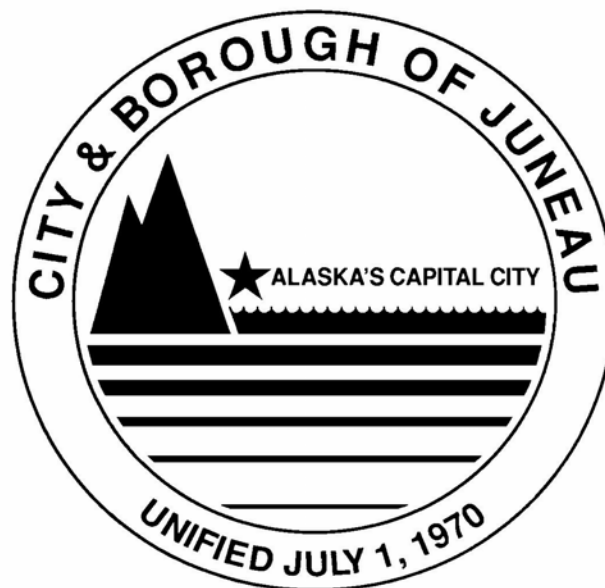


City and Borough of Juneau

**Emergency Operations Plan
Basic Plan**

July 15, 2003



Emergency Operations Plan Promulgation

To All Recipients:

Transmitted herewith is the Emergency Operations Plan for the City and Borough of Juneau (CBJ), adopted by the CBJ Assembly on July 14, 2003. This Plan supercedes all previous CBJ Emergency Operations Plans. It provides the framework in which the CBJ can perform its emergency functions during a disaster or national emergency. The plan is in accordance with federal, state and local statutes.

This Emergency Operations Plan addresses the four phases of Emergency Management, which are:

1. Mitigation – activities which eliminate or reduce the probability of disaster.
2. Preparedness – activities which governments, organizations, and individuals develop to save lives and minimize damage.
3. Response – activities to prevent loss of lives, prevent loss of property, and provide emergency assistance during a disaster.
4. Recovery – short and long term activities which return all systems to normal or improved standards after a disaster or emergency.

The goal of the Emergency Operations Plan is to coordinate the operations of City emergency response forces and to use the resources of the City in the most effective manner to save lives, alleviate suffering, minimize property and environmental damage, and to provide a recovery effort that rapidly restores all sectors of the community to a predisaster state of normalcy.

/s/ Sally Smith, Mayor
Mayor Sally Smith
City and Borough of Juneau

July 15, 2003
Date

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Basic Emergency Operations Plan

I. PURPOSE

The purpose of the City and Borough of Juneau's (CBJ) Emergency Operations Plan (EOP) is to provide general guidelines and principles for planning, managing, and coordinating the activities of the CBJ government before, during, and after major emergencies and disaster events. Specifically, the plan is intended to:

- a. Provide a single comprehensive plan for providing disaster or emergency response and recovery services, using all available resources for the protection of lives, property, and the continuance of government.
- b. Identify and assign to CBJ departments and agencies, various responsibilities and tasks for emergency and disaster response operations. Define who does what and when.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. The City and Borough of Juneau is the capital of Alaska and home to about 30,000 people. There are no road or railroad links connecting Juneau with other communities. The community has an all-weather airport and is served by the Alaskan Marine Highway System as well.
2. Given Juneau's location and development, the city is vulnerable to numerous hazards. These have been evaluated in the 2001 Hazard Analysis. The study shows that possible natural hazards facing Juneau include avalanches, earthquakes, high winds, weather extremes, floods, and landslides. Other disaster situations could develop from a hazardous materials accident, conflagration, major transportation accident, utility failure, Salmon Creek Dam failure, disease and epidemics, and acts of terrorism or war.
3. As a by-product of the CBJ's geographic isolation, the CBJ has no mutual aid agreements with other jurisdictions. There are, however, a number of State and Federal agencies located in Juneau which may, depending on the circumstance, be able to assist in disaster response.
4. In a disaster, it is likely that local government response will be overloaded and response to some situations may be delayed. The general public should be prepared to take care of their own basic survival needs for the first seven (7) days after an event.

B. Assumptions:

1. A major emergency or natural disaster could happen at any time. The time of year, day of the week, time of day, and weather conditions are key variables that can have an impact on the seriousness of the incident and on the CBJ's ability to respond immediately.
2. While it is likely that outside assistance would be available from State and/or Federal agencies in most major disaster situations affecting the CBJ, it may be hours or even days before these agencies become fully mobilized.

The CBJ must be prepared to carry out disaster response and short-term recovery operations on an independent basis.

3. Local government officials recognize their responsibilities for the safety and well being of the public. Each is familiar with this plan, their role and will execute their assigned responsibilities.

III. CONCEPT OF OPERATIONS

This section of the EOP will provide an overview of the CBJ's approach to an emergency situation.

A. General

1. Emergencies such as fires, violations of the law, and emergency medical calls, occur everyday. On a less frequent basis, public safety departments are confronted with larger scale events that go beyond the norm. These situations, which are distinguished as major emergencies or disasters, have expanded requirements that exceed the capacity of one or two departments to handle alone. Such situations of broad scope and complexity require the implementation of this EOP.
2. This plan is based on the concept that emergency functions for various departments and organizations will generally parallel normal day-to-day tasks or functions. However, it may be necessary to draw on employees' talents and use them in areas of greatest need. In some instances, day-to-day functions that do not contribute directly to the emergency may be suspended for the duration of the emergency. The efforts that would normally be required for those functions will be redirected to the accomplishment of emergency tasks.

3. Emergency management in the United States is a partnership between the local, state, and federal governments. Each governmental body has certain duties and responsibilities in this partnership. In a major disaster, all levels of government will work together.

When the City Manager declares a disaster, the CBJ will respond as outlined in this plan to protect people and property from the consequences of disasters. When the emergency exceeds the CBJ's capability to respond, assistance will be requested from the State government through the Alaska Division of Emergency Services. If the magnitude of the disaster exceeds the State's capabilities, the Governor will request assistance from the Federal government

B. Emergency Declarations

1. If the City Manager finds that a disaster emergency is imminent or has occurred, the City Manager will request a declaration of an emergency by the Assembly. In the event it is deemed necessary to declare the existence of an emergency without delay, the City Manager may, if the Assembly is not in session, do so, but the action shall be subject to confirmation by the Assembly.

A declaration of a State of Emergency activates the response and recovery aspects of this EOP and constitutes authority for the deployment and use of emergency procedures and assets.

2. If the City Manager recognizes that the resources locally available to the CBJ will be insufficient to respond to and/or recover from the disaster emergency, the City Manager will request that the Assembly seek assistance from the State of Alaska through the Alaska Division of Emergency Services.

C. Incident Command System

1. The Incident Command System (ICS) is the CBJ's adopted method and organizational structure for managing all emergency response activities. ICS is a standardized system, so personnel from a variety of agencies and geographical locations can be rapidly incorporated into a common management structure.
2. The ICS system is used for small incidents and for large-scale emergency situations. In a limited incident, the Incident Commander and one or two individuals may perform all the functions. In a larger emergency situation, each function may be assigned to a separate individual. In rare occasions, the ICS field structure will be extended and supported by

activation of the Emergency Operations Center (EOC), which is organized in a fashion which parallels the field organization.

3. The Incident Commander (IC) is the individual responsible for overall management of all incident operations at the incident site. In a large event with more than one emergency site, there may be more than one IC. In such cases, overall coordination reverts to the EOC.
4. A Unified Command (UC) may be implemented during an incident to ensure a coordinated multi-agency response. It is used where there is more than one agency with incident jurisdiction. Agencies work together through their designated Incident Commanders at a single command post establish a common set of objectives, strategies, and a single Incident Action Plan. The UC may include the responsible party in addition to public agencies.

