Administrative Overview

POLICY STATEMENTS

It is the policy of the North Slope Borough to safeguard life and property by making maximum use of all available resources, public and private, and to minimize the effects of environmental, technological, and civil disaster emergencies. Because of the nature of disaster emergencies, it is also the policy of the North Slope Borough that citizens are encouraged to be self-sufficient for up to seven (7) days should a disaster emergency occur.

GENERAL POLICIES

- Essential borough services will be maintained as long as conditions permit, and restored as quickly as possible.
- A disaster emergency will require prompt, coordinated, and effective response and recovery operations by resources from borough departments, disaster relief agencies, volunteer organizations, and the private sector.
- Environmental, technological, and civil disaster emergencies may be of such magnitude and severity that the assistance of state, federal, private, or other public agencies will be required.
- Borough emergency operations will be based on the principle of self-help with limited coordination support. The local community will be responsible for using all available local resources prior to requesting assistance for outside resources. Local communities are encouraged to notify the borough as soon as possible during an incident of their actual or potential resource needs.
- When the Borough Mayor recognizes that the resources available to the region (including mutual aid) will be insufficient to respond to and/or recover from the disaster emergency, the Borough Mayor, or designee, will request assistance from the State of Alaska Division of Homeland Security and Emergency Management. The Mayor may request aid or assistance from the state or federal agencies or other public or private agencies prior to a disaster declaration as conditions require.
- When a disaster emergency situation exists, the borough will put its Emergency Operation Plan and departmental standard operating procedures into limited or full operation as required.
- 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 of report.
  - Date and time of activation of emergency operation plan.
Administrative Overview

- Such reports will be forwarded to the Disaster Coordinator within the Office of Risk Management. The reports may also be required to be submitted to the Mayor, local elected officials or others as required by the borough.

- 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
  - tourists or other visitors in the communities

- Local activities pursuant to the federal 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 decisions 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 or as provided for by local, state, or federal law.
Levels of Incidents

Crisis Action Team (CAT).

a. The Disaster Coordinator is the NSB's 24-hour "crisis monitor." The Disaster Coordinator provides an ongoing independent analysis of incoming information. As emergency situations threaten or occur, the Disaster Coordinator may convene a "Crisis Action Team (CAT)" to facilitate the process of evaluation and incident planning, and possible activation and implementation of emergency functions and resources. The CAT will also be used to support "Incident Commanders" in field situations.

b. The CAT is a flexible, supporting/coordinating service that could be: One person at home facilitating the coordination of personnel and resources to an incident scene; several people convening in the EOC or on-scene to assist the "Incident Commander" as needed.

c. Core members of the Crisis Action Team (CAT) include: Disaster Coordinator, Fire Department, Police Department, Public Works, Department of Health Social Services, Administration and Finance and the North Slope Borough School District. However, any NSB department could be called upon to provide a representative to the CAT. Exactly who is called and ultimately how many people will serve on the CAT is dependent upon the situation and the functions that will be activated.

d. Instantaneous events may trigger immediate full EOC activation through first responder departments, such as the fire or police departments.

Activation of the NSB EOP will be based on the following definitions and criteria.

Level I Incident

A Level I incident can be handled through normal operations of the various borough departments and can be managed with department policies and SOPs, and does not require implementation of the EOP. Borough departments will review their emergency plans, coordinate information amongst departments on the event, and determine when the escalating incident may require implementation of this plan. A Level I incident would also include emergency incidents occurring in one of the villages of the borough that require outside technical assistance but not a full-scale response. Typically these would be incidents that can be managed locally; however, the local responders may require special technical expertise or guidance to manage the event locally. In such an event the NSB would utilize only those staff or community resource experts necessary to assist the local response organization. Portions of the plan, such as the hazard specific checklists, may be utilized to assist the borough in its response to the needs of a local community.
Level II Incident

A Level II incident has special or unusual characteristics not readily managed by department policies and SOPs, and/or requires a coordinated response by more than one department outside of their normal responsibilities, and/or which is beyond the capabilities of available resources (including mutual aid). A Level II incident will require partial or full implementation of this EOP. A Level II incident may be managed within the normal staffing of the borough without a Disaster Declaration using the plan as the basis for the incident management. The Mayor may also declare a Local Disaster Emergency to allow specific provisions of the Borough Ordinances relating to disasters to be utilized for the protection of the health, welfare, and safety of the community.

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

1. Incident Commander
   A. Public Information Officer
2. Operations Section Chief
   A. Divisions or branches as needed
3. Planning Section Chief
   A. Situation or Resource Unit as needed
4. Logistics
   A. Procurement or Contracting Officer as needed
5. Finance Section

Level III Incident

A Level III incident requires the coordinated response of all levels of local and borough 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 EOP shall be implemented. A Level III incident will require a Disaster Declaration at the borough level as well as a request for state or federal assistance. This level typically will result in the full activation of the Borough Emergency Operations Center (EOC).

