

# CITY OF KOTZEBUE DISASTER EMERGENCY RESPONSE PLAN

ADMINISTRATIVE REVIEW  
Volume One

September 2019

City of Kotzebue  
258 Third Avenue  
Kotzebue, Alaska 99752  
(907) 442-3401

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## **HOW TO USE THIS DISASTER RESPONSE PLAN**

While no plan can replace the common sense and good judgment of personnel required to manage a disaster emergency, this Disaster Response Plan provides a system to manage the preparation for, mitigation of, response to, and recovery from disaster emergencies.

This Disaster Response Plan is divided into four volumes. Each Volume is organized by Sections.

### **VOLUME ONE – ADMINISTRATIVE REVIEW**

This Volume provides the user with the following information;

- Emergency Management
- Plan Management
- Geographic and Demographic Characteristics
- Hazard Information and Assessment

### **VOLUME TWO – EMERGENCY OPERATIONS GUIDE**

This Volume is the response or operational portion of the plan. In it can be found specific information and guidelines for those functions and activities which are found to be common to all disaster emergencies. These include;

- Hazard Specific Checklists
- Disaster Declaration and Reporting
- Incident Command System
- Public Information
- Communications
- Alert and Warning
- Evacuation
- Shelter and Feeding
- Health and Medical Services
- Resource Management
- Organizing for Special Incidents
- Telephone Call List

### **VOLUME THREE – EMERGENCY OPERATIONS CENTER GUIDE**

This Volume provides guidance in the designing, set-up, and operation of an emergency operations center. Information is included on the following topics;

- EOC Description; Requirements, Configuration, and Supplies
- Communications Center; description, operations, position descriptions.
- Message Center; descriptions, operations, position descriptions.

- Incident Command Functional Sections; position descriptions.
- Development of Incident Action Plan
- Resource Ordering Process
- ICS Forms and Instructions
- Organizing For Special Incidents

#### **VOLUME FOUR – RESOURCES MANUAL**

This Volume provides reference information describing resources available in the jurisdiction;

- Emergency Response Resources
- Shelter Resources
- School District Food Stores
- Grocery Store Resources
- Telephone Call List

#### **HOW TO USE THIS VOLUME ADMINISTRATIVE REVIEW**

While no plan can replace the common sense and good judgment of personnel required to manage a disaster emergency, this Disaster Response Plan provides a system to manage the preparation for, mitigation of, response to, and recovery from disaster emergencies.

#### **IN THE EVEN THAT YOU NEED TO USE THIS VOLUME:**

- 1<sup>st</sup>. Turn to the appropriate section you are seeking information about (e.g. Plan Management, Hazard Information and Assessment, etc.)
- 2<sup>nd</sup>. Read the Information in that section.
- 3<sup>rd</sup>. Refer to the other volumes for additional information.

#### **SECTION 1 EMERGENCY MANAGEMENT**

This section contains the various federal, state, borough, and local ordinances and statutes, rules, and regulations authorizing emergency management as well as emergency management policy statements.

#### **SECTION 2 PLAN MANAGEMENT**

This section contains how the pan will be managed including record of changes, distribution list, plan review cycle, and training and exercises.

#### **SECTION 3 GEOGRAPHIC AND DEMOGRAPHIC CHARACTERISTICS**

This section explains information describing the City of Kotzebue in terms of geographic and demographic characteristics as well as a map of the City of Kotzebue.

**SECTION 4 HAZARD INFORMATION AND ASSESSMENT**

This section describes the hazards that threaten, a hazard assessment for each of the hazards identified, and maps of the various hazards that threaten the City of Kotzebue.

**LETTER OF PROMULGATION**

Government at all levels has the responsibility to plan for and respond to disaster emergencies resulting from hazards, which are known to threaten the jurisdiction. In view of this fact, the City of Kotzebue has established an Emergency Management Agency for disaster planning, mitigation, response, and recovery. Disaster emergencies may require the city government to operate in a manner different from normal, day-to-day routines and may seriously overextend city resources.

The purpose of the Community Emergency Response Plan is to focus on preplanning and allow for a graduated or tailored response to a disaster emergency that requires coordination among departments, agencies, and jurisdictions.

The accomplishment of Emergency Management goals and objectives depends on the development and maintenance of competent program staff, adequate funding, and familiarization by personnel with their emergency responsibilities. Thorough familiarity with this plan will result in the efficient and effective execution of emergency responsibilities and in better service to the citizens of the City of Kotzebue.



**MAYOR**

**Dr. Lewis Pagel**



**DATE**

<b>AST</b>	Alaska State Troopers
<b>Avalanche</b>	A mass of sliding snow occurring in mountainous terrain where snow is deposited on slopes of 20 degrees or more.
<b>CAMEO (Computer Aided Management of Emergency Operations)</b>	Computer program developed by NOAA used to track data required under Title III of SARA.
<b>CERCLA</b>	Comprehensive Environmental Response, Compensation and Liability Act of 1980.
<b>CHEMTREC</b>	Chemical Transportation Emergency Center is a national center established by the Chemical Manufacturers Association (CMA) to relay pertinent emergency information concerning specific chemicals on requests from individuals. CHEMTREC has a 24-hour toll-free telephone number (800-424-9300) to help respond to chemical transportation emergencies.
<b>Civil Disorder</b>	Terrorist attack, riot, violent protest, demonstrations, illegal assembly.
<b>Cold Zone</b>	The clean area outside of the contamination control line. Equipment and personnel are not expected to become contaminated in this area. This is the area where resources are assembled to support the hazardous materials release response.
<b>Community Emergency Manager</b>	The individual who has the primary day-to-day responsibilities for emergency management programs and activities, and coordinates a jurisdiction's mitigation, preparedness, response, and recovery activities.
<b>Contamination Reduction Corridor</b>	The area within the Warm Zone where the actual decontamination is to take place.
<b>CPCS (Common Program Control Station)</b>	An element of the Emergency Alert System. The primary broadcast station in each operational are assigned the responsibility for coordinating the broadcasting of common emergency public information in that area.

<b>Damage Assessment</b>	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.
<b>Disaster</b>	<p>Occurrence or imminent threat of wide spread or severe damage, injury, or loss of life or property resulting from a natural or man-made cause including:</p> <ol style="list-style-type: none"> <li>a. Fire, flood, earthquake, landslide, mudslide, avalanche, wind driven water, weather condition, tsunami, volcanic activity, epidemic, air contamination, blight, infestation, explosion, riot, or shortage of food, water, fuel, or clothing.</li> <li>b. The release of oil or a hazardous substance; if the release requires prompt action to avert environmental danger or damage; and</li> <li>c. Equipment failure, if the failure is not a predictably frequent or recurring even or preventable by adequate equipment maintenance or operation (AS 26.23.900).</li> </ol>
<b>Disaster Emergency</b>	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).
<b>DRC (Disaster Recovery Center)</b>	An office established in the disaster area where individual disaster victims may receive information concerning available assistance and apply for programs for which they are eligible. The DRC will house representatives of the Federal, State and Local agencies which deal directly with the needs of individual victims.
<b>Drought</b>	Prolonged period without rain.
<b>Earthquakes</b>	A sudden motion of the ground which may cause surface faulting (group rupture) ground shaking, and ground failure.
<b>EAS (Emergency Alert System)</b>	Consists of broadcasting radio; television; cable stations; and and interconnecting facilities which have been authorized by the Federal Communications Commission to operate in a controlled manner during emergencies.
<b>EHS (Extremely</b>	In the text of SARA, Title III, EHS means any substance contained

<b>Hazardous Substance)</b>	within the list of substances published by the Administrator of the U.S Environmental Protection Agency. Otherwise known as the 302 Extremely Hazardous Substance List.
<b>EOC (Emergency Operations Center)</b>	Facilities designed for use by government to direct and manage disaster emergency operations.
<b>Enemy Attack</b>	Hostile action taken against the U.S by foreign forces resulting in the destruction of military or civilian targets or both.
<b>Energy Shortages</b>	Shortage or interruption of vehicle fuel, heating oil, natural gas, or disruptions of electrical power.
<b>EPA (Environmental Protection Agency)</b>	The federal agency responsible for regulating air, water, hazardous waste, pesticides, and toxic substances.
<b>EPSCRA</b>	Emergency Planning and Community Right-to-Know Act of 1986.
<b>Evacuation</b>	The removal of potentially endangered, but not yet exposed, persons from an area threatened by a hazard. Entry into the evacuation are should not require special equipment.
<b>Facility Emergency Coordinator</b>	Facility representative for each Title III 302 facility with an EHS in a quantity exceeding its threshold planning quantity (TPQ), who participates in the emergency planning process for that site.
<b>FCO (Federal Coordinating Officer)</b>	The person appointed by the President to coordinate federal assistance in an emergency or disaster.
<b>FEMA (Federal Emergency Management Agency)</b>	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.
<b>Fire</b>	<b>Wildland</b> – Any instance of uncontrolled burning in residential, commercial, industrial, or other properties in developed areas. <b>Structural</b> – Uncontrolled burning in residential, commercial, industrial, or other properties in developed areas.

<b>Flood</b>	<p><b>Flash</b> – Quickly rising small streams after heavy rain or rapid snow melt.</p> <p><b>Riverine</b> – Periodic overbank flow of rivers and streams.</p> <p><b>Urban</b> – Overflow of storm sewer system usually due to poor drainage, following heavy rain or rapid snowmelt.</p> <p><b>Coastal</b> – Flooding along coastal areas associated with severe storms, hurricanes or other events.</p>
<b>FOSC (Federal On-Scene Coordinator)</b>	Federal employee responsible for coordinating the on scene federal response to a hazardous materials incident. The FOSC will usually be a member of the U.S Coast Guard or the Environmental Protection Agency.
<b>Hazard</b>	Any situation or condition that has the potential of causing injury to people or damage to property.
<b>Hazardous Materials</b>	Uncontrolled or unlicensed release of hazardous materials during Incident storage or use from a fixed facility or during transport outside a fixed facility that may impact the public health, safety, and/or environment.
<b>HAZ-MAT (Hazardous Material)</b>	Any material which is explosive, flammable, poisonous, corrosive, reactive, or radioactive, or any combination, and requires special care in handling because of the hazards it poses to public health, safety, and/or the environment.
<b>HAZWOPER (Hazardous Waste Operations and Emergency Response)</b>	Federal safety and health standards promulgated for hazardous waste operators and emergency response personnel by the Occupational Safety and Health Administration (OSHA) as authorized in SARA, Title I; otherwise known as 20 CFR 1910.120 final rule.
<b>Hot Zone</b>	That area immediately around a hazardous materials release. That area where contamination does or could occur. The innermost of the three zones of haz-mat site. Special protection is required for all personnel while in this zone.
<b>IAP (Incident Accident Plan)</b>	The Incident Action Plan, which is initially prepared at the first Planning Meeting, 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.

<b>IC (Incident Commander)</b>	The individual responsible for the management of all Incident Operations.
<b>ICP (Incident Command Post)</b>	Facility where the incident commander, responders, and technical representatives can make response decisions, deploy resources, and handle communications.
<b>ICS (Incident Command System)</b>	System which provides effective incident management through the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational Structure to effectively accomplish stated objectives pertaining to an incident.
<b>IMT (Incident Management Team)</b>	A management team organized within the Incident Command System to effectively achieve stated incident objectives utilizing the five management functions required for response to all hazard, all risk incidents.
<b>Incident</b>	An occurrence or event, either human-caused or natural phenomena, that requires action by emergency service personnel to prevent or minimize loss of life or damage to property and/or natural resources.
<b>Integrated Emergency Management System</b>	A broad, all hazard emergency management system which encompasses all the various types of emergencies, and addresses mitigation, preparedness, response, and recovery activities. It encourages the development of the common management functions required for response to emergencies of all types.
<b>JIC</b>	Joint Information Center
<b>Landslide</b>	A mass of sliding mud or rocks.
<b>LEPC (Local Emergency</b>	The committee appointed by the Alaska State Emergency

<b>Planning Committee)</b>	Response Commission, as required by Title III of SARA, AS 26.23.073, to perform local emergency planning and community right-to-know activities. Committees are appointed in each planning district in the state and are required to have representation from a variety of groups.
<b>LEPD (Local Emergency Planning District)</b>	The geographical area designated by the Alaska State Emergency Response Commission as the area in which plans must be developed for response to all disasters.
<b>Local Government</b>	Any county, city, village, town, district, or other political subdivision of any State, Indian tribe or authorized tribal organization and includes any rural community or unincorporated town or village or any other public entity for which an application for assistance is made by a State or political subdivision thereof. (42 USC 5122).
<b>LOSC (Local On-Scene Coordinator)</b>	The designated community emergency coordinator under the local emergency response plan (LERP). Where no LERP exists, the police or fire chief or other emergency services official will serve as the LOSC.
<b>MAC Group</b>	A Multi-agency Coordination (MAC) group is a group of agency administrators who come together when the character and intensity of the emergency situation significantly impacts or involves other agencies for the intended purpose of improving interagency coordination at the top management level by the execution of the following duties: Setting priorities, acquiring or allocation of resources, coordinating State and Federal disaster designations, providing a political interface with the incident activity, and coordinating information to other agencies and the public.
<b>MBO (Management By Objectives)</b>	Top down management so that all involved know and understand the objectives of the operation.
<b>MSDS (Material Safety Data Sheet)</b>	Written or printed material concerning hazardous chemicals, including the manufacturer's name, the chemical's synonyms, trade name, chemical family, hazardous ingredients, physical data, fire and explosion hazard data, health hazard data, reactivity data, spill or leak procedures, special protection information, and special precautions.