D. Direction and Control

1. Field Operations

- a. The determination of which department is responsible for assuming field command, or becoming the “lead agency” for a particular response, is based upon several factors. Generally the department with the most resources committed to the incident will supply the Incident Commander. If there is significant spillover into another department, a Deputy Incident Commander should be appointed. If the above factors have been applied and there is no clear choice as IC, the person with the greatest qualifications and experience should be selected.

The following departments will be expected to assume incident command:

Type of Emergency	Field Department Incident Command
Aircraft Accident	Fire Department/UC
Avalanche	Fire Department
Dam Failure	Fire Department
Earthquake	Fire Department
Epidemic/Biological Events	Hospital
Energy Shortage	Public Works
Explosion	Fire Department
Flooding	Public Works
Fire	Fire Department
Hazardous Materials	Fire Department
Landslide	Public Works

Severe Weather	Public Works
Terrorist Activity	Police
Tsunami	Police
Water/Utility Failure	Public Works
Weapons of Mass Destruction	Police and Fire

- b. If there is disagreement or uncertainty on the part of field supervisors over which department is the “lead agency”, it will be resolved by immediate referral to the City Manager, who is the Emergency Management Director.
 - c. Some incidents may involve more than one hazard, but the one that will be considered primary will be the hazard posing the greatest risk to life and/or property and environmental damage. The department responsible for the primary hazard will provide the IC.
 - d. As an incident evolves, and as the original hazard is downgraded and supplanted by a different hazard, a transfer of command may occur. For example, the Fire Department may hold the primary interest at the outset, as the focus is on medical/rescue operation. As the situation progresses, and all lives have been saved, the primary focus may become that of a criminal investigation, at which time the Police would assume command.
 - e. Whenever a hazard is discovered, the senior person first on-scene will assume initial command of the situation. As soon as the first response units from the “lead agency” arrive on scene, the most senior qualified official from this department will accept the position of IC. It will then be up to each department to decide if, and when, command will be transferred should a more senior department official who has arrived at the scene.
 - f. When the EOC is activated, it is essential to establish a division of responsibilities between the incident command post and the EOC for the specific emergency being addressed.
2. The Emergency Operations Center (EOC)
- a. The primary EOC is located in the Juneau Police Station, 6255 Alaway Avenue, Juneau, Alaska. The alternate EOC is located at the Glacier Fire Station, 1700 Crest Avenue, Juneau, Alaska.
 - b. The EOC is the central location for coordinating emergency management activities in support of the IC forces in the field. The EOC acts as a clearinghouse and overall coordinator to reconcile any competition for scarce resources and /or eliminate the potential for conflicting or duplicated efforts. In addition to supporting the front line operations, common EOC tasks include:

1. Taking a broader view of the situation, anticipating direct and indirect impacts, and interpreting policy and legal matters.
2. Assembling accurate information on the emergency situation and current resource data to allow officials to make informed decisions on courses of action.
3. Providing information to the general public through preparation of official emergency information, dissemination of warnings and emergency instructions through all available means.
4. Determining priority of required response actions and coordinating their implementation.
5. Suspending or curtailing government services, and recommending closure of schools and businesses.
6. Providing resource support for the field operations.
7. Organizing large-scale evacuations.
8. Organizing shelter and arrangements for evacuees in cooperation with the American Red Cross.
9. Coordinating donations and volunteers.
10. Forecasting long-term response and recovery needs.
11. Evaluating the scope of the disaster and structuring recovery efforts.
12. Documenting expenditures to maximize reimbursements and assistance CBJ and its' citizens will receive.

3. EOC Activation and Readiness

- a. Like the incident command system, the EOC staffing is expandable. Activation of the EOC should be commensurate with the need to support emergency operations in the field and the severity of the incident. Call up for the EOC may range from simply notifying the Emergency Management Coordinator to full staffing of EOC positions. The latter is expected to occur only in the most serious of situations.
- b. The EOC may be activated by the City Manager, Deputy City Manager, Emergency Management Coordinator, Police Chief, Fire Chief, or Public Works Director.

The activating individual will call the Juneau Police Department Communications Center (586-0600) and request that a Level I, II, or III

activation notice be given. The dispatcher will initiate the requested activation by contacting the individuals specified below, or as directed by the person requesting the activation.

- c. EOC activation can occur in three levels, which are described as follows:

1. Level I Activation. This first level pertains primarily to the Emergency Management Coordinator who serves as the EOC Coordinator. It is intended to cover the period before an emergency where there is forewarning of an impending situation that can be monitored to evaluate conditions as they emerge, grow or dissipate. A Level I activation usually relates to a weather related situation.

The JPD Communication Center will contact the Emergency Management Coordinator.

The EOC Coordinator may take preliminary steps to get the EOC ready for operational use. He/she will coordinate with the City Manager, city departments, and support organizations whose services and resources could make them a part of any projected emergency response.

2. Level II Activation. The second level describes at least partial activation of the EOC. Incidents such as flooding in several parts of town, an explosion, or a utility failure may fall under Level II. The EOC may be activated, for example, to manage resource allocation, media relations, or settle policy issues.

Staffing levels vary for Level II, and will be adjusted to match the demands of the immediate situation. Initial call up would normally include the following members of the EOC Incident Management Team:

- City Manager
- Emergency Management Coordinator
- Police Chief
- Fire Chief
- Public Works Director
- Public Information Officer
- Finance Director

The Communications Center will notify:

- The City Manager
- Emergency Management Coordinator
- Police Chief
- Fire Chief

The Emergency Management Coordinator will notify:

- Public Works Director
- Public Information Officer
- Finance Director
- Bartlett Regional Hospital
- Alaska Division of Emergency Services/State Emergency Coordination Center (SECC) in Anchorage at 1-800-478-2337.

3. Level III Activation. The third level results in full activation of the EOC, and is generally reserved for those situations which have exceeded or are expected to exceed the CBJ's ability to respond. The full Incident Management Team will report to the EOC:

- City Manager
- Emergency Management Coordinator
- Public Information Officer
- Safety Officer
- Legal Officer
- Liaison Officer
- Fire Chief
- Police Chief
- Public Works Director
- Section Chiefs
- Damage Assessment Unit Leaders
- Situation and Resource Unit Leaders
- A senior representative from Bartlett Regional Hospital

The Communication Center will notify:

- City Manager
- Emergency Management Coordinator
- Police Chief
- Fire Chief

The Emergency Management Coordinator will notify:

- Public Works Director
- Command Staff
- Section Chiefs
- Bartlett Regional Hospital
- The State Emergency Coordination Center.

Section Chiefs are responsible for call up of other general staff as they determine are necessary to address the situation. The EOC will detail additional communications personnel to assist with call-ups.

The City Manager will notify the Mayor. The Mayor will report to the EOC and is responsible for notifying Assembly members.

The Assembly will assemble in the Assembly Chambers or other area as designated by the Mayor.

4. EOC Organization

a. Overview

1. Using ICS as its management model, the EOC is organized into an executive or command staff, general staff and operational and support sections, branches, groups and units. (See Figure 1.) The command structure is intended to be flexible and should be tailored by the EOC Director and the Section Chiefs to meet the demands of the situation.
2. The Policy Group consists of the City Manager, Mayor, City Attorney, and others that the City Manager deems appropriate for the situation. The Policy Group develops and disseminates policy guidance, and sets overall incident objectives.

b. EOC Director and Staff

The City Manager serves as the EOC Director. The EOC Director is responsible for implementing policy directives and has overall management responsibility for the incident. Members of the Director's staff include: Legal Officer, Safety Officer, Liaison Officer, and Public Information Officer. The EOC Coordinator also reports to the Director.

c. EOC Sections

There are four EOC sections: Operations, Planning, Logistics, and Admin/Finance.

