
EVACUATION PLAN

Newtok, Alaska



February 2010

Prepared for:

The Newtok Traditional Council

and the

**Alaska Department of Military and Veterans Affairs,
Division of Homeland Security and Emergency Management**

Prepared by:

Ecology and Environment, Inc.

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EVACUATION AREA AND ROUTE MAP

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APPROVAL AND IMPLEMENTATION

The Newtok Emergency Evacuation Plan (EEP or the plan) is approved and adopted by a Resolution of the Newtok Traditional Council (the IRA Council), which is attached. This plan provides guidance for the orderly and coordinated evacuation of all or part of the population of Newtok during emergencies resulting from all hazards that may affect the community of Newtok. This plan was developed to meet the requirements of the National Response Framework (NRF), the National Incident Management System (NIMS), the Emergency Management as well as authorities and guidance from the IRA Council, the State of Alaska, and the United States Federal Government. This plan supersedes all previous emergency evacuation plans and is part of a suite of comprehensive emergency plans developed for Newtok.

The IRA Council is responsible for the development and maintenance of this plan. Any changes or modifications to this plan must be made with the coordination and approval of senior officials of the IRA Council. Modifications to this plan should be signed and dated by senior officials of the IRA Council.

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RESOLUTION # _____**A RESOLUTION OF THE NEWTOK TRADITIONAL COUNCIL
APPROVING THE NEWTOK EMERGENCY EVACUATION PLAN**

WHEREAS, the Newtok Traditional Council executed a Resolution ____ [NUMBER] approving the Newtok Emergency Operations Plan and a Memorandum of Understanding on _____ [DATE] acknowledging areas of mutual concern and support, and establishing the framework for cooperative relations and communication for the benefit and safety of Newtok and its residents; and

WHEREAS, during planning meetings and training conducted in November 2008 and January 2010, members of the IRA Council, the Newtok Native Corporation Board, the Tribal Police Officer (TPO), Alaska State Troopers, Kawerak, Inc., and community members discussed development of an Emergency Evacuation Plan (EEP) as an appendix to the Newtok Emergency Operations Plan; and

WHEREAS, the State of Alaska Governor's Sub-Cabinet on Climate Change, Immediate Action Workgroup has named Newtok as one of six communities in peril, due to impacts from climate change; and

WHEREAS, the EEP provides for the orderly and coordinated evacuation of all or part of the population of Newtok during a disaster or from the imminent threat of a disaster; and

WHEREAS, the EEP will provide a process for objectively evaluating whether to implement an evacuation order, if it is determined to be the most effective means to save lives as the result of an emergency situation; and

WHEREAS, the IRA Council is led by its president and seven-member Council, these leaders are empowered to act for and on behalf of their members in adopting resolutions;

NOW THEREFORE BE IT RESOLVED THAT this resolution shall give notice that the two entities approve and support the Newtok EEP for the residents of Newtok; and

THAT the IRA Council hereby adopts the Newtok EEP and vow that in the event of a disaster emergency, they will work together and with others in the community, region, state, and nation for the welfare of the residents of Newtok, following the guidelines of the plan and the Newtok Emergency Operations Plan; and

THAT the IRA Council recognizes the need to inform community residents at open meetings about the actions, procedures, and individual responsibilities required by the EEP; and

THAT the IRA Council commits to an annual review meeting with community residents to update the EEP; and

THAT, by the IRA Council president's signatures this resolution was duly considered and adopted at the [meeting description] and was passed by a majority vote.

PASSED AND APPROVED on the ____ day of _____, 2010 by duly constituted quorums of the Newtok Traditional Council.

NEWTOK TRADITIONAL COUNCIL

NEWTOK TRADITIONAL COUNCIL

Moses Carl, President

Stanley Tom, Tribal Administrator

Date: _____

Date: _____

RECORD OF PLAN CHANGES

Changes or updates to this plan will be tracked in a table format by change number, date of change, plan page reference, a brief description of the change, and the name of the person or organization that made the change.

Change #	Date	Page	Description of Change	Name
	2010		Original Release	IRA Council
001				

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The plan copies will have a unique control number and the plan Distribution List will also be tracked in a table format. The Distribution List will provide the plan control number, the date of delivery, the names of the person and organization receiving the plan, and the number of copies provided to that person or organization.

Control #	Date of Delivery	Name of Plan Recipient	Recipient Agency	# of Copies
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004		Newtok TPO	Alaska State Troopers	
005		Health Aide	Health Clinic	
006		Grant Kashatok, Principal	Newtok Ayaprun School	
007		Lisa Charles, Manager	Ungusraq Power Company	
008		Superintendent	Lower Kuskokwim School District	
009		Pastor	Lutheran Church	
010		President	Newtok Search and Rescue	
011		Andy Jones, Project Manager	DHS&EM	

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1 INTRODUCTION

1.1 Authority

The authorities for this plan are listed in the Newtok Emergency Operations Plan in the Authorities and References section, which covers all hazards and emergency operations. Additionally, Annex C of the State of Alaska Emergency Response Plan (2004) specifically addresses evacuations.

1.2 Purpose

The purpose of this plan is to provide for the orderly and coordinated evacuation of all or part of the population of Newtok during disaster or because of the imminent threat of a disaster. This plan provides a process for objectively evaluating whether to implement an evacuation order. The evacuation order may be implemented if it is determined to be the most effective means to save lives because of an emergency situation.

1.3 Acronyms and Abbreviations

ADEC	Alaska Department of Environmental Conservation
ARC	American Red Cross
AST	Alaska State Troopers
AVEC	Alaska Village Electric Cooperative
Corporation	Newtok Native Corporation
DHS&EM	Division of Homeland Security & Emergency Management
DMVA	Department of Military and Veterans Affairs
DPC	Disaster Policy Cabinet
EAS	Emergency Alert System
EEP (plan)	Emergency Evacuation Plan
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
FEMA	Federal Emergency Management Agency
HSPD	Homeland Security Presidential Directive
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IRA Council	Newtok Traditional Council
IRA	Indian Reorganization Act [of 1934]

JIC	Joint Information Center
LKSD	Lower Kuskokwim School District
MOUs	Memoranda of Understanding
NIMS	National Incident Management System
NRF	National Response Framework
PIO	Public Information Officer
SECC	State Emergency Coordination Center
SIP	shelter-in-place
TPO	Village Public Safety Officer

1.4 Definitions

1. **Catastrophic Incident.** Any natural or manmade incident, including terrorism, that results in extraordinary levels of mass casualties, damage, or disruption severely affecting the population, infrastructure, environment, economy, national morale, and/or government functions. A catastrophic incident could result in sustained national impacts over a prolonged period of time; almost immediately exceeds resources normally available to state, local, tribal, and private-sector authorities in the impacted area; and significantly interrupts governmental operations and emergency services to such an extent that national security could be threatened.
2. **Evacuation.** The National Incident Management System (NIMS) defines evacuation as an organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.
3. **Large-scale Emergency.** An event or situation that threatens disaster or extreme peril to the safety of persons or property within the City will constitute a large-scale emergency. It is likely that such a situation will require a response beyond the control and resources (including services, personnel, equipment, and facilities) of the community, and will require the combined efforts of other organizations and political entities.
4. **Local (small-scale) Emergency.** An event that requires response of emergency forces over and above normal working functions, but that is manageable within local capability.
5. **Major Disaster.** Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought) or, regardless of cause, any fire, flood, or explosion in any part of the United States that, by the determination of the president, causes damage of sufficient severity and magnitude to warrant major disaster assistance under the Stafford Act to supplement the efforts and available resources of states, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

