



Haines Borough Emergency Operations Plan

Prepared by the Haines Borough
October 25, 2022

Table of Contents

Table of Contents	ii
Promulgation Statement	x
Promulgation Letter	x
Approval and Implementation.....	xi
Borough Assembly Resolution Adoption	xii
Record of Changes	xiii
Record of Distribution	xiv
Basic Plan.....	1
1. Purpose, Scope, Situation, and Assumptions.....	1
2. Concept of Operations	9
3. Direction, Control, and Coordination	12
4. Organization and Assignment of Responsibilities.....	18
5. Information Collection and Dissemination.....	28
6. Communication	28
7. Plan Maintenance and Distribution	29
8. Authorities and References	29
ANNEX A: Direction, Control, and Coordination.....	32
1. Purpose.....	32
2. Situation	32
3. Assumptions.....	32
4. Limitations.....	32
5. Concept of Operations	32
ANNEX B: Warning	35
1. Purpose.....	35

- 2. Situation 35
- 3. Assumptions..... 35
- 4. Limitations..... 35
- 5. Concept of Operations 35
- 6. Organization and Assignment of Responsibilities..... 37
- TAB B-1: Warning Call-Out List..... 40

- ANNEX C: Communications..... 41**
 - 1. Purpose..... 41
 - 2. Situation 41
 - 3. Assumptions..... 41
 - 4. Limitations 42
 - 5. Concept of Operations 42
 - 6. Organization and Responsibilities..... 44
 - TAB C-1: Haines Borough Communications Equipment..... 46

- ANNEX D: Emergency Public Information 47**
 - 1. Purpose..... 47
 - 2. Situation 47
 - 3. Assumptions..... 47
 - 4. Limitations 47
 - 5. Concept of Operations 48
 - 6. Organization and Assignment of Responsibilities..... 48
 - TAB D-1: Public Information Officer Checklist..... 50

- ANNEX E: Evacuation and Shelter in Place..... 52**
 - 1. Purpose..... 52
 - 2. Situation 52
 - 3. Assumptions..... 52
 - 4. Limitations 52
 - 5. Concept of Operations 52
 - 6. Organization and Assignment of Responsibilities..... 54
 - TAB E-1: Evacuation Checklist..... 57

- ANNEX F: Mass Care and Sheltering 58**

1. Purpose.....	58
2. Situation.....	58
3. Assumptions.....	58
4. Limitations.....	58
5. Concept of Operations.....	58
6. Organization and Assignment of Responsibilities.....	59
TAB F-1: Potential Shelter Locations.....	60
TAB F-2: Shelter Coordinator Checklists.....	61
ANNEX G: Health and Medical Services.....	63
1. Purpose.....	63
2. Situation.....	63
3. Assumptions.....	63
4. Concept of Operations.....	64
5. Organization and Assignment of Responsibilities.....	66
ANNEX H: Logistics and Resource Management.....	67
1. Purpose.....	67
2. Situation.....	67
3. Assumptions.....	67
4. Limitations.....	67
5. Concept of Operations.....	67
6. Organization.....	68
7. Responsibilities.....	68
ANNEX I: First Responders.....	70
1. Purpose.....	70
2. Situation.....	70
3. Assumptions.....	70
4. Limitations.....	70
5. Concept of Operations.....	70
6. Organization and Assignment of Responsibilities.....	71
ANNEX J: Public Works and Transportation.....	74
1. Purpose.....	74

- 2. Situation 74
- 3. Assumptions..... 74
- 4. Limitations..... 74
- 5. Concept of Operations 74
- 6. Organization 75
- 7. Responsibilities 75
- TAB J-1: Damage Assessment Form..... 77

- ANNEX K: Oil and Hazardous Materials Spill Response 79**
 - 1. Purpose..... 79
 - 2. Situation 79
 - 3. Assumptions..... 79
 - 4. Limitations 80
 - 5. Concept of Operations 81
 - 6. Organization and Assignment of Responsibilities..... 81
 - TAB K-1: Hazardous Material Spill Reporting Tools..... 83
 - TAB K-2: HAINES BOROUGH Oil/Fuel Spill Response–Small Scale... 84
 - TAB K-3: Hazardous Material Incident Checklist..... 85

- ANNEX L: Donations Management..... 88**
 - 1. Purpose..... 88
 - 2. Situation 88
 - 3. Assumptions..... 88
 - 4. Limitations 89
 - 5. Concept of Operations 90
 - 6. Organization 92

- ANNEX M: Debris Removal 94**
 - 1. Purpose..... 94
 - 2. Situation 94
 - 3. Assumptions..... 94
 - 4. Concept of Operations 94
 - 5. Responsibilities 95

ANNEX N: Mass Fatality	96
1. Purpose.....	96
2. Situation.....	96
3. Assumptions.....	96
4. Limitations.....	96
5. Concept of Operations.....	96
6. Responsibilities.....	97
ANNEX O: Access & Functional Needs Population	98
1. Purpose.....	98
2. Situation.....	98
3. Assumptions.....	98
4. Limitations.....	98
5. Concept of Operations.....	99
6. Responsibilities.....	99
ANNEX P: Severe Weather	100
1. Scope.....	100
2. Situation and Assumptions.....	100
3. Operations	100
4. Actions.....	101
ANNEX Q: Earthquake	107
1. Scope.....	107
2. Situation and Assumptions.....	107
3. Operations	107
4. Actions.....	108
ANNEX R: Avalanche.....	113
1. Scope.....	113
2. Situation.....	113
3. Assumptions.....	118
4. Operations	118
5. Actions.....	119

ANNEX S: Landslide 122

- 1. Scope..... 122
- 2. Situation 122
- 3. Assumptions..... 122
- 4. Operations 122
- 5. Actions..... 123

ANNEX T: Tsunami/Seiche..... 127

- 1. Scope..... 127
- 2. Situation 127
- 3. Assumptions..... 128
- 4. Operations 129
- 5. Actions..... 130

ANNEX U: Flooding 134

- 1. Scope..... 134
- 2. Situation 134
- 3. Assumptions..... 135
- 4. Operations 135
- 5. Actions..... 136

ANNEX V: Fire 139

- 1. Scope..... 139
- 2. Situation 139
- 3. Assumptions..... 139
- 4. Operations 139
- 5. Action 140

ANNEX W: Terrorism, Enemy Attack, and Civil Disturbance..... 143

- 1. Scope..... 143
- 2. Situation 143
- 3. Assumptions..... 143
- 4. Operations 143
- 5. Actions..... 144

ANNEX X: Transportation Accident	151
1. Scope.....	151
2. Situation	151
3. Assumptions.....	151
4. Operations	151
5. Actions.....	153
ANNEX Y: Health Crisis	155
1. Scope.....	155
2. Situation	155
3. Assumptions.....	155
4. Operations	156
5. Actions.....	157
ANNEX AA: Energy Shortages	160
1. Scope.....	160
2. Situation	160
3. Assumptions.....	160
4. Operations	160
5. Actions.....	161
ANNEX AB: Cyberthreat	164
1. Scope.....	164
2. Situation	164
3. Assumptions.....	164
4. Operations	164
5. Actions.....	164

APPENDIX A: Memorandums of Understanding..... 168
APPENDIX B: Glossary 169
APPENDIX C: Sample Disaster Declaration..... 179
APPENDIX D: Contact List 180
APPENDIX E: Resource List..... 181
APPENDIX F: Excursion Inlet..... 182

Promulgation Statement

Haines Borough Emergency Operations

Plan Promulgation Letter

The Haines Borough Emergency Operations Plan describes a process that will be used to manage the mitigation of, preparation for, response to, and recovery from natural and man-made disasters and emergencies. It is an all-hazard plan using the National Incident Management System (NIMS) Incident Command System (ICS) for comprehensive management of disaster or emergency relief forces and emergency operations.

This document is intended to meet disaster/emergency planning requirements for all federal, state, and Borough agencies having jurisdiction over such matters. It is further intended that this document be used as a reference and training aid for Haines Borough government, corporate and business leaders, emergency managers, and responders to ensure their efficiency, effectiveness, and timeliness.

This Emergency Operations Plan ("Plan") will be activated whenever there is a disaster or emergency of sufficient proportions to potentially threaten human health or safety, property, or the environment in or near Haines Borough, Alaska. The Plan identifies the Incident Management Team (IMT) that will manage disaster relief forces and operations and contains a series of checklists that serve as incident action guides and delegates responsibility for each checklist task.

Haines Borough leaders and officials present in the community when an incident threatens or occurs will use this Plan to act on behalf of the community. They will meet as often as needed, but no less than daily, until no threat remains. Upon declaration of a disaster, the IMT is authorized to appropriate the resources necessary to carry out the provisions of and exercise the emergency powers delineated in, the Plan.

This document is considered a living document and shall be continuously updated and revised by the Borough Manager, or designee to reflect lessons learned during drills or actual incidents.

We officials, having been duly elected or appointed to our offices, hereby, adopt this Plan. It shall remain in effect without regard to any subsequent change of incumbents(s) in these offices, until it is revised or rescinded under Emergency Operations Plan procedures.



Mayor of Haines , Alaska



Borough Manager of Haines, Alaska

11/8/2022

Date

11-8-22

Date

Approval and Implementation

The Haines Borough Emergency Operations Plan is designed to assist in responding to emergencies and disasters in a manner that results in the least possible amount of damage to human lives and property while maximizing continuity of services. This effort is led by a multi-disciplinary team, the Emergency Preparedness Team.

This Emergency Operations Plan for the Haines Borough (“Borough”) is effective upon approval of the Borough Manager and adoption by the Borough Assembly.

This Emergency Operations Plan supersedes all previous versions of the Borough’s Emergency Operations Plan.

Major revisions of this Emergency Operations Plan (“EOP”) will be approved by the Borough Assembly. Minor revisions will be approved by the Emergency Manager with the concurrence of the Borough Manager. Resource lists and Memorandums of Understanding (MOUs) may be updated at any time, without a senior official’s signature, by the Borough Manager, Emergency Manager, or designee.



Mayor of Haines

11/08/2022

Date

Borough Assembly Resolution Adoption

HAINES BOROUGH
RESOLUTION No. 22-10-1003

Adopted

A Resolution of the Haines Borough Assembly Supporting the Haines Borough Emergency Operations Plan, 2022 Edition.

WHEREAS, the purpose of the Emergency Operations Plan (EOP) is to provide structure and processes to allow the Haines Borough to respond quickly to emergencies; and

WHEREAS, the EOP will provide a system to mitigate the effects of an emergency or disaster, preserve life, respond during emergencies, provide necessary assistance to citizens, and establish a recovery system in order to restore the community to pre-emergency condition; and

WHEREAS, this plan attempts to clearly define the roles and responsibilities of emergency responders and the Emergency Operations Command (EOC) by providing lists of guidelines, plans, and resources to accomplish the objectives of the plan; and

WHEREAS, adoption of an EOP complies with National Incident Management System (NIMS) as directed by Homeland Security Presidential Directive (HPSD) – 5 *Management of Domestic Incidents*, which requires the adoption of NIMS by State, Tribal and local organizations as a condition for Federal Preparedness Assistance funding; and,

WHEREAS, members of the Local Emergency Planning Committee assisted with the creation and review of the plan, and recommends the adoption of the EOP by the Haines Borough Assembly; and,

WHEREAS, the Borough Manager and Mayor have reviewed the Haines Borough EOP and recommend the formal adoption of the plan by the Borough Assembly,

NOW, THEREFORE, BE IT RESOLVED BY THE HAINES BOROUGH ASSEMBLY

SECTION 1. That the Haines Borough Emergency Operations Plan, dated October 20, 2022, attached hereto, is hereby adopted and replaces any previously adopted Emergency Operations Plans.

SECTION 2. This EOP is a living document; any major revisions of this EOP will be approved by the Borough Assembly. All minor revisions will be approved by the Borough Manager.

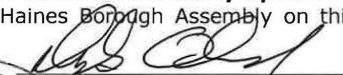
SECTION 3. That this resolution takes effect immediately upon its adoption.

Adopted by a duly-constituted quorum of the Haines Borough Assembly on this 25th day of October, 2022.

Attest:


Alekka Fullerton, Borough Clerk




Douglas Olerud, Borough Mayor

Record of Distribution

This EOP is distributed electronically to all jurisdictions, agencies, stakeholders, and officials listed below. The Official master copy will be maintained on the Haines Borough website. The public can access this EOP on the Haines Borough website.

Plan #	Office/Department	Representative	
1	Borough Manager	Annette Kreitzer	
2	Borough Clerk	Alekka Fullerton	
3	Mayor	Douglas Olerud	
4	Borough Assembly	Douglas Olerud	
5	Police Chief	Heath Scott	
6	Fire Chief	Brian Clay	
7	Emergency Manager	Carolann Wooton	
8	Alaska State Troopers	Colin Nemic	
9	Public Works Director	Ed Coffland	
10	Finance Director	Jila Stuart	
11	Harbormaster	Shawn Bell	
12	IT Director	Austin Neal	
13	Borough Attorney	Brooks Chandler	
14	Superintendent of Schools	Roy Getchall	
15	CIA Native Tribal Administrator	Harriet Brouillet	
16	Klukwan Native Tribe President	Kim Strong	
17	Alaska DOT/Haines Airport Manager	Matt Boron	
18	Inside Passage Electric Company	John Terenzi	

19	Haines Chamber of Commerce	Andrew Letchworth	
20	Haines Economic Development Director	Lee Hart	
21	Haines Borough Planner	David Long	
22	SEARHC Haines Clinic Director	Stephanie Pattison	
23	Delta Western	Jake Eckhardt	
24	Haines Public Health Center Nurse	Elaine Hickey	
25	Haines Long Term Recovery Group	Sylvia Heinz	
26	The Salvation Army	Capt Kevin Woods	
27	American Red Cross	Britt Tonneson	
28	Alaska Power & Telephone Company	Darren Belisle	
29	United States Coast Guard Sector Juneau Captain of the Port	Capt Darwin Jenson	
30	USCG Sector Juneau Emergency Mgt Port Recovery Specialist	Tom Pauser	
31	Alaska Marine Lines (AML)	Michael Ganey	
32	Alaska Department of Environmental Conservation SE Planner	Victoria Colles	
33	Alaska Division of Emergency Management	Bryan Fisher	
34	Alaska State Parks	Preston Kroes	
35	Alaska State Forest	Greg Palmieri	
36	Haines Assisted Living	Christy Long	
37	Southeast Alaska Independent Living (SAIL)	Sierra Jimenez	
38	Ocean Beauty Seafood, Excursion Inlet	Tom Marshal	
39	Klehini Valley Fire Department	Dallas Henderson	
40			

Basic Plan

1. Purpose, Scope, Situation, and Assumptions

A. Purpose

1. It is the purpose of the Haines Borough Emergency Operations Plan (EOP) to define the actions and roles necessary to provide a coordinated response within Haines. This guides local government, quasi-government organizations, and private agencies with a general concept of potential emergency assignments before, during, and following emergencies to:
 - a. Establish a single comprehensive, risk-based, all-hazard plan for providing emergency response and recovery services using all available resources for the protection of life, property, and the continuance of government.
 - b. Identify and assign various responsibilities and tasks for emergency and disaster response operations to Haines Borough departments, agencies, and individuals.
 - c. Guide Haines Borough response in any situation in which individual Haines Borough departmental standard operating procedures (SOPs) are not sufficient to handle the emergency.
 - d. Organize, coordinate, and direct the actions of the Incident Management Team (IMT) to assure a timely response in the event of a disaster.
 - e. Set forth SOPs using the “Incident Command System” (ICS) and maintain compliance with the National Response Framework (NRF) and the National Incident Management System (NIMS).
2. This EOP is divided into a basic plan, functional annexes, incident-specific annexes, and appendices:
 - a. The basic plan provides an overview of Haines Borough’s approach to emergency operations. It identifies emergency response policies, describes the response organization, and assigns responsibilities.
 - b. The functional annexes focus on critical operations functions and who is responsible for carrying them out. These annexes describe the specific responsibilities, tasks, and operations that agencies and departments carry out before, during, and after an emergency.
 - c. The incident-specific (natural hazard or threat) annexes identify specific procedures, policies, tasks, and responsibilities for emergency operations in certain incidents.
 - d. The appendices contain a list of Memorandums of Understanding (MOUs), a hazard vulnerability analysis, glossary and acronym list, sample disaster declaration, IMT call list, Emergency Operation Center (EOC) layout diagrams and phone numbers, and points of the distribution plan.

A. Scope

This EOP applies to all participating departments and agencies in the Haines Borough. Efforts will be made to notify, warn, and rescue (if necessary) residents outside of Haines town-site limits if sufficient resources are available. This EOP applies to all members of the Borough administration and staff, to all Borough departments, and other agencies or organizations assisting in a local disaster.

B. Situation

1. General Overview of the Haines Borough

a. Government

The Haines Borough has a manager form of government with day-to-day municipal operations being the responsibility of the Borough Manager. The Borough Manager is responsible for the overall conduct of the administrative functions of the Borough (Charter §5.03.C).

b. Location

The Haines Borough is located in Southeast Alaska - 75 miles north of Juneau and 14 miles south of Skagway, along the Upper Lynn Canal. Over the summer, daily flights connect Haines to Juneau. In the winter, however, the schedule can vary. Flights are also highly weather-dependent. The Haines Borough has regular ferry service provided by the Alaska Marine Highway System (AMHS). The Haines Highway connects to the Alaska Highway 155 miles to the north at Haines Junction, Yukon Territory, Canada.

The Haines Borough is located at approximately 59.2358° North Latitude 135.14450° West Longitude.

c. Geography and Climate

Haines is located on the northern terminus of the Lynn Canal between the Chilkoot and Chilkat Rivers in northern Southeast Alaska. The Borough shares an international border with British Columbia to the northwest and the Municipality of Skagway to the northeast. Juneau, Alaska's capital city is 80 air miles to the southeast. Glacier Bay National Park and Icy Straits are to the south and west.

The municipal boundaries of the Haines Borough encompass almost 1.5 million acres, including 2,350.0 square miles of land and 382 square miles of water. It stretches nearly 120 miles long and is 80 miles at its widest point. The Haines Borough is the northernmost temperate rainforest. Its summers are moist and cool, and winters are cold and snowy. The Haines Borough averages 262 inches of snow each year (10 feet). The average summer high temperature is 64° Fahrenheit (°F), and the average summer low temperature is 58°F. The winter high temperature is 36.5°F, and the average winter low temperature is 25.6°F.

d. Demographics

The 2020 Census population of Haines was 2,080. The Borough estimates the population doubles in the summer months with tourists and seasonal workers.

As of the 2020 U.S. Census, the median age in Haines was 43.4 years. This is older than the statewide median of 33.8, but younger than most state median populations. Approximately 82% of the population is 18 or older, leaving 18% of the population between birth and school age. The population of over 65 years of age is 21.7 %. Haines is a racially homogenous community with nearly 79% White; 10.8% Alaska Native or American Indian; .9% Asian; .6% Black or African American; and 7.9% a combination of 2 or more races. The male population comprises 50.8%, while 50.2% are female.

Per the 2020 U.S. Census, 9.8 % of the Haines population lives below the poverty level. The same data shows a median household income of \$58,059.00. Nearly 97% of the community has an education level equal to, or greater than, a high school diploma; 6.9 % of the Haines population are veterans.

e. Economy

According to the 2017 Haines Economic Development Study, Haines is unique in its dependence upon non-earnings income. The retail and tourism sectors account for much of the sales tax receipts (\$3.8 M in 2021). The Haines economy also relies heavily upon commercial fishing, and mining.

f. Infrastructure

Road

Haines is accessible by road by Haines Highway which covers 40 miles from the Haines town limits to the US/Canadian border at Dalton Cache. Haines is one of only three Southeast Alaska communities that is accessible by road.

Harbor & Port

Haines has five main water transportation sites: The Alaska Marine Highway Ferry Terminal, Lutak Dock, Haines Port Chilkoot Dock, Haines Small Boat Harbor, and the Letnikoff boat harbor. Haines is unique in that it is one of only 3 deep water ports in Alaska which does not freeze in winter months.

g. Airport

Haines has one airport owned by the State of Alaska Department of Transportation and Public Facilities. It is operational and open to the public. There is no air traffic control tower at the airport, but there is fuel. The airport building has a tenant, Alaska Seaplanes, who provides regional commuter service. The 4,000-foot-long runway is capable of serving regional jet traffic. It has a single wheel 12,500 lb. weight limit. For fuel, 100LL and Jet A is available from Delta Western.

Several commercial helicopter companies operate out of Haines in the summer and in the winter, there are heli-skiing companies active in the Haines Borough.

h. Emergency Services

The Haines Borough Emergency Services include the Haines Borough Police Department (HBPD) and the Haines Volunteer Fire Department (HVFD). Other agencies in the community also provide emergency assistance, if necessary. These include the Alaska Wildlife Trooper and State Parks Ranger (seasonal) stationed in Haines. HVFD has a Search and Rescue (SAR) Company who operates under the supervision of the Alaska State Troopers under an MOU with the Borough to provide services.

In the event an incident requires activation of the EOC, Haines Borough staff members and community volunteers fill the roles of IMT members within the NIMS ICS structure.

HAINES DISPATCH CENTER (907) 766-2121 (Emergency 9-1-1): five Public Safety Technicians (Emergency Communications/Jailers) provide 24/7, 365 days/year Haines Borough coverage of the Haines Dispatch Center. There are two consoles, with at least one staffed at all times. Haines Dispatch Center receives all 911 calls placed within Haines, and up to approximately milepost (MP) 40 of the Haines Highway. It is responsible for dispatching HBPD, HVFD, and Emergency Services.

POLICE STATION (907) 766-2121 (Emergency 9-1-1): Five Police officers with responsibility to respond for calls 24/7.

STATE WILDLIFE TROOPER POST (907) 766-2533: The State Wildlife Trooper Post is stationed in the Gateway Building.

HAINES VOLUNTEER FIRE STATION (907) 766-2115 (Emergency 9-1-1): There are seven apparatus bays housing two engines, one squad, and two advanced life support ambulances. Fire protection, emergency services, search and rescue, and hazmat response services are provided at all times. There is a total of 3 paid firefighters/emergency medical technicians (EMTs) (3 full-time and 34 volunteers).

KLEHINI VALLEY FIRE DEPARTMENT There is one engine and one tanker. Klehini Valley FD is a volunteer department.

i. Emergency Management Team

The Emergency Management Team is responsible for day-to-day operations and consists of the following staff:

a. Emergency Manager.

j. Emergency Preparedness Team

The following group of senior public officials may develop **non-emergent** policies, and in specific emergencies, will discuss the economic, political, legal, and social implications of both the threat of and the response to emergencies to determine the best general policy and procedures required for these events:

Borough Manager	Emergency Manager(s)
Mayor	Police Chief
Public Information Officer	Fire Chief
Local Emergency Preparedness Team (LEPT) Representative	

The Local Emergency Preparedness Team operates according to Chapter 15.22 of the Haines Borough Code.

k. Medical Facilities

The **SEARHC Haines Health Center** is part of the non-profit health consortium that serves the health interests of the residents of Southeast Alaska. The clinic has a moderate complexity lab, x-ray, in-house pharmacy, a 2-bed treatment room for emergencies, and eight exam rooms. The medical clinic has the following resources: 6 medical providers (3 MDs and 3 Midlevel providers); 12 Registered Nurses; 1 Nurse Case Manager; 1 Pharmacist; 2 pharmacy techs; 1 lab tech; 1 Registered Dietician; 2 Referral Care Coordinators; 6 Facilities & environmental service workers; 3 Medical Admin; 9 front desk/business office staff; 1 purchaser; 1 physical therapist; 2 IT staff; and 3 COVID technicians.

The **SEARHC Dental Clinic** has 1 dentist, 2 front desk staff, 1 Hygienist, 6 dental assistants.

The **SEARHC Behavioral Health** has 2 Behavioral Health Clinicians, 1 Case Manager & substance abuse counselor, 2 admin assistants.

l. Schools

Haines Borough School District serves just over 250 school-aged children in grades K-12. The District is comprised of Haines Elementary School, Haines Middle School, Haines High School, and Haines Correspondence School. The school facility may also serve as a Mass Shelter in emergencies.

m. Electrical Utilities

Alaska Power and Telephone (AP&T) is an employee-owned company providing electrical service to all residential and commercial users within Haines. The exception is Inside Passage Electrical Coop (IPEC) that provides electrical services to some of the outlying areas of the Borough.

The Electrical power is created through a combination of hydro, and a diesel generator facility. The Haines Diesel Plant, constructed in 1969, consists of four diesel-electric generators installed between 1969 and 2014. The available capacity of the plant is 9-megawatts.

The Inside Passage Electric Cooperative (IPEC) is a non-profit, consumer owned electricity utility serving over 1,300 members in the rural Southeast Alaska communities of Hoonah, Kake, Chilkat Valley, Angoon, and Klukwan.

The vast majority of heat and hot water, for both residential and commercial users, is through diesel fuel-powered furnaces and boilers. There is one local provider of heating fuel: Delta Western Petroleum. Delta Western's product is shipped to Haines via truck and barge. Fuel is delivered via truck to individual homes and businesses, usually on a monthly basis.

Haines Propane supplies propane. Some household and small commercial customers use propane for cooking, heating and powering other appliances such as clothes dryers. Natural gas is not available.

n. Water and Sewer

The Haines Borough Water and Sewer Utility employs three full-time operators who are responsible for providing drinking water and treating domestic wastewater for the community. There are 700+ residential and commercial buildings connected to the system. There are three drinking water sources. When combined, they can provide up to 788,000 gallons of water per day to the distribution system. The water distribution system consists of 15+ miles of water mains, 5 water storage tanks (combined reserve capacity of 1.4 mg), 2 water lift stations and 300+ fire hydrants. A bulk drinking water fill station is available for unconnected community members and visitors year round.

The Haines wastewater collection system consists of 6 lift stations and when combined with the 10+ miles of gravity sewer mains, is capable of delivering up to 2 MGD to the wastewater treatment plant. The staff also maintains a certified laboratory for performing microbiological analysis of wastewater. The Sewer Department is also responsible for treating the community's septic system wastewater.

The public sewer system serves approximately 60% of the community. The remaining users (almost exclusively residential) use domestic on-site wastewater treatment systems, commonly known as septic systems. Installation of septic systems is regulated by both the State and Borough. The Haines Borough has jurisdictional authority over plan review and inspection for conventional septic system installation. The State of Alaska, Department of Environmental Conservation retains jurisdictional authority over engineered systems.

- o. Waste Management** The Haines Sanitation, Inc. dba Community Waste Solutions, (907-766-2736) operates a Class III landfill that provides solid waste disposal, recycle, construction, and demolition landfill.

p. Telecommunications

Alaska Power and Telephone (AP&T), (907)766-6500, serves the Haines and Skagway areas, providing high quality communication services including landline telephone for residents and businesses, calling features, long distance, high speed internet connectivity, and wireless voice and data.

Haines Cable Company (907) 766-2337 provides television cable services in Haines.

q. Hazard Profile

a. Potential Hazards

The Haines Borough is vulnerable to many types of natural and manmade hazards, varying in type and magnitude from local community to statewide in scope. Disaster conditions could be a result of a number of phenomena such as avalanches, earthquakes, floods, tsunamis, severe winter weather, and fires.

Apart from natural disasters, Haines is subject to a myriad of other disaster contingencies, such as: Pandemics, aircraft accidents; transportation accidents involving chemicals and other hazardous materials; chemical oil and other hazardous material spills; leaks or pollution problems; dumping of hazardous wastes; utility service interruptions; energy shortages; civil disturbances; criminal acts; or, a combination of any of these.

The table in Appendix B provides a hazard risk analysis summary from the 2022 Haines Borough Natural Hazard Mitigation Plan Update.

C. Planning Assumptions

1. Effective prediction and warning systems make it possible to anticipate certain disaster situations that may occur throughout the Haines Borough or the general area beyond the Borough's boundaries.
2. A major emergency could happen at any time, and response often requires decisions made quickly under adverse conditions. The time of day, week, and year, as well as weather conditions are important variables that affect the seriousness of the incident and the Haines Borough's response capabilities.
3. It is the policy of the Haines Borough to safeguard life, property, and the environment by maximizing available resources to minimize the effects of natural, technological, and manmade disaster emergencies.
4. The resources normally available within the Haines Borough may not be sufficient to respond to a major emergency and/or disaster. Therefore, outside assistance may be necessary.
5. Outside assistance from State and Federal agencies as well as neighboring communities may be available. It may be hours, however, or even days before these agencies are able to mobilize and render aid. Therefore, the Haines Borough must be prepared to carry out response on an independent basis to maximize the survival of people, prevent and/or minimize injuries, and preserve property and resources.
6. Local government officials and employees recognize their responsibilities for the safety and well-being of the public. Each is conversant with this EOP and is fully capable of executing their roles, responsibilities, and tasks. Government officials and employees complying with this EOP shall not be liable for injury, death, or loss of property except in cases of willful misconduct or gross negligence.
7. Emergency events can vary greatly in location and extent. For this reason, planning efforts are made as general as possible.
8. Initial actions to mitigate the effects of emergencies or potential disaster conditions begin as soon as possible by the Haines Borough.

9. Federal and State disaster assistance, when provided, will supplement, not substitute, relief provided by the Haines Borough.
10. When a jurisdiction receives a request to assist another jurisdiction, reasonable actions are taken to provide the assistance.

It is the responsibility of the Haines Borough to protect life and property from the effects of hazardous events. No guarantee of a perfect response is implied by this EOP or any of its appendices, annexes, or references. Since Haines Borough government assets and systems are vulnerable to disaster events, they may be overwhelmed. For that reason, this document provides a guide to the response. The Haines Borough uses every effort available based on the situation, information, and resources available to respond in emergencies.

2. Concept of Operations

A. General

1. There are four phases of disaster emergency management:
 - a. **Mitigation:** the effort to minimize and eliminate hazards through: hazard vulnerability assessments; prepositioning of resources; prudent planning practices; and, the hardening of critical infrastructure.
 - b. **Preparedness:** the effort to ready for an emergency including: planning; establishing MOUs; training personnel; having access to sufficient supplies; educating the public on preparedness issues; gathering pertinent information; and, maintaining response plans.
 - c. **Response:** the effort to react to an emergency including: operations to save lives; protect property; minimize damage; supply victims with basic human needs; plan for restoration of essential services; and, protect vital resources and the environment.
 - d. **Recovery:** the effort to recuperate after an emergency including: repairing damages to property and the environment; transitioning from emergency sheltering and care of victims to temporary, but if necessary, longer-term housing and care arrangements; economic stabilization and recovery; and, dispensing financial aid to qualifying public agencies and individuals.

This EOP focuses only on the last three phases.

2. During emergency operations, Haines Borough departments and organizations will parallel normal day-to-day tasks and functions. It may be necessary, however, to utilize employees' skills in areas of greatest need. Therefore, daily operations not directly contributing to emergency operations may be suspended for the duration of the emergency. The efforts directed toward those suspended tasks and functions will be redirected toward the accomplishment of emergency tasks and functions.

3. When an emergency is declared, the Haines Borough will respond as outlined in this EOP to protect life, property, and the environment from the consequences of the emergency. When a major emergency exceeds the Haines Borough's capacity to respond; assistance is requested from the State government through the Alaska Division of Homeland Security and Emergency Management (DHS&EM). If the magnitude of the event exceeds the State's capabilities, the State will request assistance from the Federal government.
4. The EOC will serve as a clearinghouse for response and recovery operations and for deployment of resources within Haines.
5. Planning for recovery will take place as soon as the response operations begin. Preparations are made for the rapid deployment of resources necessary to facilitate the recovery process. The Haines Long-Term Recovery group should be engaged early to assist with recovery and may be invited to attend EOC briefings at the discretion of the IC.

B. Operational Priorities

1. Protection of human life (highest priority), property, and the environment.
2. Protection of public health - meeting the immediate emergency needs of people, including rescue, medical care, food, shelter, and clothing.
3. Temporarily restoring facilities, whether publicly or privately owned, that are essential to the health, safety, and welfare of people (such as medical, sanitation, water, electricity, and emergency road repair).
4. Meeting the short-term rehabilitation needs of people, including provision of temporary housing and food.
5. Mitigating hazards that pose a threat to life, property, or the environment.

C. Levels of Plan Activation

Emergencies such as fires, emergency medical incidents, search and rescue operations, and violations of the law occur frequently. Some larger scale emergencies go beyond normal operations. These events, distinguished as major emergencies, exceed the capacity of one or two departments to handle alone. There are three levels of EOP activation in response to these emergencies:

1. **Level 3, Normal Operations:** Haines Borough departments and agencies are conducting normal daily activities; handling incidents with existing resources, policies, and procedures.
 - a. The EOC is inactive.
 - b. Appropriate departments and agencies monitor conditions.
 - c. No written incident action plan (IAP) is required.

2. **Level 2, Partial Activation:** An emergency has developed, or is imminent, that requires Haines Borough departments and agencies to take coordinated action which may take multiple departments, go beyond SOPs, and require additional capabilities.
 - a. Partial or full activation of the EOC may occur during regular business hours or additional hours as needed.
 - b. Conditions are monitored with information sharing between the EOC and the appropriate departments and agencies.
 - c. A written IAP is required for each operational period.

3. **Level 1, Full Activation:** An emergency has developed that requires the coordinated response of all levels of the Haines Borough government to save lives of a significant portion of the population and protect property and the environment. An emergency declaration is being considered or has been issued, and the appropriate departments and agencies are performing a coordinated response.
 - a. Full activation of the EOC on a 24-hour rotational basis with all trained Haines Borough staff and volunteers participating or on call.
 - b. Conditions are monitored with information sharing between the EOC and the appropriate departments and agencies.
 - c. A written IAP is required for each operational period.

D. Emergency Declaration

1. A declaration of a “State of Emergency” constitutes authority for special emergency provisions and the deployment and use of any emergency resources to which the EOP applies.
2. The Mayor or Deputy Mayor has the authority to declare a “State of Emergency” within the Haines Borough if he/she finds that a disaster has occurred or is imminent or threatened.
3. When an emergency exceeds or threatens to exceed Haines Borough’s normal emergency capacity, the official in charge of the incident will inform the Borough Manager who will then request a declaration of emergency from the Mayor or Deputy Mayor.
4. An emergency declaration activates the response and recovery aspects of this EOP and grants authority for the use of emergency procedures and assets to which this EOP outlines.
5. If resources locally available to the Haines Borough will be insufficient to respond to and/or recover from the disaster or emergency, the Borough Mayor shall declare a “State of Emergency” and request assistance from the State of Alaska through the DHS&EM.

E. Incident Command System

1. The Haines Borough has established NIMS as its standard for incident command. This EOP incorporates command and management concepts from NIMS including the ICS, Public Information System, and, if warranted, the Multi-Agency Coordination System (MACS).
2. ICS allows rapid incorporation of personnel from a variety of agencies into a common management structure. The Haines Borough utilizes ICS for day-to-day situations and major emergencies. In a small day-to-day incident, the IC and one or two individuals perform all the necessary tasks and functions. In a larger incident, each task and function is assigned to a separate individual. During major emergencies, the ICS structure expands, and the EOC activates to support field operations.
3. The IC is the individual responsible for overall management of all incident operations at the incident site. In a large event with multiple emergency sites, overall coordination of Emergency Management reverts to the EOC.
4. Unified Command (UC) may be implemented during a large-scale emergency with multiple agencies sharing incident jurisdiction to ensure a coordinated multi-agency response. Agencies work together through their designated ICs at the EOC to establish a common set of objectives, strategies, and a single IAP.
5. The IMT consists of the command and general staff members in an ICS organization. Persons to fill these positions for various types of incidents are pre-designated to ensure that they have the necessary training and experience to fulfill the roles and responsibilities of the ICS positions.

3. Direction, Control, and Coordination

The Haines Borough has the primary responsibility for Emergency Management activities.

A. Field Operations

1. Emergency Management is continually operating. Whenever an incident occurs the most-senior, first-on-scene person shall assume initial command of the situation. Once the first-response units from the designated response department arrive on scene, the senior qualified official on scene from this “lead department” will assume command. Each department then decides when to transfer control when an official with greater seniority arrives on scene.
2. The senior qualified official on scene will determine if the incident needs reporting to the Incident Management (IM) Short Team.

B. Incident Management Short Team

The IM Short Team will convene for all events to initially evaluate the scope of the incident and determine further course of action and will initially meet in the Borough conference room.

The IM Short team consists of the following individuals:

- a. Borough Manager
- b. EOC IC/Emergency Manager
- c. Public Information Officer (PIO)
- d. Operations Chief (OSC)
- e. Planning Section Chief (PSC)
- f. Police Chief
- g. Fire Chief

**Other attendees may be included at the discretion of the IC and Borough Manager.*

1. The IM Short Team will conduct initial assessments to determine if the incident meets the criteria to activate the EOC.
 - a. When the IM Short Team determines that the scope or scale of an incident necessitates activation of the EOC, the following will occur:
 - i. The Finance Director will assign an incident number for tracking all costs.
 - ii. The Borough Manager will assign a record keeper and make a record of meetings.
 - iii. The IMT will be activated.
 - iv. The Information Technology (IT) Director will set up the EOC for operations. See Appendix I for layouts and phone numbers.

C. Emergency Operations Center

1. The Borough Assembly Chambers is the primary EOC for small events. If the primary EOC requires more space, the Haines Borough Public Library may become the primary EOC.

2. Alaska State Emergency Coordination Center

A fundamental principle of Emergency Management is all disaster responses are local responses. If local response is overwhelmed, the State Emergency Coordination Center is available to coordinate response with the EOC. While the State will support local response, it will neither direct nor control local response operations unless requested to do so (ASEOC: 800-478-2337).

3. The Haines Borough EOC is the central location for planning, coordinating, and directing emergency management tasks and functions in the field. The EOC reconciles competition for resources and/or eliminates conflicting or duplicated efforts. The EOC's role does not eliminate the requirement that responding departments and agencies have for tactical level coordination of labor and resources. Common EOC tasks include:

- a. Taking a global view of the emergency in order to anticipate direct and indirect impacts, and interpret policy, financial, and legal matters.
- b. Assembling timely and accurate information on the emergency and current resources in order to make informed decisions on both short- and long-term courses of action.
- c. Providing information to the public, and disseminating warning and emergency instructions through all available means.
- d. Determining the priority of response actions, coordinating their implementation, and providing resource support to field operations.
- e. Suspending or curtailing government services, recommending closure of schools and businesses, and organizing evacuations and shelter arrangements for evacuees.

