

**COMMITTEE OF THE WHOLE WORKSESSION AGENDA**

*January 22, 2015*

\* Immediately following Finance Committee \*  
Mona Lisa Drexler Assembly Chambers  
Fairbanks North Star Borough Administrative Center  
809 Pioneer Road  
Fairbanks, Alaska

**1. MEMORANDA/REPORTS/PRESENTATIONS**

- a. Wood Stove Design Challenge and Technology report by Glenn Miller, Director of Transportation.
- b. Alaska State Implementation Plan (SIP) update.

**2. ADVANCED ORDINANCES AND RESOLUTIONS**

- a. ORDINANCE NO. 2015-02. An Ordinance Amending Title 3 Of The Fairbanks North Star Borough Code Allowing For Appeal To The Board Of Equalization For All Property Tax Exemption Determinations. (Sponsor: Assemblymember Roberts) **(Page 2)**
- b. RESOLUTION NO. 2015-03. A Resolution Adopting The Fairbanks North Star Borough Comprehensive Emergency Management Plan (CEMP). (Sponsor: Mayor Hopkins) **(Page 4)**

**3. BRIEFINGS FROM THE BOROUGH MAYOR**

**4. ASSEMBLY BUSINESS/COMMENTS**

**5. ADJOURNMENT**

By: Lance Roberts  
Introduced: January 15, 2015

FAIRBANKS NORTH STAR BOROUGH

ORDINANCE NO. 2015 - 02

AN ORDINANCE AMENDING TITLE 3 OF THE FAIRBANKS NORTH STAR  
BOROUGH CODE ALLOWING FOR APPEAL TO THE BOARD OF EQUALIZATION  
FOR ALL PROPERTY TAX EXEMPTION DETERMINATIONS

WHEREAS, pursuant to FNSBC 3.28.030, a taxpayer who disagrees with the determination of the assessor regarding the tax exempt status of property may appeal the determination directly to the superior court but may only appeal to board of equalization "as provided by law;" and

WHEREAS, currently only senior citizen and disabled veteran exemptions may be appealed to the board of equalization; and

WHEREAS, an appeal to the board of equalization is less costly and less time consuming than an appeal to the superior court.

NOW, THEREFORE, BE IT ORDAINED by the Assembly of the Fairbanks North Star Borough:

Section 1. This ordinance is of a general and permanent nature and shall be codified.

Section 2. Section 3.08.020, **Real property exempted from taxation**, is amended by adding a new subsection as follows:

CODE AMENDMENTS ARE SHOWN IN LEGISLATIVE FORMAT  
Text to be *added* is underlined  
Text to be *deleted* is [BRACKETED AND CAPITALIZED]

32 R. An applicant for an exemption may appeal the assessor's determination to the  
33 Board of Equalization pursuant to FNSBC 3.24.001.

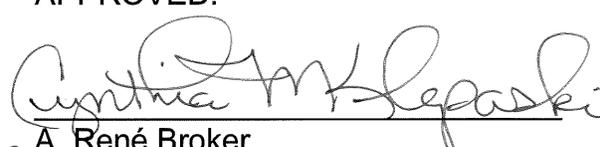
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35 Section 3. Section 3.24.001.A, **Appeal**, shall be amended as follows:  
36 A person whose name appears on the assessment roll or the agent or assigns of that  
37 person may appeal to the board of equalization for relief from an alleged error in  
38 valuation not adjusted by the assessor to the appellant's satisfaction. An applicant for a  
39 farm use assessment who believes that the valuation or classification assigned to the  
40 land that is the subject of the application is erroneous, or an applicant aggrieved by any  
41 determination of the assessor regarding a [SENIOR CITIZEN OR DISABLED  
42 VETERAN] property tax exemption, may appeal to the board of equalization by filing a  
43 written appeal within 10 working days of the date of mailing of the assessor's decision  
44 and specifying grounds for the appeal in the form that the board of equalization may  
45 require.

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47 Section 4. Effective Date. This ordinance shall be effective at 5:00 p.m.  
48 of the first Borough business day following its adoption.

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50 PASSED AND APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2015.

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57 ATTEST:  
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61 \_\_\_\_\_  
62 Nanci Ashford-Bingham, MMC  
Borough Municipal Clerk

\_\_\_\_\_  
Karl Kassel  
Presiding Officer  
  
APPROVED:  
  
  
for A. René Broker  
Borough Attorney

CODE AMENDMENTS ARE SHOWN IN LEGISLATIVE FORMAT  
Text to be added is underlined  
Text to be deleted is [BRACKETED AND CAPITALIZED]



# Fairbanks North Star Borough Emergency Operations Department

3175 Peger Road • PO Box 71267 • Fairbanks, AK 99707-1267 • (907) 459-1481 FAX 459-1119

## MEMORANDUM

TO: Fairbanks North Star Borough Assembly

THROUGH: Luke T. Hopkins, Mayor *LTH*

FROM: David Gibbs, Emergency Operations Director *DG*

DATE: January 29, 2015

SUBJECT: RESOLUTION 2015-03 - Adopting the Fairbanks North Star Borough Comprehensive Emergency Management Plan

AS 26.20.060(e) and FNSBC 2.28.070 require that the Borough prepare and maintain a written local emergency plan.

This Comprehensive Emergency Management Plan (CEMP) describes the authorities, functions, and responsibilities between local, state, federal, non-governmental, and private organizations to establish a mutually cooperative plan of action for disaster response.

Development of the CEMP was funded through the 2009 State Homeland Security Grant Program (SHSGP). The plan is consistent with the National Incident Management System (NIMS), a requirement for all emergency plans written after October 2005; and also conforms, insofar as practical, to the Federal Emergency Management Agency (FEMA) Comprehensive Preparedness Guide (CPG 101).

Fairbanks North Star Borough Code requires assembly approval of the emergency plan. The plan and any amendments will take effect 30 days from the date of submittal, unless action is taken by the Assembly to disapprove the resolution.

The plan must be submitted to the State Emergency Response Commission (SERC) All-Hazards Plan Review Committee for review by that body. Emergency Operations anticipates that in the course of being reviewed by the SERC, immaterial changes may be necessary to correct typographical errors, grammar, and to make minor edits to plan content. The department requests Assembly authorization to make those changes without having to bring the document back to the body for additional action. The department will maintain a list of plan changes and provide them to the Assembly upon request.

I urge your approval of this resolution.

By: Luke T. Hopkins, Mayor  
Introduced: January 29, 2015

FAIRBANKS NORTH STAR BOROUGH

RESOLUTION NO. 2015-03

A RESOLUTION ADOPTING THE FAIRBANKS NORTH STAR BOROUGH  
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)

WHEREAS, AS 26.20.060(e) requires that each political subdivision shall ensure that a written local or interjurisdictional disaster emergency plan for its area is prepared, maintained, and distributed to all appropriate officials and that the disaster emergency plan includes a clear and complete statement of the emergency responsibilities of all local agencies and officials; and

WHEREAS, it is expected that certain Federal grant programs now require or will require an adopted emergency management plan; and

WHEREAS, the purpose of this emergency management plan is to create a comprehensive emergency management program that will provide a system to mitigate the effects of an emergency or disaster, preserve life, respond during emergencies, provide necessary assistance, and establish a recovery system in order to return the community to its normal state of affairs; and

WHEREAS, the emergency plan details the authorities, functions, and responsibilities between local, state, federal, non-governmental and private organizations to establish a mutually cooperative plan of action for disaster response.

NOW, THEREFORE, BE IT RESOLVED that the Assembly of the Fairbanks North Star Borough adopts the Comprehensive Emergency Management Plan along with all appendices, dated November 13th, 2014 attached hereto.

36 BE IT FURTHER RESOLVED that the Mayor is authorized to make  
37 administrative and minor edits requested by the State Emergency Response  
38 Commission to the document with notification to the Assembly.

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40 PASSED AND APPROVED this 13th day of November, 2014.

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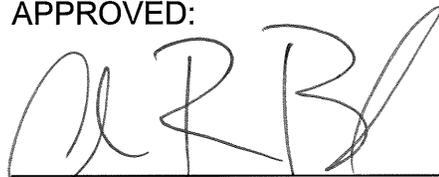
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Nancy Ashford-Bingham  
54 Borough Clerk

\_\_\_\_\_  
Karl Kassel  
Presiding Officer

APPROVED:



\_\_\_\_\_  
A. René Broker  
Borough Attorney

# Comprehensive Emergency Management Plan

Fairbanks North Star Borough



Emergency Operations  
January 2015



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**Fairbanks North Star Borough  
Emergency Operations Department**

PO Box 71267, Fairbanks, AK 99707-1267  
(907) 459-1481

**Mayor**  
Luke Hopkins

**Emergency Operations Director**  
David Gibbs

**Emergency Manager**  
Craig Malloy



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## PROMULGATION DOCUMENT / SIGNATURE PAGE

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The Fairbanks North Star Borough Comprehensive Emergency Management Plan (CEMP or Plan) establishes a comprehensive emergency management system for emergencies and disasters impacting the Fairbanks North Star Borough and its citizens.

The Plan is intended as a comprehensive framework for disaster prevention, preparedness, response, and recovery. It details authorities, functions, and responsibilities to establish a mutually cooperative plan of action between local, State and Federal, public, non-governmental, and private sector organizations. The Fairbanks North Star Borough Emergency Operations Department is responsible for coordinating such prevention, mitigation, preparedness, response, and recovery activities, as well as publishing and distributing this Plan and changes, as required.

Every effort has been made to assure the Plan's compatibility with planning guidance provided by the Federal Emergency Management Agency and the State of Alaska Division of Homeland Security and Emergency Management.

All jurisdictions, agencies and organizations in the Fairbanks North Star Borough should study this Plan and be prepared to discharge their emergency responsibilities; or be prepared to support the emergency responsibilities of others. All elected officials need to be familiar with this Plan. In order to ensure a prompt response to, and timely recovery from emergencies and disasters, each entity shall prepare, as appropriate, emergency operations plans for their jurisdictions, and coordinate emergency response planning through the Fairbanks North Star Borough Emergency Operations Department.

The Fairbanks North Star Borough Emergency Operations Department will be responsible for coordinating maintenance of this Plan, and working with other levels of government to maintain the organizational capabilities and resources necessary to effectively implement this Plan.

Citizens of the Fairbanks North Star Borough are requested to be prepared to do their part to provide for self-protection and the protection of public and private property within the Borough.

The Fairbanks North Star Borough hereby adopts this Comprehensive Emergency Management Plan.

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Fairbanks North Star Borough Mayor

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Date

## ABOUT THIS PLAN

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The Fairbanks North Star Borough (FNSB) Comprehensive Emergency Management Plan (CEMP) is made up of numerous sections, annexes, and stand-alone plans. Together, these documents provide policy direction and operational guidance for the prevention, mitigation, preparedness, response and recovery to emergencies that may impact the FNSB and its residents.

## PLAN DISTRIBUTION

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The following personnel, positions, departments, and agencies have copies of the CEMP.

Control Number	Plan Holder
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## **PLAN UPDATES AND CHANGES**

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It is intended for this Comprehensive Emergency Management Plan to be placed in three-ring binders to facilitate updating the plan. When any section is revised or added, a section revision number shall be added to the page footer. It is the FNSB’s intent that this Plan will be reviewed and updated annually.

## ACRONYM LIST and GLOSSARY

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### Acronym List

ACOE	Army Corps of Engineers
AKVOAD	Alaska Volunteer Organizations Active in Disasters
ALMR	Alaska Land Mobile Radio
ANAS	Alaska Nurse Alert System
ARC	American Red Cross
AS	Alaska Statute
AST	Alaska State Troopers
CEMP	Comprehensive Emergency Management Plan
CFR	Code of Federal Regulations
CIKR	Critical Infrastructure and Key Resources
COG	Continuity of Government
COOP	Continuity of Operations Plan
CPG	Comprehensive Preparedness Guide
DEC	Department of Environmental Conservation
DFO	Disaster Field Office
DHHS	Department of Health and Human Services
DHS&EM	Division of Homeland Security and Emergency Management
DOF	Division of Forestry
DOT	Department of Transportation
DOTPF	Department of Transportation & Public Facilities
DSR	Damage Survey Reports
EAS	Emergency Alert System
ECC	Emergency Coordination Center
EMS	Emergency Medical Service
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPA	Environmental Protection Agency
FECC	Fairbanks Emergency Communications Center
FEMA	Federal Emergency Management Agency
FNSB	Fairbanks North Star Borough

FNSBC	Fairbanks North Star Borough Code
FNSBSD	Fairbanks North Star Borough School District
FSA	Fire Service Area
HAM	Amateur Radio
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IMT	Incident Management Team
JIC	Joint Information Center
NAWAS	National Alert and Warning System
NGO	Non-Governmental Organization
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Administration
NRF	National Response Framework
NWS	National Weather Service
OSHA	Occupational Safety and Health Administration
PDA	Preliminary Damage Assessment
PIO	Public Information Officer
PL	Public Law
PO	Purchase Orders
PPD	Presidential Policy Directive
PSA	Public Service Announcement
PSAP	Public Safety Answering Point
RCC	Recovery Coordination Center
SARA	Superfund Amendment and Reauthorization Act
SEOC	State Emergency Operations Center
SOP	Standard Operating Procedures
TICP	Tactical Interoperable Communications Plan
TDSR	Temporary Debris Storage and Reduction
TSP	Telephone Service Provider
UAF	University of Alaska Fairbanks
USGS	United States Geological Survey
WSP	Wireless (telephone) Service Provider

## **Glossary**

**Annex:** A detailed description of methods that government agencies and departments follow for critical operational functions during emergency operations.

**Checklist:** Written (or computerized) enumeration of actions to be taken by an individual or organization meant to aid memory rather than provide detailed instruction.

**Concept of Operations:** A broad picture of how an organization accomplishes a mission or set of objectives in order to reach a desired end state. In broad terms, explains a decision maker's or leader's intent with regard to an operation.

**Cooperating Agency:** For the purpose of this plan, a non-FNSB agency that has authority and/or responsibility for a particular function or activity being described in this plan.

**Disaster:** The occurrence of widespread or severe damage, injury or loss of life or property resulting from any natural or man-made cause determined by the Governor to require State and/or Federal assistance or actions to supplement the recovery efforts of local governments in alleviating damage, loss, hardship, economic impact or suffering.

**Disaster Relief Fund:** A fund established by State law that may be expended upon the Governor's approval for disaster relief, prevention, or mitigation according to AS.26.23.300.

**Earthquake:** The sudden motion or trembling of the ground produced by abrupt displacement of rock masses, usually within the upper 10 to 20 miles of the earth's surface.

**Emergency:** Any incident, whether natural or human-caused, that requires responsive action to protect life, property and the environment.

**Emergency Assistance:** According to the National Response Framework, emergency assistance is "assistance required by individuals, families, and their communities to ensure that immediate needs beyond the scope of the traditional 'mass care' services provided at the local level are addressed. "

**Emergency Coordination Center:** The physical location at which the coordination of information and resources to support incident management (on-scene operations) activities normally takes place. An Emergency Coordination Center may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction.

**Emergency Operations Plan:** The ongoing plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards. It describes how people and property will be protected; details who is responsible for carrying out specific actions; identifies the personnel, equipment, facilities, supplies, and other resources available; and outlines how all actions will be coordinated.

**Evacuation:** The organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

**Evacuation Watch:** Prepares a community or an affected area that there is a threat and the possibility an evacuation may occur. It is not immediate but could be warranted within a specified time period. This could also warrant voluntary evacuation for people who need extra time to evacuate livestock, sled dogs, or have other special needs for evacuation.

**Evacuees:** All persons removed or moving from areas threatened or struck by a disaster.

**Evacuee Collection Point:** A location identified by on-scene emergency responders in coordination with emergency managers where people are first directed in the event of an evacuation. Public information and voluntary registration will be made available at this location. Evacuee Collection Points are not for long term sheltering but constitute the interface between emergency responders who are conducting field evacuations and supporting agencies who will transport and/or shelter evacuees.

**Flood:** A general and temporary condition of partial or complete inundation of normally dry land areas from overflow of inland or tidal waters, unusual or rapid accumulation or runoff of surface waters, or mudslides/mudflows caused by accumulation of water.

**Hazard:** A natural, technological, or human-caused source or cause of harm or difficulty.

**Hazardous Material:** Any substance or material that, when involved in an accident and released in sufficient quantities, poses a risk to people's health, safety, and/or property. These substances and materials include explosives, radioactive materials, flammable liquids or solids, combustible liquids or solids, poisons, oxidizers, toxins, and corrosive materials.

**Household Pet:** According to FEMA Disaster Assistance Policy 9253.19, "[a] domesticated animal, such as a dog, cat, bird, rabbit, rodent, or turtle, that is traditionally kept in the home for pleasure rather than for commercial purposes, can travel in commercial carriers, and be housed in temporary facilities. Household pets do not include reptiles (except turtles), amphibians, fish, insects/arachnids, farm animals (including horses), and animals kept for racing purposes." This definition is used by FEMA to determine assistance that FEMA will reimburse and is the definition used in the production of this Plan.

**Incident:** An occurrence or event—natural, technological, or human-caused—that requires a response to protect life, property, or the environment (e.g., major disasters, emergencies, terrorist attacks, terrorist threats, civil unrest, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, tsunamis, war-related disasters, public health and medical emergencies, other occurrences requiring an emergency response).

**Incident Action Plan:** A document which covers the overall incident strategy and specific action plans for an operational period.

**Incident Command Post:** The location where incident command functions are performed. The incident command post may be co-located with the incident base or other facilities.

**Incident Command System:** A standardized organizational structure used to command, control and coordinate the use of resources and personnel responding to an emergency.

**Joint Field Office:** A temporary Federal facility established to provide a central point for coordination of State, Federal, local and tribal governmental disaster relief and recovery actions.

**Joint Information Center:** A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media. Public information officials from all participating agencies should co-locate at the Joint Information Center.

**Jurisdiction:** Jurisdiction has more than one definition. Each use depends on the context:

- A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g. city, county, tribal, state, or Federal boundary lines) or functional (e.g. law enforcement, public health).
- A political subdivision (e.g. federal, state, borough, municipality) with the responsibility for ensuring public safety, health, and welfare within its legal authorities and geographic boundaries.

**Mass Care:** The actions that are taken to protect evacuees and other disaster victims from the effects of a disaster. Activities include mass evacuation, mass sheltering, mass feeding, access and functional needs support, and household pet and service animal coordination.

**Mitigation:** To eliminate or lessen the effects of a hazard, or prevent or reduce the possibility of an emergency or disaster situation.

**Multi-Agency Coordination Group (MAC):** The group of representatives of involved agencies and/or jurisdictions who come together to make decisions regarding the prioritizing of incidents, and the sharing and use of critical resources. The MAC organization is not part of the on-scene ICS and is not involved in developing incident strategy or tactics.

**National Incident Management System:** A set of principles that provides a systematic, proactive approach guiding government agencies at all levels, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, and recover from domestic incidents.

**National Response Framework:** This document establishes a comprehensive, national, all-hazards approach to domestic incident response. It serves as a guide to enable responders at all levels of government and beyond to provide a unified national response to a disaster. It defines the key principles, roles, and structures that organize the way U.S. jurisdictions plan and respond.

**Nongovernmental Organization:** An entity with an association that is based on the interests of its members, individuals, or institutions. It is not created by a government, but it may work cooperatively with government. Such organizations serve a public purpose and are not for private benefit. Examples of nongovernmental organizations include faith-based charity organizations and the American Red Cross.

**Planning Assumptions:** Parameters that are expected and used as a context, basis, or requirement for the development of response and recovery plans, processes, and procedures. If a planning assumption is not valid for a specific incident's circumstances, the plan may not be adequate to ensure response success. Alternative methods may be needed. For example, if a decontamination capability is based on the planning assumption that the facility is not within the zone of release, this assumption must be verified at the beginning of the response.

**Preparedness:** Actions that involve a combination of planning, resources, training, exercising, and organizing to build, sustain, and improve operational capabilities. Preparedness is the process of identifying the personnel, training, and equipment needed for a wide range of potential incidents, and developing jurisdiction-specific plans for delivering capabilities when needed for an incident.

**Recovery:** The development, coordination, and execution of service and site restoration plans; the reconstitution of government operations and services; individual, private sector, nongovernmental, and public assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration.

**Response:** Immediate actions to save and sustain lives, protect property and the environment, and meet basic human needs. Response also includes the execution of plans and actions to support short-term recovery.

**Risk:** The potential for an unwanted outcome resulting from an incident or occurrence, as determined by its likelihood and the associated consequences.

**Service Animal:** Any guide dog, signal dog, or other animal individually trained to assist an individual with a disability.

**Standard Operating Procedure/Guideline:** A reference document or operations manual that provides the purpose, authorities, duration, and details for the preferred method of performing a single function or a number of interrelated functions in a uniform manner.

**Unified Command:** A team effort process, allowing all agencies with a responsibility for an incident geographical, functional, or statutory, to establish a common set of incident objectives and strategies that all can subscribe to. This is accomplished without losing or abdicating agency authority, responsibility or accountability.

**Vulnerability:** A physical feature or operational attribute that renders an entity open to exploitation or susceptible to a given hazard.

**Warning:** The alerting of emergency response personnel and the public to the threat of extraordinary danger and the related effects that specific hazards may cause.

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# BASIC PLAN

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## I. **Purpose**

This Plan establishes a comprehensive emergency management system for emergencies and disasters impacting the FNSB. This Plan describes the mechanisms and structures by which public and private organizations will be requested to support and manage the response and recovery from all hazards that may impact the FNSB.

The plan is also intended to do the following:

- Establish who is in command during a disaster.
- Designate disaster response related functions assigned to FNSB departments and cooperating agencies.
- Describe the mechanisms for disaster response coordination.

The FNSB has limited operational capabilities and will generally provide leadership, support and coordination during a local or regional event. This Plan incorporates elements of both an Emergency Operations Plan (EOP) and a comprehensive emergency management plan (CEMP) in a framework that is consistent with the Federal Emergency Management Agency (FEMA) Comprehensive Preparedness Guide 101 (CPG 101).

