CITY OF PACIFIC, WASHINGTON

COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)

JUNE 17, 2015

100 3rd Ave SE, Pacific, WA 98047

Telephone: 253.929.1100

http://www.pacificwa.gov

City of Pacific Comprehensive Emergency Management Plan

Introduction

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

In addition, Valley Regional Fire Authority (VRFA) Emergency Plan (published separately) is a cooperative effort of the City of Pacific, City of Auburn, the City of Algona; its multi-jurisdictional approach helps to ensure the best use of local response and recovery resources in time of community-wide crisis. VRFA and the jurisdictions' they serve meet 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 carrying 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 Pacific 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:	**253-288-2121**
King County Communication E-911 Communications:	**206-296-3311**
The Valley Regional Fire Authority:	**253-931-3060**
The City of Pacific Police Department:	**253-929-1130**

(During regular business hours and emergency response operations)

The City of Pacific's 2015 Comprehensive Emergency Management Plan (CEMP) will be distributed on a compact disc as well as hard copy made available upon request. This document will also be available on the City of Pacific's website: http://www.pacificwa.gov/

Letter of Promulgation

CITY OF PACIFIC
100 - 3RD AVENUE SOUTHEAST
PACIFIC, WASHINGTON 98047
CITY HALL (253) 929-1100
FAX (253) 939-6026

June 16, 2015

RE: Approval of the City of Pacific Comprehensive Emergency Management Plan & Support Group Annexes

By virtue of the authority vested in me as the City Administrator, of the City of Pacific. I hereby approve and promulgate the City of Pacific *Comprehensive Emergency Management Plan (CEMP)* Basic Plan and associated Support Group Annexes. The CEMP provides the City of Pacific with a framework of preparedness through prevention, protection, response and recovery.

The primary objectives of the CEMP are to protect the health and safety of citizens and visitors affected by emergencies; contain and stabilize the emergency; minimize damage to the cities property, facilities and the environment. Minimize disruption to city operations, including continuity of services provided to citizens and residence of the City of Pacific. To resume normal operations in a timely manner.

The CEMP complies with the State of Washington and is consistent with National Incident Management System (NIMS) principles as well as other state and federal regulations for emergency management.

The Department of Emergency Management is authorized to amend the CEMP in order to maintain operational consistency, implement corrective actions, enhance the document or apply other appropriate changes.

This promulgation shall be effective upon the signing and remain in force until amended or rescinded by further promulgation.

Sincerely,

Richard Gould
City Administrator
City of Pacific, WA

Distribution Page

This plan will be distributed to all participating City Departments, Valley Regional Fire Authority, King and Pierce County Emergency Management Agencies, Washington State Emergency Management Division, City of Auburn, neighboring cities, and other response entities.

Record of Revisions

Change #	Date Entered	Contents of Change	Initials
1	Feb. 22, 2010	CEMP first adopted	
2	Oct 11, 2013	CEMP reviewed with Key EOC members and VRFA	
3	Dec. 2014	Review	
4	Feb. 8, 2015	Review	
5	May 2015	Review	
6	June 2015	Review for Submission	
7	July 30, 2015	Corrections after Submission	
8	December 13, 2019	Added SA 4 – Inclusive Communications Plan	

Basic Plan

Introduction

A. Mission

It is the policy of the City of Pacific's 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 Pacific, King County Office of Emergency Management (OEM), Pierce County Department of Emergency Management, 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 Pacific, 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:

- Functions and activities necessary to implement the four phases of emergency management: mitigation, preparedness, response, and recovery.
- 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 Pacific, 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 Pacific 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 Pacific Municipal Code, Chapter 2.76: Emergency Operations
2. King County Comprehensive Emergency Management Plan
3. Pierce County Comprehensive Emergency Management Plan
4. State Revised Code of Washington (RCW)
    a) 35.33.081, Emergency Expenditures – Non-debatable Emergencies
    b) 35.33.101, Emergency Warrants
    c) 38.52, Emergency Management
    d) 38.56, Intrastate Mutual Aid System
    e) 39.34, Interlocal Cooperation Act
    f) 49.60.400, Discrimination, Preferential Treatment Prohibited
5. Washington Administrative Code (WAC)
    a) 118-04, Emergency Worker Program

b) 118-30, Local Emergency Management/Services Organizations, Plans and Programs

c) 296-62, General Occupational Health Standards

6. 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 Office of Emergency Management (OEM) and Pierce County Department of Emergency Management (PC-DEM) agencies and conducted or overseen 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 Operations Manager, EOM, Public Safety Director(whom is the Chief of Police), or Designees may request state and federal resources through OEM and/or PC-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 Operations Manager.

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 Pacific in conjunction with the Cities of Algona and Auburn form the Valley Regional Fire Authority. Comprised of both paid/volunteer staff this entity supports all three cities in fire services. The Valley Regional Fire Station serving the City of Pacific 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. Mutual aid agreements outside of county boundaries are established through Washington Association of Sheriffs and Police Chiefs (WASPC)

8. The Pacific Police Department, with headquarters at 133 3rd Ave SE Pacific, WA 98047 provides law enforcement services within the City. The Pacific Police Department has Notice of Consent agreements in effect with The King County Sheriff's Office, Pierce County Sheriff's Office, Algona Police Department, and the Auburn Police Department pursuant to the Washington Mutual Aid Peace Officers Powers Act (Chapter 10.93 RCW).

Planning Assumptions and Considerations

The City of Pacific is located in southwestern King County with a portion of the city located in northwest Pierce County. The City is approximately 1,587 acres with 421 of these acres in Pierce County. The City borders include a small portion of unincorporated Pierce County to the southeast and to the southwest, the City of Sumner to the south, the City of Edgewood to the southwest, unincorporated King County to the west/northwest, the City of Algona to the north, and the City of Auburn to the north and northeast. The area served by the City of Pacific is located in Sections 35 and 36, Township 21 North, Range 4 East (King County) and the westerly half of Section 1 and the easterly half of Section 2, Township 20 North, Range 4 East (Pierce County).

The population of Pacific is approximately 6,830 individuals, with approximately 6,750 of those living in the King County portion and 80 in the Pierce County portion. 2010 Census data showed the population comprised of 49.9% males and 50.1% females.

State Route 167 provides major highway access to the City. There are Burlington Northern Santa Fe Railway (BNSF) Company and the Union Pacific Railroad (UPRR) Corporation tracks through the City, but there is no direct freight rail service. Transportation assets in Pacific include the Auburn School District, with their transportation facility located at 615 15th St. SW, Auburn WA, which serves their entire district. Public transportation is primarily provided by King County Metro bus services. Sound Transit provides passenger rail service between the cities of Seattle and Tacoma, with the Sounder commuter train making morning and evening stops at the Auburn Transit Station.

The City Maintenance and Operations Division is located at 100 3rd Avenue SE and is responsible for all streets within the City, with the exception of State Highways 167. The State Department of Transportation (DOT) Highway Maintenance Shop is located at 26620 West Valley Highway, just north of the Auburn city limits. State DOT is responsible for the state highways located within the City.

Valley Communications (VALLEY COMM), located in unincorporated King County, between the cities of Auburn and Kent, WA, provides 911 dispatching services for police and fire response.

Schools: The City of Pacific does not operate a school district. However, students in the valley attend the Auburn Public Schools, including nearby Alpac and Ilalko Elementary Schools.

Students in the West Hill neighborhood attend the Fife Public Schools, alongside students from the City of Edgewood.

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

Assumptions

B. 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.

C. 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 residents and business owners of the community and the City governmental organization itself.

D. 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.

E. 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.

F. The City may receive requests to provide support to other jurisdictions with both resources and sheltering during emergencies and disasters not affecting the City.

Roles and Responsibilities

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

Emergency Support Functions (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.

A. City of Pacific

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 Public Safety Director or Designee shall be the Emergency Operations Manager (EOM) of the 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.

B. Limitations

It is the policy of the City of Pacific 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

    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 Medical Examiners Office and/or Pierce County Medical Examiner's Office

    a) Coordinate and provide emergency mortuary services.

5. King County Emergency Management and/or Pierce County Department of 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. Seattle King County Public Health Department and/or Tacoma-Pierce County Public 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 and/or Pierce County Sheriff’s Department

a) 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 and/or Pierce Transit

a) Provide assistance with transportation, if requested.

C. State

1. Emergency Management Division

a) 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.

b) Take appropriate actions to mitigate the effects of, prepare for, respond to, and recover from the impacts of emergencies or disasters.

a) Coordinate requests for various services such as specialized skills, equipment, and resources in support of State and local government emergency operations.

D. Federal

1. Federal Emergency Management Agency

a) Provide assistance to save lives and protect property, the economy, and the environment.

b) Facilitate the delivery of all types of Federal response assistance to state and local governments.

c) Assist states in recovering from an emergency or disaster.

E. Residents and Business Owners

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 residents and business owners are encouraged to be self-sufficient for at least five (5) days should an emergency or disaster occur.

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 Pacific, Washington. (Ord. 545, 1985:Ord. 197 § 1,1970).

2. The plan of government for the City of Pacific, 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. OEM'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 Valley Regional Fire Authority (VRFA).

8. Disaster operations will be in coordination with OEM 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 Pacific Public Safety Director 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 Pacific 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 Public Safety Director, or Designee, is the Emergency Operations Manager (EOM) (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 Operations Manager, 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

1. 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.

   a) The Basic Plan presents the policies and concept of operations that guide how the City will conduct mitigation, preparedness, response, and recovery activities.

   b) The Appendices describe emergency management activities and give details supporting the Basic Plan.

   c) The ESFs describe the mission, policies, concept of operations, and responsibilities of the primary and support agencies involved in implementation of activities.

   d) Other plans, authorities, protocols, and guidance used before, during, or after disasters and emergencies in within the City of Pacific include the following:

      (1) City of Pacific Emergency Operations Center Manual

      (2) King County Hazard Identification and Vulnerability Assessment

      (3) King County Comprehensive Emergency Management Plan

      (4) Washington State Comprehensive Emergency Management Plan

      (5) National Response Framework

D. Organizational Structure

1. 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

1. 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 Pacific EOC Manual.

2. The Valley Regional Fire Authority is consolidated with that of the City of Pacific, City of Auburn, and City of Algona 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.

3. Pacific Police Department - provides law enforcement services within the City Mutual aid agreements are maintained with all neighboring jurisdictions.

4. Pacific Public Works Department – personnel are trained and equipped to maintain the infrastructure and facilities in the City.

5. Community Development Department /Planning

F. Emergency Response and Support Teams (Field Level)

1. 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 Framework. DOD responds to requests for assistance during Presidential Declarations of Emergency or a Major Disaster 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

1. The Pacific 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.

2. Law enforcement support that is available to deploy to the City of Pacific during disasters and emergencies include the following:

3. Local Agencies (mutual aid/notices of consent)

   a) Auburn Police Department

   b) King County Sheriff

   c) Pierce County Sheriff

   d) Algona Police Department

   e) Sumner Police Department

   f) Milton Police Department

   g) Kent Police Department

4. State Agencies

   a) Washington State Patrol

5. Federal Agencies

   a) Federal Bureau of Investigation (FBI)

   b) Bureau of Alcohol, Firearms and Tobacco (BATF)

   c) Secret Service

   d) Federal Protective Service

   e) Department of Homeland Security

These are federal government resources described in the Concept of Operations of the National Response Framework. 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.

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 Pacific is through King County Emergency Management (or the King County EOC, if activated) to the State Emergency Management Operations Center.

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 Strategic Information and Operations Center (SIOC) immediately reports the terrorist threat, if the FBI deems the threat to be credible, or the actual incident to the Homeland Security Operations Center (HSOC) and the National Counterterrorism Center (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.

A. Activation

1. 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:

2. 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).

3. 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.

4. Directors from each department will determine the instances when an allowance for time off for unusual circumstances will be made for any employee.

5. The Public Safety Director, Mayor, Assistant Emergency Operations Manager(whom is Jim Schunke), or Designees may activate the EOC. Additionally, the EOC may be activated at the request of an outside agency such as OEM or other governmental entity to support their operations subject to approval by the Emergency Operations Manager, (Public Safety Director) 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.

6. The City's primary EOC is located in Pacific Police Department at 133 3rd Ave SE. In the event of an evacuation the EOC may be moved City Hall at 100 3rd Ave SE or to the Auburn EOC.

7. 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.

B. Requests for Assistance

1. 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.

C. 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. The responsibility of this lies within the scope of the Public Safety Director and/or the Assistant Emergency Operations Manager.

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 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 reinforcing potential landside locations.

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 EOM or OEM, 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.

D. Response Activities

1. 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.

2. During the incident, the Director of each department, with concurrence of the EOM, 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

a) Recovery involves actions needed to help individuals and communities return to normal when feasible. The Joint Field Office (JFO) which is established after a Presidential Declaration of Major Disaster is the central coordination point among Federal, State, local, and tribal agencies and voluntary organizations for delivering recovery assistance programs.

b) 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 EOM, 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 owners and residents 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

1. When the EOM 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 the National Terrorism Advisory System (NTAS) Threat Conditions

1. 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 Pacific 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) – Pacific 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 Pacific 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 Federal Bureau of Investigation Joint Operations Center (FBI JOC).

Ongoing Plan Management and Maintenance

B. Coordination

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

C. Plan Maintenance

a) The EOM or designate will ensure that exercises of this plan are conducted on an ongoing, annual basis.

b) 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.

D. 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 Non-Governmental Organizations (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 Pacific that all emergency management activities will be conducted in accordance with NIMS.

References

1. City of Pacific Police Department Policy Manual
2. King County Hazard Identification and Vulnerability Assessment
3. King County Comprehensive Emergency Management Plan
4. RCW 35.33.081, Emergency Expenditures- Non-debatable Emergencies
5. RCW 35.33.101, Emergency Warrants
6. RCW 38.52, Emergency Management
7. RCW 39.34, Interlocal Cooperation Act
8. RCW 43.43, Washington State Patrol - State Fire Services Mobilization Plan
9. RCW 49.60.400, Discrimination, Preferential Treatment Prohibited
10. WAC 118-04, Emergency Worker Program
11. WAC 118-30, Local Emergency Management/Services Organizations, Plans & Programs
12. WAC 296-62, General Occupational Health Standards
13. Washington State Comprehensive Emergency Management Plan
14. 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
15. Public Law 96-342, Improved Civil Defense Act of 1980, as amended.
16. Public Law 99-499, Superfund Amendments & Reauthorization Act (SARA) of 1986, Title III, Emergency Planning and Community Right to Know
17. Title 44, CFR, Section 205.16 – Nondiscrimination
18. National Response Framework
19. National Incident Management System

Attachments

None

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Appendices

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Appendix 1: Definitions

Term	Description
ACCESS (A Centralized Computer Enforcement Service System)	Statewide law enforcement data network controlled and administered by the Washington State Patrol. Used primarily for law enforcement functions, this network also provides the capability to send warning and notification of emergencies from state and federal organizations to local jurisdictions.
Administration and Finance Chief	Responsible for all costs and financial/administrative considerations of the incident. Part of the Command and General Staff, reporting to the Incident Commander.
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.
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)	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 Red Cross (ARC)	Non-profit organization that provides support of mass care, sheltering, communication, and other services in times of disaster. Relies on volunteers to carry out operations.
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.

Appendix	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 events.
Clear Text	The use of plain English in radio communications transmissions. No ten codes or agency-specific codes are used when using clear text.
Command Staff	The Command Staff consists of the Safety Officer, Liaison Officer, and Public Information Officer, who report directly to the Incident Commander.
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)	A required plan which addresses the mitigation, preparation, response, and recovery activities associated with emergency/disaster situations.
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 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 jurisdiction that are responsible for ensuring the essential functions are performed in an emergency and for taking action to facilitate that performance.
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 event. Estimation of damages made after a disaster has occurred which serves as the basis of the Mayor's proclamation of emergency.
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.
Duty Officer	Generally refers to the person designated to intake and assess emergency events on a 24/7 basis.
Direction and Control	The emergency support function that defines the management of emergency response and recovery.

Disaster	An event, 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 assessment	Estimation of damages made after a disaster has occurred which serves as the basis of a Proclamation of a Local 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.
Donated Resources	Volunteer labor, donated equipment, and donated materials. If tracked appropriately, may be used to satisfy the matching requirements of federal disaster relief funds.
Emergency Alert System (EAS)	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. This system is for immediate action emergencies where the public needs to be informed. Example, dam failure, hazmat chemical cloud.
Emergency	A sudden, usually unexpected event that does or could do harm to people, resources, property, or the environment. Emergencies can range from localized events that affect a single office in a building, to human, natural, or technological events that damage, or threaten to damage, local operations. An emergency could cause the temporary evacuation of personnel or the permanent displacement of personnel and equipment from the site to a new operating location environment.
Emergency Management	The preparation for and the carrying out of all emergency functions 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 Communications Team (EMCOMM)	City of Auburn volunteers trained to manage communications functions, including phones, radios, and social media.
Emergency Coordination Center (EOC)	See Emergency Operations Center.
Emergency Management Assistance Compact (EMAC)	Agreements that provide for jurisdictions in different states to provide resources or other support to one another during an incident.

Emergency Management Committee (EOM)	The EOM is responsible for participating in the emergency management planning process, as well as to provide trained and qualified individuals to carry out coordination functions during and event. Each department is required to have at least one representative on the committee. The committee will also include public and private agencies whom have direct responsibilities within the CEMP.
Emergency Management Division (EMD)	Washington State Emergency Management Division, responsible for coordinating state-wide emergency management activities.
Emergency Medical Services (EMS)	Emergency Medical Services 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.
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)	See Comprehensive Emergency Management Plan.
Emergency Protective Measures	Actions taken by jurisdictions 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 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, a professional engineer registered under Chapter 18.43 RCW, or a volunteer registered under RCW 38.52/WAC 118.04 who is registered with a local emergency management organization 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.

Essential Functions	Those functions, stated or implied, that 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 stature 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.).
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 Disaster Declaration	See Presidential Declaration.
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.
Finance/ Administration Section	Responsible for all costs and financial/administrative considerations of the incident. Section Chief reports directly to the Incident Commander.
First Responders	Those in occupations that require they respond immediately to an emergency event. Example: firefighters, law enforcement officers, emergency medical services personnel, and public works.
Force Account	A jurisdiction's own labor forces and equipment.
Government Emergency Telecommunications Service (GETS)	A service providing priority access telephone dialing during circuit overload conditions.
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.
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.
Hazmat	Hazardous Materials
Hazmat Team	Team with specialized training to response to hazardous materials incidents.
Incident	An occurrence or event, either human-caused or natural phenomena, that requires action by emergency services personnel to prevent or minimize loss of life or damage to property and/or the environment.
Incident Action Plan (IAP)	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 coordinating the response to any event. 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 an incident or event occurs.
Incidents of National Significance	Those high-impact events 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.
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.
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. May also be conducted virtually.

Liaison Officer	The point of contact for assisting or coordinating agencies.
Local Emergency Declaration	A proclamation by the Mayor or his/her Designee in accordance with RCW 36.40.180 and 38.52.070(2) which activates the City of Auburn 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 Resources	The combined resources, of the type needed to respond to a given hazardous event, of the City 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 the incident command structure, responsible for resource management and responding to resource requests. Oversees Logistics Section. Reports directly to the Incident Commander.
Logistics Section	In Incident Command structure, responsible for providing facilities, services, and materials for an incident or event.
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."
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 events. 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.
Multi-Agency Coordination (MAC)	A system by which multiple agencies coordinate response and limited resources.
Mutual Aid Agreement (MAA)	A formal or informal agreement for reciprocal assistance for emergency services and resources between jurisdictions.

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 also provides for and assures joint decisions on objectives, strategies, plans, priorities, and public communications.
National Response Framework (NRF)	The plan that establishes the basis for the provision of federal assistance to a state and the local jurisdiction impacted by a catastrophic or significant disaster or emergency that result in a requirement for federal response assistance.
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.
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 Public Information, Liaison, and Safety.
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 command structure, a representative of the principal first-response agency having overall incident management responsibilities in the field; responsible for coordinating support to individual incident commanders. Oversees the Operations Section. Reports to the Incident Commander.
Operations Sections	In an Incident Command structure, 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.
Plan Maintenance	Steps taken to ensure the plans are reviewed regularly and updated whenever major changes occur.

