

# 2009 St. Peters Disaster Plan

## **Be Prepared. Plan Ahead.**

*This page is taken from the publication*

*"Are You Ready? An In-depth Guide to Citizen Preparedness"*

*Published by the **Federal Emergency Management Agency** and downloaded from the City & Borough of Sitka*

*Local Emergency Planning Committee web site at [www.cityofsitka.com/lepc/lepc.html](http://www.cityofsitka.com/lepc/lepc.html)*

### **Why prepare?**

#### **There are real benefits to being prepared.**

- Being prepared can reduce fear, anxiety, and losses that accompany disasters. Communities, families, and individuals should know what to do in the event of a fire and where to seek shelter during a tsunami or severe storm. They should be ready to evacuate their homes and know how to care for their basic medical needs if they have to take refuge in public shelters.
- People also can reduce the impact of disasters (high tide or surge proofing along the shore, purchasing generators for extended power outages, securing items that could shake loose in an earthquake) and sometimes avoid the danger completely.

#### **The need to prepare is real.**

- Disasters disrupt hundreds of thousands of lives every year. Each disaster has lasting effects, both to people and property.
- If a disaster occurs in your community, local government and disaster-relief organizations will try to help you, but you need to be ready as well. Local responders may not be able to reach you immediately, or they may need to focus their efforts elsewhere.
- You should know how to respond to severe weather or any disaster that could occur in your area; tsunamis, earthquakes, extreme cold, landslides, or terrorism.
- You should also be ready to be self-sufficient for at least three days. This may mean providing for your own shelter, first aid, food, water, and sanitation.

## *Basic Preparedness*

- Get informed about **hazards and emergencies** (pg 3.) that may affect you and your family.
- Develop an emergency plan. Check out our "**Protect your family**" (pg 7) on how to prepare an emergency plan for your family.
- Collect and assemble disaster supplies.
- Learn where to seek shelter from all types of hazards both at your home and city.
- Identify the **community warning systems** (pg 10) and evacuation routes.
- Include in your plan required **information from community** (pg 17) and school plans.
- Learn what to do for specific hazards.
- Practice, maintain and review your plan annually.

# Hazards and Emergencies

## **Focus: ALL HAZARDS**

Sitka's isolated location creates unique planning requirements. In an emergency, the community will need to rely on local resources and depend on the cooperation of its residents to accomplish the goals of Sitka's emergency operations plan.

The following are potential emergencies that could affect Sitka:

|                        |  |
|------------------------|--|
| <b>Avalanche</b>       | <b>Hazardous Materials</b>                   |
| <b>Civil Disorder</b>  | <b>Landslides</b>                            |
| <b>Dam Failure</b>     | <b>Transportation Accidents (Passengers)</b> |
| <b>Drought</b>         | <b>Tsunami</b>                               |
| <b>Energy Shortage</b> | <b>Volcano (Ash)</b>                         |
| <b>Earthquake</b>      | <b>Weapons of Mass Destruction</b>           |
| <b>Fire</b>            | <b>Weather Extremes</b>                      |
| <b>Flooding</b>        |  |

### *Hazards which could affect Sitka*

#### **Avalanche**

A growing number of people are snowboarding, riding snowmachines and cross country skiing in back country areas such as Harbor Mountain, Mt. Verstovia, Bear Mountain and Mt. Edgecumbe. Avalanches have occurred in all these areas. At present, there is no warning system in place to alert people about snow conditions and avalanche potential.

The Blue Lake Road crosses the path of several large avalanche chutes. This road is used extensively by people in Sitka during the winter months for cross-country skiing, sledding, walking pets, and mountain biking. There is presently no advanced warning system to alert people about dangerous conditions on this road.

#### **Civil Disorder**

Civil disorder is unlikely in the Sitka area. The greatest threat is from a possible random act of terrorism.

