

Karuk Tribe

EMERGENCY OPERATIONSPLAN



Approval date:

January 23, 2014

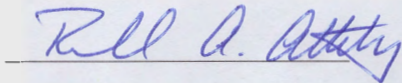
Revision date:

Emergency Operations Plan Approval

This plan was reviewed and approved by the Tribal Council on *January 23, 2014*.

Certification

I, the Chairman, hereby certify the following procedure which was approved at a Tribal Council Meeting on January 23, 2014 was duly adopted by a vote of 6 AYES, 0 NOES, 0 ABSTAIN. The tribal council is comprised of 6 members of which voted.

A handwritten signature in blue ink that reads "Russell A. Attebery". The signature is written in a cursive style and is positioned above a horizontal line.

Russell Attebery, Chairman

Plan Concurrence

The Following is a list of signatures on the EOP who have been provided a complete copy of the plan and who have further acknowledged that any of their concerns or revisions have been submitted to the Office Of Emergency Preparedness and acknowledged within the plan and or have been addressed or will be resolved accordingly.

The Karuk Tribe's Office of Emergency Preparedness will be the lead agency in directing and implementing the EOP, along with assistance of the Karuk Employees Emergency Preparedness Response (KEEPR) Team and or the local Karuk Incident Management Team (KIMT).

Administrative Compliance: Grants, Agreements and Compliance staff concurs with the Karuk Tribe Emergency Operations Plan. As needed once a year recommendations will be submitted through the quarterly KEEP R Team Meeting during the first meeting of the calendar year.

Signed: Sammi Offield Date: 3-31-14

Clinic: Department of Health and Human Services and staff concurs with the Karuk Tribe Emergency Operations Plan. As needed once a year recommendations will be submitted through the quarterly KEEP R Team Meeting during the first meeting of the calendar year.

Signed: Hessie Aubrey Date: 2-6-14

Communications: Information Technologies and staff concur with the Karuk Tribe Emergency Operations Plan. As needed once a year recommendations will be submitted through the quarterly KEEP R Team Meeting during the first meeting of the calendar year.

Signed: Eric Cutright Date: 2/6/14

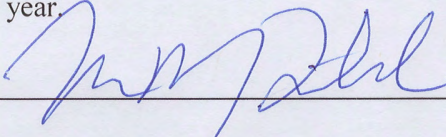
Court: Tribal Court and staff concur with the Karuk Tribe Emergency Operations Plan. As needed once a year recommendations will be submitted through the quarterly KEEP R Team Meeting during the first meeting of the calendar year.

Signed: [Signature] Date: 2/11/2014

Community Development: Karuk Community Development Corporation and staff concur with the Karuk Tribe Emergency Operations Plan. As needed once a year recommendations will be submitted through the quarterly KEEP R Team Meeting during the first meeting of the calendar year.

Signed: [Signature] Date: 3/11/2014

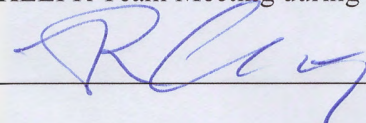
Emergency Management: Emergency Preparedness and staff concurs with the Karuk Tribe Emergency Operations Plan. As needed once a year recommendations will be submitted through the quarterly KEEPR Team Meeting during the first meeting of the calendar year.

Signed:  Date: 1/31/2014

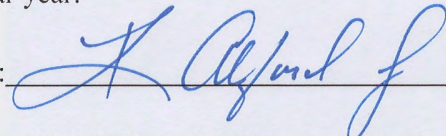
Employment Rights: TERO staff concurs with the Karuk Tribe Emergency Operations Plan. As needed once a year recommendations will be submitted through the quarterly KEEPR Team Meeting during the first meeting of the calendar year.

Signed:  Date: 2-5-2014

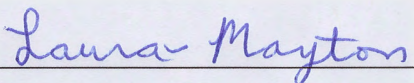
Enrollment: Enrollment Department and staff concurs with the Karuk Tribe Emergency Operations Plan. As needed once a year recommendations will be submitted through the quarterly KEEPR Team Meeting during the first meeting of the calendar year.

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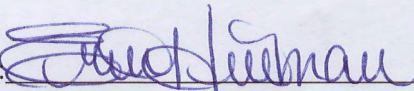
Family Assistance: Tribal Assistance for Needy Families and staff concurs with the Karuk Tribe Emergency Operations Plan. As needed once a year recommendations will be submitted through the quarterly KEEPR Team Meeting during the first meeting of the calendar year.

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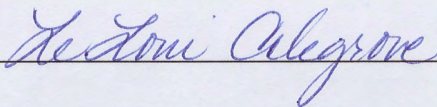
Finance: Chief Financial Officer and staff concur with the Karuk Tribe Emergency Operations Plan. As needed once a year recommendations will be submitted through the quarterly KEEPR Team Meeting during the first meeting of the calendar year.

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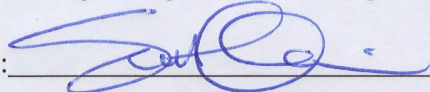
Housing: Karuk Tribal Housing Authority and staff concur with the Karuk Tribe Emergency Operations Plan. As needed once a year recommendations will be submitted through the quarterly KEEPR Team Meeting during the first meeting of the calendar year.

Signed:  Date: 2/5/2014

Human Resources: Human resources and staff concur with the Karuk Tribe Emergency Operations Plan. As needed once a year recommendations will be submitted through the quarterly KEEPR Team Meeting during the first meeting of the calendar year.

Signed:  Date: 1-30-14

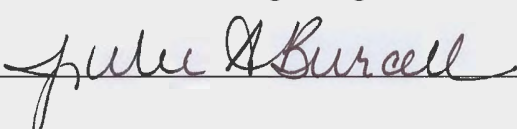
Lands: Tribal Lands staff concurs with the Karuk Tribe Emergency Operations Plan. As needed once a year recommendations will be submitted through the quarterly KEEPR Team Meeting during the first meeting of the calendar year.

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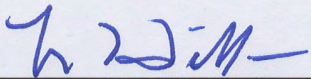
Maintenance: Maintenance/Construction and staff concurs with the Karuk Tribe Emergency Operations Plan. As needed once a year recommendations will be submitted through the quarterly KEEPR Team Meeting during the first meeting of the calendar year.

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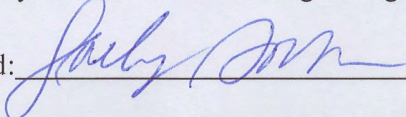
Museum: Tribal Heritage and Museum staff concurs with the Karuk Tribe Emergency Operations Plan. As needed once a year recommendations will be submitted through the quarterly KEEPR Team Meeting during the first meeting of the calendar year.

Signed:  Date: 2/6/14

Natural Resources: Department of natural resources and staff concurs with the Karuk Tribe Emergency Operations Plan. As needed once a year recommendations will be submitted through the quarterly KEEPR Team Meeting during the first meeting of the calendar year.

Signed:  Date: 2-6-14

Self-Governance: Self Governance staff concurs with the Karuk Tribe Emergency Operations Plan. As needed once a year recommendations will be submitted through the quarterly KEEPR Team Meeting during the first meeting of the calendar year.

Signed:  Date: 2/5/14

Transportation: Transportation department and staff concur with the Karuk Tribe Emergency Operations Plan. As needed once a year recommendations will be submitted through the quarterly KEEPR Team Meeting during the first meeting of the calendar year.

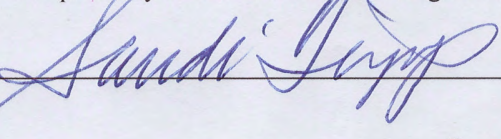
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1.0 INTRODUCTION

This plan is designed to address threats to Tribal people and property and does not intend to usurp any local, county, state, or federal agencies efforts to respond to emergency situations or events. It is critical that the Tribe support other agency efforts such as law enforcement, CDF, U.S. Forest Service, or Search and Rescue operations that may be more adequately trained and equipped to handle emergencies. The following plan will serve to assist other agencies in being more responsive when assisting the Karuk Tribe. In doing so, it is hoped that more accountability will exist *to* Tribal members, traditional resources, and life in our ancestral homeland.

This plan was created to help enable the Karuk Tribe provide timely, integrated, and coordinated responses to hazard disasters and emergencies. Since one plan cannot include each potential disaster, we are addressing four phases of emergency management: mitigation, preparedness, response, and recovery.

- ❖ **Planning:** *Mitigation and planning to lessen effects of a potential disaster.*
- ❖ **Readiness:** *Activity before the disaster to support and enhance responses.*
- ❖ **Response:** *Address immediate and short term effects.*
- ❖ **Recovery:** *Activity to restore functions and systems.*

Goals

- ❖ Identify disaster-related hazards and associated vulnerabilities in community.
- ❖ Determine risk(s) to Tribe should such disaster occur.
- ❖ Provide leadership with objective information to guide hazard mitigation.

1.1. Vulnerability Analysis Process

The hazard vulnerability analysis process will reduce the severity of hazardous impacts that threaten life and property. While the most prevalent natural hazards in our region are wildfires, floods, and landslides, disaster situations may also occur due to other hazardous incidents that include: water or air pollution; pandemic events; major transportation accidents; water, gas, or energy shortages; terrorism; civil disorder; or other unforeseen events.

Emergency and disaster planning considers how vulnerable a community is to a potential hazard so the community can respond safely and rapidly. Consider the following vulnerability analysis process:

- ❖ Know risks and prepare for them.
- ❖ Determine risks associated with the probable or possible disasters. Estimate their probability.
- ❖ Response procedures are developed based on results of the vulnerability analysis and anticipated outcomes.
- ❖ Rank hazardous events to guide evolution of emergency management plan.

- ❖ Identify the events most likely to affect your organization and the probable impacts.
- ❖ Determine effects and impacts on staff.
- ❖ Ensure emergency plans are responsive to hazards representing the greatest threats to the Tribe, employees, and operations.
- ❖ Estimate current capability for managing hazard events.
- ❖ Determine needs to ensure Tribe is prepared to meet challenges presented by hazards.

1.2. Rationale for Assessing Risks

Disaster prevention measures can be implemented following analysis of vulnerability, hazards, threats and risk from the Karuk Tribe Hazard Mitigation Plan 2010.

- ❖ Prevention or removal of hazards.
- ❖ Moving those at risk away from hazards.
- ❖ Providing information and education to the public.
- ❖ Establishing an early warning system.
- ❖ Reducing the impact of the disaster.
- ❖ Increasing capacity to respond.

1.3. Data References Used to Assess Risks

- ❖ Tribal Members
- ❖ Karuk Tribe Hazard Mitigation Plan
- ❖ Karuk Tribal Housing Authority (KTHA) Administration
- ❖ Department of Natural Resources (DNR)
- ❖ Tribal Administration
- ❖ Newspapers
- ❖ Government Agencies
- ❖ Bureau of Indian Affairs (BIA)
- ❖ Others

Hazards Risks and Categories:

Probability

- ❖ Known risks
- ❖ Historical data

Response

- ❖ Time to on-scene response
- ❖ Scope of response
- ❖ Historical evaluation of responses

Human Impact

- ❖ Potential for death or injury

Property Impact

- ❖ Hazard Identification

| Rank | Hazard Type | Risk | Probability | Frequency |
|------|---------------------|------|-------------|------------|
| 1 | Wildfire | High | High | Frequent |
| 2 | Flooding | High | High | Frequent |
| 3 | Landslides | High | High | Frequent |
| 4 | Air Quality | High | High | Frequent |
| 5 | Water Quality | High | High | Frequent |
| 6 | Road/Bridge Failure | High | High | Infrequent |
| 7 | Drought | High | Moderate | Infrequent |
| 8 | Volcano | Low | Low | Infrequent |
| 9 | Pandemic | Low | Low | Infrequent |
| 10 | Earthquake | Low | Low | Infrequent |
| 11 | Dam Failure | Low | Low | Infrequent |

2.0 AUTHORITIES

2.1. Delegation of Authority

To ensure rapid responses and minimize disruptions in emergency situations, the Karuk Tribe has pre-delegated authorities for making necessary decisions in hazard situations. As a result, in the event of a disaster, the Tribe avoids lapses in leadership and ensures continuity. Each department within the Karuk Tribe has a completed delegation of authority list and has provided it to other departments.

As a general rule, the pre-determined delegations of authority take effect when normal channels of direction are disrupted and terminate when they are re-established. These delegations of authority for the Karuk Tribe include designated officials to make key policy decisions during emergency situations as well as identified programs & administrative authorities necessary for effective operations at all facility levels providing essential functions.

Delegated Tribal personnel must be trained to carry out their management capacity and emergency response oversight. The Tribal Incident Command Team compiles and maintains an internal contact list that includes the following information for all staff: name; position title; home phone; cell phone; pager number; and preferred method of contact during off hours. The staff call list contains sensitive contact information and is treated confidentially. The list of staff phone numbers is kept on- and off-site by key employees and at key locations.

2.2. External Resources

It is essential that Memorandums of Agreement (MOA) or Understanding (MOU) be in place with other agencies prior to emergency events. In order to meet requirements and define relationships for the purpose of emergency management, the following MOAs/MOUs have been established between the Karuk Tribe of California and Cal Trans, Klamath National Forest, and Six Rivers National Forest.

External resources consist of but are not limited to Siskiyou County Sheriff's Office, Humboldt County Sherriff's Office, Cal Fire, United States Forest Service Klamath National Forest, United States Forest Service Six Rivers National Forest, California Department of Transportation, Humboldt County Operational Area Office of Emergency Services, Siskiyou County Operational Area Office of Emergency Services, Fairchild Medical Center, Local Volunteer Fire Departments, Siskiyou County Neighborhood Watch Program, Happy Camp Ambulance, Mid Klamath Watershed Council.

The Tribe may work independently or with other agencies depending on the scope and scale of the hazard situation. The Incident Command Team has an increased capacity to address the needs of the entire community. In emergency situations, the Karuk Tribe works

under a Multi-agency Coordination and Unified Command when necessary to ensure that Tribal needs are fully addressed.

Being prepared builds the Tribe's capacity to respond appropriately when a disaster or emergency occurs. Preparedness includes: organizational planning; cooperative planning with other agencies and organizations; staff training on basic response actions; conducting drills and functional exercises. The Karuk Tribe strives to maintain or restore services as rapidly as possible following an emergency.

2.3. Response

For emergency response efforts the initial person in charge shall be the first staff respondent. This person shall notify their supervisor or Tribal authorities. Upon the arrival of management personnel, the manager or other designate shall become the person in charge.

Upon the arrival of professional emergency personnel such as firefighters, sheriffs, or law enforcement officers, the professional personnel shall be in charge.

If a hazardous and/or threatening event is forthcoming, taking place, or has occurred, the Tribe's Incident Command Team is assembled. The Incident Command Team fulfills a variety of important roles in responding to disasters. It may assist with: emergency medical care; evacuation; providing temporary shelter, food, water, and clothing; rescues; firefighting; flood control; or coordinating efforts with other agencies' and communities' responses.