6. **Persons with Disabilities.** Individuals with disabilities are defined as persons who have physical or mental impairment that limits major life activities, have an ongoing or chronic condition, or who, even if they do not have such a condition, are regarded by the community as being disabled. People with special needs include a wide variety of individuals who are identified by various means – individuals who use wheel chairs, people who are blind or visually impaired, people who are deaf or severely hard of hearing, people with severe emotional impairments, people with severe intellectual impairments, people with medically related needs such as diabetics, individuals with seizure disorders, and many others who require unique assistance.
7. **Shelter in-place.** Shelter in-place is the action of seeking immediate shelter indoors and awaiting further instructions, following a release of hazardous materials to the outside air or in anticipation of extreme weather conditions or another emergency that would require such action. The hazardous materials may be chemical or biological, may be byproducts of a fire (smoke, ash, and so forth), or may be other harmful contaminants. During extreme circumstances, sheltering in place could include additional precautions, such as turning off fans, air conditioning, and forced air heating systems or HVAC systems to reduce any potential for air contamination in the event of a chemical or biological release.
8. **Special Facilities.** Certain facilities that house or serve Special Needs or Vulnerable/At Risk Populations that cannot care for themselves during emergencies and/or require unique support services. Such facilities include:
 - Newtok Ayaprun School, whose students require supervision to ensure their safety.
 - Hospitals, skilled nursing facilities, clinics, dialysis centers, and other free-standing health care delivery agencies whose patients need specialized health care personnel and equipment to maintain their health.
 - Correctional facilities, where offenders require security to keep them in custody.
9. **Special Needs Populations.** Individuals in the community with physical, mental or medical care needs who may require assistance before, during, and/or after a disaster emergency after exhausting their usual resources and support network.
10. **Visitor/Non-Resident Population.** Individuals visiting or staying in a place outside their usual place of residence. Visitor population includes business and leisure travelers present in the jurisdiction, whether for a single day or overnight stays.
11. **Vulnerable or At Risk Population.** Individuals in the community who cannot comfortably or safely access and use standard resources offered in disaster preparedness, relief, and recovery. Vulnerable or At Risk Populations include small children, senior citizens, sex offenders, substance abusers, inmates, pregnant women, poverty-stricken individuals, those with cultural/ethnicity differences, and those who refuse to communicate.

1.5 Evacuation Planning

General Evacuation Planning. In preparing this plan, representatives from the Newtok Planning Group, the Newtok Traditional Council, Newtok Search and Rescue, Newtok Native Corporation, the Newtok Ayaprun School, and the Community Health Aides, the Tribal Police Officers (TPOs), formed an Ad Hoc Emergency Planning Group. The Emergency Planning Group, with the assistance from the Alaska Department of

Homeland Security and Emergency Management (DHS&EM), helped to develop this plan by identifying the hazards that may threaten Newtok and the steps the community will take to prepare, prevent, respond and recover from emergencies resulting from

This plan is being developed with the underlying consideration that the community of Newtok is threatened by climate change impacts. These impacts, which include coastal erosion, increasingly severe weather, and floods, resulted in the decision by the community to relocate to Nelson Island approximately nine miles from Newtok. Since 1983-1984 when Woodward Clyde Consultants conducted an assessment of the Ninglick River erosion, the residents of Newtok have contemplated the recommendation to relocate the community. The purpose of the assessment was to evaluate the causes and rate of erosion and to examine potential mitigation of the impact of river advancement on the village. This emergency evacuation plan is intended to reflect the current status and hazards of the community of Newtok. However, the Planning Group recognizes the need to update the plan to reflect any changes in the physical location and any new hazards identified at the new location.

Hazard-Specific Evacuation Planning. The Newtok Emergency Operations Plan (2010) and the Newtok Local Hazard Mitigation Plan (March 12, 2008) identifies hazards that may threaten the community of Newtok and may trigger evacuation of all or part of the population. The hazard-specific evacuation guidance is included as annexes to this plan and will describe the potential impact areas and populations affected within those areas, to the extent possible.

2 SITUATION AND PLANNING ASSUMPTIONS

2.1 Situation

A wide variety of hazards may result in the evacuation and/or shelter-in-place (SIP) of persons residing at or visiting the community of Newtok, as documented in Table 1.

Table 1 Emergencies That Could Trigger Evacuation or Shelter-In-Place			
Event	Probability of Occurrence		
	High Risk	Moderate Risk	Low Risk
Limited Evacuation or SIP			
Coastal erosion	X		
Earthquake		X	
Hazardous materials release		X	
Localized flooding	X		
Severe winter storm	X		
Tsunami			X
Terrorism			X
Volcanic activity			X
Wildfire			X
Large-scale or Regional Evacuation or SIP			
Coastal erosion	X		
Earthquake		X	
Extensive flooding	X		
Severe winter storm	X		
Tsunami			X
Volcanic activity			X
Wildfire	X		

2.2. Assumptions

1. Most people at risk will evacuate under an order by the IC (Newtok Elders) or a representative from the Newtok Native Corporation, or the TPOs.
2. Some individuals may not comply with an evacuation order, regardless of the threat.
3. When there is sufficient warning of a significant threat, some individuals will evacuate, even though they are not at risk.
4. The top priority for evacuation in Newtok are the elderly; small children with at least one of their parents; and individuals who are sick and on medication or on oxygen, are non-ambulatory or in a wheelchair, who use a walker, crutches, or a cane, who belong to special needs or at-risk populations, or who require life support.
5. Evacuation planning for known hazard areas can and should be done in advance.
6. While some emergencies are slow to develop, others occur without warning. Hence, there may be time for deliberate evacuation planning or an evacuation may have to be conducted with minimal preparation time. In the case of short-notice evacuations, there may be little time to obtain personnel and equipment from external sources to support evacuation operations.

7. The need to evacuate may become evident during the day or at night and there could be little control over the evacuation start time.
8. In most emergencies, the majority of evacuees will seek shelter with relatives or friends or at the Newtok Ayaprun School or the Community Hall.
9. An evacuation order could cause some individuals to panic or react in ways that could be harmful to others.
10. Most evacuees will use their personal vehicles, ATVs, snow machines, or boats to evacuate; however, transportation may need to be provided for evacuees without their own vehicles or boats.
11. When confronting a major disaster or catastrophic incident, it may be necessary to employ air or water transportation, which could be provided through state and/or federal assistance to effectively evacuate the population.
12. Decontamination of evacuees will require additional resources and triage areas before citizens can be sheltered; therefore, Newtok Search and Rescue volunteers, volunteer fire fighters, the health clinic, hospitals, and hazardous materials response teams will be required to decontaminate evacuees.
13. Public anxiety and stress will result from evacuations, requiring mental health services, appropriate risk communications, and public education and instruction.
14. Shelters will require a minimum time for set up and activation, and populations will also require services immediately upon evacuation, particularly special needs and vulnerable/at risk populations.
15. Currently, communities adjacent to Newtok cooperatively assist with search and rescue and other emergencies. Through formal Memoranda of Understanding (MOUs) and planning, these communities could be prepared to handle significant numbers of evacuees from affected areas. These host communities could also identify resources, personnel, and equipment to shelter evacuees.
16. Local jurisdictional resources may become overwhelmed and will require mutual aid from other jurisdictions and support from regional, state, and federal agencies.
17. In a major disaster or catastrophe, all resources may become severely limited or exhausted, including local, regional, state, and federal resources.
18. A major disaster or catastrophe will cause some degree of chaos regardless of the comprehensive plans that were developed.
19. There will be a delay in state and/or federal assistance once it is requested. Newtok will plan to be self-sufficient for up to five days before help arrives.
20. Local officials will make evacuation decisions quickly, and in most situations the decisions will be made in the absence of a local or state disaster declaration.

3 CONCEPT OF OPERATIONS

3.1 General

1. The National Weather Service will notify the TPO or the Newtok Traditional Council to provide warning of severe storms or flooding that may affect Newtok, resulting in an evacuation of the population at risk before the event occurs. However, in some instances, the event will occur with little or no time for warning, causing an evacuation to occur after the event strikes.
2. The TPO or Newtok Traditional Council will notify the Elders in the role of Incident Commander (IC), the IRA Council President, the Newtok Ayaprun School, the village health aides, an Ungusraq Power Company representative, the Newtok Search and Rescue, and the Newtok Native Corporation of storm/flood warning. The TPO will write a notice of storm/flood warning for VHF radio, local TV, or radio for a public service announcement. The notice will identify locations at risk. See Annex C for pre-scripted announcements for different hazard warnings.
3. The Newtok Elders or a representative, assuming the role of the IC, will activate the Emergency Operations Center (EOC)/Incident Command Post (ICP) and members of the ICS General Staff, Command Staff, and other members of the Incident Management Team (IMT), as appropriate. See Annex E for a sample ICS organization chart.
4. The IC will notify the State Emergency Coordination Center (SECC) and the Department of Homeland Security & Emergency Management when the EOC/ICP has been activated.
5. Newtok Search and Rescue will monitor conditions for erosion, high water, and wind to watch for potential threats to life, property and/or the environment.
6. In the event of the imminent threat of a disaster emergency, Newtok Search and Rescue will seek volunteers to assist with the emergency. Volunteers will report to the designated EOC/ICP to check in and receive assignments.

