

City of Dillingham Emergency Operations Plan

Prepared by the City of Dillingham

June 2018



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Acronyms and Abbreviations

ADEC	Alaska Department of Environmental Conservation
AEIC	Alaska Earthquake Information Center
AERT	Alaska Emergency Response Team
AICC	Alaska Interagency Coordination Center
AKNG	Alaska National Guard
AKVOAD	Alaska Voluntary Organizations Active in Disaster
AKSMEO	Alaska State Medical Examiner's Office
ALCOM	Alaskan Command
AO	Administrative Order
ARC	American Red Cross
ARES	Amateur Radio Emergency Service
ARRC	Alaska Railroad Corporation
AS	Alaska Statute
ASHNHA	Alaska State Hospital and Nursing Home Association
ATC	Applied Technology Council
ATF	Bureau of Alcohol, Tobacco, Firearms and Explosives
AVO	Alaska Volcano Observatory
CAP	Civil Air Patrol
CCC	Citizens Corps Council
CDC	US Centers for Disease Control
City	City of Dillingham
CISD	Critical Incident Stress Debriefing
CERT	Community Emergency Response Teams
COOP	Continuity of Operations Planning
CPG	Comprehensive Preparedness Guide
DCCED	Alaska Department of Commerce, Community & Economic Development
DCCED/AEA	Alaska Energy Authority
DCCED/AIDEA	Alaska Industrial and Development Export Authority
DEC	Alaska Department of Environmental Conservation
DEC/SPAR	Alaska Division of Spill Prevention and Response
DEC/VSW	Alaska Division of Facility Construction & Operation/Village Safe Water Program
DEED	Alaska Department of Education and Early Development
DERA	Designated Emergency Response Agency
DFG	Alaska Department of Fish and Game
DHS	US Department of Homeland Security
DHSS	Alaska Department of Health and Social Services
DHSS/DBH	Alaska Division of Behavioral Health
DHSS/DPH	Alaska Division of Public Health
DHS&EM	(State of Alaska) Department of Homeland Security and Emergency Management
DLAW	Alaska Department of Law
DMAT	Disaster Medical Assistance Team

DMVA	Alaska Department of Military and Veterans Affairs
DMVA/AKNG	Alaska National Guard
DMVA/ARNG	Alaska Army National Guard
DMVA/ASDF	Alaska State Defense Force
DMVA/CST	Civil Support Team
DHS&EM	Alaska Division of Homeland Security & Emergency Management
DMAT	Disaster Mortuary Assistance Teams
DNR	Alaska Department of Natural Resources
DNR/DOAg	Alaska Division of Agriculture
DNR/DOF	Alaska Division of Forestry
DNR/DORP	Alaska Division of Parks and Outdoor Recreation
DOA	Alaska Department of Administration
DOA/ITG	Alaska Information Technology Group
DOC	Alaska Department of Corrections
DOI	US Department of the Interior
DOJ	Department of Justice
DOI/BLM	Bureau of Land Management
DOI/NPS	National Park Service
DOL	Alaska Department of Labor
DOR	Alaska Department of Revenue
DOT&PF	Alaska Department of Transportation and Public Facilities
DPC	Disaster Policy Cabinet
DPS	Alaska Department of Public Safety
DPS/AST	Alaska State Troopers
DPS/DFP	Alaska Division of Fire Protection
DRC	Disaster Recovery Center
DSCA	Defense Support of Civil Authorities
EAS	Emergency Alert System
EMAC	Emergency Management Assistance Compact
EMS	Emergency Management System
EOC	Emergency Operations Center
EOD	Explosive Ordnance Demolition
EOP	Emergency Operations Plan
EPA	Environmental Protection Agency
ERP	Emergency Response Plan
ERT	Emergency Response Team
ERT-A	Emergency Response Team – Advance Element
ESF	Emergency Support Function
FAA	Federal Aviation Administration
FBI	Federal Bureau of Investigation
FC	Functional Coordinator
FCO	Federal Coordinating Officer
FEMA	Federal Emergency Management Agency
FLO	Federal Liaison Officer
FNSB	Fairbanks North Star Borough
FREPP	Federal Radiological Emergency Response Plan

GAR	Governors Authorized Representative
HAN	Health Alert Network
HSAS	Homeland Security Advisory System
HSEC	Homeland Security Executive Cabinet
HSPD	Homeland Security Presidential Directive
HSEEP	Homeland Security Excise and Evaluation Program
IAP	Incident Action Plan
ICE	Immigration and Customs Enforcement
IC	Incident Commander
ICP	Incident Commander Post
ICS	Incident Command System
IHP	Individuals and Households Program
IMP	Incident Management Team
JFO	Joint Field Office
JIC	Joint Information Center
JOC	Joint Operations Center
JTTF	Joint Terrorism Task Force
LEPC	Local Emergency Planning Committee
LOC	Lines of Communication
LFA	Lead Federal Agency
MACS	Multi-Agency Coordination System
MARSEC	Maritime Security
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
NAWAS	National Warning System
NIIMS	National Interagency Incident Management System
NIMS	National Incident Management System
NGOs	Non-Governmental Agency
NOAA	National Oceanic and Atmospheric Administration
NRCS	National Resource Conservation Service
NRP	National Response Plan
NWS	National Weather Service
OMB	Office of Management and Budget
OSC	On-Scene Coordinator
PDD	Presidential Decision Directive
PDDA	Post Disaster Damage Assessment
PFO	Principal Federal Official
PIO	Public Information Officer
POD	Point of Dispensing
POMSO	Plans, Operations, and Military Support Officer
PPE	Personal Protective Equipment
SAC	Special Agent in Charge (FBI)
SAR	Search and Rescue
SARA	Superfund Amendments and Reauthorization Act
SCO	State Coordinating Officer
SDS	Safety Data Sheets

SEOC	State Emergency Operation Center
SERC	State Emergency Response Commission
SHMP	State Hazard Mitigation Plan
SERC	State Emergency Response Commission
SNS	Strategic National Stockpile
SOP	Standard Operating Procedure
TMM	Temporary Morgue Manager
TC	Task Coordinator
TSA	Transportation Security Administration
UC	Unified Command
USACE	US Army Corps of Engineers
USAR	Urban Search and Rescue
USCG	US Coast Guard
USDA	US Department of Agriculture
USDA/USFS	US Forest Service
USDHS	US Department of Homeland Security
USDOI	US Department of Interior
USPHS	US Public Health Service
USPS	US Postal Service
VOAD	Volunteer Organizations Active in Disasters
WC&ATWC	West Coast & Alaska Tsunami Warning Center
WMD	Weapons of Mass Destruction

Promulgation Statement

City of Dillingham Emergency Operations Plan

Promulgation Letter

The City of Dillingham Emergency Operations Plan describes a process that will be used to manage the mitigation of, preparation for, response to, and recovery from natural and man-made disasters and emergencies. It is an all hazard plan using the NIMS Incident Command System for comprehensive management of disaster or emergency relief forces and emergency operations.

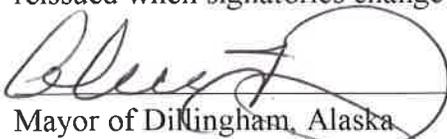
This document is intended to meet disaster/emergency planning requirements for all federal, state, and city agencies having jurisdiction over such matters. It is further intended that this document be used as a reference and training aid for Dillingham government, corporate and business leaders, emergency managers, and responders to ensure their efficiency, effectiveness, and timeliness.

This Emergency Operations Plan will be activated whenever there is a disaster or emergency of sufficient proportions to potentially threaten human health or safety, property, or the environment in or near Dillingham, Alaska. The plan identifies the Dillingham Incident Management Team (IMT) that will manage disaster relief forces and operations and contains a series of checklists that serve as incident action guides and delegate responsibility for each checklist task.

Dillingham leaders and officials present in the community when an incident threatens or occurs will use this plan to act on behalf of the community. They will meet as often as needed, but no less than daily, until no threat remains. Upon declaration of a disaster, the Dillingham Incident Management Team is authorized to appropriate the resources necessary to carry out the provisions of and exercise the emergency powers delineated in the plan.

This document is considered a living document and shall be continuously updated and revised by the Emergency Management Coordinator to reflect lessons learned during drills or actual incidents.

We officials, having been duly elected or appointed to our offices, hereby adopt this plan. It shall remain in effect without regard to any subsequent change of incumbents(s) in these offices, until it is revised or rescinded pursuant to Emergency Operations Plan procedures. However, the plan will be reissued when signatories change as soon as possible after the change.



Mayor of Dillingham, Alaska



City Manager of Dillingham, Alaska

7/20/18
Date

7/20/18
Date

Approval and Implementation

The City of Dillingham Emergency Operations Plan (EOP) is designed to assist the City in responding to emergencies and disasters in a manner that results in the least possible amount of damage to human lives and property while maximizing continuity of services. This effort is led by a multi-disciplinary team, the Emergency Management Organization (EMO).

This Emergency Operations Plan for the City of Dillingham is effective upon approval of the City Council.

This plan supersedes all previous versions of the City's emergency operations plan.

Major revisions of this plan will be approved by the City Council. Minor revisions will be approved by the City Manager with the concurrence of the Mayor. Resource lists and MOU's may be updated at any time, without a senior official's signature, by the Emergency Management Coordinator.


Mayor of Dillingham


Date

City Council Resolution Adoption

Meeting Date: June 21, 2018

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2018-10

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL FORMALLY ADOPTING THE 2018 CITY OF DILLINGHAM EMERGENCY OPERATIONS PLAN

WHEREAS, the Emergency Operations Plan is designed to comply with all applicable state and city laws and regulations and provides the policies and procedures to be followed in dealing with natural or human caused events or; and

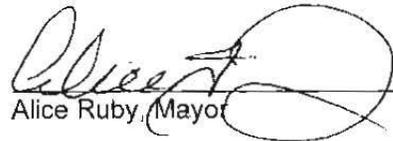
WHEREAS, the Dillingham City Council is vitally interested in effectively administering to the needs of the public in the event of a serious emergency; and

WHEREAS, the Emergency Operations Plan dated June 2018, provides a plan of action and a means of coordinating all City resources in the event of a serious emergency; and

WHEREAS, it may be necessary to seek assistance of agencies outside the City organization and the Emergency Operations Plan provides such information or resources; and

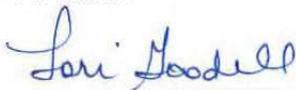
NOW, THEREFORE, BE IT RESOLVED that Dillingham City Council adopts the Dillingham Emergency Operations Plan dated June 2018.

PASSED and ADOPTED by the Dillingham City Council on June 21, 2018.


Alice Ruby, Mayor

[SEAL]

ATTEST:



Lori Goodell, City Clerk

Record of Distribution

Plan #	Office/Department	Representative	Signature
1			
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Basic Plan

I. Purpose, Scope, Situation, and Assumptions

A. Purpose

It is the purpose of the City of Dillingham (“City”) Emergency Operations Plan (EOP) to define the actions and roles necessary to provide a coordinated response within the City. This Plan provides guidance to agencies within the City with a general concept of potential emergency assignments before, during, and following emergency situations. Specifically, this Plan is intended to:

- a. Establish a single comprehensive, risk-based, all-hazard plan for providing emergency response and recovery services, using all available resources for the protection of life, property, and the continuance of government.
- b. Identify and assign various responsibilities and tasks for emergency and disaster response operations to City departments, agencies, and individuals.
- c. Guide City response in any situation in which individual City departmental standard operating procedures (SOPs) are not sufficient to handle the emergency incident.
- d. Designate an Incident Management Team (IMT) comprised of an Incident Commander (IC) and appropriate Command and General staff. The IMT will manage incidents confronting the City utilizing existing local government resources, private resources and selected volunteers within the city.
- e. Organize, coordinate, and direct the actions of the Incident Management Team to assure a timely response in the event of a disaster.
- f. Provide a warning system to alert Dillingham residents, and local agencies, and surrounding communities.

This Plan is divided into a basic plan, functional annexes, and incident-specific annexes:

- a. The basic plan provides an overview of Dillingham’s approach to emergency operations. It identifies emergency response policies, describes the response organization, and assigns responsibilities.
- b. The functional annexes focus on critical operations functions and who is responsible for carrying them out. These annexes describe the specific responsibilities, task, and operations that agencies and departments carry out before, during, and after any emergency.
- c. The incident-specific annexes identify specific procedures, policies, tasks, and responsibilities for emergency operations in certain incidents.

B. Scope

This Plan applies to all participating departments and agencies in the general Dillingham area. Efforts will be made to notify, warn, and rescue (if necessary) residents outside of City limits if sufficient resources are available. This Plan applies to all members of the City administration and staff, to all City departments, and to any other agency or organization assisting in a local disaster.

C. Situation

1. General Overview of Dillingham

a. Location

The City of Dillingham is located at the extreme northern end of Nushagak Bay in northern Bristol Bay, at the confluence of the Wood and Nushagak Rivers. It lies 327 miles southwest of Anchorage and is a 6-hour flight from Seattle. The City is located at approximately 59.0406 Northern Latitude and 158.4656 Western Longitude within the Bristol Bay Recording District.

b. Geography and Climate

Dillingham is a coastal community with boundaries that encompass 36.8 square miles of land and 397.9 square miles of water. Dillingham falls within the transitional climate zone, characterized by tundra interspersed with boreal forests, and weather patterns of long, cold winters and shorter, warm summers. Heavy fog is common in July and August. Winds of up to 60-70 mph may occur between December and March. The Nushagak River is ice-free from June through November.

c. Demographic

Dillingham census area has a population of 4,925 residents based on a 2017 estimate. This City of Dillingham population fluctuates seasonally with approximately 2,329 year-round residents based on the 2010 Census. The summertime population can exceed 5,000 due to an influx of commercial fisherman and cannery workers. The 2010 Census found that the median age of residents is 33, with approximately 10% of the population over the age of 62 and approximately 32% of the population under the age of 19. Additionally, 56% of the population is Alaskan Native. Seasonal fluctuations may change these numbers.

d. Areas of Interest

Dillingham is in close proximity to the Wood Tikchik State Park and serves as the headquarters for the nearby Togiak National Wildlife Refuge. The 1.6-million-acre state park is the largest state park in the nation. The 4.7-million-acre national wildlife refuge is home to walruses, seals, migratory birds, fish and includes one of the largest wild herring fisheries in the world.

e. **Special Events**

Community-planned annual events in Dillingham include a New Year's Eve fireworks, a springtime Beaver Round-Up festival, a Memorial Day Remembrance, the Dillingham Elementary Hot Dog Run in May, the Blessing of the Fleet in early summer, a Fourth of July celebration, and Tony's Run in the fall.

f. **Economy**

Dillingham is the economic, transportation, and public service center for western Bristol Bay. Commercial fishing, fish processing, and support of the fishing industry are the town's primary industrial activities. A total of 193 residents held commercial salmon fishing permits in 2017. As a fishing industry center, the population is highly seasonal-- in spring and summer the population doubles. Besides fishing, many residents depend on subsistence activities, hunting and fishing for food throughout the year, and trapping furbearers for cash income. Salmon, grayling, pike, moose, bear, caribou, and berries are harvested.

g. **Infrastructure**

Harbor & Port

Dillingham's harbor serves as an important hub for commercial fishing in Bristol Bay. During the summer, the harbor can provide moorage for up to 400 vessels. Two on-shore fish processing plants operated by Peter Pan Seafoods and Icicle Seafoods bring many workers during the summer. In support of the fishing operations are numerous boat storage, repair, and supply businesses.

Medical Facilities

Dillingham has the Kakanak Hospital, a 16-bed facility, at the southern end of town. This facility provides 24-hour, short-term medical, pediatric and obstetrical care, and serves as a regional medical facility for the surrounding communities. Dillingham Public Health Center also provides medical services through two public-health nurses.

Airports

Dillingham has a state-maintained 6,400-foot runway that serves as the main year-round transportation link. In 2016, there were approximately 54,340 passengers and 15 million pounds of freight that arrived at or departed from the airport. In addition to the main airport, Dillingham has one private airstrip at the Shannon Ponds Seaplane Base.

Schools

Dillingham has four public schools: Dillingham Elementary School (pre-kindergarten to fifth grade), Dillingham Middle and High School (sixth grade to twelfth grade), and Dillingham Correspondence School (all grades). A total of 474 students are enrolled in these schools. The schools are operated by the

Dillingham City School District. There is one private school in Dillingham; the Seventh Day Adventist school which services grades K-8.

Roads

Dillingham has paved roads that connect different parts of the community and a 25-mile paved roadway connecting to the nearby community of Aleknagik. Dillingham is not connected to the Alaska highway system and is only accessible by boat or plane. City roads are maintained by the City Public Works Department, State roads are maintained by Alaska DOT&PF.

Electrical Utilities

The Nushagak Electrical Cooperative operates diesel generators to provide electricity for the City. The Cooperative also provides electricity to Aleknagik through an electrical intertie.

Water, Sewer, and Waste Management

The City runs and manages a water distribution system that serves a little over 230 locations, with a primary water source from groundwater. The City also operates a wastewater collection and treatment system. Those that are not on the City water or wastewater system use wells and septic systems.

The City operates a Class II landfill that provides solid waste disposal.

2. Hazard Profile

a. Potential Hazards

Dillingham is subjected to the effects of many disasters, varying widely in type and magnitude from local communities to statewide in scope. Disaster conditions could be a result of a number of natural phenomena such as avalanches, earthquakes, floods, volcanic ashfall, drought, severe winter weather, fires (including urban and forest fires), or epidemics.

Apart from natural disasters, Dillingham is subject to a myriad of other disaster contingencies, such as aircraft accidents, transportation accidents involving chemicals and other hazardous materials, chemical oil and other hazardous material spills, leaks or pollution problems, dumping of hazardous wastes, building collapses, utility service interruptions, energy shortages, civil disturbances, applicable criminal acts, or a combination of any of these.

The table below shows the results of a hazard analysis conducted in 2013. A full hazard analysis is available in Appendix B.

Southwest Region REAA						
Hazard	Flood	Fire/ Wildfire	Earthquake	Volcanic Ash Fall	Avalanche	Tsunami
Presence - Risk	Y-M	Y-M	Y-M	Y-L	Y-L	Y-L
History - Extent	2-L	1-L	0	0	0	0
Hazard	Severe Weather, Severe Snowfall	Landslide	Erosion	Technological	Economic	
Presence - Risk	Y-H	N	Y-M	Y-L	Y-M	
History - Extent	7-L	0	0	2-L	3-L	
<p><u>Presence - Risk</u> N: Hazard is not present. Y-L: Hazard is present with a low probability of occurrence (1 in 10 year’s chance). Y-M: Hazard is present with a moderate probability of occurrence (1 in 3 year’s chance). Y-H: Hazard is present with a high probability of occurrence (1 in 1 year’s chance).</p> <p><u>History – Extent</u> Number: Historical occurrences (based on historical disaster declarations). L: Limited – Minimal through maximum damage to part of community/district, short of the definition for the total extent.</p> <p style="text-align: right;">Source: State of Alaska Hazard Mitigation Plan, 2013</p>						

D. Planning Assumptions

1. Effective prediction and warning systems have been established that make it possible to anticipate certain disaster situations that may occur throughout the City or the general area beyond the City’s boundaries.
2. A major emergency could happen at any time and response often requires decisions to be made quickly under adverse conditions. The time of day, week, year, as well as weather conditions are important variables that affect the seriousness of the incident and Dillingham’s response capabilities.
3. It is the Policy of Dillingham to safeguard life, property and the environment by maximizing available resources to minimize the effects of natural, technological and manmade disaster emergencies.

4. Outside assistance from State and Federal agencies as well as neighboring communities may be available. However, it may be hours or even days before these agencies are able to mobilize and render aid. Therefore, Dillingham must be prepared to carry out response on an independent basis.
5. Local government officials and employees recognize their responsibilities for the safety and well-being of the public. Each is conversant with this plan and is fully capable of executing their roles, responsibilities and tasks. Government officials and employees complying with this plan shall not be liable for injury, death or loss of property except in cases of willful misconduct or gross negligence.
6. Emergency events can vary greatly in location and extent. For this reason, planning efforts are made as general as possible.
7. Initial actions to mitigate the effects of emergency situations or potential disaster conditions will be conducted as soon as possible by the local government.
8. Federal and State disaster assistance, when provided, will supplement, not substitute for, relief provided by the City.
9. When a jurisdiction receives a request to assist another jurisdiction, reasonable actions will be taken to provide the assistance as requested.

It is the responsibility of the City to protect life and property from the effects of hazardous events. No guarantee of a perfect response is implied by this Plan or any of its appendices, annexes, or references. Since City government assets and systems are vulnerable to disaster events, they may be overwhelmed. For that reason, deviation from the Plan may be necessary; it is to be used as a guide. The City will make every effort to respond based on the situation, information and resources available at the time of the disaster.

II. Concept of Operations

A. General

1. There are four phases of disaster emergency management:
 - a. **Mitigation:** the effort to minimize and eliminate hazards through hazard vulnerability assessments, prepositioning of resources, prudent planning practices and the hardening of critical infrastructure.
 - b. **Preparedness:** the effort to ready for an emergency including the planning, establishing memorandums of understanding (MOU's), training personnel, having access to sufficient supplies, public education on preparedness issues, gathering pertinent information, and maintaining response plans.
 - c. **Response:** the effort to react to an emergency including operations to save lives, protect property, minimize damage, supply victims with basic

human needs, plan for restoration of essential services, and protect vital resources and the environment.

