

KODIAK EMERGENCY OPERATIONS PLAN

March 2005

**Kodiak Emergency Services Organization
710 Mill Bay Road
Kodiak, Alaska 99615
(907) 486-8640**

**Cover photo courtesy of Kodiak Island Convention & Visitors' Bureau
(photo by Tom Watson).**

**Kodiak Emergency Operations Plan
INTRODUCTION**

March, 05

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How To Use This Plan

Before a Disaster or Emergency Occurs:

Conduct drills and modify the plan to reflect lessons learned.

Become familiar with the contents of this plan.

Table of Contents

Use the Hazard Analysis & Mitigation Strategies to plan for possible emergencies.

VOLUME 1:
Administrative Overview

APPENDIX A & B:
Hazard & WMD Assessments

During a Disaster or Emergency:

Use the appropriate Hazard-Specific Response Checklist.

Initiate alert, warning, and evacuation

VOLUME 2:
Operations Guide

APPENDIX C:
Operations Guide Supplement

Assemble IMT, set up shelters, and initiate response.

Set up EOC and manage response using ICS forms.

VOLUME 3:
Emergency Operations
Center Guide

APPENDIX D: ICS Forms

Seek assistance from volunteer relief agencies if needed.

VOLUME 4:
Resource Manual

After a disaster/emergency has occurred:

Conduct damage assessment & post-incident review.

VOLUME 2:
Operations Guide

Kodiak Emergency Operations Plan

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Modify the plan to reflect lessons learned.

March, 05

The information in Appendices A through C is considered sensitive in nature and is not intended for public distribution. Copies of these Appendices are available through Kodiak Island Borough Community Development Department.

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Section Contents

VOLUME ONE – ADMINISTRATIVE OVERVIEW

Volume 1, Section 1: Emergency Management

This section contains the various federal, state, borough, and local statutes, rules, and regulations authorizing emergency management as well as emergency management policy statements.

Volume 1, Section 2: Plan Management

This section describes how the plan will be managed including record of changes, distribution list, plan review cycle, and training and exercises.

Volume 1, Section 3: Geographic and Demographic Characteristics

This section explains the geographic and demographic characteristics of the City of Kodiak and Kodiak Island and contains local maps.

Volume 1, Section 4: Hazard Information and Assessment

This section describes the natural and manmade hazards that threaten Kodiak and contains an assessment for each of the hazards identified and some hazards mapping.

<p>A DETAILED TABLE OF CONTENTS IS INCLUDED AT THE BEGINNING OF EACH VOLUME.</p>

VOLUME TWO – OPERATIONS GUIDE

Volume 2, Section 1: Hazard Specific Checklists

This section contains fifteen hazard specific checklists that encompass the warning, response, and recovery phases of the specific hazard incidents that threaten Kodiak.

Volume 2, Section 2: Plan Activation and Disaster Reporting

This section gives legal definitions of emergencies and disasters, and explains how to declare a disaster emergency and report one to the Borough and the Alaska Division of Emergency Services. This section also contains call out and notification procedures to activate the Kodiak Incident Management Team.

Volume 2, Section 3: Incident Management Team

This section explains the Incident Command System as used for emergency response in Kodiak. It incorporates command levels, Incident Management Team organization chart and Incident Management Team qualified personnel roster.

Volume 2, Section 4: Public Information

This section explains how to manage information flow from the Incident Management Team to the public.

Volume 2, Section 5: Communications

This section explains the communication planning required for incidents, emergency operation centers, amateur radio operators, and radio caches. This section also contains frequency lists for local agencies/operators and sample communications plans.

Volume 2, Section 6: Alert and Warning

This section explains the different methods and procedures to use in alerting and informing the public in the event of an emergency. It includes the emergency broadcast system, siren system, door to door, and mobile public address systems.

Volume 2, Section 7: Evacuation

This section explains the methods and procedures to follow in the event an evacuation is required.

Volume 2, Section 8: Shelter and Feeding

This section explains the procedures, facilities, and organizations required to provide mass care to the public.

Volume 2, Section 9: Health and Medical Services and Multicasualty Incidents

This section describes the procedures for providing for the mental health and physical well-being of individuals affected by the disaster emergency, and includes information on organizing for mass casualty events, including transportation accidents.

Volume 2, Section 10: Resource Management and Volunteer Coordination

This section describes how resources needed during a disaster emergency will be managed. This section also explains the procedures for organizing, establishing, and staffing a volunteer coordination center during a local emergency.

Volume 2, Section 11: Damage Assessment

This section describes preliminary damage assessment procedures to support damage claims in local disaster declarations and outside aid requests.

Volume 2, Section 12: Oil Spills and Hazardous Materials Incidents

This section explains the Incident Command System as used for oil spills and hazardous materials. It incorporates unified command, multi-agency coordination, and special incident organizations for oil spills and hazardous materials releases.

Volume 2, Section 13: Responding to Terrorism and WMD Incidents

This section includes a discussion of special response considerations for terrorism and WMD incidents, adapted from the Kodiak Terrorism Information Annex developed in 2002.

<p>A DETAILED TABLE OF CONTENTS IS INCLUDED AT THE BEGINNING OF EACH VOLUME.</p>

VOLUME THREE: EOC GUIDE

Volume 3, Section 1: Emergency Operations Center

This section describes the EOC, its requirements, configuration, and supplies needed to support the EOC. This section also describes the communications center, its operations, and message flow within the EOC. This section contains maps of EOC locations as well as EOC floor plans.

