



## SMALL COMMUNITY EMERGENCY RESPONSE PLAN TOOLKIT

Incidents (emergencies and disasters) happen locally and responsibility for actions before, during, and after rests with local leaders. Every community must be prepared and able to respond until help arrives.

An incident is an occurrence or event, natural or human-caused, which requires a response to protect life or property.

An emergency is a situation that requires immediate attention, but may not exceed the capability of the local jurisdiction.

By statute, “disaster”, means the occurrence or imminent threat of widespread or severe damage, injury, loss of life or property, or shortage of food, water, or fuel resulting from:...” Alaska Statute 26.23.900.

The best time to plan is now! Here are some tips to get started with emergency planning, efforts that will lead to customized SCERP flip books for your community.

ISSUE	GETTING STARTED ON THE TOOLKIT
<b>Get Started</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Review the <i>Small Community Emergency Response Plan Template</i> <ul style="list-style-type: none"> <li>• You, and others in your community, probably already know much of the community contact information</li> <li>• Choose whether to complete as much information as you can in advance, or do it at a meeting</li> </ul> </li> </ul>
<b>Gather together</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Call a meeting with the city/village council, school, clinic, utility officials, and any other community members           <ul style="list-style-type: none"> <li>• Discuss threats to the community</li> <li>• Review emergency preparations already in place</li> <li>• If possible designate primary and alternate personnel or volunteers for each position listed in the SCERP               <ul style="list-style-type: none"> <li>▪ Incident Command System (ICS) training available at <a href="http://www.training.fema.gov/IS/crslist.aspx">http://www.training.fema.gov/IS/crslist.aspx</a> or contact DHS&amp;EM training at 907-428-7000</li> </ul> </li> </ul> </li> <li><input type="checkbox"/> <b>Ensure that city/tribal workers and first-responders have a plan to care for their families during an event</b></li> </ul>
<b>Review or develop plans</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Review and discuss an Emergency Communications Plan, including satellite telephones and radios</li> <li><input type="checkbox"/> Review and discuss an Evacuation Plan</li> <li><i>Continue working on the Toolkit while you work on these items below.</i></li> <li><input type="checkbox"/> Sign agreements for primary and alternate community shelters and safe areas to shelter evacuees. Store critical equipment and supplies (water, food, fuel, medical items). Address special needs, transportation</li> <li><input type="checkbox"/> Survey essential facilities and look for ways to protect them in advance, including insurance</li> <li><input type="checkbox"/> Develop a debris management plan (Contact the SEOC for assistance at 1-800-478-2337)</li> </ul>
<b>Inform the community</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure community is aware of primary and secondary shelters and evacuation routes prior to a disaster</li> <li><input type="checkbox"/> Remind residents to take measures to protect their homes and property and prepare an emergency kit</li> <li><input type="checkbox"/> Have ways to notify community members in remote locations</li> </ul>
<b>Get customized plan</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Use gathered information, along with local contact data, to complete the <i>SCERP Toolkit</i></li> <li><input type="checkbox"/> When <i>SCERP Toolkit</i> is complete, send it to <a href="mailto:mva.dhsem.plans@alaska.gov">mva.dhsem.plans@alaska.gov</a> or DHS&amp;EM Planning, P.O. Box 5750, JBER, AK 99505-5750. Call 907-428-7084 or 7020 if you have questions!</li> </ul>



This icon indicates *action items to complete*.



