

The **Small Community Emergency Response Plan Toolkit** contains suggestions to complete the community information the Division of Homeland Security and Emergency Management will use to customize your community's

Small Community Emergency Response Plan. The toolkit includes all the information your planning team will need to provide – most of which you will already know.

The **Small Community Emergency Response Plan (SCERP)** is a quick reference guide for use before, during, and after an emergency or disaster. It contains checklists for critical actions at the local level, customized for – and by – your community. It contains important resource information, including local, regional, state, and federal contact information and processes.

The following files contain information on the **Small Community Emergency Response Plan**:

- Small Community Emergency Response Plan Template (PDF only):**
This template shows you the non-customized version of the plan, which is designed for a weather-resistant flip book that can be hung on the wall.
- Small Community Emergency Response Plan Toolkit (MS Word and PDF):**
This document; contains all the information needed to customize the **Small Community Emergency Response Plan**, along with brief explanations. Use this version of the toolkit if you'd like more information.
- Small Community Emergency Response Plan Toolkit Forms.doc. (MS Word and PDF):**
This document contains only the forms needed to customize the **Small Community Emergency Response Plan**. If you are familiar with the Plan, this may be the only document you need!

All of these forms, and more, are available at DHS&EM's website on the Small Community page.

<http://ready.alaska.gov/plans/SCERP.htm>

SMALL COMMUNITY EMERGENCY RESPONSE PLAN TOOLKIT

Disasters happen locally and local government and actions before, during, and after an emergency or disaster rests with local leaders. Every community must be prepared and able to respond until help arrives.

The best time to plan is NOW! Here are some tips to get started with emergency planning – efforts that will lead to customized flip books specific to your community.

Here are some suggestions for completing the toolkit.

ISSUE	GETTING STARTED ON THE TOOLKIT
Get Started	<ul style="list-style-type: none"> <input type="checkbox"/> Review the <i>Small Community Emergency Response Plan Template</i> <ul style="list-style-type: none"> • You, and others in your community, probably know much of the community contact information • Choose whether to complete as much information as you can in advance, or do it at a meeting
Gather together	<ul style="list-style-type: none"> <input type="checkbox"/> Call a special meeting with the city/village council, school, clinic, utility officials, and any others <ul style="list-style-type: none"> • Discuss threats to the community • Review emergency preparations in place • Designate primary and alternate personnel or volunteers for each function: • Consider organizing a local Incident Management Team (IMT) for emergency operations <input type="checkbox"/> Ensure that city/tribal workers and first-responders have a plan to care for their families during an event
Review or develop plans	<ul style="list-style-type: none"> <input type="checkbox"/> Develop/review an Emergency Communications Plan, including satellite telephones and radios <input type="checkbox"/> Develop/review an Evacuation Plan <li style="color: red;"><i>The next 3 steps are important; however, continue working on the Toolkit while you work on these items.</i> <input type="checkbox"/> Sign agreements for primary and alternate community shelters and safe areas to shelter evacuees. Store critical equipment and supplies (water, food, fuel, medical items). Address special needs, transportation <input type="checkbox"/> Survey essential facilities and look for ways to protect them in advance – including insurance! <input type="checkbox"/> Develop a debris management plan (Contact the SEOC for assistance at 1-800-478-2337)
Inform the community	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure community is aware of primary and secondary shelters and evacuation routes prior to a disaster <input type="checkbox"/> Remind residents to take measures to protect their homes and property and prepare an emergency kit <input type="checkbox"/> Have a way to notify community members in remote locations who may be in harm's way
Get custom plan!	<ul style="list-style-type: none"> <input type="checkbox"/> Use gathered information, along with local contact data, to customize local information using the <i>Toolkit</i> <input type="checkbox"/> When Toolkit is complete, send it to secc@alaska.gov or if you have questions, call 1-800-478-2337



This icon indicates *action items to complete*.



