

# City of Cordova



## ANNEX G: FIRST RESPONDERS

### Purpose

The purpose of this annex is to provide guidance to First Responders, in the event of an emergency. First Responders are City Police, Alaska Wildlife Troopers, and CVFD Fire, Rescue, and Emergency Medical Services (EMS).

### Situation

- Cordova Volunteer Fire department is the primary fire control agency in this jurisdiction. CVFD has ~40 volunteers, 2 paid firefighters, 3 fire engines, one 3000-gallon pumper tender, 1 brush/utility vehicle, two 4-wheelers, 2 ambulances, a rescue truck, and a harbor fire vehicle.
  - Due to its isolation, the community must rely exclusively on CVFD and the agencies listed below for fire suppression:
  - Mile 13 ARRF Fire Department - Alaska Department of Transportation
  - US Forest Service - Portable Pumps and Hoses
  - US Coast Guard - Waterfront Firefighting Capability
  - USCG Air Station- Fixed system - 10,000-gallon water supply and foam
- Cordova Police Department is the primary law enforcement agency in the City. Cordova PD has five law enforcement officers, as well as five patrol vehicles.
- Search and Rescue operations are shared. Urban Search and Rescue is done by CVFD. Wilderness Search and Rescue is done by Alaska Wildlife Troopers. Cordova has 3 Troopers.

- EMS operations in Cordova are the full responsibility of CVFD. The ~20 medics range in experience from ETT to EMT III levels.

## Assumptions

### **Police, Troopers, Fire, Rescue, and EMS will be trained in the Incident Command System**

**In a disaster the highest and most immediate priority will be given to the rescue and care of victims.**

## Limitations

### **Police, Troopers, Fire, Rescue, and EMS resources will be overwhelmed in any major disaster**

- In a disaster, the rescue capability of the Fire Department must be augmented by the resources of other agencies and by trained citizen volunteers.

## Concept of Operations

**Extrication from entrapment and/or endangered areas, stabilization and transportation of the injured to hospitals, and provision of medical care will take precedence over all other emergency services operations.**

### **Police**

- The City Police Department will continue to function and operate in accordance with its normal SOP's, accepting additional responsibilities as may be imposed by a disaster.
- One of those additional duties will be to assist Public Works in performing the initial assessment of damage to the community, information that is of vital importance in requesting state assistance.
- Law enforcement functions, including judicial proceedings, in a disaster, will be carried out according to the requirements of law and to the extent feasible.

- An enemy attack or major natural disaster in Alaska will cause conditions of public confusion and distress. Only if the police successfully carry out their duties will it be possible to effectively perform the many other services of civil defense.
- During a period of increased tension due either to international conditions or resulting from local unrest, the Police Department will take precautionary steps to prepare it to insure the maintenance of law and order under conditions of stress beyond those of normal operations.
- It is expected that every individual will know laws, rules and regulations in emergency situations and will comply with the lawful directions of duly constituted authorities.

### **Fire**

- The Fire Department will continue to function and operate in accordance with its normal firefighting SOP's, accepting additional responsibilities as may be imposed by a disaster.

### **Rescue**

- The Fire Department will continue to function and operate in accordance with its normal Search and Rescue procedures, accepting additional responsibilities as may be imposed by a disaster. CVFD is responsible for urban SAR, and is also available to support SARs conducted by Alaska Wildlife Troopers, if requested .
- Alaska Wildlife Troopers are responsible for wilderness SAR, and are also available to support SARs conducted by CVFD, if requested.
- Sheridan Alpine Association ski patrollers are also available to assist in back-country SARs and perform initial medical treatment.
- In a disaster, special rescue operations will start as soon as possible in order to rescue or evacuate the greatest number of people before hazards such as fire, explosion, impending structural collapse, rising water, etc., impede emergency operations.

### **EMS**

- CVFD ambulance will continue to function and operate in accordance with its normal EMS SOP's and Standing Orders, accepting additional responsibilities as may be imposed by a disaster.

