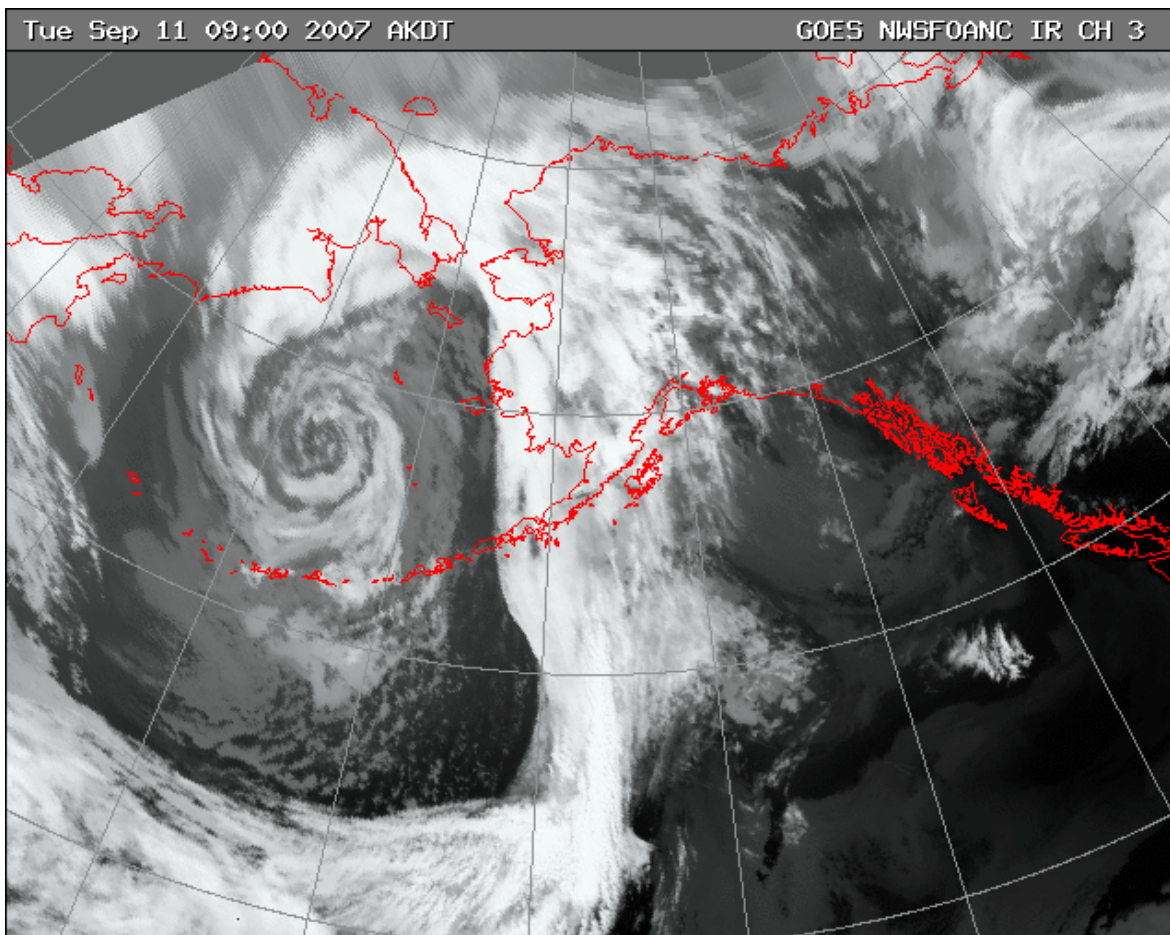


# 2009 FALL SEA STORM PREPARATION GUIDE



## ***A Time to Prepare***



***Start Early***

***Don't Wait***

## FOREWORD

August 15, 2009

Every year, communities along Alaska's coastline are faced with fall sea storms. These storms bring wind driven high tides, threatening people's lives and causing devastating damage to both public and private property. As community leaders, it is essential to take the necessary precautions to reduce the risk to loss of life or property resulting from these storms. Additionally, we at the Division of Homeland Security and Emergency Management (DHS&EM) are here to help your communities to prepare for these storms.

That is why DHS&EM has prepared the 2009 Fall Sea Storm Preparation Guide. It is our hope that you use this Guide in preparing your community for the upcoming fall sea storm season. Included in the Guide are preparation checklists addressing different items you and your community may want to accomplish to ensure your city or village is better prepared.

Another measure to take during this time is to plan for the H1N1 flu potential within the community. Protection guidelines and good health practices can be found on the Alaska Pan Flu website. ([pandemicflu.alaska.gov](http://pandemicflu.alaska.gov)) Please address any concerns pertaining to the flu to the Department of Health and Social Services (DHSS) Division of Public Health at 907-334-2690.

If you have any questions or comments about this Guide, please call the DHS&EM Operations Section at 1-800-478-2337 toll free.

Sincerely,

John Madden  
Director  
Division of Homeland Security  
and Emergency Management

# 2009 FALL SEA STORM PREPARATION GUIDE

FOREWARD

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## INTRODUCTION

The 2009 Fall Sea Storm Preparation Guide outlines general procedures developed by the Alaska Division of Homeland Security and Emergency Management (DHS&EM), in cooperation with the National Oceanographic and Atmospheric Administration's (NOAA) National Weather Service (NWS) Forecast Office, to prepare State agencies, local officials and Alaska's coastal communities for and protect from the annual fall sea storm season.

The potential for significant storms affecting coastal communities in Alaska during the fall season is relatively high. Alaska has approximately 44,000 miles of shoreline, including islands and inlets, which is nearly twice the length of the combined shoreline for the contiguous United States. In recent years, the period of time each fall that communities are susceptible to fall sea storm flooding has increased due to the delayed onset of the protective ice. With this in mind, taking steps to prepare for fall sea storms is imperative.

### **PURPOSE:**

Each year, DHS&EM and NOAA's National Weather Service (NWS) work together to monitor early fall weather systems and patterns as they approach Alaska in an attempt to provide early warning to coastal communities that could be subject to the adverse effects of severe fall sea storms. These storms can produce winds and sea surges equal to those associated with hurricanes in the Southeastern United States. This early warning provides precious time for residents to prepare themselves and their families, secure their property and belongings, and if necessary evacuate the community **before** the storm arrives.

The 2009 Fall Sea Storm Preparation Guide should be used by the community to protect its critical infrastructure components, and by its citizens to prepare for these storms in hopes of lessening the damages and/or losses that may occur when storm conditions bring rain, high water, high tides, and winds greater than normal storm weather patterns.

### **AUTHORITY:**

NOAA's NWS has authority to participate in this program under statutes, administrative regulations, and policies outlined in The Organic Act of October 1, 1890 Chap. 1266, Sec. 3. DHS&EM has authority to participate in this program under Alaska Statute (AS) 26.23.040(e) (9).

Please address any questions, comments, or other requests concerning this document to DHS&EM Operations Section at 1-800-478-2337 toll free. Additional copies of this guide can be obtained electronically (from the DHS&EM home page at <http://www.ready.alaska.gov>) or by contacting DHS&EM at the telephone number listed above.

