



HOW TO USE THE SPECIAL NEEDS ANNEX

While no plan can replace the common sense and good judgment of personnel involved in managing a disaster emergency, this Emergency Operations Plan Annex provides a system to manage special needs operations during disaster emergencies.

In the event that you need to use this volume:

STEP ONE Read the Plan in this binder.

STEP TWO Refer to the Evacuation Plan (Annex 1) and the Shelter Plan (Annex 2) as appropriate for response to the incident.

STEP THREE Refer to Standard Operating Guidelines, Position Checklists, other Annexes, and the KPB EOP as appropriate for additional information.

SECTION 1 SPECIAL NEEDS PLAN

This section provides an overview of the processes and essential information for special needs evacuation and sheltering operations.

SECTION 2 STANDARD OPERATING GUIDELINES

The information on Standard Operating Guidelines for special needs populations has been incorporated into the Evacuation (Annex 1) and Sheltering (Annex 2) annexes.

SECTION 3 EOC POSITION CHECKLISTS

The information on EOC Position Checklists for special needs populations has been incorporated into the Evacuation (Annex 1) and Sheltering (Annex 2) annexes.



Annex 3 Special Needs Plan

I. Purpose

The Kenai Peninsula Borough (KPB) recognizes the importance of planning for special needs populations in times of emergency/disasters. These populations include individuals with needs that require daily assistance and who would be adversely affected by the interruption of services such as utilities, transportation, or daily professional care. KPB will strive to provide services required by persons having special needs as part of the emergency operations conducted by the Borough. Persons having needs that exceed those that can be provided by the KPB will be referred to appropriate organizations/agencies. This plan addresses concepts for emergency management actions during the warning, response, and recovery phases. General in application, flexible during response and recovery, it provides the overall structure needed for operational planning and execution. This Annex must be used in conjunction with community and State plans and Standard Operating Guidelines and should be consulted whenever evacuation (See Annex 1) or sheltering (See Annex 2) activities are planned.

This annex may be placed into operation whenever a local or borough declared emergency or disaster occurs and special needs populations are threatened. This Annex supplements the KPB Emergency Operations Plan (2007) which provides the overall guidance for emergency response activities in the borough.

II. Authority

- A. The Kenai Peninsula Borough is authorized by AS 26.20.060 and KPB Code of Ordinances Section 2.45.010, to plan for and respond to public emergencies and disasters affecting the Kenai Peninsula Borough.
- B. The Borough Mayor or designee must declare a local emergency or disaster to allow full activation of this plan

III. Situation and Assumptions

Situation. Special needs populations are particularly vulnerable during an emergency or disaster and require special consideration. Because of these unique requirements, it's crucial that residents with special needs and/or their caregivers develop a personalized pre-disaster plan. Planning considerations should address any requirement for assistance during an evacuation and/or sheltering. The non-availability of prescription medication and portable oxygen supplies are also factors to be considered in pre-disaster special needs planning. Likewise, the needs of service animals should also be considered when developing a personalized pre-disaster plan. Residents with special needs should contact the Office of Emergency Management (OEM) for assistance and resources to help develop a personalized pre-disaster plan.



The KPB and local city emergency plans and emergency services organizations have identified groups to be considered special populations for the purposes of emergency management planning including:

- Schools/Daycare Facilities
- Senior Residential Housing
- Hospitals/Patients with long-term medical needs
- Home Care Patients/Shut-Ins
- Correctional Facilities
- Seasonal Camps/Tourists
- Non-English speaking populations

As populations residing in the Borough at the time of an emergency or disaster, each of these groups poses a unique set of problems for first responders and emergency management personnel. Regardless of the nature of the incident, of primary concern are the Alert/Warning, Evacuation, and Sheltering of these special needs groups.

Planning Assumptions.

- A. The KPB does not maintain an active list of all special populations within the Borough; however, in the case of an incident, KPB would work with emergency services organizations and relevant agencies to identify and assist with the Alert/Warning, Evacuation, and/or Sheltering of special populations.
- B. Evacuation and sheltering of special needs populations is likely to be considerably more complex, time consuming and resource intensive than might be expected.
- C. Shelter operations must work in concert with evacuation actions and with respect to special needs population considerations.
- D. Sheltering-in-place may be more appropriate than evacuation for certain special needs populations (remote seasonal camps, hospital patients)
- E. Kenai Peninsula Borough School District (KPBSD) has its own evacuation and sheltering plans and will provide technical assistance and resources if KPB OEM assistance is requested.
- F. Hospitals have their own evacuation and sheltering plans and will provide technical assistance and resources for assisting with medical patients in KPB shelters