3.2 Shelter-in-Place or Evacuation Decisions

1. The IC will decide whether to SIP or to evacuate the community, with guidance and coordination provided by the IMT, Newtok Search and Rescue, the IRA Council, the Newtok Native Corporation, and the TPO. Generally, the decision to evacuate should be the last resort for a community. The IC will consider hazard impacts and the number of homes affected. The IC will designate an Operations Section chief and/or an Evacuation Branch director. This individual or these individuals will be tasked with coordinating and carrying out the actions necessary for an evacuation or SIP order.
2. The IC, with guidance from the ICS command and General Staff and/or TPO, will determine whether to recommend (1) a SIP advisory, (2) evacuation/relocation of households to safer locations within Newtok or (3) evacuation of residents to shelter locations outside of Newtok.
 - a. During an emergency it may be necessary or prudent to recommend different tiers of evacuation to different residents based on their personal risk as determined by geography (e.g., the location of the home) or by the special needs of residents (e.g. young children, elders, those with medical needs). Healthy adults with homes not in immediate risk may SIP, healthy adults with homes at

risk may evacuate to a local shelter within the community, and residents with special medical needs, elders, and young children and their parent/guardian may be evacuated to a shelter location outside of the community.

- b. The Evacuation Branch director or designee will coordinate Alert and Notification of individuals affected for the relocations.
 - c. The IC will keep DHS&EM informed of the local situation and actions taken, with periodic updates and briefings.
3. SIP: At the sudden onset of an emergency, the IC may decide the risk of evacuation or relocation of residents to another area may be greater than the risk of remaining in their homes, schools, or offices; therefore, the IC may decide to SIP. If the IC advises residents to SIP, they should remain where they are until further instructions are given. Appendix B contains general information from the American Red Cross for SIP.
4. Evacuate:
- a. Evacuation – Impacts to 10 homes or fewer:
 - i. Threat to property (homes or businesses) – Evacuation Branch director or designee notifies homeowners of need to move household contents.
 - 1) Homeowners move on their own.
 - 2) Evacuation Branch director or other volunteer assists individuals with move.
 - ii. Threat to property and life (occupied homes or businesses threatened) – Evacuation Branch director or designee notifies homeowners of need to move and determines whether any household contents can be preserved.
 - 1) Evacuation Branch director determines whether individuals have an alternate site to move to and notifies residents of shelter location(s).
 - 2) Evacuation Branch director or designee records names of individuals and where they are going.
 - 3) Evacuation Branch director or other volunteers assist individuals with move.
 - b. Evacuation – Impacts to more than 10 homes:
 - i. Evacuation Branch Director or designee identifies individuals who must move and telephone numbers or other contact information of affected households.
 - 1) Evacuation Branch director or designee contacts residents and advises them of evacuation order to move to the Newtok School or other shelter locations.
 - 2) Evacuation Branch director determines whether individuals will need assistance.

- 3) Evacuation Branch director or designee advises individuals how much time they have to move and provides them with a list of what to take to the shelter (blankets, clothing, medications, food, water, sleeping bags, and flashlights).
 - ii. Evacuation Branch director or designee will implement system to track volunteers and their assigned roles.
 - c. Evacuation – Impact Community-wide:

During a significant emergency event, a decision to evacuate all members of the community may be required; however, some individuals may be evacuated to a shelter within the community and some may be evacuated to shelter locations outside of Newtok.

 - i. Evacuation of all individuals from Newtok may not be feasible or safe during a storm event. Sufficient aircraft and boat resources may not be available to move all individuals with very short notice, and severe weather conditions will not allow aircraft or boat operations during the storm.
 - ii. Evacuations from Newtok will be limited to medical emergencies or special needs individuals.
 - iii. Individuals with life safety issues should be advised to evacuate prior to the impact of an imminent storm. This includes individuals with special medical needs, young children and their parents/guardians, and elders.
 - iv. All other affected individuals should SIP or evacuate to the local shelter (for example, Newtok School or the Community Hall), as determined by the Evacuation Branch director.
5. Individuals not affected by the evacuation order should stay put and not come to the shelter location without notifying the Evacuation Branch director or designee, because space and resources will be limited.
6. Non-residents/Visitors to Newtok – Non-resident and visitor populations will be considered when planning, conducting, and recovering from disasters or emergencies requiring evacuation. The planning effort must include these populations to anticipate the increase in transportation, shelter, and medical resource needs. Additionally, non-residents and visitors should be accounted for while they are staying in local homes, the Community Hall, or the school.
7. After the emergency incident, the IC, in consultation with the Command and General Staff, and/or the TPO, will determine when individuals can return to their homes.
 - a. The following conditions should prevail in the evacuated area before evacuees are authorized to return:
 - i. The threat prompting the evacuation has been resolved or has subsided.
 - ii. Sufficient debris has been removed to permit safe travel on roads and walkways.

- iii. Downed power lines have been removed; ruptured gas, water, and sewer lines have been repaired; damaged fuel tanks and other significant safety hazards have been eliminated. However, utility services may not be fully restored.
- iv. Structures have been inspected by the appropriate agency and deemed safe for occupancy.
- v. Adequate water is available for firefighting, drinking, and sewer systems.
- b. For return and re-entry, it may be necessary to provide transportation for some individuals. Information on transportation options should be provided to all shelters. Traffic control along return routes may also be required.
- c. Public information intended for returnees should address such issues as:
 - i. Documenting damage for insurance purposes;
 - ii. Caution in reactivating utilities and damaged appliances;
 - iii. Cleanup instructions; and
 - iv. Removal and disposal of debris.

3.3 Shelters

The IC will determine when to activate an emergency shelter, such as the Newtok School or Lutheran Church.

1. Evacuation Branch director or designee will direct individuals to the appropriate shelter site.
2. Evacuation Branch director or designee will move satellite phone to the appropriate shelter site.
3. Evacuation Branch director or designee will log in names of each evacuee at the shelter site.
4. The IC may activate volunteers to locate missing individuals. If they are unable to contact individuals, volunteers may be sent to check homes or neighbors of the missing.
5. The set-up or layout for the shelters could be determined by the number of individuals and the demographics of the shelter's population. Considerations for the layout should be given for elderly, special needs and vulnerable/at-risk populations, small children, families, and individuals on medical support.
6. The Newtok School is the preferred emergency shelter for primarily the elderly, special needs and vulnerable/at-risk populations, families with small children, and individuals on medical support, because the school has independent toilets and water supply and its own generator.
7. The Lutheran Church is the preferred emergency shelter for young adults; its location outside of the community requires transportation via boats and it does not have running water or toilets.

8. The National Guard Armory building, if accessible, could be used as an emergency shelter; however, the building is located on the ocean side of Newtok and would be as vulnerable as other buildings during flood events.

3.4 Transportation

1. Some individuals may need assistance with transportation to shelters or to the airport for air evacuation, particularly if they do not have a snow machine, four-wheeler, car, truck, or boat available.
2. Provisions should be made for the transportation of non-residents and visitors who may be in Newtok at the time of an emergency evacuation. The transportation of individuals will be as directed by the IC General Staff. For example, within the Operations Section, the transportation director would be responsible.
3. Special needs and vulnerable/at risk individuals who are non-ambulatory or who are on life support may need to be transported to shelters or to the airport for air evacuation.
4. The IC or staff will coordinate transportation of emergency responders from state or federal agencies or organizations that may come to Newtok to provide assistance with disaster emergencies.

3.5 Traffic Control

1. At the direction of the IC or Operations chief, the TPO will determine the need for traffic control during emergencies.
2. At the direction of the IC or Operations chief, the TPO will assign specific duties associated with traffic control as needed. Anticipated duties might include control of traffic to/from the health clinic, Newtok School, or the Lutheran Church for vehicles transporting sick or special needs populations.
3. The TPO will coordinate with IRA Council, and volunteers to control traffic.

