

To: Jurisdiction
From: Division of Homeland Security & Emergency Management (DHS&EM)
Date: Monday, January 12, 2009
Subject: **Resource Management - Gap Analysis**

How do I fill out the gap analysis worksheets?

There are five worksheets altogether. The worksheets are labeled Instructions, Communications, Goods, Services and Transportation. Please read each question and check either 'yes' or 'no.' Some questions have follow-up questions that ask to list out specific information. If you have any questions, please contact **Lisa Witzleben** directly at **907.428.7032**. Once completed in entirety, please send to Lisa Witzleben @ lisa.witzleben@alaska.gov

Purpose: To identify and document, utilizing the gap analysis worksheets, the capabilities of the jurisdiction and to understand more clearly what immediate needs maybe requested during the response and recovery of an event. The jurisdiction's ability to move out of chaos and towards comprehensive recovery safely and quickly is essential after a catastrophic event of any type.

1. Having a gap is not a bad thing. These gap worksheets are developed to assist each jurisdiction in recognizing the capabilities and the gaps that are in need of improvement. The gap analysis worksheets allow the jurisdiction opportunities to identify their capabilities as well as decrease the number of gaps that may exist presently.

2. Answering 'no' equals a gap. Answering 'no' allows the jurisdiction to discover existing gaps. It is expected that no jurisdiction will answer 'yes' to all gap analysis questions. Keep in mind the gap analysis worksheets represents a 'snapshot' of the jurisdiction's existing capabilities.

3. Finding a gap... now what? Now that a gap has been determined, working towards eliminating the gap is critical. The State of Alaska DHS&EM will assist the jurisdiction in documenting the current capabilities which will allow the jurisdiction to potentially eliminate the identified gaps. For questions or concerns, please call Lisa Witzleben, Logistics Planner.

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Work Number 907.428.7032

COMMUNICATIONS

Mission: The jurisdiction's ability to provide essential communication to meet communication response needs

Jurisdiction Name:

Population:

State:

Primary Resources

Interoperable Communications

In the event of a disaster (any type) is it likely that...

<u>Interoperable Communications</u>	<u>YES</u>	<u>NO</u>
1. Does the jurisdiction have a written media communication plan to support mass evacuation operations? For example but not limited to, Citizen Band (CB), E-mail, Internet, Radio and TV.	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the jurisdiction have access to readily available media instructions for the public to support mass evacuation operations? For example but not limited to maps, pamphlets, prescript announcements and signage.	<input type="checkbox"/>	<input type="checkbox"/>
3. Does the jurisdiction's plan include communication backup capabilities in the event of voice and data outages? 3a. If yes, please list all back-up capabilities.	<input type="checkbox"/>	<input type="checkbox"/>

YES NO

4. Does the jurisdiction's communication plan include capacity to support an increase in communication requirements of at least 50% over the average daily usage?	<input type="checkbox"/>	<input type="checkbox"/>
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5. Does the jurisdiction have access to a set number (number determined by jurisdiction) of communication tools (radios, computers, satellite phones, cell phones etc.) to be utilized only for the jurisdiction's Emergency Operations Center at any given time? 5a) If yes, please list the various communication tools.	<input type="checkbox"/>	<input type="checkbox"/>
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6. Does the jurisdiction know what <i>neighboring</i> jurisdiction(s) use for backup communications? 6a) If yes, please list the jurisdiction(s) & backup communication available. 6b) If yes, what is the jurisdiction's radio channel/frequency?	<input type="checkbox"/>	<input type="checkbox"/>
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YES NO

<p>7. Is the Emergency Operations Plan or the Emergency Response Plan available to the public <i>prior</i> to a disaster (any type)? 7a) If yes, what are the various choices to retrieve the plan(s).</p>	<input type="checkbox"/>	<input type="checkbox"/>
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<p>8. Does the jurisdiction have a small self-contained, mobile command maneuverable vehicle with communications capabilities (radio, computer, satellite phone)? 8a) If yes, please list the various communication capabilities.</p>	<input type="checkbox"/>	<input type="checkbox"/>
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<p>9. Does the jurisdiction have a small self-contained, maneuverable boat with communication capabilities (radio, computer, satellite phone)? 9a) If yes, please list the various communication capabilities.</p>	<input type="checkbox"/>	<input type="checkbox"/>
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Comments:

GOODS

Mission: The jurisdiction's ability to provide essential goods to meet all goods response needs

Jurisdiction Name:

Population:

State:

Essential Goods

Shelter

Water

Food

Medical

Finance

Energy

In the event of a disaster (any type) is it likely that...