- d. **Recovery:** the effort to recuperate after an emergency including repairing damages to property and the environment, transition from emergency sheltering and care of victims to temporary, but if necessary, longer-term housing and care arrangements; economic stabilization and recovery; and dispensing financial aid to qualifying public agencies and individuals.

This Plan focuses on the last three phases.

2. During emergency operations, Dillingham departments and organizations will parallel normal day-to-day tasks and functions. However, it may be necessary to utilize employees' skills in areas of greatest need. Therefore, day-to-day tasks and functions that do not directly contribute to emergency operations may be suspended for the duration of the emergency. The efforts that would be directed towards those suspended tasks and functions will be redirected towards the accomplishment of emergency tasks and functions.
 3. When an emergency declaration is made, Dillingham will respond as outlined in this plan to protect life, property and the environment from the consequences of the emergency. When a major emergency exceeds Dillingham's capability to respond, assistance will be requested from the State government through Alaska Division of Homeland Security and Emergency Management (DHS&EM). If the magnitude of the event exceeds the State's capabilities, the State will request assistance from the Federal government.
 4. The Dillingham Emergency Operation's Center (EOC) will serve as clearinghouses for response and recovery operations and for deployment of resources within the City.
 5. Planning for recovery will take place as soon as the response operations begin. Preparations will be made for rapid deployment of resources necessary to facilitate recovery.
- B. Operational Priorities**
1. Protection of human life (highest priority).
 2. Protection of public health - meeting the immediate emergency needs of people, including rescue, medical care, food, shelter, and clothing.
 3. Protection of environmental/subsistence resources.
 4. Protection of critical infrastructure, key resources, and cultural resources
 5. Protection of public and private property

C. **Levels of Plan Activation**

Emergencies such as fires, emergency medical incidents, search and rescue operations, and violations of the law occur frequently. Infrequently, public safety departments are confronted with larger scale emergencies that go beyond normal operations. These events, which are distinguished as major emergencies, exceed the capacity of one or two departments to handle alone. There are three levels of EOP activation in response to these emergencies:

1. **Level 1, Normal Operations:** Dillingham departments and agencies are conducting normal daily activities with incidents being handled with existing resources, policies, and procedures.
 - a. The EOC is not activated.
 - b. Conditions are monitored by appropriate departments and agencies.
 - c. No written incident action plan (IAP) is required.
2. **Level 2, Partial Activation:** An emergency has developed, or is imminent, that requires Dillingham departments and agencies to take coordinated action, which may take multiple departments, go beyond SOPs, and require additional capabilities.
 - a. Partial or full activation of the EOC may occur during regular business hours or additional hours as needed.
 - b. Conditions are being monitored with information sharing between the EOC and the appropriate departments and agencies.
 - c. A written IAP is required for each operational period.
3. **Level 3, Full Activation:** An emergency has developed that requires the coordinated response of all levels of City government to save lives of a significant portion of the population, protect property and the environment. An emergency declaration is being considered or has been issued and the appropriate departments and agencies are performing a coordinated response.
 - a. Full activation of the EOC on a 24-hour rotational basis with all trained Dillingham staff participating or on call.
 - b. Conditions are being monitored with information sharing between the EOC and the appropriate departments and agencies.
 - c. A written IAP is required for each operational period.

D. **Emergency Declaration**

1. The City Mayor has the authority to declare a disaster declaration within the City if a disaster has occurred or is imminent or threatened. If the City Council is not in session when a disaster declaration is issued, concurrent with the issue of the

declaration, a special session of the Council will be requested to ratify the action taken. Such a declaration automatically activates this Plan.

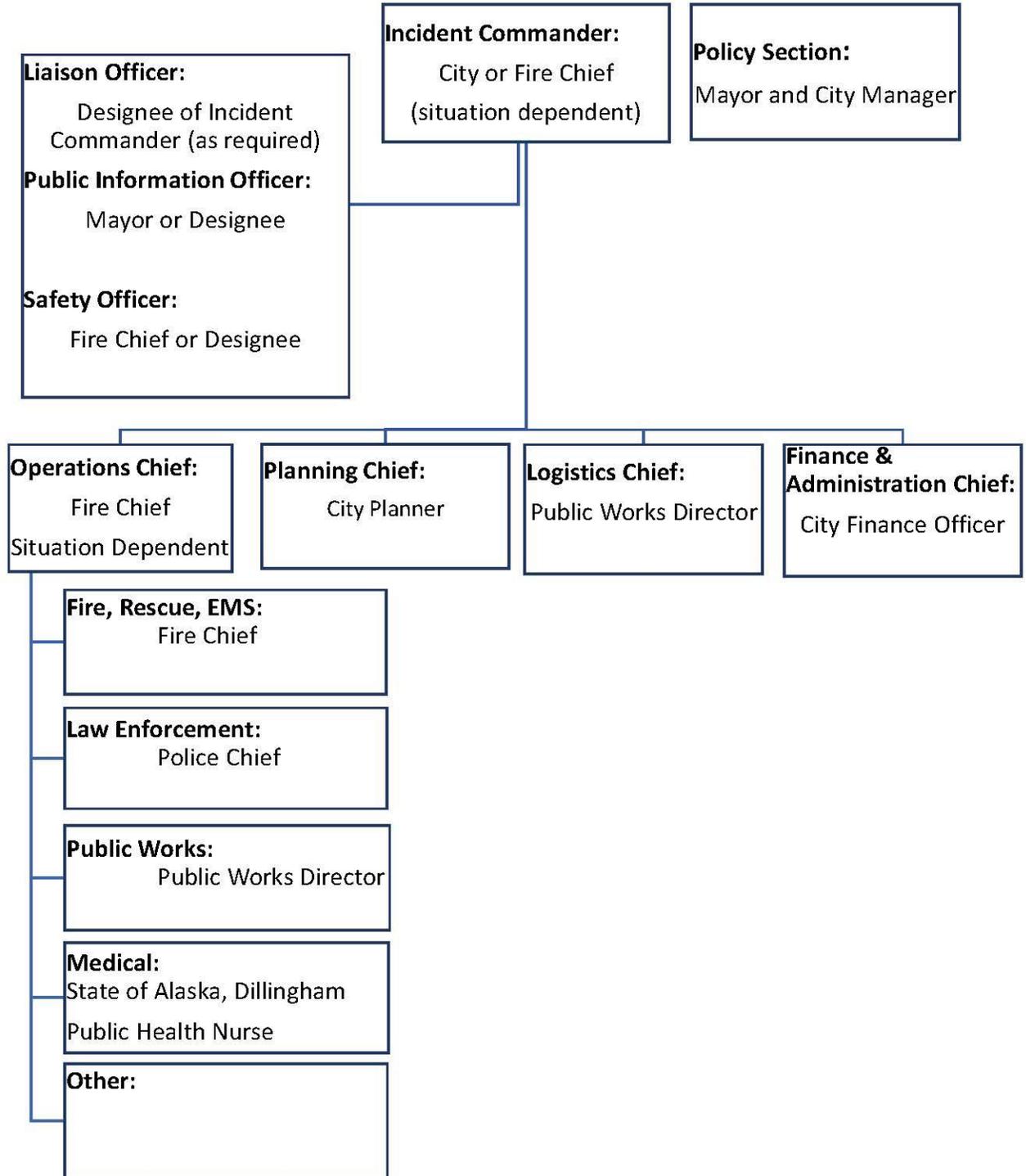
2. When an emergency exceeds or threatens to exceed Dillingham's normal emergency services' capability, the official in charge of the incident will inform the City Manager who will then request a declaration of emergency. In the event of an emergency, the City Manager may do so.
3. An emergency declaration activates the response and recovery aspects of this Plan and grants authority for the use of emergency procedures and assets to which this plan outlines.
4. If the City Mayor recognizes that the resources locally available to the City will be insufficient to respond to and/or recover from the disaster or emergency, the City Mayor shall request assistance from the State of Alaska through the DHS&EM.

E. Incident Command System

1. Dillingham has established the National Incident Management System (NIMS) as its standard for incident command. This Plan incorporates command and management concepts from the NIMS including the Incident Command System (ICS), Public Information System, and, if warranted, the Multi-Agency Coordination System (MACS). ICS allows rapid incorporation of personnel from a variety of agencies into a common management structure.
2. Dillingham utilizes ICS for day-to-day situations and major emergencies. In a small day-to-day incident, the IC and one or two individuals perform all the necessary tasks and functions. In a larger incident, each task and function may be assigned to a separate individual. During infrequent major emergencies, the ICS structure will be expanded and the EOC will be activated to support field operations.
3. The IC is the individual responsible for overall management of all incident operations at the incident site. In a large event with multiple emergency sites, overall coordination of Emergency Management reverts to the EOC.
4. Unified Command (UC) may be implemented during a large-scale emergency with multiple agencies sharing incident jurisdiction to ensure a coordinated, multi-agency response. Agencies work together through their designated IC at the EOC to establish a common set of objectives, strategies, and a single IAP.
5. The IMT is made up of the command and general staff members in an ICS organization. Persons to fill these positions for various types of incidents are often pre-designated to ensure that they have the necessary training and experience to fulfill the roles and responsibilities of the ICS position.

III. Direction, Control, and Coordination

Local government has the primary responsibility for emergency management activities.



A. Field Operations

1. Whenever a hazard is discovered, the most-senior, first-on-scene person shall assume initial command of the situation. Once the first-response units from the designated response department arrive on scene, the senior qualified official on scene from this “lead department” will assume command. It will then be up to each department to decide if command is to be transferred should officials with greater seniority arrive on scene.
2. The department responsible for assuming operational command during an emergency response is generally the department with the most resources committed to the effort. If there is no clear choice for “lead department”, the person with the greatest qualifications and experience in the field shall be selected for operational command.
3. If there is uncertainty or disagreement on the part of field supervisors over which department is to assume operational command, it will be resolved by immediate referral to the IC.
4. Some incidents may involve more than one hazard. The hazard posing the greatest risk to life, property and/or environmental damage will be considered the primary hazard. The department with the most resources committed to the primary hazard will provide operational command. As an incident evolves, the original primary hazard may be downgraded and a subsequent hazard may become the primary hazard. A transfer of command may occur from the “lead department” of the previous primary hazard to the department with the most resources committed to the subsequent primary hazard.

B. Emergency Operations Center

1. The Public Safety Building is the primary EOC. If the primary EOC is unavailable, the Lake Road Firehall will serve as an alternate facility. If neither of these facilities are available/accessible, the IC will designate another municipal facility to be used as an EOC.
2. The EOC is the central location for planning, coordinating and directing emergency management tasks and functions in the field. The EOC reconciles competition for resources and/or eliminates conflicting or duplicated efforts. The EOC’s role does not eliminate the requirement that responding departments and agencies have for tactical level coordination of labor and resources. Common EOC tasks include:
 - a. Taking a global view of the emergency in order to anticipate direct and indirect impacts, and interpret policy, financial and legal matters.

- b. Assembling timely and accurate information on the emergency and current resources in order to make informed decisions on courses of action both short term and long term.
 - c. Providing information to the public and disseminating warning and emergency instructions through all available means.
 - d. Determining the priority of response actions, coordinating their implementation and providing resource support to field operations.
 - e. Suspending or curtailing government services, recommending closure of schools and businesses, organizing evacuations and organizing shelter arrangements for evacuees.
3. The EOC may be activated by the Mayor or City Manager. If the Mayor and City Manager are unavailable, the EOC may be activated by the City Council.
4. When the decision is made to activate the EOC, the official activating the EOC will request the Dispatch Center notify the EOC Staff to report to the EOC. The EOC Staff will take action to notify and mobilize the appropriate departments and agencies, which they are responsible for coordinating.
5. If a disaster occurs in an isolated area, or if the disaster requires extensive coordination or emergency service forces, an on-scene Incident Command Post (ICP) may be established. A facility near the disaster site will be set up and communications will be provided. An on-scene ICP Commander and staff will be designated by the IC. Selection of the Site Commander will depend upon the nature of the disaster and “lead department” requirements.
6. The EOC is capable of being operated continuously for the duration of a disaster. Shift changes will occur at least every 12 hours. The hours of EOC operation will depend upon the disaster situation and the necessity of a 24-hour response.
7. Contact between the EOC staff and their departments will be maintained through telephone and/or radio communications. All field units will be in contact with the EOC through telephone and/or radio communications as well.
8. Only those individuals required to perform incident management duties will be allowed in the EOC or by discretion of the IC.

Emergency Responsibilities by Department

P: Primary Functional Responsibility S: Support Responsibility – Entities have potential responsibility but may not be activated for all instances Annexes address specific coordinating and supporting roles	Direction, Control, and Coordination – ESF#5	Communications – ESF#2	Warning – ESF#2 & 5	Emergency public information – ESF#15	Population Protection (Evacuation or Shelter-in-Place) – ESF#6 & 13	Mass Care and Sheltering – ESF#6	Public Health and Medical Services – ESF#8	Logistics and Resource Management – ESF#7	First Responders – ESF#9 & 13	Public Works and Transportation – ESF#1 & 3	Oil and Hazardous Material Response – ESF#10	
	Emergency Support Functions (ESF)											
City of Dillingham												
Mayor			P	P								
City Manager	P	P	S	S	P	P						
City Clerk		S	S	S	S	S						
Finance Department		S						S				
Fire and EMS Department (Volunteer)	S	S			S	S	P		P		P	
Human Resources (Executive Assistant of Manager)												
Library		S										
Planning Department	S	S						S				
Port	S	S										
Public Safety Department	S	S			S	S	S		S		S	
Public Works Department	S	S						P		P	S	
School District		S										
Senior Center		S										

C. Plan Administration

1. The decision to activate this Plan will be made by the Mayor or City Manager. If the Mayor and City Manager are unavailable, the EOC may be activated by the City Council.
2. Administration of this plan is divided into five sections, using the Incident Command System.

a. **The Command Section.**

This section provides overall command, control and coordination to the forces employed in responding to the disaster. It is composed of the Incident Commander and command staff, which may be designated on a per-incident basis.

i. Incident Commander

ii. Command Staff

1) Public Information Officer (PIO)

The PIO is responsible for interfacing with the public and media with incident-related information.

2) Liaison Officer

The Liaison Officer is the IC's point of contact for representatives of other agencies (including government, Non-Government Organizations (NGOs), and/or private sector) to provide input, resources, and other operational support.

3) Safety Officer

The Safety Officer advises the IC on all matters relating to operational safety and ensures all personnel involved in a response remain safe.

b. **The Operations Section.**

This section is composed of the heads of departments or their representatives that will coordinate implementation of response and recovery duties in the field. Each Operations official is responsible for directing or coordinating the personnel and resources of that functional area. The Operations Chief is responsible for the management of all operations directly applicable to the response and recovery effort. He or she activates and supervises operations and organizational elements in accordance with the IAP. Assists in the formulation and execution of field operational plans, requests or releases resources, and makes expedient changes to the IAP (as necessary).

c. **The Planning Section.**

This group is responsible for collecting and assessing data and making the information available to the Command and Operations Sections for use in

response and recovery. The Planning Chief is responsible for developing the IAP.

d. **The Logistics Section.**

This group is responsible for providing the labor, equipment and facilities needed in support of incident activities.

e. **The Finance and Administration Section.**

This section keeps track of personnel, costs and handles all financial transactions associated with the disaster.

D. **Command Responsibility for Specific Actions**

1. **General guidance of emergency operations**

a. City Manager will act as the Incident Commander and provide direction and coordination for the section Chiefs.

2. **Direction of response**

Responsible for overall direction of the disaster response activities of all of the jurisdiction's departments and agencies. During emergencies, those responsibilities will be carried out normally from the EOC.

a. The City Mayor has the responsibility for addressing threats to his or her jurisdiction. This authority shall include, but not be limited to, the declaration of an emergency condition or disaster declaration within the political jurisdiction.

b. The State Emergency Operations Center (SEOC) will be the point of contact to receive local declarations of disaster.

c. The SEOC functions to coordinate and execute the state's response and recovery operations, pursuant to a declaration of disaster by the Governor and under the Alaska Disaster Act. State and Federal officials will coordinate their operations through the jurisdiction's elected or appointed officials or their designated representatives.

3. **Assistance**

If the jurisdiction's own resources are insufficient or inappropriate to respond to the emergency situation, a request may be made for assistance from other jurisdictions, the State, or Federal government. All response agencies are expected to fulfill mission assignments directed by the IC.

IV. Organization and Assignment of Responsibilities

A. **General**

Most departments/agencies of government have emergency functions in addition to their normal, day-to-day duties. These emergency functions usually parallel or complement

normal functions. Each department/agency is responsible for developing and maintaining its own emergency management procedures.

B. Organization

The organizational chart is located on page 10.

C. Assignment of Responsibilities

1. The Incident Commander

- a. City Manager or designee in all cases, except in fires and hazardous material response when the Fire Chief will automatically assume command.
- b. Provides the overall direction for the incident and is responsible for overall administration and strategic planning. Tasks include:
 - i. Assessment of the situation and declaration of an emergency.
 - ii. Formulating, reviewing and approving operational guidelines including the IAP.
 - iii. As necessary, appropriate and expend funds, make contracts, obtain and distribute equipment, materials and supplies for disaster purposes.
 - iv. Authorize and control information given to the public via the PIO.
 - v. Make available and provide overall direction and coordination of disaster response and recovery forces and equipment.
 - vi. Provide for the health and safety of persons and property, including emergency assistance to victims of the disaster and recommend appropriate protective measures.
 - vii. Appoint, employ, or provide disaster workers.
 - viii. Establish shift schedule to permit 24-hour coverage of EOC as needed.

2. Command Staff

Appointed by the IC and may consist of a PIO, Safety Officer and Liaison Officer to support the IC. Tasks include:

- a. Public Information Officer
 - i. Formulate and release information about the incident as directed by the IC.
 - ii. Maintain, throughout the incident, a summary of the incident information for release to news media and for general use by incident personnel.

- iii. Distribute information as periodic news releases at briefings and in response to special requests.
 - iv. Continually act as official liaison between the news media, handling requests for meetings between media and incident personnel, and arranging interviews and incident observation trips.
 - v. Locate a news briefing area in a secure place away from the EOC.
 - b. Safety Officer
 - i. Obtain information from a variety of sources concerning the incident area and potential hazardous conditions.
 - ii. Attend planning meetings, review strategies and tactics for safety factors, and advise staff.
 - iii. Investigate all accidents and injuries which occur within the incident area and prepare an incident report for submissions at conclusion of the incident.
 - c. Liaison Officer
 - i. Contact cooperating and assisting agency personnel and act as point of contact.
 - ii. Respond to requests from incident personnel for interagency contact.
3. Section Chiefs

Report to the IC, and along with the IC comprise the Incident Management Team. These are:

a. Operations Chief

The Operations Chief is selected by the IC, usually from the department with the most resources committed to the effort. The responsibilities are:

- i. Participate in preparation of the IAP.
 - ii. Brief operations personnel on IAP.
 - iii. Supervise operations.
 - iv. Determine need for additional resources.
 - v. Review suggested list of resources to be released.
 - vi. Assemble response teams from resources assigned to operations sections.
 - vii. Initiate recommendation for release of resources.
 - viii. Report special incidents and/or accidents.
 - ix. Coordinate emergency shelter effort.
- b. Planning Chief

The Planning Chief is responsible for the collection, evaluation, dissemination, and use of information regarding the development of the incident and status of resources. Information is needed to understand the current situation, predict course of events, prepare alternative strategies and control operations for the incident. The major duties are:

- i) Supervise preparation of IAP.
 - ii) Activate planning section unit.
 - iii) Schedule and conduct daily briefings.
 - iv) May recommend reassignment of personnel to incident response positions.
 - v) Assemble information on alternative strategies.
 - vi) Identify need for use of specialized resources.
 - vii) Provide periodic predictions on incident potential.
 - viii) Compile and display incident status information including damage assessment.
 - ix) Advise EOC staff of any significant changes in incident status.
 - x) Prepare and distribute IC's orders.
 - xi) Prepare recommendations for release of resources.
 - xii) Establish weather data collection system when necessary.
- c. Logistics Chief

The Logistics Chief is responsible for providing facilities, services, and material in support of the incident response and recovery. The Logistics Chief duties include the following:

- i. Identify, obtain, and coordinate the use of resources in support of the response and recovery effort.
- ii. Participate in preparation of the IAP.
- iii. Coordinate the logistical aspects of EOC operation. (Food, auxiliary power, etc.)
- iv. Establish and maintain staging areas for the response and recovery.
- v. Designate and maintain staging areas for inter/intra agency response.

- vi. Establish and maintain a communications system for EOC, field teams, and support agencies.
- d. Finance and Administration Chief

The Finance and Administration Chief is responsible for cost accounting, purchasing, personnel and related administrative functions. The Finance and Administration Chief Duties include the following.

- i. Provide for all aspects of financial support in support of the response and recovery efforts.
 - ii. Compile cost estimates.
 - iii. Maintain records of personnel time and expenditures.
 - iv. Establish billing procedures.
 - v. Organize system for compensation and claims.
- 4. Depending on the size of the response and recovery effort, Section Chiefs may have Branch Directors, Division Supervisors or Group Supervisors reporting to them.

D. Support Functions

- 1. Support from the National Guard may be requested through the DHS&EM. Military assistance will complement and not be a substitute for local participation in emergency operations. Military forces will remain at all times under military command but will support and assist response efforts.
- 2. Support from other State government departments and agencies may be made available in accordance with the State plan.
- 3. Private sector organizations within the jurisdiction may assist with a wide variety of tasks based on their capabilities.
- 4. Volunteer agencies, such as the American Red Cross, local church/synagogue congregations, and assistive organizations, such as the Salvation Army, are available to give assistance with sheltering, feeding, and other issues, as necessary.
- 5. Assistance from surrounding jurisdictions may be available through the execution of a MOU or MOA. Appendix A has a complete list of MOUs with neighboring jurisdictions.

