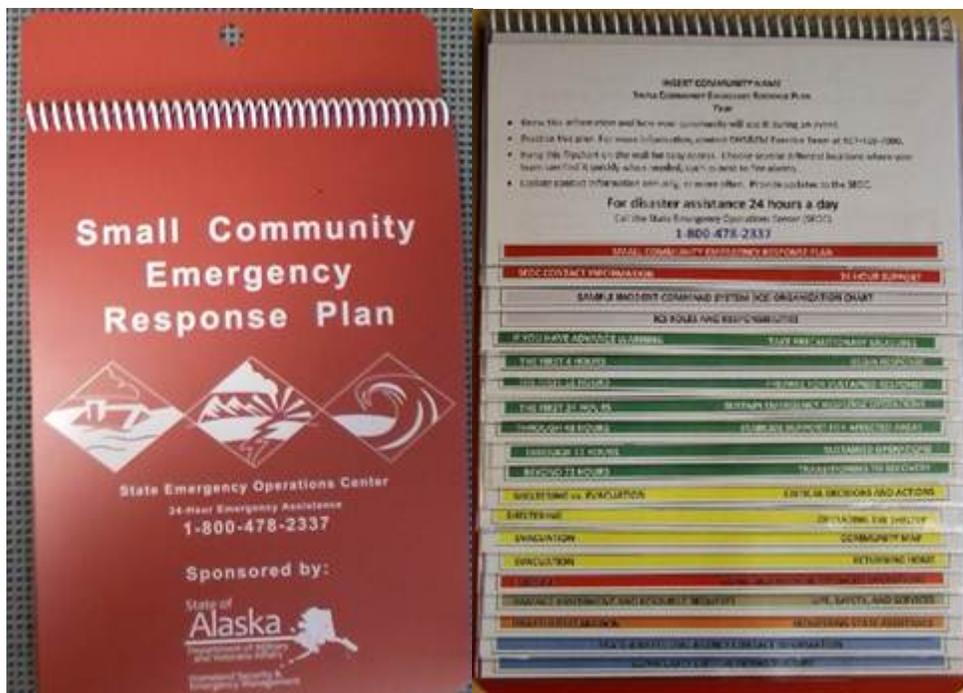# SMALL COMMUNITY EMERGENCY RESPONSE PLAN TOOLKIT FOR UNINCORPORATED REGIONS

The **Small Community Emergency Response Plan** (SCERP) is a quick reference guide for use before, during, and after an emergency or disaster. The SCERP contains checklists for critical actions at the local level, customized for, and by, your community. The SCERP contains important resource information including; local, regional, state, and federal contact information.

The **Small Community Emergency Response Plan Toolkit** contains suggestions to complete the community information the Division of Homeland Security and Emergency Management will use to customize your community's SCERP. The toolkit includes all the information your planning team will need to provide.

Visit http://ready.alaska.gov/plans/SCERP for more information.

SMALL COMMUNITY EMERGENCY RESPONSE PLAN TOOLKIT

Incidents (emergencies and disasters) start and end locally. 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 responders.

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
Get Started	❑ Review the *Small Community Emergency Response Plan Template* • You, and others in your community, probably already know much of the community contact information • Choose whether to complete as much information as you can in advance, or do it at a meeting
Gather together	❑ Call a meeting with the city/village council, school, clinic, utility officials, and any other interested community members • Discuss threats to the community • Review emergency preparations already in place • If possible designate primary and alternate volunteers as points of contact for the State Emergency Operations Center (SEOC) ▪ Incident Command System (ICS) training available at http://www.training.fema.gov/IS/crslist.aspx or contact DHS&EM training at 907-428-7000. This will assist in understanding how state entities organize to manage the response. ❑ **Ensure that first-responders have a plan to care for their families during an event**
Review or develop plans	❑ Review and discuss an Emergency Communications Plan, including satellite telephones and radios ❑ Review and discuss an Evacuation Plan *Continue working on the Toolkit while you work on these items below.* ❑ Work with the Red Cross to identify shelter locations and needs. Store critical equipment and supplies (water, food, fuel, medical items). Address special needs and transportation Survey essential facilities and look for ways to protect them in advance
Inform the community	❑ Ensure community is aware of primary and secondary shelters and evacuation routes prior to a disaster ❑ Remind residents to take measures to protect their homes and property and prepare an emergency kit ❑ Have ways to notify community members in remote locations
Get customized plan	❑ Use gathered information, along with local contact data, to complete the *SCERP Toolkit* ❑ When *SCERP Toolkit* is complete, send it to mva.dhsem.plans@alaska.gov or DHS&EM Planning, P.O. Box 5750, JBER, AK 99505-5750. Call 907-428-7084 or 7020 if you have questions!

 This icon indicates *action items* to complete.

Who worked on the plan?

Planning Team		
Community:		
Date:		
Planning Team Members:		

Residents understand their community better than anyone outside the community.

Who will have roles in an emergency or disaster? Determine who can act as a points of contact for the SEOC and Incident Management Team (IMT), which will be established in the area after a disaster.