When property or life is threatened, the Tribe may execute a partial or total evacuation of facilities, housing, or specific geographic area. In the event of a partial evacuation, affected Tribal members or staff will be moved to a safe location.

The Incident Commander keeps the Tribal Council updated as the situation develops. Tribal Departments conduct damage assessments to determine if areas or facilities can continue to be used safely or are safe to re-enter following evacuations. Systematic damage assessments are important following an earthquake, flood, explosion, hazardous material spill, or wildfire incident.

The Tribe does not have the capacity to definitively respond to all disasters but strives within its limited resources and technical capabilities to address emergencies and hazard disasters effectively. The Tribe also recognizes that responses in an emergency situation are dependent upon a critical response infrastructure and coordination with other agencies, as needed.

2.4. Communication and Facilities

Dependable communication systems are essential during emergency situations. The Karuk Tribe recognizes that operations during an emergency situation are dependent upon the availability of communication systems to support connectivity to internal organizations, other agencies, the general public, and Tribe. The Tribe's primary means of emergency communication is the local telephone system. If telephones fail, staff will need to use cell

phones or radio communications equipment.

All Tribal Incident Command Team responses to emergencies will be centralized at a safe, functioning, facility equipped with a minimum of: telephones; a computer with Internet access; a fax machine; photocopier; copies of this disaster plan; forms for recording and managing information; frequently used telephone numbers and staff call list; marking pens; floor plans; and alternative communications equipment. The Team's staff is trained in emergency operations and the Incident Command System.

3.0 COMMON OPERATING PICTURE

3.1 National Incident Management System

The National Incident Management System (NIMS) provides a systematic, proactive approach to guide departments and agencies at all levels of government, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life and property and harm to the environment.

HSPD-5 requires all Federal departments and agencies to adopt NIMS and to use it in their individual incident management programs and activities, as well as in support of all actions taken to assist State, tribal, and local governments. The directive requires Federal departments and agencies to make adoption of NIMS by State, tribal, and local organizations a condition for Federal preparedness assistance.

3.2 Standardized Emergency Management System

The Standardized Emergency Management System (SEMS) is the cornerstone of California's emergency response system and the fundamental structure for the response phase of emergency management. SEMS is required by the California Emergency Services Act (ESA) for managing multiagency and multijurisdictional responses to emergencies in California. The system unifies all elements of California's emergency management community into a single integrated system and standardizes key elements.

SEMS incorporates the use of the Incident Command System (ICS), California Disaster and Civil Defense Master Mutual Aid Agreement (MMAA), the Operational (OA) Area concept and multiagency or inter-agency coordination. State agencies are required to use SEMS and local government entities must use SEMS in order to be eligible for any reimbursement of response-related costs under the state's disaster assistance programs.

SEMS-NIMS Integration- the California Office of Emergency Services (OES) is responsible for coordinating and monitoring the overall statewide integration of SEMS and the National Incident Management System (NIMS) to meet federal NIMS requirements and timeframes. NIMS was developed by the federal Department of Homeland Security (DHS) pursuant to Homeland Security Presidential Directive/HSPD-5 to ensure that all levels of

government across the nation have the capability to work efficiently and effectively together, using a national approach to domestic incident management.

3.3. Incident Command System

The ICS is a management system designed to enable effective and efficient domestic incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to enable effective and efficient domestic incident management. A basic premise of ICS is that it is widely applicable. It is used to organize both near-term and long-term field-level operations for a broad spectrum of emergencies, from small to complex incidents, both natural and manmade.

ICS is used by all levels of government—Federal, State, local, and tribal—as well as by many private-sector and nongovernmental organizations. ICS is also applicable across disciplines. It is normally structured to facilitate activities in five major functional areas: command, operations, planning, logistics, and finance and administration. See Appendix E

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

3.4. Emergency Support Functions

Each Emergency Support Function (ESF) is provided with a purpose statement that reflects the primary reason the ESF group exists. The scope of each ESF is provided to reflect the range of activities in which the ESF group may find itself tasked. These are broad statements describing policies of the state emergency response organization with respect to the functions and responsibilities assigned to a particular ESF.

The ESFs provide the structure for coordinating Federal, State, Tribal and local inter-department support for Incidents of Significance. This structure provides mechanisms for providing Federal-to-Federal support, Federal support to States and Tribes, and Federal and State support to the Tribe and Cities, both for declared disasters and emergencies under the Stafford Act and for non-Stafford Act events.

The ESF structure provides mechanisms for inter-department coordination during all phases of an event. Some departments provide resources for response, support, and program implementation during the early stage of an event, while others are more prominent in the recovery phase.

See Appendix B for a series of annexes describing the roles and responsibilities of departments as ESF Group Supervisors or as primary or support departments.

3.5. Emergency Operation Center

An emergency operations center (EOC), is a central command and control facility responsible for carrying out the principles of emergency preparedness and emergency management, or disaster management functions at a strategic level in an emergency situation, and ensuring the continuity of operation of the Tribe. The EOC may be a combined facility when acting in a Unified Command or as an assisting agency, when more than one jurisdiction is involved and/or there are multiple stakeholders.

i. EOC Activation

The Emergency Preparedness coordinator in consultation with Tribal Leadership will determine EOC activation. The EOC may be activated when an emergency is forecasted or has unexpectedly occurred. The KEEPR Team will identify key personnel to staff the EOC to support the incident. At a minimum an EOC Manager, Tribal Administrator and Finance representative will staff EOC operations.

The EOC will be equipped with a copier/printer/scanner, computer (s) with internet access, GIS, landline telephone (s), cellular telephone (s), necessary forms, television or radio, frequently used telephone numbers, staff telephone numbers, programmable interoperable handheld radio(s), commonly used cooperator frequency list, dry erase board, marking pens, 15 copies of Karuk Tribe Emergency Operations Plan (may be electronic), 10 copies of Karuk Hazard mitigation plan (may be electronic), Emergency personnel identification vests, GPS unit, spare batteries, backup power supply.

3.6. Site Specific Plans

Each ESF Group is required to develop a Department/Site specific Standard Operating Procedure (SOP) for use during ESF activation. The Tribal Emergency Response Plan will be a guiding document for site specific SOP's. The primary responsibility for the development of this document lies with the primary department in the individual ESFs.

4.0 OPERATIONAL CONCERNS

4.1. Security and Media

Security ensures public safety and continued operations during an emergency. If management determines that security is necessary, the Tribal Security Officer ensures adequate measures are implemented. Security is provided initially by existing security services or by personnel under the direction of the Tribal Security Officer. Security may be augmented by contractual security personnel, law enforcement, clinic staff or, if necessary, Tribal volunteers.

In an emergency, one person is designated the media contact by the Incident Commander

prior to any interviews or press releases. The Incident Commander in consultation with the Tribal leaders approves all media briefs prior to any interviews or media releases.

4.2. Facility Evacuation Procedures

Tribal staff facilities may be evacuated due to a fire, flood or other threat(s). When the Tribal Office of Emergency Services is alerted, he or she notifies Tribal Leaders and key Tribal department managers who then contact their staff. ICS will be implemented and an Incident Commander will be identified as the situation warrants. Depending upon the nature of the warning and the potential impact of the emergency, the Incident Commander may decide to evacuate facilities or a specific geographic area. Such action may be coordinated with efforts of other local agencies such as law enforcement or county, state, or U.S. Forest Service emergency response operations personnel. Attempts to save facility equipment, vehicles, or other items will be predetermined based on the nature of the emergency and should not be attempted unless sufficient safety measures are in place and there is no threat to personnel.

The Incident Commander keeps the Tribal Council updated as the situation develops. Tribal Departments conduct damage assessments to determine if areas or facilities can continue to be used safely or are safe to re-enter following evacuations. Systematic damage assessments are important following an earthquake, flood, explosion, hazardous material spill, or wildfire incident.

4.3. Emergency Purchases

See Appendix D Emergency Purchasing Procedures for requirements for all purchases and expenditures made while responding to an emergency.

4.4. Other Hazard Impact Considerations

The impact on the community interruptions in business operation, health service, critical supplies and product distribution may cause a major financial impact to the communities as a whole. The Karuk Tribe is a major Medical provider in Happy Camp and Orleans and serves as a surge facility for Yreka during emergency and disaster situation. The Karuk Tribe strives to serve the communities in times of need and is looked upon by the community as a vital service provider.

5.0 PREPAREDNESS

5.1. Disaster Drills, Table Top and Functional Exercises

Scheduled and unscheduled disaster drills test emergency response plans in advance of a disaster to reduce problems or mistakes that can occur in a hazardous setting. Drills take place in individual office complexes and may or may not involve other Tribal departments.

Scheduled Tabletop exercises test the administrative and procedural process of emergency operations and are held prior to and leading up to a functional exercise.

Scheduled Functional Exercises pull together the lessons learned from drills and table top exercises and test the operational process in a controlled but realistic scenario.

The objective of the Disaster Drills and Table Top/Functional Exercises will be to; clarify roles and responsibilities; evaluate plans and procedures; develop teamwork; enhance individual skills; assess resource capabilities; identify needs; create solutions; obtain feedback; and implement needed changes.

Disaster Drills, Table Top and Functional Exercise Guidelines

Drills

- | | |
|---|---|
| -Conduct drills in the location where the activity might normally take place. | -Drills can be fully simulated with written or verbal messages. |
| -Drills may be held randomly or scheduled throughout the year. | -Evaluate the effectiveness of the drill and make improvements as needed. |

Table Top Exercises

- | | |
|--|---|
| -Focus on one key threat at a time from Hazard Vulnerability Analysis. | -Keep exercise scenarios realistic and relatively simple. |
| -Exercises should consist of a generic scenario. | -Test or evaluate the capabilities of the disaster response system. |

Functional Exercises

- | | |
|--|--|
| -Focus on one or two key threats from Hazard Vulnerability Analysis. | -Conduct exercise in the location where the activity might normally take place. |
| -Evaluate the operational capability of emergency responders in an interactive manner over a substantial period of time. | -Exercises should be designed to test and evaluate communication systems, including lines and methods of communicating during a disaster |

Evaluate Disaster Drills and Table Top/Functional Exercises

- | | |
|--|---|
| Were objectives achieved? | What went well? |
| Which areas need improvement? | Where can additional training be focused? |
| Do staffing or equipment deficiencies exist? | Implement changes and start cycle over. |

5.2. Karuk Employees Emergency Preparedness Response (KEEPR) Team

Tribal Staff personnel throughout all departments and communities have been identified to serve in Emergency Support Functions (ESF) 1 thru 15 known as the Karuk Employees Emergency Preparedness Response (KEEPR) Team (see appendix A). The selections were based on similarities between current positions and the responsibilities of the ESF's. KEEPR Team personnel will assist responding to incidents and in planning and coordinating drills, table top and functional exercises.

5.3. Karuk Incident Management Team (KIMT)

The KIMT is made up of KEEPR Team personnel and Tribal employees, identified in the communities of Happy Camp, Orleans, Some Bar and Yreka having the ability to integrate into a larger Incident Command System (ICS) organization. When a disaster or emergency affect these communities, their Representative will coordinate and facilitate the appropriate response. The KIMT Operations Chief will implement the ICS organization and notify key personnel who will further assist in mobilization of the response team. **In life-threatening situations, 911 should be called immediately.**

Each community will have an ICS organization identified using positions pre-determined with roles and responsibilities outlined with a Delegation of Authority signed by the Tribal Chairman. The roles and responsibilities will be located in the Emergency Operations Plan located at the designated facility in the community as well as a copy with each KIMT member. In the event of an ongoing and/or widespread emergency an Emergency Operations Center (EOC) will be activated to coordinate and assist in operational, planning and logistical needs.

6.0 GENERAL EMERGENCY RESPONSE GUIDANCE

This plan is intended to provide general guidance in emergency and disaster situations a more detailed course of action will be outlined in a site specific Emergency Standard Operations Procedures located at the affected facility and community. As a result, emergency responses can be more responsive and tailored to communities/locations, facilities, or housing.

6.1. General Response Guidelines to Wildfire Incidents

Under extreme fire behavior, forest fires are a serious threat to our communities and the Karuk Ancestral Territory. High winds can feed fires that travel over five to ten miles or further within an hour. In steep terrain, chances of outrunning and surviving an active dependent or independent crown fire (blowup) are very low. In such events, communities or residents may have to be evacuated to safer locations; this is usually a multi-agency effort that includes law enforcement, Fire and Rescue, U.S. Forest Service, and other community service efforts. It is critical that, upon the arrival of professional emergency

personnel, such as firefighters, sheriffs, or law enforcement officers, those professionals be in charge during a wildfire incident. These professionals have the training and capability to more adequately respond to emergency situations.

The Tribe's Memorandum of Understanding (MOU) with the Klamath and Six Rivers National Forests facilitates Tribal participation under a structured Multi- Agency, Multi-Jurisdictional, National Incident Management System (NIMS) and/or Standard Emergency Management System (SEMS) in response to wildfire incidents. Under NIMS/SEMS, the Tribe works with the Multi-Agency Incident Command Post to plan and deploy Tribal advisors to address Karuk needs and concerns.

Each evening on an incident, the Karuk Tribal Representative assigns Tribal Advisors to monitor specific areas where suppression activities are proposed for the next day. The safety of Tribal Advisors and Firefighters is extremely important and Tribal participants must be fully fire-line qualified. This includes an arduous annual 45 lb. pack endurance test, Basic 32 hours of firefighter safety instruction, and an annual, eight hour safety refresher course.

The Karuk Tribe has a twenty person fire crew that is utilized on local incidents. These individuals are fully trained in suppression activities, and, in emergencies, may respond immediately to an incident on tribal or federal land.

6.2. General Response Guidelines to Flood Evacuation Incidents

As with any emergency, it is critical that professional emergency personnel, such as firefighters, sheriffs, and law enforcement officers be in charge. However, the Tribe may coordinate Tribal emergency response activities when possible, given the fact that warning and response times are often limited. The Tribe should act immediately under the supervision of the Tribal Office of Emergency Services. In floods, Cal-Trans and the county will likely play an important role as well. Additionally, the Tribe may need to have its own evacuation response team ensure that Tribal elders and families are safe and their possessions protected.

Flood response guidelines include

A **Flood Watch** is issued when conditions exist for flooding. When a **Flood Watch** is issued:

- ❖ Tune to local radio or television stations for emergency information and instructions from local authorities.
- ❖ Move valuable possessions to upper floors.
- ❖ Fill your car's gas tank in the event an evacuation order is issued.
- ❖ Watch for signs of flooding and be ready to evacuate on a moment's notice.