<b>NAWAS (Nation System)</b>	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.
<b>NIIMS (National Interagency Incident Management System)</b>	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: <ul style="list-style-type: none"> <li>-The Incident Command System</li> <li>-Standardized training</li> <li>-Qualifications and certification system</li> <li>-Publications management</li> <li>-Supporting technologies</li> </ul>
<b>NRT (National Response Team)</b>	Is the national body responsible for coordinating Federal planning, preparedness and response actions related to oil discharges and hazardous substance releases.
<b>NOAA</b>	National Oceanic and Atmospheric Administration
<b>OEM (Office of Emergency Management)</b>	A branch of the municipal government responsible for the preservation of life and property in the event of a natural or man-made disaster emergency by making maximum use of municipal resources.
<b>OSHA (Occupational Safety and Health Administration)</b>	Part of the U.S. Department of Labor. OSHA develops and enforces federal standards for occupational safety and health.
<b>PIO (Public Information Officer)</b>	A member of the command staff, is responsible for the formulation and release of information about the incident to the news media and other appropriate agencies and organizations.
<b>Political Subdivision</b>	A municipality; an unincorporated village; or another unit of local government. (AS 26.23.900)
<b>PPE (Personal Protective Equipment)</b>	That equipment and clothing required to shield or isolate personnel from chemical, physical, and biological hazards.
<b>RCRA</b>	Resource Conservation Recovery Act of 1976.

<b>RPOSC (Responsible Party On-Scene Coordinator)</b>	Company employee responsible for coordinating the on-scene responsible party response to a hazardous materials incident. The RPOSC will usually be an employee of the company causing the spill or the designated contractor to the spiller.
<b>Safe Refuge Area</b>	An area within the contamination reduction zone for the assemblage of individuals who are witnesses to the hazardous materials incident or who were on site at the time of the spill. This assemblage will provide for the separation of contaminated persons from non-contaminated persons.
<b>Salvation Army (The)</b>	A religious and charitable organization, that in the event of a major disaster, mobilizes its personnel and resources to provide assistance to disaster victims and workers. Other aid provided includes food, clothing, shelter, and other needs as indicated.
<b>SARA (Superfund Amendments and Reauthorization Act Of 1986.)</b>	Title I deals with health and safety issues for hazardous waste workers and emergency response personnel. Title II deals with emergency planning and community right-to-know provisions. Also known as the Emergency Planning Community Right-to-Know Act (EPCRA).
<b>SCO (State Coordinating Officer)</b>	The representative of the Governor who coordinates State, Commonwealth, or Territorial response and recovery activities with those of the Federal Government.
<b>SERC</b>	State Emergency Response Commission
<b>SPCC Plan</b>	Spill Prevention, Control, and Countermeasures Plan.
<b>SOSC (State On-Scene Coordinator)</b>	State employee responsible for coordinating the on-scene state response to a hazardous materials incident. The SOSC will usually be a member of the Alaska Department of Environmental Conservation.
<b>Support Zone</b>	The clean area outside of the contamination control line. Equipment and personnel are not expected to become contaminated in this area. This is the area where resources are assembled to support the hazardous materials operations.
<b>Title III</b>	The Emergency Planning and Community Right-to-Know Act of 1986 which specifies requirements for organizing the planning and

community right-to-know process at the state and local level. See SARA previous page.

<b>Transportation Accident</b>	An accident involving passenger air, highway, rail, or marine travel resulting in death or injury.
<b>Triage</b>	The screening and classification of sick, wounded, or injured persons to determine priority needs in order to ensure the efficient use of medical personnel, equipment and facilities.
<b>Tsunami</b>	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.
<b>Unified Command</b>	A command structure which provides for all agencies who have jurisdictional responsibility for the incident, either geographical or functional, to jointly manage an incident through a common set of incident objectives, strategy, and priorities.
<b>USCG</b>	United States Coast Guard.
<b>Volcano</b>	An eruption from the earth's interior producing lava flows or violent explosions issuing rock, gases and debris.
<b>Warm Zone</b>	That area between the Hot Zone and the Cold Zone. This zone contains the personnel decontamination station. This zone 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.
<b>Warning</b>	Notifies people of the imminent impact of a specific hazard, and protective actions which should be taken.
<b>Weather Extremes</b>	Severe weather includes ice storm, blizzards, extreme cold, drought, and high winds.

## **SECTION 1 EMERGENCY MANAGEMENT**

### **Authorities**

#### **Plan Purpose and Executive Approval Statement**

#### **Policy Statement**

##### **General Policies**

##### **Operational Policies**

##### **Levels of Incidents**

##### **Plan Activation**

##### **Activation Procedures**

##### **Responsibilities**

#### **Phases of Disaster Emergency Management**

#### **Disaster Emergency Management Agency**

##### **Office of Emergency Management**

##### **Community Emergency Manager**

##### **Local Emergency Planning Committee**

#### **Disaster Emergency Response Documents**

#### **Disaster Emergency Response Plans**

##### **Plan Explanations**

##### **Community Disaster Response Plan**

##### **City Department Emergency Operations Plan**

##### **City Department Standard Operating Procedures**

#### **Concept of Operations**

##### **First Responders**

##### **Local**

##### **Private Sector**

##### **Borough**

##### **State**

##### **Federal**

## **AUTHORITIES**

This Disaster Response Plan is adopted by the City of Kotzebue under the following local, state and federal authorities:

### **City of Kotzebue**

PCC 1.08.040 (Emergency Ordinances)

PCC 5.32 (Civil Defense)

### **Borough**

Title II, Chapter 2.45.020 (Emergency Management Agency)

Borough Resolution 95-21

### **State**

AS 26 Chapter 20 (Civil Defense Act)

AS 26 Chapter 23 (Alaska Disaster Act)

AS 29 Chapter 25 (Emergency Ordinances)

AS 29 Chapter 35 (Emergency Disaster Powers)

AS 46 Chapter 9 (Hazardous Substance Release Control)

### **Federal**

PL 81-920 (Civil Defense Act of 1950 as amended)

PL 93-288 (Disaster Act of 1974)

PL 96-342 (Improved Civil Defense 1980)

Title III, Superfund Amendments and Re-authorization Act of 1986)

The following Mutual Aid Agreements, Cooperative Agreements and other Interjurisdictional Agreements for the purpose of disaster emergency management are an integral part of this plan and are hereby referenced:

## **PLAN PURPOSE AND EXECUTIVE APPROVAL STATEMENT**

The purpose of this Kotzebue Community Disaster Response Plan is to describe the system that will be utilized to manage the mitigation of, preparation for, response to, and recovery from natural and man-caused disaster emergencies. It is an all-hazard, all-risk plan using the NIIMS Incident Command System for comprehensive management of disaster emergency relief forces and disaster emergency operation. The Kotzebue Community Disaster Response Plan consists of the four volumes: Administrative Overview, Emergency Operations Guide, Emergency Operations Center Guide, and Resource Manual.

The City Of Kotzebue uses an Integrated Emergency Management System (IEMS), which is a broad, all-hazard disaster emergency management system, which encompasses all the various types of disaster emergencies and addresses mitigation, preparedness, response, and recovery activities. The IEMS actively encourage the development of the common management functions required for response to disaster emergencies of all types, while recognizing the unique mitigation and preparedness requirements of specific hazards, IEMS enables each level of government to integrate with other levels, public agencies, and with private sector resource providers. Optimum use and integration of existing skilled personnel, emergency facilities, and emergency equipment across all levels of government and the private sector is encouraged.

This document is intended to meet disaster emergency planning requirements of all federal, state, borough, and local agencies having jurisdiction over such matters. It is further intended that this document be used as a reference and training aid for, municipal, village, industry, and other emergency response personnel to ensure efficient and effective response and management of disaster emergencies.

This Community Disaster Response Plan will be activated whenever there is a disaster emergency that could significantly threaten human health, property or the environment.

Upon declaration of a disaster emergency, the designated person responsible for disaster emergency management is authorized to commit the resources necessary to carry out the provision of this plan.

  
\_\_\_\_\_  
Chief Thomas Milliette, Acting City Manager

  
\_\_\_\_\_  
Date

#### **POLICY STATEMENTS**

It is the policy of the City of Kotzebue to safeguard life and property by making maximum use of all available resources; public and private, and to minimize the effects of environmental, technological, and civil disaster emergencies. Because of the nature of disaster emergencies, it is also the policy of the City of Kotzebue that citizens are encouraged to be self-sufficient for up to 72 hours should a disaster emergency occur.

#### **GENERAL POLICIES**

- Essential city services will be maintained as long as, and restored as quickly as conditions permit.
- A disaster emergency will require prompt and effective response and recovery operations by resources from city departments, disaster relief agencies, volunteer organizations, and the private sector.
- Environmental, technological, and civil disaster emergencies may be of such magnitude and severity that other assistance is required.
- City disaster emergency operations will be based on the principle of self-help. The city will be responsible for using all available local resources prior to requesting assistance from others.
- When the City Manager recognizes that the resources locally available to the city (including mutual aid) will be insufficient to respond to and/or recover from the disaster emergency, the City Manager will request assistance from the next level of supporting government.
- When a disaster emergency situation exists, all city departments will put their respective emergency operations plans and stand operating procedures into limited or full operation as necessary.
- Incident situation and status reports will be made by the Incident Management Team based upon severity of the disaster emergency or anticipated disaster emergency to include:
  - Estimated time and location of impact
  - Date, time, and location of the actual disaster emergency, known number of injuries or casualties, and estimated damage at time or report.
  - Date and time of activation of disaster response plans.

Such reports will be forwarded to the City Manager and to the city Office of Emergency Management.

- Access to emergency services shall not be denied on the basis of race, color, national origin, religion, sex, age or disability. The needs of special populations shall be identified and planned for as directed by policy makers and according to federal regulations.

Special populations may include, but not limited to:

- Physically or mentally handicapped
- Non-English speakers
- The aged or infirm
- The incarcerated
- The hospitalized

Local activities pursuant to the Federal/State Agreement for major disaster recovery will be carried out in accordance with Title 44, CFR, Section 205.16 (Nondiscrimination).

Federal disaster assistance is conditional on full compliance with this rule.

- Disaster emergency response often requires decision to be made quickly under adverse conditions. Government entities complying with this plan shall not be liable for injury, death, or loss of property except in cases of willful misconduct or gross negligence.

## **OPERATIONAL POLICIES**

### **Levels of Incidents**

Activation of the plan will be based on the following definitions and criteria:

#### **Level I Incident**

The normal operations of the various city departments that can be managed with the department policies and SOP and does not require implementation of the plan.

#### **Level II Incident**

An incident that has special or unusual characteristics not readily managed by department policies and SOP, and/or requiring response by more than one city department, and/or which is beyond the capabilities of available resources (including mutual aid), will require partial or full implementation of this plan.

#### **Level III Incident**

An incident that requires the coordinated response of all levels of city government to save lives of a large portion of the population, protect property and the environment. Such a disaster emergency may require the sheltering or relocation of the affected population. Under such conditions, this plan shall be implemented.

### **Plan Activation**

Emergency incidents occur frequently, but rarely with the scope and complexity which would require implementation of this Disaster Response Plan. This plan is applicable in those cases where:

- The emergency cannot be effectively managed using department policies and SOP and a local disaster emergency declaration is needed to implement the plan, access local funding and expedite procurement of local response resources; or
- The emergency directly impacts more than one departments jurisdiction, and a coordinated response under a unified command structure is desirable or necessary and a local disaster emergency declaration is needed to implement the plan, access local funding and expedite procurement and local response resources; or

- The resources of the city, including resources available through mutual aid agreements, are overwhelmed and a local disaster emergency is declared, under the terms and authority of AS 26.23.140.

**NOTE: Within Alaska only the “chief executive officer” of the involved municipality may declare a disaster emergency (AS 26.23140). The City Manager is defined as the “chief executive officer” for the City of Kotzebue.**

### **Levels of Activation**

Activation of the plan will be based on the following definitions and criteria:

#### **Level I Activation**

Implementation of specific sections of the plan and/or individual Incident Management Team positions as requested by the Incident Commander.

#### **Level II Activation**

Partial utilization of the EOC and Incident Management Team. This will include using parts of the EOC as needed and the use of a “short team”. The activation of a “short” Incident Management Team will include the following positions:

1. Incident Commander
  - A. Public Information Officer
2. Planning Section Chief
3. Logistics/Finance Section Chief
  - A. EOC Manager

#### **Level III Activation**

Full activation of the EOC and Incident Management Team. This will include using the entire EOC and the use of a “long team”. The activation of a “long” Incident Management Team will include the complete Command Staff as well as the complete General Staff with the following Incident Command System functions activated:

1. Incident Commander
  - A. Public Information Officer
  - B. Safety Officer
  - C. Liaison Officer
2. Operations Section Chief
3. Planning Section Chief
  - A. Situation Unit Leader
  - B. Resource Unit Leader

4. Logistics Section Chief
  - A. EOC Manager
5. Finance Section Chief

#### **Activation Procedures**

**ACTIVATION SHALL BEGIN BY CONTACTING KOTZEBUE DISPATCH AND REQUESTING A SPECIFIC LEVEL OF PLAN ACTIVATION.**

The on-scene Incident Commander, Community Emergency Manager or the City Manager will contact Kotzebue Dispatch and request a Level I, Level II, or Level III Disaster Response Plan activation as appropriate. The dispatcher on-duty will initiate the requested plan activation level as follows:

##### **Level I**

As directed by the on-scene Incident Commander, Community Emergency Manager or City Manager; will contact by phone, radio, and/or pager those on-call Incident Management Team personnel assigned the Incident Command System position(s) being requested and assist with the implementation of specific sections of the plan as requested and able.

##### **Level II**

As directed by the on-scene Incident Commander, Community Emergency Manager or City Manager; will contact by phone, radio, and/or pager those on-call Incident Management Team personnel assigned to the Incident Command System position(s) listed under Levels of Activation- Level II, and direct those personnel to report to the EOC. In addition, the Dispatcher will assist with the implementation of the Disaster Response Plan as requested and able.

##### **Level III**

As directed by the on-scene Incident Commander, Community Emergency Manager or City Manager; will contact by phone, radio, and/or pager those on-call Incident Management Team personnel assigned to the Incident Command System position(s) listed under Levels of Activation- Level III, and direct those personnel to report to the EOC. In addition, the Dispatcher will assist with the implementation of the Disaster Response Plan as requested and able.