E. Continuity of Government

- 1. Succession of Command
 - a. The line of succession for the Mayor is:

- i. Mayor Pro Tempore
 - ii. City Council Members in order of seniority
 - b. The line of succession for the City Manager is:
 - i. Designee of City Manager, at the time
 - ii. Back-up designee of City Manager, at the time or a designee of the City Council
 - c. The line of succession for the IC is determined by the City Manager.
 - d. The line of succession for each department head is according to the established SOPs in each department.
2. Relocation of Government
Each jurisdiction is responsible for designating facilities that will accommodate the relocation of government. The City of Dillingham relocate to the City Hall.
3. Preservation of Records
In order to provide normal government operations following a disaster, vital records must be protected. Vital records are those considered essential to the continuous operation of government essential to Dillingham's ability to fulfill its responsibilities to the public. It is the responsibility of the manager or supervisor of each department to coordinate with the City Clerk to establish procedures for the preservation of vital records before, during, and after emergencies.

V. Information Collection and Dissemination

- A. Information about the disaster managed by the Dillingham EOC is coordinated through Section Chiefs or their representatives. These representatives collect information from and disseminate information to their operators in the field. The Section Chiefs also disseminate information within the EOC that can be used to develop courses of action and manage emergency operations. Information will generally flow up and down the command structure.
- B. Information will be disseminated to field operations from the IC through the Section Chiefs to their field operators. Information shall include all pertinent information for the field teams to carry out their respective missions.
- C. Detailed procedures that identify the type of information needed, where it is expected to come from, who uses the information, how the information is shared, the format for providing the information, and specific times the information is needed are maintained at the Emergency Operations Center.
- D. Department heads will take responsibility of ensuring their employees know how to clearly and effectively communicate incident information by practicing and assessing communication habits of employees.

VI. Communications

- A. Communications is the MOST IMPORTANT part of a coordinated and efficient response effort.
- B. Communications should be clearly understood by the recipient. To achieve this, communications will:
 - 1. Use simple, concise terminology when issuing commands and giving direction.
 - 2. Be kept short and to the point. Ensure that descriptions are detailed enough to be understood, but not too detailed to confuse the recipient or make it difficult to retain.
 - 3. Include questions to ensure that the recipient understands the instruction.
 - 4. Make eye contact, when possible, and speak directly to people with their first name to ensure the best communication.
- C. Communication protocols and coordination procedures are described in detail by the Dillingham Public Safety Department. Please refer to this plan for additional information.
- D. More information on communications protocols can be found in Annex C: Communications.

VII. Administration, Finance, and Logistics

The Finance/Administration Section will be responsible for contracts, disaster-related cost data, maintaining audit trails of billings and payments, developing a finance plan for disaster response activities, claim processing, documenting financial actions taken during and after the emergency, and keeping the EOC updated on financial matters. The Logistics Section is responsible for all logistical details.

A. General Policies

This section outlines general policies for administering resources, including the following:

- 1. **Appointment of Officials**
Identify the positions of officials who have been appointed to participate in the decision-making process.
- 2. **Funding and Accounting**

Reference should be made to administrative requirements that are applicable to emergency operations (e.g., emergency purchasing procedures), which appear in other documents.

3. Records and Reports

The plan should include requirements for tracking the source and use of resources and expenditures.

- a. Responsibility for submitting local government reports to the DHS&EM rests with each jurisdiction's homeland security and emergency preparedness director.
- b. Each jurisdiction's homeland security and emergency preparedness director maintain records of expenditures and obligations in emergency operations. They should also support the collection and maintenance of narrative and long-type records of response to all declared disasters.

4. Assistance Stipulations

Local policies that have been established regarding the use of volunteers or accepting donated goods and services should be summarized. Elements that should be addressed in this section include:

- a. Administration of insurance claims
- b. Consumer protection
- c. Duplication of benefits
- d. Nondiscrimination
- e. Relief assistance
- f. Preservation of environment and historic properties

B. Additional Policies

1. When the resources of local government are exhausted or when a needed capability does not exist within a local government, the local units of government call for assistance from the State.
2. The incident commander will submit periodic situation reports to the appropriate authority during a major disaster using standard ICS formats.

VIII. Plan Development and Maintenance

A. Development

1. The State DHS&EM Coordinator is responsible for coordinating emergency planning.

2. The City Manager and Department heads are responsible for supporting emergency planning.
- B. Maintenance
1. Requirements
 - a. The City Manager will maintain, distribute, and update the EOP. Responsible officials in State or local agencies should recommend changes and provide updated information periodically (e.g., changes of personnel and available resources). Revisions will be forwarded to people on the distribution list.
 - b. Directors of supporting departments and agencies have the responsibility of maintaining internal plans, SOPs, and resource data to ensure prompt and effective response to and recovery from emergencies and disasters.
 2. Review and Update
 - a. Review

The Plan should be reviewed annually by City officials. The City Manager should establish a process for the annual review of planning documents by those tasked in those documents, and for preparation and distribution of revisions or changes.
 - b. Update
 - i. Changes

Changes should be made to plans and appendices when the documents are no longer current. Changes in planning documents may be needed:

 - 1) When hazard consequences or risk areas change.
 - 2) When the concept of operations for emergencies changes.
 - 3) When departments, agencies, or other resources change in a way that affects the response effort.
 - 4) When a training exercise or an actual emergency reveals significant deficiencies in existing planning documents.
 - 5) When State or Federal planning standards for the documents are revised.
 - ii. Methods of updating planning documents
 - 1) Plan Revision

A revision is a complete rewrite of an existing EOP or appendix that essentially results in a new document. Revision is advisable when numerous pages of the document have to be updated, when major portions of the existing document must be deleted or substantial text

added, or when the existing document was prepared using a word processing program that is obsolete or no longer available. Revised documents should be given a new date and require new signatures by officials.

2) **Formal Plan Change**

A formal change to a planning document involves updating portions of the document by making specific changes to a limited number of pages. Changes are typically numbered to identify them and are issued to holders of the document with a cover memorandum that has replacement pages attached. The cover memorandum indicates which pages are to be removed and which replacement pages are to be inserted in the document to update it. The person receiving the change is expected to make the changes and then annotate the record of changes at the front of the document. A change to a document does not alter the original document date; new signatures on the document do not need to be obtained.

IX. Authorities and References

A. **Legal Authority**

1. **Federal**

- a. PL 100-707 (The Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended)
- b. PL 81-920 (Civil Defense Act)
- c. PL 93-288 (Disaster Relief Act)
- d. PL106-390 (Disaster Mitigation Act of 2000)

2. **State**

- a. AS 26.20 (Homeland Security and Civil Defense Act)
- b. AS 26.23 (Alaska Disaster Act)
- c. AS 29.25.30 (Emergency Ordinances)
- d. AS 29.35.40 (Emergency Disaster Powers)
- e. Alaska Federal/State Preparedness Plan for Response to Oil and Hazardous Substance Discharges/Releases
- f. Alaska Interagency Fire Management Plan
- g. Alaska Mass Casualty Plan
- h. State of Alaska Administration Plan for State Disaster Public Assistance, July 2003

- i. State of Alaska Mental Health Disaster/Emergency Plan, March 2002
 - j. Joint Alaska Federal/State Sub-area contingency plans for Response to Oil and Hazardous Substance Discharges/Releases
 3. Local
 - a. All Dillingham Municipal Codes
- B. References
 1. Federal
 - a. Comprehensive Preparedness Guide (CPG) 101: Developing and Maintaining State, Territorial, Tribal, and Local Government Emergency Plans, November 2010.
 - b. Homeland Security Exercise and Evaluation Program (HSEEP), April 2013.
 - c. National Incident Management System, FEMA, October 2017.
 - d. National Response Framework, FEMA, June 2016.
 2. State
 - a. State of Alaska Emergency Operations Plan, September 2016.
 - b. State of Alaska Hazard Mitigation Plan, October 2013.
 3. Local
 - a. Local EOPs
 - b. Applicable MOUs

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ANNEX A: Direction, Control, and Coordination

I. Purpose

The purpose is to provide for the establishment and operation of the EOC, where key department and agency heads (or their representatives) will assemble during major emergency or disaster events to coordinate disaster response and recovery.

II. Situation

- A. The City of Dillingham is the local entity with the primary responsibility for coordinating emergency operations.
- B. The City trains its employees in the basic elements of NIMS and ICS.

III. Assumptions

- 1. Persons implementing this Annex are familiar with NIMS and ICS.
- 2. Departmental SOPs are established and regularly updated.
- 3. Associated MOUs have been established and updated.

IV. Limitations

There are a limited number of personnel with the necessary level of training and a limited number of resources available to the City.

V. Concept of Operations

Every aspect of emergency operations must be well documented. To achieve this, the City encourages all supervisors to assign a scribe with legible hand-writing, to accompany them and document all actions, information, and decisions.

1. Initial Recognition, Notification, and Mobilization

- a. The process of incident recognition and initial notification remain the same, no matter who initially recognizes the disaster. Dispatch is notified by calling 911, and they dispatch the appropriate department(s) to the scene. Dispatch personnel document this entire process.
- b. The on-scene Incident Commander relays information to the City Manager to determine the seriousness of the emergency. Level of Activation of the EOP (Level I, II, or III) is decided upon by the on-site commander, in conjunction with the City Manager. They may elect to implement the Plan at any level appropriate, based on guidelines outlined in the Basic Plan.
- c. Depending upon the situation, there are specific pre-designated “TRIGGERS” that will initiate a limited response from the City. The “TRIGGERS” are intended to create a proactive response from the City instead of a reactive one and will be used when a disaster is potentially imminent. Those triggers include 8 or more inches of rain in a 24-hour period, expected winds of 100 miles per hour or more, snowfalls of 24 inches or more within 24 hours, severe expected ashfall or nuclear fallout, low reservoir water level, a school absenteeism rate of 10% or above, and prolonged, extreme cold.

- d. When the decision is made to declare an emergency and activate the EOP/EOC, the IC will request that Dispatch notify the IMT, via telephone or messenger, to report to the EOC. If the incident is obviously a major disaster (such as a major earthquake) the IMT will be expected to report to the EOC, regardless of notification. The IMT will take action to notify and mobilize the appropriate organizations which they are responsible for coordinating. This will be accomplished through telephones, pagers, or messengers, as appropriate. Additional appropriate response support agencies will be contacted by Dispatch via telephone or call-up rosters. Call-up rosters are available in Dispatch and updated (at least annually) by the Emergency Management Coordinator.
 - e. When the decision is made to declare an emergency and activate the EOP/EOC (or the potential exists), the DHS&EM will be notified (1-800-478-2337)
 - f. When the decision is made to declare an emergency and establish an EOC, the children and dependents of city employees and responders will be cared for (24/7) by the City of Dillingham Senior Center, along with any unsupervised children/orphans that are displaced as a result of the incident. Employees will be responsible to provide an emergency “To-Go” kit with each child if they use this service.
- 2. Notification of Adjacent Jurisdictions**
- a. If appropriate, adjacent jurisdictions will be notified by the IC, to request or offer aid, or to alert them of a possible threat.
 - i. Aleknagik will be notified by telephone, or by any one of their backup communication systems (Sat phone, ham radio, or VHF radio).
 - ii. The Aleknagik City Administrator will be notified by telephone.
 - iii. Manokotak, Clark’s Point, Togiak, Ekwok, New Stuyahok residents will be notified if necessary. Call-up rosters are available in Dispatch (in the Emergency Resource Manual) and updated as needed, at least annually, by the Emergency Management Coordinator.
- 3. Initial Incident Assessment**
- a. Initially, assessment information will be forthcoming from responding volunteers who have seen damage as they respond to the check-in site. Those responders will be expected to report damage to the Fire Chief upon their arrival at the fire hall. Information will include nature of the incident, estimated number of injuries or deaths, geographical area affected, apparent hazards, critical infrastructure affected, and property damaged. When first responders arrive at the scene, the on-scene commander assesses the situation, by whatever means appropriate, and relays that information to the City Manager via Dispatch (VHF radio or cell phone). Using the Level of Activation chart, they determine the seriousness of the event and determine the response priorities. If a disaster is declared and the EOC activated, the on-scene commander will relinquish control to the EOC Incident Commander but will continue to monitor the scene.

ANNEX B: Warning

I. Purpose

The purpose of this Annex is to receive, record, and transmit Watch and Warning information to the officials and residents of Dillingham to prevent loss of life and minimize damage caused by a disaster.

II. Situation

- A. The need to alert and warn the public is common to all disasters.
- B. Disasters vary markedly in predictability and speed of onset. Time available for notifying the public ranges from ample to none.
- C. Dillingham has many mechanisms for warning the public of impending disaster situations.

III. Assumptions

- A. The City will maintain a warning system and practice callout drills.
- B. Due to the redundancy of warning methods used by Dillingham, most residents will receive some notification of an impending disaster.

IV. Limitations

- A. It is unknown whether there will be sufficient time to warn residents in the event of an emergency.

V. Concept of Operations

- A. General
 1. Citizens have the responsibility to prepare themselves and their families to cope with emergencies and to manage their affairs in ways that will aid Dillingham in managing emergencies. Dillingham will assist residents in carrying out these responsibilities by providing public information and instructions before, during, and after emergencies.
 2. Dillingham will ensure that emergency notifications include methods accessible to persons with disabilities including open captioning, door-to-door notifications, mobile loudspeakers, or other available means such as social media, internet (city page), TTY or TDD telephone system, and American Sign Language.
 3. Dillingham maintains sirens as a dedicated physical warning system which are tested monthly.
 4. Communications with the Emergency Alert System (EAS) activation station(s) will be maintained.
 5. Dillingham will coordinate warnings with adjacent jurisdictions when appropriate.
 6. Local warnings with national significance should be relayed through the National Warning System (NWS). Dillingham monitors the National Warning System for imminent hazards or threats with local implications.
 7. The NOAA weather radio system may be used to augment dissemination of specific warning or emergency information.
 8. Dillingham will endeavor to release timely and accurate emergency information to the public concerning emergency preparedness, response, and recovery in a cooperative effort with the media.

- B.** Receipt of Warning
 - 1. The Public Safety Dispatch center monitors warning networks, including NOAA, FEMA, the Alaska Warning System, and the Tsunami Alert System.
 - 2. Dispatch will initiate the public warning process if the magnitude of the event exceeds a predefined “trigger,” which is a level of severity greater than a predetermined amount. Those triggers include 8 or more inches of rain in a 24-hour period, expected winds of 100 mph or more, snowfalls of 24 inches or more within 24 hours, severe expected ashfall, and prolonged, extreme cold.
- C.** Dissemination of Warning
 - 1. The warning will come directly to Dispatch. When warning is received, the Dispatcher will follow the procedures outlined below:
 - a. Dispatch determines whether an immediate warning needs to be disseminated and has the authority to issue the warning.
 - b. Immediately pass the information, exactly as received, to the Police Chief and then pass it onto the City Manager. Any of these three also has the authority to determine when a warning shall be issued.
 - 2. If the arrival time of a tsunami/other catastrophic event is estimated to be within a relatively short time, for example less than two hours, Dispatch or the IC will order all agencies/individuals on the notification list to be notified (by Dispatch) and the siren activated with the Warning Signal, along with the appropriate message.
 - 3. If estimated arrival time of the tsunami/other catastrophic event is several hours (or more) away, the IC will determine when to alert the agencies on the list and in what manner.
 - 4. The primary means of notification to the public will be voice enhanced siren signals, which will be backed up by commercial radio (radio station KDLG/KCDV) and notification. Dispatch will be responsible to notify each entity, as well as activating the sirens.
 - 5. Secondary means of disseminating the warning is by a door-to-door evacuation plan implemented by the Dillingham Volunteer Fire Department.
- D.** Special consideration will be given as to how to effectively reach the following Special Needs Populations:
 - 1. School Children/Parents;
 - 2. Elderly/Disabled;
 - 3. Local Businesses;
 - 4. Tourist/Travelers; and
 - 5. Functional Needs.

VI. Organization and Assignment of Responsibilities

The person who has overall responsibility for Warning is the City Manager. The City Manager will issue the warning and immediately page out emergency services. Other notifications means such as social media, internet (city page), TTY or TDD telephone system, phone calls to senior center, phone calls to schools, and American Sign Language will also be used.

TAB B-1: Warning Call-Out List

Who? (Title/Organization/Name)	Daytime Contact Info	Contact Method
City Manager	907-842-5148 manager@dillinghamak.us	Phone or email
State Emergency Operation Center	1.907.428.7100 1.800.478.2337 seoc@alaska.gov	Phone (best) or E-mail
Public Information Officer (City Clerk)	907-842-5212 cityclerk@dillinghamak.us	Phone or email
Dillingham Volunteer Fire Department	907-842-2288 firedept@dillinghamak.us	Phone or email
Fire Department Chief	907-843-1186 firechief@dillinghamak.us	Phone or email
Police Department Chief	907-842-5354 chiefofpolice@dillinghamak.us	Phone or email
Emergency Management Coordinator		
Planning Section Chief	907-842-3785 Planning@dillinghamak.us	Phone or email
Logistics Section Chief (Public Works Director)	907-842-2260 harbor@dillinghamak.us	Phone or email
Fin./Admin Sect. Chief	907-842-1450 finance@dillinghamak.us	Phone or email
Harbor Master	907-842-2260 harbor@dillinghamak.us	Phone or email
KDLG Public Radio 670 AM & 89.9 FM	907-842-5281 info@kdlg.org	Phone or email
KRUP 99.1 FM	907-842-5364	Phone
Kanakanak Hospital	907-842-5201	Phone
School District (Superintendent)	907-842-5223 Day Time Only	Phone
High School	907-842-5221 Day Time Only	Phone
Elementary School	907-842-5642 Day Time Only	Phone
AK State Troopers	907-842-5641	Phone
Alaska Fish & Game	907-842-2427	Phone

Who? (Title/Organization/Name)	Daytime Contact Info	Contact Method
US Coast Guard (Kodiak)	907-487-5170	Phone
DOT (State Equipment Fleet)	907-842-2411 Day Time Only	Phone
Togiak	907-493-5820 Cityoftogiak@outlook.com	Phone
Aleknagik	907-842-2528 jcoolidge@aleknagikak.gov	Phone
Twin Hills	907-525-4821 piipital@hotmail.com	Phone
Manokotak	907-289-1027 kmocity@outlook.com	Phone
Clark's Point	907-236-1221 cityofclarkspoint@gci.net	Phone
Togiak National Wildlife Refuge	907-842-1063 Day Time Only	Phone
Bristol Bay Native Association	907-842-5257 Day Time Only	Phone

ANNEX C: Communications

I. Purpose

The need to effectively communicate is of critical importance during disaster response and recovery operations. The purpose of this Annex is to describe the communications systems currently available within the City of Dillingham and ensure interoperability in the event of a disaster.

II. Situation

1. The need to communicate effectively is of paramount importance during disaster response and recovery operations. History is replete with examples of operations that have failed due to the inability of response agencies to communicate and coordinate with each other.
2. It is essential that control centers, response agencies and field units have available fixed, mobile and hand-held radio devices to effectively coordinate disaster response activities
3. Tab C-1 at the end of this Annex has a list of the City of Dillingham's communications equipment.

III. Assumptions

1. During major disaster situations, normal telecommunications may be disrupted for an extended period. In the absence of normal telecommunications, fixed, mobile and hand-held radios may be the only method of communicating.

IV. Limitations

1. Although the telephone (including cell and satellite phones) remains one of the most effective means of communicating information even during emergency operations, it has shortcomings. Despite technical improvements that have occurred in recent years, telephones are still subject to failure and/or system overload.
2. Dispatch has a limited number of personnel available for extended emergency situations.

V. Concept of Operations

A. General

1. The EOC, located at the Dillingham Public Safety Building is the focal point for coordinating all response and recovery efforts during major emergencies. Dispatch, located in the Public Safety Building has VHF radio capability and is able to stay in contact with fire and police response units at all times.
2. The following agencies within Dillingham have mobile and/or hand-held VHF radios available for normal or emergency use:

- a. Fire Department

The Fire Department uses conventional VHF radios for normal operations. The Fire Chief has a truncating VHF radio to communicate with the Police Department.
 - b. Police Department

The Police Department uses truncating VHF radios for normal operations and has the capability to switch to conventional VHF in the event of an emergency.
 - c. State Department of Transportation

City Police and Fire radios will not work with the State Troopers or DOT radios at this time.
3. In order to stay in constant communications with the above-mentioned agencies, it is essential that the EOC staff members have programmable, hand-held radio capability available. As a minimum, radios should be assigned to the Incident Commander, Operations Chief, Planning Chief, Logistics Chief, Finance Chief, and the Directors and Supervisors who report to them.
 4. Tab C-1 to this Annex contains a listing of all radio assets assigned to the various departments within Dillingham.
 5. During any emergency/disaster, Dillingham shall use all available, pre-identified local public and private sector communications equipment and facilities to conduct local emergency/disaster response and recovery operations.
 6. If needed, communications between the Dillingham EOC and the SEOC will be by telephone or e-mail as appropriate. If communications are disrupted, additional lines of communication (LOC) should be utilized as appropriate; some of which include, but are not limited to, satellite telephone, Amateur Radio Emergency Service (ARES), Alaskan Command (ALCOM), as well as other federal and state departments and/or agencies.
 7. Normal communication systems will be used as much as possible during an emergency.
 8. A common operating picture will be established across agencies through communication of situation reports, damage assessments, and other information or intelligence.
 9. Basic procedures to facilitate communications include:
 - a. Repeating all transmissions
 - b. Using military time
 - c. Using common terminology
 - d. Avoiding 10-code use
 - e. Documenting all transmissions
 - f. Making sure that backup power is available and ready to support radio communications
 10. Restoration of communications systems will be a priority following a disaster.