### **GENERAL:**

The responsibility for emergency planning and disaster response lies first with the individuals and heads of households. This is consistent with Alaska's Constitutional policy of maximum self-government. When individuals and families cannot respond effectively, the local chief executive, as designated by local emergency plans, will take charge of local actions to protect lives, property, and resources, and prevent terrorist attacks. If local capabilities are exceeded, the local chief executive may ask for assistance from their borough. If the

community is not located within an organized borough, then the local chief executive may ask for State assistance and/or a Gubernatorial Disaster Declaration.

To encourage the use of this Guide as a planning tool for community leaders, each section contains blank spaces for input of community-specific information. The reader of this Guide is encouraged to provide task assignments, contact numbers, and start and completion dates of preparedness activities. Where appropriate, based on past experience or previous storm season data, these blanks have been filled in. It should also be noted these inputs are merely DHS&EM suggestions and may be changed or adjusted by the community leaders as necessary.

## **COMMUNITY STORM PLANNING**

*Are you ready for the storm season?*

1. Call a special meeting with the City/Village Council, school, clinic, utility officials.
  - Discuss the coastal sea-storm, storm surge and flood threat.
  - Review fall storm preparations.
  - Decide what is to be done.
  - Organize a community Incident Management Team (IMT) for emergency operations. (For information on Incident Command System (ICS) training, contact DHS&EM Training Officer at 1800-478-2337 or 907-428-7000)
  - Appoint a person to see that each job is carried out.
  - Develop an emergency communications plan that includes both telephone and radio communications for operations, logistics and medical issues.

When: Late August.

Who: Chief, Manager, Mayor, President, or Administrator

2. Remind residents to take all reasonable measures to protect their homes and property from possible storm damage.

When: Early fall season (September time frame recommended).

Who:

Phone:

***NOTE:*** *Some subsistence items (fishing nets, fish wheels, etc.) may not be eligible for replacement under the State Individual Disaster Assistance Program. It is important that all residents protect these items to ensure your way of life!*

3. Provide people with information on what to do should NOAA's NWS issue a storm watch or warning message. Copy and distribute the individual checklist (Appendix B).

When: Early fall season (September time frame recommended).

Who:

Phone:

4. Conduct a pre-storm inspection of the vulnerable community areas, noting the date and time the inspection was conducted. Take photographs of the pre-storm condition of roads, utility lines, buildings, vehicles, other equipment, etc.

When: Early fall season (September time frame recommended) or upon notification of a storm watch or warning.

Who:

Phone:

5. Contact those people/personnel in remote areas, such as hunting/fishing camps, or on float trips.

When: Upon notification of a storm watch or warning.

Who:

Phone:

6. Designate primary and alternate Community Shelters, safe areas that could be used to shelter evacuees and store critical equipment and emergency supplies of water, food, fuel, and medical items.

When: Early fall season (September time frame recommended) or upon notification of a storm watch or warning.

Who:

Phone:

7. Locate and stockpile construction supplies and building materials (lumber, building material, sandbags, etc.), equipment (special clothing, hard hats, rubber boots, flotation gear, flashlights and batteries, flares, maintenance tools, rescue tools, fresh water, rations, etc) and arrange for their availability, public access, and distribution should an emergency arise.

When: Early fall season (September time frame recommended) or upon notification of a storm watch or warning.

Who:

Phone:

8. Ensure the community is aware of primary and secondary evacuation routes prior to a storm. Ensure all routes to the shelters are passable and free of obstructions. Remove or secure any potential flying object debris (FOD) prior to the arrival of a storm/high wind event.

When: Mid-September.

Who:

Phone:

***NOTE:*** *If access to evacuation routes is limited, and there is potential for coastal sea storm damage occurring but not rendering the routes impassable, arrange for the posting of markers to identify the route or arrange for pilot vehicles to guide evacuees.*

9. Survey essential facilities such as clinics, communications centers, broadcast stations, power and heat generating facilities, washeteria, water distribution systems, and other utilities. Undertake all reasonable measures to protect these facilities.

When: All year long.

Who:

Phone:

10. Encourage the use of cost-effective storm-proof building techniques.

When: All year long.

Who:

Phone:

11. Ensure community-owned buildings are adequately insured and policy limits are sufficient to cover possible storm damage. Review the policies to ensure any new construction or modifications to community structures are covered under the policy.

**(NOTE:** *Most insurance policies do not take affect until thirty (30) days after the date of purchase.*)

When: Now.

Who:

Phone:

12. Become a National Flood Insurance Program Community

When: As soon as possible.

Who:

Phone:

**NOTE:** *For more information on the National Flood Insurance Program, contact the Department of Commerce, Community, and Economic Development's National Flood Insurance Program Coordinator:*

*Taunnie L. Boothby, Planner / Floodplain Management Programs*

*Phone: (907) 269-4583*

*Email: taunnie.boothby@alaska.gov*

Need more information? Visit these websites:

<http://www.commerce.state.ak.us/dca/nfip/nfip.htm>

<http://www.floods.org/>

<http://www.floodplain.org/index.htm>

## PUBLIC BUILDINGS AND RECORDS

1. Make sure all important City/Village records are protected from possible coastal storm damages.
  - On the basis of anticipated storm intensity, arrange for public equipment and supplies to be moved to a well-protected area. Insure personnel requiring access to these items are properly notified of the alternative locations.
  - Insure that essential public records are protected.
  - See suggestions for protecting and recovering vital records in Appendix E.
  - Identify the types of records the community has and would need to protect, such as records from:

- churches                      who/ phone: \_\_\_\_\_
- schools                              who/ phone: \_\_\_\_\_
- corporations                      who/ phone: \_\_\_\_\_
- village councils                      who/ phone: \_\_\_\_\_
- tribal councils                      who/ phone: \_\_\_\_\_
- city governments                      who/ phone: \_\_\_\_\_
- postal offices                      who/ phone: \_\_\_\_\_
- clinics                              who/ phone: \_\_\_\_\_
- stores                              who/ phone: \_\_\_\_\_
- airfields                              who/ phone: \_\_\_\_\_

When: Annually review record storage. If necessary, relocate records to a secure area when NOAA's NWS issues a storm/flood watch or warning.

Who:

Phone:

2. Prepare public buildings in the storm zone for the possibility of coastal sea storm damages.

When: Early fall season (September time frame recommended).

Who:

Phone:

## EQUIPMENT AND VEHICLES

1. Inventory All Terrain Vehicles (ATVs), high clearance and/or 4-wheel drive vehicles that can navigate uneven terrain or areas covered with snow, ice, mud, water, debris, etc. Determine ownership of these vehicles. As a backup, identify persons who could operate each type of vehicle in an emergency.

- Include school buses. Organize and establish an emergency motor pool and a reserve.
- Arrange for a central dispatch point and the recording of missions assigned and accomplished.
- Assign vehicles to missions and areas in advance, if possible.

When: Before the storm or as soon as storm conditions subside.

Who:

Phone:

2. Ensure that all city vehicles and equipment are moved to an elevated, protected storage area.

When: When storm warnings are received or a storm is imminent.

Who:

Phone:

3. Check shop areas and work sites to ensure City/Village supplies, construction materials, and other property are protected from potential sea-storm damage.

When: When NOAA's NWS issues a storm watch/warning.

Who:

Phone:

4. Assure all vehicles are topped off with fuel daily as fall sea-storm season approaches.

When: Early fall season (September time frame recommended) or upon notification of a storm watch or warning.

