



Kenai Council on Aging Commission

Regular Meeting

December 11, 2025 - 3:00 PM

Kenai Senior Center

361 Senior Ct., Kenai, AK 99611

Telephonic/Virtual Information on Page 2

Agenda

A. CALL TO ORDER

1. Pledge of Allegiance
2. Roll Call
3. Agenda Approval

B. SCHEDULED PUBLIC COMMENTS *(Public comments limited to ten (10) minutes per speaker)*

C. UNSCHEDULED PUBLIC COMMENT *(Public comments limited to three (3) minutes per speaker; thirty (30) minutes aggregated)*

D. APPROVAL OF MINUTES

1. November 13, 2025 Regular Meeting Minutes

E. UNFINISHED BUSINESS

F. NEW BUSINESS

1. Emergency Plan Training - Katmai Solutions 3
2. Emergency Plan Recommendation

G. REPORTS

1. Senior Center Director
2. Commission Chair
3. City Council Liaison

H. ADDITIONAL PUBLIC COMMENTS *(Public comments limited to five (5) minutes per speaker)*

I. NEXT MEETING ATTENDANCE NOTIFICATION - January 8, 2026

J. COMMISSIONER COMMENTS AND QUESTIONS

K. ADJOURNMENT

L. INFORMATION ITEMS

Join Zoom Meeting:

Using the following link:

<https://us02web.zoom.us/j/87253557972?pwd=YzVER1RqOVU2OXdqRWRNZU13R0ROUT09>

OR

Call in by dialing: +1 253 215 8782 US
+1 301 715 8592 US

Meeting ID: 872 5355 7972 **Passcode:** 209020

The agenda and agenda items are posted on the City's website at www.kenai.city. Copies of the agenda items are available at the City Clerk's Office or at the Kenai Senior Center prior to the meeting. Please contact the Senior Services Director at 907-283-4156 for additional details.

****COMMISSIONERS, PLEASE CONTACT US IF YOU WILL NOT BE ABLE TO ATTEND THE MEETING****

KENAI SENIOR CENTER EMERGENCY OPERATIONS PLAN (EOP)



August 2025

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1. INTRODUCTION AND PURPOSE

This Emergency Operations Plan (EOP) is established for the protection and safety of the Kenai Senior Center, its clients, visitors, and employees. The plan outlines procedures and responsibilities to ensure the continuity of operations and the safety of seniors, staff, and volunteers during emergencies. This EOP complies with the requirements of the Older Americans Act (OAA) and aligns with state and local emergency management regulations.

OVERVIEW OF THE CENTER

The Kenai Senior Center serves a community of 7,420 permanent residents and upwards of 10,000 seasonal residents. The Kenai Senior Center provides entertainment, congregate meals, meal delivery, social events, education meetings and conference/class hosting to its service area.

The Kenai Senior Center is staffed by up to eleven (11) employees. The average daily census for meals and activities is 45 attendees, but can surge to 200 during peak season, and down to 25 during inclement weather and seasonally. The facility's main access area is ADA compliant.

PURPOSE OF THE EOP

To provide a structured approach to emergency preparedness and response activities, tailored to the needs of older adults and center operations.

COMPLIANCE STATEMENT

This plan meets the regulatory requirements as set forth by the OAA and applicable local/state regulations.

2. HAZARD VULNERABILITY ANALYSIS

The Hazard Vulnerability Analysis (HVA) is an essential part of the emergency preparedness process, identifying potential threats and vulnerabilities.

HAZARDS IDENTIFIED

Each hazard's analysis includes identifying, screening, and detailing its potential effects on the Kenai Senior Center service area. Hazard identification involves recognizing natural events that pose a threat to the area. Natural hazards are unexpected or uncontrollable events of sufficient magnitude that are notable to scientists or the general public. Even if a particular hazard has not occurred recently, all potential natural hazards affecting the City of Kenai are considered. Hazards deemed unlikely or those that have not occurred are also considered but were not included in this assessment.

VULNERABILITY ASSESSMENT

In the creation of the Hazard Vulnerability Assessment, certain assumptions are decided upon and maintained throughout the assessment process. These Assumptions include:

- Clients of the senior center likely have some degree of mobility or sensory limitations;
- Most clients of the senior center have multiple medical concerns, medications, and possible dependency on durable medical equipment (oxygen, monitors, pacemakers, etc.) and;
- Many clients rely on public transportation, friends, family, and or senior center staff for transportation needs.