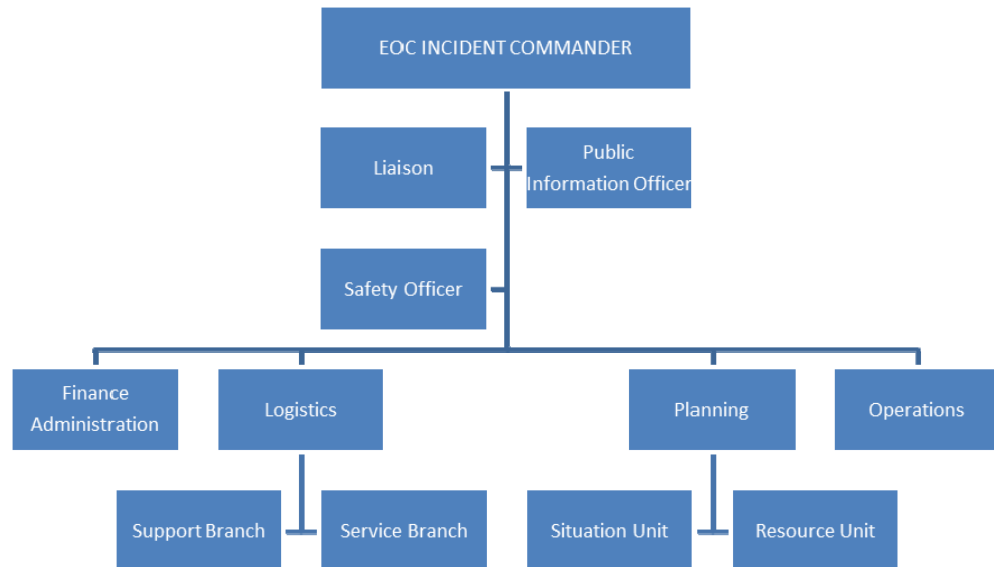
4. The Borough Manager activates the EOC or the IM Short Team. If the Borough Manager and is unavailable, the EOC maybe activated by the IM Short Team.

5. To activate the EOC, the official will request the Dispatch Center to notify the IMT to report to the EOC. The IMT will take action to notify and mobilize the appropriate departments and agencies which they are responsible for coordinating.

6. If a disaster occurs in an isolated area, or if the disaster requires extensive coordination or emergency service forces, an on-scene Incident Command Post (ICP) may be established. Incidents of different types or without similar resource needs are handled as separate incidents. A facility near the disaster site will be set up, and communications provided. The IC designates the on-scene ICP Commander and staff. Selection of the Site Commander will depend upon the nature of the disaster and "lead department" requirements. An Area Command may be activated to address competition for

resources among multiple ICPs based on the complexity of the incident and incident management span-of-control considerations. An Area Command oversees management of multiple incidents while the EOC coordinates support.

HAINES BOROUGH EOC CHAIN OF COMMAND



7. The EOC is capable of operating continuously for the duration of a disaster. The IC will determine work periods. The hours of EOC operation will depend upon the disaster situation and the necessity of a 24-hour response.
8. Contact between the EOC staff and their departments will occur through telephone and/or radio communications. All field units will be in contact with the EOC through telephone and/or radio communications, as well.
9. Only those individuals required to perform IM duties may enter the EOC. Others may enter at the discretion of the IC.
10. Emergency Support Functions (ESFs) are the primary means through which the Federal and State governments provide assistance to municipal governments. The ESF structure unites various agencies and focuses their efforts with specific functions necessary to respond to the disaster. See Annexes for details on ESFs 1-15 (these are also known as functional annexes).
11. Multiagency Coordination Group (MAC Group) is a part of the off-site incident structure of NIMS and is sometimes referred to as the policy group. During incidents, MAC Groups act as the policy level body, support resource prioritization, make cooperative multi-agency decisions, enable decision-making among elected or appointed officials and the Incident Commander. The MAC Group does not perform incident command functions, nor does it replace the primary functions of the EOC or other operations, coordination, or dispatch organizations. The Haines Borough Assembly functions as the MAC Group.

D. Plan Administration

1. Administration of this EOC is divided into five sections, using the ICS.

a. The Command Section

This section provides overall command, control, and coordination to the personnel employed in responding to the disaster. It is composed of the IC and command staff designated on a per-incident basis.

i. Incident Commander (IC)

The IC will submit periodic situation reports to the appropriate authority during a major disaster using standard ICS formats.

ii. Command Staff

1) Public Information Officer (PIO)

The PIO is responsible for interfacing with the public and media with incident-related information.

2) Liaison Officer (LOFR)

The Liaison Officer is the IC's point of contact for representatives of other agencies [including government, Non-Government Organizations (NGOs), and/or private sector] to provide input, resources, and other operational support.

3) Safety Officer (SOFR)

The Safety Officer advises the IC on all matters relating to operational safety and ensures all personnel involved in a response remain safe.

b. The Operations Section

This section is composed of the department directors or their representatives that will coordinate implementation of response and recovery duties in the field. Each Operations official is responsible for directing or coordinating the personnel and resources of that functional area. The Operations Section Chief (OSC) is responsible for the management of all operations directly applicable to the response and recovery effort. The OSC activates and supervises operations and organizational elements in accordance with the IAP. The OSC assists in the formulation and execution of field operational plans, requests or release of resources, and makes expedient changes to the IAP as necessary.

c. The Planning Section

This section is responsible for collecting and assessing data and making the information available to the Command and Operations Sections for use

in response and recovery. The Planning Chief (PSC) is responsible for developing the IAP.

d. The Logistics Section

The Logistics section is responsible for providing the labor, equipment, and facilities needed in support of incident activities. The Logistics Section Chief (LOGS) is responsible for all logistical details.

e. The Finance and Administration Section

This section keeps track of personnel, costs, and handles all financial transactions associated with the incident. The Finance/Administration Section will be responsible for: contracts; incident-related cost data; maintaining audit trails of billings and payments; developing a finance plan for response activities; claim processing; documenting financial actions taken during and after the emergency; and, keeping the IC updated on financial matters. The Finance Section Chief (FSC) is responsible for financial detail.

E. Command Responsibility for Specific Actions

1. Direction of Response

The EOC IC is responsible for overall direction of the incident response activities carried out by jurisdictional departments and agencies.

- a. The Borough Mayor has the responsibility for a disaster declaration within the political jurisdiction.
- b. The SEOC will be the point of contact to receive local declarations of disaster.
- c. The SEOC functions to coordinate and execute the State's response and recovery operations, pursuant to a declaration of disaster by the Governor and under the Alaska Disaster Act. State and Federal officials will coordinate their operations through the jurisdiction's elected or appointed officials or their designated representatives such as the IC.

2. Assistance

If the jurisdiction's own resources are insufficient or inappropriate to respond to the emergency, assistance will be requested from other jurisdictions, the State, or Federal government. All response agencies are expected to fulfill mission assignments directed by the IC.

4. Organization and Assignment of Responsibilities

A. General

Most departments/agencies of government have emergency functions in addition to their normal day-to-day duties that usually parallel or complement normal functions. Each department/agency is responsible for developing and maintaining its own Emergency Management procedures.

B. Organization- all EOC members must be NIMS ICS qualified and willing to attend training credentialing as needed to serve in the IMT.

The chain of command chart is located on page 16.

C. Assignment of Responsibilities

1. The Incident Commander

- a. The Incident Commander, appointed by the Borough Manager, must have the required NIMS credentials for a Type 1 or Type 2 incident.
- b. Provides the overall direction for the incident and is responsible for overall administration and strategic planning. Tasks include:
 - i. Assessment of the situation;
 - ii. Formulating, reviewing, and approving operational guidelines including the IAP;
 - iii. As necessary, appropriate and expend funds; make contracts; and obtain and distribute equipment, materials, and supplies for disaster purposes;
 - iv. Authorize and control information given to the public via the PIO;
 - v. Make available and provide overall direction and coordination of disaster response and recovery forces and equipment;
 - vi. Provide for the health and safety of persons and property, including emergency assistance to victims of the disaster, and recommend appropriate protective measures;
 - vii. Appoint, employ, or provide disaster workers; and,
 - viii. Establish shift schedule to permit 24-hour coverage of EOC as needed.

2. Command Staff

Appointed by the IC and may consist of a PIO, Safety Officer, and Liaison Officer to support the IC.

- a. Public Information Officer (PIO) tasks:
 - i. Formulate and release information about the incident as directed by the IC;

- ii. Maintain, throughout the incident, a summary of the incident information for release to news media and for general use by incident personnel;
 - iii. Distribute information as periodic news releases at briefings and in response to special requests;
 - iv. Continually act as official liaison between: the news media; handling requests for meetings between media and incident personnel; and, arranging interviews and incident observation trips;
 - v. Locate a news briefing area in a secure place away from the EOC.
- b. Safety Officer (SOFR) tasks:
- i. Obtain information from a variety of sources concerning the incident area and potentially hazardous conditions;
 - ii. Attend planning meetings, review strategies and tactics for safety factors, and guide staff; and,
 - iii. Investigate all accidents and injuries occurring within the incident area, and prepare an incident report for submission at the conclusion of the incident.
- c. Liaison Officer (LOFR) tasks:
- i. Contact cooperating and assisting agency personnel, and act as point of contact; and,
 - ii. Respond to requests from incident personnel for interagency contact.

3. General Staff Section Chiefs

Are selected by and report to the IC, and along with the IC, comprise the IMT.

These are:

- a. Operations Chief (OSC) responsibilities are:
- i. Participate in preparation of the IAP;
 - ii. Brief operations personnel on IAP;
 - iii. Supervise operations;
 - iv. Determine the need for additional resources;
 - v. Review the suggested list of resources for release;
 - vi. Assemble response teams from resources assigned to Operations Section;
 - vii. Initiate recommendation for release of resources;
 - viii. Report special incidents and/or accidents; and,

ix. Coordinate emergency shelter effort.

b. Planning Section Chief (PSC)

The Planning Section Chief (PSC) is responsible for the collection, evaluation, dissemination, and use of information regarding the development of the incident and status of resources. Information is needed to understand the current situation, predict the course of events, prepare alternative strategies, and control operations for the incident. The major duties are:

- i) Supervise preparation of the IAP;
- ii) Activate Planning Section unit;
- iii) Schedule and conduct daily briefings;
- iv) May recommend reassignment of personnel to incident response positions;
- v) Assemble information on alternative strategies;
- vi) Identify need for use of specialized resources;
- vii) Provide periodic predictions on incident potential;
- viii) Compile and display incident status information including damage assessment;
- ix) Advise EOC staff of any significant changes in incident status;
- x) Prepare and distribute the IC's orders;
- xi) Prepare recommendations for release of resources; and,
- xii) Establish weather data collection system when necessary.

c. Resource, Situation, Documentation, and Demobilization Units.

- 1) The Resource Unit tracks the location and status of all resources assigned to an incident. They ensure all assigned resources have checked in at the incident.

The Resource Unit tracks resources continuously to manage resources effectively during an incident. They use the following status conditions for maintaining an up-to-date and accurate picture of resource status:

Assigned: Resources that have been checked in and assigned work tasks on an incident.

Available: Resources assigned to an incident, checked in, and available for a mission assignment, normally located in a staging area.

Out of Service: Resources that are checked in, but are not assigned and not available for assignment for mechanical, rest, or personnel reasons.

When a resource's status changes (e.g., a unit that was previously "out of service" is now "available"), the Unit Leader or the supervisor who approved the status change immediately notifies the Resources Unit Leader, who documents the status change.

2) The Situation Unit

The Situation Unit staff collect, process, and organize situation information; prepare situation summaries; and, develop projections and forecasts related to the incident. They gather and disseminate information for the IAP. This unit produces Situation Reports (SITREP) as scheduled, or at the request of the Planning Section Chief or IC. The Situation Unit frequently includes Geographic/Geospatial Information Systems (GIS) Specialists who produce maps and other technical specialists. The Situation Unit may also include Field Observers to gather information on the incident and/or response.

3) Documentation Unit

Documentation Unit staff maintain incident files and data for legal, analytical, and historical purposes, including a complete record of the major steps taken to resolve the incident. They also provide duplication services for incident personnel; compile, reproduce, and distribute the IAP; and, maintain the files and records that are developed as part of the IAP and planning function.

4) Demobilization Unit

Demobilization Unit staff develop an Incident Demobilization Plan that includes specific instructions for all personnel and other resources to be demobilized. They begin their work early in the incident by creating rosters of personnel and resources, and obtaining any missing information as check-in proceeds. Once the IC or UC has approved the Incident Demobilization Plan, Demobilization Unit staff ensure its distribution at the incident and elsewhere as necessary. For major incidents, demobilization plans are dynamic and the staff in the Demobilization Unit may need to update them frequently.

c. Logistics Section Chief (LOGS)

The Logistics Section Chief is responsible for providing facilities, services, and material in support of the incident response and recovery. The Logistics Chief's duties include the following:

- i. Identify, obtain, and coordinate the use of resources in support of the response and recovery effort;
- ii. Participate in preparation of the IAP;
- iii. Coordinate the logistical aspects of EOC operation (food, auxiliary power, etc.);
- iv. Establish and maintain staging areas for the response and recovery;
- v. Designate and maintain staging areas for inter/intra agency response;
- vi. Establish and maintain a communications system for the EOC, field teams, and support agencies; and,
- vii. May divide the Logistics Section into branches to maintain a manageable span of control by providing more effective supervision and coordination among the units. For example, the Logistics Section may be divided into two branches. The Service Branch may contain three units: communications unit, food unit, medical unit. The Support Branch may also contain three units: supply unit, facilities unit, and ground support unit.

1) Service Branch

- a) The **Communications Unit** staff install and test communications equipment, supervise and operate the incident communications center, distribute and recover communications equipment assigned to incident personnel, and maintain and repair communications equipment on-site. Most complex incidents have an incident Communications Plan. Staff in the Communications Unit produce this plan, as they are responsible for assigning radio frequencies; establishing voice and data networks for command, tactical, support, and air units; setting up on-scene telephone and public-address equipment; and providing any necessary off-incident communication links.
- b) The **Food Unit** staff determine the food and hydration needs of personnel assigned to the incident and plan menus, order food, provide cooking facilities, cook and serve food, maintain

food service areas, and manage food security and safety.

Efficient food service is especially important for extended incidents. Food Unit staff anticipate incident needs, such as the number of people who will need to be fed and whether the incident's type, location, or complexity predicates special food needs. The Food Unit staff supply food to meet the nutritional needs during the entire incident, including all remote locations (e.g., camps and staging areas), and supply on-site food service to operations personnel who are unable to leave their assignments.

The Food Unit provides food for incident workers.

- c) The **Medical Unit** staff provide health and medical services for incident personnel. This includes providing pre-hospital and acute medical care, mental health care, occupational health support, and transportation of ill or injured incident personnel. The Medical Unit staff, in coordination with the Safety Officer, assist in controlling the transmission of disease among incident personnel.

The Medical Unit Leader develops a Medical Plan, which is part of the IAP. The Medical Plan provides specific information on medical assistance capabilities at incident locations, off-site medical assistance facilities, and procedures for handling medical emergencies involving incident personnel.

Medical Unit staff assist the Finance/Administration Section with the administrative needs related to injury compensation, including obtaining written authorizations, billing forms, witness statements, administrative medical documents, and reimbursement as needed.

2) Support Branch

- a) The **Supply Unit** staff order, receive, process, store, inventory, and distribute all incident-related resources. The Supply Unit staff are responsible for all off-incident ordering, including obtaining the following:

- Tactical and support resources (including personnel); and
- Expendable and nonexpendable supplies.

The Supply Unit staff provide support to receive, process, store, and distribute all supply orders. They handle tool operations, which includes storing, distributing, and servicing tools and portable, nonexpendable equipment. Additionally, the Supply Unit staff assist in projecting resource needs.

- b) The **Facilities Unit** staff set up, maintain, and demobilize all facilities used in support of incident operations. This staff provides facility maintenance and law enforcement/security services needed for incident support.

The Facilities Unit staff set up the ICP(s), Incident Base, and camps (including trailers or other forms of shelter in and around the incident area) and ensure the maintenance of those facilities. This unit's staff provide and maintain personnel support facilities, including areas for eating, sleeping, sanitation and showers, and staging.

Staff in this unit order additional support items such as portable toilets, shower facilities, and lighting units through the Supply Unit.

- c) The **Ground Support Unit** staff provide ground transportation in support of incident operations. They maintain and repair vehicles and mobile ground support equipment and perform pre- and post-use inspections on all ground equipment assigned to the incident. The staff supply fuel for incident mobile equipment, and develop and implement the incident Traffic Plan.

Additionally, during major incidents, Ground Support Unit staff maintain a transportation pool of vehicles (e.g., cars, buses, pickup trucks) suitable for transporting personnel, as opposed to tactical vehicles such as ambulances. Ground Support Unit staff also provide information to the Resources Unit on the location and status of vehicles assigned to the Ground Support Unit.

d. Finance and Administration Chief

The Finance and Administration Chief is responsible for cost accounting, purchasing, personnel, and related administrative functions. The Finance and Administration Chief's duties include the following:

- i. Provide for all aspects of financial support for the response and recovery efforts;
- ii. Compile cost estimates;
- iii. Maintain records of personnel time and expenditures;
- iv. Establish billing procedures;
- v. Organize a system for compensation and claims.

4. General Policies

This section outlines general policies for administering resources, including the following:

- 1) Appointment of Officials
Identify the positions of officials who have been appointed to participate in the decision-making process.
- 2) Funding and Accounting
Reference should be made to administrative requirements that are applicable to emergency operations (e.g., emergency purchasing procedures), which appear in other documents.
- 3) Records and Reports
The plan should include requirements for tracking the source and use of resources and expenditures.
 - a. Responsibility for submitting local government reports to the DHS&EM rests with each jurisdiction's Emergency Manager or Coordinator.
 - b. Each jurisdiction's Emergency Manager or Coordinator maintains records of expenditures and obligations in emergency operations. They should also support the collection and maintenance of narrative and long-type records of response to all declared disasters.
- 4) Assistance Stipulations
 - a. Local policies that have been established regarding the use of volunteers or accepting donated goods

and services should be summarized. Elements that should be addressed in this section include:

- (1) Administration of insurance claims;
- (2) Consumer protection;
- (3) Duplication of benefits;
- (4) Nondiscrimination;
- (5) Relief assistance; and,
- (6) Preservation of environment and historic properties.

vi. Additional Policies

4. Depending on the size of the response and recovery effort, Section Chiefs may have Branch Directors, Division Supervisors, or Group Supervisors reporting to them.

D. Support Functions

1. Support from the National Guard may be requested through the DHS&EM. Military assistance will complement and not be a substitute for local participation in emergency operations. Military forces will remain at all times under military command but will support and assist response efforts.
2. Support from other State government departments and agencies may be made available in accordance with the SEOC.
3. Private sector organizations within the jurisdiction may assist with a wide variety of tasks based on their capabilities.
4. Volunteer agencies, such as the American Red Cross, local church/synagogue congregations, and assistive organizations, such as the Salvation Army, are available to give assistance with sheltering, feeding, and other issues, as necessary.
5. Assistance from surrounding jurisdictions may be available through the execution of an MOU.
6. Appendix A has a complete list of MOUs (*to be completed*)

E. Continuity of Government

1. Succession of Command

- a. The line of succession for the Mayor is:
 - i. Deputy Mayor.
 - ii. Borough Assembly Members in order of seniority (time served need not be continuous).
- b. The line of succession for the Borough Manager is:
 - i. Borough Clerk.
 - ii. Chief Financial Officer.
 - iii. The Department Director with the most seniority.
- c. The line of succession for each Department Director is according to the established SOPs in each department.
- d. During any period the Borough Manager is unable to fulfill the duties outlined in this EOP because of absence or disability, the person who assumes the position will have all of the powers and responsibilities of the Borough Manager. The successor's powers and responsibilities as acting Borough Manager shall terminate upon the return of the Borough Manager or upon the temporary appointment of an interim Borough Manager approved by the Borough Assembly.
- e. In order to ensure continuity in operations of Borough departments during a period of emergency resulting from disaster, a line of succession and the successor's powers will be specified by inter-departmental policy.

2. Relocation of Government

In the event the Haines Borough government requires re-location, the IC will designate a location.

3. Preservation of Records

4. In order to provide normal government operations following a disaster, vital records must be protected. Vital records are those considered essential to the continuous operation of government essential to the Haines Borough's ability to fulfill its responsibilities to the public. It is the responsibility of each Department Director to furnish all records to the Borough Clerk for the preservation of vital records before, during, and after emergencies.
5. Each Haines Borough department, agency, office, etc. is required to keep accurate records and logs of all actions taken and resources utilized during emergencies of any kind. All funds expended for materials or supplies must be accounted for by receipts and written records in detail. The Haines Borough will establish an incident number for each incident. The Finance Section will code all financial documents for that incident by the incident number. The IC names each incident.

5. Information Collection and Dissemination

- F. Information about the disaster managed by the EOC is coordinated through Section Chiefs or their representatives. These representatives collect information from, and disseminate information to, their operators in the field. The Section Chiefs also disseminate information within the EOC that can be used to develop courses of action and manage emergency operations. Information will generally flow up and down the command structure.
- G. Information will be disseminated to field operations from the IC through the Section Chiefs to their field operators. Information shall include all pertinent information for the field teams to carry out their respective missions.
- H. Detailed procedures that identify the type of information needed, where it is expected to come from, who uses the information, how the information is shared, the format for providing the information, and the specific times the information is needed are maintained at the EOC.
- I. Department Directors will take responsibility for ensuring their employees know how to clearly and effectively communicate incident information by practicing and assessing communication habits of employees.

5. Communication

- A. Communication is the MOST IMPORTANT part of a coordinated and efficient response effort.
- B. Communication should be clearly understood by the recipient. To achieve this, communication will:
 - 1. Use simple, common terminology when issuing commands and giving direction.
 - 2. Be kept short and to the point. Ensure that descriptions are detailed enough to be understood, but not too detailed to confuse the recipient or make it difficult to retain.
 - 3. Include questions to ensure that the recipient understands the instruction.
 - 4. Make eye contact, when possible, and speak directly to people with their first name to ensure the best communication.
- C. More information on communications protocols can be found in Annex C: Communications.

6. Plan Maintenance and Distribution

- A. Development
 - 1. The State DHS&EM Coordinator is responsible for coordinating emergency planning.
 - 2. The Borough Manager is responsible for supporting emergency planning.
 - 3. The Borough Mayor is responsible for annually reviewing this Emergency Operations Plan per HBC Code 15.22.030.
- B. Maintenance and Distribution
 - 1. Requirements
 - a. The Borough Manager will maintain and implement the EOP. The EOP components will be reviewed and updated by the appropriate personnel annually or as significant changes are noted within the Haines Borough. Whenever portions of this EOP are implemented in an emergency event or exercise, a review will be conducted to determine necessary changes. Changes to the hazards and vulnerabilities of the Borough shall also warrant a review of this EOP.
 - 2. Distribution
 - a. Distribution

This EOP and its supporting materials are generally public documents, except that notification lists and personal information are not considered to be available to the public. Copies of the EOP will be distributed in an electronic format. The EOP will be distributed to appropriate agencies and individuals. Revisions to the EOP may be noted on the Record of Changes page.

7. Authorities and References

- A. Legal Authority
 - 1. Federal
 - a. PL 100-707 (The Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended)
 - b. PL 81-920 (Civil Defense Act)
 - c. PL 93-288 (Disaster Relief Act)
 - d. PL106-390 (Disaster Mitigation Act of 2000)
 - 2. State
 - a. AS 26.20 (Homeland Security and Civil Defense Act)

- b. AS 26.23 (Alaska Disaster Act)
 - c. AS 29.25.30 (Emergency Ordinances)
 - d. AS 29.35.40 (Emergency Disaster Powers)
 - e. Alaska Federal/State Preparedness Plan for Response to Oil and Hazardous Substance Discharges/Releases
 - f. Alaska Interagency Fire Management Plan
 - g. Alaska Mass Casualty Plan
 - h. State of Alaska Administration Plan for State Disaster Public Assistance, July 2003
 - i. State of Alaska Mental Health Disaster/Emergency Plan, March 2002
 - j. Joint Alaska Federal/State Sub-area contingency plans for Response to Oil and Hazardous Substance Discharges/Releases
3. Local
- a. All Haines Borough Municipal Codes, including but not limited to HBC Chapter 15.22.
- B. References
- 1. Federal
 - a. Comprehensive Preparedness Guide (CPG) 101: Developing and Maintaining State, Territorial, Tribal, and Local Government Emergency Plans, November 2010.
 - b. Homeland Security Exercise and Evaluation Program (HSEEP), April 2013.
 - c. National Incident Management System, FEMA, October 2017.
 - d. National Response Framework, Fourth Edition, FEMA, October 2019.
 - 2. State
 - a. State of Alaska Emergency Operations Plan, September 2016, amended 2018.
 - b. State of Alaska Hazard Mitigation Plan, October 2018.
 - 3. Local
 - a. Local EOPs
 - b. Applicable MOUs

Table 1. Emergency Responsibilities by Department

Borough of Haines	Emergency Support Functions (ESF)													Natural Hazard Specific									Threat-Specific										
	Direction, Control, and Coordination – ESF#5	Warning – ESF#2 & 5	Communications – ESF#2	Emergency Public Information – ESF#15	Population Protection (Evacuation or Shelter-in-Place) – ESF#6 & 13	Mass Care and Sheltering – ESF#6	Public Health and Medical Services – ESF#8	Logistics and Resource Management – ESF#7	First Responders – ESF#9 & 13	Public Works and Transportation – ESF#1 & 3	Oil and Hazardous Material Response – ESF#10	Donation Management	Debris Removal	Mass Fatality and Reunification	Access & Functional Needs Population	Procurement and Contracts	Severe Weather	Earthquake	Avalanche	Landslide	Tsunami	Flooding	Fire	Volcanic Eruption	Terrorism, Enemy Attack, and Civil Disturbance	Transportation Accident	Health Crisis	Energy Shortages	Active Shooter	Cyberthreat			
P: Primary Functional Responsibility S: Support Responsibility – Entities have potential responsibility but may not be activated for all instances Annexes address specific coordinating and supporting roles.																																	
Mayor																																	
Borough Manager	P	P		P																													
Borough Clerk				P											S																		
Finance Department								S			S				P																		
Emergency Manager	S	S	P	S	P	P	S	S	S		S	S		S	P	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S		
Borough Attorney	S																								S								
Fire and Emergency Services Department	S	S	S	S		S	P		P		P			P		P	P	P	P	P	P	P		P	P	S			P				
Police Department	S	S	S	S	P	S			P					P			P	P	P	P	P	P	S		P	P	S			P			
Public Works Department	S								P		P	S		P			S	S	S	S	S	S	S							S			
Information Technology				P																													P
Capital Facilities	S								P			P				S	S	S	S	S	S												
Dispatch Center		S	P	S																													S
Port Operations											S	S				S	S			S	S	S				S							
Other Organizations																																	
Civil Air Patrol										S																S							
American Red Cross					S	S					S		S			S	S				S		S	S					S				
Airport Coordinator						S					S		S			S	S			S		S	S		S								
AP & T Telephone																																	
Inside Passage Electric			S				P											S												P			
Delta Western				S			P											S												P			
Public Health Nurse						S	P																S				P						
School Administration	S					S	S																										
Hospital	S					S	S							S															S				
Local Radio Stations	S	S		S	S	S		S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	
Clinics					S																												
ADOT&PF									S			S					S	S	S		S				S								
SERVS										S																							
AST				S					S				S												S		S						

ANNEX A: Direction, Control, and Coordination

1. Purpose

The purpose of this Annex is to provide for the establishment and operation of the EOC, where key department and agency directors (or their representatives) will assemble during major emergency or disaster events to coordinate disaster response and recovery.

2. Situation

- A. The Haines Borough is the local entity with the primary responsibility for coordinating emergency operations.
- B. The Haines Borough trains its employees and volunteer in the basic elements of NIMS and ICS.

3. Assumptions

- A. Persons implementing this Annex are familiar with NIMS and ICS.
- B. Departmental SOPs are established and regularly updated.
- C. Associated MOUs have been established and updated.

4. Limitations

- A. There are a limited number of personnel with the necessary level of training and a limited number of resources available to the Haines Borough.

5. Concept of Operations

- A. Every aspect of emergency operation must be well-documented.

1. Initial Recognition, Notification, and Mobilization

- a. The process of incident recognition and initial notification remain the same, no matter who initially recognizes the disaster.
- b. The senior qualified official on scene will determine if the incident needs reporting to the IM Short Team.
- c. Dispatch is notified by calling 911, and they dispatch the appropriate department(s) to the scene. Dispatch personnel document this entire process.
- d. The IM Short Team will conduct initial assessments in the Haines Borough Administration Conference Room to determine if the initial assessments meet the criteria to make a decision on. Depending upon the situation, there are specific pre-designated “TRIGGERS” that will initiate a limited response from the Haines Borough. The “TRIGGERS” are intended to create a proactive response from the Haines Borough instead of a reactive one and will be used when a disaster is threatened. These “TRIGGERS” include: 8 or more inches of rain in a 24-hour period; expected wind gusts of 100 miles per hour or more; snowfalls of 48 inches or more within 24 hours; severe expected ash fall or nuclear fallout; low reservoir water level; prolonged extreme cold; and, an alert or warning from appropriate agencies.

- e. The EOC may be activated by the Borough Manager. If the Borough Manager is unavailable, the EOC may be activated by the IM Short Team. When the decision is made to activate the EOC, the official activating the EOC will request the Dispatch Center notify the IMT to report to the EOC. The IMT will take action to notify and mobilize the appropriate departments and agencies which they are responsible for coordinating.
 - f. Call-up rosters are available in Dispatch and updated (at least annually) by the Borough Manager or designee.
 - g. When the decision is made to declare an emergency and activate the EOC (or the potential exists), the DHS&EM will be notified (1-800-478-2337).
- 2. Notification of Adjacent Jurisdictions**
- a. If appropriate, adjacent jurisdictions will be notified by the IC, to request or offer aid, or to alert them of a possible threat.
- 3. Initial Incident Assessment**
- a. Initially, assessment information will be forthcoming from responding volunteers who have seen damage as they respond to the check-in site. Information will include nature of the incident, estimated number of injuries or deaths, geographical area affected, apparent hazards, critical infrastructure affected, and property damaged. When first responders arrive at the scene, the senior qualified official on scene will determine if the incident needs reporting to the IM Short Team.
 - b. If the IM Short Team is convened, the HBPD and HVFD relay the information to IM Short Team members. Figure A-1 shows all 12 zones for Haines.
 - c. Using the Level of Activation chart and the “TRIGGERS” identified in this annex, the IM Short Team will determine the seriousness of the event and determine the response priorities. If a disaster is declared and the EOC activated, the on-scene ICP commander will relinquish control to the EOC IC, but will continue to monitor the scene.
 - d. All initial incident assessment information will be coordinated by the EOC IC to allow for a plan to be built to effectively develop and implement a solution to the incident.
- 4. After Incident Assessment**
- a. Private contractors ~~that~~ who conduct damage assessments for the Haines Borough during a disaster will report directly to the Public Facilities Director who will report to the Operations Sections Chief.
 - b. Damage Assessment
 - i. Damage Assessment will be the responsibility of the Operations Section Chief and will be a cooperative effort between Public Facilities and Public Works personnel.
 - ii. Emphasis of initial efforts will be focused on critical infrastructure and key resources, assessed by the HBPD and HVFD as they drive through the Haines Borough and report damages back.
 - iii. Initially, Public Facility personnel and private contractors may be used by the Operations Section Chief to conduct structural damage assessments

(see established MOUs), with priority on Borough buildings and any buildings that are used for shelters.

- iv. Damage assessments for other public buildings will follow after critical facilities and be performed by the same department and contractors.
- v. Damage assessments on private property will be last.
- vi. If needed, the Borough may request damage assessment teams from the SEOC (1-800-478-2337) in order to assess local damage.
- vii. Information will be collected, organized, and reported by the designee(s) of the IC, on the State of Alaska DHS&EM damage and needs assessment form. If the Haines Borough is declaring a disaster, the damage assessment will be a high priority, reporting to the State of Alaska SEOC within 36 hours.

ANNEX B: Warning

1. Purpose

The purpose of this Annex is to describe the framework for warning residents of Haines to prepare for and respond to emergency situations to prevent loss of life and minimize damage caused by a disaster. Emergency public information is discussed in Annex D.

2. Situation

- A. The need to warn the public is common to all disasters.
- B. Disasters vary markedly in predictability and speed of onset. Time available for notifying the public ranges from ample to none.
- C. The Haines Borough has many mechanisms for warning the public of impending disaster situations.

3. Assumptions

- A. The Haines Borough will maintain a warning system and practice callout drills.
- B. Due to the redundancy of warning methods used by the Haines Borough, most residents will receive some notification of an impending disaster.
- C. In some types of disasters, public warning might be the only operational response possible.
- D. No single warning system can guarantee contact with all vulnerable residents for every hazard.
- E. The Haines Borough will utilize Nixle, the local media (KHNS and Chilkat Valley News), the internet, and social media to provide updates and supplemental information to residents following the dissemination of a warning message.

4. Limitations

- A. It is unknown whether there will be sufficient time and if the event will be a localized emergency to warn residents. For example, there was very little time to warn residents for the 1964 tsunami in Valdez, as the event was immediate.

5. Concept of Operations

- A. General
 - 1. Citizens have the responsibility to prepare themselves and their families to cope with emergencies and to manage their affairs in ways that will aid the Haines Borough in managing emergencies. The Haines Borough will assist residents in carrying out these responsibilities by providing public information and instructions before, during, and after emergencies.
 - 2. The Haines Borough will ensure that emergency notifications include methods accessible to persons with disabilities including: door-to-door notifications, mobile loudspeakers, or other available means such as social media, internet (Haines Borough webpage), and American Sign Language if available.
 - 3. The Haines Borough maintains a siren as a dedicated physical warning system which is tested daily at noon.
 - 4. Communications with the Emergency Alert System (EAS) activation station(s) will be maintained.
 - 5. The Haines Borough will coordinate warnings with adjacent jurisdictions when appropriate.

6. Local warnings with national significance should be relayed through the National Weather System (NWS) and through NIXEL. The Haines Borough monitors the National Alert and Warning System for imminent hazards or threats with local implications and sends out NIXEL messages to inform the public.
 7. The National Oceanic and Atmospheric Administration (NOAA) weather radio system may be used to augment the dissemination of specific warning or emergency information.
 8. The Haines Borough will endeavor to release timely and accurate emergency information to the public concerning emergency preparedness, response, and recovery in a cooperative effort in cooperation with the media.
- B. Receipt of Warning
1. The Dispatch Center monitors warning networks, including NIXEL, NOAA, FEMA, the Alaska Warning System, and the Tsunami Alert System.
- C. Dissemination of Warning
1. The warning will come directly to Dispatch from the Borough Manager, the IC or the IM Short Team. When a warning is received, Dispatch will follow the procedures outlined below:
 - a. The Borough Manager, or any member of the IM Short Team, determines whether an immediate warning needs to be disseminated and outdoor sirens needs to be activated if:
 - i. A strong earthquake or landslide occurs, resulting in the shaking of a building for a prolonged period of 30 seconds or if a strong earthquake makes it difficult to stand or knocks people out of their chairs.
 - b. The Borough Manager has the authority to issue an immediate warning and convene the IM Short Team when a “TRIGGER” happens.
 - i. “TRIGGERS” include: 8 or more inches of rain in a 24-hour period, expected wind gusts of 100 miles per hour or more, snowfalls of 48 inches or more within 24 hours, severe expected ash fall or nuclear fallout, low reservoir water level, prolonged extreme cold, and an alert or warning from appropriate agencies.
 - c. If no “TRIGGER” event happens, then dispatch shall immediately pass the information, exactly as received, to the IM Short Team. The IM Short Team has the authority to determine when a warning shall be issued.
 - d. Once the decision is made to activate a warning by the Borough Manager or the IM Short Team, Dispatch will order all sirens activated with the Warning Signal, along with the appropriate messaging.

2. If the arrival of a tsunami/other catastrophic event is estimated to be within a relatively short time (< 2 hours), the IM Short Team will notify the PIO. The primary means of notification to the public will be voice enhanced siren signals, which will be backed up by commercial radio (KHNS). The PIO, or IC designee, will be responsible to notify each entity.
 3. If the estimated arrival time of the tsunami/other catastrophic event is several hours or more away, the EOC will be activated, and the IC will collaborate with the PIO to issue notifications as soon as reasonably possible.
 4. Secondary means of disseminating the warning is by a door-to-door evacuation plan implemented by the IM Short Team.
- D. Consideration has been given as to how to effectively reach the following populations. For functional needs populations, see Annex O: Access and Functional Needs Population.
1. Non-English Speakers;
 2. Local Businesses;
 3. If a threat occurs during school hours, family will be notified by the school through the Haines Borough Schools standard emergency notification protocols.
 4. The Emergency Manager or designee is responsible to contact special needs populations in town, including the elderly, the homebound, and physically challenged. A “Disaster Registry” volunteer sign-up list of those in the community who may need additional help will be established by the Emergency Manager with assistance from Southeast Alaska Independent Living, the Senior Center, SEARHC and other local partners. A copy of this list will be given to the PIO.
 5. Tourists will be notified by sirens.

6. Organization and Assignment of Responsibilities

The person who has overall responsibility for Warning is the EOC IC. The IC will issue the warning and immediately contact Dispatch to tone out emergency services. Other notification means such as social media, internet (Borough webpage), TTY or TDD telephone system, phone calls to senior center, phone calls to schools, and American Sign Language will also be used if available.

A. Preparation

- IC
 - Warning messages will be pre-scripted and updated annually.
 - Review assignments of all personnel, and brief those who will have emergency tasks to perform.
- Emergency Manager
 - Maintain a personnel roster for call-out procedures, and update annually.
 - Roster call-out lists will be called/tested annually.

- Maintain/update the Volunteer Disaster Registry, identifying Functional Needs citizens.
- HBPD
 - Have vital equipment in the condition necessary for warning procedures.
 - Review assignments of all personnel, and brief those who will have emergency tasks to perform.
- HVFD
 - Have vital equipment in the condition necessary for warning procedures.
 - Review assignments of all personnel, and brief those who will have emergency tasks to perform.

