15. Publicize emergency public information to include:
   a) Description of the situation and location of damaged areas.
   b) Evacuation routes and reception areas.
   c) Location and/or phone number where information concerning the victims may be obtained.
   d) Other information and instructions concerning the public welfare.

16. Establish traffic control and roadblocks in heavily damaged areas.

17. Establish, as necessary, temporary clinics and medical care teams where hospital buildings or other medical facilities are destroyed or damaged beyond use, or where essential utilities are inoperative in these buildings.

18. Prepare to assist, within available resources, other areas with repair of damage.

19. Establish emergency morgues, as necessary. Coordinate with the American Red Cross, The Salvation Army, and the relief organizations as appropriate.
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**ENEMY ATTACK RECOVERY PHASE CHECKLIST**

1. Arrange for the security of the area from visitors and souvenir hunters.
2. Provide facilities for and publicize the location of disaster aid centers for processing applications for the rehabilitation of individuals and families.
3. Initiate surveys for the identification of safety hazards and undertake corrective measures.
4. Arrange for initial debris clearance and restoration of essential public utilities and facilities.
5. Arrange for a health and sanitation survey and initiation of disease prevention measures.
6. Arrange for handling and identification of fatalities.
7. Arrange for emergency housing as necessary.
8. Arrange for partial return of evacuees, particularly the heads of households, for individual damage assessment and cleanup. Phase the return of the remaining evacuees in pace with the rehabilitation progress.
9. Initiate individual rehabilitation program.
10. Arrange for public distribution of instructions on how to clean and restore real and personal property.
11. Arrange for emergency housing as may be necessary.
12. Initiate immediate and long range rehabilitation measures and programs.
13. Perform post-attack cleanup and utilities restoration.
14. Perform damage assessments.
15. Provide monetary figures necessary to support a request for disaster declaration.
16. Release excess personnel and equipment.
17. Complete and submit necessary reports and paperwork to appropriate agencies.
18. Perform an incident critique.
ENERGY SHORTAGE

ENERGY SHORTAGE WARNING PHASE CHECKLIST

1. Receive report and confirm as soon as possible.
2. Estimate possible consequences.
4. Alert public utilities which may be threatened and review emergency shutdown procedures.
5. Estimate the nature and scope of assistance which may be required by threatened utilities, bulk fuel suppliers, and critical facilities.
6. Alert Incident Management Team personnel of impending location assignments.
7. Maintain an alert or standby of personnel as necessary.
8. Initiate response of volunteer organizations such as the American Red Cross, The Salvation Army, and other similar organizations.
9. Review the RESPONSE PHASE CHECKLIST on the following pages for preparatory action which may be required.
ENERGY SHORTAGE RESPONSE PHASE CHECKLIST

1. If not already completed, complete those actions items listed in the WARNING PHASE CHECKLIST which can be completed, based on the incident priorities of the current situation.

2. Determine the extent of damage to the affected utilities by inquiry or reconnaissance.

3. Locate staff personnel of key affected utilities within the EOC or at other locations as required to coordinate emergency restoration of affected utilities.

4. Pursue those measures necessary to minimize any hazard to the general public and to limit additional utility damage.

5. Respond to fast-developing health and safety hazards:
   a) Arrange for emergency power where needed, for hospitals, nursing homes and residential users of critical life-sustaining equipment.
   b) Identify and plan emergency assistance to the local governmental, commercial and industrial facilities (such as computers, food freezers, etc.):
      1) whose equipment and stocks could be damaged by voltage reduction, and
      2) who do not have their own emergency power generating equipment.
   c) Keep gasoline filling station operators and fuel distributors advised of emergency methods of pumping gasoline and fuel.
   d) Develop personnel and material readiness to augment fire and law enforcement forces to cope with problems such as inactivated traffic signals, street lights, burglar and fire alarms, stopped elevators and lowered water pressure.
   e) Be ready to advise householders what to do when home freezers stop in warm weather.

