STANDARD SMALL COMMUNITY EMERGENCY RESPONSE PLAN TOOLKIT

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 Standard 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.

STANDARD 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 will be provided upon submittal of SCERP Toolkit to scerp.coordinator@alaska.gov; mvaresilience@alaska.gov or contact DHS&EM training at **907-428-7065**. ❑ **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 scerp.coordinator@alaska.gov or mvaresilience@alaska.gov or DHS&EM Planning, P.O. Box 5750, JBER, AK 99505-5750. Call 907-428-7033 or 7065 if you have questions!

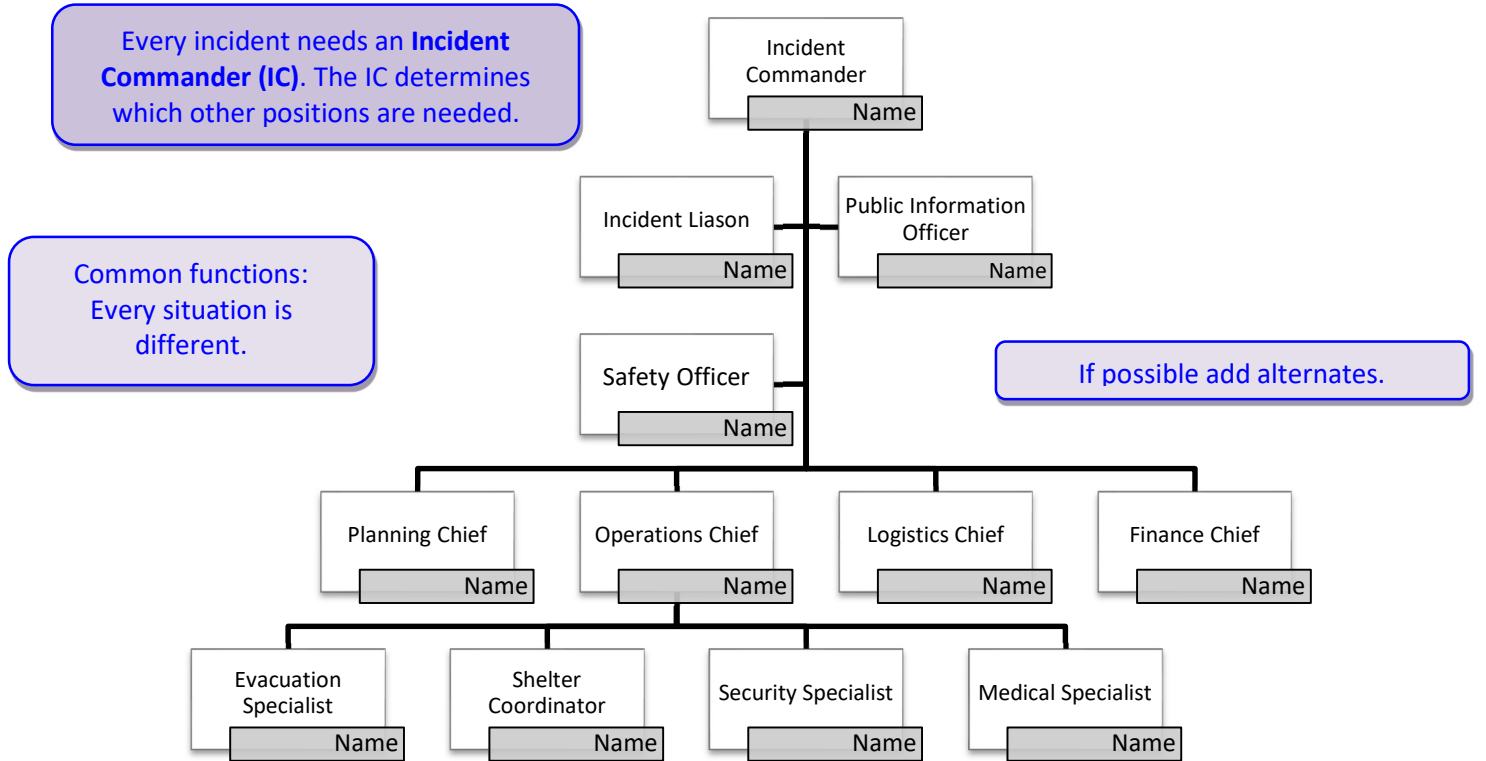**This icon indicates *action items* to complete.**

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, Public Health Preparedness Nurses, VPO, TPO, fire, or police.

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

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.