B. Response

- Dispatch
 - Receive warning information.
 - Determine need and timeframe to warn citizens.
 - Disseminate warning.
 - Notify Short or Full IMT as the case may be.
- IC
 - Declare a local disaster, through the Borough Manager or Mayor, if circumstances warrant.
 - Notify DHS&EM of possible evacuation and State assistance required to support the response.
 - Refer to Annex E: Evacuation and Shelter in Place, if warranted, or Annex F: Mass Care & Sheltering.
- Emergency Manager
 - Procure the Volunteer “Disaster Registry” for Functional Needs population groups and warn them. Patients and long-term care residents at Haines Assisted Living that may require ambulance transportation.
 - Provide Chiefs with the current status of warning operations/resources.
 - Maintain records accurately, including using NIMS logs daily (ICS Form 214).
- HBPD
 - Coordinate traffic and perimeter control, as well as security for affected area(s).
 - Initiate door-to-door warning.
 - Prepare for and receive short-term evacuees.
 - Repeat warning for “stay-puts”, if time warrants and it is safe enough.
 - Initiate door-to-door warning.
 - Prepare for and receive short-term evacuees.
 - Repeat warning for “stay-puts”, if time warrants, and it is safe enough.

- HVFD
 - Initiate door to door warning
 - Prepare for and receive short – term evacuees
 - Repeat warning for “stay-puts” if time warrants it conditions are safe

C. Recovery

- IC
 - Take actions necessary to restore public confidence.
 - Perform a post-incident briefing and an incident critique.
- Emergency Manager
 - Complete and submit necessary reports and paperwork to appropriate agencies.
- HBPD
 - Take actions necessary to restore public confidence.
 - Complete and submit necessary reports and paperwork to appropriate agencies.
 - Restock supplies and equipment used in the event, and return any equipment obtained from other agencies after proper cleaning/inspection.
 - Submit an itemized list of all damaged equipment and supplies to Finance Section.
 - Perform a post-incident briefing and an incident critique.
- HVFD
 - Take actions necessary to restore public confidence.
 - Complete and submit necessary reports and paperwork to appropriate agencies.
 - Restock supplies and equipment used in the event, and return any equipment obtained from other agencies after proper cleaning/inspection.
 - Submit an itemized list of all damaged equipment and supplies to Finance Section.
 - Perform a post-incident briefing and an incident critique.
- PIO
 - Prepare emergency public information about procedures to follow in the Haines Borough phase.
 - Perform a post-incident briefing and an incident critique.

TAB B-1: Warning Call-Out List

Who? (Title/Organization/Name)	Daytime Contact Info	Cell No.
Borough Manager Annette Kreitzer	907-766-6400 akreitzer@haines.ak.us	907-314-2629
Carolann Wooton Emergency Manager/EOC IC	907-766-6409 cwooton@haines.ak.us	907-314-2241
Fire Chief – Brian Clay	907-314-2400	same
Police Chief – Heath Scott	907-766-2121 hscott@haines.ak.us	907-314-2077
Public Information Officer Alecca Fullerton	907-766-6402 afullerton@haines.ak.us	907-314-2230
Safety Officer Scott Bradford	907-314-076 bradfordscott@usa.net	same
Planning Section Chief Steven Auch	907-314-3208 sauch@haines.ak.us	same
State Emergency Operation Center	1.907.428.7100 1.800.478.2337 seoc@alaska.gov	Phone (best) or E-mail

ANNEX C: Communications (ESF#2)

1. Purpose

- A. In NIMS, Emergency Support Functions (ESFs) provide the structure for coordinating Federal Interagency support for an incident. ESF #2, Communications, supports the restoration of communications infrastructure; coordinates communications support to response efforts, facilitates the delivery of information to emergency management decision makers, and assists in the stabilization and reestablishment of systems and applications from failure during incidents. This annex serves to support all departments and agencies with communications from both a hardware and software perspective as well as a public and private perspective.
- B. Essential to all emergency organizations is an effective communications capability to support emergency operations. The magnitude of a particular emergency will determine the degree to which communications systems are used. Communications systems are relied upon for direction/coordination of emergency operations, alerting and warning government and the public, and providing advice and instructions to the public. The ESF #2, Communications, stakeholders will work together within their statutory and regulatory authorities to effectively and efficiently coordinate during all four phases of Emergency Management. This annex supplements the daily communications plan of the Haines Borough.

2. Situation

- A. The need to communicate effectively is of paramount importance during disaster response and recovery operations. History is replete with examples of operations that have failed due to the inability of response agencies to communicate and coordinate with each other.
- B. It is essential that control centers, response agencies, and field units have available fixed, mobile, and hand-held radio devices to effectively coordinate disaster response activities.
- C. Tab C-1 at the end of this Annex has a list of the Haines Borough's communications equipment.

3. Assumptions

- A. Certain assumptions were used during the development of this plan. These assumptions translate into basic principles associated with conducting Emergency Management operations in preparation for, response to, emergencies. In plan development and emergency operations, "Assumptions" provide context, requirements, and situational realities.
 1. Regular communications issues will be handled through the LOGS Chief in the event of an EOC activation.
 2. This function is activated when there is an area-wide communications interruption.
 3. Communications is the transfer of information across a wide spectrum of technologies including radio, telephone, satellite, and internet.
 4. Communications include both the public emergency need for communications, as well as the reestablishment of private communications systems within the community.
 5. The Haines Borough IT department handles the communications infrastructure for all Borough facilities.

6. Emergency radio communications infrastructure is maintained by the IT department.
7. Routine communications for local emergencies are coordinated through Dispatch.
8. The Haines Borough Continuity of Operations Plan identifies the redundant systems that would be implemented in the event of a communications outage.

4. Limitations

- A. Although the telephone (including cell and satellite phones) remains one of the most effective means of communicating information even during emergency operations, it has shortcomings. Despite technical improvements that have occurred in recent years, telephones are still subject to failure and/or system overload.
- B. Dispatch has a limited number of personnel available for extended emergency situations.

5. Concept of Operations

- A. General

ESF #2 is the function that acts to meet the telecommunications and essential elements of information needs of local, support and nongovernmental organizations; industry essential service providers; other private sector partners; individuals, families, and households, including individuals with disabilities and others with access and functional needs. The includes:

 1. Provide emergency communications, which consist of the technical means and modes required to provide and maintain interoperable communications in an incident area;
 2. Support the establishment of the basic public safety communications infrastructure and assist in the support and recovery of the commercial telecommunications infrastructure;
 3. Coordinate the provisioning of priority and other telecommunications services at incident support facilities, provide capabilities and services to aid response, short-term recovery operations, and ensure a smooth transition to long-term recovery efforts;
 4. Facilitate the delivery of mission critical information to maintain situational awareness for Emergency Management decision makers and support elements;
 5. Develop and maintain a communications common operating picture;
 6. Coordinate and disseminate incident communications issues.
- B. The ESF#2 is responsible for three areas of communication including municipal communications systems, emergency communications systems, and private communications systems.
 1. Preparedness

Preparedness is a continuous cycle of planning, organizing, training, equipping, exercising, evaluating and taking corrective action in an effort to ensure effective coordination during incident response. Preparedness Activities for ESF#2 include:

 - a. Develop and maintain the ESF#2, Communications Annex.
 - b. Identify stakeholder roles, responsibilities, and statutory authorities.
 - c. Initiate and oversee pre-emergency planning and coordination activities.

- d. Conduct resource inventories, categorize resources, establish agreements for acquiring needed resources, manage information systems, and develop processes for mobilizing and demobilizing resources with the ESF#2 stakeholders.
- e. Plan for short-term and long-term recovery operations.
- f. Integrate After-Action Reports and Corrective Action Planning into the ESF#2 exercise process.
- g. Conduct regular ESF#2 meetings and assist with training events.
- h. Support coordination for incident prioritization, critical resource allocation, integration of communications systems, and information coordination.
- i. Create an Emergency Resource Directory providing the list of ESF#2 resources necessary to support operations and begin to identify and document resource types.
- j. Create inventory agreements that are in place to support sharing of resources.
- k. Assist with the documentation of how ESF#2 members communicate during an emergency, including primary and secondary systems and system redundancy.

2. Response

Response includes activities that address the direct efforts of an incident. Response includes the execution of the EOP and mitigation activities outlined to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. Response activities for ESF#2 Primary Coordinator include:

- a. Provide subject matter recommendations and guidance involving its members.
- b. Coordinate assistance from support agencies and provides assistance within other EOC levels (as necessary).
- c. Serve as the point of contact between the supporting/private agencies to the EOC.
- d. Provide guidance and recommendations in resource request processing to EOC Sections to ensure the appropriate use of resources.
- e. Acquire and process discipline-specific intelligence and information.
- f. Identify and document trigger points/thresholds that may indicate a need to increase the operational mode.
- g. Document how stakeholders mobilize resources to support incident response and operations. Also, assist with the tracking of resources during mobilization and demobilization.
- h. Document how ESF#2 organizes itself to support the emergency response within the EOC.
- i. Participate in action planning, section and branch meetings scheduled during the operational period within the EOC.
- j. Actively coordinate with ESF#2 stakeholders at other locations on incident response activities, consistent messaging, and technical assistance.
- k. Act as a conduit of information from the ESF#2 stakeholders to the EOC regarding stakeholder's intelligence and resource capabilities.

3. Recovery

The aim of the recovery phase is to restore the affected area to its pre-disaster state. It differs from the response phase in its focus; recovery efforts are concerned with issues and decisions that must be made after immediate needs are addressed.

Recovery activities include:

- a. Supporting recovery activities with roles and responsibilities of ESF stakeholders; and,
- b. Working with other ESF#2 stakeholders to prevent duplication of efforts.

C. Operations

1. Area-wide communications leverage a variety of technologies in the event of an emergency or disaster. The following is a list of communications tools, the entities that provide support for those tools, and the departments that primarily use the tools.

- | | | | |
|------------------------|---------------------------|-----------------------|-----------------------------------|
| a. Telecommunications: | AP&T: | Telecommunications: | All |
| b. Internet: | AP & T | Broadband Internet: | All |
| c. Email: | Microsoft Office Outlook: | Email: | All |
| d. Cellular | Verizon: | Cellular | All |
| Telephone: | AT & T | Cellular | All |
| | GCI | Cellular | All |
| | | | Fire and
Public Works |
| e. radios: VHF | Motorola: | Radio Communications: | HBPD,
HVFD,
Public
Works |

D. Activation

- 1. This annex of the EOP may be activated for any of the following:
 - a. By order of the IM Short Team;
 - b. In the event of an area-wide outage affecting telecommunications;
 - c. In the event of an area-wide outage affecting cellular communications;
 - d. In the event of an area-wide outage affecting internet connectivity; and/or,
 - e. In the event of an area-wide outage affecting emergency radio communications.

6. Organization and Responsibilities

A. IT Director (Primary Coordinator)

Due to their skills, knowledge and responsibilities with communications for the Haines Borough, the IT Director has been identified as the primary coordinator for Emergency Support Function #2. The primary coordinator is responsible for the development, maintenance, and implementation of the ESF #2, with input and assistance from the stakeholders. Additionally, the IT Director is responsible for establishing a seat at the EOC once ESF #2 has been activated. Upon arrival to the EOC, the primary coordinator, or designee, will determine which supporting agencies or private partners are necessary to support the incident.

- Maintain the network and telecommunications systems.
 - Maintain redundant network and telecommunications systems.
 - Provide security to communications functions.

B. Supporting Agencies and Departments

- a. HVFD

- Coordinate the development of communications systems.
- Maintain communications equipment.
- b. HBPD
 - Coordinate the development of communications systems.
 - Maintain communications equipment.
- c. Public Works Department
 - Coordinate the development of communications systems.
 - Maintain communications equipment.
- d. Dispatch System
 - Serve as the primary public-safety answering point.
 - Serve as the primary police and fire dispatching.
- e. Emergency Manager
 - Maintain a volunteer amateur radio capability.
 - Ensure efficient and safe movement of evacuees when returning.

C. Private Partners

The following private partners have been identified as being key to the operational response: A P & T , GCI, AT&T, and Verizon Wireless.

D. State Agencies

The role of State Agencies is dependent upon the specific nature of the emergency, including the scope of the response and recovery activities, and whether the incident affects State streets, highways, or State-owned buildings or grounds. Supporting State Agencies are those who can provide technical, policy, and subject matter expertise and include: DHS&EM, and the Alaska State Troopers.

E. Federal Agencies

The NRF organizes federal resources and capabilities under ESFs. The interplay of ESF#2 and the Communications public and private sector stakeholders is a vital part of including whole community concerns into all phases of Emergency Management. Some of the following stakeholders work closely with ESF#2 on a regular basis: U.S. Department of Homeland Security, FEMA, Federal Communications Commission, US Coast Guard, and the Department of Defense.

ANNEX D: Emergency Public Information

1. Purpose

This Annex describes the framework for dissemination of accurate and timely public information regarding potential and actual large-scale emergencies to the public within the Haines Borough.

2. Situation

- A. The Haines Borough will periodically experience emergency situations, which require the ongoing dissemination of emergency public information.
- B. 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.
- C. Emergency public information may be disseminated to the public via radio stations, newspaper, informational brochures, public forums, social media, internet, and phone calls.
- D. In the time of emergency, a PIO will be established to organize and coordinate the dissemination of information. The PIO will serve as the official public information point of contact to prevent unfounded rumors and inaccurate information.

3. Assumptions

- A. During emergencies, the public is entitled to information about the emergency and instructions on proper survival and/or response actions.
- B. The media will request information about emergencies. The local media will perform an essential role in providing emergency instructions and up-to-date information to the public. Depending on the severity, real and/or perceived, of the emergency, state, national, or international media may also cover the story and demand information and comment from local officials.
- C. 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.
- D. During Recovery Phase, emergency public information can be critical for helping people put their lives back in order.

4. Limitations

- A. Depending on the severity of the emergency, telephone communications may be sporadic or impossible. Radio and television may also be off the air due to power failure.
- B. Disaster may strike without warning, and the public information system may not be able to react quickly enough to inform the public about the hazard.

5. Concept of Operations

A. General

1. The EOC will ensure emergency information transmitted to the public clearly conveys the following information:
 - a. the nature of the emergency;
 - b. the location of the emergency;
 - c. how the emergency can affect the public;
 - d. what protective and/or responsive action to take;
 - e. where to get help;
 - f. when the situation will be remedied; and
 - g. schedule for situational updates.
2. News media throughout the area will be requested to assist in the coordinated dissemination of emergency information to the public. Means of communicating may include: social media, internet (Borough webpage), TTY or TDD telephone system.
3. The IC will establish a centralized Emergency Public Information Office as the official point of contact for release of emergency information during major disaster situations. This office will be established during an incident to serve as the central contact point for all news media and to coordinate all incident-related public information activities.
4. The PIO will report to the IC to ensure accuracy of all emergency information and instructions prior to dissemination to the public.

B. Coordination of Public Information

1. In large-scale disasters, the PIO shall also coordinate with State and Federal PIOs to keep all departments and agencies abreast of the current situation and actions that are being taken. During any emergency/disaster situation, the PIO will coordinate with the State to synchronize official emergency/disaster-related public information.

6. Organization and Assignment of Responsibilities

A. Organization:

1. The Haines Borough has a full time PIO on staff. During normal operations, the overall responsibility for the dissemination of disaster-related public information rests with the IC.
2. Prior to Partial or Full Activation of the EOC, the Borough Manager may designate an official PIO for the incident. The PIO is a member of the EOC staff and reports directly to the IC. He or she will serve as the primary focal point for all information releases pertaining to the emergency. The PIO also provides services to the Borough Manager in matters pertaining to the dissemination of emergency public information.
3. Additional staff members may be designated to assist the PIO, if necessary. The person selected to serve as the PIO should have experience in working with the media and be generally familiar with the operations and policies of the local government. Public information staff from local agencies not normally affiliated with emergency response may be called upon to assist the EOC.

B. PIO Responsibilities:

- Keep the public and the news media apprised of the current situation.
- Establish procedures to counter rumors with factual information.
- Handle all requests for disaster-related public information.
- Stay abreast of the current situation.
- Coordinate information releases with the IC.
- Checklists containing specific duties of the PIO are included in Tab D-1.
- Develop information that can be utilized by the functional needs' community.

TAB D-1: Public Information Officer Checklist

PLANNING AND PREPAREDNESS PHASE

- Organize and train public information staff assigned to emergency responsibilities.
- Establish procedures for the collection and verification of the authenticity of official information during an emergency.
- Maintain Haines Borough pages on social media sites that can be used in the event of a disaster.
- Develop procedures to assure that all information for dissemination to the public conforms to DHS&EM requirements.
- Update existing plans for the dissemination of emergency public information, and develop a priority system governing the release of emergency information.
- Coordinate with other Haines Borough officials.
- Disseminate emergency planning information to the general public.
- Consider how to identify and communicate planning information with the functional needs' community (Annex O).
- Review and recommend changes to emergency public information procedures.
- Develop and maintain a file of pre-scripted news releases (i.e., medical self-help guidelines, warning system operations, emergency preparedness information).

WARNING PHASE

- Report to the EOC upon order from the IC or designee.
- Prepare for the collection, authorization, and dissemination of emergency information.
- Initiate and coordinate all press releases with EOC staff and the IC.
- Direct the printing and distribution of community evacuation and shelter plans and emergency information documents on the orders of the IC, explaining emergency dangers, effects, and protective measures.
- Prepare and disseminate advisory bulletins based on factual information provided by local, state, and federal officials (i.e., Haines Borough evacuation route movement, meaning of warning signals, when and where to listen to official broadcasts, and home shelter protection/upgrading information and designs).
- Prepare and disseminate news releases to keep the public informed of an impending emergency, its projected effects, and actions to take for self-protection.
- Use TTY or TTD (if available) Telephone System to warn functional needs community.
- Post emergency news releases and information to the Haines Borough's social media pages.
- Determine needs for additional staff, equipment, and supplies for effective emergency information dissemination.

EMERGENCY PHASE

- Distribute all information releases on a regular basis upon direction from the IC with support from EOC staff.
- Keep the public advised of evacuation movement patterns and related actions.
- Prepare and disseminate information and instructions to the public regarding welfare, health and medical, and other assistance available within the shelter areas.
- Consideration should be given to how best to provide updates to the functional needs'

community.

- Inform the public about places of contact for missing relatives, continued emergency services, and restricted areas.
- Provide special evacuation news bulletins for dissemination to the public to minimize psychological stress, and to clarify the existing emergency situation.
- Prepare to counter unfounded rumors with facts.
- Inform public officials of current state and national requirements and situations affecting emergency information.
- Monitor EOC situation reports, information received from local shelters, and the state to provide the public with accurate and up-to-date information concerning the emergency situation.
- Inform the public of additional shelter space, as made available, to aid movement to shelter.
- Ensure that all emergency public information communication facilities operable under emergency conditions are staffed and activated.
- Disseminate information relating to emergency and executive instructions and bulletins through active emergency communication networks, including social media.
- Provide information about briefing times and sources of latest updates.

RECOVERY PHASE

- Coordinate with EOC staff and the IC to release information and instructions regarding return from shelter sites, conditions, resource situations, welfare, and medical and health assistance.
- Assist as possible, through timely announcements, the orderly return of evacuees from the shelter areas.
- Provide information regarding locations established to facilitate public and private assistance for recovery when appropriate.

ANNEX E: Evacuation and Shelter in Place

1. Purpose

This Annex provides for the orderly and expeditious movement of people to a safe area from an area believed to be at risk when emergency situations necessitate such action. This Annex also provides guidance for implementation of shelter-in-place procedures.

2. Situation

The Haines Borough is subject to a number of potential natural and man-made hazards which might require the evacuation of segments of or the entire population.

3. Assumptions

- A. In most instances, there will be sufficient time available to warn the general public of an impending disaster and permit at least some evacuation effort.
- B. People who refuse to follow evacuation instructions will be left alone until all who are willing to leave have evacuated. Time permitting; further efforts will be made to persuade the stay-puts to evacuate.
- C. Some evacuees will seek shelter with relatives and friends outside of the evacuated area.
- D. All MOUs needed for outside help are maintained in the Borough Manager's office and updated.

4. Limitations

- A. Evacuation out of the Haines Borough will be difficult as there are limited transportation routes out of Haines.

5. Concept of Operations

A. General

- 1. The Borough Manager or designee may activate the EOC and order an evacuation to protect lives and property. The IM Short Team may activate the EOC and order an evacuation if the Borough Manager or designee is unavailable.
- 2. There are a number of factors that will be considered prior to ordering an evacuation/shelter-in-place. These include:
 - a. Overall threat and nature of threat;
 - b. Time until onset;
 - c. Weather;
 - d. Evacuation routes and their susceptibility to the hazard; and/or,
 - e. Availability of shelters.
- 3. The Haines Borough will provide for evacuation from any area within the community that is stricken or threatened by an emergency that jeopardizes human life.
- 4. Prior to an evacuation, local authorities should review this Plan and consider potential evacuation sites, within or outside the community.
- 5. Sheltering-in-place or remaining at home may be a safe alternative when evacuation is not possible.

6. Evacuation information will be coordinated through the EOC and will be disseminated by one of the following means:
 - a. Mass media.
 - b. Sirens – both emergency and mobile sirens of Police and HVFD vehicles.
 - c. Door-to-door contact by Police, Fire and other departments' personnel.
 - d. Radio and social media.
7. Area-to-area evacuations will be initially managed on-scene by the HVFD, HBPD, and Public Works, who will immediately alert the EOC if the size and scope of the evacuation exceeds their capabilities.
8. When the conditions that caused the evacuation cease to exist, the EOC will coordinate reentry with the HVFD, HBPD and Public Works.
9. Where communities must rely on external transportation resources for evacuation assistance, Borough officials should invoke established MOUs for evacuation and sheltering (see Appendix A) and consult with appropriate local and state offices. The SEOC will act as the coordinating agency to address federal officials as part of the decision-making or assistance process.
10. If local resources are determined to be inadequate for evacuation operations, officials may request SEOC or AST assistance. The SEOC will coordinate external resources for evacuation and sheltering with the local IMT or local officials.
11. Rosters to account for evacuees should be maintained and, when possible, shared with agencies assisting with the evacuation. Coordinated information will assist in providing adequate transportation and sheltering as well as supporting the planning requirements to repatriate evacuees. Shelter managers and evacuation directors should consider unique situations created by short-notice evacuations.
12. Special measures to account for functional needs populations, inmates kept at the Haines Borough jail, non-English speakers, and their associated dietary, medication, security, and translation needs shall be taken during the evacuation.
13. In general, it is not the intent of the Haines Borough or the State to forcibly evacuate persons who refuse to leave affected areas. If, however, imminent life safety is a concern, it may be necessary to remove individuals who refuse to evacuate as a law enforcement matter to be determined by the HBPD.

B. Evacuation

1. Public education will be provided to the citizens of Haines regarding evacuation procedures.
2. Evacuation will be accomplished through the most efficient and orderly way possible. This will be facilitated by using the most efficient methods of transporting evacuees possible, whether utilizing personal vehicles, school buses, ferries, boats, or walking.
3. The Borough will maintain evacuation routes that are clearly marked, free of debris, and have appropriate levels of traffic to ensure an efficient evacuation effort.
4. The urgency of the need to evacuate will generally require a reception center that will be known to the citizens, safe from tsunamis, and always available to temporary shelter evacuees from inclement weather, until regular shelters can be opened. The Haines School is the designated temporary shelter/reception center.
5. Plans to return evacuees to their homes in an orderly and safe fashion will be initiated by the Planning Section as soon as it is evident that there will be evacuees. The HVFD, Public Works, and family and friends will be assisting the return of evacuees,

including the special needs population, back to their homes. In the case of Haines Assisted Living (HAL) residents and patients, the HVFD and HAL personnel will assist in returning evacuees to the facility. MOUs will be developed by the Borough to provide facility specific safe havens for special needs citizens.

6. Factors considered prior to making the decision to return evacuees to their homes/businesses will include:
 - a. Overall threat.
 - b. Condition of the individual homes or businesses.
 - c. Condition of access routes.
7. The Haines School Emergency Plan contains detailed evacuation plans specific to the school, as well as a reunification plan for the post-evacuation period.

C. Shelter-in-Place

1. Public education will be provided to the citizens of Haines regarding shelter in place procedures.
2. Once a shelter in place is called, residents are expected to immediately go indoors, bring all children and animals with them, and to close and lock windows and doors.
 - a. As weather and season allows, all ways in which outside materials may enter the shelter area should be eliminated, including closure of fireplace dampers, and shutting off ventilation or climate control systems.
 - b. Prepare an area for pets to eliminate waste that does not require allowing them to do so outside.
 - c. If told to do so via television or radio, those sheltering should seal their rooms with duct tape and plastic.
 - d. Upon reaching shelter, those who were outside for a period of time seeking shelter after the Shelter in Place was called and who may have been exposed to chemical contaminants should remove all outer clothing, put it in a plastic bag, and wash with warm water.
 - e. After an announcement that the Shelter in Place is over, residents should go outside, and open all doors and windows to ventilate the shelter. Similar processes should be followed in cars, workplaces, or schools.
3. Factors considered prior to making the decision to terminate sheltering-in-place will be:
 - a. Input from technical experts.
 - b. Weather and wind patterns.
 - c. Condition of the affected area.

D. Pet Shelter-in-Place

1. If a shelter in place is called, owners are responsible to shelter their pets.
2. In an evacuation, pets will not be allowed in public shelters. The EOC will coordinate with Haines Animal Rescue (HARK), which will be operated by the HARK Manager to shelter pets as space allows. In a mass evacuation of the entire population, pets may be accommodated, with individual kennels.

6. Organization and Assignment of Responsibilities

A. PREPARATION

Borough Manager

- Identify areas that may require evacuation, based on different scenarios.

- Ensure evacuation/shelter-in-place plans and procedures are effective for different scenarios.
- Identify and establish evacuation routes, detour routes, road closures. (Share with IM Short Team)
- Ensure all MOUs are in place.
- Ensure evacuation procedures are communicated to Department Directors.

Department Directors

- Ensure Department knows roles in an evacuation.
- Identify and maintain resources that may be used in an evacuation.

B. RESPONSE

Borough Manager

- Order evacuations or shelter-in-place whenever necessary to protect lives and property.
- Communicate evacuation or shelter-in-place process to the public to achieve a coordinated effort.

HBPD/HVFD

- Facilitate efficient movement of population.
- Protect evacuation routes.
- Provide for efficient movement of people and vehicles through traffic controls.
- Ensure public safety in evacuation and shelter-in-place events.

Public Works

- Ensure evacuation route is clearly marked by signs and barricades.
- Ensure evacuation route is able to sustain efficient evacuation by clearing debris and maintaining facilities.

HVFD

- Ensure clear lines of communication exist between the EOC, evacuation centers, and other critical locations.
- Ensure all areas are evacuated

C. RECOVERY

Borough Manager

- Coordinate recovery effort.
- Communicate procedures about repopulating or ceasing shelter-in-place.

HBPD

- Ensure efficient and safe movement of evacuees when returning.

HVFD

- Ensure evacuated areas are safe for repopulation.

Department Directors

- Return department operations to pre-operation state by restocking supplies and equipment used in evacuation effort.
- Report evacuation information to appropriate agencies by filing proper paperwork.

TAB E-1: Evacuation Checklist

INCIDENT COMMANDER (Borough Manager or their designee)

- Identify the areas that are at risk.
- Compare the risks associated with evacuation with the risks of sheltering-in-place.
- Identify the area of lower risk.
- Identify evacuation routes.
- Consider the time needed for:
 - Notification
 - Evacuee Preparation
 - Travel time to leave the risk area
- Identify alternative transportation for people who are without private transportation or require additional assistance (functional needs).
- Consider special facilities such as schools, medical facilities, and essential utilities that need to be maintained.
- Open evacuee reception areas.
- Prepare evacuation instructions to include:
 - Nature of the problem
 - Area involved
 - Evacuation routes
 - Shelter or reception locations
 - Pet specific information
 - What to bring to a shelter
 - Medications
 - Glasses
 - Important documents
 - Personal hygiene items
 - Blankets
 - Change of clothing
 - Supplies for infant care
- Disseminate evacuation instructions to Department Directors and the public.
- Gather information from Department Directors about the situation.

ANNEX F: Mass Care and Sheltering

1. Purpose

This annex provides information regarding the location, establishment, and operation of shelters and congregate care facilities during emergency situations.

2. Situation

The Haines Borough could easily overwhelm their resources during any season if the need arose to shelter a large number of people.

3. Assumptions

- A. Depending upon the nature of the emergency and the time of year, many evacuees will be able to seek shelter with family or friends, thus reducing the need for public shelters. There are, of course, exceptions to this general statement. Another would be in the event of a major earthquake or hazardous materials incident in which large segments of the population are displaced from their residences.
- B. In some instances, some advanced warning of impending disasters will be received, thus allowing a portion of the community to seek shelter.
- C. During large-scale incidents, other agencies such as the American Red Cross or the U.S. Coast Guard may be able to provide assistance with sheltering. It will take some time before either option could be possible in Haines.
- D. It is assumed that associated MOUs have been established and updated.

4. Limitations

- A. Some of the shelters may not have cooking facilities.
- B. Survival supplies are not available at all of the shelters.
- C. Structural damage may limit the use of some of the shelters after an earthquake, flood, or severe weather.

5. Concept of Operations

- A. General
 - 1. The Haines Borough will carry out mass care of emergency/disaster survivors. This may be accomplished through established local government organizations such as the fire and police departments, Public Health Nurse and voluntary organizations such as churches.
 - 2. A vital element of any emergency/disaster relief effort is the assistance provided to local government(s) by voluntary organizations in the distribution of food, medicine, and supplies; the provision of emergency shelter; and the restoration of community services.
 - 3. The number of people to be sheltered depends on the type of situation and time of year. Experience has dictated that people generally look at public shelters as a last resort, preferring to stay with friends or relatives if that option is available. In small scale incidents, where only a few people are involved, use of motels or hotels are often the preferred alternative for those that have nowhere else to go. Conversely, major events such as wide spread flooding would require an extensive sheltering effort by the local government. It will require a coordinated effort on the part of all

public officials and volunteer agencies and will normally require activation of the EOC.

4. The decision on whether or not to open public shelters rests with the Borough Manager. If the Borough Manager or Mayor is unavailable, then the IM Short Team may make the decision. Disaster events requiring the sheltering of only a few individuals or families may be handled through volunteer organizations or churches within the community. Once the EOC has been activated to address a sheltering emergency, the *Operations Section Chief* (OSC) has primary responsibility. The OSC must work closely with all functional elements in the EOC to ensure sheltering needs of the public are being met. The OSC will assign an individual to be the Shelter Coordinator.
5. The EOC will coordinate with the HARK Manager for options to shelter the pets of evacuees.

6. Organization and Assignment of Responsibilities

A. The selection of shelter sites that will be used for a particular disaster situation is the responsibility of the EOC OSC. In making this decision, the OSC must determine that the proposed shelters are available for use; that sufficient personnel and supplies are available to operate the facilities; and that they are accessible to the functional needs' community.

B. Assignment of Responsibility

Shelter Coordinator

- Keep the EOC IC and OSC apprised of their operational status and any requirements they may have for additional personnel or supplies.

PIO

- Use every means possible to notify the public of the location and anticipated opening of the shelter.

OSC

- Provide traffic control and security for the selected shelter sites.
- Maintain access roads to the various sites.

LOGS

- Handles requests for additional supplies such as equipment, food, etc., needed within the shelters.
- Any available trained volunteers will be asked to manage the shelters and congregate care facilities once the evacuees have reached the designated sites.

TAB F-1: Potential Shelter Locations

Site (Bold is Primary)	Location	Beds	Bath-rooms	Showers	ADA Accessible	Back-Up Power
Haines High School	604 Haines Highway					
American Legion	30 N. 2 nd Avenue					
Harriet Hall	296 Fair Drive					
Mosquito Lake Community Center	27 Mile Haines Highway					

TAB F-2: Shelter Coordinator Checklists

PLANNING AND PREPAREDNESS PERIOD

- Obtain a listing of shelters and congregate care facilities from the EOP (Tab F-1).
- Develop plans to provide for the welfare of the sheltered population in the event of a disaster or emergency. This plan should contain provisions for special needs groups such as the handicapped, elderly, and those incarcerated in jail.
- Identify local resources for emergency welfare operations.
- Establish liaison and coordinate with Alaska DHS&EM Management and appropriate local public agencies, private agencies, non-profit, and volunteer disaster relief organizations.
- Coordinate with Alaska DHS&EM and American Red Cross to obtain formal training as a shelter manager.
- Identify and train shelter's volunteer managers and staff.
- Review and update this section annually to reflect facility and personnel changes.
- Develop emergency record keeping system to monitor the supply and distribution of shelter services resources.

WARNING PHASE

- Develop information program with the PIO regarding operations of shelter services for release to residents.
- Establish liaison with local and private support services for the provision of resources and personnel required to augment operations of the shelter system.
- Prepare to activate and monitor emergency operations of the shelters.
- Assign unit supervisors and support staff and brief them on emergency responsibilities.
- Arrange for the marking of unmarked facilities. Report to EOC operations regarding shelter readiness.
- Designate staging facilities within commuting distance of the hazardous area for essential workers.
- Determine arrangements necessary to accommodate sheltered population requiring hospitalization, medication, or special care.
- Distribute necessary forms for sheltered population as required (i.e., registration forms, meal cards, food assistance, etc.).
- Coordinate food supply and storage requirements for mass feeding sites with EOC staff. Assign volunteers to perform mass feeding requirements.
- Coordinate with Medical Services to conduct inspections of sanitary conditions in shelter facilities and mass feeding sites.
- Coordinate with Public Safety to provide security and protection for shelters.
- Coordinate with Public Works to improvise shelters through upgrading of existing facilities and construction of expedient shelters. Expedient shelters will be used only after all appropriate upgradeable facilities have been used.
- Review and update shelter allocations for the residents in coordination with the Operations Section Chief.
- Review and update shelter assignments.
- Consult with the Logistics Section Chief to obtain additional supplies for shelters as required (i.e., bedding, clothing, personal hygiene supplies).

RESPONSE PHASE – EVACUATION RECEPTION

- Direct staff to report for duty to designated shelters.
- Direct and supervise operations of shelter services.
- Shelter Manager will oversee occupancy load limits.
- Compile census reports of the sheltered population.
- Report daily to the IC and Operations Section Chief regarding status and needs of sheltered population.
- Implement emergency record keeping system to be submitted to the Logistics Section to monitor the supply and distribution of resources.
- Monitor surpluses/deficiencies of supplies, equipment, and staff.
- Maintain liaison with private support services.
- Continue to coordinate operations with the EOC and auxiliary personnel, as noted under increased readiness phase.
- Direct the stocking of shelters with public works, health and medical, and food services staff, in accordance with operational readiness requirements.
- Coordinate release of emergency information regarding shelter operations to the public with the PIO.
- Coordinate with Operations Section – Law Branch to provide security (possible sources may be corrections officers, U.S. Coast Guard) for shelters and supply storage areas.
- Coordinate with the Fire Chief to enforce strict fire prevention measures at all shelter facilities.
- Provide emergency welfare services (i.e., care of handicapped, elderly and crisis counseling) for the relocated population.
- Coordinate with the SEOC to obtain supply items (food, water).

RECOVERY PHASE

- Determine post-emergency environment in conjunction with Haines Borough officials and the State regarding the return of evacuees.
- Coordinate and initiate the return of relocated population to the evacuated area as soon as feasible.
- Coordinate transportation and traffic control for returning population to evacuated areas.
- Develop public information with the PIO to disseminate recovery and disaster assistance information.
- Submit expenditure reports, personnel costs, unpaid supply requisitions, and other emergency records for reimbursement to the Finance Section Chief.

ANNEX G: Health and Medical Services

1. Purpose

The purpose of this annex is to provide guidance regarding the activities that are associated with lifesaving; treatment, transport, and evacuation of the injured; behavioral health; mass distribution of prophylactic vaccinations; disposition of the dead; and disease control activities related to sanitation, preventing contamination of water and food supplies, etc., during response and recovery operations. It focuses on health and medical problems under emergency conditions.

2. Situation

- A. The Haines Borough, although limited by virtue of its geographical isolation, infrastructure capacity, and size, has a range of health services capabilities. Depending upon the length and severity of the emergency, those capabilities may become overwhelmed.
- B. The **SEARHC Haines Health Center** is part of the non-profit health consortium which serves the health interests of the residents of Southeast Alaska. The clinic has a moderate complexity lab, x-ray, an in-house pharmacy, a 2-bed treatment room for emergencies, and eight exam rooms. The medical clinic has 6 medical providers (3 MDs and 3 Midlevel providers), 12 Registered Nurses, 1 Nurse Case Manager, 1 Pharmacist, 2 pharmacy tech, 1 lab tech, 1 Registered Dietician, 2 Referral Care Coordinators, 6 Facilities & environmental service workers, 3 Medical Admin, 9 front desk/business office staff, 1 purchaser, 1 physical therapist, 2 IT staff, and 3 COVID technicians.

The **SEARHC Dental Clinic** has 1 dentist, 2 front desk staff, 1 Hygienist, 6 dental assistants.

The **SEARHC Behavioral Health** has 2 Behavioral Health Clinicians, 1 Case Manager & substance abuse counselor, 2 admin assistants.

- C. **State of Alaska Public Health Nurse** is located in Juneau; the office has one nurse and an administrative assistant. The Public Health Nurse is responsible for the National Stockpile cache and is the responsible party for mass vaccinations. The State of Alaska Public Health Nurse in Juneau has an up-to-date Points of Dispensing Plan as of June 17, 2020 which is located in Appendix E of this EOP.
- D. **HVFD** currently has 20 medics, ranging from EMTs to EMT III's. Additionally, there are two ambulances that are ALS-certified. First Aid/CPR trained individuals from other agencies, such as the Alaska Wildlife Trooper, the U.S. Forest Service (seasonal worker), the Alaska State Parks Ranger (seasonal worker), and the Haines School District may be called upon in a disaster. The U.S. Coast Guard may offer resources during an emergency if needed.

3. Assumptions

1. A disaster that causes numerous casualties and /or fatalities will immediately overwhelm local medical, health, and mortuary services capabilities.
2. It is assumed that, in any major disaster, all health and medical volunteers will first attend to their own families.
3. It is assumed that all MOUs needed for outside help are maintained and updated.
4. It is assumed that, due to the size of the community and the limited resources, health professionals may be asked to perform functions that are not normally in their job

description. There may be an overlap of responsibilities. For example, EMTs may be asked to work in the clinic, which is not normally the case.

4. Concept of Operations

A. General

In general, there will be a medical decision-making entity, with representation from SEARHC, Public Health Nurse, and Emergency Services. This entity will be called the “Medical Branch Representatives.” The Medical Branch Representatives will collectively choose one person to send to the EOC, who will serve as the Medical Advisor within the Policy Section. This also includes coordination of any medical and healthcare services that may be made available by voluntary organizations of other agencies.