- EMS will assess, treat, transport, and account for all injured or ill patients that are transported by CVFD.
- A “staging” area will be established near the scene, where all incoming traffic (City vehicles, non-city buses, and private vehicles) will be stopped, documented, and directed to where they are needed.
- Mass fatality events, as to disposition of the bodies, will be managed by the temporary coroner.
- To contain and stabilize a disaster situation, the mass casualty trailer (equipped to manage 50 patients) will be transported to the scene by CVFD. A triage “gate”, where the Triage Officer resides, is established. CVFD firefighters will triage patients (using the START triage system) in the field and transport them to the triage “gate”, where the Triage Officer will confirm the triage level, tag the patient for identification and accountability, and send them to the treatment area. At treatment, patients are treated, under the direction of the Treatment Officer. If field decontamination is required, it will be established. Transporting ambulances report to the treatment area, acquire the patient from the Loading officer, and transport them to the assigned medical facility. The ambulance reports directly to the assigned medical facility, advising them of incoming casualties.
- Additional medical supplies are found at the CVFD fire station, through the Public Health Nurse, and at other various locations within the City. When local medical supplies have been exhausted, a request for additional supplies will be made to the Department of Homeland Security and Emergency Management, through the Operations Section Chief.
- The medical facilities will manage patient influx according to their internal EOP’s. They will divert ambulances to appropriate receiving areas and prioritize them based on the initial patient reports and initial triage at the hospital. If decontamination is necessary at the hospital, CCMC is equipped to do that and will be responsible for that process.

# Organization and Assignment of Responsibilities

## **POLICE**

- Cordova Police Department has a Chief and 4 Officers reporting directly to him. In addition, there is one Dispatch Supervisor, 4 Dispatchers, and an Administrative Assistant.

## **CVFD (Fire, Rescue, and EMS)**

- The Cordova Volunteer Fire Department consists of 3 Chief officers and 4 Company officers and approximately 35 other members who assemble for emergency operations by pager call-out.

