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| **Indian Environmental General Assistance Program Emergency Preparedness Work Plan TemplateEPA REGION 10****Tribe: Work Plan Period: Begin: End:** |
| **Work Plan Component 1:**  Emergency Planning & Training**ETEP Priority Supported:****Personnel:**  |
| **Long-Term Outcome(s):** * Heightened protection of human health and the environment from pandemics, natural disasters, and man-made disasters including hazardous waste, oil spills, chemical spills, or other toxic releases.

**Intermediate Outcome(s):** * Increased staff capacity to respond to emergencies using planning tools and knowledge acquired through trainings.
* Heightened preparedness for future events through training Tribal Response Staff.
* Awareness of emergency response resources available and contacts for each event.
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| **COMMITMENTS** | **End Date** | **Outputs AND DELIVERABLES** |
| 1.1 | Identify a staffing plan (position description and recruitment/retention/promotion plan) for who will serve as Tribal Emergency Response Program Coordinator(s). |  | Emergency Response Program Coordinator(s) job description and staffing plan  |
| 1.2 | Identify and recruit key stakeholders to form a Emergency Response Planning Team and schedule community meetings. Stakeholders who might be part of this team include:* City Administrators / Village Council representatives
* Tribal Administrators
* Clinic or Hospital aides
* Village Public Safety Officers (VPSOs), Tribal Police Officers (TPOs), Emergency Medical Services (EMS), Fire Fighters
* Community Emergency Managers
* School Administrators
* Public Works / Utilities
* Interested community members
* [Local Emergency Planning Commission (LEPC)](https://ready.alaska.gov/SERC/LEPC) members / Environmental techs
* Interested youth
* GAP Coordinators
* Public radio and marine radio handlers
 |  | Planning Team list, agenda, meeting minutes |
| 1.3 | Research reference material on Tribal Emergency Response to assess resources available. Some resources include:* ANTHC: [Emergency Preparedness Resources](https://www.anthc.org/wp-content/uploads/2016/07/EmergencyPreparedness_Resources1.pdf)
* Yukon River Intertribal Watershed Council: [Fostering a Grassroots Approach to Oil Spill and Emergency Response Planning in the Yukon River Watershed's Native Villages](https://watermark.silverchair.com/2169-3358-2003-1-887.pdf?token=AQECAHi208BE49Ooan9kkhW_Ercy7Dm3ZL_9Cf3qfKAc485ysgAAAwMwggL_BgkqhkiG9w0BBwagggLwMIIC7AIBADCCAuUGCSqGSIb3DQEHATAeBglghkgBZQMEAS4wEQQMrBDU77Notktfby2lAgEQgIICtr2ebTODuomg4ANiBY3F8f4VSh2MJ1F5G4lM5oYW_vK9QrvjNPTHCwL1TeXfg6Dg0I6YSFOrCF_vlj3JwesPhsG9EHlgscpmgRRFSLJFBQShba5pyt8dI4Q2dWKdtZ5VfHLPQODfw83rYnb9GHVEWvLKbER1_3SAL08WmlZ9sKICAMZN8XkGE2DJNEM4KxT9RZw8sS6pEGAZOhS_3YKmd764DSgw-MNfzJQoIuVBuvBX6OewZSQDcDHFmqz_Se_6RDYuqRJFcPnc0QZpkQMkC5O_sAY4hCiV7wWm2b-fpRKMLEszKnvmYk4RAS8QTZvo1pqvncmsiGdQo5wpWG9_yQzaXUQln6JB9thiQj90gKIq3v2DMSV3Wy7IS1v7FIFgW1DAiIUW5T-j8Hf3TxzpwJRaAJnufm09eVtNa0vR_fb68HP94aBqKqBtIpa8pqZ5O4qyFNLKXSXV57wcMGvCyuQCvD6BiCqMs0KaHQADNhvlyD9gKddgaZDybUtmAnT_LqSGBNRAk3VlVcOkwkm2GQFUtS4Kh9Z6heso-eLdQViBAvEfz30CyhWyE7tWLWxXP1urc9p3U7Uz31GDevHx13TkHWmfATRPgQrx1shaWZn675CPQwFC6Mf4kNODPbtddDZYlGlQreSaNM0xaRRH4DS8OGvXF5yKeTgheF_OQu-kx8Vhn11Khg_8BKlw_4iay6qsTEmXVb1buh3tX0xlpNLDTl_X8xwDyXxUTfwyBXJkOY6OPmNxaNU0vVPjksNPbsuwZNH3ckoA-2Ki65mdv1XIb4SvZriIP6Raufmykp1cmZUK64GiGiVR1KVy7RwFutZoWKmN7AYAhqimhv5GGQihcBX90Ijp9_p9Si5QCuKdDmDRbidZ-CuKctkWHVoYPyMiWsSoFUMmsmcHJj3bVCxZbi8pWbw)