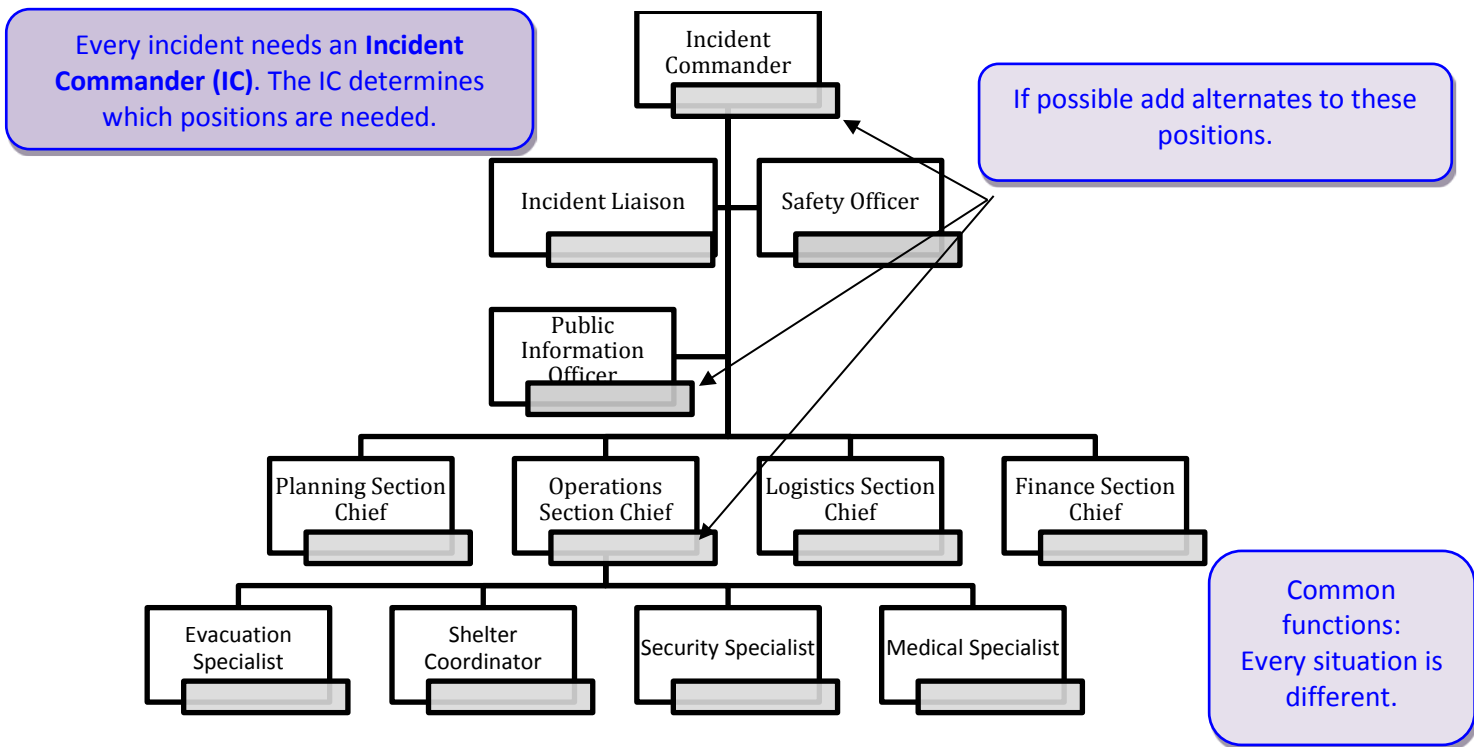
Who worked on the plan, and when did they do it?

Planning Team	
Community:	
Date:	
Planning Team Members:	

The **Small Community Emergency Response Plan** assumes that community leaders and residents understand their community better than anyone outside the community.

Plan who will have roles and responsibilities in a disaster before it happens. The most critical decision is who will lead. Some communities may have their mayor or chief be an incident commander, while others may look to one of their first responders or someone who naturally takes charge.

The following chart shows the kinds of roles small communities use most often. The next page explains each position.



Incident Command System (ICS) Roles and Responsibilities

Position	Duties and Responsibilities
Incident Commander	Manages the people and resources to respond to the incident.
Incident Liaison	Coordinates with community and outside organizations involved in the incident.
Public Information Officer	Provides information to the public and media regarding the event in accordance with the IC.
Safety Officer	Assures safety issues are mitigated, announced and addressed.
Planning Section Chief	Gathers and analyses incident information; conducts Planning Meetings, and prepares Incident Action Plans (IAP).
Operations Section Chief	Responsible for incident tactical operations – actions, personnel, resources, and staging areas.
Logistics Section Chief	Obtains requested incident facilities, services, and materials.
Admin Section Chief	Tracks costs and manages incident finances and personnel issues.
Evacuation Specialist	Develops plan to shelter in place or move individuals to a safe location.
Shelter Coordinator	Sets up, operates and closes shelter(s) and/or coordinates shelter activities.
Security Specialist	Keeps unauthorized personnel from physically accessing resources, buildings, or confidential information.
Medical Specialist	Provides and/or coordinates emergency health care services.