A **Flood Warning** is issued when flooding is imminent or is already occurring. When a **Flood Warning** is issued:

- ❖ Tune to local radio or television stations for emergency information and instructions from local authorities.
- ❖ When told to evacuate, do so as quickly as possible. Move to a safe area before access is cut off by flood water. Avoid areas that are subject to sudden flooding.
- ❖ Before leaving, disconnect all electrical appliances, and, if advised by your local utility, shut off electric circuits at the fuse panel and gas service at the meter.
- ❖ Do not try to cross a flowing stream where water is above your knees. Water as low as 6 inches deep may cause you to be swept away by strong currents.
- ❖ Do not try to drive over a flooded road. This may cause you to be trapped and stranded. If your car stalls, abandon it IMMEDIATELY and seek higher ground. Many deaths have resulted from attempts to move stalled vehicles.
- ❖ Avoid unnecessary trips. If you must travel during the storm, dress in warm, loose layers of clothing. Advise others of your destination.
- ❖ Do not sightsee in flooded areas or try to enter areas blocked off by local authorities.
- ❖ Use the telephone ONLY for emergency needs or to report dangerous conditions.
- ❖ If you believe flooding has begun, evacuate immediately as you may have only seconds to escape.

6.3. General Response Guidelines to Landslides Incidents

Long term heavy rains can make terrain unstable throughout the Karuk Tribal Service Area. This can cause occasional land and mudslides. These forces of nature can be incredibly destructive. In most cases, landslides do not happen in an instant. There are often warning signs that can tell you that a landslide is coming. (USGS)

Highway 96 along the Klamath River from Interstate 5 west and the Salmon River Road along with the North and South Forks of the Salmon River also experience frequent slides during the winter and spring rains often closing the road (s) for hours, days and at times weeks.

Warning Signs of a Landslide

- ❖ **Springs, seeps, or saturated ground** in areas that have not typically been wet before
- ❖ **New cracks or unusual bulges** in the ground, street pavements or sidewalks
- ❖ Soil moving away from **foundations**
- ❖ Ancillary structures such as **decks and patios tilting** and/or moving relative to the main house
- ❖ **Tilting or cracking of concrete floors and foundations**
- ❖ **Broken water lines** and other underground utilities
- ❖ **Leaning** telephone poles, trees, retaining walls or fences
- ❖ **Offset fence lines**
- ❖ **Sunken or down-dropped road beds**
- ❖ Sudden **decrease in creek water levels** though rain is still falling or just recently stopped.
- ❖ **Sticking doors and windows**, and visible open spaces indicating jambs and frames out of plumb

During a Landslide or Debris Flow

- ❖ If you can, move away from the slide's path as quickly as possible.
- ❖ If you cannot escape, curl into a tight ball and protect your head.

After the Slide

- ❖ Stay away from the slide area:
 - There may be danger of additional slides.
- ❖ Check for injured and trapped persons near the slide.
- ❖ Watch for associated damage:
 - Electrical, water, gas, and sewage lines.
 - Damaged roadways and railways.
- ❖ Do not enter the area unless you have been trained to do so.

6.4. General Response Guidelines to Air Quality Incidents

The primary adverse impact to air quality in the region is smoke from wildfires. Particulate matter created by intense wildfires is an ongoing health and safety threat. Even small wildfires burning under inversion conditions can have a significant impact on air quality and large scale fires may affect air quality hundreds of miles from the fire for weeks at a time. The Federal Clean Air Act, the California Air Resources Board, and the Siskiyou and Humboldt County Air Pollution Control District also help identify and regulate air quality conditions in the region

The resulting smoke from these fires and the related suppression activities of the Forest Service contribute to the unhealthy and often hazardous air quality conditions that occur in the Karuk Tribe Aboriginal Territory.

Unhealthy levels of particulate matter from smoke can cause throat irritation, coughing, chest pain, shortness of breath, increased susceptibility to respiratory infection and aggravation of asthma and other respiratory ailments. These symptoms are worsened by exercise and heavy activity. The children, elderly and people who have underlying lung diseases, such as asthma, are at particular risk of suffering from these effects. As particulate matter levels increase, the number of people affected and the severity of the health effects also increase.

A specific plan can be found in the Karuk Tribe Clinic Emergency Operations Plan.

Air Quality Alert Mitigation Actions

- ❖ Limit time outdoor activities when heavy smoke is present.
- ❖ Stay indoors with air conditioner and air purifiers on. Avoid using evaporative coolers.

Consider leaving the area until particulate matter fall to a healthy level.

6.5. General Response Guidelines for Water Quality Incidents

Large amounts of silt behind dams, combined with pesticide by-products in irrigation runoff, pose a water contamination risk for Karuk communities situated down river, especially during storm or flood events. High water events of any kind create a concern for both public water supplies and traditional subsistence foods, especially fish, which are near the Klamath River and its tributaries. Water contamination concerns coincide with both Dam Failure and Flooding and Severe Storm Events.

Water Quality Alert Mitigation Actions

- ❖ Monitor wells and groundwater for contamination and use microbial filtering water filters.
- ❖ Avoid drinking out of contaminated water sources.
- ❖ If water is contaminated by hazardous materials run off call 911 and stay up river up wind.
- ❖ Store hazardous materials, toxics and poisons in a manner they will not pollute waterways.

6.6. General Response Guidelines to Road or Bridge Failure Incidents

During periods of extreme flooding Highway 96 is subject to slides, mud flows, and complete road failure. Alternate dirt or gravel surface road escape routes that climb out of the Klamath River canyon are also subject to closure because of snow, slides or road failure (e.g. Greyback Road). Bridges in Happy Camp, Orleans, Klamath River, and Seiad Valley are susceptible to failure during severe flooding. Bridge failure(s) essentially cut off inhabitants in western Siskiyou and/or northeastern Humboldt Counties. These events can isolate and endanger Tribal residents.

- ❖ Refer to flooding and landslide general guidelines.
- ❖ Do not try to navigate across roads and bridges with structural damage.

6.7. General Response Guidelines to Drought Incidents

Drought events in the Klamath Mountains stress trees, and promote insect & disease attacks that kill forests. Prolonged drought will also kill forest stands. Drought conditions encourage wide scale wildfires that are devastating. Prolonged episodes of drought impact domestic and tribal water systems.

- ❖ Grow drought resistance plants. Mulch your garden.
- ❖ Water lawn and garden areas early in the morning to avoid excess evaporation.
- ❖ Install a drip irrigation system
- ❖ Wherever possible, use irrigation timers.
- ❖ Fill emergency water storage tanks in the winter and spring.
- ❖ Fix leaks around your home
- ❖ If you use hydropower, manually adjust your flow to meet, not exceed, your power needs.

- ❖ Take a shorter shower or install water conserving shower heads.
- ❖ Use a broom instead of a hose to clean your driveway.

6.8. General Response Guidelines to Volcanic Incidents

Mount Shasta last erupted in 1786 and has been the most active volcano in California for about 4,000 years, erupting once every 300 years. The 1786 eruption created a pyroclastic flow, a lahar (ash, mud and water flow) and three cold lahars, which streamed 7.5 miles down Shasta's east flank via Ash Creek. A separate hot lahar went 12 miles down Mud Creek. (Wikipedia)

Volcanic events are not listed as a high risk and pose no significant threats to Tribal resources. However in the event of an eruption the Karuk Tribes aboriginal Territory and service area is likely to be greatly impacted by an influx of people fleeing the eruption zone which includes Yreka the eastern most portion of the Tribal service area. Tribal resources in the communities of Happy Camp and Orleans could be significantly impacted.

As with any emergency, it is critical that professional emergency personnel, such as firefighters, sheriffs, and law enforcement officers be in charge. However, the Tribe may coordinate Tribal emergency response activities when possible, given the fact that warning and response times are often limited. The Tribe should act immediately under the supervision of the Tribal Office of Emergency Services. In a volcanic event the sheriff's department and state agencies will likely play an important role as well. Additionally, the Tribe may need to have its own evacuation response team ensure that Tribal elders and families are safe and their possessions protected.

There are four different volcano alert levels to monitor to prepare for the impacts. Volcano alerts are as follows:

SUMMARY OF VOLCANO ALERT LEVELS

| | |
|----------|--|
| NORMAL | Volcano is in typical background, non-eruptive state or, after a change from a higher level, volcanic activity has ceased and volcano has returned to non-eruptive background state. |
| ADVISORY | Volcano is exhibiting signs of elevated unrest above known background level or, after a change from a higher level; volcanic activity has decreased significantly but continues to be closely monitored for possible renewed increase. |
| WATCH | Volcano is exhibiting heightened or escalating unrest with increased potential of eruption, timeframe uncertain, OR eruption is underway but poses limited hazards. |
| WARNING | Hazardous eruption is imminent, underway, or suspected. |

USGS

Listen to radio and/or television broadcasts for alert levels in your area. If you are told to evacuate, follow authorities' instructions if they tell you to leave the area. Though it may seem safe to stay at home and wait out an eruption, doing so could be very dangerous. Volcanoes spew hot, dangerous gases, ash, lava, and rock that are powerfully destructive.

Preparing to evacuate

- ❖ Tune in the radio or television for volcano updates.
- ❖ Listen for disaster sirens and warning signals.
- ❖ Review your emergency plan and gather your emergency supplies. Be sure to pack at least a 1-week supply of prescription medications.
- ❖ Prepare an emergency kit for your vehicle with food, flares, booster cables, maps, tools, a first aid kit, a fire extinguisher, sleeping bags, a flashlight, batteries, etc.
- ❖ Fill your vehicle's gas tank.

As you evacuate

- ❖ Take only essential items with you, including at least a 1-week supply of prescription medications.
- ❖ If you have time, turn off the gas, electricity, and water.

If you are told to take shelter where you are

- ❖ Keep listening to your radio or television until you are told all is safe or you are told to evacuate. Local authorities may evacuate specific areas at greatest risk in your community.
- ❖ Close and lock all windows and outside doors.
- ❖ Turn off all heating and air conditioning systems and fans.
- ❖ Close the fireplace damper.
- ❖ Organize your emergency supplies and make sure household members know where the supplies are.
- ❖ Make sure the radio is working.
- ❖ Go to an interior room without windows that is above ground level.
- ❖ Bring your pets with you, and be sure to bring additional food and water supplies for them.

6.9. General Response Guidelines to Epidemic/Pandemic Incidents

An epidemic occurs when an infectious disease spreads rapidly to many people. A pandemic is a global disease outbreak. A specific plan can be found in the Karuk Tribe Clinic Emergency Operations Plan.

Precautions to take for Epidemic/Pandemic

- ❖ Wash hands frequently with soap and water (alcohol-based sanitizer gels are a good alternative when water is not available).
- ❖ Use tissues to cover coughs and sneezes.
- ❖ When sick, stay away from others as much as possible.

6.10. General Response Guidelines Response to Earthquake Incidents

Earthquakes come with little to no warning. The Karuk Tribe service area sits in the Cascadia Subduction zone is a very long sloping fault that stretches from Vancouver, British Columbia Canada to the Cape Mendocino coast line in Northern California. Because of the very large fault area, the Cascadia Subduction Zone could produce a very large earthquake. Major cities affected by a disturbance in this subduction zone would include Vancouver and Victoria, British Columbia; Seattle, Washington; Portland, Oregon; and Sacramento, California.

The Cascadia subduction zone can produce very large earthquakes ("mega-thrust earthquakes"), magnitude 9.0 or greater, if rupture occurs over its whole area. When the "locked" zone stores up energy for an earthquake, the "transition" zone, although somewhat plastic, can rupture. The next rupture of the Cascadia Subduction Zone is anticipated to be capable of causing widespread destruction throughout the Pacific Northwest. (Wikipedia)

Earthquake Safety Guidelines:

During the Earthquake Inside:

- ❖ Duck, Cover and Hold! If you are indoors, stay there. Quickly move to a safe location in the room such as under a strong desk, a strong table, or along an interior wall. The goal is to protect you from falling objects and be located near the structural strong points of the room.
- ❖ Remain calm. If inside, stay inside. Do not rush to exits.
- ❖ If you are cooking, turn off the stove and take cover.
- ❖ Avoid taking cover near windows, large mirrors, hanging objects, heavy furniture, heavy appliances, fireplaces or objects that are likely to fall.
- ❖ Do not use elevators. If you are in an elevator when the earthquake strikes, exit as soon as possible. If the elevator does not move and the alarm doors do not open, press the emergency button for help and wait for assistance. Do not attempt to climb out.
- ❖ Give whatever assistance you can to injured or disabled people. Use common sense and keep safety as a top priority when attempting search and rescue.

During the Earthquake Outside:

- ❖ When you are outdoors, move to an open area where falling objects are unlikely to strike you. Move away from buildings, powerlines and trees.
- ❖ Move away from fire and smoke.
- ❖ If you are driving, slow down smoothly and stop on the side of the road. Avoid stopping on or under bridges and overpasses, or under power lines, trees and large signs. Stay in your car.

After the Earthquake:

- ❖ Check for injuries; attend to injuries if needed, help ensure the safety of people around you.

- ❖ Check for damage. If your building is badly damaged you should leave it until it has been inspected by a safety professional.
- ❖ If you smell or hear a gas leak, get everyone outside and open windows and doors. If you can do it safely, turn off the gas at the meter. Report the leak to the Gas Company and fire department. Do not use any electrical appliances because a tiny spark could ignite the gas.
- ❖ If the power is out, unplug major appliances to prevent possible damage when the power is turned back on. If you see sparks, frayed wires, or smell hot insulation turn off electricity at the main fuse box or breaker. If you will have to step in water to turn off the electricity you should call a professional to turn it off for you.

6.11. General Response Guidelines Response to Dam Failures

Dam failure has the potential to cause catastrophic losses to Tribal facilities and infrastructure. The risk of dam failure is reasoned to be low, any collapse of up river dams would cause complete devastation of river lowland areas by creating water levels that are many times higher than ever recorded during flood events. Seismic activities, internal erosion, and terrorism could cause failure of Iron Gate, Copco I or II, Dwindell, or the J.C. Boyle dams.

See Flooding “General Response Guidelines to Flood Evacuation Incidents”.

7.0 RECOVERY

The final phase of an incident encompasses activities taken to assess, manage, and coordinate recovery following an emergency event. The Incident Command Team is deactivated as Tribal and community functions begin to return to normal.

Post-event assessment(s) of the emergency area(s) aid in determining the extent of damages and what resources need repair or replacement. The Human Resources Officer will coordinate critical incident stress debriefing sessions, if needed.

The Chief Financial Officer accounts for disaster related expenses. Accountings include: direct operating costs; costs from increased use; damage and destroyed equipment costs; replacement of capital equipment; and construction-related expense assessments. A more detailed plan will be addressed in the Continuity of Operations Plan.

7.1. Restoration of Services

The Karuk Tribe seeks to restore Tribal services as quickly as possible; if necessary, facilities needing repair will be relocated to a new or temporary facility. As quickly as is practicably possible, damaged equipment and buildings will be repaired and structural inspections completed so that facilities may re-open. A more detailed plan will be identified in the Continuity of Operations Plan.

Tribal Administration meets after hazard events with the Tribal Council for post- action debriefings. The Tribe will complete a needs assessment of damages and take actions to recover all aspects of Tribal infrastructure. The Council will evaluate the performance of the Tribal Incident Command Team, making recommendations, if needed, for modified response procedures, training, or coordination needs between Tribal departments and/or other agencies.

