

EMERGENCY OPERATIONS GUIDE

EMERGENCY OPERATIONS GUIDE



HAINES, ALASKA



How To Use This Guide

This manual has been developed as a general checklist guide to help facilitate a safe and efficient response to a variety of emergency situations. *Many items on each checklist may not need to be followed because they are not applicable in all situations.* Also, some details may need to be added to cover unusual situations. This manual is *not* a substitute for common sense or intelligent decision making that is always necessary in any emergency situation.

If *immediate* warning or evacuation is essential, go to the *Alert and Warning Section*. The tab is located on the *top edge* of this manual.

For general use:

1. Go to the *Hazard Specific Checklist Section*. The tabs are located along the *right hand edge* of this manual.
2. Determine which response phase is appropriate for the hazard in question and refer to that specific phase.

If a disaster *threatens*
Use the Warning Phase

If a disaster *has occurred*:
Use the Response Phase
Use the Recovery Phase



Introduction

Table Of Contents

Introduction

How To How To Use This Guide -----	0-0
Table Of Contents -----	0-1
Acknowledgment -----	0-3

Section 1 Hazard Specific Checklist

Tab 1	Avalanche-----	1-1
Tab 2	Civil Disorder-----	1-7
Tab 3	Earthquakes-----	1-13
Tab 4	Enemy Attack -----	1-17
Tab 5	Energy Shortage -----	1-23
Tab 6	Fire -----	1-29
Tab 7	Flood -----	1-35
Tab 8	Hazardous Materials -----	1-41
Tab 9	Hazardous Accident Evacuation Zone--	1-45
Tab 10	Transportation Accident (Passenger)-----	1-47
Tab 11	Tsunami -----	1-51
Tab 12	Volcano-----	1-57
Tab 13	Weather Extremes-----	1-63
Tab 14	Animal Care & Sheltering -----	1-69
Tab 15	School Violence -----	1-73

Section 2 Disaster Declaration & Reporting

Disaster Management -----	2-1
Disaster Declaration -----	2-5
Disaster Reporting Form-----	2-7

Section 3 Incident Management Section

Emergency Response Management -----	3-1
Outline of Responsibilities -----	3-2
EOC Location -----	3-3
Resource Possibilities -----	3-4
Organizational Structure [EOC/Hns]-----	Insert
Extra Organization Structure Forms -----	Insert

Section 4 Public Information

Release of Information -----	4-1
Warning Phase Format Checklist -----	4-3
Response Phase Format Checklist -----	4-5
Public Hazards Discussion-----	4-7



Introduction

Table Of Contents

Section 5 Communications
 Communications Nets ----- 5-1
 Local Agency Frequencies ----- 5-2

Section 6 Alert & Warning
 Evacuation Warning Notice ----- 6-1
 Warning Procedures Log ----- 6-3

Section 7 Evacuation
 Authorization & Procedure ----- 7-1
 Evacuation Order Forms ----- 7-3

Section 8 Shelter & Feeding
 Sheltering In Place ----- 8-1
 Emergency Shelter List ----- 8-2
 Opening An Emergency Shelter ----- 8-3
 Equipment & Supplies ----- 8-4
 Food & Quantities ----- 8-5

Section 9 Resources
 Equipment List [Agency Owned] ----- 9-1
 Equipment List [Private Owned] ----- 9-2
 Volunteers----- 9-3
 Volunteer Job Description ----- 9-4
 Donations----- 9-5
 Volunteer Record Keeping ----- 9-6
 Mutual Aid Agreements ----- 9-7
 Telephone List ----- 9-9
 Acronyms ----- 9-11
 Special Personnel----- 9-13

Section 10 Excursion Inlet
 Incident Command Chart [blank] ----- 10-1
 Communications / Mutual Aid ----- 10-3
 Special Personnel ----- 10-4
 Alert & Warning ----- 10-5
 Alert & Warning Message Log ----- 10-6
 Evacuation ----- 10-7
 Hazardous Materials----- 10-9
 Hazardous Materials Map ----- 10-11
 Shelter In Place ----- 10-13

Section 11 Volunteer Annex
 Purpose / Assumptions ----- 11-1
 Concept of Operations ----- 11-2
 Volunteer Action Center (VAC0)----- 11-3
 Potential Tasking / Management Tips ----- 11-4
 25 Ways to Recognize Emergency Volunteers -- 11-6
 Volunteer Registration Form----- 11-7
 Volunteer Request Form----- 11-9



Acknowledgment

This Emergency Operations Guide would not exist if it were not for the foresight and genuine concern of the Mayor/Manager, Borough Staff, political leaders, and the volunteers on the Haines Emergency Local Planning (HELP) Committee.

A special thanks to the Alaska Division of Emergency Services for their cooperation and support in the development of the original plan.

A special thanks to all the faithful and tireless responders of the HVFD that have been a tremendous help in the production of this guide that has been specially adapted to meet the needs of the very small communities in Alaska. Your many volunteer hours of dedication to finding better ways to respond in a disaster situation is greatly appreciated. Many lives may be saved because of your efforts.



Hazard Specific Checklist

HAINES

AVALANCHE

Avalanche

Warning Phase Checklist (1 of 2)

1. Confirm and assess the situation. _____

Phone Alternate

National Weather Service	907 790-6824	
State Trooper	766-2552	766-2533
Highway Department.....	766-2340	766-2005
Need Volunteers? See [Section 11].....	Volunteer ManagerSee EOG Phone List

- ___ When was the warning issued?
- ___ What is the degree of danger?
- ___ What are the boundaries of the avalanche area?
- ___ Are conditions improving or deteriorating?

2. Evaluation of emergency. _____

- ___ How many people are in or passing through the path of the avalanche?
- ___ How many structures are in the path of the avalanche?
- ___ How many people could be isolated by the avalanche?
- ___ How many structures could be isolated by the avalanche?
- ___ What type of structures may be isolated?
- ___ nursing homes
- ___ schools
- ___ medical facilities
- ___ emergency facilities
- ___ highway maintenance
- ___ What utilities could be disrupted?

3. Immediate actions? _____

- ___ Is immediate evacuation appropriate?
See Evacuation Section
- ___ Do warnings need to be issued?
See Alert - Warning Section
- ___ Should traffic be diverted or stopped?
- ___ Do advisories need to be issued?
See Public Information Section

4. Preventative actions. _____

- ___ If it is safe to do so, have existing controls inspected.
(road barriers, firing points, etc.)

5. Preparedness actions. _____

- ___ Inventory emergency communications network.
See communications Section
- ___ Inventory location and availability of heavy equipment and supplies.
(trucks, bulldozers, front loaders, graders, snow plows, fuel, barricades, etc.)
- ___ Inventory supplies for emergency personnel.
(special clothing, hard hats, road barriers, flashlights & batteries, barrier tape, maintenance tools, rescue tools, etc.)
- ___ Identify evacuation routes if needed.
- ___ Identify safe areas for emergency shelters or staging of equipment.



Hazard Specific Checklist

HAINES

AVALANCHE

Avalanche Warning Phase Checklist (2 of 2)

6. Alert appropriate emergency personnel. _____

- Police Department
(warning, evacuation, crowd control, secure evacuated area)

<i>Police Department</i>	766-2121	766-3231
<i>State Trooper</i>	766-2552	766-2533

- Fire Department
(fire, rescue, hazardous materials)

<i>Fire Department</i>	766-2115	766-2118
------------------------------	----------	-------	----------

- Emergency Medical Services
(trauma, medical transport)

<i>EMS</i>	766-2115	766-2118
------------------	----------	-------	----------

- Identify the location of the Emergency Operations Center (EOC)
- Incident Management Team (IMT)

See Incident Management Section

<i>Local Emergency Manager</i>	Office--766-2711 [Ext-29]	Home--See EOP Phone List
--------------------------------------	---------------------------	-------	--------------------------

- Shelter Manager Coordinator
- Estimate number of shelters needed.
- Food for emergency personnel in the field.

See Shelter and Feeding Section

<i>American Red Cross</i>	Local- None----	Regional.....	JNU-907 463-5713
---------------------------------	-----------------	---------------	------------------

- Open volunteer resource center.
- Special personnel: interpreters, clergy, counselors, technicians, medical?

See Resources Section- See Special Personnel

- School Superintendent
(school closure or evacuation, use of buildings, equipment or personnel)

<i>School Superintendent</i>	766-2644.....	766-2811
------------------------------------	---------------	----------

- Search and Rescue (help with warning & evacuation in remote areas)

<i>SAR</i>	766-2115.....	766-2118
------------------	---------------	----------

- Facilities that may be isolated by the avalanche.
(nursing homes, medical facilities, utilities, fuel depots, telephone, radio/TV)
- Special personnel (interpreters, clergy, counselors)

7. If appropriate, distribute preparedness information. _____

See Public Information Section

Warning Phase Public Information Format



Hazard Specific Checklist

HAINES

AVALANCHE

Avalanche Response Phase Checklist (1 of 2)

1. Confirm and assess the situation. _____

Phone Alternate

<i>National Weather Service</i>	907 790-6824	
<i>State Trooper</i>	766-2552	766-2533
<i>Highway Department</i>	766-2340	766-2005
<i>Need Volunteers? See [Section 11]</i>	<i>Volunteer Manager</i>	<i>See EOG Phone List</i>

- When did the avalanche occur?
- What are the boundaries of the avalanche area?
- Are snow conditions near the avalanche stable?

2. Evaluation of the Emergency _____

- Is anyone believed to be trapped in the avalanche? If so, how many?
- Were any structures lost or damaged?
- How many people are in need of temporary shelter?
- Are any roads blocked by the avalanche?
- How many people are isolated by the avalanche?
- Are nursing homes, medical facilities or school with children isolated?
- Has telephone service or utility services been disrupted?
- Are there any other unusual situations that need to be addressed?

3. Immediate actions. _____

- Establish road blocks and evacuation routes

<i>Police Department</i>	766-2121	766-3231
<i>State Trooper</i>	766-2552	766-2533
<i>Highway Department</i>	766-2340	766-2005

- Initiate a warning and alert, if appropriate.
See Alert - Warning Section
- Initiate an evacuation, if appropriate.
See Evacuation Section
- Disseminate public information
See Public Information Section
Response Phase Public Information Format
- Open and staff an Emergency Operations Center (EOC)
- Activate an Incident Management Team (IMT)

<i>Local Emergency Manager Office--766-2711 [Ext-29].... Home--See EOP Phone List</i>

See Incident Management Organization Section

- Open emergency shelters.

<i>American Red Cross</i>	<i>Local- None</i>	<i>JNU-907 463-5713</i>
---------------------------------	--------------------------	-------------------------

See Shelter and Feeding Section

- Open volunteer resource center.
- Special personnel: interpreters, clergy, counselors, technicians, medical?
See Resources Section- See Special Personnel

4. Actions to be taken as soon as possible. _____

- Initiate avalanche control procedures. (activate firing points, snow removal)
- Initiate patrols to secure the evacuated area.
- If more than five people are injured alert medical clinics.

<i>Medical Center</i>	766-6323	766-6300
-----------------------------	----------	----------



Hazard Specific Checklist

HAINES

AVALANCHE

Avalanche Response Phase Checklist (2 of 2)

4. Actions to be taken as soon as possible. (continued)

- Activate Search and Rescue if appropriate.
(locate missing persons, support EMS)

SAR	766-2115	766-2118
-----------	----------------	----------

- Special personnel (interpreters, clergy, counselors)
- Request assistance from mutual aid partners, if appropriate.
- Initiate a "shotgun estimate" of private and public damage.
(number of homes destroyed x \$100,000 x 2)
- Request additional assistance as needed.

Division Of Emergency Services	800 478-2337
<i>U.S. Coast Guard</i>	<i>800 478-5555</i>
<i>SE AK Troopers Headquarters.....</i>	<i>907 465-4000 or 225-5118</i>
<i>Need Volunteers? See Volunteer Annex [Section 11]</i>	

- Document the cost of material and labor involved with the emergency.
- Initiate initial individual rehabilitation programs. Initiate services to help victims cope with the situation and to provide temporary food, clothing, basic supplies and shelter for people displaced by the disaster.
- Establish disaster welfare inquire system.
- Keep the public informed of the disaster situation.

See Public Information Section

5. Secondary actions.

- Form a task force to document and estimate damage to public and private property.
- Does the situation warrant a Disaster Declaration?
See Disaster Declaration and Reporting Section



Hazard Specific Checklist

HAINES

AVALANCHE

Avalanche Recovery Phase Checklist (1 of 1)

1. **Stabilization actions.** _____
- ___ Initiate a survey of the area and correct safety hazards as soon as possible.
 - ___ Initiate removal of snow and debris.
 - ___ Initiate restoration of utilities, telephone service and transportation links. Essential facilities such as clinics, emergency operations center, nursing homes, fire, police and emergency shelters will be given priority.
 - ___ When safe access is established, arrange for the return of evacuees to assess damages. Use road blocks and a permit system to control access and maintain security.
 - ___ Open volunteer resource center.
 - ___ Special personnel: interpreters, clergy, counselors, technicians, medical?
See Resources Section- See Special Personnel
 - ___ Initiate initial individual rehabilitation programs. Initiate services to help victims cope with the situation and to provide temporary food, clothing, basic supplies and shelter for people displaced by the disaster.
 - ___ Establish disaster welfare inquire system

<i>American Red Cross - Regional.....907 646-5400</i>
<i>Salvation Army.....766-2470</i>
<i>Division of Emergency Services.....800 478-2337</i>
<i>SE Alaska Troopers – Regional907 465-4000 or 225-5118</i>
<i>Other Agencies</i>



Hazard Specific Checklist

HAINES

AVALANCHE

This page intentionally left blank.



Hazard Specific Checklist

Civil Disorder Warning Phase Checklist (1 of 2)

1. **Confirm and assess the situation.** _____

	Phone	Alternate
<i>Police Department</i>	<i>766-2121</i>	<i>766-3231</i>
<i>State Trooper</i>	<i>766-2552</i>	<i>766-2533</i>
<i>Need Volunteers? See [Section 11].....</i>	<i>Volunteer Manager</i>	<i>See EOG Phone List</i>

- What type of incident is anticipated?
- Where will the incident occur?
- When will the incident occur?
- What type of problems are anticipated?
- How many individuals may be involved?
- What structures may be involved?....
- Are the conditions that precipitated the incident improving or deteriorating?
- Are individuals likely to be under the influence of alcohol or drugs?
- What measures can be taken to avoid or decrease the problem?

2. **Evaluation of the emergency.** _____

- Can local law enforcement handle the problem without outside help?
- How many additional personnel are needed?
- Is additional special equipment needed?
- Are there facilities in the area that should be evacuated, closed or provided with increased security?
 - schools
 - Senior Citizen Facilities
 - medical facilities
 - emergency facilities
 - utilities services
 - telephone service
 - radio and television stations

3. **Immediate actions?** _____

- Is immediate evacuation appropriate?
See Evacuation Section
- Do warnings need to be issued?
See Alert - Warning Section
- Should traffic be diverted or stopped?
- Do advisories need to be issued?
See Public Information Section

4. **Preventative actions.** _____

_____ Establish liaison with Regional, State and Federal agencies, if appropriate.

<i>State Troopers</i>	<i>766-2552</i>	<i>766-2533</i>
<i>FBI</i>	<i>907 463-3461 or 276-4441</i>	
<i>Governor</i>	<i>907 465-3500</i>	

5. **Preparedness actions.** _____

- Establish curfews if appropriate.
- Inventory emergency communications network.
- Inventory cellular phone capabilities.
- Request mobile cellular satellite link equipment from state

<i>Mobile Cellular Link</i>	<i>907 428-7053</i>
-----------------------------------	---------------------



Hazard Specific Checklist

Civil Disorder Warning Phase Checklist (2 of 2)

5. Preparedness actions. (continued)

- Inventory location and availability of police and fire auxiliary.
- Inventory supplies for emergency personnel.
(special clothing, hard hats, road barriers, flashlights & batteries, barrier tape, maintenance tools, rescue tools, etc.)
- Identify evacuation routes if appropriate.
- Identify safe areas for emergency shelters if needed.

6. Alert appropriate emergency personnel. _____

- Police Department
(crowd control, security, warning, evacuation)

<i>Police Department</i>	<i>766-2121</i>	<i>766-3231</i>
<i>State Trooper</i>	<i>766-2552</i>	<i>766-2533</i>

- Fire Department
(fire, rescue, hazardous materials)

<i>Fire Department</i>	<i>766-2115</i>	<i>766-2118</i>
------------------------------	-----------------------	-----------------

- Emergency Medical Services
(trauma, medical transport)

<i>EMS</i>	<i>766-2115</i>	<i>766-2118</i>
------------------	-----------------------	-----------------

- Identify the location of the Emergency Operations Center (EOC)
- Emergency Management Team Coordinator

<i>Local Emergency Manager Office--766-2711 [Ext-29]Home – Home--See EOP Phone List</i>

See Incident Management Section

- Shelter Manager Coordinator
- Estimate number needing shelter
- Food for emergency personnel in the field

<i>American Red Cross.....Local- None--None.....</i>	<i>JNU-907 463-5713</i>
--	-------------------------

See Shelter & Feeding Section

- Open volunteer resource center.
- Special personnel: interpreters, clergy, counselors, technicians, medical?

See Resources Section- See Special Personnel

- School Superintendent
(possible school closure, use of building, buses and personnel)

<i>School Superintendent</i>	<i>766-2644.....</i>	<i>766-2811</i>
------------------------------------	----------------------	-----------------

- Search and Rescue
(help with warning & evacuation in remote areas)

<i>SAR</i>	<i>766-2115</i>	<i>766-2118</i>
------------------	-----------------------	-----------------

- Facilities that may be affected by the incident.
(Senior Citizen Facilities, medical facilities, utilities, fuel depots, telephone links, public transportation, radio and television stations, etc.)

7. If appropriate, distribute preparedness information. _____

See Public Information Section

Warning Phase Public Information Format



Hazard Specific Checklist

Civil Disorder Response Phase Checklist (1 of 2)

1. Confirm and assess the situation. _____

	Phone	Alternate
Police Department	766-2121	766-3231
State Trooper	766-2552	766-2533
Need Volunteers? See [Section 11].....	Volunteer Manager	See EOG Phone List

- ___ What type of incident has occurred?
- ___ When did the incident occur?
- ___ What is the location of the incident?
- ___ Are the conditions that precipitated the incident improving or deteriorating?
- ___ What type of problems are anticipated?
- ___ Do individuals involved with the disturbance appear to be under the influence of alcohol or drugs?
- ___ What measures are being taken to control the problem?
- ___ What measures are being taken to resolve the problem?
- ___ Does the surrounding areas need to be evacuated?

2. Evaluation of the emergency.

- ___ How many people are involved?
- ___ Are there victims or hostages?
- ___ Are there injuries or fatalities? If so, how many?
- ___ What structures are involved?
- ___ Are more disturbances expected?

3. Immediate actions?

- ___ Establish road blocks, if appropriate.

Police Department	766-2121	766-3231
State Trooper	766-2552	766-2533

- ___ Initiate a warning and alert, if appropriate.
See Alert - Warning Section
- ___ Initiate an evacuation, if appropriate.
See Evacuation Section
- ___ Open and staff an Emergency Operations Center (EOC)
- ___ Activate an Incident Management Team (IMT)

Local Emergency Manager	Office--766-2711 [Ext-29].....	Home--See EOP Phone List
-------------------------------	--------------------------------	--------------------------

See Incident Management Organization Section

- ___ Open emergency shelters, if needed.

American Red Cross.....	Local- None--Regional.....	JNU-907 463-5713
-------------------------	----------------------------	------------------

See Shelter and Feeding Section

- ___ Open volunteer resource center.
- ___ Special personnel: interpreters, clergy, counselors, technicians, retired medical?

See Resources Section- See Special Personnel

- ___ Disseminate public warnings
See Public Information Section

Response Phase Public Information Format



Hazard Specific Checklist

Civil Disorder Response Phase Checklist (2 of 2)

4. **Actions to be taken as soon as possible.** _____

- ___ Establish curfews, if appropriate.
- ___ Establish meeting size limitations, if appropriate
- ___ Request assistance from mutual aid partners, if appropriate
- ___ Request additional assistance from State & Federal agencies, if appropriate

<i>State Police- State Level</i>	<i>907 465-4000 or 225-5118</i>
<i>Division of Emergency Services</i>	<i>800-478-2337</i>
<i>National Guard</i>	<i>907-465-3500</i>
<i>Coast Guard</i>	<i>800-478-5555</i>

- ___ Initiate patrols to secure the evacuated area.

<i>Police Department</i>	<i>766-2121</i>	<i>766-3231</i>
<i>State Trooper</i>	<i>766-2552</i>	<i>766-2533</i>

- ___ If more than five people are injured alert medical clinics.

<i>Medical Clinic</i>	<i>766-6323</i>	<i>766-6300</i>
-----------------------------	-----------------	-----------------

Activate Search and Rescue if appropriate.
(locate missing persons, support EMS)

<i>SAR</i>	<i>766-2115</i>	<i>766-2118</i>
------------------	-----------------	-----------------

- ___ Document the cost of material and labor involved with the emergency.
- ___ Inform the public of the status of the emergency situation.
- ___ **See Public Information Section**
- ___ Initiate initial individual rehabilitation programs. Initiate services to help victims cope with the situation and to provide temporary food, clothing, basic supplies and shelter for people displaced by the disaster.

5. **Secondary actions.** _____

- ___ Does the situation warrant a Disaster Declaration?
See Disaster Declaration and Reporting Section
- ___ Is additional help needed?
- ___ Form a task force to identify and find solutions to the problems that may have precipitated the disorder.
- ___ Form a task force to document and estimate damage to public and private property.
- ___ Establish disaster welfare inquire system.



Hazard Specific Checklist

Civil Disorder Recovery Phase Checklist (1 of 1)

1. **Stabilization actions.** _____
- ___ Initiate a survey of the area and correct safety hazards as soon as possible.
 - ___ Initiate cleanup of debris.
 - ___ Initiate restoration of utilities, telephone service and transportation links. Essential facilities such as clinics, emergency operations center, Senior Citizen Facilities, fire, police, emergency shelters and schools will be given priority.
 - ___ When safe access is established, arrange for the return of evacuees to assess damages. Use road blocks and a permit system to control access and maintain security.
 - ___ Open volunteer resource center.
 - ___ Special personnel, interpreters, clergy, counselors, technicians, retired medical?
 - ___ **See Resources Section- See Special Personnel**
 - ___ Initiate initial individual rehabilitation programs. Initiate services to help victims cope with the situation and to provide temporary food, clothing, basic supplies and shelter for people displaced by the disaster.
 - ___ Establish disaster welfare inquire system

<i>American Red Cross - Regional.....JNU-907 463-5713</i>
<i>Salvation Army.....766-2470</i>
<i>Division of Emergency Services.....800-478-2337</i>
<i>Other Agencies</i>



Hazard Specific Checklist

This page intentionally left blank.



Hazard Specific Checklist

Earthquake Response Phase Checklist (1 of 2)

1. Confirm and assess the situation. _____

	Phone	Alternate
Police Department	766-2121	766-3231
State Trooper	766-2552	766-2533
State Seismographic Center.....	907 786-7497	907 745-4212
Need Volunteers? See [Section 11]	Volunteer Manager	See EOG Phone List

- When did the earthquake occur?
- What is the extent of damage?
 - many structures destroyed (parts of buildings collapsed)
 - major structural damage (visible cracks, uneven walls, broken pipes)
 - minor damage (broken windows, objects fall from shelves)
 - minimal damage (quake felt but no damage reported)

2. Evaluation of the emergency.

- How many injuries have been reported?
- How many casualties?
- How many fires have been reported?
- Are there reports of people being trapped in structures? If so, how many?
- Are nursing homes, medical facilities or schools with children compromised?
- How many roads are blocked by debris or structural damage? Which roads?
- Has electric service been disrupted?
- Has telephone service been disrupted?
- Are fuel supplies compromised?
- Estimate of the number of people who may need temporary shelter.
- Are there any other unusual situations that need to be addressed?

3 Immediate actions?

- Establish road blocks
- Identify evacuation routes out of very unsafe or unstable areas

Police Department	766-2121	766-3231
State Trooper	766-2552	766-2533
Borough Maintenance Department	766-2282	

- Initiate an evacuation if necessary.
See Evacuation Section
- Open and staff an Emergency Operations Center (EOC)
- Activate an Incident Management Team (IMT)

Local Emergency Manager -- Office--766-2711 [Ext-29]--Home - Home--See EOP Phone List

See Incident Management Organization Section

- Identify areas to establish emergency shelters
- Initiate the inspection of buildings to be used for shelters

Borough Maintenance Department	766-2282	
Police Department	766-2121	766-3231

- Initiate the inspection of road conditions for routes to shelters

Borough Maintenance Department	766-2282
--------------------------------------	----------

- Open emergency shelters

American Red Cross	Local- None	Juneau - 907 646-5400
--------------------------	-------------------	-----------------------



Hazard Specific Checklist

EARTHQUAKE

Earthquake Response Phase Checklist (2 of 2)

3. Immediate actions? (continued)

- Special personnel: interpreters, clergy, counselors, telephone access agent
- Open volunteer resource center.
- Special personnel: interpreters, clergy, counselors, technicians, medical?
See Resources Section- See Special Personnel
- Disseminate public information and instructions
See Public Information Section
Warning Phase Public Information Format

4. Actions to be taken as soon as possible. _____

- Inventory emergency communications network.
- Inventory cellular phone capabilities.
- Request mobile cellular satellite link equipment from state

Mobile Cellular Link907 428-7053

See Communications Section

- Inventory location and availability of heavy equipment and supplies.
(trucks, bulldozers, front loaders, graders, snow plows, fuel, barricades, etc.)

Highway Department766-2340.....766-2005

- Inventory supplies for emergency personnel.
(special clothing, hard hats, road barriers, flashlights & batteries, barrier tape, maintenance tools, rescue tools, etc.)
- Initiate patrols to secure the evacuated area.

Police Department766-2121766-3231

State Trooper766-2552766-2533

- If more than five people are injured alert medical clinics.

Medical Clinic766-6323766-6300

- Establish curfews, if appropriate
- Initiate patrols to secure evacuated and damaged areas.
- Activate Search and Rescue if appropriate.
(locate missing persons, support EMS)

SAR766-2115766-2118

- Initiate the restoration of damaged emergency communications links
- Request assistance from mutual aid partners, if appropriate.
- Request additional assistance as needed.

Division Of Emergency Services800 478-2337

U.S. Coast Guard800 478-5555

- Initiate a "shotgun estimate" of private and public damage.
(number of homes destroyed x \$100,000 x 2)
- Inform the public of status of the emergency situation.

See Public Information Section

5. Secondary actions. _____

- Does the situation warrant a Disaster Declaration?
See Disaster Declaration and Reporting
- Begin to document the cost of material and labor involved with the emergency.
- Form a team to document and estimate damage to public and private property.
- Establish disaster welfare inquire system.



Hazard Specific Checklist

EARTHQUAKE

Earthquake Recovery Phase Checklist (1 of 1)

1. Stabilization actions. _____

- ___ Initiate a survey of the area and correct safety hazards as soon as possible.
- ___ Initiate removal of debris.
- ___ Initiate restoration of utilities, telephone service and transportation links. Essential facilities such as clinics, emergency operations center, nursing homes, fire, police, emergency shelters and schools will be given priority.
- ___ When safe access is established, arrange for return of evacuees to assess damages. Use road blocks and a permit system to control access and maintain security.
- ___ Open volunteer resource center.
- ___ Establish disaster welfare inquire system
- ___ Special personnel: interpreters, clergy, counselors, technicians, medical?
See Resources Section- See Special Personnel
- ___ Initiate initial individual rehabilitation programs. Initiate services to help victims cope with the situation and to provide temporary food, clothing, basic supplies and shelter for people displaced by the disaster.