These considerations are used in the assessment of magnitude and severity of each threat.

RISK ASSESSMENT SUMMARY

Risk assessment is based on two factors, the magnitude and severity of a given event in a geographic location, and the probability of that event happening in a given geographic location. To create objective standards of magnitude and probability, the following definitions are used, consistent with the methodology reflected in the KPB Hazard Mitigation Plan:

Magnitude and Severity	Criteria	Probability	Criteria
4 – Catastrophic	<ul style="list-style-type: none"> ⌘ Multiple deaths. ⌘ Complete shutdown of facilities for 30 or more days. ⌘ More than 50 percent (%) of property is severely damaged. 	4 – Highly Likely	<ul style="list-style-type: none"> ⌘ Event is probable within the calendar year. ⌘ Event has up to 1 in 1 year chance of occurring (1/1=100 percent [%]). ⌘ History of events is greater than 33% likely per year.
3 – Critical	<ul style="list-style-type: none"> ⌘ Injuries and/or illnesses result in permanent disability. ⌘ Complete shutdown of critical facilities for at least two weeks. ⌘ More than 25% of property is severely damaged. 	3 – Likely	<ul style="list-style-type: none"> ⌘ Event is probable within the next three years. ⌘ Event has up to 1 in 3 years chance of occurring (1/3=33%). ⌘ History of events is greater than 20% but less than or equal to 33% likely per year.
2 – Limited	<ul style="list-style-type: none"> ⌘ Injuries and/or illnesses do not result in permanent disability. ⌘ Complete shutdown of critical facilities for more than one week. ⌘ More than 10% of property is severely damaged. 	2 – Possible	<ul style="list-style-type: none"> ⌘ Event is probable within the next five years. ⌘ Event has up to 1 in 5 years chance of occurring (1/5=20%). ⌘ History of events is greater than 10% but less than or equal to 20% likely per year.
1 – Negligible	<ul style="list-style-type: none"> ⌘ Injuries and/or illnesses are treatable with first aid. ⌘ Minor quality of life lost. ⌘ Shutdown of critical facilities and services for 24 hours or less. ⌘ Less than 10% of property is severely damaged. 	1 – Unlikely	<ul style="list-style-type: none"> ⌘ Event is possible within the next ten years. ⌘ Event has up to 1 in 10 years chance of occurring (1/10=10%). ⌘ History of events is less than or equal to 10% likely per year.

Hazard Assessment Matrix: The Hazard Risk Matrix looks at categories based on whether the hazard is a low, moderate, high, or extreme risk to the service area. Communities were assessed based on the magnitude and severity rating assessment, historical hazard events and the future potential for hazard events.

Event	Magnitude/Severity	Probability	Calculated Risk
Earthquake	3	3	3
Erosion	1	2	1.4
Flooding	1	2	1.4
Landslide/Avalanche	1	1	1
Tsunami	2	2	2
High Wind	2	3	2.4
Extreme Temps	1	3	1.8
Volcano	2	2	2
Winter Weather	2	3	2.4
Severe Weather	2	4	2.8
Wildfire	2	3	2.4
Cyber Attack	2	2	2
Public Unrest	2	1	1.6
War/Warlike Attack	3	1	2.2
Terrorism	3	1	2.2
Utility Failure	2	3	2.4
Active Assailant	2	1	1.6
Loss of Access	2	2	2

3. EMERGENCY RESPONSE STRUCTURE

An effective emergency response requires a clear organizational structure and defined roles.

ROLES AND RESPONSIBILITIES

Incident Commander: Senior Center Director

Safety Officer: Administrative Assistant III

Senior Center Public Information Officer: As Assigned

INCIDENT COMMAND SYSTEM (ICS)

This EOP uses Incident Command System (ICS) principles to standardize emergency response efforts.

COORDINATION WITH LOCAL AGENCIES

The Kenai Senior Center maintains formal and informal relationships with the Kenai Fire Department, who provides fire and Emergency Medical Services (EMS), Kenai Police Department, Alaska Department of Health, Kenai Peninsula Borough Office of Emergency Management, and other city departments.

Additional partner agencies and departments that do not have specific agreements in place including the Kenai Peninsula Borough School District, Central Peninsula Hospital, Three Bears and Immediate Care.