The CEMP includes all of the key components of an EOP to help guide FNSB personnel in their emergency management support roles, and serves as an umbrella document for the many other emergency management plans and procedures in place within the FNSB.

The CEMP is first and foremost a strategic plan. This Plan incorporates some operational planning as it relates to the support functions provided by FNSB departments during a local emergency.

Each jurisdiction within the FNSB is urged to adopt a plan that defines how it will coordinate its resources in response to an emergency/disaster within its territorial limits and how it will coordinate its activities with the FNSB Emergency Coordination Center.

Each response agency with a role identified in the CEMP is urged to develop internal policies and procedures that define in detail how they will carry out their assigned roles in a coordinated way.

Supporting plans and procedures developed by participating agencies and FNSB departments should be consistent with the CEMP.

## II. Scope

This Comprehensive Emergency Management Plan is a borough-level emergency management plan designed to describe the emergency/disaster response of the FNSB.

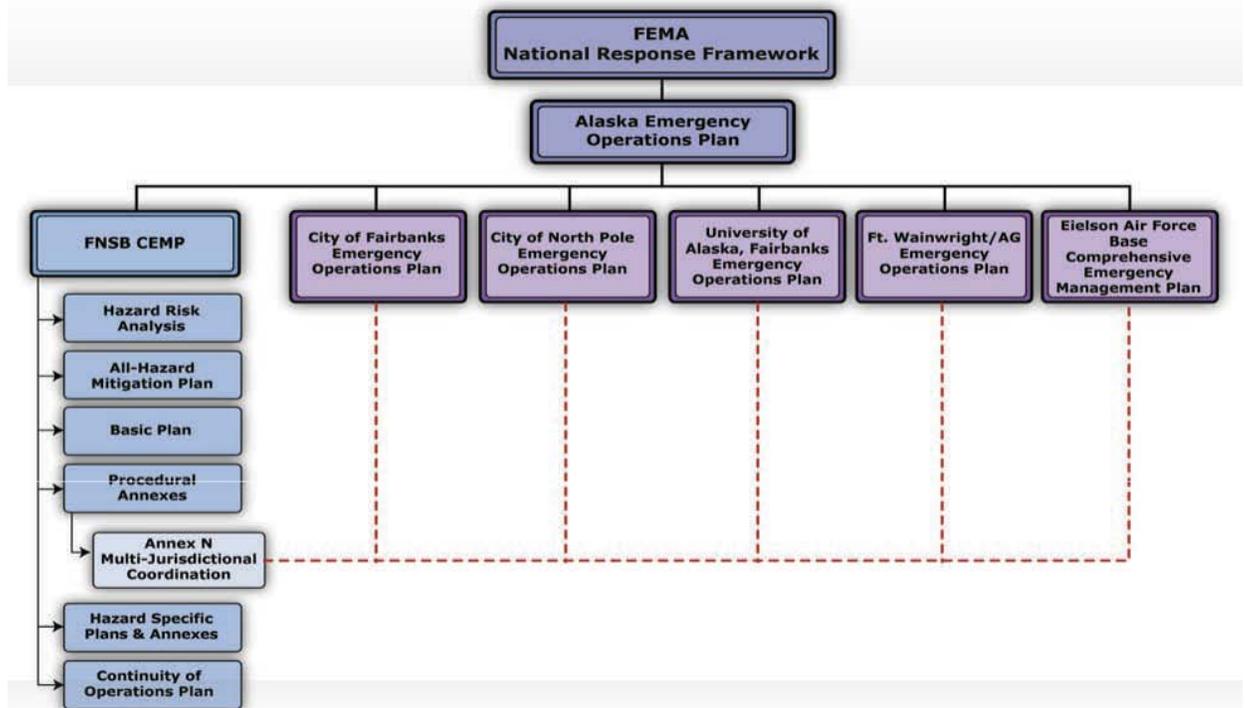
This CEMP contains elements that are both "generic" and "hazard specific" covering the entire range of emergency and disaster situations from natural disasters to the technological hazards present in the FNSB.

This CEMP is "all-hazard", meaning that it is to be used during any type of disaster or emergency that may impact the FNSB. Specifically, the plan describes:

- Functions and activities necessary to implement the five phases of emergency management: prevention, mitigation, preparedness, response, and recovery.
- Responsibilities of FNSB departments as identified in Fairbanks North Star Borough Code (FNSBC) and applicable laws.

The CEMP is modular in that it is comprised of multiple plans and annexes that are used together or as stand-alone plans during various phases of emergency response.

This Plan is supplemented by the EOPs of other political subdivisions and jurisdictions within the FNSB. The diagram below shows the hierarchy of emergency management planning and how the CEMP relates to other plans and procedures.



### **III. Situation**

The FNSB is located in the heart of Interior Alaska and is the second-largest population center in the state. Fairbanks is approximately 55 minutes by air from Anchorage, at approximately 64.83 degrees North Latitude and -147.72 degrees West Longitude. The area encompasses 7,361.0 sq. miles of land and 77.8 sq. miles of water. Interior Alaska experiences seasonal temperature extremes with January temperatures ranging from -66 to 50 °F, and July temperatures from 30 to 99 °F. Annual precipitation averages 10.37 inches with approximately 68 inches of snowfall. During the winter months, the area can experience ice fog when temperature drops below -20 °F. Fairbanks is known for its lingering summer days with more than 22 hours of daylight at Summer Solstice.

The FNSB is a second class borough with a 2010 U.S. Census population of approximately 97,500 residents. Communities located within the FNSB include the cities of Fairbanks and North Pole and census designated places of College, Eielson Air Force Base, Ester, Fort Wainwright, Fox, Harding-Birch Lakes, Moose Creek, Pleasant Valley, Salcha, and Two Rivers. Five fire service areas (FSAs) provide firefighting services to residents in parts of the unincorporated area of the FNSB. These are: Chena-Goldstream FSA, Ester FSA, North Star FSA, Steese FSA, and the University FSA. The FNSB provides nonareawide emergency medical services, meaning all of the areas in the borough located outside the military bases and the cities of North Pole and Fairbanks. The cities and military bases provide emergency medical and fire protection services to their residents.

The FNSB is exposed to many hazards, all of which have the potential for disrupting the community, causing damage, and creating casualties. The major natural hazards that occur in or around the FNSB are earthquakes, severe weather, floods, and wildland fires. While other types of hazards – both natural and manmade – have the potential to impact FNSB residents, this Plan focuses on the types of incidents that are severe enough to require an ongoing and a potentially prolonged response from the borough.

### **IV. Planning Assumptions**

Incidents are typically managed at the local government level.

The standards and practices of the NIMS/ICS will be the primary incident management system for the management of emergency incidents in the FNSB.

Disasters may:

- Occur at any time with little or no warning.
- Involve single or multiple geographic areas.
- Span the spectrum of incident management to include mitigation, prevention, preparedness, response, and recovery.
- Involve multiple, highly varied hazards or threats on a local, regional, or national scale.

- Result in numerous casualties, fatalities, displaced people, property loss, disruption of normal life support systems, essential public services, and basic infrastructure, and significant damage to the environment.

Disasters will:

- Require significant information sharing across multiple jurisdictions and between the public and private sectors.
- Impact critical infrastructure across all sectors.
- Require prompt and effective response and recovery operations by the FNSB, cities, villages, state and federal agencies, disaster relief agencies, volunteer organizations, and the private sector.
- Require multi-jurisdictional coordination, communications, and/or response.

Disasters in areas outside of the FNSB may affect the supply and distribution network for necessary commodities (food, gasoline, heating oil, etc.) and may require the FNSB to be self-sufficient and self-supporting for a prolonged period of time and may create resource scarcities that could impact FNSB's emergency management capacity.

Political subdivisions and military installations within the FNSB will provide most emergency management planning and response services for their own residents.

Emergency plans and procedures will be prepared by those emergency response agencies having primary operational responsibilities and will be routinely evaluated and updated.

The FNSB government will be unable to satisfy all emergency resource requests during a major emergency or disaster and public expectations for government support during disaster response may have to be tempered.

Rapid reestablishment of government essential functions and basic infrastructure, such as utilities and transportation, will facilitate returning to pre-disaster conditions.

Some emergencies or disasters will occur with enough warning that appropriate notification can be achieved to ensure some level of preparation. Other situations will occur with little or no advanced warning.

A free market economy and existing distribution systems will be maintained as the primary means for continuing operation of FNSB's economic and private sector systems. Normal business procedures may require modification to provide essential resources and services.

Due to likely damage to transportation infrastructure, disaster response services and supporting resources may be limited to those available locally for the initial days after the occurrence of a disaster event.

Emergency medical facilities may be overloaded and a shortage of supplies may exist.

Shortages of emergency response personnel may exist, creating the need for auxiliary support to augment government disaster response and recovery efforts.

Technological incidents may occur at any time. The initial response to these incidents will be by emergency responders (fire, police, emergency medical, and public works).

The FNSB Hazardous Materials Response Team will be overburdened if multiple hazardous material spills occur.

Terrorist attacks in Interior Alaska are possible. Potential targets in or near FNSB include two large military installations, the Trans-Alaska Pipeline, and a major University, as well as many smaller local, state, and federal buildings and structures.

Emergency responders communicate through a mix of landline and cellular telephone systems; fiber-optic and microwave networks; conventional radio systems and the Alaska Land Mobile Radio (ALMR) system. These communications systems may suffer physical damage or become loaded beyond their designed capacities.

## **V. Concept of Operations**

### **General**

The CEMP follows the National Response Framework (NRF) and the National Incident Management System/ Incident Command System (NIMS/ICS). The CEMP embraces an “all-hazards” principle: that most emergency response functions are similar, regardless of the hazard.

It is the responsibility of FNSB government to prepare for disaster and coordinate response. This Plan is based upon the concept that those emergency functions performed by groups responding to an emergency will generally mirror their day-to-day functions.

Non-essential functions (those that do not contribute directly to response actions) may be suspended for the duration of the emergency. The resources and efforts normally required for those functions may be diverted to assist with the accomplishment of emergency tasks by the FNSB.

A comprehensive emergency management plan is concerned with all types of hazards that develop in the community. The CEMP focuses specifically on the emergency support functions and activities that FNSB departments will undertake during the initial phase of a disaster (the first 3-5 days).

This CEMP will be activated incrementally based on the type of hazard, location, and scope. The Emergency Coordination Center (ECC) will be staffed in accordance with the size and complexity of the incident.

Certain Emergency Operations staff has limited delegated spending authority for incidents whether or not disaster declaration has yet been made.

The ECC will function to support field operations, media coordination, resource acquisition, etc. It will also serve as the primary coordination point in complex multi-agency or multi-jurisdictional incidents.

The FNSB encourages all citizens to prepare emergency kits with enough food and water for a minimum of seven days without resupply.

### **Emergency Management Coordination**

The mayor has primary responsibility for supervision and control over the five phases (prevention, mitigation, preparedness, response and recovery) of emergency management within FNSB.

The Director of the Department of Emergency Operations is responsible to the mayor with regard to all phases of emergency management in the FNSB.

The ECC may be activated by the mayor or Emergency Operations Director in preparation for or during an emergency.

### **Emergency Response Priorities**

The FNSB observes the following response priorities:

- Protection of human life
- Incident stabilization
- Preservation of public and private property

The FNSB encourages all citizens to be self-sufficient for up to seven days should a disaster emergency occur.

### **General Emergency Management Policies**

Maintenance of essential FNSB functions and/or their early restoration is a primary goal of this Plan. Essential functions are those that enable the FNSB and/or its departments to:

- Provide vital services
- Exercise civil authority
- Maintain safety of the general public
- Sustain the FNSB's economic base during an emergency

State support of FNSB emergency operations will be based on the principle of self-help. The governmental entities within the FNSB should utilize all available local resources prior to requesting assistance from either the FNSB or the State of Alaska. Requests for assistance from the State of Alaska should be coordinated through the FNSB.

When an emergency or disaster situation exists, all borough departments will implement their respective continuity of operations plans.

Incident situation and status reports will be prepared by incident management teams based upon severity of the situation and will be forwarded to the Emergency Operations Department.

Access to emergency services will not be denied on the basis of race, color, national origin, religion, gender, age or disability. Local activities pursuant to the Federal/State Agreement for major disaster recovery will be carried out in accordance with Title 44, CFR, Section 205.16 (Nondiscrimination). Federal disaster assistance is conditional on full compliance with this rule.

## **VI. Emergency Management Responsibilities**

### **General**

Nothing in this Plan is intended to inhibit innovative and resourceful response by jurisdictions and agencies in reaction to unique emergency needs. Expedient field activity is appropriate, provided that the ultimate goal is to establish safe and coordinated actions.

No part of this Plan is intended to usurp or replace the command authority of any participating agency or department but reflects how those authorities can unite and coordinate their resources to their maximum collective advantage.

### **First Responders**

Routine incidents are usually managed by the on-scene first responders (i.e. Fire, Police, EMS), who are dispatched to deal with the emergency.

A local emergency responder, usually the person-in-charge from the responding organization, acts as Incident Commander and leads the response effort at the scene. The Incident Commander follows standard operating procedures and requests additional assistance as appropriate.

### **FNSB Emergency Management**

The FNSB is classified as a second-class borough and provides nonarea-wide emergency management services. The Emergency Operations Department has the following responsibilities:

- Develop and maintain emergency preparedness plans, including this CEMP as required by state law.
- Coordinate the recruitment of volunteer personnel and agencies to augment the personnel and facilities of the FNSB for disaster purposes.
- Develop and coordinate plans for the immediate use of the facilities, equipment, manpower and other resources of the FNSB for the purposes of minimizing or preventing damage to persons and property, and protecting and restoring to usefulness governmental services and public utilities necessary for the public health and safety.
- Negotiate and conclude agreements with owners or persons in control of buildings or other property for the use of such buildings or other property for disaster purposes and designating suitable buildings as public shelters.

- Through public informational programs, educate the public as to actions necessary and required for the protection of their persons and property in case of disaster, as defined in this chapter.
- Conduct exercises and training to ensure efficient operation of disaster response forces.
- Coordinate with other private and public agencies engaged in disaster response activities.
- Determine requirements of the FNSB for food and other necessities in the event of a disaster emergency.
- Procure and pre-position supplies, materials and equipment.
- Determine requirements and standards for local disaster communications.
- Establish a manual of resources available on a voluntary or contractual basis for use in a disaster emergency.
- Prepare, for issuance by the mayor, orders, proclamations and regulations as necessary or appropriate in coping with disasters.
- Develop and carry out procedures and policies to effectively employ disaster relief funds made available by the mayor's authority or by special legislative action. These procedures shall include application and documentation by disaster victims or applicants, review, verification and funding approval, and processing of appeals.

### **FNSB Departments**

Each director of a FNSB department is responsible for ensuring that their department completes the following:

- Develop continuity of operations plans for the continuation of essential departmental services and functions during and after a disaster.
- Provide for the identification and preservation of essential department records.
- Appoint a liaison and alternates to work with the Emergency Operations Department in the development and maintenance of this Plan and agency procedures.
- Assign personnel to the ECC.
- Establish 24-hour departmental contacts.
- Plan for the capability to continue operations in an emergency/ disaster and to carry out the responsibilities outlined herein.
- Develop guidelines and/or policies that address the following:
  - The department's chain of command
  - The resources needed to manage departmental operations during an emergency
  - The information needed to manage departmental operations during an emergency and how it will be obtained
  - The department's role(s) in the ECC
  - A complete list of departmental resources (using the NIMS/ICS type and kind designations)
  - How the department will coordinate with the ECC
  - Ensure that department staff are aware of the department's emergency plans and procedures and the contents of this CEMP

### **Cities of Fairbanks and North Pole**

The City of Fairbanks and the City of North Pole are responsible for emergency management services within their jurisdictions, except where contracts or agreements with FNSB are in place for such services. Since emergency response is first and foremost a local function, the CEMP is intended to integrate with existing city response plans. Requests for disaster assistance outside of the cities should be routed through the FNSB Emergency Operations.

### **State of Alaska**

The Alaska Division of Homeland Security and Emergency Management (DHS&EM) is responsible for preparing and maintaining a state emergency plan and keeping it current. When a disaster response exceeds local capabilities, the FNSB may request assistance from the state of Alaska. The State expects the FNSB to work directly with the communities within the FNSB. For example, the State expects each borough to assemble damage assessment information from the communities within the borough and then provide the consolidated information to the SEOC. The state of Alaska intends to have direct contact with local or tribal governments only if they are in an unorganized borough.

### **Responsibility for Procedural Annexes**

This CEMP consists of thirteen annexes that address different emergency management functions that will be common to most incidents. While incident specifics will dictate which agencies are more actively engaged in emergency management activities, the following matrix provides a general guideline to show which FNSB departments have a primary and support role for various CEMP functions. Key Cooperating Agencies are also identified. **For the purposes of this Plan, Cooperating Agencies mean non-FNSB agencies that have some degree of authority and responsibility for the particular function or activity being described in the plan.** State and federal emergency management agencies (e.g. DHS&EM and FEMA) are not listed outright in this table, but it is presumed that they will play a supporting role during all large incidents. For the full name of cooperating agencies, see the Acronym List in the introduction to this plan.

<b>Procedural Annex</b>	<b>Primary Responsibility</b>	<b>Support Responsibility</b>	<b>Cooperating Agencies</b>
<b>Annex A Communications</b>	Emergency Operations	Fairbanks Emergency Communications Center (FECC)	TSPs WSPs HAM
<b>Annex B Alert and Warning</b>	Emergency Operations	FECC Local Law Enforcement	NWS AST City of Fairbanks City of North Pole
<b>Annex C Evacuation and Sheltering</b>	Emergency Operations	School District Parks and Recreation Animal Control	ARC AST DOT DHHS DOF AKVOAD Local Law Enforcement and Fire Departments
<b>Annex D Emergency Coordination Center</b>	Emergency Operations	All FNSB departments with staff assigned to the ECC Human Resources	Incident Specific: State, Federal, Local, Private and Nonprofits.
<b>Annex E Emergency Public Information</b>	Mayor's Office Emergency Operations		NWS JIC (Multiple Agencies) City of Fairbanks City of North Pole
<b>Annex F Logistics and Resource Support</b>	Emergency Operations General Services Transportation	Public Works Finance School District City of Fairbanks City of North Pole	Contractors Private vendors AKVOAD
<b>Annex G Finance and Administration</b>	Mayor's Office Financial Services General Services Human Resources	Emergency Operations	
<b>Annex H Damage Assessment</b>	Office of the Assessor Emergency Operations	Public Works Community Planning: (Flood Plain Administrator)	City of Fairbanks City of North Pole DOT ACOE Private Sector
<b>Annex I Disaster Recovery</b>	Emergency Operations Mayor's Office	All impacted agencies & departments	State and federal agencies (disaster recovery framework)

<b>Annex J Public Health and Medical Services</b>	<b>Emergency Operations</b>	<b>Emergency Medical Services Fairbanks Memorial Hospital ARC Local health care providers</b>	<b>Alaska Division of Public Health</b>
<b>Annex K Debris Management</b>	<b>Emergency Operations Public Works</b>	<b>General Services Land Management Finance</b>	<b>Contractors Private vendors</b>
<b>Annex L Private sector coordination</b>	<b>Emergency Operations</b>		<b>Private Sector Organizations and Businesses</b>

## **VII. Limitations**

No guarantee of a perfect response system is expressed or implied by this Plan. Because FNSB assets and systems are vulnerable to natural and technological disaster, they could be overwhelmed. The FNSB can only attempt to make a reasonable effort to respond based on the situation, information, and resources available at the time of the disaster.

In the event of severe devastation throughout the FNSB region or beyond, fundamental resources such as water, food, first aid supplies, utilities, fuel, shelter, sanitation supplies, and basic survival supplies will be needed. FNSB may not have sufficient supplies and equipment on hand for an extended response.

Arrival of state and/or federal assistance will likely be delayed for several days after an incident.

The disaster response and recovery activities of the FNSB will be limited by:

- Inability of the general citizenry to be self-sufficient for more than seven days without additional supplies of food, water, medical, and shelter resources.
- Lack of police, fire, emergency medical, public works, water supply, regional transportation, and waste management services due to damage to facilities and equipment and shortages of personnel.
- The shortage of critical drugs and medicines at medical facilities and clinics due to reduced emergency storage capacities.
- The shortage of trained response personnel and equipment to respond to requests for assistance for fire, emergency medical, police, public works, and hazardous materials releases. The impact of these shortages will be felt immediately because of increased need and the necessity for twenty-four hour operations sustained over long periods of time.
- Damage to lifelines, such as road, rail, air transportation routes, utilities, petroleum pipelines, and communications networks.
- Impacts to the social and economic infrastructure of the FNSB due to lack of or reduction to the normal distribution system.

- Damage to responder communications due to equipment damage as well as overloading of landlines and cellular telephone lines into 911 centers.
- Large movements of displaced people into the FNSB which will stress all resource systems, particularly shelter, food, water, and medical.
- Emergency services are limited in some areas of the FNSB. While EMS is provided for all residents on the road system, some FNSB residents reside outside of Fire Service Areas (FSAs).
- Federal assistance should also be supportive of State and local efforts, not a substitute for them.

## **VIII. Direction and Control**

### **Policies**

The FNSB will provide overall direction, control and coordination of FNSB disaster emergency support functions through the ECC. The FNSB Emergency Operations Department is responsible for establishing the ECC based on the incident needs and available infrastructure.

The National Incident Management System/Incident Command System (NIMS/ICS) will be the doctrine followed for incident coordination and will be used at all levels of the FNSB's incident response organization. For large-scale or widespread disasters, simultaneous NIMS/ICS organizations are anticipated.

Multi-agency and multi-jurisdictional response will necessitate special protocols to ensure close cooperation between all participants and optimize the use of resources.