## **Dam Failure**

There is no residential community below Green Lake hydroelectric dam. Those at risk if a dam failure occurred would be people recreating on or near the lake. The road to Green Lake is closed to the public limiting the number of people with access to the area.

Located a quarter mile below the Blue Lake hydroelectric dam is a Forest Service campground. The road and campground are closed during the winter. The area is a popular walking destination and is used year round.

Catastrophic failure of these dams would result lost in hydroelectric power and potable water to the Sitka community.

## **Drought**

A drought in Sitka is possible but not likely.

## **Earthquake**

A large fault zone, the Fairweather fault, trends through the continental shelf/slope area just west of Sitka. This extensive fault zone extends from south of the Queen Charlotte Islands to the vicinity of Cordova. Movement on the fault is right-lateral, about 2.25 inches per year, which is similar to displacement along the San Andreas fault in California. A study by U.S. Geological Survey predicts that a Richter magnitude 8 or greater earthquake will occur near Sitka in the future.

The effects of a nearby major earthquake on Sitka could be serious. In Sitka, the strongest shaking will occur in muskeg, man-made fills, modern alluvial and delta deposits, and volcanic ash deposits. Less shaking is expected in beach deposits, glacial drift and bedrock.

The saturated muskeg and reworked volcanic ash would be subject to possible liquefaction during severe earthquake-caused ground shaking, and are thus unreliable as stable foundation materials.

An earthquake would also cause other disastrous events to potentially occur at the same time, including tsunamis, fires, release of hazardous materials, and energy shortages.

## **Energy Shortage**

The possibility of an energy shortage greater than 12 hours would be the result of multiple disasters striking Sitka.

## **Fire**

The downtown area of Sitka is the primary site where multiple building fires could occur due to the close proximity of buildings. Fire may result from causes such as an earthquake, hazardous materials, or extreme weather. Trailer parks are another area where fire could destroy multiple structures.

## **Flooding**

The most probable source of flooding in Sitka is along Indian River. Homes located along the shoreline are also vulnerable from storm surges.

## **Hazardous Materials**

Extremely hazardous substances (EHS) are stored at the Sitka Water Treatment Plant, Seafood Producers Cooperative, Sitka Sound Seafood and the Wastewater Treatment Plant. In addition, large volumes of heating oil are also stored in downtown Sitka. These hazardous materials are transported through the most densely populated area of the community. The potential of an emergency arising from a spill or release of a hazardous material is ranked second in the hazard analysis.

## **Landslides**

Landslides have occurred along Halibut Point Road, Blue Lake Road, Green Lake Road and the power line corridor. Landslides have occurred in the past destroying sections of power lines causing extended power outages.

## **Transportation Accidents (Passengers)**

Cruise ships with several thousand passengers have the potential for accidents that might result in mass casualties. A commercial plane or tour bus accident could also result in mass casualties.

## **Tsunami**

The coast of Alaska has a history of large waves. In Southeast Alaska, these waves include tsunamis and local waves caused by the subaerial or subaqueous landslides resulting from earthquakes and or volcanoes. Tsunami waves originating anywhere in the Pacific Ocean are potentially hazardous to Sitka. The maximum-recorded tsunami at Sitka was 7.8 feet, generated by the 1964 Prince William Sound earthquake. It has been predicted (Dames & Moore) that there is a 65% chance of a maximum wave height of at least 32 feet each 100 years at the Sitka airport. Pacific Ocean tsunamis have been recorded as high as 40 feet. Check out the [tsunami preparedness](#) (pg 12) page on this site.

## **Volcano (Ash)**

The ash that forms the bulk of Sitka soils resulted from the eruption of volcanoes on Kruzof Island about 10,000 years ago. The volcanoes are now considered dormant, as opposed to extinct. A reawakening could be very hazardous to Sitka, with widespread ash fall accompanied by gas and/or tsunami generated by an earthquake, and volcanic material entering the ocean.

Sitka also receives occasional ash fallout from active volcanoes along the Aleutian chain to the northwest. There is an adequate warning period so that preparations can occur.