#### **Responsibilities**

All city departments are tasked with the following:

- Assignment of department personnel to the Local Emergency Planning Committee

- Development of a department emergency operation plan (EOP) and department stand operating procedures (SOP) to implement assigned duties within this plan.
- Training department personnel to accomplish disaster emergency duties.
- Assignment of department personnel to Incident Command System positions.
- Establishment of department internal lines of succession of authority.
- Protection of department records, materials, facilities, equipment and services.
- Warning department personnel of impending emergencies.
- Assignment of department personnel to the Incident Management Team and Emergency Operations Center.
- The City Manager of Kotzebue has the ultimate authority and responsibility for the direction and control of city resources during an emergency. On a day to day basis, this authority is delegated to the Departments of Fire, Police, and Public Works: who have the power to establish control of an emergency through the Incident Command System and the position of Incident Commander. The City Manager may assume the duties of Incident Commander, if in their judgment, emergency response will be enhanced by this action. Operational control of the emergency scene should remain with the lead department or agency.
- Responsibility for coordination of disaster emergency activities with Borough, State, Federal, and private organizations has been delegated to the Community Emergency Manager and to those departments involved in emergency response.
- A declaration of a disaster emergency by the City of Kotzebue is required to implement the Disaster Response Plan, access city funding, expedite procurement of city response resources and access Borough, State, and Federal disaster assistance. The City Manager of Kotzebue has the legal authority under AS 26.23.140 to declare that a local disaster emergency exists. If the City Manager is unable to act due to absence or incapacity, the next person designated in the city line of succession will exercise local disaster emergency declaration authority. The declared local disaster emergency shall authorize the emergency powers for the period set forth in the city disaster emergency ordinance cited on page 1-1.
- The role of the Mayor and City Council in a declared disaster emergency is primarily that of liaison with the public and with the elected officials of other affected or assisting jurisdictions.

### **PHASES OF DISASTER EMERGENCY MANAGEMENT**

Disaster emergency management planning can be divided into four phases: mitigation, preparedness, response, and recovery. Although each phase has tasks assigned to it, the process is

dynamic and interconnected. For example, tasks taken to recover from a disaster may have effects on mitigation, preparedness, and response to future occurrences.

**Mitigation:** Includes those actions taken to eliminate a hazard or to reduce the potential for damage should a disaster emergency occur. Such actions include building codes, special identifications and routing requirements for the movement of hazardous materials, land use, and zoning requirements.

**Preparedness:** Includes actions taken to plan, equip, and train citizens and local governments to respond to emergencies arising from hazards which cannot be eliminated through mitigation. This may include preparation of disaster response plans and guidelines, and exercises to test them. It may also include training in evacuation procedures, home fire safety, and purchase of equipment and supplies needed to respond to the disaster emergency.

**Response:** Includes actions taken to save lives and protect property during a disaster emergency. This may include search and rescue, fire suppression, evacuation, emergency feeding and sheltering. It may also include such behind the scenes activities as activating disaster plans, and opening and staffing Emergency Operations Center form which Incident Management Teams manage operations.

**Recovery:** Includes those processes required to return the jurisdiction to normal. This could include reconstruction of roads and public facilities, securing financial aid for disaster victims, and review and critique of response activities.

The responsibility for mitigation and preparedness is addressed in city codes, departmental standard operating procedures, and position descriptions. Response and recovery tasks are detailed in this Disaster Response Plan.

### **DISASTER EMERGENCY MANAGEMENT AGENCY Office of Emergency Management**

There is established a Disaster Emergency Management organization of the City of Kotzebue as an agency with in the office of the Mayor, to be composed of the Mayor and such other persons as he may appoint from time to time. The agency shall be responsible for development of city disaster response and recovery plans, and for coordination of disaster management between the borough, the State of Alaska, and other municipalities and response and recovery organizations.

The City of Kotzebue shall, in concert with agencies, private industry and service areas, develop and adopt plans for a coordinated response to disaster emergencies (as defines in AS 26.23.230) which may occur within the city. These plans shall be activated in the event of the declaration of a "local disaster emergency" under the terms of AS 26.23.140.

All disaster response plans shall provide for management under an “Incident Command System” format, and shall provide for oversight of interjurisdictional policy decision by a “Multiple Agency Coordination” structure which provides for representation from each affected jurisdiction.

### **Community Emergency Manager**

Under the general direction and supervision of the Mayor or their designee, the community emergency manager has the primary day-to-day responsibility for disaster management programs and activities as they relate to the mitigation, preparedness, response and recovery to disaster emergencies. The community emergency manager provides a direct liaison between the Mayor’s Office, service area boards, the Northwest Arctic Borough Local Emergency Planning Committee; and ensures and directs an open line of communications to the City of Kotzebue Council and administration.

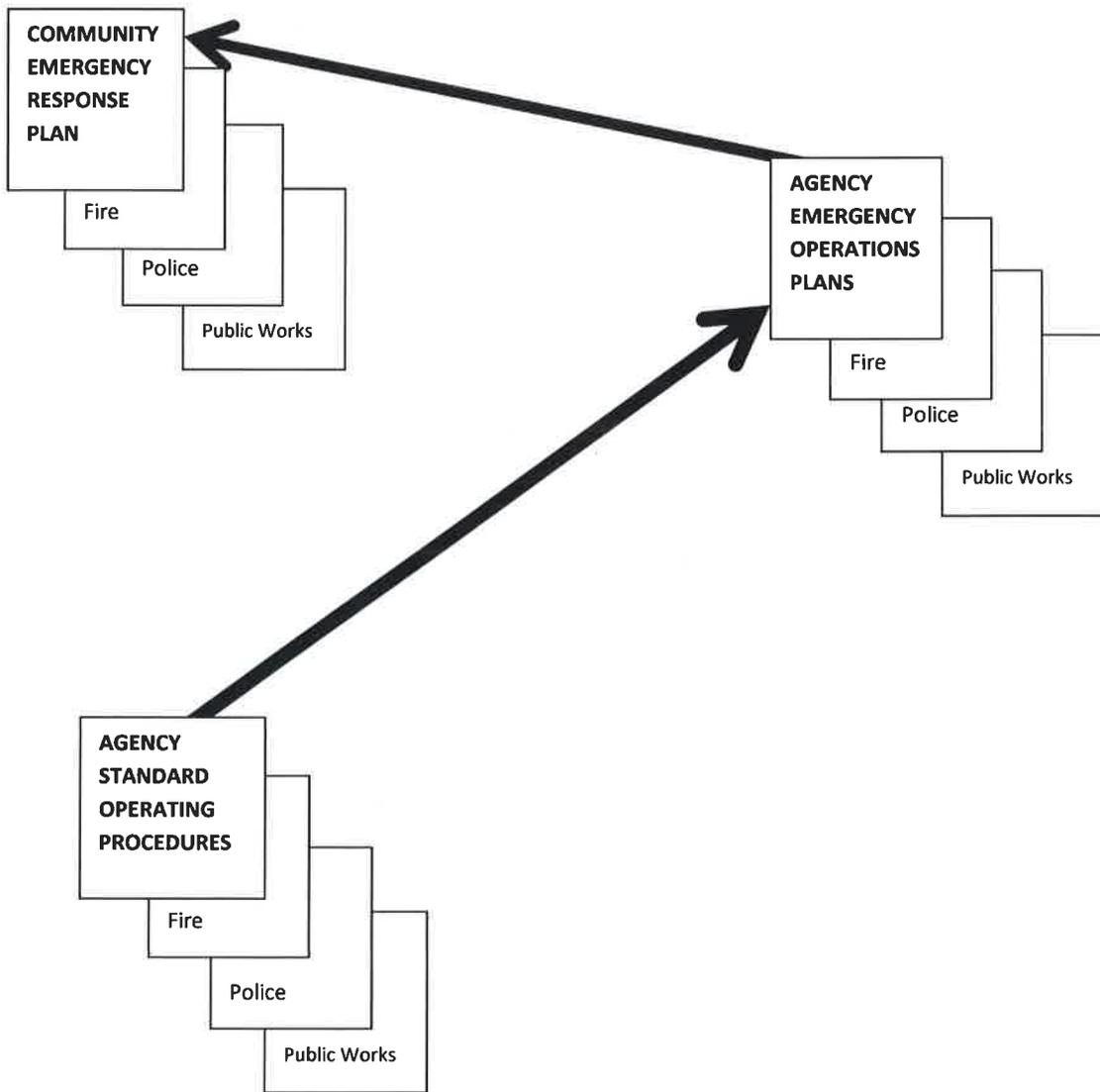
### **Local Emergency Planning Committee**

The Northwest Arctic Borough Assembly in 1989 approved the proposal for the formation of a Local Emergency Planning District (LEPD) and recommendations for appointment to the Local Emergency Planning Committee (LEPC). The State Emergency Response Commission designated the Northwest Arctic Borough as a LEPD and approved the appointment of members to the LEPC in 1989. The members of the Northwest Arctic Borough Local Emergency Planning Committee elected officers, established bylaws and formed the following subcommittees: Executive Committee, Training Committee, Vulnerability and Hazard Analysis Committee, Public Awareness and Education Committee and Date Management Committee.

The Northwest Arctic Borough LEPC is currently composed of 24 members representing elected officials, responders, private citizens, public health, environmental organizations, media, regulatory agencies, small business, emergency management, transportation, local and state government, and industry.

The mission of the Northwest Arctic Borough Local Emergency Planning Committee is to prepare disaster emergency response plans for all hazards, whether natural or man-made, occurring in the borough, and to establish procedures for the receiving and processing of request from the public for information generated by SARA Title III reporting requirements.

# DISASTER EMERGENCY RESPONSE DOCUMENTS



## **DISASTER EMERGENCY RESPONSE PLANS**

### **Plan Explanations**

#### **Community Disaster Response Plan**

Consists of a basic plan and various supporting appendices. It is a single comprehensive plan which encompasses all hazards for the purposes of organizing and coordinating the disaster emergency relief forces and disaster emergency operations of the City of Kotzebue.

#### **City Department Emergency Operations Plan**

Supports the Community Disaster Response Plan and provides implementing procedures for events that exceed the parameters defining a “normal” or “standard” incident response. The individual City Department Emergency Operations Plans provide the overall framework for greater emergencies and disaster responses. Individual City Department Emergency Operations Plans detail specific response procedures and actions for each city department. Individual site specific Emergency Operations Plans identify names, locations, call lists, and so forth for specific to an individual facility, and individual City Department Emergency Operations Plans provide personnel assignments, call-up procedures, line of authority, special equipment use, etc., for emergency units, strike teams, task forces, or other resources.

#### **City Department Standard Operating Procedures (SOP)**

Supports the City Department Emergency Operations Plan and provides implementing procedures to respond to “normal” or “standard incidents. The individual City Department SOP provides the overall framework for general operations and response per each respective city department. Standard Operating Procedures outline this general framework and detail specific response procedures and actions. Site specific SOP identify names, locations, call lists, and so forth for response within a specific facility or location, and individual city department SOP provide personnel assignments, call-up procedures, line of authority, special equipment use, etc., for incident response forces.

### **Concept of Operations**

A major disaster emergency requires a coordinated response involving all levels of government and private industry. Basic responsibility for disaster emergency planning and response lies with individuals and heads of households. When individuals and families cannot respond effectively, local mayor’s/city manager’s will take actions to protect lives, property, and resources and relieve the suffering of those victimized. If local capabilities are exceeded, the local mayor/city manager may ask State assistance. The Governor, in turn, has the option of declaring a State disaster emergency

and asking for federal aid and assistance when it appears that the combined resources of local and State agencies will be inadequate.

Local Community Emergency Managers usually know the best ways to apply disaster emergency relief resources within their communities. State response resources will coordinate their activities with local Community Emergency Managers so that State aid is rendered in the most helpful manner. Similarly, federal assistance is intended to be supportive of State and local efforts, not a substitute for them.

When a disaster emergency requires a coordinated response, the following tiered response flow is implemented as required:

### **First Responders**

The local emergency service first responders are dispatched to deal with the emergency. A local emergency official assumes the role of Incident Commander and leads the response effort at the scene. The Incident Commander follows standard operating procedures/standard operating guides, implements agency/department/organization emergency operations plan(s), communicates with the mayor/city manager of the local community and requests additional assistance.

### **Local**

The local community mayor/city manager implements, their Disaster Response Plan, activates the local Emergency Operations Center, declares a local disaster emergency and communicates with the next level of government and requests assistance.

### **Private Sector**

The local private sector chief executive whose facility is impacted implements it's Emergency Response Plan, activates its Emergency Operations Center, declares a facility disaster emergency and communicates with the local community and requests assistance.

### **Borough**

The borough Emergency Manager implements the Emergency Response Plan and activates the Emergency Operations Center. The Mayor declares a Borough Disaster Emergency and communicates with the Alaska Division of Emergency Services and requests State assistance.

### **State**

The Governor implements the State of Alaska Emergency Operations Plan and activates the State Emergency Coordination Center, declares a State Disaster Emergency, appoints a State Coordinating Officer, contacts the FEMA Regional Director and request a Presidential Disaster Declaration for federal assistance.

**Federal**

The FEMA regional director activates the Regional Operations Center, organizes the Alaska Emergency Response Team and Federal Liaison Officer (FLO). The regional director will also alert the Region X Emergency Response Team and the Federal Coordinating Officer. After completion of a preliminary damage assessment, the director of FEMA recommends the President declare an Emergency or Major Disaster. The President declares an Emergency or Major Disaster and appoints the Federal Coordinating Officer. The Federal Coordinating Officer serves as the President’s representative to the disaster emergency and leads the federal response and recovery efforts from the disaster field office.

**SECTION 2 - PLAN MANAGEMENT**

- Instructions to Plan Holder**
- Record of Changes**
- Distribution List**
- Plan Review Cycle**
- Training and Exercises**

**INSTRUCTIONS TO PLAN HOLDER**

It is intended for this Disaster Response Plan to be placed in three ring binders to facilitate making changes. Each page of the Plan will have a date in the bottom inside corner. When any page is revised or added, a revision number will be added next to the date. As changes are received they will be documented on the log below and pertinent pages changed in the Plan.

**RECORD OF CHANGES**

<b>Revision #</b>	<b>Section</b>	<b>Pages</b>	<b>Revised Date</b>	<b>Initial</b>
<b>3</b>	<b>Updated Personnel</b>	<b>3</b>	<b>09/5/2019</b>	<b>EG</b>

## **DISTRIBUTION LIST**

The following personnel, positions, departments and agencies have copies of the City of Kotzebue Disaster Response Plan.