VI. Responsibilities

B. Department Heads

1. Coordinate with other department heads to establish communications protocols for interdepartmental communications.
2. Purchase, maintain, and assign radio assets within their individual departments.
3. Keep other, related departments apprised of changes in communications equipment and protocols.
4. Coordinate purchase of communication assets with other departments to ensure interoperability.

ANNEX D: Emergency Public Information

I. Purpose

This section establishes policies and procedures for disseminating accurate and timely information on potential and actual large-scale emergencies to the public within Dillingham.

II. Situation

1. Emergency Public Information may be disseminated to the public via radio stations, newspaper, informational brochures, public forums, social media, internet, twitter, and phone calls.
2. In time of emergency, a public information section will be established to organize and coordinate the dissemination of information. It will serve as the official public information point of contact to prevent unfounded rumors and inaccurate information.

III. Assumptions

1. During emergencies, the public is entitled to information about the emergency and instructions on proper survival and/or response actions.
2. The media will request information about emergencies. The local media will perform an essential role in providing emergency instructions and up-to-date information to the public. Depending on the severity, real and/or perceived, of the emergency, state or national media will also cover the story and demand information and comment from local officials.

IV. Limitations

1. Depending on the severity of the emergency, telephone communications may be sporadic or impossible. Radio and television may also be off the air due to power failure.
2. Disaster may strike without warning and the public information system may not be able to react quickly enough to inform the public about the hazard.

V. Concept of Operations

A. General

1. The EOC will ensure emergency information transmitted to the public clearly conveys the following information:
 - a. The nature of the emergency
 - b. The location of the emergency
 - c. How the emergency can affect them
 - d. What protective action to take
 - e. Where to get help

- f. When the situation will be remedied
 2. Newspaper offices and radio stations throughout the area will be requested to assist in the coordinated dissemination of emergency information to the public. Means of communicating may include: social media, internet (city page), TTY or TDD telephone system, phone calls to senior center, phone calls to schools, and American Sign Language.
 3. The PIO, in coordination with the IC or the City Manager, will approve all emergency information and instructions prior to dissemination to the public.
 4. The IC will establish a centralized Emergency Public Information Office as the official point of contact for release of emergency information during major disaster situations.
 5. An Information Center will be established during a high-visibility or high severity incident to serve as the central contact point for all news media and to coordinate all incident-related public information activities. Public information officials from all participating agencies should co-locate at the JIC.
 6. All agencies releasing information concerning their emergency actions will coordinate through the EOC or the JIC.
- B. Coordination of Public Information
1. It is essential that the PIO coordinate his or her information releases with members of the EOC to ensure accuracy. In large-scale disasters, he or she should also coordinate with State and Federal PIOs to keep all departments and agencies abreast of the current situation and actions that are being taken. During any emergency/disaster situation, Dillingham will coordinate with the State to synchronize official emergency/disaster-related public information.

VI. Organization and Assignment of Responsibilities

- A. Organization:
1. Dillingham does not have a full time PIO on staff. During Normal Operations, the overall responsibility for the dissemination of disaster-related public information rests with the IC. The Superintendent of Schools also plays a vital role in ensuring that students and faculty receive emergency response training for the types of disasters anticipated in the Dillingham area.
 2. During Partial Activation or Full Activation of the EOC, the City Manager may designate an official PIO for the incident, the recommended person for this responsibility is the Mayor. The PIO is a member of the EOC staff and reports directly to the IC. He or she will serve as the primary focal point for all information releases pertaining to the emergency. The PIO also provides his or her services to the City Manager in matters pertaining to the dissemination of emergency public information.
 3. Additional staff members may be designated to assist the PIO if necessary. The person selected to serve as the PIO should have experience in working with the media and be generally familiar with the operations and policies of the local government. Public information staff from local agencies not normally affiliated with emergency response may be called upon to assist the EOC.
- B. Responsibilities:

1. Public Information Officer
 - a. Keep the public and the news media apprised of the current situation.
 - b. Establish procedures to counter rumors with factual information.
 - c. Handle all requests for disaster related public information.
 - d. Stay abreast of the current situation.
 - e. Coordinate information releases with the IC or the City Manager as appropriate.
 - f. Checklists containing specific duties of the PIO are included in Tab D-1.
 - g. Developing information that can be utilized by the functional needs community.

TAB D-1: Public Information Officer Checklist

- PLANNING AND PREPAREDNESS PHASE**
 - Organize and train public information staff assigned to emergency responsibilities
 - Establish procedures for the collection and verification of authenticity of official information during an emergency
 - Maintain City pages on social media sites that can be used in the event of a disaster
 - Develop procedures to assure that all information for dissemination to the public conforms to Homeland Security requirements
 - Update existing plans for the dissemination of emergency public information, and develop a priority system governing the release of emergency information
 - Coordinate with other City officials
 - Disseminate emergency planning information to the general public
 - Consider how to identify and communicate planning information with functional needs community (consider a voluntary registry)
 - Review and recommend changes to emergency public information procedures
 - Develop and maintain a file of pre-scripted news releases (i.e., medical self-help guidelines, warning system operations, emergency preparedness information)

- WARNING PHASE**
 - Report to the EOC upon order from the City Manager or Emergency Management Coordinator
 - Prepare for the collection, authorization and dissemination of emergency information
 - Initiate and coordinate all press releases with EOC staff and the Incident Commander
 - Direct the printing and distribution of community evacuation and shelter plans and emergency information documents on orders of the Incident Commander explaining emergency dangers, effects and protective measures
 - Prepare and disseminate advisory bulletins based on factual information provided by local, state and federal officials (i.e., city evacuation route movement, meaning of warning signals, when and where to listen to official broadcasts, and home shelter protection/upgrading information and designs)
 - Prepare and disseminate news releases to keep the public informed of an impending emergency, its projected effects and actions to take for self-protection
 - Use TTY or TTD Telephone System to warn functional needs community
 - Post emergency news releases and information to the City's social media pages
 - Determine needs for additional staff, equipment and supplies for effective emergency information dissemination

- EMERGENCY PHASE**
 - Distribute all information releases on a regular basis upon direction from the IC with support from EOC staff
 - Keep the public advised of evacuation movement patterns and related actions
 - Prepare and disseminate information and instructions to the public regarding welfare, health and medical, and other assistance available within the shelter areas

- Consideration should be given to how best to provide updates to the functional needs community
- Inform the public about places of contact for missing relatives, continued emergency services and restricted areas
- Provide special evacuation news bulletins for dissemination to the public to minimize psychological stress, and to clarify the existing emergency situation
- Prepare to counter unfounded rumors with facts
- Inform public officials of current state and national requirements and situations affecting emergency information
- Monitor EOC situation reports, information received from local shelter, and the state to provide the public with accurate and up-to-date information concerning emergency situation
- Inform the public of additional shelter space, as made available, to aid movement to shelter
- Insure that all emergency public information communication facilities operable under emergency conditions are manned and activated
- Disseminate information relating to emergency and executive instructions and bulletins through active emergency communication networks, including social media
- Provide information about briefing times and sources of latest updates

- RECOVERY PHASE**
 - Coordinate with EOC staff and the IC to release information and instructions regarding return from shelter sites, conditions, resource situations, welfare, and medical and health assistance
 - Assist as possible, through timely announcements, the orderly return of evacuees from the shelter areas
 - Provide information regarding locations established to facilitate public and private assistance for recovery when appropriate

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ANNEX E: Evacuation and Shelter in Place

I. Purpose

This Annex provides for the orderly and expeditious movement of people to a safe area from an area believed to be at risk when emergency situations necessitate such action. This Annex also provides guidance for implementation of shelter-in-place procedures.

II. Situation

The City of Dillingham is subject to a number of potential natural and technological hazards which might require the evacuation of segments of or the entire population.

III. Assumptions

- A. In most instances there will be sufficient time available to warn the general public of an impending disaster and permit at least some evacuation effort.
- B. People who refuse to follow evacuation instructions will be left alone until all who are willing to leave have evacuated. Time permitting, further efforts will be made to persuade the stay-puts to evacuate.
- C. Many evacuees will seek shelter with relatives and friends outside of the evacuated area.
- D. All MOUs needed for outside help are maintained in the City Manager's office and updated.

IV. Limitations

- A. Evacuation out of the City of Dillingham will be difficult as there are limited transportation routes out of the City.

V. Concept of Operations

- A. General
 1. The Mayor or City Manager may activate the EOC and order an evacuation to protect lives and property. The City Council may activate the EOC and order an evacuation if the Mayor or City Manager are unavailable.
 2. There are a number of factors that will be considered prior to ordering an evacuation/shelter-in-place. These include:
 - a. Overall threat and nature of threat.
 - b. Time until onset.
 - c. Weather.
 - d. Evacuation routes and their susceptibility to the hazard.
 - e. Availability of shelters.
 3. Dillingham will provide for evacuation from any area within the community that is stricken or threatened by an emergency that jeopardizes human life.
 4. Prior to an evacuation, local authorities should review this Plan and consider potential evacuation sites, within or outside the community.
 5. Sheltering-in-place or remaining at home may be a safe alternative when evacuation is not possible.
 6. Evacuation information will be coordinated through the EOC and will be disseminated by one of the following means:

- a. Mass media, possibly through the EAS.
 - b. Mobile sirens of Police and Fire Department vehicles.
 - c. Door-to-door contact by Police, Fire and other departments' personnel.
 - d. TV and social media.
7. Area-to-area evacuations will be initially managed on-scene by the Fire Department, Police Department, or Public Works, who will immediately alert the EOC if the size and scope of the evacuation exceeds their capabilities.
 8. When the conditions that caused the evacuation cease to exist, the EOC will coordinate reentry with the Police Department, Fire Department and Public Works.
 9. Where communities must rely on external transportation resources for evacuation assistance, City officials should invoke established MOUs for evacuation and sheltering (see Appendix A) and consult with appropriate local, and state offices. The school buses are run by a private company, and a MOU will be established soon. The SEOC will act as the coordinating agency to address federal officials as part of the decision-making or assistance process.
 10. If local resources are determined to be inadequate for evacuation operations, officials may request SEOC assistance. The SEOC will coordinate external resources for evacuation and sheltering with the local IMT or local officials.
 11. Rosters to account for evacuees should be maintained and, when possible, shared with agencies assisting with the evacuation. Coordinated information will assist in providing adequate transportation and sheltering as well as supporting the planning requirements to repatriate evacuees. Shelter managers and evacuation directors should consider unique situations created by short-notice evacuations.
 12. Special measures to account for functional needs populations, inmates kept at the City jail, non-English speakers, and their associated dietary, medication, security, and translation needs shall be taken during the evacuation.
 13. In general, it is not the intent of the City or the State to forcibly evacuate persons who refuse to leave affected areas. However, if imminent life safety is a concern, it may be necessary to remove individuals who refuse to evacuate as a law enforcement matter.

B. Evacuation

1. Dillingham School Emergency plan will include detailed evacuation plans specific to the schools, as well as a reunification plan for the post-evacuation period.
2. Public education will be provided to the citizens of Dillingham regarding evacuation procedures.
3. Evacuation will be accomplished through the most efficient and orderly way possible. This will be facilitated by using the most efficient methods of transporting evacuees possible, whether utilizing personal vehicles, school buses, boats, or walking.
4. The City will maintain evacuation routes that are clearly marked, free of debris, and have appropriate levels of traffic to ensure an efficient evacuation effort.
5. The urgency of the need to evacuate will generally require a reception center that will be known to the citizens, safe from tsunamis, and always available to temporary shelter evacuees from inclement weather, until regular shelters can be opened. Dillingham High School is the designated temporary shelter/reception center.
6. Plans to return evacuees to their homes in an orderly and safe fashion will be initiated by the Planning Section as soon as it is evident that there WILL be evacuees. Dillingham Volunteer Fire Department, Public Works, and family and friends will be

assisting the return of evacuees, including the special needs population, back to their homes. In the case of hospital residents and patients, the fire department and hospital personnel will assist in returning evacuees to the hospital. MOUs will be developed by the City to provide facility specific safe havens for special needs citizens.

7. Factors considered prior to making the decision to return evacuees to their homes/businesses will include:
 - a. Overall threat.
 - b. Condition of the individual homes or businesses.
 - c. Condition of access routes.

C. Shelter-in-Place

1. Public education will be provided to the citizens of Dillingham regarding shelter in place procedures.
2. Once a shelter in place is called, residents are expected to immediately go indoors, bring all children and animals with them, and to close and lock windows and doors.
 - a. All ways in which outside materials may enter the shelter area should be eliminated, including closure of fireplace dampers, shutting off ventilation or climate control systems if able to depending on time of year.
 - b. Prepare an area for pets to eliminate waste that does not require allowing them outside.
 - c. If told to do so via television or radio, those sheltering should seal their rooms with duct tape and plastic.
 - d. Upon reaching shelter, those who were outside for a period of time seeking shelter after the shelter in place was called and who may have been exposed to chemical contaminants should remove all outer clothing, put it in a plastic bag, and wash with warm water.
 - e. After an announcement that the shelter in place is over, residents should go outside and open all doors and windows to ventilate the shelter. Similar processes should be followed in cars, workplaces, or schools.
3. Factors considered prior to making the decision to terminate sheltering-in-place will be:
 - a. Input from technical experts.
 - b. Weather and wind patterns.
 - c. Condition of the affected area.

D. Pet Shelter-in-Place

1. If a shelter in place is called, owners are responsible to shelter their pets.
2. In an evacuation, pets will not be allowed in public shelters, but will be housed in an established pet shelter, which will be operated by the Pet Shelter Manager. In a mass evacuation of the entire population, pets will be accommodated, but must have individual kennels.

VI. Organization and Assignment of Responsibilities

A. Preparation

1. Fire Chief
 - a. Identify areas that may require evacuation, based on different scenarios.
 - b. Ensure evacuation/shelter-in-place plans and procedures are effective for different scenarios.

- c. Identify and establish evacuation routes, detour routes, road closures. (Shared with City Manager)
 2. City Manager
 - a. Ensure all MOUs are in place.
 - b. Ensure evacuation procedures are communicated to department heads.
 - c. Identify and establish evacuation routes, detour routes, road closures. (Shared with Fire Chief)
 3. Department Heads
 - a. Ensure department knows roles in evacuation.
 - b. Identify and maintain resources that may be used in an evacuation.
- B.** Response
 1. The City Manager
 - a. Order evacuations or shelter-in-place whenever necessary to protect lives and property.
 - b. Communicate evacuation or shelter-in-place process to the public to achieve a coordinated effort.
 2. Police Department
 - a. Facilitate efficient movement of population.
 - b. Protect evacuation routes.
 - c. Provide for efficient movement of people and vehicles through traffic controls.
 - d. Ensure public safety in evacuation and shelter-in-place events.
 3. Public Works
 - a. Ensure evacuation route is clearly marked by signs and barricades.
 - b. Ensure evacuation route is able to sustain efficient evacuation by clearing debris and maintaining facilities.
 4. Fire Chief
 - a. Ensure clear lines of communication exist between the EOC, evacuation centers and other critical locations.
 - b. Ensure all areas are evacuated.
- C.** Recovery
 1. City Manager
 - a. Coordinate recovery effort.
 - b. Communicate procedures about repopulating or ceasing shelter-in-place.
 2. Police Department
 - a. Ensure efficient and safe movement of evacuees when returning.
 3. Fire Chief
 - a. Ensure evacuated areas are safe for repopulation.
 4. Department Heads
 - a. Return department operations to pre-operation state by restocking supplies and equipment used in evacuation effort.
 - b. Report evacuation information to appropriate agencies by filing proper paperwork.

TAB E-1: Evacuation Checklist

- INCIDENT COMMANDER (City Manager or their designee)**
 - Identify the areas that are at risk.
 - Compare the risks associated with evacuation with the risks of sheltering-in-place.
 - Identify the area of lower risk.
 - Identify evacuation routes.
 - Consider the time needed for:
 - Notification
 - Evacuee Preparation
 - Travel time to leave the risk area
 - Identify alternative transportation for people who are without private transportation or with functional needs.
 - Consider special facilities such as schools, medical facilities and essential utilities that need to be maintained.
 - Open evacuee reception areas.
 - Prepare evacuation instructions to include:
 - Nature of the problem
 - Area involved
 - Evacuation routes
 - Shelter or reception locations if known
 - Pet specific information
 - What to bring to a shelter
 - medications
 - glasses
 - important documents
 - personal hygiene items
 - blankets
 - change of clothing
 - supplies for infant care
 - Disseminate evacuation instructions to department heads and public
 - Gather information from department heads about situation

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ANNEX F: Mass Care and Sheltering

I. Purpose

This annex provides information regarding the location, establishment and operation of shelters and congregate care facilities during emergency situations.

II. Situation

- A. It is highly unlikely that, during the winter season, Dillingham would be faced with sheltering large numbers of people.
- B. During the summer tourism season, Dillingham could be faced with sheltering fishermen, cannery workers, tourists, or non-residents.
- C. Though Dillingham has a reasonable amount of congregate space and sheltering facilities, Dillingham could easily overwhelm those resources during the summer season if the need arose to shelter a large number of people.

III. Assumptions

- A. Depending upon the nature of the emergency and the time of year, many evacuees will be able to seek shelter with family or friends, thus reducing the need for public shelters. There are, of course, exceptions to this general statement. Another would be in the event of a major earthquake or hazardous materials incident in which large segments of the population are displaced from their residences.
- B. In some instances, some advanced warning of impending disasters will be received, thus allowing a portion of the community to seek shelter.
- C. During large-scale incidents other agencies such as the American Red Cross or the military may be able to provide assistance with sheltering. It will take some time before either option could be possible in Dillingham.
- D. It is assumed that associated MOUs have been established and updated.

IV. Limitations

- A. Some of the shelters may not have cooking facilities.
- B. Survival supplies are not available at all of the shelters.
- C. Structural damage may limit the use of some of the shelters after an earthquake, flood or severe weather.

V. Concept of Operations

- A. General
 1. Dillingham will carry out emergency mass care of emergency/disaster survivors. This may be accomplished through established local government organizations such as the fire and police departments, tribal entities, health department, social services department, and voluntary organizations such as churches or the American Red Cross.
 2. A vital element of any emergency/disaster relief effort is the assistance provided to local government(s) by voluntary organizations in the distribution of food, medicine, and supplies; the provision of emergency shelter; and the restoration of community services.

3. The number of people to be sheltered depends on the type of situation and time of year. Experience has dictated that people generally look at public shelters as a last resort, preferring to stay with friends or relatives if that option is available. In small scale incidents, where only a few people are involved, use of motels or hotels are often the preferred alternative for those that have nowhere else to go. Conversely, major events such as wide spread flooding would require an extensive sheltering effort by the local government. It will require a coordinated effort on the part of all public officials and volunteer agencies and will normally require activation of the EOC.
4. The decision on whether or not to open public shelters rests with the Mayor or City Manager. If the Mayor or City Manager are unavailable, then the City Council may make the decision. Disaster events requiring the sheltering of only a few individuals or families may be handled through volunteer organizations or churches within the community. Once the EOC has been activated to deal with a sheltering emergency, the Operations Chief has primary responsibility. The Operations Chief must work closely with all functional elements in the EOC to ensure sheltering needs of the public are being met. The Operations Chief will assign an individual to be the shelter coordinator.
5. The local Animal Control Officer will be responsible for establishing and coordinating a pet shelter for the pets of evacuees.

VI. Organization and Assignment of Responsibilities

- A. The selection of shelter sites that will be used for a particular disaster situation is the responsibility of the Shelter Coordinator. In making this decision, the Shelter Coordinator must determine that the proposed shelters are available for use; that they are accessible; that sufficient personnel and supplies are available to operate the facilities; and that they are accessible to the functional needs community.
- B. Assignment of Responsibility
 1. Shelter Coordinator
 - a. Keep the City Manager apprised of their operational status and any requirements they may have for additional personnel or supplies.
 2. Public Information Officer
 - a. Use every means possible to notify the public of the location and anticipated opening of the shelter.
 3. Police Department
 - a. Provide traffic control and security for the selected shelter sites.
 4. Public Works Department
 - a. Maintain access roads to the various sites.
 5. Logistics Chief
 - a. Handles requests for additional supplies such as equipment, food, etc., needed within the shelters.
 6. Any available trained volunteers will be asked to manage the shelters and congregate care facilities once the evacuees have reached the designated sites.

TAB F-1: Potential Shelter Locations

Note: Current MOUs should be in place for these shelter locations.