## **Weapons of Mass Destruction**

Use of weapons of mass destruction in the Sitka community would necessitate immediate outside assistance.

## **Weather Extremes**

Weather extremes in this area are due to high winds, extreme high tides, extreme cold, ice storms, blizzards and occasional lightning strikes. Emergencies could arise from a combination of events.

## **Are you and your family prepared for disaster?**

Where will your family be when disaster strikes?

How will you find each other?

Will you know if your children are safe?

Although the chances of being killed or injured in an emergency are low, your quality of life may still be affected. Telephones may not work. Bridges may be washed out. Roads may be damaged. The power may be out. Grocery stores may be seriously damaged, closed, or empty. When disaster strikes, the best protection is knowing what to do, and having a plan.

**Having a *Personal or Family Disaster Plan* is a great idea.**

You can be prepared for emergencies by establishing a plan which includes:

- Identifying a family meeting place;
- Having emergency supplies on hand (including a first aid kit, food, water, clothing, and prescription medications) for a complete list, obtain a **Red Cross Family Disaster Supplies Checklist**; [www.redcross.org](http://www.redcross.org)
- Having emergency contact information identified for family members;
- Obtaining information about hazards that may strike the community from the Sitka Fire Department and the local chapter of the American Red Cross. Ask for a copy of **Sitka's Emergency Operations Plan**. [www.cityofsitka.com/lepx/hepc.html](http://www.cityofsitka.com/lepx/hepc.html)
- Becoming aware of your **federal, state and local resources**.
- Caring for your pets. Check out this site:  
<http://www.fema.gov/plan/prepare/animals.shtm>

## **Protect your property and business.**

*This page is taken from the brochure,*

*"Before Disaster Strikes..."*

*How to make sure you are financially prepared to deal with a natural disaster"*

*Published by the American Red Cross, the Federal Emergency Management Agency,  
and the National Endowment for Financial Education*

Natural or other disasters can strike suddenly, at any time, and anywhere. Your first priority, of course, would be to protect your family and your property. But it's also important to protect against the financial consequences of a disaster. A disaster can damage or destroy your property, force you to temporarily live somewhere else, cut the flow of wages and other income, or ruin valuable financial record.

### *First things first*

The following steps can help you avoid or reduce substantially the potential physical destruction to your property if you were to be hit with a disaster. These steps can reduce your insurance costs, too. For example, you could:

- Install smoke detectors to warn of an apartment or home fire.
- Top or remove large trees that may blow-down during high winds.
- Clear surrounding brush to protect your home against wildfires.
- Anchor your house to the foundation, and anchor the roof to the main frame.
- Secure objects that could fall and cause damage in an earthquake, such as a bookcase or hot water heater.
- Install hurricane shutters on windows, and prepare plywood covers for glass doors.
- Cover windows, turn off utilities, or move possessions to a safer location if you have adequate warning of something like a tsunami or severe storm.
- Have your house inspected by a building inspector or architect to find out what structural improvements could prevent or reduce major damage from disasters.

### *Conduct a household inventory*

Inventory your household possessions by making a list of everything you own. If disaster strikes, this list could:

- Help you prove the value of what you owned if those possessions are damaged or destroyed.
- Make it more likely you'll receive a fast, fair payment from your insurance company for your losses.
- Provide documentation for tax deductions you claim for your losses.

### *Buy insurance*

Even with adequate time to prepare for a disaster, you still may suffer significant, unavoidable damage to your property. That's when insurance for renters or homeowners can be a big help. Yet, many people affected by recent disasters have been underinsured — or worse — not insured at all. Homeowners insurance doesn't cover floods and some other major disasters. Make sure you buy the insurance you need to protect against the perils you face.

## **Know the Warning Systems and Signals.**

The City and Borough of Sitka uses three methods of alerting and warning citizens.