1. Delegation of the Medical Branch Representatives will include representatives from SEARHC, Public Health Nurse, and Emergency Services. In the event that any of the delegated Medical Representatives are unavailable, the next in line of authority in each entity will take their place.
2. Any incoming Health and Medical response groups will coordinate with the Medical Branch Representatives, providing a representative to work alongside the Medical Branch Representatives.
3. Sources for potential medical and general health supplies that may be needed during a disaster are listed in the State of Alaska Public Health Nurse in Haines’ Points of Dispensing Plan, which is found *Appendix E*.
4. Offices of each health and medical entity are as follows:

SEARHC	131 First Ave.	907-766-6300
Haines Public Health Center	259 Main St #21	907-766-3300
HVFD Emergency Services	315 Haines Highway	907-766-6441

5. Hospitals/Clinics/Public Health

- a. The provider of routine health and medical services in the Haines Borough is the SEARHC Haines Health Center. In the event of a disaster or a catastrophic event, SEARHC, HVFD, and Public Health will combine resources and work together under the Medical Branch.
 - b. The SEARHC Haines Health Center will receive and treat injured/ill patients.
 - c. The State of Alaska Department of Health and Human Services Public Health Nurse’s concerns during a disaster include identifying and controlling environmental health hazards, issuing health advisories to the public on water supplies, coordinating with Public Works for waste disposal, controlling disease vectors, monitoring food at mass care facilities, and distributing mass prophylactic vaccinations through a distribution center.
- ##### **6. Emergency Services**
- a. The provider of Emergency Services to the Haines Borough is the HVFD. During a disaster emergency that result(s) in multiple casualties, the HVFD would provide emergency medical services.

*****See ANNEX I: FIRST RESPONDERS**

- b. Additional Emergency Services resources are available through various State of Alaska and Federal government resources which can be accessed by contacting SEOC and requesting assistance. This would be a decision made by the IC, with input from the Medical Advisor.
 - c. The HVFD will be the agency responsible for establishing the on-scene ICP, utilizing the NIMS ICS, using either single or UC, as appropriate. If the incident is localized to the airport, UC must be established with the ADOT.
 - d. The START triage system will be initiated with initial care provided in the field, and secondary care provided by SEARHC. In the event that the clinic facility is overwhelmed with patients, provisions for the transfer of patients to the chosen alternate care site would be the responsibility of the SEARHC Representatives in coordination with the IMT commanding the incident.
 - e. Other agencies such as the American Red Cross (1-800-660-4272), the Salvation Army, and various religious clergy can also provide behavioral health support. Additionally, if a local disaster has been declared, requesting state assistance, behavioral health services can be accessed by contacting the SEOC.
 - f. Behavioral health support for responders is provided by local and outside resources specifically trained to work with first responders in the field of Critical Incident Stress Management (CISM), and who follow the model of the International Critical Incident Stress Foundation, Inc. Local resources should be utilized if available, and if not, State or Federal CISM resources should be requested. Behavioral health resources should be considered a part of the operational strategy and are to be activated as soon as possible following an incident. Activation can take place through the HVFD, the HBPD or EOC if activated. See the resource list.
7. Fatality Management
- a. The mission of fatality management is that all human remains are handled, transported, and stored in an appropriate, dignified manner, consistent with policies and procedures found in the publication "*Catastrophic Fatality Management: Guidelines for Cities*". Our ability to respectfully handle the deceased will, in turn, support the well-being of the living.
 - b. The well-being and safety of all responders participating in the recovery of human remains is of utmost importance. All personal protective gear and procedures will be utilized at all times.
 - c. At present, HVFD has the capacity to hold two deceased patients. There is no private mortuary service provided in the community. The bodies of deceased patients require transportation to Juneau or other community as necessary.
 - d. In the event of a multi-fatality incident, procedures to set up a temporary morgue will be initiated. The State of Alaska Medical Examiner is ultimately responsible for the collection, identification, and disposition of deceased persons and human tissue from a multi-casualty incident. In addition, FEMA has the capability to provide Disaster Mortuary Assistance Teams (DMORT) to respond to the scene of a multi-casualty incident. FEMA DMORT can be accessed by contacting the SEOC and requesting assistance. The Haines Borough must have declared a disaster in order to request this assistance, and the process of receiving the assistance may take considerable time. The Haines Borough can prepare itself for those instances when Haines will be expected to manage fatalities until relief is available.

- e. Until state support arrives, a Temporary Morgue Manager (TMM) will be appointed by the Medical Advisor. There is one temporary refrigerated van in Haines. There are multiple freezer units in Haines. Before moving human remains to any storage unit, **it is important to understand that, unless communications with the Alaska State Medical Examiner's Office (AKSMEO) are completely down, approval from the AKSMEO is recommended prior to moving bodies from the incident location.**
- f. Report disaster deaths to the AKSMEO as soon as practically possible. In any emergency or disaster, deaths that result from the incident, or occurred during an incident are potentially unnatural deaths, and therefore are within the legal jurisdiction of the AKSMEO. Ideally, this reporting will be done by Law Enforcement as soon as the scene assessment has been completed.
 - i. Examples: During an earthquake, if someone dies as a result of a structural collapse, the AKSMEO will take jurisdiction over the death.
 - ii. Additionally, first influenza (or pandemic illness) deaths should be reported to the AKMSEO, unless otherwise notified by Public Health.
- g. With regard to pronouncement of death, physicians provide this service unless the death(s) are expected and delegated to a registered nurse to do so.
- h. With regard to certification of death, then SEARHC provides this service. The AKSMEO may also certify deaths resulting from any type of disaster or mass fatality incident.
- i. An outside funeral home or Medical Examiner facilitates the issuance of death certificates by providing documents to the State. If an individual is buried in Haines and does not go to these two entities, then SEARHC will submit documents to the state of Alaska, and they will issue the death certificate. If the Medical Examiner releases the body to family without an examination, then it may go to an outside funeral home.
- j. Responding to 911 calls concerning bodies/missing persons will be challenging. Immediately following a major disaster, the IC will create an EOC position to manage this need. This will assist in offloading calls concerning bodies and unaccounted for persons from 911 operators to allow Dispatch to respond to emergency calls. Once this position has been established, all calls concerning missing or deceased persons should be referred to him or her.
- k. Behavioral Health needs of the community, as well as the Temporary Morgue staff, shall be prioritized. Members of the clergy such as Haines Ministerial Society or the Mountainside Counseling Center shall be retained for on-the-spot counseling at the Temporary Morgue. Additionally, in the event the community is isolated post-disaster, Mountainside Counseling Center will continue to support families of missing persons.
- l. The Borough PIO will keep the public informed concerning the handling of human remains. Consistent and regular briefings should be delivered to the community.
- m. In general, permission is recommended to be obtained from the AKSMEO before remains are removed from any incident site (see "e" above). In a mass fatality situation, Law Enforcement will aid the AKSMEO in conducting death investigations. In anticipation of law enforcement being overwhelmed, law enforcement may work with the Haines Borough in advance to train and organize people

from other disciplines to follow the appropriate steps and support law enforcement in the effort.

- n. Tracking of the human remains, from the incident site to the temporary morgue, is of the utmost importance. In order to track human remains, body bag tags will be utilized in addition to maintaining a chain of custody. Instructions may be found on the last page of the publication “*Catastrophic Fatality Management: Guidelines for Cities.*” It is necessary that body bag tags are linked to associated remains until collection by authorized mortuary personnel.
- o. The incident site (while human remains are still there) and the temporary morgue should be fully secured, at all times, with access limited to a minimal number of approved staff.

5. Organization and Assignment of Responsibilities

A. Organization

Located in Juneau and assigned to the Haines Borough is a State of Alaska Public Health Nurse. The Public Health Nurse will have the primary responsibility to advise the IC on all things relating to activities that are associated with lifesaving; treatment, transport, and evacuation of the injured; behavioral health; mass distribution of prophylactic vaccinations; disposition of the dead; and disease control activities related to sanitation and preventing contamination of water and food supplies, etc., during response and recovery operations.

B. Assignment of Responsibilities

1. Medical Representative

- State of Alaska Public Health Nurse located in Haines, Alaska.

2. PIO

- Use every means possible to notify the public of the location and anticipated medical facilities (both primary and temporary).

3. Operations Section

- Coordinate with other security personnel such as corrections officers or U.S. Coast Guard members.
- Provide traffic control and security for the selected primary and temporary medical sites.

4. Public Works Department

- Maintain access roads to the various sites.

5. Logistics Chief

- Handles requests for additional supplies such as equipment, food, etc., needed within the medical community.
- Any available trained volunteers will be asked to treat and care for the wounded to the level of their training at designated sites.

ANNEX H: Logistics and Resource Management

1. Purpose

This Annex will provide guidance and outline procedures for obtaining, managing, allocating, and monitoring the use of resources prior to, during, and after emergency situations or when such situations appear imminent.

2. Situation

- A. All emergency response agencies manage equipment, facilities, and supplies to accomplish their day-to-day tasks. Large incidents, however, can require more specialized resources than the responding agencies may have available.
- B. A major disaster or emergency may overwhelm the capabilities and exhaust the resources of the Haines Borough.

3. Assumptions

The Haines Borough has established MOUs and agreements with entities that can supply resources in the event of a disaster.

4. Limitations

- A. There are a limited number of resources available in the Haines Borough.
- B. Outside resources may take days, or in extreme cases, weeks to arrive, and the Haines Borough has little control over logistics beyond its borders. The Haines Borough should prepare accordingly.
- C. During the winter months, the Haines Borough may have limited access by plane and ferry as the Alaska Marine Ferry service is intermittent and often cancelled. There is road access through the border to Canada and Interior Alaska, weather permitting. Damage to the runway would hamper the movement of resources into the community.

5. Concept of Operations

- A. General
 1. Resources will be inventoried, prioritized, and used in the most efficient manner possible, and will be applied to functions and areas of greatest need.
 2. Acquisitions and purchases dedicated to saving life or property during an emergency will be given priority.
 3. Response agencies are expected to be able to sustain themselves during the first seven days of an emergency.
 4. Each household in the Haines Borough is encouraged to develop family disaster and emergency communication plans and to maintain essential supplies to be self-sufficient for at least seven days.
 5. In the event all local resources are committed, assistance will be sought from surrounding jurisdictions where jurisdictional agreements may be established. Effective cross-jurisdictional coordination using processes and systems described in the NIMS is critical in the establishment of such agreements. Where possible, each jurisdiction will execute agreements in advance with groups and individuals for use of their resources.

6. Some of the resources needed for emergency operations may be available only from the private sector, individuals, or volunteer or non-traditional donations management agencies. Hence, procedures are established for emergency purchasing and contracting.
7. Each agency is responsible for arranging the movement of its assets to locations where they are needed during emergencies and disasters. If the Haines Borough does not have suitable transportation capabilities, it may request assistance through the EOC.
8. Normal procurement procedures may be suspended during an emergency, although existing agreements and procedures should be used whenever feasible.
9. The EOC may request additional resources from the SEOC after all available Haines Borough resources are exhausted.
10. During an emergency, the IC may request Department Directors suspend functions that do not contribute directly to response actions.
11. The IC may invoke temporary controls on local resources and establish priorities during an emergency. These may include fuel, food, shelter, and other resources necessary for human needs. If this situation occurs, the Haines Borough will endeavor to cooperate with the private sector and with the State in encouraging voluntary controls and to enforce mandatory controls when necessary.
12. When circumstances dictate, emergency response field personnel may be given purchasing authority after coordination with the purchasing officer. Payment for such needs is the responsibility of the requesting agency.
13. When high priority needs cannot be satisfied quickly through procurement and hiring, or when the cost begins to outweigh time as a consideration, an appeal can be made through the PIO for donations of goods or services in question.
14. Early and accurate documentation of costs and damage estimates are essential to the application for potential reimbursement from State or Federal disaster assistance.
15. At the close of an incident, all loaned equipment will be returned to its owners.

6. Organization

The IC is responsible for managing emergency resources at the incident site and shall be assisted by a staff commensurate with the tasks to be performed and resources committed to the operation. The ICS structure includes a Logistics Section, which is responsible for obtaining and maintaining personnel, facilities, equipment, and supplies committed to the emergency operation. The IC will determine the need to establish a Logistics Section. This decision is usually based on the size and anticipated duration of the incident and the complexity of support.

7. Responsibilities

- A. PREPARATION PHASE
 1. Department Directors
 - Maintain supplies to be able to sustain responders for seven days.
 2. Borough Manager
 - Negotiate and approve contracts for support of emergency actions.
 - Maintain a list of resources available for emergency response in accordance with NIMS.
 - Establish and maintain MOUs with potential suppliers and donors.
 - Coordinate mutual aid agreements with neighboring jurisdictions.

B. RESPONSE PHASE

1. Incident Commander

- Coordinate overall disaster response during major emergency.
- Assign Logistics Section to facilitate resource acquisition, if needed.
- Adjudicate competing resource needs.
- Establish limits on resource consumption.
- Limit functions that consume resources and do not directly support emergency operations.

2. Finance Department

- Provide liaison support for donations request, including staff and volunteers.
- Facilitate acquisition of all supplies, equipment, and services necessary in support of response effort.

3. Borough Manager

- Coordinate with State and Federal agencies to secure additional resources.

C. RECOVERY PHASE

1. Department Directors

- Restock supplies and equipment used in the event, and return any equipment obtained from other agencies after proper cleaning/inspection.
- Complete and submit necessary reporting paperwork to appropriate agencies, including an itemized list of all damaged equipment and supplies.
- Provide appreciation and recognition to volunteers, donors, and all who supported the response effort.

2. Finance

- Arrange for timely reimbursement of private vendors who supplied equipment; a list should be available from the EOC or IC.

ANNEX I: First Responders

1. Purpose

The purpose of this Annex is to provide guidance to First Responders, in the event of an emergency. First Responders are the HBPD and HVFD that supply Emergency Services. Other State and Federal law enforcement are stationed in the community, including the Alaska Wildlife Trooper, and the Alaska State Parks Ranger when available and working in the community.

2. Situation

- A. HVFD is the primary fire control agency in this jurisdiction.
 - 1. HVFD roster includes 32 volunteer firefighters and 4 paid fire and rescue personnel.
 - 2. HVFD maintains two ambulances, two engines, one squad, one rescue, and two tankers.
 - 3. HVFD responds to fires in Fire District #1 in the Haines Townsite and Mud Bay and Lutak areas. Klehini Valley Fire Department (KVFD) responds to fires in Fire District #3 which is on the Haines Highway from 15 Mile to the Border.
- B. HBPD is the primary law enforcement agency in this jurisdiction.
 - 1. HBPD has 5 sworn law enforcement officers, including the Chief of Police.
 - 2. The State of Alaska has one wildlife trooper assigned to this jurisdiction.
- C. Due to its isolation, the community must rely exclusively on HVFD and the agencies listed below for fire suppression:
 - 1. ARFF (DOT resources) at the airport.

3. Assumptions

- A. Police, Troopers, Fire, Emergency Services are trained in the ICS.
- B. In a disaster, the highest and most immediate priority will be given to the rescue and care of victims.
- C. Every individual will know laws, rules, and regulations in emergency situations and will comply with the lawful directions of duly constituted authorities.

4. Limitations

- A. Police, Troopers, Fire, and Emergency Services resources will be overwhelmed in any major disaster and may need to prioritize resources and responsibilities.
- B. In a disaster, the rescue capability of the HVFD must be augmented by the resources of other agencies and by trained citizen volunteers.

5. Concept of Operations

- A. General
 - 1. Extrication from entrapment and/or endangered areas, stabilization, and transportation of the injured to the clinic and provision of medical care will take precedence over all other emergency services operations.
 - 2. In a disaster, special rescue operations will start as soon as possible in order to rescue or evacuate the greatest number of people before hazards such as fire, explosion, impending structural collapse, rising water, etc., impede emergency operations.
- B. Police
 - 1. The HBPD will continue to function and operate in accordance with its normal operations, accepting additional responsibilities as may be imposed by a disaster.

2. Law enforcement functions, including judicial proceedings, in a disaster, will be carried out according to the requirements of law and to the extent feasible.
 3. One of those additional duties will be to assist Public Works in performing the initial assessment of damage to the community, information that is of vital importance in requesting State assistance.
 4. During a period of increased tension, the HBPD will take precautionary steps to ensure the maintenance of law and order under conditions of stress beyond those of normal operations.
- C. Fire
1. The HVFD will continue to function and operate in accordance with its normal firefighting operations, accepting additional responsibilities as may be imposed by a disaster.
- D. Rescue
1. The HVFD will continue to function and operate in accordance with its normal Search and Rescue (SAR) procedures, accepting additional responsibilities as may be imposed by a disaster. HVFD is responsible for urban SAR and is also available to support SARs conducted by the Alaska Wildlife Trooper, if requested.
- E. Emergency Services
1. HVFD ambulances will continue to function and operate in accordance with their normal Emergency Services SOPs and Standing Orders, accepting additional responsibilities as may be imposed by a disaster.
 2. Emergency Services will assess, treat, transport, and account for all injured or ill patients that are transported by HVFD.
 3. Additional medical supplies are found at the HVFD fire station(s) and through other entities in the Haines Borough. When local medical supplies are in danger of becoming exhausted, a request for additional supplies will be made to the SEOC, through the Logistics Section Chief.

6. Organization and Assignment of Responsibilities

- A. Organization
1. HBPD's succession of command:
 - a. Chief
 - b. Sergeant
 2. HVFD's succession of command:
 - a. Chief
 - b. Assistant Chief

B. Assignment of Responsibilities

1. PREPARATION PHASE

a. Police Chief

- Ensure vital equipment is in the condition necessary for major emergencies.
- Train responders and Department personnel.
- Develop/update plans and operating procedures for responders that are coordinated with those of other Haines Borough emergency services.
- Maintain an inventory of all first responder resources within the Haines Borough.

b. Fire Chief

- Update preplans by identifying structures susceptible to fire and preparing building layouts and IAPs.
- Ensure vital equipment is in the condition necessary for major emergencies.
- Train responders and Department personnel.
- Develop/update plans and operating procedures for responders that are coordinated with those of other Haines Borough emergency services.
- Maintain an inventory of all first responder resources within the Haines Borough.

2. RESPONSE

a. Police Chief

- Determine the priority of Department operations.
- Ensure the safety of response personnel.
- Determine the radio frequencies to use.

b. HBPD D

- Enforce laws of the Haines Borough, and maintain civil order.
- Provide traffic control.
- Ensure security of emergency operations, including shelter facilities, emergency supplies, and investigations.
- Provide suitable detention facilities.

c. Fire Chief

- Determine the priority of Department operations.
- Ensure the safety of response personnel.
- Determine the equipment, strategies, and tactics for EMS and fire operations.
- Determine the radio frequencies to use.

d. HVFD

- Extinguish fires that pose a threat to life and property.
- Provide equipment and manpower staffing to conduct search, rescue, evacuation, and mass casualty response.
- Conduct a thorough search of impacted areas for missing persons.

- RECOVERY
 - a. Police and Fire Chiefs
 - Perform a post-incident briefing and critique.
 - b. HBPD and HVFD
 - Assist in restoring the incident area(s) to a safe condition and returning evacuees as appropriate.

ANNEX J: Public Works, Facilities and Transportation

1. Purpose

The purpose of this Annex is to provide guidance for maintaining Haines Borough buildings, streets, waterlines, and sewers during a disaster. It also provides guidance procedures for damage assessments.

2. Situation

A. The Haines Borough has a variety of resources available for Public Works and Facilities-resources operated by the Haines Borough Public Works and Facilities Department and the Haines Borough Harbor, as well as support from the ADOT&PF and local contractors.

3. Assumptions

- A. Associated MOUs have been established and updated.
- B. Local non-Haines Borough public works resources will work within the IMS.

4. Limitations

- A. The Haines Borough has limited resources.
- B. The Haines Borough is only accessible by one highway, air, or by ferry from major hubs.

5. Concept of Operations

- A. General
 - 1. The Operations Section Chief, will manage the Public Works and Facilities functions (as well as other Ops Branches) during a disaster from the EOC.
 - 2. The Emergency Manager will ensure local personnel skilled in engineering and public works will be pre-identified and assigned to coordinate with State public works and engineering during emergencies or disasters.
 - 3. In the event of a disaster, Public Works and Facilities response includes:
 - a. Monitor and report the status of and damage to the transportation infrastructure and public facilities;
 - b. Provide for operations, maintenance, and restoration of essential transportation infrastructure;
 - c. Provide for repair and restoration of essential public facilities;
 - d. Identify temporary alternate transportation solutions to be implemented by others when primary systems and routes are unavailable or overwhelmed;
 - e. Implement appropriate security measures for protection of transportation infrastructure and public facilities;
 - f. Coordinate the issuance of regulatory waivers and exemptions;
 - g. Provide for long-term coordination of the restoration and recovery of the affected transportation infrastructure and public facilities; and
 - h. Activate emergency task forces, mutual aid agreements, and additional resources to support response and recovery of essential transportation.

The Operations Section Chief, will use both Haines Borough and non-Haines Borough resources to accomplish the objective of each operational period during

- disaster operations. Each division within Public Works and Facilities will be managed by the Director of that Division, reporting directly to the Operations Section Chief.
4. The ADOT&PF will clear, repair, and maintain roads and airfields within its jurisdiction, as well as assist the Haines Borough, if requested.
 - a. The ADOT&PF maintains the following main roads/airfields:
 - i. Airport.
 - ii. Haines Highway.
 - iii. Lutak Road
 - iv. Mud Bay Road
 5. Request for ADOT&PF and engineering resources and services will be coordinated through the EOC. Requests made from the EOC will be coordinated with and approved through the SEOC before action is taken.

6. Organization

- A. The Public Works Department of the Haines Borough is divided into three Divisions, by functional responsibility.
 1. Streets Division.
 2. Water and Sewage Division.
 3. Public Facilities

7. Responsibilities

- A. PREPARATION
 1. Department Directors
 - Take all feasible steps to remove and protect equipment in accordance with Departmental SOPs.
 - Communicate anticipated Departmental needs among other Departments.
 2. Director of Public Works/Facilities
 - Train operators for available equipment.
 - Maintain Hazmat certifications and training.
 3. Borough Manger
 - Maintain a roster of personnel available for assignment during a disaster.
- B. RESPONSE
 1. Department Directors
 - Report damages of Department resources.
 2. Public Works Director
 - Coordinate all available Haines Borough and privately-owned transportation and construction equipment.
 - Track all resources and the amount of time worked, and maintain cost sheets on all private equipment use and personnel. (This is performed in conjunction with the Finance Department).
 - Ensure shelters have adequate power supply, water supply, and waste disposal facilities.
 - Coordinate protecting and repairing the Haines Borough's water supply and waste disposal facilities.
 - Coordinate debris clearance and disposal.
 - Perform basic damage assessment.

- Inspect transportation/evacuation routes.
- Provide traffic control and security for Public Works operations.

C. RECOVERY

1. Department Directors
 - Submit expenditure reports, personnel costs, and other emergency records to the Finance/Administration Section for reimbursement.
 - Order stand-down of responders, and resume normal operations.
2. Director of Public Works/Facilities
 - Return equipment obtained from other agencies after proper cleaning and inspection.
 - Repair and restore roads, buildings, water lines, and sewer.

TAB J-1: Damage Assessment Form

<input type="checkbox"/> Original <input type="checkbox"/> Revision # _____		Date:
Type of Disaster:		Date(s) of Occurrence:
Jurisdiction (town, county, agency, etc.):		County:
Area Affected (northeast, west side, etc.):		
Information provided by:		
Name:		Title:
Address:		Day Phone:
		Evening Phone:
PUBLIC DAMAGE		
A	DEBRIS REMOVAL (trees, building wreckage, sand, mud, silt, gravel, vehicles, and other disaster-related material)	\$
B	EMERGENCY PROTECTIVE MEASURES (sandbagging, barricades, signs, extra police and fire, and emergency health measures)	\$
C	ROADS AND BRIDGES (roads, culverts, bridges, and associated facilities)	\$
D	WATER CONTROL FACILITIES (dams, reservoirs, shore protective devices, pumping and irrigation facilities, drainage channels, and levees)	\$
E	BUILDINGS AND EQUIPMENT (buildings, supplies, inventory, vehicles, and equipment)	\$
F	UTILITIES (water treatment plants and delivery systems, power generation and distribution facilities, sewerage collection systems and treatment plants)	\$
G	PARKS, RECREATIONAL, AND OTHERS (playground equipment, swimming pools, bath houses, tennis courts, boat docks, piers, picnic tables, cemeteries, and golf courses)	\$
TOTAL		\$
PRIVATE NONPROFIT (education, medical, custodial care, emergency [fire departments, search and rescue, and ambulances], utility, and other [museums, community centers, libraries, homeless shelters, senior citizen centers, health and safety services.])		\$
PUBLIC DAMAGE—GRAND TOTAL		\$

INDIVIDUAL DAMAGE				
Jurisdiction:		Date:		
PEOPLE AFFECTED		ASSISTANCE PROVIDED		Number
	Number			Number
	Deaths		Persons Evacuated	
	Injuries		Persons in Public Shelters	
	Missing			
RESIDENTIAL		Primary		Secondary
	Number	Value (if known)		Number
				Value (if known)
	Houses destroyed	\$		\$
	Houses with major damage	\$		\$
	Houses with minor damage	\$		\$
	Houses affected	\$		\$
	Mobile homes destroyed	\$		\$
	Mobile homes severely damaged	\$		\$
	Mobile homes moderately damaged	\$		\$
	Mobile homes affected	\$		\$
	TOTAL	\$		\$
TOTAL RESIDENTIAL (primary plus secondary)				\$
BUSINESS				
	Businesses affected			\$
	Number now unemployed			
	Estimated duration of unemployment (weeks)			
TOTAL BUSINESS				\$
AGRICULTURE				
	Farm buildings and equipment			\$
	Crop land (all crops)			\$
	Livestock			\$
TOTAL AGRICULTURE				\$
INDIVIDUAL DAMAGE TOTAL				\$
<p>CALL or FAX THIS INFORMATION to your Borough EMERGENCY MANAGEMENT AGENCY as SOON as POSSIBLE (BEFORE MAILING)</p>		<p>State of Alaska Division of Homeland Security and Emergency Management P.O. Box 5750, JBER, AK 99505-5750 Phone: 907-428-7000 Fax: 907-428-7009</p>		

ANNEX K: Oil and Hazardous Materials Spill Response

1. Purpose

This Annex provides for a coordinated emergency response by the Haines Borough and Industry to mitigate the adverse effects on the population and environment resulting from an uncontrollable release of/or exposure to hazardous materials (hazmat).

The Haines Borough has very little control over the local fishing industry, fuel storage, or other large storage of hazardous materials. In this regard, the Haines Borough would provide a supporting role to local industries in any response.

2. Situation

- A. Hazardous materials pose a potential threat to the community at both fixed facilities and during transport (by road, pipeline, or waterway).
- B. Numerous facilities use and transport chemicals which pose threats to public and private sectors. They routinely provide Safety Data Sheets (SDSs) (formerly known as material safety data sheets - MSDS) to supporting fire departments which are responsible for training fire fighters who respond to hazmat incidents.
- C. Over 400 hazardous materials have been identified by the U.S. Environmental Protection Agency (EPA) as subject to the requirements for the Superfund Amendments and Reauthorization Act of 1986 (SARA) Title III.
- D. The Haines Borough has identified many of these hazardous materials. The HVFD has a list of hazardous material storage locations in and around Haines.
- E. Hazardous materials release/oil spills are unique not only due to their complex nature, but also due to the overlapping jurisdictional concerns and statutory mandates involved.
- F. Significant cooperation and coordination will be required between multiple local, State, and Federal public safety and environmental organization to ensure successful operations.
- G. The response to these spills must be quantitative, measured, and verifiable due to potential litigation which may come at a later date. In this instance, accurate record keeping and maintenance is important.

3. Assumptions

- A. Safety of all responders is the number one priority.
- B. The First On-Scene Responder may not be a highly-trained hazmat handling specialist, but as first on-the-scene, becomes the initial response force.
- C. Local, State, and Federal hazardous materials response teams and other support agencies will respond with technical expertise and resources upon request by Haines Borough officials. Due to statutory requirements, it is important that all personnel involved in planning, response, and recovery operations be properly trained and certified by the appropriate controlling authority.
- D. Emergency response personnel will be trained in hazardous materials control (within the capabilities and resources available and based on known local hazards) and all response vehicles will be equipped with emergency response reference materials guidebooks.

- E. Facilities subject to reporting under the Emergency Planning and Community Right-to-Know Act of the SARA of 1986 will provide SDSs or a list of SDS chemicals to the Local Emergency Planning Committee per AS 26.23.073, Haines Borough Public Safety Department, and the Alaska State Emergency Response Commission (SERC).
- F. Private agencies involved in the manufacture, use, storage, and transportation of hazardous materials will cooperate with local governments in preparing for response to hazardous materials incidents.
- G. Spill emergencies are likely to result in significant media attention which can have second and third order affects that may influence response and recovery operations. Such media attention can bring with it a disruptive protest element which must be mitigated to ensure successful response and recovery operations.

4. Limitations

- A. The Haines Borough has a limited number of resources for responding to a hazardous material incident.
- B. Not all hazardous materials may be reported correctly, therefore, responders may not have complete information about the emergency.

5. Concept of Operations

- A. General
 1. The initial report should be investigated by the first responding agency. That First On-Scene Responder must act quickly.
 2. Initial reports of an incident rarely reflect the true nature of the situation. The worst situation must be assumed, and an objective on-the-scene evaluation and assessment must be made as soon as possible.
 3. It may not be immediately possible to identify the hazardous or toxic materials or chemicals involved in the spill, although every attempt should be made to do so. Stay UPWIND, UPHILL, and/or UPSTREAM at a safe distance. Look for information on labels, shipping paper, placards, license plate numbers, tank/container types, etc.
 4. Emergency response personnel should always assume the materials are highly toxic, even in small quantities, and take protective action.
 5. All facilities subject to the provisions of SARA Title III are required to immediately notify the local jurisdiction and the SERC if there is a release of a listed hazardous material that exceeds the reportable quantity for that material. The initial notification can be by telephone, radio, or in person. Emergency notification requirements involving transportation incidents can be satisfied by calling 911; calling the central district office of ADEC at 907-269-3063; or calling the ADEC spill hotline, 1-800-478-9300.
 6. Once the jurisdiction has been tentatively identified, and the responsible Designated Emergency Response Agency (DERA) identified, established procedures will be utilized.
 7. The Alaska State Wildlife Trooper, as DERA for incidents occurring on highways outside Haines Borough limits, will follow their operations manual.
 8. Major marine oil spills will be jointly managed by ADEC, as the State On-Scene Coordinator and the U.S. Coast Guard, as the Federal On-Scene Coordinator. This is applicable for releases of any size or quantity. The responsible party will

hire cleanup companies as needed, under State/Federal oversight. Additionally, the joint ADEC/U.S. Coast Guard Area Contingency Plan for oil and Hazmat releases in the coastal zone contains a significant amount of response information. The Plan can be accessed at

<https://homeport.uscg.mil/Lists/Content/DispForm.aspx?ID=37282&Source=/Lists/Content/DispForm.aspx?ID=37282>. See Tab K-1 at the end of this Annex for details about reporting to ADEC. Oil/fuel spills of a smaller scale will be handled by local contractors. See Tab K-2 for details.

9. Hazardous material emergency response personnel will operate as a team and will function under the concept of the ICS as described in the Direction and Control Annex A.
10. If the DERA determines not to have the equipment, personnel, or expertise necessary to handle a particular hazardous material incident, assistance will be requested.
11. The IM Short Team will be activated in support of the on-site IC if the hazardous material incident is of such magnitude as to pose a threat to human life or have a significant impact upon the environment. They will make a decision on whether to activate the EOC.
12. During the response, if evacuation of the public (or a community) is necessary to save lives and property, the Governor, the Alaska State Troopers, or the IM Short Team may order this action.
13. Public information and media relations will be given priority attention, especially for any hazardous material incident that will, or is likely to, affect the public. The Emergency Public Information Annex D establishes this function.
14. Cleanup and removal of the hazardous material involved in an incident will be monitored by the Haines Borough, according to local, State, and Federal guidelines.
15. If a hazardous material incident or release occurs on private property, the owner or operator thereof may undertake the emergency response. If the owner or operator does not undertake such emergency response, or if in the judgment of the DERA there exists an imminent danger to the public health and safety, the DERA should initiate an appropriate emergency response.
16. Any facility that produces, uses, or stores any of the over 400 hazardous materials listed by the EPA in a quantity greater than its threshold planning quantity, is subject to the emergency planning and community right-to know provisions of SARA Title III.
17. Tier II forms are required to be on file with the State of Alaska. Facilities experiencing a hazardous material incident are advised to check with the ADEC to review their Tier II forms.
18. State involvement within Haines Borough for disaster damage assessment, emergency response(except for AST), and recovery processes will be coordinated by the ADEC.

6. Organization and Assignment of Responsibilities

A. PREPARATION PHASE

1. All Entities

- Have vital equipment in condition necessary for response.
- Update plans and operating procedures to ensure a coordinated response effort.

2. HVFD
 - Train and perform regular hazmat response drills.
 - Locate and document locations of stored hazardous materials.
- B. RESPONSE PHASE
 1. All Entities
 - Ensure clear communication between all responders and groups involved.
 - Provide IC and PIO with appropriate information
 2. IC
 - Identify hazardous materials involved.
 - Mobilize response resources, ensuring they have adequate personal protective equipment (PPE).
 - Establish command structure and appoint a Safety Officer.
 - Direct and control on-scene response activity.
 - Contact ADEC for assistance and information regarding health dangers and population protection.
 3. HVFD
 - Provide support for response effort, including equipment and staffing.
 - Establish a decontamination area for exposure victims, if necessary.
 4. HBPD
 - Initiate perimeter control.
 - Assist in evacuation, if necessary.
 5. Public Works Department
 - Provide support for response effort, including equipment and staffing.
 - Monitor Haines Borough's water supply to ensure no contamination.
- C. RECOVERY PHASE
 1. All Entities
 - When feasible, restore the incident area to a safe condition, and return evacuees as appropriate.
 - Restore and maintain essential services.
 - Restock supplies and equipment used in the response, and return borrowed equipment after proper cleaning/inspection.
 2. HVFD
 - Assist in ensuring all hazardous materials have been disposed of or neutralized.
 3. Public Works
 - Assist in disposal of contaminated products.

TAB K-1: Hazardous Material Spill Reporting Tools



ALASKA DEPARTMENT OF ENVIRONMENTAL CONSERVATION OIL & HAZARDOUS SUBSTANCES SPILL NOTIFICATION FORM

ADEC USE ONLY

ADEC SPILL#:		ADEC FILE#:		ADEC/LC:	
PERSON REPORTING:		PHONE NUMBER:		REPORTED HOW? (ADEC USE ONLY) <input type="checkbox"/> Phone <input type="checkbox"/> Fax <input type="checkbox"/> PERS <input type="checkbox"/> E-mail	
DATE/TIME OF SPILL:		DATE/TIME DISCOVERED:		DATE/TIME REPORTED TO ADEC:	
INCIDENT LOCATION/ADDRESS:			DATUM: <input type="checkbox"/> NAD27 <input type="checkbox"/> NAD83 <input type="checkbox"/> WGS84 <input type="checkbox"/> Other _____		PRODUCT SPILLED:
			LAT: _____		
			LONG: _____		
QUANTITY SPILLED: <input type="checkbox"/> gallons <input type="checkbox"/> pounds		QUANTITY CONTAINED: <input type="checkbox"/> gallons <input type="checkbox"/> pounds		QUANTITY RECOVERED: <input type="checkbox"/> gallons <input type="checkbox"/> pounds	
POTENTIAL RESPONSIBLE PARTY:			OTHER PRP, IF ANY:		QUANTITY DISPOSED: <input type="checkbox"/> gallons <input type="checkbox"/> pounds
Name/Business:				VESSEL NAME:	
Mailing Address:				VESSEL NUMBER:	
Contact Name:				> 400 GROSS TON VESSEL: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Contact Number:					
SOURCE OF SPILL:				CAUSE CLASSIFICATION:	
CAUSE OF SPILL: <input type="checkbox"/> Under Investigation				<input type="checkbox"/> Accident <input type="checkbox"/> Human Factors <input type="checkbox"/> Structural/Mechanical <input type="checkbox"/> Other	
CLEANUP ACTIONS:					
DISPOSAL METHODS AND LOCATION:					
AFFECTED AREA SIZE:		SURFACE TYPE: (gravel, asphalt, name of river etc.)		RESOURCES AFFECTED/THREATENED: (Water sources, wildlife, wells, etc.)	
COMMENTS:					

ADEC USE ONLY

SPILL NAME:		NAME OF DEC STAFF RESPONDING:		C-PLAN MGR NOTIFIED? <input type="checkbox"/> Yes <input type="checkbox"/> No	
DEC RESPONSE: <input type="checkbox"/> Phone follow-up <input type="checkbox"/> Field visit <input type="checkbox"/> Took Report		CASELOAD CODE: <input type="checkbox"/> First and Final <input type="checkbox"/> Open/No LC <input type="checkbox"/> LC Assigned		CLEANUP CLOSURE ACTION: <input type="checkbox"/> NFA <input type="checkbox"/> Monitoring <input type="checkbox"/> Transferred to CS or STP	
COMMENTS:		Status of Case: <input type="checkbox"/> Open <input type="checkbox"/> Closed		DATE CASE CLOSED:	
REPORT PREPARED BY:		DATE:			

TAB K-2: Haines Borough Oil/Fuel Spill Response–Small Scale

PURPOSE:

This tab defines the organization, strategies, equipment and staffing needed by the Haines Borough in the event of a small-scale oil spill which would most likely NOT impact the daily operations of the Haines Borough.

CURRENT RESOURCES:

Oil/fuel spill resources are stored throughout the Borough by these entities, in these locations:

Entity with Resources:	Location of Resources:	Resource Description:
U.S. Coast Guard	Haines Borough.	One pollution response trailer.
ADEC	State of Alaska DOT Airport Yard.	2 Conexes with basic spill resources.
Delta Western	Haines	Vinyl containment boom, boats, barge, skiffs, diving gear, misc. response equipment
HAINES BOROUGH Harbor Department	With the Borough, behind the Harbor Master Office in a Conex.	Vinyl containment boom, boats, barge, skiffs, diving gear, misc. response equipment.