Planning Chief	In an incident command structure, responsible for situation analysis and anticipating future response or recovery needs and activities. Oversees the Planning Section. Reports directly to the Incident Commander.
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.
Presidential Disaster 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.
Public Assistance (PA)	Supplementary federal assistance provided under the Stafford Act to state and local jurisdictions, special purpose districts, tribes, or eligible private, nonprofit organizations.
Public Information Officer (PIO)	The person designated and trained to coordinate disaster related public information and media relations.
Radio Amateur Civil Emergency Service (RACES)	Volunteer ham (amateur) radio operators who provide 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.
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 Coordination Framework (RCF)	A mutual aid agreement specific to King and/or Pierce Counties, which encompasses government agencies, non-profit organizations, and private businesses.
Response	The actual provision of services during an event. 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.

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.
Search and Rescue (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 event, including instances of searching for downed aircraft when ground personnel are used. Includes DISASTER, URBAN, and WILDLAND 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.
Stafford Act	See **Robert T. Stafford Disaster Relief and Emergency Assistance Act.**
Staging Area	In an Incident Command structure, the location where incident personnel and equipment are assigned on an immediately available status.
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.
Urban Search and Rescue (USAR)	Locating, extricating, and providing for the immediate medical treatment of victims.
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.
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 Mutual Aid Agreement (WAMAS)	Mutual aid agreement covering all cities, counties, and state agencies in Washington State.
Weapon of Mass Destruction (WMD)	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.

Appendix 2: Acronyms

AAR	After Action Report
ACCESS	A Centralized Computer Enforcement Service System
AIA	American Insurance Association
ARC	American Red Cross
ARES	Amateur Radio Emergency Services
BATF	Bureau of Alcohol, Firearms and Tobacco
BNSF	Burlington Northern Santa Fe Railway
CDPW	Community Development and Public Works Department
CEMNET	Comprehensive Emergency Management Network
CEMP	Comprehensive Emergency Management Plan
CERT	Community Emergency Response Team
CFR	Code of Federal Regulations
COG	Continuity of Government
COOP	Continuity of Operations
CTED	Community Trade and Economic Development
DCTED	State Department of Community, Trade, and Economic Development
DHS	Department of Homeland Security
DNR	Washington State Department of Natural Resources
DOC	Department of Operation Centers
DOD	United States Department of Defense
DODD	Department of Defense Directive
DOL	United Stated Department of Labor
DOT	Department of Transportation
DRC	Disaster Recovery Center
DSCA	Defense Support to Civil Authorities (DODD 3825.18)
DSHS	Department of Social and Health Services
EAS	Emergency Alert System
EBS	Emergency Broadcast System
EIDL	Economic Injury Disaster Loans
EMAC	Emergency Management Assistance Compact
EMC	Emergency Management Committee
EMCOMM	Emergency Communications Team
EMD	Emergency Management Division
EMI	Emergency Management Institute (Through FEMA)
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOM	Emergency Operations Manager
EOP	Emergency Operations Plan
ESF	Emergency Support Function
FAA	Federal Aviation Administration
FBI	Federal Bureau of Investigation
FBI JOC	Federal Bureau of Investigation Joint Operations Center
FEMA	Federal Emergency Management Agency
FHA	Farmers Home Administration
FNS	Food and Nutrition Service (Through USDA)

GETS	Government Emergency Telecommunications Service
HIVA	Hazard Identification and Vulnerability Assessment
HMRP	Hazardous Material Response Plan
HSEEP	Homeland Security Exercise and Evaluation Program
HSOC	Homeland Security Operations Center (DHS)
HSPD	Homeland Security Presidential Directive
I-NET	Institutional Network
IA	Individual Assistance
IACC	Infrastructure Assistance Coordination Council
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IFGP	Individual and Family Grant Program
IT	Innovation and Technology Department
JFO	Joint Field Office
JIC	Joint Information Center
JOC	Joint Operations Center
JTTF	Joint Terrorism Task Force
KCACS	Kitsap County Alternate Communications System
KCSO	King County Sheriff's Office's
LEPC	Local Emergency Planning Committee
MAA	Mutual Aid Agreement
MAC	Multi-Agency Coordination
MACC	Multiagency Coordination Center
MRC	Medical Reserve Corps
MYN	Map Your Neighborhood
NAWAS	National Warning System
NCP	National Contingency Plan
NCTC	National Counterterrorism Center
NGO	Non-Governmental Organization
NIMS	National Incident Management System
NOAA	National Oceanic Atmospheric Administration
NRF	National Response Framework
NRT	National Response Team
NTAS	National Terrorism Advisory System
NWACP	Northwest Area Contingency Plan
NWS	National Weather Service
OEM	King County Office of Emergency Management
PA	Public Assistance
PC-DEM	Pierce County Department of Emergency Management
PDA	Preliminary Damage Assessment
PIO	Public Information Officer
PMC	Pacific Municipal Code
PSAP	Public Safety Answering Point
PSE	Puget Sound Energy
RACES	Radio Amateur Civil Emergency Service
RCF	Regional Coordination Framework

RCW	Revised Code of Washington
RRT	Regional Response Team
SAR	Search and Rescue
SARA	Superfund Amendments and Reauthorization Act
SBA	Small Business Association
SEOC	State Emergency Operations Center
SEOO	State Emergency Operations Officer-SEOC Alert and Warning Center
SERC	State Emergency Response Commission
SIOC	Strategic Information and Operations Center (Through the FBI)
SOP	Standard Operating Procedures
UC	Unified Command
UPRR	Union Pacific Railroad
UPS	Uninterrupted power supply
USAR	Urban Search and Rescue
USCG	United States Coast Guard
USDA	United Stated Department of Agriculture
USFS	United States Forest Services
VA	Veterans Administration
VALLEY COMM	Valley Communications
VHF	Very high frequency
VRFA	Valley Regional Fire Authority
WAC	Washington Administrative Code
WAMAS	Washington State Mutual Aid System
WASPC	Washington Association of Sheriffs and Police Chiefs
WAVOAD	Washington Volunteer Organizations Active in Disasters
WEMD	Washington State Emergency Management Division
WISHA	Washington Industrial Safety and Health Act
WMD	Weapons of Mass Destruction
WSDOT	Washington State Department of Transportation
WSP	Washington State Patrol
WUTC	Washington Utilities and Transportation Commission

Appendix 3: Authorities and References

This Appendix is a compilation of references used in the completion of this version of the City of Auburn 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 Pacific

- City of Pacific City Code 2.76, Emergency Operations

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, Washington Intrastate Mutual Aid System (WMAS)
- 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, Medical Examiner 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

- Comprehensive Preparedness Guide 101 – A guide for All-Hazard Emergency Operations Planning
- 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.

- Pet Evacuation and Transportation Standards Act of 2006, Public Law 109-308

Plans

City
- City of Pacific Police Department Policy Manual
- City of Pacific Duty Officer Manual
- City of Pacific EOC Manager Manual

County
- King County Hazard Identification and Vulnerability Assessment
- King County Comprehensive Emergency Management Plan
- King County Regional Disaster Plan
- Pierce County Hazard Identification and Vulnerability Assessment
- Pierce County Comprehensive Emergency Management Plan

State
- Washington State Comprehensive Emergency Management Plan
- Washington State Department of Transportation Disaster Plan
- Washington State Emergency Communication Development Plan
- Washington State Emergency Management Disaster Assistance Guide for Local Governments

Federal
- American Red Cross Disaster Plan
- American Red Cross Disaster Services Regulations and Procedures: Survey/Damage Assessment
- National Response Framework
- Washington Interstate Mutual Aid Compact
- Defense Support to Civil Authorities Plan, Headquarters I Corps and Joint Base Lewis-McChord
- National Search and Rescue Plan
- Comprehensive Preparedness Guide 101-A Guide for All-Hazard Emergency Operations Planning

Appendix 4: Training, Drills, and Exercises

Purpose

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

Concept of Operations

The Emergency Operations Manager will be responsible for ensuring that City staff receives training in specific emergency management skills and related professional development.

Public education programs will be made available upon request, and as resources permit, to all segments of the community to increase awareness of hazards, explain how best to safely respond, and promote self-preparedness. The Emergency Management Division will work with public and private partners to offer the following programs:

- Schools: Information on local hazards, lockdown drills, and how to prepare for and respond to their effects will be provided to students, faculty, and school administrators. The development, standardization, and practice of emergency plans will be encouraged. The schools will apprise the EOM of drill occurrences.

- 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 participate in Community Emergency Response Team (CERT) through the City of Auburn and Map Your Neighborhood (MYN) programs to build disaster response and organizational skills designed to increase neighborhood resiliency.

- Businesses and Non-Profits: Information on local hazards and how to prepare for and respond to their effects will be provided to the business and non-profit communities. These communities will be encouraged to engage in business resumption and contingency planning, as well as CERT training.

- City Employees: Information on local hazards and how to prepare for their effects will be provided to City employees. CERT training (or components of CERT training) will also be made available to them.

The City will utilize the full-range of exercise types including discussion, tabletop, functional, and full-scale exercises.

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) or Continuity of Operations (COOP) Plan. The Emergency Management Division will regularly offer training on the CEMP and will assist departments in SOP and/or COOP training.

Every non-temporary City employee and elected official is expected to complete ICS 100 (or G402 for elected officials) and IS 700 training within six months of hire to ensure the City's

continued compliance with NIMS. The Emergency Management Division will offer the courses as-needed and will assist employees with taking them online.

Certain City employees are required to complete more advanced levels of NIMS compliant ICS training. This includes:

- Supervisors: ICS 300.
- Mid-Level Managers and designated EOC Section Chiefs: ICS 300 and IS 800,
- Senior Managers/Department Directors, designated Incident Commanders and EOC Managers: ICS 400
- EOC Section Chiefs/Incident Commands/EOC Managers: FEMA position specific and/or EMI training

Generally, an employee is required to complete each new level of training within 6 months of being hired or promoted. The Public Safety Director or designee will identify these employees and provide them with information on upcoming training opportunities as appropriate. The City will use outside resources to provide specialized training, if appropriate.

The Emergency Operations Manager, in coordination with the Director of Emergency Management, is responsible for ensuring that drills and exercises are conducted to evaluate the effectiveness of the CEMP and to determine future training needs.

Responsibilities

B. City of Pacific

1. City Departments

a) Develop SOPs or COOPs that define employees' operational responsibilities during an emergency or disaster.

b) Provide necessary training, in coordination with the Emergency Management Division, to enable employees to carry out those responsibilities.

c) Provide input for after-action and corrective action reports.

2. Emergency Management Division

a) In coordination with the Director of Emergency Management and outside agencies as appropriate, design, conduct, and evaluate drills and exercises to determine the effectiveness of the City's emergency management programs and employee training.

b) In coordination with all City Departments and outside agencies as appropriate, coordinate the writing and dissemination of exercise related after-action reports, including recommended corrective action measures.

c) Design, coordinate, evaluate, and report corrective actions in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP) guidance.

C. Local Organizations

1. Valley Regional Fire Authority (VRFA)

a) As requested, assist the Emergency Management Division in the design, implementation, and evaluation of drills and exercises to determine the effectiveness of the City's emergency management programs and to ensure coordination of efforts during a real event.

Appendix 5: Distribution List

NAME	DEPARTMENT	PLAN #
Leanne Guier	Mayor	1
Josh Putnam	Mayor Pro-Tem	2
Tren Walker	Council President	3
Amy Stephenson-Ness	City Clerk-HR	4
Carol Morris	City Attorney	5
Lance Newkirk	Public Works Manager	6
Jack Dodge	Community Development	7
Jim Schunke	Public Works	8
John Calkins	Police Chief	9
Richard Gould	Finance/City Administrator	10
Jim Morgan	City Engineer	11
Mike Gerber	VRFA	12
Sarah Miller	Auburn EM	13
Media Distribution List	PIO	14

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Emergency Support Functions

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ESF 1: Transportation

Lead: Police Department
Public Works Department

Support:

City: City Administration

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

State: WS Emergency Management Division
WSDOT

Federal: Federal Emergency Management Agency
Department of Defense

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

1. 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.

Policies

A. The Public Safety Director acts as Transportation Coordinator in the Emergency Operations Center (EOC), with assistance from King County Metro Transit, Pierce Transit, and the Auburn School District, has primary responsibility for emergency transportation activities within the City of Pacific (City).

Planning Assumptions

A. The Public Safety Director, 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, Pierce 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.

Concept of Operations

A. The Public Works 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 Public Works 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.

Responsibilities

A. City of Pacific

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 EOM and/or OEM.

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, Pierce Transit, and King County Metro Transit for the use of buses during evacuation operations.

(3) Coordinate with the Public Works Department on identification and mitigation of high-hazard accident locations and safety concerns.

(4) Coordinate with the Public Works 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 serves as the Transportation Coordinator.

(2) Coordinate operational strategies with the King and/or Pierce County Sheriff's Office, the Washington State Patrol, and other cities through OEM 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

(1) Assist in returning the transportation system to normal operations.

3. Public Works 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 OEM, 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 OEM.

(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 and/or Pierce County Emergency Management

a) Coordinate transportation issues on a regional basis.

3. Washington State Department of Transportation

a) Coordinate repair and recovery projects on state maintained highways.

b) Provide information to the City on closed routes that may impact City transportation needs.

4. King County Metro Transit and/or Pierce 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. State Emergency Management Division

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

C. Federal

1. Federal Emergency Management Agency

a) Supplement local transportation requirements immediately following an emergency or disaster, if requested and as resources allow.

D. Department of Defense

1. Provide air transport and rescue services for known subjects in time-critical situations under existing military assistance to safety and traffic procedures.

References

1. City of Pacific Police Department Policy Manual
2. King County Comprehensive Emergency Management Plan
3. King County Emergency Operations Center Manual
4. King County Sheriff's Office Standard Operating Policies and Procedures Manuals
5. King County Metro Transit Emergency Operations Plan

1. Pierce County Comprehensive Emergency Management Plan
2. Pierce County Emergency Operations Center Plan
3. Pierce County Sheriff's Office Standard Operating Policies and Procedures Manuals
4. Pierce Transit Emergency Operations Plan
5. Washington State Comprehensive Emergency Management Plan
6. Washington State Department of Transportation Disaster Plan
7. National Response Framework

CITY OF PACIFIC
EVACUATION PLAN

GENERAL

Purpose

1. To establish responsibility, policies and procedures to evacuate all or part of the population from any area(s) within the City of Pacific that are threatened or have been affected by a disaster to locations designated to provide relative safety and shelter.
2. To provide for an orderly and coordinated evacuation of the population should the need arise because of natural hazards, terrorism, or other man-made incidents.

DIRECTION AND CONTROL

Direction and Control of Evacuation Operations within the City of Pacific will be as follows:

1. EMERGENCY EVACUATION WITH NO PRIOR NOTICE - (Examples: Man-made incidents such as hazardous materials spill, etc.). Evacuation may be recommended by the Valley Regional Fire Authority Chief, Pacific Police Department, or may be directed under Washington State Law. Evacuations procedures will follow those listed in the King County Evacuation Plan (published separately).
2. NATURAL DISASTERS THAT TYPICALLY PROVIDE SOME PRIOR NOTICE - (Examples: Weather related incidents such as hurricanes, Northeastern storms, flooding, etc.). Evacuation recommendations will be coordinated among other local jurisdictions as well as King and Pierce County Emergency Operations Centers (EOC) and Washington State Military Department (Emergency Management Department)

Assumptions

1. Major storms, flooding and or other emergencies are likely to impact the entire valley.
2. There are a limited number of evacuation routes available to residents and visitors of the City of Pacific and some local and regional roads are subject to flooding and slides.
3. An evacuation could include all emergency service organizations of the city.
4. Residents and visitors to the city will be alerted and provided emergency information through the KIRO 97.3 FM AND KPLU 88.5FM radio stations and via the Emergency Alert System (EAS).
5. Since the majority of Pacific residents live within King County, the City will defer to King County Emergency Operations Center for information and directives.

6. Whenever local evacuations are recommended, the King County's Emergency Operations Center (EOC) will post the list of designated shelter locations on the county's web site at: **www.kingcounty.gov/safety/prepare**
7. The public will receive and understand official information related to evacuation from their neighbors and from the Pacific Community Center.
8. The public will act in its own interest and evacuate dangerous areas when advised to do so.

SITUATION

1. There are several emergency situations that may require an evacuation of all or part of the city. Evacuations may be required as a result of flooding, hazardous material accidents, transportation accidents, etc.
2. Only the Governor can "direct and compel" an evacuation. However, a local governing body (municipal or county) can "recommend" an evacuation as opposed to "ordering" an evacuation.
3. Authorized Valley Regional Fire Authority representatives having jurisdiction have the power to recommend evacuation of hazardous areas in the performance of their duty.

EXECUTION

Concept of Operations

1. The function of evacuation in the State of Washington must be coordinated with the County Emergency Operations Center (EOC). For the City of Pacific, King County EOC will coordinate with the City regarding evacuation recommendations, determine the best evacuation routes, and designate shelters to receive evacuees.
2. Within the City of Pacific, the direction and control of the function of evacuation, once coordinated with King County EOC, is exercised initially by the Mayor or his designated representative through the Emergency Operations Center.
3. Evacuation may be ordered by the Public Safety Director, Designee, or the "Acting Public Safety Director" if formally designated by the Mayor.
4. If deemed necessary, the Governor may order evacuation of selected areas,

Tasks

PRE-DISASTER PHASE

Incident Commander (Mayor or designated representative):

- Coordinates with all appropriate agencies to ensure emergency
- Maintains the Pacific Emergency Operations Plan.
- Coordinates identification of feasible evacuation routes likely to be available in potential disasters.

- Coordinates identification of emergency shelters.
- Coordinates with appropriate agencies to plan for emergency
- Coordinates with appropriate agencies to plan for mass feeding
- Develops evacuation plans.

When warranted by the specific circumstances, shelter will be opened "as needed". Guidelines will be provided for who should evacuate and who should shelter-in-place, so that residents and visitors can make appropriate decisions. The public will be notified of shelters that are open via designated radio and TV outlets.

Police

1. Identifies evacuation routes.
2. Identifies traffic control points.
3. Identify potential impediments to evacuation, plan alternate/contingency routes to avoid impediments, and report actual impediments to the EOC for removal.

Public Works

1. Work with Police to identify evacuation routes.
2. Inventories and identifies needed materials and supplies.
3. Preposition contracts with neighboring jurisdictions and suppliers

Community Services

1. Work with emergency medical services to identify evacuation routes.
2. Inventories and identifies needed materials and supplies.

DISASTER PHASE

Incident Commander (Mayor or designated representative)

1. Activates the EOC and augments as required.
2. Alerts all City Departments and responsible agencies.
3. Coordinates allocation and dispatch of transportation resources.
4. Coordinates information with the Public Information Officer.
5. Coordinates evacuation operations.
6. Coordinates Emergency Medical Services

Police

1. Mans traffic control points.
2. Coordinates law enforcement activities.
3. Provides security in evacuated area.

Public Works

1. Mans traffic control points.

2. Coordinates law enforcement activities.
3. Provides security in evacuated area.

Community Services

Deliver meals and sheltering as deemed necessary by EOC
Inform EOC and logistics of operation and material needs

Logistics

1. Supports Police and Public Works material needs.
2. Provides for mass transportation.

RECOVERY PHASE

Incident Commander (or designated representative)

Coordinates return of evacuees as required.

Police

Coordinates Law Enforcement activities during return to normal activities

Public Works

Coordinates removal of signage and traffic control devices

Logistics

1. Accounts for and returns of borrowed materials and supplies.
2. Provides mass transportation for return of evacuees as required.

Evacuation Routes

See City of Pacific Evacuation Map

Your assigned routes of travel are highlighted. All other routes are for emergency vehicles only. In an evacuation, do not use your regular route of travel, unless it is suggested on the map. Normal traffic patterns and routes may be altered depending on the type of emergency. Considering that an emergency could take place anywhere, the pre-designated routes should be used for guidance and followed as closely as possible.

Precautionary Evacuation (Vehicular) When this type of evacuation is ordered, those affected should leave the area by the same mode of transportation in which they traveled into the city, unless directed otherwise by City Police or Valley Regional Fire Authority personnel.

Only the normal (right) side of the roadway should be used for travel away from the valley area. The left side of the roadway must be kept clear for responding emergency vehicles. All inbound traffic will be restricted. Traffic will not be permitted to drive cross-

town. If there is a power outage, all intersections with traffic lights must be treated as four-way stop signs.

Continue traveling until you are at least one mile away from the City area. Do not abandon your vehicle at any time because the traffic is too congested. This will create an unmanageable situation and turn a vehicular evacuation into a pedestrian evacuation without cause. Once you have committed to a travel route, do not change it.

Pedestrian Evacuation A pedestrian evacuation will be ordered, only if a vehicular evacuation is not possible. A direct threat or attack would initiate a pedestrian evacuation.

Special Needs Refer to the Regional Shelter Plan (published separately). Emergency resources will be available on a priority basis only. Please refer to http://www.fema.gov/ for more information.

Do not attempt to go against the flow of traffic. Obey the directions of all Police, Public Works and Fire personnel.

FAQ

The City of Pacific has developed a plan to evacuate the City's workforce, residents and visitors in times of emergency. The Evacuation map indicates the four different sections of the City of Pacific within the valley floor. You should identify the section in which you work or live. The following guidelines and concepts define the scope of the evacuation plan: **Things that you need to know…**

Notification – The Mayor of the City of Pacific or Designee will order an evacuation based on current conditions and recommendations from emergency response personnel. An evacuation would occur only if there is significant and credible information from reliable sources indicating that there is imminent danger from an attack or natural disaster.

What do I do at the time of an emergency evacuation? Above all – Remain Calm. Remember that you have made prearranged plans for you and your family. Obey all instructions from the emergency plan, the Police and Fire emergency personnel. Your first priority is to remove yourself from any danger.

How can I be prepared? Being prepared at the time of an emergency involves knowing where you are supposed to go and how to get there. You should know which direction you will be heading once you leave your building and/or parking location. You can determine this by looking at the city map and following the color coded grid for your area of the City. For vehicular evacuations, be sure to use the evacuation route that corresponds with the location of your vehicle, not your place of work. For pedestrian evacuations, be sure to use the evacuation route that leads you to the closest Pedestrian Hub.

- ➢ Create a Family and/or a Work Place Emergency Plan and get your own family prepared.
- ➢ Browse the Federal Emergency Management Agency's Web site (fema.gov). FEMA details how to prepare for virtually every type of natural disaster and specific actions to take in the wake of one, such as how to treat contaminated water. Ready.gov has information about the appropriate response to specific hazards, including biological, chemical, radioactive and nuclear threats.
- ➢ Get disaster-preparedness training with the American Red Cross (redcross.org) on such topics as basic first aid and what to do if a medical response is delayed.

In your neighborhood

- ➢ Keep your list of resident’s current with contact numbers, e-mail addresses and skills that would be useful in an emergency. (Set Up a Neighborhood Watch).
- ➢ Create a neighborhood emergency plan. Know special needs of your neighbors.
- ➢ Make sure you have a good map and are familiar with evacuation routes. Plan a backup route in case roads are blocked off.

You should coordinate with your property manager and know what the emergency plans are for your building. If you don't have a plan, work together with the property manager to develop one.

Attachment 2: City of Pacific Evacuation Map

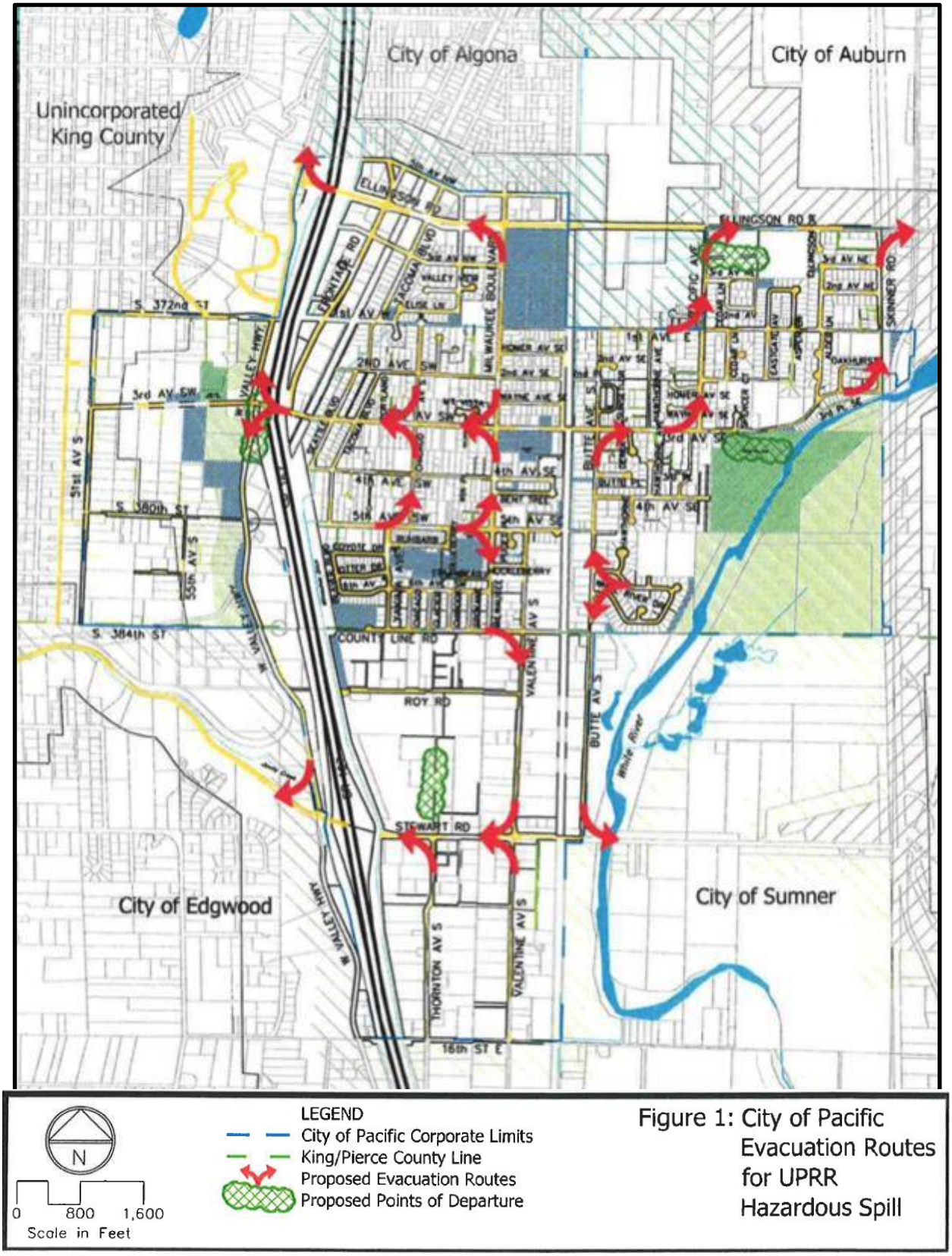


Figure 1: City of Pacific Evacuation Routes for UPRR Hazardous Spill

ESF 2: Communications

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

Warning Lead: Public Safety Director or Designee (Emergency Operations Manager)
Public Information Officer
Police Department

Support:

City: Public Works Department

Local: Valley Regional Fire Authority
King County Alternate Communications Systems
King County Office of Emergency Management (OEM)
King County Sheriff's Office
Pierce County Department of Emergency Management
Pierce County Sheriff's Department

State: Emergency Management Division

Federal: Federal Emergency Management Agency

Introduction

E. 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 Pacific (City).

2. To provide or supplement alerting and warning to key officials and the public of an impending or occurring emergency or disaster.

F. Scope

1. 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 (NAWAS), Emergency Alert System (EAS), National Oceanic Atmospheric Administration (NOAA) Weather Alert Radio, and Radio Amateur Civil Emergency Services (RACES).

Policies

A. The City relies on the hazard warning capabilities of County, State and Federal governments, private industry, and the media. Residents and business owners 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."

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 Office of Emergency Management (DOM) and/or Pierce County Department of Emergency Management, 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 State Alert and Warning Center 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 OEM.

Concept of Operations

A. Communications

1. City of Pacific

a) Pacific Police Department Located at 133 3rd Ave SE, Pacific, WA 98047, 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 EOC uses both a robo-call reverse calling system and HAM Radio's.

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 Operations Manager (EOM), 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 State Alert and Warning Center 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 King County Sheriff's Office (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 OEM.

   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) Kitsap County Alternate Communications System (KCACS) including ARES and RACES, 2-way radio and/or teletype/packet system via ham frequency bands.

i) Voluntary Emergency Notification System (Phone Call Back)

j) Institutional Network (I-NET)

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 residents and business owners 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. The City has two sirens located within the City for the Lahar Evacuation. These sirens are tested monthly.

5. Public information, advisories, and warnings will be updated as necessary until the hazard has subsided.

6. 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.

7. Notification of residents and business owners 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.

8. The Public Information Officers for the City and OEM may send emergency public safety information through conventional methods such as e-mail and broadcast fax to local media broadcasters.

9. OEM will notify the Emergency Operations Manager (EOM) of any time the nature of the warning would indicate a need to increase staffing levels.

10. The CAD system used by the City of Pacific notates officers on duty that speak a foreign language and which language or languages they speak.

Responsibilities

A. City of Pacific

1. Public Safety Director or Designee - Emergency Operations Manager

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 OEM, as deemed appropriate.

(2) Request activation of the volunteer amateur radio networks, through the OEM, 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 EOM and/or OEM.

3. Police Department

a) Before the Incident

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

(2) In coordination with the EOM, 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 EOM, Incident Commander, surrounding cities, and OEM, as deemed appropriate.

5. Public Works Department

a) Before the Incident

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

(2) In coordination with the EOM, 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

(1) 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 EOM, develop and maintain procedures to provide communications and warning support and services, if requested and as

resources allow.

b) In coordination with the EOM and/or OEM, train personnel in proper warning methods.

c) In cooperation with the City, OEM, King County Communications, and/or Pierce 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 resident and business owners 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 OEM.

f) Activate the EAS, when requested.

4. King and/or Pierce County Emergency Management

a) Activate the EAS when requested.

b) Distribute emergency public information as requested by local EOC.

5. King and/or County Sheriff's Office

a) In coordination with the EOM, develop and maintain procedures to provide communications and warning support and services, if requested and as resources allow.

b) In coordination with the EOM and/or OEM, train personnel in proper warning methods.

c) In coordination with the EOM, OEM, 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

1. The Federal Emergency Management Agency

   a) Provides for the assignment and establishment of Public Information operations at the Joint State/Federal Disaster Field Office after a Presidential Disaster Declaration.

References

1. City of Pacific Police Department Policy Manual
2. King County Alternate Communication System Plan
3. King County Communications Plan
4. King County Comprehensive Emergency Management Plan
5. King County Emergency Alert System Plan
6. King County Emergency Operations Center Manual
7. King County Public Information Officer's Manual
8. King County Sheriff's Office Standard Operating Policies and Procedures Manuals
9. Pierce County Comprehensive Emergency Management Plan
10. Pierce County Emergency Operations Center Plan
11. RCW 38.52.110, Use of Existing Services and Facilities - Impressment of Citizenry
12. Washington State Comprehensive Emergency Management Plan
13. Washington State Emergency Communication Development Plan
14. National Response Framework

Attachments

None

ESF 3: Public Works and Engineering

Lead: City Administrator
Public Works Department

Support:

City: Emergency Operations Manager – Public Safety Director or Designee
Coordinator Finance
City Planner
Public Information Officer
Police Department

Local: Valley Regional Fire Authority
King County Emergency Management
Pierce County Department of Emergency Management

State: Emergency Management Division

Federal: Federal Emergency Management Agency

Public / City Owned and Operated	Privately Owned and Operated
Water	Cable/Satellite Services
Wastewater	Fiber Optic Services
Storm Water	Telephone (fixed & cellular)

Introduction

B. 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.

C. Scope

1. This Emergency Support Function (ESF) addresses activities including:

2. Participation in mitigation and preparedness activities and in needs and damage assessment immediately following the incident.

3. 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. For more information on debris removal please see the Debris Management Plan (published separately).

4. 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.

5. Emergency restoration of critical public facilities including temporary restoration of water supply and wastewater treatment systems.

6. 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.

7. Emergency contracting to support public health and safety.

8. Technical assistance including structural inspection of private residences, commercial buildings, and structures, as resources permit.

Policies

A. The City of Pacific (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 Operations Manager.

C. It is the policy of the City to provide utilities services to lands and facilities under the City's jurisdiction. The Emergency Operations Manager, if deemed necessary may establish other services, such as debris collection or fee adjustments.

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 Operations Manager (EOM), who will coordinate with King County Office of Emergency Management (OEM) and/or Pierce County Department of Emergency Management.

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.

Concept of Operations

A. City of Pacific

1. The Manager of the Public Works Department, or Designee, will serve as the primary coordinator of Utilities functions for the City.

2. The Public Works Department shall provide damage assessment and provide for emergency repair and restoration of all city-owned utilities.

3. The Manager of the Public Works 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 OEM.

6. Utility Systems - The following utility systems operate within the City:

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 and Community Development Department shall provide damage assessment of city-owned buildings and facilities.

b) Time permitting and resources allowing, the Planning and Community Development Department may provide damage assessment for other public buildings and facilities.

c) The Planning and Community Development 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 and/or Pierce 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 and/or Pierce 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, Public Works 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 and/or Pierce 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.

Responsibilities

A. City of Pacific

1. Emergency Operations Manager – Public Safety Director 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 OEM 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 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 EOM and/or OEM.

3. Public Information Officer

a) Obtain prior approval and authorization from the EOM on all press releases and briefings.

b) Prepare and coordinate all press releases and briefings.

c) Provide press releases to OEM 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 Operations Manager, public officials, and EOC Staff.

f) Respond to media and residents and business owners information calls.

g) Establish a rumor control hotline, if necessary.

4. Planning and Community Development Department

a) Provide post-incident serviceability of facilities and structures.

b) Provide support to the EOM 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. Public Works 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 EOM.

b) Public Works

(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

(a) 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 resident and business owner warning and/or evacuation are necessary due to potential flooding; coordinate with the EOC for implementation.

(f) Operation & Maintenance

(5) 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.

(6) 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 EOM 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 roadblocks, 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 residents and business owners from potential flood or environmental hazard areas, as appropriate.

2. King and/or Pierce 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

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

References

1. City of Pacific Police Department Policy Manual
2. Valley Regional Fire Authority – Standard Operating Procedures
3. City of Pacific Emergency Operations Center Manual
4. King County Comprehensive Emergency Management Plan
5. King County Emergency Operations Manual
6. Pierce County Comprehensive Emergency Management Plan
7. Pierce County Emergency Operations Center Plan
8. Washington State Comprehensive Emergency Management Plan
9. National Response Framework

Attachments

None

ESF 4: Firefighting

Lead: Valley Regional Fire Authority

Support:

City:
Emergency Operations Manager – Public Safety Director or Designee
City Administrator
City Planner
Police Department
Public Works Department

County:
Boeing Fire and Security
King County Emergency Management
Pierce County Department of Emergency Management
Other Fire Agencies

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

Federal:
United States Forest Services (USFS)

Introduction

B. Purpose

1. To identify the City of Pacific's (City) support activities relating to fire services within the City.

C. Scope

1. This Emergency Support Function (ESF) addresses the City's support activities in relation to the detection and suppression of fires, as the City has no direct role in the provision of these services.

Policies

A. The City of Pacific receives fire suppression services from the Valley Regional Fire Authority (VRFA), a municipal corporation authorized under RCW 52.26 and charged with the provision of fire suppression services to the City as identified in scope of the VRFA Fire Authority "Plan" (SOP).

Planning Assumptions

A. A National Incident Management System (NIMS) compliant system will be used for managing all fire related incidents within the City.

B. The City will function in a support role to the VRFA for fire services in the City.

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 or establish communications with the Emergency Operations Center (EOC), when requested by the City.

D. VRFA serves multiple cities and as such, will allocate fire resources during emergency incidents using established best practices, incident triage, and methodologies.

E. As authorized by their Board of Governance, VRFA participates in several intrastate mutual aid agreements, which may include, but is not limited to, Washington State Fire Mobilization, King County Mutual Assistance, and Pierce County Mutual Assistance.

Responsibilities

A. City of Pacific

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 EOM or OEM.

2. Emergency Operations Manager – Public Safety Director or Designee

a) Function as liaison between the VRFA, local responders, and City officials and staff members.

3. Planning Department

a) Assist the Fire Marshall's office in the evaluation of damaged structures, if requested and as resources allow.

4. Police Department

a) Provide incident scene security, traffic control, and evacuation, if requested and as resources allow.

5. Public Works 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 fire control and imminent 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 fire 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 and/or Pierce County Emergency Management

a) Provide logistical and other support to emergency fire service providers upon request from the Incident Commander or the EOC.

C. Other Fire Agencies

1. Washington State Patrol

a) Coordinate State Fire Mobilization Plan, including requests for mutual aid.

2. Boeing Fire & Security (On and around Boeing property)

a) Provide assistance to VRFA, if requested and as resources allow.

References

1. City of Pacific Police Department Policy Manual
2. Valley Regional Fire Authority – Standard Operating Procedures
3. King County Comprehensive Emergency Management Plan
4. King County Emergency Operations Center Manual
5. King County Fire Resource Plan
6. Pierce County Comprehensive Emergency Management Plan
7. Pierce County Emergency Operations Center Plan
8. Puget Sound Region Fire Defense Mobilization Plan
9. RCW 39.34, Interlocal Cooperation Act
10. RCW 43.43, Washington State Patrol - State Fire Services Mobilization Plan
11. Washington State Comprehensive Emergency Management Plan
12. Washington State Department of Health – Sizing Guidelines for Water Systems
13. 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
14. National Response Framework
15. Interstate Mutual Aid Compact

Attachments

None

ESF 5: Emergency Management

Lead: Public Safety Director

Support: All City Departments
Mayor
City Administrator
King County Emergency Management
Pierce County Department of Emergency Management

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

1. 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.

Policies

A. It is the policy of the City of Pacific (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.

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. Field personnel, responders, volunteers, the public, the media, and others will provide information.

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.

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 (OEM), Pierce County Department of Emergency Management, 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.

F. Information will be disseminated to Community Services.

Responsibilities

A. Public Safety Director

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

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

C. City Departments

1. 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. Public Information Officer

1. 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.

References

1. King County Comprehensive Emergency Management Plan
2. King County Emergency Operations Center Manual
3. Pierce County Comprehensive Emergency Management Plan
4. Pierce County Emergency Operations Center Plan
5. Washington State Comprehensive Emergency Management Plan
6. National Response Framework

Attachments

1. Essential Elements of Information

Attachment 1: 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
Public Works Department
(ARC) American Red Cross

Local: King County Emergency Management
Pierce County Department of Emergency Management
King County Mental Health Services
Salvation Army

Introduction

B. Purpose

4. 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.

C. Scope

4. This Emergency Support Function (ESF) addresses the sheltering needs in the City of Pacific (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 (OEM), Pierce County Department of Emergency Management, and the City Administrator.

Policies: N/A

Planning Assumptions

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

B. 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.

C. The opening of shelters in the City will be coordinated through OEM or the County EOC.

D. The Emergency Operations Manager (EOM), in cooperation with OEM, shall coordinate City resources and services necessary for disaster relief in the Pacific community.

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. OEM 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 OEM, 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.

M. For more information please reference the Regional Shelter Plan (published separately).

N. The PETS Act was signed into law, amending Section 403 of the Stafford Act. Section 403, as amended by the PE1S Act, authorizes FEMA to provide rescue, care, shelter, and essential needs for individuals with household pets and service animals, and to the household pets and animals themselves following a major disaster or emergency.

Responsibilities

A. City of Pacific

1. Public Information Officer

   a) Serve as the Public Information Officer (PIO) and coordinate the dissemination of public information concerning mass care and individual assistance with OEM 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 EOM, in coordination with OEM.

3. Police Department

   a) If requested and as resources allow:

      (1) Establish security and crime prevention at the shelters located within the City.

      (2) Provide crowd and traffic control at public shelters located within the City.

      (3) In coordination with the Public Works Department, assist in identifying safe routes to shelters.

         (a) Provide law enforcement activities within the City, which include the enforcement of any special emergency orders issued by the Emergency Operations Manager (EOM).

         (b) Provide emergency traffic control, damage survey, coordinate reconnaissance of impacted areas, and assist with initial citywide damage assessment as appropriate.

         (c) 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.

         (d) Provide security and perimeter control at incident scenes and the EOC during activation when appropriate.

         (e) Develop and maintain resource lists for equipment, personnel, supply resources, and departmental standard operating procedures for use during major emergencies and disasters.

         (f) Provide support to the King and/or Pierce County Medical Examiner in the investigation, identification, recovery, and management of deceased persons.

         (g) Provide support to the EOM in the dissemination of emergency warning information to the public.

(h) Request through OEM, that the Washington State Emergency Management Division (WEMD) coordinate temporary air space restrictions, when necessary.

(i) Communicate and coordinate with nearby jurisdictions including King County, Pierce County, and the State (Washington State Patrol (WSP) & DOT) regarding emergency activities such as evacuation routes, destination area, and reception centers.

(j) Coordinate public transportation resources planned for use in an evacuation and coordinate with outside resources, including King County Metro Transit, Pierce Transit, Auburn School District, etc., through the EOC.

(k) In coordination with the Public Works Department, identify and establish evacuation routes.

4. Public Works 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.

5. King County Emergency Management and/or Pierce County Department of 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 and/or Pierce County Mental Health Services

   a) In coordination with OEM, Coordinate with King County Office of Emergency Management and/or Pierce County Department of Emergency Management to determine available provisions for establishing special needs and medical shelters, and providing support to special needs individuals.

7. Salvation Army

   a) Assist the ARC, as requested by the EOM and/or OEM.

References

1. City of Pacific Police Department Policy Manual

2. American Red Cross Disaster Plan
3. City of Pacific Emergency Operations Center Manual
4. King County Comprehensive Emergency Management Plan
5. King County Emergency Operations Center Manual
6. Pierce County Comprehensive Emergency Management Plan
7. Pierce County Emergency Operations Center Plan
8. Washington State Comprehensive Emergency Management Plan
9. National Response Framework

Attachments

None

ESF 7: Resource Support

Lead: Public Works Department

Support: **City:** All Departments

Local: King County Emergency Management
Pierce County Department of Emergency Management
King County Zone 3

Introduction

B. Purpose

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

C. Scope

1. This Emergency Support Function (ESF) involves coordinating the provision of resources to the City of Pacific (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.

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 work, entering into contracts, the incurring of obligations, the employment of 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 residents and business owners as considered necessary in the light of the disaster proclaimed: PROVIDED, That residents and business owners 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.

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 Operations Manager (EOM) has designated the Public Works 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 EOM has designated the Public Works Department to be responsible for all human resource management activities.

D. The EOM has designated the Human Resource Department to be responsible for all record-keeping, 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.

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 EOM.

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 EOM 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 EOM.

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 and/or Pierce 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 – Impressment of Citizenry

J. Ensuring adequate staff to respond during an emergency or disaster is essential.

Responsibilities

A. City of Pacific

1. Emergency Operations Manager – Public Safety Director or Designee

   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 OEM 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 OEM.

      (3) Manage the compensation for injury and claims process arising from the disaster.

   b) Mayor

      (1) 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 EOM and communicate appropriately with the public and media.

   c) Develop and maintain policies and SOPs for the department’s 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 Public Works 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. Public Works Department

a) Prepare and update listing of all major city-owned resources.

b) Develop standard operating procedures (SOP) for resource management. Develop and maintain polices 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 EOM.

f) Coordinate the allocation, utilization, and conservation of resources.

g) Ensure local resources are exhausted, or about to be, prior to requesting the EOM 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 and/or Pierce 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.

References

1. City of Pacific Police Department Policy Manual
2. King County Comprehensive Emergency Management Plan
3. King County EOC Manual
4. King County Recovery Plan
5. Pierce County Comprehensive Emergency Management Plan
6. Pierce County Emergency Operations Center Plan
7. RCW 38.52.020, Declaration of policy and purpose
8. RCW 38.52.070, Local Organization and Joint Local Organizations Authorized – Establishment, Operation-Emergency Powers, Procedures
9. RCW 38.52.110, Use of Existing Services and Facilities – Impressment of Citizenry
10. Washington State Comprehensive Emergency Management Plan

11. Section 7 of Article VIII of Washington State Constitution
12. National Response Framework
13. 38.56 RCW Intrastate Mutual Aid System (WAMAS)

Attachments

None

ESF 8: Public Health and Medical Services

Lead: Valley Regional Fire Authority
King County Medical Examiner
Seattle King County Public
Health Department
Pierce County Medical Examiner's Office
Tacoma-Pierce County Public Health
Department
Hospitals and other Medical Providers and Facilities

Support:

City: Emergency Operations Manager – Public Safety Director or Designee
Mayor
Finance Department
Public Information Officer
Police Department
Public Works Department

Local: King County Emergency Management
Pierce County Department of 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

Introduction

B. Purpose

1. To coordinate the organization and mobilization of health, medical, and mortuary services in the City of Pacific (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 Medical Examiner's Office and/or Pierce County Medical Examiner's Office

   a) Valley Regional Fire Authority (VRFA) and/or the Seattle-King and/or Tacoma-Pierce County Public Health Department by establishing Incident or Unified Command depending on the type, severity, and needs of the specific incident.

To identify the City's, the King County Medical Examiner Office and/or Pierce County Medical Examiner's Office, VRFA's, Seattle-King and/or Pierce County Public Health Department's, and other medical facilities' response activities relating to an incident involving health, medical, or mortuary services within the City.

C. Scope

1. The city has limited capabilities in managing this ESF and will rely heavily on King County ECC and the Public Health Department.
   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
   - In-hospital care
   - Public health information
   - Potable water and wastewater and sanitation
   - Solid waste disposal
   - Mortuary services and victim identification
   - Hazardous materials (spills & releases)

Policies

A. The City will assist the Seattle King and/or Tacoma-Pierce County Public Health Departments, the VRFA, and the King County Medical Examiner's Office and/or Pierce County Medical Examiner'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 and/or Pierce 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 and/or Pierce 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.

   a) King and/or Pierce 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 and/or Pierce County Mental health Services staff, as a mass care shelter for the "special needs" victims of a major disaster.

D. Representatives from the Seattle-King and/or Tacoma-Pierce County Public Health Department, EMS responders, and the King County Medical Examiner's Office and/or Pierce County Medical Examiner's Office will coordinate medical, health, and mortuary resources at the City or County Emergency Operations Center (EOC) during an emergency or disaster.

E. 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.

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 and/or Pierce 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.

Concept of Operations

A. Public Health: Seattle-King and/or Tacoma-Pierce County Public Health Departments

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 and/or Pierce 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 Medical Examiner 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 Medical Examiners 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 Medical Examiner.

3. If local resources for mortuary services are exceeded, the State and/or Federal government may provide supplemental assistance. The Medical Examiner may make a request for such assistance to OEM or to the Washington State Department of Health through the County EOC.

Responsibilities

A. City of Pacific

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 Emergency Operations Manager (EOM), King County Emergency Management, Pierce County Department of Emergency Management.

B. Public Health Services

1. City of Pacific

a) Emergency Operations Manager-Public Safety Director or Designee

(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 OEM or the County EOC.

2. Local

a) King and/or Pierce 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) Seattle-King and/or Tacoma-Pierce County Public Health Departments

(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

a) Coordinate requested supplemental emergency medical and logistics support as requested by the King and/or Pierce County EOCs.

4. Federal

a) Department of Agriculture

(1) 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

(1) Has the prime responsibility for Federal activities associated with health hazards resulting from emergencies

(2) 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.

(3) Assign professional and technical personnel to augment State and local forces.

c) Federal Emergency Management Agency

(1) 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 Pacific

a) Emergency Operations Manager – Public Safety Director or Designee

(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 Seattle-King and/or Tacoma-Pierce County Public Health Departments, 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

(1) 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 and/or Pierce County Emergency Management

(1) 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

(1) Maintain procedures and protocols for reducing patient population for incident s that may require evacuation, and procedures for continuing medical care for those that cannot be evacuated.

3. State Emergency Management Division

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

4. Federal Emergency Management Agency

a) 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 Pacific

a) Emergency Operations Manager – Public Safety Director or Designee

(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 assistance to the King County Medical Examiners Office and/or Pierce County Medical Examiner's Office, 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) Public Works 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 Medical Examiners Office and/or Pierce County Medical Examiner'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 EOM 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 and/or Pierce County Emergency Management

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

3. State

a) Department of Health

(1) Provide for the recording and preservation of death certificates.

b) Emergency Management Division

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

4. Federal

a) Federal Bureau of Investigation

(1) Assist in victim identification services, if requested.

b) Federal Emergency Management Agency

(1) Coordinate Federal assistance to supplement local emergency mortuary services..

References

1. City of Pacific Police Department Policy Manual
2. King County Comprehensive Emergency Management Plan
3. King County Medical Examiner Emergency Operations Plan
4. King County Emergency Operations Center Manual
5. King County Fire Chiefs Association's-Mass Casualty Incident Plan
6. King County Health Department Emergency Response Plan
7. Pierce County Comprehensive Emergency Management Plan
8. Pierce County Emergency Operations Center Plan
9. Valley Regional Fire Authority - Standard Operating Procedures
10. RCW 68.50.010, Medical Examiner Jurisdiction over Remains
11. Washington State Comprehensive Emergency Management Plan
12. National Response Framework

Attachments

None

ESF 9: Search and Rescue

Lead: Police Department

Support:	City:	Public Works Department Valley Regional Fire Authority
	County:	King County Emergency Management King County Sheriff's Office Pierce County Emergency Management Pierce 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

Introduction

B. Purpose

1. 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.

C. Scope

1. 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.

Policies

A. Search and rescue means the acts of searching for, rescuing, or recovering persons whom have become lost, injured, or are killed as a result of natural, technological, or human caused disaster. Refer to RCW 38.52.010.

B. The chief law enforcement officer of each political subdivision shall be responsible for local search and rescue activities (RCW 38.52.400) and the Public Safety Director or Designee is responsible for search and rescue operations in the City of Pacific.

C. The City of Pacific has no direct search and rescue assets and relies upon the assets of King and Pierce counties to conduct non-structural search and rescue functions within the City. The Valley Regional Fire Authority provides structural search and rescue operations with the City and serves as the Incident Commander for all such operations.

D. The respective outside organizations are responsible for coordinating administrative services for their search and rescue activities.

E. King and Pierce counties will activate and coordinate their non-structural search and rescue assets at the request of the Public Safety Director or Designee.

F. Valley Regional Fire Authority will activate and coordinate their structural search and rescue assets in response to events that require them or at the request of the Public Safety Director or Director of Emergency Management. VRFA will be responsible for prioritizing use of their structural search and rescue assets across their entire service area.

Planning Assumptions

A. People may become lost, injured, trapped, or killed, during and emergency or disaster, requiring search and rescue activities in the City of Pacific.

B. An emergency or disaster may cause building collapse, leaving persons in life-threatening situations requiring prompt structural search and rescue actions.

C. Large numbers of local residents and volunteers are likely to initiate their own search and rescue activities in response to a large event. Some of these individuals will have been trained through CERT or other programs, but most will not have. Historically, 95% of those rescued are assisted by other victims, so the self-initiated response of the public must be anticipated.

D. Responders will not have sufficient resources to manage spontaneous volunteers and it will not be possible to account for them all, however procedures must be in place for registering as emergency workers those who can be accounted for.

E. Access to damaged sites or incident locations may be limited. Some sites may initially be accessible by only air or water.

F. The Public Safety Director or Designee has the authority to formally limit access to impacted sites where search and rescue operations are underway (RCW 38.52.400).

Concept of Operations

A. The Emergency Operations Center (EOC) may be activated to provide coordination and logistical support to search and rescue operations conducted in the City.

B. The Public Safety Director, or Designee, is the Incident Commander of non-structural search and rescue operations in the City and of overall events which may contain a structural search and rescue component. The Public Safety Director or Designee will not directly command structural or technical search and rescue missions.

C. VRFA provides the Incident Commander for structural or technical search and rescue operations that consist primarily of fire, medical, and heavy rescue operations that are localized to a specific incident.

D. The Incident Commander will request search and rescue assets via the appropriate county or other agency. Specialized teams, including water, confined space, high angle, and heavy rescue will be requested through VRFA, who will obtain them via existing mutual aid agreements.

E. WSDOT is responsible for conduct and management of all aerial search and rescue efforts in the State.

Responsibilities

A. City of Pacific

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. Public Works 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

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

b) Extrication of trapped person(s).

c) Rendering of essential medical aid at time of release and/or prior to removal.

d) Accomplishing other tasks commensurate with the situation and capabilities.

e) Representation in the Incident Command for structural SAR, water rescue, confined space rescue, high angle rescue, and heavy rescue, if appropriate.

2. King and/or Pierce 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 an 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 local capabilities are exceeded.

(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 and/or Pierce 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 OEM.

(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 OEM 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 OEM to assist with this function.

(4) Request additional resources, as needed. Requests for County, State, or Federal resources should be submitted to OEM.

(5) Maintain a detailed log of SAR activities during the mission.

c) After the Incident

(1) Notify or request OEM notify WEMD to terminate the mission, allowing adequate time for volunteers to return home.

(2) Submit appropriate forms and reports to OEM 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 for volunteers and VRFA.

(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

a) 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 OEM.

D. Federal

1. Federal Emergency Management Agency

a) Task Federal agencies to perform SAR activities if a Presidential Disaster Declaration has been issued.

2. United States Air Force - Rescue Coordination Center

a) Coordinate Federal resources providing SAR assistance to states during non-disaster times (reference National SAR Plan)

3. United States Coast Guard

a) Direct all SAR operations on or above navigable waters.

References

4. City of Pacific Police Department Policy Manual

5. King County Comprehensive Emergency Management Plan

6. King County Regional Coordination Framework
7. Pierce County Comprehensive Emergency Management Plan
8. RCW 38.52.400, Search and Rescue Activities – Powers and Duties of Local Officials.
9. RCW 47.68.380, Search and Rescue
10. Washington State Comprehensive Emergency Management Plan
11. National Response Framework

Attachments

None

ESF 10: Hazardous Material Response

LEAD: Valley Regional Fire Authority
Washington State Patrol

Support:

City:
Emergency Operations Manager – Public Safety Director or Designee
Public Information Officer
Police Department
Public Works Department

County:
King County E911 Communications Center
King County Emergency Management
Seattle King County Public Health Department
King County Sheriff's Office
Pierce County Department of Emergency Management
Pierce County Sheriff's Department
Tacoma-Pierce County Public Health Department

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

Introduction

A. Purpose

1. To provide for the effective and coordinated response by the City of Pacific (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 (VRFA), King County E911 Communications Center, Seattle-King County Public Health Department, King County Sheriff's Office's (KCSO), Pierce County Department of Emergency Management, Pierce County Sheriff's Department, Tacoma-Pierce County Public Health Department, 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, Valley Regional Fire Authority (VRFA), King County E911 Communications Center, Seattle-King County Public Health Department, King County Sheriff's Office's (KCSO), Pierce County Department of Emergency Management, Pierce County Sheriff's Department, Tacoma-Pierce County Public Health Department, and/or the Washington State Patrol (WSP) response activities relating to a hazardous materials incident within the City.

B. Scope

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

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. The city falls under the King County & Pierce County LEPC Plans.

B. VRFA is the Incident Command Agency for all hazardous materials incidents within the City with the assistance of other fire agencies in King and Pierce County

C. Unified Command will be used in all hazardous materials incidents that are criminal in nature.

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.

Concept of Operations

A. VRFA, 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 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. A National Incident Management System (NIMS) complaint system will be used to manage 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 Office of Emergency Management (OEM) and/or Pierce County Department of Emergency Management 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.

Responsibilities

A. 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.

B. 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 Emergency Operations Manager (EOM), Incident Commander, 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, EOM, 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.

C. City of Pacific

1. Emergency Operations Manager, Public Safety Director, or Designee, 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. Public Works Department

   a) Provide current 24-hour contact numbers to King County Office of Emergency Management (OEM) and/or Pierce County Department of Emergency Management.

   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) Command and conduct hazardous materials operations and/or request the

resources to do so.

b) Make necessary immediate protective action decisions for the public and emergency workers.

c) Participate in Unified Command with other involved agencies as appropriate.

D. County

1. King County E911 Communications Center

a) 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 and/or Pierce County Department of 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. Seattle-King and/or Tacoma-Pierce County Public Health Department

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

4. King and/or Pierce County Sheriff's Office

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

E. 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

a) 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 OEM 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.

F. 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.

References

1. City of Pacific Police Department Policy Manual

2. King County Comprehensive Emergency Management Plan

3. King County Emergency Operations Center Manual

4. Pierce County Comprehensive Emergency Management Plan
5. Pierce County Emergency Operations Center Plan
6. Valley Regional Fire Authority – Standard Operating Procedures
7. Washington State Comprehensive Emergency Management Plan
8. National Response Framework
9. Superfund Amendments and Re-Authorization Act of 1986 (SARA Title III)

Attachments

None

ESF 11: Agriculture and Natural Resources

Lead: Public Works Department

Support: Emergency Operations Manager – Public Safety Director or Designee
Police Department
Local King County Cooperative Extension Agent
King County Emergency Management
King County Health Department
Pierce County Department of Emergency Management
Pierce County Health Department
Salvation Army
State: Department of Health
Emergency Management Division
Other State Response Agencies
Federal: Department of Agriculture
American Red Cross

Introduction

B. Purpose

1. 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.

C. Scope

1. 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 Pacific (City) during a major emergency or disaster.

Policies

A. American Red Cross Disaster Plan
B. Refer to ESF 6 and the clean water act

Planning Assumptions

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

B. Seattle-King and/or Tacoma-Pierce County Public Health Departments will provide guidance to City and County agencies and individuals to ensure the safety of food and water to the public.

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

D. The distribution of food, water, and donated goods needs to be a community-wide effort to include City government.

E. Distribution of food, water, and donated goods will tax government, humanitarian, and social service agencies.

F. The City has limited experience in coordinating the distribution of food, water, and donated goods in a catastrophic incident.

G. If not handled properly, food, water, and donated goods can become vehicles for illness and disease transmission, which must be avoided.

Concept of Operations

A. General

1. It is the policy of the City to educate its residents, businesses, and staff regarding their responsibility to provide for their own food and water for a minimum of 7-10 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 Office of Emergency Management (OEM) and/or Pierce County Department of Emergency Management, will coordinate County, State, and Federal services needed in providing food and water to Pacific residents on a long-term basis.

5. Seattle-King County Public Health Department and/or Tacoma-Pierce County Public Health Departments 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.

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 Public Works 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 also 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.

Responsibilities

A. City of Pacific

1. Emergency Operations Manager – Public Safety Director or Designee

   a) In coordination with OEM, 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 OEM 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 OEM, ARC, and the Seattle-King and/or Tacoma-Pierce County Public Health Departments regarding issues related to food and water, as authorized by the EOM.

3. Police Department

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

4. Public Works 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, residents, and business owners.

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

a) Provide information on food safety, as deemed appropriate.

3. King County Emergency Management and/or Pierce County Department of 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 (Seattle-King and/or Tacoma-Pierce County Public Health Department), and donated goods.

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. Seattle-King and/or Tacoma-Pierce County Public eHealth Department

a) Analyze water samples from sources suspected of contamination and make appropriate recommendations.

b) Develop procedures to notify the residents of King and/or Pierce 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 OEM, upon request.

e) Assess equipment and training needs.

f) Coordinate activities with the ARC, the King County EOC, and Pierce County Department of Emergency Management.

6. Utility Providers

a) 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 7-10 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.

3. All other State Agencies

a) Assess equipment and supply needs.

b) Recruit and supervise volunteers to staff local logistics center, as requested and feasible.

c) Respond as identified in the Washington State Comprehensive Emergency Management Plan.

D. Federal: U. S. Department of Agriculture

1. Assist in the inspection of donated foods and other goods.

References

1. City of Pacific Police Department Policy Manual

2. American Red Cross Disaster Plan
3. King County Comprehensive Emergency Management Plan
4. King County Emergency Operations Center Manual
5. Pierce County Comprehensive Emergency Management Plan
6. Pierce County Emergency Operations Center Plan
7. RCW 38.52.070, Local Organization and Joint Local Organizations Authorized – Establishment, Operation-Emergency Powers, Procedures
8. Washington State Comprehensive Emergency Management Plan
9. National Response Framework

Attachments

None

ESF 12: Energy

Lead: Public Works Department

Support:

City: Police Department
Public Works Department

Local: King County Emergency Management
Pierce County Department of Emergency Management
Puget Sound Energy

State: Emergency Management Division
Department of Commerce
Washington Utilities and Transportation Commission (WUTC)

Federal: Emergency Management Agency

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 Pacific (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

1. This Emergency Support Function (ESF) addresses:

a) Assessing energy systems and infrastructure damage, supply, demand, and requirements to restore such systems.

b) Assisting City departments and agencies in obtaining fuel for transportation, communication, emergency operations, and other critical facilities.

c) Helping energy suppliers in obtaining equipment, specialized labor, and transportation to repair or restore service to pre-disaster levels.

Policies

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

Planning Assumptions

A. Puget Sound Energy (PSE) provides electric power to the Pacific community.

B. The Public Information Officer (PIO) will coordinate information regarding electricity with Pacific 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.

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 and/or Pierce County Offie of Emergency Management (OEM).

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)

Responsibilities

B. City of Pacific

1. Emergency Operations Manager – Public Safety Director or Designee

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

2. Public Information Officer

   a) 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 EOM or OEM.

4. Public Works 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 OEM and energy providers, coordinate emergency public information regarding loss or disruption of energy.

b) During the Incident

(1) In conjunction with OEM, assist in determining priorities among users if an adequate energy supply is not available to meet all essential needs.

(2) Coordinate all instructions and media relations.

(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 EOM or OEM.

d) 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.

e) In coordination with the EOC, determine priorities among users if adequate supply is not available to meet all essential needs.

f) Provide information necessary for compiling damage and operational capability.

C. Local

1. King and/or Pierce County Emergency Management

a) Request representation of providers in the County EOC, if appropriate.

b) Coordinate regional emergency response and recovery operations within King and/or Pierce Counties.

D. 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.

E. Federal

1. Federal Emergency Management Agency Coordinate activities of Federal agencies having supplemental energy and utility resource capabilities during a Presidential-declared disaster.

References

1. City of Pacific Police Department Policy Manual
2. King County Comprehensive Emergency Management Plan
3. King County Emergency Operations Center Manual
4. Pierce County Comprehensive Emergency Management Plan
5. Pierce County Emergency Operations Center Plan
6. RCW 43.21 G, Energy Supply-Emergencies and Alerts
7. Washington State Comprehensive Emergency Management Plan

8. National Response Framework

Attachments

None

ESF 13: Public Safety and Security

Lead: Pacific Police Department

Support:

City: Public Works Department
Emergency Operations Manager - Public Safety Director or Designee
Mayor
City Administrator

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

State: Emergency Management Division
Washington State Patrol

Introduction

E. Purpose

1. To provide for the effective coordination of law enforcement operations within the City of Pacific (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 Pacific (City) from any area stricken or threatened by a natural, technological, or man-made emergency or disaster.

F. Scope

1. 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.

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 Public Works Department, the Police Department, Pierce Transit, and King County Metro Transit. Coordination with King County Metro Transit and Pierce Transit will be through King County Emergency Management (OEM), Pierce County Department of Emergency Management, or directly through the Emergency Operations Center (EOC). Normally, Metro Transit will coordinate for all people movement and the Public Works 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."

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 and/or Pierce County Office of Emergency Management (OEM).

C. King and/or Pierce 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.

Concept of Operations

A. The Public Safety Director 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 Public Safety Director 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 OEM 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 Operations Manager – Public Safety Director or Designee (EOM).

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 OEM.

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.

Responsibilities

A. City of Pacific

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 Operations Manager (EOM).

(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 and/or Pierce County Medical Examiner in the investigation, identification, recovery, and management of deceased persons.

(7) Provide support to the EOM in the dissemination of emergency warning information to the public.

(8) Request through OEM, 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, Pierce 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, Pierce Transit, and Auburn School District, etc., through the EOC.

(11) In coordination with the Public Works 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 EOM or OEM.

2. Public Works 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 Operations Manager – Public Safety Director or Designee

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, Pierce 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

a) 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 and/or Pierce County Emergency Management

a) Activate EOC, if appropriate.

b) Provide means for coordinating capabilities, resources, and assets necessary to alleviate disaster impacts on residents and business owners 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

a) Support recovery operations as defined in existing mutual aid agreements or as requested by OEM by:

(1) Maintaining post-emergency or disaster security patrols.

(2) Controlling re-entry.

(3) Assisting in damage assessment activities, if appropriate.

(4) 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

a) 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 OEM.

7. Pierce County Transit

a) Assist with evacuation, if requested and as resources allow.

C. State

1. Emergency Management Division

a) 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 OEM, KCSO, and city police departments in law enforcement operations.
   b) Provide warning and communication support.

D. Federal
   1. See Emergency Support Function 20, Defense Support to Civilian Authorities.

References

1. City of Pacific Police Department Policy Manual
2. King County Comprehensive Emergency Management Plan
3. King County Emergency Operations Center Manual
4. Pierce County Comprehensive Emergency Management Plan
5. Pierce County Emergency Operations Center Plan
6. King County Sheriff's Office Standard Operating Procedures
7. RCW 38.52.110, Use of Existing Services and Facilities, Impressment of Citizenry.
8. Washington State Comprehensive Emergency Management Plan
9. Washington State Department of Transportation Disaster Plan
10. RCW 10.93, Washington Mutual Aid Peace Officers Powers Act
11. National Response Framework

Attachments

None

ESF 14: Long Term Community Recovery and Mitigation

Lead: Emergency Operations Manager – Public Safety Director or Designee
Community Development Department

Support:

City: All Departments

Local:
American Red Cross
Pacific School District
King County Assessor
King County Emergency Management
King County Health Department
King County Utilities
King County Sheriff's Office
Pierce County Assessor
Pierce County Department of Emergency Management
Pierce County Health Department
Pierce County Utilities
Pierce County Sheriff's Office
Medical Facilities

State: Emergency Management Division

Federal: Emergency Management Agency

Introduction

B. 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 Pacific (City).

C. Scope

1. 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 Pacific (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 3, Resource Support.

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 Operations Manager (EOM), 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. Public Works and the Building Inspector are responsible for damage assessment in the City.

D. King County Office of Emergency Management (OEM) and/or Pierce County Department of Emergency Management 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 and/or Pierce Counties 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 and/or Pierce Counties 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.

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 Operations Manager (EOM) who will forward them to the King County Office of Emergency Management (OEM) and/or Pierce County Department of Emergency Management, 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 OEM who will forward the information to the Washington State Emergency Management Division (WEMD) for determination of whether King and/or Pierce Counties qualify for State and/or Federal assistance for individuals, families, and businesses.

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, and other volunteer organizations. The priority of tasks will be determined by the EOM.

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 OEM, or provided by the community.

F. 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.

G. 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.

H. 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, Public Works, etc.). The City Engineer, or Designee, will designate an EOC representative to coordinate this information.

I. 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 EOM, 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 OEM.

e) Completed preliminary damage assessment forms will be returned to the EOC and forwarded to OEM. OEM will compile the information and forward it to Washington State Emergency Management Division (WEMD) for a determination of whether King and/or Pierce Counties qualify 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 EOM, may disseminate damage information to appropriate government officials, the media, and the public. 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.

h) A listing of selected disaster assistance programs is included as Attachment A, Individual Assistance Programs.

Responsibilities

A. City of Pacific

1. Emergency Operations Manager – Public Safety Director 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 OEM, 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, firehouses, 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 EOM or department head.

(2) Provide a liaison to coordinate with State and Federal assessors for 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 OEM, register emergency workers for recovery and restoration activities.

b) In conjunction with OEM, 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 EOM.

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, OEM, 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 OEM and if directed by the EOM, 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 EOM 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 EOM and the Operations Section.

7. Police Department

a) 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. Public Works Department

a) Develop and implement procedures for conducting urgent and detailed damage assessment and post-disaster safety inspections of:

(1) City-owned:

(a) 7Transportation systems, including streets and bridges

(b) 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 EOM 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 and/or Pierce County Public Works 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 OEM or the EOC.

   b) Coordinate mass care and individual assistance with the EOM, 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 and/or Pierce County Assessor

   a) Process resident and business owner requests for property re-assessment, or reduction of assessments due, as a result of losses or damages caused by a disaster.

3. King and/or Pierce 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. Seattle-King and/or Tacoma-Pierce County Public Health Departments

   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 and/or Pierce County Public Works

   a) Implement policies and procedures, in coordination with the Seattle-King and/or Tacoma-Pierce County Public Health Departments, for the collection and disposal of disaster debris from public and private property, including the pick-up and disposal of hazardous material.

6. King and/or Pierce County Sheriff's Office

   a) Provide inmate crews to assist City departments with recovery and restoration activities.

7. Auburn School District

   a) Provide damage assessment of school-owned facilities to the EOC.

8. Medical Facilities

   a) Provide damage assessment of medical facilities and capabilities.

C. State and Federal

1. Emergency Management Division and Federal Emergency Management Agency

   a) Dispatch assessment teams to document or verify public and private damage.

   b) If "Individual Assistance" is authorized, establish a local Disaster Recovery Center to assist qualified residents and business owners with filing claims for financial or housing assistance.

   c) If "Public Assistance" is authorized, dispatch assessors to develop, in coordination with local representatives, Disaster Survey Reports for public damage and response costs.

d) Provide technical assistance and advice on recovery and mitigation activities to residents, business owners and public agencies, as appropriate.

e) 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.

References

1. City of Pacific Police Department Policy Manual
2. King County Comprehensive Emergency Management Plan
3. King County Disaster Recovery Plan
4. King County Emergency Operations Center Manual
5. Pierce County Comprehensive Emergency Management Plan
6. Pierce County Emergency Operations Center Plan
7. American Red Cross Disaster Services Regulations and Procedures: Survey/Damage Assessment
8. Washington State Comprehensive Emergency Management Plan
9. Washington State Emergency Management Disaster Assistance Guide for Local Governments
10. National Response Framework

Attachments

1. Individual Assistance Programs

Attachment 1: 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 (FNS) (Through the United States Department of Agriculture (USDA))

Administered: State Department of Social and Health Services

Provide 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. Provide 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

Provide assistance to annuitants with address changes and expedited check delivery. Provide 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)

Provide 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 Funding 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.

City of Pacific, Washington
Emergency Management Plan
Emergency Support Function (ESF) 15
External Affairs

Primary Agency: King County Executive's Office and the King County Office of Emergency Management
Support Agencies: King County Office of Emergency Management
King County Executive Branch Agency Public Information Officers
Public Information Officers from the private sector
Public Information Officers from non-profit organizations

I. Introduction

A. Purpose

The purpose of ESF 15 External Affairs is to describe the roles and responsibilities of the City of Pacific government and our regional partners to inform the general public about the dangers associated with emergencies and how to mitigate the impact of those emergencies. The overall goal of public information is to protect lives and property in King County. External Affairs is also called Public Information.
This ESF includes a description of the organizational structure of the Joint Information Center (JIC) within the Regional Communications and Emergency Coordination Center (RCECC), the relationship with the other emergency support functions in the RCECC and relationship in the county to other organizations. Capabilities and processes described here are complimentary to state emergency plans, the Regional Coordination Framework (RCF) and the Regional Hazard Mitigation Plan (KCRHMP).

B. Scope

The King County Office of Emergency Management (OEM) is responsible for supporting the City of Pacific. This ESF describes the Joint Information Center (JIC), personnel/assignments, and regional support through use of the Regional Coordination Framework (RCF) for situation assessment and keeping the public informed. Concepts are consistent with the National Incident Management System (NIMS) and the National Recovery Framework (NRF). The police specialist is the main Public Information Officer for the City of Pacific and the Chief of Operations is the secondary Public Information Officer

II. Policies

The Emergency Alert System (EAS) has the broadest means to give an initial warning to the public. It will be used where time-sensitive, life-threatening situations may impact the public, and immediate action is needed for their safety.
The Joint Information System and the Joint Information Center are voluntary and cooperative constructs that will be used to coordinate public messaging for emergencies in the county.

III. Concept of Operations

A. General

For day-to-day public information needs, each agency of county government will assess its needs and use in-house personnel to the extent they are available. Regional partners will manage their own day-to-day public information needs in a similar manner.
Emergency public information may be needed for the general public or for the staff of King County and local government(s). Continuity of essential government services includes communicating important

information to the county workforce. The information or instructions needed by critical county personnel may be different from that needed by the general public, or by other county employees.
Public Information includes rumor control, informing vulnerable populations, public instructions to avoid hazards, shelter advisories, and coordination with local media outlets.
Public education is an important part of public health, transportation, flood control/safety, law enforcement, fire service, and many other branches of local government. Public education efforts are part of preparedness and recovery but are not normally part of an emergency response effort.

SA 1: Direction and Control

Purpose

B. To provide for the effective direction, control, and coordination of emergency management activities undertaken in accordance with the City of Pacific Comprehensive Emergency Management Plan (CEMP).

C. To ensure continued operation and continuity of City government and its functions during and after and emergency or disaster.

D. To ensure preservation of public and private records essential to the continued operations of government and the private sector.

Policies

A. The City Council has adopted Chapter 2.76 of the Pacific City Code to implement 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 both King and/or Pierce counties.

C. Each City Department shall be responsible for creating Continuity of Operations (COOP) Plans specific to their mission areas, which are also compatible with the CEMP.

D. The Director of Emergency Management has authority for the direction and control of emergency operations.

Planning Assumptions

A. Following a hazardous event, the City will continue to be exposed to the hazards noted in the King County Regional Hazard Mitigation Plan and may sustain sufficient damage, including loss of life and destruction of infrastructure, that traditional emergency services may be overwhelmed.

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 EOC will only be activated to the level needed to efficiently coordinate the response to the emergency or disaster at hand and the EOC Manager will make staffing recommendations. Several levels of activation are included in the EOC Position Guidebook(s).

D. The EOC may be activated at the request of any impacted Department, at the request of an outside agency, upon the recommendation of the Emergency Operations Manager, or at the discretion of the Director of Emergency Management.

E. The effects of an emergency or disaster on personnel and infrastructure, as well as family responsibilities, may cause delays in activating the EOC.

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 Activation Levels, 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. RCW 38.52, Emergency Management, establishes emergency management in the City. Other city, county, and state laws, and ordinance provide guidance for how the City conducts business during an emergency or disaster. (See Appendix 3, References).

2. In accordance with PMC 2.76, direction and control of disasters and emergencies in the City is delegated to the Director of Emergency Management, in his/her capacity as Incident Commander.

3. Appropriate individuals may operate during emergencies and disasters from the primary EOC, an alternate EOC, or Department of Operation Centers (DOCs),

4. Direction and control can be conducted using the existing communications systems that are available to City employees.

C. Coordination

1. 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 local, county, state, tribal, and federal agencies, as well as special purpose districts, voluntary organizations, and the private sector.

D. Continuity of Government

1. City Council and Mayor

a) RCW 42.14, the Continuity of Government Act, establishes provisions for the continuation of government in the event its leadership is incapacitated.

b) RCW 42.12, Vacancies, provides for filling vacant elective offices by the City Council. The line of succession for elected City officials shall be the Mayor, followed by the City Administrator, with further designations specified PMC 2.76.065.

c) PMC 2.76 designates the Director of Emergency Management and further designates the Director of Emergency Management as the Incident Commander for Citywide emergencies.

d) Should it become necessary for the Director of Emergency Management to assume City-wide administrative duties due to line of succession requirements, he or she will appoint an interim Director of Emergency Management to ensure continuity of Emergency Management functions.

2. Essential Records Preservation

a) 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

1. The City will coordinate emergency and disaster activities from a central location, referred to as the EOC, which has facilities and amenities to facilitate such activities. The EOC is located at 133 3rd Avenue SE.

2. 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:

a) Collect, record, analyze, display, and distribute information.

b) Create and maintain situational awareness and a common operating picture, to be disseminated to all City departments.

c) Coordinate public information and warning.

d) Coordinate City government emergency activities

3. The EOC may be activated to whatever level is deemed appropriate for the specific circumstances. Recommendation for initial activation of the EOC is the responsibility of the Director of Emergency Management or the Emergency Operations Manager, who will then also make staffing and activation level recommendations. Citywide and interagency coordination of information, resources, and plans will take place in the EOC. In general, the EOC will be activated and physically staffed during any situation in which one or more City departments require coordination with outside agencies or in which one or more departments face critical resource shortages. Level One EOC activation may take place from a location other than the designated primary or alternate EOC locations if the necessary functions can be adequately performed. Such locations might include any Department Operations Center or the Emergency Management Office.

Responsibilities

A. General

1. General responsibilities for City departments are identified in the Basic Plan, under Responsibilities. Attachment C, the Functional Responsibility Matrix, identifies lead and support departments, agencies, and other responders as they related to the emergency support functions identified by this CEMP.

2. The Policy Group in the EOC makes Administrative and response policy decisions affecting the City, lead by the Mayor, with the support of the City Council. The EOC will be informed of all policy decisions that impact response and recovery efforts. The role of the Policy Group is to deal with the policy issues brought about by the circumstances of the emergency or disaster, not to determine on-going or long-term City policies.

3. Department Directors may be required to be part of the Policy Group, hold a position in the EOC, and/or oversee their own departments from their respective DOCs.

4. Overall direction and control of department resources and operations rests with each individual department, recognizing that all large incidents will have a single or unified Incident Command System in place. Overall coordination of information, resources, and preparation of the City-wide Incident Action Plan rests with the Incident Commander.

5. Each department shall have a pre-designated location from which to establish direction and control of its respective activities in an emergency or disaster. These locations will be referred to as Department Operations Centers (DOCs). Department Directors are responsible for ensuring their departments maintain sufficient documentation, communicate and coordinate with the EOC, and follow established procedures for resource needs. Each department engaged in field operations will assign representative(s) to the Operations Section in the EOC to ensure a direct link between the DOC and the EOC.

6. Because of the complexity of emergencies and disasters, departments and individuals may find themselves responsible for functions or operations that do not normally fall within their scope of responsibility. They will further find that they must work closely with other employees, departments, and outside agencies in order to ensure the success of the operation.

7. Personnel in the EOC handle coordination issues or operational decisions that significantly affect more than one department. The Incident Commander, Director of Emergency Management, or EOC Manager will keep the Mayor and/or Policy Group apprised of major events, decisions, or activities associated with the emergency or disaster. The Mayor and/or Policy Group will inform the EOC of all policy decisions concerning the event.

B. City of Pacific

1. The Emergency Management Program for the City of Pacific is organized pursuant to PMC 2.76. The Mayor designates the appointed Director of Emergency Management and in-turn appoints an Emergency Operations Manager. The Emergency Operations Manager is responsible for day-to-day emergency management activities in the City, including training, exercises, planning, and compliance activities. The organization includes an Emergency Management Board, which is chaired by the Mayor and vice-chaired by the Director of Emergency

Management during non-emergency times. All Department Heads are members of the Emergency Management Board. The Board's responsibility is to provide policy recommendations to the City Council during emergency and recovery periods and to provide policy direction for development and maintenance of the emergency operations plan. During an emergency, the Board is chaired by the Director of Emergency Management and is charged with providing overall policy direction for the incident.

2. The organization also includes an Emergency Management Committee, which is chaired by the Emergency Operations Manager. The committee includes representatives from all City departments as well as those outside organizations with a defined role in emergencies and disasters. The Committee is charged with ensuring the City has a complete and current emergency operations plan and with ensuring appropriate staff are trained and made available to work in the EOC upon activation.

3. During an emergency or disaster, those assigned to either the Board or the Committee may be placed into differing roles in the EOC, depending on the requirements of the incident.

4. 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 event 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 Mayor and be based upon the circumstances of the emergency or disaster or upon the recommendation of staff. RCW 42.30.070, the Open Public Meetings Act – Times and Places for Meetings – Emergencies – Exceptions, allows for City Council to take expedited actions in times of emergency, at a place and time other than their regular meeting, without giving public notice. The Mayor may request a meeting of the Council in times of emergency pursuant to these RCWs.

C. City Council

1. Establish emergency management policy and budget, prior to, during, and after an incident sufficient to fulfill the requirements of the City's preparedness, mitigation, response, and recovery activities.

2. For the duration of an event, maintain liaison with the EOC Policy Group via the Mayor and establish a presence in the EOC Policy Group if requested by the Mayor.

3. Communicate to the EOC via the Mayor, the status of various neighborhoods and any public concerns that exist in the City.

4. Communicate to the public only that information which is approved by the Mayor or Incident Commander for dissemination.

5. Attend emergency City Council meetings called by the Mayor pursuant to RCW 42.14 and RCW 42.30.070 to conduct urgent business of the City.

6. Provide for the continuity of the legislative branch and temporarily fill any vacancy of an elected position by appointment.

7. Upon request of the Mayor, host and accompany VIPs and governmental officials on tours of the emergency/disaster area.

D. Mayor

1. Sign proclamations of emergency as warranted by the incident
2. Preserve the continuity of the executive branch of government.
3. Provide for the implementation of planning, including drills and exercises, for the preparedness of persons and property within the City in the event of an emergency or disaster.
4. Provide visible leadership in the community, through direct visits, press conferences, and other means, providing interviews to the media as arranged by the Public Information Officer.
5. Host and accompany VIPs and governmental officials on tours of the emergency/disaster area.
6. Provide for the coordination of local, State, Federal, private, and volunteer organizations and resources before, during, and after an incident.
7. Provide for the appointment of a Liaison Officer to serve in the Incident Command structure to act as the point of contact for outside organizations and agencies.
8. Approve activation of the EOC as recommended by the Director of Emergency Management or other staff.
9. Call emergency meetings of the City Council to pass ordinances and conduct other urgent business pursuant to RCW 42.14 and RCW 42.30.070.

E. Director of Emergency Management (through the Emergency Operations Manager or Division as appropriate)

1. Ensure emergency preparedness, mitigation, response, and recovery activities are carried out within the City. Develop plans necessary for utilization of local resources in disasters.
2. Ensure training programs and emergency operations drills are carried out within the City.
3. Coordinate local, State, Federal, private, and volunteer organizations and resources before, during, and after an incident, in consultation with the Mayor as appropriate.
4. Appoint a Liaison Officer during an incident to serve as the point of contact for agency representatives from assisting organizations and agencies outside of City government, in consultation with the Mayor as appropriate.
5. Appoint a Public Information Officer for each operational period, as appropriate.
6. Establish and maintain communications with the Mayor (Policy Group), the Public Information Officer, and EOC Section Chiefs.

7. Activate the EOC when necessary to coordinate disaster response activities of all City departments during disasters or other emergencies. Advise King and/or Pierce County Emergency Management when the local EOC has been activated.

8. Provide initial warning of impending disaster to public officials and local emergency response departments, provide instruction to the general public before, during, and after emergencies, and minimize rumors. A communication link to the local Emergency Alert System via King and/or Pierce County Emergency Management may be vital to the transmission of information critical to the life safety of responders and the public.

9. Manage EOC operations during activations.

10. During City-wide Incident Management Team activation, approve all decisions and actions by City personnel through the use of an Incident Action Plan.

11. Request disaster mission number from Washington State WEMD if volunteers will be assisting in the event, to provide medical and equipment loss coverage to the volunteers pursuant to RCW 38.52.

12. Establish command structure and implement the appropriate EOC level and personnel assignments to manage the event.

13. Establish immediate priorities.

14. Develop and implement strategic goals and tactical objectives based upon the situation and priorities established.

15. Ensure planning meetings and briefings are scheduled and conducted with elected officials and EOC personnel and approve all press releases.

16. Approve and authorize the implementation of the Incident Action Plan (IAP).

17. Provide interviews to the media, as arranged by the Public Information Officer.

18. Implement the Citywide recovery plan.

19. Ensure all EOC personnel maintain an individual Activity Log Sheet.

20. Approve plan for demobilization of resources.

21. Prepare the after action report.

22. Appoint a Logistics Chief to accept requests for additional resources from City personnel, residents, and departments and to coordinate supplemental resources supplied by local private organizations or from the state and federal level.

23. Assist the Mayor, as needed, in drafting and submitting local proclamations of emergency.

24. Ensure mechanisms are in place to register spontaneous volunteers at the time of an event.

25. Coordinate and manage the message control function in the EOC, including staffing, logging, and message delivery.

26. Act as the City's agent for coordinating and requesting FEMA assistance post-disaster.

F. Public Information Officer

1. Obtain prior approval and authorization from the Incident Commander, Director of Emergency Management, or EOC Coordinator for all press releases and briefings.

2. Prepare and coordinate all press releases and briefings.

3. Provide press releases to the EOC and other City Departments prior to public release if possible.

4. Coordinate with affected jurisdictions to ensure the public receives accurate and consistent information.

5. Assist in the preparation of briefings to the Mayor, public and elected officials, and EOC staff.

6. Response to media and public information calls, as appropriate.

7. Establish rumor control hotline, as needed.

G. Department Directors

1. Oversee and provide policy recommendations before, during, and after an emergency or disaster as part of the Emergency Management Board, pursuant to PMC 2.76.

2. Provide staff to support the efforts of the EOC.

3. Identify and train specific staff members to function as Public Information Officers prior to an event, upon the request of the City Public Affairs and Marketing Manager.

4. Work with the Finance Section to document all expenses.

5. Assist the City Clerk and Innovation & Technology in identifying and preserving essential department records.

6. Assign staff members to the Emergency Management Committee (EOM) to carry out development, maintenance, and implementation of the CEMP.

7. Develop and maintain policies and SOPs for the department's disaster responsibilities.

8. Document emergency related activities and costs.

9. Provide direction and leadership to department staff while fulfilling emergency management responsibilities.

H. City Employees

1. Develop individual and family plans for use during an event.
2. Be prepared to respond, as needed, in the role of an emergency worker, assuming that if the disaster is severe enough and communications are down, they will have an assignment and should attempt to find a way to reach the City.
3. In the event the City is not reachable, report to the nearest other government agency to offer assistance, if appropriate.
4. Respond to a designated area with proper clothing and equipment, as directed.
5. Be prepared to assist in whatever capacity assigned, regardless of regular assignment.

I. City Attorney

1. Provide legal advice to elected officials, the Mayor, the Director of Emergency Management, and City Departments as it pertains to emergency response or disaster recovery.
2. Review contracts for emergency work and procurement.
3. Provide legal review of emergency plans and supporting documents to ensure compliance with local, State, and Federal laws.
4. Prepare a Proclamation of Emergency, if appropriate.
5. Obtain appropriate signatures for ratification of any Proclamation of Emergency.

J. Human Resources

1. Provide a representative to assist in the Planning, Logistics and/or Finance and Administration Sections in the EOC.
2. Develop plans for employee's family notification and support during disaster activities.
3. Develop, in coordination with the Emergency Management Division, procedures to coordinate the registration of volunteers as temporary emergency workers on behalf of the City
4. Manage the compensation for injury and claims process arising from the disaster, in accordance with ACC 2.75.
5. Provide for continuity for Court operations, as feasible.
6. Continue to operate the Municipal Court as efficiently as possible in order to maintain due process of law in civil and criminal justice matters.
7. Develop plans and procedures to relocate courtrooms to continue necessary judicial process during emergencies or disasters.
8. Work with Building Division to assess and prioritize City-owned building damage/repairs.

9. Utilize Facilities Division to provide minor rapid repairs to critical facilities that will enable them to quickly be placed into service.
10. Identify staff and field support personnel to support emergency operations, including staffing of the Emergency Operations Center.
11. Coordinate with other departments for the provision of emergency staff and field support through the response and recovery phases.
12. Coordinate the hiring of emergency personnel.
13. Document emergency related activities and costs.
14. Support response and recovery activities as requested.

K. Finance Department

1. Provide a representative to serve in the Finance and Admin Section of the EOC.
2. Advise City officials and the Director of Emergency Management on financial matters.
3. Supervise and maintain the financial systems and records of the City.
4. Arrange for emergency cash management and banking services.
5. Establish all necessary special or project accounts for the receipt of donations and cost reimbursements filed under local, state, and federal laws.
6. Assist in identifying sources of disaster funds if department budgets are exceeded.
7. Ensure disaster related expenditures are made in accordance with applicable laws, regulations, and accounting procedures, while making provisions for modified procedures during the time of a declared emergency.
8. Coordinate and implement the City Debris Management Plan.
9. Monitor and process time sheets, rosters, and overtime requests.
10. Develop alternate methods of payroll and vendor payments in case of general system failure during an emergency or disaster.
11. Ensure documentation processes exist for emergency related costs.
12. Maintain a list of all local vendors used by the City and provide to the Emergency Management Division on a quarterly basis.
13. Assist in the procurement of equipment, materials, supplies, contract services, and equipment maintenance in conjunction with the Logistics Section in the EOC.
14. Negotiate leases for grounds, offices, or space required by the City.

L. City Clerk

1. Provide a representative to the Planning Section in the EOC, as requested.

2. Provide information and direction to departments on requirements for the identification and preservation of essential records.
3. Maintain official records of elected officials.
4. File, maintain, and store all incident documents for the official history of the emergency or disaster.

M. Innovation & Technology

1. Provide a representative to support the needs of the EOC as requested.
2. Provide City departments with guidance and direction for the protection of computer hardware, software, data, and telephone systems.
3. Provide telecommunications (telephones, faxes, cellular phones, radios) and computer support to all City Departments, with emphasis on the EOC and DOCs.
4. Assist in identifying and acquiring alternate communications systems during an event.
5. Provide liaison for coordination with telephone service providers for the re-establishment of telephone service to the City government.

N. Police Department

1. Provide a representative to serve as the Incident Commander, Operations Section Chief, or Police Operations Representative, as appropriate.
2. Maintain law and order and provide physical security in and around the affected area with the City.
3. Provide command and control for field operations through established command posts, as appropriate.
4. Participate in initial citywide damage assessment (windshield surveys), as appropriate.
5. Provide emergency traffic and crowd control.
6. Provide direction and traffic control for evacuation efforts, as appropriate.
7. Provide support to the King and/or Pierce County Medical Examiner's Offices as appropriate.
8. Assist King and/or Pierce County Medical Examiner's Offices with temporary morgue management and security, if requested and as resources allow.
9. Provide support in the dissemination of emergency warning information to the public, as requested.
10. Develop emergency and evacuation plans for facilities under department management.

O. Community Development and Public Works Department

1. Provide representatives to serve in the Operations, Planning, Logistics, and/or other sections in the EOC.
2. Coordinate and compile initial damage assessment and safety evaluation of essential City owned facilities and non-City owned critical facilities.
3. Develop policies and procedures to acquire supplies and services during an emergency or disaster when the EOC Logistics Section is not activated.
4. Establish a centralized location where the impacted community can receive information, direction, and assistance directly related to rebuilding and recovery efforts.
5. Assist in windshield surveys, provide emergency protective measures, emergency and temporary repairs and/or construction for water, wastewater, surface water, and streets.
6. Develop policies, procedures, and permitting process for the rapid rebuilding of the community and resumption of business following the incident, including the waiver of certain review and permit requirements where emergency work is necessary to protect lives or property during an emergency or disaster.
7. Provide support to the VRFA in the safety evaluation of structures during rescue operations.
8. Provide support to the VRFA in hazardous materials incident response as requested.
9. Enforce City ordinances and State laws regulating construction during new or reconstruction efforts prior to and after and emergency or disaster.
10. Provide support to other City Departments regarding critical areas during recovery efforts.
11. Maintain a list of all businesses in the City and provide to the Emergency Management Division as requested.
12. Provide expertise and recommendation for reconstruction, demolition, and mitigation during recovery period.
13. Provide support to citywide evacuation planning.
14. Install, maintain, and operating all parking and traffic control devices and assist with access and traffic control measures.
15. Provide assessment of transportation routes, identify alternate routes, and provide temporary thoroughfares and bridges for emergency vehicles.
16. Develop plans and recommendations for effective motor vehicle and pedestrian traffic flow and safety during and after a disaster.
17. Provide emergency debris removal from City properties and public areas.
18. Develop policies and SOPs for providing and maintaining the sanitary sewer system, storm drainage system, lift stations, and water supply.

19. Coordinate and prioritize public utility restoration.
20. Coordinate with private utilities for the restoration of critical and essential facilities and services.
21. Assist the VRFA with rescue operations, if requested and as resources allow.
22. Coordinate fuel dispensing services for emergency equipment and vehicles and others who may be authorized by the Mayor or Director of Emergency Management.

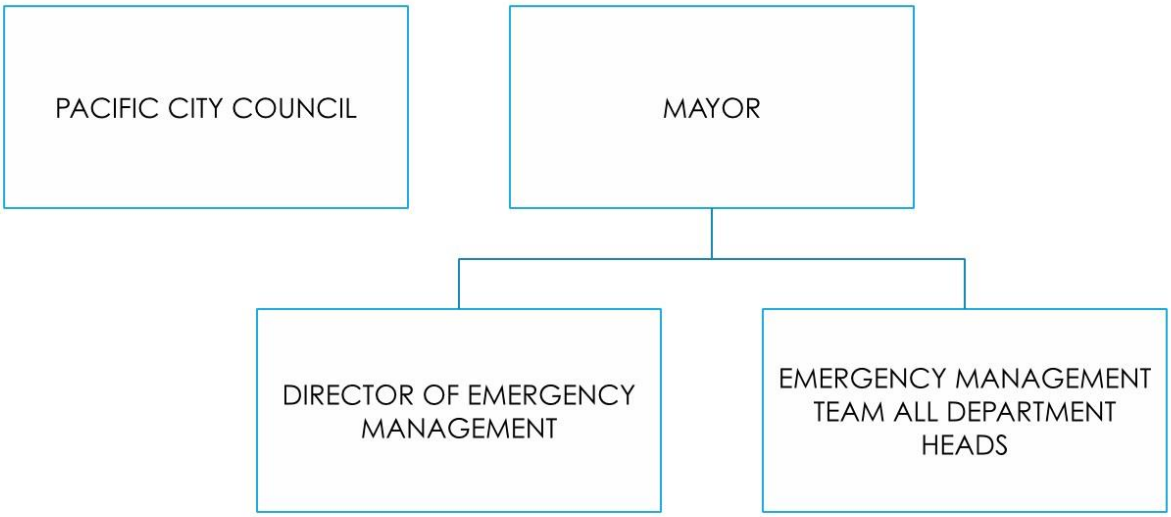
References

1. City of Pacific Police Department Policy Manual
2. King County Comprehensive Emergency Management Plan
3. King County Regional Coordination Framework
4. Pierce County Comprehensive Emergency Management Plan
5. RCW 38.52, Emergency Management
6. RCW 40.10.101, Essential Records – Designation List – Security and Protection – Reproduction
7. RCW 42.12, Vacancies
8. RCW 42.14, Continuity of Government Act
9. RCW 42.30.070, Open Public Meetings Act – Times and Places for Meetings – Emergencies – Exceptions
10. Washington State Comprehensive Emergency Management Plan
11. National Response Framework

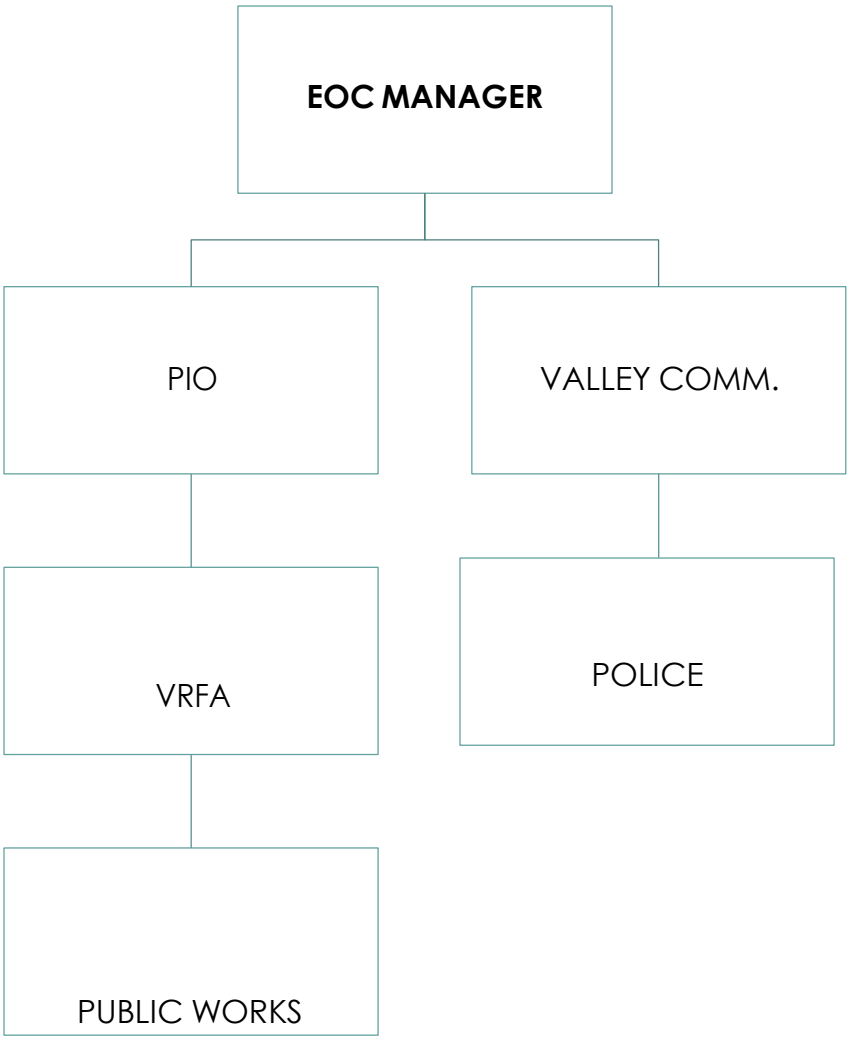
Attachments

1. Emergency Management Organization Chart
2. Direction and Control Level I
3. Direction and Control Levels II & III
4. Functional Responsibility Matrix

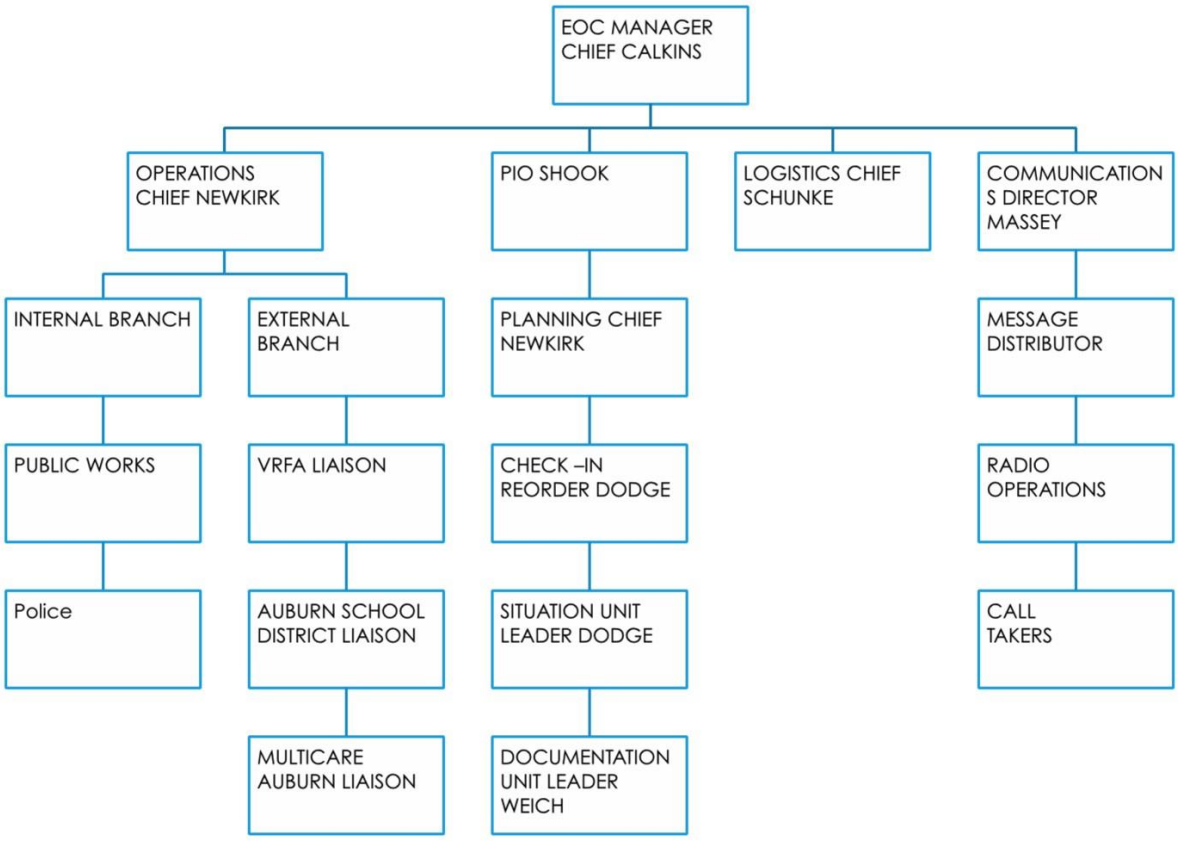
Attachment 1: Emergency Management Organization Chart



Attachment 2: Direction and Control Level 1



Attachment 3: Direction and Control Levels II & III



Attachment 4: Functional Responsibility Matrix

CEMP Responsibility Matrix																	
It is assumed that most departments will have some interaction with each ESF. This matrix is intended to provide a quick reference to primary and secondary responsibilities for each function.																	
Department	Basic	ESF 1	ESF 2	ESF 3	ESF 4	ESF 5	ESF 6	ESF 7	ESF 8	ESF 9	ESF 10	ESF 11	ESF 12	ESF 13	ESF 14	ESF 15	ESF 20
Administration	X		X				X	X	X		X	X			X	X	
City Attorney	X							X							X		
Finance	X			X				X							X		
HR	X							X							X		
IT	X	X	X			X		X							X		
CDPW	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
Police	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

SA 2: Financial Management

Purpose

B. To provide guidelines for fiscal and administrative functions in support of the City of Pacific's (City) emergency services during an emergency or disaster.

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.

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.

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 T38.52.020T 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 Pacific 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 – Nondebatable 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 T35.33.111T.

B. Record Keeping

1. 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.

a) 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

1. 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.

2. Other agencies besides the Federal Emergency Management Agency (FEMA) Public Assistance include:

a) Washington State Department of Energy – FCAAP Grants

b) U. S. Department of Transportation – Trans Aid

c) U. S. Fish and Wildlife

d) FEMA Mitigation Program

e) U. S. Army Corps of Engineers

3. Before a Presidential Disaster Declaration

a) 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.”

4. After a Presidential Disaster Declaration

   a) 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

1. 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 – Nondebatable 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 OEM 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

1. 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.

Responsibilities

A. City Administration

1. Public Safety Director or Designee - Emergency Operations Manager 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 Operations Manager

a) The Emergency Operations Manager, or Designee, may accept the necessary emergency funds, equipment, etc., offered to the City by county, State, or Federal governments.

b) The Emergency Operations Manager, 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

1. 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.

References

1. City of Pacific Police Department Policy Manual
2. King County Comprehensive Emergency Management Plan
3. King County Emergency Operations Center Manual
4. Pierce County Comprehensive Emergency Management Plan
5. Pierce County Emergency Operations Center Plan
6. RCW 38.52, Emergency Management
7. RCW 35.33.081, Emergency Expenditures- Nondebatable Emergencies
8. RCW 35.33.091, Emergency Expenditures – Other Emergencies - Hearing
9. RCW 35.33.101, Emergency Warrants
10. RCW 35.33.111, Forms – Accounting-Supervision by State
11. WAC 118-04, Emergency Worker Program
12. Washington State Comprehensive Emergency Management Plan
13. 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
14. National Response Framework

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 - Washington Industrial Safety and Health Act (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

SA 4: Inclusive Communications Plan – Limited English Proficiency

INTRODUCTION

A. Purpose

This regional Inclusive Emergency Communications Plan (IECP) outlines the role and responsibilities of the city of Pacific to meet the inclusive emergency communication requirements of RCW 38.52.070. It is drawn from the county-wide IECP, which represents a collaborative and coordinated effort by King County Emergency Management, Public Health-Seattle & King County, Seattle Office of Emergency Management, and other regional stakeholders to ensure all residents in King County have access to life safety information in a language they understand.

This plan delineates how local support agencies, in partnership with the County's Joint Information Center (JIC), will relay critical, life-safety information regarding a given hazard or threat to communities throughout the city of Pacific.

B. Tools

This plan includes an annex of tools that your jurisdiction can utilize to prepare response documentation for an emergency event. Included below is an index of these tools:

Item 1. RCW 38.52.070
Item 2. Localized language population data
Item 3. Messaging strategies
Item 4. Pre-scripted emergency messaging
Item 5. Trusted Partner Network summary and data access
Item 6. News media contacts
Item 7. Translation tips

C. Scope

A variety of systems, community networks, and communication methodologies can be leveraged to relay critical, life-safety messages to all residents, including those with limited English proficiency (LEP). These include mass notification systems (e.g. Alert King County), translated written materials, ethnic media (TV, radio, social media), in-person and telephone-based interpretation services, and community-based social media networks (e.g. Facebook).
For larger-scale events, the City of Pacific can partner with King County to disseminate wireless text alerts and notifications (i.e. ALERT King County and Emergency Alert System), and contact Public Health's Community Communication Network (CCN) and King County Office of Emergency Management (KCEM) Trusted Partner Network (TPN).

The City of Pacific has limited ability to translate messages into languages other than English, and would plan to mitigate those limitations by leveraging our partnerships with and using the interpretation capabilities of King County and Pierce County.

Pacific Total Population: 6,910

Washington State RCW 38.52.070 (3)(a)(ii) defines "significant population segment" as "each limited English proficiency language group that constitutes five percent or one thousand residents, whichever is less, of the population of persons eligible to be served or likely to be affected within a city town, or county."

The primary data sources used to determine the number of LEP populations within the King County region, and their specific preferred languages spoken, include U.S. Census Bureau (USCB) data and the State Office of Financial Management (OFM) LEP data. According to that data, the City of Pacific has only 1 (one) LEP language group considered a significant population segment. The table linked in Item 2 (below) displays the language groups in the City of Pacific. Everything below the gray line is too small a group to be considered a significant population segment. The estimate of approximately 717 Spanish speakers represents approximately 10.4% of the overall population of the city.

D. Objectives

Collaborative relationships with trusted voices such as community leaders and ethnic media are critical to disseminating information quickly using formats and platforms that are understood and used regularly by communities. These partners can also provide important feedback regarding the effectiveness of those communication efforts.

Therefore, key objectives of this plan include:

1. Providing tools to allow for information-sharing to flow between local agencies and to local communities to ensure residents receive timely emergency information.
2. Outlining the roles and responsibilities of local agencies in leveraging individual and regional resources and capabilities to communicate life-safety information in multiple languages.
3. Providing a concept of operations for identifying and coordinating with regional resources for accurate and timely translation and interpretation services for residents whose preferred language is not English.

AUTHORITIES

This IECP satisfies Washington State RCW 38.52.070:

This plan articulates how the City of Pacific will communicate with LEP individuals during emergency response and disaster recovery operations in compliance with federal and state requirements. The requirements are found in guidance for federal financial recipients from the U.S. Department of Homeland Security[1] as well as Washington State RCW 38.52.070,[2] passed by the Washington Legislature, signed by the Governor, and effective July 23, 2017.

SITUATION

A. Emergency/Disaster Conditions and Hazards

The King County Hazard Identification and Risk Assessment (HIRA) is the foundational document for all emergency planning in the county. The HIRA identifies both natural and human-caused hazards that may impact the county. This IECP should be implemented during incidents where the dissemination of life-safety messages to all residents may require the coordination of multiple jurisdictions or agencies, or during any incident where a Presidential Emergency or Major Disaster Declaration may be requested.

This plan should be implemented during incidents where the dissemination of life-safety messages to all residents may require shared toolsets and quick communications between jurisdictions or community partners of the county—or during any incident where a Presidential Emergency or Major Disaster Declaration may be requested.

B. Planning Assumptions

This plan goes into effect during an emergency activation.

Pacific's LEP residents infrequently interact with Emergency Management and its programs. Most interactions between LEP language groups and City departments are through the court systems, police officers & support staff, Community Services employees, etc.
Therefore, messaging must target these crucial systems in order to effectively share translated information and build the partnerships necessary to do so.
Emergency management life-safety information and services during a non-emergency incident is centered primarily on preparedness information, to prevent and/or reduce risk. During an emergency incident, this information and related services are more time-sensitive and may require extra staffing resources to produce.
Establishing strong relationships with community and faith-based leaders, as well as schools and businesses, before disaster strikes is key to building a robust network of information-sharing partners that can disseminate time-sensitive, official messages in appropriate and useful formats. The trusted partners can also provide situational awareness and community resource needs to emergency response organizations. Regular engagement and inclusion in planning, training, and exercise activities strengthen these relationships.

The Mayor, Emergency Manager or Deputy Emergency Manager will decide on the appropriate mix of language services – translations and interpretations – on a case-by-case basis based on impacted LEP populations and operational needs. The city will use the services of certified translators and interpreters to the extent possible and practical during emergencies and disaster recovery operations. We will also utilize pre-scripted and pre-translated messages for a variety of hazards that threaten our region (e.g. earthquakes, flooding, landslides, fire).

Accessing "on-demand" translation and interpretation services during a catastrophic incident may be significantly delayed given impacts to transportation and communication infrastructure, the time it takes to coordinate with translation service providers, as well as delays in gathering situational awareness and appropriate actionable messages and directives.

Interviews with community leaders indicate that local language communities consider existing auto-translation programs inadequate. It is preferable for emergency messaging to be sent in English versus relying on auto-translation. When available, using certified translators is a recognized "best practice".

Investing in pre-disaster education and community outreach regarding the importance of personal emergency preparedness and community self-sufficiency can counteract possible delayed or limited communications in any language.

The TPN is comprised of cultural, service, and faith leaders among limited English language groups. TPN members are already considered trusted, go-to sources during emergencies. City and county government can rely on this group to disseminate emergency messaging within their respective communities using their own cultural connections and social media networks.

The CodeRED system maintained by KCEM contains internal and external contact lists and has the capability of launching emergency alerts through Alert King County or to internal groups such as the TPN. This plan will refer to KCEM's emergency alerts as Alert King County, although this capability is housed within CodeRED.

CONCEPT OF OPERATIONS

A. Overview

Several communication tools and channels will be used for oral and written LEP emergency communications by the city of Pacific. These include mass notification systems (e.g. Alert King County), translated written materials, ethnic media (TV, radio, social media), in-person and telephone-based interpretation services, and community-based social media networks (e.g. Facebook, Twitter, and Nextdoor).

Within King County, contracts are in place to access certified interpreters, qualified bilingual staff, and certified translators. In addition, machine translation is used to initially capture a draft of an alternate language communication; then reviewed and edited for proper context, meaning, and tone by a native speaker.

These tools are accessible to the city of Pacific by notifying KCEM's Duty Officer and/or Public Information Officer to request specific messaging support, including interpretation and translation services.

B. Duty Officer role

KCEM has a team of program managers who rotate as "24/7 on-call" duty officers. This provides regional partners and local jurisdictions a direct point of contact for communicating significant incidents and requesting emergency response support, including issuing emergency notifications to impacted residents. These duty officers are trained to use the County's mass notification system (i.e. Alert King County) to quickly launch emergency alerts by voice, email, and/or text message to mobile devices and landlines in geo-targeted areas.

The city of Pacific will communicate with the KCEM Duty Officer through an employee of the police department or public works department. This person will call the Duty Officer if

an alert from the jurisdiction is deemed a TPN-necessary alert, or in order to communicate events that were not relayed through a jurisdiction-wide alerting system.

C. Coordination with other agencies – King County Joint Information System (JIS)

The County JIS will maintain and employ a regional contact directory of jurisdictional public information officers, media contacts, and regional translation resources.

Agencies composing the regional JIS include, but are not limited to:

- King County Emergency Management
- Public Health – Seattle & King County
- King County Sheriff's Office
- King County government departments
- King County Office of Interpreter Services
- American Red Cross Language Bank
- King County cities and special purpose districts
- Puget Sound Educational Service District
- News media (including ethnic/community media)
- Snohomish County Emergency Management
- Pierce County Emergency Management
- Washington State Emergency Management Division

The responsibility of [YOUR JURISDICTION] will be to maintain and regularly update internal directories of PIOs, media contacts, and translation/other resources and ensure that this information is accessible by the JIS and communicated to KCEM.

D. Messaging strategies and methods

A variety of systems, community networks, and communication methodologies will be leveraged to relay critical, life-safety messages to all residents, including those with limited English. These include radio/TV relays; social media; translation services such as King County Office of Interpreter Services; community partners such as Public Health's Community Communications Network (CCN) and the county's Trusted Partner Network (TPN); city and special purpose district networks; ethnic media channels; and the county's public alert systems, which can be geocoded for City of Pacific residents only.
In addition, pre-scripted hazard-specific emergency messages have been developed and translated to enhance the timeliness of developing and distributing appropriate messages in multiple languages.
(See Item 4: Pre-scripted Emergency Messaging.)

RESPONSIBILITIES

A. City of Pacific

- Pre-identify community language needs and establish connections with internal and external language translation providers. Add these to the TPN (see Item 5).
    - Make these contacts available to the County JIS for sharing timely public messages.
    - Maintain jurisdiction-level contact information of recruited TPN members, update quarterly and turn in to the KCEM.

- Pre-scripted, hazard-specific messaging has been created and translated in the nine most commonly spoken languages in Seattle and King County – English, Spanish, Chinese (Cantonese and Mandarin), Vietnamese, Korean, Somali, Russian, Ukrainian, and Punjabi. The City of Pacific can access these messages on the following website: https://www.kingcounty.gov/depts/emergency-management/emergency-management-professionals/inclusive-emergency-communications.aspx.
    - Share messaging with demographically similar jurisdictions.
- Create jurisdictional sites that will store pre-scripted messaging
    - KCEM website will store the spreadsheet with the pre-scripted messages in multiple languages, with source phrases on the group SharePoint.
    - The City of Pacific will also store phrases from our own top languages on our website or other accessible place.
- Review this plan with involved personnel such as duty officers, interpreters, sheriffs, etc.

    - First Responders agencies should be aware of the TPN and its scope, limitations, and context of use. These agencies' PIOs in particular may need to coordinate on TPN messaging and police departments may be involved as well. It is important to involve these agencies in early conversations about the network and to ensure it can serve as a tool for police and fire on the ground.
    - Socialization of the TPN is a responsibility of City of Pacific within our own departments, but gaps should be addressed wherever identified by JIS members.

B. Duty Officer

The on-call KCEM Duty Officer will support emergency alert needs of county department and local jurisdictions, launching voice, email, and/or text messages through our mass notification system. This includes notifying our region's TPN – a contact directory of community leaders and members who may be able to relay critical information to their communities through established and preferred communication channels and languages.

C. Support Agencies

Public Health – Seattle & King County
Maintain a contact directory for its CCN members that serve as trusted voices within their respective communities. Make these contacts available to the KCEM Duty Officer and JIC for sharing timely public messages.

Contact: CodeRED group list (directly accessible by KCEM) or Public Health's Duty Officer Line at 206-296-4606 (not for public release).

King County Emergency Management
KCEM will take the lead in county-wide public communications coordination, reaching out to local jurisdictions and special purpose districts during an emergency to identify translation and interpretation needs. It will also activate and update its regional Emergency News Blog with public safety messages and resources.

In addition, KCEM maintains a contact directory for its TPN members that serve as trusted voices within their respective communities. Make these contacts available to the KCEM

Duty Officer and JIC for sharing timely public messages.
Contact: CodeRED group list (directly accessible by KCEM) or KCEM Duty Officer.

King County Sheriff's Office
Provide in-person information and/or leverage volunteers (i.e. King County Search & Rescue) to communicate safety information to impacted communities.
Contact: KCSAR Coordinator/Detective Ed Christian 206-296-2740

King County government departments
Provide subject matter expertise and bi-lingual staff to help the JIC craft and deliver public messages in multiple languages to impacted communities.
Contact: (See JIC contact directory for most current list)

King County Office of Interpreter Services
Obtain interpreters for more than 160 different languages to assist non-English speakers with court matters. OIS has offices in all three of Superior Court's primary facilities. Make these contacts available to the County JIC for sharing timely public messages.
Contact: KCEM liaison Paul Manolopoulos 206-263-9542 or
https://www.kingcounty.gov/courts/superior-court/interpreter-services.aspx

American Red Cross Language Bank
Provide in-person and over-the-phone interpretation as well as written translations for individuals and community-based partner agencies. Currently comprised of more than 400 volunteers who collectively speak 75 languages. Make these contacts available to the County JIC for sharing timely public messages.
Contact: Email languagebank@redcross.org or call 206-709-7339
Request form: https://volunteerconnection.redcross.org/?nd=form__2308

Puget Sound Educational Service District
Maintain contacts and coordinate communication with King and Pierce county school districts.
Contact: Andrea Dombroski 425-917-7631 and Janine Thorn 425-917-7607

Snohomish County Emergency Management
Share situational awareness, operational support, and communications coordination with King County Duty Officer, EOC, and JIC.
Contact: Duty Officer 425-388-5060 and JIC 425-388-5170

Pierce County Emergency Management
Share situational awareness, operational support, and communications coordination with King County Duty Officer, EOC, and JIC.
Contact: Duty Officer 253-798-7470 and JIC 253-798-7470

Washington State Emergency Management Division
Share situational awareness, operational support, and communications coordination with

King County Duty Officer, EOC, and JIC.
Contact: Duty Officer 800-258-5990 and JIC 253-912-4950
(See Item 3: Messaging Strategies)

LOGISTICS AND SUPPORT REQUIREMENTS

Pre-scripted and translated emergency messages are available for timely dissemination through traditional, digital, and social media channels. Additional public communications will rely on internal and external translation service availability.

CodeRED system funding and maintenance is a responsibility of KCEM. Test alerts will be conducted and contact lists updated at least quarterly to ensure system is functioning properly and recipient emails and phone numbers are accurate.

Public communicator and media contact lists will be maintained by the County JIC Manager on a quarterly basis.

(See Item 4: Pre-scripted Emergency Messaging)
(See Item 6: News Media Contacts)

PLAN MAINTENANCE

This plan will be reviewed and updated following emergency activation After Action Reviews, or when otherwise deemed necessary.

Item 1. RCW 38.52.070

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF WASHINGTON:
NEW SECTION. **Sec. 1.** The legislature finds that, as a matter of human rights, all persons are equally human and entitled to be equally informed of emergency notifications in a language they understand. All residents of Washington state are taxpayers and have paid for emergency notification in cases of emergency. It is the intent of the legislature to equally value all lives and ensure that all persons who may be in harm's way in an emergency are informed of their peril and appropriate actions they should take to protect themselves and their families.
NEW SECTION. **Sec. 2.** A new section is added to chapter 1.20 RCW to read as follows:
(1) State agencies required by law or rule to provide public notices to a community or area to advise or inform the public about an imminent or emergent public health, safety, or welfare risk shall provide notices in the language that diverse residents can understand when a significant segment of the community speaks a language other 1 than English and has limited proficiency in English. This requirement applies to notices that include, but are not limited to, proposed locations for criminal facilities or facilities that would house sex offenders. This requirement does not apply to the adoption of rules under chapter 34.05 RCW. Under a state of emergency, state agencies shall provide such notices, information, and services in the languages represented by the specific affected area's demographic data.
(2) During emergencies, political subdivisions' emergency management departments must provide accurate written and verbal notices including, but not limited to, evacuation notices and shelter information, in the languages represented by their communities who speak a language other than English.
(3) During emergencies, emergency management departments of political subdivisions must air public service announcements by radio or television broadcast in the languages represented by their communities who speak a language other than English.
(4) "Significant segment," for purposes of this section, means five percent or more of residents, or one thousand residents, whichever is fewer, residing in the affected city, town, or county who are of limited English proficiency.
(5) Agencies shall implement the provisions of this section within existing funds.

Item 2. Localized Language Population Data

According to data found on the King County Emergency Management website, the City of Pacific has one LEP language group considered to be a significant population segment. The language data is found here on the King County Emergency Management Website. Above the gray bar are languages defined as "significant segments" that fall under the mandate of the law and must be accounted for in emergency plans and messaging. Any language populations below the bar are not mandated, but jurisdictions with the resources to do so are encouraged to prepare for as many language communities as possible, particularly those in bold font due to the uncertainty of data measurement and equity concerns.

In recognition that many jurisdictions will share language requirements, though localized partnerships may be necessary, materials and contacts can and should be shared in order to fulfill the law.

Item 3: Messaging Strategies and Methods

A variety of systems, community networks, and communication methodologies will be leveraged to relay critical, life-safety messages to all residents, including LEP communities. For local events, the City of Pacific will use the language data provided in this toolkit to target messages to the necessary populations. Additional resources may be provided by jurisdictions with a similar language / demographic profile to the City of Pacific.
Finally, one of the best ways to prepare for flexible language response during emergency communications is to build relationships within and for the TPN. For more on this, see Item 5.

For critical, life-safety situations
Critical situations will require coordination with the county.
The KCEM Duty Officer will launch a pre-scripted **Alert King County** to a geo-targeted area of impacted King County residents. Given technological limitations, this alert will initially be launched in English and Spanish. A second, similar alert will then be sent to the **TPN contacts** listed in CodeRED, requesting they share the message through their established community channels (i.e. Facebook, word-of-mouth, faith centers).
System used: CodeRED to issue emergency alerts to geo-targeted areas, and/or existing contact lists of stakeholders

Capability: Can broadcast in two languages simultaneously by mobile text, landline, and email. However, cannot direct specific language translations to specific individuals.

At the same time, the same critical, life-safety message can be shared through:

1. Pacific's **social media** channels (Facebook, Twitter, and Nextdoor). Following best practices, the Facebook posts will feature the word "alert" in multiple languages, followed by a safety directive in English.

   Systems used: flagship social media accounts –
   Facebook: https://www.facebook.com/pacific.gov/

   Twitter: @pacific_pd

   Nextdoor: https://nextdoor.com/agency/pacific-police-department/

   Capability: Has wide reach, including large media followership. Allows for written language translation coupled with English message. Allows for images and video to enhance communications and comprehension levels. However, Twitter limits number of characters for a given post, and not all residents are users of social media.

2. **Local media, including ethnic/community media**. Initially, due to time-sensitivity, content will be sent in English with a request for non-English broadcast stations and digital news platforms to translate the message in their audience's preferred language.

   System used: outreach via News Media Contacts or OIRA list
   Capability: Most ethnic media have translation capability and large followership within language communities. Allows for images and video to enhance communications and comprehension levels. Might allow for higher levels of trust, if not coming from government source.

3. The **regional JIS** of appropriate stakeholders, requesting they share the message through their networks and notify the JIC of specific language groups for which they require translation assistance. These networks include:

   King County Sheriff's Office
   Provide in-person information and/or leverage volunteers (i.e. King County Search & Rescue) to communicate safety information to impacted communities.
   Contact: KCSAR Coordinator/Detective Ed Christian 206-296-2740

   King County government departments
   Provide subject matter expertise and bi-lingual staff to help the JIC craft and deliver public messages in multiple languages to impacted communities.
   Contact: (See JIC contact directory for most current list)

   Puget Sound Educational Service District
   Maintain contacts and coordinate communication with King and Pierce county school districts.
   Contact: Andrea Dombroski 425-917-7631 and Janine Thorn 425-917-7607

Systems used: CodeRED and JIS contact directories

Capability: Contains up-to-date contacts for partner organizations and community networks who have local connections and proven mechanisms for communicating with their diverse customers and neighbors. These trusted voices reinforce official messaging, delivering information in culturally sensitive ways. They are also instrumental in helping dispel rumors and misinformation, as well as providing feedback to the KCEM JIC on additional messaging needs.

For non-critical emergency situations
The KCEM Duty Officer and KCEM JIC will coordinate launches of additional **Alert King County** to geo-targeted areas of impacted King County residents, as appropriate. Given technological limitations, these alerts will primarily be launched in English and Spanish.
The King County Emergency Management **JIC will serve as the primary conduit of ongoing public messaging and translation**, leveraging the same messaging channels outlined above.

Language Assistance Directory

King County Office of Emergency Management

Maintain a contact directory for TPN members that serve as trusted voices within their respective communities. Make these contacts available to the KCEM Duty Officer (to upload in CodeRED) and JIC for sharing timely public messages.
Contact: CodeRED group list (directly accessible by KCEM) or Public Health's Duty Officer Line at 206-296-4606 (not for public release).

King County Office of Interpreter Services

Obtain interpreters for more than 160 different languages to assist non-English speakers with court matters. OIS has offices in all three of Superior Court's primary facilities. Make these

contacts available to the County JIC for sharing timely public messages.
Contact: KCEM liaison Paul Manolopoulos 206-263-9542 or
https://www.kingcounty.gov/courts/superior-court/interpreter-services.aspx

American Red Cross Language Bank

Provide in-person and over-the-phone interpretation as well as written translations for individuals and community-based partner agencies. Currently comprised of more than 400 volunteers who collectively speak 75 languages. Make these contacts available to the County JIC for sharing timely public messages.
Contact: languagebank@redcross.org or call 206-709-7339
Request form: https://volunteerconnection.redcross.org/?nd=form__2308

Item 4: Pre-scripted Emergency Messaging

Pre-scripted, hazard-specific messaging has been created and translated in the nine most commonly spoken languages in Seattle and King County – English, Spanish, Chinese (Cantonese and Mandarin), Vietnamese, Korean, Somali, Russian, Ukrainian, and Punjabi.

Topics include:

• Evacuation • Flooding • Winter Storm • Heat • Landslides/Mudflows • Wildfires • Shelter-in-Place	• Boil Water • Earthquake • Volcano • Pandemic Flu • Power Outage • Reunification	• Dam Failure • Terrorism • 911 Outage • Fire • Driving • Flooding

These messages are centrally stored on the King County Emergency Management website as an Excel Spreadsheet titled "Hazard-specific emergency public messages and translations". They are organized by topic with an initial alert message for immediate action or warning, followed by related safety messages. Following is an example:

Evacuation **Warning**

- An evacuation warning has been issued for [location]. You may be asked to leave the area.
- For important information, click here: website link here
- To view this message in American Sign Language (ASL) or other languages, click here: website link here

What to do:

- If ordered to evacuate, do it immediately.
- Take only essential items, for example: medicine, foods for special diets, personal items, baby supplies, clothing, money, and valuable paperwork.
- Secure your home. Lock windows and doors.
- Some shelters may not accept pets. Make arrangements for someone outside the evacuation area to take care of your pet.
- If you do not have transportation, ask a neighbor or friend for help.
- Check local news for emergency updates.
- ***If you know of someone who is unable to understand, see or hear this message, please tell them about it.***

Helpful links:

(Map of area)

Item 5: TPN Summary and Data Access

Summary

The Trusted Partner Network (TPN) is comprised of cultural, service, and faith leaders among limited English language groups. TPN members are already considered trusted, go-to sources during emergencies. City and county government can rely on this group to disseminate emergency messaging within their respective communities using their own cultural connections and social media networks.

These partners are fluent in an IEC-identified language and can assist in translation during emergency situations where necessary.

Data

Any after-hours contact information collected, whether on paper or electronic, is private and protected information and should be handled as such. The full TPN roster will be stored on KCEM's CodeRED, but jurisdictions will maintain their own contacts' information for quarterly reporting to KCEM. **Outreach data and spreadsheets that are TPN-specific are not to be downloaded or shared** with new parties, and sharing access remains with the original data collector and KCEM.

These precautions are in place for the benefit and safety of TPN members, whose participation may be conditional to the transparency of our agencies about data usage. For example, community members who may fear immigration and customs agents will experience more barriers to partnership if contacts are not protected. Therefore, the data will be made accessible only for Duty Officers, agency members of the Joint Information System (JIS), and the Inclusive Emergency Communications plan workgroup.

Data Protections Statement: to share with Partners

The after-hours contact information you provide is sensitive and will be treated as such. Although data sharing takes place between governmental offices and jurisdictions, the TPN is an interjurisdictional effort and should not be used for outreach to specific locations. We recognize that cultural and non-English-language speaking communities transcend jurisdictional boundaries; alerts may be sent out for emergency events in any jurisdiction within King County, and will be sent to the entire network.

The full TPN roster can only be accessed by King County Office of Emergency Management, but may receive alerts from Alert Seattle or Alert King County.

As community members, the contact information you provide, such as personal emails, cell phone numbers, etc. is **not subject** to release. Responding to an official TPN alert remains a private communication system: receiving alerts and/or responding to them will not compromise the privacy of your contact information or address.

Messages that you exchange with official county, city, or other official systems could potentially be released if other disclosure requests are made. For example, if you email or call an agency from your personal account, this could be released as a record and we would not be able to redact that information. For those who are concerned about this potential, we recommend communicating via work email and phone.

Recruitment

All jurisdictions with these types of connections and/or who work within communities on an everyday basis and could conduct outreach for the TPN should review and follow the Outreach Plan, which includes tools for recruitment, templates, databases and an FAQ/enrollment form. Group recruitment not only expands the reach of the network, but will ensure local trusted

connections during regional events.
Target numbers for the network are included below for reference and are based on both population size and equity considerations.

Total Number Enrolled Per Month										
	Month									
Language	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
Vietnamese	3	10	30	40						
Somali	10	25								
Chinese-Mandarin		10	25							
Arabic		7	12							
ASL	3	5	12							
Spanish	15	25	50	65	80					
Russian			3	10	15					
Chinese-Cantonese			3	10	15					
Tagalog				4	9	12				
Korean				4	9	12				
Ukrainian					2	5	10			
Punjabi					2	5	10			
Hindi						2	4	10		
Amharic						2	4	10		
Cambodian						2	4	8		
Telugu							2	4	6	
Japanese						2	5	8		
Samoan							2	4	6	
Urdu							2	4	6	
Marshallese								2	4	
Tigrinya							1	2	3	4
Tamil							1	2	3	4
Farsi							1	2	3	4
Lao							1	2	3	4
Nepali									2	3
French									2	3
Oromo									2	3
Romanian									2	3
Burmese									2	3
Swahili									2	3
Portuguese									2	3
Turkish									2	3
Hebrew, Modern									2	3

Use

For emergency communications, jurisdictions should initially contact the KCEM Duty Officer with specific messaging requests and language translation needs.

Alerts may be sent out for emergency events in any jurisdiction within King County as approved by the KCEM Duty Officer, and will be sent to the entire network regardless of zip code.

A general order of events.

- Incident occurs requiring a time-sensitive, life safety action to take place in a specific geographic area, i.e. evacuation or shelter-in-place
- First Responder agencies respond to scene
- PIOs coordinate message development and release until a JIC is staffed.
- PIOs have on their radar the need to notify all affected communities
- Fire / PD PIOs of larger jurisdictions, such as King County and Seattle, maintain current responsibility to notify Seattle / KCEM Duty Officers of Alert Seattle and Alert King County notifications needs
- **TPN Involvement:**
  - TPN group in CodeRED is included in Alert King County and receives the notification concurrently with the geocoded area. This message follows best practice guidelines.
    - Warning Message Elements – 5 essential topics, plus translation or links to translated materials:
      1. Source: who is issuing alert.
      2. Hazards: type of incident and impacts– explosion, chemical spill, hazardous air, water, etc.
      3. Location: geographic area affected, boundaries, neighborhoods, etc.
      4. Protective Actions: actions needed to stay safe, time to do it, how to accomplish it, how it reduces the impact.
      5. Time: expected duration.
      6. Translation: include link to translated versions of the message.
    - A second, TPN-only notification will be send in conjunction with the informational alert by the KCEM Duty Officer. This notification will ask TPN members specifically to share the message they have just received, and to confirm positive receipt of the message.
    - KCEM Duty Officer sends out the second, TPN-only alert described above.
  - Seattle EOC and JIC activate
    - Depending on time of incident, this may be 60-120 minutes after initial incident
  - Ongoing alerts continue via JIC
  - JIC sends all further TPN messaging, and jurisdictions should contact them, rather than the KCEM Duty Officer. See Item 1: Emergency Contact Information.
  - If further messaging continues to go through Alert King County, the KCEM Duty Officer must send. Otherwise, a roster can be requested for more informal continuity of messaging such as emails.

Maintenance

The TPN will be maintained and managed by the KCEM. Additional contacts for the network can be added to the database through use of this Microsoft form (request access if necessary).

Item 6: News Media Contacts

News Media (including ethnic)
Role: Reiterate and translate (as needed) public safety messages and situation updates provided by the County JIC. Provide feedback regarding additional public messaging needs, based on customer response.
Contact: (see OIRA page)

Item 7: Translation Tips

A GUIDE FOR EMERGENCY MANAGERS AND PUBLIC INFORMATION OFFICERS

STEP 1: UNDERSTAND THE TARGET AUDIENCE

Whenever possible, learn about the best way to reach an LEP community by asking someone from the target audience (such as staff from an organization in that community) or looking up information about the community (see resources).

Written communication is not the only (nor always the best) mode of communication. For example, some languages have rich oral traditions, including East African languages such as Oromo. A word-of-mouth or video approach may work better in those language communities.

STEP 2: PREPARING MATERIALS FOR TRANSLATION

Time and cost estimates (non-rush)

Generally, simple translations (600 words or less, common vocabulary) take about a week and complex translations (more than 600 words, technical language) take a week and a half or more. Budget around 0.25-0.30 cents per word or $50/hour by a certified translator.

Improve quality and accuracy: prepare the document for translation

Consider readability and use plain English.

- A complicated or poorly written English document is more likely to result in an awkward or confusing translation. Keep the information simple and concise.
- Use short sentences and avoid complicated sentence structure.
- Avoid jargon and acronyms.
- It's acceptable for the English version you send to the translator to differ from the original English document.
- Try to write for an audience at a fourth-grade reading level. This will make it easier for people to understand the translated text. Online tools like readable.io can help. Or use Word's Flesch-Kincaid Reading Level (5th to 8th grade level) and Ease (70 or higher).

Check for cultural relevance.

- Imagine how it reads in another language. Would the content make sense to someone from another country?
- Avoid metaphors, idioms, colloquialisms, euphemisms, puns and other forms of language that require situational or U.S. cultural experience, for example, "open house" might be translated as "vacant house." A "hot line" might be translated literally as a line that is hot.
- Look for language, instructions or images that may not be culturally appropriate. For example, "swine flu vaccination" may be unintentionally distasteful to groups that consider pork taboo. When using images, try to use ones that reflect the target community.
- When possible, ask a member of the target audience to review the document for cultural relevance.

Prepare the document for the translator.

- Send text as Word files.
- If you are translating text for a graphic file, you will need to include the native files and include that work in the estimate and review. Translated text often requires modified layout.
- Highlight certain words to flag to the translator and provide explanations of those terms, such as:

- Names of organizations, programs and other proper nouns (specify if you want them translated or left in English)
- Technical terms

- Request that the final document include the original English text and translated text together. This will make future use easier for English speakers, and provide English language learners with references.
- If you are translating web or application content, consider all design and action elements on the page that will need to be translated. Identify text you will use in the metatags for search engines and your web master.
- If are making a poster, flyer, or other material that will have design elements, check to see if the translation vendor can put the translated text into the layout. If not, use a format like the one shown below. You can insert the sentences or phrases put into one column in English and the translation agency can put the translations into the other column. This will help you copy and paste the translated text into the correct spot in your designs. See sample below:

Translation Template Document

Language:	**Project:**

Instructions: Please translate each row below and put your translated sentences on the right side.
Yellow highlighted words are to be kept in English or are to be included in parentheses.
Green highlighted words are technical terms that may need further thought regarding the translation.

Cell	English	Translation
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		

STEP 3: WORKING WITH A TRANSLATION VENDOR

- Email a translation vendor to request an estimate and attach the document.
- Clearly state:
  - What languages are needed. Ask for the translation in the dialect of the language that is used locally. Some language use is distinctly different in the U.S. than in the country of origin (such as Vietnamese) or there may be a dialect that is spoken more by the community in your area (such as Mexican Spanish vs. South American dialects).

  - Provide a specific file name for the vendor to use and bill to; e.g. Boil Water Advisory English/Spanish. Including both languages in the title will make future use easier.
  - Whether it is a rush job and the completion date and time needed
  - How the translation will be used (e.g., a news release, flyer, phone recording, etc.). This helps the translators determine the tone and style.
  - Let the agency know if you are getting a second review with another agency and ask if they have a process they prefer for comments and review.
- Accept the estimate to begin the translation.
- Encourage the translator to contact you if they have questions about the meaning of any of the content.
- Ask for a quality assurance review. This will be an additional cost, but provides a check on accuracy and quality. A quality assurance review will have a second translator check the work of the first.

STEP 4: COMMUNITY OR PEER REVIEW

Even the best translation agencies may have differing levels of quality depending on which individual translator is doing the work. They may be stronger in some languages than others. As a result, it's possible to have a problematic translation on occasion from even the best vendors. The best practice is to have a native speaker review the translation to make sure it is accurate and reads well. When possible, identify reviewers in advance. If the translation is long, consider providing some type of compensation for the time and expertise it takes to carefully review a document.

If the reviewer disagrees with the translation, provide the feedback to the translation agency. This may involve some back-and-forth with the translation agency as their team may not agree with the reviewer. In general, the professional translators are more experienced, so if you are uncertain about which version to use, go with the advice of the professional translators.

Consider your audience, where they are from, what common terms may be used by that group, or literacy levels in their language. For example, Spanish spoken in Mexico can differ from other Latin American countries.

TRANSLATION IN THE MIDST OF AN EMERGENCY

When translating messages in an emergency, it may not be possible to do every step (such as Step 1: Understand the target audience). During emergencies, ask for rush translations from translation vendors (note: a rush job will cost more). You may also need to have a list of translation vendors from outside your region or state who are not impacted by the disaster. While translation by certified professionals is generally best practice, in an emergency, you may need to rely on alternative translation systems. Some partner organizations may have bilingual staff that may be able to help.

<u>Potential options for emergency translation:</u>

- Local school district
- County or city employee language bank
- Bilingual staff or volunteers at food banks or service agencies
- Municipal, regional or Superior courts
  - Language interpreters: www.courts.wa.gov/programs_orgs/pos_interpret/

  - Deaf interpreters: www.dshs.wa.gov/altsa/odhh/certified-court-interpreters
- Police officers or first responders
- Social workers/medical interpreters at hospitals
- 9-1-1 centers who contract with Language Line or Voiance for telephonic interpretation
- Ethnic media may be able to translate emergency messages for publication or broadcast.
- Resources for deaf/hard of hearing: www.hsdc.org/services/interpreting-services/
  - Emergency sign language interpreter program (ESLIP)
  - Video Remote Interpreting (VRI) – not 24/7, must be pre-arranged
- Check with your city to find out if your jurisdiction can use the state of Washington's master contract for translation.

How to increase accuracy and clarity of translations done by non-professionals:

- **Not every person who speaks a language can translate.** Translation is a technical skill, and just as not every speaker of English is a good writer, not every speaker of a language is a good translator.
- **Keep messages simple for non-professional translators.** Try to only have simple, short messages translated by non-professional translators.
- **Community or peer review is very important** when using translations done by non-certified translators! A second set of eyes (whether a community member or another bilingual staff member) can catch problematic translations.
- **Build relationships with reviewers before emergencies happen.** You can speed up the translation process and still have quality translation work if you have good relationships with members of language communities who can quickly advise on and review your communications.

Some content adapted from City of Seattle's Language Access Toolkit and Public Health-Seattle & King County's Translation Guide.
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