The EOC Operations Section Chief is selected by the City Manager/EOC Director and will normally be from the department with the most at stake in a given situation.

The Operations (Ops) Section is responsible for tactical command and coordination of response assets. It maintains oversight over field activities to resolve duplications of effort or conflicts. Each branch of the Ops Section (Fire and Rescue, Law Enforcement, Public Works, Health/Medical) is responsible for maintaining regular communication with its counterparts in the field.

The EOC Planning Section collects, evaluates, disseminates, and documents information about the incident and status of resources. It develops the Incident Action Plan, compiles damage assessment, and develops decommissioning and recovery plans. The Planning Section Chief is pre-designated by the City Manager.

The EOC Logistics Section is responsible for providing all support needs to the incident site, and will order all resources and provide facilities, supplies and services. The Logistics Section also includes the communications branch, shelter and mass care branch, donations and volunteers branch, and the transportation branch. The Parks and Recreation Director serves as Logistics Section Chief.

The EOC Admin/Finance Section is responsible for purchasing, cost accounting, and personnel and related administrative functions. Admin/Finance is also responsible for administering the post-disaster individual and public assistance programs. The Finance Director serves as Admin/Finance Section Chief.

3. Continuity of Government

- a. The line of succession for the Mayor is:
 - Deputy Mayor
 - Emergency Interim Successor (CBJ 03.35.020)
- b. The line of succession to the City Manager is:
 - Deputy City Manager
 - Lands Manager
- c. The line of succession to the Emergency Management Coordinator is:
 - Assistant Chief, Police Department
 - Deputy Chief, Fire Department
- d. The line of succession to each department head is according to the operational procedures established by each department.
- e. Preservation of Records
 1. In order to provide normal government operations following a disaster, vital records must be protected. It is the responsibility of each department to identify vital records and to coordinate with the City Clerk to establish the means for the preservation of important records during and after emergencies.
 2. In general, vital public records are those considered to be essential to the continuous operation of city government and essential to the CBJ's ability to fulfill its responsibilities to the public. Vital records

include: deeds, planning records, personnel and payroll rosters, laws, charter, financial records, dated photographs of events, work records, and orders.

IV. ORGANIZATIONAL RESPONSIBILITIES

A. General

1. The City Manager is the civil defense director for the CBJ and is responsible for assuring that coordinated and effective emergency response systems are developed and maintained within the CBJ.
2. CBJ departments will perform emergency activities closely related to those they perform routinely.
3. All employees should be aware that they might be called upon for disaster duties. Similarly, all departments and divisions not assigned a specific function in this plan should be prepared to make their resources available for emergency duty at the direction of the City Manager.

B. Common Responsibilities for All CBJ Departments

1. For Mitigation (to prevent a disaster or reduce the disaster effects):
 - a. Identify and document opportunities and initiatives that are beneficial to the community and reduce the threat of property losses or personal injury. Forward these to the Emergency Management Coordinator for inclusion in the CBJ mitigation plan.
 - b. Proactively, and in coordination with the Emergency Management Coordinator, seek grant opportunities for mitigation projects and programs.
 - c. In the event of a disaster, be alert for mitigation actions to incorporate in to the recovery plan as a way to lessen effects of future disasters.
 - d. Seek emergency backup power for all critical systems
2. For Preparedness:
 - a. Develop, practice, and maintain internal procedures and standard operating procedures to be followed during emergency response operations.
 - b. Create and maintain a department "calling tree" for notification. Provide a copy to Emergency Management Coordinator.
 - c. Identify a specific chain of command within the department. List names and contact numbers and provide this information to the

Emergency Management Coordinator. Also identify back-up personnel up to and including the unit leader level.

- d. Ensure department employees are provided with individual and family preparedness information.
 - e. Ensure employees with emergency responsibilities are familiar with and able to perform these functions.
 - f. Conduct periodic drills to test employee readiness to implement the department emergency procedures.
 - g. Participate in the CBJ's disaster exercises.
 - h. Ensure that employee job descriptions reflect their emergency duties.
 - i. Inventory all available department emergency resources. Report this information to the Emergency Management Coordinator.
 - j. Ensure communications capability with the EOC.
 - k. Prepare to provide internal logistical support to department operations during the initial emergency response phase. Stock adequate emergency supplies to support employees who may be on duty for extended periods of time.
3. For Response:
- a. Upon receipt of an alert or warning, initiate notification actions to alert employees on assigned response duties.
 - b. Upon receipt of a warning of impending disaster or notification of a disaster, as appropriate and according to guidelines developed by the City Manager, the Department Director will:
 - Suspend or curtail normal business operations.
 - Recall essential off-duty employees.
 - Send non-critical employees home.
 - Secure and evacuate departmental facilities.
 - c. Keep the EOC informed of field activities and maintain communications link to the EOC. Report damages and status of critical facilities to EOC.
 - d. Activate a control center to support and facilitate department response activities.
 - e. EOC responders will work together within the organizational structure of the EOC to perform the roles called for under Concept of

Organization, and will work to ensure information is shared with other sections, the Public Information Officer, and the EOC Director (the City Manager).

- f. Submit reports to the EOC detailing department emergency expenditures and obligations.
 - g. All employees should be aware that they might be called upon for disaster duties. Departments and divisions not assigned a specific function in this plan must be prepared to make their resources available for emergency duty at the direction of the City Manager.
- 4. For Recovery
 - a. Resume normal business activities soon as possible.
 - b. Assign employees as requested to long-range recovery efforts.

C. Specific Responsibilities by Position or Department.

- 1. Assembly
 - a. Sets overall policy for the CBJ emergency response organization.
 - b. Deputy Mayor will be prepared to back up mayor in long term events and assume Mayor's duties on an alternating shift schedule.
 - c. Approves disaster declarations, orders and regulations.
 - d. Approves issuance of formal requests to the governor's office for state or federal assistance.
 - e. Determines funding source for authorized emergency expenditures.
 - f. Authorizes and approves post-disaster recovery operations.
- 2. Bartlett Regional Hospital
 - a. Provides medical care.
 - b. Provides situation reports to the EOC; sends a representative to the EOC Operations Section when requested by EOC or when notified of a Level III Emergency.
 - c. Re-supplies field units with consumable medical supplies as able.
 - d. Coordinates public information with EOC's Public Information Officer.

- e. Provides Incident Commander in epidemics and similar health emergencies centered in hospital.

3. City Clerk's Office

- a. Develops a plan and provides for the securing of vital city documents and papers.
- b. Provides public information function.
- c. Develops network of Public Information Officers (PIO's) in community to assist in extended emergency situations.
- d. Establishes and maintains public information center in the EOC.
- e. Provides media briefings, disseminates information to public.
- f. Provides information updates to the City Manager, Mayor, and EOC staff.
- g. Establishes method and procedure to handles disaster victim welfare inquiries.

4. City Manager

- a. Maintains overall responsibility for all CBJ emergency operations.
- b. Advises the Mayor as soon as possible of details of major incidents.
- c. Chairs the Policy Group.
- d. Serves as EOC Director. Has primary responsibility for EOC direction and control.
- e. Approves public information bulletins and broadcasts prior to release by Public Information Officer (PIO).
- f. Serves in coordinating capacity for most emergency functions. Serves in support capacity for evacuation, public information, and communications.
- g. Prepares disaster declarations pursuant to CBJ Code and State Statue.
- h. Develops guidelines for departmental reaction to disaster such as curtailing services or sending employees home.

5. City Manager's Office

- a.** Assists in acquisition of EOC supplies during emergencies.
- b.** Assists with document preparation in EOC.
- c.** Maintains event log for the EOC.
- d.** Assists in recovery - transcribes and compiles chronological logs of all incidents and activities.

