Warn public of any danger from fire, smoke, or toxic fumes, etc.
 - ___ b. Publicize any location where people can go for aid.
 - ___ c. Publicize evacuation routes and shelter areas.
 - ___ d. Refer all inquiries regarding passengers to the Alaska State Troopers or to the office of the transportation carrier. Do not attempt to make this information available from your office.
 - ___ e. Inform public at regular intervals.

- ___ 11. Consider re-positioning response equipment if its location could be put at risk by the emergency.

- ___ 12. Assess your local performance in responding to your situation and request additional outside assistance, as necessary.

- ___ 13. Only if necessary, declare the existence of a local disaster and request disaster declarations from the Borough and the State, if appropriate.

- ___ 14. Seek the advice and cooperation of airport, ADOT, FAA officials when they are present (Unified Command).

- ___ 15. Maintain surveillance of current conditions and keep in contact with Northwest Arctic Borough, Alaska State Troopers, and other agencies on a frequent basis.

- ___ 16. Begin an assessment process to estimate costs of damages, if appropriate. This will be necessary to support your request for a disaster declaration. Ask for assistance from building contractors on this task.

- ___ 17. Consult with Northwest Arctic Borough regarding "Recovery Phase" procedures.

OTHER HAZARDS

Other hazards which are concerns for many communities are....

TSUNAMI (pronounced, "sue na mee")

(sometimes called a tidal wave) is defined as a series of traveling ocean waves of great length which are usually generated by the movement (displacement) of underwater land masses (for example, an earthquake at sea, or a large land or ice mass falling into the sea).

Although tsunamis have occurred in other areas of Alaska, it is highly unlikely that a tsunami could threaten coastal communities in our region. According to the Director of the Tsunami Warning Center in Palmer Alaska, land mass displacement (at sea) is the main ingredient for the creation of a tsunami, and this almost always occurs along fault lines in or near the oceans during an earthquake. Earthquakes with epicenters occurring away from fault lines (called "intra-plate" earthquakes) do not cause significant displacement of land mass. Although about a dozen earthquakes have occurred in or near the Northwest Arctic Borough over the last 100 years, all have been intra-plate earthquakes, since the nearest fault line (in the ocean) is on the southern side of the Aleutian Island chain. Therefore...

Tsunami hazard is not a concern for Northwest Arctic Borough communities.

EARTHQUAKE

is defined as sudden motion of the ground that may cause surface faulting, ground shaking, ground failure, and / or structure failure.

As indicated above, earthquake data shows that a dozen or so earthquakes have occurred in our region during the last century. Most of these quakes have measured between 5 and 7 on the Richter Scale. The geographic distribution of the quakes includes locations on the Seward Peninsula, in the Upper Kobuk River Valley, Upper Noatak River Valley, the Chukchi Sea near Kivalina, and in Kotzebue Sound very near Cape Blossom. Although more earthquakes will certainly occur in our region sometime the future, given the local history of past quakes, and the absence of significant fault lines, it is unlikely that future earthquakes will pose a threat to Northwest Arctic Borough residents. Therefore....

Earthquake hazard is not a concern for Northwest Arctic Borough communities.

APPENDIX A

ACTIVATING YOUR EMERGENCY OPERATIONS CENTER (EOC)

If your community is experiencing a disaster, and you have worked your way down the disaster checklist to the item which instructs you to "activate the EOC," here are some steps that you can follow to insure more efficiency in your efforts to respond to your disaster.

An EOC is actually a "coordination center," not a "command center." It is set up to help you "manage" the disaster. The command post is generally at the disaster, which may be blocks or miles away (i.e., at the fire or oil spill). Your community may not have an established Coordination Center, but you can set up a makeshift one by following these procedures:

CHECKLIST

- ___ 1. Choose a location within your community that has as many of these features as possible:
 - ___ a. EOC should be established in a safe location where it will not be threatened by any aspect of the disaster.
 - ___ b. The EOC should have as much communication capability as possible, including telephones, CB radio, VHF radio, AM radio reception, and cable TV reception.
 - ___ c. The EOC should ideally have standby back-up electric power. This will enable the EOC to continue operations during power outages.
 - ___ d. The EOC should ideally have working utilities, including adequate heating, lights, and water and sewer (rest room facilities).
 - ___ e. The EOC should ideally have adequate work space (multiple work stations with phones, calculators, and computers).
 - ___ f. The EOC should contain as much resource material as possible (items like maps, manuals, handbooks, phone listings, etc.).
- ___ 2. Open the EOC or relocate it, if necessary.
- ___ 3. Contact your key personnel and tell them to report to the EOC immediately. This may include your Mayor, Council President, Fire Chief, Police Chief, City Administrator, Utility Manager, lead accounting person, Search & Rescue President, communications technicians, and other key people.

ACTIVATING YOUR EOC **(continued)**

- ___ 4. If you are familiar with the Incident Command System (ICS), employ it now. If you are not familiar with this system of management, take steps to agree and acknowledge who will lead the response management effort. This person will be your Incident Commander, until relieved by a higher level of authority. This person will not be engaging in or directing the tactical operations (like fighting the fire or rescuing the flood victims), but will be managing the response effort.

- ___ 5. Immediately publicize the location of the EOC (via CB radio or VHF radio or Scanner Channel) and request that persons with information about the disaster to report that information to the EOC.

- ___ 6. Work your way through the rest of your disaster checklist from the **Interim Emergency Operations Guideline**.

- ___ 7. As you work your way through the checklist, focus on delegating responsibility to others who can complete individual tasks. The Incident Commander cannot single handedly address the disaster by himself or herself. He or she is "managing" or "coordinating" the disaster response effort.

- ___ 8. Create teams or task forces to address critical needs you may have at the EOC (for example, if you are missing some of the items outlined in #1 above).

- ___ 9. Ask for volunteers if you need help in the EOC. Specify the skills that you need.

- ___ 10. Designate a stand-by location (room or building) where staff and volunteers can wait for assignment. This will help limit confusion, excess noise, and activity in the EOC by persons not actively involved in the response effort.

- ___ 11. If your community is capable of a response effort, establish a staging area near the incident where personnel and equipment can be checked in before receiving on-scene assignments.

- ___ 12. Begin to isolate the incident area and deny entry to all but trained responders. Appoint a Safety Officer (VPSO or other) whose job will be to establish conditions that assure the safety of all persons, including responders.

ACTIVATING YOUR EOC (continued)

- ___ 13. Develop an initial plan of action. Implement rescue or response efforts in accordance with Safety Officer's recommendations.

- ___ 14. Insure that record keeping of all EOC activities takes place.

- ___ 15. Consult with Northwest Arctic Borough for any problems you may be having in EOC operations.

APPENDIX B

EVACUATION ANNEX

Purpose of the Annex

This Evacuation Annex is meant to be a *guideline* for rural Northwest Arctic Borough communities and is not a detailed plan. Any detailed plan would require more resources and more trained personnel than exist in most Borough communities. The Guideline is intended to help local officials begin to gather information and make decisions that may involve evacuating part or all of your population. A more detailed draft plan is on file at the Northwest Arctic Borough, and Borough Disaster Planning personnel should be consulted for help if the potential need for evacuation should arise.

The need for evacuation

The need to evacuate part or all of your community could arise under one of the following circumstances:

- Wildland fire (tundra fire) is approaching your community
- Smoke from a distant wildland fire is blown into your community
- Multiple structure fires are burning out of control
- Rising flood waters threaten inhabited areas of your community
- Chemical or fuel oil spill incident poses a fire, explosion, or contamination threat.
- Your community is under enemy attack (unlikely)
- Civil Disorder

If the residents of your community are in danger, decisions about evacuating need to be made by an official with authority to do so.

Who can make the decision?