Site (Bold is Primary)	Location	Beds	Bath-rooms	Showers	ADA Accessible	Back-Up Power
Dillingham High School	565 Seward St.	400+	7	10	Yes	Yes
Dillingham Elementary School	711 Seward St.	50+	6	1	Yes	Yes
Community Baptist Church	New Windmill Rd.					
Dillingham Senior Center	515 1st Ave. E	60+	3	0	Yes	No
Dillingham Moravian Church	306 1st Ave. E					
Anchor of Hope Assembly of God	4021 Kanakanak Rd.	20+	3	0	No	No
Holy Rosary Church	509 Airport Rd.					
St. Seraphim of Sarov Orthodox Church	1637 Wood River Rd.					
Seventh Day Adventist Church	New Windmill Rd.					
The Church of Jesus Christ of Latter-day Saints	129 Airport Rd.					
Dillingham Trinity Lutheran	1942 Lake St.					
Bristol Inn	104 Main St.	52	30	29	Yes	No
Bristol Bay Counseling Center	6000 Kanakanak Rd.	20+	3	0	Yes	Yes
Dillingham Hotel	429 2nd Ave. W	23	21	18	No	No
Head Start	1500 Kanakanak Rd.	100	7	0	Yes	No
SAFE	21 G St. W					
Pet Shelter	Maintenance Shop located at the City Landfill	20+				

TAB F-2: Shelter Coordinator Checklist

- PLANNING AND PREPAREDNESS PERIOD**
 - Obtain a listing of shelters and congregate care facilities from the EOP.
 - Develop plans to provide for the welfare of the sheltered population in the event of a disaster or emergency. This plan should contain provisions for special needs groups such as the handicapped, elderly and those incarcerated in jail.
 - Identify local resources for emergency welfare operations.
 - Establish liaison and coordinate with Alaska DHS&EM Management and appropriate local public agencies, private agencies, non-profit and volunteer disaster relief organizations.
 - Coordinate with Alaska DHS&EM and American Red Cross to obtain formal training as a shelter manager.
 - Identify and train shelter's volunteer managers and staff.
 - Review and update this section annually to reflect facility and personnel changes.
 - Develop emergency record keeping system to monitor the supply and distribution of shelter services resources.

- WARNING PHASE**
 - Develop information program with the PIO regarding operations of shelter services for release to residents.
 - Establish liaison with local and private support services for the provision of resources and personnel required to augment operations of the shelter system.
 - Prepare to activate and monitor emergency operations of the shelters.
 - Assign unit supervisors and support staff and brief them on emergency responsibilities.
 - Arrange for the marking of unmarked facilities. Report to EOC operations regarding shelter Readiness.
 - Designate staging facilities within commuting distance of the hazardous area for essential workers.
 - Determine arrangements necessary to accommodate sheltered population requiring hospitalization, medication, or special care.
 - Distribute necessary forms for sheltered population as required (i.e., registration forms, meal cards, food stamps, etc.).
 - Coordinate food supply and storage requirements for mass feeding sites with EOC staff. Assign volunteers to perform mass feeding requirements.
 - Coordinate with Medical Services to conduct inspections of sanitary conditions in shelter facilities and mass feeding sites.
 - Coordinate with the Public Safety to provide security and protection for shelters.
 - Coordinate with the Public Works to improvise shelters through upgrading of existing facilities and construction of expedient shelters. Expedient shelters will be used only after all appropriate upgradeable facilities have been used.
 - Review and update shelter allocations for the residents in coordination with the Operations Section Chief.
 - Review and update shelter assignments.
 - Consult with the Logistics Section Chief to obtain additional supplies for shelters as required (i.e., bedding, clothing, personal hygiene supplies).

- RESPONSE PHASE – EVACUATION RECEPTION**
 - Direct staff to report for duty to designated shelters.
 - Direct and supervise operations of shelter services.
 - Compile census reports of the sheltered population.
Report daily to the IC and Operations Section Chief regarding status and needs of sheltered population.
 - Implement emergency record keeping system to be submitted to the Logistics Section to monitor the supply and distribution of resources.
 - Monitor surpluses/deficiencies of supplies, equipment and staff.
 - Maintain liaison with private support services.
 - Continue to coordinate operations with the EOC and auxiliary personnel, as noted under increased readiness phase.
 - Direct the stocking of shelters with public works, health and medical, and food services staff, in accordance with operational readiness requirements.
 - Coordinate release of emergency information regarding shelter operations to the public with the PIO.
 - Coordinate with the Police Chief to provide security for shelters and supply storage areas
 - Coordinate with the Fire Chief to enforce strict fire prevention measures at all shelter facilities.
 - Provide emergency welfare services (i.e., care of handicapped, elderly and crisis counseling) for the relocated population.
 - Coordinate with SEOC to obtain supply items (food, water).

- RECOVERY PHASE**
 - Determine post-emergency environment in conjunction with Dillingham officials and the State regarding the return of evacuees.
 - Coordinate and initiate the return of relocated population to the evacuated area as soon as Feasible.
 - Coordinate transportation and traffic control for returning population to evacuated areas.
 - Develop public information with the PIO to disseminate recovery and disaster assistance Information.
 - Submit expenditure reports, personnel costs, unpaid supply requisitions and other emergency records for reimbursement to the Finance Section Chief.

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ANNEX G: Health and Medical Services

I. Purpose

The purpose of this annex is to provide guidance regarding the activities that are associated with lifesaving; treatment, transport, and evacuation of the injured; behavioral health; mass distribution of prophylactic vaccinations; disposition of the dead; and disease control activities related to sanitation, preventing contamination of water and food supplies, etc., during response and recovery operations. It focuses on health and medical problems under emergency conditions.

II. Situation

The City of Dillingham, although limited by virtue of its geographical isolation, infrastructure capacity, and size, has a wide range of health services capabilities. Dillingham has some of the best medical facilities in the region. However, depending upon the length and severity of the emergency, those capabilities may become overwhelmed.

1. The Dillingham **Kanakanak Hospital** which is part of the Bristol Bay Area Health Corporation is a Critical Access Hospital with a normal capacity of 16 licensed beds. There are 5 Medical Doctors (MDs), 3 Nurse Practitioners (ANPs), 4 licensed lab technicians, 2 licensed X-ray technicians, 4 licensed pharmacists, 4 licensed pharmacy technician, 1 licensed physical therapist, 15 Registered Nurses (RNs) and 4 Clinical Assistants working at the facility. The hospital maintains a licensed drug room and there is one private pharmacy in town. Additionally, the hospital has a Licensed Clinical Social Worker.
2. The **Marrulut Eniit Assisted Living Facility** has the capability to care for 15 of persons with assisted living needs.
3. A **State of Alaska Public Health Nurse** (NP) is located in Dillingham; the office has one nurse and an administrative assistant. The Public Health Nurse is responsible for the National Stockpile cache and is the responsible party for mass vaccinations. The State of Alaska Public Health Nurse in Dillingham has an up to date Points of Dispensing Plan as of May 9, 2018 which is located in Appendix E of this plan.
4. **Dillingham Volunteer Fire Department** currently has 24 medics, ranging from ETT's to EMT III's. Additionally, there are 2 ambulances, BLS/ALS certified.
5. First Aid/CPR trained individuals from other agencies, such as the Alaska Dept of Fish and Game, the US Forest Service, the Dillingham School District, and the Native Village's will also be called upon in a disaster.

III. Assumptions

1. A disaster that causes numerous casualties and /or fatalities will immediately overwhelm local medical, health, and mortuary services capabilities.
2. It is assumed that, in any major disaster, all health and medical volunteers will first attend to their own families.
3. It is assumed that all MOUs needed for outside help are maintained and updated.
4. It is assumed that, due to the size of the community and the limited resources, health professionals may be asked to perform functions that are not normally in their job

description. There may be an overlap of responsibilities. For example, EMTs may be asked to work in the ER, which is not normally the case.

IV. Concept of Operations

A. General

In general, there will be a medical decision-making entity, with representation from Kakanak Hospital, Bristol Bay Area Health Corporation, Marrulut Eniit Assisted Living Facility, Public Health Nurse, and EMS. This entity will be called the “Medical Branch Representatives.” The Medical Branch Representatives will collectively choose one person to send to the EOC, who will serve as the Medical Advisor within the Policy Section. This also includes coordination of any medical and healthcare services that may be made available by voluntary organizations of other agencies.

1. Delegation of the Medical Branch Representatives will include representatives from Kakanak Hospital, Bristol Bay Area Health Corporation, Marrulut Eniit Assisted Living Facility, Public Health Nurse, and EMS. In the event that any of the delegated Medical Representatives are unavailable, the next in line of authority in each entity will take their place.
2. Any incoming Health and Medical response groups will coordinate with the Medical Branch Representatives, providing a representative to work alongside the Medical Branch Representatives.
3. Sources for potential medical and general health supplies that may be needed during a disaster are listed in the State of Alaska Public Health Nurse in Dillingham Points of Dispensing Plan, which is found Appendix E.

4. Offices of each health and medical entity are as follows:

Kakanak Hospital	6000 Kakanak Rd	907-842-5201
Bristol Bay Area Health Corporation	6000 Kakanak Road	907-842-5201
Marrulut Eniit Assisted Living Facility	125 D St E	907-842-4600
Public Health Nurse	7-115 Main St E	907-842-5981
Dillingham Vol Fire Dept/EMS	514 Main St E	907-842-2288

5. Hospitals/Clinics/Public Health

- a. The providers of routine health and medical services in Dillingham are the Kakanak Hospital, and the Public Health Nurse. In the event of a disaster or a catastrophic event, the two entities will combine resources and work together in an emergency under the Medical Representatives.
- b. Kakanak Hospital will receive and treat injured/ill patients.
- c. The State of Alaska Department of Health and Human Services Public Health Nurse’s concerns during a disaster would include identifying and controlling environmental health hazards, issuing health advisories to the public on water supplies, coordinating with Public Works for waste disposal, controlling disease vectors, monitoring food at mass care facilities, and distributing mass prophylactic vaccinations through a distribution center.

6. Emergency Medical Services

- a. The provider of EMS to the City of Dillingham is the Dillingham Volunteer Fire Department. During a disaster emergency that resulted in multiple casualties, the Dillingham Volunteer Fire Department would provide emergency medical services.

*****See ANNEX I: FIRST RESPONDERS**

- b. Additional EMS resources are available through various State of Alaska and Federal government resources which can be accessed by contacting SEOC and requesting assistance. This would be a decision made by the IC, with input from the Medical Advisor.
 - c. The Dillingham Volunteer Fire Department will be the agency responsible for establishing the on-scene ICP, utilizing the NIMS Incident Command System, using either single or unified command, as appropriate. If the incident is localized to the airport, unified command must be established with DOT.
 - d. The START triage system will be initiated with initial care provided in the field and secondary care provided by Kakanak Hospital. In the event that the hospital facility is overwhelmed with patients, provisions for the transfer of patients to the chosen alternate care site would be the responsibility of the Medical Representatives in coordination with the IMT commanding the incident.
 - e. Other agencies such as the American Red Cross (1-800-660-4272), The Salvation Army, and various religious clergy can also provide behavioral health support. Additionally, if a local disaster has been declared, requesting state assistance, behavioral health services can be accessed by contacting the SEOC.
 - f. Behavioral health support for the responders is provided by local resources or by a regional Critical Incident Stress Debriefing Team (CISD Team). These teams are activated through a request to the American Red Cross or Samaritans Purse or the Dillingham Volunteer Fire Department. CISD teams, when necessary, will be available to responders within 24-72 hours after the incident.
7. Fatality Management
- a. The mission of the fatality management plan is that all human remains are handled, transported, and stored in an appropriate, dignified manner, consistent with policies and procedures found in the publication “Catastrophic Fatality Management: Guidelines for cities”. Our ability to respectfully handle the deceased will, in turn, support the wellbeing of the living.
 - b. The wellbeing and safety of all responders participating in the recovery of human remains is of utmost importance. All personal protective gear and procedures will be utilized at all times.
 - c. At present, Kakanak Hospital has the capacity to hold up to two deceased patients. There are no full time private mortuary services provided in the community. Private firms from Anchorage provide those services on an as needed basis for the community of Dillingham. **Fatalities numbering more than three will necessitate some level of activation of this fatality management plan and subsequent involvement and assistance to the hospital, by the City.**
 - d. In the event of a multi-fatality incident, procedures to set up a temporary morgue will be initiated. The State of Alaska Medical Examiner is ultimately responsible for the collection, identification and disposition of deceased persons and human tissue from a multi-casualty incident. In addition, FEMA has the capability to provide Disaster Mortuary Assistance Teams (DMORT) to respond to the scene of a multi-casualty incident. FEMA DMORT can be accessed by contacting the SEOC and requesting assistance. The City must have declared a disaster in order to request this assistance, and the process of receiving the assistance may take

- considerable time. Dillingham can prepare itself for those instances when the City will be expected to manage fatalities until relief is available.
- e. Until state support arrives, a Temporary Morgue Manager (TMM) will be appointed by the Medical Advisor. Local shipping companies and the canneries will provide space for multiple bodies in their refrigerated vans (~22 bodies in each 40' van). The vans (440V) are owned by the shipping companies and leased by the canneries. The canneries have also offered to provide manpower to move bodies, if the manpower is available. The vans would be transported to a determined site, and arrangements would be made to transport bodies. Before moving human remains to any storage unit, **it is important to understand that, unless communications with the Alaska State Medical Examiner's Office (AKSMEO) are completely down, you must get approval from AKSMEO prior to moving bodies from the incident location.**
 - f. Reporting Disaster deaths **should be reported to the AKSMEO as soon as practically possible.** In any emergency or disaster, deaths that result from the incident, or occurred during an incident are potentially unnatural deaths, and therefore are within the legal jurisdiction of the AKSMEO. Ideally, this reporting would be done by Law Enforcement as soon as the scene assessment has been completed.
 - i. Examples: During an earthquake, if someone dies as a result of a structural collapse, the AKSMEO will take jurisdiction over the death.
 - ii. Additionally, first influenza (or pandemic illness) deaths should be reported to AKMSEO, unless otherwise notified by Public Health.
 - g. With regards to certification of death, the City of Dillingham does NOT do this. The AKSMEO is responsible for certifying deaths resulting from any type of disaster or mass fatality incident.
 - h. Responding to 911 calls concerning bodies/missing persons will be challenging. Immediately following a major disaster, the Communication Support Team (activated by Dispatch Supervisor) will be responsible. This will assist in offloading calls concerning bodies and unaccounted for persons from 911 operators to allow them to respond to emergency calls. Once the Communication Support Team has been established, all calls concerning missing or deceased persons should be referred to them.
 - i. Behavioral Health needs of the community, as well as the Temporary Morgue staff, shall be attended to. Members of the clergy, Dillingham Family Resource Center, or Sound Alternatives shall be retained for on-the-spot counseling at the Temporary Morgue, and with responders. Additionally, in the event the community is isolated post-disaster, a local Family Assistance Center will be established to support families of missing persons.
 - j. The City PIO will keep the public informed concerning the handling of human remains. There will be close coordination with Public Health, using their messaging for fatality management, if available. Consistent and regular briefings should be delivered to the community.
 - k. In general, permission must be obtained from the AKSMEO before remains are removed from any incident site. In a mass fatality situation Law Enforcement will aid AKSMEO in conducting death investigations. In anticipation of law

enforcement being overwhelmed, law enforcement may work with the City in advance to train and organize people from other disciplines to follow the appropriate steps. and support law enforcement in the effort.

- l. Tracking of the human remains, from the incident site to the temporary morgue, is of the upmost importance. In order to track human remains, Dillingham EMS TRIAGE TAGS will be utilized. Instructions may be found on the last page of the publication “Catastrophic Fatality Management: Guidelines for Cities”. It is necessary that triage tags are linked to associated remains until collection by authorized mortuary personnel.
- m. The incident site (while human remains are still there) and the temporary morgue should be fully secured, at all times, with access limited to a minimal number of approved staff.

V. Organization and Assignment of Responsibilities

A. Organization

1. Located in Dillingham is a State of Alaska Public Health Nurse. The Public Health Nurse will have the primary responsibility to advise the Incident Commander on all things relating to activities that are associated with lifesaving; treatment, transport, and evacuation of the injured; behavioral health; mass distribution of prophylactic vaccinations; disposition of the dead; and disease control activities related to sanitation, preventing contamination of water and food supplies, etc., during response and recovery operations.

B. Assignment of Responsibilities

1. Medical Representative
 - a. State of Alaska Public Health Nurse located in Dillingham, Alaska.
2. Public Information Officer
 - a. Use every means possible to notify the public of the location and anticipated medical facilities both primary and temporary.
3. Police Department
 - a. Provide traffic control and security for the selected primary and temporary medical sites.
4. Public Works Department
 - a. Maintain access roads to the various sites.
5. Logistics Chief
 - a. Handles requests for additional supplies such as equipment, food, etc., needed within the medical community.

Any available trained volunteers will be asked to treat and care for the wounded to the level of their training at designated sites.

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ANNEX H: Logistics and Resource Management

I. Purpose

- A. This Annex will provide guidance and outline procedures for obtaining, managing, allocating, and monitoring the use of resources prior to, during, and after emergency situations or when such situations appear imminent.

II. Situation

1. All emergency response agencies manage equipment, facilities, and supplies to accomplish their day-to-day tasks. Large incidents, however, can require more specialized resources than the responding agencies may have available.
2. A major disaster or emergency may overwhelm the capabilities and exhaust the resources of the City of Dillingham.

III. Assumptions

- A. The City has established MOUs and agreements with entities that can supply resources in the event of a disaster.

IV. Limitations

- A. There are a limited number of resources available in the City of Dillingham.
- B. Outside resources may take days, or in extreme cases weeks, to arrive and the City has little control over logistics beyond its borders. The City should prepare accordingly.
- C. During the winter months, the City is only easily accessed by plane. Damage to the runway would hamper the movement of resources into the community.

V. Concept of Operations

- A. General
 1. Resources will be inventoried, prioritized and used in the most efficient manner possible, and will be applied to functions and areas of greatest need.
 2. Acquisitions and purchases dedicated to saving life or property during an emergency will be given priority.
 3. Response agencies are expected to be able to sustain themselves during the first 7 days of an emergency.
 4. Each household in the City is encouraged to develop family disaster and emergency communication plans and to maintain the essential supplies to be self-sufficient for at least 7 days.
 5. In the event all local resources are committed, assistance will be sought from surrounding jurisdictions where jurisdictional agreements may be established. Effective cross-jurisdictional coordination using processes and systems described in the NIMS is critical in the establishment of such agreements. Where possible, each jurisdiction will execute agreements in advance with groups and individuals for use of their resources.
 6. Some of the resources needed for emergency operations may be available only from the private sector, individuals, or volunteer or non-traditional donations management

- agencies. Hence, procedures are established for emergency purchasing and contracting.
7. Each agency is responsible for arranging the movement of its assets to locations where they are needed during emergencies and disasters. If the department does not have suitable transportation capabilities, it may request assistance through the EOC.
 8. Normal procurement procedures may be suspended during an emergency, although existing agreements and procedures should be used whenever feasible.
 9. The EOC may request additional resources from the SEOC after all available City resources have been exhausted.
 10. During an emergency, the IC may request department heads suspend functions that do not contribute directly to response actions.
 11. The IC may invoke temporary controls on local resources and establish priorities during an emergency. These may include fuel, food, shelter and other resources necessary for human needs. If this situation occurs, Dillingham will endeavor to cooperate with the private sector and with the State in encouraging voluntary controls and to enforce mandatory controls when necessary.
 12. When circumstances dictate, emergency response field personnel may be given purchasing authority after coordination with the purchasing officer. Payment for such needs is the responsibility of the requesting agency.
 13. When high priority needs cannot be satisfied quickly through procurement and hiring, or when the cost begins to outweigh time as a consideration, an appeal can be made through the Public Information Branch or Liaison Officer for donations of goods or services in question.
 14. Early and accurate documentation of costs and damage estimates are essential to the application for potential reimbursement from state or federal disaster assistance.
 15. At the close of an incident, all loaned equipment will be returned to its owners.

VI. Organization

- A.** The IC is responsible for managing emergency resources at the incident site and shall be assisted by a staff commensurate with the tasks to be performed and resources committed to the operation. The ICS structure includes a Logistics Section, which is responsible for obtaining and maintaining personnel, facilities, equipment and supplies committed to the emergency operation. The IC will determine the need to establish a Logistics Section. This decision is usually based on the size and anticipated duration of the incident and the complexity of support.

VII. Responsibilities

- A.** Preparation Phase
1. Department Heads
 - a. Maintain supplies to be able to sustain responders for 7 days.
 2. City Manager and City Planner
 - a. Negotiate and approve contracts for support of emergency actions.
 - b. Maintain a list of resources available for emergency response in accordance with NIMS.
 - c. Establish and maintains MOUs with potential suppliers and donors.
 - d. Coordinate mutual aid agreements with neighboring jurisdictions.

- B.** Response Phase
 - 1. Incident Commander
 - a. Coordinate overall disaster response during major emergency.
 - b. Assign Logistics Section to facilitate resource acquisition, if needed.
 - c. Adjudicate competing resource needs.
 - d. Establish limits on resource consumption.
 - e. Limit functions that consume resources and do not directly support emergency operations.
 - 2. Finance Department
 - a. Provide liaison support for donations request, including staff and volunteers.
 - b. Facilitate acquisition of all supplies, equipment, and services necessary in support of response effort.
 - 3. Mayor
 - a. Coordinate with State and Federal agencies to secure additional resources.
- C.** Recovery Phase
 - 1. Department Heads
 - a. Restock supplies and equipment used in the event and return any equipment obtained from other agencies after proper cleaning/inspection.
 - b. Complete and submit necessary reports paperwork to appropriate agencies, including an itemized list of all damaged equipment and supplies.
 - c. Provide appreciation and recognition to volunteers, donors, and all who supported the response effort.
 - 2. Finance
 - a. Arrange for timely reimbursement of private vendors who supplied equipment: a list should be available from the EOC or IC.