* EPA Office of Emergency Management: [Emergency Preparedness and Response Coordination – Who are the players and what do they do?](https://www.epa.gov/sites/default/files/2017-04/documents/tribal-emergency_response_players_and_roles_4-27-2017.pdf)
 |  | Notes on relevant resources |
| 1.4 | Coordinate with Planning Team to develop a new Emergency Operations Plan (EOP) or Small Community Emergency Response Plan (SCERP), or assess whether revisions are needed for an existing plan. Discuss threats to the community, review emergency preparations already in place, and designate primary and alternate personnel or volunteers for each position listed in the SCERP if possible. The [EOP template](https://www.fema.gov/sites/default/files/2020-05/CPG_101_V2_30NOV2010_FINAL_508.pdf) is available from the [State Emergency Response Commission (SERC)](https://ready.alaska.gov/Plans/SCERP). The [SCERP Template](https://ready.alaska.gov/Plans/SCERP) is available at [ready.alaska.gov](https://ready.alaska.gov/Plans/SCERP).* Review and discuss an Emergency Communications Plan, including satellite telephones and radios
* Review and discuss an Evacuation Plan
* Continue working on the Toolkit while you work on these items below.
* Sign agreements for primary and alternate community shelters and safe areas to shelter evacuees. Store critical equipment and supplies (water, food, fuel, medical items).
* Address transportation for community members with special needs.
* Survey essential facilities and look for ways to protect them in advance, including insurance.
* Develop a debris management plan (AK Tribes: Contact the State Emergency Operations Center (SEOC) for assistance at 1-800-478-2337)

**Identify personnel, plan changes, and update the SCERP annually, and inform the SCERP coordinator of updates. Some examples of changes to document are new infrastructure , changes due to turnover rate, retirement, and promotion of key staff.** |  | New or updated Emergency Operations Plan (EOP) or Small Community Emergency Response Plan (SCERP) |
| 1.5 | Identify Incident Command System (ICS) training and other relevant trainings for the Emergency Response Planning Team to acquire ICS and other certifications. Courses are available online from the [Federal Emergency Management Agency (FEMA)](https://www.firstrespondertraining.gov/frts/npccatalog?catalog=EMI), such as:* IS-700.a National Incident Management System, An Introduction
* IS-800.b National Response Framework, An Introduction
* IS0200.c: Basic Incident Command System for Initial Response
* IS0230.e: Fundamentals of Emergency Management
* IS0100.c: An Introduction to the Incident Command System, ICS 100
* IS0120.c: An Introduction to Exercises
* IS0235.b: Emergency Planning
* IS0130.a: How to be an Exercise Evaluator
* IS0775: Emergency Operations Center Management and Operations

*If completing a SCERP:* Incident Command System (ICS) training will be provided upon submittal of SCERP Toolkit to mvaresilience@alaska.gov and rai.simpliciano@alaska.gov or contact DHS&EM training at 907-428-7065. |  | Training Certificates |
| 1.6 | Define Incident Command System (ICS) roles & responsibilities. Post roles and responsibilities and key contacts in the office and around the community. Update as needed.*If completing a SCERP:*  Email the completed toolkit to the SCERP Coordinator rai.simpliciano@alaska.gov or mvaresilience@alaska.gov. Alaska Division of Homeland Security and Emergency Management (DHS&EM) will provide 7 copies to the community free of charge.  |  | Complete and post ics roles and responsibilities and contacts lists |