4. EMERGENCY PROCEDURES

These procedures are designed to guide responses during various emergencies.

EVACUATION PROCEDURES

In the event of an emergency requiring evacuation (e.g., fire, earthquake, gas leak), the Incident Commander (IC) or designee will:

1. **Announce the evacuation** using voice command, alarm, or other available methods.
2. **Identify the safest evacuation route** based on the nature of the emergency.
3. **Assign roles** to available staff and volunteers:
 - a. One or more staff members will assist clients with mobility limitations.
 - b. Another will secure the building, ensuring evacuation is occurring and shut off any systems, utilities, or other tasks if safe to do so.
 - c. Another will bring the emergency roster and supplies.
4. **Rendezvous Point:** All evacuees will gather at the designated outdoor location (parking lot) for accountability.
5. **Accountability Check:** Staff will use the daily sign-in roster to verify all clients are present. Any discrepancies will be reported immediately to emergency responders.
6. **Support and Comfort:** Staff will provide basic care and comfort until emergency services arrive.
7. **Extended Evacuation and Weather Considerations:** If evacuation is expected to last **more than one hour** or occurs during **inclement weather** (e.g., snow, rain, extreme cold), staff must prioritize relocating clients to a safe, indoor alternate location. This may include buildings such as the recreation center, community shelters (if opened), or other partner facilities. Staff should ensure clients are protected from exposure, have access to seating, warmth, and basic care supplies, and coordinate with emergency services for transportation and support as needed.

SHELTER-IN-PLACE PROCEDURES

If conditions outside are unsafe or there is a reason to remain in the facility, the IC will:

1. **Announce shelter-in-place** and explain the reason.
2. **Secure the facility** as appropriate for the situation:
 - a. Close and lock all doors and windows.
 - b. Shut down Heating, Ventilation, and Air Conditioning (HVAC) systems if air contamination is suspected.
 - c. Cover windows in case of violent threat or airborne contamination.

3. **Assign roles** to available staff and volunteers:
 - a. Staff will monitor clients and provide comfort.
 - b. The Public Information Officer (PIO) or designee will communicate with families and emergency services.
4. **Resource Management:**
 - a. Inventory food, water, and medical supplies.
 - b. Coordinate with Borough Emergency Management for additional support if sheltering extends beyond several hours.
5. **Special Considerations:**
 - a. Ensure access to medications and medical equipment.
 - b. Prepare sleeping and hygiene arrangements if overnight sheltering is required, or work with emergency management to address sheltering resource if it's not possible to provision on-site.

ACTIVE ASSAILANT PROCEDURES

In the event of an active assailant threat inside or near the facility, the Incident Commander (IC) or designee will initiate response actions **only if it is safe to do so**. All individuals should prioritize their own safety and follow nationally recognized guidance such as **Run, Hide, Fight**:

- **Run:** If a safe escape route is available, evacuate immediately.
- **Hide:** If escape is not possible, find a secure location, silence devices, and remain quiet.
- **Fight:** As a last resort, and only if your life is in imminent danger, attempt to disrupt or incapacitate the assailant.

FACILITY RESPONSE (IF SAFE TO INITIATE)

- Call 911 and provide location, nature of threat, description of the individual(s) involved, and if possible, keep the dispatcher updated on their movements and location.
- Lock all doors and windows; turn off lights and silence phones.

Instruct clients, staff, and others to hide in secure areas, remain quiet, and stay out of sight.

STAFF ASSIGNMENTS

- IC coordinates with law enforcement and emergency responders.
- PIO prepares messaging for families and media (only when safe to do so).
- Safety Officer monitors facility status and ensures staff safety.

POST-INCIDENT ACTIONS

- Account for all personnel in the building.

- Provide immediate care and support as needed.
- Document the incident and conduct a debrief with staff and responders.
- Update the EOP and training protocols based on lessons learned.

EARTHQUAKE PROCEDURES

In the event of an earthquake:

- **Drop, Cover, and Hold On:** All individuals should immediately drop to the ground, take cover under sturdy furniture, and hold on until shaking stops.
 - **Drop** where you are, onto your hands and knees.
 - **Cover** your head and neck with one arm and hand. If a sturdy table or desk is nearby, crawl underneath it for shelter. If no shelter available, crawl to an interior wall.
 - **Hold on** if under shelter with one hand, if not under shelter, hold on to your head and neck with both arms and hands.
- **Post-Shaking Actions:**
 - Check for injuries and administer first aid.
 - Evacuate the building if structural damage is suspected or observed.
 - Shut off utilities if safe and necessary. Consult with fire department, facilities/public works or utility companies on the need to shut off utilities. Electrical can generally be restored quickly, but natural gas typically requires the utility to reconnect which could impact the ability to re-occupy the building.
 - Conduct safety check and report any missing individuals.