The activation of an Incident Management Team will include the complete Command and General Staff positions as needed to manage the incident.
Activation Procedures

The Mayor or designee may activate the Emergency Operations Plan at any time as outlined in North Slope Borough Code of Ordinances Chapter 2.23 sections .010 - .150 as needed to protect the health and safety of people within the North Slope Borough. The North Slope Borough Disaster Coordinator will then activate the Borough Emergency Operations Center to the appropriate level. The Borough on-duty emergency staff will initiate the response level needed by activating those on-call Borough 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 Disaster Coordinator facilitates the drafting of the Disaster Declaration and notifications to the Alaska Division of Homeland Security and Emergency Management.

Responsibilities

All borough departments are tasked with the following:

- Implementation of the EOP and development of departmental standard operating procedures (SOPs) to implement assigned duties within this plan.
- Training of department personnel in the Incident Command System to prepare them to accomplish disaster emergency duties.
- Establishment of department internal lines of succession of authority with a minimum of two assignees per department of division director.
- Protection of department records, materials, facilities, equipment and services.
- Warning department personnel of impending emergencies.
- Assignment of department personnel to Incident Management Team positions and Emergency Operations Center.
- Provide and maintain a departmental emergency personnel contact list to the Disaster Coordinator.
- Develop a list of departmental resources to be provided to the Disaster Coordinator for utilization in disaster emergencies.
- Provide department representatives to CAT teams as required.
NOTE: The North Slope Borough Mayor has the ultimate authority and responsibility for the direction and control of Borough resources during an emergency. On a day-to-day basis, this authority is delegated to the Borough Disaster Coordinator who has the power to establish control of an emergency through the Incident Command System and shall initially assume the position of Incident Commander. The Borough Mayor may assume the duties of Incident Commander, if, in his or her 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 Department of Administration and Finance, Division of Risk Management Disaster Coordinator and to those departments involved in emergency response.

- A declaration of a disaster emergency by the North Slope Borough is required to fully implement the Emergency Operations Plan, access borough funding, expedite procurement of borough response resources and access borough, state, and federal disaster assistance. The Borough Mayor has the legal authority under AS 26.23.140 to declare that a local or regional disaster emergency exists. If the Borough Mayor is unable to act due to absence or incapacity, the next person designated in the borough line of succession will exercise the borough emergency declaration authority. The declared local disaster emergency shall authorize the emergency powers for the period set forth in the North Slope Borough Code of Ordinances.

- This plan may be used in part to assist borough or local communities in managing planned events, initiate a response to an incident or to manage large emergency situations that do not rise to the level of a disaster without a written disaster declaration. In these events any special powers or authorities provided for in borough code that are effective with a disaster declaration will not apply.

- The role of the Mayor and Borough Assembly in a declared disaster emergency is primarily that of liaison with the public, to establish policy based objectives and direction for the Incident Management Team, and coordination with 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 specific tasks associated with it, the process is dynamic and interconnected. For example, tasks taken to recover from a disaster, such as relocating physical emergency resources, may have effects on mitigation, preparedness, and response to future occurrences, such as the accessibility of these resources.

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. Mitigation could also include installation of a seawall or erosion protection structures.

Preparedness: Includes actions taken to plan, equip, and train citizens and local governments to respond to emergencies arising from hazards that 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 the Emergency Operations Center from which the Incident Management Team manages 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 North Slope Borough Municipal Code, departmental standard operating procedures, and position descriptions. Response and recovery tasks are detailed in this Emergency Operations Plan.
Administrative Overview

DISASTER EMERGENCY MANAGEMENT AGENCY

OFFICE OF EMERGENCY MANAGEMENT

There is established a Disaster Assistance Agency within the Department of Administration and Finance, Division of Risk Management within the North Slope Borough which is managed by the Disaster Coordinator. These staff shall be responsible for development of borough emergency and recovery plans, and for coordination of disaster management between the borough, individual communities, the State of Alaska, and response and recovery organizations.

The North Slope Borough shall, in concert with agencies, private industry, and service areas, develop and adopt plans for a coordinated response to disaster emergencies (as defined in AS 26.23.230) which may occur within the region. 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 operations plans shall provide for management under the NIMS Incident Command System format, and shall provide for oversight of inter-jurisdictional policy decisions by a "Multiple Agency Coordination" structure that provides for representation from each affected jurisdiction.