| 1.7 | Complete assessment of available equipment and supplies needed before, during, and after an emergency, such as supplies for table-top exercises, Hazwoper, Hazmat and other emergency response trainings and education; first aid; and rope, walkie-talkies, flashlights, and other items necessary to document infrastructure damage/complete damage assessments (i.e., cameras, GPS equipment). |  | Complete assessment and inventory |
| 1.8 | Use EPA’s Office of Research and Development (ORD) [Environmental Resilience Tool Wizard](https://www.epa.gov/emergency-response-research/environmental-resilience-tools-wizard#:~:text=The%20Environmental%20Resilience%20Tools%20Wizard,resource%20to%20meet%20your%20needs.) to identify and become familiar with online tools available for Emergency Response Situations.  |  | List of relevant emergency response tools  |
| 1.9 | Determine which agencies require notification if the scope of the response is beyond local resources and inform decision-makers on how to get assistance. Post contact information around the community, including when and how to elevate an issue in case of emergency. |  | List of agencies requiring notification for each incident |
| 1.10 | Review and register for relevant upcoming conferences, training, and course opportunities related to emergency response. Opportunities are available through:* [Institute for Tribal Environmental Professionals (ITEP) & Tribal Land & Environment Forum](http://www7.nau.edu/itep/main/Home/)
* [The National Center for Disaster Preparedness (NCDP)](https://ncdp.columbia.edu/custom-content/uploads/2020/11/FEMA-Training-Course-Catalog.pdf?utm_source=catalog)
* [The Emergency Management Institute Tribal Curriculum](https://training.fema.gov/tribal/)
	+ E/L0580 Emergency Management Framework for Tribal Government
	+ E/L0581 Emergency Operations for Tribal Governments
	+ E/L0582 Mitigation for Tribal Governments
	+ L0583 Emergency Management Overview for Tribal Leaders
	+ L0552 Continuity of Operations (COOP) for Tribal Governments
 |  | Trip reports for any in-person trainings |
| 1.11 | Identify and apply for additional funding for emergency preparedness through [Federal Emergency Management Agency (FEMA)](https://www.fema.gov/grants). Determine which [funding sources](https://www.fema.gov/emergency-managers/risk-management/hazard-mitigation-planning/requirements) are needed and appropriate for the community. |  | List of funding sources  |
| 1.12 | Work with the Tribal Council to develop a Hazard Mitigation Plan. Use the [Tribal Mitigation Planning Handbook](https://www.fema.gov/emergency-managers/risk-management/hazard-mitigation-planning/create-hazard-plan), the [Mitigation Planning Training Page](https://www.fema.gov/emergency-managers/risk-management/hazard-mitigation-planning/create-hazard-plan/mitigation-planning-training), or reach out to your EPA Project Officer to find technical assistance.  |  | Hazard Mitigation Plan |

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| **Work Plan Component 2:** Enhance Public Participation, Community Involvement, and Relationship Building in Emergency Preparedness**ETEP Priority Supported:Personnel:** |
| **Long-Term Outcome(s):** * Enhanced community/tribal preparedness for responding to natural disasters and emergency events.

**Intermediate Outcome(s):*** Increased community awareness of emergency response procedures, contacts, and resources.
* Enhanced relationships with external organizations and access to emergency management resources and assistance related to the release of hazardous substances including petroleum/oil spills.