Who:

Phone:

**Note:** *Vehicles, boats over 10 feet long, snow machines, and ATVs are required by law to be registered in the State of Alaska regardless of where they are located. In the event of loss or damage to these forms of transportation due to flooding or disaster related events and a State or Federal Disaster Declaration is signed, only those vehicles, boats, snow machines, and ATVs properly registered will be considered as eligible for possible disaster assistance.*

## FIRE FIGHTING EQUIPMENT

1. If fire equipment is stored in areas that historically have been severely impacted by high winds or water, arrange for the relocation, protection, and distribution of fire fighting equipment away from these vulnerable areas.

When: Early fall season, (September timeframe recommended) or upon notification of a storm watch or warning.

Who:

Phone:

**Note:** *Severe storm conditions have caused and/or contributed to fires at several critical facilities in the past; therefore, DHS&EM recommends that each community leader determine the location, condition, and operability of fire fighting equipment for their community.*

2. If the community has Code Red fire fighting equipment or other fire fighting resources, ensure that a spare set of keys to the firehouse or other storage building can be obtained quickly. Also ensure that there are sufficient people trained to use the equipment.

When: Monthly or during regularly scheduled City/Tribal council meetings.

Who:

Phone:

**Note:** *During several recent building fires, fire fighting equipment was locked up and either the keys or the person with the keys could not be found. This delay contributed to fire spread that eventually resulted in substantial damage or the loss of these buildings. Don not let this happen to you!*

3. Ensure the Code Red or other fire fighting equipment is working before it is needed. Test the equipment regularly and retrain operators on how to access and operate the equipment.

When: As recommended by the Rural Fire Training Office, (907-745-5413).

Who:

Phone:

**Note:** *For more information on the Code Red fire fighting system go to the Alaska Department of Public Safety, Rural Fire Training Office website at:*  
<http://www.dps.state.ak.us/fire/TEB/ruralfireprotection.aspx>

## FUEL STORAGE

1. Anchor fuel tanks to prevent movement possible during high storm winds/conditions. Contact the Alaska Village Electric Cooperative (AVEC) or the Alaska Energy Authority (AEA) for more information.

When: Do it once as a permanent, low cost prevention measure.

Who:

Phone:

***Note:*** *It is advisable to have appropriate spill response kits and trained response personnel in association with any significant fuel storage facility.*

2. Inventory spill response kits and ensure they are properly marked and located in an accessible location.

When:

Who:

Phone:

3. Close valves to prevent fuel spills should lines break during a storm.

When: After generator or power source has been shut down.

Who:

Phone:

4. Arrange for petroleum distributors to meet additional demands for fuels in preparation for an emergency.

- Inventory if possible, the amounts of various fuels and oils on hand.
- Establish alternative methods for distributing fuel during or after an emergency.

When: Prior to sea storm season or upon notification of a storm watch or warning.

Who:

Phone:

5. Move all fuel drums and containers and propane tanks to secure areas protected from potential storm/flood damage.

When: Prior to a sea-storm season or upon notification of a storm watch or warning.

Who:

Phone:

6. Ensure fuel tank vents are clear and protected from the storm.

When: Do it once as a permanent solution.

Who:

Phone:

***NOTE:*** *If a fuel spill occurs during business hours, notify the Department of Environmental Conservation in Anchorage at 907-269-3063 and in Fairbanks at 907-451-2121. After business hours and on the weekends please call 1-800-478-9300.*

## ELECTRIC PLANT

1. Charge existing generator starter batteries and consider identifying back up dry charged batteries for alternative emergency starts. Check with local schools to determine if their generators are operable.

When: Early fall season (September time frame recommended) or upon notification of a storm watch or warning.

Who:

Phone:

***NOTE:*** Prior to the fall sea storm, advise your residents that periods of electrical power outages may occur during severe storm conditions.

2. Shut down generator.

When: Storm damage threatens the power plant, tank farm, and/or generators.

Who:

Phone:

3. Remove batteries and take them to a safe location.

When: Storm damage threatens the power plant.

Who:

Phone:

4. Protect fuel sources and close valves.

When: Storm damage threatens the power plant, tank farm, and/or generators.

Who:

Phone:

***NOTE:*** If a fuel spill occurs during business hours, notify the Department of Environmental Conservation in Anchorage at 907-269-3063 and in Fairbanks at 907-451-2121. After business hours and on the weekends please call 1-800-478-9300.

## SCHOOLS

1. Notify school management of the possible need to use the school facilities as an emergency shelter. (This information should be contained in the community emergency response plan)

When: Early fall season (September time frame recommended) or upon notification of a storm watch or warning.

Who:

Phone:

2. Test the school's backup generator and ensure there is, and will be, adequate fuel to operate it.

When: Early fall season (September time frame recommended) or upon notification of a storm watch or warning.

Who:

Phone:

3. If the school has an alternate communications system, test it.

When: Early fall season (September time frame recommended) or upon notification of a storm watch or warning.

Who:

Phone:

4. Store water and post water disinfecting guidelines (see Appendix A) at the school.

When: Early fall season (September time frame recommended) or upon notification of a storm watch or warning.

Who:

Phone:

## AIRPORT

1. Monitor the condition and operability of airport facilities and runways before, during, and after a storm. Close the airport if necessary.

When: When NOAA's NWS issues a storm watch or warning.

Who:

Phone:

2. Ensure all aircraft are properly tied down and secured. Ensure areas around the airfield and aircraft parking areas are free of loose objects which may be blown around and become a hazard to personnel and/or other aircraft.

When: Prior to sea storm season or upon notification of a storm watch or warning by NOAA's NWS.

Who:

Phone:

3. Report runway conditions to the Alaska Department of Transportation and Public Facilities.

When: Prior to an announced sea storm or if runway condition changes could endanger landing aircraft.

Who: Airport Maintenance Supervisor

Phone:

4. Ensure aircraft have sufficient fuel and backup supplies are available. Check the status of aviation fuel availability in nearby communities.

When: Prior to sea storm season or upon notification of a storm watch or warning.

Who:

Phone:

## WATER AND SEWER SYSTEM

1. Test backup generators.

When: Prior to the sea storm season or upon notification of a storm watch or warning.

Who:

Phone:

2. Encourage people to store water. A minimum seven day supply is recommended.

When: Prior to sea storm season or upon notification of a storm watch or warning.

Who:

Phone:

3. Store water in the school building in preparation for opening it as a shelter.

When: Prior to sea storm season or upon notification of a storm watch or warning.

Who:

Phone:

4. Consider testing the community water after a severe coastal sea storm. If tests show evidence the well or water source has been compromised or damaged, contact the Alaska Department of Environmental Conservation (Anchorage Office 269-6285 or Village Safe Water 269-7502 or Fairbanks Office 451-5173)

When: Immediately after the storm conditions subside.

Who: Water Plant Operator

Phone:

5. If the sewage lagoon overflows or backs up, contact the Alaska Department of Environmental Conservation at the numbers above.

When: Immediately.

Who:

Phone:

6. Distribute water disinfecting guidelines (Appendix A). Suggested sites are the Post Office and school.

When: Prior to sea storm season or upon notification of a storm watch or warning.