<i>American Red Cross</i>	<i>JNU-907 463-5713</i>
<i>Salvation Army</i>	<i>766-2470</i>
<i>Division of Emergency Services</i>	<i>800 478-2337</i>
<i>Other Agencies</i>	



Hazard Specific Checklist

HAINES

EARTHQUAKE

This page intentionally left blank.



Hazard Specific Checklist

HAINES

ENEMY ATTACK

Enemy Attack Warning Phase Checklist (1 of 2)

1. Confirm and assess the situation. _____

	Phone	Alternate
Police Department.....	766-2121	766-3231
State Trooper.....	766-2552	766-2533
National Guard – Governor.....	907 428-6205 or 6294 ...	907 465-3500

- What type of attack is anticipated?
- Can a time frame be projected?
- Are specific areas targeted?
- Are nuclear, chemical or biological weapons anticipated?
- Should civilian personnel be evacuated?
- Are the conditions that precipitated the threat improving or deteriorating?
- What measures can be taken to avoid or decrease the problem?
- What measures can be taken to avoid or decrease the problem?
- How long before the problems can be resolved?

2. Evaluation of emergency. _____

- Are there facilities in the area that should be evacuated, closed or fortified?
 - schools
 - nursing homes
 - medical facilities
 - emergency facilities
- Are there special problem facilities
 - utility service
 - telephone service
 - fuel supplies
 - water supply or sewage treatment
 - food supplies
 - radio and TV stations

3. Immediate actions? _____

- Is immediate evacuation appropriate?
See Evacuation Section
- Do advisories need to be issued?
See Public Information Section

4. Preventative actions. _____

- Establish liaison with State, Federal agencies.

National Guard – Governor...NG....907 428-6205 or 6294.....Governor....907 465-3500
--

5. Preparedness actions. _____

- Inventory emergency communications network.
- Inventory cellular phone capabilities.
See Communications Section
- Inventory availability of police auxiliary
- Inventory auxiliary power equipment by KW rating and determine the fuel supplies
- Inventory location and availability of heavy equipment and supplies
(truck, bulldozers, front loaders, graders, fuel supplies, barricades, etc.)
- Identify evacuation routes if needed.
- Identify areas for emergency shelters, if needed.



Hazard Specific Checklist

Enemy Attack Warning Phase Checklist (2 of 2)

5. Preparedness actions. (continued)

- Inventory public and private 4WD vehicles and buses.
- Inventory public and private boats, operators, supplies and safety equipment.
- Inventory auxiliary medical personnel, equipment and supplies.
- Arrange for control of incoming equipment and supplies by land, sea and air.
- Identify a staging area and initiate the organization of a motor pool dispatch.
- Inventory supplies for emergency personnel. (special clothing, hard hats, road barriers, flashlights & batteries, barrier tape, maintenance tools, rescue tools)
- If possible identify safe areas for emergency shelters if needed.

See Public Information Section

- Issue radiation, chemical or biological mitigation instructions, if appropriate.
- Review "Shelter in Place" instructions.

See Shelter and Feeding Section

See Public Information Section

6. Alert appropriate emergency personnel. _____

- Police Department
(crowd control, security, and evacuation)

<i>Police Department</i>	766-2121	766-3231
<i>State Trooper</i>	766-2552	766-2533

- Incident Management Team (IMT)

<i>Local Emergency Manager...Office--766-2711 [Ext-29]... Home--See EOP Phone List</i>
--

See Incident Management Section

- Identify the location of the Emergency Operations Center
- Shelter Manager Coordinator
- Estimate food needs for emergency personnel in the field
- Estimate the number of evacuees and notify shelter personnel

<i>American Red Cross</i>	Local- None	JNU-907 463-5713
---------------------------------	-------------	-------	------------------

See Shelter & Feeding Section

- Special personnel: interpreters, clergy, counselors, technicians, medical and etc.?

See Resources Section- See Special Personnel

- Fire Department (fire, hazardous substance and rescue)

<i>Fire Department</i>	766-2115	766-2118
<i>DEC</i>	800 478-9300		

- Emergency Medical Services
(trauma care, medical transport)

<i>EMS</i>	766-2115	766-2118
------------------	----------	-------	----------

- School Superintendent
(possible school closure, use of school buses and school buildings)

<i>School Superintendent</i>	766-2644	766-2811
------------------------------------	----------	-------	----------

- Search and Rescue (help with warning & evacuation in remote areas)

<i>SAR</i>	766-2115	766-2118
------------------	----------	-------	----------

- Facilities that may be affected by the shortage.
(nursing homes, medical, utilities, fuel depots, telephone, radio, TV, etc.)
- Volunteer Coordinator

7. If appropriate, distribute preparedness information. _____



Hazard Specific Checklist

HAINES

ENEMY ATTACK

Enemy Attack Response Phase Checklist (1 of 2)

1. Confirm and assess the situation. _____

Phone Alternate

Police Department.....	766-2121	766-3231
State Trooper.....	766-2552	766-2533
National Guard – Governor.....	907 428-6205 or 6294 ...	907 465-3500

- What type of attack has occurred?
- When did it occur?
- Where did the attack occur?
- Are there injuries or fatalities, if so how many?
- What structures are involved?
- Are nuclear, biological or chemical weapons being used?
- Should civilian personnel be evacuated?
- Are conditions that precipitated the attack improving or deteriorating?

2. Evaluation of emergency. _____

3. Is additional special equipment needed? If so, what type?
- Which facilities should be evacuated, closed or fortified
 - schools
 - nursing homes
 - medical facilities
 - emergency facilities
 - Are there special problem facilities
 - utility service
 - telephone service
 - fuel supplies
 - water supply or sewage treatment
 - food supplies
 - radio and TV stations

3. Immediate actions? _____

- Establish road blocks, if appropriate.
- Initiate alert and warning, if appropriate.
- See Alert – Warning Section**
- Initiate evacuation, if appropriate.
- See Evacuation Section**
- Do advisories need to be issued?
- See Public Information Section**
- Activate Incident Command Team, if not already in place

Local Emergency Manager Office--766-2711 [Ext-29] Home--See EOP Phone List

See Incident Management Organization Section

- Identify areas to establish emergency shelters
- Initiate the inspection of building to be used as shelters, if necessary
- Initiate the inspection of roads and bridges, if necessary.

City Maintenance.....	766-2282	
Police Department.....	766-2121	766-3231
Highway Department	766-2340	766-2005

- Open Emergency Shelters, if appropriate.

American Red Cross.....Local- None.....JNU-907 463-5713

See Shelter and Feeding Section



Hazard Specific Checklist

Enemy Attack Response Phase Checklist (2 of 2)

3. Immediate actions? (continued)

Disseminate public warnings and instructions

See Public Information Section

4. Actions to be taken as soon as possible

Establish liaison with State, Federal agencies.

National Guard - Governor907 428-6205 or 6294...907 465-3500

Inventory emergency communications network.

Inventory cellular phone capabilities.

See Communications Section

Inventory location of police auxiliary

Identify auxiliary power equipment by KW rating and determine the fuel supplies

Inventory location and availability of heavy equipment and supplies (truck, bulldozers, front loaders, graders, fuel supplies, barricades, etc.)

Inventory public and private 4WD vehicles and buses.

Inventory public and private boats, operators, supplies and safety equipment.

Inventory auxiliary power equipment with KW ratings and fuel supply

Inventory auxiliary medical personnel, equipment and supplies.

Arrange for control of incoming equipment and supplies by land, sea and air.

Identify a staging area and initiate the organization of a motor pool dispatch.

Inventory supplies for emergency personnel. (special clothing, hard hats, road barriers, flashlights & batteries, barrier tape, maintenance tools, rescue tools)

Establish curfews if appropriate.

Establish patrols to secure evacuated area, if appropriate.

Establish meeting size limitations, if appropriate.

Open volunteer resource centers.

Request additional State and Federal help, if appropriate.

Search and Rescue (help with warning & evacuation in remote areas)

SAR766-2115766-2118

5. Secondary Actions

Document the cost of materials and labor involved with the emergency.

Does the situation warrant a Disaster Declaration?

Form a task force to document and estimate damage to public and private property.

Establish a disaster welfare inquire system



Hazard Specific Checklist

HAINES

ENEMY ATTACK

Enemy Attack Recovery Phase Checklist (1 of 1)

1. Stabilization actions. _____

- ___ Initiate a survey of the area and correct safety hazards as soon as possible.
- ___ Initiate removal of debris.
- ___ Initiate restoration of utilities, telephone service and transportation links. Essential facilities such as clinics, emergency operations center, nursing homes, fire, police, emergency shelters and schools will be given priority.
- ___ When safe access is established, arrange for return of evacuees to assess damages. Use roadblocks and a permit system to control access and maintain security.
- ___ Open volunteer resource center.
- ___ Establish a disaster welfare inquire system, if one has not been established
- ___ Initiate coordination special personnel: interpreters, clergy, counselors, technicians, medical?
- ___ **See Special Personnel in the Resources Section-**
- ___ Initiate initial individual rehabilitation programs. Initiate services to help victims cope with the situation and to provide temporary food, clothing, basic supplies and shelter for people displaced by the disaster.

<p><i>American Red Cross - RegionalJNU-907 463-5713</i> <i>Salvation Army.....766-2470</i> <i>Division of Emergency Services..... 800 478-2337</i> <i>Other Agencies</i></p>



Hazard Specific Checklist

HAINES

ENEMY ATTACK

This page intentionally left blank.



Hazard Specific Checklist

HAINES

ENERGY SHORTAGE

Energy Shortage Warning Phase Checklist (1 of 2)

1. Confirm and assess the situation. _____

Phone

Alternate

<i>Power Company</i>	766-6515 or 6500
<i>Fuel Distributors</i>	766-3190
<i>Need Volunteers? See [Section 11].....</i>	<i>Volunteer Manager..... See EOG Phone List</i>

- What type of energy shortage is anticipated?
- Can a time frame be projected?
- How long before the problems can be resolved?
- What areas will be involved?
- Are the conditions that precipitated shortage improving or deteriorating?
- What measures can be taken to avoid or decrease the problem?
- Current weather conditions and predicted weather conditions.

2. Evaluation of emergency. _____

- How many people will be affected?
- Is special equipment needed?, If so what type?
- Are there facilities in the area that should be evacuated, closed or provided with alternative energy sources?
(Which facilities have auxiliary emergency power or fuel supplies?)
 - nursing homes
 - medical facilities
 - emergency facilities
 - transportation facilities (powered docks, traffic regulators, airports, train depots)
 - water supply
 - facilities that store products that breakdown with heat or cold
 - radio or TV stations

3. Immediate actions? _____

- Is immediate evacuation appropriate?
See Evacuation Section
- Do advisories need to be issued?
See Public Information Section

4. Preventative actions. _____

- Establish liaison with State, Federal agencies.

<i>Division Of Emergency Services.....800-478-2337</i>

5. Preparedness actions. _____

- Inventory emergency communications network.
- Inventory cellular phone capabilities.
See Communications Section
- Inventory auxiliary power equipment by KW rating and determine the fuel supplies
- Inventory supplies for emergency personnel.
(special clothing, hard hats, road barriers, flashlights & batteries, barrier tape, maintenance tools, rescue tools, etc.)
- Identify evacuation routes if needed.
- Identify areas for emergency shelters, if needed.



Hazard Specific Checklist

HAINES

ENERGY SHORTAGE

Energy Shortage Warning Phase Checklist (2 of 2)

6. Alert appropriate emergency personnel. _____

- ___ Police Department
(crowd control, security, evacuation)

<i>Police Department</i>	<i>766-2121</i>	<i>766-3231</i>
<i>State Trooper</i>	<i>766-2552</i>	<i>766-2533</i>

- ___ Incident Management Team (IMT)

<i>Local Emergency Manager</i>	<i>907-372-8800</i>
--------------------------------------	---------------------

See Incident Management Section

- ___ identify the location of the Emergency Operations Center
- ___ Shelter Manager Coordinator
- ___ Food for emergency personnel in the field
- ___ Estimate the number of evacuees

<i>American Red Cross</i>	<i>Local- None</i>	<i>JNU-907 463-5713</i>
---------------------------------	--------------------------	-------------------------

See Shelter & Feeding Section

- ___ Open volunteer resource center.
- ___ Special personnel: interpreters, clergy, counselors, technicians, retired medical?

See Resources Section - See Special Personnel

- ___ Fire Department
(fire, hazardous substance and rescue)

<i>Fire Department</i>	<i>766-2115</i>	<i>766-2118</i>
------------------------------	-----------------------	-----------------

- ___ Emergency Medical Services
(trauma care, medical transport)

<i>EMS</i>	<i>766-2115</i>	<i>766-2118</i>
------------------	-----------------------	-----------------

- ___ School Superintendent
(possible school closure, use of school buses and school buildings)

<i>School Superintendent</i>	<i>766-2644</i>	<i>766-2811</i>
------------------------------------	-----------------------	-----------------

- ___ Search and Rescue (help with warning & evacuation in remote areas)

<i>SAR</i>	<i>766-2115</i>	<i>766-2118</i>
------------------	-----------------------	-----------------

- ___ Facilities that may be affected by the shortage.
(nursing homes, medical, utilities, fuel depots, telephone, radio, TV, etc.)

7. If appropriate, distribute preparedness information. _____

See Public Information Section

Warning Phase Public Information Format



Hazard Specific Checklist

HAINES

ENERGY SHORTAGE

Energy Shortage Response Phase Checklist (1 of 2)

1. Confirm and assess the situation. _____

Phone

Alternate

<i>Power Company</i>	766-6515 or 6500	
<i>Fuel Distributors</i>	766-3190	
<i>Need Volunteers? See [Section 11]</i>	<i>Volunteer Manager</i>	<i>See EOG Phone List</i>

- What type of energy shortage has occurred?
- When did the energy shortage occur?
- What area is affected?
- How long before the problems can be resolved?
- What measures are being taken to correct the problem?
- Are the conditions that precipitated shortage improving or deteriorating?
- What measures can be taken to lessen the problem?
- What are the current weather conditions and predicted weather conditions.

2. Evaluation of emergency. _____

- How many people are affected?
- Is special equipment needed?, If so what type?
- Are there facilities in the area that should be evacuated, closed or provided with alternative energy sources?
(Which facilities have auxiliary emergency power or fuel supplies?)
 - nursing homes
 - medical facilities
 - emergency facilities
 - transportation facilities (powered docks, traffic regulators, airports, train depots)
 - facilities that store products that breakdown with heat or cold
 - radio and TV stations

3. Immediate actions? _____

- Arrange for emergency power for essential facilities.
(mobile portable generators, portable electric welding machines)
- Arrange for security, crowd and traffic control, establish road blocks, evacuation or transportation, if appropriate.

<i>Police Department</i>	766-2121	766-3231
<i>State Trooper</i>	766-2552	766-2533

- Identify evacuation routes if needed.
- Initiate evacuation, if appropriate.
- See Evacuation Section**
- Establish curfews if appropriate
- Open and staff an Emergency Operations Center (EOC)
- Activate an Incident Management Team (IMT)
- Local Emergency Manager* 1 EOG DB:DB File not open
- See Incident Management Organization Section**
- Identify areas to establish emergency shelters, if needed
- Open emergency shelters, if appropriate.

<i>American Red Cross</i>	<i>Local- None</i>	907 646-5400
---------------------------------	--------------------------	--------------

See Shelter and Feeding Section



Hazard Specific Checklist

HAINES

ENERGY SHORTAGE

Energy Shortage Response Phase Checklist (2 of 2)

3. Immediate actions? (continued)

- Open volunteer resource center.
 - Special personnel: interpreters, clergy, counselors, technicians, retired medical?
- See Resources Section - See Special Personnel**

<i>School Superintendent</i> 766-2644 766-2811
--

- Disseminate public warnings that must be issued immediately
(If electrical power is not available to the area, mobile public address systems may need to be used by public safety officials to disseminate information.)

See Public Information Section - Response Phase Public Information Format

4. Actions to be taken as soon as possible. _____

- Inventory emergency communications network.
 - Inventory cellular phone capabilities.
- See communications Section**
- Inventory auxiliary power equipment with KW rating and fuel supplies.
 - Inventory supplies for emergency personnel. (special clothing, hard hats, road barriers, flashlights & batteries, barrier tape, maintenance tools, rescue tools, etc.)
 - Initiate restoration of utilities, telephone service and transportation and communication links. Essential facilities such as clinics, emergency operations center, nursing homes, fire, police, emergency shelters will be given priority.
 - Request additional assistance from State and Federal agencies, if appropriate

Division Of Emergency Services800-478-2337

- Identify which facilities contain products that may be damaged by the energy shortage or power fluctuations.
- If there is a shortage of heating fuel
- Encourage people to set thermostats to the lowest setting possible consistent with safety and health conditions of the residents.
- Identify sources for alternative fuels and encourage their use.
- Determine the possibility of using government stockpiles of fuel
- If there is a shortage of gasoline, inventory & reserve fuel for emergency vehicles.
(consider travel restrictions, car pooling, reduction of bus routes, decreased non-essential road maintenance)
- Activate Search and Rescue if appropriate.
(locate missing persons, support EMS)

SAR 766-2115 766-2118

5. Secondary actions. _____

- Document the cost of material and labor involved with the emergency.
 - Inform the public of what is being done.
 - Does the situation warrant a Disaster Declaration?
- See Disaster Declaration and Reporting Section**
- Form a task force to document and estimate damage to public and private property.
 - If a fuel shortage to a particular building is the result of a landlord-tenant confrontation or a result of poor credit: Gather information to get facts from both sides of the issue to validate claims of hardship. The Alaska Department of Emergency Services does not get involved with credit matters. Consult the Alaska Public Utilities Commission for advice on obtaining assistance for low income families from the Federal Government.



Hazard Specific Checklist

HAINES

ENERGY SHORTAGE

Energy Shortage Recovery Phase Checklist (1 of 1)

1. **Stabilization actions.** _____

- ___ Initiate a survey of the area and correct safety hazards as soon as possible.
- ___ Initiate restoration of power or energy to utilities, telephone service and transportation links. Essential facilities such as clinics, emergency operations center, nursing homes, fire, police, emergency shelters and schools will be given priority.
- ___ Arrange for return of evacuees.
- ___ Open volunteer resource center.
- ___ Establish disaster welfare inquire system.
- ___ Special personnel: interpreters, clergy, counselors, technicians, retired medical?
See Resources Section - See Special Personnel
- ___ Initiate initial individual rehabilitation programs. Initiate services to help victims cope with the situation and to provide temporary food, clothing, basic supplies and shelter for people displaced by the disaster.

<i>American Red Cross - Regional.....JNU-907 463-5713</i>
<i>Salvation Army 766-2470</i>
<i>Division of Emergency Services.....800-478-2337</i>
<i>Other Agencies</i>



Hazard Specific Checklist

HAINES

ENERGY SHORTAGE

This page intentionally left blank.



Hazard Specific Checklist

Fire Warning Phase Checklist (1 of 2)

1. Confirm and assess the situation. _____

Division of Environmental Conservation.....	800 478-9300	
Fire Department	766-2115	766-2118
Alaska Division of Forestry	766-2120	766-3077

- What are the current fire danger conditions?
- What areas are involved?
- Are conditions improving or deteriorating?
- What are the current weather conditions and what is the forecast.
- What fire restrictions are currently in effect?.....

2. Evaluation of emergency. _____

- How many structures are in the area?
- Are there facilities in the area that should be evacuated?
 - schools
 - nursing homes
 - medical facilities
 - homes
- Are there special problem facilities within the area?
 - emergency facilities
 - fuel supplies
 - chemical plants
 - water supply

3. Immediate actions? _____

- Is immediate evacuation appropriate?
See Evacuation Section
- Do warnings need to be issued?
See Alert - Warning Section
- Should traffic be diverted or stopped?
- Do advisories need to be issued?
See Public Information Section

4. Preventative actions. _____

- Should fire bans be issued?
- Should fire lines be constructed in sensitive or dangerous areas?
- Should access be limited or stopped?
- Should fire fighting equipment be placed in staging areas?

5. Preparedness actions. _____

- Inventory emergency communications network.
- Inventory cellular phone capabilities.
See communications Section
- Inventory location and availability of heavy equipment and supplies.
(trucks, bulldozers, front loaders, graders, fuel supplies, barricades, etc.)
- Identify a staging area and initiate the organization of a motor pool dispatch.
- Inventory supplies for emergency personnel. (special clothing, hard hats, road barriers, flashlights & batteries, barrier tape, maintenance tools, rescue tools, etc.)
- Identify evacuation routes if needed.
- If possible, identify safe areas for emergency shelters if needed.



Hazard Specific Checklist

HAINES

FIRE

Fire Warning Phase Checklist (2 of 2)

6. Alert appropriate emergency personnel. _____

- ___ Police Department
(crowd control, security, warning, evacuation)

<i>Police Department</i>	<i>766-2121</i>	<i>766-3231</i>
<i>State Trooper</i>	<i>766-2552</i>	<i>766-2533</i>

- ___ Emergency Management Team Coordinator

<i>Local Emergency Manager</i>	<i>Office--766-2711 [Ext-29]</i>	<i>Home--See EOP Phone List</i>
--------------------------------------	--	---------------------------------

See Incident Management Section

- ___ Shelter Manager Coordinator
- ___ Food for emergency personnel in the field
- ___ Estimate the number of evacuees

<i>American Red Cross</i>	<i>Local- None</i>	<i>JNU-907 463-5713</i>
---------------------------------	--------------------------	-------------------------

See Shelter & Feeding Section

- ___ Open volunteer resource center.
- ___ Special personnel: interpreters, clergy, counselors, technicians, retired medical?

See Resources Section - See Special Personnel

- ___ Fire Department
(fire, hazardous substance and rescue)

<i>Fire Department</i>	<i>766-2115</i>	<i>766-2118</i>
------------------------------	-----------------------	-----------------

- ___ Emergency Medical Services
(trauma, medical transport)

<i>EMS</i>	<i>766-2115</i>	<i>766-2118</i>
------------------	-----------------------	-----------------

- ___ School Superintendent
(possible school closure, use of school buses and school buildings)

<i>School Superintendent</i>	<i>766-2644</i>	<i>766-2811</i>
------------------------------------	-----------------------	-----------------

- ___ Search and Rescue
(help with warning & evacuation in remote areas)

<i>SAR</i>	<i>766-2115</i>	<i>766-2118</i>
------------------	-----------------------	-----------------

- ___ Facilities that may be affected by the fire.
(nursing homes, medical, utilities, fuel depots, telephone, radio, TV, etc.)

7. If appropriate, distribute preparedness information. _____

See Public Information Section

Warning Phase Public Information Format



Hazard Specific Checklist

HAINES

FIRE

Fire Response Phase Checklist (1 of 2)

1. **Confirm and assess the situation.** _____

Phone

Alternate

<i>Division of Environmental Conservation.....</i>	<i>800 478-2337</i>	
<i>Fire Department</i>	<i>766-2115</i>	<i>766-2118</i>
<i>Alaska Division of Forestry.....</i>	<i>766-2120</i>	<i>766-3077</i>

- When did the fire start?
- What areas are involved?
- What percentage of the fire is under control?
- Are conditions improving or deteriorating?
- Current weather? Current wind direction? Forecast?

2. **Evaluation of the emergency.** _____

- How many structures are in the area?
- How many structures have been destroyed?
- Are there injuries? If so, how many and what type?
- Are there casualties? If so, how many.
- Are there facilities in the area that should be evacuated?
 - schools
 - medical facilities or nursing homes
 - homes
- Are there special problem facilities within the area?
 - emergency facilities
 - fuel supplies
 - chemical plants
 - water supply

3. **Immediate actions?** _____

- Is immediate evacuation appropriate?
See Evacuation Section
- Do warnings need to be issued?
See Alert - Warning Section
- Disseminate public warnings
See Public Information Section - Response Phase Public Information Format
- Open and staff an Emergency Operations Center (EOC)
- Activate an Incident Management Team (IMT)

<i>Local Emergency Manager.....</i>	<i>Office--766-2711 [Ext-29].....</i>	<i>Home--See EOP Phone List</i>
-------------------------------------	---------------------------------------	---------------------------------

See Incident Management Organization Section

- Identify areas to establish emergency shelters
- Open emergency shelters

<i>American Red Cross</i>	<i>Local- None.....</i>	<i>JNU-907 463-5713</i>
---------------------------------	-------------------------	-------------------------

See Shelter and Feeding Section

- Open volunteer resource center.
- Special personnel: interpreters, clergy, counselors, technicians, retired medical?

See Resources Section - See Special Personnel

- School Superintendent (possible school closure, use of school buses and school buildings)

<i>School Superintendent</i>	<i>766-2644</i>	<i>766-2811</i>
------------------------------------	-----------------------	-----------------



Hazard Specific Checklist

HAINES

FIRE

Fire Response Phase Checklist (2 of 2)

4. **Actions to be taken as soon as possible.** _____

___ Inventory emergency communications network.

___ Inventory cellular phone capabilities.

See communications Section

___ Inventory location and availability of heavy equipment and supplies.

(trucks, bulldozers, front loaders, graders, fuel supplies, barricades, etc.)

___ Arrange for the security of incoming supplies by land, sea and air, if appropriate.

___ Identify a staging area and initiate the organization of a motor pool dispatch.

___ Inventory supplies for emergency personnel.

(special clothing, hard hats, road barriers, flashlights & batteries, barrier tape, maintenance tools, rescue tools, etc.)

___ If necessary, Initiate restoration of utilities, telephone service and transportation and communication links. Essential facilities such as clinics, emergency operations center, nursing homes, fire, police, emergency shelters and school will be given priority.

___ Request assistance from mutual aid partners, if appropriate.

___ Request additional assistance from State and Federal agencies, if appropriate

Division of Environmental Conservation.....800 478-9300

Department of Emergency Services800-478-2337

___ Initiate patrols to secure the evacuated area, if appropriate.

Police Department..... 766-2121 766-3231

State Trooper..... 766-2552 766-2533

___ If more than five people are injured alert medical clinics.

Medical Clinic 766-6323 766-6300

___ Activate Search and Rescue if appropriate.

(locate missing persons, support EMS)

SAR 766-2115 766-2118

___ Establish disaster welfare inquire system.

5. **Secondary actions.** _____

___ Document the cost of material and labor involved with the emergency.

___ Does the situation warrant a Disaster Declaration?

See Disaster Declaration and Reporting Section

___ Form a task force to document and estimate damage to public and private property.



Hazard Specific Checklist

HAINES

FIRE

Fire Recovery Phase Checklist (1 of 1)

1. Stabilization actions. _____

- ___ Initiate a survey of the area and correct safety hazards as soon as possible.
- ___ Initiate the restoration of utilities, telephone service and transportation links. Essential facilities such as clinics, emergency operations center, nursing homes, fire, police, emergency shelters and schools will be given priority.
- ___ Arrange for return of evacuees and use road blocks and a registration system to keep the area secure.
- ___ School Superintendent (possible school closure, use of school buses and school buildings)

<i>School Superintendent</i>	<i>766-2644</i>	<i>766-2811</i>
------------------------------------	-----------------------	-----------------

- ___ Initiate initial individual rehabilitation programs. Initiate services to help victims cope with the situation and to provide temporary food, clothing, basic supplies and shelter for people displaced by the disaster.
- ___ Establish disaster welfare inquire system.

<i>American Red Cross - Regional</i>	<i>JNU-907 463-5713</i>
<i>Salvation Army</i>	<i>766-2470</i>
<i>Division of Emergency Services</i>	<i>800-478-2337</i>
<i>Other Agencies</i>	



Hazard Specific Checklist

HAINES

FIRE

This page intentionally left blank.



Hazard Specific Checklist

HAINES

FLOOD

Flood Warning Phase Checklist (1 of 2)

1. **Confirm and assess the situation.** _____

Phone

Alternate

<i>National Weather Service</i>	907 790-6824	
<i>Division of Emergency Services</i>	800 478-2337	
<i>Army Corp of Engineers</i>	202-761-1001	
<i>Forest Service</i>	907 451-2680 <i>River gauge information</i>
<i>Need Volunteers? See [Section 11]</i>	<i>Volunteer Manager</i>	<i>See EOG Phone List</i>

- When is the river expected to crest?
- How high above flood stage?
- What areas will be involved?
- How long will the flood last?
- Are conditions improving or deteriorating?
- What measures can be taken to prevent or decrease the damage?
- What are the current weather conditions and what is the forecast?