WILDFIRE PROCEDURES

Due to the location of the center, it is unlikely that a wildfire would threaten the property directly. If a wildfire is in the area, utilize these procedures if an evacuation were to become necessary.

- **Monitor Alerts:** Stay informed via Kenai Fire Department and KPB OEM. Evacuation and readiness procedures will be communicated in three stages: Ready, Set, and Go! Consider taking proactive actions at the ‘Ready’ stage of preparedness and evacuate at the ‘Set’ stage, considering additional time needed for center operations and the needs of clients.
- **Prepare for Evacuation “Ready”:**
 - Close windows and doors to reduce smoke infiltration.
 - Shut down HVAC systems if smoke is an issue.
 - Gather emergency supplies and client medications.
- **Evacuate if Ordered “Set”:**

- Follow evacuation procedures and routes.
- Coordinate with emergency responders for transportation if needed.

Consider implementing the Continuity of Operations Plan if indicated.

UTILITY FAILURE PROCEDURES

In the event of a power, water, or gas outage:

- **Assess Impact:**
 - Determine which utilities are affected and for how long.
 - Notify emergency services if critical systems are compromised.
- **Implement Continuity Measures:**
 - Use backup lighting and battery-powered communication tools.
 - Distribute bottled water and shelf-stable food if needed.
 - Relocate clients if heating, cooling, or medical equipment is unavailable.

Tsunami Procedures

If a tsunami warning is issued, the location of the senior center is not generally at risk for tsunami inundation. Local landslide conditions may cause events with variables that are not generally mapped or predicted.

- **Immediate Actions:**
 - Consider a “stay put” protocol: normal operations can continue without utilizing full shelter-in-place procedures, but recommend clients stay at the center while the warning is in progress
 - Monitor information from KPB OEM via the KPB Alerts system and other trusted sources
- **Evacuation Protocol, only if specifically advised to do so:**
 - Bring emergency roster and supplies.
 - Assist clients with mobility limitations.
 - Avoid bridges and low-lying roads.
- **Post-Evacuation:**
 - Remain in safe location until official all-clear is given.
 - Monitor updates from KPB OEM and emergency services.

COMMUNICATION PLAN

Notification Systems: Kenai Senior Center utilizes a phone tree and group for routine staff communications. The Senior Center also has the ability to utilize “MySeniorCenter” for staff communications (web based).

Family and Caregiver Notifications: Community and client communications are done in-person via a billboard and through the use of “MySeniorCenter” for those who have signed up for that service and through Social Media.

5. RESOURCE MANAGEMENT

This section addresses the management and allocation of resources necessary for effective emergency response.

EMERGENCY SUPPLIES INVENTORY

The Kenai Senior Center maintains on-site approximately four weeks’ worth of lunch menus at any given time. This amount of food is based on feeding 60-70 people per day. This quantity is limited by storage and freezer/refrigerator volume. An additional seven day supply of shelf stable meals will be maintained on site to feed 50 clients.

The Kenai Senior Center utilizes municipal water and has no other long term bottled water supply on hand at the time of this plan.

The Kenai Senior Center maintains an AED, two emergency kits and basic first aid supplies on hand for day-to-day usage. The facility does not maintain any surplus of medical or sheltering supplies.

PARTNER AGREEMENTS

The Kenai Senior Center maintains Memorandums of Understanding (MOUs) and Memorandums of Agreement (MOAs) with surrounding senior centers based on service expansion and sharing of services. This may include assistance in food preparation and delivery, providing staff services, and basic center functions and administration. There are no MOUs nor MOAs in place for food, water, fuel, or other services involving outside agencies except for those arranged through the city of Kenai.

Informal and verbal agreements are maintained with the Kenai Peninsula Borough School District for assistance, relocation, and support services. Three Bears, IGA and Peterkin also maintain an unofficial relationship for food supply support.

EXTERNAL RESOURCE CONTACTS

[emergency services, suppliers, etc.]