Appendix A

KEEPR Personnel

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Appendix B

Emergency

Support

Functions

I. Concept of Operations

During smaller emergencies, each department performs its specialized tasks according to the department's in-house Standard Operating Procedures (SOPs). During major emergencies, however, there is an increased need for the coordination of all activities relevant to the emergency response as they relate to the entire event and this operation takes place in the EOC. The ESF Group may be composed of a Group Supervisor, a primary department, and one or more support departments.

The ESF Group Supervisor is responsible for the coordination of the ESF group as a whole; with individual departments performing their emergency missions as they otherwise would, except that they are being coordinated by the Group Supervisor. Conflicts that arise during emergency operations will be resolved by the Emergency Management Director. Each department is responsible for developing its own respective plans and SOPs for carrying out its assigned missions.

This model of the ESF group allows the utilization of the Incident Command System concept in the EOC during activation. An effective span of control is maintained by consolidating all of the departments with emergency responsibilities into groups with an internal management structure, with the ESF Group Supervisor being responsible to the General Staff during activation. Instead of having all the departments reporting to General Staff, there is a manageable span between two and seven. For the purpose of further defining roles and responsibilities, each ESF group is also assigned to a branch as follows:

1. Emergency Services Branch

- ESF 5, Emergency Management (Information and Planning)
- ESF 4, Firefighting
- ESF 9, Search and Rescue
- ESF 10, Oil and Hazardous Materials (Environmental Response)
- ESF 13, Public Safety & Security

2. Human Needs Branch

- ESF 6, Mass Care (Human Services)
- ESF 8, Public Health & Medical
- ESF 11, Agriculture & Natural Resources (Food)

3. Services and Support Branch

- ESF 1, Transportation
- ESF 3, Infrastructure
- ESF 7, Resource Support
- ESF 12, Energy
- ESF 14, Long-Term Recovery (Donations/Volunteers)

4. Communications Branch

ESF 2, Communications

ESF 15, External Affairs

Each of these Branches is consolidated in the EOC during activation to insure coordination among the various organizations. Most departments have only one representative assigned to the EOC during emergencies. Due to the size of the Organization one person may represent more than one ESF. Tasks required of that particular representative by an ESF in which he/she is not resident will be handled by telephone, E-mail, or general message as per established guidelines.

The ESF Group Supervisor requiring assistance from someone not in the EOC will simply send him/her a request to provide the services and the representative will provide a follow-up message indicating his/her ability/inability to complete the requested task(s).

Each branch will have an identified Documentation Unit (person) whose primary function will be the coordination of intelligence information between that Branch and the General Staff workgroup. This person may be the ESF Group Supervisor. This information flow goes both ways during emergency operations and ensures that the General Staff is able to maintain an accurate assessment of the disaster situation and is able to develop short-range and long-range planning guidance.

II. ESF Description

Each ESF document, by definition, may be utilized as a stand-alone annex. Most often, however, the ESFs are used in conjunction with one or more additional ESFs to facilitate the response to a particular event. Each has a unique functional responsibility; however, each ESF is composed of more than one department and each may be geared towards a specific set of activities that are required in an emergency. A brief description of each ESF and its components is below and a detailed summary of each ESF follows.

a. ESF 1 Transportation

The transportation function within the emergency organization functions primarily as a coordinating group. This group insures all sufficient Tribal transportation resources are available and that Tribal roads and conduits into and out of an affected area remain open, and that the traffic allowed into those areas is coordinated in a manner that prevents bottlenecks and gridlock which would prevent needed emergency assistance reaching those areas that need it. This function may work in cooperation with Federal, State and Local Transportation and Road Departments.

b. ESF 2 Communications

The communications and warning functions are consolidated under the heading of Communications, primarily because they are necessarily interrelated.

The Communications function is responsible for keeping the Tribal members and employees informed in regards to an emergency situation, provide guidance when appropriate to help save lives and protect property, and support Tribal departments with the restoration and reconstruction of telecommunications equipment, computers, and other technical resources.

The Warning function is responsible for the issuance of warning information regarding impending hazards, as well as the maintenance of warning networks which might be used in an emergency (i.e. Interoffice Communication Networks, Computer Networks etc...). This function may work with state, county and local government entities.

c. ESF 3 Public Works

Route Clearance and Bridge Inspection Unit

This mission is to ensure roads remain viable following a disaster. This includes the physical removal of debris on roadways, assistance on railroads and airstrips, etc. (as requested), critical for emergency vehicle passage, as well as the inspection of bridges (as requested) to insure they may continue to be used and have not suffered severe damage as a result of a particular event. Assistance to road crews is provided through this mission.

Debris Removal Unit

This mission handles problems arising from the generation, accumulation, and disposal of debris following a disaster.

Water and Wastewater Systems Unit

This mission is responsible for the restoration of potable water and wastewater disposal capabilities on Tribal lands and properties following a disaster.

Damage Assessment (Building Inspection and Condemnation) Unit

This mission is responsible for the inspection of Tribal buildings and structures following a disaster and, if necessary, condemning them and insuring their destruction in a timely manner.

d. ESF 4 Firefighting

The detection and suppression of fires on Tribal land is the primary purview of this group. Any assistance with fire suppression efforts is handled by ESF 4.

e. ESF 5 Emergency Management

Disaster Planning & Coordination

This mission is responsible for collecting intelligence information surrounding the disaster. This includes items such as the scope (extent) of the disaster, status of various systems (i.e., communications, transportation, utilities, etc.), monitoring of resource status, and other information. Disaster Planning develops reports concerning the disaster, provides visual displays for the EOC during operations, prepares situation reports, develops short-range and long-range planning guidance for use in addressing developing issues, and accesses technical expertise to assist with evaluating the actual and/or potential effects of an event upon the population and infrastructure of the state.

Public Information

This group is responsible for the provision of information (both general and that which conveys emergency instructions to the public) concerning an actual or impending disaster. The coordination of Joint Information Center activities, EAS activation, and the distribution of emergency preparedness instructions through other means are coordinated through ESF 2.

Damage Assessment

This mission is responsible for the collection of information concerning damages to structures and systems as a result of a disaster, preparation of reports to be forwarded to the Director of Emergency Management for use in requesting State and Federal disaster assistance. This function supports the ESF 3 Damage Assessment Unit.

f. ESF 6 Mass Care

Shelter and Mass Care Operations

This mission coordinates the assistance in sheltering, feeding, and caring for victims of a disaster.

Disaster Victim Services

This mission provides assistance to victims in locating relatives (and vice versa) through a disaster welfare inquiry system, the restoration of mail delivery, the use of amateur radio networks to deliver essential and important communications, etc. Psychological health services are also addressed within this mission.

g. ESF 7 Resource Support

Logistics

This mission coordinates the actual movement of resources into areas where a need (or needs) exists. This includes the warehousing and tracking of resources, the packaging

and loading and subsequent transportation of resources to affected areas, and the disposal of used and/or unused resources following a disaster.

Resource Management

This group is responsible for the acquisition of all types of resources that are identified as "needed" following a disaster. This group will make arrangements to purchase needed resources if it is determined the City/County does not have the resources to supply a requirement in the field. The payment of debts and other expenses generated as a result of the emergency is handled by this group as well.

Staging Areas

To prevent a rapid and overwhelming influx of resources into affected areas, Staging Areas may be utilized as temporary marshaling sites for collecting and gradually directing emergency resources into those areas. This group coordinates the activation and utilization of staging areas and marshaling points during emergency situations.

h. ESF 8 Health and Medical Services

Public Health

This group addresses the public health ramifications associated with a particular emergency. This includes manning shelters, first aid/clinic operations, restoring public health functions, defining the epidemiology of the disaster (including the collection and maintenance of statistical data), the administration of vaccinations and immunizations, the determination of potential health effects associated with debris accumulation, pollution, hazmat releases, etc.

Emergency Medical Services

This mission coordinates the provision of EMS assistance following a disaster, including the movement of medical resources into disaster areas. This includes the air-medical evacuation of patients as necessary from affected areas and any interface with the area dispatch center for air ambulance services. The disposal of deceased victims is coordinated with the Siskiyou/Humboldt County Office of Chief Medical Examiner.

i. ESF 9 Urban Search and Rescue

This group coordinates the locating and rescuing of persons missing as a result of a disaster. This includes urban search and rescue problems generated as the result of an earthquake or building collapse, the search for persons who are lost in wooded or other environments, the search for persons in Swiftwater or flooded environments, the search for downed aircraft, the extrication of accident victims, etc. This group also provides the interface with the Local, State and Federal Urban Search and Rescue units.

j. ESF 10 Oil and Hazardous Materials

Hazardous Materials

This mission is responsible for coordinating the technical response to non- radioactive hazardous materials incidents on Tribal Lands.

Radiological Materials

This group does not exist within the Tribe.

Environmental Compliance

This mission provides for overall environmental compliance and maintenance as well as coordination with Local, State and Federal counterparts.

k. ESF 11 Agriculture & Natural Resources

This group is responsible for securing food needed for the feeding of victims and emergency workers in affected areas. Additionally, this group is also responsible for assessment and protective action implementation associated with potential harmful effects upon the Tribes food supply as the result of a disaster.

l. ESF 12 Energy

This mission is concerned with the restoration of utility (electrical and LPG) infrastructure following a disaster, as well as the provision of temporary emergency power capabilities to critical facilities until such time as a permanent restoration is accomplished.

m. ESF 13 Public Safety & Security

Security/Crime Control

This mission addresses the provision of security in disaster areas, as well as the actual policing functions normally associated with law enforcement activities, including riot control, explosive ordinance removal, counterterrorism, etc.

Evacuation/Movement

This group is responsible for coordinating evacuations of affected areas

n. ESF 14 Long Term Community Recovery

Assistance Programs

This mission is the mechanism through which the Federal or State Government provides disaster relief assistance to victims in the affected area(s), including the Individual and Family Grant program, the Small Business Administration's loan programs, the administration of unemployment compensation, and various other disaster relief programs available for both declared and un-declared disasters.

Recovery and Reconstruction

This mission addresses the long-term economic impact of disasters upon Tribal and local communities and assists the Tribe and communities in developing plans for reconstruction. Grant and low-interest loan programs are identified and targeted for application by the Tribe and the community. Significant attention is given to the mitigation of future potential hazards when developing Tribal local recovery plans.

o. ESF 15 External Affairs

Responsible for keeping the public informed concerning the threatened or actual emergency situation and to provide protective action guidance as appropriate to save lives and protect property. Managing information during an incident so that the most up to date and correct information is used to inform the public is also a key objective.

Appendix C

Delegation of Authority

AGENCY ADMINISTRATOR

Position Assigned To: Council Chairman, Vice Chairman, Secretary/Treasurer

Mission: This position establishes and appoints the Incident Commander or the Unified Command.

IMMEDIATE:

- Read this Job Action Sheet.
- Establish & appoint the Incident Commander or Unified Command.
- Establish the written delegation of authority for the Incident Management Organization.
- Establishes monetary limits
- Ensure that lines of succession for key management positions are established to ensure continuous leadership to assure continuity of government operations.
- Provides for the protection of records, facilities and organizational equipment deemed essential for sustaining government functions and conducting emergency operations.
- Request that the Governor of the State of California include the Tribal Aboriginal Territory in any declared state of emergency.

INTERMEDIATE:

- Authorize resources as needed or requested.
- Request additional assistance from outside agencies, local, county, state, federal or Tribal.
- Hold routine briefings to receive status reports and update the action plan regarding continuation or termination.
- Approve Mutual Aid Agreements, Joint Power Agreements, Participating Agreements and Memorandum of Understandings with recommendation and concurrence of Tribal Council according to policy.
- Communicate status to Chairperson, Council, or other appropriate official.

EXTENDED:

- Participate in debriefing and after action reports.
- Other concerns as they arise.

(Sample Delegation of Authority Bulletin/Memo)

Karuk Tribe Emergency Response Incident

DATE:

TO:

FROM: *(insert title or position)*

SUBJECT: **Acting** *(Director/Supervisor/Department Head/etc.)*, _____
Department,____(facility)

During my absence, the designation of Acting *(Director/Supervisor/Department Head/etc.)* for the *(department)* will be as follows:

- 1.** _____
Phone: _____
- 2.** _____
Phone: _____
- 3.** _____
Phone: _____

During my absence, these individuals have authority to make key decisions to ensure the continuation of essential services and functions in an emergency situation. *(Insert any restrictions, limitations, or exceptions to the delegation of authority here)*.

This [bulletin/memo] super cedes *[insert whatever previous document exists that requires super cession]*.

_____(signed)
Title, _____
(department/office)

Appendix D

Emergency Purchasing Procedure

Emergency Procurement/Purchase Procedures

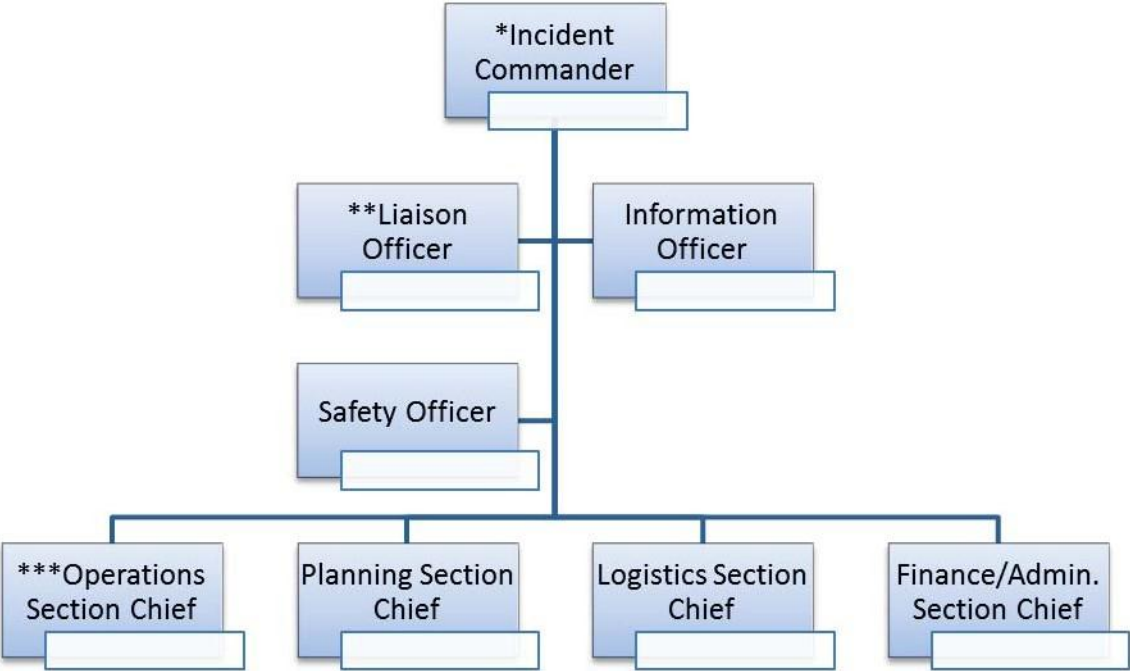
Emergency Procurement. An emergency situation exists when an incident occurs that requires immediate action be taken to preserve life, health or property. Emergency purchases must adhere to Section 10.0 Procurement and Section 26.0 Spending Policy of Karuk Tribe Fiscal Policies and Procedures Manual. Section 10.0 states that all purchases must be 'reasonable and allowable' and describes procurement guidelines and procedures. Section 26.0 identifies the expenditure orders of the Tribe's General Fund and Special Revenue Funds and also states that the Tribal Council has the authority to express assignments in these funds. .