Alaska Statute AS 18.70.075 authorizes an official (fire chief, asst. chief) of a fire department which is *registered with the State Fire Marshall's Office* to authorize an evacuation. Most Borough communities do not have an organized fire department, or if they do, they are not registered with the State Fire Marshall's Office. Although local and State law enforcement or emergency response personnel do not have specific statutory authority to call for an evacuation, they do have *common law authority*. In most cases, the Village Mayor would be the likely candidate to make this type of decision. Communities could enact a City Ordinance authorizing the Mayor or other officials to make such decisions. If an ordinance does not exist, the Mayor, or other government or emergency response personnel, or anyone in authority should use common sense in deciding if evacuation is needed, and should consult with the Northwest Arctic Borough, the Alaska State Troopers, or the Division of Emergency Services.

EVACUATION ANNEX (continued)

"Go" or "No-Go"?

Making the decision to evacuate does no good if you don't leave yourself enough time to accomplish the task. The decision is a critical one and must be made early enough to carry out the evacuation in an organized and orderly fashion.

On the contrary, evacuation is always going to cost some agency or organization substantial sums of money and will also involve a lot of human effort. As such, the decision to order an evacuation should not be a light-hearted one, but should be a serious matter, which focuses clearly on welfare and safety of the public. The fact that an evacuation will cost money should never be a reason not to evacuate. The safety of the public is the only real consideration.

Definitions:

Incident Commander: The individual who is leading the disaster management effort. In many cases, this person will be in your village, in your "coordination center" (commonly referred to as the "command post"). In some cases, the EOC may be established in Kotzebue at the Borough, Guard Armory, Troopers Office, or other facility. Whoever is the leader at the Kotzebue location will be the Incident Commander. The leader in the outlying community will be referred to as the On-scene Coordinator.

Evacuation warning: A warning usually issued by the Incident Commander or someone else in authority, when conditions are such that an evacuation may soon be necessary. This warning is intended to give citizens time to move sick or elderly persons, animals, or valuable property from the incident area.

Evacuation Directive: Direction usually given by the Incident Commander or someone else in authority, when conditions are such that immediate evacuation of an area is necessary to protect life and property. Citizens are advised and directed to evacuate. Persons apparently capable of making reasoned and informed decisions to remain within the area may do so at their own risk.

Evacuation Order: An order issued by on-scene incident personnel (not Incident Commanders or persons in authority who are not on-scene), for the purpose of removing persons from the evacuation area who (a) do not have the means to evacuate themselves, or (b) cannot make informed reason decisions about their personal safety. When a person has been issued an evacuation order, incident personnel *cannot* allow that person to remain in the evacuation area. Force may be used to remove such person, if necessary. Persons likely to be subject to an evacuation order might be : minor children left alone, mentally or physically impaired persons, or persons under the influence of alcohol or drugs.

Evacuation Assembly Area: A site designated by the Incident Management Team or local authorities for citizens to gather while awaiting evacuation transportation (for example, Noatak

Airport).

EVACUATION ANNEX (continued)

Evacuation Center: A relocation point where evacuees can be registered, and needs for shelters can be determined. Shelter information is posted here (for example, Bering Air Terminal at Kotzebue Airport).

Evacuation Shelter: A facility managed and staffed by volunteer agencies for housing and feeding evacuees (for example, Kotzebue High School, or Kotzebue National Guard Armory).

Checkpoint: A location on a traveled way where people will be encouraged to stop and receive information about the area they are about to enter.

Roadblock: A location on a traveled way where the passage of people or vehicles is blocked and entry into the restricted area is prevented unless adequate justification for entry is provided. At a minimum, persons wanting access would need to provide:

1. One piece of identification (drivers license, social security card, etc.)
2. Location within the area to which person is traveling
3. Explanation of their need to enter the area
4. Assurance that they understand their presence may hinder emergency work in the area
5. Assurance that they understand they may incur some liability by hindering emergency operations within the area
6. Assure that they understand there may be personal risks of injury or death by entering the area
7. Assure that they understand there may be limited or no resources or opportunities to rescue them should they encounter life-threatening circumstances.

Road Closure: The prevention of travel into a specified area by barricading of a road, street, trail, or traveled way in a sufficient manner so as to cause travelers to recognize that passage is not permitted and that threat to life and health is present.