### **Mayor**

In accordance with FNSBC 2.28.041, the authority and responsibility for the direction and control of emergency management activities within the FNSB rests with the FNSB mayor. This authority may be delegated to the director of emergency operations or other designee. In the event of the mayor's absence or inability to perform the duties of the office of mayor during a disaster, succession is determined through a designation by the mayor, subject to assembly approval per FNSBC 2.04.050.

### **Borough Assembly**

The primary role of the FNSB Assembly in a disaster or emergency is to consider and vote on emergency proclamations and disaster declarations issued by the mayor.

The FNSB Assembly may convene within seven days of a declared emergency in order to extend, amend, or cancel emergency proclamations.

### **Director of the Emergency Operations Department**

The director of the Department of Emergency Operations has the following responsibilities and authorities:

- The director shall be responsible to the mayor with regard to all phases of emergency management in the FNSB.
- Under the supervision of the mayor, the director shall maintain liaison with the state and federal authorities and the authorities of other nearby political subdivisions so as to ensure the most effective operation of the CEMP.

### **Incident Command (IC)/ Unified Command (UC)**

All incidents will be managed by an Incident Commander (IC). In multi-jurisdictional cases, several agencies may join together in Unified Command (UC). This will allow for improved coordination and a uniform set of objectives for all personnel assisting with the management of the incident. The IC/UC will have responsibility for managing all operations on the incident scene to include tactical operations, assessments, planning and logistical support.

### **Policy Group**

The mayor may create an internal policy group during large or complex incidents. The policy group will include key senior and elected FNSB officials who will establish community goals, make strategic policy decisions and set priorities while considering the economic, legal, political and social implications of the incident and maintaining the public trust.

The policy group will assist the mayor with the development of a delegation of authority for incident management teams managing large and/or complex incidents on behalf of the FNSB.

### **Multi-agency Coordination (MAC) Group**

Multi-agency Coordination (MAC) Groups are essential in situations where federal, state, local and private sector agencies/organizations have significant statutory responsibilities and/or vested interests. The MAC Group is made up of top management personnel from stake-holding agencies, organizations and jurisdictions supporting or impacted by the event. MAC Group representatives are fully authorized to represent and fiscally commit their parent agencies or organizations. The MAC Group accomplishes high-level interagency coordination and priority setting.

### **Disaster Declarations**

A declaration of a local disaster emergency by the FNSB is required to:

- Access additional FNSB funding
- Expedite procurement of FNSB response resources
- Access state and federal disaster assistance

The declared local disaster emergency will authorize the emergency powers for the period set forth in the disaster declaration. The declaration of a local disaster emergency must:

- Indicate the nature of the disaster
- Identify the area or areas threatened or affected
- Describe the conditions which have brought it about or which make possible the termination of the disaster emergency

If State or Federal assistance is needed, the FNSB must also declare that all appropriate and available local resources have been expended, and contain a request to the Governor for the type of assistance required.

A copy of all proclamations issued must be filed as promptly as possible with the Alaska DHS&EM and the FNSB clerk.

Requests for damage assessment and disaster recovery assistance must be routed through the DHS&EM.

## **IX. Authorities**

### **Fairbanks North Star Borough**

- Fairbanks North Star Borough Code Chapter 2.28

### **State of Alaska**

- AS 26 Chapter 20 (Civil Defense Act)
- AS 26 Chapter 23 (Alaska Disaster Act)
- AS 29 Chapter 25 (Emergency Ordinances)
- AS 29 Chapter 35 (Emergency Disaster Powers)
- AS 46 Chapter 9 (Hazardous Substance Release Control)
- State of Alaska 2011 Emergency Operations Plan
- Alaska Federal/State Preparedness Plan for Response to Oil and Hazardous Substance Discharges and Releases (Unified Plan) and Subarea Plans (also Federal Authority)

### **Federal**

- PL 81-920 (Civil Defense Act of 1950, as amended)
- PL 93-288 (Stafford Act, as amended)
- PL 96-342 (Improved Civil Defense 1980)
- PL 99-499 (Emergency Planning and Community Right-to-Know Act of 1986, SARA Title III)
- National Security Decision Directive # 259
- Homeland Security Presidential Directive (HSPD)
- Presidential Policy Directive (PPD)

- National Contingency Plan (1994)
- National Response Framework (2008)



# ANNEX A: COMMUNICATIONS

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## I. **Responsible Agencies**

### **Primary**

Emergency Operations

### **Support**

Fairbanks Emergency Communications Center

### **Cooperating**

Telephone Service Providers (TSPs)

Wireless Service Providers (WSPs)

Amateur radio (HAMs)

## II. **Introduction**

### **Purpose**

The purpose of this Annex is to organize, establish, and maintain the communications capabilities necessary to meet the operational requirements of the FNSB and neighboring jurisdictions in preparing for, responding to, and recovering from emergencies and disasters.

### **Scope**

This Annex discusses the use and maintenance of communications systems for emergency management functions within the FNSB government during times of disaster. Specific operating procedures and protocols for radio communications are addressed in the Region “D” Tactical Interoperable Communications Plan (TICP).

## III. **Policies**

Priority in establishing or re-establishing communications systems within the FNSB is given to support the following activities:

- Communications systems that directly impact life safety (e.g. 911, fire/EMS/law enforcement radio systems, etc.)
- Communications systems that support critical government functions (e.g. emergency management, public transit, etc.)
- Communications systems that support the protection of public property, the economy and the environment.

## **IV. Situation**

### **Emergency/Disaster Conditions and Hazards**

The FNSB will periodically experience emergency situations, when heavy use of communications devices overwhelms the ability of communications systems to support disaster-related messages.

Some types of natural or technological disasters will damage communications systems so that when the need for communications equipment is highest, limited resources will dictate a need for reprioritization or reallocation of working systems.

### **Planning Assumptions**

Communications systems are vulnerable and can be damaged, destroyed, or overwhelmed during and following an emergency or disaster. Due to disrupted transportation routes, weather conditions, a lack of resources, or the level of damage, repairs to communications equipment and the infrastructure could take days, weeks, or months.

Initially, the FNSB will focus on coordinating lifesaving activities and reestablishing communications and control in the disaster area.

Alternate communications systems such as amateur radio may be used in place of normal communications channels in the event of a major emergency.

## **V. Concept of Operations**

### **General**

Reliable communications capabilities are necessary for day-to-day government operations, management of response and recovery efforts, search and rescue missions, and coordination with other organizations. Communications capabilities must be available for emergency management functions.

### **Alaska Land Mobile Radio (ALMR)**

The FNSB will operate using the Alaska Land Mobile Radio (ALMR) network as its primary radio communications system. The FNSB will maintain an emergency management zone with nine talk groups available for incident communications. The ECC will prepare an Incident Communications Plan (ICS-205) when assigning two or more of the emergency management talk groups to an incident.

Emergency Operations will maintain a conventional radio system as a back-up to the ALMR.

## **VI. Responsibilities**

### **Primary Agency**

#### **Emergency Operations will:**

- Coordinate closely with the FECC to conduct tests and exercises of communications systems, including testing with other jurisdictions and agencies involved in disaster response and recovery.
- In the event of a communication systems failure, work with the FECC and private communications providers to prioritize the re-establishment of systems that have been identified as a critical business application and those which are required by incident life-safety priorities.
- Initiate and Coordinate requests for amateur radio service to support disaster management.
- Coordinate with federal and state agencies regarding the use of state and federal communications assets during emergencies and disasters.
- Maintain priority access status for wireless and wireline telephones used by the ECC and field personnel.

### **Support Agency**

#### **The Fairbanks Emergency Communications Center will:**

- Coordinate the maintenance and continued operations of FNSB communication systems during times of disasters.
- Develop and maintain appropriate plans and procedures to ensure, to the extent practicable, the integrity of communications systems.
- Develop procedures to share disaster related information with the FNSB ECC, when activated.
- Manage the ALMR trunked radio system resources along with subscribers maintained by individual agencies. If disaster conditions cause the radio system to fail, the first priority will be to re-establish the system.
- Serve as the primary Public Safety Answering Point (PSAP) for incoming 9-1-1 calls.
- Manage the assignment of the nine regional tactical talk groups to first response agencies.

### **Cooperating Agencies**

#### **Private Communications Companies**

There are a growing number of telecommunications companies serving the FNSB region and its residents. In the event of a widespread communications outage, the Emergency Operations Department will work with these private vendors to establish restoration priorities for residential and wireless phone service, cable television, and Internet service.



## ANNEX B: ALERT AND WARNING

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### I. **Responsible Agencies**

#### **Primary**

Emergency Operations

#### **Support**

Fairbanks Emergency Communications Center (FECC)

Local Law Enforcement

#### **Cooperating**

National Weather Service

Alaska State Troopers

City of Fairbanks

City of North Pole

### II. **Introduction**

#### **Purpose**

The purpose of this Annex is to describe the framework for alerting and warning residents of the FNSB to prepare for and respond to, hazardous situations.

#### **Scope**

This Annex discusses emergency alert and warning systems only. Emergency public information is discussed in Annex E.

### III. **Policies**

The FNSB will provide timely emergency alert and warning information to the public using best available method.

The FNSB will prioritize warnings to those areas facing the greatest threat.

The FNSB will utilize the local media, the Internet, and potentially social media to provide updates and supplemental information to residents following the dissemination of a warning message.

The FNSB will coordinate alerts and warnings with adjacent jurisdictions.

## **IV. Situation**

### **Emergency/Disaster Conditions and Hazards**

The FNSB will periodically experience emergency situations that require alert and warning to part or all of the local population.

### **Planning Assumptions**

In some types of disasters, public warning might well be the only operational response possible.

Disaster warnings will be issued by emergency response agencies in the FNSB region for any hazard posing a threat to public safety. However, no single warning system can guarantee contact with all vulnerable residents for every hazard. Therefore, jurisdictions throughout the region must jointly participate in a comprehensive warning system including multiple methods of receiving and disseminating warning messages.

No single warning system exists in the FNSB region that will alert all citizens of every threatening disaster or emergency situation. There will be occasions when there is no time or mechanism to provide warning.

The National Weather Service - Fairbanks is the primary originator of weather related warnings, including flood warnings, for all jurisdictions in the FNSB.

## **V. Concept of Operations**

### **National Alert and Warning System/Emergency Alert System**

The National Alert and Warning System (NAWAS) is the primary system used by the Federal government to disseminate warnings. Warnings may originate from a variety of Federal agencies and are received at the City of Fairbanks Police Dispatch Center, Fairbanks Post of the Alaska State Troopers (AST), and the Fairbanks forecast office of the National Weather Service (NWS), all 24-hour operations. In addition, the NWS initiates warnings over NAWAS. Warnings via NAWAS are disseminated to the FNSB and other local jurisdictions, via direct communications (for example, telephone, NOAA Weather Radio, e-mail, or fax) and when time-sensitive, broadcast over the Emergency Alert System (EAS).

There may be emergencies where the NWS Forecasting Desk does not receive direct notification through the federal NAWAS or when NWS generate their own message based on their own monitoring of flooding or other dangerous weather conditions. During all types of incidents, the NWS forecast office is the lead agency between emergency managers and the EAS for communication of alert, warnings, and emergency public information, as detailed in the document "The Emergency Alert System (EAS) Procedures for the Fairbanks, Alaska EAS Local Area".

Emergency Operations may request EAS activation for a non-weather related emergency notification by contacting the NWS forecast office.

The FNSB's Community Notification System (aka Reverse 911) will be used for localized area notifications or for notifications in areas which are sparsely populated.

The NWS forecast office monitors hazardous weather conditions for the region (including river flooding), and is in regular contact with the FNSB Emergency Management during times of high flood risk.

For all types of emergencies, NWS provides the initial public warning messages via EAS and/or other established channels (NAWAS, NOAA Weather Radio, website, email distributions), and the FNSB and partner jurisdictions support the NWS with field updates to improve situational awareness of actual conditions.

### **Other Methods of Notification**

When an imminent threat precludes the dissemination of a warning through EAS or the Community Notification System, response agencies will provide emergency notifications to citizens by door-to-door contact, mobile loud speakers, sirens, or any other means available.

Following the issue of a warning message Emergency Management will coordinate with the on-scene command to formulate follow-up information for residents.

## **VI. Responsibilities**

### **Primary Agency**

**Emergency Operations** will develop and transmit emergency public information and warning messages to FNSB residents.

### **Support Agencies**

The **FECC** will disseminate warning information through available mechanisms (e.g. Community Notification System). The contents of emergency messages will be developed in consultation with the Emergency Operations.

The **Cities of Fairbanks and North Pole** will coordinate with the FNSB for inclusion of city-specific information in public alert and warning messages.

### **Cooperating Agencies**

The **AST** and other local law enforcement agencies will disseminate warning information to field units.

The **NWS** is the lead agency for dissemination of emergency messages through the Emergency Alert System (EAS).



# ANNEX C: EVACUATION AND SHELTERING

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## I. Responsible Agencies

### Primary

Emergency Operations

### Support

School District

Parks and Recreation

Animal Control

### Cooperating

American Red Cross (ARC)

Alaska State Troopers (AST)

Local law enforcement agencies

Alaska Department of Transportation and Public Facilities (DOT)

Alaska Department of Health and Social Services (DHHS)

Local Fire Departments

Alaska Division of Forestry (DOF)

Alaska Volunteer Organizations Active in Disasters (AKVOAD)

## II. Introduction

### Purpose

The purpose of this Annex is to:

- Describe the roles of FNSB and cooperators in preparing for and conducting evacuations of FNSB residents impacted by disasters or emergencies.
- Define the FNSB's post-evacuation roles and responsibilities for mass care, emergency assistance, housing and human services to residents of the FNSB.
- Comply with the requirements of the Pets Evacuation and Transportation Standards Act of 2006 which requires that local governments take into account the needs of individuals with household pets and service animals prior to, during and following a major disaster or emergency. It also requires the provision of essential assistance (e.g. rescue, care, shelter and basic needs) to individuals with household pets and service animals, and to their animals, following a disaster.

### **Scope**

- Describes the roles and responsibilities of FNSB government, the School District, the ARC, law enforcement, fire services, and other agencies and organizations with a role in mass evacuations and/or mass care sheltering.
- Mass care services include sheltering for people and animals, emergency feeding and relief supplies, first aid, and disaster welfare information. This may also include vulnerable populations, special/specific needs and medically fragile individuals. Housing services may include provisional assistance for short and long-term needs. Human services may include related recovery efforts such as counseling, benefit claims assistance, identification and postal services, financial services and associated human services that can be delivered through disaster assistance service centers, as needed. Annex I – Disaster Recovery – addresses these long-term community recovery issues.
- Evacuation and sheltering of large numbers of FNSB residents during an emergency will quickly drain the limited mass care resources available within the FNSB. Cities are expected to develop evacuation and sheltering plans for their own residents in cooperation with the FNSB. This Annex is intended to be coordinated with other local, state, and federal plans.

### **III. Policies**

FNSBC 2.28.021(e) (4) Confers upon the FNSB mayor the “authority to issue evacuation advisories and warnings and to prescribe routes, modes of transportation and destinations in connection with evacuations.”

Implementation of evacuation authority resides with the FNSB Emergency Operations Director who will make evacuation recommendations to residents affected or threatened by a disaster.

An evacuation may also be initiated within the FNSB by a Fire Chief of a fire department recognized by the State Fire Marshal or by a state or federal official with the authority to do so.

- The FNSB will issue evacuation advisories and recommendations for residents as soon as possible after identifying a threat to human life or safety.
- The FNSB will coordinate and support law enforcement and fire agencies evacuating residents in the FNSB.
- The FNSB will assist IMTs operating within the FNSB with evacuation planning.

The FNSB will maintain a list of evacuee collection points, shelters and staging areas for the personal property of evacuees.

The following terminology will be used for evacuations within the FNSB:

**Evacuation Command Post:** the location where the evacuation command takes place. Generally, an Evacuation Command Post is established only when evacuation is a separate operational function from the rest of the incident (e.g. wildland fire).

**Evacuation Watch:** There is a possibility of the need to evacuate. An Evacuation Watch is intended to prepare residents for the need to evacuate. An Evacuation Watch may initiate a voluntary evacuation by residents who need extra time to evacuate livestock, sled dogs, or have other special needs for evacuation.

**Evacuation:** There is an immediate threat and the need to remove people from a hazard area is imminent or immediate. It is the withdrawal, dispersal or removal of civilians from dangerous or potentially dangerous areas. Residents are advised to evacuate and not return until informed by emergency response personnel.

**Evacuee Collection Point:** A location identified by on-scene emergency responders in coordination with FNSB Department of Emergency Operations where people are first directed in the event of an evacuation. Public information and voluntary registration will be made available at this location. Evacuee Collection Points are not for long term sheltering but provide the interface between emergency responders who are conducting field evacuations and supporting agencies who will transport and/or shelter evacuees.

**Evacuation Shelters:** Provides for the immediate survival needs of disaster victims. Services provided at an evacuation shelter may include evacuee housing, feeding, registration and disaster information. Shelters will remain open during and immediately after a disaster until individual services can be provided.

**Evacuated Pet Shelter:** Provides for the immediate needs of evacuees' pets, livestock, and sled dogs.

#### IV. **Situation**

##### **Emergency/Disaster Conditions and Hazards**

Situations will periodically occur in the FNSB that require the evacuation and sheltering of the local population.

##### **Planning Assumptions**

- Other local jurisdictions in the FNSB are expected to plan for and execute the evacuation and sheltering of their own residents and pets.
- Disasters that cause the need for mass evacuations and sheltering may be preceded by an evacuation watch or may occur with little or no warning.
- Some residents will not receive evacuation related emergency messages.
- Some residents will spontaneously evacuate.
- Some residents will not evacuate regardless of the hazards.
- There are large numbers of domestic pets, livestock and sled dogs within the FNSB.
- Evacuation activities will be difficult to coordinate in cases when local and regional utilities, communications networks, and transportation systems sustain damage.

- Public, private, volunteer organizations and the general public may have to use their own resources and be self-sufficient following a disaster. All residents will be encouraged to prepare emergency kits with at least seven days' worth of food, water and supplies.
- Sheltering large segments of the population will quickly overwhelm mass care resources available to the FNSB and will require coordination with other local jurisdictions, state and federal agencies and non-governmental organizations. Mutual aid resources may be used for small incidents but may be unable to meet the needs of a large-scale emergency or disaster.
- Shortages of emergency response personnel may create a need for auxiliary public safety agency support.
- Individuals with specific/special needs and issues such as cognitive disabilities, communication disabilities, physical disabilities and medical concerns, environmental or chemical sensitivities, hearing loss, those on life support systems, mobility concerns, psychiatric disorders, visual disabilities, and individuals with service animals may need to be sheltered or evacuated.
- Planning for the evacuation and sheltering of patients in medical facilities is the responsibility of the medical facilities but implementation will require assistance from multiple agencies in coordination with the Cities and the FNSB.
- Planning for the evacuation and sheltering of the prison populations is the responsibility of the Department of Corrections.
- The FNSB serves as the commercial and logistical hub for much of interior Alaska and as such may be called upon to assist in the sheltering of evacuees from jurisdictions located outside the FNSB.

## V. **Concept of Operations**

### **Evacuation**

Unified command will always be required to successfully implement evacuations in the FNSB due to overlapping authorities and jurisdictions. Agencies participating in unified evacuation command shall co-locate in either the incident command post or an evacuation command post if established.

A large-scale evacuation impacting large segments of the FNSB and partner jurisdictions will require multijurisdictional coordination and assistance from the State of Alaska, the National Guard, Department of Homeland Security, and members of other state and federal agencies. The FNSB may request evacuation assistance through the SEOC during a declared disaster.

Evacuations will be issued using the Alert and Warning methods discussed in Annex B.

Other forms of evacuation notification may include door-to-door notification, mobile sirens, public address systems, distribution of evacuation cards, and tagging homes.

Voluntary registration of potential evacuees will be made during the Evacuation Watch phase when possible. If pre-evacuation voluntary registration is not possible, provisions

for evacuee registration will be made at Evacuee Collection Points and/or Evacuation Shelters.

Depending upon the scale and type of disaster, evacuated persons may require short- or long-term sheltering. Information about the establishment of mass care shelters will be communicated using available emergency public information channels, as described in Annex E. The Incident Commander (IC) will make the decision to recommend evacuation and communicate this decision to the FNSB. An IC working for an agency with the authority to initiate an evacuation must document that decision in writing.

Evacuated areas will need to be evaluated for hazardous conditions by appropriate officials before residents are allowed to return.

Evacuated populations must be notified of an “all clear” to return with planned phasing to reduce traffic congestion and accidents.

Evacuated populations may require transportation to return.

### **Evacuation Sheltering (Mass Care)**

Shelter-in-Place will always be evaluated as an option if it is safe and feasible to do so.

Shelter-in-Place is most commonly used during hazardous materials incidents or terrorist chemical attacks, where there is not enough time or resources to move a population for a short duration incident.

Emergency Public Information (Annex E) and Alert Systems (Annex B) will be used to communicate Shelter-in-Place messages to the public. Mass care provides for the immediate survival needs of disaster victims through collective services and facilities. Mass care will normally be carried out during and immediately after a disaster until individual services can be provided.

The ARC is the primary resource for carrying out mass care activities in accordance with national, state and local agreements. The FNSB has an agreement with the ARC to manage mass care sheltering.

During minor incidents when the ECC is not activated, the ARC, in partnership with the School District, will provide shelter and mass care service coordination through the Fairbanks chapter, in accordance with their local shelter agreement.

When the ECC is activated, a shelter liaison may be assigned to the ECC. Location, coordination, operations, and support of shelters will be a cooperative effort between the ECC, the ARC and other social service agencies.

Requests for shelters and disaster assistance service centers will be coordinated through the ECC during a major disaster. Shelter requests will be prioritized and coordinated by the FNSB Department of Emergency Operations in consultation with the shelter liaison.

Shelter location will be determined by the FNSB Department of Emergency Operations in consultation with the School District and the ARC.

Public agencies and private vendors may supply additional supplies such as water, portable toilets, generators, etc.

