



FAIRBANKS CITY COUNCIL
AGENDA NO. 2025-17
REGULAR MEETING – SEPTEMBER 8, 2025
MEETING WILL BE HELD VIA [ZOOM WEBINAR](#) AND AT
FAIRBANKS CITY COUNCIL CHAMBERS
800 CUSHMAN STREET, FAIRBANKS, ALASKA

WORK SESSION
5:00 p.m. – Polaris Building Site RFP Process

REGULAR MEETING
6:30 p.m.

1. ROLL CALL
2. INVOCATION
3. FLAG SALUTATION
4. CEREMONIAL MATTERS (Proclamations, Introductions, Recognitions, Awards)
5. CITIZENS' COMMENTS (oral communications to the City Council on items pertaining to City business that are not up for public hearing). The total comment period is up to one hour, and testimony is limited to three minutes. Any person wishing to speak needs to sign up on the list located in the hallway or must have signed up in advance using the procedures for providing online testimony found at the City's website. Respectful standards of decorum and courtesy should be observed by all speakers. Remarks should be directed to the City Council as a body rather than to any particular Councilmember or member of the staff. In consideration of others, please silence all cell phones and electronic devices.
6. APPROVAL OF AGENDA AND CONSENT AGENDA

Consent agenda items are indicated by asterisks (*). Consent agenda items are considered together unless a councilmember requests that the item be returned to the general agenda. Ordinances on the approved consent agenda are automatically advanced to the next regular meeting for second reading and public hearing. All other items on the approved consent agenda are passed as final.

7. APPROVAL OF MINUTES OF PREVIOUS MEETINGS

8. SPECIAL ORDERS

- a) The Fairbanks City Council will hear interested citizens concerned with the following alcohol license applications for renewal. Public testimony will be taken and limited to three minutes.

Lic. #	DBA	Type	Licensee	Address
5262	Aha Oriental Kitchen	Restaurant/ Eating Place	Moonstone, LLC	996 Blair Road
5585	Jazz Bistro on 4th	Restaurant/ Eating Place	Bluenote Create, Inc.	527 4th Avenue, B
6080	KC's Kitchen	Restaurant/ Eating Place	Curt Michael Haley	1707 S. Cushman Street
2847	HooDoo Brewing Co.	Beverage Dispensary	Fairbanks Fermentation, LLC	1951 Fox Avenue
3687	Thai House Restaurant	Restaurant/ Eating Place	Boonchoo, Inc.	412 5th Avenue

- b) The Fairbanks City Council will hear interested citizens concerned with the following marijuana license applications for renewal. Public testimony will be taken and limited to three minutes.

Lic. #	DBA	Type	Licensee	Address
11051	Northlink, LLC	Standard Marijuana Cultivation Facility	Northlink, LLC	1550 Cushman Street, Suite B
11053	True Dank, LLC	Retail Marijuana Store	True Dank, LLC	1550 Cushman Street, Suite A

9. MAYOR'S COMMENTS AND REPORT

- a) Special Reports

10. COUNCILMEMBERS' COMMENTS

11. UNFINISHED BUSINESS

- a) Ordinance No. 6323 – An Ordinance Amending Fairbanks General Code Chapter 46, Article IV, Offenses Involving Nuisance, Adding Regulations Limiting the Time Period Temporary Signs, Including Political Signs, Can Be Displayed Within the City of Fairbanks. Introduced by Councilmember Sprinkle. SECOND READING AND PUBLIC HEARING.

- b) Ordinance No. 6324 – An Ordinance Enacting Fairbanks General Code Section 2-65, Chief of Staff Authorities. Introduced by Mayor Pruhs. SECOND READING AND PUBLIC HEARING.
- c) Ordinance No. 6325 – An Ordinance Amending Fairbanks General Code Section 2-63, Succession to Office of Acting Mayor, and Section 2-64, Salary of Acting Mayor. Introduced by Mayor Pruhs. SECOND READING AND PUBLIC HEARING.

12. NEW BUSINESS

- *a) Resolution No. 5185 – A Resolution Approving Updates to the City of Fairbanks Emergency Operations Plan (EOP). Introduced by Mayor Pruhs.
- *b) Ordinance No. 6326 – An Ordinance Amending Fairbanks General Code Section 14-433 Rotation Tow List Eligibility Requirements. Introduced by Mayor Pruhs.
- *c) Ordinance No. 6327 – An Ordinance Enacting Fairbanks General Code Chapter 25 Emergency Operations. Introduced by Mayor Pruhs.

13. WRITTEN COMMUNICATIONS TO THE CITY COUNCIL

- *a) Chena Riverfront Commission Meeting Minutes of April 23, 2025
- *b) Clay Street Cemetery Commission Meeting Miniutes of August 6, 2025
- *c) Memorandum to Approve the Appointment of 2025 Election Officials

14. COMMITTEE REPORTS AND COUNCILMEMBERS' COMMENTS

15. CITY CLERK'S REPORT

16. CITY ATTORNEY'S REPORT

17. EXECUTIVE SESSION

18. ADJOURNMENT



800 Cushman Street
Fairbanks, AK 99701

Telephone (907) 459-6702
Fax (907) 459-6710

MEMORANDUM

TO: Mayor Pruhs and City Council Members

FROM: D. Danyielle Snider, City Clerk



SUBJECT: Alcohol License Renewal Applications

DATE: September 4, 2025

Notice has been received from the State Alcohol & Marijuana Control Office (AMCO) for the following alcohol license renewal applications:

Lic. #	DBA	Type	Licensee	Address
5262	Aha Oriental Kitchen	Restaurant/ Eating Place	Moonstone, LLC	996 Blair Road
5585	Jazz Bistro on 4th	Restaurant/ Eating Place	Bluenote Create, Inc.	527 4th Avenue, B
6080	KC's Kitchen	Restaurant/ Eating Place	Curt Michael Haley	1707 S. Cushman Street
2847	HooDoo Brewing Co.	Beverage Dispensary	Fairbanks Fermentation, LLC	1951 Fox Avenue
3687	Thai House Restaurant	Restaurant/ Eating Place	Boonchoo, Inc.	412 5th Avenue

Pursuant to FGC Sec. 14-178 the Council may determine whether to protest alcohol license renewal applications after holding a public hearing. As required by FGC Sec. 14-167(b), I have sent written notice of the public hearing to the above-listed licensees.

The renewal applications are scheduled to go before the ABC Board on September 16, 2025. The City's 60-day response deadline to AMCO is September 30, 2025.

There are no department-recommended protests for these alcohol license renewal applications.



800 Cushman Street
Fairbanks, AK 99701

Telephone (907) 459-6702
Fax (907) 459-6710

MEMORANDUM

TO: Mayor Pruhs and City Council Members

FROM: D. Danyielle Snider, City Clerk 

SUBJECT: Marijuana License Renewal Applications

DATE: September 4, 2025

Notice has been received from the State Alcohol & Marijuana Control Office (AMCO) for the following marijuana license renewal applications:

Lic. #	DBA	Type	Licensee	Address
11051	Northlink, LLC	Standard Marijuana Cultivation Facility	Northlink, LLC	1550 Cushman Street, Suite B
11053	True Dank, LLC	Retail Marijuana Store	True Dank, LLC	1550 Cushman Street, Suite A

Pursuant to FGC Sec. 14-214 and 3 AAC 306.060, the Council may determine whether to protest a marijuana license renewal application after holding a public hearing. As required by FGC Sec. 14-214(b), I have sent written notice of the public hearing to the above-listed licensees. The 60-day response deadline to AMCO for these marijuana license renewals is October 3, 2025.

Pursuant to FGC Sec. 14-215(b)(12), I have inquired about complaints filed within the past 12 months with the Fairbanks North Star Borough (FNSB) and AMCO in regard to these marijuana establishments, and no complaints were reported.

There are no department-recommended protests for these marijuana license renewal applications.

ORDINANCE NO. 6323

AN ORDINANCE AMENDING FAIRBANKS GENERAL CODE CHAPTER 46, ARTICLE IV, OFFENSES INVOLVING NUISANCE, ADDING REGULATIONS LIMITING THE TIME PERIOD TEMPORARY SIGNS, INCLUDING POLITICAL SIGNS, CAN BE DISPLAYED WITHIN THE CITY OF FAIRBANKS

WHEREAS, Alaska Statute §19.25 prescribes restrictions for outdoor advertising and billboards, including political signage, to preserve Alaska's uniqueness and its scenic beauty; and

WHEREAS, the U.S. Supreme Court held in *Metromedia, Inc. v. City of San Diego* (1981), explicitly adopted by the Alaska Supreme Court in *Barber v. Municipality of Anchorage* (1989), that a municipality's aesthetic interests are sufficiently substantial to provide justification for a content-neutral restriction of signs; and

WHEREAS, State statute and case law currently regulate time, manner, and place of political signage with AS 19.25.105(d) not permitting signs within a right of way and Alaska's Superior Court holding in *ACLU of Alaska, et al. v. State of Alaska, et al.* (2018) that small, temporary, political signs can be located on private property outside of any highway right of way as long as no compensation is provided for the right to do so; and

WHEREAS, sections 18.04.010 and 18.96.070(B)(7) of the Fairbanks North Star Borough code limit temporary signs in all zoning districts to no more than six months of display and permits display only during the months of June through November; and

WHEREAS, the intent of this ordinance, and the direction given for its implementation, is to limit temporary signs within the city to mitigate nuisance and blight and protect the aesthetic interests of the community in a content-neutral manner.

NOW THEREFORE, BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF FAIRBANKS, ALASKA, as follows:

SECTION 1. Fairbanks General Code Chapter 46, Article IV is amended by inserting a new division 3, entitled Temporary Signs, after Division 2 as follows [new text in **bold/underline** font; deleted text in ~~strike through~~ font] and renumbering the remaining divisions in the Article:

DIVISION 3. – TEMPORARY SIGNS

Sec. 46-138. – Definition

"Temporary Signs" means any device, structure, fixture, placard, signboard, sign, display, notice, or form of outdoor advertising displaying graphics, symbols, and/or writing

for the primary purpose of communicating with the public that is not permanently affixed to the ground or otherwise affixed in a permanent manner to a supporting structure in accordance with applicable permitting and regulation.

Sec. 46-139. – Limitation of Period Temporary Signs Can Be Displayed

In addition to any applicable governing rules and restrictions, temporary signs can be on display within the city limits for no more than 90 days.

Sec. 46-140. – Remedy

- a. A temporary sign that violates the provisions of this Article is a public nuisance. The City will give 15 days' notice, by certified mail, to the owner of the land on which the sign is located, ordering its removal if it is prohibited. If the owner of the property fails to comply within 15 days as required in the notice, the City will remove the sign at the expense of the owner of the land.
- b. The City retains sole discretion whether to store or dispose of any sign that has been removed in accordance with this Article.

SECTION 2. The effective date of this ordinance is six days after adoption.

David Pruhs, Mayor

AYES:
NAYS:
ABSENT:
ADOPTED:

ATTEST:

APPROVED AS TO FORM:

D. Danyielle Snider, MMC, City Clerk

Thomas A. Chard II, City Attorney

ORDINANCE NO. 6324

**AN ORDINANCE ENACTING FAIRBANKS GENERAL CODE
SECTION 2-65, CHIEF OF STAFF AUTHORITIES**

WHEREAS, Resolution No. 4736 gives the authority to the Chief of Staff to sign on the Mayor's behalf when the Mayor is absent or otherwise unable to sign; and

WHEREAS, it has been past practice for mayors to delegate the daily operations of the City to the Chief of Staff; and

WHEREAS, the City Attorney, City Clerk, and Chief of Staff recommend this recurring delegation be codified.

NOW, THEREFORE, BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF FAIRBANKS, ALASKA, as follows:

SECTION 1. Fairbanks General Code Section 2-65 is hereby enacted as follows [new text in **bold/underline** font]:

Sec. 2-65. – Chief of Staff Authorities.

The Chief of Staff has the responsibility and authority to oversee daily operations of the City and to sign on the Mayor's behalf when the Mayor is temporarily absent or unable to sign.

SECTION 2. The effective date of this ordinance is six days after adoption.

David Pruhs, City Mayor

AYES:
NAYS:
ABSENT:
ADOPTED:

ATTEST:

APPROVED AS TO FORM:

D. Danyielle Snider, MMC, City Clerk

Thomas A. Chard II, City Attorney

ORDINANCE NO. 6324, AS AMENDED
[PROPOSED SUBSTITUTE]

AN ORDINANCE ENACTING FAIRBANKS GENERAL CODE
SECTION 2-65, CHIEF OF STAFF AUTHORITIES

WHEREAS, Resolution No. 4736 gives the authority to the Chief of Staff to sign on the Mayor's behalf when the Mayor is absent or otherwise unable to sign; and

WHEREAS, it has been past practice for mayors to delegate the daily operations of the City to the Chief of Staff; and

WHEREAS, the City Attorney, City Clerk, and Chief of Staff recommend this recurring delegation be codified; and

WHEREAS, there may be times when the Chief of Staff is temporarily unavailable, and the City would benefit from delegated authority to cover their temporary absence.

NOW, THEREFORE, BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF FAIRBANKS, ALASKA, as follows:

SECTION 1. Fairbanks General Code Section 2-65 is hereby enacted as follows [new text in **bold/underline** font]:

Sec. 2-65. – Chief of Staff Authorities.

(a) The Chief of Staff has the responsibility and authority to oversee daily operations of the City and to sign on the Mayor's behalf when the Mayor is temporarily absent or unable to sign.

(b) The Chief of Staff is authorized to designate someone to sign on their behalf when they are temporarily absent or unable to sign.

SECTION 2. The effective date of this ordinance is six days after adoption.

David Pruhs, City Mayor

AYES:

NAYS:

ABSENT:

ADOPTED:

ATTEST:

APPROVED AS TO FORM:

D. Danyielle Snider, MMC, City Clerk

Thomas A. Chard II, City Attorney

ORDINANCE NO. 6325

**AN ORDINANCE AMENDING FAIRBANKS GENERAL CODE
SECTION 2-63, SUCCESSION TO OFFICE OF ACTING MAYOR, AND
SECTION 2-64, SALARY OF ACTING MAYOR**

WHEREAS, Fairbanks General Code Sec. 2-63 and 2-64 refer to the Office of the Acting Mayor, but the process for unanticipated succession of the mayor is not clearly defined; and

WHEREAS, the City needs clear succession procedures should the mayor be unable to perform the duties of the office.

NOW, THEREFORE, BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF FAIRBANKS, ALASKA, as follows:

SECTION 1. Fairbanks General Code Section 2-63 is hereby amended as follows [new text in **bold/underline** font; deleted text in ~~striketrough~~ font]:

Sec. 2-63. - Succession to office of ~~acting mayor~~ pro tempore.

Should ~~the office of acting mayor become vacant or should both the mayor and acting mayor be absent or~~ unable to perform the duties of the office of mayor, the order of interim succession shall be determined as follows:

- (1) The councilmember with the longest total period of tenure in office shall assume the office of mayor pro tempore.
- (2) Should more than one councilmember have the same total period of tenure in office, that councilmember who received the largest plurality at the time of ~~his~~**their** more recent election shall assume the office of mayor pro tempore.

SECTION 2. Fairbanks General Code Section 2-64 is hereby amended as follows [new text in **bold/underline** font; deleted text in ~~striketrough~~ font]:

Sec. 2-64. - Salary of ~~acting mayor~~ pro tempore.

~~The acting mayor shall receive the same salary as other councilmembers; however, during the period when he is acting as the mayor, he shall receive an expense allowance of \$10.00 per day.~~ **While serving as mayor pro tempore, the councilmember will forego the councilmember salary but will receive compensation equal to what the mayor would have received for the same time period.**

SECTION 3. The effective date of this ordinance is six days after adoption.

David Pruhs, City Mayor

AYES:

NAYS:

ABSENT:

ADOPTED:

ATTEST:

APPROVED AS TO FORM:

D. Danyielle Snider, MMC, City Clerk

Thomas A. Chard II, City Attorney

CITY OF FAIRBANKS

800 Cushman Street
Fairbanks, AK 99701



CITY ATTORNEY'S OFFICE

Telephone (907) 459-6750
Fax (907) 459-6761

DATE: August 21, 2025
TO: Council Members
FROM: Tom Chard, City Attorney
SUBJECT: Current Guidance Regarding Mayoral Succession

A review of guidance currently available on the topic of mayoral succession follows.

City of Fairbanks Charter

Prior to a voter-approved amendment to the City Charter in Oct 1995, the Charter included:

Sec. 2.5 (Repealed, 1995):

At the next meeting following each regular election the council shall elect one of its members to act as mayor during the absence or disability of the mayor. Provision shall be made by ordinance for succession to the office of the acting mayor.

The proposition also added a new section to the Charter providing the following:

Sec. 4.1.3. Vacancy:

- (a) A vacancy in the office of the mayor occurring within six (6) months before a regular election shall be filled by the council. The person designated shall serve until the next regular election and until a successor is elected and has qualified. If a councilman is chosen, he shall resign his council seat. If a vacancy occurs more than six (6) months before a regular election, the council shall call a special election to fill the unexpired term.
- (b) The office of the mayor becomes vacant on death, resignation, removal as authorized by law, including removal for incapacity, or forfeiture of office. The council shall by ordinance provide for the removal of the mayor on the ground of incapacity; provided that in no event shall temporary incapacity be the basis for removal.
- (c) The mayor shall forfeit his office if he lacks any of the qualifications prescribed by the Charter.

800 Cushman Street
Fairbanks, AK 99701

Telephone (907) 459-6750
Fax (907) 459-6761

The initiative also added Section 4.1 providing for both the term of the mayor and mayor's responsibilities. Section 4.1(c) provides that "[t]he mayor, subject to council approval, shall designate a person to act as mayor during the mayor's temporary absence or disability."

City of Fairbanks General Code

There are two sections of Code that currently address a vacancy in the office of the Mayor:

Sec. 2-63. – Succession to the office of acting mayor.

Should the office of acting mayor become vacant or should both the mayor and acting mayor be absent or unable to perform the duties of the office of mayor, the order of interim succession shall be determined as follows:

- (1) The councilmember with the longest total period of tenure in office shall assume the office of mayor pro tempore.
- (2) Should more than one councilmember have the same total period of tenure in office, that councilmember who received the largest plurality at the time of his more recent election shall assume the office of mayor pro tempore.

Sec. 2-64. – Salary of acting mayor.

The acting mayor shall receive the same salary as other councilmembers; however, during the period when he is acting as the mayor, he shall receive an expense allowance of \$10.00 per day.

State Statute

AS 29.20.280 provides guidance that defines a vacancy in the office of mayor. There are two steps required to declare a vacancy.

First, the person elected mayor must have acted, or not acted, in a manner prescribed by the statute. Those (in)actions include resignation, being physically or mentally unable to perform the duties of the office, no longer physically residing in the municipality, and being convicted of a felony and certain other offenses.

Second, if one of these conditions were to occur, a 2/3rds concurring vote of the Council would be required to declare the vacancy.

If a vacancy is declared, provisions at AS 29.20.280(b), depending on the timing, the vacancy would either be filled temporarily by the Council or be filled by special election.

ORDINANCE NO. 6325, AS AMENDED
[PROPOSED SUBSTITUTE]

**AN ORDINANCE AMENDING FAIRBANKS GENERAL CODE
SECTION 2-63, SUCCESSION TO OFFICE OF ACTING MAYOR, AND
SECTION 2-64, SALARY OF ACTING MAYOR**

WHEREAS, AS 29.20.280 and Section 4.1.3 of the City of Fairbanks Charter defines when a vacancy in the Office of the Mayor occurs; and

WHEREAS, both AS 29.20.280 and Section 4.1.3 of the Charter require the Council to fill a vacancy in the Office of the Mayor occurring within six months before a regular election; and

WHEREAS, Fairbanks General Code Sec. 2-63 and 2-64 refer to the Office of the Acting Mayor, but the process for unanticipated succession of the mayor is not clearly defined; and

WHEREAS, the City needs clear succession procedures should the mayor be unable to perform the duties of the office.

NOW, THEREFORE, BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF FAIRBANKS, ALASKA, as follows:

SECTION 1. Fairbanks General Code Section 2-63 is hereby amended as follows [new text in **bold/underline** font; deleted text in ~~striketrough~~ font]:

Sec. 2-63. - Succession to office of ~~acting~~ mayor pro tempore.

Should the office of ~~acting~~ **the** mayor become vacant, ~~or should both the mayor and acting mayor be absent or unable to perform the duties of the office of mayor as defined in the Charter at Section 4.1.3,~~ the order of interim succession shall be determined as follows:

- (1) The councilmember with the longest total period of tenure in office shall assume the office of mayor pro tempore.
- (2) Should more than one councilmember have the same total period of tenure in office, that councilmember who received the largest plurality at the time of ~~his~~ **their** more recent election shall assume the office of mayor pro tempore.

SECTION 2. Fairbanks General Code Section 2-64 is hereby amended as follows [new text in **bold/underline** font; deleted text in ~~striketrough~~ font]:

Sec. 2-64. - Salary of ~~acting~~ mayor pro tempore.

The acting mayor shall receive the same salary as other councilmembers; however, during the period when he is acting as the mayor, he shall receive an expense allowance of \$10.00 per day. **While serving as mayor pro tempore, the former councilmember will forego the councilmember salary but will receive compensation equal to one half of what the salary the mayor would have received for the same time period along with all other benefits typically provided to the mayor.**

SECTION 3. The effective date of this ordinance is six days after adoption.

David Pruhs, City Mayor

AYES:
NAYS:
ABSENT:
ADOPTED:

ATTEST:

APPROVED AS TO FORM:

D. Danyielle Snider, MMC, City Clerk

Thomas A. Chard II, City Attorney

RESOLUTION NO. 5185

**A RESOLUTION APPROVING UPDATES TO THE CITY OF
FAIRBANKS EMERGENCY OPERATIONS PLAN (EOP)**

WHEREAS, the City of Fairbanks recognizes the need to prepare for disasters of all types; and

WHEREAS, pursuant to the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288, 42 USC 5121-5207) as amended, the City of Fairbanks is responsible for taking appropriate actions to prepare for local emergencies; and

WHEREAS, the City of Fairbanks supports the Fairbanks North Star Borough (FNSB) Multi-Hazard, Multi-Jurisdictional Mitigation Plan; and

WHEREAS, the City of Fairbanks Emergency Operations Plan (EOP) augments the FNSB plan; and

WHEREAS, the EOP was last updated on July 22, 2024; and

WHEREAS, City staff performed a recent review of the existing EOP and recommends updates as shown in the attachment to this resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FAIRBANKS that the attached updates to the City of Fairbanks Emergency Operations Plan are hereby adopted.

BE IT FURTHER RESOLVED that the effective date of this resolution is six days after adoption.

David Pruhs, City Mayor

AYES:
NAYS:
ABSENT:
APPROVED:

ATTEST:

APPROVED AS TO FORM:

D. Danyielle Snider, MMC, City Clerk

Thomas A. Chard II, City Attorney

City of Fairbanks, Alaska Emergency Operations Plan (EOP)



August 2025

PREAMBLE

SUPPORTING THE PROMULGATION OF THE CITY OF FAIRBANKS EMERGENCY OPERATIONS PLAN (EOP)

PREAMBLE: Pursuant to the Robert T. Stafford Disaster Relief and Emergency Assistance Act, (Public Law 93-288, 42 USC 5121-5207) as amended, the City of Fairbanks, a political sub-division of the state of Alaska, is legally responsible for ensuring that necessary and appropriate actions are taken to protect people and property from the consequences of emergencies and disasters within its jurisdiction. In accordance with Homeland Security Presidential Directive (HSPD) 5, all agencies or departments that have responsibilities delineated in this EOP will use the National Incident Management System (NIMS). NIMS enable proper coordination between local, state, and federal organizations in emergency response. Furthermore, the Incident Command System (ICS) will be utilized to manage emergency events.

PROMULGATION

PROMULGATION: This EOP directs certain individuals and organizations to mitigate, prepare for, respond to, and recover from the effects of a disaster that might affect or has occurred in the City of Fairbanks. The EOP is written with explicit interest in the welfare and safety of the citizens of and visitors to the City of Fairbanks. It provides the framework to better prepare for and to more quickly recover from disasters, thereby saving lives, property and resources.

Under the authority of the Mayor and Council, this EOP, its attachments, appendices, and annexes are adopted as City policy. City officials having managerial or operational responsibilities for executing this EOP shall take all necessary measures to ensure they and their appropriate personnel are familiar with the duties and responsibilities specified therein. This version of the EOP supersedes all previous versions.

This EOP will improve the City's ability to prepare for, respond to, and recover from a wide variety of hazards & events. This plan and its provisions will become official when it has been signed and dated by the Mayor.

Page iv

DISTRIBUTION LIST

Name	Agency/Dept.	Address	Phone	Email
David Pruhs, Mayor	City of Fairbanks Mayor's Office	800 Cushman St. Fairbanks, AK 99701	(907) 459-6790	dpruhs3@fairbanks.gov
Michael Sanders, Chief of Staff	City of Fairbanks Mayor's Office	800 Cushman St. Fairbanks, AK 99701	(907) 459- 6760	msanders@fairbanks.gov
Andrew Coccaro, Fire Chief / Emerg Manager	Fairbanks Fire Department	1101 Cushman St. Fairbanks, AK 99701	(907) 450- 6604	acoccaro@fairbanks.gov
Thomas Chard, City Attorney	City Attorney's Office	800 Cushman St. Fairbanks, AK 99701	(907) 459- 6750	tchard@fairbanks.gov
Christoph Falke, Building Official	Building Department	800 Cushman St Fairbanks, AK 99701	(907) 450- 6703	cfalke@fairbanks.gov
Danyielle Snider, City Clerk	Clerk's Office	800 Cushman St Fairbanks, AK 99701	(907) 459- 6774	dsnider@fairbanks.gov
Kristi Merideth, Dispatch Manager	Fairbanks Emergency Communication Center	911 Cushman St. Fairbanks, AK 99701	(907) 450- 6588	kmerideth@fairbanks.gov
Jeremiah Cotter, Director	Public Works	2121 Peger Road Fairbanks, AK 99701	(907) 459- 6770	jcotter@fairbanks.gov
Robert Pristash, City Engineer	Engineering	800 Cushman St Fairbanks, AK 99701	(907) 459- 6747	rpriash@fairbanks.gov
Margarita Bell, Chief Finance Officer	City Finance Department	800 Cushman St Fairbanks, AK 99701	(907) 459- 6788	mbell@fairbanks.gov
Jake Merritt, HR Director	City of Fairbanks Mayor's Office	800 Cushman St Fairbanks, AK 99701	(907) 459- 6780	jmerritt2@fairbanks.gov
Ron Dupee, Police Chief	Fairbanks Police Department	911 Cushman St Fairbanks, AK 99701	(907) 450- 6480	rduppee@fairbanks.gov
Dan Johnson, Account Executive	Alasconnect (Information Technology)	800 Cushman St. Fairbanks, AK 99701	(907) 947- 4973	dj@alasconnect.com
Luke Butcher, Emergency Ops Director	FNSB Emerg Operations	3175 Peger Road Fairbanks, AK 99701	(907) 459- 1221	Luke.butcher@fnsb.gov

TABLE OF CONTENTS

PREAMBLE.....	ii
Promulgation.....	iii
Record of Changes	iv
Distribution List.....	v
Table of Contents.....	1
Purpose and Scope.....	3
Purpose	3
Scope	4
Situation and Assumptions.....	5
Situation.....	5
Assumptions	7
Concept of Operations	9
General.....	9
Organization of the Emergency Operations Center	9
Components of the ICS General Staff	12
Operations Section.....	12
Planning Section	13
Finance and Administration Section.....	13
Logistics Section	13
Emergency Support Functions	13
Incident Command System and Emergency Support Functions in the EOC	18
Actions by Phases of Emergency Management.....	19
Organization & Assignment of Responsibilities	21
Non-Emergency Organization	21
Emergency Organization	21
Emergency Management Chain of Command	21
Emergency Support Functions (ESF) Summary	22
Responsibilities	27
Direction, Control, and Coordination	29
Plan Development and Maintenance.....	31
General.....	31
Schedule of Review	31
Training and Exercises	31
Actions, Legal Authorities, and References.....	32
Actions Under Local Emergencies.....	32
Declaring a Local Emergency	32
Powers of the City Executive during a Local Emergency	32
City Employees as Emergency Workers	32
Acceptance of Donations	32
Violation of Emergency Regulations	33
Local Emergency Deactivation.....	33
Legal Authorities	33
National/Federal Laws and Regulations.....	33

City of Fairbanks Emergency Operations Plan (EOP) – August 2025

State Emergency Laws and Regulations	35
City of Fairbanks Emergency Laws and Regulations	35

PURPOSE AND SCOPE

Purpose

The purpose of this Basic Plan is to establish the legal and organizational basis for operations in the City of Fairbanks in response to any type of disaster or large-scale emergency situation. It assigns broad responsibilities to local government agencies and support organizations for disaster mitigation, preparedness, response, and recovery. These responsibilities are generally extensions of normal, day-to-day functions involving the same personnel and material resources. This supporting Plan set forth the concepts and procedures whereby the City can effectively respond to both natural and manmade disasters. More specific purposes this Plan serves to;

1. Reduce the vulnerability of people of this City to injury & loss of life, and damage to property resulting from natural, technological or manmade emergencies, catastrophes, or hostile military or paramilitary action.
2. Drive decisions on long-term prevention and mitigation efforts or risk-based preparedness measures directed at specific hazards.
3. Prepare for prompt and efficient response and recovery to protect lives and property affected by emergencies.
4. Be flexible enough for use in all emergencies. The EOP describes the purpose of the Plan, situation and assumptions, concept of operations, organization and assignment of responsibilities, administration and logistics, plan development and maintenance, and authorities and references. Additional documents such as procedures, handbooks, checklists, etc. provide more details and tasks.
5. Respond to emergencies using all systems, plans and resources necessary to preserve the health, safety and welfare of the citizens of and visitors to the City of Fairbanks.
6. Recover from emergencies by providing for the rapid and orderly start of restoration and rehabilitation of persons and property affected by emergencies.
7. Minimize damage to property, material shortages, and service system disruptions which would have an adverse impact on the residents, the economy, and the well-being of the City.
8. Manage emergency operations within the City by coordinating the use of resources available from municipal governments, private industry, civic and volunteer organizations, Borough, State, and Federal agencies.

Scope

The Basic Plan describes the various types of emergencies that are likely to occur in the City of Fairbanks. The Basic Plan further provides procedures for disseminating warnings, coordinating response, ordering evacuations, opening shelters, and for determining, assessing, and reporting the severity and magnitude of such emergencies. The Basic Plan establishes the concept under which the City and its response partners will operate in response to natural and manmade disasters by:

1. Establishing fundamental policies, program strategies and assumptions.
2. Establishing a concept of operations spanning the direction and control of an emergency from initial monitoring through post-disaster response and recovery.
3. Defining the responsibilities of elected and appointed local government officials.
4. Defining the emergency roles and functions of City and municipal departments and agencies, private industries, and volunteer and civic organizations.
5. Creating a framework through a hybrid of the Incident Command System (ICS) and Emergency Support Function (ESF) concept for effective and coordinated utilization of City government resources.

SITUATION AND ASSUMPTIONS

Situation

1. Community Profile – They call Fairbanks the Golden Heart City. Between the City's history as an energetic mining town, its location in the heart of Alaska, the midnight sun and genuine hospitality, the name is no misnomer. Its Alaska's second largest city and a hub to the interior. The Chena River courses through town.

Fairbanks was an energetic town long before Alaska was even a state, beginning back in 1902 when gold

was discovered here. The city's most famous dredge, Gold Dredge No. 8 — still the most viewed in the state — recovered more than 7 million ounces of gold from 1928-1959. The construction of the Alaska Railroad, the Alaska Highway and the trans-Alaska oil pipeline all contributed to the growth of Fairbanks. It was even home to the original campus of University of Alaska, incorporated in 1917. More than 100 years after its inception, Fairbanks is a boomtown of oil, gas, gold and coal mining, a flourishing university and of course: tourism.

Fairbanks is located in the central Tanana Valley, straddling the Chena River near its confluence with the Tanana River. Immediately north of the city is a chain of hills that rises gradually until it reaches the White Mountains and the Yukon River. The southern border of the city is the Tanana River. South of the river is the Tanana Flats, an area of marsh and bog that stretches for more than 100 miles (160 km) until it rises into the Alaska Range, which is visible from Fairbanks on clear days. To the east and west are low valleys separated by ridges of hills up to 3,000 feet (910 m) above sea level.

The Tanana Valley is crossed by many low streams and rivers that flow into the Tanana River. In Fairbanks, the Chena River flows southwest until it empties into the Tanana. Noyes Slough, which heads and foots off the Chena River, creates Garden Island, a district connected to the rest of Fairbanks by bridges roads.

According to the United States Census Bureau, the city has a total area of 32.7 square miles (85 km²); 31.9 square miles (83 km²) of it is land and 0.8 square miles (2.1 km²) of it (2.48%) is water.

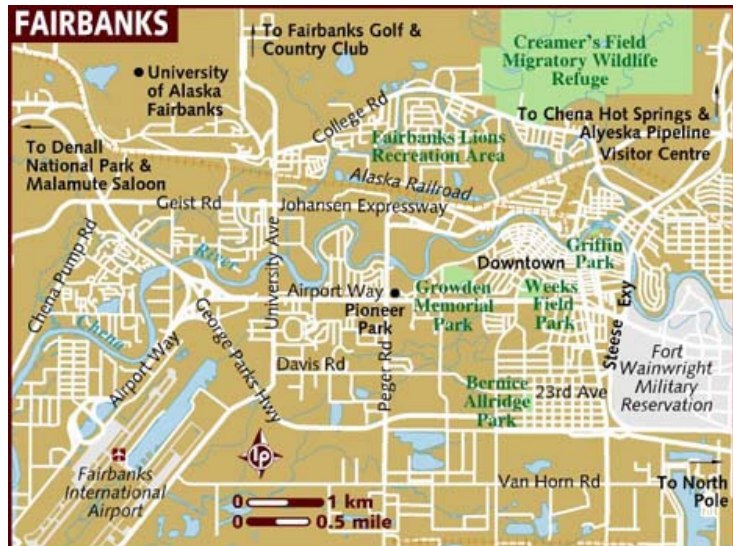


Figure 1: City of Fairbanks, Alaska

Fairbanks, unlike other larger cities in Alaska, still has a separate borough and city. The City of Fairbanks was incorporated on November 10, 1903.

2. Demographic Characteristics – With 30,547 (June 2012) people based on the 2010 Census), Fairbanks is the 3rd most populated city in the state of Alaska out of 333 cities.

In 2010, the median household income of Fairbanks residents was \$51,320. However, 11.0% of Fairbanks residents live in poverty.

The median age for Fairbanks residents is 27.9 years young.

The largest Fairbanks racial/ethnic groups are White (78%), Black (5%), followed by Native American (7%), and Asian (3.0%) The remainder of the population is made up of other or mixed ethnicities.

3. Transportation – As the transportation hub for Interior Alaska, Fairbanks features extensive road, rail, and air connections to the rest of Alaska and outside Alaska. At Fairbanks' founding, the only way to reach the new city was via steamboat on the Chena River. In 1904, money intended to improve the Valdez-Eagle Trail was diverted to build a branch trail, giving Fairbanks its first overland connection to the outside world. The resulting Richardson Highway was created in 1910 after Gen. Wilds P. Richardson upgraded it to a wagon road. In the 1920s, it was improved further and made navigable by automobiles, but it was not paved until 1957.

Fairbanks' road connections were improved in 1927, when the 161-mile Steese Highway connected the city to the Yukon River at the gold-mining community of Circle. In 1942, the Alaska Highway connected the Richardson Highway to the Canadian road system, allowing road travel from the rest of the United States to Fairbanks, which is considered the unofficial end of the highway. Because of World War II, civilian traffic was not permitted on the Highway until 1948.

In the late 1960s and early 1970s, a series of roads were built to connect Fairbanks to the oil fields of Prudhoe Bay. The Elliott Highway was built in 1957 to connect Fairbanks to Livengood, southern terminus of the Dalton Highway, which ends in Deadhorse on the North Slope. West of the Dalton intersection, the Elliott Highway extends to Manley Hot Springs on the Tanana River. To improve logistics in Fairbanks during construction of the Trans-Alaska Pipeline, the George Parks Highway was built between Fairbanks and Palmer in 1971.

Until 1940, none of Fairbanks' surface streets were paved. The outbreak of World War II interrupted plans to pave most of the city's roads, and a movement toward large-scale paving did not begin until 1953, when the city paved 30 blocks of streets. During the late 1950s and the 1960s, remainders of the city's streets were converted from gravel roads to asphalt surfaces. Few have been repaved since that time; a 2008 survey of city streets indicated the average age of a street in Fairbanks was 31 years.

Public transportation has been provided by the Metropolitan Area Commuter System (MACS), an agency of the borough government, since 1977. Bus service links much of the urban Fairbanks area, with most routes connecting at the

downtown transit center. University Bus Lines, a private company, existed for several decades before MACS started. The company mainly linked downtown Fairbanks with the university campus and the military bases.

Commercial airlines connect Fairbanks to the rest of Alaska as well as the lower 48 and select international destinations via Fairbanks International Airport.

4. Climate – Interior Alaska experiences seasonal temperature extremes with January temperatures ranging from -66 to 50 °F, and July temperatures from 30 to 99 °F. Annual precipitation averages 10.37 inches with approximately 68 inches of snowfall. During the winter months, the area can experience ice fog when temperature drops below -20 °F. Fairbanks is known for its lingering summer days with more than 22 hours of daylight at Summer Solstice.
5. Hazard Analysis – Residents in the City of Fairbanks are subject to the effects of several primary hazards. Because of the existing and continuing possibility of the occurrence of natural and manmade emergencies and disasters in the City of Fairbanks, the City must be prepared to respond to, recover from, and reduce the vulnerability to such events. Extreme situations may create conditions that require evacuations, sheltering, medical treatment, restoration of services, and recovery assistance. When dealing with these conditions, operations may be required around-the-clock and will require extraordinary measures to manage available resources. The major natural hazards that occur in or around the City are earthquakes, severe weather, floods, volcanic ash, and wildland fires. The City of Fairbanks is within a nationally designated flood zone. The flood zone information and data will be added as an attachment to the plan. While other types of hazards – both natural and manmade – have the potential to impact City residents, this Plan focuses on the types of incidents that are severe enough to require an ongoing and a potentially prolonged response from the City and support from the borough, state, and federal government. A detailed hazard analysis has recently been conducted between the City and the FNSB and is contained in the Hazard Mitigation Plan.
6. The City of Fairbanks and the Fairbanks North Star Borough (FNSB) are currently developing a Hazard Mitigation Plan. A Vulnerability Assessment (conducted by the State of Alaska DHS) has been completed. Both documents shall become a part of this plan by reference in draft or final form.

Assumptions

1. Emergencies of various types, size, intensity, and duration may occur within or near the jurisdictional boundaries of the City with or without warning. These emergencies can develop into disasters that affect the safety, health, and welfare of the population and cause damage or destruction to private and public property.
2. The government of the City of Fairbanks is responsible for maintaining the emergency plan and response capability to protect the lives and property of its citizens from the effects of both man-made and natural disasters. City government must continue to function throughout a disaster or emergency situation.

3. This plan will be officially adopted by the City Council and promulgated by the Mayor.
4. The Emergency Manager (Fire Chief) maintains the Emergency Operations Plan. The Emergency Manager will coordinate with each emergency resource organization and assure the development and maintenance of an appropriate emergency response capability. The Plan will be reviewed and updated annually, as necessary. The Emergency Manager should have the Plan readopted every five years.
5. In the event of an emergency situation that exceeds local emergency response capabilities, outside assistance is available, either through mutual support agreements with nearby jurisdictions and volunteer emergency organizations or, through the State Emergency Operation Center (EOC). A local emergency must be declared and local resources must be fully committed before State and Federal assistance is requested.

CONCEPT OF OPERATIONS

General

The City of Fairbanks Emergency Operations Plan (EOP) uses the National Response Framework (NRF) to improve the EOP and its functionalities. With State and Federal documents as guiding sources, the plan is written with the concept that the City of Fairbanks bears primary responsibility for disaster response and recovery. The City of Fairbanks structure for emergency operations consists of existing government departments and other public and private emergency response organizations.

Each City department is responsible for ensuring that the specific Support Function for which they are the primary organization fulfills its applicable responsibilities. That obligation includes resources and personnel, which means each department needs to be cognizant of their available equipment and other physical resources and those resources' disposition, as well as ensuring that personnel are aware of and trained on the department's responsibilities.

The City Mayor may declare an immediate local emergency lasting up to seven days, and the declaration can be extended with the consent of the City Council. The declaration of a local emergency activates the Emergency Operations Plan and authorizes the provision of aid and assistance there under. A local emergency should be declared when a coordinated response among several local agencies/organizations is required, or when it becomes necessary to incur substantial and extraordinary financial obligations in order to protect the health and safety of persons and property or to provide assistance to the victims of a disaster.

When local resources are insufficient to cope with the effects of a disaster and the City requests State assistance, the following procedures will apply. The Emergency Manager will directly communicate or, by Situation Report (SITREP) to the State Emergency Manager, will indicate that a local emergency has been declared, that the local Emergency Operations Plan has been implemented, that available resources have been committed, that state assistance is being requested and, if appropriate, that it is recommended that the Governor declare a state of emergency. A copy of the resolution declaring a local emergency with Mayoral signature should be emailed or faxed as soon as possible to the State EOC.

Organization of the Emergency Operations Center

The Emergency Operations Center (EOC) will use the Incident Command System (ICS) organizational structure and procedures for emergency response.

This plan is not intended for use as an in-depth primer on the Incident Command System. Excellent resources are available on line and for no cost for those who wish to expand their expertise in the ICS fundamentals and applications. The following content

will help EOP users better understand the organizational construct of the Fairbanks EOC through a brief explanation of ICS.

The Incident Command System is a standardized, on-scene, all-hazards incident management approach that:

- Allows for the integration of facilities, equipment, personnel, procedures and communications operating within a common organizational structure.
- Enables a coordinated response among various jurisdictions and functional agencies, both public and private.
- Establishes common processes for planning and managing resources.

All levels of government—federal, state, tribal and local—use ICS. It is also used by many nongovernmental organizations and in the private sector. ICS is also applicable across disciplines (for example by fire departments, but also by hospitals, or by law enforcement).

ICS is typically structured to facilitate activities in five major functional areas:

1. Command
2. Operations
3. Planning
4. Finance/Administration
5. Logistics

All of the functional areas may or may not be used based on the incident needs. Intelligence/Investigations is an optional sixth functional area that is activated on a case-by-case basis.

As a system, ICS is extremely useful; not only does it provide an organizational structure for incident management but it also guides the process for planning, building and adapting that structure. Using ICS for every incident or planned event helps hone and maintain skills needed for the large-scale incidents.

Generally, ICS command in an EOC includes:

- Incident Commander
- Command Staff
- General Staff

As noted on the following page, the ICS structure consists of five major functional areas, divided basically into Command Staff responsibilities and General Staff responsibilities.

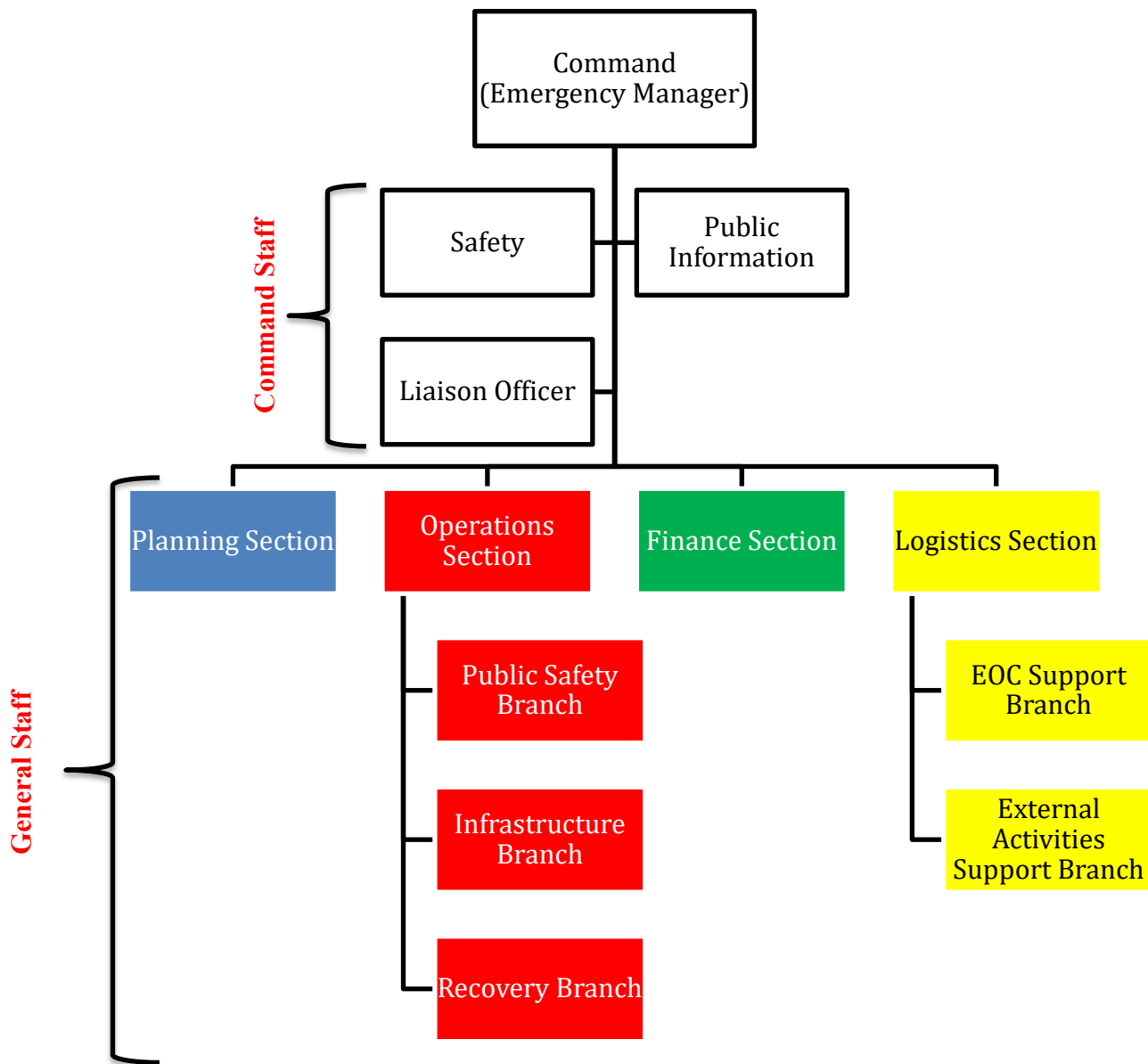


Figure 2: EOC ICS Structure

Command Staff responsibilities include senior level executive policy and decision making, interaction and strategizing by members of the Unified Command (where applicable), establishing and maintaining appropriate operational safety protocols, ensuring timely and accurate information is passed to the media and general public, and maintaining effective liaison with key event stakeholders such as elected officials, outside technical specialists, advocacy groups, and Borough, State and Federal emergency response officials.

General Staff responsibilities involve the “nuts and bolts” activities that drive an effective and efficient response. **Operations** are the actual on scene activities such as search and rescue, environmental response, firefighting, evacuation, maintaining civil order, repair and restoration of critical infrastructure, and other critical activities that are essential to mitigating the impact of the event and returning to normal as soon as possible. **Planning** involves information gathering and analysis, maintaining situational awareness, and developing realistic incident action plans that address both current and anticipated conditions. **Logistics** involves the timely acquisition of supplies, materials, equipment and qualified personnel necessary to deal effectively with the event- “getting the right stuff to the right place at the right time.” **Finance/Administration** involves recordkeeping, bill paying, contract administration, and related fiscal, legal and personnel issues that are associated with the event.

Components of the ICS General Staff

The following brief descriptions provide further information regarding various roles within the general staff sections. Depending on the scale and/or complexity of the incident, some or all of these positions may be staffed. It may also be that one person/group has responsibility for multiple task areas within a section, given that this multi-tasking does not exceed a reasonable span of control for any one individual or group.

Operations Section

The **Operations Section** is responsible for supervising, coordinating and performing activities in the field that are directly intended to save human life, protect the environment and critical infrastructure, promote public safety and maintain civil order, mitigate the effects of the event, and recover and return to normal as quickly as possible. The Operations Section will often be the largest section in the ICS organization, and typically involves large numbers of “first responders”.

To ensure adequate oversight of all of the responsibilities and activities that fall under the Operations Section in a complex event, the section is subdivided then into three key Branches: **Public Safety**; **Infrastructure**, and **Recovery**. Each Branch has been further subdivided into specialized Groups, each tasked with performing specific activities that require unique technical skills, legal authorities, and/or specialized equipment and training.

The **Public Safety Branch** manages those aspects of the response that typically involve first responders, and address essential lifesaving activities, environmental protection, public health and well-being, and maintenance of civil order.

The **Infrastructure Branch** manages those personnel and activities involved in the restoration of transportation systems, communications systems, public utilities, reservoirs, dams, dikes, sewers and water treatment facilities, and the assessment of the structural integrity and safety of residential structures and city owned buildings.

The **Recovery Branch** is responsible for ensuring the proper implementation of Continuity of Operations Plans (COOP), and conducting post incident damage assessments, debris removal operations, and assisting affected individuals and businesses in preparing applications for applicable reconstruction grants.

Planning Section

The **Planning Section** is responsible for collecting, evaluating, and disseminating tactical information and intelligence pertaining to the incident. This section maintains information and intelligence on the current and forecasted situation, as well as the status of resources assigned to the incident. The Planning Section prepares and documents Incident Action Plans (IAP) and incident maps, gathers and disseminates information and intelligence critical to the incident to interested parties, and provides technical assistance to other branches and functional groups in the EOC.

Finance and Administration Section

The Finance and Administration Section provides administrative and accounting functions to support the activities associated with the event and its aftermath. These functions include, but are not limited to, maintaining audit trails, billing, and administration of contracts, invoice payments, and grant and reimbursement activities.

Logistics Section

The Logistics Section is responsible for acquiring and delivering the proper personnel, equipment, resources, and materiel to the correct destination at the right time so that the incident can be resolved in the most effective and efficient manner possible.

To ensure adequate oversight of all of the responsibilities and activities that fall under the Logistics Section in a complex event, the section is subdivided then into two key Branches:

- EOC Support
- External Activities Support

Emergency Support Functions

Emergency Support Functions (ESFs) were initially developed to provide the structure for coordinating Federal interagency support for a Federal response to an incident. ESFs group emergency response tasks into 15 function-specific groups (some jurisdictions choose to add groups to address the specific needs of their jurisdiction).

All of these functions apply to some degree at the city level as well. Incorporating the ESF concept into our local planning, preparedness, and response model ensures several key objectives are met.

- Aligns Fairbanks model with the National Response Framework (NRF) and the Alaska Emergency Operations Plan, providing continuity and consistency with State and Federal partners.
- Provides an effective template for assigning a responsible agency or agencies to each function, and subsequently placing that function within the appropriate ICS General Staff element.
- Aids in the all-hazards planning process by ensuring no key functions are overlooked.

While the EOC is not organized according to ESFs, they are a very useful organizational tool for understanding the function of each role in the EOC. Understanding ESFs is useful when communicating with State and Federal partners. The following chart will facilitate this by briefly describing each ESF and its associated functional Annex.

ESF	Title	Scope
1	Annex A: Transportation	• Coordinate and process transportation resources and people (evacuation) • Report damage to transportation infrastructure • Coordinate alternate transportation service • Coordinate the restoration and recovery of the transportation infrastructure
2	Annex B: Communication	• Provide temporary communications to support incident management • Facilitate the restoration of the communications infrastructure • Supports all state agencies in the procurement and coordination of communications services from the communications and information technology industry during an incident response.
3	Annex C: Public Works and Engineering	• Infrastructure protection and emergency restoration

ESF	Title	Scope
		- Emergency assistance and support for first responders - Engineering and construction services - Liaison with state and federal resources - Debris management
4	Annex D: Firefighting	- Fire prevention and suppression activities - Fire mutual aid and resource augmentation - Fire command and control structure
5	Annex E: Emergency Management	- Emergency Operations Center (EOC) activation, configuration, management and staffing - On-scene command control structure and interface with the EOC - Emergency decision making and the local declaration process - Requesting Borough, State and Federal assistance - Overall coordination of mutual aid - Information collection and database creation and management - Analysis and dissemination of information - Issuing situation reports, bulletins and advisories - Notification and updating of staff and elected officials - Science and technology support (GIS mapping, modeling) - Incident Action Plans and resource tracking
6	Annex F: Mass Care	Mass care operations including sheltering,

ESF	Title	Scope
		feeding and other essential human needs • Housing resources • In-place shelter operations • Access and Functional Needs Populations
7	Annex G: Logistics and Resource Support	• Resource identification • Resource coordination and support • Resource procurement • Personnel augmentation • Logistics management
8	Annex H: Public Health and Medical Services	• Assessment of public health and medical needs • Public health surveillance • Medical care personnel • Medical equipment and supplies
9	Annex I: Search and Rescue	• Resources needed to conduct search and rescue activities • Borough, State and Federal resources available to augment local search and rescue efforts • Aerial and ground search resources
10	Annex J: Oil and Hazardous Materials Response	• Coordinated response to oil and hazardous materials incidents • Specialized local, Borough, regional, State and Federal mutual aid resources • Hazardous materials planning and reporting requirements • Short and long-term environmental cleanup

ESF	Title	Scope
11	Annex K: Agriculture and Natural Resources	• Control and eradication of an outbreak of a devastating animal/zoonotic disease or plant disease • Assurance of food safety and security • Natural resource protection and restoration or historic properties
12	Annex L: Energy	• Energy system assessment, repair and restoration • Water services (water, sewer and storm water) • Private utilities industry coordination • Energy forecasting • Power outages
13	Annex M: Public Safety	• Law enforcement activities • Operational and personnel security • Ingress and egress to the disaster scene(s) • Liaison between response operations and criminal investigation activities • Coordination with Borough, State and Federal law enforcement agencies
14	Annex N: Long-term Community Recovery	• Community recovery operations • Economic assessment, protection and restoration • Mitigation analysis and program implementation • Coordination with the private sector • Coordination with state and federal community assistance programs

ESF	Title	Scope
15	Annex O: External Affairs	• Emergency public information • Protective action guidance • Ongoing emergency information • Inter-departmental coordination • Establishing a Joint Information Center (JIC) and Joint Information System (JIS) • Media and community relations • Governmental and public affairs
16	Annex P: Volunteer and Donations Management	• Coordinate Spontaneous (unaffiliated) Volunteers. • Coordinate Affiliated Volunteer Groups, e.g. Volunteer Organizations Active in Disasters (VOADs), Red Cross, Salvation Army, Community Emergency Response Teams (CERTs) • Manage Financial and Material Donations

Incident Command System and Emergency Support Functions in the EOC

Each City of Fairbanks department or agency will ensure that the specific mission areas within the functional annexes for which they have primary responsibility is planned for in order to fulfill the agency's emergency response role. That obligation includes training, resources, and personnel. This means each department needs to be cognizant of their available equipment and other physical resources and those resources' disposition, as well as ensuring that personnel are aware of and trained on the department's responsibilities and that personnel are available and assigned for response.

The **Organization and Assignment of Responsibilities** section of this plan will fully detail the responsibilities of each stakeholder agency or department by Emergency Support Function.

The chart on the following page shows the interface between ICS and the Emergency Support Function structure. Each ESF aligns with a specific functional annex as noted above.

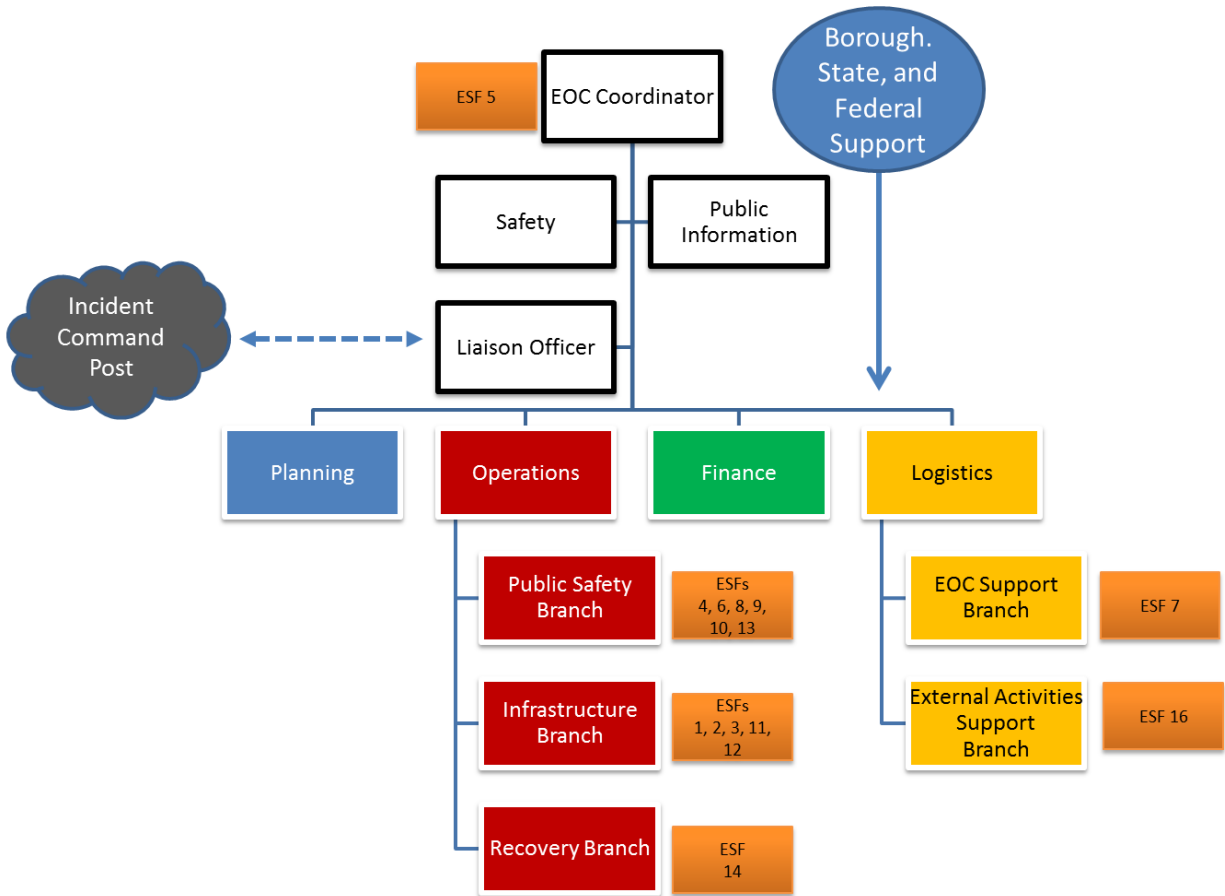


Figure 3: ICS/EOC Interface

Actions by Phases of Emergency Management

1. Mitigation – The City of Fairbanks will conduct mitigation activities as an integral part of the emergency management program. The *Mitigation Act of 2000* is the guiding document used to ensure mitigation is done to federal standards and recommendations. Mitigation is intended to eliminate hazards, reduce the probability of hazards causing an emergency situation, or lessen the consequences of unavoidable hazards. Mitigation should be a pre-disaster activity, although mitigation may also occur in the aftermath of an emergency situation with the intent of avoiding repetition of the situation. Mitigation is further developed in the Hazard Mitigation Plan which is published separately.
2. Preparedness – The City of Fairbanks will conduct preparedness activities to develop the response capabilities needed in the event of an emergency. Among the preparedness activities included in our emergency management program are:
 - a. Providing emergency equipment and facilities.
 - b. Emergency planning, including maintaining this Plan, its Annexes, and appropriate SOPs.

- c. Conducting or arranging appropriate training for emergency responders, emergency management personnel, other local officials, and volunteer groups who assist us during emergencies.
 - d. Conducting periodic drills and exercises to test plans and training.
- 3. Response – The City of Fairbanks will respond to emergency situations effectively and efficiently. The focus of most of this Plan and its Annexes is on planning for the response to emergencies. Response operations are intended to resolve an emergency situation while minimizing casualties and property damage. Response activities include warning, emergency medical services, firefighting, law enforcement operations, evacuation, shelter and mass care, emergency public information, search and rescue, as well as other associated functions.
- 4. Recovery – The City of Fairbanks will carry out a recovery program that involves both short- and long-term efforts in the event that disasters occur. Short-term operations seek to restore vital services to the community and provide for the basic needs of the public. Long-term recovery focuses on restoring the community to its normal state. The Federal government, pursuant to the *Stafford Act*, provides the vast majority of disaster recovery assistance. The recovery process includes assistance to individuals, businesses, and to government and other public institutions. Examples of recovery programs include temporary housing, restoration of government services, debris removal, restoration of utilities, disaster mental health services, and reconstruction of damaged roads and bridges.

ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES

Non-Emergency Organization

The City of Fairbanks is an autonomous jurisdiction. The City Charter vests the Legislative authority of the City in an elected mayor and the six elected members of the City Council. The day-to-day administration of the City rests with a Chief of Staff who is appointed by the Mayor.