6. Respond to heating problems:
   a) Develop an advance listing of specific apartment buildings and other residential facilities from which past experience may be expected to have (or claim to have) heating problems. For example those facilities with no capabilities to switch fuels, poor credit with fuel distributors, or a history of landlord-tenant confrontations.
   b) Develop contacts and inquiry procedures regarding these buildings that will enable the Borough Mayor or his designee to quickly assess the validity of their claims of hardship, so that requests made to the Alaska Public Utilities Commission or ADHESEM for Fuel “set-aside” or “State Reserve” deployment to the borough may be backed up with hard facts.
c) Alert heating fuel distributors who customarily serve the buildings in trouble when assistance from the Alaska Public Utilities Commission is being requested. (NOTE: The Alaska Division of Homeland Security and Emergency Management will not get involved in credit matters.)

d) Prepare to host evacuees in cases where a lack of fuel forces householders or apartment dwellers to evacuate their homes in cold weather.

e) To safely delay evacuation as long as possible, arrange with all available local media to urge people to turn down their thermostats to the lowest possible levels consistent with safety and the health condition of the residents.

f) Stand ready to:
   1) Advise all evacuating householders and other building operators how to shut down their homes and buildings to avoid property damage, and
   2) Ensure law enforcement surveillance, within resources, of deserted buildings.

g) Alert the best sources of “back-up” alternate fuels in case the normally used heating fuels are in short supply, for example, emergency sources of coal and wood (when necessary, publicize government regulations and instructions on how needy citizens may cut wood on government lands; also publicize lists of wood-using industrial plants, lumber yards and building supply stores where citizens may obtain scraps for fuel).

h) Arrange for stockpiling emergency supplies of local government-owned fuels: ensure compliance with local fire and building codes, and insurance coverage. (NOTE: stocks of heating oil and gasoline should be “turned over” periodically; they do not keep indefinitely.)

i) Assist low-income or unemployed people to make local contacts for special services and aid otherwise unavailable to them (e.g. services under the Federal Community Services Act of 1974, Section 222<a> and the National Energy Conservation Policy Act, PL 95-619).

7. Respond to electrical power emergencies:
a) Identify and plan emergency assistance to the local governmental, commercial, and industrial facilities (such as computers, food freezers, etc.):
   1) whose equipment and stocks could be damaged by voltage reduction, and
   2) who do not have their own emergency power generating equipment.

b) Review borough and city legal powers to impose restrictions and curtailments; initiate required new measures, authorities, etc.
Emergency Operations Guide

c) Impose shift schedules and curfews for governmental departments when shortages prevent simultaneous operation of all equipment units.

d) Review the locations and KW ratings of emergency generating equipment within the city and plan for possible emergency hookups. Arrange for emergency power where needed, for hospitals, nursing homes, and residential users of critical life-sustaining equipment.

e) Where "ready-to-use" standby generating equipment may be inadequate, plan to improvise by use of induction motors run as generators. (NOTE: this use of motors should only be done by qualified electricians).

f) Arrange with utilities to receive advance confidential notices of areas that will be affected by load-shedding or rolling-blackout sequences. Identify all public and private essential facilities that would be affected and develop appropriate counter-measures, including provisions for high-rise buildings that might suffer losses of water-lift, light, and elevator capabilities. Let the power company do all the actual notifying of customers.

g) Maintain a ready selection of draft statements which, when adapted to a specific emergency, can be handed to representatives of the media. These statements should cover the emergency situation and government measures in effect. Fully coordinate with the utility companies before issuing these statements.

h) Try to interest local building materials dealers in offering discounts on insulating materials to householders and others who have electrically heated buildings, to encourage reduction of heat loss.