LOCAL EMERGENCY PLANNING COMMITTEE

The mission of the North Slope Borough Local Emergency Planning Committee is to prepare an emergency operations plan for all hazards, whether natural or man-made, occurring in the region, and to establish procedures for the receiving and processing of requests from the public for information generated by SARA Title III reporting requirements.
EMERGENCY OPERATIONS PLANS

STANDARD OPERATING PROCEDURES (SOP)
SOPS provide implementing procedures to respond to “normal” or “standard” incidents. An individual department SOP provides the overall framework for general operations and response for that borough department. Standard Operating Procedures outline this general framework and detail specific response procedures and actions. Department specific SOP identify names, locations, call lists and so forth for response within a specific department, and provide personnel assignments, call-up procedures, line of authority, special equipment use, etc., for incident response forces.

FACILITY RESPONSE PLANS
Facility Response Plans, for private or other public agencies or service providers, identify names, locations, call lists and so forth for responses specific to an individual facility and provide personnel assignments, call-up procedures, line of authority, special equipment use, etc., for emergency units, strike teams, task forces, or other resources.

COMMUNITY/VILLAGE DISASTER RESPONSE PLAN
Consists of a basic plan and various supporting appendices. It is a single comprehensive plan that encompasses all hazards for the purposes of organizing and coordinating the disaster emergency relief forces and disaster emergency operations within an individual village. As adopted by the specific village or city the plans will be made a part of the Borough Emergency Operations Plan.

BOROUGH EMERGENCY OPERATIONS PLAN
Supports the Community/Village Disaster Response Plan and provides implementing procedures for events that exceed the parameters defining a “normal” or “standard” incident response at the local level. The North Slope Borough Emergency Operations Plan provides the overall framework for greater emergencies and disaster administrative procedures. It details specific response procedures and actions for all entities involved.

NORTH SLOPE BOROUGH OIL SPILL CONTINGENCY PLAN (C-PLAN)
The Prudhoe Bay Industrial Operators have numerous emergency response plans that may impact or assist the NSB with disaster response.

NORTH SLOPE BOROUGH SCHOOL DISTRICT CRISIS MANAGEMENT PLAN (NSBSD)
The NSBSD has a plan in place for crisis management, which includes the use of NSBSD resources in borough disaster emergencies.
CONCEPT OF OPERATIONS

A. INTRODUCTION

A major disaster emergency requires a coordinated response involving all levels of government, the local community, and private industry. The first level of responsibility for disaster emergency planning and response lies with individuals and heads of households. When individuals and families can no longer provide for the health and safety of their household during an emergency, local governments must take action to protect lives, property and resources, and to relieve the suffering of those victimized. If local capabilities are exceeded, borough assistance may be requested. The Borough Mayor, in turn, has the option of declaring a borough disaster emergency and asking for state aid and assistance when the combined resources of local and regional agencies will be inadequate. 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, regional, and state agencies will be inadequate.

The North Slope Borough Emergency Operations Plan provides for a systematic and coordinated approach to managing disasters that occur and affect the region. The concept of operations is based on the limited authorities and powers of the borough, available local and regional resources, and the vast distances and special needs of its communities.

B. COMMUNITY RESPONSE

Within the borough, each local community has certain physical resources and personnel available to conduct an initial response to an emergency or disaster. These may include heavy equipment such as dozers, loaders, pumps, generators, boats, or other items and residents who are trained or experienced in fire fighting, emergency medical services, search and rescue or heavy equipment operators. Under the leadership and direction of the chief elected official of the community or other designated Incident Commander, these resources can and should be coordinated and utilized as the first responders to any local emergency.

In addition to formal resources belonging to village agencies, other local resources may be immediately available to assist first responders. Examples could include private boats, 4-wheelers, homes to shelter displaced residents, help in feeding emergency workers and with local communications. Each community should maintain a written list of local private resources that may be available during emergencies within their community.

The local Incident Commander conducts an initial situation assessment to identify the specific type of incident (flood, fire, power outage), identifies the local resources available to respond and mitigate the incident, and then identifies the need for additional external resources they may need. The local Incident Commander should then contact the NSB Disaster Coordinator as soon as possible with the situation report and list of needed resources or assistance.
Examples of additional assistance could include technical experts, evacuation assistance, food, fuel, repair parts and technicians, or incident management staff to help manage the event at the local level. At the time of the initial report the local community and borough will establish a communications plan and method to assure both organizations can quickly contact each other. In the event of a borough wide disaster the Disaster Coordinator’s Office will coordinate resource orders and needs by the communities to assure the best priority use of critical resources occurs.

The Community Incident Commander should notify the borough of impending or potential disasters or emergency situations as they begin to develop. By doing so it may be possible through early intervention and assistance to avert an emergency situation.

C. BOROUGH RESPONSE

The borough response to a local or regional disaster will be focused on coordinating, locating, acquiring, and potentially paying for resource needs. The initial assistance available to all communities is technical or incident specific information and support. The borough can provide help with evaluating an ongoing problem, evaluating the growth potential of an event, assist with special technical information regarding utility systems and other sources of information to support and assist the local Incident Commander. This initial response may be adequate to allow the community to resolve the event at the local level without need for a borough disaster declaration.