Emergency Organization

This plan is designed to be activated partially or fully based on the nature and magnitude of the emergency or disaster. The Emergency Manager or Incident Commander, and or his/her designee, with support from designated local officials, will exercise direction and control from the EOC during disaster operations. The EOC may be partially or fully staffed depending on the type and scope of the emergency. The EOC will provide logistical and administrative support to response personnel deployed to the disaster site(s). Available warning time will be used to implement increased readiness measures that will insure maximum protection of the population, property, and the City's resources from the effects of threatened disasters.

Overall organization will be managed under the National Incident Management System (NIMS) which is explained in more detail in the **Direction and Control Section**, which follows. The plan supporting the EOC is designed with specific emergency support functions (ESFs) identified. The ESFs have specific guidelines and duty assignments to allow these functions to be activated on an as needed basis. Specific duties for each ESF are identified below.

In the event of a major emergency or disaster, the Mayor, or authorized designee, may order the activation of the EOC located in the Police Station at 911 Cushman St. All participating organizations are requested to send representatives to the EOC to coordinate response and recovery activities. City departments have pre-designated representatives. Other applicable organizations including the various boards, quasi-governmental organizations and private disaster relief organizations are also encouraged to designate representatives as well.

Emergency Management Chain of Command

- Emergency Manager: Fire Chief
- Emergency Manager Deputy: Asst. Fire Chief

Emergency Support Functions (ESF) Summary

- a. **ESF - 1: Transportation** – The City of Fairbanks Police Department is the primary agency for ESF-1 provides the coordination for the acquisition and provision of transportation for people and materials for emergency and disaster situations. The services and activities provided under this ESF will include the identification, acquisition, arrangement, mobilization and coordination of available City departments such as Public Schools, MACS, private industry, and voluntary transportation equipment, manpower and technical expertise to meet the requirements of providing essential transportation services before, during and after emergencies and disasters. The ESF also covers the actions that need to be taken to facilitate transportation and overcome impediments in emergencies and disasters.
- b. **ESF - 2: Communications** – The communication services responsibility falls under the City of Fairbanks Information Technology (IT) Department, who will under this ESF process identification, mobilization and coordination of available City government personnel and equipment to ensure all potential and needed communication lines are available to incident responding personnel. The IT Department will ensure needed increase of services is provided, work with private industry and volunteer personnel and equipment essential to gather, coordinate and disseminate information before, during and after an impending or actual disaster situation. In the event that normal means of communications become overburdened or destroyed, communications and information processing personnel shall use private industry, amateur radio teams and State and Federal assistance while re-establishing primary communication systems. ESF 2 will also provide for the establishment of systems to disseminate to appropriate government officials and the general public timely forecasts of all hazards requiring emergency preparedness or response actions.
- c. **ESF-3: Public Works & Engineering** –The City of Fairbanks Public Works Department carries the primary responsibility to provide the needed coordination of all available public works, engineering and construction resources and expertise in an emergency or disaster. It provides for the identification, agreement, mobilization and coordination of available City government, private industry which through mutual aid agreement to provide essential services before, during and after emergencies and disasters.
- d. **ESF-4: Fire Fighting** – The City of Fairbanks Fire Department is the primary agency for ESF-4 provides for the detection, control and suppression of rural and urban fires caused by an incident of natural or technological events. Services provided under this ESF shall include actions taken through the application of equipment, manpower and technical expertise to control and suppress fires that have or threaten to become disasters. Provision of such services will be in accordance with mutual aid agreements with City and Borough governments, private

industry, and other jurisdictions using established recognized standards of firefighting methods under the Incident Command System.

- e. **ESF-5: Emergency Management** – Emergency Management encompasses all emergency activities conducted by the City of Fairbanks Fire Department, who has the primary responsibility for this ESF. ESF-5 will also be supported by outside governments, private industry and volunteer organizations through mutual aid agreements before, during and after natural and technological emergencies and disasters. The ESF includes preparations for emergencies. It includes the analysis of the City's potential hazards and capabilities, the development of plans, procedures, agreements and arrangements to deal with emergencies and disasters, training of the City's overall ICS functions, regional government and volunteer personnel involvement and exercising of plans. When emergencies occur, ESF-5 will include activating the City's Emergency Operations Center (EOC), collecting, communicating and analyzing information about impending and impacting emergencies, assessing the impact and damages from emergencies, coordinating evacuation activities, setting all available resources into motion and restoring the affected people and property to their pre-disaster condition wherever possible.
- f. **ESF-6: Mass Care, Housing, and Human Services** - ESF-6 provides Mass Care, including Shelter, Mass Feeding and Housing and Human services support for victims of natural and technological emergencies and disasters:
 - The overall coordination for the Mass Care for disaster victims is conducted by the City of Fairbanks Engineering Department, with support from the American Red Cross (ARC) and FNSB Public Schools. The Engineering Department will ensure that all needed information from the City is provided, while the ARC and Schools provide direct assistance to the victims in shelter. The Engineering Department coordinates Federal assistance that is available to shelter as well as non-shelter seeking victims.
 - Mass Care will provide shelter during the emergency period and immediately following the disaster, in which victims are housed as a result of evacuation or, on a limited basis, pending repair of dwellings or assignment and movement into temporary housing. Emergency shelter is not intended for prolonged periods of occupancy due to the emergency nature of the activity and the requirements for mass feeding, bedding and adequate sanitary facilities. Shelter will include the mass feeding of victims and emergency workers through a combination of fixed sites, mobile feeding units and bulk distribution of food.
 - Mass Care will collect and provide information about individuals in the emergency area through their arrival at the shelter. Such

information will be used to aid reunion of families and individuals separated by the emergency or disaster.

- Housing activities will provide for short and long-term housing needs of emergency and disaster victims. Housing activities may include rental assistance, temporary housing, and loans for house repair and/or replacement of primary residences.
 - Human services include all government and relief organization actions to provide immediate assistance to victims of emergencies and disasters. It will include the provision and expedited processing of federal benefits claims such as Social Security, disaster unemployment assistance, Veterans Administration benefits and tax refunds.
 - Human Services may include, as appropriate, crisis counseling and supportive mental health services and such commodities as water, ice and other basic needs.
 - Housing and Human Services are dependent on Federal and State government involvement to ensure that proper authorized personnel are available to assist the victim with State and Federal issues.
- g. **ESF-7: Resource Support** - ESF-7 provides the resource support activities needed in emergencies and disasters. The City of Fairbanks Finance Department along with the support of the Purchasing Department, carries the primary responsibility for the approval and payment of the needed acquisitions. Resource support deals with the personnel, services, facilities, equipment, materials and supplies needed for emergency and disaster operations, whether from governmental, private or volunteer sources. Mutual aid agreements are in place to ensure that the City's resources can expand beyond the daily resource usage.
- h. **ESF-8: Public Health and Medical Services** - ESF-8's primary responsibility falls under the City of Fairbanks Fire Department. This ESF provides public health and sanitation, emergency medical, dental and hospital services, crisis counseling and mental health services to disaster victims and workers, to supplement and support disrupted or overburdened local medical personnel and facilities and relieve personal suffering and trauma. Public Health and Sanitation refers to the services, equipment and staffing needed to protect the health and general welfare of the public from communicable diseases, contamination and epidemics; the development and monitoring of health information; inspection of food and water quality and sanitation measures; immunizations; laboratory testing; animal and vector control; inspection of public drinking water supplies and sewage treatment services. Medical care refers to emergency and resident medical and dental care; doctors, technicians, supplies, equipment, ambulance and emergency medical services, hospitals, clinics and units, planning and operation of facilities and

services. Crisis Counseling and Mental Health refer to the provision of professional personnel, services and facilities essential to relieve victim trauma and mental health problems caused or aggravated by a disaster or its aftermath.

- i. **ESF-9: Urban Search & Rescue-** During search and rescue operations, the City of Fairbanks Fire Department will carry the primary responsibility for ESF-9. Mutual aid agreements are in place to ensure surrounding Borough (FNSB) support when operations are needed to expand beyond City resources.

ESF-9 provides for a trained and equipped emergency rescue response force with the capability to perform search and rescue operations during extraordinary conditions. The services and activities provided under this ESF will include locating, removal from the stricken area, and identification of survivors, the injured in need of medical treatment and decontamination, the marooned, and the dead.

- j. **ESF-10: Hazardous Materials-** The City of Fairbanks Fire Department has the primary responsibility for ESF-10. It provides for an effective and efficient response to and recovery from hazardous materials (HAZMAT) and radiological incidents that threaten the environment of the Borough and the lives and property of its citizens. Hazardous materials include oil spills. This ESF coordinates the City, regional area, and private resources responding to and remedying oil spills, HAZMAT incidents and radiological releases. Actions in this function can range from the detection of a release of spill, through the provision of initial response actions, to the request of state assistance and procurement of a contractor, to coordination of joint local, regional, State and Federal operations under the Incident Command System, to the final inspection and approval of remedial and restoration work.
- k. **ESF-11: Agriculture and Natural Resources** – The Fairbanks Engineering Department has the primary responsibility for this ESF. ESF-11 provides protection for the City's food supply to ensure that the population of the City is provided adequate and healthy nutrition during and after natural and technological emergencies and disasters. It is also concerned with diseases and infestations that could affect plant, animal and cultivated seafood species, and with animal evacuation, sheltering and health care. ESF-11 covers the wide range of nutritional assurance and plant, animal and cultivated seafood health and safety in all types of natural and technological threats.
- l. **ESF-12: Energy** – The City of Fairbanks Engineering Department serves as the primary agency for this ESF. ESF-12 provides for a coordinated response to maintain or reestablish natural gas, electric and water and sewer utility services within a disaster area to best serve the needs of the City's population. Services under this ESF include and encompass the restoration of natural gas, electric and water and sewer utilities subjected

to interruption or destruction by emergencies and disasters on a priority basis.

- m. **ESF-13: Public Safety and Security** – The City of Fairbanks Police Department holds the primary responsibility for this ESF. ESF-13 provides for the provision of law enforcement, emergency police and public safety services, and legal authority in an emergency or disaster. Services under this ESF include the identification, mobilization and coordination of available City and regional government agencies, other public safety and legal manpower, and expertise and equipment to minimize the adverse impact of an emergency or disaster on life and property in the affected area. Routine and emergency law enforcement, investigation, bomb disposal, traffic and crowd control, area access control, security, assistance with communications and transportation, determination of legal authority ramifications and related functions are included.
- n. **ESF-14: Long Term Recovery and Mitigation** – The City of Fairbanks Engineering Department has the primary responsibility of ESF-14. This ESF is concerned with long-term policies and programs for community recovery, mitigation and economic stabilization. This ESF provides for the recovery of the City from the long-term impacts and consequences of emergencies and disasters. The ESF addresses the stabilization of the City's and local economies and measures taken to reduce or eliminate risk from future emergencies and disasters, wherever possible.
- o. **ESF-15: External Affairs** - ESF-15's primary responsibility is held by the City of Fairbanks Mayor's Office. It provides information and external communications to inform people about the threats from natural and technological emergencies and disasters and the precautions and response measures that the City, local and regional governments are taking to protect and preserve life and property using all available methods and media. ESF-15 will also advise people of actions they need to take before and during emergencies and disasters. Public information provided before, during and after disasters and emergencies will provide clear, concise and accurate information on the existing situation in the disaster area. Every effort shall be made to minimize and counter rumors, hearsay and half-truths.
- p. **ESF – 16 Volunteer and Donations Management** – ESF 16's primary responsibility is held by the City of Fairbanks Human Resources Department. This annex outlines methods to provide for the coordination, supervision, and operations of volunteers and donations through all phases of emergency response. The purpose of this ESF is:
 - To provide guidance for the coordination of volunteers responding to an emergency or disaster.
 - To establish a consistent framework for coordinating with volunteer organizations supporting the response and recovery.

- To provide guidance for the coordination of goods donated in response to an emergency in an efficient and timely manner.
- To outline a volunteer and donations management program for the City of Fairbanks (COF) that can be implemented for large-scale, high-visibility disasters, or for smaller scale emergencies that may also generate a flow of unsolicited volunteer services and donated goods.

Responsibilities

General – Officials at all levels of government share responsibility for the necessary planning needed to minimize losses and provide relief from possible disasters. This shared responsibility includes the disaster preparedness and response capabilities of the City government, districts and independent authorities, regions, volunteer agencies, and State and Federal governments.

Initial response will provide for an immediate reaction to alleviate human suffering, prevent loss of life, protect property, and to return the area to normalcy in the shortest possible time. Operational plans shall be developed for accomplishment of various program goals and objectives designed to effectively reduce hazards and to bring long-range recovery to distressed areas.

City of Fairbanks –

- City government senior officials and staff must be prepared to direct and control local response to emergencies and disasters in accordance with local laws and mutual aid arrangements with adjacent communities, special districts, and voluntary organizations.
- Provide immediate response through the City departments and other public agencies.
- Establish readiness procedures to ensure proper training of personnel, and the availability of appropriate personnel and equipment in time of emergency. Readiness procedures must also provide for notification of personnel when a warning is received from the City of Fairbanks Fire Department or Emergency Operations Center.
- Request activation of mutual aid arrangements when specific aid coordination in such agreements is required.
- Request assistance from higher levels of government, Borough, State and Federal, through the Alaska Division of Emergency Management when:
 - Local resources are fully committed and found to be inadequate to cope with the situation, and;

- A particular capability is required and is not otherwise available.

DIRECTION, CONTROL, AND COORDINATION

The final responsibility for all emergency management in the City of Fairbanks belongs to the City of Fairbanks Emergency Manager, under the policy direction of the City Mayor's Office.

The City of Fairbanks Emergency Manager and/or their designee are responsible for administering the emergency management program. He/she makes routine decisions and advises the Mayor on alternatives when major decisions are required of that body. During emergency operations, he/she is responsible for the proper functioning of the EOC and its staff. The Emergency Manager, through the EOC, also acts as liaison with other local, borough, state and federal emergency management agencies.

Specific persons in departments, work units/agencies are responsible for fulfilling their responsibilities as stated in this Basic Plan and the annexes thereto. Department Heads, Work Unit/Agency Supervisors will retain control of their employees and equipment during response operations. Standing operating procedures (SOPs) are required of each department, work unit, or agency having responsibilities in this plan. These SOPs must include:

1. Method for the recall of personnel during non-duty hours.
2. Prioritization of tasks to guide response and recovery work.
3. Procedures to be followed that deviate from normal.
4. Specific emergency authorities that may be assumed by the designated successor during emergency situations.

During some periods of an emergency, Department Heads, and Work Unit/Agency Supervisors will be required to remain in the EOC and direct their departments from that facility. During any large-scale emergency, the EOC will in fact become the focal point for the Administration and control of many City functions for the duration of the crisis.

In accordance with Homeland Security Presidential Directive (HSPD) 5, all department heads, work units and agencies of the City of Fairbanks having responsibilities delineated in this Emergency Operation Plan (EOP) will use the National Incident Management System (NIMS). This system will allow proper coordination between local, state and federal organizations.

As described in the Concept of Operations (CONOPS) and Organization and assignment of responsibilities section of this Plan, the Incident Command System (ICS), as a part of NIMS, will enable effective and efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating with a common organizational structure.

All on-scene management of incidents will be conducted using the Incident Command System. Additionally, for the purposes of interface with Federal and other outside support, the 16 Emergency Support Functions will align under a responsible ICS position in the EOC.

PLAN DEVELOPMENT AND MAINTENANCE

General

The contents of this Plan must be known and understood by those people responsible for its implementation. The City of Fairbanks Emergency Manager is responsible for briefing the Mayor, city officials, departments, and partner organizations concerning their role in emergency management and the contents of this Plan in particular.

Schedule of Review

The Emergency Manager and/or their designee will maintain this EOP. He or she will coordinate with each emergency resource organization and coordinate the development and maintenance of an appropriate emergency response plan. The Mayor and/or their designee will ensure that an annual review be conducted by all officials involved in the execution of this Plan.

The Emergency Manager will facilitate this review and any plan revision and distribution found necessary. Department Heads are responsible for development and maintenance of their respective segments of this Plan and their appropriate supporting SOP's as stated here and set forth in each relevant Annex.

The EOP will be reviewed and updated annually, as necessary. The Executive branch of the City of Fairbanks should have the Plan readopted every five years.

Training and Exercises

This Plan will be tested at least once a year in the form of a simulated emergency exercise (drill, tabletop, functional, or major multi-agency/jurisdictional) in order to provide practical, controlled experience to those emergency managers tasked within the plan. The Emergency Manager may, at his/her discretion, conduct more than one emergency management training activity per year as money, manpower, or need arises.

ACTIONS, LEGAL AUTHORITIES, AND REFERENCES

Actions Under Local Emergencies

Declaring a Local Emergency

The Mayor of the City of Fairbanks with City Council approval is empowered to declare the existence of a local emergency or disaster when there is a clear and present danger to the health, life or safety of the people or property in any part of the City or at any time a disaster or State of Emergency is declared by the President of the United States or by the Governor of Alaska. The declaration of a local emergency by the Mayor will be in writing and will take effect immediately upon issuance. The Mayor will cause widespread publicity and notice to be given of such declaration throughout the City.

Powers of the City Executive during a Local Emergency

During a local emergency, the Incident Commander, Emergency Manager or designee is the Incident Commander. All powers and duties conferred upon the Emergency Manager, or any officer or manager of a functional Emergency Response Stakeholder division or agency, shall be exercised subject to the approval of the Mayor. The Mayor is authorized to issue and enforce rules, regulations, orders and directives considered necessary for the protection of life and property. The rules, regulations, orders, and directives will take effect immediately upon issuance, and copies of such documents will be maintained in accordance with the statutory requirements for retention of government records.

City Employees as Emergency Workers

The Mayor may require any City employee to serve under the direction of the Incident Commander or Emergency Manager in accordance with City Ordinance.

All City employees shall provide services as required per this Plan and within their department plans and procedures, as directed by the Incident Commander or Emergency Manager. It is the responsibility of the Office of Human Resources to establish plans for the use of additional City employees by any other City department requesting additional city personnel resources. Such reassignment will be coordinated by the Office of Human Resources. Assignment of City employees will be based on operational needs, priority, availability of personnel, and applicable collective bargaining agreements.

Acceptance of Donations

During a local emergency, the City is authorized to accept gifts, grants, or in-kind donations.

Alaska allows for political subdivisions within the State to accept services, gifts, grants, and loans of any amount for purposes of emergency management.

The City Clerk's Office will coordinate, administer, process, and deposit all monetary, in-kind, and property donations during a local emergency.

Violation of Emergency Regulations

During a declared local emergency, or within the area designated for a planned event or the area designated as the incident area, obstructing a member of the Fire Department, and/or Organization represented in the EOC for Emergency Response Operations in the performance of their duties, or violation of any rule, regulation, ordinance, or directive issued by the Incident Commander shall constitute a misdemeanor per City of Fairbanks General Code Section 1-19. Where no specific ordinance is stated in the violation or no specific penalty is provided, the penalties will follow those specified under AS 18.70.075.

Local Emergency Deactivation

The Emergency Manager or Incident Commander will keep the Mayor and the City Council advised of the status of the emergency and the level of activation of the EOC. The Mayor will declare and publicize the termination of such local emergency declaration at the earliest possible date that conditions will allow, unless the level of activation does not necessitate a declaration being issued. The City Council may nullify or modify any proclamation declaring a state of emergency by resolution. Upon termination of a declared local emergency, such rules, regulations, orders, or directives issued in conjunction with the emergency will terminate and have no further force or effect.

Legal Authorities

National/Federal Laws and Regulations

The following federal laws and/or regulations authorize the preparation and execution of emergency and government continuity operations. These operations mitigate, plan for, respond to, and recover from injury or damage, which may be caused by natural, human, and technological disasters or acts of terrorism.

- Title 5, United States Code (Public Law 107-296, HR 5005 of 107th Congress) "**Homeland Security Act of 2002**" Effective March 1, 2003.

This Act established the Department of Homeland Security and the transfer of 22 federal agencies to this department. The Act establishes the direction and control of agencies involved in preparedness, intelligence and information gathering, border control, infrastructure protection, and emergency response and recovery, and amends the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 2000,

the Federal Civil Defense Act of 1950, the National Security Act of 1947, and Executive Order 12148 dated July 20, 1979.

- **Robert T. Stafford Disaster Relief and Emergency Assistance Act**, PL 100-707 November 23, 1988; amended the Disaster Relief Act of 1974, PL 93-288.

This Act constitutes the statutory authority for most Federal disaster response activities especially as they pertain to FEMA and FEMA programs. The Stafford Act brings an orderly and systemic means of federal natural disaster assistance for state and local governments in carrying out their responsibilities to aid citizens. The Stafford Act is a 1988 amended version of the Disaster Relief Act of 1974. It created the system in place today by which a presidential disaster declaration of an emergency triggers financial and physical assistance through the Federal Emergency Management Agency (FEMA). The Act gives FEMA the responsibility for coordinating government-wide relief efforts. The Federal Response Plan implements include the contributions of 28 federal agencies and non-governmental organizations, such as the American Red Cross. Congress amended it by passing the Disaster Mitigation Act of 2000, and again in 2006 with the Pets Evacuation and Transportation Standards Act.

- Homeland Security Presidential Directive # 1 January 23, 2003

This Presidential Directive supersedes and amends all prior Presidential Directives that provided for Terrorism Crisis and Consequence Management, along with Emergency Response on a federal basis (EO 12148, FEMA, July 20, 1979), to include a revision of the National Response Plan, the Federal Response Plan, and the National Contingency Plan.

- Homeland Security Presidential Directive # 5 February 28, 2003

This Presidential Directive establishes the Secretary of Homeland Security as the principal Federal official for domestic incident management, recognizes the role of local authorities for initial management of domestic incidents, recognizes the role of the private sector, and tasks the Department with the development and administration of a National Incident Management System (NIMS).

- Federal Preparedness Circular 65 July 26, 1999

This document outlines guidance to Federal Executive Branch departments and agencies for use in developing viable and executable contingency plans for the continuity of operations.

- Public Law 95-510 Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA) as amended

Requires facilities to notify authorities of accidental releases of hazardous materials.

- Public Law 99-499 Superfund Amendments and Reauthorization Act of 1986, as amended

Governs hazardous materials planning and right-to-know. This law established the State Emergency Response Commissions (SERC) and the Local Emergency Planning Committees (LEPC). The LEPC performs local audits of facility's emergency plans and revises the City Hazardous Substance Response Plan is referenced in Annex 10.

- Code of Federal Regulations Title 44 Chapter I, Federal Emergency Management Agency, Parts 0-399

Covers the many aspects of disaster mitigation planning requirements, along with disaster relief and assistance regulations, the National Urban Search and Rescue Teams, and the designation of utilizing an Incident Management System.

- Code of Federal Regulations **Title 49 Part 830**

Regulates the notification and reporting of aircraft accidents or incidents, and overdue aircraft, and preservation of the aircraft wreckage, mail, cargo, and records.

- Code of Federal Regulations **Title 14 Part 77**

Regulates the construction and land use measures around airports and navigable airways.

State Emergency Laws and Regulations

- AS 18.70.075 Authority of Fire Department Officers and Penalty
- AS 18.70.090 Enforcement Authority
- AS 26.23.060 Local & Inter-jurisdictional Disaster Services
- AS 26.23.140 Local Disaster Emergency
- AS 26.23.190 Emergency Powers
- AS 26.23.500 Intrastate Mutual Aid System
- State of Alaska Emergency Operation Plan

City of Fairbanks Emergency Laws and Regulations

- Fairbanks General Code of Ordinances
 - Sec 1-19 Right of Entry
 - Sec 4.1.c Mayor designate
 - Sec 2-61 Succession to Office
 - Sec 2-117 Emergency Meetings; notice, justification
 - Sec 3.6 Ordinance Exceptions
 - Sec 6.5.B.5 Special Appropriation

- Sec 6.6.B.3 Emergency Expenditures
- Sec 54.246 Emergency Purchasing

City of Fairbanks, Alaska Emergency Operations Plan (EOP)



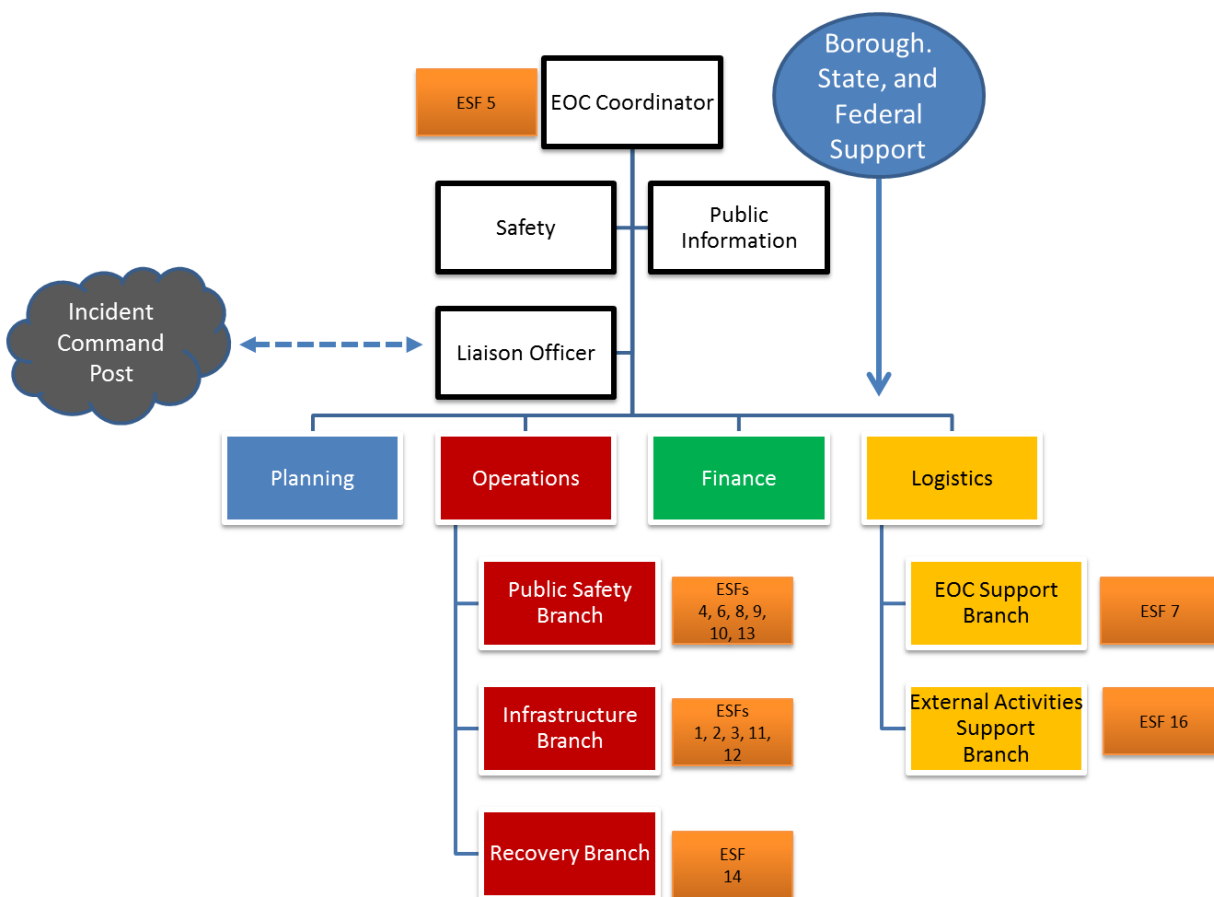
FIELD OPERATIONS GUIDE

F.O.G.

TABLE OF CONTENTS

Functional Organization.....	1
Transportation (ESF 1)	2
Transportation Function Checklist of Actions by Phase.....	3
Communications (ESF 2).....	5
Communication Function Checklist of Actions by Phase	6
Public Works and Engineering (ESF 3).....	8
Public Works & Engineering Function Checklist of Actions by Phase.....	9
Firefighting (ESF 4).....	11
Firefighting Function Checklist of Actions by Phase	12
Emergency Management (ESF 5).....	14
Emergency Management Checklist of Actions by Phase	16
Mass Care, Housing, and Human Services (ESF 6)	17
Mass Care Function Checklist of Actions by Phase of Response	18
Logistics and Resource Support (ESF 7).....	21
Logistics and Resource Support Function Checklist of Actions by Phase	22
Public Health and Medical Services (ESF 8).....	23
Public Health & Medical Services Function Checklist of Actions by Phase	24
Search and Rescue (ESF 9).....	27
Search & Rescue Function Checklist of Actions by Phase.....	28
Oil and Hazardous Materials (ESF 10).....	29
Oil & Hazardous Materials Functional Checklist of Actions by Phase.....	30
Agriculture, Natural Resources & Nutrition Support – (ESF 11).....	32
Agriculture, Natural Resources & Nutrition Function Checklist of Actions by Phase	33
Energy and Utilities (ESF 12).....	35
Energy and Utilities Function Checklist of Actions by Phase.....	36
Public Safety (ESF 13).....	37
Public Safety Function Checklist of Actions by Phase.....	38
Long Term Recovery (ESF 14).....	40
Long-Term Recovery Checklist of Actions by Phase.....	41
Public Information and External Communications (ESF 15)	43
Public Information and External Communications Function Checklist of Actions by Phase ..	44
Volunteer & Donations Management (ESF 16).....	46
Volunteer and Donations Management Checklist of Actions by Phase	47

Functional Organization



Transportation (ESF 1)

Scope

- Coordinate and process transportation resources and people (evacuation)
- Report damage to transportation infrastructure
- Coordinate alternate transportation service
- Coordinate the restoration and recovery of the transportation infrastructure

Functional Coordination: City of Fairbanks Emergency Manager

Mission Area	Primary Agency	Support Agency	POC/Liaison
Aviation/Airspace Management & Control	State of Alaska and the FAA	COF Emergency Management (Fire Chief)	FAA / ATC (907) 474-0050/0452 or (907) 778-2240 COF EM thru Dispatch
Transportation Safety	COF Police and Public Works Department	Alaska Department of Transportation	COF Police thru Dispatch Public Works (907) 459-6770
Restoration/Recovery of Transportation Infrastructure	COF Public Works Department	Alaska Department of Transportation	COF Public Works (907) 459-6770 AK DOT (907) 451-2294 / 2205
Movement Restrictions	COF Police, Public Works and Fire Departments	Alaska State Troopers (AST)	COF Police thru Dispatch Public Works (907) 459-6770 AST (907) 451-5100
Damage & Impact Assessment	COF Public Works, Building, and Engineering Departments	NA	COF Public Works (907)459-6770 COF Building (907)459-6720 COF Engineering (907) 459-6759

Transportation Function Checklist of Actions by Phase

Phase	Actions
Mitigation: Activities designed to prevent or lessen the effects of a hazard.	☐ Work with other involved agencies to identify and correct potential shortfalls in the ability to use emergency access and egress routes and available transportation resources. ☐ Coordinate with other agencies on the development of evacuation plans, particularly for pre-identified hazard areas.
Preparedness: Activities designed to improve readiness capabilities.	☐ Maintain awareness of the transportation related components of the EOP. ☐ Develop mutual aid and other support agreements with surrounding jurisdictions and the private sector. ☐ Ensure personnel are trained in EOC operations, the incident Command System (ICS) and the National Incident Management System (NIMS). ☐ Develop plans to use available transportation systems to manage the immediate transport of critical supplies. ☐ Develop plans to provide resources to assist with evacuations or other movements of people. ☐ Participate in training, drills and other activities to improve interagency communications. ☐ Review departmental Standard Operating Procedures and maintain personnel call up lists. ☐ Participate in training and exercises.
Response: Activities designed to save lives, protect property and contain the effects of an event.	☐ Ensure damage assessments are performed on infrastructure and transportation systems, facilities and equipment. ☐ Coordinate with other response agencies regarding the operational capabilities of the transportation system. ☐ Assign transportation resources to move materials, personnel and supplies as requested by first responders. ☐ Assist in making decisions regarding closures, restrictions, and priority repairs to transportation

Phase	Actions
	routes. ☐ Assist in initiating traffic management operations and control strategies. ☐ Provide field support for emergency responders at the scene integrated through the Incident Command System (ICS).
Recovery: Activities designed to ensure continued public safety and return the community to pre-disaster levels.	☐ Continue to coordinate transportation of equipment, supplies and people. ☐ Continue to perform tasks necessary to expedite restoration and recovery operations. ☐ Gradually revert assignments and personnel requirements to normal. ☐ Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required. ☐ Evaluate response and make necessary changes in this Functional Annex to correct shortfalls and improve future response activities. ☐ Participate in after action meetings and prepare after action reports as requested.

Communications (ESF 2)

Scope

- Provide temporary communications to support incident management
- Facilitate the restoration of the communications infrastructure
- Supports all state agencies in the procurement and coordination of communications services from the communications and information technology industry during an incident response.

Functional Coordination: City of Fairbanks Emergency Management

Mission Area	Primary Agency	Support Agency	POC/Liaison
Coordination with Telecommunications & Information Technology Industries	Information Technology (COF IT)	• Fairbanks Dispatch • ARES/RACES	COF IT (907) 459-6796
Restoration & Repair of Telecommunications Infrastructure	Information Technology (COF IT)	• Alaska Communications, GCI Alaska, AT&T, Verizon • Private Vendors • Fairbanks Dispatch • Ares/RACES	COF IT (907) 459-6796 ACS (800) 478-3081 GCI (800) 800-4800 AT&T (800) 478-9000 Verizon (800) 891-4966
Protection, Restoration, & Sustainment of Cyber & Information Technology Resources	Information Technology (COF IT)	• None	COF IT (907) 459-6796
Oversight of Communications w/in Federal Incident Management & Response Structures	City of Fairbanks Emergency Management	• Fairbanks Dispatch • Ares/RACES	COF EM (907) 450-6604 or Dispatch (907) 450-6507

Communication Function Checklist of Actions by Phase

Phase	Actions
Mitigation: Activities designed to prevent or lessen the effects of a hazard.	☐ When practical, protect equipment against lightning strikes and electromagnetic pulse (EMP) effects. ☐ Ensure methods are in place to protect communications equipment, including cyber and telecommunications resources.
Preparedness: Activities designed to improve readiness capabilities.	☐ Ensure alternate or backup communications systems are available. ☐ Coordinate common communications procedures. ☐ Develop and test emergency procedures. ☐ Develop mutual aid agreements. ☐ Develop and/or review procedures for the crisis augmentation of resources. ☐ Review departmental Standard Operating Procedures and maintain personnel call up lists. ☐ Participate in Emergency Management training and exercises. ☐ Develop and maintain a communications resource inventory.
Response: Activities designed to save lives, protect property and contain the effects of an event.	☐ Maintain existing equipment and follow established procedures for communicating with organization personnel performing field operations. ☐ Implement procedure to inspect and protect communications equipment. ☐ Make arrangements to ensure emergency communications equipment can be repaired on a 24-hour basis. ☐ Keep the EOC informed of their operations at all times and maintain a communications link with the EOC.
Recovery: Activities designed to ensure continued public safety and return the community to pre-disaster levels.	☐ Continue to perform tasks necessary to expedite restoration and recovery operations. ☐ Gradually revert assignments and personnel requirements to normal.

Phase	Actions
	☐ Evaluate response, and make necessary changes in this ESF Annex to improve future operations. ☐ Phase down operations, as appropriate. ☐ Clean, repair, and perform maintenance on all equipment before returning to normal operations or storage. ☐ Participate in after action reports and meetings as requested.

Public Works and Engineering (ESF 3)

Scope

- Infrastructure protection and emergency restoration
- Emergency assistance and support for first responders
- Engineering and construction services
- Liaison with state and federal resources
- Debris management

Functional Coordination: City of Fairbanks Emergency Manager

Mission Area	Primary Agency	Support Agency	POC/Liaison
Infrastructure Protection & Emergency Repair	Public Works Department and Engineering	Private Industry	Public Works (907) 459-6770 Engineering (907) 459-6759
Infrastructure Restoration	Public Works Department and Engineering	Private Industry	COF Police thru Dispatch Public Works (907) 459-6770
Engineering Services & Construction Management	Public Works Department and Engineering	Private Industry	COF Public Works (907) 459-6770 AK DOT (907) 451-2294 / 2205
Emergency Contracting Support for Life-Saving & Life-Sustaining Services	Public Works Department	City of Fairbanks Emergency Management (Fire Chief)	COF Public Works (907) 459-6770 COF EM (907) 450-6604 Dispatch (907) 450-6507
Debris Management	Public Works Department and Engineering	Private Industry	Public Works (907) 459-6770 Engineering (907) 459-6759

Public Works & Engineering Function Checklist of Actions by Phase

Phase	Actions
Mitigation: Activities designed to prevent or lessen the effects of a hazard.	☐ Participate in hazard identification process and identify and correct vulnerabilities in the public works system.
Preparedness: Activities designed to improve readiness capabilities.	☐ Maintain this Functional Annex, as well as supporting guidelines and operating procedures. ☐ Review all portions of the EOP to ensure proper coordination of public works and engineering activities. ☐ Ensure public works and engineering personnel receive appropriate emergency operations training. ☐ Establish contact with private resources that could provide support during an emergency. ☐ Participate in emergency training and exercises.
Response: Activities designed to save lives, protect property and contain the effects of an event.	☐ Provide public works and engineering support on a priority basis as determined by the EOC and/or the Incident Commander(s). ☐ Provide representative to the EOC as requested. ☐ Inspect damage to streets, bridges, and public buildings and provide this information to the Damage Assessment Coordinator. ☐ Support decontamination as necessary. ☐ Clear roads to facilitate emergency operations. ☐ Close roads and construct barricades as directed. ☐ Make recommendations on priority of repairs. ☐ Request outside assistance from surrounding jurisdictions and the private sector as required. ☐ Assist in emergency operations as described in the Search and Rescue Annex (ESF 9). ☐ Conduct other specific response actions as dictated by the situation.

Phase	Actions
Recovery: Activities designed to ensure continued public safety and return the community to pre-disaster levels.	☐ Continue to repair infrastructure and buildings on a priority basis. ☐ Continue all activities in coordination with the EOC based on the requirements of the incident. ☐ Participate in after-action reports and critiques. ☐ Make necessary changes in this Functional Annex and supporting plans and procedures. ☐ Recommend changes in planning, zoning, and building codes to prevent or lessen the effect of future disasters.

Firefighting (ESF 4)

Scope

- Fire prevention and suppression activities
- Fire mutual aid and resource augmentation
- Fire command and control structure

Functional Coordination: City of Fairbanks Emergency Management

Mission Area	Primary Agency	Support Agency	POC/Liaison
Coordination of Local Firefighting Activities	City of Fairbanks Fire Department	Area Fire Departments	COF Fire (907) 450-6600 or Dispatch (907) 450-6507
		Ft. Wainwright Fire Department	Ft. Wainwright Fire (907) 353-6485
		Eielson Fire Department	Eielson Fire (907) 377-4156
		COF Public Works Department	COF Public Works (907) 459-6770
		COF Police Department	COF Police Contact Dispatch
Support To Wild land, Rural, & Urban Firefighting Operations	City of Fairbanks Fire Department	City of Fairbanks Fire Department	AK Department of Natural Resources (Forestry) U.S. Bureau of Land Management

Firefighting Function Checklist of Actions by Phase

Phase	Actions
Mitigation: Activities designed to prevent or lessen the effects of a hazard.	☐ Participate in hazard identification process and identify and correct vulnerabilities in the firefighting function. ☐ Develop fire safety programs that include disaster situations and present them to the public.
Preparedness: Activities designed to improve readiness capabilities.	☐ Maintain this Functional Annex as well as supporting operating procedures and guidelines. ☐ Ensure fire personnel receive appropriate emergency operations training. ☐ Ensure fire mutual aid agreements with surrounding jurisdictions are current. ☐ Develop and maintain mutual aid agreements with private area resources that could be useful for fire prevention or suppression. ☐ Develop and maintain standard operating procedures and checklists to support emergency firefighting operations. ☐ Ensure emergency call-up and resource lists are current. ☐ Ensure the availability of necessary equipment to support firefighting activities. ☐ Participate in emergency training and exercises.
Response: Activities designed to save lives, protect property and contain the effects of an event.	☐ Respond as required on a priority basis. ☐ Activate mutual aid if needed. ☐ Coordinate activities with other responding agencies. ☐ Coordinate outside fire resources. ☐ Alert or activate off-duty personnel as required by the emergency. ☐ Conduct other specific response actions as dictated by the situation.

Phase	Actions
Recovery: Activities designed to ensure continued public safety and return the community to pre-disaster levels.	☐ Support clean up and restoration activities. ☐ Review plans and procedures with key personnel and make revisions and changes. ☐ Replenish supplies and repair damaged equipment. ☐ Continue all activities in coordination with the EOC or Incident Command based on the requirements of the incident. ☐ Provide sufficient documentation within established guidelines for possible State or federal reimbursement. ☐ Participate in after-action briefings and develop after-action reports. ☐ Make necessary changes in this Functional Annex and supporting plans and procedures.

Emergency Management (ESF 5)

Scope

- Emergency Operations Center (EOC) activation, configuration, management and staffing
- On-scene command control structure and interface with the EOC
- Emergency decision making and the local declaration process
- Requesting Borough, State and Federal assistance
- Overall coordination of mutual aid
- Information collection and database creation and management
- Analysis and dissemination of information
- Issuing situation reports, bulletins and advisories
- Notification and updating of staff and elected officials
- Science and technology support (GIS mapping, modeling)
- Incident Action Plans and resource tracking

Functional Coordination: City of Fairbanks Emergency Manager

Mission Area	Primary Agency	Support Agency	POC/Liaison
Coordination of Incident Management & Response Efforts	COF Emergency Management	COF Fire Department	COF EM (907) 450-6604 or Dispatch (907) 450-6507
		COF Police Department	COF Fire and Police Contact Dispatch (907) 450-6507
		COF Public Works Department	COF Public Works (907) 459-6770
Issuance of Mission Assignments	COF Emergency Management	COF Fire Department	COF EM (907) 450-6604 or Dispatch (907) 450-6507
		COF Police Department	COF Fire and Police Contact Dispatch (907) 450-6507
		COF Public Works Department	COF Public Works (907) 459-6770
Resource and Human Capital	COF Human Resources Department	N/A	COF Human Resources (907) 459-6780

Mission Area	Primary Agency	Support Agency	POC/Liaison
Incident Action Planning	COF Emergency Management	N/A	COF EM (907) 450-6604
Financial Management	COF Finance Department	All City Departments	Finance Director (907) 459-6776

Emergency Management Checklist of Actions by Phase

Phase	Actions
Mitigation: Activities designed to prevent or lessen the effects of a hazard.	☐ Participate in the hazard identification process and identify and correct vulnerabilities. ☐ Develop emergency preparedness programs and present them to the public.
Preparedness: Activities designed to improve readiness capabilities.	☐ Maintain this Functional Annex and its attachments. ☐ Ensure City personnel and partner agencies and organizations are provided with opportunities to take emergency operations and ICS training. ☐ Maintain the primary and alternate Emergency Operations Centers (EOCs). ☐ Develop and maintain standard operating ☐ Procedures and checklists to support Emergency Management activities. ☐ Ensure notification and call-up lists are current. ☐ Develop emergency exercises to support Emergency Management activities.
Response: Activities designed to save lives, protect property and contain the effects of an event.	☐ Activate the EOC and notify City and partner agencies, Borough, and State officials as needed. ☐ Request mutual aid as needed. ☐ Request assistance from Alaska Emergency Management through Fairbanks North Star Borough, if dictated by the situation. ☐ Coordinate the activities of all responding agencies. ☐ Conduct other specific response actions as dictated by the situation.
Recovery: Activities designed to ensure continued public safety and return the community to pre-disaster levels.	☐ Continue to coordinate the activities of all responding agencies. ☐ Support community recovery activities. ☐ Schedule after-action briefings and develop after-action reports. ☐ Develop and implement mitigation strategies. ☐ Make necessary changes in this Functional Annex and supporting plans and procedures.

Mass Care, Housing, and Human Services (ESF 6)

Scope

- Mass care operating including sheltering, feeding and other essential human needs
- Housing resources
- In-place shelter operations
- Access and Functional Needs Populations

Functional Coordination: City of Fairbanks Emergency Manager

Mission Area	Primary Agency	Support Agency	POC/Liaison
Mass Care (i.e. basic first aid not requiring hospital care)	COF Fire/EMS	Fairbanks Memorial Hospital	P: Local EMS contacted thru Dispatch (907) 450-6507 S: FMH Emerg Dept (907) 452-8181
Emergency Assistance	COF,ARC	COF EM	P: Red Cross (907) 456-5937 S: City of Fairbanks Emergency Management: (907) 450-6604 or Dispatch (907) 450-6507
Disaster Housing	State of Alaska (SOA) ARC	SOA Department of Health and Social Services (DHSS)/EM COF ARC United Way	P: Red Cross (907) 456-5937, SEOC S: DHSS through the SEOC S: (907) 452-7211
Human Services	Public Health	SOA Department of Health and Social Services	P: Public Health (800) 478-1777 S: DHSS through the SEOC

Mass Care Function Checklist of Actions by Phase of Response

Phase	Actions
Mitigation: Activities designed to prevent or lessen the effects of a hazard.	☐ Work with other involved agencies to identify and correct potential shortfalls in the ability to ○ House evacuees either in shelters or alternate housing solutions ○ Provide basic first aid, food, and human services assistance ○ Address the needs of functional and access needs populations ○ Communicate hazard warnings, instructions and information regarding mass care, housing and human services to the public. ☐ Coordinate with other agencies on the development of mass care plans, particularly for pre-identified hazard areas/situations.
Preparedness: Activities designed to improve readiness capabilities.	☐ Maintain awareness of the mass care related components of the EOP. Review and update on a regular basis, i.e at least annually and following any response, exercise or drill involving these functions. ☐ Develop mutual aid and other support agreements with surrounding jurisdictions, NGOs, VOADs, and the private sector. ☐ Ensure personnel are trained in EOC operations, the incident Command System (ICS) and the National Incident Management System (NIMS). ☐ Develop plans to use available systems to manage the immediate set-up and operation of shelters/feeding sites, human services centers, and alternate housing options. ☐ Develop plans to provide resources to assist with evacuations or other movements of people. ☐ Participate in training, drills and other activities to improve interagency communications. ☐ Review departmental Standard Operating Procedures and maintain personnel call up lists. ☐ Participate in training and exercises.

Phase	Actions
Response: Activities designed to save lives, protect property and contain the effects of an event.	❑ Rapid assessment of damage to homes and infrastructure is necessary to gauge the need for mass care, housing, and human services response, and scale of operations required to respond effectively to the incident. This may be done in coordination with the other functional groups in the EOC to prevent duplication of effort. ❑ Coordinate operations and resources management with all relevant stakeholders. ○ Assist in making decisions regarding opening of shelters and other care sites, restrictions, priority services, and demobilization planning (<i>Note: Demobilization planning begins in tandem with the decision to begin mass care services – i.e. have an exit strategy</i>). ❑ Coordinate with other response agencies regarding acquisition and maintenance of accurate and up-to-date intelligence on the operational capabilities and capacities of the mass care system. ○ Include information regarding care for access and functional needs populations. ❑ Ensure public warning and communication regarding mass care services is widely and effectively communicated. ○ Include strategies for communicating with access and functional needs populations. ❑ Assign transportation, material, and/or personnel resources to move materials, personnel and supplies as requested by ARC (<i>coordinate with:</i> ○ <i>Transportation,</i> ○ <i>Public Health and Medical Services,</i> ○ <i>Agriculture and Natural resources- which provides nutritional assistance- and</i> ○ <i>Volunteer and Donations Management</i>). ❑ Assist in coordination of staffing and resupply management for operational sites. ❑ Provide field support for all mass care operations integrated through ICS.

Phase	Actions
Recovery: Activities designed to ensure continued public safety and return the community to pre-disaster levels.	☐ Coordinate consolidation and demobilization activities for shelters. As necessary assist with the transition from shelters to alternate short-term, transitional, and/or long-term housing options for affected citizens. ☐ Continue to perform tasks necessary to expedite restoration and recovery operations. ☐ Gradually revert assignments and personnel requirements to normal. ☐ Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required: document returns with hand receipts. ☐ Evaluate response and make necessary changes in this Functional Annex to correct shortfalls and improve future response activities. ☐ Participate in after action meetings and prepare after action reports and improvement plans as requested.

Logistics and Resource Support (ESF 7)

Scope

- Resource identification
- Resource coordination and support
- Resource procurement
- Personnel augmentation
- Logistics management

Functional Coordination: City of Fairbanks Emergency Manager

Mission Area	Primary Agency	Support Agency	POC/Liaison
Comprehensive, Incident Logistics Planning, Management, & Sustainment Capabilities	City of Fairbanks Fire Emergency Management	City of Fairbanks Finance Department City of Fairbanks Human Resources	COF EM (907) 450-6604 or Dispatch 450-6507 Finance Director (907) 459-6776 Human Resources (907) 459-6780
Resource Support: Facility Space, Office Equipment & Supplies, Contracting Services, etc.	City of Fairbanks Emergency Management	City of Fairbanks Finance Department City of Fairbanks Human Resources	COF EM (907) 450-6604 or Dispatch 450-6507 Finance Director (907) 459-6776 Human Resources (907) 459-6780

Logistics and Resource Support Function Checklist of Actions by Phase

Phase	Actions
Mitigation: Activities designed to prevent or lessen the effects of a hazard.	☐ Ensure emergency contracts are in place to prevent resource shortages in an emergency.
Preparedness: Activities designed to improve readiness capabilities.	☐ Maintain this Functional Annex as well as supporting operating procedures and guidelines. ☐ Review all portions of the EOP to ensure proper coordination of resource support activities. ☐ Ensure resource support personnel receive appropriate emergency training. ☐ Establish contact with private resources that could provide support during an emergency. ☐ Participate in Emergency Management training and exercises.
Response: Activities designed to save lives, protect property and contain the effects of an event.	☐ Obtain resources on a priority basis as determined by the EOC Team or Incident Commander. ☐ Activate additional Logistics and Resource Support personnel. ☐ Work with the EOC staff or Incident Commander to establish priorities. ☐ If necessary, establish staging areas, distribution sites and mobilization centers from which resources may be distributed. ☐ Activate mutual aid. ☐ Maintain an inventory system to track supplies used in the disaster. ☐ Maintain accurate records of resources utilized and funds expended and submit reports.
Recovery: Activities designed to ensure continued public safety and return the community to pre-disaster levels.	☐ Return staffing to normal levels as dictated by the event. ☐ Identify unused resources in the community. ☐ Stand down any facilities no longer in use. ☐ Dispose of excess supplies. ☐ Participate in after-action reports and critiques.

Public Health and Medical Services (ESF 8)

Scope

- Assessment of public health and medical needs
- Public health surveillance
- Medical care personnel
- Medical equipment and supplies

Functional Coordination: City of Fairbanks Emergency Manager

Mission Area	Primary Agency	Support Agency	POC/Liaison
Public Health	State Of Alaska Department of Health and Social Services (DHSS)	COF Fire	P: 1-800-478-1777 S: Through Dispatch: (907) 450-6507
Medical (i.e. definitive care including pre- hospital and hospital care)	COF Fire <i>for Pre- hospital Care: EMS only</i> Fairbanks Memorial Hospital <i>for Hospital Care</i>		EMS through Dispatch: (907)-450-6507 FMH: (907) 452-8181 (main number)
Behavioral Health Services	SOA DHSS		P: (907) 465-4828
Mass Fatality Management	State of Alaska Medical Examiner		P: (907) 334-2200

Public Health & Medical Services Function Checklist of Actions by Phase

Phase	Actions
Mitigation: Activities designed to prevent or lessen the effects of a hazard.	☐ Perform ongoing disease surveillance and tracking activities. ☐ Maintain situational awareness regarding man-made and natural hazards and risks in and near the City of Fairbanks. ☐ Coordinate with other agencies on the development of Public Health and Medical Services plans, particularly for pre-identified hazard areas/situations.
Preparedness: Activities designed to improve readiness capabilities.	☐ Develop agreements with regional health and medical agencies to augment City resources. ☐ Develop and/or review procedures for crisis augmentation of health and medical personnel, as well as the identification of health care facilities that could be expanded into emergency treatment centers (e.g. skilled nursing facilities, urgent care clinics, etc.) ☐ Review departmental standard operating procedures, needs for materials, supplies, and necessary forms. ☐ Review protective action guides and self-support capabilities such as emergency electric power generators and communications capabilities. ☐ Ensure relevant personnel are trained in EOC operations, the incident Command System (ICS) and the National Incident Management System (NIMS). ☐ Participate in training, drills and other activities to improve interagency communications. ☐ Review and maintain personnel call up lists. ☐ Participate in training and exercises to refine and enhance operational readiness.
Response: Activities designed to save lives, protect property and contain the effects of an event.	☐ Coordinate the deployment of health care providers to provide mass inoculations if deemed necessary. ☐ Issue protective action guidance as necessary.

Phase	Actions
	□ Coordinate requests for enhanced fatality management assets/personnel. □ Coordinate with City of Fairbanks and State and Federal law enforcement for fatality management if a terrorist act is suspected. □ Coordinate operations and resources management with all relevant stakeholders. ○ Assist in making decisions regarding opening of alternate care sites, restrictions, priority services, and demobilization planning (<i>Note: Demobilization planning begins in tandem with the decision to begin mass care services – i.e. have an exit strategy</i>). □ Coordinate with other response agencies regarding acquisition and maintenance of accurate and up-to-date intelligence on the current operational capabilities and capacities of the Public Health and Medical Services system. ○ Include information regarding care for access and functional needs populations. □ Ensure public warning and communication regarding Public Health and Medical Services is widely and effectively communicated. ○ Include strategies for communicating with access and functional needs populations. □ Assign transportation, material, and/or personnel resources to move materials, personnel and supplies as requested by the Public Health Officer/Medical Officer/Functional Coordinator <i>with</i>: ○ <i>Transportation,</i> ○ <i>Public Health and Medical Services,</i> ○ <i>Agriculture and Natural resources- nutritional assistance- and</i> ○ <i>Volunteer and Donations Management.</i> □ Assist in coordination of staffing and resupply management for operational sites. □ Provide field support for all mass care operations integrated through ICS.

Phase	Actions
Recovery: Activities designed to ensure continued public safety and return the community to pre-disaster levels.	☐ Conduct ongoing sampling and monitoring to ensure continued levels of sanitation. ☐ Continue to perform tasks necessary to expedite recovery and cleanup operations. ☐ Coordinate consolidation and demobilization activities for any activated alternate care site. ☐ Continue to perform tasks necessary to expedite restoration and recovery operations. ☐ Gradually revert assignments and personnel requirements to normal. ☐ Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required: document returns with hand receipts. ☐ Evaluate response and make necessary changes in this Functional Annex to correct shortfalls and improve future response activities. ☐ Participate in after action meetings and prepare after action reports and improvement plans as requested.

Search and Rescue (ESF 9)

Scope:

- Resources needed to conduct research and rescue activities
- Borough, State and Federal resources available to augment local search and rescue efforts
- Aerial and ground search resources

Functional Coordination: City of Fairbanks Emergency Manager

Mission Area	Primary Agency	Support Agency	POC/Liaison
Life-Saving Assistance	City of Fairbanks Fire Department and City of Fairbanks Police Department	Area Fire Departments Area Police Departments	FFD & FPD thru Dispatch (907) 450-6507
Search & Rescue Operations	City of Fairbanks Fire Department and City of Fairbanks Police Department	Alaska State Troopers Wilderness Search and Rescue (AST WSAR) Alaska Mountain Rescue Group	FFD & FPD thru Dispatch (907) 450-6507 AST WSAR (907) 451-5100 AMRG (907) 566-2674

Search & Rescue Function Checklist of Actions by Phase

Phase	Actions
Mitigation: Activities designed to prevent or lessen the effects of a hazard.	☐ Review the hazards most likely to affect the City of Fairbanks and identify potential vulnerabilities in the Search and Rescue function. ☐ Develop plans to overcome these deficiencies (i.e., new equipment, training, mutual aid procedures).
Preparedness: Activities designed to improve readiness capabilities.	☐ Maintain this Functional Annex as well as supporting operating procedures and guidelines. ☐ Ensure personnel receive appropriate emergency operations training. ☐ Ensure mutual aid agreements are in place with surrounding jurisdictions. ☐ Develop and maintain mutual aid agreements with private area resources that could be useful during Search and Rescue operations. ☐ Participate in training and exercises.
Response: Activities designed to save lives, protect property and contain the effects of an event.	☐ Respond as required on a priority basis. ☐ Activate mutual aid if needed. ☐ Coordinate activities with other responding agencies. ☐ Coordinate with Search and Rescue elements responding from outside the jurisdiction. ☐ Alert or activate off-duty personnel as required by the emergency. ☐ Conduct other specific response actions as dictated by the situation.
Recovery: Activities designed to ensure continued public safety and return the community to pre-disaster levels.	☐ Replenish supplies and repair damaged equipment. ☐ Continue all activities in coordination with the EOC or Incident Command based on the requirements of the incident. ☐ Participate in after-action briefings and develop after-action reports. ☐ Make necessary changes in this Functional Annex and supporting plans and procedures.

Oil and Hazardous Materials (ESF 10)

Scope

- Coordinated response to oil and hazardous materials incidents
- Specialized local, Borough, regional, State and Federal mutual aid resources
- Hazardous materials planning and reporting requirements
- Short and long-term environmental cleanup

Functional Coordination: City of Fairbanks Emergency Manager

Mission Area	Primary Agency	Support Agency	POC/Liaison
Oil & Hazardous Materials Response (Chemical, Biological, Radiological)	COF Fire Dept.	FNSB HazMat Response Team	P: 907- 450-6604 or Dispatch: 907-450-6507 S: FNSB HazMat Team (907) 452-4355 or through dispatch
Environmental Short- & Long-Term Cleanup	SOA DEC	COF	P: 907-465-5066

Oil & Hazardous Materials Functional Checklist of Actions by Phase

Phase	Actions
Mitigation: Activities designed to prevent or lessen the effects of a hazard.	☐ Participate in the hazard identification process and identify and correct vulnerabilities. ☐ Develop emergency preparedness programs for hazardous materials incidents.
Preparedness: Activities designed to improve readiness capabilities.	☐ Maintain this ESF Annex and its attachments. ☐ Develop plans and procedures for hazardous materials incidents. ☐ Coordinate with local industrial plants to document their chemical storage. ☐ Provide or coordinate training for fire and law enforcement personnel so that they are prepared to recognize a hazardous materials incident and to promptly isolate and secure the accident scene. ☐ Ensure personnel are appropriately trained and equipped to deal with hazardous materials incidents. ☐ Develop and maintain standard operating procedures and checklists for hazardous materials incidents. ☐ Ensure notification and call-up lists are current. ☐ Participate in Emergency Management training and exercises.
Response: Activities designed to save lives, protect property and contain the effects of an event.	☐ Establish Contact with IC at the scene ☐ Consider additional notifications (incident dependent) to: ○ Fairbanks Hazmat Team Coordinator (907) 459-1481 Response Coordinator (907) 384-9494 ○ Alaska Regional Response Team: http://alaskarrt.org ○ Neighboring jurisdictions ○ Schools and Industry in the area of the incident ○ ESF-6, ESF -8, and ESF -1 for evacuation, shelter, and medical care.

Phase	Actions
	○ Ft. Wainwright ○ Eielson Air Force Base ○ 103rd Civil Support Team (CST) Alaska National Guard through the SOA Department for Military and Veterans Affairs. □ Coordinate with FNSB on these notifications. □ Assess the need for emergency proclamation to support response efforts. □ Deploy appropriately trained personnel to the incident. □ Assess the situation. Detect the presence of and identify hazardous material(s). Refer to the Hazardous Materials Emergency Response Guidebook. □ Conduct other specific response actions as dictated by the situation. ○ Depending on the situation, consider coordination with Mass Care, Public Health/Medical Services, and Transportation functions to facilitate shelter, medical care, and evacuation. □ If hazardous materials are involved, isolate and secure the accident scene. □ Establish adequate zones for decontamination. □ Deploy a representative to the FNSB EOC if requested.
Recovery: Activities designed to ensure continued public safety and return the community to pre-disaster levels.	□ Continue to coordinate the activities of all responding agencies. □ Support community recovery activities. □ Schedule after-action briefings and develop after-action reports. □ Develop and implement mitigation strategies. □ Make necessary changes in this Functional Annex and supporting plans and procedures.