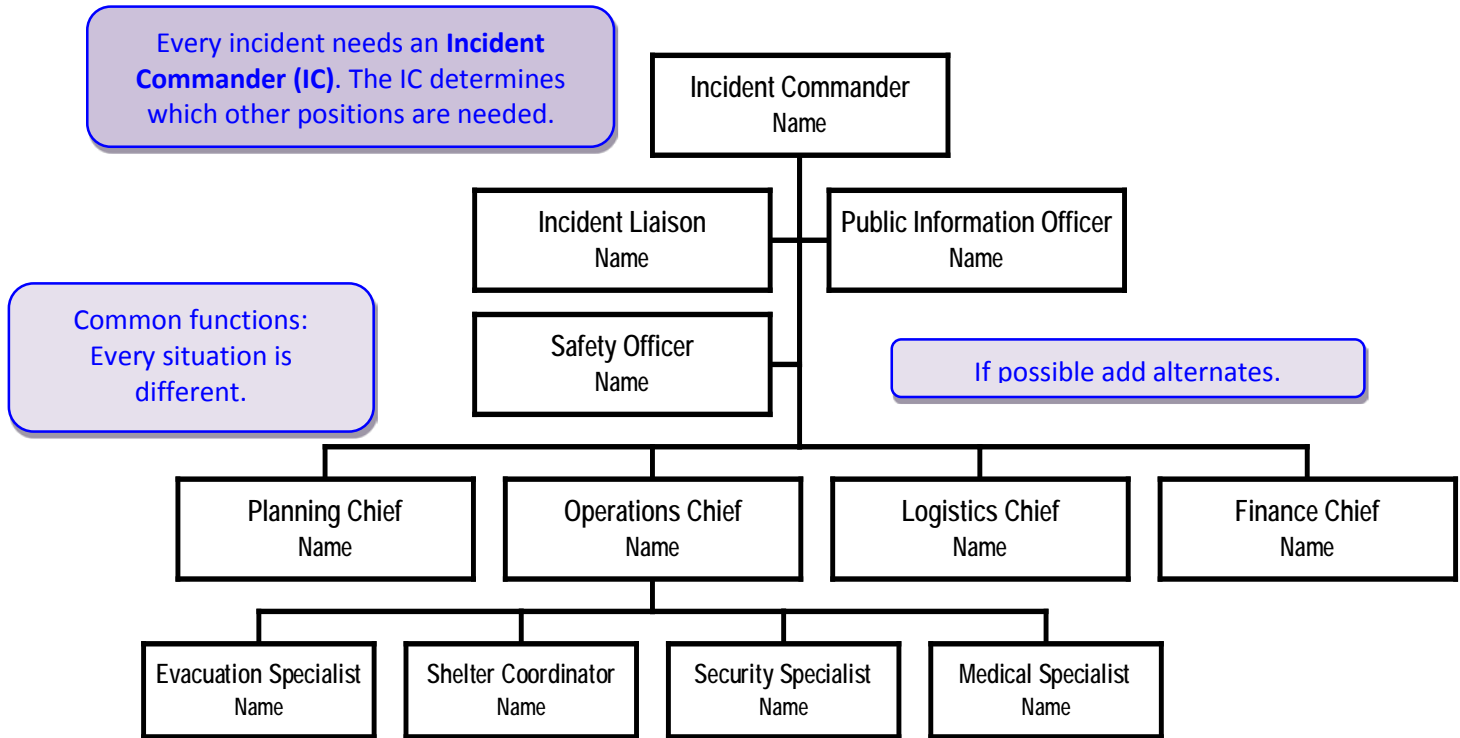
**Who worked on the plan?**

Planning Team		
Community:		
Date:		
Planning Team Members:		

Community leaders and residents understand their community better than anyone outside the community.

Who will have roles and responsibilities in an emergency or disaster? A very critical decision is who will lead when an emergency or disaster occurs. Some communities may have their mayor or chief be an incident commander (IC), while others may look to one of their first responders, such as VPSO, fire, or police.

The following chart shows the kinds of roles small communities use most often. The next page explains each position.



**SAMPLE INCIDENT COMMAND SYSTEM (ICS) ORGANIZATION CHART**

**Incident Command System (ICS) Roles and Responsibilities**

<b>Position</b>	<b>Duties and Responsibilities</b>
<b>Incident Commander</b>	Manages the people and resources to respond to the incident.
<b>Incident Liaison</b>	Coordinates with community and outside organizations involved in the incident.
<b>Public Information Officer</b>	Provides information to the public and media regarding the event in accordance with the IC.
<b>Safety Officer</b>	Assures safety issues are mitigated, announced and addressed.
<b>Planning Section Chief</b>	Gathers and analyses incident information; conducts Planning Meetings, and prepares Incident Action Plans (IAP).
<b>Operations Section Chief</b>	Responsible for incident tactical operations – actions, personnel, resources, and staging areas.
<b>Logistics Section Chief</b>	Obtains requested incident facilities, services, and materials.
<b>Admin Section Chief</b>	Tracks costs and manages incident finances and personnel issues.
<b>Evacuation Specialist</b>	Develops plan to shelter in place or move individuals to a safe location.
<b>Shelter Coordinator</b>	Sets up, operates and closes shelter(s) and/or coordinates shelter activities.
<b>Security Specialist</b>	Keeps unauthorized personnel from physically accessing resources, buildings, or confidential information.
<b>Medical Specialist</b>	Provides and/or coordinates emergency health care services.