**Special Populations**

Special populations that are not able to self-evacuate and/or that require additional support resources at mass care shelters will create challenges for the FNSB and partner jurisdictions. The following table summarizes the types of special populations that will require additional evacuation planning in the FNSB.

<b>Special Populations</b>	<b>Specific Facilities or Characteristics</b>	<b>Considerations</b>
Correctional facilities	Fairbanks Correctional Center - 1931 Eagan Ave., Fairbanks  Fairbanks Youth Facility – 1502 Wilbur St., Fairbanks	Adult prison population approximately 450-500. Youth Facility capacity for 20 detainees and 20 in treatment. Prison has some disaster planning in place but has not pre-identified evacuation logistics or a shelter location for the prison population.
Home care patients	Unknown number throughout the FNSB  May include patients on ventilators or other life support systems	Public Health Nursing has information on vulnerable populations that they update biannually. Public Health will be requested to participate in all special population evacuation planning.
Alternative housing residents	A growing number of group homes and transitional housing for individuals with developmental disabilities, those in recovery from addiction, domestic violence shelters, many of which do not want their location and numbers known	Will present added challenges for evacuation and sheltering because the locations are not always publicized. Residents will require special assistance or consideration in mass care shelters.
Seasonal camps, campgrounds, parks, hostels	Several in the FNSB– seasonal, locations not always known, capacity unknown	Will add to sheltering needs above year-round population levels.
Senior housing residents	Several in the FNSB	Will require additional assistance for evacuation and sheltering.
Patients of medical facilities	Fairbanks Memorial Hospital	Hospital has Alternate Site Plan for relocation of patient population.

Special Populations	Specific Facilities or Characteristics	Considerations
Itinerant tourist population	Throughout the city, concentrated during summer months, total numbers are unknown but will number in the thousands.	Many elderly with medical needs, private vehicles, tour buses, Alaska Railroad. Some tourists will be non-English speaking.

### **Evacuated Pet Shelters**

Residents may be reluctant to follow a recommendation to evacuate without assurance that their household pets and livestock will be adequately cared for. The Pets Evacuation and Standards Act of 2006 requires that local governments plan for the sheltering and care of household pets and service animals during emergencies in which shelters are established.

The FNSB will maintain an emergency shelter plan for domestic pets and livestock for instances when owners cannot shelter their pets and livestock.

The FNSB will maintain an inventory of facilities that are available for use as emergency shelters for domestic animals.

The FNSB will consider opening shelter facilities to receive and hold household pets any time a mass care shelter is opened.

Owners will be responsible for arranging transport of domestic animals to pet shelters or animal holding facilities.

Owners will be encouraged to assist with the care and feeding of their sheltered pets.

The sheltering and protection of domestic animals (including livestock) are first and foremost the responsibility of their owners.

The FNSB will shelter dogs and cats only, no “exotic” pets such as ferrets, birds, or reptiles.

The FNSB will consider sheltering livestock if appropriate facilities are available.

Mass care shelters operated by the ARC shelters will not accept household pets, with the exception of service dogs.

Coordination between mass care and evacuated pet shelters will be necessary so that owners can visit with and assist with caring for their animals.

The pet shelter manager will work with the public information officer to craft messages that includes the location of pet shelters and an overview of the policies that govern the operation of pet shelters.

## VI. **Responsibilities**

### **Primary**

**Emergency Operations** will:

- Coordinate the selection of evacuee collection points, evacuation routes, and mass care and animal shelter locations to which impacted populations will be directed.
- Notify jurisdictions and organizations that will receive or “pass through” evacuees.
- Notify support jurisdictions and organizations that will be responsible for movement support, sheltering, emergency medical services, law enforcement, fire service, public health, medical care, and public utilities.
- Delegate authority to evacuate to IMTs when appropriate to do so.
- Coordinate with IMTs to develop evacuation plans, evaluation points and evacuation facilities, and evacuation related messaging.

### **Support Agencies**

The **Mayor’s Office (Public Information)** will disseminate emergency public information regarding evacuation areas, mass care shelters, and pet shelters.

The **School District** makes recommendations regarding shelter location availability based on the time of year, condition of school facilities, and nature of the incident. Throughout the shelter operations, School District staff will continue to provide building maintenance and sanitation services.

**Parks & Recreation** will make facilities available for mass care if requested by the ECC.

The **Fairbanks Emergency Communications Center** will disseminate information through the Community Notification System and coordinate requests for evacuation assistance from residents.

### **Cooperating Agencies**

The **Alaska State Troopers** will direct traffic and staff checkpoints. They will work with other local law enforcement agencies to secure evacuated areas and manage check points. On some incidents AST or other law enforcement agencies may conduct house to house evacuations.

The **Alaska Department of Transportation and Public Facilities** will manage road closures during emergencies that will require public evacuation. They will coordinate with the State Troopers and FNSB Department of Emergency Operations regarding evacuation route signage.

**The American Red Cross (ARC)** will maintain agreements for shelter primary and alternate locations, which include schools as well as churches and community buildings. The ARC will open and staff shelters and mass feeding stations as needed. The ARC will be responsible for the initial processing and check-in of evacuees and shelter residents.

**The Salvation Army** may provide mobile kitchen and feeding support to evacuees.

**Other local law enforcement agencies** may assist the Alaska State Troopers with evacuation, check point staffing and security.

**Volunteers in Policing** will assist with registration, checkpoints, security and traffic control.

**The Alaska Division of Forestry** will request evacuation of populated areas that are threatened by wildland fire. In some cases they will order IMTs that will be delegated various authorities that may include evacuation as well as fire suppression.

**Fire Departments and emergency medical services** may assist with evacuation of vulnerable populations.

**Alaska Volunteer Organizations Active in Disaster (AKVOAD)** will provide sheltering, care or comfort resources to residents and emergency response personnel and their families. They may also assist with providing childcare for children of emergency responders.

**The Fairbanks Memorial Hospital** will implement its alternate site plan in the event that relocation of the hospital population is needed.

**Army Community Services** will provide support services to active duty and retired military personnel and their families.

**The Alaska Department of Health and Social Services** will provide any necessary public health functions to shelter residents. Public Health resources are requested through the SEOC. They will also coordinate crisis counseling by contracted community mental health providers and the ARC.



# ANNEX D: EMERGENCY COORDINATION CENTER

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## I. **Responsible Agencies**

### **Primary**

Emergency Operations

### **Support**

All FNSB departments

Human Resources

### **Cooperating**

Local, state and federal agencies with emergency management roles and responsibilities as outlined in this CEMP.

## II. **Introduction**

### **Purpose**

The purpose of this Annex is to define the role of the FNSB Emergency Coordination Center (ECC).

### **Scope**

This Annex is applicable to all Emergency Operations Staff, FNSB employees, liaisons, agency representatives, and volunteers who staff the ECC during activation, including all levels of FNSB government.

## III. **Policies**

The FNSB ECC will function to coordinate information and resources to support incident management activities.

## IV. **Situation**

### **Emergency/Disaster Conditions and Hazards**

FNSB will periodically experience emergency situations, which require activation of the ECC.

### **Planning Assumptions**

- All FNSB departments have responsibility for ensuring that adequate disaster supplies and equipment are available for department staff (preparedness).
- The ECC may be unable to satisfy all emergency resource requests during a major emergency or disaster.

- The receipt, analysis, and dissemination of accurate disaster information is necessary to provide local, state, and federal governments with a basis for determining priorities, needs, and the availability of resources.
- Early in an incident little information will be available and initial information received may be vague or inaccurate.
- Communications outages may hamper the collection and dissemination of accurate disaster information.

## V. **Concept of Operations**

### **General**

The ECC will be the focal point of incident direction, control and support for the FNSB's emergency response activities and will function to support field operations, media coordination and resource acquisition. It will also serve as the primary coordination point in complex multi-agency or multi-jurisdictional incidents.

The ECC centralizes incident support and:

- Provides a central point where all incident relevant information is received and analyzed, priorities are determined, strategies are developed, and critical resources are assigned to tactical operations.
- Provides a central location for planning meetings, strategy development (if directly managing an incident), shift and media briefings, press conferences, public information releases, and other information dissemination.
- Facilitates efficient and effective communications.
- Enhances coordination among agencies by co-locating agency representatives in the ECC, providing scheduled points of contact, and establishing effective communication lines to facilitate interaction.
- Provides continuity using round-the-clock staffing and a systematic means to brief members of the IMT or ECC staff through shift change briefings.

### **Location**

The ECC is located at:

**Primary:** 800 William C. Leary Lane, Steese VFD Fire Station #61

**Alternate:** 3175 Peger Road, Emergency Operations Department, Conference Room

### **Organization**

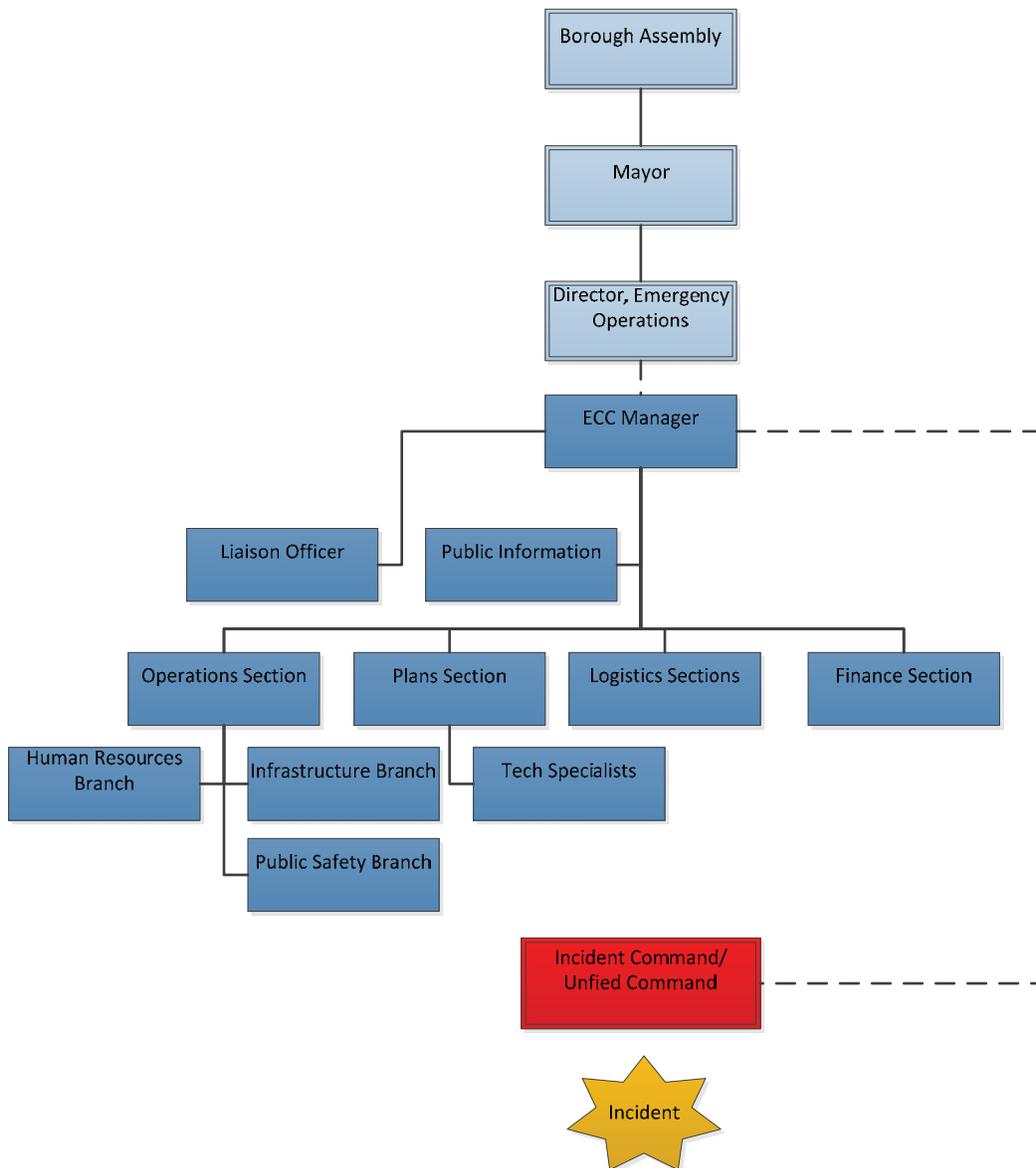
The ECC is organized in accordance with the National Incident Management System (NIMS). The ECC organizational structure uses Command and General Staff positions for incident support.

The role of the ECC is typically one of support and coordination rather than operational management. Operations will normally be managed by a separate Incident Management

Team (IMT), which is typically staffed by personnel from agencies with emergency response operations responsibilities using their own personnel and resources. ECC duties may include direct support of the IMT which includes providing resources that are not available through normal dispatch protocols (e.g. mutual aid between fire departments). When resource ordering outside of normal dispatch protocols is necessary, there needs to be clear transfer of that function from FECC (or other dispatch center). There may be instances, however, when the ECC directly manages an incident or multiple incidents. In this case the organizational elements may stay the same but the ECC assumes a greater operational role.

**ECC organization**

An example of the FNSB ECC organization is shown as follows:



## Assignments

Assignment of personnel to ECC roles will vary based on the incident type and available whether or not an IMT is assigned.

The following table describes how ECC positions might be staffed for most types of incidents:

<b>ECC Position</b>	<b>Responsibilities</b>	<b>Assignment</b>
<b>Mayor or Designee</b>	Policy direction	FNSB Mayor
	Member of MAC group May not be at ECC except to receive briefing, update, or other short-term visit.	May delegate to Emergency Operations Director
<b>Policy/MAC Group</b>	Provide strategic direction to the overall response and recovery effort.	Liaisons from stakeholder agencies empowered to commit agency to a course of action
<b>ECC Manager</b>	Direct and manage ECC	FNSB Emergency Manager
	Establish objectives for ECC May serve as Incident Commander on some incidents	
<b>Public Information Officer</b>	Disseminate public information & warning messages	Mayor's Office
	Develop Media releases	
	Conduct public briefings Works from JIC if established; visit ECC for operational briefings	
<b>Liaison Officer</b>	Assist in establishing and coordinating interagency contacts	Emergency Operations
	Keep supporting agencies aware of incident status Conduct stakeholder meetings as appropriate	

<b>ECC Position</b>	<b>Responsibilities</b>	<b>Assignment</b>
<b>Planning Section</b>	Prepare daily Action Plan	Incident-specific. May be filled by staff from any FNSB department
	Acquire and disseminate incident situational information and intelligence	
	Track resources	
	Conduct planning meetings and briefings	
	Provide long-range planning	
	Maintain documentation	
<b>Technical Specialists</b>	Provide specialized knowledge and expertise to ECC staff	Incident-specific. Generally filled by outside agencies such as ADEC, ADOF, ADOT or the NWS
<b>Logistics Section</b>	Provide for the logistical needs of ECC staff.	Incident-specific. May include these or other departments: Emergency Operations, General Services, State agencies, Public Works, Transportation, other liaisons
	May provide a single ordering point for field elements	
	Coordinate the acquisition of resources, transportation and housing	
	May coordinate communications	
<b>Operations Section</b>	Operational support function	Incident-specific. May include these or other departments: Emergency Operations, General Services, State agencies, Public Works, Transportation, other liaisons
	Coordinate tactical operations and resources	
<b>Finance/Administration Section</b>	Tracks costs	Incident-specific. Generally filled by Finance
	Procures goods and services in support of the ECC and field elements	
	Maintains financial records	

Additional positions consistent with a standard NIMS ICS organization may be added if warranted by the incident being supported or if the incident complexity changes. Conversely, all positions need not be filled depending on incident complexity.

**Preparedness Levels**

The ECC uses preparedness levels to determine the complexity and size of the organization that will staff the ECC during an incident. These levels are similar to those in place at the State Emergency Operations Center (SEOC). Preparedness levels are based on incident severity with Preparedness Level 1 being the least severe (routine operations) and Preparedness Level 4 means that a significant incident has occurred.

<b>Preparedness Level</b>	<b>Description</b>	<b>ECC Staffing</b>
Level 1	Level 1 indicates routine operations.	No ECC activation
Level 2	Indicates a heightened sense of awareness. Occurring or forecasted events include a potential or present threat.	ECC activation is determined by incident complexity and needs.
Level 3	Indicates an actual event occurred or may be imminent.	ECC activation is determined by incident complexity and needs.
Level 4	Indicates a complex incident or event posing a significant risk to life and/or property.	ECC is activated and most or all positions are likely to be filled.

**Procedure**

Disaster information will be obtained through all means available including, but not limited to, damage and situation reports from field units, the FECC, residents, other jurisdictions, FNSB agencies, the media and the Joint Information Center (JIC).

Information will be analyzed, evaluated, and made available to appropriate ECC staff for the purposes of developing the incident action plan (IAP), allocating of resources, briefing elected officials, and providing overall situational awareness to the state and federal governments. Methods of dissemination will be through displays, situation reports, Internet postings, email, operational briefings, the JIC, and public information outlets (media partners).

All documents generated by the ECC will be reviewed and approved by the ECC Manager or delegate prior to release.

All public information documents will be reviewed and approved by the Lead PIO or their delegate prior to publication.

All incident documents must be retained for a minimum of seven years after the activation.

Operational briefings will be held at established intervals as determined by the ECC Manager.

## **VI. Responsibilities**

### **Primary Agency**

**Emergency Operations** will coordinate activities in connection with emergency management and disaster operations and will manage and control the ECC.

### **Support Agencies**

**Assessing** will coordinate the compilation of damage assessments of private properties.

**Computer Services** will assign a GIS mapping and/or Information Technology Technical Specialist(s) to the ECC to assist with map production and other IT needs.

**Public Works** will coordinate the compilation of damage assessments of FNSB and other public properties.

**Financial Services** will staff the ECC Finance Section, Cost Unit and Claims Unit (if filled).

**General Services** will staff the Procurement Unit (if filled) at the ECC.

**Mayor's Office** will coordinate public information and facilitate the activities of the Policy Group.

**Transportation** will coordinate the Logistics Section(s) (if filled).

**Human Resources** will work with the ECC Manager to support staffing needs at the ECC.

### **Cooperating Agencies**

**Local, State and Federal Agencies** may assign liaisons and other staffing to the FNSB ECC depending upon the nature and scope of the incident.



# ANNEX E: EMERGENCY PUBLIC INFORMATION

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## I. **Responsible Agencies**

### **Primary**

Emergency Operations  
Mayor's Office

### **Support**

### **Cooperating**

National Weather Service  
City of Fairbanks  
City of North Pole

## II. **Introduction**

### **Purpose**

The purpose of this Annex is to describe the framework for dissemination of emergency public information to residents of the FNSB in preparing for, responding to, and recovering from emergencies and disasters.

### **Scope**

This Annex discusses the process of formulating public messages and communicating emergency public information during all phases of an emergency. Annex B addresses alert and warning of FNSB residents.

## III. **Policies**

The FNSB will release timely and accurate emergency information to the public concerning emergency preparedness, response and recovery.

The FNSB will assign a Public Information Officer (PIO) to coordinate public information and messaging.

The FNSB will establish a Joint Information Center (JIC) whenever management of an incident involves multiple agencies.

## IV. **Situation**

### **Emergency/Disaster Conditions and Hazards**

FNSB will periodically experience emergency situations, which require the ongoing dissemination of emergency public information.

During multijurisdictional, multi-agency and region-wide disasters, the coordinated flow of public information and facts concerning the event and respective responses are needed to protect the safety and well-being of the public. Before its release, participating agencies' disaster information will be coordinated to the maximum extent possible to ensure consistency and accuracy.

### **Planning Assumptions**

- In the response phase, coordinated, accurate, consistent, timely, and easily understood public information can directly affect the safety of affected populations, and can contribute to the overall safety and well-being of the community. Individual and regional public information functions and actions before, during and following any emergency will be determined not only by the severity of the emergency and the involved agencies and organizations, but also by the perceptions of the public.
- During recovery, emergency public information can be critical for helping people put their lives back in order.
- The public information function for many organizations is performed by a limited number of individuals within the organization, or may be a part-time duty for persons with other responsibilities. Personnel resources available to respond to larger events that attract significant attention or last longer than 8-12 hours will be severely limited.
- Rumors or misinformation can cause unnecessary distress among the public, provoke counter-productive public actions, and impede response and recovery efforts. Public information personnel must focus on addressing these rumors by providing accurate and timely information, which is coordinated with other affected response agencies.
- Social media may provide an avenue to rapidly disseminate information to the public and its use will be considered during all emergency incidents.

## **V. Concept of Operations**

### **Public Information Officer**

The FNSB will designate a Public Information Officer (PIO) to serve as the lead for the coordination of emergency public information and media relations during an emergency.

The PIO, or designee, will report to the ECC for the purpose of preparing and disseminating public information. The primary means to communicate with the public will be via direct contact with the media.

Public information shall be coordinated with the IMT to ensure accuracy.

During incidents when the ECC has not yet been activated, the public information function of individual organizations will be phased in accordance with the size and scope of the emergency situation. As the incident grows or there are multiple incident sites, the

public information function will be coordinated through the Emergency Coordination Center (ECC), local Emergency Operations Centers (EOCs) or both.

The Mayor's Office will coordinate providing incident-related information to elected officials.

### **Joint Information Center**

A Joint Information Center (JIC) will be established to provide a single location for the release of incident related information by organizations impacted by a disaster or participating in the management of the disaster. The JIC will be in direct contact with the ECC. Responding organizations will work collaboratively to coordinate their respective agencies' actions with other responding organizations. The JIC provides a location for organizations participating in the management of an incident to work together to ensure that timely, accurate, easy-to-understand, and consistent information is disseminated to the public.

JICs may be established at the following locations

**Primary:** FNSB Administrative Center, Salcha Conference Room

**Alternate:** Emergency Operations Offices, Conference Room

## **VI. Responsibilities**

### **Primary Agencies**

**Emergency Operations** will develop emergency public information for FNSB residents.

**The Mayor's Office** will coordinate contacts with the media and releasing information to the public.

### **Cooperating Agencies**

**The Cities of Fairbanks and North Pole** will coordinate content and timing of the release of public information with the FNSB Mayor's Office.