Agriculture, Natural Resources & Nutrition Support – (ESF 11)

Scope

- Control and eradication of an outbreak of a devastating animal/zoonotic disease or plant disease
- Assurance of food safety and security
- Natural resource protection and restoration or historic properties

Functional Coordination: City of Fairbanks Emergency Manager

Mission Area	Primary Agency	Support Agency	POC/Liaison
Nutritional Assistance	State of Alaska (SOA) Department of Environmental Conservation (DEC)		DEC: 907-451-2120
Animal & Plant Disease/Pest Response	SOA DEC		DEC: 907-451-5170
Food Safety & Security	SOA DEC	Utility Services of Alaska (parent company of Golden Heart Utilities and College Utilities Corp. for water – related services).	Primary: DEC: 907-451-2108 Support: Utility Svc. of AK: Utility Services of Alaska Phone: (907) 479-3118 Fax: (907) 474-0619 24hr emergency line: 907-479-3118
Natural, cultural, & historic properties protection & restoration.	SOA Department of Natural Resources (DNR)		DNR: 907-451-2660
Safety & wellbeing of household pets.	Fairbanks North Star Borough (FNSB) Department of Animal Control		FNSB Animal Control: 907-451-1451

Agriculture, Natural Resources & Nutrition Function Checklist of Actions by Phase

Phase	Actions
Mitigation: Activities designed to prevent or lessen the effects of a hazard.	☐ Participate in the hazard identification process and identify and correct vulnerabilities. ☐ Develop emergency preparedness programs and materials and present them to the public.
Preparedness: Activities designed to improve readiness capabilities.	☐ Maintain this Functional Annex and its attachments. Develop SOPs and Checklists to support the activities described in this annex. ☐ Identify pet boarding facilities and private organizations that may provide emergency shelters for animals. ☐ Identify sources to augment emergency food and water supplies ☐ Identify local agribusiness operators with equipment and personnel to assist with any large animal movement or quarantine activities. ☐ Develop mutual aid agreements with government agencies, professional associations and private agencies and organizations with personnel and equipment that could support the activities of this annex. ☐ Develop and/or review procedures for crisis augmentation of personnel. ☐ Ensure City personnel and partner agencies and organizations are provided with opportunities to take emergency operations and ICS training. ☐ Ensure notification and call-up lists are current. ☐ Develop emergency exercises to support Agriculture, Natural Resources, and Nutritional Support activities.
Response: Activities designed to save lives, protect property and contain the effects of an event.	☐ Support the disaster response and recovery with all available resources. ☐ Provide assistance to established pet shelters. ☐ Restrict movement, detain or move animals, equipment, products and/or personnel as necessary to control and eradicate animal or plant disease.

Phase	Actions
	☐ Manage and direct evacuation of animals from risk areas and provide technical assistance to prevent animal injury and the spread of disease. ☐ Provide and/or receive appropriate mutual aid. ☐ Secure supplies, equipment, personnel and technical assistance from support agencies, organizations and other resources to carry out the response plans associated with animal health or any act of agro-terrorism. ☐ Coordinate the activities of all responding agencies. ☐ Begin planning for demobilization of operations as soon as possible after response begins. ☐ Conduct other specific response actions as dictated by the situation.
Recovery: Activities designed to ensure continued public safety and return the community to pre-disaster levels.	☐ Continue to coordinate the activities of all responding agencies to support disaster operations as needed through the recovery process. ☐ Restore equipment and restock supplies to normal state of readiness ☐ Support community recovery activities. ☐ Schedule after-action briefings and develop after-action reports. ☐ Develop and implement mitigation strategies based on after-action review. ☐ Make necessary changes in this Functional Annex and supporting plans and procedures.

Energy and Utilities (ESF 12)

Scope

- Energy system assessment, repair and restoration
- Water services (water, sewer and storm water)
- Private utilities industry coordination
- Energy forecasting
- Power outages

Functional Coordination: City of Fairbanks Emergency Manager

Mission Area	Primary Agency	Support Agency	POC/Liaison
Energy Infrastructure Assessment, Repair & Restoration	Golden Valley Electric Association (GVEA)	City of Fairbanks Public Works Department	GVEA (907) 452 1151 / 4832 COF Public Works (907) 459-6770
Potable Water and Sewer Infrastructure Assessment, Repair & Restoration	Utility Services of Alaska, Inc. (USA)	City of Fairbanks Public Works Department	USA (907) 479-3118 COF Public Works (907) 459-6770
Energy Industry Utilities Coordination	Golden Valley Electric Association (GVEA)	City of Fairbanks Public Works Department	GVEA (907) 452 1151 / 4832 COF Public Works (907) 459-6770
Energy Forecast	Golden Valley Electric Association (GVEA)	City of Fairbanks Public Works Department	GVEA (907) 452 1151 / 4832 COF Public Works (907) 459-6770

Energy and Utilities Function Checklist of Actions by Phase

Phase	Actions
Mitigation: Activities designed to prevent or lessen the effects of a hazard.	☐ Based on known hazards, identify and correct vulnerabilities in the energy and utilities function. ☐ Implement a public awareness campaign regarding energy and utilities safety in emergencies.
Preparedness: Activities designed to improve readiness capabilities.	☐ Maintain this Functional Annex as well as supporting operating procedures and guidelines. ☐ Ensure personnel receive emergency operations training. ☐ Develop guides and checklists to support emergency Energy and Utilities operations. ☐ Ensure emergency call-up and resource lists are current. ☐ Ensure the availability of necessary equipment to support energy and utilities activities. ☐ Participate in emergency exercises.
Response: Activities designed to save lives, protect property and contain the effects of an event.	☐ Deploy trained individuals to the EOC or Incident Command Post. ☐ Alert or activate off-duty, contract, and auxiliary personnel as required by the emergency. ☐ Coordinate activities with other responding agencies. ☐ Conduct specific response actions as dictated by the situation.
Recovery: Activities designed to ensure continued public safety and return the community to pre-disaster levels.	☐ Continue all activities in coordination with the EOC or Incident Command Post based on the requirements of the incident. ☐ Support restoration activities. ☐ Replenish supplies and repair damaged equipment. ☐ Participate in after-action briefings and develop after action reports. ☐ Make necessary changes in this Functional Annex and supporting plans and procedures.

Public Safety (ESF 13)

Scope

- Law enforcement activities
- Operational and personnel security
- Ingress and egress to the disaster scene(s)
- Liaison between response operations and criminal investigation activities
- Coordination with Borough, State and Federal law enforcement agencies

Functional Coordination: City of Fairbanks Emergency Manager

Mission Area	Primary Agency	Support Agency	POC/Liaison
Facility & Resource Security	City of Fairbanks Police Department (COFPD)	Area Police Departments Alaska State Troopers (AST) Federal Bureau of Investigation (FBI)	FPD thru Dispatch (907) 450-6507 AST (907) 451-5100 FBI (907) 452-3250
Security Planning & Technical Resource Assistance	City of Fairbanks Police Department (COFPD)	Area Police Departments Alaska State Troopers (AST) Federal Bureau of Investigation (FBI)	FPD thru Dispatch (907) 450-6507 AST (907) 451-5100 FBI (907) 452-3250
Public Safety & Security Support	City of Fairbanks Police Department (COFPD)	Area Police Departments Alaska State Troopers (AST) Federal Bureau of Investigation (FBI)	FPD thru Dispatch (907) 450-6507 AST (907) 451-5100 FBI (907) 452-3250
Support to Access, Traffic & Crowd Control	City of Fairbanks Police Department (COFPD)	Area Police Departments Alaska State Troopers (AST) Federal Bureau of Investigation (FBI)	FPD thru Dispatch (907) 450-6507 AST (907) 451-5100 FBI (907) 452-3250

Public Safety Function Checklist of Actions by Phase

Phase	Actions
Mitigation: Activities designed to prevent or lessen the effects of a hazard.	☐ Participate in hazard identification process and identify and correct vulnerabilities in the public safety and security function. ☐ Develop safety programs, to include disaster situations, and present them to the public.
Preparedness: Activities designed to improve readiness capabilities.	☐ Maintain this Functional Annex as well as supporting Operating Procedures and Guidelines. ☐ Ensure law enforcement personnel receive appropriate emergency operations training. ☐ Ensure mutual aid agreements with surrounding jurisdictions are current. ☐ Develop and maintain mutual aid agreements with private area resources that could be used to augment local law enforcement capabilities. ☐ Develop and maintain standard operating guides and checklists to support emergency law enforcement operations. ☐ Ensure emergency personnel call-up and resource lists are current and available to the Emergency Management Department. ☐ Ensure the availability of necessary equipment to support law enforcement activities. ☐ Participate in Emergency Management training and exercises.
Response: Activities designed to save lives, protect property and contain the effects of an event.	☐ Respond as required on a priority basis. ☐ Activate mutual aid if needed. ☐ Coordinate activities with other responding agencies. ☐ Coordinate outside law enforcement. ☐ Alert or activate off-duty and auxiliary, or reserve personnel as required by the emergency. ☐ Conduct other specific response actions as dictated by the situation.

Phase	Actions
Recovery: Activities designed to ensure continued public safety and return the community to pre-disaster levels.	☐ Review plans and procedures with key personnel and make revisions and changes. ☐ Replenish supplies and repair damaged equipment. ☐ Continue all activities in coordination with the EOC or Incident Command Post based on the requirements of the incident. ☐ Participate in after-action briefings and develop after-action reports. ☐ Make necessary changes in this Functional Annex and supporting plans and procedures.

Long Term Recovery (ESF 14)

Scope

- Community recovery operations
- Economic assessment, protection, and restoration
- Mitigation analysis and program implementation
- Coordination with the private sector
- Coordination with State and Federal community assistance programs

Functional Coordination: City of Fairbanks Emergency Manager

Mission Area	Primary Agency	Support Agency	POC/Liaison
Social & Economic Community Impact Assessment	Finance Director	FNSB and SOA	P: (907) 459-6706
Long-Term Recovery Assistance for the State, Local Government, & Private Sectors	City EM Public Works	FNSB and SOA	P: 907-450-6604 or Dispatch
Analysis & Review of Mitigation Program Implementation	City EM Engineering Dept	SOA Dept. of Homeland Security and Emergency Management	P: : 907-450-6604 or Dispatch S: 907-428-7000 http://ready.alaska.gov/Recovery

Long-Term Recovery Checklist of Actions by Phase

Phase	Actions
Mitigation: Activities designed to prevent or lessen the effects of a hazard.	☐ Identify recovery projects that are potential mitigation grant targets. ☐ Prepare and submit disaster mitigation applications to the appropriate State of Alaska and/or Federal agencies for reimbursement of disaster related expenditures. ☐ Develop a Disaster Mitigation Plan.
Preparedness: Activities designed to improve readiness capabilities.	☐ Define damage assessment forms based upon state information, identify the potential damage assessment teams and train staff to complete the forms and become proficient in the variables of the damage assessment process. ☐ Work with volunteer organizations locally for any potential coordination during the recovery phase. ☐ Educate the public on what they can do to recover faster with their family when a disaster strikes. ☐ Coordinate with all City departments to ensure all departments' plans incorporate long term recovery goals.
Response: Activities designed to save lives, protect property and contain the effects of an event.	☐ Staff the Long-term Recovery Unit upon request from the City Manager, Emergency Manager or designee, or the IC. ☐ Coordinate with responding agencies' actions and how they can assist with laying the ground work for long term recovery. ☐ Coordinate response effort to develop foundation for recovery effort. ☐ If Presidentially declared, Apply for disaster assistance ☐ Coordinate damage assessment ☐ Contact State of Alaska and Federal entities ☐ Implement DRC ☐ Coordinate with PIO ☐ Initiate strategies for long term internal City coordinated recovery efforts. ☐ Coordinate with State of Alaska and Federal

Phase	Actions
	liaisons to prepare the area for re-entry and establishment of a DRC. □ Assist other City departments upon request. □ Initiate damage assessment to report the status to the state and provide documentation for a disaster declaration. ○ Submit initial damage report to the State of Alaska EOC within 24 hours, via phone. ○ Submit an official damage report to the.
Recovery: Activities designed to ensure continued public safety and return the community to pre- disaster levels.	□ Initiate damage assessment; define the team, areas to be assessed, and forms to be utilized. Collate the data into a unified report. □ Incorporate the damage assessment result into the Community Restoration Plan, including engineering and future development input. □ Support the establishment of the DRC and staff as appropriate. □ Work with City of Fairbanks Public Information Officer (PIO) and/or Joint Information Center (JIC), if established, to ensure all residents are aware of the DRC and the assistance that is available. □ Define potential temporary housing areas, and upon request coordinate with residents to define and delineate property lines and easements. □ Identify the available relief programs from State of Alaska and Federal agencies, as well as Non-Governmental Organization (NGOs) such as the American Red Cross. Inform all City departments of the options available and coordinate the application process. □ Prepare and submit disaster assistance applications to the appropriate State of Alaska and/or Federal agencies for reimbursement, and if required matching funds for disaster related expenditures.

Public Information and External Communications (ESF 15)

Scope

- Emergency public information
- Protective action guidance
- Ongoing emergency information
- Inter-departmental coordination
- Establishing a Joint Information Center (JIC) and Joint Information System (JIS)
- Media and community relations
- Governmental and public affairs

Functional Coordination: City of Fairbanks Emergency Manager

Mission Area	Primary Agency	Support Agency	POC/Liaison
Emergency Public Information & Protective Action Guidance	City of Fairbanks PIO & Emergency Management	State of Alaska Division of Homeland Security and Emergency Management	COF PIO (907) 459-6793 COF EM (907) 450-6604 AK SEOC (907) 438-7100
Media & Community Relations	City of Fairbanks PIO & Emergency Management	State of Alaska Division of Homeland Security and Emergency Management	COF PIO (907) 459-6793 COF EM (907) 450-6604 AK SEOC (907) 438-7100
Government Officials & Internal Affairs	City of Fairbanks PIO & Emergency Management	State of Alaska Division of Homeland Security and Emergency Management	COF PIO (907) 459-6793 COF EM (907) 450-6604 AK SEOC (907) 438-7100
Tribal Affairs	City of Fairbanks PIO & Emergency Management	State of Alaska Division of Homeland Security and Emergency Management	COF PIO (907) 459-6793 COF EM (907) 450-6604 AK SEOC (907) 438-7100

Public Information and External Communications Function Checklist of Actions by Phase

Phase	Actions
Mitigation: Activities designed to prevent or lessen the effects of a hazard.	☐ Develop a campaign to promote the importance of maintaining adequate insurance. ☐ Provide information and increase awareness about safe rooms and other shelter methods. ☐ Promote preparedness information that will lessen the impact of disasters, such as having a disaster preparedness kit and family disaster plan. ☐ Establish contacts and develop working relationships with the media.
Preparedness: Activities designed to improve readiness capabilities.	☐ Identify all viable methods to reach the public including but not limited to radio, television, print media flyers, posters, brochures, informational booths and the Internet. ☐ Develop pre-scripted media releases and public advisories dealing with each hazard with the potential to affect the City of Fairbanks. ☐ Ensure adequate space and equipment is available to for a JIC in a location in close proximity to the EOC. ☐ Ensure all relevant departments have trained staff to support the JIC. ☐ Make accommodations for 24-hour staffing. ☐ Ensure all local media outlets are pre-identified and contacts established. Brief them regularly on emergency public information procedures. ☐ Ensure emergency responders are familiar with public information procedures and know how and when to refer the media to the appropriate field, EOC, or JIC personnel for information. ☐ Develop and maintain this Annex as well as supporting Operating Procedures. ☐ Identify access and functional needs populations and be prepared to meet their emergency public information needs. ☐ Encourage media involvement in the exercise design process and planning.

Phase	Actions
Response: Activities designed to save lives, protect property and contain the effects of an event.	☐ Inform the public of health and/or safety concerns and ways to reduce or eliminate the associated dangers. ☐ Provide evacuation instructions and shelter locations. ☐ In coordination with the EOC or Incident Commander, release emergency information as dictated by the situation. ☐ Implement a proactive public information strategy to ensure the media's needs are being met. ☐ If the situation dictates, activate and staff the JIC. ☐ After coordination with the City of Fairbanks Emergency Manager, release information regarding the emergency or disaster to other departments and agencies, the media and the public. ☐ Resolve any conflicting information and dispel rumors.
Recovery: Activities designed to ensure continued public safety and return the community to pre-disaster levels.	☐ Continue all emergency public information activities based on the circumstances and the organizations involved in the recovery efforts. ☐ Distribute information on what to do when returning to your damaged home and how and where to apply for different types of disaster assistance. ☐ Provide information regarding available disaster recovery programs and resources to the media and the public. ☐ Compile a written record of events, including any printed materials, news releases, tapes & clippings. ☐ Prepare reports and provide input to for an after action report. ☐ Assess effectiveness of information and education programs.

Volunteer & Donations Management (ESF 16)

Scope

- Coordinate Spontaneous (unaffiliated) Volunteers.
- Coordinate Affiliated Volunteer Groups e.g. Volunteer Organizations Active in Disasters (VOADs), Red Cross, Salvation Army, The United Way, and Community Emergency Response Teams (CERTs)
- Manage Financial and Material Donations

Functional Coordination: City of Fairbanks Emergency Manager

Mission Area	Primary Agency	Support Agency	POC/Liaison
Coordinate Spontaneous (unaffiliated) Volunteers.	COF Human Resources Department and/or COF Volunteer Coordinator assigned to the EOC	American Red Cross (ARC)	P: 907- 450-6604 or Dispatch: 907-450-6507 S: 907-456-5937
Coordinate Affiliated Volunteer Groups e.g. Volunteer Organizations Active in Disasters (VOADs), Red Cross, Salvation Army, United Way, Community Emergency Response Teams (CERTs)	COF Human Resources Department and/or Volunteer Coordinator assigned to the EOC	ARC, local VOADs United Way	P: 907- 450-6604 or Dispatch: 907-450-6507 S: 907-456-5937 United Way: (907) 452-7211
Managed Financial and Material Donations	COF Department of Finance (Monetary Donations) City Clerk's Office	Salvation Army Local VOADs	P: 907- 450-6604 or Dispatch: 907-450-6507 S: Salvation Army: Fairbanks Corps (907) 452-3103

Volunteer and Donations Management Checklist of Actions by Phase

Phase	Actions
Mitigation: Activities designed to prevent or lessen the effects of a hazard.	☐ Participate in the hazard identification process and identify and correct vulnerabilities. ☐ Develop emergency preparedness programs and present them to the public.
Preparedness: Activities designed to improve readiness capabilities.	☐ Identify agencies external to Fairbanks that may be the best choice to take the lead in volunteer and/or donations management operations during a disaster. ☐ Pre-identify sites for volunteer reception and donations management activities. ☐ Develop SOPs/field guides for operation of volunteer reception sites and donation management sites. If these plans exist with VOAD or other agencies, make the plans available to Fairbanks Emergency Management. ☐ Maintain this Functional Annex and its attachments. ☐ Ensure City personnel and partner agencies and organizations are provided with opportunities to take emergency operations and ICS training. ☐ Develop and maintain standard operating procedures and checklists to support Emergency Management activities. ☐ Ensure notification and call-up lists are current. ☐ Develop emergency exercises/drills to support Volunteer and Donations Management activities.
Response: Activities designed to save lives, protect property and contain the effects of an event.	☐ Activate the EOC and notify City and Volunteer and Donations Management partner agencies, Borough, and State officials as needed. ☐ Request mutual aid as needed. Partner VOADs requesting assistance from their State or National parent organizations should apprise the EOC of this. ☐ Request assistance from Alaska Emergency Management through Fairbanks North Star Borough, if dictated by the situation.

Phase	Actions
	☐ Coordinate the activities of all responding agencies. ☐ Conduct other specific response actions as dictated by the situation. ☐ Begin planning for demobilization.
Recovery: Activities designed to ensure continued public safety and return the community to pre- disaster levels.	☐ Continue to coordinate the activities of all responding agencies as they collate data on response and return to steady-state operations. ☐ Establish mechanism for removal of unwanted donated items. These may be donated to other organizations or disposed of. ☐ Support community recovery activities. ☐ Formally thank volunteers, volunteer agencies, and donors for their support. ☐ Schedule after-action briefings and develop after-action reports. ☐ Develop and implement mitigation strategies based on after-action review of volunteer and donations operations. ☐ Make necessary changes in this Functional Annex and supporting plans and procedures.

Annex A –Transportation (ESF 1)**ICS Area: Operations****Functional Coordination**

Functional Coordinator: City of Fairbanks Emergency Manager

The City of Fairbanks Emergency Management is the functional coordinator for all functions in the EOP. However, due to capacity and capability limitations, each function is sub-divided into individual mission areas with agencies having primary and support responsibilities as indicated the in the table below.

Mission Area	Primary Agency	Support Agency	POC/Liaison
Aviation/Airspace Management & Control	State of Alaska and the FAA	COF Emergency Management (Fire Chief	FAA / ATC (907) 474-0050/0452 or (907) 778-2240 COF EM thru Dispatch
Transportation Safety and Coordination of Transportation Resources	COF Police and Public Works Department	Alaska Department of Transportation	COF Police thru Dispatch Public Works (907) 459-6770
Restoration/Recovery of Transportation Infrastructure	COF Public Works Department	Alaska Department of Transportation	COF Public Works (907) 459-6770 AK DOT (907) 451-2294 / 2205
Movement Restrictions	COF Police, Public Works and Fire Departments	Alaska State Troopers	COF Police thru Dispatch Public Works (907) 459-6770
Damage & Impact Assessment	COF Public Works, Building, and Engineering Departments	NA	COF Public Works (907)459-6770 COF Building (907)459-6720 COF Engineering (907) 459-6759

Purpose

The Transportation Annex provides for the actions that need to be taken to facilitate transportation and overcome impediments in emergencies and disasters, and provides for the coordination of the acquisition, and provision of transportation for people and materials for emergency and disaster situations. The services and activities provided under this function will include the identification, acquisition, arrangement, mobilization and coordination of available City departments and mutual aid partners to meet the requirements of providing essential transportation services before, during and after emergencies and disasters.

Scope and Concept of Operations (CONOPS)

The City of Fairbanks has limited capabilities to respond to the identified mission areas as noted on the following page. For all other Transportation (ESF 1) needs, the City of Fairbanks will require mutual aid and requests for assistance (RFA) in coordination with Fairbanks North Star Borough (FNSB) and the State of Alaska.

Mission Area	City of Fairbanks Capacity/Capability
Aviation/Airspace Management & Control	City of Fairbanks Emergency Management will coordinate with the state EOC and the FAA to obtain airspace closures
Transportation Safety	Maintain Roads and Direct Traffic
Restoration/Recovery of Transportation Infrastructure	Repair and maintain roads
Movement Restrictions	Direct traffic with barricades and personnel
Damage & Impact Assessment	Conduct Engineering and building assessments

This Functional Annex is designed to provide a flexible organizational structure capable of meeting the varied requirements of many emergency scenarios with the potential to require activation of the Emergency Operations Center (EOC) and implementation of the City of Fairbanks EOP.

Annex A is a functional annex to the EOP and to the extent possible, information contained in other sections of the EOP will not be repeated in this document.

The Transportation Functional Annex applies to all agencies and organizations with assigned emergency responsibilities in the EOP.

Although private automobiles are the preferred method of evacuation, there will be individuals and groups who require assistance in relocating from an evacuation area.

Schools, hospitals, nursing homes & daycare centers are responsible for ensuring the overall safety and well being of their students, patients, residents, staff and visitors to their facilities. To that end, emergency plans should be developed taking into account the hazards to which those facilities might reasonably be exposed. Such hazards include, but are not limited to, natural and technological disasters, fire/explosion, physical plant and/or utility failure, security threats and vehicular accidents. These “vulnerable populations” are encouraged to be pro-active in developing and implementing their plans.

Because of its critical nature, the assessment of damage and if necessary the restoration and protection of transportation infrastructure and resources will be the main priority of this function during emergency operations.

Transportation to and from shelters may be a subject for consideration. Most businesses, schools, hospitals, nursing homes, etc., have developed internal plans for providing expedient shelter within their facilities. However, the City of Fairbanks does not have any designated shelters for protection from natural or technological hazards; it does coordinate the activation of shelters with FNSB for the purpose of providing mass care and shelter for persons displaced from their homes. ***(For more information, see Mass Care, Feeding and Sheltering (ESF 6))***

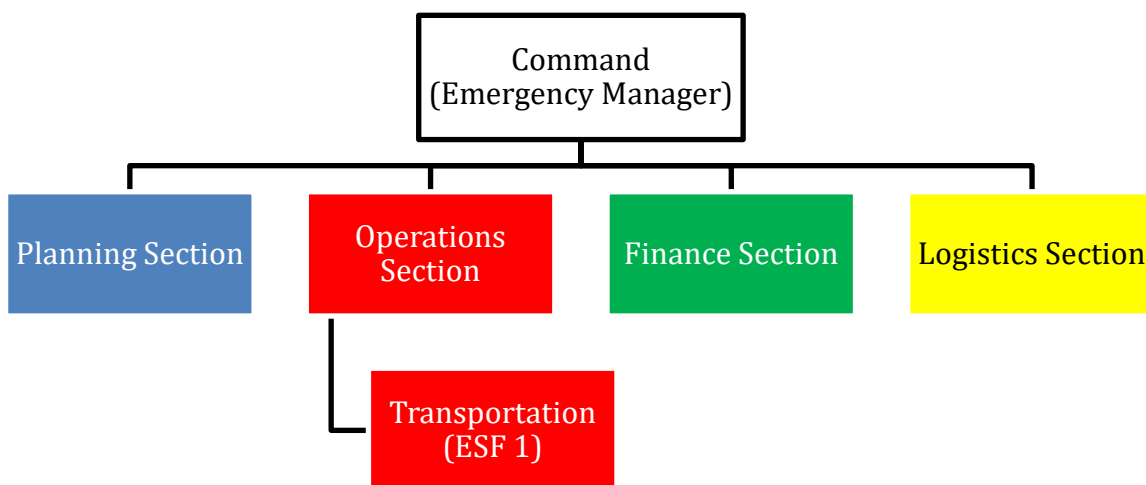
When the emergency/disaster situation has stabilized and it is again safe to return to a previously evacuated area, the authorization to allow reentry will be given by the City

emergency operations center (EOC), the Incident Commander (IC), or as otherwise directed.

There are numerous transportation routes throughout the City that may become critical during emergency situations (**Attachment 2**).

Organization

The City of Fairbanks Emergency Operations Center (EOC) will serve as the central location for interagency coordination and executive decision-making, including all activities associated with Transportation. As indicated in the base EOP, the City of Fairbanks EOC is organized along the Incident Command System Structure, with Transportation (ESF 1) being aligned with the Operations Section as shown in the figure below.



EOC ICS Structure Showing Transportation Function

Notifications

The Emergency Management Coordinator will notify the appropriate Transportation function coordinators/liaisons of EOC activations and request the appropriate representatives report to the EOC to coordinate their mission areas as appropriate.

As additional EOC staffing needs become apparent, other support and partnering agency personnel may be asked to report to the EOC to assist with transportation activities. Depending on the nature and location of the emergency, Borough, State, and federal officials may also become critical members of the Transportation team.

Direction and Control

All evacuation and transportation activities will be coordinated through the Fairbanks Emergency Operations Center or from the Incident Command Post that will serve as the source of all direction and control.

Access and Functional Needs Populations

A variety of methods for transportation are available by the various agencies responsible for the care of individuals with Access and Functional Needs. However, large-scale transportation would be difficult with few resources to cover a City of this size. The number of vehicles needed for those with severe physical disabilities is extremely limited and would require the assistance of outside agencies and/or businesses.

Transportation of individuals will be coordinated with the appropriate agency responsible for their welfare, with assistance from one or more of the following agencies:

- Metropolitan Area Commuter System (MACS)
- Fairbanks North Star Borough (FNSB) School District
- Fairbanks Correctional Center (Jail)
- City of Fairbanks Fire Department (EMS)
- Alaska National Guard
- Ft Wainwright Army Base
- Eielson Air Force Base

Responsibilities

All tasked agencies will:

- Develop applicable SOPs, guidelines and/or checklists detailing the accomplishment of their assigned mission areas.
- When requested, deploy a representative to the EOC to assist with transportation activities
- Provide ongoing status reports.
- Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
- Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that state and federal reimbursement becomes available.
- Maintain up-to-date rosters for notifying personnel and 24-hour staffing capabilities, and provide this information to the City's Emergency Manager
- Perform other emergency responsibilities as assigned.

The Functional Coordinator will coordinate with the appropriate primary and support agencies to:

- Identify and maintain critical transportation routes.

- Work with other agencies to designate transportation bases, staging area, refueling and repair facilities.
- Coordinate the use of additional transportation resources.

Each agency with responsibilities in this Function (whether government or non-government) will provide assistance in moving personnel and equipment to the incident per their standard operating procedures.

Businesses and agencies with responsibilities for Access and Functional Needs populations are responsible for acquiring and/or contracting resources to meet transportation need for these citizens.

Additional transportation needs such as fuel and other equipment is covered in the ESF Resources Annex (ESF 7).

Administration

Support

Requests for emergency assistance will be resolved at the lowest level direction and control facility with appropriate response resources capabilities. Unresolved assistance requests will normally flow upward from the City to the FNSB or the State EOC, and as required to other states or the federal government for assistance support.

Agreements and Understandings

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.

The Proclamation of a Local Emergency by the City or a State Disaster issued by the Governor may suspend selected rules and regulations that affect support operations. The Emergency Manager will determine the specific impact of the situation and inform the functional group members.

Status Reports

Primary agencies will maintain status of all outstanding assistance requests and unresolved mission-related issues. This information will be summarized into periodic status reports at the EOC and submitted in accordance with applicable operating procedures.

Expenditures and Recordkeeping

Each functional agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines.

The first source of funds for expenditures by agencies in response to an emergency, imminent disaster, or recovery from a catastrophic incident, is to be from the local jurisdiction in which the disaster occurs.

After Action Reporting

Following the conclusion of any significant emergency event/incident or exercise, the primary agency representative will conduct a critique of the group activities during the event/incident/exercise.

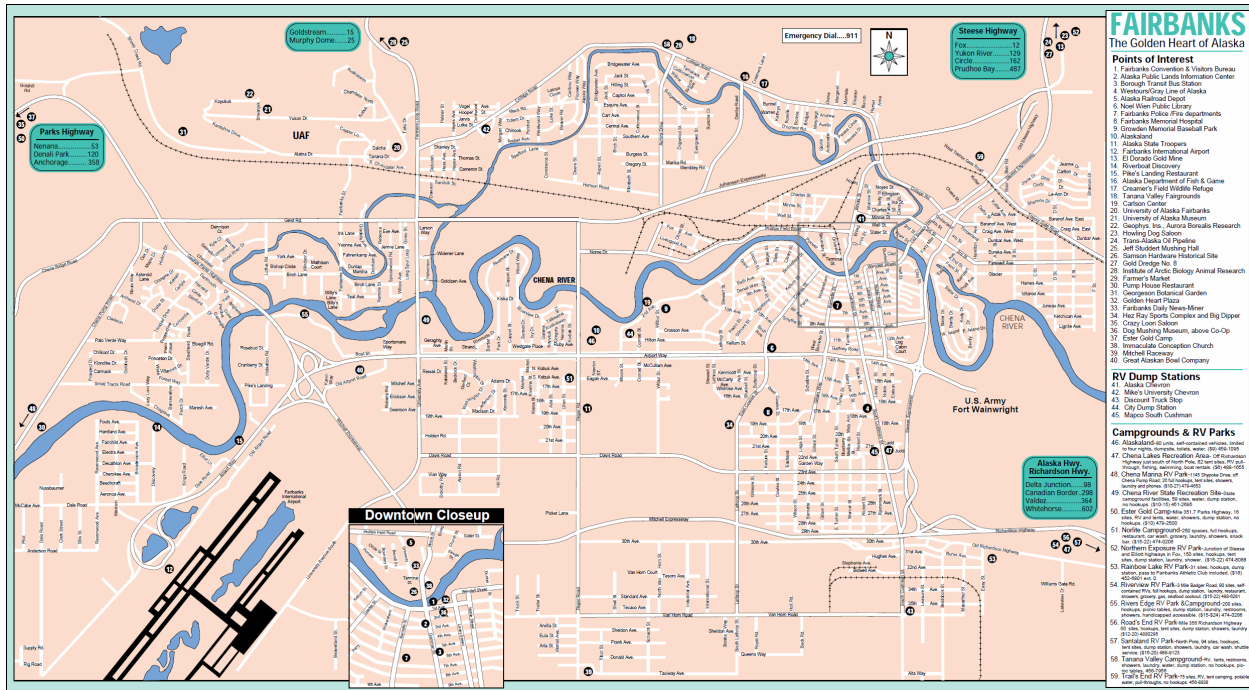
Support agencies will provide written and/or oral inputs for this critique and the primary agency representative will consolidate all inputs into a final report and submit it to the City of Fairbanks Emergency Manager.

Attachment 1: Transportation Function Checklist of Actions by Phase

This attachment is intended to be a stand-alone resource to guide activities for this function. During an operation it may be posted or distributed to serve as a job aid and tool for tracking progress.

Phase	Actions
Mitigation: Activities designed to prevent or lessen the effects of a hazard.	☐ Work with other involved agencies to identify and correct potential shortfalls in the ability to use emergency access and egress routes and available transportation resources. ☐ Coordinate with other agencies on the development of evacuation plans, particularly for pre-identified hazard areas along with possible structural analysis and remodel.
Preparedness: Activities designed to improve readiness capabilities.	☐ Maintain awareness of the transportation related components of the EOP. ☐ Develop mutual aid and other support agreements with surrounding jurisdictions and the private sector. ☐ Ensure personnel are trained in EOC operations, the incident Command System (ICS) and the National Incident Management System (NIMS). ☐ Develop plans to use available transportation systems to manage the immediate transport of critical supplies. ☐ Develop plans to provide resources to assist with evacuations or other movements of people. ☐ Participate in training, drills and other activities to improve interagency communications. ☐ Review departmental Standard Operating Procedures and maintain personnel call up lists. ☐ Participate in training and exercises.
Response: Activities designed to save lives, protect property and contain the effects of an event.	☐ Ensure damage assessments are performed on infrastructure and transportation systems, facilities and equipment. ☐ Coordinate with other response agencies regarding the operational capabilities of the transportation system. ☐ Assign transportation resources to move materials, personnel and supplies as requested by first

Phase	Actions
	responders. ☐ Assist in making decisions regarding closures, restrictions, and priority repairs to transportation routes. ☐ Assist in initiating traffic management operations and control strategies. ☐ Provide field support for emergency responders at the scene integrated through the Incident Command System (ICS).
Recovery: Activities designed to ensure continued public safety and return the community to pre-disaster levels.	☐ Continue to coordinate transportation of equipment, supplies and people. ☐ Continue to perform tasks necessary to expedite restoration and recovery operations. ☐ Gradually revert assignments and personnel requirements to normal. ☐ Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required. ☐ Evaluate response and make necessary changes in this Functional Annex to correct shortfalls and improve future response activities. ☐ Participate in after action meetings and prepare after action reports as requested.

Attachment 2: City of Fairbanks Map

Attachment 3: List of Transportation Resources

- Ambulances from COF Fire Department
- School buses from FNSB School District
- Private Vendors
- Equipment via City Public Works Department
- Equipment Vendors

Attachment 4: Rail Map

Attachment 5: Fairbanks International Airport Map

Annex B – Communications (ESF 2)**ICS Area: Operations****Functional Coordination**

Functional Coordinator: City of Fairbanks Emergency Manager

The City of Fairbanks Emergency Manager is the functional coordinator for all functions in the EOP. However, due to capacity and capability limitations, each function is subdivided into individual mission areas with agencies having primary and support responsibilities as indicated in the table below.

Mission Area	Primary Agency	Support Agency	POC/Liaison
Coordination with Telecommunications & Information Technology Industries	Information Technology (COF IT) AlasConnect	- Fairbanks Dispatch - ARES/RACES	COF IT (907) 459-4999
Restoration & Repair of Telecommunications Infrastructure	Information Technology (COF IT) AlasConnect	- Alaska Communications, GCI Alaska, AT&T, Verizon - Private Vendors - Fairbanks Dispatch - Ares/RACES	COF IT (907) 459-4999 ACS (800) 478-3081 GCI (800) 800-4800 AT&T (800) 478-9000 Verizon (800) 891-4966
Protection, Restoration, & Sustainment of Cyber & Information Technology Resources	Information Technology (COF IT) AlasConnect	None	COF IT (907) 459-4999
Oversight of Communications w/in Fairbanks Incident Management & Response Structures	City of Fairbanks Emergency Management (Fire Chief)	- Fairbanks Dispatch - Ares/RACES	COF EM (907) 450-6604 or Dispatch (907) 459-6800

Purpose

The Communications Annex describes the systems and procedures for communicating during a disaster. It addresses:

- Communications interoperability among field response units
- Primary and back-up communications systems
- Communications to and from the Emergency Operations Center (EOC)
- Sources for communications augmentation such as Amateur Radio

- Other communications systems to support emergency operations

The Communications Annex also addresses warning and notification, as well as information technology and telecommunications.

Scope and Concept of Operations (CONOPS)

The City of Fairbanks has limited capabilities to respond to the identified mission areas as noted on the following page. For all other Communications (ESF 2) needs, the City of Fairbanks will require mutual aid and requests for assistance (RFA) in coordination with Fairbanks North Star Borough (FNSB) and the State of Alaska.

Mission Area	City of Fairbanks Capacity/Capability
Coordination with Telecommunications & Information Technology Industries	Work with private companies to ensure communications
Restoration & Repair of Telecommunications Infrastructure	Work with private companies to ensure communications
Protection, Restoration, & Sustainment of Cyber & Information Technology Resources	Work to ensure communications are secure
Oversight of Communications w/in Fairbanks Incident Management & Response Structures	Work to ensure communications are secure

This Functional Annex is designed to provide a flexible organizational structure capable of meeting the varied requirements of many emergency scenarios with the potential to require activation of the Emergency Operations Center (EOC) and implementation of the City of Fairbanks EOP.

Annex B is a functional annex to the EOP and to the extent possible, information contained in other sections of the EOP will not be repeated in this document.

The Communications Functional Annex applies to all agencies and organizations with assigned emergency responsibilities in the EOP.

Fairbanks Emergency Management is designated as the coordinator for ESF 2. As ESF coordinator, Emergency Management coordinates meetings, plans, exercises, training, and other activities with the private sector and the communications primary and support agencies.

The City has a wide variety of emergency communications equipment including: radios (fixed, mobile and handheld), pagers, telephones (including mobile and cellular), fax machines, etc. The City also utilizes a variety of radio frequencies to facilitate day-to-day and emergency communications. **A list of these frequencies is found in Attachment 2 of this Annex.**

Warning

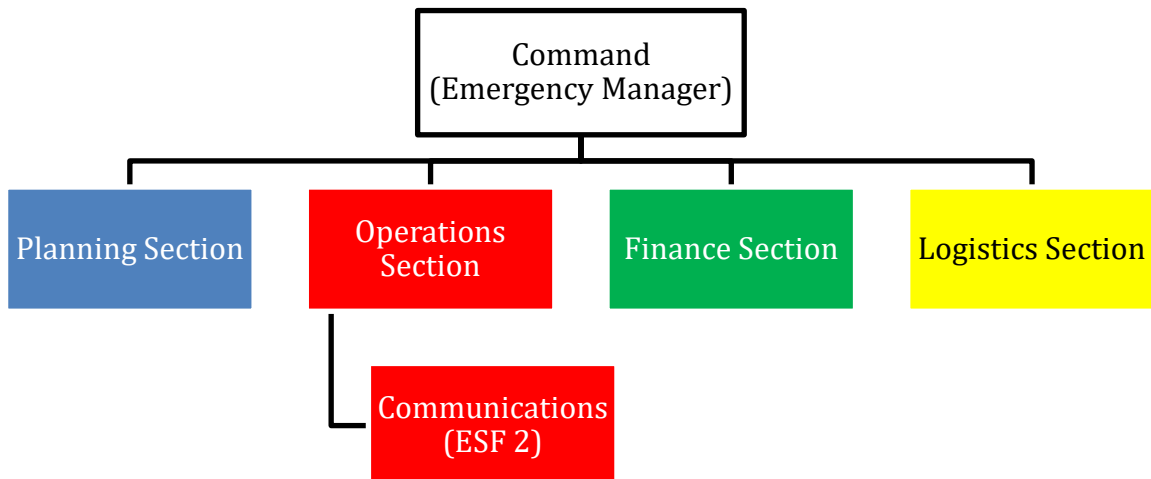
The warning process may be activated from any of several points in the system including Dispatch, Emergency Management and Police Department. Once the network is activated, the responsibility for its operations belongs to Emergency Management. All warning activities will be coordinated through the EOC staff.

Existing Warning Systems and Uses

- **National Warning System (NAWAS):** NAWAS is a nationwide dedicated telephone warning system that operates on three levels: local, state and federal. The primary warning point for the City of Fairbanks is located at the Fairbanks North Star Borough Emergency Operations Center.
- **National Weather Service (NWS):** Current weather information and warnings are received over the NWS teletype circuit. Radio broadcasts are received over the NOAA Weather Radio system broadcasting out of the National Weather Service Forecasting Office in Fairbanks. In addition, NWS will issue weather warnings over the NAWAS lines.
- **Weather Spotter Program:** This is a national program designed to place personnel in the field to spot and track severe weather conditions. These field personnel are trained by the NWS in basic severe weather meteorology and in how and what to report to the proper officials. During periods of severe weather, the spotters are dispatched into the field to relay reports back to the EOC. Confirmed severe weather sightings are then relayed to the NWS which disseminates the appropriate warning.
- **Flood Warning System:** The National Weather Service has established a network of rain and river gauges to collect data for flood warning purposes. If excessive rainfall or snow melt occurs, flood predictions are made and, if necessary, flood warnings are issued.
- **Emergency Alert System (EAS):** The EAS provides a means for supplying emergency information for the public. It utilizes commercial radio and television broadcast services which are provided on a voluntary basis by the transmitting stations. It supplies emergency information as prescribed by the National Weather Service, law enforcement, Emergency Management and school officials of emergency closings. The system may be activated at the local, state, or federal level. ***A list of the local broadcast stations, which are a part of the system can be found in Attachment 3 to this Annex.***
- **Print Media:** When time is sufficient, emergency information is provided to the print media, although this particular medium is not a reliable source of immediate information for the public.

Organization

The City of Fairbanks Emergency Operations Center (EOC) will serve as the central location for interagency coordination and executive decision-making, including all activities associated with Communication. As indicated in the base EOP, the City of Fairbanks EOC is organized along the Incident Command System Structure, with Communications (ESF 2) being aligned with the Operations Section as shown in the figure below.



EOC ICS Structure Showing Communications Function

Notifications

The Emergency Manager will notify the appropriate Communications function coordinators/liaisons of EOC activations and request the appropriate representatives report to the EOC to coordinate their mission areas as appropriate.

As additional EOC staffing needs become apparent, other support and partnering agency personnel may be asked to report to the EOC to assist with communications activities. Depending on the nature and location of the emergency, Borough, State, and Federal officials may also become critical members of the Communications team.

Direction and Control

All Communications activities will be coordinated through the Fairbanks Emergency Operations Center or from the Incident Command Post that will serve as the source of all direction and control.

Access and Functional Needs Populations

A goal of this function is to re-establish sufficient communications infrastructure within the affected areas to support ongoing life-sustaining activities; provide basic human needs, including the needs of individuals with disabilities and others with access and functional needs; and transition to recovery.

Responsibilities

General

All tasked agencies will:

- Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned mission areas.
- Provide ongoing status reports as requested.

- When requested, deploy a representative to the EOC to assist with communications activities.
- Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
- Document all costs and expenses associated with response and recovery activities taking care to clearly segregate disaster related work in the event that reimbursement becomes available from the state and federal government.

The Functional Coordinator will coordinate with the appropriate primary and support agencies to:

- Identify and maintain critical communication modes.
- Coordinate the use of additional communications resources.

Warnings

- Fairbanks Dispatch
 - Activate warning systems (if needed as a backup to EOC)
 - Maintain communications link with the Fairbanks EOC or Incident Command Post
 - Maintain all radio systems
- Fairbanks Fire Department
 - Provide mobile public address units if necessary
 - Provide manpower for door-to-door warning if necessary
 - Maintain a communications link with the Fairbanks EOC or Incident Command Post
- Fairbanks Public Works
 - Provide, program and maintain mobile reader boards.
- Fairbanks Police Department
 - Provide additional siren-equipped mobile units where necessary to supplement warning coverage
 - Alert hospitals, nursing homes, schools or other large institutional groups and private industry
 - Provide manpower for door-to-door warnings if necessary
 - Maintain a communications link with the Fairbanks EOC or Incident Command Post
- Fairbanks Emergency Management
 - Provide trained spotters in the field to report to the EOC on weather-related events provided by the National Weather Service

- Pass information on weather events to the NWS-Fairbanks for potential warning alerts
- Along with the NWS, direct the sounding of warning systems
- Contacts the appropriate local, state and federal agencies of hazardous materials events

Communications

- Fairbanks Dispatch
 - Provide communications necessary for the City to communicate to all governmental entities as well as higher levels of government
 - Support mutual aid communications to adjacent jurisdictions and agencies
 - Coordinate and maintain the operation of the communication systems as needed to fulfill communications capabilities within the City
- City of Fairbanks Information Technology Department
 - Maintains the city-wide LAN and WAN services
 - Provides for service and integrity of the City's phone service
 - Ensures the operability of the technological aspects of the Fairbanks EOC
- Fairbanks Emergency Management
 - Assigns personnel for proper operation of the communications within the EOC

Administration

Support

Requests for emergency assistance will be resolved at the lowest level direction and control facility with appropriate response resources capabilities. Unresolved assistance requests will normally flow upward from the City to the FNSB, and/or field deployed command posts to responsible representatives in the State Emergency Operations Center, and as required to other states or the federal government for assistance support.

Agreements and Understandings

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures. The Proclamation of a State of Local Emergency or a State Disaster issued by the Governor may suspend selected rules and regulations that affect support operations. The functional coordinator will determine the specific impact of the situation and inform the Communications Function group members.

Status Reports

Fairbanks Emergency Management and the Fairbanks Dispatch Center will maintain status of all outstanding assistance requests and unresolved Communications-related issues. This information will be summarized into periodic status reports and submitted in accordance with applicable operating procedures.

Expenditures and Recordkeeping

Each primary and support agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines.

The first source of funds for expenditures by agencies in response to an emergency, imminent disaster, or recovery from a catastrophic incident, is to be from the local jurisdiction in which the disaster occurs.

After Action Reporting

Following the conclusion of any significant emergency event/incident or exercise, the primary agency representative will conduct a critique of the group activities during the event/incident/exercise.

Support agencies will provide written and/or oral inputs for this critique and the primary agency representative will consolidate all inputs into a final report and submit it to the City of Fairbanks Emergency Manager.

Attachment 1: Communication Function Checklist of Actions by Phase

This attachment is intended to be a stand-alone resource to guide activities for this function. During an operation it may be posted or distributed to serve as a job aid and tool for tracking progress.

Phase	Actions
Mitigation: Activities designed to prevent or lessen the effects of a hazard.	☐ When practical, protect equipment against lightning strikes and electromagnetic pulse (EMP) effects. ☐ Ensure methods are in place to protect communications equipment, including cyber and telecommunications resources.
Preparedness: Activities designed to improve readiness capabilities.	☐ Ensure alternate or backup communications systems are available. ☐ Coordinate common communications procedures. ☐ Develop and test emergency procedures. ☐ Develop mutual aid agreements. ☐ Develop and/or review procedures for the crisis augmentation of resources. ☐ Review departmental Standard Operating Procedures and maintain personnel call up lists. ☐ Participate in Emergency Management training and exercises. ☐ Develop and maintain a communications resource inventory.
Response: Activities designed to save lives, protect property and contain the effects of an event.	☐ Maintain existing equipment and follow established procedures for communicating with organization personnel performing field operations. ☐ Implement procedure to inspect and protect communications equipment. ☐ Make arrangements to ensure emergency communications equipment can be repaired on a 24-hour basis. ☐ Keep the EOC informed of their operations at all times and maintain a communications link with the EOC.

Phase	Actions
Recovery: Activities designed to ensure continued public safety and return the community to pre-disaster levels.	☐ Continue to perform tasks necessary to expedite restoration and recovery operations. ☐ Gradually revert assignments and personnel requirements to normal. ☐ Evaluate response, and make necessary changes in this ESF Annex to improve future operations. ☐ Phase down operations, as appropriate. ☐ Clean, repair, and perform maintenance on all equipment before returning to normal operations or storage. ☐ Participate in after action reports and meetings as requested.

Attachment 2: Fairbanks Area Radio Fleet Map (Radio Frequencies)**Fairbanks Fire Department**

LOCAL ZONES													
	1	2	3	4	5	6	7	8	9	10	11	12	13
	Toggle A	Toggle B	Toggle C		Zones 5 & Up are the same on all City and FNSB Fire and EMS Radios in the Area.								
Talk Group	FFD ALMR	FFD Fire Ground ACCOUNT Simplex	FFD Fire Ground ACCOUNT Repeater	Fairbanks CITY ALMR	FWFD ALMR	Area Dept. Conventional Zone 1 Simplex	Area Dept. Conventional Zone 2 Simplex	East Side Conventional	West Side Conventional	Emerg Org (ALMR)	FNSB EO (ALMR)	FNSB Admin (ALMR)	FBKS AREA FORESTRY
1	Fire Dispatch	DIVISION A	DIVISION A	PUB WORKS	FWFD Dispatch	UFD	2 Rivers	FFD R	UFD R	UFD	EO Dispatch	Admin	FAS
2	Tac 2	DIVISION 1	DIVISION 1	PUB WORKS SX	FWFD Tac 1	NPFD	Chena DM EMS	FFD T	UFD T	NPFD	EO- 2	Animal (ALMR)	COOP Fire DISP
3	Tac 3	DIVISION B	DIVISION B	CITY 1	FWFD Tac 2	NSVFD	St Parks	NSVFD R	CGFR R	NSVFD	EO- 3	Animal (C)	D-Fire
4	Tac 4	DIVISION C	DIVISION C	CITY 2	FWFD Tac 3	CGFR	Ester DM EMS	NSVFD T	CGFR T	CGFR	EO- 4	Trans	Tac 4
5	Tac 5	DIVISION D	DIVISION D	CITY 3		EVFD	DOA	NPFD R	EVFD R	EVFD	EO- 5	Van	Tac 5
6	Tac 6	DIVISION 2	DIVISION 2	VIP		SAVFD	FNSB EO	NPFD T	EVFD T	SAVFD	EO- 6	Parks	Tac 6
7	Tac 7	DIVISION 3	DIVISION 3	VIP (C)		Airport		SAVFD R	Airport (R)	FFD	EO- 7	PW	DOF-A -R (C)
8	Tac 8	DIVISION 4	DIVISION 4	FNSB EO		FFD		SAVFD T	FNSB EO R	Salcha	EO- 8	SCHOOL DIST	DOF-B-R (C)
9	Tac 9	SUB GRADE	SUB GRADE	FNSB EO R (C)		SFR		Salcha	Nenana Fire	FAS	EO- 9	Lands	FAS LOG
10	Tac 10	FIRE ATTACK	FIRE ATTACK	CIV DEF S (C)				FNSB EO R	Anderson Fire	EO Dispatch	EO- 10	Corp CL	V-CALL 10
11	EMS Bassett	RESCUE GOUP	RESCUE GOUP	FPD R (C)	EMS Bassett	V-Call 10	V-Call 10	DOF-A	DOF-A	EMS Bassett	EMS Bassett	NP PW	V-TAC 11
12	EMS FMH	VENT GROUP	VENT GROUP	FPD CRIMES	EMS FMH	EMS	EMS	EMS	EMS	EMS FMH	EMS FMH	NP Admin	CNC
13	FMA 3 Sx (C)	RIT GROUP	RIT GROUP	FPD DISPATCH	FMA 3 Sx (C)	FMA 3 Sx (C)	FMA 3 Sx (C)	FMA 3 Sx (C)	FMA 3 Sx (C)	Delta	FMA 3 Sx (C)	Pioneer Park (C)	IAT-1
14	FMA 2 Sx (C)	STAGING	STAGING	FFD R (C)	FMA 2 Sx (C)	FMA 2 Sx (C)	FMA 2 Sx (C)	FMA 2 Sx (C)	FMA 2 Sx (C)	Airport	FMA 2 Sx (C)	PCL&PMX	ITA-2
15	FMA 1 Sx (C)	EMS GROUP	EMS GROUP	FIRE DISPATCH	FMA 1 Sx (C)	FMA 1 Sx (C)	FMA 1 Sx (C)	FMA 1 Sx (C)	FMA 1 Sx (C)	HELP	FMA 1 Sx (C)	FBKS CITY 1	TC A/G
16	MG-1	COMMAND GP	COMMAND GP	CITY COMMAND	MG-5	Weather	Weather	Weather	Weather		MG-11	Weather	GUARD

KEY

R= Repeater

T= Tactical

SX= Simplex

C= Conventional (on ALMR Zones)

NOTE: Zone 10 Talk Group 15 (HELP) is used to monitor the "Emergency Button" Activation talk group. A person can switch to this talk group and hear what is said on the talk group when the button is activated.

City of Fairbanks

LOCAL ZONES																
				1	2	3	4	5	6	7	8	9	10	11	12	13
				Toggle A	Toggle B	Toggle C		Zones 5 & Up are the same on all City and FNSB Fire and EMS Radios in the Area.								
Talk Group	Fairbanks CITY ALMR	FFD Fire Ground ACCOUNT Simplex	FFD Fire Ground ACCOUNT Repeater	FFD ALMR	FWFD ALMR	Area Dept. Conventional Zone 1 Simplex	Area Dept. Conventional Zone 2 Simplex	East Side Conventional	West Side Conventional	Emerg Org (ALMR)	FNSB EO (ALMR)	FNSB Admin (ALMR)	FBKS AREA FORESTRY			
1	PUB WORKS	DIVISION A	DIVISION A	Fire Dispatch	FWFD Dispatch	UFD	2 Rivers	FFD R	UFD R	UFD	EO Dispatch	Admin	FAS			
2	PUB WORKS SX	DIVISION 1	DIVISION 1	Tac 2	FWFD Tac 1	NPFD	Chena DM EMS	FFD T	UFD T	NPFD	EO- 2	Animal (ALMR)	COOP Fire DISP			
3	CITY 1	DIVISION B	DIVISION B	Tac 3	FWFD Tac 2	NSVFD	St Parks	NSVFD R	CGFR R	NSVFD	EO- 3	Animal (C)	D-Fire			
4	CITY 2	DIVISION C	DIVISION C	Tac 4	FWFD Tac 3	CGFR	Ester DM EMS	NSVFD T	CGFR T	CGFR	EO- 4	Trans	Tac 4			
5	CITY 3	DIVISION D	DIVISION D	Tac 5		EVFD	DOA	NPFD R	EVFD R	EVFD	EO- 5	Van	Tac 5			
6	VIP	DIVISION 2	DIVISION 2	Tac 6		SAVFD	FNSB EO	NPFD T	EVFD T	SAVFD	EO- 6	Parks	Tac 6			
7	VIP (C)	DIVISION 3	DIVISION 3	Tac 7		Airport		SAVFD R	Airport (R)	FFD	EO- 7	PW	DOF-A -R (C)			
8	FNSB EO	DIVISION 4	DIVISION 4	Tac 8		FFD		SAVFD T	FNSB EO R	Salcha	EO- 8	SCHOOL DIST	DOF-B-R (C)			
9	FNSB EO R (C)	SUB GRADE	SUB GRADE	Tac 9		SFR		Salcha	Nenana Fire	FAS	EO- 9	Lands	FAS LOG			
10	CIV DEF S (C)	FIRE ATTACK	FIRE ATTACK	Tac 10				FNSB EO R	Anderson Fire	EO Dispatch	EO- 10	Corp CL	V-CALL 10			
11	FPD R (C)	RESCUE GOUNP	RESCUE GOUNP	EMS Bassett	EMS Bassett	V-Call 10	V-Call 10	DOF-A	DOF-A	EMS Bassett	EMS Bassett	NP PW	V-TAC 11			
12	FPD CRIMES	VENT GROUP	VENT GROUP	EMS FMH	EMS FMH	EMS	EMS	EMS	EMS	EMS FMH	EMS FMH	NP Admin	CNC			
13	FPD DISPATCH	RIT GROUP	RIT GROUP	FMA 3 Sx (C)	FMA 3 Sx (C)	FMA 3 Sx (C)	FMA 3 Sx (C)	FMA 3 Sx (C)	FMA 3 Sx (C)	Delta	FMA 3 Sx (C)	Pioneer Park (C)	IAT-1			
14	FFD R (C)	STAGING	STAGING	FMA 2 Sx (C)	FMA 2 Sx (C)	FMA 2 Sx (C)	FMA 2 Sx (C)	FMA 2 Sx (C)	FMA 2 Sx (C)	Airport	FMA 2 Sx (C)	PCL&PMX	ITA-2			
15	FIRE DISPATCH	EMS GROUP	EMS GROUP	FMA 1 Sx (C)	FMA 1 Sx (C)	FMA 1 Sx (C)	FMA 1 Sx (C)	FMA 1 Sx (C)	FMA 1 Sx (C)	HELP	FMA 1 Sx (C)	FBKS CITY 1	TC A/G			
16	CITY COMMAND	COMMAND GP	COMMAND GP	MG-1	MG-5	Weather	Weather	Weather	Weather		MG-11	Weather	GUARD			

KEY

R= Repeater
T= Tactical
SX= Simplex
C= Conventional (on ALMR Zones)

NOTE:

Zone 10 Talk Group 15 (HELP) is used to monitor the "Emergency Button" Activation talk group. A person can switch to this talk group and hear what is said on the talk group when the button is activated.

For City of Fbks Radios the same fleet map for FFD is used except Zone 1 and 4 are swapped. This is done so when radio is powered up it will come up on Zone 4.

FPD

Local Zones												
	1	2	3	4	5	6	7	8	9	10	11	12
Talk Group	Police (ALMR)	SPCL OPS (ALMR)	Police Conventional	Emerg Org ALMR	FNSB EO ALMR	FNSB Admin ALMR	Fairbanks CITY ALMR	East Side Fire Conventional	West Side Fire Conventional	FFD Fire Ground ACCOUNT Simplex	FFD Fire Ground ACCOUNT Repeater	FBKS AREA FORESTRY
1	FPD Dispatch (FPD 1230)	FPD OP 1 (FPD 1230)	FPD Dispatch C	UFD	EO Dispatch	Admin	PUB WORKS	FFD R	UFD R	DIVISION A	DIVISION A	FAS
2	FPD Crimes (FPD 1230)	FPD OP 2 (FPD 1230)	FPD Crimes C	NPPD	EO- 2	Animal (ALMR)	PUB WORKS SX	FFD T	UFD T	DIVISION 1	DIVISION 1	COOP Fire DISP
3	D Dispatch (ast patrol 1181)	FPD OP 3 C (FPD 1230)	FPD OP3 C (FPD 1230)	NSVFD	EO- 3	Animal (C)	CITY 1	NSVFD R	CGFR R	DIVISION B	DIVISION B	D-Fire
4	D NCIC	N SERT (ast sert 1183)	Tac 4 C (FPD 1230)	CGFR	EO- 4	Trans	CITY 2	NSVFD T	CGFR T	DIVISION C	DIVISION C	Tac 4
5	D Narc	SERT SW (ast sert 1183)	SERT SX 1 C (ast sert 1183)	EVFD	EO- 5	Van	CITY 3	NPPD R	EVFD R	DIVISION D	DIVISION D	Tac 5
6	UAAPD C	SERT SX 1 C (ast sert 1183)	FCC	SAVFD	EO- 6	Parks	VIP	NPPD T	EVFD T	DIVISION 2	DIVISION 2	Tac 6
7	FIAPD C	AST Traffic (ast patrol 1181)	UAAPD C	FFD	EO- 7	PW	VIP (C)	SAVFD R	Airport (R)	DIVISION 3	DIVISION 3	DOF-A -R (C)
8	FPD Det 1 (FPD 1230)	Tac 2	FIAPD C	Salcha	EO- 8	SCHOOL DIST	FNSB EO	SAVFD T	FNSB EO R	DIVISION 4	DIVISION 4	DOF-B-R (C)
9	FPD Det 2 (FPD 1230)	Tac 3	NPPD C	FAS	EO- 9	Lands	FNSB EO R (C)	Salcha	Nenana Fire	SUB GRADE	SUB GRADE	FAS LOG
10	D LE Tac 1 (2210)	Tac 4	FFD Dispatch C	EO Dispatch	EO- 10	Corp CL	CIV DEF S (C)	FNSB EO R	Anderson Fire	FIRE ATTACK	FIRE ATTACK	V-CALL 10
11	D LE Tac 2 (2210)	Tac 5		EMS Bassett	EMS Bassett	NP PW	FPD R (C)	DOF-A	DOF-A	RESCUE GOUPE	RESCUE GOUPE	V-TAC 11
12	Tac 2	Tac 6		EMS FMH	EMS FMH	NP Admin	FPD CRIMES	EMS	EMS	VENT GROUP	VENT GROUP	CNC
13	Tac 3	Tac 7		Delta	FMA 3 Sx (C)	Pioneer Park (C)	FPD DISPATCH	FMA 3 Sx (C)	FMA 3 Sx (C)	RIT GROUP	RIT GROUP	IAT-1
14	Tac 4	Tac 8		Airport	FMA 2 Sx (C)	PCL&PMX	FPD R (C)	FMA 2 Sx (C)	FMA 2 Sx (C)	STAGING	STAGING	ITA-2
15	Tac 5	Tac 9		HELP	FMA 1 Sx (C)	FBKS CITY 1	FIRE DISPATCH	FMA 1 Sx (C)	FMA 1 Sx (C)	EMS GROUP	EMS GROUP	TC A/G
16	Tac 6	Tac 10		MG-10	MG-11	Weather	CITY COMMAND	Weather	Weather	COMMAND GP	COMMAND GP	GUARD

KEY	
R= Repeater	ENCRYPTED
T= Tactical	New TG's need to be added
S= Simplex	
C= Conventional	

3 Position Switch	
A = SCAN	
B = OFF SCAN	
C = OFF SCAN	

KEY	
R= Repeater	ENCRYPTED
T= Tactical	
S= Simplex	
C= Conventional	

3 Position Switch	
A = SCAN	
B = OFF SCAN	
C = OFF SCAN	

Zone 4 Emerg Org, Talk Group 15 (HELP) is used to monitor the Emergency Button Activation talk group for FIRE PERSONNEL ONLY. A person can switch to this and hear what is said on the talk group when the button is activated.