3.6 Warning and Public Information

1. The IC will determine whether to issue an evacuation warning to the public.
2. The IC will coordinate this decision with the Command and General Staff.
3. Advance Notice of Possible Evacuation
 - a. For slow-developing emergencies, advance warning will be given to affected residents as soon as the IC determines an evacuation may be required. Advance notice will be given via telephone, VHF radio, or door-to-door contact with residents who do not have a telephone or VHF radio. Advance warning will provide preparedness actions, such as securing property (tying down or moving boats or vehicles to alternate locations; assembling disaster supplies or disaster kits; fueling snow machines, ATVs, cars or trucks; and identifying evacuation routes or shelters).
 - b. Advance warning will be made to special facilities in a threatened evacuation area as early as possible. Those facilities will be asked to review and prepare to implement their internal evacuation plans. Facility staff may report any requirements for assistance to emergency responders or to the EOC. Special

facilities may include the Newtok School, the Lutheran Church, the City or Tribal offices, or the health clinic.

- c. Special needs and vulnerable/at risk populations will be given advance notice, so they have additional time to prepare and procure resources that may be required. Any special needs and requests for assistance should be reported to the emergency responders or to the EOC. Agencies with information and registries on special populations within the village should report this information to the IC to assist with providing proper advance notice.
4. Evacuation Warning
 - a. An evacuation warning should be disseminated through all available warning systems. The warning systems used by Newtok include, but are not limited to:
 - i. VHF radio;
 - ii. Telephone (including cellular phone) contact;
 - iii. House-to-house notification by the TPO or volunteers;
 - iv. Television, radio, and cable news broadcasts; and
 - v. Emergency Alert System (EAS) broadcast on television, radio, and cable.
 - b. The IC or the Public Information Officer (PIO) will prepare an evacuation warning message to alert the public of impending threat and to give instructions for the evacuation. These messages should be short and concise. Depending on the threat, messages could be pre-scripted and specific details completed with each event. For example, an evacuation message during flooding or an anticipated storm surge may include instructions on where boats should be hauled to safety. The PIO will ensure that messages are disseminated through all available warning systems and the media, and that these messages will also target special populations and vulnerable at-risk populations, which may include visually and hearing-impaired individuals and non-English-speaking individuals (see Appendix 3 for examples of pre-scripted announcements).
 - c. Additional instructions for the evacuation will include shelter or mass care facility location; items individuals and families should take to the shelter; evacuation routes; and guidance on securing homes and property.
 - d. When school children are evacuated, parents/guardians will be given timely instructions on where and when they can reunite with their children. The Newtok School may become a shelter for the community; therefore, this plan will coordinate with the Lower Kuskokwim School District (LKSD) policy and plan for evacuation.
 - e. In the case of an immediate evacuation, the IC will work with the TPO and volunteers to notify all affected individuals and families, using:
 - i. VHF radio;
 - ii. Telephone (including cellular phone) contact;
 - iii. House-to-house notification by the TPO or volunteers;

- iv. Television, radio, and cable news broadcasts; and
- v. EAS broadcast on television, radio, and cable.
- f. The IC will assign responsibility for sweeping the evacuated area to the TPO or a team of volunteers to ensure that all individuals and households have been notified of the evacuation order. Persons who refuse to evacuate will be left until all others have been warned, and then, time permitting, further efforts may be made to persuade these individuals to leave. Information on persons who refuse to evacuate and information on their next-of-kin will be provided to the EOC.
- g. When the need for evacuation has been resolved, the IC, working with guidance provided by the Command and General Staff, will determine when it is safe for individuals to return to their homes. The PIO will prepare a message and instructions for returning individuals and families.

3.7 Communications

Interoperable communications systems among response agencies are critical in the coordination of evacuation and SIP operations. Currently, the VHF radios are the communications system most common between agencies and individuals located in Newtok. The health clinic has a satellite phone; however, no other agencies have one. There is one additional privately owned satellite phone in the community.

3.8 Special Facilities

Special facilities are responsible for the welfare of their students, clients, patients, and inmates during an emergency. These facilities will operate under the guidance of their emergency or crisis management plans; however, so they can implement their plans for an evacuation, these facilities need to be warned.

1. Newtok School
 - a. If the Newtok School is ordered to evacuate, students will be transported to a location outside of the risk area where they can be reunited with their parents/guardians. Since there are no school buses in Newtok, parents and faculty will assist with transporting students, with additional support from the TPO and volunteers designated by the IC. It is essential that the public be provided timely information on these arrangements. In the case of a large-scale emergency situation with advance warning, school will generally be closed and students returned to their homes so they can evacuate with their families.
 - b. There are no formal agreements between the Newtok Ayaprun School, the LKSD, or the City on the use of the school as an emergency shelter. Currently, a draft agreement is under review by the LKSD for consideration. The agreement must also be reviewed by the IRA Council before it is approved and implemented.

2. Health Clinic
 - a. Any clinic activities and planning will be coordinated with the clinic's plan set forth by the Yukon Kuskokwim Health Corporation.

3.9 Special Needs and Vulnerable or At-Risk Populations

1. Some special needs and vulnerable or at-risk individuals will require special evacuation assistance, transportation, shelter facilities, or medical care during major evacuations. Information on special needs populations, including identification by type and estimated number of special needs populations, is being developed and will be included as an appendix to this plan.
 - a. Medication Required – Some evacuees may not have access to their prescribed medications or oxygen. Health aides stationed at sheltering facilities will help to assess what types of medications are needed and request this support from the IC General Staff.
 - b. Home-Bound Elderly – Home-bound elderly may need transportation assistance. As individuals requiring assistance are identified by first responders or personnel coordinating the evacuation, the Evacuation Branch Director will coordinate transportation resources and inform the ICP/ EOC of individuals requiring transportation assistance.

3.10 Tribal Organizations

1. Native Village of Newtok – The Native Village of Newtok was established in 1940 under the Indian Reorganization Act (IRA) of 1934 and is led by an IRA Council president and a seven-member council. IRA Council services include:
 - a. Housing Improvement Program;
 - b. Environmental Protection Agency (EPA)/Indian General Assistance Program (environmental);
 - c. Kawerak Transportation Program and Tribal grant writer; and
 - d. Tribal public assistance and Tribal family services/Indian Child Welfare Act.
2. The Native Village of Newtok is a federally recognized Alaska Native tribe. The IRA Council owns the teen center and Friendship Center, which could be used as a triage area for the health clinic or as an alternate EOC or ICP in an emergency.
3. Newtok Native Corporation was established under the Alaska Native Claims Settlement Act of 1971 and consists of a president, a six-member board, and shareholders. The Native Corporation owns surface and subsurface rights to the land. Also, the Corporation operates the Native Store, which could provide provisions to support emergency operations.
4. Kawerak, Inc. – Kawerak is the regional non-profit organization, incorporated in 1973 by the Bering Straits Native Association (BSNA). Kawerak contracts with the state and federal government to provide services to residents of the Bering Strait region, 75% of whom are of Eskimo, Aleut, or American Indian descent. Kawerak's organizational goal is to help Alaska Native people and their governing bodies take control of their

future. With programs including education, housing, natural resource management, and economic development, Kawerak seeks to improve the region's social, economic, educational, cultural, and political conditions. Kawerak is governed by a board of directors comprised of the president (or designee) of the IRA Council or traditional councils, two elder representatives, and a representative from the regional health care provider. Kawerak reorganized in 2006 and operates under four divisions: Children and Family Services, Community Services, Employment and Training, and Natural Resources.

3.11 Non-Resident/Tourist Evacuations

Non-resident and tourist populations will be considered when planning for, responding to, and recovering from disasters or emergencies resulting in evacuation. Some examples of these populations include school academic or athletic groups visiting Newtok, visitors from neighboring communities for cultural or community events, tourists traveling to Newtok, and visiting relatives of community members. In the event of an evacuation order, the hosting group or individual should advise the EOC of the number of individuals, their names and approximate ages, and any special considerations.

3.12 Animal Evacuations

1. Animal owners are responsible for moving or securing their pets during an evacuation.
2. Evacuees arriving at a shelter with their animal(s) will be directed to a designated area for securing their animal(s). Owners should bring food, water, leashes, bedding, or carriers for their animals.
3. Care providers for special needs persons owning an animal(s) should have a plan for the care and sheltering of their client's animal(s).

3.13 Access Control and Security

1. The TPO will take the lead in providing security for evacuated areas, establishing a perimeter to limit entry into evacuated areas, and conducting periodic patrols of affected areas to help ensure the safety and security of those areas and to deter theft by those on foot.
2. If an evacuated area has sustained damage and cannot be occupied for an extended period of time, it may be desirable to implement a permit system to limit access to emergency workers, homeowners, business owners, utility workers, and contractors providing debris removal and restoring damaged buildings.