Who:

Phone:

## TELEPHONE

1. Charge batteries which provide backup power to the telephone systems. This applies both to the satellite dish, long distance, and the local exchange system.

When: Early fall season (September time frame recommended) or upon notification of a storm watch or warning.

Who:

Phone:

2. Identify and reserve portable generators capable of keeping the phone systems up in case of prolonged loss of community power.

When: Early fall season (September time frame recommended) or upon notification of a storm watch or warning.

Who:

Phone:

***Note:*** *If a satellite phone is available or has been provided to the city/village by the Integrated Statewide Strategic Emergency Communications Plan, the steward of the phone should conduct a monthly test by calling the State Emergency Coordination Center, at 1-907-428-7100.*

3. Consider purchasing a portable satellite telephone for your community.

When: During the community budget development process.

Who:

Phone:

***Cordless telephones will not work during power outages. Ensure that you have a corded telephone available***

**Note:** *For technical advice, contact DHS&EM Technical Support at 1-800-478-2337.*

## DISASTER RESPONSE

1. Monitor coastline and community areas for potential or existing problems which could worsen during the storm.
  - Receive and evaluate weather forecasts and predictions indicating a potential for coastal sea storm damage, tidal surges, and coastal flooding.
  - Make necessary confirmations and pursue further information and guidance from DHS&EM (1-800-478-2337) and NOAA's NWS Forecast Center (907-266-5105).
  - In coordination with these agencies, develop the following estimates on the basis of past experiences and/or other available data:
    - When is the storm expected to arrive, how long is it expected to last?  
When is high tide?
    - What areas are subject to coastal sea storm damages and to what extent?
    - Anticipate the flood peak levels in all locations where coastal flooding occurs as a result of tidal surges associated with sea storm activity.
    - What measures can be taken to eliminate obstructions or otherwise aide the runoff water in stream channels?

When: When NOAA's NWS Forecast Center issues a sea storm watch or warning.

Phone:

2. Prepare to shelter people whose homes could potentially be destroyed or damaged beyond safe living conditions by the storm.
  - Select buildings on high ground which will be used for shelters or select a safe place on high ground which people can move to in the event of storm related flooding.
  - Before a storm, inform citizens to have tents, sleeping bags, bedding, stoves, medicine, food, fuel for heating, and emergency lighting ready to move to evacuation shelters or high ground in the event their homes are affected or an in place evacuation is declared.
  - If community buildings have been selected for sheltering residents, these items could be pre-positioned once storm season starts or when storm warnings have been issued.

When: When NOAA's NWS issues a storm warning or watch.

Who:

Phone:

3. Help people move to shelters.

- Make preparations for the orderly evacuation and reception of the evacuees, which will progress in phases with the rising water.
- Assure evacuation routes to the evacuation areas selected will not become impassable before shelters can be reached.
- Plan ahead. Pre-identify Village/community residents who may require special help due to special needs/handicaps.
- If availability of evacuation routes is limited, and there is potential for coastal sea storm damage occurring but not rendering the routes impassable, arrange for markers to be posted identifying the route or arrange for pilot vehicles to guide evacuees.
- Estimate the number of evacuees and, in consultation with volunteer relief organizations (American Red Cross South-Central Chapter, ph. 907-646-5400 or toll free at ph. 888-345-4376, Fairbanks/Tanana Chapter Red Cross, ph. 907-456-5936), select suitable shelters and arrange for their operation.

When: When NOAA's NWS issues a storm warning or watch.

Who:

Phone:

***NOTE:*** *Evacuation by air and re-supply of emergency survival items are emergency measures used to save lives in immediate or imminent danger from a catastrophic event. Therefore, it should be considered only as last resort after all reasonable efforts to provide safety to endangered residents have failed. Before this measure, the community leadership must first verify all steps are taken at the local level (sheltering in place, use of local temporary shelters, or advance evacuation of **special needs** persons out of the community, etc.) Under these circumstances, the evacuation of the remaining at-risk persons from the threatened community by air to the nearest community may be warranted. It should also be known that in bad weather, an evacuation by air can be dangerous or even impossible. Returning to the community after the storm is not considered an emergency and return will be made by whatever means are available at the time with your community possibly having to share the responsibility and expense.*

4. Monitor status of the elderly and other people with special needs. **Special needs** populations are defined as:

- physically (hearing-impaired, sight-impaired, mobility-impaired) or mentally handicapped
- non-English speaking
- the institutionalized
- the aged or infirm
- the incarcerated
- the hospitalized
- children in school
- children in day care centers
- nursing home residents
- transient populations
- people without transportation

When: When NOAA's NWS issues a storm watch or warning.

Who:

Phone:

5. Report sea storm conditions to DHS&EM by telephone (1-800-478-2337).

When: When the potential of coastal sea storm damage exists and/or NOAA's NWS issues a storm watch or warning.

Who: (someone not evacuating)

Phone:

6. Prepare a list of needs, with types and quantities necessary, to support the community immediately after the storm. These items should be prioritized to allow the most urgent needs to be met first. A typical list of priority needs is provided below:

**Clothing**

- Infants
- Children
- Adults
- Winter/cold weather
- Rain gear

## **Food**

- Type of food
- Baby food (formula, etc.)
- Specialized (religious, dietary, etc.)
- Animal and pet feed (See appendix D)
- Storage facilities

## **Water and Sanitation**

- Potable water
- Disinfectant (chlorine powder or bleach)
- Latrines
- Cleaning supplies (soap, detergent, etc.)
- Manpower for repair of drinking water points
- Disinfection of the community water system/wells
- Extra water testing to rule out contamination or impact to the water system

## **Education**

- Infrastructure (temporary or permanent)
- Teacher kits and substitute teacher/assistant training
- Reading materials, supplies

## **Health**

- Medical staff
- Supplies (medical and pharmacy supplies, IV fluids, medical equipment, etc.)
- Mobile communications and ambulance unit
- Immunization vaccine
- Disease surveillance

## **Infrastructure**

- Repair of roads, railways, and bridges
- Repair of community power supply and transmission lines

- Repair of telecommunications
- Repair of airport facilities and runway
- Repair of sewer and septic facilities, water tanks, and pipelines
- Repair of heating plants and circulation systems
- Repair of equipment needed to restore damaged facilities
- Repair of fuel storage facilities
- Repair of government buildings (post office, city office, shelter, etc.)
- Repair of school buildings and facilities
- Repair of emergency vehicles (fire, ambulance, police, etc.)
- Repair of snow removal and debris removal equipment needed to clear roads
- Manpower needed to accomplish the work listed above
- Availability of materials, supplies, and fuel

**Special Needs**

- Infant care (diapers, formula, etc.)
- Medical supplies (oxygen, handicap needs, special drugs, etc.)
- Personal needs (contacts, eyeglasses, hearing aids, prescriptions, etc.)