6. Community Development Department

- a.** Recommends zoning or building code changes to reduce or eliminate exposure to natural and manmade hazards.
- b.** Develops policies for approval of emergency stabilization work necessary to protect life or property. Coordinates with Engineering Department on design, review, and approval of emergency stabilization efforts.
- c.** Develops policies for emergency permit processing and inspections for repair, demolition, and reconstruction work following a disaster.
- d.** Coordinates volunteers and donations: develops procedures to solicit, register, screen, receive and deploy volunteers.
- e.** Prepares electronic and hard copy maps for use during disaster situation. Assists in providing redundancy of files and programs at EOC.
- f.** Participates in damage assessment, conducts inspections of damaged buildings. Posts inspected buildings as safe or dangerous.
- g.** Assists with gathering, displaying information for planning, transportation, damage assessment, and public information.
- h.** Assists in preparation of recovery plans including acquisition of grants.
- i.** Assists in restoration of economic activity.

7. Emergency Management Coordinator

- a.** Immediately notifies the City Manager of potential emergency situations. Calls-out others in Level II and III emergencies as specified.

- b. Serves as the EOC Coordinator, facilitating and coordinating the overall functioning of EOC. Prepares and maintains EOC Activation Plan.
 - c. Assists and serves as an advisor to the City Manager and EOC general staff as needed, providing information and guidance related to the internal functions of the EOC.
 - d. Provides for EOC support such as food (coordinate with logistics), sanitation, showers, and supplies. Maintains EOC resource listings.
 - e. Serves in coordinating capacity for most emergency functions, functions with support responsibility in EOC direction and control.
 - f. Assists in the coordination of disaster recovery functions.
 - g. Prepares CBJ family emergency support plan.
 - h. Prepares and maintains a resource inventory.
 - i. Coordinates local planning and preparedness activities with Capital City Emergency Planning Committee.
 - j. Oversees development of Emergency Communications Plan. The communications plan will:
 - Identify communication resources available for use, maintains inventory of equipment
 - Include a list of radio frequencies, and describe frequency use procedures and protocols.
 - Evaluate EOC communications capability, ensure communications from EOC with operational units. (Communications must be maintained at all times with field forces from the EOC.)
 - Describe role of and how to contact and work with amateur radio group.
 - Evaluate overall CBJ emergency communications, both internal and external, and make recommendations to address deficiencies.
 - k. Prepares CBJ Mitigation Plan.
8. Engineering
- a. Develops recommendations to reduce risks associated with natural or manmade disasters.

- b. Coordinates vulnerability assessment and includes projects in Capital Improvement Projects list to make CBJ safer.
 - c. Pre-emergency, develops Damage Assessment Plan for each phase of damage assessment. Develops systems and forms for reporting and compiling information on geographic extent of damaged area, magnitude of damage, deaths and injuries for use in the field, EOC, and for use of officials in requesting disaster assistance.
 - d. Identifies Damage Assessment Coordinator who will report to EOC when requested by Ops Chief.
 - e. Conducts damage assessment training.
 - f. Activates, deploys damage assessment teams, conducts damage assessment.
 - g. Prioritizes streets and bridges for reopening and repair, coordinating with the Community Development Department, Transportation Manager, Public Works, and the Alaska Department of Transportation and Public Facilities.
9. Finance
- a. Responsible for Admin/Finance Section of EOC.
 - b. Establishes emergency purchasing procedures to implement when necessary to depart from “business as usual.” This includes insuring that the appropriate declaration documentation is obtained and maintained as required by CBJ code section 53.50.010 “Class 2 Emergency”.
 - c. Preplans with financial institutions to develop an emergency cash flow system.
 - d. Establishes MOU’s with vendors to expedite 24-hour emergency procurement for items such as fuel, food and equipment.
 - e. Maintains a system (single cost center) whereby incident costs are identified and accumulated for state and federal reimbursements.
 - f. Maintains records of funds, materials, personnel-hours expended as a direct result of the disaster, ensures departments keep accurate records.
 - g. Prepares emergency purchase orders and requisitions, facilitates emergency purchases, contracting, and acquisition of materials and equipment.

- h.** Maintains records of all disaster expenditures for personnel and purchases.
- i.** Ensures payroll system ready to hire, keep time records, and pay employees during an emergency.
- j.** Provides input in EOC incident planning sessions on cost considerations.
- k.** Evaluates effects of damage on tax base, bond ratings, and insurance ratings for long-range recovery planning.
- l.** Prepares long range financial projections, taking into consideration the disaster impacts to plan for future service levels of funding availability.
- m.** Assists in determining dollar amount of damage.

10. Fire Department

- a.** Handles regular response operations for emergency medical care, fire fighting, and search and rescue.
- b.** Acts as IC at emergency scenes for fire, explosion, aircraft, avalanche, dam failure, and hazardous materials. Works in conjunction with Police at potential weapons of mass destruction scene.
- c.** Establishes Incident Command Posts as appropriate, and in conjunction with a unified command.
- d.** Initiates evacuation orders when there is an immediate threat to life and safety, and assists or directs evacuations of people at risk.
- e.** Sends a senior representative to the EOC when the EOC is activated; staffs fire branch of Operation Section.
- f.** Assists in providing emergency warnings.
- g.** Preplans relocation of fire apparatus and personnel if one or more fire stations are in a disaster zone.
- h.** Assists with initial damage assessment as available.
- i.** Periodically notifies dependents of fire personnel on the status of critical incidents (as relates to career and volunteer firefighters).

11. Harbor Department

- a.** Maintains port operations and access.

- b. Coordinates available water transportation assets as requested by the EOC.
- c. Provides situation reports and assists in damage assessment.
- d. Sends representative to EOC Logistics Section when requested by Logistics Chief.

12. Juneau International Airport (JNU)

- a. Strives to keep JNU fully operational so airport can perform such tasks as medivac, damage assessment, resupply, etc.
- b. Maintains liaison to the EOC; provides representative to EOC when requested by City Manager.
- c. Provides situation reports to the EOC.
- d. Provides personnel and equipment if available.
- e. In airport/aircraft disaster, Airport Manager participates in Unified Command.

13. Juneau Public Libraries

- a. Serve as central point for distribution of information about emergency preparedness and disaster recovery, both in preparation for a crisis and during and after a crisis.
- b. Set up mechanism for posting bulletins to www.juneau.org during an emergency.
- c. Coordinate web posting of public information bulletins for Juneau citizens.
- d. Initial emergency response activities include securing CBJ web server.
- e. During and following an emergency, may serve as venue for psychological counseling and place for emergency workers and citizens to “de-pressurize” during a crisis.

14. Juneau School District

- a. Initial emergency response activities include: ensuring safety of students, reuniting students and parents/guardians, and damage assessment.

- b. Provides District resources, if available, such as school busses, nursing services, food services, counseling services, custodial services.
- c. By agreement with the American Red Cross, provides school facilities for shelter and feeding.
- d. Provides situation reports to the EOC from schools and field observations of bus drivers and school personnel.
- e. Sends a representative to the EOC when requested by City Manager.

15. Lands Division

- a. Provides Liaison Officer who serves as point of contact with the SECC, organizations that support the response effort, and stakeholders.

16. Law Department

- a. Maintains a resource file of emergency declarations, resolutions.
- b. Sends representative to EOC as requested.
- c. Advises CBJ officials on their emergency powers (before, during and after an emergency) and other matters pertaining to the emergency.
- d. Prepares and recommends legislation to implement emergency powers that may be required during an emergency (disaster declarations, curfews).
- e. Reviews and advises city officials on possible legal issues arising from disaster operations.
- f. Provides legal advice to department heads on record keeping requirements and other documentation necessary for exercising of emergency powers.