3.14 Newtok as Host to Evacuees

1. If Newtok receives evacuees from other locations, resources associated with evacuation and sheltering that are tracked and documented on appropriate ICS forms could be reimbursed by the affected community through disaster funding.
2. Requests for Newtok to host evacuees, whether from another community or from outside the state, will be made to the City through the SECC or DHS&EM. Although state resources will be used to support evacuees from other jurisdictions, the City, in coordination with the IRA Council, is responsible for directing how those resources are identified, distributed, and managed.

3. Transportation and sheltering resources designated for Newtok could be employed for hosting evacuees from other locations. In case of that need, this EEP will be activated to govern response and recovery efforts.
4. Newtok has limited resources to host a significant number of evacuees; however, the state may activate the SECC and request assistance from the City to coordinate with neighboring communities to host evacuees. In this case, the City may activate its EOC and the IC may activate the Operations and Logistics sections to provide shelter and other resources and to track hosted evacuees.

3.15 Demobilization and Re-Entry

1. Operations to return evacuees to their homes or businesses require the same consideration, coordination, and control as does the original evacuation. The IC will recommend allowing the return of evacuees and communicate the recommendation as appropriate, including through VHF radio, telephone, announcements at the shelter(s), posted notices, and the media.
2. The following conditions should prevail in the evacuated area before evacuees are authorized to return:
 - a. The threat prompting the evacuation has been resolved or has subsided.
 - b. Sufficient debris has been removed to permit safe travel on roads and crossings.
 - c. Downed power lines have been removed; ruptured gas, water, and sewer lines have been repaired; and other significant safety hazards have been eliminated. However, utility services may not be fully restored before evacuees return home.
 - d. Structures have been inspected by the appropriate agency and deemed safe for occupancy.
 - e. Adequate water is available for drinking, firefighting, and sewer systems.
3. For return and re-entry to homes and businesses, it may be necessary to provide transportation for those who lack vehicles, boats, snow machines, or ATVs. Information on transportation options should be provided to all shelters.
4. Public information intended for returning evacuees should address such issues as:
 - a. Documenting damage and loss for insurance purposes;
 - b. Caution in reactivating utilities and damaged appliances;
 - c. Cleanup instructions;
 - d. Procedures for boiling and sterilizing drinking water;
 - e. Temporary housing assistance for those who cannot return to their homes due to extensive damage or permanent loss; and
 - f. Removal and disposal of debris.

3.16 Actions by Phase of Emergency Management

Table 2 provides general guidelines on actions to be taken during each phase of emergency management.

Table 2 Actions by Phase of Emergency Management	
<i>Phase</i>	<i>Actions</i>
Mitigate/ Prevent	<ul style="list-style-type: none"> • Where possible, undertake mitigation for known hazards that have led to evacuation in the past. Refer to Newtok Local Hazard Mitigation Plan for hazards and mitigation measures. • Discourage development, particularly residential construction, in potential risk areas. These areas include flood plains and areas adjacent to facilities that make, use, or store hazardous materials. • Seek improvement to preplanned evacuation routes, if needed. • Enhance warning systems to increase warning times and reduce the need for rushed evacuations. • Provide preparedness guidelines for individual, family, and special needs and vulnerable/at risk populations.
Prepare	<ul style="list-style-type: none"> • Identify areas where previous major evacuations have occurred and additional areas that may require large-scale evacuation in the future due to known hazards. • Determine the population of risk areas and identify facilities that may require special assistance during evacuation (clinics, schools, homes of special needs/vulnerable at-risk populations, etc.) to determine potential transportation requirements. • To the extent possible, identify individuals with special needs who would require assistance in evacuating and maintain contact information for those individuals. • Identify primary and alternate evacuation routes, taking into account road or trail capacities. • Review the disaster preparedness plans of special facilities and advise facility operators of any changes that may be needed to make them more workable. • Include evacuations in the scenario of periodic emergency drills and exercises. • Conduct public information programs to increase citizen awareness of possible reasons for evacuation; preplanned evacuation routes; availability of transportation; the need to take appropriate food, clothing, and other disaster supplies during an evacuation; and the desirability of helping neighbors who may need assistance during an evacuation. • Promulgate procedures for protecting government resources from known hazards by relocating and securing them.
Respond	<ol style="list-style-type: none"> 1. See the General Evacuation Checklist in Appendix A of this plan.
Recover	<ul style="list-style-type: none"> • Initiate return of evacuees when it is safe to do so. • Coordinate transportation for those who do not have transportation. • Coordinate temporary housing for those who cannot return to their homes. • Provide traffic control for return. • Initiate recovery activities for evacuees who have suffered loss of or damage to their homes or businesses. • Carry out appropriate public information activities. • Return medical infrastructure to pre-disaster level. • Plan for continuing social and human resource needs.

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4 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

4.1 Organization

1. The IRA Council's normal, day-to-day organizational structure and the services of the TPO and Volunteer Fire Department, described in the emergency management section of the Newtok EOP, will be used to the greatest extent possible during emergencies to assist with planning and execution of evacuation operations.

The normal structure will be modified by the use of the NIMS at individual incidents and in the EOC. The IRA Council recognizes the role of the "Principal Federal Official" in the NIMS. The emergency management organization may be expanded to include other agencies and entities.

The IRA Council departments and agencies will maintain their internal management and reporting structures during emergencies. This is important for the continuation of daily responsibilities, where possible, and the organized allocation of departmental resources.

2. Incident Command System (ICS)
 - a. The IC will determine the need for, organize, and conduct limited evacuations in the immediate vicinity of the emergency site. The IC will coordinate the evacuation order with the SECC.
 - b. The IC and the SECC should agree on a division of responsibility for evacuation tasks. The IC will normally manage evacuation operations at the scene; however, if local resources are inadequate, the IC may request assistance from the SECC.
 - c. The SECC will coordinate acquisition of external resources required for the evacuation and coordinate their use with the local IMT.
 - d. An evacuation order from the IC should not occur before a location for shelter and an EOC are determined. The IC should be in contact with the receiving location's IC, the local EOC, and the SECC.

4.2 Assignment of Responsibilities

1. The IRA Council assumes emergency preparedness, administrative, response, and recovery responsibilities for the community of Newtok. The state and federal agencies are responsible for supporting local emergency efforts. The specific functional roles and responsibilities for emergency management, response, and recovery are outlined in the Newtok EOP, dated February 2010.

The General Evacuation Checklist (Appendix A) contains a suggested course of action for evacuation of the entire community, which would only be used if the entire community were in a life-threatening situation.

State support agencies include:

Alaska Department of Military and Veterans Affairs
Alaska Army National Guard
Alaska Division of Community and Regional Affairs

Alaska Division of Homeland Security and Emergency Management
Alaska Department of Health and Human Services
Alaska Department of Environmental Conservation
Alaska Department of Public Safety
Alaska State Troopers
Alaska Department of Transportation

Federal support agencies include:

U.S. Department of Interior
Bureau of Land Management
Alaska Fire Service
Federal Emergency Management Agency Alaska Area Office, Anchorage
U.S. Environmental Protection Agency, Region 10
U.S. Coast Guard 17th District
U.S. Army Corps of Engineers

Regional support agencies/entities include:

Bering Strait School District
Bering Straits Native Corporation
Kawerak, Inc.

5 DIRECTION AND CONTROL

5.1 General

1. The IC has the general responsibility for recommending an evacuation, with the coordination of the SECC, when it is determined to be the most effective means of protecting the public from a hazard.
2. The IC may recommend evacuation of people at risk in and around an emergency scene in situations where rapid evacuation is critical to the health and safety of the population. The IC will direct and control the required evacuation and guide evacuees to the appropriate shelters.
3. The SECC will coordinate and direct large-scale evacuations and evacuations conducted on the basis of imminent threat where there is no current emergency scene.
4. Situation Status Reports are used by the DHS&EM to provide situational awareness to the IC and other response personnel.

5.2 Coordination Mechanisms

Coordination mechanisms between the IRA Council and neighboring jurisdictions and agencies are recommended in the development of individual mutual aid agreements. Although no written agreements exist currently, the agreements will be included in the References section of this plan.

