Emergency Operations Guide

HAZARDOUS MATERIALS RECOVERY PHASE CHECKLIST

1. Ensure that all hazardous materials have been properly packaged, disposed of, or neutralized.

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

3. Perform other actions as necessary to recover from the situation.

4. Perform post-incident cleanup and utilities restoration.

5. Perform damage assessments.

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

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

8. Release excess personnel and equipment.

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

10. Perform an incident critique.
Ocean Storm Surge is defined as a condition when strong sustained offshore winds along with high tides create an abnormally high water surge along coastal areas. This condition may lead to coastal flooding, erosion, contamination of water sources or other localized damage.

**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 ocean storm surge 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.

**OCEAN STORM SURGE WARNING PHASE CHECKLIST**

1. Receive and evaluate forecasts and predictions which indicate a potential for an ocean storm surge event. 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 normal high tide stage that is anticipated, when high tide water 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 or other damage 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 storm surge 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 storm surge 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 surge 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. Assure 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 which 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; and
   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.
Ocean Storm Surge 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 wind and tide information 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. Evacuate people and equipment from areas of potential erosion. 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 conditions, bank erosion, damage to roads and utilities, and buildings in danger of collapse.

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.
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. Flush and test water systems, wells, and septic systems as needed.

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. Conduct emergency shoreline stabilization measures and utility repairs.

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.
PUBLIC HEALTH EMERGENCY

A Public Health Emergency is defined as an event or occurrence that impacts the health and well being of a substantial number of people due to an outbreak of a disease, loss of safe drinking water, loss of sanitation services, or the threat or occurrence of a bioterrorist event. Other potential public health emergencies could include a localized rabies outbreak, lack of adequate medical care providers or supplies, or loss of the regional health care facility.

PUBLIC HEALTH EMERGENCY WARNING PHASE CHECKLIST

_____ 1. Receive and evaluate forecasts and reports which indicate a potential for a public health emergency. Make whatever confirmations are necessary, and pursue further information and guidance from the Alaska Division of Homeland Security and Emergency Management, Alaska Department of Health and Social Services, Division of Public Health, local public health agencies, Centers for Disease Control, law enforcement agencies or other qualified agencies.

_____ 2. In coordination with these agencies, develop the following estimates on the basis of past experience or other available data:
   a) What the anticipated health problem is: disease outbreak, contagious diseases, rabies outbreak, lack of safe water or sanitation etc.
   b) What areas are expected to be subject to the public health event?
   c) On the basis of available indications, how much warning time will be available from the time that an event is definitely imminent until the time that it actually occurs?
   d) Estimate possible consequences.
   e) What measures can be taken to mitigate the possible effects.

_____ 3. Estimate the nature and scope of assistance which may be required by the borough and local jurisdictions.

_____ 4. Test and confirm communications capabilities between essential facilities and the Emergency Operations Center. Augment as necessary with auxiliary equipment and operators for emergency requirements

_____ 5. Receive reports of problems and confirm as soon as possible with the appropriate public health agency.


_____ 7. Establish liaison with appropriate local, state, and federal agencies through the initiation of a Unified Command in the EOC.
8. 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 be impacted by the outbreak or other event.
   b) Guidelines on the protection for individuals, immunizations, or mass prophylaxis clinics.
   c) Closures of schools, offices, and other facilities.
   d) Locations of clinics, care centers.
   e) How warning and evacuation instructions will be disseminated.

9. Alert staff personnel of impending location assignments.

10. Implement the Regional Strategic National Stockpile Distribution Plan in conjunction with the state Division of Public Health.

11. Arrange for the protection and distribution of personal protection supplies, immunizations or prophylaxis, and emergency medical equipment.

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

13. Review the RESPONSE PHASE CHECKLIST on the following pages for preparatory action which may be required.
Emergency Operations Guide

PUBLIC HEALTH EMERGENCY 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. Activate Incident Management Team and establish an Emergency Operations Center (EOC) and establish appropriate security measures.

3. Within capabilities provide for immediate vaccinations or prophylaxis of staff and families.

4. Keep the Borough Mayor informed of the situation and submit requests for assistance when local resources are inadequate to cope with the emergency. If conditions warrant, declare the existence of a local disaster emergency and submit requests for state declaration of disaster emergency if appropriate.