17. Mayor

- a. Advises Assembly on the nature of the incident.
- b. Convenes the Assembly as soon as practical for approval of emergency declarations and disaster relief actions.
- c. Participates in the Policy Group (the policy setting group composed of the Mayor, City Manager, City Attorney, and others as determined by the City Manager).

- d. When necessary, acts for City Manager in authorizing news releases prepared by the Public Information Officer.
- e. Monitors the emergency response.
- f. With the assistance of Public Information Officer, serves as spokesperson for the CBJ. Informs and reassures the public.

18. Management Information Systems (MIS)

- a. Develop an emergency relocation plan for information systems.
- b. Investigate and assist with implementing software for managing emergencies.
- c. Assist Police Department staff in provisioning emergency communications service.
- d. Provide technical assistance in EOC as needed.

19. Parks and Recreation Department

- a. Responsible for Logistics Section of EOC.
- b. Assists with preparation of Shelter and Mass Care Annex in coordination with Red Cross and others.
- c. Maintains current list of CBJ emergency shelter facilities and supplies which is filed with Emergency Management Coordinator and the EOC.
- d. Coordinates mass care (services available to disaster victims such as food and clothing) with American Red Cross, Salvation Army, and others.
- e. Coordinates special care requirements for disaster victims such as the elderly, special needs individuals, and others.
- f. Provides staff to manage or coordinates with managers of shelters.
- g. Plans for the care of pets and animals with Gastineau Humane Society.
- h. Provides personnel and vehicles to evacuate records and relocate them.

20. Personnel Department

- a. Determines pay for emergency duties.

- b. Develops procedures for emergency hire, overtime, additional compensation for overtime-exempt employees, and for working out of job class during an emergency.
- c. Incorporates emergency duties in job descriptions.
- d. Maintains list of employees to assist in disaster response and recovery efforts. The list will include qualifications, special skills, and contact information.
- e. Keeps a record of staff participation in disaster response and recovery.
- f. Develops and implements a uniform system for the identification of all city employees (ID cards, vehicles passes).

21. Police Department

- a. Maintains primary responsibility for warning, evacuation, and law enforcement functions.
- b. Conducts normal law enforcement functions such as controlling traffic, controlling access to disaster areas, and providing security in the area affected, and investigating criminal activity.
- c. Performs IC duties at the emergency scene in certain situations and establishes an Incident Command Post as appropriate.
- d. Provides senior command staff representation at EOC when the EOC is activated; staffs police branch of Operations Section.
- e. Assists in preparing Evacuation Annex, which will identify routes, pickup points for evacuees with no transportation, and identify, map, and provide for groups with special needs such as nursing home residents.
- f. Initiates evacuation orders when there is an immediate threat to life and safety, and assists or directs evacuation of people at risk.
- g. Assists in preparation of Alert and Warning Annex which will identify types of warning and how warning will be provided to individuals and groups with special needs.
- h. Assists in damage assessment and reporting.
- i. Provides public address warnings from mobile units as necessary.
- j. Provides liaison with state and federal law enforcement agencies.

- k. Advises City Manager on need for curfews, area closures, and other law enforcement considerations.

22. Public Works Department

- a. Develops and maintains Debris Management Plan.
- b. Maintains records of the location of utilities throughout the city for use in emergencies.
- c. Develops and implements plans to protect water supply system.
- d. Identifies CBJ and private transportation resources and coordinates their use in emergencies. Provides transportation for victims and people with special needs.
- e. Performs IC duties at the emergency scene and establishes Incident Command Post as appropriate.
- f. Sends senior representative to the EOC when EOC is activated; staffs Public Works Branch of the Operations Section.
- g. Clears roads and removes debris for reconnaissance of damaged areas and passage of emergency personnel and equipment. Barricades hazardous areas.
- h. Supports search and rescue operations.
- i. Coordinates debris removal and disposal operations.
- j. Assists in damage assessment, particularly noting streets, bridges, traffic control devices, water distribution and wastewater collection and treatment systems, and other public works facilities.
- k. Provides emergency repair of CBJ vehicles whenever possible.
- l. Monitors traffic control and supplies temporary control devices.
- m. Coordinates restoration of power with AEL&P.
- n. Supports evacuations.
- o. Assists in developing long term recovery plans.

23. Risk Management Division

- a. Provides input to CIP process by identifying projects which will reduce risks to citizens.

- b. Provides EOC Safety Officer for all major emergencies.
- c. Assists in recovery efforts.

24. Other Agencies (by Agreement)

a. Federal and State Agencies

There are many federal and state agencies located in Juneau that might have a role to play in a local disaster. Use of these resources is requested through the State Emergency Coordination Center (SECC). Some of these are noted below:

- United States Coast Guard – within mission capabilities and when it does not conflict with USCG priorities, may provide staff, equipment, and logistical support. The Coast Guard responds to search and rescue, oil spills, and other emergency events on the maritime waters neighboring the CBJ.
- United States Forest Service – may provide staff, equipment, and logistical support. The Forest Service maintains Mutual Aid Agreements with municipalities for fire-fighting.
- Transportation Security Administration – Personnel of the TSA may be available to assist in local emergencies with the effectuation of aid agreements. These assets are requested directly from TSA.
- Alaska National Guard – National Guard personnel and equipment is supplemental to local efforts and is primarily available following activation by the Governor. National Guard may assist with evacuation operations, search and rescue, transportation of supplies, coordination and conducting aviation operations, security operations, and other operations.
- Alaska State Troopers (AST) – provides law enforcement, search and rescue, and traffic control in support of CCF/R and JPD. AST is responsible for Search and Rescue operations and activates SEADOGS and Juneau Mountain Rescue.
- State Agencies – the Department of Environmental Conservation (DEC), and Transportation and Public Facilities (DOT&PF) may provide personnel and equipment. The Department of Public Health provides education, disease prevention and containment, and nursing support.

b. AEL&P

- Establishes and maintains contact with Operations Section in EOC; assists with damage assessment; sends a representative to the EOC if requested by City Manager.
- Notifies Public Works and Emergency Management Coordinator in event of extended power outage.
- Coordinates public information releases with the EOC Public Information Officer.

c. Amateur Radio Emergency Services (ARES)

- Assists in providing communications linkages between EOC and emergency incident sites, shelters, out of town agencies, and other critical locations as directed by EOC communications unit.
- Assists with damage assessment.

d. American Red Cross

- Provides shelter management, feeding at fixed facilities and through mobile units, first aid, basic clothing, and limited financial assistance to disaster victims.
- Provides feeding for emergency workers in coordination with EOC Logistics section.
- Assists with plan to manage donated goods.
- Sends a representative to the EOC when requested by City Manager.

e. Chamber of Commerce

- Encourages business community to develop emergency plans and to participate in community mitigation and preparedness activities.
- Provides information on emergency assistance and recovery programs to businesses.
- Supports documenting of incident information and damage assessment as related to business community.
- Provides a Chamber liaison to work with EOC.

- Assists in recovery planning.

f. Salvation Army

- Provides emergency assistance to include mass feeding, temporary shelter, counseling, warehousing and distribution of donated goods.
- Sends a representative to the EOC when requested by City Manager or designee.

g. Waste Management

- Keeps landfill open, attempts to continue normal collection to minimize potential adverse health affects.
- Sends representative to EOC Logistics Section when requested by City Manager.
- Assists with Debris Management Plan, recommends disposal sites for debris, and assists with debris collection and disposal.

25. Citizens

- Prepare and maintain individual and family disaster plans and supplies.
- Assist emergency response by following disaster instructions and by using phones as little as possible.
- Community Emergency Response Team (CERT) volunteers will: assist first responders in their neighborhoods to the extent CERT training allows; assist in damage assessment; provide a representative to the EOC when requested by City Manager or designee.