CONCEPT OF OPERATIONS:

In the event of a smaller-scale spill within Haines or the local vicinity, these operations will be conducted within the community:

4. Dispatching of DERA to the spill in an expedient manner.
5. Dispatching of HVFD to assist.

Small scale responses will happen quickly, through the effort of DERA and the VFD. If there is a prolonged period of cleanup, the Haines Borough may choose to contract cleanup to finish the job. If the spill exceeds the contractor's resource capabilities, they will then work as an arm of a larger spill response effort with additional contractors.

NOTIFICATION:

ADEC shall be notified per the Reporting Tab of this Annex.

ACTIONS:

The IC may direct the following actions:

- A. Supervise on-scene HVFD members (and Harbor personnel, if appropriate) during assistance to local contractors.
- B. Direct the Finance Department to assign a special account number for tracking all expenditures and encumbrances relating to the spill.
- C. Involve the PIO to communicate with the public.

MITIGATION MEASURES:

Oil spill recovery is expensive and usually preventable. The Haines Borough will institute mitigation measures by:

- increasing awareness of fuel tank stabilization (of both stationary and mobile tanks).
- monitoring derelict vessels.

TAB K-3: Hazardous Material Incident Checklist

Response Phase

**If HVFD has not been notified, do so immediately.
The Fire Chief will be the Initial Incident Commander.**

1. Confirm, Assess, and Report the Situation

HVFD	907-776-2121
U.S. Coast Guard	907-834-5350
Borough Manager	907-314-2629
DEC Central Area Response Team	907-269-3063
DEC After Hours Spill Reporting	800-478-9300
Alaska DHS&EM (24 hours)	800-478-2337

- Report details of confirmed spills to ADEC before initiating major response activities.
- When did the accident occur?
- Where did the accident occur?
- What type of hazardous substance has been released?
- Does the release involve air, water, or ground contamination?
- Are radioactive hazards involved?
- What are the boundaries of the affected area?
- What are the current weather conditions?
- What is the forecast?

2. Evaluation of the Emergency

- a. Have injuries been reported?
 - How many?
 - What type?
- b. Have casualties been reported?
 - How many?
- c. What facilities are isolated, in need of supplies, need to be evacuated, closed, or provided with alternative energy sources?
 - School (Haines School District: 907-766-6700; Haines Assisted Living: 907-766-3616; Senior Center: 907-766-2383; SAIL: 800-478-7245)
 - Medical Facilities (SEARHC: 907-766-6300; Haines Public Health Center: 907-766-3300)
 - Emergency Facilities
 - Radio (KHNS-FM: 907-766-2020)
 - Homes with special needs, elderly, or infirm residents
 - Corrections (jail)
- d. What critical infrastructure and supply facilities require alternative energy sources, special shut down procedures, or need to be fortified?
 - Emergency Facilities
 - Water and Sewage (Public Works: 907-766-6414)

- Utilities (Alaska Power & Telephone: 907-766-6500)
- Fuel supplies
- Haines Harbor Master (907-766-6450)
- Initiate an evacuation of the area and areas downwind of the accident, if necessary.
- Estimate the number of evacuees.

3. Immediate actions

- Initiate a warning and alert, if appropriate.
- Open and staff an EOC, if necessary.
- Disseminate public information.
- Isolate the area to ensure the safety of all persons.
- Is it appropriate to shelter-in-place?
- Establish road blocks, if needed.
- Identify evacuation routes out of the contaminated areas.
 - HYPD 907-766-2121
 - ADOT&PF 907-766-2533
- Initiate an evacuation of the area(s) downwind of the accident, if necessary.
- Estimate the number of evacuees.
- Identify areas to establish emergency shelters and staging areas.
- Open emergency shelters.

4. Actions to be taken as soon as possible

- Initiate patrols to protect and secure evacuated areas.
 - HYPD 907-766-2121
- If people are injured, alert medical clinics.
 - SEARCHC 907-766-6300
 - Public Health Center 907-766-3300
- Alert HVFD of any fire, hazmat, or rescue situations.
 - HVFD 907-766-2121
- Activate Search and Rescue if appropriate (locate missing persons, support emergency services)
 - By calling Dispatch at: 907-766-2121
- Ensure clear lines of communication and repair damaged communication links.
- Inventory and distribute food and supplies to emergency personnel (special clothing, hard hats, road barriers, flashlights, batteries, barrier tape, rescue tools, etc.).
- Inventory location and availability of heavy equipment and supplies (trucks, bulldozers, front loaders, graders, snowplows, fuel, barricades, etc.).
- Request assistance from mutual aid partners, as needed.
- Request additional assistance, as needed.
 - Alaska DHS&EM (24 hours) 907-428-7100
- Identify a staging area for equipment and supplies.
- Arrange for the security of incoming supplies by land, sea, and air.

5. Secondary actions

- Issue a Disaster Declaration, if appropriate.
- Document the cost of material and labor involved with the emergency.

- Form a task force to document and estimate damage to public and private property.

Recovery Phase

1. Stabilization actions

- Determine that all hazardous materials have been disposed of or neutralized.
- Initiate a survey of the area to identify and correct safety hazards as soon as possible.
- Initiate cleanup of debris.
- Initiate restoration of facilities, utilities, telephone service, and transportation links. Essential facilities such as medical centers, EOC, fire, police, emergency shelters, and schools will be given priority.
- Open volunteer resource center.
- When safe access is established, arrange for the return of evacuees.
- Use roadblocks and a permit system to control access and maintain security.
- Initiate services to help victims cope with the situation and to provide food, clothing, basic supplies, and temporary shelter for people displaced by the disaster.
 - American Red Cross-Disaster Coordinator 907-646-5467
 - Salvation Army-Fairbanks 907-766-2470
 - Alaska DHS&EM (24 hours) 907-428-7100

2. Recording actions

- Compile and submit records of equipment used in response activity and arrange for reimbursements to be made as necessary.

ANNEX L: Donations Management

1. Purpose

The purpose is to outline the concept of operation, organizational arrangements, and responsibilities for coordinating the efforts of volunteer groups and local government to manage donations of goods and services that may occur in the aftermath of an emergency situation should news of the disaster reach national and international news organizations.

2. Situation

The Haines Borough is at risk from a number of hazards that could threaten public health and safety as well as private and public property. Should a major disaster or a lesser emergency occur where there is a high level of media interest, individuals may want to donate money, goods, and/or services to assist the victims or participate in the recovery process. The amount of donations offered could be sizable, and there could be extreme difficulties in receiving, storing, securing, sorting, transporting, accounting for, and distributing the donations to the disaster victims and supervising volunteer workers desiring to assist in the effort.

3. Assumptions

- A. Should a major emergency or disaster occur, donations may be given/delivered whether or not they are requested. In large quantities, such donations may overwhelm the capability of the community to handle and distribute them.
- B. Donated goods may be offered to local volunteer groups or simply delivered to the Haines Borough. Donations of cash for disaster victims may be made to the Chilkat Valley Foundation.
- C. Individuals may donate goods that are not needed by disaster victims or offer services that are not needed in the recovery process. Receiving and sorting unneeded goods or hosting volunteers who do not have needed skills wastes valuable resources; disposing of large quantities of unneeded goods can be a lengthy and very costly process.
- D. In some cases, the amount of donations received may relate more to the media attention that the emergency situation receives than the magnitude of the disaster or the number of victims.
- E. The problem of unneeded donations can be reduced, but not eliminated, by developing and maintaining a current list of disaster needs, screening donation offers, and providing information to potential donors through the media on current needs and those items and services that are not required.
- F. Most personal donations are given little expectation of return other than the personal satisfaction of giving and perhaps some acknowledgment of thanks. However, Some donations, however, may be unusable, have “strings attached”, or be not really donations at all.
 1. They may:
 - a. Be given with an expectation of some sort of repayment, publicity, or a tax write-off.

- b. Be items that are out-of-date (such as food or pharmaceuticals); unusable (broken furniture or dirty/torn clothing); or unsuitable (food that requires refrigeration, winter coats in August).
 - c. Be volunteer services that do not meet the announced or advertised expectations or capabilities; skilled trades that are not properly licensed or certified.
 - d. Be provided illegally as a ruse in a fraudulent process to obtain money from disaster victims.
 - e. Be offered at a “discount” to disaster victims, with any real savings being minimal or nonexistent.
 - f. Be offered in limited quantity as a deception to simply show an “association with government or disaster relief as a basis for future advertising or publicity.
2. Donors may want to:
- a. Know what is needed in Haines—cash, goods, and/or services.
 - b. Know how they should transport their donation to the local area, or if there is someone who can transport it for them.
 - c. Start a “drive for donations” to help disaster victims, but have no knowledge of what to do and how to do it.
 - d. Earmark their donation for a specific local group or organization, such as a church, fraternal society, or social service agency, or want to know who, specifically, received their donation.
 - e. Have their donation received by a local official and/or receive a letter of appreciation or public recognition.
 - f. Want to be fed and providing with lodging if they are providing volunteer services.
3. Disaster victims may:
- a. Desire immediate access to donations before they are sorted and ready to be disseminated at appropriate distribution points.
 - b. Believe that the donations have not been or are not being distributed fairly if they do not have information on the process of distributing donations.
 - c. May have unmet needs which can be satisfied by additional donations.

4. Limitations

- A. In a catastrophic disaster affecting Haines, the Haines Borough may be adversely affected and may not be able to cope with a sizable flow of donations.
- B. Donated goods may arrive in Haines without warning, day or night. Delivery drivers will want to know where they should deliver their load and who will unload it. They typically want their cargo off-loaded quickly so they can minimize down-time.
- C. Donations will frequently arrive unsorted and with minimal packaging and markings. Donations may be packed in boxes, crates, barrels, or garbage bags; some items may be in bins or on pallets. When such goods are received, they must typically be sorted, repackaged, and labeled, temporarily stored, and then transported to distribution points to be picked up by disaster victims.

5. Concept of Operations

A. Objectives

The objectives of the Donations Management program are to:

1. Determine the needs of disaster victims, and inform potential donors of those needs through the media and a variety of other means.
2. Receive, process, and distribute goods and cash donations to victims that can be used to recover from a disaster.
3. Accept offers of volunteers and donated services that will contribute to the recovery process.
4. Discourage the donations of goods and services that are not needed so that such donations do not in themselves become a major problem.

B. Operational Concepts

1. Experience has shown that volunteer groups can be overwhelmed by the scale of donations and need certain government assistance (such as traffic control, security, and help in identifying facilities to receive, sort, and distribute donated goods). Additionally, large numbers of donations may be sent to the local government itself.
2. Recognized local and national charities and voluntary agencies are skilled in the Donations Management process, and they are the first recourse for collecting and managing donations. Donors outside the local area should be encouraged to work through recognized community social service organizations or voluntary human resource providers in the community in which they live. These organizations are capable of receiving donations in areas across Alaska or nation and then earmarking assistance for a particular disaster.
3. Donations of cash for disaster relief allows the Haines Borough and volunteer groups to purchase the specific items needed by disaster victims or provide vouchers to disaster victims so that they can replace clothing and essential personal property with items of their own choosing. Cash donations also reduce the tasks of transporting, sorting, and distributing donated goods. Therefore, cash is generally the preferred donation for disaster relief.

C. Actions by Phases of Emergency Management

Donations Management, as a function, primarily occurs during the recovery phase of an emergency. However, some Donations Management activities should occur during the preparedness and response phases of Emergency Management.

1. **Preparedness Phase**

- a. Oversee pre-disaster Donations Management planning and assign responsibilities for various Donations Management activities.
- b. Identify possible sites for storage and distribution points.
- c. Brief the PIO on a periodic basis about the local Donations Management program.
- d. The PIO will brief the local media so they understand how the donations program will work so they can be prepared to advise the public of specific donation needs, discourage donations of unneeded items, disseminate information on the availability of donated goods, and provide other information as applicable.
- e. Brief citizen groups on how they can contribute to disaster relief with their donations, and how a Donations Management program typically operates.
- f. Include consideration of Donation Management in local Emergency Management exercises to test procedures.

- g. Ensure contingency procedures are established for rapidly activating a bank account to receive and disburse monetary donations.

2. Response Phase

- a. Identify and prepare specific sites for Donations Management facilities and begin assembling needed equipment and supplies.
 - a. Identify and activate staff for Donations Management facilities.
 - b. Provide the media (through the PIO) with information regarding donation needs and procedures, and regularly update that information.

3. Recovery Phase

- a. Set up storage and distribution points. Determine how each facility will be logistically supported.
- b. Staff storage and distribution points.
- c. Collect, sort, store, distribute, and properly dispose of donations, if necessary.
- d. In coordination with the PIO, provide regular updates to the media on donations procedures, progress, status, and the Current Needs List (goods and services that are needed and not needed).
- e. Continually assess Donations Management operations, and determine when the Donations Management facilities should close down or be consolidated, and when the Donations Management program can be terminated.
- f. Keep records of donations received, and when appropriate, thank donors.
- j. Provide continuing assistance to victims in need, depending upon the donations available.

6. Organization

- A. EOC IC
 - Designate a Haines Borough Department or Nonprofit to coordinate planning for and oversee the operation of the Donations Management program.
- B. Donations Management Coordinator as selected by the IC
 - Develop and maintain a Donations Management Operations Guide as a separately published document. In the pre-emergency phase, this Guide will contain general planning information with respect to facilities, equipment, staffing, and general operating guidance. When the Donations Management program is activated, the Guide will be updated with specific facility and equipment information, updated staff rosters, and detailed operating procedures. The Guide shall include:
 - Potential locations for storage and distribution points.
 - Equipment requirements.
 - Supply requirements.
 - Skeleton staff rosters for the storage and distribution points, if warranted.
 - Determine, in conjunction with the Haines Borough attorney, the procedures for preparing for and handling liability issues involving volunteers if additional help is warranted. Since these individuals are performing volunteer services for the Haines Borough, they may be entitled to medical coverage, accident and injury claim compensation, workman's compensation coverage, reimbursement for stolen property, or even restitution for inappropriate comments, discrimination, or harassment.
 - Provide the media, in coordination with the PIO, information on Donations Management for dissemination to the public.

- Ensure required donations system-related records are maintained.
- Provide information to the PIO.
 - Release information as to what supplies and quantities are needed.
 - Where and when can supplies be dropped off?
- Check supplies in.
- Report available supplies to the IC.
- Check supplies out as directed by the IC.

ANNEX M: Debris Removal

1. Purpose

Debris management operations are typically a long-term, complex process that continues all the way through the recovery phase of disaster management. The purpose of this Annex is to provide overall operational guidance for debris management and removal following any event that produces unusual or significant amounts of debris within the Haines Borough.

2. Situation

Catastrophic events such as earthquakes and tsunamis have the potential to produce enormous volumes of mixed debris. This would include wood debris and roofing materials, household goods and miscellaneous furnishings, metal and structural steel or appliances, hazardous waste from automobiles, and freon-containing units. Likewise, avalanches, landslides, and volcanic ash fall also pose unique debris clearing and removal requirements. A comprehensive approach to debris management is essential in order to effectively deal with large volumes of disaster-generated debris.

3. Assumptions

- A. A catastrophic event will produce more debris than can be managed with existing Haines Borough resources.
- B. The Community Waste Services may be inundated with debris, even with small debris yield events such as a localized windstorm.
- C. Household debris may contain hazardous materials.
- D. There may be overlapping and complex regulatory implications for debris within the Haines Borough.
- E. Public information operations will be critical in informing the population about debris disposal options for private property debris.

4. Concept of Operations

- A. Debris Management
Following a major disaster, the Haines Borough Public Works Department will base debris management on the waste management approach of prioritizing reduction, reuse, reclamation, resource recovery, incineration, and landfilling.
- B. Debris Clearing
During a major disaster, the initial debris management focus will be on clearing debris along critical transportation corridors to ensure access for emergency vehicles and response operations. These initial clearing operations consist of moving debris to roadway shoulders or away from the entrances/exits to critical facilities, critical infrastructure, and essential government buildings. Specialized equipment may be required for cutting and/or clearing debris to ensure access.
- C. Debris Removal
The second priority of debris management will be the removal of debris from areas that are critical to long-term response and recovery operations. These include areas where debris is impeding restoration and repair of critical infrastructure such as electric,

telecommunications, and water and wastewater facilities.

5. Responsibilities

- A. **State/Federal**
State and Federal agencies will handle debris clearance and disposal from facilities, roads, and highways that are normally the responsibility of a State or Federal agency.
- B. **Haines Borough**
The Haines Borough has the responsibility to provide debris management and removal operations for publicly-owned infrastructure located on Haines Borough property. The Haines Borough Public Works Department will implement debris management and disposal.
- C. **Haines Borough Property Owners**
It is the private citizen/property owner's responsibility to remove and dispose of disaster-generated debris located on their property. Where local capabilities are exceeded and State/Federal assistance is requested, demolition of private structures requires condemnation by authorized Haines Borough officials before removal of this type of debris may be considered for State and Federal Disaster Assistance.

ANNEX N: Mass Fatality

1. Purpose

Whenever an event occurs that produces a significant number of fatalities, the entire local medical system within the Haines Borough must respond with a coordinated effort. The purpose of this Annex, is to address how the Haines Borough will respond to any event that may threaten to potentially overwhelm local capabilities.

2. Situation

This Annex covers how local medical resources and capabilities will be coordinated to support mass fatality events. Mass fatality incidents are incidents resulting from man-made or natural disasters that can potentially exceed or overwhelm Emergency Services.

3. Assumptions

- A. Mass casualty incidents are likely to impose a sustained demand for health and medical services during a major disaster. Federal and State assistance will be required for the movement of patients to other jurisdictions or out of state.
- B. Medical/health care may experience significant structural damage and be rendered unusable as a result of earthquakes or another major disaster.
- C. The arrival of State and Federal medical aid may take up to seven days after request.
- D. State and Federal medical aid will be required for mass casualty incidents associated with major disasters where there is damage to critical facility and transportation infrastructure.
- E. Major disasters will likely result in shortages of critical medical resources either from supply chain disruption and/or a higher utilization rate that exceeds on-hand supplies.
- F. Major disasters where there is significant structural damage will likely restrict first response operations for mass casualty incidents.
- G. Weather conditions may encumber mass casualty response and increase the overall number of casualties/fatalities.
- H. Damage to the electrical supply and water system will likely impact local medical capabilities.
- I. Diminished staff availability and medical capabilities will be degraded in a large-scale event.
- J. Potential for disease would increase due to dead bodies and animal carcasses.

4. Limitations

Haines Borough resources may be overwhelmed.

5. Concept of Operations

A. Fatality Management

The Alaska State Medical Examiner's Office (AKSMEO) is responsible for coordinating the collection, identification, storage, and transfer of human remains during a mass fatality incident. The Haines Borough will contact the AKSMEO as soon as possible when a mass fatality incident is identified and will provide resource support for the AKSMEO's actions, as available. The AKSMEO, located in Anchorage, has limited capacity to manage fatalities. Federal assistance is requested when the capacity is expected to be reached. Prior to the arrival of State or local resources or Federal support, the HVFD offers on-site storage.

- B. Disaster Mortuary Operational Response Team
DMORT is a Federal resource activated through the SEOC and provides mortuary assistance such as temporary morgue services; victim identification; and processing, preparation, and disposition of human remains. The Haines Borough can request DMORT support through the SEOC.

6. Responsibilities

- A. EOC IC
- Oversee strategic long-term planning and coordination of mass casualty needs within the Haines Borough during an emergency or disaster.
 - Coordinate with ICs to confirm the number of fatalities and to determine the scope of the mass fatality incident(s).
 - Coordinate with the AKSMEO's office to establish staging areas and temporary morgue facilities for mass fatality incidents that exceed or are expected to exceed local capacity.
 - Forward a request for DMORT support to the SEOC.
- B. Public Health Nurse
- Assess the impact of mass casualty events on public health.
 - Participate in the Haines Borough's planning effort that may require deployment of DMORT resources.
- C. SEARHC Director
- Notify the EOC whenever mortuary surge capacity is expected to be exceeded.
 - Forward the facility status to the EOC during mass casualty incidents.
- D. HVFD
- Establish procedures for mass fatality response.
 - Borough temporary mortuary facilities.
- E. HBPD
- Coordinate with other first responder agencies for the recovery and transfer of human remains during a mass fatality incident.

ANNEX O: Access & Functional Needs Population

1. Purpose

People with access and functional needs live in and work in Haines. Because of their specific needs, they may rely on a variety of means of communication, may need supportive services at work, and may need assistance in emergencies.

2. Situation

The individuals most impacted by an emergency have functional needs in the following areas:

- A. Communications—relates to the individual’s ability to receive critical warnings and other emergency information, communicate effectively with emergency response personnel, and understand information being communicated so that they can act to help themselves. Individuals may require auxiliary aids and services and may need to have information given to them in alternate formats.
- B. Maintaining health—many will require continued access to specialized medical equipment, medications, supplies or personal assistance to maintain their health and prevent the decline of medical conditions if they are removed from their daily environments due to a disaster.
- C. Independence—relates to support that people may need to remain independent and to take care of themselves like durable medical equipment, communication devices, service animals, and accessible facilities.
- D. Safety, Support Services, and Supervision—some individuals require the support of people (personal care assistants, family, or friends) and animals to cope with the challenges of emergencies; some may lack the cognitive ability to assess emergency situations and react appropriately without support and/or supervision.
- E. Transportation—some individuals cannot drive, some need specialized vehicles for transport, and some do not have their own vehicles and rely solely on public transit.

3. Assumptions

- A. The Haines Borough assumes that there are people with all types of disabilities and access and functional needs living within Haines.
- B. Functional needs are not always visible.
- C. The functional needs population reflects a need rather than a condition, diagnosis, or label. Individuals may have additional needs before, during, and after an incident in functional areas, including but not limited to: people with disabilities; people who live in institutionalized settings; the elderly; children; people from diverse cultures; people with limited English proficiency; non-English speaking people; prisoners; and transportation disadvantaged individuals.

4. Limitations

People with access and functional needs and agencies who provide services for them may not be familiar with the EOP and disaster preparedness activities.

5. Concept of Operations

The IC will set up a liaison in the EOC from SAIL to routinely check in with vulnerable populations and ensure that their functional needs are met.

6. Responsibilities

A. Preparation Phase Liaison

- Ensure that Haines Borough residents/caregivers/therapy pets and visitors with access and functional needs receive warning of pending emergencies and are prepared.
- Transport Haines Borough residents/caregivers/therapy pets and visitors with access and functional needs to shelters if warranted.

B. Response Phase

- Ensure that Haines Borough with access and functional needs are faring well during the emergency.
- Transport Haines Borough residents/caregivers/therapy pets and visitors with access and functional needs to shelters if warranted.

C. Recovery Phase

- Ensure that Haines Borough residents/caregivers/therapy pets and visitors with access and functional needs are okay after emergency.
- Return Haines Borough residents/caregivers/therapy pets and visitors with access and functional needs to their homes or accommodations after the emergency has passed.

ANNEX P: Severe Weather

1. Scope

Severe weather in Alaska is more likely to be blizzards and wind chill temperatures far below zero. Haines is particularly susceptible to heavy snows, blizzards, periods of extreme cold, ice storms, and high winds. Quick snow thaws and summer rain storms that bring inches of rain in several hours occur and often cause flooding.

- A. **Winter Storm:** Heavy snow can accumulate as fast as 18 inches in 24 hours in Haines. Winds and snow can combine to create white out, blizzard conditions in small pockets or across the entire community. Rain on top of snow or ice can create extremely icy, wet conditions. These storms can occur weekly throughout the winter in Haines. Residents and Haines Borough staff are used to this weather and can handle a good deal of snow, wind and ice on their own. It is only when one of these conditions becomes abnormally extreme that emergency operations planning for severe weather is important.
- B. **Heavy Snow:** More than two feet in 24 hours. The Haines Borough does not plow until a snow storm totals at least three inches, and often times if that three inches of snow falls in prime commuting times, the plow trucks will delay until a better time to clear the roads. School buses, resident cars, and commercial vehicles are used to and can easily operate in four to eight inches of accumulated snow on the road.
- C. **Extreme Cold:** Colder than -20 degrees (including wind chill): Extreme cold events are uncommon in Haines because the ocean keeps the temperature fairly stable in the winter. However, when arctic air from the north comes south and winds picks up in Haines, cold air can become quite deadly.
- D. **Ice Storms:** More than 1/8" layer of ice: Ice storms result from the accumulation of freezing rain into a thin layer of ice. Freezing rain most commonly occurs in a narrow band within a winter storm that is also producing heavy amounts of snow and sleet in other locations. Ice storms can be the most devastating of winter weather phenomena and are often the cause of automobile accidents, power outages, and personal injury.
- E. **High Winds:** Another major weather factor in the community is high winds. The wind chill factor can bring temperatures down to -30°F, which can lead to frozen pipes and dangerous conditions for outdoor activities. While most home and business owners are prepared for the heavy winds and low temperatures, construction practices must be followed to protect against high winds.

2. Situation and Assumptions

Severe weather events are largely seasonal and have some level of predictability.

3. Operations

Response and EOC activation for a severe weather event will be dictated and driven by the scope and locations of the event. The vast majority of severe weather events do not pose a major threat to the population or infrastructure.

For each functional response area, see the corresponding functional annex within this EOP for concept of operations and roles and responsibilities of key agencies.

Some of the primary functional areas that will need to be considered during a severe weather event include (but are not limited to):

- Warning – Annex B – Warning is a key capability in this event response both in a notice and no-notice event.
- PIO – Annex D – Public information is critical for information relating to avoidance of hazard areas by the public during times of threat as well as critical information during a response to an event.
- Public Works – Annex J – Public works will be a critical component to an event due to the nature of the operational capacities of the department. The heavy equipment and machinery needed to move large volumes of material as well as the department’s function in restoring key infrastructure is critical in this event.
- Debris Management and Removal – Annex M – An event that occurs in or across populated or managed infrastructure (roads, etc.) will generate debris (i.e., snow). The management of that debris during a response, and the subsequent recovery will be a significant undertaking. The debris will be a large pile of snow and whatever debris is mixed with the snow.

4. Actions

Severe Weather Preparedness Phase

Preparedness actions

- Inventory and restock food and supplies for emergency personnel (special clothing, hard hats, road barriers, flashlights, batteries, barrier tape, rescue tools, etc.).
- Review and update emergency communications network capabilities.
 - Review and update amateur radio capabilities.
 - Review and update cell phone capabilities.
- Inventory location(s) and availability of heavy equipment and supplies (haul trucks, bulldozers, front loaders, graders, snowplows, fuel, etc.).
- Strategically pre-position supplies, equipment, fuel, and medical gear in safe areas, if appropriate.
- Identify staging area for equipment and supplies.
- Inventory auxiliary power equipment with KW rating and fuel supplies.
- Identify resources.
 - Snow trucks with plows (both Haines Borough and public).
 - Building maintenance (snow loads), develop standby schedules.
 - Backup Heavy Equipment Operators.
 - Extended hours for front desk phones.
- Check generators and backup power systems.

Severe Weather Warning Phase

- Confirm and assess the situation.**
 - NWS, Forecast Office: 800-472-0390 24 hours
 - Juneau Weather 907-586-7414
 - Service Office:
 - ADOT&PF: 907-465-5300 Call 511
 - What is the degree of danger?
 - What are the boundaries of the area at risk that could be affected by the extreme weather?
 - How long is the storm expected to last?
 - Are conditions improving or deteriorating?
 - What are the current weather conditions?
 - What is the forecast?

- Evaluation of emergency.**
 - Are there any special groups or areas that may be affected?
(hikers, campers, hunters, scouts, cross-country skiers, snow machine clubs, etc.)
 - How many people could be isolated by the storm?
 - What facilities may be isolated, in need of supplies, need to be evacuated, closed, or provided with alternative energy sources?
 - School; Superintendent: 907-766-6700
 - Medical facilities (SEARHC: 907-766-6300; Haines Public Health Center: 907-766-3300; Haines Assisted Living: 907-766-3616)
 - Radio (KHNS: 907-766-2020)
 - Homes with special needs, elderly, or infirm residents (Get listing, if available).
 - Homeless people affected.
 - What critical infrastructure and supply facilities may require alternative energy sources, special shut down procedures, or need to be fortified?
 - Water and Sewage: Public Works: 907-766-6414
 - AP&T: Office: 907-766-6500, Inside Passage Electric: 907-767-5595
 - Fuel supplies: Delta Western Petroleum: 907-766-3190
 - Emergency Communications: AP&T: 907-766-6500

- Immediate actions to consider.**
 - Issue public safety announcements or advisories or warnings, if appropriate.
 - Should the EOC be activated?
 - Is immediate evacuation appropriate? If so, estimate number needing shelter.
 - Should a “shelter in place” advisory be issued instead if immediate evacuation is not appropriate?
 - Should traffic be diverted or stopped?
 - Should fuel tanks be dug out?
 - Appropriate phone messages for after hours.

- Alert appropriate emergency personnel of *possible* activation.**
 - HBPD (warning, security, help the vulnerable populations) 907-766-2121 or 911
 - HVFD (fire, rescue, hazardous materials, medical transport) 907-766-2121 or 911
 - Emergency Services (trauma, medical transport) Dispatch 766-2121 or 911
 - SAR (help with warning & evacuation in remote areas) AST 907-451-5316
- Check with other agencies regarding their preparations—ensure transportation plan is in effect to get critical workers to/from work.**
 - Schools (possible school closure, use of school buses, and school buildings)
 - School Superintendent: 907-766-6700
 - Emergency medical services (phone numbers are listed above on this page)
 - U.S. Coast Guard Sector Juneau 907-463-2450
 - Utilities
 - Water and Sewage: Public Works: 907-766-6414
 - AP&T: Office: 907-766-6500, After Hours: 866-793-4179
 - Fuel supplies: Delta Western Petroleum: 907-766-3190; Haines Propane :907-766-3191
 - Emergency Communications: Radio KHNS 907-766-2020

Severe Weather Response Phase: Extreme Weather Exists

- Review Warning Checklist from Warning Phase.**
- Continue to monitor forecasts.**
 - What is anticipated duration of event?
 - What are the current weather conditions?
 - Are conditions improving, holding steady, or deteriorating?
 - What is the forecast?
- Immediate actions to consider.**
 - Are people believed to be in need of special assistance?
 - How many?
 - Have any structures been damaged or destroyed? Are any structures capable of being damaged or destroyed?
 - What facilities are isolated, in need of supplies, need to be evacuated, closed, or provided with alternative energy sources?
 - Establish shelter(s) as needed.
- What critical infrastructure and supply facilities require alternative energy sources, special shut down procedures, or need to be fortified?
 - Water and Sewage: Public Works: 766-6414
 - AP&T: Office: 907-766-6500, After Hours: 866-793-4179; IPEC 907-767-5595
 - Fuel supplies: Delta Western Petroleum: 907-766-3190; Haines Propane: 907-766-3191
 - Emergency Communications: Radio KHNS 907-766-2020
- Immediate actions**
 - Initiate a warning and alert, if appropriate.
 - Open and staff an EOC, if appropriate.
 - Disseminate public information.
 - Initiate the inspection of road conditions, if necessary. Are any roads blocked?
 - Public Works 907-766-6414
 - ADOT&PF call 907-766-2121.
 - Develop an emergency snow removal system for essential roads, if appropriate. Limit travel, if necessary.
 - HBPD 907-766-2121 or call 911
 - ADOT&PF 907-766-2121 or call 911.
 - Establish evacuation route(s) and roadblock(s).
 - Initiate an evacuation, if necessary.
 - Estimate the number of evacuees.
 - Identify areas to establish emergency shelter(s), if needed.
 - Open emergency shelter(s), if needed.
 - Request special personnel: interpreters, clergy, counselors, technicians, retired medical. (Listing in reference)
 - Provide transportation of vulnerable populations to shelter(s), if needed.
- Actions to be taken as soon as possible**
 - Initiate patrols to protect and secure evacuated areas.
 - HBPD 907-766-2121

- If people are injured, alert medical clinics.
 SEARCHC: 907-766-6300
 Haines Dispatch: 907-766-2121 or 911
 Arrange for medical evacuations, as necessary.
 Establish emergency temporary medical care facilities.
- Alert HVFD of any fire, hazmat, or rescue situations. HVFD will evaluate and conduct SAR efforts, if warranted. HVFD: 907-766-2121 or 911
- Inventory Emergency communications network capabilities.
- Initiate the restoration of damaged communication links.
- Inventory cell phone capabilities.
- Inventory and distribute food and supplies to emergency personnel (special clothing, hard hats, road barriers, flashlights, batteries, barrier tape, rescue tools, etc.).
- Request assistance from mutual aid partners, as needed.
- Request additional assistance, as needed.
 AK DHS&EM 907-428-7100 (24 hours)
- Arrange for the security of incoming supplies by land, sea, and air.
- Secondary actions**
 - If conditions warrant, issue a Local Disaster Declaration, if appropriate.
 - If conditions warrant, request a State Declaration of Disaster Emergency.
 - Form a task force to document, and estimate damage to public and private property.
 - Document the cost of material and labor involved with the emergency.

Severe Weather Recovery Phase: Severe Weather or High Winds have occurred.

- Review Warning and Response Checklists from Warning and Response Phases.**
- Immediate actions**
 - Use roadblocks and a permit system to control access and maintain security.
 - Initiate a survey of the area to identify and correct safety hazards as soon as possible.
 - Initiate cleanup of debris.
 - Perform damage assessments of essential public utilities and facilities.
 - Restore essential public utilities and facilities. Essential facilities such as clinics, EOC, fire, police, emergency shelters, and schools will be given priority.
 - Initiate restoration of facilities, utilities, telephone service, and transportation links.
 - Perform damage assessments of non-essential facilities.
 - Arrange for debris clearance.
- Stabilization actions**
 - Coordinate recovery activities with State and Federal relief agencies, if warranted.
 - Provide storm damage report information for forwarding to NWS.
 - Establish disaster aid centers to process applications for the rehabilitation of individuals and families.
 - Request special personnel: interpreters, clergy, counselors, technicians, retired medical. (Listing in reference)
 - When safe access is established, arrange for the return of evacuees to assess damages.
 - Initiate services to help victims cope with the situation, and to provide food, clothing, basic supplies, and temporary shelter for people displaced by the disaster.
 - Alaskan Red Cross-Disaster 907-646-5400
 - Coordinator

 - Salvation Army-Anchorage 907-375-3583
 - AK DHS&EM 800-478-2337 (24 hours)
 - Provide monetary figures necessary to support a request for disaster declaration.
 - Complete and submit necessary reports and paperwork to appropriate agencies.
 - Perform an incident critique.

ANNEX Q: Earthquake

1. Scope

Alaska is the most seismically active state and has had seven of the 10 largest earthquakes in the U.S. Every location in Alaska has some level of earthquake hazard, but the level of earthquake hazard varies significantly by location within the state. Haines is located in the very high earthquake hazard area of Alaska.

Historically, awareness of seismic risk in Alaska has generally been high, among both the public at large and public officials. This high level of awareness reflects the high level of seismic activity in many parts of Alaska as well as the long-lasting memory of the Good Friday earthquake of March 27, 1964, which was one of the largest earthquakes experienced anywhere in the world in the past 100 years.

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

2. Situation and Assumptions

- A. Tsunamis generated by an earthquake are considered to be a threat to Haines as the community experiences earthquake activity on a regular basis.
- B. Extensive damage could occur to all forms of transportation infrastructure. Blockages could also occur from debris, landslides, and avalanches.
- C. There may be outages or disruptions in all modern forms of communication.
- D. Electric transmission infrastructure within the disaster area could be shut down. Industrial/technological emergencies such as fires, explosions, and hazardous materials incidents could occur.
- E. All response assets will have degraded operational abilities.
- F. Disaster impacts have the potential to increase over time due to cascading effects and aftershocks.
- G. Aftershocks could cause a significant amount of additional damage during the response. Aftershocks may generate additional emergencies, fatalities, injuries, and unsafe structures.
- H. Response resources in the impacted area will have limited capability to function, and some impacted areas will be isolated. Emergency response capabilities may be hindered.
- I. Resources outside of the impacted area will have extended response times due to significant impact to transportation infrastructure. A large number of Haines Borough employees may be unable to make it to work or the EOC.

3. Operations

The Response and EOC activation for an earthquake event will be dictated and driven by the scope and locations of the impacted areas. A catastrophic earthquake event will require every functional area within the Haines Borough.

For each functional response area, see the corresponding functional annex within this EOP for

concept of operations and roles and responsibilities of key agencies.

Some of the primary functional areas that will need to be considered during an earthquake event include (but are not limited to):

- Warning – Annex B – Warning is a key capability in this event response both in a notice and no-notice event.
- Communications – Annex C – Processes and infrastructure are critical to operations as a means and mechanism for both the PIO function as well as a coordinated response to an earthquake event where many different agencies will be operating.
- PIO – Annex D – Public information is critical for information relating to avoidance of hazard areas by the public during times of threat as well as critical information during a response to an event. Locations of shelters, status of infrastructure, and expectations of Haines Borough responders may be needed.
- Evacuation and Shelter in Place – Annex E – This function may be required on an area-to-area basis when conditions warrant the movement of people outside of the potential threat area.
- Mass Care and Sheltering – Annex F – Similar to Medical, an event that impacts a heavily populated area can dictate a large sheltering operation. Additionally, the loss of key infrastructure such as electricity to a large area can necessitate a large mass care operation. The mass care impact will increase over time with the continued loss of primary infrastructure.
- Health and Medical Services – Annex G – In an event that impacts a populated area, the public health and medical component could be a significant operation. A medical response may be required as well as long term medical operations through DMORT and fatality management.
- Public Works and Transportation – Annex J – Public works will be a critical component to an event due to the potential loss of the operational capabilities and capacities of key infrastructure. The heavy equipment and machinery needed to move large volumes of material as well as the department's function in restoring key infrastructure is critical in this event. An earthquake event will have significant impact to transportation routes and hubs. Combined with the debris issue, transportation can impede an effective response, bringing response materials into the affected area as well as distributing those resources to those in need.
- Oil and Hazardous Materials Spill Response – Annex K – Industrial/technological emergencies such as fires, explosions, and hazardous materials incidents could occur.
- Debris Management and Removal – Annex M – An event that occurs in or across populated or managed infrastructure (roads, etc.) will generate enormous amounts of debris. The management of that debris during a response, and the subsequent recovery will be a significant undertaking.