Volume 3, Section 2: Command Section

This section describes the duties of the Incident Commander and position descriptions for the command staff.

Volume 3, Section 3: Operations Section

This section describes the duties of the Operations Section Chief and position descriptions for other positions within the Operations section.

Volume 3, Section 4: Planning Section

This section describes the duties of the Planning Section Chief and position descriptions for the unit leaders within the planning section.

Volume 3, Section 5: Logistics Section

This section describes the duties of the Logistics Section Chief and position descriptions for the unit leaders within the logistics section. This section also describes the process for ordering resources for the incident management team.

Volume 3, Section 6: Finance/Administration Section

This section describes the duties of the Finance Section Chief and position descriptions for the unit leaders within the finance section.

Volume 3, Section 7: The Incident Action Plan

This section describes the planning process and the steps required to develop an incident action plan as well as information on how to conduct a planning meeting and shift briefing.

Volume 3, Section 8: Organizing For Special Incidents

This section explains the Incident Command 's position descriptions and checklists for hazardous materials and multicasualty incidents.

<p>A DETAILED TABLE OF CONTENTS IS INCLUDED AT THE BEGINNING OF EACH VOLUME.</p>

VOLUME FOUR: RESOURCE MANUAL

Volume 4, Section 1: Emergency Services Resources

This section contains information on personnel, equipment and capabilities for Emergency Services providers (emergency medical services, fire, and rescue) in the Kodiak region.

Volume 4, Section 2: Hospital and Medical Resources

This section contains information on personnel, equipment and capabilities from hospital and medical providers in the Kodiak Region.

Volume 4, Section 3: Law Enforcement Resources

This section contains information on personnel, equipment, and capabilities for law enforcement providers in the Kodiak region.

Volume 4, Section 4: Public Works Resources

This section contains information on personnel, equipment and capabilities from public works providers.

Volume 4, Section 5: Shelter Resources

This section describes the mass care shelter facilities in the Kodiak region and identifies available resources to support mass care shelter operations.

Volume 4, Section 6: Private Resources and Contractors

This section contains contact information for private resource vendors and contractors operating locally. This section includes information for construction contractors and equipment, office supply and support, food supplies and service, and other miscellaneous services.

Volume 4, Section 7: Agency Telephone Directory

This section lists telephone and facsimile numbers for the local (Kodiak regional) offices of various agencies and organizations that may provide assistance or support in the event of a disaster emergency.

Volume 4, Section 8: Glossary and Acronyms

This section contains a glossary of terms used in the plan and a list of acronyms.

<p>A DETAILED TABLE OF CONTENTS IS INCLUDED AT THE BEGINNING OF EACH VOLUME.</p>

APPENDICES

Appendix A: Hazard Assessment Information

This appendix contains the worksheets used to calculate the hazard assessment values in Volume 1, Section 4 of the Kodiak EOP.

Appendix B: Weapons of Mass Destruction (WMD) Target Vulnerability Assessment

This appendix assesses the vulnerability to a WMD attack for selected potential targets in the Kodiak region using the methodology for preparing a target vulnerability profile with regard to a WMD incident as stated in the Office of Justice Programs FY 1999 State Domestic Preparedness Equipment Program, without reference to any specifically identified potential threat element (PTE).

Appendix C: Operations Guide Supplement

This appendix contains information to supplement Volume 2, Operations Guide. The information in this appendix has been removed from Volume 2 because it is considered sensitive or confidential in nature.

The information in Appendices A, B, & C is considered sensitive in nature and is not intended for the public domain. Appendices A, B, & C are located in a separate binder. For access to this information, contact the Kodiak Emergency Services Coordinator through the Kodiak Island Borough Community Development Department.

Appendix D: ICS Forms

This appendix contains NIIMS-ICS forms to supplement the information in Volume 3, Emergency Operations Guide. These forms are included in a separated binder for ease of reproduction and use during an emergency, and to reduce the overall size of the Kodiak Emergency Operations Plan.

Kodiak Emergency Operations Plan Letter Of Promulgation

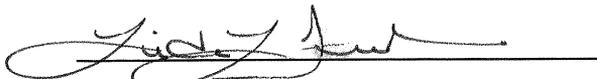
The Kodiak Emergency Operations Plan describes the system that will be used to manage the mitigation of, preparation for, response to, and recovery from natural and man-caused disaster emergencies. It is an all-hazard, all-risk plan using the NIIMS Incident Command System for comprehensive management of disaster emergency relief forces and disaster emergency operations. The Kodiak Emergency Operations Plan (EOP) consists of the four volumes: Administrative Overview, Operations Guide, Emergency Operations Center Guide, and Resource Manual.

Kodiak uses an Integrated Emergency Management System (IEMS), a broad, all-hazard disaster emergency management system that encompasses all types of disaster emergencies and addresses mitigation, preparedness, response, and recovery activities. IEMS enables each level of government to integrate with other levels, public agencies, and with private sector resource providers in the Kodiak Incident Management Team (IMT) structure. Optimum use and integration of existing skilled personnel, emergency facilities, and emergency equipment across all levels of government and the private sector is encouraged and necessary to the successful implementation of this plan.

This document is intended to meet disaster emergency planning requirements of all federal, state, borough, and city agencies having jurisdiction over such matters. It is further intended that this document be used as a reference and training aid for municipal, village, industry, and other emergency response personnel to ensure efficient and effective response and management of disaster emergencies.