V. INCREASED READINESS CONDITIONS

A. General

1. Some emergencies follow a recognizable build-up period during which actions can be taken to achieve a state of maximum readiness. The event or the EOC may transition through 5 stages of operations readiness. The City Manager shall declare the readiness condition beyond Green.
2. The U.S. Coast Guard operates under Maritime Security (MARSEC) Levels 1 – 3. Promulgated Coast Guard port security plans may involve use of CBJ assets. The MARSEC level which

corresponds to CBJ and National Homeland Security levels are noted below.

B. Conditions Green, Blue, Yellow, Orange, Red

The following increased readiness conditions, which generally conform to those established by the Office of Homeland Security, will be used as a means of increasing the CBJ's alert posture:

1. Condition Green, Low. Ordinary, day to day posture. The EOC is in a normal non-activated status.
2. Condition Blue, Guarded. Condition Blue denotes a situation that causes a higher degree of readiness than is normally present. The City Manager and the Emergency Management Coordinator are alerted to the potentially high risk, threatening unique event which would require deployment of public emergency response resources, and the Emergency Management Coordinator monitors the situation.

Condition Blue could also be used to signify the need to increase readiness from, for example, drought conditions, which increase the fire hazard, or snow conditions, which are more likely to precipitate an avalanche.

Condition Blue corresponds to MARSEC Level 1.

3. Condition Yellow, Elevated. Condition Yellow denotes a situation, which presents a greater potential threat than Blue, but poses no immediate threat to life and property. It may be used in situations such as severe weather watches, or deterioration in the international situation. The City Manager and the Emergency Management Coordinator are notified. The Emergency Management Coordinator will assure that the EOC is in a state of readiness.

If related to a terrorist advisory, CBJ employees will be alert to suspicious activities and will report any suspicious activity to the JPD Communications Center (586-0600).

Condition Yellow corresponds to MARSEC Level 1.

4. Condition Orange, High. Condition Orange signifies that hazardous conditions with a significant potential and probability of causing loss of life and/or property exists. This condition requires some degree of warning for the public. It may be triggered by, for example, a severe weather disturbance, a fire, law enforcement or medical incident, special event or similar incident. The EOC will be readied and partially staffed to address the probable disaster. All

departments will review their emergency procedures and supplies and will initiate contacts as necessary to confirm procedures.

If related to a terrorist advisory, CBJ employees will be alert to and report suspicious activities to the JPD Communications Center. JPD will advise the City Manager as to the need to restrict access to any offices or if there is a need to provide additional law enforcement support in the community. All departments will review their emergency SOPs.

Condition Orange corresponds to MARSEC Level 2.

5. Condition Red, Severe. Condition Red signifies that hazardous conditions are imminent. If related to an imminent catastrophic man-caused or natural incident, the EOC will be fully activated and staffed.

If related to a terrorist advisory, public announcements will be made immediately. CBJ employees will be alert to suspicious activity and report it immediately to the JPD Communications Center. JPD will advise the City Manager as in condition Orange and will further advise the City Manager as to the advisability of closing offices and/or CBJ facilities. All departments will be ready carry out their emergency responsibilities. The public will be asked to be ready to implement family emergency plans. Volunteer agencies will be contacted to make sure they are ready to act if needed.

Condition Red corresponds to MARSEC Level 3.

VI. ADMINISTRATION AND LOGISTICS

A. EOC Staffing

In the EOC, administrative functions will be under the Finance Department, while Logistics falls under Parks & Recreation. Staff normally assigned to other departments may, under the ICS concept, be assigned to positions and report to someone other than their usual supervisor.

B. Non-CBJ Response Agencies and Organizations

The following guidelines apply to the resources of other agencies and entities aiding the city during a disaster:

1. Overall command of the disaster response lies with the IC from the CBJ unless a Unified Command has been established.

2. Outside resources (such as state personnel or the 103rd CST) will work within the CBJ's ICS structure but under the direct supervision of their team leaders.
3. Outside resources will notify the EOC of any unsafe practices that threaten their health and safety.

C. Logistical Support for Non-CBJ Resources

The CBJ is responsible for providing supplies and services such as food, shelter, additional personal protective equipment, and gasoline to support all personnel providing assistance within the ICS structure.

VII. PLAN DEVELOPMENT AND MAINTENANCE

A. Responsibilities

1. The Emergency Management Coordinator is responsible for the maintenance and update of this plan. The plan will be reviewed by the Capital City Emergency Planning Committee annually and updated as required.
2. Each CBJ department's Standard Emergency Operating Procedures must be submitted to the Emergency Management Coordinator as they are developed for his or her approval. These must also be reviewed on an annual basis.
3. The Emergency Management Coordinator is responsible for conducting drills or exercises annually to test various aspects of the CBJ's emergency plan.

B. Revisions

1. The Emergency Management Coordinator shall maintain a list of individuals and organizations that have controlled copies of the Emergency Operations Plan. Revisions to the EOP will be distributed by the Emergency Management Coordinator to all parties with controlled copies.
2. Revised pages will be dated and marked to show where changes have been made. The Emergency Management Coordinator will maintain a record of revisions.

VIII. AUTHORITIES

- A. Local** CBJ 03.25 Civil Defense Organization
 CBJ Emergency Operations Plan adopted by Assembly,
 Resolution Serial No. 2219

- B. State** AS 26.20, Civil Defense Act
 AS 26.23, Alaska Disaster Act

- C. Federal** PL 81-920 Civil Defense Act
 PL 93-288 Robert T Stafford Disaster Relief and Emergency
 Assistance Act and Amendments