6. TRAINING AND AWARENESS

Ongoing training and awareness are critical for effective emergency preparedness.

TRAINING SCHEDULE

QUARTERLY TRAINING SESSIONS

Objective: Keep staff and volunteers regularly engaged and informed about emergency procedures.

Description: Conduct short refresher sessions on specific emergency protocols or recent updates to the EOP or COOP.

Duration: 15 minutes

Topics:

- Emergency contact procedures
- Basics of the Incident Command System (ICS)
- Evacuation and shelter-in-place drills

SEMI-ANNUAL COMPREHENSIVE TRAINING

Objective: Thoroughly review emergency response roles and responsibilities.

Description: Interactive sessions to deepen understanding of emergency procedures.

Duration: 1 hour

Topics:

- Detailed roles and responsibilities in an emergency
- Communication and coordination with external agencies
- Use of emergency equipment and supplies

BI-ANNUAL TRAINING AND PLAN REVIEW

Objective: Review all aspects of the emergency operations and continuity plans to ensure current information is relative and correct. Annual training such mandatory reporting, CPR, first aid will also be conducted with all staff.

Description: Full-scale exercise involving all staff, volunteers, and necessary partner agencies.

Duration: 4-5 hours

Activities:

- Review of EOP and COOP
- Conduct staff refresher of EOP and COOP
- Conduct mandatory staff training and competencies.

TRAINING EXERCISE

Objective: Test all aspects of the emergency operations and continuity plans through a realistic scenario.

Description: Full-scale exercise involving all staff, volunteers, and necessary partner agencies.

Duration: 4-5 hours

Activities:

- Simulation of a high-risk emergency scenario (e.g., natural disaster)
- Execution of evacuation and shelter-in-place procedures
- Post-exercise "hot wash" and discussion for feedback and improvements

JOINT TRAINING EXERCISES

Objective: To strengthen collaborative response efforts by coordinating with external partners, such as local emergency services, neighboring senior centers, and community organizations.

Activities:

- Plan and execute joint training exercises that simulate realistic emergency scenarios involving multiple organizations.
- Incorporate diverse emergency scenarios that require coordination between senior center staff, emergency responders, and community partners.
- Engage in exercises that test communication channels, resource sharing, and integrated response strategies.

Exercise Design:

- Design exercises that reflect common regional threats and test the center's EOP and COOP.
- Utilize the Homeland Security Exercise and Evaluation Program (HSEEP) framework to guide exercise planning and execution.

Collaboration and Communication:

- Coordinate with local emergency management officials to align exercises with regional emergency plans.
- Establish regular communication and planning meetings with participating organizations prior to the exercise.

Evaluation and Feedback:

- Conduct a debrief session following each exercise to analyze performance, share observations, and identify areas for improvement.
- Document findings and integrate lessons learned into the EOP and COOP revisions.

Timing: Schedule joint exercises annually or bi-annually, depending on the needs and availability of partner organizations.

PROGRAM EVALUATION AND FEEDBACK

Objective: Continually assess the effectiveness of training and engagement programs to enhance quality and relevance.

Methods:

- Feedback surveys following training sessions and workshops
- Regular review meetings with staff and volunteers to discuss improvements
- Adjustments to training content and methods based on participant feedback and lessons learned from exercises

7. PLAN MAINTENANCE AND REVIEW

This section ensures that the EOP remains up-to-date and effective.

REGULAR PLAN REVIEW SCHEDULE

QUARTERLY PLAN REVIEW

Objective: Ensure the Emergency Operations Plan (EOP) and Continuity of Operations Plan (COOP) remain current and effective.

Activities:

- Review key components of the EOP and COOP to ensure up-to-date procedures and contact information.
- Assess any changes in operations or staffing that may affect emergency plans.
- Update logistics, such as resource inventories and emergency contact lists.

Responsibility: Emergency Planning Team

Output: Quarterly update report summarizing changes or affirming current version

ANNUAL COMPREHENSIVE REVIEW

Objective: Perform a thorough review and evaluation of the entire emergency management program.

Activities:

- Conduct a detailed assessment of all sections of the EOP and COOP.
- Solicit feedback from staff, volunteers, and community partners on the effectiveness of the plans.
- Incorporate lessons learned from the annual full-scale exercise and any real-world incidents.