### Succession to Command:

- a. Chief
- b. Deputy Chief
- c. Chief Engineer.
- d. Company Officers

## **ALASKA WILDLIFE TROOPERS**

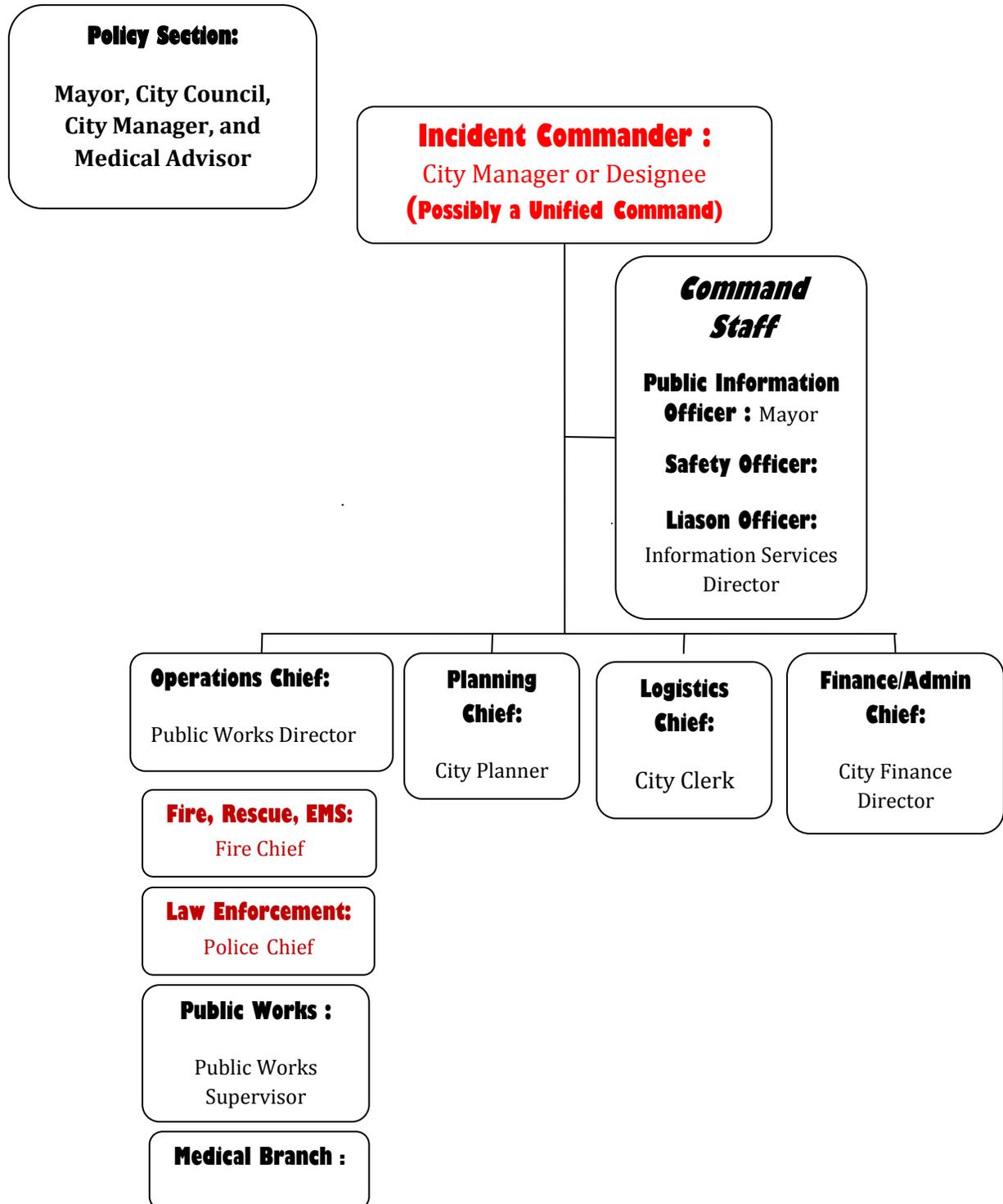
- AK Wildlife Troopers consist of 1 Sergeant, 2 Troopers, a public safety technician (PST 2) and administrative clerk. In the summer there is an additional PST

### Succession to Command:

- a. Post Sergeant
- b. Designee of the post Sergeant

# Organizational Chart for First Responders

\*\*\*RED indicates activation of that entity for FIRST RESPONDERS



**Specific responsibilities for the following jobs are found in the Position Checklist. The abbreviation for each job is found in the table below.**

|  |      |
|--|------|
| Incident Commander                     | IC   |
| Operations Section Chief               | OSC  |
| Dispatch                               | DIS  |
| Police Department                      | PD   |
| Public Works                           | PW   |
| Harbor Department                      | HAR  |
| Cordova Volunteer Fire Department      | CVFD |
| Fire Chief                             | FC   |
| Emergency Medical Services             | EMS  |
| Fire Marshal                           | FM   |
| Emergency Management Coordinator       | EMC  |
| CERT team                              | CERT |
| Alaska Wildlife Troopers               | AWT  |
| Sheridan Alpine Association Ski Patrol | SP   |