**The National Weather Service Forecast Office** provides information and analysis to Emergency Operations in support of public information regarding weather-related hazards.

**Local, State and Federal Agencies** may elect to participate in a Joint Information Center if one is established.



# **ANNEX F: LOGISTICS AND RESOURCE SUPPORT**

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## **I. Responsible Agencies**

### **Primary**

Emergency Operations  
General Services  
Transportation

### **Support**

Public Works  
School District  
Finance  
City of Fairbanks  
City of North Pole

### **Cooperating**

AKVOAD

## **II. Introduction**

### **Purpose**

The purpose of this Annex is to provide guidance for the emergency acquisition, staging, distribution, conservation, and use of essential resources.

### **Scope**

The functions covered in this Annex are:

- The acquisition of essential resources
- Coordination of resource transportation
- Bulk food and water supplies
- Coordination of volunteer and religious organizations active in disasters

## **III. Policies**

### **Resource Priorities**

It is the policy of the FNSB to use available resources in coordination and response to disasters. Resource allocations will be prioritized to:

- Protect health and safety
- Support disaster/incident stabilization
- Protect property/environment

## **Resource Supplies**

It is the policy of the FNSB to use equipment, supplies, and personnel from FNSB departments, regular supply chains, and local sources first.

Mutual aid and other available local intergovernmental assistance will be used. Resource needs not available locally will be requested through the State Emergency Operations Center.

Resource procurement, tracking, and documentation will be performed in a manner that maximizes the FNSB's eligibility for disaster assistance. The General Services and Financial Services departments will operate under existing authorities and regulations.

## **IV. Situation**

### **Emergency/Disaster Conditions and Hazards**

A major emergency or disaster will seriously disrupt the normal sources of food, water and essential goods and services.

Disasters can have an immediate impact on local resources depending on the type and size of the disaster, and the size and capability of the affected organization. Specialized equipment and resources will also be required to save lives, and protect and restore property during response operations. Expeditious identification, procurement, and allocation of resources are vital to ensure effective emergency response operations. A significant emergency or disaster may severely damage and limit access to the resource infrastructure.

### **Planning Assumptions**

- During a significant incident, the FNSB's support of response to an emergency or disaster event will be severely impacted.
- The scope of emergencies for which this plan will be activated may overwhelm local mutual aid resources.
- Specific resources may be exhausted due to impacts of disasters. Extraordinary measures may have to be taken in order to resupply departments.
- Not all resource support needs can be met in every occasion.
- The normal forms of communication and utilities may be severely interrupted during the early phases of an emergency or disaster.
- Weather conditions, damage to transportation routes, damage to distribution facilities, and other factors may affect the availability and distribution of essential supplies and equipment.
- Following an emergency or disaster, there may be a need to provide resources, goods, and services to affected areas.

- Essential resources such as water, food, first aid, shelter and sanitation supplies, fuels, and hand tools will be needed. FNSB does not have sufficient supplies and equipment on hand for long-term use.
- There may be delays in providing critical services such as police, fire, EMS, public works, transportation, and water/sewer and utilities response due to damage to facilities and equipment and shortages of personnel.
- There may be shortages of critical drugs and medicines at medical facilities due to limited storage capacities.
- The management and logistics of resource support is highly situational and is dependent upon the event, resource accessibility, transportation systems availability, and location of vendors and suppliers.
- The cost of responding to an incident should not inhibit the actions necessary to address the situation or circumstance.
- Resource inventories will vary, and maintaining current resource lists will be most effectively managed at the department level first.
- After a major disaster has occurred, outside resources may be sent to the FNSB. The Planning section within the ECC will track these resources. All responding resources will be utilized under the NIMS compliant ICS.

## V. **Concept of Operations**

### **General**

When the FNSB ECC is activated for emergencies or disasters, it will be the focal point for resource ordering and tracking within the FNSB.

Department representatives in the ECC will serve as specialists and advisors for their respective departments. They will assist with the coordination, management, distribution, and conservation of supplies and resources necessary to FNSB government's response and recovery operations.

All departments should maintain vendor and supply lists of the most critical supplies, equipment, and services to operate under disaster conditions.

When resource requests exceed the capability of FNSB government to fill them, the ECC Manager and general staff will coordinate requisitions and requests for supplemental supplies, equipment, and personnel through mutual aid agreements, private contractors and local vendors. The determination of whether to use public or private sector resource providers is based on critical need, availability, and delivery times of the particular resource. When all local resources (public and private) are depleted, the FNSB ECC Director or designee will request support from the SEOC.

Resource requests from the cities of Fairbanks and North Pole should be routed through the FNSB ECC.

## **Organization**

The Logistics Section at the ECC will coordinate the acquisition and distribution of essential resources. Procurement of goods and services will be conducted by the Finance Section (Procurement Unit, if activated) in the ECC.

## **Procedures**

Each jurisdiction shall be responsible for its own disaster related expenses.

Donated goods will not be accepted by the ECC due to the high overhead costs and staff time required for processing.

Resources ordered through the ECC shall be approved by the ECC Manager and routed through the Logistics Section. Resource requests that require local purchase will be forwarded to the Finance Section for procurement.

Normal procurement procedures will be used whenever possible. The Mayor may authorize emergency procurement processes during a disaster emergency. Any emergency procurement shall be completed in accordance with FNSB code.

## **VI. Responsibilities**

### **Primary**

**Emergency Operations** will oversee the resource ordering and tracking system for the FNSB and will be responsible for submitting requests for outside assistance to the SEOC.

**General Services** will have primary responsibility for staffing the Procurement Unit within the Finance Section of the ECC and to procure goods and services in support of ECC operations.

**Transportation** will have primary responsibility for coordinating ground transportation resources to support an incident.

### **Support**

**Public Works** will provide assistance in activating Road Service Area contractors to assist with the response efforts.

**FNSB School District** could/may provide food resources to support the incident in the case of a scarcity of food or need to feed large numbers of responders or shelter residents.

**Financial Services** has primary responsibility for staffing other positions within the Finance Section of the ECC to track incident expenditures and maintain financial records in accordance with FNSB, state and federal guidelines.

**All departments** are expected to:

- Cross-train to ensure that personnel are available to perform essential duties during an emergency.
- Develop procedures that increase capabilities to respond to and recover from emergencies and disasters. The procedures will include the identification and notification of critical staff, allocating equipment and supplies, preparedness training of employees, and procurement and storage of emergency supplies, and inventory of resources by department.
- Develop a list of vendors with whom blanket purchase orders are in place and furnish this list to the Resource Coordination Section in the ECC.
- Prepare and maintain lists of available essential supplies and equipment to comply with the National Incident Management System (NIMS) resource typing requirements. For resources (equipment, staff, and supplies) not on the NIMS resource typing lists, departments will maintain lists with the additional resources.
- Determine additional supplies and equipment required for conducting essential operations, i.e., food, fuel, batteries, tires, etc.
- Establish emergency procedures for the distribution, conservation, and use of essential supplies.
- Provide resources (supplies, equipment, services and vendor information) from department stocks, as requested by the ECC.
- Maintain purchasing and financial records of any expenditure used for response or recovery from the disaster event.

**Service Areas** will provide General Services with annually updated lists of maintenance contracts.

### **Cooperating**

**AKVOAD** will provide a link to donated goods and volunteer services from trained volunteers throughout the nation.



# ANNEX G: FINANCE AND ADMINISTRATION

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## I. Responsible Agencies

### Primary

Mayor's Office  
Financial Services  
General Services  
Human Resources

### Support

Emergency Operations

## II. Introduction

### Purpose

The purpose of this Annex is to define how the fiscal and administrative functions will be carried out in support of emergency or disaster response and recovery.

### Scope

The functions covered in this Annex are:

- Emergency fiscal management
- Assignment of administrative personnel during emergencies
- Financial record-keeping

## III. Policies

It is FNSB policy that funding always be made available for disaster response.

The Chief Procurement Officer may suspend normal procurement requirements when there exists a threat to public health, welfare or safety provided emergency procurements are conducted in accordance with FNSBC.

During emergency operations, nonessential administrative activities will be suspended, and personnel not assigned to essential duties will be assigned to other departments or to the ECC to provide emergency support.

#### **IV. Situation**

##### **Emergency/Disaster Conditions and Hazards**

Disaster conditions will occur which require the full commitment of FNSB government resources and extraordinary measures will be necessary to meet the fiscal demands of dealing with the emergency.

##### **Planning Assumptions**

- Emergency expenditures are not normally integrated into the budgeting process.
- Qualification for federal disaster assistance depends upon accurate records that clearly separate disaster operational expenditures from day-to-day expenditures.
- State or federal assistance may take the form of financial help, equipment, supplies, personnel, or other capabilities.
- All agreements and understandings for the application of support will be entered into by duly authorized officials and will be formalized in writing whenever possible.

#### **V. Concept of Operations**

The FNSB Financial Services Department is the lead for coordinating the documentation and collection of emergency expenditure information. After a declaration of emergency, Financial Services will coordinate the application for disaster relief funds.

##### **Finance Section in ECC**

Within the Finance Section of the FNSB ECC the following Units may be established:

- Cost Unit to track all FNSB costs associated with the incident or disaster
- Claims units to process claims
- Procurement Unit to procure incident related goods and services

The figure below summarizes the primary responsibilities within the Finance Section. Multiple staff members may be assigned to each unit if needed.

##### **Position Assignments**

The Finance Section Chief position as well as the Cost Unit will typically be staffed by personnel from the Department of Finance. Personnel from General Services will normally staff the Procurement Unit. Personnel from Human Resources, Division of Risk Management will staff the Claims Unit.

##### **Record-keeping**

Records of all incident-related expenditures will be kept in such a manner to separate disaster expenditures from general ongoing expenditures, and accurately document expenditures for potential audit and/or state and federal disaster assistance programs.

## **VII. Responsibilities**

### **Primary**

**FNSB Mayor** will issue disaster declarations necessary to trigger emergency expenditure authorities and suspend regular procurement. Disaster declarations are subject to the limitations discussed in the Basic Plan.

**Financial Services** will assign personnel to the ECC to provide emergency accounting and record-keeping, track incident/disaster costs, process claims and ensure compliance with emergency procurement ordinances. Financial Services will coordinate closely with General Services and the Mayor's Office to manage incident purchasing, accounting, and finance.

**General Services** will assign personnel to the Procurement Unit in the ECC to manage emergency procurement and acquire local goods and services from the private sector.

**Human Resources - Risk Management** will assign personnel to handle claims.

### **Support**

**Emergency Operations** will provide overall management and direction to the Finance Section within the ECC.



# ANNEX H: DAMAGE ASSESSMENT

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## I. Responsible Agencies

### Primary

Office of the Assessor  
Emergency Operations

### Support

Public Works  
Community Planning (Flood Plain Administrator)

### Cooperating Agencies

DOT  
ACOE  
Private Sector  
City of Fairbanks  
City of North Pole

## II. Introduction

### Purpose

The purpose of this Annex is to establish policies for the FNSB to conduct timely assessment of damages resulting from all types of emergencies.

### Scope

Disasters cause injury or death to individuals and damage to property, the environment, businesses, nonprofit entities, and to government-owned assets. Damage information is collected for a number of reasons including to:

- Drive the response decision.
- Determine eligibility to federal disaster aid.
- Verify the damage at individual sites.
- Gather information needed to build a long term recovery strategy.

## III. Policies

Damage assessment will be conducted in three phases: Initial Damage Assessment, Preliminary Damage Assessment (PDA), and Project Worksheet Development. The initial assessment will provide supporting information for the disaster declaration, and is the responsibility of the FNSB. The PDA and the damage survey reporting process are in-depth analysis of long term effects and costs of the emergency, and are done in concert with DHS&EM and FEMA. To facilitate PDA, Emergency Operations will distribute PDA forms to FNSB departments and agencies. The FNSB will provide residents and

businesses with a “hotline telephone number” and online forms to report damage. The FNSB will compile PDAs and submit the FNSB-wide public and private disaster damage compilation to the SEOC.

The FNSB Floodplain Administrator will coordinate post-flood damage assessment.

Public Works will direct the completion of detailed project worksheets in order to facilitate the repair of FNSB facilities.

Emergency Operations will assist the Alaska DHS&EM and FEMA with the location and establishment of Disaster Assistance Centers (DACs).

#### **IV. Situation**

##### **Emergency/Disaster Conditions and Hazards**

Any disaster or emergency that causes damage to private and/or public property may warrant the initiation of damage assessment.

##### **Planning Assumptions**

- The FNSB will compile initial damage assessment information for facilities and properties within the FNSB. The cities of Fairbanks and North Pole will provide damage assessment information to the FNSB.
- Damage assessment information for businesses and residents will initially be reported to the FNSB ECC through available channels (Internet, phone, fax, e-mail, hard copy).

#### **V. Concept of Operations**

##### **General**

Damage assessment will be conducted in three phases: Initial Damage Assessment, Preliminary Damage Assessment, and Damage Survey Report Development.

##### **Initial Damage Assessment**

The initial assessment provides situational information for response decision-making, and is the responsibility of the FNSB. Initial damage assessment will be promptly carried out in order to provide the ECC with information on life safety threats, major problems, the status of lifelines, essential facilities, imminent hazards, access routes, and to determine the extent of damage FNSB facilities have sustained. Efficient accomplishment of an initial damage assessment will require assistance from all departments and available volunteer resources.

The initial damage assessment should begin as soon as possible after the impact of the emergency, and should be conducted using the following priorities:

- Priority 1 - Public safety and restoration of vital services. Each facility should be analyzed for structural integrity and safety, functional capability, and estimated cost to repair or replace.
  - ECC, Dispatch-Communications centers, fire stations
  - Hospitals, schools, and mass care shelters
  - Power, telephone, and radio communications systems
  - Bridges and overpasses
- Priority 2 – Private establishments with important community functions.
- Priority 3 - Assessment of damage to support emergency or major disaster declaration. An estimated number of private dwellings and businesses affected by the incident will be needed to support the request for a state or federal declaration.
  - Private homes, multi-family dwellings
  - Businesses

During initial damage assessment, assessment teams should prepare maps detailing areas of damage and specifying whether the damage is to public or private infrastructure. Detailed records of labor, equipment and supply should be kept from the outset of the incident or disaster.

Acquire information of interest to other functions, such as reports of deaths and injuries, evacuated families, and widespread utility outages. Any such information should be passed to the appropriate ICS functions.

Information gathered during the initial damage assessment should include:

- Number of persons dead, injured, or hospitalized
- Number of persons evacuated and number sheltered
- Number of businesses (including apartment buildings) destroyed or damaged.
- Number of residences (including mobile homes and apartment residences) destroyed or damaged
- Agricultural losses including loss of or damage to all buildings, equipment, cropland and livestock of operating farms

### **Preliminary Damage Assessment (PDA)**

The initial damage assessment should provide the basis for subsequent assessment activities. The PDA builds upon that information to provide supporting documentation for state and federal disaster assistance. Assessment activities should be integrated into any Incident Action Planning. PDA development may be directed and supervised by the Planning Section or may be assigned as a functional element under Operations. In either case cost information should be provided by the Finance Section.

The PDAs are tools used, in part, to determine the FNSB's eligibility for disaster assistance. Damage assessment teams will be selected by FEMA and DHS&EM. The

FNSB will arrange appointments to these teams (typically from Public Works departments) to facilitate the process. Although the FNSB is not responsible for completing State/FEMA PDA forms, personnel assigned to teams should be familiar with the information gathered on them.

PDAs will include the following information:

- A description of the disaster
- Where the disaster struck
- Approximate number of families affected
- Demographics of the affected area
- Whether the disaster is still occurring, as well as other current conditions
- Any conditions that could affect the ability to carry out relief operations

If it appears that the FNSB may meet the threshold for federal disaster assistance, the FNSB Emergency Operations Department will initiate a PDA.

FNSB personnel will accompany state and federal inspectors through damaged areas. Based largely on these assessments, the FNSB mayor may ask the Governor for State disaster assistance.

### **Damage Survey Reports Development**

The FEMA Damage Survey Reports (DSR) process is the primary responsibility of the state and federal representatives on the Damage Assessment Teams, and is the third phase of the damage assessment process. During this phase, detailed evaluations of the fiscal and social impacts of each project are developed and documented. The primary purpose of the DSR is to document the scope of work for the repair of eligible public assistance projects and establish an estimated cost for them.

The ECC and/or IMT (if assigned) may arrange for office space, document reproduction services, and other services for state and federal damage assessment teams. If federal mobile homes are to be provided for use as emergency shelter, the FNSB may assist in choosing sites and site preparation, consistent with local comprehensive land use plans.

## **VI. Responsibilities**

### **Primary Agencies**

**Emergency Operations** will coordinate the public sector damage assessment information collection, evaluation, and dissemination of damage assessment information from FNSB departments and cities within the FNSB.

**Office of the Assessor** will be responsible for collecting and compiling detailed information about damage to private property. This information will be used in

determining whether the FNSB is eligible for further state and/or federal disaster assistance.

### **Support Agencies**

**All Departments** will inventory and tally key personnel necessary to complete the essential functions of the organization and will survey buildings and worksites to determine capability of returning to essential functioning.

**Public Works** will evaluate FNSB owned facilities for initial damage, health and safety risks and may assign a representative to public facility Damage Assessment Teams.

**Community Planning (Floodplain Administrator)** will participate in all post-flood damage assessments and surveys.

**Private sector utilities and businesses** will provide the ECC with accurate and detailed damage assessment information.

**The cities of Fairbanks and North Pole** will conduct damage assessments within their jurisdictional boundaries and forward their totals to the ECC.



# ANNEX I: DISASTER RECOVERY

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## I. **Responsible Agencies**

### **Primary**

Emergency Operations  
Mayor's Office

### **Support**

Public Works  
Road Service Areas  
Transportation  
Assessor  
Community Planning  
Legal  
Finance  
General Services  
Human Resources  
Computer Services

### **Cooperating**

AST  
DHHS  
ARC  
Salvation Army  
AKVOAD  
Utility Companies

## II. **Introduction**

### **Purpose**

This Annex identifies the roles and responsibilities of governmental and non-governmental entities in the recovery of the FNSB and its residents from a disaster. This will aid the FNSB, businesses, and residents in returning to pre-disaster conditions. Additionally, any mitigation plans and initiatives to improve resiliency will begin during the recovery process.

### **Scope**

The FNSB government is responsible for providing assistance to FNSB residents and assists in the return of FNSB infrastructure and operations to pre-disaster conditions.

## III. **Policies**

The recovery effort for the FNSB government will be coordinated from the FNSB Emergency Coordination Center (ECC) with input from both the FNSB Mayor, the

Recovery Task Force, and in the case of a major regional incident, a MAC group. As per FNSB Code, the Emergency Operations Director will be the Applicant Agent for the FNSB to apply for, and coordinate, receipt of state and federal recovery funds.

#### **IV. Situation**

##### **Emergency/Disaster Conditions and Hazards**

The FNSB will periodically experience emergency situations, which will require the FNSB to restore essential and emergency services and seek financial assistance to fund this recovery.

The effects of any disaster affecting the FNSB will depend on the type, severity, and duration of the event. Some common effects of disaster will include:

- Damage to buildings, commercial structures and community facilities
- Damage to infrastructure such as roads, bridges, utilities and airports
- Disruption of the food and energy supply chain
- Environmental contamination
- Psychological stress to the population
- Loss of businesses and jobs

Disasters will challenge virtually every FNSB resident, either directly or indirectly, both individually and collectively. Specific social and financial conditions will influence community, family, and individual recovery. Impacts ripple throughout the community, affecting businesses, jobs, school children, development proposals, and the elderly. Severe events will affect the FNSB government's sources of income, including property taxes, and the entire community's ability to sustain economic viability.

A well-managed recovery effort will mitigate both short- and long-term impacts and can allow impacted communities to introduce long-term improvements that might not otherwise have been possible.

##### **Planning Assumptions**

- All FNSB agencies and functions will be adversely affected by an emergency, and that certain programs or resources will not be available. However, it is impossible to foresee or predict which programs or elements will remain operational. This Annex does not guarantee that any FNSB services or resources will be in place following a disaster.
- The magnitude and severity of the emergency may be such that effective response and recovery will be beyond the capability of the FNSB and state and federal assistance may be necessary.
- While jurisdictions/agencies will perform their own damage assessments and manage their own recovery operations, the FNSB will provide support, if requested.

- Resumption of essential government services and the return of the private sector to pre-disaster conditions will occur in parallel. Two different planning efforts may be required, with the COOP defining the process for the continuation of government services.
- The private sector is likely to be affected by shortages of food, clothing, shelter/housing, normal employment, access to public transportation and roadways, repairs to their homes, and loss of possessions.

## V. **Concept of Operation**

### **General**

Disaster recovery is a long, slow process that involves local, State, and Federal participation and cooperation. Since most disasters occur across jurisdictional boundaries, multiple jurisdictions may be involved. The State and Federal governments have programs and resources to support disaster recovery. The FNSB's overall responsibility is to collect as much information as possible about local damages, reach out to local residents to identify recovery needs, and to explain the disaster recovery process.

In its initial phases, recovery for large disasters in the FNSB is coordinated by the staff of the FNSB ECC. When conditions warrant, the FNSB Mayor will declare an emergency. As short-term recovery transitions to long-term recovery, the ECC may transition to a Recovery Coordination Center (RCC) or operate concurrently with the RCC as operations and circumstances dictate.

The structure of field recovery operations will vary depending on the size, scope and complexity of the disaster. In the case of State and/or Federal Disaster Declarations, the recovery organization will include many participants from DHS&EM, FEMA and a number of other state and federal agencies. Without State and Federal Disaster Declarations, the organization will be directed by FNSB Emergency Operations. In either case the ECC (and /or RCC) will be staffed and IMTs may be activated to conduct field recovery operations.