The second response option by the borough would be to activate its Emergency Operations Center (EOC) to provide a higher level of support and assistance or to manage a regional event. Activation of the EOC will be at the discretion of the Disaster Coordinator and Mayor as the situation requires. Upon activation of the EOC the borough will appoint an Incident Commander (IC) to manage the event and coordinate resources and response activities within the borough.

The Borough EOC will complete a community by community situation assessment, compile a list of needed resources versus locally available resources, and provide that information to the Borough Incident Commander and Disaster Coordinator. Based on this information, a recommendation may be made to the Borough Mayor to declare a Borough Disaster Declaration. In addition, the EOC will establish and maintain a communications link with all affected communities and the state Division of Homeland Security and Emergency Management.

In addition to technical support and assistance to communities the EOC may also mobilize borough equipment, supplies, and staff for deployment to a community as determined by the Borough IC. The local IC, in coordination with the Department of Administration and Finance Grants Division, shall ensure that proper tracking of time, costs and the supplies or services provided is maintained for future potential reimbursement.
The level and extent of activation of the EOC will be dependant on the nature of the event. The Disaster Coordinator shall determine the initial staffing level for the EOC and will recall borough staff and request additional staffing from mutual aid organizations. Once activated, the IC will staff the EOC, as needed assuring that the safety and health of EOC staff is maintained during the incident.

The third option of response by the borough would be to send an incident management team or specific members of a team to a community. For example a community may only need help with planning or logistics in order to handle the incident at a local level. In those cases the borough would identify the appropriate local resource and assist with travel and other arrangements. The borough could also, at the request of the community, send a short incident management team to the community to manage the incident.

The fourth option of response by the borough would be based on a complex incident that is anticipated to be of an extended duration. Examples could be widespread spring floods affecting multiple communities with extensive damage or a winter storm that damages multiple utility systems. In this case the borough may determine it does not have the personnel available to staff the EOC for an extended period of time. The Borough IC in coordination with the Disaster Coordinator shall then make a request through the Mayor to the Division of Homeland Security and Emergency Management (DHS/EM) for a state Incident Management Team.

When this action is taken the EOC will provide the State DHS/EM with the following information:
   - Nature of incident
   - Current situation report
   - Current resource report
   - Location of the EOC and where team will work
   - Local housing for team
   - Anticipated length of team deployment
   - Status of local and state disaster declaration
   - Initial goals and objectives for team

The Borough and State will agree on a delegation of authority for the team, financial restrictions or procedures, incident objectives, line authority and reporting requirements. The borough will provide an agency representative to the team to assist with local issues and needs and provide local financial authority. The Borough may also provide individuals to staff positions on the team as available.

An additional option of response by the Borough would be to participate in a Unified Command process involving an incident with state or federal jurisdiction. Examples of these would be an oil spill, wild land fire, or an incident occurring on the state airport. In this level of response the primary assignment will be a Borough Incident Commander to represent the interests and needs of the borough. Other staff may be assigned to the Unified Command Team as available and requested. The person assigned as the Borough IC must be delegated the authority to act on behalf of the borough and commit borough resources including funding.
NORTH SLOPE BOROUGH DEPARTMENTS

NORTH SLOPE BOROUGH MAYOR’S OFFICE

Mission:
Vision and Mission: The North Slope Borough is committed to having healthy North Slope communities by developing partnerships that support a strong culture, and encouraging families and employees to live a healthy lifestyle and contribute to a vibrant economy.

DEPARTMENT OF ADMINISTRATION AND FINANCE

Mission
The mission of the Department of Administration and Finance is to ensure the financial integrity of the North Slope Borough in a manner that meets or exceeds regulatory standards. The department will provide high quality, timely, and efficient service to the public, the Assembly, and North Slope Borough departments.

Department Responsibilities
The Director's Office is primarily responsible for the smooth operation of internal Borough functions by maintaining clear communications and a good working relationship within its divisions and with other Borough departments.

All external inquiries regarding financial and fiscal matters are coordinated through the Director's Office for appropriate responses. All documents to initiate an encumbrance or payment for the Borough are approved by the Director's Office.

The Director of Administration and Finance manages the Borough's investment program, coordinates general obligation bond sales, administers the Borough's bonded indebtedness, prepares budget forecasting models that include the 17-year operations forecast and projection of debt capacity, budget development, and supervises Tax Audit and the Personnel Divisions.

The Deputy Director of Administration supervises the divisions of Central; InfoComm Network; Purchasing, Records and Fixed Assets; Shipping and Receiving; and Risk Management.

The Deputy Director of Finance prepares the budget document and supervises the Controller/Accounting, Tax Assessing, InfoComm MIS, and Grants Divisions.
**Administrative Overview**

**LAW DEPARTMENT**

**Mission**
Declining financial resources require that the Law Department give conservative advice on the Borough's legal issues in an effort to prevent litigation, but to litigate when necessary and authorized.

**Department Responsibilities**
The Law Department furnishes a variety of legal services to the Mayor's Office, Assembly, Borough Boards and Commissions, and all departments of the Borough Administration.

A major function of the Law Department is to provide advice to the Mayor, Assembly, Chief Administrative Officer, Borough Departments, and Boards and Commissions in an attempt to prevent or minimize liability to the Borough. The Law Department advises the Borough on ordinances, contract matters, personnel matters, tax and insurance concerns, subsistence and environmental issues, as well as State and Federal statutes and regulations. These functions use a majority of the staff's time and effort.

**DEPARTMENT OF PLANNING AND COMMUNITY SERVICES**

**Mission**
The mission of the Planning and Community Services Department is to protect the land and cultural resources of the North Slope Borough by creating a department that is recognized as a leader in:
- regulating/monitoring development,
- managing borough land assets,
- planning for future growth,
- enhancement of community sustainability and overall health, and;
- support of local traditions and lifestyles.

**Department Responsibilities**
The departmental divisions (Central Office, Teleconferencing Services, Land Management Regulation, Inupiat History, Language and Culture (IHLC); and Museums) are responsible for comprehensive planning and land use regulation that address environmental, social, and economic impacts to communities, for maintaining the regions historic and cultural heritage, and management of borough owned lands.

**DEPARTMENT OF HEALTH AND SOCIAL SERVICES**

**Mission**
The mission of the North Slope Borough Department of Health and Social Services is to provide culturally sensitive, quality physical and behavioral health care to the residents of the North Slope. The ongoing work of the Health Department is to identify and develop sustainable ways for residents to continue to receive basic health services in their home communities.
Administrative Overview

DEPARTMENT OF WILDLIFE MANAGEMENT

Mission
The Department of Wildlife Management facilitates sustainable harvests and monitors populations of fish and wildlife species through research, leadership, and advocacy from local to international levels. As the North Slope Borough's budget declines, the Department focuses on diversifying funding and concentrates on subsistence species of the highest interest to North Slope residents.

Department Responsibilities
The Department of Wildlife Management is responsible for helping to assure participation by Borough residents in the management of wildlife resources, by keeping these resources at healthy population levels, and to assure that residents can continue their subsistence harvest of wildlife resources. Our studies help provide the factual documentation of the subsistence needs of North Slope Borough (NSB) residents. With industrial activity expanding into new areas, arctic warming trends already affecting the marine and land environments, and with some special interest groups trying to further regulate subsistence hunting, it is very important that we continue to work toward the following goals.

DEPARTMENT OF POLICE

Mission
The mission of the North Slope Borough Police Department is to work in partnership with our leaders and citizens to create safe and healthy communities, to be respectful of all cultures and people, and to preserve the unique quality of life in North Slope Borough communities.

In fulfilling our mission, the goals of the department will be to:
- Utilize the concepts of Community Oriented Policing.
- Share responsibility with our citizens to improve safety, health, and a better quality of life in the community.
- Enforce laws and serve our community with respect and fairness.
- Value diversity of all cultures.
- Empower the individual talent, creativity and contributions of all employees.
- Continually strive to improve our services through Community Oriented Policing.
- Perform our work within the highest standards of integrity and honesty.

Department Responsibilities
The Department's primary responsibility is providing police services within the North Slope Borough. The Department’s headquarters are in Barrow where it operates a jail and a 24-hour Dispatch Center. The Department also has offices and staff in each of the seven outlying villages and Prudhoe Bay. The Department continually adjusts to meet the needs of our residents.

Three divisions oversee specific functions within the organization: Central Office, Field Operations, and Support Services.
Administrative Overview

FIRE DEPARTMENT

Mission
The mission of the Fire Department is to preserve life and property using community volunteers and career personnel to deliver ground and air emergency medical services, rescue, fire suppression, fire prevention and training.

SEARCH AND RESCUE

Mission
The mission of the Search and Rescue Department (SAR) is to increase the safety of all North Slope Borough residents. SAR strives for incident reduction by making the public aware of enhanced outdoor safety procedures. SAR provides a safe, rapid and reliable response to both aero medical evacuation (Medevac) and search and rescue emergencies.