IV. Concept of Operations

- A. Each individual or head of household within the KPB is encouraged to develop a family disaster plan that includes sheltering with family or friends and maintaining supplies to provide for seven days subsistence for each family member and pet(s).
- B. Persons with special needs and/or their caregivers should include in their family disaster plan measures to provide for their special needs.
- C. Federal civil rights laws require accessibility and prohibit discrimination against people with disabilities in all aspects of emergency mitigation, planning, response, and recovery. To comply with these laws, people responsible for notification protocols, evacuation and emergency operation plans, shelter identification and operations, emergency medical care facilities and operations, human services, and other emergency response and recovery programs must:
 - 1. Have sound working knowledge of the accessibility and nondiscrimination requirements applicable under Health Insurance Portability and Accountability Act and Federal disability rights laws;
 - 2. Be familiar with the demographics of the population of people with special needs who live in their community;
 - 3. Involve people with different types of special needs in identifying the communication and transportation needs, accommodations, support systems, equipment, services, and supplies that residents and visitors with special needs will need during an emergency; and
 - 4. Identify existing and develop new resources within the community that meet the needs of residents and visitors with special needs during emergencies.
- D. Information and considerations for each special need population:
 - 1. Schools - The approximately 10,000 students in public and private schools comprise one of the largest special populations. This represents a special population only in the sense that it is a local concentrated group of people in a facility. This population may or may not require special attention during an emergency by the Incident Management Team (IMT) due to the fact that the specific school(s) involved in the incident may have the ability to shelter-in-place and feed and care for its population for a period of time. In addition, the schools typically have people trained in first aid to assess any initial injuries. The IMT will have to consider the issue of moving a large number of children from a school to a suitable collection point and/or shelter, or assisting the school in getting children reunited with their



parents. The school district has its own emergency plans and assumes responsibility for that process.

2. Correctional Facilities - Located within the KPB are these correctional facilities:
 - Spring Creek Correction Center (Seward)
 - Wildwood Correction Center and Wildwood Pre-trial Facility (Kenai)
 - Kenai Peninsula Youth Facility

The Department of Corrections and each facility have emergency operations plans in place. In the event that a specific facility is impacted by an incident, the KPB may be called upon by the Department of Corrections to assist in sheltering or evacuating those personnel under the direction and control of the Department of Corrections. Furthermore, the Department of Corrections may be a resource for mass care feeding operations and laborers.

3. Home Care Populations - There are an unknown number of individuals who are home care patients (physical or mental impairments) within the KPB. These patients can include those with limited ability to care for themselves. It is necessary to work with the local home health care providers and medical clinics to identify and locate these patients in an emergency. These patients will most likely present unique needs and require special resources for evacuation and sheltering. KPB OEM encourages agencies that have direct responsibility for homebound populations to incorporate sheltering in place and accountability into their internal emergency plans and procedures.
4. Senior Residential Housing -There are senior housing complexes located throughout the Borough, mostly near or in the major population centers. These facilities may pose special problems for evacuation and sheltering. Each facility is responsible for residents and is encouraged to develop their own evacuation and shelter plans. These plans should be coordinated with the appropriate jurisdiction(s) including KPB OEM.
5. Seasonal Camps - There are seasonal camps and lodges that operate primarily in the summer. In addition, there are other recreational areas within the KPB that increase the population over and above the resident population.
6. Medical Facilities - There are three hospitals and other medical facilities located within the Borough. Hospitals, working in coordination with the State of Alaska Department of Health and Social Services and the Alaska Native Tribal Health Consortium, have developed emergency plans for alert and warning, evacuation, and sheltering of patients and persons with



ongoing medical needs. These facilities may present unique needs and special resources for evacuation and sheltering and will likely need assistance and coordination with KPB OEM.

7. Non-English speaking Populations – There are a growing number of people residing in the KPB who either speak little or no English or that English is their second language. Identifying these people and their language of understanding is difficult at best. The effectiveness of Alert and Warning messages, evacuation procedures, and/or shelter operations are all negatively impacted by a lack of effective communication.

E. Considerations based on Emergency Management Functions:

1. Evacuation:

- a. During an emergency requiring immediate evacuation, all residents needing evacuation transportation assistance will be given equal priority. Following an earthquake or other incident where immediate danger has passed, vulnerable populations will be given priority for evacuation transportation assistance.
- b. Relocation of special medical needs persons may be traumatic. If possible, care providers or medical professionals should be consulted to determine what facility would most appropriate for the individual

2. Sheltering:

- a. KPB/Red Cross operated shelters may not have the staffing or capacity to provide the needed services to all special needs populations. Persons with special needs will be identified during shelter registration. Those persons with needs that exceed the capabilities of the shelter may be referred to an appropriate medical facility.
- b. Individuals appropriate for placement in the shelter should be ambulatory (with or without assisting devices including wheel chairs) and may include chronic medical problems. Care givers should accompany the individual.
- c. Shelter Managers will endeavor to accommodate persons with special needs. Additional space may be required for some special needs conditions.
- d. If possible, persons with special needs who are capable of being housed in the shelter will remain with their families or care givers in the shelter.