1. Alaska Department of Environmental Conservation, District Office
2. Alaska Division of Emergency Services, Anchorage
3. Alaska State Troopers, Kotzebue "C" Detachment
4. American Red Cross
5. City of Kotzebue – Kotzebue City Clerk
6. City of Kotzebue – Kotzebue Police Department
7. City of Kotzebue – Kotzebue Fire Department
8. City of Kotzebue – Kotzebue Public Works Department
9. City of Kotzebue- Joseph Evans, City Attorney
10. Civil Air Patrol
11. Kotzebue Electric Association – Kotzebue
12. Local Emergency Planning Committee
13. Borough Office of Emergency Management
14. Borough Planning Department
15. Northwest Arctic Borough School District - Kotzebue
16. Maniilaq Health Center Hospital
17. State Emergency Response Commission, Alaska
18. United State Fish and Wildlife Service – Kotzebue
19. OTZ Telephone Cooperative – Kotzebue
20. Department of Transportation – DOT Kotzebue
21. NANA Regional Office – Kotzebue
22. Kikiktagruk Inupiat Corporation – KIC Kotzebue
23. KOTZ Radio Station - Kotzebue

## **PLAN REVIEW CYCLE**

The Disaster Response Plan will be reviewed and amended, if necessary:

- Whenever the Plan fails in an emergency.
- At least once per year.

The Community Emergency Manager with the assistance of the various Department Directors, the Local Emergency Planning Committee, and other personnel as necessary, determine if changes to the Plan are necessary. The Community Emergency Manager will then be responsible for ensuring that revisions are incorporated into all copies of the Plan.

## **TRAINING AND EXERCISES**

Training and exercises are vital to determine the effectiveness of this Disaster Response Plan. These preparedness activities ensure that the operational concepts outlined are sound and that personnel are adequately trained to carry out necessary functions in time of disaster emergencies. In addition, such testing will provide a basis for the updating and revision of this Plan and for the identification of inadequate resources.

Training and exercise will be evaluated by participants and observers and specific elements of the Plan changed as indicated.

City departments, various agencies and organizations, and the Local Emergency Planning Committee will work with the Community Emergency Manager to develop and coordinated the delivery of ongoing disaster training and educational programs and to develop and implement annual exercises of this Disaster Response Plan.

This Plan is designed to be used as a training outline to cover much of the above requirements.

The following training courses have been completed:

1999 – NIIMS Incident Command System (8 hours)

1998 – Hazardous Materials Technical Training (40 hours)

2000 – Shelter and Disaster Management  
NIIMS Incident Command System

The following training is proposed as follows:

### **SECTION 3 GEOGRAPHIC AND DEMOGRAPHIC CHARACTERISTICS**

#### **Discussion**

#### **City of Kotzebue Map**

#### **DISCUSSION**

The City of Kotzebue is located 30 miles above the Arctic Circle on the Northern Seward Peninsula and lies 550 air miles north of Anchorage. The city encompasses 21 square miles with a population of about 3,300 within the city limits.

The City of Kotzebue was incorporated in March of 1958 as a first class city with a City Manager/City Council form of government. Elected by the voters of Kotzebue, the Mayor and six-member council are the governing body deciding all matters of city policy, approved new ordinances, and determine

funding for all programs and services through the adoption of the city's annual budget. The City Manager is appointed by the Council.

The city is accessible by air and by barges in the summer.

Medical facilities include the Maniilaq Health Center Hospital which is a multi-level health center providing acute and long-term care with specialized rooms for obstetrics/birthing, emergency and outpatient care. The Maniilaq Health Center is a State of Alaska Public Health Nursing Facility providing services including child health, pregnancy testing, immunization, health education and parenting classes, specialty clinics, communicable disease testing and others.

Lewis Page, DC, is a "private health care professional" in Kotzebue.

Kotzebue has an Arctic climate characterized by cool summers and harsh winters. Kotzebue has an average rainfall of 24 inches, average snowfall of 55 inches, with seasonal mean temperature fluctuations of -40 degrees F, in winter to 60+ degrees in summer.

#### **SECTION 4 HAZARD INFORMATION AND ASSESSMENT**

**Discussion**

**Avalanche**

**Civil Disorder**

**Drought**

**Earthquake**

**Enemy Attack**

**Energy Shortage**

**Fire**

**Flood**

**Hazardous Materials**

**Landslide**

**Tsunami**

**Volcano**

**Weather Extremes**

**Hazard Analysis Chart**

**Other Hazard Maps as Appropriate**

#### **DISCUSSION**

The development of an all risk Disaster Response Plan for the City of Kotzebue requires the analysis of hazards, both natural and technological, that threaten the people, property, and environment within the city. The hazard analysis is the foundation for mitigation strategies, planning and

preparedness activities, response capabilities, and recovery restoration. There are several concepts involved in analyzing the dangers posed by natural and technological hazards. "Hazard", "vulnerability", and "risk" have different meanings but are sometimes used interchangeably. This document adopts the following definitions:

**Hazard**

Any situation that has the potential for causing injury to life or damage to property and the environment.

**Vulnerability**

The susceptibility of life, property, and the environment to injury or damage if a hazard manifests its potential.

**Risk**

The probability that injury to life or damage to property and the environment will occur.

The methodology used to develop the city hazard analysis followed the guidance as detailed in "Hazardous Materials Emergency Planning Guide", NRT-1, March 1987, National Response Team, "Guide for All-Hazard Emergency Operations Planning", State and Local Guide 101, Sept. 1996, FEMA and "Capability and Hazard Identification Program", FEMA, and NFPA 1600 "Recommended Practice for Disaster Management".

The following steps were employed:

**1. Hazard Identification**

Hazards believed to have a major impact on the community were analyzed. Fourteen were identified that pose the most serious threat for causing injury or damage to property and the environment.

**2. Vulnerability Analysis**

The vulnerability analysis identifies what in the community is susceptible to damage should an identified incident occur. The vulnerability analysis provides information on the extent of the affected area, population that could expect to be affected, property that may be damaged, and the environment that may be affected.

**3. Risk Analysis**

The risk analysis assesses the probability of damage or injury taking place in the community due to an incident occurring and the actual damage that might occur in light of the vulnerability analysis. A "worst case scenario" was chosen for this analysis. The risk analysis provides information on the probability that an incident will occur, the type of harm to people, the type of damage to property, and the type of damage to the environment.

As important as knowing the methodology of performing a hazard analysis is, deciding how detailed an analysis to conduct is a major consideration. While a complete analysis of all hazards would be informative, it may not be feasible or practical given resource and time constraints. The value of a limited hazard analysis should not be underestimated. The city hazard analysis was performed by using qualitative methods and only the major hazards were studied.

The method that follows provides the city with a sense of hazard priorities or relative risk. It doesn't predict the occurrence of a particular hazard but does "quantify" the risk of one hazard compared with another. By doing this, planning can first be focused where the risk is greatest.

**The following categories are used in conducting this Hazard Analysis:**

**History (factor weight = 2)**

The record of occurrences of previous disaster or events.

<b>Severity Rating</b>		
Low	0-1 event per 100 years	1 point
Moderate	2-3 events per 100 years	5 points
High	4+ events per 100 years	10 points

**Vulnerability (factor weight = 5)**

The percentage of population and property that is at risk to each hazard.

<b>Severity Rating</b>		
Low	< 1% affected	1 point
Moderate	1-10% affected	5 points
High	>10% affected	10 points

**Maximum Threat (factor weight = 10)**

The maximum percentage of population and property that could be impacted under a worst case scenario.

<b>Severity Rating</b>		
Low	< 5% affected	1 point
Moderate	5-25% affected	5 points
High	> 25% affected	10 points

**Probability (factor weight = 7)**

The number of occurrences of each hazard in the past 100 years and the factors that have contributed to increased or decreased risk for the area involved.

**Severity Rating**

Low	>1 chance per 100 years	1 point
Moderate	>1 event per 50 years	5 points
High	>1 event per 10 years	10 points

By multiplying the “severity rating” of the hazard rating system by the “factor weight” associated with the categories above, one arrives at a subscore for history, vulnerability, maximum threat, and probability for each hazard. Adding subscores will produce a total score for that hazard.

The total score isn’t as important as how it compares with the total score for other hazards the city faces. By comparing scores, the city can determine priorities: “Which hazards should the city be most concerned about?”, “Which ones less so?”, “For which hazards are hazard specific checklists most needed?”.

**CIVIL DISORDER**

**Definition: Civil Disorder is defined as a terrorist attack, riot, violent protest, demonstrations or illegal assembly.**

Civil disturbance and terrorism may be seen as the two extremes of a continuum of activity ranging from lawful protest, such as strikes against a particular employer, through sabotage of governmental facilities, to the taking of hostages and assassinations. At the various seas of local government, the employees and facilities may become targets for acts of terrorism or civil disturbance. In addition, facilities of Borough, State, and Federal agencies exist within the city which may also become the focus for violent activity. Finally, persons or organizations determined to disrupt normal activities may attempt to damage or destroy such vital services as phone, electricity, water, and others. Results of these and other actions may precipitate other emergencies such as fire, flood, transportation, hazardous materials incidents, and others. Risks to persons and property depend on the nature and extent of the incident.

In conclusion, pre-planning and “worst case scenario” analysis are ways to begin mitigation for civil disturbance and acts of terrorism.

CATEGORIES	SEVERITY	POINTS
History	High	20
Vulnerability	Low	5

Maximum Threat	Low	10
Probability	Low	7
<b>TOTAL</b>		<b>42</b>

## CIVIL DISORDER

### 1. HAZARD

Civil Disorder

### 2. VULNERABILITY ANALYSIS

a. Vulnerability Zone

Community specific

b. Population within Vulnerability zone

Approximately 4,000 residents

c. Property that may be damaged

Damage to bridges, building, port and harbor facilities, utilities and communications systems; disruption of vital services such as water, sewer, power, gas, and transportation; damage to and disruption of emergency response facilities, resources and systems.

d. Environment that may be affected

All flora and fauna.

### 3. RISK ANALYSIS

a. Probability of Occurrence

Low

b. Consequences to people

Injuries and deaths; hardship due to the disruption of vital services such as water, sewer, power, gas and transportation; disruption of emergency response facilities, resources and systems.

c. Consequences to Property

Loss of service systems such as water, sewer, Power, government, gas and transportation; damage to emergency response facilities, resources and systems.

d. Consequences to environment

Gross deduction to all types of property: environmental degradation.

- e. Probability of simultaneous Emergencies High
- f. Unusual conditions N/A

**DROUGHT**

**Definition: Prolonged period without rain.**

Although Northwestern Alaska normally receives substantial precipitation during the course of the year, a prolonged dry spell and/or several years in a row in a row with below-normal rainfall can result in a drought. In addition, the presence of drought conditions may lead to, or aggravate, other emergency conditions, such as wildfire and energy shortages.

The City of Kotzebue Public Works department provides water to the city. The primary source of surface water is from rainfall and melting snow from Devils Lake and Vortac Lake watersheds.

Drought restrictions will ordinarily follow a phased process of implementation, ranging from minor voluntary measures to mandatory reduction of all water use, with penalties for violations. Actual conservation actions will be determined by the Public Works Department in response to current conditions.

City Code article 5.70. Water Conservation Measures, establishes the authority of the City Council and the City Manager to put into effect rules to govern the use of water. This authority includes the right to impose fines for violation of water conservation rules, the placing of flow restrictors on habitual violators, and the termination of water service.

Planning and preparedness for drought is primarily the responsibility of the Public Works Department. This includes coordinating the bi-annual review of this plan with the Office of Emergency Management. Response to drought will require close coordination with the Fire Department to ensure that minimum water levels are maintained for fire suppression.

In conclusion, mitigation depends heavily on public education, individual preparedness and ample water supply sources on the city's part.

CATEGORIES	SEVERITY	POINTS
History	Low	2
Vulnerability	High	50
Maximum Threat	Moderate	50

Probability	Moderate	35
<b>TOTAL</b>		<b>137</b>

## D R O U G H T

- |  |  |
|--|--|
| <b>1. HAZARD</b>                           | Drought  |
| <b>2. VULNERABILITY ANALYSIS</b>           |  |
| a. Vulnerability Zone                      | Entire city.   |
| b. Population within Vulnerability zone    | Approximately 3,300 residents  |
| c. Property that may be damaged            | Structures due to lack of adequate fire fighting water.  |
| d. Environment that may be affected        | Local vegetation, local large mammals, local fisheries streams.  |
| <b>3. RISK ANALYSIS</b>                    |  |
| a. Probability of Occurrence               | Moderate   |
| b. Consequences to people                  | Hardships from loss of water services.   |
| c. Consequences to Property                | Damage and loss of structures and properties from fire.  |
| d. Consequences to environment             | Degradation of woodland habitat from wildland fires, degradation to moose and other large mammals from loss of feed; degradation to fisheries habitat. |
| e. Probability of simultaneous Emergencies | Moderate   |
| f. Unusual conditions                      | Economic hardships due to loss of income from fisheries.   |

## E A R T H Q U A K E

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

Approximately 11 percent of the world’s earthquakes occur in Alaska. Of the ten largest earthquakes in the world since 1904, three occurred in Alaska. The vast majority of the large earthquakes in Alaska occur along the Aleutian Islands, the Alaska Peninsula, and the Kenai Peninsula. This belt is known as the Alaska-Aleutian subduction zone. The earthquakes result from slipping along the contact zone of the Pacific and Alaska plates. These earthquakes typically cause very strong shaking which last several minutes; significant, permanent uplift or subsidence over very large areas; very large seismic sea waves or tsunamis; extremely high wave runup of a few to more than 90 feet locally; and many landslides, snow avalanches, and submarine slumps at distances out to 160 miles from the epicenter. The general effects of these events include structural damage to bridges, buildings, port and harbor facilities, airport facilities, utilities, and communications systems. In addition, an earthquake of between 6.0 to 8.0 on the Richter scale may be expected to result in additional natural/environmental emergencies such as tsunamis, floods and landslides; industrial/technological emergencies such as fires, explosions, and hazardous materials incidents; disruption of vital services such as water, sewer, power, gas and transportation; damage to and disruption of emergency response facilities, resources and systems; civil and political emergencies such as looting, and damage to water impoundment structures.