5.3 Evacuation Area Definition

1. The IC will determine areas to be evacuated, in coordination with the TPO, the IRA Council, and SECC officials with the authority to direct a mandatory evacuation. The determination will be made using those individuals and agencies with the necessary expertise, specialized planning materials or decision aids, the recommendations of state and federal agencies, and, where appropriate, advice from other subject-matter experts. Evacuation recommendations to the public should clearly describe the area to be evacuated with reference to known geographic features such as trails and rivers.
2. The hazard situation that resulted in the need for evacuation should be continually monitored in case changing circumstances, such as an increase in rainfall or wind shift, affect the potential impact area and any new areas that must be evacuated.

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6 INCREASED READINESS LEVELS

Increased readiness levels during an evacuation threat correlate with the risk identified. The IC/UC determines the threat with the guidance of the ICS Command and General Staff, and the TPO. Currently, the decision to evacuate is based on the following risks identified:

1. Impact to 10 homes or fewer.
 - a. There is a threat to property (homes or businesses). IC/UC or Evacuation Branch director notifies property owners or residents of this threat and advises them to them to move essential household or business contents, which they move on their own or with assistance arranged by the Evacuation Branch director.
 - b. There is a threat to property and life (occupied homes or businesses). Evacuation Branch director or designee notifies property owners and the inhabitants are moved; it is determined whether any household or essential business contents can be preserved.
 - i. Property owners determine whether they have an alternate site to which they can move.
 - ii. If property owners move to an alternate site, Evacuation Branch director or designee keeps written record of name(s) and location(s).
 - iii. Evacuation Branch director or designee provides assistance as needed for property owners to move to alternate site(s).
2. Impact to more than 10 homes; recommend evacuation to Newtok School.
 - a. Move evacuation headquarters to the school.
 - b. Move satellite phone to the school or the Lutheran Church (or other designated shelter).
 - c. Evacuation Branch director or designee: identify who must move and telephone numbers of affected households.
 - d. Evacuation Branch director or designee: call homes and advise the households that they must move to the school.
 - i. Provide information on how much time residents have to move and what they can take to the shelter, and determine whether they need assistance.
 - ii. Provide limit(s) on what they can take to the shelter; for example, blankets, clothing, medications, food, water, sleeping bags, and flashlights.
 - e. Implement system to track volunteers.
 - f. Limit is 10 teams with radios.
 - g. Maintain a log of individuals arriving at the shelter site(s).
 - h. Use volunteers to locate missing individuals.

- i. Evacuation Branch director or designee will check the homes for those residents they have been unable to contact by telephone or radio.
 - j. Other residents not directly affected by the evacuation order should stay put. They should not move about town or come to the shelter site without first notifying EOC.
3. Community-Wide Impact. Evacuation of all individuals out of the community to other communities or mainland shelter sites may not be feasible during a storm event if evacuation may entail risk to safety or life. Residents will need to be prioritized based on their individual risk and the resources available to assist in evacuation.
- a. Sufficient aircraft and boat resources may not be available to move all residents with very short notice, and severe weather conditions would not allow aircraft or boat operations during the storm.
 - b. Residents with life safety issues should be evacuated before the storm's arrival.
 - c. Residents remaining in the community should SIP or move to a community shelter, such as the Newtok School or the Lutheran Church, as determined by the IC.
4. Listed below are Preparedness Level Descriptions, according to the State of Alaska Emergency Response Plan, dated 2004. The IC's decisions would correlate with these preparedness levels.
- a. **Level 1** indicates routine operations. Occurring and forecasted events present little, if any, threat. Events are being managed successfully by the appropriate agency with no requirement for additional support.
 - b. **Level 2** indicates a heightened sense of awareness. Occurring or forecasted events include a potential or present threat. Examples include weather or river watch/warning, multiple fire ignitions, extended search and rescue, and law enforcement action. Events exceed the routine, but responsible offices are able to manage with additional support from commonly used sources. DHS&EM may field reconnaissance teams. SECC may mobilize additional staff.
 - c. **Level 3** indicates an actual event occurred or may be imminent. Examples are river flooding disrupting public transportation, extended search and rescue requiring interagency support, a wildland fire requiring evacuation and shelter planning, and raising of the State Homeland Security Threat Level. A local emergency operations center may be activated, a local disaster may be declared, or DHS&EM may send out an incident management team to react to a local crisis. Any situation clearly beyond a local community's capability to respond will prompt elevation of SECC operations to this level. Additional information reporting requirements may be necessary to keep government(s) apprised of situation(s). The state Disaster Policy Cabinet (DPC) and a multi-agency coordinating (MAC) group may be activated.
 - d. **Level 4** operations occur in response to a major life-threatening or property-damaging event. Examples are when a river flood, sea storm surge, or tsunami displaces residents and damages structures; when an extended search and rescue operation is conducted to find multiple victims; or when a wildland fire

requires evacuation and sheltering of residents. The event exceeds agency or local emergency management capability and requires significant mobilization of statewide emergency resources from agencies in multiple levels of government. The SECC activates the DPC, which meets to review the situation. A MAC Group is usually formed and meets regularly to ensure interagency cooperation and coordination. Usually a state disaster declaration is in effect or has been recommended to the governor. DHS&EM is fully involved in support and coordination of event(s). Augmented SECC operates 24 hours per day. IMT(s) are likely mobilized. DHS&EM may require augmentation from other agencies, both for field teams and in the SECC. Information reporting is augmented to keep the governor's office and DPC fully apprised of situation progress. Federal Emergency Management Agency (FEMA) Region 10 is notified.

- e. **Level 5** operations occur in the event of a major loss of life, considerable property or environmental damage, or a significant threat thereof. Examples include a major earthquake or tsunami in a populated area, widespread flooding that displaces and damages entire communities, a terrorism attack with multiple victims and high probable loss of life, and a wildland fire that burns through one or more communities. The event exceeds statewide capability and requires significant mobilization of federal and other resources from outside Alaska. SECC operates 24 hours per day. DHS&EM is fully involved in support and coordination of event(s) and staffing is adjusted by recall of personnel on annual leave and travel status and augmented by activation of other agency personnel. A federal disaster declaration is in effect or has been requested by the governor. IMT(s) are mobilized. DPC is activated and meets routinely for review of the situation. A MAC Group is activated and meets to develop and disseminate policy and priorities governing the conduct of response operations. Information reporting is augmented to keep the governor's office and DPC fully apprised of situation progress.

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7 ADMINISTRATION AND SUPPORT

7.1 Reporting

Evacuations should be coordinated with the IC/UC and reported to the SECC. DHS&EM will coordinate with other jurisdictions that may be affected in the periodic Situation Reports prepared and disseminated during major emergency operations.

7.2 Records

1. Activity Logs. The IC or Planning Section will maintain accurate logs recording evacuation decisions, significant evacuation activities, and the commitment of resources to support evacuation operations, including requests for additional resources beyond the capability of local resources.
2. Documentation of Costs. All departments and agencies will maintain records of staffing and equipment used and supplies consumed during evacuations.

7.3 Resources

1. Coordination with Other Jurisdictions. Additional resources, currently not addressed in existing mutual aid agreements, may be available in other jurisdictions. The IRA Council will work to identify resource shortfalls and to develop mutual aid agreements to address these limitations. Coordination of outside resources will be done with the assistance of the SECC and DHS&EM.
2. Public Coordination
 - a. Sheltering resources may also be available from the communities of Nome, Kotzebue, Fairbanks, Unalakleet, McGrath, Galena, Bethel, and Anchorage.
 - b. Evacuation transportation resources may be available from the Norton Sound Health Corporation, U.S. Coast Guard, Alaska Army National Guard, and BLM Alaska Fire Service.
3. Private Coordination
 - a. Hospitals and Health Care. The Norton Sound Health Corporation operates the Norton Sound Regional Hospital in Nome, which is the nearest hospital to Newtok and the health clinic. Any health evacuations will be coordinated with the SECC, the DHS&EM, and the IRA Council.
 - b. Equipment, Supplies, and Personnel. DHS&EM may have various emergency contracts and purchase agreements in place for equipment, supplies, and personnel.
4. Donations Tracking and Volunteer Management. The Logistics Section chief will track donations and manage volunteers who are not managed by an outside organization such as the American Red Cross.
 - a. Newtok anticipates that independent volunteers will travel from neighboring villages to offer their assistance, whether the IC requests their assistance or not. The arrival of individuals can be more disruptive than helpful in an evacuation emergency, or if there is a threat of evacuation or need for sheltering of the

community. For example, more resources may be needed to shelter or to evacuate a greater number of individuals than planned.