This Emergency Operations Plan will be activated whenever there is a disaster emergency that could significantly threaten human health, property or the environment. Upon declaration of a disaster emergency, the designated person responsible for disaster emergency management (Kodiak Emergency Services Director or designee) is authorized to commit the resources necessary to carry out the provisions of this plan.

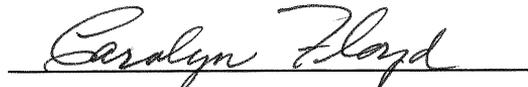
This plan is considered a living document and should be continuously updated and revised to reflect lessons learned during drills and actual incidents. The Kodiak Emergency Operations Plan is hereby adopted by the Kodiak Emergency Services Council.



City of Kodiak Manager (Emergency Services Director)



Kodiak Island Borough Manager



City of Kodiak Mayor



Kodiak Island Borough Mayor



Commanding Officer, USCG ISC Kodiak
Kodiak



Commanding Officer, USCG Air Station



Kodiak Detachment Commander
Alaska Post Supervisor

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Distribution List

The following personnel, positions, departments, and agencies have copies of the Kodiak Emergency Operations Plan.

- A-B Taxi Company, Manager
- Ace/Mecca Taxi, Manager
- Alaska Aerospace Development Corp., Kodiak Launch Complex
- Alaska Chadux Corporation
- Alaska Department of Environmental Conservation, State On-Scene Coordinator
- Alaska Department of Transportation and Public Facilities, Kodiak
- Alaska Division of Emergency Services, Anchorage
- Alaska Division of Forestry, Kenai
- Alaska National Guard Armory, Kodiak ~ Sargent
- Alaska State Parks, District Ranger
- Alaska State Troopers, "C" Detachment, Kodiak Post
- State of Alaska Public Health
- American Red Cross, Kodiak Office
- American Red Cross, Disaster Preparedness Office, Anchorage
- Bayside Fire Station, Chief
- Chaplains Corps.
- City of Akhiok, Clerk/VPSO
- City of Kodiak ~ Harbormaster's Office
- City of Kodiak ~ City Manager/Emergency Services Director
- City of Kodiak ~ Clerk's Office
- City of Kodiak ~ Engineer
- City of Kodiak ~ Police Chief
- City of Kodiak ~ Police Dispatch
- City of Kodiak ~ Public Information Officer/Library
- City of Kodiak ~ Fire Chief/Emergency Services Coordinator
- City of Kodiak ~ Parks and Recreation Director
- City of Kodiak ~ Finance Director
- City of Kodiak ~ Public Works Director
- City of Kodiak ~ Public Library (reference copy)
- City of Kodiak ~ Wastewater Treatment Plant Manager
- City of Kodiak ~ Mayor (ESC member)
- City of Larsen Bay, Clerk/VPSO/Clinic
- City of Old Harbor, Clerk/VPSO/Clinic

Introduction

- City of Ouzinkie, Clerk/VPSO/Clinic
- City of Port Lions, Clerk/VPSO/Clinic
- Civil Air Patrol, Commander
- Cook Inlet Regional Citizens Advisory Council
- Cook Inlet Spill Prevention & Response, Inc
- Federal Emergency Management Agency, Region X Emergency Response Team
- Federal Contract Tower, Kodiak State Airport, Controller
- GCI Communications, Manager
- Karluk IRA Council, Clerk/Administrator/VPSO
- Kenai Peninsula Borough, Emergency Management Coordinator
- Kodiak Amateur Radio Emergency Services, Emergency Communications Unit
- Kodiak Area Native Association, EMS Coordinator/VPSO Manager (2 copies)
- KMXT Radio, Station Manager
- KVOK/KJJZ Radio, Station Manager
- Kodiak Island Mental Health Center, Director
- Kodiak Electrical Association (KEA), General Manager
- Kodiak Electrical Association (KEA), Power Production Manager
- Kodiak Island Borough ~ Mayor/Emergency Services Council member
- Kodiak Island Borough ~ Manager/Emergency Services Council member
- Kodiak Island Borough ~ Clerk's Office
- Kodiak Island Borough ~ Community Development Director ((3) includes a public copy))
- Kodiak Island Borough ~ Assessor
- Kodiak Island Borough ~ Engineering and Facilities Director (2)
- Kodiak Island Borough ~ MIS
- Kodiak Island Borough School District, Superintendent
- Kodiak Island Borough School District, Maintenance and Operations Director (2)
- Kodiak Island School District Designated Shelter Schools (5)
- Kodiak Island Search and Rescue. President
- Kodiak National Wildlife Refuge, Manager
- Kodiak State Airport, Air Traffic Control Tower
- North Pacific Fuel - Kodiak Oil Sales
- Petro Marine
- Lake and Peninsula Borough, Manager
- National Weather Service, Meteorologist
- Prince William Sound Regional Citizens Advisory Council
- Providence Kodiak Medical Center, Administrator
- Alaska Communications System (ACS), Manager

- The Salvation Army, Kodiak
- USCG AirSta Kodiak, Commanding Officer
- USCG CommSta Kodiak, Commanding Officer
- USCG ISC Kodiak ~ Fire Chief
- USCG ISC Kodiak ~ Commanding Officer
- USCG ISC Kodiak ~ Facilities and Engineering
- USCG ISC Kodiak ~ Rockmore-King Medical Clinic
- USCG ISC Kodiak ~ MSD
- Women's Bay Volunteer Fire Dept., Chief
- Army National Guard, Kodiak – Sargent in charge
- Alaska Airlines
- Era Aviation
- Servant Air
- Island Air
- St. Mary's School
- Kodiak Womens Resource and Crisis Center
- Kodiak College
- Kodiak Baptist Mission
- Brother Francis Shelter Kodiak
- Brechan Enterprises
- Horizon Lines
- Baranof Museum
- Alutiiq Museum
- Kodiak Chamber of Commerce
- Kodiak Island Convention and Visitors Bureau

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Overview Maps of the Kodiak Area

The following pages contain overview maps of the Kodiak Area.