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| **COMMITMENTS** | **End Date** | **Outputs AND DELIVERABLES**  |
| 2.1 | Organize a community meeting to discuss emergency plans, develop a meeting schedule, and develop a list of locally available emergency response resources, such as equipment and trained personnel, to support a response. Identify resource needs and determine whether mutual aid agreements must be developed to access resources. |   | Photo of meeting, meeting notes |
| 2.2 | Establish quarterly meetings with external partners (i.e., city, state, other entities) to discuss roles and responsibilities during emergency responses to avoid duplication of efforts.  |  | Photo of meeting, meeting notes |
| 2.3 | Launch an outreach campaign with the local community members assessing specific needs in an emergency. Go door-to-door and determine which community members self-identify as vulnerable or needing additional assistance during a disaster (i.e., elders, youth, people with medical issues, people living closer to water, or other factors). Keep a list of those who self-identify as vulnerable and notes on their needs for use before, during, and after the emergency response process.  |  | List of community members and contact information  |
| 2.4 | Communicate regularly with Council and community members about hazards. Outreach could include:* Distributing fliers, brochures
* Publishing newsletter articles/posting on social media
* Holding a community meeting
* Conducting an emergency drill with community members
* Conducting test emergency announcements on the radio
* **Gathering Hazard Information Sheets from Ready.gov and distribute relevant information to the community**[Download the Full Suite](https://www.ready.gov/sites/default/files/2021-01/ready_full-suite_hazard-info-sheets.pdf) or download individual sheets [Avalanche](https://www.ready.gov/sites/default/files/2021-01/ready_avalanche_info-sheet.pdf), [Earthquake](https://www.ready.gov/sites/default/files/2020-03/ready_earthquake-information-sheet.pdf), [Extreme Heat](https://www.ready.gov/sites/default/files/2021-01/ready_extreme-heat_info-sheet.pdf), [Financial, Emergency](https://www.ready.gov/sites/default/files/2021-01/ready_financial-emergency_info-sheet.pdf), [Flood](https://www.ready.gov/sites/default/files/2020-03/flood_information-sheet.pdf), [Hurricane](https://www.ready.gov/sites/default/files/2020-03/hurricane_information-sheet.pdf), [Landslide](https://www.ready.gov/sites/default/files/2020-03/landslide-information-sheet.pdf), [Novel Pandemic](https://www.ready.gov/sites/default/files/2020-11/novel-pandemic_hazard-sheet.pdf), [Nuclear Explosion](https://www.ready.gov/sites/default/files/2020-11/ready_nuclear-explosion_fact-sheet_0.pdf), [Power Outage](https://www.ready.gov/sites/default/files/2020-03/power-outage_information-sheet.pdf), [Thunderstorm, Lightning, and Hail](https://www.ready.gov/sites/default/files/2020-03/thunderstorm-information-sheet.pdf), [Tornado](https://www.ready.gov/sites/default/files/2020-03/tornado-information-sheet.pdf), [Tsunami](https://www.ready.gov/sites/default/files/2020-03/tsunami-information-sheet.pdf), [Volcano](https://www.ready.gov/sites/default/files/2020-03/volcano-information-sheet.pdf), [Wildfire,](https://www.ready.gov/sites/default/files/2021-01/ready_wildfire_info-sheet.pdf) [Winter Storm](https://www.ready.gov/sites/default/files/2020-11/winter-storm_information-sheet.pdf).