Department Responsibilities
SAR maintains a high degree of readiness. The quality of service is to be without compromise. The department is required by public law to operate aircraft in accordance with 14 CFR Part 61: Certification of pilots and instructors, 14 CFR Part 91: General operating and flight rules, and 14 CFR Part 43: Maintenance, preventative maintenance, rebuilding, and alterations. The critical nature of our mission is both demanding and potentially hazardous. SAR equipment must be maintained to the highest standard. SAR personnel must be trained and certified to the highest levels. SAR combines efforts with the Fire Department Medical Division to provide patient care during Medevac. SAR participates in community affairs, educating the public on seasonal traveling practices, outdoor preparedness, and safety.

SAR currently operates 4 aircraft. All are capable of day, night, visual or instrument meteorological conditions flight. All are utilized in both search and Medevac roles. The two rotary wing helicopters (Bell 412) are equipped for enhanced night vision (NVG) operations. The two fixed wing airplanes (Learjet 31A and Beechcraft King Air) are capable of flight into known icing conditions and high altitude operations. SAR has four divisions: Administration, SAR Coordinator, Flight, and Maintenance. All work together under the department director providing service to the North Slope Borough residents.
Administrative Overview

DEPARTMENT OF PUBLIC WORKS

Mission
The Department of Public Works mission is to sustain and improve the quality of life for the North Slope Borough residents by providing a wide range of cost-effective and well-coordinated essential municipal services.

Department Responsibilities
The Department of Public Works is organized to successfully meet its mission through the formation of nine Divisions that are supported by a Central Office. The nine Divisions are: Barrow Roads Maintenance Services, Capital Improvement Program Management, Equipment Maintenance, Maintenance Management Information Systems, Utilities: Water / Sewer and Electric, Village Services, Facility Maintenance, Fuel and Natural Gas Management, and Administration.

NORTH SLOPE BOROUGH SCHOOL DISTRICT DEPARTMENT OF MAINTENANCE AND OPERATIONS

Mission
The Maintenance and Operations Department exists exclusively to provide support for delivery of the District's Instructional Program. Our objectives are to (1) improve facility reliability; (2) provide safe and sanitary facilities which are academically enriching for our students, faculty, and community; (3) provide support to all District employees enabling them to better support the schools and the education of our children.

Department Responsibilities
Upon notification of a disaster, the Department of Maintenance and Operations will mobilize the necessary manpower to provide access to the local school facilities in order to offer emergency shelter for incoming evacuees.
GEOGRAPHY AND DEMOGRAPHICS

The North Slope Borough is the largest borough in Alaska, covering over 15 percent of the total land area. It consists primarily of the north and northeastern coast of Alaska, including the Brooks Range, north of the Arctic Circle. It lies at approximately 69.000000° North Latitude and -154.000000° West Longitude. The area encompasses 88,817.1 square miles of land and 5,945.5 square miles of water. The borough's climate is arctic. Temperatures range from -56 degrees to 78 degrees Fahrenheit. Precipitation is light, at five inches, with snowfall averaging 20 inches.

Inupiat Eskimos have lived in the region for centuries, active in trading between Alaskan and Canadian bands. Atqasuk was a source of coal during World War II. Oil exploration in the 1960s led to the development of the huge reserves in Prudhoe Bay and, subsequently, the Trans-Alaska Pipeline in the 1970s. The Borough incorporated in 1972. Today, oil operations support between 4,000 and 5,000 oil company and support service employees in the region. After the passage of the Alaska Native Claims Settlement Act (ANCSA) in 1971, families from Barrow re-settled the abandoned villages of Atqasuk and Nuiqsut.

The population of the borough consists of 73.8 percent Alaska Native or part Native. The majority of permanent residents are Inupiat Eskimos. Traditional marine mammal hunts and other subsistence practices are an active part of the culture. During the 2000 U.S. Census, total housing units numbered 2,538, and vacant housing units numbered 429. Vacant housing units used only seasonally numbered 148. U.S. Census data for the year 2000 showed 2,993 residents as employed. The unemployment rate at that time was 14.94 percent, although 38.61 percent of all adults were not in the work force. The median household income was $63,173, per capita income was $20,540, and 9.06 percent of residents were living below the poverty level.

Communities located within the Borough include: Anaktuvuk Pass, Atqasuk, Barrow, Deadhorse/Prudhoe Bay, Kaktovik, Nuiqsut, Point Hope, Point Lay, and Wainwright. There are ten schools located in the borough, attended by 2,115 students.

The North Slope Borough government is funded by oil tax revenues; it provides public services to all of its communities and is the primary employer of local Native residents. North Slope oil field operations provide employment to over 5,000 non-residents, who rotate in and out of oil work sites from Anchorage, other areas of the state, and the Lower 48. Census figures are not indicative of this transient work site population. Ten borough residents hold commercial fishing permits. Subsistence activities are prevalent.