- Siren or Air Horn with a continual sound for 3 to 5 minutes.
- Broadcasting alert on **KCAW (FM) 104.7, KIFW (AM) 1230/KSBZ (FM) 103.1 and CBS/KTNL TV Channel 13-Cable 6.**
- Mobile law enforcement and fire department, public address systems.

When the threat to public safety has passed the activating official or designee will contact KCAW (FM) 104.7, KIFW (AM) 1230/KSBZ (FM) 103.1 and CBS/KTNL TV Channel 13-Cable 6 to terminate emergency transmissions.

The Siren Alert and Warning System (SAWS) consists of seven outdoor siren stations throughout the Sitka community which are linked together and connected to the Sitka Fire Department. This is primarily for tsunami warnings but can also be used for alert and warnings in other emergency situations.

The Siren Alert and Warning System has the capability to generate the following tones and functions and will be used through out the City and Borough of Sitka:

- **Attack Tone:** Short blasts for three (3) minutes duration:  
**EVACUATE**
- **Wail Tone:** Continuous wavering blast for three minutes (3) duration:  
**WARN THE PUBLIC**
- **Alert Tone:** Continuous blast for three (3) minutes duration:  
**ALERT THE PUBLIC**
- **Air Horn:** Air horn blast of any length duration, followed by Public Address Message  
**ALL CLEAR**

## **Sitka Tsunami Preparedness Information**

*This page is taken from the brochure,*

*"Sitka TSUNAMI Preparedness Information"*

*Prepared by the Sitka Fire Department and LEPC for the City and Borough of Sitka*

### ***Tsunami***

Pronounced (soo-Nah-Mee), and often erroneously called tidal waves, they are actually a series of traveling ocean waves of great length and long period, generated by disturbances associated with earthquakes in oceanic and coastal regions. As the tsunami crosses the deep ocean, its length from crest to crest may be several miles to a hundred miles or more, and its height from trough to crest only a few feet. In deep water, tsunami waves can reach speeds up to 600 miles per hour. As the tsunami enters the shallow coastal waters, its speed decreases while its height increases.

### ***The Alaska Tsunami Warning Center***



The ATWC is the nerve center for a network of remote seismic stations in Alaska, Washington, California, Colorado, and other areas. When a large earthquake occurs near the North Pacific coast, an automated system and geophysicists at the ATWC rapidly determines its location (epicenter) and magnitude. If the earthquake is considered to be great enough to generate a tsunami, the ATWC will issue an immediate TSUNAMI WARNING for a limited area.

This warning is sent to Alaska through the military, Coast Guard, National Weather Service, Alaska Division of Emergency Services, Federal Aviation Administration and other agencies.

The Alaska Tsunami Warning Center will begin issuing its WARNING within approximately 15 minutes of a quake, but that is not quick enough for locally generated tsunamis, so when in doubt evacuate.

## *Local Tsunamis*

In Alaska, the most serious threat is from a local tsunami, because these are generated immediately offshore by landslides, mudslides, and avalanches. They may also be created if a pier or bridge collapse. This is especially dangerous in enclosed harbors. The water will have a bathtub effect and will wash back and forth from shore to shore creating havoc and potential loss of life. They can strike the coast in only a few minutes. Local Tsunamis may not be monitored or indicated by the ATWC. Most local tsunamis are reported from observation.

## *How to Prepare*

Creating a family emergency kit is a great way to prepare for any emergency. The following is a list of suggestions that you can add to or subtract from while you are building your own personal kit that suits you or your family.