Incident Commander — Name

Incident Liason — Name

Public Information Officer — Name

Safety Officer — Name

Planning Chief — Name

Operations Chief — Name

Logistics Chief — Name

Finance Chief — Name

Evacuation Specialist — Name

Shelter Coordinator — Name

Security Specialist — Name

Medical Specialist — Name

SAMPLE INCIDENT COMMAND SYSTEM (ICS) ORGANIZATION CHART

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				

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**
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 Aide(s)	
	Regional Partners	
Inform Everyone *Consider how you would get information out to everyone (phone tree, radio, email)*	Local Radio	
	VHF	

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

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	

Primary Shelter Information					
Shelter	**Location**		**Phone (907)**	**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 (907)**	**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:

907-230-4472

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** 1-800-478-7000 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.
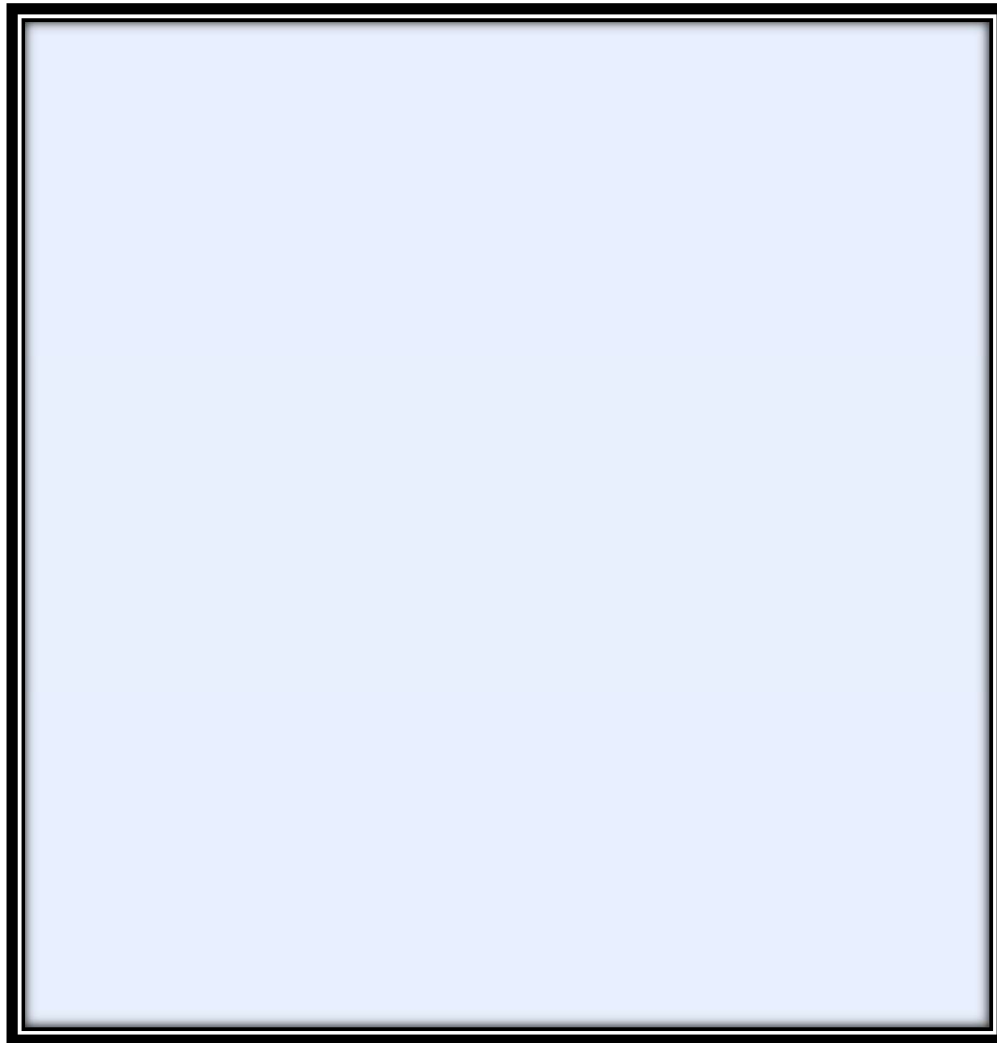
COMMUNITY MAP LEGEND

EMERGENCY SHELTER	EMERGENCY EVACUATION ROUTE	SIREN LOCATION
HOSPITAL or CLINIC	EMERGENCY OPERATIONS CENTER	TSUNAMI SHELTER

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)**

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**

Community Public Health and Medical Planning assistance is available through the **Alaska Native Tribal Health Consortium** (ANTHC) Emergency Preparedness Program. To inquire, 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:		

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				
Tsunami Call-down Contact				
Tsunami Call-down Contact				
Tsunami Call-down Contact				
Tsunami Call-down Contact				

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			
Airport Name	**Airport Location**	**# Of Runways**	**Illuminated**
		1	

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 **mvaresilience@alaska.gov** or call 907-428-7020.

☑ 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
❑ 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

Send completed toolkit to DHS&EM:

Electronic information:
scerp.coordinator@alaska.gov & mvaresilience@alaska.gov or if unable to submit 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 Plan* 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 are 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