Responsibility: Emergency Planning Team with input from external stakeholders

Output: Revised EOP and COOP, if necessary, with documented changes and rationale

ONGOING MONITORING AND ADJUSTMENTS

AFTER-ACTION REVIEWS (AARS)

Objective: Gather immediate insights following exercises and real incidents.

Activities:

- Conduct an immediate debrief after any exercise or actual emergency incident.
- Document what worked well and what needs improvement.
- Develop an action plan for implementing changes.

Responsibility: Facilitated by Executive Planning Coordinator or Executive Director

Output: After-Action Report with actionable recommendations

FEEDBACK LOOPS WITH STAKEHOLDERS

Objective: Maintain open channels for ongoing input and suggestions.

Activities:

- Establish regular communication with key stakeholders for updates and feedback.
- Facilitate informal and formal feedback sessions with staff and partner agencies.

Responsibility: Senior Center Director or Designee

Output: Feedback records and potential action items for review and implementation

DOCUMENTATION AND RECORD KEEPING

ARCHIVE MANAGEMENT

Objective: Ensure all historical and current plans are well-organized and accessible.

Activities:

- Maintain an archive of all EOP and COOP versions, including revisions and review notes.
- Ensure secure electronic backup of all critical documents.

Responsibility: Senior Center Director

Output: Comprehensive and organized archive system

TRAINING RELATED TO PLAN UPDATES

STAFF UPDATE BRIEFINGS

Objective: Keep all staff informed about any changes to the plans.

Activities:

- Conduct briefings or refreshers when significant updates to the EOP or COOP occur.
- Ensure all training materials reflect the current version of the plans.