- Water - At least 5 gallons per person, stored in clean plastic containers, in a cool, dark location. Change out the water in each container every six months.
- Food - Keep at least 3 days worth of canned food on hand, and rotate it in with your regular stock every 6 months. Also the local sporting goods stores sell Meals Ready to Eat (MRE), and freeze dried foods which keep for a long time.
- Baby formula, if you have infants
- Pet Food, don't forget them
- Manual can opener
- Flashlight with extra batteries
- Radio with extra batteries
- First Aid Kit
- Matches /Lighters and Camp stove
- Sleeping Bags

## *Evacuation Routes*



Tsunami evacuation route signs are posted on inbound routes of Halibut Point Road to Kashevaroff St., Sawmill Creek Road to Lake St., Japonski Island to Lake St., and outbound from the general town area to either Peterson Ave. or Lake st: These signs will lead you to the pre-designated staging areas of Sitka High School and Keet Gooshi Heen Elementary School.

During a Tsunami emergency your Local Emergency Management office, Police, Fire Department, and other emergency organizations will try to help you. Give them your fullest cooperation.

**Do not call 911.** This ties up all incoming emergency phone lines and prevents dire emergencies from being reported.

Local authorities will tell you when the danger of a tsunami has passed. Also stay tuned to your radio, marine radio or NOAA weather radio during a tsunami emergency.

### Sitka's Emergency Response

When a disaster emergency requires a coordinated response, the following tiered response is implemented as appropriate:

#### *First Responders*

The first responders are dispatched to respond to the emergency. A local emergency official assumes the role of incident commander and leads the response effort at the scene. The incident commander follows standard operating procedures and standard operating guides, communicates with the Municipal Administrator and requests additional assistance.

### *City and Borough*

Within Alaska, only the “chief executive officer” of the involved municipality may declare a disaster emergency (AS 26.23.140). The Municipal Administrator is defined as the “chief executive officer” for the City and Borough of Sitka.

The Municipal Administrator implements the Emergency Operations Plan, opens the local Emergency Operations Center, declares a local disaster emergency and communicates with the next level of government and requests assistance.

The Municipal Administrator, on declaring a disaster/emergency, will activate the Emergency Operations Center and direct organizations to ensure that personnel report to appropriate locations.

Following is a list of essential personnel that will be part of the Incident Command Team and asked to report to the Emergency Operations Center (EOC) at the Sitka Volunteer Fire Department.

- City Administrator (Incident Commander)
- Fire Chief (Operations)
- Police Chief
- Public Safety Academy Lieutenant
- Director of Public Works
- Harbormaster
- Finance Department

### *State*

The Governor implements the State of Alaska Emergency Operations Plan activates the State Emergency Coordination Center, declares a State Disaster Emergency, appoints a State Coordinating Officer, contacts the Federal Emergency Management Agency (FEMA) Regional Director and requests a Presidential Disaster Declaration for federal assistance.

## *Federal*

Based on the Governor's request, the President may declare that a major disaster or emergency exists, thus activating an array of Federal programs to assist in the response and recovery effort. The President has the authority to declare an emergency or major disaster.

## *Federal, State, and Non-governmental Agencies in Sitka*

The following state, federal and non-governmental agencies in Sitka have resources and could be assigned to various functions during the development of an operation. Their areas of expertise are listed below. It is assumed that each of these agencies has developed a standard set of guidelines and operating procedures for handling emergencies.

|                           |  |
|---------------------------|--|
| Alaska State Troopers     | Evacuation assistance, security, transportation, traffic and crowd control |
| Airport                   | Logistical support, fire suppression                                       |
| Alaska Fish and Game      | Logistics , enforcement  |
| Alaska State Parks        | Logistics, enforcement   |
| U.S. Coast Guard          | Search and rescue, medevac, logistics                                      |
| U.S. Forest Service       | Logistics  |
| National Park Service     | Logistics, enforcement personnel, resource protection                      |
| National Marine Fisheries | Logistics, enforcement personnel   |
| Salvation Army            | Shelter and humanitarian services  |
| Center for Community      | Evacuation notification  |

## Resources and Links

Knowing what to do during an emergency is an important part of being prepared and may make all the difference when seconds count. There is a wealth of information on disaster preparedness and emergency management which you can read and obtain online. The following resources are just some of the websites and materials for you to start with.

