**SMALL COMMUNITY EMERGENCY RESPONSE PLAN TOOLKIT**

**FOR INCORPORATED 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) 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 |
| 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 community members
	+ Discuss threats to the community
	+ Review emergency preparations already in place
	+ If possible designate primary and alternate personnel or volunteers for each position listed in the SCERP
		- Incident Command System (ICS) training available at <http://www.training.fema.gov/IS/crslist.aspx> or contact DHS&EM training at 907-428-7000
* **Ensure that city/tribal workers and 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.* * 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
* Survey essential facilities and look for ways to protect them in advance, including insurance
* Develop a debris management plan (Contact the SEOC for assistance at 1-800-478-2337)
 |
| 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.**

**COMMUNITY PLANNING TEAM**

 **Who worked on the plan?**

|  |
| --- |
| Planning Team |
| Community: |  |  |
| Date: |  |  |
| Planning Team Members: |  |  |
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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.

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Every incident needs an **Incident Commander (IC)**. The IC determines which other positions are needed.

Common functions:

Every situation is different.

If possible add alternates.

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

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**ICS ROLES AND RESPONSIBILITIES**

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

|  |
| --- |
| Community Contact Information |
| Title | **Name** | **Agency** | **Phone** | **Email** |
| Incident Commander |  |  |  |  |
| Incident Liaison |  |  |  |  |
| Public Information Officer |  |  |  |  |
| Safety Officer |  |  |  |  |
| Planning Section Chief |  |  |  |  |
| Operations Section Chief |  |  |  |  |
| Logistics Section Chief |  |  |  |  |
| Finance Section Chief |  |  |  |  |
| Evacuation Specialist |  |  |  |  |
| Shelter Coordinator |  |  |  |  |
| Security Specialist |  |  |  |  |
| Medical Specialist |  |  |  |  |

**RESPONSE PHASE CONTACT INFORMATION**

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

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

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.

|  |  |  |
| --- | --- | --- |
| **Take Action***Consider your response and who you need to protect life (Search and Rescue).* | VPSO |  |
| Local Search and Rescue |  |
| Volunteer Fire Department |  |
|  |  |
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|  |  |
| **Gather Resources***Consider who has the resources you may need to respond: boats, planes, regional assets.* | Regional Partners |  |
|  |  |
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**SHELTERING AND EVACUATION CONTACT INFORMATION**

 **Gather critical information about your community shelters.**

|  |
| --- |
| **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 |  |
|  |  |
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|  |  |
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|  |
| --- |
| 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**

 **EVACUATION COMMUNITY MAP**

 **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** |
| **http://www.safetysign.com/images/catlog/product/large/A5191.png** | EMERGENCY SHELTER | **http://www.evacuationsign.com/img/lg/S/Emergency-Evacuation-Route-Sign-S-1548.gif** | EMERGENCY EVACUATION ROUTE |
| **http://www.usna.edu/NESA/images/Red_Cross_symbol.jpg** | HOSPITAL or CLINIC | **EOC** | EMERGENCY OPERATIONS CENTER |

**EVACUATION ROUTES TO SAFETY**

 **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)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**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)** |
|  |  |  |  |  |
|  |  |  |  |  |
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|  |
| --- |
| 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** |
|  |  |  |  |
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 **MEDICAL CLINIC INFORMATION**

 **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 |
|  |  |  |  |  |  |

|  |  |
| --- | --- |
| ***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?**

**COMMUNITY CONTACT INFORMATION**

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: |  |  |
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**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 |  |  |  |  |

**COMMUNITY CRITICAL INFRASTRUCTURE**

 **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**or call 907-428-7000.

**PLAN DISTRIBUTION LIST**

 **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 |
|  |  |  |  |  |
|  |  |  |  |  |
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**Toolkit Checklist**

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

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

**WHEN TOOLKIT IS COMPLETE**

 **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.

 **PLANNING IN ADVANCE USING TRADITIONAL WAYS**

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.

Plan with your family
Practice your plan

Check on your neighbors



Use current technology

Charges sat phones & know how to use them

Lessen risks to infrastructure

Life and safety is always first!

Invite the clinic, EMTs to meet

Plan for needs of elders, others

Engage the tribe in planning

Prepare at tribe gatherings

Work with whole community

Involve village corporation

Engage regional corporation

Know the hazards in your area

Act now to prepare–Don’t wait

Look for ways to lessen risks

Seek partnerships in advance

Keep fuel on hand; fuel daily

Have backup power and heat

Anchor fuel tanks

Have a communication plan

Use plain language

Keep everyone informed

Plan for sheltering-in-place

Work with partners on sheltering

Evacuate only as last resort

Build your caches

Involve youth

Retrieve at-risk supplies, if safe

Plan and prepare

Take supplies wherever you go

Use traditional *&* modern ways

Continue traditional ways

Incorporate new ideas

Involve elders and youth

 **PLANNING IN ADVANCE WHEEL OF PREPAREDNESS**