4. Actions

Earthquake Preparedness Phase

Preparedness actions

- Inventory and restock food and supplies for emergency personnel (special clothing, hard hats, road barriers, flashlights, batteries, barrier tape, rescue tools, etc.).
- Review and update emergency communications network capabilities.
 - Review and update amateur radio capabilities.
 - Review and update cell phone capabilities.
- Inventory location(s) and availability of heavy equipment and supplies (trucks, bulldozers, front loaders, graders, plows, fuel, barricades, etc.).
- Strategically pre-position supplies, equipment, fuel, and medical gear in safe areas, if appropriate.
- Identify staging area for equipment and supplies.
- Inventory auxiliary power equipment with rating and fuel supplies.
- Identify resources.
 - Building inspectors, develop standby schedules.
 - Back up Heavy Equipment Operators.
 - Extended hours for front desk phones.
- Check generators and backup power systems.

Earthquake Response Phase: Earthquake is Occurring

- Immediate response actions to consider.**
 - Activate IMT or EOC as appropriate.
 - Dispatch Center
 - Activate Tsunami Warning Sirens, if warranted based on an alert or warning received from appropriate agencies.
 - If the arrival of a tsunami/other catastrophic event is estimated to be within a relatively short time (< 2 hours), notify the IM Short Team. The primary means of notification to the public will be voice enhanced siren signals, which will be backed up by commercial radio (KHNS), and notification. The Borough Manager or designee (s) will make the decision on when to activate sirens per protocol established in Annex B: Warning.
 - If the estimated arrival time of the tsunami/other catastrophic event is several hours or more away, activate the EOC, and the IC will determine when the PIO should notify each entity.
- HBPD
 - Immediately dispatch resources to the incident to report back information, to provide situational awareness, and to satisfy any immediate response as needed.
 - Maintain public order and crowd control.
 - Secure evacuated area(s).
 - Secure shelter(s) or gathering area(s) if EOC establishes the need for them.
 - Conduct continued reconnaissance to maintain situational awareness.

- Arrange for handling and identification of fatalities and mental health support services with the AKSMEO, if warranted.

- HVFD
 - Immediately dispatch resources to the incident to report back information, to provide situational awareness, and to satisfy any immediate response as needed.
 - Control fires and hazmat releases.
 - Activate rescue and medical response teams and/or task forces.
 - Establish safe locations for emergency medical care – consider mass causality procedures – arrange for medical evacuations as needed.
 - Evaluate and conduct SAR efforts, if warranted.

- Department of Director of Public Works & Facilities
 - Work with utility companies to restore essential public utilities and facilities.
 - Evaluate and respond to utility breaks/stoppages – consider a boil water order.
 - Determine the condition of the: Lutak Dock, Ferry Terminal, airport, tank farm, and the Haines Highway. Be prepared to report this status to the IC who will report this information to the SEOC.

- EOC IC
 - Gain situational awareness of the extent of damage and loss of infrastructure by receiving reconnaissance reports from the Police Chief, Fire Chief, and Department of Director of Public Works & Facilities. Based on information, focus and prioritize response efforts with the limited or constrained resources available.
 - If conditions warrant, request that the Borough Mayor sign a local emergency declaration.
 - Issue evacuation orders as appropriate.
 - Coordinate with liaisons of other local agencies (i.e., SEOC, U.S. Coast Guard, AST, ADOT&PF, etc.).
 - Account for all persons in the community.
 - Establish shelter(s).
 - Implement MOUs with grocery stores and hardware stores.
 - Be prepared to report status to the SEOC if State assistance is required.
 - Coordinate non-local support requirements with the SEOC.

- PIO
 - Warn citizens of the dangers of weakened or collapsing buildings. The PIO will draft initial public service announcements (PSAs) for approval of the IC. The PIO will issue PSAs as directed, and establish a schedule for periodic updates. Advise the public to remain outdoors until the safety of structures can be determined.

- AST
 - Assist HVFD and HBPD as needed.

- Secondary actions**
 - Arrange for the security of incoming supplies by land, sea, and air.
 - Form a task force to document, and estimate damage to public and private property.
 - Document the cost of material and labor involved with the emergency.

Earthquake Recovery Phase: Earthquake has occurred.

- Review Response Checklist from Response Phase.**
- Review Earthquake Stabilization and Restoration sequences on the following page.**
- Immediate actions**
 - EOC IC
 - Continue to gain situational awareness of the extent of damage and loss of infrastructure by receiving reconnaissance reports from the Police Chief, Fire Chief, and Director of Public Works & Facilities. Based on information, focus and re-prioritize response efforts with the limited or constrained resources available.
 - Coordinate recovery activities with State and Federal relief agencies.
 - Be prepared to report status to the SEOC if State assistance is required.
 - Coordinate non-local support requirements with the SEOC.
 - EOC Section Chiefs
 - Account for all persons in the community.
 - Arrange for emergency housing as necessary.
 - Establish disaster aid centers to process applications for the rehabilitation of individuals and families.
 - Request special personnel: interpreters, clergy, counselors, technicians, retired medical.
 - When safe access is established, arrange for the return of evacuees to assess damages.
 - Initiate services to help victims cope with the situation, and to provide food, clothing, basic supplies, and temporary shelter for people displaced by the disaster.
 - Alaskan Red Cross Coordinator: 907-646-5400
 - Salvation Army-Anchorage: 907-375-3583
 - AK DHS&EM: 907-428-7100
 - Provide monetary figures necessary to support a request for disaster declaration.
 - Complete and submit necessary reports and paperwork to appropriate agencies.
 - Perform an incident critique.
- Department of Director of Public Works & Facilities
 - Arrange for debris clearance.
 - Work to restore damaged utilities and transportation systems (airstrips, roadways, and port facilities).
 - Perform Assessment of critical infrastructure for the safety of operators/occupants.
 - Survey safety hazards and undertake corrective measures, including a health and sanitation survey and disease prevention measures.
 - Initiate immediate and long-range rehabilitation measures and programs.
 - Continue to restore and maintain essential public utilities and facilities.
 - Perform damage assessments.
 - Restore critical public utilities and facilities.
- PIO

- Continue to disseminate public information regarding ongoing hazards and relief efforts.
- AST
 - Arrange for handling and identification of fatalities and mental health support services.

Earthquake Stabilization and Restoration Sequence

The priorities reflected in this list are general guidelines for returning Haines to operational and economic normalcy following an earthquake. Coordinate all stabilization/restoration activities with the U.S. Coast Guard Juneau and AMHS Ferry Terminal, and share resources as appropriate. Assess all buildings and structures for stability before entering, especially multi-story buildings.

Type of Service	Priority 1	Priority 2	Priority 3
Communications	Emergency response EOC Dispatch	Essential phone circuits Public Radio	Non-EAS radio stations Data and other commercial
Facilities	EOC Dispatch Center Fire Stations Medical Clinics Shelter(s) Water Treatment Borough Admin	Grocery Stores Public Works Sewer Treatment Borough offices Port/Harbor office State/Federal offices	Schools (non-shelters) Library Businesses
Energy	Power to: Fuel Pumps EOC Shelter(s) Clinics Water Pumps	Heating/cooking Power to public facilities Power to sewer	Dwellings Businesses
Transportation	Primary routes Evacuation routes Airport	Secondary routes Port facilities	Harbor facilities
Equipment	Emergency generators Emergency response vehicles	Heavy equipment	Buses
Personnel	ICS staff Emergency response personnel	Workers essential to reconstruction, debris, and waste disposal	Personnel necessary for economic recovery
Water	Fire suppression Potable water Sanitation	Industrial processes Homes	

ANNEX R: Avalanche

1. Scope

This annex describes snow avalanches in the Haines Borough and identifies known risk areas for them. This hazard may range in scale, occurring in remote areas or affecting populated sections of Haines. This hazard can damage key transportation routes, critical infrastructure, disrupt commerce, temporarily strand travelers, isolate residents, destroy structures, and has the potential to produce multiple injuries and/or fatalities. Note that snow avalanches may entrain dirt or rocks, but are considered a completely different phenomenon as landslides, rockslides, and water/earth debris flows. This annex only pertains to snow avalanches.

2. Situation

Haines has a primarily maritime snow climate. This means the region is typically wet and warm. Because of its coastal location, Haines is subject to prolonged storms and frequent cloud cover. Snow accumulations of great depth are likely, and winter rains are common. Haines can receive exceptionally heavy amounts of precipitation in short periods of time. During the winter of 2011-2012, total snowfall measured 361", with 64" measured in an eight-day period in November 2011. In extreme cases, snowfall amounts can approach 48" in a single 24-hour period. The maximum snow depth at sea level, recorded in March 2007, was 104".

Avalanches affecting lower elevations in the Haines area (although there are marked annual variances) typically occur between October and May, with the greatest potential for larger avalanches between January and April. The largest avalanches are usually associated with heavy precipitation events, or with the first strong warm up in early Spring.

Generally, in a maritime snow climate, the overall snow pack is often relatively strong with short-lived periods of instability associated primarily with storm events or spring warming. Even relatively small amounts of rain, or a cold, dry snow pack can lead to widespread instability. A snow pack that received consistent rain is less sensitive to additional rain. Glide cracks are common in maritime snow packs, particularly during deep snow pack years. Prone to develop mostly on steep, smooth, lubricated slopes, glide cracks are tensile failures, which can lead to slab avalanches releasing to the ground weeks, or even months after the glide crack forms.

It is important to note that maritime snow climates are often subject to pronounced changes in snow pack conditions with elevation due to differences in temperature, precipitation, and wind. This is especially true at northern latitudes. At higher elevations in the Haines area, it is common to find colder temperatures, drier snow, and greater deposition of new and wind-loaded snow than at sea level. Colder conditions, more typical of a "continental" type climate, can be conducive to the formation of weak, poorly-bonded layers. The importance of this is that these weak layers can persist for long periods of time and become deeply buried under successive layers of heavier, more typically maritime snow. The result, often months later, can be large, deep slab releases. Even in a maritime climate, it is possible to have relatively dry, cold snow layers at all elevations, a factor that allows avalanches to easily accelerate and entrain additional snow in their descent.

Annually, in mid to late spring, dozens of avalanches can be seen and heard on the higher elevations of the south-facing peaks surrounding Haines and the Chilkat Valley. This annual avalanche cycle is referred to as the "Spring Shed" and is one of several avalanche cycles that can occur in any given year. Other avalanche cycles commonly occur during and after heavy snowstorms and rain-on-snow events.

Much like floods, avalanches can be characterized by their expected return interval. For example, a 10-year avalanche is one that can be expected to occur roughly every 10-years on average, for a given path. These more frequent slides routinely destroy vegetation within the path, creating cleared areas where the forest cover is wiped clean and only low bushes can mature. Less-frequent avalanches, for example, 100-year avalanches, are much larger in size and destructive potential. They can bulldoze new paths through mature stands of forest. Often, a known avalanche path will contain a visible 10-year runout zone that is clear and easy to avoid, but it will also have a much larger 80+ year runout zone which can contain mature trees. These larger 80+ year runout zones are where infrastructure and private property damages can occur.

3. Location

The Haines Borough contains hundreds of large, dangerous avalanche paths in the backcountry. For most of the avalanches that run in these paths, they start above 2,500ft elevation and end near the valley bottoms in a defined runout zone. Haines was developed such that the vast majority of its infrastructure, highways, and roads are nowhere near these avalanche paths. But there are important exceptions.

There are six main areas of the borough where infrastructure or private property are close enough to large avalanche paths to present potential hazard in an extreme event (say, an 80-year avalanche). In these zones, further study is necessary to determine the exact risk areas for 50, 80, and 100-year avalanches. A study is currently in development with the State of Alaska Department of Geological and Geophysical Surveys, supported by the Haines Avalanche Center, to determine the likely maximum extents for snow avalanches across the Haines Borough. This study will help to further refine the known risk zones.

These six potential avalanche conflict zones are as follows:

1. Lutak end-of-road paths, which may conflict with private property and residences which are regularly occupied.
2. Beach road landslide. This new snow avalanche path was studied by Haines Avalanche Center in 2021, and with limited data so far, it is judged to be capable of hitting the road only during a large event (perhaps every 10 or 15 years).
3. Above Piedad road, in the gully that drains the steep meadows on Mt. Ripinsky. This gully channelizes avalanche debris and may runout to private property below.
4. 6-mile Haines highway paths. Some of these paths may run through private property and across the highway in an extreme event. Some of them hit private property regularly.
5. Haines highway from roughly 15-mile to 22-mile. There are many paths in this zone that are capable of hitting the Haines highway in an extreme event.
6. Chilkat Lake. The “Little Lake” contains many private parcels that exist within large avalanche runout zones. This includes multiple residential structures which are often empty but sometimes have semi-permanent residents. Many more lots are vacant and prone to future development in dangerous avalanche areas.



Figure 1: Snow avalanche across the Haines Highway at 21-mile on January 18th, 2021



Figure 2: Lutak Potential Avalanche Conflict Zone



Figure 3: Beach Road Potential Avalanche Conflict Zone



Figure 4: Piedad Potential Avalanche Conflict Zone

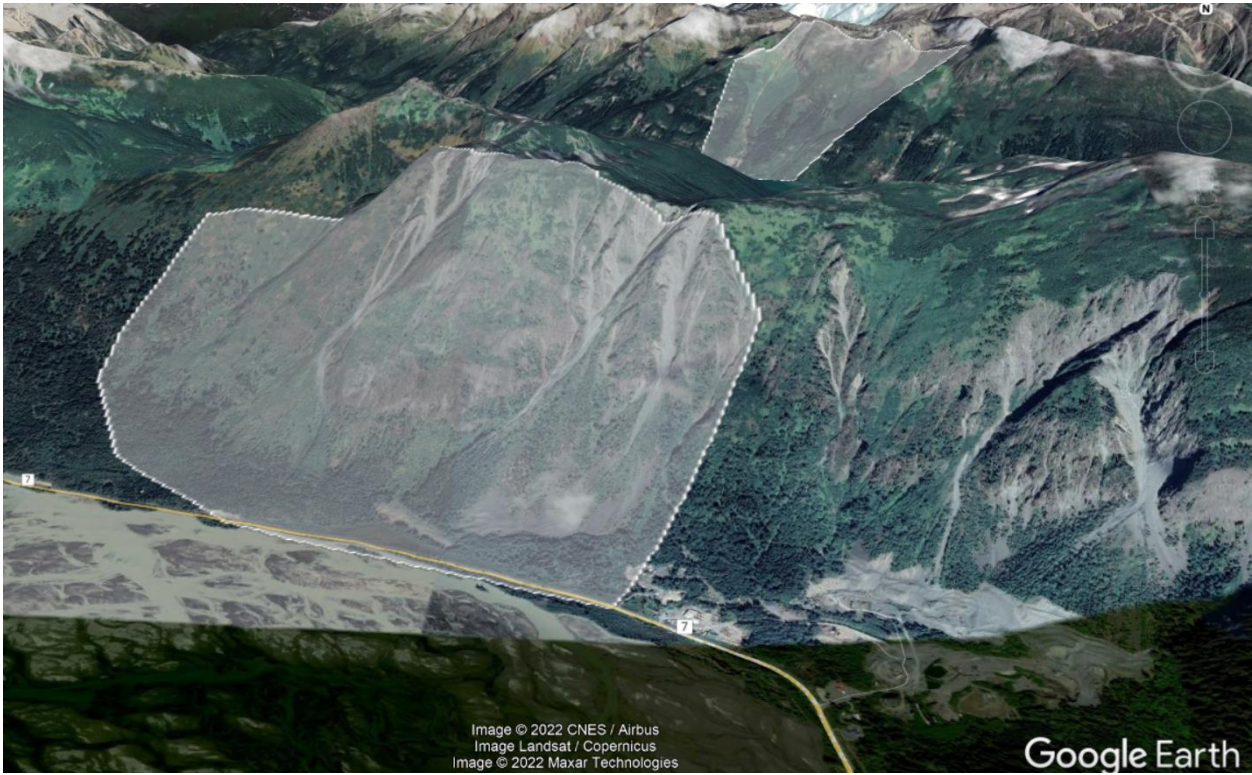


Figure 5: 6-mile Potential Avalanche Conflict Zone

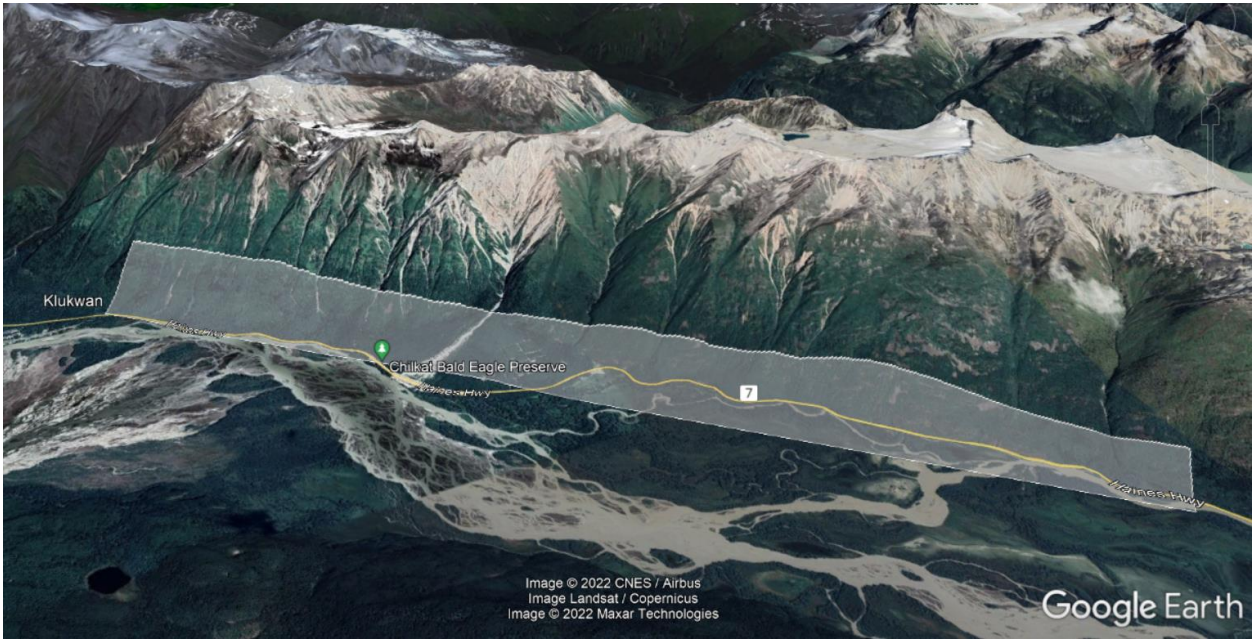


Figure 6: Highway Potential Avalanche Conflict Zone

4. Assumptions

- A. Snow avalanches are considered either a loose snow (wet or dry) type or slab type. Dry, loose snow avalanches cause little damage while wet loose snow avalanches are more likely to cause damage. Slab avalanches are considered the most dangerous type and happen when a cohesive slab breaks away and travels down the mountainside.
- B. Multiple avalanches occur every year but usually occur in more remote areas. Avalanches can occur naturally or be triggered by human activity.
- C. The general topography of the Haines Area is near-level, ranging from sea level to 200 feet. Directly adjacent to the Haines Borough infrastructure, the Chilkat Mountains rise steeply and generally reach between 3,000 – 4,500 feet.

5. Operations

Response and EOC activation for an avalanche event will be dictated and driven by the scope and location of the event. The vast majority of avalanches occur outside the Haines Borough in backcountry environments that do not pose a major threat to large populations or infrastructure. For each functional response area, see the corresponding functional annex within this EOP for concept of operations and roles and responsibilities of key agencies.

Some of the primary functional areas that will need to be considered during an avalanche event include (but are not limited to):

- Warning – Annex B – Warning is a key capability in this event response both in a notice and no-notice event.
- Communications – Annex C – Processes and infrastructure are critical to operations as a means and mechanism for both the PIO function as well as a coordinated response to an avalanche event where many different agencies will be operating.
- PIO – Annex D – Public information is critical for information relating to avoidance of hazard areas by the public during times of threat as well as critical information during a response to an event.
- Evacuation and Shelter in Place – Annex E – This function may be required on an area-to-area basis when conditions warrant the movement of people outside of the potential threat area.
- Mass Care and Sheltering – Annex F – Similar to Medical, an event that impacts a heavily populated area can dictate a large sheltering operation. Additionally, the loss of key infrastructure such as electricity to a large area can necessitate a large mass care operation. The mass care impact will increase over time with the continued loss of primary infrastructure.
- Health and Medical Services – Annex G – In an event that impacts a populated area, the public health and medical component could be a significant operation. A medical response may be required as well as longer term medical operations through DMORT and fatality management.
- Public Works and Transportation – Annex J – Public works will be a critical component to an event due to the potential loss of the operational capabilities and capacities of key

infrastructure. The heavy equipment and machinery needed to move large volumes of material as well as the department's function in restoring key infrastructure is critical in this event. An avalanche event that closes the Haines Highway will have significant impact to transportation routes, bringing all transportation in and out of Haines to a standstill until the road is cleared. Combined with the debris issue, a transportation halt can impede an effective response bringing response materials into the affected area as well as distributing those resources to those in need.

- Debris Management and Removal – Annex M – An event that occurs in or across populated or managed infrastructure (roads, etc.) will generate enormous amounts of debris. The management of that debris during a response, and the subsequent recovery will be a significant undertaking.

6. Actions

Avalanche Preparedness Phase

Preparedness actions

- Inventory and restock food and supplies for emergency personnel (special clothing, hard hats, road barriers, flashlights, batteries, barrier tape, rescue tools, etc.).
- Review and update emergency communications network capabilities.
 - Review and update amateur radio capabilities.
 - Review and update cell phone capabilities.
- Inventory location(s) and availability of heavy equipment and supplies (trucks, bulldozers, front loaders, graders, snowplows, fuel, barricades, etc.).
- Strategically pre-position supplies, equipment, fuel, and medical gear in safe areas, if appropriate.
- Identify staging area for equipment and supplies.
- Inventory auxiliary power equipment with rating and fuel supplies.
- Identify resources.
 - Building inspectors, develop standby schedules.
 - Back up Heavy Equipment Operators.
 - Extended hours for front desk phones.
- Check generators and backup power systems.

Avalanche Warning Phase: Threat of an Avalanche Exists

- IM Short Team**
 - Receive and evaluate forecasts of avalanche potential.
 - Identify areas and people at risk.
 - Are conditions improving or deteriorating?
 - Ensure evacuation routes are passable.
 - Issue public safety announcements regarding avalanche-prone areas, evacuation areas and routes, and safety precautions.
 - Arrange for public alert and warning.
 - Evaluate need for sheltering.
 - Notify local responders of potential need for SAR.
 - Inventory heavy equipment for use in response and recovery.
 - Pre-position emergency equipment, fuel, and medical supplies in safe area for use.
 - Arrange for safe delivery of incoming response personnel and supplies.

Avalanche Response Phase: Avalanche is Occurring

- IM Short Team**
 - Review Warning Checklist for Avalanche.
 - Are conditions improving or deteriorating?
 - Establish EOC, if necessary.
- Immediate response actions to consider.**
 - EOC IC
 - Establish a watch/observation system for future avalanches.
 - Launch search and rescue efforts as needed.
 - Continue to disseminate public information, warnings, and instructions.
 - Limit travel/recreation in impacted areas.
 - Establish shelter(s) and care station(s).
 - Secure evacuated area(s).
 - Establish safe location for emergency medical care.
 - If conditions warrant, request that the Borough Mayor sign a local emergency declaration.
 - Request State declaration of disaster emergency, if conditions warrant.
 - Be prepared to report status to the SEOC if State assistance is required.
 - Coordinate non-local support requirements with the SEOC.
- HBPD
 - Arrange for handling and identification of fatalities and mental health support services with the AKSMEO, if warranted.
- HVFD
 - Evaluate and conduct SAR efforts, if warranted.
- AST
 - Assist HBPD and HVFD as needed.

Avalanche Recovery Phase: Avalanche has Occurred

- Immediate response actions to consider.**
 - EOC IC
 - Review Warning and Response Checklists for Avalanche.
 - Coordinate recovery activities with local, state, and federal agencies.
 - Identify safety hazards and undertake corrective action.
 - Perform an incident critique.
 - EOC Section Chiefs
 - Arrange for emergency housing as necessary.
 - Request special personnel: interpreters, clergy, counselors, technicians, retired medical. (Listing in reference)
 - When safe access is established, alert the PIO to communicate with the public.
 - Provide monetary figures necessary to support a request for disaster declaration.
 - Complete and submit necessary reports and paperwork to appropriate agencies.
 - HBPD
 - Arrange for handling and identification of fatalities and mental health support services with the AKSMEO, if warranted.
 - HVFD AST
 - Evaluate and conduct SAR efforts, if warranted.
 - Assist HVFD and HBPD as needed.
 - Department of Public Works & Facilities Director
 - Identify safety hazards, and undertake corrective action.
 - Arrange for snow and debris clearance. Coordinate with ADOT&PF.
 - Work to restore damaged utilities and transportation systems (airstrips, roadways, and port facilities).
 - Perform damage assessments, post-incident cleanup, and utilities restoration.
 - Arrange for handling and identification of fatalities and mental health support services.
 - PIO
 - Continue to disseminate public information regarding ongoing hazards and relief efforts.

ANNEX S: Landslide

1. Scope

This annex identifies known risk areas for landslides. This hazard may range in scale occurring in remote areas or affect densely populated sections of Haines. This hazard can damage key transportation routes, critical infrastructure, disrupt commerce, temporarily strand travelers, isolate residents, and have the potential to produce multiple casualties and/or fatalities.

A landslide is a natural event that causes damage when human activities interface with slide areas. Landslides occur naturally when inherent weaknesses in the rock or soil combine with one or more triggering events such as heavy rain, snowmelt, changes in groundwater level, and seismic or volcanic activity, or erosion. Human activities such as road construction, excavation, and mining can also cause landslides. Landslide events, even for those properties unaffected directly, will suffer due to road closures, impacts to public safety (access and response capabilities), limited availability of perishable commodities, and isolation.

2. Situation

Landslides are a potential hazard in Haines because of the climate, topography, and the presence of other hazards such as earthquakes that might increase the likelihood of a landslide. Currently, a study is underway by the Alaska Division of Geological & Geophysical Surveys (DGGS). This study includes a Landslide Hazard Map for the Haines area, and this map will be added to the EOP when it is completed.

3. Assumptions

- A. The general topography of the Haines Area is near-level, ranging from sea level to 200 feet. Directly adjacent to the Haines Borough infrastructure, the Chilkat Mountains rise steeply and generally reach between 3,000 – 4,500 feet.
- B. Landslides are likely to occur in known areas and may affect major transportation routes in and around the Haines Borough.
- C. Landslides may occur in any number of areas and have the potential to impact well-developed areas as well as remote areas.
- D. Landslides are a type of ground failure and can occur naturally or be triggered by human activities. Ground failures often occur as the result of another hazard such as an earthquake, volcanic eruption, or ground saturation.

4. Operations

Response and EOC activation for a landslide event will be dictated and driven by the scope and location of the event. Landslides within the Haines Borough pose a higher threat of infrastructure loss and affect to populations.

For each functional response area, see the corresponding functional annex within this EOP for concept of operations and roles and responsibilities of key agencies.

Some of the primary functional areas that will need to be considered during a landslide event include (but are not limited to):

- Warning – Annex B – Warning is a key capability in this event response both in a notice and no-notice event.
- Communications – Annex C – Processes and infrastructure are critical to operations as a means and mechanism for both the PIO function as well as a coordinated response to a landslide event where many different agencies will be operating.
- PIO – Annex D – Public information is critical for information relating to avoidance of hazard areas by the public during times of threat as well as critical information during a response to an event.
- Evacuation and Shelter in Place – Annex E – This function may be required on an area-to-area basis when conditions warrant the movement of people outside of the potential threat area.
- Mass Care and Sheltering – Annex F – Similar to Medical, an event that impacts a heavily populated area can dictate a large sheltering operation. Additionally, the loss of key infrastructure such as electricity to a large area can necessitate a large mass care operation. The mass care impact will increase over time with the continued loss of primary infrastructure.
- Health and Medical Services – Annex G – In an event that impacts a populated area, the public health and medical component could be a significant operation. A medical response may be required as well as longer term medical operations through DMORT and fatality management.
- Public Works and Transportation – Annex J – Public works will be a critical component to an event due to the potential loss of the operational capabilities and capacities of key infrastructure. The heavy equipment and machinery needed to move large volumes of material as well as the department’s function in restoring key infrastructure is critical in this event. A landslide event that closes the Haines Highway will have significant impact to transportation routes, bringing all transportation in and out of Haines to a standstill until the road is cleared. Combined with the debris issue, a transportation halt can impede an effective response, bringing response materials into the affected area as well as distributing those resources to those in need.
- Debris Management and Removal – Annex M – An event that occurs in or across populated or managed infrastructure (roads, etc.) will generate enormous amounts of debris. The management of that debris during a response, and the subsequent recovery will be a significant undertaking.

5. Actions

Landslide Preparedness Phase

Preparedness actions

- Inventory and restock food and supplies for emergency personnel (special clothing, hard hats, road barriers, flashlights, batteries, barrier tape, rescue tools, etc.).
- Review and update emergency communications network capabilities.
 - Review and update amateur radio capabilities.
 - Review and update cell phone capabilities.
- Inventory location(s) and availability of heavy equipment and supplies (trucks, bulldozers, front loaders, graders, fuel, barricades, etc.).

- Strategically pre-position supplies, equipment, fuel, and medical gear in safe areas, if appropriate.
- Identify staging area for equipment and supplies.
- Inventory auxiliary power equipment with rating and fuel supplies.
- Identify resources.
 - Building inspectors, develop standby schedules.
 - Back up Heavy Equipment Operators.
 - Extended hours for front desk phones.
- Check generators and backup power systems.

Landslide Warning Phase: Threat of a Landslide Exists

- IM Short Team**
 - Receive and evaluate forecasts of landslide potential.
 - Identify areas, facilities, infrastructure, and people at risk and potential mitigation measures.
 - Are conditions improving or deteriorating?
 - Ensure evacuation routes are passable.
 - Issue public safety announcements regarding landslide-prone areas, evacuation areas and routes, and safety precautions.
 - Arrange for public alert and warning.
 - Evaluate need for sheltering.
 - Evaluate existing landslide control structures/measures.
 - Notify local responders of potential need for SAR.
 - Inventory heavy equipment for use in response and recovery.
 - Pre-position emergency equipment, fuel, and medical supplies in safe area for use after landslide.
 - Check auxiliary power supplies.
 - Arrange for safe delivery of incoming response personnel and supplies.

Landslide Response Phase: Landslide is Occurring

- IM Short Team
 - Review Warning Checklist for Landslide.
 - Are conditions improving or deteriorating?
 - Establish EOC, if necessary.
- Immediate response actions to consider.**
 - EOC IC
 - Establish a watch/observation system for future landslides.
 - Launch search and rescue efforts as needed.
 - Continue to disseminate public information, warnings, and instructions.
 - Limit travel/recreation in impacted areas.
 - Establish shelter(s) and care station(s).
 - Secure evacuated area(s).
 - Establish safe location for emergency medical care.
 - Inform Dispatch of needed EMTs and ambulance transport.
 - Consider establishing a multi-casualty organization.
 - If conditions warrant, request that the Borough Mayor sign a local emergency declaration.
 - Request State declaration of disaster emergency if conditions warrant.
 - Be prepared to report status to the SEOC if State assistance is required.
 - Coordinate non-local support requirements with the SEOC.
 - HBPD
 - Arrange for handling and identification of fatalities and mental health support services with the AKSMEO, if warranted.
 - HVFD
 - Evaluate and conduct SAR efforts, if warranted.
 - AST
 - Assist HVFD and HBPD as needed.

Landslide Recovery Phase: Landslide has Occurred

- Immediate response actions to consider.**
 - EOC IC
 - Review Warning and Response Checklists for Landslides.
 - Review Earthquake Stabilization and Restoration Sequence.
 - Coordinate recovery activities with local, state, and federal relief agencies.
 - Identify safety hazards and undertake corrective action.
 - Perform an incident critique.
 - EOC Section Chiefs
 - Arrange for emergency housing as necessary.
 - Request special personnel: interpreters, clergy, counselors, technicians, retired medical.
 - When safe access is established, alert the PIO to communicate with the public.
 - Provide monetary figures necessary to support a request for disaster declaration.
 - Complete and submit necessary reports and paperwork to appropriate agencies.
 - HBPD
 - Arrange for handling and identification of fatalities and mental health support services with the AKSMEO, if warranted.
 - HVFD
 - Evaluate and conduct SAR efforts, if warranted.
 - Department of Public Works
 - Identify safety hazards, and undertake corrective action.
 - Arrange for debris clearance. Coordinate with ADOT&PF.
 - Work to restore damaged utilities and transportation systems (airstrips, roadways, and port facilities).
 - Perform damage assessments, post-incident cleanup, and utilities restoration.
- AST
 - Assist HVFD and HBPD as needed.
- PIO
 - Continue to disseminate public information regarding ongoing hazards and relief efforts.

ANNEX T: Tsunami/Seiche

1. Scope

This annex describes the activities of the Haines Borough when a tsunami occurs. Since earthquakes typically trigger tsunamis, refer also to Annex Q – Earthquake.

A *tsunami* is a series of ocean waves generated by any rapid large-scale disturbance of sea water. These waves can travel at speeds of up to 600 mph in the open ocean. Most tsunamis are generated by earthquakes, but they may also be caused by volcanic eruptions, landslides (above or under sea in origin), undersea slumps, or meteor impacts. Tsunami damage is a direct result of three factors:

1. *Inundation* (the extent to which the water covers the land);
2. *Wave action* that will impact structures and moving objects that become projectiles; and
3. *Coastal erosion*.

Tsunamis are categorized in one of two ways:

- Distant-source tsunamis; and
- Locally-generated tsunamis.

This distinction is made based on the time it takes the tsunami to leave the source disturbance and reach land.

A *distant-source tsunami* (Tele-tsunami) is the term for a tsunami observed at places 600 miles, or more, from the source of origin. Distant tsunamis are more likely to occur in the Pacific Ocean and are capable of traveling across the entire ocean in less than one day. Since distant-source tsunamis make such long trips with a relatively-constant speed, experts can predict their arrival with a fair degree of accuracy. This allows time for warnings and evacuation.

A *locally-generated tsunami* is a term for a tsunami that is generated near the coast, thus the first waves may reach the shore within minutes of the event. This gives little or no time for warning or evacuation.

A *seiche* is a wave that oscillates in partially- or totally-enclosed bodies of water. They can last from a few minutes to a few hours as a result of an earthquake, underwater landslide, atmospheric disturbance or avalanche. The resulting effect is similar to bathtub water sloshing repeatedly from side to side. The reverberating water continually causes damage until the activity subsides. The factors for effective warning are similar to a local tsunami, in that the onset of the first wave can be a few minutes, giving virtually no time for warning.

2. Situation

Haines has not been struck by a damaging tsunami in recent history; however, they, like several southeast Alaska communities, have experienced debris from distant tsunamis such as the 2011 Japan tsunami. Tsunamis are unpredictable and can occur with little warning. All communities with a tsunami risk listed should be considered at risk whether they have a recorded instance of tsunami damages or not.

On January 23, 2018, a 7.9 magnitude earthquake occurred near Kodiak, and a tsunami warning was issued. However, a tsunami did not occur in Haines Borough. The community did successfully evacuate using a door-to-door notification system as well as the police chief driving throughout the community notifying residents with a bullhorn. A tsunami evacuation center was set up at the airport.

A large tsunami could create major property damage at Haines Harbor. Facilities and on-shore structures are adjacent to the shoreline. It is assumed that a tsunami could damage or destroy most of the infrastructure throughout the area. Transportation infrastructure could suffer from road damage, damage to the harbor, and damage to docking facilities.

A tsunami warning signal system will be installed throughout the populated areas to alert the public of a tsunami warning or watch for Haines. The tsunami-warning signal for the Haines Borough is not developed yet. Once it is, the signal would indicate that according to the best available information, a tsunami wave is coming. Whenever this signal is sounded, local residents should follow evacuation procedures outlined in the EOP.

Alaska Department of Natural Resources completed mapping surveys in 2018. Currently, all coastal areas below 100 feet elevation along the shoreline of Haines Harbor are considered within the possible inundation zone. Tsunami inundation mapping may lead to a revision of vulnerable areas.

- *Property That May Be Affected:* Port and harbor facilities, public works facilities, structures, vehicles, equipment, transportation facilities such as docks, float systems, hospital/medical center, animal shelter, and roads.
- *Environment That May Be Affected:* Wetlands with inclusive flora and fauna, coastal vegetation.
- *Unusual Conditions:* Locations containing Hazardous Materials including the Lutak Dock, and the tank farm, the cannery and other locations which commonly contain hazardous materials: Ammonia, Freon, Crude Oil, etc.; Psychological impacts due to major loss of life and traumatic injuries.
- *Sheltering for Displaced Populations.*

3. Assumptions

- A. Tsunamis generated by an earthquake are considered to be a threat to Haines, with local tsunami being the most likely scenario.
- B. Extensive damage could occur to all forms of transportation infrastructure. Blockages could also occur from debris and landslides.
- C. There may be outages or disruptions in all modern forms of communication.
- D. Electric transmission infrastructure within the disaster area could be shut down. Industrial/technological emergencies such as fires, explosions, and hazardous materials incidents could occur.
- E. All response assets may have degraded operational abilities.
- F. Disaster impacts have the potential to increase over time due to cascading effects and aftershocks.
- G. Aftershocks may cause a significant amount of additional damage during the response. Aftershocks may generate additional emergencies, fatalities, injuries, and unsafe structures.

- H. Response resources in the impacted area will have limited capability to function, and some impacted areas will be isolated. Emergency response capabilities may be hindered.
- I. Resources outside of the impacted area will have extended response times due to significant impact to transportation infrastructure. A large number of Haines Borough employees may be unable to make it to work or the EOC.

4. Operations

Response and EOC activation for a tsunami event will be dictated and driven by the scope and locations of the impacted areas. The vast majority of tsunami/earthquake events will pose a major threat to the population or infrastructure, depending on the location of the epicenter and magnitude. A catastrophic tsunami/earthquake event will require every functional area within the Haines Borough.

For each functional response area, see the corresponding functional annex within this EOP for concept of operations and roles and responsibilities of key agencies.