### *Local Agencies*

- **City and Borough of Sitka** <http://www.cityofsitka.com>
- **Sitka Fire Department** <http://www.cityofsitka.com/index.html>
- **Sitka Police Department** <http://sitkapd.com>
- **Southeast Alaska Regional Health Consortium** <http://search.org>
- **Sitka Community Hospital** <http://sitkahospital.org>
- **Southeast Region EMS Council** <http://serems.org>

### *State Resources*

- **Alaska Division of Homeland Security and Emergency Management**  
<http://www.ak-prepared.com>
- **Alaska State Emergency Response Commission**  
<http://www.ak-prepared.com/serc>
- **Alaska Local Emergency Planning Commission**  
[www.ak-prepared.com/LEPC\\_Home.htm](http://www.ak-prepared.com/LEPC_Home.htm)
- **Alaska Citizen Corps Council**  
[www.ak-prepared.com/serc/citizen\\_corps.htm](http://www.ak-prepared.com/serc/citizen_corps.htm)
- **Alaska State Troopers**  
[www.dps.state.ak.us/ast](http://www.dps.state.ak.us/ast)

### *Federal Resources*

- **Federal Emergency Management Agency:** <http://fema.gov>
- **US Coast Guard:** <http://www.uscg.mil/uscg.shtm>
- **USCG Marine Safety, Security and Environmental Protection:**  
<http://www.uscg.mil/hq/g-mhome>
- **Pacific Tsunami Warning Center:**  
<http://www.prh.noaa.gov/ptwc/tsnumiready/tsnumiready.htm>
- **Climate Prediction Center:**  
<http://www.cpc.ncep.noaa.gov/products/predictions/threats/threats.html>
- **US Fire Administration:** <http://www.usfa.dhs.gov>
- **Office of Hazardous Materials Safety:**  
<http://hazmat.dot.gov/enforce/forms/ohmforms.htm>
- **Ready America:** <http://ready.gov>

### *Organizations*

- **American Red Cross:** <http://www.redcross.org>
- **The Right to Know Network:** <http://www.rtk.net>
- **The Humane Society of the United States:**  
[http://www.hsus.org/hsus\\_field/hsus\\_disaster\\_center/resorces](http://www.hsus.org/hsus_field/hsus_disaster_center/resorces)
- **The Disaster Center:** <http://www.disastercenter.com>
- **LEPC Information Exchange:** <http://www.lepcinfoexchange.com>

**For additional Family and Individual links and downloadable (PDF) files, please go to [www.cityofsitka.com/lepc/lepc/html](http://www.cityofsitka.com/lepc/lepc/html)**

## **Evacuation Plan**

- If you hear a wavering sound or short blasts for three minutes from the Emergency Warnings siren, tune in immediately to one of the public address systems alerts broadcasting on **KIFW (AM) 1230, KSBZ (FM) 103.1 and KCAW (FM) 104.7, CBS/KTNL TV Channel 13-Cable 6.**
- If the Emergency is imminent, follow the recommendations in these broadcasts. See to yourself, and assist others. Do not rush home, trust your personal family disaster plan to insure the safety of your loved ones.
- Utilize as few vehicles as possible to reduce traffic congestion and delays.

If the evacuation is **Not Imminent**:

1. Gather insurance and financial records.
2. Secure the church: see Parish Disaster Preparedness Checklist, step 8.
3. Close and lock doors and windows.
4. Let others know where you are going.
5. Leave early enough to avoid being trapped by severe weather.
6. Follow recommended evacuation routes. Do not take shortcuts. They may be blocked. Stay away from downed power lines.

Disaster situations can be intense, stressful, and confusing. Should an evacuation be necessary, local authorities will do their best to notify the public, but do not depend entirely on this. In the absence of evacuation instructions from local authorities, you should evacuate if you feel you and your family are threatened or endangered. Use pre-designated evacuation routes and let others know what you are doing and your destination.