For emergency purchases the Incident Commander or Designee shall contact the Tribal Chairman or Designee immediately for verification that an emergency situation exists, regardless of whether this occurs during regular business hours or not. Upon concurrence with the Tribal Chairman or Designee that an emergency does exist the Incident Commander or Designee will contact the Chief Financial Officer or Designee to inform them of the situation. The Incident Commander or Designee will then contact the Executive Assistant to the Tribal Council to hold an Emergency Meeting to authorize purchases up to \$5000.00. Once approved, the Incident Commander or Designee shall proceed with acquiring the goods or services required to mitigate the emergency and shall notify the Chief Financial Officer or Designee of the steps it has taken as soon as possible following the emergency. The Incident Commander or Designee will keep records of all expenditures and The Chief Financial Officer or Designee will provide instructions on how to issue payment to the vendor responding to the emergency.

Appendix E

ICS Organizational Charts With Roles and Responsibilities

Command and General Staff



*Incident Commander will be responsible for positions not otherwise filled under their Organizational Structure..

**Liaison Officer recommended when in Unified Command or working with cooperating agencies.

***Operations Section Chief is recommended for all incidents.

INCIDENT COMMANDER

Position Assigned To: _____

You Report To: **Agency Administrator**

Mission: Organize and direct Command Center. Give overall direction to operations and, if needed, authorize evacuation.

IMMEDIATE:

- Read this Job Action Sheet.
- Initiate the Incident Command System by assuming the role of Incident Commander.
- Put on position identification vest.
- Appoint all positions; distribute the four section packets which contain:
 - Job Action Sheets for each position.
 - Identification vest for each position.
 - Forms pertinent to Section & positions
- Appoint Public Information Officer, Liaison Officer and Safety Officer; distribute Job Action Sheets. (May be pre-determined.)
- Announce a status/action plan meeting to be held as soon as possible.
- Assign someone as Documentation Recorder/Aide.
- Receive status report and discuss an initial action plan with the Incident team. Determine appropriate level of service during immediate aftermath.
- Receive initial facility damages, if applicable, and evaluate the need for evacuation.
- Emphasize proactive actions within the Planning Section. Call for a projection report 4, 8, 24 & 48 hours from time of incident onset. Adjust projections as necessary.
- Assure that contact and resource information has been established with outside agencies through the Liaison Officer and/or Operation Section Chief.

INTERMEDIATE:

- Authorize resources as needed or requested.
- Hold routine briefings to receive status reports and update the action plan regarding continuation or termination.
- Communicate status to Chairperson, Council, or other appropriate official.

EXTENDED:

- Participate in debriefing and after action reports.
- Other concerns as they arise.

INFORMATION OFFICER

Position Assigned To:

You Report To: _____ (Incident Commander)

Mission: The Public Information Officer, a member of the Command Staff, is responsible for the formulation and release of information about the incident to the news media, local communities, incident personnel, other appropriate agencies and organizations, and for the management of all Public Information Officers assigned to the incident.

IMMEDIATE:

- Receive appointment from Incident Commander.
- Read this Job Action sheet and review organizational chart.
- Put on position identification vest.
- Develop policy with Incident Commander, Agency Administrator, agency Public Affairs Officer, IMT members, and incident investigators regarding information gathering and sharing. Observe constraints on release of information.
- Develop and receive Incident Commander's approval of a

INTERMEDIATE:

- Obtain approval for release of information from Incident Commander.
- Develop and receive Incident Commander's approval of a comprehensive, proactive communications strategy that reflects both immediate and long-term goals.
- Issue an initial incident information report to the news media as needed.
- Inform on-site media of the physical areas which they have access to and those which are restricted.
- Contact other at-scene agencies to coordinate released information, with respective I.O.s. Inform Liaison Officer of action.

EXTENDED:

- Monitor news stations for updated information.
- Attend meetings to update information releases.
- Arrange for meetings between media and incident personnel.
- Provide escort service to the media and very important persons (VIPs).
- Respond to special requests for information.
- Keep informed of incident developments and control progress through Planning Meetings and regular contacts with other incident staff, host unit, and cooperating agencies.
- Keep the Incident Commander informed of any potential issues involving the general public, news media, or other sources.
- Observe all staff, volunteers and patients for signs of stress and inappropriate behavior. Provide for staff rest periods and relief.
- Participate in debriefing and after action reports.
- Other concerns as they arise.

LIAISON OFFICER

Position Assigned To:

You Report To: _____ (Incident Commander)

Mission: The Liaison Officer, a member of the Command Staff, is the point of contact for the assisting and cooperating Agency Representatives. This includes Agency Representatives from other fire agencies, Red Cross, law enforcement, public works, etc.

IMMEDIATE:

- Receive appointment from Incident Commander.
- Read this Job Action sheet and review organizational chart.
- Put on position identification vest. Identify restrictions material relative to press releases from Emergency Incident Commander.

INTERMEDIATE:

- Provide a point of contact for assisting and cooperating Agency Representatives.
- Identify each Agency Representative, including communications link and location.
- Maintain a current list of cooperating and assisting agencies assigned. Confirm resource list with the Resource Unit Leader.
- Respond to requests from incident personnel for inter-organizational contacts.
- Monitor incident operations to identify current or potential inter-organizational problems.

EXTENDED:

- Remain visible on the incident to incoming cooperators and assisting agencies.
- Respond to requests for information, and resolve problems.
- Participate in Planning Meetings providing current resource status, limitations, and capability of other agency resources.
- Keep cooperating and assisting agencies informed of planning actions.

SAFETY OFFICER

Position Assigned To:

You Report To: _____ (Incident Commander)

Mission: The Safety Officer, a member of the Command Staff, is responsible for monitoring and assessing hazardous and unsafe situations and developing measures for assuring personnel safety. The Safety Officer will correct unsafe acts or conditions through the regular line of authority, although they (Safety Officer) may exercise emergency authority to stop or prevent unsafe acts when immediate action is required.

Only one Safety Officer will be assigned for each incident. The Safety Officer may have assistant Safety Officers as necessary, and the assistant Safety Officer may represent assisting agencies or jurisdictions. Assistant Safety Officers may have specific responsibilities, such as air operations, hazardous materials, etc.

IMMEDIATE:

- Receive appointment from Incident Commander.
- Read this Job Action sheet and review organizational chart.
- Put on position identification vest. Identify restrictions material relative to press releases from Emergency Incident Commander.
- Analyze proposed and selected strategic alternatives from a safety perspective, ensuring that risk management is a priority consideration in the selection process.
- Direct intervention will be used to immediately correct a dangerous situation.
- Priority of recommendations will start with risks having the highest potential for death or serious injury and follow through to those of lesser degree.

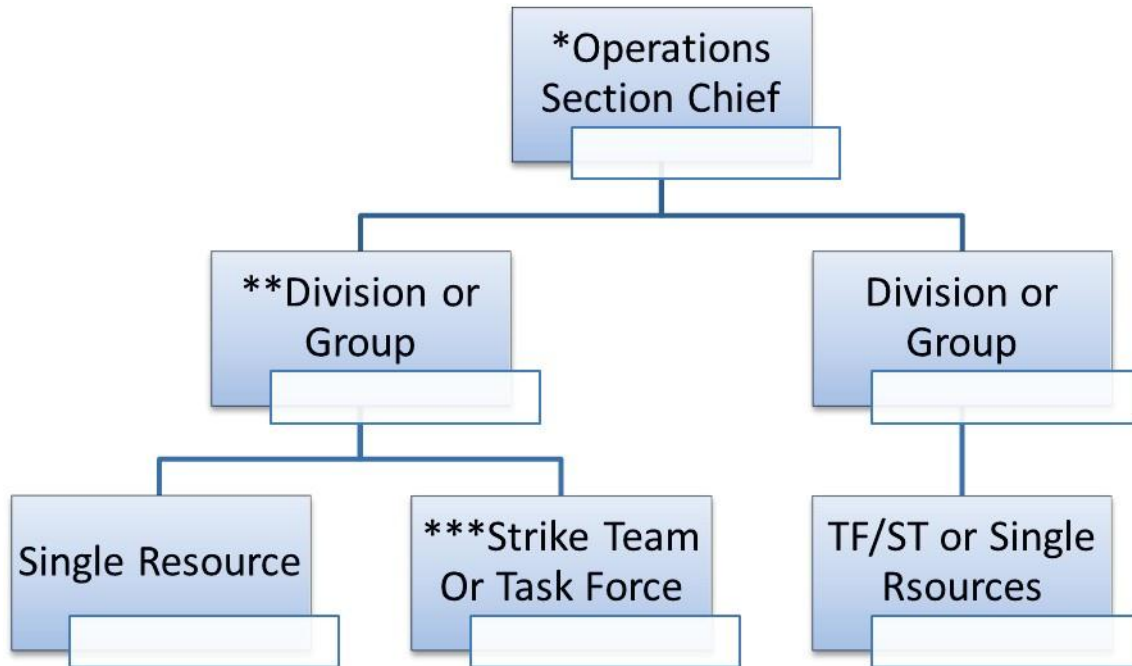
INTERMEDIATE:

- Prepare the safety message included in the IAP.
- Develop the Incident Action Plan Safety Analysis (ICS 215A) planning matrix with the Operations Section Chief.
- Present safety briefing to overhead. Safety briefing should emphasize hazards and risks involved in action plan components.
- Establish systems to monitor activities for hazards and risks. Take appropriate preventive action.
- Establish operating procedures for assistant Safety Officers.
- Evaluate operating procedures. Update or modify procedures to meet the safety needs on the fire.
- Review and approve Medical Plan (ICS 206).

EXTENDED:

- Review IAPs to ensure that safety issues have been identified and mitigated.
- Analyze observations from staff and other personnel.
- Ensure accidents are investigated.
- Prepare accident report upon request of the Incident Commander.
- Monitor operational period lengths of incident personnel to ensure work/rest guidelines are followed; recommend corrective action to Incident Commander.
- Monitor food, potable water, and sanitation service inspections. Request assistance from health departments as needed.
- Monitor incident PPE needs.
- Inspect incident facilities, hand tools, power equipment, vehicles, and mechanical equipment.
- Monitor driver or operator qualifications and operational periods.
- Ensure appropriate accident, incident, and other safety reports are completed and submitted.
- Prepare final safety report upon request of the Incident Commander.

Operations Section



*Operations will be responsible for positions not otherwise filled under their Organizational Structure.

**Divisions are separated geographically and may be divided using physical, natural or manageable boundaries. The person in charge of each Division is designated as a Supervisor.

**Groups are separated by functional duties such as; Response and Recovery, Emergency Services, Structure Protection etc.... The person in charge of each Group is designated as a Supervisor.

*** Strike team is a set number of resources of the same kind and type such as; snow plows, search and rescue, medical aid, Perimeter Security etc... A Strike Team must have common communications and a designated leader.

***Task Force is a combination of mixed resources such as; Shelter and Feeding, Damage Assessment, etc...A Task Force must have common communications and a designated leader.

OPERATIONS SECTION CHIEF

Position Assigned To:

You Report To: _____ (Incident Commander)

Mission: The Operations Section Chief, a member of the General Staff, is responsible for managing all operations directly applicable to the primary mission.

IMMEDIATE:

- Receive appointment from Incident Commander. Obtain packet containing Section's Job Action Sheets.
- Read this Job Action Sheet and review organizational chart.
- Put on position identification vest.
- Obtain briefing from Emergency Incident Commander.
- Use the risk management process, and supervise operations.
- Maintain accountability of assigned resources.
- Develop Incident Action Plan Safety Analysis (ICS 215A) with Safety Officer.

INTERMEDIATE:

- Maintain accountability of assigned resources.
- Attend Planning Meetings and develop operations portion (ICS 215) of the IAP with the Planning Section Chief
- Brief and assign Operations personnel and/or Division/Group Supervisors according to the IAP.

EXTENDED:

- Participate in debriefing and after action reports.
- Facilitate and coordinate the ordering and release of operation resources.
- Assemble and disassemble Task Forces/Strike Teams and assigned to operations.
- Report special activities, events, and occurrences to Incident Commander.
- Resolve logistic problems reported by subordinates.

DIVISION SUPERVISOR

Position Assigned To:

You Report To: _____(Operations Section Chief)

Mission: The Division/Group Supervisor is responsible for implementing the assigned portion of the IAP.

IMMEDIATE:

- Receive appointment from Operations Section Chief. Obtain packet containing Section's Job Action Sheets.
- Read this Job Action Sheet and review organizational chart.
- Put on position identification vest.
- Obtain briefing from Operations Section Chief or Incident Commander.
- Provide safety briefing to subordinate resources.

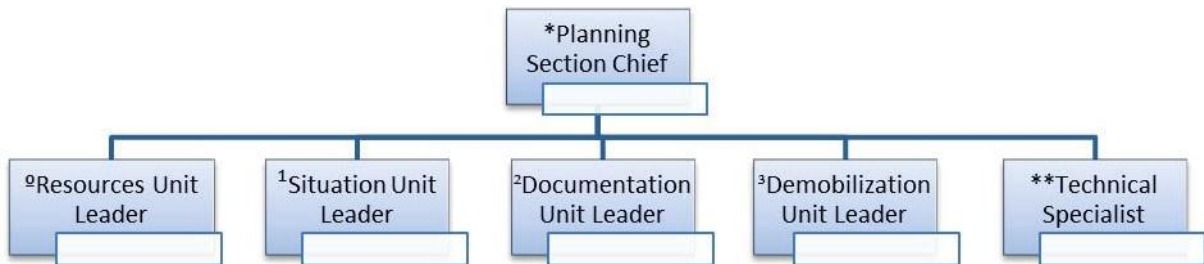
INTERMEDIATE:

- Use the risk management process, and supervise operations in the Division.
- Brief and assign specific work tasks to personnel and/or Task Forces/Strike Team Leaders.
- Maintain accountability of assigned resources at all times.
- Coordinate activities with adjacent Divisions.
- Keep supervisor informed of situation and resources status.

EXTENDED:

- Ensure that assigned personnel and equipment get on and off the incident in a timely and orderly manner.
- Resolve logistics problems within the Division/Group.
- Approve and turn in time for all resources in Division/Group to the Time Unit.
- Participate in debriefing and after action reports.
- Other concerns as they arise.

Planning Section



*Planning Section Chief will be responsible for positions not otherwise filled under their Organizational Structure. Unit Leader may be assigned multiple Unit Leader positions.

⁰ Resource Unit Leader Conducts all check-in activities and maintains the status of all incident resources. The Resources Unit plays a significant role in preparing the written Incident Action Plan.