5. Request additional health providers and supplies assistance through the Alaska Division of Homeland Security and Emergency Management.

6. Establish curfews and meeting size limitations as necessary.

7. Identify key facilities for priority in assigning security or protection forces.

8. Issue information on vaccination or mass prophylaxis clinics.

9. Establish local clinic sites, security, and transportation for public health staff.

10. Control rumors through timely and accurate public information.

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

12. Maintain public order: control crowds and protect property.

13. Publicize emergency public information to include:
   a) Description of the situation and location of affected areas.
   b) Clinic areas.
   c) Location and/or phone number where information concerning the clinics or other health information may be obtained.
   d) Other information and instructions concerning the public welfare.

14. If needed, establish regional and local distribution centers for medications or vaccinations.

15. Establish traffic control and roadblocks around local clinics and dispensing sites.

16. Maintain surveillance of current conditions, numbers of people reporting illnesses, increases in clinic visits and other information requested by public health authorities.

17. Keep in communication with public health agencies.

18. Establish emergency morgues, as necessary. Coordinate with the American Red Cross, The Salvation Army, and the relief organizations as appropriate.
Emergency Operations Guide

PUBLIC HEALTH EMERGENCY RECOVERY PHASE CHECKLIST

1. Conduct ongoing public health surveillance to ensure outbreak or other problem has been resolved.
2. Request additional assistance from the state as needed.
3. Disseminate emergency public information as necessary to provide information on the event and any subsequent health issues or concerns.
4. Arrange for emergency re-supply of critical medical supplies or equipment.
5. Arrange for a health and sanitation survey and initiation of disease prevention measures.
6. Arrange for handling and identification of fatalities.
7. Initiate immediate and long range health care measures and programs.
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.
Emergency Operations Guide

TRANSPORTATION ACCIDENT

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

The following are checklists of tasks which may need to be accomplished in preparation for, response to, and recovery from transportation 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.

TRANSPORTATION RESPONSE PHASE CHECKLIST

1. Activate Incident Management Team 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.

2. 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.

3. If hazardous or toxic materials are present, warn citizens in the danger area according to the Alert and Warning Section.

4. Initiate evacuation procedures as necessary. See Evacuation Section. Note: Provide for the security of the areas evacuated.

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

6. Establish reconnaissance and rescue strike teams and/or task forces as needed and grid out the area to be searched.

7. 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.

8. Control fires and the escapement and/or spread of hazardous or toxic substances.

9. Establish a radiological monitoring strike team and/or task force if radioactive materials are believed to be involved.

10. Maintain the public order. Control traffic and crowds.

11. Restore and maintain essential services such as 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. Where airport, airfield or FAA officials are present, the Incident Commander will work with their advice and assistance (unified command).

13. Establish emergency shelters and congregate care stations, as necessary. Coordinate with the American Red Cross, The Salvation Army, and the relief organizations as appropriate. See Shelter and Feeding Section.

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

15. Establish emergency morgues, as necessary. Coordinate with the American Red Cross, The Salvation Army and the relief organizations as appropriate. See HEALTH AND MEDICAL SERVICES Section.
TRANSPORTATION RECOVERY PHASE CHECKLIST

1. Arrange for the security of the area from visitors and souvenir hunters until the FAA, NTSB, and/or military officials have completed their inspections of the crash or accident site.

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

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

4. Arrange for handling and identification of fatalities.

5. Arrange for emergency housing as necessary.

6. Perform damage assessments.

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

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

9. Release excess personnel and equipment.

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

11. Perform an incident critique.
Emergency Operations Guide

VOLCANO

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

WARNING

Initiate actions listed in the Warning Phase Checklist. If WARNING TIME IS EXTREMELY LIMITED, there are two conditions that one must be concerned with regarding volcano activity: earthquakes and tsunamis. The second condition, tsunami, is the more emergent one. The threat of “local tsunami” can generate large waves with little or no warning. Most of the Borough’s coastal areas are not considered to have a “local tsunami” hazard.