- Kodiak Island Borough Boundary Map
- Kodiak Urban Area Maps (series of 2)
- Kodiak Island Borough Address Map (series of 2)
- Chiniak Area Zoning Map
- Pasagshak Sub-division Map

Kodiak Island Borough

ALASKA PENINSULA

SHELIKOF STRAIT

BARREN ISLANDS

CAPE DOUGLAS

SHUYAK ISLAND

AFOGNAK ISLANDS

OUZINKIE

PORT LYONS

KODIAK

CHINIYAK

KARLUK

LARSEN BAY

KODIAK ISLAND

OLD HARBOR

SAKHIQ

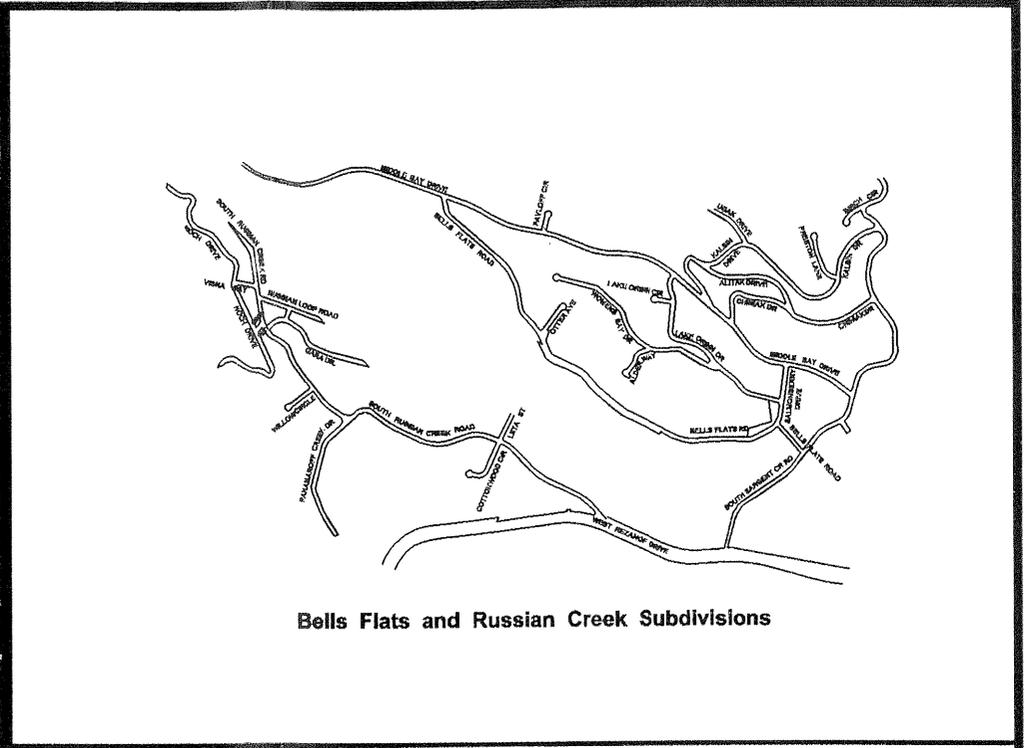
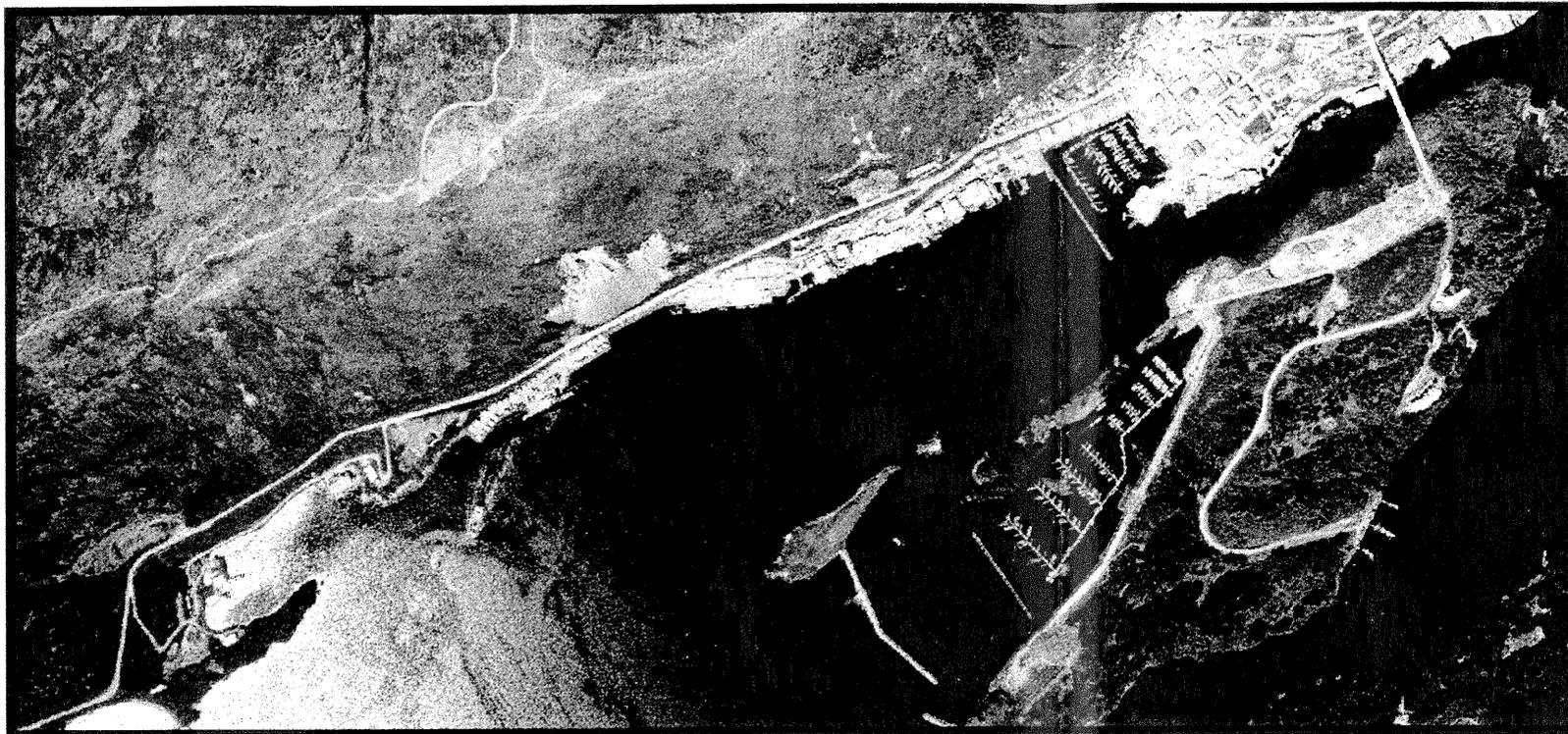
SITKINAK ISLAND