9. Respond to motor gasoline shortages:

   a) If the state government will place pre-designated "set-aside" monthly quantities of gasoline under local government control, arrange with selected service station operators (selected on a rotating basis that ensures greatest possible equity among operators) to agree to use it to keep open during night hours, on weekends and holidays, so that workers, travelers, tourists, ambulances, public safety vehicles, etc. will have assured sources of motor fuel in the event of area shortages.

   b) Give wide publicity to such stations' locations and operating hours.

   c) Find oil company terminal operators who will cooperate in delivering less than a full tanker (usually 8,000 gallons) load a trip.

   d) Promote conservation by all users; government, business and private citizens.
e) If mandatory petroleum allocation programs are likely to be imposed, or are already in effect, be ready to inform or remind users of the advisability of:

1) establishing a pre-emergency purchase-volume relationship with an oil-supplier, and

2) staying with this supplier.
ENERGY SHORTAGE RECOVERY PHASE CHECKLIST

_____ 1. Prepare maps identifying points or areas of damage for damage assessment strike teams and/or task forces.

_____ 2. Provide representation at regional meetings to effectively portray the situation, requirements, and problems of the public utilities in the affected areas.


_____ 4. As restoration progresses, phase out temporary emergency assistance as rapidly as possible. Ensure that borrowed equipment is returned or accounted for.

_____ 5. Provide facilities for and publicize the location of disaster aid centers for processing applications for the rehabilitation of individuals and families.

_____ 6. In coordination with Alaska Division of Homeland Security and Emergency Management, assist individual utilities in the administration of federal and state assistance as may be necessary.

_____ 7. Perform post-incident cleanup and utilities restoration.

_____ 8. Perform damage assessments.

_____ 9. Provide monetary figures necessary to support a request for disaster declaration.

_____ 10. Release excess personnel and equipment.

_____ 11. Complete and submit necessary reports and paperwork to appropriate agencies.

_____ 12. Perform an incident critique.
FIRE ~ WILDFIRE

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

WILDLAND FIRE WARNING PHASE CHECKLIST

____ 1. Assess staffing. Increase personnel during periods of increased risk as necessary. So far as is practical, put personnel and equipment on alert, and keep in communication with operating and alerted crews.

____ 2. Review status and location of equipment, fuel, and other essential supplies.

____ 3. Consider repositioning equipment if current location could become cut off, or if staging equipment closer to high risk areas would be more effective.

____ 4. Check auxiliary generators and other power, lighting and communications equipment.

____ 5. Determine fire readiness of vehicles and equipment. Provide wildland equipment, hose, Nomex, etc. as necessary to responders and support staff.

____ 6. Conduct wildland fire awareness training for personnel.

____ 7. Alert field personnel and fire stations. Consider providing daily fire weather briefings during periods of extreme fire danger.

____ 8. Restrict outdoor burning as necessary.

____ 9. Assess the fire situation, including a determination of affected areas. Obtain information such as current and predicted speed and direction of wind, resources committed and available, etc.

____ 10. Consider activation of the EOC.

____ 11. Establish and maintain contact with mutual aid cooperators and other fire agencies. In the case of wildland fire, consider requesting a representative of the BLM Alaska Fire Service and/or Alaska State Division of Forestry to provide liaison with federal/state wildfire resources such as aerial retardant aircraft.

____ 12. Establish and maintain contact with the National Weather Service to ensure adequate forecasting support. Make sure on-scene personnel receive all weather information on a timely basis.

____ 13. Provide public information and direction.

____ 14. Establish contact with assisting social service agencies such as the American Red Cross, The Salvation Army, and others.
WILDLAND FIRE RESPONSE PHASE CHECKLIST

_____ 1. If not already completed, complete those actions items listed in the WARNING PHASE CHECKLIST which can be completed, based on the incident priorities of the current situation.

_____ 2. Assess the fire situation including determination of affected areas. Obtain information such as current and predicted speed and direction of wind, resources committed and available, smoke plumes, etc.

_____ 3. Warn citizens in possible danger from the fire or from toxic fumes or materials.

_____ 4. Issue evacuation orders as appropriate.

_____ 5. Activate Incident Management Team and establish an Emergency Operations Center (EOC) for the Borough and such village Incident Command Posts (ICPs) as necessary and notify the Alaska Division of Homeland Security and Emergency Management of the extent of the disaster as soon as possible.

_____ 6. Maintain communications with operating units and fire personnel. Survey existing communications and augment as necessary.