## **POSITION CHECKLIST: FIRST RESPONDERS**

\*\*\*If it is a PRIMARY responsibility, it will be in **BOLD and underlined**

| <b>Responsibility/Task</b>   | <b><u>Who is Responsible?</u></b> |
|--|-----------------------------------|
| <b>PREPARATION</b>   |                                   |
| Have vital equipment in the condition necessary for major emergencies  | <b><u>ALL ENTITIES</u></b>        |
| Develop/update plans and operating procedures for responders. Coordinate all plans and operating procedures with those of other City emergency services. | <b><u>ALL ENTITIES</u></b>        |
| Maintain an inventory of all first responder resources within the City and develop plans to make all responder resources available                       | <b><u>ALL ENTITIES</u></b>        |

|   |                            |
|---|----------------------------|
| Upon receipt of an impending disaster report, verify the report with authorized agencies  | <u><b>ALL ENTITIES</b></u> |
| Estimate possible effects and consequences of impending hazard  | <u><b>ALL ENTITIES</b></u> |
| Prepare and maintain an inventory of all police resources within the City and develop plans to make such resources available  | <u><b>PD</b></u>           |
| Develop, plan and coordinate police training programs for civil defense purposes.   | <u><b>PD</b></u>           |
| Develop plans for expansion and development of patrol forces in a disaster  | <u><b>PD</b></u>           |
| Monitor Department of Homeland Security Advisory System Threat Level and take appropriate actions   | <u><b>PD</b></u>           |
| Initiate a comprehensive program of fire prevention education   | <u><b>CVFD</b></u>         |
| Train department personnel  | <u><b>CVFD</b></u>         |
| Conduct frequent community-wide fire and safety inspections   | <u><b>CVFD</b></u>         |
| Update preplans...Identify structures susceptible to fire and prepare building layout and plan of attack in event of fire   | <u><b>CVFD</b></u>         |
| Inspect fuel storage areas and determine hazards during fuel transfer operations  | <u><b>CVFD</b></u>         |
| Locate and document locations of storage areas of hazardous materials   | <u><b>CVFD</b></u>         |
| Determine legal authorities and procedures necessary to demolish private property if required to establish or construct firebreaks in order to contain major structural fires | <u><b>CVFD</b></u>         |
|   |                            |
| <b>RESPONSE</b>   |                            |
| Notify the City Manager or Emergency Management Coordinator of hazard (if not already accomplished) who will mobilize other resources   | <u><b>On Scene IC</b></u>  |
| Insure that the Department of Homeland Security and Emergency Services is kept advised of the emergency.  | <u><b>IC</b></u>           |
| Determine a safety officer for each incident  | <u><b>ALL ENTITIES</b></u> |
| Determine, from Communications Unit Leader, what frequencies to use on the radios   | <u><b>ALL ENTITIES</b></u> |
| Review assignments of all personnel and brief those who will have emergency tasks to perform  | <u><b>ALL ENTITIES</b></u> |
| Evaluate the overall community situation. Compare reports from the scene with those of other services to obtain a community-wide assessment of the threat                     | <u><b>ALL ENTITIES</b></u> |
| Contact Ski Hill representative, if the situation warrants  | <u><b>CVFD</b></u>         |
| Determine priority of CVFD operations...rescue, treatment of injured, evacuation, firefighting  | <u><b>FC</b></u>           |
| Provide equipment and manpower for and conduct search, rescue, and evacuation,  | <u><b>CVFD</b></u>         |