Who will fill these roles in your community?

Community Contact Information

Title	Name	Agency	Phone	Fax	Email
Incident Commander					
Incident Liaison					
Public Information Officer					
Safety Officer					
Planning Section Chief					
Operations Section Chief					
Logistics Section Chief					
Finance Section Chief					
Evacuation Specialist					
Shelter Coordinator					
Security Specialist					
Medical Specialist					



Who do you want to respond and how will you contact them?

The response phase of the SCERP provides guidance as a community is responding to an event. Work with your planning team to determine the following contact information. It may be helpful to print out an example of the SCERP from www.ready.alaska.gov/plans/SCERP.htm and look at the green sections to increase conversation about the necessary contacts.

RESPONSE PHASE		
Immediate actions	Critical Partners	Contact and Information
Notify Partners <i>Consider who and how you would notify all the partners you need present to respond to a disaster.</i>	Incident Commander	
	Borough Emergency Manager	
	Other Regional Entities	
	VPSO	
Keep Everyone Safe <i>Consider contacting critical infrastructure partners</i>	Health Aid	
	Regional Partners	
Inform Everyone <i>Consider how you would get information out to everyone (phone tree, radio, email)</i>	Local Radio	
	VHF	
Take Action <i>Consider your response and who you need to protect life (Search and Rescue).</i>	VPSO	
	Local Search and Rescue	
	Volunteer Fire Department	
Gather Resources <i>Consider who has the resources you may need to respond: boats, planes, regional assets.</i>	Regional Partners	

SHELTERING AND EVACUATION CONTACT INFORMATION



Gather critical information about your community shelters

SHELTER/EVACUATION CONTACT		
ISSUE	Critical Partners	Contact and Information
<p style="text-align: center;">DECIDE BEST DECISION</p> <p><i>Consider who you would contact to gather information to make the best decision to shelter or evacuate.</i></p>	National Weather Service	
	Regional Alaska State Troopers	
	Regional Coast Guard	

Primary Shelter Information					
Shelter	Location		Phone	Contact to OK Use and Open Shelter	
				Primary Name: _____	
				Number: _____	
Restrictions on use/availability, if any:				Backup Name: _____	
				Number: _____	
Bed Capacity (15-20 sq ft/person)	Number of Showers	Number of Bathrooms	ADA Accessibility	Emergency Power/ Generator	Kitchen Facilities
			Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