* Bringing an expert in to speak with the community or conduct training
 |  | Fliers, brochures, newsletter articles/social media, photos of community meeting or emergency drill |
| 2.5 | Organize a local Tribal Youth Preparedness Council (YPC) to bring together youth leaders interested in supporting disaster preparedness. YPC will identify and complete disaster preparedness projects. Search [Youth Preparedness Catalogue](https://www.ready.gov/sites/default/files/2019-06/youth_preparedness_catalog_508.pdf) at Ready.gov to identify ideas, partnerships, and additional funding sources.  |  | YPC member list and meeting notes |
| 2.6 | Join the [Tribal Assistance Coordination Group (TAC-G)](https://www.bia.gov/sites/default/files/dup/assets/public/pdf/idc1-030901.pdf) Monthly Conversations, hosted by the Bureau of Indian Affairs’ Division of Emergency Management. TAC-G supports Tribes during and after emergencies. Contact Patrick Vacha, BIA EM Acting Director, at Patrick.Vacha@bia.gov to request email notification of events, trainings, resources, and monthly call-in information. |  | Notes and/or meeting minutes |
| 2.7 | Join the Tribal/US Department of Homeland Security Coordination and Collaboration Monthly Calls. Contact David Munro, DHS Tribal Government Affairs Director, at david.munro@hq.dhs.gov to request email notification of events, trainings, resources, and monthly call-in information. |  | Notes and/or meeting minutes |
| 2.8 | Contact the [Tribal Waste and Response Steering Committee (TWAR SC).](http://www7.nau.edu/itep/main/twarsc/Home/Index) The TWAR SC communicates the concerns and perspectives of Tribal professionals to US EPA staff. Review the most recent [Priority Document](http://www7.nau.edu/itep/main/twarsc/PriorityDocument) and provide feedback via online form. |  | Notes and/or meeting minutes |
| 2.9 | Research opportunities to collaborate with [ALASKA](https://www.iwr.usace.army.mil/Silver-Jackets/State-Teams/Alaska/) [Silver Jackets Team](https://www.iwr.usace.army.mil/Silver-Jackets/About-Silver-Jackets/) and potential opportunities for developing comprehensive and sustainable solutions to flood hazard issues, including mitigation planning, flood hazard mapping, risk reduction activities, and response and recovery planning. |  | Notes and/or meeting minutes |
| 2.10 | Contact the Institute for Tribal Environmental Professional’s (ITEP) [Tribal Lands Assistance Center (TLAC)](https://triballands.org/tlac/about-tlac/) and review resources, technical assistance, and funding opportunities related to emergency response on Tribal Lands.  |  | Training certificates, notes from meetings |
| 2.11 | Contact the [Alaska Regional Response Team](https://www.alaskarrt.org/) (ARRT) to participate in the development of best practices and policies for spill response in Alaska with EPA, U.S. Coast Guard (USCG) and Alaska Department of Environmental Conservation (ADEC). Visit the ARRT website for more information/upcoming events. Contactthe ARRT Coordinators: Mary Goolie, US EPA; Allison Natcher, AK DEC. |  | Notes and/or meeting minutes |

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| **Work Plan Component 3:** Man-Made Disaster and Spill Response Preparedness **ETEP Priority Supported: Personnel:** |
| **Long-Term Outcome(s):** * Enhance community/tribal preparedness for responding to man-made disasters and events resulting in oil discharges or hazardous substances releases.
* Heightened protection of human health and the environment by increasing local community’s awareness and ability to mitigate environmental harm.
* Continuous improvement of Tribal spill response preparedness due to regular trainings and exercises.

**Intermediate Outcome(s):*** Enhanced awareness of locally available spill response resources, trainings, and processes ready for implementation in case of emergency.
* Community participation in trainings and exercises enhances knowledge and response preparedness for spills.