¹Situation Unit Leader selects and analyzes information on the current situation, prepares situation displays and situation summaries, and develops maps and projections.

²Documentation Unit Leader provides duplication services, including the written Incident Action Plan. Maintains and archives all incident-related documentation.

³Demobilization Unit Leader Assists in ensuring that resources are released from the incident in an orderly, safe, and cost-effective manner.

**Technical Specialist position that will work for the Planning Section Chief if appointed. Positions may be Human Resource Specialist, Cultural Resource Specialist etc.....

PLANNING SECTION CHIEF

Position Assigned To:

You Report To: _____ (Incident Commander)

Mission: The Planning Section Chief, a member of the General Staff, is responsible for collecting, evaluating, disseminating, and using information about the development of the incident, status of resources, and demobilization of the incident.

Information is needed to understand the current situation, predict probable course of incident events, prepare alternative strategies and control operations for the incident, and provide for an orderly and economical demobilization of the incident.

IMMEDIATE:

- Receive appointment from Incident Commander. Obtain packet containing Section's Job Action Sheets.
- Read this Job Action Sheet and review organizational chart.
- Put on position identification vest.
- Obtain briefing from Emergency Incident Commander.
- Recruit a documentation aide from the Labor Pool.
- Appoint Planning unit leaders as needed; distribute the corresponding Job Action Sheets and vests. (May be pre- determined)
- Prepare and distribute Incident Commander's orders.

INTERMEDIATE:

- Advise General Staff of any significant changes in incident status.
- Conduct Planning Meetings and operational briefings.
- Ensure that normal agency information collection and reporting requirements are met.
- Supervise preparation of IAP (see Planning Process), and ensure sufficient copies are available for distribution through Unit Leader level.
- Ensure the formulation and documentation of an Incident Action Plan. Distribute copies to Command and General Staff.
- Ensure that information concerning special environmental protection needed is included in the IAP.
- Establish information requirements and reporting schedules for all ICS Organizational elements for use in preparing the IAP.
- Instruct Planning Section Units in distribution of information.

EXTENDED:

- Call for projection reports (Action Plans) from all Planning Section unit leaders and section officers for scenarios 4, 8, 24 & 48 hours from time of incident onset. Adjust time for receiving projection reports as necessary.

- Assemble information on alternative strategies.
- Perform operational planning for Planning Section.
- Prepare recommendations for release of resources (for approval by the Incident Commander).
- Ensure demobilization plan and schedule are developed and coordinated with Command, General Staff, and Agency Dispatchers.
- Establish a communications link between the agency Demobilization Organization and the incident Demobilization Unit.
- Instruct Situation/Status Unit Leader and staff to compile status reports from all disaster section officers and unit leaders for use in decision-making. These reports will also be used in post-disaster evaluation and recovery assistance applications.

RESOURCE UNIT LEADER

Position Assigned To:

You Report To: _____ (Planning Section Chief)

Mission: The Resources Unit Leader is responsible for establishing all incident check-in activities; preparing and processing resource status information; preparing and maintaining displays, charts, and lists that reflect the current status and location of suppression resources, transportation, and support vehicles; and maintaining a master check-in list of resources assigned to the incident.

IMMEDIATE:

- Receive appointment from Planning Section Chief or Incident Commander. Obtain packet containing Section's Job Action Sheets.
- Read this Job Action Sheet and review organizational chart.
- Obtain briefing from Planning Section Chief.
- Gather, post, and maintain current incident resource status, including transportation, support vehicles, and personnel.
- Maintain master list of all resources checked in at the incident.
- Prepare Organization Assignment List (ICS 203) and Incident Organization Chart (ICS 207).

INTERMEDIATE:

- Participates in the Tactics Meeting and completes the ISC 215 with the Operations Section Chief.
- Prepare Division Assignment List(s) (ICS 204) after the Planning Meeting.
- Establish check-in function at incident locations.
- Verify that all resources are checked in.
- Assemble and disassemble Task Forces/Strike Teams as requested by Operations.

EXTENDED:

- Using the Incident Briefing (ICS 201), prepare and maintain the Command Post display (organization chart and resource allocation and deployment sections of display).
- Establish contacts with incident facilities and maintain resource status information.
- Participate in Planning Meetings as required by the Planning Section Chief.
- Provide resource summary information to Situation Unit as requested.
- Continually identify resources that are surplus to the incident needs.
- Participate in debriefing and after action reports.
- Other concerns as they arise.

SITUATION UNIT LEADER

Position Assigned To:

You Report To: _____ (Planning Section Chief)

Mission: The Situation Unit Leader is responsible for collecting and organizing incident status and information and evaluating, analyzing, and displaying that information for use by ICS personnel and agency Dispatchers.

IMMEDIATE:

- Receive appointment from Planning Section Chief or Incident Commander. Obtain packet containing Section's Job Action Sheets.
- Read this Job Action Sheet and review organizational chart.
- Obtain briefing from Planning Section Chief.
- Collect and analyze situation data.
- Obtain available pre-disaster plans, mobilization plans, maps, and photographs.

INTERMEDIATE:

- Prepare predictions at periodic intervals or upon request of the Planning Section Chief.
- Prepare the Incident Status Summary (ICS 209).
- Obtain and analyze infrared data as applicable.
- Post data on Unit work displays and Command Post displays at scheduled intervals.
- Participate in Planning Meetings as required by the Planning Section Chief.
- Provide information on transportation system to Ground Support Unit Leader for the Transportation Plan.

EXTENDED:

- Provide photographic services and maps.
- Maintain Situation Unit records.
- Maintain incident history on maps and narrative from Initial Attack to final demobilization.
- Participate in debriefing and after action reports.
- Other concerns as they arise.

DEMOBILIZATION UNIT LEADER

Position Assigned To:

You Report To: _____(Planning Section Chief)

Mission: The Demobilization Unit Leader is responsible for preparing the Demobilization Plan and schedule. The Demobilization Unit Leader assists the Command and General Staff in ensuring an orderly, safe, and efficient movement of personnel and equipment from the incident.

IMMEDIATE:

- Receive appointment from Planning Section Chief or Incident Commander. Obtain packet containing Section's Job Action Sheets.
- Read this Job Action Sheet and review organizational chart.
- Obtain briefing from Planning Section Chief.
- Review and continually monitor incident resource records (Incident Briefing Form (ICS 201), Incident Check-In List (ICS 211), Resource Status Cards (ICS 219), and IAP) to determine probable size of demobilization effort.
- Obtain Incident Commander's demobilization objectives and priorities.

INTERMEDIATE:

- Be aware of ongoing Operations Section resource needs.
- Obtain identification and description of surplus resources and probable release times.
- Determine finance, supply, and other incident checkout stops.
- Establish and post check out procedures.

EXTENDED:

- Determine incident logistics and transportation capabilities needed to support the demobilization effort.
- Establish communications with appropriate off-incident facilities.
- Get approval of Demobilization Plan (Incident Commander, Planning Section Chief, agency, etc.).
- Distribute Plan and any amendments.
- Monitor and supervise implementation of Demobilization Plan.

HUMAN RESOURCE SPECIALIST

Position Assigned To:

You Report To: _____(Planning Section Chief)

Mission: The Human Resource Specialist assures that employees are available for response and recovery work. This may include temporary reassignment of employees, overtime, hiring of temporary employees, scheduling of workers and integrating volunteers.

The Human Resource Specialist is responsible for monitoring civil rights and related human resource activities to ensure that appropriate practices are followed. Work is normally conducted in a Base Camp environment but may involve tours of the incident, other Camps, and rest and recuperation (R&R) facilities.

IMMEDIATE:

- Receive appointment from Planning Section Chief or Incident Commander. Obtain packet containing Section's Job Action Sheets.
- Read this Job Action Sheet and review organizational chart.
- Put on position identification vest.
- Obtain briefing from Planning Section Chief and determine placement within the organization.
- Participate in daily briefings and Planning Meetings to provide appropriate civil rights and human resource information.
- Prepare civil rights messages for inclusion in IAP(s).
- Post-civil rights or other human resource information on bulletin boards and other appropriate Message Centers.

INTERMEDIATE:

- Participate in daily briefings and Planning Meetings to provide appropriate civil rights and human resource information.
- Conduct awareness sessions as needed. Use civil rights or human resource videotapes when appropriate.
- Establish and maintain effective work relationships with agency representatives, liaisons, and other personnel in the Incident Command.
- Refer concerns about pay, food, sleeping areas, transportation, and shift changes to the appropriate incident staff, taking into account civil rights and human resource factors.

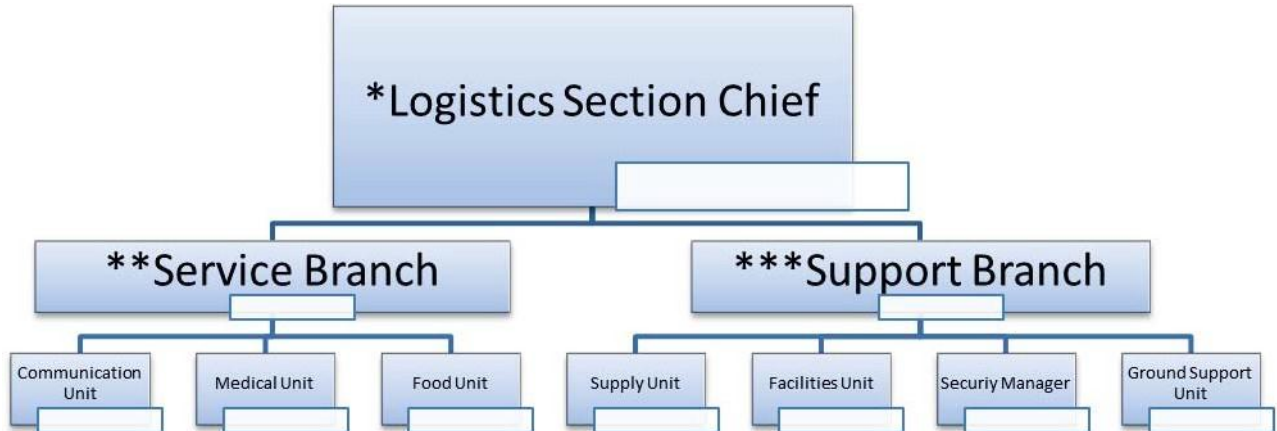
EXTENDED:

- Determine incident logistics and transportation capabilities needed to support the demobilization effort.
- Receive and verify reports of inappropriate behavior that occur on the incident.
- Take steps to correct inappropriate acts or conditions through appropriate lines of authority.
- Give high priority to informally resolving issues before the individuals leave the incident.
- Provide referral information if a complaint cannot be resolved during the incident.

- Conduct follow-up, as needed, depending upon the seriousness of the infraction.
- Prepare and submit reports and related documents.

Logistics Section

Remember that the Logistics Section provides support for incident personnel only.



*Logistics Section Chief will be responsible for positions not otherwise filled under their Organizational Structure.

****Service Branch can be staffed to include a:**

- Communications Unit: Prepares and implements the Incident Communications Plan (ICS-205), distributes and maintains communications equipment, supervises the Incident Communications Center, and establishes adequate communications over the incident.
- Medical Unit: Develops the Medical Plan (ICS-206), provides first aid and light medical treatment for personnel assigned to the incident, and prepares procedures for a major medical emergency.
- Food Unit: Supplies the food and potable water for all incident facilities and personnel, and obtains the necessary equipment and supplies to operate food service facilities at Bases and Camps.

*****Support Branch can be staffed to include a:**

- Supply Unit: Determines the type and amount of supplies needed to support the incident. Orders, receives, stores, and distributes supplies, services, and nonexpendable equipment. All resource orders are placed through the Supply Unit. The Unit maintains inventory and accountability of supplies and equipment.
- Facilities Unit: Sets up and maintains required facilities to support the incident. Provide managers for the Incident Base and Camps. Responsible for facility security and facility maintenance services such as sanitation, lighting, and cleanup.
- Ground Support Unit: Prepares the Transportation Plan. Arranges for, activates, and documents the fueling, maintenance, and repair of ground resources, arranges for the transportation of personnel, supplies, food, and equipment.

LOGISTICS SECTION CHIEF

Remember that the Logistics Section provides support for incident personnel only.

Position Assigned To:

You Report To: _____(Incident Commander)

Mission: The Logistics Section Chief, a member of the General Staff, is responsible for providing facilities, services, and material in support of the incident. The Logistics Section Chief participates in developing and implementing the IAP and activates and supervises the Branches and Units within the Logistics Section.

IMMEDIATE:

- Receive appointment from Incident Commander. Obtain packet containing Section's Job Action Sheets.
- Read this Job Action Sheet and review organizational chart.
- Put on position identification vest.
- Obtain briefing from Incident Commander.
- Develop and implement safety and security requirements.
- Identify service and support requirements for planned and expected operations.
- Participate in preparing the IAP.

INTERMEDIATE:

- Ensure Communication Plan, Medical Plan, and Transportation Plan are updated and provided to Planning Section.
- Establish adequate communications for the incident.
- Order personnel, supplies, and equipment as requested.
- Obtain needed supplies with assistance of the Finance Section Chief.
- Order personnel, supplies, and equipment as requested.
- Arrange for receiving ordered supplies.

EXTENDED:

- Determine incident logistics and transportation capabilities needed to support the demobilization effort.
- Establish the Communications Unit and Message Centers.
- Advise on current service and support capabilities.
- Update Incident Commander on accomplishments and/or problems.
- Consider demobilization before the actual need to release excess section resources.
- Maintain inventory of supplies and equipment.
- Advise on current service and support capabilities.
- Update Incident Commander on accomplishments and/or problems.
- Consider demobilization before the actual need to release excess section resources.

SERVICE BRANCH DIRECTOR

This Position may be filled by Logistics Section Chief

Position Assigned To:

You Report To: _____ (Logistics Section Chief)

Mission: The Service Branch Director is responsible for managing all service activities at the incident. **The Service Branch Director supervises the operations of the Communications, Medical, and Food Unit Leaders.**

Critical Safety Responsibilities

- Supervise Service Branch Leaders.
- Ensure Communications and Medical Plans are updated and provided to the Planning Section.

Other Duties

- Advise on current service capabilities.
- Inform Logistics Section Chief of Branch activities.
- Update Logistics Section Chief on accomplishments and problems.
- Consider demobilization before the actual need to release excess Branch resources.

COMMUNICATIONS UNIT LEADER

Position Assigned To:

You Report To: _____ (Service Branch Director)

Mission: The Communications Unit Leader, under the direction of the Service Branch Director or Logistics Section Chief, is responsible for developing plans for the effective use of incident communications equipment and facilities; installing and testing communications equipment; supervising the Incident Communications Center; distributing communications equipment to incident personnel; and maintaining and repairing communications equipment.

IMMEDIATE:

- Receive appointment from Logistics Section Chief or Service Branch Director. Obtain packet containing subsection Job Action Sheets.
- Read this Job Action Sheet and review organizational chart.
- Put on position identification vest.
- Obtain briefing from Logistics Section Chief or Service Branch Director.
- Establish adequate communications for the incident.
- Advise Operations Section on communications capabilities and limitations.
- Provide technical information, as required, on limitations and adequacy of communications systems in use, equipment capabilities, equipment available, and potential problems.
- Develop the daily Incident Communications Plan (ICS 205).