**Who will fill these roles in your community?**

**WHERE** will your Emergency Operations Center (EOC) be?

Building, address, phone number: \_\_\_\_\_

<b>Community Contact Information</b>				
<b>Title</b>	<b>Name</b>	<b>Agency</b>	<b>Phone</b>	<b>Email</b>
<b>Incident Commander</b>				
<b>Incident Liaison</b>				
<b>Public Information Officer</b>				
<b>Safety Officer</b>				
<b>Planning Section Chief</b>				
<b>Operations Section Chief</b>				
<b>Logistics Section Chief</b>				
<b>Finance Section Chief</b>				
<b>Evacuation Specialist</b>				
<b>Shelter Coordinator</b>				
<b>Security Specialist</b>				
<b>Medical Specialist</b>				



**Who do you want to respond and how will you contact them?**

The response phase of the SCERP provides guidance for responding to an event. Work with your planning team to determine the following contact information. It may be helpful to print out an example of the SCERP from <http://ready.alaska.gov/plans/SCERP> and look at the green tabbed sections to increase conversation about the response personnel and actions you may need.

RESPONSE PHASE		
Immediate actions	Critical Partners	Contact Information
<b>Notify Partners</b> <i>Consider who and how you would notify all the partners you need present to respond to a disaster.</i>	Incident Commander	
	Borough Emergency Manager	
	Other Regional Entities	
	VPSO	
<b>Keep Everyone Safe</b> <i>Consider contacting critical infrastructure partners</i>	Health Aid	
	Regional Partners	
<b>Inform Everyone</b> <i>Consider how you would get information out to everyone (phone tree, radio, email)</i>	Local Radio	
	VHF	

<b>Take Action</b> <i>Consider your response and who you need to protect life (Search and Rescue).</i>	VPSO	
	Local Search and Rescue	
	Volunteer Fire Department	
<b>Gather Resources</b> <i>Consider who has the resources you may need to respond: boats, planes, regional assets.</i>	Regional Partners	

## SHELTERING AND EVACUATION CONTACT INFORMATION



Gather critical information about your community shelters.

SHELTER/EVACUATION CONTACT		
ISSUE	Critical Partners	Contact and Information
<p style="text-align: center;"><b>GATHER INFORMATION</b></p> <p style="text-align: center;"><i>Consider who you would contact to gather information to make the best decision to shelter or evacuate.</i></p>	National Weather Service	
	Regional Alaska State Troopers	
	Regional Coast Guard	

Primary Shelter Information					
Shelter	Location		Phone	Contact to OK Use and Open Shelter	
				Primary Name: _____	
				Number: _____	
Restrictions on use/availability, if any:				Backup Name: _____	
				Number: _____	
Bed Capacity (15-20 sq. ft./person)	Number of Showers	Number of Bathrooms	ADA Accessibility	Emergency Power/ Generator	Kitchen Facilities
			Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Alternate Shelter Information					
Shelter	Location		Phone	Contact to OK Use and Open Shelter	
				Primary Name: _____	
				Number: _____	
Restrictions on use/availability, if any:				Backup Name: _____	
				Number: _____	
Bed Capacity	Number of Showers	Number of Bathrooms	ADA Accessibility	Emergency Power/ Generator	Kitchen Facilities
			Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

If you would like assistance in assessing your shelter capacity and other sheltering limitations, please contact the **American Red Cross of Alaska** at:

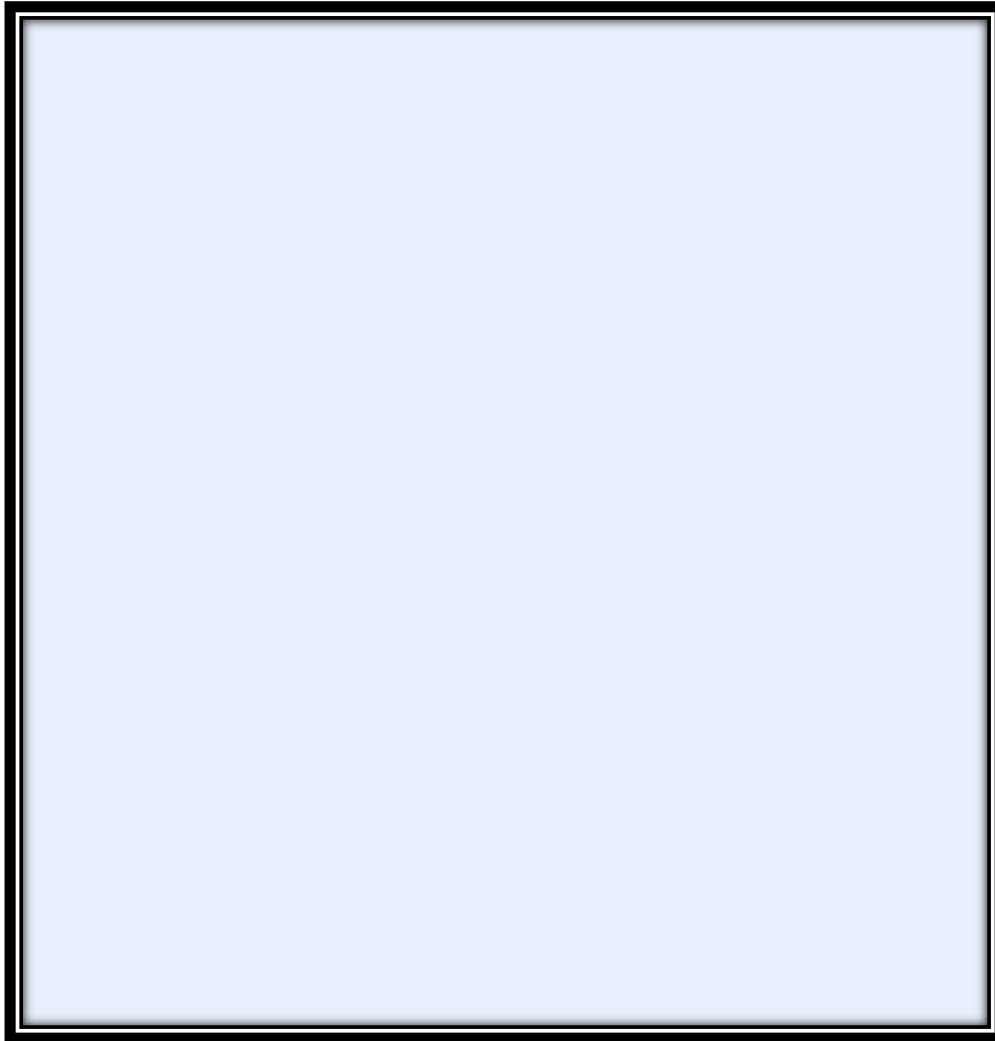
1-888-345-4376



## Where are critical structures in your community?

A copy of the completed *SCERP* will be used in the State Emergency Operations Center as a reference for support agencies. Use any community map you have to mark critical locations, or contact **DHS&EM** at 1-800-428-7000 and ask for the Plans section Small Community Emergency Response Plan representative.

Mark the map with the codes below, along with other critical structures to include on the map for your community.



### COMMUNITY MAP LEGEND



EMERGENCY SHELTER



EMERGENCY EVACUATION ROUTE



HOSPITAL or CLINIC

**EOC**

EMERGENCY OPERATIONS CENTER



## Describe evacuation routes in your community.

### Route Information for Sheltering or Evacuation *Within* the Community

Sheltering or Evacuation Routes <i>Within</i> the Community				
Route Name	Start Location	Finish Location	Distance	Route Condition (gravel, paved)

### Routes and Air Transport Information for Evacuation *Away from* the Community

Evacuation Routes <i>Away from</i> the Community				
Route Name	Start Location	Finish Location	Distance	Route Condition (gravel, paved)

### Airport Information

Airport Name	Airport Location	# of Runways	Illuminated	Runway Distance(s)	Largest Aircraft	Fuel Stored

### Airline Information (add more rows if needed)

Airline Name	Hub Location	Phone Number	Contact Name





**Gather critical information about your clinic or other medical facility.**

*Sleeping capacities are intended for staff rather than patients.*

Primary Clinic Information							
Clinic Name		Location		Phone Numbers		Contact	
				Phone:		Primary Name:	
				Fax:		Number:	
				Sat Phone:		Backup Name:	
						Number:	
Sleeping Capacity	# Showers	# Bathrooms	ADA Accessibility	Emergency Generator	Kitchen Facilities		

Alternate Clinic Information							
Clinic Name		Location		Phone Numbers		Contact	
				Phone:		Primary Name:	
				Fax:		Number:	
				Sat Phone:		Backup Name:	
						Number:	
Sleeping Capacity	# Showers	# Bathrooms	ADA Accessibility	Emergency Generator	Kitchen Facilities		

<b><i>Vulnerable populations total in community</i></b>	
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Vulnerable populations include individuals who may take longer to evacuate if one is issued. This can include children, elders, medically sensitive, and those with mobility impairments.