If one or more IMTs have been activated during the response phase of the disaster, they may transition to provide the management structure for recovery operations. Recovery tasks may be incorporated into the ICS structure in a number of ways but would most likely be incorporated as a Branch in the Operations Section. It is also possible that the IMT would be tasked solely with recovery, in which case the recovery objectives would be identified by the IC or UC and the entire IMT organization would focus on meeting those objectives.

### **Recovery Task Force**

A Recovery Task Force will be appointed by the mayor to oversee the recovery and reconstruction process and advise the Mayor and the FNSB Assembly on disaster recovery policy issues. They will:

- Participate in the preparation of a redevelopment plan.
- Recommend policies for redeveloping areas that have sustained repeated disaster damage.
- Develop policies that promote mitigation from future damage, and develop priorities for relocating and acquiring damaged property.
- Initiate recommendations for enactment, repeal, or extension of emergency ordinances, moratoriums, and resolutions.
- Recommend and implement an economic recovery program focusing on local community needs.
- Recommend zoning changes in damaged areas.
- Recommend land areas and land-use types that will receive priority in the recovery and reconstruction process.
- Recommend procedural changes for non-vital regulations and development standards to reduce reconstruction time.
- Initiate recommendations for relocation and acquisition of property in damage areas.
- Set a calendar of milestones for recovery tasks.
- Recommend blanket reductions in non-vital zoning regulations and development standards (e.g. buffering, open space, side setbacks, etc.) to minimize the need for individual variances or compliance determinations prior to reconstruction.
- Initiate a property owner notification program, basically to inform non-resident property owners of damages incurred to their property and post-disaster conditions and requirements imposed by the FNSB.
- Participate in Federal and State hazard mitigation planning.

Membership in the Recovery Task Force will vary depending on the scope and nature of the disaster, but in general will consist of representatives from:

- The cities of Fairbanks and North Pole
- FNSB departments
- FNSB School District
- Military bases
- Recovery non-profits such as ARC and Salvation Army
- Utility companies

The Recovery Task Force may appoint individuals or committees for the coordination of specific recovery sub-tasks such as economic recovery or hazard mitigation. Specific duties for these committees and individuals will be developed as the appointments are made.

The Recovery Task Force may also help to identify and staff facilities outside of the facilities that would likely be established under a state or federal disaster declaration (such as a Disaster Assistance Center, State Recovery Office or Joint Field Office). These might include:

- Offices for the Recovery Task Force
- Public assistance locations

- Public meeting facilities
- Facilities for receiving and distributing bulk purchased or donated goods
- Public Information Centers

### **State and Federal Recovery Assistance**

As described in Annex H, Damage Assessment, the FNSB will conduct initial damage assessment to address life and safety concerns. This will be followed by a more formal Preliminary Damage Assessment process that will supply information necessary for the determination of State and Federal Disaster Declarations.

The FNSB will send preliminary damage assessment forms to all public sector entities then set up a process for residents and businesses to report damages not covered by insurance. Preliminary damage assessment information is consolidated, along with supplemental impact documentation, and forwarded to the DHS&EM in order to:

- Determine the extent of damage and support a State Disaster Declaration by the Governor; and
- Support a request by the Governor through FEMA Region X to the President of the United States for a Presidential Disaster Declaration.

Under certain conditions, the FNSB may receive assistance from the U.S. Small Business Administration or the Department of Agriculture without Presidential Disaster Declarations

Signed State or Presidential Disaster Declarations are limited to specific geographical areas (such as the FNSB) and may include disaster assistance in two separate categories:

- Individual Assistance - For private individuals, associations, clubs and businesses (including banks and financial institutions, retail, wholesale, transportation, leisure, import/export, services, insurance, construction, power and some utilities).
- Public Assistance - For the FNSB, cities, school districts, fire service areas, utility service areas, library and drainage service areas, and private nonprofit government-like agencies (e.g. American Red Cross). An Applicant Agent is selected for each public entity to apply for and coordinate receipt of state and federal recovery funds.

## **VI. Responsibilities**

### **Primary Agencies**

**Emergency Operations** will:

- Acquire preliminary damage assessment data.
- Develop disaster proclamations and submit to the Mayor.
- Operate/maintain the ECC and transition from response to a RCC (or work concurrently with RCC).

- Activate an IMT for recovery if warranted.
- Request assistance from the state through the SEOC.
- Apply for disaster financial assistance.
- Arrange Applicant Agent briefings.
- Coordinate and advise FNSB government of recovery requirements and procedures.
- Document expenses, collect FNSB damage assessment figures, serve as liaison for the FNSB with DHS&EM and FEMA.
- Coordinate private non-profit recovery efforts.
- Maintain central database of FNSB damages/expenses.
- Coordinate Public Information functions.

**Mayor's Office** will:

- Declare an Emergency and request assistance from the Governor of Alaska.
- Authorize emergency spending when necessary.
- Appoint a Recovery Task Force.
- Participate in a MAC group, if assembled.

**Support Agencies**

**All FNSB Departments** will:

- Restore essential operations as soon as possible.
- Develop recovery plans and procedures for their department.
- Participate in the development and implementation of regional recovery efforts.
- Train personnel in its implementation.
- Test procedures/provisions.
- Begin record keeping of disaster expenses directly incurred.
- Assess damages.
- Assess capabilities and needs to conduct normal business.
- Conduct debris clearance.
- Establish communication with the FNSB Emergency Coordination Center (ECC).
- Re-establish interrupted utility service.
- Re-establish normal services.
- Conduct short term repairs needed to support normal operations.
- Begin recovery of vital and important records needed to conduct normal business.
- Begin reconstruction and long term repairs with available funds.
- If needed, provide additional staffing for recovery efforts to the FNSB.

**Public Works** will:

- Develop a debris management plan for FNSB residents and businesses.
- Establish procedures to waive tipping fees at the landfill.
- Clear debris from FNSB-owned and operated facilities.
- Coordinate with contractors and utility companies.

- Provide river bank stabilizations, retention repair, and restoration of levees and storm water facilities.
- Provide limited shelter, sanitation, and staging areas for incoming resources.
- In coordination with General Services, ensure security is in place for buildings housing essential information and supplies.

### **Road Service Areas**

Will provide emergency construction, repair of FNSB roads and bridges, erect signs and barricades, and coordinate inspections of damaged roads within the service area.

### **Transportation will:**

- Coordinate and provide emergency transportation services to the extent possible.
- Restore public transportation services to the extent possible.
- Provide heavy equipment and vehicles necessary to perform essential functions.

### **Assessor will:**

- Determine available departmental staffing levels and status of mobile computer equipment.
- Manage FNSB tax records to provide revenue for recovery.
- Assess information on damage assessment. Coordinate with the Board of Equalization to clarify and adjust assessments on property.
- Assist the public in processing destroyed property claims that could affect property values; and determine changes in property values in damaged areas.
- Assist the ECC in damage assessment analysis and reports.

### **Community Planning will:**

- Recommend land use zoning changes and variances from existing zoning requirements.
- Provide controls for new development.
- Revise building regulations and codes as appropriate.
- Review redevelopment plans.
- Provide code enforcement and safety inspections.

### **Legal will:**

- Advise Mayor on emergency authorities, actions, and associated liabilities.
- Prepare legal opinions.
- Prepare new ordinances and resolutions.

**Financial Services will:**

- Assist departments with accounting for their costs incurred related to response and recovery from emergencies and disasters.
- Ensure all vital records are maintained and current on USB drives.

**General Services will:**

- Procure goods and services.
- Ensure all vital records are maintained and current on USB drives.
- Provide purchase cards and establish emergency spending purchase orders.
- In coordination with Public Works, ensure security is in place for buildings housing essential information and supplies.

**Human Resources will:**

- Ensure all vital records are maintained and current on USB drives.
- Establish a public information call-in line to communicate vital information to FNSB employees.
- Process claims.
- Reestablish payroll for FNSB employees.

**Computer Services will:**

- Provide sufficient trained personnel to maintain and repair the phone system and computer network infrastructure.
- Coordinate with General Services to ensure FNSB cell phones are operable and programmed.
- Ensure there is network access and printing capabilities at the ECC and COOP site.

**Cooperating Agencies**

**AST:**

Coordinate with other law enforcement agencies and the American Red Cross to locate missing persons.

**DHHS:**

- Provide organization, supervision and coordination of emergency health, environmental health and medical examiner services throughout FNSB.
- Support coordination of disaster behavioral health providers.
- Establish health and medical priorities and controls for emergency services including distribution of auxiliary health and medical supplies, distribution of equipment, and assignment of health and medical personnel.
- Conduct public information and education programs on emergency health treatment, prevention, and control programs.

- Coordinate FNSB-wide surveillance of potential problems related to public water supplies, sewage disposal system failures, solid waste accumulation and disposal, food storage, preparation and serving areas (i.e. shelters, food kitchens, etc.), disease carrying animals and insects, and natural gas leaks.
- Coordinate the provision of basic and advanced life support services with other emergency medical services providers (e.g. fire services, paramedic units, and private ambulances) as required.
- Coordinate morgue services, body identification, and disposal of unclaimed bodies and establishing procedures for handling mass deaths and burial, including release of information through the news media.

### **ARC**

- Provide disaster services, relief assistance and basic needs to individuals with urgent and verified disaster related needs.
- Provide Emergency mass care which may include individual or temporary shelter, fixed or mobile feeding operations, and/or the bulk distribution of relief supplies to disaster victims and workers. Assistance is provided to an affected area without identifying case-by-case needs.
- Provide locator and family reunification for immediate families displaced by a disaster.
- Provide disaster clients with clothing, food, rent, security deposits, cleaning supplies and equipment, and disaster-related medical needs as well as referral to other available assistance in the community.

### **Salvation Army**

Provide disaster recovery assistance in the form of food vouchers, cleanup kits, some medical assistance, counseling, and mobile feeding.

### **AKVOAD**

Coordinate the resources of its members to provide mass feeding, disaster child care, building and repairs, debris removal, burn services, mass and individual sheltering, and supply transportation. Its members independently meet relief and recovery needs within this cooperative framework. Efforts are coordinated through the FNSB.

### **Utility Companies**

Once life/safety issues are resolved, utilities will perform damage assessment, effect short-term repairs and/or re-routing of phone, power, gas and water/sewer services to critical response agencies, businesses, and residents. Utility needs exceeding local capability or availability shall be communicated through the FNSB to the SEOC.

## **VII. Resources**

National Disaster Recovery Framework, 2011  
FEMA Public Assistance Grant Program  
<http://www.fema.gov/government/grant/pa/index.shtm>

# ANNEX J: PUBLIC HEALTH AND MEDICAL SERVICES

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## I. **Responsible Agencies**

### **Primary**

Emergency Operations

### **Support**

American Red Cross  
Local health care providers and clinics  
Emergency Medical Services  
Fairbanks Memorial Hospital

### **Cooperating**

Alaska Division of Public Health (Public Health)

## II. **Introduction**

### **Purpose**

The purpose of this Annex is to describe the response planning in place in the FNSB to manage public health and medical services during emergencies and disasters.

### **Scope**

This Annex focuses on those support activities that would be coordinated by the ECC in support of an incident with a major human health or medical component.

## III. **Policies**

The Alaska Division of Public Health will provide a representative to the ECC. The request for Public Health support will be directed through the SEOC.

Fairbanks Memorial Hospital has developed an Alternate Site Plan in the event the hospital is damaged or must be evacuated for other reasons. The FNSB, working with the cities of Fairbanks and North Pole, will provide support to the hospital while alternate site operations are underway.

Alaska Public Health has the responsibility for Alternate Care Site Planning, in the event that additional care sites or dispensing clinics need to be established during a public health emergency.

The FNSB will provide logistical, public information and incident management support to the Alaska Division of Public Health during a public health emergency.

#### **IV. Situation**

##### **Emergency/Disaster Conditions and Hazards**

Many of the hazards facing the FNSB have the potential to impact public health or require acute or long-term medical services. It is possible that a disaster that causes widespread injury or illness could quickly overwhelm the health care and emergency medical services.

##### **Planning Assumptions**

- It is likely that public demand for health information, health and medical services will increase during disasters.
- Public health emergencies may necessitate mass dispensation of medications or vaccinations to the public.
- Routine public health services, such as immunizations, special nutritional programs for children, public health nursing services, or routine dental care may be suspended during a large-scale disaster.
- Access to medical assessment, transport, and treatment facilities will be limited during disasters.
- A disaster may generate large numbers of casualties creating shortages of essential medical equipment and supplies.
- Shortages of medical personnel, supplies and equipment may require the implementation of alternate standards of care.
- Emergency Medical Technicians may operate under an altered scope of practice if approved by their physician sponsors.
- Infrastructure supporting healthcare facilities may be interrupted, causing impacts to available water, power, gas, food, and other services.
- Hospitals and other healthcare facilities will rely on existing emergency service contracts with medical suppliers, and pharmaceutical vendors to the maximum extent possible, and will maintain back-up supplies stored on site, (including food, water, and basic medical supplies) to maintain operations for a minimum of three days. Time without resupply may be much longer.
- Public health emergencies will require implementation of public health measures to contain and control communicable diseases or spread of environmental hazards.
- Public health emergencies may impact neighboring communities causing an influx of residents from outside the FNSB seeking medical care.
- Members of the community who are seniors, children, disabled, homeless, non-English speakers, low-income or otherwise in need of ongoing support, will be more vulnerable during and after an emergency. A partnership approach will be needed between government, private industry, volunteer agencies, and the media to ensure essential health-related information and services reach vulnerable residents during an emergency.

- Health, medical, and mortuary services will be restored during the recovery period as soon as practical.

## V. **Concept of Operations**

### **General**

While emergencies and disasters vary in size and significance, the FNSB's geographic expanse, multijurisdictional environment, and relative isolation from other major population centers can magnify their impacts. An effective decision-making and resource management structure and coordination between health and medical service providers and supporting agencies, is critical to successfully addressing the consequences of emergencies and disasters.

This Annex will be implemented under one of two general scenarios:

- A public health or medical emergency is the primary incident; or
- Public health or medical services are needed as the result of another type of incident (e.g. flood, earthquake, fire).

### **Procedures**

The Alaska Division of Public Health will serve as the lead agency during disasters that include naturally occurring disease outbreaks causing public health concerns, weapons of mass destruction and/or terrorism events involving biological agents.

The FNSB will activate the ECC if more than one mass dispensing site is required in the borough or if Fairbanks Memorial Hospital has relocated its operations to an alternate care site.

Public Health may activate the Alaska Nurse Alert System (ANAS) to draw on additional nursing care providers to volunteer to support a local or regional disaster.

## VI. **Responsibilities**

### **Primary Agencies**

**Emergency Operations** will provide support to public health and medical services through transportation, facility support, resource acquisition, and other support functions during an incident with a major public health or medical component.

### **Support Agencies**

**FNSB Emergency Medical Services** providers provide on-scene triage and transport of the injured. There are EMS mutual aid agreements in place that would be utilized to support on-scene triage and emergency transport.

**Fairbanks Memorial Hospital** is the major medical center in the FNSB. The hospital has surge planning and alternate care site planning place, and would have primary responsibility for patient care and management during a local emergency.

**American Red Cross** is a volunteer organization that may be able to provide support in the way of trained volunteers, blood drives, or other services.

**Local health care providers and clinics** will be relied upon for backup supplies and trained medical personnel to manage a major public health or medical emergency.

### **Cooperating Agencies**

**Alaska Division of Public Health** is the lead agency for public health emergencies in Alaska and focuses specifically on disease control and sub-acute care. Public Health has primary responsibility for mass dispensation in the event of a public health emergency. They also support the local medical services and health care providers for other types of incidents.

## **VII. References**

Fairbanks Memorial Hospital, Emergency Operations Plan, Annex L—Mass Casualty Response Plan

Fairbanks Memorial Hospital, Emergency Operations Plan, Annex R—Alternate Site Plan

State of Alaska, Department of Health and Social Services, Draft Emergency Operations Plan

# ANNEX K: DEBRIS MANAGEMENT

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## I. **Responsible Agencies**

### **Primary**

Emergency Operations  
Public Works

### **Support**

General Services  
Assessing-Land Management Division  
Finance

### **Cooperating**

City of Fairbanks  
City of North Pole

## II. **Purpose and Scope**

### **Purpose**

The purpose of this Annex is to identify the roles and responsibilities of governmental and non-governmental entities involved in debris management in the FNSB following a major disaster or emergency. The primary goal is to facilitate and coordinate the removal, collection, and disposal of debris following a disaster; to mitigate against any potential threat to the health, safety, and welfare of the impacted citizen; expedite recovery efforts in the impacted area; and address any threat of significant damage to public or private property.

### **Scope**

The FNSB government is primarily responsible for providing assistance to the FNSB population, excluding partner jurisdictions, and assisting in the return of FNSB infrastructure and operations to their pre-disaster functioning. FNSB will also assist residents with debris management, as applicable. This annex specifically applies to those functions which will:

- Require large-scale debris clearance
- Impact FNSB health and safety

## III. **Policies**

The cities of Fairbanks and North Pole will be responsible for debris removal within their jurisdictions.

Debris removal employees and contractors will use appropriate personal protective equipment when required for safety and health and will undergo training on debris hazards.

Hazardous wastes will be segregated from the waste stream and disposed of in accordance with state and federal regulations.

Private property and roads will be the responsibility of the landowners. In case of a disaster or emergency, the FNSB may assist individuals in accordance with its policies, priorities, and resources.

#### **IV. Situation**

Natural and man-made disasters can produce a variety of debris that includes, but is not limited to: trees, sand, gravel, building/construction materials, vehicles, personal property, etc. The quantity and type of debris generated from any particular disaster is specific to the location and type of event, as well as its magnitude, duration, and intensity. The quantity and type of debris generated, its location, and the size of the area over which it is dispersed directly impacts the type of collection and disposal methods used to address the debris problem, associated costs incurred, and the speed with which the problem can be addressed.

##### **Planning Assumptions**

- In a major or catastrophic disaster, the debris removal requirements may exceed FNSB's capacity to manage it, both in the short and long term.
- Debris from the cities of Fairbanks and North Pole will likely be removed to the FNSB landfill or other location managed by the FNSB.
- The size and composition of the staff to manage debris clearance, removal, and disposal issues will depend on the magnitude of the disaster.
- The FNSB will rely heavily upon private contractors to remove, collect, and manage debris for reuse, resource recovery, reduction, and disposal.

#### **V. Concept of Operation**

##### **General**

FNSB Public Works is responsible for debris removal. Public Works will work in conjunction with support agencies, utility companies, waste management firms, and trucking companies to facilitate the debris clearance, collection, reduction, and disposal needs following a disaster. Public Works contracts with a network of vendors to accomplish these required functions. As an incident develops, Public Works will encourage vendors to stage equipment at strategic locations throughout the FNSB to protect the equipment from damage to ensure the use of the equipment, and allow for clearing crews to begin work immediately after the disaster or emergency.

While Public Works will utilize private contracts for many functions, they also have heavy equipment available in its inventory and can access additional equipment from the

Transportation Department. The majority of Public Works equipment is located at the landfill. Use of this equipment may impact landfill operations and the decision to use this equipment will be made with consideration of all factors and timelines.

Successful debris operations will require collaborative efforts between departments within the FNSB and with specific external agencies that have regulatory authority over debris operations. It is essential that staff members receive training and communicate with other agencies responsible for debris clearance, removal, and disposal activities prior to any event.

It is essential for emergency response and recovery personnel to understand how their normal job responsibilities and functions apply to debris operations. Debris planning staff should be comprised of full-time personnel supplemented with personnel from other staffs and agencies. The planning process should include a review of individual departmental functions and responsibilities for implementing debris operations.

### **Debris Removal Priorities**

Debris removal operations generally occur in two phases:

**Phase 1** - Initial debris clearance activities necessary to eliminate life and safety threats. The first priority is to clear debris from key/major roads to provide access for emergency vehicles and resources into the impacted area and to provide access for search and rescue responders if needed. Debris is pushed to the shoulders of the roadway during the emergency to open key routes. The objective is to provide for the safe movement of emergency and support vehicles into and out of the disaster area and into locations that may need to be searched for victims. The ECC in coordination with fire departments, law enforcement and Public Works will prioritize which roads shall be cleared first.

During the incipient phase of an incident or disaster an IMT would likely be assigned to the incident and would assign debris removal elements within the Operations Section to deal with life safety related issues, such as access to collapsed buildings in order to conduct search and rescue operations.

Initial damage assessment teams will be formed that will conduct “windshield surveys”. In addition to other damage assessment duties, these teams will conduct a visual assessment to identify the type of debris that may be encountered and estimate the type and amount of debris that will be removed. Aerial surveys may be needed.

Separate debris assessment may be conducted by teams that include Public Works representatives that will provide a more thorough assessment of the types and amounts of debris that must be removed.

**Phase 2** - Debris removal activities as a means to recovery. This phase will normally be managed by Public Works coordinating with Emergency Operations and other departments

As removal operations progress, the initial roadside piles of debris from opening roadways become the dumping location for additional yard waste and other storm-

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generated debris such as construction material, personal property, trash, and even household, commercial and agricultural chemicals.

Prioritization of opening access to other critical community facilities such as public buildings, water treatment plants, wastewater treatment plants, power generation units, and airports must take place.

The role and need for local contractors will be determined during Phase II operations. The FNSB will need to coordinate with the Cities of Fairbanks and North Pole to establish a contracted work force capable of expeditious removal of debris from all affected jurisdictions. Additional state or federal assistance may be required.

**Debris Classification**

Typically, disasters generate a mix of different types of debris. Figure 1 summarizes the typical types of debris for each type of disaster. To facilitate the debris management process, debris will be segregated by type.