Some of the primary functional areas that will need to be considered during a tsunami event include (but are not limited to):

- Warning – Annex B – Warning is a key capability in this event response both in a notice and no-notice event.
- Communications – Annex C – Processes and infrastructure are critical to operations as a means and mechanism for both the PIO function as well as a coordinated response to an earthquake/tsunami event where many different agencies will be operating.
- PIO – Annex D – Public information is critical for information relating to avoidance of hazard areas by the public during times of threat as well as critical information during a response to an event. Locations of shelters, status of infrastructure, and expectations of Haines Borough responders may be needed.
- Evacuation and Shelter in Place – Annex E – This function may be required on an area-to-area basis when conditions warrant the movement of people outside of the potential threat area.
- Mass Care and Sheltering – Annex F – Similar to Medical, an event that impacts a heavily populated area can dictate a large sheltering operation. Additionally, the loss of key infrastructure such as electricity to a large area can necessitate a large mass care operation. The mass care impact will increase over time with the continued loss of primary infrastructure.
- Health and Medical Services – Annex G – In an event that impacts a populated area, the public health and medical component could be a significant operation. A medical response may be required as well as longer-term medical operations through DMORT and fatality management.
- Public Works and Transportation – Annex J – Public works will be a critical component to an event due to the potential loss of the operational capabilities and capacities of key infrastructure. The heavy equipment and machinery needed to move large volumes of material as well as the department's function in restoring key infrastructure is critical in this event. An earthquake/tsunami event will have significant impact to transportation routes and

hubs. Combined with the debris issue, a transportation halt can impede the effective response of bringing response materials into the affected area as well as distributing those resources to those in need.

- Oil and Hazardous Materials Spill Response – Annex K – Industrial/technological emergencies such as fires, explosions, and hazardous materials incidents could occur.
- Debris Management and Removal – Annex M – An event that occurs in or across populated or managed infrastructure (roads and the port, etc.) will generate enormous amounts of debris. The management of that debris during a response, and the subsequent recovery will be a significant undertaking.
- Earthquake – Annex Q – An event that often triggers a tsunami/seiche.

5. Actions

Tsunami Preparedness Phase

Preparedness actions

- Inventory and restock food and supplies for emergency personnel (special clothing, hard hats, road barriers, flashlights, batteries, barrier tape, rescue tools, etc.).
- Review and update emergency communications network capabilities.
 - Review and update amateur radio capabilities.
 - Review and update cell phone capabilities.
- Inventory location(s) and availability of heavy equipment and supplies (trucks, bulldozers, front loaders, graders, fuel, barricades, etc.).
- Strategically pre-position supplies, equipment, fuel, and medical gear in safe areas, if appropriate.
- Identify staging area for equipment and supplies.
- Inventory auxiliary power equipment with rating and fuel supplies.
- Identify resources.
 - Building inspectors, develop standby schedules.
 - Back up Heavy Equipment Operators.
 - Extended hours for front desk phones.
- Check generators and backup power systems.

Tsunami Warning Phase: Threat of a Tsunami Exists

- IM Short Team
 - Receive and evaluate forecasts of tsunami potential. Confirm reports with the Alaska Tsunami Warning Center, and gather as much information as possible.
 - Sound alarm/alert system: PIO provides message to Radio Station operators to disseminate to the public.
 - Develop the following estimates:
 - Wave size and estimated time of arrival.
 - Estimated inundation area.
 - Amount of warning time.
 - Establish EOC, if necessary.
- Immediate response actions to consider.**
 - EOC IC

- Attempt to notify outlying populations via VHF radio or SSB (beyond Borough siren system).
- Initiate evacuation to high ground.
- Provide additional assistance to special populations as necessary.
- Identify safe location for sheltering evacuees. Establish shelter(s).
- Ensure evacuation route(s) are passable.
- Notify local responders of potential need for SAR.
- Inventory heavy equipment for use in response and recovery.
- Pre-position emergency equipment, fuel, and medical supplies in safe area for use after tsunami.
- Check auxiliary power supplies.
- Arrange for safe delivery of incoming response personnel and supplies.
- PIO
 - Issue public safety announcement(s) regarding tsunami-prone areas, evacuation areas and routes, and safety precautions.

Tsunami Response Phase: Tsunami is Occurring

- IM Short Team
 - Review Warning Checklist for Tsunami.
 - Continue to monitor situation through the Alaska Tsunami Warning Center.
 - Monitor sea conditions from a safe location.
 - Are conditions improving or deteriorating?
 - Establish EOC, if necessary.
- Immediate response actions to consider.**
 - EOC IC
 - Continue to monitor situation through the Alaska Tsunami Warning Center.
 - Monitor sea conditions from a safe location.
 - Implement emergency utility cutoff as needed.
 - Secure evacuated areas.
 - Establish emergency medical care facilities, and arrange for medical evacuations, as necessary.
 - Inform HVFD of needed EMTs and ambulance transport. Consider establishing a multi-casualty organization.
 - If conditions warrant, request that the Borough Mayor sign a local emergency declaration.
 - Request State declaration of disaster emergency if conditions warrant.
 - Be prepared to report status to the SEOC if State assistance is required.
 - Coordinate non-local support requirements with the SEOC.
- HBPD
 - Arrange for handling and identification of fatalities and mental health support services with the AKSMEO, if warranted.
 - Assist with evacuations as needed
- HVFD
 - Evaluate and conduct SAR efforts, if warranted.
- AST
 - Assist HVFD and HBPD as needed.

- PIO
 - Continue to disseminate public information, warnings, and instructions.

Tsunami Recovery Phase: Tsunami has Occurred

- Immediate response actions to consider.**
 - EOC IC
 - Review Warning and Response Checklists for Tsunamis.
 - Review Earthquake Stabilization and Restoration Sequence.
 - Coordinate recovery activities with local, state, and federal relief agencies.
 - Be prepared to report status to the SEOC if State assistance is required.
 - Coordinate non-local support requirements with the SEOC.
 - Identify safety hazards and undertake corrective action.
 - Perform an incident critique.
 - EOC Section Chiefs
 - Arrange for emergency housing and sheltering as necessary.
 - Request special personnel: interpreters, clergy, counselors, technicians, retired medical.
 - Account for all persons in the community.
 - Establish disaster aid centers to process applications for the rehabilitation of individuals and families.
 - When safe access is established, arrange for the return of evacuees to assess damages.
 - Initiate services to help victims cope with the situation, and to provide food, clothing, basic supplies, and temporary shelter for people displaced by the disaster.
 - Alaskan Red Cross Coordinator: 907-646-5400
 - Salvation Army: Anchorage: 907-375-3583
 - AK DHS&EM: 907-428-7100
 - When safe access is established, alert the PIO to communicate with the public.
 - Perform an incident critique.
 - Provide monetary figures necessary to support a request for disaster declaration.
 - Complete and submit necessary reports and paperwork to appropriate agencies.
 - HBPD
 - Arrange for handling and identification of fatalities and mental health support services with the AKSMEO, if warranted.
 - HVFD AST
 - Evaluate and conduct SAR efforts, if warranted.
 - AST
 - Assist HVFD and HBPD as needed.
 - Department of Public Works
 - Identify safety hazards, and undertake corrective action.
 - Conduct health and sanitation surveys.
 - Initiate disease prevention measures.
 - Arrange for debris clearance, especially in culverts/drainage areas.

- Work to restore damaged utilities and transportation systems (airstrips, roadways, and port facilities).
- Perform damage assessments, post-incident cleanup, and utilities restoration.
- PIO
- Continue to disseminate public information regarding ongoing hazards and relief efforts.

ANNEX U: Flooding

1. Scope

This annex describes the activities of the Haines Borough during a flooding event. This annex presumes that flooding is imminent or has already occurred. Flood hazards in Haines are created by stormsurges, voluminous rainfall, snow and glacier melt, and erosion.

A. Storm Surge Flooding

Storm surges are relatively long-term, local increases in water level resulting from offshore storms. The highest damage occurs when such a surge coincides with a maximum tide. Estimated combined storm surge and tide elevation in Port Haines with a 100-year recurrence interval is 10.6 feet above sea level. Such flooding can occur along the entire Port Haines shoreline. Because most of the coast is steep mountainside, the area affected by the hazard is generally small. The relatively flat land of the river deltas has the greatest storm surge flooding.

B. Rainfall, Snowmelt, Glacier Melt Flooding

Floods occur in rivers as a result of a large input of water to the drainage basin in the form of rainfall, snowmelt, glacier melt, or a combination of these inputs. In the Haines area, as well as most coastal areas of Southcentral and Southeast Alaska, the floods due to snowmelt are typically lower in magnitude than those due to rainstorms in late summer or fall. Glacier melt is typically largest in late summer, increasing the potential magnitude of late summer rainfall floods in glacial streams.

C. Contaminated Water

Floodwaters pose a health hazard by picking up contaminants and disease as they travel. Outhouses (although rare in Haines), sewers, and septic tanks are all potential sources of disease transported by floodwaters. Individual wells in Haines could be contaminated during flood events. The private well systems must be tested and disinfected after a flood. Lack of a water source is a significant concern for flood victims, especially if the flood has been extensive enough to contaminate the public water supply. In such a case, outside bottled water is at times the only source of clean water.

D. Riverine Flooding

Riverine flooding occurs as a result of a large volume of water to the drainage basin in the form of rainfall, snowmelt, glacier melt, or a combination of these inputs. In the Haines area, as well as most coastal areas of Southcentral and Southeast Alaska, the floods due to snowmelt are typically in lower magnitude than those due to rainstorms in late summer or fall. Glacier melt is typically largest in late summer; increasing the potential magnitude of late summer rainfall floods in glacial streams.

2. Situation

Extensive flood hazard areas exist throughout the floodplains of all riverine systems in the Haines Borough. Sudden changes in main channel alignment and course are common as has occurred at Klukwan and the Tsirku River Fans. Sloughs, riverine islands, river deltas, and tributary channels are all subject to sudden flood immersion and scouring. As a result, existing lowland physical features are sometimes not considered permanent. Salmon and wildlife habitat, salmon enhancement project areas, and human developments in flood prone areas are continually subject to negative impacts from flooding (Haines HMP 2022)

3. Assumptions

- A. Flooding events are largely seasonal and have some level of predictability.
- B. River flooding in the Haines Borough does not generally threaten large populations of critical infrastructure.

4. Operations

Response and EOC activation for a flood event will be dictated and driven by the scope and locations of the impacted areas. The vast majority of flooding events do not pose a major threat to the population or infrastructure.

For each functional response area, see the corresponding functional annex within this EOP for concept of operations and roles and responsibilities of key agencies.

Some of the primary functional areas that will need to be considered during a flooding event include (but are not limited to):

- Warning – Annex B – Warning is a key capability in this event response both in a notice and no-notice event.
- Communications – Annex C – Processes and infrastructure are critical to operations as a means and mechanism for both the PIO function as well as a coordinated response to a flooding event where many different agencies may be operating.
- PIO – Annex D – Public information is critical for information relating to avoidance of hazard areas by the public during times of threat as well as critical information during a response to an event.
- Evacuation and Shelter in Place – Annex E – This function may be required if flooding conditions warrant the movement of people outside of the potential threat area. Evacuations in a flooding event need to be coordinated carefully to avoid congestion of residents travelling out of the area.
- Mass Care and Sheltering – Annex F – Similar to Medical, an event that impacts a heavily populated area can dictate a large sheltering operation. Additionally, the loss of key infrastructure such as electricity to a large area can necessitate a large mass care operation.
- Health and Medical Services – Annex G – In an event that impacts a populated area, the public health and medical component could be a significant operation. A medical response may be required as well as longer term medical operations through DMORT and fatality management.
- Public Works and Transportation – Annex J – Public works will be a critical component to an event due to the nature of the operational capacities of the departments. The heavy equipment and machinery needed to move large volumes of material as well as the department's function in restoring key infrastructure is critical in this event.
- Debris Management and Removal – Annex M – A flood event that occurs in or across populated or managed infrastructure (roads, etc.) will generate debris. The management of that debris during a response, and the subsequent recovery will be a significant undertaking. The debris will be mixed woody and household materials.

5. Actions

Flooding Preparedness Phase

Preparedness actions

- Inventory and restock food and supplies for emergency personnel (special clothing, hard hats, road barriers, flashlights, batteries, barrier tape, rescue tools, etc.).
- Review and update emergency communications network capabilities.
 - Review and update amateur radio capabilities.
 - Review and update cell phone capabilities.
- Inventory location(s) and availability of heavy equipment and supplies (trucks, bulldozers, front loaders, graders, fuel, barricades, etc.).
- Strategically pre-position supplies, equipment, fuel, and medical gear in safe areas, if appropriate.
- Identify staging area for equipment and supplies.
- Inventory auxiliary power equipment with rating and fuel supplies.
- Identify resources.
 - Back up Heavy Equipment Operators.
 - Extended hours for front desk phones.
- Check generators and backup power systems.

Flooding Warning Phase: Threat of Flooding Exists

- IM Short Team
 - Receive and evaluate forecasts and predictions.
 - Identify areas, facilities, infrastructure, and people at risk.
 - Develop the following estimates:
 - Anticipate flood levels and timeline.
 - Areas at risk.
 - How much warning time will elapse?
 - What measures can be taken to eliminate obstructions or otherwise aid the run-off of water in stream channels?
 - Evaluate status of existing flood control devices and barriers.
 - Evaluate need for evacuation, relocation, and sheltering.
 - Issue public safety announcements, if needed.
 - Disseminate public information about areas at risk, evacuation routes, and shelters.
 - Inventory heavy equipment, vehicles, and vessels for use in response and recovery.
 - Pre-position emergency equipment, fuel, and medical supplies from threatened areas to higher ground.
 - Establish EOC, if necessary.

Flooding Response Phase: Flooding is Occurring

- IM Short Team
 - Review Warning Checklist for Flooding.
 - Are conditions improving or deteriorating?
 - Establish EOC, if necessary.

- Immediate response actions to consider.**
 - EOC IC
 - Establish a watch/observation system for flood progression/recession.
 - Conduct reconnaissance and search/rescue in flooded areas.
 - Limit travel/recreation in impacted areas.
 - Establish shelter(s) and care station(s).
 - Evacuate residents, if necessary.
 - Facilitate relocation of special needs residents.
 - Secure evacuated areas.
 - Consider establishing a multi-casualty site.
 - Establish safe location for emergency medical care.
 - Inform HVFD of needed EMTs and ambulance transport.
 - If conditions warrant, request that the Borough Mayor sign a local emergency declaration.
 - Request State declaration of disaster emergency if conditions warrant.
 - Be prepared to report status to the SEOC, if State assistance is required.
 - Coordinate non-local support requirements with the SEOC.

 - HBPD
 - Arrange for handling and identification of fatalities and mental health support services with the AKSMEO, if warranted.

 - HVFD AST
 - Evaluate and conduct SAR efforts, if warranted.

 - AST
 - Assist HVFD and HBPD as needed.

 - Department of Public Works
 - Estimate extent of damage.
 - Move emergency equipment, fuel, and medical supplies from threatened areas to higher ground.
 - Use existing MOUs with contractors to augment Borough resources.

 - PIO
 - Continue to disseminate public information, warnings, and instructions.

Flooding Recovery Phase: Flooding has Occurred

- Immediate response actions to consider.**
 - EOC IC
 - Review Warning and Response Checklists for Flooding.
 - Coordinate recovery activities with state and federal agencies.
 - Identify safety hazards, and undertake corrective action.
 - Perform an incident critique.
 - EOC Section Chiefs
 - Arrange for emergency housing as necessary.
 - Request special personnel: interpreters, clergy, counselors, technicians, retired medical.
 - When safe access is established, alert the PIO to communicate with the public.
 - Establish disaster aid centers to process applications for the reunification of individuals and families.
 - Provide monetary figures necessary to support a request for disaster declaration.
 - Complete and submit necessary reports and paperwork to appropriate agencies.
 - HBPD
 - Arrange for handling and identification of fatalities and mental health support services with the AKSMEO, if warranted.
 - HVFD
 - Evaluate and conduct SAR efforts, if warranted.
 - Mitigate fire and other hazards.
 - AST
 - Assist HVFD and HBPD as needed.
 - Department of Public Works Director
 - Use existing MOUs with contractors to augment Borough resources.
 - Identify safety hazards, and undertake corrective action.
 - Conduct health and sanitation surveys.
 - Initiate disease prevention measures.
 - Arrange for debris clearance, especially in culverts/drainage areas.
 - Work to restore damaged utilities and transportation systems (airstrips, roadways, and port facilities).
 - Perform damage assessments, post-incident cleanup, and utilities restoration.
 - PIO
 - Continue to disseminate public information regarding ongoing hazards and relief efforts.
 - Floodplain Administrator
 - Participate in floodplain damage assessments following a flood, and make Substantial Damage Determinations.
 - Work on the permitting process for rebuilding in flood-damaged areas.
 - Identify flood mitigation programs and public outreach.

ANNEX V: Fire

1. Scope

Under certain conditions, wildland fires may occur in any area with fuel surrounding the Haines Borough. In 2019, there were two summer months without rain in Haines, which increased the potential for fire.

2. Situation

Wildland fire events are likely to be attributed to lightning or human-caused events.

3. Assumptions

There are limited routes of fire apparatus ingress and population egress from wildland fire threatened areas. Those limited routes are shared by fire apparatus and citizens creating congestion points responding to, and evacuating from fires.

4. Operations

Response and EOC activation for a fire event will be dictated and driven by the scope and locations of the impacted areas. The vast majority of wildland fire events do not pose a major threat to the population or infrastructure.

For each functional response area, see the corresponding functional annex within this EOP for concept of operations and roles and responsibilities of key agencies.

Some of the primary functional areas that will need to be considered during a wildfire event include (but are not limited to):

- Warning – Annex B – Warning is a key capability in this event response both in a notice and no-notice event.
- PIO – Annex D – Public information is critical for information relating to avoidance of hazard areas by the public during times of threat as well as critical information during a response to an event.
- Evacuation and Shelter in Place – Annex E – This function may be required on an area-to-area basis when conditions warrant the movement of people outside of the potential threat area.
- Mass Care and Sheltering – Annex F – Localized impacts could dictate a sheltering operation for those who are displaced by the threatened areas.
- Health and Medical Services – Annex G – In an event that impacts a populated area, the public health and medical component could be a significant operation. A medical response may be required as well as longer term medical operations through DMORT and fatality management.
- Public Works and Transportation – Annex J – Public works will be a critical component to an event due to the nature of the operational capacities of the departments. The heavy equipment and machinery needed to move large volumes of material as well as the department's function in restoring key infrastructure is critical in this event.

- Debris Management and Removal – Annex M – A fire event that occurs in or across populated or managed infrastructure (roads, etc.) will generate debris. The management of that debris during a response, and the subsequent recovery will be a significant undertaking. The debris will be ash and charred materials.

5. Action

Wildfire Preparedness Phase

Preparedness actions

- Inventory and restock food and supplies for emergency personnel (special clothing, hard hats, road barriers, flashlights, batteries, barrier tape, rescue tools, etc.).
- Review and update emergency communications network capabilities.
 - Review and update radio capabilities.
 - Review and update cell phone capabilities.
- Inventory location(s) and availability of heavy equipment and supplies (trucks, bulldozers, front loaders, graders, fuel, barricades, etc.).
- Strategically pre-position supplies, equipment, fuel, and medical gear in safe areas, if appropriate.
- Identify staging area for equipment and supplies.
- Inventory auxiliary power equipment with rating and fuel supplies.
- Identify resources.
 - Back up Heavy Equipment Operators.
 - Extended hours for front desk phones.
- Check generators and backup power systems.

Wildfire Warning Phase: Threat of a Wildfire Exists

- IM Short Team
 - Receive and evaluate forecasts of wildfire potential.
 - Identify areas, facilities, infrastructure, and people at risk and potential mitigation measures.
 - Assess staffing – assign additional personnel as needed.
 - Determine fire readiness of vehicles and equipment.
 - Determine water levels for firefighting.
 - Check auxiliary generators and other power, lighting, and communications equipment.
 - Restrict outdoor burning.
 - Establish contact with fire agencies (HVFD, State, and Federal).
 - Survey existing communications.
 - Consider activation of EOC.
- PIO
 - Provide public information and direction regarding the hazard.

Wildfire Response Phase: Wildfire is Occurring

- IM Short Team
 - Review Warning Checklist for Wildfire.
 - Are conditions improving or deteriorating?
 - Establish EOC, if necessary.
- Immediate response actions to consider.**
 - EOC IC
 - Assess and identify affected areas.
 - Issue evacuation orders as necessary.
 - Account for all persons in affected areas.
 - Limit travel/recreation in impacted areas.
 - Establish shelters and care stations.
 - Secure evacuated areas.
 - Establish safe location for emergency medical care.
 - Consider establishing a multi-casualty organization.
 - If conditions warrant, request that the Borough Mayor sign a local emergency declaration.
 - Request State declaration of disaster emergency if conditions warrant.
 - Be prepared to report status to the SEOC if State assistance is required.
 - Coordinate non-local support requirements with the SEOC.
 - HVFD
 - Initial concerns are centered on the well-being of Haines Borough residents, rather than tactical fire operations, including:
 - Alert and warn threatened populations. Include Annex O as needed.
 - Evacuate areas at risk of fire encroachment.
 - Monitor air quality.
 - Relocate and shelter displaced residents and animals.
 - Coordinate with PIO to release timely and accurate emergency public information.
 - Implement tactical fire operations.
 - Evaluate and conduct SAR efforts, if warranted.
 - HBPD
 - Shut down roads to potentially impacted areas.
 - Coordinate to secure evacuated areas.
 - Assist with the establishment of control points to limit ingress into hazard areas and to secure areas after that area has been evacuated.
 - Arrange for handling and identification of fatalities and mental health support services with the AKSMEO, if warranted.
 - AST
 - Assist HVFD and HBPD as needed.
 - PIO
 - Continue to disseminate public information regarding ongoing hazards and relief efforts.

Wildfire Recovery Phase: Wildfire has Occurred

- Immediate response actions to consider.**
 - EOC IC
 - Review Warning and Response Checklists for Wildfires.
 - Coordinate recovery activities with state and federal relief agencies.
 - Identify safety hazards, and undertake corrective actions.
 - Perform an incident critique.
 - EOC Section Chiefs
 - Arrange for emergency housing as necessary.
 - Request special personnel: interpreters, clergy, counselors, technicians, retired medical.
 - When safe access is established, alert the PIO to communicate with the public.
 - Establish disaster aid centers to process applications for the rehabilitation of individuals and families.
 - Provide monetary figures necessary to support a request for disaster declaration.
 - Complete and submit necessary reports and paperwork to appropriate agencies.
 - HVFD
 - Initiate recovery operations per HVFD protocol.
 - Evaluate and conduct SAR efforts, if warranted.
 - HBPD
 - Open roads when given instruction to by IC.
 - Open evacuated areas when given instruction to by IC.
 - Arrange for handling and identification of fatalities and mental health support services with the AKSMEO, if warranted.
 - AST
 - Assist HVFD and HBPD as needed.
 - Department of Public Works Director
 - Identify safety hazards, and undertake corrective action.
 - Arrange for debris clearance.
 - Perform damage assessments, post-incident cleanup, and utilities restoration.
 - Restore essential public utilities and facilities.
 - PIO
 - Continue to disseminate public information regarding ongoing hazards and relief efforts.
 - Notify the public when it is safe to return to potentially affected area(s).

ANNEX W: Terrorism, Enemy Attack, and Civil Disturbance or Disorder

1. Scope

The intent of this annex is to provide guidance for planning, response, and recovery operations concerning law enforcement-based events that include terrorist activities, weapons of mass destruction (WMD), enemy attack, and civil disturbances.

2. Situation

The HBPD has 5 officers providing regular service to the Haines Townsite and emergency service outside the Townsite. There is no AST post in the Haines Borough but there is an Alaska Wildlife Trooper stationed in Haines. There may also be an Alaska Park Ranger located in Haines.

3. Assumptions

- A. Certain natural disasters or man-made events may place greater pressure on existing law enforcement resources.
- B. A more aggressive law enforcement posture may be required from a natural disaster, such as an earthquake, that may trigger civil unrest due to societal factors or response to various terrorist and enemy attacks.
- C. Significant coordination will be required between various Haines Borough, State, and Federal law enforcement agencies, as well as public safety agencies to ensure timely and seamless jurisdictional operations and avoid duplication of effort.
- D. Disruption of communications may present challenges to law enforcement efforts.
- E. Disruption of transportation corridors may result in increased response times.
- F. In all cases, prompt safety and security measures will be essential for the protection of life and property.

4. Operations

Response and EOC activation for a Law Enforcement event will be dictated and driven by the scope and locations of the event. The vast majority of Law Enforcement events within the Haines Borough are day-to-day operations that do not pose a major threat to large populations or infrastructure.

For each functional response area, see the corresponding functional annex within this EOP for concept of operations and roles and responsibilities of key agencies.

Some of the primary functional areas that will need to be considered during a Law Enforcement event include (but are not limited to):

- Law Enforcement – Law Enforcement operations may range in scale depending on the threat or size of the disaster. Additional resources from other Law Enforcement agencies may be

required to support HBPD.

- Warning – Annex B – Warning is the key capability in this event.
- Communications – Annex C – Interoperable communications with back-up capabilities is critical for events involving multiple Law Enforcement agencies. The ability to share critical information on the tactical and operational level will require a communications plan that is flexible and adaptable to changing conditions.
- PIO – Annex D – Public information is critical for information relating to the public during times of Law Enforcement events to avoid an area with an active threat.
- Evacuation and Shelter in Place – Annex E – This function may be required as an area-to-area evacuation if the threat conditions warrant the movement of people outside of a potential hazard area.

5. Actions

Terrorism/WMD/Enemy Attack Warning Phase: Threat of a Terrorist or Enemy Attack Exists

- IM Short Team
 - Receive, evaluate, and confirm report.
 - Investigate threats through local, state, federal law enforcement channels. Identify:
 - Type of threat.
 - What areas will be impacted and to what extent?
 - How much warning time will be available from the time that an attack is definitely imminent until the time that it actually occurs?
 - What are the possible consequences?
 - What measures can be taken to mitigate the possible effects?
 - Estimate the nature and scope of outside assistance that may be required.
 - Estimate the need for sheltering/evacuation.
 - Arrange for shelter set-up, if necessary.
 - Initiate evacuations, if necessary.
 - HBPD secure evacuated areas if the decision to initiate evacuations is made
 - Initiate incident communications plan.
 - Publicize emergency public information to include:
 - Description of the situation and identification of areas at risk.
 - Discuss evacuation/shelter-in-place instructions, if necessary.
 - Sound alert and warning signals as needed.
 - Guidelines on the protection of real and personal property.
 - Location of emergency shelter(s) or need to shelter in-place; closures of schools, offices, and other facilities.
 - Evacuation routes and reception areas and how future warning and evacuation instructions will be disseminated.
 - Maintain an alert or standby of personnel as necessary.
 - Notify Dispatch, HVFD and hospital/medical centers of potential injuries and decontamination needs.

- Inventory emergency response and public safety equipment availability, and establish emergency motor pool.
- Arrange for control of incoming air and vessel traffic.
- Inventory auxiliary power in case of outages.
- Notify the SEOC of the situation.
- Consider activation of EOC.

Civil Disorder Warning Phase: Threat of Civil Disorder

- IM Short Team**
 - Develop the following estimates:
 - What problem is anticipated and its duration?
 - What areas will be impacted and to what extent?
 - How much warning time will elapse?
 - What are the possible consequences?
 - What measures can be taken to mitigate the possible effects?
 - Estimate the nature and scope of outside assistance that may be required.
 - Initiate incident communications plan.
 - Publicize emergency public information to include:
 - Description of the situation and identification of areas at risk.
 - Guidelines on the protection of real and personal property.
 - Closures of schools, offices, and other facilities.
 - Location of emergency shelters or need to shelter in-place.
 - Evacuation routes and reception areas and how future warning and evacuation instructions will be disseminated.
 - Maintain an alert or standby of personnel as necessary.
 - Notify Dispatch, HVFD and hospital/medical centers of potential injuries.
 - Consider activation of EOC.

Terrorism/WMD/Enemy Attack Response Phase: Terrorist or Enemy Attack Is Occurring

- IM Short Team
 - Review Warning Checklist for Terrorism/WMD/Enemy Attack.
 - Are conditions improving or deteriorating?
 - Establish EOC.
- Immediate response actions to consider.**
 - EOC IC
 - Update the SEOC of the situation.
 - Inform EMTs, hospital/medical centers of injuries, especially if contaminated victims are involved.
 - Coordinate response with State and Federal agencies.
 - Implement emergency utility cutoffs as needed.
 - In case of attack involving hazardous materials, see hazmat checklist.
 - If anthrax is suspected, contain substance in double bag, and wash hands with soap and water, no decontamination is needed if substance is contained.
 - Establish a radiological monitoring strike team and/or task force(s) if radioactive materials are believed to be involved.
 - Consider establishing a multi-casualty organization.
 - Establish shelter(s) and care station(s) as-needed.
 - Establish emergency morgues, as necessary.
 - If conditions warrant, request that the Borough Mayor sign a local emergency declaration.
 - Request assistance from the Statewide Hazmat Response Team, if needed.
 - Request State declaration of disaster emergency if conditions warrant.
 - Be prepared to report status to the SEOC if State assistance is required.
 - Coordinate non-local support requirements with the SEOC.
 - Prepare to assist other areas/cities as appropriate.
- HBPD
 - Maintain public order – control crowds and protect property.
 - Secure evacuated areas.
 - Establish crowd control and reconnaissance.
 - Search for secondary devices.
 - Establish traffic control and roadblocks.
- HVFD
 - Control fires and the escapement and/or spread of hazardous or toxic substances.
- AST
 - Assist HVFD and HBPD as needed.

- Public Works Director
 - Assemble group of Haines Borough employees to conduct emergency decontamination.
 - Assess and document damage to public and private property.
- PIO
 - Continue to disseminate public information, including:
 - Description of the situation and identification of areas at risk.
 - Guidelines on the protection of real and personal property.
 - Closures of schools, offices, and other facilities.
 - Location of emergency shelter(s) or need to shelter in-place.
 - Evacuation routes and reception areas.
 - How future warning and evacuation instructions will be disseminated.
 - How to get information concerning victims.
 - Other information and instructions concerning the public welfare.
- Issue evacuation orders as appropriate.

Civil Disorder Response Phase: Civil Disorder is Occurring

- IM Short Team**
 - Review Warning Checklist for Civil Disorder.
 - Are conditions improving or deteriorating?
 - Establish EOC.
- Immediate response actions to consider.**
 - EOC IC
 - Notify the SEOC of the situation.
 - Coordinate response with State and Federal agencies.
 - Implement emergency utility cutoffs as needed.
 - Consider establishing a multi-casualty organization.
 - Establish shelter(s) as needed.
 - Establish emergency morgue(s), as necessary.
 - If conditions warrant, request that the Borough Mayor sign a local emergency declaration.
 - Request State declaration of disaster emergency if conditions warrant.
 - Keep the SEOC informed if State assistance is required.
 - Coordinate non-local support requirements with the SEOC.
 - HBPD
 - Maintain order – control crowds, protect property, establish curfews and meeting size limitations if necessary.
 - Secure evacuated areas.
 - Establish crowd control and reconnaissance.
 - Attempt to resolve the causes of riots or disturbances.
 - HVFD
 - Control fires and the escapement and/or spread of hazardous or toxic substances.
 - AST
 - Assist HVFD and HBPD as needed.
 - Provide medical triage treatment and transport.
 - PIO
 - Continue to disseminate public information such as:
 - Description of the situation.
 - Location of damaged areas.
 - Evacuation routes and reception areas.
 - How to get information concerning victims.
 - Issue evacuation order(s) as appropriate.

**Terrorism/WMD/Enemy Attack Recovery Phase: Terrorist Attack/WMD/Enemy
Attack has Occurred**

- Immediate response actions to consider.**
 - EOC IC
 - Review Warning and Response Checklists for Terrorism/WMD/Enemy Attack.
 - Coordinate recovery activities with State and Federal relief agencies.
 - Identify safety hazards, and undertake corrective actions.
 - Initiate immediate and long-range rehabilitation measures and programs.
 - Perform an incident critique.
 - EOC Section Chiefs
 - Arrange for emergency housing as necessary.
 - Request special personnel: interpreters, clergy, counselors, technicians, retired medical.
 - When safe access is established, alert the PIO to communicate with the public.
 - Establish disaster aid centers to process applications for the reunification of individuals and families.
 - Provide monetary figures necessary to support a request for disaster declaration.
 - Complete and submit necessary reports and paperwork to appropriate agencies.
 - HBPD
 - Maintain order – control crowds and maintain security in evacuated areas. Open evacuated areas once deemed safe to do so.
 - Take other actions necessary to restore public confidence and to solve problems at the root of the disturbances.
 - Initiate criminal investigations as needed.
 - Arrange for handling and identification of fatalities and mental health support services with the AKSMEO, if warranted.
 - HVFD
 - Evaluate and conduct SAR efforts, if warranted.
 - Control fires and the escapement and/or spread of hazardous or toxic substances.
 - AST
 - Assist HVFD and HBPD as needed.
 - Provide medical triage treatment and transport.
 - Department of Public Works
 - Identify safety hazards, and undertake corrective action.
 - Arrange for debris clearance.
 - Conduct health and sanitation surveys and disease prevention measures.
 - Work to restore essential public utilities and facilities.
 - Perform damage assessments, post-incident cleanup, and utilities restoration.
 - PIO
 - Issue public service announcement regarding status and recovery.
 - Continue to disseminate public information regarding ongoing hazards and relief efforts.

Civil Disorder Recovery Phase: Civil Disorder has Occurred

- Immediate response actions to consider.**
 - EOC IC
 - Review Warning and Response Checklists for Civil Disorder.
 - Coordinate recovery activities with State and Federal relief agencies.
 - Take other actions necessary to restore public confidence and to solve problems at the root of the disturbances.
 - Identify safety hazards, and undertake corrective actions.
 - Initiate immediate and long-range rehabilitation measures and programs.
 - Perform an incident critique.
 - EOC Section Chiefs
 - Arrange for emergency housing as necessary.
 - Request special personnel: interpreters, clergy, counselors, technicians, retired medical.
 - Arrange for mental health support services if needed.
 - When safe access is established, alert the PIO to communicate with the public.
 - Establish disaster aid centers to process applications for the reunification of individuals and families.
 - Provide monetary figures necessary to support a request for disaster declaration.
 - Complete and submit necessary reports and paperwork to appropriate agencies.
 - HBPD
 - Maintain order – control crowds, protect property until decision is made to discontinue. Discontinue curfews and meeting size limitations when able to.
 - Open evacuated areas once deemed safe to do so.
 - Take other actions necessary to restore public confidence and to solve problems at the root of the disturbances.
 - Initiate criminal investigations as needed.
 - Arrange for handling and identification of fatalities and mental health support services with the AKSMEO, if warranted.
 - HVFD
 - Evaluate and conduct SAR efforts, if warranted.
 - Control fires and the escapement and/or spread of hazardous or toxic substances.
 - AST
 - Assist HVFD and HBPD as needed.
 - Provide medical triage treatment and transport.
 - Department of Public Works
 - Identify safety hazards, and undertake corrective action.
 - Arrange for debris clearance.
 - Conduct health and sanitation surveys and disease prevention measures.
 - Work to restore essential public utilities and facilities.
 - Perform damage assessments, post-incident cleanup, and utilities restoration.
 - PIO
 - Issue public service announcement regarding status and recovery.
 - Continue to disseminate public information regarding ongoing hazards and relief efforts.

ANNEX X: Transportation Accident

1. Scope

The transportation system in the Haines Borough consists of air, road, and marine systems. All of these modes have the potential for accidents that could lead to a disaster. Haines has one airport that is a state owned public use airport. It is operational and open to the public. There are no air traffic control towers at this airport.

The community is currently served by one regional commuter service, Alaska Seaplanes. There are several commercial helicopter companies that operate out of Haines. In the winter, there are heli-skiing companies.

As a coastal community, the Haines Borough has the potential for marine accidents. The type of accident of greatest concern involves barges transporting goods, fuels, or other hazardous materials. Haines Harbor is home to a commercial fishing fleet which bases operations out of Letnikof Harbor and Haines Small Boat Harbor. Lutak Dock is a Borough-owned facility where barge shipments arrive for petroleum, explosives, and freight. Additionally, the Alaska Marine Highway has capacity to transport passengers and vehicles to and from the Haines Ferry Terminal. The State ferry typically stops in Haines two or three times a week for approximately eight months of the year, although its schedule varies widely and is more sporadic in the winter. Portage Cove Cruise Ship Dock, also owned by the Borough, receives passenger cruise ships during the summer months, although the size of vessels is limited by the fixed dock.

2. Situation

There are large amounts of transportation assets moving throughout Haines. The transportation system within Haines has statewide, national, and international significance.

3. Assumptions

A large-scale transportation event will exceed the resources of the Haines Borough and will require a multi-agency response.

4. Operations

Response and EOC activation for a transportation event will be dictated and driven by the scope and locations of the event. The vast majority of transportation events do not pose a major threat to the population or infrastructure.

For each functional response area, see the corresponding functional annex within this EOP for concept of operations and roles and responsibilities of key agencies.

Some of the primary functional areas that will need to be considered during a transportation event include (but are not limited to):

- Warning – Annex B – Warning is a key capability in this event response both in a notice and no-notice event.
- Communications – Annex C – Processes and infrastructure are critical to operations as a means and mechanism for both the PIO function as well as a coordinated response to a transportation event where many different agencies will be operating.
- PIO – Annex D – Public information is critical for information relating to avoidance of hazard areas by the public during the event.
- Evacuation and Shelter in Place – Annex E – This function may be required as an area-to-area basis to remove those threatened by the transportation event.
- Mass Care and Sheltering – Annex F – The mass care requirements for a large-scale transportation event will generally be a short-term operation to shelter those affected by the event or displaced by its size and scope.
- Health and Medical Services – Annex G – A large-scale transportation event will often have a strong need for medical and fatality management. A medical surge response may be required.
- Public Works and Transportation – Annex J – Public works will be a critical component to an event due to the nature of the operational capacities of the departments. Heavy equipment and machinery will be needed to move large volumes of material.
- Oil and Hazardous Materials Spill Response – Annex K – Industrial/technological emergencies such as fires, explosions, and hazardous materials incidents could occur.
- Debris Management and Removal – Annex M – A large-scale transportation event that occurs in or across populated areas or managed infrastructure (roads, etc.) may generate debris. The management of that debris during a response, and the subsequent recovery will be a significant undertaking.