Persons and property at risk in the city are dependent on the severity of the earthquake. The severity in part can be expressed in terms of both intensity and magnitude. Intensity is based on the observed effects of ground shaking on people, buildings, and natural features. This is measured with the Modified Mercalli Intensity Scale. Magnitude is related to the amount of seismic energy released at the hypocenter of the earthquake. This is measured with the Richter Magnitude Scale. The maximum threat would be the “worst case scenario” with the above mentioned effects impacting the entire city.

CATEGORIES	SEVERITY	POINTS
History	High	20
Vulnerability	High	50
Maximum Threat	High	100
Probability	High	70
<b>TOTAL</b>		<b>240</b>

## EARTHQUAKE

1. **HAZARD** Earthquake
  
2. **VULNERABILITY ANALYSIS**
  - a. Vulnerability Zone Entire city.
  
  - b. Population within Approximately 3,300 residents

## Vulnerability zone

- |                                     |  |
|-------------------------------------|--|
| c. Property that may be damaged     | Structural damage to bridges, buildings, port and harbor facilities, airport facilities, utilities and communications systems; disruption of vital services such as water, sewer, power, gas and transportation; damage to and disruption of emergency response facilities, resources and systems. |
| d. Environment that may be affected | Land subsidence and deformation, earth fissures, landslides, mass wasting, forest "blow down", damage due to flowing, and environmental degradation.   |

### 3. RISK ANALYSIS

- |  |   |
|--|---|
| a. Probability of Occurrence               | Low   |
| b. Consequences to people                  | Injuries and deaths from structure collapse, land Deformation, mass casualties.               |
| c. Consequences to Property                | Gross destruction to all types of property.   |
| d. Consequences to environment             | Gross alteration to natural landforms and environmental degradation from hazardous materials. |
| e. Probability of simultaneous Emergencies | High  |
| f. Unusual conditions                      | Civil and political emergencies such as looting.  |

## ENEMY ATTACK

**Definition: A hostile action taken against the United States by foreign forces resulting in the destruction of military or civilian targets or both.**

As defined in the Federal Emergency management Agency (FEMA) hazard identification, enemy attack is hostile action taken against the United States by foreign forces resulting in the destruction of military or civilian targets or both. According to various FEMA publications, no military targets are

identified in the city. The nearest military targets identified are located in Anchorage and Kodiak respectively. The task of identifying civilian targets subject to hostile action is difficult at best since one has to ascertain the attack objectives of the hostile force(s). Many factors affect the validity of assumptions concerning the effects of an enemy attack. Among them are enemy targeting priorities, weapon size and design, height of burst, and the delivery system accuracy and reliability. In addition, effects can be altered by such things as weather conditions, time of year, topography, and methods and materials used in local building construction.

The FEMA guidance as provided in the Nuclear Attack Planning Basis – 1990 Final Project Report (US GPO, 1987 719-953/60059) is accurate in its assessment of weapons effects in the city.

The FEMA project NAPA-90 is an estimate of the potential physical effects of a nuclear attack on the population of the United States in terms of the degree of the potential risk. Three types of potential nuclear attack effects risks and the areas and populations affected by each are defined:

- The directed effects risk from blast overpressure generated by the explosion of a nuclear weapon.
- The potential thermal and secondary blast-ignited fire risk created by the combined effects of blast overpressure damage and the thermal pulse of fireball of a weapon.
- The fallout risk from radiation generated by surface-burst weapons.

Due to the city’s lack of proximity to a primary target, blast overpressure and fire risks are of little concern. “Secondary” effects, such as radioactive fallout, electromagnetic pulse (EMP), and nuclear winter, are a concern. Protection from “fallout” requires sheltering. Electrical and electronic equipment need to be protected from EMP.

In conclusion, the threat of enemy attack to the city is statistically extremely low. Preparation for this kind of hazard entails the same kind of planning for the other identified hazards mainly in the areas of sheltering and evacuation.

CATEGORIES	SEVERITY	POINTS
History	Low	2
Vulnerability	Low	5
Maximum Threat	High	100
Probability	Low	7
<b>TOTAL</b>		<b>114</b>

## E N E M Y A T T A C K

### 1. HAZARD

Enemy Attack

### 2. VULNERABILITY ANALYSIS

- |   |  |
|---|--|
| a. Vulnerability Zone                   | Entire city.   |
| b. Population within Vulnerability zone | Approximately 3,300 residents  |
| c. Property that may be damaged         | Bridges, buildings, port and harbor facilities, airport facilities, utilities; communications systems for electromagnetic pulse, disruption of vital services such as water, sewer, power, gas and transportation; damage to and disruption of emergency response facilities, resources and systems. |
| d. Environment that may be affected     | Flora and fauna due to fallout.  |

**3. RISK ANALYSIS**

- |  |  |
|--|--|
| a. Probability of Occurrence               | Low  |
| b. Consequences to people                  | Long term injuries due to fallout effects, casualties and fatalities.  |
| c. Consequences to Property                | Damage to electrical and electronic equipment from EMP; damage and loss to above mentioned Property from direct effects. |
| d. Consequences to environment             | Degradation of flora, fauna, and water and air quality.  |
| e. Probability of simultaneous Emergencies | High   |
| f. Unusual conditions                      | N/A  |

**ENERGY SHORTAGES**

**Definition: The shortage or interruption of vehicle fuel, heating oil, natural gas or disruptions of electrical power.**

Energy shortages in the city include the shortage or interruption of vehicle fuel, heating oil, bottled gas or disruptions of electrical power. The city's supply of fuel, heating oil, bottled gas and production of electrical power may be affected by international, national or Alaska conditions, or as

a result of major natural or technological emergencies such as earthquakes or periods of unusually cold weather. The moment at which a reduction in supply becomes an emergency, or requires specific action is difficult to pinpoint. Conditions may be exacerbated by panic buying, hoarding, or the time of year in which the crisis occurs. Short of declarations of emergency by either the, or by the President of the United States, the fuel supply of the United States is designed to respond to market conditions. People and property at risk are dependent on the extent of shortages or outages. It may involve small segments of the population in isolated instances or can be city wide.

In conclusion, mitigation depends again on public education and awareness for individuals to be prepared to function without normal sources and supplies of energy and for entities such as hospitals, administrations, emergency services, and other vital agencies to have in place alternate and/or backup supplies and capabilities for energy use.

CATEGORIES	SEVERITY	POINTS
History	Moderate	10
Vulnerability	High	50
Maximum Threat	High	100
Probability	Low	7
<b>TOTAL</b>		<b>167</b>

## E N E R G Y   S H O R T A G E S

1. **HAZARD** Energy Shortages
  
2. **VULNERABILITY ANALYSIS**
  - a. Vulnerability Zone Entire city.
  
  - b. Population within Vulnerability zone Approximately 3,300 residents
  
  - c. Property that may be damaged Shortage or interruption of vehicle fuel, heating oil, natural gas, or disruptions of electrical power.
  
  - d. Environment that may be affected None anticipated.
  
3. **RISK ANALYSIS**
  - a. Probability of Occurrence Moderate
  
  - b. Consequences to people Hardship due to the disruption of vital services

such as water, sewer, power, gas and transportation; disruption of emergency response facilities, resources and systems.

- c. Consequences to Property Loss of service systems such as water, sewer, Power, government, gas and transportation; damage to emergency response facilities, resources and systems.
- d. Consequences to environment N/A
- e. Probability of simultaneous Emergencies Low
- f. Unusual conditions N/A

## F I R E

**Definition:**

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

**Structural: The uncontrolled burning in residential, commercial, industrial or other properties in developed areas.**

The City of Kotzebue has the potential to experience both large structural and urban/wildland interface fires. Large wildland fires also have the potential to affect the city from secondary effects such as air space and road closures due to smoke. Fire may arise as isolated incidents, or be caused by other emergencies such as earthquakes. In addition, they may be complicated by the presence of hazardous materials, and extreme weather conditions. There is a history of large wildland fires in the Kobuk Valley and Northern Seward Peninsula. The potential risk to property and people can be great given the correct mix of extreme fire weather and increased fuel loading.

In conclusion, mutual aid and cooperative fire agreements are a must for long term mitigation along with hazardous fuel reduction, public education and awareness, and evacuation planning.

CATEGORIES	SEVERITY	POINTS
History	Low	2
Vulnerability	Moderate	25
Maximum Threat	Moderate	50
Probability	Moderate	35
<b>TOTAL</b>		<b>112</b>

## FIRE

<b>1. HAZARD</b>	Fire
<b>2. VULNERABILITY ANALYSIS</b>	
a. Vulnerability Zone	Entire city.
b. Population within Vulnerability zone	Approximately 3,300 residents
c. Property that may be damaged	Equipment, vehicles, and structures.
d. Environment that may be affected	Destruction of flora and fauna.
<b>3. RISK ANALYSIS</b>	
a. Probability of Occurrence	Moderate
b. Consequences to people	Respiratory distress to people exposed to smoke; Injury and loss of life to people trapped by fire; need for sheltering due to loss of homes.
c. Consequences to Property	Destruction of structures, equipment of vehicles; disruption to transportation modes due to smoke and ash.
d. Consequences to Environment	Destruction to flora and fauna; degradation of air quality.
e. Probability of simultaneous Emergencies	Low
f. Unusual conditions	N/A

## FLOOD

**Definition:**

**Riverine:**       **Periodic overbank flow of rivers and streams.**

**Flash:**         **Quickly rising small streams after heavy rain or rapid snow melt.**



transportation; damage to and disruption of emergency response facilities, resources, and systems.

d. Environment that may be affected

Destruction of flora and fauna.

### 3. RISK ANALYSIS

a. Probability of Occurrence

Moderate

b. Consequences to people

Injuries and deaths from being trapped by flood waters; need for sheltering due to loss of homes.

c. Consequences to Property

Destruction of structures, equipment of vehicles; disruption to transportation modes due to Destruction of infrastructure.

d. Consequences to Environment

Destruction to flora and fauna; degradation of water quality.

e. Probability of simultaneous Emergencies

High

f. Unusual conditions

N/A

## HAZARDOUS MATERIALS

### Definition:

#### Stationary:

The uncontrolled release of hazardous materials from a fixed site such as hazardous materials fabrication, processing or storage sites of hazardous waste treatment, storage or disposal site.

#### Transportation:

The uncontrolled release of hazardous materials during transport such as highways, rail lines, pipelines and waterways.

“Hazardous Materials” refers generally to extremely hazardous substances, petroleum, natural gas, synthetic gas, acutely toxic chemicals and other toxic chemicals. Hazardous material incidents addressed include both fixed facilities (manufacturing, processing, storage, and disposal) and during transportation (highway, waterway, rail, and air.)

The city contains a number of thoroughfares over which hazardous materials may be transported. These include the approach routes to the airport, and marine vessel traffic in Kotzebue Sound. All classes of hazardous material may be expected on these routes. In addition, there are a number of fixed sites where hazardous materials are stored or produced, both within and adjacent to the city. Ocean-going vessels transport hazardous materials into and out of Kotzebue Sound. Transportation vessels include bulk ships for transporting crude oil, liquefied natural and petroleum gas, petroleum fuel products, ammonia, fertilizer, and acids. Containerized shipping vessels transport smaller quantities of many types of cargo. Air transport is a common means of transporting hazardous substances into or out of the city. Small quantities of hazardous substances are transported to the airports for subsequent distribution on fixed-wing aircraft. There are various fixed site facilities scattered throughout the city storing hazardous substances.

Historically, the hazardous material incidents in the city have involved petroleum products. Numerous small incidents from fixed sites and marine vessels have occurred.

Persons, property and environment at risk depend on the nature of the hazardous material spilled, quantities and prevailing environmental conditions (e.g. weather and marine). The worst case scenario has the potential to greatly impact the entire city.

In conclusion, one of the hazards that have the potential to impact the entire city is a hazardous materials incident. By identifying the specific hazardous materials and their impact to the city, we can begin to pre-plan to mitigate the risks from this hazard.

CATEGORIES	SEVERITY	POINTS
History	Moderate	10
Vulnerability	Moderate	25
Maximum Threat	High	100
Probability	Moderate	35
<b>TOTAL</b>		<b>170</b>

## HAZARDOUS MATERIALS

### 1. HAZARD

Hazardous Materials

### 2. VULNERABILITY ANALYSIS

- |   |   |
|---|---|
| a. Vulnerability Zone                   | Transportation corridors; marine, air, roadways and fixed sites as identified.  |
| b. Population within Vulnerability zone | Approximately 1,500 residents   |
| c. Property that may be damaged         | Dependent on type of material, quantity, location be damaged prevailing environmental conditions (i.e. state of the weather and sea state). |
| d. Environment that may be affected     | Flora, fauna, ecosystems, air and water quality.  |

**3. RISK ANALYSIS**

- |  |   |
|--|---|
| a. Probability of Occurrence               | Moderate  |
| b. Consequences to people                  | Full spectrum from no effect to mass casualties and fatalities.   |
| c. Consequences to Property                | Physical damage to inhabitable, non-usable.   |
| d. Consequences to Environment             | Damage, loss, destruction of flora, fauna, air and water environment quality to entire ecosystem destruction. |
| e. Probability of simultaneous Emergencies | Moderate  |
| f. Unusual conditions                      | N/A   |

**Insert hazardous materials transportation route map.**

**Insert hazard materials fixed site map.**

**Insert hazard materials sensitive facilities and environmental areas map.**

## TRANSPORTATION ACCIDENT

**Definition: An accident involving passenger air, highway, rail and marine travel resulting in death or injury.**

The major type of transportation accident considered under the City Plan is air. Transportation accidents may be complicated by hazardous materials, or mass casualties or fatalities. The city is home to a district airport. The bulk of the air traffic is small to mid-size commercial and private aircraft. In addition to fixed wing aircraft, helicopters fly the area in a variety of activities.

People and property at risk are dependent on the size and location of the accident. Most transportation accidents are localized and are mitigated by city resources and augmented with mutual aid agreements. Accidents on a large scale or that involve haz-mat and/or mass casualties will require additional resources. These events may also impact much larger areas due to secondary effects.

In conclusion, pre-planning with mutual aid agreements and cooperative aid agreements are the tools for mitigating transportation accidents.