The following are checklists of tasks which may need to be accomplished in preparation for, response to, and recovery from volcanic eruptions. 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.

VOLCANO WARNING PHASE CHECKLIST

_____ 1. Receive and evaluate forecasts and predictions which indicate potential for volcanic eruption. Make whatever confirmations are necessary, and pursue further information and guidance from the Alaska Division of Homeland Security and Emergency Management, Alaska Volcano Observatory, National Weather Service, or other qualified agencies.

_____ 2. In coordination with these agencies, develop the following estimates on the basis of past experience or other available data:
   a) When an eruption is anticipated and its duration?
   b) What areas are expected to be subject to ash fallout, and to what extent?
   c) On the basis of available physical indications, how much warning time will be available from the time that an eruption is definitely imminent until the time that it actually occurs?
   d) What measures can be taken to lessen the effects and damage anticipated?

_____ 3. Initiate inspections of existing control works for ash abatement and particulate damage and undertake repairs and strengthening as necessary.

_____ 4. Identify available stocks of air and oil filters (for equipment), dust and particle masks, and arrange for their availability and distribution.

_____ 5. Identify areas safe and suitable for selection and shelter 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. 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.

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

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

8. Activate Incident Management Team 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.

9. Notify all agencies and media which may participate in volcano recovery operations of the location, time of activation and methods of contact with the EOC. Call the Anchorage Forecast Office of the National Weather Service to provide advisory personnel to the EOC.

10. Arrange for the direct broadcast of emergency public information and evacuation instructions per the Alert and Warning Section. The National Weather Service, Alaska Division of Homeland Security and Emergency Management, or Alaska Volcano Observatory may issue volcano watches and warnings directly through the EAS, but should also keep local officials briefed on their actions.

11. Provide the local news media with ash fall safety rules, vehicle travel considerations, and other appropriate information pertaining to the area. NOAA Weather Radio broadcasts this information as needed, but further releases are desirable.

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

13. Inventory communications capabilities between essential facilities and the Emergency Operations Center. Augment as necessary with auxiliary equipment and operators for emergency requirements.

14. Arrange for petroleum distributors to meet the additional demand for fuels and lubricating oils 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.

16. Inventory bulldozers, graders, dump trucks, front end loaders, and other heavy equipment.

17. Inventory auxiliary power plants, pumps, pipe and hose. Organize personnel and equipment into teams which will respond to dispatch.
18. Inventory operators of portable and mobile communications equipment. Make those assignments which can be made in advance.

19. Arrange for the protection and distribution of emergency services (fire fighting, medical, rescue, law enforcement, public works, etc.) equipment. Prepare the equipment for operations in heavy ash and dust environments.

20. 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, flashlights and batteries, flares, maintenance tools, rescue tools, dust masks, goggles, and rations.

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

22. 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.

23. As the situation develops, publicize emergency public information to include:
   a) Description of the situation and identification of areas which are expected to receive ash fallout.
   b) Guidelines on ash fallout proofing measures and the protection of real and personal property.
   c) Closures of schools, offices, and other facilities.
   d) Evacuation routes and reception areas.
   e) How warning and evacuation instructions will be disseminated.

24. Prepare for documenting equipment and supplies used, personnel hours spent, including overtime, and other documentation on expenses which might be necessary for later reimbursement.

25. Sound alert and warning sirens as appropriate. See ALERT AND WARNING SECTION.

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

27. Assess feasibility of releasing non-essential personnel. Establish procedure for advising personnel whether or not to report to work. Unless specific instructions are given to the contrary, all borough personnel are expected to report for work.

28. Establish a system, procedure, and contacts for “school closing” or “employee stay home” announcements.
29. Develop newspaper articles and radio and television announcements for release when appropriate (e.g., requesting home owners to remove snow from fire hydrants or other places that might impede emergency actions).

30. Check generators, other power, lighting, and communications equipment.

31. Alert field personnel of impending situation.

32. So far as is practical, put personnel and equipment on stand-by, and maintain communication with operating and stand-by crews.

33. Review the RESPONSE PHASE CHECKLIST on the following pages for preparatory action which may be required.
Emergency Operations Guide

VOLCANO 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 volcano activity.