SHELTER/EVACUATION CONTACT		
ISSUE	**Critical Partners**	**Contact and Information**
GATHER INFORMATION *Consider who you would contact to gather information to make the best decision to shelter or evacuate.*	National Weather Service	
	Regional Alaska State Troopers	
	Regional Coast Guard	
	Local Evacuation Specialist	
	American Red Cross of Alaska	907-646-5401, Option 3

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 ☐ No ☐	Yes ☐ No ☐	Yes ☐ No ☐

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 ☐ No ☐	Yes ☐ No ☐	Yes ☐ No ☐

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.
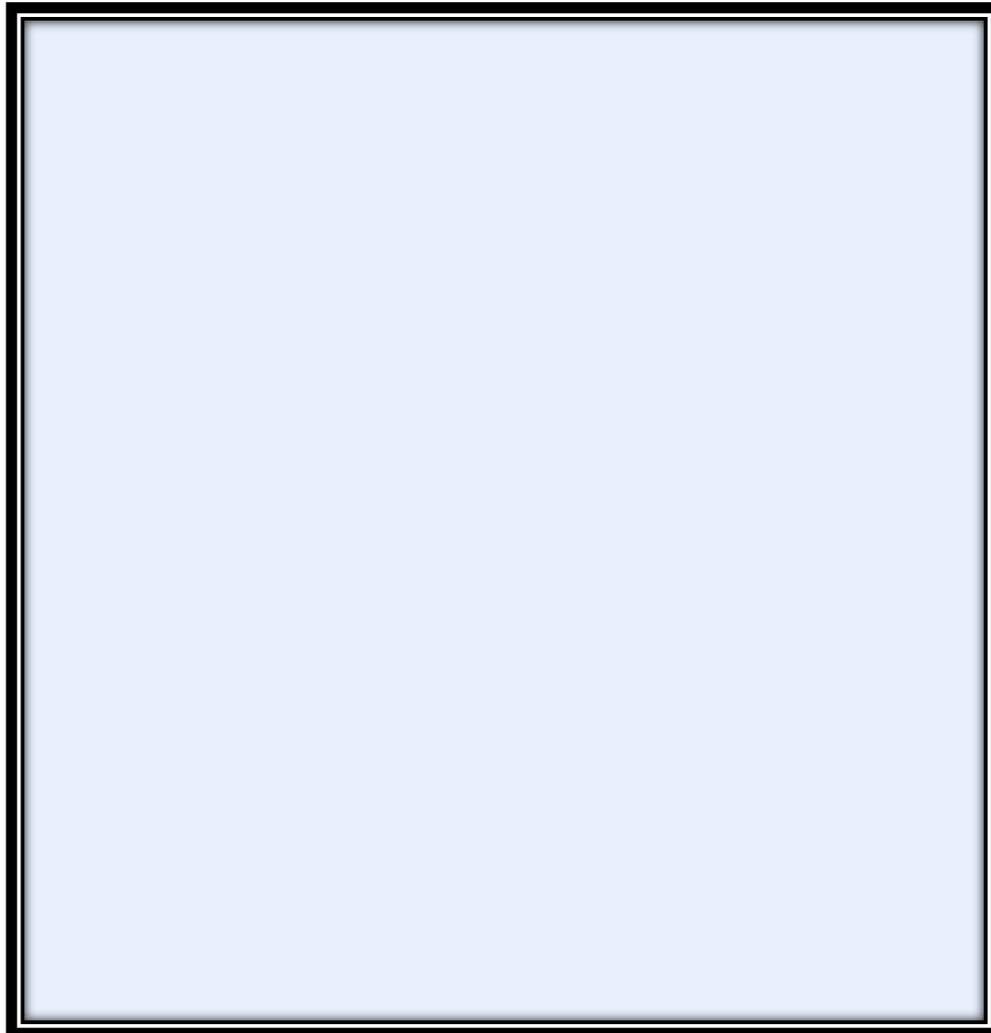
COMMUNITY MAP LEGEND

EMERGENCY SHELTER	EMERGENCY 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 *Within* the Community					
Route Name	**Start Location**	**Finish Location**	**Distance**	**Route Condition (gravel, paved)**	**Required Debris Removal / Transportation Assistance**

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

Evacuation Routes *Away from* the Community					
Route Name	**Start Location**	**Finish Location**	**Distance**	**Route Condition (gravel, paved)**	**Required Debris Removal / Transportation Assistance**

Airport Information						
Airport Name	**Airport Location**	**# of Runways**	**Illuminated (Y/N)**	**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 <u>staff</u> rather than patients. Documenting in advanced supports disaster response.

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**

Vulnerable populations total in community	

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.

Regional Contact Information		
Agency: Contact	**Phone (907)**	**Fax (907)**
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:		

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				
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				
Other				
Other				
Other				
Other				

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

Airport Information

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

Airline Information

Airline Name	Hub Location	Phone Number	Contact Name

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** 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**
❑ Planning Team Members	3
❑ Shelter/Evacuation Information	4
❑ Evacuation Map (with critical structures marked)	5
❑ Evacuation Routes	6
❑ Clinic Information	7
❑ Community Contact Information	8 & 9
❑ Community Critical Infrastructure	10
❑ Plan Distribution List	11

Send completed toolkit to DHS&EM:

Electronic information:
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.

Act now to prepare–Don't wait
Look for ways to lessen risks
Seek partnerships in advance

Plan with your family
Practice your plan
Check on your neighbors

Keep fuel on hand; fuel daily
Have backup power and heat
Anchor fuel tanks

Have a communication plan
Use plain language
Keep everyone informed

Use current technology
Charges sat phones & know
how to use them
Lessen risks to infrastructure

Continue traditional ways
Incorporate new ideas
Involve elders and youth

Involve village corporation
Engage regional corporation
Know the hazards in your area

Engage the tribe in planning
Prepare at tribe gatherings
Work with whole community

Build your caches
Involve youth
Retrieve at-risk supplies, if safe

Life and safety is always first!
Invite the clinic, EMTs to meet
Plan for needs of elders, others

Plan and prepare
Take supplies wherever you go
Use traditional & modern ways

Plan for sheltering-in-place
Work with partners on sheltering
Evacuate only as last resort