CATEGORIES	SEVERITY	POINTS
History	Low	2
Vulnerability	Low	5
Maximum Threat	Low	10
Probability	Moderate	35
<b>TOTAL</b>		<b>52</b>

## TRANSPORTATION ACCIDENT

- |   |   |
|---|---|
| <b>1. HAZARD</b>                        | Transportation Accident   |
| <b>2. VULNERABILITY ANALYSIS</b>        |   |
| a. Vulnerability Zone                   | Airport facilities, road system, and marine shipping corridors.                                       |
| b. Population within Vulnerability zone | Approximately 1,000 residents   |
| c. Property that may be damaged         | Airport facilities, bridges, roadways, harbor facilities, aircraft, vehicles, vessels, rolling stock. |
| d. Environment that                     | Air and water quality, localized flora and fauna.   |

may be affected

**3. RISK ANALYSIS**

- a. Probability of Occurrence                      Moderate
  
- e. Consequences to people                      Mass casualties, fatalities.
  
- f. Consequences to                                  Damage or destruction.  
Property
  
- g. Consequences to                                  Degradation of air and water quality, damage to  
Environment                                  flora and environmental fauna.
  
- h. Probability of simultaneous                  High  
Emergencies
  
- i. Unusual conditions                              N/A



**WEATHER EXTREMES**

**Definition: Severe weather includes ice storms, blizzards, extreme cold, drought and high winds.** There are no regular occurrences of severe weather such as hurricanes, tornadoes, or large hail in the City of Kotzebue. Winds in excess of 50 miles/hour occur occasionally. Freezing rain, large snowfall, drifting snow and high winds are the dominate winter weather hazards that affect the city. Periods of extreme cold occur on a frequent basis. The effect of extreme weather would most likely be a disruption of vital services such as water, sewer, power, gas and transportation; damage to and disruption of emergency response facilities, resources and systems. Populations at risk depends on the extent of the scope of weather system, “worst case scenario” would affect the entire city to some degree.

In conclusion, mitigation depends heavily on public education and individual preparedness and shelter planning on the city’s part.

CATEGORIES	SEVERITY	POINTS
History	Moderate	10
Vulnerability	High	50
Maximum Threat	Moderate	50

Probability	Moderate	35
<b>TOTAL</b>		<b>145</b>

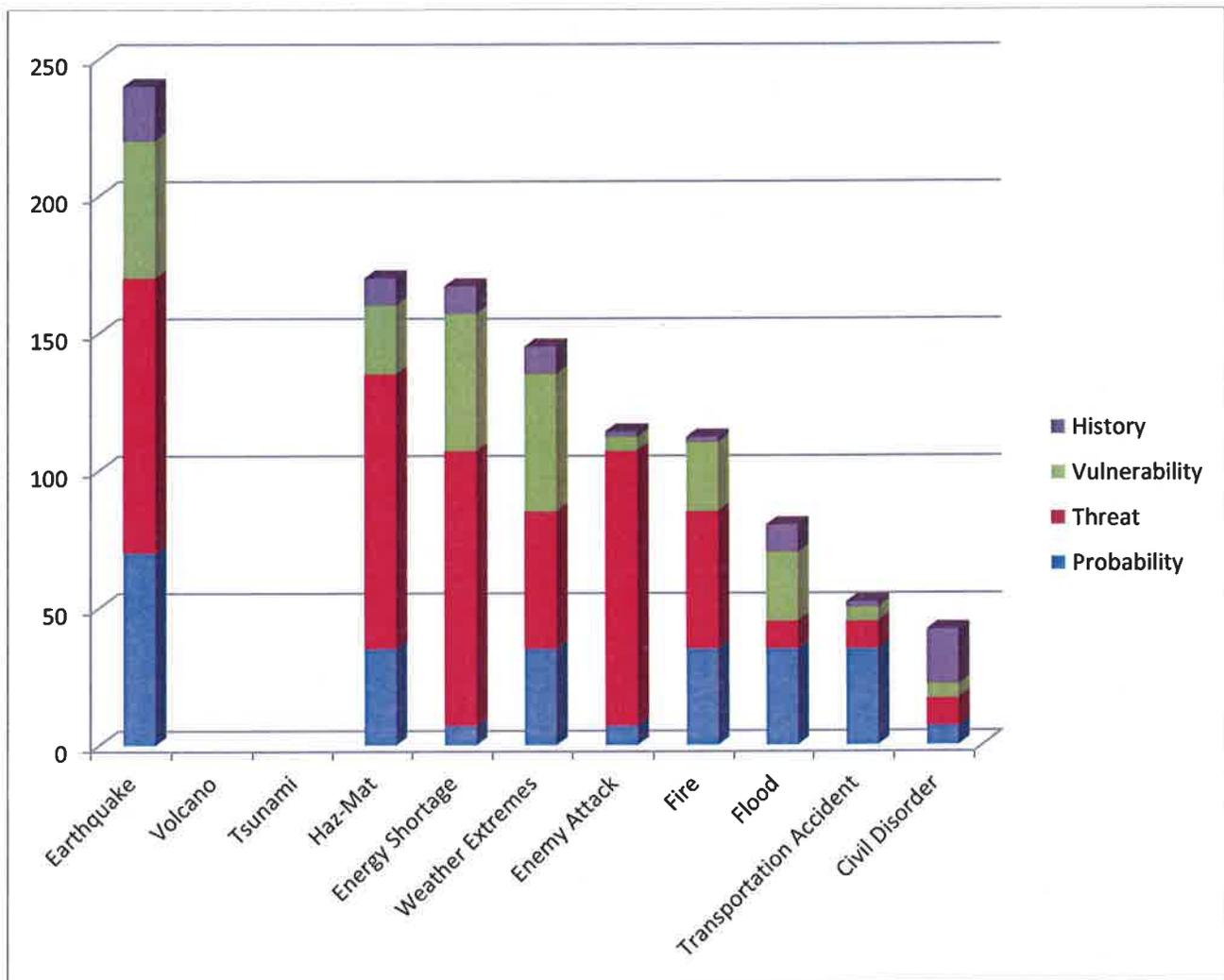
## WEATHER EXTREMES

- |  |   |
|--|---|
| <b>1. HAZARD</b>                           | Weather Extremes  |
| <b>2. VULNERABILITY ANALYSIS</b>           |   |
| a. Vulnerability Zone                      | Entire City.  |
| b. Population within Vulnerability zone    | Approximately 3,300 residents   |
| c. Property that may be damaged            | Damage to service systems such as water, sewer, power, gas and transportation; damage to and disruption of emergency response facilities, resources and systems.        |
| d. Environment that may be affected        | Standing timber, moose, other large mammals.  |
| <b>3. RISK ANALYSIS</b>                    |   |
| a. Probability of Occurrence               | Moderate  |
| b. Consequences to people                  | Injuries and deaths, hardships from loss of vital services.   |
| c. Consequences to Property                | A disruption of vital services such as water, sewer, power, gas and transportation; disruption of emergency response facilities, resources and systems.                 |
| d. Consequences to Environment             | Degradation of woodland habitat from high wind and extreme cold; degradation to moose and other Large mammals from loss of feed; degradation to farm and stock animals. |
| e. Probability of simultaneous Emergencies | Moderate  |

f. Unusual conditions

N/A

## SEE HAZARD ANALYSIS CHART, NEXT PAGE



# Kotzebue, Alaska

## Mass Rescue Operation (MRO) Shore-Side Response Plan

Appendix “\_\_” to the Kotzebue Emergency Operations Plan

A mass rescue operation (MRO) is civil search and rescue activity characterized by the need for immediate assistance to a large number of persons in distress, such that the capabilities normally available to search and rescue authorities are inadequate.

August 2013 Revised Edition

Draft 1.2

Format and content to be approved by Kotzebue Officials

### Table of Contents

Section	Item	Page
1.0	Purpose	2
2.0	Multi-agency Passenger Vessel Emergency Quick Start Card	3
3.0	Quick Response Checklist	4
4.0	Sample ICS 201 Briefing Form	7
5.0	Response Guidance and Considerations	11

6.0	Communications	16
7.0	Demobilization	18
Appendix A	Shore Side Support Branch Assignments and Duties	22

**PURPOSE and SCOPE**

**1.1** The purpose of the Plan is to provide a coordinated shore-side response to a mass rescue operation when it is determined that Kotzebue, Alaska is the best or closest location to support response operations.

**1.2** In support of mass rescue operations, Kotzebue may be required to:

- Participate in the Unified Command organization established for the incident.
- Provide an incident command post (ICP) location.
- Provide shore-side marine fire-fighting support (air, foam, water) as resources and training permit.
- Provide shore side emergency medical services (EMS).
- Provide security and traffic management at key response facilities, including landing sites, reception centers, and ICP.
- Establish and operate landing site(s) where evacuees are brought ashore.
- Assist with evacuee transport from the landing site to temporary shelter and accountability centers.
- Establish and operate evacuee shelters and accountability centers that will be staffed by Red Cross volunteers, industry support personnel, and other volunteer organizations as available
- Assist with evacuee accountability and reporting.
- Assist industry as resources permit with locating longer term lodging and shelter.
- Support the Joint Information Center (JIC), if established.

# 2.0 KOTZEBUE MULTI-AGENCY PASSENGER VESSEL EMERGENCY QUICK RESPONSE CARD

2012 Version

## USCG SAR Coordinator:

- Verify information and location. Complete notifications.
- Contact owners, agents for info to permit Master to address emergency. As needed, establish satellite comms w/ vsl.
- Assign dedicated communicator and maintain open line with company/agents as required for rapid info exchange.
- Assign SMC, Initiate Checklist.
- Issue UMIB / AMVER and launch / divert assets.
- Designate On Scene Coordinator (OSC). Broadcast.
- Determine status: numbers, injuries, missing, etc.
- Recommend safety, security zone as appropriate.
- Request SAR Plan of Cooperation (large cruise ship)
- Support Master requests assistance.
- Obtain PAX/Crew List from agents or NOAA/SANS.
- Initiate Passenger Accountability procedures.
- Request support for augmented watch.
- Coordinate w/ owner & agents for commercial resources.
- Alert local communities. Request landing site options.
- Dispatch USCG Liaison officer to company EOC
- Contact FAA for temporary airspace restriction
- Coordinate with UC for staging and landing areas.
- Alert Public Affairs and CBPS.
- Complete ICS 201 form for situation brief.

## Vessel Owner:

- Activate Crisis Action Team. Dispatch support personnel to local community.
- Establish comms with ship and USCG CC. Maintain open line as needed.
- Request local USCG Liaison officer at EOC.
- Share status information regularly.
- Assist Master with stability analysis and response support. Share information.
- Assist with shore logistics for possible passenger evacuation and support. Coordinate with UC LSC and PSC.
- Initiate passenger accountability process. Share process with partners.
- Coordinate actions / information with UC.
- Contact Flag State, Class, underwriters.
- Initiate spill and security plans.
- Ensure required state and local notification made.
- Activate JIC process w/ USCG – release initial media statement.
- Establish 800 number and web site for information.
- If no agent, initiate actions below.

## STATE:

- Activate pollution, medical, and law enforcement actions / support as needed.
- Provide SOSG for UC. Activate SECC as needed.

## Vessel suffers disabling casualty.

**IMMEDIATE**

## Ship Master:

- Contact CG and company EOC at earliest time.
- Assess damage to vessel/stability.
- Extinguish/contain fire. Initiate damage control.
- Treat injured personnel. Report to USCG.
- Request MEDVACs as required.
- Determine need for evacuation.
- Evaluate cause of casualty for security threat.
- Mitigate possible release of fuel.
- Keep passengers informed of situation.
- Provide dedicated communicator for reports to EOC & USCG.
- Provide regular updates of status and changes
- To extent possible, ensure pax and crew have idea prior to evacuation.

## USCG Sector Command:

- Form & Dispatch Away Team.
- Initiate Unified Command
- Distribute contact info.
- Liaison to Kotzebue EOC and landing sites.
- Execute applicable provisions of Area Maritime Security Plan.
- Establish / direct enforcement of safety / security zones.
- Direct shore / waterside MHLS patrols.
- Coordinate terrorism investigation with FBI (if appropriate). Increase MARSEC level (if appropriate).
- Initiate pollution response
- Investigation initiation
- Comms with ship thru CC or company EOC conference type calling
- ACP Checklists Reviewed
- JIC Support.
- Support ICS 201 development and updates.

## Unified Command:

- Assume command. Assign tasks and responsibilities.
- Set organization and objectives. Distribute.
- Manage On-scene info flow. Ensure effective information sharing.
- Develop comms plan and distribute.
- Coordinate with law enforcement for investigative and security support.
- Coordinate Customs Border Protection for evacuee clearance.
- Stand up JIC w/industry. Issue joint release at earliest time.
- Establish liaison with key stakeholders.
- Develop and support passenger accountability process. Provide training and forms as required.
- Establish secure landing sites: decon, triage, medical transport, Pax. Transport, crowd control.
- Monitor/assist evacuee transport.
- Set Security for reception center.
- Implement law enforcement requirements for pax. control.

**WITHIN TWO TO FOUR HOURS**

## Agents:

- Establish comms with owner, USCG, city.
- Send liaison to USCG CC and UC ICP.
- Dispatch required commercial assets. **Inform** USCG of resources on scene or enroute.
- Contract shore transport companies and commercial reception center. Update UC.
- Coordinate with city on activation and logistics for landing sites and reception centers.
- Provide Souls on Board List to EOC and USCG and reception center.
- Initiate "accountability" process. **Brief & train personnel and provide forms to support.**
- Locate interpreters.
- Keep USCG / owners updated on resources.

## Kotzebue:

- City / Borough Officials notified.
- Alert State EOC at Ft. Richardson
- Activate MRO Emergency Plan
- Activate Kotzebue EOC
- Alert Area EMS
- City FD recommends, prepares, & supervises landing sites.
- EMS Prepare for triage, medical treatment, patient transport
- Coordinates w/ NANA SAR to establish, & manage reception center(s)
- Airport Manager activates transport plan
- Initiate accountability process
- Provide resps for UC and JIC.

**SAR OSC:** Support Master, direct rescue resources on scene, serve as single POC for Master, recover PIW, establish check in/out for resources, track evacuee numbers and destinations, keep SMC informed.

- Coordinate/supervise special teams support (EOD, Strike Team, CSST, NOAA, FEMA, etc.)
- Coordinate marine firefighting support.
- Supervise spill response (source control, containment, recovery, protection of sensitive areas, disposal and decontamination).
- Evaluate damage survey/ approve salvage plan/supervise salvage operation.
- Coordinate requirements for damaged ship transit, port entry, locate interpreters.