FPD Continued

Regional Zones					
20	21	22	23	24	25

Talk Group	REGION A (SE) ALMR	REGION B (VALLEY) ALMR	REGION C (ALUT) ALMR	REGION D (INTERIOR) ALMR	REGION E (KENAI) ALMR	REGION F (ANCH) ALMR
1	A-HAIL	B-HAIL	C-HAIL	D-HAIL	E-HAIL	F-HAIL
2	A-IC 2	B-IC 2	C-IC 2	D-IC 2	E-IC 2	F-IC 2
3	A-IC 3	B-IC 3	C-IC 3	D-IC 3	E-IC 3	F-IC 3
4	A-IC 4	B-IC 4	C-IC 4	D-IC 4	E-IC 4	F-IC 4
5	A-IC 5	B-IC 5	C-IC 5	D-IC 5	E-IC 5	F-IC 5
6	A-IC 6	B-IC 6	C-IC 6	D-IC 6	E-IC 6	F-IC 6
7	A-IC 7	B-IC 7	C-IC 7	D-IC 7	E-IC 7	F-IC 7
8	A-IC 8 (SX)	B-IC 8 (SX)	C-IC 8 (SX)	D-IC 8 (SX)	E-IC 8 (SX)	F-IC 8 (SX)
9	A-IC 9	B-IC 9	C-IC 9	D-IC 9	E-IC 9	F-IC 9
10	A-IC 10	B-IC 10	C-IC 10	D-IC 10	E-IC 10	F-IC 10
11	A-IC 11	B-IC 11	C-IC 11	D-IC 11	E-IC 11	F-IC 11
12	A-IC 12	B-IC 12	C-IC 12	D-IC 12	E-IC 12	F-IC 12
13	A-IC 13	B-IC 13	C-IC 13	D-IC 13	E-IC 13	F-IC 13
14	A-IC 14	B-IC 14	C-IC 14	D-IC 14	E-IC 14	F-IC 14
15	A-IC 15	B-IC 15	C-IC 15	D-IC 15	E-IC 15	F-IC 15
16	A-ICMG	B-ICMG	C-ICMG	D-ICMG	E-ICMG	F-ICMG

KEY	
R= Repeater	ENCRYPTED
T= Tactical	
S= Simplex	
C= Conventional	

3 Position Switch	
A = SCAN	
B = OFF SCAN	
C = OFF SCAN	

State Wide Zones			
30	31	32	33

Talk Group	INCIDENT COMMAND (ALMR)	OPERATIONS (ALMR)	ADMINISTRATION (ALMR)	LE ONLY INTEROP (ALMR)
1	HAIL (IC 2201)	LE SX	ADMIN 1	D LE Tac 1 (2210)
2	S TAC 1 (IC 2201)	EMS-S	ADMIN 2	D LE Tac 2 (2210)
3	S TAC 2 (IC 2201)	SAR	ADMIN 3	B LE Tac 1 (2210)
4	S TAC 3 (IC 2201)	Marine CH 6	ADMIN 4	B LE Tac 2 (2210)
5	N TAC 1 (IC 2201)	Marine CH 16	ADMIN 5	E LE Tac 1 (2210)
6	N TAC 2 (IC 2201)	Marine CH 17	ADMIN 6	E LE Tac 2 (2210)
7	N TAC 3 (IC 2201)	Marine CH 22 A	ADMIN 7	F LE Tac 1 (2210)
8	TAC SX (IC 2201)	VCALL 10	ADMIN 8	F LE Tac 2 (2210)
9	CMD 1 (IC 2201)	V TAC 11	ADMIN 9	A LE Tac 1 (2210)
10	CMD 2 (IC 2201)	V TAC 12	ADMIN 10	A LE Tac 2 (2210)
11	CMD 3 (IC 2201)	V TAC 13	ADMIN 11	SW LE Tac 1 (2210)
12	CMD 4 (IC 2201)	VTAC 14	ADMIN 12	SW LE Tac 2 (2210)
13	CMD MG (IC 2201)	AST T	ADMIN 13	LE JOC 1
14	S TAC MG (IC 2201)	EMS T	ADMIN 14	LE JOC 2
15	N TAC MG (IC 2201)	DEC T	ADMIN 15	LE JOC 3
16	DYN RGP (IC 2201)	DNR T	ADMIN 16	LE JOC 4

KEY	
R= Repeater	ENCRYPTED
T= Tactical	
S= Simplex	
C= Conventional	

3 Position Switch	
A = SCAN	
B = OFF SCAN	
C = OFF SCAN	

Annex C –Public Works and Engineering (ESF 3) ICS Area: Operations

Functional Coordination

Functional Coordinator: City of Fairbanks Emergency Manager

The City of Fairbanks Emergency Manager is the functional coordinator for all functions in the EOP. However, due to capacity and capability limitations, each function is subdivided into individual mission areas with agencies having primary and support responsibilities as indicated in the table below.

Mission Area	Primary Agency	Support Agency	POC/Liaison
Infrastructure Protection & Emergency Repair	Public Works Department and Engineering	Private Industry	Public Works (907) 459-6770 Engineering (907) 459-6759
Infrastructure Restoration	Public Works Department and Engineering	Private Industry	COF Police thru Dispatch Public Works (907) 459-6770
Engineering Services & Construction Management	Public Works Department and Engineering	Private Industry	COF Public Works (907) 459-6770 AK DOT (907) 451-2294 / 2205
Debris Management	Public Works Department	City of Fairbanks Emergency Management (Fire Chief)	COF Public Works (907) 459-6770 COF EM (907) 450-6604 Dispatch (907) 450-6507

Purpose

This ESF Annex provides guidance for the organization of public works and engineering resources to respond to and recover from emergency events causing damage to public buildings, roads, bridges, and other facilities that will have to be repaired, reinforced or demolished to ensure safety and allow for emergency response activities.

It addresses critical resources and the cooperation that is necessary among public and private sectors to ensure the prompt and effective restoration of lifelines and services critical to the City of Fairbanks.

Specifically, it addresses:

- Infrastructure protection and emergency restoration
- Safety inspections and other assistance for first responders
- Engineering and construction services
- Liaison with State and Federal resources
- Debris management operations

Scope and Concept of Operations (CONOPS)**Scope**

This Functional Annex is designed to provide a flexible organizational structure capable of meeting the varied requirements of many emergency scenarios with the potential to require activation of the Emergency Operations Center (EOC) and implementation of the City of Fairbanks EOP.

Annex C is a functional annex to the EOP and to the extent possible, information contained in other sections of the EOP will not be repeated in this document.

The Public Works and Engineering Annex applies to all agencies and organizations with assigned emergency responsibilities in the EOP.

The Public Works and Engineering Functional Coordinator and the support agencies are critical members of the EOC Team and will work within the EOC structure described in Emergency Management (ESF 5).

The City of Fairbanks has limited capabilities to respond to the identified mission areas as noted below. For all other Public Works and Engineering (ESF 3) needs, the City of Fairbanks will require mutual aid and requests for assistance (RFA) in coordination with Fairbanks North Star Borough (FNSB) and the State of Alaska.

Mission Area	City of Fairbanks Capacity/Capability
Infrastructure Protection & Emergency Repair	Public works repair and maintain roads
Infrastructure Restoration	Public works repair and maintain roads
Engineering Services & Construction Management	Oversee engineering of roadways and key structures
Debris Management	Oversee debris management activities with private contractors, State of Alaska Department of Transportation, or Army Corps of Engineers

Fairbanks Emergency Management is designated as the coordinator for Public Works and Engineering. As ESF coordinator, Emergency Management coordinates meetings, plans, exercises, training, and other activities with, the private sector, and the Public Works and Engineering primary and support agencies.

Concept of Operations (CONOPS)

The Incident Commander(s) will assess the need for public works and engineering resources at the scene(s) and request that the EOC deploy available assets to support emergency operations. The Public Works Department with support from Engineering will work with the EOC Team to rapidly assess these requests and recommend appropriate actions.

Public works and engineering resources available to the City will be used as necessary to accomplish emergency tasks, including but not limited to:

- Ensuring the safety of emergency responders and victims

- Assessing damaged infrastructure
- Restoring and protecting critical roads.
- Repairing critical public buildings, and other infrastructure
- Bridges are the responsibility of the state DOT

The City could lack equipment, fund and materials to conduct emergency repairs and/or restoration of all essential streets, roads, and related bridges, overpasses and underpasses depending upon the extent and duration of a disaster or emergency situation. Other essential services may be severely restricted as well. For example, the City of Fairbanks has limited capabilities to provide emergency power for all but critical service locations such as the dispatch center, radio transmission tower sites, the EOC, the fire department, City Hall, public works and the police department. The City of Fairbanks has no capability to provide potable water and will have to rely on out-of-City resources.

The City's Engineering Department will maintain essential roads and streets in a condition to facilitate traffic movement.

As needed, the City of Fairbanks Public Works Department, along with the private utility companies will make emergency repairs to lift stations and critical wastewater facilities, equipment and systems. The Public Works Department, Engineering, and the Fire Department will provide assistance for debris removal and disposal activities, and by providing a "rapid assessment" of damage sustained to wastewater facilities, equipment and systems.

Sanitation needs, such as trash removal is the responsibility of Public Works in Fairbanks. If portable toilets are required, the transportation, placement and removal of portable toilets will be handled through criteria outlined in the Resources Annex (ESF 7)

Debris removal and disposal is associated with nearly every disaster. A major disaster can generate an enormous volume of debris in a short period of time. Hazardous materials or hazardous wastes may also be generated as a result of a disaster. These types of waste require specialized removal, neutralization, disposal and remediation procedures in accordance with Federal, State and local laws, regulations and ordinances. Public Works personnel are trained only to the Awareness Level as prescribed by 29 CFR 1910.120. They can assist the Fire Department with HazMat in a support capacity, but not to exceed the extent of their training.

Once landfills, temporary staging areas (transfer sites) and/or reduction sites are determined, transportation routes to these facilities will be included in debris disposal announcements to the public. Considerations for route selection will include truck size, length of haul, traffic patterns, road conditions, and facility access. Designated routes for hazardous materials, if any, will be included.

Timely information will be provided to the public on the magnitude of the situation, as well as the sequence of debris removal and disposal operations. Public officials and environmental groups should be briefed on the burning methods used, how the systems work, environmental standards, and associated health issues and risks.

Incidents of illegal dumping or the locations of illegal dump sites should be reported to the City of Fairbanks Police Department.

Debris removal activities will be prioritized in the following order:

- Threats to Public Health & Safety
 - Debris as threat to lives, public health, and safety, including debris which obstructs passage of emergency vehicles and access to critical facilities
- Prevention of Damage
 - Debris posing the threat of significant additional damage to public structures (buildings, roads, etc.), or private property
- Speedy Recovery
 - Debris hindering the economic recovery of the City of Fairbanks
- Debris on Private Property
 - The property owner is responsible
 - Most homeowner fire and extended coverage insurance policies have special coverage for debris removal and for demolition of heavily damaged structures
 - Specific guidance with respect to debris pick-up may be provided to the public following disaster or emergency
- Right of Entry
 - Should local governmental resources be used to remove debris from private property when it poses a hazard to public health or safety, a right of entry agreement will be executed with the property owner. The right of entry agreement shall include a waiver of liability for government workers and specify any known owner intent to rebuild, to ensure that the foundation and utilities are not damaged further during debris removal operations

Sites selected for temporary debris staging and reduction will be on public property with sufficient acreage to handle anticipated needs. Selection criteria will include minimum noise impact, adequate traffic flow and environmental considerations.

Decisions on an ultimate disposal site (or sites) will be based upon the type(s) of debris involved, the proximity of existing public or private landfills, and any restrictions or capacity limits on their use.

Prior to returning temporary debris staging and reduction sites to their previous use, all federal, state and local environmental requirements must be met:

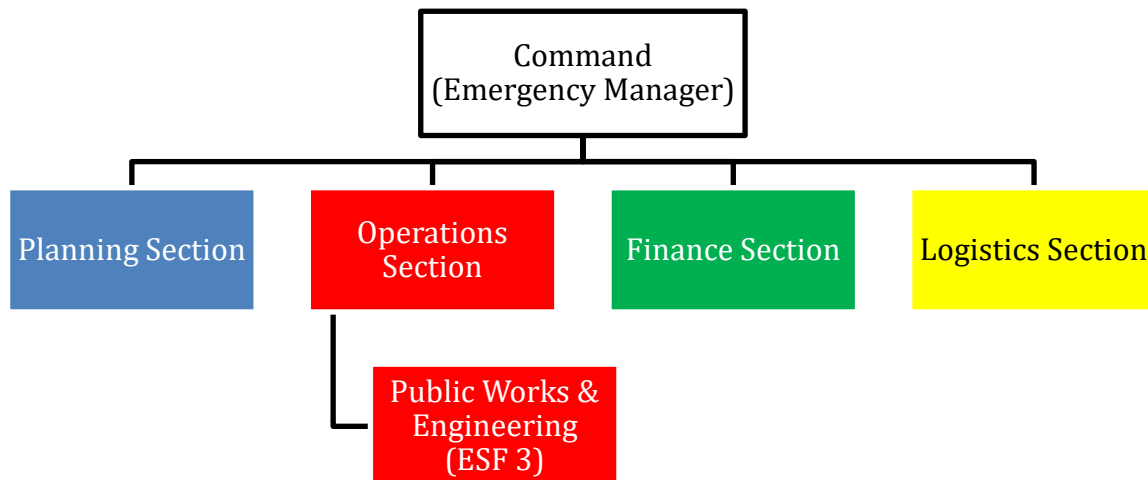
- Removable of Debris
 - Sites must be cleared of all foreign materials introduced as a result of the incident

- Environmental Assessment
 - An environmental assessment or audit, may be conducted by the Engineering Department and/or the Environmental Protection Agency to establish the need for a testing or monitoring program. This assessment should be done on ash, soil, ground & surface water

The Public Works Department maintains a listing of Public Works Department owned equipment and trained operators including equipment, personnel and supplies. The Engineering Department and Fire Department maintain lists of local contractors and equipment rental businesses, including those qualified to remove hazardous materials, substances or wastes, asbestos and lead-based paint.

Organization

The City of Fairbanks Emergency Operations Center (EOC) will serve as the central location for interagency coordination and executive decision-making, including all activities associated with Public Works and Engineering. As indicated in the base EOP, the City of Fairbanks EOC is organized along the Incident Command System Structure, with Public Works and Engineering (ESF 3) being aligned with the Operations Section as shown in the figure on the following page.



EOC ICS Structure Showing Public Works and Engineering Function

Notifications

The Emergency Manager will notify the appropriate Public Works and Engineering coordinators/liaisons of EOC activations and request the appropriate representatives report to the EOC to coordinate their mission areas as appropriate.

As additional EOC staffing needs become apparent, other support and partnering agency personnel may be asked to report to the EOC to assist with public works and engineering activities. Depending on the nature and location of the emergency, Borough,

State, and Federal officials may also become critical members of the Public Works and Engineering team.

Direction and Control

All public works and engineering activities will be coordinated through the Fairbanks Emergency Operations Center or from the Incident Command Post that will serve as the source of all direction and control.

Responsibilities

All tasked agencies will:

- Develop applicable standard operating procedures (SOPs), guidelines and/or checklists detailing the accomplishment of their assigned mission areas.
- When requested, deploy a representative to the EOC to assist with public works and engineering activities
- Provide ongoing status reports.
- Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
- Document all costs and expenses associated with response and recovery activities, taking care to clearly separate disaster related work from daily work in the event that state and federal reimbursement becomes available.
- Maintain up-to-date rosters for notifying personnel and 24-hour staffing capabilities, and provide this information to the City's Emergency Manager.
- Perform other emergency responsibilities as assigned.

The Functional Coordinator will coordinate with the appropriate primary and support agencies to:

Pre-Emergency

- Render assistance to the Incident Commander as requested to mobilize and coordinate operations.
- Facilitate call back of essential personnel.
- Contact resources for availability.
- Subsequent to a disaster, assess potential structural damage of roads and bridges for integrity for the movement of heavy equipment.
- Treat roads as necessary to prevent accidents
- Barricade non-essential roads to control traffic flow

During Emergency

- Restore traffic routes, providing priority service to roads and streets designated as primary or support routes.
- Make emergency repairs on streets, and other structures.
- Establish detour routes.
- Provide barricades for traffic control points; assist in traffic control as requested.
- Remove debris and transport to selected sites for disposal.
- Implement existing standard operating procedures, such as snow removal plans and support to facilitate law, fire and search/rescue operations.
- During a flood situation, provide assistance in sandbagging operations, emergency dike repair and clearance of floating debris obstructing free water flow.
- Provide protection for water supplies and sewage systems from the effects of hazardous materials

Post-Emergency

- Ensure that hazardous material identification and protection training is provided to all Public Works personnel
- Assist with damage assessment to essential transportation routes, bridges and public buildings
- Make recommendations for changes to building codes as required

Each agency with responsibilities in this Function (whether government or non-government) will provide assistance in moving personnel and equipment to the incident per their standard operating procedures.

Additional resource needs such as fuel and other equipment is covered in the ESF Resources Annex (ESF 7).

Administration

Support

Requests for emergency assistance will be resolved at the lowest level direction and control facility with appropriate response resources capabilities. Unresolved assistance requests will normally flow upward from the City to the FNSB or the State EOC, and as required to other states or the federal government for assistance support.

Agreements and Understandings

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.

The Proclamation of a Local Emergency by the City or a State Disaster issued by the Governor may suspend selected rules and regulations that affect support operations. The

Emergency Manager will determine the specific impact of the situation and inform the functional group members.

Status Reports

Primary agencies will maintain status of all outstanding assistance requests and unresolved mission-related issues. This information will be summarized into periodic status reports at the EOC and submitted in accordance with applicable operating procedures.

Expenditures and Recordkeeping

Each functional agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines.

The first source of funds for expenditures by agencies in response to an emergency, imminent disaster, or recovery from a catastrophic incident, is to be from the local jurisdiction in which the disaster occurs. COF finance will provide project codes.

After Action Reporting

Following the conclusion of any significant emergency event/incident or exercise, the primary agency representative will conduct a critique of the group activities during the event/incident/exercise.

Support agencies will provide written and/or oral inputs for this critique and the primary agency representative will consolidate all inputs into a final report and submit it to the City of Fairbanks Emergency Manager.

Attachment 1: Public Works & Engineering Function Checklist of Actions by Phase

This attachment is intended to be a stand-alone resource to guide activities for this function. During an operation it may be posted or distributed to serve as a job aid and tool for tracking progress.

Phase	Actions
Mitigation: Activities designed to prevent or lessen the effects of a hazard.	☐ Participate in hazard identification process and identify and correct vulnerabilities in the public works system.
Preparedness: Activities designed to improve readiness capabilities.	☐ Maintain this Functional Annex, as well as supporting guidelines and operating procedures. ☐ Review all portions of the EOP to ensure proper coordination of public works and engineering activities. ☐ Ensure public works and engineering personnel receive appropriate emergency operations training. ☐ Establish contact with private resources that could provide support during an emergency. ☐ Participate in emergency training and exercises.
Response: Activities designed to save lives, protect property and contain the effects of an event.	☐ Provide public works and engineering support on a priority basis as determined by the EOC and/or the Incident Commander(s). ☐ Provide representative to the EOC as requested. ☐ Inspect damage to streets, bridges, and public buildings and provide this information to the Damage Assessment Coordinator. ☐ Support decontamination as necessary. ☐ Clear roads to facilitate emergency operations. ☐ Close roads and construct barricades as directed. ☐ Make recommendations on priority of repairs. ☐ Request outside assistance from surrounding jurisdictions and the private sector as required. ☐ Assist in emergency operations as described in the Search and Rescue Annex (ESF 9). ☐ Conduct other specific response actions as dictated by the situation.

Phase	Actions
Recovery: Activities designed to ensure continued public safety and return the community to pre-disaster levels.	☐ Continue to repair infrastructure and buildings on a priority basis. ☐ Continue all activities in coordination with the EOC based on the requirements of the incident. ☐ Participate in after-action reports and critiques. ☐ Make necessary changes in this Functional Annex and supporting plans and procedures. ☐ Recommend changes in planning, zoning, and building codes to prevent or lessen the effect of future disasters.

Attachment 2: List of Public Works and Engineering Resources

On file at Fairbanks Fire Department Administration Office

Annex D –Firefighting (ESF 4)**ICS Area: Operations****Functional Coordination**

Functional Coordinator: City of Fairbanks Emergency Manager

The City of Fairbanks Emergency Manager or Incident Commander or the designee is the functional coordinator for all functions in the EOP. However, due to capacity and capability limitations, each function is sub-divided into individual mission areas with agencies having primary and support responsibilities as indicated the in the table below.

Mission Area	Primary Agency	Support Agency	POC/Liaison
Coordination of Local Firefighting Activities	City of Fairbanks Fire Department	Area Fire Departments	COF Fire (907) 450-6600 or Dispatch (907) 450-6507
		Ft. Wainwright Fire Department	Ft. Wainwright Fire (907) 353-6485
		Eielson Fire Department	Eielson Fire (907) 377-4156
		COF Public Works Department	COF Public Works (907) 459-6770
		COF Police Department	COF Police Contact Dispatch
Support To Wild land, Rural, & Urban Firefighting Operations	City of Fairbanks Fire Department	AK Department of Natural Resources (Forestry)	COF Fire (907) 450-6600 or Dispatch (907) 450-6507
		U.S. Bureau of Land Management	DNR (907) 451-2626 / 2660 BLM (907) 356-5670

Purpose

This Functional Annex provides guidance for the organization of City resources to respond to fires resulting in an emergency situation exceeding normal firefighting capabilities. Specifically, it discusses:

- Fire suppression and prevention activities

- Mutual aid and resource augmentation
- Fire command and control structure

The Fire Departments and other supporting agencies have existing emergency plans and procedures. This annex is not designed to take the place of these plans, rather it is designed to complement and support the departmental staffing and procedures already in place.

Scope and Concept of Operations (CONOPS)

Scope

This functional annex is designed to provide a flexible organizational structure capable of meeting the varied requirements of many emergency scenarios with the potential to require activation of the Emergency Operations Center (EOC) and implementation of the City of Fairbanks EOP.

Annex D is a functional annex to the EOP and to the extent possible, information contained in other sections of the EOP will not be repeated in this document.

The Firefighting Annex applies to all agencies and organizations with assigned emergency responsibilities in the EOP.

The Firefighting Functional Coordinator and the support agencies are critical members of the EOC Team and will work within the EOC structure described in Emergency Management (ESF 5).

The City of Fairbanks has limited capabilities to respond to the identified mission areas as noted below. For all other firefighting (ESF 4) needs, the City of Fairbanks will require mutual aid and requests for assistance (RFA) with area and federal fire departments, and in coordination with Fairbanks North Star Borough (FNSB) and the State of Alaska.

Mission Area	City of Fairbanks Capacity/Capability
Coordination of Local Firefighting Activities	Incident Command
Support To Wild land, Rural, & Urban Firefighting Operations	Incident Command and Mutual Aid

The Fairbanks Emergency Manager is designated as the coordinator for firefighting. As ESF coordinator, Emergency Management coordinates meetings, plans, exercises, training, and other activities with, the private sector, and the Firefighting primary and support agencies.

Concept of Operations (CONOPS)

The Fairbanks Regional Communication Center is responsible for dispatching firefighting resources within the City.

A comprehensive resource inventory of fire apparatus and equipment is maintained by Fairbanks Fire Department (**See Attachment 4 – Firefighting Resources**).

The Fire Chief is responsible for coordination, planning, training and the development of firefighting operational policy for the City. Included, is the coordination of fire services during an emergency/disaster occurring within the boundaries of the Fairbanks Fire Department's responsibility. Control over personnel and equipment will be retained within the City of Fairbanks at all times.

Providers of specialized equipment are responsible for ensuring the proper training and certification of equipment operators.

Under NIMS, the Safety Officer assesses hazardous and/or unsafe situations, and either develops measures or ensures compliance with existing policies for assuring personnel safety of responders.

Critical/Specialized Capabilities

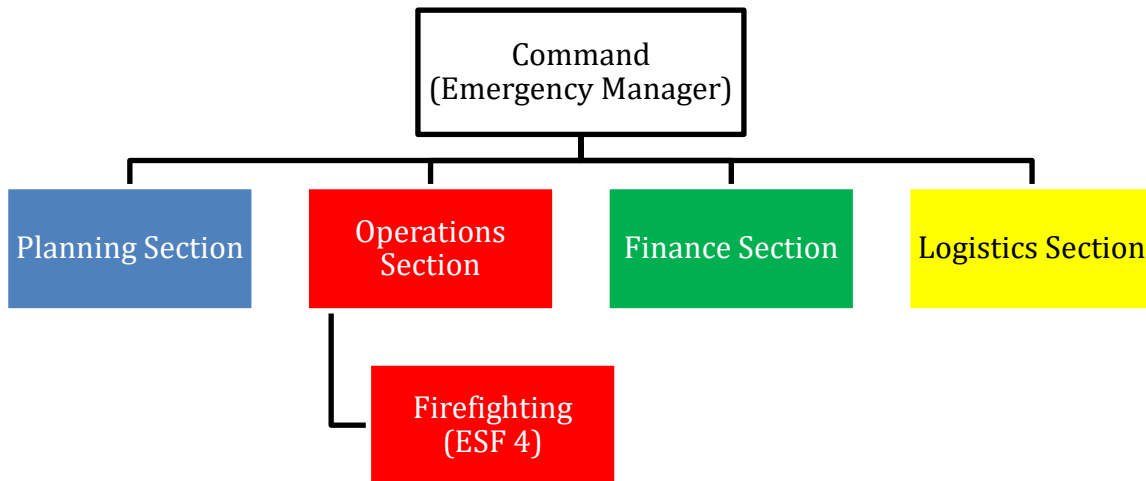
- **Rescue:** The Fairbanks Fire Department is trained in auto extrications, heavy rescue response, rope rescue, and water rescue.
- **Medical:** EMS is provided throughout the FNSB from either Borough EMS or one of the many Fire Districts serving the area (***See Attachment 2: Fire and EMS Service Map and Attachment 3 EMS Mutual Aid Agreement***). Within the City of Fairbanks, the Fire Department provides both Basic Life Support (BLS) and Advanced Life Support (ALS). For an incident within the Fairbanks areas of responsibility, FFD personnel will act as Medical Control and begin initial treatment and triage for the eventual transportation to a medical facility.
- **Mass Care:** Fire departments/districts serving the greater Fairbanks area can assist with the delivery of non-potable water for critical facilities in the event of a disaster.
- **Damage Assessment/Inspections:** During the initial stages of a disaster, FFD can assist in the preliminary damage assessment. During the recovery phase, FFD can assist in fire safety inspections of post disaster housing, sheltering, and feeding facilities as required.
- **Hazardous Materials Incidents/Accidents:** FFD is responsible for the initial response and, if possible, containment of hazardous materials. If the scope of the problem is beyond the capabilities of FFD, the Incident Commander may call for the response of the Borough Hazardous Materials Team through Dispatch.

The Emergency Manager or Incident Commander will determine the hazard level of the incident, identification of the material, and direct the activities of responders and affected population(s). All fire department personnel in the City of Fairbanks are trained to at least the Awareness Level for hazardous materials in accordance with 29CFR 1910.120.

Organization

The City of Fairbanks Emergency Operations Center (EOC) will serve as the central location for interagency coordination and executive decision-making, including all activities associated with firefighting. As indicated in the base EOP, the City of Fairbanks

EOC is organized along the Incident Command System Structure, with firefighting (ESF 4) being aligned with the Operations Section as shown in the figure on the following page.



EOC ICS Structure Showing Firefighting Function

Notifications

The Emergency Manager will notify the appropriate firefighting coordinators/liaisons of EOC activations and request the appropriate representatives report to the EOC to coordinate their mission areas as appropriate.

As additional EOC staffing needs become apparent, other support and partnering agency personnel may be asked to report to the EOC to assist with firefighting. Depending on the nature and location of the emergency, Borough, State, and Federal officials may also become critical members of the Firefighting team.

Direction and Control

All firefighting activities will be coordinated through the Fairbanks Emergency Operations Center or from the Incident Command Post that will serve as the source of all direction and control.

Responsibilities

All Tasked Agencies

- Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned mission.
- Provide ongoing status reports as requested.
- When requested, deploy a representative to the Fairbanks EOC to assist with firefighting activities.
- Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.

- Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work in the event that reimbursement from State and Federal government becomes available.
- Maintain up-to-date rosters for notifying personnel and 24-hour EOC staffing capabilities.
- Communicate warnings in areas of the City of Fairbanks without warning devices.
- Perform other emergencies responsibilities as assigned.

City of Fairbanks Public Works Department

- Provide resources and personnel to support emergency firefighting operations.

City of Fairbanks Police Department

- Assist with traffic control and security at fire scene(s).

Functional Coordinator through Primary and Support Agencies

- Pre-Emergency
 - Render assistance to the Incident Commander as requested to mobilize and coordinate operations.
 - Facilitate call back of essential personnel.
 - Contact resources for availability.
 - Barricade non-essential roads to control traffic flow
- During Emergency
 - Establish detour routes.
 - Provide barricades for traffic control points; assist in traffic control as requested.
 - Provide protection for firefighting water supplies.
- Post-Emergency
 - Assist with preliminary damage assessments.
 - Conduct fire safety inspections of post disaster housing, sheltering, and feeding facilities as required.

Each agency with responsibilities in this Function (whether government or non-government) will provide assistance in moving personnel and equipment to the incident per their standard operating procedures.

Additional resource needs such as fuel and other equipment is covered in the ESF Resources Annex (ESF 7).

Administration

Support

Requests for emergency assistance will be resolved at the lowest level direction and control facility with appropriate response resources capabilities. Unresolved assistance requests will normally flow upward from the City to the FNSB or to the State EOC, and as required to other states or the federal government for assistance support.

Agreements and Understandings

All other agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.

The Proclamation of a Local Emergency by the City or a State Disaster issued by the Governor may suspend selected rules and regulations that affect support operations. The Emergency Manager will determine the specific impact of the situation and inform the functional group members.

Status Reports

Primary agencies will maintain status of all outstanding assistance requests and unresolved mission-related issues. This information will be summarized into periodic status reports at the EOC and submitted in accordance with applicable operating procedures.

Expenditures and Recordkeeping

Each functional agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines.

The first source of funds for expenditures by agencies in response to an emergency, imminent disaster, or recovery from a catastrophic incident, is to be from the local jurisdiction in which the disaster occurs.

After Action Reporting

Following the conclusion of any significant emergency event/incident or exercise, the primary agency representative will conduct a critique of the group activities during the event/incident/exercise.

Support agencies will provide written and/or oral inputs for this critique and the primary agency representative will consolidate all inputs into a final report and submit it to the City of Fairbanks Emergency Manager.

Attachment 1: Firefighting Function Checklist of Actions by Phase

This attachment is intended to be a stand alone resource to guide activities for this function. During an operation it may be posted or distributed to serve as a job aid and tool for tracking progress.

Phase	Actions
Mitigation: Activities designed to prevent or lessen the effects of a hazard.	☐ Participate in hazard identification process and identify and correct vulnerabilities in the firefighting function. ☐ Develop fire safety programs that include disaster situations and present them to the public.
Preparedness: Activities designed to improve readiness capabilities.	☐ Maintain this Functional Annex as well as supporting operating procedures and guidelines. ☐ Ensure fire personnel receive appropriate emergency operations training. ☐ Ensure fire mutual aid agreements with surrounding jurisdictions are current. ☐ Develop and maintain mutual aid agreements with private area resources that could be useful for fire prevention or suppression. ☐ Develop and maintain standard operating procedures and checklists to support emergency firefighting operations. ☐ Ensure emergency call-up and resource lists are current. ☐ Ensure the availability of necessary equipment to support firefighting activities. ☐ Participate in emergency training and exercises.
Response: Activities designed to save lives, protect property and contain the effects of an event.	☐ Respond as required on a priority basis. ☐ Activate mutual aid if needed. ☐ Coordinate activities with other responding agencies. ☐ Coordinate outside fire resources. ☐ Alert or activate off-duty personnel as required by the emergency. ☐ Conduct other specific response actions as dictated by the situation.

Phase	Actions
Recovery: Activities designed to ensure continued public safety and return the community to pre-disaster levels.	☐ Support clean up and restoration activities. ☐ Review plans and procedures with key personnel and make revisions and changes. ☐ Replenish supplies and repair damaged equipment. ☐ Continue all activities in coordination with the EOC or Incident Command based on the requirements of the incident. ☐ Provide sufficient documentation within established guidelines for possible State or federal reimbursement. ☐ Participate in after-action briefings and develop after-action reports. ☐ Make necessary changes in this Functional Annex and supporting plans and procedures.

Attachment 2: Greater Fairbanks Fire Departments/Districts

District map is available at the City of Fairbanks Fire Department.

**FAIRBANKS NORTH STAR BOROUGH
EMERGENCY SERVICES ROSTER**

ALASKA STATE FIRE MARSHALS OFFICE

Kyle Carrington, Deputy Fire Marshal
1979 Peger Road
Fairbanks, AK 99709
451-5200 fax: 451-5218
276-5637 (Anch)
kyle.carrington@alaska.gov

31900 CHENA GOLDSTREAM FIRE & RESCUE

Frank Bracken, Fire Chief
716 Chena Ridge Road
Fairbanks, AK 99709
479-5672 fax: 479-5858
frank.bracken@cgfr.com

31800 EIELSON FIRE DEPARTMENT

Bryan Clements, Fire Chief
2258 Central Avenue
Eielson AFB, AK 99702-5000
377-4156 fax: 377-2738
Admin 377-5514
bryan.clements.1@us.af.mil

FNSB - EMERGENCY OPERATIONS

Jason Beal, Director
P.O. Box 71267, 3175 Peger Road
Fairbanks, AK 99707-1267
459-1221 fax: 459-1119
jason.beal@fnsb.gov

31350 ESTER VOLUNTEER FIRE DEPT.

Jeff Connor, Fire Chief
3570 Old Nenana Hwy.
P.O. Box 229
Ester, AK 99725
479-6858 fax: 479-9883
612-968-9675 cell
chief@esterfire.org

31100 FAIRBANKS FIRE DEPARTMENT

Andrew Coccaro, Fire Chief
1101 Cushman Street
Fairbanks, AK 99701
450-6604 fax: 450-6666
acoccaro@fairbanks.us

31400 FT. WAINWRIGHT FIRE DEPT.

Charles Gibbs, Fire Chief
1046 Marks Rd. #6000
Ft. Wainwright, AK 99703
353-6548 fax: 353-9954
charles.e.gibbs14.civ@mail.mil

31200 INTERNATIONAL AIRPORT FIRE DEPT.

Roger Stevener, Chief of Safety
6450 Airport Way, Suite 1
Fairbanks, AK 99709
474-2534 fax: 474-2544
roger.stevener@alaska.gov

31500 NORTH POLE FIRE DEPARTMENT

Chad Heineken, Fire Chief
110 Lewis St
North Pole, AK 99705
488-0444 fax: 488-3747
cheineken@northpolefire.org

31600 NORTH STAR VOLUNTEER FIRE DEPT.

Geoff Coon, Fire Chief
2358 Bradway Road
North Pole, AK 99705
488-3400 fax: 488-6118
gcoon@northstarfire.org

31050 SALCHA FIRE & RESCUE

Ricky Holland, Fire Chief
7153 Richardson Hwy.
P.O. Box 140069
Salcha, AK 99714
488-5274 fax: 488-4525
chief@acsalaska.net

5000 STATE OF ALASKA - DIV. OF FORESTRY

Gordon Amundson, FMO
3726 Airport Way
Fairbanks, AK 99701
451-2636 cell: 907-712-4789 fax: 451-2633
gordon.amundson@alaska.gov

31700 STEESE AREA VOLUNTEER FIRE DEPT

Scott Learned, Fire Chief
800 William C. Leary Lane
Fairbanks, AK 99712
457-1519 fax: 457-1512
322-7057 cell
scott.learned@steesefire.org

31300 UNIVERSITY FIRE DEPT.

Forrest Kuiper, Fire Chief
P.O. Box 755540
Fairbanks, AK 99775-5540 Dispatch: 474-7721
474-7681 fax: 474-5999
fkuiper@alaska.edu

FNSB HAZ MAT TEAM

Tyler Bones, Chief
3175 Peger Road
Fairbanks, AK 99709
cell 460-0123
tbones@awe.lynden.com

FAIRBANKS DISPATCH: 459-6865 or 6860
Ft. WAINWRIGHT DISPATCH: 353-9170 (Fire)
Ft. WAINWRIGHT DISPATCH: 353-7535 (Police)
EIELSON DISPATCH: 377-2613
UNIVERSITY DISPATCH: 474-7721

Attachment 3: EMS Mutual Aid Agreement**Fairbanks North Star Borough** Emergency Ops Department

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

**FAIRBANKS NORTH STAR BOROUGH AND
CITY OF FAIRBANKS
EMERGENCY MEDICAL SERVICES AND AMBULANCE CONTRACT**

This Contract is entered into between the Fairbanks North Star Borough, hereinafter referred to as the "Borough", and the City of Fairbanks, hereinafter referred to as the "City", for the purpose of securing ambulance service to a portion of the Borough that is located outside the City of Fairbanks boundaries.

The Borough has the responsibility to provide ambulance and emergency medical services to all areas of the Borough, except those areas that are within the City of Fairbanks and the City of North Pole.

THE PARTIES HEREBY AGREE AS FOLLOWS:**Section 1. Scope of Work.**

The City agrees to provide pre-hospital emergency medical services and transport to that portion of the Borough outside the City limits bounded on the West by South Lathrop Street, on the North by Van Horn Road, on the South by the Tanana River, and East to Ft. Wainwright. This also includes Tanana Lakes Recreation Area and the Secluded Acres subdivision on Fort Wainwright.

The City shall provide these services 24 hours per day, 7 days per week. The City shall maintain a valid state of Alaska EMS Provider Certification (AS 18.08) throughout the contract period.

The City's emergency response shall be at the same level as would be the case for similar ambulance only responses inside the city boundary. The City, at its own discretion, may send additional work force/equipment to assist the ambulance.

The City shall ensure no individual operating under its authorization performs any medical care or stabilization techniques on any patient unless the City's personnel have received the appropriate medical training. All Emergency Medical Technicians, under the control of the City, will be trained as specified in the Alaska Administrative Code.

Section 2. Compensation.

The Borough agrees to provide payment to the City in the form of equipment and supplies relating to delivery of emergency medical services, in an amount not to exceed \$10,000 annually. This contract is subject to the funding being approved by the Borough Assembly. The City has all billing rights for patients transported from these areas to a definitive care facility at the FNSB approved fee schedule rates.

Section 3. Effective Dates, Renewals.

This Contract shall be effective from July 1, 2021 through June 30, 2022.

This Contract may be terminated:

1. By mutual consent of the parties, expressed in writing; or
2. By either party upon 60 days written notice to the other party; or
3. By the Borough if there are insufficient funds that have been lawfully appropriated for its performance.
4. Abandonment by City. If the Borough terminates this contract for nonperformance or abandonment, the Borough may have the services provided by another City and may use funds originally allocated to the City under this agreement.
5. Renewal. This contract may be extended for four additional one year periods by mutual consent of the parties. Six months prior to the annual termination date, the Borough and Contractor shall confer on the feasibility of exercising a renewal option.

Section 4. Insurance Coverage.

- A. During the term of the contract, the Contractor shall obtain and maintain in force the insurance coverage specified in this section specifically approved by the Borough's risk manager.
 - Commercial General Liability coverage, written on an occurrence basis, with limits of not less than \$1,000,000 per occurrence to include terrorism coverage.
 - Automobile Liability coverage with a combined single limit of not less than \$1,000,000 per occurrence applying to all owned, non-owned, or hired vehicles used in conjunction with this contract.
 - Workers' Compensation coverage including Employer's Liability with limits of not less than \$1,000,000. All workers' compensation policies shall contain a waiver of subrogation clause in favor of the Borough.
 - Professional Liability Medical coverage with limits not less than \$2,000,000 per occurrence.
 - Umbrella/Excess Liability coverage, written on an occurrence basis, with limits of not less than \$10,000,000 combined single and aggregate limit.

- B. The insurer shall send the Borough thirty (30) days written notice before it cancels, refuses to renew, or materially alters coverage required by this contract. The Contractor shall assure that the insurance policies include a provision requiring this prior notice.
- C. During the contract term, the Contractor shall add and maintain the Borough as an additional insured in the Contractor's commercial general liability policy. This policy will provide primary coverage for the Borough, and it will provide that the policy treats each additional insured as though the insurer had issued separate policies.
- D. The Aforementioned Insurance requirements can be met through any combination of primary and excess/umbrella policies that fulfill the stipulated coverage as cited above.

Section 5. Hold Harmless.

Subject to a specific appropriation by the City Council for this purpose, the City agrees to indemnify and defend the Borough against any claim arising from any wrongful act or negligence of the City to use such skill, prudence, and diligence as other members of the profession commonly possess and exercise. The City's duty to exercise a professional standard of care applies to both intentional acts and failures to act. The City has no duty to defend or indemnify the Borough against any claim or action alleging, arising from or based, on a wrongful or negligent act by the Borough. The duty of the City to indemnify and defend the Borough extends to

- 1. Claims for death, or for damage to persons or property,
- 2. Claims for economic loss, and
- 3. Claims for costs, expenses, and attorney's fees.

The parties to this agreement recognize and agree that the City has no appropriation currently available to it to indemnify the Borough under this provision and that enactment of an appropriation in the future to fund a payment under this provision remains in the sole discretion of the City Council and the City Council's failure to make such an appropriation creates no further liability or obligation of the City.

Section 6. Other Terms.

- A. This Contract may not be assigned without the prior written consent of both parties.
- B. This Contract is binding upon and inures to the benefit of the successors and, subject to any provisions relating to assignment, the assigns of the parties.
- C. This Contract may not be added to, modified, or changed in any way except by mutual written agreement signed by both parties.
- D. The laws of the State of Alaska govern this Contract, with venue in the Fourth Judicial District, Fairbanks Alaska.

E. The failure of either party to object to non-performance of or to seek to complete performance of, any duty under this contract does not constitute a waiver of any subsequent breach of the same, or of any different duty.

F. This contract constitutes the entire agreement between the Borough and the City. This Contract supersedes all previous representations and agreements between the parties. This Contract is binding upon the successors and assigns of each of the parties. Any amendments of this Contract will be sequentially numbered and dated, with signatures of both the Borough and the City, specifying the scope of any changed duties and any monetary changes required by said amendments.

G. All parties have been afforded the opportunity to review this Contract prior to signing with the assistance of counsel; this Contract shall not be interpreted against the drafter.

H. The City agrees to use and disclose Protected Health Information in compliance with the Standards for Privacy of Individually Identifiable Health Information ("Privacy Rule") (45 C.F.R. Parts 160 and 164) under the Health Insurance Portability and Accountability Act of 1996 and any other relevant state and federal privacy laws.

I. All records kept by the City in support of this contract are the property of the City but will be made available to the Borough upon reasonable notice and at reasonable times and places.

Section 7. Reporting Requirements

A. The City will adhere to all reasonable billing and response accountability procedures as requested by the Borough Emergency Operations Director, including complying with electronic reporting standards as adopted by the State of Alaska.

B. The City will collect and provide to the Borough data to allow the Borough to fulfill its reporting requirements to the Medicare Ground Ambulance Data Collection System.

C. The City shall provide the Borough Emergency Operations Director, by request and no more than once per quarter the loaded miles that were billed for the EMS calls that initiated in this contracts areas for service.

Section 8. Contract Representatives.

Any notices under this agreement must be in writing, personally delivered, mailed or faxed, and addressed to the respective contract representative. Either party may change its contract representative or its address for notices by written notice to the other.

FOR THE FAIRBANKS NORTH STAR BOROUGH

Emergency Operations Director
Fairbanks North Star Borough
3175 Peger Road
Fairbanks, AK 99709
(907) 459-1481

FOR THE CITY OF FAIRBANKS

Fire Chief
1100 Cushman Street
Fairbanks, AK 99709
(907) 450-6604

**CITY OF FAIRBANKS
EMERGENCY MEDICAL SERVICES AND AMBULANCE CONTRACT**

SIGNATURE PAGE

APPROVED:  DATE: May 19, 2021
Mayor
City of Fairbanks

PRINTED NAME: Jim Matherly

APPROVED:  DATE: May 25, 2021
for Bryce J. Ward, Mayor
Fairbanks North Star Borough

REVIEWED:  DATE: May 25, 2021
Fairbanks North Star Borough Legal Department

ATTEST:  DATE: May 26, 2021
April Trickey (May 26, 2021 10:52 AKDT)
April Trickey
Fairbanks North Star Borough Clerk



Attachment 4: Firefighting Mutual Aid Agreement

CONTRACT RENEWAL AND MODIFICATION FORM
Fire Protection at the Fairbanks North Star Borough
Solid Waste Facility
RENEWAL OPTION (04) OF (04)

City of Fairbanks (Contractor) and the Fairbanks North Star Borough, in accordance with the contract dated April 13, 2020 for Fire Protection and the Fairbanks North Star Borough Solid Waste Facility, agree:

1. To extend this contract for an additional one year period.
2. This term is the fourth (4) of four (4) contract renewal options available and will be effective from July 01, 2023 through June 30, 2024.
3. Insurance Requirements as follows:
 - A. During the term of the contract, the Contractor shall obtain and maintain in force the insurance coverage specified in this section with an insurance company rated "Excellent" or "Superior" by A. M. Best Company or specifically approved by the Borough's Risk Manager.
 - 1). Commercial General Liability coverage written on an occurrence basis with limits of not less than \$1,000,000 per occurrence.
 - 2). Automobile Liability coverage with a combined single limit of not less than \$1,000,000 per occurrence applying to all owned, non-owned, or hired vehicles used in conjunction with this contract.
 - 3). Workers' Compensation coverage including Employer's Liability with limits of not less than \$100,000 each accident, \$500,000 disease – policy limit, and \$100,000 disease – each employee. This policy must be endorsed with a waiver of subrogation in favor of the Borough.
 - B. The insurer shall send the Borough thirty (30) days written notice before it cancels or refuses to renew coverage required by this contract. The Contractor shall

W:\Landfill\Contracts\COF Fire Protection\FY24\Contract Renewal Form.docx 3/9/2023 11:12 AM

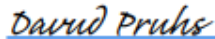
assure that the insurance policies include a provision requiring this prior notice. The Contractor shall not materially alter their coverage limits, terms or conditions for the coverage requirements set forth in the contract.

C. During the contract term, the Contractor shall add and maintain the Borough as an additional insured in the Contractor's commercial general liability policy. This policy will provide primary coverage for the Borough, and it will provide that the policy treats each additional insured as though the insurer had issued separate policies.

D. Before providing any services under this contract. The Contractor will provide the Borough with a certificate of insurance showing the coverage specified in this section in a form acceptable to the Borough ten working days before the term of this contract begins.

E. The aforementioned insurance requirements can be met through any combination of primary and excess/umbrella policies that fulfill the stipulated coverage as cited above.

4. The parties further agree that all terms, conditions, and price of the original contract remain in full force and in effect for this contract extension period.



Davud Pruhs (Apr 28, 2023 08:54 AKDT)

Contractor Signature

The signatory above has the legal authority to bind the party.

Davud Pruhs

Printed name of Contractor

Apr 28, 2023

Date



for Bryce Ward, Borough Mayor

May 2, 2023

Date

APPROVED AS TO FORM:



Jill Dolan, Borough Attorney

May 2, 2023

Date

ATTEST:


April Trickey (May 2, 2023 09:44 AKDT)

April Trickey, Borough Clerk

May 2, 2023

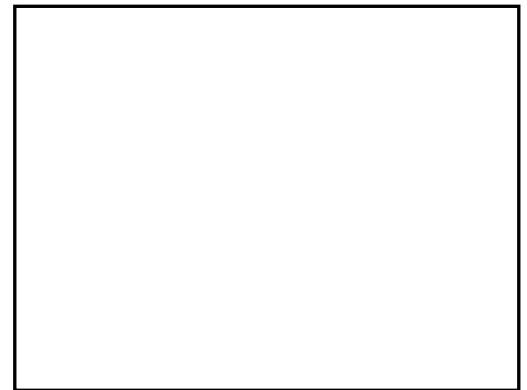
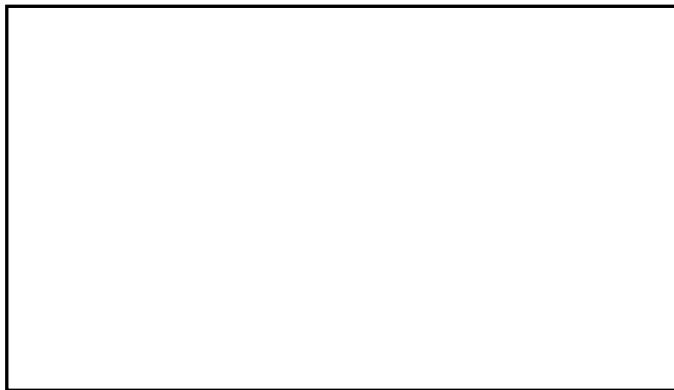
Date



Attachment 5: Firefighting Resources

FAIRBANKS FIRE DEPARTMENT				
Apparatus Number	Type of Equipment	Pump or Primary Use	Tank Capacity	Special Equipment
A-08	Ambulance	EMS		Paramedic ALS; 4x4.
A-09	Ambulance	EMS		Paramedic ALS; 4x4
A-010	Ambulance	EMS		Paramedic ALS; 4x4
A-011	Ambulance	EMS		Paramedic ALS; 4x4
E-02	Pumper-Tanker	2000	2500	1000' of 5" hose. ;30 gal- AFFF
E-04	Pumper-Tanker	2000	2500	1000' of 5" hose. ; 30 gal- AFFF.light tower
E-05	Engine	2000	500	1000' of 5" hose. 30 gallon of AFFF.light tower
E-06	Engine	2000	500	1000' of 5" hose; 30 gallon of AFFF.light tower
E-07	Engine	2000	500	1000' of 5" hose; 30 gallon of AFFF.light tower
E-08	Engine	2000	500	1000' of 5" hose; 30 gallon of AFFF.light tower
PLT-2	Platform	2000	300	102' platform with waterway; 800' of 5" hose.
PLT-3	Platform	2000	300	100' platform with waterway; 800' of 5" hose.
R-1	Rescue	Med. Rescue		Hurst tool; low pressure air bag system; raft; misc. rescue equipment.
Boat	Boat	Water Rescue		River boat with 50 hp jet motor.
Boat	Raft	Water Rescue		Inflatable raft with small motor.
F-017	SUV/Command	Fire Chief		4x4; multi-channel radios; cell phone.
F-015	SUV/Command	Asst. Chief		4x4 multi channel radio
F-013	SUV/Command	Back up BC		4x4; multi-channel radios; cell phone.
F-016	SUV/Command	Training Officer		4x4; multi-channel radios; cell phone.

F-09	SUV/ Inspections & Investigations	Deputy Fire Marshal		4x4; multi-channel radios; cell phone.
F-018	Pickup	Support		4x4 ¾
F-019	Pickup	Support		4x4 ¾ ton ton with 100 gal diesel tank
F-010	Heat Plant			10kw gen; 2 oil-fired heaters; 4 - 500 watt lights; 8-20' heat ducts; 5-120v duplex receptacles, Inflatable Shelter.
F-014	Brush Truck	CAFS 200gmp		
FTR-24	Trailer	Trench Rescue		Trench rescue support
FTR-37	Trailer	Trench rescue		7.5 KW generator, light tower
TR-039	Trailer	Car Fire Prop		Large covered trailer
TR-030	Trailer	Oxygen Concentrator at FMH		Oxygen Concentrator, to refill O2 cylinders
FLP-02	Light Tower	Night Operations		6kw generator; 4-1000 watt lamps; 3-120v duplex receptacles.
FL-05	Fork Lift	City Garage		Outdoor, propane fueled 7000 lbs capacity
ML-2	Scissor Lift	City Garage		Electric scissor lift, 19'



Annex E –Emergency Management (ESF 5)**ICS Area: Command****Functional Coordination**

Functional Coordinator: City of Fairbanks Emergency Manager

The City of Fairbanks Emergency Manager is the functional coordinator for all functions in the EOP. However, due to capacity and capability limitations, each function is subdivided into individual mission areas with agencies having primary and support responsibilities as indicated in the table below.

Mission Area	Primary Agency	Support Agency	POC/Liaison
Coordination of Incident Management & Response Efforts	COF Emergency Management (Fire Chief)	COF Fire Department	COF EM (Fire Chief) (907) 450-6604 or Dispatch (907) 450-6507
		COF Police Department	COF Fire and Police Contact Dispatch (907) 450-6507
		COF Public Works Department	COF Public Works (907) 459-6770
Issuance of Mission Assignments	COF Emergency Management (Fire Chief)	COF Fire Department	COF EM (Fire Chief) (907) 450-6604 or Dispatch (907) 450-6507
		COF Police Department	COF Fire and Police Contact Dispatch (907) 450-6507
		COF Public Works Department	COF Public Works (907) 459-6770
Resource and Human Capital	COF Human Resources Department	N/A	COF Human Resources (907) 459-6780
Incident Action Planning	COF Emergency Management	N/A	COF EM (Fire Chief) (907) 450-6604
Financial Management	COF Finance Department	All City Departments	Finance Director (907) 459-6776

Purpose

This Functional Annex describes the actions required to coordinate disaster response and recovery functions and manage disaster related information. This annex addresses:

- Emergency Operations Center (EOC) activation, configuration, management and staffing.
- On-scene command and control structure and interface with the EOC.

- Emergency decision making and the local declaration process.
- Requesting Borough, State and Federal assistance.
- Overall coordination of mutual aid and regional operations.
- Decision-making and information dissemination.
- Information collection, analysis and dissemination.
- Issuing situation reports, bulletins and advisories.
- Briefings for staff and elected officials.
- GIS and Modeling Support.
- Action Planning and Resource tracking.

Scope and Concept of Operations (CONOPS)

Scope

This functional annex is designed to provide a flexible organizational structure capable of meeting the varied requirements of many emergency scenarios with the potential to require activation of the Emergency Operations Center (EOC) and implementation of the City of Fairbanks EOP.

Annex E is a functional annex to the EOP and to the extent possible, information contained in other sections of the EOP will not be repeated in this document.

The Emergency Management Annex applies to all agencies and organizations with assigned emergency responsibilities in the EOP.

The Firefighting Functional Coordinator and the support agencies are critical members of the EOC Team and will work within the EOC structure described in Emergency Management (ESF 5).

The City of Fairbanks has limited capabilities to respond to the identified mission areas as noted below. For all other Emergency Management (ESF 5) needs, the City of Fairbanks will require mutual aid and requests for assistance (RFA) with area and federal fire departments, and in coordination with Fairbanks North Star Borough (FNSB) and the State of Alaska.

Mission Area	City of Fairbanks Capacity/Capability
Coordination of Incident Management & Response Efforts	All Incident Command System (ICS) Capabilities
Issuance of Mission Assignments	All Incident Command System (ICS) Capabilities
Resource and Human Capital	All Incident Command System (ICS) Capabilities
Incident Action Planning	All Incident Command System (ICS) Capabilities
Financial Management	All Incident Command System (ICS) Capabilities

The Fairbanks Emergency Manager is designated as the coordinator for Emergency Management. As ESF coordinator, the Emergency Manager (or designee) coordinates meetings, plans, exercises, training, and other activities with, the private sector, and the Emergency Management primary and support agencies.

Concept of Operations (CONOPS)

The City of Fairbanks Emergency Operations Center (EOC) will serve as the central location for interagency coordination and executive decision making. Smaller incidents may be coordinated from the Incident Command Post without the need to activate the EOC.

Policy and coordination functions will be accomplished from the EOC, while tactical and operational decisions will be made in the field within the Incident Command (ICS)/National Incident Management System (NIMS) structure.

The City of Fairbanks EOC is located at 911 Cushman Street (Police Station). The City of Fairbanks EOC is equipped to communicate with the field, as well as with other local, State, Federal and private sector agencies by landline telephone, radio, facsimile and cellular telephone. In the event that the City of Fairbanks EOC should become unusable, the alternate location will be the 1710 30th Ave, Fire Training Center.

Security for the City of Fairbanks EOC is provided through Fairbanks Police Department. All EOC personnel will be checked in through security and provided with an EOC pass. In case of the need for relocation, the primary EOC staff will direct volunteers to report to the alternate site to begin the process of setting up the alternate site. Key Officials will be notified to re-direct their response to the new site.

Information will continue to be relayed and recorded by Dispatch Center as the relocation occurs in order to provide a smooth flow of information to the Key Officials as they arrive at the alternate site.

The EOC will be established to support field operations and promote the integration of all response and recovery operations, including the following:

- Collect, record, analyze, display and distribute information.
- Support activities at the scene and in the field.
- Coordinate public information and warning.
- Conduct liaison and coordination activities with external entities.
- Prioritize and coordinate disaster related activities.
- Notify and provide ongoing information to elected officials.
- Prepare action and policy plans.
- Coordinate long term recovery operations.
- Situation assessment.
- Direction and control (broad guidance, not tactical unless operating from the Incident Command Post).

- Interagency coordination.
- Establishment of priorities.
- Resource management and augmentation

Since routine emergencies can quickly grow into disasters, response agencies will keep the City of Fairbanks Emergency Management informed of escalating situations that may require EOC activation. The EOC may be activated or deactivated as required for exercises, impending or actual emergencies, or on the order of the Emergency Management Coordinator.

Field operations will normally communicate with the EOC primarily by radio and or cellular telephone. Most other agencies and organizations will communicate with the EOC via landline and cellular telephone and/or facsimile.

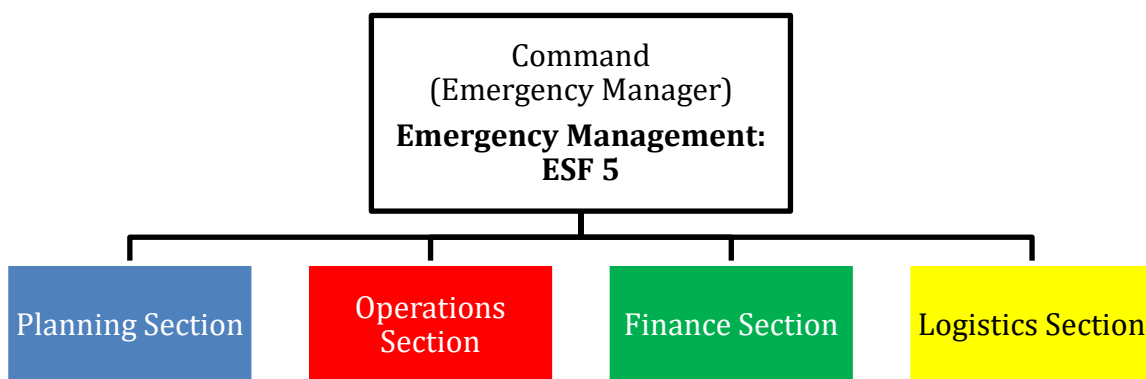
As information reaches the EOC, it will be recorded into an events log electronically or using preprinted (hard copy) ICS forms. Emergency Management will work to ensure a system is in place to receive information from responding and participating agencies and relay messages to the appropriate EOC personnel.

In urgent situations, messages may be relayed to EOC personnel verbally, but should be followed up with written documentation as soon as feasible.

Reports will be forwarded as needed to the appropriate local, State and Federal officials.