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ANNEX I: First Responders

I. Purpose

The purpose of this Annex is to provide guidance to First Responders, in the event of an emergency. First Responders are City Police, Dillingham Volunteer Fire Department (DVFD) that supplies Fire, Rescue, and EMS. Other state and federal law enforcement are stationed in the community, including the Alaska State Troopers and Wildlife Troopers.

II. Situation

- A.** DVFD is the primary fire control agency in this jurisdiction.
 - 1. DVFD roster includes two paid firefighters and 22 volunteer fire and rescue personnel.
 - 2. DVFD maintains three ambulances, four pumpers, two tank trucks, and a utility truck.
 - 3. DVFD has two full-size fire stations and one auxiliary two-bay station.
- B.** The City Public Safety Department has a chief and eight patrol officers on roster.
- C.** Additionally, four Alaska State Troopers and one Alaska Wildlife Trooper are stationed at the Dillingham Trooper Post.
- D.** Due to its isolation, the community must rely exclusively on DVFD and the agencies listed below for fire suppression:
 - 1. USFS fire suppression resources
 - 2. DOT Resources

III. Assumptions

- A.** Police, Troopers, Fire, Rescue, and EMS will be trained in the ICS.
- B.** In a disaster, the highest and most immediate priority will be given to the rescue and care of victims.
- C.** Every individual will know laws, rules and regulations in emergency situations and will comply with the lawful directions of duly constituted authorities.

IV. Limitations

- A.** Police, Troopers, Fire, Rescue, and EMS resources will be overwhelmed in any major disaster.
- B.** In a disaster, the rescue capability of the DVFD must be augmented by the resources of other agencies and by trained citizen volunteers.

V. Concept of Operations

- A.** General
 - 1. Extrication from entrapment and/or endangered areas, stabilization and transportation of the injured to hospitals, and provision of medical care will take precedence over all other emergency services operations.
 - 2. In a disaster, special rescue operations will start as soon as possible in order to rescue or evacuate the greatest number of people before hazards such as fire, explosion, impending structural collapse, rising water, etc., impede emergency operations.
- B.** Police

1. The City Police Department will continue to function and operate in accordance with its normal SOPs, accepting additional responsibilities as may be imposed by a disaster.
 2. Law enforcement functions, including judicial proceedings, in a disaster, will be carried out according to the requirements of law and to the extent feasible.
 3. One of those additional duties will be to assist Public Works in performing the initial assessment of damage to the community, information that is of vital importance in requesting state assistance.
 4. During a period of increased tension, the Police Department will take precautionary steps to prepare it to ensure the maintenance of law and order under conditions of stress beyond those of normal operations.
- C. Fire**
1. The Fire Department will continue to function and operate in accordance with its normal firefighting SOPs, accepting additional responsibilities as may be imposed by a disaster.
- D. Rescue**
1. The Fire Department will continue to function and operate in accordance with its normal Search and Rescue (SAR) procedures, accepting additional responsibilities as may be imposed by a disaster. DVFD is responsible for urban SAR and is also available to support SARs conducted by Alaska Wildlife Troopers, if requested.
 2. Alaska Wildlife Troopers are responsible for wilderness SAR and may be available to support SARs conducted by DVFD, if requested.
- E. EMS**
1. DVFD ambulances will continue to function and operate in accordance with their normal EMS SOPs and Standing Orders, accepting additional responsibilities as may be imposed by a disaster.
 2. EMS will assess, treat, transport, and account for all injured or ill patients that are transported by DVFD.
 3. Additional medical supplies are found at the DVFD fire station and through other entities in the City. When local medical supplies are in danger of becoming exhausted, a request for additional supplies will be made to the SEOC, through the Operations Section Chief.

VI. Organization and Assignment of Responsibilities

- A. Organization**
1. Dillingham Police Department's succession of command:
 - a. Chief
 - b. Dispatch Supervisor
 - c. Sergeant
 2. Dillingham Volunteer Fire Department's succession of command:
 - a. Chief
 - b. Assistant Chief
- B. Assignment of Responsibilities**
1. Preparation
 - a. Police and Fire Department Heads
 - i. Ensure vital equipment is in the condition necessary for major emergencies.

- ii. Train responders and department personnel.
 - iii. Develop/update plans and operating procedures for responders that are coordinated with those of other City emergency services.
 - iv. Maintain an inventory of all first responder resources within the City.
 - b. Fire Chief
 - i. Conduct frequent community-wide fire and safety inspections.
 - ii. Update preplans by identifying structures susceptible to fire and preparing building layouts and plans of attack.
- 2. Response
 - a. Police Chief
 - i. Determine the priority of department operations
 - ii. Ensure the safety of response personnel.
 - iii. Determine the radio frequencies to use.
 - b. Police Department
 - i. Enforce laws of the City and maintain civil order.
 - ii. Provide traffic control.
 - iii. Ensure security of emergency operations, including shelter facilities, emergency supplies, and investigations.
 - iv. Provide suitable detention facilities.
 - c. Fire Chief
 - i. Determine the priority of department operations.
 - ii. Ensure the safety of response personnel.
 - iii. Determine the equipment, strategies, and tactics for fire and rescue operations.
 - iv. Determine the radio frequencies to use for the FD.
 - d. Fire Department
 - i. Extinguish fires that pose a threat to life and property.
 - ii. Provide equipment and manpower for conducting search, rescue, evacuation, and mass casualty response.
 - iii. Conduct a thorough search of impacted areas for missing persons.
- 3. Recovery
 - a. Police and Fire Chiefs
 - i. Perform a post-incident briefing and critique.
 - b. Police and Fire Departments
 - i. Assist in restoring the incident area to a safe condition and returning evacuees as appropriate.

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ANNEX J: Public Works and Transportation

I. Purpose

The purpose of this Annex is to provide guidance for maintaining City buildings, streets, waterlines, and sewers during a disaster. It also provides guidance procedures for damage assessment.

II. Situation

- A. The City of Dillingham has a variety of resources available for Public Works- resources operated by the Public Works Department and the Port, as well as support from the Alaska Department of Transportation and local contractors.

III. Assumptions

- A. Associated MOUs have been established and updated.
- B. Local non-City public works resources will work within the IMS.

IV. Limitations

- A. The City has limited resources.
- B. The City is geographically isolated, only accessible by air or sea from major hubs. Therefore, it is difficult to transport resources into or out of the community.

V. Concept of Operations

- A. General
 1. The Publics Works Director, acting as the Operations Section Chief, will manage the Public Works functions (as well as other Ops Branches) during a disaster from the EOC.
 2. Local Emergency Management Directors will ensure local personnel skilled in engineering and public works will be pre-identified and assigned to coordinate with state public works and engineering during emergencies or disasters.
 3. In the event of a disaster, public works response includes:
 - a. Monitor and report the status of and damage to the transportation infrastructure and public facilities;
 - b. Provide for operations, maintenance, and restoration of essential transportation infrastructure;
 - c. Provide for repair and restoration of essential public facilities;
 - d. Identify temporary alternate transportation solutions to be implemented by others when primary systems and routes are unavailable or overwhelmed;
 - e. Implement appropriate security measures for protection of transportation infrastructure and public facilities;
 - f. Coordinate the issuance of regulatory waivers and exemptions;
 - g. Provide for long-term coordination of the restoration and recovery of the affected transportation infrastructure and public facilities; and
 - h. Activate emergency task forces, mutual aid agreements, and additional resources to support response and recovery of essential transportation.
 4. The Public Works Director, acting as the Operations Section Chief, will use both City and non-City resources to accomplish the objective of each operational period during

disaster operations. Each of the Divisions within Public Works (which are divided by functions) will be managed by the Supervisor of that Division, reporting directly to the Operations Section Chief. Private local contractors that do damage assessments for the City during a disaster will report directly to the Operations Sections Chief.

5. The Alaska Department of Transportation will clear, repair, and maintain roads and airfields within their jurisdiction, as well as assist the City if requested.
 - a. The DOT maintains the following roads/airfields:
 - i. Dillingham Airport
 - ii. Kanakanak Road
 - iii. Wood River Road
 - iv. Airport Spur Road
 - v. Aleknagik Road
6. Request for Alaska DOT and engineering resources and services will be coordinated through the EOC. Requests made from the EOC will be coordinated with and approved through the SEOC before action is taken.

B. Damage Assessment

1. Damage Assessment will be the responsibility of the Operations Section Chief and will be a cooperative effort between first responders and public works staff.
2. Emphasis of initial efforts will be focused on critical infrastructure and key resources, assessed by the Public Works Department, as they drive through the city and report the damages back to the EOC.
3. Initially, local private contractors may be used by the Operations Section Chief to conduct structural damage assessments (see established MOUs), with priority on City buildings and any buildings that are used for shelters.
4. Damage assessments to other public buildings will follow after critical facilities and be performed by the same department and contractors.
5. Damage assessments on private property will be last, also performed by Public Works and private contractors.
6. If needed, the City may request damage assessment teams from SEOC (1-800-478-2337) in order to assess local damage.
7. Information will be collected, organized, and reported, by the Operations Section Chief, on the Alaska State FEMA damage and needs assessment form. If the City is declaring a disaster, the damage assessment will be a high priority, reporting to the State of Alaska SEOC within 36 hrs.

VI. Organization

- A.** The Public Works Department of the City of Dillingham is divided into four (4) Divisions, by functional responsibility.
1. Streets Division
 2. Solid Waste Division
 3. Water and Sewage Division
 4. Buildings and Grounds Maintenance Division

VII. Responsibilities

- A.** Preparation
 - 1. Department Heads
 - a. Take all feasible steps to remove and protect equipment in accordance with departmental SOPs.
 - b. Communicate anticipated departmental needs amongst other departments.
 - 2. Public Works Director
 - a. Train operators for available equipment.
 - b. Maintain Hazmat certifications and training.
 - 3. Human Resources
 - a. Maintain a roster of personnel available for assignment during a disaster.
- B.** Response
 - 1. Department Heads
 - a. Report damages of department resources.
 - 2. Public Works Director
 - a. Coordinate all available City and privately-owned transportation and construction equipment.
 - b. Track all resources and the amount of time worked and maintain cost sheets on all private equipment use and personnel. (This is performed in conjunction with the Finance Department).
 - c. Ensure shelters have adequate power supply, water supply, and waste disposal facilities.
 - d. Coordinate protecting and repairing the City's water supply and waste disposal facilities.
 - e. Coordinate debris clearance and disposal.
 - f. Performing basic damage assessment.
 - 3. Port Director
 - a. Secure, protect, and repair the harbor facility.
 - b. Contact boat owners and shipping operators to inform them of danger or damages.
 - 4. Public Safety
 - a. Inspect transportation/evacuation routes.
 - b. Provide traffic control and security for public works operations.
- C.** Recovery
 - 1. Department Heads
 - a. Submit expenditure reports, personnel costs, and other emergency records to the Finance/Administration Section for reimbursement.
 - b. Order stand-down of responders and resume normal operations.
 - 2. Public Works Director
 - a. Return equipment obtained from other agencies after proper cleaning and inspection.
 - b. Repair and restore roads, building, water lines, and sewer.

TAB J-1: Damage Assessment Form

<input type="checkbox"/> Original <input type="checkbox"/> Revision # _____		Date:
Type of Disaster:		Date(s) of Occurrence:
Jurisdiction (town, county, agency, etc.):		County:
Area Affected (northeast, west side, etc.):		
Information provided by:		
Name:		Title:
Address:		Day Phone:
		Evening Phone:
PUBLIC DAMAGE		
A	DEBRIS REMOVAL (trees, building wreckage, sand, mud, silt, gravel, vehicles, and other disaster-related material)	\$
B	EMERGENCY PROTECTIVE MEASURES (sandbagging, barricades, signs, extra police and fire, and emergency health measures)	\$
C	ROADS AND BRIDGES (roads, culverts, bridges, and associated facilities)	\$
D	WATER CONTROL FACILITIES (dams, reservoirs, shore protective devices, pumping and irrigation facilities, drainage channels, and levees)	\$
E	BUILDINGS AND EQUIPMENT (buildings, supplies, inventory, vehicles, and equipment)	\$
F	UTILITIES (water treatment plants and delivery systems, power generation and distribution facilities, sewerage collection systems and treatment plants)	\$
G	PARKS, RECREATIONAL, AND OTHERS (playground equipment, swimming pools, bath houses, tennis courts, boat docks, piers, picnic tables, cemeteries, and golf courses)	\$
TOTAL		\$
PRIVATE NONPROFIT (education, medical, custodial care, emergency [fire departments, search and rescue, and ambulances], utility, and other [museums, community centers, libraries, homeless shelters, senior citizen centers, health and safety services.])		\$
PUBLIC DAMAGE—GRAND TOTAL		\$

INDIVIDUAL DAMAGE				
Jurisdiction:		Date:		
PEOPLE AFFECTED		ASSISTANCE PROVIDED		
	Number			Number
Deaths		Persons Evacuated		
Injuries		Persons in Public Shelters		
Missing				
RESIDENTIAL		Primary		Secondary
	Number	Value (if known)	Number	Value (if known)
(ARC) 3 Houses destroyed		\$		\$
(ARC) 2 Houses with major damage		\$		\$
(ARC) 1 Houses with minor damage		\$		\$
Houses affected		\$		\$
(ARC) 3 Mobile homes destroyed		\$		\$
(ARC) 2 Mobile homes severely damaged		\$		\$
(ARC) 1 Mobile homes moderately damaged		\$		\$
Mobile homes affected		\$		\$
TOTAL		\$		\$
TOTAL RESIDENTIAL (primary plus secondary)				\$
BUSINESS				
Businesses affected				\$
Number now unemployed				
Estimated duration of unemployment (weeks)				
TOTAL BUSINESS				\$
AGRICULTURE				
Farm buildings and equipment				\$
Crop land (all crops)				\$
Livestock				\$
TOTAL AGRICULTURE				\$
INDIVIDUAL DAMAGE TOTAL				\$
CALL or FAX THIS INFORMATION to your Borough EMERGENCY MANAGEMENT AGENCY as SOON as POSSIBLE (BEFORE MAILING)		State of Alaska Division of Homeland Security and Emergency Management P.O. Box 5750, Fort Richardson, AK 99505-5750 Phone: 907-428-7000 Fax: 907-428-7009		

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ANNEX K: Oil and Hazardous Materials Spill Response

I. Purpose

This annex provides for a coordinated emergency response by Local Government and industry to mitigate the adverse effects on the population and environment resulting from an uncontrollable release of /or exposure to hazardous materials.

The City of Dillingham has very little control over the local fishing industry, fuel storage, or other large storage of hazardous materials. In this regard the City of Dillingham would provide a supporting role to local industries in any response.

II. Situation

1. Hazardous materials pose a potential threat to a community at both fixed facilities and during transport.
2. Numerous facilities use and transport chemicals which pose threats to public and private sectors. They routinely provide Material Safety Data Sheets (MSDS) to the supporting fire departments which are responsible for training of the fire fighters who respond to hazardous materials incident.
3. Over 400 hazardous materials have been identified by EPA as subject to the requirements for Superfund Amendments and Reauthorization Act of 1986 (SARA) Title III.
4. The City of Dillingham, has identified many of these hazardous materials. The Fire Chief has a list of hazardous material storage locations around the City.

III. Assumptions

1. Safety of all responders is the number one priority.
2. The First On-Scene Responder may not be a highly trained hazardous materials handling specialist, but as first on-the-scene, becomes the initial response force.
3. Local, state and federal hazardous materials response teams and other support agencies will respond with technical expertise and resources upon request by the local officials.
4. Emergency response personnel will be trained in hazardous materials control (within the capabilities and resources available and based on known local hazards) and all response vehicles will be equipped with emergency response reference materials guidebooks.
5. Facilities subject to reporting under the Emergency Planning and Community Right-to-Know Act of the Superfund Amendments and Reauthorization Act of 1986 (SARA), will provide Safety Data Sheets or list of SDS chemicals to the Dillingham Public Safety Department and the Alaska State Emergency Response Commission (SERC).
6. Private agencies involved in the manufacture, use, storage and transportation of hazardous materials will cooperate with local governments in preparing for response to hazardous materials incidents.

IV. Limitations

1. The City of Dillingham has a limited number of resources for responding to a hazardous material incident.
2. Not all hazardous materials may be reported correctly, therefore responders may not have complete information about the emergency.

V. Concept of Operations

A. General

1. The initial report should be investigated by the first responding agency. That First On-Scene Responder must act quickly.
2. Initial reports of an incident rarely reflect the true nature of the situation. The worst situation must be assumed and an objective on-the-scene evaluation and assessment must be made as soon as possible.
3. It may not be immediately possible to identify the hazardous or toxic materials or chemicals involved in the spill, although every attempt should be made to do so. Stay UPWIND, UPHILL, and/or UPSTREAM at a safe distance. Look for information on labels, shipping paper, placards, license plate numbers, tank/container types, etc.
4. Emergency response personnel should always assume the materials are highly toxic, even in small quantities; and take protective action.
5. All facilities subject to the provisions of SARA Title III are required to immediately notify the local jurisdiction and the SERC if there is a release of a listed hazardous material that exceeds the reportable quantity for that material. The initial notification can be by telephone, radio, or in person. Emergency notification requirements involving transportation incidents can be satisfied by calling 911, calling the central district office of DEC at 907-269-3063, or calling the DEC spill hotline, 1-800-478-9300.
6. Once the jurisdiction has been tentatively identified, and the responsible Designated Emergency Response Agency (DERA) identified, established procedures will be utilized.
7. An appropriate response team will be dispatched as provided in the DERA and local emergency response SOPs. The Response Checklist is included in Tab K-4 of this Annex.
8. The Alaska Wildlife Troopers, as DERA for incidents occurring on highways outside municipal city limits, will follow their operations manual.
9. Major marine oil spills will be managed by ADEC. See Tab K-1 at the end of this Annex for details about reporting to ADEC. Oil/fuel spills of a smaller scale will be handled by local contractors, See Tab K-2 for details.
10. Hazardous material emergency response personnel will operate as a team and will function under the concept of the ICS as described in the Direction and Control Annex.

11. If the DERA determines not to have the equipment, personnel or expertise necessary to handle a particular hazardous material incident, assistance will be requested.
12. The City EOC will be activated in support of the on-site IC if the hazardous material incident is of such magnitude as to pose a threat to human life, have a significant impact upon the environment.
13. During the response, if evacuation of the public (or a community) is necessary to save lives and property, the Governor, the Alaska State Troopers, or the On-Scene Commander may order this action.
14. Public Information and media relations will be given priority attention, especially for any hazardous material incident that will, or is likely to, affect the public. The Emergency Public Information Annex establishes this function.
15. Clean-up and removal of the hazardous material involved in an incident will be monitored by the City of Dillingham according to local, state, and federal guidelines.
16. If a hazardous material incident or release occurs on private property, the owner or operator thereof may undertake the emergency response. If the owner or operator does not undertake such emergency response, or if in the judgment of the DERA there exists an imminent danger to the public health and safety, the DERA should initiate an appropriate emergency response.
17. Any facility that produces, uses, or stores any of the over 400 hazardous materials listed by the EPA in a quantity greater than its threshold planning quantity, is subject to the emergency planning and community right-to know provisions of SARA Title III.
18. Tier II forms are required to be on file with the State of Alaska. Facilities experiencing a hazardous material incident are advised to check with the ADEC to review their Tier II forms.
19. State involvement within City disaster damage assessment, emergency response (except for Alaska State Troopers) and recovery processes will be coordinated by the ADEC.

VI. Organization and Assignment of Responsibilities

- A.** Preparation Phase
 1. All Entities
 - a. Have vital equipment in condition necessary for response.
 - b. Update plans and operating procedures to ensure a coordinated response effort.
 2. Fire Department
 - a. Train and perform regular hazmat response drills.
 - b. Locate and document locations of stored hazardous materials.
- B.** Response Phase
 1. All Entities
 - a. Ensure clear communication between all responders and groups involved.
 - b. Provide IC and PIO with appropriate information.
 2. Incident Commander (Fire Chief or Designee)
 - a. Identify hazardous materials involved.

- b. Mobilize response resources, ensuring they have adequate personal protective equipment (PPE).
 - c. Establish command structure and appoint a Safety Officer.
 - d. Direct and control on-scene response activity.
 - e. Contact DEC for assistance and information regarding health dangers and population protection.
- 3. Fire Department
 - a. Provide support for response effort, including equipment and manpower.
 - b. Establish a decontamination area for exposure victims, if necessary.
 - 4. Police Department
 - a. Initiate perimeter control.
 - b. Assist in evacuation, if necessary.
 - 5. Public Works Department
 - a. Provide support for response effort, including equipment and manpower.
 - b. Monitor City's water supply to ensure no contamination.
- C. Recovery Phase**
- 1. All Entities
 - a. When feasible, restore the incident area to a safe condition and return evacuees as appropriate.
 - b. Restore and maintain essential services.
 - c. Restock supplies and equipment used in the response and return borrowed equipment after proper cleaning/inspection.
 - 2. Fire Department
 - a. Assist in ensuring all hazardous materials have been disposed of or neutralized.
 - 3. Public Works
 - a. Assist in disposal of contaminated products.

TAB K-1: Hazardous Material Spill Reporting Tools

IT'S THE LAW!