Air travel provides the only year-round access, while land transportation provides seasonal access. The Dalton Highway provides road access to Deadhorse/Prudhoe Bay, though it is restricted during winter months. "Cat-trains" are sometimes used to transport freight overland from Barrow during the winter.
Glossary

Alert
Informs a person of impending danger.

ADEC
Alaska Department of Environmental Conservation

ADHSEM
Alaska Division of Homeland Security and Emergency Management

ADF&G
Alaska Department of Fish and Game.

ARC
American Red Cross--The national organization with a congressional mandate to undertake the relief of persons suffering from disaster.

AKRC
Alaska Chapter Red Cross

AST
Alaska State Troopers

Avalanche
A mass of sliding snow occurring in mountainous terrain where snow is deposited on slopes of 20 degrees or more.

CAMEO
Computer Aided Management of Emergency Operations-Computer program developed by NOAA used to track data required under Title III of SARA.

CERCLA

CHEMTREC
Chemical Transportation Emergency Center--Operated by the Chemical Manufacturers Association. Provides information and/or assistance to emergency responders. Can be reached 24 hours a day by calling 800-424-9300.

Civil Disorder
Terrorist attack, riot, violent protest, demonstrations, illegal assembly.

Cold Zone
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.

Community Emergency Coordinator
The individual with the primary day-to-day responsibilities for emergency management programs and activities, and coordinates a jurisdiction’s mitigation, preparedness, response, and recovery activities.

Contamination Corridor
That area within the Warm Zone where the actual decontamination occurs.

CPCS
Common Program Control Station--An element of the Emergency Alert System. The primary broadcast station in each operational area assigned the responsibility for coordinating the broadcasting of common emergency public information in that area.
### Damage Assessment
The appraisal or determination of the actual effects resulting from a disaster emergency. This estimate serves as the basis for the Governor's request for a Presidential Disaster Declaration.

### DHS
Federal Department of Homeland Security

### Disaster
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:

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.

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

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

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

### DRC
Disaster Recovery Center: 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. May also be called a Disaster Assistance Center (DAC).

### Drought
Prolonged period without rain.

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

### EAS
Emergency Alert System—Consists of broadcasting radio; television; cable stations; and interconnecting facilities which have been authorized by the Federal Communications Commission to operate in a controlled manner during emergencies.

### EHS
Extremely Hazardous Substance—In the text of SARA, Title III, EHS means any substance contained 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.
Administrative Overview

EOC  Emergency Operations Center--Facilities designated for use by governments to direct, manage and/or coordinate disaster emergency operations.

Enemy Attack  Hostile action taken against the U.S. by foreign forces resulting in the destruction of military or civilian targets or both.

Energy Shortages  Shortage or interruption of vehicle fuel, heating oil, natural gas, or disruptions of electrical power.

EPA  Environmental Protection Agency--The federal agency responsible for regulating air, water, hazardous waste, pesticides, and toxic substances.


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

Facility Emergency Coordinator  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.

FCO  Federal Coordinating Officer--The person appointed by the President to coordinate federal assistance in an emergency or disaster.

FEMA  Federal Emergency Management Agency--the agency established to oversee federal assistance to local government in the event of major disasters. Also administers the Emergency Management Program Grants (EMPG), which provides emergency management funds to local governments through the states.

Fire

- Wildland: Any instance of uncontrolled burning in grasslands, brush, or woodlands.
- Structural: Uncontrolled burning in residential, commercial, industrial, or other properties in developed areas.

Flood

- Flash: Quickly rising small streams after heavy rain or rapid snow melt.
- Riverine: Periodic overbank flow of rivers and streams due to sustained rainfall or snowmelt.
- Coastal: Flooding along coastal areas associated with severe storms, hurricanes, ice jams or other events.

FOSC  Federal On-Scene-Coordinator-- The 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.
Hazard
Any situation or condition that has the potential of causing injury to people or damage to property.

Hazardous Materials Release
Uncontrolled or unlicensed release of hazardous materials from a fixed facility or during transport outside a fixed facility that may impact the public health, safety, and/or environment.

Hazmat
Hazardous Material--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.

HAZWOPER
Hazardous Waste Operations and Emergency Response--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.

Hot Zone
That area immediately around a hazardous materials release. That area where contamination does or could occur. The innermost of the three zones of a hazmat site. Special protection is required for all personnel while in this zone.

IAP
Incident Action Plan--The Incident Action Plan, which is initially prepared by the Incident Commander 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.

IC
Incident Commander--The individual responsible for the management of all incident operations.

ICP
Incident Command Post--Facility where the Incident Commander, responders, and technical representatives can make response decisions, deploy resources, and handle communications.

ICS
Incident Command System--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.

IMT
Incident Management Team--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.
Administrative Overview

Incident
An occurrence or event, an either human-caused or natural phenomenon that requires action by emergency service personnel to prevent or minimize loss of life or damage to property and/or natural resources.