Organization

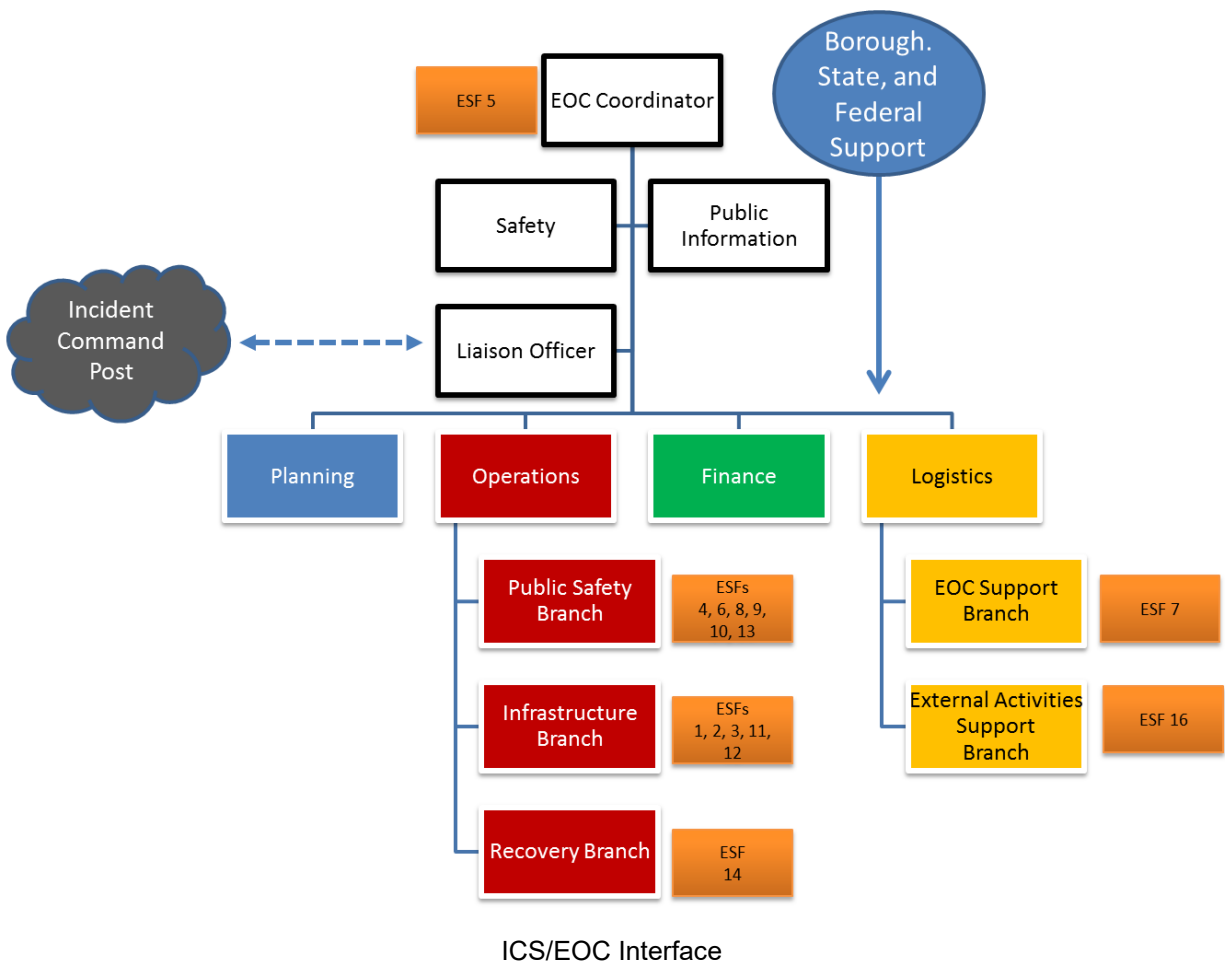
The City of Fairbanks Emergency Operations Center (EOC) will serve as the central location for interagency coordination and executive decision-making, including all activities associated with Firefighting. As indicated in the base EOP, the City of Fairbanks EOC is organized along the Incident Command System Structure, with Firefighting (ESF 5) being aligned with Command as shown in the figure below.



EOC ICS Structure Showing Emergency Management Function

The EOC will be organized and staffed to support the ICS/NIMS operational structure described above. The organization and staffing of the EOC will be designed to provide a direction and control structure with the flexibility to adapt to the magnitude of any emergency situation.

Following, are the EOC positions that may be filled during EOC activations. During smaller EOC activations, one individual may fill more than one position. During large or complex events, teams of people may be needed to fill each position.



ICS/EOC Interface

Notifications

The Emergency Manager will notify the appropriate Functional coordinators/liaisons of EOC activations and request the appropriate representatives report to the EOC to coordinate their Functions as appropriate.

As additional EOC staffing needs become apparent, other support and partnering agency personnel may be asked to report to the EOC to assist. Depending on the nature and location of the emergency, Borough, State, and Federal officials may also become critical members of the Emergency Management team.

Direction and Control

All Emergency Management activities will be coordinated through the Fairbanks Emergency Operations Center or from the Incident Command Post that will serve as the source of all direction and control.

Responsibilities**All Tasked Agencies**

- Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions/mission areas.
- Provide ongoing status reports as requested.
- When requested, deploy a representative to the EOC to assist with Emergency Management activities.
- Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
- Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work in the event that reimbursement from State and Federal government becomes available.
- Maintain up-to-date rosters for notifying personnel and 24-hour EOC staffing capabilities.
- Perform other emergencies responsibilities as assigned.

Each and every agency, department, office and division of City of Fairbanks government is charged with development of and assistance in their respective Function. Each of these entities as well as private industry and other public and private agencies that have responsibilities for the public should maintain and periodically test, review and update their Functional Annex.

Persons with Access and Functional Needs

Addressing individuals with access and functional Special needs will be accomplished by each individual agency charged with their care. All agencies rely upon the expertise of those entities that deal with special populations on a day-to-day basis not only to provide comprehensive and accessible means of service, but to work closely with all public safety agencies to ensure complete and adequate care before, during and after disaster situation. Among these services are included:

- Communication (pre- and post-disaster)
- Evacuation
- Transportation
- Sheltering
- Mitigation assistance

- Unmet needs

Administration

Support

Requests for emergency assistance will be resolved at the lowest level direction and control facility with appropriate response resources capabilities. Unresolved assistance requests will normally flow upward from the City to the FNSB or the State EOC, and as required to other states or the federal government for assistance support.

Agreements and Understandings

All other agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.

The Proclamation of a Local Emergency by the City or a State Disaster issued by the Governor may suspend selected rules and regulations that affect support operations. The Emergency Manager will determine the specific impact of the situation and inform the functional group members.

Status Reports

Primary agencies will maintain status of all outstanding assistance requests and unresolved mission-related issues. This information will be summarized into periodic status reports at the EOC and submitted in accordance with applicable operating procedures.

Expenditures and Recordkeeping

Each functional agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines.

The first source of funds for expenditures by agencies in response to an emergency, imminent disaster, or recovery from a catastrophic incident, is to be from the local jurisdiction in which the disaster occurs.

After Action Reporting

Following the conclusion of any significant emergency event/incident or exercise, the primary agency representative will conduct a critique of the group activities during the event/incident/exercise.

Support agencies will provide written and/or oral inputs for this critique and the primary agency representative will consolidate all inputs into a final report and submit it to the City of Fairbanks Emergency Manager.

Attachment 1: Emergency Management Checklist of Actions by Phase

This attachment is intended to be a stand alone resource to guide activities for this function. During an operation it may be posted or distributed to serve as a job aid and tool for tracking progress.

Phase	Actions
Mitigation: Activities designed to prevent or lessen the effects of a hazard.	☐ Participate in the hazard identification process and identify and correct vulnerabilities. ☐ Develop emergency preparedness programs and present them to the public.
Preparedness: Activities designed to improve readiness capabilities.	☐ Maintain this Functional Annex and its attachments. ☐ Ensure City personnel and partner agencies and organizations are provided with opportunities to take emergency operations and ICS training. ☐ Maintain the primary and alternate Emergency Operations Centers (EOCs). ☐ Develop and maintain standard operating ☐ Procedures and checklists to support Emergency Management activities. ☐ Ensure notification and call-up lists are current. ☐ Develop emergency exercises to support Emergency Management activities.
Response: Activities designed to save lives, protect property and contain the effects of an event.	☐ Activate the EOC and notify City and partner agencies, Borough, and State officials as needed. ☐ Request mutual aid as needed. ☐ Request assistance from Alaska Emergency Management through Fairbanks North Star Borough Emergency Management, if dictated by the situation. ☐ Coordinate the activities of all responding agencies. ☐ Conduct other specific response actions as dictated by the situation.
Recovery: Activities designed to ensure continued public safety and return the community to pre- disaster levels.	☐ Continue to coordinate the activities of all responding agencies. ☐ Support community recovery activities. ☐ Schedule after-action briefings and develop after-action reports. ☐ Develop and implement mitigation strategies. ☐ Make necessary changes in this Functional Annex and supporting plans and procedures.

Attachment 2: Process for Declaration of Local State of Emergency**Authority:**

AS.24.140

Definitions:

EMERGENCY: Shall mean and include "disasters" and "war emergencies." A situation occurs that has progressed or is anticipated to progress beyond the capability of regular municipal personnel and resources, assisted by personnel and resources from contiguous municipalities, to maintain order, control and confine the incident.

EMERGENCY MANAGEMENT OPERATIONS: Actions taken to provide for the health, safety and welfare of the people AND to aid in the prevention of damage to and the destruction of property during any emergency, as defined above, by prescribing a course of conduct in order to centralize control of activities having to do with such emergency.

Elements in the Declaration Process:

When in the **Opinion** of the **Emergency Manager (Fire Chief)** or in his/her absence the Deputy Fire Chief, a Disaster/Emergency **has occurred or is imminent** in the City of Fairbanks.

Actions:

- The Emergency Manager (or designees) SHALL declare a state of local emergency to exist.
- The Emergency Manager will confer with the Mayor, when contemplating a declaration of a State of Local Emergency and prior to the actual Declaration.
- As soon as it becomes apparent that the Declaration of a Local State of Emergency may become necessary and prior to issuing the Declaration the Emergency Manager SHALL notify the FNSB Office of Emergency Management and the Alaska Division of Homeland Security and Emergency Management.
- Upon issuing a Declaration of a Local State of Emergency by the Mayor, the Emergency Manager SHALL have complete authority to issue such orders as may be necessary to implement and carry out Emergency Management operations and to protect the health, safety, and resources of the residents of the City of Fairbanks.
- Upon issuance of the Declaration a copy will immediately be forwarded to the FNSB Office of Emergency Management and the Alaska Division of Homeland Security and Emergency Management

Contents of a Declaration of a Local State of Emergency:

Shall contain but not be limited to the following:

- DATE & TIME of the declaration.
- DELINEATION of the area included in the declaration.
- SPECIAL ORDERS associated with the declaration and the reasons justifying these orders.

Situations that might require a declaration:

- Natural Disaster: Winter Storms, Earthquake, Flooding, and Public Health Emergency.
- Man-made Disasters: Civil Unrest, HazMat incidents.

Delineation examples:

Exists within the entire City, exists within a specific area of the City, i.e., from Airport Way Street north to Growden Park.

Special Orders:

- **Curfews**
 - **Justification:** To provide Law Enforcement personnel the ability to control access to particular areas.
- **Evacuations**, partial or full.
 - **Justification:** To remove potential victims from the dangers associated with the incident.
- **Restrict access** to certain geographic areas.
 - **Justification:** To allow only emergency response personnel to specific areas.
- **Rationing of resources**, i.e., odd/even watering days, odd/even license of resource per pickup period.
 - **Justification:** Provide control over limited resources.
- **Travel Restrictions** Prohibiting all NON-EMERGENCY related travel.
 - **Justification:** To protect lives and allow emergency work to be accomplished.
- **Restrictions on vehicle parking.**
 - **Justification:** To be able to keep roads clear for emergency response vehicles.

Process of Declaring a Local State of Emergency

1. Determine that the situation meets the criteria for a declaration.
2. Confer with Mayor, City Attorney, Borough/State Emergency Management personnel etc.
3. Determine the specifics and justifications for the declaration.
4. Prepare, utilizing the sample provided, date, and sign the Declaration
5. Alert the public about the specifics of the declaration.
6. Notify & send copy of declaration to the Borough and State.

Rescinding Declaration of Emergency

When the situation is stabilized and there no longer a need have the special orders in effect, the Declaration of Emergency should be rescinded. Upon rescinding, notify the Borough and State.

Attachment 3: Sample Local Emergency Declaration

TO ALL RESIDENTS AND PERSONS WITHIN THE CITY OF FAIRBANKS, ALASKA,
AND TO ALL DEPARTMENTS OF THE CITY OF FAIRBANKS, ALASKA

WHEREAS, pursuant to the powers vested by AS 26.24.140, I have declared that a local disaster/emergency exists within the City of Fairbanks, and

WHEREAS, the aforesaid Ordinance authorizes the promulgation of such orders, rules and regulations as are necessary to meet the various problems which have or may occur due to such an emergency, and

WHEREAS, by reason of the conditions which are imminent due to [DISASTER NAME] anticipated impact on the City of Fairbanks which may affect the health, safety and welfare of the people of the City of Fairbanks, and

WHEREAS, it has been determined that these areas of the City of Fairbanks should then be declared disaster areas and further that certain measures must be taken in order to insure that the authorities as well as maintaining an orderly flow of traffic, and further in order to protect the persons and property of the residents affected by the conditions, and

WHEREAS, the following areas are designated disaster areas: Within the [ENTIRE CITY OF FAIRBANKS OR DESCRIBE SPECIFIC AREA].

NOW, THEREFORE, IN ACCORDANCE WITH the aforesaid ordinance, it is promulgated and declared that the following regulations shall be in addition to all other laws of the State of Alaska City of Fairbanks.

Special Orders [EXAMPLES]:

- Curfew
- Evacuation

Emergency Manager

Print Name

Date:

Mayor

Print Name

Date:

Attachment 4: List of Emergency Management Resources

On file at the City of Fairbanks Fire Department

Annex F –Mass Care, Housing, and Human Services (ESF 6)

ICS Area: Operations

Functional Coordination

Functional Coordinator: City of Fairbanks (COF) Emergency Manager (EM):
907-450-6604 or Dispatch 450-6507

Mission Area	Primary Agency	Support Agency	POC/Liaison
Mass Care (i.e. basic first aid not requiring hospital care)	COF Fire/ Emergency Medical Services (EMS)	Fairbanks Memorial Hospital (FMH)	P: Local EMS contacted thru Dispatch (907) 450-6507 S: FMH Emergency Dept. (907) 452-8181
Emergency Assistance	COF, American Red Cross (ARC)	COF EM	P: Red Cross (907) 456-5937 S: City of Fairbanks Emergency Management: (Fire Chief) (907) 450-6604 or Dispatch (907)450-6507
Disaster Housing	ARC State of Alaska (SOA)	SOA Department of Health and Social Services (DHS)/EM COF Housing Coordinator	P: Red Cross (907) 456-5937, SEOC S: DHSS through the SEOC S: Housing Coordinator (907) 459-6836
Human Services	Public Health	SOA Department of Health and Social Services	P: Public Health (800) 478-1777 S: DHSS through the SEOC

The City of Fairbanks Emergency Manager is the functional coordinator for all functions in the EOP. However, due to capacity and capability limitations, each function is subdivided into individual mission areas with agencies having primary and support responsibilities as indicated the in the table above.

NOTE: For care of medically fragile populations in a general shelter, coordination with Public Health and Medical Services (ESF 8) is important. Public Health and Medical Services has the lead in Alternate Care Site/Medical Surge shelters, with coordination as necessary with Mass Care.

Purpose

Mass Care is the capability to provide immediate shelter, feeding centers, basic first aid, bulk distribution of needed items, and related services to persons affected by a large-scale incident. Mass Care speaks to the ability to receive and care for persons who have evacuated, either from a high-risk area in anticipation of an emergency, or in response to an actual emergency, then assist with their temporary and permanent housing needs. Shelter operations comprise the majority of services addressed in this annex. Other services are frequently provided in conjunction with shelter operations or set up separately dependent upon the specifics of the incident.

Concept of Operations (CONOPS)

The City of Fairbanks has limited capabilities to respond to the identified mission areas as noted below. For all other Mass Care (ESF 6) needs, the City of Fairbanks will require mutual aid and requests for assistance (RFA) in coordination with Fairbanks North Star Borough (FNSB) and the State of Alaska.

Mission Area	City of Fairbanks Capacity/Capability
Health of citizens (i.e. basic first aid, not requiring definitive care)	COF EM will coordinate with COF Fire/EMS and FMH as needed to provide basic first aid to affected citizens in shelters or at other mass care sites.
Emergency housing, basic human needs	COF Housing Coordinator will coordinate with COF EM, SOA, and ARC (and through COF IC with the SOA EOC) to coordinate shelter/alternate housing strategies, and human services needs. <i>NOTE: ARC will also be responsible for coordinating requests for blood donations and blood donations operations. This is addressed in Annex H: Public Health and Medical Services.</i>
Trailers & other temp housing	COF Housing Coordinator will coordinate with COF EM and through COF EM with SEOC and ARC to identify and deploy temporary housing solutions not included in shelter operations (e.g. trailers, mobile homes, hotels, etc.).
DHSS related services	COF will coordinate with DHS and SOA DHSS to provide human services.

The capabilities of Fairbanks Memorial Hospital are directly limited to the resources available to the hospital.

This Functional Annex is designed to provide a flexible organizational structure capable of meeting the varied requirements of many emergency scenarios with the potential to require activation of the Emergency Operations Center (EOC) (or the incident command structure deemed appropriate for the incident) and implementation of the City of Fairbanks EOP.

Annex F is a functional annex to the EOP and to the extent possible, information contained in other sections of the EOP will not be repeated in this document.

General

NOTE: Activities and Responsibilities by Phase of Response are provided in Attachment A of this Annex.

Responsibilities for Mass Care on a large scale disaster are as follows:

- COF EM will perform overall coordination and serve as the primary external liaison for the City of Fairbanks.
- COF Housing Coordinator provides coordination for shelter facilities, kitchens, and custodial and/or maintenance staff. This coordination includes involvement of SOA ARC, and other agencies as necessary and through the COF EOC/IC
- COF Housing Coordinator will coordinate with ARC and local agencies to provide staff, resources and operate the shelter.
- COF Fire/EMS will coordinate for basic first aid care in shelters and at other human services care sites as necessary.
- Fairbanks Memorial Hospital will work with ARC and COF Fire/EMS as necessary to provide staff/oversight at shelters for medically fragile individuals housed in general use shelters.

Scalable Operations pertaining to Mass Care (Scope):

Potential hazards, natural and/or man-made, may require the evacuation and shelter of selected areas. The actual emergency situation will, of course, determine the scope of the evacuation and the number of evacuees.

Shelter operations can be scalable as follows:

- **Level 1-** A incident that affects 1 to 30 families who require shelter less than 24 hrs. The American Red Cross (ARC) is the lead agency in Fairbanks for emergency housing. At this level they will not need to coordinate their operation through the ICS structure and/or the FNSB and State unless their services are absolutely needed. ARC may work with the Incident Commander (IC) at the scene and coordinate needed resource directly through them. This level of activation should fit within the day-to-day SOPs of the City of Fairbanks and ARC and those SOPs should be accessed for operational detail.
- **Level 2-** A incident local to the City of Fairbanks. COF Housing Coordinator (or whichever agency is the initial responder) will contact the other relevant response agencies for initiation of coordinated response and operations will be conducted following this Annex.

- **Level 3-** A large wide spread incident: all available facilities and shelter trained staff could be activated to operate shelters and related services. Shelters may or may not be operated in the City of Fairbanks but will be operational in the Fairbanks North Star Borough region. ARC, Public Health, Fairbanks Fire, and (to the extent needed) Fairbanks Memorial Hospital will provide assistance to the evacuees from the City of Fairbanks primarily and upon needed basis to citizens from other communities per MOUs.

At this level, the City of Fairbanks will be coordinating operations and resource requests with the State of Alaska EOC, Alaska's State American Red Cross headquarters and the State of Alaska (SOA) Department of Health and Human Services.

- Issues originating in the shelter will be escalated through the chain of command. If appropriate, it will be resolved collaboratively by mass care stakeholders in the EOC/IC.
- All agencies are responsible for tracking their own expenses and time during shelter operations, and submitting for reimbursement to the Emergency Manager.
- ARC will coordinate housing and human services with the EOC/IC and other community organizations to reach affected residents outside the shelter, ensuring there are no unmet needs. Those needs can be but are not limited to
 - Housing,
 - Crisis counseling,
 - Food and water,
 - Basic house equipment, clothing,
 - Access to Federal Recovery Centers.

Notification

Internal

The shelter notification process that involves all parties in this annex is processed through the Emergency Management Coordinator. If the EOC/IC is activated, the initiation will occur through the IC. The COF Housing Coordinator will coordinate with the Director of ARC to identify a shelter location(s) and/or alternate housing solutions.

The local Director of the ARC will contact SOA ARC/ neighboring ARC organizations as needed requesting assistance with a shelter opening in Fairbanks or identifying a shelter location in FNSB.

When a shelter location has been identified by ARC, the COF EM EOC/IC will be contacted for support. In the event the shelter location is at a school¹ in Fairbanks, the FNSB School District superintendent will be contacted for access to the facility.

External

COF EM will coordinate with the COF Public Information Officer (PIO) (or individual assigned this position for the incident response) regarding the details of the public notice that a shelter is open and operating. Public notice will include strategies to communicate with individuals with functional and access needs (i.e. special needs populations).

Evacuees will be advised during the evacuation and shelter announcement to bring personal items such as one change of clothing, special medicines, baby food and supplies, special diet food, and sleeping bags or blankets.

People who are not eligible to take shelter in the public shelter, (i.e. a person with certain felony convictions) will be directed to an alternated facility which will be coordinated with COF resources (e.g. Law Enforcement, DHS).

Policies

ARC will lead the coordination of the facility choice to ensure that appropriate building is chosen to ensure ARC can provide shelter management to the ARC standards.

In the event a COF public school facility is being used by regular school activities, the school district administration has the right to deny access to the facility for shelter operations. ARC will utilize other facilities from the shelter list at that time.

In the event that COF public schools are designated shelters, FNSB School District administration must be included in the IC process.

Coordination of Services

ARC will coordinate with City of Fairbanks stakeholders and with SOA stakeholders to address human services issues for the victims outside the shelter as well. This would also include attempting to assist with the housing needs that the misplaced residents will have for short- and long-term.

Human Services outside shelter operations is primarily coordinated by the City of Fairbanks with involvement (as soon as possible if needed) of the SOA Emergency Operations Center (EOC). ARC ensures the major coordination of items such as; food, water, ice and potentially other times are distributed to the affected people. City of Fairbanks, through the SOA EOC will, if applicable, assist with any available federal aid coordination to ensure it reaches the eligible people.

At least daily situation reports (augmented as necessary to provide any relevant information requiring immediate action) should be provided to the City of Fairbanks

¹ Currently, there are no city-designated/city operated shelters in COF. This item presupposes an ad hoc arrangement based on the needs of a specific incident or arrangements/MOUs in place with ARC.

IC/EOC about the status of evacuees and of operations at the shelter center(s). This will be provided to FNSB, North Pole, and the SOA EOC as appropriate for the level of activation. All supporting agencies will provide the vital information for the report to ensure accurate data is provided.

Transportation to/from Shelters and/or Other Mass Care Service Sites

Transportation to and from shelters may be a subject for consideration. Most businesses, schools, hospitals, nursing homes, etc., have developed internal plans for providing expedient shelter within their facilities. While the City of Fairbanks does not have any designated shelters for protection from natural or technological hazards, it does coordinate the activation of shelters with FNSB for the purpose of providing mass care & shelter for persons displaced from their homes. ***For more information regarding Transportation assets and plans in Fairbanks, please see the City of Fairbanks Emergency Operations Plan, Annex A: Transportation.***

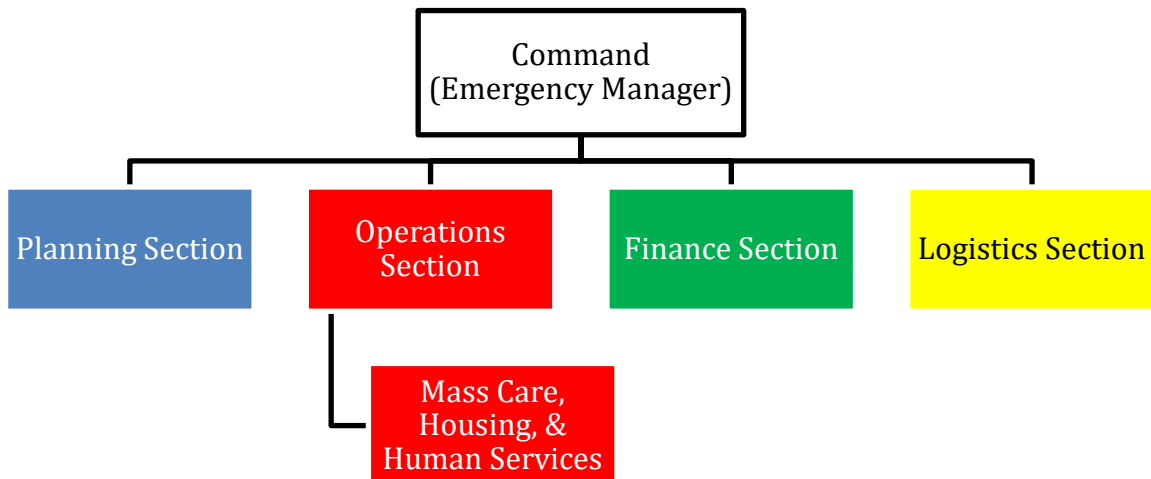
When the emergency/disaster situation has stabilized and it is again safe to return to a previously evacuated area, the authorization to allow reentry will be given by the city emergency operations center (EOC), the Incident Commander (IC), or as otherwise directed.

Consideration must be given to coordinating organized and/or limited access for people leaving shelters to areas which are damaged and which may be unsafe. This task, while not strictly a Mass care function, should be understood by those providing mass care services and activities coordinated with Emergency Management and Law Enforcement.

Organization

The City of Fairbanks Emergency Operations Center (EOC) (or IC construct, depending on the level of activation) will serve as the central location for interagency coordination and executive decision-making, including all activities associated with Mass Care. It is understood that ARC maintains their own facilities. They may choose to conduct operations out of this site, being more practical, but will nevertheless coordinate activities and resource requests through the City of Fairbanks EOC/IC. In this event a liaison from ARC will be placed in the EOC.

As indicated in the base EOP, the City of Fairbanks EOC is organized along the Incident Command System Structure, with Mass Care (ESF 6) being aligned with the Operations Section as shown in the figure below.



EOC ICS Structure Showing Transportation Function

Notifications

Generally, the Emergency Manager will notify the appropriate Mass Care function coordinators/liaisons of EOC activations and request the appropriate representatives report to the EOC to coordinate their mission areas as appropriate given an incident requiring this level of response.

As additional EOC staffing needs become apparent, other support and partnering agency personnel may be asked to report to the EOC to assist with mass care activities. Depending on the nature and location of the emergency, Borough, State, Military and Federal officials may also become critical members of the mass care team.

Direction and Control

For activations at Level 2 or greater, mass care, housing, and human services activities will be coordinated through the Fairbanks Emergency Operations Center or from the Incident Command Post, that will serve as the source of all direction and control.

Access and Functional Needs Populations

For purposes of this annex, this population is defined as follows:

- *A person who cannot operate in an emergency on her/his own safely (example: an elderly person who lives on their own day-to-day, but who may have limited media access and who is unable to get to a shelter unaided) and/or*
- *who cannot operate in daily life without an assistant and/or*
- *who needs support daily from a technical device that requires electrical support.*

ARC and all response agencies will ensure that people with functional and/or access needs (i.e. special needs populations) are provided for in time of emergency. It is understood that within the City of Fairbanks, ARC can provide shelter for special needs residents on a limited basis with its own resources.

Further resources/personnel/material must be requested as early as possible given the level of activation to ensure timely service to this population.

A roster of individuals with functional and access deficits, and their family members, will be developed and maintained during the emergency. Public information materials will be modified for these populations so that they will be aware of the primary hazards and of mitigation and response actions to be taken.

Transportation of individuals will be coordinated with the appropriate agency responsible for their welfare, with assistance from one or more of the following agencies (*see also: Annex A: Transportation*)

- Metropolitan Area Commuter System (MACS)
- Fairbanks North Star Borough (FNSB) School District
- Fairbanks Correctional Center (Jail)
- City of Fairbanks Fire Department (EMS)
- Fort Wainwright Army Base
- Eielson Air Force Base
- Alaska National Guard

Responsibilities

All tasked agencies will:

- Develop applicable SOPs, guidelines and/or checklists detailing the accomplishment of their assigned mission areas.
- When requested, deploy a representative to the EOC to assist with transportation activities
- Provide ongoing status reports.
- Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
- Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that state and federal reimbursement becomes available.
- Maintain up-to-date rosters for notifying personnel and 24-hour staffing capabilities, and provide this information to the City's Emergency Manager.
- Perform other emergency responsibilities as assigned.

The Functional Coordinator will coordinate with the appropriate primary and support agencies to:

- Identify and maintain shelters/housing list/maps/assets.
- Work with other agencies to:

- designate shelters, alternate housing options,
 - transportation bases,
 - feeding sites,
 - housing assistance locations
- Coordinate the use of additional mass care, housing, and human services resources.

Each agency with responsibilities in this function (whether government or non-government) will provide assistance in moving personnel and equipment to the incident per their standard operating procedures.

Businesses and agencies with responsibilities for Access and Functional Needs populations are responsible for acquiring and/or contracting resources to meet needs for these citizens.

Administration

Support

Requests for emergency assistance will be resolved at the lowest level direction and control facility (refer to levels of activation) with appropriate response resources capabilities.

Unresolved assistance requests will normally flow upward from the City to the FNSB or the SOA EOC, and as required to other states or the federal government for assistance support.

Agreements and Understandings

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.

The Proclamation of a Local Emergency by the City or a State Disaster issued by the Governor may suspend selected rules and regulations that affect support operations. The Emergency Manager will determine the specific impact of the situation and inform the functional group members.

Status Reports

Primary agencies will maintain status of all outstanding assistance requests and unresolved mission-related issues. This information will be summarized into status reports (see *CONOPS – Coordination of Services section of this annex*) at the EOC and submitted in accordance with applicable operating procedures.

Expenditures and Recordkeeping

Each functional agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines.

The first source of funds for expenditures by agencies in response to an emergency, imminent disaster, or recovery from a catastrophic incident, is to be from the local jurisdiction in which the disaster occurs.

After Action Reporting

Following the conclusion of any significant emergency event/incident or exercise, the primary agency representative will conduct a review and analysis of the group activities during the event/incident/exercise. This review of processes and systems will serve to

- address any operational or planning gaps
- capture innovations that proved useful during response
- improve operations in advance of the next incident

Support agencies will provide written and/or oral inputs for this review and the primary agency representative will consolidate all inputs into a final report and submit it to the City of Fairbanks Emergency Manager and shared as deemed necessary and appropriate to external response stakeholders.

Attachment 1: Mass Care Function Checklist of Actions by Phase of Response

This attachment is intended to be a stand-alone resource to guide activities for this function. During an operation it may be posted or distributed to serve as a job aid and tool for tracking progress.

Phase	Actions
Mitigation: Activities designed to prevent or lessen the effects of a hazard.	☐ Work with other involved agencies to identify and correct potential shortfalls in the ability to ○ House evacuees either in shelters or alternate housing solutions ○ Provide basic first aid, food, and human services assistance ○ Address the needs of functional and access needs populations ○ Communicate hazard warnings, instructions and information regarding mass care, housing and human services to the public. ☐ Coordinate with other agencies on the development of mass care plans, particularly for pre-identified hazard areas/situations.
Preparedness: Activities designed to improve readiness capabilities.	☐ Maintain awareness of the mass care related components of the EOP. Review and update on a regular basis, i.e. at least annually and following any response, exercise or drill involving these functions. ☐ Develop mutual aid and other support agreements with surrounding jurisdictions, NGOs, VOADs, and the private sector. ☐ Ensure personnel are trained in EOC operations, the incident Command System (ICS) and the National Incident Management System (NIMS). ☐ Develop plans to use available systems to manage the immediate set-up and operation of shelters/feeding sites, human services centers, and alternate housing options. ☐ Develop plans to provide resources to assist with evacuations or other movements of people. ☐ Participate in training, drills and other activities to improve interagency communications.

Phase	Actions
	□ Review departmental Standard Operating Procedures and maintain personnel call up lists. □ Participate in training and exercises.
Response: Activities designed to save lives, protect property and contain the effects of an event.	□ Rapid assessment of damage to homes and infrastructure is necessary to gauge the need for mass care, housing, and human services response, and scale of operations required to respond effectively to the incident. This may be done in coordination with the other functional groups in the EOC to prevent duplication of effort. □ Coordinate operations and resources management with all relevant stakeholders. ○ Assist in making decisions regarding opening of shelters and other care sites, restrictions, priority services, and demobilization planning (<i>Note: Demobilization planning begins in tandem with the decision to begin mass care services – i.e. have an exit strategy</i>). □ Coordinate with other response agencies regarding acquisition and maintenance of accurate and up-to-date intelligence on the operational capabilities and capacities of the mass care system. ○ Include information regarding care for access and functional needs populations. □ Ensure public warning and communication regarding mass care services is widely and effectively communicated. ○ Include strategies for communicating with access and functional needs populations. □ Assign transportation, material, and/or personnel resources to move materials, personnel and supplies as requested by ARC (<i>coordinate with:</i> ○ <i>Transportation,</i> ○ <i>Public Health and Medical Services,</i> ○ <i>Agriculture and Natural resources- which provides nutritional assistance- and</i> ○ <i>Volunteer and Donations Management</i>).

Phase	Actions
	☐ Assist in coordination of staffing and resupply management for operational sites. ☐ Provide field support for all mass care operations integrated through ICS.
Recovery: Activities designed to ensure continued public safety and return the community to pre- disaster levels.	☐ Coordinate consolidation and demobilization activities for shelters. As necessary assist with the transition from shelters to alternate short-term, transitional, and/or long-term housing options for affected citizens. ☐ Continue to perform tasks necessary to expedite restoration and recovery operations. ☐ Gradually revert assignments and personnel requirements to normal. ☐ Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required: document returns with hand receipts. ☐ Evaluate response and make necessary changes in this Functional Annex to correct shortfalls and improve future response activities. ☐ Participate in after action meetings and prepare after action reports and improvement plans as requested.

Attachment 2: List of ARC Designated Shelters

OBTAIN FROM SOA ARC AND/OR CITY OF FAIRBANKS ARC

Attachment 3: Food Resources

Grocery Stores, Convenience Stores, Volunteer Organizations Active In Disasters (VOADS), Churches

On file at the City of Fairbanks Fire Department

Abbreviations and Acronyms

ARC	American Red Cross
COF	City of Fairbanks
CONOPS	Concept of Operations
ESF	Emergency Support Function
FNSB	Fairbanks North Star Borough
IC	Incident Command
NGO	Non-Government Organization
SOA	State of Alaska
SOPs	Standard Operating Procedures
VOAD	Volunteer Organizations Active in Disasters

Annex G – Logistics and Resource Support (ESF 7) ICS Area: Logistics

Functional Coordination

Functional Coordinator: City of Fairbanks Emergency Manager

The City of Fairbanks Emergency Manager is the functional coordinator for all functions in the EOP. However, due to capacity and capability limitations, each function is sub-divided into individual mission areas with agencies having primary and support responsibilities as indicated in the table below.

Mission Area	Primary Agency	Support Agency	POC/Liaison
Comprehensive, Incident Logistics Planning, Management, & Sustainment Capabilities	City of Fairbanks Fire Emergency Management (Fire Chief)	City of Fairbanks Finance Department City of Fairbanks Human Resources	COF EM (907) 450-6604 or Dispatch 450-6507 Finance Director (907) 459-6788 Human Resources (907) 459-6780
Resource Support: Facility Space, Office Equipment & Supplies, Contracting Services, etc.	City of Fairbanks Fire Emergency Management (Fire Chief)	City of Fairbanks Finance Department City of Fairbanks Human Resources	COF EM (907) 450-6604 or Dispatch 450-6507 Finance Director (907) 459-6788 Human Resources (907) 459-6780

Purpose

Effective response to any emergency or disaster requires the ability to find, obtain, allocate, and distribute resources to meet the needs of the event. This Functional Annex provides guidance to assist in coordinating the provision of personnel, equipment, supplies, facilities and services to support emergency operations. Specifically, the Logistics and Resource Support Annex addresses:

- Resource Identification
- Resource Procurement
- Resource Coordination
- Facilities and Logistics
- Personnel Augmentation
- Logistics Management

The purpose of this annex is to provide procedural information on the deployment and proper coordination of resources during the response phase of an emergency/disaster situation.

The City of Fairbanks has sufficient resources to support activities associated with local emergency or disaster operations for a short period of time including resources procured through mutual aid agreements with surrounding jurisdictions. A catastrophic event will quickly overcome our local resources making it necessary to call upon aid from Borough, State and/or Federal resources. The City of Fairbanks Emergency Manager is the single point of contact for Borough, State and Federal resources.

Scope and Concept of Operations (CONOPS)

Scope

This functional annex is designed to provide a flexible organizational structure capable of meeting the varied requirements of many emergency scenarios with the potential to require activation of the Emergency Operations Center (EOC) and implementation of the City of Fairbanks EOP.

Annex G is a functional annex to the EOP and to the extent possible; information contained in other sections of the EOP will not be repeated in this document.

City departments involved in resource support activities have existing emergency plans and procedures. Annex G is not designed to take the place of these plans, rather it is designed to complement and support the departmental resource management guidelines already in place.

Each City department or agency shall be responsible for monitoring their expenses incurred due to a disaster/emergency situation, and shall develop procedures for identifying costs associated with such situations. Additionally, each City department or agency shall establish emergency procurement procedures to ensure that resources required during an emergency/disaster situation may be rapidly obtained.

Local (City and mutual aid) resources must be exhausted before State or Federal assistance is available through a Governor's or Presidential declaration. State declarations will be requested by the Mayor through the City of Fairbanks Emergency Management and Fairbanks North Star Borough to the Alaska Division of Homeland Security and Emergency Management. The Borough and State are able to provide physical assistance through the various agencies, but provide no funds to reimburse local governments during emergencies/disasters. Federal declarations activate both physical as well as monetary resources; however, State and local cost sharing is normally required.

The City of Fairbanks has limited capabilities to respond to the identified mission areas as noted below based on the size and scope of the incident.

Mission Area	City of Fairbanks Capacity/Capability
Comprehensive, Incident Logistics Planning, Management, & Sustainment Capabilities	Comprehensive, Incident Logistics Planning, Management, & Sustainment Capabilities
Resource Support: Facility Space, Office Equipment & Supplies, Contracting Services, etc.	Resource Support: Facility Space, Office Equipment & Supplies, Contracting Services, etc.

The City of Fairbanks Emergency Management is designated as the coordinator for Logistics and Resource Support. As ESF coordinator, Emergency Management coordinates meetings, plans, exercises, training, and other activities with, the private sector, and the Logistics and Resource Support primary and support agencies.

Concept of Operations (CONOPS)

- **General:** The City of Fairbanks Emergency Management is responsible for coordinating critical resource management during an emergency or disaster. Individual City departments and agencies will maintain listings of critical resources with respect to their own operations. Those departments/agencies will also “flag” any resources that may require expedited procurement and/or some formal arrangements with vendors (i.e., memorandums of agreement/understanding) and provide these lists to Fairbanks Emergency Management upon request.

For smaller emergencies, resource management will be handled by the individual City departments/agencies. For larger scale emergencies, where limited local resources may require centralized coordination and prioritization, the Fairbanks Emergency Operations Center or an Incident Command Post will be activated (**See Emergency Management (ESF #5)**).

The City of Fairbanks will use the system established by the National Incident Management System’s (NIMS) National Mutual Aid and Resource Management Initiative to identify, request, receive, and track resources

(Refer to http://www.fema.gov/pdf/emergency/nims/incident_mgmt.pdf)

- **Response Phase:** In the immediate aftermath of a disaster, initial damage assessments from first responders will give a picture of the effects of the event. The EOC or Incident Command Post will be activated based upon the situation. As the response proceeds, the Emergency Manager or Incident Commander will determine the resources needed to promptly stabilize the situation, protect the lives of citizens and responders, and establish staging areas.

The priority for allocation of resources in the response phase will be based on life safety situations. Preservation of existing life will take precedence over body recovery. Essential resources (personnel, critical supplies, heavy equipment, etc.) will be relocated if it is determined that an immediate or potential threat exists to the area.

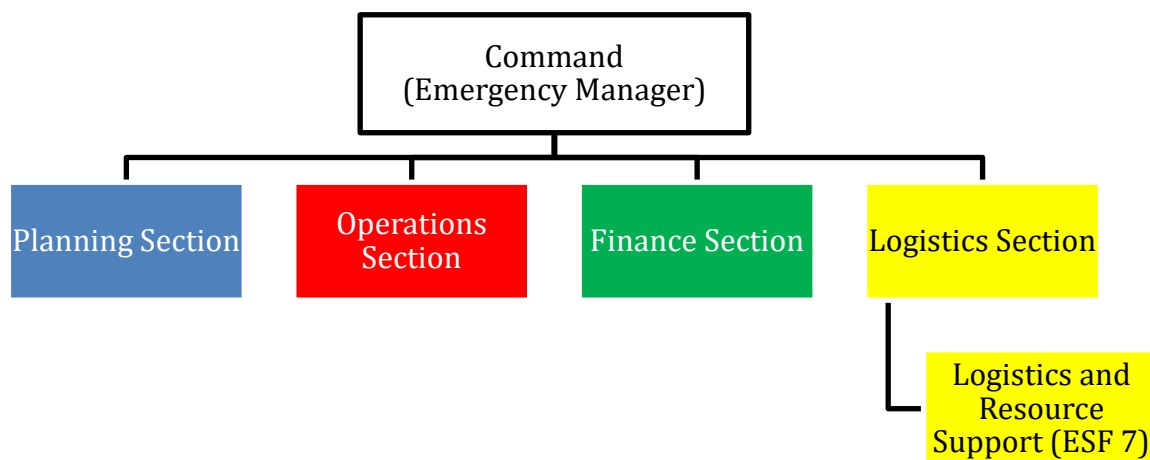
Essential resources will be reallocated based upon need and the amount of immediately available resources. Need will be determined by the number of people injured and protection of critical facilities. Resources required from outside of the City will take longer to acquire and deploy. No local resource

(such as a fire department) will be required to leave their area unprotected. If, in the opinion of the department head or local official, an area is secure and there is adequate manpower and equipment to protect that jurisdiction, then the response of local resources may occur. It is not the intent of this Plan to provide for assistance at the expense of any local agency or jurisdiction. Each mutual aid jurisdiction must follow their primary directive of providing the resources necessary to protect the lives and property of their citizens.

- **Recovery Phase:** When the initial response has been completed, the assistance of other local groups and all outside resources may be required. These requests will be directed to the EOC or the Incident Command Post. Non-governmental organizations such as local religious and civic groups have historically provided, and will continue to provide additional assistance. These groups will assist with unmet needs after the larger assistance is over.

Organization

The City of Fairbanks Emergency Operations Center (EOC) will serve as the central location for interagency coordination and executive decision-making, including all activities associated with Logistics and Resource Support. As indicated in the base EOP, the City of Fairbanks EOC is organized along the Incident Command System Structure, with Logistics and Resource Support (ESF 7) being aligned with the Logistics Section as shown in the figure below.



EOC ICS Structure Showing Logistics and Resource Support

Logistics and Resource Support Guidelines**General**

The types and amounts of resources needed to support emergency operations will vary greatly depending on the event. Some examples of typical emergency resources include, but are not limited to:

- Personnel
- Communications Equipment
- Potable Water
- Vehicles for passengers, cargo, and debris removal
- Portable toilets and other sanitation supplies
- Pumps and sandbags
- Fuel and fueling stations
- Heavy equipment for public works applications (e.g., cranes) and materials handling (e.g., forklifts)
- Materials and tools such plastic sheeting, shovels, picks, chain saws, axes/hatchets, flashlights, etc.
- Mass care supplies such as food, bedding, blankets and cots (For smaller incidents only. For larger incidents requiring public shelter, the Fairbanks North Star Borough maintains responsibility).
- Industrial lighting equipment (for nighttime search and rescue operations)
- Portable generators
- Medical supplies and pharmaceuticals
- Technology to support emergency operations

Determining what types of resources and how many of them are needed is critical to providing a rapid, effective and coordinated response to an emergency or disaster.

The Emergency Manager or Incident Commander, in consultation with other City department heads, will perform needs assessments and determine needs for the City of Fairbanks.

The assigned Logistics and Resource Support Coordinator will work to ensure that essential information is requested from and provided by those making resource requests including:

- **S**ize
- **A**mount
- **L**ocation
- **T**ype
- **T**ime

In general, resource management activities will be geared to support lifesaving and public safety as its first priority. Specific priorities will be set by the Incident Commander or Emergency Manager, in consultation with the appropriate department heads. The City of Fairbanks will use the standards and definitions established by the NIMS National Mutual Aid and Resource Management Initiative as the basis for identifying and categorizing resources.

The City of Fairbanks has mutual aid agreements in place with surrounding jurisdictions to augment critical resources during emergencies. Additionally, there are numerous private sector resources available to support emergency operations.

Once received, resource requests will be logged, prioritized and passed on to those responsible for obtaining and committing resources.

Facilities

In a major emergency with an extensive influx of resources, supplies and personnel, the Logistics and Resource Support Coordinator in coordination with the EOC Team or Incident Commander (for smaller emergencies) may direct that facilities be designated for emergency use such as:

- **Mobilization Center:** A designated location for receiving and processing resources and personnel prior to their deployment to a Staging Area or incident site. The Mobilization Center may also be required to provide briefings, lodging and feeding for arriving personnel.
- **Staging Areas:** Used to assemble personnel and equipment for immediate deployment to an operational site in the affected area(s). Potential Staging Areas will be dictated by the locations and the scope of the incident
- **Warehouses and other facilities:** Store or stage supplies and equipment for both short and long-term emergency use. Criteria used for the selection of resource staging areas will include proximity to the affected area, transportation access, communications capability, storage space and conditions, security, etc.

Procurement and Hiring

When requests are of a high priority, an emergency procurement and/or hiring process may be necessary. Emergency procurement may involve contacting suppliers, negotiating terms, and making transportation and distribution arrangements.

Depending on types and numbers of personnel needed, volunteers may be used to quickly fill needed positions. **(See *Volunteers and Donations: ESF 16*).**

When making procurements, an effort should be made to ensure that suppliers also have the ability to transport the resources.

Distribution

The assigned Logistics and Resource Support Coordinator will work with the other members of the EOC Team or Incident Command (for smaller incidents) to determine the appropriate facilities and methods for the timely distribution of resources.

High priority resources as identified by the EOC or Incident Command team will be distributed as quickly as possible. When dictated by the situation, distribution points may be established to provide supplies the public.

The assigned Logistics and Resource Support Coordinator will determine what facilities will be needed to handle the flow of resources into and through the City of Fairbanks (i.e., warehouses, receiving areas, checkpoints, etc.).

State and Federal Resources

When it becomes clear that local resources will be insufficient to handle the situation, the issuance of a local emergency declaration is the mechanism for obtaining assistance from other government agencies (**See Emergency Management: ESF 5**).

At any point during the development of an emergency situation, the City of Fairbanks may determine it cannot handle the situation without the use of outside resources. Such resources may be obtained through the invocation of existing, routine mutual aid agreements without declarations of emergency/disaster; however, significant augmentation of resources or activation of state and federal assistance (as provided under the Stafford Act) must be accompanied by a properly executed emergency declaration by the Mayor.

State declarations are requested by Fairbanks Emergency Management and go through the Fairbanks North Star Borough (FNSB) to the Alaska Division of Homeland Security Emergency Management (DHSEM). A declaration of emergency/disaster by the Governor upon DHSEM's recommendation when significant involvement of state resources or personnel is anticipated.

Requests for federal assistance may be made only by the Governor and through the Department of Homeland Security (DHS) and/or the Federal Emergency Management Agency (FEMA). Major disasters are declared by the President upon a request by the Governor and with the recommendation of FEMA. Presidential declarations activate the full range of disaster assistance outlined in the Stafford Act. Other Federal declarations can be made by the Administrator of the Small Business Administration (SBA), for loan programs for persons affected by disasters and by the Secretary of Agriculture (agricultural disaster situations). Common to all requests for emergency/disaster declarations is the requirement that the requesting jurisdiction has exhausted its available resources to handle the situation. (**See Long-term Community Recovery and Mitigation: ESF 14**).

Assistance from state agencies may be available:

- Without a State declaration
 - State resources that would be available include personnel and resources near the disaster area.
 - Funds to cover the costs are not included in this type of assistance.
- With a State Declaration
 - All state resources become available

Assistance from the Federal government may be available:

- Without a Federal Declaration
 - To protect life, local commanders of Department of Defense (DOD) organizations (Ft. Wainwright and Eielson Air Force Base) have the authority to respond without a federal declaration. Otherwise, Federal assistance is usually limited to providing technical expertise from agencies such as the United States Army Corps of Engineers (USACE).
- With a Federal declaration
 - A variety of resources are available through different programs, including technical expertise.

Notifications

The Emergency Manager will notify the appropriate Logistics and Resource Support coordinators/liaisons of EOC activations and request the appropriate representatives report to the EOC to coordinate their mission areas as appropriate.

As additional EOC staffing needs become apparent, other City departments, and support and partnering agency personnel may be asked to report to the EOC or Incident Command Post to assist with Logistics. Depending on the nature and location of the emergency, Borough, State, and Federal officials may also become critical members of the Logistics and Resource Support team.

Direction and Control

All Logistics and Resource Support activities will be coordinated through the Fairbanks Emergency Operations Center or from the Incident Command Post that will serve as the source of all direction and control.

Responsibilities

All Tasked Agencies

- Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
- Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned mission areas.
- Deploy a representative to the Fairbanks EOC or Incident Command Post to assist with Logistics and Resource Support activities.

- Provide ongoing status reports as requested by the Emergency Manager or Incident Commander.
- Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
- Maintain up-to-date rosters for notifying personnel and 24-hour staffing capabilities.
- Participate in Emergency Management training and exercises.
- Perform other emergency tasks as assigned.

Emergency Management

- Fairbanks Emergency Management has overall responsibility for resource operations during disaster situations within the City of Fairbanks. A list of available emergency management resources within the City is kept on file under separate cover in the Fire Department as well as with the Finance Department.

Other City Departments

- All City departments are required to assist the citizens of Fairbanks in their efforts to return to a state of normalcy following a disaster. These efforts include, but are not limited to, assistance in providing essential services such as debris clearance, providing for transportation to the Disaster Recovery Centers, damage assessments, transport of the injured, security for the affected areas and compiling costs associated with the disaster.

Each agency with responsibilities in this Function (whether government or non-government) will provide assistance in moving personnel and equipment to the incident per their standard operating procedures.

Administration

Support

Requests for emergency assistance will be resolved at the lowest level direction and control facility with appropriate response resources capabilities. Unresolved assistance requests will normally flow upward from the City to the FNSB or the State EOC, and as required to other states or the federal government for assistance support.

Agreements and Understandings

All other agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.

The Proclamation of a Local Emergency by the City or a State Disaster issued by the Governor may suspend selected rules and regulations that affect support operations. The Emergency Manager will determine the specific impact of the situation and inform the functional group members.

Status Reports

Primary agencies will maintain status of all outstanding assistance requests and unresolved mission-related issues. This information will be summarized into periodic status reports at the EOC and submitted in accordance with applicable operating procedures.

Expenditures and Recordkeeping

Each functional agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for Federal reimbursement in accordance with the established guidelines.

The first source of funds for expenditures by agencies in response to an emergency, imminent disaster, or recovery from a catastrophic incident, is to be from the local jurisdiction in which the disaster occurs.

After Action Reporting

Following the conclusion of any significant emergency event/incident or exercise, the primary agency representative will conduct a critique of the group activities during the event/incident/exercise.

Support agencies will provide written and/or oral inputs for this critique and the primary agency representative will consolidate all inputs into a final report and submit it to the City of Fairbanks Emergency Manager.

Attachment 1: Logistics and Resource Support Function Checklist of Actions by Phase

This attachment is intended to be a stand-alone resource to guide activities for this function. During an operation it may be posted or distributed to serve as a job aid and tool for tracking progress.

Phase	Actions
Mitigation: Activities designed to prevent or lessen the effects of a hazard.	☐ Ensure emergency contracts are in place to prevent resource shortages in an emergency.
Preparedness: Activities designed to improve readiness capabilities.	☐ Maintain this Functional Annex as well as supporting operating procedures and guidelines. ☐ Review all portions of the EOP to ensure proper coordination of resource support activities. ☐ Ensure resource support personnel receive appropriate emergency training. ☐ Establish contact with private resources that could provide support during an emergency. ☐ Participate in Emergency Management training and exercises.
Response: Activities designed to save lives, protect property and contain the effects of an event.	☐ Obtain resources on a priority basis as determined by the EOC Team or Incident Commander. ☐ Activate additional Logistics and Resource Support personnel. ☐ Work with the EOC staff or Incident Commander to establish priorities. ☐ If necessary, establish staging areas, distribution sites and mobilization centers from which resources may be distributed. ☐ Activate mutual aid. ☐ Maintain an inventory system to track supplies used in the disaster. ☐ Maintain accurate records of resources utilized and funds expended and submit reports.

Phase	Actions
Recovery: Activities designed to ensure continued public safety and return the community to pre-disaster levels.	☐ Return staffing to normal levels as dictated by the event. ☐ Identify unused resources in the community. ☐ Stand down any facilities no longer in use. ☐ Dispose of excess supplies. ☐ Participate in after-action reports and critiques.

Attachment 2: Resources by Agency/Department

See Appendix

On file at the City of Fairbanks Fire Department

Attachment 3: Mutual Aid Agreements**(DRAFT) FNSB Borough-Wide Emergency Management Mutual Aid Agreement**

This Agreement is made and entered into effect, by the Fairbanks North Star Borough, and the City of Fairbanks, the City of North Pole, the City of Delta Junction, the City of Nenana, the University of Alaska Fairbanks, US Army-Fort Wainwright Post, US Air Force-Eielson AFB, and Clear Air Force Base (referred to hereafter as “the adjacent entities” who have duly executed this Agreement.

Whereas, the Fairbanks North Star Borough and the adjacent entities recognize the necessity to cooperate and work together to provide mutual aid for Emergency Management assistance; and

WHEREAS, each of the parties owns and maintains equipment and retains personnel who are trained to provide various levels of service in order to provide emergency management services; and

WHEREAS, in the event of a disaster, a party may need the assistance of another party to this Agreement to provide supplemental equipment and/or personnel support; and

WHEREAS, each of the parties may have the necessary equipment and personnel available to enable it to provide such services to the other party to this Agreement in the event of such a disaster; and

WHEREAS, the equipment and personnel of each party are located in such a manner as to enable each party to render mutual assistance to the other; and

WHEREAS, each of the parties to this Agreement has determined that it is in the best interests of each party to set forth guidelines for providing mutual assistance to each other in the case of a request for mutual aid; and

Whereas, all parties further recognize the need to provide for a legal means to go to the aid of another jurisdiction, and to receive aid from another jurisdiction during times of disaster as defined in this Agreement.

NOW, THEREFORE, IT IS AGREED BY THE PARTIES WHO HAVE DULY EXECUTED THIS AGREEMENT AS FOLLOWS:

1. **PURPOSE** The stated purpose of the Mutual Aid Agreement is to provide mutual assistance to the parties for emergency management services outside the normal scope of what each party regularly provides.
2. **DEFINITIONS**: As used herein:
 - A. “Requesting Entity” shall mean the entity requesting aid.
 - B. “Responding Entity” shall mean the Entity affording or responding to a call for aid.
 - C. “Disaster” shall mean a sudden event, such as an accident or a natural catastrophe, which causes great damage or loss of life and goes beyond

the ability of a party of this Agreement to respond solely with its own resources.

3. **REQUEST FOR ASSISTANCE:** The Emergency Management Director, Coordinator, or Incident Commander of the party at disaster within the boundaries of that party's geographical jurisdiction (also known as the Requesting Party) is authorized to request assistance from another party to this Agreement if confronted with disaster situation at which the Requesting Party has need for equipment or personnel in excess of that available to the Requesting Party.
4. **RESPONSE TO REQUEST** Upon receipt of a request the Emergency Manager, Incident Commander, or Chief Officer of the party receiving the request (also known as the Responding Party) shall immediately take the following action:
 - A. Determine if the Responding Party has equipment and personnel available to respond to the request of the Requesting Party and determine the type of the equipment and number of personnel available.
 - B. Determine what available equipment and what available personnel should be dispatched in accordance with the plans and procedures established by the parties.
 - C. In the event the requested equipment and/or personnel are available, then the Emergency Manager, Incident Commander, or Chief Officer may dispatch such equipment and personnel to the scene of the emergency with proper operating instructions.
 - D. In the event the requested equipment and/or personnel are not available, then the Emergency Manager, Incident Commander, or Chief Officer shall immediately advise the Requesting Party of such fact.
5. **COMMAND RESPONSIBILITY AT EMERGENCY SCENE:** All parties agree to implement the National Incident Management System during mutual aid responses and to follow the area-wide accountability and area-wide communications plans. The Emergency Manager or Incident Commander of the Requesting Party at the scene of the disaster to which the response is made, shall be in command of the operations under which the equipment and personnel sent by the Responding Party shall serve; provided, however, that the responding equipment and personnel shall be under the immediate supervision of the officer in charge of the responding apparatus. If the Emergency Manager or Incident Commander specifically requests a senior officer of the Responding Party to assume command, then the Emergency Manager or Incident Commander shall not, by relinquishing command, be relieved of responsibility for the operation. If an emergency in the Responding Party's own jurisdiction occurs during a response to a request, the Responding Party must be released by the Emergency Manager or Incident Commander prior to departing the scene. The Emergency Manager or Incident Commander will not unreasonably withhold consent to release a Responding Party in the event of an emergency.

6. **LIABILITY**: Each responding entity hereby waives all claims against each requesting entity for compensation for any property loss or damage and/or personal injury or death occurring as a consequence of the performance of this agreement.
7. **POST RESPONSE RESPONSIBILITY**: Upon completion of the rendering of assistance, such assistance and help as is necessary will be given by the parties to locate and return any items of equipment to the jurisdiction/agency owning said equipment. All equipment and personnel used under the terms of this Agreement shall be returned to the Responding Party upon being released by the Requesting Party, or upon demand being made by the Responding Party for return of said equipment and personnel. All entities shall maintain records regarding the frequency of the use of this agreement and shall share said records upon request with the other parties to this agreement.
8. **COMPENSATION**: Each party agrees that it will not seek from the other party compensation for services rendered under this Agreement. Each party hereto shall at all times be responsible to its own employees for the payment of wages and other compensation and for carrying worker's compensation insurance upon said employees; and each party shall be responsible for its own equipment and shall bear the risk of loss therefore, irrespective of whether or not said personnel and equipment are being used within the area of primary responsibility of that party. Nothing in this section prevents a party from filing claims for costs and losses under 15 U.S.C. §2210 and 44 C.F.R. Part 151 In the case of a State or Federally declared disaster, all responding parties shall complete and maintain sufficient records and reports to aid in the reimbursement under the guidelines of the Stafford Act.
9. **INSURANCE**: Each party agrees to maintain adequate insurance coverage for its own equipment and personnel.
10. **SHARED PURCHASING**: This Agreement creates no obligation for joint or cooperative acquiring, holding and/or disposal of real or personal property.
11. **ADMINISTRATION AND FINANCE**: There is not hereby created any separate or legal administrative entity by this Agreement. Each party hereto shall be responsible for and financing their separate obligations hereunder, including, if applicable, establishing and/or maintaining budgets therefore. Further, the administration of this Agreement shall be performed by each entity separately through their department head or Chief Officers.
12. **TERMINATION AND AMENDMENT**
 - A. This Agreement shall remain in full force and effect unless terminated. A party desiring to terminate this Agreement shall serve written notice upon the other parties of its intention to terminate this Agreement. Such notice shall be served not less than thirty calendar days prior to the termination date set forth in said written notice. Said written notice shall automatically terminate the party's participation in this Agreement on the date specified therein unless rescinded prior in writing.

- B. Review, re-negotiation or amendment of this Agreement may be initiated at any time upon written request of any party hereto. Amendments must be approved by all parties hereto, and will be attached to and become part of this Agreement only upon execution by all parties.
13. **AGREEMENT NOT EXCLUSIVE**: This Agreement is not intended to be exclusive as between parties hereto. Each of the parties may, as that party deems necessary or expedient, enter into a separate Mutual Aid Agreement or Agreements with any other party or parties. Entry into such separate Agreements shall not change any relationship or covenant herein contained unless the parties hereto mutually agree in writing to such change.

COUNTERPARTS: This Agreement may be executed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same agreement.

Attachment 4: Emergency or Exigent Purchases

This attachment is a purchasing guideline for emergency (threat to life, public health or safety, improved property, or some other form of dangerous situation that requires immediate action to alleviate threat) or exigent (need to avoid, prevent, or alleviate serious harm or injury, financial or otherwise) circumstances. All other purchases must follow the city procurement code.

Steps	Actions
Write a justification to describe the emergency or exigent circumstance.	• Explain why sole-sourcing is necessary based on the specific conditions and circumstances that demonstrate why immediate or urgent action is needed. Include the specific steps taken to determine why full and open competition could not have been used. • A separate justification is required for every sole-sourced contract.
Provide a brief description of the goods or services.	• Justify the need for the specific good or service being contracted to address the emergency or exigency circumstance.
Estimate the expected dollar amount of the goods or services.	• A copy or price analysis is required for all procurement transactions above \$250,000.
Describe any known conflicts of interests or efforts to identify conflicts of interest.	• Describe efforts to identify possible conflicts of interests. If no efforts were made, explain why.
Define and justify the period of emergency or exigency for the specific situation.	• The period of emergency and exigent circumstances may vary per incident.
Transition to a competitively bid contract as soon as the emergency or exigent period ends.	• Failure to plan for transition to a competitively bid contract cannot be the basis for continued use of the emergency or exigency purchasing process.
Ensure that all contracts meet the specific federal procurement regulation.	• Contracts must include the required contract clauses. • Contracts must include the federal bonding requirements if the contract is for construction or facility improvement. • Contracts must be awarded to a responsible contractor. • Contracts must not be a cost-plus-percentage-of-cost contract type. • Contracts with time-and-materials must comply with the applicable rules.