AS 46.03.755, 18 AAC 75.300, 75.325 and 18 AAC 78.200

REPORT OIL AND HAZARDOUS SUBSTANCE SPILLS

During Normal Business Hours

call the nearest response team office:

Central Alaska: (907) 269-3063
Anchorage Fax: (907) 269-7648

Northern Alaska: (907) 451-2121
Fairbanks Fax: (907) 451-2362

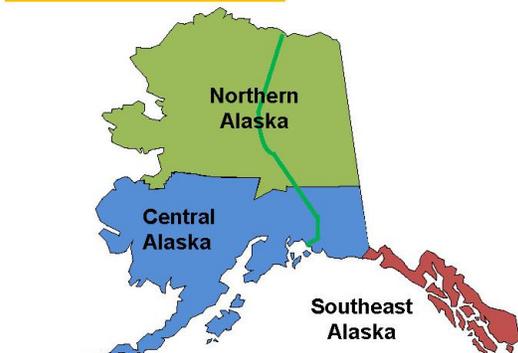
Southeast Alaska: (907) 465-5340
Juneau Fax: (907) 465-5262

Alaska Pipeline: (907) 451-2121
Fairbanks Fax: (907) 451-2362

Outside Normal Business Hours

Toll Free 1-800-478-9300

International 1-907-269-0667



Alaska Department of
Environmental Conservation
Division of Spill Prevention and Response
www.dec.alaska.gov/spar/spillreport.htm

Hazardous Substance

Any hazardous substance spill, other than oil, must be reported immediately.

Oil – Petroleum Products

To Water

- ◆ Any amount spilled to water must be reported immediately.

To Land

- ◆ Spills in **excess of 55 gallons** must be reported immediately.
- ◆ Spills in **excess of 10 gallons, but 55 gallons or less**, must be reported within 48 hours after the person has knowledge of the spill.
- ◆ Spills of **1 to 10 gallons** must be recorded in a spill reporting log submitted to ADEC each month.

To Impermeable Secondary Containment Areas

- ◆ Any spills in **excess of 55 gallons** must be reported within 48 hours.

Underground Storage Tank Spill Reporting

Regulated Underground Storage Tank (UST) systems are defined at 18 AAC 78.005. Releases at heating oil tanks must be reported.

- You must report a *suspected* belowground release from a UST system, in any amount, within 24 hours (18 AAC 78.220(d)).
- You must report if your release detection system indicates two consecutive months of invalid or inconclusive results.
- If you observe unusual operating conditions, sudden loss, erratic dispensing (slow flow/no flow) or discharge to soil or water, **report it to the UST Unit:**

907-269-3055 or 269-7679



ALASKA DEPARTMENT OF ENVIRONMENTAL CONSERVATION
OIL & HAZARDOUS SUBSTANCES SPILL NOTIFICATION FORM

ADEC USE ONLY

ADEC SPILL#:		ADEC FILE#:		ADEC LC:	
PERSON REPORTING:		PHONE NUMBER:		REPORTED HOW? (ADEC USE ONLY) <input type="checkbox"/> Phone <input type="checkbox"/> Fax <input type="checkbox"/> PERS <input type="checkbox"/> E-mail	
DATE/TIME OF SPILL:		DATE/TIME DISCOVERED:		DATE/TIME REPORTED TO ADEC:	
INCIDENT LOCATION/ADDRESS:		DATUM: <input type="checkbox"/> NAD27 <input type="checkbox"/> NAD83 <input type="checkbox"/> WGS84 <input type="checkbox"/> Other _____		PRODUCT SPILLED:	
		LAT: _____			
		LONG: _____			
QUANTITY SPILLED: <input type="checkbox"/> gallons <input type="checkbox"/> pounds	QUANTITY CONTAINED: <input type="checkbox"/> gallons <input type="checkbox"/> pounds	QUANTITY RECOVERED: <input type="checkbox"/> gallons <input type="checkbox"/> pounds	QUANTITY DISPOSED: <input type="checkbox"/> gallons <input type="checkbox"/> pounds		
POTENTIAL RESPONSIBLE PARTY:		OTHER PRP, IF ANY:		VESSEL NAME:	
Name/Business:				VESSEL NUMBER:	
Mailing Address:					
Contact Name:				> 400 GROSS TON VESSEL:	
Contact Number:				<input type="checkbox"/> Yes <input type="checkbox"/> No	
SOURCE OF SPILL:				CAUSE CLASSIFICATION:	
CAUSE OF SPILL:		<input type="checkbox"/> Under Investigation		<input type="checkbox"/> Accident <input type="checkbox"/> Human Factors <input type="checkbox"/> Structural/Mechanical <input type="checkbox"/> Other	
CLEANUP ACTIONS:					
DISPOSAL METHODS AND LOCATION:					
AFFECTED AREA SIZE:	SURFACE TYPE: <i>(gravel, asphalt, name of river etc.)</i>	RESOURCES AFFECTED/THREATENED: <i>(Water sources, wildlife, wells, etc.)</i>			
COMMENTS:					

ADEC USE ONLY

SPILL NAME:		NAME OF DEC STAFF RESPONDING:		C-PLAN MGR NOTIFIED? <input type="checkbox"/> Yes <input type="checkbox"/> No	
DEC RESPONSE: <input type="checkbox"/> Phone follow-up <input type="checkbox"/> Field visit <input type="checkbox"/> Took Report		CASELOAD CODE: <input type="checkbox"/> First and Final <input type="checkbox"/> Open/No LC <input type="checkbox"/> LC Assigned		CLEANUP CLOSURE ACTION: <input type="checkbox"/> NFA <input type="checkbox"/> Monitoring <input type="checkbox"/> Transferred to CS or STP	
COMMENTS:		Status of Case: <input type="checkbox"/> Open <input type="checkbox"/> Closed		DATE CASE CLOSED:	
REPORT PREPARED BY:		DATE:			

Revised 6/16/2014

TAB K-2: City of Dillingham Oil/Fuel Spill Response–Small Scale

PURPOSE:

This tab defines the organization, strategies, equipment and manpower needed by the City of Dillingham in the event of a small-scale oil spill which would most likely NOT impact the daily operations of the City of Dillingham.

CURRENT RESOURCES:

Oil/fuel spill resources are stored throughout the City by these entities, in these locations:

<u>Entity with Resources:</u>	<u>Location of Resources:</u>	<u>Resource Description:</u>
DEC- Department of Environmental Conservation	State of Alaska DOT Airport Yard	2 connexes with Basic spill resources... See TAB K-4 of this Annex
Peter Pan Seafoods & Icicle Seafoods	Fish Processors have spill response supplies located at their processing plants.	Vinyl containment boom, boats, barge, skiffs, diving gear, misc. response equipment
<u>Dillingham Harbor Department</u>	With the City, behind the Harbor Master Office in a Conex	Vinyl containment boom, boats, barge, skiffs, diving gear, misc. response equipment

CONCEPT OF OPERATIONS:

In the event of a smaller-scale spill within Dillingham or the local vicinity, these operations will be conducted within the community:

1. Dispatching of DERA to the spill in an expedient manner.
2. Dispatching of Dillingham Volunteer Fire Department to assist.

Small scale responses will happen quickly, through the effort of DERA and the Fire Department. If there is a prolonged period of clean-up, the City may choose to contract clean-up to finish the job. If the spill exceeds the contractor’s resources capabilities, they will then work as an arm of a larger spill response effort with additional contractors.

NOTIFICATION:

ADEC shall be notified per the Reporting Tab of this Annex.

ACTIONS:

The IC may direct the following actions:

- A. Supervise on-scene DVFD members (and Harbor personnel, if appropriate) during assistance to local contractors.
- B. Direct the Finance Department to assign a special account number for tracking all expenditures and encumbrances relating to the spill.
- C. The Mayor or his/her designee be appointed the official PIO.

MITIGATION MEASURES:

Oil Spill recovery is expensive and usually preventable. The City of Dillingham will institute mitigation measures by:

- increasing awareness of fuel tank stabilization (of both stationary and mobile tanks).
- monitoring derelict vessels.

TAB K-3: Hazardous Material Incident Checklist

Response Phase

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

- Confirm, Assess, and Report the situation**
 - Fire Department 907-842-2288 After hours call 911
 - City Manager 907-842-5148
 - DEC Central Area Response Team 907-269-3063
 - DEC After Hours Spill Reporting 800-478-9300
 - Alaska DHS&EM (24 hrs) 800-478-2337
 - Report details of confirmed spills to DEC before initiating major response activities
 - When did the accident occur
 - Where did the accident occur
 - What type of hazardous substance has been released
 - Does the release involve air, water or ground contamination
 - Are radioactive hazards involved
 - What are the boundaries of the affected area
 - What are the current weather conditions
 - What is the forecast

- Evaluation of the emergency**
 - Have injuries been reported
 - How many
 - What type
 - Have casualties been reported
 - How many
 - What facilities are isolated, in need of supplies, need to be evacuated, closed, or provided with alternative energy sources
 - School (High School/Middle School: 907-842-5221; Elementary School: 907-842-5642; Superintendent: 907-842-5223)
 - Medical facilities (Dillingham Pub. Health Center: 907-842-5981; Kakanak Hospital: 907-842-5201)
 - Emergency Facilities
 - Radio (KDLG 670 AM: 907-842-5281; KRUP 99.1FM: 907-842-2333)
 - Homes with special needs, elderly or infirm residents
 - What critical infrastructure and supply facilities require alternative energy sources, special shut down procedures or need to be fortified
 - Emergency Facilities
 - Water and Sewage (Public Works: 907-842-4598, after hours: 907-842-5354)
 - Utilities (Nushagak Cooperative: 907-842-5251)
 - Fuel supplies
 - Emergency Communications
 - Boat Dock (907-842-1069)

- Initiate an evacuation of the area and areas downwind of the accident, if necessary
- Estimate of the number of evacuees

Immediate actions

- Initiate a warning and alert if appropriate
- Open and staff an EOC, if necessary
- Disseminate public information
- Isolate the area to insure the safety of all persons
- Is it appropriate to “shelter in place”
- Establish road blocks if needed
- Identify evacuation routes out of the contaminated areas.
 - Police Department 907-842-5354 After hours 911
 - Dept. of Transportation 907-842-5211
- Initiate an evacuation of the area/s downwind of the accident, if necessary
- Estimate of the number of evacuees
- Identify areas to establish emergency shelters and staging areas
- Open emergency shelters

Actions to be taken as soon as possible

- Initiate patrols to protect and secure evacuated areas
 - Police Department 907-842-5354 After hours 911
- If people are injured alert medical clinics
 - Kanakanak Hospital 907-842-5201
 - Public Health Center 907-842-5981
- Alert Fire Department of any fire, HAZMAT or rescue situations
 - Fire 907-842-2288 After hours call 911
- Activate Search and Rescue if appropriate (locate missing persons, support EMS)
 - By calling Police Dispatch at: 907-842-5641
- Ensure clear lines of communication, repair damaged communication links
- Inventory and distribute food and supplies to emergency personnel (special clothing, hard hats, road barriers, flashlights, batteries, barrier tape, rescue tools, etc.)
- Inventory location and availability of heavy equipment and supplies (trucks, bulldozers, front loaders, graders, snowplows, fuel, barricades, etc.)
- Request assistance from mutual aid partners as needed
- Request additional assistance as needed
 - Alaska DHS&EM (24 hrs) 800-478-2337
- Identify a staging area for equipment and supplies
- Arrange for the security of incoming supplies by land, sea and air

Secondary actions

- Issue a Disaster Declaration if appropriate
- 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

Recovery Phase



Stabilization actions

- Determine that all hazardous materials have been disposed of or neutralized
- Initiate a survey of the area to identify and correct safety hazards as soon as possible
- Initiate cleanup of debris
- Initiate restoration of facilities, utilities, telephone service and transportation links. Essential facilities such as clinics, emergency operations center, fire, police, emergency shelters and schools will be given priority
- Open volunteer resource center
- When safe access is established, arrange for the return of evacuees.
- Use roadblocks and a permit system to control access and maintain security
- Initiate services to help victims cope with the situation and to provide food, clothing, basic supplies and temporary shelter for people displaced by the disaster
 - American Red Cross-Disaster Coordinator 907-646-5423
 - Salvation Army-Fairbanks 907-452-3103
 - Alaska DHS&EM(24 hrs) 800-478-2337



Recording actions

- Compile and submit records of equipment used in response activity and arrange for reimbursements to be made as necessary.

TAB K-4: State Hazmat Response Connex in Dillingham



Dillingham, AK Local Response Connex



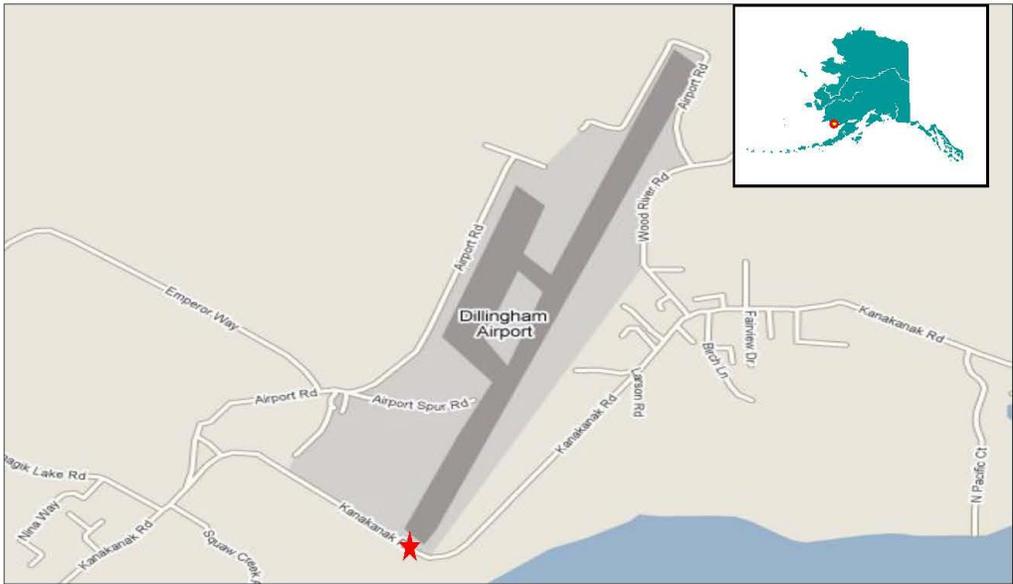
Dillingham has two response connexes located at the State of Alaska DOT Airport Yard.

Connex Access Contacts:

- Dan Forester (City Manager) (907) 842-5211 ext. 207
- Norman Heyano (DOT Manager) (907) 424-6200
- Robert Blea (ADEC Logistics) (907) 344-7380
- Anchorage Responders (ADEC) (907) 269-3063
- After Hours Call (800) 478-9300



LOCATION MAP



Updated: 05/06/16

DILLINGHAM CONEX INVENTORY

QTY	UNIT	DESCRIPTION	USED DATE	QTY
Dillingham Conex #1 Inventory				
INITIAL RAPID RESPONSE KIT				
1	ea	85-gallon response drums loaded with sorbents, bags, and PPE		
PPE (PERSONAL PROTECTION EQUIPMENT)				
3	ea	PVC 3 piece rain suit size XL		
8	ea	Winter hardhats and liners		
8	ea	Latex overboots size M		
8	ea	Latex overboots size L		
2	box	Latex overboots size XL (Box of 50 pairs)		
10	ea	Mosquito headnets		
1	ea	Life throw ring (orange)		
5	ea	Life preservers (work PFDs)		
		<i>(SEE Initial Rapid Response Kit for additional PPE)</i>		
SECURITY/LIGHTING				
25	ft	Orange poly barricade fencing - 36" high		
1	roll	3" X 1000' caution barrier tape		
2	ea	500 watt halogen light single head and light stand		
1	ea	20' security chain 1/2" with padlocks		
CONTAINMENT				
300	ft	ADEC Swift / Fast Water Boom 4" X 2" X 25 foot sections (Note: 12 Sections)		
4	ea	Tow bridles, boom cable type		
8	ea	Orange 15" Buoys		
1	ea	Campbell Hausfield RP3000 12 volt inflator - Cigarette lite adapter		
1/4	spl	3/8", 3-strand braiden nylon rope (estimated 100' left (1/4 spool)		
600	ft	1/2" Nylon 3-strand white rope		
8	ea	Stainless carabiners		
8	ea	Galvanized thimbles - 1/2"		
10	ea	3/8" galvanized shackles		
4	ea	West Marine traditional 13 # galvanized anchor w/ drilled and attached shackles		
25	ft	5/16" galvanized chain (cut into 6' lengths for each anchor)		
25	ea	White poly sand bags with ties		
2	ea	4" X 5' ASTM F810 white PVC pipe		
RECOVERY				
1	ea	MW41 rope mop skimmer with return pulley and 55-gallon open top drum		
100	ft	4" oil-absorbing endless loop poly-mop		
2	ea	5-gallon fuel containers for gasoline or diesel with spout		
1	ea	5,000 Watt portable generator		
4	ea	3/8" X 4' steel rebar (used for dead-man anchoring rope mop head on drums or o		
RECOVERY Other:				
1	ea	Ice auger with 8" steel auger bit, 2 HP, gas mix		
1	ea	18" steel ice auger extension bit		

DILLINGHAM CONEX INVENTORY

QTY	UNIT	DESCRIPTION	USED DATE	QTY
4	ea	Sorbent materials hand wringer		
PUMP/TRANSFER LINE				
2	ea	Jabsco rotary vane pump inside black/gray action packer holds small fittings, etc.		
100	ft	5/8" hose (3 ply strength)		
2	roll	5/8" heavy duty garden hose (50' per roll)		
STORAGE				
1	ea	1200-gallon portable storage tank system		
2	ea	40' X 40' plastic 20 mil liner		
1	roll	12' X 100' 6 mil clear poly film		
4	boxes	Drum liner - 6 mil, 85 gallon, 50 bags per roll		
1	ea	Overpack drum, steel 55-gallon		
TREATMENT/DISPOSAL				
1	ea	Smart Ash Incinerator with 55-gallon open top drum		
1	ea	Portable water cleaning system with absorbent material (Absorb W)		
6	bx	"Oily Waste" clean up bags - 33" X 40" X 4 mil (100 count)		
SMALL TOOLS				
2	ea	Non sparking 2-piece square tip safety shovel		
1	ea	10# non-sparking sledge hammer in 55-gallon drum		
KNAAK 30 Steel Locking Tool Box with:				
1	ea	50' arctic blue 12/3 extension cords		
1	ea	EV1259 safety flashlight (4 'D' cell batteries each)		
1	ea	10 unit first aid kit in metal case		
1	ea	Tool kit containing 16 oz claw hammer, 8" adjustable wrench, slip-joint pliers, channel locks, 2 phillips, 2 slotted, screwdrivers, 1/ea 8" crescent wrench		
1	roll	3" X 1000' Caution barrier tape		
1	ea	Equipment operating manual notebook		
		Misc. field office supplies, spare light bulbs, fuses, oil/lube		
CONEX CARGO STORAGE				
1	ea	Cargo net - 126" X 126" X 1" web on 8" centers		
6	ea	7/16" galv. net snaps to attach net to inside conex roof hooks		
2	ea	1" X 15' cargo ratchet straps		
Dillingham Conex #2 Inventory				
PPE (PERSONAL PROTECTION EQUIPMENT)				
none		Assorted PPE		
STORAGE				
1	ea	Overpack drums		
		33' X 33' Liners		
1	roll	40' x 80' 20 mil black liners		

DILLINGHAM CONEX INVENTORY

QTY	UNIT	DESCRIPTION	USED DATE	QTY
SECURITY				
none	roll	Orange barricade fence		
RECOVERY Other:				
38	bdl	Sorbent Pads		
24	bdl	5' X 10 foot Sausage Boom (4 pak)		
TREATMENT/DISPOSAL				
4	rolls	12' x 100' 6 mil visqueen		
1	each	Smart ash burner		
SMALL TOOLS				
2	ea	Square nose shovels		
2	ea	Plastic square nose		
6	ea	Rakes		
1	ea	Absorb W drum & 2 boxes of sorbent pillows		

If any of the items in the conex were used, please mark "X" in the USED column and indicate the quantity used. In addition, please fill out the portion below and send the modified form to the following address:

ADEC/SPAR/PERP
Attention: Robert Blea
555 Cordova Street 2nd flr
Anchorage, AK 99507 or Fax (907) 269-7648

Conex Accessed By: (please print neatly)

Association (Business, Agency, etc.)