2. **Evaluation of emergency.** _____

- How many structures are in the area?
- How many people may be displaced?
- Are there facilities in the area that should be evacuated?
 - schools
 - medical facilities / nursing homes
 - homes
- Are there special problem facilities within the area that should be fortified?
 - emergency facilities
 - fuel supplies & chemical plants
 - water & sewage treatment

3. **Immediate actions?** _____

- Is immediate evacuation appropriate?
See Evacuation Section
- Do warnings need to be issued?
See Alert - Warning Section
- Should traffic be diverted or stopped?
- Do advisories need to be issued?
See Public Information Section

4. **Preventative actions.** _____

- If it is safe to do so have existing controls Inspected and repaired.
(dikes, overflow channels, air filtering systems, etc.)

<i>Highway Department</i>	766-2340766-3077
---------------------------------	----------	---------------

- Can measures be taken to clear river channels?
- Can flood waters be diverted?

5. **Preparedness actions.** _____

- Inventory emergency communications network.
- Inventory cellular phone capabilities.
See communications Section
- Outline, on maps, the areas that may be covered by water.
- Inspect, repair and fortify, if possible, existing flood control devices.
- Inventory sandbags, sand and put in place or stockpile in staging areas.
- Inventory location and availability of heavy equipment and supplies.



Hazard Specific Checklist

HAINES

FLOOD

(trucks, bulldozers, front loaders, graders, fuel supplies, barricades, etc.)

Flood

Warning Phase Checklist (2 of 2)

5. Preparedness actions. (continued)

- Inventory public and private 4WD vehicles and buses.
- Inventory public and private boats, operators, fuel supplies and safety equipment.
- Inventory auxiliary power equipment with KW rating and fuel supplies.
- Inventory portable pumping equipment and hoses.
- Prepare to move fire and EMS equipment to safe areas.
- Identify a staging area and initiate the organization of a motor pool dispatch.
- Inventory supplies for emergency personnel.
- Identify and mark evacuation routes.
- Identify safe areas for emergency shelters.
- Organize volunteer work crews, and motor pools for vehicles and boats.

6. Alert appropriate emergency personnel. _____

- Police Department
(crowd control, security, warning, evacuation)

<i>Police Department.....</i>	<i>766-2121</i>	<i>766-3231</i>
<i>State Trooper.....</i>	<i>766-2552</i>	<i>766-2533</i>

- Emergency Management Team Coordinator

<i>Local Emergency Manager</i>	<i>Office--766-2711 [Ext-29]</i>	<i>Home--See EOP Phone List</i>
--------------------------------	----------------------------------	---------------------------------

See Incident Management Section

- Shelter Manager Coordinator
- Food for emergency personnel in the field
- Estimate the number of evacuees

<i>American Red Cross.....</i>	<i>Local- None.....</i>	<i>JNU-907 463-5713</i>
--------------------------------	-------------------------	-------------------------

See Shelter & Feeding Section

- Open volunteer resource center.
- Special personnel: interpreters, clergy, counselors, technicians, retired medical?

See Resources Section - See Special Personnel

- Fire Department
(fire, hazardous substance and rescue)

<i>Fire Department.....</i>	<i>766-2115</i>	<i>766-2118</i>
-----------------------------	-----------------------	-----------------

- Emergency Medical Services
(trauma, medical transport)

<i>EMS</i>	<i>766-2115</i>	<i>766-2118</i>
------------------	-----------------------	-----------------

(possible school closure, use of school buses and school buildings)

<i>School Superintendent.....</i>	<i>766-2644.....</i>	<i>766-2811</i>
-----------------------------------	----------------------	-----------------

- Search and Rescue
(help with warning & evacuation in remote areas)

<i>SAR</i>	<i>766-2115</i>	<i>766-2118</i>
------------------	-----------------------	-----------------

- Personnel of essential facilities that may be affected by the flooding.
(nursing homes, medical, utilities, fuel depots, telephone, radio, TV, etc.)
- Establish liaison with others agencies.

<i>Division of Emergency Services.....</i>	<i>800 478-2337</i>
--	---------------------

7. If appropriate, distribute preparedness information. _____

See Public Information Section - Warning Phase Public Information Format



Hazard Specific Checklist

HAINES

FLOOD

Flood Response Phase Checklist (1 of 2)

1. **Confirm and assess the situation.** _____

Phone

Alternate

<i>National Weather Service</i>	907 790-6824
<i>Division of Emergency Services</i>	800 478-2337
<i>Army Corp of Engineers</i>	907-790-4490

- When did the flooding begin?
- What areas are involved?
- How much higher will the water raise?
- What other areas are expected to be involved?
- How long will the flooding last?
- What measures can be taken to prevent or decrease the damage?
- What are the current weather conditions and what is the forecast?

2. **Evaluation of emergency.** _____

- How many structures are now flooded?
- How many structures may become flooded?
- How many people have been displaced?
- How many people may be displaced?
- Are there facilities in the area that should be evacuated?
 - schools
 - medical facilities & nursing homes
 - homes
- Are there special problem facilities within the area that should be fortified?
 - emergency facilities
 - fuel supplies
 - chemical plants
 - water & sewage treatment

3. **Immediate actions?** _____

- Is immediate evacuation appropriate?

See Evacuation Section

See Alert - Warning Section

- Should traffic be diverted or stopped?

- Disseminate information

See Public Information Section

Response Phase Public Information Format

- Open and staff an Emergency Operations Center (EOC)

- Activate an Incident Management Team (IMT)

<i>Local Emergency Manager</i>	<i>Office--766-2711 [Ext-29]</i>	<i>Home--See EOP Phone List</i>
--------------------------------	----------------------------------	---------------------------------

See Incident Management Organization Section

- Identify areas to establish emergency shelters

- Open emergency shelters

<i>American Red Cross</i>	<i>Local- None ..JNU-907 463-5713</i>
---------------------------------	---------------------------------------

See Shelter and Feeding Section

- Special personnel: interpreters, clergy, counselors, telephone access agent

- Open volunteer resource center.

- Special personnel: interpreters, clergy, counselors, technicians, retired medical?

See Resources Section - See Special Personnel



Hazard Specific Checklist

HAINES

FLOOD

Flood Response Phase Checklist (2 of 2)

4. Actions to be taken as soon as possible. _____

___ Inventory emergency communications network.

___ Inventory cellular phone capabilities.

See communications Section

___ Inventory location and availability of heavy equipment and supplies.

(trucks, bulldozers, front loaders, graders, fuel supplies, barricades, etc.)

___ Arrange for the security of incoming supplies by land, sea and air, if appropriate.

___ Identify a staging area and initiate the organization of a motor pool dispatch.

___ Inventory supplies for emergency personnel.

(special clothing, hard hats, road barriers, flashlights & batteries, barrier tape, maintenance tools, rescue tools, etc.)

___ If necessary, initiate restoration of utilities, telephone service and transportation and communication links. Essential facilities such as clinics, emergency operations center, nursing homes, fire, police, emergency shelters and schools will be given priority.

___ Request assistance from mutual aid partners, if appropriate.

___ Request additional assistance from State and Federal agencies, if appropriate

Department of Natural Resources.....800 478-9300

___ Initiate patrols to secure the evacuated area, if appropriate.

Police Department.....766-2121766-3231

State Trooper.....766-2552766-2533

___ If more than five people are injured alert medical clinics.

Medical Clinic.....766-6323

___ Activate Search and Rescue if appropriate.

(locate missing persons, support EMS)

SAR766-2115766-2118

___ Establish disaster welfare inquire system.

5. Secondary actions. _____

___ Document the cost of material and labor involved with the emergency.

___ Does the situation warrant a Disaster Declaration?

See Disaster Declaration and Reporting Section

___ Form a task force to document and estimate damage to public and private property.



Hazard Specific Checklist

HAINES

FLOOD

Flood Recovery Phase Checklist (1 of 1)

1. **Stabilization actions.** _____
 - ___ Initiate a survey of the area and correct safety hazards as soon as possible.
 - ___ Initiate the restoration of utilities, telephone service and transportation links. Essential facilities such as clinics, emergency operations center, nursing homes, fire, police, emergency shelters and schools will be given priority.
 - ___ Arrange for return of evacuees and use road blocks and a registration system to keep the area secure.
 - ___ Open volunteer resource center.
 - ___ Special personnel: interpreters, clergy, counselors, technicians, retired medical?
See Resources Section - See Special Personnel
 - ___ Initiate initial individual rehabilitation programs. Initiate services to help victims cope with the situation and to provide temporary food, clothing, basic supplies and shelter for people displaced by the disaster.
 - ___ Establish disaster welfare inquire system.

American Red Cross - Regional.....JNU-907 463-5713
Salvation Army.....766-2470
Division of Emergency Services.....800 478-2337
Other Agencies



Hazard Specific Checklist

HAINES

FLOOD

This page intentionally left blank.



Hazard Specific Checklist

HAINES

HAZARDOUS MATERIALS

Hazardous Materials Response Phase Checklist (1 of 2)

**If the local fire department has not been notified, do so immediately.
The fire chief will be the Initial Incident Commander.**

**No HazMat response capabilities or equipment (level A or Level B) are
available in the Haines Borough. Hazmat response would be defensive only.**

1. Confirm and assess the situation. _____

	Phone	Alternate
<i>Fire Department</i>	766-2115	766-2118
<i>State Trooper</i>	766-2552	766-2533
<i>Division of Environmental Conservation</i>	800 478-9300	
<i>Division of Emergency Services</i>	800-478-2337	

- Where did the accident occur?
- What type of hazardous substance has been released?
- Does the release involve air, water or ground contamination?
- When did the accident occur?
- Are radioactive hazards involved?

2. Evaluation of the emergency.

- How many injuries have been reported?
- How many casualties?
- Are nursing homes, medical facilities or schools with children compromised?
- Estimate of the number of people that may need to be evacuated?
- What are the current weather conditions and what is the forecast?
- Are there any other unusual situations that need to be addressed?

3. Immediate actions? _____

- Isolate the area to insure the safety of all persons.
- Establish road blocks if needed.
- Identify evacuation routes out of the contaminated areas.

<i>Police Department</i>	766-2121	
<i>State Trooper</i>	766-2552	766-2533
<i>Highway Department</i>	766-2340	

- If time permits a gas cloud contamination area can be predicted through computer assisted management of emergency operations program (CAMEO)

<i>CAMEO</i>	800-215-3377
--------------------	--------------

- Initiate an evacuation of the area and areas downwind of the accident, if necessary.

See Evacuation Section

- Is it appropriate to "shelter in place"?

See Shelter and Feeding Section

- Open and staff an Emergency Operations Center (EOC) if appropriate
- Activate an Incident Management Team (IMT)

<i>Local Emergency Manager</i> <i>Office--766-2711 [Ext-29]</i>	<i>Home--See EOP Phone List</i>
---	---------------------------------

See Incident Management Organization Section

- Identify areas to establish emergency shelters or staging areas
- Open emergency shelters

<i>American Red Cross</i>	<i>Local- None</i>	<i>JNU-907 463-5713</i>
---------------------------------	--------------------------	-------------------------



Hazard Specific Checklist

Hazardous Materials Response Phase Checklist (2 of 2)

3. Immediate actions? (continued) _____

- ___ Open volunteer resource center.
- ___ Special personnel: interpreters, clergy, counselors, technicians, retired medical?
See Resources Section - See Special Personnel
- ___ Open volunteer resource center.
- ___ Special personnel: interpreters, clergy, counselors, technicians, retired medical?
See Resources Section - See Special Personnel
- ___ School Superintendent
(possible school closures, use of school buses and school buildings)

School Superintendent 766-2644 766-2811

- ___ Disseminate public information and instructions
See Public Information Section - Response Phase Public Information Format

4. Actions to be taken as soon as possible. _____

- ___ Inventory emergency communications network.
- ___ Inventory cellular phone capabilities.
See Communications Section
- ___ Inventory location and availability of heavy equipment.
(trucks, bulldozers, front loaders, graders, snow plows, fuel, barricades, etc.)

Highway Department 766-2340

- ___ Inventory supplies for emergency personnel.
(special clothing, hard hats, road barriers, flashlights & batteries, barrier tape, maintenance tools, rescue tools, etc.)
- ___ Initiate patrols to secure the evacuated area.

Police Department..... 766-2121 766-3231

State Trooper..... 766-2552 766-2533

- ___ If more than five people are injured alert medical clinics.

Medical Clinic 766-6323 766-6300

- ___ Activate Search and Rescue if appropriate. (locate missing persons, support EMS)

SAR 766-2115 766-2118

- ___ Request assistance from mutual aid partners, if appropriate.
See Resource Section - Mutual Aid Agreements
- ___ Request additional assistance as needed.

Division Of Emergency Services 800-478-2337

U.S. Coast Guard..... 800-478-5555

- ___ If a shipment is involved, obtain the bill of lading and notify the shipper and the addressee. If radiological materials are involved, notify the Alaska Division of Emergency Services (ADES) who will notify the Nuclear Regulatory Commission.
- ___ Inform the public of what is being done.
See Public Information Section

5. Secondary actions. _____

- ___ Does the situation warrant a Disaster Declaration?
See Disaster Declaration and Reporting
- ___ Begin to document the cost of material and labor involved with the emergency.
- ___ Form a task force to document and estimate damage to public and private property.
- ___ Establish disaster welfare inquire system.



Hazard Specific Checklist

Hazardous Materials Recovery Phase Checklist (1 of 1)

1. **Stabilization actions.** _____

- ___ Determine that all hazardous materials have been disposed of or neutralized.
- ___ Initiate a survey of the area and correct safety hazards as soon as possible.
- ___ Initiate restoration of utilities, telephone service and transportation links. Essential facilities such as clinics, emergency operations center, nursing homes, fire, police, emergency shelters and schools will be given priority.
- ___ When safe access is established, arrange for return of evacuees to assess damages.
- ___ Use roadblocks and a permit system to control access and maintain security.
- ___ Open volunteer resource center.
- ___ Special personnel: interpreters, clergy, counselors, technicians, retired medical?
See Resources Section - See Special Personnel
- ___ Initiate initial individual rehabilitation programs. Initiate services to help victims cope with the situation and to provide temporary food, clothing, basic supplies and shelter for people displaced by the disaster.
- ___ Establish disaster welfare inquire system.

American Red Cross - Regional.....JNU-907 463-5713
Salvation Army 766-2470
Division of Emergency Services.....800-478-2337
Other Agencies



Hazard Specific Checklist

HAINES

HAZARDOUS MATERIALS

Extremely Hazardous Substances

ID	Company	Substance	Quantity	Location	Contact	Phone	
		No extremely hazardous substances are located within the city. However, trucks carry hazardous substances travel directly through the city.					

For help call the DEC at 800-478-9300.

Hazardous Substances

ID	Company	Substance	Quantity	Location	Contact *	Phone
1	Delta Western	Diesel/gasoline	6 - 5000,000 gal 8 - 30,000 gal	4 mi Lutak Rd	<u>See EOG</u>	<u>Phone list</u>
2	Haines Propane	Propane	1-10,000 gal	211 Fair Drive	<u>See EOG</u>	<u>Phone list</u>
3	HL&P	Diesel	1 -20,000 gal 2 - 6,000 gal	241 Dalton	<u>See EOG</u>	<u>Phone list</u>
4	SE Road Builder	Diesel Gasoline	2 - 10,000 gal	4.5 mille Haines Hwy	<u>See EOG</u>	<u>Phone list</u>
5	Haines Borough	Diesel Gasoline	2 - 6,000 gal 1 - 3,000 gal	Sm. Boat Harbor Front Street	<u>See EOG</u>	<u>Phone list</u>
6	State DOT	Diesel Heating Oil Waste Oil	1 - 3,000 gal 1 - 1,000 gal 1 - 500 gal	720 Main Street	<u>See EOG</u>	<u>Phone list</u>

There are no large quantities of hazardous substances stored within the city.

*** Contact persons are also the emergency coordinators at each facility.**

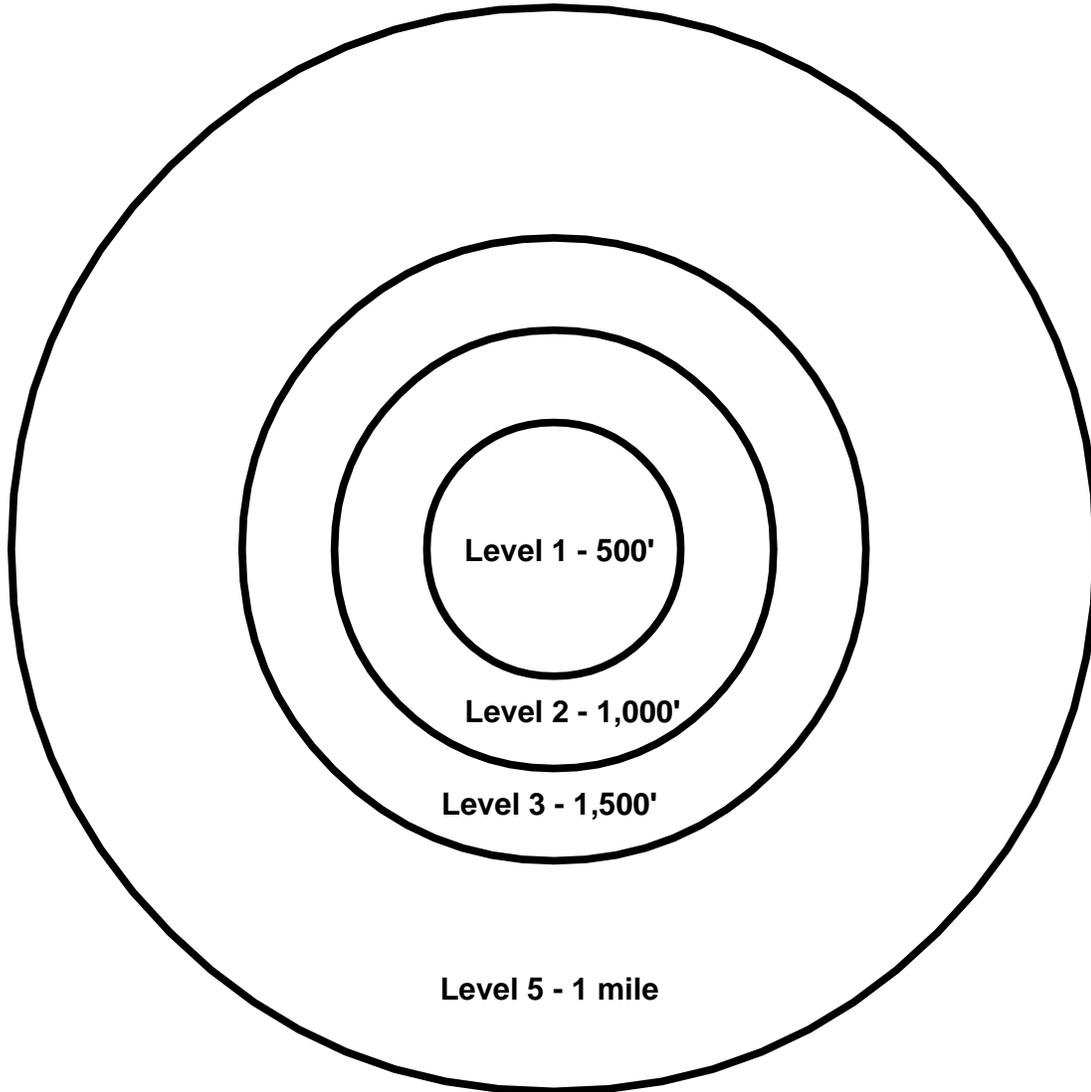


Hazard Specific Checklist

HAINES

HAZARDOUS MATERIALS

Hazardous Materials Evacuation Zones Determined by the Incident Commander



**Level 1 to 3 all civilian and nonessential personnel are to evacuate.
Level 5 ALL PERSONNEL are to evacuate to one mile from hazard site.**

Important: All personnel should stay upwind and away from the hazard site.



Hazard Specific Checklist

HAINES

HAZARDOUS MATERIALS

This Page left Blank



Hazard Specific Checklist

TRANSPORTATION ACCIDENT
(PASSENGER)

HAINES

Transportation Accident Response Phase Checklist (1 of 2)

1. Confirm and assess the situation. _____

	Phone	Alternate
Police Department.....	766-2121	766-3231
Fire Department	766-2115	766-2118
State Trooper.....	766-2552	766-2533
Need Volunteers? [See Section 11].....	Volunteer Manager	See EOG Phone List

- Where did the accident occur?
- What type of accident has occurred?
- When did the accident occur?
- Is there any evidence of the release of a hazardous substance?
- Are radioactive hazards involved?

2. Evaluation of the emergency.

- How many injuries have been reported?
- How many casualties?
- Are there any other unusual situations that need to be addressed?

2. Immediate actions? _____

- Isolate the area to insure the safety of all persons.

Police Department.....	766-2121	766-3231
State Trooper.....	766-2552	766-2533

- Initiate an alert and warning if appropriate.
See Alert - Warning Section
- Initiate an evacuation of the area and areas downwind of the accident, if necessary.
See Evacuation Section
- Open and staff an Emergency Operations Center (EOC)
- Activate an Incident Management Team (IMT)
(When an airport or airfield is involved, or when a marine vessel is involved the Incident Commander will work with the advice of FAA or Coast Guard officials.

Local Emergency Manager - Office--766-2711 [Ext-29]	Home--See EOP Phone List
---	--------------------------

See Incident Management Organization Section

- Identify areas to establish emergency shelters or staging areas
- Open emergency shelters

American Red Cross	Local- None	JNU-907 463-5713
--------------------------	-------------------	------------------

See Shelter and Feeding Section

- Open volunteer resource center.
- Special personnel: interpreters, clergy, counselors, technicians, retired medical?

See Resources Section - See Special Personnel

- School Superintendent
(possible school closure, use of school buses and school buildings)

School Superintendent	766-2644	766-2811
-----------------------------	----------------	----------

- Disseminate public information and instructions

See Public Information Section

Response Phase Public Information Format



Hazard Specific Checklist

TRANSPORTATION ACCIDENT
(PASSENGER)

HAINES

Transportation Accident Response Phase Checklist (2 of 2)

4. **Actions to be taken as soon as possible.** _____

___ Inventory emergency communications network.

___ Inventory cellular phone capabilities.

See Communications Section

(amateur radio operators may be useful)

___ Inventory location and availability of heavy equipment.

(trucks, bulldozers, front loaders, graders, snow plows, fuel, barricades, etc.)

Highway Department 766-2340 766-2005

___ Inventory supplies for emergency personnel.

(special clothing, hard hats, road barriers, flashlights & batteries, barrier tape, maintenance tools, rescue tools, etc.)

___ Initiate patrols to secure the area.

Police Department..... 766-2121 766-3231

State Trooper..... 766-2552 766-2533

___ If more than five people are injured alert medical clinics.

Medical Clinic 766-6323 766-6300

___ Activate Search and Rescue if appropriate.

(locate missing persons, support EMS)

SAR 766-2115 766-2118

___ Request assistance from mutual aid partners, if appropriate.

___ Request additional assistance as needed.

Division Of Emergency Services 800-478-2337

U.S. Coast Guard..... 800-478-5555

___ If a shipment of hazardous materials is involved, obtain the bill of lading and notify the shipper and the addressee. If radiological materials are involved, notify the Alaska Division of Emergency Services (ADES) who will notify the Nuclear Regulatory Commission.

___ Establish disaster welfare inquire system.

___ Inform the public of what is being done.

See Public Information Section

5. **Secondary actions.** _____

___ Does the situation warrant a Disaster Declaration?

See Disaster Declaration and Reporting

___ Begin to document the cost of material and labor involved with the emergency.

___ Form a task force to document and estimate damage to public and private property.



Hazard Specific Checklist

TRANSPORTATION ACCIDENT
(PASSENGER)

HAINES

Transportation Accident Recovery Phase Checklist (1 of 1)

1. **Stabilization actions.** _____
- ___ Determine that all hazardous materials have been disposed of or neutralized.
 - ___ Initiate a survey of the area and correct safety hazards as soon as possible.
 - ___ Initiate restoration of utilities, telephone service and transportation links. Essential facilities such as clinics, emergency operations center, nursing homes, fire, police, emergency shelters and schools will be given priority.
 - ___ When safe access is established, arrange for return of evacuees to assess damages.
 - ___ Use road blocks and a permit system to control access and maintain security.
 - ___ Open volunteer resource center.
 - ___ Special personnel: interpreters, clergy, counselors, technicians, retired medical?
See Resources Section - See Special Personnel
 - ___ Initiate initial individual rehabilitation programs. Initiate services to help victims cope with the situation and to provide temporary food, clothing, basic supplies and shelter for people displaced by the disaster.
 - ___ Establish disaster welfare inquire system.

American Red Cross - Regional.....JNU-907 463-5713
Salvation Army 766-2470
State Division of Emergency Services..... 800-478-2337



Hazard Specific Checklist

TRANSPORTATION ACCIDENT
(PASSENGER)

HAINES

This page intentionally left blank.



Hazard Specific Checklist

HAINES

TSUNAMI

Tsunami Warning Phase Checklist (1 of 2)

1. Confirm and assess the situation. _____

Phone

Alternate

State Tsunami Warning Center.....	907 745-4212
Division of Emergency Services.....	800-478-2337
National Weather Service.....	907-586-7491
Other Agencies	

- What is the predicted size of the tsunami?
- What is the predicted time of arrival at this location?
- What areas will be involved?
- How much lead time between first confirmation and arrival?
- What measures can be taken to prevent or decrease the damage?

2. Evaluation of the emergency.

- How many structures are in the area?
- How many people may be displaced?
- Are there facilities in the area that need help with evacuation?
 - schools
 - medical facilities & nursing homes
 - homes with infirm persons
- What facilities may need special shutdown procedures?
 - emergency facilities
 - fuel supplies
 - chemical plants
 - water & sewage treatment

3. Immediate actions? _____

- Do warnings need to be issued?
See Alert - Warning Section
- Is immediate evacuation appropriate?
See Evacuation Section
- Should traffic be diverted or stopped?
- Do advisories need to be issued?
See Public Information Section

4. Preventative actions. _____

- No preventative measures are known.

5. Preparedness actions. _____

- Inventory emergency communications network.
- Inventory cellular phone capabilities.
See communications Section
- Outline, on maps, the areas that may be covered by water.
(up to the 100' contour line or one mile inland)
- Inventory location and availability of heavy equipment, move to high ground and reassign to strategic staging areas.
(trucks, bulldozers, front loaders, graders, fuel supplies, barricades, etc.)
- Inventory public and private 4WD vehicles and buses.
- Inventory public and private boats, operators, fuel supplies and safety equipment.
- Inventory auxiliary power equipment with KW rating and fuel supplies.



Hazard Specific Checklist

HAINES

TSUNAMI

Tsunami Warning Phase Checklist (2 of 2)

5. Preparedness actions. (continued)

- Inventory portable pumping equipment and hoses.
- Prepare to move fire and EMS equipment to safe areas.
- Identify a staging area and initiate the organization of a motor pool dispatch.
- Inventory supplies for emergency personnel.
(special clothing, hard hats, road barriers, flashlights & batteries, barrier tape, maintenance tools, rescue tools, etc.)
- Identify evacuation routes.
- Identify safe areas for emergency shelters.
- Organize volunteer work crews and motor pools for vehicles and boats.