### **Primary** emergency shelters:

- Sitka High School
- Keet Gooshi Heen Elementary School

### **Secondary** emergency shelter sites:

- National Guard Armory
- Churches that are undamaged
- Public Safety Academy

## **Parish Disaster Preparedness Checklist.**

### **1. Vestry Committee Members will be the Parish Disaster Committee:**

|                 |                   |                  |
|-----------------|-------------------|------------------|
| Fr. Dave        | Betsy Johnson     | Ann Brauer-Burns |
| Fr. Gordon Blue | Michael McConnell | Gary Paxton      |
| Brian Massey    | Glenda Rice       | Debby Paxton     |
| Mat Turner      | Ira Snelling      | Elaine Calhoun   |
| Ted Laufenberg  |                   |                  |

### **2. Annual review date:**

In November the vestry will select who will review the disaster plan. A special meeting will be called if it is felt enough changes were made to the disaster plan, otherwise the review will be held during the December vestry meeting. All changes will be brought to the attention of the congregation during the annual meeting.

### **3. Date Copy of disaster plan was sent to the Diocesan Office: January, 2009**

### **4. Regular meeting schedule:**

Items to be discussed will be listed on the agenda of regular vestry meetings, third Wednesday of each month.

### **5. Inventory of church property and holdings:**

**a. Date of inventory:** May 2006

**b. Next inventory:** May 2011

**c. Inventory is broken down into five parts:** Artifacts, Books, Music, Archive Boxes and Furniture / equipment & supplies. This inventory is a collection of descriptions, itemized lists and pictures saved on floppy disks and CD-Rom. A running inventory is kept by the Church Office Manager with a complete review by the vestry every 5 years.

**d. Inventory is storage:** The Inventory is stored in the fireproof safe in the parish secretary's office with back-ups copies in a Wells Fargo safe-deposit box. Thelma Carter for access: 738-2263.

**e. Inventory review:** The annual inventory will be reviewed prior to the Disaster Plan review in December.

### **6. Insurance:**

**a. Insurance provider:** The Church Insurance Corporation

**b. Insurance Coverage:** The Vestry is responsible for insuring our coverage is adequate each year prior to the Disaster Plan review in December.

**c. Date of review:** A statement of insurable values was last completed in 1999 by the American Appraisal Association.

**d. Date local building appraisal:** 2009 by Horan & Company LLC, a re-appraisal will be completed every 10 years.

**e. Damage assessment:** The Junior Warden(s) will be complete damage assessments.

**f. The Senior Warden will contact the insurance provider when necessary, as soon as possible after a disaster.**

## **7. Property:**

### **a. Smoke/Fire Alarms:**

There are four Fire/Smoke alarms in the Church; 1 in the Narthex, 1 in the upper peak of the Nave, 1 in the Sacristies, and one in the Vestry Room. These four alarms are inactive at this time.

There is only one smoke alarm in the Sea House, located in the printer room on the second floor. This is a battery operated unit with the battery being replaced during our special Disaster Plan meeting in December.

### **b. Fire Extinguishers:**

There are three in the Church; 1 in the Sacristies, and two in the Vestry Room. There are three in the Sea House; 1 in the kitchen, 1 on the wall between Fr. Dave and Roberta's offices, and 1 at the top of the stairs leading into the attic. All fire extinguishers are inspected and serviced annually by Pitts Enterprises

### **c. Security System:**

There is a single camera located at the back of the Nave with a monitor located in the sacristies; this system is inactive at this time.

**8. Shutdown:** This list should be followed by who ever is in the building(s) at the time of emergency and only if time permits. The Junior Warden(s) will make every effort to assist with the shutdown requirements time permitting.

### **a. Records Safekeeping:**

Day to day business records are kept in fire proof safes located in the parish secretary's office. Archive records are stored in metal and plastic cabinets in the archive room in the Johnstone Annex. If possible and time permits, gather insurance and financial records

### **b. Utilities:**

Trash cans should be placed in the blue storage/utility shed.