INTERMEDIATE:

- Ensure that an Information Technology staff member is available at all times during the incident.
- Make sure that communications equipment is made available to Incident Command Staff.
- Assist in determining need for numbers and type of communications equipment.
- Establish hotline if needed.
- Maintain regular communications with Service Branch Director/Logistics Section Chief.
-

EXTENDED:

- Determine what communication networks are established or need to be established.
- Issue and track communications equipment.
- Identify operational restrictions.
- Document action and decisions taken.
- Participate in debriefing and after action reports.
- Other concerns as they arise.

MEDICAL UNIT LEADER

Position Assigned To:

You Report To: _____ (Service Branch Director)

Mission: The Medical Unit Leader, under the direction of the Service Branch Director or Logistics Section Chief, is primarily responsible for developing the Medical Plan, obtaining medical aid and transportation for injured or ill incident personnel, and preparing reports and records.

IMMEDIATE:

- Receive appointment from Logistics Section Chief or Service Branch Director. Obtain packet containing subsection Job Action Sheets.
- Read this Job Action Sheet and review organizational chart
- Obtain briefing from Logistics Section Chief or Service Branch Director.
- Put on position identification vest.
- Determine level of emergency medical activities performed before activating Medical Unit.
- Facilitate recruitment and medical staffing.

INTERMEDIATE:

- Ensure that an Information Technology staff member is available at all times during the incident.
- Prepare the Medical Plan (ICS 206).
- Prepare procedures for major medical emergencies.
- Declare major medical emergency(s) as appropriate.
- Provide medical aid, supplies, and transportation.
- Audit use of “over-the-counter” medications being dispensed by the Medical Unit to discourage improper use or abuse.

EXTENDED:

- Prepare medical reports.
- Contact Compensation-For-Injury Specialist to establish coordination procedures.
- Observe staff, volunteers, and patients for signs of stress and abnormal behavior.
- Provide for staff rest periods and relief.
- Participate in debriefing and after action reports.
- Other concerns as they arise.

FOOD UNIT LEADER

Remember that the Food Unit provides support for incident personnel only. Care and feeding local residents affected by the emergency will fall under the Operations Section.

Position Assigned To:

You Report To: _____ (Service Branch Director)

Mission: The Food Unit Leader is responsible for determining feeding requirements at all incident facilities and for menu planning, determining cooking facilities required, food preparation, serving, providing potable water, and general maintenance of the food service areas.

IMMEDIATE:

- Receive appointment from Logistics Section Chief or Service Branch Director. Obtain packet containing subsection Job Action Sheets.
- Read this Job Action Sheet and review organizational chart.
- Obtain briefing from Logistics Section Chief or Service Branch Director.
- Obtain necessary equipment and supplies to operate food service facilities at Base and Camps.

INTERMEDIATE:

- Ensure that an Information Technology staff member is available at all times during the incident.
- Provide sufficient potable water to meet food service needs.
- Ensure appropriate health and safety measures are taken.

EXTENDED:

- Keep inventory of food on hand, and check in food orders.
- Participate in debriefing and after action reports.
- Other concerns as they arise

SUPPORT BRANCH DIRECTOR

This Position may be filled by Logistics Section Chief

Position Assigned To:

You Report To: _____ (Logistics Section Chief)

Mission: The Support Branch Director is responsible for developing and implementing logistics plans in support of the IAP. **The Support Branch Director supervises the operations of the Supply, Facilities, and Ground Support Units.**

Critical Safety Responsibilities

- Determine level of service needed to support operations.

SUPPLY UNIT LEADER

Position Assigned To:

You Report To: _____ (Support Branch Director)

Mission: The Supply Unit Leader is responsible for ordering personnel, equipment, and supplies; receiving and storing all supplies for the incident; maintaining an inventory of supplies; and servicing nonexpendable supplies and equipment.

IMMEDIATE:

- Receive appointment from Logistics Section Chief or Support Branch Director. Obtain packet containing subsection Job Action Sheets.
- Read this Job Action Sheet and review organizational chart.
- Obtain briefing from Logistics Section Chief or Support Branch Director.
- Develop and implement safety and security requirements.
- Establish ordering procedures.

INTERMEDIATE:

- Identify incident personnel who have ordering authority.
- Verify what has already been ordered.
- Ensure order forms are filled out correctly.
- Set up appropriate record system.
- Consolidate orders when possible.

EXTENDED:

- Keep Support Branch Director /Logistics Section Chief informed of orders placed.
- Resolve ordering problems as they occur.
- Maintain inventory of supplies and equipment.
- Participate in debriefing and after action reports.
- Other concerns as they arise

FACILITIES UNIT LEADER

Position Assigned To:

You Report To: _____(Support Branch Director)

Mission: The Facilities Unit Leader is responsible for lying out and operating incident facilities (Base, Camp(s), and ICP) and managing Base and Camp(s) operations. Each Base and Camp may be assigned a manager.

IMMEDIATE:

- Receive appointment from Logistics Section Chief or Service Branch Director. Obtain packet containing subsection Job Action Sheets.
- Read this Job Action Sheet and review organizational chart.
- Obtain briefing from Logistics Section Chief or Service Branch Director.
- Provide facility maintenance services: sanitation, lighting, clean up, and potable water.
- Ensure compliance with all applicable safety regulations.

INTERMEDIATE:

- Participate in Logistics Section/Support Branch planning.
- Determine requirements for each established facility.
- Prepare layouts of incident facilities.
- Determine or establish special requirements or restrictions on facilities or operations.
- Ensure that all facilities and equipment are set up and functioning properly.

EXTENDED:

- Keep Support Branch Director /Logistics Section Chief informed.
- Provide Base and Camp Managers.
- Provide all necessary facility maintenance services.
- Participate in debriefing and after action reports.
- Other concerns as they arise

GROUND SUPPORT UNIT LEADER

Position Assigned To:

You Report To: _____ (Support Branch Director)

Mission: The Ground Support Unit Leader is responsible for transporting personnel, supplies, food, and equipment; fueling, servicing, maintaining, and repairing vehicles and other ground support equipment; supporting out-of-service resources; and developing and implementing the Incident Transportation Plan.

IMMEDIATE:

- Receive appointment from Logistics Section Chief or Service Branch Director. Obtain packet containing subsection Job Action Sheets.
- Read this Job Action Sheet and review organizational chart.
- Obtain briefing from Logistics Section Chief or Service Branch Director.
- Prepare a Transportation Plan for approval by the Logistics Section Chief (obtain traffic data from the Planning Section).
- Inspect equipment condition and ensure equipment is covered by an appropriate agreement.
- Ensure driver familiarity with conditions. Coordinate with Safety Officer and Agency Representatives.

INTERMEDIATE:

- Conduct incident road system survey to determine traffic management and maintenance requirements.
- Determine supplies (gasoline, diesel, oil, and parts) needed to maintain equipment in efficient operating condition.
- Arrange for, activate, and document fueling, maintenance, and repair of ground resources.
- Provide transportation and support vehicles.

EXTENDED:

- Keep Support Branch Director /Logistics Section Chief informed.
- Maintain Support Vehicle/Equipment Inventory (ICS 218).
- Maintain equipment service and use records.
- Ensure all equipment time reports are accurate and turned in daily to the Equipment Time Recorder.
- Participate in debriefing and after action reports.
- Other concerns as they arise

SECURITY MANAGER

Position Assigned To:

You Report To: _____ (Facilities Unit Leader)

Mission: The Security Manager is responsible for providing safeguards needed to protect personnel and facilities from loss or damage. The Security Manager may report to the Incident Commander, Logistics Section Chief, Support Services Branch Director or the Facilities Unit Leader depending on complexity of the incident.

IMMEDIATE:

- Receive appointment from Incident Commander, Logistics Section Chief, Support Services Branch Director or the Facilities Unit Leader.
- Obtain packet containing subsection Job Action Sheets.
- Read this Job Action Sheet and review organizational chart.
- Obtain briefing from Incident Commander, Logistics Section Chief Service Branch Director or Facilities Unit Leader.
- Establish contacts with local law enforcement agencies. Contact the Liaison Officer or Agency Representatives to discuss any special custodial requirements, which may affect operations.

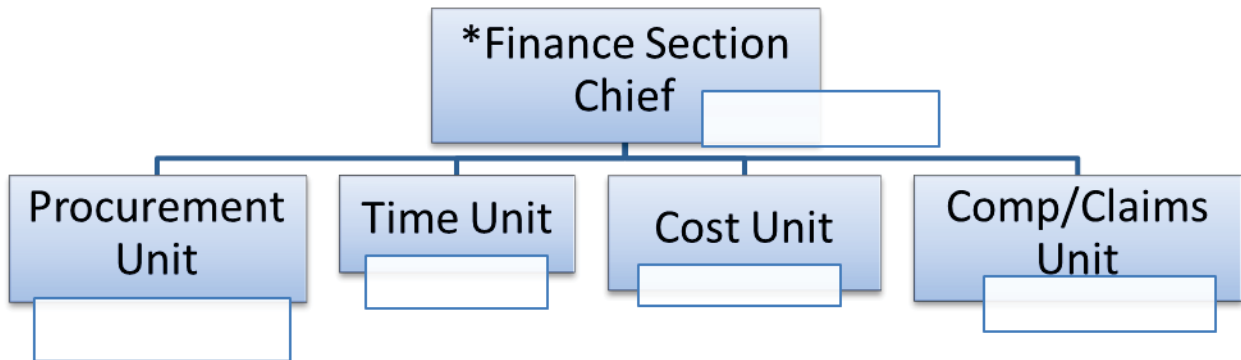
INTERMEDIATE:

- Develop Security Plan for incident facilities.
- Coordinate security activities with appropriate personnel.
- Confer with Public Information Officer to establish areas for media personnel.
- Provide assistance in personnel problems or emergency situations through coordination with Agency Representatives.
- Ensure personnel are qualified to manage security problems.
- Limit unauthorized personnel access in evacuated areas.
- Instruct Safety & Security staff to document activity and events.

EXTENDED:

- Keep Incident Commander, Logistics Section Chief, Support Services Branch Director or Facilities Unit Leader informed.
- Establish routine briefings with Security staff.
- Other concerns as they arise.
- Participate in debriefing and after action reports.

Finance and Administration Section



*Finance/Administration Section will be responsible for positions not otherwise filled under their Organizational Structure. Unit Leader may be assigned multiple Unit Leader positions. The Finance/Administration Section can be further staffed with four Units:

- Procurement Unit: Responsible for administering all financial matters pertaining to vendor contracts, leases, and fiscal agreements.
- Time Unit: Responsible for incident personnel time recording.
- Cost Unit: Collects all cost data, performs cost effectiveness analyses, provides cost estimates, and makes cost savings recommendations.
- Compensation/Claims Unit: Responsible for the overall management and direction of all administrative matters pertaining to compensation for injury-related and claims-related activities kept for the incident.

FINANCE/ADMINISTRATION SECTION CHIEF

Position Assigned To:

You Report To: _____(Incident Commander)

Mission: The Finance/Administration Section Chief is responsible for all financial, administrative, and cost analysis aspects of the incident and for supervising members of the Finance/Administration Section.

Monitor the utilization of financial assets. Oversee the acquisition of supplies and services necessary to carry out emergency operations. Supervise the documentation of expenditures relevant to the emergency incident.

IMMEDIATE:

- Receive appointment from Incident Commander. Obtain packet containing Section's Job Action Sheets.
- Read this Job Action Sheet and review organizational chart.
- Put on position identification vest.
- Obtain briefing from Incident Commander.
- Appoint Time Unit Leader, Procurement Unit Leader, and Cost Unit Leader, Comp/Claims Unit Leader; distribute corresponding Job Action Sheets and vests. (May be pre-determined.)
- Confer with unit leaders after meeting Incident Commander.
- Develop an operating plan for the Finance/Administration Section; fill supply and support needs.
- Establish a Financial Operations Center with personnel.

INTERMEDIATE:

- Provide input on financial and cost-analysis matters.
- Review contacts, memoranda of understanding, and cooperative agreements for incident impact and application.
- Obtain briefings and updates from Emergency Incident Commander as appropriate.
- Relate pertinent financial status reports to appropriate officers and unit leaders.
- Schedule planning meetings to include Finance Sections Unit Leaders; discuss updating the section's operating plan and termination procedures.

EXTENDED:

- Update Incident Commander on activities and/or problems.
- Provide for staff rest periods and relief.
- Participate in debriefing and after action reports.
- Other concerns as they arise.

TIME UNIT LEADER

Position Assigned To:

You Report To: _____ (Finance Section Chief)

Mission: The Time Unit Leader is responsible for recording personnel time and managing the commissary operation.

IMMEDIATE:

- Receive appointment from Finance Section Chief. Obtain packet containing Section's Job Action Sheets.
- Read this Job Action Sheet and review organizational chart.
- Put on position identification vest.
- Obtain briefing from Finance Section Chief.
- Determine requirements for the time-recording function.

INTERMEDIATE:

- Ensure that personnel time-recording documents are prepared daily and comply with agency policy.
- Establish and maintain adequate records security.
- Brief Finance/Administration Section Chief on current problems and recommendations, outstanding issues, and follow-up requirements.
- Establish and maintain a file for employee time reports within the first operational period.
- Determine the need for Personnel Time Recorders, and order personnel as needed (with Finance/Administrative Chief's approval).

EXTENDED:

- Initiate, gather, or update a time report for all personnel assigned to the incident for each operational period.
- Ensure that all employee identification information is verified on the time report.
- Before demobilization, ensure that all personnel time logs and forms are complete according to agency policy.
- Obtain Demobilization Plan, and ensure that Personnel Time Recorders are adequately briefed on Demobilization Plan.
- Maintain a daily log of excessive hours worked and give to Time Unit Leader.
- Ensure that time reports are signed.
- Close out time documents before personnel leave the incident.
- Participate in debriefing and after action reports.
- Other concerns as they arise.

PROCUREMENT UNIT LEADER

Position Assigned To:

You Report To: _____(Finance Section Chief)

Mission: The Procurement Unit Leader is responsible for administering all financial matters pertaining to vendor contracts, leases, and fiscal agreements.

IMMEDIATE:

- Receive appointment from Finance Section Chief. Obtain packet containing Section's Job Action Sheets.
- Read this Job Action Sheet and review organizational chart.
- Obtain briefing from Finance Section Chief.
- Review incident needs and any special procedures with Unit Leaders, as needed.
-

INTERMEDIATE:

- Coordinate with Compensation/Claims Unit on procedures for handling claims.
- Complete final processing of contracts and agreements, and process documents for payment.
- Coordinate cost data, in contracts, with Cost Unit Leader.
- Brief Finance/Administration Section Chief on current problems and recommendations, outstanding issues, and followup requirements.
- Determine the need for Equipment Time Recorders, and order personnel as needed (with Finance/Administration Section Chief's approval).
- Establish and maintain adequate records security.
- Brief Finance/Administration Section Chief on current problems and recommendations, outstanding issues, and follow-up requirements.