**"MASS RESCUE OPERATION" CHECKLIST****Notifications****1. 24 Hour 911 Police Dispatch Notification.**

- Record incident information IAW existing policies.  
If notice is not received from USCG, verify USCG has been notified. If not, patch the call to District 17 Command Center at 907-463-2000 or 800 478-5555.
- USCG will relay to ADEC.

**2. Kotzebue Local Notifications:**

- City / Borough Officials
- Police Department / State Troopers
- City and Borough Fire Departments
- Kotzebue EMS providers and Maniilaq Health Center
- Airport Manager
- Kotzebue Public Works.
- Kotzebue Public information Officer.
- National Park Service Chief Ranger, Kotzebue
- TSA Kotzebue
- Local mass transportation companies as required: bus (school and commercial)

**Action Items.****3. City of Kotzebue Fire Department Chief**

- Serve as Incident Commander / Shore Side Support Branch Director.
- Establish communications with the Coast Guard D17 in Juneau.
  - Exchange contacts for telephone/cell/email.
  - Clarify Kotzebue's role, capabilities, and capacities.
  - Determine initial level of involvement and requirements, expected times for arrival of evacuees, types and number of rescue craft, medical or special needs demands.
  - Clarify Kotzebue limitations and immediate support needs.
  - Establish a reporting schedule and expectations for situation updates.
- Clarify the "critical information" needs for the local responders and USCG.
- Contact State Emergency Operations Center (SEOC) for critical resource support.
- Update Maniilaq Health Center with medical / casualty information.
- Activate the local Emergency Operations Center (EOC) and Incident Management Team (IMT).
- Assign management positions for Shore Side Support Branch. Provide clear tasking.
- Develop local communications plan and reporting requirements.
- Update organizational and contact information to USCG and Unified Command partners.
- If a reception center is anticipated, alert facility owners and initiate activation process with NANA SAR.
- Alert local volunteer groups for support at landing and reception sites.
- Monitor situation to determine appropriate time to demobilize facilities and personnel resources.

- Document actions and response costs.

**4. Landing Site: Operations Officer: City or Borough Fire Department**

- Serve as Landing Site Supervisor within Shore Side Support Branch.
- Identify the "best" landing site(s) based on the type and number of rescue vessels and known needs of evacuees.
- If multiple sites, designate landing site unit leader for each location.
- Request NANA SAR provide escort vessels for safe navigation for sites.
- Review Landing Site Job Aid as required.
- Direct set up and security preparations at landing site. Coordinate with Emergency Medical and Transport Group Supervisors to include their requirements in Landing Site set up.
- Coordinate with EMS to Determine offloading priority of survivors. i.e. injured first, non-injured first.
- Request extra staffing to help operate site(s).
- Coordinate accountability process in landing site management.
- Clarify roles and provide "just in time" training to landing site personnel. Ensure all responders understand the landing site process and priorities.
- Ensure Landing Site Manager is clearly identified.
- Document actions and costs.

**5. Triage: Kotzebue City and Borough Fire Departments**

- Prepare for large-scale triage operations at landing sites.
- Triage injured evacuees / provide transportation to local clinic.
- Request support as require.
- Provide basic medical services at reception centers.
- Document actions and costs.
- Clarify ship board fire suppression support and medical assistance requirements.

**6. Security: City Kotzebue Police Department**

- Serve as Security Group Supervisor within the Shore Side Support Branch.
- Initiate scene control in vicinity of landing sites and reception centers.
- Implement traffic control to speed movement and staging of emergency vehicles and mass transit buses and eliminate traffic choke points.
- Support security at landing sites and reception centers. Coordinate with private security hired by industry as required.
- Provide support to State/Federal Law Enforcement Agencies as able.
- Document actions and costs

**7. Medical: Maniilaq Health Center**

- Prepare for mass casualty operations.
- Support triage at landing sites as resources permit.
- Contact SEOC and area / regional hospitals for forward movement of patients
- Request area medical support in accordance with existing process.
- Provide timely accountability information on evacuees transported to medical facilities.
- Document actions and costs.

## **8. Transportation: Kotzebue Airport Manager**

- Serve as Transport Group Leader within Shore Side Support Branch.
- Develop plan for transport of survivors from landing site to reception centers.
- Include accountability process into operations.
- Provide just in time training to staff.
- Provide volunteers for each transport vehicle to assist with on/off loading of passengers,
- If resources available, provide basic food and energy foods on bus.

## **9. Public Information Officer.**

- Participate in Joint Information Center as resources permit.
- Prepare / participate in press releases process.
- Provide on-site media specialists to support media on scene.

## **10. Kotzebue Public Works**

- Support the set-up of the EOC and reception center.
- Support landing site set up – barriers, cones, portable toilets, tents, etc.
- Cooperate to identify / activate Reception Center(s) for expected evacuee numbers.
- Support transporting uninjured evacuees to Reception Center as resources permit.
- Coordinate with industry to identify / activate longer term shelter if needed
- Prepare for mortuary operations as required.
- Coordinate with airport manager on transportation issues.
- Document actions and costs.

## **11. Reception Center: NANA SAR**

- Serve as Reception Center Supervisor within the Shore Side Support Branch.
- Initiate procedures to establish care/reception centers at local schools and other facilities.
- Communicate with city incident commander for situational updates on expected number and conditions of evacuees and level of desired services.
- Initiate accountability registration at the centers.
- Coordinate with ship agents on logistics and service support requirements for operating the center, including security.
- Coordinate with UC to establish a situation unit at the center to keep evacuees informed.
- Establish reporting schedule with incident commander.
- Document actions and costs.

## **12. KOTZEBUE SCHOOL DISTRICT**

- Support access to high school for use as reception center for survivors.
- Provide facility representative to assist Reception Center Supervisor with facility issues.
- Document actions and costs.

4.0

SAMPLE ICS 201

<b>1. Incident Name</b> Kotzebue MRO Shore Side Support	<b>2. Prepared by: (name)</b> Date: _____ Time: _____	<b>INCIDENT BRIEFING ICS 201-CG</b>
--	--	-------------------------------------

**3. Map/Sketch** (include sketch, showing the total area of operations, the incident site/area, over flight results, trajectories, impacted shorelines, or other graphics depicting situational and response status)



<b>4. Current Situation:</b>

1. Incident Name Kotzebue MRO Shore Side Support		2. Prepared by: (name) Date: _____ Time: _____		INCIDENT BRIEFING ICS 201-CG	
<b>5. Initial Response Objectives, Current Actions, Planned Actions</b>					
<b>A</b>	<b>Overall Incident Priorities:</b> <ol style="list-style-type: none"> <li>1. Protection and Safety of Life</li> <li>2. Security</li> <li>3. Incident stabilization</li> <li>4. Protection of the environment</li> <li>5. Protection of property</li> </ol>				
<b>B</b>	<b>Overall Incident Objectives:</b> <ol style="list-style-type: none"> <li>A. Provide for the safety of evacuees, responders, and public.</li> <li>B. Respond to potential and actual security threats.</li> <li>C. Rescue/evacuate passengers and crew to shore side support areas.</li> <li>D. Establish shore side incident support facilities including landing sites, medical triage, transport, and temporary shelters.</li> <li>E. Complete accountability for all passengers, crew and responders.</li> <li>F. Mitigate threat of pollution and maximize protection of the environment.</li> <li>G. Implement measures to stabilize on board emergency and conduct damage and stability assessment.</li> <li>H. Restore Maritime Operations</li> </ol>				
<b>C</b>	<b>Shore Side Initial Response Objectives:</b> <ol style="list-style-type: none"> <li>A. Establish Kotzebue incident management organization and command post.</li> <li>B. Mobilize and coordinate shore side resources to provide for secure landing locations, medical support, transportation and sheltering for evacuees.</li> <li>C. Establish appropriate security procedures for shore side response organization.</li> <li>D. In conjunction with response partners, establish and implement an appropriate "accountability" process to ensure 100% accuracy by the end of the incident.</li> <li>E. Initiate a joint media and public awareness / information plan.</li> </ol>				
<b>D</b>	<b>Shore Side Planned Actions:</b> <ol style="list-style-type: none"> <li>1. Conduct notifications IAW existing plans and activate the Kotzebue command post. Request CG and industry LNOs.</li> <li>2. Establish communications plan to facilitate information exchange. Share "critical information" immediately.</li> <li>3. Establish check in procedures at all response locations.</li> <li>4. Establish, staff, and manage incident facilities, including the Unified Command Incident Command Post at _____, landing site(s) at _____, medical facilities at _____, and reception (care) facilities at _____.</li> <li>5. Coordinate CBP requirements into landing site and reception center operations.</li> <li>6. Coordinate with local agents to mobilize resources to transport evacuees from the landing sites to reception centers. Provide just in time training to drivers on accountability and tracking requirements.</li> <li>7. Coordinate EMS requirements and locations. Request SECC resources and support as needed</li> <li>8. Coordinate with local agents / USCG to confirm accountability process and acquire manifest.</li> <li>9. Notify / support Red Cross, Salvation Army, and other NGOs required to support shore facilities.</li> <li>10. Activate media plan and provide Public Affairs personnel to support joint media center.</li> </ol>				

1. Incident Name  
**Kotzebue MRO Shore Side Support**

2. Prepared by: (name)  
 Date: \_\_\_\_\_ Time: \_\_\_\_\_

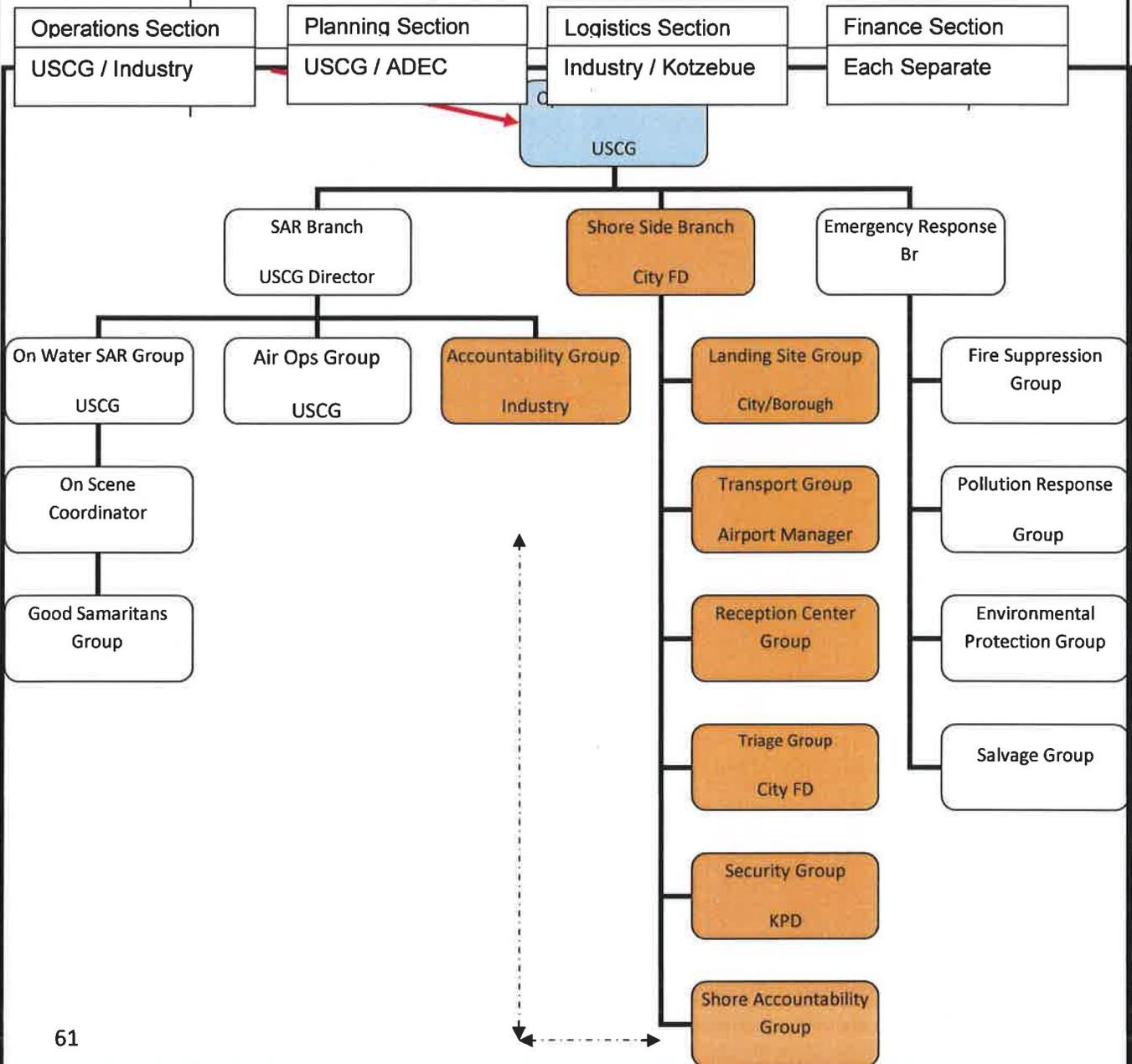
INCIDENT BRIEFING  
 ICS 201-CG

6. Current Organization (fill in additional appropriate organization)

**Unified Command**

USCG: Sector Juneau  
 City of Kotzebue Fire Chief  
 Industry Rep: CLAA / AK Steamship Response (ASR)  
 State: ADEC (Environmental) or AST (Security or LE)  
 Other: \_\_\_\_\_

Safety Officer: TBD  
 Liaison Officer: TBD  
 Public Information Officer: TBD or Joint Information Center: Each UC to provide Rep





## 5.0. Kotzebue Actions.

- 5.1. **Notifications and Alerts.** Complete the MRO Quick Response Checklist or locally available form.
- 5.2. **Incident Size-Up and Municipality Preparations / Initial Actions.** After completing initial notifications, the Kotzebue Incident Commander will coordinate with the USCG D17 for a situational update to confirm the requested level of support.
- 5.3 **Participate in the Unified Command (UC).** The City of Kotzebue Fire Chief will coordinate municipality participation and serve as a member of the UC, and as appropriate, assign an individual to serve as the Incident Commander (IC). The IC will be responsible to direct local actions required to support UC priorities and objectives. This may include recalling staff, establishing the EOC, setting up of landing sites and reception centers, supervising safety and security, overseeing transportation arrangements.