### **c. Electricity:**

Turn OFF both upper and lower electrical "Service Disconnect" breakers located next to each meter mounted to the exterior of the pantry wall. These disconnects are covered with a weather flip covers and marked by a blue tag.

### **d. Oil:**

Close both oil shut off valves which are mounted on the left side of each boiler.

### **e. Water:**

Turn off the main water valve. This valve is located in the well closet in the basement, front right hand corner looking towards Crescent Harbor. If a hard freeze is likely, open all faucets.

## **9. Survival supplies:**

The church does not stock pile supplies but encourages all its parishioners' to assemble and maintain their own family disaster supply kit.

## 10. First Aid

### a. Person responsible for maintaining first aid kit:

### b. Where First Aid supplies are stored?

General First Aid supplies, consisting of various sized band-aids and odds and ends, are kept in a Tupperware container located in the white cabinet next to the stacked ovens. A larger First Aid Kit is kept in a red water tight bag located in the pantry.

### c. Supplies with in the Red First Aid Kit:

|   |                                      |
|---|--------------------------------------|
| 1 Each Brook/Lifeway                    | 5 Each Butterflies, sterile, medium  |
| 1 Each Elastoplast 2 Inch               | 25 Each Band-aids 1 inch             |
| 2 Rolls Kerlix 2.5 inch X 5 Yards       | 3 Large Coverlet fngtp bndg          |
| 2 Rolls Kling 3 inch X 5 Yards          | 4 Each Telfa adh.pad 2 inch X 3 inch |
| 1 Each Tubegauze w app #1               | 2 Small Coverlet fngtp bndg          |
| 8 Each Gauze Sponge 3 inch X 3 inch     | 1 Each Surgipad 5 inch X 9 inch      |
| 12 Each Gauze Sponge 4 inch X 4 inch    | 2 Each Surgipad 8 inch X 7.5 inch    |
| 1 Each Webril Cotton roll               | 1 Each Surgipad 8 inch X 10 inch     |
| 10 Each Telfa Pads 3 inch X 4 inch      | 1 Pair Scissors, lister              |
| 1 Each Waterjel 20 46cm                 | 1 Each Rescue Sheet                  |
| 4 Each Triangular Bndg w/pins           | 1 Each Half arm/wrist air splint     |
| 2 Pair Latex disp. Gloves               | 1 Each Full arm air splint           |
| 1 Each Waterproof Tape ½ inch X 5 Yards | 1 Each Half leg/foot air splint      |

Packaged by: Bellegrove Medical Supply, 5/05

**11. Training for members:** There is no required training for our members; however the Fire Hall and the University of Alaska Southeast have monthly training open to the public for First Aid and CPR.

## **Disaster Plan Meeting Agenda / Assignments:**

Annual Review by:

Are there any updates to our plan? YES

1. Update Vestry members after the annual meeting.
2. Change date reviewed and date plan was sent to the Diocesan office.

Who is responsible for this plan for the following year?

Insure all changes are incorporated to the plan. Insure the church secretary receives the updated plan for forwarding to the Diocesan Office:

Any Disasters in the last 12 months?

Church inventory:

Updates:

New items to add:

New inventory replacing old inventory in safe-deposit box:

Does our insurance coverage/needs need to be reviewed?

Who will reviewed our coverage:

Date of Review:

Has there been a change in our insurable value statement:

Changes to the Church property:

High risk items:

Smoke/Fire Alarms: Chang batteries

Security System:

New Items on surge protectors:

Changes to our Emergency shutdown list:

Record Safekeeping:

Utilities:

Electricity:

Oil:

Water:

Alarms:

First Aid changes:

Person(s) responsible for First Aid Kits:

Change in the location of our First Aid Kits:

Changes to the supplies in our First Aid Kits:

Additional First Aid/CPR training with in our congregation:

Follow up meeting for review of changes?