6. Alert appropriate emergency personnel. _____

- Police Department (crowd control, security, warning, evacuation)

<i>Police Department</i>	766-2121	766-3231
<i>State Trooper</i>	766-2552	766-2533

- Emergency Management Team Coordinator

<i>Local Emergency Manager - Office</i> --766-2711 [Ext-29]	<i>Home</i> --See EOP Phone List
---	----------------------------------

See Incident Management Section

- Shelter Manager Coordinator
- Food for emergency personnel in the field
- Estimate the number of evacuees

<i>American Red Cross</i>	<i>Local- None</i>	<i>JNU-907 463-5713</i>
---------------------------------	--------------------------	-------------------------

See Shelter & Feeding Section

- Open volunteer resource center.
- Special personnel: interpreters, clergy, counselors, technicians, retired medical?

See Resources Section - See Special Personnel

- Fire Department
(fire, hazardous substance and rescue)

<i>Fire Department</i>	766-2115	766-2118
------------------------------	----------	-------	----------

- Emergency Medical Services
(trauma, medical transport)

<i>EMS</i>	766-2115	766-2118
------------------	----------	-------	----------

- School Superintendent
(possible school closure, use of school buses and school buildings)

<i>School Superintendent</i>	766-2644	766-2811
------------------------------------	----------	-------	----------

- Search and Rescue
(help with warning & evacuation in remote areas)

<i>SAR</i>	766-2115	766-2118
------------------	----------	-------	----------

- Personnel of essential facilities that may be affected by the tsunami.
(nursing homes, medical, utilities, fuel depots, telephone, radio, TV, etc.)
- Establish liaison with others agencies.

<i>Division of Emergency Services</i>	800-478-2337
--	---------------------

7. If appropriate, distribute preparedness information. _____

See Public Information Section

Warning Phase Public Information Format



Hazard Specific Checklist

HAINES

TSUNAMI

Tsunami Response Phase Checklist (1 of 2)

1. Confirm and assess the situation. _____

Phone

Alternate

State Tsunami Warning Center.....	907 745-4212
Division of Emergency Services.....	800-478-2337
National Weather Service.....	907-586-7491
Need Volunteers? See [Section 11] Volunteer Manager See EOG Phone List	

- When did the tsunami occur?
- What areas are involved?

2. Evaluation of emergency. _____

- How many structures are now flooded?
- How many people are missing?
- How many people have been displaced?
- How many injuries?
- How many casualties?
- Are there facilities in the area that need immediate attention?
 - schools
 - nursing homes
 - medical facilities
- What facilities may pose special problems or hazards?
 - fuel supplies
 - chemical plants
 - water & sewage treatment

3. Immediate actions. _____

- Is immediate evacuation appropriate?
 - See Alert - Warning Section**
 - See Evacuation Section**
- Open and staff an Emergency Operations Center (EOC)
- Activate an Incident Management Team (IMT)

Local Emergency Manager - Office--766-2711 [Ext-29]	Home--See EOP Phone List
---	--------------------------

- See Incident Management Organization Section**
- Identify areas to establish emergency shelters
- Open emergency shelters

American Red Cross	Local- None.....JNU-907 463-5713
--------------------------	----------------------------------

- See Shelter and Feeding Section**
- Open volunteer resource center.
- Special personnel: interpreters, clergy, counselors, technicians, retired medical?
 - See Resources Section - See Special Personnel**
- Disseminate information
 - See Public Information Section**
 - Response Phase Public Information Format*



Hazard Specific Checklist

HAINES

TSUNAMI

Tsunami Response Phase Checklist (2 of 2)

4. **Actions to be taken as soon as possible.** _____

- ___ Inventory emergency communications network.
- ___ Inventory cellular phone capabilities.
- ___ **See communications Section**
- ___ Inventory location and availability of heavy equipment and supplies.
(trucks, bulldozers, front loaders, graders, fuel supplies, barricades, etc.)
- ___ Arrange for the security of incoming supplies by land, sea and air, if appropriate.
- ___ Inventory supplies for emergency personnel.
(special clothing, hard hats, road barriers, flashlights & batteries, barrier tape, maintenance tools, rescue tools, etc.)
- ___ If necessary, initiate restoration of utilities, telephone service and transportation and communication links. Essential facilities such as clinics, emergency operations center, nursing homes, fire, police, emergency shelters and schools will be given priority.
- ___ Request assistance from mutual aid partners, if appropriate.
- ___ Request additional assistance from State and Federal agencies, if appropriate

Division of Emergency Services.....800-478-2337

- ___ Initiate patrols to secure the evacuated or damaged area, if appropriate.

Police Department..... 766-2121 766-3231

State Trooper..... 766-2552 766-2533

- ___ If more than five people are injured alert medical clinics.

Medical Clinic 766-6323 766-6300

- ___ Activate Search and Rescue if appropriate.
(locate missing persons, support EMS)

SAR 766-2115 766-2118

- ___ Initiate a "shotgun estimate" of private and public property damage
(number of homes destroyed x \$100,000 x 2)
- ___ Establish disaster welfare inquire system.

5. **Secondary actions.** _____

- ___ Document the cost of material and labor involved with the emergency.
- ___ Does the situation warrant a Disaster Declaration?
- ___ **See Disaster Declaration and Reporting Section**
- ___ Form a task force to document and estimate damage to public and private property.



Hazard Specific Checklist

HAINES

TSUNAMI

Tsunami Recovery Phase Checklist (1 of 1)

1. **Stabilization actions.** _____

- ___ Initiate a survey of the area and correct safety hazards as soon as possible.
- ___ Initiate the restoration of utilities, telephone service and transportation links. Essential facilities such as clinics, emergency operations center, nursing homes, fire, police, emergency shelters and schools will be given priority.
- ___ Arrange for return of evacuees and use road blocks and a registration system to keep the area secure.
- ___ Open volunteer resource center.
- ___ Special personnel: interpreters, clergy, counselors, technicians, retired medical?
See Resources Section - See Special Personnel
- ___ Initiate initial individual rehabilitation programs. Initiate services to help victims cope with the situation and to provide temporary food, clothing, basic supplies and shelter for people displaced by the disaster.
- ___ Establish disaster welfare inquire system.

American Red Cross - RegionalJNU-907 463-5713
Salvation Army766-2470
Division of Emergency Services.....800-478-2337
Other Agencies



Hazard Specific Checklist

HAINES

TSUNAMI

This page intentionally left blank.



Hazard Specific Checklist

HAINES

VOLCANO

Volcano Warning Phase Checklist (1 of 2)

1. **Confirm and assess the situation.** _____

Phone

Alternate

State Volcano Observatory.....907-745-4212

Division of Emergency Services.....800-478-2337

National Weather Service.....907-586-7491

Need Volunteers? See [Section 11] Volunteer Manager See EOG Phone List

___ When is an eruption anticipated?

___ How long will the eruption last?

___ What areas may be involved?

___ What type of problems are expected?

___ flooding

___ mudflows

___ ash fallout

___ pyroclastic (molten) flows

___ How much warning time will be available after the confirmation of volcanic activity?

___ What measures can be taken to decrease the damage?

2. **Evaluation of emergency.** _____

___ How many structures may be affected?

___ How many people may be displaced?

___ Are there facilities in the area that need help with evacuation?

___ schools

___ nursing homes

___ medical facilities

___ homes with infirm persons

___ What facilities may need special shutdown procedures?

___ emergency facilities

___ fuel supplies

___ chemical plants

___ water & sewage treatment

3. **Immediate actions that should be taken.** _____

___ Do warnings need to be issued?

See Alert - Warning Section

___ Is immediate evacuation appropriate?

See Evacuation Section

___ Should traffic be diverted or stopped?

___ Do advisories need to be issued?

See Public Information Section

4. **Preventative actions.** _____

___ If it is safe to do so have existing controls inspected and repaired.
(dikes, overflow channels, air filtering systems, etc.)

Highway Department 766-2340 766-2005

5. **Preparedness actions.** _____

___ Inventory emergency communications network.

___ Inventory cellular phone capabilities.

See communications Section



Hazard Specific Checklist

HAINES

VOLCANO

Volcano Warning Phase Checklist (2 of 2)

5. Preparedness actions. (continued).....

- Outline, on maps, the areas that may be affected and identify the type of problems that can be expected. (mudflow, flooding, ash fallout, etc.)
If a tsunami is also anticipated, flooding may occur up to the 100' contour line or one mile inland)
- Inventory location and availability of heavy equipment.
(trucks, bulldozers, front loaders, graders, fuel supplies, barricades, etc.)
- Inventory auxiliary power equipment with KW rating and fuel supplies.
- Inventory portable pumping equipment and hoses.
- Prepare to move fire and EMS equipment to safe areas.
- Identify a staging area and initiate the organization of a motor pool dispatch.
- Inventory supplies for emergency personnel.
(special clothing, hard hats, road barriers, flashlights & batteries, barrier tape, maintenance tools, rescue tools, etc.)
- Identify and mark evacuation routes.
- Identify safe areas for emergency shelters.
- Organize volunteer work crews.

6. Alert appropriate emergency personnel. _____

- Police Department (crowd control, security, warning, evacuation)

<i>Police Department.....</i>	<i>766-2121</i>	<i>.....</i>	<i>766-3231</i>
<i>State Trooper.....</i>	<i>766-2552</i>	<i>.....</i>	<i>766-2533</i>

- Emergency Management Team Coordinator

<i>Local Emergency Manager - Office--766-2711 [Ext-29]</i>	<i>Home--See EOP Phone List</i>
--	---------------------------------

See Incident Management Section

- Shelter Manager Coordinator
- Food for emergency personnel in the field
- Estimate the number of evacuees

<i>American Red Cross.....</i>	<i>Local- None.....</i>	<i>JNU-907 463-5713</i>
--------------------------------	-------------------------	-------------------------

See Shelter & Feeding Section

- Open volunteer resource center.
- Special personnel: interpreters, clergy, counselors, technicians, retired medical?

See Resources Section - See Special Personnel

- Fire Department (fire, hazardous substance and rescue)

<i>Fire Department</i>	<i>766-2115</i>	<i>.....</i>	<i>766-2118</i>
------------------------------	-----------------	--------------	-----------------

- Emergency Medical Services (trauma, medical transport)

<i>EMS</i>	<i>766-2115</i>	<i>.....</i>	<i>766-2118</i>
------------------	-----------------	--------------	-----------------

- School Superintendent (possible school closure, use of school buses and school buildings)

<i>School Superintendent</i>	<i>766-2644</i>	<i>.....</i>	<i>766-2811</i>
------------------------------------	-----------------	--------------	-----------------

- Personnel of essential facilities that may be affected by the volcanic activity.
(nursing homes, medical, utilities, fuel depots, telephone, radio, TV, etc.)
- Establish liaison with others agencies.

<i>Division of Emergency Services</i>	<i>800-478-2337</i>
---	---------------------

7. If appropriate, distribute preparedness information. _____

See Public Information Section



Hazard Specific Checklist

HAINES

VOLCANO

Volcano Response Phase Checklist (1 of 2)

1. Confirm and assess the situation. _____

Phone

Alternate

<i>State Volcano Observatory.....</i>	<i>907-745-4212</i>
<i>Division of Emergency Services.....</i>	<i>800-478-2337</i>
<i>National Weather Service.....</i>	<i>907-586-7491</i>

- When did the volcano erupt?
- What areas are involved?
- What types of problem have occurred:
 - flooding
 - mudflows
 - ash fallout
 - pyroclastic (molten) flows

2. Evaluation of emergency. _____

- How many structures are affected?
- How many people have been displaced?
- How many people are missing?
- How many injuries?
- How many casualties?
- Are there facilities in the area that need immediate attention?
 - schools
 - medical facilities & nursing homes
- What facilities may pose special problems or hazards?
 - fuel storage plants & chemical plants
 - water & sewage treatment

3. Immediate actions? _____

- Is immediate evacuation appropriate?
See Alert - Warning Section - See Evacuation Section
- Open and staff an Emergency Operations Center (EOC)
- Activate an Incident Management Team (IMT)

<i>Local Emergency Manager - Office--766-2711 [Ext-29]</i>	<i>Home--See EOP Phone List</i>
--	---------------------------------

See Incident Management Organization Section

- Identify areas to establish emergency shelters
- Open emergency shelters

<i>American Red Cross</i>	<i>Local- None.....</i>	<i>JNU-907 463-5713</i>
---------------------------------	-------------------------	-------------------------

See Shelter and Feeding Section

- Open volunteer resource center.
- Special personnel: interpreters, clergy, counselors, technicians, retired medical?
See Resources Section - See Special Personnel
- School Superintendent
(possible school closure, use of school buses and school buildings)

<i>School Superintendent</i>	<i>766-2644</i>	<i>766-2811</i>
------------------------------------	-----------------------	-----------------

- Establish disaster welfare inquire system.
- Disseminate information **See Public Information Section**



Hazard Specific Checklist

HAINES

VOLCANO

Response Phase Checklist (2 of 2)

4. Actions to be taken as soon as possible. _____

- Inventory emergency communications network.
- Inventory cellular phone capabilities.

See communications Section

- Inventory location and availability of heavy equipment and supplies. (trucks, bulldozers, front loaders, graders, fuel supplies, barricades, etc.)
- Inventory supplies for emergency personnel. (special clothing, hard hats, road barriers, flashlights & batteries, barrier tape, maintenance tools, rescue tools, etc.)
- If necessary, Initiate restoration of utilities, telephone service and transportation and communication links. Essential facilities such as clinics, emergency operations center, nursing homes, fire, police, emergency shelters and schools will be given priority.
- Request assistance from mutual aid partners, if appropriate.
- Request additional assistance from State and Federal agencies, if appropriate.

Division of Emergency Services.....800-478-2337

- Initiate patrols to secure the evacuated or damaged area, if appropriate.

<i>Police Department.....</i>	<i>766-2121</i>	<i>.....</i>	<i>766-3231</i>
<i>State Trooper.....</i>	<i>766-2552</i>	<i>.....</i>	<i>766-2533</i>

- If more than five people are injured alert medical clinics.

Medical Clinic 766-6323 766-6300

- Activate Search and Rescue if appropriate. (locate missing persons, support EMS)

SAR 766-2115 766-2118

- Initiate a "shotgun estimate" of private and public property damage (number of homes destroyed x \$100,000 x 2)

5. Secondary actions. _____

- Document the cost of material and labor involved with the emergency.
- Does the situation warrant a Disaster Declaration?
- See Disaster Declaration and Reporting Section**
- Form a task force to document and estimate damage to public and private property.



Hazard Specific Checklist

HAINES

VOLCANO

Volcano Recovery Phase Checklist (1 of 1)

1. **Stabilization actions.** _____
 - ___ Initiate a survey of the area and correct safety hazards as soon as possible.
 - ___ Initiate the restoration of utilities, telephone service and transportation links.
 - ___ Essential facilities such as clinics, emergency operations center, nursing homes, fire, police, emergency shelters and schools will be given priority.
 - ___ Arrange for return of evacuees and use road blocks and a registration system to keep the area secure.
 - ___ Open volunteer resource center.
 - ___ Special personnel: interpreters, clergy, counselors, technicians, retired medical?
 - ___ **See Resources Section - See Special Personnel**
 - ___ Initiate initial individual rehabilitation programs. Initiate services to help victims cope with the situation and to provide temporary food, clothing, basic supplies and shelter for people displaced by the disaster.
 - ___ Establish disaster welfare inquire system.

American Red Cross - Regional.....JNU-907 463-5713
Salvation Army 766-2470
Division of Emergency Services..... 800-478-2337
Other Agencies



Hazard Specific Checklist

HAINES

VOLCANO

This page intentionally left blank.



Hazard Specific Checklist

HAINES

WEATHER EXTREMES

Weather Extremes Warning Phase Checklist (1 of 2)

1. Confirm and assess the situation. _____

	Phone	Alternate
National Weather Service	907-586-7491	
State Trooper.....	766-2552	766-2533
Highway Department	766-2340	766-2005
Need Volunteers? See [Section 11]	Volunteer Manager	See EOG Phone List

- What is the degree of danger?
- What are the boundaries of the area affected by the extreme weather?
- How long is the storm expected to last?.....
- Are conditions improving or deteriorating?
- What are the current weather conditions and what is the forecast?

2. Evaluation of emergency. _____

- Are there any special groups that may be caught in the extreme conditions?
(hikers, campers, hunters, scouts, cross country skiers, snowmobile clubs, etc.)
- How many people could be isolated by the storm?
- What special type of structures may be isolated or in need of supplies, fuel or power?
 - nursing homes
 - schools
 - medical facilities
 - emergency facilities
- What utilities could be disrupted?

3. Immediate actions? _____

- Is immediate evacuation appropriate or should a "shelter in place" advisory be issued?
See Evacuation Section
- Do warnings need to be issued?
See Alert - Warning Section
- Should traffic be diverted or stopped?
- Do advisories need to be issued?
See Public Information Section

4. Preventative actions. _____

- Contact special groups that may be caught out in the storm.

Police or Rescue Squads	766-2121	766-3231
-------------------------------	----------	----------

5. Preparedness actions. _____

- Inventory emergency communications network.
See communications Section
(amateur radio operators may be useful)
- Inventory location and availability of heavy equipment and supplies and position if appropriate. (trucks, bulldozers, front loaders, graders, snow plows, fuel, barricades, etc.)

Highway Department	766-2340	766-2005
--------------------------	----------	----------

- Inventory supplies for emergency personnel.
(special clothing, hard hats, road barriers, flashlights & batteries, barrier tape, maintenance tools, rescue tools, etc.)
- Inventory auxiliary power equipment with KW rating and fuel supplies.



Hazard Specific Checklist

HAINES

WEATHER EXTREMES

Weather Extremes Warning Phase Checklist (2 of 2)

6. Alert appropriate emergency personnel of *possible* activation. _____
 ___ Police Department
 (warning, security, help the infirm)...

<i>Police Department</i>	766-2121	766-3231
<i>State Trooper</i>	766-2552	766-2533

- ___ Fire Department
 (fire, rescue, hazardous materials)

<i>Fire Department</i>	766-2115	766-2118
------------------------------	----------	-------	----------

- ___ Emergency Medical Services
 (trauma, medical transport)

<i>EMS</i>	766-2115	766-2118
------------------	----------	-------	----------

- ___ Identify the location of the Emergency Operations Center
 ___ Emergency Management Team Coordinator

<i>Local Emergency Manager</i> -- Office--766-2711 [Ext-29]	Home--See EOP Phone List
---	--------------------------

See Incident Management Section

- ___ Shelter Manager Coordinator (emergency housing for transients)
 ___ Estimate number needing shelter
 ___ Food for emergency personnel in the field

<i>American Red Cross</i>	Local- None	JNU-907 463-5713
---------------------------------	-------------	-------	------------------

See Shelter & Feeding Section

- ___ Open volunteer resource center.
 ___ Special personnel: interpreters, clergy, counselors, technicians, retired medical?

See Resources Section - See Special Personnel

- ___ School Superintendent
 (possible school closure, use of school buses and school buildings)

<i>School Superintendent</i>	766-2644	766-2811
------------------------------------	----------	-------	----------

- ___ Search and Rescue
 (help with warning & evacuation in remote areas)

<i>SAR</i>	766-2115	766-2118
------------------	----------	-------	----------

- ___ Facilities that may be isolated by the storm.
 (nursing homes, medical facilities, utilities, fuel depots, telephone links, radio and TV etc.)

7. If appropriate, distribute preparedness information. _____

See Public Information Section

Warning Phase Public Information Format



Hazard Specific Checklist

HAINES

WEATHER EXTREMES

Weather Extremes Response Phase Checklist (1 of 2)

1. Confirm and assess the situation. _____

	Phone	Alternate
National Weather Service.....	907-586-7491	
State Trooper.....	766-2552	766-2533
Highway Department	766-2340	766-2005

- What is the extent of the damage?
- What are the boundaries of the affected area?
- What is anticipated duration?
- What are the current weather conditions and what is the forecast?
- Are conditions improving, holding steady or deteriorating?

2. Evaluation of the emergency. _____

- Is anyone believed to be in need of special help?
- Were any structures lost or damaged?
- How many people are in need of temporary shelter?
- Are any roads blocked by the storm?
- How many people are isolated by the storm?
- What special type of structures may be isolated or in need of supplies, fuel or power?
 - schools
 - medical facilities & nursing homes
 - emergency facilities
- Has telephone service or utility services been disrupted?
- Are there any other unusual situations that need to be addressed?

3. Immediate actions? _____

- Establish road blocks if needed
- Develop an emergency snow removal system for essential roads if appropriate.
- Limit travel if necessary.

Police Department.....	766-2121	766-3231
State Trooper.....	766-2552	766-2533
Highway Department	766-2340	766-2005

- Disseminate public information
See Public Information Section - Response Phase Public Information Format
- Open and staff an Emergency Operations Center (EOC)
- Activate an Incident Management Team (IMT)

Local Emergency Manager -- Office--766-2711 [Ext-29].....	Home--See EOP Phone List
---	--------------------------

See Incident Management Organization Section

- Open emergency shelters.
- Estimate the number of evacuees
- Food for emergency personnel in the field.

American Red Cross	Local- None.....	JNU-907 463-5713
--------------------------	------------------	------------------

See Shelter and Feeding Section

- Special personnel: interpreters, clergy, counselors, telephone access agent
- School Superintendent (possible school closure, use of buses and buildings)

School Superintendent	766-2644	766-2811
-----------------------------	----------	----------



Hazard Specific Checklist

Weather Extremes Response Phase Checklist (2 of 2)

4. **Actions to be taken as soon as possible.** _____

- Activate Search and Rescue if appropriate.
(locate missing persons, support EMS)

SAR 766-2115 766-2118

- Request assistance from mutual aid partners, if appropriate
- Request additional assistance as needed.

Division Of Emergency Services 800-478-2337 U.S. Coast Guard 800-478-5555
--

- Document the cost of material and labor involved with the emergency.
- Establish disaster welfare inquire system.
- Inform the public of what is being done.

See Public Information Section

5. **Secondary actions.** _____

- Form a task force to document and estimate damage to public and private property.
- Does the situation warrant a Disaster Declaration?

See Disaster Declaration and Reporting Section



Hazard Specific Checklist

HAINES

WEATHER EXTREMES

Weather Extremes Recovery Phase Checklist (1 of 1)

1. **Stabilization actions.** _____
 - ___ Initiate a survey of the area and correct safety hazards as soon as possible.
 - ___ Initiate removal of snow and debris.
 - ___ Initiate restoration of utilities, telephone service and transportation links. Essential facilities such as clinics, emergency operations center, nursing homes, fire, police and emergency shelters will be given priority.
 - ___ When safe access is established, arrange for the return of evacuees to assess damages. Use road blocks and a permit system to control access and maintain security.
 - ___ Open volunteer resource center.
 - ___ Special personnel: interpreters, clergy, counselors, technicians, retired medical?
See Resources Section - See Special Personnel
 - ___ Initiate initial individual rehabilitation programs. Initiate services to help victims cope with the situation and to provide temporary food, clothing, basic supplies and shelter for people displaced by the disaster.
 - ___ Establish disaster welfare inquire system.

<i>American Red Cross - Regional.....JNU-907 463-5713</i> <i>Salvation Army 766-2470</i> <i>Division of Emergency Services..... 800-478-2337</i> <i>Other Agencies</i>



Hazard Specific Checklist

HAINES

WEATHER EXTREMES

This page intentionally left blank.



Hazard Specific Checklist

ANIMAL CARE

Animal Care & Sheltering Response Phase Checklist

1. Confirm and assess the need for Animal care or sheltering. _____

Phone _____ Alternate _____

<i>Borough Animal Control Contractor</i>	<i>See EOG Phone List</i>
<i>State Trooper / Fish & Wildlife Protection</i>	<i>766-2552.....766-2533</i>
<i>State Dept. Environmental Conservation</i>	<i>800-478-9300</i>
<i>Need Volunteers? [See Section 11]</i>	<i>Volunteer Manager.....See EOG Phone List</i>
<i>Other</i>	

- ___ Are you receiving enough “animal needs” calls to be a concern at this time?
 - If NO – Come back to this section when it requires action
 - If YES – Continue through check list.

2. Evaluation of the emergency. (What is the extent of the care and needs?)

- ___ How many reports of animal deaths?
- ___ Are there reports of injured animals?
- ___ How many reports of animals running loose?
- ___ Are there large evacuation areas where pets were left behind?
- ___ Are pets showing up a people shelters where they cannot be cared for?
- ___ Are there pets requiring special needs or housing?
- ___ Are there any injured or stranded wild animals?

3 Immediate actions?

___ Contact Borough Animal Control Contractor for domestic animal needs.

<i>Borough Animal Control Contractor</i>	<i>(See Emergency Contact List)</i>
--	-------------------------------------

___ Contact Alaska State Troopers/Fish & Wildlife Protection for wild animal needs.

<i>State Troopers / Fish & Wildlife Protection</i>	<i>907-225-5118.....907-465-4000</i>
---	--------------------------------------

___ **Prioritize need to dispose of dead animals**

___ Give all data collected to the LOGISTICS Section

4 Public Information:

Consider a radio (KHNS) message addressing Pet & Animal concerns

5 Other Actions to consider.

- ___ Initiate patrols to check for animals stranded in evacuated and damaged areas.
- ___ Request assistance from mutual aid partners, if appropriate.
- ___ Request additional assistance as needed.

<i>Division Of Emergency Services</i>	<i>800-478-2337</i>
<i>Division of Environmental Conservation</i>	<i>800-478-9300</i>

**ANIMAL CARE AND SHELTERING ANNEX****I MISSION**

To coordinate sheltering, feeding, and medical care for animals displaced during a disaster. Special needs include the proper carcass disposal of animals following a disaster. To coordinate animal related data during and after emergency response.

II PURPOSE

To control, protect and to ensure the humane care and treatment of animals (domesticated and wild) during an emergency situation that could cause animal suffering.

A significant natural or man-made emergency/disaster could quickly overwhelm local government resources and their capability to provide necessary services. An emergency/disaster of this magnitude will pose certain public health and nuisance threats such as injured and displaced animals, dead animals, rabies and other animal related diseases, care and shelter of animals and other issues. Such an emergency/disaster necessitates the need for a plan to mitigate the situation utilizing State and/or Federal assistance.

III DIRECTION AND CONTROL

- A. In the event of an emergency or disaster, the primary agency will be notified by the EOC. The EOC will coordinate their efforts with State agencies
- B. The HBEOP & EOC will direct and control all activities related to animal protection and control through the Haines Borough Animal Control contractor during a disaster.

IV. SITUATION AND ASSUMPTIONS**A. Situation**

1. Any disaster that threatens humans, threatens animals as well and it will be necessary to provide water, shelter, food and first aid.
2. Relocation, shelter, or relief efforts for livestock, wildlife, or domesticated animals may be required.
3. Shelter locations may be required to provide domesticated animal control due to sheltered persons bringing their pets with them.
4. Livestock left in evacuated areas will need to be cared for and provisions will need to be made for reentry.



5. The Borough should expect the possibility of carcass for disposal in affected areas, and follow-up care of remaining live animals for disease prevention and public health concerns.

B. Assumptions

1. The Haines Borough will not be able to expect outside assistance from the State and private sector.
2. Only animal protection planning will ensure the proper care and recovery of animals impacted during an emergency.
3. Personnel with proper training and protective equipment may not be available to reenter evacuated areas for the purpose of rescue or care of livestock or domestic animals.

IV CONCEPT OF OPERATIONS

OVERVIEW: As soon as feasible, the professional animal community should start the relief effort. The three main categories of animal's response following a disaster are: those in need of immediate medical attention, sheltering, and the removal and disposal of animal carcass.

- A. The sheltering and protection of companion animals and livestock is the responsibility of their owners. Animal owners should plan for animal care during a disaster as they prepare their family preparedness plan.
- B. The Haines Borough Animal Control & Sheltering contractor will be in charge of the coordination of resource needs. As needed the Animal Control contractor will protect animals effected by any disaster to include rescue, shelter, control, feeding & watering, and preventive immunization of animals left homeless, lost, or strayed as a result of the disaster.
- C. Requests for animal protection assistance and resources such as food, medicine, shelter, specialized personnel, and additional veterinary medical professionals will be routed through the Emergency Operations Center.
- D. Wild animals out of their natural habitats that are in danger either to themselves or humans will be the responsibility of the Alaska Fish & Wildlife personnel.
- E. Shelters that have been established for disaster victims will not accept domestic animals. However, if an evacuee comes to the shelter with their pet(s), efforts will be made to assist in locating the domestic animal(s) away from the general populace and given proper care.