### 5.4. Coordinate and Execute a Tactical Plan.

- 5.4.1. The Unified Command will gather details regarding the casualty, and develop a coordinated tactical plan for:
- Search and Rescue (SAR): rescue, landing, accounting and care of evacuees.
  - Assessment, containment, resolution of ship board incident.
  - Control, containment and recovery of pollutants.
  - Vessel salvage.
  - Media management.
- 5.4.2. Consistent within respective authorities, responsibilities, and capabilities, Kotzebue resources will provide assistance to support the tactical plan.

### 5.5. Landing Sites

- 5.5.1 General Considerations: The designation of landing areas involves consideration of many factors including weather, location of incident, distance to landing site, capabilities of rescue boats (sea keeping, speed, deck height, ability of offload evacuees), and the shore-side infrastructure (including suitable beaches or docks, and access by EMS vehicles and transportation). *If terrorist related incident, landing site(s) shall be inspected for explosive devices prior to the arrival of evacuees, and appropriate actions implemented taken to deter secondary attacks*
- Landing Site(s) Supervisor will be the Operations Officer from the City or Borough Fire Departments.
  - Due to limited shore side resources, it is preferred to have a single, or as few as possible, landing sites. Multiple landing sites will

demand additional oversight personnel, transportation and security resources.

- If possible, all rescue vessels with injured evacuees will be directed to the same location to maximize available medical resources.
- Escort vessels will be required to safely lead rescue craft into the landing site.
- Rescue vessel characteristics will largely determine landing site designation.
- Each site will need to be staffed to provide the functional requirements for the location. Refer to the Check List for Landing Sites Operations.
  - Evacuee Safety will be paramount. Support for special needs, elderly, or fatigued personnel will be needed. Previously landed crew members, other passengers or local volunteers should be utilized to provide offloading support.
  - Survivors have been through a stressful situation, and may be coming out of a cramped rescue boat. Some will be injured, many may have been seasick, and some can be expected to have soiled cloths. Basic decontamination and spare clothing should be anticipated.
  - Determine in advance the priority for offloading. Attempting to delay vessel moorings or the offloading once at the dock will not be welcomed.
  - Transportation to move evacuees from landing sites to the reception center will be required and will be coordinated by the Transport Group Supervisor.

5.5.2. Preferred Landing Sites: Preferred sites are listed below. Primary staging will be identified by the Landing Site Supervisor.

- Life Boat / Fishing Vessel / Recreational Vessel will offload at the Crowley Dock. If unavailable, one of the “kick-outs” along the sea wall will be utilized.
- Commercial vessels delivering evacuees will be moor or anchor where safe.



**5.7. Passenger and Crew Transportation.** Sources of Kotzebue mass transportation include the following:

- School Buses. Coordinated through School District.
- Tour Buses (Coaches). Local commercial operators will be contacted by Transportation Unit Leader.
- Kotzebue Airport Manager to prepare for increase charter flight operations.

5.7.1 Evacuee Flow. The movement and flow of people at all stages needs to be steady and organized or people will become frustrated and “break out”. Identify bottlenecks early, and correct.

5.7.2 Bus Loading. The loading of people onto transportation needs to be well organized and proceed with minimal delay. If accountability will occur on the bus, then the recommended process is to load the bus, and move it to a staging area for accounting purposes or complete the process while enroute to the reception center. Consideration should be given to providing additional personnel on buses to add in supervision and to support accountability. Consideration should also be given to stocking each bus with water, food, and hand wipes, etc. to support basic needs.

## **5.8 Accountability of Passengers and Crew.**

5.8.1 An accurate accounting of all passengers is extremely important. Significant resources can be tied up trying to locate persons that may not be in peril; only missing from transportation/evacuee manifests. The Coast Guard will continue their SAR efforts until all known persons on board are accounted for.

5.8.2 The industry representative shall provide the USCG and Customs and Border Protection and the municipality with a manifest with the most current “soul on board”. Ensure this manifest includes all non-revenue or management personnel (including the marine pilots) who may have been on board but not on the manifest submitted to USCG and Customs as part of notice of arrival. Also, check if any passengers or crew member did not make the voyage at the last minute but still remain on the manifest

5.8.3 The agents or industry representative will be responsible to manage the accountability process. At the landing site, normally raw numbers are collected for the number of evacuees landed, numbers injured and numbers transported to medical facilities or reception centers. Names and details are often collected on the transport vehicles or at the reception center.

5.8.4 If accountability will occur on the bus, then the recommended process is to load the bus, and move it to a staging area for accounting purposes or complete the process while enroute to the reception center. Consideration should be given to providing additional personnel on buses to add in supervision and to support accountability

**5.9. Luggage and Personnel Belongings.** The City of Kotzebue will not track, account or otherwise assume responsibility for passenger belongings. This is the responsibility of the agents or industry representative.

**5.10 Reception Center and Sheltering.** A “designated” reception center is a secure facility where uninjured evacuated passengers and crew can be taken for shelter, welfare, first aid, and accountability documentation. If reception centers are not designated or properly managed, the potential for evacuees to seek their own arrangements increases, complicating the accountability and support processes.

- The industry vessel operator is responsible to provide appropriate shelter for evacuees. If the industry representative is not available or not capable of providing, then the UC and the municipality of Kotzebue will need to take the lead.
- The center will initially be managed by a supervisor appointed by the Kotzebue Incident Commander until the outside support arrives on scene.
- Often, local volunteers will manage shelters. In Kotzebue, NANA SAR network is best positioned to fill this mission. Local church and charity groups can provide additional support.
- With a limited sheltering capacity, the flow of evacuees out of Kotzebue must be initiated early and coordinated with the accountability group.

**5.10.1 Preferred Locations:** Designated reception centers are:

- The Kotzebue High School will serve as the primary reception center, with overflow at the National Guard Armory and local churches. Each site requires a dedicated support staff.
- A facility representative should be present to assist reception center manager with building operation issues.



**5.10.2. Reception Center Accountability.** All evacuees arriving at the reception center must be checked-in against the manifest delivered with the evacuees when they landed ashore. Evacuees may be required to be cleared by US Customs and Border Protection before departing the facility. The industry representative and local agents are charged with managing the accountability process, and will

require support and coordination at landing sites and reception centers to complete this critical task. If no industry present, then local officials will be required to manage this process.

5.10.3. Longer Term Lodging or Shelters. The Involved Party is responsible to provide lodging for displaced passengers and crew until transportation to return them home can be procured. Kotzebue has limited hotels or other commercial lodging. If weather or other factors force evacuees to remain in Kotzebue for an extended period, the community will be required to assist in meeting this demand.

## **6.0. Incident Communications.**

**6.1 General.** The municipality response organization shall coordinate their internal communications with the Communications Plan established by Unified Command. Consider the following communication factors during a maritime MRO incident:

- Established fire, medical, police and other communications procedures shall be utilized to the maximum.
- Do not communicate directly with the vessel. The Community should obtain information from the Unified Command, Coast Guard, shipping agent, or cruise line operations center. The ship's master is fully engaged with controlling the emergency and will not have the time to answer similar questions from multiple agencies.
- Once ashore, evacuated passengers may overload existing cell phone systems. Plan for redundant systems to permit critical communications to be completed.
- The Kotzebue response organization shall provide immediate updates on all "critical information" identified by the UC.

**6.2. Critical Information.** The UC shall be immediately notified through the chain of command of the following:

- Injuries beyond first aid, or deaths of evacuees, responders, or the public.
- Potential or actual public health impacts.
- Critical resource shortfalls.
- Commencement / completion of significant operations.
- Terrorist, criminal activity or other law enforcement activity.
- Breaches of security.
- Significant changes to the situation, i.e. numbers of evacuees, number of injured, vessel status, fire extinguished, and changes in oil released, etc.
- Changes in the status of landing sites or reception centers: i.e. sites at capacity, congestion issues, offloading difficulties, etc.

- Break downs in critical equipment, i.e. vessels, mass transport, EMS vehicles, oil response equipment.
- Negative media coverage.
- Reports of injury or deaths will **not** be made over VHF or other open communications. Relay reports via telephone or secure communications.

**6.3. Informational Updates.** As the operation progresses, Kotzebue responders will likely have first access to information that will be needed by the UC. The following is a list of information that should regularly be reported to the UC.

- Arrival / Departure of rescue craft.
- Number of evacuees landed at each site.
- Number and status of injured.
- Number injured transported to hospitals or clinics. Names if available.
- Number of evacuees transport to the reception center.
- Number of evacuees at reception center.
- Logistic needs and shortfalls. Transport, Food, water, etc

## **7.0 INCIDENT TERMINATION AND DEMOBILIZATION CHECKLIST**

### **7.1. Unified Command**

- Demobilize Landing Areas.
- Account for Landing Area Personnel.
- Demobilize Triage Area
- Account for Triage Personnel
- Demobilize Reception Center.
- Account for Reception Center personnel.
- Demobilize AFD shore-side fire support.(if mobilized)
- Account for AFD personnel.
- Demobilize other Shelters.
- Account for other Shelter Personnel.
- Conduct final incident press conference and issue final press release.
- Schedule and conduct incident debrief and evaluation.
- Issue final situation report to interested parties.

### **7.2. Community Emergency Programs Manager or Designee**

- Assess situation to determine when to reduce EOC hours or close.
- Restock EOC and emergency supplies (e.g. EMS, fire, and police) consumed in incident to ensure readiness for next incident.
  - Schedule "hot wash" debrief within three days of incident termination.

- Coordinate participation in Unified Command debriefing.
- Section Chiefs/Department Heads prepare after action reports and forward to Director of Emergency Management. Emergency Management Director consolidates final report and forwards as required.
  - Emergency Management Director incorporates approved lessons learned in EOP.
- Arrange for follow-on employee critical incident stress debriefing and follow up (stress symptoms may not appear for some period of time).

### **7.3. Logistics**

- Assess personnel needs and determine when excess personnel can be released
- Finance Director consolidates bills for payment by Responsible Party.
- Conduct joint inspection of facilities used/rented by non-Community organizations, and close facilities. Report closure to emergency Programs Manager.

## **Appendix A. Shore Side Support Branch Assignments**

**The Shore Side Support Branch** is responsible to manage all City of Kotzebue shore side operations. Unless otherwise delegated, the Branch Director shall be the Kotzebue Fire Department Chief. A Deputy may be appointed from either the city or industry resources. The Branch will be organized by functional assignments to include the following Groups:

**B.1. Landing Site Group.** The Operations Officer for the Fire Department will serve as the Group Supervisor and shall be responsible to identify, activate and manage landing sites. Refer to separate *Landing Site Job Aid* for detailed planning and operational needs.

**B.3. Transport Group.** The Airport manager serve as Transport Group Supervisor. This group is responsible to manage the safe transportation flow of evacuees from the landing sites to the reception center, and eventually to sites for final transportation home. Arrangements for final transportation of survivors out of town will be made by the company operating the ship.

#### **B.3.1. Transportation Group Concerns.**

- Due to limited capacity to shelter a high number of evacuees long term, the steady flow of passengers out of town will be important. Cruise line reservation agents will be responsible for scheduling transportation.
- Tour buses and school buses will be the primary means of transport within Kotzebue. Bus owners must be contacted as soon as possible to ensure timely availability of vehicles. In addition to the driver, each bus should have an accountability support person assigned to record information before evacuees depart the vehicle.

- Buses will be staged as close as possible to landing sites. For landing site locations with limited upland space, an offsite staging area for buses will be required. Buses will be dispatched as required in an orderly system. Staging area managers (Agents or port personnel) will be assigned and provided a radio capable of communications with Kotzebue EOC and landing site supervisors.

**B.4. Shelter (Reception Center) Group.** The group is responsible to activate and manage temporary facilities that will shelter and support the evacuees. In Kotzebue, a NANA SAR will serve as supervisor until outside resources arrive to assume the role as group supervisor. Each center will require a unit leader and sufficient support staff. Shelter registration procedures must coordinate with the Accountability Group to ensure tracking data is recorded in the desired format.

**B.5. Triage Group.** In Kotzebue, the supervisor will be the fire department or other designated representative. This group is responsible to provide medical evaluation, care and transport to injured evacuees.

**B.5.1. Emergency Medical Group Concerns.**

- Kotzebue has limited EMS capability. Regional medical support may be required for triage and transport. Existing procedures will be employed to request medical support.
- A triage site will be required, and should be established as close as practical to the landing site where injured will be disembarked.
- Mass Medical transport will be managed in accordance with existing city and state procedures.
- The airport may also be used as a helicopter base. Local medical resources will be required to meet and care for these MEDEVAC patients.

**B.6. Security Group.** The Kotzebue Police Department or designee will serve as group supervisor. This group is responsible for scene security at landing sites and shelters, traffic control, and crowd control. The NPS and AST forces will provide support as resources permit. This group is not responsible for criminal investigative services related to the cause of the incident.

**B.7. Accountability Group.** This group is responsible to conduct passenger and crew accountability. The agents or IP representatives will assume the role of Group Supervisor to develop, implement, train staff, and complete accountability. This is a critical function that will require support from the entire organization. The process must be briefed to the organization, and integrated into the operations of landing sites, transport, and reception center management.

**B.7.1. Accountability Group Concerns.**

- This groups shall develop a “standard” accountability for the incident. All responders shall be made aware of the process to be employed, forms to be used, and of other procedures for accountability.
- An accurate manifest of passengers and crew is crucial for this process. This manifest is available from the USCG, Customs, or ship agents. Double check to determine if anyone is not included on the manifest, for example, marine pilots, technicians, company representatives, or if any passengers did not make the voyage at the last minute but still remain on the manifest.
- If buses are used, completing all accountability requirements before allowing survivors to depart the vehicle is recommended. Double check the information as each steps off the bus.

**B.8. Fire Suppression Group.** This group, normally located under an Emergency Response Branch, may require Kotzebue Fire Department involvement to refill air bottles, supply firefighting foam, or other logistical support for ship board fire response. Use of Kotzebue Fire Department personnel will be in accordance with current policy. The Fire Chief will supervise this group, if formed.