ADEC Contact Information:

ADEC Warehouse: Robert Blea (907) 344-7380
ADEC Anchorage Office (907) 269-3063
ADEC After Hours (800) 478-9300

Signature and Date

APPENDIX A: Memorandums of Understanding

Agreements				
MOU #	With	For	Contact	Date Signed
	Native Village of Aleknagik	Evacuation site or alternative care site		
	Community Baptist Church New Windmill Rd, Dillingham, AK 99576	Evacuation site or alternative care site	907.842.5138	
	Moravian Church 306 1st Ave E, Dillingham, AK 99576	Evacuation site or alternative care site	907.842.5477	
	Assembly of God 4021 Kanakanak Rd, Dillingham, AK 99576	Evacuation site or alternative care site	907.842.2306	
	Holy Rosary Church 509 Airport Rd, Dillingham, AK 99576	Evacuation site or alternative care site	907.842.5581	
	St Seraphim of Sarov Orthodox Church 1637 Wood River Rd, Dillingham, AK 99576	Evacuation site or alternative care site	907.842.5581	
	Seventh Day Adventist Church New Windmill Rd, Dillingham, AK 99576	Evacuation site or alternative care site	907.842.5561	
	The Church of Jesus Christ of Latter-day Saints 129 Airport Rd, Dillingham, AK 99576	Evacuation site or alternative care site	855.474.010	
	Dillingham Trinity Lutheran	Evacuation site or alternative care site	907.842.2404	
	The Bristol Inn 104 Main St E Dillingham, AK 99576	Evacuation site or alternative care site	907.842.2240	
	Bear Paw Inn 119 E St W, Dillingham, AK 99576	Evacuation site or alternative care site	907.842.7378	
	The Racks Restaurant	Food/Feeding site		
	Twin Dragon 750 Airport Rd, Dillingham, AK 99576	Food/Feeding site	907.842.2172	
	Windmill Grille 1544 Kanakanak Rd	Food/Feeding site	907.842.1205	

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	N&N Market 10 Main St, Dillingham, AK 99576	Food and grocery	907.842.5283	
	Peter Pan Seafoods 1 Denny Way, Dillingham, AK 99576	Freezer/ refrigerator space	907.842.5415	
	Icicle Seafoods	Freezer/ refrigerator space		
	Northland Services	Secure Trailers/land for storage/ refrigerated vans	907.842.4666	
	KDLG Public Radio -670AM	Information Dissemination	907.842.5281	
	KRUP Radio - 99.1FM	Information Dissemination	907.842.2333	
	GCI	Information Dissemination		
	RAVN Air	Air Transportation		
	Grant Air	Air Transportation		
	Pen Air	Air Transportation		
	Alaska Air	Air Transportation		
	Ace Air Cargo	Air Transportation		
	Nushagak Cooperative Electric Utility Company 557 Kenny Wren Rd Dillingham, AK 99576	Portable generator	907.842.5251	
	Bristol Express Gas Station 431 D St Dillingham, AK 99576	Fuel	907.842.4706	
	Bristol Alliance Fuel 109 N Pacific Ct Dillingham, AK 99576	Fuel	907.842.1234	
	Stelling Enterprises Gas Station 550 Wood River Rd Dillingham, AK 99576	Fuel	907.842.2241	
	Dillingham Builders 3905 Bea Ave Suite 1069, Dillingham, AK 99576	Misc...damage assessment	907.842.5500	
	Dillingham Construction 43 E St E Dillingham, AK 99576	Misc...damage assessment	907.842.5521	
	SSS Transportation	Local School Bus Company	907.842.5574	

APPENDIX B: Dillingham Hazard Vulnerability Analysis

The source of this table is the City of Dillingham Hazard Mitigation Plan.

Hazard		Erosion	Earthquake	Flood
Vulnerability Analysis	Vulnerability zone	Areas on the shore of the wood river.	Entire area	Low-lying areas of town along the wood river and in the western portion of downtown including a stretch of Kakanak Road, the boat harbor, and fuel storage facilities.
	Percent of population within vulnerability zone	Not profiled in HMP	100	3
	Percent of geographic area that may be affected	Not profiled in HMP	100	10
	Percent of building stock that may be affected	Not profiled in HMP	100	7
	Percent of Critical Facilities and Utilities that may be affected	Not profiled in HMP	100	5
Risk Analysis	Probability of Occurrence	Highly Likely	Unlikely	Possible
	Consequences to People	Displacement of individuals near erosion-prone areas	Injury or loss of life in the event of structural collapse.	Potential for blocked road and transportation disruption.
	Consequences to Property	Damage to homes and loss of land.	Structural damage	Structure and contents water damage, roadbed erosion, boat standings.
	Consequences to Environment	Coastal Erosion	Coastal Erosion	Coastal Erosion
	Probability of Simultaneous Emergencies	Moderate	High (Fire, Tsunami, Hazardous Material)	Moderate
	Duration	1+ Week	<6 Hours	<24 Hours
	Warning Time	24+ Hours	<6 Hours	24+ Hours
Severity Rating	Warning Time (.15)	1 - 24+ Hours	4 - <6 Hours	1 - 24+ Hours
	Magnitude/Severity (.30)	4 - High	1 - Negligible	1 - Negligible
	Duration (.1)	4 - 1+ Week	1 - <6 Hours	2 - <24 Hours
	Probability (.45)	4- Highly Likely	1 - Unlikely	2 - Possible
	TOTAL (Range of 1 to 4)	3.55	1.45	1.55

Hazard		Severe Weather	Volcanic Ashfall	Tsunami
Vulnerability Analysis	Vulnerability zone	Entire area	Entire area	Tide areas only
	Percent of population within vulnerability zone	100	100	Does not pose an immediate threat to community
	Percent of geographic area that may be affected	100	100	Inundation flooding only and only in areas that flood during high tide per UAF mapping.
	Percent of building stock that may be affected	100	100	0
	Percent of Critical Facilities and Utilities that may be affected	100	100	0
Risk Analysis	Probability of Occurrence	Likely	Unlikely	Unlikely
	Consequences to People	Elderly and school age children could suffer harmful effects from the elements if not protected.	Harmful health-effects, especially to elderly and those with respiratory problems. Transportation disruption also follows.	Potential for injury or loss of life in inundation zone. Population may be displaced.
	Consequences to Property	Damage to structures, utilities, vehicles, and aircraft.	Harmful to motorized vehicles. Potential for structural damage in the event of extreme events.	Damage to structures, utilities, and vehicles in inundation zone.
	Consequences to Environment	N/A	N/A	Potential contamination for hazardous material release and disruption of salmon-spawning habitat.
	Probability of Simultaneous Emergencies	Unlikely	Unlikely	Unlikely
	Duration	<1 Week	<1 Week	<6 Hours
	Warning Time	24+ Hours	<6 Hours	<6 Hours
Severity Rating	Warning Time (.15)	1 - 24+ Hours	4 - <6 Hours	4 - <6 Hours
	Magnitude/Severity(.30)	2 - Limited	1 - Negligible	2 - Limited
	Duration (.1)	3 - <1 Week	3 - <1 Week	1 - <6 Hours
	Probability (.45)	3 - Likely	1 - Unlikely	1 - Unlikely
	TOTAL (Range of 1 to 4)	2.4	1.65	1.75

Hazard		Wildland Fire	Urban Conflagration	Hazardous Material
Vulnerability Analysis	Vulnerability zone	Wooded areas around the City	The areas of downtown Dillingham where older, wooden buildings are in close proximity.	Areas around fuel-storage facilities, refrigeration facilities, and other locations with Hazmat storage
	Percent of population within vulnerability zone	10	50	15
	Percent of geographic area that may be affected	20	35	50
	Percent of building stock that may be affected	10	50	50
	Percent of Critical Facilities and Utilities that may be affected	5	75	75
Risk Analysis	Probability of Occurrence	Possible	Possible	Possible
	Consequences to People	Potential for injury or loss of life in extreme events. Smoke may aggravate respiratory problems. Population may be displaced.	Potential for injury or loss of life in extreme events. Smoke may aggravate respiratory problems. Population may be displaced.	Harmful health-effects or loss of life.
	Consequences to Property	Damage or loss of property.	Damage or loss of property.	May make buildings and property uninhabitable.
	Consequences to Environment	Loss of wildlife habitat.	Potential pollution and environmental contamination from burning buildings.	Potential pollution of water supply and harm to wildlife and plants.
	Probability of Simultaneous Emergencies	Unlikely	Unlikely	Likely Hazardous Material could occur because of an Earthquake event.
	Duration	<1 Week	<1 Week	<1 Week
	Warning Time	<6 Hours	<6 Hours	<6 Hours
Severity Rating	Warning Time (.15)	4 - <6 Hours	4 - <6 Hours	4 - <6 Hours
	Magnitude/Severity (.30)	1 - Negligible	4 - Catastrophic	2 - Limited
	Duration (.1)	3 - <1 Week	3 - <1 Week	3 - <1 Week
	Probability (.45)	2 - Possible	2 - Possible	2 - Possible
	TOTAL (Range of 1 to 4)	2.1	3	2.7

Hazard		Transportation and Utility Disruption
Vulnerability Analysis	Vulnerability zone	Entire area
	Percent of population within vulnerability zone	100
	Percent of geographic area that may be affected	100
	Percent of building stock that may be affected	100
	Percent of Critical Facilities and Utilities that may be affected	100
Risk Analysis	Probability of Occurrence	Possible
	Consequences to People	Loss of heating, electrical power, and communications. Disruption in food supply in other essential goods.
	Consequences to Property	Potential frozen pipes or thawed frozen-goods.
	Consequences to Environment	N/A
	Probability of Simultaneous Emergencies	Likely Transportation Disruption during Flooding, Earthquakes, Severe Weather and Ashfall events.
	Duration	<1 Week
	Warning Time	<6 Hours
Severity Rating	Warning Time (.15)	4 - <6 Hours
	Magnitude/Severity (.30)	2 - Limited
	Duration (.1)	3 - <1 Week
	Probability (.45)	2 - Possible
	TOTAL (Range of 1 to 4)	2.7

APPENDIX C: Glossary

Activation

Implementation of the Emergency Operations Plan, whether in whole or in part. Also, applies to the process by which a facility is brought up to emergency mode from a normal mode of operations.

ADEC

Alaska Division of Environmental Conservation

ADES

Alaska Division of Emergency Services

Alaska DHS&EM

Alaska Division of Homeland Security and Emergency Management.

Alert

A notification or advisory that an emergency has occurred or that a hazard is approaching but is less imminent than implied by warning message.

All-Hazards Plan

An Emergency Operations Plan (EOP). It recognizes flexibility in disaster and hazards planning and the need to combine hazard specific activities with a core approach that encompasses responses that are appropriate to all hazards.

Assumptions

Basic understandings about unknown disaster situations that the emergency management plan is based on.

AST

Alaska State Troopers

Attack

Hostile actions taken against the U.S. by foreign forces resulting in destruction of military targets, civilian targets or both.

Avalanche

Mass of sliding snow, occurs in mountainous terrain where snow is deposited on slopes of 20 degrees or more.

CBRNE

Weapons that are Chemical, Biological, Radiological, Nuclear or Explosive.

Civil Disorder

Terrorist attack, riot, violent protest, demonstrations or illegal assembly.

Chain of Command

A series of management positions in order of authority.

Clear Text

Use of plain language in radio communications transmissions. Ten codes or agency specific codes do not constitute clear text. Example: Instead of saying "10-4", use "okay".

Cold Zone

The clean area outside of the contamination control line. Equipment and personnel are not expected to become contaminated in this area. Assembly area for emergency response.

Command

The act of directing, managing and/or controlling personnel and resources by virtue of explicit legal, agency or delegated authority.

Command Center

A facility used for direction and control of response and recovery operations. (See also, Emergency Operations Center).

Command Staff

An Incident Command System (ICS) term. The Command Staff consists of the Legal Officer, Public Information Officer, Safety Officer, and Liaison Officer. The Command Staff reports directly to the Incident Commander.

Control

The authority to direct strategic and tactical operations in order to complete an assigned function. "Control" includes the ability to direct the activities of other agencies engaged in the completion of a function. "Control" of an assigned function also carries a responsibility for the health and safety of those involved.

Damage Assessment

The appraisal or determination of the actual effects resulting from a disaster emergency. This estimate serves as the basis for the Governor's request for a Presidential Disaster Declaration.

Direction and Control

The exercise of authority and direction by a properly designated commander, chief, or director over a staff in the accomplishment of a mission or assignment.

Disaster

Occurrence or imminent threat of wide spread or severe damage, injury, loss of life or property resulting from a natural or manmade cause including: Attack, Avalanche, Civil Disorder, Earthquake, Fire, Flood, Haz-Mat, Passenger Accident, Power Failure, Radiation (fixed), Tsunami, Volcano, Winter Storm

Disaster Emergency

The condition declared by proclamation of the governor or declared by the principal executive officer of a political subdivision to designate the imminence or occurrence of a disaster. (AS 26.23.900).

Division

A unit arranged by geography, along jurisdictional lines if necessary, and not based on the makeup of the resources within the Division. Lead by a Division Supervisor who reports, depending on the size of the response, to either a Branch Director or Section Chief.

Earthquake

A sudden motion of the ground which may cause surface faulting ground rupture, ground shaking, and ground failure.

Emergency

An unexpected situation or event, which places life, property and/or natural resources in danger and requires an immediate response to protect life and property.

Emergency Alert System (EAS)

Formally the Emergency Broadcast System. Consists of broadcast stations and interconnecting facilities that have been authorized by the Federal Communications Commission to operate in a controlled manner during emergencies.

Emergency Operations Center (EOC)

A facility from which management officials exercise direction and control in an emergency or disaster. It is equipped and staffed to provide support in coordinating and guiding emergency operations. EOCs are activated on an as needed basis.

Emergency Operations Plan (EOP)

A document that contains policies, authorities, concept of operations, responsibilities, and emergency functions to be performed. Agency response plans, responder SOPs, and specific incident action plans are developed from this strategic document.

Emergency, Declaration of

Grants authority for the use of emergency procedures and assets in order to safeguard life, property and natural resources as outlined in an Emergency Operations Plan. A State of Emergency will be declared and terminated at the discretion of the Assembly.

EMS

Emergency Medical Services.

EOC

Emergency Operations Center.

EOP

Emergency Operations Plan.

EPCRA

Emergency Planning and Community Right-to-Know Act of 1986.

Evacuation

The removal of potentially endangered, but not exposed, persons from an area threatened by a hazard. Entry into the evacuation area should not require special protective equipment.

Exercise

A simulated emergency condition involving planning, preparation, and execution; carried out for the purpose of testing, evaluating, planning, developing, training, and/or demonstrating emergency management systems and individual components and capabilities, to identify areas of strength and weakness for improvement of emergency operations plan.

Federal Emergency Management Agency (FEMA)

Agency established to oversee federal assistance to local government in the event of major disasters. Also administers the Emergency Management assistance program, which provides emergency management funds to local governments through the states.

Finance/Administration Section Chief

Tasked with tracking incident related costs, personnel records, requisitions, and administrating procurement of required contracts.

Fire Wild land

Any instance of uncontrolled burning in grasslands, brush, or woodlands.

Fire Urban

Uncontrolled burning in residential, commercial, industrial, or other properties in developed areas.

Flood Coastal

Flooding along coastal areas associated with severe storms, hurricanes or other events.

Flash Flood

Quickly rising small streams and rivers after heavy rain or rapid snow melt

Riverine Flood

Periodic overbank flow of rivers and streams.

Urban Flood

Overflow of storm sewer system usually due to poor drainage, following heavy rain or rapid snowmelt.

Group

A unit arranged for a purpose, along agency lines if necessary, or based on the makeup of the resources within the Group. Lead by a Group Supervisor who reports, depending on the size of the response, to either a Branch Director or Section Chief.

Hazard

A situation or condition that presents the potential for causing damage to life, property, natural resources, and/or other types of harm or loss.

Hazard Mitigation

The process of alleviating hazards or reducing the risk of hazards by the use of proactive measures.

Hazardous Material (HAZ-MAT)

Any material which is explosive, flammable, poisonous, corrosive, reactive, or radioactive, or any combination thereof, and requires special care in handling because of the hazards it poses.

Hot Zone

The inner most of the three zones of an emergency site. Special protection is required for all personnel while in this zone. The area where contamination does or could occur.

Incident

An occurrence or event, either natural or man-made, that requires action by emergency service personnel to prevent or minimize loss of life or damage to property and/or natural resources

Incident Action Plan (IAP)

Contains general control objectives reflecting the overall incident strategy, and specific action plans for the next operational period. The Incident Action Plans will have a number of attachments. All incidents require an action plan. For simple incidents, the action plan is not usually in written form. Large or complex incidents will require that the action plan be documented in writing.

Incident Commander (IC)

The individual responsible for overall management of all incident operations.

Incident Command Post (ICP)

A facility located at or in the immediate vicinity of the incident site and is the focus for the conduct of direct, on-scene control of tactical operations. The ICP may perform local Emergency Operations Center-like functions in the context of smaller or less complex incidents. An ICP Commander and staff will be designated by the Incident Commander.

Incident Command System (ICS)

Allows rapid incorporation of personnel from a variety of agencies into a common management structure to effectively accomplish stated objectives pertaining to an incident.

Interoperability

The ability of systems or communications to work together.

Legal Officer

Under the Incident Command System (ICS), a member of the Command Staff responsible for providing legal advice on all aspects of emergency response and recovery. The Legal Officer should be aware of response operations and provide guidance to the Incident Commander.

Liaison Officer

Under the Incident Command System (ICS), a member of the Command Staff responsible for serving as the primary contact for supporting agencies assisting at an incident.

Logistics Section Chief

Tasked with providing all resources, services, and support required by the incident.

National Warning System (NAWAS)

The Federal portion of the Civil Defense Warning System, used for the dissemination of warning and other emergency information from Federal and State warning points. It is a dedicated, nationwide, party-line telephone system operated on a 24-hour basis.

National Interagency Incident Management System (NIIMS)

A common system consisting of five major sub-systems that collectively provide a total systems approach to all risk incident management. The sub-systems are the Incident Command System, standardized training, Qualifications and certification system, publications management and supporting technologies.

National Response Team (NRT)

The national body responsible for coordinating Federal planning, preparedness, and response actions related to oil discharges and hazardous substance releases.

NOAA

National Oceanic and Atmospheric Administration

NWS

National Weather Service

Operations Section Chief

Tasked with directing all actions to meet the incident objectives.

Passenger Accident

An accident involving passenger air, highway, rail, or marine travel that threatens or results in death or injury.

Planning Section Chief

Tasked with the collection and display of incident information, primarily consisting of the status of all resources and overall status of the incident.

Preparedness

Those activities, programs, and systems that exist prior to an emergency that are used to support and enhance response to an emergency or disaster.

Power Failure

Interruption or loss of electrical services for an extended period of time requiring emergency operations to provide food, water, heat or other necessities.

Public Information Officer (PIO)

Under the Incident Command System (ICS), a member of the Command Staff responsible for interfacing with the public, media, and others as to information about an incident.

Radiation (fixed)

Uncontrolled release of radioactive materials at a commercial power plant or other reactor facility.

Safety Officer

Under the Incident Command System (ICS), a member of the Command Staff responsible for identifying and giving notice on undue risks. The Safety Officer, when acting on behalf of the Incident Commander, may enforce best practices for personal safety in the conduct of a response to an incident.

SAR

Search and Rescue.

Superfund Amendments and Reauthorization Act of 1986 (SARA)

Title I deals with health and safety issues for hazardous waste workers and emergency response personnel. Title III specifies requirements for organizing the planning and community right-to-know process at the state and local level. Also known as the Emergency Planning Community Right-to-Know Act (EPCRA).

Staging Area

Located at or near an incident scene where tactical response resources are stored while they await assignment. Resources in staging area are under the control of the Operations Section and are always in available status. Staging Areas should be located close enough to the incident for a timely response, but far enough away to be out of the immediate impact zone. There may be more than one Staging Area at an incident.

Tsunami

A series of traveling ocean waves of great length and long period, usually generated by submarine geophysical displacement. May or may not be preceded by an earthquake.

Unified Command (UC)

Used on larger incidents usually when multiple agencies are involved. A Unified Command typically includes a command representative from major involved agencies who act as the

spokesman for their agency, though not designated as an Incident Commander. A Unified Command acts as a single entity.

Vital Records

Records, documents, or other information which are essential to the continuous operation of government and essential to fulfill governments responsibilities to the public. If damaged or destroyed, would cause considerable inconvenience and/or require replacement or recreation at considerable expense.

Vulnerability

Susceptibility to hazards or attack.

Volcano

An eruption from the earth's interior producing lava flows or violent explosions issuing rock, gases and debris

Warm Zone

That area between the Hot Zone and Cold Zone. This zone contains the personnel decontamination station and may require a lesser degree of personnel protection than the Hot Zone This area separates the contaminated area from the clean area and acts as a buffer to reduce contamination of the clean area.

Warning

Dissemination of a message signaling an imminent hazard, which may include advice on protective measures.

Winter Storm

Includes ice storm, blizzard and extreme cold.

APPENDIX D: Sample Disaster Declaration

WHEREAS, commencing on (date, year), the City/Village of _____, Alaska sustained severe losses and threats to life and property from strong winds and higher-than-normal storm surges that caused widespread flooding of the entire village and severe damage or destruction of the city's power plant and transmission lines, sewer and water collection facilities, and transportation infrastructure; and,

WHEREAS, the City/Village of _____ is a political subdivision that has jurisdictional boundaries outside of a recognized borough; and,

WHEREAS, the following conditions exist as a result of the disaster emergency: widespread flooding within the village area resulting in inundation of, and severe damage to, approximately 14 homes, requiring evacuation and sheltering of the residents; severe damage to four local businesses and five public buildings; severe damage to personal and real property and subsistence equipment; deposition of vegetation and building debris on major roads and the airport runway requiring debris removal; loss of electrical power citywide, which required temporary repair and future permanent repairs; reduced capability of the water and sewer lines, which will require professional inspection and permanent repairs; washouts along four major roads and significant loss of embankment along the north side of the airport runway, requiring emergency protective measures to be taken; and,

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

THEREFORE, be it resolved that the mayor of _____ does declare a disaster emergency per AS 26.23.140 to exist in the City/Village of _____.

FURTHERMORE, it is requested that the governor of the State of Alaska declare a disaster emergency to exist as described in AS 26.23 and provide disaster assistance to the City/Village of _____ in its response and recovery from this event. The City/Village specifically requests individual disaster relief for 14 homeowners with flooded homes and damaged personal, real, and subsistence property, public disaster assistance for emergency protective measures, temporary and permanent repairs to the city sewer, water, and transportation infrastructure, with technical assistance and funding to evaluate the damage to, and perform needed repairs to, the city water collection and transmission systems.

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

SIGNED this _____ day of Month _____, Year _____

Signature _____
John Q. Doe, Mayor
City/Village of _____

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APPENDIX E: Point of Dispensing Plan