Responsibility: Senior Center Director or Designee

Output: Updated training sessions and communication materials

8. APPENDICES AND SUPPORTING DOCUMENTS

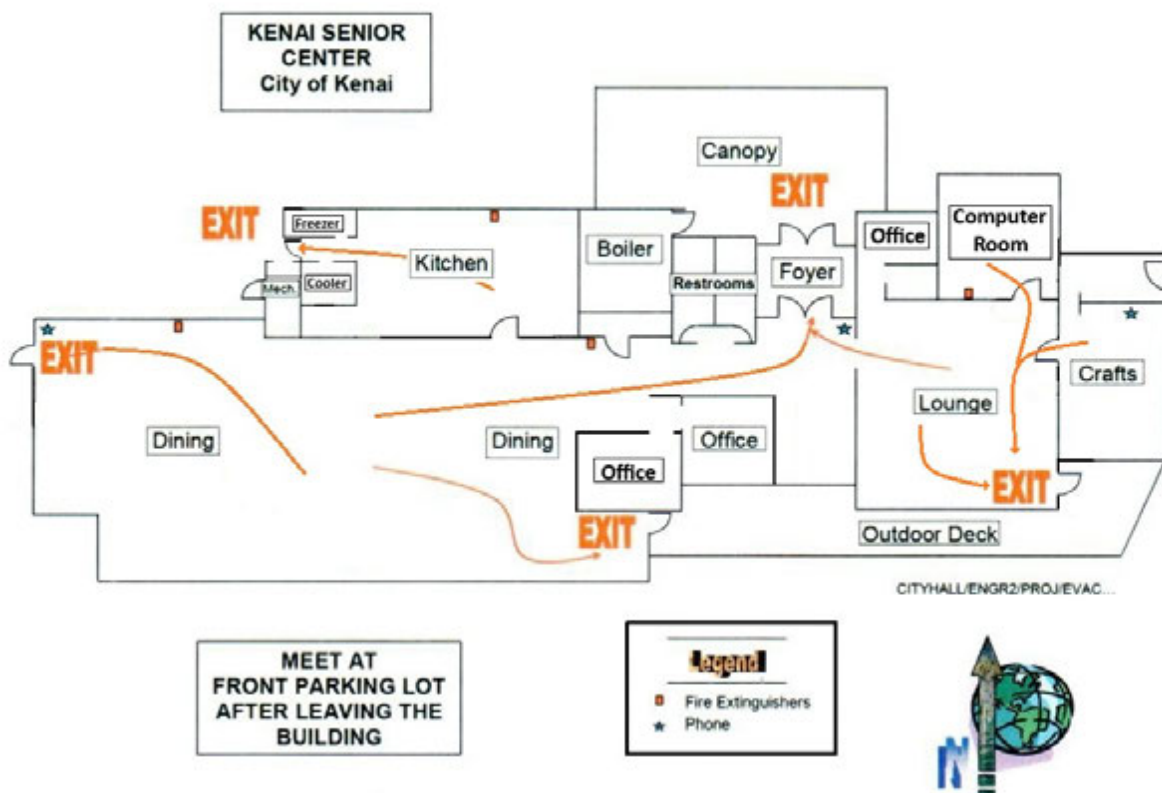
CONTACT LISTS

8281	Airport
283-3737	Airport - Fax
8283	Airport Conf Rm
5260	Airport Ops
7190	Airport Ops Equipment
5267	Airport Ops Conf Rm
8282	Airport Manager
8281	Airport Admin
5271	Animal Shelter
283-5021	Animal Shelter - Fax
5271	Animal Shelter
8238	Building Official
8238	Official
8258	Building Maintenance
8258	Karmel Krzalic
8231	City Clerk
283-5068	Clerk - Fax
8248	Council Chambers
8249	Logan Parks
8246	Shellie Saner
8200	City Hall
283-3014	City Hall - Fax
7042	City Hall Kitchen
8234	Special Projects
8223	City Manager
8223	Christine Cunningham
8239	City Manager Conf Rm
8222	Terry Eubank
8200	Finance
8227	David Swarner
8229	Jennifer Anderson
8221	Kristi Hershberger
8230	Susan Joy
8228	Tina Williamson
5250	Fire
283-8171	Fire - Fax
7182	Airport Upstairs
7181	Airport Equipment
7174	Captains Desk
7173	Equipment Rm
5265	Fire Station 2

Departments	
5250	Fire Cont.
5238	Jay Teague
5236	Jeremy Hamilton
7170	Kitchen
5252	Pete Coots
5234	Rebecca Bush
7171	Rec Room
7172	Watch Office
8242	Human Resources
8242	Stephanie Randall
8245	IT Helpdesk
8250	MeetMe Line
8244	Dan Castimore
8243	Tabby Smallwood
8225	Legal
8225	Cindy Herr
8224	Scott Bloom
8201	Library
8207	Elizabeth Kleweno
8208	Hannah Meyer
8209	Janina Efta
8206	Katja Wolfe
8210	Seth Gray
8262	Parks & Recreation
8262	Jenna Brown
8263	Parks Shop
8261	Tyler Best
8237	Planning & Zoning
8237	Jessica See
8233	Brandon McElrea
8235	Kevin Buettner
5200	Police
283-2267	Police - Fax
5221	Austin Asp
5249	Ben Langham
5219	Chad Larsen
5213	Dan Smith
5227	David Ross
5200	Dispatch
5218	Dustin Real
7151	Evidence Processing
7152	Evidence Vault

5200	Police Cont.
5241	Jay Sjogren
5239	Jonathyn Saravia
5243	Karrie Yarnes
5220	Kevin Grimes
5218	Levi Russell
5231	Luke Michael
5246	Megan Williams
5207	Police Conf Rm
5215	Ryan Coleman
5256	Ryan Grimm
5222	Ryan Jones
5212	Sarah Herrin
5257	Stacey Day
5217	Trevor Hamilton
5214	Tyler Greenhalgh
8236	Public Works
8240	Lee Frey
8236	Lisa List
8247	Eric Jean
8265	Recreation Center
8262	Jenna Brown
8211	Senior Center
283-3200	Senior Center - Fax
8212	Astrea "Red" Piersee
8213	Kathy Romain
8214	Kayla Feltman
8215	Senior Office
8256	Shop
283-7568	Shop - Fax
7066	Scott Morris
7064	Shop Automotive Bay
7061	Shop Break Room
7062	Shop Equipment Bay
8253	Streets
283-0705	Streets - Fax
8253	Curt Wagoner
8271	Water Treatment
8266	Water Forman
8251	Water/Sewer
8266	WWTP
1991	Visitor's Center
283-2230	Visitor's Center - Fax

FACILITY MAPS AND DIAGRAMS



9. EMERGENCY CHECKLISTS

EVACUATION CHECKLIST

Trigger: Fire, earthquake, gas leak, or other internal threats.

Immediate Actions

- ☐ Announce evacuation using voice command or alarm.
- ☐ Identify and communicate the safest evacuation route.
- ☐ Assign staff roles:
 - ☐ Assist clients with mobility limitations.
 - ☐ Secure the building (shut off utilities if safe).
 - ☐ Bring emergency roster and supplies.