|  |                            |
|--|----------------------------|
| and mass casualty responses  |                            |
| Arrange for a thorough search of the impacted area for persons stranded, trapped or injured  | <b><u>CVFD</u></b>         |
| Assess , treat, transport and account for injured or ill patients  | <b><u>EMS</u></b>          |
| Determine type of rescue operation , if necessary, and alert appropriate rescue teams  | <b><u>CVFD</u></b>         |
| Determine if evacuation of the area is warranted or search and rescue required, and notify Operations Chief of the situation                                       | <b><u>CVFD</u></b>         |
| Estimate of numbers of people to be evacuated, if necessary  | <b><u>CVFD</u></b>         |
| Recommend evacuation routes and mode of travel, i.e., car, bus, walking, or combination of modes and means of moving the sick and injured                          | <b><u>PW, PD</u></b>       |
| Evacuate the public from any unsafe areas  | <b><u>CVFD,HAR</u></b>     |
| Determine means for searching the evacuated area for persons left behind   | <b><u>CVFD</u></b>         |
| Provide leadership and control for the activities of volunteers working with CVFD  | <b><u>On Scene IC</u></b>  |
| Assess any fire situation, including a determination of the area to which fire might spread and an estimate of speed and direction of wind at the scene            | <b><u>CVFD</u></b>         |
| Determine strategy and the tactics to use fighting fires, plus requirements for additional manpower, equipment, and supplies                                       | <b><u>CVFD</u></b>         |
| Operations will be conducted according to departmental SOP's and procedures  | <b><u>ALL ENTITIES</u></b> |
| Provide for responder accountability   | <b><u>ALL ENTITIES</u></b> |
| Assign personnel to any fallout shelters during periods of radiation exposure following nuclear attack   | <b><u>CVFD</u></b>         |
| As available, provide manpower to assist in clearing debris  | <b><u>CERT</u></b>         |
| Neutralize the secondary impacts of the disaster such as fire, explosions, and hot wires   | <b><u>CVFD</u></b>         |
| After extricating the trapped and injured, and stabilizing the situation, remove bodies of victims. Coordinate removal with the police and temporary coroner.      | <b><u>CVFD</u></b>         |
| Provide assistance in removal of critical supplies, equipment, and materials subject to damage   | <b><u>ALL ENTITIES</u></b> |
| Conduct radiological monitoring  | <b><u>CVFD</u></b>         |
| Assist in damage assessment and in making emergency repairs.   | <b><u>PW,PD</u></b>        |
| Shore up damaged buildings   | <b><u>PW</u></b>           |
| Recruit, train, and place in service additional personnel to serve as auxiliaries to assist in guarding damaged areas, providing traffic control, and other duties | <b><u>PD</u></b>           |
| Coordinate with the Federal Bureau of Investigation in matters concerning espionage, sabotage, and subversive activities.  | <b><u>PD</u></b>           |

|  |                            |
|--|----------------------------|
| Coordinate with the State Department of Transportation and the Cordova Public Works Department in establishing control and taking necessary steps to regulate traffic and planning for priority traffic control. | <b><u>PD</u></b>           |
| Perform Anti-looting patrol  | <b><u>PD</u></b>           |
| Protect stocks of alcoholic liquors and narcotics  | <b><u>PD</u></b>           |
| Guard Critical Infrastructure and Key Resources  | <b><u>PD</u></b>           |
| Provide traffic control  | <b><u>PD</u></b>           |
| Provide for suitable detention facilities and alternate facilities   | <b><u>PD</u></b>           |
| Provide reconnaissance of unexploded ordinance or munitions  | <b><u>PD</u></b>           |
| Provide the Public Information Officer , though the chain of command, with appropriate information and instructions for release to the public  | <b><u>ALL ENTITIES</u></b> |
| Maintain records, including standard NIMS forms, including the daily log ICS Form 214  | <b><u>ALL ENTITIES</u></b> |
|  |                            |
| <b>RECOVERY</b>  |                            |
| Restore the incident area to a safe condition and return evacuees as appropriate   | <b><u>ALL ENTITIES</u></b> |
| Provide emergency public information about procedures to follow in the recovery phase  | <b><u>PIO</u></b>          |
| Take actions necessary to restore public confidence  | <b><u>ALL ENTITIES</u></b> |
| Restock supplies and equipment used in the event and return any equipment obtained from other agencies after proper cleaning/inspection  | <b><u>ALL ENTITIES</u></b> |
| Submit an itemized list of all damaged equipment and supplies<br>Finance/Administration Section  | <b><u>ALL ENTITIES</u></b> |
| Decontaminate hazardous areas  | <b><u>CVFD</u></b>         |
| Perform a post-incident briefing and an incident critique  | <b><u>ALL ENTITIES</u></b> |
| Complete and submit necessary reports and paperwork to appropriate agencies  | <b><u>ALL ENTITIES</u></b> |