IX. FIGURES

Figure 1

**Emergency Operations
Organizational Chart**

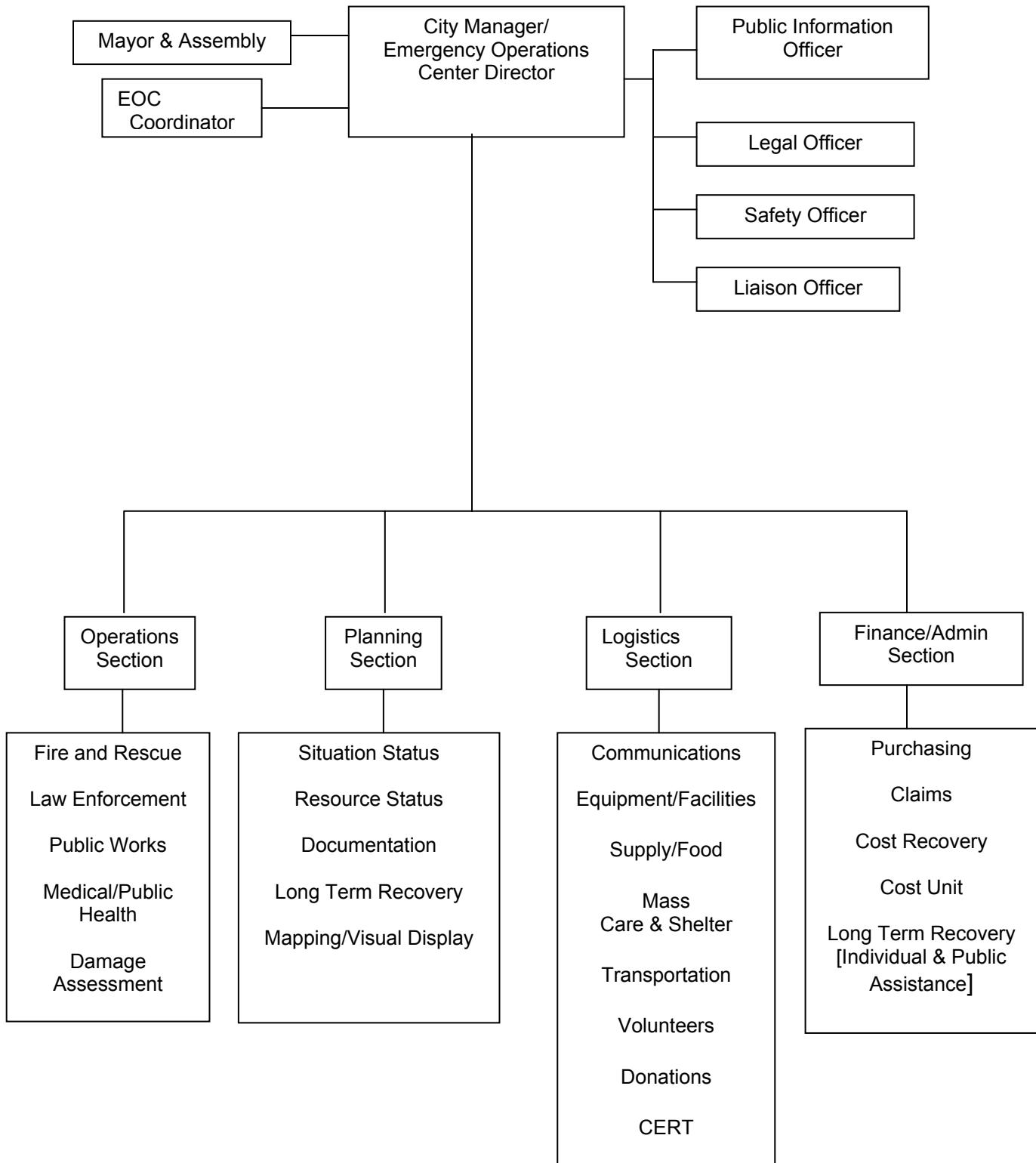


Figure 2

BASIC PLAN
Emergency Responsibilities

FUNCTION	EOC/Direction & Control	Alert & Warning	Communications	Emergency Public Information	Evacuation	Shelter & Mass Care	Fire & Rescue	Law Enforcement	Hazardous Materials Response	Public Works	Damage Assessment	Utilities	Administrative and Financial	Hazard Mitigation	Personnel Services	Health & Medical	Transportation	WMD/Terrorism	Legal	(Reserved for future use)
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
City Department																				
City Manager	P	C	S	S	S	C	C	C	C	C	C	C	C	C	C	C	C	C		
Emergency Management	S	C	P	C	C	C	C	C	C	C	C	C	C	C	C	P	C	C		
Airport	S	S	S				S			S	S									
Police	S	P	S	S	P		S	P	S		S			S		S	S	P		
Fire/EMS	S	S	S	S	S		P		P		S			S		S		P		
Public Works	S	S	S		S		S		S	P	S	P		S			S	S		
Engineering	S		S							S	P	S		S						
Risk Management	S						S	S	S		S			S	S	S		S		
Personnel	S				S	S							S		P					
Community Development	S			S	S						S			S			S			
Parks & Recreation	S	S	S	S	S	P ¹				S	S		S	S			S			
Finance	S										S		P	S						
Transit/Transportation	S				S	S									S		P			
City Clerk	S	S		P	S															
Law	S							S					S	S					P	
Bartlett Hospital	S								S							P		S		
Eaglecrest	S	S			S					S	S									
Harbors	S	S			S		S	S		S	S									
Library	S	S	S	S		S														
Volunteer Organizations																				
Red Cross						P ¹										S				
CERT		S		S	S		S			S	S									
ARES			S								S									

P = Primary responsibility. In charge of this response area.

C = Coordination responsibility. Coordinate the efforts of the support groups assisting the person in charge of the area.

S = Support responsibility. Support to the department in charge of this area.

1 = Under Federal Charter, the ARC is responsible for Mass Care. The CBJ will coordinate mass care efforts of Red Cross, Salvation Army, and others, and facilitate delivery of disaster assistance.

X. SAMPLE DECLARATIONS OF DISASTERS AND NEW RELEASES

By:
Introduced:
Adopted

City and Borough of Juneau

Resolution No. 2003-

**A RESOLUTION CONFIRMING THE CITY MANAGER'S DECLARATION OF A DISASTER
EMERGENCY WITHIN THE CITY AND BOROUGH OF JUNEAU**

WHEREAS, commencing on _____ and continuing, the City and Borough of Juneau has sustained _____ resulting in severe losses and threats to life and property; and,

WHEREAS, the _____ continues to threaten private and public facilities and infrastructure in the City and Borough of Juneau; and,

WHEREAS, the following conditions exist as a result of the disaster emergency (described impacts, damages, threats); and,

WHEREAS, on _____ the City Manager of the City and Borough of Juneau declared by proclamation a condition of disaster emergency.

NOW, THEREFORE, BE IT RESOLVED that the Assembly of the City and Borough of Juneau does hereby ratify the declaration of a condition of Disaster Emergency to exist within the City and Borough of Juneau as per CBJ 03.25.040 and A.S. 26.23.140.

**CITY AND BOROUGH OF JUNEAU
DECLARATION OF LOCAL DISASTER EMERGENCY**

WHEREAS, commencing on or about _____, the City and Borough of Juneau, a political subdivision of the State of Alaska, sustained severe losses and threats to life and property from _____; and,

WHEREAS, initial estimates indicate damage throughout the City and Borough of Juneau to public, private, and commercial properties total approximately _____ dollars; with public infrastructure damages estimated at _____ dollars, private home damages estimated at _____ dollars, and business damages at _____ dollars; and,

WHEREAS, given the severity and magnitude of the damage cause by _____, State and Federal assistance is needed to supplement local efforts to respond to and recover from the effects of _____;

NOW, THEREFORE, we, the Assembly of the City and Borough of Juneau does declare that a local disaster emergency under AS 26.23.140 exists in the City and Borough of Juneau.

FURTHERMORE, the City and Borough of Juneau requests that the Governor of Alaska declare a disaster emergency to exist as described in AS 26.23 and provide State assistance to the City and Borough of Juneau in its response and recovery from _____; and,

FURTHERMORE, the City and Borough of Juneau requests the Governor of Alaska seek appropriate Federal assistance to help the City and Borough of Juneau recover from this event.



CITY/BOROUGH OF JUNEAU

ALASKA'S CAPITAL CITY

CITY AND BOROUGH OF JUNEAU NEWS RELEASE

Date: _____ **Time:** _____ **Message #** _____

Situation:

(Describe the nature of the emergency incident. Include a description of the threat to life or safety. Boundaries of area affected by the emergency. Activities being conducted to combat condition)

Personnel Committed: _____

Incident Commander: _____

Injuries: _____ **Fatalities:** _____

Special Message:

Date and Time of Next News Release: _____

Public Information Officer: _____

Signature of Authorizing Official: _____

XI. GLOSSARY

AAR

After Action Report. An AAR for either an actual operation or an exercise may be structured to contain statements of Lessons Learned and recommended changes in plans, training, and resources.

Activation

When the emergency management plan has been implemented whether in whole or in part. Also, applies to the process by which a facility is brought up to emergency mode from a normal mode of operations.

ADES

Alaska Division of Emergency Services.

Alert

A notification or advisory that an emergency situation has occurred or that a hazard is approaching but is less imminent than implied by warning message.

All-Hazards Plan

An all-hazards plan is an emergency operations plan (EOP). It recognizes flexibility in disaster and hazards planning and the need to combine hazard specific activities with a core approach that encompasses responses that are appropriate to all hazards.

Amateur Radio

Commonly known as Ham Radio.

ARC

American Red Cross.

ARES

Amateur Radio Emergency Service. A volunteer emergency radio communication service provided by ham radio operators worldwide whenever there is disaster.