TUGIDAK ISLAND

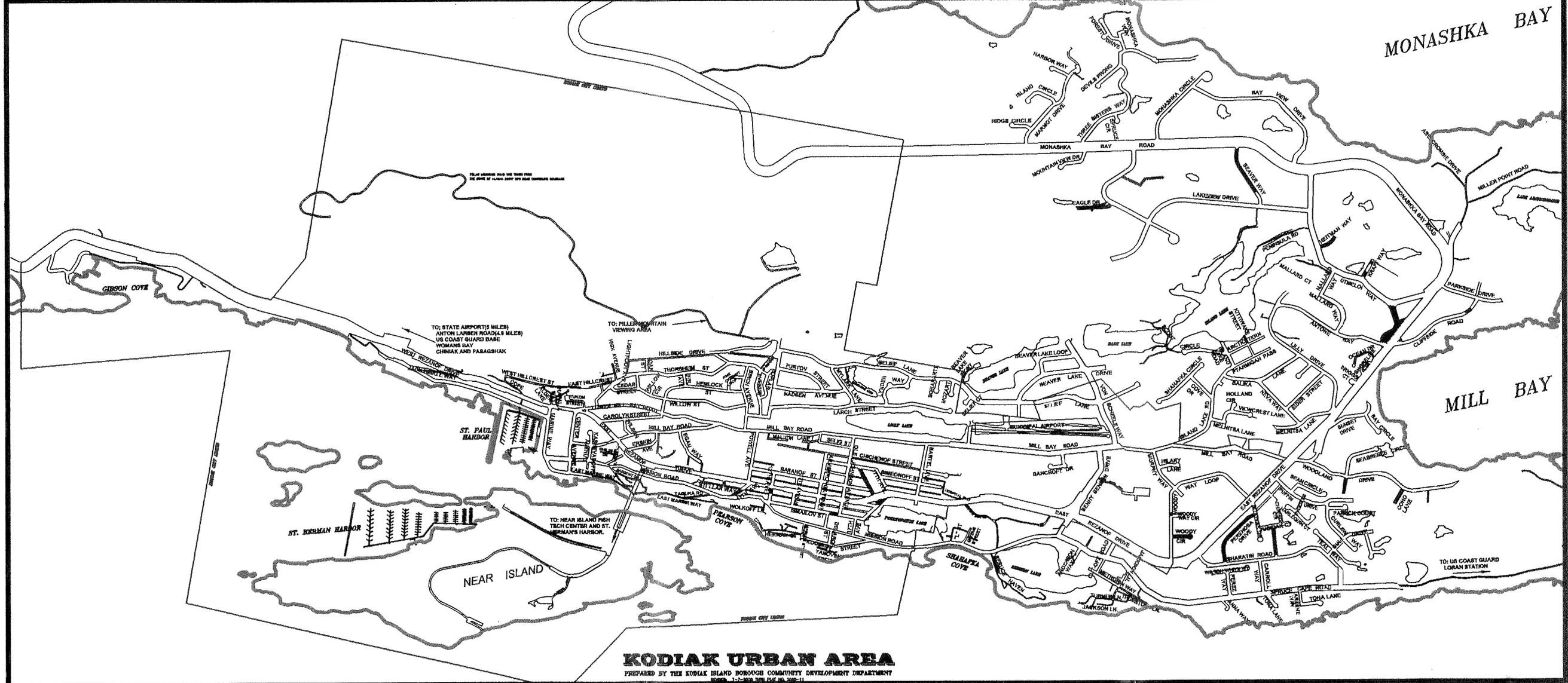
SEMIDI ISLANDS

CHIRIKOF ISLAND





Bells Flats and Russian Creek Subdivisions



KODIAK URBAN AREA
 PREPARED BY THE KODIAK ISLAND BOROUGH COMMUNITY DEVELOPMENT DEPARTMENT
 1982 1-17-82 100 1/4 IN. 1:10,000