Annex H – Public Health and Medical Services (ESF 8)

ICS Area: Operations

Functional Coordination

City of Fairbanks (COF) Emergency Manager:

907- 450-6604 or Dispatch: 907-450-6507

Mission Area	Primary Agency	Support Agency	POC/Liaison
Public Health	State Of Alaska Department of Health and Social Services (DHSS)	COF Fire	P: 1-800-478-1777 S: Through Dispatch: (907) 459-6870
Medical (i.e. definitive care including pre- hospital and hospital care)	COF Fire for Pre- hospital Care: <i>EMS only</i> Fairbanks Memorial Hospital for <i>Hospital Care</i>		EMS through Dispatch: (907)-459-6870 FMH: (907) 452-8181 (main number)
Behavioral Health Services	SOA DHSS		P: (907) 465-4828
Mass Fatality Management	State of Alaska Medical Examiner		P: (907) 334-2200

The City of Fairbanks Emergency Manager, Incident Commander or the designee is the functional coordinator for all functions in the EOP. However, due to capacity and capability limitations, each function is sub-divided into individual mission areas with agencies having primary and support responsibilities as indicated the in the table above.

NOTE: *Public Health and Medical Services (ESF 8) has the lead in Alternate Care Site/Medical Surge shelters if established, with coordination as necessary with Mass Care (Annex F).*

For care of medically fragile populations in a general shelter, Mass Care (ESF 6) will expect coordination with Public Health and Medical Services although Mass Care has the lead in this effort.

Purpose

The purpose of this functional annex is to describe policies and procedures for coordination of the delivery of both primary and supplemental assistance for public health, medical and mortuary services in order to reduce the loss of life and severity of injuries in a mass casualty incident. This annex addresses

- Local Health Department notification, coordination and response
- Emergency Medical Services (EMS) activities
- Coordination among health care providers
- Mass fatalities management
- Behavioral health (mental health) activities

Coordination includes mobilizing, managing and/or supporting before, during and after emergency or disaster conditions.

Scope

Public Health and Medical Services is designed to provide a flexible organizational structure capable of meeting the requirements of many emergency scenarios that have the potential to require activation of the City of Fairbanks EOC/IC and implementation of the City of Fairbanks Emergency Operations Plan (EOP). This is a functional annex to the City of Fairbanks EOP and to the extent possible; information contained in other sections of the EOP will not be repeated in this Annex.

Most of the agencies involved in public health and medical services activities have existing emergency plans and procedures. This annex is not designed to take the place of these plans, rather it is designed to complement and support existing plans and procedures.

The City of Fairbanks (COF) has limited capabilities to respond to the identified mission areas. For all other Public Health and Medical Services (ESF 8) needs, the City of Fairbanks will require mutual aid and requests for assistance (RFA) with area and federal agencies, and will operate in coordination with Fairbanks North Star Borough (FNSB) and the State of Alaska.

Mission Area	City of Fairbanks Capacity/Capability
Public Health	Provide local management of public health emergencies to include: • Disease surveillance, investigation and response, • Provide coordination for mass prophylaxis. Public Health is provided through the State of Alaska Department of Health and Social Services, Division of Public Health. (SOA DHSS)
Medical Services	• Pre-hospital emergency triage and care (EMS) including transport to definitive care. • Definitive (hospital) care.
Behavioral Health	Behavioral care for victims of disaster with: • Pre-existing behavioral health needs • Victims with behavioral health needs precipitated by the incident, and • Responder care, behavioral care is managed through the SOA DHSS
Mass Fatality Management	• Appropriate identification and processing of decedent remains. • Coordination with Law Enforcement for criminal investigation if terrorist act is suspected. Mass Fatality Management is provided through the SOA Medical Examiner's office (which is part of the Division of Public Health of the State Department of Health and Social Services).

Concept of Operations (CONOPS)

General

The City of Fairbanks Emergency Operations Center (EOC) or designated Incident Command (IC) will serve as the central location for interagency coordination and executive decision making. Smaller incidents may be coordinated from the Incident Command Post without the need to activate the EOC.

Policy and coordination functions will be accomplished from the EOC, while tactical and operational decisions will be made in the field (and at the hospital) within the Incident Command System (ICS)/National Incident Management System (NIMS) structure.

Within the ICS structure the Public Health Lead/Medical Lead or designee coordinates local Public Health and Medical Services preparedness, response, and recovery actions. These actions do not alter or impede the existing authorities of any department or agency supporting this mission.

The identified primary and support agencies are responsible for maintaining administrative control over their respective response resources after receiving coordinating instructions from the Public Health Lead.

Should a disaster substantially overwhelm local health and medical resources, COF will request support and assistance from neighboring jurisdictions, the Fairbanks North Star Borough (FNSB), Ft. Wainwright, and/or medical facilities or regional jurisdictions per mutual aid agreements and local and state law, in coordination with Fairbanks North Star Borough (FNSB) and the State of Alaska.

COF will coordinate requests for assistance at the state level through the FNSB EOC for extra-jurisdictional support as necessary.

NOTE: *As part of the plan maintenance process, any MOU/MOAs relevant to Public Health and Medical Service support should be reviewed and updated on a regular, i.e. at least annual, basis.*

In all types of disasters, COF should be prepared to support and assist the response efforts of neighboring jurisdictions and/or the FNSB. Upon request a liaison from FNSB will be provided for COF EOC/IC.

Public Communications

The COF EOC/IC will release general medical and public health response information to the public, after consultation with the Public Health Coordinator, FMH, State of Alaska Health Officer and the lead Public Affairs Officer.

In any instance where the Public Health/Medical Services Response integrates with other functional areas, coordination with the lead agencies in those functional areas is necessary before releasing any public information. In these events joint language would be developed.

The Alaska State Health Department determines the appropriateness of all requests for release of public health and medical information and is responsible for consulting with and organizing local public health and medical subject-matter experts, as needed.

Organization

Essential emergency public health services, such as:

- Emergency Medical Services (EMS)
- Food sanitation and potable water inspections,
- Communicable disease control,
- Radiological exposure and control,
- Mass immunizations and antibiotic dispensing,
- Health/Behavioral Health services support in shelters,
- Community education (public notification and warning regarding public health and medical services) and,
- Morgue operations

Will be coordinated through the COF EOC/IC, recognizing that many of these tasks will be the responsibility of the FNSB or the SOA. Early, effective coordination with FNSB and State of Alaska emergency management will be essential for response in COF.

If necessary, COF will request emergency augmentation of situational or routine public health and medical services from neighboring, regional, or state public health resources. During and post-disaster, all attempts will be made to sustain the routine daily scope of operations of the City of Fairbanks public health and medical services.

All departments/agencies should maintain records of expenditures for emergency or disaster operations in order to determine the cities financial commitments and to be used in a request for an emergency declaration, and later for reimbursement of claimable expenses. Resources and Support (ESF 7) can assist Public Health & Medical Services with emergency funding, allocations, and coordination for expedient purchases. Avoiding shortages of medical personnel, equipment, supplies and treatment facilities should be considered a priority.

Public Health

Public Health in Alaska is provided to cities and jurisdictions through the State Department of Pubic Health from the state. The health officer in Fairbanks is a state official, not a city one. If not already determined, the COF should have a conversation with the State public health official(s) that work in the city and with the FMH Administration to determine where oversight and control of disaster public health operations should be assigned. These operations include:

- In collaboration with City of Fairbanks and the State Department of Health and Social Services (DHSS), will make health related protective action decisions when existing codes and regulations are not pertinent to the situation.
- Assisting with coordination of the investigation and facilitation for obtaining the appropriate tests to determine the extent of any threat and contamination from chemicals, and/or some pathological hazards.

NOTE: Radiological testing will be conducted by a Certified Radiological Monitor in coordination with state/local/military HAZMAT assets. (See Annex ESF #10 – Oil and Hazardous Materials)

- Investigate disease reports, establish control measures, and notify appropriate authorities to ensure preventive measures are carried out.
- Provide accurate information to the public and other authorities.
- Maintain records & cumulative data related to communicable disease.
- Ensure appropriate vaccine supply, ensure source of drugs and antidotes in collaboration with hospitals/pharmacies, Alaska DHHS and the Centers for Disease Control and Prevention (CDC).
- Coordinate distribution and administration of these drugs.
- Maintain medical records & cumulative data related to mass immunizations

In the event of a Public Health Emergency requiring mass prophylaxis the State Biological Incident Specific Annex will be activated to guide response activities.

Medical Services

Pre-Hospital Care:

The first arriving Medical units will establish Triage and identify an Incident Commander or Branch Director for EMS. Treatment, Staging and Transport areas will then be established.

The Incident Commander or Branch Director will coordinate on-scene medical resource requests and allocation and will manage requests for augmentation from neighboring jurisdictions per existing MOUs/Protocols.

Requests for state and/or federal EMS augmentation will be made through the COF EOC (e.g. FEMA Ambulance cache or State Alternate Care Site assets).

Victims will be triaged according to EMS (standard operating procedures) SOPs.

Long-term strategies to support disaster operations and to maintain on-going local EMS operations given an on-going EMS mission due to a large-scale incident will be managed by the EMS Department where the emergency occurs. It may be necessary to prioritize victims and ration resources at some point.

Casualty information will be routed through the on-scene Incident Commander, and to the EOC. The EOC will provide the information to the Public Information Officer in accordance with External Communications procedures on disseminating casualty information. Information and statistics will be compiled from radio logs, facsimiles, databases, run sheets, ER data, and direct communications with EMS staff.

Medical Services (Definitive Care): The Fairbanks Memorial Hospital will establish their Hospital Incident Command System in the event of an incident requiring mass casualty/public health response. The Hospital will provide a liaison officer who will coordinate resource requests and mass casualty care with COF EOCs.

Fairbanks Memorial Hospital (FMH) will follow its internal and external disaster SOPs concerning medical surge. FMH will notify COF emergency management when they anticipate activating their medical surge plans.

SEE ALSO: Fairbanks Memorial Hospital/Denali Center Emergency Operations Plan, Annex L: Mass Casualty Response Plan

During a large-scale event, each response agency may also set up an Incident Command Center intrinsic to their internal operations. Direct communications will be maintained with the COF EOC/IC. Coordination of efforts should occur through the COF EOC/IC.

Responder Care

Appropriate and efficient rest/work cycles must be established and monitored. The rehabilitation of rescuers will follow established guidelines. Injured rescuers will be evaluated.

Sanitation and hygiene is a priority. Inspections are important to ensure that rescuers food and water supplies remain free of contamination.

Health Department employees and EMS personnel may be asked to perform duties under dangerous circumstances, and consideration must always be given to employee safety. Staff's exposure to toxic agents or infection will be limited as much as possible.

Behavioral Health and Mass Fatality Management

Behavioral Health response and Mass Fatality management responsibilities belong to the State of Alaska. In any mass casualty event, the SOA EOC must be notified immediately to begin coordination for the efficient and effective provision of these services. It will be the responsibility of all local response agencies to be able to brief the SOA EOC on relevant information and statistics such as:

- Suspected terrorist incident as relates to fatalities: In the event of an actual or suspected terrorist incident, victims are part of a crime scene and thus part of a criminal investigation. They may need to be managed differently to facilitate investigation while still maintaining the respect and care they are due.
- Projected fatality numbers
- Current morgue status and projected need for state/federal assets (mobile morgues, Disaster Mortuary Facilities (DMORTs), etc.)
 - FMH
 - Local Funeral Homes
 - Ft. Wainwright
 - Refrigerated Units
- Identified/projected behavioral health needs in shelters and/or care sites (see Annex F: Mass Care, for more information regarding shelters).

- These include patients with existing behavioral health issues who require maintenance.
- Those people for whom a behavioral health issue is a result of the disaster.
- Responder-specific Behavioral Health needs.

Resources

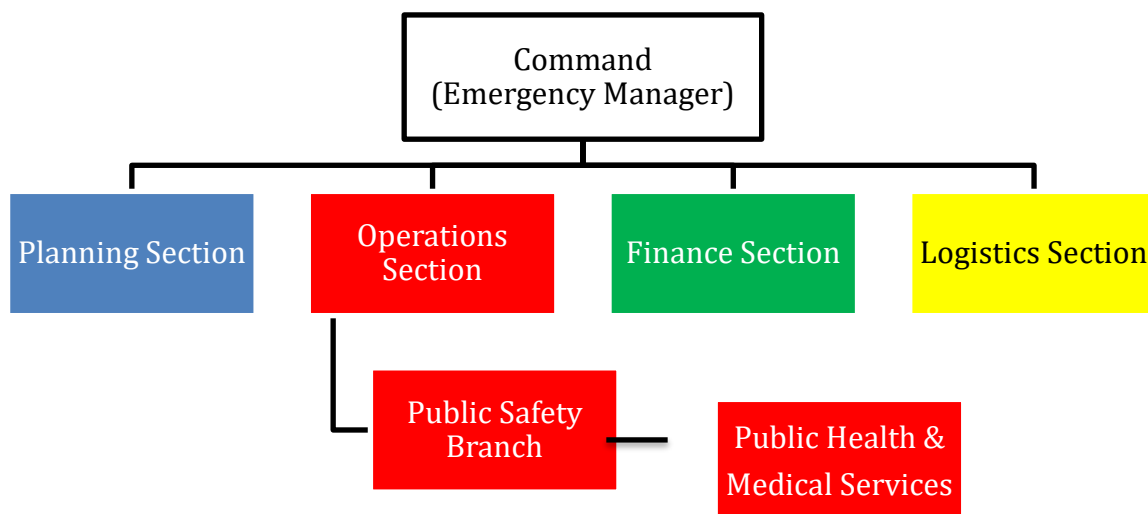
The City of Fairbanks Fire and Rescue department supplies the resources to respond to emergency transportation (i.e. ambulances). COF Fire and Rescue will support staffing needs in the EOC/IC during its activation necessary to coordinate and execute the Public Health and Medical Services missions. FMH should consider a liaison in the COF EOC/IC as well.

In the event that the emergency response is beyond the resources of the COF Agencies and Departments, the SOA EOC will be contacted and asked for supporting coordination.

EOC Organization

The City of Fairbanks Emergency Operations Center (EOC) (or designated IC construct, depending on level of activation) will serve as the central location for interagency coordination and executive decision-making, including all activities associated with Public Health and Medical Services. It is understood that FMH will establish their own Hospital Incident Command System (HICS) through which they will conduct their disaster operations. FMH will make resource requests to State and Federal entities through the City of Fairbanks EOC/IC.

As indicated in the City of Fairbanks base EOP, the City of Fairbanks EOC is organized along the Incident Command System Structure, with Mass Care (ESF 6) being aligned with the Operations Section as shown in the figure below.



EOC ICS Structure Showing Public Health & Medical Services Function

Notifications

Generally, the Emergency Manager will notify the appropriate Mass Care function coordinators/liaisons of EOC activations and request the appropriate representatives report to the EOC to coordinate their mission areas as appropriate given an incident requiring this level of response.

As additional EOC staffing needs become apparent, other support and partnering agency personnel may be asked to report to the EOC to assist with mass care activities. Depending on the nature and location of the emergency, Borough, State, Military and Federal officials may also become critical members of the mass care team.

Direction and Control

For activations at Level 2 or greater, Public Health and Medical Services activities will be coordinated through the Fairbanks Emergency Operations Center or from the Incident Command Post that will serve as the source of all direction and control.

Access and Functional Needs Populations

For purposes of this annex, this population is defined as follows:

- *A person who cannot operate in an emergency on her/his own safely (example: and elderly person who lives on their own day-to-day, but who may have limited media access and who is unable to get to a shelter unaided) and/or*
- *Who cannot operate in daily life without an assistant and/or*
- *Who needs support daily from a technical device that requires electrical support.*

Response agencies will ensure that people with functional and/or access needs (i.e. special needs populations) are provided for in time of emergency.

Further resources/personnel/material must be requested as early as possible given the level of activation to ensure timely service to this population.

A roster of individuals with functional and access deficits requiring definitive care, and their family members, should be developed and maintained during the emergency at the gaining facility. Public information materials will be modified for these populations so that they will be aware of the primary hazards and of mitigation and response actions to be taken during the incident.

Responsibilities

All tasked agencies will:

- Develop applicable SOPs, guidelines and/or checklists detailing the accomplishment of their assigned mission areas.
- When requested, deploy a representative to the EOC to assist with transportation activities
- Provide ongoing status reports.

- Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
- Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that state and federal reimbursement becomes available.
- Maintain up-to-date rosters for notifying personnel and 24-hour staffing capabilities, and provide this information to the City's Emergency Management Coordinator.
- Perform other emergency responsibilities as assigned.

Hospitals

- Implement internal and external hospital disaster plans.
- The Health and Medical Services Coordinator in the EOC will check conditions of local and regional hospitals and number and type of available beds through FMH.
- Establish and maintain field and inter-hospital medical communications per ICS/HICS.
- Provide a representative to the COF EOC.
- Provide medical guidance as needed to EMS.
- Coordinate with EMS, other hospitals and any medical response personnel at the scene to ensure that casualties are transported to the appropriate medical facility.
- Distribute patients to hospitals both inside and outside the area based on severity and types of injuries, time and mode of transport, capability to treat, bed capacity and special designations such as trauma and burn centers.
- If necessary, coordinate with local emergency responders to isolate and decontaminate incoming patients to avoid the spread of chemical or bacterial agents to other patients and staff.
- Coordinate with other hospitals and EMS on the evacuation of patients from affected hospitals, and specify where patients are to be taken.
- Depending on the situation, deploy medical personnel, supplies, and equipment to the disaster site(s) or retain them at the hospital for incoming patients.
- Establish and staff a reception area and support center at or near each hospital for the relatives and friends of disaster victims who may converge there in search of their loved ones.
- Provide patient identification information to the American Red Cross.

Police Department

- Provide security at or around health and medical facilities or at mass casualty sites.
- Provide security assistance/oversight to medical facilities and to health and medical field personnel upon request.

- Maintain emergency health services at correctional facilities, if appropriate.
- Provide communications support for health and medical activities.
- If necessary, provide traffic flow and parking assistance around health and medical facilities.
- Assist in the Family Reunification operation.

Public Works

- Assist with resources to support health and medical services operations.
- Assist with staging and if necessary, heavy equipment to support health and medical operations.
- Provide support and technical assistance in preventing or containing ground/soil pollution.

Volunteer Agencies

- As requested and coordinated through the EOC, provide food and water for emergency medical workers, volunteers and patients, if requested.
- Maintain a Disaster Welfare Information (DWI) system in coordination with hospitals, EMS, aid stations, and field triage units to collect, receive, and report information about the status of victims. Provide DWI to the Public Health and Medical Services Coordinator for appropriate dissemination.
- Assist in the notification of the next of kin of the injured and deceased.
- Assist with the reunification of the injured with their families.
- Provide first aid and other related medical support (with capabilities) at temporary treatment centers/alternate care sites.
- Provide supplementary medical and nursing aid and other health services, when requested and within capabilities.
- Provide assistance for the special needs of the disabled, elderly and children separated from their parents at hospitals or other definitive care sites (this activity may be coordinated with Mass Care and Social Services –ESF 6).

Administration

Support

Requests for emergency assistance will be resolved at the lowest level direction and control facility (refer to levels of activation) with appropriate response resources capabilities.

Unresolved assistance requests will normally flow upward from the City to the FNSB or the SOA EOC, and as required to other states or the federal government for assistance support.

Agreements and Understandings

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.

The Proclamation of a Local Emergency by the City or a State Disaster issued by the Governor may suspend selected rules and regulations that affect support operations. The Emergency Manager will determine the specific impact of the situation and inform the functional group members.

Status Reports

Primary agencies will maintain status of all outstanding assistance requests and unresolved mission-related issues. This information will be summarized into status reports at the EOC and submitted in accordance with applicable operating procedures.

Expenditures and Recordkeeping

Each functional agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines.

The first source of funds for expenditures by agencies in response to an emergency, imminent disaster, or recovery from a catastrophic incident, is to be from the local jurisdiction in which the disaster occurs.

After Action Reporting

Following the conclusion of any significant emergency event/incident or exercise, the primary agency representative will conduct a review and analysis of the group activities during the event/incident/exercise. This review of processes and systems will serve to

- Address any operational or planning gaps
- Capture innovations that proved useful during response
- Improve operations in advance of the next incident

Support agencies will provide written and/or oral inputs for this review and the primary agency representative will consolidate all inputs into a final report and submit it to the City of Fairbanks Emergency Manager and shared as deemed necessary and appropriate to external response stakeholders.

Attachment 1: Mass Care Function Checklist of Actions by Phase

This attachment is intended to be a stand-alone resource to guide activities for this function. During an operation it may be posted or distributed to serve as a job aid and tool for tracking progress.

Phase	Actions
Mitigation: Activities designed to prevent or lessen the effects of a hazard.	☐ Perform ongoing disease surveillance and tracking activities. ☐ Maintain situational awareness regarding man-made and natural hazards and risks in and near the City of Fairbanks. ☐ Coordinate with other agencies on the development of Public Health and Medical Services plans, particularly for pre-identified hazard areas/situations.
Preparedness: Activities designed to improve readiness capabilities.	☐ Develop agreements with regional health and medical agencies to augment City resources. ☐ Develop and/or review procedures for crisis augmentation of health and medical personnel, as well as the identification of health care facilities that could be expanded into emergency treatment centers (e.g. skilled nursing facilities, urgent care clinics, etc.) ☐ Review departmental standard operating procedures, needs for materials, supplies, and necessary forms. ☐ Review protective action guides and self-support capabilities such as emergency electric power generators and communications capabilities. ☐ Ensure relevant personnel are trained in EOC operations, the incident Command System (ICS) and the National Incident Management System (NIMS). ☐ Participate in training, drills and other activities to improve interagency communications. ☐ Review and maintain personnel call up lists. ☐ Participate in training and exercises to refine and enhance operational readiness.
Response: Activities designed to save lives, protect property and	☐ Coordinate the deployment of health care providers to provide mass inoculations if deemed necessary.

Phase	Actions
contain the effects of an event.	□ Issue protective action guidance as necessary. □ Coordinate requests for enhanced fatality management assets/personnel. □ Coordinate with COF and State and Federal law enforcement for fatality management if a terrorist act is suspected. □ Coordinate operations and resources management with all relevant stakeholders. ○ Assist in making decisions regarding opening of alternate care sites, restrictions, priority services, and demobilization planning (<i>Note: Demobilization planning begins in tandem with the decision to begin mass care services – i.e. have an exit strategy</i>). □ Coordinate with other response agencies regarding acquisition and maintenance of accurate and up-to-date intelligence on the current operational capabilities and capacities of the Public Health and Medical Services system. ○ Include information regarding care for access and functional needs populations. □ Ensure public warning and communication regarding Public Health and Medical Services is widely and effectively communicated. ○ Include strategies for communicating with access and functional needs populations. □ Assign transportation, material, and/or personnel resources to move materials, personnel and supplies as requested by the Public Health Officer/Medical Officer/Functional Coordinator <i>coordinate with:</i> ○ <i>Transportation,</i> ○ <i>Public Health and Medical Services,</i> ○ <i>Agriculture and Natural resources- which provides nutritional assistance- and</i> ○ <i>Volunteer and Donations Management).</i> □ Assist in coordination of staffing and resupply

Phase	Actions
	management for operational sites. ☐ Provide field support for all mass care operations integrated through ICS.
Recovery: Activities designed to ensure continued public safety and return the community to pre- disaster levels.	☐ Conduct ongoing sampling and monitoring to ensure continued levels of sanitation. ☐ Continue to perform tasks necessary to expedite recovery and clean-up operations. ☐ Coordinate consolidation and demobilization activities for any activated alternate care site. ☐ Continue to perform tasks necessary to expedite restoration and recovery operations. ☐ Gradually revert assignments and personnel requirements to normal. ☐ Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required: document returns with hand receipts. ☐ Evaluate response and make necessary changes in this Functional Annex to correct shortfalls and improve future response activities. ☐ Participate in after action meetings and prepare after action reports and improvement plans as requested.

Attachment 2: ARC Designated List of Shelters

On file at the City of Fairbanks Fire Department

Attachment 3: Food Resources

Grocery Stores

Costco

Walmart

Safeway East & West

Fred Meyer East & West

Quality Foods

Convenient Stores

VOADS

Churches

Annex I – Search and Rescue (ESF 9)**ICS Area: Operations****Functional Coordination**

Functional Coordinator: City of Fairbanks Emergency Manager

The City of Fairbanks Emergency Manager is the functional coordinator for all functions in the EOP. However, due to capacity and capability limitations, each function is subdivided into individual mission areas with agencies having primary and support responsibilities as indicated in the table below.

Mission Area	Primary Agency	Support Agency	POC/Liaison
Life-Saving Assistance	City of Fairbanks Fire Department and City of Fairbanks Police Department	Area Fire Departments Area Police Departments	FFD & FPD thru Dispatch (907) 450-6507
Search & Rescue Operations	City of Fairbanks Fire Department and City of Fairbanks Police Department	Alaska State Troopers Wilderness Search and Rescue (AST WSAR) Alaska Mountain Rescue Group	FFD & FPD thru Dispatch (907) 450-6507 AST WSAR (907) 451-5100 AMRG (907) 566-2674

Purpose

This Functional Annex provides guidance for the organization of City resources to conduct lifesaving search and rescue operations. Specifically, the Search and Rescue Annex discusses:

- Specialized search and rescue resources
- Agency roles and responsibilities
- State and Federal search and rescue resources
- Local coordination and liaison activities

The goal of search and rescue operations is to save the lives of people who are unable to ensure their own survival without assistance. Search and rescue activities include, but are not limited to:

- Locating, extricating and providing immediate medical assistance to victims trapped in collapsed or damaged structures
- Locating and assisting missing or trapped persons, vehicles, boats, and downed aircraft

Day to day rescue capability within the City of Fairbanks will be augmented during natural/technological disasters to the extent necessary to eliminate or minimize the problem at hand.

Operations may include the mobilization of medical personnel, building trades, engineering services, heavy equipment operation, aerial reconnaissance, and military support.

In the case of a mass casualty incident, the primary directive for search and rescue will be to protect the responder, extract the living and finally, to recover the dead.

The Fire Departments and other supporting agencies have existing emergency plans and procedures. This annex is not designed to take the place of these plans, rather it is designed to complement and support the departmental staffing and procedures already in place.

Scope and Concept of Operations (CONOPS)

Scope

This functional annex is designed to provide a flexible organizational structure capable of meeting the varied requirements of many emergency scenarios with the potential to require activation of the Emergency Operations Center (EOC) and implementation of the City of Fairbanks EOP.

Annex I is a functional annex to the EOP and to the extent possible, information contained in other sections of the EOP will not be repeated in this document.

The Search and Rescue Annex applies to all agencies and organizations with assigned emergency responsibilities in the EOP.

The Search and Rescue Coordinator and the support agencies are critical members of the EOC Team and will work within the EOC structure described in Emergency Management (ESF 5).

The City of Fairbanks has limited capabilities to respond to the identified mission areas as noted below. For all other Search and Rescue (ESF 9) needs, the City of Fairbanks will require mutual aid and requests for assistance (RFA) with area and federal fire departments, and the Alaska State Troopers Wilderness Search and Rescue Team in coordination with Fairbanks North Star Borough (FNSB) and the State of Alaska.

Mission Area	City of Fairbanks Capacity/Capability
Life-Saving Assistance	Provide Emergency Response from Paramedics/Ambulances and Police
Search & Rescue Operations	Provide Search and Rescue Operations

Fairbanks Emergency Management is designated as the coordinator for Search and Rescue. As ESF coordinator, Emergency Management coordinates meetings, plans, exercises, training, and other activities with, the private sector, and the Search and Rescue primary and support agencies.

Concept of Operations (CONOPS)

As noted above, Fairbanks Emergency Management is the Coordinator for Search and Rescue. Augmenting Fairbanks' capabilities are trained personnel in surrounding fire departments and the specialized Wilderness Search and Rescue Team of the Alaska State Troopers. In 2014, the Arc Angel Corporation in Anchorage will provide contract USAR personnel and equipment that are available to assist local, State, and Federal Search and Rescue teams. Alaska Mountain Rescue Group has capabilities that include SAR missions involving wilderness search, technical rope rescue (on steep rock, ice, snow, glacier), avalanche response, medical evacuation, and aircraft crashes.

For a catastrophic incident such as an earthquake or explosion, specially trained and equipped Urban Search and Rescue (USAR) teams are maintained by the Department of Homeland Security and the Federal Emergency Management Agency (FEMA). USAR teams may be deployed to assist local jurisdictions with complex search and rescue operations. The closest USAR Teams to Fairbanks is located in Puget Sound, Washington (WA-TF1).

This Functional Annex was developed to compliment the National Response Plan (NRP) dated December 2005. Where appropriate, the Search and Rescue Annex also incorporates the elements of the National Incident Management System (NIMS) to help ensure a coordinated response.

All emergency response personnel are trained in the Incident Command System (ICS) and the NIMS to help ensure coordination during emergency situations and if necessary, the integration of State and Federal resources.

State and Federal search and rescue resources will be requested by the EOC through the procedures described in the ***Emergency Management Annex (ESF 5)***.

As described in existing mutual aid agreements, outside fire and EMS resources will remain under the direct control of the sponsoring agency but will be assigned by the Incident Commander and/or the EOC to respond as necessary.

In the event of a downed aircraft, the Federal Aviation Administration is responsible for locating the downed aircraft. The City of Fairbanks will coordinate ground rescue and/or recovery operations of victims.

The following specialized capabilities exist with local and/or state agencies for Search & Rescue:

- High Angle
- Confined Space- Ft Wainwright Army Base
- Swift Water
- Trench- City of North Pole, Ft Wainwright Army Base
- Cave
- Structural Collapse- For Wainwright Army Base
- Snow and Avalanche

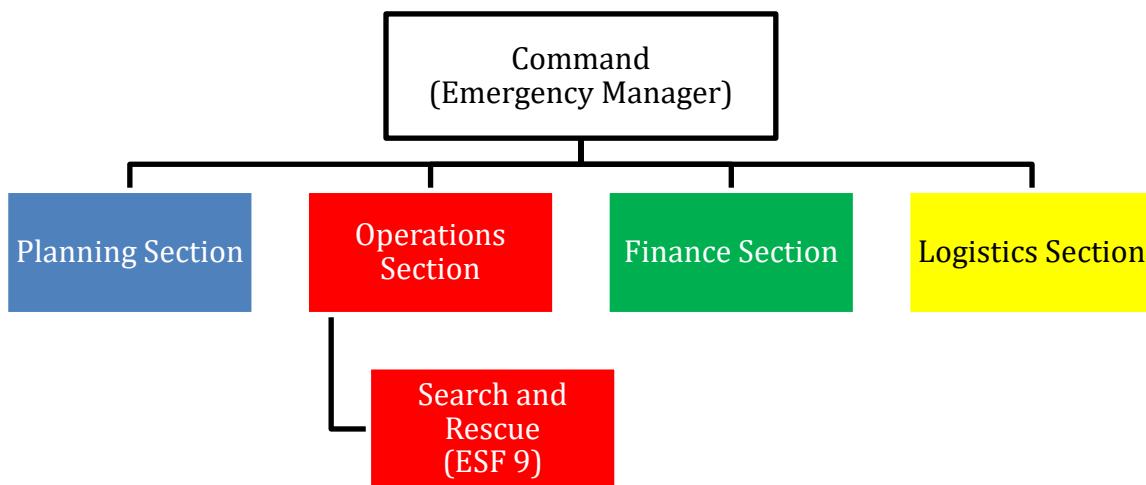
Accurate records must be kept to provide information to various agencies and individuals at the completion of search & rescue activities.

The Fairbanks Fire Department will document where the dead were found, or injured persons were found, treated, and transported (if applicable) for additional medical care.

The Fairbanks Police Department will account for and secure evidence and personal belongings.

Organization

The City of Fairbanks Emergency Operations Center (EOC) or Incident Command Post will serve as the central location for interagency coordination and executive decision-making, including all activities associated with Search and Rescue. As indicated in the base EOP, the City of Fairbanks EOC is organized along the Incident Command System Structure, with Search and Rescue (ESF 4) being aligned with the Operations Section as shown in the figure below.



EOC ICS Structure Showing Search and Rescue Function

Notifications

The Emergency Manager will notify the appropriate Search and Rescue coordinators/liaisons of EOC activations and request the appropriate representatives report to the EOC to coordinate their mission areas as appropriate.

As additional EOC staffing needs become apparent, other support and partnering agency personnel may be asked to report to the EOC to assist with firefighting. Depending on the nature and location of the emergency, area fire department, State, and Federal officials may also become critical members of the Search and Rescue team.

Direction and Control

All Search and Rescue activities will be coordinated through the Fairbanks Emergency Operations Center or from the Incident Command Post that will serve as the source of all direction and control.

Responsibilities**All Tasked Agencies**

- Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
- Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned mission area.
- Deploy a representative to the City of Fairbanks EOC or Incident Command Post to assist with Search and Rescue activities.
- Provide ongoing status reports as requested by the Search and Rescue Coordinator.
- Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
- Maintain up-to-date rosters for notifying personnel and 24-hour staffing capabilities
- Participate in Emergency Management training and exercises.

Rescue Teams

- All fire departments in the Fairbanks area are the first line of response for most rescue situations including vehicular extrications, collapsed buildings and trench collapse. The Fairbanks Fire and Police Departments are the primary response to Search and Rescue operations in the City of Fairbanks to provide heavy rescue, manpower and equipment.
- The Fairbanks fire department provides the initial size up of the situation as well as the initial triage. The Fire Officer on scene will assume the role of Incident Commander, direct the response of additional manpower and equipment as needed and direct the shut off of utilities such as gas or power at the scene.
- Cases involving missing persons or fugitives are the responsibility of the Fairbanks Police Department who may call upon the Fire Department for assistance of search efforts. The closest search and rescue dogs teams available are through the Alaska State Troopers.

Each agency with responsibilities in this Function (whether government or non-government) will provide assistance in moving personnel and equipment to the incident per their standard operating procedures.

Additional resource needs such as fuel and other equipment is covered in the Logistics and Resource Support Annex (ESF 7).

Administration

Support

Requests for emergency assistance will be resolved at the lowest level direction and control facility with appropriate response resources capabilities. Unresolved assistance requests will normally flow upward from the City to the FNSB or the State EOC, and as required to other states or the federal government for assistance support.

Agreements and Understandings

The primary agreements for this function are:

- Mutual Aid Agreement for Fire Protection Services
- Emergency Medical Services Mutual Aid Agreement Between the Fairbanks North Star Borough and Its EMS Contractors, and adjacent entities providing like services

All other agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.

The Proclamation of a Local Emergency by the City or a State Disaster issued by the Governor may suspend selected rules and regulations that affect support operations. The Emergency Management Coordinator will determine the specific impact of the situation and inform the functional group members.

Status Reports

Primary agencies will maintain status of all outstanding assistance requests and unresolved mission-related issues. This information will be summarized into periodic status reports at the EOC and submitted in accordance with applicable operating procedures.

Expenditures and Recordkeeping

Each functional agency is responsible for establishing administrative controls necessary to manage the expenditure of funds, and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines.

The first source of funds for expenditures by agencies in response to an emergency, imminent disaster, or recovery from a catastrophic incident, is to be from the local jurisdiction in which the disaster occurs.

After Action Reporting

Following the conclusion of any significant emergency event/incident or exercise, the primary agency representative will conduct a critique of the group activities during the event/incident/exercise.

Support agencies will provide written and/or oral inputs for this critique and the primary agency representative will consolidate all inputs into a final report and submit it to the City of Fairbanks Emergency Management Coordinator.

Attachment 1: Search and Rescue Function Checklist of Actions by Phase

This attachment is intended to be a stand-alone resource to guide activities for this function. During an operation it may be posted or distributed to serve as a job aid and tool for tracking progress.

Phase	Actions
Mitigation: Activities designed to prevent or lessen the effects of a hazard.	☐ Review the hazards most likely to affect the City of Fairbanks and identify potential vulnerabilities in the Search and Rescue function. ☐ Develop plans to overcome these deficiencies (i.e., new equipment, training, mutual aid procedures).
Preparedness: Activities designed to improve readiness capabilities.	☐ Maintain this Functional Annex as well as supporting operating procedures and guidelines. ☐ Ensure personnel receive appropriate emergency operations training. ☐ Ensure mutual aid agreements are in place with surrounding jurisdictions. ☐ Develop and maintain mutual aid agreements with private area resources that could be useful during Search and Rescue operations. ☐ Participate in training and exercises.
Response: Activities designed to save lives, protect property and contain the effects of an event.	☐ Respond as required on a priority basis. ☐ Activate mutual aid if needed. ☐ Coordinate activities with other responding agencies. ☐ Coordinate with Search and Rescue elements responding from outside the jurisdiction. ☐ Alert or activate off-duty personnel as required by the emergency. ☐ Conduct other specific response actions as dictated by the situation.
Recovery: Activities designed to ensure continued public safety and return the community to pre-disaster levels.	☐ Replenish supplies and repair damaged equipment. ☐ Continue all activities in coordination with the EOC or Incident Command based on the requirements of the incident. ☐ Participate in after-action briefings and develop after-action reports. ☐ Make necessary changes in this Functional Annex and supporting plans and procedures.

Attachment 2: List of Search and Rescue Resources

See Firefighting Annex (ESF 4)

Annex J: Oil and Hazardous Materials (ESF 10) ICS Area: Operations

Functional Coordination

Functional Coordinator:

City of Fairbanks (COF) Emergency Management:

907- 450-6604 or Dispatch: 907-450-6507

The City of Fairbanks Emergency Manager is the functional coordinator for all functions in the EOP. However, due to capacity and capability limitations, each function is subdivided into individual mission areas with agencies having primary and support responsibilities as indicated the in the table below.

For Oil and Hazardous Materials the support agency is the Fairbanks North Star Borough HazMat Response Team. COF has a technical level response capability; FNSB has the technical-level response capabilities and capacities.

Mission Area	Primary Agency	Support Agency	POC/Liaison
Oil & Hazardous Materials Response (Chemical, Biological, Radiological)	COF Fire Dept.	FNSB HazMat Response Team	P: 907- 450-6604 or Dispatch: 907-450-6507 S: FNSB HazMat Team (907) 452-4355 or through dispatch
Environmental Short- & Long-Term Cleanup	SOA DEC	COF	P: 907-465-5066

Purpose

This Functional Annex describes the actions required to coordinate disaster mitigation, preparedness, response and recovery functions related to an oil and/or hazardous material spill or release. This annex addresses:

- Response to oil and hazardous materials incidents at both fixed sites and on transportation routes
- Specialized local, regional, state and federal mutual aid resources
- Hazardous materials planning and reporting requirements
- Short and long-term environmental cleanup.

Scope

This functional annex is designed to provide a flexible organizational structure capable of meeting the varied requirements of many emergency scenarios with the potential to require activation of the Emergency Operations Center (EOC) and implementation of the City of Fairbanks EOP.

Annex J is a functional annex to the EOP and to the extent possible, information contained in other sections of the EOP will not be repeated in this document.

The Emergency Management Annex applies to all agencies and organizations with assigned emergency responsibilities in the EOP.

The agencies with Annex J responsibilities have existing emergency plans and procedures. This annex is not designed to take the place of these plans; rather it is designed to ensure that specific hazardous materials planning requirements are met.

The lead agency for HazMat Response in Fairbanks is the FNSB HazMat Response Team. The City of Fairbanks may also require mutual aid with area industry and federal HazMat response teams in coordination with Fairbanks North Star Borough (FNSB) and the State of Alaska.

Mission Area	City of Fairbanks Capacity/Capability
Oil & Hazardous Materials Response	Technical Response: Identify Potential or Actual Hazardous Materials Spills or Releases Coordinate Response With FNSB Hazmat Response Team Coordinate Resource Requests and Requests for Assistance From Industry, State and Federal Hazmat Response Assets.
Environmental Short- & Long-Term Cleanup	Coordinate With SOA Department of Environmental Conservation and the Environmental Protection Agency and Other Federal Response Assets to Identify and Execute Cleanup Missions. Provide Logistics Support to Agencies Operating in Fairbanks to Accomplish Hazmat Response and Recovery Activities.

Concept of Operations (CONOPS)

General

The City of Fairbanks Emergency Operations Center (EOC) will serve as the central location for interagency coordination and executive decision-making. Smaller incidents may be coordinated from the Incident Command Post without the need to activate the EOC.

Policy and coordination functions will be accomplished from the EOC, while tactical and operational decisions will be made in the field within the Incident Command (ICS)/National Incident Management System (NIMS) structure.

The agencies with responsibilities detailed in this annex have comprehensive existing emergency plans and procedures. This annex is not designed to take the place of these plans; rather it is designed to ensure that specific hazardous materials planning requirements are met.

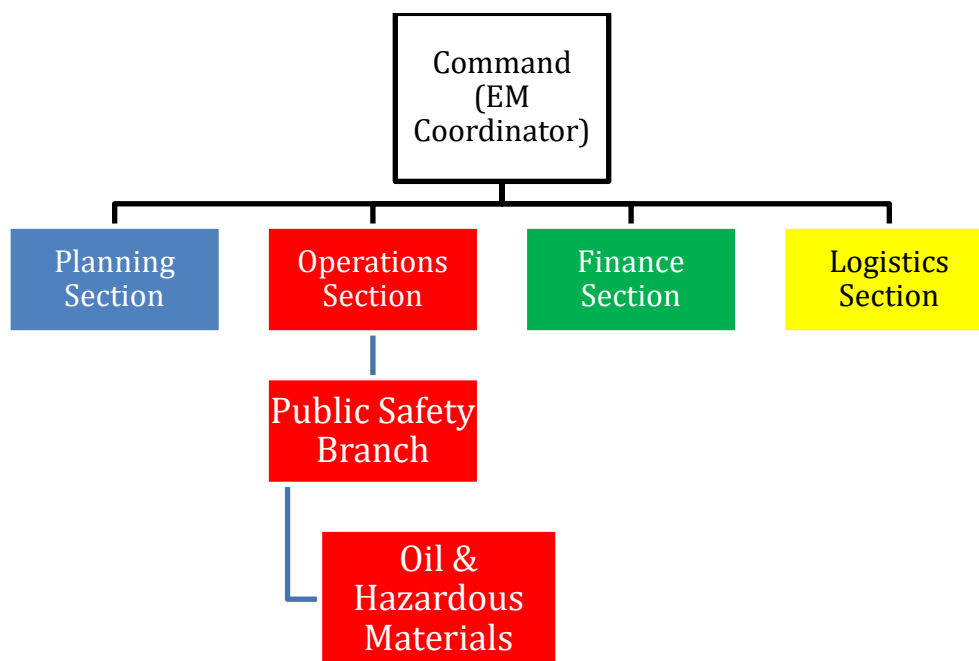
When appropriate, those managing this function in the COF EOC will reference and support the departmental staffing and procedures already in place.

Action Checklist

The COF EOC will be responsible for coordinating additional assistance and resources for on-scene responders to any suspected or actual hazardous material incident. An Action Check-list is included as **Attachment 1** of this Annex to guide those responsible for the functions detailed in this annex.

Organization

The City of Fairbanks Emergency Operations Center (EOC) will serve as the central location for interagency coordination and executive decision-making, including all activities associated with Firefighting. As indicated in the base EOP, the City of Fairbanks EOC is organized along the Incident Command System Structure, with Firefighting (ESF 5) being aligned with Command as shown in the figure below.



EOC ICS Structure Showing Oil & Hazardous Material Function under the Public Safety Branch of the Operations Section.

The EOC will be organized and staffed to support the ICS/NIMS operational structure described above. The organization and staffing of the EOC will be designed to provide a

direction and control structure with the flexibility to adapt to the magnitude of any emergency situation.

Notifications

The Emergency Management Coordinator will notify the appropriate Functional coordinators/liaisons of EOC activations and request the appropriate representatives report to the EOC to coordinate their Functions as appropriate.

As additional EOC staffing needs become apparent, other support and partnering agency personnel may be asked to report to the EOC to assist. Depending on the nature and location of the emergency, Borough, State, and Federal officials may also become critical members of the Emergency Management team.

See Attachment B: Hazardous Materials Action Checklist, for more information regarding notifications

Direction and Control

All Emergency Management activities will be coordinated through the Fairbanks Emergency Operations Center or from the Incident Command Post that will serve as the source of all direction and control.

Responsibilities

All Tasked Agencies

- Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions/mission areas.
- Provide ongoing status reports as requested.
- When requested, deploy a representative to the EOC to assist with Emergency Management activities.
- Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
- Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work in the event that reimbursement from State and Federal government becomes available.
- Maintain up-to-date rosters for notifying personnel and 24-hour EOC staffing capabilities.
- Perform other emergencies responsibilities as assigned.

Each and every agency, department, office and division of City of Fairbanks government is charged with development of and assistance in their respective Function. Each of these entities as well as private industry and other public and private agencies that have responsibilities for the public should maintain and periodically test, review and update their Functional Annex.

Annex K: Agriculture, Natural Resources & Nutrition Support – (ESF 11) ICS Area: Operations

Functional Coordination

Functional Coordinator: City of Fairbanks Emergency Manager

The City of Fairbanks Emergency Manager is the functional coordinator for all functions in the EOP. However, due to capacity and capability limitations, each function is sub-divided into individual mission areas with agencies having primary and support responsibilities as indicated in the table below.

Mission Area	Primary Agency	Support Agency	POC/Liaison
Nutritional Assistance	State of Alaska (SOA) Department of Environmental Conservation (DEC)		DEC: 907-451-2120
Animal & Plant Disease/Pest Response	SOA DEC		DEC: 907-451-5170
Food Safety & Security	SOA DEC	Utility Services of Alaska (parent company of Golden Heart Utilities and College Utilities Corp. for water – related services).	Primary: DEC: 907-451-2108 Support: Utility Svc. of AK: Utility Services of Alaska Phone: (907) 479-3118 Fax: (907) 474-0619 24hr emergency line: 907-479-3118
Natural, cultural, & historic properties protection & restoration.	SOA Department of Natural Resources (DNR)		DNR: 907-451-2660
Safety & wellbeing of household pets.	Fairbanks North Star Borough (FNSB) Department of Animal Control		FNSB Animal Control: 907-451-1451

Purpose

This functional annex to the City of Fairbanks Emergency Operations Plan (EOP) identifies and organizes the resources available to the City of Fairbanks (COF) to address animal care in the event of either a natural or manmade disaster or in the case of a Foreign Animal Disease (FAD) outbreak. As such, it includes coordinating animal evacuation, sheltering, and health care.

This ESF also identifies the responsibilities of organizations that are charged with oversight of food and water supplies in the case of a disaster or emergency situation affecting human beings.

Specifically, ESF-11 addresses:

- Resources available for sheltering domestic animals

- Identification of expedient care for lost and missing animals
- Nutritional services (determining nutrition assistance needs, obtaining food supplies and arranging delivery)
- Food supply safety and security (inspection and verification of food safety)
- Natural resource protection and restoration (protection of natural and cultural resources and historic properties)

Scope

This functional annex is designed to provide a flexible organizational structure capable of meeting the varied requirements of many emergency scenarios with the potential to require activation of the Emergency Operations Center (EOC) and implementation of the City of Fairbanks EOP.

Annex K is a functional annex to the EOP and to the extent possible information contained in other sections of the EOP will not be repeated in this document.

This Emergency Management Annex applies to all agencies and organizations with assigned emergency responsibilities for Agriculture, Natural Resources, and Nutritional Support in the EOP.

The Functional Coordinator and the support agencies are critical members of the EOC Team and will work within the EOC structure described in Annex E: Emergency Management (ESF 5).

The City of Fairbanks has limited capabilities to respond to the identified mission areas as noted below. For all other needs, the City of Fairbanks will require mutual aid and requests for assistance (RFA) with area and federal fire departments, and in coordination with Fairbanks North Star Borough (FNSB) and the State of Alaska.

Mission Area	City of Fairbanks Capacity/Capability
Nutritional Assistance	Support Mass Care agencies with procurement of bulk food and water resources and with logistics support for bringing these resources to feeding and/or distribution sites.
Animal and Plant Disease/Pest Response	Provide intelligence to SOA DEC
Food/Water Safety and Security	Local office of SOA DHSS and local utilities coordinate with SOA to provide surveillance, testing, and public warning/advisories regarding food and water safety.
Natural, cultural, & historic properties protection & restoration.	Coordinate with local and state historical societies and with SOA DNR, Provide appropriate documentation of expenditure and any damage in accordance with state and federal rules for reimbursements on repairs and restoration of Historic Registry sites.
Safety & wellbeing of household pets.	Coordinate with FNSB Animal Control for temporary shelter strategies;

	Identify local resources and personnel who may be able to assist with pet sheltering facilities and material, and who may be able to provide care to sick or injured animals. Coordinate with Mass Care regarding co-locating pet and general populations shelters. Coordinate with Mass Care regarding sheltering people with functional or access needs who have service animals.
--	---

The Fairbanks Emergency Manager is the functional coordinator for this ESF. As ESF coordinator, the Fire Chief (or designee) coordinates meetings, plans, exercises, training, and other activities with, the private sector, and the Emergency Management primary and support agencies.

Concept of Operations (CONOPS)

General

The City of Fairbanks Emergency Operations Center (EOC) will serve as the central location for interagency coordination and executive decision-making. Smaller incidents may be coordinated from the Incident Command Post without the need to activate the EOC.

Policy and coordination functions will be accomplished from the EOC, while tactical and operational decisions will be made in the field or at the offices of the relevant lead agencies within the Incident Command (ICS)/National Incident Management System (NIMS) structure. In the event that operational activities for this function are conducted at lead agency sites, those agencies will provide a liaison to the COF EOC to support effective coordination of efforts and resource requests.

The Functional Coordinator will rapidly assess the need for resources from outside the COF to support operations and will request assistance as needed. Depending on the event, State and Federal agencies may become critical members of the EOC Team.

Organization

Animal Health Care

The borough has a local capability for providing expedient health services to injured response animals and pets that includes at least seven local veterinary hospitals & clinics.

Animal control services from the FNSB have a very limited capability to transport injured animals to veterinary relief facilities. Assistance with animal transportation may be available from surrounding jurisdictions through established mutual support agreements. The Alaska State Veterinary Medical Association (<http://www.akvma.org/>) may also be able to provide listings of available transportation resources. In addition, local veterinarians and the Humane Society can coordinate with the American Red Cross to pick up any animals arriving at Red Cross shelters and transport them to kennels or other temporary holding facilities.

Specialized facilities (i.e., animal shelters, veterinary hospitals & clinics, boarding facilities, etc.) are responsible for making their own arrangements for emergency energy sources to

provide proper environmental conditions, food & water to highly vulnerable animal populations.

Pet ownership corresponds, for the most part, with general population density. An approximate number of companion animals in Fairbanks can be estimated by utilizing a system developed by the Humane Society of the United States. Very roughly, the number of companion animals in Fairbanks can be estimated as:

Dogs:	17,925
Cats:	19,469
Birds:	3,977
Horses:	1,641

Families are encouraged to prepare all of their family members for disaster situations. Local veterinarians can assist in educating pet owners of the need to prepare by distributing brochures and fliers on disaster preparedness for pets. Pet owners can assist locating lost or missing pets by providing a description or picture of the lost animal. FEMA's Ready.Gov site includes information and brochures to help families plan for the care of their pets in a disaster (<http://www.ready.gov/caring-animals>)

To the extent possible, the COF will coordinate efforts to meet any additional or unforeseen circumstances. Critical supplies will be available either locally or regionally. Should additional critical supplies be needed, the Alaska Veterinary Medical Associations may be able to provide listings of resources available and assistance with their procurement and delivery.

FNSB Animal Control will be responsible for the documentation of injuries and deaths of animals for insurance, Small Business Administration (SBA), & statistical purposes and will report to this data to the EOC. This mission will be requested based on the type, magnitude and location of the disaster.

Animal Euthanasia

In general, physical methods of euthanasia will be in accordance with established FNSB Animal Control guidelines. Where large numbers of livestock or pets are involved, these procedures may have to be modified, but will adhere, to the extent possible, to guidelines for humane euthanasia of animals.

Local law enforcement will assist local veterinarians if the decision is made to employ euthanasia for critically injured animals. Law enforcement officials may have to make these decisions in the early part of the disaster before animal medical care specialists are available. The primary job of law enforcement is the protection of emergency responders and disaster victims. As such, decisions may have to be made that would require putting down animals that may create a danger to responders or victims.

Stray Pets and Livestock

Unclaimed animals or situations where the owners are unavailable require special consideration. To the extent possible, local Animal Control officers will retain this responsibility within their own jurisdictions and modify their established SOPs according to the specific dictates of the incident.

Should the problem exceed local capability, assistance may be available from surrounding jurisdictions through established mutual support agreements. If additional resources are required, the Alaska Veterinary Medical Association and the Humane Society may also be able to assist with locating & obtaining these services.

Sheltering of Animals

Sheltering of animals includes provision for both temporary and long-term shelter.

Temporary shelter

Pre-designation of potential locations for temporary shelters for animals should be identified by FNSB animal control. The American Red Cross may also have designated pet shelters as part of their Mass Care operational plans. These shelters should be suitable for serving no more than a period of ten days. Availability of these temporary sites will be dependent on the extent of the disaster, the cooperation of local officials, and the determination of the need. In the event temporary shelters are established, the Humane Society/FNSB and local veterinarians may be able to provide additional cages.

Neither COF nor FNSB Animal Control can or will assume the responsibility for long term sheltering of animals affected by disasters. In the event these local temporary shelter locations become unsuitable due to the circumstances of the disaster, FNSB may be able to accept pets on a temporary basis.

Long Term Shelters

Pet owners who no longer have a home to take their pets to or whose temporary living quarters will not accept animals should be prepared to make arrangements to board their animals with other facilities such as a local veterinarian, or friends and family members.

Food and Water Supply Emergencies

Although volunteer agencies providing mass care services normally have the ability to provide food and water to both individuals affected by the event and those in emergency shelters, a major disruption to supplies of water or food may create a need to provide both acquisition and logistical support to the volunteer agencies. Public and private schools, hospitals and other institutions may have facilities available to conduct mass feedings if necessary. Federal agencies may also provide assistance in the bulk distribution of disaster food supplies and/or food stamps during large-scale disasters. The Functional Coordinator will work closely with The SOA DEC and local volunteer agencies to determine the emergency food and water needs of the affected population (i.e., the number of people in need of food and water and their locations).

The Functional Coordinator will ensure adequate logistical support is provided to the volunteer agencies to obtain and distribute food and water supplies to the affected population. The volunteer agencies will consider both stationary and mobile feeding operations based on the needs of the situation. If required by the event, COF will coordinate with the volunteer agencies to determine suitable food preparation facilities to use for mass feeding.

In most events, COF will rely on the capabilities of the many volunteer agencies with emergency feeding capabilities (e.g., ARC, Salvation Army Canteens, Southern Baptist Mobile Kitchens and others).

If the situation warrants, the lead agency for Nutritional Assistance (SOA DEC) will work closely with Alaska and Federal agencies to ensure the coordination of bulk food distribution and the issuance of disaster food stamps. In addition, the SOA DEC will:

- Work with the EOC staff to arrange for transportation for food supplies.
- Ensure procedures are in place to inspect the food supply and ensure food safety with support from the SOA DHSS and the U.S. Department of Agriculture (USDA).
 - The SOA DHSS in coordination with Alaska state agencies and the USDA will inspect food supplies intended for both human and animal consumption that may have been contaminated.
 - Inspections of the water supply will be conducted by officials with the Public Works and Utilities Departments as identified in Annex L: Energy.
- Ensure surveillance for food-borne disease with support from the SOA DHSS and the USDA.
- Coordinate disposal of contaminated food products.
- Food related advisories will be issued by the SOA DHSS as coordinated through the EOC. Water advisories will be issued by the appropriate Water Utility officials in concert with the Public Health and Medical Services (ESF 8) lead agencies and Agriculture, Natural Resources, and Nutritional Support lead agencies. All advisories will be coordinated through the EOC or, if established, a Joint Information Center (JIC).
- Golden Heart Utilities and College Utilities Corporation provide the water and wastewater management services including water treatment, water distribution, wastewater treatment and wastewater collection.

Natural Resources Protection and Restoration

Depending on the event, there may be cultural or historic preservation and restoration issues to address, as well as natural resources issues such as potential contamination of the water and/or soil, as well as plants and animal life.

If the emergency causes damage to historical sites, the City of Fairbanks will work with the state and federal government to help ensure appropriate measures are taken to preserve and protect them.

Structures registered in the national or state historical registries, or those structures eligible for inclusion in those registries, are subject to special considerations. The Tanana-Yukon Historical Society (<http://www.fairbanks-tyhs.org/>) may have information regarding historic sites and registries for the City of Fairbanks. The U.S. National Park Service in Alaska (www.nps.gov/state/AK/) also maintains a list of the national registry of historic places.

Resources

The City of Fairbanks utilities' daily operational resources will be used during the initial finding of any agricultural and/or natural resource problem. In the event the incident overwhelms City resources, requests will be made to FNSB and the State of Alaska to continue response and recovery. SOA resources are vital to all the City of Fairbanks departments and their ability to respond to Agriculture, Natural Resources and Nutritional Support needs during a disaster.

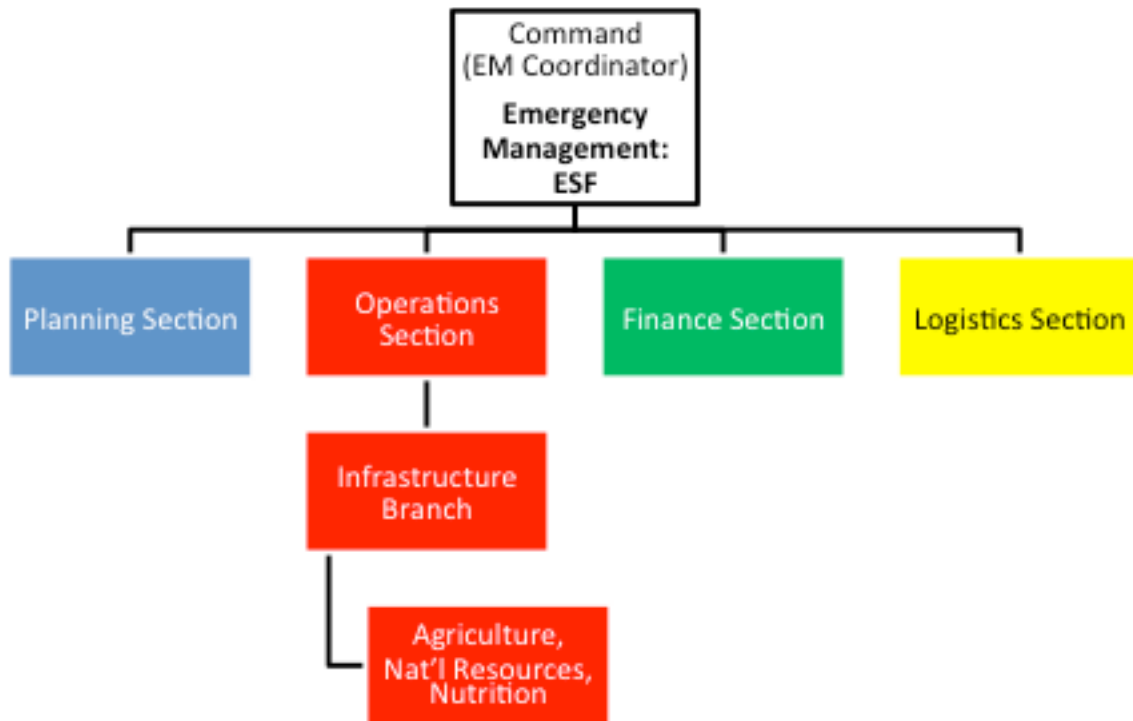
Notification

In the event the incident initiates in the City of Fairbanks, the departments that directly have involvement will initiate the communication and notification to other City departments, to the local SOA DHSS office, to SOA DEC and/or SOA DNR as appropriate for the given incident. Should the EOC be activated and this functional area is staffed, all communications will go through the EOC.

EOC staff assigned to this mission and the Public Information Officer will coordinate to ensure the public receives the information needed to protect themselves, their families, and their pets. SOA's liaisons from the appropriate lead agencies will be contacted for Subject Matter Expertise (SME) and collaboration.

EOC Organization

The City of Fairbanks Emergency Operations Center (EOC) will serve as the central location for interagency coordination and executive decision-making, including all activities associated with this annex. As indicated in the base EOP, the City of Fairbanks EOC is organized along the Incident Command System Structure, with Agriculture, Natural Resources and Nutritional Support falling under the Operations Section, Infrastructure Branch.



EOC ICS Structure Showing the Agriculture, Natural Resources, and Nutrition Support

The EOC will be organized and staffed to support the ICS/NIMS operational structure described above. The organization and staffing of the EOC will be designed to provide a direction and control structure with the flexibility to adapt to the magnitude of any emergency situation.

EOC Notifications

The Emergency Management Coordinator will notify the appropriate Functional coordinators/liaisons of EOC activations and request the appropriate representatives report to the EOC to coordinate their Functions as appropriate.

As additional EOC staffing needs become apparent, other support and partnering agency personnel may be asked to report to the EOC to assist. Depending on the nature and location of the emergency, Borough, State, and Federal officials may also become critical members of the Emergency Management team.