Options For Evacuation

In most Northwest Arctic Borough communities evacuation options are limited to the following:

Summer/Fall

1. By foot (walking). This option works to get upwind of a structure fire or oil spill.
2. Commuter aircraft or rescue helicopter (transport to another village).
3. Personal boat, skiff, or other watercraft (transport to another village or out of immediate area).

4. Personal ATV i.e., four wheeler (transport out of immediate area)

EVACUATION ANNEX (continued)

Winter/Spring

1. By foot (walking). This option works to get upwind of a structure fire or oil spill.
2. Commuter aircraft or rescue helicopter (transport to another village).
3. Personal snow machine (transport to another village or out of immediate area).

Note: During incidents involving flood waters, smoke, fire, or extreme cold, aircraft transportation may not be possible.

EVACUATION PROCEDURE CHECKLIST

- ___ 1. Verify that a threat to the life and safety of citizens exists.
- ___ 2. *If time permits*, prepare a written Evacuation Plan, describing the following:
 - . a) Nature of the threat, including contributing weather conditions
 - b) Affected areas
 - c) Objectives of evacuation effort
 - d) Detailed account of evacuation methods and routes
 - e) Communication methods and frequencies to be used by incident personnel.

Contact the Northwest Arctic Borough (1-800-478-1110) for coordination and planning assistance. Your planning will help with future decisions. Stay flexible. Your plan may even be the basis for deciding *not* to evacuate.

- ___ 3. *If time does not permit* the preparation of a written Evacuation Plan, the person in authority should fill out and *sign* the Emergency Evacuation Plan form, which is labeled "Attachment A" to this Annex. Call the Northwest Arctic Borough(1-800-478-1110), and inform Disaster Personnel of your actions.
- ___ 4. Submit the *Written* or *Emergency Form* Plan to the person(s) who will implement the evacuation (law enforcement, fire fighters, search and rescue members).
- ___ 5. If you have not done so, contact the Northwest Arctic Borough (1-800-478-1110), the Alaska State Troopers (1-800-789-3222) or the Division of Emergency Services (1-800-478-2337) for assistance in arranging for transportation and setting up of evacuation centers and shelters.
- ___ 6. Request volunteers for assignment to the task of assisting injured, disabled, or elderly evacuees.
- ___ 7. Assign personnel to record names and ages of all persons leaving your community by any means, regardless of their destination or mode of travel.
- ___ 8. Request all evacuees reaching a designated Evacuation Center to sign in and be accounted for, even if they are not staying at a shelter.

EVACUATION PROCEDURE CHECKLIST (continued)

- ___ 9. Compare lists of persons leaving your community with lists of those arriving at Evacuation Centers. Try to account for all citizens.

- ___ 10. Track and document all costs for the evacuation (this could be done by the Borough upon request).

- ___ 11. Within safety guidelines and your ability, provide security (at perimeter) for any evacuated areas until residents are allowed to return.

- ___ 12. Assess requests to return to evacuated areas on a special case-by-case basis.

Attachment A

Emergency Evacuation Plan Form

EMERGENCY EVACUATION PLAN

As the Incident Commander of the _____ incident, I find that certain evacuation actions are necessary and appropriate to ensure the safety of the public and the assigned emergency responders. Therefore I am (we are) issuing the following instructions:

- Evacuation Warning
- Evacuation Directive

This action is valid for the following area:

Evacuation Centers (staging areas) will be located at:

Local citizens affected by this act should be told to:

- Prepare for an evacuation.
- Evacuate the area and check in at the evacuation center (staging area)
- Other (describe):

Perimeter Controls:

Establish an Outer Perimeter at: (describe)	Use the following perimeter control methods: <input type="checkbox"/> Check Point <input type="checkbox"/> Road Block
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Establish an Inner Perimeter at: (describe)	Use the following perimeter control methods: <input type="checkbox"/> Check Point <input type="checkbox"/> Road Block <input type="checkbox"/> Road Closure <input type="checkbox"/> Mobile Patrols
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Incident Commander

Date

Time

Principal Executive Officer

Date

Time