_____ 7. Keep information on access routes up to date. Request the assistance of law enforcement in establishing and maintaining access and evacuation routes. Utilize appropriate routes as conditions change. Keep other departments informed of changes in the use of such routes.


_____ 9. Establish reconnaissance and rescue strike team(s) and/or task force(s) with accompanying communications as necessary.

_____ 10. Where injuries are involved, notify local EMS agencies and medical facilities as soon as possible. Consider establishing the Multi-Casualty Organization within the Incident Command System.

_____ 11. Establish and maintain contact with the National Weather Service to ensure adequate forecasting support. Make sure on-scene personnel receive all weather information on a timely basis. Develop a procedure for the immediate dissemination of Red Flag weather warnings.

_____ 12. Assist in controlling fires and the escapement and/or spread of hazardous materials.

_____ 13. Coordinate scene control with law enforcement. Allow no one in the fire area except authorized emergency personnel and properly escorted press.

_____ 14. Maintain public order: control crowds and protect property and keep the access routes to the fire(s) open.
15. If needed, restore and maintain essential services such as disrupted utilities, transportation arteries and communications systems. Priority must be given to services for hospitals, Emergency Operations Centers, nursing homes, and public safety facilities.

16. Establish emergency shelters and communal care facilities as necessary. Coordinate with volunteer agencies such as the American Red Cross and The Salvation Army as appropriate.

17. Make preparations for the orderly evacuation and reception of the evacuees, which will progress in phase with the fire conditions. Be prepared for many of the evacuees to be elderly, very young and those with chronic medical problems. **Note: Provide for the security of the areas evacuated.**

18. Establish strike teams and/or task forces to assess and document damage to public and private property as necessary. Record this information.

19. Publicize emergency public information to include:
   a) Description of the situation and location of damaged or threatened areas.
   b) Evacuation routes and reception areas.
   c) If applicable, location or phone number where information concerning victims may be obtained.
   d) Other information and instructions concerning the public welfare.

20. Establish other traffic control and road blocks as necessary.

21. Notify the Alaska Division of Homeland Security and Emergency Management of the situation and any required assistance. If conditions warrant, declare the existence of a local disaster emergency and submit requests for a state declaration of disaster emergency if appropriate.

22. Establish emergency morgues as necessary. Coordinate with the American Red Cross, The Salvation Army, and the relief organizations as appropriate.
WILDLAND FIRE RECOVERY PHASE CHECKLIST

1. Initiate surveys for the identification of safety hazards and undertake corrective measures.
2. Arrange for initial debris clearance and restoration of essential public facilities and utilities.
3. Arrange for emergency housing as necessary.
4. Provide facilities for and publicize the location of disaster aid centers for processing applications for the rehabilitation of individuals and families.
5. Arrange for handling and identification of fatalities.
6. Perform damage assessments.
7. Provide monetary figures necessary to support a request for disaster declaration.
8. Release excess personnel and equipment.
9. Complete and submit necessary reports and paperwork to appropriate agencies.
10. Perform an incident critique.
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The following are checklists of tasks which may need to be accomplished in preparation for, response to, and recovery from incidents of fire. They should not be considered all inclusive; some emergencies will not require that all tasks be accomplished, others will require tasks which are not listed.

**FIRE ~ STRUCTURAL**

The uncontrolled burning in residential, commercial, industrial, or other properties in developed areas that has or is at risk of spreading to multiple structures or has exceeded the ability of the local fire department to suppress. All urban areas are at risk to personal injury or property damage due to fire.

**FIRE (STRUCTURAL) WARNING PHASE CHECKLIST**

_____ 1. Activate the EOC. Take steps to ensure the safety of the EOC facility and staff.

_____ 2. Review status and location of equipment, fuel, and other essential supplies.

_____ 3. Contact local water utility to determine status of water supplies for firefighting purposes. Consider locating alternate water tanker fill sites.

_____ 4. Consider repositioning equipment if current location could become cut off, or if staging equipment closer to high risk areas would be more effective.