## AFTER THE STORM CHECKLIST

- Ensure all your community members are accounted for, in a safe and secure location, and not in immediate danger. This is your **first** priority!
  - Survey the community and identify any immediate safety concerns, mitigate any hazards, and undertake any corrective measures.
  - Conduct initial damage assessments (see Appendix F).
  - If damages to community infrastructure are found to be significant, document the damages in an “Initial Damage Assessment Report” and send the report to the Borough or State, whichever is applicable (see Appendix F).
  - Arrange for initial debris clearance and restoration of essential public facilities and utilities.
  - Arrange for the clearing of culverts and drainage of water pockets.
  - Arrange for a health and sanitation survey and initiation of disease prevention measures.
- NOTE:*** *If a fuel spill has occurred, notify the Department of Environmental Conservation at 1-800-478-9300 immediately.*
- If evacuees were displaced from the community arrange for partial return, particularly the heads of households, for individual damage assessment and cleanup. Phase the return of the remaining evacuees in concert with the rehabilitation progress.
  - Arrange for public distribution of instructions on how to clean and restore real and personal property. This information can be obtained from the American Red Cross (South-Central Chapter, ph. 907-646-5400 or toll free at ph. 888-345-4376, Fairbanks/Tanana Chapter, ph. 907-456-5936 or 456-5937).
  - Undertake general debris clearance.
  - Arrange for emergency housing as necessary.
  - Initiate short-term and long-term rehabilitation measures and programs.
  - If the city, village, or borough has sustained storm damages exceeding their capabilities and/or it is determined additional resources are needed to maintain an intact infrastructure, safety and security of the community, consider using Appendix G when requesting resources from the Borough or State.

## Contact Numbers

### Governmental Agencies

<u>Agencies</u>	<u>Contact</u>	<u>Phone</u>	<u>Fax</u>
ADEC, Disaster Response	Emergency Coordinator	907-376-1850	907-376-2382
AST, Fairbanks Post	Commander	907-451-5100	907-451-5317
AST, Bethel Post	Commander	907-543-2294	907-543-5102
AST, Kotzebue Post	Commander	1-800-789-3222	907-442-3221
AK Corps of Engineers	Hydraulic Engineer	907-753-2513	907-753-2748
DCCED, Flood Insurance	Floodplain Manager	907-269-4583	907-269-4539
DCCED, Division of Energy	Deputy Director	907-771-3025	907-771-3044
Division of Homeland Security and Emergency Management	State Emergency Coordination Center	907-428-7100 1-800-478-2337	907-428-7095
NWS, Anchorage Forecast Office	Duty Hydrologist	907-266-5105	907-266-5182
NWS, Anchorage Forecast Office	Warning Coordination Meteorologist	907-266-5117	907-266-5188
NWS, Fairbanks Forecast Office	Forecaster	907-458-3708	907-458-3737
NWS, Fairbanks Forecast Office	Warning Coordination Meteorologist	907-458-3712	907-458-3737
NWS, Juneau Forecast Office	Forecaster	907-790-6824	907-790-6827
NWS, Juneau Forecast Office	Warning Coordination Meteorologist	907-790-6803	907-790-6827
NWS, Meteorology Office	Meteorologist	907-271-3507	907-271-3711
Red Cross, South Central Chapter	Director	907-646-5409/07	907-276-1465

### Boroughs

	<u>Title</u>	<u>Phone</u>	<u>Fax</u>
Aleutians East Borough	Mayor	907-383-2699	907-383-3496
Bristol Bay Borough	Mayor	907-246-4224	907-246-6633
Haines Borough	Mayor	907-766-2231	907-766-2716
Juneau, City and Borough	Mayor	907-586-5240	907-586-5385
Kenai Peninsula Borough	Mayor	907-262-4441	907-714-2377
Ketchikan Gateway Borough	Mayor	907-228-6625	907-247-6684
Kodiak Island Borough	Mayor	907-486-9310	907-486-9374
Lake & Peninsula Borough	Mayor	907-246-3421	907-246-6602

**Boroughs (Cont'd)**

	<b><u>Title</u></b>	<b><u>Phone</u></b>	<b><u>Fax</u></b>
Matanuska-Susitna Borough	Mayor	907-745-4801	907-745-9669
North Slope Borough	Mayor	907-852-2611	907-852-0337
Northwest Arctic Borough	Mayor	907-442-2500	907-442-2930
Sitka, City and Borough	Mayor	907-747-3294	907-747-7403
Yakutat, City and Borough	Mayor	907-784-3323	907-784-3281

**Coastal Neighbors****Communities**

	<b><u>Title</u></b>	<b><u>Phone</u></b>	<b><u>Fax</u></b>
City of Adak	Mayor	907-592-4513	907-592-4262
Native Village of Afognak	President	907-486-6357	907-486-2529
City of Akhiok	Mayor	907-836-2312	907-836-2345
City of Akutan	Mayor	907-274-7565	907-698-2202
Anchor Point Chamber of	President	907-235-2600	907-235-2600
City of Angoon	Mayor	907-788-3653	907-788-3821
City of Atka	Mayor	907-839-2233	907-839-2234
City of Barrow	Mayor	907-852-5211	907-852-5871
Native Village of Belkofski	President	907-497-3122	907-497-3123
City of Brevig Mission	Mayor	907-642-3851	907-642-2194
City of Chefornak	Mayor	907-867-8528	907-867-8704
Chenega IRA Council	President	907-573-5132	907-573-5120
City of Chignik	Mayor	907-749-2280	907-749-2300
Chignik Lagoon Village Council	President	907-840-2281	907-840-2217
Chignik Lake Traditional Council	President	907-845-2212	907-845-2217
City of Clark's Point	Mayor	907-236-1221	907-236-1412
City of Coffman Cove	Mayor	907-329-2233	907-329-2212
City of Cold Bay	Mayor	907-532-2401	907-532-2671
City of Cordova	Mayor	907-424-6200	907-424-6000
City of Craig	Mayor	907-826-3275	907-826-3278
City of Deering	Mayor	907-363-2136	907-363-2156
City of Dillingham	Mayor	907-842-5211	907-842-5691

## **Coastal Neighbors (Continued)**

<b><u>Communities</u></b>	<b><u>Title</u></b>	<b><u>Phone</u></b>	<b><u>Fax</u></b>
City of Diomedea	Mayor	907-686-3071	907-686-2192
Douglas Indian Association	President	907-364-2916	907-364-2917
Edna Bay Community Association	President	907-594-6301	907-594-6307
City of Egegik	Mayor	907-233-2400	907-233-2231
Elfin Cove Community Council	Chairperson	907-239-2222	907-239-2224
City of Elim	Mayor	907-890-3441	907-890-3811
City of Emmonak	Mayor	907-949-1227	907-949-1926
City of False Pass	Mayor	907-548-2319	907-548-2214
City of Gambell	Mayor	907-985-5112	907-985-5927
City of Golovin	Mayor	907-779-3211	907-779-2239
City of Goodnews Bay	Mayor	907-967-8614	907-967-8124
Gustavus Community Assoc.	Co-Chair	907-697-2451	907-697-2136
Hollis Community Council	President	907-530-7033	907-530-7030
City of Homer	Mayor	907-235-8121	907-235-3140
City of Hoonah	Mayor	907-945-3663	907-945-3445
City of Hooper Bay	Mayor	907-758-4311	907-758-4761
City of Hydaburg	Mayor	907-285-3761	907-285-3760
Hyder Community Association, Inc.	President	250-636-9148	250-636-2662
City of Kachemak	Mayor	907-235-8897	907-235-8854
City of Kake	Mayor	907-785-3804	907-785-4815
City of Kaktovik	Mayor	907-640-6313	907-640-6314
Native Village of Karluk	President	907-241-2218	907-241-2208
City of Kasaan	Mayor	907-542-2212	907-542-2223
City of Ketchikan	Mayor	907-225-3111	907-225-5075
City of King Cove	Mayor	907-497-2340	907-497-2594
King Salmon Village Council	President	907-246-3553	907-246-3449
Kipnuk Traditional Council	President	907-896-5515	907-896-5240
City of Kivalina	Mayor	907-645-2137	907-645-2175
City of Klawock	Mayor	907-755-2261	907-755-2403
Chilkat Indian Village of Klukwan	President &	907-767-5505	907-767-5518
City of Kodiak	Mayor	907-486-8640	907-486-8600