3. Assess the eruption situation, including a determination of the potential ash fall risk area, and obtain information such as speed and direction of wind, precipitation, barometric readings, fall of ash, etc. Initiate reporting from public and private agencies and utilities that have facilities in the risk area.

4. Keep information on access routes up to date. Request the assistance Public Works and State DOT in establishing and maintaining access and evacuation routes. Use appropriate routes as conditions change. Keep other departments informed of changes in the use of the routes.

5. Keep in communication with public works, law enforcement, fire, rescue, and others with emergency services responsibilities. Obtain official information on what and how highways and streets are to be kept open, particularly those required by emergency service personnel in case of serious fires, accidents and other emergencies. Obtain estimates of requirements for additional manpower, equipment, and supplies.

6. If conditions warrant, initiate or increase efforts to obtain specific information for broadcasts over radio and television to inform the public of the volcanic situation and what actions should be taken.

7. Disseminate public warnings, emergency instructions, and initiate evacuation operations in phase with the eruption activity.

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

9. Pre-position equipment, fuel and the essential supplies for use after the storm.

10. Check auxiliary generators and other power and lighting equipment.

11. Conduct reconnaissance of areas becoming impacted, especially by heavy ash fallout. Be alert to building and structural failure due to increased roof loading from ash and debris and dispatch units for evacuations and personnel rescue.

12. Review preparations for congregate care and emergency shelter if the situation appears to be worsening. Consider what specific operations may have to be performed and under what conditions. See Shelter and Feeding Section.

13. Limit travel as required.
Emergency Operations Guide

14. Provide patrols for the security of evacuated areas.
15. Maintain surveillance of current conditions.
16. Initiate a rapid assessment of the extent of public and private damage.
17. Request assistance as necessary and available under the conditions, and continue volcano disaster operations.
18. Begin damage assessments on public facilities.
19. 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 borough and state declaration of disaster emergency if appropriate.
20. 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.
VOLCANO 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 ash and debris from essential roadways, runways, roof structures and other important facilities.
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. Arrange for emergency housing as may be necessary.
10. Initiate immediate and long range rehabilitation measures and programs.
11. Provide monetary figures necessary to support a request for disaster declaration.
12. Provide facilities for and publicize the location of disaster aid centers for processing applications for the rehabilitation of individuals and families.
13. Release excess personnel and equipment.
14. Complete and submit necessary reports and paperwork to appropriate agencies.
15. Perform an incident critique.
WEATHER EXTREMES

Severe weather includes ice storms, blizzards, extreme cold, extreme heat and high winds.

The following are checklists of tasks which may need to be accomplished in preparation for, response to, and recovery from incidents of weather extremes. 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.

WEATHER EXTREMES WARNING PHASE CHECKLIST

1. Make contact with HAM radio club, snowmobile, ski, and other emergency rescue and medical teams in the area.

2. The Emergency Manager should contact the National Weather Service and establish those rules on definitions, especially “Heavy Snow Warnings,” and “Cold Wave Warning,” “High Wind Warning,” and “Ice Storm” that pertain to the area. This information should then be disseminated to other agencies, media, etc.

3. Provide the local news media with winter storm safety rules, winter vehicle travel considerations, advice on actions if trapped in a vehicle by a blizzard, and other appropriate information pertaining to the area. NOAA Weather Radio broadcasts this information as needed, but further releases are desirable.

4. Determine the location and amounts of snow fencing, sand and gravel, salt, fuel supplies, or other materials needed, and install and fill these as required.

5. Assess feasibility of releasing non-essential personnel. Establish procedure for advising personnel whether or not to report to work. Unless specific instructions are given to the contrary, all city personnel are expected to report for work.

6. Establish a system, procedure, and contacts for “school closing” or “employee stay home” announcements.

7. Develop newspaper articles and radio and television announcements for release when appropriate (e.g., requesting home owners to remove snow from fire hydrants or other places that might impede emergency actions).

8. Check generators, other power, lighting, and communications equipment.

9. Alert field personnel of impending situation.

10. So far as is practical, put personnel and equipment on stand-by, and maintain communication with operating and stand-by crews.

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

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