EXTENDED:

- Initiate, Coordinate with Compensation/Claims Unit on procedures for handling claims.
- Complete final processing of contracts and agreements, and process documents for payment.
- Before demobilization, ensure that all procurement logs and forms are completed according to agency policy.
- Obtain the Demobilization Plan, and ensure that the Equipment Time Recorders are adequately briefed on the Demobilization Plan.
- Participate in debriefing and after action reports.
- Other concerns as they arise.

COMPENSATION/CLAIMS UNIT LEADER

Position Assigned To:

You Report To: _____ (Finance Section Chief)

Mission: The Compensation/Claims Unit Leader is responsible for the overall management and direction of all administrative matters pertaining to compensation-for-injury and claims-related activities related to an incident.

IMMEDIATE:

- Receive appointment from Finance Section Chief. Obtain packet containing Section's Job Action Sheets.
- Read this Job Action Sheet and review organizational chart.
- Obtain briefing from Finance Section Chief.
- Establish contact with Safety Officer, Liaison Officer, and Agency Representatives.
- Review Incident Medical Plan.

INTERMEDIATE:

- Establish a compensation-for-injury work area within or as close as possible to the Medical Unit.
- Establish procedure with Medical Unit Leader for prompt notification of injuries or fatalities.
- Coordinate with Procurement Unit on procedures for handling claims.
- Provide written authority, according to agency policy, for persons requiring medical treatment.
- Provide correct billing forms for transmittal to doctor and hospital.

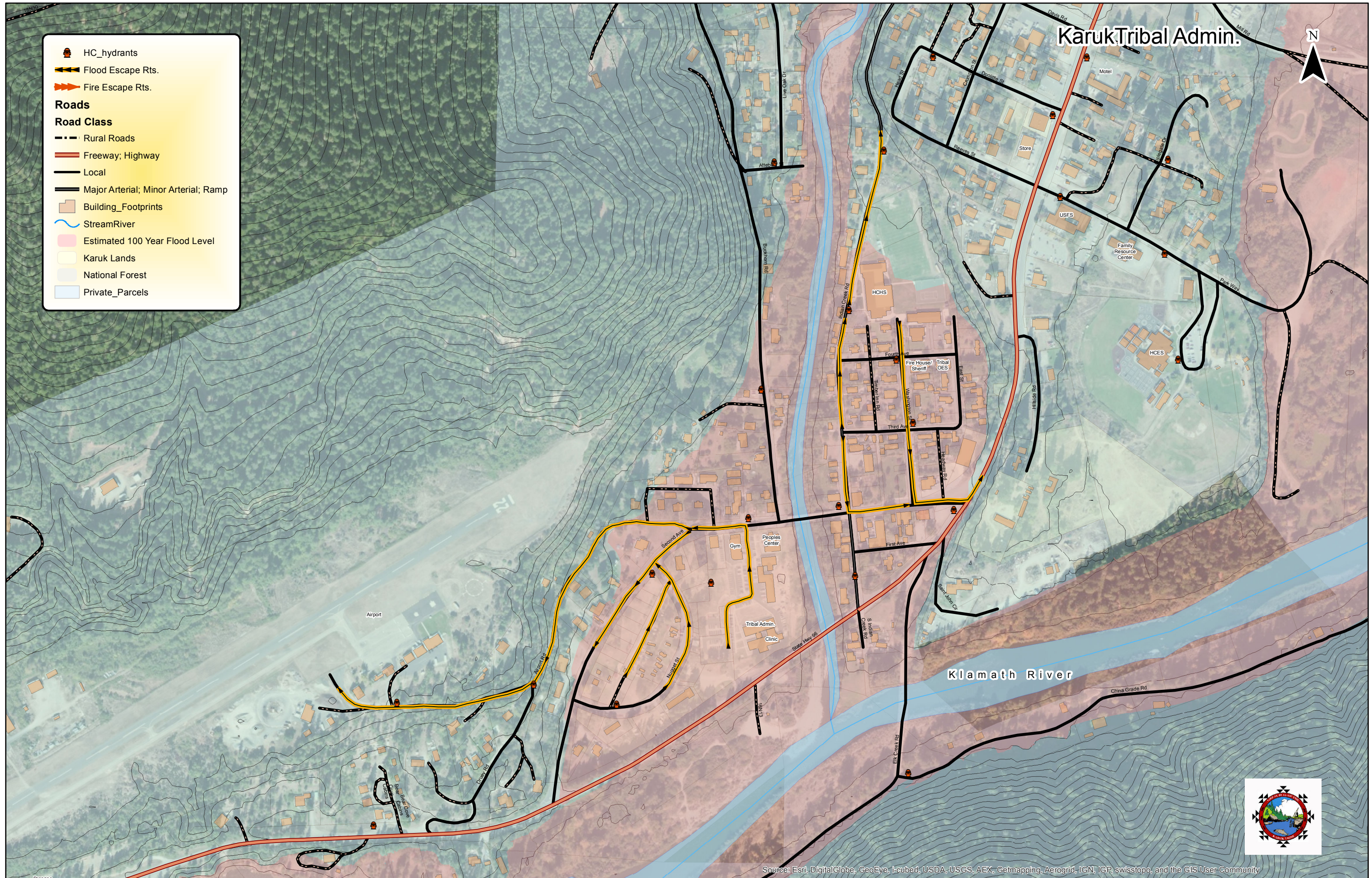
EXTENDED:

- Initiate, Coordinate with Compensation/Claims Unit on procedures for handling claims.
- Keep informed, and report on status of hospitalized personnel.
- Obtain all witness statements from Safety Officer and Medical Unit, and review for completeness.
- Coordinate the analysis of injuries with the Safety Officer.
- Maintain log of all injuries occurring on the incident.
- Obtain Demobilization Plan, and ensure that the Compensation-For-Injury and Claims Specialists are adequately briefed on the Demobilization Plan.
- Before demobilization, ensure that all compensation-for-injury and claims logs and forms are complete and routed to the appropriate agency for post incident processing.
- Participate in debriefing and after action reports.
- Other concerns as they arise.

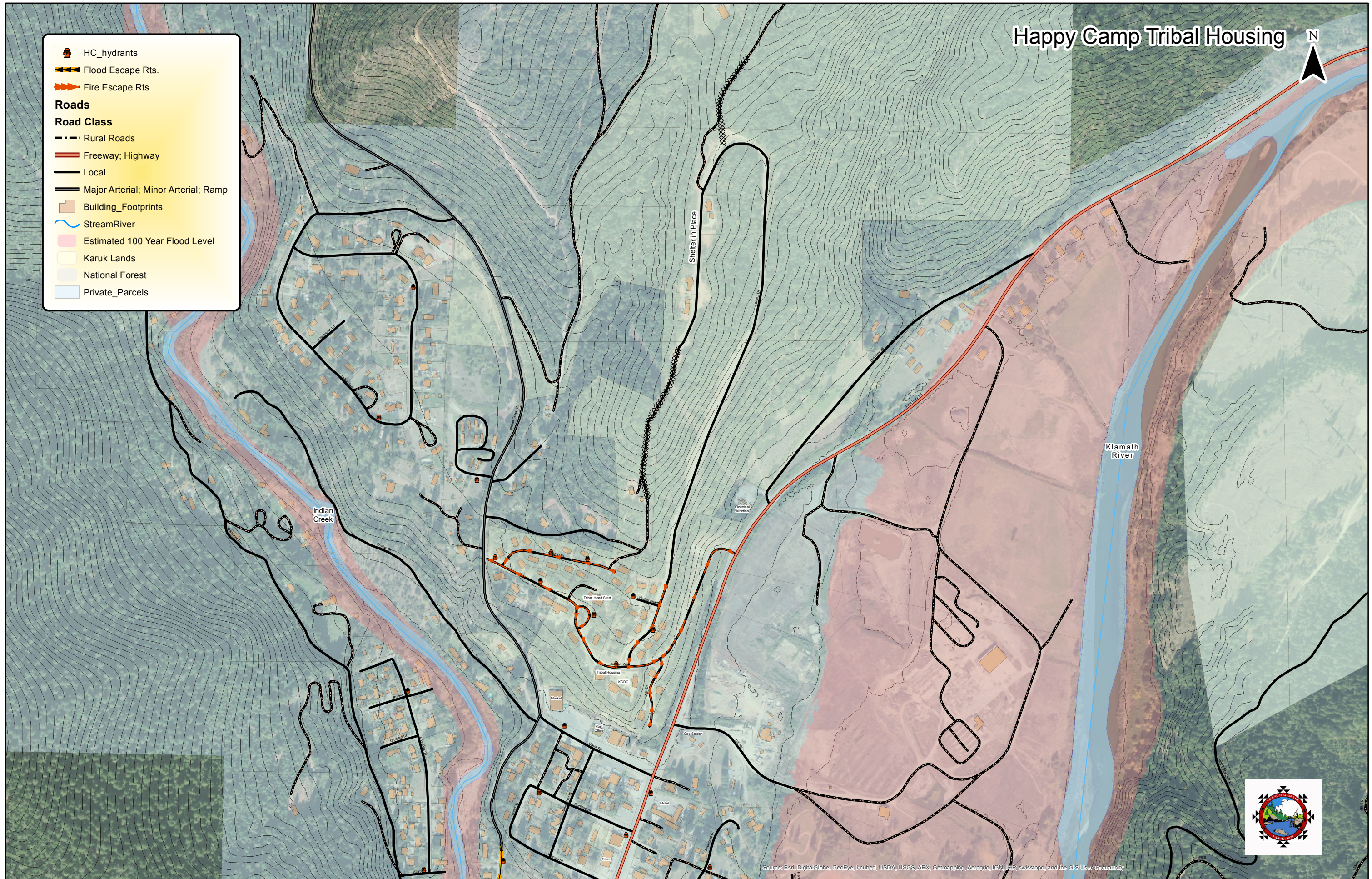
Appendix F

Community Escape Routes

Emergency Escape Routes



Emergency Escape Routes



Emergency Escape Routes

Orleans' Tribal Housing



HC_hydrants
 HC_hydrants

Flood Escape Rts.
 Flood Escape Rts.

Fire Escape Rts.
 Fire Escape Rts.

Roads

Road Class

- Rural Roads
- Freeway; Highway
- Local
- Major Arterial; Minor Arterial; Ramp

Building_Footprints
 Building_Footprints

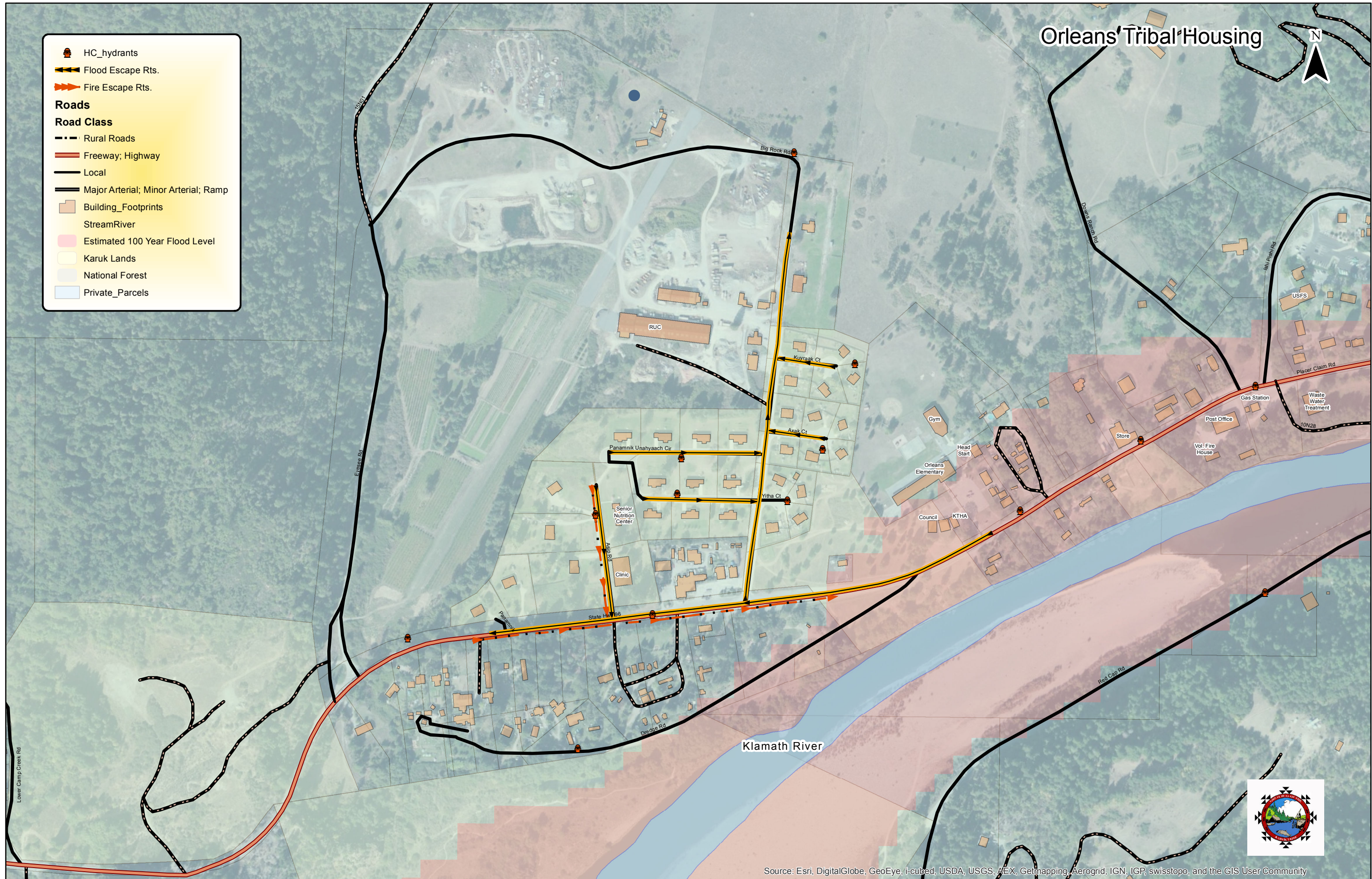
Stream/River
 Stream/River

Estimated 100 Year Flood Level
 Estimated 100 Year Flood Level

Karuk Lands
 Karuk Lands

National Forest
 National Forest

Private_Parcels
 Private_Parcels



Source: Esri, DigitalGlobe, GeoEye, i-cubed, USDA, USGS, AEX, Getmapping, Aerogrid, IGN, IGP, swisstopo, and the GIS User Community



Emergency Escape Routes

Yreka Tribal Housing



- HC_hydrants
- Flood Escape Rts.
- Fire Escape Rts.

Roads

Road Class

- Rural Roads
- Freeway; Highway
- Local
- Major Arterial; Minor Arterial; Ramp

- Building_Footprints
- Stream/River
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