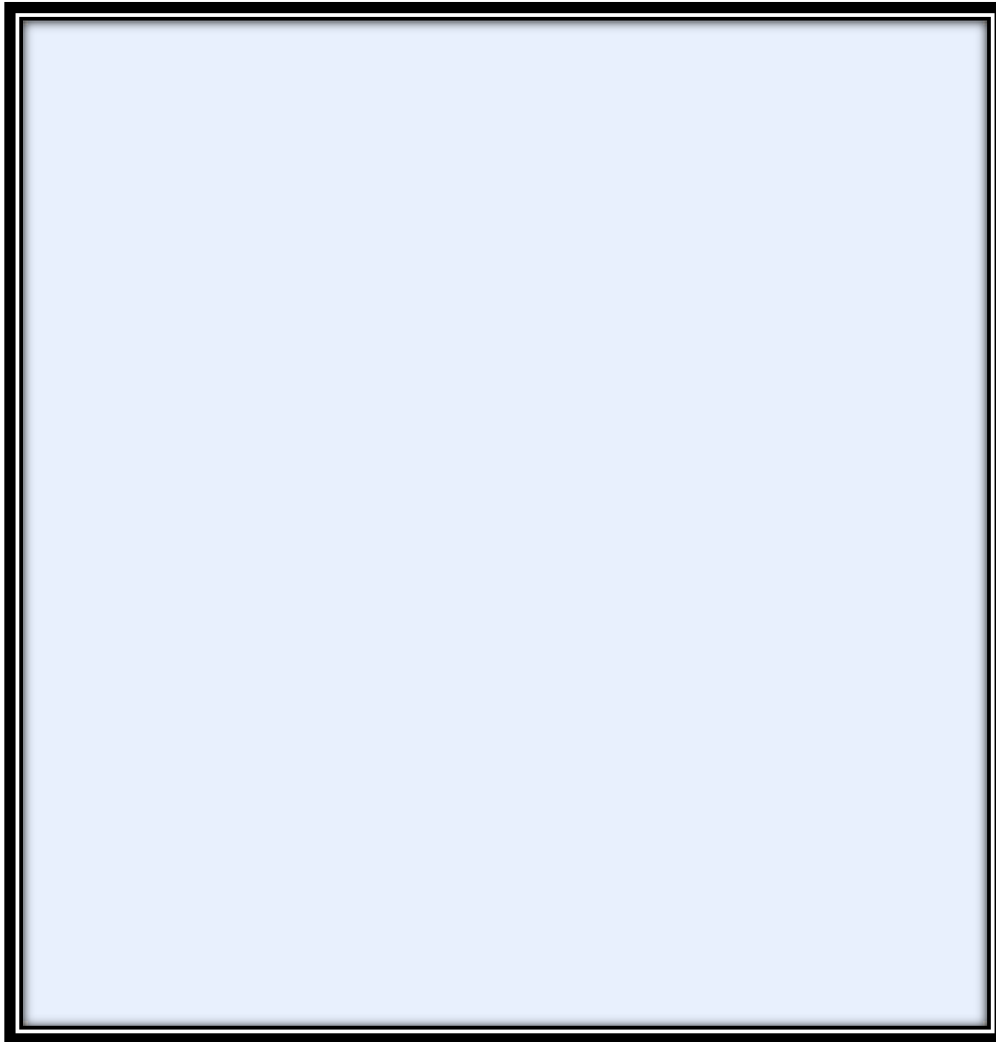
Alternate Shelter Information					
Shelter	Location		Phone	Contact to OK Use and Open Shelter	
				Primary Name: _____	
				Number: _____	
Restrictions on use/availability, if any:				Backup Name: _____	
				Number: _____	
Bed Capacity	Number of Showers	Number of Bathrooms	ADA Accessibility	Emergency Power/ Generator	Kitchen Facilities
			Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>



Where are critical structures in your community?

You, and everyone in your community, may know this information; however, it needs to be shared and exercised. A copy of the completed *SCERP* will be used in the State Emergency Operations Center as a reference for support agencies. **Use any community map you have to mark critical locations, or contact the Division of Homeland Security and Emergency Management at 1-8000-478-2337 and ask for the Plans section Small Community Emergency Response Plan representative.**

Mark the map with the codes below, along with other critical structures to include on the map for your community.



COMMUNITY MAP LEGEND



EMERGENCY SHELTER



EMERGENCY EVACUATION ROUTE



HOSPITAL or CLINIC



EMERGENCY OPERATIONS CENTER



Describe evacuation routes in your community

You, and everyone in your community, may know this information; however, it needs to be shared and exercised. A copy of the completed *SCERP* will be used in the State Emergency Operations Center as a reference for support agencies.

Route Information for Evacuation *Within* the Community

Information in *red* will not be known in advance and is for information as it develops during and after the event.

Evacuation Routes *Within* the Community

Route Name	Start Location	Finish Location	Distance	Route Condition	Required Debris Removal/ Transportation Assistance
					Not applicable until event
					Not applicable until event
					Not applicable until event

Routes and Air Transport Information for Evacuation *Away from* the Community

Evacuation Routes *Away from* the Community

Route Name	Start Location	Finish Location	Distance	Route Condition (gravel, paved)	Required Debris Removal/ Transportation Assistance
					Not applicable until event
					Not applicable until event
					Not applicable until event

Airport Information

Airport Name	Airport Location	# of Runways	Runway Distance(s)	Largest Aircraft

Airline Information (add more rows if needed)

Airline Name	Hub Location	Phone Number	Contact Name



Gather critical information about your clinic or other medical facility

Sleeping capacities are intended for staff rather than patients.