		<b>Typical Debris Streams</b>								
		Vegetative	Construction & Demolition	Personal Property/ Household	Hazardous Waste	Household Hazardous Waste (HHW)	White Goods	Soil, Mud and Sand	Vehicles and Vessels	Putrescent
<b>Types of Disasters</b>	Fire	X		X		X	X	X		
	Flood	X	X	X	X	X	X	X	X	X
	Earthquake		X	X		X	X	X		
	Energy	X			X			X		X

Figure 1. Typical Debris Streams for Different Types of Disasters

**Debris Storage and Reduction**

Temporary Debris Storage and Reduction (TDSR) sites will be identified and evaluated by Public Works in conjunction with Land management and the cities of Fairbanks and North Pole. These sites would most likely include some or all of the 14 transfer stations located throughout the FNSB.

Debris will be placed in TDSR sites until a detailed plan of debris collection and disposal is prepared. TDSR sites should be readily accessible by recovery equipment and should not require extensive preparation or coordination for use. When feasible, collection sites will be on public property to facilitate implementation and mitigate against any potential liability issues. Activation of the sites will be under the control of the Director of Public Works and will be coordinated with other recovery efforts through the ECC.

Considerations for TDSR site management include:

- Training staff that emphasizes the need for documenting key debris eligibility requirements for Public Assistance grant consideration

- Determination if hazardous waste or household hazardous waste will be collected and if so, establishing a process for handling it.
- Establishing monitoring needs and protocols.

Debris collected at TDSR sites will be transferred to the FNSB landfill or other appropriate locations based on the type and classification of the material. The FNSB may also add roll-off containers and/or compactors to additional sites throughout the FNSB to supplement transfer stations (TDSR sites), if needed.

A proactive and cooperative information management plan should be developed with FNSB, IMT, Cooperating Agency PIOs, and the JIC (if established). The information management plan should include means and methods to disseminate debris pick-up schedules, disposal methods, location of drop off sites, curbside debris segregation instructions, and on-going actions to comply with local, state and federal Environmental Protection Agency (EPA) regulations. It should also disseminate information regarding disposal procedures for individuals and independent contractors and restrictions and penalties for creating illegal dumps. PIOs should be prepared to respond to questions pertaining to debris removal from the media and local residents.

## **VI. Responsibilities**

### **Primary Agencies**

#### **Public Works will:**

- Coordinate and oversee debris removal operations and conduct large-scale sorting of materials/debris prior to deposition in the FNSB landfill.
- Develop and maintain a list of approved contractors/vendors who have the capability to provide debris removal, collection, and disposal in a cost effective, expeditious, and environmentally sound manner. These contractors may include snow removal and hauling companies.
- Ensure that all required regulatory permits are secured prior to the start of debris removal operations. Develop a demolition strategy for damaged structures, if necessary.
- Identify and coordinate historic preservation needs and issues.
- Assign a primary coordinator, and additional staff if necessary, to coordinate State and Federal assistance for debris management activities.
- Provide debris quantity assumptions, economic analysis, and feasible solutions for the debris operations.
- Select and lay out TDSR sites in conjunction with Land Management and the cities of Fairbanks and North Pole.
- Conduct daily update briefings and ensure that all major debris removal and disposal actions are reviewed.
- Determine reduction and recycling means and methods.
- Assess available landfill space and determine if additional space is needed.
- Write contract scopes of work, conditions, and specifications.
- Coordinate with the cities of Fairbanks and North Pole, and the military bases of Ft.

Wainwright and Eielson AFB in support of their debris removal needs.

**Emergency Operations** will:

- Determine priorities for debris removal in support of life and safety functions, such as emergency vehicle access or access to areas needing search and rescue operations.
- Order IMTs in support of incident or disaster operations that may require debris removal.
- Acquire personnel, equipment and other resources for response debris removal operations.
- Either directly or through an assigned IMT, provide communications, facilities, services, equipment, and materials to support response activities.

**Support Agencies**

**General Services** will prepare debris contracts ready for advertisement or establish pre-qualified contractors prior to the event.

**Assessing-Land Management** will coordinate with Public Works on the selection of TDSR sites and review and/or establish a land acquisition process for TDSR sites or other temporary debris management sites that are not already established.

**Finance** will:

- Develop an emergency response and recovery budget, tracking expenses, and ensuring funds are available for personnel, equipment, supplies, and contract service costs.
- Ensure that new contracts/work orders are initiated to secure FEMA reimbursement.
- Establish a records management system to collect and keep all documentation that may be required for Public Assistance grants.

# ANNEX L: PRIVATE SECTOR COORDINATION

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## I. Responsible Agencies

### Primary

Emergency Operations

### Cooperating

Private Sector Organizations and Businesses

## II. Purpose and Scope

### Purpose

This Annex describes the policies, responsibilities, and concept of operations for FNSB incident management activities involving the private sector during incidents requiring a coordinated FNSB response. This annex further describes the activities necessary to ensure effective coordination and integration with the private sector, both for-profit and not-for-profit, including critical infrastructure, key resources, other business and industry components, and not-for-profit organizations (sometimes called nongovernmental organizations or NGOs), including those serving special needs populations, engaged in response and recovery.

### Scope

The FNSB government is primarily responsible for providing assistance to the FNSB residents and businesses and coordinating the return of FNSB infrastructure and operations to their pre-disaster status. This annex applies to incidents requiring a coordinated FNSB response that involve the private sector in any of the following ways:

- Impacted organization or infrastructure
- Response resource
- Regulated and/or responsible party
- Utility provider
- Critical to public supply chain
- Member of the State emergency management organization

This annex does not alter existing private-sector relationships for emergency management under the law. Existing contractual or other legal relationships between Federal agencies and the private sector are not supplanted by this annex.

## III. Policies

The FNSB will encourage extensive two-way and multidirectional sharing of operational information and situational awareness relative to potential or actual incidents between the

public and private sectors through the MAC/Policy Group.

Members of the Critical Infrastructure and Key Resources (CIKR) community are encouraged to organize sector-coordinating and information sharing mechanisms relevant to their sector or areas of concern. Owners and operators of those infrastructure elements whose disruption may have national or regional impact are encouraged to develop appropriate emergency response plans and information sharing processes and protocols. These should be tailored to the unique requirements of their respective sectors or industries and mapped clearly to local emergency response plans and information-sharing networks.

Private-sector organizations are also encouraged to develop and maintain capabilities needed to respond to and manage a complete spectrum of incidents and emergencies, except in cases where the capabilities are inherently governmental in nature. Where appropriate, the FNSB government should include private-sector representatives in incident management planning, operations and exercises to ensure continuity of effort, and good communication and cooperation.

#### **IV. Situation**

In the event of a major incident or disaster, the FNSB will experience interruptions in essential services and supplies and will need to secure critical infrastructure/key resources (CIKR). The FNSB will need to coordinate with both the for-profit and not-for-profit sectors to restore these essential services and ensure the needs of the community are met.

#### **V. Concept of Operations**

##### **General**

The concept of operations in this annex covers the specific organizations and actions developed that are required to effectively and efficiently integrate incident management operations with the private sector. These are detailed in the following sections.

##### **Coordination with the Private Sector**

General: The FNSB will need to facilitate coordination with the private sector to provide for critical needs as listed below:

- Determine the impact on the sector involved, as well as forecast cascading effects of interdependencies between sectors.
- Establish communications that facilitate a shared situational awareness across industry and infrastructure sectors as well as between the public and private sectors, including individuals with special needs.
- Coordinate and set priorities for incident management support and response,

including the rationing or prioritizing of the delivery of goods and services after an incident.

- Inform the FNSB government decision makers to help determine appropriate recovery and reconstitution measures, particularly in cases where they may result in indemnity, liability, or business losses for the private sector.

### **Private Sector Involvement in Incident Management**

Private-sector involvement with incident management organizations is determined by the nature, scope, and magnitude of the incident. The FNSB will assign a liaison to facilitate private sector communication and coordination with Emergency Operations if necessary.

### **Private Sector Incident Management Organizations**

- General: Private entities such as businesses and industry associations develop, validate, exercise, and implement security and business continuity plans to ensure their capability to deliver goods and services. Included in their planning are assessments and contingency plans for the disruption of their supply chain and other dependencies.
- Private-sector owners and operations may coordinate plans for security and continuity/contingency programs with FNSB and local entities.
- Notification and Reporting: Private sector for profit and not-for-profit organizations report threats, incidents, and potential incidents to Emergency Operations Department using existing jurisdictional incident reporting mechanisms (i.e. Fairbanks Dispatch). Emergency Operations receives threat and operational information regarding incidents or potential incidents and determines whether to initiate the coordination of FNSB incident management activities.

### **Actions Related to Operations with the Private Sector**

- Pre-incident
  - Facilitate and encourage industry sectors to participate in information sharing and other prevention and mitigation activities. These sectors include: utilities, supply chain, and aid.
  - Develop and maintain relationships with the CIKR sector and suppliers to identify requirements for capabilities and support. Establish programs and capabilities that continuously improve the two-way exchange of information with the private sector. Maintain master list of vendors and suppliers in the event of an emergency or disaster. Initiate contact with private sector entities to provide emergency services and supplies such as the Alaska Railroad Corporation.
  - Maintain situational/operational awareness of CIKR and supply chain issues through the ECC and in conjunction with the information-sharing mechanisms.

The ECC assesses the data it receives to identify anomalies in sector operations and works closely with both CIKR owners and operators and supply chain vendors. It will disseminate alerts, warnings, and advisories for both government and private-sector entities, as appropriate.

- In collaboration with other jurisdictions, encourage, facilitate, and coordinate industry sectors to develop and implement industry best practices for preparedness. Perform sector-wide preparedness planning, coordinate with regional and local government plans, and perform cross-sector integration of plans. This planning includes supporting sector-specific and cross-sector exercises and providing representation in exercises led by the private sector and local governments.
- Initial Actions
  - Actions are initiated at the FNSB ECC to facilitate coordination with relevant private-sector entities.
  - The FNSB ECC monitors the operational status of CIKR and the supply chain. It facilitates coordination and sharing of situational awareness among the CIKR and across other industry sectors as needed.
  - The ECC coordinates between the owners and operators of CIKR and other private assets, and other appropriate agencies, to ensure that all are informed regarding relevant activities. State agencies coordinate with the ECC to share information regarding CIKR vulnerabilities and activities and in support of the common operating picture. A list of CIKR will be held by the ECC.
- Ongoing Actions
  - The ECC maintains situational awareness through the recovery of CIKR and essential supply chain vendors and facilities.
  - FNSB may assist or facilitate infrastructure owners and operators with the restoration of facilities. They may work under existing authorities and in coordination with private-sector organizations and consortia that are organized for these purposes.

## **VI. Responsibilities**

### **Primary Agency**

**Emergency Operations** will:

- Develop and maintain working relations with its associated private-sector counterparts through partnership committees or other means (e.g.,
-

Communications; Fairbanks Dispatch, telecommunications industry; Oil and Hazardous Materials Response: oil and hazardous materials industry; etc.).

- Share information, including threats and warning, before, during, and after an incident.
- Inform and familiarize the private sector on the contents of the CEMP, and encourage and facilitate the development and coordination of equivalent private-sector planning.
- Coordinate FNSB incident management functions with the private sector and local governments.
- Establish and maintain relationships with procurement departments, vendors, and suppliers to ensure critical supplies and resources are available.
- Ensure contracts for essential services are current, cover necessary services and include a disaster clause in case of emergencies or disasters.

### **Cooperating Agencies**

#### **Private Sector Entities**

Private-sector organizations support the CEMP either through voluntary actions to help ensure business continuity or by complying with applicable laws and regulations.

To assist in response and recovery from an incident, private-sector organizations:

- Take responsibility for their internal preparedness by:
  - identifying risks and performing vulnerability assessments.
  - developing contingency and response plans.
  - enhancing their overall readiness.
  - implementing appropriate prevention and protection programs and coordinating with their suppliers and CIKR customers to identify and manage potential cascading effects of incident-related disruption.
- Accept responsibility to:
  - Share information appropriate within the law with the government.
  - Provide goods and services through contractual arrangements or government purchases. Abide by contract disaster clauses, where applicable.
  - Act as corporate citizens to donate and facilitate donations by others of goods and services.
  - Certain organizations are required to bear the cost of planning and response to incidents, regardless of cause. When requested by FNSB, these private-sector organizations are expected to mobilize and employ necessary and available resources in accordance with their plans to address the consequences of incidents at their own facilities or incidents for which they are responsible.



## **ANNEX M: MULTIJURISDICTIONAL COORDINATION**

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This section is under development



# HAZARD SPECIFIC ANNEX 1: EARTHQUAKES

## I. Introduction

### Purpose

This Annex establishes a response plan for the FNSB while responding to earthquakes and other seismic events.

The FNSB's main objectives during the initial stages of an earthquake response are to assess damage and to initiate the rescue, evacuation and shelter of affected residents.

### Scope

This Annex describes the activities of FNSB departments when a damaging earthquake occurs. Since earthquakes typically occur without warning, this Annex focuses on response activities during and after an earthquake.

### Planning Assumptions

In addition to structural damage to bridges, buildings, utilities, and communications systems, any earthquake that generates high intensity shaking may be expected to result in:

- Additional natural/environmental emergencies such as landslides.
- Industrial/technological emergencies such as fires, explosions, and hazardous materials incidents.
- Disruption of vital services such as water, sewer, power, gas, transportation (including severe impacts to roads and bridges), communications.
- Damage to, and disruption of, emergency response capabilities (facilities, resources, and systems).
- Emergency management organizations in the region are also impacted and unable to provide mutual aid.
- Loss of businesses and industries, reducing the FNSB's economic base.
- Significant injuries and loss of life.
- Aftershocks, which may generate additional incidents/emergencies, fatalities, injuries, and unsafe structures.
- Depending on when the earthquake occurs, a large number of FNSB employees may be unable to make it to work or the ECC.

## II. Procedures

Key action list for each FNSB department are included in the functional Annexes to this plan. These lists outline each department's tasks and responsibilities during earthquake response.

The primary activities that FNSB manages during an earthquake are:

- Evacuation
- Sheltering
- Situation Assessment
- Damage Assessment
- Emergency Public Information
- Debris Removal

Field units may need to self-initiate responses and work independently until centralized command, control, and communications can be reestablished.

### **III. Responsibilities**

The following FNSB departments have operational responsibilities that are specific to earthquakes. Section IV of this Annex lists key actions to be followed in the event of an earthquake. The Annex focuses only on those activities that are unique to earthquakes.

#### **Primary Agencies**

**Emergency Operations** is responsible for the overall coordination of earthquake response and recovery for the FNSB. In the event of a damaging earthquake, Emergency Operations will activate the Basic Plan and applicable functional annexes, activate the ECC, and undertake the key actions included in the Emergency Operations list in Section IV of this Annex.

**Public Works** is responsible for coordinating debris clearance and damage assessments of FNSB facilities following an earthquake. Damage assessments will include service area roads and bridges. Public Works will also oversee debris removal during earthquake response, following the procedures in Annex K. Public Works will undertake the key actions included in the list in Section IV of this Annex.

The **Office of the Assessor** will assess damage to private property following an earthquake. The Assessor will work closely with Community Planning and other FNSB departments, and state and federal agencies working with damage assessment teams described in Annex H.

#### **Support Agencies**

**Fairbanks Emergency Communications Center** will assist with providing emergency public information through the Community Notification System.

**Alaska Department of Transportation and Public Facilities** will assess damage to state transportation infrastructure and manage road closures.

**Public Safety Agencies** may conduct initial damage assessments using first responders in the field. The types of information to be gathered during initial damage assessment include the number of structures and individuals impacted, and damage to critical

infrastructure and key resources.

#### IV. Earthquake Response Actions

In this section, responsibilities listed for the FNSB Emergency Operations Department may be carried out directly by Emergency Operations staff or through the activation of the ECC and/or an IMT. As previously stated, state and federal emergency management agencies (DHS&EM and FEMA) are not listed outright as support agencies, but may play a role in any of the response actions listed. It is assumed that the Cities of Fairbanks and North Pole will be conducting the same response actions within their jurisdictions.

##### Warning Phase

<b>SITUATION</b> Earthquakes occur without sufficient warning to undertake incident-specific preparations		<b>RESPONSE ACTIONS</b>	<b>RESPONSIBILITY</b>
<b>Response Phase:</b> Earthquake has just occurred	Warn citizens of the dangers of weakened or collapsing buildings.		Primary: Emergency Operations Support: Mayor's Office
	Issue evacuation orders as appropriate.		Primary: Emergency Operations Support: Mayor
	Activate IMT & establish Incident Command Post (ICP).		Primary: Emergency Operations
	Work with utility companies & municipalities to restore essential public utilities and facilities.		Primary: Emergency Operations Support: Public Works
	Control fires and hazmat releases.		Primary: Emergency Operations, FSAs, FNSB Hazmat Team
	Activate reconnaissance, rescue and medical strike teams and/or task forces.		Primary: Emergency Operations, FSAs Support: Public Works Cooperating: AST, DHHS
	Maintain public order and crowd control.		Primary: (No FNSB authority) Cooperating: AST,
	Disseminate public information.		Primary: Emergency Operations Support: Mayor's Office Cooperating: State and Federal agencies assigned to a JIC
	Account for all persons in community.		Primary: Emergency Operations Support: FSAs
	Establish shelters.		Primary: Emergency Operations Support: FNSB School District, Parks
	Secure evacuated areas.		Primary: Emergency Operations Cooperating: AST, DOT

	Establish safe location for emergency medical care and arrange for medical evacuations as necessary.	Primary: Emergency Operations Support: FNSB School District, Parks Recreation Cooperating: DHHS, FMH
	Estimate extent of damage.	Primary: Emergency Operations, FSAs Support: Public Works, Assessor Cooperating: DOT
	If conditions warrant, declare a FNSB disaster emergency and request state declaration of disaster emergency.	Primary: Emergency Operations, Mayor's Office
<b>Recovery Phase:</b> Earthquake has occurred and initial response has been completed	Review Response checklist.	All Departments
	Coordinate recovery activities with state and federal relief agencies.	Primary: Emergency Operations Support: All Departments
	Arrange for debris clearance.	Primary: Public Works Support: Emergency Operations, General Services
	Work to restore damaged utilities and transportation systems (airstrips, roadways, and port facilities).	Primary: Public Works Support: Emergency Operations, General Services Cooperating: DOT, DEC
	Assessment of critical infrastructure for safety of operators/ occupants.	Primary: Public Works Support: Emergency Operations, General Services Cooperating: DOT
	Arrange for emergency housing as necessary.	Primary: Emergency Operations Support: FNSB School District Cooperating: ARD, VOAD
	Establish disaster aid centers to process applications for the rehabilitation of individuals and families.	Primary: (No FNSB authority) Support: Emergency Operations Cooperating: ARC, VOAD
	Survey safety hazards and undertake corrective measures, including a health and sanitation survey and disease prevention	Primary: Public Works Support: Emergency Operations,
	Arrange for handling and identification of fatalities.	Primary: (No FNSB authority) Cooperating: DHHS, AST

	Disseminate public information regarding ongoing hazards and relief efforts.	Primary: Emergency Operations Support: Mayor's Office Cooperating: State and Federal agencies assigned to a JIC
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**V. Earthquake Stabilization and Restoration Sequence**

The priorities reflected in this list are general guidelines for returning the affected FNSB community or communities to operational and economic normalcy following an earthquake.

Type of Service	Priority 1	Priority 2	Priority 3
<b>Communications</b>	Emergency response ECC EAS radio station services Warning sirens	Essential phone circuits Non-EAS radio stations	Data and other commercial communications services
<b>Facilities</b>	Dispatch Centers Fire Stations Hospital Shelters Water Treatment Plant Police AST	Grocery Stores Public Works Wastewater Treatment Plant City/Borough offices State/Federal offices	Schools (non-shelters) Library Businesses
<b>Energy</b>	Power to fuel pumps Power to ECC Power to shelters Power to hospital Power to water treatment plant	Power to sewer treatment Heating/cooking Power to public facilities	Dwellings Businesses
<b>Transportation</b>	Primary routes Evacuation routes Airport	Secondary routes	
<b>Equipment</b>	Emergency generators Emergency response vehicles	Heavy Equipment	Buses
<b>Personnel</b>	FNSB dept. heads Emergency response personnel IMT staff	Workers essential to reconstruction, debris and waste disposal	Personnel necessary for economic recovery
<b>Water</b>	Fire suppression Potable water Sanitation	Industrial processes	



# HAZARD SPECIFIC ANNEX 2: FLOODS

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## I. Introduction

### Purpose

This Annex supplements the CEMP by establishing a flood response plan.

The FNSB's main objectives during flood response are: coordinate public alert and warning; coordinate rescue and relocation of affected residents from flood-hazard areas; and coordinate the damage assessment process.

### Scope

This Annex describes the activities of FNSB Departments during a flood event. This Annex presumes that flooding is imminent or has already occurred.