**Coastal Neighbors (Continued)**

<b><u>Communities</u></b>	<b><u>Title</u></b>	<b><u>Phone</u></b>	<b><u>Fax</u></b>
Native Village of Kongiganak	President	907-557-5226	907-557-5224
City of Kotlik	Mayor	907-899-4313	907-899-4826
City of Kotzebue	Mayor	907-442-3401	907-442-3742
City of Koyuk	Mayor	907-963-3441	907-963-3442
Native Village of Kwigillingok	President	907-588-8114	907-588-8429
City of Larsen Bay	Mayor	907-847-2211	907-847-2239
City of Manokotak	Mayor	907-289-1027	907-289-1082
City of Mekoryuk	Mayor	907-827-8314	907-827-8626
Metlakatla Indian Community	Mayor	907-886-4441	907-886-7997
Naknek Village Council	President	907-246-4210	907-246-3563
Nanwalek IRA Council	Chief	907-281-2274	907-281-2252
Native Village of Nelson Lagoon	President	907-989-2204	907-989-2233
Newtok Village	President	907-237-2314	907-237-2428
City of Nightmute	Mayor	907-647-6426	907-647-6427
Nikolaevsk Community Council Inc.	President	907-235-2731	907-235-2941
Native Village of Nikolski	President	907-576-2225	907-576-2205
Ninilchik Traditional Council	President	907-567-3313	907-567-3308
City of Nome	Mayor	907-443-6663	907-443-5349
City of Nuiqsut	Mayor	907-480-6727	907-480-6928
NunamIqua	Mayor	907-498-4226	907-498-4250
City of Nunapitchuk	Mayor	907-527-5327	907-527-5011
City of Old Harbor	Mayor	907-286-2204	907-286-2278
City of Ouzinkie	Mayor	907-680-2209	907-680-2223
Pauloff Harbor Village	President	907-383-6075	907-383-6094
City of Pelican	Mayor	907-735-2202	907-735-2258
Native Village of Perryville	President	907-853-2203	907-853-2230
City of Petersburg	Mayor	907-772-4519	907-772-3759
City of Pilot Point	Mayor	907-797-2200	907-797-2211
City of Platinum	Mayor	907-979-8114	907-979-8210
Point Baker Community	Chairperson	907-559-2204	907-559-2224
City of Point Hope	Mayor	907-368-2537	907-368-2835
Native Village of Point Lay	Pres	907-833-2575	907-833-2526

**Coastal Neighbors (Continued)**

<b><u>Communities</u></b>	<b><u>Title</u></b>	<b><u>Phone</u></b>	<b><u>Fax</u></b>
City of Port Alexander	Mayor	907-568-2211	907-568-2211
City of Port Heiden	Mayor	907-837-2209	907-837-2248
City of Quinhagak	Mayor	907-556-8202	907-556-8166
City of Saint George	Mayor	907-859-2263	907-859-2212
City of Saint Michael	Mayor	907-923-3222	907-923-2284
City of Saint Paul	Mayor	907-546-3100	907-546-3188
City of Sand Point	Mayor	907-383-2696	907-383-2698
City of Savoonga	Acting Mayor	907-984-6614	907-984-6301
City of Saxman	Mayor	907-225-4166	907-225-6450
City of Scammon Bay	Mayor	907-558-5529	907-558-5626
City of Selawik	Mayor	907-484-2132	907-484-2209
City of Seldovia	Mayor	907-234-7643	907-234-7430
City of Seward	Mayor	907-224-4046	907-224-4038
City of Shaktoolik	Mayor	907-955-3441	907-955-3221
City of Shishmaref	Mayor	907-649-3781	907-649-2131
Native Village of Solomon	President	907-443-4985	907-443-5189
South Naknek Village Council	President	907-246-8614	907-246-8613
City of Stebbins	Mayor	907-934-3451	907-934-3452
Native Village of Tatitlek	President & CEO	907-325-2311	907-325-2298
City of Teller	Mayor	907-642-3401	907-642-2051
City of Tenakee Springs	Mayor	907-736-2207	907-736-2207
City of Thorne Bay	Mayor	907-828-3380	907-828-3374
City of Togiak	Mayor	907-493-5820	907-493-5932
City of Toksook Bay	Mayor	907-427-7511	907-427-7811
Tuluksak Native Community	President	907-695-6420	907-695-6932
Native Village of Tununak	President	907-652-6527	907-652-6011
Twin Hills Village Council	President	907-525-4821	907-525-4822
Native Village of Tyonek	President	907-583-2271	907-583-2442
Ugashik Traditional Council	President	907-338-7611	907-338-7659
City of Unalakleet	Mayor	907-624-3531	907-624-3130
City of Unalaska	Mayor	907-581-1251	907-581-1417
Unga Tribal Council	President	907-383-5215	907-383-5553
City of Valdez	Mayor	907-835-4313	907-835-2992

**Coastal Neighbors (Continued)**

**Communities**

	<b><u>Title</u></b>	<b><u>Phone</u></b>	<b><u>Fax</u></b>
City of Wainwright	Mayor	907-763-2815	907-763-2811
City of Wales	Mayor	907-664-3501	907-664-3062
Whale Pass Homeowners Assoc.	President	907-846-5329	907-846-5329
City of Whittier	Mayor	907-472-2327	907-472-2404
City of Wrangell	Mayor	907-874-2381	907-874-3952

## APPENDIX A

### Disinfection Procedures for Drinking Water

There are three basic procedures for disinfecting water:

1. **Boiling**

Boiling is the safest method of disinfecting water. Bring water to a rolling boil for at least two minutes, keeping in mind some water will evaporate. Boiled water will taste better if you put oxygen back into it by pouring the water from one container to another several times.

2. **Disinfectant tablets**

These tablets are available at most sporting goods or drug stores. Follow directions on the package. Usually one tablet is enough for one quart of water. The dose should be doubled for cloudy water.

3. **Bleach disinfectant**

Liquid household bleach can be used if the label lists sodium hypochlorite as the only active ingredient and there is no perfume (such as "lemon-scent") in the bottle. Add bleach according to the table below, stir, and let stand for 30 minutes. If the water does not taste and smell of chlorine after 30 minutes, add another dose and let stand another 15 minutes.