Integrated Emergency Management System
A broad, all-hazard emergency management system that 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.

JIC
Joint Information Center

Landslide
A mass of sliding mud, earth, or rocks.

LEPC
Local Emergency Planning Committee -- The committee appointed by the Alaska State Emergency Response Commission, as required by Title III of SARA and AS 26.23.073, to perform 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 emergency response and related groups.

LEPD
Local Emergency Planning District: 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.

Local Government
Any county, city, village, town, district, or other political subdivision of any State, Indian tribe or authorized tribal organization, or Alaska Native village or 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).

LOSC
Local On-Scene-Coordinator: The designated Community Emergency Coordinator under the local emergency response plan (LERP). Where no LERP exists, the NSBFD Fire Chief or other emergency services official will serve as the LOSC.

MAC Group
A Multi-Agency Coordination 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.
Administrative Overview

MBO  Management by Objectives: system of top down management, which ensures that all involved know and understand the objectives of the operation.

MSDS  Material Safety Data Sheet: 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.

NAWAS  National Warning System-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.

NIMS  National Incident Management System: A common system consisting of five major sub-systems that collectively provides a comprehensive approach to all-risk comprehensive incident management. The sub-systems are:
   - The Incident Command System
   - Standardized training
   - Qualifications and certification system
   - Publications management
   - Supporting technologies

NRT  National Response Team: The national body responsible for coordinating federal planning, preparedness, and response actions related to oil discharges and hazardous substance releases.

NRP  The National Response Plan as provided for in Presidential Directive 5, 8 on Homeland Security that outlines the role of the federal government, state and local governments during disasters.

NOAA  National Oceanic and Atmospheric Administration

NWS  National Weather Service

OEM  Office of Emergency Management: 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.

OSHA  Occupational Safety and Health Administration: Part of the U.S. Department of Labor. OSHA develops and enforces federal standards for occupational safety and health.
<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>PIO</td>
<td>Public Information Officer: 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.</td>
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<td>Political Subdivision</td>
<td>A municipality, an unincorporated village, or another unit of local government (AS 26.23.900).</td>
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<td>PPE</td>
<td>Personal Protective Equipment: The equipment and clothing required to shield or isolate personnel from chemical, physical, and biological hazards.</td>
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<td>RPOSC</td>
<td>Responsible Party Coordinator: 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.</td>
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<tr>
<td>Safe Refuge Area</td>
<td>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.</td>
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<tr>
<td>Salvation Army</td>
<td>A religious and charitable organization, which 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.</td>
</tr>
<tr>
<td>SARA</td>
<td>Superfund Amendments and Reauthorization Act of 1986-Title I deal with health and safety issues for hazardous waste workers and emergency response personnel. Title III deals with emergency planning and Community Right-To-Know provisions. Also known as the Emergency Planning Community Right-to-Know Act (EPCRA).</td>
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<tr>
<td>SCO</td>
<td>State Coordinating Officer--The representative of the Governor who coordinates State, Commonwealth, or Territorial response and recovery activities with those of the Federal Government.</td>
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<td>SERC</td>
<td>State Emergency Response Commission.</td>
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<td>SPCC PLAN</td>
<td>Spill Prevention, Control, and Countermeasure Plan.</td>
</tr>
<tr>
<td>SOSC</td>
<td>State On-Scene-Coordinator -- 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.</td>
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<tr>
<td>Term</td>
<td>Description</td>
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<tr>
<td>Support Zone</td>
<td>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.</td>
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<tr>
<td>Title III</td>
<td>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.</td>
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<tr>
<td>Transportation Accident</td>
<td>An accident involving passenger air, highway, rail, or marine travel, resulting in multiple deaths or injuries.</td>
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<tr>
<td>Triage</td>
<td>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.</td>
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<tr>
<td>Tsunami</td>
<td>Series of traveling ocean waves of great length and long period, usually generated by the displacement of underwater landmasses. May or may not be preceded by an earthquake.</td>
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<tr>
<td>Unified Command</td>
<td>Command structures, which provides for all agencies that have jurisdictional responsibility for the incident, either geographical or functional, to jointly manage an incident through a common set of incident objectives, strategies, and priorities.</td>
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<tr>
<td>USCG</td>
<td>United States Coast Guard</td>
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<td>Volcano</td>
<td>An eruption from the earth's interior producing lava flows or violent explosions, which issue rock, gases and/or debris.</td>
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<tr>
<td>Warm Zone</td>
<td>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 then 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.</td>
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<tr>
<td>Warning</td>
<td>Notifies people of the imminent impact of a specific hazard, and protective actions that should be taken.</td>
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<tr>
<td>Weather Extremes</td>
<td>Severe weather including ice storm, blizzard, extreme cold, drought, and high wind.</td>
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