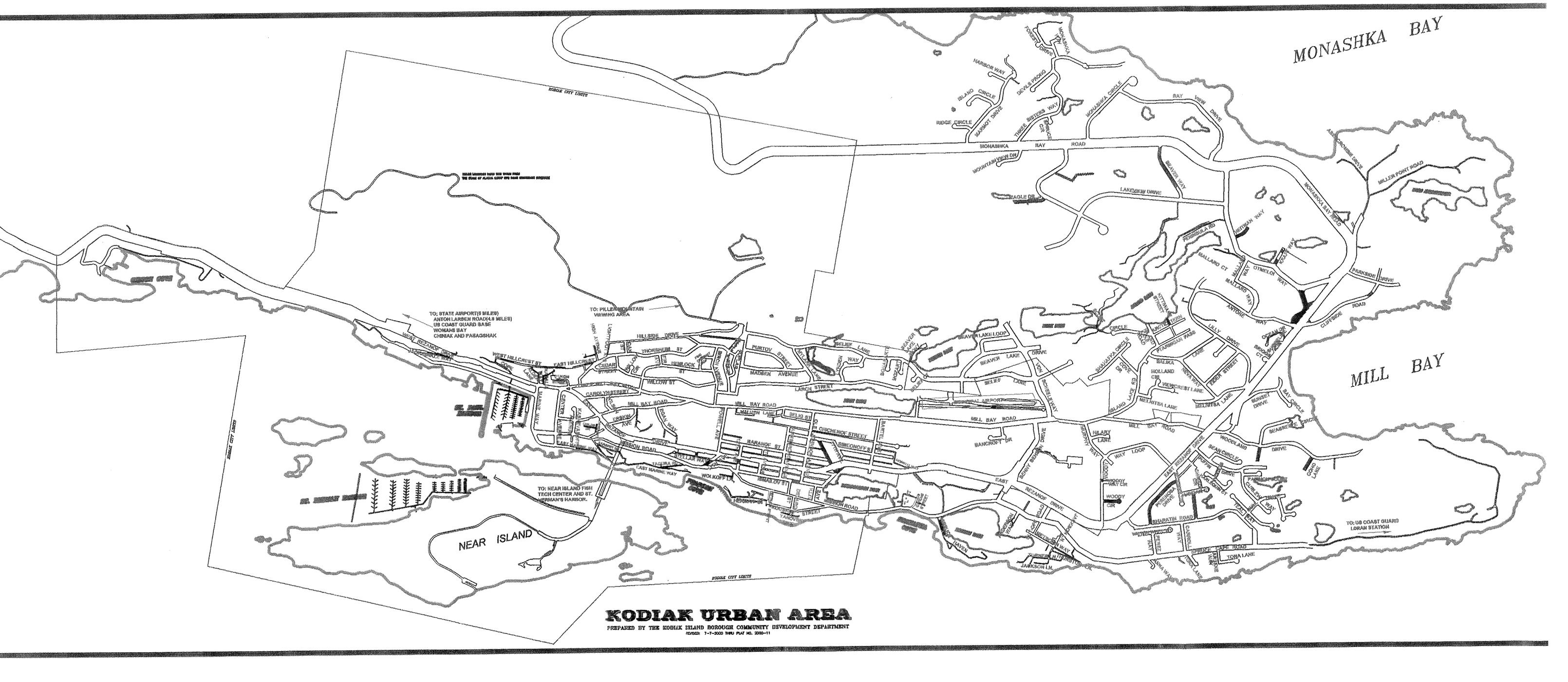
MONASHKA BAY