Assumptions

Basic understandings about unknown disaster situations that the emergency management plan is based on.

B-NICE

Mnemonic. Five categories of terrorist incidents: Biological, Nuclear, Incendiary, Chemical, and Explosives.

Backup Position

A qualified alternative who can fill a response or recovery team position when the primary person is not available.

Catastrophic Disaster

An event that results in large numbers of deaths and injuries; causes extensive damage or destruction of facilities that provide and sustain human needs; produces an overwhelming demand on State and local response resources and mechanisms; causes a severe long-term effect on general economic activity; and severely affects State, local, and private-sector capabilities to begin and sustain response activities.

CBRNE

Chemical, Biological, Radiological, Nuclear or Explosives.

CCEPC

Capital City Emergency Planning Committee, the local emergency planning committee.

CERT

Community Emergency Response Team. A team of local citizens, with or without an organizational affiliation, trained in a range of basic emergency response skills and techniques to assist their community in times of disaster or other emergency.

Chain of Command

A series of management positions in order of authority.

CHEMTREC

Chemical Transportation Emergency Center. A service operated by the Chemical Manufacturers Association to provide information and other assistance to emergency responders.

Clear Text

Use of plain language in radio communications transmissions. Ten codes or agency specific codes do not constitute clear text. Example: Instead of saying "10-4", use "okay".

Command

The act of directing, managing and/or controlling personnel and resources by virtue of explicit legal, agency or delegated authority.

Command and Control

The exercise of authority and direction by a properly designated commander, chief, or director over a staff in the accomplishment of a mission or assignment.

Command Center

A facility used for command and control of response and recovery operations. (See also, Emergency Operations Center).

Command Staff

An Incident Command System (ICS) term. The Command Staff consists of the Information Officer, Safety Officer, and Liaison Officer. The Command Staff reports directly to the incident commander. In the Juneau Emergency Operations Center, the command staff also includes the Legal Officer.

Control

The authority to direct strategic and tactical operations in order to complete an assigned function. "Control" includes the ability to direct the activities of other agencies engaged in the completion of a function. "Control" of an assigned function also carries a responsibility for the health and safety of those involved.

Damage Assessment

The process of assessing the physical damages resulting from a disaster or emergency and the resulting recovery time and cost estimates. A damage assessment may also serve as the basis for the Governor's request to the President for a declaration of Emergency or Major Disaster.

Decontamination

The reduction or removal of hazardous material (radioactive, chemical or biologic) from a structure, area, object, animal or person.

Disaster

Any occurrence of widespread or severe damage, injury, or loss of life or property resulting from a natural, technological, or manmade incident, including but not limited to earthquake, explosion, fire, flood, high water, hostile actions, mudslide, storms, tidal wave, or other disasters.

Emergency

An unexpected situation or event, which places life and/or property in danger and requires an immediate response to protect life and property.

Emergency Alert System (EAS)

Formally the Emergency Broadcast System. Consists of broadcasting stations and interconnecting facilities that have been authorized by the Federal Communications Commission to operate in a controlled manner during emergencies.

Emergency Operations Center (EOC)

A facility from which management officials exercise direction and control in an emergency or disaster. It is equipped and staffed to provide support in coordinating and guiding emergency/disaster operations. EOCs are activated on an as needed basis.

Emergency Operations Plan (EOP)

A document that contains policies, authorities, concept of operations, legal constraints, responsibilities, and emergency functions to be performed. Agency response plans, responder SOPs, and specific incident action plans are developed from this strategic document.

Emergency, State of

A condition during which special precautions/actions will be necessary in order to adequately safeguard property and the health and lives of personnel. A State of Emergency will be declared/terminated at the discretion of the Assembly.

EMS

Emergency Medical Services.

EOC

Emergency Operations Center.

EOP

Emergency Operations Plan.

Exercise

A simulated emergency condition involving planning, preparation, and execution; carried out for the purpose of testing, evaluating, planning, developing, training, and/or demonstrating emergency management systems and individual components and capabilities, to identify areas of strength and weakness for improvement of emergency operations plan.

Ham

An amateur radio operator. Amateur radio volunteers provide emergency communication network services apart from having radio communication as a hobby.

Hazard

A situation or condition that presents the potential for causing damage to life, property, the environment, and/or or other types of harm or loss.

Hazard Mitigation

The process of alleviating hazards or reducing the risk of hazards by the use of proactive measures. (FEMA's Disaster Mitigation Act).

HAZMAT

Hazardous Material.

IC

Incident Commander. Under the Incident Command System (ICS), the person assigned to have overall charge of the field response to an incident.

ICS

Incident Command System. A structured system of organizing for and managing emergency response and recovery. ICS has five essential management functions applicable to any emergency: command, operations, planning/intelligence, logistics and finance/administration.

Incident Command Post

The forward location, in the vicinity of the incident, from which the Incident Commander directs operations.

Incident Commander

An individual charged with directing emergency operations to mitigate a situation that presents the possibility of harm, injury and/or destruction. Individuals designated to assume the role of the incident commander may be the senior fire officer, the senior public works official, or the senior law enforcement official at the scene depending on the incident.

Interoperability

The ability of systems or communications to work together.

Local Emergency

The duly proclaimed existence of conditions of a disaster or of extreme peril to the safety or health of persons and property within local jurisdictional boundaries.

Local Emergency Planning Committee (LEPC)

A committee appointed by the State Emergency Response Commission (SERC), as required by Title II of SARA, to formulate a comprehensive emergency plan to deal with Hazardous Materials for its district.

Mass Care

The temporary housing, feeding, and care at suitable facilities of populations displaced by a disaster. Also known as Congregate Care.

Mitigation

Any action of a long-term, permanent nature that reduces the actual or potential risk of loss of life or property from a hazardous event.

Policy Group

In this EOP, a group composed of City Manager, Mayor, City Attorney, and others designated by the Manager. The Policy Group sets policy and overall incident objectives to guide disaster response.

Preparedness

Those activities, programs, and systems that exist prior to an emergency that are used to support and enhance response to an emergency or disaster.

Public Information Officer (PIO)

Under the Incident Command System (ICS), a member of the Command Staff responsible for interfacing with the public, media, and others as to information about an incident.

Risk

The degree to which people, property, environment, and social and economic activities are susceptible to injury, damage, disruption or death. Risk = Probability x Impact.

Safety Officer

Under the Incident Command System (ICS), a member of the Command Staff responsible for identifying and giving notice on undue risks. The Safety Officer, when acting on behalf of the Incident Commander, may enforce best practices for personal safety in the conduct of a response to an incident.

SAR

Search and Rescue.

SECC

Alaska's State Emergency Coordinating Center.

T-CARD

A T-shaped colored card used to record the status of personnel and resources on an incident and to assist in demobilization (Incident Command System form 219).

Terrorism

The use of force or violence against persons or property in violation of the criminal laws of the United States for purposes of intimidation, coercion or ransom.

Tsunami

A series of waves caused by a sudden displacement of water. Tsunamis are typically caused by a sudden vertical uplift of the sea floor from an earthquake, by an underwater landslide, or both.

Unified Command

In ICS, a command structure which provides for all agencies who have jurisdiction responsibility for the incident, either geographical or functional, to jointly manage an incident through a common set of objectives, strategies, and priorities.

Vital Records

Records, documents, or other information which, if damaged or destroyed, would cause considerable inconvenience and/or require replacement or recreation at considerable expense. Permanent records of the CBJ are considered Vital Records.

Vulnerability

Susceptibility to hazards or attack.

Warning

Dissemination of a message signaling an imminent hazard, which may include advice on protective measures.

Weapons of Mass Destruction (WMD)

Any device, material, or substance used in a manner, in a quantity and type, or under circumstances evidencing an intent to cause death or serious injury to persons or significant damage to property.