- b. The IC, through the PIO, can provide a telephone contact at the EOC for volunteers to call first to get information on volunteer needs and where they should check in upon arrival.
5. Relocation Assistance. Relocation assistance for evacuees needing long-term housing will be coordinated through the City for housing assistance provided by the state or federal government.

7.4 Post Emergency Review

Following an emergency evacuation, the DHS&EM will coordinate with the IRA Council to conduct a review of emergency operations by those tasked in this plan and in accordance with the Newtok EOP. The purpose of this review is to identify improvements to operations, procedures, and resources, including personnel, equipment, and facilities. Following an incident, the IRA Council will review the EOP, the EEP, and Continuity of Operations Plan to identify any recommended changes.

7.5 Drills and Exercises

The IRA Council will periodically conduct drills, tabletop exercises, functional exercises, and full-scale exercises that include an evacuation scenario based on the hazards identified in the Newtok EOP and its current Local Hazard Mitigation Plan.

7.6 Plan Development and Maintenance

1. The IRA Council is responsible for developing and maintaining this plan. Recommended changes to this plan should be forwarded to the IRA Council as needs become apparent or following an emergency evacuation.
2. This plan will be reviewed annually, or following an emergency evacuation, and revised and updated as needed, in accordance with the Newtok EOP.
3. Departments and agencies assigned responsibilities in this plan are responsible for developing and maintaining standard operating procedures covering those responsibilities.

8 REFERENCES**8.1 Local**

1. Newtok EOP, February 2010
2. Newtok Local Economic Development Plan, 2004–2009, October 2003
3. Newtok Relocation Strategic Plan, January 2002

8.2 State

1. Alaska Statutes, Title 26, Military Affairs, Veterans, and Disasters, Chapter 23, Disasters
2. Administrative Order No. 248

8.3 Federal

1. Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 100-707 (amended earlier Public Law 93-288)
2. Superfund Amendments and Reauthorization Act of 1986
3. 40 CFR Parts 300-355. Final Rule: Extremely Hazardous Substances List and Threshold Planning Notification Requirements (52FR13378, April 1987)
4. Homeland Security Presidential Directive 3, Homeland Security Advisory System, March 11, 2002
5. Homeland Security Presidential Directive 5, Management of Domestic Incidents, February 28, 2003
6. National Response Framework, January 2008
7. National Incident Management System, December 2008

8.4 Supporting Plans, Procedures, and Agreements

1. Newtok Emergency Operations Plan, 2010
2. Newtok Continuity of Operations Plan, 2010
3. The IRA Council resolution approving and adopting the Newtok Emergency Evacuation Plan, 2010
4. State of Alaska Emergency Response Plan, 2004
5. Mutual Aid Agreements – no written agreements currently exist; however we recommend the following:
 - a. Shelter agreements with Newtok School or Bering Strait School District
 - b. Agreements with neighboring villages for assistance

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9 APPENDICES

APPENDIX A General Evacuation Checklist

APPENDIX B Shelter-In-Place Procedures

APPENDIX C Emergency Alert System Messages

APPENDIX C-1 Evacuation EAS Message

APPENDIX C-2 Shelter-In-Place EAS Message

APPENDIX D Sample Evacuation Order

APPENDIX E ICS Organization Chart

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A GENERAL EVACUATION CHECKLIST

This appendix provides a checklist of action items to be completed by county emergency management personnel in response to an emergency requiring evacuation and sheltering.

✓	Action Item	Assigned
PLANNING		
	1. Determine area(s) at risk: <ul style="list-style-type: none"> ▪ Determine population of risk area(s) ▪ Identify any special needs facilities and populations in risk area(s) 	
	2. Determine evacuation routes for risk area(s) and check the status of these routes.	
	3. Determine traffic control requirements for evacuation routes.	
	4. Estimate public transportation requirements and determine pickup points.	
	5. Determine temporary shelter requirements and select preferred shelter locations.	
ADVANCE WARNING		
	6. Provide advance warning to special needs facilities and advise them to activate evacuation, transportation, and reception arrangements. Determine whether requirements exist for additional support from local government.	
	7. Provide advance warning of possible need for evacuation to the public, clearly identifying areas at risk. See Appendix C, Emergency Alert System Messages, of this plan.	
	8. Develop traffic control plans and stage traffic control devices at required locations.	
	9. Coordinate with special needs facilities on precautionary evacuation. Identify and alert special needs populations.	
	10. Ready temporary shelters selected for use.	
	11. Coordinate with transportation providers to ensure vehicles and drivers will be available when and where needed.	
	12. Coordinate with school districts on closure of schools.	
	13. Advise neighboring jurisdictions that may be affected of evacuation plans.	
EVACUATION		
	14. Advise neighboring jurisdictions and the SECC that an evacuation recommendation or order will be issued.	
	15. Disseminate evacuation recommendation or order to special needs facilities and populations. Provide assistance with evacuating, if needed.	
	16. Disseminate evacuation recommendation or order to the public through available warning systems, clearly identifying areas to be evacuated.	
	17. Provide amplifying information to the public through the media. Emergency public information should address: <ul style="list-style-type: none"> ▪ What should be done to secure buildings being evacuated ▪ What evacuees should take with them ▪ Where evacuees should go and how should they get there ▪ Provisions for special needs population and those without transportation. 	
	18. Staff and open temporary shelters.	

✓	Action Item	Assigned
	19. Provide traffic control along evacuation routes and establish procedures for dealing with vehicle breakdowns on such routes.	
	20. Provide transportation assistance to those who require it.	
	21. Provide security in or control access to evacuated areas.	
	22. Provide Situation Reports on evacuation to the SECC.	
RETURN OF EVACUEES		
	23. If evacuated areas have been damaged, reopen roads, eliminate significant health and safety hazards, and assess damage.	
	24. Determine requirements for traffic control for return of evacuees.	
	25. Determine requirements for and coordinate provision of transportation for return of evacuees.	
	26. Advise neighboring jurisdictions that return of evacuees will begin.	
	27. Advise evacuees through the media that they can return to their homes and businesses; indicate preferred travel routes.	
	28. Provide traffic control for return of evacuees.	
	29. Coordinate temporary housing for evacuees who are unable to return to their residences.	
	30. Coordinate with special needs facilities on return of evacuees to those facilities.	
	31. If evacuated areas have sustained damage, provide public information that addresses: <ul style="list-style-type: none"> ▪ Documenting damage and making expedient repairs ▪ Caution in reactivating utilities and damaged appliances ▪ Cleanup and removal/disposal of debris ▪ Recovery programs. 	
	32. Terminate temporary shelter and mass care operations.	
	33. Maintain access controls for areas that cannot be safely reoccupied.	

B SHELTER-IN-PLACE PROCEDURES

The term “shelter-in-place” means to seek immediate shelter and remain there during an emergency rather than evacuating the area. Evacuation is always preferred. Shelter-in-place should only be used when an evacuation is not safe. Certain events may necessitate the initiation of the IRA Council’s shelter-in-place protocol.

A Public Information Message for the Emergency Alert System (EAS) is located in Appendix C-2.

Prepare for the Unexpected

Individuals and families within the community should be made aware of basic precautionary measures to take to increase their level of preparedness by having the following:

- Shelter-in-place/disaster supply kit, for up to 72 hours
- Knowledge of evacuation routes
- Communication and pet care plans, if necessary
- Understanding of shelter-in-place procedures
- Shelter-in-place kit
- Plastic sheeting for windows
- Duct tape, scissors, and covering materials
- Wet towels and rags for vents and under doors
- Drinking water in jugs (~2 gallons/per person)
- Battery-powered radio with emergency station numbers taped on the side and extra batteries
- VHF or CB radio
- Hard-wired telephone to report life-threatening conditions
- Working flashlight and extra batteries
- Nonperishable food and snacks

The decision to shelter-in-place will be made by the Incident Commander/Unified Command (IC/UC) and communicated by the Public Information Officer (PIO). This notification will be made using all means of communication available.