Direction and Control

All Emergency Management activities will be coordinated through the Fairbanks Emergency Operations Center or from the Incident Command Post that will serve as the source of all direction and control.

Responsibilities**All Tasked Agencies**

- Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions/mission areas.
- Provide ongoing status reports as requested.
- When requested, deploy a representative to the EOC to assist with Emergency Management activities.
- Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
- Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work in the event that reimbursement from State and Federal government becomes available.
- Maintain up-to-date rosters for notifying personnel and 24-hour EOC staffing capabilities.
- Perform other emergencies responsibilities as assigned.

Each and every agency, department, office and division of City of Fairbanks government is charged with development of and assistance in their respective Function. Each of these entities as well as private industry and other public and private agencies that have responsibilities for the public should maintain and periodically test, review and update their Functional Annex.

Persons with Access and Functional Needs

Addressing individuals with access and functional Special needs will be accomplished by each individual agency charged with their care. All agencies rely upon the expertise of those entities that deal with populations with access and functional needs assistance on a day-to-day basis not only to provide comprehensive and accessible means of service, but to work closely with all public safety agencies to ensure complete and adequate care before, during and after disaster situation. Among these services are included:

- Communication (pre- and post-disaster)
- Evacuation
- Transportation
- Sheltering of pets
- Co-sheltering of people with service animals (In coordination with Mass Care)
- Mitigation assistance
- Unmet needs

Administration

Support

Requests for emergency assistance will be resolved at the lowest level direction and control facility with appropriate response resources capabilities. Unresolved assistance requests will normally flow upward from the City to the FNSB or the State EOC, and as required to other states or the federal government for assistance support.

Agreements and Understandings

All other agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.

The Proclamation of a Local Emergency by the City or a State Disaster issued by the Governor may suspend selected rules and regulations that affect support operations. The Emergency Management Coordinator will determine the specific impact of the situation and inform the functional group members.

Status Reports

Primary agencies will maintain status of all outstanding assistance requests and unresolved mission-related issues. This information will be summarized into periodic status reports at the EOC and submitted in accordance with applicable operating procedures.

Expenditures and Recordkeeping

Each functional agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines.

Care should be taken to determine what specific accounting and documentation practices are necessary to address repair and assistance for registry-listed historic sites.

The first source of funds for expenditures by agencies in response to an emergency, imminent disaster, or recovery from a catastrophic incident, is to be from the local jurisdiction in which the disaster occurs.

After Action Reporting

Following the conclusion of any significant emergency event/incident or exercise, the primary agency representative will conduct a critique of the group activities during the event/incident/exercise.

Support agencies will provide written and/or oral inputs for this critique and the primary agency representative will consolidate all inputs into a final report and submit it to the City of Fairbanks Emergency Management Coordinator.

Attachment 1: Emergency Management Checklist of Actions by Phase

This attachment is intended to be a stand-alone resource to guide activities for this function. During an operation it may be posted or distributed to serve as a job aid and tool for tracking progress.

Phase	Actions
Mitigation: Activities designed to prevent or lessen the effects of a hazard.	☐ Participate in the hazard identification process and identify and correct vulnerabilities. ☐ Develop emergency preparedness programs and materials and present them to the public.
Preparedness: Activities designed to improve readiness capabilities.	☐ Maintain this Functional Annex and its attachments. Develop SOPs and Checklists to support the activities described in this annex. ☐ Identify pet boarding facilities and private organizations that may provide emergency shelters for animals. ☐ Identify sources to augment emergency food and water supplies ☐ Identify local agribusiness operators with equipment and personnel to assist with any large animal movement or quarantine activities. ☐ Develop mutual aid agreements with government agencies, professional associations and private agencies and organizations with personnel and equipment that could support the activities of this annex. ☐ Develop and/or review procedures for crisis augmentation of personnel. ☐ Ensure City personnel and partner agencies and organizations are provided with opportunities to take emergency operations and ICS training. ☐ Ensure notification and call-up lists are current. ☐ Develop emergency exercises to support Agriculture, Natural Resources, and Nutritional Support activities.
Response: Activities designed to save lives, protect property and contain the effects of an event.	☐ Support the disaster response and recovery with all available resources. ☐ Provide assistance to established pet shelters. ☐ Restrict movement, detain or move animals, equipment, products and/or personnel as necessary to control and eradicate animal or plant disease.

Phase	Actions
	☐ Manage and direct evacuation of animals from risk areas and provide technical assistance to prevent animal injury and the spread of disease. ☐ Provide and/or receive appropriate mutual aid. ☐ Secure supplies, equipment, personnel and technical assistance from support agencies, organizations and other resources to carry out the response plans associated with animal health or any act of agro-terrorism. ☐ Coordinate the activities of all responding agencies. ☐ Begin planning for demobilization of operations as soon as possible after response begins. ☐ Conduct other specific response actions as dictated by the situation.
Recovery: Activities designed to ensure continued public safety and return the community to pre- disaster levels.	☐ Continue to coordinate the activities of all responding agencies to support disaster operations as needed through the recovery process. ☐ Restore equipment and restock supplies to normal state of readiness ☐ Support community recovery activities. ☐ Schedule after-action briefings and develop after-action reports. ☐ Develop and implement mitigation strategies based on after-action review. ☐ Make necessary changes in this Functional Annex and supporting plans and procedures.

Administration

Support

Requests for emergency assistance will be resolved at the lowest level direction and control facility with appropriate response resources capabilities. Unresolved assistance requests will normally flow upward from the City to the FNSB or the State EOC, and as required to other states or the federal government for assistance support.

Agreements and Understandings

All other agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.

The Proclamation of a Local Emergency by the City or a State Disaster issued by the Governor may suspend selected rules and regulations that affect support operations. The Emergency Management Coordinator will determine the specific impact of the situation and inform the functional group members.

Status Reports

Primary agencies will maintain status of all outstanding assistance requests and unresolved mission-related issues. This information will be summarized into periodic status reports at the EOC and submitted in accordance with applicable operating procedures.

Expenditures and Recordkeeping

Each functional agency is responsible for establishing administrative controls necessary to manage the expenditure of funds, and to provide reasonable accountability and justification for Federal reimbursement in accordance with the established guidelines.

The first source of funds for expenditures by agencies in response to an emergency, imminent disaster, or recovery from a catastrophic incident, is to be from the local jurisdiction in which the disaster occurs.

After Action Reporting

Following the conclusion of any significant emergency event/incident or exercise, the primary agency representative will conduct a critique of the group activities during the event/incident/exercise.

Support agencies will provide written and/or oral inputs for this critique and the primary agency representative will consolidate all inputs into a final report and submit it to the City of Fairbanks Emergency Management Coordinator.

Attachment 1: Emergency Management Checklist of Actions by Phase

This attachment is intended to be a stand-alone resource to guide activities for this function. During an operation it may be posted or distributed to serve as a job aid and tool for tracking progress.

Phase	Actions
Mitigation: Activities designed to prevent or lessen the effects of a hazard.	☐ Participate in the hazard identification process and identify and correct vulnerabilities. ☐ Develop emergency preparedness programs for hazardous materials incidents.
Preparedness: Activities designed to improve readiness capabilities.	☐ Maintain this ESF Annex and its attachments. ☐ Develop plans and procedures for hazardous materials incidents. ☐ Coordinate with local industrial plants to document their chemical storage. ☐ Provide or coordinate training for fire and law enforcement personnel so that they are prepared to recognize a hazardous materials incident and to promptly isolate and secure the accident scene. ☐ Ensure personnel are appropriately trained and equipped to deal with hazardous materials incidents. ☐ Develop and maintain standard operating procedures and checklists for hazardous materials incidents. ☐ Ensure notification and call-up lists are current. ☐ Participate in Emergency Management training and exercises.
Response: Activities designed to save lives, protect property and contain the effects of an event.	☐ Establish Contact with IC at the scene ☐ Consider additional notifications (incident dependent) to: ○ Fairbanks Hazmat Team Coordinator: (907)459-1481 Response Coordinator (907)384-9494 ○ Alaska Regional Response Team: http://alaskarrt.org ○ Neighboring jurisdictions ○ Schools and Industry in the area of the incident

Phase	Actions
	○ ESF-6, ESF-8, and ESF-1 for evacuation, shelter, and medical care. ○ Ft. Wainwright Army Base ○ 103rd Civil Support Team (CST) Alaska National Guard through the SOA Department for Military and Veterans Affairs. □ Coordinate with FNSB on these notifications. □ Assess the need for emergency proclamation to support response efforts. □ Deploy appropriately trained personnel to the incident. □ Assess the situation. Detect the presence of and identify hazardous material(s). Refer to the Hazardous Materials Emergency Response Guidebook. □ Conduct other specific response actions as dictated by the situation. ○ Depending on the situation, consider coordination with Mass Care, Public Health/Medical Services, and Transportation functions to facilitate shelter, medical care, and evacuation. □ If hazardous materials are involved, isolate and secure the accident scene. □ Establish adequate zones for decontamination. □ Deploy a representative to the FNSB EOC if requested.
Recovery: Activities designed to ensure continued public safety and return the community to pre-disaster levels.	□ Continue to coordinate the activities of all responding agencies. □ Support community recovery activities. □ Schedule after-action briefings and develop after-action reports. □ Develop and implement mitigation strategies. □ Make necessary changes in this Functional Annex and supporting plans and procedures.

Annex L –Energy and Utilities (ESF 12)**ICS Area: Operations****Functional Coordination**

Functional Coordinator: City of Fairbanks Emergency Manager

The City of Fairbanks Emergency Manager is the functional coordinator for all functions in the EOP. However, due to capacity and capability limitations, each function is subdivided into individual mission areas with agencies having primary and support responsibilities as indicated in the table below.

Mission Area	Primary Agency	Support Agency	POC/Liaison
Energy Infrastructure Assessment, Repair & Restoration	Golden Valley Electric Association (GVEA)	City of Fairbanks Public Works Department	GVEA (907) 452 1151 / 4832 COF Public Works (907) 459-6770
Potable Water and Sewer Infrastructure Assessment, Repair & Restoration	Utility Services of Alaska, Inc. (USA)	City of Fairbanks Public Works Department	USA (907) 479-3118 COF Public Works (907) 459-6770
Energy Industry Utilities Coordination	Golden Valley Electric Association (GVEA)	City of Fairbanks Public Works Department	GVEA (907) 452 1151 / 4832 COF Public Works (907) 459-6770
Energy Forecast	Golden Valley Electric Association (GVEA)	City of Fairbanks Public Works Department	GVEA (907) 452 1151 / 4832 COF Public Works (907) 459-6770

Purpose

The Energy and Utilities Annex (ESF 12) provides guidance to help ensure the continued operation of essential utility services in the City of Fairbanks. Specifically, the Energy and Utilities Annex addresses:

- Energy system assessment, repair and restoration
- Assessment and restoration of water services (drinking water, sewer and sanitation systems)
- Coordination with public and private utilities
- Energy forecasting

Scope and Concept of Operations (CONOPS)**Scope**

For the purpose of this Annex, utilities are defined as electric and water services.

This functional annex is designed to provide a flexible organizational structure capable of meeting the varied requirements of many emergency scenarios with the potential to require activation of the Emergency Operations Center (EOC) and implementation of the City of Fairbanks EOP.

Annex L is a functional annex to the EOP and to the extent possible, information contained in other sections of the EOP will not be repeated in this document.

The Energy and Utilities Annex applies to all agencies and organizations with assigned emergency responsibilities in the EOP.

The private utilities companies and government agencies assigned responsibilities in this Annex have existing emergency plans and procedures. Annex L is not designed to take the place of these plans, rather it is designed to complement and support the emergency staffing and procedures already in place.

The Energy and Utilities Coordinator and the support agencies are critical members of the EOC Team and will work within the EOC structure described in Emergency Management (ESF 5).

The City of Fairbanks has limited capabilities to respond to the identified mission areas as noted below. For all other Energy and Utilities (ESF 12) needs, the City of Fairbanks will require mutual aid and requests for assistance (RFA) from State and Federal agencies in coordination with Fairbanks North Star Borough (FNSB) and the State of Alaska.

Mission Area	City of Fairbanks Capacity/Capability
Energy Infrastructure Assessment, Repair & Restoration	Provide Assistance With Equipment and Engineers
Potable Water and Sewer Infrastructure Assessment, Repair & Restoration	Provide Assistance With Equipment and Engineers
Energy Industry Utilities Coordination	Incident Management
Energy Forecast	Incident Planning

The City of Fairbanks Emergency Management is designated as the coordinator for Energy and Utilities. As ESF coordinator, Emergency Management coordinates meetings, plans, exercises, training, and other activities with, the private sector, and the Public Safety primary and support agencies.

Concept of Operations (CONOPS)

Entities providing utility services to the City of Fairbanks are the primary agencies for providing Energy and Utilities technical assistance, resources and support during response activities.

Maintaining energy and utilities systems following an emergency is critical to protecting lives and property and maintaining continuity of government, emergency services, transportation, the local economy and other critical services and infrastructures.

The Energy and Utilities Coordinator will work with the energy and utility providers, and the EOC Team to rapidly assess damage and/or disruption to energy and utilities services and recommend actions to restore and/or protect systems.

The City of Fairbanks role is to assist in the response of the utility providers through escort, traffic control, debris removal, and constant coordination to provide information to elected officials and the public as to the restoration timeline.

The City of Fairbanks will assist in the protection of utility capabilities through mitigation efforts such as code enforcement, repair and maintenance of storm water systems, trimming of trees along the City's right of ways and communication with the utility providers.

Utility providers determine the priority for restoration of electrical services. Where possible, priority will be given to hospitals and critical government services.

The following entities provide utility services in the City of Fairbanks:

- Electric: Golden Valley Electric Association (GVEA)
- Water and Sewer: Utility Services of Alaska, Inc. (USA)Int
- Natural Gas: Interior Gas Utility
- Propane: Various Vendors
- Gas: Various Vendors
- Diesel: Various Vendors (under separate cover)

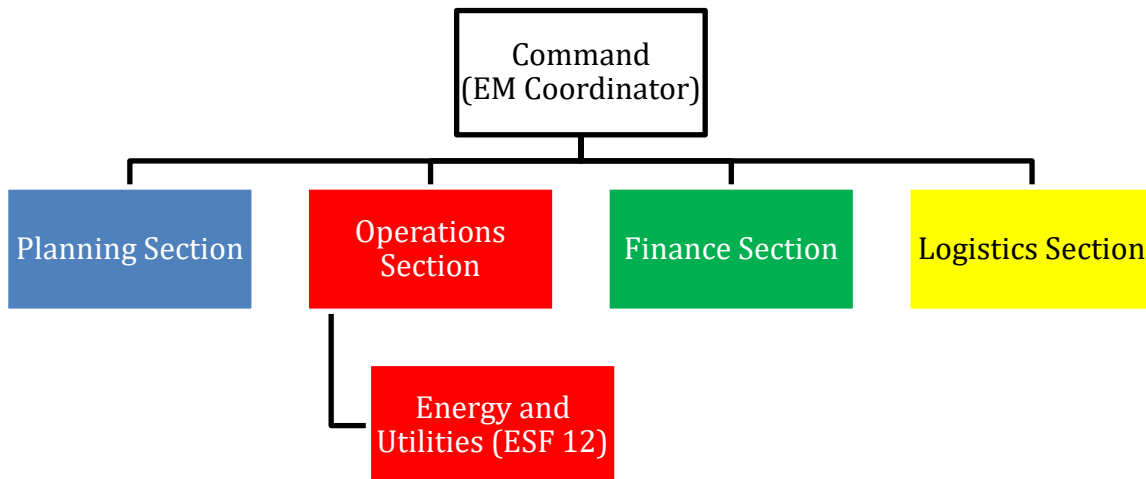
Since the City of Fairbanks has no regulatory responsibilities over private utility providers, close coordination will be required to help ensure emergency response and recovery decisions regarding system restoration are based on shared information.

Energy and utilities field personnel should work within the Incident Command System (ICS) structure. Although they will remain under the direct control of their sponsoring organization, they will be assigned by the Incident Commander and/or the EOC Team to respond as necessary.

State and Federal Public Safety resources will be requested by the EOC through the procedures described in the ***Emergency Management Annex (ESF 5)***.

Organization

The City of Fairbanks Emergency Operations Center (EOC) or Incident Command Post will serve as the central location for interagency coordination and executive decision-making, including all activities associated with Public Safety. As indicated in the base EOP, the City of Fairbanks EOC is organized along the Incident Command System Structure, with Energy and Utilities (ESF 12) being aligned with the Operations Section as shown in the figure on the following page.



EOC ICS Structure Showing Energy and Utilities Function

Notifications

The Emergency Management Coordinator will notify the appropriate Energy and Utilities coordinators/liaisons of EOC activations and request the appropriate representatives report to the EOC to coordinate their mission areas as appropriate.

As additional EOC staffing needs become apparent, other support and partnering agency personnel may be asked to report to the EOC to assist with Energy and Utilities. Depending on the nature and location of the emergency, State, and Federal officials may also become critical members of the Energy and Utilities team.

Direction and Control

All Energy and Utilities activities will be coordinated through the Fairbanks Emergency Operations Center or from the Incident Command Post that will serve as the source of all direction and control.

Responsibilities

All Tasked Agencies

- Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned mission areas.
- When requested, deploy a representative to the EOC or Incident Command Post to assist with Energy and Utilities activities.
- Provide ongoing status reports as requested by the Energy and Utilities Coordinator.
- Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.

- Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that State and Federal reimbursement becomes available.
- Maintain up-to-date rosters for notifying personnel and 24-hour staffing capabilities.
- Perform other emergency responsibilities as assigned.

Private Energy and Utilities Companies

- Gather, assess and share information on system damage.
- Provide a representative to the EOC or Incident Command Post, if requested.
- Provide estimates on the impact of outages within affected areas.
- Provide information on projected restoration.

City of Fairbanks Public Works Department

- Work with utilities to ensure the provision of electricity, gas/propane, safe drinking water, and a working sewer system.
- Working with the Alaska Department of Health and Social Services (DHSS), provide assistance and information to the public on actions to take to assure safety of potable water (i.e. mandatory boil order).

Other

Each agency with responsibilities in this Function (whether government or non-government) will provide assistance in moving personnel and equipment to the incident per their standard operating procedures.

Additional resource needs such as fuel and other equipment is covered in the Logistics and Resource Support Annex (ESF 7).

Administration

Support

Requests for emergency assistance will be resolved at the lowest level direction and control facility with appropriate response resources capabilities. Unresolved assistance requests will normally flow upward from the City to the FNSB or the State EOC, and as required to other states or the federal government for assistance support.

Agreements and Understandings

Any agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.

The Proclamation of a Local Emergency by the City or a State Disaster issued by the Governor may suspend selected rules and regulations that affect support operations.

The Emergency Management Coordinator will determine the specific impact of the situation and inform the functional group members.

Status Reports

Primary agencies will maintain status of all outstanding assistance requests and unresolved mission-related issues. This information will be summarized into periodic status reports at the EOC and submitted in accordance with applicable operating procedures.

Expenditures and Recordkeeping

Each functional agency is responsible for establishing administrative controls necessary to manage the expenditure of funds, and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines.

The first source of funds for expenditures by agencies in response to an emergency, imminent disaster, or recovery from a catastrophic incident, is to be from the local jurisdiction in which the disaster occurs.

After Action Reporting

Following the conclusion of any significant emergency event/incident or exercise, the primary agency representative will conduct a critique of the group activities during the event/incident/exercise.

Support agencies will provide written and/or oral inputs for this critique and the primary agency representative will consolidate all inputs into a final report and submit it to the City of Fairbanks Emergency Management Coordinator.

Attachment 1: Energy and Utilities Function Checklist of Actions by Phase

This attachment is intended to be a stand-alone resource to guide activities for this function. During an operation it may be posted or distributed to serve as a job aid and tool for tracking progress.

Phase	Actions
Mitigation: Activities designed to prevent or lessen the effects of a hazard.	☐ Based on known hazards, identify and correct vulnerabilities in the energy and utilities function. ☐ Implement a public awareness campaign regarding energy and utilities safety in emergencies.
Preparedness: Activities designed to improve readiness capabilities.	☐ Maintain this Functional Annex as well as supporting operating procedures and guidelines. ☐ Ensure personnel receive emergency operations training. ☐ Develop guides and checklists to support emergency Energy and Utilities operations. ☐ Ensure emergency call-up and resource lists are current. ☐ Ensure the availability of necessary equipment to support energy and utilities activities. ☐ Participate in emergency exercises.
Response: Activities designed to save lives, protect property and contain the effects of an event.	☐ Deploy trained individuals to the EOC or Incident Command Post. ☐ Alert or activate off-duty, contract, and auxiliary personnel as required by the emergency. ☐ Coordinate activities with other responding agencies. ☐ Conduct specific response actions as dictated by the situation.
Recovery: Activities designed to ensure continued public safety and return the community to pre-disaster levels.	☐ Continue all activities in coordination with the EOC or Incident Command Post based on the requirements of the incident. ☐ Support restoration activities. ☐ Replenish supplies and repair damaged equipment. ☐ Participate in after-action briefings and develop after action reports. ☐ Make necessary changes in this Functional Annex and supporting plans and procedures.

Attachment 2: Utilities Maps

To be provided by Public Works or Utility Providers

Will be available via computer and back up copy will be provided at EOC.

Annex M –Public Safety (ESF 13)**ICS Area: Operations****Functional Coordination**

Functional Coordinator: City of Fairbanks Emergency Manager

The City of Fairbanks Emergency Manager is the functional coordinator for all functions in the EOP. However, due to capacity and capability limitations, each function is sub-divided into individual mission areas with agencies having primary and support responsibilities as indicated the in the table below.

Mission Area	Primary Agency	Support Agency	POC/Liaison
Facility & Resource Security	City of Fairbanks Police Department (COFPD)	Area Police Departments Alaska State Troopers (AST) Federal Bureau of Investigation (FBI)	FPD thru Dispatch (907) 459-6800 AST (907) 451-5100 FBI (907) 452-3250
Security Planning & Technical Resource Assistance	City of Fairbanks Police Department (COFPD)	Area Police Departments Alaska State Troopers (AST) Federal Bureau of Investigation (FBI)	FPD thru Dispatch (907) 459-6800 AST (907) 451-5100 FBI (907) 452-3250
Public Safety & Security Support	City of Fairbanks Police Department (COFPD)	Area Police Departments Alaska State Troopers (AST) Federal Bureau of Investigation (FBI)	FPD thru Dispatch (907) 459-6800 AST (907) 451-5100 FBI (907) 452-3250
Support to Access, Traffic & Crowd Control	City of Fairbanks Police Department (COFPD)	Area Police Departments Alaska State Troopers (AST) Federal Bureau of Investigation (FBI)	FPD thru Dispatch (907) 459-6800 AST (907) 451-5100 FBI (907) 452-3250

Purpose

This Functional Annex provides guidance for the organization of law enforcement resources in the City of Fairbanks and its partner organizations to respond to emergency situations exceeding normal law enforcement capabilities. Specifically, the Public Safety Annex (ESF 13) addresses:

- Emergency law enforcement and security activities.
- Operational and personnel security.
- Augmentation of local law enforcement resources.
- Law enforcement command and control structure.
- Coordination with State and Federal law enforcement resources.
- Liaison between response operations and criminal investigation activities.

This Functional Annex assigns responsibilities and provides coordination between all of the law enforcement agencies with the potential of operating during times of emergencies and disasters in the City of Fairbanks. This coordination is to ensure the safety of all citizens, maintain law and order, protect public and private property and provide protection for essential industries and facilities.

Emergency law enforcement will be an expansion of normal operations and responsibilities. It is not the intent of this plan, however to provide assistance for the City of Fairbanks at the expense of the other local jurisdictions. Each agency has the authority and responsibility to determine whether activation outside of normal jurisdictional lines would present a threat to local needs.

If additional support is required of law enforcement agencies inside the City, that support may include traffic control, evacuation movement, search and rescue operations, and security for vital facilities and supplies. In the event of a large-scale or catastrophic disaster, law enforcement resources the Alaska State Troopers and the local FBI will be requested. It is also assumed that in the event of a State or federally declared disaster, the Alaska National Guard may be able to provide additional law enforcement resources.

Scope and Concept of Operations (CONOPS)**Scope**

This functional annex is designed to provide a flexible organizational structure capable of meeting the varied requirements of many emergency scenarios with the potential to require activation of the Emergency Operations Center (EOC) and implementation of the City of Fairbanks EOP.

Annex M is a functional annex to the EOP and to the extent possible, information contained in other sections of the EOP will not be repeated in this document.

The Public Safety Annex applies to all agencies and organizations with assigned emergency responsibilities in the EOP.

The Public Safety Coordinator and the support agencies are critical members of the EOC Team and will work within the EOC structure described in Emergency Management (ESF 5).

The City of Fairbanks has limited capabilities to respond to the identified mission areas as noted below. For all other Public Safety (ESF 13) needs, the City of Fairbanks will require mutual aid and requests for assistance (RFA) with area departments through mutual aid agreements, and, State and Federal agencies in coordination with Fairbanks North Star Borough (FNSB) and the State of Alaska.

Mission Area	City of Fairbanks Capacity/Capability
Facility & Resource Security	Provide Policing Services to Secure Facilities and Resources
Security Planning & Technical Resource Assistance	Provide Policing Services to Secure Facilities and Resources
Public Safety & Security Support	Provide Policing Services to Secure Facilities and Resources
Support to Access, Traffic & Crowd Control	Provide Policing Services to Secure Facilities and Resources Provide Policing Services for Traffic and Crowd Control

Fairbanks Emergency Management is designated as the coordinator for Public Safety. As ESF coordinator, Emergency Management coordinates meetings, plans, exercises, training, and other activities with, the private sector, and the Public Safety primary and support agencies.

Concept of Operations (CONOPS)

The Fairbanks Police Department is responsible for directing law enforcement activities during a multijurisdictional response in the City. Alaska State Troopers and the FBI maintain a daily presence in the City and will support local law enforcement, as required. When the EOC or Incident Command Post is activated, Public Safety (ESF 13) will provide support to Emergency Management or the Incident Commander.

Public safety and security requirements during emergencies will vary greatly on the event, but may include:

- Providing traffic and crowd control.
- Controlling access to operational scenes and evacuated areas.
- Preventing and investigating crimes.
- Providing security for critical facilities and supplies.

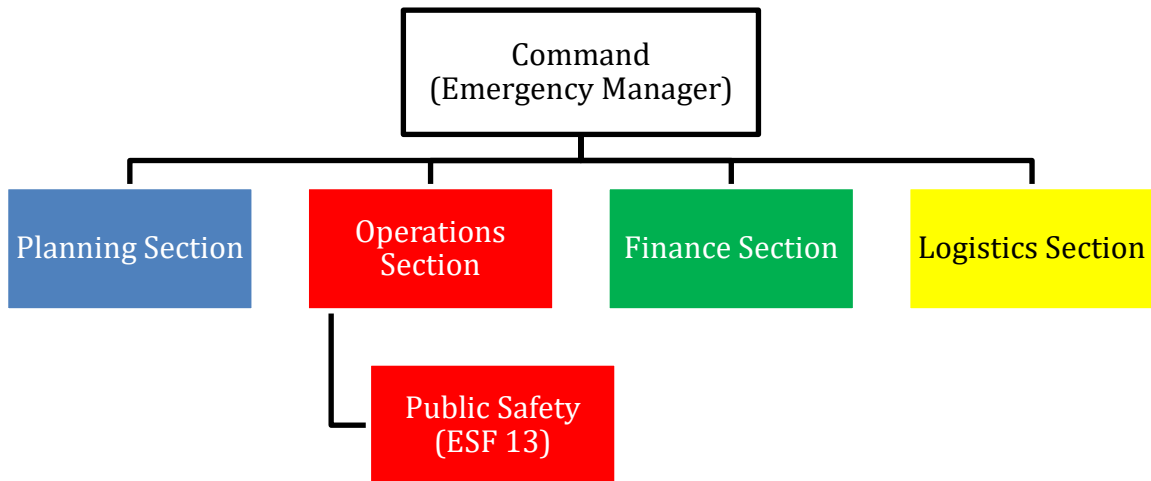
All emergency response personnel are trained in the Incident Command System (ICS) and the NIMS to help ensure coordination during emergency situations and if necessary, the integration of State and Federal resources.

State and Federal Public Safety resources will be requested by the EOC through the procedures described in the ***Emergency Management Annex (ESF 5)***.

Organization

The City of Fairbanks Emergency Operations Center (EOC) or Incident Command Post will serve as the central location for interagency coordination and executive decision-making, including all activities associated with Public Safety. As indicated in the base EOP, the City of Fairbanks EOC is organized along the Incident Command System Structure, with

Public Safety (ESF 13) being aligned with the Operations Section as shown in the figure below.



EOC ICS Structure Showing Public Safety Function

Notifications

The Emergency Manager will notify the appropriate Public Safety coordinators/liaisons of EOC activations and request the appropriate representatives report to the EOC to coordinate their mission areas as appropriate.

As additional EOC staffing needs become apparent, other support and partnering agency personnel may be asked to report to the EOC to assist with Public Safety. Depending on the nature and location of the emergency, area police departments, State, and Federal officials may also become critical members of the Public Safety team.

Direction and Control

All Public Safety activities will be coordinated through the Fairbanks Emergency Operations Center or from the Incident Command Post that will serve as the source of all direction and control.

Responsibilities

All Tasked Agencies

- Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned mission areas.
- When requested, deploy a representative to the EOC or Incident Command Post to assist with Public Safety activities
- Provide ongoing status reports as requested by the Public Safety and Security Coordinator.
- Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.

- Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that State and Federal reimbursement becomes available.
- Maintain up-to-date rosters for notifying personnel and 24-hour staffing capabilities.
- Perform other emergency responsibilities as assigned.

Search Coordination

- Law enforcement personnel are responsible for the coordination of search efforts related to lost or missing persons, fugitives, and bomb threat.

Staging and Reception Areas

Fairbanks Police Department personnel will provide security around the disaster site during emergency operations at the request of the Emergency Manager or Incident Commander. They can be assisted in these efforts by the Fairbanks Fire Department.

Curfew

If conditions warrant, a curfew may be established by declaration of local, State, or Federal disaster. The Fairbanks Police Department and its Public Safety partners will be directed to enforce the curfew until further notice.

Protection of Responders

The Fairbanks Police Department and its Public Safety partners is responsible for providing security to first responders entering a scene where civil unrest would create the need for medical or fire response.

Traffic Control

The Fairbanks Police Department and its Public Safety partners are responsible to provide perimeter security, traffic and crowd control. The Fairbanks Police Department is responsible for coordinating the movement of disabled vehicles during evacuations. Public works can supply traffic control devices and jersey barriers.

Other

Each agency with responsibilities in this Function (whether government or non-government) will provide assistance in moving personnel and equipment to the incident per their standard operating procedures.

Additional resource needs such as fuel and other equipment is covered in the Logistics and Resource Support Annex (ESF 7).

Administration

Support

Requests for emergency assistance will be resolved at the lowest level direction and control facility with appropriate response resources capabilities. Unresolved assistance requests will normally flow upward from the City to the FNSB or the State EOC, and as required to other states or the federal government for assistance support.

Agreements and Understandings

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.

The Proclamation of a Local Emergency by the City or a State Disaster issued by the Governor may suspend selected rules and regulations that affect support operations. The Emergency Manager will determine the specific impact of the situation and inform the functional group members.

Status Reports

Primary agencies will maintain status of all outstanding assistance requests and unresolved mission-related issues. This information will be summarized into periodic status reports at the EOC and submitted in accordance with applicable operating procedures.

Expenditures and Recordkeeping

Each functional agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines.

The first source of funds for expenditures by agencies in response to an emergency, imminent disaster, or recovery from a catastrophic incident, is to be from the local jurisdiction in which the disaster occurs.

After Action Reporting

Following the conclusion of any significant emergency event/incident or exercise, the primary agency representative will conduct a critique of the group activities during the event/incident/exercise.

Support agencies will provide written and/or oral inputs for this critique and the primary agency representative will consolidate all inputs into a final report and submit it to the City of Fairbanks Emergency Manager.

Attachment 1: Public Safety Function Checklist of Actions by Phase

This attachment is intended to be a stand-alone resource to guide activities for this function. During an operation it may be posted or distributed to serve as a job aid and tool for tracking progress.

Phase	Actions
Mitigation: Activities designed to prevent or lessen the effects of a hazard.	☐ Participate in hazard identification process and identify and correct vulnerabilities in the public safety and security function. ☐ Develop safety programs, to include disaster situations, and present them to the public.
Preparedness: Activities designed to improve readiness capabilities.	☐ Maintain this Functional Annex as well as supporting Operating Procedures and Guidelines. ☐ Ensure law enforcement personnel receive appropriate emergency operations training. ☐ Ensure mutual aid agreements with surrounding jurisdictions are current. ☐ Develop and maintain mutual aid agreements with private area resources that could be used to augment local law enforcement capabilities. ☐ Develop and maintain standard operating guides and checklists to support emergency law enforcement operations. ☐ Ensure emergency personnel call-up and resource lists are current and available to the Emergency Management Department. ☐ Ensure the availability of necessary equipment to support law enforcement activities. ☐ Participate in Emergency Management training and exercises.
Response: Activities designed to save lives, protect property and contain the effects of an event.	☐ Respond as required on a priority basis. ☐ Activate mutual aid if needed. ☐ Coordinate activities with other responding agencies. ☐ Coordinate outside law enforcement. ☐ Alert or activate off-duty and auxiliary, or reserve personnel as required by the emergency. ☐ Conduct other specific response actions as dictated by the situation.

Phase	Actions
Recovery: Activities designed to ensure continued public safety and return the community to pre-disaster levels.	☐ Review plans and procedures with key personnel and make revisions and changes. ☐ Replenish supplies and repair damaged equipment. ☐ Continue all activities in coordination with the EOC or Incident Command Post based on the requirements of the incident. ☐ Participate in after-action briefings and develop after-action reports. ☐ Make necessary changes in this Functional Annex and supporting plans and procedures.

Annex N – Long-Term Recovery (ESF 14)**ICS Area: Operations****Functional Coordination****Functional Coordinator:**

City of Fairbanks (COF) Emergency Manager:

907- 450-6604 or Dispatch: 907-450-6507

The City of Fairbanks Emergency Manager is the functional coordinator for all functions in the EOP. However, due to capacity and capability limitations, each function is subdivided into individual mission areas with agencies having primary and support responsibilities as indicated in the table below.

Mission Area	Primary Agency	Support Agency	POC/Liaison
Social & Economic Community Impact Assessment	Finance Director	FNSB and SOA	P: (907) 459-6706
Long-Term Recovery Assistance for the State, Local Government, & Private Sectors	City EM	FNSB and SOA Public Works Department	P: 907-450-6604 or Dispatch S: Public Works: 907-459-6770
Analysis & Review of Mitigation Program Implementation	City EM	SOA Dept. of Homeland Security and Emergency Management and City of Fairbanks Engineering Department	P:: 907-450-6604 or Dispatch S: 907-428-7000 http://ready.alaska.gov/Recovery COF Engineering: 907-459-6759

Purpose

The purpose of Long-Term Recovery (ESF14) is to coordinate the City's recovery process during a large-scale disaster. A prompt recovery process for facility, services, infrastructure, economic welfare, and health is vital to the City of Fairbanks and its residents. Key areas of focus include:

- Economic assessment, protection and restoration
- Community recovery operations
- Mitigation analysis and program implementation
- Coordination with the private sector.
- Coordination with State and Federal agencies providing assistance

Scope

This functional annex is designed to provide a flexible organizational structure capable of meeting the varied requirements of many emergency scenarios with the potential to

require activation of the Emergency Operations Center (EOC) and implementation of the City of Fairbanks EOP.

Annex N is a functional annex to the EOP and to the extent possible; information contained in other sections of the EOP will not be repeated in this document.

The Emergency Management Annex applies to all agencies and organizations with assigned emergency responsibilities in the EOP.

Long-term Recovery operates in different ways depending on the phase of the emergency:

- Each department supporting Long-term Recovery will allocate their staff and equipment independently during the response phase.
- The recovery phase is divided into short- and long-term recovery.
 - The short-term is the recovery phase that coordinates damage assessments, debris removal, utility restoration and re-entry for its residents.
 - Long-term recovery coordinates the rebuilding of the City of Fairbanks's infrastructure, utilization of Federal and State of Alaska mitigation programs, and restoration of critical services provided to citizens.

The scope for Long-term Recovery will vary depending on the magnitude and type of emergency that occurred, as those factors will affect the needs of short and long-term recovery efforts defined above. ESF-14 does support response activities on a small scale. However, the majority of ESF-14 responsibilities fall within the recovery/long-term recovery phases. This ESF will coordinate the overall recovery and mitigation efforts for the City.

This annex provides guidance to other City departments and functional areas during the response phase regarding implications the response operation can have in respect to the recovery and long-term recovery for the community and its residents. During the recovery phase, Long-term Recovery will consolidate the overall damage reports conducted in the City of Fairbanks and assess the long-term recovery needs in all areas.

The Fairbanks Department of Finance, in coordination with Borough, State, and Federal agencies working in Long-term Recovery will assist the City's residents with the process needed to recover their property. In a catastrophic event where a large amount of neighborhoods are completely destroyed, the Fairbanks Department of Finance, with assistance from the City Engineering Department will utilize pre-disaster maps and to demark existing property lines, easements, and roads.

The City of Fairbanks Department of Finance will assist with tracking of the usage and process of City owned property, resources and personnel. The finance department should follow the response and recovery work and, as needed, coordination efforts and processes are put in place to ensure accurate financial records are completed.

Mission Area	City of Fairbanks Capacity/Capability
Social & Economic Community Impact Assessment	COF Department of Finance Works in Coordination With FNSB And SOA, and FEMA to Complete Impact Assessment
Long-Term Recovery Assistance for the State, Local Government, & Private Sectors	COF in Coordination With the SOA Division of Homeland Security and Emergency Management (DHS/EM) Establishes Mechanisms to Access State and Federal Assistance Programs
Analysis & Review of Mitigation Program Implementation	COF in Coordination With the COF Department Of Finance, SOA DHS/EM (And COF Public Works if Needed) to Conduct and Report on Mitigation Efforts.

The Fairbanks Emergency Manager is the ESF coordinator. The Emergency Manager (or designee) coordinates meetings, plans, exercises, training, and other activities with, the private sector, and the Emergency Management primary and support agencies. The COF EM designee will work with the Finance Department Lead to coordinate Long-term Recovery activities.

Concept of Operations (CONOPS)

The recovery phase is a defined previously divided up into two components; short- and long-term. Long-term Recovery primarily focuses on long-term recovery and the mitigation efforts that follow.

- Long-Term Recovery
 - Re-entry and detailed damage assessments are conducted during the long-term recovery phase.
 - Collection and final reporting of damage assessments.
 - Drafting of Community Restoration Plan, including prioritization of restoration projects. This is based upon damage assessments and community needs reports.
- Economic Recovery and other Assistance
 - Restore internal financial processes within the City of Fairbanks. This includes ensuring payable and non-payable accounts are processed as needed. COF Department of Finance also tracks the overall process for any applications provided to the Federal and State of Alaska government for reimbursements.
 - In the event the disaster receives a Presidential Disaster Declaration, the City of Fairbanks and its residents can become eligible for Disaster Relief Assistance 404 and 406:
 - 404 Public Assistance (PA) provides reimbursement for recovery work in progress or completed in relations to damage produced by the disaster to City owned property.
 - 406 Hazardous Mitigation Grant Project(s) (HMGP) provides reimbursement for mitigation work the City wishes to be completed

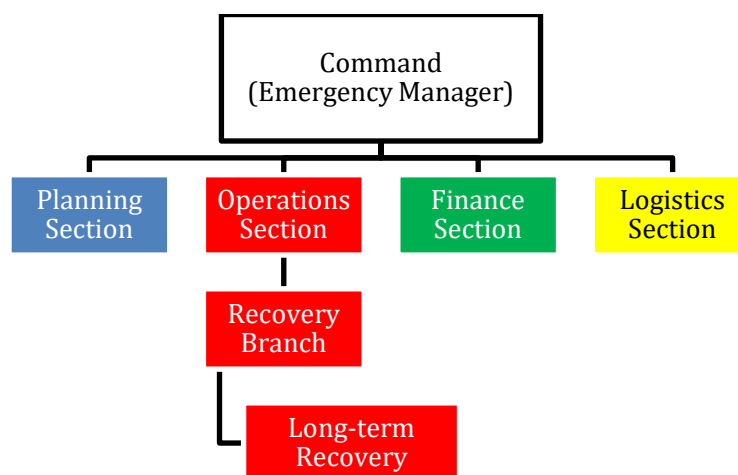
for restoration beyond the Federal standard. HMGP is also available for individuals (residents of Fairbanks), with the caveat that the City determines which project(s) they want to propose to the Federal Emergency Management Agency (FEMA).

- Individual Assistance (IA) is primarily provided by FEMA and is made available to residents in the event the disaster is presidentially declared and meets certain thresholds. IA will be available in the Disaster Recovery Center (DRC).
- A DRC will be established during the recovery phase. The location is determined based upon the location of people and the damage to the infrastructure. The DRC is coordinated between local, State of Alaska, and Federal government agencies, depending on the different relief programs available. The Center provides a “one-stop-shop” for the victims that are in need of assistance in all facets of their recovery.
- For the City government’s recovery, State of Alaska and Federal agencies will set up a Joint Field Office (JFO). The JFO is a resource for the City of Fairbanks for subject matter support as well as a contact point for the City’s applications to any of the reimbursement programs.

Organization

The City of Fairbanks Emergency Operations Center (EOC) will serve as the central location for interagency coordination and executive decision-making, including all activities associated with recovery. As indicated in the base EOP, the City of Fairbanks EOC is organized along the Incident Command System Structure, with Long-term Recovery aligned with the Operations Section, as a unit within the Recovery Branch.

NOTE: COF may choose to align this function under the Finance section as man-power needs dictate since many of the tasks in this function are assigned to the COF Department of Finance.



EOC ICS Structure Showing the Long-Term Recovery as a unit within the Recovery Branch of the Operations Section.

The EOC will be organized and staffed to support the ICS/NIMS operational structure described above. The organization and staffing of the EOC will be designed to provide a direction and control structure with the flexibility to adapt to the magnitude of any emergency situation.

Notifications

COF Department of Finance personnel tasked with responsibilities in this annex will be notified by the City Manager, Emergency Manager or designee, or IC in the event that their resources are needed.

Each department with responsibilities in this annex will internally coordinate the usage of personnel and equipment. In the event the Emergency Operation Center (EOC) is activated and other City departments are in need of Long-Term Recovery resources, coordination will be made in the EOC.

Direction and Control

All Emergency Management activities will be coordinated through the Fairbanks Emergency Operations Center or from the Incident Command Post that will serve as the source of all direction and control.

Responsibilities

All Tasked Agencies

- Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions/mission areas.
- Provide ongoing status reports as requested.
- When requested, deploy a representative to the EOC to assist with Emergency Management activities.
- Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
- Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work in the event that reimbursement from State and Federal government becomes available.
- Maintain up-to-date rosters for notifying personnel and 24-hour EOC staffing capabilities.
- Perform other emergencies responsibilities as assigned.

Each and every agency, department, office and division of City of Fairbanks government is charged with development of and assistance in their respective Function. Each of these entities as well as private industry and other public and private agencies that have responsibilities for the public should maintain and periodically test, review and update their Functional Annex.

Administration**Support**

Requests for emergency assistance will be resolved at the lowest level direction and control facility with appropriate response resources capabilities. Unresolved assistance requests will normally flow upward from the City to the FNSB or the State EOC, and as required to other states or the Federal government for assistance support.

Agreements and Understandings

All other agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.

The Proclamation of a Local Emergency by the City or a State Disaster issued by the Governor may suspend selected rules and regulations that affect support operations. The Emergency Manager will determine the specific impact of the situation and inform the functional group members.

Status Reports

Primary agencies will maintain status of all outstanding assistance requests and unresolved mission-related issues. This information will be summarized into periodic status reports at the EOC and submitted in accordance with applicable operating procedures.

Expenditures and Recordkeeping

Each functional agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines.

The first source of funds for expenditures by agencies in response to an emergency, imminent disaster, or recovery from a catastrophic incident, is to be from the local jurisdiction in which the disaster occurs.

After Action Reporting

Following the conclusion of any significant emergency event/incident or exercise, the primary agency representative will conduct a critique of the group activities during the event/incident/exercise.

Support agencies will provide written and/or oral inputs for this critique and the primary agency representative will consolidate all inputs into a final report and submit it to the City of Fairbanks Emergency Manager.

Attachment 1: Long Term Recovery Checklist of Actions by Phase

This attachment is intended to be a stand-alone resource to guide activities for this function. During an operation it may be posted or distributed to serve as a job aid and tool for tracking progress.

Phase	Actions
Mitigation: Activities designed to prevent or lessen the effects of a hazard.	☐ Identify recovery projects that are potential mitigation grant targets. ☐ Prepare and submit disaster mitigation applications to the appropriate State of Alaska and/or Federal agencies for reimbursement of disaster related expenditures. ☐ Develop a Disaster Mitigation Plan.
Preparedness: Activities designed to improve readiness capabilities.	☐ Define damage assessment forms based upon state information, identify the potential damage assessment teams and train staff to complete the forms and become proficient in the variables of the damage assessment process. ☐ Work with volunteer organizations locally for any potential coordination during the recovery phase. ☐ Educate the public on what they can do to recover faster with their family when a disaster strikes. ☐ Coordinate with all City departments to ensure all departments' plans incorporate long term recovery goals.
Response: Activities designed to save lives, protect property and contain the effects of an event.	☐ Staff the Long-term Recovery Unit upon request from the City Manager, Emergency Management Coordinator or designee, or the IC. ☐ Coordinate with responding agencies' actions and how they can assist with laying the ground work for long term recovery. ☐ Coordinate response effort to develop foundation for recovery effort. ☐ If Presidentially declared, apply for disaster assistance ☐ Coordinate damage assessment ☐ Contact State of Alaska and Federal entities ☐ Implement Disaster Recovery Center (DRC) ☐ Coordinate with PIO

Phase	Actions
	□ Initiate strategies for long term internal City coordinated recovery efforts. □ Coordinate with State of Alaska and Federal liaisons to prepare the area for re-entry and establishment of a DRC. □ Assist other City departments upon request. □ Initiate damage assessment to report the status to the state and provide documentation for a disaster declaration. ○ Submit initial damage report to the State of Alaska EOC within 24 hours, via phone. ○ Submit an official damage report to the.
Recovery: Activities designed to ensure continued public safety and return the community to pre- disaster levels.	□ Initiate damage assessment; define the team, areas to be assessed, and forms to be utilized. Collate the data into a unified report. □ Incorporate the damage assessment result into the Community Restoration Plan, including engineering and future development input. □ Support the establishment of the DRC and staff as appropriate. □ Work with City of Fairbanks Public Information Officer (PIO) and/or Joint Information Center (JIC), if established, to ensure all residents are aware of the DRC and the assistance that is available. □ Define potential temporary housing areas, and upon request coordinate with residents to define and delineate property lines and easements. □ Identify the available relief programs from State of Alaska and Federal agencies, as well as Non-Government Organization (NGOs) such as the American Red Cross. Inform all City departments of the options available and coordinate the application process. □ Prepare and submit disaster assistance applications to the appropriate State of Alaska and/or Federal agencies for reimbursement, and if required matching funds for disaster related expenditures.

Annex O – Public Information and External Communications (ESF 15)

ICS Area: Command

Functional Coordination

Functional Coordinator: City of Fairbanks Emergency Manager

The City of Fairbanks Emergency Manager is the functional coordinator for all functions in the EOP. However, due to capacity and capability limitations, each function is subdivided into individual mission areas with agencies having primary and support responsibilities as indicated in the table below.

Mission Area	Primary Agency	Support Agency	POC/Liaison
Emergency Public Information & Protective Action Guidance	City of Fairbanks PIO & Emergency Management	State of Alaska Division of Homeland Security and Emergency Management	COF PIO (907) 459-6793 COF EM (907) 450-6604 AK SEOC (907) 438-7100
Media & Community Relations	City of Fairbanks PIO & Emergency Management	State of Alaska Division of Homeland Security and Emergency Management	COF PIO (907) 459-6793 COF EM (907) 450-6604 AK SEOC (907) 438-7100
Government Officials & Internal Affairs	City of Fairbanks PIO & Emergency Management	State of Alaska Division of Homeland Security and Emergency Management	COF PIO (907) 459-6793 COF EM (907) 450-6604 AK SEOC (907) 438-7100
Tribal Affairs	City of Fairbanks PIO & Emergency Management	State of Alaska Division of Homeland Security and Emergency Management	COF PIO (907) 459-6793 COF EM (907) 450-6604 AK SEOC (907) 438-7100

Purpose

This Public Information and External Communications (ESF 15) Annex describes how the City of Fairbanks will provide disaster-related information to the media and the public. It is designed to improve the ability of all participating agencies and organizations to:

- Quickly relay critical and potentially life-saving information to those at risk.
- Provide timely, consistent information on the status of emergency operations.

- Coordinate the release of public information from all responding agencies.
- Assure the public that government is responding effectively to the emergency.
- Make credible and consistent information available to answer citizen inquiries.
- Provide ongoing and useful information regarding recovery activities.
- Ensure a system is in place to provide information and guidance to City and if appropriate, Borough, State and, Federal, elected and appointed officials.

Scope and Concept of Operations (CONOPS)

Scope

This functional annex is designed to provide a flexible organizational structure capable of meeting the varied requirements of many emergency scenarios with the potential to require activation of the Emergency Operations Center (EOC) and implementation of the City of Fairbanks EOP.

Annex O is a functional annex to the EOP and to the extent possible, information contained in other sections of the EOP will not be repeated in this document.

The Public Information and External Communications Annex applies to all agencies and organizations with assigned emergency responsibilities in the EOP.

Many agencies have designated Public Information Officers (PIOs) and existing departmental emergency public information plans and procedures. This annex is not designed to take the place of these plans, rather it is designed to complement and support the departmental staffing and procedures already in place.

The Public Information and External Communications Coordinator and the support agencies are critical members of the EOC Team and will work within the EOC structure described in Emergency Management (ESF 5).

The City of Fairbanks has limited capabilities to respond to the identified mission areas as noted below. For all other Public Information and External Communications (ESF 15) needs, the City of Fairbanks will require mutual aid and requests for assistance (RFA) from State and Federal agencies in coordination with Fairbanks North Star Borough (FNSB) and the State of Alaska.

Mission Area	City of Fairbanks Capacity/Capability
Emergency Public Information & Protective Action Guidance	Emergency Public Information & Protective Action Guidance
Media & Community Relations	Media & Community Relations
Government Officials & Internal Affairs	Elected Officials & Internal Affairs
Tribal Affairs	Tribal Affairs

Fairbanks Emergency Management is designated as the coordinator for Public Information and External Communications. As ESF coordinator, Emergency Management coordinates meetings, plans, exercises, training, and other activities with, the private sector, and the Public Information and External Communications primary and support agencies.

Concept of Operations (CONOPS)

Public Information and External Communications (ESF 15) is a shared responsibility of the City of Fairbanks Public Information Officer (PIO) and the City of Fairbanks Emergency Management Coordinator (Fire Chief).

The local media is a logical extension of the disaster operation and recognized as the best means to quickly get information to the majority of the public. The City of Fairbanks counts on the local media to provide emergency instructions and potentially life-saving information to the public following a disaster. A partnership role will be maintained with the media by making every attempt to provide timely and accurate information throughout the disaster situation. In most cases, contact with the media will be maintained using landline and cellular telephones, facsimile, and email.

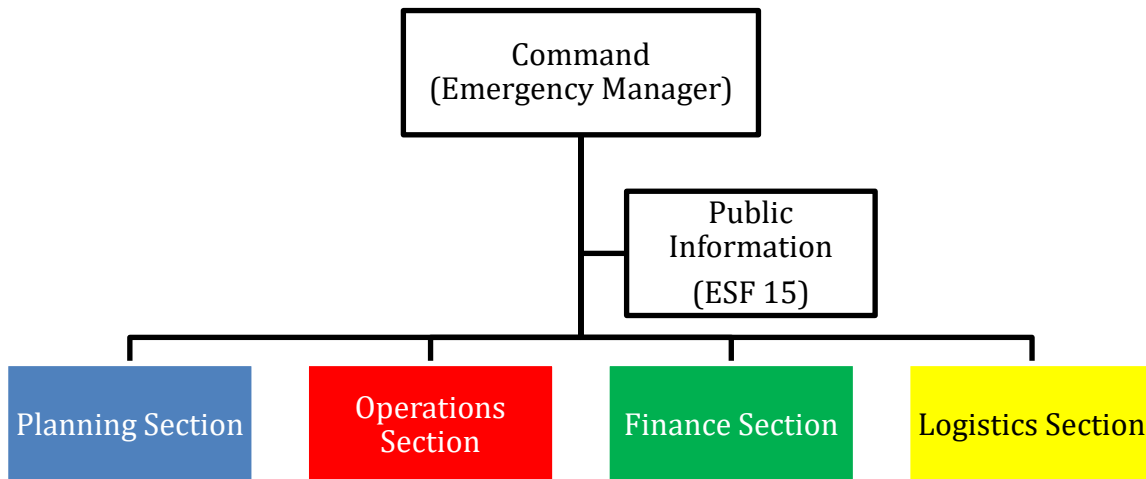
While Coordination of Public Information and External Communications is managed from the EOC or Incident Command Post, a larger disaster with multiple agencies, jurisdictions, and levels of government, as well as private sector and community partners may be needed. In these instances, a separate Joint Information Center (JIC) supporting the EOC or Incident Command Post may be necessary.

Public Information and External Communications field personnel will work within the Incident Command System (ICS) structure. Although they will remain under the direct control of their sponsoring organization, they will be assigned by the Incident Commander and/or the EOC Team to respond as necessary.

State and Federal Public Information and External Communications resources will be requested by the EOC through the procedures described in the ***Emergency Management Annex (ESF 5)***.

Organization

As described above, The City of Fairbanks Emergency Operations Center (EOC) or Incident Command Post will serve as the central location for interagency coordination and executive decision-making, including all activities associated with Public Information and External Communications, but may operate from a JIC depending on the size and scope of the incident. As indicated in the base EOP, the City of Fairbanks EOC is organized along the Incident Command System Structure, with Public Information and External Communications (ESF 15) being aligned with the Command Staff as shown in the figure on the following page.



EOC ICS Structure Showing External Affairs Function

Notifications

The Emergency Manager will notify the appropriate Public Information and External Communications coordinators/liaisons of EOC activations and request the appropriate representatives report to the EOC or Incident Command Post to coordinate their mission areas as appropriate.

As additional staffing needs become apparent, other support and partnering agency personnel may be asked to report to the EOC or Incident Command Post to assist with Public Information and External Communications. Depending on the nature and location of the emergency, State, and Federal officials may also become critical members of the Energy and Utilities team. As noted above, depending on the size and scope of the incident a JIC may be stood up to coordinate Public Information and External Communications activities.

Direction and Control

All Public Information and External Communications activities will be coordinated through the Fairbanks Emergency Operations Center, Incident Command Post, or Joint Information Center that will serve as the source of all direction and control for these Public Information and External Communications.

Joint Information Center (JIC)

The Joint Information Center (JIC) is a physical location where PIOs from organizations with primary disaster involvement come together to coordinate and disseminate information.

The purpose of JIC is to:

- Gather and coordinate information and serve as the “hub” for the release of timely, accurate, consistent and useful disaster related information.

- Allow all involved organizations to speak from “one voice, one message” providing consistent messages to the public.
- Enable the EOC Team to concentrate on emergency decision-making and refer all media and public inquiries to the JIC.
- Ensure the ability exists to answer direct inquiries from the public
- Monitor media coverage to verify the accuracy of information being disseminated.
- Be proactive in responding to the disaster related information needs of all audiences.
- Develop and implement a comprehensive public information strategy to gain and maintain public trust and confidence.

In most cases, the JIC will be located in close proximity to the City of Fairbanks EOC. However, it may be located anywhere to support emergency activities. Wherever it is located, it is imperative that the JIC maintain contact with decision makers and/or the EOC or Incident Command Post via telephone, cellular phone, radio, the internet, fax and/or face-to-face communications.

Once a JIC is activated, all emergency public information activities, including media inquiries, should be coordinated through the JIC. The JIC will become the central coordination point for all emergency public information and external communications activities. To the extent possible, the JIC will be staffed with Public Information Officers (PIOs) from all agencies and organizations involved in the event.

The JIC is designed to be flexible to accommodate the unique requirements of any emergency or disaster situation and its structure and staffing will be customized for each response. For example, a major event would require JIC activation and full staffing, while a smaller event might only require one or two people performing all of the necessary tasks.

Regardless of the incident, the function of the JIC remains essentially the same, while the number of departments and agencies involved, as well as the location and the quantity of information to be disseminated will vary greatly. At a minimum, the following functions must be performed regardless of these variables:

- Establish and maintain contact with local radio, television and print media.
- Develop and disseminate written information such as news releases, fact sheets and other reports as needed.
- Schedule news conferences or interviews with department heads and other officials; brief them if appropriate.
- Provide interview opportunities that meet the unique needs of each medium (television, radio, print).
- Establish and maintain a communications link or a Joint Information System (JIS) with field PIOs and all remote sites performing public information activities.

- Monitor the information being released by the media to ensure appropriate information is being released and take steps to correct any inaccurate information.
- Exchange information with elected officials, voluntary organizations, industry representatives, Borough, State and Federal PIOs and all other involved agencies as the situation dictates.
- Provide ongoing information to, and coordination with, City, Borough, State, and Federal elected officials

PIOs working in the JIC retain the autonomy to represent the public information needs of their respective agencies, while working closely with the EOC Team, Incident Command Post, and/or JIC to ensure consistent information is being disseminated in a timely manner by all departments.

The PIOs working in the JIC will have two primary functions: (1) carry out the public information activities of their respective departments and agencies and (2) provide support to and assist with the overall JIC mission.

Designated departmental PIOs may be asked to staff various JIC functions regardless of the level of involvement of their respective departments. This will ensure an adequate number of PIOs are available to support emergency public information activities.

Dissemination Process

Many methods are used to disseminate information to the public during an emergency or disaster. Warning systems, in general, are described in the ***Communications Annex (ESF 2)***. Considerations for special populations or individuals with access and functional needs are outlined below.

- **General Public** Radio, television, electronic reader boards, print media, social media and information brochures are all established methods for providing information to the public. Use of a particular medium(s) will be situation dependent, based upon the urgency of the information and the intended audience. Local cable providers have assigned specific channels to local governments for informational purposes. Local radio stations are available for use and newspaper coverage is provided on a daily basis.
- **Special Populations**
 - Hearing impaired
 - The Emergency Alerting System (EAS) produces trailers on TV screens to provide weather watch and warning messages and other emergency information.
 - Visually impaired
 - The Emergency Alerting System (EAS) provides audio alerting via radio and television stations. Some emergency planning and disaster information brochures are available in Braille from the American Red Cross, FEMA and other organizations.

- Non-English speaking
 - Many televisions have the capability to provide closed-captioning in Spanish.

Specialized Information Protocols

- **Restricted Areas & Reentry:** Information on restricted areas, as well as the process for reentry into an area after it has been declared safe, will be obtained from the appropriate executive official and disseminated immediately to the media and the public.
- **Emergency Assistance:** Information on any federal, state or local disaster assistance that might be available will be obtained from the agency offering the assistance. In some cases, this information may be given directly to the media and the public. In other cases, a telephone number will be provided for obtaining additional information
- **Casualties:** Information on the number of fatalities, injured and missing will be obtained from the Fairbanks Fire and Police Departments and disseminated immediately to the media and the public. The identity of victims will be released only after confirmation of proper next-of-kin notification.

Pre-Scripted Information

The City of Fairbanks PIO will collect and maintain a file of fact sheets, instructions and procedures, and other readily available pre-scripted information on a wide range of topics to support the rapid dissemination of public information.

This pre-scripted information will usually be generic in nature and non-specific to the event, but may still prove valuable to both the media and the public in the early stages of an emergency or disaster. Examples of such pre-scripted information include:

- Chemical Fact Sheets -- for known chemical hazards.
- Public Health Guidance -- for disease prevention after flooding.
- Red Cross Press Releases.
- Earthquake procedures.

Responsibilities

All Tasked Agencies

- Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned mission areas.
- Provide ongoing status reports as requested by the Public Information and External Communications Coordinator.
- Provide a representative to the EOC or Incident Command Post, when requested.

- Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement
- Document all costs and expenses associated with response and recovery activities taking care to clearly segregate disaster related work in the event that reimbursement becomes available from the State and Federal government.
- Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to Emergency Management (Fire Chief).
- Perform other emergency tasks as assigned.

Public Information Officer

- **Mitigation:** The PIO is responsible for publicizing City policies regarding all mitigation activities such as the implementation of building codes, awareness campaigns or flood mitigation procedures.
- **Preparedness:** The PIO will assist in the education of public on subjects such as training opportunities, updates to existing plans and information on new plans and procedures.
- **Response:** The PIO will notify the media of disaster declaration and be prepared to answer questions related to the declaration.
- **Recovery:** The PIO is responsible for disseminating information on disaster recovery efforts, programs and the locations of disaster assistance centers. The PIO will also disseminate information for contacting agencies that assist with unmet needs.