5. Actions

Transportation Accident Response Phase: Major Accident has Occurred

- IM Short Team
 - Assess the situation.
 - Arrange for public alert and warning.
 - Establish EOC.
- Immediate response actions to consider.**
 - EOC IC
 - Notify the SEOC of the situation.
 - Coordinate response with State and Federal agencies.
 - Implement emergency utility cutoffs as needed.
 - Consider establishing a multi-casualty organization.
 - Evaluate the need for evacuating and sheltering.
 - Ensure evacuation routes are passable.
 - Establish a radiological monitoring strike team and/or task force if radioactive materials are believed to be involved.
 - Establish shelter(s) as-needed.
 - If necessary, request assistance from the State hazmat teams through ADEC.
 - If conditions warrant, request that the Borough Mayor sign a local emergency declaration.
 - Request State declaration of disaster emergency if conditions warrant.
 - Keep the SEOC informed if State assistance is required.
 - Coordinate non-local support requirements with the SEOC.
 - HBPD
 - Arrange for handling and identification of fatalities and mental health support services with the AKSMEO, if warranted.
 - Secure the area.
 - Control crowds.
 - Establish reconnaissance.
 - HVFD
 - Evaluate and conduct SAR efforts, if warranted.
 - Control fires and the escapement and/or spread of hazardous or toxic substances.
 - AST
 - Assist HVFD and HBPD as needed.
 - Provide medical triage treatment and transport.
 - PIO
 - Disseminate public information such as:
 - Description of the situation.
 - Location of damaged areas.
 - Issue evacuation order(s) as appropriate.
 - Shelter locations.
 - Evacuation routes and reception areas.
 - How to get information concerning victims.
 - Continue to disseminate public information as needed.

- EOC Section Chiefs
 - Arrange for emergency housing as necessary.
 - Request special personnel: interpreters, clergy, counselors, technicians, retired medical.
 - Arrange for mental health support services if needed.
 - When safe access is established, alert the PIO to communicate with the public.
 - Establish disaster aid centers to process applications for the reunification of individuals and families if warranted.
- Department of Public Works Director
 - Identify safety hazards, and undertake corrective action.
 - Arrange for debris clearance.
 - Conduct health and sanitation surveys and disease prevention measures.
 - Work to restore and maintain essential public utilities, facilities, and transportation systems.
 - Perform damage assessments, post-incident cleanup, and utilities restoration.

Transportation Accident Recovery Phase: Major Accident has Occurred. Initial Response is Complete.

- Immediate response actions to consider.**
 - EOC IC
 - Review Response Checklist for Transportation Accident.
 - Coordinate recovery activities with State and Federal relief agencies.
 - Identify safety hazards, and undertake corrective actions.
 - Perform an incident critique.
 - EOC Section Chiefs
 - Arrange for emergency housing as necessary.
 - Request special personnel: interpreters, clergy, counselors, technicians, retired medical.
 - When safe access is established, alert the PIO to communicate with the public.
 - Establish disaster aid centers to process applications for the reunification of individuals and families if warranted.
 - Provide monetary figures necessary to support a request for disaster declaration.
 - Complete and submit necessary reports and paperwork to appropriate agencies.
 - HBPD
 - Maintain security at the scene.
 - Open evacuated areas once deemed safe to do so.
 - Arrange for handling and identification of fatalities and mental health support services with the AKSMEO, if warranted.
 - HVFD
 - Evaluate and conduct SAR efforts, if warranted.
 - Control fires and the escapement and/or spread of hazardous or toxic substances.
 - AST
 - Assist HVFD and HBPD as needed.
 - Provide medical triage treatment and transport.
 - Department of Public Works
 - Identify safety hazards, and undertake corrective action.
 - Arrange for debris clearance.
 - Conduct health and sanitation surveys and disease prevention measures.
 - Work to restore essential public utilities and facilities.
 - Perform damage assessments, post-incident cleanup, and utilities restoration.
 - PIO
 - Issue public service announcement regarding status and recovery.
 - Continue to disseminate public information regarding ongoing hazards and relief efforts.

ANNEX Y: Health Crisis

1. Scope

This annex provides a framework for infectious disease-specific preparedness and response activities and serves as a foundation for further planning and emergency preparedness activities. Additionally, this annex does not replace the responsibility for specific departments involved in responding to an infectious disease emergency such as the SEARHC Haines Medical Clinic, and Haines Public Health Center to develop appropriate policies and procedures for their response.

2. Situation

An infectious disease is a clinically evident disease resulting from the presence of pathogenic microbial agents. Infectious diseases represent a major threat; millions die as a result of an infectious disease every year. Infectious disease can be transmitted through several methods, including physical contact with infected individuals, airborne inhalation, and contaminated objects.

3. Assumptions

The Alaska Division of Public Health Section of Public Health Nursing monitors several infectious diseases that occur or have occurred in different areas of the State, including:

- Human Immunodeficiency Virus;
- Foodborne diseases such as Salmonellosis and E Coli; and
- Vector borne diseases (diseases that are transmitted by an animal or insect) such as West Nile, Influenza, and COVID-19.

Pandemic influenza, or a global outbreak of a new influenza virus, could also impact Haines. The impact of a pandemic outbreak could be significant, but the occurrence of such an outbreak cannot be predicted with certainty.

The planning assumptions below are based on the CDC's 2017 Update to the Pandemic Influenza Plan. Although these assumptions represent the conditions that occur during a pandemic influenza event, many of the assumptions would also apply should a non-influenza pandemic occur.

- A. Delays in the availability of vaccines and shortages of antiviral drugs are likely, particularly in the early phases of the pandemic. Non-Pharmaceutical Interventions (NPIs) will be the principle means of disease control until adequate supplies of vaccines and/or antiviral medications are available. NPIs that all people should practice at all times are particularly important during a pandemic and include: staying home when sick, covering coughs and sneezes, frequent and appropriate hand washing, physical distancing and routine cleaning of frequently touched surfaces.
- B. The seasonality of a pandemic cannot be predicted with certainty. Although seasonal, non-pandemic influenza typically peaks in winter, cases of pandemic flu have been observed year-round.
- C. The virus will have the ability to spread rapidly worldwide.

- D. If the pandemic is characterized by severe disease, it will have the potential to disrupt national, state, and Haines Borough community infrastructures (including health care, transportation, commerce, utilities, and public safety) due to widespread illness, absenteeism, death among employees and their families, as well as concern about ongoing exposure to the virus.
- E. During a pandemic, infection in a localized area (such as Haines) can last about six to eight weeks. Multiple pandemic disease waves may occur.
- F. The percentage of the population that becomes infected could range from 20% to 30% of the population, but rates will vary.
- G. The typical incubation period (the time between acquiring the infection and becoming ill) for influenza averages two days (but can range from one to four days).
- H. Of those who become ill with influenza, up to 50% will seek outpatient medical care. This could significantly tax the available resources of the SEARHC Haines Medical Clinic, and other local providers.
- I. Risk groups for severe and fatal infections cannot be predicted with certainty. Although certain groups such as small children and the elderly are more likely to have complications due to seasonal influenza, pandemic influenza may disproportionately affect a different demographic. During the 1918 pandemic, deaths were notably evident among young, previously healthy adults, and in 2009, elderly people experienced a lower infection rate.
- J. Infected persons will shed the virus and may transmit it up to one day before the onset of illness and will continue to do so for five to seven additional days after becoming ill.
- K. One or two secondary infections may occur as a result of transmission from someone who is ill.
- L. Behavioral health and stress reactions are health risks in a pandemic that must be integrated into messages to mitigate individual psychological care, increase compliance with public health directives, and promote the resilience of the community population.
- M. Pandemic events may cause major impacts to society (e.g., wide-spread restrictions on travel, closings of schools and businesses, cancellation of large public gatherings, etc.).
- N. There is the potential for severe impact on the domestic and world economy during and after a pandemic.

4. Operations

The Alaska Division of Public Health Section of Public Health Nursing is responsible for protecting life from the effects of an infectious disease emergency. The State Chief Medical Officer will work closely with the State Governor. The EOC has the primary responsibility in Haines for the management of an infectious disease emergency that occurs or impacts residents. The EOC is also responsible for coordinating amongst external agencies that also respond to an infectious disease emergency in Haines. The EOC is also responsible for coordinating with local health and emergency officials as part of the response to an infectious disease emergency.

The EOC's top priorities during an infectious disease emergency are to:

- Protect the lives, health, and safety of residents, visitors, staff, and emergency responders;
- Ensure the security of the Haines Borough;
- Protect and restore critical infrastructure and key resources;
- Protect property and mitigate damage to property;
- Facilitate the recovery of impacted residents; and
- Restore Haines Borough functions.

For each functional response area, see the corresponding functional annex within this EOP for concept of operations and roles and responsibilities of key agencies.

Some of the primary functional areas that will need to be considered during a health crisis event include (but are not limited to):

- Warning – Annex B – Warning is a key capability in this event response.
- Communications – Annex C – Processes and infrastructure are critical to operations as a means and mechanism for both the PIO function as well as a coordinated response to a health crisis event where many different agencies will be operating.
- PIO – Annex D – Public information is critical for information relating to avoidance of public areas by the public during the event.
- Evacuation and Shelter in Place – Annex E – This function may be required as an area-to-area basis to remove those threatened by the health crisis event or keep residents safe in their homes.
- Mass Care and Sheltering – Annex F – The mass care requirements for a large-scale health crisis will generally be a short-term operation to shelter those affected by the event (i.e., homeless population) or displaced by its size and scope.
- Health and Medical Services – Annex G – A health crisis will often have a strong need for medical and fatality management. A medical surge response may be required.

5. Actions

Health Crisis Warning Phase: Threat of a Health Crisis May Occur

- IM Short Team
 - Contact the State Department of Epidemiology:
(907) 269-8000 during business hours and (800) 478-0084 after hours
 - Activate the IMT and EOC.
 - Notify SEOC of the situation.
 - Contact the SEARHC Haines Health Center disaster response.
 - Contact Clinic and Public Health nurse for response.
 - Notify Alaska DHS&EM of Health Crisis and have them stand by for assistance.
- EOC IC
 - Issue evacuation order(s) or shelter-in-place order(s) as appropriate
 - Keep SEOC informed

- PIO Disseminate information to the public such as:
 - Description of the medical emergency
 - How can residents help?

Health Crisis Response Phase: Health Crisis is Occurring

Immediate response actions to consider.

- EOC IC
 - Contact Clinic and Public Health nurse for response.
 - Notify Alaska DHS&EM of Health Crisis and have them stand by for assistance.
 - Issue evacuation order(s) or shelter-in-place order(s) as appropriate.
 - Keep the SEOC informed.
 - Request AST and Red Cross assistance with temporary morgues and burials, as necessary.
 - If conditions warrant, request that the Borough Mayor sign a local emergency declaration.
 - Request State declaration of disaster emergency if conditions warrant.
- HVFD
 - Establish rescue and medical teams with EOC communications and HBPD if needed
- AST
 - Arrange for handling and identification of fatalities and mental health support services with AKSMEO if warranted.
 - Assist HVFD and HBPD as needed.
- PIO
 - Continue to disseminate public information such as:
 - Description of the medical emergency.
 - How can residents help?
 - What should people do?

Health Crisis Recovery Phase: Health Crisis is Over

- Immediate response actions to consider.**
 - EOC IC
 - Contact the State Department of Epidemiology:
(907) 269-8000 during business hours and (800) 478-0084 after hours
Notify them that the crisis is over.
 - Contact Clinic and Public Health nurse to demobilize crews brought in for the crisis.
 - Notify Alaska DHS&EM of Health Crisis and release equipment and supplies as appropriate for demobilization.
 - Coordinate with the SEARHC to release patients once conditions have stabilized and health has returned to normal.
 - Keep the SEOC informed.
 - Issue return orders for the public through public service announcement(s).
 - If conditions warrant, request that the Borough Mayor sign a local emergency declaration.
 - Request State declaration of disaster emergency if conditions warrant.
 - HBPD
 - Arrange for handling and identification of fatalities and mental health support services with the AKSMEO, if warranted.
 - AST
 - Arrange for handling and identification of fatalities and mental health support services with the AKSMEO if warranted.
 - Assist HVFD and HBPD as needed.
 - PIO
 - Disseminate public information such as:
 - Return orders for the public.
 - Continue to disseminate public information as needed.
 - Notice to residents that restrictions have been lifted.

ANNEX AA: Energy Shortages

1. Scope

Due to interdependency among the energy services serving the Haines Borough and regional jurisdictions, a disruption of service, no matter the cause, is likely to have a broad-based affect effect requiring a coordinated response.

While disruptions in electrical service could occur in a catastrophic event such as an earthquake, prolonged cold spells and high wind events can also trigger an energy emergency. A prolonged power outage can lead to damaged critical infrastructure and facilities, impact hospital capabilities, disrupt commerce, and require extensive support and assistance for recovery.

2. Situation

While Haines Borough 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.

3. Assumptions

- A. Energy emergencies are not limited to catastrophic events but may also occur as a result of a supply problem as well as an extended widespread power outage.
- B. Extreme weather events such as prolonged cold spells, high winds, or extreme hot weather may threaten the integrity of the electricity delivery system or create widespread power outages.
- C. Interdependency among energy utilities increases the complexity of an energy emergency and also increases the likelihood of a regional event that crosses jurisdictional boundaries.
- D. A widespread energy emergency or prolonged power outage will likely affect Haines Borough School operations, commerce, and the normal daily activity of government and the population.
- E. AP&T and IPEC produce and/or distribute electrical power for the Haines Borough.

4. Operations

An energy-based emergency has some specific public and private response operations that have been designed, trained, and exercised.

Coordinated Energy Conservation Measures and Energy Watch/Alert is the designated response program used for this emergency. The primary goal of coordinated energy conservation measures is to help preserve the electricity system integrity. An energy watch condition would be issued whenever additional energy conservation or load reduction measures are necessary to ensure there is no disruption of service or to minimize the impact of a disruption. The Borough Manager in conjunction with the AP&T or IPEC determines the level of the energy emergency.

Yellow Condition “Yellow” / “Red”: The Haines Borough will issue an Energy Condition “Yellow” (caution) or “Red” (warning) in conjunction with AP&T or IPEC whenever immediate load reduction measures are necessary to ensure there is no disruption of service.

Additional load reduction measures may also be implemented by the Haines Borough to include limitations on non-essential Haines Borough government services and/or school hours.

For each functional response area, see the corresponding functional annex within this EOP for concept of operations and roles and responsibilities of key agencies. Some of the primary functional areas that will need to be considered during an energy emergency include (but are not limited to):

- Warning – Annex B – This event is unique in that the general population knowledge and action can be critical to minimizing the impact. When users can reduce their use and consumption of power, that directly impacts the ability to assist in the response.
- PIO – Annex D – Public information is critical.
- Mass Care and Sheltering – Annex F – With the extended loss of power, the need for mass care will be significant. Many homes can maintain using alternate methods for a period of time. Homes will be structurally intact but may be uninhabitable and unusable depending on the duration of the event. The mass care impact will increase exponentially over time; the problem will get worse, the longer it persists.
- Health and Medical Services – Annex G – The loss of electricity and heat may directly affect all medical providers, possibly resulting in a sharp drop in capacity.
- Public Works and Transportation – Annex J – In conjunction with private industry response assets, public works provides services for critical infrastructure and key facilities. The Department may encounter staffing capability issues when faced with numerous conflicting and competing priorities. Also, as part of the public works mission, the damage survey process will have a substantial impact on efficient operations. The loss of electricity will have dramatic infrastructure impacts both in private homes as well as Haines Borough facilities. Loss of heat can have significant and long-lasting damage to the internal systems of facilities such as plumbing, heating, cooling, and electrical components. The damage survey in a post-freeze up condition is both time-consuming and necessary to prevent further damage upon thawing.

5. Actions

Energy Shortage/Interruption Warning Phase: Threat of Energy Shortage Exists

- IM Short Team**
 - Develop the following estimates:
 - What problem is anticipated and its duration?
 - What areas will be impacted and to what extent?
 - Identify people at risk.
 - Establish and maintain contact with other affected areas.
 - Initiate incident communications plan.
 - Coordinate with other state and federal agencies.
 - Alert utilities, and review emergency shutdown procedures.
 - Estimate nature and scope of assistance required by the community and threatened utilities.
 - Publicize emergency public information to include:
 - Arrange for public announcements via social media, radio, and television.

Energy Shortage/Interruption Response Phase: Energy Shortage/Interruption is Occurring

- IM Short Team
 - Review Warning Checklist for Energy Shortage.
 - Are conditions improving or deteriorating?
 - Establish EOC.
- Immediate response actions to consider.**
 - EOC IC
 - Update the SEOC of the situation.
 - Determine the extent of the interruption.
 - Keep gas station operators and fuel distributors advised of emergency methods of pumping gasoline and fuel.
 - Arrange for emergency and backup power for critical services.
 - Monitor public health and safety, and respond to developing hazards.
 - Develop energy conservation plan. Review Haines Borough legal powers to impose restrictions and curtailments, etc.
 - Identify potential “back-up” fuels, such as cut wood, and plan for allocation.
 - Establish daily consumption reports.
 - Prepare to activate shelter(s) or locate emergency housing for evacuees.
 - Provide special assistance to low income and the homeless as needed.
 - Gather information to support requests to the Alaska Public Utilities Commission or DHS&EM for Fuel “set-aside” or “State Reserve” deployment.
 - If conditions warrant, request that the Borough Mayor declare a local emergency. Request State declaration of disaster emergency if conditions warrant.
 - Be prepared to report status to the SEOC if State assistance is required.
 - Coordinate non-local support requirements with the SEOC.
 - Prepare to assist other areas in the region as appropriate.
 - HBPD
 - Be ready for problems such as inactivated street lights.
 - HVFD
 - Be ready for problems such as low water pressure.
 - AST
 - Assist HVFD and HBPD as needed.
- Department of Public Works
 - Be ready for problems such as heating and low water pressure.
 - Assess and document damage to public and private property.
- PIO
 - Continue to disseminate public information, including:
 - Description of the situation and identification of areas at risk.
 - Closures of schools, offices, and other facilities.
 - Location of emergency shelter(s) if needed.
 - Evacuation routes and reception areas.
 - How future warning and evacuation instructions will be disseminated.
 - Other information and instructions concerning the public welfare.
 - Issue evacuation orders as appropriate.

Energy Shortage/Interruption Recovery Phase: Energy Shortage/Interruption has Occurred

- Immediate response actions to consider.**
 - EOC IC
 - Review Warning and Response Checklist(s) for Energy Shortage.
 - Coordinate recovery activities with State and Federal relief agencies.
 - Identify safety hazards, and undertake corrective actions.
 - Perform an incident critique.
 - EOC Section Chiefs
 - Arrange for emergency housing as necessary.
 - When safe access is established, alert the PIO to communicate with the public.
 - Establish disaster aid centers to process applications for the rehabilitation of individuals and families.
 - Provide monetary figures necessary to support a request for disaster declaration.
 - Complete and submit necessary reports and paperwork to appropriate agencies.
 - HBPD
 - Maintain security.
 - Open evacuated areas.
 - AST
 - Assist HVFD and HBPD as needed.
 - Department of Public Works
 - Identify safety hazards, and undertake corrective action.
 - Work to restore essential public utilities and facilities.
 - Perform damage assessments.
 - PIO
 - Issue public service announcement regarding status and recovery.
 - Continue to disseminate public information regarding ongoing events and relief efforts.

ANNEX AB: Cyberthreat

1. Scope

Cybersecurity events may impact the entire Haines Borough organization and possibly the community. Although the Haines Borough has not received a cyberattack, cyberattacks and threats of these attacks are growing.

2. Operations

Cybersecurity incidents and attacks that impact IT systems can disrupt interlocking critical infrastructure such as SCADA, Dispatch, security appliances, administration etc. Impacts at the local facility may be part of a larger coordinated attack that may impact the entire IT sector. Such cyberattacks can have serious consequences that lead to other hazards, such as communications failures. These cascading hazards increase the potential impact of cyber incidents within the environment and employee safety.

Cybersecurity attacks are events that may impact a facility for more than one operational period (8 and/or 12 hours) and as long as 60 days or more in some instances. Established policies and response and communication protocols provide guidance for escalating incident management and IT and EM coordination.

3. Actions

Reporting System Anomalies

It is important to report computer anomalies, system performance issues, strange defects in operation, etc. to the IT Department and the IT Manager. Early warning signs of Indication of Compromise (IoC), reported early, can prevent possible cascading outages.

Staff should be encouraged and feel empowered to report such system behaviors. When reporting attempt to provide the following:

Time of day of Indication of Compromise	Type of device
Description of behavior	Manufacturer
Name, phone, email of Point of Contact	If noticed by others

Other personnel notification and reporting too include:

Borough Manager

- Is this an Internal Threat or an External Threat?
- Management of co-investigation with IT Director will assist in remediation under work-product privilege
- Reporting to State and Federal agencies

Supporting Agencies:

Haines Borough Police Department 907-766-2121

FBI Anchorage - Cyber/Counterintelligence

Office - 907-265-8186

Department of Administration - Office of Information Technology **OIT**
<https://oit.alaska.gov>

MS-ISAC CYBERSECURITY

24×7 Security Operations Center

Multi-State Information Sharing and Analysis Center (MS-ISAC)

Elections Infrastructure Information Sharing and Analysis Center (EI-ISAC)

SOC@cisecurity.org

1-866-787-4722

<https://www.cisecurity.org/ms-isac/>

Severity Classification and Reporting Matrix - The following matrix establishes a common framework for evaluating and assessing cyber incidents to ensure a common understanding of the severity of the incident and assist in plan of action, notification and response.

	General Definition	Entity Actions	Threat Intended Consequence
Level 5 Emergency (Black)	<i>Poses an imminent threat</i>	Employee Safety	Cause physical consequences
Level 4 Severe (Red)	<i>Significant Impact - Sector</i> (Ex. Most or all IT systems taken off line for significant amount of time)	Disconnect & Isolate Systems	Damage to computer and/or networking software/hardware Deny availability to a key system or service
Level 3 High (Orange)	<i>Likely to result in a demonstrated impact - Sector</i> (Ex. malware contained to small amount of infected computers or equipment)	Localize Threat	Corrupt or destroy data Commit a financial crime
Level 2 Medium (Yellow)	<i>May Impact - Sector.</i> (Ex. Possible HIPAA violation)	IT Response / Contact Authorities	Steal sensitive information
Level 1 Low (Green)	<i>Unlikely to impact - Sector</i> (Ex. malware infected on single computer or non-vital IT System)	IT Response / Contact Authorities	Denial of Service (DoS)
Level 0 Baseline (White)	(Ex. Nuisance popups or defacement of website)	Preparation	Nuisance or defacement

A. Emergency Quarantine of Systems

In rare events, compromised systems may have the interest of law enforcement (LE) that may request an area be “sealed off” to establish a temporary perimeter that would secure access to the device.

In the event of an alleged criminal act, after the area is secured, photographs should be taken of the area (desk, bench, room, etc.) to capture the environment where the alleged event took place.

In emergency situations staff may be requested to disconnect infected device from the backbone network. Available staff should be designated that are trained to remove the appropriate network connection in an urgent situation. This may require coordination with legal, privacy, IT, etc.

B. Interface with IT Personnel

Developing relationships with IT personnel prior to an incident is highly advantageous. It is recommended that EM's develop horizontal partnerships with IT personnel that are performing incident response and recovery activities.

IT personnel should be consulted regarding the vulnerability of other systems that may rely on cyber and IT systems; such as door access, climate control systems (air conditioning, industrial controls, electric power systems, etc.).

Failures of certain IT systems may directly impact EM systems; e.g. information sharing, electronic mail, Internet access, and other information and communications systems. EM's are advised to develop dialogue with IT about potential disruption to critical infrastructure caused by a cybersecurity incident.

C. Physical Protective Measures

Coordination with physical security may be necessary to identify physical areas that may be susceptible to vandalism, unauthorized access, sabotage, etc. This includes exposed network components, unsecured doors to phone closets, etc. Coordination with physical security to identify such vulnerabilities will enable proper mitigation activity to reduce such hazards.

D. Access Control and Identity Verification

Cyber adversaries can create physical diversions and decoy incidents to distract personnel from monitoring of physical access points. During the operational tempo of emergency response, staff members should be asked to politely challenge strangers and unidentified individuals that may have entered sensitive IT areas.

E. Recovery Prioritization

Bringing systems back online is priority 1, but which systems within the facility or system do you prioritize over another. Items to consider include:

- Staff daily use systems?
- Prioritize systems individually or group (administrative, logistic, fiscal or facilities)

APPENDIX B: Glossary

°F

Degrees Fahrenheit.

Activation

Implementation of the Emergency Operations Plan, 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.

ADEC

Alaska Department of Environmental Conservation.

ADOT&PF

Alaska Department of Transportation and Public Facilities.

Alaska DHS&EM

Alaska Division of Homeland Security and Emergency Management.

Alert

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

All-Hazards Plan

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.

AKSMEO

Alaska State Medical Examiner's Office.

Alaska Land Mobile Radio (ALMR)

Provides Alaskan Public Safety First Responders with interoperable communications that are cost-effective, reliable, and adhere to national standards.

Assumptions

Basic understandings about unknown disaster situations that the Emergency Operations Plan is based on.

ASEOC

Alaska State Emergency Coordination Center.

AST

Alaska State Troopers.

Attack

Hostile actions taken against the Haines Borough or the U.S. by foreign forces resulting in destruction of military targets, civilian targets or both.

Avalanche

Mass of sliding snow, occurs in mountainous terrain where snow is deposited on slopes of 20 degrees or more.

AVV

Advocates for Victims of Violence.

CBRNE

Weapons that are Chemical, Biological, Radiological, Nuclear, or Explosive.

cfs

Cubic feet per second.

Civil Disorder

Terrorist attack, riot, violent protest, demonstrations, or illegal assembly.

Chain of Command

A series of management positions in order of authority.

CISM

Critical Incident Stress Management.

Haines Borough

Borough of Haines.

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".

Cold Zone

The clean area outside of the contamination control line. Equipment and personnel are not expected to become contaminated in this area. Assembly area for emergency response.

Command

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

Command Center

A facility used for direction 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 Legal Officer, Public Information Officer, Safety Officer, and Liaison Officer. The Command Staff reports directly to the Incident Commander.

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 appraisal or determination of the actual effects resulting from a disaster emergency. This estimate serves as the basis for the Governor's request for a Presidential Disaster Declaration.

DERA

Designated Emergency Response Agency.

DGGS

Division of Geological and Geophysical Surveys.

DHS&EM

Division of Homeland Security and Emergency Management .

Direction 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.

Disaster

Occurrence or imminent threat of wide-spread or severe damage, injury, loss of life, or property resulting from a natural or man-made cause including: Attack, Avalanche, Civil Disorder, Earthquake, Fire, Flood, Hazmat, Passenger Accident, Power Failure, Tsunami, Volcano, Winter Storm.

Disaster Emergency

The condition declared by proclamation of the Governor or declared by the principal executive officer of a political subdivision to designate the imminence or occurrence of a disaster. (AS 26.23.900).

Division

A unit arranged by geography, along jurisdictional lines if necessary, and not based on the makeup of the resources within the Division. Led by a Division Supervisor who reports, depending on the size of the response, to either a Branch Director or Section Chief.

DMORT

Disaster Mortuary Assistance Teams.

Earthquake

A sudden motion of the ground which may cause surface faulting ground rupture, ground shaking, and ground failure.

Emergency

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

Emergency Alert System (EAS)

Formally the Emergency Broadcast System. Consists of broadcast 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 operations. EOCs are activated on an as needed basis.

Emergency Operations Plan (EOP)

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

Emergency, Declaration of

Grants authority for the use of emergency procedures and assets in order to safeguard life, property, and natural resources as outlined in an Emergency Operations Plan. A State of Emergency will be declared and terminated at the discretion of the Mayor or Deputy Mayor.

EOC

Emergency Operations Center.

EOP

Emergency Operations Plan.

EPA

Environmental Protection Agency.

EPCRA

Emergency Planning and Community Right-to-Know Act of 1986.

Evacuation

The removal of potentially endangered, but not exposed, persons from an area threatened by a hazard. Entry into the evacuation area should not require special protective equipment.

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 the Emergency Operations Plan.

Federal Emergency Management Agency (FEMA)

Agency established to oversee Federal assistance to local government in the event of major disasters. Also administers the Emergency Management assistance program, which provides Emergency Management funds to local governments through the States.

Finance/Administration Section Chief

Tasked with tracking incident-related costs, personnel records, requisitions, and administering procurement of required contracts.

Fire Wildland

Any instance of uncontrolled burning in grasslands, brush, or woodlands.

Fire Urban

Uncontrolled burning in residential, commercial, industrial, or other properties in developed areas.

Flood Coastal

Flooding along coastal areas associated with severe storms, hurricanes, or other events.

Flash Flood

Quickly rising small streams and rivers after heavy rain or rapid snow melt.

Flood Riverine

Periodic overbank flow of rivers and streams.

Flood Urban

Overflow of storm sewer system usually due to poor drainage, following heavy rain or rapid snowmelt.

GIS

Geographic/Geospatial Information Systems.

Group

A unit arranged for a purpose, along agency lines if necessary, or based on the makeup of the resources within the Group. Led by a Group Supervisor who reports, depending on the size of the response, to either a Branch Director or Section Chief.

Hazard

A situation or condition that presents the potential for causing damage to life, property, natural resources, and/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.

Hazardous Material (hazmat)

Any material which is explosive, flammable, poisonous, corrosive, reactive, or radioactive, or any combination thereof, and requires special care in handling because of the hazards it poses.

Hot Zone

The inner most of the three zones of an emergency site. Special protection is required for all personnel while in this zone. The area where contamination does or could occur.

Incident

An occurrence or event, either natural or man-made, that requires action by Emergency Service personnel to prevent or minimize loss of life or damage to property and/or natural resources.

Incident Action Plan (IAP)

Contains general control objectives reflecting the overall incident strategy, and specific action plans for the next operational period. The Incident Action Plans will have a number of attachments. All incidents require an action plan. For simple incidents, the action plan is not usually in written form. Large or complex incidents will require that the action plan be documented in writing.

Incident Commander (IC)

The individual responsible for overall management of all incident operations.

Incident Command Post (ICP)

A facility located at or in the immediate vicinity of the incident site and is the focus for the conduct of direct, on-scene control of tactical operations. The ICP may perform local Emergency Operations Center-like functions in the context of smaller or less complex incidents. An ICP Commander and staff will be designated by the Incident Commander.

Incident Command System (ICS)

Allows rapid incorporation of personnel from a variety of agencies into a common management structure to effectively accomplish stated objectives pertaining to an incident.

IM

Incident Management.

Incident Management Team (IMT)

A group of trained personnel that respond to an emergency.

Interoperability

The ability of systems or communications to work together.

IT

Information Technology.

lbs

Pounds.

Legal Officer

Under the Incident Command System (ICS), a member of the Command Staff responsible for providing legal advice on all aspects of emergency response and recovery. The Legal Officer should be aware of response operations and provide guidance to the Incident Commander.

LEPC

Local Emergency Planning Committee.

Liaison Officer

Under the Incident Command System (ICS), a member of the Command Staff responsible for serving as the primary contact for supporting agencies assisting at an incident.

Logistics Section Chief

Tasked with providing all resources, services, and support required by the incident.

MACS

Multi-Agency Coordination System.

MOUs

Memorandums of Understanding.

MP

Milepost.

National Warning System (NAWAS)

The Federal portion of the Civil Defense Warning System, used for the dissemination of warning and other emergency information from Federal and State warning points. It is a dedicated, nationwide, party-line telephone system operated on a 24-hour basis.

NGOs

Non-Governmental Organizations.

National Interagency Incident Management System (NIMS)

A common system consisting of five major sub-systems that collectively provide a total systems approach to all risk incident management. The sub-systems are the Incident Command System, standardized training, qualifications and certification system, publications management, and supporting technologies.

National Response Framework (NRF)

The national body responsible for coordinating Federal planning, preparedness, and response actions related to oil discharges and hazardous substance releases. Guide to how the nation responds to all types of disasters and emergencies. It is built on scalable, flexible, and adaptable concepts identified in the NIMS to align key roles and responsibilities. This framework describes specific authorities and best practices for managing incidents.

NOAA

National Oceanic and Atmospheric Administration.

NPIs

Non-Pharmaceutical Interventions.

NWS

National Weather Service.

Operations Section Chief

Tasked with directing all actions to meet the incident objectives.

Passenger Accident

An accident involving passenger air, highway, rail, or marine travel that threatens or results in death or injury.

PPE

Personal Protective Equipment.

Planning Section Chief

Tasked with the collection and display of incident information, primarily consisting of the status of all resources and overall status of the incident.

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.

Power Failure

Interruption or loss of electrical services for an extended period of time requiring emergency operations to provide food, water, heat, or other necessities.

PSAs

Public Service Announcements.

Public Information Officer (PIO)

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

Safety Officer

Under the Incident Command System, a member of the Command Staff responsible for identifying and giving notice of 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/Recovery.

SCADA

Supervisory Control and Data Acquisition.

SDS

Safety Data Sheets.

SEARHC

Southeast Alaska Regional Health Consortium- Haines Health Clinic.

SEOC

Alaska State Emergency Operation Center operated by the DHS&EM.

SERC

State Emergency Response Commission.

SITREP

Situation Reports.

SOPs

Standard Operating Procedures.

Staging Area

Located at or near an incident scene where tactical response resources are stored while they await assignment. Resources in a staging area are under the control of the Operations Section and are always in available status. Staging Areas should be located close enough to the incident for atimely response, but far enough away to be out of the immediate impact zone. There may be more than one Staging Area at an incident.

Superfund Amendments and Reauthorization Act of 1986 (SARA)

Title I deals with health and safety issues for hazardous waste workers and emergency response personnel. Title III specifies requirements for organizing the planning and community right-to-know process at the state and local level. Also known as the Emergency Planning Community Right-to-Know Act (EPCRA).

TDD

Telecommunications device for the deaf.

Tsunami

A series of traveling ocean waves of great length and long period, usually generated by submarine geophysical displacement. May or may not be preceded by an earthquake.

TTY

Teletypewriter.

Unified Command (UC)

Used on larger incidents usually when multiple agencies are involved. A Unified Command typically includes a command representative from major involved agencies who act as the spokesman for their agency, though not designated as an Incident Commander. A Unified Command acts as a single entity.

USACE

U.S. Army Corps of Engineers.

HVFD

Haines Volunteer Fire Department.

Vital Records

Records, documents, or other information which are essential to the continuous operation of government and essential to fulfill government's responsibilities to the public. If damaged or destroyed, would cause considerable inconvenience and/or require replacement or recreation at considerable expense.

HBPD

Haines Borough Police Department.

Vulnerability

Susceptibility to hazards or attack.

Volcano

An eruption from the earth's interior producing lava flows or violent explosions issuing rock, gases, and debris.

Warm Zone

That area between the Hot Zone and Cold Zone. This zone contains the personnel decontamination station and may require a lesser degree of personnel protection than the Hot Zone. This area separates the contaminated area from the clean area and acts as a buffer to reduce contamination of the clean area.

Warning

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

Winter Storm

Includes ice storm, blizzard, and extreme cold.

WMD

Weapons of mass destruction.

APPENDIX C: Sample Disaster Declaration

WHEREAS, commencing on (date, year), the Borough of Haines, Alaska sustained severe losses and threats to life and property from an earthquake and resulting tsunami that caused widespread severe damage or destruction of the Borough's power plant and transmission lines, sewer and water collection facilities, and transportation infrastructure; and,

WHEREAS, the following conditions exist as a result of the disaster emergency: widespread flooding within the Borough area resulting in inundation of, and severe damage to, approximately 14 homes, requiring evacuation and sheltering of the residents; severe damage to four local businesses and five public buildings; severe damage to personal and real property and subsistence equipment; deposition of vegetation and building debris on major roads and the airport runway requiring debris removal; loss of electrical power Borough-wide, which required temporary repair and future permanent repairs; reduced capability of the water and sewer lines, which will require professional inspection and permanent repairs; washouts along four major roads and significant loss of embankment along the north side of the airport runway, requiring emergency protective measures to be taken; and,

WHEREAS, the severity and magnitude of the emergency is beyond the timely and effective response capability of local resources; and there are insufficient regularly appropriated funds to cover these expenses; and,

NOW THEREFORE, be it resolved that the Mayor of Haines does declare a disaster emergency per AS 26.23.140 to exist in the Borough of Haines.

FURTHERMORE, it is requested that the governor of the State of Alaska declare a disaster emergency to exist as described in AS 26.23 and provide disaster assistance to the Haines Borough in its response and recovery from this event. The Borough specifically requests individual disaster relief for 14 homeowners with flooded homes and damaged personal, real, and subsistence property, public disaster assistance for emergency protective measures, temporary and permanent repairs to the Borough sewer, water, and transportation infrastructure, with technical assistance and funding to evaluate the damage to, and perform needed repairs to, the Borough water collection and transmission systems.

FURTHER, the undersigned certifies that the Haines Borough has or will expend local resources in the amount of \$_____ as a result of this disaster, State or Federal reimbursement will be requested if available.

SIGNED this ___ day of Month ____, Year _____

Signature _____

John Q. Doe, Mayor
Borough of Haines

APPENDIX D: Contact List

Need: Borough Admin Phone List; Borough Assembly List; Haines Borough Active Employee List by Department; Agencies Contact List; AP&T Contact List; CEO, Staff by Department, and Locate Numbers; GCI Contact Information by Department; Contact Department of Public Safety by Agency; Trooper Posts Contact Information; ADEC Breakdown; Alaska DHS&EM Org Chart; Regional Offices of the Governor; and Fire and Life Safety.

APPENDIX E: Resource List

APPENDIX F: Excursion Inlet

Excursion Inlet is a remote community located at the southern end of the Haines Borough at 58.411303, -135.408740 and is accessible only by air or boat. According to the U.S. Census Bureau, Excursion Inlet is a total area of 55.4 square miles. Excursion Inlet is home to Ocean Beauty Seafood's, LLC, a fish processing company that operates in Alaska and the Pacific Northwest. During the summer when Ocean Beauty is in operation, the community can house hundreds of workers. Currently there are around 12 year-round, full-time residents at Excursion Inlet. Excursion Inlet also has a healthy charter fishing business during the summer months.

For a prompt and effective response, the Emergency Manager will facilitate an MOU with the City and Borough of Juneau located only 38 miles east of Excursion Inlet for a fast, immediate response to an emergency. In the event of an event, the Haines EOC would activate, manage resources, and coordinate response from the town site. Additionally, Ocean Beauty possesses an Emergency Response Plan for when the plant is in operation that will guide response in conjunction with this Emergency Operations Plan. The Ocean Beauty plan is under revision and will be attached to this appendix for reference when complete.