Hazard Specific Checklist

ANIMAL CARE ANNEX

- F. Maintain a plan of action for carcass disposal and will coordinate with ADEC concerning animal disease, carcass disposal, and public health concerns.
 - G. Coordinate with media to prepare news releases on pet shelters, medical care, and carcass disposals following the disaster.
- V **MITIGATION:**
- A. Review with Planning Section the areas to be high risk based on the disaster scenario.
 - B. Develop mobile care response teams and assign areas of responsibilities.
 - C. In coordination with DEC, develop plans for the carcass removal and disposal of animals.
 - D. Conduct tabletop exercises and/or drills to test the strengths and weaknesses of the plan to transport & care for animals.
 - E. Maintain list of facilities that could facilitate emergency medical care, hospitalization, and safe storage of feed for animals.
 - F. Review and update transportation companies that could transport large animals to shelters.
 - G. Coordinate the policy and procedures for donated animal and pet food.
- VI **FEDERAL INTERFACE**
Coordinate with federal/National organizations to obtain Federal assistance when available or required by law.



Hazard Specific Checklist

School Violence Warning Phase Checklist (1 of 2)

1. Confirm and assess the situation. _____

	Phone	Alternate
<i>Police Department</i>	<i>766-2121</i>	<i>766-3231</i>
<i>State Trooper</i>	<i>766-2552</i>	<i>766-2533</i>
<i>Haines Borough Superintendent office</i>	<i>766-2644</i>	<i>766-2411</i>

- What type of incident has been reported?
- Where is the incident to occur?
- When will the incident occur?
- What type of problems are anticipated?
- How many individuals may be involved?
- What structures may be involved?....
- Are the conditions that precipitated the incident improving or deteriorating?
- Are individuals likely to be under the influence of alcohol or drugs?
- What measures can be taken to avoid or decrease the problem?

2. Evaluation of the emergency. _____

- Can local law enforcement handle the problem without outside help?
- How many additional personnel are needed?
- Is additional special equipment needed?
- Are there facilities in the area that should be notified, evacuated, closed or provided with increased security?
 - schools
 - medical & Counseling Service facilities
 - emergency facilities
 - utilities services
 - telephone service
 - radio and television stations

3. Immediate actions? _____

- Is immediate evacuation appropriate?
See Evacuation Section
- Do warnings need to be issued?
See Alert - Warning Section
- Should traffic be diverted or stopped?
- Do advisories need to be issued?
See Public Information Section

4. Preventative actions. _____

____ Establish liaison with Regional, State and Federal agencies, if appropriate.

<i>State Troopers</i>	<i>766-2552</i>	<i>766-2533</i>
<i>FBI</i>	<i>907 463-3461 or 276-4441</i>	
<i>Governor</i>	<i>907 465-3500</i>	

5. Preparedness actions. _____

- Establish curfews if appropriate.
- Inventory emergency communications network.
- Inventory cellular phone capabilities.
- Request mobile cellular satellite link equipment from state

<i>Mobile Cellular Link</i>	<i>907 428-7053</i>
-----------------------------------	---------------------



Hazard Specific Checklist

Warning Phase Checklist (2 of 2)

5. Preparedness actions. (continued)

- Inventory location and availability of police auxiliary and fire department volunteers.
- Inventory supplies for emergency personnel.
(special clothing, hard hats, road barriers, flashlights & batteries, barrier tape, maintenance tools, rescue tools, etc.)
- Identify evacuation routes if appropriate.
- Identify safe areas for emergency shelters if needed.

6. Alert appropriate emergency personnel. _____

- Police Department
(crowd control, security, warning, evacuation)

<i>Police Department.....</i>	<i>766-2121</i>	<i>766-3231</i>
<i>State Trooper.....</i>	<i>766-2552</i>	<i>766-2533</i>

- Fire Department
(fire, rescue, hazardous materials)

<i>Fire Department.....</i>	<i>766-2115</i>	<i>766-2118</i>
-----------------------------	-----------------------	-----------------

- Emergency Medical Services
(trauma, medical transport)

<i>EMS</i>	<i>766-2115</i>	<i>766-2118</i>
------------------	-----------------------	-----------------

- Identify the location of the Emergency Operations Center (EOC)
- Emergency Management Team Coordinator

<i>Local Emergency Manager Office--766-2711 [Ext-29]Home – Home--See EOP Phone List</i>

See Incident Management Section

- Shelter Manager Coordinator
- Estimate number needing shelter
- Food for emergency personnel in the field

<i>American Red Cross.....Local- None--None.....</i>	<i>JNU-907 463-5713</i>
--	-------------------------

See Shelter & Feeding Section

- Open volunteer resource center.
- Special personnel: interpreters, clergy, counselors, technicians, medical?

See Resources Section - See Special Personnel [9-13]

- School Superintendent
(possible school closure, use of building, buses and personnel)

<i>School Superintendent</i>	<i>766-2644.....</i>	<i>766-2811</i>
------------------------------------	----------------------	-----------------

- Search and Rescue
(help with warning & evacuation in remote areas)

<i>SAR</i>	<i>766-2115</i>	<i>766-2118</i>
------------------	-----------------------	-----------------

- Facilities that may be affected by the incident.
(senior citizen and medical facilities, utilities, fuel depots, telephone links, public transportation, radio and television stations, etc.)

7. If appropriate, distribute preparedness information. _____

See Public Information Section

Warning Phase Public Information Format



Hazard Specific Checklist

School Violence Response Phase Checklist (1 of 2)

1. Confirm and assess the situation. _____

	Phone	Alternate
Police Department	766-2121	766-3231
State Trooper	766-2552	766-2533
Haines Borough Superintendent office	766-2644	766-2411
Need Volunteers? [See Section 11]	Volunteer Manager	See EOG Phone List

- What type of incident has occurred?
- When did the incident occur?
- What is the location of the incident?
- Are the conditions that precipitated the incident improving or deteriorating?
- What type of problems are anticipated?
- Do individuals involved with the disturbance appear to be under the influence of alcohol or drugs?
- What measures are being taken to control the problem?
- What measures are being taken to resolve the problem?
- Does the surrounding areas need to be evacuated?

2. Evaluation of the emergency.

- How many people are involved?
- Are there victims or hostages?
- Are there injuries or fatalities? If so, how many?
- What structures are involved?
- Are more disturbances expected?

3. Immediate actions?

- Establish road blocks, if appropriate.
- Establish and record student accountability
- Establish safe passage to an approved safe meeting location
- Establish a student / parent repatriation and check off system

Police Department	766-2121	766-3231
State Trooper	766-2552	766-2533

- Initiate a warning and alert, if appropriate.
See Alert - Warning Section
- Initiate an evacuation, if appropriate.
See Evacuation Section
- Open and staff an Emergency Operations Center (EOC)
- Activate an Incident Management Team (IMT)

Local Emergency Manager	Office--766-2711 [Ext-29].....	Home--See EOP Phone List
-------------------------------	--------------------------------	--------------------------

See Incident Management Organization Section

- Open emergency shelters, if needed.

American Red Cross.....	Local- None--None.....	JNU-907 463-5713
-------------------------	------------------------	------------------

See Shelter and Feeding Section

- Open volunteer resource center.
- Special personnel: interpreters, clergy, counselors, technicians, retired medical?
See Resources Section - See Special Personnel [9-13]
- Disseminate public warnings

See Public Information Section

Response Phase Public Information Format



Hazard Specific Checklist

School Violence Response Phase Checklist (2 of 2)

4. Actions to be taken as soon as possible. _____

- ___ Establish curfews, if appropriate.
- ___ Establish meeting size limitations, if appropriate
- ___ Request assistance from mutual aid partners, if appropriate
- ___ Request additional assistance from State & Federal agencies, if appropriate

<i>State Police- State Level</i>	<i>907 465-4000 or 225-5118</i>
<i>Division of Emergency Services</i>	<i>800-478-2337</i>
<i>National Guard</i>	<i>907-465-3500</i>
<i>Coast Guard</i>	<i>800-478-5555</i>

- ___ Initiate patrols to secure the evacuated area.

<i>Police Department</i>	<i>766-2121</i>	<i>766-3231</i>
<i>State Trooper</i>	<i>766-2552</i>	<i>766-2533</i>

- ___ If more than five people are injured alert medical clinics.

<i>Medical Clinic</i>	<i>766-6323</i>	<i>766-6300</i>
<i>Lynn Canal Counseling Services</i>	<i>766-2177</i>	<i>766-2121</i>

- ___ Activate Search and Rescue if appropriate. (locate missing persons, support EMS)

<i>HVFD</i>	<i>766-2115</i>	<i>766-2118</i>
<i>SAR</i>	<i>766-2115</i>	<i>766-2118</i>

- ___ Document the cost of material and labor involved with the emergency.
- ___ Inform the public of the status of the emergency situation.
- See Public Information Section**
- ___ Initiate initial individual rehabilitation programs. Initiate services to help victims cope with the situation and to provide temporary food, clothing, basic supplies and shelter for people displaced by the disaster.

5. Secondary actions. _____

- ___ Does the situation warrant a Disaster Declaration?
 - See Disaster Declaration and Reporting Section**
- ___ Is additional help needed?
- ___ Form a task force to identify and find solutions to the problems that may have precipitated the disorder.
- ___ Form a task force to document and estimate damage to public and private property.
- ___ Establish disaster welfare inquire system. [Red Cross]



Hazard Specific Checklist

School Violence Recovery Phase Checklist (1 of 1)

1. **Stabilization actions.** _____
- ___ Initiate initial individual rehabilitation services to help victims and staff cope with the situation, i.e. [provide CISD counseling.]
 - ___ Consider special personnel, interpreters, clergy, counselors, technicians etc.
See Resources Section - See Special Personnel
 - ___ When safe access is established, arrange for the return of a survey team.
 - ___ Use road blocks and a permit system to control access and maintain security.
 - ___ Initiate a survey of the area and correct safety hazards as soon as possible.
 - ___ Initiate cleanup of debris.
 - ___ Initiate restoration of facility and utility damage.
 - ___ Remove / repair all signs of the event that would bring back trauma stress.
 - ___ Make long term counseling available to those showing signs of grief or stress.

<i>American Red Cross - Regional.....</i>	<i>JNU-907 463-5713</i>
<i>Salvation Army.....</i>	<i>766-2470</i>
<i>Division of Emergency Services.....</i>	<i>800-478-2337</i>
<i>Lynn Canal Counseling.....</i>	<i>766-2177</i>
<i>REACH Community Services.....</i>	<i>766-3457</i>
<i>SEARHC Family Services Counseling.....</i>	<i>766-2680</i>
<i>VOLUNTEERS [See Section 11].....</i>	<i>Volunteer Manager See EOG Phone List</i>
<i>Other Agencies</i>	



Hazard Specific Checklist

This page intentionally left blank.



Disaster Management

HAINES

AUTHORITY

Authority

The Emergency Response Plan is supervised and enforced by the Manager, reviewed annually by the mayor and adopted by the Assembly under the following local, state and federal authorities:

Federal

PL 93-288 (Disaster Act 1974)

State

AS 26 Chapter 20 (Civil Defense Act)
AS 26 Chapter 23 (Alaska Disaster Act)
AS 29 Chapter 35 (Emergency Ordinances)
AS 29 Chapter 20 (Executive Power)
AS 46 Chapter 9 (Hazardous Substance Release Control)

Borough Code: Chapter 2.52 DISASTER PLANNING AND EMERGENCY RESPONSE SERVICES

2.16.010 Mayor as Executive
2.20.020 Manager Duties
2.52.010 Participation in disaster planning and emergency response services.
2.52.020 Purpose
2.52.030 Disaster and emergency response plan
2.52.040 Funding for the disaster and emergency response plan.
2.52.050 No governmental or private liability

Policy Statement

It is the policy of the community of the Haines Borough to safeguard life and property by making maximum use of all available resources, public and private, and to minimize the effects of environmental, technological, and civil disaster emergencies. Because of the nature of disasters, it is also the policy of the community to encourage all citizens to be self-sufficient for a minimum of 72 hours should a disaster emergency occur.

- It is expected that each individual or head of a household will develop a family disaster plan and maintain the essential supplies to be self-sufficient for a minimum of 72 hours.
- It is expected that neighbor will assist neighbor to derive maximum benefit from resources and skills close to home. The community will help provide access to education and training for individuals in self-sufficiency and preparedness.
- Essential community services will be maintained as long as conditions permit.
- Emergency personnel, both paid and volunteer, living in areas impacted by a disaster, will first attend to personal family needs and then report to assigned work locations.
- Environmental, technological and civil disaster emergencies may be of such magnitude that Borough, State and Federal assistance may be required.
- Operations will be based on the principle of self-help and all available local resources will be activated.
- Access to emergency services shall not be denied on the basis of race, color, national origin, religion, sex, age, disability, political orientation, or economic status. The needs of special populations shall be identified and planned for according to federal regulations.



Disaster Management

HAINES

AUTHORITY

Special populations may include, but not be limited to the physically or mentally handicapped, non-English speakers, the aged or infirm, the incarcerated and the hospitalized.

- Local activities pursuant to the Federal/State Agreement for major disaster recovery will be carried out in accordance with Title 44, CFR, Section 205.16 (Nondiscrimination). Federal disaster assistance is conditional on full compliance with this rule.
- Disaster emergencies often require persons in authority to make decisions that are in the best interest of the majority of citizens. During disaster emergencies, the mayor shall have the authority to evacuate individuals, temporarily establish curfews, limit the size of group assemblies, restrict access to strategic areas and ration essential supplies.
- To facilitate a rapid and efficient response, during disaster emergencies, the normal procurement process for obtaining services and supplies may be suspended. Individual contracts in excess of \$10,000 require assembly approval.
- Emergency response often requires decisions to be made quickly under adverse conditions. Government entities, or volunteers working with government entities, complying with this plan shall not be liable for injury, death or loss of property except in cases of willful misconduct or gross negligence.
- To Save lives and protect property the Borough will utilize any available and appropriate funds to meet the financial obligations incurred as a result of a disaster.
- To establish an efficient initial command structure in a disaster situation and to identify which personnel are authorized to declare a disaster, the order of authority and the order of succession to authority shall be as follows: Borough Mayor, Deputy Mayor..., in accordance with AS 29.20.220.
- There shall be a Haines Emergency Local Planning committee (HELP) comprised of essential emergency planners, such as HVFD, HPD, and Ports & Harbors involved in emergency response, as deemed necessary by the Manager.

Operational Policies

Activation

This plan is applicable in those cases where the resources of the community, including the resources available through mutual aid agreements, are overwhelmed by a disaster emergency. Activation of the plan or EOC does not require a “declaration” for the disaster.

A “disaster” is defined as:

Occurrence of imminent threat of widespread or severe damage, injury, or loss of life or property resulting from natural or man-made causes including:

A. fire, flood, earthquake, landslide, mudslide, avalanche, wind driven water, weather conditions, tsunami, volcanic activity, epidemic, air contamination, blight, infestation, explosion, riot, or shortage of food, water, fuel or clothing.

B .the release of oil or hazardous substances if the release requires prompt action to avert environmental danger or damage; and

C. equipment failure, if the failure is not a predictably frequent or recurring event or preventable by adequate equipment maintenance or operation. (AS 26.23.900)



Disaster Management

HAINES

AUTHORITY

Phases of Disaster Emergency Management

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

1. **Mitigation**

- Includes those actions taken to eliminate a hazard, or to reduce the potential for damage should a disaster emergency occur.
- Mitigation actions include elevating buildings in a flood plain, increasing the size of drainage culverts, implementing a “Fire Wise” program to reduce fire hazards, special identifications and routing requirements for the movement of hazardous materials and land use requirements.

2. **Preparedness**

- Includes actions taken to plan, equip, and train citizens and government personnel to respond to local emergencies.
- Preparation may include developing Community Emergency Response Plans and exercises to test them, training in evacuation procedures, and purchase of equipment and supplies needed to respond to the disaster emergency.

3. **Response**

- Includes actions taken to save lives and protect property during a disaster emergency.
- Response may include search and rescue, fire suppression, evacuation, emergency feeding and sheltering. It may also include behind-the-scenes activities such as activating disaster plans, opening and staffing an Emergency Operations Center.

4. **Recovery**

- Includes those processes required to return the jurisdiction to normal following an emergency.
- Recovery could include reconstruction of roads and public facilities, securing financial aid for disaster victims, offering community counseling and psychological support services, and reviewing and critiquing activities.



Disaster Management

HAINES

AUTHORITY

Mutual Aid Agreements

Alaska DEC	Hazmat Response	907-465-5357	
Alaska DNR	Wildfire – Rural Interface	907-766-2120	
Klehini VFD	Emergency Response	907-767-5550	In Progress
Skagway VFD	Emergency Response	907-983-2450	In Progress



Disaster Declaration & Reporting

HAINES

DECLARATION

Authority

The Mayor of the Haines Borough has the legal authority to declare a local “disaster emergency” under Alaska Statutes 26.23.140, defined by AS 29.20.220.

Alaska Statute 26.23.140 Local Disaster Emergencies

((a) A local disaster emergency may be declared only by the principal executive officer of a political subdivision. It may not be continued or renewed for a period in excess of seven days, except by or with the consent of the governing board of the political subdivision)....

The declaration may be communicated via radio, fax or telephone, but a hard copy to the Alaska Division of Emergency Services should follow.

Contact:

Alaska Division of Emergency Services (ADES) 800-478-2337
P.O. Box 5750
Fort Richardson, AK 99595

The request for a disaster declaration and assistance does not indicate the surrender of command responsibility and authority.

Definitions

Any occurrence or imminent threat of widespread or severe damage, injury or loss of life or property resulting from a natural or manmade causes including:

- a. Fire, flood, earthquake, landslide, mudslide, avalanche, wind-driven water, weather conditions, tsunami, volcanic activity, epidemic, air contamination, blight, infestation, explosion, riot, shortage of food, water, fuel and household supplies.
- b. The release of oil or hazardous substances requires prompt action to avoid environmental danger or damage.

Requirements

The declaration of local emergency disaster must include:

- a. A description of the situation and existing conditions.
- b. A delineation of the geographic boundaries, and
- c. Damage claim categories. (Public [state/Borough], Private Business)
- d. Documentation of damage estimates supported by photos.
- e. An outline of what special powers are being activated by the Borough,
- f. A description of the type of assistance required, if needed, and
- g. If State or Federal assistance is requested, a declaration that all appropriate and available local resources have been expended must also be included.



Disaster Declaration & Reporting

HAINES

DECLARATION

Follow-up

Original estimates of damage in the Haines Borough will more that likely be projected by EOC staff and sent to HSDES to see if disaster limits are met. Even though it is a [best guess] estimate, it will be the first and only record identifying the owner, type of damage, location, and amount that the State Disaster team will have to work with. If a disaster is declared, this list will be the paperwork of record that they will bring with them. The owner or responsible party of each category is responsible for the record of actual cost or estimates of repairs being submitted for reimbursement.

The list will be divided by eligible funding programs into these typical categories:

- a) Private
- b) Business
- c) Borough
- d) State

NOTE:

To recover State or Federal aid for damage claims, this point cannot be over stated. ALL damages submitted for a claim MUST be followed up with paper documentation of ACTUAL repair expenses, or estimates, and be ready for verification when the State/Federal [DAT] Damage Assessment Teams come to inspect the damage sites and to match each claim to a site.

Things to Remember:

1. No documentation of repair expenses, No money.
2. Each agency is responsible for their own "damage cost" accounting records
3. Agencies with multiple damage sites must separate the accounting [spreadsheet] and documentation [pictures] for each event
4. Records must show Actual expenses [receipts] incurred in:
 - a. Temporary or "emergency" repairs"
 - b. Completed repair costs
 - c. Official estimates for "future" permanent repairs

Liabilities

Each Agency shall be responsible for any liabilities incurred from the actions of its own personnel and for provision of Workers Compensation coverage for its own personnel.



Disaster Declaration & Reporting

HAINES

DISASTER DECLARATION FORM

Local Disaster Emergency Declaration Form

To: _____, Governor, State of Alaska
 From: _____, The Borough Of _____
 At (time) _____, on (date) _____,
 a/an (event) _____ occurred
 in the Borough of _____, threatening life and property.

The current situation and conditions are: _____

The geographic boundaries of the emergency are: _____

I do hereby declare that a disaster emergency now exists in the City of _____, and that the Borough of _____ has expended all appropriate and available resources. I respectfully request that the Governor of the State of Alaska declare a “**Disaster Emergency**”, consider the community a “**Disaster Emergency Area**” as provided for in AS 26.23.020, request appropriate support from state agencies and/or the Federal Government, and provide the following forms of assistance:

**Send To: The Alaska Division of Emergency Services
 P.O. Box 5750
 Fort Richardson, AK 99505
 Phone 800-478-2337
 Fax 907-428-7009**

Signed _____ Date _____
 Title _____



Disaster Declaration & Reporting

HAINES

DISASTER DECLARATION FORM

This page intentionally left blank.



Emergency Response Management

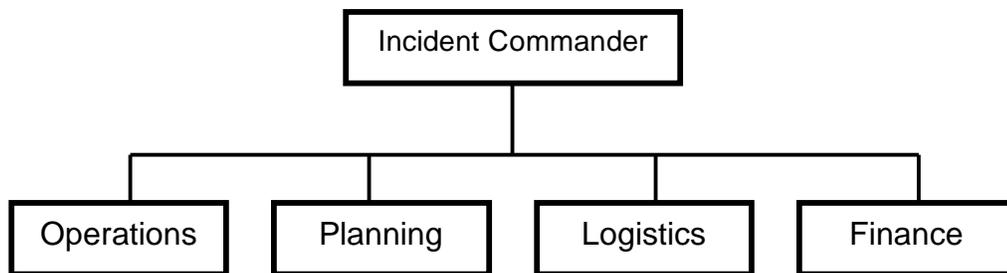
The EOC is activated by the Borough manager or a designee. This would typically occur when the Borough's response capabilities are overwhelmed, at which time a Department head would request to open the EOC.

The following activities will be accomplished when a decision is made to activate the EOC:

- ✓ Notify EOC Staff assignees as required.
- ✓ Activate additional telephones, if required.
- ✓ Assign security to EOC entrance if situation requires.
- ✓ Brief EOC personnel on the situation.
- ✓ Notify the Alaska Division of Emergency Services
- ✓ Establish an information center if necessary

The organizational structure does not need to be complex and an Emergency Operations Center [EOC] does not need to be open to utilize the Incident Command System [ICS]. Use only the areas that are needed to conduct a safe and efficient emergency response. Sections may be added as the emergency grows in complexity.

BASIC ICS STRUCTURE





Incident Management

HAINES

ORGANIZATIONAL STRUCTURE

Section Responsibilities

Incident Commander	In charge of entire disaster response coordination.
Support Staff	Safety Officer – may stop operations because of safety concerns Public Information Officer – responsible for control of public information Legal – responsible for legal advice during a disaster Liaison – coordinate activities among different agencies
Operations	General management & coordination of field operations.
Planning	Coordinates activities with operations and other agencies. Coordinates preliminary damage assessment. Identify problems and works with operations to coordinate effort.
Logistics	Coordinate and arrange for space, equipment and supplies. Work with DES to initiate long-term recovery efforts.
Finance	Establish billing procedures. Keep records of personnel and expenditures.
Volunteer Coordinator	Coordinates the needs of the incident with the skill of volunteers.

Agency and Department Responsibility

IC Incident Commander	FD Fire Department
Opens EOC or asks mayor to open EOC	Fire suppression
Coordinates activities of EOC	Hazardous substances.
Controls information to public	EMS Emergency Medical Services
Coordinates periodic updates within EOC	Medical trauma
PD Police Department	Medical transport
Disaster assessment	PW Public Works
Public safety	Roads
Evacuation	Building inspections
Security	Water & sewage
Transportation	Electricity
Traffic & crowd control	Fuel (buildings & vehicles)
AST State Trooper	Telephone repair coordination
Disaster assessment	HS Human Services (American Red Cross?)
Public safety	Mass care (food & shelter)
Evacuation	Temporary health & sanitation
Security	Hospital/clinic coordination
Transportation	Missing persons register
Traffic & crowd control	Establish temporary morgue
SAR Search and Rescue	Pet patrol
Locate missing persons	Coordinate initial recovery activities
Help with warning and evacuation	(OA) other Agencies
	Forest Service
	Fish & Game
	Etc.