Other

Each agency with responsibilities in this Function (whether government or non-government) will provide assistance in moving personnel and equipment to the incident per their standard operating procedures.

Additional resource needs such as fuel and other equipment is covered in the Logistics and Resource Support Annex (ESF 7).

Administration

Support

Requests for emergency assistance will be resolved at the lowest level direction and control facility with appropriate response resources capabilities. Unresolved assistance requests will normally flow upward from the City to the FNSB or the State EOC, and as required to other states or the federal government for assistance support.

Agreements and Understandings

Any agreements and understandings entered into for the purchase, lease, or other use of equipment and services, will be in accordance with the provision of laws and procedures.

The Proclamation of a Local Emergency by the City or a State Disaster issued by the Governor may suspend selected rules and regulations that affect support operations. The Emergency Management Coordinator will determine the specific impact of the situation and inform the functional group members.

Status Reports

Primary agencies will maintain status of all outstanding assistance requests and unresolved mission-related issues. This information will be summarized into periodic status reports at the EOC and submitted in accordance with applicable operating procedures.

Expenditures and Recordkeeping

Each functional agency is responsible for establishing administrative controls necessary to manage the expenditure of funds, and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines.

The first source of funds for expenditures by agencies in response to an emergency, imminent disaster, or recovery from a catastrophic incident, is to be from the local jurisdiction in which the disaster occurs.

After Action Reporting

Following the conclusion of any significant emergency event/incident or exercise, the primary agency representative will conduct a critique of the group activities during the event/incident/exercise.

Support agencies will provide written and/or oral inputs for this critique and the primary agency representative will consolidate all inputs into a final report and submit it to the City of Fairbanks Emergency Manager.

Attachment 1: Public Information and External Communications Function Checklist of Actions by Phase

This attachment is intended to be a stand-alone resource to guide activities for this function. During an operation it may be posted or distributed to serve as a job aid and tool for tracking progress.

Phase	Actions
Mitigation: Activities designed to prevent or lessen the effects of a hazard.	☐ Develop a campaign to promote the importance of maintaining adequate insurance. ☐ Provide information and increase awareness about safe rooms and other shelter methods. ☐ Promote preparedness information that will lessen the impact of disasters, such as having a disaster preparedness kit and family disaster plan. ☐ Establish contacts and develop working relationships with the media.
Preparedness: Activities designed to improve readiness capabilities.	☐ Identify all viable methods to reach the public including but not limited to radio, television, print media flyers, posters, brochures, informational booths and the Internet. ☐ Develop pre-scripted media releases and public advisories dealing with each hazard with the potential to affect the City of Fairbanks. ☐ Ensure adequate space and equipment is available for a JIC in a location in close proximity to the EOC. ☐ Ensure all relevant departments have trained staff to support the JIC. ☐ Make accommodations for 24-hour staffing. ☐ Ensure all local media outlets are pre-identified and contacts established. Brief them regularly on emergency public information procedures. ☐ Ensure emergency responders are familiar with public information procedures and know how and when to refer the media to the appropriate field, EOC, or JIC personnel for information. ☐ Develop and maintain this Annex as well as supporting Operating Procedures. ☐ Identify access and functional needs populations and be prepared to meet their emergency public information needs. ☐ Encourage media involvement in the exercise design process and planning.

Phase	Actions
Response: Activities designed to save lives, protect property and contain the effects of an event.	☐ Inform the public of health and/or safety concerns and ways to reduce or eliminate the associated dangers. ☐ Provide evacuation instructions and shelter locations. ☐ In coordination with the EOC or Incident Commander, release emergency information as dictated by the situation. ☐ Implement a proactive public information strategy to ensure the media's needs are being met. ☐ If the situation dictates, activate and staff the JIC. ☐ After coordination with the City of Fairbanks Emergency Management Coordinator (Fire Chief), release information regarding the emergency or disaster to other departments and agencies, the media and the public. ☐ Resolve any conflicting information and dispel rumors.
Recovery: Activities designed to ensure continued public safety and return the community to pre-disaster levels.	☐ Continue all emergency public information activities based on the circumstances and the organizations involved in the recovery efforts. ☐ Distribute information on what to do when returning to your damaged home and how and where to apply for different types of disaster assistance. ☐ Provide information regarding available disaster recovery programs and resources to the media and the public. ☐ Compile a written record of events, including any printed materials, news releases, tapes and clippings. ☐ Prepare reports and provide input for an after action report. ☐ Assess effectiveness of information and education programs.

Annex P – Volunteer & Donations Management (ESF 16)

ICS Area: Logistics

About This Annex

At the federal level “ESF 16 – Volunteer and Donations Management” does not exist. These activities are found imbedded in ESF 7 – Logistics Management and Resource Support. There are several organizational structures that may work well for Fairbanks. These include, but are not limited to:

- Volunteer and Donations Management as a subsection of Logistics Management and Resource Support. It would always be run as a Unit under the External Activities Support Branch.
- Volunteer and Donations Management as a separate Branch under the Logistics section.
 - Further separation can be made keeping Volunteer Reception and Volunteer Management activities separately managed from Donations Managed.
- Scaling the mission:
 - For smaller or more local incidents Volunteer and Donations activities remains a unit under the External Activities Support Branch.
 - For larger local incidents or incidents with an impact upon several jurisdictions or the whole region Volunteer and Donations Management is a separate Branch under the Logistics Section.

Fairbanks should discuss how Volunteer and Donations Management will be coordinated in the EOC during disaster response. The data presented in this annex will serve the jurisdiction regardless of how it elects to coordinate the mission areas within the ICS structure.

Functional Coordination

Functional Coordinator: City of Fairbanks Emergency Manager: (907) 450-6604 or Dispatch: (907) 450-6507

The City of Fairbanks Emergency Manager is the functional coordinator for all functions in the EOP. However, due to capacity and capability limitations, each function is subdivided into individual mission areas with agencies having primary and support responsibilities as indicated the in the table below.

Mission Area	Primary Agency	Support Agency	POC/Liaison
Coordinate Spontaneous (unaffiliated) Volunteers.	COF Human Resources Department and/or COF Volunteer Coordinator assigned to the EOC	American Red Cross (ARC)	P: 907- 450-6604 or Dispatch: 907-450-6507 S: 907-456-5937

Coordinate Affiliated Volunteer Groups e.g. Volunteer Organizations Active in Disasters (VOADs), Red Cross, Salvation Army, Community Emergency Response Teams (CERTs)	COF Human Resources Department and/or Volunteer Coordinator assigned to the EOC	ARC, local VOADs United Way	P: 907- 450-6604 or Dispatch: 907-450-6507 S: 907-456-5937 United Way: (907) 452-7211
Managed Financial and Material Donations	COF Finance Department and City Clerk's Office (Monetary Donations)	Salvation Army Local VOADs	P: 907- 450-6604 or Dispatch: 907-450-6507 S: Salvation Army: Fairbanks Corps (907) 452-3103

Purpose

This annex will outline methods to provide for the coordination, supervision, and operations of volunteers and donations through all phases of emergency response. The purpose of this annex is:

- To provide guidance for the coordination of volunteers responding to an emergency or disaster.
- To establish a consistent framework for coordinating with volunteer organizations supporting the response and recovery.
- To provide guidance for the coordination of goods donated in response to an emergency in an efficient and timely manner.
- To outline a volunteer and donations management program for the City of Fairbanks (COF) that can be implemented for large-scale, high-visibility disasters, or for smaller scale emergencies that may also generate a flow of unsolicited volunteer services and donated goods.

Scope

This functional annex is designed to provide a flexible organizational structure capable of meeting the varied requirements of many emergency scenarios with the potential to require the coordinated use of volunteers and the management of material and financial donations. Specific focus will be given to unaffiliated volunteers and unsolicited donations.

The Volunteer and Donations Management Annex is a functional annex to the EOP and to the extent possible, information contained in other sections of the EOP will not be repeated in this document.

This Annex applies to all relevant departments and agencies of the City of Fairbanks, along with the private sector, volunteer organizations, citizens, and tribal entities.

This Annex's contents also apply to coordination with support agencies that respond within the City of Fairbanks to an emergency or disaster and that may have responsibility involving the recruitment, processing, assignment, and/or management of volunteers.

It is not intended that this document supersede the internal operations plans and/or SOPs of each relevant agency.

This annex describes the overall coordination of City of Fairbanks affiliated volunteer organizations, affiliated volunteers, unaffiliated volunteers, and donated goods. The COF and affiliated organizations will respond in coordination with one another, to the best of their abilities, to emergencies or disasters occurring in the city or outside of the city as per existing Memoranda of Understanding.

Planning for every possible volunteer and/or donation contingency is beyond the scope of this Support Annex, but it will outline objectives that will provide for the greatest possible management and utilization of these resources.

The Volunteer and Donations Annex applies to all agencies and organizations with assigned emergency responsibilities in the EOP.

The City of Fairbanks has limited capabilities to respond to the identified mission areas as noted below. For all other Volunteer and Donations management needs, the City of Fairbanks will require mutual aid and requests for assistance (RFA) with area and federal fire departments, and in coordination with Fairbanks North Star Borough (FNSB) and the State of Alaska.

Mission Area	City of Fairbanks Capacity/Capability
Coordination of Spontaneous Volunteers	Notify Local VOADs Regarding Activation of Volunteer Response Missions. Establish Volunteer Reception Site in Cooperation With Local VOADs and Assign Unaffiliated Volunteers to Local VOADs. Develop And Deliver Public Messaging Regarding Disaster Volunteers.
Coordination of Affiliated Volunteer Groups	Develop and Maintain MOUs With Relevant VOADs. Coordinate Identification of Response Missions Requiring Volunteers With Appropriate VOAD groups with expertise in these areas. Identify Volunteers With Skill Sets Specific to Certain Response Missions, e.g. Medical Personnel, Heavy Equipment Operators Establish Liaisons With VOADs Through The EOC.

	Regularly Obtain Documentation Related to Volunteer Hours Worked and Mission Status.
Coordination of Donated Material Goods	Develop And Maintain MOUs With Relevant VOADs Notify Local VOADs regarding Activation of Material Donations Management Missions Coordinate and Support Any Agency Assigned With Lead Operational Mission For Material Donations Management Develop and Deliver Public Messaging Regarding Material Donations Management.
Coordination Of Monetary Donations	Develop And Maintain MOUs With Relevant VOADs. Establish Mechanism For Monetary Donations Management. Coordinate With Any VOAD Requesting Monetary Donations To Support Their Response Mission in the City of Fairbanks. Develop And Deliver Public Messaging Regarding Monetary Donations in Support of Emergency Response.

Concept of Operations (CONOPS)

The City of Fairbanks Emergency Operations Center (EOC) will serve as the central location for interagency coordination and executive decision-making. Smaller incidents may be coordinated from the Incident Command Post or through any agency that routinely deals with managing volunteers or donations without the need to activate the EOC.

Policy and coordination functions will be accomplished from the EOC, while tactical and operational decisions will be made in the field within the Incident Command (ICS)/National Incident Management System (NIMS) structure.

General

Volunteer and Donations Management operations in the EOC may include the following:

- **Volunteer Coordinator.** This may be a COF Human Resources Representative, or a pre-identified staff member from an agency that routinely deals with volunteers such as American Red Cross, Salvation Army, The United Way, and other local Volunteer Organizations Active in Disaster (VOAD).

- **Material Donations Coordinator.** This may be a local State of Alaska (SOA) Social Services Representative or a pre-identified staff member from an agency that routinely deals with material donations such as Salvation Army, or other local VOAD.
- **Financial Donations Coordinator.** This may be a representative from the City of Fairbanks Finance Department or a pre-identified staff member from an organization that routinely manages monetary donations.

***NOTE:** Relationships with financial institutions and/or VOAD agencies to manage the receipt and tracking of monetary donations must be in place and formalized in advance of a disaster. This relationship should be vetted by the City's legal counsel to ensure transparency and avoid any appearance of impropriety.*

- **Phone Bank**
- **Coordinated Media Relations Effort.** This effort should be coordinated through the designated Public Information Officer. More information can be found in **Annex O: Public Information and External Communications** of this EOP.
- **Effective Liaison** with other emergency support functions, state and federal government officials.
- **Facility Management Plan.** These plans may be identified in the SOPs of agencies that routinely manage material donations receipt and/or operate donations reception warehouses. Also, facilities identified in other City of Fairbanks or State of Alaska Emergency Response Plans may also be suitable for this operation.

Volunteers

Volunteer Reception

Volunteer Reception refers to the initial notification, intake and processing of volunteers. It also refers to any physical location designated to receive and process volunteers.

- The various VOADs in Fairbanks will manage the notification, intake and processing of their registered volunteers in accordance with their internal SOPs upon notification by the EOC that assistance is needed for response.
 - These agencies may include, but are not limited to:
 - The American Red Cross of Alaska:
<http://www.redcross.org/ak/anchorage/programs-services>
 - Alaska Division of the Salvation Army:
http://www1.usw.salvationarmy.org/usw/www_usw_alaska2.nsf
 - Alaska Volunteer Organizations Active in Disaster:
<http://www.akvoad.org/>

- VOADs with an assigned role in disaster response for the City of Fairbanks will provide documentation of volunteer processing and assignments to the COF EOC on a regular basis throughout response.
- VOADs with assigned roles in disaster response for the City of Fairbanks will conduct appropriate vetting and background checks of their volunteers per their SOPs. All volunteers will be vetted prior to assignment to any response function.

Unaffiliated Volunteers

Unaffiliated Volunteers refer to spontaneous volunteers who will self-present, either on-scene or to the EOC to offer their assistance in response. A disorganized influx of unaffiliated volunteers can create a secondary disaster if unskilled people attempt to provide assistance in potentially hazardous environments, or if individuals with backgrounds that would preclude them working with certain populations present without appropriate vetting. Strategies for dealing with unaffiliated volunteers include:

- **Public information messaging.** This should, early in response, include messaging regarding volunteers.
 - Instructions to the public NOT to self-deploy.
 - Instructions regarding volunteering with VOADs.
 - If volunteers with specific skill sets are needed, e.g. medical personnel, heavy equipment operators, chain saw operators, or logistics management personnel, instructions should include
 - Where these people can call for assignment,
 - What credentials, gear, and personal items to bring with them
 - Estimated duration of assignment and expected accommodations.
 - Location of any designated Volunteer Reception Center.
- **Assignment to organized VOADs.** To the extent possible, unaffiliated volunteers should be rapidly triaged for skills, capabilities, and limitations and referred to appropriate VOADs.
- **Volunteer Reception Center.** The City of Fairbanks may establish a Volunteer Reception Center to manage any unaffiliated volunteers.
 - Select a location suitable for the task. A suggested floor plan is included in this Annex as Attachment 2.
 - Sample Forms for use in a Volunteer Reception Center are included in this Annex as Attachment 3.
 - Designate staff to run this operation.

Volunteer Management

Volunteer Management refers to the tracking of volunteers and their hours assigned to specific missions. Goals include ensuring volunteer safety and care (e.g. not allowing them to work unreasonable hours or days on end without respite) and coordination with all agencies to capture hours worked by all volunteers. This becomes important when applying for reimbursement through State and Federal programs.

The City of Fairbanks, in partnership with voluntary organizations, are responsible for developing plans that address the management of unaffiliated volunteers during disaster response and recovery. To the extent possible, The City of Fairbanks should allow VOADs that routinely manage volunteers and volunteer missions to assume the bulk of this task.

Donations Management

Monetary Donations

The City Clerk should coordinate management of unsolicited monetary donations.

While Donations Management typically falls under the Logistics Section in the EOC, it may be feasible for the COF EOC to assign this task to the Finance Section, via the City Clerk, given potential manpower restrictions.

The COF Finance Department and the Clerk's Office are responsible for developing financial donations management plans and managing the funds according to City, State, and Federal laws.

Material Donations

Management of unsolicited donated goods involves a cooperative effort by local and voluntary and community-based organizations, the business sector and the media. The influx of unsolicited material donations can present significant challenges.

- Well-meaning people may donate goods inappropriate to the specific incident or in excess of need.
- Some people will see this as an opportunity to clean out the closets or garage, donating unusable items.
- Space to warehouse, sort, and distribute donated items may be very limited. Resources to track and transport these items may also be in very short supply during a disaster.

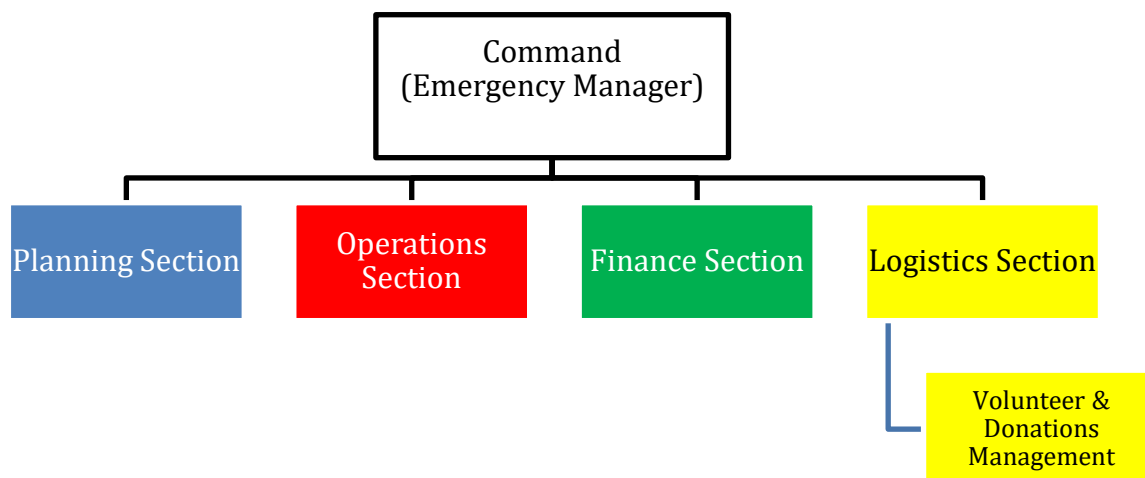
To the extent possible, the COF should establish relationships and MOUs with local agencies that routinely manage material donations and assign them the lead responsibility for material donations management in accordance with their internal SOPs. COF should support these organizations with logistics, transportation, and volunteer labor assets as needed. This coordination will be managed through the EOC.

Public messaging should be developed to inform the public of the following:

- Donation preference for monetary donations to specific organizations active in the disaster response or gift cards, such as to grocery stores or hardware stores as needed.
- What, if any, material items are needed.
- What items are NOT accepted
- Whether shelf-stable food will be accepted.
 - If so, COF should consider partnering with a local food bank to manage the receipt and distribution of food. This can be coordinated with the lead of the Agriculture, Natural Resources, and Nutritional Support function and with the lead of the Mass Care function as necessary.
- Where material donations will be accepted, during what hours and on which days.
- The cut-off date for material donations.
- Whether receipts for donations will be provided for tax purposes. Messaging should include verbiage stating that receipts for donations will not be issued retroactively.

Organization

The City of Fairbanks Emergency Operations Center (EOC) will serve as the central location for interagency coordination and executive decision-making, including all activities associated with Volunteer and Donations Management. As indicated in the base EOP, the City of Fairbanks EOC is organized along the Incident Command System Structure, with Volunteer and donations management aligned as shown in the figure on the following page.



Notifications

The COF EOC is responsible for notifying any partner VOADs of activation of the EOC and potential needs in the Volunteer and Donations Management functional area.

The COF EOC is responsible for activating call-down and notification systems to call in any city-affiliated volunteers.

Upon notification of activation, VOADs with a volunteer or donations management response mission in the incident will manage the call-down and notification of their affiliated volunteers according to their internal SOPs. They will notify the EOC with information regarding the status of their call-down and how many volunteers they expect to be able to field.

Direction and Control

All Volunteer and Donations Management activities will be coordinated through the Fairbanks Emergency Operations Center, or Incident Command Post.

Organizations tasked with Volunteer and Donations Management operational responsibilities will utilize their internal plans and SOPs to manage their response, coordinating with the COF EOC for support.

VOADs will make recommendations for requests for state or federal assistance through the EOC. They will inform the EOC of any assistance being provided to them from their State or Federal level parent organizations.

VOADs will provide the EOC with requested volunteer tracking information on a regular basis as established by the Volunteer and Donations Management lead in the EOC.

Responsibilities**All Tasked Agencies**

- Work with each other to pre-identify potential sites and facilities to manage donated goods/resources being channeled into the disaster area; and;
- Develop public messaging regarding volunteers, material donations, and monetary donations.
- Identify the necessary support requirements to ensure the prompt establishment and operation of these facilities and sites.
- Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions/mission areas.
- Provide ongoing status reports as requested.
- When requested, deploy a representative to the EOC to assist with Emergency Management activities.
- Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.

- Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work in the event that reimbursement from State and Federal government becomes available.
- Maintain up-to-date rosters for notifying personnel and 24-hour EOC staffing capabilities.
- Perform other emergencies responsibilities as assigned.

Each and every agency, department, office and division of City of Fairbanks government is charged with development of and assistance in their respective Function. Each of these entities as well as private industry and other public and private agencies that have responsibilities for the public should maintain and periodically test, review and update their Functional Annex.

City of Fairbanks Emergency Management

- Be the primary coordinating agency for this ANNEX in matters pertaining to resources and services;
- Identify and be prepared to set up and staff a City Receiving Point, staging areas, and distribution points, if required;
- Develop procedures to manage donated goods and services to include receiving, sorting, prioritizing, sorting, and distributing them during an emergency situation.
- Coordinate with volunteer organizations in the City to support this Annex and assist with staffing the Receiving Point and Points of Distribution.
- Coordinate with the Emergency Management Coordinator for Amateur Radio support to the Receiving Point, staging areas, and Points of Distributions, as a primary or backup method of communication;
- Arrange for training and exercising of personnel and equipment; and
- Keep accurate records of donated, stored, and distributed goods; or expenditures in support of this Annex for possible reimbursement or auditing requirements.

American Red Cross (or assigned local VOAD)

- In coordination with COF Volunteer and Donations Management lead in the EOC, Be the primary coordinating agency for matters pertaining to volunteers;
- Develop procedures for identifying requirements for volunteers to support City organizations during emergency operations and a process to register, account for, manage, and assign volunteers to appropriate positions.
- Be prepared to register and assign volunteers to support City of Fairbanks organizations during emergency operations, as required;
- Maintain a comprehensive list of volunteers that are available to assist in support of this annex;

- Coordinate emergency operations with the EOC, when activated.

Salvation Army (or assigned local VOAD)

- Establish and operate a site or sites for the management of material donations;
 - Reception/sorting/warehousing
 - Distribution
- Keep accurate records of donated, stored, and distributed goods; or expenditures in support of volunteers for possible reimbursement or auditing requirements;
- Coordinate emergency operations with the EOC, when activated.

Administration

Support

Requests for assistance with Volunteer and Donations Management will be resolved at the lowest level direction and control facility with appropriate response resources capabilities. Unresolved assistance requests will normally flow upward from the City to the FNSB or the State EOC, and as required to other states or the federal government for assistance support.

Agreements and Understandings

All other agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.

The Proclamation of a Local Emergency by the City or a State Disaster issued by the Governor may suspend selected rules and regulations that affect support operations. The Emergency Manager will determine the specific impact of the situation and inform the functional group members.

Status Reports

Primary agencies will maintain status of all outstanding assistance requests and unresolved mission-related issues. This information will be summarized into periodic status reports at the EOC and submitted in accordance with applicable operating procedures.

Expenditures and Recordkeeping

Each functional agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines.

The first source of funds for expenditures by agencies in response to an emergency, imminent disaster, or recovery from a catastrophic incident, is to be from the local jurisdiction in which the disaster occurs.

After Action Reporting

Following the conclusion of any significant emergency event/incident or exercise, the primary agency representative will conduct a critique of the group activities during the event/incident/exercise.

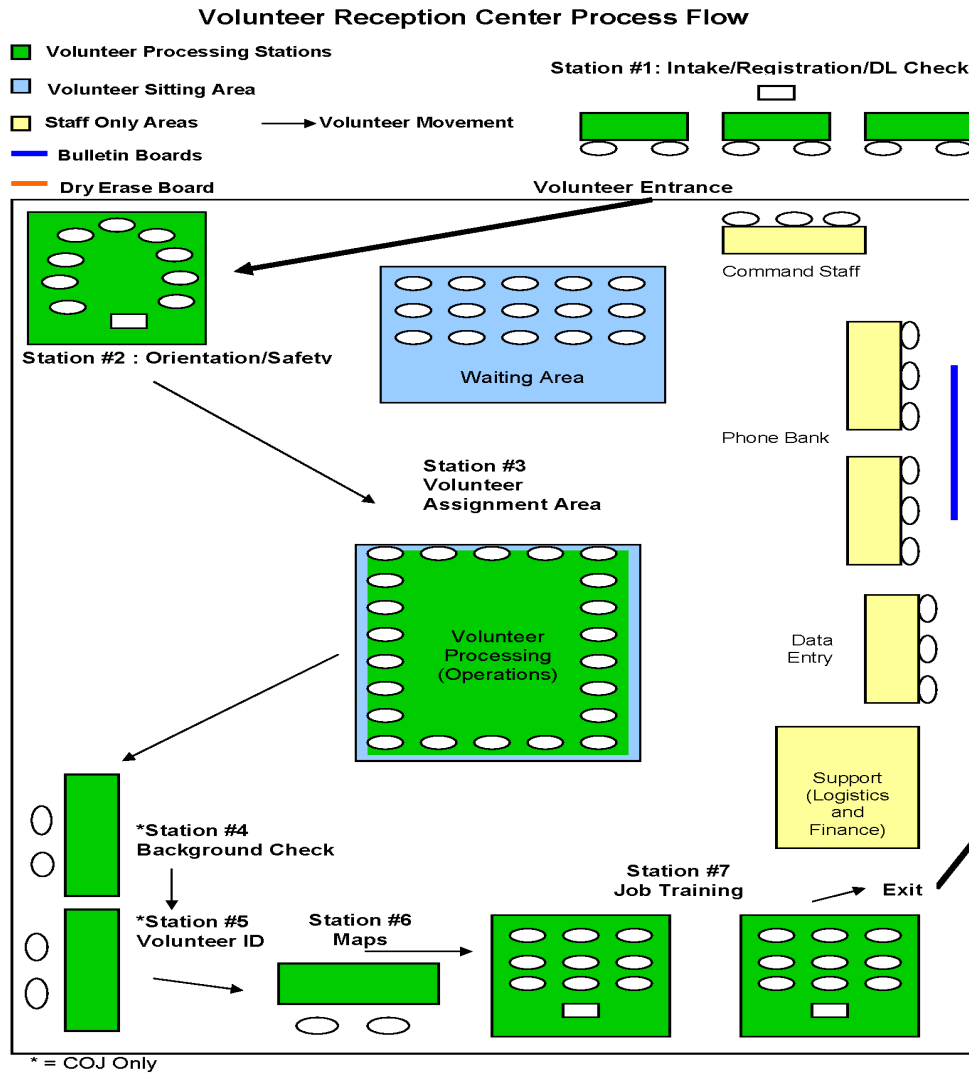
Support agencies will provide written and/or oral inputs for this critique and the primary agency representative will consolidate all inputs into a final report and submit it to the City of Fairbanks Emergency Manager.

Attachment 1: Emergency Management Checklist of Actions by Phase

This attachment is intended to be a stand-alone resource to guide activities for this function. During an operation it may be posted or distributed to serve as a job aid and tool for tracking progress.

Phase	Actions
Mitigation: Activities designed to prevent or lessen the effects of a hazard.	☐ Participate in the hazard identification process and identify and correct vulnerabilities. ☐ Develop emergency preparedness programs and present them to the public.
Preparedness: Activities designed to improve readiness capabilities.	☐ Identify agencies external to COF that may be the best choice to take the lead in volunteer and/or donations management operations during a disaster. ☐ Pre-identify sites for volunteer reception and donations management activities. ☐ Develop SOPs/field guides for operation of volunteer reception sites and donation management sites. If these plans exist with VOAD or other agencies, make the plans available to COF Emergency management. ☐ Maintain this Functional Annex and its attachments. ☐ Ensure City personnel and partner agencies and organizations are provided with opportunities to take emergency operations and ICS training. ☐ Develop and maintain standard operating procedures and checklists to support Emergency Management activities. ☐ Ensure notification and call-up lists are current. ☐ Develop emergency exercises/drills to support Volunteer and Donations Management activities.
Response: Activities designed to save lives, protect property and contain the effects of an event.	☐ Activate the EOC and notify City and Volunteer and Donations Management partner agencies, Borough, and State officials as needed. ☐ Request mutual aid as needed. Partner VOADs requesting assistance from their State or National parent organizations should apprise the EOC of this. ☐ Request assistance from Alaska Emergency Management through Fairbanks North Star

Phase	Actions
	Borough, if dictated by the situation. ☐ Coordinate the activities of all responding agencies. ☐ Conduct other specific response actions as dictated by the situation. ☐ Begin planning for demobilization.
Recovery: Activities designed to ensure continued public safety and return the community to pre-disaster levels.	☐ Continue to coordinate the activities of all responding agencies as they collate data on response and return to steady-state operations. ☐ Establish mechanism for removal of unwanted donated items. These may be donated to other organizations or disposed of. ☐ Support community recovery activities. ☐ Formally thank volunteers, volunteer agencies, and donors for their support. ☐ Schedule after-action briefings and develop after-action reports. ☐ Develop and implement mitigation strategies based on after-action review of volunteer and donations operations. ☐ Make necessary changes in this Functional Annex and supporting plans and procedures.

Attachment 2: Volunteer Reception Center Example Floor Plan


Attachment 3: Sample Volunteer Reception Center Forms

Signage

This is a general list of signage that may be needed. City of Fairbanks personnel assigned to this mission area should review and select which signs are appropriate to City of Fairbanks.

You will need one sign, unless otherwise specified, for each of the station or directional signs shown in the left column. All signs should be laminated and large enough to be read from across a large room.

SIGNS NEEDED	WHERE TO POST
Disaster Volunteer Reception Center (2)	On street visible from either direction
Station #1 Registration/Interview	Registration / Interview area
Enter	Volunteer Entrance to VRC
Station #2 Safety Briefing	Briefing area visible from Volunteer Entry
Station #3 Volunteer Assignment, plus signage for each agency represented in the Operations Section (Volunteer Affiliation.	Data Coordination visible from Station #2
*Station #4 Background Check	Background Check area visible from Station #3
*Station #5 Volunteer I.D.	Safety Training visible from Station #4
Station #6 Maps	
Station #7 Job Training	Job Training visible from Station #5
Exit	Exit visible from Stations #5 and #6
Staff Only (1+ as needed)	Staff rest area, areas off limits to spontaneous
Phone Bank	Agency Coordination area
Supplies (Staff Only)	Door of a secure storage area
Public Information Officer	Public Information Officer's Table
Transportation to Worksite	At exit to transportation staging area
Large arrows that can be used for either direction as needed. These are not needed between VRC stations, but may be needed in conjunction with the Transportation sign or others.	

Emergency Operations Volunteer Registration Form

(Please print clearly. Submit at Volunteer Reception Center or email/fax (see reverse))

Mr. ___ Mrs. ___ Ms. ___ Name _____ Birth Date _____ Day Phone _____
 E-mail address _____ Evening Phone _____
 Home Address _____ City _____ ST _____ Zip _____
 Emergency Contact _____ Relationship _____ Emergency Phone _____
 Your Occupation _____ Employer _____
 Business Address _____ City _____ ST _____ Zip _____
 Are you a year-round resident? ___ Yes ___ No Months you are available _____
 If you have any health limitations, please explain _____
 I am willing to volunteer in: ___ this city ___ a neighboring city/Borough ___ anywhere in the state ___ anywhere in the U.S.
 Are you currently affiliated with a disaster relief agency? If yes, name of agency: _____
 Special skills and/or vocational/disaster training: _____

SKILLS: Please check all that apply.

MEDICAL

___ Doctor – Specialty: _____
 ___ Nurse – Specialty: _____
 ___ Emergency medical cert.
 ___ Mental health counseling
 ___ Veterinarian
 ___ Veterinary technician

COMMUNICATIONS

___ CB / ham operator
 ___ Hotline operator
 ___ Cell phone
 # _____
 ___ Satellite phone
 # _____
 ___ Public relations
 ___ Web page design
 ___ Public speaker

Language other than English:

___ French
 ___ German
 ___ Italian
 ___ Spanish
 ___ Russian
 ___ Creole

OFFICE SUPPORT

___ Clerical – filing, copying
 ___ Data entry – Software: _____
 ___ Phone receptionist

SERVICES

___ Food
 ___ Assistance to elderly.
 ___ Child care
 ___ Spiritual counseling
 ___ Social work
 ___ Search and rescue
 ___ Auto repair/towing
 ___ Traffic control
 ___ Crime watch
 ___ Animal rescue
 ___ Animal care
 ___ Runner
 ___ Functional needs
 support _____

STRUCTURAL

___ Damage assessment
 ___ Metal construction
 ___ Wood construction
 ___ Block construction
 Cert. # _____
 ___ Plumbing
 Cert. # _____
 ___ Electrical
 Cert. # _____
 ___ Roofing
 Cert. # _____

TRANSPORTATION

___ Car
 ___ Mini van
 ___ Maxi-van, capacity _____
 ___ ATV
 ___ Own off-road veh/4wd
 ___ Own truck, description: _____
 ___ Own boat, capacity _____
 Type: _____
 ___ Commercial driver
 Class & license #: _____
 ___ Camper/RV, capacity
 & type: _____
 ___ Wheelchair transport

LABOR

___ Loading/shipping
 ___ Sorting/packing
 ___ Clean-up
 ___ Operate equipment –
 Types: _____
 ___ Have experience
 supervising others

EQUIPMENT

___ Chainsaw
 ___ Backhoe
 ___ Generator
 ___ Other: _____

Office Use Only

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐

Professional License

Type: _____ Lic.# _____ State: _____

Emergency Operations Volunteer Registration Form

(Side two)

Release of Liability and Consent to Background Check / Release of Confidential Information Statement

I understand that I am agreeing to participate in a potentially hazardous, dangerous and/or physically strenuous activity.

I, for myself and my heirs, executors, administrators and assigns, hereby release, indemnify and hold harmless the City of Fairbanks, Alaska or other agency(ies) or entity(ies) to which I am or may be assigned, the organizers, sponsors and supervisors of all event preparedness, response and recovery activities from all liability for any and all risk of damage or bodily injury or death that may occur to me (including any injury caused by negligence), in connection with any volunteer effort in which I participate. I likewise hold harmless from liability any person transporting me to or from any volunteer activity. In addition, event officials have permission to utilize any photographs or videos taken of me for publicity or training purposes. I will abide by all safety instructions and information provided to me during my volunteer efforts.

Further, I expressly agree that this release, waiver, and indemnity agreement is intended to be as broad and inclusive as permitted by the City of Fairbanks, the State of Alaska and the United States of America, and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

I have no known physical or mental condition that would impair my capability to participate fully, as intended or expected of me.

I understand that I may be operating in hazardous conditions or perform physically strenuous work and will follow all safety guidelines. I will notify my supervisor immediately if I cannot perform these tasks.

I consent to a background check and authorize release of any relevant confidential information to the appropriate authorities.

I have carefully read the foregoing release and indemnification, consent to background check, and release of confidential information statements and understand the contents thereof and sign this release as my own free act. By signing below, I certify that all information I have provided as part of this Volunteer Application process is true and accurate to the best of my knowledge.

Print name: _____ SSN: ____-____-_____

DOB: _____ Gender: _____ Race: _____ DL#: _____ State: _____

Have you ever been convicted of a misdemeanor? Yes ☐ No ☐ If Yes, explain. _____

Have you ever been convicted of a felony? Yes ☐ No ☐ If Yes, explain. _____

Signature _____ Date _____

Guardian, if under 18 _____ Date _____

Volunteer's credentials were recorded as presented. Verification of credentials and any background check required are the responsibility of the receiving agency. This volunteer was referred to the following agency:

Date _____ Need # _____ Agency _____ Contact Name _____ Contact's phone # _____

ORDINANCE NO. 6326

**AN ORDINANCE AMENDING FAIRBANKS GENERAL CODE
SEC. 14-433 ROTATION TOW LIST ELIGIBILITY REQUIREMENTS**

WHEREAS, the City of Fairbanks desires to protect citizens by regulating basic standards and fees for companies participating in the rotation tow list, for towing companies providing nonconsensual towing services, and for companies bidding on the City's towing and impound contract; and

WHEREAS, Ordinance Number 6312, As Amended, adopted on April 14, 2025, added that a towing company must have a secured and monitored impound lot within 10 miles driving distance from Fairbanks City Hall available by October 31, 2025 to be eligible for the rotation tow list; and

WHEREAS, the intent of the new requirement was to safeguard citizens' interests, not create unnecessary obstacles for local businesses.

NOW, THEREFORE, BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF FAIRBANKS, ALASKA, as follows:

Section 1. Fairbanks General Code Sec. 14-433 is hereby amended as follows [new text in **bold/underline** font; deleted text in ~~striketrough~~ font]:

Sec. 14-433. Rotation tow list eligibility requirements.

(a) To be placed on the City rotation tow list, a towing company must:

1. Have a Master Operator's License and a City business license.
2. Be available to respond to calls for service 24 hours per day.
3. Maintain insurance minimums required by the City.
4. Have a secured and monitored impound lot within 10 miles driving distance from Fairbanks City Hall available by ~~October 31, 2025~~ **July 1, 2026**.

(b) A towing company may not, in response to a rotation tow list call for towing services, subcontract those services to another towing company.

(c) A towing company may be removed from the rotation tow list if it is continually non-responsive or if the City receives an unreasonable number of customer complaints for failure to comply with the requirements set forth in this Article.

Section 2. The effective date of this ordinance is six days after adoption.

David Pruhs, City Mayor

AYES:
NAYS:
ABSENT:
ADOPTED:

ATTEST:

APPROVED AS TO FORM:

D. Danyielle Snider, MMC, City Clerk

Thomas A. Chard II, City Attorney

ORDINANCE NO. 6327

**AN ORDINANCE ENACTING FAIRBANKS GENERAL CODE
CHAPTER 25 EMERGENCY OPERATIONS**

WHEREAS, Alaska Statute 26.23.140 *Local disaster emergencies* authorizes local political subdivisions to address emergencies; and

WHEREAS, the City intends to enact national best practices related to disaster preparedness and emergency operations to better serve the community during times of crisis.

NOW, THEREFORE, BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF FAIRBANKS, ALASKA, as follows:

SECTION 1. The Fairbanks General Code is amended adding a new chapter, Chapter 25 Emergency Operations, as follows:

Chapter 25 – EMERGENCY OPERATIONS

ARTICLE I. EMERGENCY DECLARATION

Sec. 25-1. State of Emergency Definition

A state of emergency is defined as: Any natural disaster or manmade calamity, including flood, fire, weather event, earthquake, riot, or explosion within the city or immediately threatening inhabitants of the city, which has or may result in the death, injury, or the destruction of property to such an extent that extraordinary measures must be taken to protect public order, safety and welfare.

Sec. 25-2. Authority to issue, amend, and rescind an emergency proclamation

- a. **Whenever the mayor determines that a state of emergency as defined in section 25-1 exists, he or she may declare by proclamation the existence of the emergency. The proclamation may cover the prevention, response, and recovery phases of the emergency. The mayor may subsequently amend the proclamation; however, both the original proclamation and any subsequent amendments must include an indication of the nature of the emergency, the area threatened or affected, the conditions that have brought the emergency about, and the conditions that make possible the termination of the emergency.**
- b. **Additionally, the mayor has the power to impose by proclamation any regulations, warnings, advisories, orders, and penalties necessary to prevent disorder and forestall or mitigate imminent or existing danger to public health, safety, or property. At all times when the declaration of the emergency is in effect, regulations made pursuant to this Article supersede existing ordinances, rules, orders,**

regulations, contractual obligations, and policies to the extent that there is a conflict or inconsistency therewith. If entry into private and/or public property is necessary to mitigate the disaster, all persons authorized to carry out emergency measures are authorized to enter the property to perform appropriate tasks without the consent of the owners of the land or buildings.

- c. The mayor may rescind the declaration of an emergency at any time by proclamation.
 - (1) Any proclamation declaring an emergency, providing an amendment, imposing regulations, or rescinding the declaration of emergency must: be given promptly, publicly announced, and widely disseminated publicly through applicable media outlets and with copies of the proclamation available at City Hall or designated public place(s); and
 - (2) be filed with the Alaska Division of Homeland Security and Emergency Management and City clerk in accordance with AS 26.23.140 and be disseminated to Council Members.
- d. The proclamation activates the City's Emergency Operations Plan (EOP). The EOP was adopted by resolution and is reviewed, amended, and published periodically by the City administration.
- e. The state of emergency may remain in place for up to seven days unless the city council extends the state of emergency by resolution.
- f. The city council by resolution may declare that the emergency no longer exists.

ARTICLE II. EVACUATION/SHELTER IN PLACE/CURFEW ORDERS; PENALTIES; APPEALS

Sec. 25-3. Evacuation/shelter in place orders/curfew orders

- a. The mayor or fire chief may issue evacuation advisories, warnings, and orders along with prescribed routes and preferred destinations to prevent the loss of life during an emergency affecting a specific area.
- b. The mayor or fire chief or police chief may issue temporary shelter in place advisories, warnings, and orders to prevent the loss of life during an emergency.
- c. The mayor or fire chief or police chief may issue curfew orders during an emergency.

Sec. 25-4. Penalties and appeals

- a. The mayor may establish penalties not to exceed \$500 for violating emergency regulations and orders.

- b. Any person assessed with a fine related to an emergency order may seek administrative relief from the city mayor or chief of staff who may waive penalties in whole or in part. Any person not satisfied with the appeal decision may appeal to the city council within 30 days of the decision.

ARTICLE III. RESOURCE MANAGEMENT

Sec. 25-5. Declared emergency procurement procedures

- a. Following a declared state of emergency, the mayor or mayor's designee may award contracts and make purchases up to \$1,000,000 to mitigate imminent threat to life or property.
- b. A detailed report of emergency procurements made during a declared emergency will be provided to the city council at each city council meeting or work session until the emergency has concluded.
- c. Emergency procurement related to a declared state of emergency will follow emergency purchasing standards established in Sec. 54-246.
- d. The city council may award contracts that exceed the mayor's emergency authority through a resolution.
- e. The city council may appropriate additional funds for emergency procurement through an ordinance. During a declared emergency in accordance with Sec. 3.6 of the City of Fairbanks Charter, the city council may motion for suspension of the rules, and upon the unanimous affirmative vote of all members in attendance any ordinance may be introduced, amended and adopted during that single meeting.

Sec. 25-6. Hiring of personnel pursuant to a declared emergency

- a. Following a declared state of emergency, the mayor or mayor's designee may recruit and hire temporary employees to mitigate imminent threats, to maintain crucial City operations, or to assist in recovery efforts.
- b. Only the city council may extend the service of the temporary employees beyond the declared emergency.
- c. The total combined wages and benefits of all temporary employees hired for the emergency cannot exceed \$250,000 without approval from the city council.

ARTICLE IV. INCIDENT MANAGEMENT

Sec. 25-7. Off-site incident management

- a. During a declared state of emergency, the mayor and/or chief of staff has the authority to make strategic decisions, develop policy, commit resources, obligate funds, and command the human resources necessary to protect the population, mitigate threats, stop the spread of damage, and preserve the environment.
- b. In a multiagency or multijurisdictional emergency event, the mayor, chief of staff, or other designee(s) may represent the City in appropriate Multiagency Coordination Groups (MAC), policy groups, advisory councils, or similar coordination entities.
- c. The mayor, chief of staff, or fire chief (acting as the emergency manager) may direct the initiation of a virtual or physical Emergency Operations Center (EOC) to facilitate strategic planning, to consolidate/analyze/share information, to approve/allocate/track resources, to increase coordination, and to provide policy direction related to the declared emergency. At a minimum an EOC will have finance, logistics, operations, and planning/intelligence components.
- d. The mayor, chief of staff, or public information officer may establish a virtual or physical information center to facilitate public affairs functions during a declared emergency.
- e. The mayor or chief of staff will delegate authorities as appropriate to the on-site incident commander.

Sec. 25-8. On-site incident management

- a. During a declared state of emergency, the mayor or chief of staff may delegate authority to an incident commander. The incident commander may be authorized to oversee on-scene operations, make tactical decisions, set on-scene priorities, request additional support, relay relevant information, command resources, and lead other functions as needed to address the emergency.
- b. An incident commander does not have to be the most qualified or senior ranking person on the scene, but should have known leadership/supervisory skills, a clear understanding of their authorities, and a deep knowledge of City policies and code.
- c. The mayor or chief of staff may use a predesignated incident commander(s). Predesignated incident commanders are capable of rapidly assuming command due to their senior position, knowledge, and skill. The following personnel are considered to be predesignated incident commanders and will be prepared to assume the role of incident commander: fire chief, assistant fire chief, police chief, deputy police chief, and public works director. Predesignated incident commanders will be experts in

their respective fields, be accustomed to leading large groups with complex tasks, and will have a general understanding of the Incident Command System (ICS).

- d. **The responsibility and authority of command may be transferred from one incident commander to another as the emergency progresses. The transfer of command should be done in a way that minimizes any disruption to on-going emergency operations.**
- e. **The incident commander may establish an Incident Command Post (ICP).**
- f. **In multijurisdictional responses, the incident commander may participate in a Unified Command with other incident commanders.**

SECTION 2. The effective date of this ordinance is six days after adoption.

David Pruhs, City Mayor

AYES:
NAYS:
ABSENT:
ADOPTED:

ATTEST:

APPROVED AS TO FORM:

D. Danyielle Snider, MMC, City Clerk

Thomas A. Chard II, City Attorney

FAIRBANKS NORTH STAR BOROUGH
Chena Riverfront Commission
April 23, 2025
12:02 p.m.

A. CALL TO ORDER

A regular meeting of the Chena Riverfront Commission was held Wednesday, April 23, 2025, in the Mona Lisa Drexler Assembly Chambers of the Juanita Helms Administration Center, 907 Terminal Street, Fairbanks, Alaska.

B. ROLL CALL

There were present:

Julie Jones	Buki Wright
Kevin Fraley	Christy Everett
Annette Freiburger	Robert Henszey, Vice-Chair
Wade Binkley, Chair	

Comprising a quorum of the Commission, and

Sue Sprinkle, City of Fairbanks Representative, Ex Officio Member
Kellen Spillman, Community Planning Director, Ex Officio Member
Kimberly Diamond, Parks Project Coordinator, Ex Officio Member
John Netardus, AK DOT&PF Representative, Ex Officio Member
Adam Pruett, Flood Plain Administrator
Allison Donovan, Assistant Clerk I
Robert Burgess, Alaska Department of Environmental Conservation Representative
Travis Donovan, Michael Baker International Representative

Excused

Josephine Morgan

C. MESSAGES

C.1. Chair's Comments

Chair Binkley welcomed the new Clerk, gave thanks and well wishes to Clerk Mahaffey, and asked commissioners to stay engaged during today's presentations.

MESSAGES – continued

C.2. Citizens' Comments - limited to three (3) minutes

C.2.a. Agenda items not scheduled for public hearing

NONE

C.2.b. Items other than those appearing on the agenda

NONE

C.3. Disclosure and Statement of Conflict of Interest

NONE

D. APPROVAL OF AGENDA AND CONSENT AGENDA

Approval of the consent agenda passes all routine items indicated by asterisk (*) on the agenda. Consent agenda items are not considered separately unless any commission member or citizen so requests. In the event of such a request, the item is returned to the general agenda.

FREIBURGER,
Seconded by JONES

moved to approve the agenda and consent
agenda as read.

VOTE ON MOTION TO APPROVE THE AGENDA AND CONSENT AGENDA AS READ.

Yeses:

Fraleley, Jones, Freiburger, Everett, Wright,
Henszey, Binkley

Noes:

None

MOTION CARRIED

7 Yeses, 0 Noes

E. MINUTES

E.1. *Chena Riverfront Commission meeting minutes from January 22, 2025.

Without objection this measure was read by title and approved under the consent agenda.

F. REPORTS

F.1. Communications to the Chena Riverfront Commission.

Kellen Spillman, Community Planning Director, welcomed Commissioner Morgan who had a scheduling conflict for this meeting, reported on an application for a rezone that will need to come before the commission, and commented on the Downtown Market starting this summer in the Golden Heart Plaza.

F.2. Update from Adam Pruett, Flood Plain Administrator, on the Chena Riverfront Commission project list.

Adam Pruett, Flood Plain Administrator, had no update to provide.

F.3. Updates from Sue Sprinkle, City of Fairbanks Representative, on City of Fairbanks riverfront projects.

Sue Sprinkle, City of Fairbanks Representative, provided updates on the Polaris project, Portland Loo installation, and landscaping of area between the Cushman Street Bridge and Yukon Quest Office.

F.4. Updates from John Netardus, AK DOT&PF Representative, on Alaska Department of Transportation and Public Facilities (AK DOT&PF) riverfront projects.

John Netardus, AK DOT&PF Representative, provided updates on the following:

- Project schedules.
- Potential for tribal funding projects.
- Minnie Street Bridge reconstruction.
- Bridge scuppers.

G. NEW BUSINESS

G.1. Presentation by representatives of the Alaska Department of Environmental Conservation on contaminants near the Chena River, to include a discussion.

Robert Burgess, Alaska Department of Environmental Conservation (ADEC) Representative, presented on Spill Prevention and Response (SPAR) programs and resources, shared the Contaminated Sites GIS Map, common contaminants, liability determination, cleanup and oversight costs.

NEW BUSINESS – continued

Commissioners questioned and discussion ensued on the following:

- Cleanup complete versus closed with institutional controls.
- Fort Wainwright OU-5 sites.
- Pore water and surface water sampling.
- Types of per- and polyfluoroalkyl substances (PFAS).
- Eco-scoping guidance.

G.2. Presentation by Travis Donovan, Michael Baker International Representative, on the Pioneer Park Boat Launch project, to include questions and answers.

Travis Donovan, Michael Baker International Representative, presented on preliminary design concepts to improve bank area use, challenges involving soil or lack of space, feedback they have received from current users and future open house events to bring in more input.

Kellen Spillman, Community Planning Director, provided information on:

- Adoption of the Pioneer Park Masterplan in 2021.
- Parking lot size and lack of riverfront access.
- Project mostly grant funded.

Commissioners questioned and discussion ensued on the following:

- Boat launch location.
- ADA compliant ramps.
- Materials used in design concept.
- Riverbank protection.
- Parking lot capacity.
- Integration of current Pioneer Park operations.
- Project timeline.

G.3. Presentation by Adam Pruett, Flood Plain Administrator, on the Federal Emergency Management Agency (FEMA) map adoption process, to include questions and answers.

Adam Pruett, Flood Plain Administrator, provided a presentation on how risk maps have evolved, benefits to homeowners outside the flood plain with insurance cost savings and ease of development, timeline to effective maps and public outreach.

Discussion ensued on the following:

- Neighborhoods negatively impacted by this updated map.
- Improvements to elevation data accuracy.

H. EXCUSE FUTURE ABSENCES

None

I. COMMISSIONERS' COMMENTS/COMMUNICATIONS

Commissioner Jones appreciated Mr. Burgess presenting the contaminated sites website, asked he be welcomed back, and would like monthly meetings to resume due to workload.

Commissioner Fraley echoed Commissioner Jones' appreciation for the presentation of the contaminated sites webpage.

Commissioner Henszey gave praise to Chair Binkley for a job well done in his first meeting as Chair.

J. ADJOURNMENT

There being no further business to come before the Chena Riverfront Commission, the meeting was adjourned at 1:52 p.m.

Approved: 07/23/2025



CLAY STREET CEMETERY COMMISSION
REGULAR MEETING MINUTES – August 6, 2025
HELD VIA ZOOM WEBINAR AND
IN FAIRBANKS CITY COUNCIL CHAMBERS
800 CUSHMAN STREET, FAIRBANKS, ALASKA



The Clay Street Cemetery Commission convened at 5:08 p.m. on the above date to conduct a Regular Meeting in the City Council Chambers, 800 Cushman Street, Fairbanks, Alaska, and via teleconference, with **Chair Aldean Kilbourn** presiding and the following Commission members in attendance:

Members Present: George Dalton, Seat A
Jessica Desmond, Seat B
Aldean Kilbourn, Seat C
Janet Richardson, Seat D (remotely)
Julie Jones, Seat E
Karen Erickson, Seat F
Amy Stratman, Seat G

Absent: Jeremiah Cotter, Public Works Director

Also Present: Colt Chase, Deputy City Clerk

APPROVAL OF REGULAR MEETING MINUTES

a) Regular Meeting Minutes of July 2, 2025

J. Jones, seconded by **J. Desmond**, moved to APPROVE the July 2, 2025 minutes.

Chair Kilbourn noted a grammatical correction within the minutes. **C. Chase** stated he would update that item prior to submitting the approved version of the minutes to the City Council.

Chair Kilbourn took a voice vote on the motion to APPROVE the July 2, 2025 minutes, as amended, and all members voted in favor.

APPROVAL OF AGENDA

Chair Kilbourn directed that two additional items be added under New Business:

- Application for Placement – Elida Slaback
- Request from Burt Sharp

J. Jones, seconded by **J. Desmond**, moved to APPROVE the agenda, as amended.

Chair Kilbourn took a voice vote on the motion to APPROVE the agenda, as amended, and all members voted in favor.

CITIZENS COMMENTS – None

COMMUNICATIONS TO COMMISSION – None

EVENTS & PUBLIC RELATIONS

Chair Kilbourn reported that their last regular Tuesday workday had been cancelled due to rain. She invited J. Desmond to come out on a weekend, when available, to help with edging markers.

FINANCIAL UPDATE

Chair Kilbourn referenced the provided financial report and noted that Commission's account balance was \$8,240.77. She suggested they work towards ordering 20 more markers, assuming the price had not gone up. She discussed the need to purchase more dirt for the flower boxes. She requested that any additional needs be identified as soon as possible to ensure they leave sufficient funds in their account.

UNFINISHED BUSINESS

a) Cemetery Grounds Maintenance

Chair Kilbourn praised the work of Tim from the Public Works Department for getting all of the mowing and other basic landscaping done in a single day, which had been very helpful thus far in the season. She shared that "weed and feed" was available to spread when they meet the following week. She referenced photos from J. Richardson that had been included in the agenda packet, citing them as examples of what happens when markers are neglected. She explained that these and other graves can get completely covered and lost due to grass not being cleared away from the stone.

J. Jones concurred with the frustration, noting that if they cannot get out there shortly after mowing has been completed, the grass clippings cling to the edges of markers, settle in, and aide in overgrowth. She stated that their newer tools, and continued diligence in making time for edging is the key, whether it be for 10 minutes or an hour at a time.

b) Maintenance & Repair of Cemetery Gate

Chair Kilbourn reported that the gate can be opened and although it is difficult to do so, she does not believe it is falling off the support pillars.

J. Jones stated that their primary concern is ensuring they are not causing any damage by continuing to open and close the gate, sharing that they had also applied oil to the hinges. She suggested that there was otherwise no rush on the repair and that it could be a request in the 2026 budget.

Chair Kilbourn asked C. Chase to follow up with Public Works Director Jeremiah Cotter on the matter. She also indicated that it would not need to be included on their next meeting's agenda.

c) Cemetery Rack Card Redesign

J. Desmond reported that there was no update on this project at this time.

d) Additional White Cross Placements/Replacements

J. Richardson shared that this is still being worked on by the associated volunteers.

e) Elks Plot Information

Chair Kilbourn reported that she had learned that the individual with the missing information had recently met with a member of the Elks Lodge to deliver the thumb drive in question. **J. Jones** shared that she had received the drive and reviewed its contents, which unfortunately contained mostly cemetery photos and nothing new. **J. Richardson** confirmed that there was nothing in the files that they did not already have and that the Commission's records were actually more complete than what was on the drive. **Chair Kilbourn** directed that the item could be considered concluded and not included on the next agenda.

J. Jones shared that the Elks were still willing and interested in spending some money to support the cemetery for a potential future project. **Chair Kilbourn** suggested that the best thing they could do in the immediate future was to assist with edging the markers within their designated section. **J. Jones** stated that she would pass this along.

NEW BUSINESS

a) Application for Placement – Elida Slaback

Chair Kilbourn referenced the application submitted by Jennifer Carr, who lives in Massachusetts, for the placement of her grandmother, Elida Slaback's, cremains. She stated that E. Slaback is the aunt of Don Callahan, a former City Engineer, and that they belong to the Norlin family which has a cluster of five markers at the Clay Street Cemetery. She noted that D. Callahan had previously designated a spot for E. Slaback within their family's site but that E. Slaback's daughter had been unwilling to share the location of the ashes with other family members. **Chair Kilbourn** reported that this daughter had passed away and that the cremains were now in the possession of J. Carr, who seeks to have them placed at Clay Street. She pointed out that the application is unclear as to whether the family would be providing their own marker or if they want the Commission to purchase one on their behalf, for which they typically charge \$250. She indicated that she would be happy to draft a letter in response to the application. **J. Richardson** clarified that the cost for a marker would be \$300.

J. Jones asked if they would still request a donation if the family was providing their own marker. **Chair Kilbourn** stated that they would not. She clarified that if the family wanted one of the metal markers that matched the style of others within the Norlin block, it would likely be much more expensive and must be provided by the family directly. She confirmed that the Commission would only expect funds if they were ordering one of the standard markers they utilize for other graves.

J. Jones, seconded by **K. Erickson**, moved to ACCEPT the Application for Placement of Elida Slaback and for a letter to be sent to the applicant outlining the parameters of obtaining a marker and logistics of the physical placement of the ashes.

J. Jones pointed out that they would need to clarify the family's plans for the actual placement ceremony. **A. Stratman** noted that the application included a proposed date of placement for July 15, 2026 and that it was reasonable to assume that a trip to Fairbanks was being planned by the family for this exact purpose.

Discussion occurred to confirm typical logistics and arrangements for a placement ceremony.

Chair Kilbourn took a voice vote on the motion to ACCEPT the Application for Placement of Elida Slaback and for a letter to be sent to the

applicant outlining the parameters of obtaining a marker and logistics of the physical placement of the ashes, and all members voted in favor.

b) Request from Burt Sharp

J. Richardson shared that she had been contacted by Burt Sharp whose wife, Betsy Sharp, had recently passed away, and that he had made an initial request regarding placement of her remains at Clay Street where they have other family buried.

Chair Kilbourn confirmed that an official Application for Placement would likely be submitted for consideration at their next meeting. She discussed the options for placement, sharing photos that illustrated potential arrangements.

OPEN AGENDA

Chair Kilbourn referenced additional photos from the agenda packet that showed the Vachon plaque and the updated cemetery history sign had been placed in their appropriate locations.

NEXT MEETING DATE – September 3, 2025

ADJOURNMENT

Chair Kilbourn declared the meeting ADJOURNED at 5:42 p.m.



Aldean Kilbourn, Chair



Colt Chase, CMC, Deputy City Clerk

Transcribed by: CC



800 Cushman Street
Fairbanks, AK 99701

Telephone (907) 459-6702
Fax (907) 459-6710

MEMORANDUM

TO: Mayor Pruhs and City Council Members

FROM: D. Danyielle Snider, City Clerk 

SUBJECT: Appointment of Election Officials for the 2025 Regular Election

DATE: September 4, 2025

The following list of election workers for the 2025 Regular Election is submitted for your approval. This list does not include Borough or City Clerk's Office staff who will work as election officials for absentee voting and the evening of the election. Please note that circumstances may arise that require changes to be made.

<u>AURORA</u>	<u>FAIRBANKS #1</u>	<u>FAIRBANKS #2</u>
Chair – Audrey Foldoe	Chair – Susan Yanish	Chair – Sarah Triggs
Susan DeLisa	Co-Chair – Marilyn Nigro	Co-Chair – Lynn Slusher
Barbara Sperl	Kathryn McDougall	Diane Lyon
Kristen Thiltgen	Deborah Rathbun	Janet Cenker (partial)
Anna Rosas (partial)	Nancy Hanson (partial)	Gayle Myers (partial)
	John Rathbun (partial)	James Connor (partial)
	Ann Hagestead (partial)	Michele Thompson Kelly (partial)
	Frank Yanish (relief)	Stephen Sparrow (partial)

<u>FAIRBANKS #3</u>	<u>FAIRBANKS #4</u>	<u>FAIRBANKS #5</u>
Chair – Anne Doerpinghaus	Chair – Nancy Dreydoppel	Chair – Thomas Marsh
Co-Chair – Antonio Shumate	Co-Chair – Barbara Nore	Co-Chair – Bonnie Marsh
William Witte	Debra Foster	Gregory Hendrie
Lois Walker	Leann Folsom	Debra Mabee (partial)
Sarah Delon	Ashley Morris	Donald Mabee (partial)
Gail Mayo (partial)	Emily Kohl	Susan Holder (partial)
Lydia Oceretko (partial)	Lindsey Dreydoppel (partial)	
	Kaila Narow (relief)	

<u>FORT WAINWRIGHT</u>	<u>CANVASS BOARD</u>
Chair – Peggy Barnebey	Carolyn Mustard
Co-Chair – Mary Rafter	Cheryl Markwood
Ann Renfro	Leann Folsom
Sara Buzby (partial)	Barbara Nore
Kallie Jensen (partial)	Bev Higdon
	Nancy Dreydoppel
	Ramona Reeves
	Lorraine Brown