- e. KPB will endeavor to provide electrical power for individual provided medical equipment.
- f. Individuals with special needs should bring their own medical supplies, medications, prescriptions and identification.
- g. Special medical issues/resource considerations:
 - i. Dialysis: Approximately 12 persons on the peninsula and one dialysis site in Soldotna. It has backup generation but no alternative heat. It is very reliant upon large quantities of water. Medevac dialysis patients to Anchorage if facility is out of commission.
 - ii. Oxygen: Limited availability on the peninsula.
 - iii. Oxygen concentrators/CPAP: Portable Shelter and second generator has numerous extension cords and surge protectors in the electrical distribution kits. Concentrators would have to be brought from patients' residences or local oxygen equipment providers.
 - iv. Pharmaceuticals: Most pharmacies will help in disasters. Red Cross provides 30 day supply for sheltered persons. National stockpile should be available through the State if needed.
 - v. KPB has limited amount of equipment: wheel chairs, bariatric cots, oxygen and oxygen multilators.

3. Public Notification/Information

- a. Public warnings and notifications should be broadcast via multiple methods to provide for hearing or vision impaired persons. See evacuation annex (Annex 1) and the KPB Emergency Operations Plan Section 4 for information.
- b. Public information, including situation update briefings should be provided in writing for hearing impaired persons.
- c. KPB will endeavor to provide translation services for non-English speaking persons



4. Demobilization

- a. Assistance will be provided to individuals with special needs to return to their residences and normal conditions.
- b. Follow-up on individuals with special needs who were evacuated and sheltered, or sheltered-in-place will be conducted at the termination of the emergency.

V. Organization and Assignment of Responsibilities

See Evacuation (Annex 1) and Sheltering (Annex 2) for this information.

VI. Direction, Control, and Coordination

- A. The local community and the on-scene Incident commander are responsible for Alert/Warning, Evacuation and Sheltering activities within their areas of authority.
- B. The KPB OEM will provide emergency management functions and assistance for the Alert/Warning, Evacuation, and Sheltering of Special Needs populations not under the jurisdiction of an incorporated city of the KPB.
- C. Special Needs persons in the care of a medical facility or special needs home are the responsibility of the facility. Preparedness for emergency conditions that will affect their resident populations, response to the incident, and recovery from the incident are likewise the responsibility of the facility. Coordination with the KPB OEM is expected for incidents affecting these special needs populations. Requests for assistance should be routed first to the local jurisdiction where the facility is located, and second to the KPB EOC.

VII. Communication

Communication systems, procedures, and resources are defined in the Region E Tactical Interoperable Communication Plan (TICP). Some communications systems may be affected by damage done during the incident and work-arounds will need to be coordinated with the Communication Unit Leader(s) assigned to the KPB IMT and the on-scene IC. The Alaska Land Mobile Radio (ALMR) system provides the backbone for tactical communication among first responders in the KPB. ALMR talk groups available for use during incident response activities are listed in the TICP and will be assigned by dispatch personnel. Alaska Amateur Radio Emergency Service (ARES) offers resilient, flexible and survivable communication capabilities that may complement other tactical and operational communication systems. Other communications, command and control systems [Incident Action Planner (IAP), Homeland Security Information Network (HSIN),



KPB mobile EOC unit) are also available for coordinating warning, response, and recovery efforts during an incident response and recovery shelter activities.

Public information is to be issued through the KPB Public Information Officer (PIO), and if multiple agencies are involved in emergency response activities, through a Joint Information Center/Joint Information System (JIC/JIS). Approval of messages must be obtained from the IC or Borough Mayor.

Public Notice of evacuation and shelter availability may be made using: Rapid Notify (reverse 911) and Emergency Alert System (EAS). KPBSD can provide Twitter and Facebook notices. Phone trees to churches, Non-Government Organization's etc. can be considered as well.

VIII. Administration, Finance, and Logistics

- A. KPB is responsible for appropriate costs associated with emergency response actions and directives issued by the Borough.
- B. All logistical needs associated with KPB special needs operations must be processed through the KPB OEM or EOC on a resource order form.
- C. Any agency initiating special needs operations or expending funds without approval of the KPB will not be reimbursed by KPB. Agencies needing to assist special needs populations due to life safety concerns shall contact KPB as soon as possible to coordinate the actions.
- D. Transportation resources (other than privately owned vehicles) are primarily owned/operated by private companies and must be contracted in order to provide service. MOAs, MOUs, and retainers with these companies will facilitate the efficient procurement of their services and resources during a disaster/emergency.
- E. State and Federal resources will likely be required during an area wide response to a disaster/emergency event in the KPB. Pre-scripted resource requests to the State Emergency Operations Center will assist in the timely delivery of needed resources.
- F. Local resources will be committed before local governments request assistance from higher levels of government.