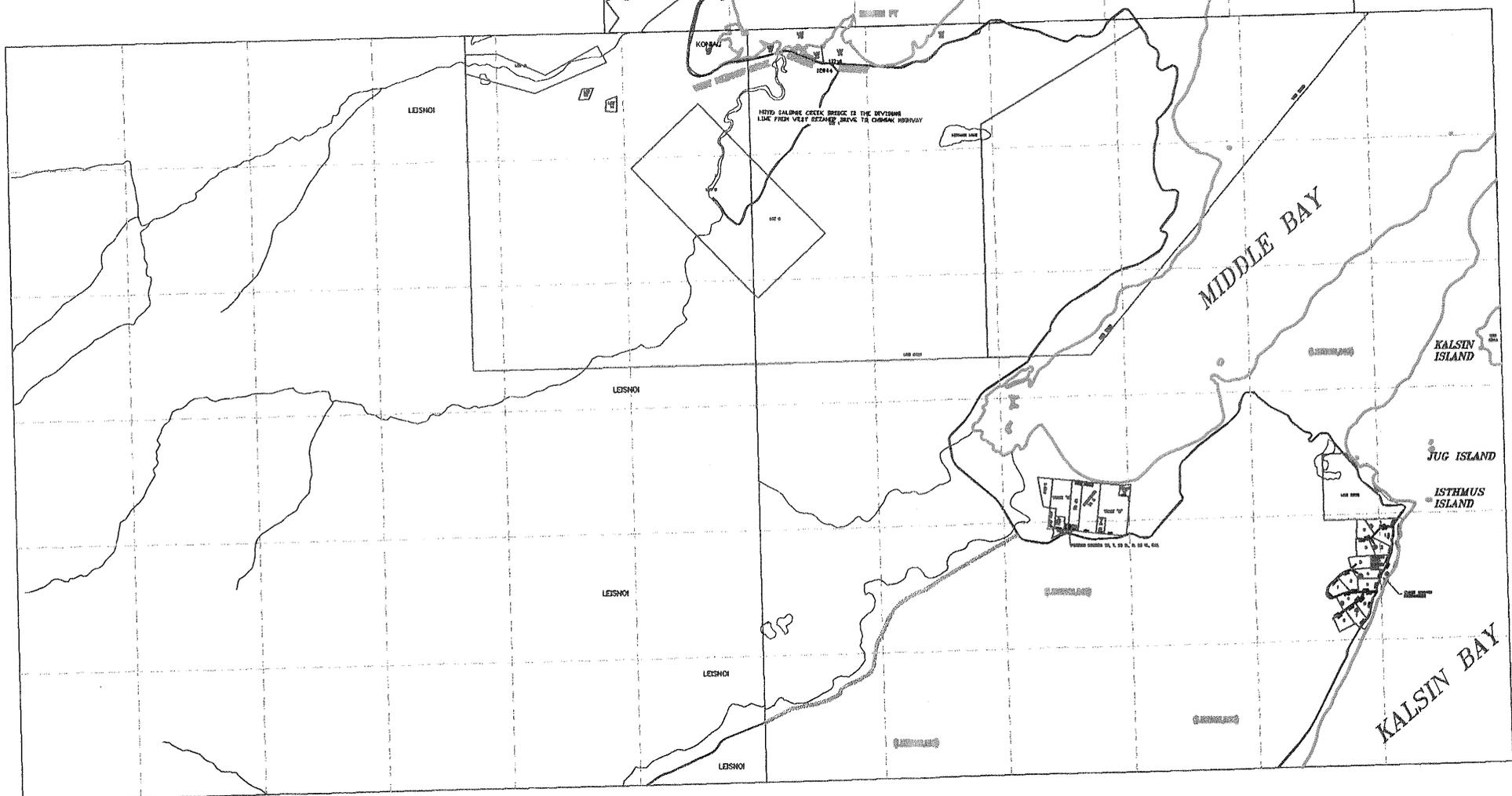
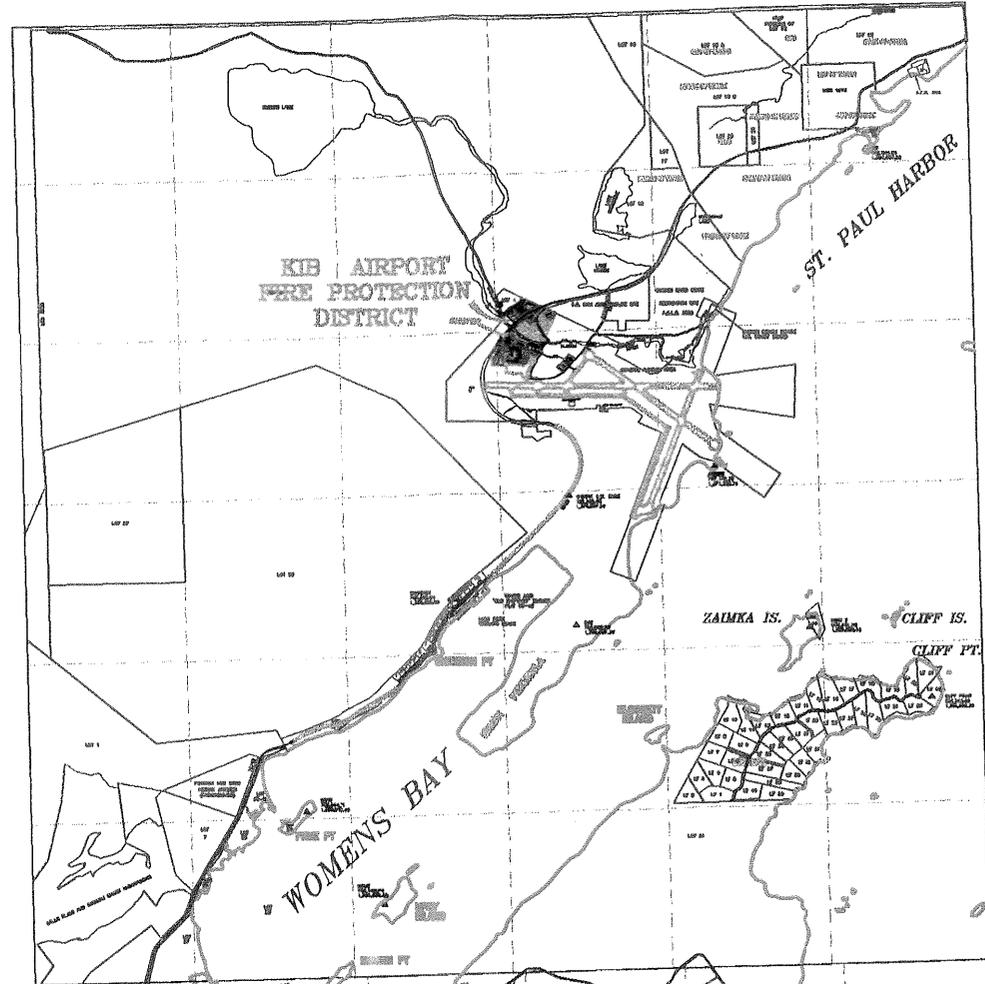
MILL BAY