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| **COMMITMENTS** | **End Date** | **Outputs AND DELIVERABLES**  |
| 3.1 | Coordinate with EPA, school district, regional service providers, and state agencies to identify trainers who could conduct courses within the community. Schedule courses.  |  | List of available trainers, contact information, and training dates |
| 3.2 | Encourage local responders to complete basic training in the Incident Command System.  |  | Training certificates |
| 3.3 | Coordinate with appropriate local, state, and federal agencies (e.g., EPA, U.S. Coast Guard, FEMA) to identify local, state, and federal spill cleanup requirements.  |  |  Summary of requirements |
| 3.4 | Communicate with local, state, and federal agencies and response action contractors to identify training and exercise opportunities.  |  |  List of training opportunities |
| 3.5 | Complete and develop proficiency in OSHA-required HAZWOPER baseline and annual refresher training to safely respond to spills and emergency incidents and other appropriate training (for example, acquire certification in an Incident Command System course). |  | Training certificates |
| 3.6 | Develop a list of locally available spill response resources, such as equipment and trained personnel, to support a local spill response. Identify resource needs and determine whether mutual aid agreements must be developed to access resources.  |  | Lists of resources and methods to access them, and mutual aid agreements with facilities that own response equipment |
| 3.7 | Conduct, alone or in collaboration with other governmental entities, annual hazmat or oil spill incident exercises (tabletop, functional or full-scale). [Request assistance from FEMA to develop and facilitate exercises](https://www.fema.gov/emergency-managers/national-preparedness/exercises). |  | Photo of event |
| 3.8 | Use the community SCERP during a table-top exercise with the community.1. Contact the [Department of Homeland Security & Emergency Management (DHS&EM) Exercise section](https://ready.alaska.gov/Preparedness/Exercise) to request a table-top exercise specific to your community.
2. Forward questions or requests to the exercise team at  jared.woody@alaska.gov.

**Work with DHS&EM to make revisions based on lessons learned.** |  | Photos of table-top exercise, list of lessons learned, revised SCERP  |
| 3.9 | Establish a program to conduct regular emergency response training and exercises for community members (such as orientation seminars to review the contents of the emergency response plan; table tops drills to verify understanding of notification procedures and response actions; and field exercises to ensure that response personnel are familiar with equipment and responsibilities).  |  | Community training & exercise schedule |
| 3.10 | Collect, review, and catalog existing hazard mitigation, erosion monitoring, and emergency response plans and identify any gaps in those plans. Update plans as needed. |  | List of existing plans and description of gaps and updated plans |

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| **Work Plan Component 4:** Storm Debris Cleanup and Preparedness**ETEP Priority(s) Supported:Personnel:** |
| **Long-Term Outcome(s) (Changes in the Environment, Public Health, Behavior or Knowledge):** * Assess potential environmental impacts and develop clean up strategies.
* Build Tribal environmental capacity to address solid waste needs created by storms and other environmental emergencies

**Intermediate Outcome(s) (this work plan period):*** Tribal Council and Tribal members will better understand potential impacts to human health and the environment from storm debris in their region.
* Tribe will increase its capacity to participate in emergency response programs.
* Tribal environmental program will have the assessments to access other state and federal programs.
* Tribe will be able to assess and protect ecosystem and watershed and ecosystem health.
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| **COMMITMENTS** | **End Date** | **Outputs AND DELIVERABLES**  |
| 4.1 | Gather information on existing planning and assessment efforts at the regional and local levels. Keep a record of the number of homes that are storm damaged, documenting where possible with photographs.  |  | Presentation to Council, photographs |
| 4.2 | Conduct assessment of solid waste created by storm events and take photographs. Hire additional laborers if needed to help with the response. |  | Assessment and photographs |
| 4.3 | GAP staff, additional laborers, or Tribal Administrator will meet with city government to determine the resources they have available and how to coordinate. Create a Memorandum of Agreement that outlines roles and responsibilities, proper use of equipment, etc. |  | List of resources, Memorandum of Agreement |
| 4.4 | Hire labor crew to assist the City Government with debris removal.  |  | Before and after pictures |
| 4.5 | Create a list of households that need cleanup assistance. Labor crew will aid households, placing priority on Elders, the medically vulnerable, and families with young children. |  | Before and after pictures |
| 4.6 | Provide educational outreach materials to households on cleanup and mold prevention. Provide fliers to homes affected.  |  | Fliers, number of households counseled  |