Shelter-In-Place (Hazardous Materials Release) Recommendations

In the event of a critical incident in which hazardous (including chemical, biological, or radiological) materials may have been released into the atmosphere either accidentally or intentionally, shelter-in-place may be the preferred method of safely waiting out the release. The following recommendations should be considered for distribution to the public when a decision to shelter-in-place is made in response to a release:

- Designate a safe room with no windows that can open or are opened.
- Rooms that have little or no ventilation are preferred
- Close any open windows and doors
- Seal with duct tape or cover any cracks or gaps in doors, vents, windows, outlets, or drains
- Close any fireplaces
- Only come out when authorities tell you it is safe
- The heating and ventilation system of your home or business should be shut down or switched to “re-circulate air” to prevent drawing in outside air.

Shelter-In-Place (Severe Weather) Recommendations

The public should also be given information contained in this section.

A severe weather event such as a storm surge, flood, or wind event may necessitate shelter-in-place until the threat of bad weather has passed. Persons should move from within a home or normal work area to a space that has no windows or to a lower floor. This move may increase chances of survival from wind breaking glass that might result in serious injury. It is recommended that you:

- Designate a safe room.
- Move to the basement of the building, which usually provides the best protection.
- Move to an interior room with no windows, or a hallway on the lowest floor possible to remain above flood water.
- Move to an interior stairwell if all rooms have windows.
- Stay in the center of the room away from doors and windows.
- Stay in place until the danger has passed.

C EMERGENCY ALERT SYSTEM MESSAGES

C-1 Evacuation EAS Message

C-2 Shelter-in-Place EAS Message

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C-1 Evacuation Emergency Alert System Message

The following message has been released by the Emergency Operations Center:

1. The _____ [INCIDENT COMMANDER/IRA COUNCIL PRESIDENT/TPO] has announced that an emergency condition exists at _____ [FILL IN AFFECTED AREAS] and recommends the evacuation of all persons living or working within an approximate 1-mile radius of this location.
2. This advisory affects persons living in the following area:
(Repeat the list of affected areas, then continue the message.)
3. Please use the evacuation route described below. If you will need a place to stay, report to the emergency shelter located at _____ [SCHOOL/COMMUNITY HALL].
(Describe the route.)
4. If you have housebound persons or persons with special needs in your home and require assistance in moving them, contact the local Emergency Operations Center at _____.
5. Please cooperate by checking on persons who may live alone in your community. If they have no way of providing for their own transportation, please assist them if possible, or advise the Emergency Operations Center of their need for assistance.
6. Persons affected by this evacuation advisory should prepare to spend a minimum of three days away from home and should have with them sufficient quantities of clothing, sleeping bags or blankets, food, water, personal care items and prescription drugs for at least this period. Persons evacuating to emergency shelters may be provided with food and sanitary facilities. All efforts will be made to ensure your family's safety and comfort; however, the resources immediately available are limited. Therefore, you should bring as much from your home as you can.
7. Pet owners affected by this evacuation advisory should shelter their animals and await further instructions at the emergency shelter on foodstuffs, protection of pets, and regaining access to the evacuated area.
8. Persons planning to evacuate are reminded to take the following steps prior to leaving:
 - A. Secure your home and property.
 - B. Turn off all lights and electrical appliances.
 - C. Turn down any heating systems.
 - D. Proceed calmly to your destination, obeying all traffic laws and driving carefully.
 - E. Please obey the TPO and others who will be directing traffic along the evacuation routes.
9. The preceding has been an announcement by the IRA Council giving recommendations for the evacuation of all persons living within a 1-mile radius of the _____. For further information, please stay tuned to this station.

C-2 Shelter-in-Place Emergency Alert System Message

The following message has been released by the Emergency Operations Center:

1. The _____ has announced that an emergency presently exists at _____. Persons living or working within an approximate ____-mile radius of this location are requested to take sheltering actions.
2. There is no need for residents to leave the area in order to take sheltering action.
3. Persons who have taken shelter should observe the following procedures:
 - A. Close all doors and windows.
 - B. Disconnect heating, ventilation, and air conditioning systems (HVACs) or fans.
 - C. Lower the thermostat setting of any heater or turn off air conditioner/evaporative cooler to minimize the intake of external air.
 - D. Keep pets secured away from rising flood waters, and, to the extent possible, bring animals under covered facilities.
4. People living, working, or traveling in the following areas are affected by this request:

(Repeat the list of affected areas, then continue with the message.)
5. Persons living, working, or traveling in this area should take sheltering action. Persons traveling to home or work should proceed to their destination in an orderly fashion obeying all traffic regulations. Nonresidents traveling in motor vehicles, ATVs, boats, or snow machines should clear the area in an orderly fashion.
6. If you are traveling by ATV, boat, or snow machine, or when sheltering is not immediately available, improvised respiratory protection may be taken. Place a handkerchief, scarf, towel, or other similar item snugly over the nose and mouth until indoors. If you are traveling in an enclosed vehicle, roll up all windows, close air vents, and turn off air conditioners.
7. [Read only if school is in session.] You are requested not to telephone or go to the school. Be assured that the school is following its emergency plans and the students are in a covered protected environment and will be sent home when it is safe to do so.
8. Do not telephone city, state, or federal officials directly involved. They will keep you informed of the situation through this station.
9. Do not use the telephone except for medical emergencies.
10. The preceding has been an announcement by the Emergency Operations Center. It calls for all persons living or working within a ____-mile radius of _____[AFFECTED AREA(S)] to take shelter. For further information, stay tuned to this station.

(This message will be repeated every five minutes until the station is directed by the EOC to end transmission.)

D SAMPLE EVACUATION ORDER

As Incident Commander of the _____ incident, I find that certain evacuation actions are necessary to ensure the safety of the public and the assigned emergency responders. Therefore I am (we are) issuing the following instructions:

- Evacuation Warning
- Evacuation Directive

This action is valid for the following area:

Evacuation staging areas or centers will be located at:

Local citizens affected by this action should be told to:

- Prepare for an evacuation
- Evacuate the area and check in at the evacuation staging area or center
- Other (describe):

Perimeter Controls:

Establish an Outer Perimeter at:	Use the following perimeter control methods:
	<input type="checkbox"/> Check Point <input type="checkbox"/> Road Block

Establish an Inner Perimeter at:	Use the following perimeter control methods:
	<input type="checkbox"/> Check Point <input type="checkbox"/> Road Block <input type="checkbox"/> Road Closure <input type="checkbox"/> Mobile Patrols

Incident Commander

Date

Time

Principal Executive Officer

Date

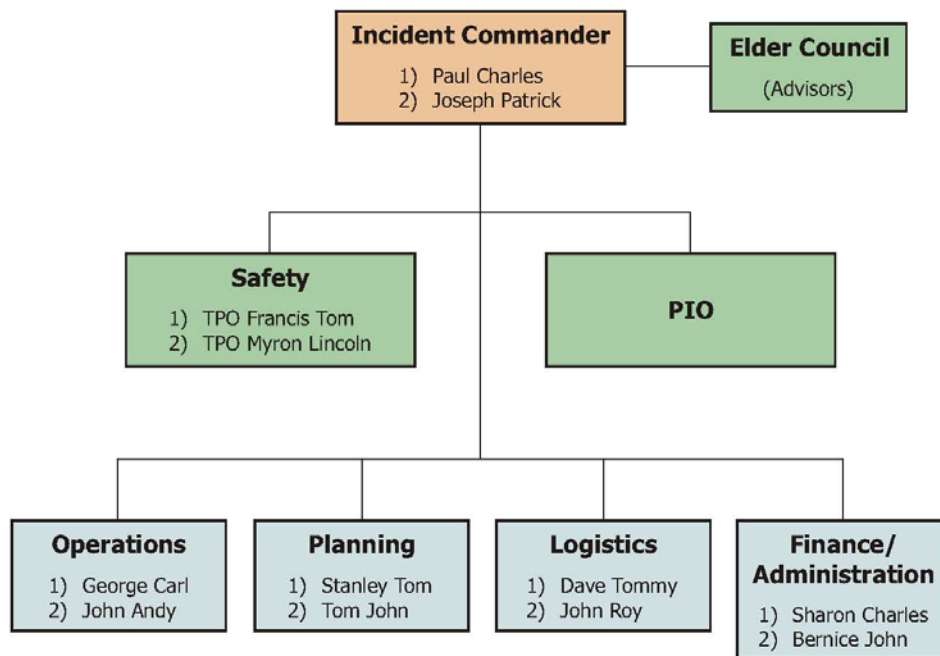
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E ICS ORGANIZATION CHART

**Newtok
Incident Management Team
Organization Chart**

February 2010



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