Community Public Health and Medical Planning assistance is available through the **Alaska Native Tribal Health Consortium (ANTHC)** Emergency Preparedness Program. To inquiry, please contact ANTHC at 729-4427 or 729-3495.



**Who are your community's regional contacts?**

Regional numbers for state or federal agencies are located on the State and Federal Agencies Contact Information Tab of the Small Community Emergency Response Guide. Select the numbers appropriate for your community, or provide alternates.

Borough and Regional Contact Information		
Agency: Contact	Phone (907)	Fax (907)
Regional Partners (Native Corporation, Health Corporation, etc.):		
Borough Emergency Manager:		
Regional Native Corporation:		
Regional Health Corporation:		
VPSO:		
National Weather Service:		
Alaska State Troopers :		
Division of Forestry:		
Department of Environmental Conservation:		
Other:		
Other:		
Other:		
Other:		
Other:		

**COMMUNITY CONTACT INFORMATION**



**Gather contact information about your community.**

*Modify this list as appropriate.*

Community Contact Information				
Entity	Name of Agency	Contact Name	Phone	Email
Volunteer Fire Department				
Village Public Safety Officer				
City Office				
Tribal Office				
School Principal				
School Maintenance				
Clinic/Health Aide				
Hospital Service Provider				
Airport Maintenance				
Power Company				
Fuel Company				
Telephone Company				
Sewage/Lagoon				
Water/Wastewater Plant				
Washeteria				
Church				
Alaska Native Non-Profit Organization				
Alaska Native For-profit Corporation				
Local DOT&PF				
City or Tribal Maintenance Personnel				
Other				
Other				
Other				
Other				

## PLAN DISTRIBUTION LIST



Gather critical infrastructure information about your community.

Lodging Facilities			
Lodging Name	Location	Phone Number	Owner Name

Local Store Information			
Store Name	Location	Phone Number	Owner Name

Utilities			
Utility Name	Owned / Operated By	Phone Number	REMARKS
Power			
Water			
Sewer			
Telephone			
Fuel			

Critical Facilities			
Name	Address or Location	Phone Number	REMARKS
Emergency Operations Center (EOC)			
Fire Station			
Public Safety			
Other:			
Other:			

Radio Communication Information				
Channel Name	Primary Use	Agencies Supported	Frequency/Band	Contact Number

For critical infrastructure planning assistance, please contact our Critical Infrastructure Protection team at [mva.sva@alaska.gov](mailto:mva.sva@alaska.gov) or call 907-428-7000.



## Where, and with whom, will completed plans be kept?

DHS&EM will provide seven copies to the community. Please document where, and with whom, copies will be stored in the table below.

Please do not list your borough Emergency Manager (if you are in one) or an Alaska State Trooper as a recipient of your SCERP because a courtesy copy will be provided to them.

### Plan Distribution: Designated Plan Holders and Locations

Contact	Agency	Physical Location	Phone	Email



**Check that the following items are complete and that the planning team agrees on the following:**

Toolkit Checklist	
Item	Page
<input type="checkbox"/> Planning Team Members	3
<input type="checkbox"/> Incident Command System (ICS) Roles and Responsibilities	4
<input type="checkbox"/> Response Phase Contact Information	5
<input type="checkbox"/> Shelter/Evacuation Information	6
<input type="checkbox"/> Evacuation Map (with critical structures marked)	7
<input type="checkbox"/> Evacuation Routes	8
<input type="checkbox"/> Clinic Information	9
<input type="checkbox"/> Community Contact Information	10 & 11
<input type="checkbox"/> Community Critical Infrastructure	12
<input type="checkbox"/> Plan Distribution List	13



**Send completed toolkit to DHS&EM:**

**Electronic information:**

[mva.dhsem.plans@alaska.gov](mailto:mva.dhsem.plans@alaska.gov) or, if unable to complete electronically,

**Paper copy:**

Attention: SCERP

Division of Homeland Security and Emergency Management

PO Box 5750

JBER, Alaska 99505-5750

**Be sure to include a contact name, number, and email.**

DHS&EM will complete your community's customized *Small Community Emergency Response Guide*, and send a copy to the identified contact person for final approval before producing the final version.

These ideas aren't new – today's disaster preparedness builds on thousands of years of Alaska Native traditions.

The following diagram uses the *Alaska Native Knowledge Network Spiral Chart for Integrated Learning* to show ways to increase community preparedness.