NEAR ISLAND

KODIAK URBAN AREA

PREPARED BY THE KODIAK ISLAND BOROUGH COMMUNITY DEVELOPMENT DEPARTMENT
DESIGN: 7-7-2000 IBAU PLAN NO. 2000-11





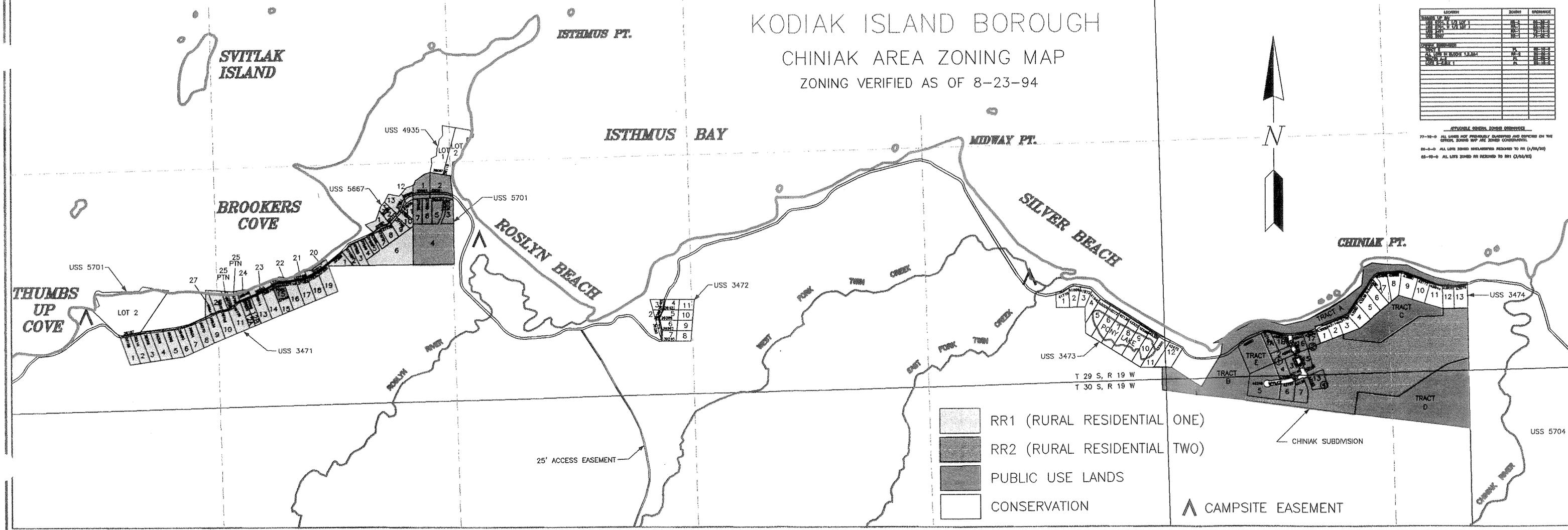
KODIAK ISLAND BOROUGH

CHINIAK AREA ZONING MAP

ZONING VERIFIED AS OF 8-23-94

LOCATION	ZONING	REFERENCE
TRACT A	RR1	1/24/94
TRACT B	RR1	1/24/94
TRACT C	RR1	1/24/94
TRACT D	RR1	1/24/94
TRACT E	RR1	1/24/94
TRACT F	RR1	1/24/94
TRACT G	RR1	1/24/94
TRACT H	RR1	1/24/94
TRACT I	RR1	1/24/94
TRACT J	RR1	1/24/94
TRACT K	RR1	1/24/94
TRACT L	RR1	1/24/94
TRACT M	RR1	1/24/94
TRACT N	RR1	1/24/94
TRACT O	RR1	1/24/94
TRACT P	RR1	1/24/94
TRACT Q	RR1	1/24/94
TRACT R	RR1	1/24/94
TRACT S	RR1	1/24/94
TRACT T	RR1	1/24/94
TRACT U	RR1	1/24/94
TRACT V	RR1	1/24/94
TRACT W	RR1	1/24/94
TRACT X	RR1	1/24/94
TRACT Y	RR1	1/24/94
TRACT Z	RR1	1/24/94

APPLICABLE SPECIAL ZONING ORDINANCES
 77-10-0 ALL LOTS NOT PREVIOUSLY CLASSIFIED AND SPECIFIED ON THE OFFICIAL ZONING MAP ARE ZONED CONSERVATION.
 66-5-0 ALL LOTS ZONED UNCLASSIFIED PREVIOUS TO 8/1/84/93
 65-19-0 ALL LOTS ZONED RR PREVIOUS TO 8/1/84/93



- RR1 (RURAL RESIDENTIAL ONE)
- RR2 (RURAL RESIDENTIAL TWO)
- PUBLIC USE LANDS
- CONSERVATION

CAMPSITE EASEMENT

25' ACCESS EASEMENT

CHINIAK SUBDIVISION

T 29 S, R 19 W
T 30 S, R 19 W

USS 5704

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