**Note:** *Do not use this method to disinfect water in a waterbed. Use a manufacturer-provided disinfectant that will not harm the plastic.*

<b><u>AMOUNT OF WATER</u></b>	<b><u>CLEAR WATER</u></b>	<b><u>CLOUDY WATER</u></b>
1 quart	2 drops	4 drops
1 gallon	8 drops	16 drops
5 gallons	1/2 teaspoon	1 teaspoon

## APPENDIX B

### Are You Ready for the Storm Season?

- Listen for current storm information on radio and TV. You can check reports on the internet at either the DHS&EM web site (<http://www.ready.alaska.gov>) or NOAA's NWS web site (<http://pafc.arh.noaa.gov/index.php>) under the watches and warning tabs.
- Remember: the potential for coastal sea storm damage is serious. Make sure your family members and pets are safe. Keep them away from culverts and storm drains to include known floodwater areas. Do not leave pets in areas possibly susceptible to sea surges or storm flooding.
- Take measures to protect homes and personal property. Locate problem areas and move property to high ground if necessary (snow machines, chain saws, ATV's, commercial fishing gear, etc.).
- Monitor septic systems, wells, and fuel tanks. Make sure valves are shut so tanks won't spill if the tanks to move.
- Electricity will be shut down if flood waters threaten the power plant. Be prepared to be without electricity for several hours to several days.
- Prepare for several days of isolation in case your airport runway becomes compromised due to storm damage?
- Stock up on food and water.
- Keep a battery-powered radio and fresh batteries available.
- Keep an emergency kit stocked with enough supplies to last at least 72 hours (see Appendix C).
- Know where your community shelter is and be prepared to move into it if necessary.
- Contact your City Office or insurance agent to find out if storm and flood insurance is available in your community.

## APPENDIX C

### Basic Emergency Kit

Everyone should plan on being “on their own” for 72 hours to one week before relief; this could be longer if poor weather conditions are present. Therefore, it is a good idea to put together a basic emergency kit.

You may have some of these basic emergency kit items already, such as a flashlight, battery operated radio, food, water and blankets. The key is to make sure they are organized, easy to find and easy to carry (in a waterproof container, suitcase with wheels or in a backpack) in case you need to evacuate your home. Whatever you do, don't wait for a disaster to happen.

Your kit should be easy to carry – think of ways that you can pack your emergency kit so that you and those on your emergency plan can easily take the items with you, if necessary.

#### Basic Items

- Water** – two liters of water per person per day (Include small bottles that can be carried easily in case of an evacuation order).
- Food** – that won't spoil, such as canned food, energy bars and dried foods (remember to replace the food and water once a year).
- Manual can opener.**
- Flashlight and batteries.**
- Candles and matches or lighter.**
- Battery-powered or wind-up radio** (and extra batteries).
- First aid kit.**
- Special needs items** – prescription medications, infant formula or equipment for people with disabilities.
- Extra keys** – for your car and house.
- Cash** – include smaller bills, such as \$ 5 and 10 bills, and change for payphones
- Emergency plan** – include a copy of it and ensure it contains your contact information

### **Additional emergency supplies**

The basic emergency kit will help you get through the first 72 hours of an emergency. In addition to this kit, we recommend you also have the following additional emergency supplies. Then you will be well equipped for even the worst emergency situations.

- Change of clothing and footwear** – for each household member.
- Sleeping bag or warm blanket** – for each household member.
- A whistle** – in case you need to attract attention.
- Garbage bags** – for personal sanitation.
- Toilet paper.**
- Safety gloves.**
- Basic tools** – hammer, pliers, wrench, screwdrivers, fasteners, work gloves.
- Small stove and fuel** – follow manufacturer’s directions and store properly.
- Two additional gallons of water per person per day** – for cooking and cleaning.
- Other personal care supplies.**
- Copies of personal documents** – such as passport and birth certificate

## APPENDIX D

### Caring for Your Animals and Pets

Do you have a plan to provide care for your animals and pets if you have to evacuate your home? Pets, unlike service animals, are not allowed in emergency shelters. Decide ahead of time how you will provide for the care and safety of your pets or working animals. Has your community made provisions to provide for care of your animals? Some of the items to think about ahead of time are:

- Food
- Extra Water
- Leash or harness
- Collar
- Identification Tags
- Medications
- Vaccinations and medical records

Remember to plan in advance for the care and shelter of your pets and animals. From the initial storm warning to its arrival, you may not have sufficient time to make these arrangements as you prepare for your family's safety.

## APPENDIX E

### Identifying, Protecting, and Salvaging Vital Records

#### Identifying Vital Records

Vital records may be defined as records required facilitating the local government's essential operations, to protect legal and financial interests, and to assist in its recovery during a period of emergency or disaster. An agency's legislative mandate, mission, and public responsibilities will define its vital records.

Generally, they will comprise less than 10% of a community's total records volume. Many records marked as "permanent" in general record schedules, or as "archival" in record disposition authorities, will be vital; but other records may qualify as well. The following is a basic, though not necessarily comprehensive, checklist:

- Accounts Payable/Receivable
- Bank Account Information
- Bonds and Coupons
- Budgets
- Building Plans and Blueprints
- Capital Asset Records
- Charters
- Emergency Plans
- Computer Equipment/Software Documentation
- Contracts, Leases, Agreements
- Court Calendars and Docket Books
- Deeds
- Disaster Recovery Plan
- Equipment/Supplies Inventories
- General Ledgers
- Insurance Policies
- Licenses and Permits
- Maps (taxation, topographical, utility)
- Minutes, Ordinances, Resolutions
- Payroll/Pension Fund Records
- Personnel Files

- Police Identification/Fingerprint Files
- Property Tax Assessment Records
- Student Records
- Succession List of Government Officials
- Transportation Schedules/Routes
- Treasurer's Reports
- Utility Construction Plans
- Vital Records List
- Vital Statistics (births, marriages, divorces, deaths)
- Wills
- Zoning Records

### **Protecting Vital Records**

The best method of protecting vital records is through duplication and dispersal. The record's storage medium will dictate how it should be duplicated.

Paper records (letters, invoices, timesheets, legal documents, etc.) and non-digital photographs may be photocopied and/or scanned into electronic files. These files, computer programs, digital photographs, and other electronic media should be backed up on CD-RW disks, USB "flash drives," or firewire drives. If your community has the equipment, these documents should be microfilmed on silver-halide film. (This is the only film type acceptable for preservation under ANSI/AIIM standards.)

Machine-readable records should be copied onto a back-up medium, such as magnetic tape or computer-output microfilm (COM). There are also different methods of dispersal:

- Copies of vital records may be held in a vault or safe inside the agency. However, if the vault or safe is not "disaster proof", copies and originals will both be lost if the entire facility is destroyed.
- Off-site storage is usually a better method of dispersal. It involves keeping copies of vital records at a location outside the agency's primary facility, providing security in case the originals are destroyed.
- Various commercial vendors around the state also store microfilm, magnetic tapes or disks, and paper records.

Whatever place is chosen, the off-site facility should offer economical, high-volume storage and quick records retrieval in the event of an emergency.

## **What to Do When the Storm Starts**

While the following emergency measures are no substitute for a disaster plan, they may enable agencies without a plan to get through the current sea storm or storm season. Meanwhile, if a severe storm threatens, these steps can be taken to protect your vital records:

- Take back-up computer disks and tapes, as well as microfilm, out of the office and as far away from the potential disaster site as possible.
- Ideally, the temporary storage area should have a properly controlled environment and a means of access to the records (back-up computer equipment, microfilm reader-printers, etc.).
- Wrap each computer in a plastic garbage bag and secure the bag with a tie around the electrical cord.
- If you are unable to remove paper records from the site, get them as far above the floor as possible. Wrap all shelves in plastic and tape the plastic down to hold it in place.
- If coastal sea storm damage potential is evident, or if your agency's primary facility is unusable, identify a temporary site or sites where agency functions can resume and records salvage operations can be started.

## **Salvaging Water-Damaged Records**

Water-damaged records are usually recoverable if salvage work begins within two days. Thereafter, mold and mildew develop rapidly.

Because the disaster site will be extremely humid, salvage must be undertaken elsewhere, ideally in a clean, dry area with a temperature of 65 degrees and a relative humidity of 40%.

Cover floors or tables used as work areas with plastic sheeting and move water-damaged records with extreme care. Milk crates or similar ventilated plastic cartons are good carriers.

Do not try to separate stuck-together pages as long as they are saturated. When the pages are drier, paper towels may be placed between them to absorb water. Change the towels frequently, using fans to circulate air over damaged records.

Vacuum freeze-drying is the best and quickest way of drying paper records, but it is expensive and requires professional assistance.

Damp microfiche can be air-dried on a clean, lint-free, white cotton sheet. Do not unroll wet microfilm as this may cause the emulsion layer to separate from the base film. Leave wet microfilms in their containers and place them in clean water. Salvaged microfilm will not be archival-quality and must be recopied on silver-halide film.

Recovery of water-damaged computer disks is problematic and placing a wet disk in the drive can seriously damage your computer. Magnetic tapes can sometimes be hand-dried (at some risk to the data), but contact your computer equipment's manufacturer before attempting to dry the hardware.

## APPENDIX F

### Initial Damage Assessment Report (Notification to DHS&EM)

Reporting location \_\_\_\_\_  
(Name of village/city/Borough) (date & time)

Reported by \_\_\_\_\_  
(Name) (title)

Area(s) affected \_\_\_\_\_

Cause of damage \_\_\_\_\_  
(e.g., flood, fire, windstorm, earthquake, landslide, etc.)

#### **Persons and Needs**

(Insert approximate numbers in space provided)

(See disaster response section for detailed list)

A. Deceased	_____	F. Need food	_____
B. Injured	_____	G. Need water	_____
C. Missing	_____	H. Need sanitation	_____
D. Require medical help	_____	I. Need clothing	_____
E. Need shelter	_____		

#### **Damage to essential or lifeline facilities (minor or major)**

A. Hospital/Clinics	_____	H. Communications	_____
B. Power Plants	_____	I. Railroads	_____
C. Fuel Supply	_____	J. Airports/Runways	_____
D. Roads	_____	K. Water Treatment	_____
E. Bridges	_____	L. Sewage Plants	_____
F. Schools	_____	M. Distribution Lines	_____
G. Community Buildings	_____	N. Heating Systems	_____

**Possible Needs for DHS&EM emergency assistance**

- |                                     |           |          |              |
|-------------------------------------|-----------|----------|--------------|
| A. Search and Rescue                | Yes _____ | No _____ | Unsure _____ |
| B. Evacuation                       | Yes _____ | No _____ | Unsure _____ |
| C. Security/Protection              | Yes _____ | No _____ | Unsure _____ |
| D. Medical and Health               | Yes _____ | No _____ | Unsure _____ |
| E. Shelter and Clothing             | Yes _____ | No _____ | Unsure _____ |
| F. Food                             | Yes _____ | No _____ | Unsure _____ |
| G. Water                            | Yes _____ | No _____ | Unsure _____ |
| H. Repairs to communication systems | Yes _____ | No _____ | Unsure _____ |
| I. Repairs to Bank Protection       | Yes _____ | No _____ | Unsure _____ |

The next report with more details will be sent \_\_\_\_\_

## APPENDIX G

### Resource Requests

Local government should be prepared to provide the following information when requesting certain resources from the State:

#### **All Requests**

- What need does the requested resource fill?
- Does the requestor have the ability to pick up the resource or will it need to be delivered? Where? When? To Whom?

#### **Drinking Water**

- How many persons need drinking water and how many days will they need to be supplied with water?
- If water tankers are provided to meet the need, does the requestor have suitable containers for distribution?
- If bottled water is provided, does the requestor have a loading dock and the appropriate equipment (forklift, pallet jacks, etc.) to offload the pallets?

#### **Food**

- How many persons need food and for how long?
- How many meals per day per person will be served?
- Are facilities and personnel available to prepare hot meals?

#### **Generators**

- What type of facility requires the generator? Does the facility have a quick connect for the generator?
- What size generator (Kilovolts or Kiloamps) is needed?
- What voltage? What phase?
- Can the requestor refuel the generator? If yes, can the requestor provide either gasoline or diesel?
- Does the requestor have trained/qualified personnel to maintain the generator? If necessary, does the requestor have a forklift to off-load the generator?

### **Pumps**

- What is the necessary pipe/hose diameter or volume of water in gallons per minute?
- Does the water being pumped contain debris?
- What is the necessary pipe/hose length?
- Can the requestor refuel the pump? If yes, can the requestor provide either gasoline or diesel?
- Does the requestor have trained/qualified personnel to maintain the pump?
- If necessary, does the requestor have a forklift to off-load the pump?

### **Shelter**

- How many persons need shelter and for how long?
- If shelters are provided to meet the need, does the requestor have a suitable location(s) for setup?
- If shelter is provided, does the requestor have a forklift to offload pallets?
- Does the requestor have trained/qualified personnel to set up, maintain, and run the shelters?
- Is pet food, shelter, or water for big animals and valuable livestock needed?

### **Vehicles**

- If a truck is needed, what size of truck (volume and tonnage)?
- Does the truck require four-wheel drive capability?
- What type of fuel is available in the community (gasoline or diesel)?

## APPENDIX H

### Helpful Computer Web Links/Addresses

- <http://aprfc.arh.noaa.gov> Alaska Pacific River Forecast Center (APRFC)
- <http://ambcs.org> Natural Resources Conservation Service (NRCS), Alaska Snow, Water and Climate Services
- <http://www.arh.noaa.gov/> National Weather Service (NWS) Alaska Region Headquarters
- <http://akweathercams.faa.gov/> Federal Aviation Administration (FAA), Alaskan Region's Weather Cameras
- <http://fire.ak.blm.gov/> U.S. Department of the Interior – Bureau of Land Management (BLM), Alaska Fire Service
- <http://www.aidea.org/aea/index.html> Alaska Energy Authority (AEA)
- [http://www.commerce.state.ak.us/dca/commdb/CF\\_COMDB.htm](http://www.commerce.state.ak.us/dca/commdb/CF_COMDB.htm) Department of Commerce, Community and Economic Development (DCCED), Community Profiles
- <http://www.dps.state.ak.us/fire/TEB/ruralfireprotection.aspx> Alaska Department of Public Safety, Rural Fire Training Office
- <http://www.state.ak.us/dec/> Department of Environmental Conservation (DEC)
- <http://pafc.arh.noaa.gov/ice.php> National Weather Service Forecast Office Alaska Ice Desk
- <http://www.ready.alaska.gov> Alaska Division of Homeland Security and Emergency Management (DHS&EM)
- <http://www.fema.gov/> Federal Emergency Management Agency (FEMA)