Primary Clinic Information			
Clinic Name	Location	Phone Numbers	Contact
		Phone: _____	Primary Name: _____
		Fax: _____	Number: _____
		Sat Phone: _____	Backup Name: _____
			Number: _____

Sleeping Capacity	Number of Showers	Number of Bathrooms	ADA Accessibility	Emergency Power/ Generator	Kitchen Facilities
			Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Alternate Clinic Site Information			
Clinic Name	Location	Phone Numbers	Contact
		Phone: _____	Primary Name: _____
		Fax: _____	Number: _____
		Sat Phone: _____	Backup Name: _____
			Number: _____

Sleeping Capacity	Number of Showers	Number of Bathrooms	ADA Accessibility	Emergency Power / Generator	Kitchen Facilities
			Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>



Who are your community’s regional contacts?

Regional numbers for state or federal agencies are located on the **State and Federal Agencies Contact Information Tab** of the **Small Community Emergency Response Guide**. Select the numbers appropriate for your community, or provide alternates.

Borough and Regional Contact Information		
Agency: Contact	Phone (907)	Fax (907)
Regional Partners (Native Corporation, Health Corporation, etc.):		
Borough Emergency Manager:		
Regional Native Corporation:		
Regional Health Corporation:		
Other:		
Other:		
VPSO:		
National Weather Service:		
Alaska State Troopers :		
Division of Forestry:		
Department of Environmental Conservation:		

COMMUNITY CONTACT INFORMATION



Gather contact information about your community

Modify this list as appropriate.

Community Contact Information					
Entity	Name of Agency	Contact Name	Phone	Fax	Email
Volunteer Fire Department					
Village Public Safety Officer					
City Office					
Tribal Office					
School Principal					
School Maintenance					
Clinic/Health Aide					
Hospital Service Provider					
Airport Maintenance					
Power Company					
Fuel Company					
Telephone Company					
Sewage/Lagoon					
Water/Wastewater Plant					
Washeteria					
Church					
Alaska Native Non-Profit Organization					
Alaska Native For-profit Corporation					
Local DOT&PF					
City or Tribal Maintenance Personnel					



Gather critical infrastructure information about your community

Lodging Facilities

Lodging Name	Location	Phone Number	Owner Name

Local Store Information

Store Name	Location	Phone Number	Owner Name

Airport Information

Airport Name	Airport Location	# of Runways	Illuminated	Runway Distance(s)	Largest Aircraft	Fuel Stored

Airline Information (add more rows if needed)

Airline Name	Hub Location	Phone Number	Contact Name

Radio Communication Information

Channel Name	Primary Use	Agencies Supported	Frequency/Band	Radio POC



Where, and with whom, will completed Plans be kept?

Up to seven copies are available for distribution. Where, and with whom, will copies be stored?

Plan Distribution: Designated Plan Holders and Locations

Contact	Agency	Physical Location	Phone	Fax	Email



Check that the following items are complete and that the planning team agrees on the following:

Toolkit Checklist	
Item	Page
<input type="checkbox"/> Planning Team Members	3
<input type="checkbox"/> Incident Command System (ICS) Roles and Responsibilities	4
<input type="checkbox"/> Community Regional Contacts	5
<input type="checkbox"/> Shelter Information	6
<input type="checkbox"/> Evacuation Map (with critical structures marked)	7
<input type="checkbox"/> Evacuation Routes	8
<input type="checkbox"/> Clinic Information	9
<input type="checkbox"/> Community Contact Information	10
<input type="checkbox"/> Community Critical Infrastructure	11
<input type="checkbox"/> Plan Distribution List	12



Send completed toolkit to DHS&EM:

Electronic information:

mva.dhsem.plans@alaska.gov or, if unable to complete electronically,

Paper copy:

Attention: Small Community Emergency Response Plan
Division of Homeland Security and Emergency Management
PO Box 5750
JBER, Alaska 99505-5750

Be sure to include a contact name, number, and email.

DHS&EM will complete your community's customized *Small Community Emergency Response Guide*, and send a copy to the identified contact person for final approval before producing the final version.

These ideas aren't new – today's disaster preparedness builds on thousands of years of Alaska Native traditions.

The following diagram uses the *Alaska Native Knowledge Network Spiral Chart for Integrated Learning* to show ways to increase community preparedness.