	<u>YES</u>	<u>NO</u>
A. Does the jurisdiction have essential goods to address the immediate response requirements (shelter, water, food, medical, finance and energy) 72 hours following an event?	<input type="checkbox"/>	<input type="checkbox"/>

***** Current = reviewed and revised within the State fiscal year (July - June). *****

Shelter

YES **NO**

1. Does the jurisdiction have a current shelter plan in place to meet possible requirements for Mass Care?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, what are the locations, and how many can go to each location?	<input type="checkbox"/>	<input type="checkbox"/>
How many meet the American with Disabilities Act (ADA) requirements?	<input type="checkbox"/>	<input type="checkbox"/>
Can the mass care shelter(s) hold portable toilets on site?	<input type="checkbox"/>	<input type="checkbox"/>

2. Does the jurisdiction have a current shelter plan in place to meet possible requirements for Special Needs?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, what are the locations, and how many can go to each location?	<input type="checkbox"/>	<input type="checkbox"/>
How many meet the American with Disabilities Act (ADA) requirements?	<input type="checkbox"/>	<input type="checkbox"/>
Can the mass care shelter(s) hold portable toilets on site?	<input type="checkbox"/>	<input type="checkbox"/>

3. Does the jurisdiction have a current shelter plan in place to meet possible requirements for Household Pets?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, what are the locations, and how many can go to each location?	<input type="checkbox"/>	<input type="checkbox"/>
How many meet the American with Disabilities Act (ADA) requirements?	<input type="checkbox"/>	<input type="checkbox"/>
Can the mass care shelter(s) hold portable toilets on site?	<input type="checkbox"/>	<input type="checkbox"/>

		<u>YES</u>	<u>NO</u>
4. Does the jurisdiction have a current shelter plan address possible quarantine requirements?		<input type="checkbox"/>	<input type="checkbox"/>
	If yes, what are the locations, and how many can go to each location?	<input type="checkbox"/>	<input type="checkbox"/>
	How many meet the American with Disabilities Act (ADA) requirements?	<input type="checkbox"/>	<input type="checkbox"/>
	Can the mass care shelter(s) hold portable toilets on site?	<input type="checkbox"/>	<input type="checkbox"/>

5. Does the jurisdiction have established estimates, based on current population, of the number of evacuees who may seek shelter?		<input type="checkbox"/>	<input type="checkbox"/>
5a. If yes, what formula standard is utilized?			
	<i>General Population</i>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Mass Care</i>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Special Needs</i>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Household Pets</i>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Food

YES **NO**

1. Does the jurisdiction have current food service agreements in place? 1a) If yes, please list the food service agreements.	<input type="checkbox"/>	<input type="checkbox"/>
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2. Does the jurisdiction have a feeding plan to reflect the dietary needs of the special needs population?	<input type="checkbox"/>	<input type="checkbox"/>
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3. Does the jurisdiction have a feeding plan for household pets?	<input type="checkbox"/>	<input type="checkbox"/>
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Comments:

Water

YES **NO**

1. Does the jurisdiction have access to potable water?	<input type="checkbox"/>	<input type="checkbox"/>
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Comments:

Energy

YES NO

1. Does the jurisdiction have a current written emergency fuel plan to address the immediate response requirements (emergency response vehicles, debris removal, commodities movement, etc) 72 hours following an event?	<input type="checkbox"/>	<input type="checkbox"/>
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2. Does the jurisdiction's plan include capacity to meet fueling requirements? 2a) If yes, what percentage of capacity can be met for each.	<input type="checkbox"/>	<input type="checkbox"/>
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Jet Fuel Capacity =		<input type="checkbox"/>	<input type="checkbox"/>
Liquid Propane Capacity =		<input type="checkbox"/>	<input type="checkbox"/>
Natural Gas Capacity =		<input type="checkbox"/>	<input type="checkbox"/>
Coal Capacity =		<input type="checkbox"/>	<input type="checkbox"/>
Heating Oil Capacity =		<input type="checkbox"/>	<input type="checkbox"/>

3. Does the jurisdiction's plan include need for mobile refueling?	<input type="checkbox"/>	<input type="checkbox"/>
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Jet Fuel	<input type="checkbox"/>	<input type="checkbox"/>
Liquid Propane	<input type="checkbox"/>	<input type="checkbox"/>
Natural Gas	<input type="checkbox"/>	<input type="checkbox"/>
Coal	<input type="checkbox"/>	<input type="checkbox"/>
Heating Oil	<input type="checkbox"/>	<input type="checkbox"/>

4. Does the jurisdiction's plan addresses emergency power (generators) for emergency response services?	<input type="checkbox"/>	<input type="checkbox"/>
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		<u>YES</u>	<u>NO</u>
5. Has the jurisdiction completed any energy assessments needed for a 72 hour period regarding the following: 5a) If yes, what year were the power assessments completed?		<input type="checkbox"/>	<input type="checkbox"/>
	Energy use for everyday functions	<input type="checkbox"/>	<input type="checkbox"/>
	Energy use for any type of disaster	<input type="checkbox"/>	<input type="checkbox"/>