Incident Management

HAINES

ORGANIZATIONAL STRUCTURE

Emergency Facilities Locations

Primary	Hns Borough Public Library	N59° 14.045' W135° 26,884
Secondary	HVFD Fire Hall	N59° 13.882' W135° 26.761
Back-up	Chilkat Center	N59° 13.574' W135° 26.376
Mobil	None	
Temporary	40' Container (Proposed)	Access to power and phone

EOC Phone Numbers

TITLE	PHONE NUMBER
Incident Commander	
Operations	
Planning	
Logistics	
Finance	
Police Department	
State Trooper	
Fire Department	
Public Works	
Public information Officer	
NOTE: To be assigned when EOC move	to Hns Borough Library is completed

EOC Equipment

ITEM	QUANTITY	LOCATION
Emergency Operations Guide (EOP)	5 - (One per ICS station during event)	EOC supply location in Library
Laptop Computers	5 - Library + 2 from FH?	5 Public in Library 2 from Firehall
Telephones	5 Lines [1/15/2006]	Library
Fax	Available for EOC in Library	Library
Copy Machine	Available for EOC in Library	Library
Blackboard/whiteboards	EOC supplies being planned with future	Move to Library
Maps	EOC supplies being planned with future	Move to Library
Base radio / Handhelds	EOC supplies being planned with future	Move to Library
Action Log	EOC supplies being planned with future	Move to Library
Portable Generator	EOC supplies being planned with future	Move to Library
Back-up Lighting	EOC supplies being planned with future	Move to Library
EOC Kit	1	Fire Hall (Will be moved to library)
Office Supplies	EOC supplies being planned with future	Move to Library



Resource Possibilities

HAINES

SUPPLIES

Resource Possibilities and Substitutions For Emergency Supplies

Temporary Shelter

- Schools
- Churches
- Public Buildings
- Motels
- Youth Camps
- Boats with Cabins
- Tents

Mass Feeding

- School Cafeteria
- Church Groups
- Fire Department Auxiliary
- Clubs
- Fast Food Restaurants
- Caterers

Cooking Equipment

- Churches
- Schools
- Summer Camps
- Scout Organizations

Food Supplies

- Grocery Store Stockrooms
- Food Banks
- Salvation Army
- American Red Cross
- Restaurants
- Commercial Canned Foods
(stockpiled in homes)

Mobile Feeding

- Meals-On-Wheels
- American Red Cross
- Salvation Army
- Caterers
- Scout Organizations

Recreation & Child Care

- Community Recreation
- Physical Education Teachers
- Youth Groups

Mental Health

- State Mental Health Workers
- Church – Family Counselors
- School Counselors

Administration

- School Principals
- School Teachers
- Military Personnel
- Office Managers

Cots

- American Red Cross
- National Guard
- Scout Organizations
- Fire Departments
- Foam Camping Pads

Communications

- Amateur Radio Operators
- Marine VHF & CB's
- Trucking or Taxi Companies
- Mobile Cellular Link For Phones

Office Supplies

- Schools
- Churches
- Most Businesses

Transportation

- School Buses
- Churches, Buses
- Trucking Companies
- Taxi
- Rental Vehicles
- Private Boats
- Snowmobiles
- All Terrain Vehicles
- Bikes (motor & peddle)

Assistance With Pets

- Humane Society
- Kennels
- Animal Control Units
- Foster Pet Organizations

Medical Personnel

- Retired
- Doctors
- Nurses
- EMT's
- Medical Technicians
- Physician Assistants

Incident Management

Emergency Operations Center
Incident Command System

Organizational
Structure



HAINES

BOROUGH GOVERNMENT

Shift 1

Shift 2

IC

Roc Ahrens
766-2230

Lyle Huff
766-2624

Fred Gray
766-3071

Communication

John Norton
766-3986

Shift 2

Shift 1

Vince Hansen
766-3812

R Venables
767-5700

Liaison

Legal

Mike Case
766-2903

Heather Lende
766-2852

Fred Shields
766-2300

PIO

SO

Lyle Huff
766-2624

Cindy Jones
766-2018

OPERATIONS

S Bradford
766-2115

A Heinrich
766-2440

Shift 1

Shift 2

FD

D Gross
766-3533

G Palmarie
766-3149

EMS

L Tate
766-2011

T Andriesen
766-2850

PD

G Goodman
766-3231

John Wahl
766-3444

AST

McCullum
766-2552

766-2533

SAR

M Mackowiak
766-3466

C Lende
766-2700

PLANNING

R Schnabel
766-2821

L Beck
767-5667

Shift 1

Shift 2

PW

B Smith
766-2417

D Turner
766-2025

HS

Linda Geise
766-2817

P Peters
766-2762

OA

Joel Telford
766-3419

Terry Pardee
766-2154

Jerry McGee
767-5511

Monica Acton
766-3181

Marcia Scott
767-5512

LOGISTICS

Sue / Julie
2957/2992

Shift 1

Studley/Maust
2431/2852

Shift 2

FINANCE

J Stuart
766-2586

Cathy Keller
EOG phone list

Incident Management

Emergency Operations Center
Incident Command System

Organizational
Structure

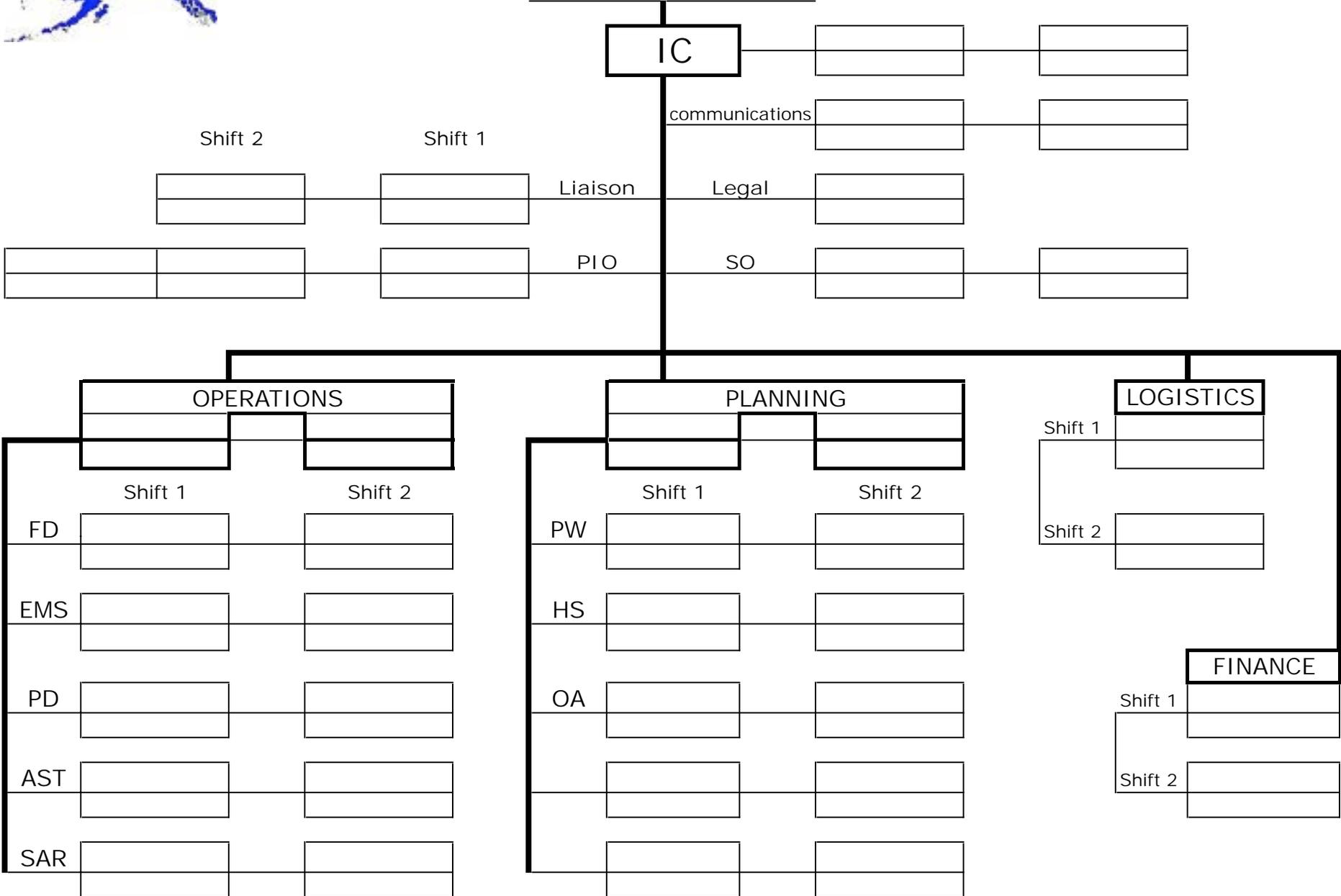


HAINES

BOROUGH GOVERNMENT

Shift 1

Shift 2





Warning & Response Information Checklists Are Found On the Next Pages

Release of Information

An emergency operation that is not the center of information will find it difficult to remain the center of control.

A Public Information Officer [PIO] should be appointed to coordinate the dissemination of information about the incident with the approval of the Incident Commander [IC]. See Incident Management Section for position in the command structure.

In general, information concerning the incident should flow from the scene, to the Emergency Operation Center, to the Incident Commander, to the Public Information Officer, to the media or the Emergency Broadcast System.

A log of all information released to the public should be maintained and it should include the date, time, content of message, the name of the person releasing the information and the name of the person to whom the information was released.

Release of Information Guidelines

1. Facts that can be confirmed should be released to the media within 20 minutes of the event if possible. If little information is available the following statement should be issued.

“We are aware that an *(accident – incident)* involving *(type of incident)* occurred at approximately *(time)*. In the vicinity of *(general location)*. Emergency crews are responding and we will have additional information available as we are able to confirm it. We will notify the press at least ½ hour prior to the next briefing. At this time, this briefing, is the only place where officials authorized to speak about the incident and confirmed information will be available. Thank you for your assistance.”

2. Emergency information to be released to the general public should include the following elements.
 - Nature and extent of the emergency.
 - Areas that are involved.
 - Advice on emergency safety procedures.
 - Procedures for reporting emergency conditions.
 - What is being done.
 - What will be done.
 - How the public can help.



Public Information

Emergency Instructions

3. Media briefings should be held on a regular basis. The information that is most often requested by the media.

- Disaster What is it?
- Location Where is it?
- Time When did it occur?
- How long will it last?
- Casualties Are there any?
- How many?
- What is the nature of the injuries?
- Injured Where are they being treated?
- Involved Agencies What other agencies responded?
- How many?
- What is their function?

4. Rumor control is essential during an emergency situation. Sensitive of critical information must be verified and authorized by the Incident Commander before released. Unconfirmed rumors, or information from unauthorized or unnamed sources may be responded to in the following manner.

“We will not confirm that until we have been able to check out the information through authorized sources. Once we have confirmed information, we will release it to all members of the press at the same time.”

5. Do not release information which might hinder the emergency response, prejudice the outcome of an investigation or pose further threat to public safety.
- Avoid personal conjecture about the cause of the emergency or the conduct of the response.
 - Do not give opinions about evidence, a suspects character, guilt or innocence.
6. In an incident involving fatalities, the names of the victims or the cause of death shall not be released without authorization from the medical examiner.
7. Confidential information is not to be released. This includes the home phone numbers and address of government personnel, agency personnel or volunteer emergency workers.
8. The media may be denied access to the Emergency Operations Center or Emergency Shelters. The Incident Commander or Shelter Managers may approve limited controlled access to Operations Centers and Shelters for brief periods of time.



Public Information

Warning Phase Public Information Format

**Keep a log of all information released to the public.
Include: text, date, time, authorization signature**

- ___ Nature of the problem
- ___ Area involved
- ___ Time frame and possible duration
- ___ Possible change in conditions
- ___ Warning signals and the methods of distribution
- ___ Evacuation routes if appropriate
- ___ Staging area locations
- ___ Location of emergency shelters, if known
- ___ What to bring to a shelter
(medications, glasses and other personal devices, important documents, personal hygiene items, blankets, change of clothing, extra sweater, supplies for infant care, no pets are allowed in shelters)
- ___ Location and/or the number to call for information about the location and welfare of missing persons
- ___ Closure of schools, roads and other facilities
(instruct parents where to pick up children if school is in session)
- ___ How the public can help
- ___ Number to call for special help or to volunteer
- ___ When and how additional information will be issued

Emergency Broadcast Radio and Television Stations

Call Sign	Frequency	Phone	Fax
KHNS	102.3	907-766-2020	766-2022
KINY	103.7	907-586-1800	907-586-3266
KSRA	98.9	907-772-3891	907-772-4538
Cable TV	Channel 6	907-766-2337	907-766-2345

NOTE: Channel 6 is the Ad channel for messages posted by the EOC



Public Information

HAINES

EMERGENCY INSTRUCTIONS

Special Warning Phase Information

- ____ Flood
Move valuables to high ground or the second floor of a house, move outdoor furniture indoors, keep automobile gas tank full, move frozen foods as electric power may be interrupted.
- ____ Winter travel precautions.
Full tank of gas, chains, flashlight, shovel, sleeping bag, food.
- ____ Protection of real and personal property
Lock doors, stay indoors except for extreme emergencies, establish a neighborhood watch
- ____ Wild fire protection
List fire restrictions, clear 30 foot area around the house, wet down exterior, move flammable materials away from house.
- ____ Volcanic ash protection
Improvise filters and masks from wet cloth if ash fallout may be a problem.
- ____ Poisonous gas or airborne particles
"Shelter in place" with all air circulating devices turned off and cracks around windows and doors taped or stuffed with damp rags.
- ____ Radioactive fallout
If there are no functioning fallout shelters and if evacuation to a safe area is not possible, fallout shelters should be improvised by "sheltering in place". The public should be advised to stay in a basement, crawl space, or in an interior room to stay as far away from the radioactive fallout as possible. Shields of heavy materials such as concrete, bricks, dirt or stacks of books should be placed between individuals and the radioactive fallout.

See Special Response Information on the next page

earthquake
flood
emergency supplies
winter travel
protection of property
energy shortage
poisonous gas
radiation fallout
volcano (ash)
weather extremes
school violence
animal care & sheltering



Public Information

HAINES

EMERGENCY INSTRUCTIONS

Special *Response* Phase Information

- ___ Earthquakes
(aftershocks should be expected but they are usually of smaller magnitude than original earthquake, stand in doorway, get under heavy furniture or stay in the bathroom area where pipes help to hold the structure together, beware of gas or fuel leaks, contaminated water, downed electrical wires, unstable structures)

- ___ Flood
(move valuables to high ground or the second floor of a house, move outdoor furniture indoors, keep automobile gas tank full, move frozen foods as electric power may be interrupted)

- ___ Emergency supplies to have on hand:
 - three day supply of food and water
 - battery operated radio
 - flashlight with extra batteries
 - candles and matches
 - blankets or sleeping bag
 - supplies for infant care
 - pet supplies
 - alternative fuel and heat source

- ___ Winter travel precautions
 - full tank of gas
 - chains
 - flashlight
 - shovel
 - sleeping bag
 - food

- ___ Protection of real and personal property
(lock doors, stay indoors except for extreme emergencies, establish a neighborhood watch)

- ___ Energy shortage
If there is a shortage of heating fuel, encourage people to set thermostats to the lowest setting possible consistent with safety and health conditions of the residents. Identify sources for alternative fuels and encourage their use.

- ___ Poisonous gas or airborne particles
"Sheltered in place" with all air circulating devices turned off and cracks around windows and doors taped or stuffed with damp rags.



Public Information

HAINES

EMERGENCY INSTRUCTIONS

___ Radioactive fallout

If there are no functioning fallout shelters and if evacuation to a safe area is not possible, fallout shelters should be improvised by “sheltering in place”. The public should be advised to stay in a basement, crawl space or in an interior room to stay as far away from the radioactive fallout as possible. Shields of heavy materials such as concrete, bricks, dirt or stacks of books should be placed between individuals and the radioactive fallout.

___ Volcano (ash)

No active volcanoes exist in the Haines Borough. The Borough is at very low risk of receiving significant ash fallout from a volcanic eruption. Under most circumstances, citizens will be “sheltered in place” and instructed for any additional needs.

___ Weather Extremes

The Haines Borough is at risk of extreme winter storms. Mitigation depends heavily on public education, communication, and individual preparedness.

___ School Violence

Violence in schools has become an unfortunate reality in our modern times that has proven itself through out our nation in towns from small to large. This law enforcement event would require patience & caution to ensure the safe evacuation and repatriation of students with their parents. Safe movement of students and a secure meeting place may vary. Alternate routes, plans, and places should be considered in planning.

___ Animal Care & Sheltering

Some large disasters (such as earthquakes and Urban/Wildland interface fires) may require evacuations of large areas and many households. Care and provisions must be considered for the pets and animals left behind. Limited shelters and space does not allow for animals to be allowed.



Discussion

Avalanche

A few areas near the community of Haines are within an avalanche zone. Most areas are not heavily populated but disruption to supplies and access to essential emergency services may be delayed.

Civil Disorder

Civil disorder is quite unlikely in the community of Haines with the greatest threat coming from a random act of terrorism on a tour ship that may be in the area. The community recognizes that pre-planning and “worst case scenario” analysis is excellent ways to begin mitigation for civil disorder.

Earthquake

Several fracture fault lines are located in or near the community of Haines. The great number of fracture faults may actually tend to keep the magnitude of seismic activity below 6.0 on the Richter scale because the earth is able to make minor adjustments to release seismic energy on a more gradual basis. The community has experienced several earthquakes below magnitude 6.0 on the Richter scale. To mitigate the destructive affects of an earthquake it is imperative that strong earthquake building codes be put in place to help protect life and property. On-going training and public education are essential elements in minimizing the destruction of life and property caused by an earthquake.

Enemy Attack

No military targets have been identified by FEMA in the community. Because of the distance from potential targets, with reference to nuclear attack on the United States, the community would be primarily concerned only with the “secondary” effects of radiation fallout and the effect of electromagnetic pulse (EMP). Citizens need to be educated on emergency methods of providing radiation fallout protection and electrical and electronic devices must be protected from EMP. The community should be prepared to cope with the isolation and secondary effects that may develop if the United States is attacked.

Energy Shortage

The community of Haines must educate and encourage each citizen to have alternative forms of energy on hand to supply heat and electrical power in the event that these services are disrupted during an energy shortage. Emergency services should have alternative or auxiliary stores of fuels to be used if an energy shortage should develop.

Fire

It must be understood that fire may be the result of some other primary emergency such as earthquake, hazardous materials, drought or extreme weather conditions. Public education, evacuation planning and emergency restrictions of the use of open fires are important measures that will help reduce the risk of a fire hazard.

Flood

The most probable source of flooding in the community is along the Chilkat River and a few areas along the Lynn Canal. Mitigation depends heavily on zoning regulations, building codes, flood proofing measures, detection devices, early warning and appropriate evacuation plans.



Public Information

HAINES

HAZARDS

Hazardous Materials

No extremely hazardous substances (EHS) are stored or used in the community of Haines but hazardous substances do pass through the area in transit. The community is taking a defensive posture in the event of an uncontrolled release of a hazardous substance. Warning and evacuation must be reviewed periodically. "Shelter in place" with instructions on measure to prevent a hazardous substance from entering the shelter is another alternative to be considered under some circumstances.

Transportation Accidents (passenger)

Several passenger trains, some with several hundred passengers, pass through the community of Haines and an accident involving mass casualties would have a significant impact on the community. Auxiliary facilities to care for the injured and facilities to function as temporary morgues for the casualties must be identified.

Tsunami

There are a few areas less than 100 feet in elevation are within a mile of shore in the community of Haines. The community could be impacted by a loss of access to essential goods from the effects of a tsunami in nearby areas.

Volcano (ash)

No active volcanoes exist in the area. The community is at moderate risk of receiving significant ash fallout from a volcanic eruption. Under most circumstances, citizens will be "sheltered in place" and instructed in the use of alternative filtering materials.

Weather Extremes

Haines is at risk of extreme winter storms. Mitigation depends heavily on public education and individual preparedness.



Communications

Description

The *Operations Section* is responsible for coordinating the radio net structure and for determining the compatibility of radio frequencies to be used during the emergency. The *Operations Section* leader is also responsible for on-site telephones and mobile public address systems.

Radio traffic should be in simple English and used only to communicate essential messages.

EOC

Small Size Radio Net

Incident Command

(Frequency Assignments)

Frequency 1 (155.76)	Frequency 2 (154.25)
Fire Department	Public Works
Emergency Medical Services	Harbor Master
Police Department	Dept. of Transportation
AST / SAR	Power & Telephone Company

* State wide EMS frequency 155.160 MHz.

In a disaster situation a communities may obtain a portable mobile cellular satellite link from the state office of the American Red Cross at 907-428-7053.

Amateur Radio Operators (HAMS)

Amateur Ham Radio Operator are interested in radio communication of all types. Most Hams own their own equipment and are part of radio nets that have global capabilities. All hams can operate a variety of communications equipment and some have extensive technical capabilities.

NAME	CALL	TELEPHONE	FREQUENCY

NOTE: None known at time of update



Communications

Communications responsibilities of the IMT unit leader.

1. Assign frequencies if necessary.
2. Set up and/or test radios, telephones, fax machines, and mobile public address system in the EOC, if appropriate.
3. Sign out equipment to personnel, if appropriate.
4. Identify the geographic limitations and frequency limitations of the equipment and inform the operators of these limitations.
5. Arrange for back up radio units, if possible.
6. Coordinate with amateur radio operators, if appropriate.

Radio Frequencies List

<u>AGENCY</u>	<u>RECEIVER FREQ</u>	<u>TRANSMITTER FREQ</u>	<u>REMARKS</u>
HVFD Fire / EMS	155.76 134.25	155.76 154.25	Primary Frequency Crew Channel
Police Dept	154.74	155.58	Primary Frequency
Alaska State Trooper	155.25	155.25	
Public Works	155.085	155.085	Crew Channel
DNR/Forestry	151.31	159.45	Repeater Chitchat Lake
State Parks	151.16	159.465	Repeater
Alaska State Ferry	156.55	156.55	
U.S. Coast Guard	157.1	157.1	Working Channel
Harbor Master	156.6	156.6	
Klehini / EMS	158.94	158.94	



Alert & Warning

Procedures for Warning Situation

Studies have shown that warnings issued in the name of several authorities are more likely to be perceived as credible than those issued under a single authority. As an example a warning should be issued carrying the name of the Mayor, Police Chief and Fire Chief. Messages should give exact area for which the warning is being issued. **Messages should be repeated more than once and presented in more than one medium.**

Warning information may be received at the Haines Police Department dispatch office, the Alaska State Trooper office or by phone from the Alaska Division of Emergency Services through the National Warning System (NAWAS). Warning information that is received by telephone should be confirmed by return phone call.

The following people within the Haines Borough are authorized to initiate an alert and warning and activate Emergency Broadcast System.

<u>POSITION</u>	<u>OFFICE</u>	<u>HOME</u>
Borough Mayor	766-2711 ext #30	<i>See EOP Phone List</i>
Borough Manager	766-2711 ext #29	<i>See EOP Phone List</i>
Police Chief	766-2121	<i>See EOP Phone List</i>
Fire Chief	766-2115	<i>See EOP Phone List</i>
State Trooper	766-2552	<i>See EOP Phone List</i>

1. Draft the warning message on the authorization form. As a minimal requirement, identify the type of emergency, the boundaries of the area involved and what the public is being asked to do.
2. Identify three different methods of delivery.
3. Sign the authorization form.
4. Activate the warning and alert system.

See the sample warning message log at the end of this section. A file of all warning messages must be maintained. See *Warning Message Log* next page.

The Haines Borough has developed three methods of alerting and warning citizens.

Siren or Air Horn with a continual sound for 3 to 5 minutes

Tune to **KHNS** (FM) radio **102.3** (MHz or KHz) or tune to

TV **channel 3** emergency instructions over the Emergency Broadcast System.

Mobile Public Address System

Police and Fire Department personnel will deliver the warning on mobile public address systems, stopping to repeat the message two times at every intersection or .2 miles in rural residential areas.

Door to Door Contact

Police and other personnel will make door to door contact to deliver the warning message.



Alert & Warning

HAINES

WARNING MESSAGE & PROCEDURE

See note on reverse side.

This page intentionally left blank.



Alert & Warning

HAINES

WARNING MESSAGE LOG

Warning Message Log

1. Date _____ Time _____ Message # _____

2. Situation:
Describe the emergency incident. Include a description of the threat to life or safety.
Give specific boundaries of the area affected by the warning.

3. Content of warning:
Include exact wording of the warning given.

4. Method of Warning: _____ Siren or Horn _____ EBS
_____ Mobile Public Address _____ Door to Door _____ Other

Signature of authorizing official _____

5. Warning Terminated: Date _____ Time _____

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

Signature of terminating official _____

Begin a new form for subsequent warning messages.



Evacuation

Note

If you have been referred to this section to facilitate an immediate evacuation of individuals, follow the procedures outlined at the beginning of the Alert Y Warning Section Page. If time is less critical follow the instructions given below.

An evacuation may be ordered and authorized by:

1. Incident Commander of the Incident Management Team and/or
2. The Mayor of the Haines Borough and/or
3. The Law Enforcement Officer in Charge

Discussion

Any evacuation also involves the need to arrange emergency shelter, to provide security for the evacuated area, to arrange for more long-term shelter for some evacuees and arrange for an orderly return of evacuees to the original area. Experience has shown that 50% of the people evacuate before being ordered to do so and 80% find emergency shelter with relatives or friends.

Steps in Initiating An Evacuation

1. Identify the area that is at risk.
2. Compare the risks associated with evacuation with the risks of "sheltering in place".
3. Identify the area of lower risk.
4. Identify evacuation routes.
5. Consider the time needed for an evacuation.
 - a. Notification
 - b. Evacuee preparation
 - c. Travel time to leave the risk area
6. Identify alternative transportation for people who are without private transportation. Consider special facilities such as schools, nursing homes, medical facilities and essential utilities that need to be maintained.
7. Open emergency shelters.
8. Prepare evacuation instructions to include
 - a. Nature of the problem
 - b. Area involved
 - c. Evacuation routes
 - d. Shelter locations if known.
 - e. What to bring to a shelter if there is enough time to include this information. (Medications, glasses and other personal devices, important documents, personal pets are not allowed in emergency shelters)
 - f. When and how additional information will be issued
9. Complete the authorization form found at the end of this section.



Evacuation

This page intentionally left blank.



Evacuation

Evacuation Order

An emergency exists in the Community of Haines.

The Mayor and/or the Incident Commander and/or the Law Enforcement Officer in Charge has determined that there is the need to evacuate portions of the Community.

Such evacuation is needed to ensure the safety of the public.

Therefore:

The Mayor and/or the Incident Commander and/or the Law Enforcement Officer in Charge is requesting the immediate evacuation of:

The Mayor and/or the Incident Commander and/or the Law Enforcement Officer in Charge requests that those needing special assistance to call _____ This number has been established to respond to evacuation assistance requests only.

The Mayor and/or the Incident Commander and/or the Chief of Police is restricting all entry into the hazard area. No one will be allowed to re-enter after _____ am/pm.

Information and instructions will be transmitted by radio from ___ KHNS ___ at ___102.3___ MHz or KHz or by TV on channel ___3_. Public information will also be available from American Red Cross representatives at emergency shelters now being opened to the public.

The Mayor and/or the Incident Commander and/or the Chief of Police will advise the public of the lifting of this order when public safety is assured.

Date _____

Signed _____
Mayor

Signed _____
Incident Commander



Evacuation

This page intentionally left blank.



Shelter & Feeding

HAINES

SHELTER & FEEDING

Description

If a local chapter of the *American Red Cross* is functioning in the community, it can provide food and shelter for victims. Trained personnel are also available to assist in damage assessment and provide emergency services to help victims recover from a disaster. Vouchers can be issued for food, housing, clothing, personal hygiene items, cleaning materials, basic cooking utensils, bedding and in some cases some basic household furniture. The American Red Cross can also help victims secure medications, eye glasses and other medical items that may have been lost in the disaster. For more information on the chapter nearest your community, contact the *American Red Cross*.

The *Salvation Army* can provide food, clothing, shelter and other needs of the disaster victims. Contact the *Salvation Army Church* if one is located in your community.

SHELTER IN PLACE

In some situations it may be better to shelter victims in place rather than evacuate. Factors such as availability of emergency shelters, the type of emergency, the weather conditions, the availability of transportation, the conditions of highway structures, medical issues and many other conditions may figure into a decision to shelter in place. Persons must be informed and instructions must be given using radio, television or mobile public address systems.

See the Alert and Warning Section.

- Persons should remain inside of their houses or other closed building until they are told it is safe to leave.
- Listen to the radio or television for instructions and procedures. If radio or television communications are not available public safety officers will give instructions by public address system or by a door to door procedure if possible.
- If airborne particles pose a health hazard the following instructions should be given:
 - Turn off the heat, ventilation and cooling systems.
 - Turn off attic and window fans.
 - Close all window, doors and vents and cover cracks with tape or wet rags.
 - Keep pets inside.
 - Persons who are having trouble breathing should cover their nose and mouth with a damp cloth.
- Persons who are outside should cover their nose and mouth with a damp cloth until they can get inside.
- Listen for further instructions given on the hour and half hour.

Emergency Shelters

No fully equipped or maintained public **fallout** shelters are available.

An Emergency Shelter List is located on the next page.



Shelter & Feeding

HAINES

SHELTER & FEEDING

Emergency Shelters List

Location	Name & Address	Capacity	Contact Person & Phone	Limitations
<i>Town</i>	Haines High School 5 th & Haines Hwy Haines, AK 99827	100+	HS Principal/Superintendent 766-2644	May be limited during school hours
<i>Town</i>	Elks Lodge 543 Main Street Haines, AK 99827	75	766-2289	
<i>Town</i>	Legion 26 2 nd Ave. N Haines, AK 99827	75	766-2530	
<i>Town</i>	Salvation Army 5 th & Union Street Haines, AK 99827	50	766-2470	
<i>Mosquito Lake Road</i>	Mosquito Lake School Mosquito Lake Rd Haines, AK 99827	100	767-5527	
<i>Mosquito Lake Road</i>	KVVFD Mosquito Lake Rd Haines, AK 99827	25	767-5550	
<i>Town</i>	Chilkat Center 37 Theater Dr Haines, AK 99827	150	766-3573	
<i>Town</i>	Mormon Church 917 Mud Bay Rd. Haines, AK 99827	50	766-2379 Dave Stoddard 766-3408	Limited facilities
<i>Mud Bay Road</i>	Rainbow Church Camp 7.5 Mile Mud Bay Road	80	766-2377	Available in summer months only.
<i>Town</i>	Catholic Church 3 rd & Dalton Haines, AK 99827	12	766-2241	
<i>Town</i>	Port Chilkoot Bible Church	18	766-3750	Limited facilities



Shelter & Feeding

Opening a 20 Bed Shelter

1. ___ Make certain that the shelter is structurally sound.
2. ___ Walk through the shelter with the building representative and note any safety hazards, damage or restricted areas.¹ Identify the areas are unsafe, damaged or restricted in the remarks section at the bottom of this page.
3. ___ Identify the building as a shelter by posting signs outside and inside the building.²
4. ___ Designate areas for feeding, sleeping, restrooms, health station and security.
5. ___ Identify a shelter nurse.
6. ___ Identify a shelter cook.
7. ___ Mark restricted areas with red surveyors tape if possible
8. ___ 5' x 8' cot areas should be plotted on the shelter floor and numbered with 3x5 cards. Cots will be assigned and numbers recorded on the shelter registration form.
9. ___ Register disaster victims using 3x5 cards (use a person in the shelter to register other disaster victims) Record, full name, address, telephone number, sex, age, name of anyone missing from their family and assign a cot number to each person. **Ask each family if they are in need of medical attention.** Only persons who have registered are allowed in the shelter.
10. ___ Use a crew from the shelter to assemble cots, distribute blankets, comfort kits and towels, if available. Cots should be placed at least 24 inches apart to assure adequate room for an evacuation, health consideration and security considerations. Disinfect each cot with dilute disinfectant and a damp sponge. (Each individual must stow all personal items under his or her cot.)
11. ___ Use a crew from the shelter to work as cooks, food servers and clean-up for shelter meals. This responsibility should be shared by all shelter members on a rotating basis.
12. ___ Establish a fire and security system and identify a crew from the shelter to act as night security personnel from 10:00 PM to 7:00 AM. (Use a sign up sheet for scheduling purposes.)
13. ___ Post and discuss shelter rules. (no loud noise, no smoking, no alcohol, no drugs, no firearms, no fighting, no pets, quiet hours 10 PM to 7 AM) Again, determine if the medical needs of each family have been met.
14. ___ If appropriate establish an infant and child care team. If needed, establish a pet patrol.
15. ___ Establish a shelter committee to help with administration and to help solve group shelter problems.
16. ___ With someone from the shelter committee, three times each day, inspect the sleeping area, food area and restrooms for cleanliness, safety and order. Make corrections as needed.
17. ___ Keep a record of all expenses for food and supplies and note any equipment that has been loaned or donated.
18. ___ Initiate plans for long-term shelter operations if appropriate.

Building representative signature and date. _____

Shelter managers signature and date. _____

Remarks _____

¹ ARC recommends 40 square feet per person, therefore, a room 30 feet by 40 feet is needed for a 20 bed shelter. A restroom, preferably with a shower, is recommended. Cooking facilities are useful but food could be catered. If possible, record the walk through on a video tape. The Building Representative and Shelter manager should sign the document.

² You may refuse access to the shelter by the press, visitors and political officials not directly involved with the emergency.



Equipment And Supplies

Sleeping Supplies

- 20 cots or thermal air mattresses
- 40 blankets
- 20 towels
- 5 4 person cook kits
- 1 can opener

Clerical Supplies

- 1 pkg. 6 pens
- 1 pkg. 100 3"x5" cards
- 1 file folder box
- 1 roll red surveyor's tape
- 1 roll 2" masking tape
- 1 pair scissors
- 1 staplers with staples
- 1 magic marker
- 4 deck of cards
- 4 boxes of crayons
- 1 12' tape measure

Emergency Equipment

- 1 flashlight
- 1 portable radio
- 1 fire extinguisher
- 1 handyman tool
- 1 carbon monoxide detector
- 1 25' x 1/4" rope
- 1 first aid kit
 - thermometer
 - BP cuff
 - stethoscope
 - eyedropper
- 1 baby bottle
- 1 pkg. 24 diapers
- 2 cleaning kit
- 20 ARC comfort kits

Possible Menu - Subject to Availability of Supplies

Day One

Breakfast

- orange juice
- hot oat meal
- coffee, tea or hot chocolate
- sugar
- evaporated milk

Lunch

- vegetable soup
- crackers
- peanut butter & jelly
- cookies
- coffee, tea or milk

Supper

- corn beef hash
- canned carrots
- crackers
- canned peaches
- coffee, tea or hot chocolate

Day Two

Breakfast

- canned pears
- pan cakes & buttered syrup
- coffee, tea or hot chocolate
- sugar
- evaporated milk

Lunch

- macaroni & cheese
- canned mixed fruit
- cookies
- coffee, tea or milk

Supper

- ravioli
- canned green beans
- crackers
- canned pears
- coffee, tea or hot chocolate

Day Three

Breakfast

- orange juice
- hot oatmeal
- coffee, tea or hot chocolate
- sugar
- evaporated milk

Lunch

- vegetable soup
- crackers
- peanut butter & jelly
- cookies
- coffee, tea or milk

Supper

- canned beef stew
- crackers
- canned peaches
- cookies
- peanut butter & jelly
- coffee, tea or hot chocolate



Shelter & Feeding

20 Bed, 72 Hour Shelter Supply List Food Items

Quantity	Unit	Item	Serving Size
6	100 oz	bottled orange juice	5 oz
6	pkg of 10	individual hot chocolate packets	1
4	7 oz	instant coffee	as needed
2	box of 100	tea bags	as needed
4	42 oz	instant oat meal	1 cup uncooked
3	1 lb box	granulated sugar	as needed
24	12 oz	evaporated milk	3 oz
6	29 oz	canned peaches	1/4 can/person
6	29 oz	canned pears	1/4 can/person
3	29 oz	mixed fruit cocktail	1/4 can/person
6	1 lb	cookies (Oreo)	3/person
10	26.5	canned vegetable soup	1 cup/person
6	1 lb box	saltine crackers	6/person
2	40 oz	creamy peanut butter	as needed
2	32 oz	jelly	as needed
6	7.5 oz box	macaroni & cheese	1 cup/person
5	40 oz	canned beef ravioli	1 cup/person
5	40 oz	canned stew	1 cup/person
12	15 oz	canned corned beef hash	1 cup/person
6	16 oz	canned green beans	1/4 can/person
6	16 oz	canned carrots	1/4 can/person
1	60 oz	Bisquick mix	4 cakes/person
2	24 oz	buttery syrup	as needed

Non Food Items

12	pkg 40	9 oz hot/cold cups (also used for fruit)
10	pkg 20	12 oz bowls
2	pkg 50	10" paper plates
1	pkg 360	napkins
2	pkg 100 each	plastic knife, fork & spoons
2	rolls	toilet paper
1	box 24	disposable diapers
1	22 oz	liquid soap
1	pkg 20	large garbage bags with ties
1	roll	paper towels
1	box	wooden matches
1	box 24	sanitary napkins
1	pkg 6	disposable dishcloths
1	10 lb	dry pet food
1	32 oz	bleach



Shelter & Feeding

HAINES

SHELTER & FEEDING

- This Page Left Blank Intentionally -



Resources

HAINES

EQUIPMENT LIST

Agency Owned Equipment

TYPE	QTY	AGENCY	PHONE
Backhoe – Rubber tire Case	1	Borough Maintenance	
Backhoe – Rubber tire Ford	1	Haines - State DOT	766-2340
Dozers			
Dump Truck – 10 yd	3	Haines - State DOT	766-2340
Dump Trucks	2	Borough Maintenance	
Excavator – 1 yd rubber tire	1	Borough Maintenance	
Excavator – 1.5 yd Hitachi	1	Haines – State DOT	766-2340
Flatbed	1	Borough Maintenance	
Grader – 140 Cat	1	Borough Maintenance	
Grader – 160 Cat	1	Haines – State DOT	766-2340
Hazmat - level A equipment	0	None in Town	
Hazmat – level B equipment	0	None in Town	
Loaders – 3 yd	2	Borough Maintenance	
Loaders – 5 yd	2	Haines - State DOT	766-2340
Low-boy – 50 Ton	1	Haines – State DOT	766-2340
One Ton / dump & light crane	1	Haines – State DOT	766-2340
Pick-ups	3	Haines – State DOT	766-2340
Pick-ups	2	Borough Maintenance	
Sander – 5 yd	1	Borough Maintenance	
Sanders – 10 yd	3	Haines – State DOT	766-2340
Snow Blower – 40 ton/hr	1	Haines – State DOT	766-2340
Water Tanker – 1200 gal	1	Borough Maintenance	
Water Tanker – 1800 gal	1	Haines – State DOT	766-2340
Welder – Portable	1	Borough Maintenance	
Welder / trailer	1	Haines - State DOT	766-2340

Local Companies

[Type & quantities of equipment in town dependant on out of town contracts]

Gee Whiz Enterprises	766-2926
Northern Construction Inc	766-2899
Southeast Roadbuilders Inc	766-2833
Turner Construction	766-2687
White Rock Construction	766-2544-3887



Resources

HAINES

EQUIPMENT LIST

Privately Owned Equipment

(See "EOP Phone List" for alternate contacts)

TYPE	QTY	AGENCY	PHONE
Boat – hazmat/oil spill	1	Totem Oil	
Back-hoe (Cat rubber tired)	1	White Rock Construction	766-3887-2544
Crane	1	SE Road Builders	766-2821
Dozer	3	SE Road Builders	766-2821
Dozer	1	Smith Logging	766-2157
Dozer	1	Turner Construction	
Dump Truck	2	Northern Construction	
Dump Trucks	10	SE Road Builders	766-2821
Dump Trucks	1	Bruce Smith	766-2417
Dump Trucks	3	Turner Construction	
Dump Trucks	1	White Rock Construction	766-3887-2544
Excavator	1	Bruce Smith	766-2417
Excavator	1	Louie Meacock	
Excavator	2	Turner Construction	
Excavator	2	Northern Construction	
Excavators	4	SE Road Builders	766-2821
Excavators	1	White Rock Construction	766-3887-2544
Forklift	4	Lynden Transport Inc.	
Forklift	1	Bigfoot Auto	
Generators	2	SE Road Builders	766-2821
Grader	1	Turner Construction	
Graders	1	SE Road Builders	766-2821
Jacks (2-10 ton)	6	SE Road builders	766-2821
Loader	1	Bruce Smith	
Loader	1	Northern Construction	
Loaders	2	Turner Construction	
Loaders	3	SE Road Builders	766-2821
Loaders	1	White Rock Construction	766-3887-2544
Tilt-Top Trailer (3 axle 25 Ton)	1	White Rock Construction	766-3887-2544
Van – Delivery (Box Van)	1	White Rock Construction	766-3887-2544
Water Tanker 8,000 gal	1	SE Road Builders	766-2821
Tanker 3,000 for potable water	1		
Welder / Portable	1	Turner Construction	
Welder / trailer	1	SE Road Builders	766-2821

* The location of dozers, front loaders, dump trucks, back hoes, boats and auxiliary generators are essential units of equipment in any significant disaster.

Resources

See Volunteer Annex [section 11]

Job Description & Equipment

Volunteer Coordinator Duties

develop pre-disaster registration list
match personal w/ jobs
provide for post-disaster registration
task orientation
safety procedures
chain of command
expectations & personal conduct
accident reporting
liability limitations
reassignment
records of volunteers
recognition of volunteers

Record Keeping

name of person
assignment location
job function
hours worked & date
personal equipment used
supervisor
special concerns

Clean Up

pick up trucks
front loaders
wheel barrows
chain saws
pumps / buckets
shovels, brooms, mops & etc.
cleaners (clothing, rug, & etc.)

Repairs

building inspectors
carpenter tools / carpenters
road repair equip / operators
electrical
plumbing / heating
phone repairs
radio specialists
computer specialists

Personnel

laborers
clerical
equipment operators
mechanics
child care
care of elderly
animal control
specialists

Transportation

vans or buses
pick up trucks
small boats
air craft
motor cycles
barricades
boats

Food

procurement
supplies
equipment
distribution
cleanup

Certified Personal

emergency medical
technicians
physicians
nurse
physician assistants
counselors

Shelter

beds & blankets
toilet items
maintenance
security
child care
sanitation

Medical

supplies
equipment
medications

See Special Personnel

interpreters
clergy
counselors
technicians
sign language
retired police
retired fire personal
retired medical



Mutual Aid Agreements

Alaska DEC	Hazmat Response	907-465-5357	
Alaska DNR	Wildfire – Rural Interface	907-766-2120	
Klehini VFD	Emergency Response	907-767-5550	In Progress
Skagway VFD	Emergency Response	907-983-2450	In Progress



This Page Left Blank Intentionally



Telephone List

HAINES

TELEPHONE LIST

Local

ARC Local	907-766-2469
City Hall	970-766-2231
Clinic	907-766-2521
Emergency Manager / Borough Manager	907-766-2711
EMS	907-766-2115
Ferry Terminal	907-766-2111
Fire (Haines)	907-766-2115
Fire (Klehini)	907-767-5550
Haines DOT.	907-766-2340
Haines Medical Center	907-766-6300
Borough Maintenance Dept.	907-766-2282
National Guard Local	907-766-2766
Police	907-766-2121
Power Company	907-766-2561
Radio Station	907-766-2020
Salvation Army	907-766-2470
School Superintendent	907-766-2644
Search & Rescue	907-766-2552
State Trooper	907-766-2552
TV Station	907-766-2337

State

AK Dept. of Environmental Conservation	800-478-9300
AK Div. of Emergency Services	800-478-2337
AK Div. of Forest	907-451-2680
AK Div. of Forest [Local]	907-766-2120
AK Government Directory Assistance	907-465-2111
AK State Trooper Juneau	907-465-4000
AK State Trooper Ketchikan [Detachment HQ]	907-225-5118
ARC Regional	907-463-5713
ARC State	907-646-5401
Army Corp of Engineers	907-790-4490
Coast Guard	800-478-5555
Earthquake Warning	907-745-4212
FBI	907-463-3461
Governor's Office	907-465-3500
Hazardous Waste	907-465-5150
Hospital - Bartlett Memorial	907-586-8427
Mobile Cellular Uplink	907-428-7053
National Weather Service	907-790-6802
National Guard State	907-428-6205

International

Canada Customs	907-767-5540
----------------	--------------



Telephone List

HAINES

TELEPHONE LIST

This Page left Blank Intentionally



Acronyms

Acronyms

- ADEC ----- Alaska Department of Environmental Conservation
- ADES ----- Alaska Division of Emergency Services
- ADF&G ----- Alaska Department of Fish and Game
- ARC ----- American Red Cross
- AST ----- Alaska State Troopers
- AVO ----- Alaska Volcano Observatory
- CHEMTREC ----- Chemical Transportation Emergency Center
- CP ----- Command Post
- DAC ----- Disaster Assistance Center
- DOT/PF ----- Department of Transportation and Public Facilities
- EBS ----- Emergency Broadcast System
- EHS ----- Extremely Hazardous Substance
- EMS ----- Emergency Medical System
- EOC ----- Emergency Operations Center
- EOP ----- Emergency Operations Plan
- EPA ----- Environmental Protection Agency
- FAA ----- Federal Aviation Administration
- FCP ----- Field Command Post
- FEMA ----- Federal Emergency Management Agency
- HAZ-MAT ----- Hazardous Material
- IC ----- Incident Commander
- IMT ----- Incident Management Team
- MAC ----- Multi-agency Coordinating
- MSDS ----- Material Safety Data Sheet
- NAWAS ----- National Warning System
- NIIMS ----- National Interagency Incident Management System
- NOAA ----- National Oceanic and Atmospheric Administration
- NWS ----- National Weather Service
- OEM ----- Office of Emergency Management
- OSHA ----- Occupational Safety and Health Administration
- PIP ----- Public Information Officer
- SAWS ----- Siren Alert and Warning System
- SERC ----- State Emergency Response Commission
- SOSC ----- State On-Scene Coordinator
- USCG ----- United States Coast Guard

Other Important Acronyms



Resources

HAINES

SPECIAL PERSONNEL

Interpreters

Name	Language	Telephone	Comment

Clergy

Name	Type	Telephone	Comment

Counselors

Name	Type	Telephone	Comment

Technicians

Name	Type	Telephone	Comment

Retired Medical Specialists

Name	Type	Telephone	Comment

Other

Name	Type	Telephone	Comment



Resources

HAINES

SPECIAL PERSONNEL

Resource Possibilities and Substitutions For Emergency Supplies

Temporary Shelter

- Schools
- Churches
- Public Buildings
- Motels
- Youth Camps
- Boats with Cabins
- Tents

Mass Feeding

- School Cafeteria
- Church Groups
- Fire Department Auxiliary
- Clubs
- Fast Food Restaurants
- Caterers

Cooking Equipment

- Churches
- Schools
- Summer Camps
- Scout Organizations

Food Supplies

- Grocery Store Stockrooms
- Food Banks
- Salvation Army
- American Red Cross
- Restaurants
- Commercial Canned Foods
(stockpiled in homes)

Mobile Feeding

- Meals-On-Wheels
- American Red Cross
- Salvation Army
- Caterers
- Scout Organizations

Recreation & Child Care

- Community Recreation
- Physical Education Teachers
- Youth Groups

Mental Health

- State Mental Health Workers
- Church – Family Counselors
- School Counselors

Administration

- School Principals
- School Teachers
- Military Personnel
- Office Managers

Cots

- American Red Cross
- National Guard
- Scout Organizations
- Fire Departments
- Foam Camping Pads

Communications

- Amateur Radio Operators
- Marine VHF & CB's
- Trucking or Taxi Companies
- Mobile Cellular Link For Phones

Office Supplies

- Schools
- Churches
- Most Businesses

Transportation

- School Buses
- Churches, Buses
- Trucking Companies
- Taxi
- Rental Vehicles
- Private Boats
- Snowmobiles
- All Terrain Vehicles
- Bikes (motor & peddle)

Assistance With Pets

- Humane Society
- Kennels
- Animal Control Units
- Foster Pet Organizations

Medical Personnel

- Retired
- Doctors
- Nurses
- EMT's
- Medical Technicians
- Physician Assistants

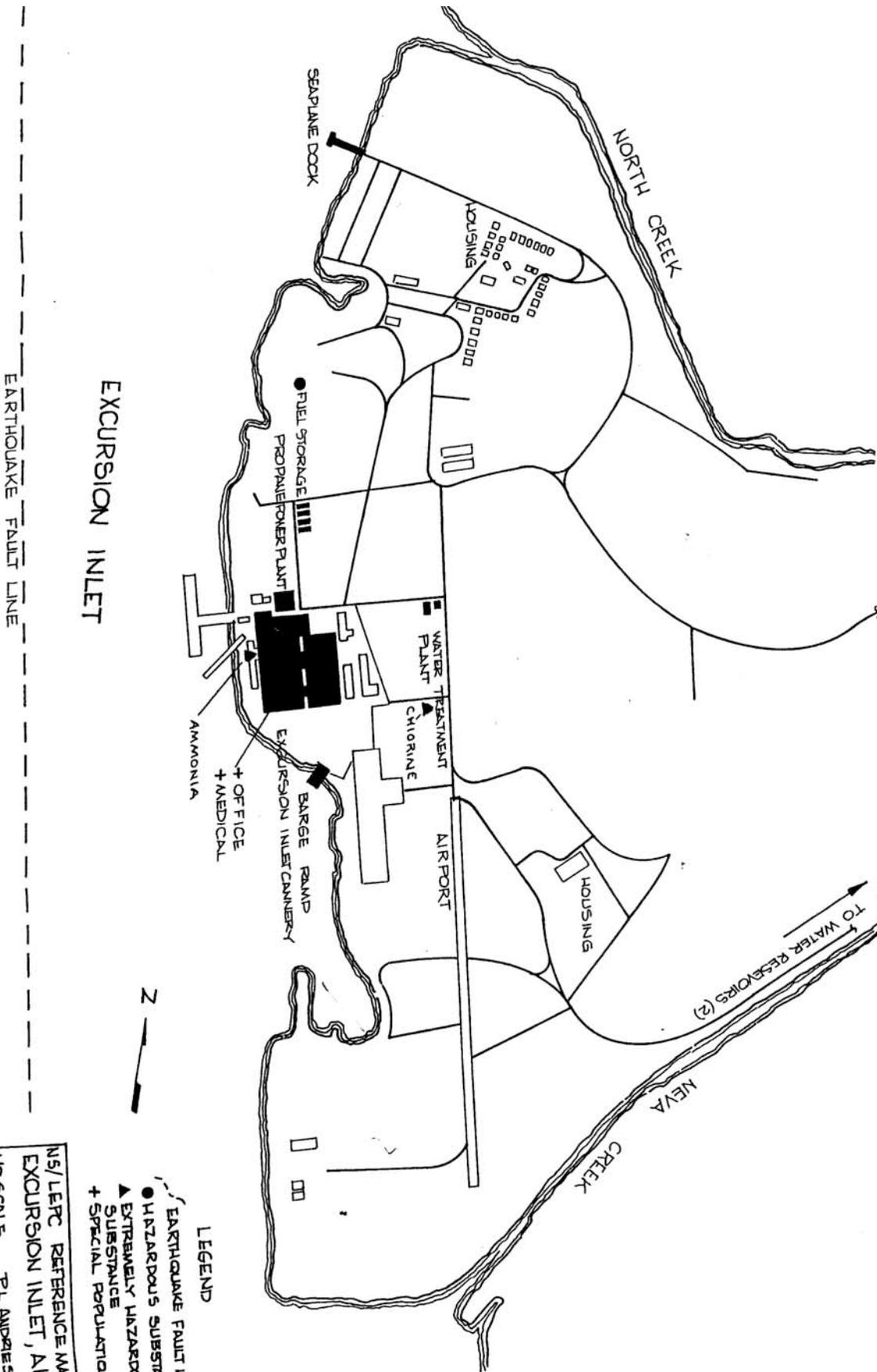


EOP Phone List

HAINES

PERSONAL NUMBERS

	Position	Name	Office #	Ext #	Home #	Cell
1	BOROUGH	Office Switchboard	766-2231			
2	Manager		766-2231	29		
3	Mayor		766-2231	30		
4	Clerk		766-2231	31		
5	Treasure Assistant Treasure		766-2231	27 26		
6	<i>Emergency Manager</i>		766-2711	29		
7	<i>Police Department</i>	Dispatch Center	766-2121			
8	Police Chief Police Seargant		766-2121			
9	<i>Animal Care Contractor</i>					
10	<i>Fire Department</i>	Line 1	766-2115			
11	Fire Department	Line 2	766-2118			
12	Fire Chief		766-2115			
13	Fire Captain		766-2115			
14	Engine Captain		766-2115			
15	EMS Captain		766-2115			
16	SAR Captain		766-2115			
17	<i>Volunteer Manager</i>					
18	Fuel distributors					
19	KHNS		766-2020		Fax	766-2022
20	KINY		586-1800		Fax	586-3266
21	KSRA		772-3891		Fax	772-4538
22	Medical Center					
23	Salvation Army					
24	Haines Borough Schools	OFFICE				
25	HS Principal / Superintendent		766-2644			
26	Elementary Principal		766-2811			
27	High School office		766-2411			
28						
29						
30						
31						
32						
33						
34						
35						
36						
37						



EXCURSION INLET

EARTHQUAKE FAULT LINE



LEGEND

- EARTHQUAKE FAULT LINE
- HAZARDOUS SUBSTANCE
- ▲ EXTREMELY HAZARDOUS SUBSTANCE
- + SPECIAL POPULATION

NS/LEPC REFERENCE MAP
 EXCURSION INLET, AK
 NO SCALE T.L. ANDRESEN

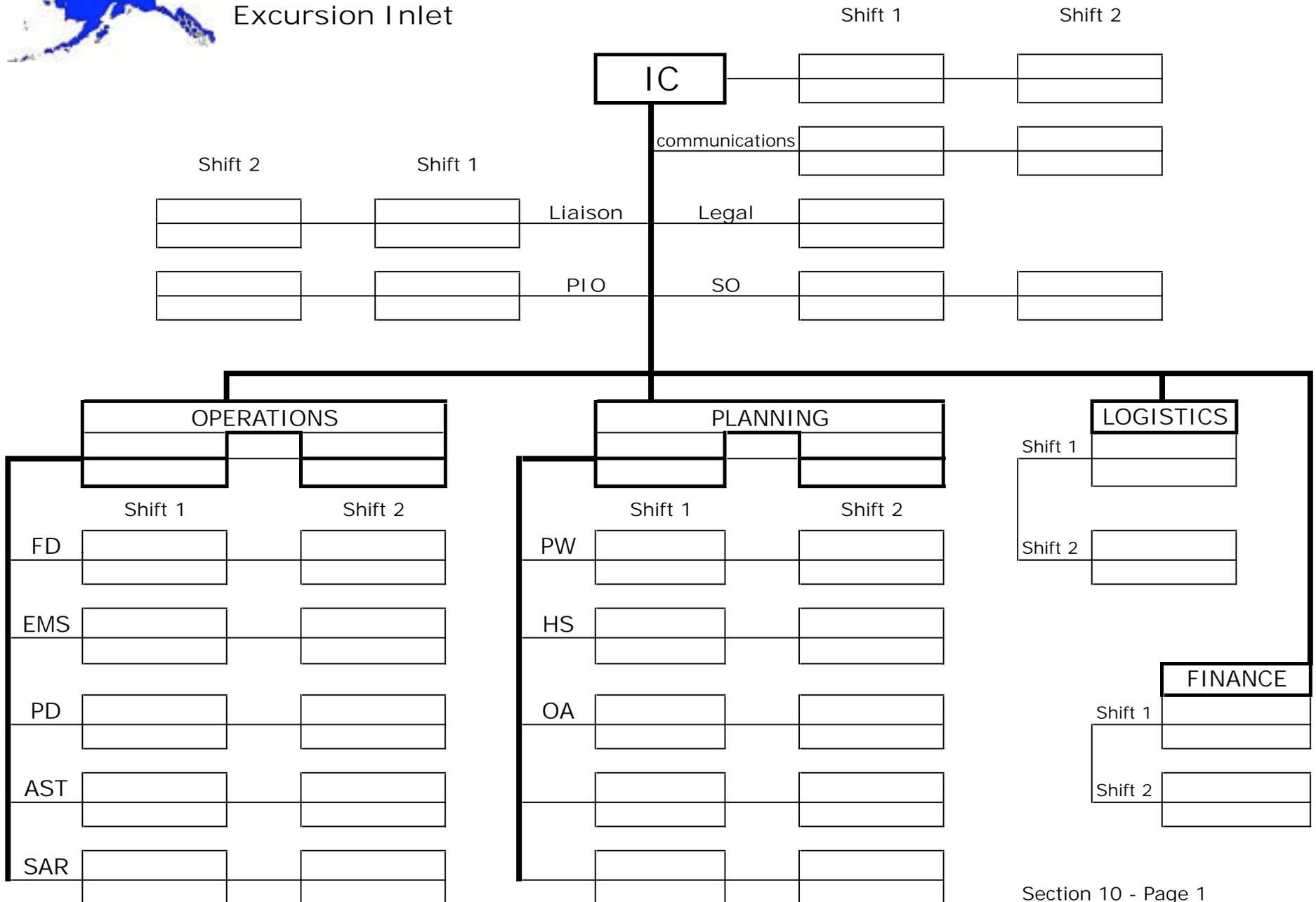
Incident Management

Emergency Operations Center
Incident Command System

Organizational
Structure



Excursion Inlet





Telephone List

Local

Ocean Beauty Seafoods907-586-4244

Area

ARC Juneau.....907-463-5713
Bartlett Memorial Hospital.....907-586-8427
Borough Office.....907-766-2711
Search & Rescue.....907-465-4000
State Trooper.....907-465-4000

State

AK Dept of Environmental Conservation800-478-9300
AK Div of Emergency Services800-478-2337
AK Div of Natural Resources.....907-766-2120
AK Government Directory Assistance907-465-2111
AK State Trooper Regional.....907-225-5118
ARC Regional.....907-463-5713
ARC State907-646-5400
Army Corp of Engineers.....907-384-7442
Coast Guard.....800-478-5555
Earthquake Warning907-745-4212
FBI907-463-3461
Governor's Office.....907-465-3500
Hazardous Waste907-465-5150
Mobile Cellular Uplink907-428-7053
National Weather Service907-790-6824
National Guard State.....907-465-3500

Amateur Radio Operators (HAMS)

OPERATOR	CALL SIGN	TELEPHONE NUMBER	FREQUENCY MONITORED
Bruce Gordon	AL7AQ	907-586-4244	14.292 MHz AK Pacific Net
Debbie Gordon	KL7WJ	907-586-4244	14.292 MHz AK Pacific Net

Mutual Aid Agreements

Alaska DEC	Hazmat Response	907-465-5357
Alaska DNR	Wildfire – Rural Interface	907-766-2120
Gustavus ER	Emergency Response	907-697-2222
National Park Service	Bartlett Cove	907-697-2651

Communications

Excursion Inlet

Special Personnel

Interpreters

Name	Language	Telephone	Comment

Clergy

Name	Type	Telephone	Comment

Counselors

Name	Type	Telephone	Comment

Technicians

Name	Type	Telephone	Comment

Retired Medical Specialists

Name	Type	Telephone	Comment

Other

Name	Type	Telephone	Comment

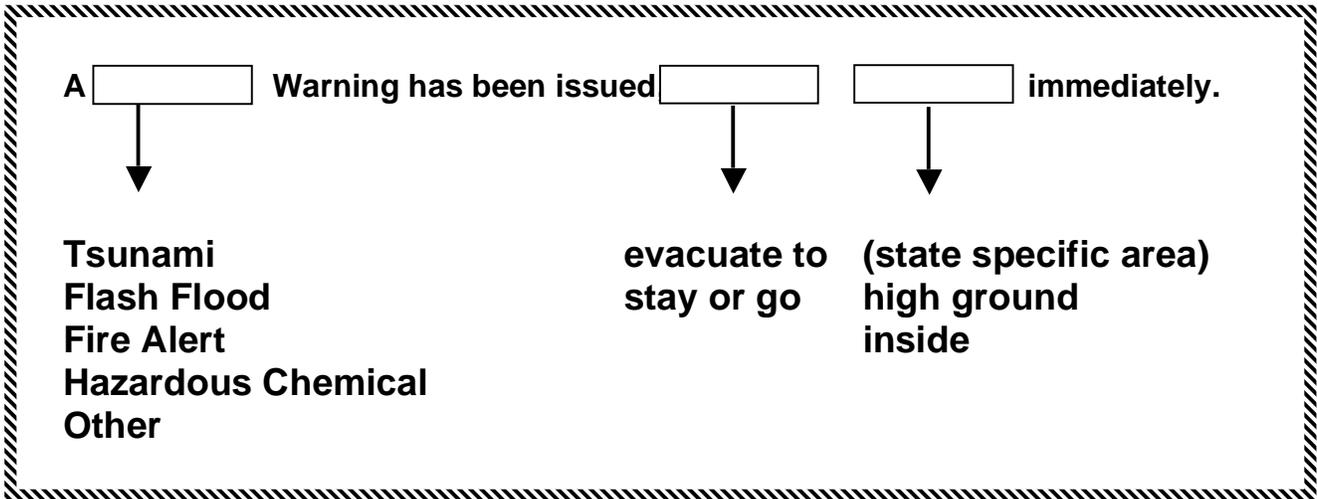


Alert & Warning

NOTE !