Evacuation Execution

- ☐ Escort clients to designated outdoor rendezvous point in parking lot
- ☐ Conduct accountability check using daily sign-in roster.
- ☐ Report any missing individuals to emergency responders.
- ☐ Provide basic care and comfort until emergency services arrive.
- ☐ If evacuation is prolonged or weather is severe, relocate clients to a safe indoor location.

SHELTER-IN-PLACE CHECKLIST

Trigger: Hazardous air quality, active assailant, or other external threats.

Immediate Actions

- ☐ Announce shelter-in-place and explain the reason.
- ☐ Close and lock all doors and windows.
- ☐ Shut down HVAC systems if air contamination is suspected.
- ☐ Cover windows if there is a violent threat.

Staff Assignments

- ☐ Assign staff to monitor clients and provide comfort.
- ☐ Assign PIO or designee to communicate with families and emergency services.

Resource Management

- ☐ Inventory food, water, and medical supplies.
- ☐ Confirm access to medications and medical equipment.
- ☐ Prepare sleeping and hygiene arrangements if overnight sheltering is required.
- ☐ Contact Kenai Incident Commander/City Manager if extended sheltering is anticipated.

ACTIVE ASSAILANT CHECKLIST

Trigger: An individual poses an immediate threat of violence inside or near the facility.

Individual Actions

- ☐ Follow **Run, Hide, Fight** guidance:
 - ☐ Run if a safe escape route is available.
 - ☐ Hide in a secure location, silence devices, and remain quiet.
 - ☐ Fight only as a last resort if life is in imminent danger.

Facility Actions (if safe to initiate)

- ☐ Announce lockdown using code word or direct instruction.
- ☐ Call 911 and provide location, description of threat, and nature of incident
- ☐ Secure all doors and windows; turn off lights and silence phones.
- ☐ Instruct all occupants (clients, staff, and visitors) to hide in secure areas, remain quiet, and stay out of sight.

Staff Assignments

- ☐ IC or designee coordinates with law enforcement.
- ☐ PIO prepares messaging for families and media (only when safe to do so).
- ☐ Safety Officer monitors facility status and ensures staff safety.

Post-Incident

- ☐ Account for all occupants.
- ☐ Provide emotional support and medical care as needed.
- ☐ Document incident and debrief with staff and emergency responders.
- ☐ Update EOP and training protocols based on lessons learned.

Earthquake Checklist

Trigger: Ground shaking due to seismic activity.

Immediate Actions

- ☐ Instruct all individuals to Drop, Cover, and Hold On.
- ☐ Wait until shaking stops before moving.

Post-Shaking Actions

- ☐ Check for injuries and administer first aid.
- ☐ Evacuate the building if structural damage is suspected.
- ☐ Shut off utilities if safe and necessary.
- ☐ Conduct safety check and report missing individuals.

WILDFIRE CHECKLIST

Trigger: Wildfire threat in the vicinity or official evacuation order.

Immediate Actions

- ☐ Monitor alerts from emergency services and KPB OEM.
- ☐ Close windows and doors to reduce smoke infiltration.
- ☐ Shut down HVAC systems.
- ☐ Gather emergency supplies and client medications.

Evacuation Actions

- ☐ Follow evacuation procedures and designated routes.
- ☐ Assist clients with mobility limitations.
- ☐ Coordinate transportation with emergency responders.

⚡ UTILITY FAILURE CHECKLIST

Trigger: Loss of power, water, or gas service.

Immediate Actions

- ☐ Identify which utilities are affected.
- ☐ Notify emergency services if critical systems are compromised.

Continuity Measures

- ☐ Use backup lighting and battery-powered communication tools.
- ☐ Distribute bottled water and shelf-stable food.
- ☐ Relocate clients if heating, cooling, or medical equipment is unavailable.

COMMUNICATION CHECKLIST

Internal

- ☐ Activate staff phone tree.
- ☐ Send group message updates.
- ☐ Post updates on website and social media.

External

- ☐ Notify families and caregivers via:
 - ☐ Social media
 - ☐ Website
 - ☐ Phone calls (urgent matters)

Agency Coordination

- ☐ Maintain contact with:
 - ☐ Kenai PD/FD Dispatch: (907) 283-7879
 - ☐ Kenai Peninsula Borough OEM: (907) 262-4910