6. Are there any written agreements in place with any energy companies?	<input type="checkbox"/>	<input type="checkbox"/>
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7. Does the jurisdiction have a current long-term, post-impact (after 72 hours) written energy plan (to include residents who may be able to return home but have no utilities)? 7a) If yes, please list the energy needs addressed in the post-impact energy plan.	<input type="checkbox"/>	<input type="checkbox"/>
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Comments:

Medical

YES **NO**

1. Does the jurisdiction have medical capacity (materials) and capability (operational) flexible enough to respond to small catastrophic incident? 1a) If yes, list the applicable plan for the medical capacity and capability.	<input type="checkbox"/>	<input type="checkbox"/>
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Comments:

Finance

YES **NO**

1. Has the jurisdiction established the appropriate level of security potentially needed for financial resources in the event of any disaster?	<input type="checkbox"/>	<input type="checkbox"/>
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Comments:

SERVICES

Mission: The jurisdiction's ability to provide essential services to meet all services response needs

Jurisdiction Name:

Population:

State:

Essential Services = Animal Health, Emergency Management, Emergency Medical, Fire/HazMat, Health & Medical, Law Enforcement, Public Works, and Search & Rescue

In the event of a disaster (any type) is it likely that....

Skilled People

YES **NO**

1. Does the jurisdiction have qualified available, and identified trained people to provide essential services?	<input type="checkbox"/>	<input type="checkbox"/>
1a) Please list all the essential services with qualified, available, and identified trained people.		
2a) If yes, are the essential services contracted	<input type="checkbox"/>	<input type="checkbox"/>
2b) Please list all contracted essential services.		

	<u>YES</u>	<u>NO</u>
<p>3. Does the jurisdiction have the variety of trained people (translators) to assist in language requirements potentially needed?</p> <p>3a) If yes, please list the various language requirements</p> <p>Language Requirements = Sign Language, Various Native Languages, Foreign Language</p>	<input type="checkbox"/>	<input type="checkbox"/>

4. Does the jurisdiction have an identified agency responsible for unaccompanied minors?	<input type="checkbox"/>	<input type="checkbox"/>
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Comments:

TRANSPORTATION

Mission: The jurisdiction's ability to provide essential transportation to meet all transportation response needs

Jurisdiction Name:

Population:

State:

Transportation Modes

Air

Boat

Rail

Road

Pipeline

In the event of a disaster (any type) is it likely that...

**** Current = reviewed and revised within the State fiscal year (July - June). ****

	<u>YES</u>	<u>NO</u>
1. Does the jurisdiction have a current written evacuation plan?	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the jurisdiction's response plan address search & rescue?	<input type="checkbox"/>	<input type="checkbox"/>
3. Has the jurisdiction coordinated transportation exercises with all modes of transportation applicable for the jurisdiction?	<input type="checkbox"/>	<input type="checkbox"/>
4. Does the jurisdiction have a current written debris removal plan? 4a) If yes, does the debris removal plan include hazardous materials removal?	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

Air**YES** **NO**

<p>1. Does the jurisdiction's plan include contracts for the availability of private air transport entities?</p> <p>1a) If yes, please list the transportation contracts in place along with the expiration dates of each.</p>	<input type="checkbox"/>	<input type="checkbox"/>
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<p>2. Does the jurisdiction renew the contracts from the private sector prior to the contract expiring?</p>	<input type="checkbox"/>	<input type="checkbox"/>
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Comments:**Boat****YES** **NO**

<p>1. Does the jurisdiction's plan include contracts for the availability of private boat transport entities?</p> <p>1a) If yes, please list the transportation contracts in place along with the expiration dates of each.</p>	<input type="checkbox"/>	<input type="checkbox"/>
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<p>2. Does the jurisdiction renew the contracts from the private sector prior to the contract expiring?</p>	<input type="checkbox"/>	<input type="checkbox"/>
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Comments:

Rail**YES** **NO**

1. Does the jurisdiction's plan include contracts for the availability of private rail transport entities?	<input type="checkbox"/>	<input type="checkbox"/>
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1a) If yes, please list the transportation contracts in place along with the expiration dates of each.		
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2. Does the jurisdiction renew the contracts from the private sector prior to the contract expiring?	<input type="checkbox"/>	<input type="checkbox"/>
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Comments:**Road****YES** **NO**

1. Does the jurisdiction's plan include contracts for the availability of private road transport entities?	<input type="checkbox"/>	<input type="checkbox"/>
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1a) If yes, please list the transportation contracts in place along with the expiration dates of each.		
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2. Does the jurisdiction renew the contracts from the private sector prior to the contract expiring?	<input type="checkbox"/>	<input type="checkbox"/>
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Comments:

Pipeline

YES **NO**

1. Does the jurisdiction's plan include contracts for the availability of private pipeline transport entities? 1a) If yes, please list the transportation contracts in place along with the expiration dates of each.	<input type="checkbox"/>	<input type="checkbox"/>
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2. Does the jurisdiction renew the contracts from the private sector prior to the contract expiring?	<input type="checkbox"/>	<input type="checkbox"/>
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Comments: