



City of Algona, Washington

COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

CEMP 01/13/2015



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City of Algona Comprehensive Emergency Management Plan

INTRODUCTION

This Comprehensive Emergency Management Plan for the City of Algona (CEMP) is one of many efforts to prepare the community for emergencies, and is formatted to be consistent with the National Response Framework and the Washington State

Comprehensive Emergency Management Plan and the King County Comprehensive Emergency Management Plan – known as the “ESF” format – to standardize plans throughout the state and to provide interoperability between local, state, and federal levels of government. Additional Plans, cross referenced to the national “ESF” format, may be developed as needed to meet local operational requirements.

The City of Algona CEMP is intended to address the specific concerns and needs of the City of Algona and its government. It is anticipated that each department has designated an Emergency Management representative who will prepare for, mitigate against, respond to, and recover from an emergency or disaster incident.

In addition, Valley Regional Fire Authority Emergency Plan (published separately) is a cooperative effort of the City of Algona, City of Auburn, the City of Pacific; its multi-jurisdictional approach helps to ensure the best use of local response and recovery resources in time of community-wide crisis. VRFA meets regularly in a joint effort to train emergency personnel, conduct regular drills and exercises, and deliver consistent public education.

Departmental plans describing emergency procedures relating to each city departments are maintained separately. City government is committed to carry out its responsibility to meet the demands of emergency management. We will continue to work with other agencies and the public to ensure that our community is prepared by developing, maintaining, and enhancing our emergency management capabilities. The CEMP moves the City of Algona closer to being able to minimize the impacts of emergencies and disasters on people, property, economy, and the environment.

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EMERGENCY CONTACT NUMBERS

If immediate emergency or disaster assistance is required, contact VALLEY COMMUNICATIONS CENTER:

24-hour Emergency Telephone: 911

For non-emergency assistance, please contact

Valley Communication E-911 Communications:
24-hour non-emergency Telephone: 253-372-1300 or
King County Communication E-911 Communications
24-hour non-emergency Telephone: 206-296-3311

The Valley Regional Fire Authority:

24-hour non-emergency Telephone: 253-931-3060

The Algona Police Department:

During regular business hours and emergency response operations: 253-833-2743

The City of Algona's 2015 Comprehensive Emergency Management Plan (CEMP) will be distributed on a compact disc as well as hard copy. This document will also be available on the City of Algona's website:

<http://www.ALGONAWA.GOV>

CITY OF ALGONA COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

FOREWORD

The City of Algona sincerely appreciates the cooperation and support from those agencies, departments, and local jurisdictions that have contributed to the development and publication of the 2015 City of Algona Comprehensive Emergency Management Plan (CEMP).

Coordination of the CEMP represents a committed and concerted effort by the City of Algona, King County Emergency Management, and other local jurisdictions to emergency management. The CEMP demonstrates the ability of a large number of agencies to work together to achieve a common goal.

Special recognition for the document preparation and integration of materials into this plan go to Algona Police Chief Lee J. Gaskill (Emergency Management Coordinator), without whose efforts this document would not have been produced.

The CEMP is one of many efforts to prepare all people in the City for emergencies and disasters. The CEMP is formatted to be consistent with the King County and Washington State Comprehensive Emergency Management Plans as well as the National Response *Framework*, complete with Emergency Support Functions (ESFs) as single function activities. Standardizing plans throughout the State helps improve interoperability between local, State, and Federal levels of government. The CEMP improves our ability to minimize the impacts of emergencies and disasters on people, property, economy, and the environment of the City of Algona.



David Hill
Mayor
City of Algona

LETTER OF PROMULGATION

To All Recipients:

With this notice, we are pleased to officially promulgate the 2015 City of Algona's Comprehensive Emergency Management Plan (CEMP). Its intended effect is to provide a structure for standardizing plans and procedures throughout the City and to facilitate interoperability between local, state, and federal governments.

Every effort has been made to ensure that the City of Algona's CEMP is compatible with the King County and Washington State CEMPs, the National Response Framework (NRF), the *National Incident Management System (NIMS)* the Revised Code of Washington, and other local, State, and Federal regulations. It will be tested, revised and updated as required. All recipients are requested to advise the City of Algona Emergency Management Coordinator regarding recommendations for improvements.

The formats of the CEMPs for the City of Algona, King County, and Washington State support that of the National Response Framework. It specifies the authorities, functions, and responsibilities that pertain to establishing collaborative action plans between local, State, Federal, volunteer and other public and private sector organizations. It also contains detailed information on participant Emergency Support Functions as single function activities. The CEMP will help minimize the impacts of disasters and other emergencies in the City of Algona by saving lives, protecting property, sustaining the economy, and preserving the environment. Finally, as a reminder to City of Algona elected officials and employees and other public and private organizations, the primary response and recovery goals for emergency management in any hazard that impacts the City are to support the City and other local jurisdictions during an emergency or disaster and to maintain a comprehensive internal process for conducting daily business before, during, and after an emergency or disaster.

Adopted pursuant to City of Algona Ordinance **1103-15** by the City Council of the City of Algona Washington, at its regularly scheduled meeting on **January 13th, 2015**.



Mayor Dave Hill
City of Algona

DISTRIBUTION PAGE

This plan will be distributed to all participating City Departments, King County Emergency Management, Washington State Department of Emergency Management, neighboring cities, and other response entities.

See Appendix 5, Distribution List, for full distribution details.

RECORD OF REVISIONS

| Change # | Date Entered | Contents of Change | Initials |
|-----------------|---------------------|--|--------------------|
| 1 | 2008 | Changes to complete EOP (unk) | AW McGehee |
| 2 | 11-12-2014 | Suggested changes by WEMD | Lee Gaskill |
| 3 | 11-25-2014 | ESF-13 changes with Auburn EOC Manager | Lee Gaskill |
| 4 | 12-10-2014 | Align page numbers in table of contents | Lee Gaskill |
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BASIC PLAN

I. INTRODUCTION

A. Mission

It is the policy of the Algona's (City) government, in order to protect lives, property, and the economic base of the community and in cooperation with other public and private organizations of the community, to endeavor to mitigate, prepare for, respond to, and recover from all natural and technological emergencies and disasters.

The normal day-to-day functions of many local agencies will be interrupted by disaster conditions. Therefore, the employees and equipment of those agencies can readily be committed to the support of disaster response and recovery efforts. The mission of this plan is to develop well defined operational procedures to insure an effective, organized response to save lives, assist disaster victims, minimize damage, and protect property.

B. Purpose

This Plan will establish emergency management functions and responsibilities of the City of Algona, King County Emergency Management (DEM), and public and private organizations that aid in the response and recovery from any hazard that could impact the City.

The plan is also intended to do the following:

- Establish who is in command in case of a disaster.
- Clearly designate disaster related functions assigned to government agencies based upon capabilities and mandated responsibilities.
- Identify available sources of equipment and manpower in government agencies to utilize during disaster incidents.
- Identify resources, manpower and equipment available from the private sector and general public to provide assistance during disasters.
- Identify and clarify funding sources of manpower and other resources during disasters.
- Provide coordination between agencies to achieve assigned function.
- Organize volunteers when it is determined that there is a need.

C. Scope and Applicability

This Comprehensive Emergency Management Plan (CEMP) is a local level emergency management plan designed to describe the emergency/disaster response of the City of Algona, Washington. This plan is supplemental to the King County Comprehensive Emergency

Management Plan as amended.

This CEMP is intended to be both "generic" and "hazard specific," covering the entire range of emergency and disaster situations from natural disasters to the technological hazards created as a byproduct of our modern society.

This CEMP considers that emergencies and disasters are likely to occur as described in the King County Hazard Identification and Vulnerability Assessment, and describes:

1. Functions and activities necessary to implement the four phases of emergency management: mitigation, preparedness, response, and recovery.
2. Responsibilities identified in City ordinances and other applicable laws, as deemed appropriate.

D. Incident Management Activities

This PLAN enumerates the responsibilities of City departments and other entities involved in various aspects of emergency management in the City of Algona, including prevention, preparedness, response, and recovery actions.

The National Incident Management System (NIMS) provides a nationwide template enabling Federal, State, local, and tribal governments and private-sector and nongovernmental organizations to work together effectively and efficiently to prevent, prepare for, respond to, and recover from domestic incidents regardless of cause, size, or complexity. Therefore, it is the policy of the City of Algona to apply the principles of NIMS to all incident management activities.

E. Authorities

This CEMP is developed under the authority of the following local, State, and Federal statutes and regulations:

1. City of Algona Ordinance 1018-09 Codified as Algona Municipal Code, Chapter 2.85: Emergency Management
2. King County Comprehensive Emergency Management Plan
3. State
 - a) Revised Code of Washington
 - (1) 35.33.081, Emergency Expenditures – Non-debatable Emergencies
 - (2) 35.33.101, Emergency Warrants

- (3) 38.52, Emergency Management
- (4) 39.34, Inter-local Cooperation Act
- (5) 43.43, Washington State Patrol - State Fire Services Mobilization Plan
- (6) 49.60.400, Discrimination, Preferential Treatment Prohibited

b) Washington Administrative Code

- (1) 118-04, Emergency Worker Program
- (2) 118-30, Local Emergency Management/Services Organizations, Plans and Programs
- (3) 296-62, General Occupational Health Standards

4. Federal Public Law:

- a) 93-288, Disaster Relief Act of 1974, as amended by Public Law 100-707, the Robert T. Stafford Disaster Relief and Emergency Assistance Act
- b) 96-342, Improved Civil Defense Act of 1980, as amended
- c) 99-499, Superfund Amendments and Reauthorization Act (SARA) of 1986, Title III, Emergency Planning and Community Right to Know

F. Key Concepts

- 1. All disaster operations will be in coordination with King County Emergency Management (DEM) and conducted by City personnel. Those efforts will be supplemented as necessary by trained volunteers and by the workforce available within the local area.
- 2. When local resources have been exhausted or overwhelmed, the Emergency Management Coordinator, EMC, or Police Chief, or designees may request state and federal resources through KC-DEM.
- 3. All City departments are designated the responsibility for providing personnel and equipment in support of disaster preparedness, mitigation, and response, and recovery as directed by the Emergency Management Coordinator.
- 4. It is the policy of the City that no services will be denied on the basis of race color, national origin, religion, sex, age, or disability and no special treatment will be extended to any person or group in an emergency or disaster over and above what normally would be expected in the way of City services. Local activities pursuant to the Federal and State Agreement for major disaster recovery will be carried out in accordance with RCW 49.60.400, Discrimination, Preferential Treatment Prohibited and Title 44, CFR 205.16, Nondiscrimination. Federal

disaster assistance is conditional upon compliance with this code.

5. In order to carry out the responsibilities identified above, all department heads are directed to establish emergency organizations within their respective departments, ready and capable of fulfilling disaster missions, as specified in this Plan.
6. The City of Algona is consolidated with the City of Pacific and City of Auburn which forms the Valley Regional Fire Authority as a combined paid/volunteer force. The Valley Regional fire station serving the City of Algona is located at 133 3rd Avenue SE Pacific, WA. Headquarters (Station 31) is located at 1101 D street N. E. Auburn, WA. In addition to Station 31 and 38 Valley Regional Fire Authority also maintains the following stations: Station 32 1951 R Street Auburn, Station 33 2905 C street S.W. Auburn WA. , Station 34 31204 124th Avenue S.E. Auburn WA.
7. Mutual Aid - Signed mutual aid agreements are in place with all King County fire departments. Automatic aid agreements are routinely activated at the time of dispatch with neighboring fire departments for reported structure fires, serious motor vehicle accidents and other occasions where deemed appropriate by ongoing risk assessment.
8. The Algona Police Department, with headquarters at 202 Warde Street., Algona, WA, provides law enforcement services within the City. The Algona Police Department has Notice of Consent agreements in effect with The King County Sheriff's Office, Pierce County Sheriff's Office, Pacific Police Department, and the Auburn Police Department pursuant to the Washington Mutual Aid Peace Officers Powers Act (Chapter 10.93 RCW).

II. PLANNING ASSUMPTIONS AND CONSIDERATIONS

The City of Algona is located in King County, in the southwest section of the State of Washington approximately 20 miles north of the State Capital in Olympia. Algona has an area of 1.4 square miles and a population of 3,014 (2010 Census Estimate).

Highway 167, West Valley Highway provide major highway access to the City. King County Metro Transit provides local passenger bus service in Algona and surrounding areas.

E911 Communications (VALLEY COMMUNICATIONS) in Kent, WA provides dispatching services for police and fire responses. The contact number for Valley Communications is 253-372-1300

The City Street Maintenance Shop is located at 217 Washington Blvd Algona WA. and is

responsible for all streets within the City.

SCHOOLS

There are no schools located within the City of Algona. The Auburn School district provides education and transportation for the students that live in Algona.

The contact number for Auburn School districts pupil transportation is **253-931-4900 or 253-931-4914**

- A. The King County Hazard Identification and Vulnerability Assessment (HIVA) provides information on potential hazards threatening the City. Disasters have occurred in the City and will occur again, some with warning and others with no warning at all.
- B. It is assumed that any of the noted situations could create significant property damage, injury, loss of life, and disruption of essential services in the City. These situations may also create significant financial, psychological, and sociological impacts on the citizens of the community and the City governmental organization itself.
- C. It is reasonable to assume that, with impending incidents such as storms, floods, and acts of terrorism, warnings will be issued to enable some preparation prior to the incident.

Other

disasters will come with no advance warning.

- D. In the event of widespread disaster, there will not likely be any significant assistance from nearby communities, counties, State, or Federal agencies for 72 hours or longer. In this situation, the City will need to rely on available City resources and those of private organizations, businesses, and residents within the City for initial response operations.
- E. The City may receive requests to provide support to other jurisdictions with both resources and sheltering during emergencies and disasters not affecting the City.

III. ROLES AND RESPONSIBILITIES

This CEMP identifies responsibilities of City departments, agencies, and other organizations.

ESFs establish mitigation, preparedness, response, and recovery activities. There is either one department or agency or joint departments or agencies, with primary responsibility for each ESF. Other agencies and/or organizations may have ESF support roles. ESFs numbered 1 – 15, and 20 correspond to the *Washington State Comprehensive Emergency Management Plan* and the *National Response Framework* numbering system. ESFs 16 – 19 are reserved for future ESFs. ESFs 21-24 are not used by the City.

A. City of Algona

1. General Responsibilities

The following are basic responsibilities for emergency management operations provided by and through City government. Detailed responsibilities and essential activities are found in the appropriate ESFs and Appendices to this document. Department SOPs detail how individual departments shall perform their responsibilities as delineated in the Basic Plan, ESFs, and Appendices.

- a) The City Council will convene to perform legislative duties as the situation demands, and shall receive reports relative to Emergency Management activities.
- b) The Police Chief or designee shall be the Emergency Management Coordinator (EMC) of this City and shall be responsible for organization, administration and operations, planning, coordination and operation of the Emergency Management activity in the City.
- c) Each City department has basic responsibilities in the four phases of emergency management: mitigation, preparedness, response, and recovery.

2. Limitations

It is the policy of the City of Algona that no guarantee of a perfect response system is implied by or should be inferred from this plan. As City assets and systems may be overwhelmed, the City can only endeavor to make every reasonable effort to respond based on the situation, information, and resources available at the time.

3. City Departments:

- a) Ensure that employee work areas are safe, clear of equipment and supplies that may compromise ingress and egress routes, and that no equipment or supplies can injure employees.
- b) Participate in emergency management training, drills, and exercises to test City plans and procedures.
- c) Train department employees on emergency and disaster plans and

procedures to ensure operational capabilities to facilitate an effective response. This includes NIMS-mandated training for all employees, supervisors, managers, and administrators who have a response or incident management role.

- d) Develop procedures to reestablish department operations, including notification of critical personnel, assessment of damage and resource, identification of critical department functions, and estimated time to open for business.
- e) Provide department resources (supplies, equipment, services and personnel), as coordinated through the EOC.
- f) Develop procedures to document all costs associated with disaster response and recovery operations.

B. Local

- 1. American Red Cross
 - a) Activate, manage, and support public mass care shelters.
 - b) Provide additional mass care services to both disaster victims and relief workers in the form of fixed and mobile feeding sites and to victims in the form of blankets, first aid, disaster welfare inquiry, and disaster-related mental health services.
- 2. Valley Regional Fire Authority (Fire Department)
 - a) Provide and/or coordinate all fire suppression, technical rescue, hazardous materials incident response, and emergency medical services in the City, as deemed appropriate.
 - b) Assist in providing communications and warning support.
 - c) Provide the alternate EOC location at Fire Station 31, if requested and as resources allow.
- 3. Auburn School District
 - a) Provide public shelters through agreements with the American Red Cross (ARC).
 - b) Conduct damage assessments on school-owned facilities and provide situation reports to the County and/or City EOC.

- c) Assist in citywide damage assessment, if requested and as resources allow.
 - d) Assist with transportation, if requested and as resources allow.
 - e) Provide representation to the EOC, if requested and as resources allow.
4. King County Coroner's Office Coordinate and provide emergency mortuary services.
5. King County Emergency Management
- a) Coordinate all emergency management activities in the County, protect lives and property, and preserve the environment.
 - b) Take appropriate actions to mitigate the effects of, prepare for, respond to, and recover from the impacts of an emergency or disaster.
6. King County Health Department
- a) Coordinate and provide environmental health services.
 - b) Coordinate and provide emergency health services, including communicable disease control, immunizations, and quarantine procedures.
 - c) Advise on public health matters, if requested.
 - d) Provide staff and resources as the lead agency in King County for Bio-Terrorism Planning.
 - e) Provide a representative to the County and/or City EOC, if requested and as resources allow.
 - f) Supervise the food and water quality control program.
7. King County Sheriff's Office
- Provide assistance with crime prevention and detection programs, crowd and traffic control, search and rescue operations, and other law enforcement activities, if requested and as resources allow.
8. King County Metro Transit
- Provide assistance with transportation, if requested.

C. State

Emergency Management Division

1. Through the Washington State CEMP and the EOC, coordinate all emergency management activities of the State to protect lives and property and to preserve the environment.
2. Take appropriate actions to mitigate the effects of, prepare for, respond to, and recover from the impacts of emergencies or disasters.
3. Coordinate requests for various services such as specialized skills, equipment, and resources in support of State and local government emergency operations.

D. Federal

Federal Emergency Management Agency

1. Provide assistance to save lives and protect property, the economy, and the environment.
2. Facilitate the delivery of all types of Federal response assistance to state and local governments.
3. Assist states in recovering from an emergency or disaster.

E. Citizens

Because of the nature of an emergency or disaster, government may be limited in its response capabilities. It is the policy of the City that citizens are encouraged to be self-sufficient for at least five (5) days should an emergency or disaster occur.

IV. CONCEPT OF OPERATIONS

A. General

1. The classification of non-charter code city as provided in the Optional Municipal Code Title 35A, Revised Code of Washington, is adopted as the classification for the government of the city of Algona, Washington. (Ord. 545, 1985:Ord. 197 § 1, 1970).

2. The plan of government for the City of Algona, Washington is the council Mayor form of government as provided for in the Optional Municipal Code, Title 35A.12, Revised Code of Washington. (Ord. 545, 1985: Ord. 197 § 1, 1970.
3. The Revised Code of Washington (RCW) Chapter 38.52, Emergency Management empowers local governmental entities to establish a program to deal with emergencies and specifically authorizes two or more entities to join together to establish such a program.
4. Local governments are responsible for ensuring that provisions are made for continuity of government during emergencies within their respective jurisdictions.
5. City government will retain the authority and ultimate responsibility for direction and control of its own disaster operations, use of resources, and application of mutual aid within its own boundaries.
6. King County Emergency Management is charged with the responsibility of coordinating disaster mitigation, preparedness, response, and recovery efforts of its member agencies under the joint direction and control of the King County Council and the King County Sheriff. DEM's jurisdiction includes all unincorporated King County and all incorporated cities within. .
7. The City is provided fire protection, technical rescue, and emergency medical services by the Regional Valley Fire Authority (RVFA).
8. Disaster operations will be in coordination with DEM and conducted by City personnel. Those efforts will be supplemented as necessary by trained volunteers and by the workforce available within the local area. Resources obtained from the County, State and from Federal agencies will also be utilized.
9. The Algona Police Chief and the VRFA Fire Chief have been delegated the responsibility for the development and maintenance of the CEMP and the coordination of emergency preparedness and management activities within the City.
10. Other public and private organizations, school districts, and volunteer organizations may, under mutual agreement, operate in coordination with this CEMP.

B. Overall Coordination of Incident Management Activities

1. The Algona Mayor is the executive branch and the City Council makes up the legislative branch of City government. The executive and legislative branches of the City are responsible for overall policy direction

within the City.

2. The Police Chief or his designee is the Emergency Management Coordinator (EMC) (Ord. § 1 (Part), 2008). In that role, he/she oversees and provides policy recommendations to the City Council during emergency and recovery periods and is responsible to ensure the development and maintenance of the CEMP.
3. The Emergency Management Coordinator, or designee, is responsible for directing all emergency operations and programs throughout City governments and preserving City records.
4. Emergency management activities are conducted, so as to follow the Incident Command System (ICS) to the maximum extent possible.

C. Concurrent Implementation of Other Plans

The CEMP is the core plan for emergency management. This CEMP employs an Emergency Support Function (ESF) approach. This approach identifies sources of direct assistance and operational support through the EOC that the City may need in order to address hazard mitigation, preparedness, response, and recovery from an emergency or disaster.

1. The Basic Plan presents the policies and concept of operations that guide how the City will conduct mitigation, preparedness, response, and recovery activities.
2. The Appendices describe emergency management activities and give details supporting the Basic Plan.
3. The ESFs describe the mission, policies, concept of operations, and responsibilities of the primary and support agencies involved in implementation of activities.
4. Other plans, authorities, protocols, and guidance used before, during, or after disasters and emergencies in within the City of Algona include the following:
 - a) City of Algona Emergency Operations Center Manual
 - b) King County Hazard Identification and Vulnerability Assessment
 - c) King County Comprehensive Emergency Management Plan
 - d) Washington State Comprehensive Emergency Management Plan
 - e) National Response Framework

D. Organizational Structure

The day-to-day organizational structure of departments will be maintained, to the extent it is practical to do so, for major emergency and disaster situations. All departments and the City will

operate within the Incident Command System (ICS) structure, as set forth in NIMS.

E. Principal Incident Management Organizational Elements

Various City departments have personnel and other resources, including specialized vehicles and heavy construction equipment, available to deploy during disasters and emergencies. The numbers of personnel and the number and type of vehicles and other equipment available for deployment are listed in the City of Algona EOC Manual. These include the following:

1. The Valley Regional Fire Authority is consolidated with that of the City of Algona, Auburn and City of Pacific as a combined paid/volunteer force and provides fire protection, technical rescue, and emergency medical services within the City. Mutual aid agreements are maintained with all neighboring jurisdictions.
2. Algona Police Department - provides law enforcement services within the City. Mutual aid agreements are maintained with all neighboring jurisdictions.
3. Algona Utilities Department – personnel are trained and equipped to maintain the following infrastructure and facilities in the City.
4. Community Development Department /Planning

F. Emergency Response and Support Teams (Field Level)

Trained and certified federal teams described in the Concept of Operations of the National Response Framework may be available to assist in incident management, set up response facilities, and provide expertise and capability. They include representatives from the federal Emergency Support Functions. They will integrate into the Joint Field Office when it is established.

G. Defense Support of Civil Authorities

1. The Department of Defense (DOD) is authorized to deploy support to local jurisdictions during disasters and emergencies to assist.
2. DOD support is described in the Concept of Operations of the National Response Plan. DOD responds to requests for assistance during disasters and emergencies when local, state or federal resources are overwhelmed. This support is provided on a reimbursable basis.
3. Emergency Support Function (ESF) 20 details the Department of Defense (DOD) support that is available.

H. Law Enforcement Assistance

The Algona Police Department is the agency of primary jurisdiction within the City under routine circumstances and during emergency operations. The Washington Mutual Aid Peace Officers Powers Act, RCW 10.93, provides law enforcement with mutual assistance capabilities between jurisdictions. Mutual aid agreements exist with local law enforcement agencies. Letters of mutual support exist with various law enforcement agencies throughout the state. Supplemental law enforcement assistance should be requested through the EOC, when activated. Law enforcement support that is available to deploy to the City of Algona during disasters and emergencies include the following:

1. Local Agencies (mutual aid/notices of consent)
 - a) Auburn Police Department
 - b) King County Sheriff
 - c) Pacific Police Department
 - d) Sumner Police Department
 - e) Milton Police Department
 - f) Kent Police Department

2. State Agencies
 - a) Washington State patrol

3. Federal Agencies
 - a) FBI
 - b) BATF
 - c) Secret Service

These are federal government resources described in the Concept of Operations of the National Response Plan. Federal agencies may be requested to provide public safety and security during disasters and emergencies. The ESF #13 provides guidance on the integration of resources to support incident management functions.

V. INCIDENT MANAGEMENT ACTIONS

It is the policy of the City to conduct emergency and disaster preparedness and mitigation activities in an effort to reduce and minimize the effects of a major emergency or disaster. When a major emergency or disaster occurs, management shall use the following general checklist as a basis for managing disaster operations:

- Establish Incident Command.
- Report to the pre-determined site to manage department operations.
- Account for personnel.
- Assess damages to facilities and resources.
- Assess personnel and resources available.
- Assess problems and needs.
- Report the situation, damages, and capabilities to the EOC.
- Send designated department representatives to the EOC.
- Carry out department responsibilities and assigned tasks.
- Continue assessment of and report to the EOC regarding department resources, needs, damages, actions etc.
- Keep detailed and accurate records, document actions, costs, situations, etc.

A. Notification and Assessment

1. Federal, State, local, tribal, private-sector, and nongovernmental organizations report threats, incidents, and potential incidents using established communications and reporting channels. The established communication channel for receiving and disseminating threat and operational information for hazards, disasters, and emergencies for the City of Algona is through King County Emergency Management (or the King County EOC, if activated) to the Washington State Emergency Management Division (or the Washington State EOC, if activated).
2. Suspicious activity, terrorist threats, and actual incidents with a potential or

actual terrorist nexus are to be reported immediately to the regional JTTF in Seattle. Subsequently, the FBI SIOC immediately reports the terrorist threat, if the FBI deems the threat to be credible, or the actual incident to the HSOC and the NCTC. Additionally, actual incidents, regardless of whether or not there is a terrorist nexus, are reported immediately to the HSOC by appropriate governmental and nongovernmental entities.

B. Activation

It is the policy of the City to provide vital services to the community during emergency conditions while maintaining a concern for the safety of City employees and their families. In the event of a widespread disaster that necessitates the activation of the EOC, the following procedures shall be followed:

1. During non-work hours: All employees are encouraged to ensure the safety and welfare of their families and homes. After making any necessary arrangements, all designated employees are required to report to work pursuant to department standard operating procedures (SOPs).
2. During work hours: Departments shall make every effort to allow employees to check promptly on the status of their families and homes, provided that doing so does not compromise emergency response functions as defined in this CEMP.
3. Directors from each department will determine the instances when an allowance for time off for unusual circumstances will be made for any employee.
4. The Police Chief, or designees may activate the EOC. Additionally, the EOC may be activated at the request of an outside agency such as DEM or other governmental entity to support their operations subject to approval by the Emergency Management Coordinator, (Police Chief) or designees when the level of operations requires it. Designated staff will report to the EOC to coordinate response efforts and support field operations. All or part of the EOC may be activated during an emergency or disaster.
5. The City's primary EOC is located in the Algona City Hall at 402 Warde Street., Algona, Washington. Valley Regional Fire Authority station 31 Headquarters located at 1101 D Street N.E. Auburn, WA , Station 38 may serve as an alternate EOC location.
6. In the event of communications failure during an emergency or disaster, any City facility or temporarily established site may act as a remote EOC for its local area until coordination can be established from the EOC. Each site may serve as a command post, staging area, triage station, communications center, or in any other functional capacity appropriate for the situation.

C. Requests for Assistance

When a major emergency or disaster occurs, it is anticipated that departments and other responding organizations will organize their areas of responsibilities into manageable units, assess damages, and determine needs. If agency resources cannot meet the needs created by the disaster, additional assistance may be requested through existing mutual aid agreements or through the King County EOC.. In the event of a Proclamation of a Local Emergency, the deployment of resources will normally be coordinated through the EOC. Resources to support City operations may be placed at staging areas until specific assignment can be made.

D. Pre-Incident Actions (Prevention) - Actions taken to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions taken to protect lives and property.

1. **Public Health and Safety:** Initial safety efforts focus on actions to detect, prevent, or reduce the impact to public health and safety. Such actions can include environmental analysis, plume modeling, evacuations, emergency sheltering, air monitoring, decontamination, emerging infectious disease tracking, emergency broadcasts, etc. These efforts may also include public health education; site and public health surveillance and testing procedures; and immunizations, prophylaxis, and isolation or quarantine for biological threats coordinated by HHS and State and local public health officials.
2. **Responder Health and Safety:** The safety and health of responders is also a priority. Actions essential to limit their risks include full integration of deployed health and safety assets and expertise; risk assessments based upon timely and accurate data; and situational awareness that considers responder and recovery worker safety. A comprehensive location and/or operational response safety and health plan is key to mitigating the hazards faced by responders. These efforts include incident hazard identification and characterization; implementation and monitoring of personal protective equipment selection, use, and decontamination; exposure sampling and analysis; worker health and safety risk analysis; health and safety monitoring; and development/ongoing evolution of the site-specific safety and health plan.
3. **Property and the Environment:** Responders may also take incident mitigation actions to protect public and private property and the environment. Such actions may include sandbagging in anticipation of a flood, or booming of environmentally sensitive areas in response to a potential oil spill.
4. **Specific prevention activities include:**
 - a) Establish policies and procedures for department chain of command and succession of authority.
 - b) Designate primary and alternate locations from which to establish direction and control of department activities during an emergency or disaster.
 - c) Identify and obtain necessary equipment and supplies, which may be

- needed to manage department activities.
- d) Identify the information needed to manage department activities including how it will be gathered, stored, and accessed.
- e) Decide how department management relates to the EOC and who should report there when an emergency or disaster occurs.
- f) Encourage the development of employee response teams from within their department.
- g) Establish procedures to ensure the ability to activate personnel on a 24-hour basis.
- h) Make staff available, when requested by the EMC or DEM, for appropriate training and emergency assignments, such as EOC activities, damage assessment, and liaisons with other agencies and organizations. All costs for these activities shall be the responsibility of the respective department.
- i) Maintain an updated inventory of key department personnel, facilities, and equipment resources.

E. Response Activities

Once an incident occurs, the priorities shift from prevention, preparedness, and incident mitigation to immediate and short-term response activities to preserve life, property, the environment, and the social, economic, and political structure of the community. In the context of a terrorist threat, simultaneous activities are initiated to assess regional and national-level impacts, as well as to assess and take appropriate action to prevent and protect against other potential threats.

During the incident, the Director of each department, with concurrence of the EMC, shall:

1. Assess the impact of the incident on department personnel, facilities, equipment, and capabilities.
2. Report any observed damage through the respective department's chain of command to the EOC on a continuing basis.
3. Keep complete records of costs, expenditures, overtime, repairs, and other disaster-related expenditures.
4. In coordination with the EOC, direct the execution of emergency operations plans and perform appropriate incident mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes.
5. Response actions also include immediate law enforcement, fire, ambulance, and emergency medical service actions; emergency flood fighting; evacuations; transportation system detours; emergency public information; actions taken to minimize additional damage; urban search and rescue; the establishment of

facilities for mass care; the provision of public health and medical services, food, ice, water, and other emergency essentials; debris clearance; the emergency restoration of critical infrastructure; control, containment, and removal of environmental contamination; and protection of responder health and safety.

6. During the response to a terrorist incident, law enforcement actions to collect and preserve evidence and to apprehend perpetrators are critical. These actions take place simultaneously with response operations necessary to save lives and protect property, and are closely coordinated with the law enforcement effort to facilitate the collection of evidence without impacting ongoing life-saving operations.
7. In the context of a single incident, once immediate response missions and lifesaving activities conclude, the emphasis shifts from response to recovery operations and, if applicable, hazard mitigation.

F. Recovery Activities

1. Recovery involves actions needed to help individuals and communities return to normal when feasible. The JFO is the central coordination point among Federal, State, local, and tribal agencies and voluntary organizations for delivering recovery assistance programs.
2. All response and recovery activities are detailed in SOPs, and appropriate State and Federal recovery guidelines. The process for collecting and analyzing data, developing objectives and action plans, and documenting critical incident information in the EOC is guided by SOPs. Following the incident, the Director of each department, with the concurrence of the EMC, shall:
 - a) Continue to report any observed damage and assess community needs.
 - b) Prioritize recovery projects and assign functions accordingly.
 - c) Coordinate recovery efforts and logistical needs with supporting agencies and organizations.
 - d) Prepare documentation of the incident, including the incident log, cost analysis, and estimated recovery costs.
 - e) Assist in establishing disaster assistance offices to aid private businesses and citizens with individual recovery.
 - f) Assess special community needs and provide information and assistance, as deemed appropriate.

G. Mitigation Activities

1. Hazard mitigation involves reducing or eliminating long-term risk to people and property from hazards and their side effects.

2. Mitigation strategies are based on the hazards listed in the King County Hazard Identification and Vulnerability Analysis (published separately) and data gathered following disaster declarations, as well as input from various county agencies, the private sector and the public. The King County Natural Hazard Mitigation Plan (published separately) discusses the strategies in detail.

H. Demobilization

When the EMC determines that activation of the EOC is no longer required, he/she will disseminate Instructions for demobilization from emergency management activities at the conclusion of an incident.

I. Operations under Homeland Security Advisory System (HSAS) Threat Conditions

The **threat condition** provides a guide to assist government and private-sector entities in initiating a set of standardized actions as a result of increased terrorist threat levels within the United States, and to inform the public on updated homeland security requirements. The raising of the threat condition generally is reserved for threats that are credible, corroborated, and imminent. An elevated threat condition can be applied nationally or by region, by industry sector, or to a specific target.

1. Green (low), Blue (guarded), Yellow (elevated) - Under Threat Conditions Green through Yellow, the Algona Police Department monitors intelligence disseminated through normal channels of communication regarding the terrorist threat and maintains situational awareness through the continued monitoring of reported incidents.
2. Orange (high) – Algona police Department will review intelligence disseminated through normal channels of communication regarding the terrorist threat for any local ties to determine appropriate response.
3. Red (severe) - If the threat is elevated regionally or locally, the Algona Police Department will coordinate all activities with a JFO in the local area. In the absence of a JFO, special teams deployed in response to a terrorist threat operate in coordination with the FBI JOC.

VI. ONGOING PLAN MANAGEMENT AND MAINTENANCE

A. Coordination

Ongoing plan management and maintenance requires preparedness coordination. The City of

Algona Emergency Manager will coordinate with and gain the concurrence of all agencies that have a role in incident management for the development and execution of policy, planning, training, equipping, and other preparedness activities.

B. Plan Maintenance

1. The EMC or designate will ensure that exercises of this plan are conducted on an ongoing, annually basis.
2. This PLAN will be updated every four years (at a minimum). The revised Plan will be submitted to the Washington State Emergency Management Division for review prior to formal adoption.

C. NIMS Integration

1. NIMS is a system mandated by HSPD-5 that provides a consistent, nationwide approach for Federal, State, local, and tribal governments; the private sector; and NGOs to effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity.
2. To provide for interoperability and compatibility among Federal, State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology.
3. It is the policy of the City of Algona that all emergency management activities will be conducted in accordance with NIMS.

VII. REFERENCES

- A. *City of Algona – Ordinance § 1 (part), 2015, Emergency Management*
- B. *City of Algona Emergency Operations Center Manual*
- C. *King County Hazard Identification and Vulnerability Assessment*
- D. *King County Comprehensive Emergency Management Plan*
- E. *RCW 35.33.081, Emergency Expenditures- Nondebatable Emergencies*
- F. *RCW 35.33.101, Emergency Warrants*
- G. *RCW 38.52, Emergency Management*
- H. *RCW 39.34, Interlocal Cooperation Act*

- I. *RCW 43.43, Washington State Patrol - State Fire Services Mobilization Plan*
- J. *RCW 49.60.400, Discrimination, Preferential Treatment Prohibited*
- K. *WAC 118-04, Emergency Worker Program*
- L. *WAC 118-30, Local Emergency Management/Services Organizations, Plans & Programs*
- M. *WAC 296-62, General Occupational Health Standards*
- N. *Washington State Comprehensive Emergency Management Plan*
- O. *Public Law 93-288, Disaster Relief Act of 1974, as amended by PL 100-707, the Robert T. Stafford Disaster Relief and Emergency Assistance Act*
- P. *Public Law 96-342, Improved Civil Defense Act of 1980, as amended.*
- Q. *Public Law 99-499, Superfund Amendments & Reauthorization Act (SARA) of 1986, Title III, Emergency Planning and Community Right to Know*
- R. *Title 44, CFR, Section 205.16 – Nondiscrimination*
- S. *National Response Framework*
- T. *National Incident Management System*

VII. ATTACHMENTS

None

APPENDICES

APPENDIX 1: DEFINITIONS

Name Description

Absorption The passing of a substance into the circulatory system of the body.

A Centralized Computer Enforcement Service System

(ACCESS) Statewide law enforcement data network controlled and administered by the Washington State Patrol. This network provides the capability to send warning and notification of emergencies from state to local jurisdictions Transmission line for sending NOAA National Weather Service information.

Access control point Road or highway control point staffed primarily by State or County law enforcement, augmented as necessary by the National Guard and/or designated response agencies to facilitate the exit from and deny the entry of unauthorized personnel into an area of risk. Access control is an enforcement function involving the deployment of vehicles, barricades, or other devices around the perimeter of the risk area, to deny access into the area.

Acute Exposure An exposure to a toxic substance that occurs in a short or single time period.

Administration and Finance Chief

In an incident, responsible for communications flow, record keeping, and financial support.

Advanced Life Support

(ALS)

After Action Report (AAR) A narrative report that presents issues found during an incident or exercise along with recommendations on how those issues can be resolved.

Agency for Toxic Substances and Disease Registry

(ATSDR) Maintains the Hazardous Substances Emergency Incidents Surveillance (HSEES) system, a database of reports of hazardous

substances releases from fixed facilities and during transportation & determines public health issues from hazardous substances.

Air Force Rescue Coordination Center (AFRCC)

The Rescue Coordination Center (RCC) operated by the U.S. Air Force at Langley Air Force Base, Virginia, which coordinates the federal response in search and rescue (SAR) operations within the Inland Search and Rescue Region. This Region is defined as the 48 contiguous states (see RCC definition).

Air search and rescue

ASAR or Search and rescue operations for aircraft in distress, missing, or presumed down are conducted by the Washington State Department of Transportation, Aviation Division, under authority of Revised Code of Washington (RCW) 47.68 and Washington Administrative Code (WAC) 468.200. Related land SAR operations, including the rescue and/or recovery of victims of a downed aircraft incident, are the responsibility of the chief law enforcement officer in whose jurisdiction the incident site is located. Air search and rescue does not include air support of land search and rescue operations conducted under authority of Chapter 38.52

Name Description

RCW. See also SEARCH AND RESCUE.

Allocated Resources Resources dispatched to an incident that have not yet checked in with the Incident Communications Center.

Alternate Facility An alternate work site that provides the capability to perform minimum essential departmental or jurisdictional functions until normal operations can be resumed.

Amateur Radio Emergency Service

(**ARES**) Is the American Radio Relay League (ARRL) public service arm for providing support primarily to non-government agencies during an emergency/disaster. A primary user of the ARES is the American Red Cross.

AMBER Alert

Abducted Minor Broadcast Emergency Response Alert sent out locally or from the State law enforcement agencies over the EAS system.

American Radio Relay League

(**ARRL**) Uses ARES as the public service arm for providing support primarily to non-government agencies during an emergency/disaster.

American Red Cross (ARC)

Annex

The purpose of an annex is to describe operations for a particular function. It defines the function and shows how activities of various participants in the functional organization are coordinated. The annex is action-oriented. It is written for, and preferably by, the person responsible for controlling resources available to accomplish the objectives of the function in any large-scale emergency. It is a substantial, freestanding plan that is specific to carry out a task. Examples: Fire Mobilization Plan, Hazmat Plan, Pet Care Plan.

Appendices

An appendix contains details, methods, and technical information that are unique to specific hazards identified as being likely to pose a threat of disaster in the community. Appendices should be attached to functional annexes. Appendices are supplementary, helper documents, frequently changing but without specific direction. Examples: non-critical lists such as phone lists or annual lists of incidents.

Applicant's Briefing

A meeting conducted by the Governor's Authorized Representative (GAR) for all potential applicants for public assistance grants.

Asphyxiates

Chemicals that starve the cells of an individual from the life-giving oxygen needed to sustain metabolism.

Assigned Resources

Resources checked in and available for assignment.

Base In Incident Command, location at which the primary logistics functions are coordinated and administered. The Incident Command Post may be located with the Base. There is only one Base per incident.

Base Flood Elevation (BFE)

Elevation of the 100-year flood. Flood that has a one percent probability of being equaled or exceeded in any given year (Also known as the 100-year flood). This elevation is the basis of the insurance and floodplain management requirements of the National Flood Insurance.

Basic Life Support (BLS)

Berm Small levees, usually built from fill dirt.

Name Description

Biodegradable

Capable of decomposing quickly through the action of microorganisms.

Biomagnification

The tendency of certain chemicals to become concentrated as they move into and up the food chain.

Branch

That organizational level having functional/geographic responsibility for major segments of incident operations. The Branch level is the organizational level between Section and Division/Group.

Catastrophic Incident

An emergency event that renders a department's or jurisdiction's primary facility unusable for a sustained period of up to or exceeding 30 days.

Central Nervous System Depressants

Toxicants that deaden the central nervous system, diminishing sensation.

Chronic Exposure

Process by which small amounts of toxic substances are taken into the body over an extended period.

Civil Defense Warning System

(CDWS) FEMA is required to provide Civil Defense warning messages to the public. This is accomplished through the use of NAWAS broadcasts directly to state and local governmental agencies.

Clear Text

The use of plain English in radio communications transmissions. No ten codes or agency-specific codes are used when using clear text.

Code of Federal Regulations

(CFR) The primary volume regarding the Public Assistance Program under FEMA's direction.

Cold Zone

The fully safe operating area surrounding the warm zone at a hazardous materials site. The Command Post and general staging areas are located in the Cold Zone.

Command

The act of directing, ordering, and /or controlling resources by virtue of explicit legal, agency, or delegated authority.

Command Staff

The Command Staff consists of the Safety Officer, Liaison Officer, and Information Officer, who report directly to the Incident Commander.

Communications Unit

Functional unit within the Service Branch of the Logistics Section. Responsible for the incident communications plan, the installation and repair of communications equipment, and operation of the Incident Communications Center. May also refer to a mobile unit used to provide the major part of an Incident Communications Center.

Communications Van (COM VAN)

Compensation Claims Unit

Unit within the Finance/Administration Section of Incident Command. Responsible for financial concerns resulting from injuries or fatalities at an incident.

Comprehensive Emergency Management Network

(CEMNET) Dedicated 2-way Very High Frequency (VHF) low-band radio system. Provides direction and control capability for state and local jurisdictions for administrative use, and during an emergency or disaster. This is an emergency management net belonging to and managed by the Washington State Military Department, Emergency Management Division.

Comprehensive Emergency Management Plan

(CEMP) The plan developed by the Division of Emergency Management and participating entities, which addresses the mitigation, preparation, response, and recovery activities associated with emergency/disaster situations.

Comprehensive Environmental Response, Compensation, and Liability Act of 1980

(CERCLA) The Federal statute that authorized "Superfund." Administered by the EPA, the law provides funding for cleanups and emergency response actions for hazardous substances at the worst hazardous waste sites in the U.S.

Contingency staff/team

The personnel of the department or jurisdiction who are designated to report to the alternate facility during COOP implementation to ensure that the department or jurisdiction is able to perform its essential functions.

Continuity of Government

(COG) Measures taken by a government to continue to perform required functions during and after a severe emergency. COG is a coordinated effort within each branch of the government to continue its minimum

essential responsibilities in a catastrophic emergency.

Continuity of Operations

(COOP) An internal effort within individual components of a government to ensure the capability exists to continue essential component functions across a wide range of potential emergencies, including localized acts of nature, accidents, and technological or attack related emergencies.

COOP Emergency Response Team

The individuals, identified by position, within the state department or local jurisdiction that are responsible for ensuring the essential functions are performed in an emergency and for taking action to facilitate that performance.

Cooperating Agency An agency supplying assistance other than direct suppression, rescue, support, or service functions to the incident control effort (Red Cross, law enforcement, public works, etc.).

Corrosive

A chemical that destroys or irreversibly alters living tissue by direct chemical action at the site of contact.

Control Staff Instructions.

(COSIN) Master scenario list for training exercises.

Cost Estimating Format

(CEF) A cost estimating methodology used by FEMA to better estimate the cost of large projects.

Cost Share A sharing of costs between the Federal and State governments when the President declares a disaster or emergency.

Cost Unit Functional unit within the Finance/Administration Section of Incident Command. Responsible for tracking costs, analyzing cost data, making cost estimates, and recommending cost-saving measures.

County Organizations Private entities that are signatories to the CEMP and have a designated responsibility for carrying provisions out within the CEMP.

Critical Incident Stress Debriefing

(CISD)

Critical Customers Organizations or individuals for which a state department or local jurisdiction performs mission-essential functions.

Damage Assessment The process of determining the magnitude of damage and the unmet

needs of the community as the result of a hazardous incident. Estimation of damages made after a disaster has occurred which serves as the basis of the Emergency Management Coordinator's proclamation of emergency.

Damage Assessment Unit (DAU)

Unit to coordinate the urgent and detailed damage assessment to help document the magnitude of private and public damages from disasters/emergencies.

Decontamination

The process of removing hazardous substances from the body or equipment.

Delegated Authority An official mandate calling on the individual holding a specific position to assume responsibilities and authorities not normally associated with that position when specified conditions are met.

DEM Duty Officer To be written----

Demobilization Unit Functional unit within the Planning Section of Incident Command. Responsible for ensuring orderly, safe, and efficient demobilization of resources committed to the incident.

Department of Energy (US) (DOE)

Department of Natural Resources (WA) (DNR)

Department of Defense (US) (DOD)

Department of Health (DOH)

Department of Labor (US) (DOL)

Department of Licensing (WA) (DOL)

Department of Transportation (WA) (DOT)

Department of Social and Health Services (WA) (DSHS)

Designated Area Any county in the state identified with emergency or major disaster affected areas that has been determined eligible for federal assistance.

Dike

An embankment or dam made to prevent flooding by the sea or by a stream.

Direction and Control The emergency support function that defines that the management of emergency response and recovery.

Direction and control exercise

An activity in which emergency management officials respond to a simulated incident from their command and control centers. It mobilization emergency management and communications organizations and officials. Field response organizations are not normally involved.

Disaster

An incident expected or unexpected, in which a community's available, pertinent resources are expended, or the need for resources exceeds availability, and in which a community undergoes severe danger, incurring losses so that the social or economic structure of the community is disrupted and the fulfillment of some or all of the community's essential functions are prevented.

Dirty Bomb

AKA Radioactive Dispersion Device (RDD). A conventional explosive containing some source of radioactivity.

Disaster

An incident, expected or unexpected, in which a community's available pertinent resources are expended, or the need for resources exceeds availability, and in which a community undergoes severe danger, incurring losses so that the social or economic structure of the community is disrupted and the fulfillment of some or all of the community's essential functions are prevented.

Disaster analysis

The collection, reporting and analysis of disaster-related damages to determine the impact of the damage and to facilitate emergency management of resources and services to the impacted area.

Disaster assessment

Estimation of damages made after a disaster has occurred which serves as the basis of a Proclamation of a Local Emergency.

Disaster Assistance Team (DAT)

Team selected to coordinate the provision of disaster related humanitarian assistance and services to all citizens of the county.

Disaster Policy Team (DPT)

Established by the Emergency Management Director to advise him during a disaster/emergency.

Disaster Recovery Center

(DRC) A temporary facility where, under one roof, representatives of Federal agencies, local and state governments, and voluntary relief organizations can process applications from individuals, families, and business firms.

Disaster Recovery Manager

(DRM) - This is a function, rather than position, to which the Federal

Emergency Management Agency Regional Director delegates the authority to administer the Federal Emergency Management Agency response and recovery programs. The function oversees the physical obligation from the President's Disaster Relief Fund.

Disaster Recovery Unit

(**DRU**) Unit to coordinate the county's recovery and restoration activities and to identify and recommend appropriate mitigation strategies.

Disaster Survey Report (DSR)

District Hazardous Materials Coordinator

(**DHMC**) Incident Commander at the scene of a major hazardous materials incident.

Documentation Unit Functional unit within the Planning Section. Responsible for recording, collecting, and protecting all documents relevant to the incident.

Domestic Nuclear Detection Office

(**DNDO**) DHS department to oversee attempts import, transport nuclear explosive devices or radiological material for illegal use.

Donated Resources

Volunteer labor, donated equipment, and donated materials.

El Nino

The phenomenon of a warm current replacing normally cool waters off the coast of Peru. Coastal winds usually push away surface water and the water is replaced by cold, nutrient-rich water from deep in the ocean.

Earthquake Sudden shaking of the earth caused by the breaking and shifting of rock beneath the earth's surface.

EAS – Emergency Alert System

A federally mandated program established to enable the President, federal, state, and local jurisdiction authorities to disseminate emergency information to the public via the Commercial Broadcast System.

Formerly known as the Emergency Broadcast System (EBS), it requires broadcasters to relay emergency information. It is transmitted via a communications link between Dispatch and KELA radio station. This system is for immediate action emergencies where the public needs to be informed. Example: dam failure, hazmat chemical cloud.

EAS Plan A document which outlines the organization and implementation of EAS in Washington State. It includes monitoring assignments, actions to be

taken in emergency activations, and other guidelines for broadcasters and cable personnel in use of the EAS in Washington State.

Economic Injury Disaster Loans (EIDL)

Eligible Applicant An entity that may apply for FEMA disaster assistance. There are four types: state government, local government, private non-profit (or institutions that own PNP facilities) and Indian Tribes (organizations and Alaska Natives).

Emergency

Any incident, whether natural or manmade, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

Emergency Management or Comprehensive Emergency Management

The preparation for and the carrying out of all emergency functions other than functions for which the military forces are primarily responsible, to mitigate, prepare for, respond to, and recover from emergencies and disasters, to aid victims suffering from injury or damage resulting from disasters caused by all hazards, whether natural or technological, and to provide support for search and rescue operations for persons and property in distress.

Emergency Coordination Center

A central location at an EOC staffed by multiple jurisdictions and/or agencies involved in response to a single large or several smaller incidents occurring at the same time.

Emergency Management Assistance

(EMA) Name changed to SLA - State and Local Assistance. Matching State (originating from Federal dollars) grants for Emergency Management offices.

Emergency Management Coordinator

Performs administrative and technical work in the development, implementation and coordination of the City's Emergency Management Program; coordinates and acts as liaison for the City's disaster recovery efforts; oversees the disaster training, exercises and public awareness programs; and performs related duties as assigned.

Emergency Management Assistance Compacts (EMAC)

Agreements that provide for one jurisdiction to provide resources or

other support to another jurisdiction during an incident.

Emergency Management Committee (EMC)

The Emergency Management Committee is established to coordinate the development of the CEMP. The EMC Committee is chaired by the Director of Emergency Management, or designee, and made up of members representing each city contracting for services from Emergency Management and representation from each organization with ESF lead agency responsibilities. The committee may include other representatives as appropriate. The EMC committee will meet annual and after each EOC/ECC activation to review the plan and advise the Director on recommended changes.

Emergency Management Division (WA) (WEMD)

Emergency Management Institute

(EMI) The Federal Emergency Management Agency's training campus in Emmetsburg, Maryland. EMI offers training in a variety of emergency management topics.

Emergency Medical Services

(EMS) Emergency Medical Services is a system that provides care to the sick and injured at the scene of any medical emergency or while transporting any patient in an ambulance to an appropriate medical control, including ambulance transportation between medical facilities. It commonly includes trained and licensed emergency care providers and specialized transportation vehicles.

King County is in the West Region EMS. The EMS Council is headed by a director, usually from the Emergency Room of the hospital. This Council sets the protocols for EMT's and Ambulance services.

Emergency Management is involved in Mass Casualty situations where additional resources may be needed.

Emergency Medical Technician

(EMT) A person trained and licensed by the State to provide emergency medical care to the sick and injured.

Emergency Operations Center

(EOC) A central location from which overall direction, control, and coordination of a single community's response to a disaster will be established. The EOC is generally equipped and staffed to perform the following functions: collect, record, analyze, display, and distribute information; coordinate public information and warning; coordinate government emergency activities; support first responders by coordinating the management and distribution of information and resources and the restoration of services; conduct appropriate liaison and

coordination activities with all levels of government, public utilities, volunteer and civic organizations, and the public.

Emergency Operations Plan (EOP) – Plans prepared by county and municipal government in advance and in anticipation of disasters for the purpose of assuring effective management and delivery of aid to disaster victims, and providing for disaster prevention, warning, emergency response, and recovery.

Emergency Protective Measures

Actions taken by applicants before, during, and after a disaster to save lives, protect public health, and to prevent damage to improved public and private property.

Emergency Support Function

(ESF) Emergency Support Functions are functional annexes to the basic Comprehensive Emergency Management Plan. They outline the general guidelines by which County Organizations will carry out the responsibilities assigned in the plan, i.e., how response to a disaster or emergency will be handled.

Emergency Work - Work that must be done immediately to save lives and to protect improved property and public health and safety to avert or lessen the threat of a major disaster.

Emergency worker Emergency worker means any person including but not limited to an architect registered under Chapter 18.08 RCW or a professional engineer registered under Chapter 18.43 RCW, who is registered with a local emergency management organization or the department and holds an identification card issued by the local emergency management director or the department for the purpose of engaging in authorized emergency management activities or is an employee of the state of Washington or any political subdivision thereof who is called upon to perform emergency management activities.

Engineer Any person registered under Chapter 38.52 RCW as an emergency worker who is an architect or professional engineer as registered under Chapters 18.08 and 18.43 RCW respectively.

Enhanced 911 (E-911) Can track location of in-coming calls.

Environmental Protection Agency (US) (EPA)

Essential Functions Those functions, stated or implied, that state departments and local jurisdictions are required to perform by statute or executive order or are otherwise necessary to provide vital services, exercise civil authority, maintain the safety and well being of the general populace, and sustain

the industrial/economic base in an emergency.

Essential Operations Those operations, stated or implied, that state departments and local jurisdictions are required to perform by statute or executive order or are otherwise deemed necessary.

Essential Personnel Staff of the department or jurisdiction that are needed for the performance of the organization's mission-essential functions.

Evacuation A protective action which involves leaving an area of risk until the hazard has passed.

Event: A scheduled nonemergency activity (e.g., sporting event, concert, parade, etc.).

Exercise A simulated emergency condition carried out for the purpose of testing and evaluating the readiness of a community or organization to handle a particular type of emergency.

Extremely Hazardous Substance

(EHS) Any one of over 300 hazardous chemicals on a list compiled by EPA to provide a focus for State and local emergency planning activities.

Facility Any publicly or privately owned building, works, system, or equipment built or manufactured, or an improved and maintained natural feature. Land used for agricultural purposes is not a facility.

Federal Coordinating Officer

(FCO) The person appointed by the FEMA Director (by delegation of authority from the President) to coordinate assistance in a Federally declared disaster.

Federal Disaster Declaration

Formal action by the President to make a state eligible for federal disaster assistance.

Federal Emergency Management Agency

(FEMA) Agency created in 1979 to provide a single point of accountability for all federal activities related to disaster mitigation and emergency preparedness, response, and recovery. FEMA provides technical advice and funding for state and local emergency management agencies, manages the President's Disaster Relief Fund and coordinates the disaster assistance activities of all federal agencies in the event of a Presidential Disaster Declaration..

Federal Radiological Monitoring and Assessment Plan

(FRMAP) - (formerly known as the Interagency Radiological

Assistance Plan) - A plan developed, coordinated and maintained by the U.S. Department of Energy for provision of federal radiological monitoring and assessment support during a response to a nuclear emergency.

Federal Radiological Emergency Response Plan

The plan that describes the Federal response to the radiological and onsite technical aspects of an emergency in the United States and identifies the lead federal agency for an incident. The incidents include one involving the Nuclear Regulatory Commission or state licensee, the U.S. Department of Energy or the U.S. Department of Defense property, a space launch, occurrence outside the United States but affecting the United States, and one involving radium or accelerator-produced material. Transportation events are included in those involving the U.S. Nuclear Regulatory Commission, state licensee, U.S. Department of Energy, or U.S. Department of Defense.

FEMA Operations Center

(FOC) Located at the Mt. Weather Emergency Assistance Center in Berryville, Virginia.

FEMA/State Agreement

Formal legal document between FEMA and the state, which states the understanding, commitments, and binding conditions for assistance applicable as the result of the major disaster or emergency declared by the President. The agreement is signed by the FEMA Regional Director, or designee, and the Governor.

Field Assessment Team

(FAST) - A designated team of technical experts from federal, state, and local emergency management organizations that are alerted and deployed to a disaster to augment or supplement state and local jurisdiction assessment capabilities.

Finance/ Administration Section

Responsible for all costs and financial/administrative considerations of the incident.

First Responders Those in occupations that require they respond immediately to an emergency incident. Example: firefighters, law enforcement officers, emergency medical services personnel and Hazmat team members.

Five hundred year Flood Plain

(or a .2% change floodplain). Means the area including the base floodplain, which is subject to inundation from a flood having a 0.2% chance of being equaled or exceeded in any given year.

Flood A partial or complete inundations of normally dry land areas from 1) the overland flow of a lake, river, stream, ditch, etc.; 2) the unusual and rapid accumulation or runoff of surface waters; and 3) mudflows or the sudden collapse of shoreline land.

Flood Control Works Facilities constructed for the purpose of eliminating or reducing the threat of flooding. Examples would be floodwalls and protective levees.

Flood Elevation

Height of flood waters above an elevation datum plane.

Flood Insurance Rate Map

(FIRM) The official map of a community prepared by FEMA, showing base flood elevations along with the special hazard areas and the risk premium zones.

Flood Protection Elevation

(FPE) Elevation of the highest flood that a retrofitting method is intended to protect against.

Flood proofing

Using materials and practices that will prevent or minimize flood damage in the future.

Floodwall

Flood barrier constructed of manmade materials, such as concrete or masonry.

Floodway The portion of the flood plain which is effective in carrying flow, within which this carrying capacity must be preserved and were the flood hazard is generally highest, i.e. where the water depths. And velocities are the greatest. The channel of a river and the adjacent over bank areas reserved to carry base flood discharge without raising the BFE more than a designated amount (one foot).

Floodway Fringe The floodway is the channel of a watercourse plus any adjacent floodplain areas that must be kept free of encroachment so that the cumulative effect of the proposed encroachment, when combined with all other existing or proposed encroachments, will not increase the 100-year flood elevation more than one foot at any point within the community. The area between the floodway and 100-year floodplain boundaries is termed the floodway fringe. The floodway fringe encompasses the portion of the floodplain that could be completely obstructed without increasing the water-surface elevation of the 100-year flood by more than one foot at any point.

Force Account

An applicant's own labor forces and equipment.

Force Account Labor Phase I debris operations. State, tribal or local government employers engaged in debris removal activities within their own jurisdiction.

Forest fire The uncontrolled destruction of forested lands by wildfires caused by natural or human-made incidents. Wildfires occur primarily in undeveloped areas characterized by forestlands.

Government Emergency Telecommunications Service

(GETS) A service providing priority access telephone dialing during circuit overloads conditions.

Governmental Entities of King County

A generic term to denote any and all government or government affiliated offices, departments, division, agencies, districts, and municipalities that are signatories to the Comprehensive Emergency Management Plan (CEMP).

Governor's Authorized Representative

(GAR) Person or alternate empowered by the Governor to execute, on behalf of the State, all necessary documents for disaster assistance and to evaluate and transmit local government, eligible private nonprofit organizations, and state agency requests for assistance to the Regional Director following a major disaster.

Governor's Proclamation of a State of Emergency

A proclamation by the Governor in accordance with RCW 43.06 and 38.52 which activates the State of Washington Comprehensive Emergency Management Plan and authorizes State resources to be used to assist affected political jurisdictions.

Grant An award of financial assistance. The grant award shall be based on the total eligible federal share of all approved projects.

Hazard

Any threat with the potential to disrupt services, cause damage, or create casualties.

Hazard Abatement

The identification of potential or actual hazardous areas, structures, or conditions and the action taken to eliminate them.

Hazard Analysis

Process of identifying the hazards that may impact a community and forms the basis for emergency management.

Hazard Identification

A review of hazards and of locations and conditions associated with hazards in a particular area; being aware of those hazards that, if they occur, could harm your community.

Hazard Identification and Vulnerability Analysis

(HIVA) The HIVA is a comprehensive plan that is the result of a systematic evaluation of a jurisdiction's existing natural and technological hazards. It includes a vulnerability assessment to such hazards and provides guidance for mitigation efforts.

Hazard Mitigation

Any measure that will reduce or prevent the damaging effects of a hazard.

Hazard Probability

The likelihood that a hazard will occur within a given time frame.

Hazard Vulnerability

The ratio of population, property, commerce, and essential infrastructure and services at risk from a given hazard relative to the entire community.

Hazardous Materials Emergency Preparedness Planning Grant

(HMEP) Planning grant issued through the U.S. Department of Transportation, Washington State Department of the Military, Division of Emergency Management.

Hazardous Materials Response Team

(HMRT) A team of specially trained personnel who respond to a hazardous materials incident.

Hazardous Substances Emergency Events Surveillance System

(HSEES) Database of hazardous substances kept by ATSDR.

Hazmat

Hazardous Materials

Hazmat Team

Hazardous Materials team members.

HAZWOPER

Hazardous Waste Operations and Emergency Response

High Impact Emergency

Any emergency requiring a high degree of coordination and generally involving state and federal assistance.

Hot Zone

The total exclusion area around a hazardous materials incident.

Hydrodynamic Force

Force extended by moving water.

Hydrostatic Force

Force exerted by water at rest, including lateral pressure on walls and uplift (buoyancy) on floors.

Immediate Threat

The threat of additional damage or destruction from an incident that can reasonably be expected to occur within five years.

Improved Property

A structure, facility, or piece of equipment, which was built, constructed or manufactured. Land use for agricultural purposes is not improved property.

Incident

An occurrence, natural or manmade, that requires a response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, civil unrest, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, tsunamis, war-related disasters, public health and medical emergencies and other occurrences requiring an emergency response.

Incident Action Plan

The strategic goals, tactical objectives, and support requirements for the incident. All incidents require an action plan.

Incident Command Post

(ICP) A centralized base of operations established near the site of an incident. That location at which primary command functions are executed; usually collated with the incident base.

Incident Command System

(ICS) The combination of facilities, equipment, personnel, procedures,

and communications operating within a common organizational structure for the purpose of responding to a hazardous incident. An all-hazard, on scene functional management system that establishes common standards in organization, terminology, and procedures, provides a means (unified command) for the establishment of a common set of incident objectives and strategies during multi-agency/multi-jurisdiction operations while maintaining individual agency/jurisdiction authority, responsibility, and accountability, and which is a component of the National Interagency Incident Management Systems (NIMS). An equivalent and compatible all-hazards, on-scene, functional management system.

Incident Commander (IC) The individual responsible for the management of operations at the scene of an incident.

Incident Period

The time span during which the disaster-causing incident occurs.

Incidents of National Significance

Those high-impact incidents that require a coordinated and effective response by an appropriate combination of Federal, State, local, tribal, private sector, and nongovernmental entities in order to save lives, minimize damage, and provide the basis for long-term community recovery and mitigation activities. All Presidential declared disasters are considered Incidents of National Significance.

Individual Assistance (IA) Supplementary Federal assistance available under the Stafford Act to individuals, families, and businesses; includes disaster housing assistance, unemployment assistance, grants, loans, legal services, crisis counseling, tax relief, and other services or relief programs.

Individual & Family Grant Program

(IFG) The program authorized under Section 411 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act for the purpose of making grants to individuals and families whose disaster-related serious needs or necessary expenses cannot be satisfied by any other federal, state, or volunteer program. The grant program is normally seventy-five percent federally funded and twenty-five percent state funded. The state administers the program.

Infrastructure Protection Program

(IPP) For protection of critical national infrastructure such as seaports, mass transit, railways and energy facilities.

Interoperable Communications

Alternate communications that provide the capability to perform

minimum essential departmental or jurisdictional functions, in conjunction with other agencies, until normal operations can be resumed.

Inversion An atmospheric condition caused by a layer of warm air preventing cool air trapped beneath it from rising, thus holding down pollutants that could otherwise be dispersed.

Joint Field Office (JFO) The office where Federal and State disaster relief recovery efforts are coordinated and which is staffed by representatives of the responding agencies.

Joint Information Center

(JIC) A facility that may be used by affected utilities, state agencies, counties, local jurisdictions, and/or federal agencies to jointly coordinate the public information function during all hazards incidents.

Joint Project Officer Team

Three-member team responsible for the preparation of large project, Project Worksheets. The three-member team is made up of federal, state, and applicant representatives.

Lahar Indonesian word meaning “rapidly flowing mixture of rock, debris, and water that originates on the slope of a volcano”. Sometimes called “volcanic mudflow” or “debris flow”. A lahar is a fast-moving mixture of mud, rock and water that flows down the sides of volcanoes. They resemble rivers of flowing concrete. Lahars may originate from landslides or they may form from the mixing of hot lava and snow and ice water. Lahars travel at speeds up to 50 miles an hour and they can destroy nearly everything within their paths.

Levee

Flood embankment barrier constructed of compacted soil to prevent a river or a stream from flooding adjacent land.

Levels of Life Support ALS

(Advanced Life Support; BLS (Basic Life Support); ILS (Intermediate Life Support))

Levels of MCI Level 1: less than 10 or any number exceeding the responding unit capabilities; Level 2: 10-30 victims; Level 3: 30 or more victims.

King County E911Communications (Valley Communications)

King County Department of Social & Health Services(KCDH)

King County Government

A generic term to denote any and all King County Government under the direction and authority of the King County Council.

(BOCC). Example: Public Works and other county departments. This definition also includes elected officials of King County government, such as the Auditor and Sheriff.

King County Emergency Management (DEM)

King County Sheriffs Office (KCSO)

Liaison Officer

The point of contact for assisting or coordinating agencies.

Local Emergency Declaration

A resolution by the Board of County Commissioners in accordance with RCW 36.40.180 and 38.52.070(2) which activates the King County Comprehensive Emergency Management Plan and the liability protection and resource procurement provisions of RCW 38.52.

Local Emergency Planning Committee

(LEPC) A local planning group appointed by the State Emergency Response Commission (SERC) to fulfill the planning requirements for a Local Planning District under the Superfund Amendments and Reauthorization Act (SARA) of 1986. as the planning body for preparing local hazardous materials plans.

Local Planning District

A geographic planning area established by the State Emergency Response Commission (SERC) to fulfill the planning requirements for a Local Planning District under the Superfund Amendments and Reauthorization Act (SARA) of 1986.

Local Resources The combined resources, of the type needed to respond to a given hazardous incident, of the County and all taxing jurisdictions within the County, and of the private sector. In any request for state or federal resources, the requesting jurisdiction must certify that local resources have been, or soon will be, exhausted.

Logistics Chief In an incident, responsible for resource management and responding to resource requests.

Logistics Section In Incident Command, responsible for providing facilities, services, and materials for an incident.

Low Level Emergency Minor emergencies requiring minimal supervision, coordination, and assistance.

Manual of Uniform Traffic control Devices
(MUTCD) Standards for placing traffic control signs.

Major Disaster

As defined in the Stafford Act, "Any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this Act to supplement the efforts and available resources of states, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby."

Mass Casualty Levels Level 1: less than 10 or any number exceeding the responding unit capabilities; Level 2: 10-30 victims; Level 3: 30 or more victims.

Material Safety Data Sheet

(MSDS) A compilation of health, reactivity, and flammability information on a chemical product. It is a legal document required by the OSHA Hazard Communication Standard.

MCI Bag The MCI bag contains materials necessary for triage and establishing the medical branch of the Incident Command System (ICS).

MCI Levels Level 1: less than 10 or any number exceeding the responding unit capabilities; Level 2: 10-30 victims; Level 3: 30 or more victims.

Medical Command Post

Medical command functions area executed at this location. The medical command post may be co-located or proximal to the Incident Command Post.

Medical Supply Area Medical supplies are cached at this location. The medical supply area should be located proximal to the treatment area to facilitate re-supply of the individual treatment areas.

Medical Unit In Incident Command, a functional unit within the Service Branch of the Logistics Section. Responsible for providing emergency medical treatment for emergency personnel.

Medium Impact Emergency

Any emergency situation requiring more than routine coordination and assistance and generally involving multiple jurisdictions.

Military Assistance to Safety and Traffic

(MAST) Airlift evacuation from Fort Lewis 54th
Medical Detachment.

Military Department Refers to the Emergency Management Division, the Army and Air National Guard, and Support Services.

Mitigation Any sustained actions taken to eliminate or reduce the degree of long term risk to human life, property, and the environment from natural and technological hazard incidents. Mitigation assumes our communities are exposed to risks whether or not an emergency occurs. Mitigation measures include but are not limited to: building codes, disaster insurance, hazard information systems, land use management, hazard analysis, land acquisition, monitoring and inspection, public education, research, relocation, risk mapping, safety codes, statutes and ordinances, tax incentives and disincentives, equipment or computer tie downs, and stockpiling emergency supplies.

Monomers

A chemical compound that can undergo polymerization.

MSEL

Master Scenario Events List for training exercises. Lists all exercise incidents and anticipated reactions by time.

Multi-agency Coordination Entity (MCE)

Requests from Incident Command that cannot be obtained locally must be submitted through the EOC or MCE using standard resource ordering procedures.

Mutual Aid Agreement

(MAA) A formal or informal agreement for reciprocal assistance for emergency services and resources between jurisdictions.

National Contingency Plan

(NCP) The National Oil and Hazardous Substances Pollution Contingency Plan” (40 CFR Part 300) prepared by the Environmental Protection Agency to put into effect the response powers and responsibilities created by the Comprehensive Environmental Response, Compensation and Liability Act, and the authorities established by

Section 311 of the Clean Water Act.

National Fire Academy

(NFA) Located on the campus of the Federal Emergency Management Agency's National Emergency Training Center in Emmetsburg, Maryland.

National Incident Management System (NIMS)

A concept that provides for a total approach to all risk incident management; NIMS addresses the Incident Command System (ICS), training, qualifications and certification, publications management, and supporting technology. NIMS outlines a standard incident management organization called Incident Command System (ICS) that establishes five functional areas--command, operations, planning, logistics, and finance/administration--for management of all major incidents. To ensure further coordination and during incidents involving multiple jurisdictions or agencies, the principle of unified command has been universally incorporated into NIMS. This unified command not only coordinates the efforts of many jurisdictions, but provides for and assures joint decisions on objectives, strategies, plans, priorities, and public communications.

National Incident Management System Capability Assessment Support Tool (NIMCAST) Web based self assessment system that allows organizations to evaluate and monitor progress in implementing NIMS. Access via www.fema.gov/nims

National Oceanic and Atmospheric Administration

(NOAA) A division of the U.S. Department of Commerce and organization responsible for operation of the NWS and alert/warning weather information.

National Response Center

(NRC) A communications center for activities related to hazardous materials response actions at Coast Guard headquarters in Washington D.C. The center receives and relays notices of discharges or releases to the appropriate on-scene coordinator, disseminates on-scene coordinator and Regional Response Team reports to the National Response Team when appropriate, and provides facilities for the National Response Team to use in coordinating national response action when required. It serves as a focal point for notification of government authorities when a pollution incident occurs.

National Response Framework

(NRF) – A guide to how the Nation conducts all-hazards response.

National Search and Rescue Plan

(NSRP) A U.S. interagency agreement providing a national plan for the coordination of Search and Rescue services to meet domestic needs and international commitments.

National Teleregistration Center

A nationwide toll-free number, operational within 24 hours after the president has declared a major disaster, which applicants can use to apply for assistance or receive information.

National Warning System

(NAWAS) The federal portion of the Civil Defense Warning System, used for the dissemination of warnings and other emergency information from the National or FEMA Region Warning Centers to Warning Points in each state. Also used by the State Warning Points to disseminate information to local Primary Warning Points. Provides warning information to state and local jurisdictions concerning severe weather, earthquake, flooding, and other activities affecting public safety.

Non-Essential Personnel

Staff of the department or jurisdiction who are not required for the performance of the organization's mission-essential functions.

Notice of Interest (NOI) Notification, to FEMA, by public agency applicants in need of disaster assistance, to be submitted within 30 days after the disaster area is designated eligible for aid.

Objectives

The specific operations that must be accomplished to achieve goals. Objectives must be both specific and measurable.

Officer

The Incident Command title for individuals responsible for Operations, Planning, Logistics, or Finance/Administration.

One-hundred Year Flood

A term to express probability. The flood that has a 1% probability (1 in 100) of being equaled or exceeded in any year is referred to as the 100-year flood. It should not be interpreted to mean a flood that happens exactly once every 100 years. Nor does it imply that once a 100-year flood occurs, there is little risk of another 100-year flood occurring in the near future.

One-hundred Year Flood Plane

The area of the 100-year riverine floodplain is often divided into a floodway and a floodway fringe. The floodway is the channel of a

watercourse plus any adjacent floodplain areas that must be kept free of encroachment so that the cumulative effect of the proposed encroachment, when combined with all other existing or proposed encroachments, will not increase the 100-year flood elevation more than one foot at any point within the community.

Operational Period In Incident Command, the period of time scheduled for execution of a given set of operation actions such as specified in the Incident Action plan.

Operations Chief In an incident, a representative of the principal first-response agency having overall incident management responsibilities in the field; responsible for coordinating support to individual incident commanders.

Operations Sections In Incident Command, responsible for all tactical operation at the incident.

Order of Succession

The order in which and conditions under which the responsibilities and authorities of a public official are passed to another official when the original holder of the responsibilities and authorities is unable or unavailable to exercise them.

Orphan Tanks

Tanks or drums containing hazardous materials, such as heating fuel, that are removed from their original location by flood waters.

Other Essential Governmental Service Facility

Museums, zoos, community centers, libraries, homeless shelters, senior citizen centers, rehabilitation facilities, shelter workshops, and facilities that provide health and safety services of a governmental nature. All such facilities must be open to the general public.

Permanent Work

The restorative work that must be performed through repairs or replacement to restore an eligible facility based on its pre-disaster design.

Permissible Exposure Limits

(PEL) Set by OSHA as a guide to acceptable levels of chemical exposure.

Pickling Agents

A solution or bath for preserving or cleaning processes used in industrial cleaning and processing.

Plan Maintenance

Steps taken to ensure the plans are reviewed regularly and updated whenever major changes occur.

Planning Chief

In an incident, responsible for situation analysis and anticipating future response or recovery needs and activities.

Pre-Hospital Care Provider

(PHCP) A person with training below that of an emergency medical technician or paramedic who provides initial care to the sick and injured.

Preliminary Damage Assessment

(PDA) The joint local, state, and Federal analysis of damage that has occurred during a disaster and which may result in a Presidential declaration of disaster. The PDA is documented through surveys, photographs, and other written information.

Preliminary damage assessment team

An ad hoc group that comes together after a disaster whose main purpose is to determine the level of disaster declaration that is warranted. The team usually consists of federal, state, and local representatives to do an initial damage evaluation to sites damaged.

Preparedness The process of preparing the community for disastrous incidents and includes such things as; hazard analysis, planning, training and exercises, negotiating mutual aid agreements, identifying and cataloging resources, developing a communications capability, developing volunteer resources, preparing and maintaining an EOC, including appropriate staff and operating procedures, public information and media liaison. Actions taken in advance of an emergency to develop operational capabilities and facilitate an effective response in the event an emergency occurs.

Preparedness measures include but are not limited to continuity of government, emergency alert systems, emergency communications, emergency operations centers, emergency operations plans, emergency public information materials, exercise of plans, mutual aid agreements, resource management, training response personnel, and warning systems.

Presidential declaration

Formal declaration by the President that an Emergency or Major Disaster exists based upon the request for such a declaration by the Governor and with the verification of Federal Emergency Management Agency preliminary damage assessments.

Primary agency A state agency or agency assigned primary responsibility to manage and coordinate a specific ESF. Primary agencies are designated based on who has the most authorities, resources, capabilities, or expertise relative

to accomplishment of the specific Emergency Support Function (ESF) with assistance, if requested, from the state EOC. An example of a primary agency is the Department of Transportation for ESF 1, Transportation.

Private Nonprofit Facility

Any private nonprofit educational, utility, emergency, medical or custodial care facility, including a facility for the aged or disabled, other facilities providing essential governmental type services to the general public and such facilities located on Indian reservations.

Private Nonprofit Organization

Any nongovernmental agency or entity that currently has a.) an effective letter from the IRS granting tax exemptions, or b.) satisfactory evidence from the Secretary of State that the organization is non-revenue producing and nonprofit under State law.

Private Nonprofit Organization with Critical Facilities

A private non-profit organization as previously defined with a facility noted below:

- a.) Power - facilities for generation, transmission, and distribution of electric power.
- b.) Water - facilities for the treatment, transmission, and distribution of potable water or water for fire protection.
- c.) Sewer and wastewater treatment - facilities for collection, transmission, and treatment of wastewater.
- d.) Communications - facilities for transmission, switching, and distribution of telephone traffic.

Program Papers

Terms used to define scope of Emergency Management Operation for SLA Grant program

Programmatic Closure

Occurs when FEMA ensures that all grants awarded under the Public Assistance Program for a given disaster meet the statutory and regulatory requirements governing the program.

Project

A representation of the work and costs associated with disaster-related activities. The Public Assistance Coordinator and the applicant work together to develop a scope of work.

Project Impact

A project introduced by FEMA as a result of the increasing number and severity of disasters over the last decade to reduce the damage resulting from hurricanes, tornadoes, severe storms, floods, earthquakes, and fires.

It helps communities protect themselves from the effects of natural disasters by taking actions to reduce disruption and loss.

Project Officer

An emergency management employee with demonstrated experience and training in management of large and complex repair projects.

Project Worksheet

Form used to document the scope of work and cost estimate for a project. Detailed record of an on-site inspection of disaster damage caused to property of the state and local jurisdictions.

Protection

Any means by which an individual protects their body. Measures include masks.

Public Assistance (PA)

Supplementary federal assistance provided under the Stafford Act to state and local jurisdictions, special purpose districts, Native Americans, or eligible private, nonprofit organizations.

Public Assistance Coordinator

(PAC) Customer service manager providing continuity of service to an applicant in the Public Assistance program operation. PAC's will be involved from Preliminary Damage Assessment to closure of the disaster assistance application.

Public Assistance Officer

(PAO) A member of the Federal Emergency Management Agency Regional Director's staff who is responsible for management of the Public Assistance Program during disaster operations.

Public Entity

A facility owned by a state or local government, special purpose district or Indian Tribe.

Public Information Officer

(PIO) The person designated and trained to coordinate disaster related public information and media relations.

Radio Amateur Civil Emergency Service

(RACES) Is a public service that provides a reserve communications within government agencies in times of extraordinary need. Although

the exact nature of each activation will be different, the common thread is communications.

Radio Amateur Civil Emergency Service Plan

(RACES Plan) The plan provides guidance and responsibilities on how amateur radio, through the RACES program and organizations, can be employed to support state and local government emergency operations. In Washington, employment of amateur radio through RACES is paramount during emergencies or disasters where normal governmental communications systems have sustained damage or are overwhelmed.

Radioactive Dispersion Device

(RDD) or “Dirt Bomb”. Conventional explosive containing some source of radioactivity.

Radiological Response Team

(RRT) A community-based radiological defense cadre consisting of members from the community emergency services, vital facilities, and essential services. This cadre, trained and exercised on an on-going basis, forms a baseline radiological defense capability, which can be used for surge training and to assist in the rapid build up of community radiological defense capability during an increased readiness period. The Radiological Response Team may be used to respond to peacetime radiological accidents such as transportation and nuclear power plant accidents.

Recovery

A short-term and long-term process. Short-term operations restore vital services to the community and provide for the basic needs of the public. Long-term recovery focuses on restoring the community to its normal, or improved, state of affairs, including some form of economic viability. Recovery measures include, but are not limited to, crisis counseling, damage assessment, debris clearance, decontamination, disaster application centers, disaster insurance payments, disaster loans and grants, disaster unemployment assistance, public information, reassessment of emergency plans, reconstruction, temporary housing, and full-scale business resumption. Also, the extrication, packaging, and transport of the body of a person killed in a search and rescue incident.

Regional Director

The appointed FEMA official in Region X who has the responsibility for the review and approval of the state Administrative Plan for PA; the authority for monitoring the conduct of the program and for approving the obligation of the funds for program costs and providing guidance on interpretation and implementation of policy, regulations, and directives.

Rehab Unit

Responder term referring to a feeding station to be used on site during an emergency operation for refreshments and food served to the responders themselves.

Reinforcement

Inclusion of steel bars in concrete members and structures to increase their strength.

Relocation

In retrofitting, the process of moving a house or other building to a new location outside the flood hazard area.

Request for Public Assistance

(RPA) Form a public or private non-profit organization uses to apply for disaster assistance.

Resource Conservation and Recovery Act of 1976

(RCRA or “wreck-ra”) A Federal statute that FEMA is subject to that establishes a framework for proper management and disposal of all wastes. Generation, transportation, storage, treatment, and disposal of hazardous wastes are all regulated under this Act. It requires safe disposal of waste materials, cooperation between local agencies, and promotes recycling of waste materials.

Response

The actual provision of services during a disaster. These activities help to reduce casualties and damage and to speed recovery. Actions taken immediately before, during, or directly after an emergency occurs, to save lives, minimize damage to property and the environment, and enhance the effectiveness of recovery. Response measures include, but are not limited to, emergency plan activation, emergency alert system activation, emergency instructions to the public, emergency medical assistance, staffing the emergency operations center, public official alerting, reception and care, shelter and evacuation, search and rescue, resource mobilization, and warning systems activation.

Retrofitting

Making changes to an existing house or other building to protect it from flooding or other hazards.

Risk Assessment

In regard to Hazardous Materials, broadly defined as the scientific activity of evaluating the toxic properties of a chemical and the conditions of human exposure to it, with the objective of determining the

probability that exposed humans will be adversely affected.

Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288, as amended) - The act that authorizes the greatest single source of federal disaster assistance. It authorizes coordination of the activities of federal, state, and volunteer agencies operating under their own authorities in providing disaster assistance, provision of direct federal assistance as necessary, and provision of financial grants to state and local jurisdictions as well as a separate program of financial grants to individuals and families. This act is commonly referred to as the Stafford Act.

SAGE Unit

Used to activate alert messages for EAS system to notify public of eminent emergency. Equipment located in Dispatch. See EAS Plan book for more information.

Scope of Work

The components of the proposed repair of a project. It is the basis for the cost estimate.

Search and Rescue (SAR)

(SAR) The act of searching for, rescuing, or recovering by means of ground, marine, or air activity any person who becomes lost, injured, or is killed while outdoors or as a result of a natural or human-caused incident, including instances of searching for downed aircraft when ground personnel are used. Includes DISASTER, URBAN, and WILDLAND SEARCH AND RESCUE. Also referred to as LAND SEARCH AND RESCUE to differentiate from AIR SEARCH AND RESCUE.

Shelter in place

A protective action that involves taking cover in a building that can be made relatively airtight. Generally, any building suitable for winter habitation will provide some protection with windows and doors closed and heating, ventilation, and air conditioning system turned off. Increased effectiveness can be obtained in sheltering by methods such as using an interior room or basement, taping windows and doors, and other more elaborate systems to limit natural ventilation. To be used as a protective action, sheltering requires the ability to communicate to the public when it is safe and/or necessary to emerge from the shelter.

Size Up

The initial evaluation phase of emergency situations, to include description of what is seen, resources needed, initial actions, and safety considerations. The size-up shall be reported by the first arriving unit or Incident Commander and updated as needed throughout the situation.

SLA State and Local Assistance.

Grant issued through Washington State Department of the Military, Division of Emergency Management to local counties for Emergency Management functions. Originally Federal dollars. Previous name is EMA. In pre-2000 files support documents titled “Staffing Patterns”.

Slab on Grade

Home without a basement.

Special Considerations

Issues that involve insurance, floodplain management, hazard mitigation, historic preservation, and environmental reviews as they relate to Public Assistance program funding.

Special Flood Hazard Area

(**SFHA**) Portion of the floodplain subject to inundation of the base flood, designated by zones on a flood insurance rate map.

Spill response

All actions taken in carrying out the Washington State Department of Ecology’s responsibilities to spills of hazardous materials, e.g. receiving and making notifications, information gathering and technical advisory phone calls, preparation for and travel to and from spill sites, direction of clean-up activities, damage assessment, report writing, enforcement investigations and actions, cost recovery, and program development. SPORE - A reproductive form some microorganisms can take to become resistant to environmental conditions, such as extreme heat or cold, while in a “resting stage”.

Staffing Patterns

Term used in SLA Grant applications relating to operation of Emergency Management office scope of work.

Stafford Act

The Robert T. Stafford Disaster Relief and Emergency Assistance Act, which provides the greatest single source of Federal disaster assistance.

Staging Area

In Incident Command, location where incident personnel and equipment are assigned on an immediately available status.

Standards

The adopted and uniformly enforced codes, specifications, or standards required for the construction of facilities.

State and Regional Disaster Airlift Plan

(SARDA) A plan prepared by Washington State Department of Transportation, Aviation Division, which provides overall policy and guidance for aviation support in time of emergency.

State Coordinating Officer

(SCO) The individual appointed by the governor to act in cooperation with the Federal Coordinating Officer (FCO) to administer disaster recovery efforts.

State Emergency Response Committee

(SERC) Committee appointed by the Governor to fulfill the requirements of the Superfund Amendments and Reauthorization Act (SARA) of 1986.

State Warning Point (SWP) For Washington these are Camp Murray (primary) and Yakima (secondary).

Substantial Damage

Damage from the declared disaster sustained by a structure whereby the cost of restoring the structure to its before-damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred.

Sump Pump

Device used to remove water from seepage or rainfall that collects in areas protected by a levee, floodwall, or dry flood proofing. In addition, a sump pump is often part of a standard house drainage system that removes water that collects below a basement slab floor.

Support agency

An agency designated to assist a specific primary or joint primary agency with available resources, capabilities, or expertise in support of Emergency Support Function (ESF) activities under the coordination of the primary or joint primary agency. An example of a support agency is the Department of Agriculture for ESF 8 - Health and Medical Services.

Surfactant

A substance capable of reducing the surface tension of a liquid in which it is dissolved, e.g., a detergent.

Tabletop exercise

An activity in which officials and key staff or others with emergency responsibilities are gathered together informally to discuss simulated emergency situations. It is designed to elicit constructive discussion by

the participants without time constraints. Participants evaluate plans and procedures and resolve questions of coordination and assignment of responsibilities in a non-threatening format under minimum stress.

Task Force

A group of any type and kind of resources with common communications and a leader temporarily assembled for a specific mission.

Technical Specialist

Personnel with special skills who are activated only when needed.

Terrorism

The unlawful use of force or violence committed by an individual or group against persons or property in order to intimidate or coerce a government, the civilian population, or any segment thereof in furtherance of political or social objectives.

Time and Materials Contracts

(FEMA limits this to a maximum of 70 hours for reimbursement).

Actual emergency debris clearance work and should be used only after all available local, tribe and state governmental equipment has been committed.

Tipping Fees

A fee based on weight or volume of debris dumped that is charged by landfills and other waste management fee to cover costs (operating and maintenance)(these fees are reimbursable disaster recovery costs). The fee may also cover cost of closing the current facility and opening a new facility (this cost is not a reimbursable charge for state and federal damage recovery costs).

Title III Public Law 99-499, Superfund Amendment and Reauthorization Act (SARA) of 1986, Title III, Emergency Planning Community Right-to-Know Act (EPCRA), requires the establishment of state and local planning organizations, State Emergency Response Commission (SERC) - a subcommittee of the Emergency Management Council -, and Local Emergency Planning Committees (LEPCs) to conduct emergency planning for hazardous materials incidents. It requires (1) site-specific planning for extremely hazardous substances, (2) participation in the planning process by facilities storing or using hazardous substances, and (3) notifications to the commission or committee of releases of specified hazardous substances. It also provides for mechanisms to provide information on hazardous chemicals and emergency plans for hazardous chemical incidents to the public.

Toxicity

The degree of danger posed by a substance to animal or plant life.

Transport Zone

All patients are moved to this designated area following treatment to await transportation to a medical facility.

Treatment Area

The designated area to medically treat all patients and prepare them for transport to a medical facility. The same color surveyor tape or flags that are found on the triage tags identify the treatment areas.

Triage

The sorting of patients into categories based upon their need for treatment and chance of survival.

Triage Funnel

A central point designated by the Triage Officer that every patient filters through prior to movement into the treatment area. The triage funnel is usually located at the entrance to the treatment area. All patients will receive a triage tag at the triage funnel, if one is not already in place. A tag corner will be removed for patient accountability and their tag will be torn to the appropriate triage level as determined by the Triage Officer.

Triage Tag

A tag that is affixed to each patient's extremity before entering the treatment area that is color-coded to indicate the patient's triaged level. The tag contains an area for basic patient information and two stubs with unique identifying numbers for patient tracking purposes.

Triage Tag Stub

The two upper corners of the triage tag that have unique identifying numbers for patient tracking purposes.

Tsunami

A Japanese word that means "wave in the harbor". It is a series of enormous waves created by an underwater earthquake. They can smash into land with 100 foot waves.

Unit

In Incident Command, an organizational element having functional responsibility for a specific incident's Operations, Planning, Logistic, or Finance/Administration activity.

Unit Price Contracts

Phase II operations Debris in cubic yards, tons, or each. Uses construction units and prices for the units to develop line item costs and total contract costs. The unit price contract should be used when the scope of work is difficult to define and is based on estimated quantities.

Urban Fire

Fire that is primarily found within the boundaries or limits of a city.

Urban Search and Rescue

(USAR) Locating, extricating, and providing for the immediate medical treatment of victims trapped in collapsed or damaged structures.

Urban search and rescue task force

A 62 member organization sponsored by the Federal Emergency Management Agency in support of Emergency Support Function 9. The task force is trained and equipped to conduct heavy urban search and rescue and is capable of being deployed to any disaster site nationwide.

Vetted - To subject to expert appraisal or correction; evaluate.

Vulnerability Analysis

Identifying how people, property, and structures will be damaged by the disastrous incident.

Warm Zone

The area between the Hot and Cold zones at a hazardous materials site.

Warning and Information

Advising the public of a threatening or occurring hazard and providing information to assist them in safely preparing for and responding to the hazard.

Washington State Department of Community, Trade and Economic Development (CTED or DCTED)

Water Systems – Community

System that regularly serves 15 or more year-round residential connections or 25 or more year-round residents (for 180 or more days/yr).

Weapon of Mass Destruction

(WMD) (Title 18, USC, Section 2332a) Any weapon or device that is

intended or has the capability to cause death or serious bodily injury to a significant number of people through the release, dissemination, or impact of toxic or poisonous chemicals or their precursors; a disease organism; or radiation or radioactivity. Any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, minor device similar to the above; poison gas; any weapon that is designed to release radiation or radioactivity at a level dangerous to life.

Wet Flood proofing

Protecting a building by allowing flood waters to enter so that internal and external hydrostatic pressures are equalized. Usually only enclosed areas used for parking, storage, or building access are wet flood proofed.

Water Systems – Group A

Systems that regularly serve 15 or more residential connections or 25 or more people/day for 60 or more days/yr.

Water Systems – Group B

Systems that serve less than 15 residential connections and less than 25 people/day or 25 or more people/day during fewer than 60 days/yr.

Water Systems – Noncommunity

Any system that is not a community system.

White Goods Name used for debris cleanup of household appliances such as stoves, refrigerators, freezers, washers and dryers.

Wildland

An area in which development is essentially non-existent except for roads, railroads, power lines, and similar transportation facilities. Used in place of WILDERNESS, which frequently refers to specifically designated federal lands intended to remain in their natural state to the greatest extent possible.

Wildland fire

Fire that occurs in wildland areas made up of sagebrush, grasses, or other similar flammable vegetation.

Wildland search and rescue

Search and rescue conducted in wildland areas. Due to the increasing wildland urban interface, wildland search and rescue strategy and tactics may also be employed for subjects lost or missing in urban or suburban areas. See SEARCH AND RESCUE, DISASTER SEARCH AND

RESCUE, and URBAN SEARCH AND RESCUE.

APPENDIX 2: ACRONYMS

ALS - Advanced Life Support
ARC - American Red Cross
ARES - Alternate Radio Emergency Services
BLS - Basic Life Support
CEMP - Comprehensive Emergency Management Plan
Valley Communications - King County E911 Communications Center
CFR - Code of Federal Regulation
CISD - Critical Incident Stress Debriefing
COMVAN - Communications Van
DCD - Department of Community Development
DCTED - Washington State Department of Community Trade & Economic Development
DEM - King County Emergency Management
DSCA – Defense Support to Civil Authorities
JFO - Joint Field Office
DOE - Department of Energy
DNR - Washington State Department of Natural Resources
DOD - United States Department of Defense
DOH - Department of Health
DOL - Department of Labor
DOT - Department of Transportation
DRAC - Disaster Resource Assistance Center
DRC - Disaster Recovery Center
DSHS - Department of Social and Health Services
DSR - Disaster Survey Report
EAS - Emergency Alert System
EBS - Emergency Broadcasting System
EIDL - Economic Injury Disaster Loans
EMC – Emergency Management Coordinator
EMC – Emergency Management Committee

EMS - Emergency Medical Services
EOC - Emergency Operations Center
EOP - Emergency Operating Procedures
EPA - Environmental Protection Agency
EPCRA - Emergency Planning Community Right-to-Know Act
ESF - Emergency Support Function
FAA - Federal Aviation Administration
FAST - Federal Agency Support Team
FBI - Federal Bureau of Investigation
FEMA - Federal Emergency Management Agency
FHA - Farmers Home Administration
FRMAP - Federal Radiological Monitoring and Assessment Plan
HIVA - Hazard Identification and Vulnerability Assessment
IC - Incident Commander
ICS - Incident Command System
ICP - Incident Command Post
ICS - Incident Command System
IFGP - Individual & Family Grant Program
JIC - Joint Information Center Communications System
KCSO - King County Sheriff's Office
LEPC - Local Emergency Planning Committee
MRC - Medical Reserve Corp
NAWAS - National Warning System
NCP - National Contingency Plan
NRF – National Response Framework
NIMS - National Incident Management System
NMFS National Marine & Fisheries Services
NOAA - National Oceanic Atmospheric Administration
SEOC – State Emergency Operations Center
SEOO – State Emergency Operations Officer
TAG – The Adjutant General
WEMD – Washington State Emergency Management Division

NRC - Nuclear Regulatory Commission
NRC - National Response Center
NRF - National Response Framework
NRT - National Response Team
NWACP - Northwest Area Contingency Plan
PDA - Preliminary Damage Assessment
PIO - Public Information Officer
PL - Public Law
PSAP - Public Safety Answering Point
RCW - Revised Code of Washington
RRT - Radiological Response Team
RRT - Regional Response Team
SAR - Search and Rescue
SARA - Superfund Amendment and Reauthorization Act
SBA - Small Business Association
SOP - Standard Operating Procedures
SSA - Social Security Administration

UC - Unified Command
UHF - Ultra High Frequency
USCG - United States Coast Guard
USDA - United States Department of Agriculture
USFS - United States Forrest Service
USFWS - United States Fish and Wildlife Service
US&R - Urban Search and Rescue
VHF - Very High Frequency
WAC - Washington Administrative Code
WMD - Weapons of Mass Destruction
WSDOT - Washington State Department of Transportation
WSP - Washington State Patrol

APPENDIX 3: AUTHORITIES AND REFERENCES

This Appendix is a compilation of references used in the completion of this version of the City of Algona's Comprehensive Emergency Management Plan. References include City, County, State, and Federal codes and regulations as well as plans and widely used standards.

CODES AND REGULATIONS

City of Algona

Ordinance 1018-09

Washington State

RCW 10.93, Washington Mutual Aid Peace Officers Power Act
RCW 35.33.081, Emergency Expenditures – Nondebatable Emergencies
RCW 35.33.091, Emergency Expenditures – Other Emergencies - Hearing
RCW 35.33.101, Emergency Warrants
RCW 35.33.111, Forms – Accounting –Supervision by state
RCW 35A.38, Emergency Services
RCW 38.52, Emergency Management
RCW 38.52.020, Declaration of policy and purpose
RCW 38.52.070, Local Organization and Joint Local Organizations Authorized – Establishment, Operation- Emergency Powers, Procedures
RCW 38.52.110, Use of Existing Services and Facilities – Impressment of Citizenry
RCW 38.56.30, WA Intrastate Mutual Aid System (WAMAS)
RCW 39.34, Interlocal Cooperation Act
RCW 40.10.010, Essential Records – Designation – List-Security and Protection – Reproduction
RCW 42.12, Vacancies
RCW 42.14, Continuity of Government Act
RCW 43.21 G, Energy Supply- Emergencies and Alerts
RCW 43.43, Washington State Patrol - State Fire Service Mobilization Plan
RCW 47.68.380, Search and Rescue
RCW 49.60.400, Discrimination, Preferential Treatment Prohibited
RCW 68.50.010, Coroner's Jurisdiction over Remains
Section 7 of Article VIII of Washington State Constitution
WAC 118-04, Emergency Worker Program
WAC 118-30, Local Emergency Management/Services Organizations, Plans, & Programs
WAC 296-62, General Occupational Health Standards

Federal

Public Law 93-288, Disaster Relief Act of 1974, as amended by Public Law 100-707, the Robert T. Stafford Disaster Relief and Emergency Assistance Act
Public Law 96-342, Improved Civil Defense Act of 1980, as amended.
Public Law 99-499, Superfund Amendments & Reauthorization Act (SARA)of 1986, Title III, Emergency Planning and Community Right to Know

Superfund Amendments and Re-Authorization Act of 1986 (SARA Title III)
Title 44, CFR, Section 205.16 – Nondiscrimination
Americans with Disabilities Act of 1990 as amended by the Americans with Disabilities Act
Amendments Act of 2008, Public Law 110-325, effective January 1, 2009
Pets Evacuation and Transportation Standard Act of 2006, Public Law 109-308

PLANS

Algona Police Department – Standard Operating Procedures/Policy manual
Valley Regional Fire Authority – Standard Operating Procedures
City of Algona Emergency Operations Center Manual
American Red Cross Disaster Plan
American Red Cross Disaster Services Regulations and Procedures: Survey/Damage Assessment
National Response Framework
Interstate Mutual Aid Compact
King County Communications Plan
King County Comprehensive Emergency Management Plan
King County Coroner’s Emergency Operations Plan
King County Disaster Recovery Plan
King County Emergency Alert System Plan
King County Emergency Medical Services Patient Care Protocols
King County Emergency Operations Center Manual
King County Fire Chiefs Association’s Mass Casualty Incident Plan
King County Fire Resource Plan
King County Hazard Identification and Vulnerability Assessment
King County Health Department Emergency Response Plan
King County Public Information Officer’s Manual
King County Sheriff’s Office Standard Operating Policies and Procedures Manuals
King County Metro Transit Emergency Operations Plan
National Search and Rescue Plan
South Puget Sound Region Fire Defense Mobilization Plan
Washington State Comprehensive Emergency Management Plan
Washington State Department of Health – Sizing Guidelines for Water Systems
Washington State Department of Transportation Disaster Plan
Washington State Emergency Communication Development Plan
Washington State Emergency Management Disaster Assistance Guide for Local Governments

APPENDIX 4: TRAINING, DRILLS, AND EXERCISES

I. PURPOSE

To identify and establish methods of meeting the training and educational needs of City of Algona (City) employees responsible for responding to emergencies and for community-wide educational programs geared at self-preparedness.

II. CONCEPT OF OPERATIONS

- A. The Emergency Management Coordinator (EMC), in coordination with the King County Emergency Management (DEM) and the Valley Regional Fire Authority (VRFA), will be responsible for ensuring that City staff receives training in specific emergency management skills and professional development.
- B. Public Education programs will be made available upon request and as resources permit to all segments of the community designed to increase awareness of hazards, explain how best to safely respond, and promote self-preparedness. DEM will develop and offer the following programs:
 - 1. Schools: Information on local hazards and how to prepare for and respond to their effects will be provided to students, faculties, and school administrators. The development and practice of emergency plans (such as the Earthquake Safety Program for Schools) will be encouraged.
 - 2. Community Groups: Information on local hazards and how to prepare for and respond to their effects will be provided to neighborhood and community groups. Those groups will be encouraged to organize in such a way as to be able to lend support to households within the group in times of a large-scale emergency.
 - 3. Businesses: Information on local hazards and how to prepare for and respond to their effects will be provided to the corporate community. The corporate community will be encouraged to engage in business resumption and contingency planning.
 - 4. City Employees: Information on local hazards and how to prepare for their effects will be provided to City employees.
- C. The City will utilize the full-range of exercise types including both tabletop and full-scale exercises.
- D. Each City department is responsible for ensuring that their employees are trained

in the concepts of the Comprehensive Emergency Management Plan (CEMP) and in the department-specific standard operating procedures (SOPs).

- E. The City will use outside resources to provide specialized training, if appropriate.
- F. The EMC, in coordination with DEM, is responsible for ensuring that drills and exercises are conducted to evaluate the effectiveness of the CEMP and to determine future training needs.
- G. The Police Chief or designee, with assistance from DEM and the Valley Regional Fire Authority, is responsible for coordinating and implementing drills and exercise for City employees and for the development and maintenance of the CEMP.

III. RESPONSIBILITIES

A. City of Algona

1. City Departments

- a) Develop SOPs that define employees' operational responsibilities during an emergency or disaster.
- b) Provide necessary training to enable employees to carry out those responsibilities in coordination with the EMC, DEM and/or the Valley Regional Fire Authority.

2. Police

In coordination with the EMC, DEM, and the Valley Regional Fire Authority, design, conduct, and evaluate drills and exercises to determine the effectiveness of the City's emergency management programs and employee's level of training.

B. Local

1. Valley Regional Fire Authority

Provide assistance to the EMC and DEM in the design, conducting, and evaluating drills and exercises to determine the effectiveness of the City's emergency management programs and the employee's level of training.

2. King County Emergency Management

- a) In coordination with the City, design and deliver the preparedness education programs to members of the community (schools,

businesses, churches, service clubs, neighborhood groups, etc.).

- b) In coordination with the City, coordinate training in all hazard self preparedness for City employees.
- c) Make available, as resources permit, training to elected officials on emergency responsibilities, hazards review, and the need for comprehensive emergency planning, as well as skills development in emergency procedures and crisis decision making.
- d) In coordination with the EMC and the Valley Regional Fire Authority, design, conduct, and evaluate drills and exercises to determine the effectiveness of the City's emergency management programs and the employee's level of training.

3. All other support agencies

Participate in training and exercises, if requested and as resources allow.

APPENDIX 5: DISTRIBUTION LIST

| NAME | DEPARTMENT OR AGENCY | PLAN # |
|------|---|--------|
| | Algona Emergency Management Coordinator | 1 |
| | Mayor | 2 |
| | Algona Police Chief | 3 |
| | City Administrator | 4 |
| | City Planner / Public Works Director | 5 |
| | Deputy Chief Clerk/Treasurer | 6 |
| | City Council Member 1 | 7 |
| | City Council Member 2 | 8 |
| | City Council Member 3 | 9 |
| | City Council Member 4 | 10 |
| | City Council Member 5 | 11 |
| | Police Sergeant | 12 |
| | Police Department | 13 |
| | Police Records Clerk | 14 |
| | Community Service Event Coordinator | 15 |
| | Public Works | 16 |
| | Planning Commission | 17 |
| | Valley Regional Fire Authority | 18 |
| | Pacific Police Department | 19 |
| | Auburn School District | 20 |
| | City of Auburn | 21 |
| | King County DEM | 22 |
| | Valley Communications | 23 |
| | City of Pacific | 24 |
| | City Prosecutor | 25 |
| | City Attorney | 26 |

| | | |
|--|---------------------|----|
| | ALPAC Senior Center | 27 |
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EMERGENCY SUPPORT FUNCTIONS (ESFs)

ESF 1: TRANSPORTATION

LEAD: Police Department
Utilities Department

SUPPORT: City: City Administration

Local: Auburn School District
King County Emergency Management
King County Sheriff's Office
King County Metro Transit

State: WS Emergency Management Division
WSDOT

Federal:
Federal Emergency Management Agency
Department of Defense

I. INTRODUCTION

A. Purpose

1. To provide guidance and direction to ensure effective coordination and utilization of the transportation system during emergency situations.
2. To provide identification of emergency transportation routes for the movement of people and materials.
3. To provide for the coordinated evacuation of the population from an area of high risk in the event of a threatened hazard.

B. Scope

This Emergency Support Function (ESF) addresses emergency transportation issues including capabilities, routes, and resources needed for the ability to deliver relief services, supplies, and the ability to move people.

II. POLICIES

The Transportation Coordinator in the Emergency Operations Center (EOC), with assistance from King County Metro Transit and the Auburn School District, has primary responsibility for emergency transportation activities within the City of Algona (City).

III. PLANNING ASSUMPTIONS

- A. The Police Chief, or designee, shall serve as the Transportation Coordinator in the EOC during an emergency or disaster.
- B. The Transportation Coordinator coordinates transportation activities within the City.
- C. Transportation infrastructure may sustain significant damage in a disaster. The damage, dependent upon the transportation network, will influence the means and accessibility level for relief services and supplies.
- D. Disaster responses, which require transportation capacity, may be difficult to coordinate effectively immediately following an emergency or disaster.
- E. The requirement for transportation capacity during the immediate lifesaving response phase may exceed the availability of the City or readily obtained assets.
- F. Where the local ground, water, or air transportation systems have been severely disabled, local political subdivisions (cities and counties) will act to restore transportation systems and equipment on a priority basis.
- G. King County Metro Transit and the Auburn School District may, subject to the conditions of the disaster and availability of operators and equipment, support emergency operations with buses or vans upon request of the City.

IV. CONCEPT OF OPERATIONS

- A. The Utilities Department shall provide damage assessment of streets, overpasses, pedestrian/bicycle routes, traffic signals, and other transportation facilities. The Department shall provide for emergency repair and restoration of city-owned transportation facilities and coordinate the repair of facilities owned by other agencies that are essential to the functioning of the City's transportation network.
- B. As the extent and the transportation needs of an emergency or disaster are identified, the Transportation Coordinator, in conjunction with the Utilities Department, will identify the most efficient and effective method of operating the transportation system to appropriately respond to the emergency or disaster.

- C. If local capabilities in meeting transportation needs are exceeded, additional resources or assistance may be obtained through existing mutual aid agreements and/or contracts through private contracts. Requests for additional assistance should be coordinated through the Transportation Coordinator.

V. RESPONSIBILITIES

A. City of Algona

1. City Departments

a) Before the Incident

- (1) Develop and maintain current standard operating procedures (SOPs) to be used during an emergency or disaster.
- (2) Train personnel to the appropriate level for their required response.
- (3) Participate in emergency response exercises, drills, and training.

b) During the Incident

- (1) Designated representatives report to the EOC.
- (2) Alert personnel with emergency transportation responsibilities of the need to respond or to be available to respond.

(3) Implement SOPs.

- (4) Notify the EOC of observed or reported damage to the transportation system.
- (5) Provide transportation resources and support, as requested and available.

c) After the Incident

- (1) Support recovery efforts as identified in the SOPs.

- (2) Support appropriate local, State, and Federal agencies as conditions warrant and within the realm of local plans and procedures.
 - (3) Provide situation and status reports, as requested.
 - (4) Participate in debriefing and critiquing organized by the EMC and/or DEM.
2. Police Department – Transportation Coordinator
- a) Before the Incident
 - (1) Develop policies and procedures to ensure delivery of adequate fuel sources during an incident.
 - (2) Develop plans and coordinate with the Auburn School District and King County Metro Transit for the use of buses during evacuation operations.
 - (3) Coordinate with the Utilities Department on identification and mitigation of high-hazard accident locations and safety concerns.
 - (4) Coordinate with the Utilities Department on identification of emergency routes and alternative methods of transportation to be used during an emergency.
 - (5) Develop inventories of transportation resources by location and category.
 - (6) Establish a system for the dispatching of vehicles and equipment.
 - b) During the Incident
 - (1) Provide a representative to serve as the Transportation Coordinator.
 - (2) Coordinate operational strategies with the King County Sheriff's Office, the Washington State Patrol, and other cities through DEM to ensure an integrated transportation system operating effectively.

- (3) Provide support for traffic control and identification and assessment of the transportation systems operation.
 - (4) Notify appropriate departments of transportation system deficiencies as soon as possible and make recommendations for mitigation of impacts.
 - (5) Request the placement of signs, barricades, and traffic control devices to affect orderly traffic flow.
 - (6) Coordinate with the Auburn School District and Metro Transit for the use of buses for evacuation operations, if deemed appropriate.
 - (7) Arrange for delivery of emergency fuel sources.
- c) After the Incident
Assist in returning the transportation system to normal operations.

3. Utilities Department

a) Before the Incident

- (1) Assist the Transportation Coordinator in identifying and developing emergency transportation routes within the City.
- (2) Maintain a list of transportation resources.
- (3) Maintain an inventory of equipment (signs, barricades, paint, etc.) that are readily available to be used to respond to road closures and detour route marking in the case of an emergency or disaster.

b) During the Incident

- (1) Coordinate assessment of damage to street, bridges, and other transportation routes.
- (2) Take immediate action to protect the public from unsafe conditions and implement detours and/or road closures, as deemed necessary.
- (3) Immediately notify the Transportation Coordinator of routes affected by partial or total road closures and detours.

- (4) Assist in the selection of detour routes and make appropriate changes to traffic control devices to improve the safety and efficiency of the transportation network.
 - (5) Provide for the safe and effective operation of streets and walkways through the removal of debris.
 - (6) Conduct minor-street and structure repair whenever it has been decided to perform such services in-house or whenever immediate restoration is critical and possible.
 - (7) Through close coordination with the Transportation Coordinator and DEM, decide when to reopen roads that have been closed and coordinate activities required to accomplish this task.
 - (8) Maintain a current inventory of equipment (signs, barricades, paint, etc.) readily available to be used to respond to road closures and detour route marking in the case of an emergency or disaster. To the extent possible, deliver this equipment to the site in a timely manner.
 - (9) Request additional resources or assistance through existing mutual aid agreements, contracts with private contractors and businesses, or DEM.
 - (10) Arrange for vehicle maintenance and support.
 - (11) Coordinate with the City Administrator to maintain accurate records to define the cost relating to the incident for reimbursement purposes.
- c) After the Incident
- (1) Conduct detailed assessment of all streets, bridges, and other transportation routes.
 - (2) Develop a list of all damaged facilities, establish priorities, and estimate costs to repair.
 - (3) Submit recommendation of needed repairs to the appropriate department and/or agencies.

B. Local

1. Auburn School District
 - a) Provide a representative to the EOC, if requested and as resources allow.
 - b) Coordinate with the EOC for the provision of school district transportation assets to assist in meeting emergency transportation needs.
2. King County Emergency Management
 - a) Coordinate transportation issues on a regional basis.
3. King County Sheriff's Office
 - a) Provide transportation resources and support, if requested and as resources allow.
4. King County Metro Transit
 - a) Coordinate the emergency transport of people and supplies, if requested and as resources allow.
 - b) Coordinate transportation availability and use with applicable public and private resource providers.

C. State Emergency Management Division

1. Coordinate State and Federal response for transportation assistance, if requested by local government.

D. Federal

1. Federal Emergency Management Agency
 - a) Supplement local transportation requirements immediately following an emergency or disaster, if requested and as resources allow.
2. Department of Defense
 - a) Provide air transport and rescue services for known subjects in

time-critical situations under existing military assistance to safety and traffic procedures.

VI. REFERENCES

- A. *City of Algona Emergency Operations Center Manual*
- B. *King County Comprehensive Emergency Management Plan*
- C. *King County Emergency Operations Center Manual*
- D. *King County Sheriff's Office Standard Operating Policies and Procedures Manuals*
- E. *King County Metro Transit Emergency Operations Plan*
- F. *Washington State Comprehensive Emergency Management Plan*
- G. *Washington State Department of Transportation Disaster Plan*
- H. *National Response Framework*

VII. ATTACHMENTS

None

ESF 2: COMMUNICATIONS

COMMUNICATIONS LEAD: E911 Communications Center (Valley Communications Center) King County E-911

WARNING LEAD: Police Chief or designee (Emergency Management Coordinator)
Public Information Officer
Police Department

SUPPORT: City: Utilities Department
Local: Valley Regional Fire Authority
King County Alternate Communications Systems
King County Emergency Management (DEM)
King County Sheriff's Office
State: Emergency Management Division
Federal: Federal Emergency Management Agency

I. INTRODUCTION

A. Purpose

1. To provide for and maintain a communications system for the efficient flow of information during emergency or disaster operations in the City of Algona (City).
2. To provide or supplement alerting and warning to key officials and the public of an impending or occurring emergency or disaster.

B. Scope

This Emergency Support Function (ESF) addresses all communication and warning assets available to the City, which include radio, E9-1-1, voice and data links, telephone and cellular systems, Amateur Radio Emergency Services (ARES), Comprehensive Emergency Management Network (CEMNET), King County Alternate Communications System (KCACS), National Warning System (NAWAS), Emergency Alert System (EAS), National Oceanic Atmospheric Administration (NOAA) Weather Alert Radio, and Radio Amateur Civil Emergency Services (RACES).

II. POLICIES

- A. The City relies on the hazard warning capabilities of County, State and Federal governments, private industry, and the media. Citizens are expected to be aware of a hazardous situation for which there is significant media attention, such as severe weather or flooding. When there is a demonstrated need, particularly if timeliness is crucial to protect life and property, the City may supplement existing warning systems. Supplemental measures will depend on the nature of the hazard, the quality and quantity of information available, resources available, media attention, and other situational factors. Supplemental measures will focus on enhancing or amplifying the information being provided through existing sources and, to the extent practicable, upon participatory systems activated at the neighborhood or community level.
- B. In accordance with RCW 38.52.110, Use of Existing Services and Facilities – impressments of Citizenry, in responding to an emergency or disaster, or the threat of an emergency or disaster, “the governor and the executive heads of the political subdivisions of the State are directed to utilize the services, equipment, supplies, and facilities of existing departments, offices, and agencies of the State, political subdivisions, and all other municipal corporations thereof including but not limited to districts and quasi-municipal corporations organized under the laws of the State of Washington to the maximum extent practicable, and the officers and personnel of all such departments, offices, and agencies are directed to cooperate with and extend such services and facilities to the governor and to the emergency management organizations of the State upon request notwithstanding any other provision of law.”

III. PLANNING ASSUMPTIONS

- A. Reliable communication capabilities are necessary at all levels of government for day-to-day communication, warning of an impending emergency or disaster, disaster-response and recovery operations, search and rescue operations, and coordination between the local, State, and Federal governments and response agencies.
- B. Routine day-to-day modes of communication will continue to be utilized to the degree that they survive the disaster.
- C. City government may request assistance by contacting King County Emergency Management (DEM), if deemed necessary.
- D. The City is subject to a variety of emergency or disastrous incidents requiring

rapid dissemination of warning and/or other emergency information to local officials and/or the public. Emergency or disaster warnings may originate from any level of government; however, most disaster forecasting resources are located within the Federal government.

- E. NAWAS, established by the Federal government, is the primary means of receiving and disseminating warning(s) to State and local officials within Washington State. The Washington State Warning Point is operated 24 hours a day by the Washington State Emergency Management Division (WEMD), with operation assistance provided by the Washington State Patrol. The City's NAWAS receiving point is the King County E911 Communications Center, a 24-hour facility.
- F. Notification of a threatening situation may also come from the National Weather Service, via NOAA Weather Radio or the media, the amateur communications community, or the public.
- G. Initially, the City will focus on coordinating lifesaving activities and reestablishing communications and control in the disaster area.
- H. Initial reports of damage will be fragmented and provide an incomplete picture of the extent of damage to telecommunication facilities.
- I. Weather, damage to roads and bridges, and other factors may restrict entry of emergency communication nodes into the area.
- J. Tests of local warning systems will be conducted periodically to familiarize government and the public with their use.
- K. In the event that public instructions need to be translated, the provision for interpreters will be coordinated through DEM.

IV. CONCEPT OF OPERATIONS

- A. Communications
 - 1. City of Algona
 - a) City Hall, located at 402 Warde Street., Algona, serves as the Emergency Operations Center (EOC) for the City and shall be the focal point for coordinating the emergency communications systems of the City during an emergency or disaster situation.
 - b) The EOC is equipped with both an emergency generator and with an uninterrupted power supply (UPS). The generator is dependent upon fuel being supplied to the site via Public Works employees.

- c) The City has no fixed civil defense sirens or public address systems. Warning of imminent or existing danger can be accomplished by use of Fire, Police, and Utilities vehicles using mobile sirens and/or P.A. speakers.
- d) Non-public safety City departments may establish secondary communications control centers to coordinate the response of their own resources during an emergency situation. However, coordination with the EOC will be critical to the City's ability to effectively coordinate and respond to an incident.
- e) Communication operations in the EOC may consist of the following positions and tasks:
 - (1) Message Center Telephone Operators - Assigned to the telephone banks and shall receive phone calls and pass information on to the appropriate person. The telephone operator shall keep a log of telephone calls.
 - (2) Ham Radio Operator - Assigned to the base radios and shall receive communications, dispatch appropriate equipment and personnel, and maintain a log of all radio communications.
 - (3) Message Center Coordinator - Receive information from various sources (radio operator, telephone operator, department heads, etc.) and either distribute, post, or catalog said information.
 - (4) Message Center Runners - Receive written messages from the Message Center Coordinator, Emergency Management Coordinator (EMC), and/or department representatives and hand deliver those messages to the appropriate person(s) or department(s).

2. King County Communication Center

- a) King County Communications Center serves as the Primary Warning Point in King County for the National Warning System, as stated in the National Warning System Operations Handbook Responsibilities of the primary warning point includes receiving warnings from local, state and federal sources regarding

all potential hazards and relaying warnings, when necessary, to all secondary Warning Points (as listed in the National Warning system Operations Manual) in King County.

Each PSAP is responsible for communicating warnings and notifications to local agencies and EOCs consistent with established local procedures.

- b) The King County Communications Center also serves as the primary originator of EAS warning messages throughout King County as references in the Central Puget Sound Regional EAS Plan. Alternate originators of EAS messages include Eastside Communications Center , King County ECC. and the Seattle Division of Emergency Management. PSAPs serve as a critical link between local incident commanders and the EAS. Incident commanders requesting EAS activation in support of local protective actions will coordinate with their appropriate PSAP who will connect them directly with the KCSO Communications Center.
- c) Once activated, emergency communication is also provided Through King County EOC.
- d) The EAS is a communication and warning tool that operates Through designated radio and television stations. It is intended to provide local officials with the means to disseminate prompt, reliable emergency information, instructions, and warning in the event of an emergency or disaster.
- e) The EAS is managed and activated by King County, through DEM.
- f) Emergency Alert System is the primary means for regional partners to provide large areas of the county with immediate, critical information and warnings regarding emergencies and disasters. EAS replaced the Emergency Broadcast System as of January 1, 1998. EAS encoding devices are located in the KCSO Communications Center, Eastside Communications Center, King County EOC, Seattle EOC, and the National Weather service Seattle office. These devices enable the creation and transmission of verbal and text warning messages (limited to two minutes in length) throughout the Puget Sound Region. Messages are received by radio, television, and cable television stations, processed using EAS decoding devices and rebroadcast over television and radio networks. EAS warning messages issued by local and state agencies are voluntarily rebroadcast by media stations – there are

no legal requirements for stations to rebroadcast local or state warnings.

3. The communication capabilities presently available to the City include:
 - a) E-911- Public Safety Answering Point
 - b) Commercial Telephone (regular, cellular, fax, e-mail, and wireless telephone)
 - c) Two-way radio
 - d) NAWAS: land-line voice, intrastate land-line voice, located in CENTRAL
 - e) EAS relay network public safety radio and the broadcast industry
 - f) CEMNET State radio direction and control
 - g) NOAA Weather Alert Radio
 - h) KC-ACS including ARES and RACES, 2-way radio and/or teletype/packet system via ham frequency bands.
 - i) I-NET (Institutional Network)

B. Warning

1. Whenever City officials are alerted to the threat or occurrence of a hazardous incident that could lead to or has resulted in a disaster, the EOC will be activated at the appropriate level and the situation monitored. Depending on the circumstances, monitoring could be a prolonged activity or result in the immediate activation of the local information and warning system.
2. Monitoring will consist of the accumulation, display, and evaluation of relevant information, release of appropriate public-information advisories, and alerting response agencies and organizations of the situation.
3. As soon as it is apparent that the public must take some action to prepare or protect itself, the local warning system will be activated, as deemed appropriate and as time and resources allow. Warning could take the form of one or more of the following:
 - a) activation of the NOAA Weather Alert Radio to alert citizens to

turn on their radio or television and listen to instructions,

- b) activation of the EAS to disseminate urgent information, and Fire and Law Enforcement units providing audible warnings along specific routes using public-address systems and sirens,
 - c) activation of volunteer resources,
 - d) posting of signs, activating a call response center in the EOC,
 - e) providing local warning information to regional television and radio stations, or other mechanisms, as deemed appropriate.
- 4. Public information, advisories, and warnings will be updated as necessary until the hazard has subsided.
 - 5. The EAS operates through local radio, television, cable television stations and is intended to provide local officials with the means to disseminate prompt, reliable emergency information, instructions, and warning in the event of an emergency or disaster.
 - 6. Notification of citizens regarding emergency information and instructions may be handled through the EAS, door-to-door by uniformed City personnel, mobile-public-address systems, or any other means available to the command agency at the time.
 - 7. The Public Information Officers for the City and DEM may send emergency public safety information through conventional methods such as e-mail and broadcast fax to local media broadcasters.
 - 8. DEM will notify the Emergency Management Coordinator (EMC) of any time the nature of the warning would indicate a need to increase staffing levels.

V. RESPONSIBILITIES

- A. City of Algona
 - 1. Police Chief or designee - Emergency Management Coordinator
 - a) Before the Incident

- (1) Confirm the EOC is maintained in a configuration to support the warning system and efficient and effective communications.
- (2) Include communications and warning as part of the citywide emergency management training program.

b) During the Incident

- (1) Coordinate public information and warnings with the Public Information Officer, surrounding cities, and DEM, as deemed appropriate.
- (2) Request activation of the volunteer amateur radio networks, through the DEM, when necessary.

2. City Departments

a) Before the Incident

- (1) Train personnel in proper radio protocol, including limiting communications during emergencies and yielding to EOC communications.

b) During the Incident

- (1) Designated representative report to the EOC.
- (2) Implement standard operating procedures (SOPs).

c) After the Incident

- (1) Support recovery efforts as identified in SOPs.
- (2) Participate in debriefing and critiquing organized by the EMC and/or DEM.

3. Police Department

a) Before the Incident

- (1) In coordination with the EMC, develop and maintain procedures to provide communications and warning support and services when requested from the EOC.

- (2) In coordination with the EMC, train personnel in proper warning methods.
 - (3) Make search and rescue units and volunteers available to the EOC to assist in the warning effort, if requested, as feasible, and without jeopardizing their primary mission,
 - b) During the Incident

Make personnel and volunteers available to the EOC to assist in the warning effort, when requested and as feasible without jeopardizing their primary mission.
- 4. Public Information Officer (Police Department):
 - a) Before the Incident

Develop appropriate notification lists and procedures for activating the information and warning system. Include consideration of special populations such as the handicapped, the elderly and infirm, schools, daycare centers, and nursing homes.
 - b) During the Incident

Coordinate public information and warnings with the EMC, Incident Commander, surrounding cities, and DEM, as deemed appropriate.
- 5. Utilities Department
 - a) Before the Incident
 - (1) In coordination with the EMC, develop and maintain procedures to provide communications and warning support and services, when requested.
 - (2) In coordination with the EMC, train personnel in proper warning methods.
 - (3) Make search and rescue units and volunteers available to the EOC to assist in the warning effort, if requested, as feasible, and without jeopardizing their primary mission,
 - b) During the Incident

Make personnel and volunteers available to the EOC to assist in the warning effort, when requested and as feasible without jeopardizing their primary mission.

B. Local

1. Valley Regional Fire Authority

- a) In coordination with the EMC, develop and maintain procedures to provide communications and warning support and services, if requested and as resources allow.
- b) In coordination with the EMC and/or DEM, train personnel in proper warning methods.
- c) In cooperation with the City, DEM, and/or King County Communications, develop and maintain warning procedures to be used in the City.

2. King County Alternative Communications System

- a) Provide auxiliary communication support to government agencies.
- b) Serve as net control for the calling frequency.
- c) Define and assign frequencies to be utilized for specific purposes.

3. King County E911 Communications Center

- a) Function as the Countywide E9-1-1 Public Safety Answering Point (PSAP).
- b) Provide efficient communications and dispatch services to law enforcement, fire, EMS, and other agencies.
- c) Provide citizen access and 24-hour answering of emergencies through the E9-1-1 reporting system for the safety of life and protection of property.
- d) Provide direct access via the E9-1-1 emergency number for the speech and hearing impaired, using the teletype (TTY) for the deaf and hard of hearing.
- e) Serve as the initial communications, alert, and warning point for DEM.

- f) Activate the EAS, when requested.

4. King County Emergency Management

- a) Develop and maintain appropriate plans and procedures to ensure, to the extent practicable, the integrity of emergency communication systems in King County.
- b) Conduct countywide tests and exercises of the communication and warning systems.
- c) Develop appropriate notification lists and procedures for activating the information and warning system in King County. Include consideration for special populations such as the handicapped, the elderly and infirm, schools, daycare centers, and nursing homes.
- d) Disseminate warning information received through NAWAS, EAS, the National Weather Service, etc. to local emergency officials in accordance with SOPs.

5. King County Sheriff's Office

- a) In coordination with the EMC, develop and maintain procedures to provide communications and warning support and services, if requested and as resources allow.
- b) In coordination with the EMC and/or DEM, train personnel in proper warning methods.
- c) In coordination with the EMC, DEM, and/or King County Communications, develop and maintain warning procedures to be used in the City.

C. State Emergency Management Division

- 1. Throughout the emergency, public information staff from the State EOC will work with the Governor's press secretary to develop and disseminate information regarding the emergency and State response efforts. State EOC staff will also be available to assist local officials in disseminating emergency instructions to affected communities.
- 2. Coordinates with local and Federal agencies on the release of emergency information and instructions.

D. Federal

The Federal Emergency Management Agency provides for the assignment and establishment of Public Information operations at the Joint State/Federal Disaster Field Office after a Presidential Disaster Declaration.

VI. REFERENCES

- A. *City of Algona Emergency Operations Center Manual*
- B. *King County Alternate Communication System Plan*
- C. *King County Communications Plan*
- D. *King County Comprehensive Emergency Management Plan*
- E. *King County Emergency Alert System Plan*
- F. *King County Emergency Operations Center Manual*
- G. *King County Public Information Officer's Manual*
- H. *King County Sheriff's Office Standard Operating Policies and Procedures Manuals*
- I. *RCW 38.52.110, Use of Existing Services and Facilities - Impressment of Citizenry*
- J. *Washington State Comprehensive Emergency Management Plan*
- K. *Washington State Emergency Communication Development Plan*
- L. *National Response Framework*

VII. ATTACHMENTS

None

ESF 3: PUBLIC WORKS AND ENGINEERING

LEAD: City Administrator
Utilities Department

SUPPORT: City: Emergency Management Coordinator – Police Chief or designee
Coordinator Finance
City Planner
Public Information Officer
Police Department

Local: Valley Regional Fire Authority
King County Emergency Management

State: Emergency Management Division

Federal: Federal Emergency Management Agency

I. INTRODUCTION

A. Purpose

1. To provide for effective coordination and operation of utilities required to meet essential needs during major emergencies and disasters and to provide for the orderly restoration of utilities affected by an emergency or disaster.
2. To address technical advice and evaluations, engineering services, construction management and inspection, emergency contracting, emergency repair of water and wastewater facilities and transportation infrastructure, and provisions for potable water and emergency power.

B. Scope

This Emergency Support Function (ESF) addresses activities including:

1. Participation in mitigation and preparedness activities and in needs and damage assessment immediately following the incident.
2. Emergency clearance of debris to allow for reconnaissance of the damaged areas and passage of emergency personnel and equipment for lifesaving, life protecting, and health and safety purposes during response activities.

3. Temporary repair or replacement of emergency access routes. Routes include damaged streets, roads, bridges, ports, waterways, and any other facilities necessary for passage of rescue personnel.
4. Emergency restoration of critical public facilities including temporary restoration of water supply and wastewater treatment systems.
5. Emergency demolition or stabilization of damaged structures and facilities. These damaged structures are designated by State and local jurisdictions as immediate hazards to the public health and safety, or as necessary to facilitate the accomplishment of lifesaving operations.
6. Emergency contracting to support public health and safety.
7. Technical assistance including structural inspection of private residences, commercial buildings, and structures, as resources permit.

II. POLICIES

- A. The City of Algona (City) has the right to collect for any costs incurred by its authorized representatives, contractors, and sub-contractors in carrying out any necessary work on private property, including debris removal, demolition of unsafe or abandoned structures, removal of debris and wreckage, and administration costs.
- B. Permitting fees and normal inspection procedures will stay in effect following a disaster unless otherwise directed by the Emergency Management Coordinator.
- C. It is the policy of the City to provide Utilities services to lands and facilities under the City's jurisdiction. Other services, such as debris collection or fee adjustments, may be established by the Emergency Management Coordinator, if deemed necessary.

III. PLANNING ASSUMPTIONS

- A. A major emergency or disaster may cause extensive damage to property and the infrastructure. Structures may be destroyed or severely weakened. Homes, public buildings, bridges, and other facilities may have to be reinforced or demolished to ensure safety. Debris may make streets and highways impassable. Public utilities may be damaged or be partially or fully inoperable.
- B. Access to the disaster areas may be dependent upon the re-establishment of ground routes. In many locations, debris clearance and emergency road repairs will be given top priority to support immediate lifesaving emergency response activities.

- C. Rapid damage assessment of the disaster area will be required to determine potential workload.
- D. The City shall be responsible for its own emergency repairs and restoration of services. All requests for assistance will be forwarded to the Emergency Management Coordinator (EMC), who will coordinate with King County Emergency Management (DEM).
- E. Assistance from the Federal government may be needed to clear debris, perform damage assessments, structural evaluations, make emergency repairs to essential public facilities, reduce hazards by stabilizing or demolishing structures, and provide emergency water for human health needs and firefighting.
- F. Significant numbers of personnel with engineering and construction skills along with construction equipment and materials may be required from outside the disaster area.
- G. Following an earthquake, aftershocks will require re-evaluation of previously assessed structures and damages.

IV. CONCEPT OF OPERATIONS

- A. City of Algona
 - 1. The Supervisor of the Utilities Department, or designee, will serve as the primary coordinator of Utilities functions for the City.
 - 2. The Utilities Department shall provide damage assessment and provide for emergency repair and restoration of all city-owned utilities.
 - 3. The Director of the Planning Department, or designee, will serve as the primary coordinator for engineering functions for the City and shall provide damage assessment and provide for emergency repair and restoration of all city-owned facilities.
 - 4. Priority shall be given to utilities and facilities that provide critical and essential services.
 - 5. Additional assistance may be obtained through existing mutual aid agreements, contracts with public and private agencies and/or through DEM.
 - 6. Utility Systems - The following utility systems operate within the City:

Public–City owned/operated:

Water
Wastewater
Storm Water
Electric Power
Solid Waste
Private
Fiber Optic Services
Telephone (fixed & cellular)
Cable Services

These systems, with the exception of cellular telephone and solid waste, generally have the following aspects in common:

- They provide services to individual properties, both public and private.
- Most systems have a trunk or trunks from which distribution or collection branches service each property.
- All or substantial portions of each system reside underground.

7. Buildings and Facilities

- a) The Planning Department shall provide damage assessment of city-owned buildings and facilities.
- b) Time permitting and resources allowing, the Planning Department may provide damage assessment for other public buildings and facilities.
- c) The Planning Department responds in the following phases:
 - (1) Phase I
 - (a) Initial Damage Assessment
 - (b) Provide teams of inspectors to sweep affected areas and report to the EOC

- (2) Phase II – Emergency Permitting and Inspections
 - (a) Review damages and assist application process
 - (b) Issue permits
 - (c) Permit construction
 - (d) Provide inspections
 - (3) Phase III – Abandoned Buildings
 - (a) Identification
 - (b) Inspection
 - (c) Coordinate demolition
 - (d) Legal process
- B. Local
- 1. King County Emergency Management
 - a) Alert appropriate agencies of the possible requirements for emergency engineering services, coordinate County assets, and request State assistance to support local emergency engineering efforts.
 - b) Provide engineering services primarily to lands and facilities under its jurisdiction and lend support to City government, if requested and as circumstances allow. Supplemental assistance may be requested from Washington State Emergency Management Division (WEMD).
 - 2. King County Sheriff’s Office
 - a) Assist with response and recovery efforts, if requested and as resources allow.
- C. State Emergency Management Division
- 1. Alert appropriate State agencies of the possible requirements for emergency engineering services, coordinate State assets, and request Federal assistance to support local emergency engineering efforts. State departments/agencies that support emergency engineering efforts are

identified in the Washington State Comprehensive Emergency Management Plan, ESF 3, Utilities and Engineering.

2. Provide engineering services primarily to lands and facilities under its jurisdiction and lend support to local government, if requested and as circumstances allow. Supplemental assistance may be requested through local and State emergency management channels.

D. Federal

1. The National Response Framework, ESF 3, Utilities and Engineering provides for the Federal response and support to assist State and local government. The primary Federal agencies are the Department of Defense (DOD) and the U.S. Army Corps of Engineers for planning, preparedness, and response with assistance to be provided by other branches as needed. In the event of Federal activation, King County will coordinate with other local, State, and Federal agencies.
2. If direct Federal assistance has been authorized by the President under an Emergency or Major Disaster Declaration, FEMA may issue a mission assignment to those Federal agencies possessing the needed expertise or assets, only when it is verified to be beyond the capability of the affected State and local governments.

V. RESPONSIBILITIES

A. City of Algona

1. Emergency Management Coordinator – Police Chief or designee
 - (a) Designate a person to serve, as the Public Information Officer.
 - (b) Prepare, coordinate, approve, and/or authorize all press releases and briefings.
 - (c) Provide press releases to DEM prior to releasing information, if appropriate.
 - (d) Coordinate with affected jurisdictions to ensure the public receives accurate and consistent information.
 - (e) Assist in the preparation of briefings to the public officials, and EOC Staff.

- (f) Respond to media and citizens information calls.
- (g) Establish a rumor control hotline, if necessary.

2. City Departments

a) Before the Incident

- (1) Develop and maintain current standard operating procedures (SOPs) to be used during an emergency or disaster.
- (2) Train personnel to the appropriate level for their required response.
- (3) Participate in emergency response exercises, drills, and training.

b) During the Incident

- (1) Designated representative(s) reports to the EOC.
- (2) Alert personnel with emergency response functions.
- (3) Implement SOPs.
- (4) Provide resources and support, if requested and as resources allow.

c) After the Incident

- (1) Support recovery efforts as identified in department SOPs.
- (2) Support appropriate local, State, and Federal agencies as conditions warrant and within the realm of City plans and procedures.
- (3) Provide situation and status reports, as requested.
- (4) Participate in debriefing and critiquing organized by the EMC and/ or DEM.

3. Public Information Officer

- a) Obtain prior approval and authorization from the EMC on all press releases and briefings.
 - b) Prepare and coordinate all press releases and briefings.
 - c) Provide press releases to DEM prior to releasing information, if appropriate.
 - d) Coordinate with affected jurisdictions to ensure the public receives accurate and consistent information.
 - e) Assist in the preparation of briefings to the Emergency Management Coordinator, public officials, and EOC Staff.
 - f) Respond to media and citizen's information calls.
 - g) Establish a rumor control hotline, if necessary.
4. Community Development Department
- a) Provide post- incident serviceability of facilities and structures.
 - b) Provide support to the CFD in the safety evaluation of structures during rescue operations.
 - c) Expedite permitting and required inspections, as appropriate and as resources allow.
 - d) Coordinate damage assessment and post-disaster safety inspections of city-owned buildings and facilities.
 - e) Coordinate with local engineering firms for additional assistance with inspections.
 - f) Coordinate damage assessment and post-disaster safety inspections of public assembly buildings (i.e. schools, major food chains), if requested and as resources allow.
 - g) Enforce City ordinances and State law regulating construction during new or reconstruction efforts prior to and after an emergency or disaster.
 - h) Provide for the demolition of damaged and/or abandoned structures posing a threat to human safety.
5. Police Department

- a) Provide assistance in implementing street closures and detours.
 - b) Provide perimeter control due to unsafe conditions, if requested and as resources allow.
6. Utilities Department
- a) Engineering
 - (1) Document damages and costs relating to damage sustained during the emergency or disaster.
 - (2) Assess environmental damage to streams, shorelines, and steep slopes and make recommendations for repair and/or mitigation.
 - (3) Coordinate with the EOC and PIO on public information.
 - (4) Assist the Community Development Department with damage assessment of buildings and facilities, as directed by the EMC.
 - b) Utilities
 - (1) Water Utility
 - (a) Conduct damage assessment of city-owned water facilities.
 - (b) Maintain operation of public water storage, pumping, and distribution systems.
 - (c) Provide for priority restoration of critical facilities.
 - (d) Provide temporary repair of damaged water infrastructure.
 - (2) Wastewater Utility
 - (a) Determine operational status of the wastewater treatment plant.
 - (b) Provide damage assessment of the city-owned wastewater collections system to determine damage.
 - (c) Maintain operation of the public wastewater collection and pumping systems, assist in meeting

public sanitation needs, and control wastewater pollution to the environment.

- (d) Provide for priority restoration of critical facilities.
 - (e) Provide temporary repair of damaged wastewater infrastructure.
- (3) Solid Waste
Coordinate for removal of debris with the contracted service provider for solid waste.
- (4) Storm Water
- (a) Provide damage assessment of the city-owned storm water system to determine damage.
 - (b) Maintain operation of the public storm water collection systems.
 - (c) Provide for priority restoration of critical facilities.
 - (d) Provide temporary repair of damaged storm water infrastructure.
 - (e) Monitor rainfall and flood warning system to determine if citizen warning and/or evacuation are necessary due to potential flooding; coordinate with the EOC for implementation.
 - (f) Operation & Maintenance
- (1) General Facilities and Fleet Maintenance
- (a) Provide damage assessment and emergency repairs for all city-owned equipment and vehicles.
 - (b) Coordinate fuel-dispensing services for city-owned equipment and vehicles.
 - (c) Provide vehicles to transport debris and wreckage.
- (2) Streets
- (a) Provide debris removal, emergency protective measures, emergency temporary repair, and/or construction to maintain passable vehicular

circulation of priority routes.

- (b) Provide damage assessment of streets and bridges to the EOC.
- (c) Provide for priority restoration of essential streets.
- (d) Designate usable roads and bridges.
- (e) Establish and maintain evacuation routes as directed by the EMC or the Police Department.
- (f) Coordinate road closures through the EOC.
- (g) Provide temporary repair of damaged City roads and bridges, if possible.
- (h) Provide road blocks, barricades, signs or flaggers, as requested and resources allow.

B. Local

1. Valley Regional Fire Authority

- a) Provide support in debris removal, emergency protective measures, and utility restoration, if requested and as resources allow.
- b) Provide support in establishing on-scene command posts.
- c) Provide support in evacuating citizens from potential flood or environmental hazard areas, as appropriate.

2. King County Emergency Management

- a) Coordinate County EOC activation and call out of essential representatives.
- b) Coordinate countywide roads, facility, and infrastructure recovery efforts.
- c) Coordinate requests from cities for outside labor, equipment, and technical experts.
- d) Issue warnings to the public.

- e) Coordinate public information; activate the Emergency Alert System (EAS), if deemed necessary.

C. State Emergency Management Division

- 1. Coordinate State EOC activation and call-out of essential representatives and issue warnings to the public.
- 2. Coordinate statewide roads, facility, and infrastructure recovery efforts.
- 3. Coordinate requests from counties and cities for outside labor, equipment, and technical experts.

D. Federal - Federal Emergency Management Agency

Coordinate requests from states for outside labor, equipment, and technical experts.

VI. REFERENCES

- A. *Valley Regional Fire Authority – Standard Operating Procedures*
- B. *City of Algona Emergency Operations Center Manual*
- C. *King County Comprehensive Emergency Management Plan*
- D. *King County Emergency Operations Manual*
- E. *Washington State Comprehensive Emergency Management Plan*
- F. *National Response Framework*

VII. ATTACHMENTS

None

ESF 4: FIREFIGHTING

LEAD: Valley Regional Fire Authority

SUPPORT: City: Emergency Management Coordinator – Police Chief
City Administrator
City Planner
Police Department
Utilities Department

County: King County Emergency Management
Other Fire Agencies

State: Washington State Emergency Management Division
Washington State Department of Corrections
Washington State Department of Natural Resources (DNR)

Federal: United States Forest Services (USFS)

I. INTRODUCTION

A. Purpose

To identify the City of Algona’s (City) support activities relating to fire services within the City.

B. Scope

This Emergency Support Function (ESF) addresses the City’s support activities relating to the detection and suppression of fires.

II. POLICIES

Valley Regional Fire Authority (VRFA) Standard Operating Procedures (SOP).

III. PLANNING ASSUMPTIONS

- A. The National Incident Management System (NIMS) will be used for all fire related incidents within the City.
- B. The City will function in a support role to the CFD for fire services in the City.

IV. CONCEPT OF OPERATIONS

- A. The Valley Regional Fire Authority (VRFA) provides fire protection services both inside and outside of the City.
- B. VRFA is the lead agency for fire suppression operations within the City.
- C. A VRFA representative will report to the Emergency Operations Center (EOC), when the EOC is activated and if requested.

V. RESPONSIBILITIES

- A. City of Algona
 - 1. City Departments
 - a) Before the Incident
 - (1) Develop and maintain current standard operating procedures (SOPs) to be used during an emergency or disaster.
 - (2) Train personnel to the appropriate level for their required response.
 - (3) Participate in emergency response exercises, drills, and training.
 - b) During the Incident
 - (1) Designated representative(s) report to the EOC, when activated and if requested.
 - (2) Alert personnel with emergency response functions.
 - (3) Implement SOPs and provide resources and support, as requested and available.
 - c) After the Incident
 - (1) Support recovery efforts as identified in department SOPs.
 - (2) Participate in debriefing and critiquing organized by the

EMC or DEM.

2. Emergency Management Coordinator – Police Chief
Function as liaison between the VRFA, local responders, and City officials and staff members.
3. Planning Department

Provide technical expertise in the evaluation of damaged structures, if requested and as resources allow.
4. Police Department

Provide incident scene security, traffic control, and evacuation, if requested and as resources allow.
5. Utilities Department
 - a) Before the Incident
 - (1) Provide regular maintenance to hydrants located within the City.
 - (2) Conduct testing of hydrants located in the City and forward all reports to the VRFA.
 - (3) Ensure adequate water pressure to hydrants located within the City, as resources allow.
 - (4) Ensure a sufficient quantity of water is available for fire protection, as resources allow.
 - b) During the Incident
 - (1) Ensure adequate water pressure to hydrants located within the City, as resources allow.
 - (2) Ensure a sufficient quantity of water is available for fire protection, as resources allow.
 - (3) Provide operational support with equipment, staff trained in the use of the equipment, traffic control, and control of utilities during an emergency or disaster.

B. Local

1. Valley Regional Fire Authority
 - a) Provide fire suppression and control and immediate life-safety services within the City.
 - b) Provide a representative to the EOC, if requested and as resources allow.
 - c) Provide regular status reports and information regarding operation and resource needs to the EOC, when activated and if requested.
 - d) Assist in warning the public of evacuations, traffic routing, and/or traffic control, if requested and as resources allow.
 - e) Support evacuation and recovery efforts, if requested and as resources allow.
2. King County Emergency Management

Provide logistical and other support to emergency fire services providers upon request from the Incident Commander or the EOC Emergency Fire Services representative.
3. Other Fire Agencies
Boeing Fire & Security (On and around Boeing property)

Provide assistance to VTFA, if requested and as resources allow.

V. REFERENCES

- A. *City of Algona Emergency Operations Center Manual*
- B. *Valley Regional Fire Authority – Standard Operating Procedures*
- C. *King County Comprehensive Emergency Management Plan*
- D. *King County Emergency Operations Center Manual*
- E. *King County Fire Resource Plan*
- F. *Puget Sound Region Fire Defense Mobilization Plan*
- G. *RCW 39.34, Interlocal Cooperation Act*

- H. *RCW 43.43, Washington State Patrol - State Fire Services Mobilization Plan*
- I. *Washington State Comprehensive Emergency Management Plan*
- J. *Washington State Department of Health – Sizing Guidelines for Water Systems*
- K. *Public Law 93.288, Disaster Relief Act of 1974, as amended by Public Law 100-707, the Robert T. Stafford Disaster Relief and Emergency Assistance Act*
- L. *National Response Framework*
- M. *Interstate Mutual Aid Compact*

VI. ATTACHMENTS

None

ESF 5: EMERGENCY MANAGEMENT

LEAD: Emergency Management Coordinator

SUPPORT: All City Departments
Mayor
City Administrator
King County Emergency Management

I. INTRODUCTION

A. Purpose

1. To collect, process, analyze, disseminate, and use information about a potential or actual emergency or disaster situation.
2. To provide guidance in reporting response and recovery information to local and State emergency management agencies.

B. Scope

This Emergency Support Function (ESF) addresses the informational needs of the Emergency Operations Center (EOC) for assessing a disastrous situation and supporting related response and planning efforts.

II. POLICIES

It is the policy of the City of Algona (City) to disseminate current and accurate information and request the same from outside agencies and volunteer organizations during times of EOC activations. The analysis of this information and planning for anticipated resources will occur in support of emergency or disaster-response and recovery activities.

III PLANNING ASSUMPTIONS

- A. To identify urgent response requirements during a disaster, or the threat of one, and to plan for continuing response, recovery and mitigation activities, there will be an immediate and continuing need to collect, process, and disseminate situational information.
- B. Information will be provided by field personnel, responders, volunteers, the public, the media, and others.

- C. Information collection may be hampered due to many factors including: damage to the communication systems, communications system overload, damage to the transportation infrastructure, effects of weather, smoke, and other environmental factors.
- D. Urgent response requirements during an emergency or disaster, or the threat of one, and the plan for continued response and recovery activities, necessitates the immediate and continuing collection, processing, and dissemination of situational information.
- E. Information, particularly initial information, may be ambiguous, conflict with information from other sources or with previous information from the same source, or be limited in detail.

IV. CONCEPT OF OPERATIONS

- A. Whenever any part of the City is threatened by a hazard that could lead to an emergency or disaster, or when an emergency or disaster situation exists, the EOC will be activated at the appropriate level to assess the situation.
 - 1. The Planning Section will:
 - a) Collect, record, and disseminate information to the appropriate staff and facilitate the dissemination of information to appropriate field personnel and responders.
 - b) Display and analyze information for future response and recovery needs.
 - 2. The Operations Section will display and analyze information for immediate response needs.
- B. Information analysis will include, as appropriate:
 - 1. Assessment and display of the hazard's impact, including the boundaries of the affected area and the distribution, type, and magnitude of damage.
 - 2. Maintaining a current status of emergency response activities, resource needs, and requests, and the status of critical facilities.
 - 3. Establishing priorities in the event of a scarcity of resources.
 - 4. Consolidation of information into logs and reports to keep others informed

and to document relevant activities.

C. Planning will include, as appropriate:

1. Using the analyzed information to identify trends and determine courses of action for responding to a hazard or its effects. Planning will focus on response strategies and resource requirements beyond those needed for immediate response, attempting to anticipate future actions and needs. The planning horizon may be the next hour, 24 hours, or weeks, depending on the scenario and situation.
2. Planning information will be shared with King County Emergency Management (DEM) and other EOC functional positions and incorporated in appropriate displays.
3. The planning staff, in coordination with the operations staff, will recommend courses of action for immediate and future activity, including the need for specific resources identified as part of the planning process.
4. Once a planning cycle has ended, the planning staff will immediately commence planning for the next cycle.

D. Whenever information is lacking, contains insufficient detail, is ambiguous, or is conflicting, recommendations or decisions will be made on the best analysis possible under the circumstances using the combined talents of the staff then assembled.

E. Analysis and planning will continue until the EOC is deactivated. The analysis and planning functions may be transferred to individual City departments following deactivation.

V. RESPONSIBILITIES

A. Emergency Management Coordinator

1. Ensure development of EOC procedures for coordinating information management, including flow, recording, dissemination, display, analysis, use, and reporting.
2. Ensure development of EOC procedures for information analysis and planning.
3. Maintain the EOC in a configuration to support the analysis and planning function.

4. Include analysis and planning as part of the citywide emergency management-training program.
5. Ensure development of policies and procedures to assist the EOC with obtaining appropriately trained personnel to support EOC functions.

B. City Administration – Human Resources

Develop policies and procedures to assist the EOC with obtaining appropriately trained personnel to support EOC functions.

C. City Departments

Report observed damage information to the EOC in accordance with ESF 23, Damage Assessment and continue to provide disaster-related information to the EOC as it becomes known.

D. Community Development Department

Lead department for coordinating information management flow, recording, dissemination, display, analysis, use, and reporting.

E. Planning Department – Engineering

1. Provide mapping and plotting services.
2. Assist the Community Development Department with coordinating information management flow, recording, dissemination, display, analysis, use, and reporting.

VI. REFERENCES

- A. *City of Algona Emergency Operations Center Manual*
- B. *King County Comprehensive Emergency Management Plan*
- C. *King County Emergency Operations Center Manual*
- D. *Washington State Comprehensive Emergency Management Plan*
- E. *National Response Framework*

VII. ATTACHMENT

None

ESF 5: EMERGENCY MANAGEMENT

ATTACHMENT A: ESSENTIAL ELEMENTS OF INFORMATION

The essential elements of information, which may or may not be immediately or readily available to City staff but are of common need to one or more response activities, may include the following. **OVERALL DISASTER INFORMATION**

- _____ 1. Boundaries of the disaster area
- _____ 2. Social/economic/political impacts
- _____ 3. Jurisdictional boundaries
- _____ 4. Status of transportation systems
- _____ 5. Status of communications systems
- _____ 6. Access points to the disaster area
- _____ 7. Status of utilities
- _____ 8. Hazard specific information
- _____ 9. Weather data affecting operations
- _____ 10. Seismic or other geophysical information
- _____ 11. Status of critical facilities
- _____ 12. Status of key personnel
- _____ 13. Status of disaster or emergency declaration
- _____ 14. Major issues/activities
- _____ 15. Overall priorities for response
- _____ 16. Status of upcoming activities
- _____ 17. Status of community housing and shelter
- _____ 18. Status of critical public health issues (Water supply, food, sanitation, waste, infection, or hazardous waste)
- _____ 19. Extent of damage to private property

ESF 6: MASS CARE, HOUSING, AND HUMAN SERVICES

LEAD: City Administrator

SUPPORT: City: Public Information Officer
Community Development Department
Police Department
Utilities Department
(ARC) American Red Cross

Local: King County Emergency Management
King County Mental Health Services
Salvation Army

I. INTRODUCTION

A. Purpose

To coordinate the provision of mass care, shelter, and individual assistance for residents impacted by an emergency or disaster who are unable to care for themselves.

B. Scope

This Emergency Support Function (ESF) addresses the sheltering needs in the City of Algona (City) during a major emergency or disaster and the coordination of the opening of shelters through the Emergency Operations Center (EOC) in coordination with King County Emergency Management (DEM) and the City Administrator.

II. POLICIES: N/A

III. PLANNING ASSUMPTIONS

A. Mass care requirements during an emergency or disaster may overwhelm social service agencies.

B. The opening of a shelters in the City will be coordinated through DEM or the County EOC.

C. The Emergency Management Coordinator (EMC), in cooperation with DEM, shall coordinate City resources and services necessary for disaster relief in the Algona community.

IV. CONCEPT OF OPERATIONS

- A. Mass care provides for the immediate survival needs of victims through group services and facilities.
- B. Mass care will normally be carried out during and immediately after an emergency or disaster, until individual services can be provided. Mass care services are usually provided for less than a week, coordinated, and managed by local government (City Administrator).
- C. The impacts of a disaster may necessitate the provision of emergency food, water, shelter, clothing, childcare, health, and mental health care for disaster victims, as well as crisis support and training for City staff and volunteers.
- D. DEM will coordinate the delivery of the appropriate services with the ARC, Salvation Army, Washington Volunteer Organizations Active in Disasters (WAVOAD), and local church and service groups.
- E. Mass care includes such basic human needs as emergency medical care, emergency shelter, and provisions of emergency food, water, and medicine.
- F. The EOC shall coordinate with the ARC through the County EOC to identify safe areas of the City, inspect potential facilities for building safety, identify safe routes of travel, determine the appropriate number and location of shelters, duration of use, etc.
- G. The City and DEM, will share and coordinate all lists of victims and disaster assistance inquiries, and act together as one voice for public press releases.
- H. Public information regarding shelter availability and locations shall be coordinated through the City's designated Public Information Officer (PIO) and other PIOs using the County EOC Joint Information Center, if appropriate.
- I. The range of services needed by disaster victims will depend on the emergency, and could include temporary housing, furniture, building and repair supplies, and occupational and mental health services.
- J. Insurance companies, local human service organizations, and various Cities, County, and State government agencies will provide individual assistance to disaster victims.
- K. In the event of a Presidential Disaster Declaration, additional assistance may become available to eligible individuals. This may include low-interest loans, housing grants, food stamps, disaster counseling, and unemployment benefits.
- L. Individuals or families arriving at shelters or mass care facilities in recreational vehicles may use their vehicle, supplemented by shelter resources, or utilize the

shelters provided. Facilities are generally selected with adequate parking areas.

V. RESPONSIBILITIES

A. City of Algona

1. **Public Information Officer**
Serve as the Public Information Officer (PIO) and coordinate the dissemination of public information concerning mass care and individual assistance with DEM or the County EOC.
2. **Planning Department**
 - a) Provide building safety inspections of shelters, if requested and as resources allow.
 - b) Develop plans for and coordinate the utilization of City facilities and park sites for use as reception centers and staging areas or shelters with the EMC, in coordination with DEM.
3. **Police Department**

If requested and as resources allow:

 - a) Establish security and crime prevention at the shelters located within the City.
 - b) Provide crowd and traffic control at public shelters located within the City.
 - c) In coordination with the Utilities and Utilities Department, assist in identifying safe routes to shelters.
 - (1) Provide law enforcement activities within the City, which include the enforcement of any special emergency orders issued by the Emergency Management Coordinator (EMC).
 - (2) Provide emergency traffic control, damage survey, coordinate reconnaissance of impacted areas, and assist with initial citywide damage assessment as appropriate.
 - (3) Recommend the evacuation of endangered population. Inform the public of evacuation orders including, but not limited to: door-to-door notification of persons in affected

area, and warning the public through the use of mobile public address systems. Provide security to the evacuated property, if necessary and as resources allow.

- (4) Provide security and perimeter control at incident scenes and the EOC during activation when appropriate.
- (5) Develop and maintain resource lists for equipment, personnel, supply resources, and departmental standard operating procedures for use during major emergencies and disasters.
- (6) Provide support to the King County Coroner in the investigation, identification, recovery, and management of deceased persons.
- (7) Provide support to the EMC in the dissemination of emergency warning information to the public.
- (8) Request through DEM, that the Washington State Emergency Management Division (WEMD) coordinate temporary air space restrictions, when necessary.
- (9) Communicate and coordinate with nearby jurisdictions including King County and the State (WSP & DOT) regarding emergency activities such as evacuation routes, destination area, and reception centers.
- (10) Coordinate public transportation resources planned for use in an evacuation and coordinate with outside resources, including King County Metro Transit, Auburn School District, etc., through the EOC.
- (11) In coordination with the Utilities Department, identify and establish evacuation routes.

4. Utilities Department

- a) Coordinate disposal of solid waste from shelters.
- b) Ensure the availability of water to shelters.
- c) Assist in crowd-control operations with temporary traffic control measures and barricades.

- d) In coordination with the Police Department, identify safe routes to shelters.
- e) Make vehicles available to transport donated mass care supplies to shelters, feeding or service center sites, when requested.

5. King County Emergency Management

- a) Coordinate the activities of local agencies charged in local plans for the provision of emergency mass care shelters.
- b) Inform the ARC of the need for shelters or feeding stations, areas to be evacuated, and when possible, the approximate number of evacuees.
- c) Coordinate and maintain liaison with private providers of mass care resources and services.
- d) Coordinate with the EOC for mass care resources and facility support and mutual aid.

6. King County Mental health Services

In coordination with DEM, Coordinate with King County Office of Emergency Management to determine available provisions for establishing special needs and medical shelters, and providing support to special needs individuals.

7. Salvation Army

Assist the ARC, as requested by the EMC and/or DEM.

VI. REFERENCES

- A. *American Red Cross Disaster Plan*
- B. *City of Algona Emergency Operations Center Manual*
- C. *King County Comprehensive Emergency Management Plan*
- D. *King County Emergency Operations Center Manual*
- E. *Washington State Comprehensive Emergency Management Plan*
- F. *National Response Framework*

VII. ATTACHMENTS **None**

ESF 7: RESOURCE SUPPORT

LEAD: Utilities Department

SUPPORT: City: All Departments

Local: King County Emergency Management
Other Support Agencies

I. INTRODUCTION

A. Purpose

To provide for the best coordination of resources in order to effectively respond to an emergency or disaster.

B. Scope

This Emergency Support Function (ESF) involves coordinating the provision of resources to the City of Algona (City) departments during the immediate response to an emergency or disaster and to subsequent response and recovery operations. Coordination includes the effort and activity necessary to evaluate, locate, procure, and provide facilities, material, services, and personnel.

II. POLICIES

- A.** In accordance with Section 7 of Article VIII of the Washington State Constitution, “no county, city, town, or other municipal corporation shall hereafter give any money, or property, or loan its money, or credit to or in aid of any individual, association, company, or corporation, except for the necessary support of the poor and infirm, or become directly or indirectly the owner of any stock in or bonds of any association, company or corporation.”
- B.** In accordance with RCW 38.52.070 (2), “each political subdivision, in which any disaster as described in RCW 38.52.020 occurs, shall have the power to enter into contracts and incur obligations necessary to combat such disaster, protecting the health and safety of persons and property, and providing emergency assistance to the victims of such disaster. Each political subdivision is authorized to exercise the powers vested under this section in the light of the exigencies of an extreme emergency situation without regard to time-consuming procedures and formalities prescribed by law (excepting mandatory constitutional requirements), including, but not limited to, budget law limitations, requirements of competitive bidding and publication of notices, provisions pertaining to the performance of public work, entering into contracts, the incurring of obligations, the employment of temporary workers, the rental of equipment, the purchase of supplies and materials, the levying of taxes, and the appropriation and expenditures of public funds.”

- C. In accordance with RCW 38.52.110 (1), in responding to a disaster, “the governor and the executive heads of the political subdivisions of the state are directed to utilize the services, equipment, supplies, and facilities of existing departments, offices, and agencies of the state, political subdivisions, and all other municipal corporations thereof including but not limited to districts and quasi municipal corporations organized under the laws of the state of Washington to the maximum extent practicable, and the officers and personnel of all such departments, offices, and agencies are directed to cooperate with and extend such services and facilities to the governor and to the emergency management organizations of the state upon request notwithstanding any other provision of law.”
- D. In accordance with RCW 38.52.110 (2), “the chief executive of counties, cities and towns and the emergency management directors of local political subdivisions appointed in accordance with this chapter, in the event of a disaster, after proclamation by the governor of the existence of such disaster, shall have the power to command the service and equipment of as many citizens as considered necessary in the light of the disaster proclaimed: PROVIDED, That citizens so commandeered shall be entitled during the period of such service to all privileges, benefits and immunities as are provided by this chapter and federal and state emergency management regulations for registered emergency workers.”
- E. Chapter 38.56 RCW Intrastate Mutual Aid System (WAMAS) will be utilized to the maximum extent as possible.

III. PLANNING ASSUMPTIONS

- A. The City will not have all of the resources, either in type or quantity that may be required to combat the effects of all potential emergencies or disasters.
- B. The Emergency Management Coordinator (EMC) has designated the Utilities Department to be responsible for inventories, utilization and conservation of resources necessary to respond to and recover from an emergency or disaster, and for the procurement of equipment, materials, supplies, contractual services, and equipment maintenance.
- C. The EMC has designated the Utilities Department to be responsible for all human resource management activities.
- D. The EMC has designated the Human Resource Department to be responsible for all recordkeeping, payroll, benefits, and claims handling for emergency workers and City personnel.
- E. Weather conditions, damage to transportation routes, or other factors may restrict access to a disaster site or to a storage area and hence affect the availability and distribution of resources.

- F. The Emergency Operations Center (EOC) will have available or immediate access to resources and vendor lists for the most commonly used or anticipated resources used during an emergency or disaster.

IV. CONCEPT OF OPERATIONS

- A. During an emergency or disaster, or the threat of one, the EOC may be activated to coordinate the response of City departments and to support City departments with evaluation, planning, information, and resource management.
- B. During urgent preparedness or response activities, resources will only be provided upon the request of recognized field command personnel, such as an Incident Commander, or upon the direction of the EMC.
- C. The EOC will be activated on a case-by-case basis to support the resource needs of the restoration and recovery effort. As resource needs diminish, staff may provide coordination services without EOC activation.
- D. During restoration and recovery activities, resource requests are to be made to the EMC through the EOC.
- E. To the maximum extent possible, the continued operation of a free-market economy using existing distribution systems will be utilized.
- F. Mandatory controls on the allocation, utilization, or conservation of resources can be used when necessary for the continued protection of public health, safety, and welfare. Whenever possible, voluntary controls are preferred.
- G. Pre-existing inventories of the community's resources and procedures regarding their use contribute significantly to the successful and efficient response to and recovery from major emergencies or disasters.
- H. Close coordination will be maintained with Federal, State, and County officials, and other volunteer organizations. The priority of tasks will be determined by the EMC.
- I. The resources of the City will be used to the extent practicable and in accordance with the provisions of RCW 38.52.110 (1). City departments will retain sufficient quantities of applicable resources in reserve to meet City needs, as appropriate. Should City resources be insufficient, additional resources may be procured or requested through the following, listed in priority order:
 - 1. Mutual Aid and Inter-local Agreements

2. Private sector purchase
 3. King County Emergency Management resource request.
 4. If the Governor has proclaimed the existence of a disaster, private-sector resources in accordance with the provisions of RCW 38.52.110, Use of Existing Services and Facilities – Impressionment of Citizenry
- J. Ensuring adequate staff to respond during an emergency or disaster is essential.

V. RESPONSIBILITIES

A. City of Algona

1. Emergency Management Coordinator – Police Chief
 - a) Responsible for coordination of major City resources through use of the EOC or other coordination point during an emergency or disaster.
 - b) Responsible for ensuring that City resources are inventoried and that the inventory list is updated on an annual basis.
 - c) Responsible for coordinating requests for out-of-area resources to DEM or the County EOC.
2. City Administration
 - a) Human Resources
 - (1) Develop plans for employee notification during an emergency or disaster.
 - (2) Develop procedures and coordinate the registration of temporary emergency workers and volunteers on behalf of the City, in coordination with DEM.
 - (3) Manage the compensation for injury and claims process arising from the disaster.
 - b) Mayor

Issue a “Proclamation of Local Emergency,” when appropriate.
3. City Departments

- a) Inventory personnel, major equipment, supplies, and provide a listing to the EOC prior to and during an emergency or disaster.
- b) Coordinate resource use under emergency conditions through the EOC.
- c) Monitor and process time sheets, rosters, and overtime requests.

4. Finance Department

- a) Establish “Emergency Purchasing Agreements” with local businesses for use during emergency or disaster operations.
- b) Coordinate information with the EMC and communicate appropriately with the public and media.
- c) Develop and maintain policies and SOPs for the departments disaster responsibilities.
- d) Establish all necessary special accounts for the receipt of donations and cost reimbursements filed under local, State, and Federal law.
- e) Assist in identifying sources of disaster funds if departmental budgets are exceeded.
- f) Ensure disaster-related expenditures are made in accordance with applicable laws, regulations, and accounting procedures.
- g) Coordinate for fuel-dispensing services for emergency equipment and vehicles.
- h) Implement SOPs.
- i) Coordinate with all departments to ensure accurate reporting of disaster-related costs.

5. Police Department

- a) In coordination with the Utilities Department, identify passable routes for transport of goods and people.
- b) Provide security and mobile radio communication at distribution centers, if requested and as resources allow.
- c) Provide security at the entrance(s) to the EOC to control access

and log in and out all personnel who enter and exit the EOC.

6. Utilities Department

- a) Prepare and update listing of all major city-owned resources.
- b) Develop standard operating procedures (SOP) for resource management. Develop and maintain policies and procedures to acquire equipment, materials, supplies, contractual services and equipment maintenance during an emergency or disaster.
- c) Identify resource distribution and storage areas.
- d) Assess impact of emergency on available resources and identify repair, maintenance, and replenishment needs.
- e) Procure equipment, materials, supplies, contractual services, and equipment maintenance, and negotiate lease for grounds, offices, or space required by the City, as directed by the EMC.
- f) Coordinate the allocation, utilization, and conservation of resources.
- g) Ensure local resources are exhausted, or about to be, prior to requesting the EMC request additional resources from the County EOC. Resources held in reserve to meet constituent needs are to be considered utilized.
- h) Provide food and beverages for EOC staff and all City emergencies personnel.
- i) Ensure there are adequate personnel to carry out support activities, including personnel for staffing additional EOC shifts and other sections.
- j) In coordination with the Police Department, identify passable routes for transport of goods and people.
- k) Assist in the transport of people and goods, if requested and as resources allow.
- l) Develop plans for managing influx of goods and services donated to support EOC activities and assist victims of the emergency or disaster.

B. Local

1. King County Emergency Management
 - a) Maintain the County EOC with appropriate equipment, consumables, resource lists, and staff availability.
 - b) Maintain liaison with support agencies, the business community, volunteer organizations, and the Washington State Emergency Management Division (WEMD).
 - c) Train and exercise applicable EOC staff in resource management activities.
 - d) Develop and maintain a communications process for rapid contact of key EOC staff and support agency personnel.
 - e) Produce and maintain, with functional staff, EOC resource management SOPs.
 - f) Develop a procedure for field personnel to register emergency workers at a disaster site.
 - g) Ensure that field personnel know how to request resources during an emergency or disaster.
2. Other Support Agencies
 - a) Maintain appropriate resources to meet routine operational requirements.
 - b) Take actions necessary to ensure staff is prepared to accomplish response and recovery activities.

VI. REFERENCES

- A. *City of Algona Emergency Operations Center Manual*
- B. *King County Comprehensive Emergency Management Plan*
- C. *King County EOC Manual*
- D. *King County Recovery Plan*
- E. *RCW 38.52.020, Declaration of policy and purpose*
- F. *RCW 38.52.070, Local Organization and Joint Local Organizations Authorized – Establishment, Operation- Emergency Powers, Procedures*

- G. *RCW 38.52.110, Use of Existing Services and Facilities – Impressment of Citizenry*
- H. *Washington State Comprehensive Emergency Management Plan*
- I. *Section 7 of Article VIII of Washington State Constitution*
- J. *National Response Framework*
- K. *38.56 RCW Intrastate Mutual Aid System (WAMAS)*

VII. ATTACHMENTS

None

ESF 8: PUBLIC HEALTH AND MEDICAL SERVICES

LEAD: Valley Regional Fire Authority
King County Coroner's Office
King County Health Department
Hospitals and other Medical Providers and Facilities

SUPPORT: City: Emergency Management Coordinator – Police Chief
Mayor
Finance Department
Public Information Officer
Police Department
Utilities Department

Local: King County Emergency Management
American Red Cross
ALS Providers

State: Department of Agriculture
Department of Health
Department of Health and Human Services
Emergency Management Division

Federal: Federal Bureau of Investigation
Federal Emergency Management Agency
Military

I. INTRODUCTION

A. Purpose

1. To coordinate the organization and mobilization of health, medical, and mortuary services in the City of Algona (City) during an emergency or disaster using the National Incident Management System (NIMS).
2. To provide a format for the City to manage a health, medical, or mortuary services emergency in partnership with the King County Coroner's Office, Valley Regional Fire Authority (CFD) and/or the King County Health Department by establishing Incident or Unified Command depending on the type, severity, and needs of the specific incident.
3. To identify the City's, the King County Coroner Office's, VRFA's, King County Health Department's, and other medical facilities' response activities relating to an incident involving health, medical, or mortuary services within the City.

B. Scope

This Emergency Support Function (ESF) addresses the identification and coordination of the City's health, medical, and mortuary needs during an emergency or disaster. This assistance includes the following:

- Assessment of medical and health needs
- Health surveillance and communicable disease response
- Medical care personnel
- Medical and health equipment and supplies
- Patient evacuation
- In-hospital care
- Mental health
- Public health information
- Vector control (rats, pests, etc.)
- Potable water and wastewater and sanitation
- Solid waste disposal
- Mortuary services and victim identification
- Hazardous materials (spills & releases)

II. POLICIES

- A. The City will assist the King County Health Department, the VRFA, and the King County Coroner's Office regarding health, medical, and mortuary services in the City.
- B. King County first responders, emergency medical technicians (EMTs) and paramedics who provide emergency medical services (EMS) in King County operate under the *King County Emergency Medical Services Patient Care Protocols*.
- C. King County Public Health provides guidance to the City, County, other agencies, and individuals on basic public health principles involving safe drinking water, food sanitation, personal hygiene, and proper disposal of human waste, garbage, infectious or hazardous waste, and communicable diseases.
 - (1) The King County Health Officer, or designee, may implement quarantine policies and/or a health order when required due to incidents of mass communicable disease exposure, or contamination of food, water, and environmental resources.

- (2) King County Mental Health Services, after meeting its responsibilities to clients, may permit, to the extent of its ability and upon request by the American Red Cross (ARC), the use of its physical facilities by the ARC and in conjunction with King County Mental health Services staff, as a mass care shelter for the “special needs” victims of a major disaster.
- D. Representatives from the King County Health Department, EMS responders, and the King County Coroner’s Office will coordinate medical, health, and mortuary resources at the City or County Emergency Operations Center (EOC) during an emergency or disaster.
- G. Unified Command will be used in all incidents relating to health, medical, and mortuary services that are criminal in nature or that require a police investigation be conducted.

III. PLANNING ASSUMPTIONS

- A. A significant natural or technological disaster or terrorist incident could overwhelm local medical facilities and services requiring emergency coordination of casualties.
- B. King County hospitals, clinics, nursing homes, pharmacies, and other medical and health care facilities may suffer severe structural damage, be destroyed, or be rendered unusable.
- C. A major emergency or disaster could pose public health threats to food, water, and personal health.
- D. Damaged manufacturing facilities, waste processing and disposal facilities, and sewer lines, and water distribution systems and secondary hazards such as fires could result in toxic environmental and public health hazards to the surviving population and response personnel.
- E. The damage and destruction of a catastrophic disaster will produce urgent needs for mental health crisis counseling for disaster victims and response personnel.
- F. Disruption of sanitation services and facilities, loss of power, and massing of people in shelters may increase the potential for disease and injury.

IV. CONCEPT OF OPERATIONS

A. Public Health

King County Health Department

1. Provide or coordinate health and environmental health services and activities within the City, including:
 - a) Identification of health hazards
 - b) Implementation of disease control measures, including examination, testing, treatment, vaccination, isolation, or quarantine, when appropriate
 - c) Coordinating with the Department of Ecology to assess the public health risk from a hazardous materials spill
2. Report to elected officials and the public regarding health conditions, warnings, and public information through the City and County EOCs.
3. Provide limited medical support and sanitation services (identifying health hazards and making recommendations) to mass care facilities when activated.
4. Provide the medical support and mechanism for distribution of prophylaxes to the public and emergency personnel, if warranted by threat of disease.
5. Provide oversight of potable water supplies. City residents obtain their drinking water from either individual water sources or the City's public water supply.

B. Emergency Medical Services

1. The primary objective of EMS in an emergency or disaster is to ensure that basic and advanced life support systems are organized and coordinated to provide prompt, adequate, and continuous emergency care to disaster victims. These will include, but are not limited to:
 - a) Identification and coordination of medical resources.
 - b) Identification of potential sites and support staff for temporary emergency clinics.

- c) Emergency care at shelters and congregate care facilities.
 - d) Coordination of medical transportation resources.
2. The King County Local Mass Casualty Plan will detail operational concepts and responsibilities to assure that EMS existing in the area will be capable of providing mass casualty emergency medical services during an emergency or disaster.
 3. The provision of basic and advanced life support services shall be provided by the VRFA in the City. Mutual aid between and among EMS providers shall be utilized to make maximum efficient use of existing local, regional, or inter-regional assets, resources and services. Response requirements may exceed the capabilities of the local EMS system and can be augmented by services and assets provided under mutual aid if available.
 4. Hospitals and other medical providers and facilities will respond according to their established emergency response plans.

C. Mortuary Services

1. The King County Coroner has jurisdiction over bodies of all deceased (RCW 68.50.010). (Procedures may vary if an incident falls under the jurisdiction of the FAA, State, or the military.)
2. The Coroner's Office will coordinate support of local mortuary services, as needed. Local funeral directors may assist in emergency mortuary services, if requested and at the discretion of the Coroner.
3. If local resources for mortuary services are exceeded, the State and/or Federal government may provide supplemental assistance. The Coroner may make a request for such assistance to DEM or to the Washington State Department of Health through the County EOC.

V. RESPONSIBILITIES

A. City of Algona

1. Before the Incident
 - a) Develop and maintain current standard operating procedures (SOPs) to be used during an emergency or disaster.
 - b) Train personnel to the appropriate level for their required response.

c) Participate in emergency response exercises, drills, and training.

2. During the Incident

a) Designated representative(s) report to the EOC, if activated.

b) Alert personnel with emergency response functions.

c) Implement SOPs.

d) Provide resources and support, if requested and as resources allow.

3. After the Incident

a) Support recovery efforts as identified in department SOPs.

b) Support appropriate local, State, and Federal agencies, as conditions warrant and within the realm of City plans and procedures.

c) Provide situation and status reports, as requested.

d) Participate in debriefing and critiquing organized by the EMC or DEM.

B. Public Health Services

1. City of Algona

a) Emergency Management Coordinator- Police Chief

(1) Activate the EOC and establish Incident or Unified Command, as appropriate.

(2) Serve as liaison and coordinate response and recovery efforts between City departments, outside agencies, and the County EOC, if appropriate.

b) Public Information Officer

Serve as the Public Information Officer (PIO) and coordinate the dissemination of public information concerning public health services with DEM or the County EOC.

2. Local

- a) King County Emergency Management
Provide overall coordination of resources to support public health activities and function as the liaison between local agencies and Washington State Emergency Management Division (WEMD).
- b) King County Health Department
 - (1) Organize and mobilize public health services during an emergency or disaster.
 - (2) Identify and coordinate activation of additional health professionals, when appropriate.

3. State Emergency Management Division

Coordinate requested supplemental emergency medical and logistics support as requested by the King County EOC.

4. Federal

- (a) Department of Agriculture

Under guidelines of the Food and Drug Administration, work with State and local governments in establishing public health controls for the proper disposal of contaminated food and drugs.
- (b) Department of Health and Human Services

Has the prime responsibility for Federal activities associated with health hazards resulting from emergencies?
 - (1) Assist State and local communities in taking protective and remedial measures for ensuring sanitary food and potable water supplies, adequate sanitary systems, rodent, insect and pest control, care of the sick and injured, and control of communicable diseases.
 - (2) Assign professional and technical personnel to augment State and local forces.

(c) Federal Emergency Management Agency

When local, State, and volunteer agencies' capabilities to provide public health services are exceeded, FEMA may assign Federal agencies under mission assignment to supplement State and local public health efforts.

C. Emergency Medical Services

1. City of Algona

(a) Emergency Management Coordinator – Police Chief

- (1) Activate the EOC and establish Incident or Unified Command, as appropriate.
- (2) Serve as liaison and coordinate response and recovery efforts between City departments, outside agencies, and the County EOC, if appropriate.

(b) Police Department

- (1) Provide crowd and traffic control, law enforcement operations, and crime scene investigations, if requested and as resources allow.
- (2) Coordinate additional security support for local hospitals and clinics, if requested and as resources allow.
- (3) Coordinate quarantine enforcement with the King County Health Department, if requested and as resources allow.
- (4) Assist in the contacting and transporting of critical hospital personnel, if requested and as resources allow.

2. Local

(a) Valley Regional Fire Authority

Coordinate all aspects of medical care and transportation of patients at a specific scene, including but not limited to triage, treatment, transportation, and set-up of an initial morgue area, and provide incident status and operational needs to the EOC at regular intervals.

(b) King County Emergency Management

Provide logistical and other support to EMS providers upon request from the Incident Commander or the EOC EMS Representative.

(c) Hospitals and other Medical Providers and Facilities

Maintain procedures and protocols for reducing patient population for incidents that may require evacuation, and procedures for continuing medical care for those that cannot be evacuated.

3. State Emergency Management Division

Coordinate requested supplemental emergency medical and logistics support, as requested by the County EOC.

4. Federal Emergency Management Agency

When local, State, and volunteer agencies' capabilities to provide mass care or essential needs are exceeded, FEMA may assign Federal agencies under mission assignment to supplement State and local emergency medical efforts.

D. Mortuary Services

1. City of Algona

(a) Emergency Management Coordinator – Police Chief

(1) Activate the EOC and establish Incident or Unified Command, as appropriate.

(2) Serve as liaison and coordinate response and recovery efforts between City departments, outside agencies, and the County EOC, if appropriate.

(b) Police Department

Provide assistance to the King County Coroner, including but not limited to security for field morgue operations and facilities, and perimeter control at incident scenes, if requested and as resources allow.

- (c) Utilities Department
 - (1) Assist with establishing temporary morgue facilities, if requested and as resources allow.
 - (2) Conduct safety evaluation of buildings to be used for mortuary services, if requested and as resources allow.

2. Local

- (a) King County Coroner's Office
 - (1) Assume overall responsibility for emergency mortuary services, including but not limited to selection of suitable facilities for emergency morgues and ensuring qualified personnel are assigned to operate them.
 - (2) Keep all necessary records and furnish the EMC with a periodically updated status report and casualty list.
 - (3) Provide a representative to the County EOC, if requested and as resources allow.

- (b) King County Emergency Management

Coordinate local support for mortuary services and function as the liaison between local agencies and WEMD.

3. State

- (a) Department of Health

Provide for the recording and preservation of death certificates.
- (b) Emergency Management Division

In conjunction with the Department of Health, coordinate supplemental assistance to support local mortuary services.

4. Federal

- (a) Federal Bureau of Investigation

Assist in victim identification services, if requested.

(b) Federal Emergency Management Agency

Coordinate Federal assistance to supplement local emergency mortuary services.

(c) Military

Provide manpower, equipment, and facilities to support emergency mortuary services.

VI. REFERENCES

- A. *City of Algona Emergency Operations Center Manual*
- B. *King County Comprehensive Emergency Management Plan*
- C. *King County Coroner's Emergency Operations Plan*
- D. *King County Emergency Operations Center Manual*
- E. *King County Fire Chiefs Association's- Mass Casualty Incident Plan*
- F. *King County Health Department Emergency Response Plan*
- G. *Valley Regional Fire Authority - Standard Operating Procedures*
- H. *RCW 68.50.010, Coroner's Jurisdiction over Remains*
- I. *Washington State Comprehensive Emergency Management Plan*
- J. National Response Framework

VII. ATTACHMENTS

None

ESF 9: SEARCH AND RESCUE

LEAD: Police Department

SUPPORT: City: Utilities Department
Valley Regional Fire Authority

County: King County Emergency Management
King County Sheriff's Office
Search and Rescue Units

State: Department of Transportation – Division of Aeronautics
Emergency Management Division

Federal: Federal Emergency Management Agency
United States Air Force - Rescue Coordination Center
United States Coast Guard

I. INTRODUCTION

A. Purpose

The purpose of this ESF is to provide for the effective utilization of search and rescue (SAR) resources and provide for the control and coordination of various types of SAR operations involving persons in distress.

B. Scope

This Emergency Support Function (ESF) addresses wilderness, suburban/urban, and structural SAR operations, and includes search and rescues on the ground, in the air, or in the water.

II. POLICIES

A. "Search and rescue means the acts of searching for, rescuing, or recovering by means of ground, marine, or air activity any person who becomes lost, injured, or is killed while outdoors or as a result of a natural, technological, or human caused disaster, including instances involving searches for downed aircraft when ground personnel are used. Nothing in this section shall affect appropriate activity by the department of transportation under Chapter 47.68 RCW." (RCW 38.52.010)

B. "The chief law enforcement officer of each political subdivision shall be responsible for local search and rescue activities. Operation of search and rescue activities shall be in accordance with State and local operations plans adopted by the elected governing body of each local political subdivision. These State and local plans must specify the use of the incident command system for multiagency/

multi-jurisdiction search and rescue operations. The local emergency management director shall notify the department of all search and rescue missions. The local director of emergency management shall work in a coordinating capacity directly supporting all search and rescue activities in that political subdivision and in registering emergency search and rescue workers for employee status. The chief law enforcement officer of each political subdivision may restrict access to a specific search and rescue area to personnel authorized by him. Access shall be restricted only for the period of time necessary to accomplish the search and rescue mission. No unauthorized person shall interfere with a search and rescue mission.” (RCW 38.52.400)

- C. The Police Chief is responsible for SAR operations in the City of Algona (City).
- D. King County Emergency Management (DEM) provides emergency management services to the City, including services relating to SAR operations.
- E. King County Emergency Management (DEM) is the agency responsible for coordinating administrative services for all SAR activities in King County.
- F. Local jurisdictions have the responsibility to establish criteria and standards for volunteer emergency workers whom they register. DEM, in concurrence with the City, has established criteria and standards for emergency workers and is responsible for implementing and monitoring the emergency worker program. (WAC 118-04-180)
- G. The King County Sheriff’s Office (KCSO), in coordination with DEM, activates and coordinates all volunteer SAR units in King County.

III. PLANNING ASSUMPTIONS

- A. People will become lost, injured, or killed while outdoors, requiring SAR activities in the City of Algona.
- B. An emergency or disaster may cause building collapse, leaving persons in life threatening situations requiring prompt Urban Search and Rescue (USAR) and medical care. This may be referred to as structural SAR.
- C. Large numbers of local residents and volunteers will initiate activities to assist SAR activities and will require coordination and direction within the incident command structure.
- D. Access to damaged sites and/or wilderness locations may be limited. Some sites may be initially accessible by only air or water.

IV. CONCEPT OF OPERATIONS

- A. The Emergency Operations Center (EOC) may be activated to provide coordination and technical and administrative support to SAR operations. Similar provisions may be made from the County and State EOC to support local efforts.
- B. The Police Chief, or designee, is the Incident Commander of SAR operations in the City.
- C. The Incident Commander may request the KCSO SAR Coordinator activate and coordinate volunteer SAR Units depending on the magnitude and scope of the incident.
- D. If volunteer SAR Units are activated, the KCSO SAR Coordinator or DEM will obtain a mission number from the Washington State Emergency Management Division (WEMD).
- E. Specialty rescue teams including water, confined space, high angle, and heavy rescue are available through mutual aid. Requests for rescue personnel from outside the area would be submitted to DEM.
- F. Coordination from the incident scene or local EOC to the County or State EOC will be through the normal radio and telephone capabilities, augmented by backup direction and control systems. Local SAR field operations will utilize whatever communications means necessary to carry out effective SAR operations.
- G. An adequate number of volunteers can be recruited for most suburban/urban SAR purposes from within the King County SAR volunteer organizations. However, neither King County nor the volunteers can provide all necessary equipment or manpower to cope with all types of SAR missions. Mobile support units must be available upon request from adjoining political subdivisions, or from WEMD, to ensure and support maximum SAR efforts. All requests for outside resources will be made through normal emergency management channels.
- H. Ground Search and Rescue
 - 1. WEMD, upon receiving requests for assistance from appropriate local authorities, will coordinate the resources of other political subdivisions and/or State and Federal agencies in support of the requesting agency.
 - 2. Air support or reconnaissance to assist the ground teams may be requested through DEM, as needed.
 - 3. WEMD will issue mission numbers to local authorities in response to downed or missing aircraft for ground search only and will coordinate

these missions with the Washington State Department of Transportation, (WSDOT).

4. Local law enforcement may participate in a search for a missing person based on the activation of a personal locator beacon (PLB) when there is a reasonable likelihood that a person is located within their jurisdiction. Upon location of the missing person, the incident becomes a ground SAR operation under the direction and control of the chief local law enforcement officer.

I. Marine Search and Rescue

1. The United States Coast Guard (USCG) directs all SAR operations on or above navigable waters (waters where the Coast Guard maintains navigational aids and/or where there is commercial shipping and navigation).
2. Upon notification of a possible boating accident or possible drowning, the King County E911 Communications Center (CENTRAL COMMUNICATIONS) will notify DEM and the Fire and Police Departments.
3. Underwater evidence searches will be coordinated by a KCSO SAR Coordinator who will obtain an evidence mission number using the proper procedures.

J. Air Search and Rescue

1. WSDOT is responsible for the conduct and management of all aerial SAR within the State. This includes SAR efforts involving aircraft and airships. WSDOT is also responsible for SAR activities involving electronic emergency signaling devices such as emergency locator transmitters (ELT's) and emergency position indicating radio beacons (EPIRB's)." (RCW 47.68.380) At the request of WSDOT or the U. S. Coast Guard, local law enforcement agencies may assist in these SAR operations.
2. The United States Air Force directs search operations for downed or missing military aircraft, aircraft carrying people or things of national significance, or aircraft of international origin.
3. Local law enforcement may participate in a search for downed or missing aircraft when there is a reasonable likelihood that a craft is located within their jurisdiction. These activities will be coordinated with WSDOT.

Upon location of the downed aircraft, the incident becomes a ground SAR operation under the direction and control of the chief local law enforcement officer.

4. Upon notification of the possibility of a downed aircraft in King County, CENTRAL COMMUNICATIONS will notify the local law enforcement, DEM, and the SAR Coordinator, if appropriate.
5. The DEM Duty Officer will request a SAR mission number from WEMD using proper procedures and activate other SAR units, if requested.

V. RESPONSIBILITIES

A. City of Algona

1. Police Department

- a) Establish Incident or Unified Command, as appropriate.
- b) Coordinate SAR operations.
- c) Request KCSO activate and coordinate volunteer SAR units, if appropriate.
- d) Conduct and document all investigative activities.
- e) Provide on-site security, if appropriate.

2. Utilities Department

- a) Provide technical expertise in the evaluation of damaged structures, if requested and as resources allow.
- b) Coordinate heavy equipment procurement and operation, if requested and as resources allow.
- c) Provide resources and staff, if requested and as resources allow.

B. Local

1. Valley Regional Fire Authority

Conduct technical rescue operations, commensurate with the availability of equipment and the degree of specialized training to include:

- a) Extrication of trapped person(s).
- b) Rendering of essential medical aid at time of release and/or prior to removal.
- c) Accomplishing other tasks commensurate with the situation and capabilities.
- d) Representation in the Incident Command for structural SAR, if appropriate.

2. King County Emergency Management

- a) Before the Incident
 - (1) Register volunteers involved in SAR, in coordination with the City and KCSO.
 - (2) Maintain EOC standard operating procedures (SOP's) for SAR operations.
 - (3) Maintain a SAR personnel list.
 - (4) Promote survival and emergency preparedness education programs in consultation with local officials, volunteer, and civic service organizations to help minimize SAR incidents.
- b) During the Incident
 - (1) Coordinate SAR administration functions and serve as a administrative advisor to the local SAR units.
 - (2) Obtain SAR mission number from WEMD, upon request.
 - (3) Activate EOC, if appropriate, and/or establish necessary communications support.
 - (4) Coordinate local SAR resources, as necessary.
 - (5) Submit request to WEMD for additional resources when capabilities are exceeded.

local

- (6) Support SAR operations as requested by the Incident Commander and/or the SAR Coordinator.
 - (7) Registers volunteers involved in SAR activities.
- c) After the Incident
- (1) Upon receiving notification from the SAR Coordinator that the mission is terminated, notify WEMD to terminate the mission number, allowing adequate time for volunteers to return home, if requested.
 - (2) File SAR reports (Forms: DEM-77 and DEM -78) with WEMD within 15 days of operation/mission termination.
 - (3) Function as the administrative arm for SAR activities in King County. Oversee quality assurance in partnership with the KCSO and conduct audits.
 - (4) Keep and maintain SAR mission records, and forward appropriate records and reimbursement requests to WEMD.
 - (5) Process compensation claims for Emergency Workers (volunteers) resulting from SAR missions, as necessary.
3. King County Sheriff's Office
- a) Before the Incident
- (1) Appoint a SAR Coordinator who will coordinate and serve as advisor to all local SAR units.
 - (2) Maintain SAR Unit Call-Out list and procedures for activating SAR Units.
 - (3) Assist in the recruitment and training of volunteers in SAR skills, in coordination with DEM.
 - (4) Coordinate SAR activities and training with SAR volunteer organizations.
 - (5) Identify the emergency needs for equipment and supplies and coordinate with the City Police Department to ensure

that it is available in convenient locations for responses within the City's jurisdiction.

- (6) Inform DEM of needed resources to be requested from WEMD.

b) During the Incident

- (1) Report to an incident site and receive briefing from the Incident Commander.
- (2) Ensure a mission number has been obtained from WEMD.
- (3) Notify appropriate SAR units of activation. May request DEM to assist with this function.
- (4) Request additional resources, as needed. Requests for County, State, or Federal resources should be submitted to DEM.
- (5) Maintain a detailed log of SAR activities during the mission.

c) After the Incident

- (1) Notify or request DEM notify WEMD to terminate the mission, allowing adequate time for volunteers to return home.
- (2) Submit appropriate forms and reports to DEM within 10 working days after the operation/mission is terminated.
- (3) Arrange for a critique of the mission, as appropriate, for the purpose of determining strengths and weaknesses in mission response and ways of improving future effectiveness for all responders.

4. Search and Rescue Units

a) Before the Incident

- (1) Assist with the recruiting and training of SAR volunteers.
- (2) Train and prepare for SAR activities within the scope of the assignment.

- (3) Develop and implement local SAR programs in coordination with KCSO.
 - (4) Develop and maintain SOPs for SAR activities.
 - (5) Maintain personnel and equipment resource lists.
 - (6) Maintain an updated call-out list with procedures for implementation.
 - (7) Assess equipment and ensure that equipment is in proper working order.
 - (8) Assess training needs and ensure response personnel retain proper certification to meet State and local requirements.
- b) During the Incident
- (1) Provide manpower for SAR activities under the direction and control of the SAR Coordinator.
 - (2) Continue SAR mission until subject(s) has been located and/or the SAR Coordinator terminates the mission.
- c) After the Incident
- (1) Submit appropriate forms and reports to the SAR Coordinator within 5 working days of operation/mission termination.
 - (2) Restore equipment, vehicles, forms, etc., to a state of operational readiness.
 - (3) Attend critique of SAR mission, as requested by the SAR Coordinator.

C. State

1. Department of Transportation – Division of Aeronautics
Support SAR operations, as requested by the SAR Coordinator and/or WEMD.
2. Emergency Management Division

- a) Provide for the coordination of State and local SAR resources.
- b) Request Federal urban SAR assistance, as requested by the DEM.

D. Federal

- 1. Federal Emergency Management Agency
Task Federal agencies to perform SAR activities if a Presidential Disaster Declaration has been issued.
- 2. United States Air Force - Rescue Coordination Center
Coordinate Federal resources providing SAR assistance to states during non-disaster times (reference National SAR Plan)
- 3. United States Coast Guard
Direct all SAR operations on or above navigable waters.

VI. REFERENCES

- A. *City of Algona Emergency Operations Center Manual*
- B. *King County Comprehensive Emergency Management Plan*
- C. *King County Emergency Operations Center Manual*
- D. *King County Sheriff's Office Standard Operating Procedures*
- E. *RCW 38.52.400, Search and Rescue Activities – Powers and Duties of Local Officials*
- F. *RCW 47.68.380, Search and Rescue*
- G. *WAC 118-04, Emergency Worker Program*
- H. *Washington State Comprehensive Emergency Management Plan*
- I. *National Response Framework*
- J. *National Search and Rescue Plan*

VII. ATTACHMENTS

None

ESF 10: HAZARDOUS MATERIAL RESPONSE

LEAD: Valley Regional Fire Authority
Washington State Patrol

SUPPORT: City: Emergency Management Coordinator – Police Chief
Public Information Officer
Police Department
Utilities Department

County: King County E911 Communications Center
King County Emergency Management
King County Health Department
King County Sheriff’s Office

State: Department of Ecology
Department of Health
Department of Labor and Industries
Emergency Management Division
Federal: Federal Emergency Management Agency
United States Coast Guard
United States Environmental Protection Agency

I. INTRODUCTION

A. Purpose

1. To provide for the effective and coordinated response by the City of Algona (City) and other local responders to protect emergency workers and the public from adverse effects of a hazardous materials incident.
2. To provide the format to manage a hazardous materials incident in partnership with the Valley Regional Fire Authority (CFD), King County E911 Communications Center, King County Health Department, King County Sheriff’s Office’s (KCSO), and/or the Washington State Patrol (WSP) by establishing Incident or Unified Command depending on the type, severity, and needs of the specific incident.
3. To identify the City’s, APD’s, KC – E-911, King County Health Department’s, KCSO’s, and WSP’s response activities relating to a hazardous materials incident within the City.

B. Scope

This Emergency Support Function (ESF) addresses the City's, VRFA's, and WSP's activities relating to a hazardous materials incident.

II. POLICIES

- A. Federal and State regulations require that local jurisdictions form Local Emergency Planning Committees (LEPC). It is the responsibility of each LEPC to develop a Hazardous Material Response Plan (HMRP). Planning may include coordination with outside agencies, recognition procedures, safe distance for places of refuge, site security, control procedures, evacuation routes and procedures, and a list of required personal protective equipment.
- B. WSP is the Incident Command Agency for all hazardous materials incidents within the City.
- C. Unified Command will be used in all hazardous materials incidents that are criminal in nature.

III. PLANNING ASSUMPTIONS

- A. Hazardous materials or oil spill incidents can occur anywhere at any time as identified in the *King County Hazard Identification and Vulnerability Assessment (HIVA)*, and may develop slowly or may occur suddenly and without warning.
- B. The possible effects of an emergency could range from a small cleanup problem to the evacuation of residences, businesses, and special facilities.
- C. Properly trained and equipped local emergency responders can handle most hazardous materials incidents.
- D. Protective actions that may be necessary for the public in the affected area may include sheltering, evacuation, and the protection of animals, water and food supplies. The choice of protective actions will depend on many factors including the magnitude, severity and urgency of the situation, the characteristics of the area, population affected, weather and road conditions.
- E. A natural or technological disaster could result in a single or numerous situations in which hazardous materials are released into the environment.
- F. Emergency exemptions may be needed for disposal of contaminated materials.

IV. CONCEPT OF OPERATIONS

- A. WSP, under Incident or Unified Command, is responsible to coordinate command, control, and mitigate hazardous materials incident response activities in the City.
- B. The City will assist WSP and VRFA in hazardous materials incidents in the City, as appropriate.
- C. The emergency response operations of a hazardous materials incident may require multi-disciplinary response. Respondents may include fire services, law enforcement, environmental containment and cleanup specialists, fish and wildlife experts, emergency medical services, environmental health, and other agencies.
- D. The National Incident Management System (NIMS) will be used in all hazardous materials incidents from start to finish, in accordance with local, State, and Federal laws.
- E. Any department, agency, or private business becoming aware of a hazardous materials incident shall immediately notify King County E-911 for dispatch of appropriate emergency response personnel.
- F. King County Emergency Management (DEM) will notify the Washington State Emergency Management Division (WEMD) and submit requests for assistance, if appropriate.
- G. State agencies will respond to hazardous materials incidents according to appropriate State and Federal laws, regulations, and other agency plans.
- H. Federal agencies and resources will be utilized if local and State capabilities have been exceeded and/or if Federal response is required under Federal laws, regulations, and plans.

V. RESPONSIBILITIES

The structure of the local agency on-scene management will depend on the size and scope of the incident. The Incident Commander will be responsible for the coordination and management of the on-scene response. For the purpose of this Comprehensive Emergency Management Plan, the Incident Commander will be the senior on-scene official from the first response agency until relieved by a higher authority.

- A. All Response Agencies and Departments
 - 1. Maintain standard operating procedures (SOP) for hazardous materials emergency response.

2. Train all personnel on the use of NIMS.
3. Participate in emergency response exercises, drills, and training.
4. Train personnel to the appropriate level for their response.
5. Maintain and share current internal plans, SOPs, and checklists detailing status of resources with other supporting agencies.
6. Provide situation and status reports, upon request, to the EMC, Incident Commander, DEM, and/or other regulatory agencies.
7. Activate SOPs or respond as directed by the Incident Commander.
8. Support recovery efforts as identified in SOPs and/or as directed by Incident Commander, Emergency Management Coordinator (EMC), and/or the EOC.
9. Support appropriate State and Federal agencies, as conditions warrant and within the realm of local plans and procedures.
10. Participate in debriefing and critiquing.

B. City of Algona

1. Emergency Management Coordinator – Police Chief
Function as liaison between local responders and City officials and staff members.
2. Public Information Officer
Serve as the Public Information Officer (PIO) for the City and coordinate information with other responding PIOs.
3. Police Department
 - a) Maintain emergency contingency plans and resources to ensure continuation of service.
 - b) Ensure that law enforcement personnel are familiar with procedures for the identification and movement of essential personnel during an incident.
 - c) Maintain list of available resources.

- d) Assist with perimeter control at hazardous materials incident scenes, if requested and as resources allow.
- e) At the direction of the Incident Commander, assist in the implementation of the community warning system identified in Emergency Support Function 2, Communications and Warning.
- f) Provide for traffic control and maintenance of evacuation during a hazardous materials incident.

4. Utilities Department

- a) Provide current 24-hour contact numbers to King County Emergency Management (DEM).
- b) Provide equipment and manpower to assist in the containment of a hazardous materials release, as appropriate.
- c) Provide assistance to law enforcement with regard to traffic control on evacuation routes and at the incident scene.
- d) Implement protection measures to ensure the safety of the water supply and water/sewer and surface water system.
- e) Provide a representative to function as the Public Information Officer and coordinate all public information and instructions and media relations as defined in ESF 2, Communications and Warning.

5. Valley Regional Fire Authority

- a) Participate in the development of training and exercise programs with other first responders in the community for responding to a hazardous materials incident.
- b) Respond to the scene and provide initial response until such time WSP arrives on scene and assumes Incident Command.
- c) Make necessary immediate protective action decisions for the public and emergency workers.

C. County

1. King County E911 Communications Center

Provide a single point of notification and coordination of a hazardous materials incident through King County E-911, 24-hour capability.

2. King County Emergency Management

- a) Participate in the development of training and exercise programs with the first response community.
- b) Maintain current emergency contingency plans and a state of readiness to ensure rapid EOC activation with adequate and appropriately trained staff.
- c) Act as the coordinator for the various local emergency organizations and as the local liaison to Washington State Emergency Management Division (WEMD).
- d) Activate the County EOC and warning systems, as appropriate.
- e) Support first response agencies and Incident Command with information and resource coordination, as appropriate.
- f) Assist the Incident Commander in determining need for evacuation or shelter-in-place.
- g) Request activation of emergency shelter(s), if requested.
- h) Support recovery efforts as identified in emergency response procedures and/or as requested by Incident Commander.

3. King County Health Department

Coordinate with the Washington State Department of Ecology to assess the public health risk from hazardous materials spills.

4. King County Sheriff's Office

Assist with perimeter control, warning, evacuation, and traffic control, if requested and as resources allow.

D. State

1. Department of Ecology

- a) Provide on-scene coordination, technical information containment, cleanup, disposal and recovery, environmental damage assessment, chemical analysis and evidence collection for enforcement actions for non-radioactive hazardous materials incidents.

- b) Maintain a list of cleanup contractors, equipment, and technical and scientific personnel for non-radioactive hazardous materials.
- c) Coordinate damage assessments of moderate and major spills by activating the State Natural Resource Damage Assessment Team, when appropriate.

2. Department of Health

- a) Serve as the lead agency in Unified Command for incidents involving radioactive materials.
- b) Provide technical personnel and equipment for use with radioactive materials.
- c) Provide advice and guidance regarding the health hazards relating to hazardous materials.
- d) Provide technical assistance, sample collection, laboratory analysis, risk assessment, and control information relative to incidents involving hazardous materials.

3. Department of Labor and Industries

Provide technical assistance and information concerning emergency workers' exposure to hazardous chemicals including information on procedures, protective equipment, and specific chemical properties and hazards of substances.

4. Emergency Management Division

- a) Maintain 24-hour capability to receive notification of incidents and requests for assistance and initial notification to local, State, and Federal response agencies.
- b) Coordinate and update lists of local, State, and Federal resources.
- c) Coordinate the procurement of State resources for use by the on-scene Incident Commander or as requested by DEM or other designated local or State response agencies.

5. Washington State Patrol

- a) Serve as the Incident Command Agency for hazardous materials incident in the City.

- b) WSP, under Incident or Unified Command, shall be responsible to coordinate command, control, and mitigate hazardous materials incident response activities in the City.
- c) Investigate all transportation accidents involving hazardous materials on State highways to determine the cause of the incident.
- d) Upon arriving at the scene:
 - 1) Assess the situation.
 - 2) Develop objectives.
 - 3) Identify priorities and develop action plan.
 - 4) Coordinate staff and agency assignments to carry out plan.
 - 5) Identify the owner, shipper, and releaser of the product at the earliest opportunity.

E. Federal

- 1. Federal Emergency Management Agency
 - a) Develop and test the National Response Framework (NRF) for radiological emergencies.
 - b) Lead coordination role for Federal offsite planning and response coordination for all types of radiological emergencies.
- 2. United States Coast Guard
 - a) Operate the National Response Center (NRC) which receives reports of incidents and serves as a focal point for notification of government authorities when a pollution incident occurs.
 - b) Provide advice and assistance to users of the system by accessing computer data files that list hazardous substance characteristics.
 - c) Function as the Federal on-scene coordinator for incidents involving coastal (navigable) waters.
- 3. United States Environmental Protection Agency
 - a) Develop and promulgate the National Contingency Plan (NCP), chair the National Response Team (NRT), and co-chair the Regional Response Teams (RRTs).
 - b) Provide emergency response team support for hazardous materials contingencies.

- c) Respond with advice and technical resources to protect the environment from all types of hazardous materials incidents.
- d) Act as the Federal on-scene coordinator for incidents involving inland waters.

VI. REFERENCES

- A. *City of Algona Emergency Operations Center Manual*
- B. *King County Comprehensive Emergency Management Plan*
- C. *King County Emergency Operations Center Manual*
- D. *Valley Regional Fire Authority – Standard Operating Procedures*
- E. *Washington State Comprehensive Emergency Management Plan*
- F. *National Response Framework*
- G. *Superfund Amendments and Re-Authorization Act of 1986 (SARA Title III)*

VII. ATTACHMENTS

None

ESF 11: AGRICULTURE AND NATURAL RESOURCES

LEAD: Utilities Department

SUPPORT: Emergency Management Coordinator – Police Chief
Police Department
Local King County Cooperative Extension Agent
King County Emergency Management
King County Health Department
Salvation Army
State: Department of Health
Emergency Management Division
Other State Response Agencies
Federal: Department of Agriculture
American Red Cross

I. INTRODUCTION

A. Purpose

The purpose of this ESF is to coordinate efforts to provide safe handling of food, water, and donated goods, following a major emergency or disaster, to persons unable to provide for themselves.

B. Scope

This Emergency Support Function (ESF) provides for the management, safe handling, and distribution of food stocks, water, and donated goods for the needs in the City of Algona (City) during a major emergency or disaster.

II. POLICIES

American Red Cross Disaster Plan

III. PLANNING ASSUMPTIONS

A. Under emergency or disaster conditions, the American Red Cross (ARC) and the Salvation Army are the agencies that have the ability to coordinate mass care.

B. The City will work with all community, humanitarian, and social service organizations to assist in the coordination of this activity.

C. King County Health Department will provide guidance to City and County agencies and individuals to ensure the safety of food and water to the public.

D. The City will not accept unprocessed donated goods during an emergency or disaster.

- E. The distribution of food, water, and donated goods needs to be a community-wide effort to include City government.
- F. Distribution of food, water, and donated goods will tax government, humanitarian, and social service agencies.
- G. The City has limited experience in coordinating the distribution of food, water, and donated goods in a catastrophic incident.
- H. If not handled properly, food, water, and donated goods can become vehicles for illness and disease transmission, which must be avoided.

IV. CONCEPT OF OPERATIONS

A. General

1. It is the policy of the City to educate its citizens, businesses, and staff regarding their responsibility to provide for their own food and water for a minimum of 5 days following a natural or technological disaster.
2. During an emergency or disaster, the City will coordinate with local agencies, churches, institutions, commercial facilities, volunteer organizations, and distributors of drinking water for the management of food, water, and donated goods.
3. Management and procurement of food and water in the City for disaster victims and workers shall be coordinated by the Clerk's Department, with the assistance of the Finance Department. These efforts will be coordinated through the Emergency Operations Center (EOC).
4. The EOC, in conjunction with King County Emergency Management (DEM), will coordinate County, State, and Federal services needed in providing food and water to Algona residents on a long-term basis.
5. King County Health Department and the King County Extension Agent (agricultural agent) will provide information on preventative measures to be taken to reduce contamination of food, water, crops, and livestock, as well as information/recommendations for the safe storage and distribution of emergency food. Information will be disseminated as described in Appendix 2, Public Information.

B. Food

1. In the event of a countywide emergency or disaster, the cooperation of the

food sector is essential to execute emergency plans for allocation of food resources to meet emergency demands.

2. The Logistics Section in the EOC will coordinate City food resources.
3. Emergency food stocks will be purchased or procured under the provisions of RCW 38.52.070, Local Organization and Joint Local Organizations Authorized – Establishment, Operation – Emergency Powers, Procedures.

C. Water

1. City residents obtain their drinking water from either individual wells or the City's public water supply.
2. The Planning & Intelligence Section in the EOC will coordinate the City's water resources.
3. Water supplies will be severely impacted both during flooding, severe winter storms (frozen and ruptured pipes), and earthquakes (total disruption, cracks, pipeline failures, etc.).
4. The Utilities Department is not prepared to deal with severely impacted water systems after a major emergency or disaster and may need outside assistance to recover from the incident.
5. Following an earthquake, water may be considered contaminated because of pipeline breaks.

D. Donated Goods

1. During a disaster, the public and major corporations become very generous in both donating monies and goods to the disaster area. This generous outpouring of goodwill often times severely impacts and overwhelms local government and social agencies trying to manage the donated goods.
2. The Logistics Section in the EOC will coordinate donated goods and resources.
3. In a region-wide earthquake, the management of donated goods will not only tax government and social agencies but the donated goods could be so generous that many will never be used and will require disposal.
4. City government will coordinate all "nationally donated goods" through the County EOC.

5. The Logistics Section in the EOC will assure all donated goods are evenly distributed based on need to all areas of the City.
6. Donated goods are categorized into two sections; solicited goods and unsolicited goods.
 - a) *Solicited Goods*- The impacted community has identified a specific need and requested specific items from either the general public and/or the community at large. Usually the request is for cash to the ARC and or Salvation Amy providing the major relief efforts to the affected community.
 - b) *Unsolicited Goods*- The public sees or hears of the disaster through the media and is motivated to send a donation and/or donated goods to the impacted area whether it is needed or not.

V. RESPONSIBILITIES

A. City of Algona

1. Emergency Management Coordinator – Police Chief
 - a) In coordination with DEM, coordinate the activities of those local agencies charged in local plans for the provision of and management of food, water, and donated goods.
 - b) Inform assigned agencies of the need to coordinate food, water, and donated goods.
 - c) Coordinate and maintain liaison with private providers of mass care resources and services.
 - d) Coordinate with all appropriate departments and agencies to ensure operational readiness.
 - e) Maintain an operational EOC with necessary standard operating procedures (SOPs).
 - f) In coordination with DEM and the Public Information Officer (PIO), coordinate emergency public information regarding food resources.
 - g) Ensure notification of the local food bank of the possible need to activate and coordinate food and water distribution.

2. Public Information Officer

- a) Serve as the Public Information Officer.
- b) Coordinate the release of public information and instructions with DEM, ARC, and the King County Health Department regarding issues related to food and water, as authorized by the EMC.

3. Police Department

Provide or coordinate for security at food storage areas and crowd control at distribution sites, if requested and as resources allow.

4. Utilities Department

- a) Provide a representative to serve as the Logistics Section Chief.
- b) Develop and maintain SOPs to ensure potable water during an incident.
- c) Conduct timely damage assessment and provide situation reports to the EOC with current water resource information.
- d) Coordinate potential sites for holding donated goods, food, and water supplies.
- e) Coordinate with City departments and relief agencies regarding transportation and distribution of food and water to City staff and citizens.
- f) Act as liaison with public and private agencies for potential holding areas.

B. Local

1. American Red Cross

- a) Provide disaster victims with food, clothing, shelter, first aid, and supplementary medical/nursing care and meet other urgent immediate needs.
- b) Assess equipment and training needs.
- c) Provide liaison to the County EOC.

2. King County Cooperative Extension
Provide information on food safety, as deemed appropriate.
3. King County Emergency Management
 - a) Request the assistance of County agencies and private organizations having emergency mass care capabilities, when requested by local governments.
 - b) Provide overall logistical support of nationally donated goods by managing the County EOC following its activation.
 - c) Alert those County and local agencies that have the expertise needed with managing food (Department of Agriculture), water (King County Health Department), and donated goods (Government Surplus Administration).
 - d) Coordinate all public information and instruction, and media relations as defined in the King County Comprehensive Emergency Management Plan, Appendix 2, Public Information.
4. King County Health Department
 - a) Analyze water samples from sources suspected of contamination and make appropriate recommendations.
 - b) Develop procedures to notify the residents of King County how to treat contaminated food and water.
5. Salvation Army
 - a) Assist in providing mobile canteen services, if requested.
 - b) Assist in providing emergency feeding services, if requested.
 - c) Collect and distribute food, clothing, and other supplies.
 - d) Maintain a resource listing of equipment, supplies, and facilities and their availability and provide a copy to DEM, upon request.
 - e) Assess equipment and training needs.
 - f) Coordinate activities with the ARC and the King County EOC.
6. Utility Providers
Ensure the availability of utilities at designated shelters and feeding stations, as requested and resources allow.

C. State

1. Department of Health

- a) Supplement local health agencies in the regulation and inspection of consumable foods at the point of preparation.
- b) If available, coordinate and inspect appropriate response with all Group A water purveyors (15 or more homes or serves 25 people per day for more than 60 days).

2. Emergency Management Division

- a) Request the assistance of State agencies and private organizations having emergency mass care capabilities when requested by local governments.
- b) Provide overall logistical support of nationally donated goods by managing the State's Logistic Center 72 hours following its activation.
- c) Alert those State and local agencies that have the expertise needed with managing food (Agriculture), water (Department of Health), and donated goods (Government Surplus Administration).

3. All other State Agencies

- a) The State Emergency Management Council provides for local mass care and feeding through its local member units.
- b) Assess equipment and supply needs.
- c) Recruit and supervise volunteers to staff local logistics center, as requested and feasible.
- d) Respond as identified in the Washington State Comprehensive Emergency Management Plan.

- D. Federal: U. S. Department of Agriculture
Assist in the inspection of donated foods and other goods.

VI. REFERENCES

- A. *American Red Cross Disaster Plan*
- B. *City of Algona Emergency Operations Center Manual*
- C. *King County Comprehensive Emergency Management Plan*
- D. *King County Emergency Operations Center Manual*
- E. *RCW 38.52.070, Local Organization and Joint Local Organizations Authorized – Establishment, Operation- Emergency Powers, Procedures*
- F. *Washington State Comprehensive Emergency Management Plan*
- G. *National Response Framework*

VII. ATTACHMENTS

None

ESF 12: ENERGY

LEAD: Utilities Department

SUPPORT: City: Police Department
Utilities Department

Local: King County Emergency Management
Puget Sound Energy

State: Emergency Management Division
Community Trade and Economic Development (CTED)
Washington Utilities and Transportation Commission (WUTC)

Federal: Emergency Management Agency

I. INTRODUCTION

A. Purpose

1. To provide for the effective utilization of available electric power and petroleum products, as required to meet essential needs of the City of Algona (City) during an emergency or disaster.
2. To facilitate the coordination with private utilities required to meet essential needs during an emergency or disaster.

B. Scope

This Emergency Support Function (ESF) addresses:

1. Assessing energy systems and infrastructure damage, supply, demand, and requirements to restore such systems.
2. Assisting City departments and agencies in obtaining fuel for transportation, communication, emergency operations, and other critical facilities.
3. Helping energy suppliers in obtaining equipment, specialized labor, and transportation to repair or restore service to pre-disaster levels.

II. POLICIES

The priority of the City shall be to protect lives and property, including critical energy and utility lifelines, and the environment.

III. PLANNING ASSUMPTIONS

- A. Puget Sound Energy (PSE) provides electric power to the Algona community.
- B. The Public Information Officer (PIO) will coordinate information regarding electricity with Algona Utilities Department team members.
- C. A severe natural disaster or other significant incident can sever key energy and utility lifelines, constraining supply in impacted areas, or in areas with supply links to impacted areas, and also affect fire fighting, transportation, communication, and other lifelines needed for public health and safety.
- D. There may be widespread and/or prolonged electric power failure. Communications, water, wastewater, and solid waste disposal systems will be affected and traffic signals may not operate.
- E. There may be extensive pipeline failures. These may take hours, days, or even weeks to repair.
- F. There may be panic hoarding of fuel in some areas from neighboring jurisdictions where shortages have occurred.
- G. City departments, under a Proclamation of Local Emergency, may need the authority to go on private property to evaluate and repair utilities that jeopardize public and private property or threaten public health or the environment.

IV. CONCEPT OF OPERATIONS

- A. The occurrence of a major disaster could destroy or disrupt all or a portion of the City's energy system.
 - 1. The electrical power industry within Washington is organized into a network of public and private generation and distribution facilities which form the Northwest Power Pool. Through such networks, the electrical power industry has developed a capability to provide power under even the most extreme circumstances.

2. The Washington State Department of Transportation (WSDOT) can access local petroleum suppliers and major oil companies to facilitate the delivery of adequate amounts of emergency petroleum fuel supplies and may be requested through local emergency management channels.
- B. To the maximum extent possible during a disaster, energy systems will continue to provide services through their normal means.
 - C. Energy resources will be used to meet immediate local needs. If shortages exist, requests to meet needs will be submitted through normal emergency management channels. Actions may be taken to curtail use of energy until normal levels of service can be restored or supplemented. These resources, when curtailed, will be used to meet immediate and essential emergency needs (e.g. hospitals, etc.).
 - D. Energy information will be furnished to emergency government officials at all levels to inform the public on proper use of services.
 - E. As needed or requested, energy representatives will compile post-emergency damage assessment reports and transmit them to the King County Emergency Management (DEM).
 - F. “The governor shall make a reasonable, good faith effort to provide the committee with notice when the governor is considering declaring a condition of energy supply alert or energy emergency. The governor shall immediately transmit the declaration of a condition of energy supply alert or energy emergency and the findings upon which the declaration is based and any orders issued under the powers granted in this chapter to the committee. The governor shall provide the committee with at least fourteen days' notice when requesting an extension of a condition of energy supply alert or energy emergency, unless such notice is waived by the committee.” (RCW 43.21G.040 [7])
 - G. “To protect the public welfare during a condition of energy supply alert or energy emergency, the executive authority of each State or local governmental agency is hereby authorized and directed to take action to carry out the orders issued by the governor pursuant to this chapter as now or hereafter amended. A local governmental agency shall not be liable for any lawful actions consistent with RCW 43.21G.030 as now or hereafter amended taken in good faith in accordance with such orders issued by the Governor.” (RCW 43.21G.050)

V. RESPONSIBILITIES

- A. City of Algona
 1. Emergency Management Coordinator – Police Chief

Serve as liaison and coordinate response and recovery efforts between

City departments, outside agencies and the County EOC, if appropriate.

2. Public Information Officer
Serve as the Public Information Officer (PIO), if requested.
3. Police Department
 - a) Before the Incident
 - (1) Develop and maintain current standard operating procedures (SOPs) to be used during an emergency or disaster.
 - (2) Train personnel to the appropriate level for their required response.
 - (3) Participate in emergency response exercises, drills, and training.
 - b) During the Incident
 - (1) Designated representative report to the EOC.
 - (2) Implement SOPs.
 - (3) Alert personnel with emergency response functions.
 - (4) Provide support in securing areas where electrical or natural gas incidents pose a danger to the public.
 - (5) Provide assistance in implementing road closures and detours for roadways.
 - (6) Provide support in field operations, as appropriate.
 - c) After the Incident
 - (1) Support recovery efforts as identified in the SOPs.
 - (2) Support appropriate local, State, and Federal agencies, as conditions warrant and within the realm of City plans and procedures.
 - (3) Participate in debriefing and critiquing organized by the EMC or DEM.

4. Utilities Department

a) Before the Incident

- (1) Support and maintain franchise agreements, letters of understanding, contracts, etc. with private utilities responsible for electricity, natural gas, and the pipeline fuel transport to ensure response and recovery operations are conducted in an orderly manner and in citywide priority sequence to the greatest extent possible.
- (2) Develop and maintain current SOPs to be used during an emergency or disaster.
- (3) Train personnel to the appropriate level for their required response.
- (4) Participate in emergency response exercises, drills, and training.
- (5) Maintain close liaison with local energy providers and identify 24-hour emergency numbers and contact personnel.
- (6) In coordination with DEM and energy providers, coordinate emergency public information regarding loss or disruption of energy.

b) During the Incident

- (1) In conjunction with DEM, assist in determining priorities among users if an adequate energy supply is not available to meet all essential needs.
- (2) Coordinate all public information and instructions and media relations as defined in Appendix 2, Public Information.
- (3) Coordinate fuel needs for transportation, communications, emergency operations, and other critical facilities.

c) After the Incident

- (1) Support recovery efforts as identified in SOPs.

- (2) Support appropriate local, State, and Federal agencies, as conditions warrant and within the realm of City plans and procedures.
 - (3) Provide situation and status reports, as requested.
 - (4) Prepare appropriate disaster assistance forms for submittal to appropriate local, State, and Federal agencies.
 - (5) Participate in debriefing and critiquing organized by the EMC or DEM.
- b) Comply with the prevailing priority systems relating to curtailment of customer demands or loads, restoration of services, and provision of emergency services for other utilities and systems.
 - c) In coordination with the EOC, determine priorities among users if adequate supply is not available to meet all essential needs.
 - d) Provide information necessary for compiling damage and operational capability.
- B. Local
- 1. King County Emergency Management
 - a) Request representation of providers in the County EOC, if appropriate.
 - b) Coordinate regional emergency response and recovery operations within King County.
- C. State Emergency Management Division
- 1. Alert appropriate State agencies of the possible requirement to supplement local energy needs.
 - 2. Coordinate with the Utilities and Transportation Commission to provide supplemental assistance to local government.
- D. Federal
- Federal Emergency Management Agency
Coordinate activities of Federal agencies having supplemental energy and utility resource capabilities during a Presidential-declared disaster.

VI. REFERENCES

- A. *City of Algona Emergency Operations Center Manual*
- B. *King County Comprehensive Emergency Management Plan*
- C. *King County Emergency Operations Center Manual*
- D. *RCW 43.21 G, Energy Supply- Emergencies and Alerts*
- E. *Washington State Comprehensive Emergency Management Plan*
- F. *National Response Framework*

VII. ATTACHMENTS

None

ESF 13: PUBLIC SAFETY AND SECURITY

LEAD: Algona Police Department

SUPPORT: City: Utilities Department
Emergency Management Coordinator - Police Chief
Mayor
City Administrator

Local: King County Emergency Management
King County Sheriff's Office & Other Local Law Enforcement
Agencies
American Red Cross
Valley Regional Fire Authority
Auburn School District
King County Metro Transit

State: Emergency Management Division
Washington State Patrol

I. INTRODUCTION

A. Purpose

1. To provide for the effective coordination of law enforcement operations within the City of Algona (City) during an emergency or disaster.
2. To provide support for local and State law enforcement operations.
3. To utilize local law enforcement communications resources to support emergency operations.
4. To provide for and/or assist in the evacuation of all or part of the population of the City of Algona (City) from any area stricken or threatened by a natural, technological, or man-made emergency or disaster.

B. Scope

This Emergency Support Function (ESF) addresses all public safety activities within the City, including emergency evacuation resources such as buses, vans, aircraft as necessary for relief services, and supplies and further addresses the authorization, direction, routing, and relocation of people from their homes, schools, and places of business. The scope of this section will not attempt to address details regarding mutual aid and regional law enforcement responsibilities and procedures that are contained in other documents.

II. POLICIES

- A. Under emergency or disaster conditions, law enforcement activities are the responsibility of the local law enforcement agency within the jurisdiction.
- B. Law enforcement units supplied by other levels of government will remain under the command of their parent agency but will operate under the direction and control of the Incident Commander.
- C. The Police Department will maintain normal policies and procedures whenever possible, but may make adjustments when necessary to protect life, property, and the environment.
- D. Primary emergency transportation responsibilities will be divided among the Utilities Department, the Police Department, and King County Metro Transit. Coordination with King County Metro Transit will be through King County Emergency Management (DEM) or directly through the Emergency Operations Center (EOC). Normally, Metro Transit will coordinate for all people movement and the Utilities Department will coordinate for all other resource movement.
- E. In accordance with RCW 38.52.110 (1), in responding to a disaster, the City Council is “directed to utilize the services, equipment, supplies and facilities of existing departments, offices, and agencies of the State, political subdivision, and all other municipal corporations thereof including but not limited to districts and quasi-municipal corporations organized under the laws of the State of Washington to the maximum extent practicable, and the officers and personnel of all such departments, offices, and agencies are directed to cooperate with and extend such services and facilities upon request notwithstanding any other provision of law.”

III. PLANNING ASSUMPTIONS

- A. General law enforcement problems are compounded by disaster-related community disruption.
- B. The capabilities of local law enforcement may be strained or exceeded. Supplemental assistance may be requested through the King County Emergency Management (DEM).
- C. King County Sheriff’s Office (KCSO) may provide assistance in coordination of ground and water search and rescue operations, if requested and as resources allow.
- D. All city-owned vehicles (not otherwise involved in the emergency response) will be available for use by the Emergency Operations Center (EOC).

- E. Transportation infrastructure may sustain significant damage in a disaster. The damage, dependent upon the transportation network, will influence the means and accessibility level for relief services and supplies.
- F. Disaster responses that require transportation capabilities may be difficult to coordinate effectively during the immediate post-disaster period.
- G. The requirement for transportation capacity during the immediate lifesaving response phase may exceed the availability of resources within the City.

IV. CONCEPT OF OPERATIONS

- A. The Police Chief or his/her designee will designate a representative to coordinate field operations and resources from the Emergency Operations Center (EOC).
- B. If an emergency occurs within the City limits, the Police Department will exercise overall authority for law enforcement activities and responsibilities.
- C. On-scene management of multi-agency emergencies will follow the National Incident Management System (NIMS) as published by the National Emergency Management Institute and the National Fire Academy.
- D. Field communications posts may be established whenever the emergency requires the response of multiple public units and coordination of police activities in the field.
- E. The on-scene Incident Commander shall provide regular status reports and coordinate all requests for additional resources through the EOC. Co-location of command posts will be the preferred method of field operations when multiple departments or agencies have command posts established.
- F. The Washington Mutual Aid Peace Officers Powers Act, RCW 10.93, provides law enforcement with mutual assistance capabilities between jurisdictions. Mutual aid agreements exist with local law enforcement agencies. Letters of mutual support exist with various law enforcement agencies. Supplemental law enforcement assistance should be requested through the EOC, when activated.
- G. The Police Chief or his/her designee will coordinate activities with the on-scene military commander in the event military troops are utilized to maintain order.
- H. The Police Department will coordinate with DEM whenever air space restrictions are necessary during emergency response or recovery activities.
- I. In the event of an incident requiring the evacuation of all or any portion of the

City, the evacuation order may be issued by the Emergency Management Coordinator – Police Chief (EMC).

- J. The on-scene Incident Commanders may issue evacuation orders to mitigate dangerous and/or life-threatening situations.
- K. The evacuation of people from areas of risk in the City may involve the emergency responses of more than one government jurisdiction. The movement of people may be across jurisdictional boundaries and on public streets, roads and highways (and possibly waterways) under the supervision and control of one or more jurisdictions including cities, counties, and the State.
- L. City officials will provide direction and control for the movement of people within the City. Coordination with other jurisdictions and authorities involved in the evacuation and/or reception of victims shall be through the EOC to the County EOC.
- M. Direction and control of on-scene evacuation activities shall be performed by uniformed personnel, whenever possible.
- N. Provisions for the evacuation of individuals with special needs and use of mass transit for the relocation of affected individuals will be handled on a case-by-case basis according to the specifics of the situation.
- O. Information related to the evacuation of individuals into or from the City will be shared with the general public and the media through the Public Information Officer (PIO) and coordinated with DEM.
- P. Some of the population may not follow instructions to evacuate and may choose to remain in homes or places of business which may create additional risks? The City has no authority to force people to evacuate.
- Q. Some people can be expected to evacuate a risk area to places of their choice prior to receiving official evacuation instructions.

V. RESPONSIBILITIES

A. City of Algona

1. Police Department

a) Before the Incident

- (1) Develop and maintain current standard operating procedures (SOPs) to be used during an emergency or disaster.
- (2) Train personnel to the appropriate level for their required response.
- (3) Participate in emergency response exercises, drills, and training.

b) During the Incident

- (1) Provide law enforcement activities within the City, which include the enforcement of any special emergency orders issued by the Emergency Management Coordinator (EMC).
- (2) Provide emergency traffic control, damage survey, coordinate reconnaissance of impacted areas, and assist with initial citywide damage assessment as appropriate.
- (3) Recommend the evacuation of endangered population. Inform the public of evacuation orders including, but not limited to: door-to-door notification of persons in affected area, and warning the public through the use of mobile public address systems. Provide security to the evacuated property, if necessary and as resources allow.
- (4) Provide security and perimeter control at incident scenes and the EOC during activation when appropriate.
- (5) Develop and maintain resource lists for equipment, personnel, supply resources, and departmental standard operating procedures for use during major emergencies and disasters.

- (6) Provide support to the King County Coroner in the investigation, identification, recovery, and management of deceased persons.
 - (7) Provide support to the EMC in the dissemination of emergency warning information to the public.
 - (8) Request through DEM, that the Washington State Emergency Management Division (WEMD) coordinate temporary air space restrictions, when necessary.
 - (9) Communicate and coordinate with nearby jurisdictions including King County and the State (WSP & DOT) regarding emergency activities such as evacuation routes, destination area, and reception centers.
 - (10) Coordinate public transportation resources planned for use in an evacuation and coordinate with outside resources, including King County Metro Transit, Auburn School District, etc., through the EOC.
 - (11) In coordination with the Utilities Department, identify and establish evacuation routes.
- c) After the Incident
- (1) Support recovery efforts as identified in SOPs.
 - (2) Support appropriate local, State, and Federal agencies, as conditions warrant and within the realm of City plans and procedures.
 - (3) Provide situation and status reports, as requested.
 - (4) Participate in debriefing and critiquing organized by the EMC or DEM.

2. Utilities Department

- a) Provide assessment of transportation routes, identify alternate routes, and provide temporary traffic control measures/devices and operational control of traffic signals. Provide:
 - (1) Personnel, including but not limited to certified flaggers

- (2) Traffic control signage
 - (3) Barricades
 - (4) Cones
 - b) Provide for removal of debris and abandoned vehicles from evacuation routes, when requested.
 - c) Provide for the relocation of essential resources (personnel, critical supplies, equipment, etc.) to reception areas when requested.
3. Emergency Management Coordinator – Police Chief
- a) Determine when, where, and how long the evacuation is necessary.
 - b) Direct and control evacuation activities.
 - c) Activate the EOC and provide for coordination of resources for involved agencies.
 - d) Communicate and coordinate with nearby jurisdictions including King County and the State regarding emergency activities such as evacuation routes, destination areas, and reception centers.
 - e) Collect evacuation and people movement intelligence and advise the City Council of the situation.
 - f) Coordinate resources and information for shelter, evacuation routes, and transportation of people who lack private means.
 - g) Coordinate with the PIO to keep the population advised of evacuation routes, conditions, changes, and plans through the use of radio, the newspaper, and television.
4. Mayor or his/her designee (Deputy Mayor)
Issue a Proclamation of a Local Emergency and evacuation orders, when appropriate.
5. Public Information Officer
Serve as the Public Information Officer and provide information on emergency services including staging areas, public shelters, evacuation routes, and instructions to the media and public.

B. Local

1. King County Emergency Management
 - a) Activate EOC, if appropriate.
 - b) Provide means for coordinating capabilities, resources, and assets necessary to alleviate disaster impacts on citizens and public entities caused by an emergency or disaster.
 - c) Coordinate documentation of emergency activities and recovery of funds.
 - d) Serve as the central point of contact for local government requests for specific local, State, and Federal disaster resources and services.
 - e) Assist the City in coordinating the evacuation and movement of people in the City, if requested and as appropriate.
 - f) Provide support to the EOC in dissemination of evacuation information to the public, if requested and as appropriate.
2. Other local law enforcement agencies

Support recovery operations as defined in existing mutual aid agreements or as requested by DEM by:

 - a) Maintaining post-emergency or disaster security patrols.
 - b) Controlling re-entry.
 - c) Assisting in damage assessment activities, if appropriate.
 - d) Assist with evacuation, if requested and as resources allow.
3. American Red Cross
 - a) Coordinate emergency shelter operations and mass care facilities for use during an evacuation.
 - b) Provide disaster victims with food, clothing, shelter, first aid, and supplementary medical/nursing care and meet other urgent needs as requested.
 - c) Maintain and update shelter agreements.
4. Valley Regional Fire Authority

- a) Provide support to the EOC in dissemination of evacuation information to the public.
- b) Provide support in evacuation efforts affecting the City.

5. Auburn School District

- a) Provide a representative to the EOC, if requested and as resources allow.
- b) Coordinate with the EOC for the provision of school-district transportation assets to assist in meeting emergency transportation needs.

6. King County Metro Transit

Coordinate the use of public and private mass-transportation resources for the movement of people who lack transportation or have special needs, as requested by DEM.

7. Pierce County Sound Transit

Assist with evacuation, if requested and as resources allow.

C. State

1. Emergency Management Division

Serve as the central point of contact for local government requests for specific State and Federal disaster resources and services.

2. Washington State Patrol

- a) Assist DEM, KCSO, and city police departments in law enforcement operations.
- b) Coordinate and maintain liaison with the appropriate State departments, as identified in the *Washington State Comprehensive Emergency Management Plan, Emergency Support Function 22, Law Enforcement*.
- c) Provide warning and communication support.

D. Federal

See Emergency Support Function 20, Defense Support to Civilian Authorities.

VI. REFERENCES

- A. *City of Algona Emergency Operations Center Manual*
- B. *King County Comprehensive Emergency Management Plan*
- C. *King County Emergency Operations Center Manual*
- D. *King County Sheriff's Office Standard Operating Procedures*
- E. *RCW 38.52.110, Use of Existing Services and Facilities, Impressment of Citizenry.*
- F. *Washington State Comprehensive Emergency Management Plan*
- G. *Washington State Department of Transportation Disaster Plan*
- H. *RCW 10.93, Washington Mutual Aid Peace Officers Powers Act*
- I. *National Response Framework*

VII. ATTACHMENTS

None

ESF 14: LONG TERM COMMUNITY RECOVERY AND MITIGATION

LEAD: Emergency Management Coordinator – Police Chief
Community Development Department

SUPPORT: City: All Departments
Local: American Red Cross
Algona School District
King County Assessor
King County Emergency Management
King County Health Department
King County Utilities
King County Sheriff’s Office
Medical Facilities
State: Emergency Management Division
Federal: Emergency Management Agency

I. INTRODUCTION

A. Purpose

1. To provide a standardized system to collect, report, and evaluate information related to an emergency or disaster and the response necessary to facilitate the community’s transition from an emergency situation to the resumption of normal activities.
2. To provide for the effective implementation and coordination of damage assessment activities within the City of Algona (City).

B. Scope

This Emergency Support Function (ESF) addresses damage assessment activities in the City resulting from natural, technological, and human-caused emergencies or disasters and the roles and responsibilities of all City of Algona (City) departments regarding recovery and restoration efforts. It also addresses disaster related assistance and services provided by government and volunteer agencies following an emergency. This ESF will be implemented in concert with ESF 7, Resource Support.

II. POLICIES

- A. The recovery efforts for the City in large disasters will be coordinated from the Emergency Operations Center (EOC) under the direction of the Emergency Management Coordinator (EMC), or designee.
- B. Directors of the City departments are responsible for establishing policies and procedures for assessing and reporting any observed damage to their department

facilities and services and providing that information to the Community Development Department and/or the Emergency Operations Center (EOC).

C. The Community Development Department is responsible for damage assessment in the City.

D. King County Emergency Management (DEM) will coordinate the collection of damage assessment information for both public losses and uninsured private losses from local jurisdictions, public entities, and tribes, and forward the information to Washington State Emergency Management Division (WEMD) for a determination of whether the County, including the City, will be recommended for Federal individual assistance, public assistance, or both.

E. Whenever King County qualifies for State and/or Federal individual disaster assistance, individuals, families, and businesses will be referred to applicable State and Federal programs or to volunteer agencies.

F. When individuals, families, and businesses do not qualify for State or Federal assistance, or whenever King County proclaims a local emergency, which is not followed by a State or Federal declaration, assistance will be provided in accordance with existing City and County policy and programs or by volunteer agencies.

G. Public damage and response costs will be borne by the incurring organization. Reimbursement will be provided through State and Federal programs, as available.

III. PLANNING ASSUMPTIONS

A. The capability to recover from any emergency or disaster is dependent upon the timely receipt of accurate information. This information is used to determine priorities based on needs and the availability of resources.

B. There may be an immediate and urgent need for medical attention, sanitation facilities, food, water, clothing, and transportation following an emergency or disaster.

C. To the extent practicable, immediate basic needs will be the responsibility of the individual, benefited by their individual disaster preparedness measures.

D. Needs not met by individual responsibility will be referred to established public or private programs consistent with individual qualifications, organizational priorities, and resource availability.

E. Organizations or agencies providing utility services, whether public or private, will have in place and implement plans to ensure continued service during the

recovery and restoration periods.

F. All City departments are responsible for the preparation of damage assessment forms for their department and ensuring the forms are forwarded to the EOC, or designated department.

G. There are two types of damage assessment:

1. Urgent, for rapid assessment of what has happened citywide to prioritize initial response activities and determine the immediate need for outside assistance.

2. Detailed, to document the magnitude of private and public damage for planning recovery activities and to justify requests for local, State, and Federal assistance.

H. Initial reports may be fragmented and provide an incomplete picture of the extent and magnitude of damage to the community.

I. There may be a shortage of individuals qualified to assess the damage.

J. The Planning Department will complete detailed damage assessment reports and forward those reports to the Emergency Management Coordinator (EMC) who will forward them to the King County Emergency Management (DEM), as time allows.

K. Depending on the nature of the hazard and availability of resources, the City may conduct structural inspections of privately-owned structures and businesses to determine whether they are safe to enter or to occupy. Subsequent engineering evaluations to determine corrective action needed or to appeal the City's action will be the responsibility of the property owner or occupant.

L. The America Red Cross (ARC) may be the first to conduct detailed damage assessment of residential and business structures. That information will be forwarded to DEM who will forward the information to the Washington State Emergency Management Division (WEMD) for determination of whether King County qualifies for State and/or Federal assistance for individuals, families, and businesses.

IV. CONCEPT OF OPERATIONS

A. Following the initial response to an incident, the EOC will remain activated to coordinate initial recovery and restoration activities. The EOC may remain activated until its coordinating functions are no longer needed. The EOC may be reactivated on a temporary basis to meet developing needs.

B. Depending on the nature of the emergency, the EOC may be activated to coordinate the City's recovery and restoration activities, including mitigation.

C. EOC staff will support citywide activities. Liaison and coordination will be maintained with County, State, and Federal officials, the American Red Cross (ARC) and other volunteer organizations. The priority of tasks will be determined by the EMC.

D. During the response phase, EOC staff will document reported damage throughout the City, evaluate community needs, and commence planning for recovery and restoration. Resources and services will be arranged, as necessary, for meeting urgent community needs.

E. The resources and services of the City will be used to the extent practicable. Additional services or resources, or those not normally part of the City inventory, may be procured from private sources, requested through DEM, or provided by the community.

B. There is no City department that is capable of completing an assessment of damage throughout the entire City; therefore, this must be a cooperative effort among all departments capable of contributing to the effort.

C. Police Department personnel have been trained in area (zone) searches and police officers are equipped with an emergency operations map of the City so that they can conduct windshield surveys and report damage to the EOC.

D. The Planning Department will coordinate and compile damage assessment information supplied by all departments, which employ field crews and oversee department-managed facilities (i.e., Police, Utilities, etc.). The City Engineer, or designee, will designate an EOC representative to coordinate this information.

F. Immediately following an emergency or disaster, the City will begin assessing the extent of damage to the City. The assessment process will be in two phases.

1. Urgent Damage Assessment

a) An urgent damage assessment is needed to provide the EOC and first responders with an immediate sense of the types and magnitude of damage and of the condition of the transportation and communications infrastructure. This type of assessment is sometimes referred to as a “windshield assessment”.

b) Urgent damage assessment will generally begin during the incident, such as a flood or windstorm, or immediately following, such as after an earthquake, and continue until the EOC has developed a picture of the types and magnitude of damage throughout the City.

c) Initial urgent damage assessment reports may be provided by City employees, the media, or the public. Damage reports from City

employees should be as concise, yet informative, as possible and without delay. Reports of damage should not be delayed to gather detailed information. As a minimum, urgent damage assessment reports should contain a location, type of damage, magnitude of damage, whether personal injury or death is involved, and whether immediate assistance is needed to save lives.

d) Damage assessment reports will be forwarded to the EOC by the most expeditious means under the circumstances.

e) Although difficult to contemplate, it may be prudent to bypass an apparently urgent situation to continue damage assessment activities. There may be an even more urgent need down the road.

f) Following urgent damage assessment, responders will establish response priorities, attending to the needs of the public in a way that provides maximum lifesaving potential. If local resources are insufficient to respond to all urgent needs in a timely manner, additional resources will be requested through mutual aid agreements or through the EOC.

g) EOC staff will analyze the information received, develop citywide response priorities, and coordinate resources accordingly.

h) EOC staff and the Public Information Officer, at the direction of the EMC, may disseminate damage information to appropriate government officials, the media, and the public.

2. Detailed Damage Assessment

a) A detailed damage assessment is needed to document the magnitude of private and public damage for planning recovery activities, to justify requests for State and Federal assistance, and to meet the information needs of the public.

b) Detailed damage assessment will generally begin following the completion of response activities to protect life and property. Depending on the nature and magnitude of damage, detailed assessment could last for several weeks.

c) Detailed damage assessment of city-owned facilities may be conducted by the Community Development Department. Specialized assistance will be requested from appropriate organizations or private sources, as appropriate.

d) The Planning Department will document the

damage on preliminary damage assessment forms available from the EOC or DEM.

e) Completed preliminary damage assessment forms will be returned to the EOC and forwarded to DEM. DEM will compile the information and forward it to Washington State Emergency Management Division (WEMD) for a determination of whether King County qualifies for State and Federal public assistance.

f) Generally, preliminary damage assessment forms must be provided to the State before any determination is made as to the availability of public assistance.

g) EOC staff and the Public Information Officer, at the direction of the EMC, may disseminate damage information to appropriate government officials, the media, and the public.

i) Individuals, families, and the business community seeking financial or housing assistance will be referred to County, State, Federal, and/or volunteer program coordinators, as applicable.

j) A listing of selected disaster assistance programs is included as Attachment A, Individual Assistance Programs.

V. RESPONSIBILITIES

A. City of Algona

1. Emergency Management Coordinator – Police Chief and/or their designee

a) Before the Incident

(1) Develop procedures for soliciting, receiving, recording, evaluating, and disseminating damage assessment information. Include damage assessment administration and reporting as part of the citywide training program on emergency management.

(2) Develop plans and procedures to register and use resources of governmental agencies, professional and educational organizations, and volunteers.

(3) Coordinate training of personnel in building safety evaluation techniques.

(4) Develop a list of essential privately-owned facilities requiring the highest priority for safety evaluation and

approval of any required repair work.

(5) Develop and maintain active liaison with private non-profit groups and the business community to facilitate the provision of recovery and restoration resources and services.

(6) Implement EOC procedures for coordinating recovery and restoration activities and public information. Include provisions to coordinate content and distribution of recovery information with County, State, and Federal emergency management agencies.

b) During the Incident

(1) Coordinate the building safety evaluation function after preliminary damage assessment.

(2) Exchange appropriate damage assessment information with the American Red Cross through the EOC.

(3) In coordination with DEM, arrange for establishment of a Disaster Recovery Assistance Center when requested by County, State, or Federal emergency management personnel.

c) After the Incident

(1) Continue or assist with the coordination of recovery and restoration activities.

(2) In coordination with the PIO, inform the public of available services and assistance programs.

(3) Recommend policy and provide direction on emergent issues not otherwise addressed or those for which there is a disagreement or confusion regarding responsibility, scope, duration, coordination, or procedure.

(4) Coordinate a review of the Comprehensive Emergency Management Plan after activation to incorporate lessons learned.

2. All City Departments

a) Before the Incident

(1) Develop a listing of all department critical facilities and services to be included in the EOC Manual. Critical facilities are those needed for continuity of government and public safety such as disaster management direction and control facilities, shelters, fire houses, correctional facilities, utility facilities, and medical facilities.

(2) Develop and maintain procedures for reporting observed damage for their respective department facilities.

(3) Include damage assessment, recovery and restoration activities in organizational training programs and participate in Citywide and Countywide drills and exercises to evaluate procedures and to maintain or refine skills.

b) During the Incident

(1) Assess the situation in your immediate area and implement life safety measures, if necessary.

(2) Implement damage assessment procedures following an emergency or disaster, as appropriate.

(3) Communicate observed damage to the EOC.

(4) Provide resources and personnel to support safety evaluation operations, if requested and as resources allow.

(5) Direct relocation activities of department staff and coordinate with the EOC to obtain the necessary resources to reestablish operations, if appropriate.

(6) Implement recovery and restoration procedures following an emergency or disaster, as appropriate.

c) After the Incident

(1) Continue to support recovery and restoration efforts as directed by the EMC or department head.

(2) Provide a liaison to coordinate, with State and Federal assessors, the development and tracking of Disaster Survey Reports.

(3) Support and assist those organizations with specific recovery and restoration responsibilities as requested.

3. City Administrator

- a) In conjunction with DEM, register emergency workers for recovery and restoration activities.
- b) In conjunction with DEM, coordinate recovery and restoration activities of emergent volunteers not otherwise qualified for registration as emergency workers.
- c) Obtain appropriately trained personnel to assist with recovery and restoration activities as directed by the EMC.

4. Finance

- a) Document all expenditures relating to disaster recovery and restoration efforts.
- b) Ensure disaster-related expenditures are made in accordance with applicable laws, regulations, and accounting procedures.
- c) Assist City departments with documenting all disaster-related expenditures.
- d) Responsible for all financial, cost analysis, and cost recovery aspects of the emergency or disaster.
- e) Assist in identifying internal and external funding sources for disaster-related expenditures if department budgets are exceeded.
- f) Maintain all official records relating to the incident.
- g) Manage the compensation for injury and claims process arising from the emergency or disaster.
- h) In coordination with the EOC, DEM, and the ARC, identify sites for temporary campgrounds to accommodate displaced families and individuals, assuring sufficient space for emergency sanitation and staging of support infrastructure such as field kitchens, generators, mobile hospitals, and administrative facilities.
- i) In coordination with the DEM and if directed by the EMC, arrange for facilities, furnishings, and equipment to support a Disaster Recovery Center.

5. Information Technology

a) Ensure telecommunications (telephones, faxes, cellular phones, radios) and computers are operational for the EOC and all City departments.

b) Provide damage assessments of communications and computer systems in all City facilities, and begin restoration service for any disabled systems.

6. Planning Department

a) Assist and advise the public with relevant recovery activities, including building and safety inspections, land use and zoning information, and permit assistance.

b) Provide expertise and recommendation for reconstruction, demolition, and structural mitigation during the recovery and restoration period.

c) Review development standards and building codes as a result of lessons learned from a disaster, as appropriate.

d) Develop and implement procedures for conducting urgent and detailed damage assessment and post-disaster safety inspections of:

(1) City-owned buildings and facilities

(2) Public and privately-owned buildings and facilities, if directed by the EMC and as resources allow.

e) Provide a representative to serve as the Planning Section Chief who will compile the damage assessment information and make recommendations to the EMC and the Operations Section.

7. Police Department

Implement procedures for field officers to conduct urgent damage assessment by surveying their patrol areas immediately following an incident.

8. Valley Regional Fire Authority

a) Develop and maintain procedures to support urgent damage assessment by surveying the fire district immediately following an incident and report that information to the EOC.

b) Implement procedures for fire fighters to conduct urgent damage assessment by surveying areas in their surrounding areas

immediately following an incident.

9. Utilities Department

a) Develop and implement procedures for conducting urgent and detailed damage assessment and post-disaster safety inspections of: City-owned:

1) Transportation systems, including streets and bridges

2) Storm, wastewater, and water facilities and equipment

b) Develop policies and procedures for addressing storm water, surface water, and drainage issues on public and private property.

c) Provide a representative to the EOC who will compile the damage assessment information and make recommendations to the EMC and Operations Section.

d) Ensure adequate resources and trained personnel are identified to conduct debris removal activities. Develop plans and procedures to register and use resources of other jurisdictions, professional organizations, the business community, and volunteers.

e) In coordination with outside agencies, develop policies and procedures to segregate disaster debris into recyclable and non-recyclable components, including the recycling of applicable components.

f) In coordination with King County Utilities and the provider of waste management services, implement procedures for the collection and disposal of disaster debris from public and private property, including the pick-up and disposal of hazardous material.

g) Identify temporary storage locations for disaster-related debris.

h) Remove debris from rights-of-ways and repair and restore roads and bridges damaged during an emergency or disaster. Initial focus should be on major or critical routes.

B. Local

1. American Red Cross

- a) Activate mass care facilities and individual assistance programs as the need is identified by the ARC staff or upon request from DEM or the EOC.
- b) Coordinate mass care and individual assistance with the EMC, if requested.
- c) Coordinate pet care with the local animal services and staff.
- d) Implement detailed damage assessment as identified in ARC procedures and forward information to the County EOC.

2. King County Assessor

- a) Process citizen requests for property re-assessment, or reduction of assessments due, as a result of losses or damages caused by a disaster.

3. King County Emergency Management

- a) Develop and maintain active liaison with private non-profit groups and the business community to facilitate the provision of recovery and restoration resources and services.
- b) Arrange for establishment of a Disaster Recovery Center when requested by City, State, or Federal emergency management personnel.
- c) Maintain files of disaster-related recovery and restoration information provided during previous disasters, including that of City, State, and Federal agencies, and other jurisdictions.
- d) Develop EOC procedures for coordinating regional recovery and restoration activities and public information; coordinate content and distribution of recovery information with City, State, and Federal emergency management agencies.
- e) Develop and maintain a system for registering emergency workers for recovery and restoration activities.
- f) Develop and maintain a system for coordinating emergent volunteers, not otherwise qualified for registration as emergency

workers for recovery and restoration activities.

- g) In coordination with the PIO, inform the public of available services and assistance programs.
- h) Assist other organizations in identifying recovery and restoration activities and training opportunities.
- i) Include recovery and restoration coordination as part of the citywide emergency management training program.
- j) Recommend policy and provide direction on emergent issues not otherwise addressed or those for which there is a disagreement or confusion regarding responsibility, scope, duration, coordination, or procedure.
- k) Coordinate a review of the Comprehensive Emergency Management Plan after activation to incorporate lessons learned.
- l) Coordinate registration for volunteer inspectors.
- m) Coordinate the dispatching of volunteer engineers for inspection services, if requested.

4. King County Health Department

- a) Advise the public, through the PIO, of pertinent public health and environmental health issues and concerns such as inspection of onsite sewage systems and wells, sanitation and disinfection, food and water safety, and disease.
- b) Ensure adequate resources and trained personnel are identified to conduct Public and Environmental Health activities. Develop plans and procedures to register and use resources of other jurisdictions, professional organizations, the business and medical communities, and volunteers.

5. King County Public Works

Implement policies and procedures, in coordination with the King County Health Department, for the collection and disposal of disaster debris from public and private property, including the pick-up and disposal of hazardous material.

6. King County Sheriff's Office

Provide inmate crews to assist City departments with recovery and

restoration activities.

7. Auburn School District

Provide damage assessment of school-owned facilities to the EOC.

8. Medical Facilities

Provide damage assessment of medical facilities and capabilities.

C. State and Federal

Emergency Management Division and Federal Emergency Management Agency

1. Dispatch assessment teams to document or verify public and private damage.

2. If “Individual Assistance” is authorized, establish a local Disaster Recovery Center to assist qualified citizens with filing claims for financial or housing assistance.

3. If “Public Assistance” is authorized, dispatch assessors to develop, in coordination with local representatives, Disaster Survey Reports for public damage and response costs.

4. Provide technical assistance and advice on recovery and mitigation activities to both citizens and public agencies, as appropriate.

5. Coordinate public information and assistance activities with the City and County PIOs. Keep local authorities informed of assistance provided to local residents, businesses, and public entities.

VI. REFERENCES

A. *City of Algona Emergency Operations Center Manual*

B. *King County Comprehensive Emergency Management Plan*

C. *King County Disaster Recovery Plan*

D. *King County Emergency Operations Center Manual*

E. *American Red Cross Disaster Services Regulations and Procedures: Survey/Damage Assessment*

F. *Washington State Comprehensive Emergency Management Plan*

G. *Washington State Emergency Management Disaster Assistance Guide for Local Governments*

H. *National Response Framework*

VII. ATTACHMENTS

A. Individual Assistance Programs

ESF 14: LONG TERM COMMUNITY RECOVERY AND MITIGATION

ATTACHMENT A: INDIVIDUAL ASSISTANCE PROGRAMS

(This compendium identified typical individual assistance programs that may be available following an emergency or disaster. Each program has its own eligibility requirements, which must be met by each applicant to receive assistance)

PROGRAM: HUMANITARIAN SERVICE GROUPS (e.g. American Red Cross, Salvation Army, Church Groups, Voluntary Organizations, Community Service Groups)

FUNDED BY: Agency or Group

ADMINISTERED: Agency or group at temporary or permanent locations

These services can be requested by individuals, local, or state officials. They provide immediate emergency aid such as clothing, food, medical assistance, shelter, clean up help, transportation, furniture, and medical supplies.

PROGRAM: EMERGENCY FOOD STAMP PROGRAM

FUNDED BY: Food and Nutrition Services (USDA)

ADMINISTERED: State Department of Social and Health Services

Provides food coupons to qualifying disaster victims. Requires a request to the USDA by the Department of Social and Health Services, based on request to DSHS by State Emergency Management in coordination with local Emergency Management.

PROGRAM: INSURANCE ASSISTANCE

ADMINISTERED: American Insurance Association (AIA)

Federal Emergency Management Agency

National Flood Insurance Program

Counseling on insurance problems and questions.

PROGRAM: CONSUMER PROTECTION

ADMINISTERED: State Attorney General's Office

Provides counseling on consumer problems such as non-availability of products and services needed for reconstruction, price gouging, disreputable business concerns and practices. May involve coordinating with the Insurance Commissioner and/or legal counseling.

PROGRAM: CRISIS COUNSELING

ADMINISTERED: Department of Social and Health Services

Available only after a special request by the Governor and approved by FEMA. Referral services and short-term counseling for mental health problems caused or aggravated by a disaster.

PROGRAM: INDIVIDUAL AND FAMILY GRANT PROGRAM (IFGP)

FUNDED BY: 75% Federal 25% State

ADMINISTERED: State Emergency Management

Intended to provide assistance to individuals and families to permit them to meet those disaster related necessary expenses and serious needs for which other assistance is either unavailable or inadequate. It is not intended as a replacement or insurance program.

PROGRAM: TEMPORARY HOUSING PROGRAM

FUNDED BY: 100% Federal

ADMINISTERED: FEMA

Provides financial assistance or government-owned dwellings, if available, for those whose primary residences are uninhabitable as a result of a disaster.

PROGRAM: DISASTER LOANS

FUNDED BY: U.S. Small Business Administration

ADMINISTERED: U.S. Small Business Administration

Physical Disaster Loans. Low interest loans to individuals for repair, replacement, or rehabilitation of owner-occupied primary residence or personal property loss for renters.

Business Loans(Physical Disaster Loans). Low interest loans to businesses for repair, replacement or rehabilitation of disaster-damaged property.

Economic Injury Disaster Loans(EIDL). For businesses that are suffering economic loss as a result of single sudden physical incident of catastrophic nature. SBA's maximum loan is up to \$500,000. Funds can be used for indebtedness and operating expenses.

PROGRAM: EMERGENCY LOANS, FARMERS HOME ADMINISTRATION (FHA)

ADMINISTERED: U. S. Department of Agriculture

Low interest loans to farmers, ranchers, and agricultural operators, either tenant-operator or owner-operator, for physical and production losses. Loan may also be used to repair or replace farm property and supplies, or for repayment of farm-operating debits incurred during the incident year. May also be available if approved by the USDA following a Governor's request.

PROGRAM: DISASTER UNEMPLOYMENT ASSISTANCE

FUNDED BY: FEMA

ADMINISTERED: U. S. Department of Labor through the State Employment Security Department (DOL)

Provides weekly benefit payments to those out of work due to the disaster, including self employed

persons, farm workers, farm and ranch owners, and others not normally covered under regular unemployment insurance programs.

PROGRAM: TAX ASSISTANCE

ADMINISTERED: Internal Revenue Service (IRS)
County Assessors

Provides counseling and assistance in the form of income tax rebates to disaster victims who file income tax returns during the year of the disaster occurrence or during any of the three previous years. These earlier returns may be amended to receive an immediate tax rebate for non-insured casualty losses to homes, personal property, businesses or farming/ranching operations. Benefits may also result from filing amended state income tax returns. County assessors may provide information on possible property tax relief.

PROGRAM: SOCIAL SECURITY BENEFITS

FUNDED BY: Social Security Administration (SSA)

ADMINISTERED: Social Security Administration

Assistance to annuitants with address changes and expedited check delivery. Assistance in applying for disability, death, and survivor benefits, and SSI payments.

PROGRAM: VETERAN'S BENEFITS

FUNDED BY: Veterans Administration (VA)

ADMINISTERED: Veterans Administration (VA)

Assistance in applying for VA death benefits, pensions, insurance settlements and adjustments to VA insured home mortgages. VA representatives will also record address changes if necessary.

PROGRAM: LEGAL SERVICES

ADMINISTERED: Federal Emergency Management Agency

Free legal counseling to low income persons for disaster-related problems. May include replacing legal documents, transferring titles, contracting problems, will probates, and insurance problems.

OTHER EMERGENCY FINANCING PROGRAMS
PROGRAM: INFRASTRUCTURE ASSISTANCE COORDINATION COUNCIL
(IACC)

ADMINISTERED: State Department of Community, Trade and Economic Development
(DCTED)

The IACC is an organization of state and federal agencies and associations that provides Washington communities with public financial and technical assistance. Through the council, these agencies coordinate their efforts to better assist counties, cities, towns, special purpose districts, utilities, and tribal governments.

ESF 15: PUBLIC AFFAIRS

LEAD: Emergency Management Coordinator Police Chief or designee
Algona Police Department

SUPPORT: City: All Departments
Local: King County Emergency Management
King County E911 Communications
Local Media EAS Participants
KIRO 710 AM
KOMO 1000 AM
State: Emergency Management Division
Federal: Emergency Management Agency

I. INTRODUCTION

A. Purpose

1. To ensure that sufficient assets are mobilized during emergencies or disasters to provide accurate, coordinated, and timely information to impacted communities and populace, first responders, governments, media, tribes, and private sectors.
2. To provide resource support and mechanisms to implement a local Joint Information Center (JIC) when necessary and supplementing first responder public information officers operations with JIC resources.

B. Scope

1. This ESF details the establishment of support positions to coordinate communications to various audiences. It applies to all City departments that may require public affairs /information support or whose public affairs / information support or whose public affairs / information assets may be employed during an emergency or disaster.
2. The context of this ESF is emergency or disaster situations that exhaust or nearly exhaust the capacity of county first responder public affairs / information operations or when support is requested. These incidents are typically complex in nature or extend beyond one operational period.
3. This ESF supports the King County JIC Plan.

II. POLICIES

The City recognizes the importance of providing vital health and safety information to affected populations. The City will do everything possible to ensure that the information is consistent, accurate, complete, and promptly delivered using communication methods that will disseminate the information as widely as possible to affected populations. The City will coordinate the development and dissemination of all disaster-related public information through the Public Information Officer

III. PLANNING ASSUMPTIONS

A. The Emergency Management Coordinator (EMC) appoints a PIO to act as the official for coordinating the dissemination of emergency public information as approved and authorized by the EMC.

- B. Emergency public information shall be coordinated by the PIO with prior approval from the EMC.
- C. The EMC may appoint an Assistant PIO when media briefings are required from multiple locations or the situation requires it.
- D. Media briefings will normally take place at City Hall. In the event that this location is not functional or communications are inadequate, alternate locations will be identified by the EMC and announced by the PIO.
- E. The PIO shall utilize the PIO Emergency Checklist and PIO Press Release Worksheet for guidance during emergency and disaster situations requiring the dissemination of emergency public information.
- F. Any or all of the following methods may be utilized to relay emergency information to the public:
1. Print, radio, and television media
 2. City and County websites
 3. Printed education/information materials
 4. City and Amateur radio systems
 5. Public address systems
 6. Emergency Alert System (EAS) – KIRO 710 A.M. & KOMO 1000 AM.
- The EAS is activated for immediate life-threatening situations and only when time limitations or incident severity prohibit the information from being distributed to the media through normal channels. Activation of the EAS is authorized by King County Emergency Management (DEM) and is activated by King County E911 Communications (CENTRAL Communications).
- G. In some circumstances, it may become necessary to release emergency public information from field command posts. In this event, the individual in charge at the location shall notify the EOC in a timely manner and provide detailed information regarding information released.
- H. The City can post emergency public information to the City’s website as well as DEM’s website. The PIO will coordinate the information posted to all websites.
- I. In an emergency, people will first turn to traditional sources of information. It is important to ensure the same message is given to all “traditional” sources.

IV. CONCEPT OF OPERATIONS

A. Overview

The PIO, as authorized by the EMC, will coordinate release of information and instructions to the public and may coordinate with other PIOs, if appropriate.

B. Objectives

The public information objectives during an emergency or disaster are:

- To inform the public and City employees of the presence of a hazardous situation, its effects, and proper counter measures.
- To coordinate the City's release of public information to the media.
- To inform the public on protective measures that can be taken during an emergency, disaster assistance and recovery services and procedures.

To control rumors and reassure the public.

C. Dissemination

1. The PIO will determine the methods for dissemination of local emergency information and instructions, with authorization of the EMC. Available means as appropriate to the emergency include radio, newspapers, television, electronic communications, mobile public address systems, and door-to-door contact.

2. Information will also be disseminated to the City Council, Emergency Management Coordinator,

emergency personnel in the field, and other City employees so they know what information and guidance is being released to the public.

3. Dissemination of public information regarding City activities and services relating to an emergency should be reviewed and coordinated with the PIO.

4. A Joint Information Center (JIC) may be established by DEM to coordinate emergency public information where multiple jurisdictions are involved in the emergency response. This facility would be in direct contact with the EOC, may include PIOs from other jurisdictions, and may be in conjunction with State and Federal information efforts. The location of the JIC will be determined on a case-by-case basis.

5. The designated PIO will maintain up-to-date distribution lists.

D. Special Groups and Instructions

1. There are non-English speaking persons in the City. In the event that public information needs to be translated, interpreters will be coordinated through DEM.

2. Special instructions and provisions may be made for hospitals, nursing homes, schools, or other groups.

V. RESPONSIBILITIES

A. Police Chief - Emergency Management Coordinator

1. Establish policies and procedures pertaining to the release of emergency information and instructions.

2. Represent the City at press conferences, public hearings, and other public events, as appropriate.

3. Appoint a PIO to coordinate the dissemination of emergency public information.

4. Approve all press releases and briefings.

5. Support the PIO in coordinating all press releases and briefings.

B. City Departments

1. Provide pertinent and timely information (e.g. road closures, emergency instructions, available assistance, place of contact for missing relatives, restricted areas, etc.) to the EOC regarding field activities and emergency public information.

2. Coordinate requests for assistance through the EOC.

3. Notify the designated PIO of rumors and misinformation so that corrections can be prepared immediately.

C. Public Information Officer(s)

1. Represent the City at press conference, public hearings, and other public events, as directed by the EMC.
2. Receive EMC approval for all press releases and briefings.
3. Coordinate with DEM and other local jurisdictions when information is to be released on the EAS and other shared information systems.
4. Gather and coordinate emergency public information for timely release to the public.
5. Notify appropriate agencies to assist in the dissemination of emergency public information.
6. Give regular information briefings to City officials, news media, and the public, as authorized by the EMC.
7. Provide information to City departments that may dispense information so that everyone is given the same message.
8. Provide pre-printed emergency public information brochures for distribution to the public.
9. Recommend appropriate location(s) for public official and media briefings to the EMC.
10. Monitor media coverage and public reaction and perceptions and identify rumors and misinformation as soon as possible. Prepare correction, if applicable.

D. Local

King County Emergency Management

Throughout the emergency or disaster, the DEM PIO will coordinate with City and State PIOs to develop and disseminate emergency public information.

E. State

1. Throughout the emergency, public information staff from the State EOC will work with the Governor's press secretary to develop and disseminate information regarding the emergency and State response efforts. State EOC staff will also be available to assist local officials in disseminating emergency instructions to affected communities.
2. Coordinates with local and Federal agencies on the release of emergency information and instructions.

F. Federal

The Federal Emergency Management Agency provides for the assignment and establishment of Public Information operations at the Joint State/Federal Disaster Field Office after a Presidential Disaster Declaration.

VI. REFERENCES

- A. *City of Algona Emergency Operations Center Manual*
- B. *King County Comprehensive Emergency Management Plan*
- C. *King County Emergency Operations Center Manual*
- D. *Washington State Comprehensive Emergency Management Plan*
- E. *National Response Framework*
- F. *National Incident Management System*

VII. ATTACHMENTS None

ESF 20: DEFENSE SUPPORT TO CIVIL AUTHORITIES

LEAD: Emergency Management Coordinator – Police Chief or designee

SUPPORT: King County Emergency Management
Washington Military Department

I. INTRODUCTION

A. Purpose

1. To describe the circumstances and conditions under which units of the Washington State National Guard and the Department of Defense (DOD) can provide military support to civil authorities (DSCA).
2. To describe the procedures used to obtain military support.

B. Scope

This Emergency Support Function (ESF) addresses all requests for military support originated by the City of Algona (City) through the King County Emergency Management (DEM) following a Proclamation of a Local Emergency.

II. POLICIES

None

III. PLANNING ASSUMPTIONS

- A. The City Council has authorized the Emergency Management Coordinator to request military assistance, if necessary.
- B. The military is capable of providing a wide range of support to local governments during an emergency or disaster.
- C. Military assistance is considered supplemental to local efforts and will not be requested unless and until applicable local responses have been, or will imminently be, exhausted.
- D. All requests for military assistance, except requests during imminently serious situations as described herein, will be submitted to the Washington State Emergency Management Division (WEMD) through DEM.
- E. Military support may be delayed until a state of emergency is proclaimed by the Governor or a Presidential Disaster Declaration has been issued.
- F. It may take 48 hours or longer to receive military assistance.
- G. When deployed to provide DSCA, military forces will work under the direction of local authority, but will retain their unit integrity and military chain of command.

IV. CONCEPT OF OPERATIONS

1. If the City has submitted a resource request to DEM and they are unable to accommodate the request using County or private assets, a resource request may be made to the State EOC as part of routine resource management activities.
2. It will be up to the State to determine the appropriate means of meeting the County's request, including the use of military assets.
3. If DEM is aware of a specific resource owned by the military and needed by the City, the specific resource may be identified in the request sent to the State EOC.

4. In an imminently serious situation, the County may request assistance directly from the military. An imminently serious situation is one in which there is an imminent threat to life and/or to property which will cause human suffering. A military unit commander can respond to direct requests for assistance, if:
 - a) An imminently serious situation exists.
 - b) The military unit is capable of providing the type of support requested without degrading its primary national defense commitments.
 - c) The military unit is the only source of help available including the private sector, or the only source of help including the private sector that can respond in time to support the City and/or County in alleviating the situation.
 - d) The City Council and/or the Board of County Commissioners have issued a Proclamation of a Local Emergency.
 - e) The City, County, or State government is willing to certify to military authorities that conditions a, c, and d exist.
 - f) The City and/or County agree to assume the costs incurred by the military unit to provide the requested support.
5. The base commander of a military installation has the authority to respond to immediate life-threatening emergencies. Requests made under these circumstances may be made directly to the local installation. Assistance from the U.S. Coast Guard may be requested through WEMD. All other requests for military assistance must be submitted to WEMD through DEM.
6. The National Guard may be available following an activation by the Governor. Requesting National Guard assistance must be submitted to WEMD through DEM.
7. To obtain National Guard assistance, the City must demonstrate that the need is beyond its capability or that a special capability provided only by the military is immediately required.
8. Under the Posse Comitatus Act, Federal military forces cannot engage in direct law enforcement activities, such as arresting individuals or conducting surveillance. However, they are allowed to provide indirect support, such as loaning equipment or providing technical assistance to civilian law enforcement agencies.

V. RESPONSIBILITIES

A. Emergency Management Coordinator – Police Chief or designee

1. Determine if and when a recommendation will be submitted to DEM to request military assistance.
2. Transmit all requests to DEM.
3. Identify suitable staging areas and coordinate logistic support with the responding unit, as appropriate.
4. Coordinate activities to ensure efficient use of requested assets.

B. King County Emergency Management

1. Receive requests for military support from the City and determine whether to request military assistance.

2. Prepare requests for military assistance for routine requests or for imminently serious situation requests.
3. Transmit all requests to WEMD.
4. Coordinate activities to ensure efficient use of requested assets.

VI. REFERENCES

- A. *City of Algona Emergency Operations Center Manual*
- B. *King County Comprehensive Emergency Management Plan*
- C. *King County Emergency Operations Center Manual*
- D. *Washington State Comprehensive Emergency Management Plan*
- E. *Military Support to Civil Authorities Plan, Headquarters I Corps and Fort Lewis*
- F. *National Response Framework*

VII. ATTACHMENTS

None

ESF 20: MILITARY SUPPORT TO CIVILIAN AUTHORITIES

ATTACHMENT A: MILITARY ORGANIZATIONS

U.S. Army Corps of Engineers, Seattle (206) 764-3406 MILITARY CONTACT MUST BE VIA THE WASHINGTON STATE EMERGENCY OPERATIONS CENTER OR DUTY OFFICER

Washington Army National Guard

Camp Murray, WA 98430

Commander, US Army North (Fifth Army) (CONUSA)

Headquarters Fort Sam Houston, Texas

Madigan Army Medical Center

Tacoma, WA 98431-5000

US Army Reserve HQ, 364th Expeditionary Sustainment Command (USAR)

Marysville, WA 98271

A Company, 6th Battalion, 158 Aviation Regiment (USAR)

Joint Base Lewis-McChord, WA 98433

Navy Region Northwest

1103 Hunley Rd. Silverdale, WA 98315-1199, (360) 315-5123

Naval Station Everett

2000 W. Marine View Drive, Everett, WA 98207-500

Navy Engineering Field Activity NW

19917 7th Ave. NE, Poulsbo, WA 98370-7570

Naval Submarine Base Bangor

Silverdale, WA 98315-1200

62nd Air Force Wing

Joint Base Lewis-McChord, WA 98433

ESF 20: MILITARY SUPPORT TO CIVILIAN AUTHORITIES

ATTACHMENT B: EXAMPLES OF MILITARY RESOURCES AND SERVICES

(Not all inclusive)

WASHINGTON MILITARY DEPARTMENT

- Aircraft for transportation and reconnaissance
- Vehicles and drivers to assist with transportation
- Vehicles for transporting sand and sandbags
- Personnel to assist in securing roadblocks
- Limited mass feeding
- Civil disturbance operations/area security patrols
- Perimeter security/quarantine
- Limited military engineering
- Mobile/fixed communications

- Delivery of supplies
- Emergency shelter
- Limited emergency electrical power
- Urban search and rescue
- Limited emergency medical aid
- Limited potable water
- Aerial reconnaissance

U. S. DEPARTMENT OF DEFENSE ASSETS

- Medical assistance
- Patient evacuation
- Urban fire suppression (requested through CENTRAL mutual aid)
- Communications equipment
- Debris clearance for emergency access
- Damage assessment and structural evaluation of buildings
- Demolition
- Water supply
- Restoration services for critical facilities
- Contracting and construction management
- Electrical generation

SUPPORT ANNEXES

SA 1: DIRECTION AND CONTROL

I. PURPOSE

- A. To provide for the effective direction, control, and coordination of emergency management activities undertaken in accordance with the *City of Algona (City) Comprehensive Emergency Management Plan (CEMP)*.
- B. To ensure continued operation and continuity of City government and its functions during and after an emergency or disaster.
- C. To ensure the preservation of public and private records essential to the continued operations of government and the private sector.

II. POLICIES

- A. The City Council extends the provisions of RCW 42.14, the Continuity of Government Act, for the continuation of local government due to incapacitation because of an emergency or disaster.
- B. The City will coordinate its activities with surrounding cities, counties, State, Federal, and Tribal governments and with other jurisdictions within the County.
- C. The Emergency Management Coordinator has executive authority for the direction and control of emergency operations.

III. PLANNING ASSUMPTIONS

- A. The City will continue to be exposed to the hazards noted in the *King County Hazard Identification and Vulnerability Assessment (HIVA)* and following a hazardous incident, may sustain sufficient damage, including loss of life and destruction of infrastructure that may overwhelm traditional emergency services.
- B. Activation of the Emergency Operations Center (EOC), with appropriate staff and resources, can facilitate coordination of disaster response and recovery activities thereby reducing personal injury and damage to property and the environment.
- C. The effects of an emergency or disaster on personnel and infrastructure, as well as family responsibilities, may cause delays before the EOC can be fully activated.

IV. CONCEPT OF OPERATIONS

A. General

1. Direction, control, and coordination are conducted along the general guidelines shown in Attachment A, Emergency Management Organization Chart, Attachment B, Emergency Operations Center Organization and Responsibility Chart, and Attachment C, Functional Responsibility Matrix.
2. Continuity of government is ensured through leadership succession, backup communications systems, alternate operational locations, and preservation of essential records.

B. Direction and Control

1. Emergency management in the City is established by State law, RCW 38.52, Emergency Management. Other City, County, and State laws and ordinances provide guidance for how the City conducts business during an emergency or disaster. (See Appendix 3, References.)
2. Once an emergency or disaster has been proclaimed, emergency management direction and control is usually delegated to the Emergency Management Coordinator (EMC) in cooperation with local jurisdictions, volunteer organizations, and the private sector, as deemed appropriate.
3. Directors from each department, or their designees, and other key individuals may operate during emergencies and disasters from the primary EOC, or any other site designated as an alternate EOC by the City.
4. Direction and control can be conducted using the existing communications systems that are part of emergency management or communications that have been specifically established for emergency management operations (See Emergency Support Function 2, Communications and Warning.)

C. Coordination

The EOC provides the means for coordinating resources and assets necessary to alleviate emergency or disaster impacts on residents and public entities. Coordination occurs with Federal, State, and local jurisdictions, as well as other special purpose districts, volunteer agencies, and private businesses.

D. Continuity of Government

1. City Council and Emergency Management Coordinator

RCW 42.14, the Continuity of Government Act, establishes provisions for the continuation of government in the event its leadership is incapacitated.

RCW 42.12, Vacancies, provides for the filling of vacant elective offices by the City Council. The line of succession for elected City officials shall be the Emergency Management Coordinator and then

the Emergency Management Coordinator Pro-Tem. Further lines of succession shall be determined by the City

Council as absences or vacancies occur.

The Emergency Management Coordinator and the City Council has designated the City Administrator, or designee, to the position of the Emergency Management Coordinator as identified in Section V, Responsibilities.

2. Essential Records Preservation

All departments shall identify records essential for continuity and preservation of government and provide for their protection as required by RCW 40.10.010, Essential Records – Designation – List-Security and Protection – Reproduction and as outlined by the State Archivist.

E. Emergency Operations Center

The City will coordinate emergency and disaster activities from a central location, referred to as the Emergency Operations Center (EOC), which has communications capabilities to conduct such activities. The primary EOC is located in City Hall at 202 Warde Street, Algona. Valley Regional Fire Authority Headquarters (Station 31), located at 1101 D street N,E, in Auburn may serve as an alternate EOC or may be used in coordination with the primary EOC if conditions warrant.

The purpose of the EOC is to be the focal point of the City's response to an emergency or disaster and to be a central support and coordination point for City departments. The EOC will:

1. Collect, record, analyze, display, and distribute information.
2. Coordinate public information and warning.
3. Coordinate City government emergency activities.

The EOC may be activated to whatever level is deemed appropriate for the specific circumstances. Initial activation of the EOC is the responsibility of the Emergency Management Coordinator or designee.

Citywide and interagency coordination of information, resources, and plans will take place in the EOC.

V. RESPONSIBILITIES

A. General

General responsibilities for City departments are identified in the Basic Plan under Section V, Responsibilities. Attachment C, the Functional Responsibility Matrix, identifies lead and support departments, agencies, and other responders as they relate to the emergency support functions identified by this CEMP.

Policy decisions affecting the City are made by the City Council. The City Council may choose to convene a group of advisors or may make decisions based on information gathered by others. The EOC will be informed of all policy decisions. The City Council will deal primarily with the policy issues brought about by the circumstances of the emergency or disaster.

Department directors will oversee their own department's field operations and coordinate them with other departments from the EOC.

Overall direction and control of department resources and operations rests with the department directors. Overall, coordination of information, resources, and preparation of the emergency management incident action plan rests with the EMC.

Each department shall have a pre-designated location from which to establish direction and control of its respective activities in an emergency or disaster. Department directors are responsible for documenting staff activities and maintaining communication and coordination with the EOC regarding incident status, resource needs, and action plans. Department directors shall appoint necessary representative(s) to report to the EOC.

Because of the complexity of emergencies and disasters, departments may be responsible for functions or operations that do not normally fall within their scope of responsibility and will find that they must work closely with other public, volunteer, and private agencies to ensure success. Major decisions made at the department level will be transmitted to the EOC. Other agencies or departments may be impacted or may have similar issues to address.

Personnel in the EOC handle coordination issues or operational decisions that significantly affect more than one department. The Emergency Management Coordinator and/or EMC will inform the City Council of major incidents and decisions in regards to the emergency or disaster. In return, the City Council will inform the EOC of all policy decisions concerning the incident.

B. City of Algona

The department directors provide policy recommendations to the City Council through the EMC. The EMC, subject to the direction and control of the Emergency Management Coordinator, shall be responsible to the City Council for coordinating the emergency management program for the City. The EMC shall coordinate the activities of organizations for emergency management within the City, maintain liaison with and cooperate with emergency management organizations of other cities, counties, State, Federal, and Tribal governments, and shall have such additional

authority, duties, and responsibilities as prescribed by the City Council.

RCW 42.14, the Continuity of Government Act, allows local governments to conduct the affairs of the jurisdiction outside the territorial limits of the jurisdiction in the incident it is impossible or impractical to continue operations at the usual locations. Decisions to relocate local government shall be the responsibility of the City Council and the Emergency Management Coordinator and may be based upon the circumstances of the emergency or disaster.

1. Algona City Council (Council): The Council is responsible for citywide policy and budget decisions as they pertain to emergency preparedness, mitigation, response, and especially recovery.

- a) For the duration of an incident, maintain liaison with the Emergency Operations Center (EOC) and the Emergency Management Coordinator or designee.
- b) When warranted by the situation, based on appropriate Emergency Management Coordinator and staff assistance in the EOC, sign a proclamation of local emergency in accordance with RCW 36.40.180 which (1) authorizes expenditures necessary to meet emergency needs without further notice or hearing; (2) authorizes activation of local disaster plan; (3) authorizes local resources to be used to the fullest extent possible; and (4) includes a description of what has happened.

2. Emergency Management Coordinator – Police Chief (and/or Designee)

- a) Ensure emergency preparedness, mitigation, response, and recovery activities are carried out within the City. Develop plans necessary for utilization of local resources in disasters.
- b) Ensure training programs and emergency operations drills are carried out within the City.
- c) Coordinate with local, State, Federal, private, and volunteer organizations before, during, and after an incident.
- d) Serve as the point of contact for agency representatives from assisting organizations and agencies outside of City government.
- e) Establish and maintain communications with the elected officials, the Public Information Officer, various outside agencies, and EOC Section Chiefs.
- f) Activate EOC when necessary to coordinate disaster response activities of all departments during disasters or other emergencies. Advise King County Division of Emergency Management (DEM) when the local EOC has been activated.

g) Provide initial warning of impending disaster to public officials and local emergency response departments, provide adequate instruction to the general public before, during and after emergencies and minimize rumors. A communication link to the local Emergency Broadcast System via DEM may be vital to the transmission of information vital to the life safety of responders and the public.

h) Manage EOC operations during activation and approve all decisions and actions by City personnel.

i) Request disaster mission number from DEM if volunteers will be assisting for the purpose of providing liability insurance coverage pursuant to RCW 38.52.130

j) Assess the incident situation, work in progress, resources, and estimate incident duration.

k) Establish command structure and implement the National Incident Management System, as appropriate.

l) Establish immediate priorities.

m) Develop and implement strategic goals and tactical objectives based upon the situation and priorities established.

n) Ensure planning meetings and briefings are scheduled and conducted with elected officials and EOC personnel and approve all press releases.

o) Approve and authorize the implementation of the Incident Action Plan (IAP).

p) Provide interviews to the media, as arranged by the Public Information Officer.

q) Implement the citywide recovery plan.

r) Maintain and ensure all EOC personnel maintain an Individual Activity Log Sheet.

s) Approve plan for demobilization of resources.

t) Prepare the after action report.

u) Accept requests for additional resources from City personnel, citizens and departments.

v) Assist the Council, as needed, in drafting and submitting local proclamations of emergency.

w) Keep the Council advised of the status of the incident and response operations.

x) Coordinate supplemental resources supplied by local private organizations or from the State or Federal level.

y) Register volunteers: It may be necessary to establish a roster for the purpose of registering additional volunteers during an emergency. This may be done at the EOC or at a remote site or Command Post, if necessary.

3. City Attorney

- a) Provide legal advice to elected officials, the Emergency Management Coordinator, the EMC, and City departments, as it pertains to emergency response or disaster recovery.
- b) Review contracts for emergency work and procurement.
- c) Provide legal review of emergency plans and supporting documents to ensure compliance with local, State, and Federal laws.
- d) Prepare a Proclamation of a Local Emergency, if appropriate.
- e) Obtain City Council signatures and ratification for a Proclamation of a Local Emergency.

4. City Administrator

- a) Provide a representative to assist in the Finance and Administration Section in the EOC.
- b) Develop plans for employee notification and support during disaster activities.
- c) Develop, in coordination with DEM, procedures and coordinate the registration of temporary emergency workers and volunteers on behalf of the City.
- d) Monitor and process time sheets, rosters, and overtime requests.
- e) Maintain staff sign-in sheet and ensure that all staff members sign in and out with the date and time.
- f) Manage the compensation for injury and claims process arising from the disaster.
- g) Document emergency-related activities and costs.

5. Emergency Management Coordinator

- a) Preserve the continuity of the executive branch of government.
- b) Provide for the implementation of plans, including drills and exercise, for the preparedness of persons and property within the City in the event of an emergency or disaster.
- c) Maintain communications with the EMC during an emergency or disaster.
- d) Assist in the preparation of and issue a Proclamation of a Local Emergency, if appropriate
- e) Provide visible leadership to the community.
- f) Host and accompany VIP's and governmental officials on tours of the emergency/disaster area.

6. City Council

- a) Establish Policy.
- b) Adopt and enact ordinances and resolutions and appropriate revenue to meet emergency needs before, during, and after an emergency or disaster

serving as the Policy Review Committee.

- c) Provide for the continuity of the legislative branch and temporarily fill any vacancy of an elected position by appointment.
- d) Upon request of the Emergency Management Coordinator or the EMC, host and accompany VIPs and governmental officials on tours of the emergency or disaster area.

7. City Employees

- a) Develop an individual and family plan for use during an incident.
- b) Be prepared to respond, as needed, whether given a pre-designated assignment or not.
- c) Respond to a designated area with proper clothing and equipment, as directed.
- d) Be prepared to assist in traffic control, evacuation, triage activities, evacuation center activities, or as plotters, runners, telephone operators, or other related duties.

8. Department Directors

- a) Oversee and provide policy recommendations to the EMC before, during, and after an emergency or disaster.
- b) Work with the Finance Staff to document all expenses.
- c) Assist the Deputy Clerk in identification and preservation of essential department records.
- d) Assist in the development, maintenance, and implementation of the AEMP.
- e) Develop and maintain policies and SOPs for the department's disaster responsibilities.
- f) Document emergency-related activities and costs.
- g) Provide direction and leadership to department staff while fulfilling emergency management responsibilities.

9. Deputy City Clerk

- a) Provide information and direction to departments on requirements for the identification and preservation of essential records.
- b) Maintain official records of the EMC and elected officials actions and proceedings.
- c) File, maintain, and store all incident documents for the official history of the emergency or disaster.

10. City Administrator

- a) Provide a representative to serve as the Finance and Administration Chief.
- b) Advise City officials on financial matters.

- c) Supervise and maintain the financial systems and records of the City.
- d) Establish all necessary special accounts for the receipt of donations and cost reimbursements filed under local, State, and Federal laws.
- e) Assist in identifying sources of disaster funds if department budgets are exceeded.
- f) Ensure disaster-related expenditures are made in accordance with applicable laws, regulations, and accounting procedures.
- g) Responsible for all financial, cost analysis, and cost recovery aspects of the disaster.
- h) Assist in the activation and coordination of mass-care shelters at sites selected in coordination with the EMC, American Red Cross, or DEM.

11. Information Technology

- a) Provide City departments with guidance and direction for the protection of computer hardware, software, data, and telephone systems.
- b) Provide telecommunications (telephones, faxes, cellular phones, radios) and computer support to the EOC and other City departments.
- c) Assist in the coordination of amateur radios (HAM) and other alternate communications during EOC activation.
- d) Provide liaison for coordination with telephone service providers for the re-establishment of telephone service to the City government.
- e) Provide a representative to serve as the Communication Coordinator, if requested.

12. Municipal Court

- a) Provide a representative(s) to the EOC, if requested.
- b) Provide for continuity of Court operations, as feasible.
- c) Continue to operate the Municipal Court as efficiently as possible in order to maintain due process of law in civil and criminal justice matters.
- d) Develop plans and procedures to relocate courtroom to continue minimum required court operations, during EOC activation.
- e) Document emergency-related activities and costs.
- f) Report to the EOC any damage of Court facilities, equipment, or resources.
- g) Support response and recovery activities, as appropriate.

13. Police Department

- a) Provide a representative to serve as the Operations Section Chief, if appropriate.
- b) Provide a representative to serve as the Transportation Coordinator, if appropriate.
- c) Provide a representative to serve as the Public Information Officer, if requested.

- 1) Obtain prior approval and authorization from the EMC on all press releases and briefings.
- 2) Prepare and coordinate all press releases and briefings.
- 3) Provide press releases to DEM and the CFD prior to releasing information, if appropriate.
- 4) Coordinate with affected jurisdictions to ensure the public receives accurate and consistent information.
- 5) Assist in the preparation of briefings to the Emergency Management Coordinator, public officials, and EOC Staff.
- 6) Respond to media and citizens information calls.
- 6) Establish rumor control central hotline, if necessary.
- d) Maintain law and order and provide physical security in and around the affected area within the City.
- e) Provide command and control for field operations through established command posts, as appropriate.
- f) Issue and monitor all Emergency Operations Center badges for emergency responders.
- g) Participate in initial citywide damage assessment, as appropriate.
- h) Provide emergency traffic and crowd control.
- i) Provide direction and control for evacuation efforts, as appropriate.
- j) Provide support to the King County Coroner's Office, if requested and as resources allow.
- k) Assist the King County Coroner's Office with temporary morgue management and security, if requested and as resources allow.
- l) Provide support to the EMC and the designated Public Information Officer in the dissemination of emergency warning information to the public.
- m) Develop emergency and evacuation plans for facilities under department management.

14. Planning Director

- a). Building and Planning Department
 - 1) Provide a representative to serve as the Planning Section Chief.
 - 2) Provide support to citywide evacuation planning and assist in evacuation efforts, as appropriate.
 - 3) Coordinate and compile initial damage assessment and safety evaluation of essential citywide facilities.
 - 4) Establish a centralized location where the community impacted by the emergency/disaster can receive information, direction, and assistance directly related to rebuilding and recovery efforts.
 - 5) Provide direction and leadership to department staff while fulfilling emergency management responsibilities.
 - 6) Collect and evaluate information about the incident and forward to the EOC.

- 7) Develop policies, procedures, and permitting process for the rapid rebuilding of the community and resumption of business following the emergency/disaster.
- 8) Provide post- incident serviceability of facilities and structures.
- 9) Provide support to the VRFA in the safety evaluation of structures during rescue operations.
- 10) Provide post- incident serviceability of facilities and structures.
- 11) Coordinate inspections of buildings and bridges.
- 12) Enforce City ordinances and State laws regulating construction during new or reconstruction efforts prior to and after an emergency or disaster.
- 13) Work with the King County Health Department to identify and address public health issues.
- 14) Provide support to the Utilities Department regarding the stability of slopes and sensitive areas during recovery efforts.

15. Utilities Department

a) Administration

- 1) Provide a representative to serve as the Logistics Section Chief.
- 2) Develop policies and procedures to acquire supplies and services during an emergency or disaster, in conjunction with the Finance Department.
- 3) Maintain a list of all vendors used or that could potentially be used by the City.
- 4) Procure equipment, materials, supplies, contractual services, and equipment maintenance and negotiate lease for grounds, offices, or space required by the City.
- 5) Develop policies and procedures to ensure an effective communications system, in conjunction with the Information Technology Department.
- 6) Coordinate and manage the Message Control Center.
 - (a) Ensure appropriate staff (telephone operators, radio operators, and runners) are present to effectively manage the Message Control Center.
 - (b) Maintain message logs to facilitate tracking of transmitted and received message traffic using the message control log.
 - (c) Deliver messages to the appropriate person or section(s) by use of runners.
 - (d) Post information on status boards, as appropriate.

b. Engineering

- 1) Provide damage assessment, emergency protective measures, emergency and temporary repairs and/or construction for water,

wastewater, streets, and surface water infrastructure.

2) Provide support to the VRFA in hazardous materials incident response to City streets, wastewater collection, and surface water conveyance systems.

3) Provide expertise and recommendation for reconstruction, demolition, and mitigation during recovery period.

c) Operation and Maintenance

1) Streets

(a) Provide support to citywide evacuation planning and assist in evacuation efforts, as appropriate. Install, maintain, and operate all parking and traffic control devices and assist with access and traffic control measures.

(b) Provide assessment of transportation routes, identify alternate routes, and provide temporary thoroughfares and bridges for emergency vehicles.

(c) Develop plans and recommendations for effective motor vehicle and pedestrian traffic flow and safety during, and after a disaster.

(d) Provide emergency debris removal.

2) Utilities

(a) Develop polices and SOPs for providing and maintaining the sanitary sewer system, electric power, storm drainage system, wastewater treatment plant and lift stations, and a safe and continuous water supply.

(b) Coordinate and prioritize public utility restoration.

(c) Provide power outage and distribution advice.

(d) Provide power outage impact predictions.

(e) Coordinate with private utilities for the restoration of critical and essential facilities and services.

(f) Assist the VRFA with rescue operations, if requested and as resources and training allow.

3) Facilities/Fleet

(a) Provide damage assessment and emergency repairs for city owned vehicles and equipment.

(b) Coordinate fuel-dispensing services for emergency equipment and vehicles.

C. Local

1. American Red Cross

a) For incidents confined to the City's jurisdiction, the American Red Cross (ARC) may assign a representative to the EOC, if appropriate. In multi-jurisdictional incidents, the ARC representative will be assigned to the County EOC.

b) Activate, manage, and support public mass care shelters at sites selected in coordination with the EMC or DEM.

c) Provide additional mass care services to both disaster victims and relief workers in the form of fixed and mobile feeding sites and to victims in the form of blankets, first aid, disaster welfare inquiry, and disaster-related mental health services. The ARC can also provide individual assistance to victims in the form of emergency grants for disaster-caused emergency needs related to food, clothing, shelter, and health.

d) Coordinate mental health counseling for disaster victims.

e) Provide training for mass care shelter support staff.

2. Valley Regional Fire Authority

a) Assist the City in developing emergency and evacuation plans.

b) Document disaster-related activities and costs associated with the City.

c) Provide emergency medical services with transportation to hospitals.

d) Provide fire suppression and control.

e) Provide assistance for search and rescue operations, if requested and as resources allow.

f) Provide light and limited heavy and technical rescue, if requested and as resources allow. Coordinate with outside agencies, as deemed appropriate.

g) Assist the King County Coroner's Office, if requested and as resources allow.

h) Provide initial hazardous materials incident response. Coordinate with outside agencies, as deemed appropriate.

i) Provide support to the City in citywide structural damage assessment, traffic control, emergency warnings, road closure, and protection of property, if requested and as resources allow.

j) Support evacuation efforts, as deemed appropriate.

k) Provide support to the City's Public Information Officer in the dissemination of emergency warning information to the public.

3. Auburn School District

- a) Provide public shelters through agreements with the ARC.
- b) Provide buses for transportation, if requested and as resources allow.
- c) Provide school situation reports to the EOC.
- d) Provide damage assessment reports to the EOC from field observations of bus drivers and other personnel, if requested and as resources allow.
- e) Provide a representative to the EOC, if requested and as resources allow.

4. King County Coroner's Office

- a) Coordinate and provide emergency mortuary services.
- b) Provide coordination with other agencies and State and Federal authorities regarding emergency mortuary activities.

5. King County Emergency Management

- a) Coordinate emergency activities of local agencies in preparing for and responding to an emergency or disaster.
- b) Provide communications coordination for response agencies during a disaster.
- c) Act as the sole contact point for requesting disaster assistance from other governmental agencies, except mutual aid.
- d) Prepare damage assessment and analysis reports, as deemed appropriate.
- e) Assist the City in warning the public of an impending emergency or disaster and provide adequate instructions before, during, and after an emergency or disaster.
- f) Provide public information and education as it pertains to disaster preparedness and response.
- g) Coordinate the use of all available resources.
- h) Maintain current SOPs for DEM.
- i) Develop procedures for and coordinate the registration of temporary emergency workers and volunteers on behalf of the City.

6. King County Health Department Provide or coordinate health and environmental health services and activities including:

- a) Coordination of public information programs dealing with personal health and hygiene such as disease control operations,

sanitation activities, and potable water supply.

- b) Identification and coordination of activation of additional mental health professionals, as deemed necessary.
- c) Organization and mobilization of public health services during an emergency or disaster.
- d) Detection and identification of possible sources of contamination dangerous to the general public health of the community.
- e) Surveillance, identification, and control of communicable disease.
- f) Coordination of preventive medical and health services.
- g) Representation at the County EOC for coordination of public health services.
- h) Inoculation of individuals if deemed necessary due to a threat of disease, if appropriate.
- i) Coordination of health and sanitation services at mass care facilities.

7. King County Sheriff's Office

- a) Provide assistance for crime prevention and detection programs and the apprehension of criminals, if requested and as resources allow.
- b) Provide assistance for crowd and traffic control, emergency first aid, and safety programs, if requested and as resources allow.
- c) Provide for search and rescue operations, if requested and as resources allow.

8. King County Metro Transit

- a) For incidents confined to the City's jurisdiction, King County Metro Transit will coordinate directly with the EOC. In multi-jurisdictional incidents, King County Metro Transit coordination will be through the King County EOC.
- b) Coordinate public transportation resources, if requested.
- c) Advise on public transportation issues.

D. State

1. Emergency Management Division

- a) Coordinate emergency activities of State agencies in preparing for and responding to an emergency or disaster.
- b) Assist in coordinating communication for responding agencies during an emergency or disaster.
- c) Act as a contact point for requesting disaster assistance from other governmental agencies, except mutual aid.
- d) Prepare damage assessment and analysis reports, as necessary.
- e) Assist in warning the public of an impending emergency or disaster and provide instructions before, during, and after emergencies, as deemed appropriate and as feasible.

- f) Provide public information and education as it pertains to emergency or disaster preparedness and response.
- g) Coordinate the use of all available State resources.

2. Washington State Patrol

- a) Provide assistance for crime prevention and detection programs and the apprehension of criminals, if requested and as resources allow.
- b) Provide assistance for crowd and traffic control, emergency first aid, and safety programs, if requested and as resources allow.
- c) Provide a representative to serve as the Incident Commander for hazardous materials incidents, if requested or if the incident is located on a State highway.

VI. REFERENCES

- A. *City of Algona Emergency Operations Center Manual*
- B. *King County Comprehensive Emergency Management Plan*
- C. *King County Emergency Operations Center Manual*
- D. *King County Hazard Identification and Vulnerability Assessment*
- E. *RCW 38.52, Emergency Management*
- F. *RCW 40.10.010, Essential Records – Designation-List – Security and Protection – Reproduction*
- G. *RCW 42.12, Vacancies*
- H. *RCW 42.14, Continuity of Government Act*
- I. *Washington State Comprehensive Emergency Management Plan*
- J. *National Response Framework*

VII. ATTACHMENTS

- Attachment A, Emergency Management Organization Chart
- Attachment B, Emergency Operations Center Organization and Responsibility Chart
- Attachment C, Functional Responsibility Matrix

SA 1: DIRECTION AND CONTROL

ATTACHMENT A: EMERGENCY MANAGEMENT ORGANIZATION CHART

Public Information

Officer

EMERGENCY MANAGEMENT COORDINATOR

(Emergency Management Coordinator Police Chief or designee)

(Mayor)

(Algona City Administrator)

(Algona City Council)

King County Emergency Management

Washington State Emergency Management Division

Legal Representative

Safety Officer

Volunteers and Private

Organizations

CITY DEPARTMENTS:

City Administration (Mayor)

City Administrator

Deputy City Clerk

Finance

Municipal Court

Planning Department

Police

Fire

Utilities

LIAISONS:

American Red Cross

Auburn School District

King County Coroner's Office

King County Health Department

King County Sheriff's Office

King County Metro Transit

SA 1 - DIRECTION AND CONTROL

ATTACHMENT B: EOC ORGANIZATION AND RESPONSIBILITY CHART

Emergency Management Coordinator

(Emergency Management Coordinator) Policy Section

(City Council)

Liaisons

Public Information

Officer Incident Commander Legal Representative Safety Officer

Operations Section

Planning Section

Logistic Section

Finance & Admin Section

Coordinates and provides support for tactical operations at the incident site to reduce the immediate hazard, establish control, and restore to normal conditions.

Implements the Incident Action Plan. Collects, analyzes and disseminates information to the appropriate persons or departments. Maintains information and status of resources assigned. Prepares the incident Action Plan.

Coordinates support needs, personnel, facilities, transportation, supplies, equipment maintenance, fueling, food service, and medical services.

Coordinates and maintains the communications/computer systems and message control center. Manages the budget & finances, maintains financial records and other official City records, and ensures all regulatory requirements are met. Manages human resource records - emergency worker registration, claims, payroll, and benefits.

SUPPORT ANNEX 1: DIRECTION AND CONTROL ATTACHMENT C FUNCTIONAL RESPONSIBILITY MATRIX

L – Lead Department/Agency

S – Support Department/Agency

American Red Cross

King County mental health

Algona City Administrator

King County E-911 Communications

Valley Communications

Algona Finance

VRFA/Other Fire Agencies

Pacific/Algona Municipal Court

Auburn School Dist.

City Administrator

City Council/Attorney

Planning Department

Information Technology

Hospitals/Medical

KC Assessor

KC Coop. Extension

KC Coroner

KC DEM

KC Health Dept.

KCSO/Other LE

KCSO SAR

Police Department
Salvation Army
State & Federal Agencies
King County Metro Transit
Utilities Dept.
Utility Providers - Others
Basic Plan
Appendix 1, Direction & Control
Appendix 2, Public Information
Appendix 5, Administration & Finance
Appendix 6, Training, Drills & Education
ESF 1, Transportation
ESF 2, Communications & Warning
ESF 3, Utilities & Engineering
ESF 4, Firefighting
ESF 5, Analysis & Planning
ESF 6, Sheltering & Mass Care
ESF 7, Resource Management
ESF 8, Health, Medical & Mortuary Svcs.
ESF 9, Search & Rescue
ESF 10, Hazardous Materials
ESF 11, Food/ Water/Donated Goods
ESF 12, Energy
ESF 13-19 Reserved
ESF 20, Military Support
ESF 21, Recovery & Restoration
ESF 22, Law enforcement
ESF 23, Damage Assessment
ESF 24, Evacuation & Movement

SA 2: FINANCIAL MANAGEMENT

I. PURPOSE

To provide guidelines for fiscal and administrative functions in support of the City of Algona's (City) emergency services during an emergency or disaster.

II. POLICIES

A. Political subdivisions have the power to enter into contracts and incur obligations without regard to time-consuming procedures and formalities prescribed by law (except mandatory constitutional requirements) including, but not limited to, budget law limitations and the appropriation and expenditure of public funds as identified in the Revised Code of Washington (RCW) 35.33.081, Emergency Expenditures – Nondebatable Emergencies.

B. Expenditures necessary for the immediate survival of persons endangered by an emergency or that may be incurred by a disaster may not exceed the legal limitations of the budget unless the City Council passes a resolution authorizing a budget amendment.

C. The emergency or disaster response capabilities of the City will be built upon the capabilities of existing departments, augmented by volunteers and reassignment of regular personnel to duties that are more urgent during an emergency period.

III. PLANNING ASSUMPTIONS

A. An emergency or disaster may require the expenditure of large sums of money by the City.

B. Financial operations will be carried out under compressed schedules and intense public pressures, necessitating expeditious (non-routine) procedures, but with no lessened requirement for sound financial management and accountability.

C. A Presidential Disaster Declaration will permit funding from the Federal Disaster Relief Fund under the provisions of Public Law 93-288, Disaster Relief Act of 1974, as amended by Public Law 100-707, the Robert T. Stafford Disaster Relief and Emergency Assistance Act.

D. Actions, decisions, conditions, and expenses must be documented in an emergency or disaster to recover Federal and State funds and to provide for legal documentation.

E. Sufficient administrative personnel will be available to perform support tasks.

IV. CONCEPT OF OPERATIONS

A. Authorization of Emergency Expenditures

1. Emergency expenditures are not normally integrated into the budgeting process. Nevertheless, disasters occur on a periodic basis requiring substantial and necessary unanticipated obligations and expenditures.

2 Local political subdivisions will incur disaster related obligations and expenditures per the provisions of RCW 38.52.070(2) as follows:

In carrying out the provisions of this chapter each political subdivision, in which any disaster as described in RCW 38.52.020

occurs, shall have the power to enter into contracts and incur obligations necessary to combat such disaster, protecting the health and safety of persons and property, and providing

emergency assistance to the victims of such disaster.

Each political subdivision is authorized to exercise the powers vested under this section in the light of the exigencies of an extreme emergency situation without regard to time-consuming procedures and formalities prescribed by law (excepting mandatory constitutional requirements), including, but not limited to, budget law limitations, requirements of competitive bidding and publication of notices, provisions pertaining to the performance of public work, entering into contracts, the incurring of obligations, the employment of temporary workers, the rental of equipment, the purchase of supplies and materials, the levying of taxes, and the appropriation and expenditures of public fund.

3. The Algona City Council is authorized to proclaim a local emergency and to make the expenditures necessary to meet such emergencies without further notice of hearing as provided by RCW 35.33.081, Emergency Expenditures – Nondebtable Emergencies:

Upon the happening of any emergency caused by violence of nature, casualty, riot, insurrection, war, or other unanticipated occurrence requiring the immediate preservation of order or public health, or for the restoration to a condition of usefulness of any public property which has been damaged or destroyed by accident, or for public relief from calamity, or in settlement of approved claims for personal injuries or property damages, or to meet mandatory expenditures required by laws enacted since the last annual budget was adopted, or to cover expenses incident to preparing for or establishing a new form of government authorized or assumed after adoption of the current budget, including any expenses incident to selection of additional or new officials

required thereby, or incident to employee recruitment at any time, the city or town legislative body, upon the adoption of an ordinance, by the vote of one more than the majority of all members of the legislative body, stating the facts constituting the emergency and the estimated amount required to meet it, may make the expenditures therefore without notice or hearing.

The payment of emergency warrants is covered under RCW 35.33.101, Emergency Warrants:

All expenditures for emergency purposes as provided in this chapter shall be paid by warrants from any available money in the fund properly chargeable with such expenditures. If, at any time, there is insufficient money on hand in a fund with which to pay such warrants as presented, the warrants shall be registered, bear interest and be called in the same manner as other registered warrants as prescribed in RCW 35.33.111.

B. Record Keeping

The City, when expending resources in response to a proclaimed emergency or disaster, will maintain detailed records during such emergencies or disasters to meet the financial and accounting requirements of the Federal or State funding agency. Records will be kept in such a manner that emergency or disaster related expenditures and obligations of local departments and agencies can be broken out and identified separate from regular or general programs and activities.

Complete and accurate records are necessary to:

1. Document requests for assistance and ensure maximum eligible reimbursement.
2. Facilitate reimbursement under approved applications pertaining to proclaimed local emergencies.
3. Audit reports and records. Detailed records will be kept from the onset of the emergency or disaster, including but not limited to:
 - a) Appropriate extracts from payrolls, with any cross-references needed to locate original documents.
 - b) A schedule of City equipment used or copies of invoices for rented equipment.
 - c) Invoices, warrants, and checks issued and paid for materials and supplies used on the job.
 - d) Copies of contracts for all work performed by an outside agency.

C. Federal and State Reimbursement

Emergency or disaster related expenditures and obligations of local political subdivisions may be reimbursed under a number of Federal or State programs. Reimbursement of approved costs for work performed in the restoration of certain public facilities may be authorized by the Federal or State government after a major disaster declaration by the President or under the statutory authority of certain Federal agencies.

Other agencies besides the Federal Emergency Management Agency (FEMA) Public Assistance include:

- Washington State Department of Energy – FCAAP Grants
- U. S. Department of Transportation – Trans Aid
- U. S. Fish and Wildlife
- FEMA Mitigation Program
- U. S. Army Corps of Engineers

1. Before a Presidential Disaster Declaration

After an occurrence that may result in a declared major disaster or emergency, the County will assess the situation and prepare an estimate of labor and damage costs. These estimates will be forwarded to the Washington State Emergency Management Division (WEMD). If local and State resources have been exceeded, the governor will request either a Presidential “Emergency Disaster Declaration” or a “Major Disaster

Declaration.”

2. After a Presidential Disaster Declaration

Once an emergency or major disaster is declared by the President, a Disaster Field Office (DFO) is opened to accommodate a FEMA financial management unit from which extensive Federal and State assistance can be provided. Disaster Resource Assistance Centers (DRAC) are opened and private assistance moneys are made available. Emergency telephone centers are also opened to assist in applications. Public agency assistance briefings are conducted and moneys made available.

D. Audits of Disaster-Related Expenditures and Obligations

Audits of local disaster-related emergency expenditures will be conducted during the normal audit period. Federal disaster assistance projects will be audited after the completion of the work.

E. Fiscal Procedures

1. Each City department shall designate personnel to be responsible for documentation of emergency or disaster-related expenses within their department.
2. Emergency or disaster expenditures will come from currently appropriated local funds in accordance with RCW 35.33.081, Emergency Expenditures – Nondebtable Emergencies and RCW 35.33.091, Emergency Expenditures – Other Emergencies - Hearing.
3. The Finance Director, or designee, will be responsible for identifying sources of funds to meet emergency or disaster-related expenses that are incurred.
4. Regular "normal" approval procedures for expenditures may be modified to accommodate the circumstances associated with the emergency or disaster.
5. Records shall be kept in a manner that distinguishes between day-to-day operations and emergency or disaster expenses.
6. The Finance Director shall appoint staff to coordinate documentation of citywide financial records and expenditures resulting from an emergency or disaster.
7. Alternate methods of payment and payroll processing shall be established in case of system failure.

F. Administrative Procedures

1. Each City department shall designate personnel to be responsible for the documentation of emergency operations within their respective department.
2. During emergency operations, non-essential administrative activities may be suspended. Personnel not assigned to essential duties may be assigned to other departments in order to provide support services.
3. Records of disaster operational activities shall be kept in a manner that distinguishes them from day-to-day operational reports, service work requests, and payroll records.

4. When appropriate, disaster reports and expenditures shall be coordinated, and documentation for State and/or Federal reimbursement and/or assistance programs shall be prepared and submitted to the appropriate State and Federal agencies.

5. Emergency workers used during emergencies and disaster operations shall be registered with the City through DEM as outlined in the Washington Administrative Code (WAC) 118-04, Emergency Worker Program. Registration shall include an Emergency Worker Registration Number, arrival time, duration of work, departure time, and any information relative to the service of emergency workers. Documentation shall also be retained regarding injuries, lost or damaged equipment, and other costs.

6. City departments may streamline permit processes based on the circumstances created by the emergency or disaster.

7. City departments shall identify and prepare plans for alternate processing methods of essential documents in case of computer or automation system failure.

G. Electronic Information Management

The various City departments are responsible for the protection and restoration of electronic and computer hardware, software, connectivity, and data. The personnel designated by each department will identify mission-critical equipment with redundancy for emergency operations.

H. Records Preservation and Retention

1. The City Clerk is responsible for establishing and publishing policy for essential record preservation to ensure continuity of City government.

2. Directors of each department are responsible for records preservation in their respective departments.

V. RESPONSIBILITIES

A. City Administration

1. Police Chief or designee - Emergency Management Coordinator

Provide overall coordination of the emergency or disaster documentation process and assist in the preparation of emergency or disaster-related reports to the appropriate State and Federal agencies.

2. Police Sergeant

a) Identify emergency management staff and field support personnel.

b) Coordinate with other departments for the provision of emergency management staff and field support throughout the response and recovery phases.

c) Coordinate the hiring of emergency personnel.

3. Emergency Management Coordinator

a) The Emergency Management Coordinator, or designee, may accept the necessary emergency funds, equipment, etc., offered to the City by county, State, or Federal governments.

b) The Emergency Management Coordinator, or designee, will work with the City Administrator, or designee, to identify funding sources to meet emergency or disaster-related expenses.

B. City Departments

1. Prepare emergency fiscal procedures for the operation of their respective departments.
2. Designate personnel responsible for documenting emergency or disaster related expenses at the department level.
3. Coordinate with the Finance Department in preparation and submittal of documentation for reimbursement or assistance from Federal or State agencies.
4. Identify all non-time critical repair and recovery actions and coordinate these actions through the appropriate agency for resolution as time allows.
5. Maintain documentation regarding injuries and lost or damaged equipment caused by the emergency or disaster and provide this information to the Finance Department upon request.

C. City Administrator

1. Coordinate with each City department and assist in the identification of essential department records that are necessary for the resumption of normal operations.
2. Provide direction to City departments regarding the preservation of essential records and assist with planning to protect or recreate records.
3. Designate a procurement coordinator who will work with the Emergency Operations Center (EOC) in filling the material and equipment needs of the City during an emergency or disaster.

D. Finance

1. Recommend to the City Council sources of funds from current appropriations or elsewhere to meet emergency or disaster-related expenses.
2. Coordinate the compilation of disaster response and recovery -related labor, equipment, materials, and service cost for post-disaster reporting purposes.
3. Modify regular approval procedures for expenditures for use during an emergency or disaster.
4. Designate staff to properly and adequately review department submittals of disaster-related expenses.
5. Arrange for emergency cash management and banking services.
6. Coordinate receipt of and processing of disaster-recovery funds.
7. Develop alternate methods of payroll and vendor payments in case of general system failure during an emergency or disaster.
8. Act as the City's agent for recovering disaster funds and grants.

E. Information Technology

Provide hardware, network, and software support to maintain IT operations throughout the duration of an incident to enable the City to fulfill its administrative and finance responsibilities.

F. Community Development Department

1. When appropriate, waive or orally approve environmental review requirements and permits where emergency work is required to protect lives or property during an emergency or disaster.
2. Streamline, as necessary, the permit process for damage recovery following an emergency or disaster.

VI. REFERENCES

- A. *City of Algona Emergency Operations Center Manual*
- B. *King County Comprehensive Emergency Management Plan*
- C. *King County Emergency Operations Center Manual*
- D. *RCW 38.52, Emergency Management*
- E. *RCW 35.33.081, Emergency Expenditures- Nondebtable Emergencies*
- F. *RCW 35.33.091, Emergency Expenditures – Other Emergencies - Hearing*
- G. *RCW 35.33.101, Emergency Warrants*
- H. *RCW 35.33.111, Forms – Accounting –Supervision by State*
- I. *WAC 118-04, Emergency Worker Program*
- J. *Washington State Comprehensive Emergency Management Plan*
- K. *Public Law 93-288, Disaster Relief Act of 1974, as amended by Public Law 100-707, the Robert T. Stafford Disaster Relief and Emergency Assistance Act*
- L. *National Response Framework*

VII. ATTACHMENTS

None

SA 3: WORKER HEALTH AND SAFETY

All emergency operations will adhere to the applicable occupational safety and health laws. The following are specific laws passed by the State of Washington Legislature that pertain to occupational safety and health. The laws linked here are hosted on Washington State's Office of the Code Reviser web site.

[Chapter 43.05 RCW - Technical Assistance Programs](#)

Title 49 RCW - Labor Regulations

[Chapter 49.17 RCW - WISHA Act](#)

[Chapter 49.19 RCW - Workplace Violence in Healthcare](#)

[Chapter 49.22 RCW - Safety - Crime Prevention](#)

[Chapter 49.26 RCW - Asbestos](#)

[Chapter 49.70 RCW - Right to Know](#)

Title 70 RCW - Public Health and Safety

[Chapter 70.74 RCW - Explosives](#)

[Chapter 70.77 RCW - Fireworks Act](#)

[Chapter 72.23 RCW - Public and Private Facilities for the Mentally Ill:](#)

- [RCW 72.23.400 - Workplace safety plan.](#)
- [RCW 72.23.410 - Violence prevention training.](#)

[Chapter 88.04 RCW - Charter Boat Safety](#)

[Chapter 298-800 – Safety and Health Core Rules](#)