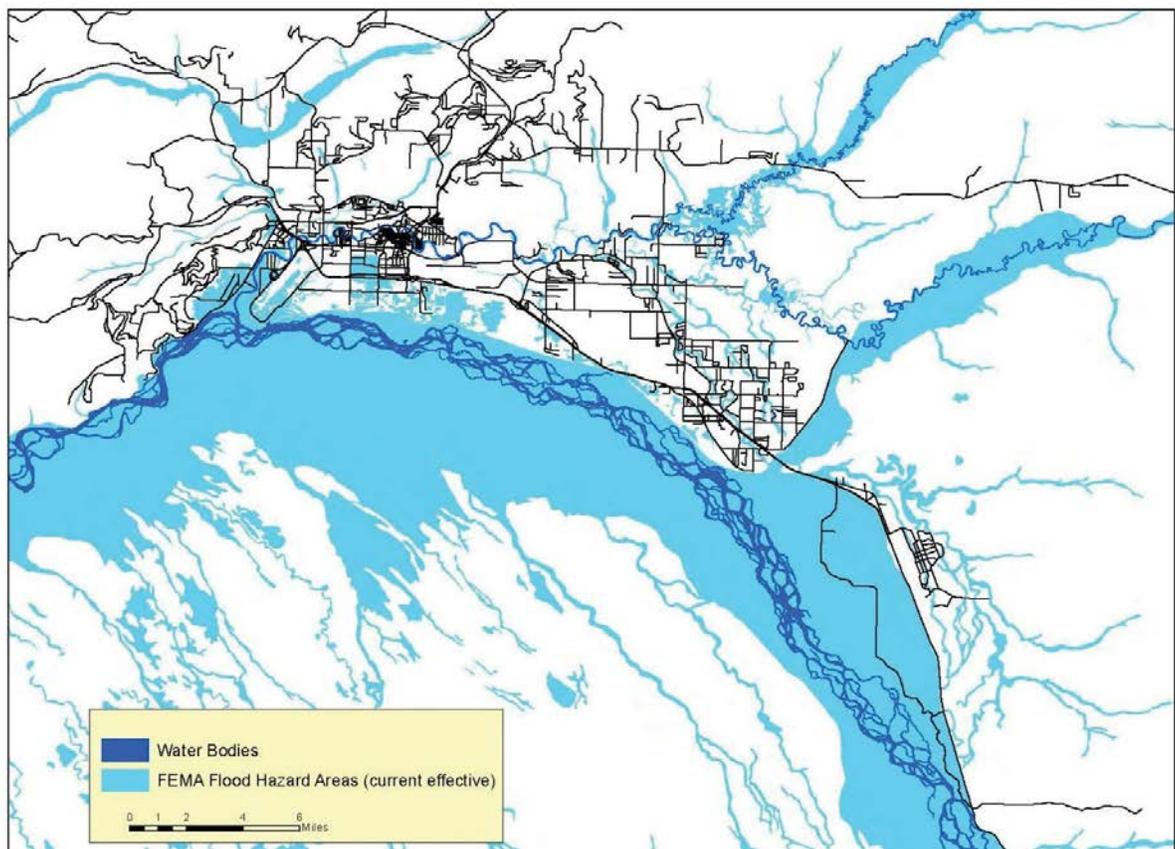


Figure 1. FNSB Flood Hazard Areas

## **II. Procedures**

A Key Actions List for each FNSB department with a role in flood response is included in Section IV. These checklists outline each department's tasks and responsibilities during the three stages of flood response.

The primary activities that FNSB manages during a flood are:

- Public Warning
- Public Information
- Evacuation
- Sheltering
- Damage Assessment
- Debris Removal

## **III. Responsibilities**

The following FNSB departments have operational responsibilities that are specific to flood events. Section IV of this Annex lists key actions to be followed in the event of the flood. The Annex focuses only on those activities that are unique to a flood situation. All of the basic emergency management functions described in the Basic Plan and procedural annexes also apply to functions that are common to all emergencies.

### **Emergency Operations**

Emergency Operations is responsible for the overall coordination of flood response for the FNSB. In the event of a flood, Emergency Operations will activate the Basic Plan and applicable Functional Annexes, activate the ECC, and undertake the key actions included in the checklists in Section IV of this Annex.

### **Public Works**

The Public Works Department is responsible for assessing damage to service area roads and bridges, monitoring the Flood Control Project levee system, and oversees debris removal and management. Public Works will regularly survey the levees and actively monitor water levels during periods of high flood risk, and communicate the information back to the ECC. After flooding occurs, Public Works manages the debris removal process, following the procedures in Annex K. Public Works will undertake the key actions included in the checklist in Section IV of this Annex.

### **Community Planning (Flood Plain Administrator)**

The FNSB Floodplain Administrator's primary responsibility is to participate in floodplain damage assessments following a flood, and to make Substantial Damage Determinations. The Floodplain Administrator also works with the Community Planning Department on the permitting process for rebuilding in flood-damaged areas. The Floodplain Administrator also works on flood mitigation programs and public outreach. During a flood response, the Floodplain Administrator will undertake the key actions included in the list in Section IV of this Annex.

### **Assessor**

The FNSB Assessor's primary role is conducting damage assessment of private property following a flood. The Assessor will work closely with other FNSB departments and state/federal agencies on damage assessment teams as described in Annex H and undertake the key actions included in the checklist in Section IV of this Annex.

### **Other Agencies**

- **National Weather Service (NWS)**

The NWS in Fairbanks prepares weather and hydrological forecast products that the FNSB can use to monitor precipitation, river flow, ice movement, and flood potential. During periods of high flood risk, the Emergency Operations will communicate frequently with the NWS Forecast Desk to stay apprised of changes in river conditions.

- **Army Corps of Engineers**

The Army Corps of Engineers operates the Chena Flood Control Project, which provides flood damage reduction for the City of Fairbanks by diverting flood waters from the Chena River to the Tanana River during flood events. The Corps of Engineers maintains an Emergency Action Plan for the Moose Creek Dam outlining emergency procedures in the event of dam failures or other uncontrolled flooding. During periods of high water flow in the upper Chena River, Emergency Operations will maintain regular contact with Corps staff.

- **Fairbanks Emergency Communications Center**

FECC will assist with alert, warning and emergency public information through the Community Notification System. Dispatch will assist with the dissemination of information provided by the ECC to residents and businesses located in high flood risk areas within the FNSB. The FECC will provide situational updates to the ECC about flood related information received through the 911 System.

- **Alaska Department of Transportation and Public Facilities**

ADOTPF assesses damage to state maintained roads and bridges, and may initiate road closures if conditions are deemed unsafe for travelers. The ECC will maintain regular communications with AKDOTPF regarding damage or other issues that may be impacting the state transportation system.

## **IV. Flood Response Actions**

In this section, responsibilities listed for the FNSB Emergency Operations Department may be carried out directly by Emergency Operations staff or through the activation of the ECC and/or an IMT. As previously stated, state and federal emergency management

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agencies (DHS&EM and FEMA) are not listed outright as cooperating agencies, but may play a role in any of the response actions listed.

# HAZARD SPECIFIC ANNEX 3: WILDLAND FIRES

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## I. **Introduction**

### **Purpose**

The purpose of this Annex is to supplement the CEMP by establishing a response plan for the FNSB to use during wildland fire incidents.

### **Scope**

This Annex describes the activities of FNSB Departments during a wildland fire. This Annex presumes that a fire is imminent or has already occurred.

## II. **Procedures**

A Key Actions List for FNSB departments with a role in fire response is included in Section IV. These lists outline each department's tasks and responsibilities in the wildland fire alert and response stages.

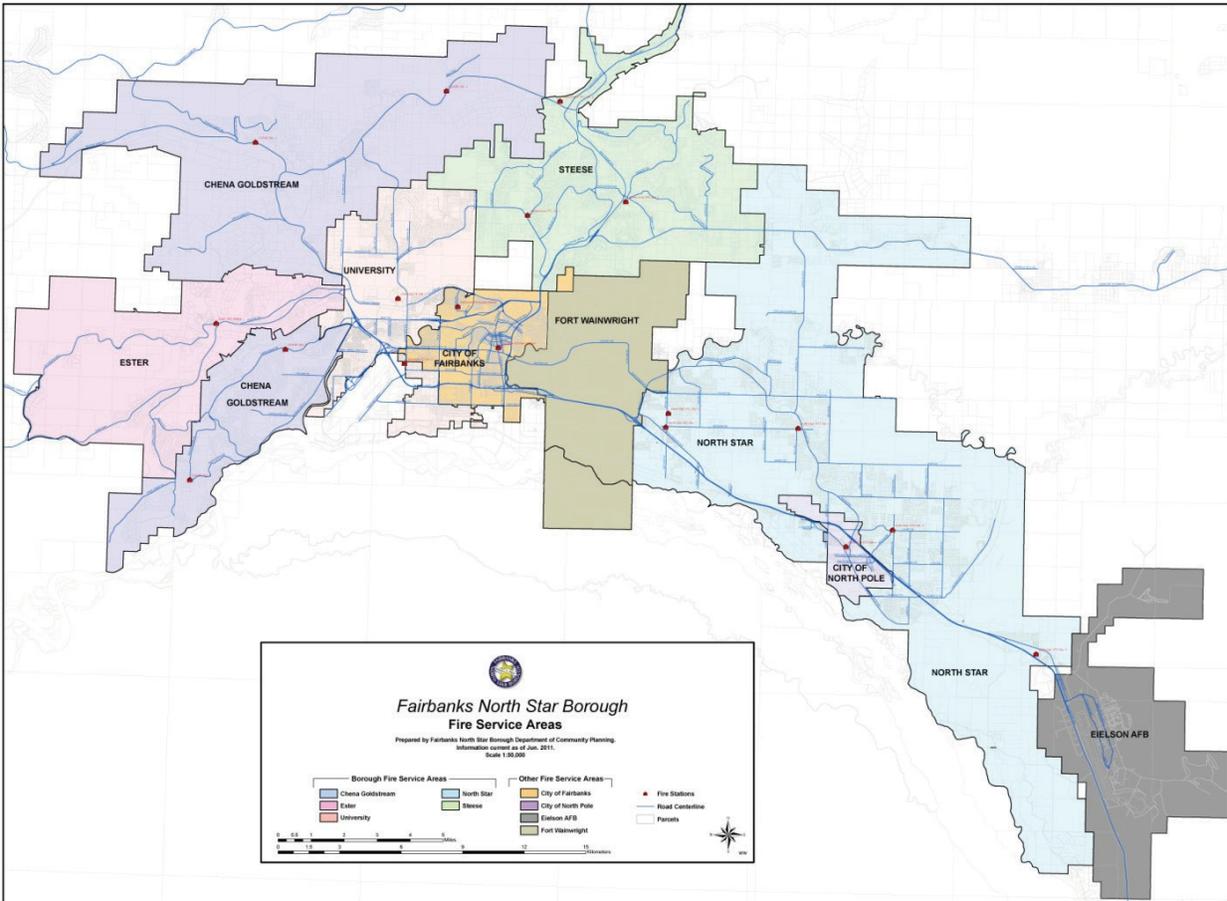
The initial concerns of the FNSB ECC in the event of a wildland fire are centered on the well-being of FNSB residents, rather than tactical fire operations. These include:

- Alert and warning of threatened populations
- Evacuation of areas at risk of fire encroachment
- Air quality monitoring
- Relocation and sheltering of displaced residents and animals
- Timely and accurate emergency public information.

## III. **Responsibilities**

### **General**

Firefighting agencies have primary responsibility for firefighting within their areas of jurisdiction. The FNSB is divided into Fire Service Areas (see map). Wildland fire suppression in areas of the FNSB which are outside of cities or Fire Service Areas is the responsibility of the State Division of Forestry (DOF).



## **Emergency Operations**

Emergency Operations is responsible for the overall coordination of fire response for the FNSB. In the event a wildland fire impacts--or threatens to impact--residential or commercial properties, roadways, or other FNSB infrastructure, Emergency Operations will activate the Basic Plan and applicable functional annexes, activate the ECC, and undertake the key actions included in the lists in Section IV of this Annex. Emergency Operations will take the lead role in coordinating an evacuation if such an action is required.

## **Other agencies**

- **Fire Departments**

Depending upon the location of fires and mutual aid agreements in place, any or all of

the firefighting agencies with jurisdiction in the FNSB region may be involved in tactical firefighting operations. During large wildland fire incidents, a Fire Services Coordinator will serve in the Operations Section of the ECC.

- **Fairbanks Emergency Communications Center**

The FECC serves as a warning point for emergency public information through the Community Notification System. The FECC will update the ECC with incident related information called into the FECC through the 911 System.

- **Law Enforcement**

Assist with the establishment of control points to limit ingress into hazard areas and to secure an areas after that area has been evacuated.

See Annex B & E (Alert and Warning and Emergency Public Information) for procedures to alert and warn residents. Critical activities include:

#### IV. Wildland Fire Response Actions

In this section, responsibilities listed for the FNSB Emergency Operations Department may be carried out directly by Emergency Operations staff or through the activation of the ECC. As previously stated, state and federal emergency management agencies (DHS&EM and FEMA) are not listed outright as support agencies, but may play a role in any of the response actions listed.

SITUATION	RESPONSE ACTIONS	RESPONSIBILITY
<b>Warning Phase:</b> Threat of a Fire exists (See also Drought checklists)	Identify areas at risk.	Primary: Emergency Operations, FSAs Support: Assessor Cooperating: DOF
	Assess staffing – assign additional personnel as needed.	Primary: Emergency Operations, FSAs Cooperating: DOF
	Determine fire readiness of vehicles & equipment.	Primary: FSAs Support: Emergency Operations Cooperating: DOF

	Determine water levels for fire fighting.	Primary: FSAs Support: Emergency Operations Cooperating: DOF
	Check auxiliary generators and other power, lighting, and communications, equipment.	Primary: FSAs Support: Emergency Operations Cooperating: DOF
	Restrict outdoor burning.	Primary: (No FNSB authority) Cooperating: DOF
	Provide public information and direction.	Primary: Emergency Operations, FSAs, Mayor's Office Coordinating: DOF
	Review Warning checklist.	Primary: Emergency Operations, FSAs Cooperating: DOF
<b>Response Phase:</b> Fire is occurring	Activate incident management team; establish Incident Command Post.	Primary: Emergency Operations, FSAs Support: FNSB School District Cooperating: DOF
	Assess and identify affected areas.	Primary: Emergency Operations, FSAs Cooperating: DOF
	Issue Evacuation Watch if warranted.	Primary: Emergency Operations Support: FSAs, FECC Cooperating: DOF, AST, ARC, NWS
	Coordinated Evacuation if warranted.	Primary: Emergency Operations Support: FSAs, FNSB School District, FECC Cooperating: DOF, AST, ARC, NWS
	Continue to disseminate public information.	Primary: Emergency Operations, FSAs, Mayor's Office Cooperating: DOF
	Continue to disseminate public information.	Primary: Emergency Operations, FSAs, Mayor's Office Cooperating: DOF

SITUATION	RESPONSE ACTIONS	RESPONSIBILITY
<i>Notify all other organizations listed under WARNING PHASE (above) as appropriate.</i>	Account for all persons in affected area.	Primary: Emergency Operations, FSAs Cooperating: DOF
	Establish Evacuee Collection Points.	Primary: Emergency Operations Support: FNSB School District Cooperating: DOF, AST, ARC
	Establish shelters.	Primary: Emergency Operations Support: FNSB School District, Parks and Recreation Cooperating: DOF, AST, ARC
	Secure evacuated areas.	Primary: (No FNSB authority) Cooperating: AST, DOT
	Inform EMS, hospitals of injuries.	Primary: Emergency Operations, FSAs Cooperating: DOF, AST, FSAs
	Conduct air quality monitoring.	Primary: Transportation
	Establish facility/safe location for emergency medical care.	Primary: Emergency Operations, FSAs Cooperating: DHHS
	If conditions warrant, declare a local disaster emergency and request state declaration of disaster emergency.	Primary: Emergency Operations, Mayor
<b>Recovery Phase:</b>  Fire has occurred	Review Warning & Response checklists.	Primary: Emergency Operations
	Coordinate recovery activities with state and federal relief agencies.	Primary: Emergency Operations
	Identify safety hazards and undertake corrective actions.	Primary: Emergency Operations, FSAs Cooperating: DOF
	Establish disaster aid centers to process applications for the rehabilitation of individuals and families.	Primary: (No FNSB authority) Support: Emergency Operations
	Restore essential public utilities and facilities.	Primary: Public Works Support: Emergency Operations, Cooperating: DOT, DEC
	Arrange for emergency housing, as necessary.	Primary: Emergency Operations Support: Cooperating: ARD, VOAD

	Perform damage assessments.	Primary: Public Works Support: Emergency Operations , Assessor
	Provide monetary figures necessary to support a request for disaster declaration.	Primary: Finance Support: Emergency Operations , Assessor
	Complete and submit necessary reports and paperwork to appropriate agencies.	Primary: Emergency Operations, Finance Support: , Assessor Cooperating: DOF
	Perform an incident critique.	Primary: Emergency Operations Support: Mayor's Office Cooperating: DOF

# HAZARD SPECIFIC ANNEX 4: ENERGY EMERGENCY

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## I. Introduction

### Purpose

The purpose of this Annex is to describe how the FNSB will maintain liaison with public utilities providing services in FNSB and coordinate support for the continued operations of public utilities necessary to provide essential services to FNSB residents, businesses, and governments during emergencies where energy shortages or interruptions may occur.

### Scope

The types of potential energy shortages addressed in this Annex are electric, heating fuel, sewer, water, and gasoline.

The major electric utility provider in the FNSB is Golden Valley Electric Association. Flint Hills Refinery provides gasoline, diesel, and home heating oil. Golden Heart Utilities and College Utilities provide water, sewer, and water treatment.

## II. Situation

### Emergency/Disaster Conditions and Hazards

A significant emergency or disaster may severely damage and limit access to the utilities infrastructure.

While FNSB residents are accustomed to occasional electrical outages, prolonged disruption of energy supply could have damaging consequences, particularly in winter when heating is critical due to the climate.

### Planning Assumptions

The normal forms of communication and utilities may be severely interrupted during the early phases of an emergency or disaster.

Following an emergency or disaster, there may be a shortage of or disruption to utilities, resources, goods, and services to the affected areas.

Fundamental resources such as water, food, first aid, shelter and sanitation supplies, fuels, and hand tools may be needed. FNSB does not have sufficient supplies and equipment on hand for long-term use.

There may be delays in all normal services such as police, fire, EMS, public works, transportation, and water/sewer and utilities response due to damage to facilities and equipment and shortages of personnel.

The management and logistics of resource support (see Annex F) is highly situational and is dependent upon the incident, resource accessibility, transportation systems available, and location of vendors and suppliers.

### III. **Responsibilities**

#### **General**

When the FNSB ECC is activated for emergencies or disasters, it will be the focal point for the establishment of priorities for restoration of utilities across the FNSB. Depending upon the utility outage, both private and public utility purveyors will be invited to work in the ECC to expedite restoration of utility services. The ECC will attempt to coordinate with utilities and provide them with situation and damage reports to facilitate the return to service of utilities as soon as possible.

All utilities will be expected to manage and operate the utility within their own jurisdiction, providing emergency services based on their requirements and capabilities. Public utility resources will be used to meet immediate and essential emergency needs. If adequate resources are not available locally, request for additional resources will be forwarded to the SEOC.

The FNSB ECC and JIC will generate emergency public information messages regarding the damage to utilities, service restrictions, and restoration timelines.

#### **Emergency Utility Coordinator**

When the requirement for coordinated use and mobilization of public utility resources is necessary to FNSB government operations and for the protection of life and property, an Emergency Utility Coordinator, or Coordinators may be appointed by the Emergency Operations Director and serve as a special liaison to the ECC. The Utility Coordinator(s) will be the liaison(s) with utilities not directly under the control of a city, FNSB, or state government agency.

### IV. **Energy Shortage/Interruption Response Actions**

SITUATION	RESPONSE ACTIONS	RESPONSIBILITY
<b>Warning Phase:</b>  Threat of an Energy Shortage or Interruption exists	Identify areas at risk.	Primary: Emergency Operations Support: Public Works, Assessor
	Estimate possible consequences.	Primary: Emergency Operations Support: Public Works, Assessor Cooperating: NWS, ACOE
	Activate IMT as appropriate.	Primary: Emergency Operations
	Establish and maintain contact with other affected areas and jurisdictions.	Primary: Emergency Operations

	Coordinate with other State and Federal agencies.	Primary: Emergency Operations
	Alert public utilities and review emergency shutdown procedures.	Primary: Emergency Operations Support: Public Works
	Estimate nature & scope of assistance required by community & threatened utilities.	Primary: Emergency Operations Support: Public Works
	Arrange for public announcements via radio, television, newspaper.	Primary: Emergency Operations Support: Mayor's Office
<b>Response Phase:</b>  Energy Shortage or Interruption is occurring	Review Warning checklist.	Primary: Emergency Operations
	Activate incident management team, establish command center.	Primary: Emergency Operations
	Determine the extent of interruption.	Primary: Emergency Operations
	Disseminate public information.	Primary: Emergency Operations Support: Mayor's Office
	Account for all persons.	Primary: Emergency Operations Cooperating: AST
	Prepare to activate shelters or locate emergency housing for evacuees.	Primary: Emergency Operations Support: FNSB School District, Parks and Recreation Cooperating: ARC
<i>Notify all other organizations listed under WARNING PHASE (above) as appropriate.</i>	Arrange for emergency and backup power for critical services.	Primary: Emergency Operations Support: Public Works
	Develop energy conservation plan & coordinate with other jurisdictions.	Primary: Emergency Operations Support: Mayor's Office
	Identify potential "back-up" fuels, such as cut wood, and plan for allocation.	Primary: Emergency Operations Support: Public Works
	Be ready for problems such as inactivated traffic signals, street lights, heating problems, low water pressure.	Primary: Emergency Operations Support: Public Works Cooperating: DOT, AST
	Provide special assistance to low income and homeless as needed.	Primary: Emergency Operations Cooperating: ARC, VOAD
	If conditions warrant, declare a local disaster emergency and request state declaration of disaster emergency.	Primary: Emergency Operations, Mayor's Office

<b>Recovery Phase:</b> Energy Shortage has occurred	Review Warning & Response checklists.	Primary: Emergency Operations
	Coordinate recovery activities with state and federal relief agencies.	Primary: Emergency Operations
	Establish disaster aid centers to process applications for the rehabilitation of individuals and families.	Primary: Emergency Operations
	Establish priorities for utility restoration.	Primary: Emergency Operations Support: Public Works
	Restore essential public utilities and facilities.	Primary: Emergency Operations Support: Public Works
	Perform damage assessments.	Primary: Public Works Support: Emergency Operations, Assessor
	Provide monetary figures necessary to support a request for disaster	Primary: Finance Support: Emergency Operations
	Complete and submit necessary reports and paperwork to	Primary: Emergency Operations, Finance Support: , Assessor
	Perform an incident critique.	Primary: Emergency Operations Support: Mayor's Office

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## HAZARD SPECIFIC ANNEX 5: PANDEMIC INFLUENZA PLAN

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### I. **PANDEMIC FLU RESPONSE CHECKLIST**

This section is reserved for a pandemic flu response checklist, which will be developed upon completion of a Pandemic Flu Emergency Plan for the FNSB.