_____ 5. Check auxiliary generators and other power, lighting and communications equipment.

_____ 6. Determine fire readiness of vehicles and equipment.

_____ 7. Confirm the extent of the fire and direction of travel and identify structures and population in its path.


_____ 9. Establish and maintain contact with the National Weather Service to ensure adequate forecasting support. Make sure on-scene personnel receive all weather information on a timely basis.

_____ 10. Provide public information and direction.

_____ 11. Establish contact with assisting social service agencies such as the American Red Cross, The Salvation Army, and others.
FIRE (STRUCTURAL) RESPONSE PHASE CHECKLIST

1. If not already completed, complete those actions items listed in the WARNING PHASE CHECKLIST which can be completed, based on the incident priorities of the current situation.

2. Assess the fire situation including determination of affected areas. Obtain information such as current and predicted speed and direction of wind, resources committed and available, smoke plumes, etc.

3. Warn citizens in possible danger from the fire or from toxic fumes or materials.

4. Issue evacuation orders as appropriate.

5. Activate Incident Management Team and establish an Emergency Operations Center (EOC) for the Borough and such village Incident Command Posts (ICPs) as necessary and notify the Alaska Division of Homeland Security and Emergency Management of the extent of the disaster as soon as possible.

6. Maintain communications with operating units and fire personnel. Survey existing communications and augment as necessary.

7. Keep information on access routes up to date. Request the assistance of law enforcement in establishing and maintaining access and evacuation routes. Utilize appropriate routes as conditions change. Keep other departments informed of changes in the use of such routes.


9. Establish reconnaissance and rescue strike team(s) and/or task force(s) with accompanying communications as necessary.

10. Where injuries are involved, notify local EMS agencies and medical facilities as soon as possible. Consider establishing the Multi-Casualty Organization within the Incident Command System.

11. Establish and maintain contact with the National Weather Service to ensure adequate forecasting support. Make sure on-scene personnel receive all weather information on a timely basis.

12. Assist in controlling fires and the escapement and/or spread of hazardous materials.

13. Coordinate scene control with law enforcement. Allow no one in the fire area except authorized emergency personnel and properly escorted press.

14. Maintain public order: control crowds and protect property and keep the access routes to the fire(s) open.

15. If needed, restore and maintain essential services such as disrupted utilities, transportation arteries and communications systems. Priority must be given to services for hospitals, Emergency Operations Centers, nursing homes, and public safety facilities.
16. Establish emergency shelters and communal care facilities as necessary. Coordinate with volunteer agencies such as the American Red Cross and The Salvation Army as appropriate.

17. Make preparations for the orderly evacuation and reception of the evacuees, which will progress in phase with the fire conditions. Be prepared for many of the evacuees to be elderly, very young and those with chronic medical problems.

Note: Provide for the security of the areas evacuated.

18. Establish strike teams and/or task forces to assess and document damage to public and private property as necessary. Record this information.

19. Publicize emergency public information to include:
   a) Description of the situation and location of damaged or threatened areas.
   b) Evacuation routes and reception areas.
   c) If applicable, location or phone number where information concerning victims may be obtained.
   d) Other information and instructions concerning the public welfare.

20. Establish other traffic control and road blocks as necessary.

21. Notify the Alaska Division of Homeland Security and Emergency Management of the situation and any required assistance. If conditions warrant, declare the existence of a local disaster emergency and submit requests for a state declaration of disaster emergency if appropriate.

22. Establish emergency morgues as necessary. Coordinate with the American Red Cross, The Salvation Army, and the relief organizations as appropriate.
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FIRE (STRUCTURAL) RECOVERY PHASE CHECKLIST

1. Initiate surveys for the identification of safety hazards and undertake corrective measures.

2. Arrange for initial debris clearance and restoration of essential public facilities and utilities.

3. Arrange for emergency housing as necessary.

4. Provide facilities for and publicize the location of disaster aid centers for processing applications for the rehabilitation of individuals and families.

5. Arrange for handling and identification of fatalities.

6. Perform damage assessments.

7. Provide monetary figures necessary to support a request for disaster declaration.

8. Release excess personnel and equipment.

9. Complete and submit necessary reports and paperwork to appropriate agencies.

10. Perform an incident critique.
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FLOOD

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

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

**Flood - Urban:** Overflow of storm sewer system usually due to poor drainage, following heavy rain or rapid snowmelt.

**Flood - Coastal:** Flooding along coastal areas associated with severe storms, hurricanes and other events.

**WARNING**
Initiate actions listed in the Warning Phase Checklist. If warning time is extremely limited, use the procedures in the Alert and Warning Section to notify the public to evacuate and the location of emergency evacuation reception stations. Evacuate the low-lying areas and worry about other things later. Form a dragnet beginning with those homes and other buildings nearest the approaching water and work back toward a safe area. Use uniformed personnel or otherwise recognizable officials to give authenticity to the urgency of the evacuation. Use the evacuees to help move out the others as they go along.

The following are checklists of tasks which may need to be accomplished in preparation for, response to, and recovery from flood incidents. They should not be considered all inclusive; some emergencies will not require that all tasks be accomplished, others will require tasks which are not listed.

**FLOOD WARNING PHASE CHECKLIST**

_____ 1. Receive and evaluate forecasts and predictions which indicate a potential for flooding. Make whatever confirmations are necessary, and pursue further information and guidance from the National Weather Service, the Army Corps of Engineers, or other qualified agencies. Contact local observers for accurate and timely local conditions updates.

_____ 2. In coordination with these agencies, develop the following estimates on the basis of past experience or other available data:
   a) The level above flood stage that is anticipated, when flooding will start and how long it will take to crest.
   b) What areas are expected to be subject to flooding and to what extent?
   c) On the basis of available physical indications, how much warning time will be available from the time that flooding is definitely imminent until the time that it actually occurs?
   d) What measures can be taken to eliminate obstructions or otherwise aid the run-off of water in stream channels.

_____ 3. Initiate inspections of existing flood control works and undertake repairs and strengthening as necessary (in coordination with the Army Corps of Engineers, Alaska Department of Fish & Game, and other agencies as required).
4. Identify available stocks of sandbags and other available stocks of dike-building material and arrange for their availability and distribution.

5. Identify high ground and select areas safe and suitable for the sheltering of evacuees and for the storage of evacuated equipment and emergency supplies. Ensure that evacuation routes to the areas selected will not become impassable before they can be reached.

6. If availability of evacuation routes is limited, and some flooding may occur but not render the route impassable, arrange for markers to identify the alignment, or arrange for pilot vehicles to guide evacuees.

7. Estimate the number of evacuees and, in consultation with volunteer relief organizations and the Shelter and Feeding Section, select suitable shelters and arrange for their operation.

8. In consultation with the various sections, make preparations for the orderly evacuation and reception of the evacuees, which will progress in phase with the rise of the water.

*Note: Provide for the security of the areas evacuated.*

9. Activate Incident Management Teams and establish an Emergency Operations Center (EOC) for the borough and such Incident Command Posts (ICPs) as necessary and notify the Alaska Division of Homeland Security and Emergency Management of the extent of the disaster as soon as possible.

10. Arrange for the direct broadcast of emergency public information and evacuation instructions per Alert and Warning Section. The National Weather Service may issue flood watches and warnings directly through the EAS, but should also keep local officials briefed on their actions.

11. Survey essential facilities such as hospitals, communications centers, broadcast stations, power and heat generating facilities, distribution systems, and other utilities. Undertake feasible flood proofing measures.

12. On the basis of anticipated flood levels, arrange for public equipment and supplies to be elevated or moved to an upper floor to avoid water damage. Ensure that essential public records are protected.

13. Inventory communications capabilities between essential facilities and the Emergency Operations Center. Augment as necessary with auxiliary equipment and operators for emergency requirements. Design an Incident Communications Plan from the information in the Communications Section (this volume) and Communications Planning Guide (EMERGENCY OPERATIONS CENTER GUIDE).

14. Arrange for petroleum distributors to meet the additional demand for fuels in preparation for the emergency and establish, if possible, the amounts of various fuels and oils on hand and arrange for the establishment of operable means of distribution during the emergency.
15. Inventory high clearance vehicles and register owners and operators. Include school buses. Organize and establish a ready emergency motor pool and a reserve. Arrange for central dispatch and recording of missions assigned and accomplished. Assign to missions and areas in advance as much as possible.

16. Inventory bulldozers, graders, dump trucks, front end loaders and other heavy equipment. Organize and establish a ready emergency motor pool and reserve.

17. Inventory motor boats. Test run motors and have a supply of fuel safely stored. Ensure adequate equipping with running lights, life jackets, rubber boots, rope, and flashlights with spare batteries. Organize and establish a ready emergency motor pool and reserve.

18. Inventory auxiliary power plants, pumps, pipe, and hose. Organize personnel and equipment into teams that will respond to dispatch.

19. Inventory operators of portable and mobile communications equipment. Make those assignments which can be made in advance.

20. Arrange for the protection and distribution of fire fighting equipment away from probable flooded areas.

21. Inventory available stocks and sources of supply of equipment and supplies common to the needs of disaster workers. Include special clothing, hard hats, rubber boots, flotation gear, flashlights and batteries, flares, maintenance tools, rescue tools and rations.

22. Advise prospective suppliers as to which personnel are authorized to make emergency purchases in the name of the various local jurisdictions, how they are identified, and what record of the transaction is necessary for subsequent reimbursement.

23. Arrange for the control of incoming air, marine, and surface traffic to facilitate receipt and delivery of needed supplies and to divert unessential visitors and supplies.

24. In phase with the situation as it develops, publicize emergency public information to include:
   a) Description of the situation and identification of areas which are expected to flood at various stages of river level.
   b) Guidelines on flood proofing measures and the protection of real and personal property.
   c) Evacuation routes and reception areas.
   d) How warning and evacuation instructions will be disseminated.
   e) See Public Information Section.

25. Prepare for documenting equipment and supplies used, personnel hours spent, including overtime, and other documentation on expenses which might be necessary for later reimbursement.
26. Sound alert and warning sirens as appropriate. See Alert and Warning Section.

27. Initiate response of volunteer organizations such as the American Red Cross, The Salvation Army, and other similar organizations.

28. Review the RESPONSE PHASE CHECKLIST on the following pages for preparatory action which may be required.
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FLOOD RESPONSE PHASE CHECKLIST

_____ 1. If not already completed, complete those actions items listed in the WARNING PHASE CHECKLIST which can be completed, based on the incident priorities of the current situation.

_____ 2. Establish a watch and observation of water conditions. The National Weather Service Anchorage Forecast Office should be contacted for river gage readings as required.

_____ 3. Disseminate public warnings, emergency instructions and initiate evacuation operations in phase with the rise of the water.

_____ 4. Intensify last minute strengthening of flood control works and flood proofing to protect essential facilities. Implement emergency shutoff procedures as necessary.

_____ 5. Conduct reconnaissance of areas becoming inundated and dispatch rescue units to stranded individuals.

_____ 6. Provide patrols for the security of evacuated areas.

_____ 7. Maintain surveillance of water flow conditions. On streams watch for obstructions upstream which may cause temporary restriction, and then cause a sudden release of water. Watch for obstructions downstream which may cause a backup of water and raise the flood level. Watch for local jamming of ice, logs or uprooted trees at sharp bends in the river or at bridges. Again, this should be coordinated with the National Weather Service.

_____ 8. Initiate a rapid assessment of the extent of public and private damage.

_____ 9. Request assistance as necessary and available under the conditions, and continue flood disaster operations.

_____ 10. Begin damage assessments on public facilities.

_____ 11. Notify the Alaska Division of Homeland Security and Emergency Management of the situation and any required assistance. If conditions warrant, declare the existence of a local disaster emergency and submit requests for state declaration of disaster emergency if appropriate.

_____ 12. Where injuries are involved, notify local EMS agencies and medical facilities as soon as possible. Consider establishing the Multi-Casualty Organization within the Incident Command.
FLOOD RECOVERY PHASE CHECKLIST

1. Initiate surveys for the identification of safety hazards and undertake corrective measures.
2. Perform damage assessments.
3. Arrange for initial debris clearance and restoration of essential public facilities and utilities.
4. Arrange for the clearing of culverts and drainage of water pockets.
5. Arrange for a health and sanitation survey and initiation of disease prevention measures.
6. Arrange for partial return of evacuees, particularly the heads of households, for individual damage assessment and cleanup. Phase the return of the remaining evacuees in pace with the rehabilitation progress.
7. Initiate individual rehabilitation program.
8. Arrange for public distribution of instructions on how to clean and restore real and personal property.
9. Undertake general debris clearance.
10. Arrange for emergency housing as may be necessary.
11. Initiate immediate and long range rehabilitation measures and programs.
12. Provide monetary figures necessary to support a request for disaster declaration.
13. Provide facilities for and publicize the location of disaster aid centers for processing applications for the rehabilitation of individuals and families.
14. Release excess personnel and equipment.
15. Complete and submit necessary reports and paperwork to appropriate agencies.
16. Perform an incident critique.
HAZARDOUS MATERIALS

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

Transportation Release: The uncontrolled release of hazardous materials during transport, such as highways, rail lines, pipelines, or water ways.

The following are checklists of tasks which may need to be accomplished in preparation for, response to, and recovery from hazmat incidents. They should not be considered all inclusive; some emergencies will not require that all tasks be accomplished, others will require tasks which are not listed.

HAZARDOUS MATERIALS RESPONSE PHASE CHECKLIST

1. Notify the nearest fire department if not already on scene, the Department of Environmental Conservation and the U.S. Coast Guard if the spill occurs on or near a navigable waterway.

2. Establish Incident Command Post. If needed activate Incident Management Team and establish an Emergency Operations Center with space provisions for a Unified Command.

3. Take whatever steps are necessary to isolate the area where the release has occurred. Safety of all personnel is the number one priority.

4. Initiate evacuation procedures of local and downwind areas as appropriate according to the evacuation section. See Alert and Warning Section, Evacuation Section.

5. Senior fire official will obtain a wind direction forecast from the weather bureau, if one has not already been obtained. The wind direction along with chemical type, method of release, temperature, etc. will be entered into the National Oceanographic and Atmospheric Administration's CAMEO program, if available, to plot the predicted plume size and direction.

6. Where injuries are involved, notify local EMS agencies and medical facilities as soon as possible. Consider establishing the Multi-Casualty Organization within the Incident Command System. Be prepared to establish a decontamination area for victims and responders.

7. Where a radiological accident involves injuries, provide a Radiological Response Strike Team and/or Task Force to local medical care facilities treating the injured.
8. Obtain the bill of lading, if a shipment is involved, and notify the shipper and the addressee. If radiological materials are involved, the Office of Emergency Management will notify the Alaska Department of Environmental Conservation (ADEC), who will notify the Nuclear Regulatory Commission. If other hazardous materials are involved, the Alaska Division of Homeland Security and Emergency Management will notify ADEC and CHEMTREC (1-800-424-9300).

9. If needed, establish emergency shelters and congregate care facilities for evacuees. See Shelter and Feeding Section.

10. Initiate response of volunteer organizations such as the American Red Cross, The Salvation Army, and other similar organizations.

11. Restore and maintain essential services such as disrupted utilities, transportation arteries and communications systems. Priority will be given to services for hospitals, Emergency Operations Centers, nursing homes and housing for the elderly, and fire and police departments.

12. If necessary, maintain isolation of the area until expert personnel have removed or neutralized the hazard.

13. Publicize emergency public information to include:
   a) Description of the situation and location of the incident;
   b) Evacuation routes and reception areas, as necessary;
   c) Location and/or phone number where information concerning the victims may be obtained; and
   d) Other information and instructions concerning the public welfare.
   e) See Public Information Section.

14. Notify the Alaska Division of Homeland Security and Emergency Management of the situation and any required assistance. If conditions warrant, declare the existence of a local disaster emergency and submit requests for state declaration of disaster emergency if appropriate.