If your area has received a specific warning and evacuation must begin immediately, use the following instructions.

1. Identify where evacuees should go.
2. Sound a warning siren or horn.
3. Issue the following warning.



4. Disseminate message over the Emergency Broadcast system if available.
 - a. Disseminate message over portable public address system using police or fire department personnel. The message should be repeated twice at each intersection in the involved area or every .2 miles in rural residential areas.
 - b. Disseminate message from door to door using police or fire department personnel.
5. Log the message on a “warning message log form” found at the end of this section as soon as possible and obtain the proper signatures.

Alert & Warning

Warning Message Log

1. Date _____ Time _____ Message # _____
2. Situation:
Describe the emergency incident. Include a description of the threat to life or safety.
Give specific boundaries of the area affected by the warning.

3. Content of warning:
Include exact wording of the warning given.

4. Method of Warning: _____ Siren or Horn _____ EBS
_____ Mobile Public Address _____ Door to Door _____ Other

Signature of authorizing official _____

5. Warning Terminated: Date _____ Time _____

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

Signature of terminating official _____



Evacuation

Note

If you have been referred to this section to facilitate an immediate evacuation of individuals, follow the procedures outlined at the beginning of the Alert Y Warning Section Page. If time is less critical follow the instructions given below.

An evacuation may be ordered and authorized by:

1. Incident Commander of the Incident Management Team and/or
2. The Mayor of the Haines Borough and/or
3. The Law Enforcement Officer in Charge

Discussion

Any evacuation also involves the need to arrange emergency shelter, to provide security for the evacuated area, to arrange for more long-term shelter for some evacuees and arrange for an orderly return of evacuees to the original area. Experience has shown that 50% of the people evacuate before being ordered to do so and 80% find emergency shelter with relatives or friends.

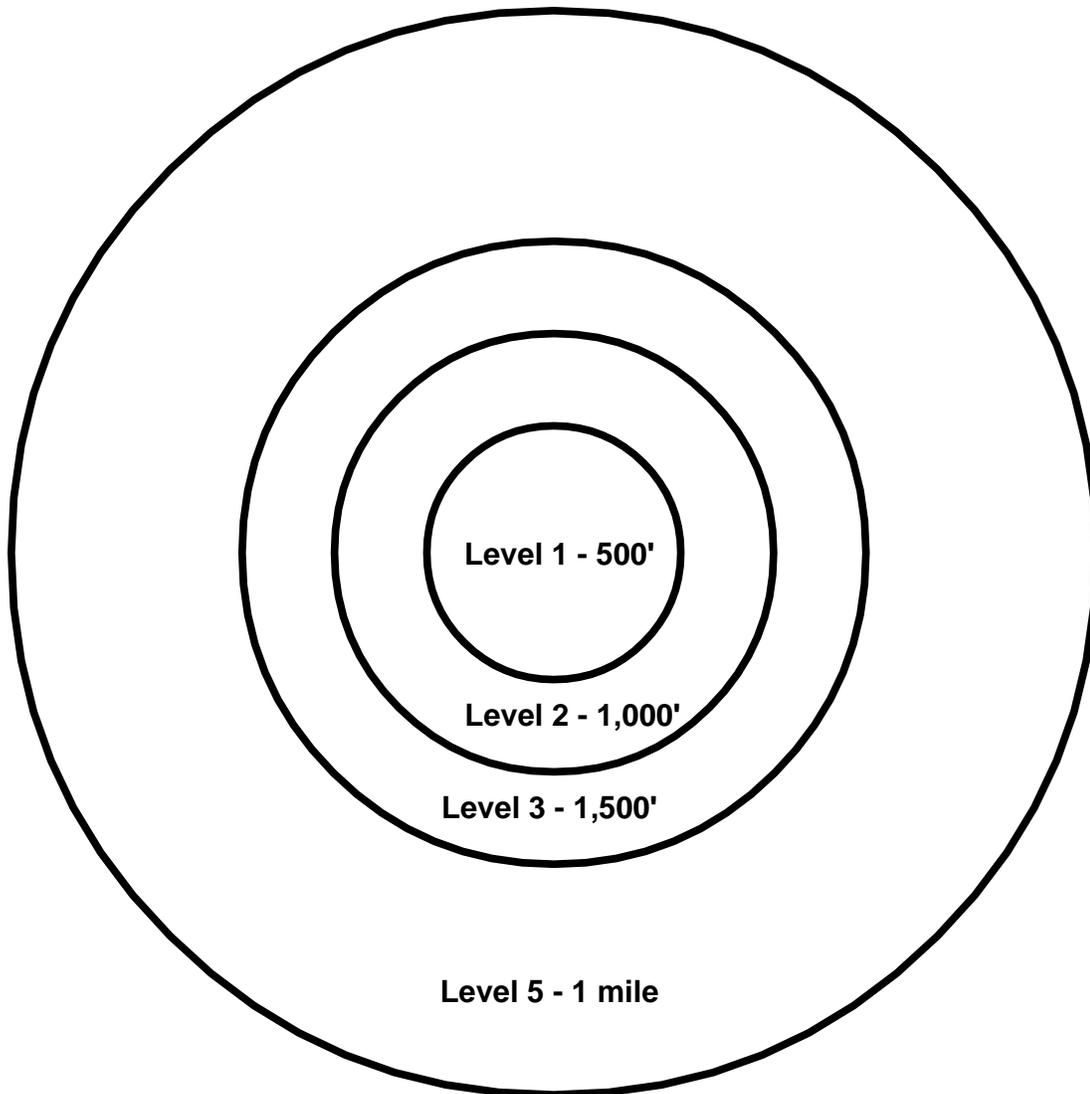
Steps in Initiating An Evacuation

1. Identify the area that is at risk.
2. Compare the risks associated with evacuation with the risks of "sheltering in place".
3. Identify the area of lower risk.
4. Identify evacuation routes.
5. Consider the time needed for an evacuation.
 - a. Notification
 - b. Evacuee preparation
 - c. Travel time to leave the risk area
6. Identify alternative transportation for people who are without private transportation. Consider special facilities such as schools, nursing homes, medical facilities and essential utilities that need to be maintained.
7. Open emergency shelters.
8. Prepare evacuation instructions to include
 - a. Nature of the problem
 - b. Area involved
 - c. Evacuation routes
 - d. Shelter locations if known.
 - e. What to bring to a shelter if there is enough time to include this information. (Medications, glasses and other personal devices, important documents, personal pets are not allowed in emergency shelters)
 - f. When and how additional information will be issued
9. Complete the authorization form found at the end of this section.



Evacuation

Hazardous Materials Evacuation Zones Determined by the Incident Commander



**Level 1 to 3 all civilian and nonessential personnel are to evacuate.
Level 5 ALL PERSONNEL are to evacuate to one mile from hazard site.**

Important: All personnel should stay upwind and away from the hazard site.

Hazardous Materials



EXCURSION INLET

ANNEX

Extremely Hazardous Substances

ID	COMPANY	SUBSTANCE	QUANTITY	LOCATION	PHONE
1	Ocean Beauty Seafoods	Chlorine (Cl ₂)	1,300 lbs	Water Plant & storage room S end of plant	907-586-4244
2	Ocean Beauty Seafoods	Anhydrous Ammonia (NH ₄)	12,000 lbs	Plant Refrig. Rm. & storage room S. end of plant	907-586-4244

There are no Level A response facilities in Southeast Alaska. For help call the DEC at 800-478-9300.

COMPANY	SUBSTANCE	QUANTITY	LOCATION	PHONE
Ocean Beauty Seafoods	Gasoline	20,000 gallons	Tank farm 150 yds. North of plant	907-586-4244
Ocean Beauty Seafoods	Diesel #1	30,000 gallons	Tank farm 150 yds. North of plant	907-586-4244
Ocean Beauty Seafoods	Diesel #2	250,000 gallon	150 yds. North of plant	907-586-4244
Ocean Beauty Seafoods	Propane	5,000 gallons	Adjacent to tank farm 100 yds. North of plant	907-586-4244
Ocean Beauty Seafoods	Freon, Oxygen Carbon Dioxide, Argon	150 lbs cylinders 20+cylinders	Storage room on south end of plant	907-586-4244
Ocean Beauty Seafoods	<u>See Below</u> *	5 gallon units 30+ units	Storage room south end of plant	907-586-4244



* The following chemicals with MSDS in storage are found in various areas around the plant.

Chlor-san 16, Duzyme, Hal-o-San, hydrochloric acid, Master Kleen, Pro Kleen, SAF-gard, SAG 730, sodium nitrate, solvent, power chlorine (super C).

Map Located on next page

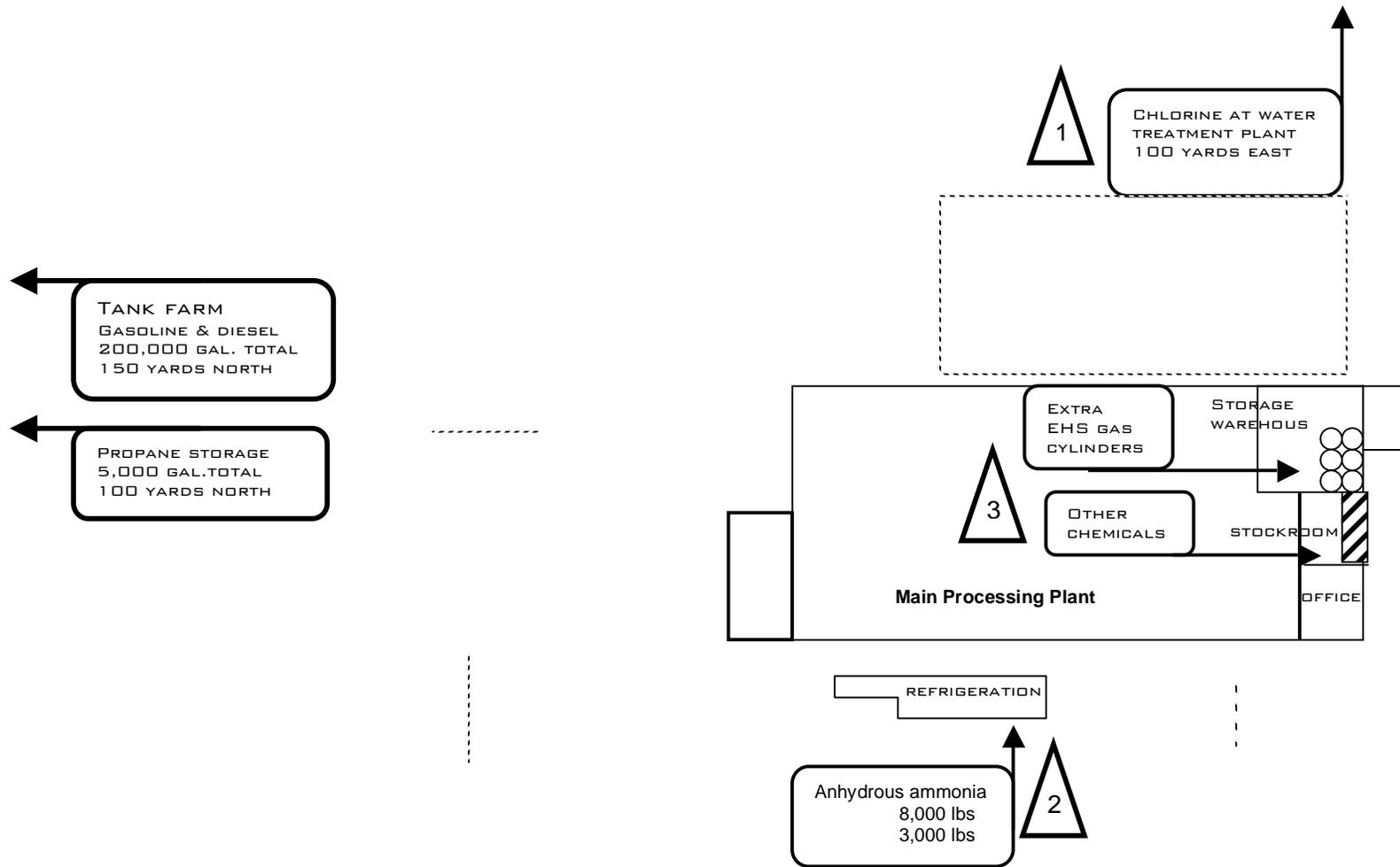
Hazardous Materials



EXCURSION INLET

ANNEX

This Page Intentionally left blank







Shelter In Place

In some situations it may be better to shelter victims in place rather than evacuate. Factors such as availability of emergency shelters, the type of emergency, the weather conditions, the availability of transportation, the conditions of highway structures, medical issues and many other conditions may figure into a decision to shelter in place. Persons must be informed and instructions must be given using radio. Television or mobile public address systems. See Alert and Warning Section.

- Persons should remain inside of their houses, dormitories or other closed buildings until they are told it is safe to leave.
- Listen to the radio or television for instructions and procedures. If radio or television communications are not available public safety officers will give instructions by public address system or by a door to door procedure if possible.
- If air borne particles pose a health hazard the following instructions should be given: *
 - Turn off heat, ventilation and cooling systems.
 - Turn off attic and window fans.
 - Close all windows, doors and vents and cover cracks with tape or wet rags.
 - Keep pets inside.
 - Persons who are having trouble breathing should cover their nose and mouth with a damp cloth.
- Persons who are outside should cover their nose and mouth with a damp cloth until they can get inside.
- Listen for further instructions given on the hour and half hour.

Emergency Shelters

No fully equipped or maintained public fallout shelters are available.

* Use the video Shelter In Place (SIP) for public instruction on sealing a structure against airborne particles.



Resource Possibilities and Substitutions For Emergency Supplies

Temporary Shelter

- Schools
- Churches
- Public Buildings
- Motels
- Youth Camps
- Boats with Cabins
- Tents

Mass Feeding

- School Cafeteria
- Church Groups
- Fire Department Auxiliary
- Clubs
- Fast Food Restaurants
- Caterers

Cooking Equipment

- Churches
- Schools
- Summer Camps
- Scout Organizations

Food Supplies

- Grocery Store Stockrooms
- Food Banks
- Salvation Army
- American Red Cross
- Restaurants
- Commercial Canned Foods
(stockpiled in homes)

Mobile Feeding

- Meals-On-Wheels
- American Red Cross
- Salvation Army
- Caterers
- Scout Organizations

Recreation & Child Care

- Community Recreation
- Physical Education Teachers
- Youth Groups

Mental Health

- State Mental Health Workers
- Church – Family Counselors
- School Counselors

Administration

- School Principals
- School Teachers
- Military Personnel
- Office Managers

Cots

- American Red Cross
- National Guard
- Scout Organizations
- Fire Departments
- Foam Camping Pads

Communications

- Amateur Radio Operators
- Marine VHF & CB's
- Trucking or Taxi Companies
- Mobile Cellular Link For Phones

Office Supplies

- Schools
- Churches
- Most Businesses

Transportation

- School Buses
- Churches, Buses
- Trucking Companies
- Taxi
- Rental Vehicles
- Private Boats
- Snowmobiles
- All Terrain Vehicles
- Bikes (motor & peddle)

Assistance With Pets

- Humane Society
- Kennels
- Animal Control Units
- Foster Pet Organizations

Medical Personnel

- Retired
- Doctors
- Nurses
- EMT's
- Medical Technicians
- Physician Assistant



Volunteer Annex

HAINES

VOLUNTEER ANNEX

SITUATION

In the event of a large-scale, Borough wide disaster, existing public safety agency resources will be over-extended. As demonstrated in past disasters, private citizens often provide necessary services to human life and property, in lieu of professional responders during the initial aftermath of intense destruction. Despite the encouragement from emergency planners for families to be prepared with a minimum of 72 hours worth of food and water, much of the public will require that their basic needs be met.

VOLUNTEERS

One of the greatest resources available to a community during an emergency are its citizen volunteers. These convergent volunteers (so named because they “converge” on the scene following an event) represent a cross section of the community and bring with them a wealth of knowledge and experience.

PURPOSE

- A. Establish responsibilities for coordinating and organizing a volunteer support system.
- B. Categorize the various types of volunteers that would be utilized in the event of a disaster and establish guidelines for the organization, management, and coordination of such volunteers.
- C. This document seeks to plan for the identification, classification, registration, training and assignment of volunteers. The primary vehicle through which this shall occur is the Volunteer Action Center (VAC).

ASSUMPTIONS

- 1. An organized effort to manage convergent volunteers responding to a large-scale disaster will improve the overall response and better provide for the public’s needs. Moreover, with additional resources, the recovery process will be expedited.
- 2. Citizen volunteers who are successfully given the opportunity to serve in times of disaster end up being fulfilled and dedicated to recovery. Citizens turned away often are frustrated and disengaged from the recovery process, their community and community leaders.
- 3. Pending activation, it shall be the responsibility of the Volunteer Action Center (VAC) to identify and pre-register non-organized volunteers. Once registered, these volunteers will make up the initial non-organized wave of volunteer assistance.
- 4. Requests for help and help and damage assessments will be relayed from those volunteers in the field to the Volunteer Action Center (VAC) to be compiled and forwarded to the EOC.



Volunteer Annex

5. Volunteer agencies and organizations that provide human services on a day-to-day basis are expected to provide those same services during an emergency, if able.
6. No individual, agency, organization or its employees shall be held liable except for acts or omissions which constitute willful misconduct.
7. Volunteers will not be expected to operate at a level beyond the extent of their training.

CONCEPT OF OPERATIONS

Volunteer Categories will be categorized into three groups:

1. **Organized Volunteers** [OV]

These volunteers are part of a trained and organized emergency response volunteer group. Groups such as the Red Cross, Salvation Army, church groups, or out of town groups such as the Civil Air Patrol. They may report to the VAC individually or as a group for assignment or they may also self-deploy in the event of a major catastrophe. (If self-deployed, however, it is mandatory they establish communications and take direction from the VAC as soon as possible).

2. **Unorganized, but Skilled Volunteers** [UBS]

These volunteers may not be associated with an organized volunteer group or may be separated from their established group, yet are available for assignment to any task for which they are qualified and proficient. These volunteers will often have some form of written certification, card or license identifying them as a professional. These volunteers include: doctors, nurses, contractors, food handlers, radio operators, engineers, electricians, plumbers etc.

3. **Unorganized and Untrained Volunteers** [UU]

These volunteers have no identified emergency skill and must be trained at the VAC or sent to an organized volunteer group for training and briefing before being assigned/released to a task. These volunteers also require a designated trained volunteer or employee leader to supervise their activities. Logical leaders for these volunteers are: Organized Volunteers not otherwise being used, Borough / State employees, work crews supervisors etc.



Volunteer Annex

HAINES

VOLUNTEER ANNEX

VOLUNTEER ACTION CENTER (VAC)

LOCATION

The primary location will be in the Fire Extinguisher Shop at the HVFD for registration and sign-in. Staging of Responders, Equipment, and Volunteers will be in the Fire Hall. Donations will be collected and dispatched from the "Ladder" bay behind the VAC office.

Organization and Functions of the VAC

1. A *Volunteer Manager* will be appointed for overall management of the volunteer program, including communications, recruitment, training and referral. The volunteer manager is a member of the Incident Management Team and reports to the EOC Logistics Section Chief. The main duty is to serve as the principal contact for all volunteers and agencies needing volunteers.
3. Activation of the VAC and the Volunteer Manager will be occur when deemed necessary by the Incident Commander, EOC Manager, or EOC Logistics section chief.
2. Develop and maintain a database of affiliated volunteers into the following groups:
 - OV = Organized Volunteers
 - UBS = Unorganized, but Skilled Volunteers
 - UU = Unorganized and Untrained Volunteers
3. Volunteers shall be grouped according to their predetermined skill sets and ability.
4. Forms will be supplied for the Volunteer Manager to hold volunteer recruitment meetings to pre-register, train, and categorize a list of people interested in volunteering.
5. The Volunteer Manager should appoint assistants as the needs require to be able to manage the following duties:
 - Registration
 - Job Assignments
 - Accountability
 - Food & provisions for volunteers
 - Communications between the VAC and the EOC
 - Consolidate and route damage assessments from volunteers to the EOC
 - Receive, store & distribute donated supplies coming in

Set up only as many stations as can be effectively staffed



Potential Tasking

Borough service agencies (first-responders) will primarily be occupied with the immediate protection of life and property and the reestablishment of public infrastructure. The Federal Emergency Management Agency (FEMA) generally provides financial recovery assistance in *federally declared emergencies*. In non-federally-declared emergencies there is virtually no governmental funding available for individual recovery assistance. This normally includes such activities as debris removal and structure repair. Volunteers must provide much of the assistance in non-federally-declared emergencies.

A suggested partial list of possible task area for volunteers may include assistance to:

Response

- Damage Assessments
- Search & Rescue
- First Aid/Medical Response Triage
- Firefighting
- Floods Fighting
- Debris Clearing

Mitigation

- Communications
- Human Shelter Operations
- Food Preparation
- Animal Shelter Operations
- EOC, Administrative, clerical / support staffing
- First Aid
- Child Care
- Elder Care
- Transportation
- Traffic Control

Recovery

- Debris Clearing
- Post Traumatic Stress Counseling
- Structural Construction
- Carpentry
- Plumbing
- Electrical Repair
- Materials Handling



TIPS ON HOW TO MANAGE EMERGENCY VOLUNTEERS

PLAN CAREFULLY

- Commit to provide trained leadership
- Set realistic goals for each day's work
- Help volunteers see where they fit in the "Big Picture"

ORGANIZE EFFECTIVELY

- Create written checklists for each job to be done
- Create a master list of all jobs with a one-line description of task and to whom volunteers report.
- Create organizational chart

STAFF RESPONSIBILITY

- Make assignments to volunteers based on their skills, interest and experience
- Train people in how to do their job – give the information they will need for success as well as information about what you are doing.

SUPERVISE IN AN ENABLING WAY

- Help people to be successful
- Praise their good work; correct errors immediately
- Help people feel important, included, valuable
- Watch for signs of burnout and rotate tasks or relieve volunteers appropriately
- Be specific, brier, clear in giving instructions
- Use humor to help people over the rough spots
- Always be fair
- Remind volunteers that their efforts are helping the entire community
- Keep people informed
- Watch for signals that people want increased responsibility
- Recognition, Recognition, Recognition!



25 WAYS TO RECOGNIZE EMERGENCY VOLUNTEERS

- 1 Listen to them
- 2 Allow time to talk
- 3 SMILE
- 4 Ask for suggestions
- 5 When possible, act on their ideas
- 6 Provide debriefing opportunities
- 7 Provide child care
- 8 Make good job matches
- 9 Say “thank you”
- 10 Don’t turn them away
- 11 Promote them
- 12 Provide job reference
- 13 Maintain safe working conditions
- 14 Provide orientation
- 15 Honor their preferences
- 16 Send a letter of appreciation to their employer
- 17 Provide them with official identification
- 18 Enforce breaks
- 19 Post accomplishments in a visible place
- 20 Feed the press good news about them and their work
- 21 Feed them
- 22 Call them by name
- 23 Be creative in developing jobs
- 24 Communicate
- 25 Invite them back



Volunteer Annex

HAINES

VOLUNTEER ANNEX

VOLUNTEER REGISTRATION FORM

Name: _____

Phone: _____

Address: _____

Present Employer _____

Do you have a current volunteer affiliation? No If yes, identify: _____

Occupation _____

Experience / Skills _____

- Placement Preference:**
- | | | |
|---|---------------------------------------|--|
| <input type="checkbox"/> Certified Personal | <input type="checkbox"/> Food Service | <input type="checkbox"/> Debris Cleanup |
| <input type="checkbox"/> Support Staffing | <input type="checkbox"/> Shelters | <input type="checkbox"/> Animal Control |
| <input type="checkbox"/> Record Keeping | <input type="checkbox"/> Medical | <input type="checkbox"/> Laborer |
| <input type="checkbox"/> Equipment Operator | <input type="checkbox"/> Child Care | <input type="checkbox"/> Computer Specialist |
| <input type="checkbox"/> Transportation | <input type="checkbox"/> Construction | <input type="checkbox"/> Counselor |
| <input type="checkbox"/> Repairs | | |

Emergency Contact:

Name: _____ Phone: _____

Address _____

Waiver:

OV UBS UU

Signature _____ Date: _____

<i>For Official Use:</i>	
Volunteer Training Completed? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date Completed: _____
Placed: _____	
Date: _____	By: _____



Volunteer Annex

This Page Left Blank Intentionally



Volunteer Annex

HAINES

VOLUNTEER ANNEX

VOLUNTEER REQUEST FORM

Requesting Organization: _____

Mailing Address: _____

Name of Contact: _____ Phone: _____
Fax: _____

Job Description: _____

Number of Volunteers Needed:

Duties	Experience / Skills	Is Training Provided?

Equipment/Special Clothing Needed: _____

Additional Training Provided by Agency: _____

Location of Job: _____

Day/Date/Time Volunteer(s) Needed: _____

Please Check if available:

- Restrooms
- Safety Equipment
- Telephone
- Parking
- Transportation to Work Site

Volunteer(s) should report to the following person for additional screening and training:

Name: _____

Location: _____

Phone: _____ Cell: _____ Fax: _____



Volunteer Annex

This Page Left Blank Intentionally